
1. **WELCOME AND CALL TO ORDER**

2. **LAND ACKNOWLEDGEMENT**

- 2.1 Treaty Six Land Acknowledgement - Blackfalds Town Council acknowledges that we are on Treaty Six Territory, a traditional meeting ground, gathering place, and travelling route to the Cree, Saulteaux (So-toe), Blackfoot, Métis, Dene (De-nay) and Nakota Sioux (Sue). We acknowledge all the many First Nations, Métis, and Inuit whose footsteps have marked these lands for centuries.

3. **ADOPTION OF AGENDAS**

- 3.1 Regular Agenda for May 13, 2025
3.2 Consent Agenda for May 13, 2025
- a) **Declaration of No Interest** (*conflict of duty and interest, pecuniary or other*)
 - b) **Adoption of Minutes**
 - o Regular Council Meeting Minutes - April 22, 2025
 - c) **Council Reports**

None
 - d) **Administrative Reports**
 - o Report for Council, Enforcement & Protective Services Monthly Report - April 2025
 - o Report for Council, Development & Building Monthly Report - April 2025
 - o Report for Council, 2025 Blackfalds Community Events
 - e) **Boards, Committee and Commission Minutes and/or Reports**
 - o Lacombe Foundation Financial Statements 2024
 - f) **Information**
 - o STARS Town of Blackfalds Ally Impact Report 2024
 - o Lacombe County Council Highlights - April 24, 2025
 - o City of Lacombe Council Highlights - April 28, 2025
 - o Special Event Permit 004.25 - Blackfalds Days Parade
 - o Special Event Permit 005.25 - Blackfalds Days Fireworks
 - o Special Event Permit 006.25 - Little of This Market Blackfalds Days 2025
 - g) **Correspondence**

None

4. **PUBLIC HEARING**

- 4.1 Bylaw 1328.25 - McKay Ranch Phase 6A Redistricting

5. **DELEGATION**

None

6. **BUSINESS**

- 6.1 Request for Decision, T15 Tandem Truck Replacement
6.2 Request for Decision, Proclamation - National Public Works Week
6.3 Request for Decision, Aspen Lakes West Phase 2 - Shallow Utilities Project Award
6.4 Request for Decision, Broadway Reservoir Expansion Contract 1 Tender Award
6.5 Request for Decision, Bylaw 1328.25 - McKay Ranch Phase 6A Redistricting (*Second and Third Reading*)
6.6 Request for Decision, Subdivision File No. S-03-25, McKay Ranch Phase 6A
6.7 Request for Decision, Bylaw 1325.25 - 4409 South Street Redistricting (*Third Reading*)
6.8 Request for Decision, Bylaw 1306.24 - Municipal Development Plan, Map 2 Amendments (4409 South Street) (*Third Reading*)
6.9 Request for Decision, Bylaw 1329.25 5401 & 5403 South Street Redistricting (*First Reading*)
6.10 Request for Decision, 2025 FCSS Funding Allocation Recommendation
6.11 Request for Decision, Proclamation - Seniors' Week
6.12 Request for Decision, Community Initiatives Grant - Blackfalds Silverbacks Lacrosse Provincials
6.13 Request for Decision, Appointments to Council Remuneration Review Committee Task Force
6.14 Request for Decision, Regional Collaboration Committee
6.15 Request for Decision, Sylvan Lake 1913 Days Celebration Parade
6.16 Request for Decision, 1st Annual Stettler Canada Parade

7. **NOTICES OF MOTION**

None

8. **CONFIDENTIAL**

- 8.1 Development Density – FOIP Section 24(1) Advice from Officials

9. **ADJOURNMENT**

Future Meetings/Events:

- Standing Committee of Council Meeting – May 20, 2025
- CANCELLED - Regular Council Meeting – May 27, 2025

MINUTES

A Regular Council Meeting for the Town of Blackfalds was held on April 22, 2025, at 5018 Waghorn Street in Council Chambers, commencing at 7:00 p.m.

MEMBERS PRESENT

Mayor Jamie Hoover
Deputy Mayor Edna Coulter
Councillor Brenda Dennis
Councillor Jim Sands

ATTENDING

Kim Isaak, Chief Administrative Officer
Justin de Bresser, Director of Corporate Services
Rick Kreklewich, Director of Community Services
Ken Morrison, Director of Emergency Management and Protective Services
Rick Yelland-Kewin, Public Works Manager
Marco Jadie, Information Technology Analyst
Robert Cote, Fire Chief
Trevor Wilton, Deputy Fire Chief
Danielle Nealon, Executive & Legislative Coordinator

REGRETS

Councillor Marina Appel
Councillor Laura Svab

MEDIA

None

OTHERS PRESENT

None

WELCOME AND CALL TO ORDER

Mayor Hoover welcomed everyone to the Regular Council Meeting of April 22, 2025, called the meeting to order at 7:00 p.m. and indicated that Councillor Appel and Councillor Svab had sent their regrets.

TREATY SIX LAND ACKNOWLEDGEMENT

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

ADOPTION OF AGENDAS

Addition of Regular Agenda Delegation item 5.1 Introduction of Deputy Fire Chief of Training and Prevention Trevor Wilton and Business item 6.5 Request for Decision, Transfer Site Hours was moved to 6.1, and the remainder of the Business items were renumbered.

Exemption of Consent Agenda item 3.2e) Economic Development & Tourism Advisory Committee Meeting Minutes – February 3, 2024, was added under the Regular Agenda under Business as item 6.8.

084/25

Deputy Mayor Coulter moved That Council adopt the Regular Meeting Agenda for April 22, 2025, as amended.

CARRIED UNANIMOUSLY

MINUTES

085/25 Councillor Sands moved That Council adopt the Consent Agenda for April 22, 2025, as amended, containing:

- **Declaration of No Interest** (*conflict of duty and interest, pecuniary or other*)
- **Adoption of Minutes**
 - Regular Council Meeting Minutes – April 8, 2025
 - Standing Committee of Council Meeting Minutes – April 14, 2025
- **Council Reports**
 - Mayor Hoover
 - Deputy Mayor Coulter
 - Councillor Appel
 - Councillor Svab
 - Councillor Dennis
 - Councillor Sands
- **Administrative Reports**
 - Report for Council, CAO Report – April 2025
- **Boards, Committee and Commission Minutes and/or Reports**
 - Economic Development & Tourism Advisory Committee Meeting Minutes - November 4, 2024
 - Parkland Regional Library Systems Board Meeting draft Minutes - February 27, 2025
 - Library Board Meeting Minutes - March 4, 2025
 - Recreation Culture and Parks Board Meeting Minutes - March 5, 2025
- **Information**
 - PRLS Board Talk - February 27, 2025
 - Servus Credit Union Public Library Blackfalds Programming Report - March 2025
 - Lacombe County Council Highlights - April 10, 2025
 - City of Lacombe Council Highlights - April 14, 2025
- **Correspondence**
 - None

CARRIED UNANIMOUSLY

PUBLIC HEARING

None

DELEGATION

Introduction of Deputy Fire Chief of Training and Prevention Trevor Wilton

Chief Cote introduced Trevor Wilton, Deputy Chief of Training and Fire Prevention. Council welcomed Deputy Chief Wilton.

BUSINESS

Request for Decision, Transfer Site Hours

Manager Yelland-Kewin presented a proposal for amending the transfer site hours.

086/25 Deputy Mayor Coulter moved That Council approve the changes to the Transfer Site hours of operation for Tuesdays and Saturdays from 10:00 a.m. to 6:00 p.m. effective May 1, 2025, to September 1, 2025.

CARRIED UNANIMOUSLY

Request for Decision, Bylaw 1327.25 – 2025 Property Tax Bylaw

Director de Bresser brought forward the 2025 Property Tax Bylaw for Council's consideration of Second and Third Reading.

087/25 Councillor Sands moved That Council give Second Reading to Bylaw 1327.25 - 2025 Property Tax Bylaw for the Town of Blackfalds, as presented.

CARRIED UNANIMOUSLY

MINUTES

- 088/25** Councillor Dennis moved That Council give Third Reading to Bylaw 1327.25 - 2025 Property Tax Bylaw for the Town of Blackfalds, as presented.

CARRIED UNANIMOUSLY

Request for Decision, Bylaw 1332.25 - Council Procedural Bylaw

Coordinator Nealon brought forward Bylaw 1332.25 - Council Procedural Bylaw, to allow for electronic virtual attendance at public hearings for Council's consideration of First, Second and Third Reading.

- 089/25** Deputy Mayor Coulter moved That Council give First Reading to Bylaw 1332.25 – Council Procedural Bylaw, as presented.

CARRIED UNANIMOUSLY

- 090/25** Councillor Dennis moved That Council give Second Reading to Bylaw 1332.25 – Council Procedural Bylaw, as presented.

CARRIED UNANIMOUSLY

- 091/25** Councillor Sands moved That Council give unanimous consent to move to Third Reading of Bylaw 1332.25 – Council Procedural Bylaw, as presented.

CARRIED UNANIMOUSLY

- 092/25** Councillor Sands moved That Council give Third Reading to Bylaw 1332.25 – Council Procedural Bylaw, as presented.

CARRIED UNANIMOUSLY

Request for Decision, Council Policy CP-184.24 - Signing Authority

CAO Isaak presented the amended Signing Authority Council Policy for Council's consideration of adoption.

- 093/25** Deputy Mayor Coulter moved That Council adopt the amended Council Policy CP-184.24 - Signing Authority, as presented, effective immediately.

CARRIED UNANIMOUSLY

Request for Decision, Quarterly Financial Reports for the Period Ending March 31, 2025

Director de Bresser brought forward the Quarterly Financial Reports for the Period Ending March 31, 2025 for Council's acceptance.

- 094/25** Councillor Sands moved That Council accept the Operating Statement and Variance report for the period ending March 31, 2025, as information.

CARRIED UNANIMOUSLY

- 095/25** Councillor Dennis moved That Council accept the Capital Project Report for the period ending March 31, 2025, as information.

CARRIED UNANIMOUSLY

- 096/25** Deputy Mayor Coulter moved That Council accept the Council Expenditure report for the period ending March 31, 2025, as information.

CARRIED UNANIMOUSLY

MINUTES

Request for Decision, Assessment Services RFP Results

Following Council's direction, Director de Bresser brought forward the Assessment Services RFP Results with the requested information.

097/25 Councillor Sands moved That Council award the five-year assessment services contract to Powers & Associates.

CARRIED UNANIMOUSLY

098/25 Deputy Mayor Coulter moved That Council appoint Powers & Associates as the property assessors for the Town of Blackfalds for a five-year term.

CARRIED UNANIMOUSLY

Request for Decision, Proclamation - National Youth Week

Director Kreklewich brought forward a request to proclaim National Youth Week in the Town.

099/25 Councillor Dennis moved That Council proclaim May 1 to 7, 2025, National Youth Week in the Town of Blackfalds.

CARRIED UNANIMOUSLY

Economic Development & Tourism Advisory Committee Meeting Minutes – February 3, 2025

The Economic Development & Tourism Advisory Committee Meeting Minutes for February 3, 2025, were exempt from the Consent Agenda and added under Business for further discussion.

Council sought clarification on procedurally if the Chair could sign the minutes if they were not in attendance. Administration committed to bringing back the answer to the question of procedure.

NOTICES OF MOTION

None

RECESS

Mayor Hoover called for a five-minute recess at 7:45 p.m.

REGULAR COUNCIL MEETING RETURNED TO ORDER

Mayor Hoover called the Regular Council Meeting back to order at 7:50 p.m.

CONFIDENTIAL

- **Personnel Negotiations- FOIP Section 24(1) Advice from Officials**

100/25 Deputy Mayor Coulter moved That Council move to a closed session commencing at 7:50 p.m. in accordance with Section 197(2) of the *Municipal Government Act* to discuss matters exempt from disclosure under Section 24 of the *Freedom of Information and Protection of Privacy Act*.

CARRIED UNANIMOUSLY

Closed Session Attendance: Mayor Jamie Hoover, Deputy Mayor Edna Coulter, Councillor Jim Sands, Councillor Brenda Dennis and CAO Kim Isaak.

101/25 Deputy Mayor Coulter moved That Council move to come out of the closed session at 8:14 p.m.

CARRIED UNANIMOUSLY

MINUTES

REGULAR COUNCIL MEETING RETURNED TO ORDER

Mayor Hoover called the Regular Council Meeting back to order at 8:14 p.m.

Regular Council Meeting Attendance: *Mayor Jamie Hoover, Deputy Mayor Edna Coulter, Jim Sands, Councillor Brenda Dennis and CAO Kim Isaak.*

102/25 Councillor Sands moved That Council direct Administration to proceed as discussed in closed session.

CARRIED UNANIMOUSLY

ADJOURNMENT

Mayor Hoover adjourned the Regular Council Meeting at 8:14 p.m.

Jamie Hoover, Mayor

Kim Isaak, Chief Administrative Officer

MEETING DATE: May 13, 2025

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

SUBJECT: **Enforcement & Protective Services Monthly Report - April 2025**

BACKGROUND

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

DISCUSSION

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

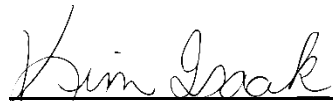
FINANCIAL IMPLICATIONS

None

ATTACHMENTS

- *Protective Services Monthly Report.*
- *Fire April monthly Incident summary.*
- *M.E. Incident Summary Report*

APPROVALS



Kim Isaak,
Chief Administrative Officer



Director/Author

Protective Services Monthly Report

Municipal Enforcement:

Files Created: Approximately 94 files (79 from Kyetech dispatch, 18 online reports).

Traffic Tickets Issued: 103 fines issued through third-party e-ticketing.

Vehicle Impoundments: 2 vehicles seized/impounded.

Suspended Driving Violations: 3 tickets issued.

Traffic Violations Breakdown:

- 61 violations under the *Traffic Safety Act*.
- 18 violations under "use of highways and rules of the road" regulation.
- 9 violations under Vehicle Equipment Regulation.
- 2 violations under Commercial Vehicle Safety Regulations.
- 2 violations under Gaming, Liquor, and Cannabis Regulation.
- 3 failed to stop for school bus violations.
- 2 violations involving registered owner contraventions (160 (1)(A)).

Bylaw Fines:

- 1 for vehicle parking/blocking in an alley.
- 2 for dog attacks causing injuries (minor and serious injuries occurring, with ongoing court cases and RCMP involvement).

Animal Incidents: Ongoing dog attack investigations, including a severe attack involving multiple dogs.

Other Activities: Dealing with tented structures, homeless encampments, E-bike issues, off-highway vehicles, motor vehicle collisions, and E-dirt bikes.

Traffic Counts & Speeds:

- Cottonwood Drive: 71,145 vehicles (speeds 30-75 km/h).
- Vista Trail South: 56,962 vehicles (speeds 20-70 km/h).
- Womacks Road EB: 32,751 vehicles (speeds 1-77 km/h).
- Park Street WB: 45,041 vehicles (speeds 1-93 km/h).

Meeting was held with Big Brothers Big Sisters, confirming plans for the Kids & Kops program being held in early July. Officers have also been preparing for the Annual Bike rodeo, bikes (prizes) are on display at the town library. The bike rodeo will be taking place on May 28th.

Blackfalds Fire Rescue

During the month of April, we had the honour of having Mayor Hoover attend and participate in the first training night of the month where he participated in vehicle extrication training, stabilization and removal of several doors.



We finished off utilizing the vehicles for VX and they have been removed. The following Wednesday evening we familiarized the members with the operations and equipment of the new brush truck prior to putting it into service.

We took delivery of the Wildland Type 6 Apparatus and it is currently in service. The unit is waiting for door decaling (May 1st) and the Bush Guard Bumper to be installed May 13th.



Trevor Wilton started as the Deputy Chief of Training and Fire Prevention April 14th and was taken around to meet staff in the different departments and was introduced to Council.

The members spent a few hours at the Aspen Lakes Daycares with the children at both locations showing them the truck and equipment.

The Blackfalds Firefighters Association worked the North Casino over the Easter Weekend as the Charity Organization.

The Fire Apparatus with Fire Pumps have had their annual Pump test and service.

The Hurst Rescue Tools have all been serviced this month.

Our Self-Contained Breathing Apparatus and Air Compressor have been flow tested, serviced and air sampling done.

All our AFRRC's radios have been reprogrammed to allow for communications with Lacombe County.

We brought on one more paid on call member this month, bringing the total of new recruits to three going forward.

We had a site visit from Alberta Occupation Health and Safety field representative and it went well.

During the month of April, the department responded to fourteen incidents, this is down in comparison to March 2024.

A summary of the types of incidents for April 2025 is included.

Occupational Health & Safety

KPI: 3 First Aids, 1 Lost Time Incident, 1 Property Damage <\$5000, 4 hazard ID's, 2 Other (vandalism, contamination)

Chaired the TOB Q2 JHSC meeting. Alberta OH&S officer (Trent) attended to monitor the process.

Alberta OH&S commenced a municipality initiative within the Town of Blackfalds. A pre-audit meeting took place at the civic center, which was followed by an initial site inspection. The Civic Center was found to be compliant for OH&S requirements.

Attended an Alberta OH&S audit of the fire department. Two orders issued for mask fit tests and pressure cylinder securement.

Attended Alberta OH&S audit of the TOB Transfer Station and old Public Works shop. No orders provided but some actions require follow-up.

Orchestrated Core Point refresher training assisted employees with resetting usernames and passwords. Four sessions were held to review the basic functions of the program as well as troubleshoot concerns and deficiencies. Positive feedback provided by employees regarding the training. Further sessions to be scheduled to capture any/all staff who were unable to attend, custodians and summer students.

Conducted mass account activations/re-activations for new and returning summer students in both Core Point and Safety Hub. Assigned applicable training to employees as required.

Continued to modify Core Point menus to improve use efficiency with the assistance of the Core Point tech team. Further modifications required following refresher training. This will be an on-going process.

Arranged for Rhino Safety to conduct further mask-fit tests at the abbey center for remaining employees who require it (Parks & Facilities, Abbey, Public Works).

Attended 1 manager meeting, 3 toolbox meetings, 1 monthly safety meeting, 1 JHSC meeting, and 1 Alberta OH&S meeting.

RCMP

Emergency Management

May 4th -10th is Emergency Preparedness week, daily social media posts have been prepared and are being posted through MARCOM, providing insight into preparing for various emergencies. Communication/information pamphlets, magnets and posters have been distributed to the Civic Center as well as the Abbey Center.

An emergency preparedness training session has been prepared on “Active Shooter” response and will be delivered on June 12th at the Civic center with further locations to be provided this in weeks to come.

Four staff members attended the ICS 100 course which was put on by Lacombe County, this was the first in person offered in a long time.

ICS 200 (May 6/7) training had to be cancelled due to not enough interest, with the Operations Section Chief specific training still scheduled to take place on June 16-18, in Lacombe County.

