

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 (De-nay) 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 AGENDA

- 3.1 Adoption of the May 19, 2026, Agenda
-

4. ADOPTION OF MINUTES

- 4.1 Adoption of the April 20, 2026, Meeting Minutes
-

5. DELEGATIONS

None

6. BUSINESS

- 6.1 Report for Committee, Civic Facilities Development Strategy and Master Plan – Orientation
- 6.2 Request for Direction, Proposed Park Name and Street Renaming
- 6.3 Request for Direction, Council Policy – Community Initiatives Grant Policy
- 6.4 Request for Direction, Council Policy – Public Use of Rental Facilities
- 6.5 Request for Direction, Council Policy – Procurement Policy CP-174.24
- 6.6 Request for Direction, Signing Authority Policy Amendments
-

7. CONFIDENTIAL

- 7.1 Personnel Matter – ATIA Sections: 29 – Advice from Officials & 32 – Privileged Information
-

8. ADJOURNMENT

Future Meetings/Events:

- Regular Council Meeting – May 26, 2026
- Regular Council Meeting – June 9, 2026

MINUTES

A Standing Committee of Council meeting for the Town of Blackfalds was held on Monday, April 20, 2026, at 5018 Waghorn Street in Council Chambers, commencing at 6:00 p.m.

MEMBERS PRESENT

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

ATTENDING

Kim Isaak, Chief Administrative Officer
Preston Weran, Director of Infrastructure and Planning Services
Rick Kreklewich, Director of Community Services
Ken Morrison, Director of Emergency Management & Protective Services
Sawyer Kick, FCSS Manager
Aws Al Sammarraie Engineering Services Manager
Jessica Robinson, Executive and Legislative Coordinator
Renan Bravo, IT Technician

REGRETS

Councillor Shane Hanson

OTHERS PRESENT

Beth Reitz, Executive Director, Boys and Girls Club Wolf Creek Blackfalds
Martine Francis, P.Eng. Stantec

1. WELCOME AND CALL TO ORDER

Deputy Mayor Dennis welcomed everyone to the Standing Committee of Council Meeting of April 20, 2026, and called the meeting to order at 6:00 p.m.

Deputy Mayor Dennis shared Councillor Hanson's regrets.

1.2 REVIEW OF AGENDA**027/26**

Councillor Sands moved That Standing Committee of Council receive the Agenda for April 20, 2026, as amended, to add the following item:

- Closed item 5.1 Council Quarterly Governance Check-in, pursuant to Section 29 of the *Access to Information Act*.

CARRIED UNANIMOUSLY**2. LAND ACKNOWLEDGEMENT**

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

3. DELEGATIONS**3.1 Boys and Girls Club Wolf Creek Blackfalds**

Beth Reitz, Executive Director with the Boys and Girls Club Wolf Creek Blackfalds, provided Standing Committee of Council with an update on their current successes and future plans.

4. BUSINESS**4.1 Report for Committee, Northwest Storm Area Linear Wetland & outlet Trunk – Project Update**

Manager Al Sammarraie and Martine Francis of Stantec provided the Committee with a project update on the Northwest Storm Area Linear Wetland and Outlet Trunk.

- 028/26** Councillor Hoyte moved That Standing Committee of Council receive the Northwest Storm Area Linear Wetland and Outlet Trunk update and presentation as information.

CARRIED UNANIMOUSLY

4.2 Report for Committee, Social Needs Assessment and Master Plan – Orientation

Director Kreklewich and Manager Hick provided an overview of the current Social Needs Assessment and Master Plan.

- 029/26** Councillor Hoyte moved That Standing Committee of Council receive the Social Needs Assessment and Master Plan report and presentation for information as part of the ongoing Council Orientation process.

CARRIED UNANIMOUSLY

4.3 Request for Direction, Family and Community Support Services Framework Policy

Manager Hick brought forward the Council Policy for the Family and Community Support Services Framework for review and discussion.

- 030/26** Councillor Hoyte moved That Standing Committee of Council recommend bringing forward the Draft - Family and Community Support Services Framework Policy to a future Regular Council Meeting for consideration.

CARRIED UNANIMOUSLY

4.4 Request for Direction, Council Policy – Ice Allocation

Director Kreklewich presented the Council Policy on Ice Allocation to the Committee for review and direction.

- 031/26** Councillor Twerdoclib moved That Standing Committee of Council recommend to Council that Council Policy – Ice Allocation be forwarded to a future Regular Council Meeting for consideration.

CARRIED UNANIMOUSLY

4.5 Request for Direction, Council Committee Bylaw 1339.25

CAO Isaak brought forward the revised Council Committee Bylaw, that included housekeeping amendments.

- 032/26** Mayor Svab moved THAT the Standing Committee recommend that Council amend Bylaw 1339.25 – Council Committee Bylaw, as follows:

1. By adding the following definition to Part 2 – Definitions, 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.

2. By adding the following new section to Part 5 – Member Appointments:

MINUTES

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.

3. By amending subsection 7.19 of Bylaw 1339.25 by adding the words “excluding the Mayor acting in an Ex Officio capacity.” after “Members at Large”.

CARRIED UNANIMOUSLY

033/26 Councillor Hoyte moved Standing Committee of Council recommend the amendments to Bylaw 1339.25 – Council Committee Bylaw, including the Ex Officio amendments, be forwarded to a Regular Council Meeting for Consideration.

CARRIED UNANIMOUSLY

4.6 Request for Direction, Council Policy – Governance Framework

CAO Isaak presented the Governance Framework Council Policy for the Committee’s review and direction.

034/26 Mayor Svab moved That Standing Committee of Council recommend to Council that the Governance Framework Policy be directed to a future Regular Meeting of Council for consideration.

CARRIED UNANIMOUSLY

RECESS

Deputy Mayor Dennis called for a five-minute recess at 7:38 p.m.

STANDING COMMITTEE OF COUNCIL MEETING RETURNED TO ORDER

Deputy Mayor Dennis called the Special Standing Committee of Council Meeting back to order at 7:43 p.m.

5. CONFIDENTIAL

5.1 Council Quarterly Governance Check-in – ATIA Section 29 – Advice from Officials

035/26 Councillor Sands moved That Standing Committee of Council move to a closed session commencing at 7:45 p.m., in accordance with Section 197(2) of the *Municipal Government Act*, to discuss item 5.1 Council Quarterly Governance Check-in, as per Section 29 of the *Access to Information Act*.

CARRIED UNANIMOUSLY

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

036/26 Councillor Hoyte moved That Standing Committee of Council move to come out of the closed session at 8:23 p.m.

MINUTES

CARRIED UNANIMOUSLY

STANDING COMMITTEE OF COUNCIL MEETING RETURNED TO ORDER

Deputy Mayor Dennis called the Special Standing Committee of Council Meeting back to order at 8:23 p.m.

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

ADJOURNMENT

Deputy Mayor Dennis adjourned the Standing Committee of Council Meeting at 8:24 p.m.

Brenda Dennis, Deputy Mayor

Kim Isaak, Chief Administrative Officer

MEETING DATE: May 19, 2026
PREPARED BY: Rick Kreklewich, Director of Community Services
PRESENTED BY: Rick Kreklewich, Director of Community Services
SUBJECT: **Civic Facilities Development Strategy and Master Plan – Orientation**

BACKGROUND

As part of the ongoing Council Orientation process, Council will receive an orientation on the Civic Facilities Development Strategy and Master Plan. This orientation provides an overview of the Town’s long-term facility planning and past strategic direction.

DISCUSSION

Administration is providing an overview of the 2018 Civic Facilities and Development Strategy and Master Plan, including its key findings and recommendations.

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 orientation on the 2018 Civic Facilities Development Strategy & Master Plan aligns with the Strategic Plan by supporting the Recreation and Culture and Inclusion and Belonging areas of focus under Community Life, Safety, and Inclusion, and the Infrastructure Planning and Resource Stewardship areas of focus under Sustainable Services and Infrastructure, by demonstrating how completed and ongoing facility improvements continue to advance Council’s current priorities and long-term community needs.

FINANCIAL IMPLICATIONS

None

COMMUNICATION / ENGAGEMENT CONSIDERATIONS

No formal public engagement is required. This orientation is for Council’s information.

ADMINISTRATIVE RECOMMENDATION

That Standing Committee of Council consider the following motion:

1. That Standing Committee of Council receive the Civic Facilities Development Strategy and Master Plan report and presentation for information as part of the ongoing Council Orientation process.

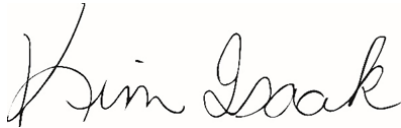
ALTERNATIVES

- a) That Standing Committee of Council refer the Civic Facilities Development Strategy and Master Plan Orientation back to Administration for additional information.

ATTACHMENTS

- Civic Facilities Development Strategy and Master Plan Orientation Presentation

APPROVALS



Kim Isaak,
Chief Administrative Officer



Department Director/Author

Town of Blackfalds Civic Facilities Development Strategy & Master Plan 2018



About the Civic Facilities Development Strategy & Master Plan

- ▶ Long range strategy for guiding civic facility development in Blackfalds
- ▶ Responds to rapid population growth and service demands
- ▶ Reviews existing facilities and identifies gaps
- ▶ Recommends new, expanded or relocated facilities
- ▶ Aligns capital planning with community needs and financial capacity
- ▶ Supports coordinated decision-making and partnership opportunities

Why was this Plan created?

To provide a clear roadmap for meeting the Town's future civic facility needs

What does this Plan help the Town do?

Guide smart, coordinated decisions about future civic facilities

- ▶ Provide a long-term roadmap for civic facility development
- ▶ Ensure facilities keep pace with rapid population growth
- ▶ Identify gaps in current infrastructure and future service needs
- ▶ Guide capital investment decisions over the next decade and beyond
- ▶ Support coordinated planning across Town departments
- ▶ Strengthen opportunities for partnership with schools, agencies and regional partners
- ▶ Promote financial sustainability through phased, strategic development



Purpose

Top Priorities of the Plan



Address current facility capacity pressures



Plan proactively for future growth



Improve geographic distribution of civic facilities



Ensure long-term financial sustainability



Optimize existing facilities before building new ones



Strengthen partnerships (schools, regional partners, community groups)



Establish clear capital investment priorities



Enhance community services and overall quality of life



Who was engaged:

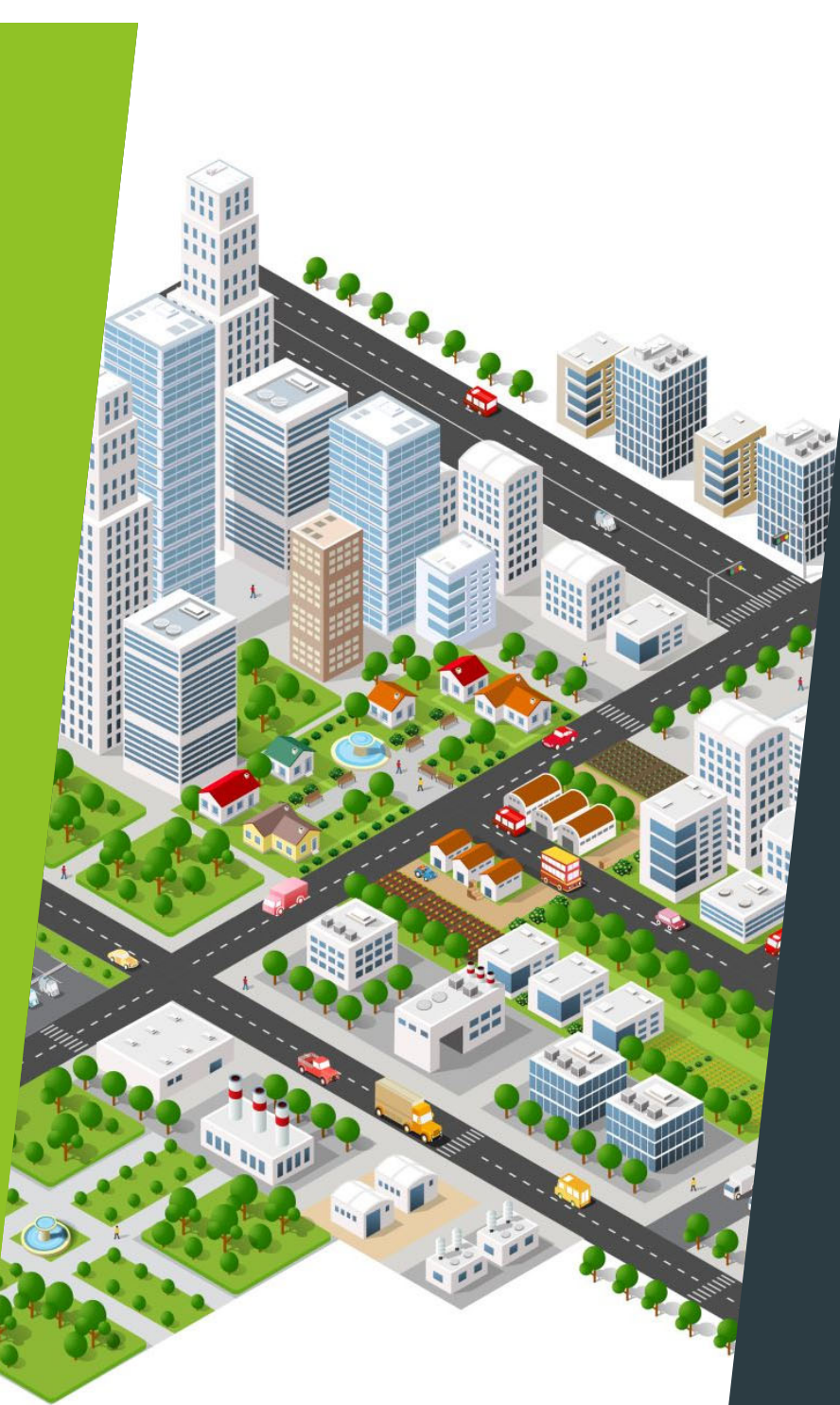
Town Council and senior administration
Municipal staff across multiple departments
Community organizations and facility user groups
School authorities and regional partners



