

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 May 12, 2026

3.2 Consent Agenda for May 12, 2026

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

b) **Adoption of Minutes**

○ Regular Council Meeting Minutes – April 28, 2026

c) **Council Reports**

None

d) **Administrative Reports**

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

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

None

f) **Information**

○ Lacombe County Council Highlights – April 23, 2026

○ City of Lacombe Council Highlights – April 27, 2026

○ Battleriver Watershed Alliance Quarterly Report - April 2026

○ STARS - Town of Blackfalds - Ally Impact Report 2025

g) **Correspondence**

None

4. PUBLIC HEARING

4.1 Bylaw 1351.26 - 5401 Blackfalds Industrial Way Redistricting

5. DELEGATION

5.1 BMHA U11 Team 2 Congratulations, *Mayor Svab*

5.2 Discover Lacombe & District App, *Wendy Buyar and Dani Ducross – Lacombe and District Chamber of Commerce*

6. BUSINESS

6.1 Request for Decision, Bylaw 1351.26 - 5401 Blackfalds Industrial Way Redistricting (*Second and Third Reading*)

6.2 Request for Decision, Subdivision File No. S-01-26, 5401 Blackfalds Industrial Way

6.3 Request for Decision, FCSS Grant Funding Allocation

6.4 Request for Decision, Quarterly Financial Reports for the Period Ending March 31, 2026

6.5 Request for Decision, McKay Ranch Lift Station - Contract Award

6.6 Request for Decision, Council Policy CP-193.26 - FCSS Framework

6.7 Request for Decision, Council Policy CP 194.26 - Ice Allocation

6.8 Request for Decision, Council Policy CP 195.26 - Governance Framework

6.9 Request for Decision, Subdivision and Development Appeal Board (SDAB) Options

6.10 Request for Decision, Bylaw 1339.25 - Council Committee Bylaw (*Second and Third Reading*)

6.11 Request for Decision, Bylaw 1355.26 - Business Licence Bylaw (*First, Second and Third Reading*)

6.12 Request for Decision, Bylaw 1356.26 - Solid Waste Management Amendment Bylaw (*First, Second and Third Reading*)

7. NOTICES OF MOTION

7.1 Bill 12 – Alberta Disability Assistance Program (ADAP) Implementation Pause Support, *Councillor Brown*

8. CONFIDENTIAL

None

9. ADJOURNMENT

Future Meetings/Events:

- Standing Committee of Council Meeting – May 19, 2026
- Regular Council Meeting – May 26, 2026

MINUTES

A Regular Council Meeting for the Town of Blackfalds was held on April 28, 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 (*virtual*)
Councillor Aaron J. Hoyte
Councillor Cory Twerdoelib

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
Darolee Bouteller, Finance Manager
Aws Al Sammarraie, Engineering Services Manager
Rick Yelland-Kewin, Public Works Manager
Jordan Bauman, Financial Analyst
Renan Bravo, Information Technology Technician
Danielle Nealon, Senior Legislative Advisor

REGRETS

None

OTHERS PRESENT

Sheila Giffin, Chair - Municipal Policing Committee
Theresa Franko, Vice Chair - Municipal Policing Committee
Jeff Alliston - Metrix Group

1. WELCOME AND CALL TO ORDER

Mayor Svab welcomed everyone to the Regular Council Meeting of April 28, 2026, and called the meeting to order at 6:00 p.m. and indicated that Councillor Brown is attending virtually.

2. LAND ACKNOWLEDGEMENT

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

3. ADOPTION OF AGENDAS

118/26 Deputy Mayor Dennis moved That Council adopt the Regular Agenda for April 28, 2026, as amended, to remove item 6.2 Bylaw 1335.25 – Animal Control Bylaw and renumber the Regular Agenda accordingly.

CARRIED UNANIMOUSLY

119/26 Councillor Hoyte moved That Council adopt the Consent Agenda for April 28, 2026, as presented, containing:

- a) Declaration of No Interest** (*conflict of duty and interest, pecuniary or other*)
- b) Adoption of Minutes**
 - Special Standing Committee of Council Meeting Minutes – April 7, 2026
 - Regular Council Meeting Minutes – April 14, 2026
- c) Council Reports**
 - Mayor Laura Svab
 - Deputy Mayor Brenda Dennis

MINUTES

- Councillor Jim Sands
- Councillor Shane Hanson
- Councillor Ryan Brown
- Councillor Aaron J. Hoyte
- Councillor Cory Twerdoelib
- d) Administrative Reports**
 - Report for Council, CAO Report – April 2026
 - Report for Council, BOLT KPI Monthly Report – February 2026 and March 2026
 - Report for Council, 2026 Mayor for a Day
- e) Boards, Committee and Commission Minutes and/or Reports**
 - Family & Community Support Services Board Meeting Minutes – January 8, 2026, and February 19, 2026
 - Municipal Planning Commission Meeting Minutes – February 19, 2026
- f) Information**
 - Lacombe County Council Highlights – April 9, 2026
 - City of Lacombe Council Highlights – April 13, 2026
 - Central Alberta Economic Partnership (CAEP) Year in Review 2025-2026
- g) Correspondence**

None

CARRIED UNANIMOUSLY

4. PUBLIC HEARING

None

5. DELEGATION

5.1 BMHA U11 Team 3 Congratulations

Mayor Svab and Council formally recognized the U11 Team 3 for their gold-medal achievement at a hockey tournament held in Mill Woods.

5.2 Policing Committee - Chair & Vice Chair Yearly Report

Sheila Giffin (Chair) and Theresa Franko (Vice Chair) of the Policing Committee presented the Committee's 2025 Yearly Report.

120/26

Councillor Sands moved That Council accept the 2025 Policing Committee - Chair & Vice Chair Yearly Report, as information.

CARRIED UNANIMOUSLY

5.3 2025 Audited Financial Statements

Jeff Alliston, representing Metrix Group, presented the 2025 Audit Findings Report and 2025 Audited Financial Statements for the Town.

6. BUSINESS

6.1 Request for Decision, 2025 Audited Financial Statements

Following the delegation from Metrix Group, Manager Bouteiller brought forward the 2025 Audited Financial Statements for Council's approval.

121/26

Councillor Hoyte moved That Council approve the 2025 Consolidated Financial Statements, as presented.

CARRIED UNANIMOUSLY

6.2 Request for Decision, Bylaw 1352.26 - 2026 Property Tax Rate Bylaw

Director de Bresser presented the 2026 Property Tax Rate Bylaw for Council's consideration of Second and Third Reading.

122/26

Councillor Twerdoelib moved That Council give Second Reading to Bylaw 1352.26 - 2026 Property Tax Rate Bylaw, as presented.

CARRIED UNANIMOUSLY

MINUTES

123/26 Councillor Sands moved That Council give Third Reading to Bylaw 1352.26 - 2026 Property Tax Rate Bylaw, as presented.

CARRIED UNANIMOUSLY

6.3 Request for Decision, Master Engineering Services Agreement Award

Manager Al Sammarraie brought forward a request for Council to award the Master Engineering Services Agreement for the Town.

124/26 Councillor Hoyte moved That Council authorize and direct Administration to award and execute the Master Engineering Services Agreement to Stantec Consulting Ltd. for the period of May 2026 to May 2031.

CARRIED
Opposed: Councillor Hanson

6.4 Request for Decision, 2026-2030 Strategic Plan

CAO Isaak presented the 2026-2030 Strategic Plan for Council's consideration.

125/26 Councillor Hanson moved That Council approve and adopt the 2026-2030 Strategic Plan.

CARRIED UNANIMOUSLY

6.5 Request for Decision, Communications and Engagement Committee

Following the direction of Standing Committee of Council on April 7, 2026, CAO Isaak brought forward the Communications and Engagement Committee Terms of Reference and requested Council establish the ad-hoc committee.

126/26 Deputy Mayor Dennis moved That Council adopt the Communications and Engagement Committee Terms of Reference as presented.

CARRIED UNANIMOUSLY

127/26 Councillor Twerdoelib moved That Council establish the Communications and Engagement Committee.

CARRIED UNANIMOUSLY

128/26 Councillor Sands moved That Council appoint Mayor Svab, Councillor Hoyte, Councillor Hanson, CAO Isaak and the Marketing and Communications Team Lead to the Communications and Engagement Committee.

CARRIED UNANIMOUSLY

6.6 Request for Decision, Alberta Seniors & Community Housing Association (ASCHA) Conference – Per Diem Top Up

CAO Isaak brought forward a request for Council to consider topping up the per diems for Mayor Svab to attend the ASCHA Conference.

129/26 Councillor Hoyte moved That Council approve the per diem top up for the Mayor's attendance at the ASCHA Conference in the amount of \$620.

CARRIED UNANIMOUSLY

6.7 Request for Decision, Community Initiatives Grant – Red Deer Kinsmen Club

Director Kreklewich presented the Community Initiatives Grant Application for the Red Deer Kinsmen Club.

130/26 Deputy Mayor Dennis moved That Council grant funding of \$2,500 to the Red Deer Kinsmen Club from the Community Initiatives Grant.

CARRIED UNANIMOUSLY

MINUTES

130/26 Councillor Hanson moved That as a condition of the approved grant funding of \$2,500 to the Red Deer Kinsmen Club from the Community Initiatives Grant, the Town's Marketing and Communications Department work with the Red Deer Kinsmen Club to develop economic development and event specific marketing materials.

CARRIED
Opposed: Councillor Hoyte

6.8 Request for Decision, Proclamation - National Public Works Week

Manager Yelland-Kewin brought forward a request for Council to proclaim National Public Works Week.

131/26 Councillor Hoyte moved That Council proclaim May 17 - 23, 2026, as Public Works Week in the Town of Blackfalds.

CARRIED UNANIMOUSLY

6.9 Request for Decision, Proclamation - National Seniors' Week

Director Kreklewich brought forward a request for Council to proclaim National Seniors' Week.

132/26 Deputy Mayor Dennis moved That Council move to proclaim June 1 – 7, 2026, as Seniors' Week in the Town of Blackfalds.

CARRIED UNANIMOUSLY

6.10 Request for Decision, Proclamation – National Youth Week

Director Kreklewich brought forward a request for Council to proclaim National Youth Week.

133/26 Councillor Hanson moved That Council move to proclaim May 2 – 8, 2026, as Youth Week in the Town of Blackfalds.

CARRIED UNANIMOUSLY

6.11 Request for Decision, Member at Large Appointments – Library Board and Policing Committee

CAO Isaak presented the recommendations from the Member at Large Review Panel for appointments to the Library Board and the Policing Committee.

134/26 Councillor Hoyte moved That Council appoint Glenda Brown to the Library Board for a third term commencing April 28, 2026, and ending on December 31, 2028.

CARRIED UNANIMOUSLY

135/26 Councillor Hanson moved That Council appoint the following candidates to the Policing Committee:

- Bridget Anderson, for a first term commencing April 28, 2026, and ending on December 31, 2028.
- Ried Penner, for a first term commencing April 28, 2026, and ending on December 31, 2028.

CARRIED UNANIMOUSLY

7. NOTICES OF MOTION

None

8. ADJOURNMENT

Mayor Svab adjourned the Regular Council Meeting at 8:12 p.m.

Laura Svab, Mayor

Kim Isaak, Chief Administrative Officer

DRAFT

MEETING DATE: May 12, 2026

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

SUBJECT: **Enforcement and Protective Services Monthly Report - April 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 April for Municipal Enforcement, Occupational Health & Safety, Fire Services, RCMP and Emergency Management.


FINANCIAL IMPLICATIONS

None


ATTACHMENTS

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

APPROVALS



Kim Isaak,
Chief Administrative Officer



Director/Author

Protective Services Monthly Report

Blackfalds Municipal Enforcement April Monthly Report

Summary of Activity

During the month of April, officers worked along Public Works crews, assisting in street sweeping, ensuring as many vehicles were moved during this as possible. Of note, no tickets were issued during this time; courtesy calls were made, reminding vehicle owners of street sweeping and the need for vehicles to be moved.

Officers also continued to work on school zones when time and staffing permitted, ensuring drivers were complying with the *Traffic Safety Act*.

In May, Municipal Enforcement will be expecting the addition of E-Bikes, to allow ease of patrols in the parks, as well as the Segways will be in operation again.

Preparation is complete for the annual Bike Rodeo taking place in June, with several people having registered their children already. Once again, there will be bikes which are provided for prizes in various categories.

Officers met with Big Brothers Big Sisters, planning for the Kids and Kops program, which will be taking place from July 6th to July 9th this year. As always, this has a lot of interest and is anticipated to be full.

Operational Statistics

Calls for Service & Case Management

- 171 Operational files were created over the month of April.
- 12 files were created under the Traffic Bylaw.
- 14 Files under the Community Standards Bylaw.
- 1 Under the Land use Bylaw
- 2 Banning were issued.
- 23 miscellaneous incidents.
- 19 Under the Animal Control Bylaw.
- 97 Assistance files, with the majority relating to Street Sweeping assisting Public Works.

- 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

Officers are seeing an increase in unsightly properties, barking dogs, and dogs at large, which is common at this time of year.

Tickets and Warnings

- 106 Violation tickets were issued over the month.

Traffic Enforcement Violation Notices Breakdown

- Traffic Safety Act: 71
- Use of Highway and Rules of the Road Regulation: 32
- Vehicle Equipment Regulation: 3

Inter-Agency Cooperation

Peace Officer Services continued to assist the RCMP as required, including information sharing, attendance at motor vehicle collisions, searching and providing security camera footage, incidents, and referrals where criminal investigation was appropriate.

Conclusion

Peace officers were very busy during the month and are looking forward to the summer student starting in May.

Blackfalds Fire Rescue

During April 2026, we continued with the NFPA 1001 Level 1 course, on Tuesday evenings and are now into practical skills on weekends.

On Wednesday evenings, our training was focused on fire suppression, advancing hose lines, utilizing the training props at the training grounds (old public works yard).

The Fire Master Plan has started with a kick off meeting and interviews were held with several town staff.

A Fire Safety presentation was made to the Seniors club at the community hall. The presentation was aimed at fire prevention and safety for Seniors.

During April, the department responded to 21 incidents, which is on pace with last year's numbers.

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

Occupational Health & Safety

Incidents: 5 incidents reports on CorePoint

- 4 near miss/hazard ID
- 1 property/equipment damage

Worksite Inspections Completed:

- Wadey Visitor Information Centre
- Community Center
- Eagle Builders Centre
- Abbey Centre
- All Lift stations and Reservoirs

OHS Platform Committee

- Committee watch 3 software demos

- 1 demo will be watched in May and then the Committee will review scores and determine the best option

Policies & Procedures

- H&S Documents being reviewed by the Joint Health and Safety Committee
 - o Worksite Inspections Policy & Procedure
 - o Workplace Violence and Harassment Prevention Policy
 - o Confined Space Code of Practice

Orientation & Training

- 40 Health and Safety Orientation & Training emails sent to new hires
- A 2-day orientation & training was created for Parks and Public Work Seasonal employees

RCMP

- The RCMP have a few potential candidates to replace S/Sgt. Andrew Allan who transferred to BC., the selection committee will be meeting in the next month.

Statistics for April are not available at this time and will be supplied when received.

Emergency Management

- Two staff completed Block 3 of Central Region All Hazards Incident Management Team training.
- LREMP partnership has posted a training schedule for 2026, with training taking place in Lacombe County:
 - ICS 200 - May 7/8
 - Logistics Section Chief - June 22-24
 - ICS 300 - September 2-4
 - Planning Section Chief - October 14-16
 - Incident Commander – Dec. 7-10
 - ICS 200 – Dec. 15/16
- Several Contractor site visits were conducted for the Emergency Generator RFP.
- Review and update MSLI with all Protective Services departments.
- Interviewed by Behr, the contractor, preparing the Fire Master plan
- Working on developing an Evacuation plan and re-entry plan.

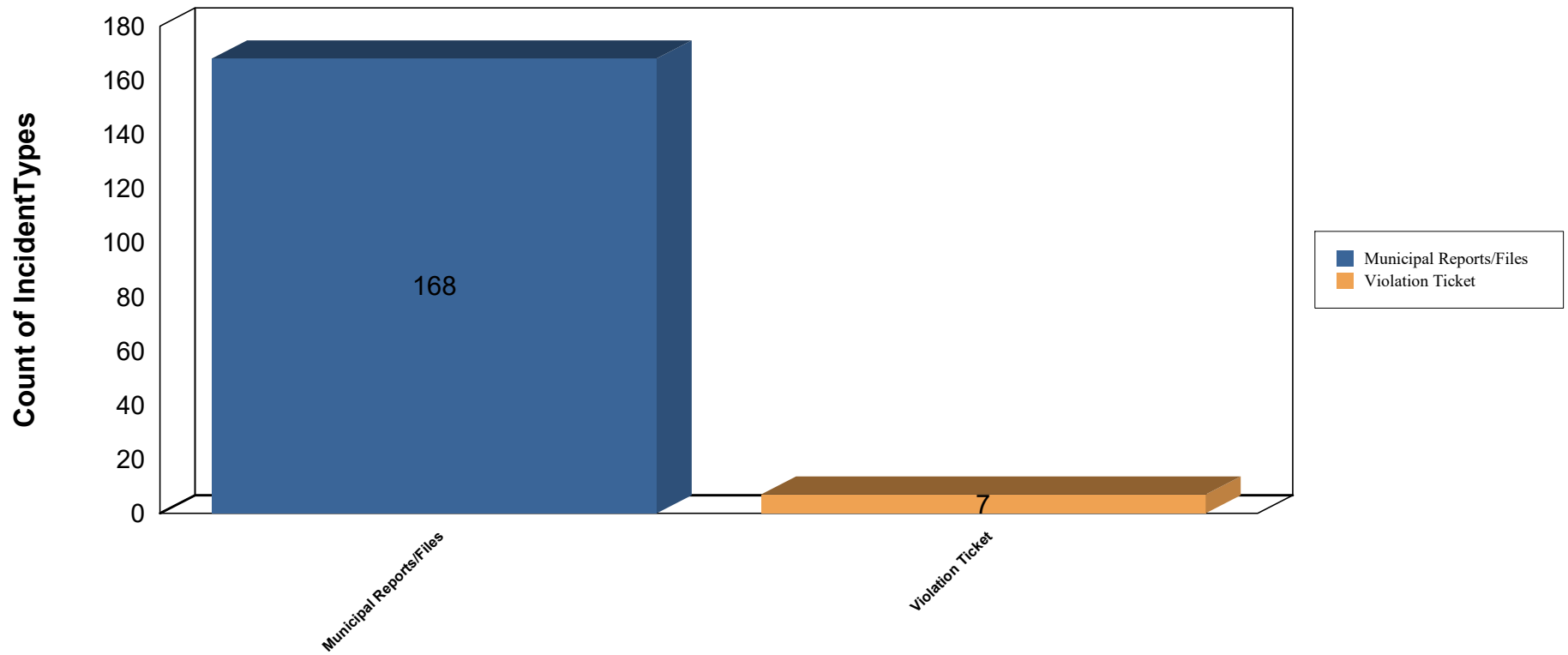
Ken Morrison

Director of Emergency Management & Protective Services

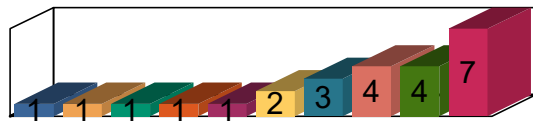
Town of Blackfalds

COMBINE MONTHLY REPORT Statistics from: 4/1/2026 12:00:00AM to 4/30/2026 11:59:59PM

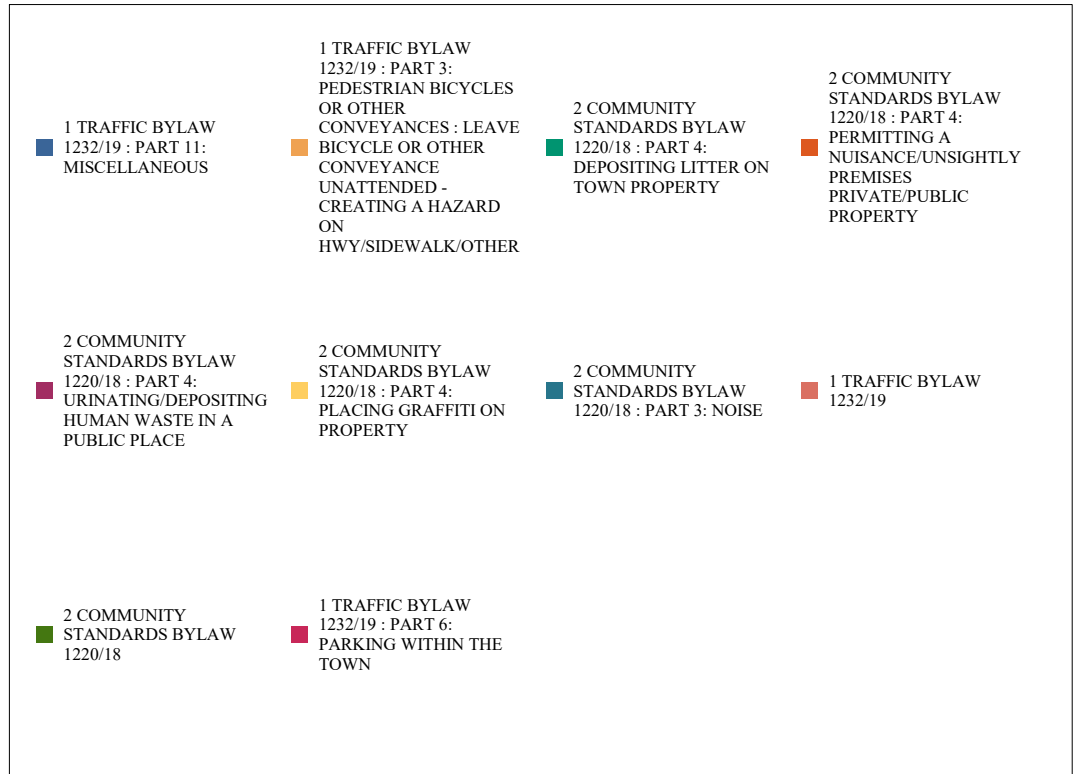
Count of Reports Completed



Count of Incident Types



Count of Incident Types



0.57% # of Reports: 1 Municipal Reports/Files 1 TRAFFIC BYLAW 1232/19 : PART 11: MISCELLANEOUS

0.57% # of Reports: 1 Municipal Reports/Files 1 TRAFFIC BYLAW 1232/19 : PART 3: PEDESTRIAN BICYCLES OR OTHER CONVEYANCES : LEAVE BICYCLE OR OTHER CONVEYANCE UNATTENDED - CREATING A HAZARD ON HWY/SIDEWALK/OTHER

0.57% # of Reports: 1 Municipal Reports/Files 2 COMMUNITY STANDARDS BYLAW 1220/18 : PART 4: DEPOSITING LITTER ON TOWN PROPERTY

0.57% # of Reports: 1 Municipal Reports/Files 2 COMMUNITY STANDARDS BYLAW 1220/18 : PART 4: PERMITTING A NUISANCE/UNSIGHTLY PREMISES PRIVATE/PUBLIC PROPERTY

0.57% # of Reports: 1 Municipal Reports/Files 2 COMMUNITY STANDARDS BYLAW 1220/18 : PART 4: URINATING/DEPOSITING HUMAN WASTE IN A PUBLIC PLACE

1.14% # of Reports: 2 Municipal Reports/Files 2 COMMUNITY STANDARDS BYLAW 1220/18 : PART 4: PLACING GRAFFITI ON PROPERTY

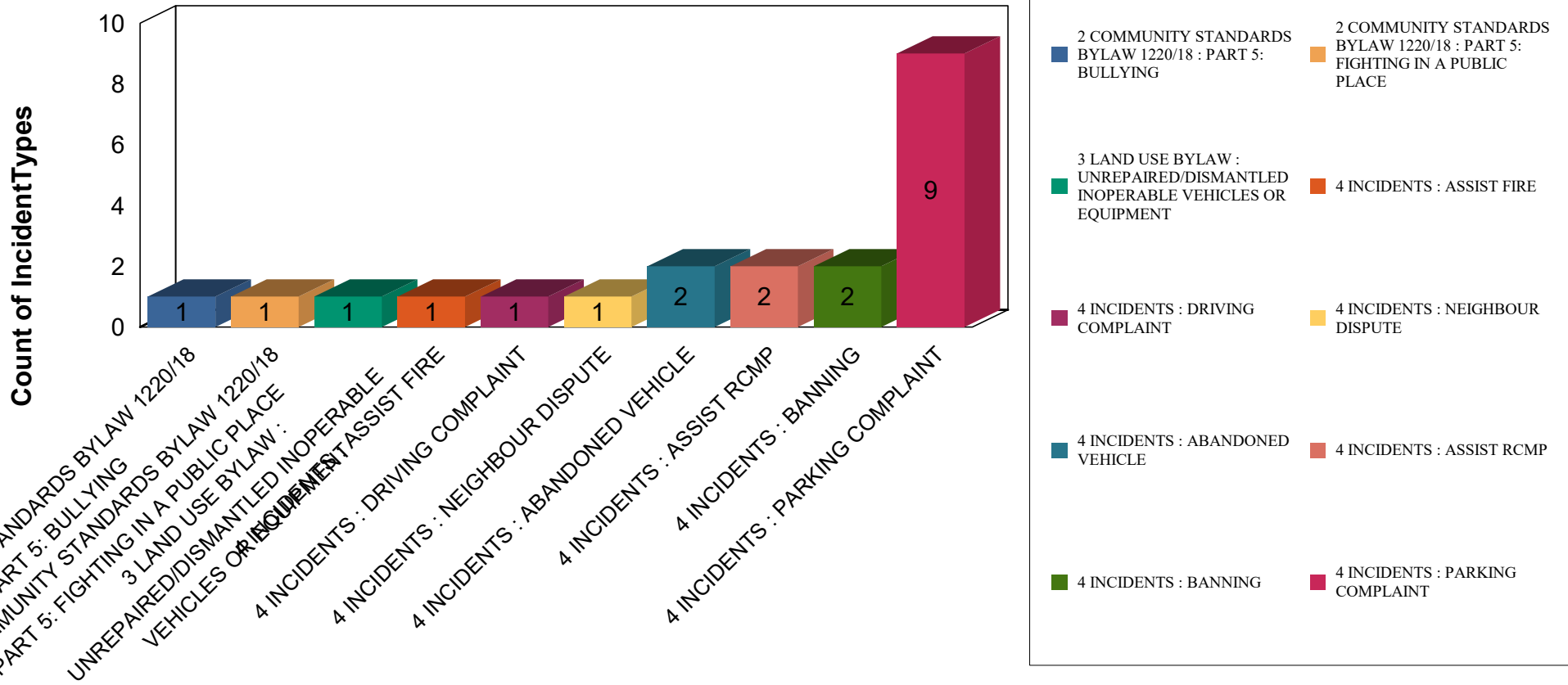
1.71% # of Reports: 3 Municipal Reports/Files 2 COMMUNITY STANDARDS BYLAW 1220/18 : PART 3: NOISE

2.29% # of Reports: 4 Municipal Reports/Files 1 TRAFFIC BYLAW 1232/19

2.29% # of Reports: 4 Municipal Reports/Files 2 COMMUNITY STANDARDS BYLAW 1220/18

4.00% # of Reports: 7 Municipal Reports/Files 1 TRAFFIC BYLAW 1232/19 : PART 6: PARKING WITHIN THE TOWN

Count of Incident Types



0.57% # of Reports: 1 Municipal Reports/Files 2 COMMUNITY STANDARDS BYLAW 1220/18 : PART 5: BULLYING

0.57% # of Reports: 1 Municipal Reports/Files 2 COMMUNITY STANDARDS BYLAW 1220/18 : PART 5: FIGHTING IN A PUBLIC PLACE

0.57% # of Reports: 1 Municipal Reports/Files 3 LAND USE BYLAW : UNREPAIRED/DISMANTLED INOPERABLE VEHICLES OR EQUIPMENT

0.57% # of Reports: 1 Municipal Reports/Files 4 INCIDENTS : ASSIST FIRE

0.57% # of Reports: 1 Municipal Reports/Files 4 INCIDENTS : DRIVING COMPLAINT

0.57% # of Reports: 1 Municipal Reports/Files 4 INCIDENTS : NEIGHBOUR DISPUTE

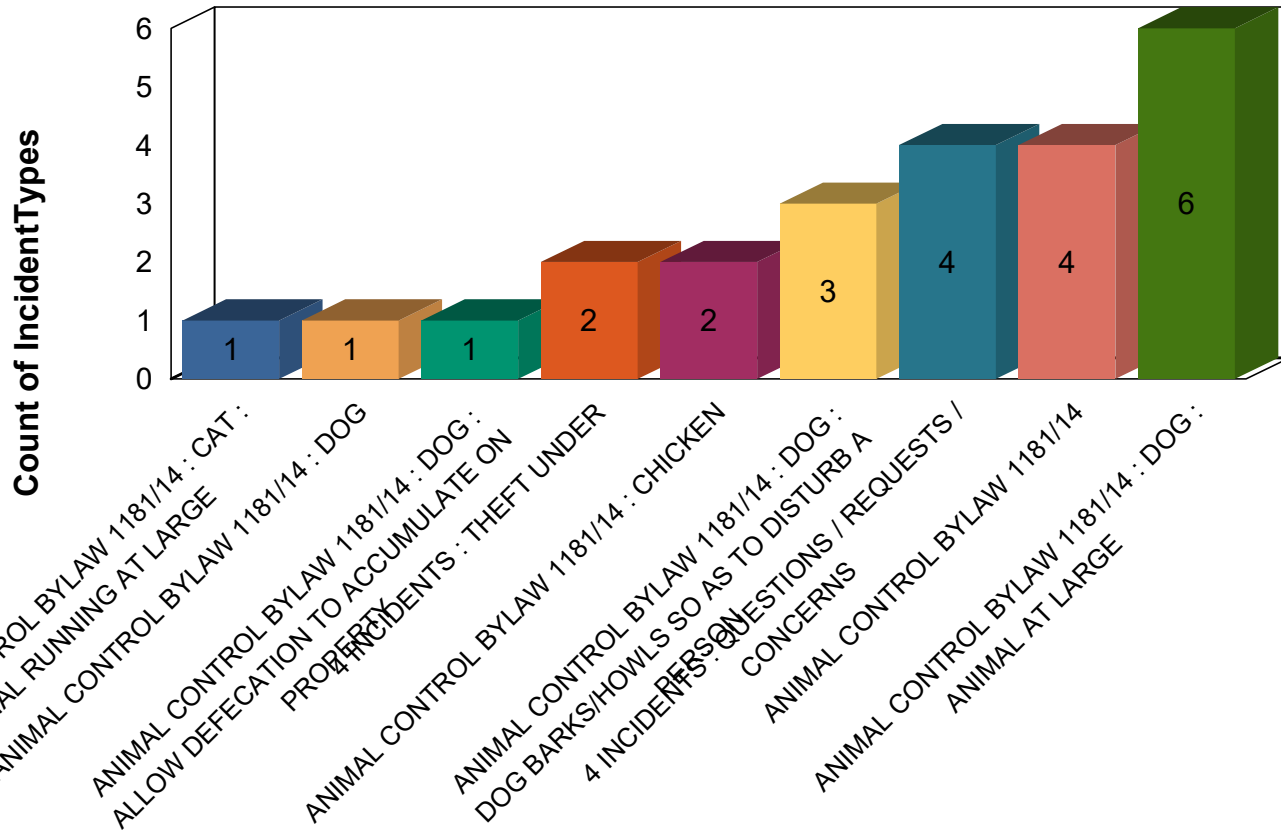
1.14% # of Reports: 2 Municipal Reports/Files 4 INCIDENTS : ABANDONED VEHICLE

1.14% # of Reports: 2 Municipal Reports/Files 4 INCIDENTS : ASSIST RCMP

1.14% # of Reports: 2 Municipal Reports/Files 4 INCIDENTS : BANNING

5.14% # of Reports: 9 Municipal Reports/Files 4 INCIDENTS : PARKING COMPLAINT

Count of Incident Types



- ANIMAL CONTROL BYLAW 1181/14 : CAT : ANIMAL RUNNING AT LARGE
- ANIMAL CONTROL BYLAW 1181/14 : DOG
- ANIMAL CONTROL BYLAW 1181/14 : DOG : ALLOW DEFECACTION TO ACCUMULATE ON PROPERTY
- 4 INCIDENTS : THEFT UNDER
- ANIMAL CONTROL BYLAW 1181/14 : CHICKEN
- ANIMAL CONTROL BYLAW 1181/14 : DOG BARKS/HOWLS SO AS TO DISTURB A PERSON
- 4 INCIDENTS : QUESTIONS / REQUESTS / CONCERNS
- ANIMAL CONTROL BYLAW 1181/14
- ANIMAL CONTROL BYLAW 1181/14 : DOG : ANIMAL AT LARGE

0.57% # of Reports: 1 Municipal Reports/Files ANIMAL CONTROL BYLAW 1181/14 : CAT : ANIMAL RUNNING AT LARGE

0.57% # of Reports: 1 Municipal Reports/Files ANIMAL CONTROL BYLAW 1181/14 : DOG

0.57% # of Reports: 1 Municipal Reports/Files ANIMAL CONTROL BYLAW 1181/14 : DOG : ALLOW DEFECACTION TO ACCUMULATE ON PROPERTY

1.14% # of Reports: 2 Municipal Reports/Files 4 INCIDENTS : THEFT UNDER

1.14% # of Reports: 2 Municipal Reports/Files ANIMAL CONTROL BYLAW 1181/14 : CHICKEN

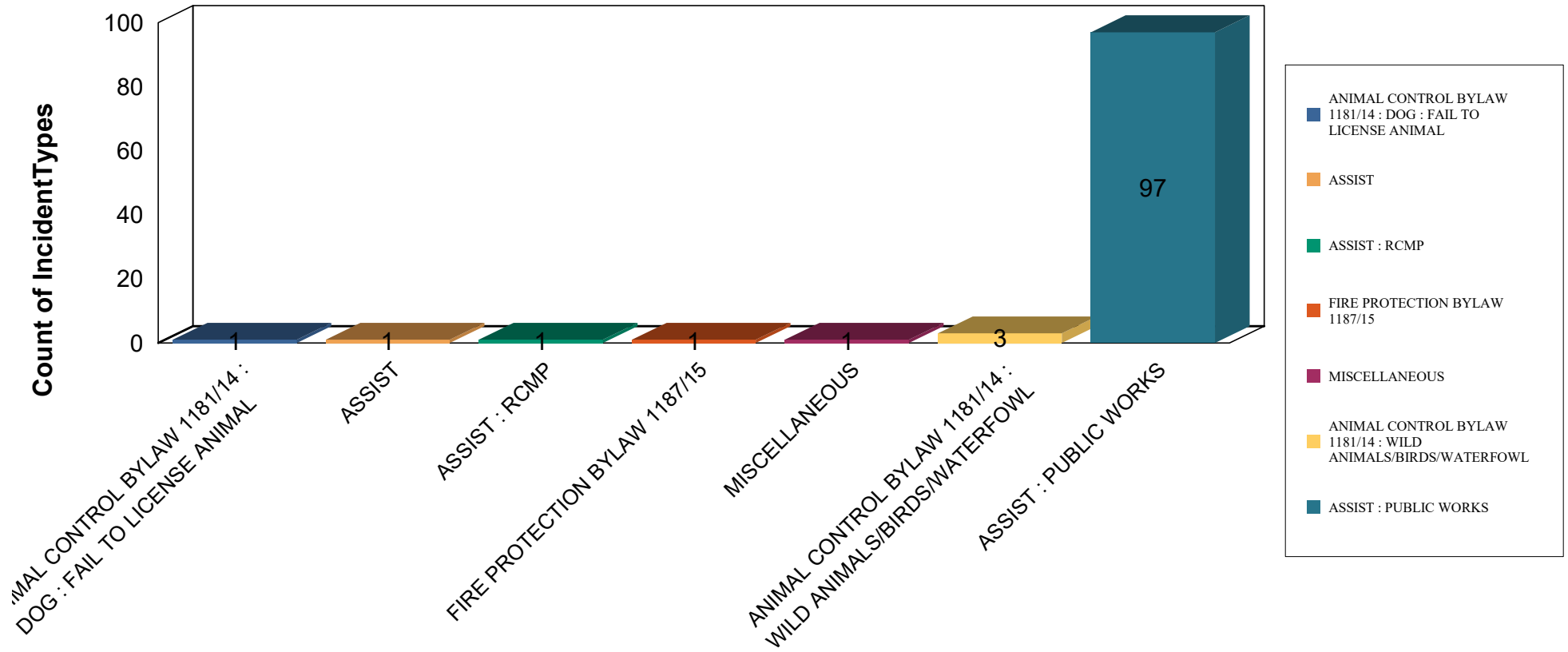
1.71% # of Reports: 3 Municipal Reports/Files ANIMAL CONTROL BYLAW 1181/14 : DOG : DOG BARKS/HOWLS SO AS TO DISTURB A PERSON

2.29% # of Reports: 4 Municipal Reports/Files 4 INCIDENTS : QUESTIONS / REQUESTS / CONCERNS

2.29% # of Reports: 4 Municipal Reports/Files ANIMAL CONTROL BYLAW 1181/14

3.43% # of Reports: 6 Municipal Reports/Files ANIMAL CONTROL BYLAW 1181/14 : DOG : ANIMAL AT LARGE

Count of Incident Types



0.57% # of Reports: 1 Municipal Reports/Files ANIMAL CONTROL BYLAW 1181/14 : DOG : FAIL TO LICENSE ANIMAL

0.57% # of Reports: 1 Municipal Reports/Files ASSIST

0.57% # of Reports: 1 Municipal Reports/Files ASSIST : RCMP

0.57% # of Reports: 1 Municipal Reports/Files FIRE PROTECTION BYLAW 1187/15

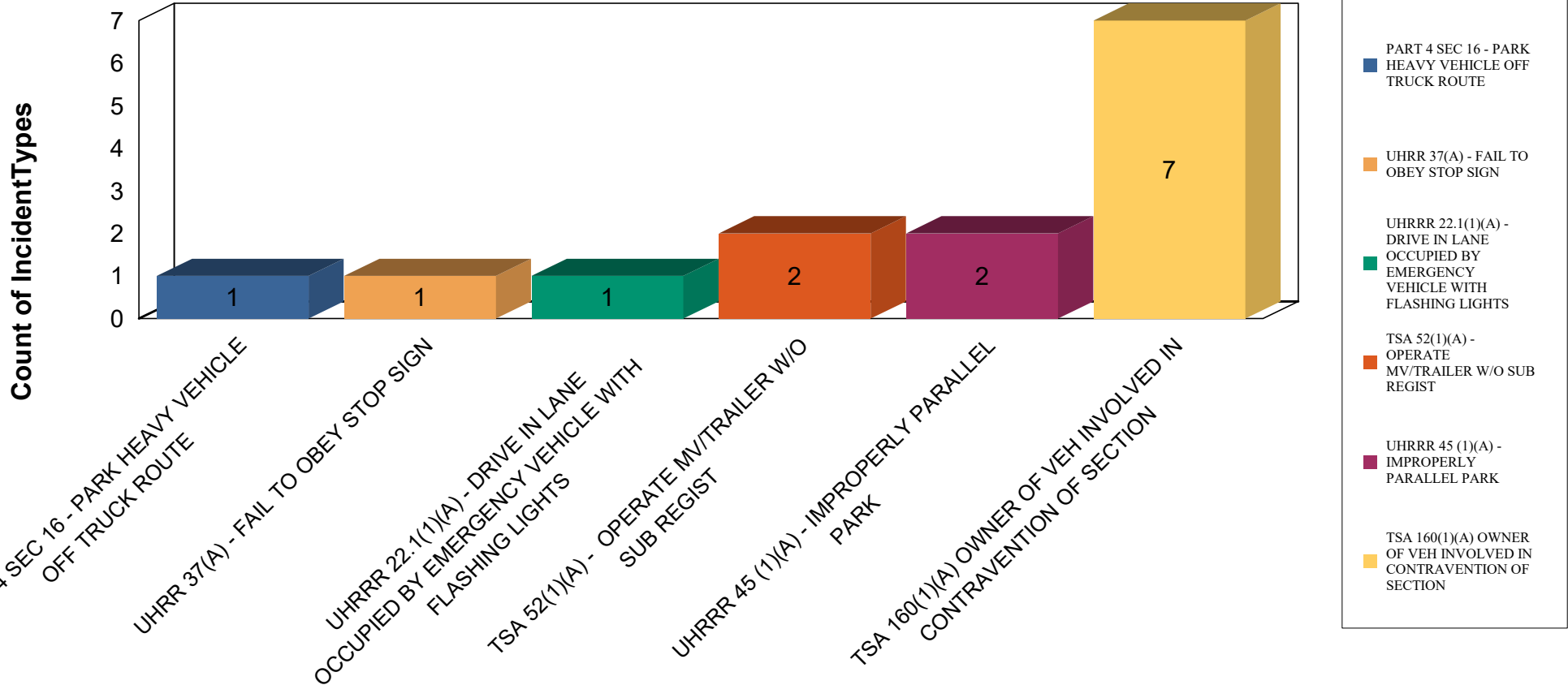
0.57% # of Reports: 1 Municipal Reports/Files MISCELLANEOUS

1.71% # of Reports: 3 Municipal Reports/Files ANIMAL CONTROL BYLAW 1181/14 : WILD ANIMALS/BIRDS/WATERFOWL

55.43% # of Reports: 97 Municipal Reports/Files ASSIST : PUBLIC WORKS

Grand Total: 100.00% Total # of Incident Types Reported: 175 Total # of Reports: 168

Count of Incident Types



7.14% # of Reports: 1 Violation Ticket PART 4 SEC 16 - PARK HEAVY VEHICLE OFF TRUCK ROUTE

7.14% # of Reports: 1 Violation Ticket UHRR 37(A) - FAIL TO OBEY STOP SIGN

7.14% # of Reports: 1 Violation Ticket UHRRR 22.1(1)(A) - DRIVE IN LANE OCCUPIED BY EMERGENCY VEHICLE WITH FLASHING LIGHTS

14.29% # of Reports: 2 Violation Ticket TSA 52(1)(A) - OPERATE MV/TRAILER W/O SUB REGIST

14.29% # of Reports: 2 Violation Ticket UHRRR 45 (1)(A) - IMPROPERLY PARALLEL PARK

50.00% # of Reports: 7 Violation Ticket TSA 160(1)(A) OWNER OF VEH INVOLVED IN CONTRAVENTION OF SECTION

Grand Total: 100.00% Total # of Incident Types Reported: 14 Total # of Reports: 7

Grand Total: 100.00% Total # of Incident Types Reported: 189



SUCCESS GROWS HERE!

HIGHLIGHTS OF THE REGULAR COUNCIL MEETING APRIL 23, 2026

2025 OPERATING SURPLUS AND RESERVE ALLOCATION

Lacombe County realized a 2025 operating surplus of \$2,961,215, with \$2.5 million available for reallocation to reserves. Council approved allocating the surplus to the following reserves:

- Water/Wastewater Reserve: \$1,000,000
- New Pavement Reserve: \$500,000
- Fire Services Reserve: \$500,000
- Recreation Capital Assistance Reserve: \$500,000

2025 AUDITED FINANCIAL STATEMENTS

Mr. Jeff Alliston of Metrix Group, LLP presented the draft 2025 Audited Financial Statements for the year ended December 31, 2025. Council approved the 2025 Audited Financial Statements, as amended, to include the 2025 surplus allocation to reserves.

ALBERTA UTILITIES COMMISSION CONSULTATION ON RULE 007: PROPOSED SETBACKS FOR RENEWAL INFRASTRUCTURE

Council received an overview of the Alberta Utilities Commission's consultation on proposed standardized setback distances for renewable energy infrastructure. The Alberta Utilities Commission is seeking municipal feedback before finalizing the new setback standards. Council endorsed the draft response letter and authorized Administration to submit it to the Alberta Utilities Commission.

BLACKFALDS AGRICULTURAL SOCIETY PRESENTATION

Council received a presentation from Dena Thomas, representative of the Blackfalds Agricultural Society, highlighting the Empowering Minds program.

FENCE ENCROACHMENT APPEAL

Council reviewed an appeal regarding a fence encroachment and directed the County Manager to prepare a draft Licence of Occupation for Council's consideration at a future meeting.

AGRICULTURAL SERVICE BOARD MEETING NOTES

Council reviewed the minutes of the April 15, 2026 Lacombe County Agricultural Service Board (ASB) meeting and approved the recommendation as follows:

- That the County Manager be authorized to submit an application to the Farm Credit Canada AgriSpirit Fund for the purchase of a silage plastic and bale wrap compactor and trailer.
- That the 2% Liquid Strychnine report be received for information; and further, that the County Manager be authorized to purchase 2% liquid strychnine at a cost not exceeding \$7,500.
- That the ALUS Lacombe Update presentation be received for information.
- That the ALUS Funding Request presentation be received for information.
- That the Weeds on Well Sites Report be received for information.



SUCCESS GROWS HERE!

- That the Weed Control Regulation Report be received for information.
- That the County Manager be directed to draft an Animal Health Act Policy for review at a future Agricultural Service Board meeting.
- That the input provided by the Agricultural Service Board regarding amendments to Policy AG(4) be received for information; and further, that the County Manager provide a report regarding amendments to Policy AG(4) for Council's consideration at a future Council meeting.
- That the input provided by the Agricultural Service Board regarding amendments to Policy AG(2) be received for information; and further, that the County Manager provide a report regarding amendments to Policy AG(2) for Council's consideration at a future Council meeting.
- That the input provided by the Agricultural Service Board regarding amendments to Policy CC(3) be received for information; and further, that the County Manager provide a report regarding amendments to Policy CC(3) for Council's consideration at a future Council meeting.
- That the County Manager prepare a report regarding the composition of the Agricultural Service Board to include a combination of public members and Council members at a future Agricultural Service Board meeting.
- That the County Manager be directed to provide a report regarding the proposal from ALUS Canada for Council consideration at a future Council meeting.
- That the 2026 Agricultural Service Board Summer Tour Schedule and the Letter of Appreciation from Member of Parliament John Barlow, Shadow Minister of Agriculture and Agri-Food be received for information.

COMMITTEE OF THE WHOLE MEETING NOTES

The following recommendations from the Committee of the Whole meeting held on April 7, 2026 received the approval of Council:

- That the *Fire Permit Conditions and Year-Round Fire Permitting* presentation be received for information; and further, that the County Manager be directed to prepare a report and recommendation for Council's consideration that addresses the following:
 - Implementation of year-round fire permitting;
 - Providing a notice of a forthcoming fire response invoice every 30 days until such time as an invoice is sent;
 - Amendments to the Fire Permit Conditions, including:
 - Revisions to the proposed Condition #1 to:
 - Add the wording "Failure to do so will result in charges from Lacombe County Fire Services"; and
 - Include the term "permit holder" in addition to the existing reference to "landowner";
 - Include the proposed Condition #2, requiring each fire burn site to be inspected every 24 hours by a responsible adult physically on site;
 - Include the proposed Condition #4, adding a conspicuous weather widget to the Lacombe County website;



SUCCESS GROWS HERE!

- Establishing a requirement that a fire exceeding a certain size triggers a phone call from Lacombe County Fire Services staff to review responsibilities, conditions, etc.; and
- Amending the Rates and Fees Bylaw to specify that fees are charged “per permit”.
- That the *Fire Department Members Availability and Capability* discussion be received for information; and further, that this item be added to the December Committee of the Whole meeting.
- That the *Fire Smart Program* discussion be received for information; and further, that the County Manager be directed to prepare a report and recommendation for Council’s consideration at a future meeting once the Forest Resource Improvement Association of Alberta (FRIAA) FireSmart Program grant funding decisions have been announced.
- That the Firefighter Recognition Events discussion be received for information.
- That the Soil Conservation presentation be received for information; and further, that the County Manager be directed to prepare a report and recommendation for Council’s consideration at a future Agricultural Services Board meeting in the fall of 2026.
- That the 2026 Assessment Changes presentation be received for information.

TAX RATE BYLAW

Council approved second and third readings to Bylaw No. 1459/26, a bylaw to authorize the rates of taxation to be levied against assessable property within Lacombe County for the 2026 taxation year. Council also approved additional survey costs of \$30,000 for measuring gravel inventory to meet gravel audit requirements, approved a reduction of the \$1,078,120 one-time contribution to the Water/Wastewater Reserve, and approved the transfer of \$177,770 from the Tax Rate Stabilization Reserve.

Next Regular Council Meeting is
May 14, 2026 – 9:00 a.m.

Next Committee of the Whole Meeting is
June 2, 2026 – 9:00 a.m.

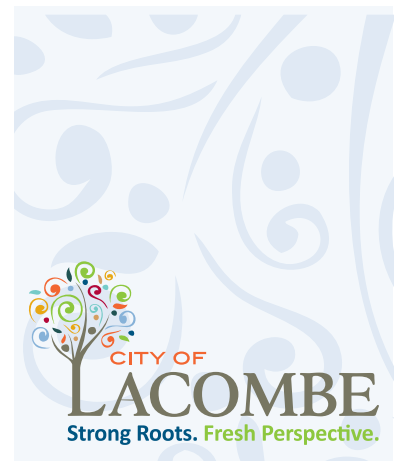
Lacombe County Administration Building

****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, April 27th, 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 Taxes -
Bylaws 534 & 535

Charis Village
Requests

Investment
Portfolio Update

Updated Property Tax Calculator

Enter your property assessment and the calculator will do the rest!

Try it at lacombe.ca/taxcalculator



Property Tax Calculations

Property taxes are based on this formula:

$$\begin{matrix} \text{Assessed} \\ \text{Property} \\ \text{Value} \end{matrix} \times \begin{matrix} \text{Property} \\ \text{Tax Rate} \end{matrix} = \begin{matrix} \text{Property} \\ \text{Tax Bill} \end{matrix}$$

TIPP (Tax Installment Payment Plan)

Sign up for (TIPP) prior to June 30th, 2026 to have your annual property tax divided into equal payments. Contact City Hall for information on this program - 403.782.6666

2026 Property Taxes

2026 Property Tax Rate (Bylaw 534)

Council approved the 2026 Property Tax Rate Bylaw (Bylaw 534), setting the municipal tax increase at 1.3%, consistent with Council's approved operating budget and a continued focus on affordability.

Council noted that while the City has limited its municipal increase, the total amount on a property tax bill may still be affected by factors outside municipal control, including changes to assessed property values and a significant increase to the provincial education property tax, which municipalities are required to collect on behalf of the Province.

Council gave first, second, and third reading to Bylaw 534, allowing the City to proceed with issuing 2026 property tax notices.

Tax notices are expected to be mailed in late May, with payment due by June 30th, 2026.

Special Paving Tax (Bylaw 535)

Council also considered the Special Paving Tax Bylaw (Bylaw 535), proposed to help partially fund pavement rehabilitation on Wolf Creek Drive (52nd Avenue to 55th Avenue).

As part of its decision-making, Council approved an alternative, one-time funding approach that eliminates the previously anticipated 1% special paving tax for 2026. Council directed \$104,832 in excess municipal tax revenue, together with \$87,168 from the Roads Reserve, to fully fund the \$192,000 paving project.



More from the Meeting



Charis Village Requests

Partial Development of Herr Promenade

Administration brought forward a request by Charis Village to adjust the phased construction timing of Herr Promenade to support their next stage of development, which includes a proposed continuing care facility. Due to the location of the new building, earlier access from Herr Promenade is required for residents, staff, and emergency services, even though full construction of the roadway was not yet triggered under the original agreement.

Council approved an amended phasing approach for Herr Promenade. Under this amendment:

Charis Village will construct the segment of Herr Promenade from C&E Trail to the north entrance of Charis Village Drive at its own cost.

The remaining portion of the roadway, from Charis Village Drive to the west boundary of the Charis Village lands, will be constructed either by Charis Village or a future land developer - depending on which development occurs first.

Council also authorized the release of the phased road deposit of \$152,960.70 upon completion of the approved section of roadway, helping advance the project and meet provincial funding requirements.

Deep Utility Servicing Assistance:

Council reviewed a report outlining critical water and sanitary servicing needs required to support the next phase of development at Charis Village, including a proposed Phase 1C continuing care apartment building. The facility is planned to accommodate approximately 100–150 continuing-care units and is tied to provincial funding timelines.

To align municipal infrastructure with the project schedule, Council committed to completing the Area 12 Sanitary Sewer Lift Station in 2028. This lift station will provide long-term sanitary servicing not only for Charis Village, but also for future development in the Henner Heights area, supporting broader community growth and infrastructure efficiency.

Council also approved a City contribution of 50%, up to \$250,000, funded from the General Capital Reserve, toward construction of a waterline loop along Aab Street. This loop will improve water reliability, operational safety, and emergency response capability for seniors housing, while also enabling future development opportunities in the surrounding area. The investment was identified as a strategic economic development initiative, supporting both immediate community needs and long-term servicing objectives.

Lacombe Police Service (LPS) Annual Report

The Lacombe Police Service presented its 2025 Annual Report to Council, highlighting crime statistics and key data trends outlined in the report.

Council also engaged in discussion around speed limit enforcement within the city. In terms of staffing, LPS reported that they are currently at full complement, with 24 sworn officers plus a School Resource Officer (SRO), however, there is an identified need for additional civilian support staff within the office.

The full LPS 2025 Annual Report will be available online at lacombspolice.ca/annual-reports

More from the Meeting



Heritage Resources Committee – Municipal Heritage Inventory Update

Council reviewed a bylaw amendment recommended by the Heritage Resources Committee (HRC) to update the City’s Municipal Heritage Inventory and ensure it accurately reflects properties that have been formally designated as Municipal Historic Resources.

As several buildings have recently progressed from the Heritage Inventory to full municipal designation, Bylaw 400.78 updates the Land Use Bylaw to clearly distinguish between inventoried properties and designated historic resources. These designations recognize heritage value and provide long-term protection for significant buildings.

Following a public hearing, Council gave second and third reading to Bylaw 400.78, formally approving the update and keeping Lacombe’s heritage records accurate and current.

Investment Portfolio Update - CIBC Hobson Chahal Advisory Group

Council received an investment portfolio update from the City’s financial advisor, outlining current market conditions and the performance of municipal reserve investments.

As of April 21st, 2026, the City’s investment portfolio had a market value of approximately \$21.8 million and remains fully compliant with the Municipal Government Act, with a focus on capital preservation, liquidity, and risk management. The portfolio is well diversified and primarily invested in high-quality, AA-rated Canadian financial institutions.

Despite ongoing economic uncertainty, the advisor reported that portfolio returns continue to outperform key bond benchmarks and are well positioned to benefit from current and expected interest-rate conditions.

Upcoming Council Meetings

- Monday, May 11th, 2026, at 5:30 p.m.
- Monday, May 25th, 2026, at 5:30 p.m.
- Monday, June 8th, 2026, at 5:30 p.m.

Your City Council



Mayor
Hibbs



Councillor
Contenti



Councillor
de Bresser



Councillor
Dykslag



Councillor
Goings



Councillor
Proud



Councillor
Span

QUARTERLY REPORT - APRIL 2026

Upcoming Events

- Wainwright Community Event and Bioblitz, June 6
- 2nd 'Great Divide' Tree Planting, Beaver Hills Biosphere, June 7
- AGM and 20th Anniversary Bus Tour, June 18
- Riparian Portal [101](#) & [102](#) Free Information Sessions, June 30

Battle-Tested: Climate Adaptation in the Basin

April 8, 2026 - [Check out the latest blog by guest writer, Heather Marshall](#)

Announcing the finalists in the Caring For Our Watersheds Contest

April 8, 2026 - We are excited to be hosting the Alberta Caring for Our Watersheds Finals at the Reynolds Museum in Wetaskiwin on Friday, May 22! This year's contest features eleven projects from schools in Bonnyville, Calgary, Cardston, Edmonton, Lloydminster, Medicine Hat, Okotoks, and Red Deer. Best of luck to the finalists! [News Release](#)

Winter LakeKeepers

March 13, 2026 — Staff completed winter lake water sampling at Dried Meat Lake and Coal Lake. Through our Citizen Science programs, Battle River Watershed Alliance is working to strengthen lake monitoring across the watershed. Winter monitoring is guided by the Alberta Lake Management Society's Winter LakeKeepers program, which enables volunteers to investigate water quality and expand our understanding of the ecology and health of local lakes. Thank you to our volunteers: Logan, a Community Service-Learning student at University of Alberta Augustana Campus, as well as Lynn Carwell and Heather Marshall. [Winter LakeKeepers](#) | [Call for volunteers - Lake & River Observers](#)

Spring Field Trips Fully Subscribed

Our Grade 4 to 12 Watershed Education Programs are all booked for the season. There is no charge for these science-based programs, and busing costs for schools may be covered. Groups of homeschool students are also eligible. [About the Youth Programs](#) | [Sign Up for a Fall Field Trip or Presentation](#)

Nature Science + Sports Skills Combo Camp, August 10-14

BRWA, UofA Augustana's Campus Recreation, Vikings Athletics, and Environmental Science are working together to host the 2nd annual camp for children ages 9-12. BRWA is offering two bursaries. A poster for the event is attached. Please share it in your community. [Register](#) | [Bursary](#)

Call for Stories & Photos of Local Bridges

BRWA is creating a photo essay to celebrate our 20th Anniversary (December 6, 2026). If you have photos of bridges in the Battle River or Sounding Creek watershed, please contact us. It can be any vehicle, pedestrian, or train bridge. We will require the bridge location and would love to have a personal story about your connection to the bridge and the community.

Contact: Sheila@battleriverwatershed.ca

Government of Alberta Watershed Updates

- [Amendments to Alberta's Water Act](#)
- [Start of 2026 wildfire season: Minister Loewen](#)



STARS[®] 40

ALLY IMPACT REPORT



Town of Blackfalds

**You make critical care,
anywhere, possible**

40 Years: Then and Now

1985

In **1985**, STARS operated out of Calgary with **one leased helicopter**, serving approximately **1.4 million people in Alberta**.



Today, STARS' fleet of **10 Airbus H145 helicopters** rotate between **six bases** across Alberta, Saskatchewan and Manitoba serving approximately **7 million people across Western Canada**.

2025

Forty years ago, STARS began as a visionary solution to a critical challenge. People living in rural and remote areas faced long delays in accessing emergency health care when they needed it most. STARS has grown into a trusted lifeline, bringing timely, expert life-saving care, all because of allies like you.

Donors have been the backbone of our organization from the very beginning. Your contribution has not only

saved lives but also instilled hope. Your generosity has given families and loved ones a second chance to make memories and grow together.

With you by our side, we have thrived with passion, perseverance and the belief that the next patient is never too far. **THANK YOU!**



It's the power of collaboration and community."

Dr. Greg Powell, STARS FOUNDER

1947-2025



In 2025, the Town of Blackfalds generously donated \$11,415, to support STARS flight operations from the Calgary and Edmonton bases that serve the central region of Alberta - **Thank you!** We are sincerely grateful for your commitment to our fight for life.

In the past year alone, STARS flew 3,694 missions throughout Western Canada, with 1,540 in Alberta alone. Each of these missions has been impacted by the support fueled by the Town of Blackfalds.

STARS is a lifeline for patients in rural, remote, and indigenous communities across Western Canada, with support from our allies, It's never too far by air or ground.

Because of your decision to be a STARS ally, we can surpass obstacles and extend beyond boundaries to reach patients like Theo - making an immediate response possible for people every day.

STARS was built by the community, for the community, and thanks to allies like you, our doctors, nurses, and paramedics can get to patients no matter where they are.

We are wherever we need to be, using any transportation and tools necessary to reach our patients and deliver the care that can save their lives.

Our partnership with the Town of Blackfalds is of great pride to STARS, and we are proud to serve your residents. We are excited to show you the direct impact your gift makes in our communities.

You make critical care anywhere, possible.

Thank you.





