

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 AGENDAS

3.1 Regular Agenda for September 8, 2026

3.2 Consent Agenda for September 8, 2026

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

b) **Adoption of Minutes**

- Regular Council Meeting Minutes – August 25, 2026

- Special Council Meeting Minutes – August 27, 2026

c) **Council Reports**

- Mayor Laura Svab

- Deputy Mayor Jim Sands

- Councillor Shane Hanson

- Councillor Ryan Brown

- Councillor Aaron J. Hoyte

- Councillor Cory Twerdoclib

- Councillor Brenda Dennis

d) **Administrative Reports**

None

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

None

f) **Information**

- City of Lacombe Council Highlights - August 24, 2026

- Lacombe County Council Highlights - August 27, 2026

g) **Correspondence**

- Letter from the Deputy Minister and Minister of Public Safety and Emergency Services, Honourable Mike Ellis, Re: Policing Support Grant – August 28, 2026

4. PUBLIC HEARING

None

5. DELEGATION

None

6. BUSINESS

6.1 Request for Decision, Council Policy CP-197.26 - Asset Management (*new*)

6.2 Request for Decision, Bylaw 1360.26- LUB Accessory Building Driveway Setback (*First Reading*)

6.3 Request for Decision, Subdivision File No. S-06-26, St. Veronica School Site (5721 Vista Trail)

6.4 Request for Decision, Council Policy CP-170.23 – Public Participation (*amended*)

6.5 Request for Decision, Council Policy CP-198.26 – Proclamations (*new*)

6.6 Request for Decision, Policies for Rescinding

6.7 Request for Decision, Letter of Support - Optimist Club of Blackfalds

6.8 Request for Decision, Regular Council Meeting Date Change Request

7. NOTICES OF MOTION

7.1 Request for information on Data Centers, *Councillor Twerdoclib*

8. CONFIDENTIAL

8.1 Third Party Advertising – ATIA – Section 19 – Disclosure Harmful to Business Interests of a Third Party

MINUTES

A Regular Council Meeting for the Town of Blackfalds was held on August 25, 2026, at 5018 Waghorn Street in Council Chambers, commencing at 6:00 p.m.

MEMBERS PRESENT

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

ATTENDING

Kim Isaak, Chief Administrative Officer
Justin de Bresser, Director of Corporate Services
Ken Morrison, Director of Emergency Management & Protective Services
Rick Kreklwich, Director of Community Services
Jolene Tejkl, Planning & Development Manager
Jeff Heindel, Parks and Facilities Manager
Peter McGee, Economic Development Officer
Renan Bravo, Information Technology Technician
Danielle Nealon, Senior Legislative Advisor

REGRETS

None

OTHERS PRESENT

None

1. WELCOME AND CALL TO ORDER

Mayor Svab welcomed everyone to the Regular Council Meeting of August 25, 2026, and called the meeting to order at 6:00 p.m.

2. LAND ACKNOWLEDGEMENT

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

3. ADOPTION OF AGENDAS

Council reviewed the Agendas for August 25, 2026, and amended the Regular Agenda, as follows:

- Regular Agenda Addition - Request for Decision, Use of Town Wordmark and Corporate Branding was added under Business item 6.13

269/26

Councillor Hoyte moved That Council adopt the Regular Agenda for August 25, 2026, as amended.

CARRIED UNANIMOUSLY

270/26

Councillor Hanson moved That Council adopt the Consent Agenda for August 25, 2026, as presented, containing:

- a) Declaration of No Interest** (*conflict of duty and interest, pecuniary or other*)
- b) Adoption of Minutes**
 - Regular Council Meeting Minutes – July 28, 2026
- c) Council Reports**

None

MINUTES

d) Administrative Reports

- Report for Council, CAO Report – August 2026
- Report for Council, Enforcement & Protective Services Monthly Report – July 2025
- Report for Council, Development & Building Monthly Report – July 2026
- Report for Council, BOLT KPI Monthly Report – July 2025

e) Boards, Committee and Commission Minutes and/or Reports

None

f) Information

- Lacombe County Council Highlights - August 10, 2026
- Special Event Permit 008.26 - Blackfalds Block Party - August 28, 2026
- Special Event Permit 009.26 - Big Brothers Big Sisters Rubber Duck Drop - September 26, 2026
- Special Event Permit 010.26 - Dash and Crash RC Jump and Race Event - August 30, 2026
- 2025-2026 Battle River Watershed Alliance Annual Report

g) Correspondence

- Letter from Battle River Watershed Alliance Re Funding Request - July 16, 2026

CARRIED UNANIMOUSLY

4. PUBLIC HEARING

None

5. DELEGATION

None

6. BUSINESS

6.1 Request for Decision, Proclamation – Alberta Development Officer's Week

Manager Tejkl brought forward a request for Council to proclaim Alberta Development Officer's Week.

271/26

Councillor Hanson moved That Council proclaim September 14 – 18, 2026 as Alberta Development Officer's Week in the Town of Blackfalds.

CARRIED UNANIMOUSLY

6.2 Request for Decision, Subdivision File No. S-04-26, Aurora Heights Phase 5C

Manager Tejkl brought forward for Council's consideration, Subdivision File No. S-04-26.

272/26

Councillor Brown moved That Council, being the designated Subdivision Authority for the Town of Blackfalds, is satisfied that the proposed subdivision meets the relevant considerations, and moves to approve the subdivision of Lot 1 Block 1 Plan 242 1978 into fifty-five (55) lots, subject to the following conditions:

1. That pursuant to Section 84 of the *Land Titles Act*, the Subdivision is registered by Plan of Survey.
2. That pursuant to Section 654(1)(d) of the *Municipal Government Act*, all outstanding property taxes are to be paid, or some other arrangement satisfactory to the Town of Blackfalds for payment thereof be made.
3. That pursuant to Section 655(1)(b) of the *Municipal Government Act*, the developer enters into a Development Agreement with the Town concerning the servicing and development of the subdivision and payment of off-site levies.

MINUTES

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4. That pursuant to Section 655(1) of the *Municipal Government Act*, that the owner/developer register utility easement right of way as per the requirements of the Town of Blackfalds and/or utility companies concurrent with or prior to registering the subdivision's Plan of Survey.

CARRIED UNANIMOUSLY

6.3 Request for Decision, Subdivision File No. S-05-26, Sterling Park Consolidation

Manager Tejkl brought forward for Council's consideration, Subdivision File No. S-05-26.

273/26

Deputy Mayor Sands moved That Council, being the designated Subdivision Authority for the Town of Blackfalds, move to approve the consolidation of Lot 1 Block 3 Plan 032 5531 and Lot 1 Block 1 Plan 932 1630 into one parcel, subject to the following conditions:

1. That the Lot Consolidation is registered by Plan of Survey.
2. That pursuant to Section 654(1)(d) of the *Municipal Government Act*, all outstanding property taxes are to be paid, or some other arrangement satisfactory to the Town of Blackfalds for payment thereof be made.

CARRIED UNANIMOUSLY

6.4 Request for Decision, Economic Development Strategy Selection Single Purpose Task Force

EDO McGee requested Council establish a task force to review and score the Request for Proposals for the Economic Development Strategy.

274/26

Deputy Mayor Sands moved That Council establish a Single Purpose Task Force to review the shortlist of the top three to five proponents identified through the Administration-led evaluation process and provide a recommendation to Council regarding the award of the Economic Development Strategy contract.

CARRIED UNANIMOUSLY

275/26

Councillor Hanson moved That Council appoint the following members to the Task Force Mayor Svab, Deputy Mayor Sands and Councillor Twerdoclib.

CARRIED UNANIMOUSLY

6.5 Request for Decision, Council Remuneration Review Committee

CAO Isaak recommended the convening of the Council Remuneration Review Committee for Council's consideration.

Councillor Hoyte moved That Council convene the Council Remuneration Review Committee to review the per diem allotments for the Mayor and Council.

Before voting on the foregoing motion, an amendment was introduced

276/26

Councillor Hanson moved That the main motion be amended to add "and explore rolling the per diems into the honorarium".

DEFEATED

*In favour: Councillor Hanson,
Councillor Brown and Councillor Hoyte*

The main motion was back on the floor

277/26

Councillor Hoyte moved That Council convene the Council Remuneration Review Committee to review the per diem allotments for the Mayor and Council.

CARRIED

Opposed: Councillor Hanson

MINUTES

6.6 Request for Decision, DRIVE Affiliate Membership

CAO Isaak requested Council's endorsement for the Town to become an affiliate member of the Developing Regional Innovation, Ventures & Entrepreneurship (D.R.I.V.E.).

278/26

Councillor Brown moved That Council approve the Town of Blackfalds Affiliate Membership to D.R.I.V.E. – Economic Development and endorse the appointment of Economic Development Officer, Peter McGee, as the Town's representative.

CARRIED

***Opposed: Councillor Hanson
and Councillor Hoyte***

6.7 Request for Decision, Disc Golf Course at McKay Ranch

In response to the Notice of Motion that was approved by resolution, Director Kreklewich brought forward a proposed layout of the Disc Golf Course at McKay Ranch for Council's consideration.

Councillor Twerdoclib moved That Council approve the installation of a five-hole Disc Golf Course in the McKay Ranch park space, as per the layout presented and That Council direct Administration to explore use of the Beautification Trust Fund for the planting of trees.

Before voting on the foregoing motion, a recess was called

RECESS

Mayor Svab called for a 5-minute recess at 7:34 p.m.

REGULAR COUNCIL MEETING RETURNED TO ORDER

Mayor Svab called the Regular Council Meeting back to order at 7:40 p.m.

Before voting on the foregoing motion, the following amendments were introduced

Deputy Mayor Sands moved That the main motion be amended to strike "That Council direct Administration to explore use of the Beautification Olive Freeman Trust Fund for the planting of trees." and add "and review the option of utilizing Beautification Olive Freeman Trust Fund after the fall review of the disc golf course".

Councillor Hanson moved That the main motion be amended to strike "explore" and add "incorporate" and add "in the design".

The following amendments were voted on in reverse order

279/26

Councillor Hanson moved That the main motion be amended to strike "explore" and add "incorporate" and add "in the design".

DEFEATED

***In favour: Councillor Hanson,
Councillor Hoyte and Councillor Twerdoclib***

280/26

Deputy Mayor Sands moved That the main motion be amended to strike "That Council direct Administration to explore use of the Beautification Olive Freeman Trust Fund for the planting of trees." and add "and review the option of utilizing Beautification Olive Freeman Trust Fund after the fall review of the disc golf course".

CARRIED

Opposed: Councillor Hanson

The amended main motion was on the floor

MINUTES

- 281/26** Councillor Twerdoclib moved That Council approve the installation of a five-hole Disc Golf Course in the McKay Ranch park space, as per the layout presented and review the option of utilizing Beautification Olive Freeman Trust Fund after the fall review of the disc golf course.

CARRIED UNANIMOUSLY

6.8 Request for Decision, Tennis Court Project Capital #26-7294

Manager Heindel brought forward a capital project funding adjustment request for the Tennis Court Project for Council's consideration.

- 282/26** Councillor Hoyte moved That Council transfer \$27,589.09 to the Community Centre Tennis Court Project Capital #26-7294 budget from General Capital Reserves to cover the project overage.

CARRIED UNANIMOUSLY

6.9 Request for Decision, Lacombe Regional Emergency Management: Partnership Agreement

Director Morrison brought forward the updated Lacombe Regional Emergency Management: Partnership Agreement for Council's consideration.

- 283/26** Councillor Hoyte moved That Council approve the updated Lacombe Regional Emergency Management Partnership Agreement, as presented and authorize the Mayor or delegate to attend the signing ceremony on September 29, 2026, for formal signature.

CARRIED UNANIMOUSLY

6.10 Request for Decision, Blackfalds Industrial Way Realignment

CAO Isaak requested Council's consideration regarding the realignment of Blackfalds Industrial Way.

Deputy Mayor Sands moved That Council discontinue plans for the realignment of South Street with Blackfalds Crossing Way Intersection.

Before voting on the foregoing motion, a recess was called

RECESS

Mayor Svab called for a 5-minute recess at 8:50 p.m.

REGULAR COUNCIL MEETING RETURNED TO ORDER

Mayor Svab called the Regular Council Meeting back to order at 8:57 p.m.

MEETING TIME EXTENSION

- 284/26** Councillor Brown moved That Council approve extending the Regular Meeting for August 25, 2025, to 9:30 p.m.

CARRIED UNANIMOUSLY

The main motion was back on the floor following the recess.

Deputy Mayor Sands moved That Council discontinue plans for the realignment of South Street with Blackfalds Crossing Way Intersection.

Before voting on the foregoing motion, an amendment was introduced

- 285/26** Councillor Twerdoclib moved That the main motion be amended to strike "discontinue plans" and replace with "postpone discussion" and add "until after the design study has been completed on the South Street/Highway 2A Intersection."

CARRIED
***Opposed: Deputy Mayor Sands and
Councillor Hanson***

MINUTES

The amended main motion was back on the floor

- 286/26** Deputy Mayor Sands moved That Council postpone discussion for the realignment of South Street with Blackfalds Crossing Way Intersection until after the design study has been completed on the South Street/Highway 2A Intersection.

CARRIED
Opposed: Councillor Hanson

- 287/26** Councillor Hoyte moved That Council give unanimous consent to revisit the South Street /Highway 2A Intersection project sooner than the 6-month timeframe outlined in the Council Procedural Bylaw.

CARRIED
Opposed: Councillor Hanson

The motion was put to a vote and carried; therefore, unanimous consent was not received

6.11 Request for Decision, Strategic Plan Initiatives – Quarterly Update

CAO Isaak presented Council with a quarterly update on the Strategic Plan Initiatives.

- 288/26** Deputy Mayor Sands moved That Council accept the first Quarterly Update on the Strategic Plan Initiatives as information and authorize future quarterly updates to be presented through the Regular Meeting Consent Agenda, unless a matter requires discussion or Council direction.

CARRIED UNANIMOUSLY

6.12 Request for Decision, Council Advocacy Topics

CAO Isaak brought forward the key advocacy priorities identified by Council to establish a clear framework for engaging provincial and federal governments on matters that impact the community.

- 289/26** Councillor Hoyte moved That Council approve Advocacy Priority 1 - Advocate to the Government of Alberta and the Government of Canada for increased municipal grant funding and appoint Mayor Svab, Councillor Brown and Councillor Hoyte to this priority.

CARRIED UNANIMOUSLY

- 290/26** Councillor Hanson moved That Council approve Advocacy Priority 2 - Advocate to the Ministry of Assisted Living and Social Services for increased provincial investment in affordable, attainable, and supportive housing options to meet the diverse needs of residents throughout all stages of life and appoint Mayor Svab, Deputy Mayor Sands, and Councillor Hanson to this priority.

CARRIED UNANIMOUSLY

- 291/26** Deputy Mayor Sands moved That Council approve Advocacy Priority 3 - Advocate to Alberta Transportation and Economic Corridors for highway infrastructure improvement that supports current and future growth, improves community access, and strengthens transportation connections with the region and appoint Mayor Svab, Councillor Dennis, and Councillor Twerdoclib to this priority.

CARRIED UNANIMOUSLY

- 292/26** Councillor Hoyte moved That Council approve Advocacy Priority 4 - Advocate for continuous improvement to local healthcare services to ensure residents have access to family physicians, primary care services, and a sustainable workforce and appoint Mayor Svab, Councillor Dennis, and Councillor Hoyte to this priority.

CARRIED UNANIMOUSLY

MINUTES

- 293/26** Councillor Hoyte moved That Council approve Advocacy Priority 5 - Advocate for expanded municipal eligibility under provincial and federal grant programs to support the promotion and utilization of community facilities, tourism assets, and recreational amenities and appoint Mayor Svab, Deputy Mayor Sands and Councillor Brown to this priority.

CARRIED UNANIMOUSLY

6.13 Request for Decision, Use of Town Wordmark and Corporate Branding

CAO Isaak brought forward for Council consideration the one-time use of the use of the Town wordmark and corporate branding.

- 294/26** Councillor Hanson moved That Council authorize a one-time use of the Town wordmark and corporate branding on jerseys purchased individually by Council members at their own expense.

CARRIED

Opposed: Councillor Brown

MEETING TIME EXTENSION

- 295/26** Deputy Mayor Sands moved That Council approve extending the Regular Meeting for August 25, 2025, to 9:45 p.m.

CARRIED UNANIMOUSLY

7. NOTICES OF MOTION

None

RECESS

Mayor Svab called for a 2-minute recess at 9:27 p.m.

REGULAR COUNCIL MEETING RETURNED TO ORDER

Mayor Svab called the Regular Council Meeting back to order at 9:29 p.m.

8. CONFIDENTIAL

8.1 Lease, ATIA Section 29 - Advice from Officials

- 296/26** Councillor Hoyte moved That Council move to a closed session commencing at 9:29 p.m. in accordance with Section 197(2) of the *Municipal Government Act* to discuss item 8.1 Lease, pursuant to Section 29 of the *Access to Information Act*.

CARRIED UNANIMOUSLY

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

- 297/26** Councillor Hanson moved That Council move to come out of the closed session at 9:31 p.m.

CARRIED UNANIMOUSLY

REGULAR COUNCIL MEETING RETURNED TO ORDER

Mayor Svab called the Regular Council Meeting back to order at 9:31 p.m.

Regular Council Meeting Attendance: Mayor Laura Svab, Deputy Mayor Jim Sands, Councillor Shane Hanson, Councillor Ryan Brown, Councillor Aaron J. Hoyte, Councillor Cory Twerdoclib, Councillor Brenda Dennis, CAO Kim Isaak and Legislative Advisor Danielle Nealon.

MINUTES

8.1 Lease, ATIA Section 29 - Advice from Officials

298/26

Councillor Dennis moved That Council accept the lease terms outlined in the letter from Parallax Energy dated August 20, 2026.

CARRIED UNANIMOUSLY

9. ADJOURNMENT

Mayor Svab adjourned the Regular Council Meeting at 9:32 p.m.

Laura Svab, Mayor

Kim Isaak, Chief Administrative Officer

MINUTES

A Special Council Meeting for the Town of Blackfalds was held on August 27, 2026, at 5018 Waghorn Street in Council Chambers, commencing at 5:30 p.m.

The Notice of this Special Meeting was given under the authority of Section 194 of the Municipal Government Act (in writing via email) to each member of Council and a signed Waiver of Notice is attached to these Minutes.

MEMBERS PRESENT

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

ATTENDING

Kim Isaak, Chief Administrative Officer

REGRETS

None

OTHERS PRESENT

None

1. WELCOME AND CALL TO ORDER

Mayor Svab welcomed everyone to the Special Council Meeting of August 27, 2026, and called the meeting to order at 5:30 p.m.

2. LAND ACKNOWLEDGEMENT

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

3. ADOPTION OF AGENDA

299/26 Deputy Mayor Sands moved That Council adopt the Special Meeting Agenda for August 27, 2026, as presented.

CARRIED UNANIMOUSLY

4. BUSINESS

4.1 Rescinding Resolution 286/26

CAO Isaak provided an overview of the Rescinding Resolution 286/26 Report and asked Council if they had any questions.

300/26 Deputy Mayor Sands moved That Council rescind Resolution 286/26, being the following:

286/26 Deputy Mayor Sands moved That Council postpone discussion for the realignment of South Street with Blackfalds Crossing Way Intersection until after the design study has been completed on the South Street/Highway 2A Intersection.

CARRIED
Opposed: Councillor Hanson

MINUTES

5. ADJOURNMENT

Mayor Svab adjourned the Special Council Meeting at 5:34 p.m.

Laura Svab, Mayor

Kim Isaak, Chief Administrative Officer

DRAFT



COUNCIL MONTHLY REPORT

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Summary of meetings/events attended as a Council representative during this reporting period

Date	Event Key Points of Discussion and/or Decisions
July 16	RCM Agenda Review – Review the 1 st page of the agenda with CAO Isaak
July 16	Chairs for Charity - cheque presentation to ANAM Shared on Facebook July 16
July 16	RDRMUG - Dickson Dam Tour • Video presentation regarding how the history, design, operations, capacity, safety measures, etc • Discussion on upgrades over the past few years • Tour of the dam
July 17	Council Connect with Councillor Dennis
July 17	Local Community Sports Organization - Meeting
July 20	Meeting with Admin
July 20	Council Community and Engagement Committee • Reviewed the Public Participation Policy
July 20	Standing Committee of Council • Coffee with Council and Council Monthly Reports • New Environmental Advisory Committee terms of reference • Disc Golf Course – McKay Ranch • MPC Land Use Bylaw Amendments
July 20	Council Time Sheets
July 22	Local Community Sports Organization - Meeting
July 23	Christmas Party Planning Meeting



COUNCIL MONTHLY REPORT

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Summary of meetings/events attended as a Council representative during this reporting period

Date	Event Key Points of Discussion and/or Decisions
July 23	Cheque Signing
July 23	Off-site Levy Open House
July 24	Mayor's Message for Abbey Centre Recreation and Activity Guide
July 27	Commercial Developer - Meeting
July 28	Mayor Briefing - Pre-Council Meeting Agenda Review
July 28	Interview with CBC
July 28	Regular Council Meeting - Pancake breakfast cheque presentation to the Blackfalds Optimist Club - Introduction of the new Blackfalds RCMP Staff Sargeant Jay Jestings - RCMP Multi Year Financial Plan - Proposed Residential Solid Waste Rate Revisions - Coffee with Council - Council Monthly Reports - Quarterly Financial Reports
July 29	CAO – Meeting Preparing for Minister of Municipal Affairs
July 29	Expanded Advisory Board sub-committee – Burman University Small Business Resource Centre
July 29	St Veronica's Catholic School - Meeting with Principal Mandy Reed
July 29	Meeting with Residents
July 29	Local Community Sports Organization - Meeting



COUNCIL MONTHLY REPORT

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Summary of meetings/events attended as a Council representative during this reporting period

July 30	Minister of Municipal Affairs – July 30
July 30	Local Non-Profit Organization - Meeting
Aug 5	Small Business Resource Centre Governance Structure Sub-committee – Burman University meeting- #1
Aug 5	CAO - meeting
Aug 5	Cheque Signing
Aug 5	2026 Women's Canadian Fast Pitch Championship – Opening Ceremonies Speech
Aug 14	Council Timesheets
Aug 17	Council Community and Engagement Committee • Public Participation Policy Plan • Review Connect with Council Dates and Graphics • AB Muni's Social Media Toolkit
Aug 17	Standing Committee of Council Meeting • Asset Management • Citizen Engagement and Budget Survey • AB Muni's 2026 Resolutions • Increasing the Authority of the Development Officer • Proclamation Policy
Aug 18	EDTAC Business Walk
Aug 19	Christmas Party Planning Meeting
Aug 19	Meeting with a Resident



COUNCIL MONTHLY REPORT

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Summary of meetings/events attended as a Council representative during this reporting period

Aug 19	EDTAC Business Walk
Aug 19	AI Data Centre – Town Hall in Lacombe
Aug 20	Cheque Signing
Aug 21	Staff BBQ – staff and summer student appreciation
Aug 22	Liquor Evolution - BBQ
Aug 22	Roots and Wings Harvest Dinner Invitation - Lacombe Museum & Ellis Nature Centre Fundraiser
Aug 25	Mayor Briefing - Pre-Council Meeting Agenda Review
Aug 25	Small Business Resource Centre Governance Structure Sub-Committee - Burman University meeting #2
Aug 25	Regular Council Meeting • Quite a few business items, so I will note a few. • Lacombe Regional Emergency Management • Blackfalds Industrial Way Realignment • Strategic Plan Initiatives • Council Advocacy Topics
Aug 26	RCMP Community BBQ
Aug 26	Meeting with a Local Business
Aug 26	Standing Committee Meeting (to establish budget criteria) • Please watch this meeting on Blackfalds YouTube. This is an important meeting with a lot of good conversations. We asked administration to bring back the budget to start at 1.5% - 2.23%
Aug 27	RCM Agenda Review – Review the 1 st page of the agenda with CAO Isaak



COUNCIL MONTHLY REPORT

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Summary of meetings/events attended as a Council representative during this reporting period

Aug 27	IRJC Open House • Great to see all the youth and their families at meet the teacher. Met a few new families that have just moved to our community.
Aug 27	Special Council Meeting
Aug 27	Strategic Plan Quarterly Workshop - Great discussion on all our Strategic Plan Priorities
Aug 28	Meeting with Staff Sergeant Jay Jestings
Aug 28	Blackfalds Block Party • Thanks again to the Heart of Blackfalds Society for all the hard work in putting together this successful event that brings our community together. Thanks to all the volunteers, community groups and businesses who were also a part of this event. This event was very well attended and it was so great to talk with so many neighbours.
Aug 29	Alberta Day's Celebration • Thanks to Kurt for all the hard work he did to make this event successful. Also, thanks to the Blackfalds Optimist Club for being a part of this by BBQ burgers and building connections to help build a Toddler Park in our community.
Aug 31	Economic Development Strategy Task Force
Aug 31	Council Report



COUNCIL MONTHLY REPORT

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Summary of meetings/events attended as a Council representative during this reporting period

Date	Event Key Points of Discussion and/or Decisions
July 15/ 26 Full Day Per Diem	Westerner Days Parade and VIP Kickoff Luncheon
July 16/ 26	MPC Meeting – July  2026-07-16 MPC Complete Package_Re
Aug 17/ 26	Standing Committee of Council Meeting  8 - Standing Committee of Council
Aug 24/ 26	NRDRWSC Meeting NORTH RED DEER RIVER WATER SERVICES COMMISSION
Aug 25/ 26	Regular Council Meeting  14 - 2026-08-25 RCM Agenda.pdf
Aug 26/ 26	Standing Committee of Council Meeting – Establish Budget Criteria  9.1 - Standing Committee of Council
Aug 27/ 26	Special Council Meeting  4 - 2026-08-27 Special Council Meeti
Aug 27/ 26	Strategic Plan Quarterly Review
Aug 28/ 26	Blackfalds Block Party



COUNCIL MONTHLY REPORT

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Summary of meetings/events attended as a Council representative during this reporting period

Date	Event Key Points of Discussion and/or Decisions
2026.07.16	Community Commitment, Municipal Planning Committee (MPC) Meeting • Civic Cultural Centre, 6:00 p.m. – 6:30 p.m. ○ Development Permit Application 120-26 – Height Variance (57 Portway Close) ○ Development Permit Application 79-26 – Side and Rear Yard Variance (5220 Lawton Avenue)
2026.07.20	Community Commitment, Council Communications & Engagement Committee (CCAC) Meeting • Civic Cultural Centre, 4:00 p.m. – 5:30 p.m. ○ Budget Survey Update ○ Public Participation Policy
2026.07.20	Community Commitment, Standing Committee of Council (SCC) Meeting • Civic Cultural Centre, 4:00 p.m. – 5:30 p.m. ○ Request for Direction, Municipal Planning Commission Notice of Motion – Land Use Bylaw Amendments ○ Request for Direction, Disc Golf Course at McKay Ranch ○ Request for Direction, Council Communication & Engagement Committee – Coffee with Council ○ Request for Direction, Council Communication & Engagement Committee – Council Monthly Reports ○ Request for Direction, Standing Committee of Council Meeting Schedule Adjustments ○ Request for Direction, Environmental Sustainability Strategy (ESS) – Status Update and Proposed Council Committee ○ CONFIDENTIAL Committee Discussion – ATIA Section 29 – Advice from Officials
2026.07.23	Community Commitment, Off-Site Levy Open House • Starbucks, 6:00 – 8:00 p.m. ○ Director of Infrastructure facilitated discussion with the public and developers ○ Four representatives from three developers present to participate

