
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 October 13, 2026

3.2 Consent Agenda for October 13, 2026

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

b) **Adoption of Minutes**

- Regular Council Meeting Minutes – September 21, 2026
- Special Council Meeting Minutes – September 29, 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**

- Report for Council, Enforcement & Protective Services Report – September 2026
- Report for Council, Development & Building Report – September 2026

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

- Recreation, Culture & Parks Board Meeting Minutes – June 3, 2026
- Blackfalds Public Library Board Meeting Minutes – August 4, 2026
- Municipal Planning Commission Meeting Minutes – April to July 2026 (*amended*)
- Parkland Regional Library System Board Draft Meeting Minutes – September 17, 2026

f) **Information**

- Lacombe County Council Highlights - September 10, 2026 and September 24, 2026
- City of Lacombe Council Highlights – September 14, 2026 and September 28, 2026
- PRLS Board Talk - September 17, 2026
- Parkland Regional Library System Proposed Budget 2027

g) **Correspondence**

- Email from M. Barnes Re: Call to Action: Strengthening Public Safety in Alberta

4. **PUBLIC HEARING**

4.1 Bylaw 1360.26 - Accessory Building Accessed by a Driveway Setback Amendments

5. **DELEGATION**

None

6. **BUSINESS**

- 6.1 Request for Decision, Bylaw 1360.26 - Accessory Building Accessed by a Driveway Setback Amendments (*Second and Third Reading*)
- 6.2 Request for Decision, Council Policy CP-199.26 - Annual Budget and Taxation Process (*New*)
- 6.3 Request for Decision, Council Policy CP-200.26 - Duty to Document (*New*)
- 6.4 Request for Decision, Indigenous Heart Garden Support Letter
- 6.5 Request for Decision, Environmental Sustainability Strategy Committee
- 6.6 Request for Decision, Council Per Diem Allotments
- 6.7 Request for Decision, Member-at-Large Resignations
- 6.8 Request for Decision, Receipt of Blackfalds Public Library Board Bylaw

7. **NOTICES OF MOTION**

None

Future Meetings/Events:

- Standing Committee of Council Meeting – October 19, 2026
- Organizational Meeting of Council – October 27, 2026
- Regular Council Meeting – October 27, 2026

8. **CONFIDENTIAL**
None

9. **ADJOURNMENT**

A Regular Council Meeting for the Town of Blackfalds was held on September 21, 2026, at 5018 Waghorn Street in Council Chambers, commencing at 6:00 p.m.

MEMBERS PRESENT

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

ATTENDING

Preston Weran, Director of Infrastructure & Planning Services (*Acting CAO*)
Rick Kreklewich, Director of Community Services
Ken Morrison, Director of Emergency Management & Protective Services
Jolene Tejkl, Planning & Development Manager
Peter McGee, Economic Development Officer
Renan Bravo, Information Technology Technician
Danielle Nealon, Senior Legislative Advisor

REGRETS

Kim Isaak, Chief Administrative Officer

OTHERS PRESENT

Jordan Thompson, CAO NRDRWSC
Dylan Sigurdson, Brownlee LLP (*virtual*)
Richard Jones, Brownlee LLP (*virtual*)

1. WELCOME AND CALL TO ORDER

Deputy Mayor Sands welcomed everyone to the Regular Council Meeting of September 21, 2026, called the meeting to order at 6:00 p.m. and indicated that Mayor Svab was attending virtually.

2. LAND ACKNOWLEDGEMENT

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

3. ADOPTION OF AGENDAS

Council reviewed the Agendas for September 21, 2026, and amended the agendas, as follows:

- Consent Agenda item g) Letter from the Friends of the Blindman River Funding Request – September 1, 2026, was added under the Regular Agenda as Business item 6.11
- Consent Agenda item g) Email from Dr. Allen Lycka Re: Blackfalds Knows Resilience – September 24, 2026, was added under the Regular Agenda as Business item 6.12.

317/26

Councillor Hoyte moved That Council adopt the Regular Agenda for September 21, 2026, as amended.

CARRIED UNANIMOUSLY

318/26 Councillor Hanson moved That Council adopt the Consent Agenda for September 21, 2026, as amended, containing:

- a) Declaration of No Interest** (*conflict of duty and interest, pecuniary or other*)
- b) Adoption of Minutes**
 - o Regular Council Meeting Minutes – September 8, 2026
- c) Council Reports**
None
- d) Administrative Reports**
 - o Report for Council, CAO Report – September 2026
 - o Report for Council, Enforcement & Protective Services Monthly Report – August 2026
 - o Report for Council, Development & Building Monthly Report – August 2026
 - o Report for Council, Report for Council, BOLT KPI Monthly Report – August 2026
- e) Boards, Committee and Commission Minutes and/or Reports**
None
- f) Information**
 - o Lt. Governor of Alberta's March 2026 - August 2026 Update
- g) Correspondence**
None

CARRIED UNANIMOUSLY

4. PUBLIC HEARING

None

5. DELEGATION

None

6. BUSINESS

6.1 Request for Decision, North Red Deer River Water Services Commission Bylaw 1 Replacement

Director/Acting CAO Weran and special guests, NRDRWSC CAO Jordan Thompson and their legal counsel, Dylan Sigurdson and Richard Jones of Brownlee LLP, presented an overview of the replacement of Bylaw 1.

319/26 Councillor Hoyte moved That Council receive the Council Briefing Note respecting the North Red Deer River Water Services Commission's replacement of Bylaw 1 with the Governance, Operations and Terms of Service Bylaws as information and direct Administration to communicate to the Commission its endorsement of the proposed Bylaws and Membership Agreement as substantively presented.

CARRIED UNANIMOUSLY

6.2 Request for Decision, Bylaw 1361.26 - Increasing the Authority of the Development Officer

Manager Tejkl brought forward Bylaw 1361.26 - Increasing the Authority of the Development Officer for Council Consideration of First Reading and to set the Public Hearing date.

320/26 Councillor Twerdoclib moved That Council give First Reading to Bylaw 1361.26 – Increasing the Authority of the Development Officer, as presented.

CARRIED UNANIMOUSLY

321/26 Councillor Brown moved That a Public Hearing date be set for October 27, 2026, at 6:00 p.m. in Council Chambers.

CARRIED UNANIMOUSLY

6.3 Request for Decision, Lacombe Lake Management Plan RFP Award

Manager Tejkl presented the Lacombe Lake Management Plan RFP Award for Council's consideration and endorsement.

- 322/26** Councillor Twerdoclib moved That Council accept the Lacombe Lake Management Plan information and endorse the Steering Committee's recommendation to hire Urban Systems as the consultant to complete the Lacombe Lake Management Plan.

CARRIED UNANIMOUSLY

6.4 Request for Decision, Subdivision File No. S-07-26, 239 Eastpointe Drive

Manager Tejkl presented Subdivision File No. S-07-26, 239 Eastpointe Drive for Council's consideration.

- 323/26** Councillor Hoyte 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 239 Eastpointe Drive (Lot 16 Block 12 Plan 262 1073) into five (5) 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.

CARRIED
Opposed: Councillor Hanson

6.5 Request for Decision, Economic Development Strategy Contract Award

EDO McGee presented the Economic Development Single Purpose Task Force recommendation and award the 2026 5-year Economic Development Strategy RFP.

- 324/26** Councillor Hanson moved That Council endorse the Economic Development Single Purpose Task Force recommendation and award the 2026 5-year Economic Development Strategy RFP contract to Deloitte LLP.

CARRIED UNANIMOUSLY

6.6 Request for Decision, Ball Diamond Construction

Manager Starnes brought forward a request for the construction of a fifth ball diamond at Sterling Industries Sports Park.

Mayor Svab moved That Council approve an additional \$120,000 for the construction of a U18 sized baseball diamond at Sterling Industries Sports Park, with funding to be drawn from the General Capital Reserve and proceed with construction immediately.

Before voting on the foregoing motion, a motion to defer was introduced

- 325/26** Councillor Hanson moved That Council defer construction of the fifth ball diamond and reconsider the project during the 2027 budget deliberations.

DEFEATED
*In Favour: Councillor Hanson,
Councillor Hoyte and Councillor Dennis*

The main motion was returned to the floor

- 326/26** Mayor Svab moved That Council approve an additional \$120,000 for the construction of a U18 sized baseball diamond at Sterling Industries Sports Park, with funding to be drawn from the General Capital Reserve and proceed with construction immediately.

CARRIED

*Opposed: Councillor Hanson,
Councillor Hoyte and Councillor Dennis*

6.7 Request for Decision, Community Initiatives Grant – Blackfalds Homeschool Sports Co-op

Director Kreklewich brought forward the Recreation, Culture and Parks (RCP) Board's recommendation regarding the Blackfalds Homeschool Sports Co-op's Community Initiative Grant Application.

- 327/26** Councillor Dennis moved That Council endorse the Recreation, Culture and Parks Board's recommendation and grant funding of \$1,040 to the Blackfalds Homeschool Sports Co-op from the Community Initiatives Grant.

CARRIED

Opposed: Councillor Twerdoclib

6.8 Request for Decision, Economic Development Strategy Selection Single Purpose Task Force – Per Diem Approvals

Acting CAO/ Director Weran will bring forward a request from the Council members appointed to the Economic Development Strategy Selection Single Purpose Task Force.

- 328/26** Councillor Brown moved That Council approve three (3) half-day per diems for August 29, 2026, September 3, 2026, and September 10, 2026, for Mayor Svab, Councillor Sands, and Councillor Twerdoclib for their participation in the evaluation process, shortlisting of proponents, and recommendation of a preferred proponent for awarding the 2026 Economic Development Strategy.

CARRIED

*Opposed: Mayor Svab and
Councillor Hanson*

6.9 Request for Decision, Organizational Meeting Time Change and Setting of a Regular Meeting Request

Senior Legislative Advisor Nealon recommended moving the 2026 Organizational Meeting start time to 5:00 p.m. and setting a Regular Council Meeting at 6:00 p.m.

- 329/26** Councillor Hanson moved That Council approve changing the start time of the 2026 Organizational Meeting to 5:00 p.m. and schedule a Regular Council Meeting for 6:00 p.m., and post notice of the change accordingly.

CARRIED UNANIMOUSLY

6.10 Request for Decision, Council Motion, Request for Information on Data Centers

Councillor Twerdoclib moved the motion that was given notice at the September 8, 2026, Regular Meeting of Council.

- 330/26** Councillor Twerdoclib moved 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.

CARRIED

*Opposed: Deputy Mayor Sands,
Councillor Brown and Councillor Dennis*

MEETING TIME EXTENSION

- 331/26** Councillor Hanson moved That Council approve extending the Regular Meeting for September 21, 2026, beyond the three-hour limit until 9:30 p.m.

CARRIED UNANIMOUSLY

6.11 Letter from the Friends of the Blindman River Funding Request - September 1, 2026

Council exempted this item from the Consent Agenda for further consideration.

- 332/26** Mayor Svab moved That the Friends of the Blindman River Funding Request be postponed to the 2027 budget deliberations.

CARRIED UNANIMOUSLY

6.12 Email from Dr. Allen Lycka Re: Blackfalds Knows Resilience - September 24, 2026

Council exempted this item from the Consent Agenda for further consideration.

- 333/26** Councillor Hanson moved That Council recognize and proclaim September 24, 2026, as National Resilience Day in the Town of Blackfalds.

DEFEATED
*In Favour: Mayor Svab,
Deputy Mayor Sands and Councillor Hanson*

7. NOTICES OF MOTION

None

RECESS

Deputy Mayor Sands called for a 5-minute recess at 8:55 p.m.

REGULAR COUNCIL MEETING RETURNED TO ORDER

Deputy Mayor Sands called the Regular Council Meeting back to order at 9:01 p.m.

8. CONFIDENTIAL

8.1 Committee Discussion – ATIA Section 29 – Advice from Officials

- 334/26** Councillor Dennis moved That Council move to a closed session commencing at 9:01 p.m. in accordance with Section 197(2) of the *Municipal Government Act* to discuss item 8.1 Committee Discussion, pursuant to Section 29 of the *Access to Information Act*.

CARRIED UNANIMOUSLY

Closed Session Attendance: Mayor Laura Svab (virtual), Deputy Mayor Jim Sands, Councillor Shane Hanson, Councillor Ryan Brown, Councillor Aaron J. Hoyte, Councillor Cory Twerdoclib, Councillor Brenda Dennis, Acting CAO/Director Preston Weran, and Legislative Advisor Danielle Nealon.

- 335/26** Councillor Dennis moved That Council move to come out of the closed session at 9:28 p.m.

CARRIED UNANIMOUSLY

REGULAR COUNCIL MEETING RETURNED TO ORDER

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

Regular Council Meeting Attendance: *Mayor Laura Svab (virtual), Deputy Mayor Jim Sands, Councillor Shane Hanson, Councillor Ryan Brown, Councillor Aaron J. Hoyte, Councillor Cory Twerdoclib, Councillor Brenda Dennis, Acting CAO/Director Preston Weran, and Legislative Advisor Danielle Nealon.*

8.1 Committee Discussion – ATIA Section 29 – Advice from Officials

336/26

Councillor Hanson moved That Council refer the Committee Discussion back to Administration for more information.

CARRIED UNANIMOUSLY

9. ADJOURNMENT

Deputy Mayor Sands adjourned the Regular Council Meeting at 9:30 p.m.

Laura Svab, Mayor

Kim Isaak, Chief Administrative Officer

A Special Council Meeting for the Town of Blackfalds was held on September 29, 2026, at 5018 Waghorn Street in Council Chambers, commencing at 5:00 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.

MEMBERS PRESENT

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

ATTENDING

Kim Isaak, Chief Administrative Officer
Peter McGee, Economic Development Officer

REGRETS

None

OTHERS PRESENT

None

1. WELCOME AND CALL TO ORDER

Mayor Svab welcomed everyone to the Special Council Meeting of September 29, 2026, called the meeting to order at 5:00 p.m. and indicated that Councillor Twerdoclib was attending virtually.

2. LAND ACKNOWLEDGEMENT

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

3. ADOPTION OF AGENDA

Mayor Svab asked for Council's consideration of adding a request received from the Regional Red Deer Restorative Justice Society (RRDRJ) for a letter of support for their grant application to the Alberta Community Restorative Justice department.

337/26 Deputy Mayor Sands moved That Council agree to consider a matter not identified in the Special Meeting Notice, being a Letter of Support for the RRDRJ Grant.

CARRIED UNANIMOUSLY

338/26 Deputy Mayor Sands moved That Council adopt the September 29, 2026, Special Council Meeting, as amended by adding a new section titled Business Items and Item 4.1, Letter of Support for RRDRJ Grant, and renumbering the remaining agenda items accordingly.

CARRIED UNANIMOUSLY

4. BUSINESS ITEMS

4.1 Regional Red Deer Restorative Justice Grant

- 339/26** Councillor Hanson moved That Council provide a letter of support to the Regional Red Deer Restorative Justice program for their grant application to the Alberta Community Restorative Justice Department.

CARRIED UNANIMOUSLY

5. CONFIDENTIAL

5.1 Committee Discussion – ATIA Section 29 – Advice from Officials

- 340/26** Councillor Dennis moved That Council move to a closed session commencing at 5:05 p.m. in accordance with Section 197(2) of the *Municipal Government Act* to discuss item 4.1 Committee Discussion, 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 (virtual), Councillor Brenda Dennis, CAO Kim Isaak and EDO Peter McGee.

- 341/26** Councillor Hoyte moved That Council move to come out of the closed session at 5:33 p.m.

CARRIED UNANIMOUSLY

SPECIAL COUNCIL MEETING RETURNED TO ORDER

Mayor Svab called the Special Council Meeting back to order at 5:33 p.m.

Special Council Meeting Attendance: Mayor Laura Svab, Deputy Mayor Jim Sands, Councillor Shane Hanson, Councillor Ryan Brown, Councillor Aaron J. Hoyte, Councillor Cory Twerdoclib (virtual), Councillor Brenda Dennis, CAO Kim Isaak and EDO Peter McGee.

5.1 Committee Discussion – ATIA Section 29 – Advice from Officials

- 342/26** Councillor Hanson moved That Council direct the Mayor to proceed as discussed in closed session.

CARRIED UNANIMOUSLY

6. ADJOURNMENT

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

Laura Svab, Mayor

Kim Isaak, Chief Administrative Officer



COUNCIL MONTHLY REPORT

Mayor Laura Svab
Email: lsvab@blackfalds.ca
Phone: 403.391.9485

BLACKFALDS
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403.885.4677
council@blackfalds.ca
www.blackfalds.ca

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

Date	Event Key Points of Discussion and/or Decisions
Sept 1	Blackfalds Housing Needs Assessment: interview with HelpSeeker - Discussed how the process would go - Asked for more engagement. An open house and pop-ups in the community were suggested. Also suggested reaching out to the schools to have the information in their newsletter.
Sept 2	Blackfalds Interagency Meeting
Sept 2	Cheque Signing
Sept 2	Assisted Living and Social Services – Priority 2 subcommittee meeting Meeting to go over our priorities for our community when advocating at Alberta Municipalities
Sept 2	Recreation, Culture and Parks Board Meeting - A resolution was passed to bring forth the Community Initiatives Grant for the Blackfalds Homeschool Sports Co-op - Discussion regarding the Recreation Rates & Fees for the 2027 budget that will come to Council during the budget workshop in November - Thrifty Thursday for the Abbey Centre for 2027 - Updates from Council, Abbey Centre, Parks & Civic Facilities, and EBC & Sterling Industries Sports Park Agenda : https://blackfalds.ca/uploads/dm/151555/September_2_2026_RCP_Agenda_Combine_d.pdf
Sept 3	Regular Council Meeting Agenda Review (Review the 1 st page of the Agenda)
Sept 3	Central Alberta Economic Partnership - Mayors and Reeves Roundtable Event - Annual Report was presented - Discussion on Economic Development Priorities - For members of CAEP discussion around the value of City Viz - CAEP's website investcentralalberta.ca - We were presented the costs per capita over the next 3 years to be a part of this partnership



COUNCIL MONTHLY REPORT

Mayor Laura Svab
Email: lsvab@blackfalds.ca
Phone: 403.391.9485

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403.885.4677
council@blackfalds.ca
www.blackfalds.ca

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

Sept 3	Economic Development Taskforce - Interview with first RFP proponent
Sept 4	Lacombe Foundation Meeting - This was an extra meeting Scott Builders presented to the board the process and timelines for replacement of the Lacombe Lodge - Presentation from a Lacombe County Resident on Seniors Housing
Sept 4	Alberta Transportation and Economic Corridors - Priority 3 subcommittee meeting Meeting to go over the priorities for our community when advocating at Alberta Municipalities
Sept 4	Primary and Preventative Health Services - Priority 4 subcommittee meeting Meeting to go over the priorities for our community when advocating at Alberta Municipalities
Sept 4	Municipal Affairs - Priority 1 subcommittee meeting Meeting to go over the priorities for our community when advocating at Alberta Municipalities
Sept 4	Recreation and Tourism - Priority 5 Preparing information that this subcommittee sent me through email on what we should advocate for at Alberta Municipalities
Sept 8	Mayor Briefing - Pre-Council Meeting Agenda Review
Sept 8	Small Business Resource Committee for Burman University - All 4 subcommittees met to bring their ideas back to a full committee meeting - There is still work to be done. Burman is looking at possibly starting this initiative in 2028. They are looking at partnerships.
Sept 8	Regular Council Meeting - Asset Management, Public Participation, and Proclamations Policies were presented to Council - Land Use Bylaw Accessory Building Driveway Setback - Rescinding of Policies - Letter of Support for the Optimist Club regarding the Toddler Park Agenda - https://www.blackfalds.ca/uploads/dm/152522/20260908_RCM_Agenda



COUNCIL MONTHLY REPORT

Mayor Laura Svab
Email: lsvab@blackfalds.ca
Phone: 403.391.9485

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403.885.4677
council@blackfalds.ca
www.blackfalds.ca

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

Sept 10	Regular Council Meeting Agenda Review (Review the 1 st page of the Agenda)
Sept 10	Economic Development Taskforce - Interview with second and third RFP proponent
Sept 10	FCSS Board Meeting • Reports from FCSS Manager, Volunteer Programmer, Community Programmer and Youth Programmer • Review of Client Statistics from August Agenda - https://blackfalds.ca/uploads/dm/151740/20260910_FCSS_Agenda
Sept 14	Corporate Christmas Party Planning Meeting
Sept 14	Meeting with a Business
Sept 14	Meeting with a non-profit
Sept 14	Community Info Expo • Well attended and great discussions with community members as well as those participating in the event • Thanks to our staff for all their hard work on the behind the scenes preparation that they do and for continuing to grow this event each and every year.
Sept 15	Council Payroll
Sept 15	Standing Committee of Council Meeting • Delegations 1. Waterworth Innovations 2. Heart of Blackfalds Society Heart Garden Proposal • Revisions to Off-Site Levy Bylaw 1357.26 for 2nd reading • Annual Budget and Taxation Process Policy • Duty to Document Policy Agenda - https://www.blackfalds.ca/uploads/dm/153817/20260915_SCC_Agenda



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Mayor Laura Svab
Email: lsvab@blackfalds.ca
Phone: 403.391.9485

BLACKFALDS
ALBERTA

403.885.4677
council@blackfalds.ca
www.blackfalds.ca

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

Sept 16	Mayor and Reeves Meeting Discussion on what is happening in communities around Central Alberta
Sept 17	Cheque Signing
Sept 17	Red Deer River Municipal Users Group – virtual attendance Rocky View County presented a proposal for a water license for the Red Deer River
Sept 17	Transportation Master Plan - Open House Thanks to all the residents who came out and spoke to our Administration, Stantec, and Council. I believe we got a lot of good feedback.
Sept 18	Blackfalds Bulldogs – Home Opener Great home opener game and to be able to celebrate a win.
Sept 21	Regular Council Meeting – virtual - North Red Deer River Water Services Commission Bylaw 1 Replacement - Increasing the Authority of the Development Officer 1st reading - Lacombe Lake Management Plan RFP Award - Ball Diamond Construction - Blackfalds Homeschool Sports Co-op awarded the Community Initiatives Grant - Economic Development Strategy Per Diem approved Agenda - https://www.blackfalds.ca/uploads/dm/155017/20260921_RCM_Agenda
Sept 22	Service Delivery – Elected Officials Education Program
Sept 23	Alberta Municipalities Conference - Opening Ceremonies - How we Built It: Delivering on Affordable Housing - Premier's Address and Q&A - Keynote Address: Eric Termuende
Sept 23	Minister Williams – Alberta Mid-Sized Towns Mayors' Caucus supper meeting at the Legislature 20 Mid-Sized Towns Mayors in attendance to discuss with the minister challenges that we are facing as municipalities and how we can work together to get more funding from the provincial government.



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Mayor Laura Svab
Email: lsvab@blackfalds.ca
Phone: 403.391.9485

BLACKFALDS
ALBERTA

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council@blackfalds.ca
www.blackfalds.ca

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Sept 24	Alberta Municipalities Conference • Yes, and? Improv-ing Your Way to Municipal Success • Resolutions Part 1 and 2 • Plenary Panel: Crude Awakening – The Future of Taxation in Alberta • Annual General Meeting: Reports
Sept 24	Alberta Mid-Sized Towns Mayors' Caucus – meeting • The Mid-Sized Towns Mayors' Caucus was formed in 2024 and now has 33 members. The goal is to have all 84 Mid-Sized Towns being a part of the Caucus • Towns have unique challenges that are specific to us, and our individual requests cannot compete with those of our larger neighbours.
Sept 25	Alberta Municipalities Conference • Attended part of the annual general meeting (had a meeting with RCMP K Division at the same time) • Leader of the Opposition Address and Q&A • Minister Olszewski Remarks • Minister of Municipal Affairs Address and Minister Dialogue Session 1 and 2 • Closing Remarks
Sept 25	RCMP K Division – meeting • We had a good conversation with K Division. It has been a few years since Council has met with them. • We let them know that we do have room to expand the RCMP station when the time comes for that in the future • We talked about e-scooters and anti-bullying. • K Division mentioned Youth Link programming that could be offered in the schools.
Sept 26	Miniature Figure Paint-a-Thon • 5th year that our community has hosted this event.
Sept 26	Blackfalds Minor Hockey – stopped in for a few minutes to watch some hockey at the EBC
Sept 26	Little of This Market • Lots of great vendors. Busy as usual



COUNCIL MONTHLY REPORT

Mayor Laura Svab
Email: lsvab@blackfalds.ca
Phone: 403.391.9485

BLACKFALDS
ALBERTA

403.885.4677
council@blackfalds.ca
www.blackfalds.ca

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

	Thanks to Little of This Market for continuing to choose Blackfalds. Your hard work and dedication do not go unnoticed.
Sept 26	Big Brothers Big Sisters – annual duck drop fundraiser
Sept 28	Mayor of Bowden Tour – Tour of Community and some Municipal buildings
Sept 28	Justice and Public Safety Challenges – meeting with MP Calkins and MP Khanna, Shadow Minister for Justice & Attorney General of Canada along with other municipalities
Sept 28	Council Communications and Engagement Committee Topics of discussion were Media and Social Media
Sept 28	Housing Needs Assessment – Open House Thanks to everyone who stopped by and participated in the Housing Needs Assessment.
Sept 29	Truth and Reconciliation – workshop - An Introduction and Understanding of Canadian Treaties - So you want to be an Ally - Writing your own personal Land Acknowledgement
Sept 29	Special Council Meeting
Sept 30	Truth and Reconciliation - Community Walk - Red Deer Indigenous Dance Troup Performance - Great attendance for the walk. Nice sunny and windy walk. I appreciated the stories that were shared. - Red Deer Indigenous Dance Troup Performance was amazing. A lot of people in attendance. - Thanks to our staff and volunteer for all the work put into making this a day for all to reflect on Truth and Reconciliation. - I did speak with a few people that attended our event from Red Deer and Lacombe and they really did appreciate how the event was run. Again, I do appreciate the personal stories that were shared with me. Sometimes talking about what happened in the past is hard, but it also helps in healing.



COUNCIL MONTHLY REPORT

Mayor Laura Svab
Email: lsvab@blackfalds.ca
Phone: 403.391.9485



403.885.4677
council@blackfalds.ca
www.blackfalds.ca

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

Sept 30	Meeting with a non-profit sports group
Sept 30	Council Report



COUNCIL MONTHLY REPORT

Councillor Jim Sands
Email: jsands@blackfalds.ca
Phone: 403.396.6535

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403.885.4677
council@blackfalds.ca
www.blackfalds.ca

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

Date	Event Key Points of Discussion and/or Decisions
Sept 1/ 26	Council report submission
Sept 2/ 26	Priority 2 Assisted Living and Social Services meeting with Mayor Svab - Putting together notes for potential meeting with Minister
Sept 2/ 26	RCP Board Meeting
Sept 3/ 26	Blackfalds Economic Development Strategy Task Force - Rynic
Sept 4/ 26	Blackfalds Housing Needs Assessment interview for completing assessment info
Sept 8/ 26	Regular Meeting of Council
Sept 10/ 26	Blackfalds Economic Development Strategy Task Force – Deloitte Presentation Blackfalds Economic Development Strategy Task Force – McSweeney Presentation
Sept 12/ 26	Town of Penhold Fall Festival Parade
Sept 14/ 26	Community Info Expo
Sept 15/ 26	Standing Committee of Council Meeting
Sept 17/ 26	Transportation Masterplan Open House
Sept 17/ 26	MPC Meeting – September
Sept 21/ 26	NRDRWSC Meeting NORTH RED DEER RIVER WATER SERVICES COMMISSION NRDRWWSC Meeting NORTH RED DEER RIVER WASTEWATER SERVICES COMMISSION



COUNCIL MONTHLY REPORT

Councillor Jim Sands
Email: jsands@blackfalds.ca
Phone: 403.396.6535

BLACKFALDS
ALBERTA

403.885.4677
council@blackfalds.ca
www.blackfalds.ca

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

Sept 21/ 26	Regular Meeting of Council
Sept 23-25/ 26	Alberta Municipalities Fall Convention Edmonton Breakouts- Pulse Check_ Refocused health care system - Water Triage – What to do when everything fails Premier and Opposition Address AGM, Elections and Resolutions Alberta Municipalities Fall Convention - Continued. Numerous Networking events Minister Dialogue Sessions Plenary Panel- Crude Awakening- The Future of Taxation in Canada Keynote Address- Eric Termuende
Sept 28/ 26	Meeting- Strategic Collaboration Among Regional Commissions
Sept 29/ 26	Special Meeting of Council



COUNCIL MONTHLY REPORT

Councillor Shane Hanson
Email: shanson@blackfalds.ca
Phone: 587.876.7134

BLACKFALDS
ALBERTA

403.885.4677
council@blackfalds.ca
www.blackfalds.ca

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

Date	Event Key Points of Discussion and/or Decisions
2026.09.01	Community Commitment, <i>Housing Needs Assessment Interview</i> • Online, 1:30 p.m. – 2:00 p.m. ◦ A discussion Camilo Escamilla from HelpSeeker Technologies to help them understand housing in and around Blackfalds.
2026.09.02	Family Commitment, <i>Family Vacation</i> • Manitoba, Sept. 2-13 ◦ An opportunity to hit pause, spend time with family and celebrate some milestones this year, my parents 55th Wedding Anniversary, my Dad's 80th Birthday and our 25th Wedding Anniversary.
2026.09.09	Growth Opportunity, <i>CAEP Lunch and Learn</i> • Online, 12:00 p.m. – 1:00 p.m. ◦ CAEP's new economic data platform, powered by CityViz. ▪ This platform helps communities build a more cohesive investment attraction story. ▪ It provides regional and community-level data on population, labour force, business counts, transportation, broadband, social infrastructure, power infrastructure and other key indicators. ▪ It also includes report-building tools that can generate charts, maps, data tables and investment packages. ▪ It will help members: • Respond faster to investor questions • Build stronger investment packages • Use consistent and current data • Compare opportunities across the region • Support community profiles, grant applications and business cases
2026.09.14	Community Engagement, <i>Community Info Expo</i> • Blackfalds Community Centre, 6:00 p.m. – 8:00 p.m.