THE PEOPLE

Town of Blackfalds

TOWN OF BLACKFALDS WITHIN LACOMBE COUNTY STARS 5-YEAR MISSION REPORT	2021	2022	2023	2024	2025	TOTAL
NEAR ALIX	2			2		4
NEAR BASHAW*		1				1
NEAR BENTLEY		1	1			2
NEAR BLACKFALDS	1	1	1	1	1	5
NEAR CLIVE	1	1			1	3
NEAR ECKVILLE		3	1		2	6
NEAR GULL LAKE SCENE + SAR*	2	2	1		1	6
NEAR HESPERO		1				1
LACOMBE HOSPITAL IFT's	9	5	4	5	2	25
NEAR LACOMBE	2	1	1	4	2	10
NEAR MIRROR			1	1		2
NEAR PONOKA*	1					1
NEAR SYLVAN LAKE*		1				1
TOTAL *Served by 2 STARS bases	18	17	10	13	9	67

* Scene calls and search & rescue (SAR) coded to nearest community – Actual location identifies each occurrence within Lacombe County

In 2025 (statistics are up to and including December 31, 2025), because of your support, STARS was able to carry out 9 critical inter-facility and scene missions within Lacombe County, the Town of Blackfalds and the hospitals located within your area. Thank you for helping to support the residents of the Town of Blackfalds in the communities where they live, work and play.

More than transport

STARS is much more than a means of transportation. The main service we provide has always been, and continues to be, critical care whether by air, ground, or satellite link. From transport physicians on call 24/7, to nurses and paramedics who are ready to be dispatched, to the first responders and rural health care providers, who our ELC work with daily, it's always about the patient.

STARS was built by the community, for the community, and thanks to allies like you, we can continue to reach the communities within Western Canada and the patients within who need our help for generations to come.

THANK YOU **BLACKFALDS**
A L B E R T A



ESSENTIAL SERVICES FOR ALL, RURAL

UNITED IN PARTNERSHIP

Building a robust health & safety network.

95% AB Municipalities

P.R.R.D. - 7 Districts

80% Regional Leaders

PROVINCIAL LEADERS

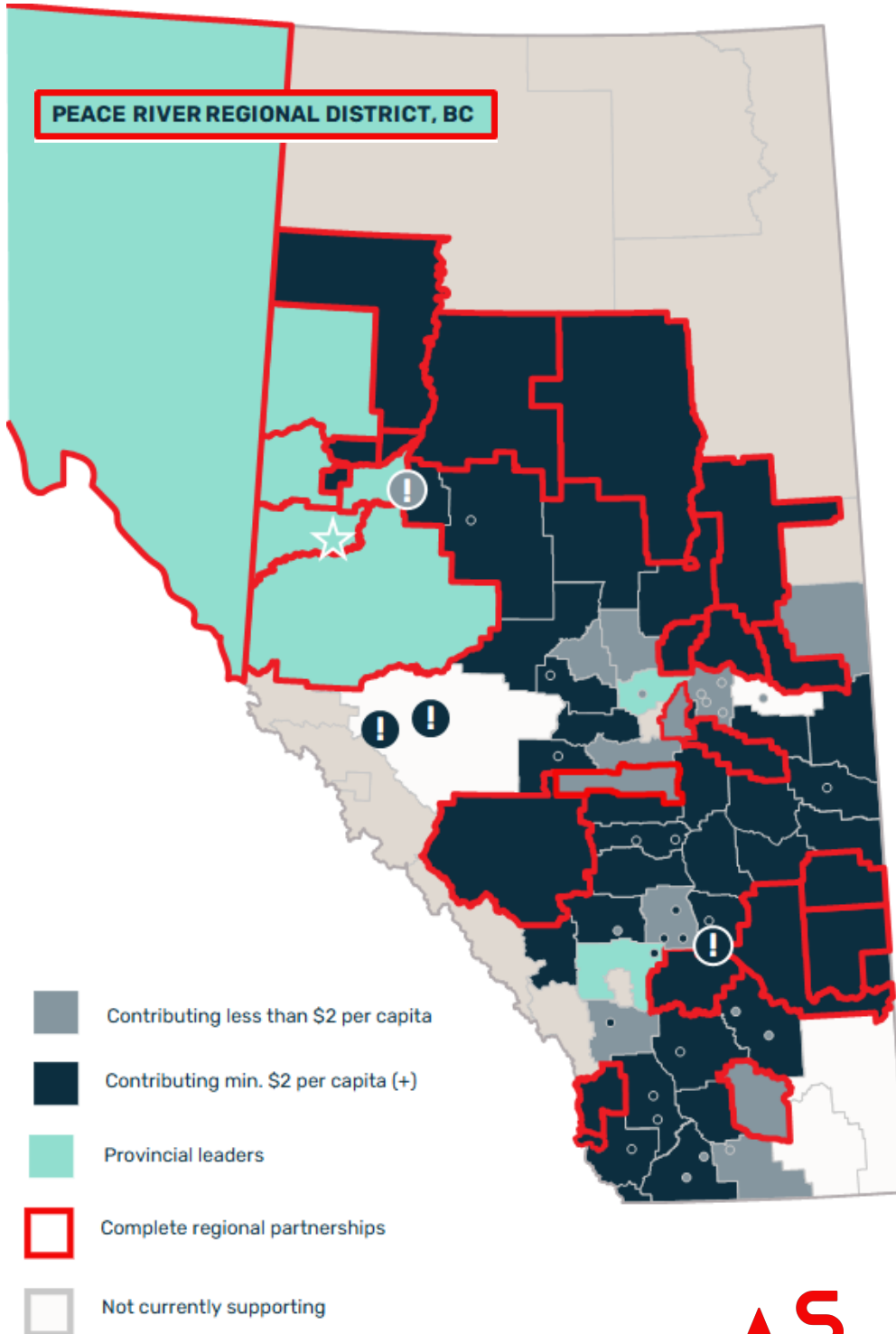
- Fixed rate of support
- Standing motion
- Protective services budget
- Logo on STARS helicopter

REGIONAL LEADERS

Building partnerships within.
Based on minimum
\$2 per capita

COMPLETE REGIONAL PARTNERSHIPS

(Includes every town & village within boundaries)



40 Years of Hope



Theo Konidas (centre) with his parents and siblings.

“ I think about it all the time, that he’s had a second chance.”
Lee Konidas, THEO’S DAD

Your support funds equipment that can help patients like Theo:

FIBROPTIC BRONCHOSCOPE for intubation of difficult airways \$5,000 each + \$450/use.

IV WARMERS \$3,000 each + \$50/use.

LUCAS AUTOMATED CPR MACHINE \$21,395 each

WINTER PATIENT STRETCHER PACK \$2,300 each

CREW WINTER JACKETS \$1,000 each

Theo's Story

On a sunny, yet cold New Year's Day, teenager Theo Konidas was enjoying snowmobiling with his siblings. A patch of ice resulted in a crash that nearly took his life. With his face turning blue, Theo's parents fought desperately to keep him alive by performing CPR until local emergency crews arrived. In a race against time, and Theo's chance of survival at less than 10 per cent, STARS responded.

The air medical crew intubated him and worked tirelessly to retain his blood pressure and airway during his 18-minute flight to the hospital. Amazingly, Theo made a full recovery. His parents shared their gratitude describing STARS as essential, life-saving and life-changing.

"I think about it all the time," said Theo's dad, Lee Konidas. "That he's had a second chance."

Your support gave Theo this second chance at life.

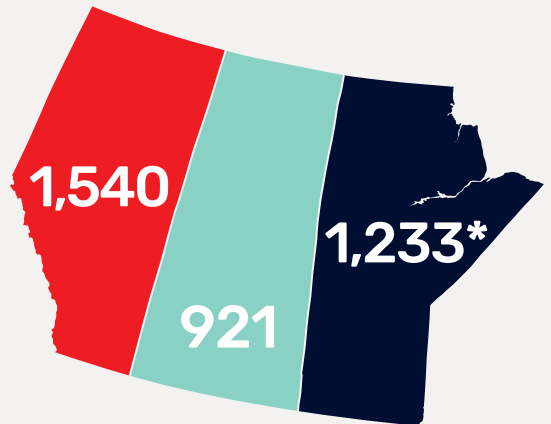


Scan the code to see Theo's full story.

YOUR IMPACT THIS YEAR

MISSIONS:

TOTAL: **3,694** YEARLY



AVERAGE DAILY: **10**



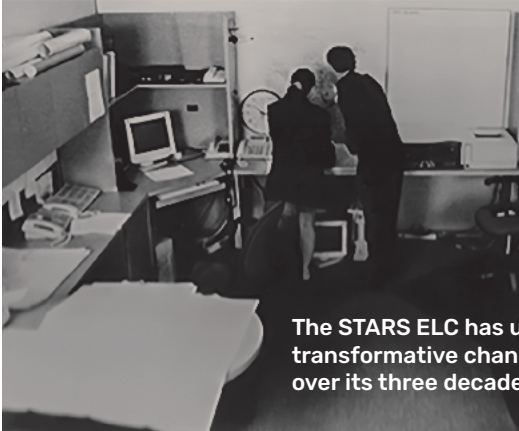
**Includes fixed-wing and helicopter missions*

INCIDENT TYPES:

- CARDIAC: 21.09%**
- ENVIRONMENTAL: 0.22%**
- NEUROLOGICAL: 11.19%**
- OBSTETRICAL: 1.71%**
- PULMONARY: 12.09%**
- VEHICLE INCIDENT: 18.62%**
- OTHER MEDICAL: 17.23%**
- OTHER TRAUMA: 17.04%**



40 Years of Innovation



The STARS ELC has undergone transformative changes and upgrades over its three decades of operation.



EMERGENCY
REQUESTS HANDLED:

38,420

AVERAGE REQUESTS
HANDLED PER DAY:

105

THE CAD SYSTEM REPLACEMENT PROJECT:

APPROXIMATELY

\$1 MILLION INVESTMENT

Beyond the Helicopter

Support from our allies has made it possible for STARS to stand at the forefront of critical care by allowing us to invest in new technologies, equipment and advanced specialized training for our crew.

The STARS Emergency Link Centre (ELC) opened in 1996 and has been part of some of the largest innovative transformations the organization has seen to date. Today, the ELC dispatches STARS helicopters for all missions in Alberta and Saskatchewan.*

Technology advancements have helped us better partner with health authorities, mitigate human error, implement virtual care options in certain provinces, and win global awards.

With your help, the ELC has gone from paper mapping and handwriting records to using custom-built geographic information system (GIS) maps to more precisely pinpoint mission locations and computer-aided dispatch (CAD) software that securely and accurately tracks mission information. Importantly, these advancements help accurately pinpoint the location of our patients.

*STARS helicopters in Manitoba are dispatched by Manitoba's Medical Transportation Coordination Centre, per our provincial agreement.

IMPROVING PATIENT OUTCOMES

STARS takes part in pre-hospital care research because of the support we receive from our generous community:



STARS VIRTUAL CARE & TRANSPORT DECISIONS

A multi-province study that investigates how STARS Virtual Care influences patient care and transport.



MASSIVE HEMORRHAGE PROTOCOL IN AIR MEDICAL TRANSPORT

This study evaluates patient outcomes before and after implementing a pre-hospital massive hemorrhage protocol to improve emergency blood transfusion strategies.



URBAN VS. RURAL TRANSPORTS – A 36-YEAR REVIEW

A newly published study reviewed over three decades of STARS data. It revealed that over 10 per cent of transported patients resided in urban areas. This research reinforces the impact of STARS in both urban and rural communities.



They found us in the middle of nowhere and now somebody's going to be able to help us and hopefully save our child."

Korin Konidas, THEO'S MOM



40 Years of Community

500+

STARS TEAM MEMBERS

6,000

COLLECTIVE CREW TRAINING
HOURS IN THE YEAR

529

ACTIVE
VOLUNTEERS

760

COMMUNITIES CARED
FOR LAST YEAR



“Every call, every mission, we just want to make a difference for our patients. Knowing that Theo is thriving is the reason why we do what we do.”

Marla Tabler, THEO'S FLIGHT NURSE

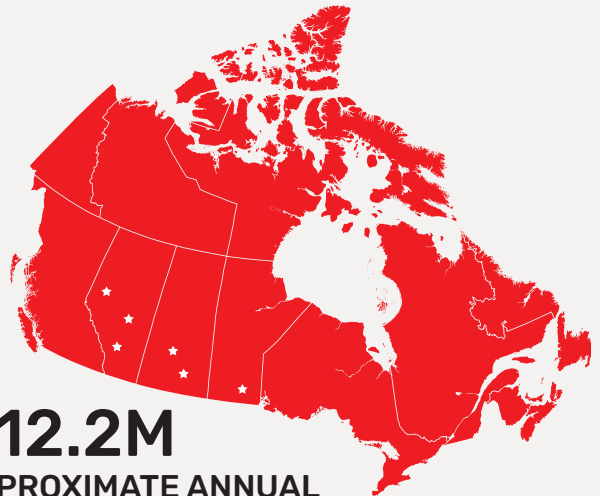
Air medical crew members, like Theo's **FLIGHT NURSE MARLA TABLER**, complete many hours of training every year through The Susan Ramsay Advanced Skills Institute to keep up and enhance their skills. Training simulation topics like airway management, ventilation techniques and pediatric care prepare our crews for when real emergencies happen.

Your Support Makes a Difference

STARS has relied on community support since day one. As we've grown, so has our funding model. Today, STARS operates 24/7, 365 days per year thanks to dedicated individual donations, community fundraising, corporate support and government funding.

We're built by the community, for the community. Your impact goes beyond donations – it's the support from first responders, hospitals, medical staff, Very Important Patients and volunteers who fuel STARS' missions. Thank you for making 40 years of hope and life-saving care possible.

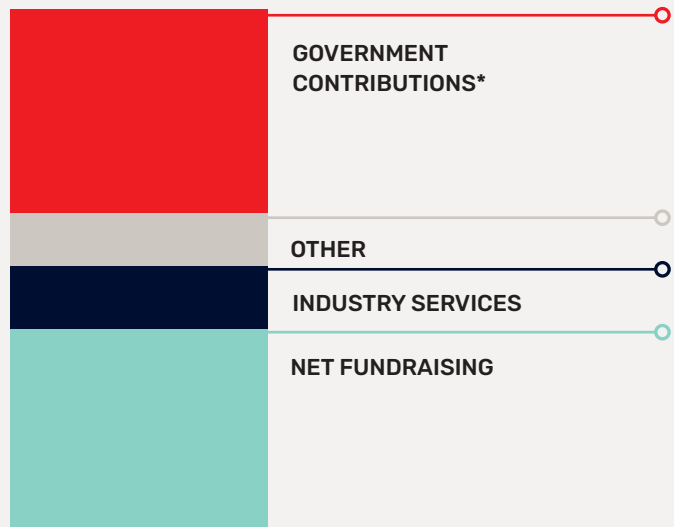
HOW WE'RE FUNDED



\$12.2M
APPROXIMATE ANNUAL
COST PER BASE*

36,571
ANNUAL DONORS

FUNDING SOURCES



*based on STARS most recent audited financials

BEST-IN-CLASS TEAM

In the beginning, STARS relied on a volunteer crew to get to the next patient. Today, you have allowed us to invest in a world-class team of flight nurses, paramedics, pilots and transport physicians.



The Next 40 Years



A message from Dr. John Froh, President and CEO, STARS

For 40 amazing years, STARS has provided critical care and hope to people in need. Every day, we strive to be more innovative, efficient and forward-thinking to provide the best possible care for our patients – all of which is only possible with the support of allies like you.

Your generosity has enabled us to fly more than **63,000 missions** over the last four decades, saving countless

lives and giving families and friends more time with the ones they love. You have allowed us to invest in the best team members, equipment and training. You help us save lives.

As we look to the next 40 years and beyond, medicine and prehospital response will inevitably evolve. Thanks to allies like you, we will continue to innovate, grow and, most importantly, provide critical care, anywhere.



Kelly Waldron
(centre) with
her husband,
Tyler, and their
daughters.



If STARS wasn't here, I definitely wouldn't be here. I wouldn't have done anything at all with my life. My parents wouldn't have watched their daughter grow up. They wouldn't have been grandparents."

Kelly Waldron, STARS' FIRST VERY IMPORTANT PATIENT



TOWN OF BLACKFALDS

MUNICIPAL SUPPORTER



BENEFITS

- STARS provides physical response and virtual consultation
- Together, we enhance rural healthcare
- Your residents have access to STARS 24/7 across Western Canada
- 40 Years serving Albertans
- No cost to the patient.

THANK YOU

BLACKFALDS ALBERTA

A LIFE IS SAVED EVERY DAY. YOUR PARTNERSHIP MAKES IT POSSIBLE.



STARS[®] 40



Stay In Touch

1-888-797-8277 / foundation@stars.ca / stars.ca

JACKIE SEELY
DONOR RELATIONS & DEVELOPMENT OFFICER
403-793-1262
jseely@stars.ca

MEETING DATE: May 12, 2026
PREPARED BY: Danielle Nealon, Senior Legislative Advisor
SUBJECT: **Bylaw 1351.26 - 5401 Blackfalds Industrial Way Redistricting**

BACKGROUND

The purpose of Bylaw 1351.26 is to amend Schedule 'A' of Land Use Bylaw 1268.22 to redistrict a portion of 5401 Blackfalds Industrial Way (legally described as Lot 9 Block 4 Plan 082 5372) from Industrial Heavy District (I-2) to Parks and Recreation District (PR).

First Reading was given to Bylaw 1351.26 on April 14, 2026.

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

- On the bulletin board in the Town's Civic Centre, upstairs outside of Council Chambers, commencing April 17, 2026.
- A hard copy of proposed Bylaw 1351.26 was available for viewing at the Town's Civic Centre Front Counter (upstairs) as of April 17, 2026.
- Via email to all local authorities and agencies on April 17, 2026.
- Via email to internal departments on April 17, 2026.
- On the Town's HWY 2A electronic sign commencing April 20, 2026, to May 12, 2026.
- On the Town's Broadway electronic sign commencing April 20, 2026, to May 12, 2026.
- May 2026 edition of "Talk of the Town".
- On the Town's website commencing on April 17, 2026.
- Circulation to adjacent landowners on April 24, 2026.
- Via email to the Municipal Planning Commission on April 15, 2026.
- In the April 30th and May 7th, 2026, editions of the Lacombe Express.
- On the Town's social media channels in the weeks leading up to the Public Hearing.

The following written comments have been received to date:

- April 22, 2026, Telus Response - No Concerns
- April 24, 2026, submission from Lacombe County

ATTACHMENTS

- *Bylaw 1351.26 - 5401 Blackfalds Industrial Way Redistricting*
- *April 22, 2026, Telus Response - No Concerns*
- *April 24, 2026, submission from Lacombe County*

APPROVALS



Kim Isaak,
Chief Administrative Officer



Department Director/Author

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

A Bylaw of the Town of Blackfalds, in the Province of Alberta, pursuant to the provisions of the *Municipal Government Act*, (MGA) being Chapter M 26.1 of the Revised Statutes of Alberta, 2000 and amendments thereto, for the purpose of amending 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 April 30, 2026, and May 7, 2026, in accordance with Section 606 of the *Municipal Government Act*, RSA 2000, and amendments thereto,

WHEREAS, a Public Hearing was held on May 12, 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 Schedule “A” shall 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 _____, 20__.

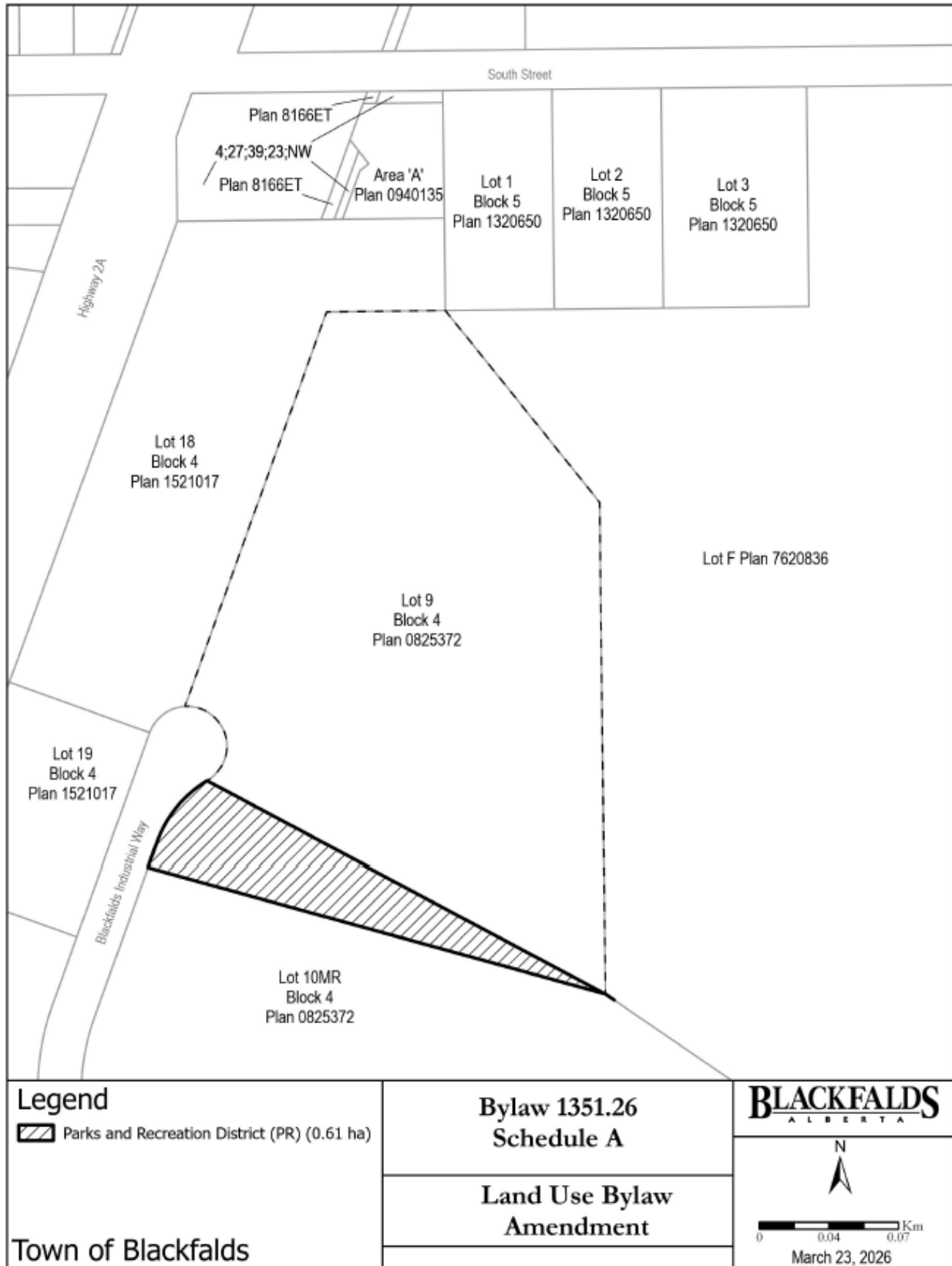
READ for the Second time this _____ day of _____, 20__.

READ for the Third time this _____ day of _____, 20__.

MAYOR LAURA SVAB

CAO KIM ISAAK

SCHEDULE "A"



From: [circulations.](#)
To: [Jesse Stretch](#)
Subject: Re: Town of Blackfalds Public Hearing Notice – Bylaw 1351.26 Redistricting of a portion of 5401 Blackfalds Industrial Way (Lot 9 Block 4 Plan 082 5372)
Date: April 22, 2026 2:15:37 PM

Caution! This message was sent from outside your organization.

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

Good Day,

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

Regards,

Joanne Bourdage

Real Estate Specialist | TELUS Land Solutions Team

National Network Planning (NNP)
2930 Centre Avenue NE, Calgary, AB T2A 4Y2

The future is friendly®

circulations@telus.com

On Fri, Apr 17, 2026 at 3:31 PM Jesse Stretch <JStretch@blackfalds.ca> wrote:

Good afternoon,

Attached is a Public Hearing Notice for Bylaw 1351.26 Redistricting of a portion of 5401 Blackfalds Industrial Way (Lot 9 Block 4 Plan 082 5372) that has been set for Tuesday, May 12, 2026 at 6:00 p.m.

Please provide any written comments on or before noon, May 6, 2026 to:

Regular Mail or Town of Blackfalds Drop Off Box:

Legislative Services

Box 220

5018 Waghorn Street, Blackfalds AB T0M 0J0

or Email: Legislative@blackfalds.ca

Thank you,

Jesse Stretch

Infrastructure and Planning Services Clerk

Town of Blackfalds

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

T: 403.885.6239

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

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



April 24, 2026

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

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

To whom it may concern:

**RE: Public Hearing Notice
Town of Blackfalds Bylaw 1351.26
Land Use Bylaw Amending Bylaw**

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

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

Should you require further information, please contact our office.

Sincerely,
LACOMBE COUNTY

A handwritten signature in black ink that reads "Will Cebuliak".

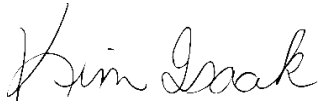
Will Cebuliak
Planner/Development Officer

MEETING DATE: May 12, 2026
PRESENTED BY: Mayor Laura Svab
SUBJECT: **BMHA U11 Team 2 Congratulations**

BACKGROUND

Mayor Svab will formally recognize the Blackfalds Minor Hockey U11 Team 2 for their gold-medal achievement at a hockey tournament held in Chestermere.

APPROVALS



Kim Isaak,
Chief Administrative Officer

MEETING DATE: May 12, 2026
PRESENTED BY: Wendy Buyar and Dani Ducross
SUBJECT: **Discover Lacombe & District App**


BACKGROUND

Wendy Buyar and Dani Ducross, representing Lacombe and District Chamber of Commerce, will present to Council an overview of the Discover Lacombe & District App.

ATTACHMENTS

- *Lacombe & District Chamber of Commerce - Town of Blackfalds Presentation*

APPROVALS



Kim Isaak,
Chief Administrative Officer



Who Is The Lacombe & District Chamber Of Commerce

- The Lacombe & District Chamber of Commerce has been serving the Lacombe region business community since 1924.
- A collective voice to advocate, connect, and promote local enterprise
- Actively engaged in regional collaboration across Central Alberta
- Connected provincially through the Alberta Chamber of Commerce
- Connected Federally through the Canadian Chamber of Commerce

Vision And Mission

01

Vision

The Lacombe & District Chamber of Commerce provides advocacy, member services, and networking opportunities that contribute to a growing business community with a sustainable, positive impact on the local economy.



02

Mission

A Collective Voice Advocating Growth & Prosperity





Events And Programs

The Chamber delivers programs that support connection, education, and promotion:



Member Spotlights – celebrating and promoting local businesses



Monthly Small Business Breakfasts – networking and learning opportunities



Chamber Newsletter – consistent communication and business updates



After 5 events – informal, relationship-building events



Lunch and learns in Blackfalds.



Ongoing focus on membership growth through increased promotion and education

Our Role In The Community

Our work fills an important role by:



supporting local businesses by providing resources and guidance.



Representing business interests to government leaders.



connecting business owners through networking opportunities.



promoting the community to visitors and investors.



Alignment With Town Priorities

Our initiatives align with Town of Blackfalds priorities
by supporting:



Community well-being &
social development



Sustainable Economic
Growth



Supporting local
business



We emphasize partnership
and collaboration,
complementing Town
services rather than
duplicating them.

Programs & Activities Overview

Town support would help sustain and grow:



Expanding business networking and engagement opportunities



Supporting business education and skill-building sessions



Community-facing programming open to all business owner participation



Opening access to the Discover Lacombe & District App for FREE to all business owners



These efforts directly support business growth and community vibrancy.



Discover Lacombe App

The Discover Lacombe app is a digital platform designed to:

Promote local businesses

1



2



Share events and community activities

Support tourism and visitor discovery

3



4



The app modernizes how residents and visitors connect with Lacombe.

Making The App Free For All Businesses



Our goal is to make the Discover Lacombe app free for all local businesses.

With \$7,500 in Town support, we can:



Remove financial barriers for small businesses



Ensure equal visibility across the business community



Create a stronger, more complete local business directory



Promoting Major Community Events

The app will also serve as a centralized promotion tool for major events, including:



Light Up Blackfalds



Blackfalds Days

Benefits include:



Increased reach to residents and visitors



Consistent, centralized event promotion



Long-term promotional value for the Town

Small Business Breakfast: Can we keep this free for all?

Small Business Breakfasts



With your support we can keep this free for non-members as well as members.



Builds strong relationships among local business owners



Provides practical learning through shared experiences



Strengthens the local economy through connection and support



Fosters a sense of belonging within the business community

Facility Use: Eagle Builders Centre & Community Centre



We are requesting 20 hours per year of use at the Blackfalds Eagle Centre, and One evening of the Business Awards Gala at the Blackfalds Community Centre.

This will support:



Chamber programs and community gatherings



Public-access events and meetings



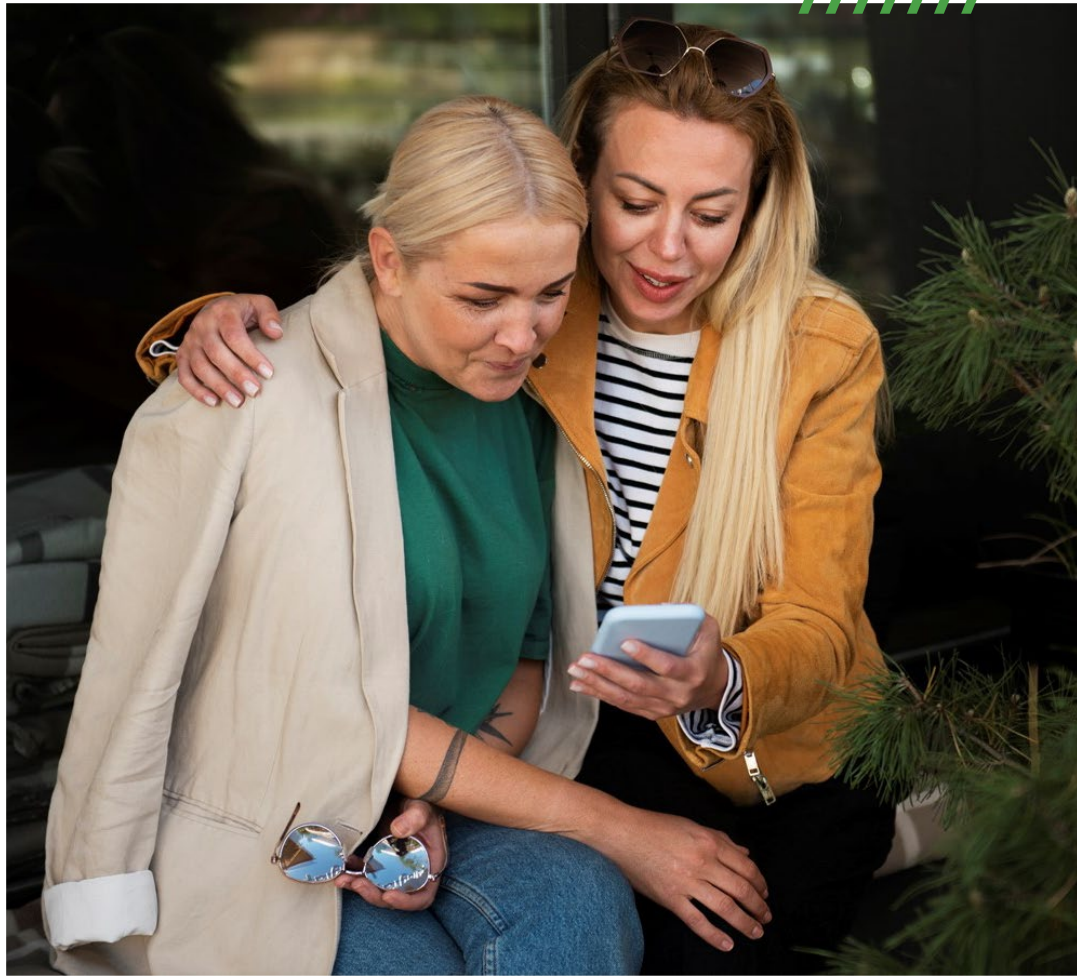
Effective use of Town-owned space for community benefit



All use will be respectful, planned, and aligned with facility guidelines.



Our 2026 Ask Requested Support



\$7,500 in annual funding



20 hours per year of use at the Blackfalds Eagle Centre, and One evening of the Business Awards Gala at the Blackfalds Community Centre.



What This Enables



Continued economic impact



Free Discover Lacombe app access for all businesses



Expanded promotion of community events



Sustainable, community-focused programming



Thank you

For your time and consideration.



Lacombe and District Chamber of Commerce



403-782-4300



executivedirector@lacombechamber.ca



www.lacombechamber.ca



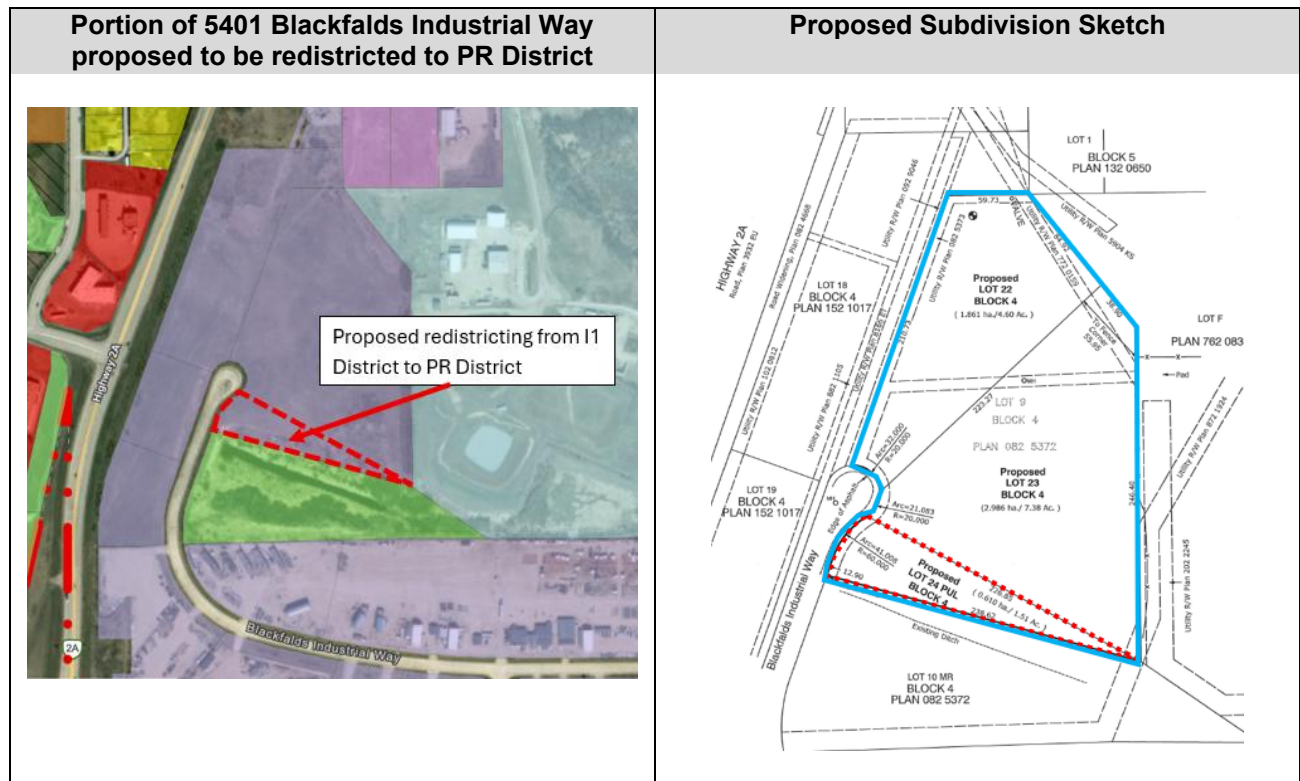
App – Discover Lacombe & District

MEETING DATE: May 12, 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 (I-2) 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.



Council gave First Reading to Bylaw 1351.26 at the April 14, 2026, meeting and set the Public Hearing for this evening’s Regular Council Meeting:

096/26 Councillor Hoyte moved 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.

CARRIED
Opposed: Councillor Hanson

097/26 Councillor Sands moved That a Public Hearing date be set for May 12, 2026, at 6:00 p.m. in Council Chambers.

CARRIED UNANIMOUSLY

The related 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.

STRATEGIC PLAN ALIGNMENT / OTHER MASTER PLAN ALIGNMENT



**Economic Vitality and
Community Prosperity**



**Community Life,
Safety, and Inclusion**



**Leadership,
Engagement and
Advocacy**



**Sustainable Services
and Infrastructure**

- This redistricting application is closely aligned with the Sustainable Services and Infrastructure priority as it is part of a larger initiative to develop a new snow storage facility. This facility is needed to support current snow clearing service levels.
- The redistricting of this portion of 5401 Blackfalds Industrial Way supports the Asset Management area of focus under this priority as the land, once subdivided out, will fully encompass an existing Stormwater Management Pond needed to contain overland drainage in the area.
- The governing Blackfalds Industrial Area Structure Plan 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.

COMMUNICATION / ENGAGEMENT CONSIDERATIONS

All amendments to the Land Use Bylaw, including redistricting applications, must be subject to a Public Hearing after First Reading to the amending Bylaw and before Second Reading may be considered, pursuant to the *Municipal Government Act (MGA)*. The Public Hearing for Bylaw 1351.26 was held during this Council meeting, which was widely advertised beyond the minimum requirements set forth in the MGA. Notification of the Public Hearing was provided as follows:

Notification	Date Complete
Town Website	April 17, 2026
Printing of Documents for Public View	April 17, 2026
Posting on Town Bulletin Board	April 17, 2026
Referrals to Internal Departments and Local Authorities and Agencies	April 17, 2026
Adjacent Landowners	April 24, 2026
Municipal Planning Commission	April 15, 2026
Lacombe Express	April 30 and May 7 editions
Town's Social Media	April 22, May 1, and May 6, 2026
Electronic Signs (2A and Broadway Avenue)	April 20, 2026 – May 12, 2026
Talk of the Town	May 2026 edition

At the date of writing this report, responses were received from Lacombe County and Telus Communications expressing no concerns with the proposed redistricting.

ADMINISTRATIVE RECOMMENDATION

That Council consider the following motion(s):

1. That Council give Second 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).

Prior to voting on Second Reading, Administration recommends the following amendments:
2. That Bylaw 1351.26 be amended as follows:
 1. By inserting the dates April 30, 2026, and May 7, 2026, in the WHEREAS clause respecting the publication of notice in the Lacombe Express pursuant to Section 606 of the Municipal Government Act, RSA 2000, as amended; and
 2. By inserting the date May 12, 2026, in the WHEREAS clause respecting the Public Hearing held to receive public input on the proposed bylaw amendments.

3. That Council give Second 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 amended.
4. That Council give Third 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).

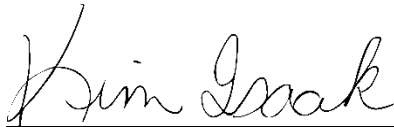
ALTERNATIVES

- a) That Council refer Second 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*, (MGA) being Chapter M 26.1 of the Revised Statutes of Alberta, 2000 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 April 30, 2026, and May 7, 2026, in accordance with Section 606 of the *Municipal Government Act*, RSA 2000, and amendments thereto,

WHEREAS, a Public Hearing was held on May 12, 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 Schedule “A” shall 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 _____, 20__.

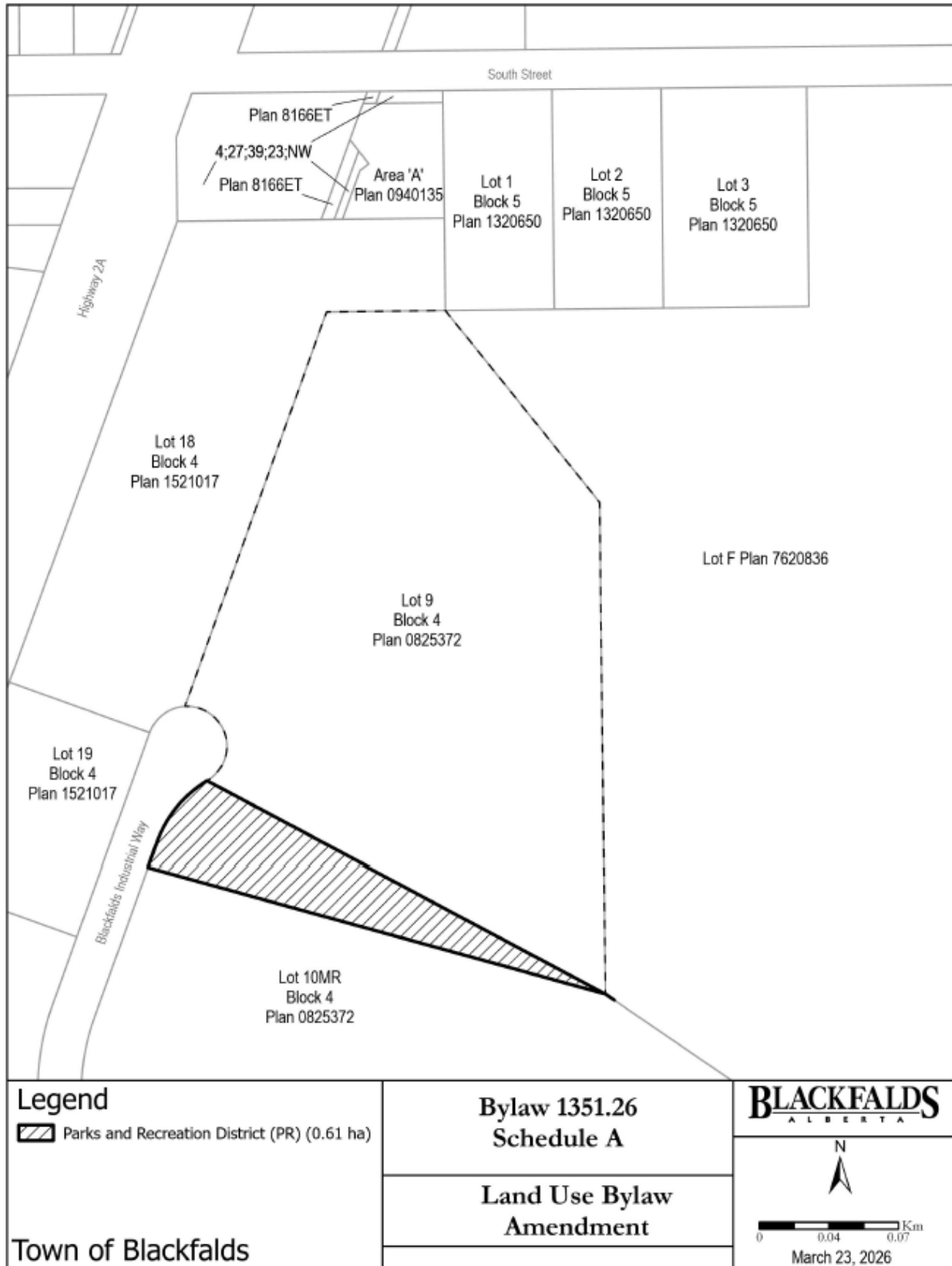
READ for the Second time this _____ day of _____, 20__.

READ for the Third time this _____ day of _____, 20__.

MAYOR LAURA SVAB

CAO KIM ISAAK

SCHEDULE "A"



MEETING DATE: May 12, 2026

PREPARED BY: Jolene Tejkl, Planning & Development Manager

PRESENTED BY: Jolene Tejkl, Planning & Development Manager

SUBJECT: Subdivision File No. S-01-26, 5401 Blackfalds Industrial Way

BACKGROUND

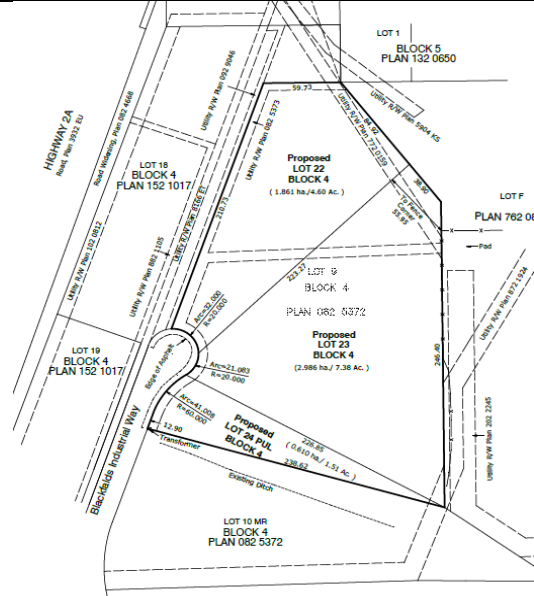
An application has been submitted to subdivide 5401 Blackfalds Industrial Way (highlighted in red) into three (3) separate lots:

- One (1) 1.861 hectare (4.60 acre) lot,
- One (1) 2.986 hectare (7.38 acre) lot, and
- One (1) 0.610 hectare (1.51 acre) Public Utility Lot (PUL).

Subject Parcel



Proposed Subdivision



The subject parcel is being subdivided so that the Town can obtain ownership of the two southern proposed lots. The proposed 2.986 hectare (7.38 acre) lot will be the location of a future Town snow dump, and the proposed 0.610 hectare (1.51) PUL is to fully encompass an existing Stormwater Management Pond located immediately to the south.

A copy of the Subdivision Application and Tentative Subdivision Plan are included in Attachment 1 of this report.

DISCUSSION

Section 654(1) of the *Municipal Government Act* (MGA) states that the Subdivision Authority must not approve an application unless:

1. The land proposed to be subdivided is suitable for the intended purpose of the subdivision. The two northern parcels are retaining their Industrial Heavy District (I-2) designation and the anticipated snow dump on one of these I-2 District lots is compatible with the surrounding primarily industrial uses. The proposed PUL on the south side of the subject parcel is intended to fully encompass the existing Stormwater Management Pond and is therefore compatible.
2. The subdivision conforms to relevant Statutory Plans and the Land Use Bylaw (LUB). The governing Blackfalds Industrial Area Structure Plan identifies the subject land for industrial uses and the proposed PUL is identified for a future open space that will be used for a Storm Water Management Pond. All three parcels meet the minimum lot sizes prescribed in the LUB. Administration is therefore satisfied that the subdivision conforms to the relevant Statutory Plans and the LUB.
3. The application conforms to the relevant sections of the MGA. Section 654 (1) of the MGA and Section 9 of the *Matters Related to Subdivision and Development Regulation* outline considerations the Subdivision Authority must consider when making a decision on an application. These considerations pertain to land suitability, availability of infrastructure, legal and physical access to the proposed parcels, and environmental considerations. Administration is satisfied that the application satisfactorily meets the required criteria.
4. All outstanding property taxes have been paid or satisfactory arrangements for their payment have been made with the Town. This requirement is always reflected as a condition of subdivision approval to ensure that all property taxes are paid at the time of subdivision endorsement, which can be a year or more from the date of conditional subdivision approval.

Reserve Dedication

All Municipal Reserve dedication requirements have been previously met and there is no requirement for Environmental Reserve (ER) dedication on this parcel because none of the lands qualify for ER designation, pursuant to section 664(1) of the MGA.

Subdivision Notification and Responses

Notification was sent to adjacent landowners and all required local authorities and agencies listed below; copies of the responses are provided in Attachment 2 of this report:

- Alberta Environment and Protected Areas
- Alberta Health Services, Central Zone
- Alberta Transportation and Economic Corridors
- ATCO
- Canada Post
- Fortis Alberta
- Lacombe County
- North Red Deer Regional Wastewater Services Commission
- North Red Deer River Water Services Commission
- Rogers Communications
- Shaw Communications
- TELUS Communications
- Town of Blackfalds Departments

STRATEGIC PLAN ALIGNMENT / OTHER MASTER PLAN ALIGNMENT**Economic Vitality and
Community Prosperity****Community Life,
Safety, and Inclusion****Leadership,
Engagement and
Advocacy****Sustainable Services
and Infrastructure**

- This Subdivision process aligns with Leadership, Engagement, and Advocacy by engaging with the public and partners to align efforts and advance shared community goals.
- The development of a dedicated snow dump facility is a direct investment in the long-term resilience and fiscal responsibility of our community's infrastructure to sustain long-term service reliability by planning infrastructure investments wisely.
- By securing this site, the municipality ensures that snow storage capacity keeps pace with planned growth. This prevents service bottlenecks as new subdivisions are added and ensures that snow removal remains reliable even during high-intensity winter seasons.
- Centralizing snow storage allows for better management of environmental runoff and land use. This proactive approach extends the lifecycle value of existing road networks by reducing salt and debris buildup in unintended areas and mitigates long-term risks associated with environmental non-compliance or emergency "emergency-only" storage costs.
- The facility directly addresses the public's expectation for clear, safe roadways. It allows the municipality to meet established service levels for snow removal timelines.

FINANCIAL IMPLICATIONS

None.

COMMUNICATION / ENGAGEMENT CONSIDERATIONS

The impact of the topic on stakeholders is limited when a subdivision application conforms to the direction in the governing Area Structure Plan.

ADMINISTRATIVE RECOMMENDATION

That Council consider the following motion(s):

That Council, being the designated Subdivision Authority for the Town of Blackfalds, is satisfied that the proposed subdivision meets the relevant considerations, and moves to APPROVE the subdivision of 5401 Blackfalds Industrial Way (Lot 9, Block 4, Plan 082 5372) into three lots, subject to the following conditions:

1. That pursuant to Section 84 of the *Land Titles Act*, the Subdivision is registered by Plan of Survey.

2. That pursuant to Section 654(1)(d) of the *Municipal Government Act*, all outstanding property taxes are to be paid, or some other arrangements satisfactory to the Town of Blackfalds for payment thereof be made.

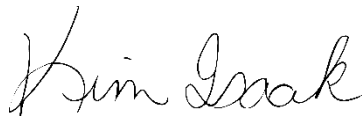
ALTERNATIVES

- a) That Council, being the Subdivision Authority for the Town of Blackfalds, refuses the subdivision with reasons.
- b) That Council, being the Subdivision Authority for the Town of Blackfalds, refers this item back to Administration for further information.

ATTACHMENTS

- *Subdivision Application*
- *Referral Responses*

APPROVALS



Kim Isaak,
Chief Administrative Officer



Department Director/Author

RECEIVED

FEB 12 2026

File No #: S-01-26

Application Date: _____

The Registered Owner(s) of the land to be subdivided, or a person authorized to act as an agent, must complete this form in its entirety.

Landowner Name(s): Durum Properties GP Inc.

Mailing Address: Suite 500, 1414 - 8 Street SW

City: Calgary Prov: AB Postal Code: T2R 1J6

Phone: _____ Alt Phone: _____

Email Address: c/o jtejkl@blackfalds.ca

(Same as Landowner)

Contractor Name(s): _____

Mailing Address: _____

City: _____ Prov: _____ Postal Code: _____

Phone: _____ Alt Phone: _____

Email Address: _____

LEGAL DESCRIPTION AND AREA OF LAND TO BE SUBDIVIDED

All/Part of the _____ ¼ sec. _____ range _____ west of the fourth meridian,

being all/part of:

Lot: 9 Block: 4 Plan: 082 5372

Certificate of Title No.: 122 361 025 +10

Area of the parcel of land to be subdivided: 5.457 hectares.

LOCATION OF LAND TO BE SUBDIVIDED

The land is located in the Town of Blackfalds:

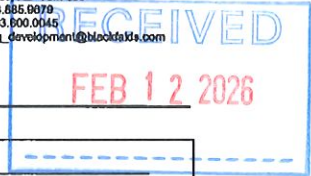
- a) Is the land situated immediately adjacent to the municipal boundary?
 No Yes – What is the adjoining municipality? _____
- b) Is the land situated within 1.6 kilometers of the centre line of a highway?
 No Yes – What Highway No. is this? HWY 2A
- c) Does the parcel contain or is it bounded by a river, stream, lake, or other body of water, or by a drainage ditch or canal?
 No Yes – State the name: _____
- d) Is the parcel within 1.5 kilometers of a sour gas facility?
 No Yes
- e) Does the land require Canada Post Box locations?
 No Yes – If so, please identify locations on the Tentative Subdivision Plan.

EXISTING AND PROPOSED USE OF LAND TO BE SUBDIVIDED

- a) Describe the existing use of the land: Vacant
- b) Describe the proposed use of the land: Lot 22-23 same as present, 24PUL to be Public Utility Lot
- c) The land designation, as classified under the Land Use Bylaw is: F2

PHYSICAL CHARACTERISTICS OF LAND TO BE SUBDIVIDED

- a) Describe the nature of the land's topography (flat, rolling, steep, mixed):
Mixed
- b) Describe the nature of the vegetation and water on the land (brush, shrubs, tree stands, wood lots, etc.):



File No #: S-01-26

Application Date: _____

Grasses, Scrubs

c) Describe the kind of soil on the land (sandy, loam, clay, etc.): Loam over clay

EXISTING BUILDINGS ON THE LAND TO BE SUBDIVIDED
Describe any buildings and structures on the land and whether they are to be demolished or moved:
None

WATER AND SEWER SERVICES
If the proposed subdivision is to be serviced by other than a water distribution system and a wastewater collection system, describe the manner of providing water and sewage:
n/a

Is the property the subject of a license, permit, approval, or other authorization granted by the Natural Resources Conservation Board, Energy Resources Conservation Board, Alberta Energy Regulator, Alberta Energy and Utilities Board or Alberta Utilities Commission? Yes No
If yes, please describe: _____

Is the property the subject of the application the subject of a license, permit, approval, or other authorization granted by the Minister or granted under any Act the Minister is responsible for under s.16 of the Government Organization Act*? Yes No
If yes, please describe: _____

Is the subject property immediately adjacent to the County boundary? Yes No
If yes, please describe: _____

*The Minister is responsible for the following acts: AB Land Stewardship Act, Environmental Protection Act, Public Lands Act, Surveys Act, Water Act.

RESOURCES:
Water Act & Environmental Protection and Enhancement Act Approvals - Alberta Energy Regulator: <https://avw.alberta.ca/ApprovalViewer.aspx>
Historic Sites/Resources (requires an account) - Online Permitting and Clearance (OPAC): <https://www.opac.alberta.ca/Login.aspx>
Abandoned Wells - Abandoned Well Map Viewer: <https://extmapviewer.aer.ca/AERAbandonedWells/index.html>
Pipeline/Well Locations - Regulatory Assurance: <https://regulatoryassurance.alberta.ca/draa?id=public-notice>

REGISTERED OWNER(S) OR PERSON ACTING ON OWNER'S BEHALF
I/We, Dirk VandenBrink of Snell & Oslund Surveys (1979) Ltd., hereby certify that
(please print full name(s))
 I/We are the registered owner(s), or
 I am the agent authorized to act on behalf of the registered owner
and that the information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts relating to this application for subdivision.
Signature: [Signature] Date: Feb 12, 2026
Signature: _____ Date: _____

AGENT AUTHORIZATION (WHEN APPLICABLE)
I/We, Durum Properties GP Inc., being the registered
(please print full name(s))
owner(s) of the land being subdivided do hereby authorize Snell & Oslund Surveys (1979) Ltd.
(Individual or firm seeking application)
to make application for subdivision affecting the above noted property.
Signature: _____ Date: _____
Signature: _____ Date: _____

S-01-26.



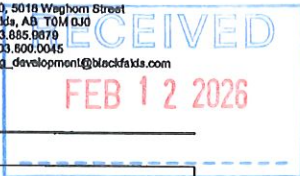
SUBDIVISION APPLICATION SUBMISSION REQUIREMENTS

APPLICANT INITIALS	STAFF INITIALS	REQUIREMENTS
		1. Signed Application Form Date Paid: _____
N/A		2. Application Fees Receipt No.: _____ Date Paid: _____
Dr		3. Copies of the Certificate of Land Title (dated within 30 days of the application date) Certificate of Title Date: <u>Jan 8/26 (with spin print showing no change)</u>
Dr		4. Alberta Energy Regulator (AER) Map
Dr		5. Tentative Subdivision Plan (completed by an Alberta Land Surveyor) *Showing Canada Post Box locations, if required.
Dr		6. Georeferenced Digital Data (DWG, SHP/GHB, or georeferenced raster formats) <ul style="list-style-type: none"> o Horizontal Datum (e.g. NAD83, WGS84) o Map Projection (e.g. UTM, 3TM, Lambert Conformal Conic) o Zone (if applicable, e.g. UTM Zone 12N) o Vertical Datum (if elevation data is included) o Units (e.g. meters, feet)

The Subdivision Authority may request additional information or documentation from the applicant that the Subdivision Authority considers necessary to review the application.

FOR OFFICE USE ONLY

Reviewed By: _____	Date: _____
--------------------	-------------



File No #: S-01-26

Application Date: _____

<u>RIGHT TO ENTRY</u>	
Pursuant to Sections 653(2) of the Municipal Government Act, I hereby <input type="checkbox"/> do, or <input type="checkbox"/> do not grant consent for a designated officer of the Town of Blackfalds to enter upon the land described above, which is subject to an application for subdivision, for the purpose of a site inspection.	
Name: <u>DIRK VANDEBRINK (AGENT)</u> <small>(please print full name)</small>	Date: <u>FEB 12, 2026</u>
Name: _____ <small>(please print full name)</small>	Date: _____
Signature: _____	Date: <u>FEB 12, 2026</u>
Signature: _____	Date: _____
<u>COMMENTS (FURTHER INFORMATION MAY BE PROVIDED ON A SEPARATE SHEET AND INCLUDED WITH THIS APPLICATION)</u>	
<u>BELOW FOR OFFICE USE ONLY</u>	
Subdivision Application Fee: (1-81-00-526)	\$ _____
TOTAL:	\$ _____
Receipt #: _____	Date Paid: _____

Personal information collected on this application will be used in the evaluation of plans and to facilitate contact with referral agencies and adjacent landowners. The information is collected under the authority of the *Municipal Government Act* and the *Land Use Bylaw* currently in force, as well as Section 4(c) of the *Protection of Privacy Act* and will be protected under Part 1 of the *Protection of Privacy Act*. As mandated in the *Access to Information Act*, applicant names and the nature of permits issued may be made publicly available. Questions or concerns regarding the collection and/or use of this information may be directed to the Information Governance Coordinator at access@blackfalds.ca or by phone at 403.885.6370.