2026.07.28	Community Commitment, Regular Council Meeting (RCM) • Civic Cultural Centre, 6:00 p.m. – 9:00 p.m. ○ Council Pancake Breakfast Donation Funds – Optimist Club of Blackfalds, Mayor Svab and Council ○ Introduction of S/Sgt. Jestings and Blackfalds RCMP Semi-Annual Report - Director Morrison ○ Request for Decision, Blackfalds RCMP Multi-Year Financial Plan ○ Request for Decision, Proposed Residential Solid Waste Rate Revisions ○ Request for Decision, Coffee with Council ○ Request for Decision, Council Monthly Reports ○ Request for Decision, Quarterly Financial Reports for the Period Ending June 30, 2026 ○ CONFIDENTIAL Lease, ATIA Section 29 - Advice from Officials
2026.08.04	Community Commitment, Quarterly Check-In Meeting • Civic Cultural Centre, 5:00 p.m. – 5:45 p.m. ○ w/CAO Isaak
2026.08.05	Community Engagement, 2026 Women's Fast Pitch Championship • Sterling Industries Sports Park, 5:00 p.m. – 6:00 p.m. ○ w/Mayor Svab and Councillor Twerdoclib
2026.08.17	Community Commitment, Council Communications & Engagement Committee (CCAC) Meeting • Civic Cultural Centre, 4:00 p.m. – 5:30 p.m. ○ Draft Public Participation Policy Plan ○ Council Monthly Reports Highlight Tutorial ○ Connect with Council Illustrations ○ AB Munis Social Media Toolkit
2026.08.17	Community Commitment, Standing Committee of Council (SCC) Meeting • Civic Cultural Centre, 4:00 p.m. – 5:30 p.m. ○ Request for Direction, Revised Council Policy - Asset Management ○ Report for Committee, Citizen Engagement & Budget Survey ○ Report for Committee, Alberta Municipalities 2026 Resolutions ○ Request for Direction, Increasing the Authority of the Development Officer ○ Request for Direction, Proclamation Policy

	○ CONFIDENTIAL Ice Agreement – ATIA Sections 19 – Disclosure Harmful to Business interests of a third party and 29 – Advice from Officials ○ CONFIDENTIAL Intersection Crossing – ATIA Section 29 – Advice from Officials
2026.08.25	Community Commitment, Regular Council Meeting (RCM) • Civic Cultural Centre, 6:00 p.m. – 9:00 p.m. ○ 6.1 Request for Decision, Proclamation – Alberta Development Officer’s Week ○ Request for Decision, Aurora Heights Phase 5C Subdivision - S-04-25 ○ Request for Decision, Sterling Park Consolidation - S-05-26 ○ Request for Decision, Economic Development Strategy Selection Single Purpose Task Force 6.5 Request for Decision, Council Remuneration Review Committee ○ Request for Decision, DRIVE Affiliate Membership ○ Request for Decision, Disc Golf Course at McKay Ranch ○ Request for Decision, Tennis Court Project Capital #26-7294 ○ Request for Decision, Lacombe Regional Emergency Management: Partnership Agreement ○ Request for Decision, Blackfalds Industrial Way Realignment ○ Request for Decision, Strategic Plan Initiatives – Quarterly Update ○ Request for Decision, Council Advocacy Topics ○ CONFIDENTIAL Lease, ATIA Section 29 - Advice from Officials
2026.08.26	Community Commitment, Standing Committee of Council (SCC) Meeting • Civic Cultural Centre, 4:00 p.m. – 5:30 p.m. ○ Request for Direction, Addition of Standing Committee Meeting ○ Report for Committee, 2027 Budget Discussion ▪ Current Position of the 2027 Budget ▪ Tax Increase History ▪ Tax Revenue Growth ▪ Tax Sub-Class ▪ Current and Future Service Levels ▪ Staffing levels and plans ▪ Council Remuneration ▪ Census ▪ Utility Rates ▪ User Fees

	▪ Franchise Fees ▪ Other Projects or Initiatives ▪ Funding to Community Groups ▪ Budget Format and Presentation
2026.08.27	Community Commitment, <i>Special Council Meeting</i> • Civic Cultural Centre, 5:30 p.m. – 6:00 p.m. ○ Rescinding Resolution 286/26
2026.08.27	Community Commitment, <i>Strategic Plan Quarterly Review Workshop</i> • Civic Cultural Centre, 6:00 p.m. – 8:00 p.m. ○ CAO Isaak and Council worked through Strategic Plan priorities and discussed.
2026.08.28	Community Engagement, <i>Heart of Blackfalds Block Party</i> • Broadway Ave., 5:00 p.m. – 9:00 p.m. ○ Participated w/Blackfalds Food Bank Society ○ Mingled and met residents, new and long-standing ○ Toured other nonprofit vendors and watched local community group and business demonstrations
2026.08.29	Community Engagement, <i>Alberta Day w/Optimist Club of Blackfalds</i> • Abbey Centre, 12:30 p.m. – 2:30 p.m. ○ Fundraiser BBQ by donation and other Alberta Day activities. ○ Feature Entertainment, Mariachi Band



COUNCIL MONTHLY REPORT

Councillor Ryan Brown
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BLACKFALDS
ALBERTA

403.885.4677
council@blackfalds.ca
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Summary of meetings/events attended as a Council representative during this reporting period

Date	Event Key Points of Discussion and/or Decisions
07-20-2026	Standing Committee of Council • Disc Golf discussion and approval- YEAH! • "Coffee with Council" decision and direction • Environmental and Sustainability Reporting and forward direction with committee
07-21-2026	Lacombe Chamber of Commerce Meeting (Blackfalds) • Blackfalds Report • Update on Chamber App funding from Blackfalds • Update on Travel package to Tuscany fundraiser • She Means Business • Lacombe Business Gala and Passport to Christmas planning
07-28-2026	Regular Council Meeting • Cheque presentation for Optimist Club pancake breakfast • Introduction of new RCMP Staff Sergeant • Decision on Solid Waste rate reduction for all residents (almost entirely offsets tax increases for 2026 on 300K home weighting) • Review quarterly Financials on 2026 Budget. All items on target. Awaiting new ERP system for ToB Finance Dept to give granular departmental spending reports. Great progress.
08-11-2026	Had day surgery after tearing my left quadriceps tendon a week earlier



COUNCIL MONTHLY REPORT

Councillor Aaron J. Hoyte
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Summary of meetings/events attended as a Council representative during this reporting period

Date	Event Key Points of Discussion and/or Decisions
Aug. 4	Library Board Meeting Preparing for the next year, budget, and bringing program metrics to council reports
Aug. 11	Meeting with Mayor Check-in & priorities conversation
Aug. 17	Standing Committee of Council Agenda can be found on the Blackfalds town Website
Aug. 25th	Regular meeting of Council Agenda can be found on the Blackfalds town Website
Aug. 26th	Standing Committee of Council Agenda can be found on the Blackfalds town Website
Aug. 27.	Standing Committee of Council Agenda can be found on the Blackfalds town Website
Aug. 27	Strategic Priorities quarterly Check-in
Aug. 28	Blackfalds Block party!



COUNCIL MONTHLY REPORT

Councillor Cory Twerdoclib
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Summary of meetings/events attended as a Council representative during this reporting period

Date	Event Key Points of Discussion and/or Decisions
July 1	Participate in Canada Day Celebrations at Tayles Park
July 3	Attended opening ceremonies for u13 Softball Provincials
July 7-14	Away for family wedding
July 14	Regular Council Meeting
July 15	CAO/Councillor One on One
July 20	Standing Committee of council meeting
July 23	Off-site Levi Open house. Great discussions and input from our local developers
July 28	Regular Council Meeting
July 30	Meeting with Minister of Municipal Affairs Dan Williams at town office.



COUNCIL MONTHLY REPORT

Councillor Cory Twerdoclib
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Summary of meetings/events attended as a Council representative during this reporting period

Date	Event Key Points of Discussion and/or Decisions
Aug 5	Participate in the Women's Canadian Fast Pitch National Championship Opening Ceremony.
Aug 15	Attended The Jump Jam at skills park.
Aug 17 9am-11am	Business Walk
Aug 17	Stading Committee Meeting
Aug 18 3pm-5pm	Business walk
Aug 19	Attended Data Center meeting at LMC
Aug. 20	Parkland Regional Executive Committee meeting
Aug 21	Attended Staff Summer send-off BBQ thank staff for all their hard work in the Community.
Aug 25	Regular Council Meeting
Aug 26	Standing Committee Meeting for budget discussion
Aug 27	Strategic plan Quarterly review workshop
Aug 28	Attended Blackfalds Block Party
Aug 29	Attended Alberta Day Celebration at the Amphitheatre



COUNCIL MONTHLY REPORT

Councillor Cory Twerdoclib
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Summary of meetings/events attended as a Council representative during this reporting period

Aug 30	Review and evaluate submissions for the Blackfalds Economic Development Strategy
Aug 31 @ 2pm	Economic Development Strategy Task Force Meeting



COUNCIL MONTHLY REPORT

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Phone: 403.340.9189

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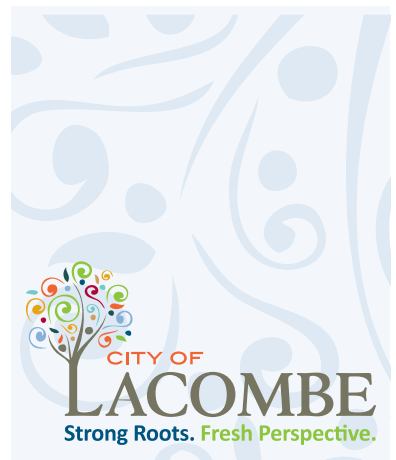
Summary of meetings/events attended as a Council representative during this reporting period

Date	Event Key Points of Discussion and/or Decisions
July 17	Connect meeting with Mayor Svab Discussed priorities to advocate the Provincial and Federal Government with various concerns that our town has.
July 20	Standing Committee of Council Discussions on MPC land use amendments, Environmental Sustainability Strategy, disc golf location, and coffee with council
July 23	Off-Site Levy Meeting Listened to developers that have concerns on Off-Site Levies
July 28	Regular Council Meeting Presentation to the Blackfalds Optimist Club, donation from the Blackfalds Day's Pancake Breakfast Met our new RCMP Staff Sergeant Jestings
July 30	Meeting with Minister Dan Williams of Municipal Affairs The minister had a very quick stop, could have more time and questions and concerns.
August 4	Library board meeting Adopted the Respectful Workplace Policy and Program Policy. Regrets of the resignation of Peter Gomes and Starr Sinclair from the board
August 17	Standing Committee of Council Reviewed forwarded to our next council meeting - asset management, solid waste rate reduction. We discussed the citizen engagement and budget survey
August 25	Regular Council Meeting Quarterly update of our Strategic Plan Initiatives and approved the Disc Golf
August 26	Standing Committee Meeting – Budget discussions.
August 27	Strategic Planning Workshop
August 28	Heart of Blackfalds hosted Blackfalds Block Party It was great to see the community to come out to this great event.

Council Highlights

Monday, August 24th, 2026 - Regular Meeting of Council

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



Quick Headlines:

Transitional
Housing
Development
Permit Approved

49C Pedestrian
Plaza Naming

Metcalf Ridge
Development
Moves Forward

Council Approves Broom Tree Transitional Housing Development Permit



Council approved a Development Permit for transitional housing at 5332 50 Avenue, allowing the Broom Tree project to proceed, subject to conditions outlined by Administration.

The project will provide 12 transitional housing units within the community and represents an important step in expanding local housing options for residents experiencing housing instability.

The permit approval follows review of the application under the existing DC5 land use district and associated development requirements.

Flatiron Junction and Flatiron Plaza Shortlisted for 49C Pedestrian Plaza

Council selected Flatiron Junction and Flatiron Plaza as the two shortlisted names for the 49C Pedestrian Plaza. Administration has been directed to conduct additional stakeholder engagement and research on both options before returning to Council with a final recommendation in early 2027. This public space is intended to enhance downtown's vibrancy and create an attractive gathering place for residents and visitors while celebrating the unique character of the Flatiron area.



Council Schedule - Lacombe Farmer's Market

Thursday, September 17th, 2026, 2:00 p.m. - 6:00 p.m. at Michener Park - 6209 50 Avenue (Highway 12)

Discussion Topics - 2027 City of Lacombe Budget Engagement Survey & Upcoming Residential Recycling Program

Stop in for a chat, share your ideas, and be part of the conversations shaping our community.

Upcoming dates: • October 8th

More from the Meeting

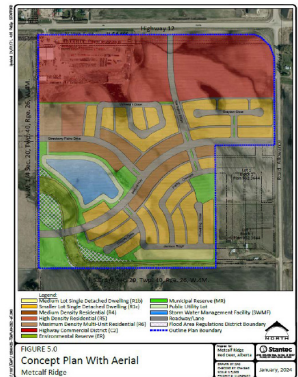


Land Use Bylaw Amendment Approved for Future Housing Development

Council approved amendments to the Metcalf Ridge Outline Plan and gave second and third readings to Bylaw 400.79, supporting the next phase of residential growth in the Metcalf Ridge area. Together, the approvals update the long-term development framework for the neighbourhood.

The amendments will allow for a broader range of housing options, including future semi-detached housing, helping to increase housing choice and accommodate the needs of a growing community. Approval of both the Outline Plan amendment and Land Use Bylaw amendment ensures development can move forward in alignment with Council's vision for sustainable and diverse residential growth in Lacombe.

This item followed a public hearing on the proposed redistricting amendment and represents another step in preparing the Metcalf Ridge neighbourhood for future residential development opportunities.



Regional Water Commission Governance Updated

Council endorsed updated governance documents for the North Red Deer River Water Services Commission, including a new Governance, Terms of Service and Operations Bylaw and a revised Membership Agreement. The changes modernize the Commission's governance structure and reflect the addition of First Nations representation within the regional partnership, strengthening collaboration among participating members as the Commission continues to provide regional water services

Other Council Business

Council also:

- approved a new Privacy, Access and Information Governance Program Policy
- received the 2026 Second Quarter Operating Variance Report for information
- authorized a new General Engineering Services Agreement with Stantec Consulting Ltd.
- made appointments to two Council boards and committees
- approved agreement terms related to the Elizabeth Lake Stabilization Project

Upcoming Council Meetings

- **Monday, September 14th, 2026, at 5:30 p.m. Public Hearing for Bylaw 405.7, at 6:00 p.m.**
- **Monday, September 28th, 2026, at 5:30 p.m.**
- **Monday, October 5th, 2026, at 5:30 p.m. Committee of the Whole**
- **Tuesday, October 13th, 2026 at 5:30 p.m.**

Your City Council



Mayor
Hibbs



Councillor
Contenti



Councillor
de Bresser



Councillor
Dykslag



Councillor
Goings



Councillor
Proud



Councillor
Span

HIGHLIGHTS OF THE REGULAR COUNCIL MEETING AUGUST 27, 2026

PUBLIC HEARING BYLAW NO. 1464/26 - RESERVE LAND DESIGNATION

A public hearing was held for Bylaw No. 1464/26, a bylaw to designate certain County-owned lands as Municipal Reserve, Environmental Reserve, and Public Utility Lots. Under the bylaw, 30 properties were designated as Environmental Reserve, 27 as Municipal Reserve, and 2 as Public Utility Lots.

Following the public hearing, Council gave Bylaw No. 1464/26 second and third reading.

SYLVAN LAKE REGIONAL WATER/WASTEWATER COMMISSION STAGE 5 LINE PROJECT

Council confirmed Lacombe County's intent to connect to the Sylvan Lake Regional Water/Wastewater Commission's Stage 5 Regional Wastewater Line once it is constructed.

ECONOMIC DEVELOPMENT STRATEGY UPDATE

Council approved revisions to the Land and People Acknowledgement included in the 2026 Economic Development Strategy Update.

FIRE DEPARTMENT RESPONSE INVOICE APPEAL

Council considered an appeal of a fire department response services invoice and confirmed the invoice amount for IVC00048377.

REQUEST TO SECOND RESOLUTION REGARDING ALBERTA ENVIRONMENT AND PROTECTED AREAS – AUDIT OF TEMPORARY DIVERSION LICENCES

Council agreed to second a Mountain View County resolution at the Central Rural Municipalities Association meeting. The resolution requests that Alberta Environment and Protected Areas conduct an audit of Temporary Diversion Licences to determine whether the Alberta Energy Regulator is complying with applicable legislation, policies, regulations, and directives.

MEETING WITH ALBERTA TRANSPORTATION AND ECONOMIC CORRIDORS

Council directed Administration to compile and forward a list of discussion topics in advance of a September 10, 2026 meeting with representatives from Alberta Transportation and Economic Corridors.

LACOMBE FISH AND GAME ASSOCIATION PRESENTATION – FUNDING REQUEST

Council received a presentation from the Lacombe Fish and Game Association regarding a proposed archery facility and fish pond access improvements. The Association requested an in-kind contribution, estimated at \$35,000, for lot levelling, grading, and the construction of a road and parking lot.

CLIVE ATHLETIC & AGRICULTURAL SOCIETY AND CLIVE MEMORIAL CURLING RINK PRESENTATION – FUNDING REQUEST

Council received a presentation from the Clive Athletic & Agricultural Society and the Clive Memorial Curling Rink regarding a proposed solar photovoltaic project. The organizations requested a contribution of 23% of the project's capital costs.



SUCCESS GROWS HERE!

INTERMUNICIPAL COLLABORATION FRAMEWORK – CAMROSE COUNTY

Council agreed to conclude the Intermunicipal Collaboration Framework agreement with Camrose County, determining that intermunicipal services have been and will continue to be adequately provided through other means.

NORTH RED DEER RIVER WATER SERVICES COMMISSION BYLAW UPDATES

Council received a presentation on proposed governance changes and bylaw amendments being advanced by the North Red Deer River Water Services Commission. Council subsequently authorized its Commission representative to support the proposed bylaws as presented.

NORTH ASPELUND INDUSTRIAL PARK SUBDIVISION

Council approved a subdivision application for a boundary adjustment within the North Aspelund Industrial Park to facilitate the expansion of Eagle Builders and the creation of a Public Utility Lot, subject to conditions.

ARMADA NOWLIT ENERGY LTD. PRESENTATION

Council received a presentation from Armada Nowlit Energy Ltd. regarding a proposed 19.8-MW integrated natural gas-fired power generator and associated on-site modular data processing centre, proposed to be located near Range Road 243 in the Clive area.

Next Regular Council Meeting is
September 10, 2026 – 9:00 a.m.

Next Committee of the Whole Meeting is
October 6, 2026 – 9:00 a.m.

Lacombe County Administration Building

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



ALBERTA
PUBLIC SAFETY AND EMERGENCY SERVICES

*Office of the Minister
Deputy Premier of Alberta
MLA, Calgary-West*

AR 34016

August 28, 2026

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

Dear Mayor Svab:

The Ministry of Public Safety and Emergency Services is pleased to continue its support for municipalities that are responsible for providing and funding their own police services. Funding under the Policing Support Grant (PSG) has been approved for the 2026-27 fiscal year.

The PSG provides funding to assist municipalities in meeting their policing obligations, including police service delivery; police governance and oversight; the implementation of provincial policing initiatives and priorities; and enhanced policing services within local communities.

For 2026-27, Town of Blackfalds will receive a PSG amount equal to \$283,760. The grant allocation is based on the Ministry of Municipal Affairs' 2023 population list, which incorporates the results of the 2021 federal census and local municipal census data available as of 2023.

A Conditional Grant Agreement, effective on April 1, 2026, and expiring on March 31, 2027, will be forwarded under separate cover by a representative from my ministry. Funds will be disbursed following the execution of the agreement.

If you have any questions, please contact Ms. Jessi Evanoff, Manager, Police Governance and Funding, Public Safety and Emergency Services, at jessi.evanoff@gov.ab.ca.

Sincerely,

Honourable Mike Ellis
Deputy Premier of Alberta
Minister of Public Safety and Emergency Services

cc: CAO, Town of Blackfalds

MEETING DATE: September 8, 2026

PREPARED BY: Aws Al Sammarraie, Engineering Services Manager

PRESENTED BY: Aws Al Sammarraie, Engineering Services Mana

SUBJECT: **Council Policy CP-197.26 - Asset Management**

BACKGROUND

The Town of Blackfalds delivers essential municipal services that support public safety, community well-being, and sustainable economic growth.

The revised Asset Management Policy establishes a governance framework for the systematic management of municipal assets throughout their lifecycle, including roads, water and wastewater infrastructure, facilities, fleet vehicles, and other physical assets.

The Policy provides guidance for balancing service delivery expectations, risk management, environmental stewardship, and fiscal responsibility. To ensure continued alignment with community priorities, legislative requirements, and the Town's financial objectives, the Policy will be reviewed and updated every four years, or as required. This approach supports the long-term sustainability, resilience, and effective stewardship of municipal infrastructure.

DISCUSSION

The revised Asset Management Policy is intended to maximize the financial, social, environmental, and economic value derived from municipal assets. It supports informed decision-making by considering current and future service needs, evaluating available opportunities and alternatives, managing risks, and delivering sustainable Levels of Service to the community.

The Policy establishes a consistent and structured framework for the Town's Asset Management Program, enabling informed lifecycle management decisions and the effective allocation of resources. It also defines roles, responsibilities, and strategic objectives that support sustainable infrastructure investment, long-term financial planning, and continuous improvement of asset management practices across the organization.

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 revised Asset Management Policy directly supports the Town's 2026-2030 Strategic Plan by advancing Sustainable Services and Infrastructure through lifecycle-based planning and budgeting practices. It contributes to Economic Vitality and Community Prosperity by protecting

and optimizing municipal infrastructure assets, supports Community Life, Safety, and Inclusion through reliable and well-maintained infrastructure, and strengthens Leadership, Engagement, and Advocacy through the implementation of a Participant Involvement Program that encourages stakeholder engagement in asset management planning.

FINANCIAL IMPLICATIONS

There are no direct financial implications associated with the adoption of this Policy. The Policy provides a framework for informed asset management decision-making and supports future financial planning, budgeting, and resource allocation processes.

COMMUNICATION / ENGAGEMENT CONSIDERATIONS

Implementation of the Policy will enhance stakeholder engagement through increased collaboration and participation in asset management planning. Successful implementation will also require ongoing coordination across departments during budget and planning processes to support effective lifecycle management of municipal assets.

ADMINISTRATIVE RECOMMENDATION

That Council consider the following motion(s):

1. That Council rescind Policy 161.22, Asset Management, effective immediately.
2. That Council adopt Council Policy CP-197.26 - Asset Management, as presented, effective immediately.

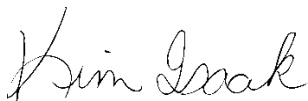
ALTERNATIVES

- a) That Council refer the draft Council Policy CP-197.26 - Asset Management back to Administration for more information.

ATTACHMENTS

- *Policy 161.22 – Asset Management*
- *Draft Council Policy CP197.26 - Asset Management*

APPROVALS



Kim Isaak,
Chief Administrative Officer



Department Director/Author

Policy No.:	161.22	Council Approval: November 8, 2022 Resolution No.: 315/22 Date: November 8, 2022
Policy Title:	Asset Management	
Department:	Infrastructure & Property Services	
Reviewed:	5 years from approval date	
Revised:		
Supersedes		
Policy/Bylaw:	139.20	

1. Policy Statement

- 1.1 The Town of Blackfalds (the “Town”) recognizes the need to implement an Asset Management (“AM”) Strategy to achieve the medium to long term financial sustainability of the organization. The Town will develop and operate an AM Strategy and promote the use of Asset Management principles in all Town departments.

2. Reason for Policy

- 2.1 The purpose of this Asset Management Policy is to facilitate the logical, methodical and informed decision making for the Town’s Asset Management Program to achieve greater Asset Life-cycle management and effective allocation of resources. The policy specifically addresses the following Principals:
- 2.1.1. Provide a consistent and accurate means of tracking and reporting of the Town’s assets (including the planning, creation, operation, maintenance and disposal of assets);
 - 2.1.2. Provide a framework which enables the Town to promote and enhance the provision of services at a level that balances customer expectations with cost and business risk;
 - 2.1.3. Meet legislative reporting and organizational financial planning requirements; and
 - 2.1.4. Integration of Asset Management practices within long-term financial planning and budgeting strategies.

3. Related Information

- 3.1 International Standards Organization (ISO) Standards 55000:2014
- 3.2 International Standards Organization (ISO) Standards 55001:2014
- 3.3 International Standards Organization (ISO) Standards 55002:2018
- 3.4 International Standards Organization (ISO) Standards 55010:2019

4. Definitions

- 4.1 “**CAO**” means the Town of Blackfalds Chief Administrative Officer.
- 4.2 “**Asset**” (Infrastructure) means an item, thing, or entity that has potential or actual value to an organization.
- 4.3 “**Asset Life-cycle**” means the full life-cycle span of an asset from the point when a need for it is first established, through design, construction, acquisition, operation and any maintenance or renewal, through to its decommissioning or disposal.
- 4.4 “**Asset Management**” means the process of making decisions about the use and care of infrastructure to deliver in a way that considers current and future needs, manages risk and opportunities, and makes the best use of resources.
- 4.5 “**Asset Management Plan**” means the documented information that species the activities, resources, and timescales required for an individual asset, or grouping of assets, to achieve the Town’s Asset Management objectives.
- 4.6 “**Asset Management Program**” means how the Town’s organizational objectives are to be converted into Asset Management objectives, including the approach for developing the Asset Management Policy, Asset Management Strategy, and Asset Management Plans, in supporting achievement of the Asset Management objectives.
- 4.7 “**Asset Management Strategy**” means the documented information that specifies how the Town’s Asset Management objectives are to be converted into Asset Management objectives, the approach for developing Asset Management Plans, and the role of the Asset Management Program in supporting the achievement of the Asset Management objectives.
- 4.8 “**Critical Asset**” means an asset for which the financial, business or service level of consequences of failure are sufficiently severe to justify proactive inspection and rehabilitation.
- 4.9 “**Community**” refers to all members of the public that live in, work in, operate businesses and visit the Town of Blackfalds.
- 4.10 “**Level of Service**” means the defined standard for the provision of a particular service. Components of defining these standards include quality, quantity, reliability, responsiveness, environmental acceptability, and cost.
- 4.11 “**Principles**” means to provide direction on applying AM within the municipality, and guidance on what the AM program should cover. The Principles should be aligned with the community vision and existing Municipal Sustainability Plan and other strategic plans to ensure the consistency between the municipality’s strategic direction and asset management efforts.
- 4.12 “**Resilience**” means the capacity of the Town to function, so that the people living and working in it survive and thrive no matter what the changes, stresses or shocks they encounter.

4.13 **“Risk”** means the degree of price volatility and/or chance of failure carried by an asset factoring the impact of failure and asset criticality.

4.14 **“Sustainability”** means meeting the needs of the present without compromising the ability of future generations to meet their own needs.

5. Responsibilities

5.1 Municipal Council to:

- 5.1.1 Approve by resolution this policy and any amendments.
- 5.1.2 Consider the allocation of resources for successful implementation of this policy in the annual budget process.
- 5.1.3 Prioritize effective stewardship of assets and articulate community values.
- 5.1.4 Consider the Level of Service sustainability delivered to the community.

5.2 Chief Administrative Officer to:

- 5.2.1 Recommend this policy and any amendments for adoption by Council.
- 5.2.2 Implement this policy and approve procedures and exceptions.
- 5.2.3 Ensure policy and procedure reviews occur and verify the implementation of policies and procedures.
- 5.2.4 Be a visible champion for the implementation of the Asset Management Policy across the organization.

5.3 Corporate Leadership Team (Directors and CAO) to:

- 5.3.1 To lead the adoption of the policy within departments.
- 5.3.2 Communication of policy across the Town.