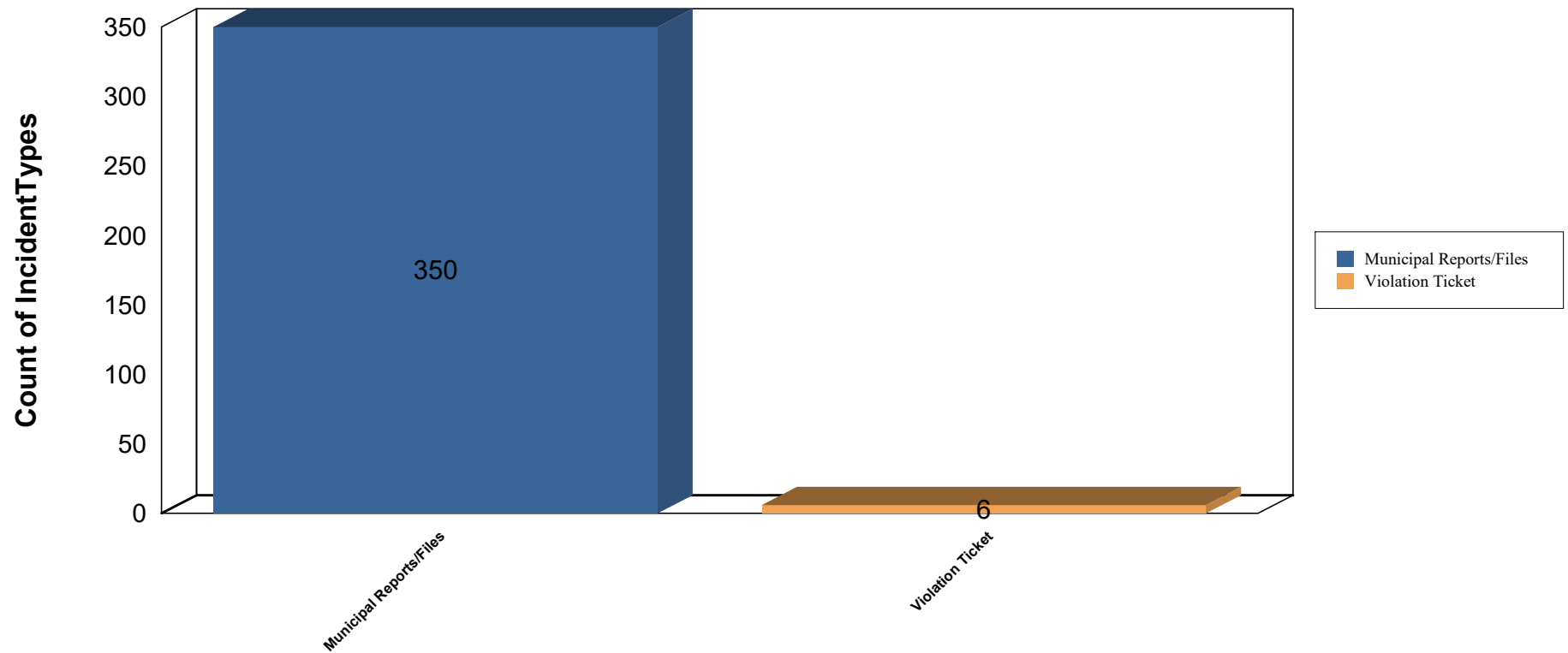
Ken Morrison

Director of Emergency Management & Protective Services

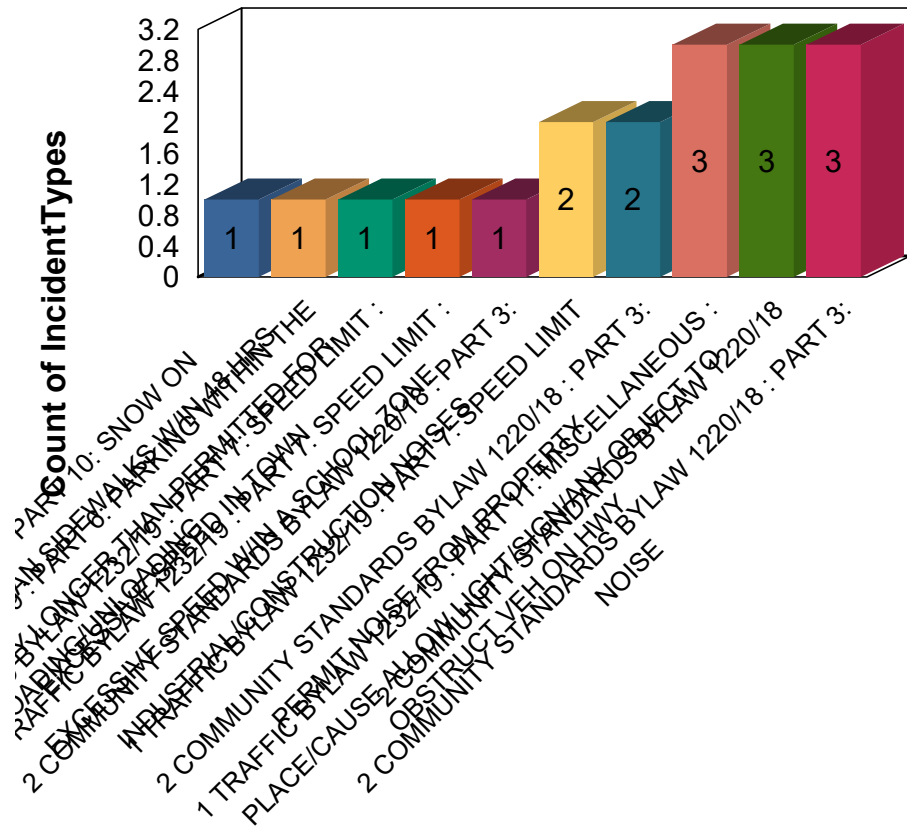
Fax: 403 - 885 - 5499

Blackfalds Fire Rescue Department				BLF	APRIL		2025	
CALL #	DATE	INCIDENT TYPE	DISPATCH EVENT #	LOCATION		RCMP FILE #	MAFP 1244	
0055	7	FIRE GRASS/BRUSH	BLK2500058	CPKC Right a way		N/A	N/A	
0056	8	ALARM	BLK2500059	Within Corporate Limits		N/A	N/A	
0057	8	ALARM	BLK2500060	Within Corporate Limits		N/A	N/A	
0058	8	ALARM	BLK2500061	Within Corporate Limits		N/A	N/A	
0059	9	ALARM	BLK2500062	Within Corporate Limits		N/A	N/A	
0060	13	ALARM	BLK2500063	Within Corporate Limits		N/A	N/A	
0061	13	FIRE VEHICLE	BLK2500064	Within Corporate Limits		N/A	YES	
0062	14	ALARM	BLK2500065	Within Corporate Limits		N/A	N/A	
0063	14	ALARM	BLK2500066	Within Corporate Limits		N/A	N/A	
0064	16	ALARM	BLK2500067	Lacombe County		N/A	N/A	
0065	18	FIRE STRUCTURE	LAC2500106	Lacombe County		N/A	N/A	
0066	19	MEDICAL	BLK2500068	Within Corporate Limits		N/A	EMS	
0067	21	ALARM	BLK2500069	Within Corporate Limits		N/A	N/A	
0068	27	MOTOR VEHICLE INCIDENT	BLK2500070	Within Corporate Limits		YES	EMS	
0069	29	CO ALARM	BLK2500071	Within Corporate Limits		N/A	N/A	
							</	

Count of Reports Completed



Count of Incident Types



- 1 TRAFFIC BYLAW 1232/19 : PART 10: SNOW ON SIDEWALKS : FAILURE TO CLEAN SIDEWALKS W/IN 48 HRS
- 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 7: SPEED LIMIT : EXCESSIVE SPEED IN TOWN
- 1 TRAFFIC BYLAW 1232/19 : PART 7: SPEED LIMIT : EXCESSIVE SPEED W/IN A SCHOOL ZONE
- 2 COMMUNITY STANDARDS BYLAW 1220/18 : PART 3: INDUSTRIAL/CONSTRUCTION NOISES
- 1 TRAFFIC BYLAW 1232/19 : PART 7: SPEED LIMIT
- 2 COMMUNITY STANDARDS BYLAW 1220/18 : PART 3: PERMIT NOISE FROM PROPERTY
- 1 TRAFFIC BYLAW 1232/19 : PART 11: MISCELLANEOUS : PLACE/CAUSE ALLOW LIGHT/SIGN/ANY OBJECT TO OBSTRUCT VEH ON HWY
- 2 COMMUNITY STANDARDS BYLAW 1220/18
- 2 COMMUNITY STANDARDS BYLAW 1220/18 : PART 3: NOISE

0.28% # of Reports: 1 Municipal Reports/Files 1 TRAFFIC BYLAW 1232/19 : PART 10: SNOW ON SIDEWALKS : FAILURE TO CLEAN SIDEWALKS W/IN 48 HRS

0.28% # 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

0.28% # of Reports: 1 Municipal Reports/Files 1 TRAFFIC BYLAW 1232/19 : PART 7: SPEED LIMIT : EXCESSIVE SPEED IN TOWN

0.28% # of Reports: 1 **Municipal Reports/Files** 1 TRAFFIC BYLAW 1232/19 : PART 7: SPEED LIMIT : EXCESSIVE SPEED W/IN A SCHOOL ZONE

0.28% # of Reports: 1 **Municipal Reports/Files** 2 COMMUNITY STANDARDS BYLAW 1220/18 : PART 3: INDUSTRIAL/CONSTRUCTION NOISES

0.56% # of Reports: 2 **Municipal Reports/Files** 1 TRAFFIC BYLAW 1232/19 : PART 7: SPEED LIMIT

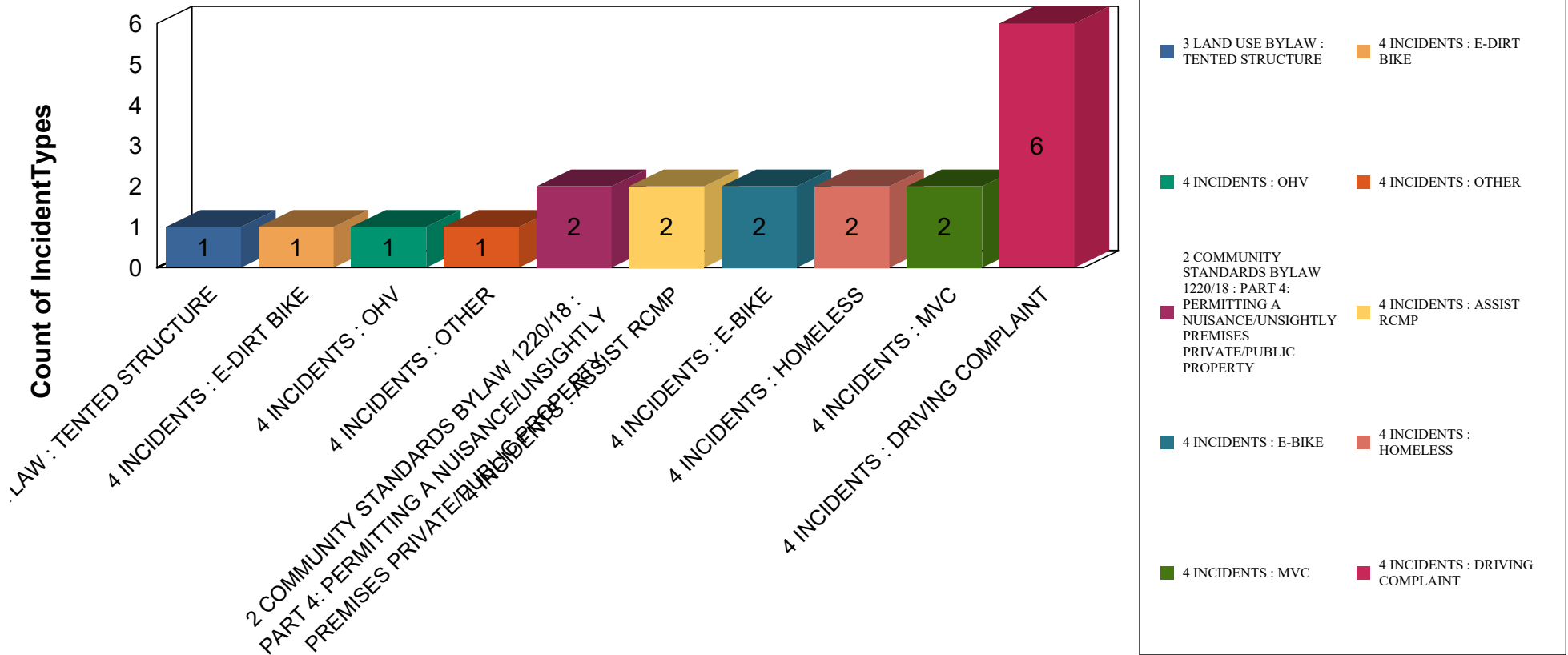
0.56% # of Reports: 2 **Municipal Reports/Files** 2 COMMUNITY STANDARDS BYLAW 1220/18 : PART 3: PERMIT NOISE FROM PROPERTY

0.83% # of Reports: 3 **Municipal Reports/Files** 1 TRAFFIC BYLAW 1232/19 : PART 11: MISCELLANEOUS : PLACE/CAUSE ALLOW LIGHT/SIGN/ANY
OBJECT TO OBSTRUCT VEH ON HWY

0.83% # of Reports: 3 **Municipal Reports/Files** 2 COMMUNITY STANDARDS BYLAW 1220/18

0.83% # of Reports: 3 **Municipal Reports/Files** 2 COMMUNITY STANDARDS BYLAW 1220/18 : PART 3: NOISE

Count of Incident Types



0.28% # of Reports: 1 Municipal Reports/Files 3 LAND USE BYLAW : TENTED STRUCTURE

0.28% # of Reports: 1 Municipal Reports/Files 4 INCIDENTS : E-DIRT BIKE

0.28% # of Reports: 1 Municipal Reports/Files 4 INCIDENTS : OHV

0.28% # of Reports: 1 Municipal Reports/Files 4 INCIDENTS : OTHER

0.56% # of Reports: 2 Municipal Reports/Files 2 COMMUNITY STANDARDS BYLAW 1220/18 : PART 4: PERMITTING A NUISANCE/UNSIGHTLY PREMISES PRIVATE/PUBLIC PROPERTY

0.56% # of Reports: 2 Municipal Reports/Files 4 INCIDENTS : ASSIST RCMP

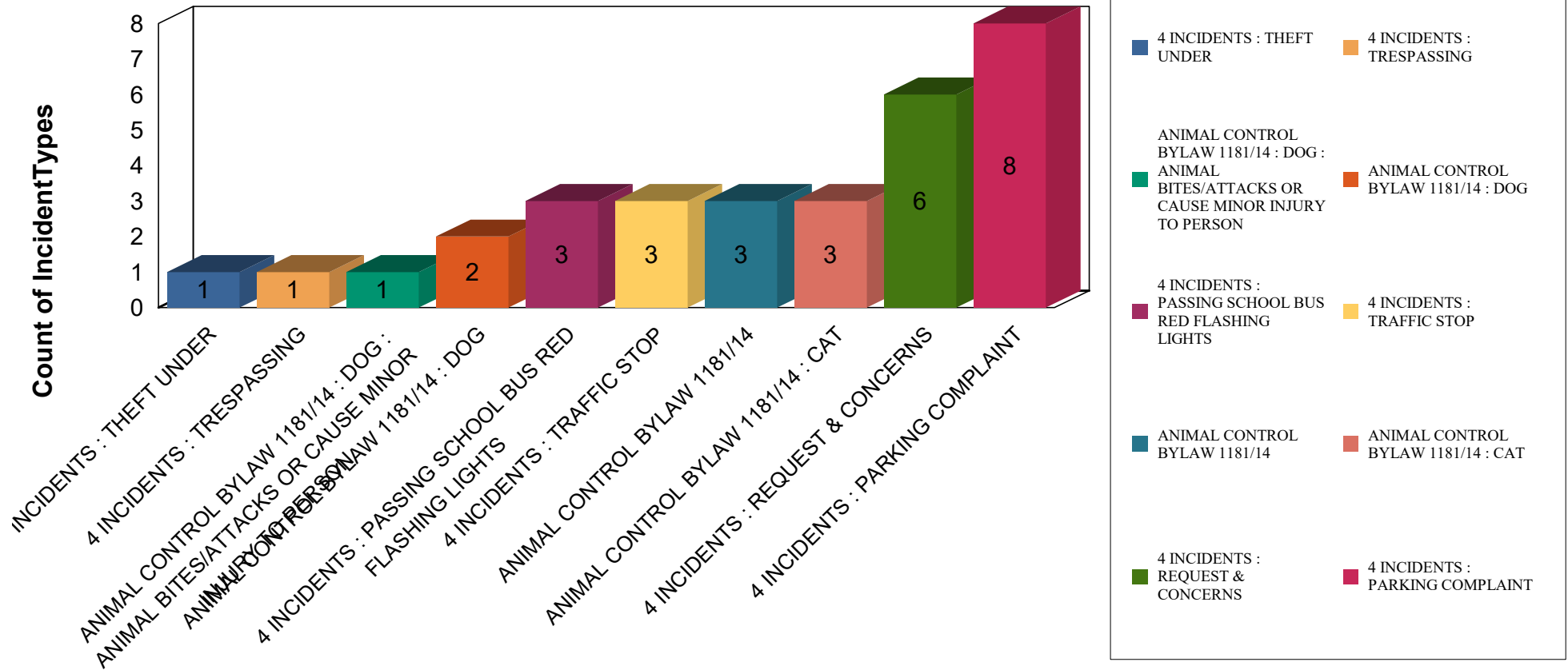
0.56% # of Reports: 2 Municipal Reports/Files 4 INCIDENTS : E-BIKE

0.56% # of Reports: 2 Municipal Reports/Files 4 INCIDENTS : HOMELESS

0.56% # of Reports: 2 Municipal Reports/Files 4 INCIDENTS : MVC

1.67% # of Reports: 6 Municipal Reports/Files 4 INCIDENTS : DRIVING COMPLAINT

Count of Incident Types



0.28% # of Reports: 1 Municipal Reports/Files 4 INCIDENTS : THEFT UNDER

0.28% # of Reports: 1 Municipal Reports/Files 4 INCIDENTS : TRESPASSING

0.28% # of Reports: 1 Municipal Reports/Files ANIMAL CONTROL BYLAW 1181/14 : DOG : ANIMAL BITES/ATTACKS OR CAUSE MINOR INJURY TO PERSON

0.56% # of Reports: 2 Municipal Reports/Files ANIMAL CONTROL BYLAW 1181/14 : DOG

0.83% # of Reports: 3 Municipal Reports/Files 4 INCIDENTS : PASSING SCHOOL BUS RED FLASHING LIGHTS