RECEIVED
 FEB 12 2026
 S-01-26-

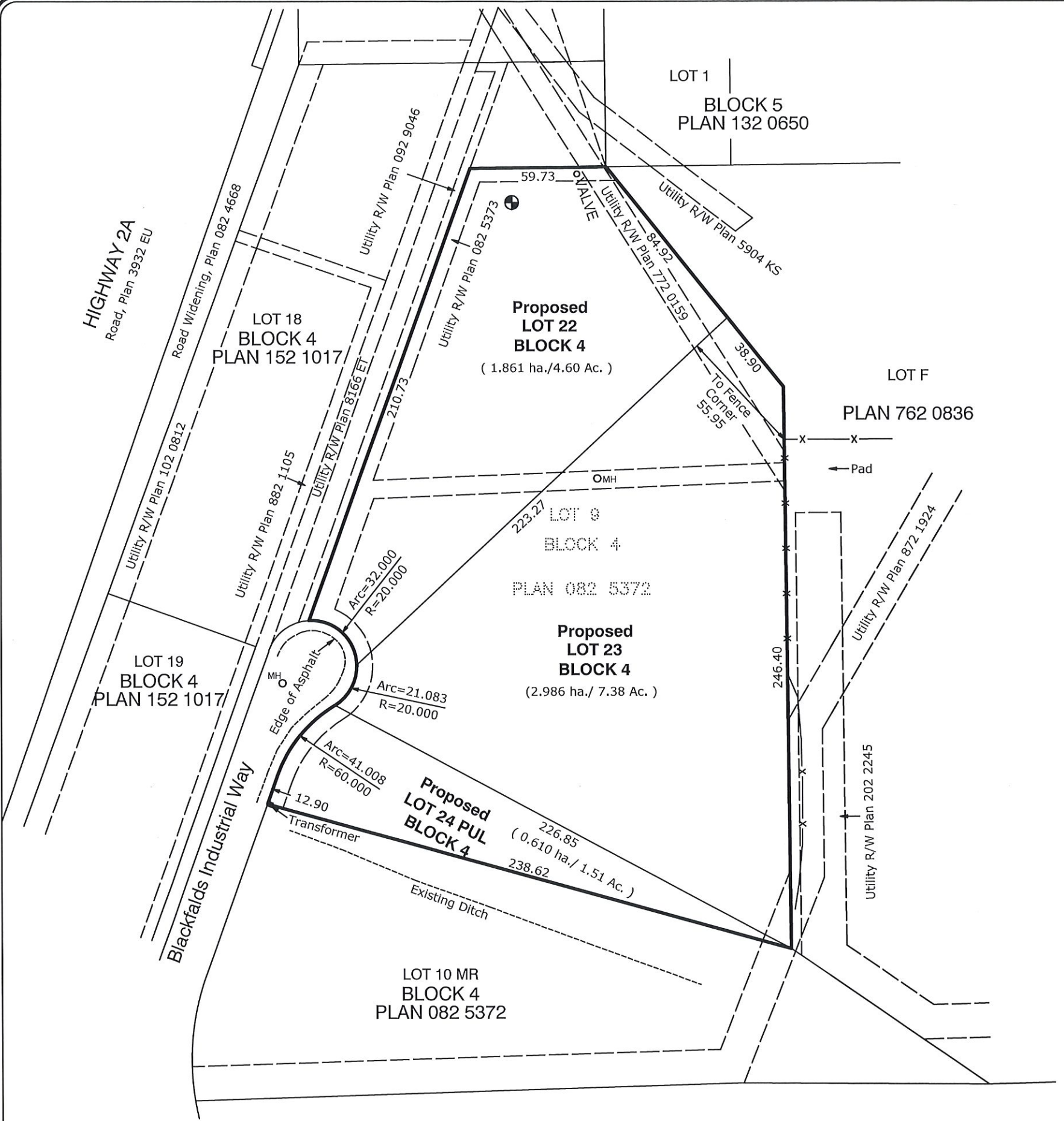
TENTATIVE PLAN SHOWING
 PROPOSED SUBDIVISION OF
 LOT 9, BLOCK 4, PLAN 082 5372
 IN THE
 N.W. 1/4 SEC. 23-39-27-W4M
 TOWN OF BLACKFALDS



LEGEND & NOTES

AREA TO BE REGISTERED IS OUTLINED THUS AND CONTAINS 5,457 ha. (13.49 Ac.)
 MANHOLE LOCATION SHOWN THUS OMH
 VALVE LOCATION SHOWN THUS VALVE
 TEST HOLE LOCATION SHOWN THUS
 THIS PLAN BASED ON FIELD MEASUREMENTS CONDUCTED JANUARY 15, 2026
 DISTANCES ARE IN METRES AND DECIMALS THEREOF.

0	FEB. 5/26	ISSUED FOR APPROVAL
No.	DATE	DESCRIPTION
Snell & Oslund Surveys (1979) Ltd. RED DEER, ALBERTA, Ph. 1-888-310-1255		DRAFTED BY: F DWG FILE NAME: 866-007 app CHECKED BY: CF/DV DATE: FEBRUARY 5, 2026



From: [circulations.](#)
To: [Candice Hilgersom](#)
Subject: Re: Notice of Subdivision Application S-01-26 - 5401 Blackfalds Industrial Way
Date: March 25, 2026 1:15:49 PM

Caution! This message was sent from outside your organization.

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

Good Day,

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

Regards,

Joanne Bourdage

Real Estate Specialist | TELUS Land Solutions Team

National Network Planning (NNP)
2930 Centre Avenue NE, Calgary, AB T2A 4Y2

The future is friendly®

circulations@telus.com

On Mon, Mar 23, 2026 at 1:11 PM Candice Hilgersom <CHilgersom@blackfalds.ca> wrote:

Good afternoon,

Please review the Notice of Subdivision Application for 5401 Blackfalds Industrial Way.

A response is needed by **Monday, April 6, 2026**. If we do not receive a written reply by this date, it will be assumed that you have no objections or requirements relative to the subdivision.

Please email any comments directly to jtejkl@blackfalds.ca.

Thank you,

Candice Hilgersom
Development Officer I

[Town of Blackfalds](#)

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

T: 403.885.9679

D: 403.885.6258

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

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

From: [KALAN, Chad](#)
To: [Candice Hilgersom](#); [Jolene Tejkl](#)
Subject: Re: Notice of Subdivision Application S-01-26 - 5401 Blackfalds Industrial Way
Date: March 26, 2026 11:40:35 AM
Attachments: [Outlook-w5ii1w0j.png](#)
[Outlook-zgltvox5.png](#)

Caution! This message was sent from outside your organization.

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

Hello,

No issues with Canada Post.

Thank you

Mark Kalan (Chad)

Delivery Service Officer
6010 67 A ST
(C) 587-447-1521



From anywhere... to anyone

A Stronger Canada-Delivered

From: Candice Hilgersom <CHilgersom@blackfalds.ca>
Sent: Monday, March 23, 2026 1:08 PM
To: waterapprovals.reddeer (waterapprovals.reddeer@gov.ab.ca)
<waterapprovals.reddeer@gov.ab.ca>; centralzone.environmentalhealth@ahs.ca
<centralzone.environmentalhealth@ahs.ca>; Gas Land Department <land.admin@atco.com>;
Robert Cote <RCote@blackfalds.ca>; KALAN, Chad <Mark.Kalan@canadapost.postescanada.ca>;
Preston Weran <pweran@blackfalds.ca>; landserv@fortisalberta.com
<landserv@fortisalberta.com>; Eric Collins <ECollins@blackfalds.ca>; planning@lacombecounty.com
<planning@lacombecounty.com>; Jordan Thompson <jthompson@lacombe.ca>;
projectmanagernorthernalberta@rci.rogers.com <projectmanagernorthernalberta@rci.rogers.com>;
projectmanagernorthernalberta@sjrb.ca <projectmanagernorthernalberta@sjrb.ca>;
circulations@telus.com <circulations@telus.com>
Cc: Jolene Tejkl <JTejkl@blackfalds.ca>; Jordan Schumaker <JSchumaker@blackfalds.ca>
Subject: Notice of Subdivision Application S-01-26 - 5401 Blackfalds Industrial Way

This Message Is From an External Sender | Ce message provient d'un expéditeur externe

This message came from outside your organization. Please be CAUTIOUS, particularly with links and attachments. | Ce message provient de l'extérieur de votre organisation. Veuillez faire preuve de PRUDENCE, particulièrement lorsqu'il s'agit de liens et de pièces jointes.

Good afternoon,

Please review the Notice of Subdivision Application for 5401 Blackfalds Industrial Way. A response is needed by **Monday, April 6, 2026**. If we do not receive a written reply by this date, it will be assumed that you have no objections or requirements relative to the subdivision.

Please email any comments directly to jtejkl@blackfalds.ca.

Thank you,

Candice Hilgersom
Development Officer I

Town of Blackfalds

Box 220, 5018 Waghorn St

Blackfalds, AB T0M 0J0

T: 403.885.9679

D: 403.885.6258

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

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



March 26, 2026

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

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

Dear Jolene:

RE: Notice of Subdivision Application
Subdivision File No. S-01-26
A portion of Lot 9, Block 4, Plan 082 5372, Pt. NW 23-39-27-W4M

Thank you for the opportunity to comment on the above noted subdivision application.

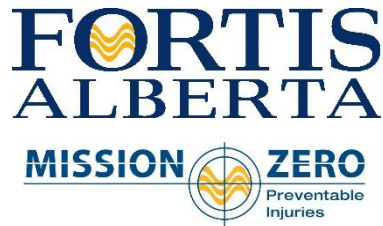
Lacombe County has no concerns with the proposed subdivision.

Should you require further information, please contact our office.

Sincerely,
LACOMBE COUNTY

A handwritten signature in black ink that reads "Will Cebuliak".

Will Cebuliak
Planning Intern



Diana Pounall
Land Department

FortisAlberta Inc.
320 - 17 Ave SW
Calgary, AB
T2S 2V1
Phone# 587-775-6264
Cell#
www.fortisalberta.com
Email:
Diana.Pounall@fortisalberta.com

March 31, 2026

Town of Blackfalds
5018 Waghorn Street
PO Box 220
Blackfalds, Alberta
T0M 0J0

Attention: Jolene Tejkl

RE: FortisAlberta Condition for Subdivision Approval

FortisAlberta Reference No.: 320170514

MD File No.: S-01-26

Location/Legal Description: NW 23-39-27 W4

Customer Name: Durum Properties GP Inc

Thank you for contacting FortisAlberta regarding the above application for subdivision. We have reviewed the plan and determined that no easement is required by FortisAlberta.

FortisAlberta is the Distribution Wire Service Provider for this area. The developer can arrange installation of electrical services for this subdivision through FortisAlberta. Please have the developer contact 310-WIRE (310-9473) to make application for electrical services.

Please contact FortisAlberta land services at landserv@fortisalberta.com or by calling (403) 514-4783 for any questions.

Sincerely,

D. Pounall

Diana Pounall

RE: 320170514

Transportation and Economic Corridors Notification of Referral Decision

Subdivision in Proximity of a Provincial Highway

Municipality File Number:	S-01-26	Highway(s):	2A, 597
Legal Land Location:	QS-NW SEC-23 TWP-039 RGE-27 MER-4	Municipality:	Blackfalds
Decision By:	Cheryl Marcyniuk	Issuing Office:	Central Region / Red Deer
Issued Date:	April 2, 2026	Appeal Authority:	Land and Property Rights Tribunal
RPATH Number:	RPATH0071031		
Description of Development:	Subdivision Application S-01-26 - 5401 Blackfalds Industrial Way		



This will acknowledge receipt of your circulation regarding the above noted proposal. The subsequent subdivision application would be subject to the requirements of Sections 18 and 19 of the Matters Related to Subdivision and Development Regulation (The Regulation), due to the proximity of Highways 2A and 597.

Transportation and Economic Corridors offers the following comments with respect to this application:

The requirements of Section 18 of the Regulation are not met. The department anticipates minimal impact on the highway from this proposal. Pursuant to Section 20(1) of the Regulation, Transportation and Economic Corridors grants approval for the subdivision authority to vary the requirements of Section 18 of the Regulation.

The requirements of Section 19 are met, therefore no variance is required.

Transportation and Economic Corridors has the following additional comments and/or requirements with respect to this proposal:

1. The department expects that the municipality will mitigate the impacts of traffic generated by developments approved on the local road connections to the highway system, pursuant to Policy 7 of the Provincial Land Use Policies and Section 618.4 of the Municipal Government Act.
2. Transportation and Economic Corridors accepts no responsibility for the noise impacts or other impacts of highway traffic upon any development or occupants thereof. The subdivision design should include adequate physical features to ensure that the proposed use of land is compatible with the adjacent provincial highway system. Some of these features might, for example, include landscaping and/or berming, to provide noise attenuation and visual screening from the highway. Implementation of these features is the responsibility of the owner/municipality.
3. The subject land is within the permit area of a highway as outlined in the Highways Development and Protection Regulation. Proposed development on the subject will require the benefit of a Roadside Development Permit from Transportation and Economic Corridors.

Please contact Transportation and Economic Corridors through the [RPATH Portal](#) if you have any questions, or require additional information



Issued by **Cheryl Marcynuik, Development & Planning Technologist**, on **April 2, 2026** on behalf of the Minister of Transportation and Economic Corridors

Date: March 23, 2026

NOTICE OF SUBDIVISION APPLICATION

Alberta Environment and Protected Areas (waterapprovals.reddeer@gov.ab.ca)
Alberta Health Services – Central Zone (centralzone.environmentalhealth@ahs.ca)
Alberta Transportation and Economic Corridors – Sent Via RPATH Online Portal
(<https://roadsideplanning.alberta.ca/rpath>)
ATCO (land.admin@atco.com)
Blackfalds Fire Chief (rcote@blackfalds.ca)
Canada Post (mark.kalan@canadapost.ca)
Director of Infrastructure and Planning Services (pweran@blackfalds.ca)
Fortis Alberta Inc. (landserv@fortisalberta.com)
GIS Technologist (ecollins@blackfalds.ca)
Lacombe County (planning@lacombecounty.com)
North Red Deer Regional Wastewater Services Commission (jthompson@lacombe.ca)
North Red Deer River Water Services Commission (jthompson@lacombe.ca)
Rogers (ProjectManagerNorthernAlberta@rci.rogers.com)
Shaw Communications (projectmanagernorthernalberta@sjrb.ca)
Telus (circulations@telus.com)

Please advise this office of any comments and/or concerns that you have with respect to the following application for subdivision:

Subdivision File No.: S-01-26
Civic Address: 5401 Blackfalds Industrial Way
Legal Land Description: A portion of Lot 9; Block 4; Plan 082 5372
in the NW ¼ Sec. 23-39-27-W4M
Land Use Districts: Industrial Heavy District (I-2)
[An application to redistrict proposed Lot 24 PUL to Parks and Recreation District (PR) is currently being processed]
Landowner: Durum Properties GP Inc.
Proposed Subdivision: To subdivide 5.547 hectares (13.49 acres) to:

- One (1) 1.861 hectare (4.60 acre) lot;
- One (1) 2.986 hectare (7.38 acre) lot intended for a new Town snow dump location; and
- One (1) 0.610 hectare (1.51 acre) lot for a Public Utility Lot (PUL) that is proposed to be redistricted to Parks and Recreation District (PR) under another application.

A response is needed by **Monday, April 6, 2026**. If we do not receive a written reply by this date, it will be assumed that you have no objections or requirements relative to the subdivision. To avoid delays by ordinary mail, responses should be emailed to the undersigned.

Regards,



Jolene Tejkl, RPP MCIP
Planning & Development Manager
Email: jtejkl@blackfalds.ca

Enclosures: Subdivision Application (S-01-26)
 Tentative Subdivision Plan
 Certificate of Title
 Abandoned Well Map

JT/cjh

RECEIVED

FEB 12 2026

File No #: S-01-26

Application Date: _____

The Registered Owner(s) of the land to be subdivided, or a person authorized to act as an agent, must complete this form in its entirety.

Landowner Name(s): Durum Properties GP Inc.

Mailing Address: Suite 500, 1414 - 8 Street SW

City: Calgary Prov: AB Postal Code: T2R 1J6

Phone: _____ Alt Phone: _____

Email Address: c/o jtejkl@blackfalds.ca

(Same as Landowner)

Contractor Name(s): _____

Mailing Address: _____

City: _____ Prov: _____ Postal Code: _____

Phone: _____ Alt Phone: _____

Email Address: _____

LEGAL DESCRIPTION AND AREA OF LAND TO BE SUBDIVIDED

All/Part of the _____ ¼ sec. _____ range _____ west of the fourth meridian,

being all/part of:

Lot: 9 Block: 4 Plan: 082 5372

Certificate of Title No.: 122 361 025 +10

Area of the parcel of land to be subdivided: 5.457 hectares.

LOCATION OF LAND TO BE SUBDIVIDED

The land is located in the Town of Blackfalds:

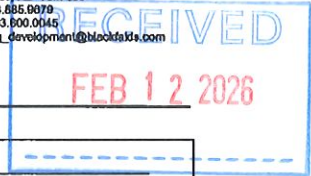
- a) Is the land situated immediately adjacent to the municipal boundary?
 No Yes – What is the adjoining municipality? _____
- b) Is the land situated within 1.6 kilometers of the centre line of a highway?
 No Yes – What Highway No. is this? HWY 2A
- c) Does the parcel contain or is it bounded by a river, stream, lake, or other body of water, or by a drainage ditch or canal?
 No Yes – State the name: _____
- d) Is the parcel within 1.5 kilometers of a sour gas facility?
 No Yes
- e) Does the land require Canada Post Box locations?
 No Yes – If so, please identify locations on the Tentative Subdivision Plan.

EXISTING AND PROPOSED USE OF LAND TO BE SUBDIVIDED

- a) Describe the existing use of the land: Vacant
- b) Describe the proposed use of the land: Lot 22-23 same as present, 24PUL to be Public Utility Lot
- c) The land designation, as classified under the Land Use Bylaw is: F2

PHYSICAL CHARACTERISTICS OF LAND TO BE SUBDIVIDED

- a) Describe the nature of the land's topography (flat, rolling, steep, mixed):
Mixed
- b) Describe the nature of the vegetation and water on the land (brush, shrubs, tree stands, wood lots, etc.):



File No #: S-01-26

Application Date: _____

Grasses, Scrubs

c) Describe the kind of soil on the land (sandy, loam, clay, etc.): Loam over clay

EXISTING BUILDINGS ON THE LAND TO BE SUBDIVIDED
Describe any buildings and structures on the land and whether they are to be demolished or moved:
None

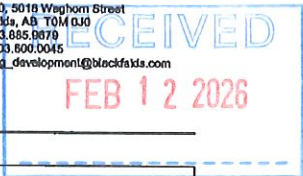
WATER AND SEWER SERVICES
If the proposed subdivision is to be serviced by other than a water distribution system and a wastewater collection system, describe the manner of providing water and sewage:
n/a

Is the property the subject of a license, permit, approval, or other authorization granted by the Natural Resources Conservation Board, Energy Resources Conservation Board, Alberta Energy Regulator, Alberta Energy and Utilities Board or Alberta Utilities Commission? Yes No
If yes, please describe: _____
Is the property the subject of the application the subject of a license, permit, approval, or other authorization granted by the Minister or granted under any Act the Minister is responsible for under s.16 of the Government Organization Act*? Yes No
If yes, please describe: _____
Is the subject property immediately adjacent to the County boundary? Yes No
If yes, please describe: _____

*The Minister is responsible for the following acts: AB Land Stewardship Act, Environmental Protection Act, Public Lands Act, Surveys Act, Water Act.
RESOURCES:
Water Act & Environmental Protection and Enhancement Act Approvals - Alberta Energy Regulator: <https://avw.alberta.ca/ApprovalViewer.aspx>
Historic Sites/Resources (requires an account) - Online Permitting and Clearance (OPAC): <https://www.opac.alberta.ca/Login.aspx>
Abandoned Wells - Abandoned Well Map Viewer: <https://extmapviewer.aer.ca/AERAbandonedWells/index.html>
Pipeline/Well Locations - Regulatory Assurance: <https://regulatoryassurance.alberta.ca/draa?id=public-notice>

REGISTERED OWNER(S) OR PERSON ACTING ON OWNER'S BEHALF
I/We, Dirk VandenBrink of Snell & Oslund Surveys (1979) Ltd., hereby certify that
(please print full name(s))
 I/We are the registered owner(s), or
 I am the agent authorized to act on behalf of the registered owner
and that the information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts relating to this application for subdivision.
Signature: [Signature] Date: Feb 12, 2026
Signature: _____ Date: _____

AGENT AUTHORIZATION (WHEN APPLICABLE)
I/We, Durum Properties GP Inc., being the registered
(please print full name(s))
owner(s) of the land being subdivided do hereby authorize Snell & Oslund Surveys (1979) Ltd.
(Individual or firm seeking application)
to make application for subdivision affecting the above noted property.
Signature: _____ Date: _____
Signature: _____ Date: _____



File No #: S-01-26

Application Date: _____

<u>RIGHT TO ENTRY</u>	
Pursuant to Sections 653(2) of the Municipal Government Act, I hereby <input type="checkbox"/> do, or <input type="checkbox"/> do not grant consent for a designated officer of the Town of Blackfalds to enter upon the land described above, which is subject to an application for subdivision, for the purpose of a site inspection.	
Name: <u>DIRK VANDEBRINK (AGENT)</u> <small>(please print full name)</small>	Date: <u>FEB 12, 2026</u>
Name: _____ <small>(please print full name)</small>	Date: _____
Signature: _____	Date: <u>FEB 12, 2026</u>
Signature: _____	Date: _____
<u>COMMENTS (FURTHER INFORMATION MAY BE PROVIDED ON A SEPARATE SHEET AND INCLUDED WITH THIS APPLICATION)</u>	
BELOW FOR OFFICE USE ONLY	
Subdivision Application Fee: (1-81-00-526)	\$ _____
TOTAL:	\$ _____
Receipt #: _____	Date Paid: _____

Personal information collected on this application will be used in the evaluation of plans and to facilitate contact with referral agencies and adjacent landowners. The information is collected under the authority of the *Municipal Government Act* and the *Land Use Bylaw* currently in force, as well as Section 4(c) of the *Protection of Privacy Act* and will be protected under Part 1 of the *Protection of Privacy Act*. As mandated in the *Access to Information Act*, applicant names and the nature of permits issued may be made publicly available. Questions or concerns regarding the collection and/or use of this information may be directed to the Information Governance Coordinator at access@blackfalds.ca or by phone at 403.885.6370.

RECEIVED
 FEB 12 2026
 S-01-26-

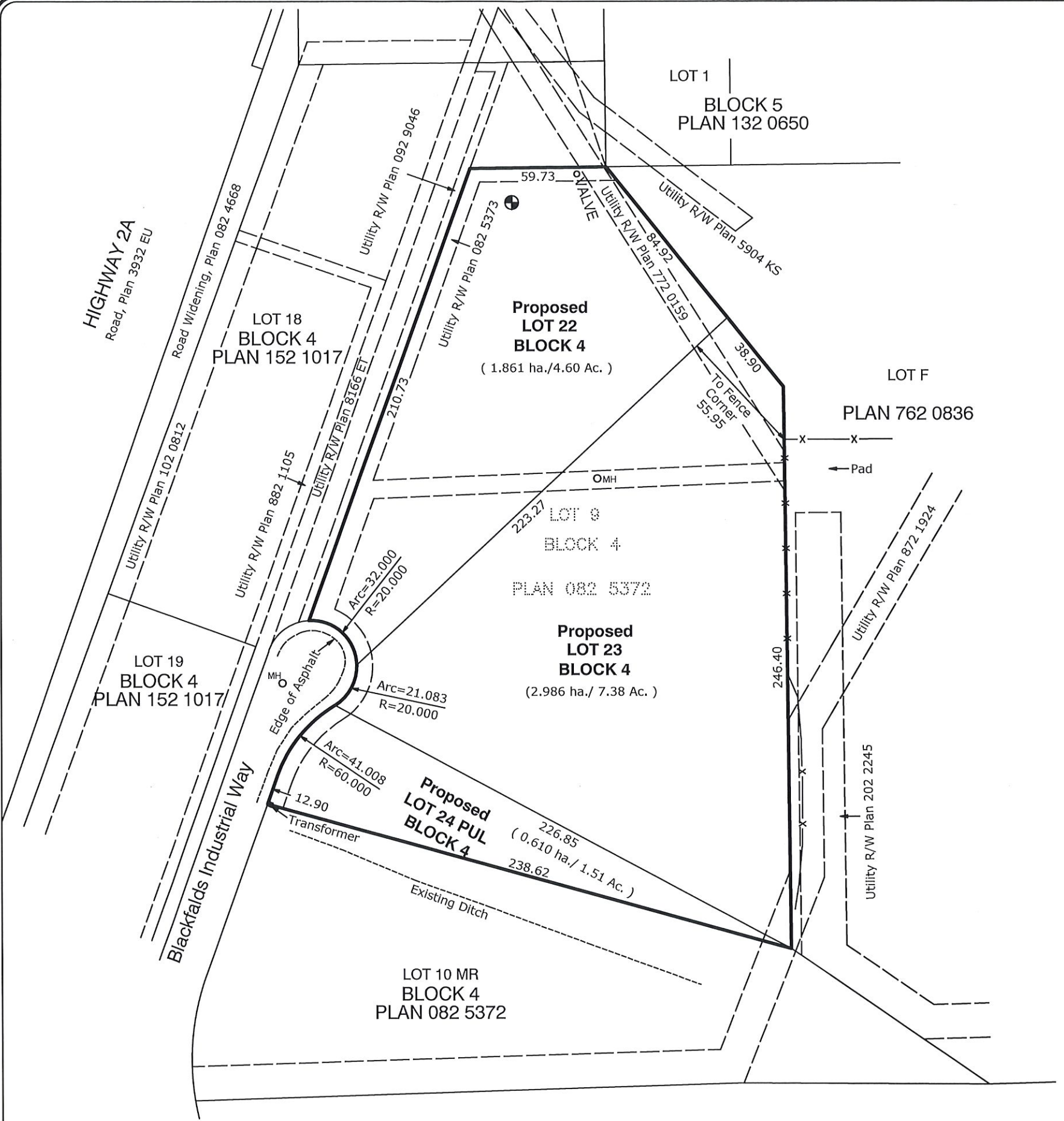
TENTATIVE PLAN SHOWING
 PROPOSED SUBDIVISION OF
 LOT 9, BLOCK 4, PLAN 082 5372
 IN THE
 N.W. 1/4 SEC. 23-39-27-W4M
 TOWN OF BLACKFALDS



LEGEND & NOTES

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 MANHOLE LOCATION SHOWN THUS OMH
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 TEST HOLE LOCATION SHOWN THUS
 THIS PLAN BASED ON FIELD MEASUREMENTS CONDUCTED JANUARY 15, 2026
 DISTANCES ARE IN METRES AND DECIMALS THEREOF.

0	FEB. 5/26	ISSUED FOR APPROVAL
No.	DATE	DESCRIPTION
Snell & Oslund Surveys (1979) Ltd. RED DEER, ALBERTA, Ph. 1-888-310-1255		DRAFTED BY: F DWG FILE NAME: 866-007 app CHECKED BY: CF/DV DATE: FEBRUARY 5, 2026





LAND TITLE CERTIFICATE

RECEIVED
FEB 12 2026
S-01-26

S
LINC SHORT LEGAL TITLE NUMBER
0033 322 736 0825372;4;9 122 361 025 +10

LEGAL DESCRIPTION
PLAN 0825372
BLOCK 4
LOT 9
EXCEPTING THEREOUT ALL MINES AND MINERALS
AREA: 5.46 HECTARES (13.49 ACRES) MORE OR LESS

ESTATE: FEE SIMPLE
ATS REFERENCE: 4;27;39;23;NW

MUNICIPALITY: TOWN OF BLACKFALDS

REFERENCE NUMBER: 082 245 387 +18

REGISTERED OWNER(S)				
REGISTRATION	DATE (DMY)	DOCUMENT TYPE	VALUE	CONSIDERATION
122 361 025	01/11/2012	TRANSFER OF LAND		SEE INSTRUMENT

OWNERS
DURUM PROPERTIES GP INC.
OF SUITE 500, 1414-8 ST SW
CALGARY
ALBERTA T2R 1J6
(DATA UPDATED BY: CHANGE OF ADDRESS 152065392)

ENCUMBRANCES, LIENS & INTERESTS

REGISTRATION NUMBER	DATE (D/M/Y)	PARTICULARS
752 085 090	11/07/1975	UTILITY RIGHT OF WAY GRANTEE - FORTISALBERTA INC. 320 - 17 AVENUE S.W. CALGARY ALBERTA T2S2Y1 " AFFECTS PART OF THIS TITLE "

(DATA UPDATED BY: TRANSFER OF UTILITY RIGHT

(CONTINUED)

 ENCUMBRANCES, LIENS & INTERESTS

PAGE 2
 # 122 361 025 +10

REGISTRATION
 NUMBER DATE (D/M/Y) PARTICULARS

OF WAY 002307642)
 (DATA UPDATED BY: CHANGE OF NAME 052009654)

792 023 244 31/01/1979 UTILITY RIGHT OF WAY
 GRANTEE - VILLAGE OF BLACKFALDS.
 AS TO PORTION OR PLAN:7720159
 "TAKES PRIORITY DATE OF CAVEAT 762154678"

882 004 833 11/01/1988 UTILITY RIGHT OF WAY
 GRANTEE - THE TOWN OF BLACKFALDS.
 AS TO PORTION OR PLAN:8721924

082 245 389 19/06/2008 UTILITY RIGHT OF WAY
 GRANTEE - THE TOWN OF BLACKFALDS.
 AS TO PORTION OR PLAN:0825373

082 245 391 19/06/2008 EASEMENT
 AS TO PORTION OR PLAN:0825373

172 337 880 21/12/2017 MORTGAGE
 MORTGAGEE - SERVUS CREDIT UNION LTD.
 151 KARL CLARK RD NW
 EDMONTON
 ALBERTA T6N1H5
 ORIGINAL PRINCIPAL AMOUNT: \$6,550,000

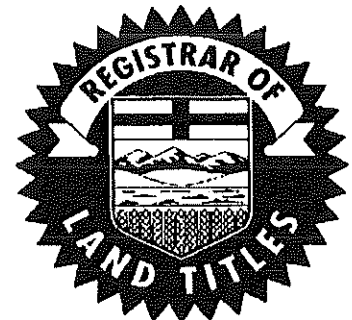
172 337 881 21/12/2017 CAVEAT
 RE : ASSIGNMENT OF RENTS AND LEASES
 CAVEATOR - SERVUS CREDIT UNION LTD.
 151 KARL CLARK RD NW
 EDMONTON
 ALBERTA T6N1H5
 AGENT - LAWRENCE D LEON

TOTAL INSTRUMENTS: 007

THE REGISTRAR OF TITLES CERTIFIES THIS TO BE AN
 ACCURATE REPRODUCTION OF THE CERTIFICATE OF
 TITLE REPRESENTED HEREIN THIS 8 DAY OF
 JANUARY, 2026 AT 08:44 A.M.

ORDER NUMBER: 55941865

CUSTOMER FILE NUMBER:

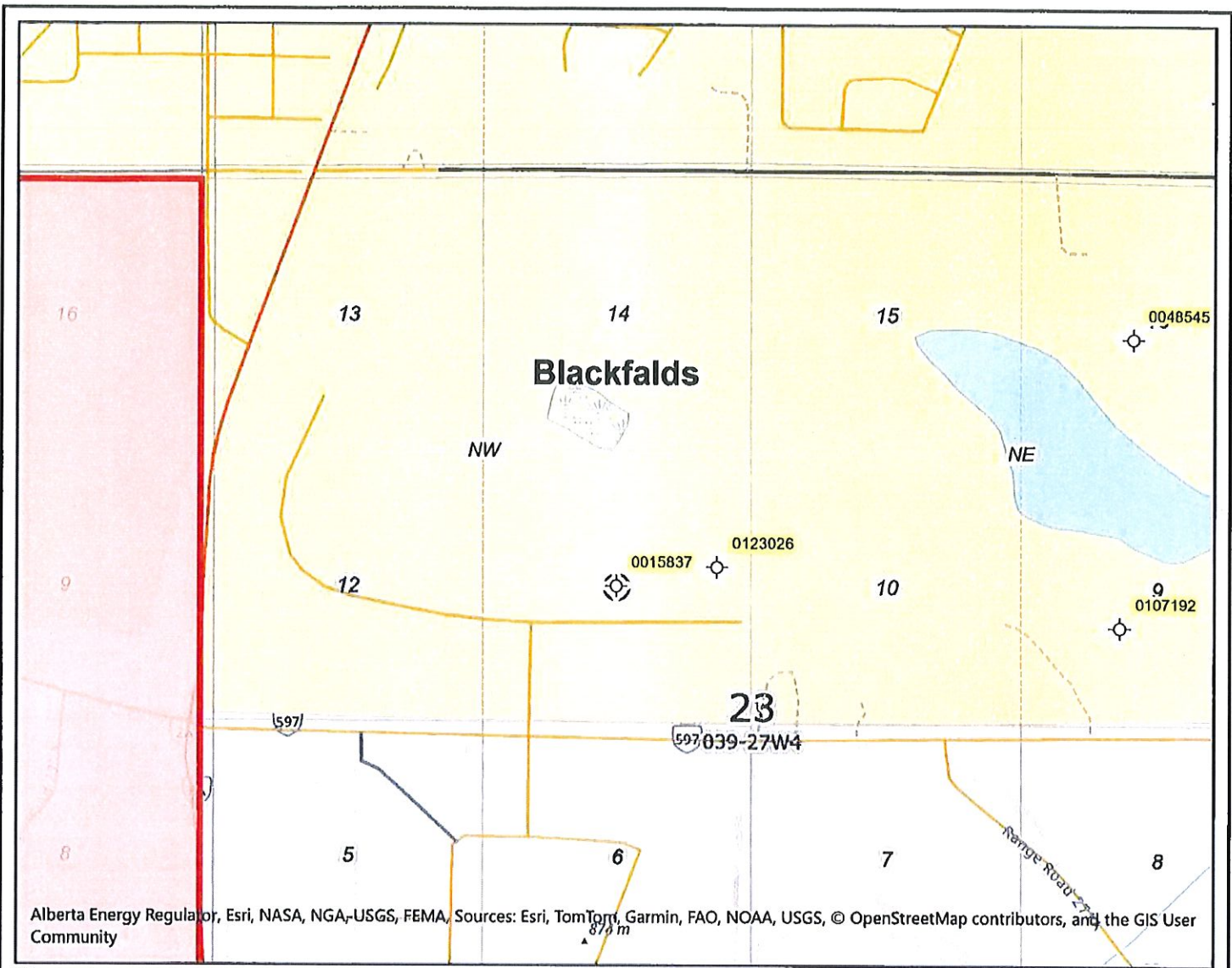


END OF CERTIFICATE

(CONTINUED)

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Base Data provided by: Government of Alberta

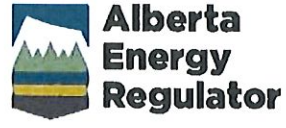
Author:
 YYY

Print Date:
 2/10/2026

- Legend**
- Abandoned Wells
 - Revised Location
 - Revised Location Pointer
 - Paved Road (20K)**
 - Primary Divided
 - Primary Undivided 4L
 - Primary Undivided 2L
 - Primary Undivided 1L
 - Interchange Ramp
 - Interchange Ramp
 - Secondary Divided
 - Secondary Undivided 4L
 - Secondary Undivided 4L
 - Secondary Undivided 2L
 - Secondary Undivided 2L
 - Secondary Undivided 2L
 - Secondary Undivided 2L
 - Secondary Undivided 1L
 - Secondary Undivided 1L
 - Roads - Other**
 - Unimproved
 - Unclassified
 - Truck Trail
 - Winter
 - Ford Winter Crossing
 - Ferry Route
 - Gravel Road (20K)**
 - Primary Undivided 2L
 - Primary Undivided 2L
 - Primary Undivided 1L
 - Primary Undivided 1L
 - Secondary Undivided 2L
 - Secondary Undivided 2L
 - Secondary Undivided 1L
 - Secondary Undivided 1L
 - Railway (20K Large Scale)**
 - Single Line
 - Double Line
 - Multiple Line
 - Spur Line
 - Abandoned
 - ATS LSD label
 - ATS LSD with Road**
 - ATS Quarter Section label
 - ATS Quarter Section with
 - ATS Section label (large)
 - ATS Section with Road
 - ATS Township (large scale)
 - Provincial Boundary
 - Lake Label (20K)
 - River Label (20K)
 - Lake/River (20K)**
 - Lake or River
 - Lake or River
 - Reservoir
 - Icefield
 - Major Canal
 - Oxbow
 - Quarry
 - Dugout
 - Intermittent Lake**
 - Intermittent Lake
 - Intermittent Oxbow
 - Sandbar / Wetland /**
 - Sandbar

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 Projection and Datum
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From: [Gas Land Department](#)
To: [Candice Hilgersom](#)
Subject: ATCO TRANSMISSION 6268: Notice of Subdivision Application S-01-26 - 5401 Blackfalds Industrial Way
Date: April 16, 2026 9:15:52 AM

Caution! This message was sent from outside your organization.

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

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

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

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

Shan Newton, CONTRACTOR

Administrator, Circulations Team

E: Shannon.newton@atco.com

ATCO Pipelines & Liquids Global Business Unit

From: Candice Hilgersom <CHilgersom@blackfalds.ca>
Sent: Monday, March 23, 2026 1:08 PM
To: waterapprovals.reddeer (waterapprovals.reddeer@gov.ab.ca) <waterapprovals.reddeer@gov.ab.ca>; centralzone.environmentalhealth@ahs.ca; Gas Land Department <land.admin@atco.com>; Robert Cote <RCote@blackfalds.ca>; mark.kalan@canadapost.ca; Preston Weran <pweran@blackfalds.ca>; landserv@fortisalberta.com; Eric Collins <ECollins@blackfalds.ca>; planning@lacombecounty.com; Jordan Thompson <jthompson@lacombe.ca>; projectmanagernortheralberta@rci.rogers.com; projectmanagernorthernalberta@sjrb.ca; circulations@telus.com
Cc: Jolene Tejkl <JTejkl@blackfalds.ca>; Jordan Schumaker <JSchumaker@blackfalds.ca>
Subject: Notice of Subdivision Application S-01-26 - 5401 Blackfalds Industrial Way

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

Good afternoon,

Please review the Notice of Subdivision Application for 5401 Blackfalds Industrial Way. A response is needed by **Monday, April 6, 2026**. If we do not receive a written reply by this date, it will be assumed that you have no objections or requirements relative to the subdivision.

Please email any comments directly to jtejkl@blackfalds.ca.

Thank you,

Candice Hilgersom
Development Officer I

Town of Blackfalds

Box 220, 5018 Waghorn St

Blackfalds, AB T0M 0J0

T: 403.885.9679

D: 403.885.6258

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

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

MEETING DATE: May 12, 2026
PREPARED BY: Sawyer Hick, FCSS Manager
PRESENTED BY: Rick Kreklewich, Community Services Director
SUBJECT: **FCSS Grant Funding Allocation**

BACKGROUND

Annually the FCSS Board reviews grant applications from local organizations to support social preventative programming in Blackfalds.

The funding allocations that have been awarded throughout the past five years include:

Year	Total Available	Recipient	Amount Allocated	% of Total
2025	\$23,775	Boys & Girls Club	\$9,000	38%
		Big Brothers Big Sisters	\$9,000	38%
		Iron Ridge Elementary	\$5,775	24%
2024	\$23,775			
		Boys & Girls Club	\$15,000	63%
		Big Brothers Big Sisters	\$8,775	37%
2023	\$31,206.51			
		Big Brothers Big Sisters	\$15,000	48%
		Iron Ridge Elementary	\$8,500	27%
2022	\$23,500	Iron Ridge Junior	\$7,706.51	25%
		Big Brothers Big Sister	\$14,900	63%
		St. Gregory the Great	\$2,000	9%
2021	\$23,500	Iron Ridge Elementary	\$6,600	28%
		ANAM	\$2,700	11%
		Big Brothers Big Sisters	\$9,812.40	42%
		Iron Ridge Elementary	\$6,505	28%
		Iron Ridge Intermediate	\$4,482	19%

2026 Funding Requests

Total Available	Applicant	Amount Requested	Allocation Recommendation
\$23,775	Association of Central AB Youth For Christ	\$16,740	N/A
	Iron Ridge Elementary	\$8,000	\$7,925
	Big Brothers Big Sisters	\$16,825	\$7,925
	Boys & Girls Club	\$17,000	\$7,925

DISCUSSION

Grant applications were received from four local agencies/organizations listed above. At the April 9, 2026, FCSS Board Meeting, the following motion was made:

Member Brown moved that the Blackfalds & District Family and Community Support Services Board recommend to Council that grant funding in the amount of \$7,925 be allocated to Iron Ridge Elementary Campus, \$7,925 to Brothers Big Sisters Association of Lacombe and District and \$7,925 to BGC of Wolf Creek Blackfalds.

CARRIED UNANIMOUSLY

STRATEGIC PLAN ALIGNMENT / OTHER MASTER PLAN ALIGNMENT



**Economic Vitality and
Community Prosperity**



**Community Life,
Safety, and Inclusion**



**Leadership,
Engagement and
Advocacy**



**Sustainable Services
and Infrastructure**

The FCSS Grant Funding Allocation aligns with the Strategic Plan by supporting the Inclusion and Belonging area of focus under Community Life, Safety, and Inclusion, and the Regional Collaboration area of focus under Leadership, Engagement, and Advocacy through funding preventive social programs that strengthen community connections and support shared regional outcomes.

FINANCIAL IMPLICATIONS

In the 2026 FCSS budget, \$23,775 has been allocated for grants to local agencies and organizations for social prevention programming.

COMMUNICATION / ENGAGEMENT CONSIDERATIONS

The FCSS Board reviewed the grant applications. All applicants will be notified of the funding decision.

ADMINISTRATIVE RECOMMENDATION

That Council consider the following motion(s):

1. That Council accept the FCSS Board recommendation to allocate the FCSS grant funding in the amount of \$7,925 to Iron Ridge Elementary Campus, \$7,925 to Big Brothers Big Sisters of Lacombe and District and \$7,925 to BGC of Wolf Creek Blackfalds.

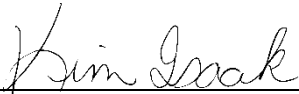
ALTERNATIVES

- a) That Council refer the FCSS grants to organizations item back to Administration for further review and bring back to Council.

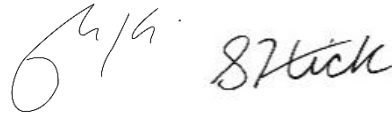
ATTACHMENTS

- *Association of Central AB Youth for Christ Grant Application*
- *Iron Ridge Elementary Campus Grant Application*
- *Big Brothers Big Sisters Grant Application*
- *BGC of Wolf Creek Grant Application*

APPROVALS



Kim Isaak,
Chief Administrative Officer



Department Director/Author

Blackfalds FCSS Grant Application - Association of Central Alberta Youth for Christ

1. What service gap(s) has been identified that shows the social service need for this program in our community?

The Oasis Youth Centre recognizes and works to fill three major gaps within the community of Blackfalds. The first is mentorship to youth. Through our Youth Centre, as well as our regular work in the High School (IRSC) we mentor teenagers ages 11-18.

The second is recreation programs for this age group. We offer a safe space at the Oasis Youth Centre where youth can come, play a game of pool, ping pong, video games, and hangout with our volunteers as well as their peers. We also offer additional space in the school for students to be during their lunch block where they can take part in video games, improv club, or music club. We also offer Jiu-Jitsu classes in our youth centre. In a survey we ran through the High School, the large majority of students in grades 9-12 spend most of their time roaming the streets - we look to change that.

The third is food insecurity by offering a free weekly meal out of our Youth Centre, and by advocating for students' needs in the High School through inviting businesses to donate food.

How does this program/service serve to strengthen and support social functioning of the residents of Blackfalds?

Through intentional, relational mentorship, we offer advice to youth as they navigate some of the most challenging years of their life. As staff and volunteers, we exemplify healthy relationships. Through our programming, we offer a sense of belongingness and create an environment where youth can make new friends. We also do different activities within our centre and in schools to encourage good communication, teamwork, etc.

2. Describe your program, what you will do, what will be offered, how often, do you charge any fees, how many volunteers will you utilize?

Our program consists of three different sections. First is our Drop-in Program. Twice a week, students can come into the Youth Centre and utilize the activities we have (pool table, ping pong, video games, puzzles, board games). The second branch is "sign up" programs. This includes a discipleship program on Wednesday evenings and Jiu-Jitsu,

which runs twice a week. The third is schoolwork. We run a daily program called "Oasis Room" where students can come and play video games, or be a part of a club (Improv and Music). We have also done a drumming program at IRJC and plan to do more programming similar to the IRSC program in the future. In total, we have 6 volunteers in our Drop-in Centre, 1 volunteer who joins the staff during Jiu-Jitsu, and 8 volunteers who cook for the youth monthly. We also have 3 youth who volunteer weekly.

3. (e) What is the impact of not addressing the issue?

The impact is incredibly impactful. Youth having a positive mentor/role model in their lives greatly decreases the chances of suicide or self-harm, getting in trouble with the law, and helps students succeed in school. Not addressing this issue means we have more teens struggling with their mental health and not knowing where to turn, more youth getting in trouble with the law, and students not doing as well in school.

Organizational Goals & Objectives

Central Alberta Youth Unlimited / YFC (Blackfalds – 2026)

Central Alberta Youth Unlimited (CAYU) exists to see every young person in our communities experience belonging, purpose, and hope. Our organizational strategy is guided by key objectives focused on increasing meaningful youth engagement, developing caring adult relationships, and creating pathways for holistic growth—spiritually, emotionally, and socially.

In alignment with our broader strategic plan, our work in Blackfalds will focus on the following localized objectives:

1. Increase Meaningful Youth Engagement

We aim to intentionally connect with youth in Blackfalds through accessible, relationship-based programming.

- Engage 140–200 youth throughout the year through weekly programs, school partnerships, and community-based initiatives
- Provide consistent, safe spaces where youth experience belonging and positive peer interaction
- Prioritize inclusion of youth who may be vulnerable, isolated, or lacking support systems

2. Strengthen Supportive Adult Relationships

We believe long-term impact happens through trusted relationships with caring adults.

- Develop 10–15 consistent mentorship relationships between youth and trained staff/volunteers
- Equip volunteers to provide safe, supportive, and developmentally appropriate care
- Foster environments where youth feel known, valued, and supported

3. Support Youth Mental Health & Wellbeing

Our programs are designed to contribute to protective factors that support mental health.

- Create environments that increase sense of belonging, resilience, and emotional safety
- Provide opportunities for youth to process life challenges in healthy ways
- Partner with local schools and community supports where appropriate

4. Encourage Positive Life Direction & Personal Growth

We aim to help youth grow in confidence, purpose, and positive life choices.

- Facilitate discussions and experiences that build confidence, character, and decision-making skills
- Provide leadership opportunities for youth to grow in responsibility and influence
- Support youth in exploring faith and meaning where appropriate, in a respectful and voluntary context

Measurable Outcomes

As a result of our work in Blackfalds, we anticipate:

- 75% of participating youth will report an increased sense of belonging
- 70% of regularly engaged youth will identify at least one caring adult they trust
- Increased participation among youth who are not typically engaged in other structured activities
- Positive feedback from community partners (schools, families, local agencies) regarding youth wellbeing and engagement

Blackfalds FCSS is an 80/20 funding partnership between the provincial Children and Youth Ministry and the Town of Blackfalds. This partnership works with the community to support and develop locally driven preventative social support services. Locally FCSS strives to:

- Enhance, strengthen and stabilize family and community life
- Promote volunteerism
- Promote, encourage and facilitate the development of stronger communities &
- Enable local decision making

The Blackfalds FCSS Board is an advisory board of Town Council. Membership consists of 8 Members: 5 Members appointed by Town Council from citizens at large, 1 citizen at large from Lacombe County, and 2 Members appointed from the Council of the Town of Blackfalds.

Community Group Grant Application

Purpose: To provide funding to assist established social service groups, organizations and individuals with expenditures incurred in the operation and the delivery of their existing programs.

Who May Apply: Not for profit community groups that support and deliver an activity whose primary focus is social service. Service must be delivered in Blackfalds, AB.

Groups may submit only one grant application per year in all categories.

Operational grant funding is not intended to provide the basis for permanent operational funding. Applications are reviewed annually, independent of previous grant applications.

**Applications due:
March 21st, 2025 at 4:30pm**

To request funding, groups must submit a complete application consisting of a fully completed grant application form and the required support documents. The original, signed grant application must be returned to Blackfalds FCSS by the required deadline date. If you require information or assistance, you can reach us by phone at (403) 885-6247. We are located at 5018 Waghorn Street, Blackfalds, AB.

Successful applicants must adhere to reporting timelines and information requirements. **Annual reports and financial statements for groups awarded 2025 grants are due to FCSS office no later than December 31st, 2025.**

The personal information provided as part of this application is collected under the authority of the Family and Community Support Services Act (FCSSA) R.218-294, the Municipal Government Act (MGA) and the Protection of Privacy Act. Under the FCSS, this application constitutes part of the grant application and financial information will be used to ensure both financial sustainability and to evaluate the effectiveness of any long-range planning. Personal information on this form will be used strictly for obtaining the prescribed consent. This information is collected under the authority of Section 4(c) of the Protection of Privacy Act and will be protected under Part 1 of the Act. Questions regarding the collection and use of this information may be directed to the Information Governance Coordinator at access@blackfalds.ca or by phone at 403.885.6370.

Part A - Community Group Information

1. Organization's Name: Association of Central Alberta Youth for Christ
2. Mailing Address: 5025-50 Street
Lacombe Postal Code: T4L 1X9
3. President or Principal: Jerel Peters
Phone: 403-789-2298 E-Mail: jerelp@cayu.ca
4. Treasurer: Teresa Clark
Phone: 403-789-2298 E-Mail: teclark84@outlook.c
5. Primary Contact Person: Shenoa Gislason
Phone: 403-789-2298 E-Mail: granting@cayu.ca
6. Registered Society / Charity Number (if applicable) 5012707641
7. How long has your organization been operating in Blackfalds? 2023
8. Is your organization presently receiving any financial assistance or subsidy from the Town of Blackfalds? If so, please specify.
No
9. Is your organization presently receiving any financial assistance or subsidy from other levels of government or from public agencies? If so, please specify.
No, our funding comes from individual donors
10. Does your organization qualify for any financial assistance or subsidy from other levels of government or from public agencies? If so, please specify.
No

11. The following documentation is required in addition to your application:

- List of the current Board Members
- Minutes of the meeting which approved the current Board Members
- Copy of the Bylaws and/or organizational guidelines
- Minutes of the meeting which approved the grant application
- Letters showing community support for your proposed program

12. Please provide the previous year audited financials.

Grant Funding Requested:

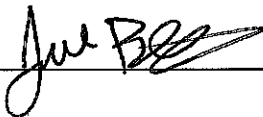
\$16,740.00

Declaration

We, the undersigned officers of the organization, certify that this statement contains a full and accurate account of all matters stated herein:

Name: Jerel Peters

Position: Executive Director

Signature 

Name: Shenoa Gislason

Position: Personnel Director

Signature 

Part B – Purpose and Need

1. Demonstration of need:

- What service gap(s) has been identified that shows the social service need for this program in our community?

See Attached

- How does this program/service serve to strengthen and support social functioning of the residents of Blackfalds?

See Attached

2. Organization

- Describe your organization including the type, the purpose, and number of members. Describe the type of program(s) and/or services offered.

See Attached

- What are your organization's goals and objectives for this year?

See Attached Strategic Plan

- Does your group have sponsorship or a committee for fundraising? What are your user fees and/or membership dues?

We do not have a sponsorship or a committee for fundraising. We do not charge user or membership fees.

- Please list other sources of funding applied for to fund the service/project (even if the application was not successful.)

None

3. The Project

- a. Describe the issue or priority area your project/program proposes to address.

Our largest priority area our program addresses is the need for youth mentoring and recreation within Blackfalds. Specifically older youth ages 11-18.

- b. In which of the following areas does this project/program impact on social sustainability in our community: Who is impacted by this issue? Please describe.

- Help people to develop independence, strengthen coping skill and become more resistant to crisis;
- Help people to develop an awareness of social needs;
- Help people to develop interpersonal and group skills which enhance constructive relationships among people;
- Help people and communities to assume responsibility for decisions and actions which affect them;
- Provide supports that help sustain people as active participants in the community.

- c. Who is impacted by this issue? Please describe.

Youth ages 11-18.

- d. In what way are they impacted? Please describe short and long term implications.

Youth have greater confidence, stronger social skills, learn to volunteer and give back to their community. Youth make wiser choices and have more than just their parents or teachers speaking into their life.

- e. What is the impact of not addressing the issue?

See attached

- f. How does your project/program plan to address the issue?

We offer safe spaces where youth can be themselves and build relationships with positive adult mentors.

- g. Describe specifically how you will measure the success of the program and your expected results. (Examples: # of participants, # of surveys completed, survey feedback, program waiting list, etc.)

To measure the success of our program we will assess the impact on the youth through tracking attendance, and volunteer involvement over the course of the program. End of season feedback survey for participants will be utilized.

- h. Are there similar programs offered in the community? If so, explain how they are different.
Not that we are aware of

- i. Describe your organizations' use of volunteers. Include the nature of volunteer services provided, the number of volunteers and the estimated total annual number of volunteer hours worked.

We currently utilize 9 adult volunteers and 3 youth volunteers

- j. Describe the need for this program in the community. Attach letters of support.
See attached letters of support

- k. Describe the implications of not receiving (or receiving less than requested) grant funding for this program.

We will be restricted in the impact we can make on the youth in Blackfalds and the community as a whole.



Part C – Program Budget

Revenue	2025
Fees:	
Grants:	\$16,740.00
Community Donations:	\$1250 (Crossroads Church)
Fundraising:	\$82,814.00
Total Revenue	\$100,804.00
Expenses	2025
Personnel:	\$82,764.00
Materials & Supplies:	\$9,245.00
Other Expenses:	Mentorship - \$550.00 Prof. Development \$5,295.00 Special Events \$1,150.00 Travel \$700.00 Volunteer Appreciation \$500.00 Telecommunication \$600.00
Total Expenses	\$100,804.00
FCSS Funding Request	\$16,740.00



Blackfalds Family & Community Support Services

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

Phone (403) 600-9066 Fax (403) 885-0011

Email fcss@blackfalds.ca

Blackfalds FCSS is an 80/20 funding partnership between the provincial Children and Youth Ministry and the Town of Blackfalds. This partnership works with the community to support and develop locally driven preventative social support services. Locally FCSS strives to:

- Enhance, strengthen and stabilize family and community life
- Promote volunteerism
- Promote, encourage and facilitate the development of stronger communities &
- Enable local decision making

The Blackfalds FCSS Board is an advisory board of Town Council. Membership consists of 8 Members: 5 Members appointed by Town Council from citizens at large, 1 citizen at large from Lacombe County, and 2 Members appointed from the Council of the Town of Blackfalds.

Community Group Grant Application

Purpose: To provide funding to assist established social service groups, organizations and individuals with expenditures incurred in the operation and the delivery of their existing programs.

Who May Apply: Not for profit community groups that support and deliver an activity whose primary focus is social service. Service must be delivered in Blackfalds, AB.

Groups may submit only one grant application per year in all categories.

Operational grant funding is not intended to provide the basis for permanent operational funding. Applications are reviewed annually, independent of previous grant applications.

**Applications due:
March 20, 2026 at 4:30pm**

To request funding, groups must submit a complete application consisting of a fully completed grant application form and the required support documents. The original, signed grant application must be returned to Blackfalds FCSS by the required deadline date. If you require information or assistance, you can reach us by phone at (403) 885-6247. We are located at 5018 Waghorn Street, Blackfalds, AB.

Successful applicants must adhere to reporting timelines and information requirements. **Annual reports and financial statements for groups awarded 2026 grants are due to FCSS office no later than December 31st, 2026.**

The personal information provided as part of this application is collected under the authority of the Family and Community Support Services Act (FCSSA) R,218-294, the Municipal Government Act (MGA) and the Freedom of Information and Protection of Privacy Act (FOIP). Under the FCSS, this application constitutes part of the grant application and financial information will be used to ensure both financial sustainability and to evaluate the effectiveness of any long-range planning. Personal information is collected under the authority of the Municipal Government Act (MGA) and Section 33 (c) of the Alberta Freedom of Information and Protection of Privacy Act (FOIP) and will be protected under Part 2 of the FOIP Act. The personal information collected on this form will be used solely to administer FCSS Grand Funding Applications in the Town of Blackfalds. Questions regarding the collection and use of personal information may be directed to the Town of Blackfalds FOIP Coordinator at 403-885-6370.

Part A - Community Group Information

1. **Organization's Name:** BGC Wolf Creek Blackfalds

2. **Mailing Address:** Box 4115 Ponoka, AB T4J 1R5

3. **President or Principal:** Grant Jorgenson

Phone: (403) 783-6497

E-Mail: grant@jorgensonhomes.ca

4. **Treasurer:** Kelly Sperber

Phone: (403) 963-2720

E-Mail: kellysperber@ponokacounty.com

5. **Primary Contact Person:** Beth Reitz

Phone: (403) 783-3112

E-Mail: beth@bgcwolfcreek.com

6. **Registered Society / Charity Number (if applicable):** 879767515RR0001

7. **How long has your organization been operating in Blackfalds?**

BGC Wolf Creek Blackfalds has been building our presence in the community for approximately 2 years. Actual program delivery began in September 2024.

8. **Is your organization presently receiving any financial assistance or subsidy from the Town of Blackfalds? If so, please specify.**

BGC Wolf Creek Blackfalds is currently receiving no financial assistance or subsidy from the Town of Blackfalds.

9. **Is your organization presently receiving any financial assistance or subsidy from other levels of government or from public agencies? If so, please specify.**

BGC Wolf Creek Blackfalds currently receives financial support via various BGC Canada grant funding opportunities. In addition, our agency also accesses Child Care Subsidy from the province of Alberta.

10. **Does your organization qualify for any financial assistance or subsidy from other levels of government or from public agencies? If so, please specify.**

BGC Wolf Creek Blackfalds is a licensed child care facility. Parents may apply to receive subsidy for the child care we provide.



11. The following documentation is required in addition to your application:

- x List of the current Board Members
- x Minutes of the meeting which approved the current Board Members
- x Copy of the Bylaws and/or organizational guidelines
- x Minutes of the meeting which approved the grant application
- x Letters showing community support for your proposed program

12. Please provide the previous year's audited financials.

Grant Funding Requested:

\$17,000.00

Declaration

We, the undersigned officers of the organization, certify that this statement contains a full and accurate account of all matters stated herein:

Name: _____

Name: _____

Position: _____

Position: _____

Signature: _____

Signature: _____

Part B – Purpose and Need

1. Demonstration of need:

- What service gap(s) has been identified that shows the social service need for this program in our community?

The following have been identified that show the need for our programs in Blackfalds.

- The 2024 Needs Assessment by our agency and Wolf Creek Public Schools showed a clear demand for Out of School Child Care covering after school, Professional Development days, and summer. In response, BGC Wolf Creek Blackfalds launched the After School Program, S.O.D (School's Out Day) Program, and Summer Camp.
- Our Club site at Iron Ridge Secondary Campus enabled frequent interactions with students. Many expressed interest in a noon-hour drop-in option, so we started opening our room weekly for youth to socialize, participate in activities, and build relationships.
- It was determined to launch Lead Up, a weekly leadership program at Iron Ridge Junior Campus, by connecting with local youth. It emphasizes service, teamwork, healthy choices, leadership, and learning. Participants complete community service projects and develop leadership skills.
- BGC Wolf Creek Blackfalds offers free Child and Family Counsellor services to address community counselling needs. Sessions are held at local schools, with our counsellor also making times available outside regular hours - reducing barriers such as cost, inconvenient appointment times, and transportation. Due to increased demand, more hours are now available for children, youth, and families in Blackfalds.

- How does this program/service serve to strengthen and support social functioning of the residents of Blackfalds?

BGC Wolf Creek Blackfalds provides preventative programs and services for children, youth, and families who reside and work in Blackfalds. Our programs help build a vibrant community through offering timely and key supports - strengthening social functioning of those who call this community home.

Programming such as ours brings many benefits to the communities in which they are delivered – for **program participants, their families, and the broader community**. Our agency is pleased to play a role in building a stronger community in the following ways – as outlined broadly, as well as most clearly expressed through the voices of those who know us best and with whom we have built trusted relationships over the last 2 years of service delivery in this community.