	- o Conversations speaking with Blackfalds residents engaging people in discussions around our budget and housing needs assessment surveys and planning. - o Engage participating community groups and organizations in conversations. - o Participate in MarCom social media initiative, “Which Would you Rather”, and assisted in recruiting community members to ask council members questions.
2026.09.15	Community Commitment, Standing Committee of Council (SCC) Meeting • Civic Cultural Centre, 6:00 p.m. – 9:00 p.m. - o Request for Direction, Council Policy – Community Grant Program Policies - o Request for Direction, Proposed Revisions to Off-Site Levy Bylaw 1357.26 for 2nd Reading - o Request for Direction, Annual Budget and Taxation Process Policy - o Request for Direction, Council Policy - Duty to Document
2026.09.16	Community Engagement, Blackfalds Food Bank Society Fundraising Subcommittee Meeting • Online, 6:00 p.m. – 7:00 p.m. - o Event planning for our upcoming Empty Bowls Fundraising Gala. ▪ October 17, 2026
2026.09.17	Community Commitment, Municipal Planning Committee (MPC) Meeting • Civic Cultural Centre, 6:00 p.m. – 6:30 p.m. - o Follow-up Report on Notice of Motion – Information - o Development Permit Application 196-26 – Rear Yard Variance - o Development Permit Application 208-26 – Home Base Business 3 - o Dismantling of the Municipal Planning Commission – Information
2026.09.17	Community Engagement, Transportation Master Plan Open House • Blackfalds Community Centre, 6:00 p.m. – 8:00 p.m. - o Engage in conversations, listen and encourage input to assist Stantec with their forthcoming update to the 2015 Transportation Master Plan.
2026.09.21	Community Commitment, Regular Council Meeting (RCM) • Civic Cultural Centre, 6:00 p.m. – 9:30 p.m. - o Request for Decision, North Red Deer River Water Services Commission Bylaw 1 Replacement

	○ Request for Decision, Bylaw 1361.26 - Increasing the Authority of the Development Officer (First Reading) ○ Request for Decision, Lacombe Lake Management Plan RFP Award ○ Request for Decision, Subdivision File No. S-07-26, 239 Eastpointe Drive ○ Request for Decision, Economic Development Strategy Contract Award ○ Request for Decision, Ball Diamond Construction ○ Request for Decision, Community Initiatives Grant – Blackfalds Homeschool Sports Co-op ○ Request for Decision, Economic Development Strategy Selection Single Purpose Task Force – Per Diem Approvals ○ Request for Decision, Organizational Meeting Time Change & Set Regular Council Meeting Request ○ Council Motion, Request for Information on Data Centers – Councillor Twerdoclib ○ Letter from the Friends of the Blindman River Funding Request - September 1, 2026 ○ Email from Dr. Allen Lycka Re: Blackfalds Knows Resilience - September 24, 2026 ○ CONFIDENTIAL Committee Discussion – ATIA Section 29 – Advice from Officials
2026.09.24	Community Engagement, <i>Winter Warmth Fundraiser</i> • Blackfalds Community Centre, 5:30 p.m. – 9:00 p.m. ○ With most of our Council away at the AB Munis Convention, I delivered the Town of Blackfalds Land Acknowledgement on behalf of Mayor Svab and Council. ○ Bid on live and silent auction items in support of the Blackfalds FCSS Winter Coats Program, winning two bids, one live and one silent.
2026.09.26	Community Engagement, <i>Little of this Market</i> • Abbey Centre, 11:00 a.m. – 4:00 p.m. ○ Supported this local event through purchases from six vendors.
2026.09.26	Community Engagement, Central Alberta Warriors Hockey U13 Fundraising BBQ • Blackfalds IGA, 12:30 p.m. – 3:30 p.m. ○ Supported the U13 team through the purchase of two hot dogs and a candy bag.
2026.09.26	Community Engagement, Big Brothers Big Sisters Lacombe & District

	Rubber Duck Drop • Sterling Industries Sports Park, 12:00 p.m. – 3:00 p.m. ○ Supported this community event through the purchase of two rubber ducks. ○ Joined Mayor Svab and Councillor Brown at the event.
2026.09.28	Community Engagement, <i>Housing Needs Assessment Open House</i> • Blackfalds Community Centre, 6:00 p.m. – 8:00 p.m. ○ Engage in conversations, listen and encourage input to assist FCSS and HelpSeeker Technologies with their forthcoming Housing Needs Assessment for the Town of Blackfalds.
2026.09.29	Community Commitment, <i>Special Council Meeting</i> • Civic Cultural Centre, 5:30 p.m. – 6:00 p.m. ○ CONFIDENTIAL Committee Discussion – ATIA Section 29 – Advice from Officials



COUNCIL MONTHLY REPORT

Councillor Ryan Brown
Email: rbrown@blackfalds.ca
Phone: 403.479.9610

BLACKFALDS
ALBERTA

403.885.4677
council@blackfalds.ca
www.blackfalds.ca

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

	Event Key Points of Discussion and/or Decisions
09-03-2026	Housing Needs Assessment interview with Help Seeker
09-08-2026	Regular Council Meeting - Reviewed new Asset Management Plan framework- Town will benefit through better lifecycle tracking of its core assets - St. Veronica school property subdivision review
09-10-2026	FCSS Board Meeting - First meeting since April 9th with new Manager - Erin Dahl taking over role of Program Coordinator - Reviewed Letter of Resolution from community member for Bill 12- ADAP changes- will get report back from FCSSAA conference on developments - Most summer programs ran successfully. Camp Curious had lower attendance this year (cost and parallel programs) - Volunteer commitments being taken for 2027 programs
09-14-2026	Community Info Expo “Would You Rather” video session with Council - Lots of community programs present with tables. Event was well set up. - Low attendance for event- primarily senior’s group there
09-15-2026	Lacombe Lake Steering Committee County offices to review RFP for organization handling the NWSW project engagement
09-15-2026	Standing Committee of Council Meeting - Review WaterWorth software for Town ERP review - Heart of Blackfalds Society Delegation to present Heart Garden - OffSite Levy Bylaw review- 2nd tier increase proposal approved by Council - Community Initiative Grant discussion deferred - AITA Confidential Item
09-21-2026	Regular Council Meeting Questions on Policing Committee and Municipal Bylaw initiated enforcement of e-scooter ATA. Lengthy discussion where council reiterated the need for Information , Education and Training before Enforcement



COUNCIL MONTHLY REPORT

Councillor Ryan Brown
Email: rbrown@blackfalds.ca
Phone: 403.479.9610

BLACKFALDS
ALBERTA

403.885.4677
council@blackfalds.ca
www.blackfalds.ca

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

	• North Red Deer River Watershed delegation- decision on Mascwachis allocation, future agreements • Development Officer's powers and responsibilities review • RFP Economic Development Strategy awarded to Deloitte LP • Diamond 5 budgeting- expanded budget approved and project starting this fall • CIG funding awarded to homeschool program for 30 kids to use 1/3 of Abbey, in kind, fieldhouse during non-peak times
09-26-2026	Big Brother's and Sister's Rubber Duckie Fundraiser • Sold over 1000 duck for helicopter drop
09-28-2026	Housing Needs Assessment Open House • 23 people attended • Workshop activities to engage residents • Good feedback that reinforces initiatives the Town has been doing a great job of
09-29-2026	Special Meeting of Council • AITA matter for discussion



COUNCIL MONTHLY REPORT

Councillor Aaron J. Hoyte
Email: ahoyte@blackfalds.ca
Phone: 587.693.4784

BLACKFALDS
ALBERTA

403.885.4677
council@blackfalds.ca
www.blackfalds.ca

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

Date	Event Key Points of Discussion and/or Decisions
Sept. 8	Regular Meeting of Council • Data-centre research motion: Administration to study impacts and needed bylaw changes • Optimist Club toddler playground at Prairie Ridge Park: support reaffirmed • Garage setback simplification: public hearing Oct 13 • Agenda can be found on the Blackfalds town Website
Sept. 15th	Standing Committee of Council • Off-site levy increase debate: \$89,107 → \$139,935/ha (about \$3,177 more per lot) • Water/sewer financial forecasting presentation • Heart Garden proposal from Heart of Blackfalds Society
Sept. 21st	Regular Meeting of Council • Ball diamond construction: longest debate of the night (~50 min) • Economic Development Strategy consultant contract • Data-centre file follow-up from Sept 8
Sept. 22nd	EOEP – Council's Role in Service Delivery • Council's role: what services, at what level, how delivered • MELC credit earned
Sept. 23rd	AbMunis Day 1 • Opening: registration, breakfast, official opening; breakout sessions including the AI session with Edmonton's Applied AI team • Premier Danielle Smith's address: Alberta staying in Canada, scrutiny of in-camera debates, push for provincial code-of-conduct guidelines • Trade show reception and evening sponsor networking; met Jackson McDonough (Candidly AI)
Sept. 24th	AbMunis Day 2 • 20 resolutions debated with individual delegate voting • C1 micromobility: provincial framework for privately-owned e-scooters and e-bikes



COUNCIL MONTHLY REPORT

Councillor Aaron J. Hoyte
Email: ahoyte@blackfalds.ca
Phone: 587.693.4784

BLACKFALDS
ALBERTA

403.885.4677
council@blackfalds.ca
www.blackfalds.ca

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

	• C2 FSCD waitlist transparency; B3 derelict non-residential tax subclass; emergent E1 on FCSS funding (final results not yet published)
Sept. 25th	AbMunis Day 3 • Minister dialogues (10:15 and 11:40 AM): final advocacy window, FSCD backlog and derelict-property amendments raised from the floor • Convention wrap-up
Sept. 28th	Communication Committee + Housing Open House • Communications Policy in development; Budget Survey wrapped (results Oct 13) • First Housing Needs Assessment underway
Sept. 29th	Special Council Meeting • If interested in details, please consider an ATIA request at the town office



COUNCIL MONTHLY REPORT

Councillor Cory Twerdoclib
Email: ctwerdoclib@blackfalds.ca
Phone: 403.304.4222

BLACKFALDS
ALBERTA

403.885.4677
council@blackfalds.ca
www.blackfalds.ca

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

Date	Event Key Points of Discussion and/or Decisions
Sept. 3 rd 11am	Blackfalds Housing needs Assessment Interview
Sept 3 6:30pm	Economic Development Strategy Top 3 finalist interview
Sept 4	Discuss our Priority 3 of Transportation and Economic corridors for AB Munis with Mayor Svab
Sept 8	RCM at Council Chambers
Sept 10	Networking zoom meeting 12pm-1pm
Sept 10	Ec. Dev Strategy finalist interviews of final 2 candidates
Sept 10	FCSS Meeting at 7pm
Sept 12	Attended the Veterans Show & Shine in Blackfalds
Sept 14	Attended Community Info Expo at Community Center
Sept 15	Standing Committee of Council at Chambers
Sept 17	Parland Regional Library Board meeting 10am-12pm
Sept 21	RCM at Council Chambers



COUNCIL MONTHLY REPORT

Councillor Cory Twerdoclib
Email: ctwerdoclib@blackfalds.ca
Phone: 403.304.4222

BLACKFALDS
ALBERTA

403.885.4677
council@blackfalds.ca
www.blackfalds.ca

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

Sept 22	Travel to Edmonton for Ab Munis
Sept 23-25	Ab Munis Conference in Edmonton
Sept 29	Special Meeting of Council Called by Mayor Svab



COUNCIL MONTHLY REPORT

Councillor Brenda Dennis
Email: bdennis@blackfalds.ca
Phone: 403.340.9189

BLACKFALDS
ALBERTA

403.885.4677
council@blackfalds.ca
www.blackfalds.ca

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

Date	Event Key Points of Discussion and/or Decisions
September 1	Library Board Meeting
September 8	Regular Council Meeting
September 9	Policing Committee Meeting
September 14	Community Info Expo
September 15	Blackfalds Housing Needs Assessment Interview
September 15	Standing Committee Meeting
September 17	Transportation Master Plan Open House
September 21	Regular Council Meeting
September 22	Travel to Edmonton to ABmunis Conference
September 23	ABmunis Conference Attended session - Pulse Check – Where municipalities stand in a refocused Health Care System
September 24	ABmunis Conference Attended session -All Aboard -Addressing Rail Safety in your community
September 25	ABmunis Conference
September 28	Housing Needs Assessment Open House
September 29	Special Council Meeting



COUNCIL MONTHLY REPORT

Councillor Brenda Dennis
Email: bdennis@blackfalds.ca
Phone: 403.340.9189

BLACKFALDS
ALBERTA

403.885.4677
council@blackfalds.ca
www.blackfalds.ca

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

September 30	Truth and Reconciliation - Red Deer Indigenous Dance Troup Performance

MEETING DATE: October 13, 2026

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

SUBJECT: **Enforcement and Protective Services Monthly Report – September 2026**

BACKGROUND

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

DISCUSSION

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

FINANCIAL IMPLICATIONS

None

ATTACHMENTS

- *Protective Services Monthly Report – September 2026*
- *Municipal Enforcement Report – September 2026*
- *Fire Incident Summary Report – September 2026*

APPROVALS



Kim Isaak,
Chief Administrative Officer



Director/Author

Protective Services Monthly Report

Summary

Throughout September, Municipal Enforcement continued to provide proactive enforcement, community support, and traffic safety initiatives within the Town of Blackfalds. Officers responded to calls for service, conducted traffic enforcement, processed commercial vehicle permits, monitored vehicle speeds, and maintained a visible presence in areas frequented by students and residents.

Calls for Service

- **73** calls received through the 24/7 assistance line
- **4** online reports submitted
- **88** files created

These figures reflect the ongoing demand for Municipal Enforcement services and the continued commitment to addressing community concerns in a timely and professional manner.

Traffic Enforcement

Municipal Enforcement officers remained focused on traffic safety through proactive patrols, targeted enforcement, and education initiatives.

Enforcement Statistics

- **106** *Traffic Safety Act* violation tickets issued
- **44** warnings issued

Officers targeted speeding, distracted driving, and other high-risk driving behaviours that impact the safety of motorists, pedestrians, and school-aged children.

Passing School Bus Violations

During September, officers investigated multiple reports of motorists unlawfully passing stopped school buses displaying flashing red warning lamps. Violations were substantiated and enforcement action was taken against the registered owners of the involved vehicles as authorized under provincial legislation.

The safety of students remains a top priority, and Municipal Enforcement will continue educational and enforcement efforts to reduce dangerous driving behaviours around school transportation.

School Area and Student Safety Initiatives

Municipal Enforcement continued conducting regular patrols and monitoring businesses and commercial areas frequented by students during lunch breaks.

Officers maintained a visible presence around schools and nearby businesses to promote positive interactions and address concerns involving student conduct and public safety. During these patrols, officers encountered and addressed:

- Vaping-related concerns involving students
- Speeding violations in school and high pedestrian traffic areas
- Distracted driving offences
- General traffic safety concerns around schools and businesses

These proactive initiatives support a safe environment for students, staff, business owners, and the public while encouraging compliance with municipal bylaws and provincial legislation.

Commercial Vehicle Permits

- **125 TRAVIS** permits issued

Permit processing remained an important function throughout the month, supporting commercial transportation activities while ensuring compliance with applicable regulations.

Traffic Count & Speed Monitoring

Traffic counting and speed-monitoring equipment were deployed throughout the community to identify trends and support future enforcement initiatives.

East Railway Street South

Posted Speed: 30 km/h (7:30 a.m. to 1 hour after sunset), 40 km/h at other times

- Vehicle Count: **8,699**
- Average Speed: **41 km/h**

Average speeds indicate motorists continue to travel above the posted school-zone speed limit during restricted hours.

Park Street West

Posted Speed: 40 km/h

- Vehicle Count: **26,831**
- Average Speed: **43 km/h**

Average speeds were slightly above the posted limit, supporting the need for continued education and enforcement.

Cottonwood Drive West

Posted Speed: 50 km/h

- Vehicle Count: **68,436**
- Average Speed: **54 km/h**

This location recorded the highest traffic volume during the reporting period. Average vehicle speeds exceeded the posted speed limit, making it a continued enforcement priority.

Vista Trail South

Posted Speed: 50 km/h

- Vehicle Count: **51,339**
- Average Speed: **47 km/h**

Average vehicle speeds remained below the posted speed limit, indicating good compliance by motorists.

Monthly Totals

Activity	Total
24/7 Assistance Line Calls	73
Online Reports Submitted	4
Files Created	88
Traffic Safety Act Tickets Issued	106
Warnings Issued	44
TRAVIS Permits Issued	125

Traffic Monitoring Summary

Location	Posted Speed	Vehicle Count	Average Speed
East Railway Street South	30/40 km/h	8,699	41 km/h
Park Street West	40 km/h	26,831	43 km/h
Cottonwood Drive West	50 km/h	68,436	54 km/h
Vista Trail South	50 km/h	51,339	47 km/h

Conclusion

September was a productive month for Blackfalds Municipal Enforcement. Officers responded to **73 calls for service**, created **88 files**, issued **106 Traffic Safety Act violation tickets**, provided **44 warnings**, and processed **125 TRAVIS permits**. In addition to regular enforcement activities, officers addressed school bus violations, conducted ongoing patrols around schools and local businesses during student lunch periods, and focused enforcement efforts on speeding, distracted driving, and vaping-related concerns.

Municipal Enforcement remains committed to maintaining public safety through proactive enforcement, education, community engagement, and a visible presence throughout the Town of Blackfalds.

Blackfalds Fire Rescue

September 2026 Monthly Activity Summary Report

Our Wednesday training sessions were focused on pump operations operating on a water source from a fire hydrant. Each pump operator also went through competency testing. Our three new recruits continue to hone their skills as they work through their probationary period.

We took part in the Community Information Fair and the Duck Drop this month.

We are still waiting on the delivery of the new Command unit from GM.

There have been 11 Fire Safety Plans reviewed, 3 Fire Inspections for new businesses completed.

During September, the department responded to 13 incidents, bringing the year-to-date total to 189 incidents, which is on pace with this time last year.

Of the 189 incidents, 20% occurred during regular business hours, Monday through Friday, while 80% occurred after regular hours, Monday through Sunday.

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

Occupational Health & Safety

Monthly Report for September 2026

Incidents: 4 Incidents reported in CorePoint

- 2 personal injury/illness
- 1 near miss/hazard ID
- 1 Equipment damage

Investigations: 1 incident investigation completed

- 2 corrective actions identified

Formal Hazard Assessment meetings completed with

- Finance
- Planning
- FCSS x2

Safety Day was held for all employees with presentations from:

- Spencer Beach - Keynote Speaker
- AEMA - Emergency Preparedness
- Cindy Reeves - Abby Centre Emergency Response Procedures
- Megan Miller - Audit review

Training and Orientation

- 1 new hire orientation
- 9 training emails sent to employees

H &S Documents

- Contract Management Policy & Procedures finalized and signed off
- New Worksite Inspection Checklists created for some sites
- Hazard Identification, Assessment & Control Policy/Procedures and Noise Management Program sent to the JHSC for approval.
- Audit Action Plan completed

RCMP

- The RCMP monthly statistics are not available at this time but will be provided for a future meeting when received.

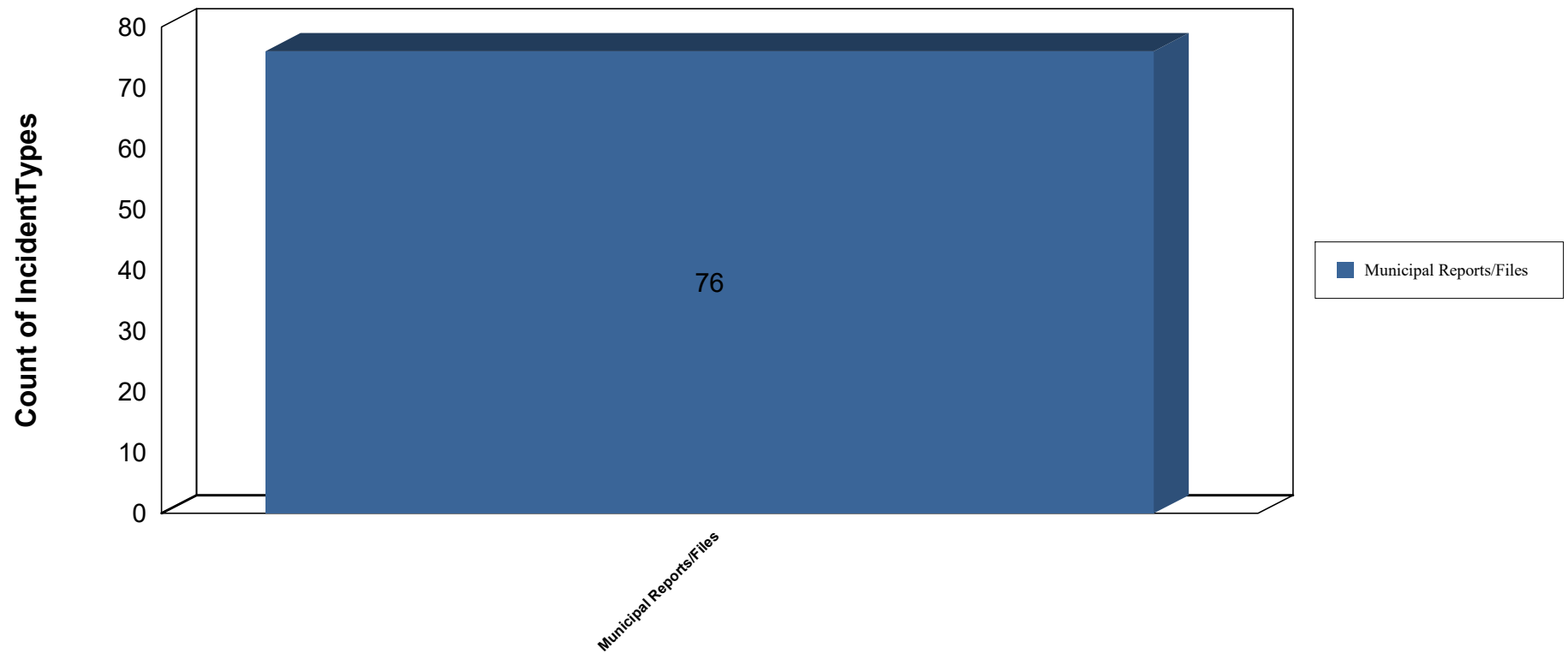
Emergency Management

- Completed Protective Services Operational budget review for 2027 with manager presenting to CAO.
- LREMP ERP final review was completed with the contractor, municipal information to be added for each community by the respective communities.
- TimCon began preparation of the site for the Emergency Generator, concrete was poured and pad is in place. Generator delivery date is unknown currently due to supplier having a high demand.
- An LREMP Special Agency meeting was held to discuss the Agreement, as there were some changes requested, although relatively minor, it will need to go back to the LREMP Committee for their approval, prior to moving forward for signing. It was decided the Signing ceremony would be rescheduled from the 29th of September to early 2027.
- Policing Committee meeting was held; there was much discussion about various agenda items. Two items of concern were the Womacks and 2A intersection and E-scooters.
- LCMAO Meeting was held on the 17th of September, the Tabletop exercise will be postponed to Dec 1st, due to industry partners current workload.

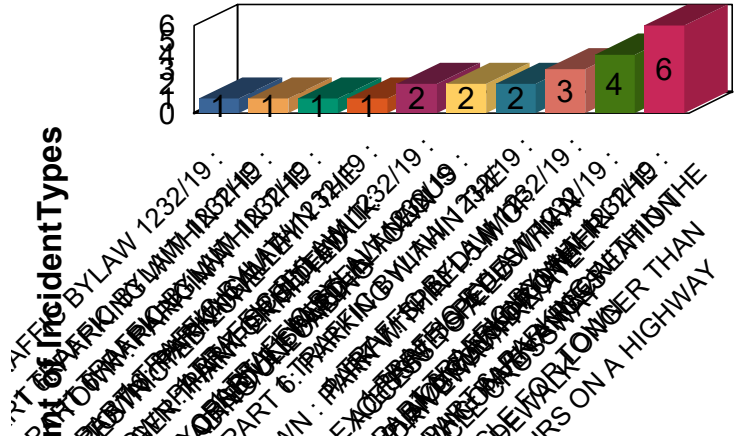
Ken Morrison

Director of Emergency Management & Protective Services

Count of Reports Completed



Count of Incident Types



- 1 TRAFFIC BYLAW 1232/19 : PART 6: PARKING WITHIN THE TOWN : PARK IN A RESTRICTED ZONE
- 1 TRAFFIC BYLAW 1232/19 : PART 6: PARKING WITHIN THE TOWN : PARK IN ALLEY LONGER THAN PERMITTED FOR LOADING/UNLOADING
- 1 TRAFFIC BYLAW 1232/19 : PART 6: PARKING WITHIN THE TOWN : PARK ON SIDEWALK OR BOULEVARD
- 1 TRAFFIC BYLAW 1232/19 : PART 6: PARKING WITHIN THE TOWN : PARK WITHIN 1.5 M OF ACCESS TO A GARAGE/DRIVEWAY/PRIVATE ROAD/VEHICLE CROSSWAY OVER SIDEWALK
- 1 TRAFFIC BYLAW 1232/19 : PART 7: SPEED LIMIT : EXCESSIVE SPEED IN TOWN
- 1 TRAFFIC BYLAW 1232/19 : PART 11: MISCELLANEOUS
- 1 TRAFFIC BYLAW 1232/19 : PART 7: SPEED LIMIT : EXCESSIVE SPEED W/IN A PLAYGROUND ZONE
- 1 TRAFFIC BYLAW 1232/19 : PART 3: PEDESTRIAN BICYCLES OR OTHER CONVEYANCES
- 1 TRAFFIC BYLAW 1232/19 : PART 6: PARKING WITHIN THE TOWN : PARK A RECREATION VEHICLE FOR LONGER THAN 72 HOURS ON A HIGHWAY
- 1 TRAFFIC BYLAW 1232/19 : PART 6: PARKING WITHIN THE TOWN

1.30% # of Reports: 1 Municipal Reports/Files 1 TRAFFIC BYLAW 1232/19 : PART 6: PARKING WITHIN THE TOWN : PARK IN A RESTRICTED ZONE

1.30% # of Reports: 1 Municipal Reports/Files 1 TRAFFIC BYLAW 1232/19 : PART 6: PARKING WITHIN THE TOWN : PARK IN ALLEY LONGER THAN PERMITTED FOR LOADING/UNLOADING

1.30% # of Reports: 1 Municipal Reports/Files 1 TRAFFIC BYLAW 1232/19 : PART 6: PARKING WITHIN THE TOWN : PARK ON SIDEWALK OR BOULEVARD

1.30% # of Reports: 1 **Municipal Reports/Files** 1 TRAFFIC BYLAW 1232/19 : PART 7: SPEED LIMIT : EXCESSIVE SPEED IN TOWN

2.60% # of Reports: 2 **Municipal Reports/Files** 1 TRAFFIC BYLAW 1232/19 : PART 11: MISCELLANEOUS

2.60% # of Reports: 2 **Municipal Reports/Files** 1 TRAFFIC BYLAW 1232/19 : PART 6: PARKING WITHIN THE TOWN : PARK WITHIN 1.5 M OF ACCESS TO A GARAGE/DRIVEWAY/PRIVATE ROAD/VEHICLE CROSSWAY OVER SIDEWALK

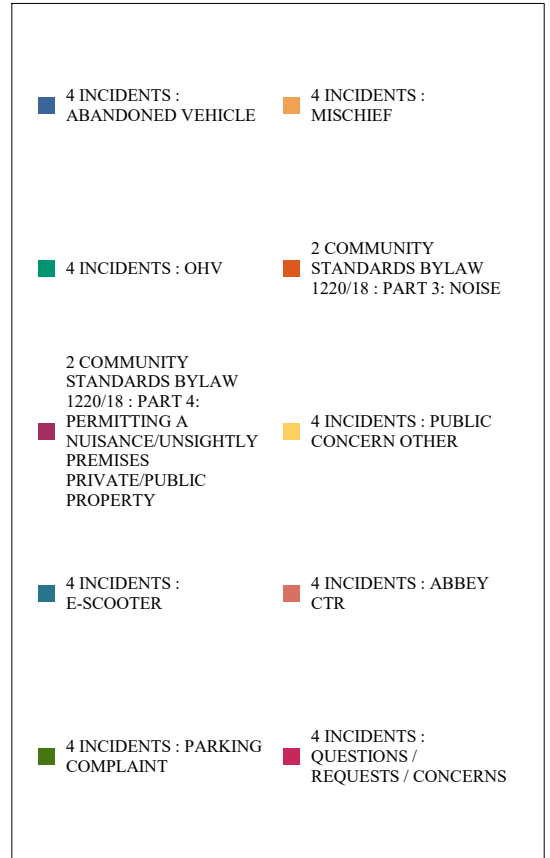
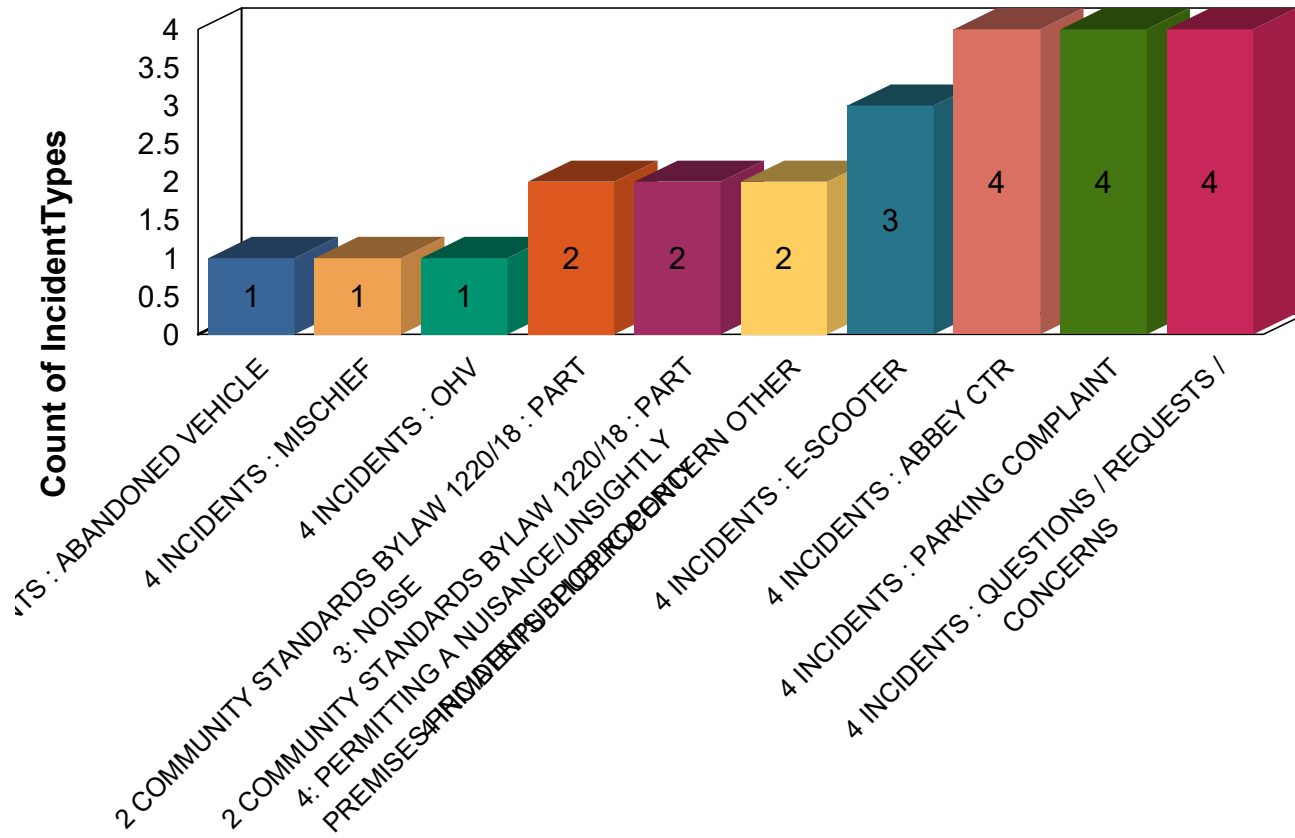
2.60% # of Reports: 2 **Municipal Reports/Files** 1 TRAFFIC BYLAW 1232/19 : PART 7: SPEED LIMIT : EXCESSIVE SPEED W/IN A PLAYGROUND ZONE