0.83% # of Reports: 3 Municipal Reports/Files 4 INCIDENTS : TRAFFIC STOP

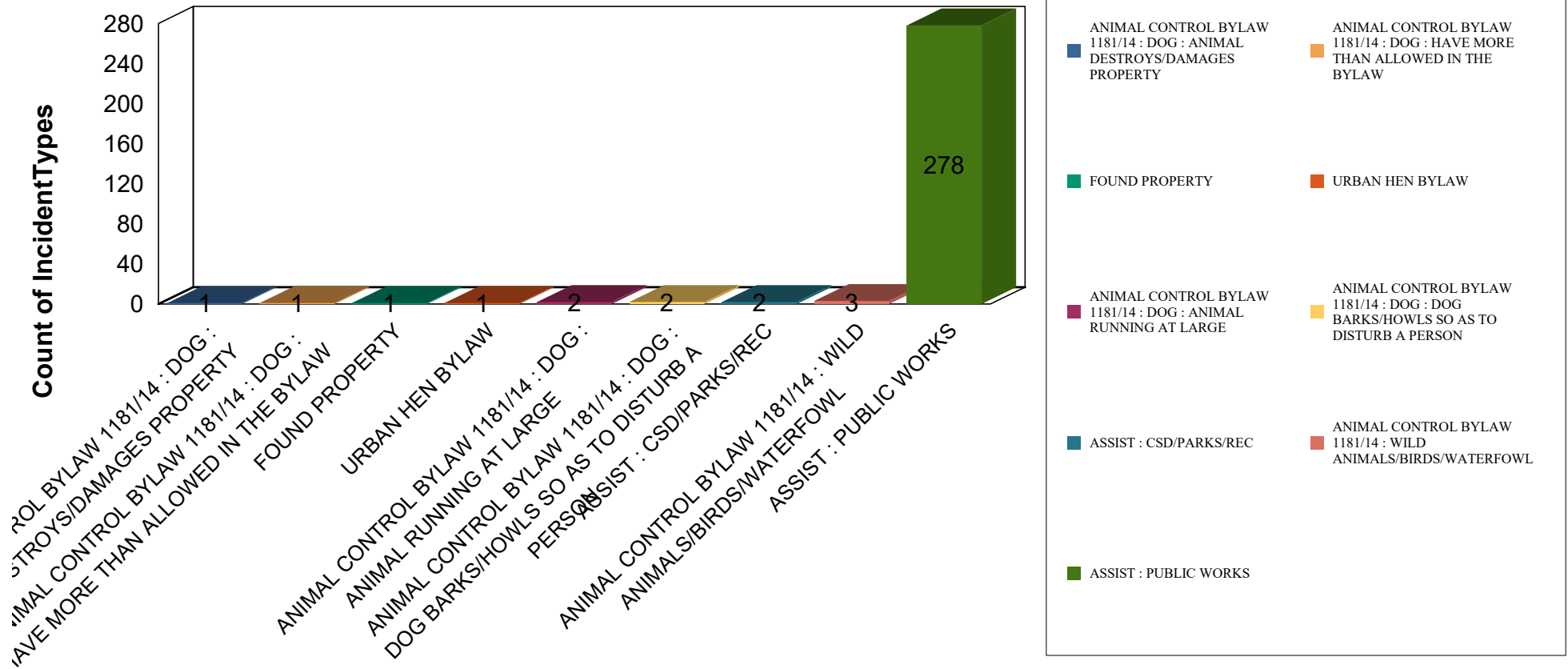
0.83% # of Reports: 3 Municipal Reports/Files ANIMAL CONTROL BYLAW 1181/14

0.83% # of Reports: 3 Municipal Reports/Files ANIMAL CONTROL BYLAW 1181/14 : CAT

1.67% # of Reports: 6 Municipal Reports/Files 4 INCIDENTS : REQUEST & CONCERNS

2.22% # of Reports: 8 Municipal Reports/Files 4 INCIDENTS : PARKING COMPLAINT

Count of Incident Types



0.28% # of Reports: 1 Municipal Reports/Files ANIMAL CONTROL BYLAW 1181/14 : DOG : ANIMAL DESTROYS/DAMAGES PROPERTY

0.28% # of Reports: 1 Municipal Reports/Files ANIMAL CONTROL BYLAW 1181/14 : DOG : HAVE MORE THAN ALLOWED IN THE BYLAW

0.28% # of Reports: 1 Municipal Reports/Files FOUND PROPERTY

0.28% # of Reports: 1 Municipal Reports/Files URBAN HEN BYLAW

0.56% # of Reports: 2 Municipal Reports/Files ANIMAL CONTROL BYLAW 1181/14 : DOG : ANIMAL RUNNING AT LARGE

0.56% # of Reports: 2 Municipal Reports/Files ANIMAL CONTROL BYLAW 1181/14 : DOG : DOG BARKS/HOWLS SO AS TO DISTURB A PERSON

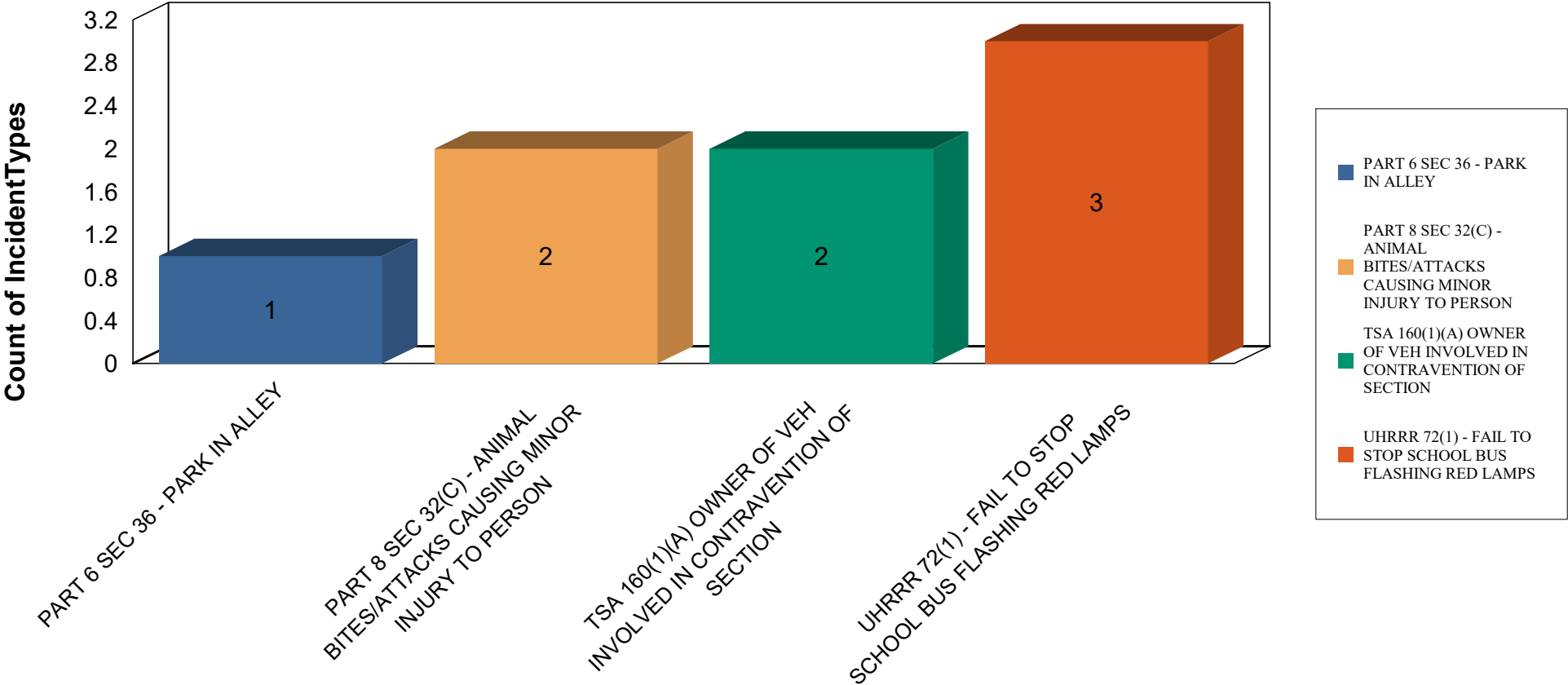
0.56% # of Reports: 2 Municipal Reports/Files ASSIST : CSD/PARKS/REC

0.83% # of Reports: 3 Municipal Reports/Files ANIMAL CONTROL BYLAW 1181/14 : WILD ANIMALS/BIRDS/WATERFOWL

77.22% # of Reports: 278 Municipal Reports/Files ASSIST : PUBLIC WORKS

Grand Total: 100.00% Total # of Incident Types Reported: 360 Total # of Reports: 350

Count of Incident Types



12.50% # of Reports: 1 Violation Ticket PART 6 SEC 36 - PARK IN ALLEY

25.00% # of Reports: 2 Violation Ticket PART 8 SEC 32(C) - ANIMAL BITES/ATTACKS CAUSING MINOR INJURY TO PERSON

25.00% # of Reports: 2 Violation Ticket TSA 160(1)(A) OWNER OF VEH INVOLVED IN CONTRAVENTION OF SECTION

Grand Total: 100.00% Total # of Incident Types Reported: 8 Total # of Reports: 6

Grand Total: 100.00% Total # of Incident Types Reported: 368

MEETING DATE: May 13, 2025

PREPARED BY: Jolene Tejkl, Planning & Development Manager

SUBJECT: Development & Building Monthly Report – April 2025

BACKGROUND

Attached is the April 2025 Development & Building Permit Report and Comparison for 2023-2025 year to date. We also have shown the comparison for the year-to-date figures for 2024 on the comparison report.

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

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

ATTACHMENTS

- *April 2025 Development/Building Permit Report*
- *2023 – 2025 Development/Building Comparison Report*

APPROVALS



Kim Isaak,
Chief Administrative Officer



Department Director/Author

File No.	Civic	District	Development	Decision (otherwise pending)	Date of Decision
53-25	4909 Westbrooke Road	R-1M	Residential Solar Panel Installation	approved	15-Apr-25
54-25	5411 South Street	PF	Sea Can Training Facility	approved	22-Apr-25
55-25	13 Mckay Place (5 Mckay Boulevard)	R-MHP	Manufactured Home	approved	22-Apr-25
56-25	15 Mckay Place (5 Mckay Boulevard)	R-MHP	Manufactured Home	approved	22-Apr-25
57-25	5525 Park Street	R-1L	Front Parking Pad	approved	9-Apr-25
58-25	6 Plumtree Crescent	R-1S	Garage	approved	22-Apr-25
59-25	9 Westglen Boulevard	R-1M	Residential Solar Panel Installation	approved	22-Apr-25
60-25	22 Copper Street	R-1M	Residential Solar Panel Installation	approved	22-Apr-25
61-25	5861 Park Street	R-1M	Residential Solar Panel Installation	approved	22-Apr-25
62-25	5500 Womacks Road (Unit D6)	R-MHP	Residential Solar Panel Installation	approved	29-Apr-25
63-25	5525 Park Street	R-1L	Shed	approved	29-Apr-25
64-25	4564 Westbrooke Road	R-1M	Gazebo		
65-25	14 Artemis Place	R-1S	Basement Reno	approved	29-Apr-25
66-25	5720 Park Street	R-1L	Residential Solar Panel Installation	approved	29-Apr-25
67-25	84 Paramount Crescent	R-1M	Deck	approved	29-Apr-25
68-25	5302 Vista Trail (Unit 115)	C-3	Interior Tenant Improvements	approved	29-Apr-25
69-25	4487 Broadway Avenue (Unit 225)	C-2	Interior Tenant Improvements	approved	29-Apr-25
70-25	5673 Vista Trail	R-2	Garage	approved	
71-25	5033 Parkwood Road	C-2	Change of Occupancy/Use	approved	22-Apr-25
72-25	2 Aura Drive	R-1L	SFD		
73-25	26 Valley Crescent	R-1S	Garage		
74-25	38 Palisades Street	R-1L	Basement Reno		
75-25	17 Mckelvey Close	R-1L	Deck		
76-25	NW 27-39-27-W4	R-4	Grading		
77-25	65 Willow Road	R-2	Townhouses		
78-25	69 Willow Road	R-2	Townhouses		
79-25	73 Willow Road	R-2	Townhouses		
80-25	77 Willow Road	R-2	Townhouses		
81-25	5410 Vista Trail	R-1M	SFD		

Town of Blackfalds Development/Building Permit Comparison 2023 to 2025							2024 YTD	
	2023		2024		2025		April	
	Number of Permits	Dollar Value	Number of Permits	Dollar Value	Number of Permits	Dollar Value	Number of Permits	Dollar Value
Residential								
SFD	21	\$ 7,037,626.70	38	\$ 13,213,080.00	12	\$ 4,512,084.77	11	\$ 3,553,780.00
Duplexes	6	\$ 1,060,000.00	20	\$ 4,774,000.00	0	\$ -	8	\$ 2,070,000.00
Manufactured Home	2	\$ 250,000.00	11	\$ 1,751,566.00	2	\$ 420,000.00	3	\$ 575,000.00
4-plex	0	\$ -	0	\$ -	0	\$ -	0	\$ -
8-plex	0	\$ -	0	\$ -	0	\$ -	0	\$ -
Townhouses	11	\$ 1,790,000.00	157	\$ 36,667,435.00	8	\$ 2,000,000.00	6	\$ 912,000.00
Apartment	0	\$ -	0	\$ -	0	\$ -	0	\$ -
SFD w/Accessory suite	0	\$ -	8	\$ 3,495,000.00	0	\$ -	8	\$ -
Total Res. Dwellings	40	\$ 10,137,627	234	\$ 59,901,081	22	\$ 6,932,085	36	\$ 7,110,780
Garage	9	\$ 293,000.00	24	\$ 788,152.61	4	\$ 134,820.00	8	\$ 208,832.00
Deck	9	\$ 102,000.00	11	\$ 105,100.00	3	\$ 19,298.00	1	\$ 24,000.00
Basement Reno	40	\$ 865,700.00	49	\$ 1,339,000.00	15	\$ 291,000.00	15	\$ 552,500.00
Addition	0	\$ -	0	\$ -	0	\$ -	0	\$ -
Accessory Suite	0	\$ -	1	\$ -	0	\$ -	1	\$ -
Home Business	21	\$ -	20	\$ -	7	\$ -	10	\$ -
Other	44	\$ 1,232,115.84	68	\$ 20,325,799.71	16	\$ 205,467.57	27	\$ 11,758,263.53
Commercial	27	\$ 5,190,341.00	47	\$ 4,594,822.26	11	\$ 1,883,510.00	19	\$ 2,085,072.00
Industrial	4	\$ 200,000.00	5	\$ 2,504,073.00	1	\$ 800,000.00	1	\$ 2,500,000.00
Institutional	0	\$ -	0	\$ -	0	\$ -	0	\$ -
Agricultural	1	\$ -	0	\$ -	0	\$ -	0	\$ -
Public Facility	4	\$ 192,300.00	13	\$ 38,078,150.00	2	\$ 215,000.00	6	\$ 23,000.00
TOTAL PERMITS	199	\$ 18,213,083.54	472	\$ 127,636,178.58	81	\$ 10,481,180.34	124	\$ 24,262,447.53
General Yearly Notes:		1 - 2,500,000 Vista Trail Commercial		Vista Trail Townhouse complex				
		1 - 1,000,000 Dental Office						

MEETING DATE: May 13, 2025

PREPARED BY: Sean Barnes, Sports & Events Manager

SUBJECT: **2025 Blackfalds Community Events
June to December**

BACKGROUND

Every year, the Town of Blackfalds organizes, assists, or participates in several Community events. Many of these events are established and have dates set annually. Throughout the year, additional event opportunities may arise, and information will be shared at those times.

DISCUSSION

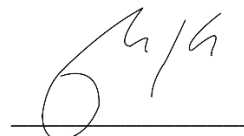
The following is a list of the remaining Community Events for 2025 that will provide an opportunity for Council to engage with our residents. Administration will add these events to Council calendars.

Seniors' Week	June 2 to 8
Blackfalds' Days	June 12 to 15
Canada Day	July 1
Summer Cultural Series	July 3,10,24 August 21
Senior C Lacrosse Provincials	July 4 to 6
U13 Girls Softball Provincials	July 4 to 6
U 15 Girls Softball Provincials	July 11 to 13
U17-19 Girls Softball Provincials	July 18 to 20
Jump Jam	August 16
Heart of Blackfalds Street Dance	August 21
Community Info Expo	September 11
Veterans Show and Shine	September 13
Winter Warmth Fall Fundraiser	October 2
Monster Bash	October 25
Remembrance Day	November 11
Blackfalds Light Up	November 21
Breakfast & Lunch with Santa	November 29
Christmas Volunteer Open House	December 1
New Years' Family Free Skate	December 31

APPROVALS



Kim Isaak,
Chief Administrative Officer



Director/Author

LACOMBE FOUNDATION

Financial Statements

FOR THE YEAR ENDED DECEMBER 31, 2024

INDEPENDENT AUDITORS' REPORT

To the Board of Directors of the Lacombe Foundation

Opinion

We have audited the financial statements of the Lacombe Foundation (the "Foundation"), which comprise the statement of financial position as at December 31, 2024, and the statements of operations, changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the financial statements present fairly, in all material respects, the financial position of the Foundation as at December 31, 2024, and the results of its operations and the changes in its net assets and cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditors' Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Foundation in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our ethical responsibilities in accordance with these requirements. We believe the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Foundation's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Foundation or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Foundation's financial reporting process.