How engagement informed the plan:

Identified operational pressures and facility gaps
Highlighted community priorities through user group feedback
Provided direction on desired amenities and service expectations
Ensured recommendations reflected real facility usage and demand

Engagement Overview



Key Findings

- ▶ Rapid population growth is creating pressure on multiple civic facilities
- ▶ Several key facilities (arena, library, community spaces, admin) are at or near capacity
- ▶ Facilities are clustered west of Highway 2A, creating geographic imbalance
- ▶ Recreation demand exceeds current supply
- ▶ Long-term reinvestment funding is required to maintain existing assets
- ▶ Partnerships will be important to meeting future needs

Strengths and Gaps

Strengths

- Strong population growth driving community vibrancy
- Well-used recreation and community facilities
- Existing assets generally in good condition
- Strong culture of partnerships
- Facilities are close together, improving efficiency

Gaps

- Several facilities at or near capacity
- Limited arts, culture and performance spaces
- No indoor aquatics facility
- Public Works and Parks Ops facilities outdated and poorly located
- Geographic imbalance - most facilities west of Highway 2A



Major Capital Recommendations

- ▶ Twin the Multiplex Arena (additional ice sheet)
- ▶ Expand/relocate the Library
- ▶ Add arts and culture programming space
- ▶ Relocate Public Works and Parks operations
- ▶ Expand Civic Centre for FCSS
- ▶ Plan for future indoor aquatics facility (long-term, population over 15,000)

Strategic Takeaways

- ▶ Blackfalds must balance growth, service expectations and financial capacity
- ▶ Partnerships are essential
- ▶ Facility development must be phased and data-driven
- ▶ The plan provides a roadmap for sustainable, community-focused investment



MEETING DATE: May 19, 2026
PREPARED BY: Jolene Tejkl, Planning & Development Manager
PRESENTED BY: Jolene Tejkl, Planning & Development Manager
SUBJECT: **Proposed Park Name and Street Renaming**

BACKGROUND

The Town has received two naming proposals for Council’s consideration: naming a large park in the McKay Ranch community as “Stol Park,” and renaming South Street to “Soper Street.”

Naming requests are reviewed using the Naming and Addressing Bylaw 1182/14 and considered by the Civic Addressing Committee established under that bylaw. While the bylaw does not specifically address naming a park or renaming an existing roadway, it provides sufficient guidance to assess both proposals. A copy of the bylaw is included with this report.

The Committee met to review the proposals and is bringing forward its recommendations for Standing Committee of Council discussion prior to Council’s consideration.

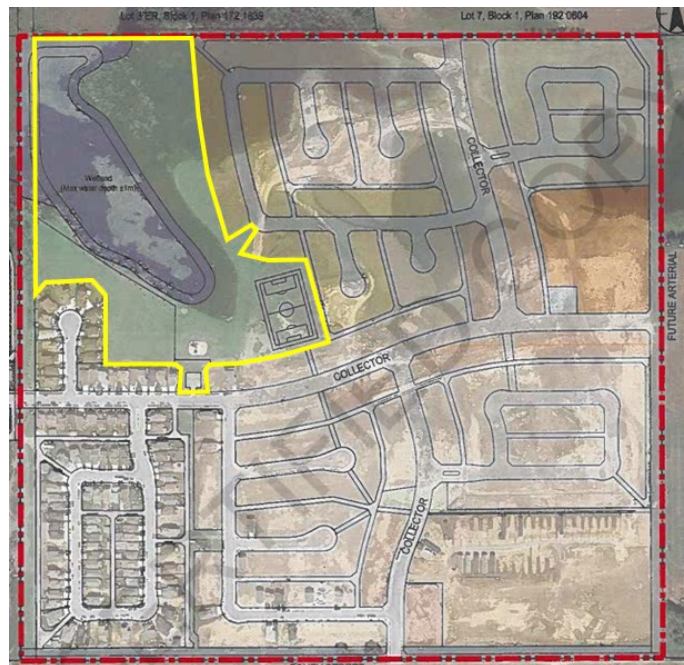
DISCUSSION

Stol Park Proposal

A 13.78 hectare (34 acre) park is being developed as part of McKay Ranch Phase 4 (highlighted in yellow). The developer proposes naming the park “Stol Park” in recognition of the Stol family and their decades of community service in the Town of Blackfalds. The written request is included as Attachment 2.

The Naming and Addressing Bylaw encourages roads and amenities within a community to start with the same letter. A review of park names across Town found that this is not consistently applied to parks (for example, Centennial Park in Panorama Estates).

The Committee reviewed the proposal and supports naming the park “Stol Park” to recognize the Stol family legacy and dedication to the community.



Soper Street Proposal

South Street runs from the Town’s western boundary at the Queen Elizabeth II Highway corridor east to the eastern municipal boundary (shown in yellow). A request has been submitted to rename South Street to “Soper Street” in recognition of Cliff Soper’s contributions to the Town of Blackfalds and Lacombe County. The written request is included as Attachment 3.



The Naming and Addressing Bylaw does not specifically address renaming an existing street; however, Part 4 (Roadways) provides guidance for assessment. Under Part 4, key considerations include avoiding names that are confusingly similar to other roadway names in Town and using names that may be historical, descriptive, topographical, or supportive of a broader naming theme. It was noted that the applicant may have intended to rename only the eastern portion of South Street; however, for this report, Administration assessed the request as a renaming of the full roadway to avoid confusion.

The Committee reviewed the proposal and does not support renaming South Street to “Soper Street,” although the proposed name is not confusingly similar to any other street name in Town. The Committee’s reasons are:

1. Renaming South Street will impact 26 existing parcels that are a mix of commercial, industrial, residential, institutional (RCMP and Fire) and public service (Town’s Transfer Station) uses. All impacted parcels would be required to update their addresses on company documents and correspondence, signage, government issued identification, etc. which can cause expense, frustration, and confusion.
2. The Committee noted that recognizing an individual through renaming an existing major roadway sets a precedent, and that other forms of recognition may be more appropriate where they do not create broad impacts to existing landowners and addressing.
3. The Mary and Cliff Soper Natural Area has already been named to recognize the contributions Mary and Cliff Soper have made to the community and Lacombe County.

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**

Considering park and street names to honour contributions made by individuals aligns with the Community Life, Safety, and Inclusion Strategic Priority by strengthening local identity and sense of place, helping residents feel more connected to the history and people who shape their community.

FINANCIAL IMPLICATIONS

Stol Park Proposal

If Council approves the park name, costs may include manufacturing the park sign, and installation of the sign. Administration will confirm whether the developer intends to cover these costs.

Soper Street Proposal

If Council approves the proposed road renaming, Town costs may include:

- Replacing the sign currently located at the Protective Services building;
- Updates to the Town's online addressing presence (as applicable);
- Updates to business cards and letterhead for affected Town facilities (Protective Services and the Transfer Station); and
- New roadway signage.

Additional costs may also be incurred and are not fully known at this time.

COMMUNICATION / ENGAGEMENT CONSIDERATIONS

Stol Park Proposal

The park does not currently have an official name. As a result, naming the park "Stol Park" will not affect existing addresses or require changes for residents or businesses. No additional community engagement is planned, as the recommendation was developed using the existing bylaw and the Committee unanimously supported the proposal.

Soper Street Proposal

The Committee's view is that renaming South Street to "Soper Street" would be too disruptive to existing landowners and addressing. No additional community engagement was undertaken, as the existing bylaw provided sufficient guidance for the Committee to reach a unanimous recommendation not to support the proposal.

ADMINISTRATIVE RECOMMENDATION

That Standing Committee of Council consider the following motions:

1. That Standing Committee of Council recommend Council approve the proposal to officially name the large park in McKay Ranch Phase 4 "Stol Park".
2. That Standing Committee of Council recommend Council refuse the proposal to rename South Street to "Soper Street".

ALTERNATIVES

- a) That Standing Committee of Council refer the proposed park naming request back to Administration for more information or amendments.
- b) That Standing Committee of Council refer the proposed renaming of South Street request back to Administration for more information or amendments.


ATTACHMENTS

- *Naming and Addressing Bylaw 1182/14*
- *Stol Park Naming Request*
- *South Street Renaming Request*

APPROVALS



Kim Isaak,
Chief Administrative Officer



Department Director/Author



TOWN OF BLACKFALDS BYLAW 1182/14

BEING A BYLAW TO ESTABLISH AND MAINTAIN A CIVIC ADDRESS SYSTEM AND TO ESTABLISH NAMING OF STREETS AND DEVELOPMENT AREAS

WHEREAS the Council of the Town of Blackfalds desires to maintain a civic address system to identify properties and to assist emergency response vehicles in locating the appropriate address and to establish a process for the naming of streets and development areas

NOW THEREFORE the Municipal Council of the Town of Blackfalds, in the Province of Alberta, duly assembled, enacts as follows:

PART 1 – TITLE

1. That this Bylaw shall be known as the "Naming and Addressing Bylaw".

PART 2 - DEFINITIONS

In this Bylaw:

- a) "Address" means the civic address designated by the Town of Blackfalds from time to time, which may include a combination of numbers and/or words.
- b) "Authority" means the Chief Administrative Officer and such staff that are deemed necessary to carry out the functions of this Bylaw.
- c) "Civic Addressing Committee" shall be a committee which includes the following persons:
 - i. Fire Chief from the Blackfalds Fire Department;
 - ii. Director of Infrastructure and Property Services;
 - iii. Planning and Development Manager; and
 - iv. Assessment and Taxation Department Clerk.
- d) "Occupancy" means every building or portion of a building or a sub-unit thereof identified in accordance with the classification designated in the Alberta Building Code, as determined by the Planning and Development Department.
- e) "Owner" means, with respect to a property, the person who is registered under the Land Titles Act as owner of the property;
- f) "Property" means a parcel of land or a building situate thereon;
- g) "Street" shall mean and include all streets, avenues, crescents, drives, boulevards, greens, bays, places, squares, roads, and closes which give access to the front of any occupancy and shall not include any lane.
- h) "Subdivision" shall mean any area that is part of an Area Structure Plan which lays out the future roads and uses of an area of the Town.

PART 3 - PROCEDURES

2. Every legally registered parcel of land within the corporate limits of the Town shall be designated an address in accordance with the following general rules, wherever possible:

PART 4 - ROADWAYS

3. Street names shall be approved by the Civic Addressing Committee *using the Civic Addressing Guidelines, attached as Schedule A to this By-law*; taking into consideration any concerns with respect to similar names so as to not create confusion that would jeopardize the safety of residents
4. The name if not historical, may be descriptive, may pertain to the geographical or topographical outlay, or may establish the basis of a theme for subsequent naming with a larger area.



TOWN OF BLACKFALDS BYLAW 1182/14

5. When an area has been determined to have all roadways named, the names for such roadways shall be selected in an alphabetical sequence, with each name beginning with the first letter of the neighbourhood name.
6. The name shall not be duplicated nor shall it approximate phonetically the name of any other area, street, neighbourhood or subdivision already named within the Town of Blackfalds.
7. Where a cul de sac is created from a main street:
 - (a) if the cul de sac has seven or less lots, the name of the street will carry through the cul de sac
 - (b) if the cul de sac has more than seven lots, than a new name will be given to the cul de sac, which shall be different from the adjacent street
8. The Town shall maintain the street address in good condition and shall not cause, allow or permit the visibility of the address from the street to be obscured.