5.4 Director of each Department to:

- 5.4.1 Ensure implementation of this policy and procedure.
- 5.4.2 Ensure that this policy and procedure is reviewed every five years.
- 5.4.3 Make recommendations to the Chief Administrative Officer of necessary policy or procedure amendments.

5.5 Manager to:

- 5.5.1 Understand and adhere to this policy and procedure.

5.5.2 Ensure employees are aware of this policy and procedure and allocate sufficient resources as necessary.

5.6 Asset Management Coordinator to:

5.6.1 The Asset Management Coordinator is delegated authority by the CAO, to lead in the development and management of an Asset Management Strategy. This includes the promotion of the AM Strategy and providing support to department managers to identify current AM strategies and implement changes identified in the Strategy.

5.6.2 The development and maintenance of an asset registry to track assets.

5.7 Asset Management Advisory Team to:

5.7.1 An Asset Management Advisory Team (AMAT) will be established and provide advice on an ad-hoc basis for matters concerning corporate asset management initiatives. The AMAT will be chaired by the Asset Management Coordinator and meetings will be held at the call of the chair. This group will be a cross-functional team with members from departments and business units that hold responsibility for municipal assets. The whole or part of the AMAT may be convened as appropriate for the matter at hand. Committee members may include:

- i. Infrastructure and Property Services Director
- ii. Corporate Services Director
- iii. Community Services Director
- iv. Infrastructure Services Manager
- v. Parks & Recreation Manager
- vi. Finance Manager
- vii. IT Services Manager
- viii. Asset Management Coordinator
- ix. Financial Analyst
- x. Public Works Foremen (Fleet Management)
- xi. Emergency and Protective Services Manager
- xii. Abbey Centre Manager

6. Exclusions

6.1 N/A

7. Special Situations

7.1 N/A

8. Appendix

9. End of Policy

PROCEDURE	Policy No.: 161.22 Policy Title: Asset Management Department: Infrastructure & Property Services
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1. Preamble

1.1 Asset Management Strategy Objectives

1.1.1 The following objectives that emphasize Asset Management best man will be implemented as part of the Town's Asset Management Program:

- i. Clearly define Levels of Service that support customer needs and meet regulatory requirements, while accounting for risk, costs and available resources;
- ii. Establish and maintain a record of the value and depreciation rates of all tangible assets owned by the Town;
- iii. Review, on an on-going basis, business processes related to asset acquisition, risk management, asset maintenance, asset disposition, and service provision;
- iv. Establish a set of corporate standards that ensure consistency in the decision- making process as to how assets are managed;
- v. Modify business processes as necessary to ensure continuous improvement, and ensure operational effectiveness and efficiency;
- vi. Ensure legislative requirements and regulatory standards are met; and
- vii. Achieve continuous improvement in asset management process through on-going improvements to data quality to provide increased forecast reliability.

2. General

2.1. Asset Management Advisory Team & Staffing Requirements

2.1.1. To ensure the success of the AM Strategy, a cross functional asset management team will be established. The Asset Management Advisory Team (AMAT) will be made up of subject matter experts in their functional departments. Each of these subject matter experts will be responsible for providing departmental specific asset management requirements to help facilitate the development of the AM Strategy. The AMAT will provide advice on an ad-hoc basis during the initiation of asset management activities, and on an on-going basis during development of planning and asset management activities.

2.1.2. To support AM initiatives for the Town, a new full-time staff member, Asset Management Coordinator, will be required. The AMAT will be chaired by the Asset Management Coordinator and meetings will be held at the call of the chair.

2.2. Public Participation

- 2.2.1. The Town will develop a Participant Involvement Program that identifies key internal and external stakeholders and customers that are to be engaged as part of consultation for Asset Management Plans. This can include conducting a public engagement session to obtain public input on important asset management matters for the Town. All information obtained from public participation will be reviewed and considered for inclusion in the AM Strategy and/or asset-specific Asset Management Plans.

3. Other Considerations

3.1 10 Year Capital Plan

- 3.1.1 The Town recognizes that the implementation of an AM Strategy is directly correlated to the Town's Ten-Year Capital Plan. As AM for the Town evolves and priorities are determined, the re-prioritization of Capital projects so the Town can meet its asset management needs and maintain fiscal responsibility.

3.2 Operational Budget

- 3.2.1 On an annual basis, the Town reviews its annual operating budget. As part of this process, annual repairs and maintenance costs for assets are identified if information is available. The amount of budget allocated for annual repairs and maintenance is directly influenced by the age and condition of Town assets. As part of the Town's commitment to the sustainable financial planning and budget strategy, overall life-cycle costs, including ongoing repairs and maintenance, will be accounted for.

3.3 Municipal Sustainability Plan

- 3.3.1 In the 2020 Municipal Sustainability Plan (MSP), the vision for the Town of Blackfalds is defined as "a progressive and growing family community, situated in an economically sustainable, collaborative, healthy, safe, and beautiful living environment, where opportunities are abundant and realized through partnerships and innovation." Of the MSP five sustainability pillars for the Town, Infrastructure and Buildings, has been identified as the one which includes the entire built environment in Blackfalds.
- 3.3.2 The following are key excerpts from the Infrastructure and Buildings sustainability pillar that pertain to Asset Management:
- i. Ensure Blackfalds is a livable community that people seek out for its high quality of life;
 - ii. Maintain a range of facilities to service diverse interests and needs;
 - iii. Take a proactive approach to growth and new infrastructure and repair;
 - iv. Invest in infrastructure across the entire municipality;

-
- v. Buildings are of high-quality design and environmental performance;
 - vi. Neighborhoods in Blackfalds are designed to encourage walkability; and
 - vii. Infrastructure projects are considered and negotiated among multiple levels of government.

3.4 Level of Service

- 4.3.1 In order to effectively develop, and maintain a sustainable AM Strategy, the Town of Blackfalds recognizes that the Level of Service for community services are directly influenced by budget and administrative policy, where applicable.

3.5. Reporting

- 3.5.1. A draft version of the Asset Management Strategy will be developed that incorporates AMAT, external, and customer consultation requirements as necessary. Once the final Strategy is approved, this Procedure may be updated to align with the Strategy.

4. End of Procedure

Approval

-Original Signed-

Chief Administrative Officer

November 9, 2022

Date

ASSET MANAGEMENT

POLICY NO	CP-197.23
DIVISION DEPARTMENT	Infrastructure & Planning Services
REVIEW PERIOD	Every 4 Years, Upon Legislative Change or As Required

1. POLICY PURPOSE

- 1.1 The purpose of this Policy is to facilitate the logical, methodical and informed decision-making for the Town's Asset Management Program to achieve greater Asset Lifecycle management and effective allocation of resources. The Policy specifically addresses the following Principles:
- 1.1.1 Provide consistent and accurate means of tracking and reporting the Town's Assets (including the planning, creation, operation, maintenance and disposal of Assets);
 - 1.1.2 Provide a framework which enables the Town to promote and enhance the provision of services at a level that balances customer expectations with cost and business risk;
 - 1.1.3 Integration of Asset Management practices within long-term financial planning and budgeting strategies.

2. POLICY STATEMENT

- 2.1 The Town owns various Infrastructure Assets which support the delivery of service to the Community. The Town recognizes the need to implement an Asset Management Strategy to achieve the medium to long-term financial sustainability of the organization. The Town will develop and operate an Asset Management Strategy and promote the use of Asset Management Principles in all Town departments.
- 2.2 Asset Management is the coordination of the Town of Blackfalds activities to realize value from our Assets. It involves all Town of Blackfalds departments, interest holders, residents, and Council.
- 2.3 The Asset Management Program strives to maximize financial, social, environmental and economic benefits, consider current and future needs, evaluate options and opportunities, carefully manage risk and provide the required Level of Services to the Community in a sustainable manner.

3. DEFINITIONS

- 3.1 **"Asset"** means a physical component of a system that has value, enables services to be provided, and has an economic life greater than 12 months.

- 3.2 “**Asset Lifecycle**” means the full life-cycle span of an asset from the point when a need for it is first established, through design, construction, acquisition, operation and any maintenance or renewal, through to its decommissioning or disposal.
- 3.3 “**Asset Management**” means the process of making decisions about the use and care of infrastructure to deliver in a way that considers current and future needs, manages risk and opportunities, and makes the best use of resources.
- 3.4 “**Asset Management Plan**” means the documented information that specifies the activities, resources, and timescales required for an individual asset, or grouping of assets, to achieve the Town’s Asset Management objectives.
- 3.5 “**Asset Management Program**” means how the Town’s organizational objectives are to be converted into Asset Management objectives, including the approach for developing the Asset Management Policy, Asset Management Strategy, and Asset Management Plans, in supporting achievement of the Asset Management objectives.
- 3.6 “**Asset Management Strategy**” means the documented information that specifies how the Town’s Asset Management objectives are to be converted into Asset Management objectives, the approach for developing Asset Management Plans, and the role of the Asset Management Program in supporting the achievement of the Asset Management objectives.
- 3.7 “**CAO**” means the Town of Blackfalds Chief Administrative Officer.
- 3.8 “**Critical Asset**” means an asset for which the financial, business or service level consequences of failure are sufficiently severe to justify proactive inspection and rehabilitation.
- 3.9 “**Community**” means and refers to all members of the public that live in, work in, operate businesses and visit the Town of Blackfalds.
- 3.10 “**Infrastructure**” means the physical asset developed and used by the Town to support its social, cultural and economic activities.
- 3.11 “**Level of Service**” means the defined standard for the provision of a particular service. The components in defining these standards include quality, quantity, reliability, responsiveness, environmental acceptability, and cost.
- 3.12 “**Principles**” means to provide direction on applying Asset Management within the municipality, and guidance on what the Asset Management Program should cover. The Principles should be aligned with the Community vision, the existing Municipal Sustainability Plan, and other strategic plans to ensure consistency between the municipality’s strategic direction and asset management efforts.
- 3.13 “**Resilience**” means the capacity of the Town to function, so that the people living and working in it survive and thrive no matter what the changes, stresses or shocks they encounter.

- 3.14 “**Risk**” means the degree of price volatility and/or chance of failure carried by an Asset, factoring in the impact of failure and asset criticality.
- 3.15 “**Sustainability**” means meeting the needs of the present without compromising the ability of future generations to meet their own needs.
- 3.16 “**Town**” means the municipality of the Town of Blackfalds.
- 3.17 “**Asset Management Steering Committee**” means the committee established to guide the Asset Management Strategy and implementation, consisting of the following members: Engineering Services Manager (Chair); Director of Infrastructure and Planning Services; Public Works Manager; General Manager Abbey Centre; Director of Emergency Management & Protective Services; Parks & Facilities Manager; Director of Community Services; IT Manager; Financial Analyst; Director of Corporate Services; Finance Manager; Municipal Enforcement; Fire Chief; and Senior Legislative Advisor.

4. SCOPE

- 4.1 The Town of Blackfalds owns a wide range of Asset types that deliver services to the Community. This Policy applies to all Town-owned Assets.
- 4.2 The Table below summarizes the services that the Town of Blackfalds provides and gives examples of the Town of Blackfalds Assets that help the Town to deliver these services.

Services Provided To The Community	Example Of Asset Group	Example Of Asset Types
Transportation	Roads	Pavements, Sidewalks, Traffic Signals, Signs
	Fleet	Services Vehicle, Snow Ploughs, Heavy Truck, Graders, Loaders , Excavator
Potable Water Supply	Water Infrastructure	Reservoir, Pump Station, Pipes, Valves, Hydrants
Waste Removal	Sanitary Infrastructure	Manholes, Pipes, Lift Stations
	Solid Waste	Bins & Transfer Station Yard
Stormwater Management	Drainage	Ponds, Outlets, Culverts, Ditches, Stormwater Lift Stations
Open Space Recreation	Parks	Playfields, Playgrounds, Trails
	Natural Assets	Tree
Community And Municipal Facilities	Buildings	Community Center, Abbey Center, Public Works Yard
	Art Collection	Wall Murals, Paintings, Sculptures
Emergency Response	Fleet	Fire Trucks, Peace Officers Vehicles
Administration	IT Infrastructure	Computers, Photocopiers, Communications

5. AUTHORITY AND RESPONSIBILITIES

5.1 Municipal Council to:

- 5.1.1 Approve by resolution this Policy and any amendments.
- 5.1.2 Consider the allocation of resources for successful implementation of this Policy in the annual budget process.
- 5.1.3 Prioritize effective stewardship of Assets and articulate Community values.
- 5.1.4 Consider the Level of Service sustainability delivered to the Community.

5.2 Chief Administrative Officer to:

- 5.2.1 Recommend this Policy and any amendments for adoption by Council.
- 5.2.2 Recommend the necessary resource requirements to execute this Policy.
- 5.2.3 Implement this Policy and approve Procedures and exceptions.
- 5.2.4 Ensure Policy and Procedure reviews occur.
- 5.2.5 Establish an Asset Management Steering Committee to guide the Asset Management Strategy and implementation.

6. POLICY

6.1 Asset Management Strategy Objectives

6.1.1 The following objectives that emphasize Asset Management will be implemented as part of the Town's Asset Management Program:

- i. Clearly define Levels of Service that support customer needs and meet regulatory requirements, while accounting for risk, costs and available resources;
- ii. Establish and maintain a record of the value and depreciation rates of all tangible assets owned by the Town;
- iii. Review, on an on-going basis, business processes related to asset acquisition, risk management, asset maintenance, asset disposition, and service provision;
- iv. Establish a set of corporate standards that ensure consistency in the decision-making process as to how assets are managed;
- v. Modify business processes as necessary to ensure continuous improvement, and ensure operational effectiveness and efficiency;
- vi. Ensure legislative requirements and regulatory standards are met; and
- vii. Achieve continuous improvement in Asset Management processes through ongoing improvements to data quality to provide increased forecast reliability.

6.2 Public Participation

- 6.2.1 The Town will develop a Participant Involvement Program that identifies key internal and external stakeholders and customers that are to be engaged as part of consultation for Asset Management Plans. This can include conducting a public engagement session to obtain public input on important Asset Management matters for the Town. All information obtained from public participation will be reviewed and considered for inclusion in the Asset Management Strategy and/or Asset-specific Asset Management Plans.

6.3 10-Year Capital Plan

- 6.3.1 The Town recognizes that the implementation of an Asset Management Strategy is directly correlated to the Town's 10-Year Capital Plan. As Asset Management for the Town evolves and priorities are set, reprioritizing Capital projects will enable the Town to meet its Asset Management needs while maintaining fiscal responsibility.

6.4 Operational Budget

- 6.4.1 On an annual basis, the Town reviews its annual operating budget. As part of this process, annual repairs and maintenance costs for Assets are identified if information is available. The amount of budget allocated for annual repairs and maintenance is directly influenced by the age and condition of Town Assets. As part of the Town's commitment to sustainable financial planning and budget strategy, overall life-cycle costs, including ongoing repairs and maintenance, will be accounted for.

6.5 2026-2030 Strategic Plan

- 6.5.1 In 2026, Council developed and approved this focused strategic plan. With a vision for "A Vibrant, friendly, and forward-thinking community people are proud to call home" With values to be Accountable, Collaborative and Compassionate. All four of the Strategic Priorities pertain to Asset Management:

1. Economic Vitality and Community Prosperity,
2. Community Life, Safety, and Inclusion,
3. Leadership, Engagement, and Advocacy, and
4. Sustainable Services and Infrastructure.

6.6 Municipal Sustainability Plan

- 6.6.1 In the 2020 Municipal Sustainability Plan ("MSP"), the vision for the Town of Blackfalds is defined as "a progressive and growing family community, situated in an economically sustainable, collaborative, healthy, safe, and beautiful living environment, where opportunities are abundant and realized through partnerships and innovation." Of the MSP's five sustainability pillars for the Town, Infrastructure and Buildings has been identified as the pillar that encompasses

the entire built environment in Blackfalds.

6.6.2 The following are key excerpts from the Infrastructure and Buildings sustainability pillar that pertain to Asset Management:

- i. Ensure Blackfalds is a livable community that people seek out for its high quality of life;
- ii. Maintain a range of facilities to service diverse interests and needs;
- iii. Take a proactive approach to growth and new infrastructure and repair;
- iv. Invest in infrastructure across the entire municipality;
- v. Buildings are of high-quality design and environmental performance;
- vi. Neighbourhoods in Blackfalds are designed to encourage walkability; and
- vii. Infrastructure projects are considered and negotiated among multiple levels of government.

6.7 Level of Service

6.7.1 In order to effectively develop and maintain a sustainable Asset Management Strategy, the Town of Blackfalds recognizes that the Level of Service for Community services is directly influenced by budget and policy, where applicable.

6.8 Reporting

6.8.1 A draft version of the Asset Management Strategy will be developed that incorporates Asset Management Asset Team, external, and customer consultation requirements as necessary.

7. EXCLUSIONS

None

8. SPECIAL SITUATIONS

None

9. RELATED DOCUMENTS

- 9.1 Asset Management Strategy
- 9.2 Asset Management Plan
- 9.3 International Standards Organization (ISO) Standards 55000:2024
- 9.4 International Standards Organization (ISO) Standards 55001: 2024
- 9.5 International Standards Organization (ISO) Standards 55002: 2018
- 9.6 International Standards Organization (ISO) Standards 55010:2024

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: September 8, 2026

PREPARED BY: Jordan Schumaker, Planner 1

PRESENTED BY: Jolene Tejkl, Planning & Development Manager

SUBJECT: **Bylaw 1360.26 Accessory Building Accessed by a Driveway Setback Amendments (First Reading)**

BACKGROUND

On July 20, 2026, the Standing Committee of Council (SCC) was presented with a Notice of Motion that the Municipal Planning Commission (MPC) passed at its May 21, 2026, meeting. This MPC Notice of Motion recommends amendments to the Land Use Bylaw (LUB) pertaining to setbacks for Accessory Buildings accessed by a Driveway. The SCC carried the following motion unanimously:

6.1 Request for Direction, Municipal Planning Commission Notice of Motion – Land Use Bylaw Amendments

Manager Tejkl presented the Municipal Planning Commission Notice of Motion regarding rear yard setback requirements for accessory buildings.

062/26 Mayor Svab moved That the Standing Committee of Council refer the matter to Administration to prepare amendments to the Land Use Bylaw to remove the 1.0 m (3.28 ft) or 6.0 m (19.69 ft) rear yard setback requirements for an Accessory Building when it is accessed by a Driveway and bring the proposed amendments forward for Council's consideration at a future Regular Meeting of Council.

CARRIED UNANIMOUSLY

DISCUSSION

The Planning & Development Department has prepared Bylaw 1360.26 in response to SCC's motion. This motion is being brought forward in response to the following difficulties surrounding approvals.

The LUB currently requires an Accessory Building accessed by a vehicle (e.g. a detached garage), to be set back either 1 m (3.28 ft) or 6 m (19.69 ft) from the rear property line. As a result, the associated driveway must also be either 1 m (3.28 ft) or 6 m (19.69 ft) in length. The intent of these regulations is to prevent vehicles from overhanging into the lane: a 1 m (3.28 ft) driveway is too short to park a vehicle, while a 6 m (19.69 ft) driveway is intended to fully accommodate one.

Although the intent is reasonable, Planning & Development receives many variance requests related to these either/or requirements which delay the issuance of Development Permits, particularly for lots with irregular rear boundaries, as shown in the example below.

The property highlighted in red has a rear property line that is not straight. A variance was required for a proposed detached garage, the location of which is shown in blue. In this case, the applicant was able to meet the 1 m (3.28 ft) setback on one side of the garage. However, to maximize rear yard space and keep the garage parallel to the dwelling, the other side of the garage was located 3 m (9.84 ft) from the rear property line and required MPC approval for a variance.

There is pressure to process Development Permit Applications efficiently, particularly given the short construction season in Central Alberta. When a variance to the either/or requirements can be processed by the Development Officer, the minimum processing time is approximately six (6) weeks. This includes three (3) weeks for required referrals and a three (3) week appeal period after the decision is issued, provided no appeal is filed.

If the variance exceeds the Development Officer's authority and must be presented to the MPC, the timeline will increase to approximately eight (8) to ten (10) weeks (or more) before the Town can issue a Development Permit, provided no appeal is filed.

In comparison, a Development Permit for a detached garage that does not require a variance is typically issued within one (1) to two (2) weeks.

While the intent of these setback requirements is to prevent vehicle overhang into the lane, the Town's Traffic Bylaw 1232/19 provides enforcement mechanisms to address this issue if it occurs, and LUB contains other regulations to ensure adequate building setbacks. For these reasons, Administration supports the motion carried unanimously by the MPC and has prepared Bylaw 1360.26 for Council's consideration.

The table below outlines the proposed amendments contemplated under Bylaw 1360.26 and the rationale for each amendment which corresponds to the attached Bylaw 1320.26:

Amendment Number	Rationale
Amendment 2.1	Primary amendment that removes the either/or requirement.
Amendment 2.2	Removes reference to the requirement under Amendment 2.1.
Amendment 2.3	Adds onto amendment 2.1 and cleans up the either/or references that Bylaw 1360.26 is proposing to remove.



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

- **Economic Vitality and Community Prosperity Alignment:** The Strategic Plan emphasizes economic readiness, business attraction, and retention. By streamlining the Permit process for any Use under the LUB, it reduces barriers for landowners and local contractors. Faster Permit approvals can encourage property improvements and stimulate local construction businesses.
- **Community Life, Safety, and Inclusion:** The more efficient the Permitting system is, the more likely landowners will apply for the proper Permits before starting construction. Having landowners apply for proper Permits helps ensure that new garages are safe and code compliant which contributes to community safety and property value.
- There is also an alignment with the Accountability and Compassion Values. Expediting Permits demonstrates accountability by the Town, by delivering an efficient service, and compassion, by reducing landowner frustration and supporting their needs.

FINANCIAL IMPLICATIONS

None.

COMMUNICATION / ENGAGEMENT CONSIDERATIONS

The *Municipal Government Act* requires a Bylaw amending the LUB to be subject to a Public Hearing. The Public Hearing will be advertised in accordance with legislative requirements and will provide the public with an opportunity to speak directly to Council about the proposed amendments.

ADMINISTRATIVE RECOMMENDATION

That Council consider the following motions:

1. That Council give First Reading to Bylaw 1360.26 – Accessory Building Accessed by a Driveway Setback Amendments, as presented.
2. That a Public Hearing date be set for October 13th, 2026, at 6:00 p.m. in Council Chambers.

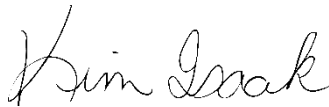
ALTERNATIVES

- a) That Council refer First Reading to Bylaw 1360.26 – Accessory Building Accessed by a Driveway Setback Amendments, back to Administration for more information or amendments.

ATTACHMENTS

- *Bylaw 1360.26*
- *Red Line Copy of Amendments*

APPROVALS



Kim Isaak,
Chief Administrative Officer



Department Director/Author

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

A Bylaw of the Town of Blackfalds, in the Province of Alberta, pursuant to the provisions of the *Municipal Government Act*, RSA 2000, c M-26 ("**MGA**") and amendments thereto, for the purpose of amending Schedule 'A' of Land Use Bylaw No. 1268.22 to amend section 4.1.2 Accessory Buildings in Residential Land Use Districts.

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

WHEREAS, notice of the intention of Council to pass a bylaw has been published in the Lacombe Express on October 1, 2026 and October 8, 2026 in accordance with Section 606 of the *Municipal Government Act*, RSA 2000, and amendments thereto;

WHEREAS, a Public Hearing was held on October 13, 2026, to allow the general public to provide input into the proposed Bylaw amendments;

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

PART 1 – TITLE

- 1.1 That this Bylaw shall be cited as the "**Accessory Building Accessed by a Driveway Setback Amendments**".

PART 2 – AMENDMENTS

- 2.1 That Section 3.20.6(a) be deleted in its entirety.
- 2.2 That Section 3.20.6(b) be amended by deleting the phrase: "Where no access by way of the Lane is provided to a building, the Driveway..." and replacing it with: "Driveways shall meet the minimum requirements for a parking stall as listed in this section."
- 2.3 That Section 4.1.2(c)(i) be amended by deleting the phrase: "...except Buildings having vehicle access, which are regulated by section 3.20."

PART 3 - DATE OF FORCE

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

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

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

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

MAYOR LAURA SVAB

CAO KIM ISAAK

3.20.6 Driveways

- a) ~~Any Building into which a vehicle may enter shall have a Driveway on the Parcel at least 6.0 m (19.69 ft) in length:~~
- ~~i) except where a Driveway enters from a Lane where access shall be either at least 6.0 m (19.69 ft) from the Property Line or 1.0 m (3.28 ft) from the Property Line (Amended, Bylaw 1275-23, 05/23/23); OR~~
 - ~~ii) except in those cases where an Easement has been placed along the Rear Property Line, in which case the Building Setback shall be either 6.0 (19.69 ft) or the width of the Easement plus 0.5 m (1.64 ft) from the Lane.~~

Commented [JT1]: Amendment 2.1

- ~~b)a) Where no access by way of the Lane is provided to a Building, the Driveway Driveways shall meet the minimum requirements for a parking stall as listed in this section.~~

Commented [JT2]: Amendment 2.2

- b) Where the Driveway services not more than 4 Dwellings, all at Street intersection Driveways shall be Setback a minimum of 6.0 m (19.69 ft) except where existing or planned traffic volumes indicate that a greater distance is required to improve or maintain traffic safety and efficiency.

- c) The minimum width of a Driveway shall be 3.0 m (9.84 ft) and where possible shall be grouped together in pairs to maximize the space available for on Street parking.

- d) To ensure that the movement of traffic is both safe and efficient, the Development Authority will prohibit Driveways onto Highways/Expressways and arterial Roads as defined in the Town of Blackfalds Transportation Master Plan and amendments thereto, and where, in the opinion of the Development Authority, the Driveway would be liable to create a hazardous traffic situation.

- e) Where access is gained directly from a paved Road, Driveways and parking areas shall be Hard Surfaced.

4.1.2 Accessory Buildings in Residential Land Use Districts

- a) For the purposes of this section, sheds and detached Garages are classified as Accessory Buildings.
- b) There shall be no more than 2 Accessory Buildings per residential Lot.
- c) An Accessory Building shall:

- i) be situated so that the exterior wall is a minimum of 1.0 m (3.28 ft) from the side and rear boundaries of the Parcel, ~~except Buildings having vehicle access, which are regulated by section 3.20~~
 - ii) not be situated closer to the other side Parcel boundary or the rear Parcel boundary, and where Sight Triangles are required at the intersection of Roads, it shall comply with subsection 3.20.9.
- d) An Accessory Building shall not be more than 5.0 m (16.40 ft) in Height and shall not exceed the Height of the Principal Building.
- e) An Accessory Building that is a shared Garage may be developed on the common Lot Line. The minimum Side Yard for the opposite side Lot Line shall be as required within the Land Use District provisions and,
- i) a caveat, for any shared wall shall be registered onto the Certificate of Title for the affected Parcels.
- f) An Accessory Building or Structure on a double fronting Lot shall be sited as if a Front Yard is required on both Lot Lines abutting Roads unless it is a residential Lot with its access from 1 Street consistent with Lots on the same block.
- g) The Setback for an Accessory Building or Structure shall not be less than the Side Yard required for the Principal Building on the side Lot Line abutting a flanking Road .
- h) An Accessory Building to which a vehicle may enter shall conform to section 3.20.