Auditor's Responsibility for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but it is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Foundation's internal control.
- Evaluate the appropriateness of accounting policies and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Foundation's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Foundation to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

METRIX GROUP LLP

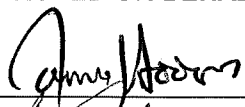

Chartered Professional Accountants

Edmonton, Alberta
March 24, 2025

**LACOMBE FOUNDATION
STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2024**

	<u>2024</u>	<u>2023</u>
ASSETS		
CURRENT		
Cash and cash equivalents (Note 2)	\$ 1,840,091	\$ 732,466
Guaranteed investment certificates (Note 3)	4,374,955	4,600,000
Accounts receivable (Note 4)	91,196	217,888
Prepaid expenses	<u>84,658</u>	<u>100,528</u>
	6,390,900	5,650,882
 TANGIBLE CAPITAL ASSETS (Note 5)	 <u>5,967,269</u>	 <u>6,473,038</u>
	<u>\$ 12,358,169</u>	<u>\$ 12,123,920</u>
 LIABILITIES		
CURRENT		
Accounts payable and accrued liabilities (Note 7)	\$ 367,761	\$ 463,098
Deferred contributions (Note 8)	74,627	79,834
Unearned income and deposits	61,307	57,536
Current portion of callable debt (Note 9)	<u>62,356</u>	<u>39,956</u>
	566,051	640,424
 Callable debt (Note 9)	 <u>1,316,131</u>	 <u>1,383,542</u>
	1,882,182	2,023,966
 DEFERRED CONTRIBUTIONS - TANGIBLE CAPITAL ASSETS (Note 10)	 <u>2,131,212</u>	 <u>2,430,378</u>
	<u>4,013,394</u>	<u>4,454,344</u>
 NET ASSETS		
Unrestricted net assets	3,542,001	2,736,329
Internally restricted net assets (Note 12)	2,345,204	2,314,085
Invested in tangible capital assets	<u>2,457,570</u>	<u>2,619,162</u>
	<u>8,344,775</u>	<u>7,669,576</u>
	<u>\$ 12,358,169</u>	<u>\$ 12,123,920</u>

APPROVED ON BEHALF OF THE BOARD:


 _____ Director

 _____ Director

**LACOMBE FOUNDATION
STATEMENT OF OPERATIONS
FOR THE YEAR ENDED DECEMBER 31, 2024**

	<u>2024 Budget</u>	<u>2024 Actual</u>	<u>2023 Actual</u>
REVENUE			
Accommodation	\$ 2,847,490	\$ 2,955,478	\$ 2,882,570
Alberta Health Services	522,500	565,640	452,282
Lodge assistance program grant	463,580	547,718	463,580
Interest	111,530	258,705	215,008
Recoveries	145,600	144,184	158,409
Purchasing rebate	-	31,119	27,996
Donations	-	13,924	4,110
Government assistance	-	-	440,440
	<u>4,090,700</u>	<u>4,516,768</u>	<u>4,644,395</u>
EXPENSES			
Wages and benefits	2,978,300	2,748,346	2,900,735
Food and kitchen supplies	470,450	464,172	447,977
Utilities	433,550	374,550	380,385
Administrative management	309,300	291,157	205,787
Building and ground maintenance	161,800	136,774	114,181
Interest on callable debt	154,500	108,039	112,831
Property taxes	90,150	83,937	85,848
Insurance	53,850	51,205	48,615
General administration	69,150	47,987	69,903
Laundry and linen supplies	53,250	42,938	41,925
Equipment and appliances	46,300	31,072	34,586
Resident life enhancement	7,700	18,821	15,174
Professional fees	23,400	14,400	15,840
Non-recurring maintenance	20,000	1,900	-
	<u>4,871,700</u>	<u>4,415,298</u>	<u>4,473,787</u>
SURPLUS (DEFICIT) BEFORE OTHER ITEMS	<u>(781,000)</u>	<u>101,470</u>	<u>170,608</u>
OTHER ITEMS			
Municipal requisitions (Note 13)	800,000	800,000	775,000
Amortization of deferred capital contributions	-	299,166	299,166
Amortization of tangible capital assets	-	(525,437)	(518,548)
	<u>800,000</u>	<u>573,729</u>	<u>555,618</u>
ANNUAL SURPLUS	<u>\$ 19,000</u>	<u>\$ 675,199</u>	<u>\$ 726,226</u>

LACOMBE FOUNDATION
STATEMENT OF CHANGES IN NET ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2024

	Unrestricted <u>Net Assets</u>	Invested in Tangible Capital <u>Assets</u>	Internally Restricted Net Assets (Note 12)	<u>2024</u>	<u>2023</u>
NET ASSETS - BEGINNING OF YEAR	\$ 2,736,329	\$ 2,619,162	\$ 2,314,085	\$ 7,669,576	\$ 6,943,350
Annual surplus	675,199	-	-	675,199	726,226
Tangible capital asset purchases	(19,668)	19,668	-	-	-
Amortization of tangible capital assets	525,437	(525,437)	-	-	-
Amortization of deferred contributions	(299,166)	299,166	-	-	-
Repayment of callable debt	(45,011)	45,011	-	-	-
Transfer to internally restricted net assets	<u>(31,119)</u>	<u>-</u>	<u>31,119</u>	<u>-</u>	<u>-</u>
NET ASSETS - END OF YEAR	<u>\$ 3,542,001</u>	<u>\$ 2,457,570</u>	<u>\$ 2,345,204</u>	<u>\$ 8,344,775</u>	<u>\$ 7,669,576</u>

**LACOMBE FOUNDATION
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2024**

	<u>2024</u>	<u>2023</u>
OPERATING ACTIVITIES		
Annual surplus	\$ 675,199	\$ 726,226
Items not affecting cash:		
Amortization of tangible capital assets	525,437	518,548
Amortization of deferred contributions	<u>(299,166)</u>	<u>(299,166)</u>
	<u>901,470</u>	<u>945,608</u>
Change in non-cash working capital		
Accounts receivable	126,692	(53,810)
Prepaid expenses	15,870	(26,930)
Accounts payable and accrued liabilities	(95,337)	186,190
Deferred contributions	(5,207)	(2,287)
Unearned income and deposits	<u>3,771</u>	<u>1,685</u>
	<u>45,789</u>	<u>104,848</u>
Cash flow from (used by) operating activities	<u>947,259</u>	<u>1,050,456</u>
INVESTING ACTIVITIES		
Purchase of tangible capital assets	(19,668)	(50,774)
Increase in guaranteed investment certificates	<u>225,045</u>	<u>(1,300,000)</u>
Cash flow from (used by) investing activities	<u>205,377</u>	<u>(1,350,774)</u>
FINANCING ACTIVITIES		
Repayment of callable debt	<u>(45,011)</u>	<u>(14,404)</u>
INCREASE (DECREASE) IN CASH FLOW	1,107,625	(314,722)
CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR	<u>732,466</u>	<u>1,047,188</u>
CASH AND CASH EQUIVALENTS, END OF YEAR	<u>\$ 1,840,091</u>	<u>\$ 732,466</u>

LACOMBE FOUNDATION
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2024

NATURE OF OPERATIONS

Lacombe Foundation was established by Ministerial Order, pursuant to the Alberta Housing Act. It is responsible for the operation and administration of Lacombe Senior Citizens' Lodge, Eckville Manor House, Terrace Heights Affordable Housing in Lacombe, Alberta and Blackfalds Affordable Housing in Blackfalds, Alberta. The Foundation qualifies as a not-for-profit organization as defined in the Income Tax Act and is exempt from income taxes.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

(a) Basis of Presentation

The financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations.

(b) Cash and Cash Equivalents

Cash and cash equivalents consist of cash on hand and balances with banks. All amounts are readily converted into known amounts of cash and are subject to an insignificant change in value.

(c) Tangible Capital Assets

Tangible capital assets are stated at cost less accumulated amortization. Contributed capital assets are recorded at fair value at the date of contribution. When fair value cannot be reasonably determined, the capital asset is recorded at a nominal value. Tangible capital assets are amortized over their estimated useful lives at the following rates and methods:

Buildings	20 to 25 years, Straight-line method
Equipment	4 to 10 years, Straight-line method

Work in progress is not amortized until the assets are available for use.

(d) Long-lived assets

Long-lived assets consist of tangible capital assets. Long-lived assets held for use are measured and amortized as described in the applicable accounting policies.

The Foundation writes down long-lived assets held for use when conditions indicate that the asset no longer contributes to the Foundation's ability to provide goods and services. The assets are also written-down when the value of future economic benefits or service potential associated with the asset is less than its net carrying amount. When the Foundation determines that a long-lived asset is impaired, its carrying amount is written down to the asset's fair value.

(e) Revenue Recognition

The Foundation follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Externally restricted contributions for tangible capital assets are recorded as deferred contributions until spent. Once spent, they are transferred to unamortized capital allocations which are amortized to revenue on the same basis as the tangible capital assets acquired by the contribution.

LACOMBE FOUNDATION
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2024

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONT'D)

(f) Revenue Recognition (cont'd)

Rent and recoveries are recognized as revenue in the year the service is provided.

Restricted investment income is recognized as revenue in the year in which the related expenses are incurred. Unrestricted investment income is recognized as revenue when earned.

(g) Internally restricted net assets

The Foundation's Board of Directors hold internally restricted net assets in reserves to be used for specific purposes (see details in Note 12). These internally restricted amounts are not available for general purposes without approval by the Board of Directors.

(h) Contributed materials and services

Contributions of materials and services are recognized in the financial statements at fair value at the date of contribution, but only when a fair value can be reasonably estimated and when the materials and services are used in the normal course of operations, and would otherwise have been purchased.

(i) Measurement uncertainty

The preparation of financial statements in accordance with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the dates of the financial statements and the reported amounts of revenue and expenses during the reporting period. Significant areas requiring the use of management's estimates include the useful lives of tangible capital assets, the corresponding rates of amortization and the amount of accrued liabilities. All estimates are reviewed periodically and adjustments are made to the statements of operations as appropriate in the year they become known.

(j) Financial Instruments

Measurement of financial instruments

The Foundation initially measures its financial assets and financial liabilities at fair value, and subsequently measures all its financial assets and financial liabilities at amortized cost.

Financial assets measured at amortized cost include cash and cash equivalents, guaranteed investment certificates and accounts receivable.

Financial liabilities measured at amortized cost include accounts payable and accrued liabilities and callable debt.

The Foundation has no financial assets measured at fair value.

Impairment

Financial assets measured at cost are tested for impairment when there are indicators of impairment. The amount of the write-down is recognized in net income. The previously recognized impairment loss may be reversed to the extent of the improvement, directly or by adjusting the allowance account, provided it is no greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in the statement of operations.

LACOMBE FOUNDATION
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2024

2. CASH AND CASH EQUIVALENTS

	<u>2024</u>	<u>2023</u>
Operating accounts	\$ 1,800,373	\$ 695,338
Security deposits	38,818	36,228
Petty cash	<u>900</u>	<u>900</u>
	<u>\$ 1,840,091</u>	<u>\$ 732,466</u>

3. GUARANTEED INVESTMENT CERTIFICATE

ATB Financial guaranteed investment certificates bear interest at rates between 3.40% and 4.05% (2023 - 3.25% to 5.06%) and mature from August to December 2025.

The Board has internally restricted \$2,345,204 (2023 - \$2,314,085) of cash reserves for the future major maintenance repairs and upgrades to the lodges and affordable housing facilities, as indicated in Note 12.

4. ACCOUNTS RECEIVABLE

	<u>2024</u>	<u>2023</u>
Resident and tenant receivables	\$ 40,911	\$ 32,874
Interest receivable	39,224	106,121
GST recoverable	9,303	9,081
Government assistance	<u>1,758</u>	<u>69,812</u>
	<u>\$ 91,196</u>	<u>\$ 217,888</u>

LACOMBE FOUNDATION
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2024

5. TANGIBLE CAPITAL ASSETS

	<u>Cost</u>	<u>Accumulated Amortization</u>	<u>Net Book Value</u>	
			<u>2024</u>	<u>2023</u>
Land	\$ 1,980,648	\$ -	\$ 1,980,648	\$ 1,980,648
Buildings	12,678,532	8,999,041	3,679,491	4,061,031
Equipment	1,095,612	908,223	187,389	311,618
Work in progress	<u>119,741</u>	<u>-</u>	<u>119,741</u>	<u>119,741</u>
	<u>\$ 15,874,533</u>	<u>\$ 9,907,264</u>	<u>\$ 5,967,269</u>	<u>\$ 6,473,038</u>

Work in progress relates to the preliminary concept drawings for the redevelopment of the new Lacombe Lodge. No amortization of this asset has been recorded during the current year because it is currently under development.

6. BANK INDEBTEDNESS

The Foundation has an operating line of credit with an authorized limit of \$175,000 (2023 - \$175,000) which bears interest at prime plus 1%. In addition, the Foundation has a Mastercard facility available with a limit of \$15,000 (2023 - \$15,000) which bears interest at prime plus 2%. As at December 31, 2024 a total of \$0 (2023 - \$0) has been drawn on the line of credit and a total of \$0 (2023 - \$0) has been drawn on the Mastercard. The line of credit and Mastercard are secured by the same security as disclosed in Note 9 for callable debt.

7. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

	<u>2024</u>	<u>2023</u>
Employee future benefits payable	\$ 148,242	\$ 155,111
Accounts payable	87,453	104,092
Due to Bethany Nursing Home of Camrose, Alberta	63,121	66,300
Government funding payable	37,317	111,934
Accrued liabilities	25,258	19,606
Workers Compensation Board of Alberta	5,870	5,205
Wages payable	<u>500</u>	<u>850</u>
	<u>\$ 367,761</u>	<u>\$ 463,098</u>

Employee future benefits consist of vacation, statutory holidays and overtime accruals.

8. DEFERRED CONTRIBUTIONS

Deferred contributions in the amount of \$74,627 (2023 - \$79,834) relates to donations made for designated purposes, and are recorded as revenue when expended.

LACOMBE FOUNDATION
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2024

9. CALLABLE DEBT

	<u>2024</u>	<u>2023</u>
ATB Financial demand loan bearing interest at prime plus 0.73%, repayable in monthly blended payments of \$5,300.	\$ 556,147	\$ 578,663
ATB Financial demand loan bearing interest at prime plus 0.73%, repayable in monthly blended payments of \$6,850.	<u>822,340</u>	<u>844,835</u>
	1,378,487	1,423,498
Amounts payable within one year	<u>(62,356)</u>	<u>(39,956)</u>
	<u>\$ 1,316,131</u>	<u>\$ 1,383,542</u>

Although the bank loans are of a demand nature, the Foundation does not believe that the demand feature will be exercised. Accordingly, the scheduled principal repayments on the callable debt for the next five years are as follows:

2025	\$ 62,356
2026	66,321
2027	70,537
2028	75,022
2029	79,792
Thereafter	<u>1,024,459</u>
	<u>\$ 1,378,487</u>

The collateral security pledged by the Foundation to support the callable debt is a first charge over land and building with a carrying value of \$5,601,658 (2023 - \$5,978,179) and an assignment of rents.

LACOMBE FOUNDATION
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2024

10. DEFERRED CONTRIBUTIONS - TANGIBLE CAPITAL ASSETS

Deferred contributions related to capital assets represent restricted contributions from government and donations with which some of the capital assets were purchased. The changes in the deferred contributions balance or the year are as follows:

	<u>2024</u>	<u>2023</u>
DEFERRED BALANCE, BEGINNING OF YEAR	\$ 2,430,378	\$ 2,729,544
Less: Amounts recognized as revenue	<u>(299,166)</u>	<u>(299,166)</u>
BALANCE, END OF YEAR	<u>\$ 2,131,212</u>	<u>\$ 2,430,378</u>

11. RELATED PARTY TRANSACTIONS

The Bethany Nursing Home of Camrose, Alberta acts as a Chief Administrative Officer (CAO), providing management, administrative, and operational support for the Foundation.

The Foundation paid management fees of \$183,900 plus \$8,190 for network and administrative support to Bethany Nursing Home of Camrose, Alberta for the year ended December 31, 2024 (2023 - \$183,900 plus \$8,190 for network and administration support).

As at December 31, 2024, the amount payable to Bethany Nursing Home of Camrose, Alberta is \$63,121 (2023 - \$66,300) and the amount receivable is \$18,299 (2023 - \$18,795) .

These transactions were in the normal course of operations and were recorded at the exchange amount, which is the amount agreed upon the related parties.

12. INTERNALLY RESTRICTED NET ASSETS

	<u>2024</u>	<u>2023</u>
Lodge Operations Fund Reserve	\$ 2,288,065	\$ 2,256,946
Affordable Housing Fund Reserve	<u>57,139</u>	<u>57,139</u>
	<u>\$ 2,345,204</u>	<u>\$ 2,314,085</u>

The Foundation's Board of Directors has established reserve funds to fund future major maintenance repairs and upgrades to the lodges and affordable housing facilities.

LACOMBE FOUNDATION
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2024

13. MUNICIPAL REQUISITIONS

	<u>2024</u>	<u>2023</u>
Lacombe County	\$ 526,560	\$ 504,680
City of Lacombe	140,160	140,352
Town of Blackfalds	103,360	100,440
Town of Eckville	8,480	8,293
Town of Bentley	8,160	7,905
Village of Alix	7,600	7,595
Village of Clive	<u>5,680</u>	<u>5,735</u>
	<u>\$ 800,000</u>	<u>\$ 775,000</u>

14. FINANCIAL INSTRUMENTS

The Foundation maintains a risk management framework to monitor, evaluate, and manage the principal risks assumed with financial instruments. The risks that arise from financial instruments include liquidity and market risk; market risk arises from changes in interest rates and other price risks.

Market risk

The Foundation's financial instruments expose it to market risk, in particular interest rate risk on temporary investments. There has been no significant change in risk from the prior year. The guaranteed investment certificates bear interest at a fixed rate and the origination is therefore exposed to the risk of changes in fair value resulting from interest rate fluctuations. The Foundation's callable debt consists of loans that are subject to fluctuations in interest rates. The Foundation does not use derivative financial instruments to alter the effects of this risk.

Liquidity risk

Liquidity risk is the risk the Foundation may encounter difficulty in meeting its obligations associated with its financial liabilities as they become due. The Foundation's exposure to liquidity risk is dependent on the receipt of funds from a variety of sources, whether in the form of revenue or advances. There has been no significant change in risk from the prior year.

Credit risk

The Foundation is exposed to credit risk in connection with its receivables. The Foundation does not obtain collateral or other security to support the receivables subject to credit risk, and does not anticipate significant loss beyond what is already provided for as an allowance for doubtful accounts. There has been no significant change in risk from the prior year.

LACOMBE FOUNDATION
STATEMENT OF OPERATIONS - LACOMBE LODGE
DECEMBER 31, 2024

Schedule 1

	<u>2024</u> <u>Budget</u>	<u>2024</u> <u>Actual</u>	<u>2023</u> <u>Actual</u>
REVENUE			
Accommodation	1,525,660	\$ 1,617,430	\$ 1,503,057
Lodge assistance program grant	328,370	390,156	328,369
Interest	63,830	156,683	118,659
Recoveries	95,340	103,047	98,966
Purchasing rebate	-	20,852	18,496
Donations	-	10,216	675
Government assistance	-	-	251,157
	<u>2,013,200</u>	<u>2,298,384</u>	<u>2,319,379</u>
EXPENSES			
Wages and benefits	1,506,800	1,451,738	1,448,983
Food and kitchen supplies	312,000	313,364	295,385
Utilities	238,750	211,216	218,597
Administrative management	157,850	148,726	113,998
Building and ground maintenance	82,000	73,557	48,951
General administration	31,200	22,498	32,620
Laundry and linen supplies	22,600	17,857	19,201
Insurance	16,600	15,788	14,875
Resident life enhancement	5,200	14,109	6,587
Equipment and appliances	18,000	10,268	15,754
Professional fees	10,700	6,600	7,270
Non-recurring maintenance	20,000	1,900	-
	<u>2,421,700</u>	<u>2,287,621</u>	<u>2,222,221</u>
SURPLUS (DEFICIT) BEFORE OTHER ITEMS	<u>(408,500)</u>	<u>10,763</u>	<u>97,158</u>
OTHER ITEMS			
Municipal requisitions	425,850	425,850	451,182
Amortization of deferred capital contributions	-	90,811	90,811
Amortization of tangible capital assets	-	(202,130)	(197,424)
	<u>425,850</u>	<u>314,531</u>	<u>344,569</u>
ANNUAL SURPLUS	<u>\$ 17,350</u>	<u>\$ 325,294</u>	<u>\$ 441,727</u>

The accompanying notes are an integral part of these financial statements.