PART 5 - BUILDINGS

9. Addressing of individual parcels within a subdivision shall be assigned by the Planning & Development Department.
10. Even numbers shall be placed on the north and west sides of the streets, and odd numbers shall be placed on the south and east sides of the streets.
11. Each occupancy shall be allocated an individual number. Numbering shall be assigned as follows:
 - a) Residential
 - i) All single-family dwellings shall be numbered in succession by multiples of fours.
 - ii) Where single family dwellings cannot be numbered with every 4th number, because of number restrictions, the numbering will then follow the sequence of numbering in the surrounding area to avoid duplication.
 - iii) Duplexes shall have one address per dwelling unit.
 - iv) Fourplexes shall have one address for the entire building, with internal numbering to be finalized with the Developer and the Planning & Development Department prior to occupancy, unless each dwelling unit is separately metered, at which time individual addresses will be assigned to each dwelling unit.
 - v) Multihousing development (row houses, townhouses) shall have one address per dwelling unit.
 - vi) Residential apartment buildings shall have one address per building, with internal numbering to be finalized with the Developer and the Planning & Development Department prior to occupancy.
 - vii) Mobile Home Park lots will be numbered in increments of one (1).
 - b) Commercial/Industrial
 - i) All commercial/industrial buildings shall be numbered in succession by multiples of fours.
 - ii) Commercial and industrial buildings shall have one numbered address for the entire building. Individual bays within such building shall be numbered in a consecutive numbering sequence, (i.e. Bay #1, Bay #2; etc.)



TOWN OF BLACKFALDS BYLAW 1182/14

PART 6 - SUBDIVISION AND AREA STRUCTURE PLANS

12. Where a subdivision is named, all roads, streets, etc shall start with the same letter as the first letter of the subdivision/Area Structure Plan name.
13. All names of subdivisions shall not create any adverse effect on the community as a whole.
14. Where a developer is looking at a new subdivision area covered by a new ASP, it is recommended that the new area be suitably named by not using a letter that is already in existence, excepting where there is only one (maximum two) streets already named using that letter then the use of those letters may be considered (See attached Schedule B).
 - a) The developer and the Planning Department (at the initial contact for a new ASP) will consider the Bylaw and review possible naming prior to the formation of an ASP
15. The process for naming of subdivisions shall take into account area of land mass, major roadway networks and other features that would be determined as a boundary for name changes from one subdivision to another.
16. Where possible, have naming done in a contiguous manner for smaller subdivisions or development areas that are immediately adjacent to larger existing subdivisions, and where no boundaries exist, shall utilize the same first letter for naming of the subdivision.
17. Schedule B shall be utilized as a guide to assist in establishing names for development areas.
18. Where there is a historical or related significance for an area that the developer in conjunction with the Planning Department shall consider if it follows the aforementioned criteria and qualifies to be named in the manner suggested.

PART 7 - ADDRESSING REQUIREMENTS

19. The requirement for posting of civic addresses, when applicable, will be a condition placed upon issuance of any development permit.
20. In the case where there is no civic addressing and it is required, the municipality shall provide notice in writing to the owner of that property.
21. The owner or occupant shall continuously display the address for such occupancy in a contrasting colour on the exterior of the front door providing principal direct access thereto.
22. The owner shall use numerals or letters which are not less than 6 inches (15.14 cm) in height.
23. No person shall display or permit the displaying of any address on a property other than the address currently assigned pursuant to this By-law.
24. The owner shall maintain the address in good condition and shall not cause, allow, or permit the visibility of the address from the street to be obscured.

PART 8 - OFFENCES AND PENALTIES

25. The Authority is hereby authorized to ensure the provisions of this By-law and to instruct the issuance of offence tickets to any person it reasonably believes has contravened the provision of this By-law.
26. Any person who contravenes any of the provisions of this by-law is guilty of an offence and is liable to a penalty of \$200.00.
27. Any person who, being guilty of a first breach of this by-law, contravenes any of the provisions of this by-law a second time with the same breach within sixty (60) days is guilty of an offence and is liable to a penalty of \$500.00.



TOWN OF BLACKFALDS
BYLAW 1182/14

PART 9 – RESCINDED

That Bylaw No. 930/02 and the existing Street Address Policy is hereby rescinded.

PART 10 – DATE OF FORCE

28. That this Bylaw shall come into full force and effect upon the passage of third reading.

READ for the first time this 22ND day of JULY, A.D. 2014.

(RES. 216/14)


MAYOR MELODIE STOL


CAO MYRON THOMPSON

READ for the second time this 12TH day of AUGUST, A.D. 2014.

(RES. 330/14)

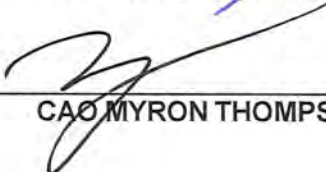

MAYOR MELODIE STOL


CAO MYRON THOMPSON

READ for the third and final time this 12TH day of AUGUST, A.D. 2014.

(RES. 331/14)


MAYOR MELODIE STOL


CAO MYRON THOMPSON



**TOWN OF BLACKFALDS
BYLAW 1182/14**

**SCHEDULE A
CIVIC ADDRESSING GUIDELINES**

In accordance with By-law 930/02, street names shall be selected in accordance with the following:

Alley	A through local roadway located in the rear of the parcel serving only a limited number of dwellings.
Avenue	A through local, collector, or arterial road generally carrying north-south traffic.
Boulevard	An arterial road or major collector carrying predominantly express traffic.
Circle	A roadway which completes a loop upon itself.
Cul-de-Sac	A non-through local roadway

The following may be used to identify a cul-de-sac:

- Bay
- Close
- Court
- Green Place

Crescent	A "U" shaped local roadway or minor collector with structures on both sides, accessible at either end from the same street, and with no other intersections with through streets.
Drive	A lengthy collector or arterial road that is usually winding or curved.
Gate	A short street that provides an entrance to a subdivision.
Highway	Refers to provincially designated roadways.
Lane	A local roadway located in the rear of the parcel serving only a limited number of dwellings.
Road	A through local, collector, or arterial road generally carrying east-west traffic.
Subdivision	Consists of a group of transportation routes.

The following may be used to identify a subdivision:

- Estates
- Gardens
- Grove
- Heights
- Meadows
- Ridge

Square	A roadway that forms part of a square, often times embracing an open area.
Street	A through local, collector or arterial road generally carrying east-west traffic.
Trail	A through local, collector or arterial road which spans more than one area of the Town
Way	A local or a major collector carrying predominantly express traffic.



**TOWN OF BLACKFALDS
BYLAW 1182/14**

**SCHEDULE B
LIST OF NAMING LETTERS USED**

Beginning Letter	Existing Streets/Avenues utilizing letter of alphabet
A	Used in Aspen Lakes and Aurora Heights subdivisions and 2 streets south of Womacks Road – Aspen Crescent and Drive
B	Used as the main road through downtown – Broadway Ave and 2 streets in the Rolling Hills area (Brentwood Dr and Briarwood Cres) and Blackfalds Industrial Way on the east side of Hwy 2A in the industrial area
C	Used in Cottonwood Estates subdivision – it is noted that Cottonwood Dr will continue East and South as part of the transportation network and eventually will exit onto Hwy 597 in the future
D	Only used for Duncan Ave in the west industrial area
E	Used in 2 areas – downtown (East Railway Street and East Avenue) and in Panorama Estates (Eastpointe Drive)
F	Not Used
G	Gregg Street in the downtown area
H	Highway Ave (service road only) on the west side of Hwy 2A
I	Indiana Street in the downtown area
J	Not used
K	One street (not developed) – King Street –south of South Street adjacent to the Tutty property
L	Used in the downtown area – Lawton Ave, Lorne Ave, Lansdowne Ave (used in the downtown area and across the tracks with no connection to the northern portion of Lansdowne Ave). We also have 2 streets in the west area – Leung Road and Laurel Close and 2 condominium projects that were given street names. Additionally we have a new subdivision proposed on the East side of Hwy 2A know as Lakeside with street names related to the neighborhood.
M	McKay Ranch west of Panorama Estates is using the letter M for the subdivision and the related streets. Also used for 2 streets in the downtown area – Minto Street and Moore Street
N	Not used
O	Not used
P	Used in Panorama Estates and Parkwood area on the east side of Hwy 2A, with Park Street extended into the Downtown area. There is also one other street south of Womacks – Poplar Avenue using the letter P
Q	Queen Cres – in the downtown area west of Hwy 2A south of Gregg Street
R	Rolling Hills Estates (west of the railway and north of South Street) and 3 streets with the letter R – future development to the south of this subdivision will use the letter R for the streets also. We also have one street at the south end of the downtown area – Romanson Lane



**TOWN OF BLACKFALDS
BYLAW 1182/14**

S	Main concentration for the letter S is north of Womacks Road, south of Westbrooke Road between Westridge Dr and Broadway Ave. There are additional streets using the S – Stanley Street (south of the Multiplex) and in the downtown area – Shull Street, Schular Ave and of course South Street which traverses the whole town boundaries from West to East
T	One street south of South Street is registered as Trout Street (not developed)
U	Not used
V	Valley Ridge Estates bounded by Womacks Road on the south and Aspen Lakes on the north uses the letter V in street naming. We also have the west arterial named Vista Trail
W	In the downtown area we have Waghorn St. and Wilson St. There is also an area known as Harvest Meadows that uses the letter W for street naming bounded on the south by Womacks Road and on the north by Aspen Lakes subdivision
X	Not used
Y	Not used
Z	Not used

From: Glenn Fraser
Sent: March 13, 2026 10:46 AM
To: Jolene Tejkl; Preston Weran; Aws Al Sammarraie; Begley, Amy; Jon Weddell; Jeff Heindel; Glenn Fraser
Subject: McKay Ranch Park-Naming Request

Caution! This message was sent from outside your organization.

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Good morning,

As we progress with the McKay Ranch Phase 4 development, we would like to formally propose a name for the project's significant 34-acre green space.

We respectfully request that the Town of Blackfalds consider naming this area "Stol Park" in honor of the Stol family.

The Stol family has provided decades of service to our community through local business leadership, municipal governance, and extensive civic involvement. Len Stol and his family operated the local lumber yard and hardware store for many years. His children, Ed Stol and Shirley Jenkins, have been deeply involved in community initiatives, and Melodie Stol served the town for many years on council, including as Mayor.

Naming the park Stol Park would be a meaningful way to honor their legacy and celebrate the dedication and community spirit they represent.

Thank you for your consideration of this request.

Best regards,

Glenn Fraser
GS Communities
Head Office
6784 65 Ave
Red Deer, Alberta
T4P-1A5

unlockhousing.ca

From: [Kim Isaak](#)
To: [Jolene Tejkl](#); [Preston Weran](#)
Subject: FW: Street Naming Proposal - South Street to Soper Street
Date: March 13, 2026 1:16:52 PM

From: Karie Ackermann
Sent: March 10, 2026 2:10 PM
To: Kim Isaak
Cc: Laura Svab
Subject: Street Naming Proposal - South Street to Soper Street

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Hi Kim,

I hope you are doing well.

I am writing to formally submit a proposal for the Town of Blackfalds to consider renaming **South Street** to **Soper Street** in recognition of the many meaningful contributions made by Cliff Soper to the community. Moreover, as Blackfalds has continued to grow and develop further south, the name South Street is no longer relevant to the current boundaries of the town. Renaming the street to Soper Street would both recognize Cliff's lasting contributions and better reflect a meaningful connection to the community's history and development.

Cliff Soper dedicated much of his life to making the community and surrounding area a better place. Over the past several decades he has contributed in many ways, including serving as a Lacombe County councillor, volunteering with the Kozy Korner Seniors Club. He volunteered on many TOB boards. In the early years he was part of the group community members that started the Blackfalds Ag society that fundraised for the arena. He continues to generously support environmental and community initiatives in and around Blackfalds.

One of Cliff's most significant contributions was donating land for the Mary and Cliff Natural Area, ensuring that natural space would be preserved for residents and future generations to enjoy. More recently, Cliff is working to have his land annexed to support the growth of the community and would like to generously donate 20 acres of land for affordable housing for seniors, helping ensure that those who need an affordable place to call home can live in a beautiful setting on the outskirts of Blackfalds.

Renaming South Street to **Soper Street** would be a meaningful way to recognize Cliff's dedication, generosity, and lasting impact on the community.

Please let me know if there is a formal application process, additional documentation, or supporting materials required to move this proposal forward. I would be happy to provide anything further that may be helpful.

Thank you for your time and consideration.

Warm regards,
Karie

MEETING DATE: May 19, 2026
PREPARED BY: Rick Kreklewich, Director of Community Services
PRESENTED BY: Rick Kreklewich, Director of Community Services
SUBJECT: **Council Policy – Community Initiatives Grant Policy**

BACKGROUND

The current Community Initiatives Grant Policy (CP 185.24) was discussed at the February 4, 2026 and March 4, 2026 Recreation, Culture and Parks (RCP) Board Meeting. Administration reviewed the Policy and made changes to it as per the discussion as well minor clarification updates.

DISCUSSION

Administration presented the proposed Policy updates to the RCP Board and the following revisions reflect both the initial recommendations as well as changes from discussion at the March 4, 2026 RCP Board Meeting:

- Consideration of providing the RCP Board with the authority to approve or deny applications, to streamline decision making and reduce administrative delays.
- The April deadline will be removed and instead, the four RCP Board Meeting dates per year will serve as the months in which the Board will review applications.
- Local organizations have been changed to organizations as organizations may be from outside of Blackfalds, but the initiative must take place within Blackfalds.
- Clarification was provided for the funding limit, set to a maximum of \$2,500 per calendar year.
- There was also an addition of grant recipients acknowledging the Town in promotional materials (standard amongst grants).
- Administration added a conflict of interest clause if RCP Board are approving or denying applications.
- Funding use was clarified in that it is being used for the purposes outlined in the application within the timeline.
- Party Alcohol Liability (PAL) insurance was added as an ineligible expense.
- A clause was added under the criteria section relating to reinvesting proceeds within the community.
- Minor wording changes and formatting.