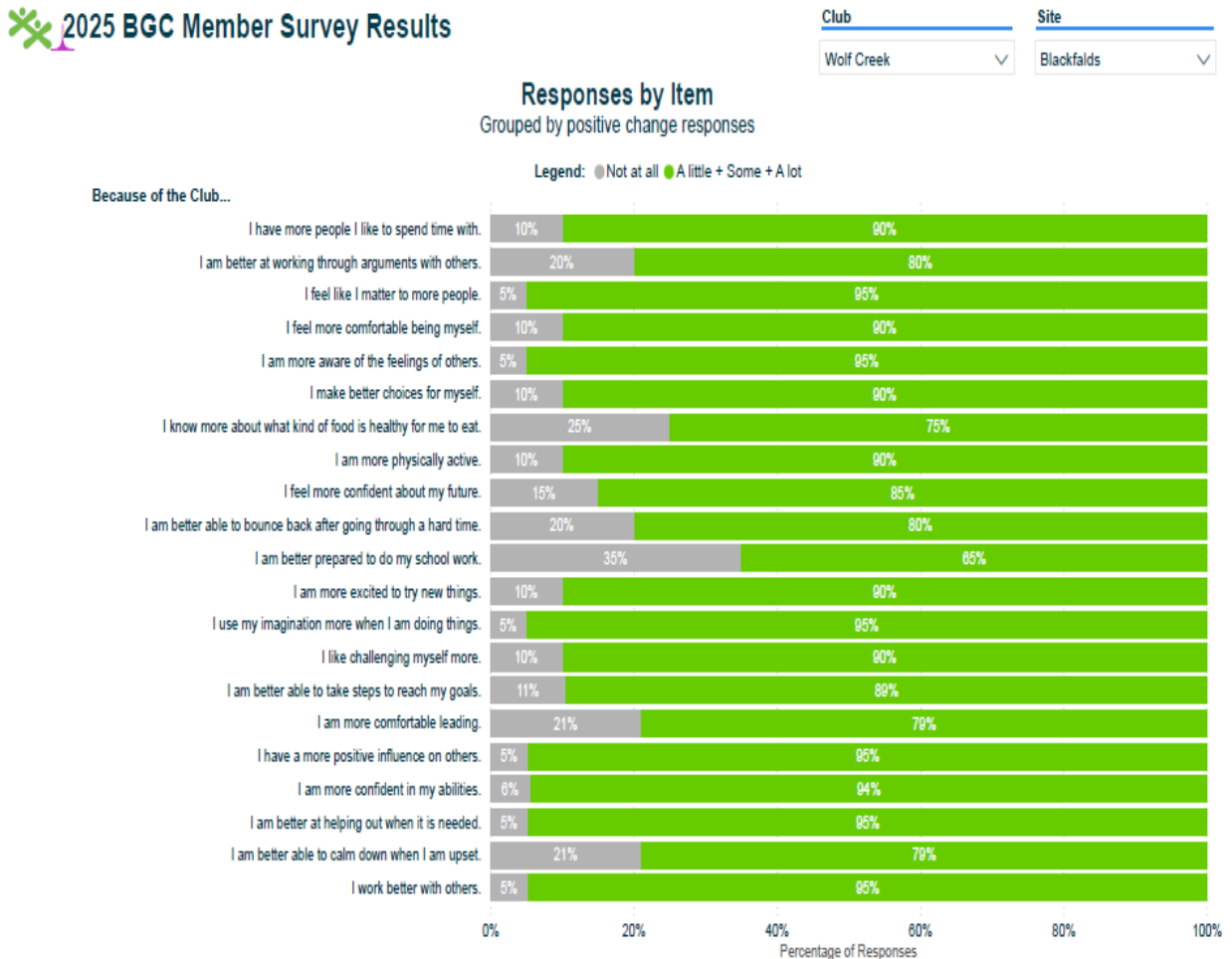
• Beneficial to Children and Youth

As our Mission Statement specifies, BGC Wolf Creek Blackfalds provides “*safe, supportive places where children and youth can experience new opportunities, overcome barriers, build positive relationships, and develop confidence and skills for life.*” We welcome youth into a safe space where they can count on being seen, feeling heard, and receiving kindness and respect. A variety of fun, engaging, and developmentally appropriate activities are offered each day that contribute to the overall health and wellness of the children who walk through our doors. We provide experiences and programs that are preventative in nature, as we strive to support our Club members in understanding themselves, making wise decisions, and developing healthy relationships and life patterns. The programs that are offered by our agency are beneficial in many ways to the children and youth who attend, whether it be at lunch, after school, on PD Days or during summer vacation.

Please reference the following regarding benefits to children and youth.

a. Results of the 2025 BGC Canada Learning & Impact Survey

The chart below indicates 21 areas (under the 4 domains of positive relationships, healthy living, lifelong learning and leadership) where our Club members in Blackfalds were surveyed regarding the impact of our programs. These results show how our programs are strengthening and supporting social functioning of our Club members.



b. Parent Comments

- “(Child) loved attending programs this year and is always excited to go after school. Everything seems well structured and fun for the kids.”
- “My daughter has loved the after school and SOD programs. She always has great things to say about her day, every day.”
- “My kids really enjoy the programs. My son is a handful, and they are so great and patient with him.”
- “I feel that (staff) and her team are working hard to meet families where they are and work on solutions. They are excellent communicators and have compassion and are eager to grow with the kids and learn more about how they can support kids with diverse needs and challenges of their own. I recognize the challenges of being a child care giver and educator and appreciate their hard work and compassion I am excited to see how they grow and are supported by the program.”

c. Supportive Research

“Caring adults characterize successful youth programs. They provide youth with a sense of belonging, acceptance, empowerment and connection.”

(Scott, D. Witt, P.A. & Foss M. (1996) “Evaluation of the impact of the Doherty Arts Centre’s Creativity Club on children and risk.” Journal of Parks and Recreation. 14 (3), 41-60, Halpern, R. (1992). “Rebuilding the Inner City: A History of Neighbourhood...Initiatives to Address Poverty”. New

York. Columbia University Press. Whalen, S.P. and Wynn, J.R. (1995). "Enhancing Primary Services for Youth Through an Infrastructure of Social Services". Journal of Adolescent Research. 10(1). 88-110.)

- **Beneficial to Families**

BGC Wolf Creek Blackfalds programs are also beneficial to families in the community. We provide support for parents/guardians in encouraging positive social and relational development, as well as unique and fun experiences for their children. Our agency also supports families in accessing Out of School Child Care, as options for care can be a hurdle that is difficult for many families to overcome when there may be few choices available, spaces fill as quickly as they become open, or the cost of available choices is prohibitive. Our programs are offered during times when child care is needed while parents are at work, subsequently allowing parents to have peace of mind that their children are safe and cared for. The cost for our programs is very reasonable, government subsidy is made available for qualifying families, and we have Club subsidy measures in place to ensure that no families are turned away due to financial constraints. The programs offered by our agency are very beneficial to families.

Please reference the following regarding benefits to families.

- a. **Results of 2025 Parent Survey**

- **96%** Parents would recommend the program to other parents and their children.
- **96%** Parents indicate staff communicate with families in an open and respectful manner.
- **91%** Parents indicate staff are friendly, caring, and supportive.
- **91%** Parents indicate the programs at BGC Wolf Creek are affordable.
- **86%** Parents indicate staff encourage positive and healthy social interactions.

- b. **Parent Comments**

- "Our family has loved being a part of the BGC Blackfalds program. We love having the option to choose set days with a cancelation process that brings peace of mind, along with transportation from both the elementary and intermediate campuses. The kids have loved the theme days and activities that set BGC apart from other organizations/daycares. Keep up the great work!"
- "With one of my children, they have struggled with behavioral issues, and I have seen positive change in them as a result of attending BGC. The staff has worked closely with our family and has offered different approaches in how to manage their ADHD within the program, which has been so helpful."
- "The Blackfalds program was a new introduction to the town and with limited options for subsidized care with well trained staff, we jumped on the opportunity."
- "BGC offers transportation from school, which is a huge help for working parents. They make it easy and I know my child is in good hands at BGC."

- c. **School Staff Comments**

- "In school counselling support for students and families has been an amazing layer of support for families in need. We have been very grateful to be a part of this. Thank you!! As well, helping support the child care gap after school. This was a big concern for our school community with our middle school students now being bussed to Red Deer and older siblings unable to watch younger family members. Thank you!"
- "We are grateful for the partnership with BGC this year. Our students and families have benefited from the after school program to support with child care, PD day activities and in school counselling supports for students and families. Thank you!! We look forward to continuing the partnership and working together on next steps!"

- **Beneficial to the Community**

An important consideration for young families in choosing a community in which to live is the availability of reliable and quality child care. We would offer that the availability of Out of School Child Care programming is a powerful attraction and would frame the Town of Blackfalds as a

desirable location for young families, as they determine where to put down roots.

Not only do programs such as ours attract young families, but they also provide safe activities that keep youth occupied during those out of school hours where harmful behaviours may take place. Youth who are occupied in healthy activities that are safe and fun are less likely to engage in behaviours that impact the community in negative ways.

Our agency is also intentional in providing opportunities for our Club members to reach out into the community – making connections and building relationships with individuals of all ages from all walks of life. When our neighbourhoods are seen as places full of friends and people we know, the collective benefit to the community cannot be overstated. BGC Wolf Creek is well-experienced in providing this piece in the communities in which we operate, and we know that our programs will contribute to making Blackfalds a vibrant and healthy community.

Please reference the following regarding benefits to the community.

a. Results of 2025 Community Stakeholders Survey

- **96%** - Community stakeholders indicate BGC Wolf Creek offers a wide range of safe, fun, affordable, and relevant programs that meet the needs of children and youth in the community.
- **100%** - Community stakeholders indicate BGC Wolf Creek Blackfalds is visible in the community and has a positive reputation.
- **100%** - Community stakeholders indicate BGC Wolf Creek Blackfalds actively seeks opportunities to collaborate with other stakeholders in the community and fosters the development of positive working relationships.
- **100%** - Community stakeholders indicate they would recommend BGC Wolf Creek Blackfalds to families in the community.

b. Community Stakeholder Comments

- “BGC joining the Blackfalds community this year has been a huge asset! I truly appreciate that BGC is always willing to collaborate and offer support wherever needed. The staff are phenomenal!! I am very appreciative of the opportunities they offer our youth that are looking to volunteer and gain experience. I honestly feel that BGC has come in and offered support wherever it has been needed - collaboration and community building is truly at the forefront with this agency.” (Community Stakeholder Comment)
- “For a newer program to the community, I see immense potential in its growth and to provide a much-needed service to the community. The staff try hard and provide care and compassion to the kids. I am excited to see how this program evolves in Blackfalds and can see so many great things on the way for the kids and the staff.”
- “The program does an amazing job engaging and collaborating with the community. They are always willing to work for the best interests of children and families in the community. Go over and above to help families in need.”
- “Appreciate that BGC has only been within Blackfalds a short time but has offered an abundance of programs to all ages. Continue what you are doing - your ability to collaborate and bring agencies together has already had a huge impact.”

c. School Staff Comments

- “I know the positive impact BGC has had in our community, and we are deeply grateful to the staff and the support they have offered our schools and families during this first year. Your involvement in our community was well overdue, and it is fabulous to finally have you here. Thank you!”

d. Supportive Research

- “Supervised, high-quality, challenging after-school programs have been shown to be an effective buffer against delinquency and victimizations and to benefit children greatly by improving their social skills, confidence, grades, range of interests and peer networks, as well as preventing the negative influences that lead to risky behaviours.” (Chettleburgh, Michael, (2007) Young Thugs: Inside the Dangerous World of Canadian Gangs)

2. Organization

- Describe your organization including the type, the purpose, and number of members. Describe the type of program(s) and/or services offered.

a. Type of Organization

BGC Wolf Creek Blackfalds is a satellite of BGC Wolf Creek, a non-profit agency that is a member Club of BGC (formerly Boys and Girls Club) Canada. **BGC Canada** has **90 clubs** across Canada, **servicing over 600 locations**. We are a part of movement that celebrated its **125th anniversary in 2025** – “*marking 125 years of BGC Club impact and the BGC movement’s creation of opportunities for Canadian kids and teens.*” What an honor and privilege it is to be a member organization of something that has had a profound impact on literally thousands and thousands of lives over such a long period of time. BGC Wolf Creek Blackfalds is a part of something big!

b. Purpose

As a member Club and non-profit organization, our **Mission Statement, Vision Statement, Core Values**, and **Attendance** (as outlined below) provide an overview of our organization, our purpose, and number of members.

- **Mission Statement**

BGC Wolf Creek Lacombe provides safe, supportive places where children and youth can experience new opportunities, overcome barriers, build positive relationships, and develop confidence and skills for life.

- **Vision Statement**

All children and youth discover and achieve their dreams and grow up to be healthy, successful, and active participants in society.

- **Core Values**

- Belonging

We welcome everyone in a safe, accepting environment based on belonging and positive relationships.

- Respect

We ensure that everyone - children, youth, families, volunteers, staff - is heard, valued, and treated fairly.

- Encouragement and Support

We encourage and support every child and youth to play, learn, and grow to achieve their dreams.

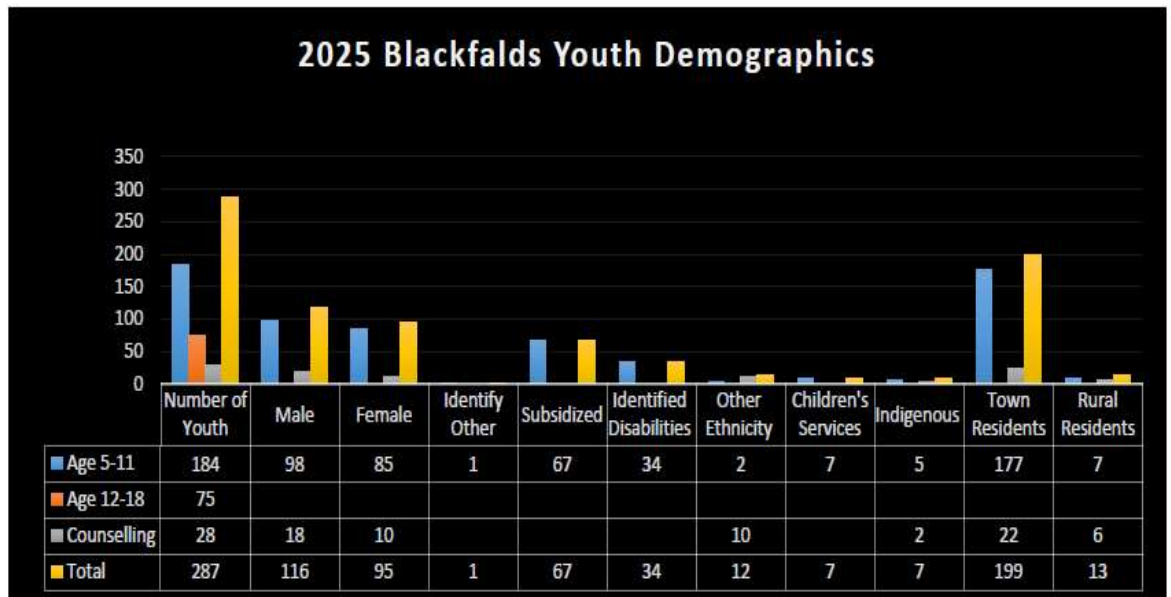
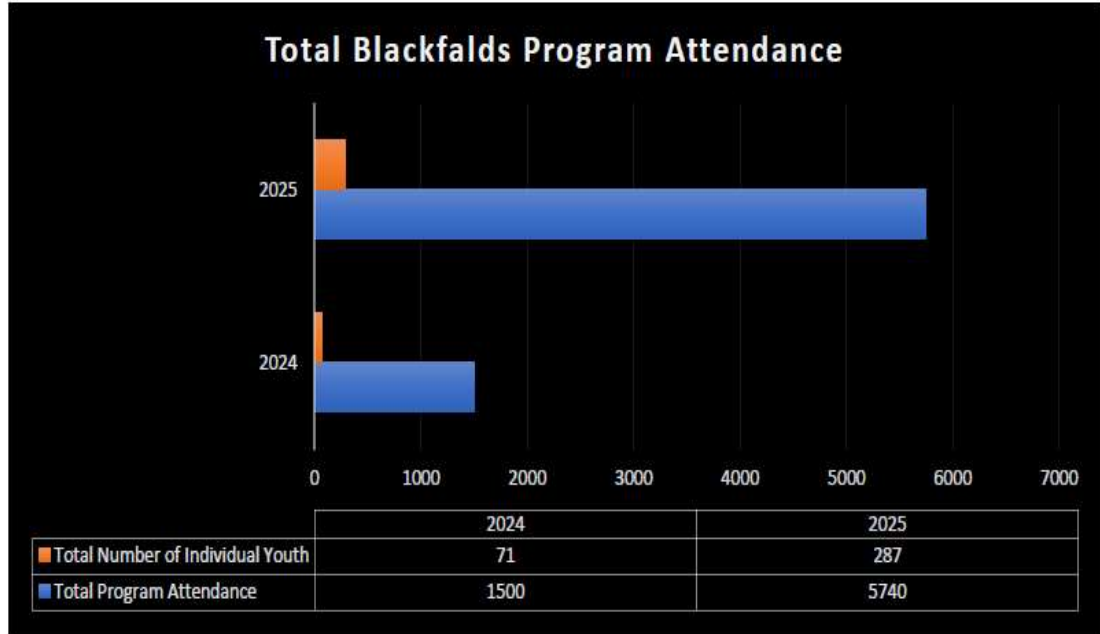
- Working Together

We work together with young people, families, volunteers, our communities, and government.

- Speaking Out

We speak out for children, youth, and families so that we can make our world better.

c. Number of Members



d. Types of Programs and Services Offered

The following is a complete list of programs that BGC Wolf Creek offers to give a sense of the wide range of needs that are being met by Club programming. Because our programs are tailored to meet the needs expressed by each community, not all programs are delivered at each Club at all times. There is a fluidity for programs to come and go, based on need.

**** The programs currently operating at our BGC Wolf Creek Blackfalds location are highlighted in green. ****

PROGRAM DESCRIPTIONS

GRADES K - 6 PROGRAMS

<p>After School Program Monday - Friday 3:15p.m. - 5:30p.m.</p>	<p>The After School Program offers a diversity of experiences that provide opportunities for adventure, play, and discovery. It includes open-ended activities that support social, emotional, and physical development through connecting with children and their families in a caring, positive, and supportive way. This program operates during the school year and includes indoor and outdoor active play, arts and crafts, imagination stations, life-skills instruction, leadership training, recreation, and a nutritional snack.</p>
<p>S.O.D. (School's Out Day) Program Professional Development Days 8:30a.m. - 5:30p.m.</p>	<p>The S.O.D. Program is a full-day program of engaging experiences organized in a similar manner to the After School Program. The S.O.D. Program operates during the school year during Professional Development Days and In Lieu Days for schools.</p>
<p>Summer Camp Monday - Friday 8:30a.m. - 5:30p.m.</p>	<p>Summer Camp is a full-day program that offers a wide range of enjoyable experiences and opportunities both on and off-site organized in a similar manner to the After School Program. Summer Camp operates daily during the summer months of July and August.</p>
<p>ReWild Wednesday 9:00a.m. - 11:30a.m.</p>	<p>ReWild is a nature program offered to children ages 3-6 and their caregivers. Children lead their own nature-filled adventures – growing wild, curious, and free through hands-on exploration, creativity, and discovery.</p>

GRADES 7 - 12 PROGRAMS

<p>Lead Up Thursday (September – June) 11:30a.m. – 12:15p.m.</p>	<p>Lead Up is a leadership program that focuses on five core elements: service to Club and community, teamwork, healthy choices, leadership, and learning. Youth engage in service initiatives and give back to their community while learning valuable leadership skills. Lead Up meets once a week and is mentored by an adult staff member.</p>
<p>Level Up Tuesday 3:30p.m. - 5:30p.m.</p>	<p>Level Up (Torch) is a junior leadership program for youth in Grades 6-8. It focuses on five core elements: service to Club and community, teamwork, healthy choices, leadership, and learning. Youth are encouraged to get involved and give back to their community while learning valuable leadership skills. Level Up (Torch) meets once a week and is mentored by adult staff members. It bridges the gap and helps younger youth transition from our child programming into youth programming.</p>
<p>Thrive Tuesday 3:30p.m. - 5:30p.m.</p>	<p>Thrive is a drop in program that helps youth experience personal growth and empowerment as they explore new hobbies, learn new life skills, and increase their knowledge and understanding of mental health and healthy relationships.</p>
<p>Chess Club Wednesday 3:30p.m. – 5:30 p.m.</p>	<p>Chess Club is a recreational program that brings together youth who have an interest in learning or enhancing their skills at playing chess. Youth engage in learning the fundamentals of game play, fair play, and recreational play.</p>
<p>Dinner and Drop In Thursday 3:30p.m. - 5:30p.m.</p>	<p>Dinner and Drop In is a program offering a family-style meal that encourages youth to gather around tables with adult mentors, enjoy a nutritious dinner, and engage in discussions about daily life issues in a positive manner. Youth are then encouraged to remain for the regular Drop In Program.</p>
<p>Game Café Friday 3:30p.m. - 5:30p.m.</p>	<p>Game Café is a program that allows youth to spend time socializing with each other, free from screen time - learning critical thinking and logic skills during game play. While there are many board games available for youth, Dungeons and Dragons is one of the most popular games we play! Volunteers/mentors and staff members participate in the games alongside</p>

	youth, creating opportunities to build positive relationships, teach leadership skills, and interact in a supportive way.
Learn On Tuesday, Wednesday & Thursday 2:00p.m. - 5:30p.m.	Learn On is a free tutoring program. It allows youth to receive homework support, connect with tutors/mentors, interact with peers, explore their personal interests, increase digital literacy, and plan for post-secondary education.
All Shook Up Tuesday & Thursday 8:00a.m. - 8:30a.m.	All Shook Up is a breakfast smoothie program offered to students at the Ponoka Secondary Campus. This program provides youth with a nutritious start to the day, as well as an opportunity to connect and develop relationships with BGC Wolf Creek staff.
Drop In Wednesday (September - June) 11:30a.m. – 12:10p.m.	The teen Drop In offers youth a safe and supervised place to spend time with their peers. Youth are welcome to visit our Club site during lunch time to relax and spend time with friends or take advantage of the many activities that are available. Staff engage with the youth and build positive mentoring relationships.
SUPPORT PROGRAMS	
Mentoring Program Monday - Friday (September - June)	The BGC Mentoring Program runs during the school year and involves both adult and teen volunteer mentors. Matches meet in the school setting for one hour each week to assist in strengthening self-esteem and social development through participating in crafts, games, sports, or other activities of interest to the mentees. The Teen Mentoring Program provides high school students with the opportunity to mentor elementary school-aged children while gaining valuable experience and receiving high school credits for their involvement.
Youth Justice Committee (January - December)	The Youth Justice program provides first time young offenders with an alternative to the formal court process by resolving legal conflicts through alternative measures, community service, and meeting with victims and community members.
Child and Family Counselling (January - December)	BGC Wolf Creek offers free counselling services by a licensed and registered therapist. The service is available to all children, youth, and families with no referrals necessary. Individual, group, and/or family sessions are offered.
KidSport Ponoka (January – December)	KidSport provides financial support for families who need assistance covering sport registration fees and costs of equipment.

□ **What are your organization’s goals and objectives for this year?**

a. Goals

BGC Wolf Creek Blackfalds has the following goals for 2026. We will:

- continue to offer the After School Program, S.O.D. Program, and Summer Camp
- continue to build on the momentum of Out of School Child Care program delivery that will result in increased usership/capacity and community impact
- expand our youth life skills and leadership programs (without duplicating other programs already functioning in the community) that will result in increased usership/capacity and community impact
- continue to work toward sustainability in program delivery
- maintain the very strong staff contingent that we currently have
- begin searching for a new location for our Club site, as we will need to find a new home in the fall of 2027. The Iron Ridge Secondary Campus has indicated that they will no longer have available space for our agency by that time.
- continue leadership role and support of the Blackfalds HUB. HUB has been very effective in drawing together community agencies in an effort to collaborate in keeping those most vulnerable in the community on our collective radars. HUB has seen much meaningful impact among participants in the past year in identifying those at-risk, providing timely and targeted support – resulting in a community collaboration that has come together to offer preventative services.

- continue to address key areas of priority in the Town of Blackfalds' Social Needs Assessment Plan where we are in a position to provide support (i.e. support for parents and families, connections and collaborations amongst local agencies, mental health, bullying and abuse, isolation and loneliness)

b. Objectives

BGC Wolf Creek Blackfalds has the following objectives for our programming. Program participants will experience:

- increased feelings of safety and support
- increased development in positive relational skills
- increased access to new opportunities
- increased ability to overcome barriers
- improvement in self-confidence and self-esteem
- increased understanding of choices for healthy living
- increased engagement in lifelong learning
- increased leadership skills
- expanded development of life skills

- Does your group have sponsorship or a committee for fundraising? What are your user fees and/or membership dues?

BGC Wolf Creek utilizes a Fund Development Committee that meets, as needed. The members bring a wide variety of knowledge and experience to the table in considering a broad range of fundraising initiatives. Our agency also employs a part-time staff member to assist in writing grants.

BGC Wolf Creek has no user fees for our Child and Family Counselling Program or youth programs. We do, however, charge fees for cost-recovery or licensed child care programs only, which vary by community and program.

Having said that, we ensure that fees are never an obstacle for a child to attend our programs. If a parent is struggling in their ability to pay program fees, the Club provides several options to assist the parent through discreet and compassionate measures. It is always our intention to support our families through challenges – financial being one that rises to the surface more and more frequently during this time. Accessing our own financial support is absolutely critical in assisting us to then turn around and support our families in covering these costs.

- Please list other sources of funding applied for to fund the service/project (even if the application was not successful.)

BGC Wolf Creek Blackfalds has applied for or received funding or in-kind donations from the following sources.

- BGC Canada
- Red Deer Community Foundation
- TELUS
- Wolf Creek Public Schools (in-kind)
- St. Gregory the Great Catholic School (in-kind)
- Canada Summer Jobs
- Optimist Club of Blackfalds
- Starbucks Blackfalds
- Boston Pizza Blackfalds
- Community businesses and individuals (e.g. Santa's Bids for Kids online auction participants)

3. The Project

- a.** Describe the issue or priority area your project/program proposes to address.

As outlined above, the following are the issues/needs our programs propose to address.

- BGC Wolf Creek Blackfalds is responding to the **need** among families in Blackfalds and area for safe, fun, accessible, and affordable **Out of School Child Care Programming** that is convenient and available after school, on Professional Development days, and during the summer.
- We are developing relationships with the youth of the community and are responding to their needs. As a result, we are offering a teen Drop In one day/week, as well as introducing a leadership program – also one day/week. As need, resources, and funding allow, we anticipate **expanding our teen programming** in the future.
- We are also responding to the increased need for **Child and Family Counselling** that has been observed over our first full year of programming delivery in this community.
- Finally, we are invested in partnering with other community stakeholders in bringing together our collective resources through the initiation of **HUB** to best provide wrap around supports and services with potential for meaningful impact among those most vulnerable in the community.

b. In which of the following areas does this project/program impact on social sustainability in our community?

- Help people to develop independence, strengthen coping skills and become more resistant to crisis;
- Help people to develop an awareness of social needs;
- Help people to develop interpersonal and group skills which enhance constructive relationships among people;
- Help people and communities to assume responsibility for decisions and actions which affect them;
- Provide supports that help sustain people as active participants in the community.

c. Who is impacted by this issue? Please describe.

As mentioned above, children, families, and the broader community are impacted by this issue.

• **Impact on Children and Youth**

We desire the children and youth with whom we interact to express increased feelings of safety and support. We desire to see increased development in relational skills, increased ability to overcome barriers, and increased access to new opportunities, as we provide activities for discovery that might not otherwise be available. We also desire our Club members to grow in their self-confidence and self-esteem, as well as develop ongoing skills for life – skills that will place them in good stead as their lives as contributing community members unfold. Positive relationships – healthy living – lifelong learning – leadership skills...the impact of our programs on children is potentially life-changing.

Children and youth are safe, supported, and experiencing fun opportunities that keep them engaged in positive activities rather than those that impact a community in a negative way. The entire community benefits by having children engaged in positive activities and not wandering the streets with nothing to do and bored.

• **Impact on Families**

Our Out of School Child Care programs support parents/guardians who work - easing the worry and stress of finding reliable childcare. It is affordable, which is a major consideration in these days of soaring costs. It is a difficult time for young families, and we are here to help.

Our Child and Family Counselling has a powerful impact on the individuals who access this service. As individuals become healthier and stronger they, in turn, build into healthier families, which then reaches out and impacts the broader community in such positive ways.

Through providing their children with unique opportunities and access to all that the community has to offer, it also ripples out into families, who learn of what is happening in the community and, hopefully, consider how to be involved. Programming that intentionally stretches beyond the walls of our Club sites encourages our children and their families to be active participants in the community.

• **Impact on the Community**

BGC Wolf Creek provides programs and services that contribute to an enhanced quality of life for citizens in this community – from our youngest members to our most senior.

We support and encourage the active participation of our Club members in the community

through a variety of programming options each week. We are keen to provide our children with opportunities to engage with the many things Blackfalds has to offer, as we encourage a sense of discovery and pride in the community. Whether it be the beautiful walking paths, natural areas, recreational facilities, library programs, etc., our intention is to reach out and engage with the myriad activities and events that make up the fabric of this community. This will occur more often during our full-day programming (e.g. S.O.D. Day Program and Summer Camp) when we have more time to explore.

BGC Wolf Creek programs enhance the quality of life for the children who participate, their parents/guardians who have reliable Out of School Child Care, and the community, at large, as we build into the development of young citizens who learn about their community and engage with it in positive ways.

d. In what way are they impacted? Please describe short and long term implications.

BGC Wolf Creek Blackfalds offers the following short-term, mid-term and adult outcomes that reflect the ways our programming impacts our Club members as per BGC Canada's most recent Model for Success.

Short Term Outcomes

Children and youth are emotionally and physically safe	Children and youth feel welcomed, accepted, valued and respected	Children and youth enjoy exploring new opportunities	Programs build relevant skills for children and youth	Community, parents, children and youth are engaged in Clubs and feel ownership of programs
Children and youth engage in active healthy living programs Clubs meet safety guidelines based on up-to-date health evidence Children and youth feel safe and protected in their Clubs and Club programs Children and youth learn about healthy behaviours	Clubs are accessible and welcoming Club staff and volunteers represent the local community and make children and youth feel accepted	Children and youth engage in activities that are designed to promote curiosity and learning Children and youth learn to explore and discover opportunities around them, building self-sufficiency and confidence in their abilities	Club programs reflect what children and youth are interested in Children and youth are aware of activities that appeal to them and that help them meet their own goals Activities promote academic skills, self-sufficiency and creative expression	Broader community values are reflected in the Club and its programs Decisions on programming incorporate input from community, parents and members The Club's Board includes local members and engages participants' families in its governance

Mid-term Outcomes

Children and youth are healthy, active and safe	Children and youth are connected to peers, parents, school and community	Children and youth have academic, vocational and recreational skills	Children and youth have confidence in their aspirations
Children and youth exercise regularly, eat well and are protected from injuries and harm Children and youth have a sense of well-being, choose safe activities, and are able to get the resources they need for good health	Children and youth have close friendships Children and youth have caring relationships with adults Children and youth are connected to their school and community	Children and youth have the academic skills to succeed in school, and interest in learning that will inspire them to achieve Children and youth have the creative, recreational and life skills needed for resilience	Children and youth have the ability to see potential in the world around them, and can take advantage of opportunities that present themselves Children and youth have confidence in their own goals and aspirations, and the leadership skills to make them happen

Adult Outcomes

Health and well-being	Positive and caring relationships	Educational attainment and ability to achieve dreams	Self-sufficiency and independence	Meaningful participation in community and civil society
Physical activity Healthy eating Healthy weights Sense of well-being Low incidence of drug, alcohol, and tobacco use Low incidence of illness, injury and disability	Healthy relationships with family and friends Active and supportive social networks Low incidence of crime among social networks	Academic achievement Vocational and recreational skills Self expression and creativity Lifelong learning Leadership and empowerment	Healthy autonomy from family Perceived control over life Financial independence and responsibility Satisfying employment	Voting and citizenship Volunteerism Participation in political activities Participation in social groups and organizations

- e. **What is the impact of not addressing the issue?**
The answer to this question has been captured throughout the above explanations.
- f. **How does your project/program plan to address the issue?**
The answer to this question has been captured throughout the above explanations.
- g. **Describe specifically how you will measure the success of the program and your expected results.** (Examples: # of participants, # of surveys completed, survey feedback, program waiting list, etc.)
BGC Wolf Creek Blackfalds evaluates outcomes in the following ways through strategic, intentional, and annual measurements. Blackfalds FCSS can depend on BGC Wolf Creek to measure outcomes and convey those results in a timely manner to provide accountability to you as a funder.
- # of participants (overall and by program)
 - # of visits (overall and by program)
 - # of Town of Blackfalds and County of Lacombe participants
 - completion of BGC Canada Club member Learning and Impact Survey (annually)
 - completion of Parent/Guardian Survey (annually)
 - completion of Community Stakeholder Survey (annually)
 - use of Jane software program to track counselling outcomes
 - letters of support
 - interviews
 - behavioural observations and anecdotal records
- h. **Are there similar programs offered in the community? If so, explain how they are different.**
While Blackfalds does have other licensed child care centres and youth programming, BGC Wolf Creek Blackfalds differs in the following ways:
- BGC Wolf Creek is a non-profit agency and, as a member of BGC Canada, we follow their mandate. Part of the mandate is to provide a safe and supportive environment for **all** children and youth. No child will be turned away because of inability to pay. Our programs are also offered 5 days/week which meets the needs of families who work and need regular child care.
 - BGC Wolf Creek brings not only licensed Out of School Child Care to Blackfalds but will also provide more programs as we grow to cover a greater variety of free youth programs, as well.

Once again, we would determine gaps in service delivery in this area and would not duplicate the good work that is already being done. Rather, we would seek out ways to partner and use our collective best in supporting children, youth, and families in the community.

- i. Describe your organization's use of volunteers. Include the nature of volunteer services provided, the number of volunteers and the estimated total annual number of volunteer hours worked.
- While volunteers may not necessarily be on-site every day during programming, there are opportunities made available for volunteers to attend programs periodically as helpers, special visitors, etc. In the past, we have welcomed 2 high school volunteers to our programs, 1 of whom was nominated for a Leaders of Tomorrow award! Currently, we are in the process of welcoming another potential youth volunteer to assist with our Out of School Care programs.
 - During our Summer Camp, several volunteers were part of the action – either as special guests that supported our specific themes (e.g. sports teams, community groups, individuals with specific skills or talents related to the theme of the week), or as assistants that supported our staff with programming. This is always fun for both our Club members and the volunteers!
 - We also welcome and appreciate the many volunteers who assist BGC Wolf Creek with our fundraising initiatives, sit on our board of directors or other sub-committees, or assist with special projects from time to time.
 - Over our first full year of program delivery in Blackfalds, we are very grateful for 17 volunteers who have provided 158.5 hours of volunteer time.

- j. Describe the need for this program in the community. Attach letters of support.
The need for BGC Wolf Creek Blackfalds programs has been shared above. Please also reference the attached letters of support.

- k. Describe the implications of not receiving (or receiving less than requested) grant funding for this program.

If our agency was either not to receive funding or received less funding than requested from Blackfalds FCSS, it would impact our ability to offer programming that has clearly been needed, has seen increased usership, and has made a difference for families. Over the course of our first full year of program delivery, we have seen the value of programming such as ours (i.e. Out of School Care programming, Child and Family Counselling, more options for youth programming, and benefits of building partnerships in supporting families through HUB) in supporting families and meeting the needs of this community.

If this grant funding was not available, we would continue to support the families that have become part of our BGC Wolf Creek "family" to the best of our ability, but it would no doubt be a much more challenging thing to do. An option that we would have to consider very carefully is whether a reduction in programming and services would need to take place. While this is not something we would desire to do, that would be the reality of the situation. A reduction in funding may lead to a reduction in the programs and services our agency can offer.

Our agency would be required to access financial support from other funding streams and commit more time to fundraising endeavours; however, as more and more funding of this nature is becoming more challenging to access, it can feel like a mountain to climb. BGC Wolf Creek Blackfalds respectfully requests that Blackfalds FCSS consider our request for funding this year, as we partner

in supporting the children, youth, and families of this community – "investing in people, our most valuable resource."

Part C – Program Budget

Revenue	2026
Fees:	\$136,730.00
Grants:	\$35,000.00
Community Donations:	\$5,000.00
Fundraising:	\$8,000.00
Misc.: (interest, government retention wages, etc.)	\$15,500.00
Total Revenue	\$200,230.00
Expenses	2026
Personnel:	\$147,476.00
Materials & Supplies:	\$27,700.00
Other Expenses:	\$40,610.00
Total Expenses	\$215,786.00
FCSS Funding Request	\$17,000.00



Blackfalds FCSS is an 80/20 funding partnership between the provincial Children and Youth Ministry and the Town of Blackfalds. This partnership works with the community to support and develop locally driven, preventative social support services. Locally, FCSS strives to:

- Enhance, strengthen and stabilize family and community life
- Promote volunteerism
- Promote, encourage and facilitate the development of stronger communities &
- Enable local decision making

The Blackfalds FCSS Board is an advisory board of the Town Council. Membership consists of 8 Members: 5 Members appointed by the Town Council from citizens at large, 1 citizen at large from Lacombe County, and 2 Members appointed from the Council of the Town of Blackfalds.

Community Group Grant Application

Purpose: To provide funding to assist established social service groups, organizations and individuals with expenditures incurred in the operation and the delivery of their existing programs.

Who May Apply: Not-for-profit community groups that support and deliver an activity whose primary focus is social service. Service must be delivered in Blackfalds, AB.

Groups may submit only one grant application per year in all categories.

Operational grant funding is not intended to provide the basis for permanent operational funding. Applications are reviewed annually, independent of previous grant applications.

Application Deadline: March 20th, 2026 at 4:30 PM

To request funding, groups must submit a complete application consisting of a fully completed grant application form and the required support documents. The original, signed grant application must be returned to Blackfalds FCSS by the required deadline date. If you require information or assistance, you can reach us by phone at (403) 885-6247. We are located at 5016 Waghorn Street, Blackfalds, AB.

Successful applicants must adhere to reporting timelines and information requirements. Annual reports and financial statements for groups awarded grants are due to FCSS office no later than December 31, 2025.



The personal information provided as part of this application is collected under the authority of the Family and Community Support Services Act (FCSSA) R,218-294, the Municipal Government Act (MGA) and the Freedom of Information and Protection of Privacy Act (FOIP). Under the FCSS, this application constitutes part of the grant application and financial information will be used to ensure both financial sustainability and to evaluate the effectiveness of any long range planning. Personal information is collected under the authority of the Municipal Government Act (MGA) and Section 33 (c) of the Alberta Freedom of Information and Protection of Privacy Act (FOIP), and will be protected under Part 2 of the FOIP Act. The personal information collected on this form will be used solely to administer FCSS Grand Funding Applications in the Town of Blackfalds. Questions regarding the collection and use of personal information may be directed to the Town of Blackfalds FOIP Coordinator at 403-885-6248.

Part A - Community Group Information

1. Organization's Name: Iron Ridge Elementary Campus (Wolf Creek Public Schools)

2. Mailing Address: Box 160, Blackfalds, AB, T0M 0J0

3. Principal: Vicky Sahlin

Phone: 403-885-4646 E-mail: Vicky.Sahlin@wolfcreek.ab.ca

5. Primary Contact Person: Katelin Fesyk

Phone: 403-885-4646 E-mail: Katelin.fesyk@wolfcreek.ab.ca

6. Registered Society / Charity Number (if applicable) 139975718-RR0001

7. How long has your organization been operating in Blackfalds? 1940s

8. Is your organization presently receiving any financial assistance or subsidy from the Town of Blackfalds? If so, please specify. No.

9. Is your organization presently receiving any financial assistance or subsidy from other levels of government or from public agencies? If so, please specify. No.



10. Does your organization qualify for any financial assistance or subsidy from other levels of government or from public agencies? If so, please specify. **No.**

11. The following documentation is required in addition to your application:

- List of the current Board Members
- Minutes of the meeting which approved the current Board Members
- Copy of the Bylaws and/or organizational guidelines
- Minutes of the meeting which approved the grant application
- Letters showing community support for your proposed program

(We do not have this information as we are a school.)

12. Please provide the previous year's audited financials.

Grant Funding Requested **\$8000.00 to fund a staff member to run a 0.2 position to facilitate the Connection Club.**

Declaration

We, the undersigned officers of the organization, certify that this statement contains a full and accurate account of all matters stated herein:

Name: Vicky Sahlin
Position: Principal

Name: Katelin Fesyk
Position: Assistant Principal

Signature: *Vicky Sahlin*

Signature: *Katelin Fesyk*



Part B – Purpose and Need

1. Demonstration of need:

- What service gap(s) has been identified that shows the social service need for this program in our community?

1. Connection with our most vulnerable students: Our school community has observed a noticeable gap in students' social and emotional skills upon entering school, particularly in forming deep connections with trusting adults. Since the introduction of the Connection Club in the 2024-2025 school year, we have noticed a significant impact, particularly for some of our most vulnerable students. This program has provided our School Social Worker, teachers, educational assistants and administrators with valuable time and the opportunity to connect with students in the morning before the school day begins. These interactions help regulate students, allowing them to check in on their social and emotional well-being and set a positive tone for the day ahead. The Connection Club provided immediate, barrier-free morning interventions each day. The Connection Club helps close the regulation gap during the critical transition from home to a structured learning environment, allowing students time in between to regulate, connect and nourish their bodies.
2. Focus on Resilience. This program is designed to help children regulate their bodies, minds, and emotions through connection. Studies have shown a profound connection between strong relationships and a sense of belonging with relevant people. We aim to build resilience in our students by creating meaningful, strong connections. Werner and Smith (2001) stated that “the presence of at least one caring, consistent adult is considered the most critical factor in building resilience”. This is one of the aims of the Connection Club: to build caring, consistent adults in these students' lives.
3. Explicitly teaching self-regulation skills: Students are taught these skills as a group and can practice them in a safe, controlled environment. Skills taught include waiting your turn, breathing techniques, calming techniques, positive self-talk, starting conversations and emotional regulation. This group of students are susceptible to struggling with emotional regulation, and this program provides a platform for students to learn these skills in a small, safe setting.
4. Provide opportunities for guided conversations: Students are taught how to converse with peers and adults. This includes asking how their day is,



checking in on their feelings, taking turns, asking to sit at the same table and using their manners. Often times, this population of students struggle to make friends and have positive peer interactions. The Conneciton Club gives them a safe, structured space to foster these relationships.

- How does this program/service serve to strengthen and support the social functioning of the residents of Blackfalds?

The Connection Club gives students a sense of belonging and safety within the Blackfalds community. Each day, students are warmly welcomed by a staff member and given a light snack, creating a consistent, positive start to their day. They also engage in meaningful conversations with peers at a table, fostering connections and friendships. During this time, students develop essential social skills such as saying please and thank you, starting and maintaining conversations, building healthy relationships, creating positive mindsets, handling conflict, and practicing self-regulation. These valuable skills help students build relationships, enhance their social interactions, and deepen their sense of connection with both students and adults in the Blackfalds community. By reaching out at risk youth early, they feel seen and valued by their community, which decreases the likelihood of antisocial behaviour in the future.

2. Organization

- Describe your organization, including the type, the purpose, and the number of members. Describe the type of program(s) and/or services offered.

Iron Ridge Elementary Campus offers Pre-K to Grade Three programs for a projected student population of 500 students for the 2026-2027 school year. We are located in the town of Blackfalds, and operate within the Wolf Creek Public Schools division. Students with special needs are successfully included in regular classrooms. IREC offers pre-Kindergarten, full-day and half-day kindergarten programs.

Our Mission: Empowering Learners to Lead and Succeed

- Creating a safe and caring community

Our school website:

<http://irec.wolfcreek.ab.ca/>

What are your organization's goals and objectives for this year?

Our goal for this year was to build connections between the school, students, families and the community.

- Teacher-Parent Relationships: Strengthening communication and collaboration between teachers and parents to support student success.



- [Blackfalds Bulldogs Reading Program](#): Encouraging literacy and a love of reading within the community.
- [Bear Cub Clan](#): Partnering with local Elders to share cultural knowledge and wisdom, fostering respect and understanding.
- [Partnering with Hope Mission](#): Working together to support local families in need, creating a sense of community and service.
- [SEL Programming with the School Division](#): Offering Social-Emotional Learning (SEL) programs through a grant, which will conclude this year, to help students build emotional resilience and positive social skills.
- [Roots of Empathy](#):
- [our partnership with Big Brothers and Big Sisters In-School Mentoring partnership with IRSC](#).
- [Family Resource Network and the Rainbows program](#).
- [Boys and Girls Clubs with our Parent Teacher interview nights](#).
- [Blackfalds Public Library and Parent Teacher Interview nights](#).

Please click on this link to access our Education Plan and Report.

[IREC ACE PLAN](#)

- Does your group have sponsorship or a committee for fundraising? What are your user fees and/or membership dues?

Our school council raises a few thousand dollars each year to help buy classroom books, ipads, makerspace material, etc. We also have a fundraising leg of our school council and they are called "FIRES" (Friend of Iron Ridge Campus Society). Currently, they are fundraising to replace existing playground structures.

- Please list other sources of funding applied for to fund the service/project (even if the application was not successful)

The Connection Club's current funding is limited to per-pupil allocations from the government. We have not secured any additional grants for the upcoming year. However, we have established a partnership with Zero Hungry Kids, which began in January of this year, to provide donated milk for the program and for any student in need. The program has also benefited from several private donations used to purchase supplementary food items.

3. The Project

- a. Describe the issue or priority area your project/program proposes to address.

Our primary objective is to cultivate a supportive space that empowers students to forge strong, meaningful connections both within our school and throughout the broader community. A cornerstone of this effort is the deliberate strengthening of positive, reliable adult-student relationships, recognizing these bonds as crucial anchors for student well-being and success.



We implement structured, guided conversation sessions led by a dedicated team that includes teachers, school administrators, School Support Workers (SSWs), and peer mentors (other students). These sessions are not merely informal talks; they are targeted interventions designed to provide students with a comprehensive toolkit for emotional and social growth.

The core components of these sessions are:

1. **Emotional Regulation Instruction:** We actively teach students practical, evidence-based strategies for identifying, understanding, and managing their emotional responses, particularly in stressful or challenging situations. This competency is vital for constructive social interaction and academic focus.
2. **Self-Esteem Enhancement:** Through positive reinforcement, skill-building activities, and recognition of individual strengths, we work to boost students' self-worth and confidence. We foster a belief in their own capabilities, which is essential for risk-taking and perseverance. The staff's high expectations for students while they are in the space contribute to increased self-esteem.
3. **Resilience Promotion:** We help students develop the mental and emotional grit required to bounce back from adversity. By reframing challenges as opportunities for growth, we equip them with effective coping mechanisms and a 'growth mindset.'

Crucially, we prioritize creating a consistently safe, non-judgmental space for students identified as at-risk. This secure environment allows them to openly explore their feelings, practice newly acquired coping skills without fear of failure, and receive targeted, individualized support.

By systematically fostering these strong connections and cultivating essential life skills—emotional regulation, self-esteem, and resilience—we are actively transforming the school environment. Our goal is to create a dynamic, inclusive culture where every student feels profoundly valued, unconditionally supported, and genuinely empowered to not only overcome obstacles but to thrive academically, socially, and personally.

b. In which of the following areas does this project/program impact on social sustainability in our community:

- Help people to develop independence, strengthen coping skills and become more resistant to crisis;
- Help people to develop an awareness of social needs;
- Help people to develop interpersonal and group skills which enhance constructive relationships among people.
- Help people and communities to assume responsibility for decisions and actions which affect them;



- Provide support that helps sustain people as active participants in the community

c. Who is impacted by this issue? Please describe.

Vulnerable Youth: The primary beneficiaries are students navigating complex socio-economic barriers, including food insecurity, trauma, and a lack of consistent adult mentorship. For these students, the Connections Club provides a vital "soft landing" that bridges the gap between a potentially chaotic morning and the demands of the classroom.

The Classroom: The impact extends to the entire classroom community. A single dysregulated student can create a ripple effect that disrupts the learning environment for 25+ peers and their educators. By prioritizing early-morning regulation, we safeguard the instructional time and emotional well-being of the entire school population.

Family Wellness: We provide essential "wraparound" support for parents facing their own systemic barriers. When a family knows their child is safe, fed, and emotionally grounded before they get to class, it reduces overall household stress and fosters a stronger partnership between the home and the community.

Long-Term Community Resilience: We believe that resilience and social skills must be taught through diverse, repetitive, and safe interactions. By fostering these connections early, we are investing in the future of Blackfalds—developing youth who are independent, empathetic, and deeply connected to our town's social fabric.

d. In what way are they impacted? Please describe short and long term implications.

Throughout the **2025-2026 school year**, we have seen an unprecedented demand for this intervention, with **more teachers than ever before referring students** to the Connections Club due to identified social-emotional needs. Despite this increased volume, the program's impact has been profound: we have observed a significant decrease in problematic behaviors and emotional dysregulation among the participating students. These youth are arriving in their classrooms more 'settled' and are demonstrating a vastly improved ability to regulate their emotions independently. By proactively checking in with these at-risk students the moment they enter the building, we foster a safe, predictable, and supportive environment that directly encourages regular school attendance and fosters positive engagement with the school community.

e. What is the impact of not addressing the issue?

Failure to address the critical need for fostering deep connections with a supported adult, alongside proper nutrition, poses a risk that these students will become marginalized. Without sustained instruction in vital social skills and dedicated time with a trusted, connected adult at school, we anticipate a rise in concerning behaviors and emotional dysregulation. This lack of support also threatens to diminish their self-esteem, social-emotional skills, resilience, and their



overall sense of belonging within the community. The existing relationships are fundamental to our school's sense of community and the students' vital sense of belonging.

f. How does your project/program plan to address the issue?

By connecting with students each morning before their school day starts, we help them feel part of our school community immediately. It also offers a way to ease into the day, which helps many of our students with self-regulation. Our main plan to address the issue is to build meaningful connections among at-risk students, staff, other students, administrators, and our School Social Worker. The Connections Club uses a two-pronged approach:

1. **Physiological Regulation:** Providing a nutritious breakfast to stabilize blood sugar and meet basic physical needs.
2. **Relational Regulation:** A strong supportive adult greets each student, providing a predictable, safe social anchor. This combination allows students to down-regulate their nervous systems, enabling them to enter the classroom ready to learn and socialize appropriately.

g. Describe specifically how you will measure the success of the program and your expected results. (Examples: \# of participants, \# of surveys completed, survey feedback, program waiting list, etc.)

We will measure success through a multi-faceted approach, combining quantitative data with qualitative feedback to demonstrate the program's impact on student well-being and the classroom environment. We anticipate that the Connections Club will continue to serve 40-45 students daily, with high teacher support (as evidenced by increased referrals). The primary expected outcome is that students will arrive in class regulated and ready to learn, demonstrated by an increase in positive feelings of belonging (student survey data) and a measurable decrease in problematic behaviours and dysregulation incidents in the morning (teacher feedback and administrative data).

Measurement Methods

Metric	Measurement Tool/Method	Expected Result
Student Engagement & Belonging	Student Survey: Administer a end of year survey to all participating students (currently 40-45 participants), focusing on feelings of safety, connection to adults, and self-esteem.	85% positive responses on key survey items related to sense of belonging and connection.



Metric	Measurement Tool/Method	Expected Result
Social-Emotional Competence	Teacher Feedback Survey: Administer a short survey to all referring and non-referring homeroom teachers (approximately 25 staff) to assess student-observed improvements in self-regulation, conflict resolution, and social skills in the classroom.	90% of participating students' teachers report observable improvement in the student's ability to self-regulate and manage emotions during the morning transition.
Attendance & Punctuality	Administrative Data: Monitor and track the attendance and punctuality records of all Connection Club participants.	95% of regular participants maintain or improve their school attendance rate and punctuality compared to the first month of school.
Program Demand	Referral Tracking: Maintain a log of teacher and administrative referrals for the Connections Club.	The program maintains a high level of demand, demonstrated by an ongoing teacher referral rate that matches or exceeds the current rate, validating its perceived value by school staff.

h. Are there similar programs offered in the community? If so, explain how they are different.

Not that we are aware of.

i. Describe your organization's use of volunteers. Include the nature of volunteer services provided, the number of volunteers and the estimated total annual number of volunteer hours worked.

We are fortunate to have parents and grandparents support our school by coming in to volunteer to help on field trips, read with students, organize and deliver hot lunch, and to help out in the classroom. We also have a volunteer fundraising board called FIRES that is raising money for our replacement playgrounds. We have opened our doors to the Blackfalds Bulldogs to join us for Connection Club once a week, to further those community ties. We have also partnered with BBBS and IRSC to facilitate a Big Brothers, Big Sisters program to support students at the school.

j. Describe the need for this program in the community. Attach letters of support.



Please see the attached letters of support.

k. Describe the implications of not receiving (or receiving less than requested) grant funding for this program.

Without the grant, we may be forced to discontinue the Connection Club in the morning. This program relies on having a dedicated staff member on-site during the first two periods to support student transitions, welcome students at the door, facilitate guided conversations, teach social skills and prepare snacks and materials. Losing this funding could significantly impact our at-risk students, who greatly benefit from the Connection Club's connection, regulation, and resilience-building opportunities.

Part C – Program Budget

Revenue Approved Projected Requested

Revenue	2025
	\$0
Fees:	
Grants:	
Community Donations:	
Fundraising:	
Total Revenue	
Expenses	2026
Personnel:	\$8000(0.2 EA staff support to facilitate the Connection Club space)

Blackfalds Family & Community Support Services

Community Group Grant Application



Materials & Supplies:	n/a
Other Expenses:	n/a
Total Expenses	\$8000
FCSS Funding Request	\$8000



APPENDIX A- Letters of Support

Please see the following testimonials in support of the Connection Club at IREC



Blackfalds Family & Community Support Services

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

Phone (403) 600-9066 Fax (403) 885-0011

Email fcss@blackfalds.ca

Blackfalds FCSS is an 80/20 funding partnership between the provincial Children and Youth Ministry and the Town of Blackfalds. This partnership works with the community to support and develop locally driven preventative social support services. Locally FCSS strives to:

- Enhance, strengthen and stabilize family and community life
- Promote volunteerism
- Promote, encourage and facilitate the development of stronger communities &
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Community Group Grant Application

Purpose: To provide funding to assist established social service groups, organizations and individuals with expenditures incurred in the operation and the delivery of their existing programs.

Who May Apply: Not for profit community groups that support and deliver an activity whose primary focus is social service. Service must be delivered in Blackfalds, AB.

Groups may submit only one grant application per year in all categories.

Operational grant funding is not intended to provide the basis for permanent operational funding. Applications are reviewed annually, independent of previous grant applications.

**Applications due:
March 20, 2026 at 4:30pm**

To request funding, groups must submit a complete application consisting of a fully completed grant application form and the required support documents. The original, signed grant application must be returned to Blackfalds FCSS by the required deadline date. If you require information or assistance, you can reach us by phone at (403) 885-6247. We are located at 5018 Waghorn Street, Blackfalds, AB.

Successful applicants must adhere to reporting timelines and information requirements. Annual reports and financial statements for groups awarded 2026 grants are due to FCSS office no later than December 31st, 2026.

The personal information provided as part of this application is collected under the authority of the Family and Community Support Services Act (FCSSA) R,218-294, the Municipal Government Act (MGA) and the Protection of Privacy Act. Under the FCSS, this application constitutes part of the grant application and financial information will be used to ensure both financial sustainability and to evaluate the effectiveness of any long-range planning. Personal information on this form will be used strictly for obtaining the prescribed consent. This information is collected under the authority of Section 4(c) of the Protection of Privacy Act and will be protected under Part 1 of the Act. Questions regarding the collection and use of this information may be directed to the Information Governance Coordinator at access@blackfalds.ca or by phone at 403.885.6370.

Part A - Community Group Information

1. Organization's Name: Big Brothers & Big Sisters Association of Lacombe and District
2. Mailing Address: 5103 49th Street Lacombe, Alberta
Postal Code: T4L 1J4
3. President or Principal: Travis Marcott
Phone: _____ E-Mail: tmarcott@lacombe.ca
4. Treasurer: Joey Ingram
Phone: (403) 318-8970 E-Mail: joey.ingram@mnp.ca
5. Primary Contact Person: Jen Harty
Phone: (403) 782-7870 E-Mail: jen.harty@bigbrothersbigsisters.ca
6. Registered Society / Charity Number (if applicable) 886595396 RR0001
7. How long has your organization been operating in Blackfalds? 16 Years
8. Is your organization presently receiving any financial assistance or subsidy from the Town of Blackfalds? If so, please specify.

Big Brothers Big Sisters of Lacombe and District does not currently receive ongoing financial assistance or subsidies from the Town of Blackfalds. Our organization has received past support through the Blackfalds Family & Community Support Services Community Grant.
9. Is your organization presently receiving any financial assistance or subsidy from other levels of government or from public agencies? If so, please specify.

No, our organization presently is not receiving any financial assistance or subsidy from other levels of government or from public agencies.
10. Does your organization qualify for any financial assistance or subsidy from other levels of government or from public agencies? If so, please specify.

Yes, Big Brothers Big Sisters of Lacombe and District is eligible for financial support from multiple levels of government and public agencies. We have applied for funding through the Government of Canada's Canada Summer Jobs program, which helps fund seasonal staffing. At the provincial level, we are eligible for grants from the Government of Alberta, including the Community Initiatives Program and other funding opportunities. Locally, we can access support through Family and Community Support Services in the communities we serve, including Lacombe and Lacombe County. As a registered charity, we are also eligible to apply for gaming licenses and conduct fundraising activities such as 50/50 draws and casinos, under the regulations of Alberta Gaming, Liquor and Cannabis.

11. The following documentation is required in addition to your application:

- List of the current Board Members
- Minutes of the meeting which approved the current Board Members
- Copy of the Bylaws and/or organizational guidelines
- Minutes of the meeting which approved the grant application
- Letters showing community support for your proposed program

12. Please provide the previous year audited financials.

Grant Funding Requested:

\$16,825

Declaration

We, the undersigned officers of the organization, certify that this statement contains a full and accurate account of all matters stated herein:

Name: Jen Harty

Name: Travis Marcott

Position: Interim Executive Director

Position: Board President

Signature 

Signature 

Part B – Purpose and Need

1. Demonstration of need:

- What service gap(s) has been identified that shows the social service need for this program in our community?

The Social Needs Assessment for Blackfalds identifies key priorities including youth mental health, social isolation, and the need for preventative supports for children and youth. Big Brothers Big Sisters of Lacombe and District (BBBSLD) directly addresses these needs by providing consistent, positive mentoring relationships that build resilience, improve mental well-being, and foster a strong sense of belonging. BBBSLD mentoring programs actively reduce risk factors while strengthening the overall health of the community, directly supporting local FCSS priorities focused on strengthening families, promoting volunteerism, and enhancing community collaboration.

- How does this program/service serve to strengthen and support social functioning of the residents of Blackfalds?

BBBSLD mentoring programs strengthen and support the social functioning of the residents in Blackfalds by building meaningful, consistent relationships that enhance youths' ability to connect, communicate, and thrive within their community. Through one-to-one and group mentoring programs, children and youth develop critical social and emotional skills such as confidence, problem-solving, and positive peer interaction. By matching young people with caring mentors and positive role models participants gain a trusted support system that improves their sense of belonging. These supports extend beyond the children and youth. Strengthening youth resilience and well-being reduces stress on families and contributes to healthier family dynamics. This fosters a more connected community overall, enhancing social functioning by increasing connection, strengthening relationships, and supporting long-term community well-being.

2. Organization

- Describe your organization including the type, the purpose, and number of members. Describe the type of program(s) and/or services offered.

BBBSLD is a non-profit organization committed to creating impactful mentoring relationships that empower young people to reach their full potential. We offer a diverse range of mentoring programs designed to meet the diverse needs of children and youth. These programs include: Community-Based 1:1 mentoring, In-School 1:1 mentoring, Teen mentoring, and group programs such as Healthy Bodies Healthy Minds, Game On, and our Kids N Kops Summer Day Camp mentoring program. These programs provide youth with consistent, positive role models and safe, structured environments. Through these programs, BBBSLD supports children, youth, and families by fostering resilience, promoting healthy relationships, and contributing to stronger, more connected communities. In 2025, BBBSLD supported over 440 youth through mentoring, with 51% of participants from Blackfalds. Additionally, there was 5000+ volunteer hours dedicated to our organization.

- What are your organization's goals and objectives for this year?

Our goals and objectives for this year focus on expanding and strengthening our mentoring programs to better serve youth in Blackfalds. We aim to grow our Teen Mentoring program, giving teens the opportunity to serve as mentors while developing leadership skills, confidence, and problem-solving abilities. We also plan to expand our Community-Based, In-School, and Group programs, ensuring more children and youth have access to consistent, supportive relationships. To support this growth, we will continue our efforts to recruit and engage new volunteers, strengthening our mentor network and increasing community involvement. We will enhance community collaboration by continuing to work with schools, organizations, and partners to create additional opportunities and resources for youth and families.

- Does your group have sponsorship or a committee for fundraising? What are your user fees and/or membership dues?