3.90% # of Reports: 3 **Municipal Reports/Files** 1 TRAFFIC BYLAW 1232/19 : PART 3: PEDESTRIAN BICYCLES OR OTHER CONVEYANCES

5.19% # of Reports: 4 **Municipal Reports/Files** 1 TRAFFIC BYLAW 1232/19 : PART 6: PARKING WITHIN THE TOWN : PARK A RECREATION VEHICLE FOR LONGER THAN 72 HOURS ON A HIGHWAY

7.79% # of Reports: 6 **Municipal Reports/Files** 1 TRAFFIC BYLAW 1232/19 : PART 6: PARKING WITHIN THE TOWN

Count of Incident Types



1.30% # of Reports: 1 Municipal Reports/Files 4 INCIDENTS : ABANDONED VEHICLE

1.30% # of Reports: 1 Municipal Reports/Files 4 INCIDENTS : MISCHIEF

1.30% # of Reports: 1 Municipal Reports/Files 4 INCIDENTS : OHV

2.60% # of Reports: 2 Municipal Reports/Files 2 COMMUNITY STANDARDS BYLAW 1220/18 : PART 3: NOISE

2.60% # of Reports: 2 Municipal Reports/Files 2 COMMUNITY STANDARDS BYLAW 1220/18 : PART 4: PERMITTING A NUISANCE/UNSIGHTLY PREMISES PRIVATE/PUBLIC PROPERTY

2.60% # of Reports: 2 Municipal Reports/Files 4 INCIDENTS : PUBLIC CONCERN OTHER

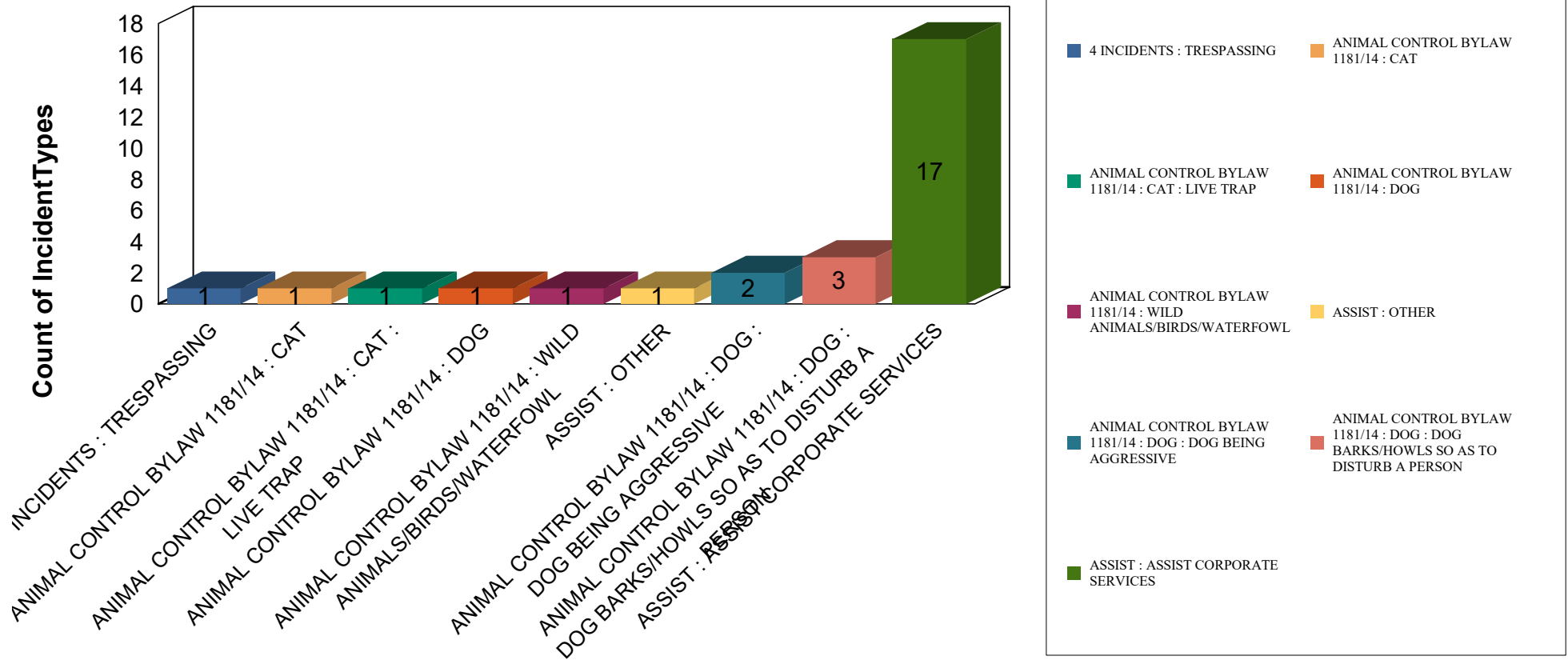
3.90% # of Reports: 3 Municipal Reports/Files 4 INCIDENTS : E-SCOOTER

5.19% # of Reports: 4 Municipal Reports/Files 4 INCIDENTS : ABBEY CTR

5.19% # of Reports: 4 Municipal Reports/Files 4 INCIDENTS : PARKING COMPLAINT

5.19% # of Reports: 4 Municipal Reports/Files 4 INCIDENTS : QUESTIONS / REQUESTS / CONCERNS

Count of Incident Types



1.30% # of Reports: 1 Municipal Reports/Files 4 INCIDENTS : TRESPASSING

1.30% # of Reports: 1 Municipal Reports/Files ANIMAL CONTROL BYLAW 1181/14 : CAT

1.30% # of Reports: 1 Municipal Reports/Files ANIMAL CONTROL BYLAW 1181/14 : CAT : LIVE TRAP

1.30% # of Reports: 1 **Municipal Reports/Files** ANIMAL CONTROL BYLAW 1181/14 : DOG

1.30% # of Reports: 1 **Municipal Reports/Files** ANIMAL CONTROL BYLAW 1181/14 : WILD ANIMALS/BIRDS/WATERFOWL

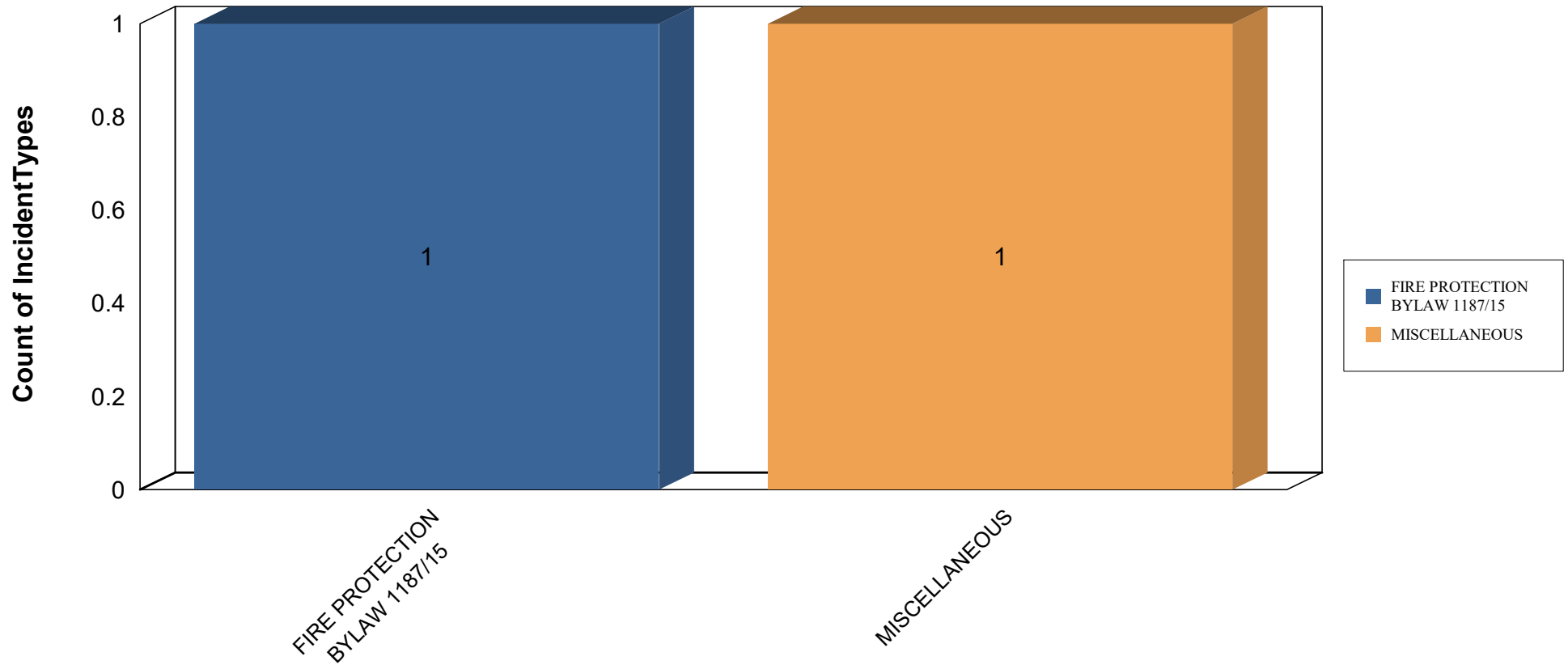
1.30% # of Reports: 1 **Municipal Reports/Files** ASSIST : OTHER

2.60% # of Reports: 2 **Municipal Reports/Files** ANIMAL CONTROL BYLAW 1181/14 : DOG : DOG BEING AGGRESSIVE

3.90% # of Reports: 3 **Municipal Reports/Files** ANIMAL CONTROL BYLAW 1181/14 : DOG : DOG BARKS/HOWLS SO AS TO DISTURB A PERSON

22.08% # of Reports: 17 **Municipal Reports/Files** ASSIST : ASSIST CORPORATE SERVICES

Count of Incident Types



1.30% # of Reports: 1 Municipal Reports/Files FIRE PROTECTION BYLAW 1187/15

1.30% # of Reports: 1 Municipal Reports/Files MISCELLANEOUS

Grand Total: 100.00% Total # of Incident Types Reported: 77 Total # of Reports: 76

Grand Total: 100.00% Total # of Incident Types Reported: 77

Fax: 403 - 885 - 5499

Blackfalds Fire Rescue Department				BLF	SEPTEMBER		2026	
CALL #	DATE	INCIDENT TYPE	DISPATCH EVENT #	LOCATION		RCMP FILE #	MAFP 1244	
178	3	MEDICAL	BLK2600181	Within Corporate Boundaries		YES	EMS	
179	3	FIRE VEHICLE	BLK2600182	Lacombe County		YES	YES	
180	5	MUTUAL AID	BEN2600107	Lacombe County		N/A	N/A	
181	6	HAZ-70 PUBLIC HAZARD	BLK2600183	Within Corporate Boundaries		YES	N/A	
182	9	MOTOR VEHICLE INCIDENT	BLK2600184	Within Corporate Boundaries		YES	EMS	
183	10	ALARM	BLK2600185	Within Corporate Boundaries		N/A	N/A	
184	11	INVESTIGATION SMOKE	BLK2600186	Within Corporate Boundaries		N/A	N/A	
185	16	ALARM	BLK2600187	Within Corporate Boundaries		N/A	N/A	
186	22	MEDICAL	BLK2600188	Within Corporate Boundaries		N/A	YES	
187	23	MOTOR VEHICLE INCIDENT	BLK2600189	Within Corporate Boundaries		YES	EMS	
188	26	FIRE STRUCTURE	BLK2600190	Within Corporate Boundaries		N/A	N/A	
189	27	MOTOR VEHICLE INCIDENT	BLK2600191	Within Corporate Boundaries		YES	EMS	
190	30	ALARM	BLK2600192	Within Corporate Boundaries		N/A	N/A	

MEETING DATE: October 13, 2026

PREPARED BY: Jolene Tejkl, Planning & Development Manager

SUBJECT: **Development & Building Report – September 2026**

BACKGROUND

Attached are the September 2026 Development & Building Permit Report and Comparison for 2024-2026 year to date for Council's information.

DISCUSSION

Every month, the Planning & Development Department reports back on the number of Development Permits and Building Permits received in the previous month. A comparison report showing the permit numbers over the past two (2) years is also provided for information. The number of permits received in a month are outside of the Department's control as they are entirely applicant based.

For the most part the categories are self-explanatory, however the "other" category captures the following types of residential permits:

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

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:** Providing monthly permit reports is a direct indicator of investment that is flowing into Blackfalds. Monthly tracking shows whether attraction efforts are converting into real development activity.
- **Community Life, Safety, and Inclusion Alignment:** Requiring permits for development that occurs within the Town ensures development meets Safety Code requirements and the requirements of the Town's Land Use Bylaw.

- Leadership, Engagement, and Advocacy Alignment: Transparent monthly permit reporting supports the Plan's emphasis on meaningful two-way communication on development that is occurring within the Town. Monthly permit values can also strengthen the Town's case when advocating provincial and federal governments for sustainable infrastructure funding by showing growth pressure with real numbers.
- Sustainable Services and Infrastructure Alignment: Monthly permit data directly informs whether infrastructure investment is keeping pace with growth. Capital projects such as lift stations, water reservoir expansions and Servicing Master Plans all depend on understanding development patterns.

FINANCIAL IMPLICATIONS

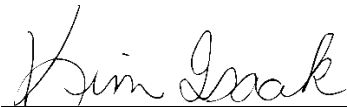
None.

COMMUNICATION / ENGAGEMENT CONSIDERATIONS

These monthly reports are uploaded to the Town's website for public view, as such the communication is informational.

ATTACHMENTS

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

APPROVALS

Kim Isaak,
Chief Administrative Officer



Department Director/Author

File No.	Civic	District	Development	Decision (otherwise pending)	Date of Decision
219-26	104 Briarwood Crescent	R-1M	Garage	approved	14-Sep-26
220-26	133 Portway Close	R-1S	Basement Reno	approved	14-Sep-26
221-26	26 Plumtree Crescent	R-1S	Fence Height & Existing Shed Setback Variances		
222-26	118 Morris Court	R-1S	Front Parking Pad		
223-26	Unit 13, 5217 Duncan Avenue	I1	Storage Unit Renovation		
224-26	4487 Broadway Avenue, Unit 230	C-2	Sign	approved	22-Sep-26
225-26	4487 Broadway Avenue, Unit 220	C-2	Renovation	approved	23-Sep-26
226-26	61 Stanford Blvd	R-1M	Residential Solar Panel Installation	approved	23-Sep-26
227-26	120 Valley Crescent	R-1S	Residential Solar Panel Installation	approved	28-Sep-26
228-26	4304 Westbrooke Road	R-1M	Residential Solar Panel Installation	approved	28-Sep-26
229-26	5 Aztec Crescent	R-1M	Accessory Suite (Use Only)		
230-26	50 Aztec Crescent	R-1M	Residential Solar Panel Installation	approved	28-Sep-26
231-26	17 Stanford Boulevard	R-1L	Garage		
232-26	53 Briarwood Crescent	R-1M	Deck		
233-26	200 Westgate Crescent	R-1M	Residential Solar Panel Installation		
234-26	49 Alderwood Close	R-1M	Residential Solar Panel Installation		
235-26	4616 Westbrooke Road	R-2	Residential Solar Panel Installation		
236-26	5432 Blackfalds Industrial	12	Change of Use		
237-26	101 Vintage Close	R-1M	Residential Solar Panel Installation		
238-26	67 Palmer Circle	R-2	Home Business		
239-26	101 Ash Close	R-1L	Residential Solar Panel Installation		
240-26	223 Eastpointe Drive	R-2	Townhouses		
241-26	231 Eastpointe Drive	R-2	Townhouses		
242-26	235 Eastpointe Drive	R-2	Townhouses		
243-26	227 Eastpointe Drive	R-2	Townhouses	approved	14-Sep-26

Town of Blackfalds Development/Building Permit Comparison 2024 to 2026							2025 YTD	
	2024		2025		2026		September	
	Number of Permits	Dollar Value	Number of Permits	Dollar Value	Number of Permits	Dollar Value	Number of Permits	Dollar Value
Residential								
SFD	38	\$ 13,213,080.00	30	\$ 11,399,456.77	12	\$ 4,050,000.00	26	\$ 9,699,456.77
Duplexes	20	\$ 4,774,000.00	10	\$ 2,480,000.00	0	\$ -	4	\$ 980,000.00
Manufactured Home	11	\$ 1,751,566.00	11	\$ 2,532,500.00	2	\$ 450,000.00	8	\$ 1,905,000.00
4-plex	0	\$ -	0	\$ -	0	\$ -	0	\$ -
8-plex	0	\$ -	0	\$ -	0	\$ -	0	\$ -
Townhouses	157	\$ 36,667,435.00	12	\$ 2,780,000.00	56	\$ 30,925,000.00	8	\$ 2,000,000.00
Apartment	0	\$ -	0	\$ -	0	\$ -	0	\$ -
SFD w/Accessory suite	8	\$ 3,495,000.00	0	\$ -	0	\$ -	0	\$ -
Total Res. Dwellings	234	\$ 59,901,081	63	\$ 19,191,957	70	\$ 35,425,000	46	\$ 14,584,457
Garage	24	\$ 788,152.61	17	\$ 500,820.00	17	\$ 813,039.21	17	\$ 500,820.00
Deck	11	\$ 105,100.00	13	\$ 110,598.00	11	\$ 119,949.10	12	\$ 106,598.00
Basement Reno	49	\$ 1,339,000.00	44	\$ 1,074,500.00	27	\$ 856,816.76	33	\$ 805,100.00
Addition	0	\$ -	0	\$ -	0	\$ -	0	\$ -
Accessory Suite	2	\$ -	7	\$ 245,500.00	2	\$ 40,000.00	5	\$ 195,500.00
Home Business	20	\$ -	22	\$ -	22	\$ -	16	\$ -
Other	67	\$ 20,325,799.71	63	\$ 72,447,705.47	56	\$ 883,212.46	58	\$ 50,604,982.72
Commercial	47	\$ 4,594,822.26	34	\$ 2,714,959.00	28	\$ 1,785,450.00	27	\$ 2,181,259.00
Industrial	5	\$ 2,504,073.00	2	\$ 805,000.00	7	\$ 3,425,000.00	1	\$ 800,000.00
Institutional	0	\$ -	0	\$ -	0	\$ -	0	\$ -
Agricultural	0	\$ -	0	\$ -	0	\$ -	0	\$ -
Public Facility	13	\$ 38,078,150.00	10	\$ 653,000.00	3	\$ 410,000.00	9	\$ 653,000.00
TOTAL PERMITS	472	\$ 127,636,178.58	275	\$ 97,744,039.24	243	\$ 43,758,467.53	224	\$ 70,431,716.49
General Yearly Notes:		Vista Trail Townhouse complex						

MINUTES

MEMBERS PRESENT

Shane Hanson, Town of Blackfalds Councillor
Mark Visscher, Lacombe County Representative
Kayla Marquis, Public at Large
Steven Haraldson, Public at Large
Louise Rellis, Public at Large

OTHERS ATTENDING

Rick Kreklewich, Director of Community Services
Carol Simpson, Abbey Centre General Manager
Jeff Heindel, Parks and Facilities Manager
Kurt Jensen, Sports and Events Coordinator

REGRETS

Jim Sands, Town of Blackfalds Councillor
Trent Kroetsch, Public at Large
Shauna Sawchuk, Public at Large

WELCOME AND CALL TO ORDER

Member at Large Rellis welcomed all attending and called the Recreation, Culture and Parks Board Meeting to order at 6:30 pm.

Member at Large Haraldson moved That the Recreation, Culture and Parks Board approve the Agenda as amended.

CARRIED UNANIMOUSLY

TREATY SIX LAND ACKNOWLEDGEMENT

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

PRESENTATIONS

Municipal Development Plan Presentation – Jolene Tejkl

Jolene Tejkl, Planning & Development Manager for the Town of Blackfalds provided a presentation on the comprehensive review of the Municipal Development Plan.

Heart of Blackfalds Society – Indigenous Heart Garden

Two representatives from the Heart of Blackfalds Society presented a proposed plan for an indigenous heart garden for a Municipal Reserve area on Vista Trail.

Community Initiatives Grant – Blackfalds Agricultural Society

A representative from the Blackfalds Ag Society provided a presentation on their Community Initiatives Grant submission.

MINUTES

Community Initiatives Grant – Heart of Blackfalds Society

Two representatives from the Heart of Blackfalds Society provided a presentation on their Community Initiatives Grant submission.

Community Initiatives Grant – Bookman of Blackfalds

A representative from the Bookman of Blackfalds provided a presentation on their Community Initiatives Grant submission.

Community Initiatives Grant – Optimist Club of Blackfalds

No presentation.

Community Initiatives Grant – Whimsy Studios

Two representatives from Whimsy Studios provided a presentation on their Community Initiatives Grant submission.

BUSINESS

Minutes

Member at Large Visscher moved That the Recreation, Culture and Parks Board approve the Minutes from March 4, 2026 as presented.

CARRIED UNANIMOUSLY

Community Initiatives Grant – Blackfalds Agricultural Society

The Recreation, Culture and Parks Board discussed the application and determined that more detailed information is required about the grant they received, the total cost of the event and what they are considering for catering/food expenses. The grant application would then be reviewed at the next meeting in September.

Member at Large Rellis moved That the Recreation, Culture and Parks Board recommend to request more information about their event and review the application at the next meeting in September.

CARRIED UNANIMOUSLY

Community Initiatives Grant – Heart of Blackfalds Society

Two representatives from the Heart of Blackfalds Society provided a Community Initiatives Grant application requesting \$2,500 towards offsetting costs to host the Blackfalds Block Party including the rental of a dunk tank, door prizes, candy, games and porta potty rentals.

MINUTES

Councillor Hanson moved That the Recreation, Culture and Parks Board recommend to Council to provide grant funding of \$1,250 to the Heart of Blackfalds Society from the Community Initiatives Grant for their event.

CARRIED UNANIMOUSLY

Community Initiatives Grant – Bookman of Blackfalds

A representative from the Bookman of Blackfalds provided a Community Initiatives Grant application requesting \$2,500 towards offsetting costs for a sound system, equipment, lighting, local bands/artists, advertising and volunteer supplies.

Member at Large Visscher moved That the Recreation, Culture and Parks Board recommend that Administration request more detail related to the expenses of this event for a future application.

CARRIED UNANIMOUSLY

Community Initiatives Grant – Optimist Club of Blackfalds

The RCP Board reviewed the Community Initiatives Grant request of \$2,500 from the Optimist Club of Blackfalds to provide a DJ and live music for the Blackfalds Block Party.

Councillor Hanson moved That the Recreation, Culture and Parks Board recommend to Council to provide grant funding of \$1,250 to the Optimist Club of Blackfalds from the Community Initiatives Grant for the Blackfalds Block Party.

CARRIED UNANIMOUSLY

Community Initiatives Grant – Whimsy Studios

Representative from Whimsy Studios provided a Community Initiatives Grant application requesting \$2,500 towards offsetting costs for supplies, kiln firing and staffing related to hosting ceramic programs for the community.

Member at Large Visscher moved That the Recreation, Culture and Parks Board recommend that Administration request an adjustment to their proposed program and return to a future application.

CARRIED UNANIMOUSLY

Proposed Disc Golf Course Layout

Coordinator Jensen met with the Optimist Club and put together a proposed layout for the disc golf course at McKay Ranch. The layout includes 5 holes and would expand to 9 holes as the McKay Ranch area develops the park space. The targets can be easily moved if there are any concerns with the layout. The layout will be presented to Council at an upcoming meeting.

CARRIED UNANIMOUSLY

Recreation Rate Review

Administration is working on updating recreation rates for review and requested the RCP Board to

MINUTES

provide preliminary feedback on our rates. The RCP Board discussed the rates and were generally in favour of a moderate increase to rates. Suggestions also included removing the tournament rate. Ball diamond and soccer pitch rates are lower than comparators. The Abbey Centre membership and admission rates would see a modest increase. New rates will be provided to the RCP Board at the September meeting based and request further feedback from the RCP Board before taking the rates to Council.

Meeting Extension

Member at Large Haraldson moved That the Recreation, Culture and Parks Board extend the meeting time to 10:00 pm.

CARRIED UNANIMOUSLY

Letter from Central Alberta Selects re Ice Time

Administration presented a letter from the Central Alberta Selects regarding additional ice time.

Councillor Hanson moved That the Recreation, Culture and Parks Board accept this letter as information and direct to request to our Ice Allocation Policy.

CARRIED UNANIMOUSLY

Abbey Centre Update

- Manager Simpson presented the monthly highlights

Parks and Facilities Update

- Manager Heindel presented the monthly highlights

EBC & Sterling Industries Sports Park Update

- Coordinator Jensen presented the monthly highlights

CARRIED UNANIMOUSLY

Indigenous Heart Garden

The RCP Board discussed the proposed park and location. Administration will bring this to a future Council Meeting.

Member at Large Marquis moved That the Recreation, Culture and Parks Board recommend That Administration bring forward this proposal to a future Council Meeting.

CARRIED UNANIMOUSLY

The Recreation, Culture and Parks Board received the items as information.

MINUTES

Chair Kroetsch adjourned the Recreation, Culture & Parks Board Meeting at 9:57 p.m.

-Original Signed-

Louise Rellis, Vice-Chair

-Original Signed-

Rick Kreklewich, Director of Community Services



PUBLIC LIBRARY
BLACKFALDS

Regrets: Vincent Wolfe

Town of Blackfalds Library Board
Board Meeting Agenda

DATE: August 4, 2026

Attendees: Marina Appel, Aaron Hoyte, Brenda Dennis, Glyn Evans,
Richard Poole, Ray Olfert, Starr Sinclair, Nicole Rice, Glenda Brown

Land Acknowledgment

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.

1. Acceptance of Agenda items

Motion A39-26 Ray Olfert motioned to accept the agenda items. C.U.

2. Acceptance of the Consented Agenda

- 2.1 Minutes of the June 2026 Board meeting
- 2.2 Administrator's July update –
- 2.3 Programmers' May & June updates –
- 2.4 Statistics for May & June 2026
- 2.5 Plan of Service –
- 2.6 Bylaw –

Motion A40-26 Richard Poole moved to accept the first reading of the Library Bylaws as presented. C.U.

Motion A41-26 Ray Olfert moved to accept the second reading of the Library Bylaws as presented. C.U.

Motion A41-26 Marina Appel motioned to accept the third reading of the Library Bylaws as presented. C.U.

- 2.7 Emergency Planning

Motion A42-26 Aaron Hoyte motioned to accept the consented agenda. C.U.

3 Old Business

4 New Business

- 4.1 Acceptance of Income Statement, Budget Update & Direct Bill Payments for May & June 2026

Motion A43-26 Marina Appell moved to accept agenda item 4.1. C.U.

- 4.2 Treasurer's Report

Tabled for next meeting.

- 4.3 Policies for Board Review: Respectful Workplace Policy & Programs Policy

Motion A44-26 Glenda Brown moved to accept the Respectful Workplace Policy. C.U.

Motion A45-26 Aaron Hoyte moved to accept the Programs Policy. C.U.

New Library Regulations: The Government of Alberta has released their regulations governing the content restrictions in libraries. The library administrator recommends that the library board take the least harmful approach to implementing new policies while still maintaining compliance. This approach would mean removing books with graphic sexual images that contain direct images of the body parts/ manipulation of the body parts mentioned in the regulations. Further, the Administrator would advocate for a restrained approach to policies regarding youth computer usage and the removal of videos/video games from the shelves. Any dvd or videogame that contains graphic sexual images can be labelled as 16+ without being removed from the shelves as those images cannot be readily accessed by children. By taking a cautious, slow, and compliant approach, the library board can ensure that patrons are not unnecessarily affected by the regulations, and that the government can utilize library inspectors to provide further clarity (in writing) if library compliance is questioned.

Accepted as information

4.4 Acceptance of Peter Gomes' resignation from the Library Board & Acceptance of Starr Sinclair's resignation from the Library Board

Motion A46-26 Richard Poole moved to accept Starr Sinclair and Peter Gomes resignation from the Blackfalds Library Board. C.U.