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 updates to the Community Initiatives Grant Policy align with the Strategic Plan by supporting the Recreation and Culture and Inclusion and Belonging areas of focus under Community Life, Safety, and Inclusion, and the Service Alignment and Resource Stewardship areas of focus under Sustainable Services and Infrastructure, through clarifying processes, improving transparency, and ensuring the grant program continues to support community-based initiatives in a consistent and accountable way.

COMMUNICATION / ENGAGEMENT CONSIDERATIONS

No formal public engagement is required. The revised policy has been reviewed with the Recreation, Culture and Parks Board and any approved changes will be communicated to applicants through the updated policy and application materials.

ADMINISTRATIVE RECOMMENDATION

That Standing Committee of Council consider the following motion:

1. That Standing Committee of Council recommend to Council that the amended Community Initiatives Grant Policy be forwarded to a future Regular Council Meeting for consideration.

ALTERNATIVES

- a) That Standing Committee of Council recommends amendments to Council Policy – Community Initiatives Grant.
- b) That Standing Committee of Council refer Council Policy – Community Initiatives Grant back to Administration for further review.

ATTACHMENTS

- Draft Council Policy – Community Initiatives Grant Policy
- Council Policy 185.24 – Community Initiatives Grant

APPROVALS



Kim Isaak,
Chief Administrative Officer



Department Director/Author

COMMUNITY INITIATIVES GRANT

POLICY NO.:	
DIVISION DEPARTMENT	Community Services
REVIEW PERIOD	Every 4 years or upon Legislative Change

1. POLICY PURPOSE

- 1.1 The purpose of this Policy is to outline the Community Initiative Grant program and event grant funding criteria for Organizations hosting activities that take place within the Town of Blackfalds.

2. POLICY STATEMENT

- 2.1 The Community Initiatives Grant provides financial support to Organizations to deliver arts, culture, heritage, and recreation initiatives. These initiatives are to be programs, events or projects that take place within the Town of Blackfalds.

3. DEFINITIONS

- 3.1 **“Chief Administrative Officer or CAO”** means the individual appointed by Council to the position of Chief Administrative Officer as per the *Municipal Government Act*.
- 3.2 **“Council”** means the Council of the Town of Blackfalds elected pursuant to the *Local Authorities Election Act* of Alberta, as amended.
- 3.3 **“Organizations”** means a group of residents/ratepayers, service clubs, agencies/organizations, schools, sports organizations, groups sharing a common interest and located in Blackfalds, Lacombe County or representing a regional, provincial, or national entity.
- 3.4 **“Town”** means the municipality of the Town of Blackfalds.
- 3.5 **“Recreation, Culture and Parks Board and RCP Board”** means the Recreation, Culture and Parks Board that is appointed by Council and meets regularly to discuss matters relating to recreation, culture and parks within the Town of Blackfalds.

4. SCOPE

- 4.1 This Policy applies to Council, the Chief Administrative Officer and Organizations.

5. AUTHORITY AND RESPONSIBILITIES

5.1 Council to:

- 5.1.1 Adopt and support this Policy and any amendments by resolution.
- 5.1.2 Consider the allocation of grant funding for the successful implementation of this Policy in the annual budget process.
- 5.1.3 Receive an annual summary report from the RCP Board Chair outlining all grants awarded within the calendar year.

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.

6. POLICY

- 6.1 Organizations seeking Community Initiatives Grant funding are required to submit a Community Initiatives Grant Application
- 6.2 Incomplete applications may be returned to the applicant and may not be considered until all required information is provided.
- 6.3 Applications received will be awarded based on the following criteria:
 - 6.3.1 Fulfilling a need within the community.
 - 6.3.2 Encourage community participation.
 - 6.3.3 The cost to attend the initiative.
 - 6.3.4 Provide a positive and lasting impact on the community.
 - 6.3.5 The initiative must take place within the Town of Blackfalds.
 - 6.3.6 Reinvest proceeds from the initiative within the Town of Blackfalds.

- 6.4 Applications will be reviewed by Administration and the RCP Board. Applications will be reviewed at the September, December, March and June RCP Board Meetings. The RCP Board has full authority to approve or deny applications in accordance with this Policy.
- 6.5 Funding is subject to annual budget approval and available resources.
- 6.6 Organizations may receive a maximum of \$2,500 per calendar year.
- 6.7 Grant funding must be solely used for the purposes outlined in the application and within the approved timeline.
- 6.8 The RCP Board may approve full, partial, or no funding based on the application and available budget.
- 6.9 Organizations receiving funding must acknowledge the Town of Blackfalds' support in promotional materials where appropriate.
- 6.10 Organizations must submit a final report outlining associated costs, participation and/or attendance figures, and an overall summary of the initiative. Failure to provide a final report will affect future requests for funding.
- 6.11 Board members must declare any real or perceived conflict of interest and abstain from discussion and voting on the affected application.
- 6.12 The following groups will be considered ineligible:
- 6.12.1 Grants to individuals;
 - 6.12.2 Political based organizations/activities;
- 6.13 The following expenses will be considered ineligible:
- 6.13.1 Liquor expenses (including a liquor license); or
 - 6.13.2 Retroactive funding for previously held activities.
 - 6.13.3 Items for resale (including food).
 - 6.13.4 Party Alcohol Liability (PAL) Insurance

7. RELATED DOCUMENTS

7.1 Blackfalds Community Initiatives Grant Guidelines & Application

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

COMMUNITY INITIATIVES GRANT

POLICY NO.:	CP 185.24
DIVISION DEPARTMENT	Community Services
REVIEW PERIOD	Every 4 years or upon Legislative Change

1. POLICY PURPOSE

- 1.1 The purpose of this Policy is to outline the Community Initiative Grant program and event grant funding criteria for Organizations hosting activities that take place within the Town of Blackfalds.

2. POLICY STATEMENT

- 2.1 The Community Initiatives Grant provides financial support to Organizations to deliver arts, culture, heritage, and recreation initiatives. These initiatives are to be programs, events or projects in the Town of Blackfalds.

3. DEFINITIONS

- 3.1 **“Chief Administrative Officer or CAO”** means the individual appointed by Council to the position of Chief Administrative Officer as per the *Municipal Government Act*.
- 3.2 **“Council”** means the Council of the Town of Blackfalds elected pursuant to the *Local Authorities Election Act* of Alberta, as amended.
- 3.3 **“Organizations”** means residents, ratepayers, service clubs, agencies/organizations, schools, sports organizations, groups sharing a common interest and located in Blackfalds, Lacombe County or representing a regional, provincial, or national entity.
- 3.4 **“Town”** means the municipality of the Town of Blackfalds.
- 3.5 **“Recreation, Culture and Parks Board and RCP Board”** means the Recreation, Culture and Parks Board that is appointed by Council and meets regularly to discuss matters relating to recreation, culture and parks within the Town of Blackfalds.

4. SCOPE

- 4.1 This Policy applies to Council, the Chief Administrative Officer and Local Organizations.

5. AUTHORITY AND RESPONSIBILITIES

5.1 Council to:

- 5.1.1 Adopt and support this Policy and any amendments by resolution.
- 5.1.2 Consider the allocation of grant funding for the successful implementation of this Policy in the annual budget process.
- 5.1.3 Consider all Community Initiatives Grant Applications and recommendations coming forward from the RCP Board.

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.

6. POLICY

- 6.1 Local Organizations seeking Community Initiatives Grant funding are required to submit a Community Initiatives Grant Application.
- 6.2 Applications received will be awarded based on the following criteria:
 - 6.2.1 Fulfilling a need within the community.
 - 6.2.2 Encourage community participation.
 - 6.2.3 The cost to attend the initiative.
 - 6.2.4 Provide a positive and lasting impact on the community.
- 6.3 Applications will be reviewed by Administration and the RCP Board. Once reviewed, the RCP Board will provide a recommendation to Council for funding approval. Applications will be reviewed up until the deadline on the second Friday of April.
- 6.4 Grant funding must be solely used for the intended purposes of the application and in the timeline indicated, as approved by Council.
- 6.5 Local Organizations must submit a final report outlining associated costs, participation and/or attendance figures, and an overall summary of the initiative. Failure to provide a final report will affect future requests for funding.

6.6 The following groups will be considered ineligible:

6.6.1 Grants to individuals;

6.6.2 Political based organizations/activities

6.7 The following expenses will be considered ineligible to receive grant funding:

6.7.1 Liquor expenses (including a liquor license); or

6.7.2 Retroactive funding for previously held activities; or

6.7.3 Items for resale (including food).

7. RELATED DOCUMENTS

7.1 Blackfalds Community Initiatives Grant Guidelines & Application

8. END OF POLICY

-Original Signed-

 Mayor

-Original Signed-

 Chief Administrative Officer

-Original Dated-

 Date

-Original Dated-

 Date

POLICY RECORD HISTORY

	Resolution No:	Date
Policy Adopted	RCM 165/24	May 28, 2024
Policy Reviewed	SCC 006/25	February 18, 2025
Policy Revised	RCM 049/25	February 25, 2025

ADMINISTRATIVE REVISIONS

Date	Description

MEETING DATE: May 19, 2026
PREPARED BY: Rick Kreklewich, Director of Community Services
PRESENTED BY: Rick Kreklewich, Director of Community Services
SUBJECT: **Council Policy – Public Use of Rental Facilities**

BACKGROUND

The Public Use of Rental Facilities Policy was developed as per the request of Council at the January 27, 2026 Regular Council Meeting. This Policy would apply to all Town-owned rentable facilities to establish a clear position on managing rentals. This was brought forward to the Recreation, Culture and Parks (RCP) Board at the March 4, 2026 meeting.

DISCUSSION

Administration prepared a Public Use & Facility Rentals Policy for the RCP Board to review. Suggested changes from the RCP Board's discussion included changing the policy title, including all rentable facilities (indoor and outdoor), removing safe and respectful wording and instead use lawful, and add Facility Renter Insurance Requirements and Community Standards Bylaw under Related Documents. An acknowledgment would also be added to the facility information packages referencing this policy.

This would be a new Policy for the Town of Blackfalds and is intended to provide consistent, transparent standards for the public use of Town-owned rentable facilities.

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 Public Use of Rental Facilities Policy aligns with the Strategic Plan by supporting the Recreation and Culture and Inclusion and Belonging areas of focus under Community Life, Safety, and Inclusion, and the Service Alignment and Resource Stewardship areas of focus under Sustainable Services and Infrastructure through establishing consistent, transparent and lawful standards for the public use of Town-owned rentable facilities.

FINANCIAL IMPLICATIONS

N/A

COMMUNICATION / ENGAGEMENT CONSIDERATIONS

No formal engagement is required. Once approved, the Policy will be shared with renters through updated facility information packages so expectations are clear.

ADMINISTRATIVE RECOMMENDATION

That Standing Committee of Council consider the following motion:

1. That Standing Committee of Council recommend to Council that Council Policy – Public Use of Rental Facilities be forwarded to a future Regular Council Meeting for consideration.

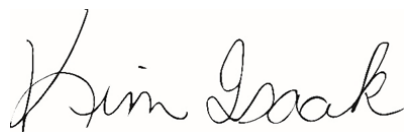
ALTERNATIVES

- a) That Standing Committee of Council recommends amendments to Council Policy – Public Use of Rental Facilities.
- b) That Standing Committee of Council refer Council Policy – Public Use of Rental Facilities back to Administration for further review.

ATTACHMENTS

- Draft Council Policy – Public Use & Facility Rentals

APPROVALS



Kim Isaak,
Chief Administrative Officer



Department Director/Author

PUBLIC USE OF RENTAL FACILITIES

POLICY NO.:	
DIVISION DEPARTMENT	Community Services
REVIEW PERIOD	Every 4 Years or Upon Legislative Change

1. POLICY PURPOSE

- 1.1 To establish fair, transparent, and consistent standards for the public use and rental of Town-owned rental facilities, ensuring safe, respectful and equitable access for all lawful users.

2. POLICY STATEMENT

- 2.1 The Town of Blackfalds provides municipal facilities for community, recreational, cultural, educational, and civic purposes, and will manage these spaces in a manner that is equitable, transparent, and financially responsible. Town facilities may be rented by individuals, organizations, businesses, and lawful political, advocacy or religious groups, provided their activities comply with applicable laws, Town bylaws, and the Facility Rental Agreement. The Town may refuse or cancel rentals that pose safety risks, involve illegal activity, include hate speech or discriminatory conduct, or are based on incomplete or inaccurate information provided during the booking process.

3. DEFINITIONS

- 3.1 **“Chief Administrative Officer”** means the individual appointed by Council to the position as per the *Municipal Government Act*, as amended.
- 3.2 **“Council”** means the Council of the Town of Blackfalds elected pursuant to the *Local Authorities Election Act* of Alberta, as amended.
- 3.3 **“Facility Rental Agreement”** means the contract and facility information documentation outlining the terms, conditions and responsibilities for facility use.
- 3.4 **“Town”** means the municipality of the Town of Blackfalds.