LACOMBE FOUNDATION
STATEMENT OF OPERATIONS - ECKVILLE MANOR HOUSE
DECEMBER 31, 2024

Schedule 2

	<u>2024</u> <u>Budget</u>	<u>2024</u> <u>Actual</u>	<u>2023</u> <u>Actual</u>
REVENUE			
Accommodation	\$ 843,730	\$ 831,175	\$ 882,922
Alberta Health Services	522,500	565,640	452,282
Lodge assistance program grant	135,210	157,562	135,211
Interest	42,550	60,046	75,082
Recoveries	33,760	28,919	36,175
Purchase rebate	-	10,267	9,500
Donations	-	3,708	3,435
Government assistance	-	-	189,283
	<u>1,577,750</u>	<u>1,657,317</u>	<u>1,783,890</u>
EXPENSES			
Wages and benefits	1,438,900	1,267,948	1,396,945
Food and kitchen supplies	158,450	150,808	152,592
Utilities	128,000	115,801	114,757
Administrative management	101,350	93,987	64,021
Building and ground maintenance	39,350	36,545	41,015
Laundry and linen supplies	23,200	24,623	18,124
General administration	24,950	16,898	28,611
Equipment and appliances	16,500	16,657	7,712
Professional fees	10,700	6,600	7,174
Insurance	8,000	5,780	5,674
Resident life enhancement	2,500	4,712	8,587
	<u>1,951,900</u>	<u>1,740,359</u>	<u>1,845,212</u>
DEFICIT BEFORE OTHER ITEMS	<u>(374,150)</u>	<u>(83,042)</u>	<u>(61,322)</u>
OTHER ITEMS			
Municipal requisitions	374,150	374,150	323,818
Amortization of deferred capital contributions	-	280	280
Amortization of tangible capital assets	-	(8,963)	(7,259)
	<u>374,150</u>	<u>365,467</u>	<u>316,839</u>
ANNUAL SURPLUS	<u>\$ -</u>	<u>\$ 282,425</u>	<u>\$ 255,517</u>

LACOMBE FOUNDATION
STATEMENT OF OPERATIONS - TERRACE HEIGHTS LANDING
DECEMBER 31, 2024

Schedule 3

	<u>2024</u> <u>Budget</u>	<u>2024</u> <u>Actual</u>	<u>2023</u> <u>Actual</u>
REVENUE			
Accommodation	\$ 255,350	\$ 270,905	\$ 266,584
Interest	4,150	28,210	15,830
Recoveries	<u>14,100</u>	<u>11,347</u>	<u>17,926</u>
	<u>273,600</u>	<u>310,462</u>	<u>300,340</u>
EXPENSES			
Utilities	60,300	46,643	43,855
Interest on callable debt	66,900	43,834	45,868
Property taxes	33,150	28,809	31,568
Administrative management	28,100	28,215	16,272
Wages and benefits	19,000	16,711	27,996
Insurance	13,650	13,892	13,130
Building and ground maintenance	24,050	11,164	17,518
General administration	7,100	4,969	5,211
Equipment and appliances	8,200	1,965	7,081
Professional fees	1,000	600	707
Laundry and linen supplies	<u>3,000</u>	<u>290</u>	<u>2,059</u>
	<u>264,450</u>	<u>197,092</u>	<u>211,265</u>
SURPLUS BEFORE OTHER ITEMS	<u>9,150</u>	<u>113,370</u>	<u>89,075</u>
OTHER ITEMS			
Amortization of deferred capital contributions	-	135,854	135,854
Amortization of tangible capital assets	<u>-</u>	<u>(187,129)</u>	<u>(187,129)</u>
	<u>-</u>	<u>(51,275)</u>	<u>(51,275)</u>
ANNUAL SURPLUS	<u>\$ 9,150</u>	<u>\$ 62,095</u>	<u>\$ 37,800</u>

LACOMBE FOUNDATION
STATEMENT OF OPERATIONS - BLACKFALDS AFFORDABLE HOUSING
DECEMBER 31, 2024

Schedule 4

	<u>2024</u> <u>Budget</u>	<u>2024</u> <u>Actual</u>	<u>2023</u> <u>Actual</u>
REVENUE			
Accommodation	\$ 222,750	\$ 235,968	\$ 230,007
Interest	1,000	13,766	5,437
Recoveries	<u>2,400</u>	<u>871</u>	<u>5,342</u>
	<u>226,150</u>	<u>250,605</u>	<u>240,786</u>
EXPENSES			
Interest on callable debt	87,600	64,205	66,963
Property taxes	57,000	55,128	54,280
Administrative management	22,000	20,229	11,496
Insurance	15,600	15,745	14,936
Building and ground maintenance	16,400	15,508	6,697
Wages and benefits	13,600	11,949	26,811
General administration	5,900	3,622	3,461
Equipment and appliances	3,600	2,182	4,039
Utilities	6,500	890	3,176
Professional fees	1,000	600	689
Laundry and linen supplies	<u>4,450</u>	<u>168</u>	<u>2,541</u>
	<u>233,650</u>	<u>190,226</u>	<u>195,089</u>
SURPLUS (DEFICIT) BEFORE OTHER ITEMS	<u>(7,500)</u>	<u>60,379</u>	<u>45,697</u>
OTHER ITEMS			
Amortization of deferred capital contributions	-	72,221	72,221
Amortization of tangible capital assets	<u>-</u>	<u>(127,215)</u>	<u>(126,736)</u>
	<u>-</u>	<u>(54,994)</u>	<u>(54,515)</u>
ANNUAL SURPLUS (DEFICIT)	<u>\$ (7,500)</u>	<u>\$ 5,385</u>	<u>\$ (8,818)</u>



ALLY IMPACT REPORT

TOWN OF BLACKFALDS



Thank you, Town of Blackfalds

From the beginning, STARS has relied on our allies to help fulfill our mission of providing critical care, anywhere.

Allies like you make it possible for STARS to continue learning, growing and innovating to ensure we can be there for the next patient, and for more communities, wherever they are and in whatever way they need us.

You support essential education and training, necessary tools, and new and improved technology, allowing us to continue providing critical care when it's needed most.

You make it possible for us to save lives, every day.

From all of us at STARS, and on behalf of the patients we serve,

thank you.

BUILT BY THE COMMUNITY,
FOR THE COMMUNITY

730+

communities were
cared for last year





In 2024, the Town of Blackfalds generously contributed \$11,015 to support STARS flight operations from the Calgary and Edmonton bases that serve the central region of Alberta - **Thank you!** We are sincerely grateful for your commitment to our fight for life.

With your support, we can surpass obstacles and extend beyond boundaries. Most importantly, you make an immediate response possible for people every day.

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

You allow STARS to use any transportation and tools necessary to reach patients and deliver the care that can save lives.

Because of you, patients like Willem van Lankvelt will have access to world-class, rapid critical care - no matter where they live, work, or play, for generations to come.

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

You make critical care anywhere, possible.

Thank you.





TOWN OF BLACKFALDS

15-YEAR MISSION OVERVIEW

LACOMBE COUNTY STARS 15-YEAR MISSION REPORT	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	TOTAL
NEAR ALIX		1		1	2	2			1	4		2			2	15
NEAR BASHAW*													1			1
NEAR BENTLEY				1		1		2		1	1	1	1	1		9
NEAR BLACKFALDS	2		1		3		2				1		1	1	1	12
NEAR CLIVE	1						1			1	1	1				5
NEAR ECKVILLE			1			4	1						3	1		10
NEAR GULL LAKE SCENE + SAR*		2					1	1			1	1	2	1		9
NEAR HESPERO										1			1			2
LACOMBE HOSPITAL IFT's	2	2	3	5	2		1	5	3		2	9	5	4	5	48
NEAR LACOMBE	1	5	5	4	4	5	3	2	1	1	2	2	1	1	2	39
NEAR MIRROR			1	1			1				1			1		5
NEAR PONOKA*										1		1				2
NEAR RIMBEY*											1					1
NEAR SYLVAN LAKE*													1			1
TOTAL *Served by 2 STARS bases	6	10	11	12	11	12	10	10	5	9	10	17	16	10	10	159

* Scene calls and search & rescue (SAR) coded to nearest community - Actual mission location used to identify each occurrence within Mountain View County boundaries

Over the past 15-years, (from 2010 up to and including December 31, 2024) because of your support STARS was able to carry out 159 critical inter-facility, search and rescue and scene missions within Lacombe County and the hospital located within your area, including 12 scene missions near the Town of Blackfalds. Thank you for helping to support the residents of the Town of Blackfalds in the communities where they live, work and play.

STARS is more than transport. Whether by air, ground, or satellite link, the expert care delivered by our doctors, nurses, and paramedics comes in many forms. The STARS Emergency Link Centre also acts as a critical care logistics hub, connecting patients with help beyond STARS. Because of your support, we are wherever we need to be using any transportation and tools necessary to reach our patients and deliver the care that can save their lives. For some patients, a helicopter is the right method to respond. For others, our teams will go by airplane or ground ambulances. Often, our physicians can diagnose and provide care guidance directly through phone or video link. The STARS Emergency Link Centre specializes in bringing together all the healthcare and emergency response professionals who are working to help each patient survive.

Any one of us can experience a life-changing incident or medical complication whether or not we're close to care. That's why STARS exists. Your commitment makes an impact and helps deliver critical care anywhere for your residents, ensuring every one of them has access to care when they need it the most.

Built by the community, for the community.



ESSENTIAL SERVICES FOR ALL, RURAL

UNITED IN PARTNERSHIP

Building a robust health & safety network.

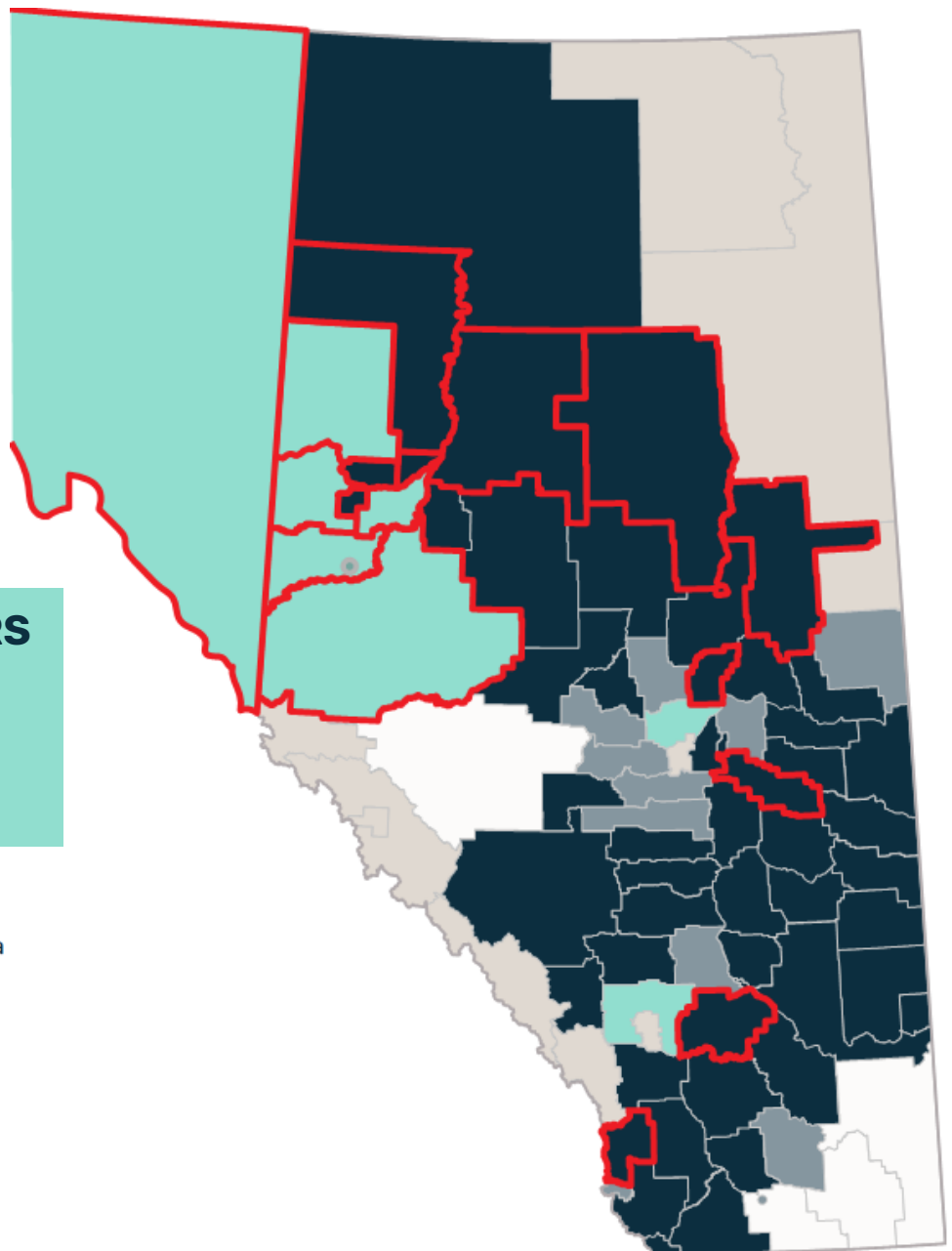
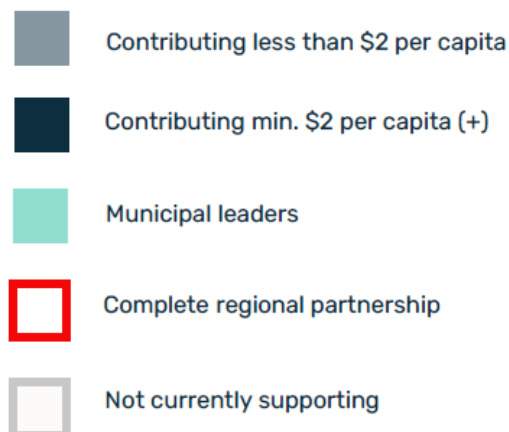
- 94% AB Municipalities in partnership
- Includes northeastern B.C.
- 75% Regional Leaders
- Requests pending

REGIONAL LEADERS

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

(9) PROVINCIAL LEADERS

- Fixed rate of support
- Standing motion
- Included in protective services budget



YOU MAKE IT POSSIBLE TO SAVE PEOPLE LIKE WILLEM



During what Willem van Lankvelt thought was going to be a pleasant afternoon on his bike near his family's cabin, his ride took a life-threatening turn when he was struck by a truck.

The force of the impact caused significant head trauma and severe internal bleeding. With 16 years of experience as a paramedic, he knew this was his worst-case scenario. Fortunately with your help, STARS was on the way.

Upon STARS' arrival at the scene, the air medical crew had to work quickly to stabilize Willem.

Willem already had a deep appreciation for STARS before his accident. Through his work, he had seen firsthand the everyday difference STARS makes in the lives of critically ill and injured patients thanks to allies like you. Willem even knew the crew that provided care for him, making this one of the most difficult missions that STARS flight nurse, Melvin Yumang, had ever responded to.

"The extent of his injuries were such that neither myself nor my partner Ray recognized Willem at the time," said Melvin.

He had a skull fracture, traumatic brain injury, multiple fractures of his ribs, and bleeding around his lungs. His jaw muscles were clamped shut so access to his airway was basically impossible.

Call received.
STARS crew is
pre-alerted.

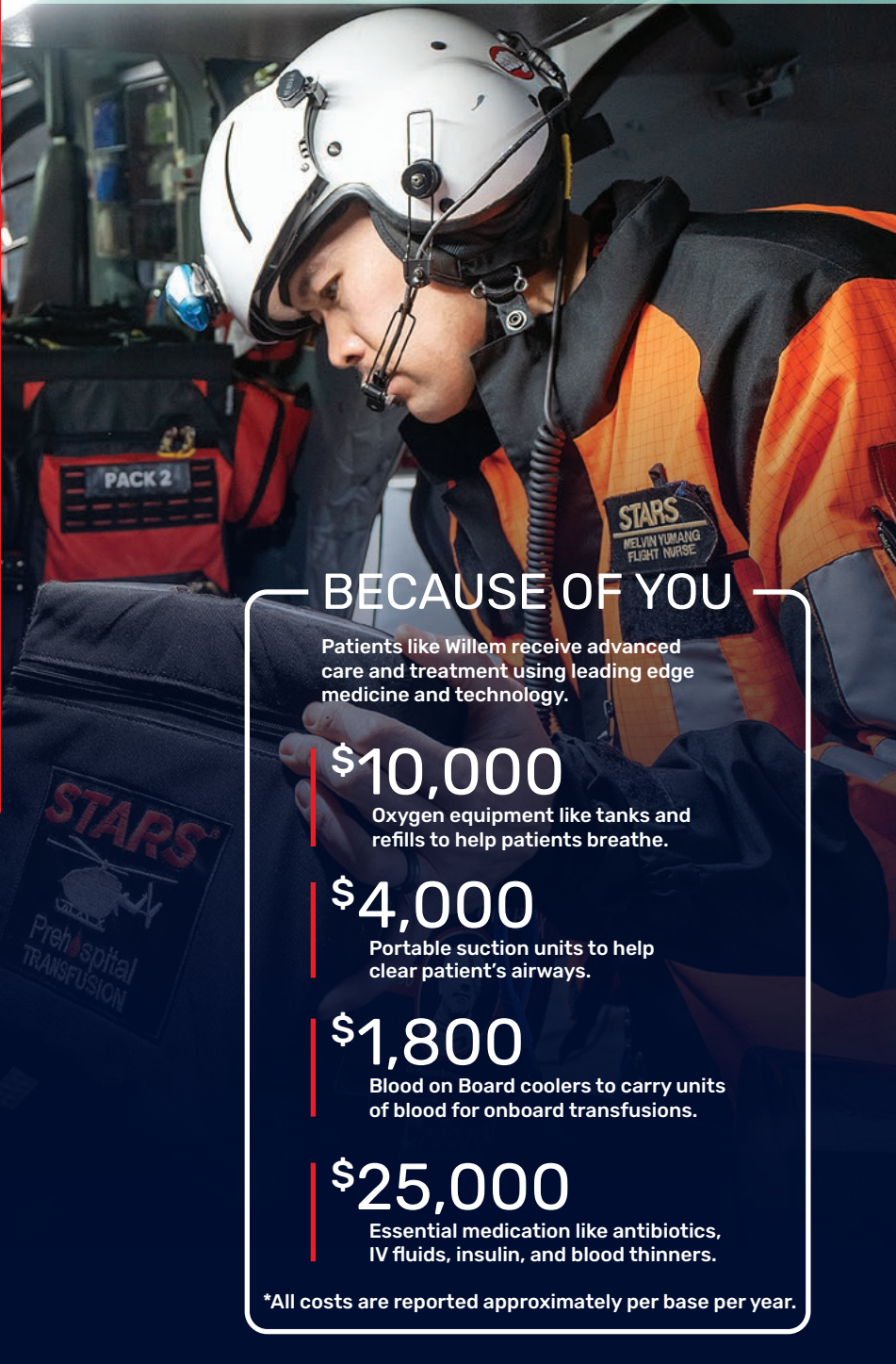
Helicopter dispatched.

Helicopter leaves
the STARS base.

In 2016, registered nurse Melvin Yumang began his journey with STARS. In addition to years of experience in ERs and pediatric ICUs across Canada, Yumang went on to complete the six-month STARS Critical Care and Transport Medicine Academy program – a highly specialized, donor-supported certificate program offered to experienced rural health care professionals and is a requirement for new STARS air medical crew. After this intense course, he was ready to put on the STARS signature blue flight suit and care for the most critical patients. As he reflects on his eight years as a STARS flight nurse, he credits the organization’s success to the expertise of his fellow crew members. Thanks to allies like you, professionals like Yumang have access to essential training needed on STARS’ aircraft and in rural or remote health care settings.