5. Policies

- Next policy to be reviewed: Confidentiality of Patron Records

6. Round Table Discussion

7. Adjournment: 7:19 pm

Next Board Meeting is September 1, 2026 at 6:30pm

Regrets:

MEMBERS PRESENT

Jim Sands – Chairperson, Town of Blackfalds Councillor
Ryan Brown – Vice Chairperson, Town of Blackfalds Councillor
Jennifer Kirk – Member at Large

OTHERS ATTENDING

Preston Weran, Director of Infrastructure & Planning Services

REGRETS

Alex Garcia – Member at Large
Shane Hanson – Town of Blackfalds Councillor

WELCOME AND CALL TO ORDER

Chairperson Sands welcomed all attending and called the Municipal Planning Commission Meeting to order at 6:06 p.m.

APPROVAL OF AGENDA

12/26 Member Kirk moved that the Municipal Planning Commission approve the agenda as presented.

CARRIED UNANIMOUSLY

TREATY SIX LAND ACKNOWLEDGEMENT

Chairperson Sands read the Land Acknowledgement to recognize that the Town of Blackfalds is on Treaty Six territory.

BUSINESS

Approval of Minutes

13/26 Member Brown moved that the Municipal Planning Commission approve the Minutes from March 19, 2026 as presented.

CARRIED UNANIMOUSLY

Application 39-26 – Rear Yard Variance
138 Ava Crescent (Lot 16 Block 10 Plan 162 0173)

Administration provided background information on the proposed development.

After some discussion, the following motion was put forward:

14/26 Moved by Member Kirk that the Municipal Planning Commission approve the application for a rear yard variance for an existing detached garage as presented in Development Permit 39-26, located at 138 Ava Crescent (Lot 16 Block 10 Plan 162 0173), subject to the following conditions being met to the satisfaction of the Development Officer:

CONDITIONS

1. The applicant shall ensure that the rear yard setback for the existing detached garage does not exceed 1.20 m.

NOTES

1. *This permit indicates that only the development to which it relates is authorized, with the provisions of the Land Use Bylaw and in no way relieves or excuses the applicant from complying with the Land Use Bylaw or any other Bylaw, orders, policies, easements, covenants, conservation agreements, development agreements, provincial or federal statutes or regulations affecting such development.*
2. *The Development Authority may, in accordance with the Land Use Bylaw in force and Part 17 of the Municipal Government Act (MGA), take such actions as necessary to ensure that the provisions are complied with.*

CARRIED UNANIMOUSLY

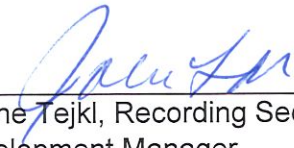
MINUTES

ADJOURNMENT

Chairperson Sands adjourned the Municipal Planning Commission Meeting at 6:12 p.m.

 *Ser Ryan*

Ryan Brown, Chairperson



Jolene Tejkl, Recording Secretary/Planning &
Development Manager

MEMBERS PRESENT

Ryan Brown – Vice Chairperson, (*Acting Chair*) Town of Blackfalds Councillor
Jennifer Kirk – Member at Large
Shane Hanson – Town of Blackfalds Councillor

OTHERS ATTENDING

Jolene Tejkl, Planning & Development Manager
Candice Hilgersom, Acting Development Officer II

REGRETS

Alex Garcia – Member at Large
Jim Sands – Chairperson, Town of Blackfalds Councillor

WELCOME AND CALL TO ORDER

Chair Brown welcomed all attending, called the Municipal Planning Commission Meeting to order at 6:00 p.m. and indicated that member Jim Sands sent his regrets.

APPROVAL OF AGENDA

Addition of Business item 3.4. Proposed Land Use Bylaw Amendment to Residential Accessory Buildings and Driveways s

15/26 Member Kirk moved That the Municipal Planning Commission approve the Agenda as for May 21, 2026, amended.

CARRIED UNANIMOUSLY

TREATY SIX LAND ACKNOWLEDGEMENT

Chair Brown read the Land Acknowledgement to recognize that the Town of Blackfalds is on Treaty Six territory.

BUSINESS

3.1 Approval of Minutes

16/26 Member Kirk moved That the Municipal Planning Commission approve the Minutes from April 16, 2026, as presented.

CARRIED UNANIMOUSLY

3.2 Development Permit Application 52-26 – Rear Yard Variance
9 Woodbine Close (Lot 13 Block 12 Plan 062 2688)

Administration provided background information on the proposed development.

After some discussion, the following motion was put forward:

17/26 Moved by Member Hanson that the Municipal Planning Commission approve for a relaxation of the rear yard setback to allow for the construction of an Accessory Building (detached garage) as presented Development Permit 52-26, located at 9 Woodbine Close (Lot 13, Block 12, Plan 062 2688), subject to the following conditions being met to the satisfaction of the Development Officer:

CONDITIONS

1. Development must commence within one (1) calendar year of the issuance of the Development Permit. Failure to commence development within one (1) year will cause this Development Permit to expire.
2. The applicant shall ensure that the rear yard setback for the detached garage does not exceed 3.0 m.

MINUTES

Prior to Occupancy Conditions

3. The proposed development shall be undertaken and completed in accordance with the approved plans.

Development Conditions

4. The exterior of the building, including painting, shall be completed within one (1) calendar year from the date of approval.
5. Approved accessory buildings shall consider the principal building appearance to ensure compatibility and incorporate similar exterior colours and materials.
6. The applicant is responsible for ensuring that no development or portion thereof shall be located over municipal lands, road rights-of-ways or municipal easements.

NOTES

1. *This permit indicates that only the development to which it relates is authorized, with the provisions of the Land Use Bylaw and in no way relieves or excuses the applicant from complying with the Land Use Bylaw or any other Bylaw, orders, policies, easements, covenants, conservation agreements, development agreements, provincial or federal statutes or regulations affecting such development.*
2. *The Development Authority may, in accordance with the Land Use Bylaw in force and Part 17 of the Municipal Government Act, take such actions as necessary to ensure that the provisions are complied with.*

CARRIED UNANIMOUSLY

3.3 Development Permit Application 62-26 – Home Based Business 3
24 Cyprus Road (Lot 48 Block 5 Plan 072 6123)

Administration provided background information on the proposed development.

After some discussion, the following motion was put forward:

18/26

Moved by Member Hanson that the Municipal Planning Commission approve the application for a Home Based Business 3 as presented in Development Permit 62-26, located at 24 Cyprus Road (Lot 48, Block 5, Plan 072 6123), subject to the following conditions being met to the satisfaction of the Development Officer:

CONDITIONS

1. Development must commence within one (1) calendar year of the issuance of the Development Permit. Failure to commence development within one (1) year will cause this Development Permit to expire.
2. The Development Permit shall be valid for the address identified in the permit.

Development Conditions

3. The proposed development shall be undertaken and completed in accordance with the approved plans.
4. A home based business 3 shall have a time limit of 3 years. Upon expiry of the original Development Permit, the Development Authority may consider granting approval with no time limit if the home based business 3 meets the regulations of the Land Use Bylaw.

Ongoing Conditions

5. The business shall not operate without a valid Development Permit or Business License issued by the Town.
6. No physical change to the exterior appearance of the dwelling shall be allowed as a result of the establishment of the home based business.

MINUTES

7. Any change in use or intensification of the use of the home based business shall require review of the current Development Permit and may require separate permit approval.

NOTES

1. *This permit indicates that only the development to which it relates is authorized, with the provisions of the Land Use Bylaw and in no way relieves or excuses the applicant from complying with the Land Use Bylaw or any other Bylaw, orders, policies, easements, covenants, conservation agreements, development agreements, provincial or federal statutes or regulations affecting such development.*
2. *Nothing in this permit or the Land Use Bylaw exempts a person to obtain a development permit as required by the Land Use Bylaw or to obtain any other permit, license or other authorization required by the Land Use Bylaw or any other Bylaw.*
3. *The Development Authority may, in accordance with the Land Use Bylaw in force and Part 17 of the Municipal Government Act (MGA), take such actions as necessary to ensure that the provisions are complied with.*
4. *If applicable, prior to issuance of a Business License the applicant shall provide sufficient evidence approving the proposed use from Alberta Health Services (AHS) satisfactory to the Development Authority.*

CARRIED UNANIMOUSLY**3.4 Proposed Land Use Bylaw Amendment to Residential Accessory Buildings and Driveways**

Member Kirk introduced a potential Land Use Bylaw amendment to remove the current 1 m or 6 m setback requirements for Accessory Buildings when an Accessory Building will be accessed by a driveway. The Commission discussed how this current requirement is redundant and that many applications the Commission considers are variance requests due to this regulation.

After some discussion, the following motion was put forward:

19/26

Moved by Member Kirk That the Municipal Planning Commission recommend to Council that Council consider amendments to the Land Use Bylaw No. 1268.22 as follows:

1. Section 4.1.2(c)(i) be amended by deleting the phrase: *"except buildings having vehicle access, which are regulated by Section 3.20."*
2. Section 3.20.6(a)(i)(ii) be deleted.
3. 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."*

CARRIED UNANIMOUSLY**ADJOURNMENT**

Chair Brown adjourned the Municipal Planning Commission Meeting at 6:25 p.m.



Jim Sands, Chairperson

Jolene Tejkl, Recording Secretary/Planning & Development Manager

MEMBERS PRESENT

Jim Sands – Chairperson, Town of Blackfalds Councillor
Ryan Brown – Vice Chairperson, Town of Blackfalds Councillor
Shane Hanson – Town of Blackfalds Councillor
Jennifer Kirk – Member at Large
Alex Garcia – Member at Large (*arrived at 6:05 pm and was not present for discussion and voting for DP 72-26*)

OTHERS ATTENDING

Jolene Tejkl, Planning & Development Manager
Candice Hilgersom, Acting Development Officer II

REGRETS

None.

WELCOME AND CALL TO ORDER

Chairperson Sands welcomed all attending, called the Municipal Planning Commission Meeting to order at 6:00 p.m.

APPROVAL OF AGENDA

20/26 Member Hanson moved That the Municipal Planning Commission approve the Agenda as for June 18, 2026 as presented.

CARRIED UNANIMOUSLY

TREATY SIX LAND ACKNOWLEDGEMENT

Chairperson Sands read the Land Acknowledgement to recognize that the Town of Blackfalds is on Treaty Six territory.

BUSINESS

3.1 Approval of Minutes

21/26 Member Brown moved That the Municipal Planning Commission approve the Minutes from May 21, 2026, as presented.

CARRIED UNANIMOUSLY

3.2 Development Permit Application 72-26 – Rear and Side Yard Variance
4606 East Railway Street (Lot 2B Block 1 Plan 782 2510)

Administration provided background information on the proposed development.

After some discussion, the following motion was put forward:

22/26 Moved by Member Kirk that the Municipal Planning Commission approve the application for a rear and side yard variance for an existing building as presented in Development Permit 72-26, located at 4606 East Railway Street (Lot 2B Block 1 Plan 782 2510), subject to the following conditions being met to the satisfaction of the Development Officer:

CONDITIONS

1. The applicant shall ensure that the rear yard setback for the existing building does not exceed 0.86 m.
2. The applicant shall ensure that the east side yard setback for the existing building does not exceed 0.90 m.

NOTES

1. *This permit indicates that only the development to which it relates is authorized, with the provisions of the Land Use Bylaw and in no way relieves or excuses the applicant from complying with the Land Use Bylaw or any other Bylaw, orders, policies,*

MINUTES

easements, covenants, conservation agreements, development agreements, provincial or federal statutes or regulations affecting such development.

- 2. The Development Authority may, in accordance with the Land Use Bylaw in force and Part 17 of the Municipal Government Act, take such actions as necessary to ensure that the provisions are complied with.*

CARRIED UNANIMOUSLY

3.3 Development Permit Application 79-26 – Rear Yard Variance
30 Aztec Crescent (Lot 6 Block 2 Plan 142 1784)

Administration provided background information on the proposed development.

After some discussion, the following motion was put forward:

23/26

Moved by Member Hanson that the Municipal Planning Commission approve the application for a relaxation of the rear yard and utility right-of-way setback to allow for the construction of an Accessory Building (detached garage) as presented in Development Permit 79-26, located at 30 Aztec Crescent (Lot 6 Block 2 Plan 142 1784), subject to the following conditions being met to the satisfaction of the Development Officer:

CONDITIONS

1. Development must commence within one (1) calendar year of the issuance of the Development Permit. Failure to commence development within one (1) year will cause this Development Permit to expire.
2. The applicant shall ensure that the rear yard setback does not exceed 2.02 m.
3. The applicant shall ensure that the utility right-of-way setback from Plan 142 1785 does not exceed 1.71 m.

Prior to Occupancy Conditions

4. The proposed development shall be undertaken and completed in accordance with the approved plans.

Development Conditions

5. The exterior of the building, including painting, shall be completed within one (1) calendar year from the date of approval.
6. Approved accessory building shall consider the principal building appearance to ensure compatibility and incorporate similar exterior colours and materials.
7. The applicant is responsible for ensuring that no development or portion thereof shall be located over municipal lands, road rights-of-way, or municipal easements.

NOTES

1. *This permit indicates that only the development to which it relates is authorized, with the provisions of the Land Use Bylaw and in no way relieves or excuses the applicant from complying with the Land Use Bylaw or any other Bylaw, orders, policies, easements, covenants, conservation agreements, development agreements, provincial or federal statutes or regulations affecting such development.*
2. *The Development Authority may, in accordance with the Land Use Bylaw in force and Part 17 of the Municipal Government Act (MGA), take such actions as necessary to ensure that the provisions are complied with.*

CARRIED UNANIMOUSLY

ADJOURNMENT

Chairperson Sands adjourned the Municipal Planning Commission Meeting at 6:11 p.m.



Jim Sands, Chairperson



Jolene Tejkl, Recording Secretary/Planning &
Development Manager

MEMBERS PRESENT

Jim Sands – Chairperson, Town of Blackfalds Councillor
Shane Hanson – Town of Blackfalds Councillor
Jennifer Kirk – Member at Large

OTHERS ATTENDING

Billie Parisien, Development Officer II

REGRETS

Ryan Brown – Vice Chairperson, Town of Blackfalds Councillor
Alex Garcia – Member at Large

WELCOME AND CALL TO ORDER

Chairperson Sands welcomed all attending, called the Municipal Planning Commission Meeting to order at 6:00 p.m.

APPROVAL OF AGENDA

24/26 Member Hanson moved That the Municipal Planning Commission approve the Agenda as for July 16, 2026 as presented.

CARRIED UNANIMOUSLY

TREATY SIX LAND ACKNOWLEDGEMENT

Chairperson Sands read the Land Acknowledgement to recognize that the Town of Blackfalds is on Treaty Six territory.

BUSINESS

3.1 Approval of Minutes

25/26 Member Hanson moved That the Municipal Planning Commission approve the Minutes from June 18, 2026, as amended.

CARRIED UNANIMOUSLY

3.2 Development Permit Application 120-26 – Height Variance
57 Portway Close (Lot 15 Block 9 Plan 092 7444)

Administration provided background information on the proposed development.

After some discussion, the following motion was put forward:

26/26 Moved by Member Kirk that the Municipal Planning Commission approve the application for a height variance to allow for the construction of an Accessory Building (detached garage) as presented in Development Permit 120-26, located at 57 Portway Close (Lot 15, Block 9, Plan 092 7444, subject to the following conditions being met to the satisfaction of the Development Officer:

CONDITIONS

1. Development must commence within one (1) calendar year of the issuance of the Development Permit. Failure to commence development within one (1) year will cause this Development Permit to expire.
2. The applicant shall ensure that the height of the Accessory Building (detached garage) does not exceed 5.82 m (19.1 ft.)

Prior to Occupancy Conditions

3. The proposed development shall be undertaken and completed in accordance with the approved plans.

MINUTES

Development Conditions

4. The exterior of the building, including painting, shall be completed within one (1) calendar year from the date of approval.
5. Approved accessory buildings shall consider the principal building appearance to ensure compatibility and incorporate similar exterior colours and materials.
6. The applicant is responsible for ensuring that no development or portion thereof shall be located over municipal lands, road rights-of-ways or municipal easements.

NOTES

1. *This permit indicates that only the development to which it relates is authorized, with the provisions of the Land Use Bylaw and in no way relieves or excuses the applicant from complying with the Land Use Bylaw or any other Bylaw, orders, policies, easements, covenants, conservation agreements, development agreements, provincial or federal statutes or regulations affecting such development.*
2. *The Development Authority may, in accordance with the Land Use Bylaw in force and Part 17 of the Municipal Government Act, take such actions as necessary to ensure that the provisions are complied with.*

CARRIED UNANIMOUSLY

3.3 Development Permit Application 123-26 – Side and Rear Yard Variance
5220 Lawton Avenue (Lot 17 Block 8 Plan 521MC)

Administration provided background information on the proposed development.

After some discussion, the following motion was put forward:

27/26

Moved by Member Kirk that the Municipal Planning Commission approve the application for a variance of the rear yard setback for the existing Accessory Building (detached garage) and the side yard setback for the existing Accessory Building (shed) as presented in Development Permit 123-26, located at 5220 Lawton Avenue (Lot 17, Block 8, Plan 521 MC), subject to the following conditions being met to the satisfaction of the Development Officer:

CONDITIONS

1. The applicant shall ensure that the rear yard setback for the existing detached garage does not exceed 5.62 m.
2. The applicant shall ensure that the side yard setback for the existing shed does not exceed 0.36 m.

NOTES

1. *This permit indicates that only the development to which it relates is authorized, with the provisions of the Land Use Bylaw and in no way relieves or excuses the applicant from complying with the Land Use Bylaw or any other Bylaw, orders, policies, easements, covenants, conservation agreements, development agreements, provincial or federal statutes or regulations affecting such development.*
2. *The Development Authority may, in accordance with the Land Use Bylaw in force and Part 17 of the Municipal Government Act, take such actions as necessary to ensure that the provisions are complied with.*

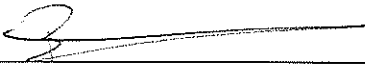
CARRIED UNANIMOUSLY

ADJOURNMENT

Chairperson Sands adjourned the Municipal Planning Commission Meeting at 6:14 p.m.



Jim Sands, Chairperson



Billie Parisien, Recording Secretary/
Development Officer II



PRLS Board Meeting Minutes

September 17, 2026

The regular meeting of the Parkland Regional Library System Board was called to order by Zoom at 10:00 a.m. on Thursday September 17, 2026 in the Small Board Room, Lacombe.

Present: Janet Adam, Jackie Almberg, Alison Barker-Jevne, Laureen Clarke-Rennie, Curtis Cook, Shelley Cook, Teresa Cunningham, Sarah Fahey, Elaine Fossen, Shaleah Fox, Dwayne Fulton, Dustin Gillespie, Barb Gilliat, Matthew Goudy, Kathy Hall, Pam Hansen, Lindsay Holmen, Kimberlee Hunter, Joe Iwanicki, Alternate Mona Mah for Victor Kelly, Dana Kreil, Troy Lambert, Hazen Letwin, Bryce Liddle, Lori Lindseth, Ricci Matthews, Lyle McKellar, Marc Mousseau, Murray Munro, Joy-Anne Murphy, Leah Nelson, Cindy Orom, Alternate Marietta Tuckwell for Amanda Peffers, Scott Pfeiffer, Bill Rock, Maxine Steil, Matthew Sumegi, Alternate Paul Ashford for Leona Thorogood, Cory Twerdoclib, Carlene Wetthuhn, Shannon Wilcox, Stephen Wyse

Regrets: Denise Boniface, Ryanna Hansen, Bill Rock

Absent: Delijiah Antaloczy, Skyla Attfield, Lana Curle, Todd Dalke, Les Fee, Richard Forsberg, Darryl Motley, Sandy Shipton, Naomi Tercier, Teri Underhill

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

Call to Order

Meeting called to order at 10:00 a.m. by Barb Gilliat. Gilliat reviewed the ground rules of the meeting.

Agenda

1.1.2 Adoption of the Agenda

Motion by Teresa Cunningham to accept the agenda as presented.

CARRIED

PRLS 25/2026

1.2. Approval of Minutes

Gilliat asked if there were any amendments to the May 21, 2026 minutes. There were none.

Motion by Elaine Fossen to approve the minutes of the May 21, 2026 meeting as presented.

CARRIED

PRLS 26/2026



1.3. Business arising from the minutes of the May 21, 2026 meeting

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

2. Business Arising from the Consent Agenda

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

Motion by Shannon Wilcox to approve the consent agenda as presented.

CARRIED

PRLS 27/2026

3.1 Licencing Costs for Microsoft

Sheppard reviewed. Since 2011, Parkland has maintained an agreement with Microsoft for the licensing of various software throughout the region. Over the past 15 years, this agreement has been renewed every three years on July 1st. This year, on June 25, 2026, we were informed that Parkland no longer qualifies under the existing agreement and that we must move toward a new agreement with different terms.

The renewal cost that had been quoted was \$196,000 a year to maintain the existing software, which is four times what we are currently paying (approximately \$52,000 per year). These new licensing fees are unsustainable. As a result, Parkland had no choice but to make the following changes throughout the region:

- All Windows desktops and laptops have been downgraded from Windows 11 Enterprise edition to Windows 11 Professional edition. This change did not impact how libraries use Windows.
- Microsoft Office was removed from all public-use computers and LibreOffice, a free suite of programs, has been installed in its place. Attached is a short comparison document on LibreOffice vs. Microsoft Office.
- Microsoft Office 2021/2024 LTSC was removed from all staff computers and replaced with Microsoft Office 365 desktop apps.
- A new Microsoft 365 subscription agreement has been signed.

Much of this situation has been out of Parkland's control. While there has not been any service disruption, the change in Parkland's long-standing Microsoft agreement highlights yet again how software and licensing costs, for what are now considered basic services, are becoming a burden which is increasingly difficult to sustain. With our new agreement, Parkland's licensing fee will exceed \$58,800 despite the reduction of licences.

Motion by Kathy Hall to receive for information.

CARRIED

PRLS 28/2026



3.2 2027 Budget Restructure – Reserves and Capital Spending

Schellenberg gave a presentation regarding Parkland's reserves and plans for capital purchases. Parkland has been working together with our auditors, MNP, to put forward a new structure for Reserves and Capital Spending.

A high-level overview of Parkland's financial state, as shown in the auditor reports, shows a concerning drop in cashflow, and a continued drop in equity. Currently, the only way to replenish Parkland's reserves is through budgeting surpluses. However, surpluses have been diminishing over the last few years.

After reviewing the situation with MNP, they have put forward a revised structure, which was presented at the Executive Committee meeting in June. How to manage reserves and capital spending contributed heavily to the budget scenarios which were subsequently presented to the Executive Committee and the board.

If nothing is done, and Parkland doesn't do some preventative maintenance, then the situation will become much more serious. But remember that we are always within our budget in providing services and would post a surplus if we did not have to account for the depreciation of capital purchases. In the past, Parkland has not had the ability to include capital expenditures in the budget, except in the budget supplement which permitted staff to pull the required funds from reserves. This is the part that is not sustainable – Parkland cannot be expected to fund the capital purchases we require to provide the necessary services (like van runs) simply by using surpluses achieved in previous years. The situation, if it is allowed to continue indefinitely, would be dire; staff want the board to be aware of the potential problem and address it before it becomes catastrophic.

As presented at the board meeting a 3-pronged approach will correct our course of direction - a realigning of the actual reserves that are held within the bonds, the ability to create a separate reserve that is accessible and not in Bond form as well as \$1.01 increase in the budget to allow us to save for expected capital purchases. We believe that the increase is fairly modest given the information of what it will actually achieve, and if we continue in our constant quest to be looking at all our procedures and evaluate efficiencies, we will continue to be able to provide outstanding service in the face of ever-increasing costs.

Policy changes regarding revised reserve structure will be brought to the Executive Committee in October for review and for the board's decision in November.

Motion by Cory Twerdoclib to accept the PD Session for information.

CARRIED

PRLS 29/2026



3.3 Parkland Website Project

Newland reviewed progress on Parkland's website project. Sitecore is the software platform Parkland's website is based on. This year, we received a new agreement with a significant increase to our licensing fee. Last year Parkland's licensing fee was \$32,986.80. The invoice for this year was \$87,998.65 excluding tax.

Tim Spark, Parkland's Manager of Technology Infrastructure, negotiated the cost down to \$37,753.39; however, due to Sitecore's 5% planned increase per year, compounded, Parkland is currently exploring different website platforms.

In search of a new website, a team led by Deputy Director Andrea Newland corresponded with Clarivate, the company that owns Polaris, our integrated library system. Clarivate is library-focused and staff were optimistic they could provide a platform suitable for our needs. We were disappointed to learn that Clarivate didn't even take the time to look at our current website or seem open to negotiating with us with pricing. Due to our financial limitations, they ended conversations abruptly.

Looking for other options, the website team entered discussions with Tapp Network and their partner TechSoup. They prepared a full presentation addressing all the specifications we need for a new website. They recommended a WordPress site as the most affordable option for our needs. However, their quote ran from a minimum of \$242,700 to \$316,200 for implementation depending on features.

The website team has also made inquiries with another Wordpress developer/hosting company called EasyDNS. Parkland currently purchases a number of other licences through them. Staff are hoping for a more affordable option.

With quoted one-time development/build costs ranging from \$65,243 – \$316,000 and annual hosting/security and maintenance costs ranging from \$48,793 to \$51,300, Parkland is wondering if we should consider other options:

- Would it not be more cost effective to hire someone at Parkland in the IT department to manually build new websites for the member libraries currently using a Sitecore website? A yearly salary would be more affordable than the prices quoted by external developers.
- Should Parkland consider no longer providing websites to member libraries? As per the Membership Agreement, we are required to offer a website for Parkland Regional Library System only, not the other 49 locations.

Regardless of preferences of Parkland's member libraries, maintaining websites for our libraries is becoming increasingly unsustainable.



After some discussion, the board decided to wait until after Parkland has the chance to discuss the issue with member libraries to get an idea of their priorities, and will revisit the issue at the November board meeting.

Motion by Kathy Hall to receive for information.

CARRIED

PRLS 30/2026

3.4 On Reserve, On Settlement Grant

Sheppard reviewed. Since 2016, Parkland has received an On Reserve, On Settlement (OROS) grant to provide library service to the six First Nations reserves within the Parkland area. The reserves are, Ermineskin Cree Nation, Samson Cree Nation, Sunchild First Nation, O'Chiese First Nation, Montana First Nation, and the Louis Bull Tribe.

The grant is comprised of a system operating grant calculated at \$4.75 per capita multiplied by the number of reserve residents, plus a library service grant calculated at \$5.60 per capita. While out of date, the GOA has not changed the per capita grant rate in a number of years and continues to use 2019 population statistics when issuing grants.

In the spring, Parkland was informed that we will not be receiving the full library services portion of the OROS grant for the GOA's 2026-2027 fiscal year. The staff at the Public Library Services Branch (PLSB) with Municipal Affairs, who administers the grant, believe they may be in a position to form a library board to serve the four reserves that surround the hamlet of Maskwacis. The PLSB will withhold part of the library services grant for the purpose of giving it to the new library board. Parkland will continue to receive the \$4.75 per capita system operating grant to cover Parkland's costs but only the library services grant for the Sunchild and O'Chiese reserves.

At this point, there is no impact on Parkland's budget since the library services portion of the grant is an in/out for Parkland and is used to run the library service at Maskwacis. However, this shortfall of funds in 2026 means there is no income to offset the expenses for running the service at Maskwacis. The only way Parkland will be able to keep the service operating is through the use of reserve OROS funds which accumulated over the period when public libraries were closed during COVID. This funding will sustain operations for approximately one year. It was inferred that if operating funds were necessary to provide library services at Maskwacis, Parkland should use the system portion of the grant which covers Parkland's expenses. Should this become necessary, it means system services would be provided for free.

PLSB staff mentioned if they were unsuccessful in forming a library board, they would reconsider their position on withholding part of the OROS grant. To date Parkland staff have not been informed either of the formation of a library board nor have the additional operations grant funds been provided to Parkland.



Motion by Joy-Anne Murphy to receive for information.

CARRIED

PRLS 31/2026

3.5 Vehicle Purchases and CIP Grant

Sheppard reviewed Parkland's Community Initiatives Program Grant application for new Parkland cargo vans. Staff were supposed to be notified regarding the grant by the end of July, but have received word that the decision has been delayed.

Motion by Laureen Clarke-Rennie to receive for information.

CARRIED

PRLS 32/2026

3.6 PRLS 2027 Budget Scenarios

Sheppard reviewed Parkland's three budget scenarios. In the first budget, the 2027 requisition was maintained at 2026 levels (\$9.99), and was provided for information. In budget proposal 1, the requisition was \$10.18, and in budget proposal 2, it was \$11.05 per capita.

After careful consideration at their August 20th meeting, the Executive Committee decided to recommend the board approve the budget with a requisition of \$11.05 per capita.

In Budget Proposal 2 (\$11.05) the expected expenditure of capital assets was calculated and added (vehicles, computers, building, and equipment).

Budget Proposal 1 (\$10.18) was first reviewed in April and follows the pattern for Parkland budgets for the last 30 years. In this scenario, the requisition does not take into account collecting revenue to cover all capital purchases.

In the budget provided for information, the requisition is held at the 2026 level of \$9.99 per capita. To maintain the 2026 rate, it would be necessary to:

- Reduce the Cooperative Collection Fund (line 2.4) to \$5,450
- Reduce the Workshops and Training line to \$5,000 which means, among other things, no longer holding Parkland's annual free conference (line 2.17)
- Reduce Parkland's Audio Book collection, which are books on CD, by 50% (line 2.18)
- Reduce Large Print expenditures by \$2,000 (line 2.20)
- Reduce the reference materials line by \$600 (line 2.22)
- Cut the staff development P.D. budget by \$3,000 (line 3.11)
- Due to reduced reserve levels, technology purchases will be limited to the amount budgeted for in line 2.11 – reserves would not be used

In all budget scenarios, staff who are eligible all receive a step up the salary grid but no cost-of-living adjustment. Staff at the top of the grid would not receive an increase in salary.



There is still no indication of an increase in the operating grant from the provincial government.