4. SCOPE

4.1 This Policy applies to all Town-owned rental facilities made available for public use.

5. AUTHORITY AND RESPONSIBILITIES

5.1 Council to:

5.1.1 Adopt and support this Policy by resolution.

5.2 Chief Administrative Officer to:

5.2.1 Establish and maintain administrative procedures to support this Policy.

5.2.2 Ensure the implementation and consistent application of this Policy.

5.3 Director of Community Services to:

5.3.1 Oversee the administration of facility rentals in accordance with this Policy and related procedures.

5.3.2 Ensure staff apply rental requirements and facility rules consistently.

5.3.3 Review and make recommendations for amendments to any applicable Council Policies, Administrative Policies, as they relate to this Policy.

6. POLICY

6.1 By virtue of this Policy, the Town of Blackfalds Community Services strives to:

6.1.1 Ensure Town-owned rental facilities are available for rental by lawful users on an equitable and transparent basis.

6.1.2 Ensure rentals comply with all applicable laws, Town bylaws, and the Facility Rental Agreement.

6.1.3 Maintain a lawful environment by addressing activities that pose safety risks, involve illegal conduct, include hate speech or discriminatory behaviour, or arise from a lack of full disclosure about the event or its organizers. Incomplete or inaccurate disclosure regarding the event or its organizers will result in the rental being forfeited.

- 6.1.4 Apply consistent rental requirements, including insurance, security, and documentation, based on the nature and risk of the event.
- 6.1.5 Support community access by applying facility rental fees in a transparent and consistent manner.
- 6.2 Facility use is subject to the following requirements to maintain safety, compliance, and respectful conduct:
 - 6.2.1 Activities that are illegal, pose safety risks, or contravene Town bylaws or the Facility Rental Agreement are not permitted in Town-owned rental facilities.
 - 6.2.2 Activities involving hate speech, discriminatory behaviour, or conduct that undermines a lawful environment are prohibited.
 - 6.2.3 Activities that may cause damage to facilities, exceed capacity limits, or require permits or approvals not obtained by the renter are not permitted.

7. EXCLUSIONS

- 7.1 This Policy does not apply to facility use governed by separate agreements (ie, long-term lease agreements, joint-use agreements).

8. SPECIAL SITUATIONS

- 8.1 Special circumstances may require the Town to apply additional conditions or adjust a rental. Lawful political, electoral, or advocacy activities may take place in Town facilities, and the Town may require added insurance, security, or operational measures from the renter when an event presents elevated safety or logistical concerns.
- 8.2 If the information provided during booking does not accurately reflect the nature or scale of the event, the Town may modify or cancel the rental to maintain safety and compliance.
- 8.3 Rentals may also be suspended or cancelled due to emergencies, facility issues or other situations where public safety or operational needs must take priority.

9. RELATED DOCUMENTS

- 9.1 Community Services Framework Policy 188.25
- 9.2 Rate Bylaw, "Schedule C" Community Services Facilities Fee Schedule 1318/24
- 9.3 Abbey Centre Acceptable Usage Policy
- 9.4 Community Standards Bylaw 1220/18
- 9.5 Facility Renter Insurance Requirements

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

MEETING DATE: May 19th 2026
PREPARED BY: Justin de Bresser, Director of Corporate Services
PRESENTED BY: Kim Isaak, CAO
SUBJECT: **Council Policy - Procurement CP-174.24**

BACKGROUND

The Town of Blackfalds' Procurement Policy (CP-174.24) establishes the guiding principles for the acquisition of goods, services, and construction. Previous versions of the policy contained limited references to supporting local vendors, particularly for lower-value procurements where vendors were available and competitive.

As part of the current procurement policy review, Administration has proposed removing the explicit local preference language. Employees have noted that the local preference provision has not been actively or consistently used in practice. Procurement decisions are generally made based on competitiveness, vendor capability, and overall value, regardless of vendor location.

Administration is seeking Council direction on moving away from local preference provisions within the Town's procurement framework.

DISCUSSION

Administration's rationale for moving away from explicit local preference in procurement includes the following considerations:

- **Best Value for Taxpayers:**
Administration's primary objective is to achieve best value for taxpayers by considering price, quality, service delivery, risk, and life-cycle costs. Geographic preferences may unnecessarily limit competition and could result in higher costs or reduced service outcomes.
- **Operational Reality:**
Employees have advised that the local preference provision has rarely, if ever, been applied. Maintaining policy language that does not reflect actual practice creates ambiguity and inconsistency.
- **Fairness and Transparency:**
Removing local preference language supports a clear, objective, and defensible procurement process. This approach reduces the risk of perceived bias and strengthens transparency and accountability.
- **Trade Agreement Compliance:**
The Town is required to comply with several trade agreements that restrict or prohibit

geographic preferences in procurement, particularly above established financial thresholds, including:

- Canadian Free Trade Agreement (CFTA)
- New West Partnership Trade Agreement (NWPTA)
- Comprehensive Economic and Trade Agreement (CETA)

These agreements generally require open and non-discriminatory procurement processes and limit the ability to favor local or regional suppliers.

• **Risk Management:**

Retaining local preference provisions may expose the Town to trade agreement non-compliance, vendor complaints, or legal challenges. Aligning policy language with best practices reduces risk and improves defensibility.

Additionally, Administration is recommending a minor amendment to remove section 6.8.3, which permits both handwritten and reproduced signatures. As cheques are negotiable instruments, reproduced signatures are not permitted; therefore, handwritten signatures will be required.

STRATEGIC PLAN ALIGNMENT / OTHER MASTER PLAN ALIGNMENT

A competitive, transparent, and fair procurement process supports Economic Vitality by fostering a strong and diverse business environment. Open procurement encourages competition, innovation, and value creation, while ensuring the Town remains compliant with legislative and trade obligations. While local businesses may continue to compete successfully, procurement decisions are based on best value rather than location.



**Economic Vitality and
Community Prosperity**



**Community Life,
Safety, and Inclusion**



**Leadership,
Engagement and
Advocacy**



**Sustainable Services
and Infrastructure**

FINANCIAL IMPLICATIONS

There are no direct financial implications associated with this request for direction. However, procurement practices that emphasize competition and best value are expected to have a positive long-term impact on municipal expenditures and taxpayer value.

COMMUNICATION / ENGAGEMENT CONSIDERATIONS

Administration will communicate the direction of Council internally.

ADMINISTRATIVE RECOMMENDATION

That Standing Committee of Council consider the following motion:

1. That Standing Committee of Council recommend that the amended Procurement Policy be directed to a Regular Meeting of Council for consideration.

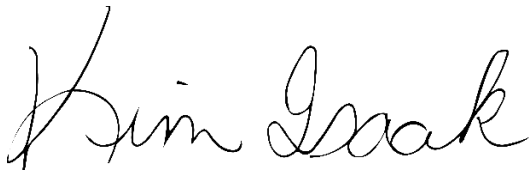
ALTERNATIVES

- a) That Standing Committee of Council recommends amendments to the Procurement Policy.

ATTACHMENTS

- Draft Procurement Policy – Tracked
- Draft Procurement Policy – Clean Version

APPROVALS



Kim Isaak,
Chief Administrative Officer



Department Director/Author

PROCUREMENT

POLICY NO.:	CP-174.24
DIVISION DEPARTMENT	Corporate Services and Financial Services
REVIEW PERIOD	Every 3 Years or upon Legislative Change

1. POLICY PURPOSE

- 1.1 To establish the basic direction, philosophies, and values for the procurement of Goods, Services and Construction for use by the Town of Blackfalds.

2. POLICY STATEMENT

- 2.1 The Town of Blackfalds' delivery of Services and acquisition of assets will be performed in a manner that might best achieve a high-quality product and/or Service while maintaining an accountable, transparent, efficient, and fair purchasing process.

3. DEFINITIONS

- 3.1 **“Administrative Procedure”** means a documented procedure that outlines a consistent approach to carrying out a specific Policy in the day-to-day operations of the Town.
- 3.2 **“Bid”** means a bid, proposal, tender or quote offered to the Town of Blackfalds.
- 3.3 **“CAO”** means the Chief Administrative Officer of the Town of Blackfalds.
- 3.4 **“Conflict of Interest”** means a situation where the independence or impartiality of an employee’s decisions or actions are impaired or may be reasonably expected to be impaired because of outside employment, political, business or family interests.
- 3.5 **“Construction”** means construction, reconstruction, demolition, repair or renovation of a building, structure or other civil engineering or architectural work and includes site preparation, excavation, drilling, seismic investigation, the supply of products and materials, the supply of equipment and machinery if they are included in and incidental to the construction, and the installation and repair of fixtures of a building, structure or other civil engineering or architectural work, but does not include professional

consulting services related to the construction contract unless they are included in the procurement.

- 3.6 **“Council”** means elected officials, including the Mayor of the Town of Blackfalds.
- 3.7 **“Employees”** means individuals who are employed by the Town of Blackfalds.
- 3.8 **“Emergency”** means a situation that requires prompt action for the safety and protection of persons or property, or the environment.
- 3.9 **“Good”** means an item that is produced, manufactured, grown, or obtained and used for a commercial purpose.

~~3.10 **“Local Vendors”** means a business having a Town of Blackfalds resident business license.~~

~~3.11~~ **“MGA”** means the *Municipal Government Act* of Alberta.

~~3.12~~ **“Service”** means a service supplied or to be supplied.

~~3.13~~ **“Town”** means the municipality of the Town of Blackfalds.

~~3.14~~ **“Vendor”** means an individual, business, or organization that sells goods or services to another party.

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4. SCOPE

4.1 This Policy applies to Council, CAO (or their designate) and Employees who purchase, rent or lease on behalf of the Town.

5. AUTHORITY AND RESPONSIBILITIES

5.1 Council to:

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

5.1.3 Adopt the Council Policy that establishes the primary direction, philosophies, and values for the procurement of Goods, Services, and Construction for use by the Town and amendments thereto.

5.2 Chief Administrative Officer to:

5.2.1 Implement this Policy and develop the associated Administrative Procedure.

5.2.2 Authorize the expenditure of funds and payment of accounts according to the approved budget once the operating, interim and/or Capital Budget is passed by Council, as per the MGA.

5.2.3 Ensure that the procurement procedures and programs of the municipality are developed and implemented to carry out programs identified by the Town Council.

5.2.4 Delegate authority to develop and implement applicable procedures through Directors and the Financial Services Manager.

5.2.5 Delegate budget authority to Town Employees in accordance with the annual budget.

5.2.6 Override this Policy when required as a sound business decision, in accordance with 6.3.1.

5.2.7 Ensuring that procurement and contract activities are carried out under this Policy and applicable Administrative Procedures.

5.2.8 Ensure budget funds are available for procurement requests.

5.2.9 Advise Council on the development, implementation, and amendment of this Policy.

5.2.10 Ensure Policy review occurs and verify the implementation of this Policy.

6. POLICY

6.1 Principles

6.1.1 The Town will manage its procurement activities in accordance with all applicable legislation, including but not limited to the trade agreements, as well, competitive bidding laws and procurement best practices, as amended

from time to time. The Town will adhere to the following minimum general principles.

- 6.1.1.1 Competition process will be open, transparent, and fair.
- 6.1.1.2 According to applicable trade agreements, the Town cannot give preferential treatment ~~to Local Vendors~~ for competitions over a \$75,000 threshold.
- 6.1.1.3 Departments may direct competitions for Goods and Services under \$75,000 to ~~a Vendor~~ ~~Local Vendors~~ only if there are at least two ~~V~~endors who are available and competitive.
- 6.1.1.4 Whenever practical, the Town will consider environmental impact and sustainability.
- 6.1.1.5 The Town is committed to the highest level of ethical standards in all procurement and contracting practices.
- 6.1.1.6 The Town encourages the best value consideration in procurement.
- 6.1.1.7 The Town expects all ~~V~~endors to perform their obligations to the Town in good faith.
- 6.1.1.8 Town Employees shall not have any Conflict of Interest, direct or indirect, in any contract with the Town of Blackfalds. No Employee of the Town or partnership of which an Employee is a member may submit a bid for the supply of Goods, or Services or Construction to the Town. Any corporation (other than those whose shares are publicly traded) submitting a bid must disclose the names of any shareholder who is a Town Employee and the number of shares owned by the Employee.
- 6.1.1.9 Town Employees shall not make any recommendations about the awarding of any bid, or quotation when they are a member of the immediate family of any individual who is:
 - 6.1.1.9.1 submitting the tender.
 - 6.1.1.9.2 a shareholder or employee of a company submitting the tender.

- 6.1.1.9.3 a member or employee of any partnership submitting the tender.