“It’s a privilege to be able to serve those in our community.”

MELVIN YUMANG, STARS FLIGHT NURSE



BECAUSE OF YOU

Patients like Willem receive advanced care and treatment using leading edge medicine and technology.

- \$10,000**
Oxygen equipment like tanks and refills to help patients breathe.
- \$4,000**
Portable suction units to help clear patient’s airways.
- \$1,800**
Blood on Board coolers to carry units of blood for onboard transfusions.
- \$25,000**
Essential medication like antibiotics, IV fluids, insulin, and blood thinners.

*All costs are reported approximately per base per year.

Crew arrives on scene.

Crew stabilizes and provides necessary medical intervention to patient.

Crew and patient depart scene.

STARS arrives at hospital, and transfers patient care.



"Will's accident was quite traumatic," says STARS flight paramedic Ray Rempel. "There's two things that STARS can bring to patients. One is speed, the other is a higher level of critical care. Willem needed both on that night. We were able to give him blood, and decompress the chest to allow him to breathe a little bit better. We gave medication to access his airway and provided him with the oxygen he needed."

Thanks to your support, STARS was able to provide the critical care needed in such a difficult and complex situation. Working alongside our allies – police, fire, and EMS – on the ground, Willem was rapidly transported to the trauma centre where he received definitive care and has been able to make a successful recovery.

Because of donors like you, Willem was able to recover and return to work as a paramedic. Your support helps save people like Willem, wherever they are, whenever they need critical care. Thank you for enabling us to be there when we're needed most.



"To anybody who has supported STARS, I can't put into words the impact your support has had on me and my family. Thank you."

Willem van Lankvelt, STARS VERY IMPORTANT PATIENT



Scan the QR code
to hear Willem's
story in his
own words.

YOU MAKE IT POSSIBLE FOR US TO IMPACT THOUSANDS OF LIVES

With your commitment to our fight for life, you ensure that everyone has access to critical, life-saving care, no matter where they live, work or play. In the air, on the ground, and virtually, we are wherever we need to be to give patients their best hope in a worst-case scenario.

BECAUSE OF YOU



3,927

MISSIONS WERE FLOWN IN
THE LAST YEAR

1,720
AB/BC

1,025
SK

1,182*
MB/ON

11



AVERAGE DAILY MISSIONS

* includes fixed-wing and helicopter missions

Incident types



CARDIAC **18.05%**



ENVIRONMENTAL **0.30%**



NEUROLOGICAL **12.48%**



OBSTETRICAL **1.42%**



PULMONARY **12.64%**



VEHICLE INCIDENT **18.38%**



OTHER MEDICAL **19.20%**



OTHER TRAUMA **17.38%**

With support from allies like you, STARS is able to provide landing zone training for first responders and clinical training sessions for rural medical practitioners in our communities to ensure patients receive the best care possible in a worst-case scenario. This year:

121

outreach education
sessions were fulfilled
in our communities.

3,800+

participants attended
landing zone and clinical
education sessions.



YOU MAKE IT POSSIBLE TO CONNECT WITH PATIENTS, FASTER

The STARS Emergency Link Centre (ELC) is the critical care logistics hub. You support highly skilled emergency communications specialists connecting STARS to 911 and other emergency services, overseeing helicopter missions and coordinating transport and care for patients. With dedication from allies like you, the ELC is able to run 24/7/365 and allows us to be there for the next patient, whenever they need us.

Critical patients may now receive care quicker than ever before thanks to the launch of a virtual care trial by STARS in partnership with Saskatchewan Health Authority. STARS Virtual Care allows transport physicians to be connected to local providers during active missions via a secure video connection. The trial is underway across the province of Saskatchewan.

“This new tool is allowing us to provide care more precisely and timely, because when I am consulted I can see the problem directly rather than having someone describe it to me over the phone, especially when they can often be in the midst of dealing with a very critical situation,” said STARS base medical director for Regina and Saskatoon, Dr. Dallas Pearson.



49" Ultrawide monitor
\$3,000



BECAUSE OF YOU

37,365

emergency requests were handled
by the ELC, an average of **102/day**.

114

transport physicians on staff.

8,760

operational hours of logistics
coordination by the ELC.

Phone & Bluetooth headset
\$2,000

Embroidered uniform tops
\$35

Ergonomic dispatch chair
\$2,000

Air dispatch radio system
\$510,000



BECAUSE OF YOU
STARS has flown more than
60,000
total missions since 1985.



YOU MAKE IT POSSIBLE
TO PROVIDE

CRITICAL CARE, ANYWHERE

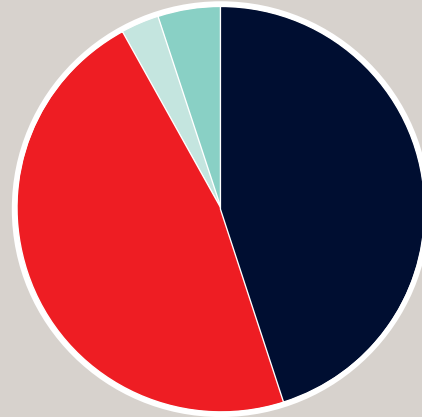
\$11.4M

approximate annual
cost per base

37,345

annual donors

STARS funding sources, fiscal-year 2023-24



- NET FUNDRAISING
- GOVERNMENT CONTRIBUTIONS*
- INDUSTRY SERVICES
- OTHER

* cash received in year

IT IS ONLY POSSIBLE WITH **YOU** BY OUR SIDE

As a charitable not-for-profit, we can only operate with the remarkable support of our community allies.

The unwavering commitment of allies like you makes it possible for us to continue providing life-saving care, wherever and whenever it's needed, and ensure we can serve Western Canadians well into the future.

**Thank you for making sure we can
be there for the next patient, no
matter how far.**

529
active volunteers





NEW MEDICATION HEMORRHAGE CONTROL

STARS has bolstered its medical toolkit with an innovative new blood product to help form blood clots and assist with hemorrhage control.

- Increase to 4 units of blood onboard
- Utilized in severe trauma cases
- Patients requiring more than two units of blood
- Fibrinogen promotes blood clots to form

MUNICIPAL SUPPORTER



BENEFITS

- Lacombe County is served by Edmonton and Calgary bases
- STARS provides physical response and virtual care consultation
- Assist local practitioners with critical care/procedural guidance
- Together we enhance rural healthcare
- Residents have access to STARS 24/7 across Western Canada
- No cost to the patient

THANK YOU
BLACKFALDS
A L B E R T A

SHANNON PAQUETTE

DONOR RELATIONS AND DEVELOPMENT OFFICER

780-890-3163

spaquette@stars.ca



STAY IN TOUCH

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HIGHLIGHTS OF THE REGULAR COUNCIL MEETING APRIL 24, 2025

PUBLIC HEARING BYLAW 1433/25

A public hearing was held for Bylaw No. 1433/25. Bylaw No. 1433/25 is a bylaw of Lacombe County to establish alternate methods for advertising statutory notices.

The bylaw was developed to allow the use of digital platforms, such as the County website, social media, and email, alongside traditional print and mail for public notifications, improving communication effectiveness and accessibility while maintaining legislative compliance.

Following the public hearing, Bylaw No. 1433/25 was given second and third reading and so passed.

2024 OPERATING SURPLUS AND RESERVE ALLOCATION

Lacombe County realized a 2024 operating surplus of \$4,844,070 of which \$3.3 million was available for reallocation to capital reserves. By resolution Council, the \$3.3 million was allocated to the following capital reserves: the New Pavement Reserve, the Water/Wastewater Reserve and the Cemetery Development Reserve.

2024 AUDITED FINANCIAL STATEMENTS

Representatives of BDO Canada LLP presented the draft 2024 Audited Financial Statements for the year ended December 31, 2024. By resolution of Council, the 2024 Audited Financial Statements were approved, as amended, to include the 2024 surplus allocation to reserves.

COMMITTEE OF THE WHOLE MEETING NOTES

The following recommendations from the Committee of the Whole meeting held on April 1, 2025 received the approval of Council:

- That the Minimum Tax on Low Assessment Properties presentation be received for information; and further, that the County Manager be directed to prepare a report and recommendations for Council's consideration at a future meeting for the 2026 taxation year.
- That the Citizen Satisfaction Survey initiative be deferred to the Fall of 2026 to align with the development of the next strategic plan.
- That the Rural Crime presentation be received for information.
- That the County Manager be directed to prepare a report for Council's consideration at a future meeting regarding potential changes to Lacombe County Councillor appointments to the following, with any such changes to take effect at the 2025-2026 Lacombe County Organization Meeting:
 - Alberta Synergy
 - Alix & District Chamber of Commerce
 - Blackfalds & District Chamber of Commerce
 - Central Alberta Synergy
 - Friends of the Blindman River
 - Mary C. Moore Public Library Board
 - Parkland Airshed Management Board
 - Parkland Regional Library Board
 - Red Deer/Lacombe Rural Crime Watch
 - West Central Stakeholders



SUCCESS GROWS HERE!

- Town of Blackfalds/Lacombe County Intermunicipal Development Plan-Intermunicipal Collaboration Framework Committee
- Rimbey Regional Synergy
- Red Deer Rural Restorative Justice
- That the County Manager be directed to prepare a report to support Lacombe County's participation in the development of the City of Lacombe/Town of the Blackfalds/Lacombe County Regional Collaboration Committee for Council's consideration at a future Council meeting.
- That the County Manager be directed to prepare draft amendments, for Council's consideration at a future Council meeting, to the Chief Administrative Officer Bylaw and the Fire and Emergency Response Bylaw to allow the County Manager to recover outstanding fire response fees through the tax roll.

OFFER TO PURCHASE PROPERTIES FOR SALE IN THE HAMLET OF MIRROR

Lacombe County received multiple bids in early 2025 for two tax-forfeited properties in the Hamlet of Mirror.

By resolution of Council, the following bids were accepted:

- Lots 16-20, Block 13, Plan 7159AI - \$75,000 (GST inclusive)
- Bid #2 for Lots 14-17, Block 4, Plan 7159AI - \$40,000 (GST inclusive)

OPERATIONS POLICY REVIEW

Council approved amendments to policies OP(31) Fencing Adjacent to Undeveloped Road Allowances and OP(41) Culverts-Manure Management. The updates include revised naming references and corrections to spelling, grammar and formatting.

LINCOLN HALL COMMUNITY SOCIETY CAPITAL FUNDING REQUEST

Council approved funding of up to \$6,170 for the Lincoln Hall Community Society's kitchen upgrade project, with the contribution to come from the Recreation Capital Assistance Reserve.

PROCEDURES BYLAW

Council approved first, second, and third readings to Bylaw No. 1436/25, a bylaw which provides for the orderly proceedings of Council meetings and the transacting of business by the Council of Lacombe County.

Next Regular Council Meeting is
May 8, 2025 – 9:00 a.m.

Next Committee of the Whole Meeting is
June 3, 2025 – 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.**



City of Lacombe

COUNCIL HIGHLIGHTS

April 28th, 2025

2. Review of Agendas

2.1 Consent of Agenda

- Council gave first reading to Bylaw 400.72 as presented and scheduled a Public Hearing for Bylaw 400.72 on Monday, May 26th, 2025, at 6:00 p.m.
- Council gave first readings to Bylaw 405.5, 380.1, and 400.73 as presented, and scheduled a public hearing for Bylaw 400.73 for Monday, May 26th, 2025, at 6:00 p.m.
- Council gave first reading to the Procedure Bylaw Amendment – Bylaw 370.5 as presented.

4. Presentations

4.1 Historical Society - Request for Summer Student Support

Daniel Becker, Executive Director of the Lacombe and District Historical Society presented a Request for Summer Student Support.

4.2 2024 Crime Severity Index/LPS Annual Report

Corey Gish, Lacombe Police Commission Chair and Chief Lorne Blumhagen, Lacombe Police Service, presented the 2024 Crime Severity Index/LPS Annual Report.

4.3 Lacombe Public Schools Enhancement Society - Playground Funding Request

Pam Dedora, Chairperson of Lacombe Public Schools Enhancement Society, Renee Spelt, Vice Chairperson of Lacombe Public Schools Enhancement Society, and Jason Lunn, Team Jigger Representative presented on a playground request from the Lacombe Public Schools Enhancement Society.

4.4 2024 Auditor Financials & Statements Presentation

Mitchell Kennedy, Senior Manager, BDO Canada LLP, and Lorraine Walker, Partner, BDO Canada LLP, presented on the 2024 Audited Financials and Statements.

6. Requests for Decision

6.1 Bylaw 524 – Municipal Historic Resource Designation – Stewart Residence

The owners of Lots 2 & 3, Block H, Plan RN1C (5718 50th Avenue) applied to designate the building known as the Stewart Residence as a Municipal Historic Resource. The property is currently listed on Lacombe's Heritage

Inventory as identified in the Land Use Bylaw (LUB) Section 14.5 and Table 14.5.1. Initiation of the Municipal Historic Resource process is supported by Lacombe's Heritage Resources Committee (HRC) and by Administration.

Council gave second and third reading to Bylaw 524 as presented.

6.2 2025 Capital Works Update

The tender for the 2025 Capital Works Program closed on April 3rd, 2025. Four bids were received, which all exceeded the project budget. Administration is preparing to award the contract to Border Paving Ltd., the lowest bidder.

To proceed with the full scope of the 2025 program, the Administration requests an additional \$290K funded from the General Capital Reserve. The stormwater main replacement in the parking lot between 49C Avenue and 49B Avenue described in the March 24, 2025, regular meeting is the primary reason for the projected overage and, in that situation, Administration committed to returning to Council with options and a recommendation. An alternative option to reduce the 2025 Capital Program scope is described at the end of this report.

The 2024 Capital Works Program was completed under budget by \$450K offsetting the projected overage of the 2025 Capital Works Program. Still, Council authorization is necessary to approve the 2025 capital budget increase.

Council increased the 2025 Capital Works Program budget by \$290,000 funded from the General Capital Reserve.

6.3 2025 Tax Bylaws 527, 528 and Supplementary Assessment Bylaw 529

Under Section 353 of the Municipal Government Act (MGA), R.S.A. 2000, c M-26, the City of Lacombe must adopt a property tax rate bylaw annually to levy property taxes.

The three bylaws presented for Council's approval align with the required revenue identified in the approved 2025 operating budget and the Provincial Education and Lacombe Foundation requisitions. On April 14th, 2025, Council approved the first reading of Bylaws 527, 528, and 529, along with the budget adjustments outlined in Table 4.

The second and third readings of these bylaws must be approved by Council to enable the City to calculate the property tax and mail notices to property owners in May. The deadline to pay property taxes without penalty is June 30th, 2025.

Council gave second and third reading to Bylaw 527, Bylaw 528 and Bylaw 529.

6.4 2024 Audited Financial Statements

The City of Lacombe's 2024 Audited Financial Statements are attached to this report. These statements show the City's financial status as of December 31st, 2024. The statements were prepared following the guidelines from the Canadian Institute of Chartered Accountants (CICA) Public Sector Accounting Board Handbook, specifically section 3150. The City's 2024 year-end resulted in an overall operating surplus of \$2,596.

Council approved the 2024 Audited Financial Statements and directed Administration to transfer \$2,596 to the Operating Reserve.

****The next scheduled Council Meetings:***

- Monday, May 12th, 2025 – Regular Council Meeting at 5:30 p.m. – City Hall***
- Monday, May 26th, 2025 – Regular Council Meeting at 5:30 p.m. – City Hall***
- Monday, June 9th, 2025 – Regular Council Meeting at 5:30 p.m. – City Hall***

SPECIAL EVENT PERMIT

Permit #: 004.25

Date of Issue: May 1, 2025

Organization Name: Town of Blackfalds
Name of Event Organizer: Kurt Jensen
Address: Box 220, Blackfalds, Alberta T0M0J0
Phone: 403-872-4813

Event Name: Blackfalds Days Parade
Event Date(s): June 14, 2025
Location: Downtown Blackfalds (Broadway Avenue)
Road Closure: Broadway Avenue, East Railway Avenue, Waghorn Street, East Avenue, Lawton Avenue, Highway Avenue, Queens Crescent, Wilson Street, Park Street, Indiana Street, Minto Street, Lorne Avenue.
Event Start Time: 11:00 AM **Event Finish Time:** 12:00 PM
Set-up to begin on: June 14, 2025 **Time:** 9:00 AM
Takedown to end by: June 14, 2025 **Time:** 1:00 PM
Number of Participants: 40 Parade Entries **Number of Spectators:** 1000

This Special Event Permit is hereby approved and issued on the following conditions:

CONDITIONS

Event Conditions:

1. The Special Event must commence within the dates and times of the issued approved Special Event Permit. Failure to commence the Event during this time will cause the Special Event Permit to expire. Any variations in dates must be approved by the Town, and a new Special Event Permit will be issued for the new dates and times.
2. The proposed Special Event shall be undertaken in accordance with the approved Route Map and Site Map plans, and variations must be approved by the Town, and a new Special Event Permit will be issued.
3. The Event Organizer shall at all times remain a valid certificate of insurance, showing a minimum liability amount of \$2,000,000.00 and will include the Town of Blackfalds as an additional insured for the date(s) of the Special Event.
4. The Special Event must comply with the Community Standards Bylaw and noise.
5. The Event Organizer shall indemnify and save harmless the Town of Blackfalds, its officers, agents and employees from and against all claims, demands, actions, losses, expenses, costs or damages of every nature and kind which the parties may incur or suffer as a result of the other parties' actions.

Road Closure Conditions:

6. The Town will be responsible for closing the road for the Special Event. At no time shall the Event Organizer close any roads.

Additional Conditions:

None

Approved By:

Kim Isaak

**Kim Isaak,
Chief Administrative Officer**



BLACKFALDS DAYS 2023

Saturday, June 17
11:00AM



BLACKFALDS
ALBERTA

SPECIAL EVENT PERMIT

Permit #: 005.25

Date of Issue: May 1, 2025

Organization Name: Town of Blackfalds
Name of Event Organizer: Sean Barnes
Address: Box 220, Blackfalds, Alberta T0M0J0
Phone: 403.357.7587

Event Name: Blackfalds Days Fireworks
Event Date(s): June 14, 2025
Location: 200 Feet South of South Street, East of Railway Tracks
Road Closure: South Street from Leung Road to Broadway Avenue. East Railway Avenue from Lansdowne Avenue to South Street
Event Start Time: 11:00 PM **Event Finish Time:** 12:00 PM
Set-up to begin on: June 14, 2025 **Time:** 1:00 PM
Takedown to end by: June 15, 2025 **Time:** 1:00 AM
Number of Participants: 10 **Number of Spectators:** 1000

This Special Event Permit is hereby approved and issued on the following conditions:

CONDITIONS

Event Conditions:

1. The Special Event must commence within the dates and times of the issued approved Special Event Permit. Failure to commence the Event during this time will cause the Special Event Permit to expire. Any variations in dates must be approved by the Town, and a new Special Event Permit will be issued for the new dates and times.
2. The proposed Special Event shall be undertaken in accordance with the approved Route Map and Site Map plans, and variations must be approved by the Town, and a new Special Event Permit will be issued.
3. The Event Organizer shall at all times remain a valid certificate of insurance, showing a minimum liability amount of \$2,000,000.00 and will include the Town of Blackfalds as an additional insured for the date(s) of the Special Event.
4. The Special Event must comply with the Community Standards Bylaw and noise.
5. The Event Organizer shall indemnify and save harmless the Town of Blackfalds, its officers, agents and employees from and against all claims, demands, actions, losses, expenses, costs or damages of every nature and kind which the parties may incur or suffer as a result of the other parties' actions.