After some discussion, the board decided to endorse budget scenario 2 (\$11.05 per capita). The budget with notes for board members will be forwarded to the board and municipalities in the days after the meeting.

Motion by Matt Goudy to approve budget scenario #2 (\$11.05 per capita) as presented.

CARRIED

PRLS 33/2026

Matthew Goudy left the meeting at 11:39 a.m.

3.7 CAP Libraries- New Libraries Regulation

Sheppard reviewed a number of communications sent to all library boards by the Government of Alberta related to Bill 28 and the recent changes to the Alberta Libraries Act and Regulation.

There were two letters from the Coalition of Alberta Public Libraries (CAP) signed by Parkland Board Chair Barb Gilliat seeking clarification on a number of issues related to the new legislation. Gilliat's letter received an email response from Dan Williams, and a letter sent to Assistant Deputy Minister Ethan Baynes received a written response. As a result of the letter to Baynes, he invited the members of the CAP Steering Committee to a meeting on July 22nd by Zoom.

Subsequent to the meeting with the Assistant Deputy Minister, a meeting representing members of the broader public library community was held on July 30th. At the meeting, five working groups were established:

- **Principles to guide policy framework**
- **Policy framework for implementation**
- **Identify restricted works**
- **Manage restricted works**
- **Customer communications**

These groups are to work on those mechanisms for compliance with the legislation by January first. Parkland's Director sat on the first group "Principles to guide policy framework".

At yet another meeting of the CAP Steering Committee held on August 5th, it was decided to shift focus back to obtaining additional funding from the Government of Alberta where this whole initiative began well over a year ago. The other area of work will be the preparation of materials to use by libraries and the CAP Steering Committee to communicate why the drastic changes to library service are necessary to comply with legislation.

Joy-Anne Murphy left the meeting at 11:46 a.m.



Parkland staff are concerned about the impact of the legislation, not just because of the severe anxiety being experienced by many library staff, but also because the Parkland board has four outlet libraries, two of which are in schools which have additional legislative restrictions. That means the Parkland board will be held accountable if inspected and found to be non-compliant. Staff are particularly concerned about any costs that might be associated with legislative compliance since Parkland has never been in a position to provide operational funding to our outlet libraries. Should there be any additional costs, they will have to be passed back to the local society that oversees library operations or to the county whose service it is.

To assist with compliance, the Public Library Services Branch has been holding webinars in August and September. Four were scheduled. In addition to the passing of the changes to the Libraries Act and Regulation, the government has indicated that some operational guidelines will be provided to assist library boards obtain compliance with the new legislation, however they have not been forthcoming, as yet

Motion by Sarah Fahey to receive for information.

CARRIED
PRLS 34/2026

3.8 2025-2026 System Salary Wages and Compensation

Newland reviewed the 2025-2026 System Survey. A copy of the document was sent to the Parkland Board after the August 20, 2026 Executive Committee package was posted.

Motion by Cory Twerdoclib to receive for information.

CARRIED
PRLS 35/2026

3.9.1. Director's Report

3.9.2. Deputy Director's Report

3.9.3. Marketing Report

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

Motion by Paul Ashford to receive the Director and Deputy Director's Reports, and Marketing Report for information.

CARRIED
PRLS 36/2026

3.10. Parkland Community Update

Penhold & District Public Library has a new library manager and would like to thank those that came to say goodbye to their now retired manager, Myra Binnendyk.

Elnora Public Library will start construction on a new building next month. The building will house the village office and the library. Big thanks to Tim Spark at Parkland for helping move the SuperNet.



3.11. Board Survey

Gilliat asked everyone to stay after adjournment to fill out a short three-question survey.

4. Adjournment

Motion by Murray Munro to adjourn the meeting at 11:55 a.m.

CARRIED

PRLS 37/2026

Chair

HIGHLIGHTS OF THE REGULAR COUNCIL MEETING SEPTEMBER 10, 2026

CORPORATE BUSINESS PLAN UPDATE

Council received an update on the 2022-2027 Corporate Business Plan, including progress made on initiatives that support Council's four strategic goals. The update highlighted achievements to date and the ongoing work being undertaken across County departments.

2027 STRATEGIC PLAN UPDATE

Council approved contracting *It's Logical* to facilitate the review and update of Lacombe County's Strategic Plan. A Council workshop will be scheduled in early 2027 to begin the review process.

POLICY AD (35) SUBSTANCE ABUSE PREVENTION PROGRAM REVIEW

Council approved amendments to Policy AD(35), *Substance Abuse Prevention Program*. The updates strengthen and modernize the policy by clarifying language, refining employee and supervisory roles and responsibilities, incorporating oral fluid testing provisions, and ensuring alignment with current legislation, industry best practices, and workplace safety requirements.

CESSATION OF RED DEER COUNTY ANNEXATION PROJECT

Council authorized Administration to discontinue the proposed annexation process with Red Deer County.

PLANNING SERVICES UPDATE

Council received the August 2026 Planning Services Update, highlighting development activity and planning matters underway throughout the County.

ALBERTA TRANSPORTATION AND ECONOMIC CORRIDORS UPDATE

Representatives from Alberta Transportation and Economic Corridors provided an update to Council on provincial transportation and infrastructure matters affecting the region and to discuss priorities and concerns with Council and Administration.

SANDY POINT MARINA DEVELOPMENT PERMIT APPROVED

Council approved a five-year renewal of Development Permit Application No. 101/26 for the marina gas station and related operations at Sandy Point RV Resort. The approval includes conditions related to safety, traffic management, environmental compliance, and ongoing operational requirements.

ALBERTA COMMUNITY PARTNERSHIP PROGRAM COMMUNITY NEEDS ASSESSMENT

Council approved participating in an *Alberta Community Partnership* grant application with the Village of Alix and the Town of Bashaw. If successful, the grant will support the completion of both local and regional community needs assessments to help identify priorities and opportunities across the participating municipalities. The Village of Alix is designated as the managing partner for this project.



SUCCESS GROWS HERE!

Next Regular Council Meeting is
September 24, 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.**

HIGHLIGHTS OF THE REGULAR COUNCIL MEETING SEPTEMBER 24, 2026

LACOMBE FISH AND GAME CAPITAL FUNDING REQUEST

Council approved a contribution of up to \$40,000 in County in-kind support for site preparation, rough grading, and construction of an access road and parking lot for the Lacombe Fish and Game Association's proposed archery facility.

YEAR-ROUND FIRE PERMITTING

Council received an update on the implementation of a year-round fire permitting program and directed Administration to prepare a report outlining options for public consultation on the proposed program.

2026 ENVIRONMENTAL ACTION PLAN UPDATE

Council received an update on the 2026 Environmental Action Plan (EAP).

2027 ENVIRONMENTAL ACTION PLAN

Council received a presentation on the 2027 Environmental Action Plan (EAP).

STATE OF THE ENVIRONMENT REPORT

Council approved the 2020-2025 *State of the Environment* report. The report summarizes Environmental Action Plan achievements from 2020 to 2025.

BATTLE RIVER ARTS, INNOVATION AND NEUROSCIENCE CONFERENCE PRESENTATION

Representatives from the BRAIN Centre provided an update to Council on the upcoming Battle River Arts, Innovation and Neuroscience Conference.

LAKEVIEW ESTATES – FLUORIDE UPDATE

Council received an update on fluoride mitigation in Lakeview Estates following a resident survey. Council directed Administration to submit an application to Alberta Environment and Protected Areas to rescind existing water treatment approval and apply for approval to use Reverse Osmosis units for fluoride treatment in Lakeview Estates before December 31, 2026.

ECONOMIC DEVELOPMENT BRANDING

Council received an overview of Lacombe County's 2022-2027 Strategic Plan and accepted the **Success Grows Here!** economic branding update for information.

BUFFALO LAKE REGIONAL WASTEWATER FEASIBILITY AND ACTION PLAN

Council received information on the proposed Buffalo Lake Regional Wastewater Feasibility and Action Plan. Funding would be sought through the Alberta Community Partnership Intermunicipal Collaboration Program, with Lacombe County's contribution estimated at \$5,000.



SUCCESS GROWS HERE!

LACOMBE LAKE MANAGEMENT PLAN RFP AWARD

Council received a report on the Lacombe Lake Management Plan, a collaborative initiative between Lacombe County, the Town of Blackfalds, and the City of Lacombe. Council accepted the recommendation to engage Urban Systems to complete the plan.

5-YEAR BRIDGE PLAN

Council adopted the 5-Year Bridge Plan Program, which prioritizes bridge replacement and rehabilitation projects in accordance with the criteria outlined in Policy OP(42) Bridge Management Plan.

MIRROR WHISTLE CESSATION

Council directed administration to engage a consulting firm to conduct a crossing safety assessment and whistle cessation study for the CN Rail crossing on Highway 50 in the Hamlet of Mirror.

STETTLER INTERMUNICIPAL COLLABORATION FRAMEWORK – LETTER OF SUPPORT

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

Next Regular Council Meeting is
October 8, 2026 – 9:00 a.m.

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

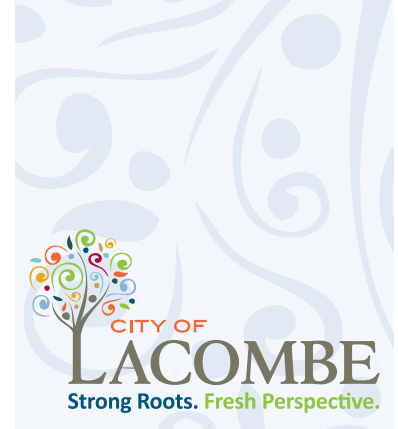
Lacombe County Administration Building

****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.**

Council Highlights

Monday, September 14th, 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:

**Public Hearing -
MDP Amendment
405.7**

**Community
Standards Bylaw
Amendments**

**Recreation
Policies Updates**

Provincial Policing Support Grant



The City received confirmation of \$414,064 in provincial Policing Support Grant funding for the 2026-27 fiscal year.

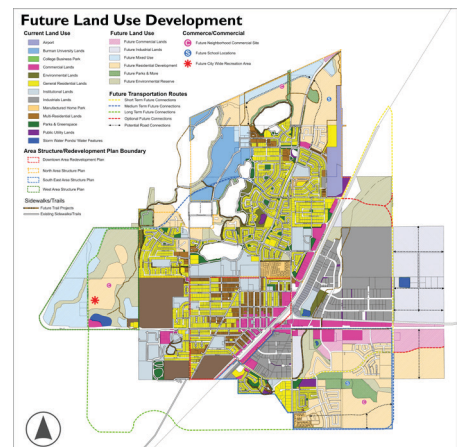
The funding assists municipalities that operate and fund their own police services and may support police service delivery, governance and oversight, provincial policing priorities, and enhanced local policing services.

The funding agreement is effective from April 1, 2026, to March 31, 2027, with funds to be issued following execution of the agreement.

Public Hearing - Municipal Development Plan Amendment 405.7

A public hearing was held for Bylaw 405.7, a proposed amendment to Map 1 of the City's Municipal Development Plan. No members of the public spoke at the public hearing.

Following the public hearing, Council unanimously gave second and third readings to the bylaw. The amendment clarifies that Map 1 is intended as a high-level guide for future land use rather than a parcel-specific zoning map.



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

*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



Community Standards Bylaw Amendments

Council gave first and second readings to amendments to the Community Standards Bylaw addressing vegetation maintenance and residential waste collection carts. (Note: “Waste Collection Carts” means the wheeled bins or carts that are provided to residents for the purpose of collecting recycled materials, garbage or compost, depending on what waste stream the cart has been identified for.)

The changes clarify existing clearance requirements for trees, hedges, and shrubs near alleys, sidewalks, roadways, signs, and municipal infrastructure. They would also require residents to remove waste collection carts from streets, sidewalks, and alleys and return them to private property by 7 a.m. on the second day following collection.

Education and voluntary compliance will remain the first steps before enforcement. The bylaw will return to Council for consideration of third reading.



Recreation Policies Updates

Council discussed proposed updates that would rescind 18 outdated or redundant recreation policies and requested minor changes. The update is intended to simplify and modernize the City’s recreation policy framework while ensuring the remaining policies reflect current programs, practices, and administrative processes.

The revised policy (75.210.01 2025ADP- Michener Park and Recreation Area Administrative Policy) will return to the September 28 Council meeting for consideration and approval.

The policy consolidates guidelines for day use and group camping at Les Walker Park, the Michener Park Campground, tournament overflow camping, batting cages, recreation building storage, and concession operations. It also outlines booking requirements, facility responsibilities, permitted uses, and expectations for park users.

Motions out of Camera

8.1 Tax Recovery Public Auction (ATIA Section 19)

Council approved the terms and conditions for the November 18, 2026, Tax Recovery Public Auction.

8.2 Emergent Resolution for Alberta Municipalities (ATIA Section 29)

Council approved the submission of an emergent resolution, “Protecting Municipal Elected Office from Unrelated Professional Regulatory Restrictions,” for consideration at the 2026 Alberta Municipalities Convention.

8.3 Provincial Advocacy Priorities (ATIA Section 29)

Council confirmed the City’s three primary provincial advocacy priorities for 2026, which will guide provincial advocacy efforts throughout the remainder of the year:

- Lacombe research station and agricultural research capacity
- Seniors lodge redevelopment
- Expanded municipal investment options and a municipal endowment fund

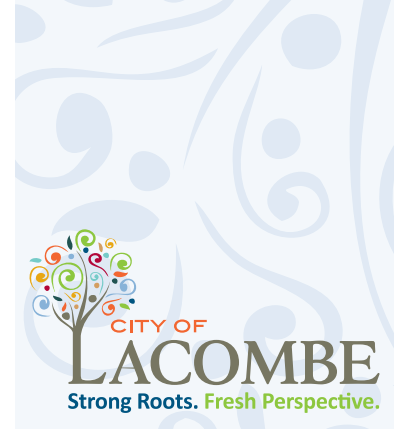
Upcoming Council Meetings

- 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.

Council Highlights

Monday, September 28th, 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:

Downtown Mixed-Use Development Approved

Community Standards Bylaw Updated

Road Rehabilitation Planning Direction Set

Municipal Marketing Signage Practices Reviewed

Council received a review of the City's municipal marketing signage practices.

Physical signs continue to complement digital and traditional communications, with branding and consistency guided by the Corporate Identity Administrative Policy.



Social Media Level of Service Report

Council acknowledged the City's Social Media Level of Service Report, supporting the continued use of social media alongside traditional communication channels. Facebook provides the City's greatest overall reach, while Instagram supports visual and community-focused content.

Administration is developing a Social Media Guide to support consistent content planning, platform management and performance measurement. Once complete, the Guide will be implemented as an Administrative Directive.

Downtown Mixed-Use Development Approved

Council approved two development permits supporting the redevelopment of four adjoining properties on 51st Street.

The first permit includes exterior renovations to the existing commercial building at 5020 51st Street and a new parking facility at 5024 51st Street. The second approves construction of a two-storey mixed-use building at 5028 and 5032 51st Street, featuring commercial space on the ground floor and four one-bedroom residential units above.

The coordinated development will provide 35 vehicle parking stalls, five bicycle parking stalls, landscaping, shared site access and private balconies for the residential units. The project adds new housing while maintaining commercial activity at street level and supporting continued investment in Lacombe's historic downtown.



More from the Meeting



Community Standards Bylaw Updated

Council gave third and final reading to Bylaw 468.3, amending the Community Standards Bylaw to address vegetation maintenance and residential waste collection carts. (*Note: "Waste Collection Carts" means the wheeled bins or carts that are provided to residents for the purpose of collecting recycled materials, garbage or compost, depending on what waste stream the cart has been identified for.*)

The amendments clarify existing clearance requirements for trees, hedges and shrubs near alleys, sidewalks, roadways, signs and municipal infrastructure. Residential waste carts must now be removed from streets, sidewalks or alleys and returned to private property by 7 a.m. on the second day following collection.

The City will begin with education and voluntary compliance as residents adjust to the new collection system. Following the education period, fines for carts left on public property will be \$75 for a first offence, \$150 for a second offence and \$300 for subsequent offences.



Road Rehabilitation Planning Direction Set

Council received a comprehensive technical update on the condition of Lacombe's road network, future rehabilitation needs and several long-term funding scenarios. Based on this information, Council directed Administration to use \$1.8 million annually as a preliminary planning assumption for road rehabilitation in the 2027–2036 Capital Plan. The amount remains subject to review during the 2027 budget deliberations.

The City's 2026 road assessment gave Lacombe's road network an average condition score of 74 out of 100, placing it in the "good" category. Under the selected funding scenario, the average condition is projected to decrease to 71 over the next decade, with approximately 10.3 per cent of roads requiring treatment.

Council also endorsed several updates to the Roads Asset Management Plan, including giving greater consideration to roads with poor ride quality, sealing cracks on local roads every two years, completing a micro surfacing pilot project in 2027 and revising the downtown priority area. Individual projects and funding will continue to require approval through the annual budget process.



Council Schedule - Lacombe Farmers Market

Thursday, October 8th, 2026, 2:00 p.m. - 6:00 p.m. at Michener Park - 6209 50 Avenue (Highway 12)

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

This is the last outdoor Farmers Market of the year; stay tuned for future Council in the Community events!

Upcoming Council Meetings

- **Monday, October 5th, 2026, at 5:30 p.m. - Committee of the Whole Meeting**
- **Tuesday, October 13th, 2026 at 5:30 p.m.**
- **Monday, October 26th, 2026, at 5:30 p.m. - Organizational Meeting, followed by Regular Council Meeting**



PRLS BOARD TALK

Highlights of the Parkland Regional Library Board Meeting SEPTEMBER 17, 2026

2027 Budget

The board approved the draft 2027 budget. At the May board meeting the board asked staff to bring three budgets back to the board at their September meeting. The first budget had no change in the per capita rate (for information only). Budget scenario 1 was made in the manner of Parkland budgets for the last 30 years (\$10.18). In this scenario, the requisition did not take into account collecting revenue to cover capital purchases. Budget scenario 2 was the same as budget scenario 1 with additions for capital purchases. (\$11.05).

Some points to note include:

- Overall, expenditures, other than capital expenses, are anticipated to increase by 1.44% in 2027.
- To balance the budget, it will be necessary to increase the municipal requisition/levy by \$1.06. This is primarily to allow the inclusion of actual capital required for maintaining current service structure.
- The current salary grid has been used, allowing eligible employees a step up the grid. Four employees have reached the top of the grid and will not be eligible for an increase.
- Computer Software License costs are increasing
- Internet Connection fees have increased slightly
- eContent (eBooks, eAudiobooks, etc.) has been increased slightly due to demand

- The Member Library Computer line was changed to the actual cost of the computers needed for member libraries

Provincial grants amount to approximately 38.6% of PRLS' total income.

Revised Approach to Capital Purchases

If Parkland doesn't do some financial preventative maintenance now, it will become less financially stable over time. Parkland is always within its budget for providing services and would post a surplus if it did not have to account for the depreciation of capital purchases. In the past, (because of policy) Parkland has not had the ability to include capital expenditures in the budget, except in the budget supplement which permitted staff to pull required funds from reserves. This is unsustainable – we can no longer afford to fund capital purchases (vans, computers, etc.) simply by using surpluses achieved in previous years. The situation, if it is allowed to continue, would be dire; staff want the board to be aware of and address the problem before it becomes catastrophic.

As presented at the board meeting, a three-pronged approach will correct Parkland's direction:

1. A realigning of the actual reserves that are held within Parkland's bond portfolio
2. The ability to create a separate reserve that is accessible and not locked in the form of bonds
3. A \$1.06 increase in the budget to allow Parkland to save for expected capital purchases

Staff believe that the proposed increase is modest given what it will achieve. Staff will continue in their constant quest to evaluate efficiencies in procedures; allowing Parkland to continue to be able to provide outstanding service in the face of ever-increasing costs.

Licensing Costs for Microsoft

Since 2011, Parkland has maintained an agreement with Microsoft for the licensing of various software throughout the region. This year, we were informed that Parkland no longer qualifies under the existing agreement and that we must move toward a new agreement with different terms.

The renewal cost quoted was four times what we are currently paying. As a result, Parkland had no choice but to make changes to computer software throughout the region.

With the new agreement, Parkland's licensing fee will exceed \$58,800 despite the reduction of licenses.

Parkland Website Project

Sitecore is the software platform Parkland's website is based on. This year, we received a new agreement with a significant increase to our licensing fee.

Tim Spark, Parkland's Manager of Technology Infrastructure, negotiated the cost down, however, due to Sitecore's 5% planned increase per year, compounded, Parkland is currently exploring different website platforms.

After some discussion, the board decided to wait until after Parkland has the chance to discuss the issue with member libraries to get an idea of their priorities and will revisit the issue at the November board meeting.

CAP Libraries – New Libraries Regulation

A number of communications sent to all library boards by the Government of Alberta related to Bill 28 and the recent changes to the Alberta Libraries Act and Regulation.

There were two letters from the Coalition of Alberta Public Libraries (CAP) signed by Parkland Board Chair Barb Gilliat seeking clarification on a number of issues related to the new legislation. Gilliat's letter received an email response from Dan Williams, and a letter sent to Assistant Deputy Minister Ethan Baynes received a written response. As a result of the letter to Baynes, he invited the members of the CAP Steering Committee to a meeting on July 22nd by Zoom.

Subsequent to the meeting with the Assistant Deputy Minister, a meeting representing members of the broader public library community was held on July 30th. At the meeting, five working groups were established:

- **Principles to guide policy framework**
- **Policy framework for implementation**
- **Identify restricted works**
- **Manage restricted works**
- **Customer communications**

These groups are to work on those mechanisms for compliance with the legislation by January first. Parkland's Director sat on the first group "Principles to guide policy framework".

In addition to the passing of the changes to the Libraries Act and Regulation, the government indicated that operational guidelines will be provided to assist library boards obtain compliance with the new legislation, which was released on September 22nd and forwarded to libraries and their boards.

News from Trustees

Penhold & District Public Library has a new library manager and would like to thank those that came to say goodbye to their now retired manager, Myra Binnendyk.

Elnora Public Library will start construction on a new building next month. The building will house the village office and the library. Big thanks to Tim Spark at Parkland for helping move the SuperNet.

2026 Board Survey

The Parkland board evaluated itself with three survey questions:

Do you believe you have a good understanding of Parkland's role and services? 30 out of 32 people said yes.

By the end of a board meeting, do you believe you have received the information you need to be able to speak to council about what transpired? 26 out of 32 people said yes.

Would you willingly come back to serve another year on the Parkland Board? 28 out of 32 said yes.



Proposed BUDGET 2027

PARKLAND REGIONAL LIBRARY SYSTEM

Proposed 2027 Budget

Salary uses current grid with step awarded

	Present Budget	Proposed Budget
	2026	2027
Income		
1.1 Provincial Operating Grant	1,045,242	1,045,774
1.2 On Reserve, On Settlement Grant	156,647	156,647
1.3 Membership Fees	2,234,174	2,485,636
1.4 Alberta Rural Library Services Grant	452,928	386,652
1.5 Interest Income	50,000	46,000
TOTAL Income	3,938,991	4,120,709
Support Materials & Services Direct to Libraries		
2.1 Alberta Rural Library Services Grant	452,928	386,652
2.2 Allotment Funds Issued to Libraries	253,392	254,866
2.3 Computer Maint.Agree. Software licenses	242,398	257,770
2.4 Cooperative Collection Fund	25,000	25,000
2.5 eContent Platform fees, Subscriptions	73,000	73,000
2.6 On Reserve, On Settlement Grant expenses	84,756	84,756
2.7 Freight	1,200	1,200
2.8 Internet Connection Fees	9,600	10,290
2.9 Library Services Tools	8,000	6,500
2.10 Marketing/Advocacy	20,000	20,000
2.11 Member Library Computers	67,092	102,000
2.12 Outlets - Contribution to Operating	600	600
2.13 ILL Postage for libraries	2,300	1,950
2.14 Records purchased Cataloguing	9,000	9,000
2.15 Supplies purchased (mylar, library supplies)	17,600	19,500
2.16 Vehicle expense	58,000	58,000
2.17 Workshop/Training expense	16,000	16,000
PRL Circulating Collections		
2.18 Audio Book	5,000	5,000
2.19 eContent	85,000	90,000
2.20 Large Print	12,000	12,000
2.21 Programming Kits	5,000	5,000
2.22 Professional Development Materials (formerly reference)	3,600	3,600
TOTAL Support Materials & Services Direct to Libraries	1,451,466	1,442,684
Cost of Services		
3.1 Audit	23,500	23,500
3.2 Bank expenses	1,200	1,000
3.3 Bank Investment Fees	4,700	5,000
3.4 Building-Repairs/Maintenance	27,250	27,250
3.5 Dues/Fees/Memberships	13,000	13,000
3.6 Insurance	26,500	27,000
3.7 Janitorial/Snow removal/Outdoor maintenance expense	38,000	37,000
3.8 Photocopy	4,000	7,000
3.9 Salaries	1,844,451	1,877,500
3.10 Salaries - Employee Benefits	391,024	390,000
3.11 Staff Development	18,000	18,000
3.12 Supplies/Stationery/Building	21,400	20,275
3.13 Telephone	11,000	11,000
3.14 Travel	3,500	3,500
3.15 Trustee expense	26,000	20,000
3.16 Utilities	34,000	34,000
TOTAL Cost of Services	2,487,525	2,515,025
TOTAL Expenses (library materials & cost of service)	3,938,991	3,957,709
Capital expense		65,000 Van 60,000 HQ Comp. 30,000 Building 8,000 Equip.
TOTAL Capital Expense		163,000
AMOUNT PER CAPITA REQUISITION	9.99	11.05

Population 224,945 times AMOUNT PER CAPITA
Pop increase of 1,774 over 2026

Notes for the Parkland Regional Library System Budget 2027

Parkland's budget is developed according to Board policy and the constraints imposed by the Parkland Regional Library System Agreement. According to clause eight of the agreement

Library System Budget

- 8.1 The PRLS Board shall prior to November 1 of each year submit a budget to the Parties to this Agreement and an estimate of the money required during the ensuing fiscal year to operate the library system. [Reg. s.25 (1)(f)]*
- 8.2 The budget and estimate of money required referred to in clause 8.1 above, shall be effective upon receipt by the PRLS Board of written notification of approval from two-thirds of the Parties to this Agreement which must represent at least two-thirds of the member population; and thereupon, each Party to this Agreement shall pay to the PRLS Board an amount which is the product of the per capita requisition set out in Schedule "B" and the population of the Parties to the agreement. Payments shall be made on or before the dates set out therein.*
- 8.3 The population of a municipality that is a Party to this Agreement shall be deemed to be the most recent population figure for the municipality as published by Alberta Municipal Affairs.*
- 8.4 Municipalities which join the library system after January 1, 1998 shall pay a signing fee as determined by the PRLS Board.*
- 8.5 The PRLS Board shall apply to the Government of Alberta for all library grants for which it is eligible, in accordance with the Department of Community Development Grants Regulation 57/98.*
- 8.6 Notwithstanding Clause 17.1.c., any increase in the requisition requires written notification of approval from two-thirds of the parties to this agreement which must represent at least two-thirds of the member population.*

Generally speaking, PRLS budgets are prepared with conservative estimates. Revenue is estimated at its minimum level and expenditures are estimated at their maximum level. For 2027, the Executive Committee is recommending the \$11.05 budget, which is a \$1.06 increase over the 2026 budget. This budget includes capital expense purchases, which is a change from the old process.

In an effort to maintain the level of reserves as recommended by the auditors and revamp the reserves to correctly reflect the fiscal position of the organization in a more easily understood

format, the Executive Committee recommended that the capital expenses be reflected in the actual budget, rather than using an additional supplement.

The budget assumes that the Government of Alberta operating grant will remain at the 2023 rate of \$4.75 per capita, calculated using the 2019 Alberta Municipal Affairs population list. It also assumes that the Rural Library Services Grant will remain at \$5.60 per capita, based on the same 2019 population figures.

Points within the budget to note include:

- Overall, expenditures, other than capital expenses, are anticipated to increase by 1.44% in 2027. (This does not include the Alberta Rural Library Services Grant which is a direct payment from funds Parkland receives, which is out of PRLS' control and based on funding from the Government)
- For 2027, twenty expense lines are projected to remain unchanged from 2026, nine will see increases, and seven will decrease
- To balance the budget, it will be necessary to increase the municipal requisition/levy by \$1.06. This is primarily to allow the inclusion of capital required for maintaining Parkland's current service structure
- Computer Software License costs are increasing – these costs have been significant, resulting in changes to software licenses in order to protect from dramatic cost increases in this area (line 2.3)
- Internet Connection fees have increased slightly due to pricing beyond Parkland's control (line 2.8)
- Member Library Computers (line 2.11) has changed from reflecting the .30 cent per capita allotment to the actual cost of the computers required for member libraries
- Supplies purchased (line 2.15) reflects the actual cost of these library supplies, which previously had some of the direct costs for the libraries coming from Supplies/Stationery (line 3.12)
- eContent (eBooks, eAudiobooks, etc.) has been increased slightly due to demand (line 2.19)
- The current salary grid has been used, allowing eligible employees a step up the grid. Four employees have reached the top of the grid and will not be eligible for an increase. No COLA was added. The increase to the salary line equals approximately 1.8%. (line 3.9)

Provincial grants amount to approximately 38.6% of PRLS' total income (lines 1.1, 1.2, 1.4), based on the \$11.05 budget.