6.2 Local Vendors

~~6.2.1 To comply with applicable trade agreements, the Town cannot give preferential treatment to Local Vendors for competitions over the \$75,000 threshold for Goods and Services and \$200,000 threshold for Construction contracts. For competitions below these amounts, the following provision can be applied:~~

~~6.2.1.1 Departments can direct competition up to \$74,999 for Goods and Services and up to \$199,999 for Construction contracts to Local Vendors if the vendor's expertise is competitive.~~

~~6.2.1.2 A Bid submitted by a Local Vendor and having local content shall be awarded to that business if:~~

~~6.2.1.2.1 They have submitted the lowest Bid from a local business; and~~

~~6.2.1.2.2 That the Bid is not more than two percent (2.00%), to a maximum amount of \$2,000, above the lowest cost submitted by a non-Local Vendor.~~

6.36.2 Sole Sourcing

~~6.3.1.46.2.1~~ Sole source purchase may be used when there is only one available supplier of a required Good or Service that meets the needs of the Town, subject to regular review. Negotiations should be used to complete the terms and conditions for this purchase. A sole source purchase may occur:

~~6.3.1.46.2.1.1~~ When the compatibility of a purchase with existing equipment, facilities or Services is a paramount consideration, and the purchase must be made from a single source.

~~6.3.1.26.2.1.2~~ Where an item is purchased for testing or trial use.

~~6.3.1.36.2.1.3~~ Where the Town purchases supplies for resale.

~~6.3.1.46.2.1.4~~ For direct purchases under \$10,000 (See Table 1 below).

6.3.1.56.2.1.5 Where the Town has a rental contract with a purchase option and such purchase option would be beneficial to the Town.

6.3.1.66.2.1.6 Where purchase from another vendor would violate warranties and guarantees where Service is required.

6.3.1.76.2.1.7 For matters involving security or confidential issues, a purchase may be made to protect the confidentiality of the contractor of the Town.

6.46.3 Procurement Process

Table 1

Summary of Procurement Process based on the value for Goods and Services:

Procurement Threshold	Process	Process Required
\$0 - \$4,999	Direct Purchase	<ul style="list-style-type: none"> Direct Purchases should be made locally whenever a Local Vendor Vendor is available and competitive.
\$5,000- \$9,999	Non-competitive	<ul style="list-style-type: none"> Three written quotes are recommended but not required. <ul style="list-style-type: none"> Local Vendors can be given preference in accordance with this policy
\$10,000 - \$74,999	Informal Competitive Bidding	<ul style="list-style-type: none"> Three written quotes are required. <ul style="list-style-type: none"> Local Vendors can be given preference in accordance with this policy
Equal to or greater than \$75,000	Formal Competitive Bidding	<ul style="list-style-type: none"> Fully open competition Requires sealed Bids. May involve a prequalification process. Must be posted on Alberta Purchasing Connection. Ability to Use RMA Canoe Trade Program by Approval of Director

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Table 2

Summary of Procurement Process based on Value for Construction:

Procurement Threshold	Process	Process Required
\$0 - \$9,999	Direct Purchase	<ul style="list-style-type: none"> Direct purchases should be made locally whenever a Local Vendor Vendor is available and competitive
\$10,000 - \$199,999	Written Quotation	<ul style="list-style-type: none"> Three written quotes are required. <ul style="list-style-type: none"> Local Vendors can be given preference in accordance with this policy

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<p>Equal to or greater than \$200,000</p>	<p>Formal Competitive Bidding</p>	<ul style="list-style-type: none"> • Fully open competition • Requires sealed Bids. • May involve a prequalification process. • Must be posted on Alberta Purchasing Connection
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6-5-6.4 Capital Projects

~~6-5-16.4.1~~ 6-5-26.4.1 Managing Capital Projects – all contracts for capital projects shall be awarded according to the Town’s Procurement [Authorities and Limits](#) Policy. The CAO is responsible for the administration of the capital projects and may delegate such responsibility to the appropriate Employee.

~~6-5-26.4.2~~ 6-5-26.4.2 The CAO or delegate shall:

~~6-5-2-16.4.2.1~~ 6-5-2-26.4.2.1 Approve expenditures up to the approved contract price.

~~6-5-2-26.4.2.2~~ 6-5-2-26.4.2.2 Ensure that the work, Goods, Services, and Construction Services supplied meet the contracted specifications.

~~6-5-2-36.4.2.3~~ 6-5-2-36.4.2.3 Ensure the terms and conditions specified by the Town have been met.

6-6-6.5 Purchasing Authority

~~6-6-16.5.1~~ 6-6-26.5.1 Council shall approve all annual Operating Budgets, Capital Budgets, and long-term Capital Plans of the Town.

~~6-6-26.5.2~~ 6-6-26.5.2 The CAO is delegated purchasing authority to purchase and approve the purchase of Goods, Services, and Construction Services within the limits of a Council approved budget on behalf of the Town.

~~6-6-36.5.3~~ 6-6-36.5.3 As per the Town’s CAO Bylaw and the MGA, purchasing authority may be delegated by the CAO to Directors, Department Managers, and other Employees at their discretion. Purchasing authority may be revoked by the CAO at their discretion due to:

~~6-6-3-16.5.3.1~~ 6-6-3-26.5.3.1 Repetitive non-compliance.

~~6-6-3-26.5.3.2~~ 6-6-3-26.5.3.2 Lack of due diligence.

~~6.6.46.5.4~~ Any Employee granted purchasing authority through an Administrative Procedure must ensure that all applicable policies and procedures are followed and the budget approval for purchasing Goods, Services, and Construction services are in place. Employees must ensure they have control over the budget and that the budget dollars are available during the entire period of procurement.

~~6.6.56.5.5~~ The CAO may approve individual line-item expenditures that vary from the operating budget only if the Town's revenue requirement is unchanged from Councils' approved budget and the department's bottom line is under budget.

6.7.6.6 Contracts and Agreements

~~6.7.16.6.1~~ Under the MGA, the CAO has the authority to sign contracts and agreements for the Town.

~~6.7.26.6.2~~ Council will be informed of contracts with a total value of up to \$500,000 or a length of no more than three (3) years through the CAO report.

~~6.7.36.6.3~~ Council will approve contracts with a total value exceeding \$500,000 or a length of greater than three (3) years.

6.8.6.7 Expenditure Review

~~6.8.16.7.1~~ That one (1) signature from Group I and one (1) signature from Group II be required for bank account documents and materials, forms, and legal documents. The following be designated signing officers for the Town of Blackfalds:

Group I	Group II
Mayor	CAO
Deputy Mayor	Directors
Members of Council	Financial Services Manager

~~6.8.2~~ The Mayor or Deputy Mayor and CAO (or their designate) should conduct a general review of each general cheque run, noting payees and amounts. The Mayor or Deputy Mayor and the CAO (or their designate) will sign the cheque register confirming the review has occurred.

~~6.7.2~~

~~6.8.3~~ Signature for cheques may be handwritten or reproduced electronically.

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6.8.46.7.3 The cheque register listing the payees and amounts for each general cheque run should be made available to Council for examination.

6.8.56.7.4 As per the MGA, a municipality must ensure that all money belonging to or held by the municipality is deposited in a bank, credit union, loan corporation, treasure branch or trust corporation designated by Council.

7. EXCLUSIONS

7.1. This Policy does not apply to:

- 7.1.1 Purchase of land.
- 7.1.2 Banking, Investments and Borrowing.
- 7.1.3 Postage purchases.
- 7.1.4 Employee vehicle use expenditures.
- 7.1.5 Grants to nonprofit agencies and societies.
- 7.1.6 Employment services/agreements.
- 7.1.7 Legal Services.
- 7.1.8 Corporate or individual Employee memberships.
- 7.1.9 Insurance Premiums.
- 7.1.10 Workers Compensation Premiums.
- 7.1.11 Freight charges.
- 7.1.12 Software Renewals.
- 7.1.13 Memberships.
- 7.1.14 Electricity and Natural Gas purchases.

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7.1.15 Purchases where the Vendor is a department, agency or utility of federal, provincial, regional or municipal government.

8. SPECIAL SITUATIONS

8.1. Notwithstanding anything in this Policy, the CAO may authorize any required expenditures in Emergency situations where:

8.1.1 Where an unforeseeable situation of urgency exists and the Goods, Services or Construction could not be obtained in time by means of open procurement procedures. This includes when the health and safety of Employees, the public, or the environment is at risk.

8.1.2 The loss or failure of critical infrastructure is at risk.

8.1.3 Any delay in procuring Goods Services and Construction could jeopardize the Town's ability to provide essential services; or

8.1.4 Pursuant to an enactment such as the *Emergency Management Act*.

9. RELATED DOCUMENTS

- 9.1 Municipal Government Act (MGA),
- 9.2 New West Partnership Trade Agreement (NWPTA)
- 9.3 Comprehensive European Trade Agreement (CETA)
- ~~9.4 Canadian Free Trade Agreement (CFTA)~~
- ~~9.4 [Freedom of Information and Protection of Privacy](#)~~
- ~~9.5 [Protection of Privacy Act](#)~~
- ~~9.5-9.6 [Access to Information Act](#) & [Act \(FOIP\)](#)~~

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10. END OF POLICY

Mayor

Chief Administrative Officer

Date

Date

POLICY RECORD HISTORY

	Resolution No:	Date
Policy Adopted	021/24	January 23, 2024
Policy Reviewed		
Policy Revised		

ADMINISTRATIVE REVISIONS

Date	Description

PROCUREMENT

POLICY NO.:	CP-174.24
DIVISION DEPARTMENT	Corporate Services and Financial Services
REVIEW PERIOD	Every 3 Years or upon Legislative Change

1. POLICY PURPOSE

- 1.1 To establish the basic direction, philosophies, and values for the procurement of Goods, Services and Construction for use by the Town of Blackfalds.

2. POLICY STATEMENT

- 2.1 The Town of Blackfalds' delivery of Services and acquisition of assets will be performed in a manner that might best achieve a high-quality product and/or Service while maintaining an accountable, transparent, efficient, and fair purchasing process.

3. DEFINITIONS

- 3.1 **“Administrative Procedure”** means a documented procedure that outlines a consistent approach to carrying out a specific Policy in the day-to-day operations of the Town.
- 3.2 **“Bid”** means a bid, proposal, tender or quote offered to the Town of Blackfalds.
- 3.3 **“CAO”** means the Chief Administrative Officer of the Town of Blackfalds.
- 3.4 **“Conflict of Interest”** means a situation where the independence or impartiality of an employee’s decisions or actions are impaired or may be reasonably expected to be impaired because of outside employment, political, business or family interests.
- 3.5 **“Construction”** means construction, reconstruction, demolition, repair or renovation of a building, structure or other civil engineering or architectural work and includes site preparation, excavation, drilling, seismic investigation, the supply of products and materials, the supply of equipment and machinery if they are included in and incidental to the construction, and the installation and repair of fixtures of a building, structure or other civil engineering or architectural work, but does not include professional

consulting services related to the construction contract unless they are included in the procurement.

3.6 “**Council**” means elected officials, including the Mayor of the Town of Blackfalds.

3.7 “**Employees**” means individuals who are employed by the Town of Blackfalds.

3.8 “**Emergency**” means a situation that requires prompt action for the safety and protection of persons or property, or the environment.

3.9 “**Good**” means an item that is produced, manufactured, grown, or obtained and used for a commercial purpose.

3.10 “**MGA**” means the *Municipal Government Act* of Alberta.

3.11 “**Service**” means a service supplied or to be supplied.

3.12 “**Town**” means the municipality of the Town of Blackfalds.

3.13 “**Vendor**” means an individual, business, or organization that sells goods or services to another party.

4. SCOPE

4.1 This Policy applies to Council, CAO (or their designate) and Employees who purchase, rent or lease on behalf of the Town.

5. AUTHORITY AND RESPONSIBILITIES

5.1 Council to:

5.1.1 Adopt and support this Policy and any amendments by resolution.

5.1.2 Consider the allocation of resources for the successful implementation of this Policy in the annual budget process.

5.1.3 Adopt the Council Policy that establishes the primary direction, philosophies, and values for the procurement of Goods, Services, and Construction for use by the Town and amendments thereto.

5.2 Chief Administrative Officer to:

- 5.2.1 Implement this Policy and develop the associated Administrative Procedure.
- 5.2.2 Authorize the expenditure of funds and payment of accounts according to the approved budget once the operating, interim and/or Capital Budget is passed by Council, as per the MGA.
- 5.2.3 Ensure that the procurement procedures and programs of the municipality are developed and implemented to carry out programs identified by the Town Council.
- 5.2.4 Delegate authority to develop and implement applicable procedures through Directors and the Financial Services Manager.
- 5.2.5 Delegate budget authority to Town Employees in accordance with the annual budget.
- 5.2.6 Override this Policy when required as a sound business decision, in accordance with 6.3.1.
- 5.2.7 Ensuring that procurement and contract activities are carried out under this Policy and applicable Administrative Procedures.
- 5.2.8 Ensure budget funds are available for procurement requests.
- 5.2.9 Advise Council on the development, implementation, and amendment of this Policy.
- 5.2.10 Ensure Policy review occurs and verify the implementation of this Policy.

6. POLICY

6.1 Principles

6.1.1 The Town will manage its procurement activities in accordance with all applicable legislation, including but not limited to the trade agreements, as well, competitive bidding laws and procurement best practices, as amended from time to time. The Town will adhere to the following minimum general principles.