Road Closure Conditions:

6. The Town will be responsible for closing the road for the Special Event. At no time shall the Event Organizer close any roads.

Additional Conditions:

None

Approved By:

Kim Isaak

**Kim Isaak,
Chief Administrative Officer**

SPECIAL EVENT PERMIT

Permit #: 006.25

Date of Issue: May 1, 2025

Organization Name: Little of This Market
Name of Event Organizer: Amanda Atkinson
Address: FOIP 17(1)
Phone: FOIP 17(1)

Event Name: Little of This Blackfalds Days Market
Event Date(s): June 14, 2025
Location: Eagle Builders Centre, 5302 Broadway Avenue
Road Closure: Eagle Builders Centre Parking Lot
Event Start Time: 12:00 PM **Event Finish Time:** 4:00 PM
Set-up to begin on: June 14, 2025 **Time:** 9:00 AM
Takedown to end by: June 14, 2025 **Time:** 6:00 PM
Number of Participants: Unknown **Number of Spectators:** Unknown

This Special Event Permit is hereby approved and issued on the following conditions:

CONDITIONS

Event Conditions:

1. The Special Event must commence within the dates and times of the issued approved Special Event Permit. Failure to commence the Event during this time will cause the Special Event Permit to expire. Any variations in dates must be approved by the Town, and a new Special Event Permit will be issued for the new dates and times.
2. The proposed Special Event shall be undertaken in accordance with the approved Route Map and Site Map plans, and variations must be approved by the Town, and a new Special Event Permit will be issued.
3. The Event Organizer shall at all times remain a valid certificate of insurance, showing a minimum liability amount of \$2,000,000.00 and will include the Town of Blackfalds as an additional insured for the date(s) of the Special Event.
4. The Special Event must comply with the Community Standards Bylaw and noise.
5. The Event Organizer shall indemnify and save harmless the Town of Blackfalds, its officers, agents and employees from and against all claims, demands, actions, losses, expenses, costs or damages of every nature and kind which the parties may incur or suffer as a result of the other parties' actions.

Road Closure Conditions:

6. The Town will be responsible for closing the road for the Special Event. At no time shall the Event Organizer close any roads.

Additional Conditions:

None

Approved By:

Kim Isaak

**Kim Isaak,
Chief Administrative Officer**


LANE A

ER TO
TECTURE
WINGS

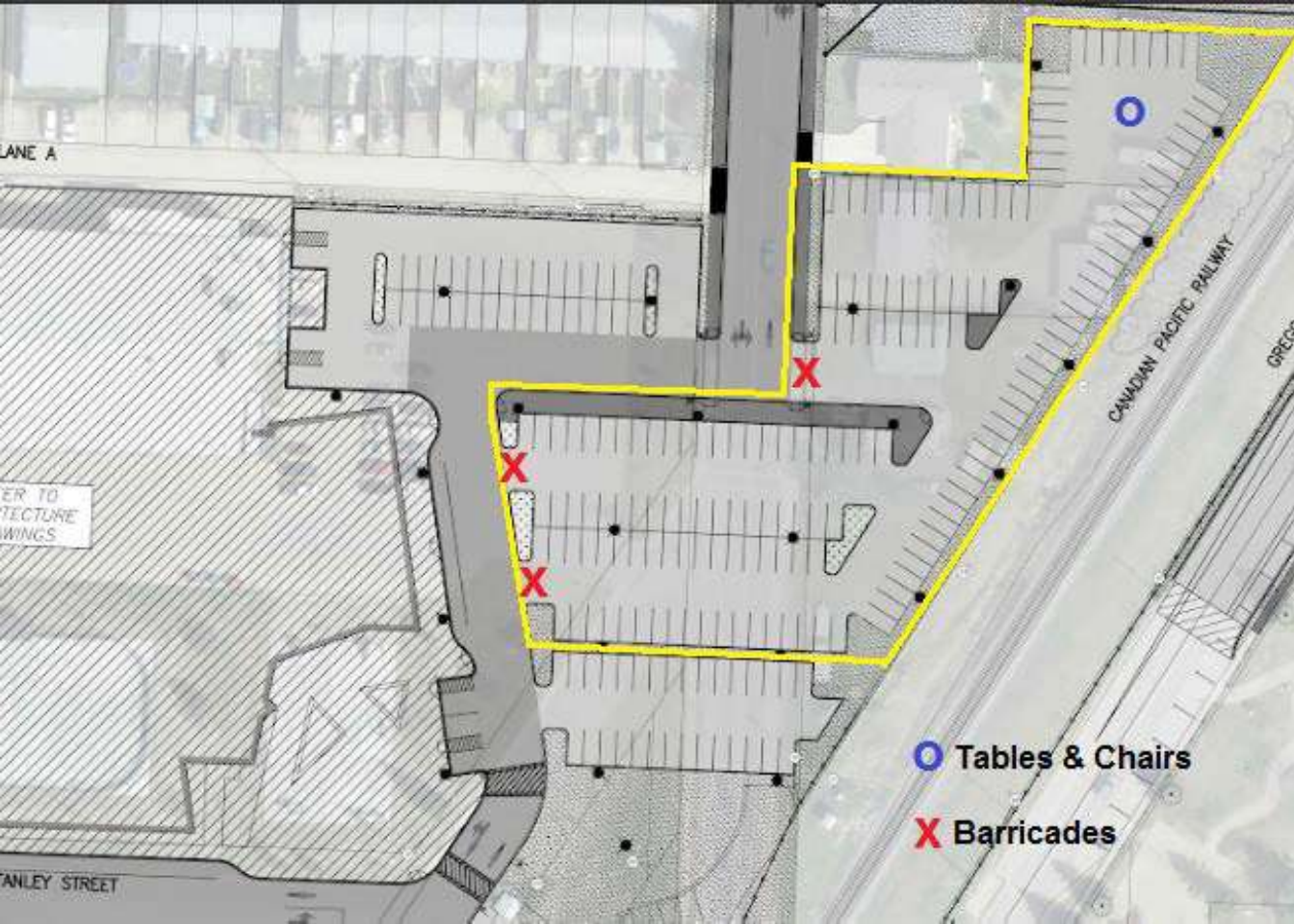
ANLEY STREET

CANADIAN PACIFIC RAILWAY

ORECO

 Tables & Chairs

 Barricades



MEETING DATE: May 13, 2025
PREPARED BY: Danielle Nealon, Executive & Legislative Coordinator
SUBJECT: Bylaw 1328.25 - McKay Ranch Phase 6A Redistricting

BACKGROUND

The purpose of Bylaw 1328.25 is to amend the Land Use Bylaw to redistrict a portion of Lot 1 Block 2 Plan 112 4253 from Urban Reserve District (UR) Residential High Density District (R-4).

First Reading was given to Bylaw 1328.25 on April 8, 2025.

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

- On the bulletin board in the Town's Civic Centre, upstairs outside of Council Chambers, commencing April 10, 2025.
- A hard copy of proposed Bylaw 1328.25 was available for viewing at the Town's Civic Centre Front Counter (upstairs) as of April 10, 2025.
- Via email to all local authorities and agencies on April 10, 2025.
- Via email to internal departments on April 10, 2025.
- On the Town's electronic sign commencing April 10, 2025 (*Note only advertised on HWY 2A sign*).
- April 2025 and May 2025 edition of "Talk of the Town".
- On the Town's website commencing on April 10, 2025.
- Circulation to adjacent landowners on April 10, 2025.
- Via email to the Municipal Planning Commission on April 9, 2025.
- In the May 1 and May 8, 2025 editions of the Lacombe Express.
- On the Town's social media channels in the weeks leading up to the Public Hearing.

The following written comments have been received to date:

- April 14, 2025, submission from Telus
- April 15, 2025, submission from Lacombe County
- April 17, 2025, submission from Rogers
- April 29, 2025, submission from Alberta Transportation and Economic Corridors
- April 29, 2025, submission from Fortis

ATTACHMENTS

- *Bylaw 1328.25 - McKay Ranch Phase 6A Redistricting*
- *April 14, 2025, submission from Telus*
- *April 15, 2025, submission from Lacombe County*
- *April 17, 2025, submission from Rogers*
- *April 29, 2025, submission from Alberta Transportation and Economic Corridors*
- *April 29, 2025, submission from Fortis*

APPROVALS



Kim Isaak,
Chief Administrative Officer



Department Director/Author

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

A Bylaw of the Town of Blackfalds, in the Province of Alberta, pursuant to the provisions of the *Municipal Government Act* (MGA), being Chapter M 26.1 of the Revised Statutes of Alberta, 2000 and amendments thereto, for the purpose of amending Schedule 'A' of Land Use Bylaw No. 1268.22 to redistrict a portion of Lot 1 Block 2 Plan 112 4253 from Urban Reserve District (UR) to Residential High Density District (R-4).

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 May 1, 2025, and May 8, 2025, in accordance with Section 606 of the *Municipal Government Act*, RSA 2000, and amendments thereto;

WHEREAS, a Public Hearing was held on May 13, 2025, to allow the general public to provide input into the proposed Bylaw amendments;

NOW THEREFORE, the Municipal Council of the Town of Blackfalds, duly assembled hereby enacts the amendments to Schedule 'A' of Bylaw 1268.22:

PART 1 – TITLE

- 1.1 That this Bylaw shall be cited as the "Redesignation of a portion of Lot 1 Block 2 Plan 112 4253 to Residential High Density District (R-4)".
- 1.2 That Schedule "A" shall form part of this Bylaw.

PART 2 – AMENDMENTS

- 2.1 That a portion of Lot 1 Block 2 Plan 112 4253 be redistricted from Urban Reserve District (UR) to Residential High Density District (R-4), as shown in Schedule "A" attached and forming part of this Bylaw.
- 2.2 That Part 9.0 Land Use District Map be amended to reflect the redistricting proposed under this Bylaw.

PART 3 – DATE OF FORCE

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

READ for the first time this 8th day of April, A.D. 2025.

(RES. 077/25)

MAYOR JAMIE HOOVER

CAO KIM ISAAK

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

(RES.)

MAYOR JAMIE HOOVER

CAO KIM ISAAK

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

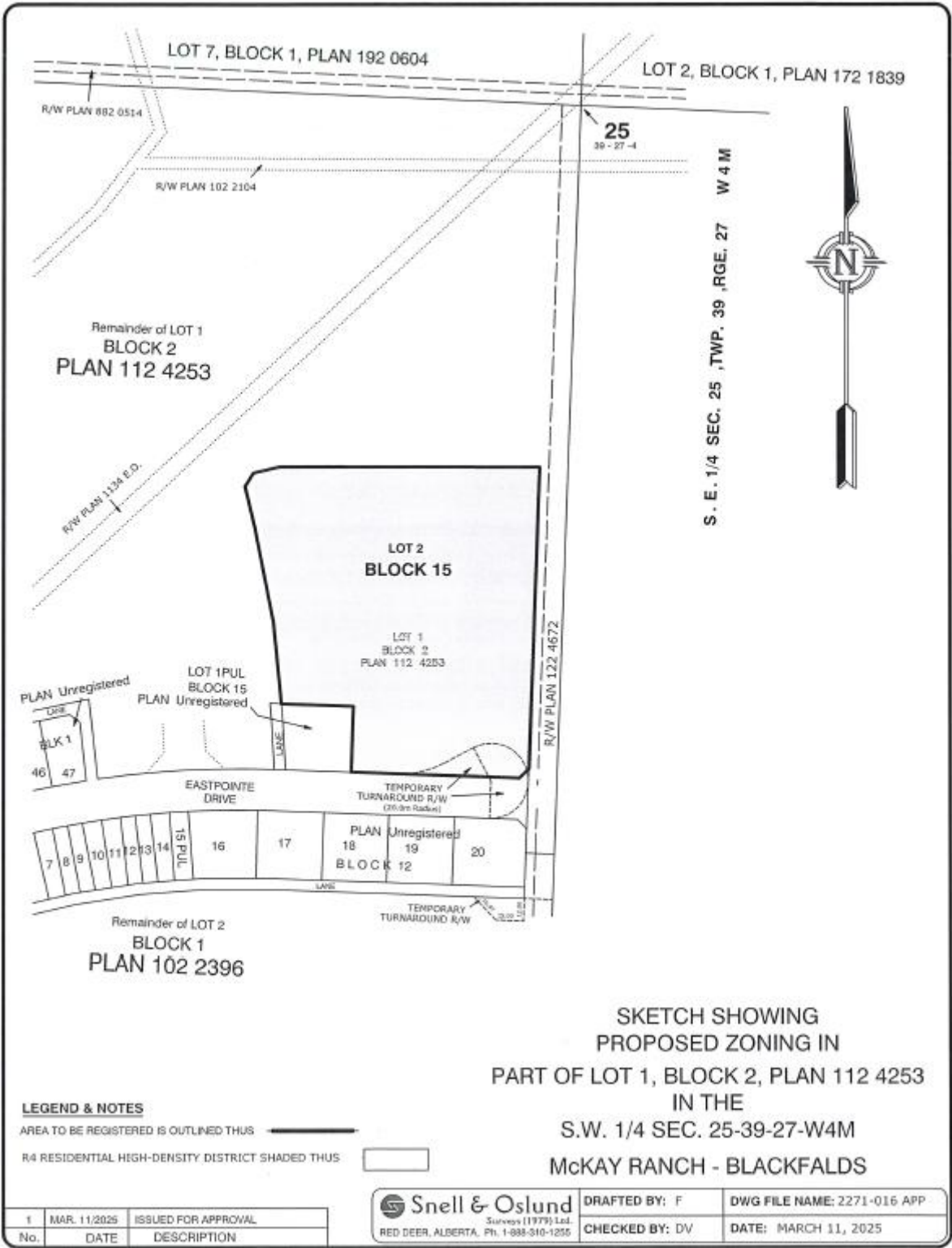
(RES. _____)

MAYOR JAMIE HOOVER

CAO KIM ISAAK

DRAFT

SCHEDULE "A"



From: Amanda Partridge
Sent: April 14, 2025 11:41 AM
To: Jolene Tejkl
Subject: FW: Town of Blackfalds Public Hearing Notice - Bylaw 1328.25 Mckay Ranch Phase 6A Redistricting

From: circulations . <circulations@telus.com>
Sent: April 14, 2025 11:38 AM
To: Amanda Partridge <APartridge@blackfalds.ca>
Subject: Re: Town of Blackfalds Public Hearing Notice - Bylaw 1328.25 Mckay Ranch Phase 6A Redistricting

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good Day,

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

Thank you,

Tanya Roberts

Senior Real Estate Specialist | TELUS Land Solutions Team
Customer Network Planning (CNP)
2930 Centre Avenue NE, Calgary, AB T2A 4Y2

The future is friendly®

circulations@telus.com

On Thu, Apr 10, 2025 at 10:52 AM Amanda Partridge <APartridge@blackfalds.ca> wrote:

Good Afternoon,

Attached is a Public Hearing Notice for Bylaw 1328.25 McKay Ranch Phase 6A Redistricting that has been set for Tuesday, May 13, 2025 at 7:00 p.m.

Please provide any written comments on or before noon, May 7, 2025 to:

Regular Mail or Town of Blackfalds Drop Off Box:

The Office of the CAO, c/o Executive & Legislative Coordinator

Box 220

5018 Waghorn Street, Blackfalds AB T0M 0J0

or Email: info@blackfalds.ca

Thanks,

Amanda Partridge (*she/her*)

Infrastructure and Planning Services Clerk

Town of Blackfalds

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

T: 403.885.9679

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



Sent via email to: info@blackfalds.ca
Original letter mailed

April 15, 2025

Town of Blackfalds
Attn: The Office of the CAO
c/o Executive & Legislative Coordinator
Box 220
Blackfalds, AB T0M 0J0

Dear Town of Blackfalds,

**RE: Land Use Bylaw Amending Bylaw No. 1328.25
Redistricting in McKay Ranch**

Thank you for the Public Hearing notification and opportunity to comment on the proposed amendment to the Land Use Bylaw, to redistrict a portion of Lot 1 Block 2 Plan 112 4253 in the McKay Ranch community from Urban Reserve District (UR) to Residential High Density District (R-4).

This letter is to advise that Lacombe County has no comments or concerns regarding the amendment.

If you require anything further, please do not hesitate to contact me.

Sincerely,
LACOMBE COUNTY

A handwritten signature in black ink, appearing to read "Cajun Paradis".

Cajun Paradis
Manager of Planning Services

Telephone | 403-782-8389
Email | cparadis@lacombecounty.com

From: info
Sent: April 22, 2025 8:35 AM
To: Planning & Development Staff
Subject: FW: Town of Blackfalds Public Hearing Notice - Bylaw 1328.25 Mckay Ranch Phase 6A Redistricting

From: Mohammad Amin <mamin@legacydesigntech.com>
Sent: April 17, 2025 5:01 PM
To: info <info@blackfalds.ca>
Cc: NABtransmittals <NABtransmittals@legacydesigntech.com>; Project Manager - Northern Alberta <ProjectManagerNorthernAlberta@rci.rogers.com>
Subject: RE: Town of Blackfalds Public Hearing Notice - Bylaw 1328.25 Mckay Ranch Phase 6A Redistricting

You don't often get email from mamin@legacydesigntech.com. [Learn why this is important](#)

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Good Afternoon,

On behalf of Rogers Communications, we have reviewed the 'Town of Blackfalds Public Hearing Notice - Bylaw 1328.25 Mckay Ranch Phase 6A Redistricting' and have no objections with the proposal at this time.

Thanks,

Mohammad Amin
Design Specialist
LEGACY

C: 780-680-1020
E: mamin@legacydesigntech.com
A: 26875 Acheson Rd, Acheson, AB, T7X6B2
W: www.legacydesigntech.com

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

From: Amanda Partridge <APartridge@blackfalds.ca>
Sent: Thursday, April 10, 2025 11:52 AM
To: Jolene Tejkl <JTejkl@blackfalds.ca>
Subject: Town of Blackfalds Public Hearing Notice - Bylaw 1328.25 Mckay Ranch Phase 6A Redistricting

Good Afternoon,

Attached is a Public Hearing Notice for Bylaw 1328.25 McKay Ranch Phase 6A Redistricting that has been set for Tuesday, May 13, 2025 at 7:00 p.m.