**Parkland Regional Library System
Requisition Comparison for 2026 - 2027**

	2026		2027		Requisition change
	billing population	per capita 9.99	billing population	per capita 11.05	2026 to 2027
ALIX	783	7,822.17	783	8,652.15	829.98
ALLIANCE	166	1,658.34	166	1,834.30	175.96
AMISK	219	2,187.81	219	2,419.95	232.14
BASHAW	848	8,471.52	848	9,370.40	898.88
BAWLF	412	4,115.88	412	4,552.60	436.72
BENTLEY	1,042	10,409.58	1,042	11,514.10	1,104.52
BIG VALLEY	331	3,306.69	331	3,657.55	350.86
BIRCHCLIFF SV	211	2,107.89	211	2,331.55	223.66
BITTERN LAKE	216	2,157.84	216	2,386.80	228.96
BLACKFALDS	11,415	114,035.85	11,415	126,135.75	12,099.90
BOWDEN	1,280	12,787.20	1,280	14,144.00	1,356.80
CAMROSE	18,772	187,532.28	19,984	220,823.20	33,290.92
CAMROSE COUNTY	8,504	84,954.96	8,504	93,969.20	9,014.24
CARSTAIRS	5,313	53,076.87	5,313	58,708.65	5,631.78
CASTOR	803	8,021.97	803	8,873.15	851.18
CLEARWATER M D	11,865	118,531.35	12,335	136,301.75	17,770.40
CLIVE	775	7,742.25	775	8,563.75	821.50
CORONATION	868	8,671.32	868	9,591.40	920.08
CREMONA	437	4,365.63	437	4,828.85	463.22
CZAR	248	2,477.52	248	2,740.40	262.88
DAYSLAND	789	7,882.11	789	8,718.45	836.34
DELBURNE	919	9,180.81	919	10,154.95	974.14
DIDSBURY	5,070	50,649.30	5,070	56,023.50	5,374.20
DONALDA	226	2,257.74	226	2,497.30	239.56
ECKVILLE	1,014	10,129.86	1,014	11,204.70	1,074.84
EDBERG	126	1,258.74	126	1,392.30	133.56
ELNORA	288	2,877.12	288	3,182.40	305.28
FLAGSTAFF COUNTY	3,660	36,563.40	3,660	40,443.00	3,879.60
FORESTBURG	807	8,061.93	807	8,917.35	855.42
GULL LAKE	226	2,257.74	226	2,497.30	239.56
HALF MOON BAY SV	65	649.35	65	718.25	68.90
HARDISTY	548	5,474.52	548	6,055.40	580.88
HAY LAKES	456	4,555.44	456	5,038.80	483.36
HEISLER	135	1,348.65	135	1,491.75	143.10
HUGHENDEN	213	2,127.87	213	2,353.65	225.78
INNISFAIL	7,985	79,770.15	7,985	88,234.25	8,464.10
JARVIS BAY SV	213	2,127.87	213	2,353.65	225.78
KILLAM	918	9,170.82	918	10,143.90	973.08
LACOMBE	14,258	142,437.42	14,258	157,550.90	15,113.48
LACOMBE COUNTY	10,283	102,727.17	10,283	113,627.15	10,899.98
LOUGHEED	225	2,247.75	225	2,486.25	238.50
MOUNTAIN VIEW COUNT	12,981	129,680.19	12,981	143,440.05	13,759.86
NORGLIWOLD SV	306	3,056.94	306	3,381.30	324.36
OLDS	9,209	91,997.91	9,209	101,759.45	9,761.54
PAINTERTH COUNTY	1,990	19,880.10	2,082	23,006.10	3,126.00
PARKLAND BEACH SV	168	1,678.32	168	1,856.40	178.08
PENHOLD	3,484	34,805.16	3,484	38,498.20	3,693.04
PONOKA	7,331	73,236.69	7,331	81,007.55	7,770.86
PONOKA COUNTY	9,998	99,880.02	9,998	110,477.90	10,597.88
PROVOST	1,900	18,981.00	1,900	20,995.00	2,014.00
PROVOST MD	2,071	20,689.29	2,071	22,884.55	2,195.26
RED DEER COUNTY	19,933	199,130.67	19,933	220,259.65	21,128.98
RIMBEY	2,470	24,675.30	2,470	27,293.50	2,618.20
ROCHON SANDS SV	97	969.03	97	1,071.85	102.82
ROCKY	6,765	67,582.35	6,765	74,753.25	7,170.90
ROSALIND	162	1,618.38	162	1,790.10	171.72
SEDGEWICK	761	7,602.39	761	8,409.05	806.66
STETTLER	5,695	56,893.05	5,695	62,929.75	6,036.70
STETTLER COUNTY	5,666	56,603.34	5,666	62,609.30	6,005.96
SUNBREAKER COVE SV	131	1,308.69	131	1,447.55	138.86
SUNDRE	2,672	26,693.28	2,672	29,525.60	2,832.32
SYLVAN LAKE	16,275	162,587.25	16,275	179,838.75	17,251.50
WHITE SANDS	174	1,738.26	174	1,922.70	184.44
	223,171	2,229,478.29	224,945	2,485,642.25	256,163.96

Brief Notes – September 2027

INCOME

- 1.1 The Provincial Operating Grant is an estimate, based on statements from the Public Library Services Branch (PLSB) calculated at \$4.75 per capita using 2019 population statistics
- 1.2 The On Reserve, On Settlement grant from the PLSB for reserve populations within Parkland's service area. It is calculated at \$10.35 per capita; \$4.75 operating grant used by PRLS and \$5.60 funding for First Nations initiatives (line 2.6)
- 1.3 Estimated requisition to municipalities to balance budget increased to \$11.05 to cover capital purchases
- 1.4 Grant received for service to rural residents at a rate of \$5.60 per capita; based on the PRLS membership agreement, the grant is dispersed directly to member libraries as directed by municipalities and municipal districts that do not appoint a library board
- 1.5 Decrease reflects the changes in interest rates and estimated returns on investments in RBC investment program and the operating bank account

SUPPORT MATERIALS & SERVICES DIRECT TO LIBRARIES

- 2.1 Estimate, based on statement from PLSB, grant entirely dispersed - see line 1.4 above
- 2.2 Reflects materials allotment rate of \$1.13 per capita
- 2.3 Line increased due to dramatic increase costs for maintenance agreements SoftChoice for Microsoft Office suite. Changes implemented to software provided on public computers have mitigated the overall budget increase. Other software providers are also increasing their fees by an average of 5% per year. This line also includes purchases of non-capital hardware and misc. I.T. items such as adapters, cables, and supplies. For software, subscriptions, maintenance agreements, ongoing website development, the Microsoft Office suite of software for PRLS and member library computers, and PRLS' management of wireless networks
- 2.4 Cooperative Collection Fund – funds to allow Parkland staff to purchase physical materials (e.g., books and DVDs) for placement in member libraries with the intent of reducing interlibrary loans and improving the system-wide collection
- 2.5 This line maintained for eContent platform fees and subscription for the TAL (The Alberta Library) core of eResources and other library license agreement renewals like eMagazines
- 2.6 This line is for the expenses of the On Reserve, On Settlement grant provided through a provincial government grant program calculated at \$5.60 for library service to the Indigenous residents of Parkland's six First Nations Reserves
- 2.7 Held at 2026 level - for vendor freight costs for library materials, in-house collections, IT equipment, and shipment of computers for repairs and/or replacement parts
- 2.8 Increased to account for price increases for internet service provision to member libraries and HQ
- 2.9 Decreased slightly to \$6,500 – tools to assist with cataloguing library materials like WebDewey, as well as Audio Cine, Survey Monkey, Loomly etc.

- 2.10 Held at 2026 level - used to provide tools for marketing, advocacy, and other initiatives for member libraries and PRLS
- 2.11 This line used to reflect .30 cents per capita (plus the remainder of costs to come from reserves). In 2027, the budget includes the actual cost of providing computers for member libraries without using reserve funds
- 2.12 Held at \$600 - operating funding provided to PRLS' three outlet libraries as set by board policy, if local library outlet's sponsoring society provides matching funds
- 2.13 Reduced to reflect actual cost – includes both interlibrary loan postage reimbursement to libraries and interlibrary Loans sent from HQ for libraries
- 2.14 Purchase cataloguing records
- 2.15 Increased slightly to reflect actual cost - used for purchasing library material processing items such as laminated book covers, multimedia cases, as well as library cards
- 2.16 Held at 2026 level - for the operation of three cargo vans and two staff vehicles - anticipated maintenance costs for five vehicles and fuel, using an estimate of actual costs and considering variances for fuel prices
- 2.17 Held at \$16,000 - includes costs for all workshops, conferences, projects, and training activities for member libraries, library managers, staff, and boards

PRLS Circulating Collections

- 2.18 Held at 2026 level to support the physical audiobook collection
- 2.19 Increased due to demands by libraries and renewal of license agreements includes allotment for eBooks, eAudiobooks and other eContent agreements
- 2.20 Held at 2026 level \$12,000 to support Large Print collection
- 2.21 Held at 2026 level \$5,000 to build new kits and replace consumables in current kits for programming in member libraries
- 2.22 Held at 2026 level \$3,600 for reference and professional materials in both print and eResources used by member libraries and PRLS staff

COST OF SERVICES

- 3.1 Held at 2026 level. Covers MNP's agreement to provide audit services, as well as costs for annual letter from PRLS lawyers required for the audit
- 3.2 Reduced slightly to \$1,000 - covers the cost of enhanced electronic banking services and cheques
- 3.3 Increase slightly to \$5,000 based on review of actual over a three-year period. Management fee for the RBC investment program
- 3.4 Held at 2026 level \$27,250 - actual costs reviewed. Covers maintenance and repair, however not capital repairs or replacement
- 3.5 Held at 2026 level \$13,000 - to cover PRLS' cost to belong to membership organizations (e.g., The Alberta Library (TAL), Alberta Library Trustee Association (ALTA), Rural Municipalities of Alberta (RMA) etc.)
- 3.6 Increased slightly to \$27,000 based on actual and anticipated increases - covers five vehicles, general liability, cyber, bond and crime insurance, building and contents, as

well as employee drivers abstracts and reimbursements for business use on personal vehicles. Parkland also pays content insurance for its outlet libraries

- 3.7 Reduced slightly to \$37,000 - for janitorial building maintenance including carpet and window cleaning – also includes outside building maintenance and snow removal
- 3.8 Increased to cover increased costs for providing printed material for training. Reflects contract and usage fees for photocopiers
- 3.9 Reflects current staff levels, with eligible staff receiving a step on the grid but no COLA
- 3.10 Reflects predicted costs for staff benefits, including but not limited to LAPP and Blue Cross based on current staff levels
- 3.11 Held at the 2026 amount – to fund PRLS staff attend and travel to continuing education activities such as seminars, conferences and courses, along with staff performance and support items and activities
- 3.12 Supplies line covers the cost of book processing supplies, general office supplies including stationery, and any other building supplies
- 3.13 Held at 2026 level - includes line charges, toll free number, mobile telephones, and long-distance costs
- 3.14 Held at 2026 level – Based on 5-year review of actual expenses to travel including \$0.57 km reimbursement when staff are unable to use PRLS staff vehicles
- 3.15 Reduced due to the suspension of the Advocacy Committee; includes travel, honorarium and expenses for Executive Committee meetings, external meetings for trustees, and to support trustee activities using virtual and in-person meetings
- 3.16 Held at 2026 level of \$34,000 - based on review of actual costs and then estimated

Also included is a document comparing the change in requisition paid by each municipality in 2026 and 2027.

Subject: Call to Action: Strengthening Public Safety in Alberta - Follow up
Attachments: Call to Action to the Government of Alberta_2026.pdf

From: Melissa Barnes <mbarnes@npf-fpn.com>
Sent: October 6, 2026 1:58 PM
To: Laura Svab <lsvab@blackfalds.ca>
Cc: info <info@blackfalds.com>
Subject: Call to Action: Strengthening Public Safety in Alberta - Follow up

Good Afternoon Ms.Svab

We are writing regarding the information we first shared on July 14, 2026, regarding our Call to Action to the Government of Alberta.

We wanted to take this opportunity to highlight the initiative and the opportunity for municipalities to participate. We recognize that many municipalities are balancing busy Council schedules, conferences, budget discussions, and other competing priorities, and wanted to ensure this opportunity remains on your radar.

The National Police Federation (NPF) proudly represents nearly 20,000 RCMP Members serving across Canada and internationally, including over 3,100 who serve in Alberta. This initiative urges the Government of Alberta to pause further investment in an Alberta Sheriffs Police Service until a comprehensive, independent, and publicly available feasibility study is completed. It also calls for evidence-based investments in policing, the justice system, mental health and addiction services, and community-based crime prevention.

A growing number of municipalities and stakeholders have already signed on in support of this Call to Action, and we would welcome the opportunity for Town of Blackfalds to be among them.

We understand that municipal participation may require time to bring this initiative forward for consideration at a Council meeting and to complete any necessary internal approval processes. As a result, we will be extending the participation deadline to allow municipalities additional time to consider the initiative and bring it forward through their respective processes.

If your municipality or stakeholder group is interested in participating, please reply to this email and provide your municipality's logo by October 26, 2026.

Should you have any questions or wish to discuss the initiative further, we would be pleased to arrange a presentation or meeting with you or members of Council.

Thank you for your time and consideration. We hope Town of Blackfalds will join us in advocating for transparent decision-making and practical investments that strengthen public safety for all Albertans.

Kind regards,

Melissa Barnes

Government Relations Advisor | Conseiller, relations gouvernementales

National Police Federation | Fédération de la Police Nationale

+1 (613) 212-7883

npf-fpn.com

**NATIONAL
POLICE
FEDERATION**



**FÉDÉRATION
DE LA POLICE
NATIONALE**



The mission of the National Police Federation is to provide strong, professional, fair and progressive representation to promote and enhance the rights of RCMP Members. La mission de la Fédération de la police nationale est de fournir une représentation forte, professionnelle, juste et progressive afin de promouvoir et faire avancer les droits des Membres de la GRC.

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CALL TO ACTION TO THE GOVERNMENT OF ALBERTA

Dear Premier,

Albertans deserve safe and healthy communities where residents can rely on essential public safety, health, social, and justice systems. Provincial and municipal governments share responsibility for achieving these outcomes, and municipalities expect the Government of Alberta to be a transparent, accountable, and reliable partner in delivering them.

Municipalities are on the front lines of community safety, working closely with residents, businesses, and law enforcement partners every day. Despite this, municipalities have not been provided with a clear, transparent, and evidence-based plan outlining the full financial, operational, and public safety implications of establishing an Alberta Sheriffs Police Service (ASPS) or transitioning policing responsibilities away from the RCMP. No comprehensive feasibility study, detailed costing model, or long-term funding framework has been made available to inform municipal decision-making or public understanding.

At the same time, Alberta's existing policing and public safety systems are under increasing pressure. Challenges related to rural crime, mental health and addictions, and violent repeat offenders require immediate and sustained investment. Rather than diverting significant public funds towards the creation of a new police service, the Government of Alberta should prioritize strengthening and properly resourcing the systems already in place.

Policing reform must be guided by evidence, transparency, and public confidence. Decisions of this magnitude, affecting community safety, municipal budgets, and taxpayer dollars, must be made in partnership with municipalities and with the clear support of Albertans.

We, the undersigned, call on the Government of Alberta to:

- Cease further investment in and advancement of the Alberta Sheriffs Police Service as a replacement for RCMP municipal policing.
- Release a comprehensive, independent, and publicly available feasibility study, including full lifecycle costing, governance structures, and operational impacts of any proposed policing model changes.
- Seek explicit public support before proceeding with any plan to replace or significantly restructure policing in Alberta.
- Strengthen Alberta's existing policing model by:
 - Increasing RCMP officer levels and resources in communities, while ensuring sustainable and predictable funding; and
 - Invest in the Alberta Sheriffs' existing mandate as a complementary public safety service, including targeted enforcement, rural crime initiatives, and court security.
- Strengthen the justice system by addressing bail reform challenges and repeat violent offending; increasing the number of Crown prosecutors and Provincial Court judges; and ensuring timely access to justice.
- Expand integrated public safety approaches, including police and mental health crisis teams, addiction supports, and community-based crime prevention initiatives that address root causes of crime.

MEETING DATE: October 13, 2026

PREPARED BY: Danielle Nealon, Senior Legislative Advisor

SUBJECT: **Bylaw 1360.26 - LUB Accessory Building Accessed by a Driveway Setback Amendments**

BACKGROUND

The purpose of Bylaw 1360.26 is to amend the Land Use Bylaw to update the minimum setback required for an Accessory Building accessed by a lane.

First Reading was given to Bylaw 1360.26 on September 8, 2026.

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

- On the bulletin board in the Town's Civic Centre, upstairs outside of Council Chambers, commencing September 9, 2026.
- A hard copy of proposed Bylaw 1360.26 was available for viewing at the Town's Civic Centre Front Counter (upstairs) as of September 9, 2026.
- Via email to all local authorities and agencies on September 9, 2026.
- Via email to internal departments on September 9, 2026.
- On the Town's electronic signs commencing September 9, 2026.
- September and October 2026 editions of "Talk of the Town".
- On the Town's website commencing on September 9, 2026.
- Via email to the Municipal Planning Commission on September 9, 2026.
- October 1st and 8th, 2026, editions of the Lacombe Express.
- On the Town's social media channels in the weeks leading up to the Public Hearing.

No written comments have been received to date.

STRATEGIC PLAN ALIGNMENT / OTHER MASTER PLAN ALIGNMENT



**Economic Vitality and
Community Prosperity**



**Community Life,
Safety, and Inclusion**



**Leadership,
Engagement and
Advocacy**



**Sustainable Services
and Infrastructure**

A Public Hearing supports all four pillars of the Strategic Plan by enabling transparent, inclusive, and informed decision-making through effective communication and engagement. It contributes to Economic Vitality and Community Prosperity by clearly communicating potential impacts of proposed decisions on residents and businesses, fostering a predictable environment for growth; advances Community Life, Safety, and Inclusion by providing accessible, inclusive opportunities for residents to share input in ways that reduce barriers to participation; strengthens Leadership, Engagement and Advocacy by demonstrating accountability, clearly outlining processes, and communicating how public feedback informs decisions; and supports Sustainable Services and Infrastructure by ensuring residents have

access to clear, timely, and understandable information about projects and long-term impacts, enabling meaningful feedback that informs sustainable outcomes.

FINANCIAL IMPLICATIONS

None

COMMUNICATION / ENGAGEMENT CONSIDERATIONS

Engagement during the Public Hearing is supported by creating a clear, accessible, and respectful environment where participants can share input, ask questions, and feel heard. Considerations include providing inclusive participation options, reducing barriers such as timing or accessibility, and ensuring the process is transparent so participants understand how their input contributes to Council's decision-making.

ATTACHMENTS

- *Bylaw 1360.26 - LUB Accessory Building Accessed by a Driveway Setback 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

MEETING DATE: October 13, 2026

PREPARED BY: Jolene Tejkl, Planning & Development Manager

PRESENTED BY: Jolene Tejkl, Planning & Development Manager

SUBJECT: **Bylaw 1360.26 - Accessory Building Accessed by a Driveway Setback Amendments (Second and Third Reading)**

BACKGROUND

Bylaw 1360.26 proposes to amend Land Use Bylaw 1268/22 (LUB) to remove an either/or rear setback requirement for Accessory Buildings that will be accessed by a Driveway (a detached garage) in response to a Notice of Motion passed by the Municipal Planning Commission (MPC) at their May 21, 2026, meeting.

Council gave First Reading to Bylaw 1360.26 at the September 8, 2026, meeting and set the Public Hearing for this evening's Regular Council Meeting:

306/26 Councillor Hoyte moved That Council give First Reading to Bylaw 1360.26 – Accessory Building Accessed by a Driveway Setback Amendments, as presented.

CARRIED UNANIMOUSLY

307/26 Councillor Twerdoclib moved That a Public Hearing date be set for October 13th, 2026, at 6:00 p.m. in Council Chambers.

CARRIED UNANIMOUSLY

DISCUSSION

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 this example.

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

Pursuant to the *Municipal Government Act (MGA)*, all amendments to the LUB must be subject to a Public Hearing after First Reading to the amending Bylaw and before Second Reading may be considered. The Public Hearing for Bylaw 1360.26 was held during this Council meeting which was widely advertised beyond the minimum requirements set forth in the MGA. Notification of the Public Hearing was provided as follows:

Notification	Date Complete
Town Website	September 9, 2026
Printing of Documents for Public View	September 9, 2026
Posting on Town Bulletin Board	September 9, 2026
Referrals to Internal Departments and Local Authorities and Agencies	September 9, 2026
Municipal Planning Commission	September 9, 2026
Lacombe Express	October 1 st and 8 th editions
Town's Social Media	Notice posted on social media starting September 9, 2026 until the date of the Public Hearing.
Electronic Signs (2A and Broadway Avenue)	Posted on September 9, 2026 at 6:00 p.m. until the date of the Public Hearing.
Talk of the Town	September 2026 and October 2026 editions

No responses have been received by the date of report submission.

ADMINISTRATIVE RECOMMENDATION

That Council consider the following motions:

1. That Council give Second Reading to Bylaw 1360.26 – Accessory Building Accessed by a Driveway Setback Amendments, as presented.

2. That Council give Third Reading to Bylaw 1360.26 – Accessory Building Accessed by a Driveway Setback Amendments, as presented.

ALTERNATIVES

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

ATTACHMENTS

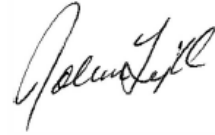
- *Bylaw 1360.26*
- *Red Line Copy of Amendments*

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

- e)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.

- e)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.

- e)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.

- f)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: October 13, 2026

PREPARED BY: Darolee Bouteiller, Finance Manager

PRESENTED BY: Darolee Bouteiller, Finance Manager

SUBJECT: **Council Policy CP-199.26 - Annual Budget and Taxation Process (New)**

BACKGROUND

The Budget Process Policy and Procedures 135.19 was updated in 2019. The Policy was rewritten as the Annual Budget and Taxation Process Policy. The Policy needed to be updated to enhance the process, remove procedures that are no longer part of the policy, and address issues including the taxation process and focus on MGA requirements. The rewrite research included reviewing the current policy, and policies from similar municipalities.

Standing Committee of Council reviewed the draft Annual Budget and Taxation Process Policy at the September 15, 2026, Standing Committee of Council and passed the following motions:

That Standing Committee of Council recommend that the Annual Budget and Taxation Policy be directed to a Regular Meeting of Council for consideration.

That the Standing Committee of Council recommend that Council rescind Budget Process Policy 135.19

DISCUSSION

The Budget Process Policy and procedures 135.19 is being replaced with the Annual Budget and Taxation Policy CP-199.26 and aims to outline the principles of the annual budget and taxation process. Both Policies are attached.

The Policy provides a process for a balanced budget and considers a balanced approach between programs, service levels, maintenance and additional infrastructure. Administration will seek to use all sources of funding, service fees and grants where available, including transfers to and from reserves. The tax rate is tied to service levels and operational needs of the Town. The Policy allows for an annual budget adjustment as necessary.

Council will be presented with a budget timeline to establish clear goals and set milestones for each budget cycle. Council will seek input from both the public and administration to further support decisions.

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 Policy ties the budget process to Council's Strategic Plan, long-term plan, and ten-year capital plan. A multi-year plan will enhance the budget process, reinforcing commitments to long-term fiscal health.

FINANCIAL IMPLICATIONS

There are no direct financial implications associated with the adoption of this Policy.

COMMUNICATION / ENGAGEMENT CONSIDERATIONS

There are no communication or engagement considerations recommended for adopting this Policy.

ADMINISTRATIVE RECOMMENDATION

That Council consider the following motion(s):

1. That Council rescind Policy 135.19 – Budget Process Policy and Procedures, effective immediately.
2. That Council adopt Council Policy CP- 199.26 - Annual Budget and Taxation Process as presented, effective immediately.

ALTERNATIVES

- a) That Council refer the draft Council Policy CP-199.26 – Annual Budget and Taxation Process Policy back to Administration for more information.

ATTACHMENTS

- *Policy 135.19 - Budget Process Policy and Procedures*
- *Draft Council Policy CP – 199.26 Annual Budget and Taxation Process.*

APPROVALS

Kim Isaak,
Chief Administrative Officer



Department Director/Author

Policy No.: 135.19 Policy Title: Budget Process Policy and Procedures Department: Corporate Services Review Date: Revised: N/A Supersedes Policy/Bylaw: None	Council Approval: Resolution No. 233/19 Date: July 23, 2019
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Policy Statement

A balanced three-year operating and ten-year capital budget must be approved every year to authorize expenditures for the municipality as set out in the Municipal Government Act (MGA), Sections 242 through 249 and 283.

The purpose of this policy is to set out the requirements, guidelines and responsibilities for the annual budget.

1. Reason for Policy

1.1 The major goals of the budget process are:

- 1.1.1 to plan for the provision of services as required for the residents of the municipality;
- 1.1.2 maximize the use of funds and achieve goals of the Municipal Sustainability Plan;
- 1.1.3 account for the safeguarding of public funds;
- 1.1.4 create long range financial sustainability of the municipality;
- 1.1.5 provide conceptual standards for financial decision making;
- 1.1.6 create consistency in financial decisions;
- 1.1.7 establish parameters for administration to use in directing the day-to-day financial operations;
- 1.1.8 create a timeline for the budgeting process, development and monitoring.

2. Related Information

2.1 The attached procedure outlines the general principles that will apply to the development, review and creation of an annual operating and capital budget for the municipality.

3. Definitions

- 3.1 **Consumer Price Index (CPI)** – A measure of changes in the purchasing-power of a currency and the rate of inflation. The consumer price index expresses the current prices of a basket of goods and services in terms of the prices during the same period in a previous year, to show effect of inflation on purchasing power.
- 3.2 **Budget Amendment** – mechanism used to review the approved budget to reflect changes that occur throughout the fiscal year. Once the approved budget is adopted, it can only be changed by a budget amendment.

- 3.3 **Balanced Budget** – means that the expenditures of the municipality have been funded through the identification of various revenue streams.

4. Responsibilities

4.1 Municipal Council to:

- 4.1.1 approve by resolution this policy and any amendments;
- 4.1.2 consider the allocation of resources for successful implementation of this policy in the annual budget process.

4.2 Chief Administrative Officer to:

- 4.2.1 implement this policy and approve procedures;
- 4.2.2 ensure policy and procedure reviews occur and verify the implementation of policies and procedures.

4.3 Director of the Department to:

- 4.3.1 ensure implementation of this policy and procedure;
- 4.3.2 ensure that this policy and procedure is reviewed every three years;
- 4.3.3 make recommendations to the Chief Administrative Officer of necessary policy or procedure amendments.

4.4 Manager to:

- 4.4.1 understand, and adhere to this policy and procedure;
- 4.4.2 ensure employees are aware of this policy and procedure.

4.5 All Employees to:

- 4.5.1 understand and adhere to this policy and procedure.

5. Principles

Budget Development

- 5.1 Budget development will align with the principles of any strategic plans and the Municipal Sustainability Plan.
- 5.2 Inputs obtained from various forms of citizen engagement will be considered during budget planning.

- 5.3 The budget authorizes program and service level delivery to the community. Where possible in future budgets, service levels will be identified.
- 5.4 Short-term and long-term planning will be considered during budget development. Provision for future requirements is essential for long-term sustainability.
- 5.6 Council endorsed strategic plans, master plans and studies will guide the preparation of budgets.

6. Exclusions

- 6.1 None

7. Special Situations

- 7.1 None

8. Appendix

- 8.1 None

9. End of Policy



PROCEDURE

Policy No.: 135.19
Policy Title: Budget Planning Policy
Department: Corporate Services

1. Preamble:

- 1.1. The Town considers budget preparation a critical strategic function that aligns financial resources with the strategic plans and ensures appropriate service levels for the residents of the Town of Blackfalds.
- 1.2. The purpose of this procedure is to provide information regarding timelines, approvals and guidelines for operating and capital budget development for the municipality.

2. Operating and Capital Budgets Overview:

- 2.1. The Municipal Government Act (MGA), Sections 242-249 and 283 covers the requirements for budget content and approval for municipalities.
- 2.2. A balanced operating budget must be approved by Council every calendar year. An interim operating budget may be adopted for a portion of the calendar year.
- 2.3. The legislated budget requirements are a balanced operating budget for the upcoming year, a minimum of a three-year operating written financial plan and a minimum of a five-year capital plan. The Town of Blackfalds currently prepares a current year operating budget and three-year forecast and a balanced ten-year capital plan.
- 2.4. One-time revenues will not be used for ongoing expenditures. They may be used to fund non-recurring expenditures or services.
- 2.5. Utility services for water, sewer, solid waste will be self funded. An overhead administrative fee of 5% of operating expenditures will be charged.
- 2.6. The rates for utilities will be established and approved as part of the budget process.

3. Budget Timeline

- 3.1 The budget process commences in July of the year prior to the fiscal year and is completed by April prior to the approval of the tax bylaw. In general, the timelines are:
 - **July/August** – Budget guideline preparation, assumptions for Council approval, citizen budget survey and staff input.
 - **September** – Submission of budget information, review and approval, calculation of major areas such as revenues, taxes, general revenues, salaries & benefits, other fixed expenses, budget open house.
 - **October** – Senior Administration review and revisions, preparation of budget document.

- **November** – Budget workshop with Council, presentation of budget, revisions as required.
- **December** – Presentation of revised (if required) interim budget for approval.
- **April** – Presentation of final budget with amendments for final assessment and tax revenue.

3.2 The overall budget timeline consists of the following items:

1. Budget assumptions presented to Council for discussion and approval.
2. A budget survey is held for residents to provide feedback on questions. Each year new questions are developed. The responses are included in the budget document.
3. A budget open house is held each year to obtain feedback from residents as well as to provide information to the residents.
4. Instructions to Directors/Managers in late July/August for operating and capital budget information completion.
5. Finance reviews major areas such as global revenues including property taxes, grants, interest, etc. and expenses that are complex such as salaries and benefits or fixed such as utilities, debt payments and insurance.
6. Capital budgets will consist of taking the current year of the 10-year plan and determining if any changes are required.
7. The 10-year capital plan will also be reviewed to identify long range changes.
8. The budget preparation is prepared electronically and will allow staff to enter budget changes or projections for up to five years.
9. The budget information will be approved by the Directors prior to submission to Finance by early September.
10. The Chief Administrative Officer (CAO) will also review and approve all department submissions,
11. Consolidation of budget information for review, analysis and senior administration discussion. This includes balancing the budgets for both operating and capital.
12. Adjustments as required based on input from senior administration to balance the budget should be completed by mid to the end of October.
13. Preparation of budget document for Council review, usually in November.
14. Presentation of budget document through the budget workshop to Council. This includes presentation and discussion along with any recommended changes by Council.
15. Revision to the budget document based on budget workshop.
16. Presentation of the budget to Council for approval at the December Council meeting.
17. Budget amendments in April based on final assessments received in February so the tax bylaw can be completed and approved.