6.1.1.1 Competition process will be open, transparent, and fair.

- 6.1.1.2 According to applicable trade agreements, the Town cannot give preferential treatment for competitions over a \$75,000 threshold.
- 6.1.1.3 Departments may direct competitions for Goods and Services under \$75,000 to a Vendor only if there are at least two Vendors who are available and competitive.
- 6.1.1.4 Whenever practical, the Town will consider environmental impact and sustainability.
- 6.1.1.5 The Town is committed to the highest level of ethical standards in all procurement and contracting practices.
- 6.1.1.6 The Town encourages the best value consideration in procurement.
- 6.1.1.7 The Town expects all Vendors to perform their obligations to the Town in good faith.
- 6.1.1.8 Town Employees shall not have any Conflict of Interest, direct or indirect, in any contract with the Town of Blackfalds. No Employee of the Town or partnership of which an Employee is a member may submit a bid for the supply of Goods, or Services or Construction to the Town. Any corporation (other than those whose shares are publicly traded) submitting a bid must disclose the names of any shareholder who is a Town Employee and the number of shares owned by the Employee.
- 6.1.1.9 Town Employees shall not make any recommendations about the awarding of any bid, or quotation when they are a member of the immediate family of any individual who is:
 - 6.1.1.9.1 submitting the tender.
 - 6.1.1.9.2 a shareholder or employee of a company submitting the tender.
 - 6.1.1.9.3 a member or employee of any partnership submitting the tender.

6.2 Sole Sourcing

6.2.1 Sole source purchase may be used when there is only one available supplier of a required Good or Service that meets the needs of the Town, subject to regular review. Negotiations should be used to complete the terms and conditions for this purchase. A sole source purchase may occur:

- 6.2.1.1 When the compatibility of a purchase with existing equipment, facilities or Services is a paramount consideration, and the purchase must be made from a single source.
- 6.2.1.2 Where an item is purchased for testing or trial use.
- 6.2.1.3 Where the Town purchases supplies for resale.
- 6.2.1.4 For direct purchases under \$10,000 (See Table 1 below).
- 6.2.1.5 Where the Town has a rental contract with a purchase option and such purchase option would be beneficial to the Town.
- 6.2.1.6 Where purchase from another vendor would violate warranties and guarantees where Service is required.
- 6.2.1.7 For matters involving security or confidential issues, a purchase may be made to protect the confidentiality of the contractor of the Town.

6.3 Procurement Process

**Table 1
Summary of Procurement Process based on the value for Goods and Services:**

Procurement Threshold	Process	Process Required
\$0 - \$4,999	Direct Purchase	<ul style="list-style-type: none"> • Direct Purchases should be made locally whenever a Vendor is available and competitive.
\$5,000- \$9,999	Non-competitive	<ul style="list-style-type: none"> • Three written quotes are recommended but not required.
\$10,000 - \$74,999	Informal Competitive Bidding	<ul style="list-style-type: none"> • Three written quotes are required.
Equal to or greater than \$75,000	Formal Competitive Bidding	<ul style="list-style-type: none"> • Fully open competition • Requires sealed Bids. • May involve a prequalification process.

		<ul style="list-style-type: none"> • Must be posted on Alberta Purchasing Connection. • Ability to Use RMA Canoe Trade Program by Approval of Director
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**Table 2
Summary of Procurement Process based on Value for Construction:**

Procurement Threshold	Process	Process Required
\$0 - \$9,999	Direct Purchase	<ul style="list-style-type: none"> • Direct purchases should be made locally whenever a Vendor is available and competitive
\$10,000 - \$199,999	Written Quotation	<ul style="list-style-type: none"> • Three written quotes are required.
Equal to or greater than \$200,000	Formal Competitive Bidding	<ul style="list-style-type: none"> • Fully open competition • Requires sealed Bids. • May involve a prequalification process. • Must be posted on Alberta Purchasing Connection

6.4 Capital Projects

6.4.1 Managing Capital Projects – all contracts for capital projects shall be awarded according to the Town’s Procurement Policy. The CAO is responsible for the administration of the capital projects and may delegate such responsibility to the appropriate Employee.

6.4.2 The CAO or delegate shall:

6.4.2.1 Approve expenditures up to the approved contract price.

6.4.2.2 Ensure that the work, Goods, Services, and Construction Services supplied meet the contracted specifications.

6.4.2.3 Ensure the terms and conditions specified by the Town have been met.

6.5 Purchasing Authority

6.5.1 Council shall approve all annual Operating Budgets, Capital Budgets, and long-term Capital Plans of the Town.

- 6.5.2 The CAO is delegated purchasing authority to purchase and approve the purchase of Goods, Services, and Construction Services within the limits of a Council approved budget on behalf of the Town.
- 6.5.3 As per the Town's CAO Bylaw and the MGA, purchasing authority may be delegated by the CAO to Directors, Department Managers, and other Employees at their discretion. Purchasing authority may be revoked by the CAO at their discretion due to:
- 6.5.3.1 Repetitive non-compliance.
 - 6.5.3.2 Lack of due diligence.
- 6.5.4 Any Employee granted purchasing authority through an Administrative Procedure must ensure that all applicable policies and procedures are followed and the budget approval for purchasing Goods, Services, and Construction services are in place. Employees must ensure they have control over the budget and that the budget dollars are available during the entire period of procurement.
- 6.5.5 The CAO may approve individual line-item expenditures that vary from the operating budget only if the Town's revenue requirement is unchanged from Councils' approved budget and the department's bottom line is under budget.

6.6 Contracts and Agreements

- 6.6.1 Under the MGA, the CAO has the authority to sign contracts and agreements for the Town.
- 6.6.2 Council will be informed of contracts with a total value of up to \$500,000 or a length of no more than three (3) years through the CAO report.
- 6.6.3 Council will approve contracts with a total value exceeding \$500,000 or a length of greater than three (3) years.

6.7 Expenditure Review

- 6.7.1 That one (1) signature from Group I and one (1) signature from Group II be required for bank account documents and materials, forms, and legal documents. The following be designated signing officers for the Town of Blackfalds:

Group I	Group II
Mayor	CAO
Deputy Mayor	Directors
Members of Council	Financial Services Manager

- 6.7.2 The Mayor or Deputy Mayor and CAO (or their designate) should conduct a general review of each general cheque run, noting payees and amounts. The Mayor or Deputy Mayor and the CAO (or their designate) will sign the cheque register confirming the review has occurred.
- 6.7.3 The cheque register listing the payees and amounts for each general cheque run should be made available to Council for examination.
- 6.7.4 As per the MGA, a municipality must ensure that all money belonging to or held by the municipality is deposited in a bank, credit union, loan corporation, treasure branch or trust corporation designated by Council.

7. EXCLUSIONS

- 7.1. This Policy does not apply to:
 - 7.1.1 Purchase of land.
 - 7.1.2 Banking, Investments and Borrowing.
 - 7.1.3 Postage purchases.
 - 7.1.4 Employee vehicle use expenditures.
 - 7.1.5 Grants to nonprofit agencies and societies.
 - 7.1.6 Employment services/agreements.
 - 7.1.7 Legal Services.
 - 7.1.8 Corporate or individual Employee memberships.
 - 7.1.9 Insurance Premiums.
 - 7.1.10 Workers Compensation Premiums.

- 7.1.11 Freight charges.
- 7.1.12 Software Renewals.
- 7.1.13 Memberships.
- 7.1.14 Electricity and Natural Gas purchases.
- 7.1.15 Purchases where the Vendor is a department, agency or utility of federal, provincial, regional or municipal government.

8. SPECIAL SITUATIONS

- 8.1. Notwithstanding anything in this Policy, the CAO may authorize any required expenditures in Emergency situations where:
 - 8.1.1 Where an unforeseeable situation of urgency exists and the Goods, Services or Construction could not be obtained in time by means of open procurement procedures. This includes when the health and safety of Employees, the public, or the environment is at risk.
 - 8.1.2 The loss or failure of critical infrastructure is at risk.
 - 8.1.3 Any delay in procuring Goods Services and Construction could jeopardize the Town's ability to provide essential services; or
 - 8.1.4 Pursuant to an enactment such as the *Emergency Management Act*.

9. RELATED DOCUMENTS

- 9.1 Municipal Government Act (MGA),
- 9.2 New West Partnership Trade Agreement (NWPTA)
- 9.3 Comprehensive European Trade Agreement (CETA)
- 9.4 Canadian Free Trade Agreement (CFTA)
- 9.5 *Protection of Privacy Act*
- 9.6 *Access to Information Act*

10. END OF POLICY

Mayor

Chief Administrative Officer

Date

Date

POLICY RECORD HISTORY

	Resolution No:	Date
Policy Adopted	021/24	January 23, 2024
Policy Reviewed		
Policy Revised		

ADMINISTRATIVE REVISIONS

Date	Description

MEETING DATE: May 19, 2026
PREPARED BY: Kim Isaak, Chief Administrative Officer
PRESENTED BY: Kim Isaak, Chief Administrative Officer
SUBJECT: **Signing Authority Policy Amendments**

BACKGROUND

The Signing Authority Policy is being brought forward with amendments to ensure that clear, consistent governance standards are in place to support effective financial and contractual decision making. The proposed updates are intended to streamline the Policy by focusing on core principles, while removing operational details that can be addressed within the associated Administrative Procedure. These amendments will also align the Signing Authority Policy with the proposed changes to the Procurement Policy, ensuring consistency across related documents, reducing duplication and improving clarity. This approach enhances flexibility to update procedural operational elements without having to bring forward the Policy.

DISCUSSION

Key amendments to the Policy include the following:

1. Removal of the definition of “Supervisor” as that title is not referenced in the Policy. A former iteration of this Policy removed the delegation granted to other Employees from this Policy and was added into the Signing Authorities Administrative Procedure.
2. Addition of the CAO’s responsibility to delegate authority to other employees as identified in the MGA and the CAO Bylaw.
3. The removal of sections of the Policy that provide guidelines to Employees that have been delegated authority as those provisions have been added into the Administrative Procedure.
4. Clarification under the Agreements for Budgeted Expenditures (Procurement) section that the CAO can sign any purchasing agreement that has been approved within the budget up to the \$500,000 and not more than 3 years in length. This change is to ensure consistency with the Procurement Policy.
5. Removal of the Town of Blackfalds Delegation of Signing Authority Form, as the form has been added in the Administrative Procedure.

Administration recommends that Standing Committee of Council direct the amended Signing Authority Policy with amendments to a Regular Meeting of Council for consideration.

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 Signing Authority Policy aligns with the Economic Vitality and Community Prosperity priority by enabling timely approval of contracts, agreements and expenditures that support economic development initiatives, partnerships and investments in the community. It further supports the Leadership, Engagement and Advocacy Priority by reinforcing strong governance and leadership by clearly outlining decision-making responsibilities between Council and Administration.

FINANCIAL IMPLICATIONS

There are no financial impacts to the amended policy; however, it does support and align with the Town of Blackfalds Procurement Policy.

COMMUNICATION / ENGAGEMENT CONSIDERATIONS

As this is an internal facing document, once approved Administration will communicate the changes to employees and the revised policy will be uploaded to the Town's website.

ADMINISTRATIVE RECOMMENDATION

That Standing Committee of Council consider the following motion:

1. That Standing Committee of Council recommend that the amended Signing Authority Policy be directed to a Regular Meeting of Council for consideration.

ALTERNATIVES

- a) That Standing Committee of Council recommends amendments to the Signing Authority Policy.

ATTACHMENTS

- *Draft Signing Authority Policy – Tracked Changes*
- *Draft Signing Authority Policy – Clean Version*

APPROVALS



Kim Isaak,
Chief Administrative Officer

Department Director/Author

SIGNING AUTHORITY

POLICY NO	CP184.24
DIVISION DEPARTMENT	Administration
REVIEW PERIOD	Every 3 Years or Upon Legislative Change

1. POLICY PURPOSE

- 1.1. In accordance with the *Municipal Government Act* (MGA), authority is delegated to sign cheques, agreements, and other municipal documents to those Elected Officials and Employees in the positions indicated in this Policy. Specific signing authorities may be designated in the MGA, and in other various Bylaws and Council Policies.

2. POLICY STATEMENT

- 2.1. To clarify who in the organization may sign or authorize which municipal documents.
- 2.2. To support accountability for financial and non-financial transactions.
- 2.3. Provide clarity of roles and responsibilities.

3. DEFINITIONS

- 3.1. **“Administrative Procedure”** means specific written processes that support a policy. Procedures that are created, amended or made obsolete require the approval of the CAO.
- 3.2. **“Chief Administrative Officer”** (CAO) means the Chief Administrative Officer of the Town of Blackfalds, appointed by Council as per the *Municipal Government Act*.
- 3.3. **“Council”** means all Elected Officials of the Town of Blackfalds.
- 3.4. **“Elected Officials”** means the Council of the Town of Blackfalds.
- 3.5. **“Employee”** as defined in S. (d.1)(k) of the *Alberta Employment Standard 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.

~~“Supervisor” means an Employee who has been given the responsibility to manage a team of Employees. (i.e. CAO, Directors, Managers).~~

~~3.5.-~~

- 3.6. **“Municipal Government Act”** (MGA) means the *Municipal Government Act*, RSA 2000, Chapter M-26 and amendments thereto.