BBBSLD partners with local businesses and community sponsors to support fundraising initiatives such as the Duck Drop, Walk for Kids' Sake, and Festival of Wreaths. These efforts help cover program costs and ensure our mentorship programs remain accessible to all youth. As a registered charity, we do not charge user fees or membership dues and rely on donations, sponsorships, and grants to maintain and expand our services.

- Please list other sources of funding applied for to fund the service/project (even if the application was not successful.)

We have applied for funding from the following sources to support the delivery of our mentoring programs and services: United Way of Central Alberta, which provides funding for various components of our mentoring programs. Canada Summer Jobs (CSJ) Program, which supports seasonal staff positions essential to program delivery.

3. The Project

- a. Describe the issue or priority area your project/program proposes to address.

BBBSLD mentoring programs address the critical need for positive mentorship and supportive relationships among children and youth in Blackfalds. By providing consistent one-to-one and group mentoring, we aim to build resilience, strengthen social and emotional skills, and foster positive connections. Additionally, our programs empower youth to develop the skills and confidence needed to overcome challenges and thrive within their community.

- b. In which of the following areas does this project/program impact on social sustainability in our community: Who is impacted by this issue? Please describe.

- Help people to develop independence, strengthen coping skill and become more resistant to crisis;
- Help people to develop an awareness of social needs;
- Help people to develop interpersonal and group skills which enhance constructive relationships among people;
- Help people and communities to assume responsibility for decisions and actions which affect them;
- Provide supports that help sustain people as active participants in the community.

- c. Who is impacted by this issue? Please describe.

Research shows that youth who have access to mentoring are more likely to experience stronger social skills, greater confidence, and fewer behavioural and emotional challenges than those without mentors, suggesting that mentoring can directly improve mental health and social functioning. The Canadian Mental Health Association highlights the importance of mentors in supporting youth mental health and well-being, noting that youth benefit when trusted adults engage with them to foster positive development. Children and youth who struggle with social isolation, low self-confidence, and peer relationship challenges are among those most affected by these issues. Mentoring relationships help bridge these gaps by providing consistent support, reinforcing social and emotional skills, and encouraging connectedness and resilience. Research completed by Mentor Canada revealed that structured mentoring has been shown to increase youth belonging, self-esteem, and overall mental well-being. By supporting youth through our mentoring programs, the benefits extend beyond the individual. Stronger, more resilient youth contribute to a healthier, more connected, and thriving community.

- d. In what way are they impacted? Please describe short and long term implications.

Children and youth are impacted through increased access to supportive mentoring relationships that enhance their social and emotional well-being. In the short term, mentoring helps build confidence, improve communication skills, and foster a sense of belonging and connection. Youth develop stronger peer relationships and feel more supported in navigating everyday challenges. Over the long term, these impacts contribute to increased resilience, improved mental well-being, and stronger interpersonal skills. Youth are better equipped to form healthy relationships, succeed in school, and actively engage in their community. These positive outcomes support lifelong well-being and contribute to a more connected and thriving community overall.

- e. What is the impact of not addressing the issue?

Without access to consistent, positive mentorship, children and youth may experience short-term impacts such as social isolation, low self-confidence, difficulty forming healthy relationships, and challenges with emotional regulation. These factors can also affect school engagement, behaviour, and overall well-being. Over the long term, these challenges can contribute to more significant outcomes, including ongoing mental health concerns, disengagement from school or community, and increased vulnerability to negative peer influences. Without early support, youth may face barriers in developing the skills needed for healthy relationships, employment, and active participation in their community. Providing early, preventative mentoring helps mitigate these risks by building resilience, strengthening social and emotional skills, and supporting positive developmental outcomes that extend into adulthood.

- f. How does your project/program plan to address the issue?

BBBSLD mentoring programs address this issue by providing structured, evidence-based mentoring that connect children and youth with positive role models. Through Community-Based, In-School, Teen, and Group mentoring programs, participants are matched in safe, supported environments where they can build trusting relationships and develop essential social and emotional skills. Our programs focus on consistency and connection, ensuring youth have regular interactions with mentors who provide guidance, encouragement, and positive reinforcement. Trained staff support each match, monitor progress, and provide ongoing resources to ensure relationships are safe, effective, and impactful. Additionally, we collaborate with local schools, businesses, and community organizations to align our mentoring efforts with broader community priorities and ensure our programs remain responsive to emerging needs. By creating opportunities for meaningful connection and skill development, our mentoring programs reduce social isolation, strengthen confidence and resilience, and support positive outcomes for youth within the community.

- g. Describe specifically how you will measure the success of the program and your expected results. (Examples: # of participants, # of surveys completed, survey feedback, program waiting list, etc.)

Program success will be evaluated through a combination of data tracking and feedback collection. From a quantitative perspective, we will monitor key indicators such as the number of active mentoring matches, volunteer inquiries, and waitlist numbers to understand program reach and demand. From a qualitative perspective, we will gather insights through annual surveys completed by mentors, mentees, and families, along with ongoing match supports and input from staff and school liaisons. These approaches will help us assess the impact, identify areas for growth, and ensure programs continue to meet the needs of the participants.

- h. Are there similar programs offered in the community? If so, explain how they are different.

In Blackfalds, there are no similar programs offering both group mentoring and/or long-term one-on-one support. BBBSLD mentoring programs stand out through our individualized approach, fostering long-term relationships that support the unique needs and growth of each youth.

- i. Describe your organizations' use of volunteers. Include the nature of volunteer services provided, the number of volunteers and the estimated total annual number of volunteer hours worked.

BBBSLD is supported by a committed network of volunteers who play a vital role in delivering our mentoring programs. Volunteers serve as one-to-one and group mentors, offering consistent support, encouragement, and positive role modeling to children and youth in Blackfalds. In addition, they contribute to fundraising efforts such as Walk for Kids' Sake and the Duck Drop, and assist with events and program operations. In 2025 more than 130 volunteers collectively contributed 5000+ hours across our organization. In Blackfalds alone, we expect over 75 volunteers to contribute more than 1500 hours in 2026. Their ongoing involvement is essential to the strength, reach, and long-term sustainability of our mentoring programs.

- j. Describe the need for this program in the community. Attach letters of support.

There is a clear and ongoing need for mentoring programs in Blackfalds. Local youth face challenges such as social isolation, limited access to positive role models, and pressures affecting their mental health and emotional well-being. The Blackfalds Social Needs Assessment identifies youth mental health, social connection, and preventative supports as key community priorities, highlighting the importance of mentoring programs that foster resilience, confidence, and positive social skills. BBBSLD addresses this need by providing consistent, one-to-one and group mentoring opportunities, giving children and youth the guidance, support, and relationships they need to thrive. Our programs also strengthen community engagement by connecting youth with caring adults and local organizations, ensuring mentoring supports align with broader community priorities. Letters of support from community partners and schools further demonstrate the recognized value and demand for this program in Blackfalds.

- k. Describe the implications of not receiving (or receiving less than requested) grant funding for this program.

Without the requested grant funding, Big Brothers Big Sisters of Lacombe and District would face limitations in maintaining and expanding our mentoring programs in Blackfalds. Reduced funding could result in fewer one-to-one and group mentoring opportunities, longer waitlists, and limited access to teen mentoring programs that build leadership, confidence, and problem-solving skills. A funding shortfall would also restrict our ability to recruit and support volunteers effectively, deliver training, and host community events that strengthen connections between youth and positive role models. To prevent this, we have increased sponsorships and fundraising, demonstrating our commitment to sustainability. Ultimately, without adequate funding, the program's capacity to address key community priorities would be reduced, limiting opportunities for youth to build lasting relationships, develop critical skills, and thrive within their community.

Part C – Program Budget

Revenue	2026
<hr/>	
Fees:	
Grants:	FCSS Community Grant - \$16,825 United Way of Central Alberta - \$11,985 Other Grants - \$11,300
Community Donations:	Donations - \$16,620 Sponsorships - \$8,920
Fundraising:	\$29,900
Total Revenue	\$95,550
<hr/>	
Expenses	2026
<hr/>	
Personnel:	Salary/Wages - \$55,500
Materials & Supplies:	Program Supplies - \$4,900 Travel - \$3,100 Advertising & Promotion - \$1,300 Volunteer Recognition - \$500 BBBS Membership Fees - \$4,850 Mentoring Program Database - \$460
Other Expenses:	Mortgage - \$5,600 Utilities - \$2,600 Insurance Administrative & Program - \$5,520 Accounting, Audit Fees & Legal - \$3,000 Bookkeeping - \$800 Telephone/Communication - \$1,070 Office Supplies - \$1,100 Office Maintenance - \$650 Fundraising expenses - \$4,600
Total Expenses	\$95,550
<hr/>	
FCSS Funding Request	\$16,825

MEETING DATE: May 12, 2026

PREPARED BY: Jordan Bauman, Financial Analyst

PRESENTED BY: Darolee Bouteiller, Finance Manager

SUBJECT: **Quarterly Financial Reports for the Period Ending March 31, 2026**

BACKGROUND

The Quarterly Financial Reports for the period ending March 31, 2026, are attached. Together, these reports represent the financial activities of the municipality year to date.

The Operating Statement of Revenue & Expenditures (Appendix A) gives a high-level overview of revenues and expenditures incurred to date, the variance between the annual budget and the actual as a percentage of the budget. These main indicators will identify variances and areas of concern.

The Divisional Statement and Variance Analysis (Appendix B) displays revenue and expenses in each department and gives a brief explanation for significant variances.

Capital Projects are reported for the period ending March 31, 2026 (Appendix C). The report displays the prior years' approvals, approved budget from the capital plan, additional funding approvals, expenditures to date and a brief update on the status of the projects.

Included in the financial reporting is the Council Expenditure report (Appendix D). This report displays the budget, year-to-date expenses, variance and percentage of budget by Councillor.

DISCUSSION

The operating revenues recognized for the period ending March 31, 2026, are at \$7.0M, which is approximately 25% of the annual budgeted revenues. Operating expenditures are \$6.1M, which equals approximately 22% of the annual budgeted expenditures. The Town is currently operating in a surplus position of \$0.95M year-to-date.

Environmental Services revenue to the end of Q1 is \$2.34M (approximately 21% of the annual budget). Expenses are \$2.23M (approximately 21% of the annual budget), creating a surplus of \$0.10M as at March 31, 2026. Environmental Services activity is considered reasonable for this period, as invoicing is based on usage and Q2 and Q3 tend to be higher usage periods.

Appendix B provides a Divisional Variance Analysis to compare revenue, expenses, and surplus/deficit to the annual budget. Many department activities are on track with expectations for the first quarter of 2026. Variances noted at this stage of the year are largely attributable to seasonality (programs, projects, and contracted services that ramp up later in the year).

Revenues:

- General Revenue is trending higher with strong Q1 investment returns. Franchise fees are trending above average.
- Administration revenue is on track overall.
- Protective Services revenue is below quarterly benchmarks, primarily due to Q1 Fire Call revenue coming in under quarterly expectations and policing fines at 6% of the annual budget through Q1.
- Infrastructure Services revenue is on track.
- Social Services revenue is below quarterly benchmarks as the cemetery had \$0 in revenue through Q1; FCSS remains on track.
- Development Services revenue is below quarterly benchmarks as licenses and permitting revenue is sitting below the projected quarterly levels for Q1. Will continue to monitor through Q2 as construction season begins.
- Parks & Recreation revenue had a strong start to the year, as Q1 tends to be a slower quarter with less fair-weather activity. EBC facility rental revenue is on track for Q1 at 28% of budget.

Expenses:

- Administration expenses are under budget due to salaries (Priority 1 position funding held pending reallocation), and lower-than-expected contracted services, major system maintenance, and repairs and maintenance early in the year. Bank charges are expected to increase in Q2 with property tax credit card payments.
- Protective Services expenses are lower than the budget due to lower contracted and general services in Q1. K-Div contracted services will have complete a year end reconciliation in Q2, that will likely put it back on track.
- Infrastructure Services expenses are under budget as many seasonal items and projects have not started (sidewalk repairs, line painting, etc.), partially offset by snow removal costs that have reached 184% of the total 2026 budget.
- Social Services expenses are under budget as program expenses are low and no grants have been paid out in Q1. Training & travel, and contracted services are expected to be higher in Q2/Q3.
- Development Services expenses are below quarterly benchmarks, consistent with revenue activity. Inspection-related costs move in line with revenue, which is also down in Q1. There have been minimal costs in Q1 relating to the MDP review and economic development projects/initiatives, also contributing to the favorable variance.
- Parks & Recreation expenses are lower than the budget because seasonal staff are not yet hired and seasonal maintenance has not started in the first quarter.
- Environmental Services expenses are lower than year-to-date budget. Seasonal repairs and maintenance have not yet started and commission expenses are based on actual usage, which moves in line with revenue.

Currently, the Town of Blackfalds' operations are on track for 2026. Administration will continue to closely monitor and assess financial results as they arise.

Capital Projects:

The Capital Budget consists of items that provide the Town with long-term benefits and tie directly into the long-term capital plan. This includes projects continuing from prior years as well as projects approved in the 2026 capital plan, including additional funding approvals throughout the year. Total capital funding available is \$18.37M, of which \$2.65M has been spent year-to-date, leaving \$15.72M remaining as at March 31, 2026.

Appendix C - Capital Projects provides details of each capital project, including prior year approvals, approved 2026 budget and funding approvals, expenditures to date, funds remaining, and a brief project status update.

Quarter 1 activity included expenditures on several projects, such as Water Reservoir Expansion, Leung Road - Phase 2, T15 Tandem Truck Replacement, and the Northwest Storm project. Administration continues to monitor capital budget progress closely. If capital projects require modifications in scope or capital spending, items will be brought forward to Council for approval and guidance.

Council Expenditure:

The report on Council expenditures is included in Appendix D. This report shows the year-to-date actual expenses, the annual budget, and the variance as a dollar amount spent to date and as a percentage of the budget. Being the first quarter of the fiscal year, the expectation would be for expenses to be approximately 25% of the annual budget. As at March 31, 2026, pooled per diem costs are at 38% of the annual budget at \$21,185 and pooled training & travel are sitting at \$11,948 which equates to 29% of the annual budget.

These reports have been brought forward to Council as information and are intended to provide an overview of the progress year to date.

STRATEGIC PLAN ALIGNMENT / OTHER MASTER PLAN ALIGNMENT

**Economic Vitality and
Community Prosperity**



**Community Life,
Safety, and Inclusion**



**Leadership,
Engagement and
Advocacy**



**Sustainable Services
and Infrastructure**

This report supports Council's strategic governance and fiscal stewardship by providing timely financial information, identifying variances, and supporting informed decision-making and oversight of municipal operations and capital priorities.

COMMUNICATION / ENGAGEMENT CONSIDERATIONS

This item is primarily informational. The quarterly reports will be included in the public Council agenda package and are available for community review. No additional engagement is required at this time.

ADMINISTRATIVE RECOMMENDATION

That Council consider the following motion(s):

1. That Council accept the Operating Statement and Variance report for the period ending March 31, 2026, as information.
2. That Council accept the Capital Project Report for the period ending March 31, 2026, as information.
3. That Council accept the Council Expenditure report for the period ending March 31, 2026, as information.

ALTERNATIVES

- a) That Council refer the Quarterly Financial Reports for the Period Ending March 31, 2026 report back to Administration for review.

ATTACHMENTS

- *Appendix A – March 31, 2026, Operating Statement of Revenue & Expenditure*
- *Appendix B – March 31, 2026, Division Statement & Variance Analysis*
- *Appendix C – March 31, 2026, Capital Project Report*
- *Appendix D – March 31, 2026, Council Expenditure Report*

APPROVALS

Kim Isaak,
Chief Administrative Officer



Department Director/Author

BUDGET



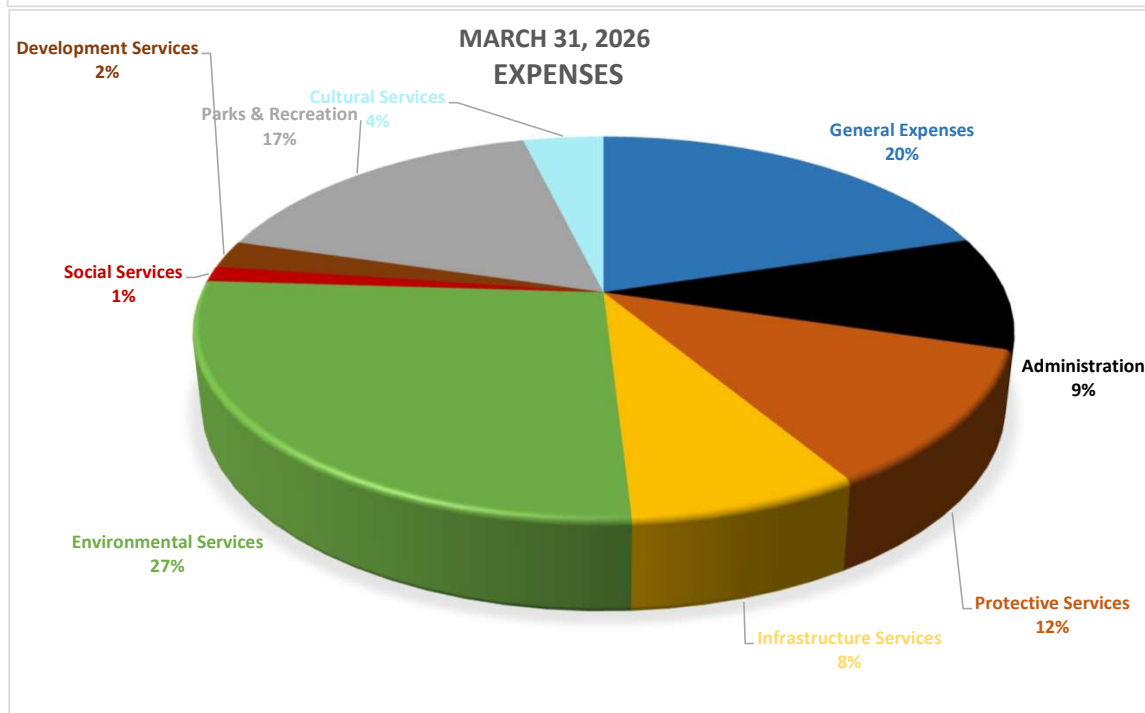
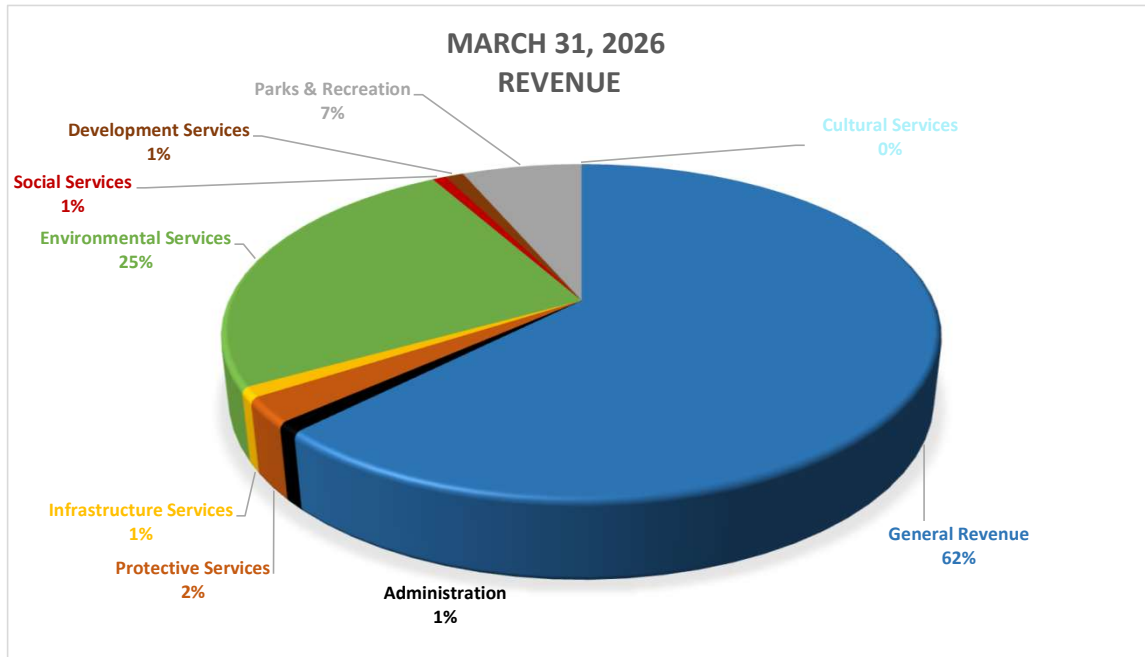
Town of Blackfalds Operating Statement of Revenue & Expenditure For the Quarter Ending March 31, 2026

	2026 Actual	2026 Budget	Variance	% of Budget
Revenues				
Property Taxes	3,650,929	14,603,715	10,952,786	25.00%
Requisition (Education, Seniors Foundation)	1,134,262	4,537,047	3,402,785	25.00%
Total Taxation	4,785,191	19,140,762	14,355,572	25.00%
General Revenue	1,060,539	3,491,903	2,431,364	30.37%
Administration	91,635	378,946	287,311	24.18%
Protective Services	227,093	1,131,720	904,627	20.07%
Infrastructure Services	92,757	387,389	294,632	23.94%
Social Services	67,611	294,691	227,080	22.94%
Development Services	91,978	667,895	575,917	13.77%
Parks & Recreation	604,929	2,645,828	2,040,899	22.86%
Cultural Services	0	15,000	15,000	0.00%
Total Other Revenue	2,236,543	9,013,372	6,776,829	24.81%
Total Revenue	7,021,733	28,154,134	21,132,401	24.94%
Expenditures				
General Expenses	1,677,261	6,710,304	5,033,043	25.00%
Administration	795,128	3,943,587	3,148,459	20.16%
Protective Services	964,351	4,305,457	3,341,106	22.40%
Infrastructure Services	639,770	2,716,852	2,077,082	23.55%
Social Services	107,338	584,794	477,456	18.35%
Development Services	192,146	1,278,922	1,086,776	15.02%
Parks & Recreation	1,379,756	7,343,465	5,963,709	18.79%
Cultural Services	315,675	1,270,753	955,078	24.84%
Total Expenditures	6,071,426	28,154,134	22,082,708	21.56%
Net Surplus/(Deficit) To Date	950,308	0	950,308	
Environmental Services				
	2026 Actual	2026 Budget	Variance	% of Budget
(Self Supported Utilities*)				
Water	1,048,166	5,145,944	4,097,778	20.37%
Wastewater	827,563	3,920,139	3,092,576	21.11%
Solid Waste	462,310	1,833,318	1,371,008	25.22%
Environmental Services Revenue	2,338,039	10,899,401	8,561,362	21.45%
Water	1,011,170	5,145,944	4,134,774	19.65%
Wastewater	814,726	3,920,139	3,105,413	20.78%
Solid Waste	408,584	1,833,318	1,424,734	22.29%
Environmental Services Expenditures	2,234,480	10,899,401	8,664,921	20.50%
Net Surplus/(Deficit) To Date	103,559	0	103,559	

BUDGET



Town of Blackfalds
Operating Statement of Revenue & Expenditure
For the Quarter Ending March 31, 2026



BUDGET

Town of Blackfalds Divisional Statement & Variance Analysis For the Quarter Ending March 31, 2026

	2026 Actual	2026 Budget	Variance	% of Budget	Explanation
General					
Taxation	4,785,191	19,140,762	14,355,572	25.00%	Recognized throughout the year.
General Revenue	1,060,539	3,491,903	2,431,364	30.37%	Strong Q1 investment returns. Franchise fees are trending above average.
Total General Revenue	5,845,730	22,632,665	16,786,935	25.83%	
General Expenses	1,677,261	6,710,304	5,033,043	25.00%	On track
Net General	4,168,469	15,922,361	11,753,892	26.18%	
Legislation & Administration					
Revenue	91,635	378,946	287,311	24.18%	On track overall. Salaries under budget as Priority 1 position funding sits here until reallocation made. Bank charges remain low until June when property taxes are paid via credit card.
Expenses	795,128	3,943,587	3,148,459	20.16%	Contracted General Services, Major System Maintenance, and Repairs & Maintenance are all well under quarterly budget amount. Expected to increase in Q2 and Q3.
Net Legislation & Admin	-703,493	-3,564,641	-2,861,148	19.74%	
Protective Services					
Revenue	227,093	1,131,720	904,627	20.07%	Q1 Fire Call revenue came in under the quarterly benchmark. Policing fines only at 6% of annual budget through Q1.
Expenses	964,351	4,305,457	3,341,106	22.40%	Lower than budgeted Contracted & General Services, contributing to the minimal favourable variance for Q1.
Net Protective Services	-737,257	-3,173,737	-2,436,480	23.23%	
Infrastructure - Services					
Revenue	92,757	387,389	294,632	23.94%	On track. Contracted services under budget as many projects have not yet started such as sidewalk repairs, line painting, etc. Partially offset by Snow Removal costs that have reached 184% of the total 2026 budget.
Expenses	639,770	2,716,852	2,077,082	23.55%	
Net Operations - Infrastructure Services	-547,013	-2,329,463	-1,782,450	23.48%	
Social Services					
Revenue	67,611	294,691	227,080	22.94%	The cemetery costing centre had \$0 in revenue through Q1. FCSS remains on track.
Expenses	107,338	584,794	477,456	18.35%	Program expenses are low and no grants have been paid out in Q1. Training & Travel as well as Contracted Services expected to be higher in Q2/Q3.
Net Social Services	-39,728	-290,103	-250,375	13.69%	

BUDGET

Town of Blackfalds
Divisional Statement & Variance Analysis
For the Quarter Ending March 31, 2026

	2026 Actual	2026 Budget	Variance	% of Budget	Explanation
Development Services					
Revenue	91,978	667,895	575,917	13.77%	Licenses and Permitting revenue is sitting below the projected quarterly levels for Q1. Will continue to monitor through Q2 as construction season begins. Inspection fees move in line with revenue, therefore below projected levels similar to revenue. Minimal costs expended in Q1 relating to MDP review and no costs yet expended relating to economic development projects & initiatives.
Expenses	192,146	1,278,922	1,086,776	15.02%	
Net Planning & Development	-100,168	-611,027	-510,859	16.39%	
Parks & Recreation					
Revenue	604,929	2,645,828	2,040,899	22.86%	Strong start to the year for Recreation revenue as Q1 tends to be a slower quarter with less fair weather activities. EBC Facility rental revenue on track for Q1 at 28% of budget. Expenses are lower than budget because seasonal staff are not hired for Abbey Centre or Parks and seasonal maintenance has not started in the first quarter.
Expenses	1,379,756	7,343,465	5,963,709	18.79%	
Net Parks & Recreation	-774,827	-4,697,637	-3,922,810	16.49%	
Cultural Services					
Revenue	0	15,000	15,000	0.00%	Sponsorship from Servus Credit Union not yet received for 2026. On Track.
Expenses	315,675	1,270,753	955,078	24.84%	
Net Library	-315,675	-1,255,753	-940,078	25.14%	
Total Operation					
Revenue	7,021,733	28,154,134	21,132,401	24.94%	
Expenses	6,071,426	28,154,134	22,082,708	21.56%	
Surplus/(Deficit) before Transfers - YTD	950,308	-	-950,308		
Environmental Services					
Revenue	2,338,039	10,899,401	8,561,362	21.45%	On Track for this period to date. Invoicing is based on usage. Q2 and Q3 tend to be higher usage periods. Lower than YTD budget. Seasonal repairs and maintenance have not yet started and commission expenses are based on actual usage, which moves in line with revenue.
Expenses	2,234,480	10,899,401	8,664,921	20.50%	
Net Environmental Services	103,559	-	-103,559		

BUDGET

BLACKFALDS
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Town of Blackfalds
Capital Projects - Current and Carry Forwards as at March 31, 2026

Project #	Project Description	Prior Years Approval	Funds available from PY	2026 Capital Budget Approved	2026 Funding Approvals	Total Funding Available	Expenditures Year to Date	Funds remaining	Colour Ranking	Project Notes
Administration & Protective Services										
25-1211	Security Camera Upgrades	29,000	29,000	15,000	-	44,000	9,420	34,580	Green	Year 2 of the 3 Year Replacement program, in progress.
26-1214	ERP Replacement	-	-	500,000	-	500,000	2,888	497,113	Green	Kick off Meeting in May
26-1215	Mobile Application	-	-	-	13,000	13,000	-	13,000	Green	The contract signed, brand materials provided to developers, and mobile app purchasing has started. Planning for education and communication in anticipation of app launch. Estimated 6-8 weeks until launch.
26-2317	F- 150 1/2 ton Command Unit Replace Existing	-	-	95,000	-	95,000	-	95,000	Green	RFP awarded, truck being built and awaiting delivery.
26-2603	Municipal Enforcement E-Bike	-	-	5,000	-	5,000	-	5,000	Green	Three quotes received, Red's Lacombe provided best price, bikes ordered awaiting delivery and adding of lights.
Total Administration & Protective Services		29,000	29,000	615,000	13,000	657,000	12,308	644,693		
Infrastructure										
17-3702	North West Storm	6,985,458	3,175,166	-	-	3,175,166	143,609	3,031,557	Green	Active: Project still ongoing. The Council has been updated on this project. We will be doing the Land Scape using the contingency budget
24-3221	2024 Annual Pavement Replacement	847,556	200,043	-	-	200,043	-	200,043	Green	Deficiency work nearing completion
24-3230	Leung Road - Phase 2	2,540,207	443,046	-	-	443,046	242,477	200,568	Green	Deficiency work nearing completion
24-3259	Womacks Road & Broadway Avenue Intersection	200,000	152,032	-	-	152,032	21,342	130,690	Green	Active: End of May the painter will paint the road
25-3243	T15 Tandem Truck Replacement	340,000	340,000	-	-	340,000	339,021	979	Green	Delivery expected in Spring
25-3257	Snow Storage Facility - Siting & Land purchase	1,303,930	1,281,304	-	-	1,281,304	108,518	1,172,786	Green	Land purchased, design meeting scheduled
26-0099	Enterprise Fleet Program	-	-	180,000	-	180,000	14,977	165,023	Green	2026 Fleet replacements are on order, Admin Traverse received and in use.
26-3227	Snow Blower - Loader mount (PW)	-	-	246,000	-	246,000	-	246,000	Green	Expected in Spring
26-3236	South Street & 2A intersection	-	-	500,000	-	500,000	33,482	466,518	Green	Active: Waiting on more direction from D of IPS and CAO on-hold
26-3400	Additional Transit Van	-	-	100,000	-	100,000	70,572	29,428	Green	New BOLT van received
Total Infrastructure		12,217,151	5,591,590	1,026,000	-	6,617,590	974,000	5,643,590		
Recreation										
18-7207	Wayfinding Signage Phase 3	293,400	48,294	-	-	48,294	16,994	31,300	Green	Completed in March.
19-7221	Emergency Generator - Community Hall	80,000	62,173	140,000	-	202,173	-	202,173	Yellow	RFP closed April 24th, Packages are being reviewed, will need to go to council for consideration of increase to budget for this item.
25-5602	Cemetery Expansion - Initial Planning	15,000	15,000	-	-	15,000	-	15,000	Green	Not Started
25-7255	Football Field Upgrades (Score Clock)	69,535	5,967	-	-	5,967	-	5,967	Green	Mostly complete in 2025, minor electrical work required to finish

BUDGET



Town of Blackfalds
Capital Projects - Current and Carry Forwards as at March 31, 2026

Project #	Project Description	Prior Years Approval	Funds available from PY	2026 Capital Budget Approved	2026 Funding Approvals	Total Funding Available	Expenditures Year to Date	Funds remaining	Colour Ranking	Project Notes
25-7299	Arena Plant Upgrade	1,500,000	975,009	-	-	975,009	-	975,009	Green	Waiting for season to finish to get started on plant upgrades
26-7201	Abbey Centre Mag Locks	-	-	15,300	-	15,300	-	15,300	Green	Beginning in April
26-7202	Articulated Loader 60" Angle Broom	-	-	17,000	-	17,000	17,498	498	Yellow	Broom purchased
26-7204	EBC Jumbotron Netting/Cage	-	-	30,000	-	30,000	-	30,000	Green	Not Started
26-7205	JOP Tarp Replacement	-	-	14,000	-	14,000	12,725	1,276	Green	Completed in March.
26-7206	T3 Floor Scrubber Replacement	-	-	15,000	-	15,000	11,409	3,591	Green	Completed in March.
26-7208	Community Hall Upgrades	-	-	-	33,000	33,000	-	33,000	Green	Contract Awarded
26-7236	Asphalt Trail - Westbrooke Road to Vista Trail	-	-	45,000	-	45,000	6,500	38,500	Green	Starting construction last week in April
26-7237	Asphalt Trail Connector Valley Ridge Phase 6B	-	-	30,000	-	30,000	-	30,000	Green	Not Started
26-7257	Genie lift Z45/25 (CSD)	-	-	175,000	11,000	186,000	-	186,000	Green	Awarded and received in April
26-7265	Diamond 5	-	-	290,000	-	290,000	-	290,000	Green	Not Started
26-7287	Community Centre Lighting	-	-	45,000	-	45,000	-	45,000	Green	Not Started
26-7289	Truck Mount Spreader	-	-	15,000	-	15,000	-	15,000	Green	Scheduled for Fall
26-7293	Community Centre Parking Lot	-	-	145,000	-	145,000	7,900	137,100	Green	Soil testing and Geotech report complete
26-7294	Tennis Court Overlay	-	-	140,000	-	140,000	-	140,000	Green	On - Hold CSD currently Reviewing
26-7295	Bobcat 3400 XL Utility Vehicle	-	-	50,000	-	50,000	40,735	9,265	Green	Completed and Received
Total Recreation		1,957,935	1,106,442	1,166,300	44,000	2,316,742	113,761	2,202,982		
Utilities										
23-4204	NE-22-39-27-W4 Sanitary Trunk Upsizing	2,794,965	23,011	-	-	23,011	1,700	21,311	Green	Nearing completion
24-4102	Aspen Lakes West School Site Project	3,000,000	511,127	-	-	511,127	9,123	502,005	Green	In Progress
24-4103	Water Reservoir Expansion	6,800,000	2,669,375	-	-	2,669,375	1,469,073	1,200,302	Green	In Progress
24-4301	Phase 2 Transfer Site Upgrade	439,421	31,746	-	-	31,746	6,157	25,589	Green	In Progress
26-4108	Railway Reservoir Outlet Meter	-	-	20,000	-	20,000	7,324	12,676	Green	In Progress
26-4203	McKay Ranch Lift Station	-	-	-	5,528,275	5,528,275	58,584	5,469,692	Green	Active: Will be constructed in 2026 till fall of 2027
Total Utilities		13,034,386	3,235,260	20,000	5,528,275	8,783,535	1,551,961	7,231,575		
Total Capital Projects		27,238,472	9,962,292	2,827,300	5,585,275	18,374,868	2,652,029	15,722,839		

BUDGET



Town of Blackfalds

Council Remuneration & Expenditures For the Period Ending March 31, 2026

	Budget	YTD Actual Cost	Variance Over/Under	Percent of Budget
Mayor Svab				
Honorarium	69,252	17,313	(51,939)	25.00%
Benefits	10,051	3,169	(6,882)	31.53%
Total	79,303	20,482	(58,821)	25.83%
Councillor Brown				
Honorarium	33,264	8,316	(24,948)	25.00%
Benefits	7,910	2,463	(5,447)	31.14%
Total	41,174	10,779	(30,395)	26.18%
Councillor Dennis				
Honorarium	33,264	8,316	(24,948)	25.00%
Benefits	7,910	1,640	(6,270)	20.74%
Total	41,174	9,956	(31,218)	24.18%
Councillor Hanson				
Honorarium	33,264	8,316	(24,948)	25.00%
Benefits	7,910	1,915	(5,995)	24.21%
Total	41,174	10,231	(30,943)	24.85%
Councillor Hoyte				
Honorarium	33,264	8,316	(24,948)	25.00%
Benefits	7,910	1,945	(5,965)	24.59%
Total	41,174	10,261	(30,913)	24.92%
Councillor Sands				
Honorarium	33,264	8,316	(24,948)	25.00%
Benefits	7,910	1,922	(5,988)	24.30%
Total	41,174	10,238	(30,936)	24.87%
Councillor Twerdocilb				
Honorarium	33,264	8,316	(24,948)	25.00%
Benefits	7,910	2,584	(5,326)	32.67%
Total	41,174	10,900	(30,274)	26.47%

	Budget	YTD Actual Cost	Variance Over/Under	Percent of Budget
Pooled Per Diem				
Mayor Svab		5,380		
Councillor Brown		2,725		
Councillor Dennis		2,180		
Councillor Hanson		1,925		
Councillor Hoyte		2,435		
Councillor Sands		1,780		
Councillor Twerdocilb		4,760		
Total	56,000	21,185	(34,815)	37.83%

	Budget	YTD Actual Cost	Variance Over/Under	Percent of Budget
Pooled Training & Travel				
Mayor Svab		3,910		
Councillor Brown		-		
Councillor Dennis		1,256		
Councillor Hanson		-		
Councillor Hoyte		2,994		
Councillor Sands		-		
Councillor Twerdocilb		3,789		
Total	41,050	11,948	(29,102)	29.11%

MEETING DATE: May 12, 2026

PREPARED BY: Aws Al Sammarraie, Engineering Services Manager

PRESENTED BY: Aws Al Sammarraie, Engineering Services Manager

SUBJECT: **McKay Ranch Lift Station – Contract Award**

BACKGROUND

The McKay Ranch Lift Station Project will provide sanitary servicing for the eastern side of Town. This 140 l/s lift station will also allow for flows from future lift stations to the north to be repumped by this lift station to our regional sewer station, then back to Red Deer for treatment.

This infrastructure will support the growth of the Town of Blackfalds and is funded through future Off-site levies. This project was tendered in 2022, and due to development marketing challenges, the developer decided to hold off developing McKay Ranch phase 4, so the tender was withdrawn in 2022. However, in late 2025, the developer decided to develop McKay Ranch phase 4 and the project was re-tendered for 2026/2027 construction. Without this Lift station, this residential phase cannot move forward.

DISCUSSION

Upon the closing date of April 24, 2026, ten bids were received, but two of those were not opened because they arrived after the 2:00:00PM submission time. Administration reviewed the evaluation letter prepared by the Engineers for the eight tender packages that were submitted on time to ensure that the tender requirements had been met. The total tender results have been summarized in the following table (includes contingency and excludes GST):

Bidder	TOTAL (Including Contingency and Excluding GST)
Timcon (Low Bidder)	\$3,796,971.05
640 Earthworks	\$4,592,174.52
Alpha Construction Inc.	\$5,213,961.50
Cana Management	\$5,477,491.48
Carver Construction	\$5,659,478.00
K-Rite Construction	\$4,390,418.38
Leviathan Industries Inc.	\$5,860,516.07
Mid-West Design and Construction	\$5,008,254.75
<i>Stantec's Opinion of Probable Cost</i>	<i>\$4,300,000</i>

Timcon was the lowest bidder with an amount of \$3,796,971.05 + GST, which is 11.7% less than the Opinion of Probable Cost.

STRATEGIC PLAN ALIGNMENT / OTHER MASTER PLAN ALIGNMENT



**Economic Vitality and
Community Prosperity**



**Community Life,
Safety, and Inclusion**



**Leadership,
Engagement and
Advocacy**



**Sustainable Services
and Infrastructure**

This project directly supports the Town of Blackfalds Strategic Plan by ensuring reliable infrastructure and protecting public health and the environment. It aligns with the Wastewater Master Plan, providing the capacity needed for planned population growth for Phase 4 McKay Ranch (East of the Town of Blackfalds). The construction of this station will fulfill the Town's commitment to sustainable asset management and long-term cost efficiency.

FINANCIAL IMPLICATIONS

Per the table below, the tender is below the approved budget:

Item #	Item Description	Estimated Cost
1	Construction (Including 10% Contingency) - Estimated	\$ 4,300,000.00
1.1	Timcon cost (Including 10% Contingency) - Actual	\$ 3,796,971.05
2	Engineering Services	
2.1	2026 Design Update and Testing (including provisional roof redesign and supplementary Parkland Geo Borehole) - Actual	\$ 78,275.35
2.2	Contract administration, inspection services, survey, material testing, and SCADA programming - Estimate	\$ 450,000.00
3	Force Main (Estimated, Including Engineering and Contingency) - Estimate	\$ 600,000.00
4	Power, Communications, Gas (Provisional) - Estimate	\$ 100,000.00
	Total (item 1.1+2.1+2.2+3+4)	\$ 5,025,246.40
	Approved Budget (Regular Council Meeting Jan 13th)	\$ 5,528,275.35
	Difference	\$ 503,028.95

Timcon has provided all the mandatory documents required in the tender. Timcon has been an excellent prime contractor on the Town's ongoing Broadway Avenue Reservoir Expansion project, and they were also excellent as the prime contractor for the Border Paving Plaza and the waste site transfer. Among many other projects, Timcon has successfully built the lift stations in Lacombe County's Joint Economic Areas with Blackfalds and Lacombe, and those lift stations are very similar to this one.

COMMUNICATION / ENGAGEMENT CONSIDERATIONS



**Economic Vitality and
Community Prosperity**



**Community Life,
Safety, and Inclusion**



**Leadership,
Engagement and
Advocacy**



**Sustainable Services
and Infrastructure**

The project provides the backbone infrastructure for the east side of the Town to unlock the future development and economic growth in the area. The impact on the current stakeholders is minimal, as there are no active residents to disturb. Communication is primarily informational for the broader community regarding long-term growth plans. However, it requires active engagement with internal departments, utility providers, and the developer to ensure the station design aligns perfectly with the technical requirements of the upcoming phase.

ADMINISTRATIVE RECOMMENDATION

That Council consider the following motion(s):

1. That Council authorize and direct Administration to award the construction of the McKay Ranch Lift station to Timcon Construction Ltd. for the amount of \$3,796,971.05 + GST.

ALTERNATIVES

- a) That Council refer the McKay Ranch Lift Station – Contract Award back to Administration for more information.

ATTACHMENTS

None

APPROVALS

Kim Isaak,
Chief Administrative Officer

Department Director/Author

MEETING DATE: May 12, 2026

PREPARED BY: Sawyer Hick, FCSS Manager & Rick Kreklewich, Director of Community Services

PRESENTED BY: Rick Kreklewich, Director of Community Services

SUBJECT: **Council Policy CP-193.26 - Family and Community Support Services Framework**

BACKGROUND

Administration is implementing framework policies across all departments. These policies establish the guiding principles, expectations and decision-making standards that shape how each department operates. They offer a broad structure that supports consistent, effective and efficient management. Putting this policy in place will ensure that the policies and procedures within Family and Community Support Services (FCSS) are aligned with our organization’s overarching goals and values.

A copy of the FCSS Framework Policy is attached. The draft was presented to the FCSS Board at the January 8, 2026, meeting. Following that meeting, Administration made amendments to the Policy as per the recommendations from the Board and the draft was brought back for further review at the February 19, 2026, meeting. The FCSS Framework Policy was brought forward to the Standing Committee of Council Meeting on April 20, 2026, where it was recommended to be brought forward to future Regular Council Meeting.

DISCUSSION

The Town of Blackfalds FCSS Framework Policy is designed to foster a supportive, inclusive, and resilient community by enhancing the social well-being of residents. It provides direction for delivering preventive social programs and services that strengthen individuals, families, and the broader community. The Policy emphasizes equitable access to supports, ensuring that people of all ages, backgrounds, and abilities can benefit from FCSS initiatives.

Core goals include improving accessibility to social supports, fostering healthy relationships and community engagement, and ensuring safe, welcoming spaces for participation. The Policy also underscores the value of ongoing evaluation and responsible resource management to strengthen the effectiveness and impact of FCSS programs and services.

STRATEGIC PLAN ALIGNMENT / OTHER MASTER PLAN ALIGNMENT



**Economic Vitality and
Community Prosperity**



**Community Life,
Safety, and Inclusion**



**Leadership,
Engagement and
Advocacy**



**Sustainable Services
and Infrastructure**

The FCSS Framework Policy aligns with the Strategic Plan by supporting the Inclusion and Belonging focus area under Community Life, Safety, and Inclusion, and the Public Engagement and Regional Collaboration focus areas under Leadership, Engagement, and Advocacy.

FINANCIAL IMPLICATIONS

None

COMMUNICATION / ENGAGEMENT CONSIDERATIONS

The FCSS Framework Policy was brought forward to the FCSS Board for review.

ADMINISTRATIVE RECOMMENDATION

That Council consider the following motion(s):

1. That Council adopt Council Policy CP-193.26 – Family and Community Support Services Framework, as presented, effective immediately.

ALTERNATIVES

- a) That Council adopt Council Policy CP-193.26 – Family and Community Support Services Framework, as amended.
- b) That Council refer Council Policy CP-193.26 – Family and Community Support Services Framework Policy back to Administration for further review.

ATTACHMENTS

- *Council Policy CP-193.26 – Family and Community Support Services Framework*

APPROVALS

Kim Isaak,
Chief Administrative Officer



Department Director/Author

FAMILY AND COMMUNITY SUPPORT SERVICES FRAMEWORK

POLICY NO.	CP-193.26
DIVISION DEPARTMENT	Administration / Community Services / Family and Community Support Services
REVIEW PERIOD	Every 4 years or Upon Legislative Change

1. POLICY PURPOSE

- 1.1 The purpose of this Policy is to establish clear guidelines for the planning, delivery, and evaluation of preventive social services delivered through the Town of Blackfalds and Family and Community Support Services. This Policy ensures that all FCSS activities align with the *Family and Community Services Act*, FCSS regulation, and the Provincial Accountability Framework, with a focus on strengthening individual, family, and community well-being through prevention and community development.

2. POLICY STATEMENT

- 2.1 Council is committed to supporting a strong FCSS program that enhances social well-being by building protective factors, reducing risk factors, and increasing community capacity. Council provides strategic oversight and ensures resources are allocated to preventive programs and community development initiatives that align with provincial legislation, local needs, and the FCSS Outcomes Model to ensure FCSS remains accountable, equitable, and responsive to community priorities.

3. DEFINITIONS

- 3.1 **“Chief Administration Officer”** means the individual appointed by Council to the position as per the *Municipal Government Act*, as amended.
- 3.2 **“Community Development”** means processes that build community capacity, strengthen relationships, and support residents in identifying and addressing local needs.
- 3.3 **“Council”** means the Council of the Town of Blackfalds elected pursuant to the *Local Authorities Election Act* of Alberta, as amended.
- 3.4 **“FCSS”** means Family and Community Support Services.
- 3.5 **“Preventive Social Services”** means programs that enhance well-being by promoting and supporting the development of strong, healthy individuals, families, and communities, and that prevent or mitigate social issues before they require intervention or treatment.
- 3.6 **“Town”** means the municipality of the Town of Blackfalds.

4. SCOPE

- 4.1 This Policy applies to programs, services, partnerships, and initiatives delivered or funded through Blackfalds FCSS, including:
 - 4.1.1 Community Development Initiatives: Activities that build social cohesion, foster leadership, support volunteerism, and enhance community capacity.
 - 4.1.2 Prevention Programs: Supports that reduce risk factors and build protective factors for individuals, families, youth, and seniors.
 - 4.1.3 Equity and Inclusion Efforts: Initiatives that reduce systemic barriers and promote culturally safe, accessible service delivery.
 - 4.1.4 Partnership and Collaboration: Partnerships with agencies, schools, health services, and community groups that advance FCSS outcomes.

5. AUTHORITY AND RESPONSIBILITIES

- 5.1 Council to:
 - 5.1.1 Adopt and support this Policy by resolution.
 - 5.1.2 Consider the allocation of resources for the successful implementation of this Policy in the annual budget process.
- 5.2 Chief Administrative Officer to:
 - 5.2.1 Advise Council on the development, implementation, and amendment of this Policy.
 - 5.2.2 Ensure Policy review occurs and verify the implementation of this Policy.
- 5.3 Administration to:
 - 5.3.1 Implement programs in alignment with this Policy.
 - 5.3.2 Report annually to Council on program outcomes, risk management, and resource allocation.

6. FAMILY AND COMMUNITY SUPPORT SERVICES FRAMEWORK

- 6.1 By virtue of this Policy, the Town of Blackfalds FCSS strives to:
 - 6.1.1 Ensure programs are accessible to all demographics, including marginalized or underserved groups.
 - 6.1.2 Provide services in a manner that respects the dignity and rights of all individuals.
 - 6.1.3 Build partnerships with local organizations, schools, health services, and businesses to maximize resources and impact.

- 6.1.4 Ensure services are culturally sensitive, responsive, and inclusive to the diverse needs of the community.
- 6.1.5 Promote sustainable delivery that respects environmental, economic, and social factors.
- 6.1.6 Maintain transparency in decision-making, service goals and outcomes.
- 6.2 The goals and objectives of FCSS in relation to this Policy are to:
 - 6.2.1 Ensure equitable access to preventive social services for all residents.
 - 6.2.2 Promote community well-being by strengthening protective factors and reducing social risks.
 - 6.2.3 Foster resilience and self-reliance through skill-building, education, and empowerment initiatives.
 - 6.2.4 Reduce isolation and enhance social connection through engagement, volunteerism, and community participation.
 - 6.2.5 Advance equity and inclusion by addressing systemic barriers and promoting culturally safe service delivery.
- 6.3 This Policy establishes the foundation for a responsive, sustainable, and preventive Social Services system that strengthens community well-being and promotes equity, inclusion, and resilience. Guided by this Policy and related documents, FCSS commits to:
 - 6.3.1 Deliver equitable and inclusive programs and supports that respond to identified community needs.
 - 6.3.2 Develop guidelines for planning, delivering, and evaluating social services to ensure consistency and quality.
 - 6.3.3 Establish transparent funding priorities, considering severity of needs, impact, efficiency, and external opportunities.
 - 6.3.4 Maximize the use of available resources to ensure sustainability and growth of social service offerings.
 - 6.3.5 Engage stakeholders through consultation, forums, and collaborations with agencies and governments.
 - 6.3.6 Set benchmarks and performance indicators to evaluate the success and impact of social service programs, supports and initiatives.
 - 6.3.7 Identify potential risks in social service delivery (e.g., confidentiality, equity gaps, service duplication) and establish preventive measures that meet ethical and legal requirements.
 - 6.3.8 Promote awareness of FCSS through outreach, advertising and social media platforms.

- 6.3.9 Keep the community informed about programs, services, policies, and changes through clear and consistent communication.
- 6.3.10 Foster collaboration and partnerships with local organizations, schools, health services, and businesses to maximize impact and reduce duplication.
- 6.3.11 Support volunteerism and community capacity building as a cornerstone of social service sustainability.
- 6.3.12 Embed continuous improvement practices using evaluation findings and community feedback to refine programs annually.

7. EXCLUSIONS

- 7.1 **Direct Assistance:** The Town of Blackfalds Family and Community Support Services does not provide direct financial assistance, clinical treatment, or crisis intervention beyond a preventive scope. Residents requiring such supports will be referred to appropriate provincial or community agencies.

8. SPECIAL SITUATIONS

- 8.1 Services may be adapted during public health emergencies, natural disasters, or other extraordinary circumstances to ensure continuity of preventive supports.
- 8.2 Partnerships may be prioritized in situations where community needs exceed municipal capacity.

9. RELATED DOCUMENTS

- 9.1 *Family and Community Services Act*
- 9.2 Social Needs Assessment Plan 2022
- 9.3 The FCSS Accountability Framework

10. 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: May 12, 2026
PREPARED BY: Rick Kreklewich, Director of Community Services
PRESENTED BY: Rick Kreklewich, Director of Community Services
SUBJECT: **Council Policy CP-194.26 – Ice Allocation**

BACKGROUND

The Ice Allocation Policy was last reviewed in March of 2021. Since that time, the Town has implemented a framework that distinguishes Council Policies from Administrative Procedures. This distinction ensures that Council provides strategic direction while Administration manages operational details, improving accountability and efficiency.

Administration has identified the Ice Allocation Policy as requiring an update to align with this framework. The Policy was reviewed by the Recreation, Culture and Parks (RCP) Board at the December 3, 2025, and February 4, 2026, meetings. Following these discussions, the RCP Board recommended that the updated Policy be brought forward to Council for consideration. The Ice Allocation Policy was brought to the April 20, 2026, Standing Committee of Council where it was recommended to be brought forward to future Regular Council Meeting.

DISCUSSION

Administration received feedback from the RCP Board on the Ice Allocation Policy that was presented at the RCP Board Meetings. Administration added a definition for Regional Non-Profit Organizations to the Policy as a Regional Non-Profit rate will be considered as part of the Rate Bylaw review in the Fall.

The RCP Board suggested an adjustment to the priority list, requesting that Regional Non-Profit Organizations that are not represented in the community be placed above Regional Non-Profit Organizations with representation in the community. In other words, a Regional Non-Profit Organization offering a sport or activity not currently represented within the community would have a higher allocation priority over a Regional Non-Profit Organization that already offers a sport or activity represented locally. These changes aim to support broader regional participation while maintaining fairness and transparency in ice allocation.

As part of this update, procedural content that previously appeared within the Policy has been moved into the corresponding Administrative Procedure. This ensures the Policy reflects Council's direction, while operational updates can be added by Administration as needed.

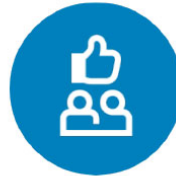
STRATEGIC PLAN ALIGNMENT / OTHER MASTER PLAN ALIGNMENT



**Economic Vitality and
Community Prosperity**



**Community Life,
Safety, and Inclusion**



**Leadership,
Engagement and
Advocacy**



**Sustainable Services
and Infrastructure**

The Ice Allocation Policy aligns with the Strategic Plan by supporting the Recreation and Culture area of focus under Community Life, Safety, and Inclusion, and the Service Alignment area of focus under Sustainable Services and Infrastructure by ensuring ice allocation service levels reflect community needs and organizational capacity.

FINANCIAL IMPLICATIONS

None

COMMUNICATION / ENGAGEMENT CONSIDERATIONS

The Ice Allocation Policy was brought to the RCP Board for discussion. When approved, the Policy will be communicated to our ice groups.

ADMINISTRATIVE RECOMMENDATION

That Council consider the following motion(s):

1. That Council adopt Council Policy CP-194.26 – Ice Allocation, as presented, effective immediately.

ALTERNATIVES

- a) That Council adopt Council Policy CP-194.26 – Ice Allocation, as amended.
- b) That Council refer Council Policy CP-194.26 – Ice Allocation back to Administration for further review.

ATTACHMENTS

- *Ice Allocation Policy 149.21*
- *Draft Council Policy CP-194.26 – Ice Allocation*

APPROVALS

Kim Isaak,
Chief Administrative Officer

Department Director/Author

<p>Policy No.: 149.21</p> <p>Policy Title: Ice Allocation Policy</p> <p>Department: CSD</p> <p>Effective Date: March 23, 2021</p> <p>Revised: N/A</p> <p>Supersedes Policy/Bylaw: Facility Usage Policy (Arena)</p> <p>Review Date: March 23, 2024</p>	<p>Council Approval: March 23, 2021</p> <p>Resolution No. 82/21</p> <p>Date: March 23, 2021</p>
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Policy Statement

The Town of Blackfalds is committed to effectively provide arena ice time(s) to all user groups in a fair manner to meet the current and future demands of the community, local organized groups and outside user groups.

1. Reason for Policy

1.1 To ensure the Eagle Builders Centre ice surfaces are being fully utilized while continuing to promote and encourage participation in ice activities within Blackfalds. The Town of Blackfalds will implement this policy to continue to be a revenue generating facility while keeping fees reasonable for our local associations. The purpose of this policy is to clearly define and communicate how ice will be managed, allocated and distributed, based on current and expected demands.

2. Related Information

2.1 None

3. Definitions

- 3.1 Damage Deposit A refundable fee assessed to any user group who rent the ice surface at the Eagle Builders Centre. This fee is used to cover any costs which may arise from actions of the user group.
- 3.2 Joint Use Agreement The agreement between the Town of Blackfalds and another party for shared use of facilities.
- 3.3 Junior Ice Rate Youth-based organization within Lacombe County or Red Deer County. This includes Junior A hockey and minor sports organizations based in the region. Available for ice rentals only.
- 3.4 Local Rate Adult User group/renter who resides within the Town of Blackfalds or is a County of Lacombe resident.
- 3.5 Non-Local Rate User group/renter who is based or resides outside of the Town of Blackfalds and the County of Lacombe.

3.6 Recurring Weekly Bookings	User group books the same ice slot (same time on the same day of week) for the entire season.
3.7 Rental Contract Agreement	Between the Town of Blackfalds and the user group, which must be signed by all user groups who rent the Eagle Builders Centre Ice. This agreement must be signed and returned to the Town of Blackfalds before the beginning of the first rental.
3.8 Special Events	Public or private events that are not a regularly scheduled during the season
3.9 Non-Profit Organization	Local user group that is established for the purpose of providing and promoting recreational opportunities for their members with current Non-Profit status. Organization's primary address must be in Blackfalds. This includes minor sports organizations and programs based within the Town of Blackfalds.

4. Responsibilities

4.1 Municipal Council to:

- 4.1.1 approve by resolution this policy and any amendments;
- 4.1.2 consider the allocation of resources for successful implementation of this policy in the annual budget process.

4.2 Chief Administrative Officer to:

- 4.2.1 implement this policy and approve procedures;
- 4.2.2 ensure policy and procedure reviews occur and verify the implementation of policies and procedures.

4.3 Director of the Department to:

- 4.3.1 ensure implementation of this policy and procedure;
- 4.3.2 ensure that this policy and procedure is reviewed every three years;
- 4.3.3 make recommendations to the Chief Administrative Officer of necessary policy or procedure amendments.

4.4 Manager to:

- 4.4.1 understand, and adhere to this policy and procedure;
- 4.4.2 ensure employees are aware of this policy and procedure.

4.5 All Employees to:

- 4.5.1 understand and adhere to this policy and procedure.

5. Order of Ice Scheduling

5.1 Scheduling of ice will be allocated in the following order:

- *Town of Blackfalds Special Events & Programming (including Co Sponsored Programs)
- *Blackfalds Bulldogs Junior A Games and Practices¹
- *Local Youth Sporting Organizations & Blackfalds Wranglers Senior AA²
- *Local Adult Sporting Organizations
- *Non-Local Sporting Organizations
- *Joint Use Agreements and Casual Rentals

¹ Game and Practice Schedule to be received by June 15

² Blackfalds Minor Hockey Tournament weekends to be confirmed by July 15

² Blackfalds Skating Club Ice Carnival date to be confirmed by July 15

² Blackfalds Wranglers home game schedule to be confirmed by July 15

Regional, Provincial, National & International Events will have ice allocation requests reviewed by Town of Blackfalds Community Services to determine ice allocation.

6. Exclusions

6.1 None

7. Special Situations

7.1 None

8. Appendix

8.1 None

9. End of Policy

PROCEDURE	Policy No.: 149.21 Policy Title: Ice Allocation Policy Department: Community Services
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1. Preamble:

- 1.1 It is recognized that it is advantageous to maintain a reasonable amount of consistency in ice time scheduling from year to year and therefore due consideration will be given to the allocation of ice according to previous years. Significant changes to ice allocations shall be based on significant changes to registration levels and composition or other emerging trends and needs. Any changes will be subject to approval by the Recreation Programmer and prioritized based upon the scheduling priority list noted above.
- 1.2 Confirmation from each user group that they will be returning for the following season must be provided in writing to the Recreation Programmer prior to June 30th of each year. Failure to do so may result in the loss of ice time. Any requests for increased or decreased ice usage based on the previous season must be provided at this time.
- 1.3 The Community Services Department will determine who will get allotted additional ice time; these decisions will be based upon changes in registration and/or emerging trends and needs of each user group. Additional ice time will be granted only if additional ice time is available. The Town of Blackfalds recognizes it is advantageous to maintain consistency in ice scheduling from season to season and careful consideration will be given to historical precedent when making changes to user group schedules.
- 1.4 All user groups must sign a Rental Contract and return a signed copy to the Community Services Department before their first booking of the season. Failure to do so may result in the loss of ice time.
- 1.5 The following must be provided to the Recreation Programmer before July 31st of each year:
 - a. Blackfalds Bulldogs Junior A games and practices.
 - b. Blackfalds Minor Hockey Association tournament dates.
 - c. Blackfalds Skating Club Carnival date.
 - d. Blackfalds Wranglers Hockey Club exhibition and regular season schedule.