Commented [JT3]: Amendment 2.3

MEETING DATE: September 8, 2026

PREPARED BY: Jolene Tejkl, Planning & Development Manager

PRESENTED BY: Jolene Tejkl, Planning & Development Manager

SUBJECT: Subdivision File No. S-06-26, St. Veronica School Site (5721 Vista Trail)

BACKGROUND

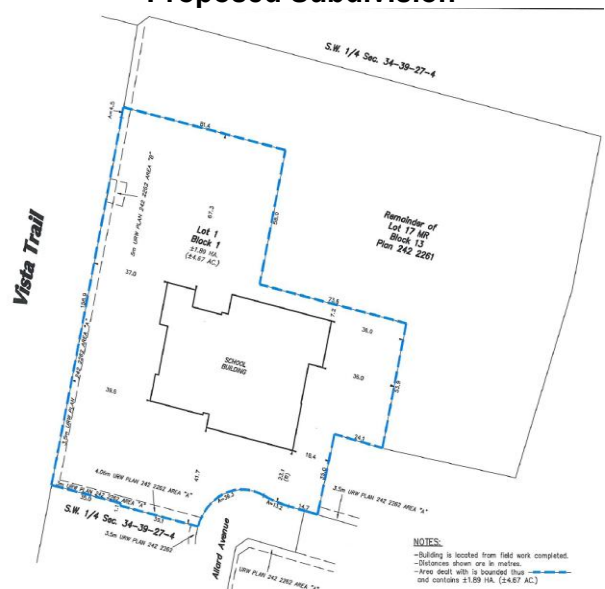
An application has been submitted to subdivide the 1.86 hectare (4.6 acre) St. Veronica School Site (including parking, loading area, a playground, and accompanying landscaping) from the larger Municipal Reserve (MR) parcel legally described as Lot 17MR Block 13 Plan 242 1978. The subdivision of a School Site is a requirement of the Joint Use & Planning Agreement (JUPA) the Town has with The Red Deer Catholic Separate School Division.

Section 15 of the JUPA states that all reserve land intended to accommodate a School must first be dedicated as MR. Once the actual School Site is known, the Town must transfer the School Site within the MR to the respective School Division. This process must also include changing the reserve designation of the School Site being subdivided out to a School Reserve (SR). The subdivision before the Subdivision Authority will accomplish that; by subdividing out the School Site and identifying the new lot as a SR, once the subdivision plan is registered at Land Titles, ownership of the proposed 1.86 hectare (4.6 acre) lot will be transferred to The Red Deer Catholic Separate School Division and our requirements under Section 15 of the JUPA will be met.

Subject Parcel



Proposed Subdivision



A copy of the Subdivision Application including the Tentative Subdivision Plan are included in Attachment 1.

DISCUSSION

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

1. The land proposed to be subdivided is suitable for the intended purpose of the subdivision. The land was deemed suitable for a future School Site when the governing Aspen Lakes West Area Structure Plan (ASP) was amended in 2024.
2. The subdivision conforms to relevant Statutory Plans and the Land Use Bylaw (LUB). The School Site conforms to the direction in the governing ASP and is a Permitted Use in the Public Facility District (PF) of the Land Use Bylaw. Therefore, the subdivision meets this requirement.
3. The application conforms to relevant sections of the MGA. Section 654(1) of the MGA and Section 9 of the *Matters Related to Subdivision and Development Regulation* outline considerations the Subdivision Authority must consider when making a decision on an application. These considerations pertain to land suitability, availability of infrastructure, legal and physical access to the proposed lots, and environmental considerations. Administration is satisfied that the application meets these requirements.
4. All outstanding property taxes have been paid or satisfactory arrangements for their payment have been made with the Town. This requirement is always reflected as a condition of subdivision approval to ensure that all property taxes are paid at the time of subdivision endorsement, which can be a year or more from the date of conditional subdivision approval. However, in this case the subject land is owned by the Town, and the Town is exempt from paying property taxes. Therefore, this condition is not required this time around.

Reserve Dedication

There are no MR requirements as part of this subdivision application because the parcel proposed to be subdivided is already a MR. There are no Environmental Reserves required because none of the lands qualify for this designation, pursuant to Section 664(1) of the MGA.

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**

An application to subdivide a new School Site is strongly aligned with the Strategic Plan. It supports the community's vision for growth, inclusion, and sustainable infrastructure, and is specifically referenced in the plan's initiatives for parks and schools. This application demonstrates proactive planning and a commitment to meeting the educational and social needs of current and future residents. More specifically, the application aligns with the following Strategic Priorities:

- Accommodating the development of a new School Site aligns with the Community Life, Safety, and Inclusion Strategic Priority by ensuring that educational facilities keep pace with population growth and supporting community well-being.
- From a Sustainable Services and Infrastructure Strategic Priority standpoint, by working with the School Division and creating a new school site, the Town demonstrates stewardship of physical resources and long-term planning for sustainable community services.
- From a Leadership, Engagement, and Advocacy perspective, the subdivision plan was circulated to adjacent landowners, impacted Town Departments, and local authorities and agencies. By engaging with immediately impacted neighbours and agencies, it serves to notify them that a new development is coming and helps ensure the development meets community needs.

FINANCIAL IMPLICATIONS

None.

COMMUNICATION / ENGAGEMENT CONSIDERATIONS

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

- Alberta Transportation and Economic Corridors
- ATCO Transmission
- Canada Post
- Fortis Alberta
- Lacombe County
- Rogers Communications Canada Inc.
- Telus
- Town of Blackfalds Engineering Services Manager
- Town of Blackfalds Director of Infrastructure and Planning Services
- Town of Blackfalds Fire Chief

All of the above responses state that they have no comments or concerns with the proposed subdivision.

ADMINISTRATIVE RECOMMENDATION

That Council consider the following motion:

That Council, being the designated Subdivision Authority for the Town of Blackfalds, is satisfied that the proposed subdivision meets the relevant considerations, and moves to approve the subdivision of 1.86 hectares from Lot 17MR Block 13 Plan 242 2261 and redistrict the 1.86 hectare parcel to a School Reserve (SR), subject to the following conditions:

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

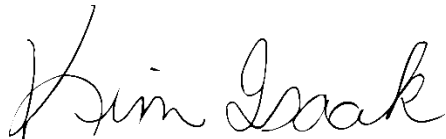
2. That pursuant to Section 655(1) of the *Municipal Government Act*, that the owner/developer register utility easement right of way as per the requirements of the Town of Blackfalds and/or utility companies concurrent with or prior to registering the subdivision's Plan of Survey.

ALTERNATIVES

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

ATTACHMENTS

- *Subdivision Application*
- *Referral Responses*

APPROVALS

Kim Isaak,
Chief Administrative Officer



Department Director/Author

RECEIVED

File No #: 5-06-26.

Application Date: JUL 14 2026

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

Landowner Name(s): THE TOWN OF BLACKFALDS.

Mailing Address: BOX 22

City: TOWN OF BLACKFALDS Prov: AB Postal Code: T0M 0J0

Phone: _____ Alt Phone: _____

Email Address: _____

☐ (Same as Landowner)

Contractor Name(s): BEMOCO LAND SURVEYING LTD. (KEVIN VENNARD)

Mailing Address: 100, 6040

City: RED DEER Prov: AB Postal Code: T4N 1C2

Phone: 403-342-2611 Alt Phone: _____

Email Address: k.vennard@bemoco.com

LEGAL DESCRIPTION AND AREA OF LAND TO BE SUBDIVIDED

All/Part of the _____ ¼ sec. _____ range _____ west of the fourth meridian,
being all/part of:

Lot: LOT 17 MR Block: 13 Plan: 242 2261

Certificate of Title No.: 242 274 699

Area of the parcel of land to be subdivided: 1.86 hectares.

LOCATION OF LAND TO BE SUBDIVIDED

The land is located in the Town of Blackfalds:

- a) Is the land situated immediately adjacent to the municipal boundary?
☒ No ☐ Yes – What is the adjoining municipality? _____
- b) Is the land situated within 1.6 kilometers of the centre line of a highway?
☐ No ☒ Yes – What Highway No. is this? HIGHWAY 2 AND 2A-TWP RD 400
- c) Does the parcel contain or is it bounded by a river, stream, lake, or other body of water, or by a drainage ditch or canal?
☒ No ☐ Yes – State the name: _____
- d) Is the parcel within 1.5 kilometers of a sour gas facility?
☒ No ☐ Yes

EXISTING AND PROPOSED USE OF LAND TO BE SUBDIVIDED

- a) Describe the existing use of the land: PUBLIC FACILITY
- b) Describe the proposed use of the land: PUBLIC FACILITY
- c) The land designation, as classified under the Land Use Bylaw is: PUBLIC FACILITY

PHYSICAL CHARACTERISTICS OF LAND TO BE SUBDIVIDED

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



File No #: S-26-26

Application Date: JUL 14 2026

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

EXISTING BUILDINGS ON THE LAND TO BE SUBDIVIDED

Describe any buildings and structures on the land and whether they are to be demolished or moved:
SCHOOL BUILDING

WATER AND SEWER SERVICES

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

TO BE CONNECTED TO THE TOWN SERVICES

Is the property the subject of a license, permit, approval, or other authorization granted by the Natural Resources Conservation Board, Energy Resources Conservation Board, Alberta Energy Regulator, Alberta Energy and Utilities Board or Alberta Utilities Commission? ☐ Yes ☒ No

If yes, please describe: _____

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

If yes, please describe: _____

Is the subject property immediately adjacent to the County boundary? ☐ Yes ☒ No

If yes, please describe: _____

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

RESOURCES:

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

REGISTERED OWNER(S) OR PERSON ACTING ON OWNER'S BEHALF

I/We, KEVIN VENNARD, hereby certify that
(please print full name(s))

☐ I/We are the registered owner(s), or

☒ I am the agent authorized to act on behalf of the registered owner

and that the information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts relating to this application for subdivision.

Signature: [Signature] Date: July 14/26

Signature: _____ Date: _____

AGENT AUTHORIZATION (WHEN APPLICABLE)

I/We, _____, being the registered
(please print full name(s))

owner(s) of the land being subdivided do hereby authorize Kevin Vennard with Benoco
(individual or firm seeking application)

to make application for subdivision affecting the above noted property.

Signature: [Signature] Date: July 21/26

Signature: _____ Date: _____

File No #: S-06-26

Application Date: _____

RIGHT TO ENTRY

Pursuant to Sections 653(2) of the Municipal Government Act, I hereby ☒ do, or ☐ do not grant consent for a designated officer of the Town of Blackfalds to enter upon the land described above, which is subject to an application for subdivision, for the purpose of a site inspection.

Name: Kevin Vennano Date: July 14/26
(please print full name)

Name: _____ Date: _____
(please print full name)

Signature: [Signature] Date: _____

Signature: _____ Date: _____

COMMENTS (FURTHER INFORMATION MAY BE PROVIDED ON A SEPARATE SHEET AND INCLUDED WITH THIS APPLICATION)

TO SUBDIVIDE School SITE FROM MR LOT & CHANGE
TO School Reserve (SR) Designation.

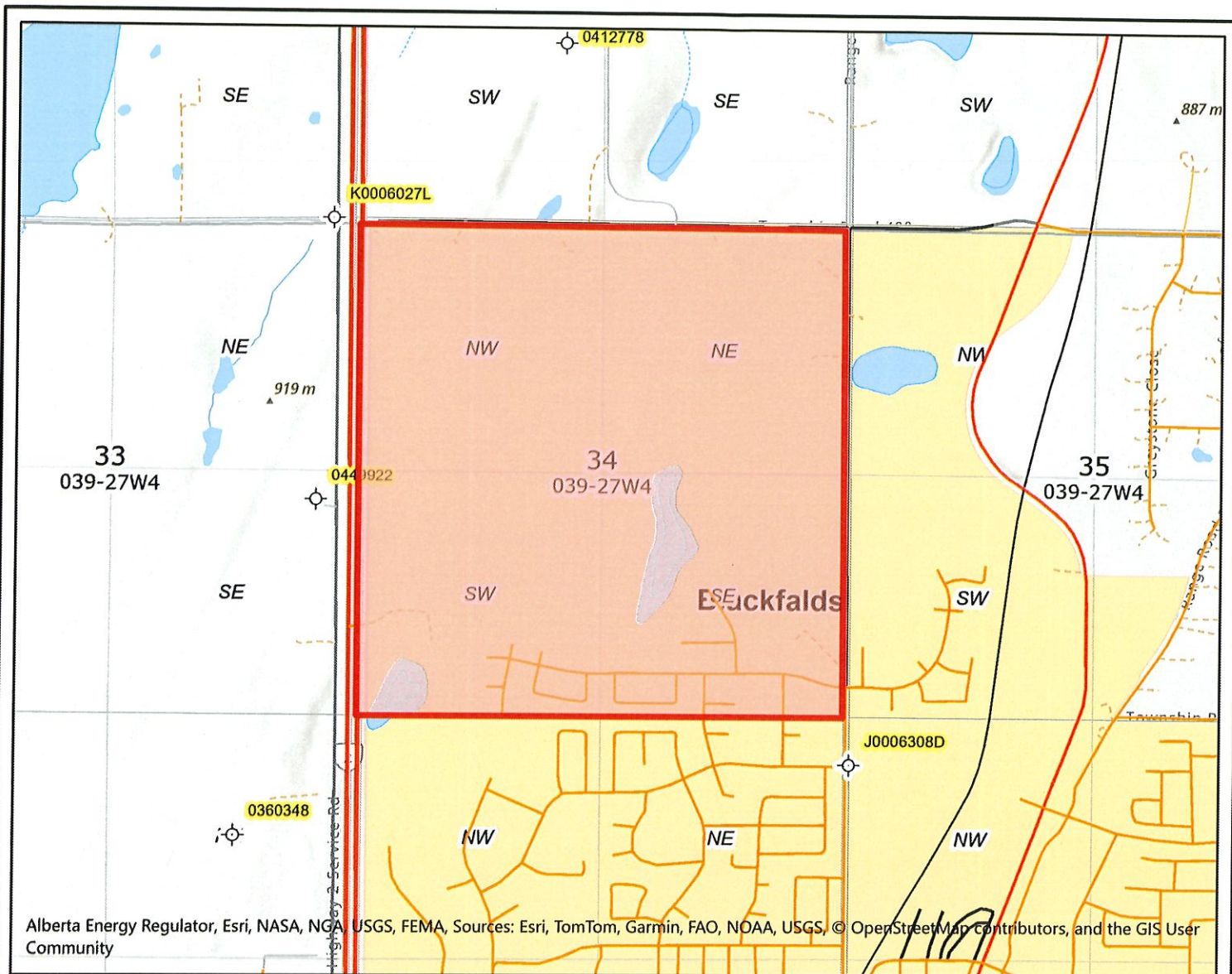
BELOW FOR OFFICE USE ONLY

Subdivision Application Fee: (1-61-00-590)	\$ <u>1,000-</u>
TOTAL:	\$ _____

Receipt #: _____

Date Paid: _____

Personal information collected on this form will be used in the evaluation of proposed subdivisions and to facilitate contact with referral agencies and adjacent landowners. This information is collected under the authority of the *Municipal Government Act* and Land Use Bylaw 1198.16, as well as Section 33(c) of the *Freedom of Information and Protection of Privacy Act* and will be protected under Part 2 of the Act. Questions regarding the collection and/or use of this information may be directed to the Records Management & FOIP Coordinator at foip@blackfalds.com or by phone at 403.885.6370.



Abandoned Well Map

Base Data provided by: Government of Alberta

Author:

AER

Print Date:

6/4/2026

Legend

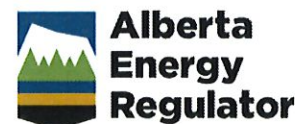
- Abandoned Wells
- Revised Location
- Revised Location Pointer
- Paved Road (20K)
 - Primary Divided
 - Primary Divided
 - Primary Undivided 4L
 - Primary Undivided 4L
 - Primary Undivided 2L
 - Primary Undivided 1L
 - Primary Undivided 1L
 - Interchange Ramp
 - Interchange Ramp
 - Interchange Ramp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

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Projection and Datum
WGS 1984 Web Mercator Auxiliary Sphere

Scale 1:32,641





LAND TITLE CERTIFICATE

S

LINC SHORT LEGAL
0040 078 172 2422261;13;17MR

TITLE NUMBER
242 274 699

LEGAL DESCRIPTION
PLAN 2422261
BLOCK 13
LOT 17MR (MUNICIPAL RESERVE)
EXCEPTING THEREOUT ALL MINES AND MINERALS
AREA: 4.05 HECTARES (10.01 ACRES) MORE OR LESS

ESTATE: FEE SIMPLE
ATS REFERENCE: 4;27;39;34;SW

MUNICIPALITY: TOWN OF BLACKFALDS

REFERENCE NUMBER: 162 115 858 +3

REGISTRATION	DATE (DMY)	REGISTERED OWNER(S) DOCUMENT TYPE	VALUE	CONSIDERATION
242 274 699	02/11/2024	SUBDIVISION PLAN		

OWNERS

THE TOWN OF BLACKFALDS.
OF BOX 220, BLACKFALDS
ALBERTA T0M 0J0

ENCUMBRANCES, LIENS & INTERESTS

REGISTRATION NUMBER	DATE (D/M/Y)	PARTICULARS
242 274 701	02/11/2024	UTILITY RIGHT OF WAY GRANTEE - THE TOWN OF BLACKFALDS. AS TO PORTION OR PLAN: 2422262 AS TO AREA 'A'
242 274 702	02/11/2024	UTILITY RIGHT OF WAY GRANTEE - FORTISALBERTA INC. AS TO PORTION OR PLAN: 2422262 AS TO AREA 'B'



(CONTINUED)

TOTAL INSTRUMENTS: 002

THE REGISTRAR OF TITLES CERTIFIES THIS TO BE AN
ACCURATE REPRODUCTION OF THE CERTIFICATE OF
TITLE REPRESENTED HEREIN THIS 4 DAY OF JUNE,
2026 AT 12:15 P.M.

ORDER NUMBER: 57360642

CUSTOMER FILE NUMBER: s-035-26



END OF CERTIFICATE

THIS ELECTRONICALLY TRANSMITTED LAND TITLES PRODUCT IS INTENDED
FOR THE SOLE USE OF THE ORIGINAL PURCHASER, AND NONE OTHER,
SUBJECT TO WHAT IS SET OUT IN THE PARAGRAPH BELOW.

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OR TECHNICAL EXPERTISE FOR THE BENEFIT OF CLIENT(S).

RECEIVED
JUL 14 2026

TOWN OF BLACKFALDS
TENTATIVE PLAN
SHOWING
PROPOSED SUBDIVISION
OF PART OF THE
LOT 17 MR, BLOCK 13, PLAN 242 2261
ALL WITHIN
S.W. 1/4 SEC. 34-39-27-4

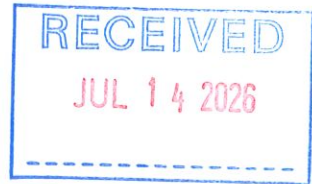


SCALE = 1:1000

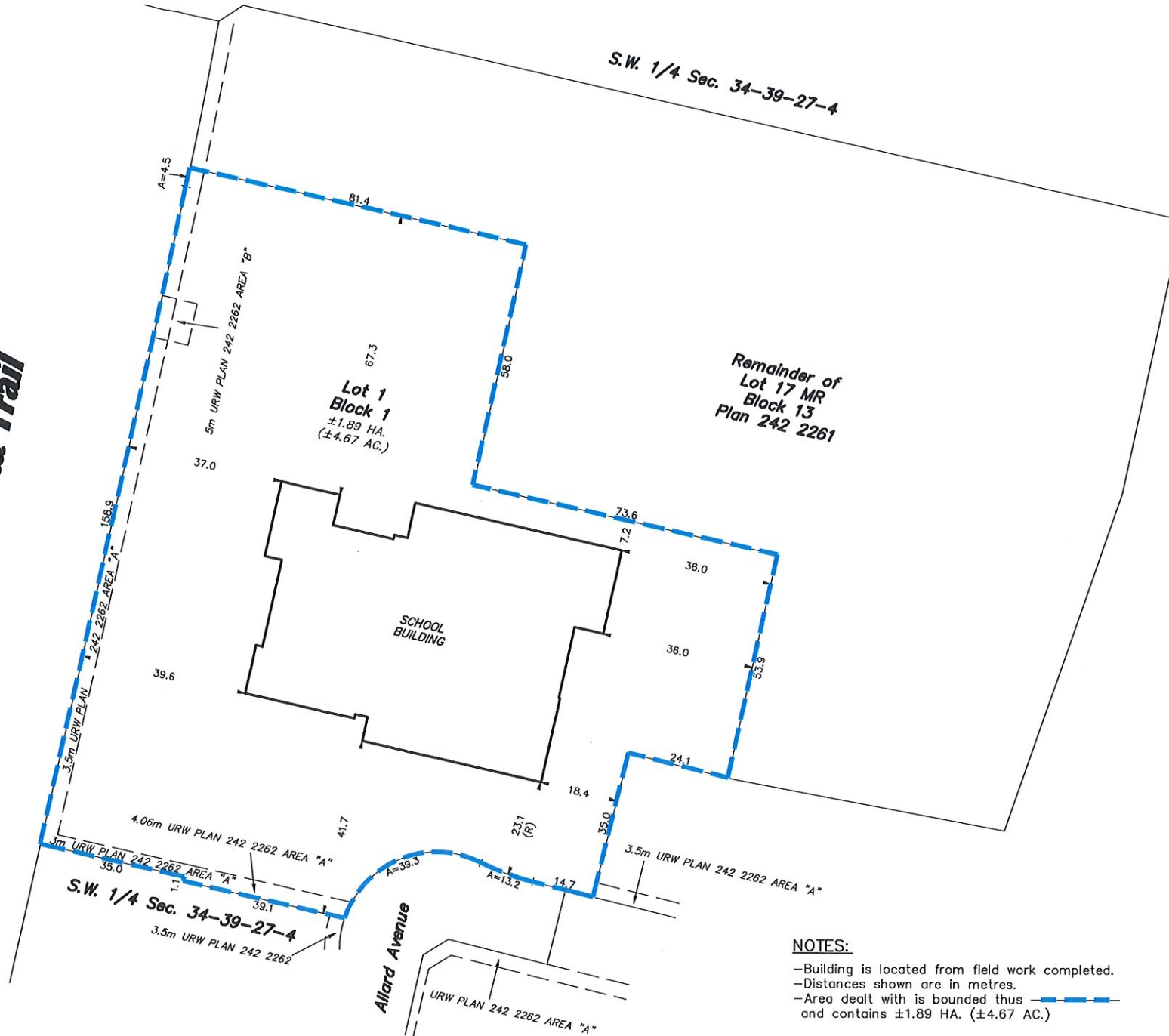
REV	DATE	DESCRIPTION
0	JUNE 9th-26	Issued
Drawn By: DB Chk'd: KV		
FILE No: S-035-26 tent		

BEMOCO LAND SURVEYING LTD.
100, 6040-47th AVENUE
RED DEER, AB., PH. 403-342-2611
WWW.BEMOCO.COM





Vista Trail



Remainder of
Lot 17 MR
Block 13
Plan 242 2261

Lot 1
Block 1
±1.89 HA.
(±4.67 AC.)

SCHOOL
BUILDING

TOWN OF BLACKFALDS
TENTATIVE PLAN
SHOWING
PROPOSED SUBDIVISION
OF PART OF THE
LOT 17 MR, BLOCK 13, PLAN 242 2261
ALL WITHIN
S.W. 1/4 SEC. 34-39-27-4



SCALE = 1:1000

NOTES:
-Building is located from field work completed.
-Distances shown are in metres.
-Area dealt with is bounded thus  and contains ±1.89 HA. (±4.67 AC.)

**BEMOCO LAND
SURVEYING LTD.**
100, 6040-47th AVENUE
RED DEER, AB., PH. 403-342-2611
WWW.BEMOCO.COM

REV	DATE	DESCRIPTION
0	JUNE 9th-26	Issued
Drawn By: DB		Chk'd: KV
FILE No: S-035-26 tent		

From: [KALAN, Chad](#)
To: [Jolene Tejkl](#)
Subject: Re: Notice of Subdivision Application S-06-26 - St. Veronica School Site
Date: July 22, 2026 10:30:59 AM
Attachments: [image.png](#)
[image.png](#)

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Good morning,

No issues with Canada Post.

Thank you

Mark Kalan (Chad)

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



A Stronger Canada-Delivered

From: Candice Hilgersom <CHilgersom@blackfalds.ca>
Sent: Wednesday, July 22, 2026 10:13 AM
To: waterapprovals.reddeer (waterapprovals.reddeer@gov.ab.ca)
<waterapprovals.reddeer@gov.ab.ca>; centralzone.environmentalhealth@ahs.ca
<centralzone.environmentalhealth@ahs.ca>; Gas Land Department <land.admin@atco.com>;
Robert Cote <RCote@blackfalds.ca>; KALAN, Chad <Mark.Kalan@canadapost.postescanada.ca>;
Preston Weran <pweran@blackfalds.ca>; landserv@fortisalberta.com
<landserv@fortisalberta.com>; Aws Al Sammarraie <AAISammarraie@blackfalds.ca>; Eric Collins
<ECollins@blackfalds.ca>; Rick Kreklewich <RKreklewich@blackfalds.ca>; Jeff Heindel
<JHeindel@blackfalds.ca>; planning@lacombecounty.com <planning@lacombecounty.com>; Jordan
Thompson <jthompson@lacombe.ca>; projectmanagernorthernalberta@rci.rogers.com
<projectmanagernorthernalberta@rci.rogers.com>; projectmanagernorthernalberta@sjrb.ca
<projectmanagernorthernalberta@sjrb.ca>; circulations@telus.com <circulations@telus.com>;
ryan.ledene@rdcrs.ca <ryan.ledene@rdcrs.ca>; info@wolfcreek.ab.ca <info@wolfcreek.ab.ca>
Cc: Jolene Tejkl <JTejkl@blackfalds.ca>
Subject: Notice of Subdivision Application S-06-26 - St. Veronica School Site

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

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Report Suspicious

Good morning,

Please find attached a Notice of Proposed Subdivision.

Please provide any comments by **Wednesday, August 12, 2026**. If we do not receive a written reply by this date, it will be assumed that you have no objections or requirements relative to the subdivision.

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

Thank you,

Candice Hilgersom
Development Officer I

Town of Blackfalds

Box 220, 5018 Waghorn St
Blackfalds, AB T0M 0J0
T: 403.885.9679
D: 403.885.6258

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From: [circulations.](#)
To: [Candice Hilgersom](#)
Subject: Re: Notice of Subdivision Application S-06-26 - St. Veronica School Site
Date: July 22, 2026 12:01:28 PM

Caution! This message was sent from outside your organization.

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Good Day,

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

Regards,

Joanne Bourdage

Real Estate Specialist | TELUS Land Solutions Team

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

The future is friendly®

circulations@telus.com

On Wed, Jul 22, 2026 at 10:13 AM Candice Hilgersom <CHilgersom@blackfalds.ca> wrote:

Good morning,

Please find attached a Notice of Proposed Subdivision.

Please provide any comments by **Wednesday, August 12, 2026**. If we do not receive a written reply by this date, it will be assumed that you have no objections or requirements relative to the subdivision.

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

Thank you,

Candice Hilgersom
Development Officer I

Town of Blackfalds

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

T: 403.885.9679

D: 403.885.6258

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From: [Hussain Mahmood](#)
To: [Candice Hilgersom](#)
Cc: [Project Manager - Northern Alberta](#); [NABtransmittals](#); [Mohammad Amin](#)
Subject: RE: Notice of Subdivision Application S-06-26 - St. Veronica School Site
Date: July 23, 2026 10:01:47 AM
Attachments: [image002.png](#)

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Good morning,

On behalf of Rogers Communications Canada Inc. We have reviewed the Notice of Subdivision Application S-06-26 and have no objections with the proposal.