~~3.7. “Supervisor” means an Employee who has been given the responsibility to manage a team of Employees. (i.e. CAO, Directors, Managers).~~

4. SCOPE

4.1. This Policy applies to all ~~Town Employees and~~ Elected Officials ~~and Employees.~~

5. AUTHORITY AND RESPONSIBILITIES

5.1. Council to:

5.1.1. Adopt and support this Policy by resolution.

5.2. Chief Administrative Officer to:

5.2.1. Advise Council on the development, implementation, and amendment of this Policy.

5.2.2. Ensure Policy review occurs and verify the implementation of this Policy.

5.2.3. Further delegate authority to Employees in accordance with the CAO Bylaw and the delegation provisions of the *Municipal Government Act*.

~~5.2.3-5.2.4.~~ Implement this Policy and the establishment of any Administrative Procedures required for carrying out this Policy.

6. POLICY

~~6.1. Unless specified elsewhere in this Policy, authority is delegated to a position rather than a person.~~

~~6.2. Unless otherwise specified, authority delegated to a position extends to any person acting in the position.~~

~~6.3. A delegation of authority to an Employee also confers authority on that Employee's supervisor, unless a particular qualification or certification, which must be held by the designated individual, is not held by the Supervisor.~~

~~6.4. Only Employees who have been delegated signing authority through this Policy or through further delegation permitted by the Policy, may sign municipal documents referenced here.~~

~~6.5. Employees who have been delegated signing authority are responsible for:~~

~~6.5.1. Ensuring documents are signed in accordance with this Policy; and~~

~~6.5.2. Ensuring the accuracy of the document being signed.~~

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~~6.6— Employees who have been delegated authority in this Policy are responsible for:~~

~~6.6.1— Being aware and complying with all relevant bylaws, policies, Administrative Policies and Procedures as well as external legislative requirements when exercising delegations;~~

~~6.6.2— Providing for sub-delegation in writing as required;~~

~~6.6.3— Ensuring that all sub-delegated individuals understand the powers, duties and functions that have been delegated to them.~~

6.76.1 Minutes of Meetings

~~6.7.1~~ **6.1.1 Council Meetings**

Authority for signing council meeting minutes is as follows, in accordance with Section 213(1) of the MGA and the CAO Bylaw.

1 st Signature	2 nd Signature
Mayor or Councillor presiding at the Meeting	CAO or Acting CAO presiding at the Meeting

~~6.7.2~~ **6.1.2 Council Committee Meetings**

Authority for signing council committee meeting minutes is as follows in accordance with Section 213(2) of the MGA and the CAO Bylaw.

1 st Signature	2 nd Signature
Person presiding at the Meeting	Recording Secretary or CAO

~~6.86.2~~ **Bylaws**

~~6.8.1~~ **6.2.1** Authority for signing bylaws is as follows, in accordance with Section 213(3) of the MGA and the CAO Bylaw.

1 st Signature	2 nd Signature
Mayor or Deputy Mayor	CAO or Acting CAO

~~6.96.3~~ **Banking Instruments, Agreements and Other Municipal Documents**

~~6.2.1-6.3.1~~ **Banking Instruments**

Authority for signing all papers, ~~cheques~~ **Payments** and other documents that are required in the conduct of all bank accounts and other business relating to banking of the Town of Blackfalds funds are as follows, in accordance with 213(4) of the MGA and the CAO's Bylaw. This authority is extended to the printing or other reproduction of signatures as outlined in Section 213(5) of the MGA. This authority may not be further delegated, being that one (1) signature

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from Group 1 and one (1) signature from Group 2 are required for banking instruments.

Authority for signing or authorizing agreements for the acquisition of goods and services are as follows in accordance with the Town of Blackfalds Procurement Policy

<u>1st Signature – Group 1</u>	<u>2nd Signature – Group 2</u>
Mayor Deputy Mayor or Another Member of Council	CAO Directors Financial Services Manager

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In the event that none of the above are available from Group 1 the following is authorized.

<u>1st Signature – Group 1</u>	<u>2nd Signature – Group 2</u>
CAO Acting CAO Director of Corporate Services	Directors Financial Services Manager

6.2.2-6.3.2 Agreements for Budgeted Expenditures (Procurement)

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Authority for signing or authorizing agreements for the acquisition of goods and services is as follows, in accordance with the Town of Blackfalds Procurement Council Policy, aAnd the Procurement Authorities and Limits Administrative Procedure. The position listed has the authority to sign all agreements appearing across from and above the position title.

1 st Signature	Agreement Purchasing –	2 nd Signature Required
CAO	<ul style="list-style-type: none"> Any purchase agreement approved within the <u>budget</u> up to \$500,000 <u>and not more than 3 years in length</u> 	Mayor
Council Resolution	<ul style="list-style-type: none"> Any purchase agreement greater than \$500,000 or renewal longer than three years and greater than \$500,000 in value. 	Council authorization

6.406.4 Intergovernmental Agreements

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Authority is delegated as follows to sign Intergovernmental Agreements:

1 st Signature	Documents	2 nd Signature Required
CAO or Acting CAO	<ul style="list-style-type: none"> Intergovernmental Agreements 	Mayor or Deputy Mayor

6.40.16.4.1 Signing authority in this section:

6.40.1.16.4.1.1 May be further delegated to a Town Employee as long as the delegation has been confirmed in writing by the authority holder or the CAO.

6.40.1.26.4.1.2 Does not preclude the CAO from providing a signature on any agreement or document.

6.4.1.3 Does not preclude the Mayor from providing a signature on any agreement or document.

6.40.1.3

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7. EXCLUSIONS

None

8. SPECIAL SITUATIONS

None

9. RELATED DOCUMENTS

9.1. Municipal Government Act

~~9.1. Appendix "A" Delegation of Signing Authority~~

9.2. CAO Bylaw

9.3. ~~Procurement~~ Council Policy - ~~Procurement~~

9.4. ~~Administrative Procedure - Signing A~~Procurement Authorities

9.4. ~~Procurement Authorities and Limits~~ Administrative Procedure - ~~Procurement Authorities and Limits~~

9.5. ~~Digital and Electronic Signature Policy - Council Policy - Digital and Electronic~~Signing Authority ~~Signature Policy~~

~~Digital and Electronic Signature~~ Administrative Procedure - ~~Digital and Electronic Signature~~

9.6. ~~Appendix "A" Delegation of Signing Authority~~

~~Appendix "A" Delegation of Signing Authority~~

~~9.6.~~

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10. END OF POLICY

Mayor

Chief Administrative Officer

Date

Date

POLICY RECORD HISTORY

	Resolution No:	Date
Policy Adopted	RCM 131/24	April 23, 2024
Policy Reviewed	SCC 021/25	April 14, 2025
Policy Revised	RCM 093/25	April 22, 2025
Policy Revised		

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ADMINISTRATIVE REVISIONS

Date	Description

DRAFT

Town of Blackfalds Delegation of Signing Authority

I _____ delegate to _____
(Person Authorizing) (Name of delegate)

The authority to approve and sign the following on my behalf as of _____
(Date)

Agreement or Document Type	Comments

I have read the Town of Blackfalds Signing Authority Policy and understand the limits and responsibilities in delegating this authority.

Per: _____ Date: _____
Signature of Person Authorizing

I have read the Town of Blackfalds Signing Authority Policy and understand the limits and responsibilities in delegating this authority.

Per: _____ Date: _____
Delegate Acknowledging Responsibility

Per: _____ Date: _____
CAO

SIGNING AUTHORITY

POLICY NO	CP184.24
DIVISION DEPARTMENT	Administration
REVIEW PERIOD	Every 3 Years or Upon Legislative Change

1. POLICY PURPOSE

- 1.1. In accordance with the *Municipal Government Act (MGA)*, authority is delegated to sign cheques, agreements, and other municipal documents to those Elected Officials and Employees in the positions indicated in this Policy. Specific signing authorities may be designated in the MGA, and in other various Bylaws and Council Policies.

2. POLICY STATEMENT

- 2.1. To clarify who in the organization may sign or authorize which municipal documents.
- 2.2. To support accountability for financial and non-financial transactions.
- 2.3. Provide clarity of roles and responsibilities.

3. DEFINITIONS

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- 3.3. “**Council**” means all Elected Officials of the Town of Blackfalds.
- 3.4. “**Elected Officials**” means the Council of the Town of Blackfalds.
- 3.5. “**Employee**” as defined in S. (d.1)(k) of the *Alberta Employment Standard 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. “**Municipal Government Act**” (MGA) means the *Municipal Government Act*, RSA 2000, Chapter M-26 and amendments thereto.

4. SCOPE

4.1. This Policy applies to all Elected Officials and Employees.

5. AUTHORITY AND RESPONSIBILITIES

5.1. Council to:

5.1.1. Adopt and support this Policy by resolution.

5.2. Chief Administrative Officer to:

5.2.1. Advise Council on the development, implementation, and amendment of this Policy.

5.2.2. Ensure Policy review occurs and verify the implementation of this Policy.

5.2.3. Further delegate authority to Employees in accordance with the CAO Bylaw and the delegation provisions of the *Municipal Government Act*.

5.2.4. Implement this Policy and the establishment of any Administrative Procedures required for carrying out this Policy.

6. POLICY

6.1 Minutes of Meetings

6.1.1 Council Meetings

Authority for signing council meeting minutes is as follows, in accordance with Section 213(1) of the MGA and the CAO Bylaw.

1st Signature	2nd Signature
Mayor or Councillor presiding at the Meeting	CAO or Acting CAO presiding at the Meeting

6.1.2 Council Committee Meetings

Authority for signing council committee meeting minutes is as follows in accordance with Section 213(2) of the MGA and the CAO Bylaw.

1st Signature	2nd Signature
Person presiding at the Meeting	Recording Secretary or CAO

6.2 Bylaws

6.2.1 Authority for signing bylaws is as follows, in accordance with Section 213(3) of the MGA and the CAO Bylaw.

1st Signature	2nd Signature
Mayor or Deputy Mayor	CAO or Acting CAO

6.3 Banking Instruments, Agreements and Other Municipal Documents

6.3.1 Banking Instruments

Authority for signing all papers, payments and other documents that are required in the conduct of all bank accounts and other business relating to banking of the Town of Blackfalds funds are as follows, in accordance with 213(4) of the MGA and the CAO's Bylaw. This authority is extended to the printing or other reproduction of signatures as outlined in Section 213(5) of the MGA. This authority may not be further delegated, being that one (1) signature from Group 1 and one (1) signature from Group 2 are required for banking instruments.

Authority for signing or authorizing agreements for the acquisition of goods and services are as follows in accordance with the Town of Blackfalds Procurement Policy

<u>1st Signature – Group 1</u>	<u>2nd Signature – Group 2</u>
Mayor Deputy Mayor or Another Member of Council	CAO Directors Financial Services Manager

In the event that none of the above are available from Group 1 the following is authorized.

<u>1st Signature – Group 1</u>	<u>2nd Signature – Group 2</u>
CAO Acting CAO Director of Corporate Services	Directors Financial Services Manager

6.3.2 Agreements for Budgeted Expenditures (Procurement)

Authority for signing or authorizing agreements for the acquisition of goods and services is as follows, in accordance with the Town of Blackfalds Procurement Council Policy and the Procurement Authorities and Limits Administrative Procedure. The position listed has the authority to sign all agreements appearing across from and above the position title.

1 st Signature	Agreement Purchasing –	2 nd Signature Required
CAO	<ul style="list-style-type: none"> Any purchase agreement approved within the budget up to \$500,000 and not more than 3 years in length 	No
Council Resolution	<ul style="list-style-type: none"> Any purchase agreement greater than \$500,000 or renewal longer than three years and greater than \$500,000 in value. 	Council authorization

6.4 Intergovernmental Agreements

Authority is delegated as follows to sign Intergovernmental Agreements:

1 st Signature	Documents	2 nd Signature Required
CAO or Acting CAO	<ul style="list-style-type: none"> Intergovernmental Agreements 	Mayor or Deputy Mayor

6.4.1 Signing authority in this section:

- 6.4.1.1 May be further delegated to a Town Employee as long as the delegation has been confirmed in writing by the authority holder or the CAO.
- 6.4.1.2 Does not preclude the CAO from providing a signature on any agreement or document.
- 6.4.1.3 Does not preclude the Mayor from providing a signature on any agreement or document.

7. EXCLUSIONS

None

8. SPECIAL SITUATIONS

None

9. RELATED DOCUMENTS

- 9.1. *Municipal Government Act*
- 9.2. *CAO Bylaw*
- 9.3. *Council Policy - Procurement*
- 9.4. *Administrative Procedure Procurement Authorities*
- 9.5. *Administrative Procedure - Signing Authority*
- 9.6. *Administrative Procedure - Digital and Electronic Signature*

10. END OF POLICY

Mayor

Chief Administrative Officer

Date

Date

POLICY RECORD HISTORY

	Resolution No:	Date
Policy Adopted	RCM 131/24	April 23, 2024
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ADMINISTRATIVE REVISIONS

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