1.6 Payment requirement dates:

Adult Users/Non-local Rate Groups/Other Users:

Full payment by September 15th of each year

Blackfalds Bulldogs/BMHA/BSC/Blackfalds Wranglers:

Option 1 – full payment by September 15th of each year

Option 2 – two payments:

1st Payment: Contract balance from September to December 31st paid by January 15th

2nd Payment: Remaining contract balance paid by April 15th of each year

BMHA Tournament Ice:

All tournament rental contracts must be paid in full within five (5) days of tournament completion.

All payments for ice rentals are non-refundable. Any over-payments for ice rentals will be credited to their account for future ice bookings.

- 1.7 Each user group with a recurring weekly booking must take their weekly time slot for every day that is not a named holiday – unless the booking is on a weekday and starts at or before 4:00pm.

Weekend ice bookings must be confirmed by the user group by September 1st of each season. Weekend ice bookings are not required to be recurring for Non-Profit and Junior Ice organizations (Blackfalds Wranglers Senior AA are not required to take recurring weekend ice).

The season date parameters for all user groups are from October 1st to the Sunday following March 15th of each year (if March 15th falls on a Sunday, that will be last required date). Therefore user groups must take their full weekly recurring ice times starting no later than October 1st and must continue until end dates will be March 15th of each year (If March 15th falls on a Sunday, that will be last required date).

- 1.8 Groups are not permitted to sell ice to another group. The Community Service Department will make every effort to assist the associations to fill open ice slots. If a Non-Profit Organization has a user interested in an open ice slot, the Recreation Programmer must be notified, and a separate contract will be made in the new user's name. The Non-Profit Organization will be responsible for the ice time until full payment is received by the Town of Blackfalds from new user group.
- 1.9 All Blackfalds Minor Hockey Association rentals for Tournament use are charged at the Local Rate – as opposed to the Non-Profit Rate.
- 1.10 The Town of Blackfalds has the right to make the final decision regarding facility rentals.

2. Ice Time Changes/Cancellations

- 2.1 Non-Profit Organizations can exchange ice upon approval of the Recreation Programmer. Changes will then be made to their respective contracts.
- 2.2 Weekday ice times starting before 10:00am can be cancelled with a minimum of 24 hours notice.

3. League Playoff/Provincial Playoff Bookings

- 3.1 Scheduling in playoffs and provincial playdowns are recognized to have many changes in ice time requirements. Scheduling will follow the Scheduling Priority List to keep consistency, however the Town of Blackfalds will have final decision. It is understood all parties must work around each other's schedules.

4. Named Holidays

- 4.1 The ice surfaces at Eagle Builders Centre will be closed on the following holidays:

Heritage Day – 1st Monday in August
Labour Day – 1st Monday in September
Thanksgiving Day – 2nd Monday in October
Remembrance Day – November 11th
Christmas Eve – December 24th
Christmas Day – December 25th
Boxing Day – December 26th
New Year's Eve – December 31st

New Year's Day – January 1st
Family Day – 3rd Monday in February
Good Friday – Weekend of First Sunday after the Paschal Full Moon
Easter Monday – Weekend of First Sunday after the Paschal Full Moon

- 4.2 The Eagle Builders Centre cannot be rented out to a user group (other than for the Town of Blackfalds events) on any named holiday unless given special permission by the Town of Blackfalds.

5.2.1 End of Procedure

Approval

-Original Signed-

Chief Administrative Officer

-Original Dated-

Date

ICE ALLOCATION

POLICY NO.	CP-194.26
DIVISION DEPARTMENT	Community Services
REVIEW PERIOD	Every 4 Years or upon Legislative Change

1. POLICY PURPOSE

- 1.1 The Town of Blackfalds is committed to allocating ice time fairly and consistently, based on the priority of User Groups. This Policy ensures equitable access for all User Groups while addressing both current and future community needs, supporting local organizations, and accommodating external participants.

2. POLICY STATEMENT

- 2.1 The Town of Blackfalds aims to maximize the use of both ice surfaces at the Eagle Builders Centre while promoting participation in ice-related activities. This Policy supports sustainable, revenue-generating operations and strives to keep user fees affordable for local associations. It establishes clear principles and procedures for managing, allocating, and distributing ice time based on current and anticipated demand.

3. DEFINITIONS

- 3.1 **“CAO”** means the Chief Administrative Officer of the Town of Blackfalds, appointed by Council as per the *Municipal Government Act*.
- 3.2 **“Joint Use Planning Agreement”** means the agreement between the Town of Blackfalds and another party for shared use of facilities.
- 3.3 **“Regional Non-Profit Organizations”** means organizations based in the region that consist of 20% to 80% of participants who reside and are considered ratepayers in Blackfalds or Lacombe County.
- 3.4 **“Special Events”** means public or private events that are not regularly scheduled during the season.
- 3.5 **“Town”** means the municipality of the Town of Blackfalds.
- 3.6 **“User Groups”** are defined as per Rate Bylaw, Schedule “C” – Community Services Facilities Fee Schedule as Local, Non-Local and Local Non-Profit.

4. SCOPE

4.1 This Policy applies to Council, the Chief Administrative Officer and User Groups.

5. AUTHORITY AND RESPONSIBILITIES

5.1 Council to:

5.1.1 Adopt and support this Policy by resolution.

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

5.2 Chief Administrative Officer to:

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

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

6. POLICY

6.1 Rates will be determined in accordance with the Rate Bylaw, Schedule "C" – Community Services Facilities Fee Schedule.

6.2 Scheduling of ice will be allocated in the following order:

6.2.1 Town of Blackfalds Special Events & Programming (including Co-Sponsored Programs),

6.2.2 Blackfalds Bulldogs Junior A games and practices,

6.2.3 Local non-profit organizations,

6.2.4 Local users,

6.2.5 Regional Non-Profit Organizations without representation within our community,

6.2.6 Regional Non-Profit Organizations with representation within our community,

6.2.7 Non-Local users,

6.2.8 Joint Use Planning Agreements and casual rentals.

- 6.3 Ice allocation requests for regional, provincial, national, and international events will be reviewed by the Town of Blackfalds Community Services and determined based on demonstrated need.

7. EXCLUSIONS

None

8. SPECIAL SITUATIONS

None

9. RELATED DOCUMENTS

- 9.1 Council Policy – Community Services Framework
9.2 Rate Bylaw, Schedule “C” – Community Services Facilities Fee Schedule
9.3 Administrative Procedure – Ice Allocation

10. END OF POLICY AND APPROVAL

Chief Administrative Officer

Date

POLICY RECORD HISTORY

Date Approved/Revised:	Approved/Reviewed By:	Title:

MEETING DATE: May 12, 2026

PREPARED BY: Kim Isaak, Chief Administrative Officer

PRESENTED BY: Kim Isaak, Chief Administrative Officer

SUBJECT: **Council Policy CP-195.26 – Governance Framework**

BACKGROUND

As part of the Town of Blackfalds' ongoing efforts to strengthen its policy framework, including the development of framework policies, the draft Governance Framework policy is being brought forward to Council for consideration.

Framework policies establish guiding principles, standards, and expectations that inform organizational direction and decision-making. They provide a high level foundation that supports consistent, effective and efficient governance and administration. This Policy is intended to support alignment across Council policies and procedures, ensuring a cohesive and consistent governance approach.

Council reviewed the Governance Framework Policy at the April 20, 2026, Standing Committee of Council and the following resolution was passed.

DISCUSSION

The Governance Framework Policy establishes Council's commitment to operating in a transparent and responsible manner, in compliance with the requirements of the *Municipal Government Act*. In support of this commitment, Council decision-making is guided by the principles of integrity, transparency, accountability, and respect for the democratic process. The policy further affirms Council's role in providing strategic direction, establishing municipal priorities, and fulfilling legislated obligations, while ensuring governance practices promote effective, ethical, and responsible municipal leadership.

Administration is recommending that Council adopt the Governance Framework Policy.

STRATEGIC PLAN ALIGNMENT / OTHER MASTER PLAN ALIGNMENT



**Economic Vitality and
Community Prosperity**



**Community Life,
Safety, and Inclusion**



**Leadership,
Engagement and
Advocacy**



**Sustainable Services
and Infrastructure**

Adopting a Council Governance Framework Policy directly support the strategic priority of Leadership, Engagement and Advocacy by establishing clear roles, decision-making principles, and accountability structures that guide how Council leads, collaborates, and represents community interests.

FINANCIAL IMPLICATIONS

There are no financial implications to the adoption of this framework policy.

COMMUNICATION / ENGAGEMENT CONSIDERATIONS

This policy impacts Council and Administration and emphasis internal alignment and is informational for the public.

ADMINISTRATIVE RECOMMENDATION

That Council consider the following motion(s):

1. That Council adopt Council Policy CP-195.26 – Governance Framework, as presented, effective immediately.

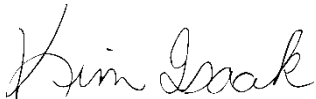
ALTERNATIVES

- a) That Council refer the Council Policy CP-195.26 - Governance Framework back to Administration for additional information.

ATTACHMENTS

- *Council Policy CP-195.26 – Governance Framework*

APPROVALS



Kim Isaak,
Chief Administrative Officer

Department Director/Author

GOVERNANCE FRAMEWORK

POLICY NO.	CP-195.26
DIVISION DEPARTMENT	Administration
REVIEW PERIOD	Every 3 Years or Upon Legislative Change

1. POLICY PURPOSE

- 1.1 To establish a Policy to ensure Council operates transparently, responsibly, and in alignment with the requirements of the *Municipal Government Act*.

2. POLICY STATEMENT

- 2.1 Council is committed to fulfilling its powers, duties, and responsibilities as set out in the *Municipal Government Act* and all other applicable legislation. To support this commitment, Council will conduct its decision-making guided by the following principles:

- 2.1.1 Integrity
- 2.1.2 Transparency
- 2.1.3 Accountability
- 2.1.4 Respect for the democratic process.

- 2.2 Through this Policy, Council affirms its responsibility to:

- 2.2.1 Provide strategic direction;
- 2.2.2 Set municipal priorities;
- 2.2.3 Uphold legislated requirements; and
- 2.2.4 Ensure that governance practices support effective, ethical, and responsible municipal leadership.

3. DEFINITIONS

- 3.1 “**Act**” means the *Municipal Government Act*, RSA 2000, c.M-26.
- 3.2 “**Administration**” collectively means all the Employees of the Town.
- 3.3 “**CAO**” means the Chief Administrative Officer of the Town.
- 3.4 “**Council**” means the Council of the Town of Blackfalds elected pursuant to the *Local Authorities Election Act* of Alberta, as amended.
- 3.5 “**Employee**” as defined in Section d.1(k) of the Alberta Employment Standards Code, means 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.

3.6 “**Town**” means the municipality of the Town of Blackfalds.

4. SCOPE

4.1 This Policy applies to Council.

5. AUTHORITY AND RESPONSIBILITIES

5.1 Mayor to:

5.1.1 Acts as head of Council and presiding officer at meetings.

5.1.2 Facilitates effective decision-making and respectful debate.

5.1.3 Represents the municipality at official functions and events.

5.1.4 Acts as the primary governance liaison with the CAO.

5.2 Council to:

5.2.1 Approve by resolution this Policy and any amendments.

5.2.2 Set the vision, strategic direction, and priorities of the municipality.

5.2.3 Approve the municipal budget, tax rates, key financial plans and planning documents.

5.2.4 Recognize and adhere to the distinctions between the role of Council and the role of Administration. In particular, recognizing that the CAO is the sole Employee of Council.

5.2.5 Respect Administration’s role to provide objective and clear advice.

5.2.6 Ensure open and accessible communication between residents and Council members.

5.2.7 Participate in Council decision-making and governance.

5.2.8 Represent community perspectives while governing for the municipality as a whole.

5.2.9 Endorse Council decisions once adopted.

5.2.10 Hire, support and evaluate the Chief Administrative Officer.

6. POLICY

6.1. Council and Administration shall establish and maintain a framework of Policies, Administrative Procedures and operational practices to increase the capacity and consistency of decision making as well as policy development for the Town.

7. RELATED DOCUMENTS

- 7.1 *Municipal Government Act*, RSA 2000, c.M-26.
- 7.2 Council Procedural Bylaw
- 7.3 CAO Bylaw
- 7.4 Public Notification Bylaw
- 7.5 Council Policy - Council / Administration Protocol
- 7.6 Council Policy - Policy Governance Framework
- 7.7 Council Policy - Public Participation Policy

8. 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

MEETING DATE: May 12, 2026

PREPARED BY: Danielle Nealon, Senior Legislative Advisor

PRESENTED BY: Danielle Nealon, Senior Legislative Advisor

SUBJECT: **Subdivision and Development Appeal Board (SDAB) Options**

BACKGROUND

The *Municipal Government Act* requires every municipality to establish a Subdivision and Development Appeal Board (SDAB) to hear appeals related to development permits, subdivision decisions, and stop orders. Council may fulfill this obligation by:

- establishing its own local SDAB, or
- entering into an agreement with one or more municipalities for an intermunicipal SDAB.

The Town must ensure that SDAB services are continuously available and administered in compliance with statutory requirements, procedural fairness, and administrative law principles.

DISCUSSION

On April 14, 2026, Council enacted the Subdivision and Appeal Board Bylaw 1354.26, which allows for a Town Board as well as the authorization of an intermunicipal SDAB by way of approval of a resolution to enter into an agreement for SDAB Services. The Bylaw states that if the Town has entered into an agreement for SDAB Services, the Town Board will remain inactive, and should the Town cease retaining those services, the Town Board may be reactivated.

At the time the Bylaw was presented to Council, Administration advised that additional information regarding SDAB service delivery options would be brought forward at a later date. This approach was intended to allow Council to consider the appropriate service level for the Town's SDAB once Administration received and reviewed proposals from interested proponents.

Red Deer County has advised that it is prepared to offer SDAB services and has provided a draft Subdivision and Development Appeal Board Services Agreement.

Under the proposed agreement, Red Deer County would provide clerk and board services, including:

- Overall board management;
- Board member training, qualification, and ongoing support;
- Hearing coordination and scheduling;
- Records management; and
- Related appeal administration services.

The agreement also clearly outlines the municipality's responsibilities, including:

- Paying the annual service fee;
- Meeting statutory advertising and public notice requirements for subdivision and development decisions; and
- Providing the required documentation and records when an appeal is filed.

The proposed agreement is structured with an ongoing term, providing continuity of service. However, in the interest of transparency, Red Deer County has advised that SDAB services are being provided on a trial basis, with a review anticipated next year to assess the effectiveness of the service delivery model.

Additional Service Proposal Consideration

In addition to Red Deer County's submission, Administration also received an SDAB service proposal from a third-party service provider. While this proposal similarly offered to deliver SDAB administrative and board services, the associated fees were significantly higher than those proposed by Red Deer County. After review, Administration determined that the third-party proposal did not present a cost-effective option for the Town, particularly given the anticipated infrequent use of SDAB services and the availability of a qualified and experienced intermunicipal partner. As a result, the third-party proposal was not advanced for Council's consideration.

Alternative Option – Town SDAB

If Council is not supportive of the intermunicipal SDAB option, the alternative would be for the Town to operate its own Subdivision and Development Appeal Board. This approach would require the Town to assume full responsibility for the administration and operation of the SDAB, including:

- Appointment by Council of a sufficient number of SDAB members to form hearing panels as required;
- Completion of mandatory multi-day training and qualification requirements for each appointed member;
- Provision of ongoing administrative support, including clerk services, hearing coordination, records management, public notices, and issuance of written decisions; and
- Maintaining a pool of trained and qualified members for a service that may be utilized infrequently.

Training and Risk Considerations:

- SDAB member training typically consists of approximately three full days of instruction and a qualification assessment.
- The estimated cost of training is approximately \$400 per member, excluding staff time required for coordination and administration.
- Depending on appeal volumes, members may complete training and never participate in an appeal hearing.
- As a quasi-judicial body, SDAB decisions carry elevated legal risk, as decisions may be appealed to the Alberta Court of Appeal, requiring a high standard of procedural fairness and legal defensibility.

This option could result in higher fixed costs, increased administrative burden, and greater legal exposure for a service that may only be required on an occasional basis.

Administration recommends Council approve the Town to enter into an agreement with Red Deer County for SDAB Services, which will ensure the Town meets its obligations under the *Municipal Government Act* while enabling the Town to pool resources, access a trained and qualified board, and achieve effective and efficient service delivery. Entering into the agreement not only reduces administrative and training costs but also mitigates the risks associated with operating a quasi-judicial board and provides a sustainable, long-term approach to SDAB service provision.

STRATEGIC PLAN ALIGNMENT / OTHER MASTER PLAN ALIGNMENT**Economic Vitality and
Community Prosperity****Community Life,
Safety, and Inclusion****Leadership,
Engagement and
Advocacy****Sustainable Services
and Infrastructure****Economic Vitality and Community Prosperity**

An intermunicipal SDAB supports economic vitality by providing a fair, timely, and consistent appeal process for development and subdivision decisions, helping maintain certainty for applicants and supporting orderly community growth.

Community Life and Safety

Using an intermunicipal SDAB ensures that appeals are heard by a qualified quasi-judicial body that applies legislation objectively and consistently, thereby supporting transparency, procedural fairness, and public confidence in municipal decision-making.

Leadership, Engagement, and Advocacy

Entering into an agreement for SDAB Services with Red Deer County demonstrates collaborative leadership and effective regional cooperation. Partnering with Red Deer County supports shared governance and allows Council to focus on strategic policy direction rather than administering a specialized tribunal function.

Sustainable Services and Infrastructure

The intermunicipal SDAB model promotes sustainability by pooling resources, avoiding duplication, and managing costs responsibly. This approach reduces administrative, legal, and training burdens associated with maintaining a Town-only SDAB for a service that may be used infrequently.

FINANCIAL IMPLICATIONS

There is currently \$480 in the budget for SDAB Services, previously allocated to the Regional Intermunicipal Subdivision and Appeal Board operated by Parkland Community Planning Services. This allocation is no longer required, as they have ceased planning services.

Intermunicipal SDAB Cost and Requirements with Red Deer County:

Annual Service Fee: \$500

Additional Fee: Appeal-related costs on a cost-recovery basis. These include clerk services billed at \$75 per hour for appeal administration, costs incurred for withdrawn appeals, and remuneration and expenses for Board members when a hearing proceeds. Additional recoverable costs may include meals and expenses, office and printing supplies, legal services, audio or transcription services, and venue booking fees, in accordance with the Coordinator's policies and procedures.

Town SDAB Costs and Requirements:

Establishing and maintaining a Town-only Subdivision and Development Appeal Board would require Council to appoint and maintain a pool of SDAB members and provide ongoing administrative support. All members must complete mandatory SDAB training, generally consisting of approximately three full days of instruction and a qualification assessment, at an estimated cost of \$400 per member. Additional costs include clerk services, Board member remuneration and expenses when hearings occur, legal services where required, and administrative support for notices, hearings, records management, and decisions. These costs would be incurred regardless of the frequency of appeals, including in years where trained members may not participate in any hearings.

COMMUNICATION / ENGAGEMENT CONSIDERATIONS

The proposed intermunicipal SDAB service delivery model does not change how subdivision and development decisions are made, nor does it alter the public's right to appeal those decisions under the *Municipal Government Act*. As such, the communication required for this item is primarily informational. Public notification will continue to occur in accordance with legislative and municipal requirements, including:

- Advertising subdivision and development decisions on the Town's website and through other established notification channels; and
- Providing clear information regarding appeal rights, timelines, and filing requirements on decision notices.

ADMINISTRATIVE RECOMMENDATION

That Council consider the following motion(s):

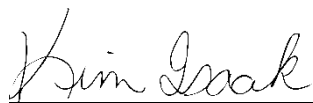
1. That Council approve and authorize the Town to enter into an Agreement with Red Deer County for the delivery of Subdivision and Development Appeal Board Services.

ALTERNATIVES

- a) That Council decline the offer from Red Deer County for Subdivision and Appeal Board Services and direct Administration to advertise for the vacant member at large appointments required for a Town Subdivision and Development Appeal Board.

ATTACHMENTS

None

APPROVALS

Kim Isaak,
Chief Administrative Officer



Department Director/Author

MEETING DATE: May 12, 2026

PREPARED BY: Jessica Robinson, Executive and Legislative Coordinator

PRESENTED BY: Kim Isaak, Chief Administrative Officer

SUBJECT: **Bylaw 1339.25 - Council Committee Bylaw**

BACKGROUND

At the June 24, 2025, Regular Meeting of Council as part of the Committee Audit process undertaken in 2024, Council was presented with Bylaw 1339.25 – Council Committee Bylaw and passed the following resolutions:

159/25 Councillor Appel moved That Council give First Reading to Bylaw 1339.25 – Council Committee Bylaw, as amended.

CARRIED UNANIMOUSLY

160/25 Councillor Svab moved That Council direct Administration to circulate a copy of Bylaw 1339.25 - Council Committee Bylaw to the Council Committees for their feedback and input.

CARRIED UNANIMOUSLY

Administration circulated Bylaw 1339.25 to Council's Committees, with Committees reviewing the Bylaw in the second half of 2025. Feedback received from the Member at Large Review Panel has been incorporated; the other Committees had no concerns about the Bylaw as presented.

At the April 20, 2026, Standing Committee of Council, the Standing Committee recommended to Council to adopt the proposed amendments as outlined in the proposed resolution. Subsequent to the April 20th meeting, one final housekeeping item was identified and incorporated.

DISCUSSION

Administration, in preparation for the Bylaw returning for second and third reading, has completed another review and is recommending the following housekeeping amendments. These housekeeping amendments address minor clarity, formatting, and consistency items only and do not change the intent or structure of the Bylaw.

1. That all reference to the *Municipal Government Act* Chapter M 26.1, be standardized to read *Municipal Government Act*, RSA 2000, c M-26;
2. That the parenthetical reference "(Executive and Legislative Coordinator)" be struck from section 2.1(f);
3. That "and" be struck from section 3.1(3.1.6), and "; and" be added to the end of section 3.1(3.1.7);
4. That Part 6 – *Member at Large Appointments* be amended by adding the following subsection as section 6.1:

“6.1 No municipal employee shall be appointed as a Member at Large unless expressly permitted under a specific provision of this Bylaw.”

5. That 6.4 be struck;
6. That 6.8 be amended by inserting the words “with all new and re-applying Members at Large” so the section 6.8 reads as follows:

“6.8 The Member at Large Review Panel will conduct interviews with all new and re-applying Members at Large to make recommendations to Council for consideration.”
7. That 6.11 be struck;
8. That 7.9.5 be struck; and
9. That all subsequent section numbers be updated as necessary following the amendments.

At the April 20, 2026, Standing Committee of Council, the following recommendation was also passed and recommended:

10. That Part 2 – *Definitions*, be amended by adding the following definition in alphabetical order:

“Ex Officio” means the Mayor, acting by virtue of holding the office of Mayor, who may participate in discussions and receive Committee materials, but does not have the right to vote or be counted toward quorum, unless otherwise expressly provided”
11. That the following new section be added to Part 5 – Member Appointments:

5.6 Mayor – Ex Officio

 - 5.6.1 The Mayor is an Ex Officio, by virtue of office, on Committees established pursuant to section 4.1 of this Bylaw.
 - 5.6.2 As an Ex Officio participant, the Mayor:
 - a) may attend and participate in Committee meetings;
 - b) shall not have voting rights;
 - c) shall not be counted for the purposes of quorum; and
 - d) shall not be counted toward the maximum number of Council Members permitted on a Committee.
 - 5.6.3 The Ex Officio role of the Mayor automatically transfers with the office of Mayor and does not require appointment by Council.
12. That subsection 7.19 be amended by adding the words “excluding the Mayor acting in an Ex Officio capacity.” after “Members at Large”.

Subsequent to the April 20, 2026, Standing Committee of Council Meeting, the following amendment was also identified:

13. That subsection 7.9 be amended by adding
 - 7.9.6 Completion of Committee Annual Evaluation Checklist.

STRATEGIC PLAN ALIGNMENT / OTHER MASTER PLAN ALIGNMENT



**Economic Vitality and
Community Prosperity**



**Community Life,
Safety, and Inclusion**



**Leadership,
Engagement and
Advocacy**



**Sustainable Services
and Infrastructure**

The proposed amendments to the Council Committee Bylaw align with the Town of Blackfalds 2026–2030 Strategic Plan, particularly under the priority Leadership, Engagement, and Advocacy. The amendments support strong municipal leadership and effective governance by enhancing clarity, consistency, and transparency in Council Committee structures, roles, and appointment processes.

Clarifying Member at Large eligibility, interview requirements, and evaluation expectations strengthens accountability and supports meaningful participation in Council Committees, contributing to public trust and effective engagement in municipal decision-making. These improvements align with the Strategic Plan’s focus on accountable decision-making and constructive collaboration.

The formal recognition of the Mayor’s Ex Officio role on Committees further supports leadership coordination and information sharing while maintaining clear governance boundaries. This approach aligns with the Strategic Plan’s emphasis on effective leadership, collaboration, and organized governance practices that support Council’s ability to advance community goals.

FINANCIAL IMPLICATIONS

None

ADMINISTRATIVE RECOMMENDATION

That Council consider the following motion(s):

1. That Council give Second Reading to Bylaw 1339.25, the Council Committee Bylaw.

Prior to voting on Second Reading, Administration recommends the following amendments:

2. That Bylaw 1339.25, the Council Committee Bylaw, be amended as follows:
 1. That all references to the Municipal Government Act Chapter M 26.1, be standardized to read Municipal Government Act, RSA 2000, c M 26;
 2. That the parenthetical reference “(Executive and Legislative Coordinator)” be struck from section 2.1(f);
 3. That “and” be struck from section 3.1(3.1.6), and, “and” be added to the end of section 3.1(3.1.7);

4. That Part 6 – Member at Large Appointments be amended by adding the following subsection as section 6.1:

“6.1 No municipal employee shall be appointed as a Member at Large unless expressly permitted under a specific provision of this Bylaw.”;

5. That 6.4 be struck;
6. That 6.8 be amended by inserting the words “with all new and re-applying Members at Large” so the section 6.8 reads as follows:

“6.8 The Member at Large Review Panel will conduct interviews with all new and re-applying Members at Large to make recommendations to Council for consideration.”

7. That 6.11 be struck;
8. That 7.9.5 be struck;
9. That Part 2 – Definitions, be amended by adding the following definition in alphabetical order:

“Ex Officio” means the Mayor, acting by virtue of holding the office of Mayor, who may participate in discussions and receive Committee materials, but does not have the right to vote or be counted toward quorum, unless otherwise expressly provided”;

10. That the following new section be added to Part 5 – Member Appointments:

5.6 Mayor – Ex Officio

5.6.1 The Mayor is an Ex Officio, by virtue of office, on Committees established pursuant to section 4.1 of this Bylaw.

5.6.2 As an Ex Officio participant, the Mayor:

- a) may attend and participate in Committee meetings;
- b) shall not have voting rights;
- c) shall not be counted for the purposes of quorum; and
- d) shall not be counted toward the maximum number of Council Members permitted on a Committee.

5.6.3 The Ex Officio role of the Mayor automatically transfers with the office of Mayor and does not require appointment by Council.;

11. That subsection 7.19 be amended by adding the words “excluding the Mayor acting in an Ex Officio capacity.” after “Members at Large”;
12. That subsection 7.9 be amended by adding:
 - 7.9.6 Completion of Committee Annual Evaluation Checklist.; and
13. That all subsequent section numbers be updated as necessary following the amendments.

3. That Council give Second Reading to Bylaw 1339.25, the Council Committee Bylaw, as amended.
4. That Council give Third Reading to Bylaw 1339.25, the Council Committee Bylaw.

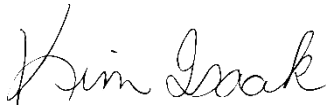
ALTERNATIVES

- a) That Council proceed with Second Reading and Third Reading of Bylaw 1339.25 without incorporating the recommended housekeeping amendments.

ATTACHMENTS

- *Council Committee Bylaw 1339.25 – as passed at first reading*
- *Draft Bylaw 1339.25 - Council Committee 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 ESTABLISH AND REGULATE THE TOWN OF BLACKFALDS COUNCIL COMMITTEES

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

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

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

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

PART 1 – TITLE

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

PART 2 – DEFINITIONS

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

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

PART 3 – EXCLUSIONS

3.1 This Bylaw does not apply to the:

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

PART 4 - ESTABLISHMENT OF COMMITTEES

4.1 The following Committees are hereby established.

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

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

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

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

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

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

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

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

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

PART 5 - MEMBER APPOINTMENTS

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

PART 6 - MEMBER AT LARGE APPOINTMENTS

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

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

PART 7 - RULES OF PROCEDURE

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

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

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

PART 8 - REPORTING PROCEDURES

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

PART 9 - REPEAL

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

PART 10 - DATE OF FORCE

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

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

(RES.)

MAYOR JAMIE HOOVER

CAO KIM ISAAK

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

(RES.)

MAYOR JAMIE HOOVER

CAO KIM ISAAK

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

(RES.)

MAYOR JAMIE HOOVER

CAO KIM ISAAK

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SCHEDULE "A"**CRITERIA FOR ESTABLISHING A COMMITTEE**

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

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

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

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

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

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

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

SCHEDULE "B"

COMMITTEE TERMS OF REFERENCE TEMPLATE

1. Purpose/Mandate

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

2. Membership

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

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

3. Meetings

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

4. Committee Roles and Responsibilities

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

4.1.1. Completion of Committee Annual Evaluation Checklist.

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SCHEDULE "C"

COMMITTEE EVALUATION CHECKLIST

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

Still relevant _____ Not Fulfilled _____

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

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

Fulfilled _____ Not Fulfilled _____

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

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

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

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

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

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

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

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

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

2. Membership

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

3. Meetings

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

4. Committee Roles and Responsibilities

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

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

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

2. Membership

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

3. Meetings

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

4. Committee Roles and Responsibilities

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

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

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

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

2. Membership

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

Meetings

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

Committee Roles and Responsibilities

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

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

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SCHEDULE "G"

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

1. Purpose/Mandate

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

2. Membership

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

3. Meetings

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

4. Committee Roles and Responsibilities

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

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

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A Bylaw of the Town of Blackfalds, in the Province of Alberta, pursuant to the provisions of the Municipal Government Act, RSA 2000, c M-26 ~~Municipal Government Act, being Chapter M 26.1 of the Revised Statutes of Alberta, 2000~~ and amendments thereto, for the purpose of establishing procedures for Council Committees, and other bodies established by Council;

WHEREAS, pursuant to Section 145 of the Municipal Government Act, RSA 2000, c M-26 ~~Municipal Government Act, being Chapter M 26.1 of the Revised Statutes of Alberta, 2000~~ and amendments thereto, permits Council to pass bylaws to establish procedures for Council Committees, and other bodies established by Council;

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

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

PART 1 – TITLE

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

PART 2 – DEFINITIONS

- 2.1 In this Bylaw:
 - (a) “**Act**” means the *Municipal Government Act*, RSA- 2000, c- M-26 and any amendments thereto.
 - (b) “**Chief Administrative Officer**” means the individual appointed by Council to the position as per the *Municipal Government Act*.
 - (c) “**Closed Session**” means a portion of a meeting or a meeting that is closed to the public as the matter to be discussed falls within one of the exceptions to the disclosure in Division 2, Part 1 of the *Access to Information Act*.
 - (d) “**Committee**” means a committee, commission, board, authority, task force or other body established by Council.
 - (e) “**Council**” means the Council of the Town of Blackfalds elected pursuant to the *Local Authorities Election Act* of Alberta, as amended.
 - (f) “**Ex Officio**” means the Mayor, acting by virtue of holding the office of Mayor, who may participate in discussions and receive Committee materials, but does not have the right to vote or be counted toward quorum, unless otherwise expressly provided
 - (g) “**Legislative Services**” means employees who work in Legislative Services. ~~(Executive & Legislative Coordinator).~~

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~~(g)~~(h) **"Member"** means members of Council who are appointed to Committees by Council at the annual Organizational Meeting of Council, or as required throughout the year.

~~(h)~~(i) **"Member at Large"** means a member of the public appointed by Council to a Committee.

~~(i)~~(j) **"Member at Large Review Panel"** means the Members appointed to carry out the interview process and recommendations for Member at Large appointments and subsequent approval consideration by Council.

(k) **"Recording Secretary"** means an employee who has been designated by the Chief Administrative Officer or designate to act as the Recording Secretary for a Committee.

~~(j)~~ ~~(k)~~(l) **"Staff Liaison"** means a designated employee of the Town, who acts in a liaison capacity for a Committee and who can provide subject matter expertise to the Committee.

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~~(l)~~(m) **"Single Purpose Task Force"** means a body appointed by Council to study or work on a specific project or problem facing Council.

~~(m)~~(n) **"Town"** means the municipality of the Town of Blackfalds.

~~(n)~~(o) **"Organizational Meeting"** means a meeting that is held annually at the first meeting of the calendar year where the election is held for the Chair and Vice Chair if required, for the applicable Committee.

~~(o)~~(p) **"Organizational Meeting of Council"** means the meeting that is required to be held annually under section 192 of the *Municipal Government Act* not later than 2 weeks after the 3rd Monday in October.

~~(p)~~(q) **"Pecuniary Interest"** means a matter that could monetarily affect a Member, Member at Large or a Member, Member at Large appointee's family, as referenced in the Act. Family is defined as a spouse, adult interdependent partner, children, parents of a spouse or adult interdependent partner.

PART 3 – EXCLUSIONS

3.1 This Bylaw does not apply to the:

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

PART 4 - ESTABLISHMENT OF COMMITTEES

4.1 The following Committees are hereby established.

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

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

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

- 4.4 When a Committee is established, the Terms of Reference for the applicable Committee shall be developed, as per the template attached as Schedule "B", which shall include:
- 4.4.1 The purpose of the Committee;
 - 4.4.2 The composition of the Committee; and
 - 4.4.3 Roles and responsibilities of the Committee.
- 4.5 The Chief Administrative Officer shall designate the position who will carry out the Staff Liaison role required for providing subject matter expertise and advice to each Committee.
- 4.6 The Chief Administrative Officer shall designate the position who will carry out the Recording Secretary duties for each Committee.
- 4.7 If the Committee receives grants, donations, or contributions, any monies received will be administered by the Town under their accounting principles and the terms under which the monies were received.
- 4.8 If applicable, the Committee will prepare and submit an annual proposed budget for Council as part of the Town's budget process.

PART 5 - MEMBER APPOINTMENTS

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

- 5.3.8 Make every effort to ensure that matters are considered fairly and consistently.
- 5.3.9 Make decisions based on the best available information.
- 5.3.10 Report back to Council routinely on the activities of the Committee.
- 5.4 Members are to keep matters discussed at a Committee meeting in a Closed Session confidential until such time that they are discussed at a Committee meeting held in public.
- 5.5 Following the municipal election, the Chief Administrative Officer will ensure that the Members are provided with an introduction to the various Committees prior to or during the Council orientation training.

5.6 Mayor – Ex Officio

5.6.1 The Mayor is an Ex Officio, by virtue of office, on Committees established pursuant to section 4.1 of this Bylaw.

5.6.2 As an Ex Officio participant, the Mayor:

- a) may attend and participate in Committee meetings;
- b) shall not have voting rights;
- c) shall not be counted for the purposes of quorum; and
- d) shall not be counted toward the maximum number of Council Members permitted on a Committee.

5.6.3 The Ex Officio role of the Mayor automatically transfers with the office of Mayor and does not require appointment by Council.

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PART 6 - MEMBER AT LARGE APPOINTMENTS

- 6.1 No municipal employee shall be appointed as a Member at Large unless expressly permitted under a specific provision of this Bylaw.
- ~~6.2~~ 6.2 Annually in September, those Member at Large terms that are set to expire but are eligible for reappointment shall be asked to provide written confirmation of their interest in reappointment.
- ~~6.26.3~~ 6.3 Once the number of Committee vacancies is determined, notification of such vacancies shall be published on the Town's, social media, website and in local area newspapers. Vacancies that occur throughout the year will be listed on the Town's website and periodically posted on the Town's social media outlets.
- ~~6.36.4~~ 6.4 Application forms shall be made available at the Town's Civic Centre and on the Town's website.
- ~~6.4~~ ~~Completed application forms shall be accepted throughout the year and may be retained by Legislative Services on file for six (6) months for consideration should additional vacancies occur.~~
- 6.5 Any vacancies may be filled from the retained applications or through additional advertising.
- 6.6 The Member at Large Review Panel will review all applications for vacancies on a Committee.
- 6.7 The Member at Large Review Panel will shortlist candidates.
- 6.8 The Member at Large Review Panel will conduct interviews with all new and re-applying Members at Large to make recommendations to Council for consideration.
- 6.9 All Members of the Member at Large Review Panel shall actively participate in the interview and selection process.
- 6.10 Legislative Services shall manage all applications received, schedule interviews on

behalf of the Member at Large Review Panel, and provide any other administrative support required.

~~6.11 The Member at Large Review Panel has the discretion to request an interview with a reapplying Member at Large.~~

~~6.126.11~~ The reapplying Member's at Large participation, service and conduct on the Committee shall be considered in the review process.

~~6.136.12~~ Member at Large Appointments will be for 1-, 2-, or 3-year terms unless determined elsewhere, or otherwise approved by Council.

~~6.146.13~~ No Member shall serve on a Committee for more than three (3) consecutive terms, unless authorized by Council.

~~6.156.14~~ Appointments to fill a vacancy due to resignation will be appointed to the Committee for the balance of the term.

~~6.166.15~~ If not restricted by legislation, Council may appoint Members at Large to fill a Committee vacancy for terms which are incomplete due to the resignation or removal of a Member.

~~6.176.16~~ Council may consider and subsequently approve Member at Large annual appointments, as recommended by the Member at Large Review Panel.

~~6.186.17~~ Following Council approval, applicants shall be notified of their appointment by Legislative Services.

~~6.196.18~~ All Members and Member at Large appointees shall be required to submit a Criminal Record Check free of charge to Legislative Services prior to their attendance at the first Committee meeting.

~~6.206.19~~ Council may revoke a Member at Large appointment from a Committee by resolution for any reason they deem appropriate.

~~6.216.20~~ Legislative Services shall maintain a current record of all Committee appointments and details of their term.

~~6.226.21~~ A Member at Large may resign at any time but must provide the Chair of the Committee with written notice in advance. The Chair will notify Council, through Legislative Services, and Town Council will formally accept the resignation.

~~6.236.22~~ All Member at Large Appointees will serve without remuneration. In instances where expenses are incurred for out-of-town meetings or other events approved by the Committee, the applicable travel expenses will be paid for the Member at Large, where the relevant budget has been provided.

PART 7 - RULES OF PROCEDURE

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

7.1

7.2 In accordance with the Act, a meeting may be conducted by means of electronic or other communication facilities if:

7.2.1 The facilities enable the public to watch and/or listen to the meeting;

7.2.2 The facilities enable all the meeting's participants to watch and/or hear each other; and

7.2.3 Notice is given to the public of the meeting and the way in which it is to be conducted.

7.3 Members at Large or Members participating in a meeting held via communication facility are deemed to be present at the meeting.

7.4 A Committee may appoint one or more sub-committees by resolution to consider or inquire into any matter that falls within its purpose. The sub-committee(s) shall then

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report their findings to the Committee.

- 7.5 Once the sub-committee has met its purpose the sub-committee will be dissolved by way of resolution.
- 7.6 To benefit from additional expertise, a Committee may invite others to assist with making presentations and/or serving on a sub-committee. These individuals shall not have voting powers.
- 7.7 No action of a Committee, except where a power to act has been granted by Council or as legislated, shall be binding on the Town.
- 7.8 The Chair of a Committee shall not be a Council Member.
- 7.9 The Chair of the Committee will:
- 7.9.1 Liaise with the Recording Secretary on the agenda development for meetings;
 - 7.9.2 Review the draft minutes once prepared by the Recording Secretary;
 - 7.9.3 Preside over and keep order at Committee Meetings;
 - 7.9.4 Endeavor to ensure that Member at Large appointees are fairly and appropriately engaged in meetings and related events;
 - ~~7.9.5 Assist the Member at Large Review Panel on the selection and interview process;~~
 - ~~7.9.6~~ 7.9.5 Ensure that new appointees receive an orientation on the Committee prior to their first meeting; and
 - 7.9.6 On behalf of the Committee, report annually to Council as outlined in Section 9 of this Bylaw.
 - 7.9.7 [Completion of Committee Annual Evaluation Checklist](#)
- 7.10 The Chair of the Committee shall endeavour to ensure that Member at Large appointees are fairly and appropriately engaged in meetings and related events.
- 7.11 Meetings of the Committees shall be scheduled as determined by their Terms of Reference and/or as otherwise scheduled by the Committee.
- 7.12 Once all Committee meeting dates are determined by the Committee at its Organizational Meeting, they will be posted on the Council meeting calendar on the Town's website.
- 7.13 Committee meeting agenda packages will be made publicly available on the Town's website at least three (3) days in advance of a meeting date, unless extenuating circumstances prevent this from occurring.
- 7.14 All Committee meetings must be held in a publicly accessible location.
- 7.15 A quorum shall consist of fifty percent (50%) of the Committee unless otherwise provided for by legislation or regulation.
- 7.16 All Committee meetings shall be open to the public unless the topic falls under the *Access to Information Act*, Division 2 - Exceptions to Disclosure.
- 7.17 Before entering a Closed Session, the Committee shall state:
- 7.17.1 That the Committee will be moving to Closed Session;
 - 7.17.2 The basis under which the meeting will be held in Closed Session, as defined by legislation; and
 - 7.17.3 A vote must be held to move to a Closed Session, and a separate vote shall be held to return to the open public meeting. No other motions may be made in a Closed Session.
- 7.18 Committees will follow the rules of procedure for Council as outlined in the Council Procedural Bylaw unless another act or authority states otherwise.
- 7.19 All Members and Members at Large, [excluding the Mayor acting in an Ex Officio capacity](#), shall be required to vote on any matter before the Committee unless a conflict of interest is declared. In the event of a tie vote, the motion shall be deemed defeated.
- 7.20 Nothing in this Bylaw shall be construed to empower a Committee to pledge, appropriate or expend any public money without prior approval of Council.

- 7.21 Nothing in this Bylaw shall be construed to empower a Committee to direct resources of the Staff Liaison.
- 7.22 Minutes from the Committee meeting will be taken and, following adoption, signed by the Committee Chair and Recording Secretary. Originals will be forwarded to Legislative Services for filing and inclusion in the next Regular Meeting of Council under its Consent Agenda.
- 7.23 Any Member at Large who is absent from three (3) consecutive meetings of the Committee automatically ceases to be a Member at Large as of the date of the third meeting unless such absence is authorized by resolution of the Committee.
- 7.24 Individual Committees shall utilize the Committee Evaluation Checklist, attached as Schedule "C". This shall be used to determine the committee's effectiveness. The evaluation shall occur annually, at the end of each Committee mandate, or as determined by the Council.
- 7.25 Members at Large have a responsibility to make decisions based on the best interests of the Town.

PART 8 - REPORTING PROCEDURES

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

PART 9 - REPEAL

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

PART 10 - DATE OF FORCE

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

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

(RES.)

MAYOR JAMIE HOOVER

CAO KIM ISAAK

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

(RES.)

MAYOR LAURA SVAB

CAO KIM ISAAK

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

(RES.)

MAYOR LAURA SVAB

CAO KIM ISAAK

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SCHEDULE "A"

CRITERIA FOR ESTABLISHING A COMMITTEE

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

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

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

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

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

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

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

SCHEDULE "B"

COMMITTEE TERMS OF REFERENCE TEMPLATE

1. Purpose/Mandate

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

2. Membership

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

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

3. Meetings

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

4. Committee Roles and Responsibilities

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

4.1.1. Completion of Committee Annual Evaluation Checklist.

SCHEDULE "C"

COMMITTEE EVALUATION CHECKLIST

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

Still relevant _____ Not Fulfilled _____

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

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

Fulfilled _____ Not Fulfilled _____

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

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

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

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

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

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

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

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

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

2. Membership

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

3. Meetings

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

4. Committee Roles and Responsibilities

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

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

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

2. Membership

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

3. Meetings

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

4. Committee Roles and Responsibilities

- 4.1 At the Organizational meeting, the Committee, by a majority vote, will elect a Chair and Vice Chair for the Committee to serve a one (1) year term.
- 4.2 The Committee will make recommendations to Council on the development, provision, and quality of a broad range of family and community support services and programs, including monitoring and review of the terms of reference. As well as recommend the allocation of grants and funds to community organizations.
- 4.3 The Board shall advise and make recommendations regarding the preparation of a Social Needs Assessment Master Plan at least every five (5) years, outlining, in order of priority, and providing recommendations relating to preventive social services matters in accordance with the Social Needs Assessment Master Plan.
- 4.4 The Board shall monitor and review operating policies and procedures and make recommendations to Council regarding the creation and implementation of Bylaws, policies, and procedures relating to preventative social services matters in accordance with the Social Needs Assessment Master Plan.
- 4.5 The FCSS Board shall adjudicate the nomination process for annual volunteer recognition awards for the Town of Blackfalds and recommend award recipients.
- 4.6 Donated funds that are remaining at the end of the budget year may be held in municipal reserves for Council approved municipal family and community support services projects. Provided these funds are reported and shown in the annual audit report, the FCSS Board may recommend to Council special projects for allocation of reserve funds generated by family and community support services related activities.
- 4.7 Decisions of the FCSS Board are not binding on the Town of Blackfalds until it is approved by Council. Where Administration recommendation varies from that of the Committee both recommendations will be brought forward.
- 4.8 Establish project sub-committees as required. These sub-committee may include non-FCSS Board members. Project committee will report back to the FCSS Board through the sub-committee chair.
- 4.9 The Board shall promote collaboration throughout the Regional Family and Community Support Services District to encourage the sharing of available resources towards the provision of preventative social services opportunities for everyone in the district.

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SCHEDULE "F"
TERMS OF REFERENCE
RECREATION, CULTURE & PARKS BOARD

1. Purpose/Mandate

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

2. Membership

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

Meetings

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

- 3.5 The Chair may call additional meetings as required.

Committee Roles and Responsibilities

- 4.1 At the Organizational meeting, the RCP Board elects a Chair and Vice Chair for the Committee by a majority vote to serve a one (1) year term.
- 4.2 The Committee will make recommendations to Council on the development, provision, and quality of a broad range of recreational and cultural services, facilities, programs and parks and green spaces.
- 4.3 The RCP Board will recommend the allocation of Community Initiatives Grant funding to community organizations.
- 4.4 The RCP Board shall provide advice and recommendations on the development of a Recreation Master Plan, including prioritizing initiatives and guiding the growth of recreation, culture, and park resources in alignment with the Recreation Master Plan and Community Services Framework Policy.
- 4.5 Decisions of the RCP Board are not binding on the Town of Blackfalds until it is approved by Council. Where Administration recommendation varies from that of the Committee, both recommendations will be brought forward.
- 4.6 The RCP Board may establish sub-committees as needed. A sub-committee may include non-RCP Board members. The designated Chair of the sub-committee will report back to the RCP Board.
- 4.7 The Board shall promote regional collaboration to encourage the sharing of available resources towards the provision of recreation opportunities within the district.

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SCHEDULE "G"

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

1. Purpose/Mandate

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

2. Membership

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

3. Meetings

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

4. Committee Roles and Responsibilities

- 4.1 To review all applications received for vacancies on a Committee.
- 4.2 Shortlist candidates for an interview.
- 4.3 Conduct interviews.

4.4 Make recommendations for Member at Large appointments to Town Council.

DRAFT

MEETING DATE: May 12, 2026

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

PRESENTED BY: Kim Isaak, Chief Administrative Officer

SUBJECT: **Bylaw 1355.26 - Business Licence Bylaw**

BACKGROUND

The Business Licence Bylaw was approved by Council in 2017. This bylaw provides for control, regulation and licensing for businesses in the Town. This bylaw revision is being brought forward to ensure the enforcement powers of the bylaw. This legal review and subsequent amendments relate to a commercial service matter between the Town and a private entity operating without a business licence.

DISCUSSION

This Bylaw is being brought forward this evening for consideration of First, Second and Third Reading.

Bylaw Revisions are noted below:

1. Schedule A has been incorporated into the Bylaw. A number of business types have been removed as they came from a Calgary precedent that may not be applicable. The remaining businesses that were included with additional regulations were for Contractors, Public Markets/Farmer Markets, Mobile Vending Unit/Push Cart Vendor/Hawker/Peddler, Massage Clinics, Pawnbrokers and Real Estate Agents.
2. It is now clear in the bylaw that garage sales can be held for 72 hours without a business licence. However, a cap has been added that it can only be done every 4 months to avoid someone from having a garage sale every single weekend. .
3. As most of the fees were the same for each type of business this has been changed in Section 27 so that all Businesses must pay \$135 for a Resident Business or \$400 for a Non-Resident Business (unless the specific type of Business is listed in Schedule A).. Further, there's an exception for daily business licences in Section 28.
4. A definition of Short-term rentals has been included to ensure that a business licence is required.
5. As the Town prefers for Business Licences to automatically renew the bylaw now contains a portion that states someone can apply to renew their business licence within 60 days of it expiring without having to submit an entirely new form; however, they do not have express permission from the Town to operate a business within that time period. This is found in Section 18-19.
6. Revised License to say "Licence".

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7. Revised the pro-rated fees to start on July 1 of any year.
 8. Outlines the applicable fees for all Businesses:
 - a. Section 27 clarifies that Resident Businesses have a fee of \$135 and non-Resident Businesses have a fee of \$400.
 - b. Businesses that are operating on a short term period, can have a Business Licence for a shorter period of time, and pay the daily fee as outlined in Section 28.
 - c. Schedule A outlines the specific fees for certain types of businesses. Some, such as home-based businesses, will have lower fees in alignment with the Town's Land Use Bylaw.
 - d. In all cases, we have attempted to pro rate the business fee to be ½ of the applicable fee if you're applying after July 1.
 9. The Bylaw gives the Licensing Inspector broad authority to consider applications, refuse them where necessary, or impose conditions while considering the nature of the business and the surrounding area (see section 10-15).
 10. The Town has encountered situations in which a Business Licence expires, and the licensee applies immediately after the expiry date. In principle, such cases should require an application for a new Business Licence. However, to promote administrative efficiency, the bylaw provides a sixty (60)-day grace period following expiry during which a licensee may apply for a renewal, which is a simpler process than a new application. For clarity, this grace period does not permit a business to operate without a valid Business Licence; it is intended solely to streamline the renewal process.
 11. To keep the spirit of the previous bylaw, similar restrictions have been outlined on different types of businesses, such as massage clinics, pawnbrokers, contractors, mobile vending units and peddlers (see Part 15).
 12. If a Licence is refused (or if a condition is imposed that the Licensee does not like), then the Licensee can appeal to the CAO who can consider the application instead of SDAB: see Section 68.
 13. As far as enforcement goes, the Licensing Inspector has broad powers to inspect whether a business is being operated (including attending a business premises and requesting records to review). To prove that a business is being operated, the Bylaw provides that advertising of a business is sufficient as is a record of transaction.
 14. General revisions to ensure bylaw is constant and clear. The rates have been adjusted from \$133.10 for local to \$135 per year and non-residential changed from \$399.30 to \$400.00.

The new Business Licence Bylaw offers more clarity on where and when Business Licences are required. This Bylaw will repeal and replace the older Business License Bylaw. While the old Bylaw arguably required all businesses to obtain a Business Licence, it wasn't specific. It simply provided that all persons must have all Municipal Approvals, which arguably includes a Business Licence, but was unclear because there were no defined terms. The intent of the *proposed* Business Licence Bylaw is to modernize and strengthen the Town's business licensing framework.

STRATEGIC PLAN ALIGNMENT / OTHER MASTER PLAN ALIGNMENT



Economic Vitality and
Community Prosperity



Community Life,
Safety, and Inclusion



Leadership,
Engagement and
Advocacy



Sustainable Services
and Infrastructure

This amendment directly supports the Town of Blackfalds Strategic Plan to Promote job creation and economic strength by attracting and retaining key businesses. By clarifying the intent of this Bylaw, we support Business Attraction and Business Retention by Supporting future and existing businesses to encourage stability and long-term growth.

FINANCIAL IMPLICATIONS

Legal fees were not anticipated in the operating budget; the total cost will be approximately \$4,000, including the bylaw revisions and enforcement letters from legal. These funds will come out of the Administrative budget.

COMMUNICATION / ENGAGEMENT CONSIDERATIONS

The bylaw revisions are not planned to undergo any public engagement.

ADMINISTRATIVE RECOMMENDATION

That Council consider the following motion(s):

1. That Council give First Reading to Bylaw 1355.26, Business Licence Bylaw, as presented.
2. That Council give Second Reading to Bylaw 1355.26, Business Licence Bylaw, as presented.
3. That Council give unanimous consent to consider Third Reading to Bylaw 1355.26, Business Licence Bylaw, as presented.
4. That Council give Third Reading to Bylaw 1355.26, Business Licence Bylaw, as presented.

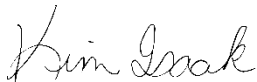
ALTERNATIVES

- a) That Council refer Bylaw 1356.26, Business Licence Bylaw, back to Administration for more information.

ATTACHMENTS

- *DRAFT Bylaw 1355.26 – Business Licence Bylaw*
- *Current Business Licence Bylaw 1216.17*

APPROVALS



Kim Isaak,
Chief Administrative Officer



Department Director/Author

BEING A BYLAW OF THE TOWN OF BLACKFALDS, IN THE PROVINCE OF ALBERTA, TO REGULATE, CONTROL AND MANAGE THE REGULATION AND LICENSING OF BUSINESSES WITHIN THE TOWN OF BLACKFALDS

A Bylaw of the Town of Blackfalds, in the Province of Alberta, pursuant to the provisions of the *Municipal Government Act*, RSA 2000, c M-26 and amendments thereto, for the purpose of regulating, controlling and managing the regulation and licensing of businesses within the Town of Blackfalds.

WHEREAS, the *Municipal Government Act*, RSA 2000, c M-26 (the Act”) empowers the municipal council (“Council”) of the Town of Blackfalds (the “Town”) to pass bylaws pertaining to the regulation, control and licensing of businesses within the Town;

WHEREAS, Section 7(e) of the *MGA* provides that Council may pass bylaws for purposes relating to businesses, business activities, and Persons engaged in business;

WHEREAS, Section 7(a) of the *MGA*, provides that Council may pass bylaws for a municipal purpose respecting the safety, health, and welfare and the protection of people and property;

WHEREAS, Section 8 of the *MGA* provides, amongst other things, that Council may, through Bylaw, regulate, prohibit, deal with any development, activity, industry, business or thing in different ways, divide them into classes and deal with each class in different ways; and provide for a system of Licences, permits or approvals respecting the matters listed therein;

WHEREAS, it is deemed advisable and expedient to set out the terms and conditions applicable to the licensing and regulations of business within the Town.

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

PART 1 – TITLE & INTERPRETATION

- 1.1 That this Bylaw shall be cited as the “**Business Licence Bylaw**”.
- 1.2 The following rules apply to the interpretation of this Bylaw:
 - (a) all schedules attached to this Bylaw form part of the Bylaw;
 - (b) headings, titles, and margin notes in this Bylaw are for ease of reference only;
 - (c) gender-specific words, phrases, and references are intended to be gender-neutral, and the singular includes the plural as the context requires;
 - (d) every provision of this Bylaw is independent of all other provisions and if any provision of this Bylaw is declared invalid by a Court, then such provision shall be severed and all other provisions of this Bylaw remain valid and enforceable; and
 - (e) references to bylaws and enactments in this Bylaw include amendments and replacement bylaws and enactments, and regulations and orders thereunder.

PART 2 – DEFINITIONS

- 2.1 The following terms have the defined meanings in this Bylaw:
 - (a) “**Building Mover**” means a Person engaged in the business of relocating buildings or structures, whether intact or in sections.
 - (b) “**Business**” means any commercial, merchandising, industrial, professional, trade, occupational, or other activity undertaken to provide goods or services, whether or not for profit and however organized or formed, including but not limited to a co-operative, association of Persons, foundation, corporation, Person, partnership or otherwise. And, without any limitation, a Business includes:
 - i. A Business operated from a Mobile Vending Unit or Push Cart Vending Unit,
 - ii. A Canvasser,
 - iii. A Charitable or Non-Profit Organization,

- iv. A Contractor,
 - v. A Farmers Market,
 - vi. A Hawker or Peddler,
 - vii. A Home-Based Business,
 - viii. A Massage Clinic,
 - ix. A Pawnbroker,
 - x. A Public Market,
 - xi. A Second Hand Dealer, and
 - xii. A Short Term Rental.
- (c) "**Business Licence**" means a valid and subsisting licence issued pursuant to this Bylaw.
- (d) "**Canvasser**" shall mean a Person who canvases for contributions, or sells anything on a door to door basis on behalf of any charitable, profitable or non-profit organization for a monetary or other return.
- (e) "**Charitable or Non-Profit Organization**" means an association or corporation acting for charity or in the promotion of general social welfare and includes:
- i. A religious society or religious organization
 - ii. A service club
 - iii. A community, veterans or youth organization
 - iv. A social, sport or fraternal organization or club
 - v. An organization that raises money for specific projects and not for profit.
- (f) "**Chief Administrative Officer**" means the Chief Administrative Officer of the Town of Blackfalds as appointed by Council.
- (g) "**Contractor**" means a Person or company who is responsible for the construction and supervision for the erection, alteration, repair, or construction of any buildings, structures or infrastructure, and includes without limitation, the business of contracting to provide a special service such as, but not limited to, excavator, concrete placer, plasterer, stucco, brick layer, stone mason, Building Mover, Demolition, landscaper, floor layer or finisher, painter and paper hanger, roofing and siding applicator, structural steel erector, insulator, carpenter and cabinet maker and woodworker, plumber and gasfitter, electrician, sheet metal worker, or steam fitter to the owner of any property or any agent of the owner who supervises the erection, construction, alteration, or repair of buildings or structures.
- (h) "**Council**" means the Municipal Council of the Town of Blackfalds.
- (i) "**Daily Business Licence Fee**" means the applicable fee for a Business Licence issued for a limited period of one (1) day or more, which authorizes the operation of a Business for a short-term duration and not for a full licence year.
- (j) "**Demolition**" means any Person who carries on the business of dismantling, tearing down, or removing a building or structure, in whole or in part.
- (k) "**Development Permit**" means a document authorizing a development issued pursuant to the current Land Use Bylaw.
- (l) "**Farmers Market**" means the business of conducting a public open market at which various vendors or goods lease a stall or space from a holder of a provincial market approval and situated at the location approved by the Town of Blackfalds from time to time.
- (m) "**Hawker or Peddler**" means any Person who goes about the Town selling goods, wares, merchandise, fish, corn, food or food products on foot or from a vehicle or trailer, located on private land other than at a building which is his permanent place of business, and where the merchandise is delivered at the time the sale is made.