Thank you,

Hussain Mahmood

Project Coordinator – Design

LEGACY^o

M: 780-919-4043

E: hmahmood@legacydesigntech.com

A: 26875 Acheson Rd, Acheson, AB, T7X6B2

W: www.legacydesigntech.com

Disclaimer: The contents of this email and any attachments are confidential. They are intended for the named recipient(s) only. If you have received this email by mistake, please notify the sender immediately and do not disclose the contents or make any copies.

From: Candice Hilgersom <CHilgersom@blackfalds.ca>

Sent: July 22, 2026 10:13 AM

To: [waterapprovals.reddeer](mailto:waterapprovals.reddeer@gov.ab.ca) (waterapprovals.reddeer@gov.ab.ca)

<waterapprovals.reddeer@gov.ab.ca>; centralzone.environmentalhealth@ahs.ca; Gas Land Department <land.admin@atco.com>; Robert Cote <RCote@blackfalds.ca>; mark.kalan@canadapost.ca; Preston Weran <pweran@blackfalds.ca>; landserv@fortisalberta.com; Aws Al Sammarraie <AAISammarraie@blackfalds.ca>; Eric Collins <ECollins@blackfalds.ca>; Rick Kreklewich <RKreklewich@blackfalds.ca>; Jeff Heindel <JHeindel@blackfalds.ca>; planning@lacombecounty.com; Jordan Thompson <jthompson@lacombe.ca>; projectmanagernorthernalberta@rci.rogers.com; projectmanagernorthernalberta@sjrb.ca; circulations@telus.com; ryan.ledene@rdcrs.ca; info@wolfcreek.ab.ca

Cc: Jolene Tejkl <JTejkl@blackfalds.ca>

Subject: Notice of Subdivision Application S-06-26 - St. Veronica School Site

Good morning,

Please find attached a Notice of Proposed Subdivision.

Please provide any comments by **Wednesday, August 12, 2026**. If we do not receive a written reply

by this date, it will be assumed that you have no objections or requirements relative to the subdivision.

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

Thank you,

Candice Hilgersom

Development Officer I

Town of Blackfalds

Box 220, 5018 Waghorn St

Blackfalds, AB T0M 0J0

T: 403.885.9679

D: 403.885.6258

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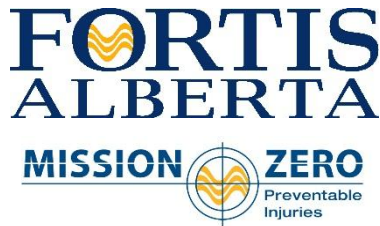
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Logan Jamieson
Land Department

FortisAlberta Inc.
1000 90 Highland Park Green NE
Airdrie, AB
T4A 0X4
Phone# 403-514-4013
Cell#
www.fortisalberta.com
Email:
Logan.Jamieson@fortisalberta.com

July 24, 2026

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

Attention: Candice Hilersom

RE: FortisAlberta Condition for Subdivision Approval

FortisAlberta Reference No.: 320174832

MD File No.: S-06-26

Location/Legal Description: SW 34-39-27 W4

Customer Name: The Town of Blackfalds

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

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

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

Sincerely,

Logan Jamieson

RE: 320174832



July 24, 2026

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

**sent by email to jtejkl@blackfalds.ca*

Dear Jolene:

**RE: Notice of Subdivision Application
Subdivision File No. S-06-26 – St. Veronica School Site
Lot 17MR, Block 13, Plan 242 2261**

Thank you for the opportunity to comment on the above noted subdivision application. Lacombe County has no concerns with the proposed subdivision.

If you require further information, please do not hesitate to contact this office.

Sincerely,
LACOMBE COUNTY

A handwritten signature in black ink, appearing to read "Nooshin Firoozbakhsh", with a stylized flourish at the end.

Nooshin Firoozbakhsh
Planning Technician

Email | nfiroozbakhsh@lacombecounty.com

From: [Gas Land Department](#)
To: [Candice Hilgersom](#)
Subject: ATCO Transmission 8564 RESPONSE RE: Notice of Subdivision Application S-06-26 - St. Veronica School Site
Date: July 29, 2026 2:18:25 PM
Attachments: [image001.png](#)

Caution! This message was sent from outside your organization.

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

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

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

Eileen Fecho CONTRACTOR

Administrative Coordinator | Land | Gas Transmission
ATCO Pipelines & Liquids Global Business Unit

E: fecho.eileen@atco.com

A. 14th Floor ACE, 10035-105 St NW, Edmonton AB Canada T5J 1C8



[ATCO.com](#) [Facebook](#) [Twitter](#) [LinkedIn](#)

From: Candice Hilgersom <CHilgersom@blackfalds.ca>
Sent: Wednesday, July 22, 2026 10:13 AM
To: waterapprovals.reddeer (waterapprovals.reddeer@gov.ab.ca)
<waterapprovals.reddeer@gov.ab.ca>; centralzone.environmentalhealth@ahs.ca; Gas Land Department <land.admin@atco.com>; Robert Cote <RCote@blackfalds.ca>; mark.kalan@canadapost.ca; Preston Weran <pweran@blackfalds.ca>; landserv@fortisalberta.com; Aws Al Sammarraie <AAlSammarraie@blackfalds.ca>; Eric Collins <ECollins@blackfalds.ca>; Rick Kreklewich <RKreklewich@blackfalds.ca>; Jeff Heindel <JHeindel@blackfalds.ca>; planning@lacombecounty.com; Jordan Thompson <jthompson@lacombe.ca>; projectmanagernorthernalberta@rci.rogers.com; projectmanagernorthernalberta@sjrb.ca; circulations@telus.com; ryan.ledene@rdcrs.ca; info@wolfcreek.ab.ca
Cc: Jolene Tejkl <JTejkl@blackfalds.ca>
Subject: Notice of Subdivision Application S-06-26 - St. Veronica School Site

CAUTION: This email originated outside of ATCO. Do not click links or open attachments

unless you trust the sender and know the content is safe. Immediately report suspicious emails using the **Phish Alert Report button**.

Good morning,

Please find attached a Notice of Proposed Subdivision.

Please provide any comments by **Wednesday, August 12, 2026**. If we do not receive a written reply by this date, it will be assumed that you have no objections or requirements relative to the subdivision.

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

Thank you,

Candice Hilgersom
Development Officer I

Town of Blackfalds

Box 220, 5018 Waghorn St

Blackfalds, AB T0M 0J0

T: 403.885.9679

D: 403.885.6258

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

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

Transportation and Economic Corridors Notification of Referral Decision

Subdivision in Proximity of a Provincial Highway

Municipality File Number:	S-06-26	Highway(s):	2:26, 2A:18
Legal Land Location:	QS-SW SEC-34 TWP-039 RGE-27 MER-4	Municipality:	Blackfalds
Decision By:	Cheryl Marcynuik	Issuing Office:	Central Region / Red Deer
Issued Date:	August 10, 2026	Appeal Authority:	Land and Property Rights Tribunal
RPATH Number:	RPATH0074828		
Description of Development:	St. Veronica School Site - to subdivide the 1.86 hectare school site from the Municipal Reserve lot and change the 1.86 hectare school site to a School Reserve designation.		



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

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

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

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

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

1. The department expects that the municipality will mitigate the impacts of traffic generated by developments approved on the local road connections to the highway system, pursuant to Policy 7 of the Provincial Land Use Policies and Section 618.4 of the Municipal Government Act.
2. Transportation and Economic Corridors accepts no responsibility for the noise impacts or other impacts of highway traffic upon any development or occupants thereof. The subdivision design should include adequate physical features to ensure that the proposed use of land is compatible with the adjacent provincial highway system. Some of these features might, for example, include landscaping and/or berming, to provide noise attenuation and visual screening from the highway. Implementation of these features is the responsibility of the owner/municipality.
3. The subject land is within the permit area of a provincial highway, as outlined in Section 4(1) of the Highways Development and Protection Regulation. Proposed development will require the benefit of a Roadside Development Permit from Transportation and Economic Corridors, which may be submitted via the online portal – RPATH: <https://roadsideplanning.alberta.ca>.

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



Issued by **Cheryl Marcynuik, Development and Planning Technologist**, on August 10, 2026, on behalf of the Minister of Transportation and Economic Corridors

Date: July 22, 2026

NOTICE OF SUBDIVISION APPLICATION

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

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

Subdivision File No.:	S-06-26 – St. Veronica School Site
Civic Address:	5721 Vista Trail
Legal Land Description:	Lot 17MR, Block 13, Plan 242 2261
Land Use District:	Public Facility District (PF)
Landowner:	Town of Blackfalds
Proposed Subdivision:	To subdivide the 1.86 hectare school site from the Municipal Reserve lot (MR) and change the 1.86 hectare school site to a School Reserve (SR) designation.

A response is needed by **Wednesday, August 12, 2026**. If we do not receive a written reply by this date, it will be assumed that you have no objections or requirements relative to the proposed subdivision. To avoid delays by ordinary mail, responses should be emailed to the undersigned.

Regards,



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

Enclosures: Subdivision Application (S-06-26)
 Tentative Subdivision Plan
 Abandoned Well Map
 Certificate of Title

JT/cjh

RECEIVED

File No #: 5-06-26.

Application Date: JUL 14 2026

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

Landowner Name(s): THE TOWN OF BLACKFALDS.

Mailing Address: BOX 22

City: TOWN OF BLACKFALDS Prov: AB Postal Code: T0M 0J0

Phone: _____ Alt Phone: _____

Email Address: _____

☐ (Same as Landowner)

Contractor Name(s): BEMOCO LAND SURVEYING LTD. (KEVIN VENNARD)

Mailing Address: 100, 6040

City: RED DEER Prov: AB Postal Code: T4N 1C2

Phone: 403-342-2611 Alt Phone: _____

Email Address: k.vennard@bemoco.com

LEGAL DESCRIPTION AND AREA OF LAND TO BE SUBDIVIDED

All/Part of the _____ ¼ sec. _____ range _____ west of the fourth meridian,
being all/part of:

Lot: LOT 17 MR Block: 13 Plan: 242 2261

Certificate of Title No.: 242 274 699

Area of the parcel of land to be subdivided: 1.86 hectares.

LOCATION OF LAND TO BE SUBDIVIDED

The land is located in the Town of Blackfalds:

- a) Is the land situated immediately adjacent to the municipal boundary?
☒ No ☐ Yes – What is the adjoining municipality? _____
- b) Is the land situated within 1.6 kilometers of the centre line of a highway?
☐ No ☒ Yes – What Highway No. is this? HIGHWAY 2 AND 2A-TWP RD 400
- c) Does the parcel contain or is it bounded by a river, stream, lake, or other body of water, or by a drainage ditch or canal?
☒ No ☐ Yes – State the name: _____
- d) Is the parcel within 1.5 kilometers of a sour gas facility?
☒ No ☐ Yes

EXISTING AND PROPOSED USE OF LAND TO BE SUBDIVIDED

- a) Describe the existing use of the land: PUBLIC FACILITY
- b) Describe the proposed use of the land: PUBLIC FACILITY
- c) The land designation, as classified under the Land Use Bylaw is: PUBLIC FACILITY

PHYSICAL CHARACTERISTICS OF LAND TO BE SUBDIVIDED

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



File No #: S-06-26

Application Date: _____

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

EXISTING BUILDINGS ON THE LAND TO BE SUBDIVIDED

Describe any buildings and structures on the land and whether they are to be demolished or moved:
SCHOOL BUILDING

WATER AND SEWER SERVICES

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

TO BE CONNECTED TO THE TOWN SERVICES

Is the property the subject of a license, permit, approval, or other authorization granted by the Natural Resources Conservation Board, Energy Resources Conservation Board, Alberta Energy Regulator, Alberta Energy and Utilities Board or Alberta Utilities Commission? ☐ Yes ☒ No

If yes, please describe: _____

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

If yes, please describe: _____

Is the subject property immediately adjacent to the County boundary? ☐ Yes ☒ No

If yes, please describe: _____

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

RESOURCES:

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

REGISTERED OWNER(S) OR PERSON ACTING ON OWNER'S BEHALF

I/We, KEVIN VENNARD, hereby certify that
(please print full name(s))

☐ I/We are the registered owner(s), or

☒ I am the agent authorized to act on behalf of the registered owner

and that the information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts relating to this application for subdivision.

Signature: [Signature] Date: July 14/26

Signature: _____ Date: _____

AGENT AUTHORIZATION (WHEN APPLICABLE)

I/We, _____, being the registered
(please print full name(s))

owner(s) of the land being subdivided do hereby authorize Kevin Vennard with Benoco
(individual or firm seeking application)

to make application for subdivision affecting the above noted property.

Signature: [Signature] Date: July 21/26

Signature: _____ Date: _____

File No #: S-06-26

Application Date: _____

RIGHT TO ENTRY

Pursuant to Sections 653(2) of the Municipal Government Act, I hereby ☒ do, or ☐ do not grant consent for a designated officer of the Town of Blackfalds to enter upon the land described above, which is subject to an application for subdivision, for the purpose of a site inspection.

Name: Kevin Vennano Date: July 14/26
(please print full name)

Name: _____ Date: _____
(please print full name)

Signature: [Signature] Date: _____

Signature: _____ Date: _____

COMMENTS (FURTHER INFORMATION MAY BE PROVIDED ON A SEPARATE SHEET AND INCLUDED WITH THIS APPLICATION)

TO SUBDIVIDE School SITE FROM MR LOT & CHANGE
TO School Reserve (SR) Designation.

BELOW FOR OFFICE USE ONLY

Subdivision Application Fee: (1-61-00-590)	\$ <u>1,000-</u>
TOTAL:	\$ _____

Receipt #: _____

Date Paid: _____

Personal information collected on this form will be used in the evaluation of proposed subdivisions and to facilitate contact with referral agencies and adjacent landowners. This information is collected under the authority of the *Municipal Government Act* and Land Use Bylaw 1198.16, as well as Section 33(c) of the *Freedom of Information and Protection of Privacy Act* and will be protected under Part 2 of the Act. Questions regarding the collection and/or use of this information may be directed to the Records Management & FOIP Coordinator at foip@blackfalds.com or by phone at 403.885.6370.

RECEIVED
JUL 14 2026

TOWN OF BLACKFALDS
TENTATIVE PLAN
SHOWING
PROPOSED SUBDIVISION
OF PART OF THE
LOT 17 MR, BLOCK 13, PLAN 242 2261
ALL WITHIN
S.W. 1/4 SEC. 34-39-27-4



SCALE = 1:1000

REV	DATE	DESCRIPTION
0	JUNE 9th-26	Issued
Drawn By: DB Chk'd: KV		
FILE No: S-035-26 tent		

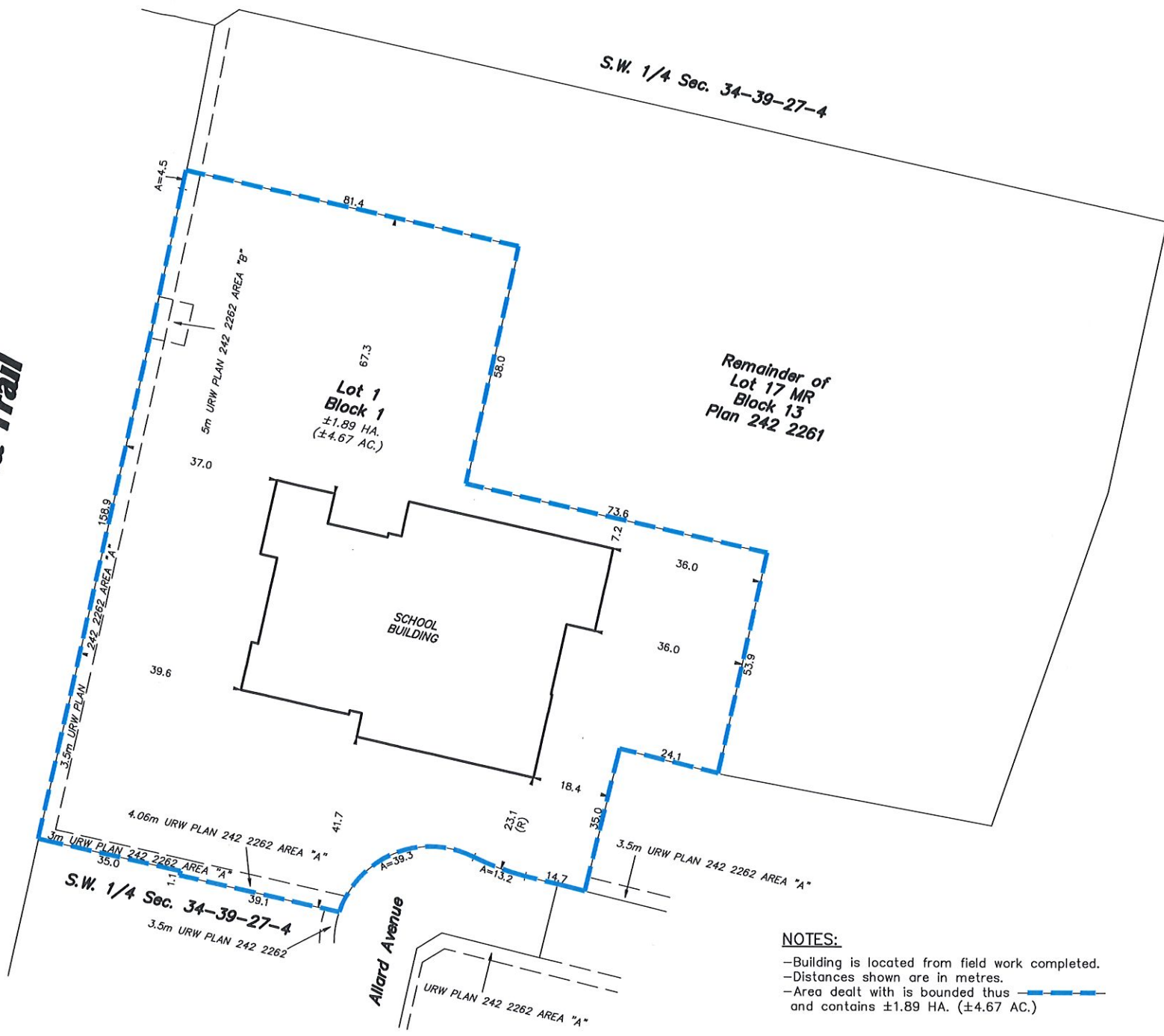
BEMOCO LAND SURVEYING LTD.
100, 6040-47th AVENUE
RED DEER, AB., PH. 403-342-2611
WWW.BEMOCO.COM



RECEIVED
JUL 14 2026

Vista Trail

S.W. 1/4 Sec. 34-39-27-4



Remainder of
Lot 17 MR
Block 13
Plan 242 2261

Lot 1
Block 1
±1.89 HA.
(±4.67 AC.)

SCHOOL
BUILDING

TOWN OF BLACKFALDS
TENTATIVE PLAN
SHOWING
PROPOSED SUBDIVISION
OF PART OF THE
LOT 17 MR, BLOCK 13, PLAN 242 2261
ALL WITHIN
S.W. 1/4 SEC. 34-39-27-4

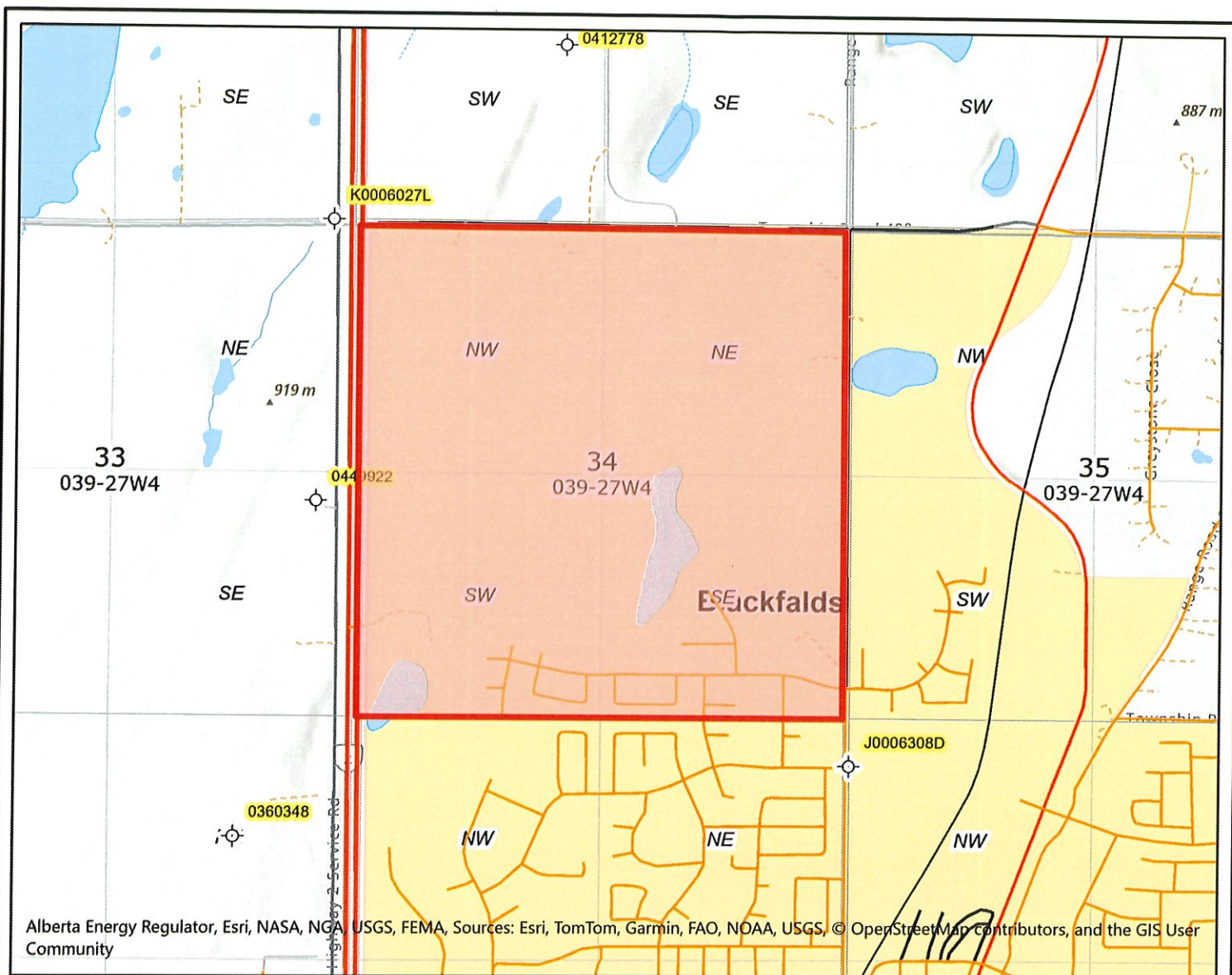


SCALE = 1:1000

NOTES:
-Building is located from field work completed.
-Distances shown are in metres.
-Area dealt with is bounded thus and contains ±1.89 HA. (±4.67 AC.)

**BEMOCO LAND
SURVEYING LTD.**
100, 6040-47th AVENUE
RED DEER, AB., PH. 403-342-2611
WWW.BEMOCO.COM

REV	DATE	DESCRIPTION
0	JUNE 9th-26	Issued
Drawn By: DB Chk'd: KV		
FILE No: S-035-26 tent		



**Alberta
Energy
Regulator**



LAND TITLE CERTIFICATE

S

LINC

SHORT LEGAL

TITLE NUMBER

0040 078 172

2422261;13;17MR

242 274 699

LEGAL DESCRIPTION

PLAN 2422261

BLOCK 13

LOT 17MR (MUNICIPAL RESERVE)

EXCEPTING THEREOUT ALL MINES AND MINERALS

AREA: 4.05 HECTARES (10.01 ACRES) MORE OR LESS

ESTATE: FEE SIMPLE

ATS REFERENCE: 4;27;39;34;SW

MUNICIPALITY: TOWN OF BLACKFALDS

REFERENCE NUMBER: 162 115 858 +3

REGISTRATION	DATE (DMY)	REGISTERED OWNER(S) DOCUMENT TYPE	VALUE	CONSIDERATION
--------------	------------	--------------------------------------	-------	---------------

242 274 699	02/11/2024	SUBDIVISION PLAN		
-------------	------------	------------------	--	--

OWNERS

THE TOWN OF BLACKFALDS.
OF BOX 220, BLACKFALDS
ALBERTA T0M 0J0

ENCUMBRANCES, LIENS & INTERESTS

REGISTRATION

NUMBER	DATE (D/M/Y)	PARTICULARS
242 274 701	02/11/2024	UTILITY RIGHT OF WAY GRANTEE - THE TOWN OF BLACKFALDS. AS TO PORTION OR PLAN:2422262 AS TO AREA 'A'
242 274 702	02/11/2024	UTILITY RIGHT OF WAY GRANTEE - FORTISALBERTA INC. AS TO PORTION OR PLAN:2422262 AS TO AREA 'B'



(CONTINUED)

TOTAL INSTRUMENTS: 002

THE REGISTRAR OF TITLES CERTIFIES THIS TO BE AN
ACCURATE REPRODUCTION OF THE CERTIFICATE OF
TITLE REPRESENTED HEREIN THIS 4 DAY OF JUNE,
2026 AT 12:15 P.M.

ORDER NUMBER: 57360642

CUSTOMER FILE NUMBER: s-035-26



END OF CERTIFICATE

THIS ELECTRONICALLY TRANSMITTED LAND TITLES PRODUCT IS INTENDED
FOR THE SOLE USE OF THE ORIGINAL PURCHASER, AND NONE OTHER,
SUBJECT TO WHAT IS SET OUT IN THE PARAGRAPH BELOW.

THE ABOVE PROVISIONS DO NOT PROHIBIT THE ORIGINAL PURCHASER FROM
INCLUDING THIS UNMODIFIED PRODUCT IN ANY REPORT, OPINION,
APPRAISAL OR OTHER ADVICE PREPARED BY THE ORIGINAL PURCHASER AS
PART OF THE ORIGINAL PURCHASER APPLYING PROFESSIONAL, CONSULTING
OR TECHNICAL EXPERTISE FOR THE BENEFIT OF CLIENT(S).

MEETING DATE: September 8, 2026

PREPARED BY: Shelby Craig, Marketing & Communications Team Lead, on behalf of the Council Communication & Engagement Committee

PRESENTED BY: Shelby Craig, Marketing & Communications Team Lead, on behalf of the Council Communication & Engagement Committee

SUBJECT: Council Policy CP-170.23 - Public Participation (amended)

BACKGROUND

The Council Communication and Engagement Committee was established in early 2026 for the purpose of improving the way Council engages, and communications. The Committee's Terms of Reference include reviewing and updating the Public Participation Policy, which is required to be reviewed every four years with every new Council.

DISCUSSION

As the policy is based off the template provided by ABMunis and no updates had been made to date, the only changes needed was the update of *Freedom of Information and Protection Act* to the *Privacy and Protection Act*, and adding a "stakeholder" definition, as shown via the tracked changes.

Through inspecting the verbiage in the policy, Committee members wanted to expand on the Participation Plan Template, so a guideline was created based on the requirements of the policy. Should any new program and initiative that fits within those guidelines in the policy, a Participation Plan would be generated to determine the best course of action for engagement and notification depending on the affected demographics.

STRATEGIC PLAN ALIGNMENT / OTHER MASTER PLAN ALIGNMENT



Economic Vitality and
Community Prosperity



Community Life,
Safety, and Inclusion



Leadership,
Engagement and
Advocacy



Sustainable Services
and Infrastructure

This initiative aligns with Leadership, Engagement and Advocacy. With the Public Participation Policy updated, we can use predetermined templates to guide the best way to engage stakeholders and residents.

FINANCIAL IMPLICATIONS

None.