4. Budget Assumptions:

4.1 Budget assumptions are developed and presented to Council for approval.

4.1.1 These include key areas such as:

- a) Property Taxes – CPI rates, new growth estimates;
- b) Service level changes;
- c) Salary and benefit increases based on collective agreement information;



- d) Compensation strategies;
- e) Staffing proposals as per the updated staffing plan prepared by Senior Administration;
- f) Municipal Census;
- g) Utility Rates;
- h) User Fees; and
- i) Franchise fee projections and capital reserve transfer.

5. Interim and Final Budget

- 5.1 The interim budget will be approved prior to December 31 of the year preceding the budget. This provides legislated approval for the municipality to make expenditures.
- 5.2 The final assessment for the fiscal year is received by February of the year in question. Prior to approval of the tax rate bylaw, the interim budget needs to be adjusted to reflect the new assessment and requisitions (if available) for the schools and senior requisitions. The interim budget with amendments for tax revenue, assessment and requisitions will be presented for approval as final budget prior to the tax bylaw being presented.

6. Tax Revenue

- 6.1 Taxes will be levied to fund the costs to deliver tax supported services. These services include those planned for within the operating fund as well as transfers to the capital fund. In some cases, user fees are charged to offset the cost to deliver services. The operating fund will include the projected costs to deliver services to the community.
- 6.2 When planning for tax revenue increases, the following will be considered:
 - a) Tax increases should be reasonable and affordable while still maintaining the level of service that Council and residents expect.
 - b) The annual tax increase (excluding growth) may be within a range of:
 - i. At the low end, by the higher of:
 - a. 100% of the CPI All Items year over year change for the Province of Alberta as at September of the year prior to the budget year;
 - b. the percent increase as stipulated under collective bargaining for wage increases for the year;
 - c. at the high end, 200% of the CPI All Items year over year change for the Province of Alberta as at September of the year prior to the budget year.
 - ii. Consideration of the economic conditions will also be considered when selecting the tax increase for the municipality.
 - iii. Typically, the CPI will be used for the increase unless other factors dictate a need for higher or lower than usual increases.

7. Operating Budget Guidelines

- 7.1 All operating budget submissions will be reviewed by the Director, CAO and Finance staff prior to presentation to Council.
- 7.2 Current year budgets are to be prepared based on existing service level operations.
- 7.3 Changes in service levels or new programs will be identified along with costs and justification submitted for consideration.
- 7.4 Each department shall identify goals and objectives for the upcoming year that integrate the operating and capital budget requests with the Municipal Sustainability Plan wherever possible, along with any other studies/reports adopted by Council.
- 7.5 Directors and managers will review prior year actuals and budgets and make adjustments based on changes in service or program delivery. Any significant changes will require either a business case or explanation for the change.
- 7.6 Where possible, cost savings and efficiencies are encouraged.
- 7.7 Revenues are to be calculated based on known trends, historical information or approved studies/reports including user fee reports or master plans, etc.
- 7.8 Volatile revenue sources will not be used to fund ongoing expenditures.
- 7.9 Staffing will be based on the existing compliment. Any changes to staffing need to be included in the staffing plan that is reviewed by the Administrative team.
- 7.10 The senior administration team will evaluate each new program and/or service enhancement on the basis of need and funding availability. Some of the considerations will be:
 - a) Legislative requirements
 - b) Capital impact
 - c) Growth adjustment
 - d) Cost savings or efficiencies
 - e) Identified need with revenue possibilities

8. Operating Budget Spending Before Budget Approval

- 8.1 If a budget has not been approved, departments are authorized to expend funds at the previous year's service levels, unless specifically directed by Council until the current year's operating budget has been approved.
- 8.2 No new programs or service enhancements are to be implemented prior to the operating budget being established and approved by Council.

9. Emergency Spending

- 9.1 In accordance with the Town's Purchasing Policy, where authority has not been given in the operating or capital budget for a particular expenditures or line item, no department shall spend funds unless an emergency occurs requiring immediate spending and the CAO approves such emergency spending. Council will be advised at the next scheduled Regular Meeting, along with a funding source.

10. Capital Budget

- 10.1 A capital item is defined as a significant expenditure incurred for the improvement, acquisition or major rehabilitation of buildings, equipment, rolling stock and infrastructure used in providing municipal services (including studies undertaken to plan for these expenditures).
- 10.2 A capital expenditure includes capital assets as defined by the municipalities Tangible Capital Asset Policy.
- 10.3 A capital asset will have benefits lasting beyond one year and have a minimum threshold of \$5,000 or as otherwise stipulated in the Town's Tangible Capital Asset Policy.
- 10.4 A repair or maintenance expenditure designed to maintain an asset in its original state is not a capital expenditure, unless it will extend the useful life of the asset. Such repairs or maintenance expenditures will be included in the operating budget.
- 10.5 Once a capital project has been approved it is not permitted to use these funds to purchase any item other than the items contained in the original project approved by Council.

11. Capital Budget Preparation

- 11.1 A ten-year plan has been prepared and approved by Council. Each year, the starting basis for the current capital budget will be the upcoming year in the ten-year plan.
- 11.2 Staff will review these projects to determine if they are still required and make any adjustments as required for the scope of the project.
- 11.3 The future projects should also be reviewed for relevancy, cost estimates and timing.
- 11.4 Each project shall contain:
- a) A project number (as assigned by Finance)
 - b) A title to be used consistently throughout the budget
 - c) The department responsible
 - d) The year identified
 - e) Asset Type
 - f) A brief description of the project including objectives, why it is required, potential funding sources and linkage to the strategic plan.
 - g) A project ranking following the ranking system in place.
 - h) Identification of operating impacts/expenditures that result from the capital project. This would include increased operating costs or savings due to more efficient operations.

- 11.5 Projects will be submitted to Finance for compilation into the new ten-year plan.
- 11.6 Finance will compile the projects and review funding sources.
- 11.7 Senior administration will review project rankings and determine the viability of projects. If there is insufficient funding, projects may be moved out into future years of the ten-year plan.

12. Capital Budget Priority Ranking Process

- 12.1 A ranking system for capital projects will be developed that identifies legislative, safety, growth related, dependant, critical life cycle maintenance and general benefit:
- a) This process will be utilized in the determination of the selection of capital projects;
 - b) This will align capital development with the strategic plan and assist in long-range forecasting and resource allocation;
 - c) All projects submitted will be ranked by the categories provided;
 - d) The ranking will range from 0 to 3, with 0 being not applicable, 1 - low priority, 2 - medium priority, and 3 - high priority;
 - e) An average of the rankings will be used to determine priorities;
 - f) These rankings will be reviewed and approved by the CAO and senior administration prior to budget presentation to Council;
 - g) These rankings will be used for much of the basis for selection. There may be need on occasion to move a project forward based on consumer demand;
 - h) Every year, rankings for future projects will be reviewed to determine if there have been changes.

- 12.2 The following rankings will be considered:

Description	Explanation	Weight
Legislative Requirements	The projects must be completed to meet statutory or mandated initiatives and are the highest priority for funding. Items included in this ranking are mandated accessibility requirements, minimum maintenance standard requirements.	25
Strategic Plan	Items that have been identified in a strategic or master plan. Where possible, triggering factors should be included such as population levels, growth, volume or user consumption levels.	25
Committed Project	Projects that have already commenced and are a continuation from a prior year.	20
Public Health and Safety	There is a recognized health and safety issue that could place the Town in a situation of high risk if not for immediate corrective action.	20
Phased Project	A project that if not completed, would preclude continuation of another project, result in the loss of external funding opportunities or is a parallel project that is fiscally efficient (ie. replacement of a sewer at the same time as water line or road construction).	20



Description	Explanation	Weight
Dependant Project	a project that is required to be completed to enable another project to proceed.	20
Development Growth Related Project	High - Project that is partially or wholly funded through Development Levies. Growth would be impeded if the project were delayed. Population projections must be approaching critical mass for this ranking. Full funding must be available otherwise it should be ranked lower. Low - Projects would be funded in whole or part by Development levies but can be done "in their turn" or wait for enough funds to be available.	20
Lifecycle Maintenance	High - Projects that cannot be delayed and will result in asset failure. Medium - Projects where there may be a one- or two-year period before it becomes critical. Low - Projects where there are several years before they become critical.	20
Asset Replacement	Assets that have a routine replacement plan over a span of years. (ie. vehicles, heavy equipment, fire equipment and information system hardware and software)	20
Operating Cost Reduction or Efficiency	Projects will reduce net current and future operating or maintenance costs. The payback period must be less than five years.	15
General Benefit	Projects that will have a general benefit to the community as a whole. These are the "nice to have".	5
Utility Project (Fully Funded)	Any utility project that will utilize the utility reserves and will be fully funded. (This will determine ranking based on funding availability)	20

13. Capital Spending

- 13.1 Unless a capital budget has been approved by Council, no department will begin a capital project that was not authorized in the current or prior year.
- 13.2 Budget authorization in unusual circumstances may be brought to Council through a Request for Decision if there is a need either to amend the existing budget or obtain approval for something that has arisen during the year and cannot wait for the subsequent budget cycle.

14. Budget Reporting

- 14.1 Quarterly financial reports will be provided for both operating and capital expenditures for the end of March, June and September of each year.
- 14.2 The December report will be presented upon completion of the annual audit and all the final entries have been completed.



15. End of Procedure

Approval

Chief Administrative Officer

Date

ANNUAL BUDGET AND TAXATION PROCESS

POLICY NO	CP-199.26
DIVISION DEPARTMENT	Corporate Services
REVIEW PERIOD	Every 4 Years, Upon Legislative Change or As Required

1. POLICY PURPOSE

- 1.1 To establish a balanced three-year Operating Budget and 10-year Capital Budget in accordance with the *Municipal Government Act*.
- 1.2 To set out the requirements, guidelines and responsibilities for the annual budget and property taxation.

2. POLICY STATEMENT

- 2.1 The adoption of the Town's Budget and tax rate bylaws are among the most critical functions undertaken by Council.
- 2.2 Budgets shall be developed in a consistent and planned manner, and budgets shall take into consideration the impacts on future years and the Town's ability to fund those impacts.
- 2.3 Municipal and Utility Operating Budgets shall be prepared for a three-year period. Council approval is required for the first year, and the subsequent years will be presented for Council's information.
- 2.4 The Town will strive to maintain an appropriate transfer to capital reserves in the operating budget to support the ten-year capital plan.
- 2.5 Town utility expenditures will be funded entirely from reserves and self-supporting utility rates.
- 2.6 The Town shall maintain a fair, transparent, and competitive system of municipal property taxation while collecting the necessary revenue to meet municipal program and service funding obligations.

3. DEFINITIONS

- 3.1 **"Annual Budget"** means a combined operating budget and capital budget for the calendar year determined on a basis consistent with accounting standards and the requirements of the *Municipal Government Act*.
- 3.2 **"Alberta Consumer Price Index"** (CPI) means a measure of inflation that tracks changes in the prices of a basket of goods and services over time, reflecting changes in purchasing power.

- 3.3 **“Capital Budget”** contains the estimated amount to acquire, construct, remove or improve capital property, and anticipated sources of money, and the amount to be transferred from the operating budget or reserves.
- 3.4 **“Chief Administrative Officer or CAO”** means the Chief Administrative Officer of the Town of Blackfalds, appointed by Council as per the *Municipal Government Act*.
- 3.5 **“Council”** means all Elected Officials of the Town of Blackfalds.
- 3.6 **“Town”** means the municipality of the Town of Blackfalds.
- 3.7 **“Operating Budget”** contains an estimated amount of expenditures and transfers, along with an estimate of revenue needed to provide for the council's policies and programs, pay debt obligations, requisitions, municipal obligations and transfers to capital budgets or reserves, all property and business tax, grants and transfers from the accumulated surplus or reserves.

4. SCOPE

- 4.1 This Policy applies to the Town of Blackfalds Council, Administration and internal and external agencies.
- 4.2 This Policy comes into effect upon approval of Council.

5. AUTHORITY AND RESPONSIBILITIES

- 5.1 Council to:
 - 5.1.1 Adopt and support this Policy by resolution.
 - 5.1.2 Consider the allocation of resources for the successful implementation of this Policy in the Annual Budget process.
- 5.2 Chief Administrative Officer to:
 - 5.2.1 Advise Council on the development, implementation, and amendment of this Policy.
 - 5.2.2 Ensure Policy review occurs and verify the implementation of this Policy.

6. POLICY

- 6.1 **General**
 - 6.1.1 The approved Annual Budget shall serve as the financial plan for the Town and as the policy document of Town Council for implementation of Council's goals and objectives outlined in Council Strategic Plan. The approved Annual Budget shall provide Administration with the direction and resources necessary to accomplish Council-determined service levels and Administration's departmental budget.

- 6.1.2 The need for programs and service levels will be the major consideration in determining the tax rate; however, local property tax of other municipalities will also be taken into consideration.
- 6.1.3 Administration will present a budget timeline to Council in the first quarter of the year to establish clear goals and milestones for the upcoming budget cycle.
- 6.1.4 Council will seek input from the public and Administration during budget preparation and throughout the year. Public input will be received through budget discussions with the public during the Community Information Expo and other public Council meet-and-greet sessions.
- 6.1.5 Long-term liabilities will be reviewed by Council annually.
- 6.1.6 The municipal tax rates will be set by Council annually through the Property Tax Rate Bylaw.
- 6.2 **Multi-Year Planning**
 - 6.2.1 Multi-year planning enhances the budget process by reinforcing commitment to long-term fiscal health by looking beyond a one-year horizon. This multi-year view will provide citizens, businesses and agencies with longer-term information regarding the Town's planned programs.
 - 6.2.2 The primary multi-year planning document will be Council's Strategic Plan.
- 6.3 **Capital Funding**
 - 6.3.1 Capital funding is a base funding amount, within the Operating Budget, that supports the 10-year capital plan. Capital contributions shall be carried out through.
 - 6.3.2 Annual transfers to reserves in accordance with the 10-year capital plan.
 - 6.3.3 A change in cost related to debt servicing shall result in a change to other components of the capital funding for the 10-year capital plan.
- 6.4 **Balanced Budget**
 - 6.4.1 The Town shall adopt a balanced budget where operating revenues are equal to operating expenditures for each year
 - 6.4.2 The Town shall use the average Alberta CPI increase for the 12 months from July 1st to June 30th as the targeted property tax increase
 - 6.4.3 The following rules are proposed to govern year-end operating surpluses:
 - 6.4.3.1 Any utility funded surplus will be directed back to the corresponding Utility Reserve.
 - 6.4.3.2 Any other surplus will be applied to the general operating reserve.

6.4.3.3 When the general operating reserve reaches its target balance, Administration will present options and seek Council direction on future allocations.

6.5 One-time Revenues

6.5.1 Major one-time revenues will be applied to:

6.5.1.1 Reserve for use in maintaining reserve levels set by Council Policy; or

6.5.1.2 One-time expenditure.

6.5.2 Operating surpluses and one-time revenues will not be used to fund ongoing expenditures, as this may result in annual expenditure obligations being unfunded in future years.

6.6 Use of Unpredictable Revenues

6.6.1 Unpredictable revenue sources will not be relied upon to directly fund expenditures until the revenue has been received.

6.7 Revenue Diversification

6.7.1 The Town may charge fees for services where it is applicable and cost-effective to do so.

6.7.2 The Town will strive for full cost recovery where it is applicable and cost-effective to do so.

6.7.3 The Town's utility departments will follow a full cost recovery rate model.

6.7.4 Other departments shall follow a cost recovery model as established by Council.

6.7.5 The Town will continuously seek new and diverse revenues to limit the dependence on only a few revenue sources and to maintain needed service levels.

6.8 New Programs and Changes in Service Levels

6.8.1 The Operating Budget will be developed on the principle of sustaining current programs and levels of services. Recommendations for new programs and/or service level adjustments (increase or decrease) will be presented during the Annual Budget process.

6.8.2 The Town will pursue federal, provincial, and private grants but will strictly limit financial support of these programs to avoid commitments which continue beyond funding availability.

6.8.3 Annually, the Town will review and update the Municipal Service Inventory in accordance with the Council Policy.

6.9 Funding Outside Agencies

- 6.9.1 Request for community grant funding by an agency shall be included in the budgeting process and shall:
 - 6.9.1.1 Be submitted to the Town via the Community Grant Funding Application no later than the application deadline of August 31st.
 - 6.9.1.2 Any request for an extension of the application deadline may be submitted in writing to the CAO and may be allowed at the discretion of the CAO.
 - 6.9.1.3 Provide a business case for the funding and include an indication of financial need supported by financial statements.
 - 6.9.1.4 Be presented to Council by the requesting agency and shall include, if applicable, an annual report to the Town of the past year's program outcomes including a financial account of the funds expended.
 - 6.9.1.5 All applications for Community Grant Funding are funded outside of the Community Initiatives grant.
- 6.9.2 Community grant funding expenses shall be budgeted to include target increases for each returning agency. Any request above and beyond that increase shall be summarized in a table and presented for Council review by Administration.
 - 6.9.2.1 Community grant funds are confirmed once Council approves the final Operating Budget and shall be disbursed within the new fiscal year.

6.10 Annual Budget Adjustments

- 6.10.1 Any changes to estimates of revenues or expenditures shall be presented to Council prior to the adoption of the annual Property Tax Bylaw.
- 6.10.2 Emergency expenditure items, such as facility or infrastructure repairs, shall be considered by Council on a case-by-case basis and as determined by the CAO.
- 6.10.3 The CAO may approve variations in individual expense items. Variations in individual expenses must not result in an overall change to the costing center or affect service levels, unless approved by Council.

6.11 Reserves

- 6.11.1 Use of reserves is planned and is not considered an alternate funding source in place of good financial practice.
- 6.11.2 The Town will establish and maintain appropriate reserves as determined by Council through its Financial Reserve Policy and planning.
- 6.11.3 The budget will allocate an appropriate level of funds to reserves in order to maintain services throughout economic cycles to:
 - 6.11.3.1 Ensure against unforeseen cost and revenue reductions;

6.11.3.2 Provide bridge financing for capital; and/or

6.11.3.3 Allow the Town to take advantage of grants and/or market opportunities.

6.11.4 The Town will maintain capital reserves in order to ensure a current and sufficient asset base to support Town programs and services. Contribution to these reserves will be based on the 10-year rolling average for capital investment.

6.11.5 In addition to its capital reserve funds, the Town may establish reserves to:

6.11.5.1 Fund large, long-term liabilities; and/or

6.11.5.2 Fund multiple-year special projects.

6.12 Infrastructure

6.12.1 The Town will endeavour to preserve and renew its infrastructure as a priority over developing new infrastructure.

6.12.2 Projects and maintenance will not generally be deferred unless the need for the project or maintenance changes. As a result, projects in the 10-year capital forecast advance from year to year in an orderly fashion. Maintenance is not deferred to meet funding constraints since deferred maintenance generally results in increased operating or replacement costs in the future.

6.12.3 The CAO will ensure that departmental budgets provide an appropriate proportion of the cost of new development related to capital infrastructure, as determined by Council Policy, and be financed by development charges.

6.13 Revenue Estimates

6.13.1 Projected operating revenues will be based on approved service levels, historical trends, and will be supplemented with additional knowledge of future expectations.

6.14 Original Scope of Capital Projects

6.14.1 Throughout the budget period, opportunities may arise to change the original scope of a project due to:

6.14.1.1 Lower tender results from the budget.

6.14.1.2 Additional funding from unexpected revenue such as grants or contributions from agencies.

6.14.2 The original scope of an approved project shall only be changed with formal approval from Council

6.15 Revenue Neutrality

6.15.1 In an effort to protect ratepayers from dramatic shifts in property taxation due to annual market value assessment changes, the Town's overall municipal tax revenues shall not automatically increase with market value assessment increases. The general municipal tax rate for the Town shall be adjusted to

ensure revenue neutrality. Increases to general tax revenue shall be limited to new development and construction and tax rate increases approved by Council.

7. EXCLUSIONS

None

8. SPECIAL SITUATIONS

None

9. RELATED DOCUMENTS

- 9.1 *Municipal Government Act*
- 9.2 CP-190.25 - Financial Reserves
- 9.3 CP-186.24 - Municipal Service Level Inventory

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: October 13, 2026

PREPARED BY: Brad McKenzie, Information Governance Coordinator

PRESENTED BY: Kim Isaak, Chief Administrative Officer

SUBJECT: **Council Policy CP-200.26 - Duty to Document**

BACKGROUND

To effectively manage the Town's records and information, it is important that decisions, actions, transactions, deliberations, advice and recommendations specific to our mandate are documented and retained.

It is especially critical to ensure that records containing the personal information of our residents are handled and protected appropriately.

DISCUSSION

A recent recommendation from the Office of the Information and Privacy Commissioner sets out the need to establish clearly written guidelines for the capture and retention of the Town's official records and personal information.

The intent of the Duty to Document Policy is to satisfy this recommendation and ensure that records and information that pertain to the Town's mandate are adequately captured and preserved.

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 policy change aligns with Leadership, Engagement and Advocacy by building trust through responsible information handling and strengthens organization leadership credibility.

FINANCIAL IMPLICATIONS

There are no financial implications related to this request.

COMMUNICATION / ENGAGEMENT CONSIDERATIONS

No communication or engagement considerations are recommended for this Policy.

ADMINISTRATIVE RECOMMENDATION

That Council consider the following motion(s):

1. That Council adopt Council Policy CP-200.26 – Duty to Document, as presented.

ALTERNATIVES

- a) That Council refer the Council Policy CP-200.26 - Duty to Document Policy back to Administration for more information or amendments.

ATTACHMENTS

- *Draft Council Policy CP-200.26 – Duty to Document*

APPROVALS



Kim Isaak,
Chief Administrative Officer



Department Director/Author

DUTY TO DOCUMENT

POLICY NO	CP-200.26
DIVISION DEPARTMENT	Corporate Services/Information Technology/Records
REVIEW PERIOD	Every 4 Years/Upon Legislative Change/As Required

1. POLICY PURPOSE

- 1.1. To ensure that information assets generated through the Town's day-to-day operations are appropriately captured and retained.

2. POLICY STATEMENT

- 2.1. The Town of Blackfalds recognizes the value of Official Records which are created, collected, or received to meet operational, legislative, financial, and historical requirements.
- 2.2. The Town acknowledges the need to establish written records of key decisions, actions, transactions, deliberations, advice and recommendations which relate to its mandate.
- 2.3. The Town of Blackfalds desires the ability to resume operations following a disaster or emergency.
- 2.4. The Town understands the need to ensure that Official Records are retained and remain the property of the Town of Blackfalds.

3. DEFINITIONS

- 3.1. "**CAO**" means the Chief Administrative Officer of the Town of Blackfalds, appointed by Council as per the *Municipal Government Act*.
- 3.2. "**Council**" means the Council of the Town of Blackfalds elected pursuant to the *Local Authorities Election Act* of Alberta, as amended.
- 3.3. "**Official Record**" means any record or document that provides evidence of a business decision, action, or transaction and holds operational, financial, legislative, or historical value.
- 3.4. "**Town**" means the municipality of the Town of Blackfalds.

4. SCOPE

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

5. AUTHORITY AND RESPONSIBILITIES

- 5.1. Council to:
 - 5.1.1. Adopt and support this Policy by resolution.

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

5.2. Chief Administrative Officer to:

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

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

6. POLICY

6.1. Council will document all key decisions, actions, transactions, deliberations, advice and recommendations.

6.2. Official Records will be classified and filed in an authorized repository to ensure they are accessible, retrievable, and subject to technological preservation methods such as redundant back-up.

6.3. Records pertaining to the Town's mandate will, at all times, remain the property of the Town of Blackfalds.

7. EXCLUSIONS

None

8. SPECIAL SITUATIONS

None

9. RELATED DOCUMENTS

9.1 *Municipal Government Act*

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: October 13, 2026

PREPARED BY: Rick Kreklewich, Director of Community Services

PRESENTED BY: Rick Kreklewich, Director of Community Services

SUBJECT: **Indigenous Heart Garden Support Letter**

BACKGROUND

The Heart of Blackfalds Society (HBS) is exploring the development of an Indigenous Heart Garden within Blackfalds. The proposed project is intended to serve as a passive community space focused on reflection, education, healing and reconciliation through Indigenous inspired design elements and gathering spaces.

The concept includes walking trails, seating areas, interpretive opportunities and a central gathering circle. The Heart of Blackfalds Society presented the project concept to the Recreation, Culture and Parks Board on June 3, 2026, and Council at the Standing Committee of Council Meeting on September 15, 2026.

The Society is in the early stages of project development and is seeking community support as it pursues fundraising opportunities, sponsorships and grant funding. The Society has requested a letter of support from the Town of Blackfalds to accompany funding applications and fundraising initiatives.

DISCUSSION

The proposed Indigenous Heart Garden has the potential to provide a unique community amenity that recognizes Indigenous culture and promotes reconciliation, reflection, education and community connection.

Providing a letter of support would demonstrate Council's recognition of the project's potential benefits and assist HBS in pursuing funding opportunities. Any future requests involving municipal funding, land use, partnerships, construction participation or maintenance responsibilities would be brought forward to Council for consideration.

STRATEGIC PLAN ALIGNMENT / OTHER MASTER PLAN ALIGNMENT



**Economic Vitality and
Community Prosperity**



**Community Life,
Safety, and Inclusion**



**Leadership,
Engagement and
Advocacy**



**Sustainable Services
and Infrastructure**

The proposed Indigenous Heart Garden supports Council's vision of fostering a connected, inclusive and welcoming community by creating a space that encourages reflection, learning, cultural

awareness and community gathering. The project aligns with broader community-building objectives by supporting partnerships with local organizations, enhancing passive recreational opportunities and promoting reconciliation through the recognition and celebration of Indigenous culture and heritage. The initiative also contributes to the development of meaningful public spaces that support resident wellbeing, community pride and social connection.

FINANCIAL IMPLICATIONS

There are no direct financial implications associated with providing a letter of support.

COMMUNICATION / ENGAGEMENT CONSIDERATIONS

The Heart of Blackfalds Society presented the Indigenous Heart Garden concept to the Recreation, Culture and Parks Board on June 3, 2026, and to Council at the September 15, 2026, Standing Committee of Council Meeting.

ADMINISTRATIVE RECOMMENDATION

That Council consider the following motion:

1. That Council authorize Administration to provide a letter of support for the Heart of Blackfalds Society's Indigenous Heart Garden project to assist the organization in fundraising, sponsorship development and grant funding applications.

ALTERNATIVES

- a) That Council defer consideration of the request pending additional information from the Heart of Blackfalds Society and/or Administration.
- b) That Council provide a letter of support subject to conditions identified by Council.

ATTACHMENTS

None

APPROVALS

Kim Isaak,
Chief Administrative Officer



Department Director/Author

MEETING DATE: October 13, 2026

PREPARED BY: Kim Isaak, Chief Administrative Officer

PRESENTED BY: Kim Isaak, Chief Administrative Officer

SUBJECT: **Environmental Sustainability Strategy Committee**

BACKGROUND

Council discussed the Environmental Sustainability Strategy (ESS) and the proposed Council Committee at the July 20, 2026, Standing Committee of Council, and directed Administration to develop Terms of Reference for the proposed Environmental Advisory Committee and bring it forward for Council approval.

Upon further reflection, it was determined that a number of the actions required to advance the Environmental Sustainability Strategy have already been identified within the strategy. Given the operational nature of the Committee and its role in supporting implementation of the Strategy, Administration recommends establishing it as an administrative committee. The Committee would provide relevant knowledge and expertise to Administration as those actions are advanced.

Administration would, however, like to invite members of the public with relevant professional expertise in environmental sustainability to serve on the Committee and share their knowledge and experience in this area.

DISCUSSION

Administration is bringing forward the report for Council's endorsement of the Environmental Sustainability Strategy Committee being an administrative committee as opposed to a Committee of Council.

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**

Establishing an administrative committee supports Council's strategic priorities by providing Administration with access to relevant professional and community expertise while maintaining an efficient and cost-effective governance structure. The committee would encourage public participation and informed decision-making, demonstrate leadership in environmental sustainability, and assist Administration in implementing practical initiatives that contribute to economic vitality and an inclusive and engaged community.

FINANCIAL IMPLICATIONS

None

COMMUNICATION / ENGAGEMENT CONSIDERATIONS

The Town will use its social media platforms to invite residents with relevant professional expertise to express their interest in serving on the Committee.

ADMINISTRATIVE RECOMMENDATION

That Council consider the following motion:

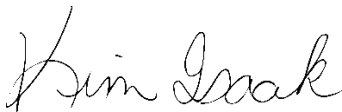
1. That Council endorse Administration's recommendation for the establishment of an Environmental Sustainability Administrative Operational Committee.

ALTERNATIVES

- a) That Council refer the Environmental Sustainability Strategy Committee back to Administration.

ATTACHMENTS

None

APPROVALS

Kim Isaak,
Chief Administrative Officer

Department Director/Author

MEETING DATE: October 13, 2026

PREPARED BY: Kim Isaak, Chief Administrative Officer

PRESENTED BY: Kim Isaak, Chief Administrative Officer

SUBJECT: **Council Per Diem Allotments**

BACKGROUND

At the August 25, 2026, Regular Meeting of Council, a resolution was passed to convene the Council Review Committee to review the per diem allotments for the Mayor and Council.

The Council Remuneration Review Committee met on September 21, 2026, to discuss the matter and approved the following motions:

1. Moved by Member Johnson That the Council Remuneration Review Committee recommend to Council to amend section 6.9 of the Council Remuneration and Compensation Policy to read as follows:

“A per diem system is established with an annual allocation of \$12,000 for the Mayor and \$6,500 for each Councillor for a total of \$51,000.”

CARRIED UNANIMOUSLY

2. Moved by Member Poole that the Council Remuneration Review Committee recommend to Council that the Council Remuneration and Compensation Policy be amended to add a new section after 6.9 that reads as follows.

“In an election year, an additional \$14,000 shall be allocated to a separate pooled budget for mandatory Council Orientation training and training offered through the Elected Officials Education Program. Any unspent funds can be carried forward into the next calendar year to complete any orientation or education programs.”

CARRIED UNANIMOUSLY

3. Moved by Member Sumner that the Council Remuneration Review Committee recommend to Council that the per diem allotments outlined in the policy be mirrored in the Council Budget.