- (n) "**Home Based Business**" means any occupation, trade, profession, craft carried on by an occupant of a residential building as a use secondary to the residential use of the building as per the Town of Blackfalds Land Use Bylaw.
- (o) "**Licence Year**" means the period commencing January 1st to December 31st of any given year.
- (p) "**Licensee**" means a Person holding a valid and subsisting Business Licence issued pursuant to the provisions of this Bylaw.
- (q) "**Licence Fee**" means those fees prescribed in this Bylaw to obtain a Business Licence, including those fees outlined in *Schedule "A"*.
- (r) "**Licensing Inspector**" shall mean the Director of Infrastructure and Planning Services of the Town, or such other person as the Chief Administrative Officer may designate from time to time.
- (s) "**Massage or Massages**" means kneading, manipulating, rubbing, touching, or physically stimulating, by direct or indirect means, a Person's body or part thereof by a Massage Therapist.
- (t) "**Massage Clinic**" means a business where massages are performed or offered to the public.
- (u) "**Massage Therapist**" means a Person who is Licenced as a Registered Massage Therapist under the laws of the Province of Alberta.
- (v) "**Mobile Vending Unit**" means a motor vehicle, trailer, or similar mobile structure, capable of being used for the preparing and offering the sale and distribution of food or non-alcoholic beverages, which does not contain customer seating and is capable of being moved.
- (w) "**Non-Resident**" means any Person who is not a permanent resident in the Town, or whose Business is not located in the Town.
- (x) "**Pawnbroker**" shall mean a Person who carries on a business of loaning money on the security of the pledge or pawn of Personal property or a Person who holds himself out as ready to loan money on such security, but does not include banks, trust companies, credit unions or other similar institutions.
- (y) "**Person**" means a Person as defined in the *Interpretation Act*, RSA 2000, c I-8 as amended.
- (z) "**Public Market**" means a business, operating for profit, conducting a public open market at which various vendors lease and operate stalls.
- (aa) "**Push Cart Vending Unit**" means a push cart or similar mobile vehicle structure capable of being moved from location to location for the purpose of offering for sale food products, non-alcoholic beverages, flowers, handcraft jewelry, art or other non-food items.
- (bb) "**Resident**" means any Person who, if an individual, permanently resides in the Town, or, if not an individual, carries on Business or maintains its principal place of Business in the Town
- (cc) "**Second Hand Dealer**" shall mean the business of purchasing, selling or exchanging of articles or things of any kind or nature which have been previously owned, worn or used and shall, without limiting the generality of the foregoing, includes the business of purchasing, selling, exchanging or in any way dealing in scrap metal.
- (dd) "**Short Term Rental**" means operating or providing a temporary place to stay at a residential premises for a period of less than 30 days, including, without limitation, bed and breakfast establishments and rentals offered through platforms such as Airbnb, VRBO, or similar vacation rental platforms.
- (ee) "**Violation Tag**" means a municipal tag or similar document issued in relation to an offence under this Bylaw.

- (ff) “**Violation Ticket**” means a ticket issued pursuant to the *Provincial Offences Procedures Act*, as amended, and any regulations thereunder.

PART 3 - LICENCE REQUIREMENTS

- 3.1 No Person shall engage in, operate or otherwise conduct a Business in the Town without a Business Licence authorizing that Person to engage in or operate that Business. This section does not apply to any profession, trade or Business, which is exempted under provincial or federal legislation from requiring a municipal business Licence.
- 3.2 Nothing in this Bylaw shall be construed to affect, waive, or replace any requirement to obtain other applicable municipal, provincial, or federal approvals, permits, Licences, or authorizations necessary to operate a Business within the Town, other than a Business Licence, nor shall it relieve any Person from complying with any applicable municipal bylaw, provincial, or federal law or regulation.
- 3.3 Where more than one Business is conducted at a single premises, the Person engaging in, operating, or otherwise carrying on those businesses must obtain a separate Business Licence for each Business.
- 3.4 Where a Business is carried on from more than one premises, a Business Licence shall be required in respect of each premises, as though the Business was carried on separately at each premises.
- 3.5 No Person shall give false information in an application for a Business Licence or an exemption under this Bylaw.

PART 4 – LICENCE CONDITIONS

- 4.1 No Person shall contravene a condition of a Business Licence.
- 4.2 The Licensing Inspector may prescribe any conditions to a Business Licence, which they believe are necessary.
- 4.3 In prescribing any conditions to a Business Licence, the Licensing Inspector may consider:
- (f) The nature of the Business,
 - (g) The proposed location of the Business,
 - (h) The surrounding area of the Business,
 - (i) Any other matters the Licensing Inspector considers appropriate.
- 4.4 A Business Licence is valid from the date on which it is issued until December 31st of that year, unless:
- (a) it is otherwise terminated, suspended, revoked or replaced, or
 - (b) otherwise stated in the Business Licence.
- 4.5 A Business Licence must be displayed in a prominent location at the Business premises, visible to members of the public and to anyone conducting an inspection pursuant to this Bylaw.
- 4.6 A Person to whom a Business Licence has been issued, must provide the Business Licence upon demand to anyone conducting an inspection pursuant to this Bylaw.

PART 5 – BUSINESS LICENCE APPLICATION & RENEWALS

- 5.1 Prior to the issuance of a Business Licence, a Person must submit to the Licensing Inspector, in a form as may be directed by the Licensing Inspector, an application for the issuance of a Business Licence, which shall include the following information:
- (j) The period of time during which the Business is proposed to operate under its Business Licence,

- (k) The applicable fees as set out in this Bylaw,
 - (a) The address for the proposed place of business;
 - (b) The nature of the Business,
 - (c) The name of the Person operating, conducting or otherwise engaging in the Business, including any trade names in which the proposed Business will operate under,
 - (d) All necessary approvals under the Town's Land Use Bylaw,
 - (e) All necessary approvals as may be required by the federal or provincial government,
 - (f) Such other information as the Licensing Inspector may require.
- 5.2 A Business Licence may be renewed within 60 days before the date on which it expires.
- 5.3 Upon applying for the renewal of a Business Licence, a Licensee shall:
- (a) Confirm whether any changes have occurred to the information previously provided to the Business Licence Inspector, pursuant to section 15 of this Bylaw, at the time of the initial application.
 - (b) Pay the Licence Fee as set out in this Bylaw.
- 5.4 Where a Business Licence is not renewed on or before its expiry date, the Licensee shall be required to apply for a new Business Licence.
- 5.5 Notwithstanding section 5.4, a Licensee whose Business Licence has expired may apply for a renewal within sixty (60) days of the expiry date, provided the application for renewal complies with the requirements set out in section 5.3 of this Bylaw. For greater certainty, the renewal of a Business Licence within the sixty (60) day period referred to in this section does not authorize or permit the Licensee to operate the Business during any period in which the Business Licence has expired, and a Licensee shall not carry on Business unless a valid Business Licence is in effect.
- 5.6 The Licensing Inspector may issue or renew a Business Licence when all requirements of this Bylaw are satisfied.

PART 6 – BUSINESS LICENCE TRANSFERS

- 6.1 An existing Business Licence may be transferred to another Person, subject to application to and approval by the Licensing Inspector, where:
- (a) the Business continues to operate at the same Business premises but is transferred from one Person to another; or
 - (b) the same Business is relocated from one Business premises to another by the Person named in the Business Licence.
- 6.2 Upon an Application for a transfer of a Business Licence, the applicant must pay the Licence Transfer Fee provided for in Schedule "A" of this Bylaw and submit all the necessary information as set out in section 15 of this Bylaw to the Licensing Inspector, along with the reason for the transfer.

PART 7 – LICENCE EXEMPTIONS

- 7.1 Notwithstanding any other provision in this Bylaw, a Business Licence is not required for:
- (a) A Business or event carried on by the Town,
 - (b) A Business carried on by the Government of Alberta, the Government of Canada or a crown corporation created by either governments, and

- (c) A garage sale conducted at a residential premises for an aggregate period not exceeding seventy-two (72) hours within any four (4) month period.
- 7.2 Where a Charitable or Non-Profit Organization desires to be exempted from the requirement of this Bylaw to pay the applicable Licence fee, it shall apply to the Licensing Inspector for an exemption, providing the name of the organization and such other information as the Licensing Inspector requires.
- 7.3 A Charitable or Non-Profit Organization that receives an exemption under this section must otherwise comply with all provisions of this Bylaw.
- 7.4 A Charitable or Non-Profit Organization must still apply for and obtain a Business Licence, unless specifically exempted from doing so under the provisions of any other applicable legislation.

PART 8 – FEES

- 8.1 Unless otherwise specified for a particular type of Resident or Non-Resident Business in Schedule “A” of this Bylaw:
 - (a) The applicable Licence Fee for a Resident Business is \$135.
 - (b) The applicable Licence Fee for a Non-Resident Business is \$400.
- 8.2 Notwithstanding section 8.1, where a Business Licence is issued for a short-term period of one (1) or more days, but not for the full Licence Year, the Licensee shall pay the applicable Daily Business Licence Fee as set out in Schedule “A” to this Bylaw.
- 8.3 No Business Licence shall be granted until the applicant has paid the fees as provided for in this Bylaw.
- 8.4 If an applicant applies for a Business Licence after July 1 of any year, the applicable fees shall be one-half (1/2) of the fees as set out in this Bylaw.
- 8.5 The fees paid by a Person pursuant to this Bylaw are non-refundable, regardless of whether a Business Licence is terminated, revoked or suspended.

PART 9 – LIABILITY INSURANCE

- 9.1 The Licensing Inspector may require, as a condition to a Business Licence, a policy of liability insurance to be held in connection with a Business.
- 9.2 The Person applying for the Business Licence, shall provide the Licensing Inspector with evidence of such insurance in a form satisfactory to the Licensing Inspector.
- 9.3 The liability insurance policy required under this section must be:
 - (a) Issued by an insurance company registered and Licenced to do business in the Province of Alberta,
 - (b) Such amount as may be determined sufficient in the opinion of the Licensing Inspector,
 - (c) Endorsed to add the Town as an additional named insured.
- 9.4 Notwithstanding the existence of any liability insurance, or the failure of the Town to require the acquisition of such insurance, neither the Town nor any official, servant, councillor, employee or agent is liable for any damage or loss sustained or suffered by any Person by reason of:
 - (a) The issuance of any Business Licence
 - (b) Any acts or omissions of a Licensee or Person acting on his behalf; or
 - (c) Anything done or not done in any way connected with a Licence or this Bylaw.

- 9.5 Where an insurance policy expires prior to the Business Licence, the Licensee shall renew the insurance policy. Where the policy of insurance expires, is cancelled or is terminated, then the applicable Business Licence shall automatically be revoked and the Licensee shall cease carrying on business.
- 9.6 Where a Licensing Inspector requires a policy of liability insurance in connection with a Business Licence, the Business Licence shall not be considered effective until the applicant obtains the necessary policy of insurance.

PART 10 – LICENSING INSPECTOR

- 10.1 The Licensing Inspector is authorized to:
- (a) Establish the forms for the purposes of this Bylaw
 - (b) Receive, consider and process all applications for a Business Licence,
 - (c) Issue or renew a Business Licence, with or without conditions, upon being satisfied the requirements in this Bylaw have been met.
 - (d) Visit and inspect premises for the purposes of investigating compliance with this Bylaw.
 - (e) Take any steps or actions required to remedy a contravention of this Bylaw.
 - (f) Delegate to any person employed by the Town, any power or duty conferred or imposed on the Licensing Inspector, except the power of delegation under this section.

PART 11 – CONSULTATIONS AND APPROVALS

- 11.1 The Licensing Inspector may consult or refer any application prior to issuing or renewing a Licence, with the Province of Alberta, RCMP, Alberta Health Services, Town of Blackfalds Fire Department, any other Town department, or any other bodies or Persons the Licensing Inspector deems advisable, to determine if they are in possession of information which, in the opinion of the Licensing Inspector, is relevant to issuing or renewing a Business Licence.
- 11.2 The issuance of a Business Licence under the Bylaw does not authorize or permit the Licensee to carry on business or any activity under such Business Licence contrary to the provisions of any Bylaw enacted by the Town of Blackfalds.
- 11.3 The issuance of a Business Licence under this Bylaw does not constitute development approval under the Town's Land Use Bylaw.
- 11.4 An Applicant is responsible for ensuring that all necessary approvals required under the Town's Bylaws and Land Use Bylaw have been obtained and shall provide satisfactory proof thereof to the Licensing Inspector.
- 11.5 The Licensing Inspector may refuse to issue a Licence to an applicant where the safety, health or welfare of the public may be at risk due to the issuance of a Licence.
- 11.6 Where a Business Licence is issued or renewed in error or without all the requirements of this Bylaw being satisfied, the Licensing Inspector may immediately suspend or revoke a Business Licence.

PART 12 – INSPECTIONS

- 12.1 The Licensing Inspector may carry out whatever inspections are reasonably required to determine compliance with this Bylaw, which includes, but is not limited to inspecting a Business premises and surrounding area to ensure compliance with the Bylaw.
- 12.2 Upon demand of the Licensing Inspector, a Person shall:
- (a) Furnish all identification, information, or documentation related to the inspection.
 - (b) Permit and assist in all inspections requested.

- 12.3 During an inspection under this Bylaw, a Licence Inspector may examine any business record or document for the purposes of enforcing this Bylaw and make copies of the same.
- 12.4 No Person shall prevent, obstruct or hinder the Licence Inspector from making an inspection pursuant to this Bylaw.

PART 13 – PROOF OF BUSINESS

- 13.1 Proof of one transaction, or offer to transact in a Business, is sufficient to establish that a Business is being operated, engaged in or otherwise carried on.
- 13.2 An advertisement of a Business is sufficient to establish that the Person advertising the Business is operating, engaging in or otherwise carrying on the Business.

PART 14 – REFUSAL, REVOCATION, SUSPENSION

- 14.1 The Licensing Inspector may refuse to issue or renew, or impose any conditions on a Business Licence for any of the following reasons:
- (a) The applicant no longer meets the requirements of the Bylaw with respect to the Business Licence that it applied for or held,
 - (b) The Licensee has breached a condition of the Business Licence,
 - (c) The applicant or Licensee:
 - i. Furnishes false information,
 - ii. Misrepresents any fact or circumstances,
 - iii. Has, in the opinion of the Licensing Inspector based on reasonable grounds, contravened this Bylaw – whether or not the contravention has been prosecuted,
 - iv. Fails to pay a fine imposed by a Court for a contravention of this Bylaw, or
 - v. Fails to pay any fee required by this or any other applicable bylaw;
 - vi. Refuses to permit the Licensing Inspector to conduct an inspection on the Business premises
 - (d) Any certificate, authority, Licence or approval under this or any other Bylaw, statute or regulation, is cancelled, suspended, terminated or ceases to have effect, or
 - (e) In the opinion of the Licensing Inspector, based on reasonable grounds, it is in the public interest to do so.
- 14.2 The Licensing Inspector may cancel or suspend a Business Licence by issuing a notice of cancellation or suspension to the Licensee.

PART 15 – BUSINESS REGULATIONS

- 15.1 In addition to the general provisions of the Bylaw, the businesses listed below are subject to the following additional provisions.

Contractor

- 15.2 A Contractor shall include, with an application for a Business Licence, a letter setting out the names and addresses of each sub-contractor engaged by the Contractor to carry out any of the work directed by the Contractor.
- 15.3 All sub-contractors are required to apply for a separate Business Licence, regardless of whether a Contractor they are contracted with has a Business Licence.

Public Markets and Farmers Markets

- 15.4 A Person who organizes, operates, or conducts a Public Market or Farmers Market shall obtain and maintain a valid Business Licence.
- 15.5 Individual vendors, kiosks, or other persons selling goods or services at a Public Market or Farmers Market are not required to obtain a separate Business Licence, provided they operate solely within the Public Market or Farmers Market.

Mobile Vending Unit, Push Cart Vendor, Hawker or Peddler

- 15.6 A Licensee who holds a Business Licence to operate a Mobile Vending Unit or Push Cart, or to carry on business as a Hawker or Peddler, shall:
- (a) Be at least eighteen (18) years of age, and
 - (b) ensure that any Person operating the Mobile Vending Unit or Push Cart, or acting as a Hawker or Peddler on behalf of the Licensee, is at least eighteen (18) years of age.
 - (c) Provide a description and image of the Mobile Vending Unit, Push Cart Vending Unit, or other trailer equipment used in its Business, to the Licensing Inspector,
 - (d) Only conduct Business in areas approved by the Licensing Inspector,
 - (e) Provide proof of liability insurance to the Licensing Inspector,
 - (f) Have motor vehicle insurance,
 - (g) Be in possession of, and display at all times, a valid Business Licence issued by the Licensing Inspector for where the Business is carried on,
 - (h) Abide with any other conditions necessary for the safe operation of the Mobile Vending Unit, Push Cart Vending Unit, or other trailer equipment used in its Business,
 - (i) Not operate between the hours of 2:00 a.m. and 9:00 a.m.,
 - (j) Not leave the Mobile Vending Unit, Push Cart Vending Unit, or other trailer equipment used in its Business, unattended at any time during operating hours,
 - (k) Store any Mobile Vending Unit, Push Cart Vending Unit or other trailer equipment used in its Business, in a private location, out of public view, when it is not in operation,
 - (l) Provide garbage and recycling receptacles for patrons while operating,
 - (m) Maintain a clean vending area,
 - (n) Not conduct Business within 100 metres of any public or private school or public facility concession, unless otherwise authorized by the Licensing Inspector.
 - (o) Not carry on Business on private property, without the consent from the property owner.

Massage Clinic

- 15.7 Unless a Person has been granted a Development Permit under the Town's Land Use Bylaw to operate a massage clinic at a residential dwelling unit, no Person shall operate a Massage Clinic at a premises at a residential dwelling unit.
- 15.8 The premises of a Massage Clinic shall be kept in a clean and sanitary condition at all times.

- 15.9 No Person under the age of eighteen (18) may be a Licensee of a Business Licence for a Massage Clinic or provide massage services in a Massage Clinic.
- 15.10 In a Massage Clinic, no Person shall offer, sell, give, perform or solicit any services other than massages, unless the Licensee obtains the approval of the Licensing Inspector to permit such offering, sale or services.
- 15.11 In a Massage Clinic, no Person shall offer, sell, give, perform or solicit any Massages unless they are a Massage Therapist.

Pawnbroker

- 15.12 A Pawnbroker must not carry on the Business of a Second Hand Dealer at the same premises.
- 15.13 An Applicant for a Business Licence for a Pawnbroker, must submit to the Town, in a form acceptable to the Licensing Inspector, the following information:
- (a) full name (first, middle and last name) of the applicant;
 - (b) date of birth of the applicant;
 - (c) disclosure of criminal record information of the applicant;
 - (d) if the applicant is a corporation, the applicant must supply the above information for all primary managers owners, partners, directory and officers of the corporation;
 - (e) full list of employees of the business including their:
 - i. full name, (first middle and last name);
 - ii. date of birth;
 - iii. disclosure of criminal record information; and
 - iv. job title.
- 15.14 A Pawnbroker must:
- (a) Not accept items to be pawned from a Person under the age of 18 years;
 - (b) maintain records in a form acceptable to the Licensing Inspector, in which will be permanently recorded at the time of each transaction the following information:
 - i. date and time of the goods received;
 - ii. copies of 2 pieces of identification of the Person pawning the item of which one must be a piece of government issued identification with photo;
 - iii. description of the goods including the make, model, serial #, manufacturer's name, distinguishing marks
 - iv. amount of money advanced for the pawned item; and
 - v. the name of the employee that conducted the transaction.
 - (c) Issue a receipt signed by the Person pawning the goods that contains:
 - i. the day, month and year the advance money is due;
 - ii. the amount of money advanced;
 - iii. the interest rate charge
 - iv. the name and address of the Pawnbroker.

- (d) retain copies of the above receipts for 2 years after the date of the transaction;
- (e) identify goods received with an identification tag or sticker to associate the items with the record of the transaction;
- (f) not accept goods that have been altered; on which the manufacturer's identification number or serial number has been removed, defaced, tampered with or in any way altered;
- (g) not carry on Business in a residential dwelling unit, or any premises located in a Residential Land Use district in the Town's Land Use Bylaw.

Real Estate Agent

15.15 Where a real estate agency has a Business Licence, then the individual realtors working for that agency do not require an individual Business Licence.

PART 16 – APPEALS

- 16.1 An Applicant may file an appeal upon:
- (a) An application for a Business Licence being refused,
 - (b) A Business Licence has been revoked or suspended, or
 - (c) A condition has been imposed on a Business Licence.
- 16.2 All appeals shall be made to the Chief Administrative Officer.
- 16.3 All appeals shall be made in writing, in a form as may be prescribed by the Chief Administrative Officer.
- 16.4 After considering the Appeal, the Chief Administrative Officer shall:
- (a) Direct a Business Licence to be issued, reinstated or refused,
 - (b) Direct a Business Licence to be issued or reinstated with conditions,
 - (c) Uphold the revocation or suspension of a Business Licence.

The decision of the CAO is final and binding.

PART 17 – ENFORCEMENT

- 17.1 A Person who contravenes any provision or requirement of this Bylaw is guilty of an offence.
- 17.2 Any Person who contravenes any provision of this bylaw shall be liable for a minimum penalty, as follows:
- (a) A fine of Three-Hundred Dollars (\$300) for the first offence;
 - (b) A fine of Five-Hundred Dollars (\$500) for the second offence;
 - (c) A fine of One-Thousand dollars (\$1000) for a third or subsequent offence thereafter.
- 17.3 In any case, a Person who is guilty of an offence under this Bylaw is liable to a fine in an amount not exceeding \$10,000.
- 17.4 In the case of an offence that is of a continuing nature, a contravention constitutes a separate offence in respect of each day, on which it constitutes, and a Person is liable to a fine for each such day.
- 17.5 A Municipal Tag may be issued for an offence under this Bylaw.
- 17.6 If a Municipal Tag is issued for an offence, the Municipal Tag must specify the fine amount established by this Bylaw for the offence.

- 17.7 A Municipal Tag may be issued to any Person either:
 - (a) Personally, or
 - (b) By mailing a copy to such Person at their last known address.
- 17.8 Where a Municipal tag is issued pursuant to this Bylaw, the Person to whom the Municipal Tag is issued may, in lieu of being prosecuted for the offence, pay to the Town, the penalty specified within the time period indicated on the Municipal Tag.
- 17.9 If a Municipal Tag has been issued and if the specified penalty has not been paid within the prescribed time, then a Peace Officer is authorized to issue a Violation Ticket.
- 17.10 Notwithstanding any other provisions in this Part, a Peace Officer is authorized to immediately issue a Violation Ticket to any Person the Peace Officer has reasonable grounds to believe has contravened any provision of this Bylaw.

PART 18 – SCHEDULES

- 18.1 Schedule “A” forms part of this Bylaw and is an integral part thereof.

PART 19- REPEAL

- 19.1 Bylaw #1209/17 is hereby repealed.

PART 20 – DATE OF FORCE

- 20.1 This Bylaw comes into effect on the date it was passed.

PART 21 – TRANSITORY PROVISIONS

- 21.1 A Licence issued under Bylaw #1209/17 remains valid until the term of such Licence expires, unless the Licence is:
 - (a) terminated, revoked, or suspended by the Town.
 - (b) replaced by a Business Licence issued under this Bylaw.

READ for the First time this _____ day of _____, 20__.

READ for the Second time this _____ day of _____, 20__.

READ for the Third time this _____ day of _____, 20__.

MAYOR LAURA SVAB

CAO KIM ISAAK

SCHEDULE "A"

Business Licence Fees

<i>Description</i>	<i>Licensing Fee</i>
Business License Transfer	\$36.30
Resident Canvasser	\$100
Non-Resident Canvasser	\$200
Resident Contractor Business License	\$135
Non-Resident Contractor Business License	\$400
Public Market or Farmers Market	\$135
Home Based Business	\$110
Resident Daily Business License Fee	\$30.25
Non-Resident Daily Business Licence Fee	\$60.50

BEING A BYLAW IN THE PROVINCE OF ALBERTA TO PROVIDE FOR THE CONTROL, REGULATION AND LICENSING OF BUSINESSES WITHIN THE TOWN OF BLACKFALDS

A Bylaw of the Town of Blackfalds, in the Province of Alberta, pursuant to the *Municipal Government Act*, being Chapter M26 of the Revised Statutes of Alberta, 2000 and amendments thereto, the purposes of controlling, regulating and licensing of businesses within the Town of Blackfalds.

WHEREAS, pursuant to Section 7(a) of the *Municipal Government Act*, a council may pass bylaws for the municipal purposes respecting the safety, health and welfare of people and the protection of people and property; and

WHEREAS the *Municipal Government Act* R.S.A. 2000, Chapter M 26 as amended, municipalities may by bylaw control, regulate and license businesses within their boundaries; and

WHEREAS pursuant to Section 7(i) of the *Municipal Government Act*, a council may pass bylaws for municipal purposes respecting the enforcement of bylaws made under the *Municipal Government Act* or any other enactment including any or all of the matters listed therein; and

WHEREAS pursuant to section 8 of the *Municipal Government Act*, a council may in a bylaw:

- a) regulate or prohibit;
- b) provide for a system of licenses, permits or approval including any or all of the matters

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

PART 1 - TITLE

- 1.1 This Bylaw may be cited as the "**Business License Bylaw**".

PART 2 - DEFINITIONS

2.1 In this Bylaw:

- (a) "**Advertiser**" means any person who by appointment or otherwise
 - i. sells and/or attempts to sell
 - ii. solicits
 - iii. collects money
 - iv. distributes advertising material (handbills, circulars, etc.) or samples
 - v. uses a vehicle, animal, or other device for the purpose of visual advertising the merchandise or nature of business on any street
- (b) "**Advertising**" means the business of an advertiser or the employment of others or objects to act as advertisers.
- (c) "**Agent**" means every person who, by mutual consent, acts for the benefit of another, including sales representative or a person in care and control of the premises where a business is being conducted.
- (d) "**Amusement Arcade**" means the business of providing amusement or entertainment to the public, where four or more amusement, sport or arcade machines are provided.
- (e) "**Apartment**" a residential building with a shared outside entrance(s), consisting of at least three dwelling units.
- (f) "**Applicant**" means a person who applies for a business license or a renewal of a business license as required by this Bylaw.
- (g) "**Application**" means a written application for a business license as provided for by this Bylaw.
- (h) "**Auctioneer**" means any person who sells, offers for sale, or intends to sell goods, chattels or anything whatsoever by public auction.
- (i) "**Auctioneering**" means the business conducted by an auctioneer.
- (j) "**Automotive and Related**" shall mean any business where new or used motorized vehicles, ATV's, recreational vehicles are sold, salvaged, serviced, repaired, painted, washed, cleaned or upholstered, or where parts, tires, gasoline, propane or motor oil are sold for vehicles. It is of note that under the Fair Trading Act, specific automotive

businesses must obtain a license from the Alberta Motor Vehicle Industry Council before being issued a municipal business license.

- (k) **“Barber Shop, Hairstylist or Beauty Salon”** shall mean a business where any of the following are provided: shampooing, cutting, colouring, shaving, treating hair or related services.
- (l) **“Bed & Breakfast”** means a detached dwelling occupied by the property owner of the Bed & Breakfast host as a primary residence, in which are offered overnight accommodation and a breakfast meal, for rent to travelling guests who are temporarily visiting the Town and area.
- (m) **“Building Mover and /or Demolition”** means any person who engages in the business of moving or demolishing any structures.
- (n) **“Business”** means:
 - i. a commercial, merchandising or industrial activity or undertaking,
 - ii. a profession, occupation, employment or calling or employment; or
 - iii. an activity providing goods or services;Whether or not for profit and however organized or form, including a co-operative or association of persons.
- (o) **“Business License”** means a license issued pursuant to this Bylaw.
- (p) **“Canvasser”** shall mean a person who canvases for contributions, or sells anything on a door to door basis on behalf of any charitable, profitable or non-profit organization for a monetary or other return.
- (q) **“Charitable or Non-Profit Organization”** means an association or corporation acting for charity or in the promotion of general social welfare and includes:
 - i. A religious society or religious organization
 - ii. A service club
 - iii. A community, veterans or youth organization
 - iv. A social, sport or fraternal organization or club
 - v. An employee or employee’s organization that raise money for specific projects and not for profit.
- (r) **“Carry on, carrying in, carried on and carries on”** means to conduct, operate, perform keep hold occupy deal in or use for a fee or exchange of benefits whether as principal or agent.
- (s) **“Chief Administrative Officer”** means the Chief Administrative Officer of the Town of Blackfalds as appointed by Council.
- (t) **“Cleaner, Dyers, and Launderers”** means the business of dry cleaning, dying, cleaning, sponging or pressing of clothes, feathers, furs or any fabric or textile whatsoever
- (u) **“Commercial Agent or Direct Sellers”** means the business of going from place to place for the purpose of selling goods or services when the transactions are negotiated by telephone or at the buyer’s residence, but does not include a bonafide commercial traveller.
- (v) **“Commercial Traveller”** means and includes any person who is a manufacturer’s agent or salesman who sells goods directly to businesses and distributors or sells such goods in wholesale lots.
- (w) **“Contractor - Sub”** means the business of contracting to provide a special service such as, but not limited to, excavator, concrete placer, plasterer, stucco, brick layer, stone mason, building mover, landscaper, floor layer or finisher, painter and paper hanger, roofing and siding applicator, structural steel erector, insulator, carpenter and cabinet maker and woodworker, plumber and gasfitter, electrician, sheet metal worker, or steam fitter to the owner of any property or any agent of the owner who supervises the erection, construction, alteration, or repair of buildings or structures.
- (x) **“Contractor - General”** means a person or company who is responsible for the construction and supervision for the erection, alteration, repair, or construction of any buildings or structures.
- (y) **“Collector or Collection Agency”** shall mean a person or company who carries on the business of collecting or attempting to collect debts for other persons.

- (z) **"Council"** means the Municipal Council of the Town of Blackfalds.
- (aa) **"Development Officer"** means the Development Officer of the Town of Blackfalds as appointed by Council.
- (bb) **"Development Permit"** means a document authorizing a development issued pursuant to the current Land Use Bylaw.
- (cc) **"Direct Sellers" or "Commercial Agent"** see **"Direct Sellers"**.
- (dd) **"Dwelling"** means a building and contains one (1) living unit.
- (ee) **"Farmers Market"** means the business of conducting a public open market at which various vendors or goods lease a stall or space from a holder of a provincial market approval through a non-profit organization and situated at the location approved by the Town of Blackfalds from time to time.
- (ff) **"Food Cart Vendor"** means a unit that sells or distributes food or non-alcoholic beverages other than fresh fruit and vegetables.
- (gg) **"Hawker/Peddler"** means any person who goes about the Town selling goods, wares, merchandise, fish, corn, food or food products on foot or from a vehicle or trailer, located on private land other than at a building which is his permanent place of business, and where the merchandise is delivered at the time the sale is made.
- (hh) **"Home Based Business"** means any occupation, trade, profession, craft carried on by an occupant of a residential building as a use secondary to the residential use of the building as per the regulations provided in the Town of Blackfalds Land Use Bylaw.
- (ii) **"Home Health Services"** shall mean a person, company, or organization which provides professional care services, in the home but not limited to the nurse's aide care, homemaking, companion/sitting, childcare services, relief or caregivers, shopping, transportation, foot care/blood pressure clinic, house cleaning, paramedical services to individuals living on their own or in group home settings.
- (jj) **"Janitor Service"** means the business of cleaning or maintaining in a clean condition all or any part of the interior or exterior of buildings and dwellings and includes the business of cleaning rugs and upholstery and the washing of the exterior and interior of windows.
- (kk) **"Kennel – Minor"** means the owning or harbouring of more than three (3) dogs over the age of 3 months and/or the owning or harbouring of more than three (3) cats over the age of 3 months in a residential area.
- (ll) **"Kennel – Major"** means a development for the purposes of boarding small animals normally considered as household pets for periods of great than twenty four (24) hours and includes outside enclosures, pens, runs or exercise areas. This land use may also include training, grooming, impounding, quarantining facilities, animal shelters and retail sales of associated products.
- (mm) **"License Year"** means the period commencing January 1st to December 31st.
- (nn) **"Licensee"** means a person holding a valid and subsisting business license issued pursuant to the provisions of this Bylaw.
- (oo) **"License Fee"** means those fees prescribed in *Schedule "B"*.
- (pp) **"Licensing Inspector"** shall mean and include the Chief Administrative Officer, Peace Officer, Development Officer, or any other duly authorized and appointed person acting on their behalf.
- (qq) **"Massage or Massages"** means kneading, manipulating, rubbing, touching, or physically stimulating, by direct or indirect means, a person's body or part thereof and does include medical or therapeutic treatment given by a person duly qualified, licensed or registered so to do under the laws of the Province of Alberta.
- (rr) **"Massage Clinic"** means a business where massages are performed or offered to the public.
- (ss) **"Massage Therapist"** means a person who administers a massage.
- (tt) **"Medical Health Officer"** means the Public Health Inspector for the Province of Alberta.

- (uu) **“Motor Vehicle”**
 - i. a vehicle propelled by any power other than muscular power, or
 - ii. a moped,
 - iii. but does not include a bicycle, motorized wheel chair, an air craft, a water craft, farm and construction equipment or a motor vehicle that runs only on rails.
- (vv) **“Mobile Vending Unit”** means a motor vehicle, trailer, or similar mobile structure exceeding 3.3 m², designed for the purpose of preparing and offering the sale and distribution of food or non-alcoholic beverages, which does not contain customer seating and is capable of being moved.
- (ww) **“Mobile Vending Unit – Roaming”** means a mobile vehicle, travels on roadways, stops and parks when a customer requires service.
- (xx) **“Municipal Ticket”** means a ticket prescribed by the Town for a Bylaw offense providing a person with the opportunity to pay an amount to the Town in lieu of prosecution.”
- (yy) **“Non-Resident”** means any person who is not a permanent resident in the Town.
- (zz) **“Non-Resident Business”** means a person, partnership, or business whose head office is located outside the corporate limits of the Town of Blackfalds.
- (aaa) **“Pawnbroker”** shall mean a person who carries on a business of loaning money on the security of the pledge or pawn of personal property or a person who holds himself out as ready to loan money on such security, but does not include banks, trust companies, or credit unions or other similar institutions.
- (bbb) **“Peace Officer”** includes a member of the RCMP, Bylaw Enforcement Officer, Community Peace Officer appointed through the Alberta Solicitor General, or any employee of the Town appointed or assigned to enforce the provisions of this Bylaw or as a Bylaw Enforcement Officer.
- (ccc) **“Person”** includes an individual, a group of individuals, firm, corporation, association, partnership, society or other similar cooperative organization.
- (ddd) **“Pet Dealer”** of caring for, boarding, breeding or selling of animals, and may include the retail sale of incidental products
- (eee) **“Photographer”** means a person carrying on the business of taking photographs or videotapes.
- (fff) **“Premises”** means and includes any store, office, warehouse, residential dwelling, factory, building enclosure, yard and other places occupied or capable of being occupied by any person for the purpose of carrying on any business.
- (ggg) **“Promoter”** shall mean a person who canvases for contributions, sell anything or organizes and promotes entertainment and performances on behalf of any charitable, profitable or non-profit organization for a monetary or other return in excess of actual disbursements made and expenses incurred by such person.
- (hhh) **“Public Market”** means a business, operating for profit, conducting a public open market at which various vendors lease and operate stalls.
- (iii) **“Push Cart Vending Unit”** means a push cart or similar mobile vehicle structure not exceeding 3.3 m² intended to be moved from location to location for the purpose of offering for sale food products, non-alcoholic beverages, flowers, handcraft jewellery, art or other non-food items.
- (jii) **“Recreational Vehicle Sales”** shall mean a business where new or used recreational vehicles, not limited to motor, holiday trailers, campers, motor boats or ATVs are sold or repaired.
- (kkk) **“Resident”** means a person who is a permanent resident of Town.
- (lll) **“Residential Business”** means a business that is located within the Town by either:
 - i. Ownership of the occupied premise for the purpose of carrying on specified business, or
 - ii. Leasing premise for a period of not less than ninety (90) days for the purpose of carrying on a specified business, and that business premises are in compliance with the Land Use Bylaw of the Town.

- (mmm) **"Retail Business"** shall mean the indoor sale or display of merchandise, including indoor storage of merchandise in quantities limited to the needs of the outlet.
- (nnn) **"Retail Salesperson"** means any person who sells or agrees to sell any services, goods, or property of any nature or kind wherever situate, as individual items or in small quantities, as opposed to wholesale lots, directly to the consumer from any location within the Town; but shall not include charitable organizations, local youth groups, community service organizations and auctioneers.
- (ooo) **"Second Hand Dealer"** shall mean the business of purchasing, selling or exchanging of articles or things of any kind or nature which have been worn or used and shall without limiting the generality of the foregoing, include the business of purchasing, selling, exchanging or in any way dealing in scrap metal.
- (ppp) **"Special Event"** means activities, including parades, occurring with the Town which are open to or intended to attract the general public and will take place in or on publicly owned lands or facilities and where various vendors may operate during the event.
- (qqq) **"Subdivision and Development Appeal Board"** means the board established by the Subdivision and Development Appeal Board Bylaw 1076/08, as amended.
- (rrr) **"Town"** means the Municipal Corporation of the Town of Blackfalds and where the context so requires means the area contained within the corporate boundaries of the said municipality.
- (sss) **"Trade Show"** means the assembling of persons in one location for the purpose of promotion or providing goods and services to the general public.
- (ttt) **"Violation Ticket"** means a violation ticket as defined in the Provincial Offences Procedure Act, RSA 2000, c. P-34".
- (uuu) **"Wholesaler"** means any person, who buys products for resale, standing or after preparation, condition, or processing.

PART 3 - APPOINTMENT OF LICENSING INSPECTOR

- 3.1 The Chief Administrative Officer shall appoint a Development Officer as Licensing Inspector to carry out the provisions of this Bylaw.

PART 4 - DUTIES OF LICENSING INSPECTOR

- 4.1 Establish forms for the purpose of this Bylaw.
- 4.2 The Licensing Inspector is authorized to receive, consider and process all applications for a license.
- 4.3 Issue a license, with or without conditions, upon payment of the appropriate fee.
- 4.4 Periodically visit and inspect business premises and construction sites for the purpose of ascertaining whether the proprietor or contractor is complying with the provision of this or any other applicable Bylaw.
- 4.5 Take any steps or carry out any actions required to remedy a contravention of this Bylaw.

PART 5 - LICENSE REQUIREMENTS

- 5.1 No person shall within the Town:
- a) carry on or operate a business within the Town unless the person holds valid Municipal, Provincial and Federal licenses, permits, approvals clearances and insurances; and
 - i) be in the possession of a valid development approval under the Land Use Bylaw.
 - b) where a business subject to a business license is carried on or intended to be carried on from more than one premises, a business license shall be required in respect of each premises as though a business carried on in each were a separate business.

PART 6 - LICENSE EXEMPTIONS

- 6.1 Notwithstanding Part 5, No license shall be required for:
- a) A business carried on by the Town.

- b) A business carried on by the Government of Alberta or the Government of Canada or a crown corporation created by either governments;
- c) Charitable or Non-Profit organizations:
 - i. where any charitable organization wishes to be exempted from the requirements of this Bylaw to pay the full license fee, it shall apply to the Licensing Inspector for an exemption providing the name of the organization and such other information as the Licensing Inspector requires to determine that the organization is a charitable or non-profit organization;
 - ii. a charitable organizing or non-profit organization which receives an exemption under this section must otherwise comply with all provisions of this Bylaw:
 - a) Foster Homes as interpreted and administered under the Child, Youth, and Family Enhancement Act of Alberta;
 - b) Day Care Home for Children;
 - c) The Operator of a stall within a Farmers and/or Public Market;
 - d) Any proprietor that is exempt under Provincial or Federal legislation;
 - e) Special Event as defined in this Bylaw;
 - f) For such other businesses as Council by Resolution may from time to time exempt.

6.2 Proof of Exemption

- a) The onus of proving that a person is exempt from the provisions of this Bylaw requiring a license is on the person alleging the exemption.

PART 7 - FEES AND TERMS OF LICENSE

- 7.1 No Business License shall be granted until the applicant has submitted to the Licensing Inspector the proper fees as provided by this Bylaw.
- 7.2 Every annual business license issued under the provisions of this Bylaw unless cancelled, revoked or suspended shall be issued between the 1st day of January and terminate at midnight on the 31st day of December of the license year in which the said business license was issued.
- 7.3 A daily business license shall terminate at the end of the business day for which the license was issued.
- 7.4 After September 1st of any license year a business license shall be half the annual fee as set out in *Schedule "B"*.
- 7.5 Fees paid by the applicant pursuant to this section are not refundable.

PART 8 - NON-RESIDENT

- 8.1 Non-Resident means a business which is carried on, in whole or in part, within the Town, but which neither maintains a permanent residence within the Town nor is listed on any current Town tax assessment roll.
- 8.2 A Non-Resident business shall pay to the Town the fee for Non-Resident business set out in *Schedule "B"* prior to being issued a license;
- 8.3 The following business are not required to pay a fee for Non-Resident business:
 - a) Mobile Vending Unit, Push Cart Vending Unit or Hawker/Peddler operating within a Special Event on public property is subject to compliance with *Schedule "A"*.

PART 9 - LIABILITY INSURANCE

- 9.1 The Licensing Inspector may require a policy of liability insurance to be held in connection with the carrying on of any business.
 - a) the applicant shall furnish the Licensing Inspector with documentary evidence of such insurance in a form satisfactory to the Licensing Inspector.
- 9.2 The liability insurance policy required to be held by an applicant under this section must:

- a) be issued by an insurance company registered and license to do business in the Province of Alberta; and
 - b) be in an amount not less than Two Million Dollars (\$2,000,000.00) or as directed by the Licensing Inspector, to cover public liability for all personal injury and property damage which may occur by reason of the operation of the business.
- 9.3 Notwithstanding the existence of any liability insurance or the failure of any liability insurance or the failure of the Town to require the acquisition of such insurance, neither the Town or any official, servant employee or agent of the Town is liable for any damage or loss sustained or suffered by any person by reason of:
- a) the issuance of any license;
 - b) any acts or omissions of a licensee or person acting on his behalf; or
 - c) anything done or not done in any way connected with the license or this Bylaw.
- 9.4 Where a policy of liability insurance expires during the license year, the Licensee shall provide the Licensing Inspector with the renewal and where the policy of insurance expires or is cancelled or terminated, then the applicable license shall be automatically revoked and the Licensee shall cease to carry on business until the revocation is lifted or a new license is issued.
- 9.5 Where the Licensing inspector requires a policy of liability insurance in connection with the carrying on of any business, a license to carry on the business shall not be issued or renewed unless the applicant indemnifies and saves harmless toe Town against any and all loss, damage, claims, actions, judgements, costs and expenses suffered or sustained by reason of or in connection with the carrying on of the business.

PART 10 - CONSULTATIONS AND APPROVALS

- 10.1 The Licensing Inspector may consult or refer any application prior to issuing or renewing a license, with the Province of Alberta, RCMP, Alberta Health Services, Town of Blackfalds Fire Department, any other Town department deemed effected by the business or any other department or agency deemed necessary.
- 10.2 The issuance of a license under the Bylaw does not authorize or permit the Licensee to carry on business or any activity under such license contrary to the provisions of any Bylaw enacted by the Town of Blackfalds.
- 10.3 The issuance of a business license under this Bylaw does not constitute development approval under the Town's Land Use Bylaw. The holder of an existing license or an applicant for a business license is responsible for obtaining such development approval as may be necessary. Where such approval cannot be obtained, the Development Officer shall forthwith cancel any existing license and refuse any applications for license.
- 10.4 Every Business License issued under this Bylaw shall be posted in a conspicuous place in the premises visible to the general public.

PART 11 - INSPECTIONS

- 11.1 Where a business requires a consultant or approval for licensing or is licensed, then the business premises and surrounding lot may be inspected by the Licensing Inspector, Peace Officer or any other duly authorized and appointed person acting on their behalf.
- 11.2 A person who a Licencing Inspector reasonably believes is carrying on a business requiring a license, or an applicant, shall:
- a) permit and assist in all inspections requested by the Licensing Inspector;
 - b) furnish to a Licensing Inspector all identification, information, or documentation related to the inspection or licensing requirement.
- 11.3 No person shall attempt to prevent, obstruct or hinder a Licencing Inspector from making an inspection authorized by this Bylaw.
- 11.4 The Licensing Inspector may inspect Business Premises as necessary to ensure compliance with this Bylaw.

PART 12 - PROOF OF BUSINESS

- 12.1 Proof of one transaction or offer to transact in a business is sufficient to establish that a business is being carried on.
- 12.2 Any advertising or a business listed in Part 2 is sufficient to establish that the person advertising is carrying on the business.

PART 13 - TRANSFER OF BUSINESS LICENSE

- 13.1 An existing business license issued under this Bylaw may be transferred upon application to and approval by the Development Officer in the following circumstances:
- a) when the transfer is from one licensee to another for the same business in the same business premises
 - b) all business license transfers must comply with the provision of this Bylaw, the Land Use Bylaw and another other Bylaw of the Town.

PART 14 - REFUSAL, REVOCATION, SUSPENSION

- 14.1 Subject to an appeal to the Subdivision and Development Appeal Board, the Licensing Inspector may, if in his/her opinion have just and reasonable grounds:
- a) After consultation with and receiving approval from the Chief Administrative Officer or designate, the Licensing Inspector may suspend, refuse to grant, refuse to transfer, revoke or refuse to renew Business Licenses under this Bylaw if there is reasonable and just cause to do so and if in the opinion of the Licensing Inspector, they believe that:
 - i) the Licensee has contravened the provisions or requirements of this Bylaw or other Bylaw of the Town or any applicable Provincial or Federal licenses, permits, approvals, clearances and or insurances;
 - ii) The Business has changed to the extent that a new application for Business License would be refused;
 - iii) The Licensee or the Applicant is not worthy of public trust;
 - iv) The Applicant or Licensee has withheld or concealed information from the Licensing Inspector or has provided false information on an application for a Business License;
 - v) The Licensee or the Applicant refuses to admit the Licensing Inspector into the Business Premises from which the business is carried out.
- 14.2 The Licensing Inspector may cancel or suspend a Business License by issuing to the Licensee a "Notice of Cancellation or Suspension". Such notice may be given by personal service to the Licensee at the address shown on the application for Business License or residence as shown on the Application for a Business License.
- 14.3 The Licensing Inspector may suspend the effect of revocation of a license upon the performance by the Licensee of any conditions stated in writing on the "Notice of Cancellation or Suspension".
- 14.4 Upon receipt of the "Notice of Cancellation or Suspension" the Licensee shall terminate the operation of the Business License.
- 14.5 The Licensing Inspector shall maintain appropriate records pertaining to the licensing of businesses, infractions of this Bylaw and generally all matters arising out of the application and enforcement of this Bylaw.
- 14.6 Where a license is suspended or revoked by the Licensing Inspector, pursuant to this Bylaw, the Licensee shall surrender the license to the Licensing Inspector immediately.

PART 15 - APPEALS

- 15.1 In every case where:
- a) An application for a Business License has been refused, or
 - b) A Business License has been revoked or suspended,
- The person seeking the business license may appeal to the Subdivision and Development Appeal Board.
- 15.2 Any appeal under Part 14 shall be made by the applicant within the regulations provided in the Land Use Bylaw; otherwise the right of appeal shall be barred and extinguished.
- 15.3 All appeals shall be made in writing addressed to the Subdivision and Development Appeal Board and the effective date shall be the date received by the Municipal Office.
- 15.4 The Subdivision and Development Appeal Board shall hear the appeal within thirty (30) days from the effective date.
- 15.5 The Subdivision and Development Appeal Board shall operate in accordance with the provisions set forth in the Subdivision and Development Appeal Board Bylaw No. 1076/08 and any subsequent amendments thereof.

- 15.6 The Subdivision and Development Appeal Board after hearing the appellant may:
- a) Direct a business license be issued or reinstated with or without conditions,
 - b) Refuse to grant a business license, or
 - c) Uphold the revocation or suspension of a business license, on grounds which appear just and reasonable.
- 15.7 A decision of the Subdivision and Development Appeal Board in respect of an appeal under this Section shall be final and binding.

PART 16 - FINES AND PENALTIES

- 16.1 Any person who contravenes any provision or requirement of this Bylaw is guilty of an offence and is liable and subject to the penalties herein provided.
- 16.2 Where a Licensing Inspector has reasonable grounds to believe that a person has contravened any provision of this Bylaw:
- a) A fine of three hundred dollars (\$300.00) for the first offence;
 - b) A fine of five hundred dollars (\$500.00) for the second offence and thereafter
 - c) A fine of eight hundred (\$800.00) for a third or subsequent offense thereafter.
 - d) In the case of an offence that is of a continuing nature or a repeat offence, a contravention constitutes a separate offence in respect of each day, or part of a day, on which it continues and a person guilty of such an offense is liable to a fine in the amount not less than five hundred (\$500.00) for each such day.
- 16.3 All businesses operating within the corporate limits of the Town must purchase their business licenses by January 31 of that year, or a 15% penalty shall be added onto the outstanding license fees.

PART 17 - MUNICIPAL TICKET

- 17.1 A Peace Officer is hereby authorized and empowered to issue a Municipal Ticket to any person who the Peace Officer has reasonable and probable grounds to believe has contravened any provisions of this Bylaw.
- 17.2 A Municipal Ticket may be issued to such person:
- a) either personally, or
 - b) by mailing a copy to such person at his last known post office address
- 17.3 The Municipal Ticket shall be in a form approved by the Town and shall state:
- a) the name of the person;
 - b) the offence;
 - c) the specified penalty established by this Bylaw for the offence;
 - d) that the penalty shall be paid within thirty (30) days of the issuance of the Municipal Ticket; and
 - e) any other information as may be required by the Chief Administrative Officer or his/her designate.

PART 18 - PAYMENT IN LIEU OF PROSECUTION

- 18.1 Where a Municipal Ticket is issued pursuant to this Bylaw, the person to whom the Municipal Ticket is issued may, in lieu of being prosecuted for the offense, pay to the Town, the penalty specified within the time period indicated on the Municipal Ticket.

PART 19 - VIOLATION TICKET

- 19.1 If a Municipal Ticket has been issued and if the specified penalty has not been paid within the prescribed time, then a Peace Officer is hereby authorized and empowered to issue a Violation Ticket pursuant to the Provincial Offenses Procedure Act.
- 19.2 Notwithstanding subsection 19.1, a Peace Officer is hereby authorized and empowered to immediately issue a Violation Ticket pursuant to the Provincial Offenses Procedure Act, to any person who the Peace Officer has reasonable and probable grounds to believe has contravened any provision of this Bylaw.
- 19.3 If a Violation Ticket is issued in respect of an offense, the Violation Ticket may;
- a) specify the fine amount established by the Bylaw for the offence; or

- b) require a person to appear in court without the alternative of making a voluntary payment.

PART 20 - VOLUNTARY PAYMENT

20.1 a person who commits an offense may,

- a) if a Violation Ticket is issued in respect of the offence; and
b) if the Violation Ticket specifies the fine amount established by this Bylaw for the offence;

make a voluntary payment by submitting to a Clerk of the Provincial Court, on or before the initial appearance date indicated on the Violation Ticket, the specified penalty set out on the Violation Ticket.

PART 21 - AMENDMENTS TO SCHEDULES

21.1 Council may by resolution amend *Schedule "A"* and *"B"* from time to time.

PART 22 – REPEAL

22.1 That Bylaw 1109/10 and amendments thereto are hereby rescinded upon this Bylaw coming into effect.

PART 23 – DATE OF FORCE

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

READ for the first time this 28th day of March, A.D. 20 17.

(RES. 68/17)



MAYOR MELODIE STOL



CAO MYRON THOMPSON

READ for the second time this 9th day of May, A.D. 20 17.

(RES. 120/17)

(AP)



MAYOR MELODIE STOL



CAO MYRON THOMPSON

READ for the third and final time this 9th day of May, A.D. 20 17.

(RES. 121/17)



MAYOR MELODIE STOL



CAO MYRON THOMPSON

SCHEDULE "A"

LICENSED BUSINESS REGULATIONS

In addition to the general provisions of the Bylaw the businesses listed below are subject to the following special provisions:

1. AUCTIONEER

1.1 No person shall engage in auctioneering unless he/she is the holder of a valid Provincial license.

2. AUTO BODY SHOP, AUTOMOTIVE REPAIR AND SERVICE

2.1 Unless a Licensee of Auto Body Shop or an Automobile Repair and Service is also a holder of a valid Automobile Dealer License for the location where he operates, he shall not on any part of the site where such business is located:

- a) place or allow any person to place a motor vehicle which is advertised for sale,
- b) sell or offer to sell secondhand motor vehicles other than his own personal automobile which is registered in his name.

3. KENNEL / PET DEALER

3.1 A Kennel must comply with the following requirements:

- a) the *business* is subject to approval from the Development Authority.
 - i. Notwithstanding 4.1 a), a license is not required for a veterinary clinic where animals are only kept on the premises while receiving medical treatment.
- b) the business must be maintained, at all times, in a sanitary, well ventilated and clean condition;
- c) every animal must be kept in a sanitary, well bedded, well lit, well ventilated facility, kept at an appropriate temperature and shall be adequately fed and watered and kept in a clean, healthy condition; and
- d) no Kennel/Pet Dealer will sell or attempt to sell a diseased animal;
- e) every cage or container housing an animal will be of sufficient size to permit the animal to move about easily so as to maintain its physical well-being; and
- f) a Kennel/Pet Dealer must keep a record, by written or electronic means, in which shall be permanently and legibly recorded the following information:
 - i. the name and address of the supplier for each animal purchased;
 - ii. the date of such purchase;
 - iii. a full description of the animal;
 - iv. the name and address of the buyer of each animal; and
 - v. The date of each such sale.
 - vi. A Kennel/Pet Dealer must make the above information available, upon request, to the Licensing Officer, Peace Officer, RCMP and/or CAO.

4. CHRISTMAS TREE VENDOR

4.1 Every *person* who offers Christmas Trees for sale on the site outside of a building shall:

- i. first obtain an license listing the site or sites to be used and shall pay the License Fee set out in *Schedule "B"*, and;
- ii. comply with any other Town Bylaws applicable to his operation and upon the site for which the License is issued, being that the site must be properly cleaned up of all left-over trees, branches, boxes, stakes, pipes and debris of any kind used in connection with the sale of the Christmas Trees, and cleaned to the satisfaction of the Licensing Inspector and shall be completed within one (1) week after the sale of the trees is completed.

5. CIRCUS/MIDWAY

5.1 The Development Officer shall not issue a license for a Circus or Midway unless the applicant produces proof of Liability Insurance in an amount adequate, in the opinion of the Town Chief Administrative Officer or his/her designate, covering Public Liability for all personal injury and property damage which may occur by reason of the operation of the Circus or Midway such insurance is endorsed so as to add to the Town of Blackfalds as an additional or an insured party for the time to be covered by the license.

6. CONSTRUCTION CONTRACTOR

- 6.1 Includes subcontractor and sub-tradesman such as, but not limited to excavator, concrete placer, plasterer, stucco, brick layer, stone mason, building mover, landscaper, floor layer or finisher, painter and paper hanger, roofing and siding applicator, structural steel erector, insulator, carpenter and cabinet maker and wood worker, plumber and gas fitter, electrical contractor, sheet metal worker, steam fitter.
- 6.2 A Contractor – General shall include with an application for business license a letter setting out the names and addresses of each sub-contractor engaged by the Contractor – General to carry out any of the work on any building or structure on which the Contractor – General holds the contract.
- 6.3 If the Contractor – General fails to provide a complete list of the sub-contractors to be used, the Contractor – General will be held liable for the Business License fees for those sub-contractors who fail to take out the required Business License.

7. PUBLIC MARKETS

- 7.1 Public Market Organization must pay a yearly Business License fee. All producers selling at the Public Market are covered under the Public Market Business License.

8. FIREARM/AMMUNITION DEALERS

- 8.1 All Firearm & Ammunition Dealers shall comply with all Federal, Provincial or Municipal Regulations concerning firearms and ammunition. The Licensing Inspector shall notify the Chief Administrative Officer and the RCMP if a person makes application to operate a business selling firearms and ammunition.

9. MOBILE VENDING UNIT, PUSH CART VENDOR OR HAWKER/PEDDLER

- 9.1 The licensee, or a person he/she hires may operate the mobile vending unit, push cart vending unit or as a hawker/peddler within Town provided:
 - a) The operator is:
 - ii. of the full age of eighteen (18) years,
 - iii. of the full age of twelve years and, if less than the age of eighteen (18) years, has first furnished the Licensee with a written consent signed by a parent or lawful guardian that he may operate a foot-pedaled or push cart.
 - b) Any mobile vending unit, push cart vending unit or hawker/peddler carrying on business on private or public lands within the Town must:
 - i. park and conduct business in areas approved by the Licensing Inspector,
 - ii. provide proof of motor vehicle and liability insurance, where applicable,
 - iii. be in possession of and display at all times, a valid business license issued by the Licensing Inspector for each premises or mobile vending unit where the business is carried on,
 - iv. visibly display all Alberta Health Services approvals where applicable,
 - v. not operate on any sidewalk, street or highway through the use of a push cart vending unit unless approved by the Licensing Inspector,
 - vi. the Licensing Inspector may include, on any license approval, any additional conditions necessary for the safe operation of the mobile vending unit, push cart vending unit or hawker/peddler specific to that location.
- 9.2 **Operation and Cleanliness:**
 - a) Vendors are not permitted to:
 - i. operate between the hours of 2:00 a.m. and 9:00 a.m. on any day as approved,
 - ii. smoke within five (5) metres of the mobile vending unit,
 - iii. leave the mobile vending unit or push cart vending unit unattended at any time during operation,
 - iv. leave the vending unit overnight,
 - v. serve customers in their vehicles,
 - vi. unless approved by the Licensing Inspector, use in the vending operation, tables or chairs, tents and/or unattached canopies,
 - vii. use generators to provide power to the vending unit if they create a discernible disturbance.
 - b) In all circumstances, vendors are required to provide garbage and recycling receptacles for patrons while the unit is in operation.

- c) All vendors are required to maintain a clean and neat vending area. Routine collection and disposal of any refuse within a five (5) metre radius of the unit shall occur while the unit is operating.

9.3 Safety and Obstruction Restrictions:

- a) If, in the sole discretion of a Licensing Inspector, Peace Officer or any other duly appointed person acting on their behalf the safety of the mobile vending unit, push cart vending unit or hawker/peddler impedes the movement of vehicles or pedestrian in any location;
 - i. the Licensing Inspector or Bylaw Enforcement Officer may direct that the mobile vending unit either relocate or cease carrying on business from the place it is located.
- b) The mobile vending unit, push cart vending unit or hawker/peddler must not create any visual or physical obstruction that will compromise the safety of pedestrians, or limit access to objects and areas including traffic lights, doorways, fire hydrants, driveways, loading zones, emergency access routes, roadways and roadway shoulders.
- c) The mobile vending unit or push cart vending unit must allow clearance on all sides of the vending unit such that pedestrians are able to easily and safely pass by without congestion.
- d) The mobile vending unit shall not be left unattached at any time.

9.4 Proximity to Schools and Concession Establishments

- a) No sale is to be made within 100 metres, any direction, of any public, separate or private school or public facility concession unless otherwise authorized by the *Licensing Inspector*.

9.5 Private Property

- a) A Mobile Vending Unit must not carry on business on private property without providing, to the Licensing Inspector, written consent from the property owner and/or occupier;
- b) The applicant for a license for a mobile vending unit or push cart on private property must submit to the Town, in a form acceptable to the Licensing Inspector;
 - i. a description and image of the mobile vending unit or push cart vending unit;
 - ii. Alberta Health Services approval where applicable;
 - iii. motor vehicle insurance where applicable;
 - iv. proof of liability insurance where required.
- c) Approval from the Development Authority where applicable.

9.6 Signage

- a) Vendors shall not use more than one (1) sign and, if a sign is used, it must be:
 - i. size not exceeding 0.61 m (2.0 ft) wide by 0.92 m (3.0 ft) high,
 - ii. portable and not attached to posts or other permanent objects, on sidewalks or infrastructure,
 - iii. be clearly visible and not obstruct pedestrian or traffic movements,
 - iv. removed when the vending unit is not at the vending location.
- b) Notwithstanding subsection 10.6, additional signage is subject to approval under the Town of Blackfalds Land Use Bylaw.

9.7 Mobile Vending Unit – Roaming

- a) Is prohibited from operation in the Town unless authorized by the Licensing Inspector. This does not include a business that travels to a customer's location to provide service for a prearranged appointment or those operation under this Bylaw as amended.

10. HOME BASED BUSINESS

- 10.1 A resident or property owner who intends to carry on a Home Based Business must apply for a Development Permit.
- 10.2 The applicant shall provide a copy of the approved Development Permit before he/she files a business license application form.