COMMUNICATION / ENGAGEMENT CONSIDERATIONS

Communication and engagement considerations will be based on the guidelines listed in the policy, varying depending on each individual project/engagement opportunity, including demographics.

ADMINISTRATIVE RECOMMENDATION

That Council consider the following motion(s):

1. That Council adopt amended Council Policy CP-170.23 - Public Participation, as presented, effective immediately.

ALTERNATIVES

- a) That Council refer amended Council Policy CP-170.23 - Public Participation back to the Council Communication & Engagement Committee.

ATTACHMENTS

- *Draft Council Policy CP-170.23 - Public Participation*
- *Public Participation Plan*

APPROVALS

Kim Isaak,
Chief Administrative Officer



Department Director/Author

PUBLIC PARTICIPATION

POLICY NO	CP-170.23
DIVISION DEPARTMENT	Administration
REVIEW PERIOD	Every 4 Years, Upon Legislative Change or As Required

1. POLICY PURPOSE

- 1.1 To establish and create opportunities for meaningful public participation in specific decisions that directly impact the public in accordance with Section 216.1 of the *Municipal Government Act*.
- 1.2 This Public Participation Policy is in addition to and does not modify or replace the statutory public hearing requirements held within the *Municipal Government Act*.

2. POLICY STATEMENT

- 2.1 Council recognizes that good governance includes engaging Municipal Stakeholders in Public Participation by:
 - 2.1.1 Creating opportunities for Municipal Stakeholders who are affected by a decision to influence the decision;
 - 2.1.2 Promoting sustainable decisions by recognizing various Municipal Stakeholder interests;
 - 2.1.3 Providing Municipal Stakeholders with the appropriate information and tools to engage in meaningful participation; and
 - 2.1.4 Recognizing that although councillors are elected to consider and promote the welfare and interest of the Municipality as a whole and are generally required to vote on matters brought before Council, facilitating Public Participation for matters beyond those where public input is statutorily required can enrich the decision-making process.

3. DEFINITIONS

- 3.1 **“Chief Administration Officer”** means the chief administrative officer of the Municipality or their delegate.
- 3.2 **“Municipal Stakeholders”** means the residents of the Municipality, as well as other individuals, organizations or persons that may have an interest in, or are affected by, a decision made by the Municipality.

- 3.3 **“Municipality”** means the Town of Blackfalds.
- 3.4 **“Public Participation”** includes a variety of non-statutory opportunities where Municipal Stakeholders receive information and/or provide input to the Municipality.
- 3.5 **“Public Participation Plan”** means a plan which identifies which Public Participation Tools to be used to obtain public input in a particular circumstance.
- 3.6 **“Public Participation Tools”** means the tools that may be used, alone or in combination, to create Public Participation opportunities including, but not limited to:
- 3.6.1 in-person participation which may include at-the-counter interactions, door-knocking, interviews, meetings, roundtables, town halls, open houses and workshops;
 - 3.6.2 digital participation which may include online workbooks, chat groups, webinars, message boards/discussion forums, and online polls or surveys;
 - 3.6.3 written participation which may include written submissions, email, and mail-in surveys, polls and workbooks; and
 - 3.6.4 representative participation which may include being appointed to an advisory committee, ad hoc committee or citizen board.
- 3.7 **“Municipal Stakeholders”** means any person, group, or organization that has an interest, concern, or is directly affected by a decision, project, or policy (residents, businesses, tourists, staff, etc.)

4. SCOPE

- 4.1 This Policy applies to Blackfalds Town Council, municipal employees, volunteers, contractors and individual service providers involved in planning and implementing public participation processes and activities for or on behalf of the Town of Blackfalds.

5. AUTHORITY AND RESPONSIBILITIES

- 5.1 Council to:
- 5.1.1 review and approve Public Policy Participation Plans developed by the Chief Administrative Officer in accordance with this Policy or as directed by Council;
 - 5.1.2 consider input obtained through Public Participation;
 - 5.1.3 review this Policy to ensure the Policy complies with all relevant legislation, municipal policies and the spirit and intent of Public Participation;

- 5.1.4 ensure appropriate resources are available to solicit Public Participation in accordance with this Policy;
 - 5.1.5 promote and support Public Participation; and
 - 5.1.6 request and review information from the Chief Administrative Officer on the scope, timing, appropriate methods and resources required for Public Participation prior to directing the development of a Public Participation Plan.
- 5.2 Chief Administrative Officer to:
- 5.2.1 in accordance with this Policy or as directed by Council, develop Public Participation Plans for Council approval;
 - 5.2.2 implement approved Public Participation Plans;
 - 5.2.3 report the findings of the Public Participation to Council; and
 - 5.2.4 consider timing, resources and engagement when developing and modifying Public Participation Plans;
 - 5.2.5 review approved Public Participation Plans regularly and address discrepancies as needed;
 - 5.2.6 evaluate the effectiveness of the Public Participation Plan and the Public Participation Tools used in a particular circumstance;
 - 5.2.7 communicate to Council and the public, when appropriate, the effectiveness of a Public Participation Plan and Public Participation Tools used;
 - 5.2.8 develop the necessary procedures to implement this Policy;
 - 5.2.9 assess this Policy and make recommendations to Council about the Public Participation and resourcing.

6. POLICY

6.1. Public Participation Opportunities

- 6.1.1 The Chief Administrative Officer shall develop and implement a Public Participation Plan in the following circumstances:
 - 6.1.1.1. when new programs or services are being established;
 - 6.1.1.2. when existing programs and services are being reviewed;
 - 6.1.1.3. when identifying Council priorities;

- 6.1.1.4. when gathering input or formulating recommendations with respect to budget;
- 6.1.1.5. when gathering input or formulating recommendations with respect to the Municipality's strategic plans or business plans;
- 6.1.1.6. when gathering input or formulating recommendations with respect to the Municipality's capital plan and/or financial plan; or
- 6.1.1.7. as otherwise directed by Council.

6.2 Policy Expectations

6.2.1 Legislative and Policy Implications

- 6.2.1.1. All Public Participation will be undertaken in accordance with the *Municipal Government Act*, the *Protection of Privacy Act*, and any other applicable legislation.
- 6.2.1.2. All Public Participation will be undertaken in accordance with all existing municipal policies.
- 6.2.1.3. This Policy shall be available for public inspection and may be posted to the Municipality's website.
- 6.2.1.4. This Policy will be reviewed at least once every four years.

6.3 Public Participation Standards

- 6.3.1 Public Participation will be conducted in a sustainable and inclusive manner, having regard to different levels of accessibility.
- 6.3.2 Public Participation activities will be conducted in a professional and respectful manner.
- 6.3.3 Public Participation plans will consider early, ongoing and diverse opportunities to provide input.
- 6.3.4 Municipal Stakeholders who participate in any manner of Public Participation are required to be respectful and constructive in their participation. Municipal Stakeholders who are disrespectful, inappropriate or offensive, as determined by Administration, may be excluded from Public Participation opportunities.
- 6.3.5 The results of Public Participation will be made available to Council and Municipal Stakeholders in a timely manner in accordance with municipal policies.

6.4 Public Participation Plans

6.4.1 When so directed by this Policy or Council, the Chief Administrative Officer shall develop a Public Participation Plan for approval by Council which shall consider the following:

- 6.4.1.1 the nature of the matter for which Public Participation is being sought;
- 6.4.1.2 the impact of the matter on Municipal Stakeholders;
- 6.4.1.3 the demographics of potential Municipal Stakeholders in respect of which Public Participation Tools to utilize, level of engagement and time for input;
- 6.4.1.4 the timing of the decision and time required to gather input;
- 6.4.1.5 what information is required, if any, to participate; and
- 6.4.1.6 available resources and reasonable costs.

6.4.2 Public Participation Plans will, at minimum, include the following:

- 6.4.2.1 a communication plan to inform the public about the Public Participation Plan and opportunities to provide input;
- 6.4.2.2 identification of which Public Participation Tools will be utilized;
- 6.4.2.3 timelines for participation;
- 6.4.2.4 information about how input will be used;
- 6.4.2.5 the location of information required, if any, to inform the specific Public Participation.

6.5 Reporting and Evaluation

6.5.1 Information obtained in Public Participation will be reviewed by the Chief Administrative Officer and a report shall be provided to Council.

6.5.2 The report shall include, at minimum, the following:

- 6.5.2.1 an overview of the Public Participation Plan and how it was developed;
- 6.5.2.2 an assessment of the effectiveness of the plan based on the level of engagement and the quality of input;
- 6.5.2.3 a summary of the input obtained; and

6.5.2.4 may include recommendations for future Public Participation Plans.

6.5.3 Reports shall be provided to Council for review.

7. EXCLUSIONS

None

8. SPECIAL SITUATIONS

None

9. RELATED DOCUMENTS

- 9.1. *Municipal Government Act*
- 9.2. Protection of Privacy Act
- 9.3. Public Participation Plan

10. END OF POLICY

Mayor

Chief Administrative Officer

Date

Date

POLICY RECORD HISTORY

	Resolution No:	Date
Policy Adopted	267/23	August 8, 2023
Policy Reviewed		
Policy Revised		

ADMINISTRATIVE REVISIONS

Date	Description

Box 220 | 5018 Waghorn St
Blackfalds, AB | T0M0J0
403.885.4677
www.blackfalds.ca



Public Participation Plan

Prepared by
**Marketing and
Communications**

BLACKFALDS
ALBERTA

Where to Begin?

... AND HOW?

This plan will include the project background, decision(s), your team and your stakeholders.

PROJECT TEMPLATE

Use this template whenever the need to engage arises.

A working copy is available at the end of this document

PROJECT NAME	WHAT IS THE PROJECT NAME?	
Project background	- What is the purpose of the project? - What are the project goals? - Why is this project important to the Town? - What input will you consider as part of your decision-making process(es)?	
Project timeline	What is the timeframe for this project?	
PROJECT DECISION	DECISION MAKER	TIMELINE
What are the key decisions related to the project?	Who will make the project decisions?	When does the decision need to be made?
Project team	Who will be part of the team that will plan, implement, and use the input from your public engagement?	
Stakeholder List	Who do you want and need to engage to help achieve a well-informed and well-supported decision?	



The Public Engagement Plan Template tool used on pages 11 - 16 comes from the Rural Municipalities. AUMA Public Engagement Guide (2018)

SECTION 2



This chart will be used for your engagement purpose, your goals, the input you would like to see and the level of engagement that would deem this project successful.

Purpose of engagement	<i>Why will public engagement be used for this project and how will it add value to your decision-making process?</i>			
Public engagement goals	<i>What will successful public engagement look like?</i>			
	DECISION TO BE MADE	REQUIRED INPUT	LEVEL OF ENGAGEMENT	TIMELINE
Decisions to be made, level of engagement and timeline.	<i>What decisions will we make based on the engagement results?</i>	<i>What information is being sought to support this decision?</i>	<i>What level of engagement is appropriate for the decision and information being sought?</i>	<i>When do you need to receive the public engagement input to support your decision-making?</i>



TIPS

Stakeholder list!

When you are thinking about who will be interested in your decision and why - ask these questions:

- What and who will your decision affect?
- Who is best positioned to make the decision?
- How big will the impact be?
- Has there already been engagement related to this or similar decision and who was interested then?
- Has anyone made any commitments to engage people? (ie. Council)
- Are there different views or opinions related to the topic?
- Do people have an expectation to be involved in this decision making process? If yes - where did this expectation come from?
- Is it important for people to help explore, improve or identify options for the decision?

SECTION 3

Public engagement activities and schedules

PUBLIC ENGAGEMENT PHASE	LEVEL OF ENGAGEMENT	PUBLIC ENGAGEMENT ACTIVITIES	TIMELINE
<i>Align with the project decision and information being sought from the public</i>	<i>Insert level of engagement</i>	• Which activities best align with your preferred level of public engagement? • Will your stakeholders respond better to in-person or digital opportunities • How much time do you need to plan logistics, communication and any learning and development or community and stakeholder relations work?	<i>When will you plan, implement, report on and evaluate your public engagement activities?</i>

SECTION 4

Required resources for engagement

RESOURCES	RESOURCE COORDINATOR	BUDGET
<i>Insert required resources (ex. venue rentals, print materials)</i>	<i>Insert who will oversee coordination of the required resources</i>	• Insert required budget allocated for each resource

SECTION 5

Input Management

INPUT TO BE GATHERED	INPUT MANAGEMENT
<i>Identify what information will be gathered at each phase of your engagement schedule.</i>	<i>How will the information be recorded, managed and integrated into decision making?</i>



SECTION 6

Evaluation

What are the indicators of success for the public engagement activities?	
What will you measure or evaluate?	

The purpose of public engagement is to use it as an input into your decision making. You should only engage when you fully intend to consider public input and put it to use. To build trust with people and manage expectations, it's important to be transparent about what information you will look at to make decisions and how input will be used. Once the decision is made, always report what you decided, how their input influenced the decision and why you made that choice.

What Did We Hear?

NEXT STEPS?

For the first section, you will prepare a high-level overview of the project as well as what has been done to date, what was heard throughout the public engagement activities and what our next steps will be.



TIPS

“As long as it goes according to plan”

Section six of your public engagement plan is your way to ensure that it does. This section identifies performance measures, or things that you will measure to know if you’re meeting your engagement goals. Simply put, evaluation is the way that you learn what is working well with your plan and where there are opportunities for improvement.



SECTION 2

Purpose of the report

Use this section to describe what the completed report will provide to the reader. This could include the input you collected, what was decided and what information had specifically influenced the decision.



SECTION 3

Project Overview

Use this opportunity to describe the project, what it entailed, who was involved and how decisions will be made.



SECTION 4

Public Engagement Approach

What did you do to engage the public and what different avenues did you use? *(This section is a high-level description of the engagement approach and activities such as when they occurred and how people were notified.)*



SECTION 5

Summary of Public Engagement

What was said during your public engagement? *These can include verbatim comments but all comments must reflect all input received.*

What did you hear during your public engagement?

Outline the key themes that came out of the engagement and offer an analysis of how you reached those themes (prove your work).



SECTION 6

What's next?

- Describe anything that has changed with the project as a result of the public engagement activity.
- Describe anything that has not changed despite public engagement
- Identify how the public can continue to be involved in the project



CONTACT INFO

Who was involved?

Make sure you provide accurate information on who the public can contact regarding the project and any affiliated information.



The Public Engagement Plan Template tool used on the following pages comes from the Rural Municipalities.

AUMA Public Engagement Guide (2018) | Public Engagement Workbook

Did You Know?

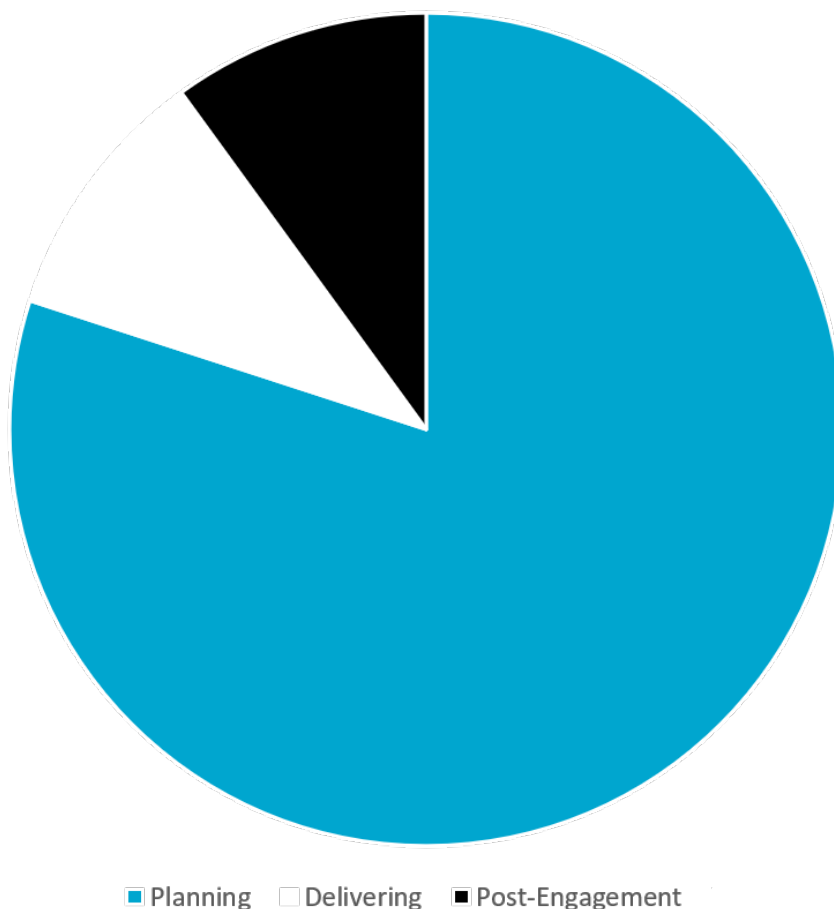
Your *What We Heard* report should be focused and concise. Use graphs, diagrams and bullet points to communicate your point. Many people are visual learners and respond well to seeing information displayed visually instead of trying to read numbers on a page.

For example.....



Worth Noting

Researcher Peter Schalk (2014) found that Alberta municipalities spend **80 per cent** of their time planning for public engagement, **10 per cent** delivering public engagement and **10 per cent** on post-engagement activities. The limited investment in connecting back to audience post-engagement, particularly to explain how their contributions shaped a decision, can be a significant barrier to future participation.



What We Decided

WWTTOBD

For your final step in this adventure, you will create a report which includes the following

- What we heard

Outline the key themes that came out of the public engagement activities

- What we decided

Identify the decision made

- Rationale for decision

Describe why the decision was made

FINALLY

Every journey in life must have a conclusion and this public engagement is no exception.

Take this time to describe when the project will officially conclude and identify how the public can continue to find out information about the project.

2.0 TEMPLATES

2.4 PUBLIC ENGAGEMENT PLAN TEMPLATE

[insert municipality name] **PUBLIC ENGAGEMENT PLAN**

SECTION ONE: PROJECT BACKGROUND, DECISION(S), TEAM, AND STAKEHOLDERS

PROJECT NAME	WHAT IS THE PROJECT NAME?	
Project background	- What is the purpose of the project? - What are the project goals? - Why is this project important to your municipality? - What input will you consider as part of your decision-making process(es)?	
Project timeline	What is the timeframe for the project?	
PROJECT DECISION	DECISION-MAKER	TIMELINE
What are the key decisions related to the project?	Who will make the project decision?	When does the decision need to be made?
Project team	Who will be part of the team that will plan, implement, and use the input from your public engagement?	
Stakeholder List	Who do you want and need to engage to help achieve a well-informed and well-supported decision?	

SECTION TWO: PUBLIC ENGAGEMENT PURPOSE, GOALS, INPUT, AND LEVEL OF ENGAGEMENT

Purpose of public engagement	Why will public engagement be used for this project and how will it add value to your decision-making process?			
Public engagement goals	What will successful public engagement look like?			
Decisions to be made, level of engagement, and timeline	DECISION TO BE MADE	REQUIRED INPUT	LEVEL OF ENGAGEMENT	TIMELINE
	What decisions will we make?	What information is being sought to support decision-making?	What level of engagement is appropriate for the decision and information being sought?	When do you need to receive the public engagement input to support your decision-making?

2.0 TEMPLATES

SECTION THREE: PUBLIC ENGAGEMENT ACTIVITIES AND SCHEDULE

PUBLIC ENGAGEMENT PHASE	LEVEL OF ENGAGEMENT	PUBLIC ENGAGEMENT ACTIVITIES	TIMELINE
<i>Align with the project decision and information being sought from the public.</i>	<i>Insert level of engagement.</i>	- Which activities best align with your preferred level of public engagement? - Will your stakeholders respond better to in-person or digital opportunities? - How much time do you need to plan logistics, communication, and any learning and development or community and stakeholder relations work?	<i>When will you plan, implement, report on, and evaluate your public engagement activities?</i>

SECTION FOUR: REQUIRED RESOURCES

RESOURCES	RESOURCE COORDINATOR	BUDGET
<i>Insert required resources (e.g., venue rental, consultant, print materials.)</i>	<i>Insert who will oversee coordination of the required resource (e.g., consultant).</i>	<i>Insert required budget allocation for each resource.</i>

SECTION FIVE: INPUT MANAGEMENT

INPUT TO BE GATHERED	INPUT MANAGEMENT
<i>Identify what information will be gathered at each phase of your public engagement schedule.</i>	<i>How will the information be recorded, managed, and integrated into decision-making?</i>

SECTION SIX: EVALUATION

<i>What are the indicators of success for the public engagement activities?</i>	
<i>What will you measure or evaluate?</i>	
<i>When and how will evaluation take place?</i>	
<i>How will you use our results to enhance our engagement?</i>	

2.0 TEMPLATES

2.5 PUBLIC ENGAGEMENT *WHAT WE HEARD* TEMPLATE

SECTION ONE: Summary (1-2 pages maximum)

High-level overview of the project, what has been done to date, what was heard through the public engagement activity, and next steps for the project.

SECTION TWO: Purpose of Report

Describe what the report will provide to the reader.

SECTION THREE: Project Overview

Describe the project, what it entails, who is involved, and how decisions will be made.

SECTION FOUR: Public Engagement Approach

What did you do and how?

[A high-level description of the engagement approach and activities, when they occurred, how people were notified of the opportunity to participate (e.g., communications activities)].

SECTION FIVE: Summary of Public Engagement Input

What was said?

[A concise summary of the public engagement results for the activity].

What we heard?

[Outline the key themes that came out of the engagement and offer an analysis of how you reached those themes].

SECTION SIX: What's Next

Describe anything that has changed with the project as a result of the public engagement activity.

Describe anything that has not changed despite public engagement input.

Identify how the public can continue to be involved in the project (e.g., attend next workshop, complete the survey, attend a Council meeting where a decision will be made).

Contact Information

Provide information on who the public can contact regarding the project.



Box 220 | 5018 Waghorn St
Blackfalds, AB | T0M0J0
403.885.4677
www.blackfalds.ca

MEETING DATE: September 8, 2026

PREPARED BY: Kim Isaak, Chief Administrative Officer

PRESENTED BY: Kim Isaak, Chief Administrative Officer

SUBJECT: **Council Policy CP-198.26 - Proclamations**

BACKGROUND

At present, the Town does not have a formal Proclamations Policy and requests are managed on a case-by-case basis. While this approach has allowed requests to be addressed as they arise, it may result in inconsistencies in how requests are evaluated and approved. Establishing a Proclamations Policy will provide for a standardized framework that promotes fairness, transparency, and consistency of future requests.

Standing Committee of Council reviewed the draft Proclamations Policy at the August 17, 2026, Standing Committee of Council and passed the following motion.

That Standing Committee of Council recommend that Council consider the approval of the Proclamations Policy at the September 8, 2026 Regular Meeting of Council.

DISCUSSION

The proposed Policy will provide a clear and consistent framework for the consideration of proclamation requests. In addition to supporting fair and transparent decision-making by Council, the policy will assist community organizations by clearly outlining eligibility criteria, submission requirements, and timelines. This will help applicants better understand Council's approach to proclamations. Combined with the use of annual standing proclamations through the consent agenda, the policy will improve administrative efficiency and streamline Council meeting agendas. Council will also retain the flexibility to add proclamations to the Standing Proclamation List as new requests come forward and are deemed appropriate, ensuring the list remains responsive to evolving community priorities and recognition opportunities.

STRATEGIC PLAN ALIGNMENT / OTHER MASTER PLAN ALIGNMENT



**Economic Vitality and
Community Prosperity**



**Community Life,
Safety, and Inclusion**



**Leadership,
Engagement and
Advocacy**



**Sustainable Services
and Infrastructure**

The proposed Proclamations Policy aligns with Council's Strategic Priorities of Community Life, Safety, and Inclusion by supporting the recognition of initiatives that foster community well-being, celebrate diversity, and raise awareness of important causes. It also aligns with Leadership,

Engagement and Advocacy by establishing a transparent and consistent framework for considering proclamation requests, strengthening governance practices.

FINANCIAL IMPLICATIONS

There are no financial implications to the approval of the Proclamations Policy.

COMMUNICATION / ENGAGEMENT CONSIDERATIONS

Following Council approval, the Proclamations Policy will be posted on the Town's website. The Town will make information about the application process, eligibility requirements, and timelines available to community organizations and the public.

ADMINISTRATIVE RECOMMENDATION

That Council consider the following motion(s):

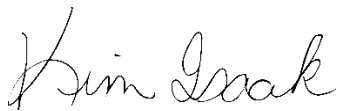
1. That Council adopt Council Policy CP-198.26 – Proclamations, as presented, effective immediately.

ALTERNATIVES

- a) That Council refer Council Policy CP-198.26 – Proclamations back to Administration for more information.

ATTACHMENTS

- *DRAFT Council Policy CP-198.26 - Proclamations*

APPROVALS

Kim Isaak,
Chief Administrative Officer

Department Director/Author

PROCLAMATIONS

POLICY NO	CP-198.26
DIVISION DEPARTMENT	Administration/Legislative Services
REVIEW PERIOD	Every 4 Years or Upon Legislative Change

1. POLICY PURPOSE

- 1.1 To establish the process and criteria for the issuance of Proclamations.

2. POLICY STATEMENT

- 2.1 Council recognizes the value of supporting charitable initiatives, arts and cultural events, public awareness campaigns, and sporting activities that contribute to community engagement and have a positive impact on the Town of Blackfalds and its residents. Proclamations will be considered and issued in accordance with a clear framework to ensure a consistent, fair, and transparent approach.

3. DEFINITIONS

- 3.1 **“Chief Administrative Officer”** (CAO) means the Chief Administrative Officer of the Town of Blackfalds, appointed by Council as per the *Municipal Government Act*.
- 3.2 **“Council”** means all Elected Officials of the Town of Blackfalds
- 3.3 **“Senior Legislative Advisor”** means the Employee assigned to the role of the Senior Legislative Advisor.
- 3.4 **“Mayor”** means the Chief Elected Official for the Town of Blackfalds.
- 3.5 **“Proclamation”** means a formal or official announcement or statement recognizing the importance of a charitable cause or event, an arts or cultural celebration, or a public awareness campaign typically on a specific day, week or month.
- 3.6 **“Standing Proclamation”** means an annual Proclamation prescribed by this policy.
- 3.7 **“Town”** means the municipality of the Town of Blackfalds.

4. SCOPE

- 4.1 This Policy is applicable to all Proclamations received by the Town of Blackfalds.

5. AUTHORITY AND RESPONSIBILITIES

5.1 Council to:

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

5.2 Mayor to:

- 5.2.1 Issue Standing Proclamations based on the criteria outlined in this Policy.

5.3 Senior Legislative Advisor to:

- 5.3.1 Review all Proclamation requests and make a recommendation to the Mayor as to whether the request meets the criteria as outlined in this Policy.
- 5.3.2 Ensure all Standing Proclamations are included on the Consent Agenda after signature by the Mayor.
- 5.3.3 Prepare a report for Council on eligible Proclamation requests to be considered at a Regular Meeting of Council.

5.4 Chief Administrative Officer to:

- 5.4.1 Advise Council on the development, implementation, and amendment of this Policy.
- 5.4.2 Ensure Policy review occurs and verify the implementation of this Policy.

6. POLICY

6.1. The following Standing Proclamations may be issued on an annual basis.

- 6.1.1 National Volunteer Week
- 6.1.2 National Youth Week
- 6.1.3 National Public Works Week
- 6.1.4 Seniors Week
- 6.1.5 Alberta Development Officer's Week

6.2. Charitable or Not-For-Profit Organization Requests for Proclamations must be submitted to the Senior Legislative Advisor at least three weeks prior to the Council Meeting date on which the Proclamation is requested to be made.