CARRIED UNANIMOUSLY

DISCUSSION

Based on the above recommendations, Administration has prepared the edited Council Remuneration and Compensation Policy and is recommending that Council approve the revised Policy and direct Administration to include the updated per diem allotments in the 2027 operating budget.

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 increase to Council per diem allotments for training and attendance at conferences, and eligible meetings supports Council's commitment to effective governance, continuous learning, and community leadership.

FINANCIAL IMPLICATIONS

The actual per diem allotments will be \$5,000 less than what was budgeted in the 2026 budget at \$56,000. There will be an increase in the year of an election with an additional \$14,000 allocated to a separate pooled budget for mandatory Council training and training through the Elected Officials Education Program.

COMMUNICATION / ENGAGEMENT CONSIDERATIONS

The updated Council Remuneration and Compensation Policy will be uploaded to the Town's website.

ADMINISTRATIVE RECOMMENDATION

That Council consider the following motion(s):

1. That Council adopt the revised Council Policy CP-189.25 - Council Remuneration and Compensation, effective January 1, 2027.
2. That Council direct Administration to include the following per diem allotments in the 2027 Operating Budget. \$12,000 for the Mayor and \$6,500 for each Council member for a total amount of \$51,000.

ALTERNATIVES

- a) That Council refer the Council Per Diem Allotments back to Administration.

ATTACHMENTS

- *Revised Council Remuneration and Compensation Policy - Tracked Changes*
- *Revised Council Remuneration and Compensation Policy – Clean Version*

APPROVALS

Kim Isaak,
Chief Administrative Officer

Department Director/Author

COUNCIL REMUNERATION AND COMPENSATION

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

1. POLICY PURPOSE

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

2. POLICY STATEMENT

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

3. DEFINITIONS

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

4. SCOPE

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

5. AUTHORITY AND RESPONSIBILITIES

5.1 Council to:

5.1.1 Adopt and support this Policy by resolution.

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

5.2 Chief Administrative Officer to:

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

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

5.2.3 Establish any Administrative Procedures required for carrying out this Policy.

6. POLICY

6.1. A review of the Council Remuneration and Compensation will be conducted on a four-year cycle completed in the year of a Municipal General Election. A dollar amount per capita modifier will be used and derived by the 75% percent median from the analysis of comparator municipalities that align with the Town of Blackfalds within a +/- 10 percent median of compensation. Council will determine the appropriate manner in which to conduct a Council Remuneration and Compensation Review using one or more of the following strategies:

- Administrative review
- Third party review
- Volunteer Committee of Residents or Task Force Review (Combination of Volunteers with the assistance of external consultants)

6.2 A compensation adjustment of 2% will be brought forward to the budget in 2027, 2028 and 2029. Adjustments will be effective on the first pay period in the New Year unless otherwise directed by Council.

6.3 Health Benefits provided under the Municipality's current benefit provider are offered as an option for Council members to participate. Coverage is similar to that provided to the organization, with the exclusion of short and long-term disability.

- 6.4 Compensation provided to Mayor and Council is outlined in Appendix “A” – Compensation Provided to Mayor and Council of this Policy.
- 6.5 Council member expenses incurred shall be reimbursed as per Appendix “B” – Council Member Expenses / Reimbursements, and upon submission and approval of a claim form.
- 6.6 Professional development will be provided to Council members as outlined in the Town of Blackfalds Policy Elected Officials Development Opportunities.
- 6.7 Honorarium and eligible per diem claims as outlined in Appendix C will be submitted on the applicable form and submitted to the Mayor for approval no later than the Wednesday that occurs in the week before the last Friday of the month unless an earlier submission date is requested
- 6.8 The Mayor shall be responsible for approving individual Councillor expense claim forms, and the Deputy Mayor will be responsible for approving the Mayor’s expense forms.
- 6.9 A ~~pooled~~ per diem system is established with an annual allocation of \$129,000 for the Mayor and \$6,5004,000 for each Councillor for a total of \$33,00051,000. ~~This pooled system will allow for the option that if a Council member exceeds their allotment that a request could be made for additional funding to the Mayor or, in the case of the Mayor to the Deputy Mayor. It is the responsibility of Council members to track their individual per diem allotments to stay within their individual budget.~~
- 6.10 In an election year an additional \$14,000 shall be allocated to a separate pooled budget for mandatory Council Orientation training and training offered through the Elected Officials Education Program. Any unspent funds can be carried forward into the next calendar year to complete any orientation or education programs related to Council’s overall orientation.
- 6.1~~10~~ Annual attendance at the Federation of Canadian Municipalities Conference (FCM) for the Mayor and two Council members or all members of Council when the conference is being held within the Province will be expensed to a separate general ledger account specifically for FCM and not from the pool per diem general ledger account.
- 6.1~~20~~ If a Committee or Task Force is established, the Terms of Reference – Council Remuneration Review attached as Appendix “D” will be used.

7. EXCLUSIONS

None

8. SPECIAL SITUATIONS

None

9. RELATED DOCUMENTS

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

10. END OF POLICY

Mayor

Chief Administrative Officer

Date

Date

POLICY RECORD HISTORY

	Resolution No:	Date
Policy Adopted	059/25	March 11, 2025
Policy Revised	273/25	October 14, 2025 (Effective January 1, 2026)
Policy Reviewed		

ADMINISTRATIVE REVISIONS

Date	Description

APPENDIX “A”

COMPENSATION PROVIDED TO MAYOR AND COUNCIL

1. Preamble

- 1.1 Council’s Salary/Honorarium will be in place for a four-year cycle with a 2% annual applied to the budget in 2027, 2028 and 2029. 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. Appendix C outlines what responsibilities are covered off under the monthly honorarium that a Council member receives and what responsibilities are eligible for per diem.

2. Council Salaries/Honorariums

- 2.1 The monthly honorarium for Council member activities is as follows:

Chief Elected Official	\$5,771
Councillor	\$2,772

- 2.2 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 as outlined in Appendix C. for

- 3.2 Per diem meeting rates are as follows:

Flat Rate	\$145 (half day)
Flat Rate	\$255 (full day)

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

4. Health Benefits

- 4.1 Council members are provided the option to participate in the Towns’ Employee Benefits Program. The option to participate must take place within 60 days from the beginning of their term and will remain in effect through the duration of their political service.
- 4.2 Specific coverage includes:

APPENDIX “A”

COMPENSATION PROVIDED TO MAYOR AND COUNCIL

- 4.2.1 Basic Group Life Insurance, which entitles Council to coverage of \$25,000. Council members pay 20% of the premiums for this coverage.
- 4.2.2 Dependent Life Insurance, which entitles Council to coverage of \$10,000 for Spouse and \$5,000 per child if they choose family coverage for Extended Health Benefits. Council members pay 20% of the premiums for this coverage.
- 4.2.3 Dental benefits, which entitles Council members to coverage of 100% Basic, 80% Major, 100% Dentures with a combined calendar year maximum of \$2,500. Dental also includes 50% Adult and Child Orthodontic to a lifetime maximum of \$3,000. Council members pay 20% of the premiums for this coverage.
- 4.2.4 Extended Health Care benefits, which entitles Council members to coverage of 100% of prescription drugs and 100% of medical supplies and services to limits as outlined by the Benefits Provider. Council members pay 20% of the premiums for this coverage.
- 4.2.5 Vision Coverage of \$400.00 per year for children if family coverage is chosen and every 2 years for an adult. Council members pay 20% of the premiums for this coverage.
- 4.2.6 Accidental Death and Dismemberment coverage of \$25,000 for Council members. Council members pay 20% of the premiums for this coverage.
- 4.2.7 Employee Family Assistance Program is offered to Council members with the premiums fully paid by the Town of Blackfalds.
- 4.2.8 Optional benefits are available, with full premiums being the responsibility of the Council member. These options include optional life insurance, optional critical illness, and optional dependent life insurance.

5. Health/Wellness Spending Account

- 5.1 Council will be provided with a \$500 annual Health and/or Wellness Spending Account.
- 6. Council is eligible for an Abbey Centre annual pass.

7. Electronic Device and Internet Connection Reimbursement

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

APPENDIX “A”

COMPENSATION PROVIDED TO MAYOR AND COUNCIL

- 7.2 Reimbursement for the cost of an average high-speed internet connection is in effect to offset the personal costs to Council. A paperless agenda and electronic communications combined with the research required via the web make a reliable high-speed internet connection is a necessary service to properly execute the duties of Council.
- 7.3 Reimbursement for the cost of the internet connection will be paid on a monthly basis and is set at \$100 per month.
- 7.4 The Mayor shall be provided with a cell phone by the Town or a payment equal to an amount in lieu of the average cost to supply a cell phone will be paid on a monthly basis.

APPENDIX “B”

COUNCIL MEMBER EXPENSES / REIMBURSEMENT

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

APPENDIX “C”
HONORARIUM Vs. PER DIEM LIST OF ACTIVITIES

Activity	Honorarium	Per Diem	Ineligible
Regular Council Meeting	X		
Standing Committee of Council	X		
Special Meeting of Council – held prior to scheduled meeting	X		
Special Meeting of Council – held on a day where no regularly scheduled meeting is being held		X	
Organizational Meeting of Council	X		
Council Orientation		X	
Council Strategic Planning		X	
Budget Presentations and Deliberations		X	
Council Boards, Committees and Commissions			
Economic Development and Tourism Advisory Committee	X		
Family and Community Support Services Board	X		
Library Board	X		
Member at Large Review Panel (Meetings only)	X		
Municipal Planning Commission	X		
Municipal Emergency Advisory Committee	X		
Policing Committee	X		
Recreation, Culture and Parks Board	X		
Indigenous Engagement Committee	X		
ICF/IDP Meetings in Town	X		
ICF/IDP Meetings out of Town		X	
North Blindman River Tri-Party Collaborative Meetings in Town	X		
North Blindman River Tri-Party Collaborative Meetings out of Town		X	
External Boards, Committees			
Iron Ridge Schools Parent Councils	X		
St. Gregory the Great Catholic School Parent Council	X		
External Boards, Committees and Commissions outside of Town Unless Per Diem is Paid by other Agency			
Lacombe Foundation		X	X
North Red Deer River Water Commission		X	X
North Red Deer Regional Wastewater Commission		X	X
*Lacombe Chamber of Commerce		X	
*Wolf Creek School Division Joint Use Planning Agreement Governing Committee		X	

APPENDIX “C”
HONORARIUM Vs. PER DIEM LIST OF ACTIVITIES

Activity	Honorarium	Per Diem	Ineligible
Red Deer Catholic School Division Joint Use Planning Agreement Governing Committee		X	
*Central Alberta Economic Partnership (CAEP)		X	
*Parkland Regional Library Board		X	
*Lacombe Regional Emergency Management Partnership Plan Advisory Committee		X	
*Red Deer River Municipal Users Group (RDRMUG)		X	
*Red Deer River Watershed Alliance		X	
Other			
ToB Open Houses		X	
Internal Training (Safety, IT)		X	
External Education/Training (Pre-approved)		X	
Conferences (pre-approved)		X	
Designated Official Public Speaking		X	
CAO Performance Review Meeting - Per diem if not held on a Regular or Standing Committee night	X		
CAO Recruitment Meetings and Interviews		X	
CAO Meeting with Mayor or Councillor	X		
Meetings with Citizens or Groups			X
Chatting with Council Events			X
Official meetings with MLA, MP, and/or Government Ministers outside of a Conference such as ABMunis or FCM	X		
Parades within Town	X		
*Parades outside of Town		X	
Sporting Events			X
Golf Tournaments			X
Openings, Ribbon Cuttings and Dedications		X	
General Public Appearances			X
Community Events (Canada Day / Remembrance Day)			X
Member at Large Review Panel Interviews		X	
External AGM Invitation (where Council member is not appointed by ToB)	To be brought forward to Council in advance of AGM to determine per diem eligibility		

*Denotes travel allowance as per Appendix “B”.

APPENDIX “D”

TERMS OF REFERENCE – COUNCIL REMUNERATION REVIEW COMMITTEE

1. Purpose/Mandate

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

2. Membership

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

3. Meetings

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

4. Committee Roles and Responsibilities

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

APPENDIX “D”

TERMS OF REFERENCE – COUNCIL REMUNERATION REVIEW COMMITTEE

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

COUNCIL REMUNERATION AND COMPENSATION

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

1. POLICY PURPOSE

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

2. POLICY STATEMENT

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

3. DEFINITIONS

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

4. SCOPE

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

5. AUTHORITY AND RESPONSIBILITIES

5.1 Council to:

5.1.1 Adopt and support this Policy by resolution.

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

5.2 Chief Administrative Officer to:

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

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

5.2.3 Establish any Administrative Procedures required for carrying out this Policy.

6. POLICY

6.1. A review of the Council Remuneration and Compensation will be conducted on a four-year cycle completed in the year of a Municipal General Election. A dollar amount per capita modifier will be used and derived by the 75% percent median from the analysis of comparator municipalities that align with the Town of Blackfalds within a +/- 10 percent median of compensation. Council will determine the appropriate manner in which to conduct a Council Remuneration and Compensation Review using one or more of the following strategies:

- Administrative review
- Third party review
- Volunteer Committee of Residents or Task Force Review (Combination of Volunteers with the assistance of external consultants)

6.2 A compensation adjustment of 2% will be brought forward to the budget in 2027, 2028 and 2029. Adjustments will be effective on the first pay period in the New Year unless otherwise directed by Council.

6.3 Health Benefits provided under the Municipality's current benefit provider are offered as an option for Council members to participate. Coverage is similar to that provided to the organization, with the exclusion of short and long-term disability.

- 6.4 Compensation provided to Mayor and Council is outlined in Appendix “A” – Compensation Provided to Mayor and Council of this Policy.
- 6.5 Council member expenses incurred shall be reimbursed as per Appendix “B” – Council Member Expenses / Reimbursements, and upon submission and approval of a claim form.
- 6.6 Professional development will be provided to Council members as outlined in the Town of Blackfalds Policy Elected Officials Development Opportunities.
- 6.7 Honorarium and eligible per diem claims as outlined in Appendix C will be submitted on the applicable form and submitted to the Mayor for approval no later than the Wednesday that occurs in the week before the last Friday of the month unless an earlier submission date is requested
- 6.8 The Mayor shall be responsible for approving individual Councillor expense claim forms, and the Deputy Mayor will be responsible for approving the Mayor’s expense forms.
- 6.9 A per diem system is established with an annual allocation of \$12,000 for the Mayor and \$6,500 for each Councillor for a total of \$51,000. It is the responsibility of Council members to track their individual per diem allotments to stay within their individual budget.
- 6.10 In an election year an additional \$14,000 shall be allocated to a separate pooled budget for mandatory Council Orientation training and training offered through the Elected Officials Education Program. Any unspent funds can be carried forward into the next calendar year to complete any orientation or education programs related to Council’s overall orientation.
- 6.11 Annual attendance at the Federation of Canadian Municipalities Conference (FCM) for the Mayor and two Council members or all members of Council when the conference is being held within the Province will be expensed to a separate general ledger account specifically for FCM and not from the pool per diem general ledger account.
- 6.12 If a Committee or Task Force is established, the Terms of Reference – Council Remuneration Review attached as Appendix “D” will be used.

7. EXCLUSIONS

None

8. SPECIAL SITUATIONS

None

9. RELATED DOCUMENTS

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

10. END OF POLICY

 Mayor

 Chief Administrative Officer

 Date

 Date

POLICY RECORD HISTORY

	Resolution No:	Date
Policy Adopted	059/25	March 11, 2025
Policy Revised	273/25	October 14, 2025 (Effective January 1, 2026)
Policy Reviewed		

ADMINISTRATIVE REVISIONS

Date	Description

APPENDIX “A”

COMPENSATION PROVIDED TO MAYOR AND COUNCIL

1. Preamble

- 1.1 Council’s Salary/Honorarium will be in place for a four-year cycle with a 2% annual applied to the budget in 2027, 2028 and 2029. 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. Appendix C outlines what responsibilities are covered off under the monthly honorarium that a Council member receives and what responsibilities are eligible for per diem.

2. Council Salaries/Honorariums

- 2.1 The monthly honorarium for Council member activities is as follows:

Chief Elected Official	\$5,771
Councillor	\$2,772

- 2.2 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 as outlined in Appendix C. for

- 3.2 Per diem meeting rates are as follows:

Flat Rate	\$145 (half day)
Flat Rate	\$255 (full day)

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

4. Health Benefits

- 4.1 Council members are provided the option to participate in the Towns’ Employee Benefits Program. The option to participate must take place within 60 days from the beginning of their term and will remain in effect through the duration of their political service.
- 4.2 Specific coverage includes:

APPENDIX “A”

COMPENSATION PROVIDED TO MAYOR AND COUNCIL

- 4.2.1 Basic Group Life Insurance, which entitles Council to coverage of \$25,000. Council members pay 20% of the premiums for this coverage.
- 4.2.2 Dependent Life Insurance, which entitles Council to coverage of \$10,000 for Spouse and \$5,000 per child if they choose family coverage for Extended Health Benefits. Council members pay 20% of the premiums for this coverage.
- 4.2.3 Dental benefits, which entitles Council members to coverage of 100% Basic, 80% Major, 100% Dentures with a combined calendar year maximum of \$2,500. Dental also includes 50% Adult and Child Orthodontic to a lifetime maximum of \$3,000. Council members pay 20% of the premiums for this coverage.
- 4.2.4 Extended Health Care benefits, which entitles Council members to coverage of 100% of prescription drugs and 100% of medical supplies and services to limits as outlined by the Benefits Provider. Council members pay 20% of the premiums for this coverage.
- 4.2.5 Vision Coverage of \$400.00 per year for children if family coverage is chosen and every 2 years for an adult. Council members pay 20% of the premiums for this coverage.
- 4.2.6 Accidental Death and Dismemberment coverage of \$25,000 for Council members. Council members pay 20% of the premiums for this coverage.
- 4.2.7 Employee Family Assistance Program is offered to Council members with the premiums fully paid by the Town of Blackfalds.
- 4.2.8 Optional benefits are available, with full premiums being the responsibility of the Council member. These options include optional life insurance, optional critical illness, and optional dependent life insurance.

5. Health/Wellness Spending Account

- 5.1 Council will be provided with a \$500 annual Health and/or Wellness Spending Account.
- 6. Council is eligible for an Abbey Centre annual pass.

7. Electronic Device and Internet Connection Reimbursement

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

APPENDIX “A”

COMPENSATION PROVIDED TO MAYOR AND COUNCIL

- 7.2 Reimbursement for the cost of an average high-speed internet connection is in effect to offset the personal costs to Council. A paperless agenda and electronic communications combined with the research required via the web make a reliable high-speed internet connection is a necessary service to properly execute the duties of Council.
- 7.3 Reimbursement for the cost of the internet connection will be paid on a monthly basis and is set at \$100 per month.
- 7.4 The Mayor shall be provided with a cell phone by the Town or a payment equal to an amount in lieu of the average cost to supply a cell phone will be paid on a monthly basis.

APPENDIX “B”

COUNCIL MEMBER EXPENSES / REIMBURSEMENT

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

APPENDIX “C”
HONORARIUM Vs. PER DIEM LIST OF ACTIVITIES

Activity	Honorarium	Per Diem	Ineligible
Regular Council Meeting	X		
Standing Committee of Council	X		
Special Meeting of Council – held prior to scheduled meeting	X		
Special Meeting of Council – held on a day where no regularly scheduled meeting is being held		X	
Organizational Meeting of Council	X		
Council Orientation		X	
Council Strategic Planning		X	
Budget Presentations and Deliberations		X	
Council Boards, Committees and Commissions			
Economic Development and Tourism Advisory Committee	X		
Family and Community Support Services Board	X		
Library Board	X		
Member at Large Review Panel (Meetings only)	X		
Municipal Planning Commission	X		
Municipal Emergency Advisory Committee	X		
Policing Committee	X		
Recreation, Culture and Parks Board	X		
Indigenous Engagement Committee	X		
ICF/IDP Meetings in Town	X		
ICF/IDP Meetings out of Town		X	
North Blindman River Tri-Party Collaborative Meetings in Town	X		
North Blindman River Tri-Party Collaborative Meetings out of Town		X	
External Boards, Committees			
Iron Ridge Schools Parent Councils	X		
St. Gregory the Great Catholic School Parent Council	X		
External Boards, Committees and Commissions outside of Town Unless Per Diem is Paid by other Agency			
Lacombe Foundation		X	
North Red Deer River Water Commission		X	
North Red Deer Regional Wastewater Commission		X	
*Lacombe Chamber of Commerce		X	
*Wolf Creek School Division Joint Use Planning Agreement Governing Committee		X	

APPENDIX “C”
HONORARIUM Vs. PER DIEM LIST OF ACTIVITIES

Activity	Honorarium	Per Diem	Ineligible
Red Deer Catholic School Division Joint Use Planning Agreement Governing Committee		X	
*Central Alberta Economic Partnership (CAEP)		X	
*Parkland Regional Library Board		X	
*Lacombe Regional Emergency Management Partnership Plan Advisory Committee		X	
*Red Deer River Municipal Users Group (RDRMUG)		X	
*Red Deer River Watershed Alliance		X	
Other			
ToB Open Houses		X	
Internal Training (Safety, IT)		X	
External Education/Training (Pre-approved)		X	
Conferences (pre-approved)		X	
Designated Official Public Speaking		X	
CAO Performance Review Meeting - Per diem if not held on a Regular or Standing Committee night	X		
CAO Recruitment Meetings and Interviews		X	
CAO Meeting with Mayor or Councillor	X		
Meetings with Citizens or Groups			X
Chatting with Council Events			X
Official meetings with MLA, MP, and/or Government Ministers outside of a Conference such as ABMunis or FCM	X		
Parades within Town	X		
*Parades outside of Town		X	
Sporting Events			X
Golf Tournaments			X
Openings, Ribbon Cuttings and Dedications		X	
General Public Appearances			X
Community Events (Canada Day / Remembrance Day)			X
Member at Large Review Panel Interviews		X	
External AGM Invitation (where Council member is not appointed by ToB)	To be brought forward to Council in advance of AGM to determine per diem eligibility		

*Denotes travel allowance as per Appendix “B”.

APPENDIX “D”

TERMS OF REFERENCE – COUNCIL REMUNERATION REVIEW COMMITTEE

1. Purpose/Mandate

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

2. Membership

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

3. Meetings

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

4. Committee Roles and Responsibilities

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

APPENDIX “D”

TERMS OF REFERENCE – COUNCIL REMUNERATION REVIEW COMMITTEE

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

MEETING DATE: October 13, 2026

PREPARED BY: Danielle Nealon, Senior Legislative Advisor

PRESENTED BY: Danielle Nealon, Senior Legislative Advisor

SUBJECT: **Member-at-Large Resignations**

BACKGROUND

On August 4, 2026, the Blackfalds Public Library Board passed a motion accepting the resignations of Starr Sinclair and Peter Gomes from the Blackfalds Public Library Board, effective immediately.

Administration subsequently received resignations from Heather Johnson from the FCSS Board, effective immediately, and Glenda Brown from the FCSS Board, effective December 31, 2026.

The resignations create vacancies that require Council's formal acceptance to facilitate the appointment of new members through the Town's annual board and committee recruitment process.

DISCUSSION

The resignations of Starr Sinclair and Peter Gomes result in two immediate vacancies on the Blackfalds Public Library Board. The resignation of Heather Johnson creates an immediate vacancy on the FCSS Board, while Glenda Brown will continue to serve on the FCSS Board until December 31, 2026.

Council's acceptance of the resignations will formally establish these vacancies and enable Administration to include the positions in the Town's annual board and committee recruitment process.

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 acceptance of the Member-at-Large resignation aligns with the Strategic Plan by supporting strong governance, continuity, and thoughtful planning. It ensures ongoing progress across strategic priorities by enabling the effective redistribution of responsibilities while maintaining stability. This transition also provides an opportunity to consider future membership needs and reinforces a consistent, transparent approach to recruitment through established processes.

FINANCIAL IMPLICATIONS

None

COMMUNICATION / ENGAGEMENT CONSIDERATIONS

The resignations will be acknowledged, and letters of recognition will be provided on behalf of Council to thank the members for their service. The resulting vacancies will be filled through the Town's annual board and committee recruitment process, ensuring a fair, transparent, and consistent approach to appointments.

ADMINISTRATIVE RECOMMENDATION

That Council consider the following motion:

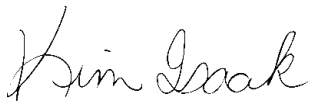
1. That Council accept the resignations of Peter Gomes and Starr Sinclair from the Blackfalds Public Library Board, effective immediately; Heather Johnson from the FCSS Board, effective immediately; and Glenda Brown from the FCSS Board, effective December 31, 2026, with regret and direct Administration to include the resulting vacancies in the Town's annual board and committee recruitment process.

ALTERNATIVES

None

ATTACHMENTS

None

APPROVALS

Kim Isaak,
Chief Administrative Officer



Department Director/Author

MEETING DATE: October 13, 2026

PREPARED BY: Danielle Nealon, Senior Legislative Advisor

PRESENTED BY: Danielle Nealon, Senior Legislative Advisor

SUBJECT: **Receipt of Blackfalds Public Library Board Bylaw**

BACKGROUND

Section 37(1) of the *Libraries Act* requires that when a municipal library board passes a bylaw under Section 36, a copy of the bylaw must be forwarded to the council of the municipality. The Blackfalds Public Library Board passed a bylaw under this Section and gave it third reading on August 4, 2026. The Bylaw has now been transmitted to Council for acceptance, information and receipt.

DISCUSSION

Pursuant to Section 37(1) of the *Libraries Act*, the Blackfalds Public Library Board has forwarded its bylaw, which received third reading on August 4, 2026, to Council for consideration.

The Bylaw establishes regulations governing library operations, including borrower eligibility, membership requirements, fees and fines, borrower responsibilities, room rental provisions, standards of conduct within the library, and the protection of personal information and privacy.

Administration has reviewed the Bylaw and found it consistent with the requirements of the *Libraries Act* and recommends that Council accept the Bylaw as presented.

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 acceptance of the Blackfalds Public Library Board Bylaw supports Council's strategic pillars of Community Life, Safety and Inclusion, Leadership, Engagement and Advocacy, and Sustainable Services and Infrastructure by providing a governance framework that supports the effective, accessible, and consistent delivery of public library services to the community.

FINANCIAL IMPLICATIONS

None

COMMUNICATION / ENGAGEMENT CONSIDERATIONS

The Blackfalds Public Library Board considered and approved the bylaw, and it is being presented to Council in accordance with the *Libraries Act*. No additional communication or engagement is required.

ADMINISTRATIVE RECOMMENDATION

That Council consider the following motion:

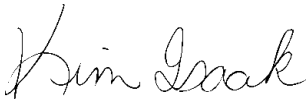
1. That Council accept the Blackfalds Public Library Board Bylaw, as passed by the Blackfalds Public Library Board on August 4, 2026, in accordance with the *Libraries Act*.

ALTERNATIVES

- a) That Council refer the Blackfalds Public Library Board Bylaw back to Administration for more information.
- b) That Council disallow the Bylaw passed by the Blackfalds Public Library Board on August 4, 2026.

ATTACHMENTS

- *Blackfalds Public Library Board Bylaw – August 4, 2026*

APPROVALS

Kim Isaak,
Chief Administrative Officer



Department Director/Author

Purpose: The Town of Blackfalds Library Board enacts the following bylaws for the Blackfalds Public Library according to the *Libraries Act*, Chapter L-11.

3.1 Borrower's Cards

- (a) Any resident living in Blackfalds or Lacombe County are eligible to apply for a borrower's card from the Blackfalds Library.
- (b) Any resident within the Parkland Regional Library System will be given a patron's card registered to their home library as per the *Regional Library Membership Agreement*.
- (c) Library Staff may issue a borrower's card to a person over the age of 14 years who provides proof of residency.
- (d) If the applicant is younger than 14 years of age, a parent or guardian must accompany the applicant or give written permission.

3.2 Fees

Borrower's Card Fees are as follows:

- (a) Borrower's card fees are as follows;
Individual and family: Free (donations accepted)
- (b) Institutional: Free (donations accepted)

Fees are as follows:

- (a) Black/white printing and copying- .20 per sheet
- (b) Colour printing and copying- .40 per sheet

3.3 Responsibilities of Borrowers

- (a) The cardholder is responsible for any items taken out and any fines or fees that have been accrued on said card.
- (c) A borrower shall notify library staff of any change to name, address, email address and/or telephone number.
- (d) A borrower should take proper care of any library item entrusted to their care and will be asked to compensate the library for any library items damaged or lost while in their possession.
- (e) A borrower should return to the library or renew any library item in their possession on or before the due date. If the library item is returned after the due date, the borrower will be responsible for the accrued fines.

(a) The Room Rental deposit is up to \$500.00:

Youth Groups and Not For Profit - \$100

Commercial - \$300

Licensed event - \$500

Clean up fee - \$75.00/hour

Damage to wall - \$75.00/hole

(b) An additional \$25/hour surcharge is required on top of hourly rental fee for a rental time that is outside of the library listed hours. If event is a liquor licensed event, the cost of hiring a security professional is required and paid for by the renter.

(c) These rates may be adjusted at the discretion of the Library Board.

(d) All additional information on renting space in the library will be communicated in the rental agreement.

3.8 Conduct in the Library

(a) Any person using the library building shall conduct themselves so as not to disturb other library users or library staff. Individuals who disturb other patrons may be asked to leave the facility. If individuals who are creating a disturbance do not leave, or if the staff deem them to be a threat, staff may contact outside help (such as Bylaw Officer or Police).

(b) Parents of children participating in any library program, whose children consistently display disruptive behavior may be dismissed from the program with their children.

(c) Unattended minors creating a disturbance shall be asked to leave the premises.

3.9 Protection of Privacy

As a public body under the Protection of Privacy Act (POPA), the Library Board allows access to its records while ensuring the protection of privacy of individual's personal information. The Board designates the Library Manager as the Head, in accordance with POPA. The Head may delegate specified responsibilities in writing of the Act.

READ for the First time this 4th day of August, 2026.
READ for the Second time this 4th day of August, 2026.
READ for the Third time this 4th day of August, 2026.



Library Board Chair Glyn Evans



Library Administrator Nicole Rice