11. MESSAGE CLINIC

- 11.1 No premises or part thereof used as a massage clinic shall be used as a dwelling for sleeping purposes, unless the development permit has been approved for a residence.

- 11.2 The premises of every massage clinic shall be kept in a clean and sanitary condition at all times.
- 11.3 All massage appliances and any other article or device applied to a customers' body for or in connection with a massage shall be cleansed and disinfected after each individual use with a disinfecting solution satisfactory to the Medical Health Officer and no such appliance, article or device shall be used or available for use in a massage clinic unless it is so constructed as to be readily capable of being so cleansed or disinfected.
- 11.4 Subject to the Bylaw, no owner or operator shall permit in any massage clinic owned or operated by him/her the offering, selling, giving, performing or soliciting of any service other than massages, or the selling, giving, trading or offering of any goods unrelated to said massage unless the owner of the said massage parlour obtains the consent of the Town to so permit such trade, calling, business or occupation and, subject to the discretion of the Town, a description of such services or goods is endorsed on the license for the massage parlour.
- 11.5 No person under the age of eighteen (18) years may be or act as an owner or operator of a massage clinic or provide any services in a massage clinic.
- 11.6 No person shall perform or administer a massage unless he or she is licensed as a massage therapist pursuant to this Bylaw.
- 11.7 No applicant for a license as a massage therapist shall be issued a license unless the applicant is the holder of a Certificate of Proficiency in body Massage from a Post-Secondary Institution in Alberta; or a certificate of equal proficiency.
- 11.8 No owner's license shall be transferred and if an owner sells, leases or otherwise disposes of his massage clinic or the premises or part thereof upon or in which a massage parlour is operated to any person, his license in respect of such massage parlour or premises shall, notwithstanding any other provision of this Bylaw, terminate.

12. PAWNBROKER

- 12.1 A pawnbroker must not carry on the business of a second hand dealer on the same premises.
- 12.2 An applicant for a license as a pawnbroker must submit to the Town, in a form acceptable to the Licensing Inspector, the following information:
- a) full name (first, middle and last name) of the applicant;
 - b) date of birth of the applicant;
 - c) disclosure of criminal record information of the applicant;
 - d) if the applicant is a corporation, the applicant must supply the above information for all primary managers owners, partners, directors and officers of the corporation;
 - e) full list of employees of the business including their:
 - i. full name, (first middle and last name);
 - ii. date of birth;
 - iii. disclosure of criminal record information; and
 - iv. job title.
- 12.3 Every pawn shop must:
- a) not accept items to be pawned from a person under the age of 18 years;
 - b) maintain records in a form acceptable to the *Licensing Inspector*, in the English language in a form satisfactory to the *Licensing Inspector*, including by electronic means, in which will be permanently recorded at the time of each transaction the following information:
 - i. date and time of the goods received;
 - ii. full name, residential address, date of birth, telephone number, gender, eye color, hair color and weight of the person submitting an item to be pawned;
 - iii. copies of 2 pieces of identification of the person pawning the item of which one must be a piece of government issued identification with photo;
 - iv. description of the goods including the make, model, serial #, manufacturer's name, distinguishing marks
 - v. amount of money advanced for the pawned item; and
 - vi. the name of the employee that conducted the transaction;
 - c) Issue a receipt signed by the person pawning the goods that contains:
 - i. the day, month and year the advance money is due;
 - ii. the amount of money advanced;
 - iii. the interest rate charged;

- iv. the name and address of the business;
 - d) retain copies of the above receipts for 2 years after the date of the transaction;
 - e) identify goods received with an identification tag or sticker to associate the items with the record of the transaction;
 - f) not accept goods that have been altered; on which the manufacturer's identification number or serial number has been removed, defaced, tampered with or in any way altered;
 - g) retain unredeemed goods for a minimum period of 45 days (or 60 days if a *Licensing Inspector, Peace Officer* or RCMP and/or *Chief Administrative Officer* so requests);
 - h) maintain records of redeemed goods that contain:
 - i. the full name of the employee who accepted the goods to be redeemed.
 - ii. the date and time goods are redeemed;
 - iii. the full name, residential address, date of birth, telephone number, gender, eye color, hair color and weight of those redeeming the pawned item;
 - iv. a description of the goods redeemed including the make, model, serial #, manufacturer's name and distinguishing marks; and
 - v. copies of two pieces of identification of the person redeeming the pawned item, one of which must be a government issued identification with photo.
- 12.4 Make the above information available upon request, to the *Licensing Inspector, Peace Officer, RCMP* and/or *Chief Administrative Officer*.
- 12.5 A pawnbroker must not carry on business in a dwelling unit or any premises located in a residential land use district as described in the Land Use Bylaw.
- 12.6 A pawnbroker must not acquire, sell or offer for sale a motor vehicle without first obtaining a business license.
- 12.7 No person shall offer personal property as a pledge or pawn, when not in lawful possession of the personal property.

13. PHRENOLOGIST & FORTUNE TELLER

- 13.1 Phrenologists and Fortune Tellers or any *person* who operates a similar *business*, must first obtain Security Clearance from the *Chief Administrative Officer, RCMP* and/or *Peace Officer* before a *license* will be issued.

14. PROFESSIONAL CANVASSER OR PROMOTER

- 14.1 A Professional Canvasser or Promoter shall mean one who receives monetary gain or profit and who:
- a) solicits,
 - b) offers,
 - c) sells tickets or makes reservations for an entertainment or a performance in the name of a charitable or non-profit organization,
 - d) who sells anything in the name of a charitable or non-profit organization; or,
 - e) who solicits or receives contributions for a charitable or non-profit organization; or,
 - f) who holds out or in any way represents that the proceeds for such solicitation, sale, collection or contribution is for the benefit of a charitable or non-profit organization, shall take out a license and shall comply with the other provisions of this section applicable to him.
- 14.2 Before a Professional Canvasser or Promoter, commences canvassing, soliciting, selling tickets or reservations for or on behalf of a charitable or non-profit organization, he shall file with the Development Officer a statement setting out the name of the charitable or non-profit organization for which the canvass, solicitation or sale is to be made and the agreed share of the amount realized by such undertaking that the charitable or non-profit organization is to receive.
- 14.3 Information regarding a canvassing or promotion in the Town may be provided to the RCMP.

15. REAL ESTATE AGENT

- 15.1 When an Agent has purchased a license in the Town for his/her Agency, then the Salesman working for that Agency does not need an individual license.

16. SECOND HAND DEALER

- 16.1 Every second hand dealer shall keep a book or other record in duplicate of the following information:
- a) an accurate description of the second hand goods including serial numbers, makes and models and any distinguishing features, including the fact that the serial number had been removed or is missing,
 - b) the date and time of the day when such second hand goods were acquired,
 - c) the name, address and an accurate description of the person from whom the second hand good were acquired; and,
 - d) the amount paid for the second hand goods.

No entry made in such book or record shall be erased, obliterated or defaced no shall any portion thereof be torn out or removed, and every person who erases, obliterates, defaces, destroys, alters, mutilates or falsifies any second hand dealer's book or record is guilty of an offence.

- 16.2 The book or record referred to herein and any personal property in the second hand dealer's shop or place of business shall be open to inspection at all times by any Peace Officer, Licensing Inspector or Licensing Inspector's designate and the duplicate copy of such book or record shall be delivered to the Peace Officer, Licensing Inspector or Licensing Inspector's designate upon request.

- 16.3 No second hand dealer shall dispose of or undertake the repair of any second hand goods until 72 hours have elapsed from the time of his acquisition of the same.

- 16.4 Every second hand dealer shall keep separate and apart from his other goods those goods which need repair until the set forth time of 72 hours has elapsed.

- 16.5 This section does not apply to:

- a) the purchase of second hand good, wares, merchandise or other effect bargained for or delivered to the purchaser at any place outside the Town, although such person disposes of the same within the Town,
- b) persons who deal in second hand books,
- c) auctioneers,
- d) thrift shops and clothing banks operated by any church or charitable organization.

17. SPECIAL EVENT

- 17.1 A *business license* for a *special event* is a valid *license* for vendors operating within the *special event* while the *special event* is in operation.

- 17.2 Mobile vendors, push carts or *hawkers/peddlers* operating within a *special event* on public property are not required to obtain a mobile vending permit as under this Bylaw.

18. STUDENTS

- 18.1 Students who operate a *business* for the months of April 1 to August 31 of any given year shall:

- a) provide proof of age and proof of Student status,
- b) pay the *License Fee* set out in *Schedule "B"*.

BUSINESS LICENSE FEES

SCHEDULE "B"

PART	SECTION	PARTICULARS	LICENSING FEE	EDI FEE	TOTAL
13	13.1	Business License Transfer	\$33.00	10%	\$36.30
6	6.1	Contractor – Sub Non Resident	\$242.00	10%	\$266.20
6	6.2, 6.3	Contractor – General Resident	\$121.00	10%	\$133.10
		Non-Resident Contractors – shall include a listing of all sub-trades used on a construction project	\$363.00	10%	\$399.30
7	7.1	Public Market	\$121.00	10%	\$133.10
10	10.1	Home Based Business	\$100.00	10%	\$110.00
9	9.1	Non-Resident Business & Mobile Retail Daily Rate	\$363.00	10%	\$399.30
			\$55.00	10%	\$60.50
		Resident Business Commercial/Retail Business	\$121.00	10%	\$133.10
		Industrial Business	\$121.00	10%	\$133.10
		Direct Sellers	\$100.00	10%	\$110.00
		Trade Show Resident (\$100) per event	\$121.00	10%	\$133.10
		Non-Resident (\$200) per event *Trade Show organizers must provide the Town of Blackfalds with a listing of participants along with their mailing addresses and telephone numbers prior to the event.	\$242.00	10%	\$266.20
<p>NOTE: Economic Development Initiatives (EDI) is a fee to assist with special projects that would be deemed to enhance the Economic Development of the Town of Blackfalds.</p>					

MEETING DATE: May 12, 2026

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

PRESENTED BY: Kim Isaak, Chief Administrative Officer

SUBJECT: **Bylaw 1356.26 - Solid Waste Management Amendment Bylaw**

BACKGROUND

Utility Bylaw 1167.13 was approved by Council in 2013. This bylaw details the management and collection of solid waste and recycling as a public utility for the Town's ratepayers. Council asked for Administration to review the solid waste and recycling utility rates earlier this year; however, this task has not been started yet and is not included in this bylaw revision. This bylaw revision is being brought forward to ensure the enforcement powers of the bylaw. This legal review and subsequent amendments relate to a commercial service matter between the Town and a private entity.

DISCUSSION

This Bylaw has been brought forward this evening for consideration of First, Second and Third Reading.

A concern was raised that the Solid Waste Management Bylaw only indicated that the Town could remove commercial waste from properties if they were front-load containers. We believe that the Bylaw, as currently written does permit the Town to remove waste from all commercial properties. For example, Section 11 and 19 of the Town's Bylaw indicate that the Town is the entity that ought to remove waste from properties.

However, to provide clarity to the Bylaw, we've made several amendments in this Amending Bylaw:

- a. Section 11 makes abundantly clear now that only the Town can remove waste from properties, unless a person is exempted (which will typically be reserved for situations where the nature of the waste requires careful handling that the Town may not be equipped to deal with – such as hydrocarbons or other contaminated waste).
- b. Further, we've made clear in section 25 that the Town is responsible for the supervision of the collection and transportation of all waste within the Town.
- c. Last, we've made some revisions to the rates that were applied for commercial properties. The amendment revises the commercial waste rates so owners or occupants of commercial premises are charged the contractor's actual cost to the Town plus a 20% administrative fee, along with their proportionate share of commercial tonnage fees based on collection size and frequency. It also creates an exemption allowing small-volume commercial waste suitable for a single residential pickup to be charged the residential rate plus \$13, while all other commercial premises remain subject to the full commercial rate.

These noted revisions of the bylaw doesn't change the intent of the bylaw, but simply ensure that the Town can enforce the bylaw fully with legal certainty.

STRATEGIC PLAN ALIGNMENT / OTHER MASTER PLAN ALIGNMENT



**Economic Vitality and
Community Prosperity**



**Community Life,
Safety, and Inclusion**



**Leadership,
Engagement and
Advocacy**



**Sustainable Services
and Infrastructure**

This amendment directly supports the Town of Blackfalds Strategic Plan to sustain long-term service reliability, stewarding financial and physical resources to support long-term sustainability. This aligns service levels with community needs and organizational capacity.

FINANCIAL IMPLICATIONS

Legal fees were not anticipated under the operating budget, total cost will be approximately \$6,000 which includes the bylaw revisions and enforcement letters from legal.

COMMUNICATION / ENGAGEMENT CONSIDERATIONS

The bylaw revisions are not planned to go through any type of public engagement.

ADMINISTRATIVE RECOMMENDATION

That Council consider the following motion(s):

1. That Council give First Reading to Bylaw 1356.26 to amend Bylaw 1167.13, Solid Waste Management Bylaw, as presented.
2. That Council give Second Reading to Bylaw 1356.26 to amend Bylaw 1167.13, Solid Waste Management Bylaw, as presented.
3. That Council give unanimous consent to consider Third Reading to Bylaw 1356.26 to amend Bylaw 1167.13, Solid Waste Management Bylaw, as presented.
4. That Council give Third Reading to Bylaw 1356.26 to amend Bylaw 1167.13, Solid Waste Management Bylaw, as presented.

ALTERNATIVES

- a) That Council refer Bylaw 1356.26 to amend Bylaw 1167.13, Solid Waste Management Bylaw back to Administration for more information.

ATTACHMENTS

- *DRAFT Bylaw 1356.26*
- *Current Solid Waste Bylaw 1167.13*

APPROVALS



Kim Isaak,
Chief Administrative Officer



Department Director/Author

BEING A BYLAW OF THE TOWN OF BLACKFALDS, IN THE PROVINCE OF ALBERTA TO AMEND BYLAW 1167/13 AND BYLAW 1298/24, PERTAINING TO THE COLLECTION, DISPOSAL AND HANDLING OF WASTE, RECYCLABLE AND COMPOSTABLE MATERIALS

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 amending Bylaws 1167/13 and Bylaw 1298/24.

WHEREAS, the *Municipal Government Act*, RSA 2000, c M-26 (the “MGA”) empowers the municipal council (“Council”) of the Town of Blackfalds (the “Town”) to pass bylaws pertaining to the regulation and control of waste within the Town;

WHEREAS, Section (g) of the *Municipal Government Act*, RSA 2000, c M-26 (the “MGA”), provides that a Council may pass bylaws respecting public utilities, including waste management;

WHEREAS, Section 7 of the MGA provides that Council may pass bylaws for municipal purposes relating to the safety, health, welfare of people, the protection of people and property, nuisances and services provided by or on behalf of a municipality;

WHEREAS, it is desirable to control, regulate and maintain the storage, collection and disposal of waste within the Town;

WHEREAS, it is deemed advisable and expedient to set out the terms and conditions applicable to the collection and disposal of solid waste and the provision of recycling services within the Town

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

PART 1 – TITLE & INTERPRETATION

- 1.1 That this Bylaw shall be cited as the “**Solid Waste Management Amendment Bylaw**”.
- 1.2 Words defined in the Town’s Waste Management Bylaw 1167/13 shall have the same meaning when used in this Bylaw, except as otherwise provided herein.

PART 2 – PROVISIONS

- 2.1 The Town’s Solid Waste Management Bylaw 1167/13 is amended by this Bylaw, as follows:
 - (a) Inserting “2” between the sub-heading “Part 2 – Definitions” and the subsection “(a) Alley”.
 - (b) Deleting and removing subsection “(p) Commercial Office Premises” under the sub-heading “Part 2 – Definitions”.
 - (c) Deleting and replacing “(o) Commercial Premises” under sub-heading “Part 2 – Definitions” with:

Commercial Premises – means:

- i. a premises principally used for the conduct of a profession, business, or undertaking,
- ii. a premises zoned as “commercial” under the Town’s Land Use Bylaw
- iii. any premises that are not a residential premises,
- iv. and any other premises that may be designated as such by the Chief Administrative Officer.

(d) Deleting and removing subsection “(q) Commercial Office Waste” under the sub-heading “Part 2 – Definitions”.

(e) Deleting and replacing “(r) Commercial Waste and Recyclable Material” under sub-heading “Part 2 – Definitions” with:

Commercial Waste and Recyclable Material – means any waste, recyclables, and compost generated, produced or discarded at a Commercial Premises, which includes but is not limited to Animal Waste, Building Waste, Excess Waste, Garbage, and Non-Acceptable Waste (material).

(f) Deleting and removing subsection “(jj) Industrial Properties” under the sub-heading “Part 2 – Definitions”.

(g) Deleting and replacing subsection “(hh) Garbage” under the sub-heading “Part 2-Definitions” with:

Garbage – any materials or items that are to be discarded as waste, but does not include Residential recyclable Materials or other recyclables as designated by the Town’s Chief Administrative Officer.

(h) Section 3 is removed and replaced with:

3. This Bylaw applies to all waste, recyclables and compost generated, produced, transported or collected within the Town, which necessarily includes, but is not limited to, all Animal Waste, Building Waste, Commercial Waste and Recyclable Material, Excess Waste, Garbage, Hazardous Waste, Non-Acceptable Waste (material), Residential Recyclable Materials, Residential Waste, and Residential Yard Waste Materials.

(i) Section 11 is removed and replaced with:

11. No Person, other than the Town or its authorized contractor, shall provide for the collection, removal, transportation and disposal of all waste, recyclables, compost, materials, and other debris including those identified in this Bylaw, which include but may not be limited to Animal Waste, Building Waste, Commercial Waste and Recyclable Material, Excess Waste, Garbage, Non-Acceptable Waste (material), Residential Recyclable Materials, Residential Waste, and Residential Yard Waste Materials.

11.1 Notwithstanding section 11 of this Bylaw, a Person may apply to the Town to be exempted from section 11 of this Bylaw by making a written application to the Chief Administrative Officer.

11.2 The Chief Administrative Officer, in their sole discretion, may grant an exemption in accordance with section 11.1 if, in the opinion of the Chief Administrative Officer, the nature of the waste being disposed of warrants an exemption.

(j) Section 25 is removed and replaced with:

25. The Town shall:

(a) Supervise the collection, removal, transportation and disposal of all waste, recyclables, compost, materials, and other debris including those identified in this Bylaw, which include but may not be limited to Animal Waste, Building Waste, Commercial Waste and Recyclable Material, Excess Waste, Garbage, Non-Acceptable Waste (material), Residential Recyclable Materials, Residential Waste, and Residential Yard Waste Materials

(b) Direct the date and times that collection of the aforesaid types of materials identified in section 25(a) and any other materials identified within this Bylaw shall be collected.

- (c) Determine standards for the preparation, collection, and transport of the aforesaid types of materials, which shall include determining quantities for collection, and whether certain types of materials may be collected by the Town or its contractor.
- (d) In its sole discretion, contract with a contractor to provide for the removal, collection and processing of the aforesaid types of materials identified in section 25(a) and any other materials identified within this Bylaw.

2.2 The Town’s Bylaw 1298/24, Solid Waste Management Rates, is amended by this Bylaw, as follows:

- (a) Schedule “A” attached to Bylaw 1298/24, Solid Waste Management Rates, is amended by removing and replacing section 2.0 with the following:

2.0 Commercial Premises Rates: the Owner or Occupant of any Commercial Premises, shall be charged at a rate equal to the amount charged by the Contractor to the Town, plus an administrative fee of 20%. Further, the Owner or Occupant of any Commercial Premises, shall be charged its proportionate share of the total commercial tonnage fees charged by the Contractor, calculated based on the size and frequency of the collection of the waste.

- (b) Schedule “A” attached to the Bylaw 1298/24, Solid Waste Management Rates is amended by removing and replacing the section 3.0 with the following:

3.0 Commercial Premises Rates Exemption: Where a Commercial Premises only requires waste collection of small quantities of waste that is suitable for collection in a single standard Residential Waste Collection (as determined by the Director of Infrastructure and Planning Services, or such other person as the CAO may designate from time to time), the Owner or Occupant of that Commercial Premises, shall be charged an amount equal to the residential rate set out in Section 1.0, plus an additional fee of \$13.00. In all other circumstances, the Owner or Occupant shall pay the amount prescribed in section 2.0.

PART 3 - DATE OF FORCE

- 3.1 If any clause of this Bylaw is found to be invalid, it shall be severed from the remainder of the Bylaw and shall not invalidate the whole Bylaw.
- 3.2 This Bylaw comes into force on the date it is passed.

READ for the First time this _____ day of _____, 20__.

READ for the Second time this _____ day of _____, 20__.

READ for the Third time this _____ day of _____, 20__.

MAYOR LAURA SVAB

CAO KIM ISAAK



TOWN OF BLACKFALDS BYLAW 1167/13

BEING A BYLAW OF THE TOWN OF BLACKFALDS TO REGULATE THE HANDLING, COLLECTION AND DISPOSAL OF SOLID WASTE IN THE TOWN OF BLACKFALDS AND RESCIND BYLAW 1085/09

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.

WHEREAS The Municipal Council of the Town of Blackfalds, in the Province of Alberta, deems it desirable to pass a Bylaw to establish and maintain a solid waste management system, and to operate this system as a public utility.

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

PART 1 - TITLE

- 1 This By-Law may be cited as "The Solid Waste Management Bylaw."

PART 2 - DEFINITIONS

- (a) **Alley** – means a narrow road intended primarily for access to the rear of buildings and parcels of land; "lane" shall have the same meaning.
- (b) **Animal Waste** – means feces of any animal.
- (c) **Ashes** – means cold residue and cinders from any substance used for fuel.
- (d) **Automatic Collection** - means the collection of Residential Waste by a system of mechanical lifting and tipping of carts into specially designed vehicles.
- (e) **Base Rate** – means that rate established in Schedule "A".
- (f) **Billing Period** – shall be the same as the billing period for which the consumer is charged for water and sewer services.
- (g) **Biomedical Waste** - is as defined under the Waste Control Regulation.
- (h) **Building Waste** – means all waste produced in the process of constructing, altering, repairing or demolishing a building and shall include, but not be limited to earth, vegetation and rocks displaced during the process of building.
- (i) **Boulevard** - means that part of a highway in an urban area that:
 - (i) is not a roadway, and
 - (ii) is not that part of the sidewalk that is specially adapted for the ordinary use of pedestrians;
- (j) **Collection Cart or Carts** – means a town owned automatic residential waste or recycling material cart provided and approved by the Town.
- (k) **Chief Administrative Officer** – means that person appointed by Council or his/her designate.
- (l) **Collection Point** - means a location where the waste and recyclable material collection carts and any "excess waste carts" are placed for collection.
- (m) **Collection Utility** - means the system of collecting and disposing of residential waste and/or recyclable material from dwelling houses within the Town.



TOWN OF BLACKFALDS BYLAW 1167/13

- (n) **Commercial Bin** - means any container for the storage of commercial waste or recyclable material.
- (o) **Commercial Premises** - means any premises that are designated as “commercial” under the Town’s Land Use Bylaw, and includes any premises that are exempt from municipal assessment or taxation.
- (p) **Commercial Office Premises** - means any premises that are designated as “commercial” under the Town’s Land Use Bylaw, and is determined to be an office space with minimal waste generated as determined by the Director including any premises that are exempt from municipal assessment or taxation. Home based businesses are not included under this definition as they fall under as residential solid waste service.
- (q) **Commercial Office Waste** - means minimal waste that would normally be generated and discarded from small commercial premises, including small office or small repair shop where the establishment occupies all or part of a building having mixed uses.
- (r) **Commercial Waste and Recyclable Material** - means waste that would normally be generated and discarded from a commercial premises, including stores, cafes, eating houses and wholesale or retail business places and office blocks where the establishment occupies all or part of a building having mixed uses and also includes material from the work of decorating, cleaning or repairing of a building or premises.
- (s) **Collector** – shall mean an employee or agent of the Town of Blackfalds whose duty shall be to collect waste and specified refuse from dwellings and other specified premises.
- (t) **Collection Points** – means the point where the occupancy places the waste receptacle in accordance with this Bylaw in order for the waste to be collected on collection day.
- (u) **Collection Day** – means the day or days during each week on which waste is regularly collected from specific premises.
- (v) **Condominium** – means a building divided into individually owned units as described in the Condominium Property Act, Revised Statutes of Alberta, 1980, and amendments thereto, and for the purpose of this bylaw only, each unit shall be deemed to be a single family dwelling.
- (w) **Contaminated** - means that the recyclable materials have been compromised by the presence of food residue, blood, soil, or other prohibited materials, “soiled” shall have the same meaning.
- (x) **Contractor** – means the person or company who is designated by the Town under contract for solid waste management service in the town pursuant to this bylaw.
- (y) **Council** – means the Municipal Council of the Town of Blackfalds.
- (z) **Director**- means Director of Infrastructure and Property Services.
- (aa) **Disposal Site** – means a waste transfer station approved by Alberta Environment for the disposal of waste.
- (bb) **Dwelling House** – means any building or place occupied or used as an abode or residence other than a condominium, multi-family dwelling or apartment house and shall include approved secondary suites and side by side condominium units having individual collection points.
- (cc) **Excess Waste Cart** - means an additional waste or recycling cart with rates established by the Town under Schedule “A” of this bylaw for the purchase and use for the collection of excess waste.



TOWN OF BLACKFALDS BYLAW 1167/13

- (dd) **Excess Waste** - means residential waste placed out for collection in excess of one garbage and one recycling collection cart.
- (ee) **Established Route** – means a waste collection route established by the Director covering an area within which waste will be collected by the Town of Blackfalds/ or its contractor as frequently as is considered necessary by the Council. Established routes may change from time to time for the efficient operation of this service.
- (ff) **Executive Officer of the Local Board of Health** – is a member designated by the Local Board of Health for the purpose of carrying out of the Public Health Act and regulations and may include a Medical Health Officer.
- (gg) **Front Load Container** – means a container for waste which is designed to be emptied by a front loader collection vehicle.
- (hh) **Garbage** – means refuse composed of waste matter and animal matters. It is refuse produced as a by-product of the preparation, consumption or storage of food, not including recyclable or yard waste materials.
- (ii) **Hazardous Waste** – means a solid or liquid material that presents an unusual disposal problem or requires special handling including, but not limited to explosives, poisons, caustics, acids, drugs, radio-active materials and other like materials, or any substance identified under the Provincial Hazardous Chemicals Act and Hazardous Waste Regulation that could be harmful to people, plants, animals, or the environment.
- (jj) **Industrial Properties** – means places that carry on one or more of the following activities: the manufacturing, processing, assembling, cleaning, repairing, servicing, testing, storage, warehousing, distribution or transshipment of materials, goods, products and/or equipment.
- (kk) **Manufactured Home Park** – means a parcel comprehensively designed, developed, operated and maintained to provide sites and facilities for the placement and occupancy of manufactured homes on a long term basis.
- (ll) **Multi-Family Dwelling** – means a residential building which is occupied or intended to be occupied by more than two families, living independently of the other.
- (mm) **Non-Acceptable Waste (material)** – means any material that may be deemed by the Director or his appointed designate to be unacceptable and will be published annually.
- (nn) **Occupant** – means a person or group of persons in actual or constructive possession of any premises either as registered owner or any other person in actual or constructive possession by agreement with the registered owner and holding the property under that person.
- (oo) **Peace Officer** – means a member of the R.C.M.P., a Bylaw Enforcement Officer or Special Constable appointed pursuant to the provisions of the current Police Act.
- (pp) **Person** – shall include a person, corporations or partnership.
- (qq) **Premises** – means any parcel or parcels of land situated within the Municipal boundaries of the Town of Blackfalds for which there is an occupant as defined in this Bylaw.
- (rr) **Residential Recyclable Materials** - means those materials determined by the Town from time to time to be acceptable for collection through the Town's Recycling Program.



TOWN OF BLACKFALDS BYLAW 1167/13

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- (ss) **Residential Recycling Receptacle** – means a Collection Cart designed or used for containing recyclables awaiting collection and processing.
 - (tt) **Residential Waste** – means all non-recyclable or compostable solid waste generated through ordinary day-to-day activities of the occupants of a dwelling house, and does not include construction, automotive repair or renovation materials.
 - (uu) **Residential Waste Receptacle** – means a Collection Cart designed or used for containing waste awaiting collection and disposal.
 - (vv) **Residential Yard Waste Materials** – means all forms of grass, trees, weeds, garden waste and hedge cuttings and clippings, but excluding sod and topsoil or materials designated by the Town from time to time to be acceptable for collection through the Town's Yard Waste Program.
 - (ww) **Residential Yard Waste Receptacle (Receptacle)** – means designed or used for containing compostable materials awaiting collection and disposal.
 - (xx) **Sharp Container** – means Local Board of Health approved devices that are puncture resistant, tamper and/or spill proof.
 - (yy) **Solid Waste Landfill Site** – means an area maintained by a municipality and/or a Contractor where all forms of waste will be disposed of.
 - (zz) **Street** – means a public thoroughfare within the Town of Blackfalds and includes the sidewalk, borders of the street and all parts appearing in the Land Titles Office as set aside for a public thoroughfare when used in destination or a land it means the public thoroughfare on which the premises in questions fronts.
 - (aaa) **Town** – means the Town of Blackfalds.

PART 3 APPLICATION

- 3 This Bylaw applies to all waste, yard waste and recyclable material produced or transported within the boundaries of the Town.
- 4 Nothing in this Bylaw shall operate to relieve any person from complying with any Federal, Provincial or other Town Law, Order, Regulation or Bylaw and such person shall comply with all conditions or obtain any necessary consent at his or her own expense.
- 5 Except as provided in this Bylaw, no person shall;
 - (a) Store or deposit any waste, yard waste or recyclable material in or on any premises owned or occupied by the Town or on any street or boulevard; or
 - (b) Store or place any collection cart, receptacle or commercial bin on any street or boulevard.
- 6 Part 3 Section 5 shall not apply:
 - (a) In respect of any waste or recyclable material stored or deposited at any disposal site designated pursuant to this Bylaw;
 - (b) In respect of any collection cart or receptacle placed or stored on a street for use by the public by or with the consent in writing of the Director of Infrastructure and Property Services;
 - (c) To a person who is actively engaged in loading or unloading any collection cart, receptacle or commercial bin.
- 7 Any person who deposits any waste, yard waste or recyclable material on a street or boulevard contrary to this Bylaw shall forthwith remove such waste, yard waste



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or recyclable material from the street at his or her own expense.

- 8 No person shall scavenge waste, yard waste or recyclable material from a collection cart, receptacle or a commercial bin.
- 9 No person shall damage, tamper with or vandalize a collection cart, receptacle or commercial bin owned by or operated by the Town or a person.

PART 4 - COLLECTION

- 10 Subject to the provision of this Bylaw the Town of Blackfalds shall cause waste, recycling and yard waste to be collected from each dwelling house each week to the extent of this Bylaw and fee for service collected as a direct charge as per Schedule "A".
- 11 The Town provides for the collection, removal and disposal of waste, yard waste and recyclable materials within the boundaries of the Town through contracted services.
- 12 Unless special arrangements are made with the Town or during Spring and Fall cleanup, the Town of Blackfalds shall not remove from premises on which dwellings are located discarded furniture, discarded white metals, automobile parts including tires, household equipment and renovation materials or any waste that may be deemed by the Director or his appointed designate to be unacceptable.
- 13 The contents of a cart or a receptacle which does not comply with this Bylaw shall not be collected, removed and disposed of by the Town of Blackfalds or its solid waste contractor, but shall be removed and disposed of by the owner or occupant of lands on which the same originates.
- 14 The Town of Blackfalds shall ensure that the equipment used for waste collection and the manner in which waste is collected and disposed of by the Town of Blackfalds or its contractor shall comply with provincial and federal regulations.
- 15 No collection will be made where there is harassment or interference by dogs or other animals running at large.
- 16 No persons, other than those appointed under the provisions of this bylaw shall interfere with or disturb the contents or collection cart or receptacle.
- 17 No person shall willfully or maliciously hinder or interrupt or cause or procure to hinder or interrupt the Town of Blackfalds or its contractors, agents' employees, in the exercise of powers and duties related to the collection utility and authorization contained in this bylaw.
- 18 No person shall deposit materials a waste cart or receptacle or recycling container or a commercial container without the consent of the owner or occupant of the premises on which the cart or receptacle or container is located.
- 19 The Town of Blackfalds shall approve the equipment, location, carts and receptacles used for residential waste, yard waste and recycling. Furthermore, the Town determines the manner in which waste, yard waste and recyclables material is collected, disposed and processed.
- 20 The Town shall not collect residential waste, residential yard waste or residential recyclable material from:
 - (a) condominiums;
 - (b) apartment houses;
 - (c) un-serviceable property.

unless approved in writing by the Director.

- 21 An owner or occupant of a premises listed in Part 4 Section 20 shall:



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- (a) arrange for waste, yard waste and/or, recyclable material collection and disposal or processing, at the expense of the owner or occupant, by a private collection service that disposes of waste, yard waste and/or recycling at a disposal site; and
 - (b) ensure that waste, yard waste and, or, recyclable material is collected on a regular basis to prevent the development of noxious odors and the accumulation of waste, yard waste and recyclable material.

PART 5 - CONTRACTING AND DISPOSAL

- 22 The Town of Blackfalds at its sole discretion shall determine the necessity of a cart or container, the placement or location of the cart or container, the size and/or capacity of the cart or container and the number of containers required by the contractor for all properties.
- 23 The Town may provide the necessary equipment for the public collection and removal of waste, yard waste and recyclable material within the limits of the Town.
- 24 The Town may provide, supervise and operate the facilities and equipment necessary or desirable for disposal and processing of waste, yard waste and recyclable material collected by the Town.
- 25 The Town may:
 - (a) supervise the collection, removal and disposal of waste, yard waste and recyclable material;
 - (b) direct the days and times that collections will be made from different portions of the Town; and
 - (b) decide as to the quantities and types of waste, yard waste and recyclable material to be removed from any dwelling house included within the Town's collection utility or accepted by the Town for disposal or processing.
 - (c) grant exclusive franchise for the collection, removal and processing of all front load solid waste services within the boundaries of the Town. Such exclusive franchise will be governed by the terms of this bylaw and any agreements entered into with the Town and the contractor.
- 26 The Town may instruct collectors to refuse to collect residential waste and, or, recyclable material which has not been securely placed in a collection cart, if the collection cart lid is not fully closed, is improperly placed for collection, is overflowing with materials or if the collection cart has become overturned so as to allow spillage or scattering of the contents.

PART 6 - TOWN COLLECTION AND REMOVAL OF RESIDENTIAL WASTE, YARD WASTE AND RECYCLABLE MATERIAL

- 27 Subject to the provisions of this Bylaw, the Town:
 - (a) shall cause one unit of residential waste to be collected from each dwelling house once per week;
 - (b) shall cause units of residential yard waste to be collected from each dwelling house once per week;
 - (c) shall cause one unit of residential recyclable material to be collected from each dwelling once per week;
 - (d) shall approve the equipment used for residential waste, yard waste and recyclable material collection and the manner in which waste, yard waste and recyclable material is collected and disposed or processed;
 - (e) shall own all collection carts;



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- (f) may enter into a contract with a person for the collection of the whole or a portion of the residential waste, and or yard waste and, or, recyclable material accumulated within the Town limits;
 - (g) may decide the collection point from which waste and recyclable material will be collected from a dwelling house, either front or rear collection; and
 - (h) may carry out any inspections required to determine compliance with this Bylaw.
- 28 The Town may, at the time of collection or any other time, remove, repair or replace any obsolete, damaged or non-serviceable collection carts.
- 29 An owner or occupant of premises in districts designated as "residential" under the Town's Land Use Bylaw, who is served by the Town's collection utility shall pay for the collection, removal and disposal of residential waste, yard waste and recyclable material in accordance with the base rates, excess rates and other rates established from time to time by the Town.

PART 7 - EXCESS RESIDENTIAL WASTE AND/OR RECYCLING FOR COLLECTION

- 30 Excess waste will be collected provided the excess waste is contained:
- (a) within an additional waste collection cart provided to a customer pursuant to a service change request and subject to payment of the applicable excess rate to a maximum of one (1) additional waste collection cart per week.
- 31 Excess residential recyclable material will be collected provided the residential recyclable material is contained:
- (a) within an additional recycling collection cart provided to a customer pursuant to a service change request and subject to payment of the applicable excess rate to a maximum of one (1) additional recycling collection cart per week.
- 32 The additional waste collection cart and additional recycling collection cart referred to in Part 7 Section 30 (a) and Part 7 Section 31 (a),
- (a) may be requested through a standard utility application process as specified by the Director of Infrastructure and Property Services or his diligent.
 - (b) Subsidy assistance for an additional cart delivery may be applied for though the Town's social services programs where circumstances exist.

PART 8 - REQUIREMENT FOR PROVISION OF COLLECTION

- 33 No person shall set waste out for collection in the street or lane unless it meets the requirements set out as follows:
- (a) an owner or occupant of a dwelling house must ensure that residential waste material:
 - (i) is bagged prior to deposit into the collection cart;
 - (ii) that consists of light, dusty or objectionable materials including cooled ashes, powders, sawdust, vacuum cleaner bags, furnace filters, animal feces and absorbents is double bagged.
 - (iii) does not include non-acceptable waste materials as determined by the Director from time to time;



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- (iv) does not include objects such as glass, nails, knives, metal, or wood splinters unless properly contained in a puncture resistant receptacle before being placed in a waste collection cart.
- (v) does not include ashes which are not properly quenched.
- 34 No person shall set recyclable material out for collection in the street or lane unless it meets the requirements set out as follows:
- (a) reasonably clean; and;
 - (b) placed loosely into the collection cart without bagging or bundling with the exception of plastic bags and shredded paper which may be bagged.
- 35 No person shall set yard waste out for collection in the street or lane unless it meets the requirements set out as follows:
- (a) Placed in a sturdy reusable open container no larger than 120 litres in size.
 - (b) Town of Blackfalds Yard Waste Only` Sticker affixed to the side of the container visible to the driver.
 - (c) Does not contain plastic bags.
 - (d) Placed in a non-returnable weather proof paper bag of adequate strength, tied or otherwise adequately closed so that the contents cannot escape and is sufficient to hold the material.
 - (e) Clippings from shrubs and trees commonly called brush shall be completely and securely tied with twine in bundles not exceeding 1 meter (3 feet) in length.
 - (f) Material and receptacle shall not exceed 22.7 kg (50 lbs.)
- 36 Adequate provision must be made on the premises for the safe storage of carts and receptacles.
- 37 If any dispute arises between the owner and occupier of the premises concerned and the Town of Blackfalds, the decision of the Town of Blackfalds shall be final.

PART 9 - PROVISION OF WASTE AND RECYCLING COLLECTION CARTS

- 38 Residential waste and recyclable material collection carts will be provided by the Town at the expense of the customer for a fee determined by the Town from time to time and specified in Schedule 'A' if:
- (a) for the replacement of lost, stolen or damaged collection carts; and;
 - (b) for the provision of an excess waste or recycling collection cart(s)

PART 10 - RESIDENTIAL WASTE AND RECYCLING COLLECTION CARTS

- 39 The owner or occupant of a dwelling house:
- (a) shall utilize for waste and recyclable material collection only the Town provided residential waste and recycling collection carts required for automated collection;
 - (b) shall clean up any spillage originating from the waste or recyclable material collection carts assigned to their premises;
 - (c) shall not set out for collection any waste or recyclable material that is not generated by the occupants of his own dwelling house;



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- (d) shall not tamper or interfere with any waste or recyclable material set out for collection that is not generated by the occupants of his own dwelling house;
- (e) shall ensure that the collection carts:
 - (i) are not filled in such a manner that the manufacturer's rated weight limit is exceeded;
 - (ii) are not filled higher than the upper rim of the cart or in a manner which prevents full closure of the cart lid;
 - (iii) do not have its contents compressed in such a manner that it inhibits the waste or recyclable material from falling freely from the collection cart during the regular tipping process;
 - (iv) do not contain any material which might adhere to the inside of the collection cart, such material to be separately wrapped prior to being placed in the collection cart;
 - (v) are maintained in good repair and in a reasonably clean and sanitary condition;
- (f) shall ensure that the collection carts are:
 - (i) stored on the premises from which the collection cart is assigned and shall not encroach upon or project over any street, lane or public place except when placed on such street or lane for the purpose of collection under this Bylaw; and
 - (ii) stored with the lid closed in order to reduce odors and prevent litter;
- (g) shall ensure that collection carts are set out for collection:
 - (i) no later than 7:00 am on the day of collection; and
 - (ii) no earlier than 7:00 pm on the day before collection
- (h) shall ensure that all collection carts assigned to the dwelling house are returned to their storage area no later than 10:00 pm on the day of collection;

40 A collector shall not be required to remove or empty:

- (a) a collection cart which together with its contents exceeds the manufacture's rated weight limit;
- (b) a collection cart containing non-acceptable materials;
- (c) a collection cart filled higher than the cart's upper rim causing the cart lid to not fully close.

PART 11 - PLACEMENT OF RESIDENTIAL WASTE AND RECYCLING FOR COLLECTION

41 All collection carts set out for collection shall conform to the following standards:

- (a) be placed in such a manner that automated collection may occur without collectors being required to manually move the collection carts in order to allow pick up;
- (b) be placed in a manner that the front of the collection cart is facing the street or alley/lane;
- (c) where any dwelling house is served by an alley/lane, all collection carts from such premises shall be placed adjacent to the alley and, or, lane



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with clearances of at least 0.3 metres to the rear, 0.3 metres between the carts and 1 metre from any obstacles such as cars or utility boxes;

- (d) in cases where no alley or lane exists, all collection carts from such a dwelling house shall be placed for collection along the roadway, at the edge of the curb, with clearances of at least 0.3 metres to the rear, 0.3 metres between the carts and 1 metre clearance from any obstacles such as cars or utility boxes;
 - (e) collection carts must not be placed on the sidewalk or in such locations as to interfere in any way with vehicle or pedestrian traffic;
 - (f) collection carts must be placed on a level surface not more than 150 mm above the road elevation;
 - (g) collection carts must be placed for collection in a way that they cannot easily be tipped over;
- 42 Waste and recycling collection carts from units in a residential condominium shall be placed in a centralized location for collection at, or near a traveled portion of the access road on the common property or elsewhere with the written approval of the Director.
- 43 The owner or occupant of a dwelling house from which waste and recyclable material is to be collected shall not cause or permit the alley/lane in the rear of the dwelling house to the centre of the alley/lane thereof, and including the waste and recycling storage location on the common property, to be maintained in an untidy or disorderly condition.
- 44 No collector shall be required to make a collection of waste or recyclable material if the waste or recycling collection cart is not placed according to the standards specified in this Bylaw including but not limited Part 11 Section 41.
- 45 No collector shall be required to make a collection of waste or recyclable material from inside any building or be required to pass through a building in order to collect waste or recyclable material except as approved by the Director.

PART 12 - COLLECTION INTERFERENCE

- 46 No person shall willfully hinder or interrupt or cause or procure another to hinder or interrupt, the Town or its contractors, servants, agents, or employees, in the exercise of powers and duties under this Bylaw.
- 47 No person shall deposit waste or recyclable material in a collection cart without the consent of the owner or occupant of the premises on which the collection cart is located.
- 48 Unless special arrangements for collection are made with the Town, the Town shall not be obliged to collect waste or recyclable material from any building or premises the owners of which are exempt from general taxation.

PART 13 - ACCUMULATION AND DISPOSAL

- 49 Except for refuse which is placed in receptacles required and in a manner complying with the provisions of the Bylaw and in a location designated or allowed by this Bylaw, no person who is the owner, occupant, or person in charge or responsible for any land or building in the Town shall allow waste of any kind to accumulate:
- (a) outside of a building or inside of a portion of the building to which the public or part of the public has access, or
 - (b) on any land or other premises whether or not there is a building or other structure erected thereon.



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- 50 Notwithstanding anything in Part 13 Section 49 or elsewhere in this By-Law contained, no person shall dispose of waste or allow waste to accumulate anywhere in any manner which contravenes a provision of The Public Health Act, the regulations made there under or of a bylaw of the Town relating to health, sanitation or nuisances.
- 51 No person who has waste of any description requiring disposal shall dispose of it elsewhere than at a disposal site of a type appropriate for the type of waste.
- 52 A person who has disposed of waste on any land contrary to the provision of Part 13 shall remove, at his expense, the same upon being required to do so by the owner, occupant or person in charge of the land, by the Town, the Executive Officer of the Local Board of Health, or Peace Officer, but such removal shall not prevent him from being prosecuted for a contravention of Part 13
- 53 If the person who has placed waste on land contrary to the provision of Part 13 cannot be ascertained or neglects or refuses to remove the waste there from the owner, occupant or person in charge of the land shall remove the waste or cause the waste to be removed, at his expense, from the land upon being directed to do so by the Chief Administrative Officer or his designate, the Executive Officer of the Local Board of Health, or a Peace Officer.

PART 14 - RATES & PAYMENT

- 54 Every person, firm or corporation being a registered owner, or purchaser entitled to possession under an agreement for sale of property which is served by collection services of the Town of Blackfalds shall pay monthly utility charges for the collection, removal and disposal of refuse in accordance with the rates established in Schedule "A". Tenants must have the owner of the property sign for the utility bill.
- 55 The Town of Blackfalds shall determine the amount of refuse removed from a premises and its determination shall form the basis for the charges for excess collections.
- 56 All accounts rendered under this bylaw shall become due and payable in the same manner as the Water and Sewer Utility bill with the solid waste service charge being included as a separate item on the utility bill and the fee shall form part of and be payable to the Town of Blackfalds as the same time as the utility bill.
- 57 Where the owner of a property is the recipient of the waste collection service and where a utility account and other charges under this bylaw remain unpaid for a period of 90 days the Town Council may choose to transfer the outstanding account to the tax roll account of the property.
- 58 Non-receipt of a utility bill will not exempt the owner from payment for the service received.
- 59 The rates or charges levied under this bylaw will be applied to all properties within the Town, with no option for use of the service.
- 60 Any owner paying rates or fees for collection shall be and remain liable for and pay all rates or fees until they have given notice in writing to the Town of Blackfalds of their intended date of vacating the property. They shall not be liable for rates or charges levied thereafter provided they have vacated the property.
- 61 Where the waste collection service has been discontinued because of default of payment, the waste collection service shall not be reinstated until payments of all utility amounts outstanding have been recovered by the Town of Blackfalds.

PART 15 - WASTE MISCELLANEOUS

- 62 No person shall burn waste material within the Town of Blackfalds unless given written permission from the Fire Chief.
- 63 No person shall put disposable or other types of hypodermic needles in any waste placed for collection by the Town of Blackfalds or a private disposal service, unless property contained in an approved sharps container.
- 64 No person shall put luminescent gas filled electric discharge tubes in any waste placed for collection by the Town or by a private disposal service unless such tube has first; been completely crushed and encased in material so that no portion of the tube may puncture the material in which the remains of the tube have been encased, or have been encased without



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- breaking in an adequate container of sufficient size and strength so that the tube cannot be broken when the same is picked up by the Town of Blackfalds or private disposal service.
- 65 Unless and until it has been first encased, as required by Part 15 Section 64, no person shall place a luminescent gas-filled electric discharge tube in a plastic disposal bag.
- 66 Unless the tube has been crushed and covered as provided in Part 15 Section 64 no person shall place a luminescent gas-filled electric discharge tube of over four feet in length for collection by the Town of Blackfalds or by a private disposal service.
- 67 No person shall place any of the following items in any waste collection cart for collection by the Town or its Contractor:
- (a) any recycling materials or yard waste materials;
 - (b) any hazardous waste materials;
 - (c) any waste materials that are not defined as household waste.
- 68 No person shall place any of the following items in any residential recycling collection cart for collection by the Town or its Contractor:
- (a) any waste;
 - (b) any materials that are not recyclable materials;
 - (c) any recyclable materials that are not reasonably clean.

PART 16 - HAZARDOUS WASTE

- 69 A collector shall not collect hazardous waste.
- 70 No person shall place or mix with any refuse placed for collection by the Town of Blackfalds or delivery to the disposal site any dangerous goods, hazardous waste or biological waste.
- 71 Any person, firm, partnership, corporation or like enterprise breaching any part of the hazardous waste section shall be responsible for all costs incurred in eliminating any pollution or contamination of the disposal site or any other site in the Town of Blackfalds on demand, such restitution will not exempt the person or organization from prosecution for contravention of this bylaw.
- 72 The owner or person responsible for the existence or accumulation of hazardous waste or an agent of the owner or responsible person shall cause the hazardous waste to be transported to a disposal site and disposed of as prescribed by the Executive Officer of the Local Board of Health and in a special disposal area designated by the Province of Alberta.
- 73 When hazardous waste is to be disposed of under this Section consisting of poison, drugs, radio-active materials, or like substances, they shall be disposed of under the supervision of the Executive Officer of the Local Board of Health or a duly authorized agent of the Province of Alberta.

PART 17 - EXPENSE AND PROSECUTION

- 74 If the owner of a property refuses to comply with any provision of this By-Law, the Town may undertake the same at the expense of the owner of the property.
- 75 When the Town is required to take action under any part of this bylaw and the owner or occupant defaults on the required payment, then the Town may recover the charges for which the owner is liable by any lawful means available with the cost of such action to be charged against the owner or occupant.
- 76 Wherever in the bylaw it is directed that an owner of any building or premises shall do any matter, then in default of its being done either the owner, or if there are several owners, any or all of such owners shall be liable to prosecution; and it shall be no defense for any owner so prosecuted to allege that any other person is responsible for such default.

PART 18 - PENALTIES



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- 77 Any person who contravenes any provision of this bylaw is guilty of an offense and is liable under the Provincial Offences Procedure Act to a fine of not exceeding \$1,000.00 exclusive of costs.
- 78 Notwithstanding the provisions Part 18 Section 77 hereof, any person convicted for a second offence for the same provision of the By-Law shall be liable to no less than \$200.00 and no more than \$1,000.00 exclusive of costs.
- 79 Notwithstanding the provision of Part 18 Section 77 and Part 18 Section 78 hereof, any person convicted for a third offence and subsequent offences or the same provision of the bylaw shall be liable to a fine not less than \$300.00 and no more than \$1,000.00 exclusive of costs.
- 80 Where a Peace Officer has reasonable grounds to believe a person has contravened any of the Sections of this bylaw he may issue and serve upon such person any offence ticket.
- 81 Service of such offence ticket shall be sufficient if it is;
- (a) personally serviced, or;
 - (b) mailed to the address of the registered owner of the property or the person in charge of the property.

PART 19 - DELEGATION OF POWERS

- 82 The Council hereby delegates to the Chief Administrative Officer or his/her designate the power to:
- (a) Establish regulations for the general maintenance or management or conduct, of any of them, of the collection system and of the officers and other employed in connection with the collection system where rates or charges under this bylaw are payable.
 - (b) Collect rates or fees established under this bylaw.
 - (c) Enforce payment of those rates or fees by all or any of the following methods namely;
 - (i) by discontinuing waste collection service
 - (ii) by action in any court of competent jurisdiction, or
 - (iii) by distress and sale of goods and chattels of the person owing the rates or charges wherever they may be found in the municipality or any other lawful means of collection available by placing fees on taxes of the property.
 - (c) Enforce the terms and conditions under which the collection utility is supplied either by enforcing this bylaw or by enforcing any agreement made between the Town as supplier and the consumer, including shutting off the public utility being supplied to the consumer, or disconnection of service thereof until the consumer complies with the terms and conditions of this bylaw.
- 83 The Chief Administrative Officer or his/her designate shall have the administration, control, care and management of the waste of the Town and of all the business carried on in respect thereof, and shall have the right to enter into contract for service by and on behalf of the Town, under and in accordance with the provisions of this bylaw, and shall be charged with the proper conduct of the said business and the enforcement of the bylaw.
- 84 If any term, clause, or condition of this bylaw of application thereof, to anything of circumstance shall to any extent be invalid or unenforceable, the remainder of this bylaw or application of such term, clause or condition to anything or circumstance other than those to which it is held is invalid or unenforceable, shall not be affected thereby and each other term, clause, or condition of this By-law shall be enforced to the fullest extent permitted.

PART 20 - DIRECTOR OF INFRASTRUCTURE AND PROPERTY SERVICES

- 85 Subject to the control by the Council, the Director of Infrastructure and Property Services or his designate shall:



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- (a) supervise the collection, removal and disposal of waste.
- (b) direct the days and times that collection shall be made from different areas of the Town.
- (c) decide as to the quantities and classes of waste to be removed from any premises or accepted by the Town for disposal.
- (d) supervise and operate the facilities and equipment necessary or desirable for disposal of waste collected or disposed of by the Town.

PART 21 - APPEALS

- 86 Notwithstanding any other provision of this By-Law or the rate schedules forming part hereof, any consumer who feels himself aggrieved in respect of rates charged to him under this By-Law on the ground that such rates are unfair, unreasonable or discriminatory may, by notice in writing delivered to the Chief Administrative Officer specifying the grounds of his complaint, appeal to Council.

PART 22 - RESCINDED

- 87 Bylaw No. 1085/09 are hereby rescinded.

PART 23 - DATE OF FORCE

- 88 This Bylaw shall come into full force and effective on third reading of this Bylaw.

READ for the first time this 25th of MARCH A.D., 2014

(RES. 98/14)


MAYOR MELODIE STOL


CAO MYRON THOMPSON

READ for the second time this 22ND of APRIL A.D., 2014

(RES. 123/14)


DEPUTY MAYOR RICHARD POOLE


CAO MYRON THOMPSON

READ for the third and final this 22ND of APRIL A.D., 2014

(RES. 124/14)


DEPUTY MAYOR RICHARD POOLE


CAO MYRON THOMPSON



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SCHEDULE "A" RATES

A schedule of rates for the collection, removal and disposal of solid waste, recyclable materials and yard waste from residential properties.

Residential Solid Waste Rates

- 1.0 Solid Waste Collection Fee includes collection services of solid waste, recyclable waste, yard waste and disposal fees.
- 2.0 Residential minimum waste rate: each customer shall pay a minimum rate per month as determined by the annual operational budget for the Town. The monthly minimum rate will apply to all residential properties. Should a resident request to discontinue the waste service the resident will continue to be responsible to pay the monthly minimum rate.
- 3.0 Commercial office waste minimum rate: each commercial office customer shall pay a minimum rate per month as determined by the annual operational budget for the Town. The monthly minimum rate will apply to all commercial office type properties that do not require a front load bin as determined by the Director. Should a commercial office request to discontinue the waste service the business must no longer be operating at that location. If the business changes locations, they must continue to be responsible to pay the monthly minimum rate at the new location.
- 4.0 Commercial front load waste rates for properties supplied with containers by the contractor shall be the rate charged by the contractor to the Town plus an administrative charge of 20% and a weighed portion of the entire commercial tonnage fees based on size and frequency of use.
- 5.0 Cardboard front load recycling bin rates for properties supplied with containers by the contractor shall be the rate charged by the Contractor to the Town plus an administrative charge of 20%.
- 6.0 Delivery fee for additional collection carts (no additional carts will be provided above the excess waste cart and/or the excess recycling cart) - \$60 for 2014, with an increase of CPI annually, plus GST per cart.
- 7.0 Use of Excess Waste Carts rates: at the customer's request, for an additional monthly rate of 50% of the monthly rate, 1 additional waste cart can be supplied and picked up each week. A minimum charge of 6 months will apply upon 30 day notice of service change and in accordance with the Town's billing cycle.
- 8.0 Use of Excess Recycling Carts rates: at the customer's request, for an additional monthly rate of 30% of the monthly rate, 1 additional recycling cart can be supplied and picked up each week. A minimum charge of 6 months will apply upon 30 day notice of service change and in accordance with the Town's billing cycle.



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SCHEDULE "B" PENALTIES

Part	Section	PARTICULARS	PENALTIES			
			1st	2nd	3rd	Max.**
4	12	Non-household waste, yard waste and recyclables	\$100.00	\$200.00	\$300.00	\$1000.00
8	33	Improper waste set out for collection	\$100.00	\$200.00	\$300.00	\$1000.00
8	34	Improper recyclable material set out for collection	\$100.00	\$200.00	\$300.00	\$1000.00
8	35	Improper yard waste material set out for collection	\$100.00	\$200.00	\$300.00	\$1000.00
10	39(a)	Failure to use appropriate containers	\$100.00	\$200.00	\$300.00	\$1000.00
10	39(b)	Failure to clean up spillage	\$100.00	\$200.00	\$300.00	\$1000.00
10	39(c)	Setting out material that is not generated by the occupant	\$100.00	\$200.00	\$300.00	\$1000.00
10	39(d)	Tamper with materials	\$100.00	\$200.00	\$300.00	\$1000.00
10	39(f)(h)	Failure to store carts on premise	\$100.00	\$200.00	\$300.00	\$1000.00
11	41	Improper Cart Location	\$100.00	\$200.00	\$300.00	\$1000.00
11	43	Improper Cart Location	\$100.00	\$200.00	\$300.00	\$1000.00
12	46	Collection Interference	\$100.00	\$200.00	\$300.00	\$1000.00
12	47	Deposit materials without consent of owner or occupant	\$100.00	\$200.00	\$300.00	\$1000.00
13	49(a)	Accumulation of inside/outside of building where public has access	\$100.00	\$200.00	\$300.00	\$1000.00
13	49(b)	On any land other premises whether is building or other structure	\$100.00	\$200.00	\$300.00	\$1000.00
15	62	No person shall burn waste within the Town	\$100.00	\$200.00	\$300.00	\$1000.00
15	63	No person shall place hypodermic needles in refuse in waste collected by the Town or private disposal services, unless in approved sharp containers	\$100.00	\$200.00	\$300.00	\$1000.00
15	64	No person shall place luminescent gas filled tubes in Town collected waste or private disposal service	\$100.00	\$200.00	\$300.00	\$1000.00
15	65	No person shall place luminescent gas filled tubes in a plastic disposal bag	\$100.00	\$200.00	\$300.00	\$1000.00
15	66	Setting out prohibited material out for waste collection	\$100.00	\$200.00	\$300.00	\$1000.00
15	67	Setting out prohibited material out for recycling collection	\$100.00	\$200.00	\$300.00	\$1000.00
16	70	No person shall place or mix with refuse any dangerous goods, hazardous waste or biological waste for collection or delivery to a disposal site	\$100.00	\$200.00	\$300.00	\$1000.00

(**) Fines amount is based on the severity of the offense combined with the number of occurrences. (ie. Disposal of hazardous waste may result in maximum fine on first occurrence.)

MEETING DATE: May 12, 2026

PRESENTED BY: Ryan Brown, Councillor

SUBJECT: **Bill 12 – Alberta Disability Assistance Program (ADAP) Implementation Pause Support**

BACKGROUND

At a time when living costs continue to rise steeply, Bill 12 threatens more than 79,000 Albertans currently on Assured Income for the Severely Handicapped (AISH) and their families with a 10% cut to benefits and a 67% cut to fully exempt employment income. Proportionately, this will negatively impact over 100 Blackfalds residents.

Additionally, striking out cost-of-living increases from legislation and restricting which decisions can be appealed makes Albertans with disabilities and their families even more vulnerable.

NOTICE

Notice is hereby given that the following motion will be brought forward to the May 26, 2026, Regular Meeting of Council for discussion, debate, and Council's consideration.

MOTION

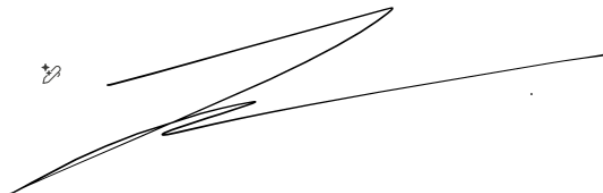
That Council consider the following motion:

That Council of the Town of Blackfalds express its support for Inclusion Alberta's call to pause implementation of Bill 12 and the Alberta Disability Assistance Program until the Province undertakes meaningful consultation and completes a clear social and economic impact review; and

That Council stand in collaboration with neighbouring municipalities to advocate that no changes proceed which would reduce necessary supports for vulnerable residents and families; and

That the Mayor be authorized to send this position, in writing, to the Premier of Alberta, the Minister of Assisted Living and Social Services, the local MLA, Inclusion Alberta, and neighbouring municipalities.

Thank you,



Ryan Brown - Councillor