6.3. A request for Proclamation is subject to the Proclamation criteria as indicated in sections 6.7 and 6.8

- 6.4. The requesting organization must provide the wording of the Proclamation for it to be considered.
- 6.5. The Town reserves the right to edit and revise the wording of the Proclamation at its discretion.
- 6.6. Once issued, the Proclamation will be posted to the Town's website, however, the requesting organization is responsible for:
 - 6.6.1 any other advertising of the Proclamation and associated costs; and
 - 6.6.2 organizing related activities and associated costs.
- 6.7. Proclamation Criteria will be based on the following:
 - 6.7.1 public awareness campaign;
 - 6.7.2 charitable fundraising campaign;
 - 6.7.3 arts and culture celebration; or
 - 6.7.4 special honour for an organization or an individual.
- 6.8 If the Proclamation is based on the request of an organization, that organization must have a community presence.

7. EXCLUSIONS

- 7.1. A request for Proclamation will not be considered if:
 - 7.1.1 is political, personal conviction, or religious in nature;
 - 7.1.2 has commercial or profit-making purposes;
 - 7.1.3 involves hatred, violence, discrimination, or racism;
 - 7.1.4 is inflammatory, obscene, or supports contentiousness or divisiveness in the community;
 - 7.1.5 is contrary to the Town's bylaws or policies; or
 - 7.1.6 is not related to the community and does not benefit residents.

8. SPECIAL SITUATIONS

None

9. RELATED DOCUMENTS

- 9.1. Governance - Framework

10. END OF POLICY

Mayor

Chief Administrative Officer

Date

Date**POLICY RECORD HISTORY**

	Resolution No:	Date
Policy Adopted		
Policy Reviewed		
Policy Revised		

ADMINISTRATIVE REVISIONS

Date	Description

MEETING DATE: September 8, 2026

PREPARED BY: Kim Isaak, Chief Administrative Officer

PRESENTED BY: Kim Isaak, Chief Administrative Officer

SUBJECT: **Policies for Rescinding**

BACKGROUND

As part of Administration's ongoing review of policies to determine their effectiveness and applicability, and to identify any gaps or required updates, Administration identified the following policies that should be rescinded, as they have been superseded by newer policies or are no longer applicable.

Purchasing Policy 151.21

This Policy was adopted in 2021 but has since been replaced by the Council Policy 174.24 Procurement adopted in 2024.

Office Hours Policy 153.21

This Policy dates back to 2011 and was amended in 2021. It is the only policy that addresses the hours of operation of a public facility. As the Chief Administrative Officer Bylaw delegates authority to the CAO to determine the hours of work of employees, it is Administration's view that this Policy is not required.

Council Remuneration Policy 156.21

This policy was adopted in 2021 and is now replaced with the Council Remuneration and Compensation Policy that was adopted in 2025.

New Employee Orientation Policy 124.16

This Policy was adopted in 2016, converted to an Administrative Policy in 2024, and is not required to be a Council Policy.

Electronic Equipment and Software Disposal Policy

This is an Administrative Policy and can be rescinded as it is not required to be a Council Policy.

DISCUSSION

Administration recommends that Council rescind the above-noted policies. A record of rescinded policies ensures transparency and accountability by documenting policies that were formerly in effect, the reasons for rescinding, and any policies that replaced them.

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 maintenance of a rescinded policy record supports the Strategic Priority of Leadership. Engagement and Advocacy by promoting transparent governance and providing a clear and accountable record of policy decisions and changes over time.

FINANCIAL IMPLICATIONS

There are no financial implications of rescinding the above-noted policies.

COMMUNICATION / ENGAGEMENT CONSIDERATIONS

Administration will ensure that the rescinded policies are no longer posted on the Town's website and will provide notice to applicable stakeholders.

ADMINISTRATIVE RECOMMENDATION

That Council consider the following motion(s):

1. That Council rescind Policies:
 1. Purchasing Policy 151.21
 2. Office Hours Policy 153.21
 3. Council Remuneration Policy 156.21
 4. New Employee Orientation Policy 124.16
 5. Electronic Equipment and Software Disposal

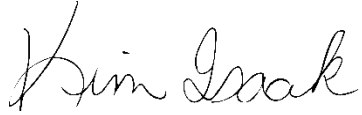
ALTERNATIVES

- a) That Council refer the Policies for Rescinding back to Administration.

ATTACHMENTS

- *Purchasing Policy 151.21*
- *Office Hours Policy 153.21*
- *Council Remuneration Policy 156.21*
- *New Employee Orientation Policy 124.16*
- *Electronic Equipment and Software Disposal*

APPROVALS



Kim Isaak,
Chief Administrative Officer

Department Director/Author

Policy No.: 151.21 Policy Title: Purchasing Policy Department: Corporate Services Effective Date: Reviewed: June 2021 Revised: June 2021 July 2011 April 2007 Supersedes Policy/Bylaw: 2011 Purchasing Policy	Resolution No: 191/21 Date: June 22, 2021
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Policy Statement

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. Investing in our community is done with an ever-present consideration of the financial impact on the taxpayers.

1. Reason for Policy

- 1.1 Acquire goods and services for the Town of Blackfalds using a method that provides best value for the dollars spent.
- 1.2 Restrict purchasing powers to only persons possessing such authority through the purchasing policy or bylaw of the Town of Blackfalds.
- 1.3 Ensure proper approval procedure.
- 1.4 Purchases made in accordance with this policy shall not require Council approval provided budget appropriation approved by the Town Council has not been exceeded.

2. Definitions

- 2.1 Purchase Order: A commercial electronic document and first official offer issued by a buyer to a seller, indicating types, quantities and agreed prices for products or services. Created in the financial system to approve a purchase prior to committing the expense with a vendor and reflect the financial commitment in the system against the cost GL code.

- 2.2 Request for Proposal (RFP): A solicitation often made through a bidding process, by an agency or company interested in procurement of a commodity, service or valuable asset, to potential suppliers to submit business proposals.
- 2.3 Tender: To make a formal written offer to carry out work, supply goods, or buy land, shares, or another asset for a stated fixed price and where all services, ~~shares~~, or another asset for a stated fixed price and where all services, work and outcomes are clearly defined. A mandatory evaluation criterion is set prior to the release of the invitation to tender and a criterion is applied to acceptance of a tender, including budgetary consideration. The option to not proceed with a project or purchase must be dealt with in a change order fashion and not negotiated at the time of awarding the contract.
- 2.4 Best Value: A combination of quality, timeline, cost, and efficiency is used to calculate the best value. The value of each criterion for purchases is determined at the time of acquisition of the product and/or service.
- 2.5 Emergency: An event that requires prompt coordination of actions or special regulations of persons or property to protect the safety, health or welfare of people or to limit damage to property.
- 2.6 Local Supplier: A person, firm, corporation or business which has a valid Town of Blackfalds business license and has a business address located within the corporate limits of the Town and/or within a 10 km radius.
- 2.7 Business Licence: A permit authorized and issued by the Town of Blackfalds to allow individuals or companies to conduct business within the Town of Blackfalds geographical jurisdiction.
- 2.8 Green Procurement: Purchasing products or services, which minimize, or provide favourable environmental impacts.
- 2.9 Single Source: Refers to a product or service that is proprietary and no alternate sources of supply/service exist.
- 2.10 Purchasing Authority: Refers to the authority granted to an employee to purchase and/or approve the purchase of goods and or services on behalf of the Town. This does not include the authority to sign or execute contracts.
- 2.11 Trade Agreements: The Canadian Free Trade Agreement, the New West Partnership Trade Agreement and any future trade agreements the Town may become subject to plus any amendments made to these Trade Agreements.

3. Responsibilities

3.1 Municipal Council to:

- 3.1.1 Approve by resolution this policy and any amendments;
- 3.1.2 Consider purchasing processes for successful implementation of this policy.

3.2 Chief Administrative Officer to:

- 3.2.1 Implement this policy and approve procedures;
- 3.2.2 Ensure policy and procedure reviews occur and verify the implementation of policies and procedures.

3.3 Director of the Department to:

- 3.3.1 Ensure implementation of this policy and procedure;
- 3.3.2 Ensure that this policy and procedure is reviewed every three years;
- 3.3.3 Make recommendations to the Chief Administrative Officer of necessary policy or procedure amendments.

3.4 Manager to:

- 3.4.1 Understand, and adhere to this policy and procedure;
- 3.4.2 Ensure employees are aware of this policy and procedure.

3.5 All Employees to:

- 3.5.1 Understand and adhere to this policy and procedure.

4. Appendix

- 4.1 None

5. End of Policy

PROCEDURE	Policy No.: 151.21 Policy Title: Purchasing Policy Department: Corporate Services
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1. Preamble

- 1.1 The purpose of the Purchasing Policy is to establish and delegate purchasing authority, ensure fairness and expediency in Town purchases, reflect a commitment to protect our local economy and ensure compliance with legislation and current trade agreements.

2. Authorization

- 2.1 The following employees of the Town of Blackfalds will have authorization to issue a purchase order for purchases in the listed ranges:

▪ Chief Administrative Officer	No Limit
▪ Director of Corporate Services	Up to \$10,000
▪ Director of Community Services	Up to \$10,000
▪ Director of Infrastructure & Property Services	Up to \$10,000
▪ Protective Services Manager (DEM)	Up to \$10,000
▪ Financial Services Manager	Up to \$5,000
▪ Information Technology Manager	Up to \$5,000
▪ Parks & Facilities Manager	Up to \$5,000
▪ FCSS Manager	Up to \$5,000
▪ Infrastructure Services Manager	Up to \$5,000
▪ Marketing & Communications Manager	Up to \$5,000
▪ Planning & Development Manager	Up to \$5,000
▪ Fire Chief	Up to \$5,000
▪ Economic Development Officer	Up to \$5,000
▪ Human Resources Officer	Up to \$5,000
▪ Utility Foreman	Up to \$2,500
▪ Parks Foreman	Up to \$2,500
▪ Transportation Foreman	Up to \$2,500
▪ Environmental Foreman	Up to \$2,500
▪ Facilities Foreman	Up to \$2,500
▪ Recreation and Culture Programmer	Up to \$2,500
▪ Fitness and Aquatic Programmer	Up to \$2,500

- 2.1.1 Upon approval of the department Director, additional staff members may be authorized to issue purchase orders for purchases up to a maximum of \$2,500.00.

- 2.1.2 Authorized personnel will be responsible for expenditures in their department only. In the case of an order containing goods and services for two or more departments, each authorized signing authority is required to code and

approve the invoice for payment, or sign a purchase order, whichever is required.

3. Vendor Relations

- 3.1 To maintain and practice the highest possible standards of business ethics, professional courtesy and competence in all dealings. At all times, applicable laws must be observed. In this regard the following should apply when dealing with suppliers and their representative:
 - 3.1.1 Offer prompt and courteous reception, as well as fair and equal treatment, to all suppliers and their representatives.
 - 3.1.2 Provide equal opportunity for all suppliers to respond to the Town's procurement requirements.
 - 3.1.3 Guarantee the confidentiality of all specifications and price quotations made by vendors responding to a Request for Proposal. Bottom line quotes will be made public in accordance with FOIP and the *Municipal Government Act*.
 - 3.1.4 If for any reason a supplier is permitted to re-quote, their competitors will be given the same opportunity.

4. Purchase

- 4.1 The direct purchasing process allows purchases of items under \$2,000 dollars to be left to the discretion of the authorized signing authority. There is no competitive pricing requirement, but the signing authority is expected to obtain the best possible value for the taxpayer's money.
- 4.2 That three written price estimates be obtained prior to the purchasing of budgeted items valued between \$2,001 dollars and \$5,000 dollars. Copies of written price estimates shall be attached to the final invoice for payment.
- 4.3 A purchase order must be issued for any purchase of goods or services that do not have a contract or agreement in place and exceed \$5,000. Three written confirmations of price estimates must be received prior to the purchase of budgeted items valued at \$5,000 to \$10,000.
- 4.4 Purchase orders must be completed within the financial system and bear the appropriate authorization as per the Purchasing Policy prior to ordering the goods or services on behalf of the Town. The approving individual is responsible to ensure that the purchase is appropriate and within budgetary guidelines. A purchase order that does not correspond in value to an invoice must have a written explanation for any variance exceeding 5% or \$500.00.

- 4.5 Procurement of goods and services between \$10,000 and \$75,000 shall be awarded on the basis of written Request for Proposal. If there are local suppliers, the request for written Proposals shall be advertised locally or the local suppliers shall be invited to respond. If verbal invitations are extended to local suppliers, the buyer shall ensure that the identical information is given to each of those suppliers. Requests for Proposal shall include all acceptable known local suppliers and may include out-of-town suppliers.
- 4.6 Procurement of goods and services over \$75,000 shall be awarded on the basis of:
- 4.6.1 Written tender submissions to be prepared by a designated engineer and used for projects and/or services that have enough detailed information to limit the number of change orders required and prevent project cost overruns.
 - 4.6.2 Written Request for Proposals are to be prepared by department Directors and used for projects that have specified outcomes and are open to the methods of delivery.
 - 4.6.3 Requests for Proposals/Tenders must not exceed thresholds of Trade Agreements.
- 4.7 Tenders and Request for Proposals for procurement of goods and services for capital works shall be advertised, and/or undertaken by invitation for known local and non-local suppliers.
- 4.8 The evaluation criteria in which Tenders/Proposals are ranked and chosen may be determined by the Director depending on the nature of the purchase and the expertise required.
- 4.9 Unless otherwise specified by Council, the Chief Administrative Officer is delegated the authority to accept any proposal, the value of which does not exceed \$100,000; as long as,
- 4.9.1 The goods or services are provided for in an approved budget;
 - 4.9.2 Multi-year service contracts will be approved by Council;
 - 4.9.3 The Tender or Proposal is to be awarded based on best value.
- In the event of the following, the Tender or Proposal shall be submitted to Council for approval:
- 4.9.4 The budget allocation is insufficient in the opinion of the Chief Administrative Officer;
 - 4.9.5 The award is to be made to any firm with a proposal that does not demonstrate best value.

- 4.9.6 All Tenders or Proposals over \$100,000 shall be submitted to Council for approval.
- 4.10 The lowest estimate will not always be accepted, if consideration of warranty, special conditions and availability make the lowest bid less desirable.

5. Local Preference

- 5.1 Preference should be given to Town of Blackfalds based suppliers and contractors with the final decision based on an overall “best value” evaluation. This is subject to ensuring the Town does not exceed the thresholds of Trade Agreements.
 - 5.1.1 Employees with purchasing authority are encouraged to make all direct purchases from local businesses, where possible.
 - 5.1.2 Employees with purchasing authority are encouraged to invite all qualified local businesses to submit a quotation for goods and services as part of the competitive pricing or quotation process.
 - 5.1.3 When the Town awards a contract through the process set out in Section 4, employees with purchasing authority may suggest and recommend to the Prime Contractor local businesses that can act as suppliers and subcontractors.
 - 5.1.4 When evaluating different vendors on the price factor, ensure prices are directly comparable. When comparing prices; supplies for purchases below \$75,000. Employees with purchasing authority may accept a local price preference of 5% to a maximum of \$2,000.

6. Managing Capital Projects

- 6.1 All contracts for capital projects shall be awarded according to the Town’s Purchasing Policy. Administration of all capital projects is the responsibility of the Chief Administrative Officer who may delegate such responsibility to the appropriate Director or another person. The Chief Administrative Officer or that delegated person shall approve all expenditures i.e., progress payments up to the approved contract price. Where administrative responsibility has been delegated, the person to whom the responsibility is delegated shall ensure:
 - 6.1.1 That the work, goods supplied or service supplied has met the standard specifications contracted for;
 - 6.1.2 That the price charged is according to the contract and where a progress or similar payment is involved, that the portion of the contract being paid for is complete in all respects;
 - 6.1.3 That all the terms and conditions specified by the Town have been met;

- 6.1.4 That funds are available within the capital project budget; and
- 6.1.5 That the expenditure is charged against the activity to which it is coded. The Chief Administrative Officer may revise terms and conditions of a contract providing that the revision does not substantially change the project, or cause the project to exceed the budget. Changes to contracts exceeding contingency amounts, will not be changed without Council's prior approval, except in an emergency as deemed necessary by the Chief Administrative Officer.

7. Responsibility

- 7.1 Every authorized employee is responsible for ensuring that Purchase Orders are used within the specified guidelines and approval is obtained prior to making purchases.
- 7.2 It is the responsibility of all to obtain the best possible value for the taxpayer's dollar and to ensure that their purchasing authority is not abused.
- 7.3 Misuse or abuse of the purchasing authority may result in disciplinary action or termination.

8. Petty Cash

- 8.1 An employee may be reimbursed for purchases made for by the individual and authorized by the supervisor to an amount of \$100.00. The reimbursed amount will be paid out of the Town's petty cash fund upon presentation of a paid receipt.
- 8.2 The Director of Corporate Services or designate is authorized to reimburse cash purchases.

9. Business Licences and Worker's Compensation

- 9.1 Those successful bidders, where applicable, shall be required to have a Town of Blackfalds Business Licence as per the bylaw prior to the start of work, and this requirement shall be included in the Tender or Request for Proposal document.
- 9.2 Where required, Workers' Compensation Numbers shall be provided to the Town prior to the start of work and this requirement shall be included in the Tender or Request for Proposal document.
- 9.3 When a contractor is required to have WCB. Payment of invoice's will be held until WCB clearance is obtain, where the labour portion of the invoice is over \$1,000

10. Other Over-riding Factors

- 10.1 The Director of Corporate Services may approve the issuance of an open purchase order for local vendors as requested by a department Director. All receipts and applicable purchase orders must be submitted to the Accounts Payable Clerk immediately after the procurement of goods.
- 10.2 Any change will constitute a reissue of the Purchase Order.

11. Single Source

- 11.1 Single source is a product or service that is proprietary and no alternate sources of supply/service exist. Each single source purchase must have a clearly defined backup to demonstrate what makes it qualify for this type of purchase.
- 11.2 Repairs to equipment and/or facilities that require immediate attention may be obtained through a single source type of purchase. Single source Vendors should be known for their ability to deliver best value on a regular basis.

12. Exceptions

- 12.1 For emergencies or single source supplies, the requirements of competitive bidding in this policy may not be followed. For emergency purchases, approval must be obtained as soon as possible from the Director (for \$2,000 to \$10,000), Chief Administrative Officer (for amounts exceeding \$100,000), and Council will be advised at the next scheduled Regular Meeting of Council.
- 12.2 Notwithstanding anything in this Policy, the CAO may authorize any required expenditures in emergency situations where:
 - 12.2.1 The health and safety of employees or the public is at risk
 - 12.2.2 The loss or failure of infrastructure is at risk;
 - 12.2.3 Any delay in procuring goods and services could jeopardize the Town's ability to provide essential services; or,
 - 12.2.4 Pursuant to an enactment such as the *Emergency Management Act*.

13. Green Procurement

- 13.1 Green Procurement means purchasing products or services, which minimize, or provide favourable environmental impacts. It takes into consideration the costs and environmental consequences of a product in all stages of its life cycle.
- 13.2 The Town will consider Green Procurement when making purchasing decisions when Goods and Services are available at competitive prices, and the environmental

benefits provided do not negatively affect the intended end use. Sustainable criteria will be examined when purchasing products and services.

- 13.3 All purchases will be made with the effort to procure, when feasible, recycled products, reusable products, and products designed to be recycled as long as the price differential is reasonable.

14. End of Policy



Policy No.: 153.21 Policy Title: Office Hours Policy Department: Administration Effective Date: Revised: June 2021 June 8, 2011 Supersedes Policy/Bylaw: 2011 Office Hours Policy Review Date: June 2024	Resolution No. 190/21 Date: June 22, 2021
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Policy Statement

Municipal office hours at the Civic Centre are 8:30 a.m. to 4:30 p.m. for service to the public at large.

1. Reason for Policy

- 1.1 To be accountable to residents in setting and offering consistent hours by which the Civic Centre will operate and provide services.

2. Responsibilities

- 2.1 Municipal Council to:

2.1.1 Approve by resolution this policy, procedure and any amendments.

- 2.2 Chief Administrative Officer to:

2.2.1 Implement this policy and approve procedures.

2.2.2 Ensure policy and procedure reviews occur and verify the implementation of policies and procedures.

3. End of Policy



PROCEDURE

Policy No.: 153.21 Policy Title: Office Hours Policy Department: Administration	
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1. General Specifications

- 1.1 The front doors of the Civic Centre will be unlocked and reception services available at 8:30 a.m. weekday mornings and will close at 4:30 p.m.

2. Exceptions

- 2.1 The following are exceptions to the regular operating hours:
- 2.1.1 The Civic Centre will be open on weekdays as noted above with the exception of days deemed a statutory holiday.
- 2.1.2 On Good Friday and Christmas Eve the Civic Centre will also be closed.

3. Changes to Operating Hours

- 3.1 Changes to operating hours may occur in special circumstances and will be subject to the following requirements:
- 3.1.1 Changes to the normal operational hours must be posted and advertised with as much advance notice as is possible and should not be less than 24 hours.
- 3.1.2 Changes to the normal operational hours must be authorized by the Chief Administrative Officer or their designate.

4. End of Procedure

Approval

Chief Administrative Officer

Date

Policy No.: 153.21
Policy Title: Office Hours Policy

Policy No.: 156/21 Policy Title: Council Remuneration & Compensation Department: Office of the CAO Council Approval: November 9, 2021 Reviewed: November 2021 Revised: August 2021 Supersedes Policy/Bylaw: • Council Remuneration & Compensation Policy 132/17 • Council Remuneration & Compensation Policy (September 2011)	Date: November 9, 2021 Resolution #: 340/21
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1. Preamble

- 1.1 The Town of Blackfalds values the contribution of Council and as such will maintain an annual level of remuneration and compensation for the elected officials that fall within the compensation values of the grouping of comparator municipalities as determined through provincial data provisions.

2. Reason for Policy

- 2.1 To outline the remuneration and compensation provided to Mayor and Council through honorarium, per diem rates, expenses, benefits, and professional development, as well as the process for reviews and adjustments as identified through the Terms of Reference – Council Remuneration Review Committee.

3. Authority

- 3.1 Section 242 and 243 of the *Municipal Government Act*, being Chapter M-26 of the Revised Statutes of Alberta, as amended.
- 3.2 Town Council Resolutions

4. Definitions

- 4.1 Council: Council are those elected officials serving the Town of Blackfalds duly elected in accordance with the *Local Authorities Election Act*.
- 4.2 Elected Official: is any member of Council.

5. Responsibilities

- 5.1 Municipal Council to:
- 5.1.1 Approve by resolution this policy and any amendments.
- 5.1.2 Consider the allocation of resources for successful implementation of this policy in

the annual budget process.

5.2 Council Remuneration Review Committee to:

5.2.1 Undertake processes as identified in Appendix “B” – Terms of Reference

6. Exclusions

6.1 None

7. Special Situations

7.1 None

8. Appendix

8.1 Appendix “A” – Compensation provided to Mayor and Council

8.2 Appendix “B” – Terms of Reference – Council Remuneration Review Committee

8.3 Appendix “C” – Council Member Expenses/Reimbursement

9. End of Policy

PROCEDURE	Policy No.: 156/21 Policy Title: Council Remuneration Policy Department: Office of the CAO
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1. Preamble

- 1.1 The remuneration and compensation is reviewed on a four year cycle, conducted in the year of an Municipal election and completed in advance of the election. Mayor and Council will receive an established Salary/Honorarium, and as well per diems and any other allowable expenses as established through Policy 156/21.
- 1.2 Remuneration and compensation levels are established through a +/- 10 percent median of compensation data retrieved through the survey of comparator municipalities that align with Blackfalds within a +/- 10 municipal measurement index as provided through Alberta Municipal Affairs. A dollar amount per capita modifier will be used and is derived by utilizing the 75 percent median honorarium/salary amount divided by the current population. A compensation adjustment will be brought forward annually to Council for consideration at budget time to reflect changes in the Alberta Consumer Price Index and which will align with salary and wage adjustments provided to municipal employees.
- 1.3 Health Benefits provided under the Municipality's current benefit provider are offered as an option for Council members to participate. Coverage is similar to that provided to the organization, with the exclusion of short- and long-term disability.

2. General Procedures

- 2.1 Refer to Appendix "A" – Compensation Provided to Mayor and Councillors.
- 2.2 Refer to Appendix "B" – Terms of Reference – Council Remuneration Review Committee.
- 2.3 Refer to Appendix "C" – Council Member Expenses/Reimbursement

Appendix “A” – Compensation Provided to Mayor and Council

PROCEDURE	Policy No.: 156/21 Policy Title: Council Remuneration Policy Department: Office of the CAO
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1. Preamble:

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

2. Council Salaries/Honorariums:

2.1 Monthly Honorariums are provided for attendance at all Council meetings, Standing Committee Meetings, Public Hearings, Appointed Boards & Committees and Community Organization Meetings as determined.

2.2 The monthly honorarium for Council member activities and attendance as indicated in 2.1 is as follows:

2.2.1 Chief Elected Official \$4,980

2.2.2 Councillor \$2,369

2.3 Additional honorariums or fees paid from other organizations such as regional or provincial bodies or commission boards will be accepted by a Council member for their participation or attendance. Compensation will not be provided by the Town of Blackfalds in these instances.

3. Per Diems

3.1 A per diem will be provided to members of Council for attendance at Council recognized conferences, conventions, workshops, meetings or other recognized and budget approved activities.

3.2 A per diem will be provided to Council members for attendance at Municipal workshops, open houses, retreats, and budget meetings.

3.3 Per diem meeting rates are as follows:

3.3.1 Flat Rate \$135 (half day)

3.3.2 Flat Rate \$255 (full day)

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

4. Health Benefits

- 4.1 Mayor & Council members are provided the option to participate in the Towns' Employee Benefits Program. The option to participate must take place within 60 days from the beginning of their term commencing and will remain in effect through the duration of their political service.

- 4.2 Specifics of coverage include:

- 4.2.1 Basic Group Life Insurance which entitles Council to coverage of \$25,000. Mayor and Councillors pay 20% of the premiums for this coverage.
- 4.2.2 Dependant Life Insurance which entitles Mayor and Councillors to coverage of \$10,000 for Spouse and \$5,000 per child if they choose family coverage for Extended Health Care. Mayor and Councillors pay 20% of the premiums for this coverage.
- 4.2.3 Dental benefits which entitles Mayor and Councillors to coverage of 100% Basic, 80% Major, 100% Dentures with a combined calendar year maximum of \$2500. Dental also includes 50% Adult and Child Orthodontics to a lifetime maximum of \$3000. Mayor and Councillors are responsible for 20% of the premiums for this coverage.
- 4.2.4 Extended Health Care benefits which entitles Mayor and Councillors to coverage of 100% of prescription drugs and 100% of medical supplies and services to limits as outlined in the employee handbook. Mayor and Councillors are responsible for 20% of the premiums for this coverage.
- 4.2.5 Vision Coverage of \$400.00 per year for children (if they are choosing family coverage for extended health care) and every 2 years for an adult. Mayor and Councillors are responsible for 20% of the premiums for this coverage.
- 4.2.6 Accidental Death and Dismemberment coverage of \$25,000. Mayor and Councillors are responsible for 20% of the premiums for this coverage.
- 4.2.7 Employee Assistance Program is offered to Mayor and Councillors with premiums paid for by the Town.
- 4.2.8 Optional benefits are available with full premiums being the responsibility of Mayor and Councillors. These options include optional life insurance, optional critical illness, and optional dependent life insurance.

- 4.3 Exclusions:

- 4.3.1 Coverage excludes short- and long-term disability.

5. Health/Wellness Spending Account

5.1 Council will be provided with a \$425 annual Health and/or Wellness Spending Account.

6. Travel & Subsistence

6.1 Council member expenses incurred shall be reimbursed as per Appendix "C" – Reimbursements, and upon submission and approval of a claim form.

6.2 The Mayor shall be responsible for approving Councillor's expense claims and the Deputy Mayor responsible for approving the Mayor's expense claims.

6.3 Mayor and Council are to submit receipts for meals. In instances where meals are provided at a conference, seminar workshop, or meeting then meal allowances or receipted meals will not be reimbursed unless approved by Council.

6.4 The administrative vehicle will be provided for Councillor use for out of town travel that is not overnight. The booking of the vehicle will be made through the Civic Centre reception. Extended travel expense reimbursement will be provided as per Appendix "C" or alternate arrangements will be made in provision of a municipal fleet unit.

7. Professional Development

7.1 Professional development will be provided to Mayor and Council as outlined in Policy 155.21 Elected Officials Development Opportunities.

8. Electronic Device and Internet Connection Reimbursement

8.1 Members of Council will receive the required electronic devices and software once per Council term (4 years) following the Municipal Election in order to conduct Council duties; equipment will be returned at the expiry of the term should the Council member not be returning on Council.

8.2 Reimbursement for the cost of an average high speed internet connection is in effect to offset the personal costs to Council. A paperless agenda and electronic communications combined with the research required via the web makes a reliable high speed internet connection a necessary service to properly execute the duties of council.

8.3 Reimbursement for the cost of the internet connection will be paid by the Town to the Council members in December of the year in which the charges occurred. The reimbursement will be prorated monthly for terms that do not equal a full year. The amount of reimbursement is calculated based on an average connection with sufficient data transfer amounts as determined by the council during the annual budget deliberations.

8.4 Each Council Member will be reimbursed \$100 per month for internet costs.

9. Telephone

- 9.1 The Chief Elected Official shall be provided with a cell phone by the Town or a payment equal to an amount in lieu of average cost to supply a cell phone will be paid on a monthly basis.

10. General

- 10.1 The Town of Blackfalds is responsible for the payment of the remuneration and compensation as delegated to the Director of Corporate Services who shall distribute payment according to this policy. Honorariums shall be paid no later than the last banking day of each month.
- 10.2 Honorarium and per diem claims shall be submitted on a form provided by the Director of Corporate Services and submitted no later than two days prior to the pay date. All payment requests must be approved by the Mayor prior to submission.
- 10.3 Emergency payments for honorariums may be requested by Council upon arrangements with the Chief Administrative Officer, preferably with one weeks' notice.
- 10.4 Cash advances for up to 80% of the estimated expenditures incurred may be provided upon request being presented at least one week prior to departure.
- 10.5 Expense claim forms as provided by the Director of Corporate Services are to be completed and approved by the Mayor and Deputy Mayor upon return from eligible conventions, seminars, Town business and meetings prior to submission for payment.
- 10.6 Town administration may register Council members for courses and conferences as requested. Council members wishing to register themselves may do so using their municipal credit card. All credit card receipts must be submitted to Accounts Payable for processing.

11. General

- 11.1 Review of this policy will take place through procedures identified in Appendix "B" – i Council Remuneration Review Committee.

Appendix “B” – Terms of Reference – Council Remuneration Review Committee

PROCEDURE	Policy No.: 156/21 Policy Title: Council Remuneration Policy Department: Office of the CAO
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1. Preamble:

- 1.1 A Council Remuneration Review Committee consisting of five citizens from the community will be established by the Chief Administrative Officer to review and make recommendations for compensation to be provided for Mayor and Council ahead of the Municipal Election. The compensation recommendation will be reviewed by the sitting Council and any decisions will be made through formal resolution and come into effect for the new Council following the Municipal Election.

2. Responsibilities:**2.1 Council:**

- 2.1.1 Following the recruitment process for Remuneration Committee members Council will formally appoint these members to the Council Remuneration Committee;
- 2.1.2 Council will duly consider all recommendations brought forward by the Committee;
- 2.1.3 Approve any adjustments to Council remuneration package.

2.2 Chief Administrative Officer:

- 2.2.1 Will act in an advisory role to the Committee;
- 2.2.2 Provide the assistance of a Human Resource Officer to assist in information gathering and analysis, and facilitation process;
- 2.2.3 Provide any information necessary information to the Committee necessary to fulfill their duties;
- 2.2.4 Utilize the current Municipal Affairs Municipal Measurement Index to utilize comparator municipalities. Comparators will be within +/-ten percent in relation to the Town of Blackfalds.
- 2.2.5 Ensure the survey information is collected, compiled, and available for when the Committee is ready to undertake the review..

2.3 Council Remuneration Committee

- 2.3.1 Will elect a Chair and Vice Chair for the Committee;
- 2.3.2 Will make recommendations to Council in relation to Council Remuneration;



- 2.3.3 Will make recommendations to Council in relation to Council Per Diem Rates (daily rate of pay for Elected Officials for attendance at conferences, workshops, seminars, etc.);
- 2.3.4 Will make recommendations to Council in relation to a Benefits Package;
- 2.3.5 Will make recommendations on the compensation rate through establishment of a market average of those communities surveyed;
- 2.3.6 Provide general insight or recommendations on the status (current and within 4 years) relative to the position of Mayor being a part time or full-time position.

1.4 Remuneration Committee Chair Duties

- 1.4.1 Spokesperson for the Committee except for specifically authorized instances;
- 1.4.2 Will ensure that deliberation during Committee meetings will be fair, transparent, efficient and thorough;
- 1.4.3 Will chair Committee meetings with all the commonly accepted power of that position (Roberts Rules);
- 1.4.4 Will ensure that decisions are documented in written format and that recommendations are put in writing for presentation.

2. Procedures for Council Remuneration Committee

- 2.1 The Committee will be established prior to mid-year of an election year. The Committee will complete their review and make recommendation prior to the first Council meeting in August.
- 2.2 The Committee will consist of nine members including five citizens from the Community, the CAO, the Director of Corporate Services, the Human Resource Officer and member of the consulting firm (Human Resource Advisor) that gathered and processed the compensation survey data.
- 2.3 The Committee members chosen will consist of individuals who are active and connected in the Community or have a professional background in finance, business, education, law or governance.
- 2.4 The citizen appointees will be the only Committee members to have voting rights.
- 2.5 The term of the Committee shall be appointed for a term not to exceed one year. Committee.
- 2.6 Meeting dates and times shall be held at the discretion of the Committee and a quorum shall consist of three members.
- 2.7 Each member of the Committee will observe and keep confidential matters relating to the business or affairs of Council members or the Town of Blackfalds which may directly or indirectly come to their knowledge through the Committee activities. Committee members will not discuss or disclose same with any person who is not entitled to such knowledge.

Appendix “C” – Council Member Expenses / Reimbursement

PROCEDURE	Policy No.: 156/21 Policy Title: Council Remuneration Policy Department: Office of the CAO
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REIMBURSEMENT TYPE	AMOUNT
Travel Allowance - Meals	As per current Revenue Canada Agency Travel Allowance - Meals
Travel Allowance – Vehicle Use	As per current Revenue Canada Agency Travel Allowance – Vehicle Use (\$/km)
Travel Allowance - Accommodation Hotel/Motel Private Home	As per receipted expense \$22.25 allowance per overnight stay
Travel Allowance – Taxi/public transportation	As per receipted expense
Rental Vehicles	When authorized and receipted expense
Parking Costs	As per receipted expense
Incidental Expense – Laundry & dry cleaning	As per receipted expense



Policy No.: 124/16 Policy Title: New Employee Orientation Department: Administration/HR Council Approval: 2016 09 27 Reviewed: Revised: Supersedes Policy/Bylaw: None	M# 250.16 Date: 2016 09 27
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1. Policy Statement

1.1 The Town of Blackfalds believes that employee orientation is part of a long-term investment in a new employee as a means of fostering a positive first impression and establishing employee loyalty and retention. It is the expectation that all new employees will complete orientation which will be part of the overall integration of new employees into the Town, helping new employees adapt to the work environment and their jobs.

2. Reason for Policy

2.1 Orientation will provide an entry level of familiarity with coworkers, staff, facilities and policies to provide a clear understanding of expectations and foster a sense of security in the beginning stage of employment.

2.2 Orientation will also provide introductory training to new staff members on how to work in the public sector. Staff new to the municipal field will be integrated into the political world in the public sector. They will also be made aware of Council's role as well as that of Administration.

3. Related Information

3.1 Personnel Policy In-Scope and Out-of-Scope Handbooks

3.2 Municipal Access Control Policy

3.3 Civic Facility Visitation Security and Identification

4. Definitions

4.1 "Employee" refers to the persons who are compensated for services performed and whose duties are under the control of an employee.

4.2 "Muster Point" refers to an assembly point where everyone meets in the event of an emergency.

4.3 "Evacuation" refers to the immediate exiting of a building due to an emergency.

4.4 "Key" refers to either traditional metal keys, smart cards, or any combination or electronic means of access.

4.5 "Fob" refers to the small hardware device or security token, with built in authentication mechanisms issued to all staff and authorized persons to use at authorized fob access points.

5. Responsibilities**5.1 Municipal Council to:**

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

5.2 Chief Administrative Officer to:

- 5.2.1 Implement this policy and approve procedures.
- 5.2.2 Ensure policy and procedure reviews occur and verify the implementation of policies and procedures.

5.3 Director of the Department to:

- 5.3.1 Ensure implementation of this policy and procedure.
- 5.3.2 Ensure that this policy and procedure is reviewed every three years.
- 5.3.3 Make recommendations to the Chief Administrative Officer of necessary policy or procedure amendments.

5.4 Manager to:

- 5.4.1 Understand, and adhere to this policy and procedure.
- 5.4.2 Ensure employees are aware of this policy and procedure.

5.5 All Employees to:

- 5.5.1 Understand and adhere to this policy and procedure.

6. Exclusions

- 6.1 None

7. Special Situations

- 7.1 None

8. Appendix

- 8.1 Appendix "A" – Orientation Checklist

9. End of Policy



PROCEDURE

Policy No.: 124/16 Policy Title: New Employee Orientation Department: Administration/HR	
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1. Preamble

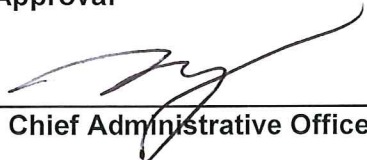
1.1 In order to ensure its success, the employee orientation program should be managed as a proactive, ongoing process by the new employee's direct manager/supervisor and under the authority of the Department Director/CAO.

1.2 The appropriate supervisor, or designate, shall ensure all new employees receive orientation and training, in accordance with the Orientation Check List (Appendix "A") including pre-employment, introductions and interpersonal relations, general information, work assignment, health and safety and human resources/personnel details.

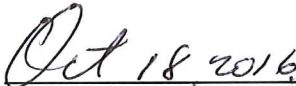
1.3 General orientation will occur during the first week with some elements continuing into the probationary period.

2. End of Procedure

Approval



Chief Administrative Officer



Date



This checklist aims to be a complete listing and some items may not apply to all employees. It will be the determination of Human Resources and the Managers/Directors to define which elements staff are not required to complete at orientation.

TOWN OF BLACKFALDS – NEW EMPLOYEE ORIENTATION CHECKLIST			
Areas to be Covered	Description	Completed	
		Yes	No
Pre-Employment			
Offer and welcome letter			
Prepare clear workspace			
Prepare new employee media release (where applicable)			
Introductions & Interpersonal Relations			
Supervisor, Manager or Director greeting	Personal greeting upon arriving for first day		
Introductions	To fellow coworkers and department heads. Where staff members are absent at the time of the orientation, an effort must be made to ensure new employees are introduced to those persons at the first practical opportunity. Director and Management Personnel to be introduced to Council at a first Regular Council Meeting following commencement of employment		
General Information			
Review	Review the orientation process itself and provide a copy of this finalized/signed document to the new employee and explain that a record will be held in their personnel file		
Personnel Policy Handbook	Each new employee shall be given a copy of the Personnel Policy Handbook (In-Scope or Out-of-Scope) whichever applicable with the instruction to read, comprehend and be given the opportunity to raise any concerns or questions they may have regarding its contents. Provide new employee a copy to review and retain for reference. Explain any health, safety and wellness policies, communication, employee dispute resolution, use of telephone, voice mail, email, et al		



This checklist aims to be a complete listing and some items may not apply to all employees. It will be the determination of Human Resources and the Managers/Directors to define which elements staff are not required to complete at orientation.

Areas to be Covered	Description	Completed	
		Yes	No
Facility Tour	Tour the Civic Centre building (or facility of the new employee). Show location of staff room, washrooms, bulletin boards, etc.) Provide a walking and/or a driving tour of Town facilities		
Public Sector & Customer Service	Explain how the public sector differs from the private sector – public service values and ethics, culture, role and structure. Identify who the municipal customers are and what services are provided to residents		
Council and Governance	Explain role of Council and relationship to staff & residents. Explain government structure – how the municipality functions as a whole and review provincial government contacts and resources (identify common acronyms)		
Bylaws and Resolutions	Provide a copy or direct to the listing of relevant Bylaws and resolutions		
Policies and Procedures	Provide a copy or direct to the listing of relevant Policies and Procedures		
Maps	Provide copies of the municipal map and position within Lacombe County		
Staff/Council Directory	Provide a current directory, including the name, position, contact number(s) and email address		
Town Website	Explain structure and website capabilities including content management responsibilities – review website policy		
Town Logo	Explain Logo and Branding Policy – proper use of logo and location of files for use		
Work Assignment			
Job Description	Review in detail, the job description outlining the duties and responsibilities for the position of the new employee and give a signed copy		
Reporting Structures	Provide an explanation of the organizational flow chart and identify departmental responsibilities, identify direct supervisor for reporting and chain of command		



This checklist aims to be a complete listing and some items may not apply to all employees. It will be the determination of Human Resources and the Managers/Directors to define which elements staff are not required to complete at orientation.

Areas to be Covered	Description	Completed	
		Yes	No
Company background, values, goals	Explain the Vision and Mission statement and outline first year goals		
Working Hours	Identify the expected hours and days for the specific role of the new employee and provide a schedule of hours for the Town public facilities		
Lunch and Break Schedules	Explain the lunch times, procedures and breaks the new employee is entitled to. Explain that food and beverages are only permitted to be stored in refrigerators provided		
Parking	Explain use of parking facilities provided		
Importance of regular attendance/punctuality	Explain the expectations to arrive on time for their shift/day and the effect of absence and productivity in their assigned area		
Process for notification of absences and tardiness	Explain the expected procedure to notify in the event of an absence or being late		
Overtime opportunities or requirements	Explain the options for overtime if applicable		
Scheduling time off	Review vacation and sick leave procedures. Explain the expectations to request and have approved any time off within the prescribed various levels available		
Dress code or uniform requirements	Clearly outline the Corporate Apparel Policy/Casual Fridays and the expectations of dress for outside workers and at events		
Access to information, Confidentiality and Privacy	FOIP: Explain any security, confidentiality or privacy issues related to the public sector. Provide how FOIP relates to personal information of employees and compliance of the public body. Arrange to have new employee's complete online training with a certificate of completion to be held in their personnel file		



This checklist aims to be a complete listing and some items may not apply to all employees. It will be the determination of Human Resources and the Managers/Directors to define which elements staff are not required to complete at orientation.

Areas to be Covered	Description	Completed	
		Yes	No
Workplace security and access - Keys and Fobs	Describe procedures for workplace security and visitor identification. Review security processes and any access codes/procedures. Process and set up security accesses for keys and fobs including waiver for personnel file		
Health and Safety			
Review of Municipal Health and Safety Manual	Employees at every level are responsible and accountable for health and safety. During orientation, new employees are to be provided a review of procedures, guidelines and related information contained within the Municipal Health and Safety Manual. Provide copies where applicable		
Health and Safety Registration	Inform the health and safety officer that a new employee will need safety training. Arrange for this training and education to occur		
Potential hazards	Discuss associated work area hazards and safe work practices – refer back to tour		
Emergency Procedures	Demonstrate the emergency evacuation procedures including designated muster station. Show and explain the use of emergency eyewashes/showers, first aid kits, fire blankets, fire extinguishers, fire exits and fire alarm pull boxes, as applicable		
Toxic Products	Identify workspaces where hazardous materials are used, stored or disposed. Provide training as necessary		
Emergency Notification Form	Have employee complete the Emergency Notification form. Keep a copy for in personnel file and provide a copy to the Director of Emergency Management/CAO		
WHMIS	Provide education about WHMIS. Identify the location of the Material Safety Data Sheets (MSDSs). Review the MSDSs for all hazardous materials to be used by the employee. Explain hazardous material labelling requirements. Conduct job specific training		



This checklist aims to be a complete listing and some items may not apply to all employees. It will be the determination of Human Resources and the Managers/Directors to define which elements staff are not required to complete at orientation.

Areas to be Covered	Description	Completed	
		Yes	No
Personal Protective Equipment (PPE)	Review the PPE program if the employee will be required to wear protective equipment. Issue appropriate personal protective equipment (PPE) that must be worn as required by the work being performed		
In Case of Injury or Illness	Review the reporting procedures in the event of an injury and/or accident. Give instructions concerning the reporting of all close calls, accidents and injuries. Identify first aid facilities		
Health and Safety Committee	Supply a copy of the facility telephone list with names of the Health and Safety Committee members highlighted. Explain how the employee can participate in the health and safety process (e.g., report hazards)		
General Rights and Responsibilities	Explain worker rights and responsibilities as granted by legislation		
Emergency Contact	Provide a list of names, addresses, phone numbers and fax numbers of the persons who must be contacted in case of emergency		
Safe working practices	Provide tips and a list of safe working practices relative the area assigned and duties within the job description of the new employee		
Human Resources			
Completing paperwork, including tax forms	Have the employee fill out any forms necessary (employee personal information, direct deposit, tax forms, etc.) to begin employment, registration and benefits. A void cheque, Social Insurance Card and Alberta Health Card may be requested to complete paperwork and be held in personnel file		
Compensation and Benefits	Explain pay grid, identifying the employee's current pay rate and fill out any forms relative to designating beneficiaries. Explain pay periods and how to complete timesheets		
In-Scope / Out-of-Scope	Provide a copy of the collective agreement for staff in a union position, identify union rep and negotiation process		



This checklist aims to be a complete listing and some items may not apply to all employees. It will be the determination of Human Resources and the Managers/Directors to define which elements staff are not required to complete at orientation.

Areas to be Covered	Description	Completed	
		Yes	No
Previous Training	Ask the employee if she/he has taken any safety training		
Training	Provide any necessary safety, environmental, compliance or policy/procedural training		
Performance standards/expectations for performance appraisal	Outline the process of the annual performance appraisal		
Computer and Network Accessibility	Make sure that new employees have access to the tools needed for their position (computer, phone, etc.) Provide training on use of the Town computer network and IT help desk		
Probationary Period	Explain probation period and schedule evaluation to review at 3 or 6 month mark		
Travel and Expenses	Explain the policies concerning travel, meals, mileage and entertainment while away at conferences, training seminars, meetings or workshops		
Complete Initial Orientation	New employees will receive Town coffee mug and pen as an official welcome and to finalize initial orientation		

Employee Name

Supervisor Name

Employee Signature

Supervisor Signature

Date

Date

Comments/Follow Up:



Policy Name: Electronic Equipment and Software Disposal

Date of Approval by Council: April 10, 2007

Resolution No.: 120/07

Department: Information Technology

Last Review Date:

Next Review Date: As required

Policy Statement:

This Policy is in effect to provide a method for Town of Blackfalds to remove electronic equipment and software from its inventory.

Procedures:

1. Classify equipment or software based on the following criteria:
 - i. Equipment is no longer functioning properly.
 - ii. Equipment has been replaced by a more cost effective more efficient operating unit.
 - iii. Software that is antiquated or is no longer required by the organization to fulfill licence obligations.
 - iv. The equipment or software has been deemed unnecessary by either the Director of Information Technology or the CAO of the Town of Blackfalds.
2. Equipment and/or software designated for disposal shall be inventoried and submitted to the Director Corporate Services for the removal of the items from the Town of Blackfalds asset listing.
3. Equipment will be disposed in any of the following manner:
 - i. Donation to local organizations
 - ii. Private silent auction amongst Council and Staff
 - iii. Public auction
 - iv. Disposed at an appropriate recycling centre or landfill
4. Exceptions to disposal will include the following:
 - i. Hard Drives that have been used to store data. In the event that a Hard Drive has met the criteria for disposal, the Hard Drive must be physically destroyed in such a manner that it can not be re-assembled.
 - ii. Software that is part of an Open License Agreement that can not be separated individually. In such case, the software and agreement must be destroyed in such a manner that neither can be reassembled.

[illegible]

Director Of Corporate Services

Classification for Disposal

1. Equipment no longer functions properly.
2. Equipment has been replaced by a more cost effective or more efficient operating unit.
3. Software is antiquated or is no longer required by the organization to fulfill license obligations
4. The Equipment or software has been deemed unnecessary by either the Director of Information Technology or the CAO for the Town of Blackfalds

- | | |
|-------------------|--|
| 1. Donation | 3. Public Auction |
| 2. Silent Auction | 4. Disposal at appropriate Recycling Center or Waste Management Facility |

MEETING DATE: September 8, 2026

PREPARED BY: Danielle Nealon, Senior Legislative Advisor

PRESENTED BY: Kim Isaak, Chief Administrative Officer

SUBJECT: **Letter of Support Request - Optimist Club of Blackfalds**

BACKGROUND

At the February 24, 2026, Regular Meeting of Council, Administration brought forward a request from the Optimist Club of Blackfalds to provide a letter of support for their application to Kal's RePlay Fund for a proposed toddler playground; subsequently, Council resolved the following:

051/26 Councillor Twerdoclib moved That Council provide a letter of support to the Optimist Club of Blackfalds for their application to Kal's RePlay Fund, identifying Prairie Ridge Park – East of the existing playground as the proposed site for the toddler playground, and with location pending community engagement.

CARRIED UNANIMOUSLY

Following this resolution, on July 28, 2026, Council also presented the Optimist Club of Blackfalds with the Council Pancake Breakfast donation funds collected on behalf of the Club for the proposed new toddler park within the Town.

DISCUSSION

Since Council's initial consideration of the request, the location for the proposed toddler playground has been confirmed at the Prairie Ridge Park. The Optimist Club of Blackfalds continues to advance the project and is actively pursuing grant funding and other partnership opportunities to support its development.

To support these funding applications, the Optimist Club requests an updated letter of support from Council. The letter would reaffirm Council's support for the project and recognize the community benefits associated with creating a dedicated recreational space for toddlers and young families within Blackfalds.

The proposed playground represents a community-led initiative that will enhance recreational opportunities, promote active lifestyles, and contribute to the overall well-being and inclusiveness of the community.

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**

Supporting the Optimist Club of Blackfalds in pursuing funding for a toddler playground contributes to developing inclusive and accessible recreational opportunities for young children and families. The project supports healthy, active lifestyles and enhances community spaces that foster connection, belonging, and quality of life.

Providing a letter of support demonstrates Council's commitment to working collaboratively with community organizations and advocating for initiatives that enhance amenities and services for residents. The Town's support helps strengthen grant applications and reflects a shared commitment to community-driven projects.

FINANCIAL IMPLICATIONS

No financial implications have been identified at this time for providing a letter of support to the Optimist Club of Blackfalds for their proposed site for the toddler playground.

COMMUNICATION / ENGAGEMENT CONSIDERATIONS

The location for the proposed toddler playground has already been confirmed, and no additional engagement is required as part of the requested letter of support. If the project is successful in securing funding, future communications may be undertaken jointly by the Town and the Optimist Club of Blackfalds to promote project milestones and the playground opening.

ADMINISTRATIVE RECOMMENDATION

That Council consider the following motion:

1. That Council provide a letter of support to the Optimist Club of Blackfalds for their proposed toddler playground in the Town.

ALTERNATIVES

- a) That Council refer the Letter of Request from the Optimist Club of Blackfalds Re Toddler Playground back to Administration for more information.

ATTACHMENTS

- *Optimist Club of Blackfalds Email Request*

APPROVALS



Preston Weran,
Acting Chief Administrative Officer



Department Director/Author

MEETING DATE: September 8, 2026

PREPARED BY: Danielle Nealon, Senior Legislative Advisor

PRESENTED BY: Danielle Nealon, Senior Legislative Advisor

SUBJECT: **Regular Council Meeting Date Change Request**

BACKGROUND

Regular Council Meetings typically occur on the second and fourth Tuesday of the month. Over the year, after Council sets the regular meeting dates, conflicts often arise with meeting dates, statutory holidays, or events.

DISCUSSION

This year, several Council members will be attending Alberta Municipalities' Convention and Trade Show from September 22-25, 2026. Accordingly, Administration formally requests that the Regular Council Meeting scheduled for Tuesday, September 22, 2026, be rescheduled to Monday, September 21, 2026, to ensure a quorum.

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**

Rescheduling the September 22, 2026, Regular Council Meeting supports Council's commitment to effective governance by ensuring quorum can be achieved, and municipal business can proceed without interruption. Adjusting the meeting date to accommodate Council members' attendance at the Alberta Municipalities' Convention and Trade Show supports informed decision-making, professional development, and continued engagement with municipal sector initiatives while maintaining Council's legislative responsibilities and service to the community.

FINANCIAL IMPLICATIONS

None

COMMUNICATION / ENGAGEMENT CONSIDERATIONS

Upon Council's approval, the revised meeting date will be communicated to the public in accordance with the Council Procedural Bylaw and applicable legislative requirements. Meeting schedules, agendas, and notices will be updated on the Town's website and through established communication channels to ensure residents, stakeholders, and Administration are aware of the change.

ADMINISTRATIVE RECOMMENDATION

That Council consider the following motion:

1. That Council reschedule the Tuesday, September 22, 2026, Regular Council Meeting for Monday, September 21, 2026, and post notice of the date change accordingly.

ALTERNATIVES

- a) That Council refer the Regular Council Meeting Date Change Request report back to Administration for further information.

ATTACHMENTS

None

APPROVALS

Preston Weran,
Acting Chief Administrative Officer



Department Director/Author

MEETING DATE: September 8, 2026

PRESENTED BY: Councillor Cory Twerdoclib

SUBJECT: Request for information on Data Centers

BACKGROUND

With the recent building of an AI data center, a short distance south of Blackfalds, in the Blindman Industrial Park, as well as concerned citizens requesting information on how this could affect Blackfalds, I felt it pertinent to get ahead of this discussion as it pertains to our municipality.

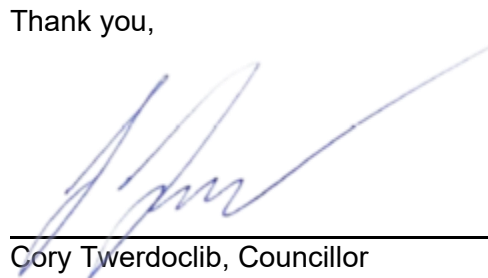
As with any new industry, there has been a rapid change in the types of technology used in these data centers and it is important to have current and correct information, so we as a Council, and a community can discuss and formulate a strategy that serves the wants of the community based on the most current and FACTUALLY ACCURATE information available. Pertinent information such as, but not limited to, effects on freshwater supplies, the power grid, noise pollution, air quality, environmental waste and land usage would be valuable for Council's information.

Based on the above, I request that the following motion be considered at the September 21, 2026, Regular Meeting of Council.

MOTION

That Council direct Administration to conduct research on AI Data Centers, their effects on the municipality and environment, potential changes required to the Land Use Bylaw, the MDP and any other master plans of the Town, in order to protect the interests of Blackfalds and its residents and That the information be brought back to a future Standing Committee of Council Meeting for discussion.

Thank you,



Cory Twerdoclib, Councillor