Please provide any written comments on or before noon, May 7, 2025 to:

Regular Mail or Town of Blackfalds Drop Off Box:
The Office of the CAO, c/o Executive & Legislative Coordinator
Box 220
5018 Waghorn Street, Blackfalds AB T0M 0J0
or Email: info@blackfalds.ca

Thanks,

Amanda Partridge (*she/her*)
Infrastructure and Planning Services Clerk

Town of Blackfalds
Box 220, 5018 Waghorn St
Blackfalds, AB T0M 0J0
T: 403.885.9679

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Transportation and Economic Corridors Notice of Referral Decision

Land Use Bylaw Amendment in Proximity of a Provincial Highway

Municipality File Number:	Bylaw 1328.25	Highway(s):	
Legal Land Location:	QS-SW SEC-25 TWP-039 RGE-27 MER-4	Municipality:	Blackfalds
Decision By:	Cheryl Marcyniuk	Issuing Office:	Central Region / Red Deer
Issued Date:	2025-04-29	AT Reference #:	RPATH0050228
Description of Development:	Town of Blackfalds Public Hearing Notice – Bylaw 1328.25 McKay Ranch Phase 6A Redistricting from Urban Reserve District (UR) to Residential High Density District (R-4)		



This will acknowledge receipt of your circulation regarding the above noted proposal. Transportation and Economic Corridors primary concern is protecting the safe and effective operation of provincial highway infrastructure, and planning for the future needs of the highway network in proximity to the proposed land use amendment(s).

Transportation and Economic Corridors offers no objections in principle to the proposed land use amendment and provides the following comments:

1. Pursuant to Section 618.3(1) of the Municipal Government Act (MGA), the department expects that the municipality will comply with any applicable items related to provincial highways in an ALSA plan if applicable.
2. Pursuant to 618.4(1) of the Municipal Government Act, the department expects that the Municipality will mitigate the impacts of traffic generated by developments approved on the local road connections to the highway system, in accordance with Policy 7 of the Provincial Land Use Policies.

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



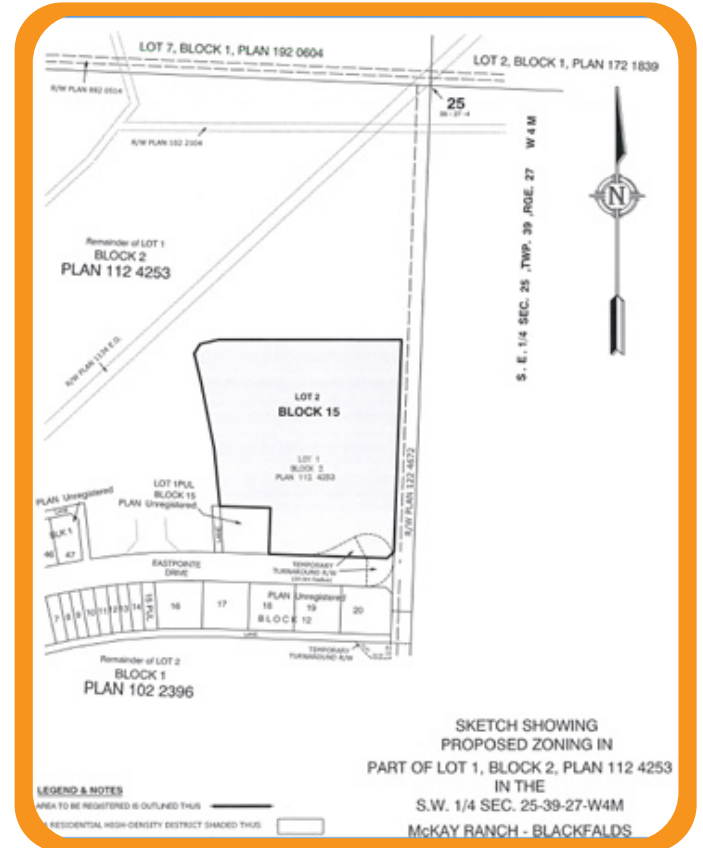
Issued by **Cheryl Marcynuik, Development & Planning Technologist**, on 2025-04-29 on behalf of the Minister of Transportation and Economic Corridors pursuant to *Ministerial Order 52/20 – Department of Transportation and Economic Corridors Delegation of Authority*

PUBLIC HEARING NOTICE

LAND USE BYLAW AMENDING BYLAW NO. 1328.25

Town of Blackfalds Council has given First Reading to Land Use Bylaw Amending Bylaw No. 1328.25, the purpose of this Bylaw is to redistrict a portion of Lot 1 Block 2 Plan 112 4253 in the McKay Ranch community from Urban Reserve District (UR) to Residential High Density District (R-4).

Town Council will hold a Public Hearing in Council Chambers for the purpose of receiving comments on the proposed amending Bylaw No. 1328.25.



BYLAW 1328.25 PUBLIC HEARING

Tuesday, May 13, 2025

Town of Blackfalds Civic Centre,
Council Chambers (upstairs)
5018 Waghorn Street, Blackfalds AB
Commencing at 7:00PM

A full copy of the proposed Bylaw can be viewed on the Planning & Development page on the Town's website located at www.blackfalds.ca/p/planning-development, under Public Hearing Notices. A copy may also be inspected at the Town Office Front Counter located upstairs at the Town's Civic Centre (5018 Waghorn Street) during regular business hours, 8:30 a.m. to 4:30 p.m., Mondays to Fridays.

Anyone attending the Public Hearing wishing to make a presentation will be given the opportunity to do so. If unable to attend the Public Hearing, you may submit written comments on or before **noon, May 7, 2025** to:

Regular Mail or Town of Blackfalds Drop Off Box:

The Office of the CAO, c/o Executive & Legislative Coordinator
Box 220, 5018 Waghorn Street, Blackfalds AB T0M 0J0
or Email: info@blackfalds.ca

BLACKFALDS
ALBERTA

**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*, being Chapter M 26.1 of the Revised Statutes of Alberta, 2000 and amendments thereto, for the purpose of amending Schedule 'A' of Land Use Bylaw No. 1268.22 to redistrict a portion of Lot 1 Block 2 Plan 112 4253 from Urban Reserve District (UR) to Residential High Density District (R-4).

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 May 1, 2025 and May 8, 2025 in accordance with Section 606 of the *Municipal Government Act*, RSA 2000, and amendments thereto;

WHEREAS, a Public Hearing was held on May 13, 2025, to allow the general public to provide input into the proposed Bylaw amendments;

NOW THEREFORE, the Municipal Council of the Town of Blackfalds, duly assembled hereby enacts the amendments to Schedule 'A' of Bylaw 1268.22:

PART 1 – TITLE

- 1.1 That this Bylaw shall be cited as the “Redesignation of a portion of Lot 1 Block 2 Plan 112 4253 to Residential High Density District (R-4)”.

PART 2 – AMENDMENTS

- 2.1 That a portion of Lot 1 Block 2 Plan 112 4253 be redistricted from Urban Reserve District (UR) to Residential High Density District (R-4), as shown in Schedule “A” attached and forming part of this Bylaw.
- 2.2 That Part 9.0 Land Use District Map be amended to reflect the redistricting proposed under this Bylaw.

PART 3 – DATE OF FORCE

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

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

(RES.)

MAYOR JAMIE HOOVER

CAO KIM ISAAK

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

(RES.)

MAYOR JAMIE HOOVER

CAO KIM ISAAK

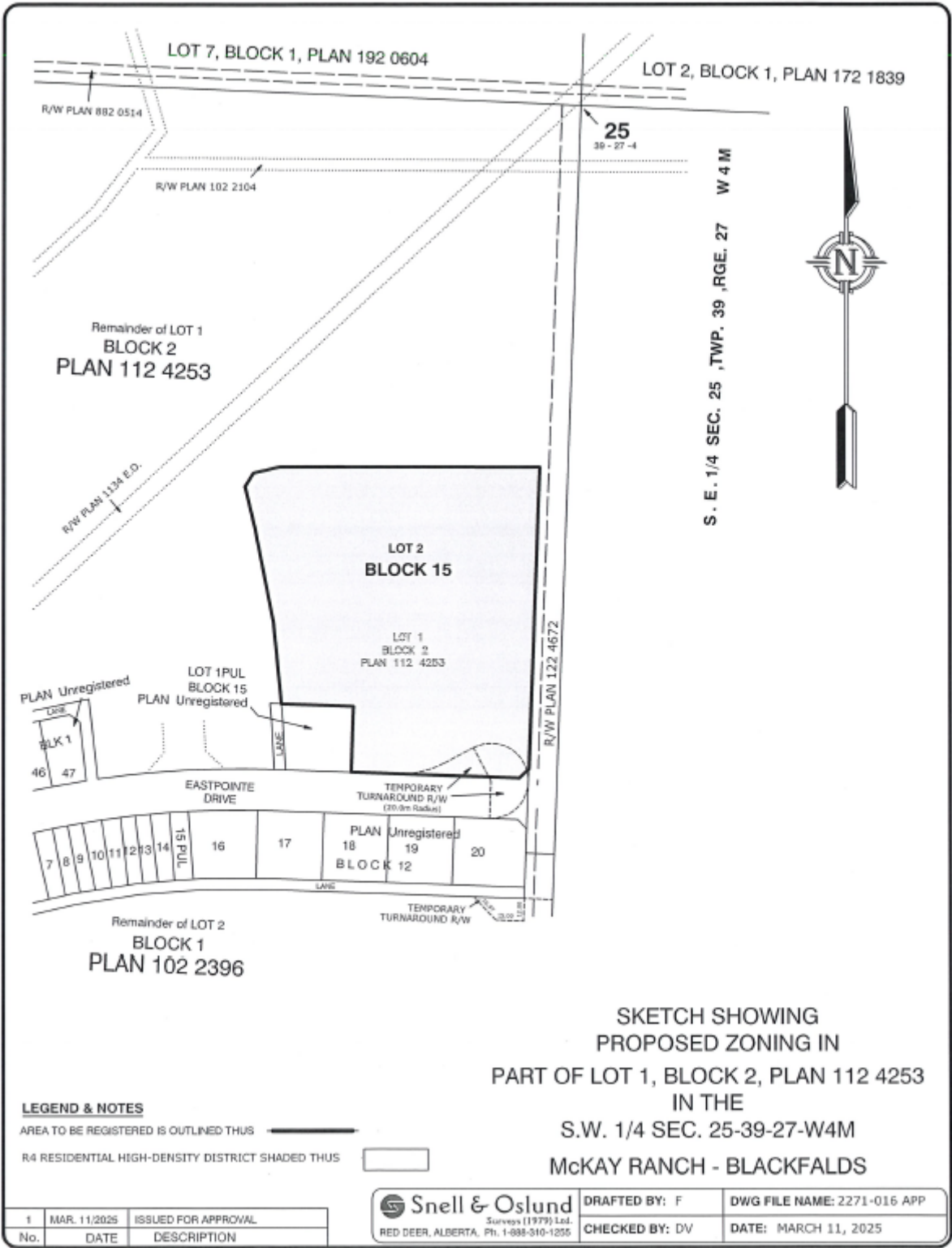
READ for the third and final time this _____ day of _____, A.D. 20__.

(RES. _____)

MAYOR JAMIE HOOVER

CAO KIM ISAAK

Schedule "A"



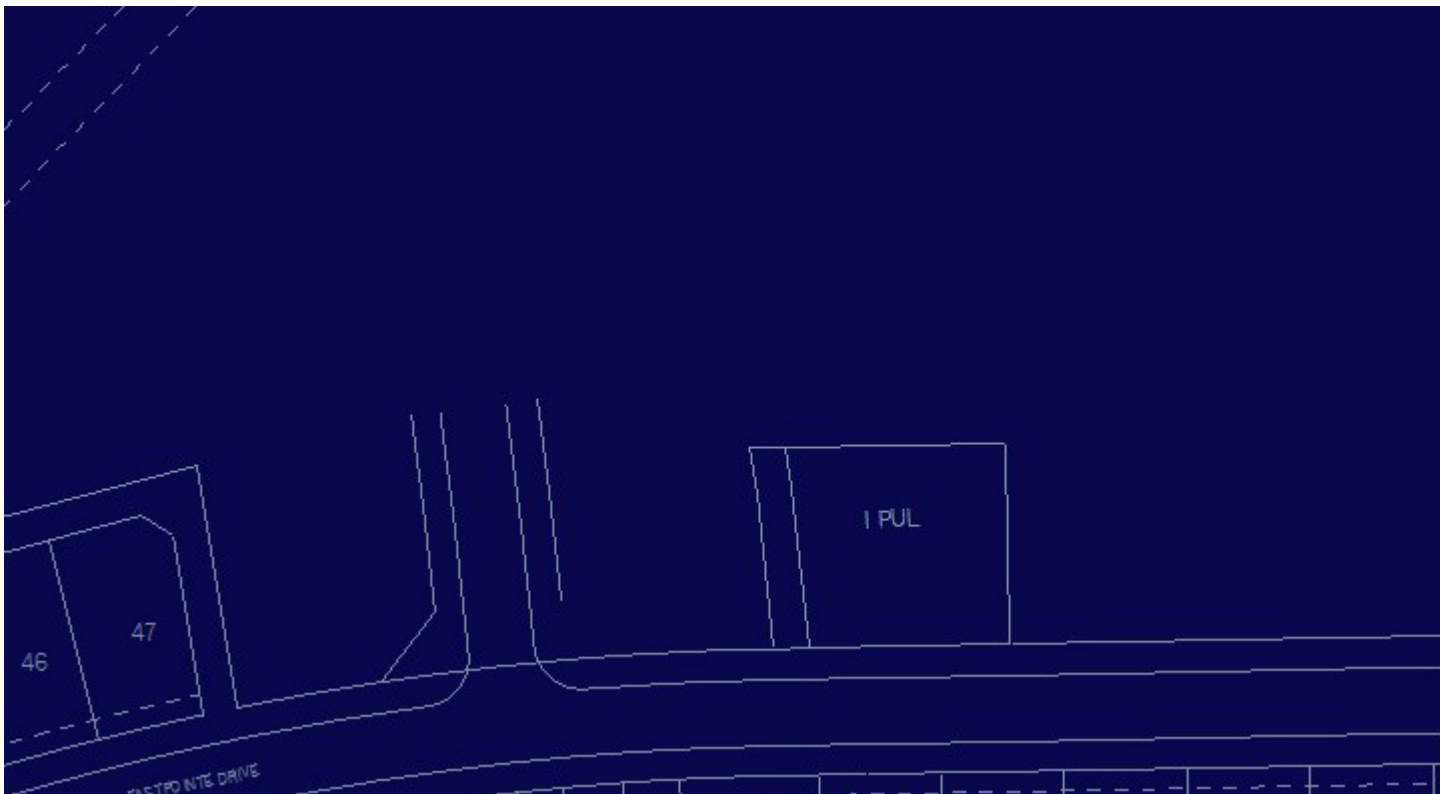
From: info
Sent: April 29, 2025 12:19 PM
To: Planning & Development Staff
Subject: FW: [CAUTION] Town of Blackfalds Public Hearing Notice - Bylaw 1328.25 Mckay Ranch Phase 6A Redistricting
Attachments: Public Hearing - Bylaw 1328.25.pdf; Bylaw 1328.25.pdf

From: Tracy Davidson <tracy.davidson@fortisalberta.com> **On Behalf Of** Land Service
Sent: April 29, 2025 11:59 AM
To: info <info@blackfalds.ca>
Subject: FW: [CAUTION] Town of Blackfalds Public Hearing Notice - Bylaw 1328.25 Mckay Ranch Phase 6A Redistricting

You don't often get email from landserv@fortisalberta.com. [Learn why this is important](#)

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello,
FortisAlberta Inc. has no concerns regarding this land use bylaw amendment.



Thank you,

Tracy Davidson | Land Coordinator

FortisAlberta Inc. | 100 Chippewa Road, Sherwood Park, AB, T8A 4H4 | Direct 780-464-8815



We are FortisAlberta. We deliver the electricity that empowers Albertans to succeed. We keep the power on, not just because it's our job, but because we care about the people we serve. We are reliable, honest and dedicated to our work because our employees, customers and communities matter to us.

From: Amanda Partridge <APartridge@blackfalds.ca>

Sent: Thursday, April 10, 2025 10:52 AM

To: Jolene Tejkl <JTejkl@blackfalds.ca>

Subject: [CAUTION] Town of Blackfalds Public Hearing Notice - Bylaw 1328.25 McKay Ranch Phase 6A Redistricting

THINK BEFORE YOU CLICK:

Before taking any action, please pause and review this message for any **Red Flags** and signs of phishing.

If this is a suspicious email, **before you delete it**, use the 'Phish Alert Report' button in Outlook or contact the Service Desk.

Good Afternoon,

Attached is a Public Hearing Notice for Bylaw 1328.25 McKay Ranch Phase 6A Redistricting that has been set for Tuesday, May 13, 2025 at 7:00 p.m.

Please provide any written comments on or before noon, May 7, 2025 to:

Regular Mail or Town of Blackfalds Drop Off Box:
The Office of the CAO, c/o Executive & Legislative Coordinator
Box 220
5018 Waghorn Street, Blackfalds AB T0M 0J0
or Email: info@blackfalds.ca

Thanks,

Amanda Partridge (*she/her*)
Infrastructure and Planning Services Clerk

Town of Blackfalds
Box 220, 5018 Waghorn St
Blackfalds, AB T0M 0J0
T: 403.885.9679

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

MEETING DATE: May 13, 2025

PREPARED BY: Preston Weran, Director of Infrastructure and Planning Services

PRESENTED BY: Preston Weran, Director of Infrastructure and Planning Services

SUBJECT: **T15 Tandem Truck Replacement – Unbudgeted Item**

BACKGROUND

The Maxx Force Engine in the T15 gravel truck has been plagued with problems. Engine codes were unable to be diagnosed by the dealer. Eventually, an update was made, and the engine codes were coming up less frequently; however, it did not fix the performance of the engine. In addition, the 2015 Maxx Force Engine faced significant issues with turbocharger failure and oil dilution. These problems were often linked to Exhaust Gas Recirculation (EGR) system malfunctions and fuel contamination, leading to bearings failing and turbine shafts snapping. Navistar also faced class-action lawsuits and settlements related to this engine. In September of 2024, the EGR on the engine was replaced along with a cracked piston, which resulted in a cost of \$24,000. At the time that the work was completed, the Town was advised that these engines are extremely unreliable as they get older.

Recently a rad hose broke while watering the roads. The brake was facing down under the engine, so it was not easy to detect, and as a result of the water, the leak was not visible on the ground. The truck was not travelling far or fast, so the engine did not heat up to the point of shutting down. The operator did not report an alarm being present but said the engine was louder than normal. The unit was taken back to the Public Works shop for investigation, and that is when the broken rad hose was discovered. It was also found that exhaust gas was getting into the engine oil. The most likely cause of this is a cracked head, but that is not for certain. There could also be other issues with the engine that we are unaware of at this time. Due to the history of repairs and the poor quality of this engine, it is not recommended that additional funds be put into the repair of this unit.

DISCUSSION

The Town of Blackfalds follows the Fleet & Equipment Replacement Policy 113.14 to guide the replacement of the Town's mobile equipment. The existing T15 tandem truck included in the Policy was purchased in 2015 and had a lifecycle replacement schedule of 12 years. The current unit is 10 years old and has seen increased frequency and severity of repairs over the last several years. Recently, in October of 2024, the engine was repaired as outlined above. This repair lasted for 6 months and now the entire engine is blown. The engine of this unit is known for being a lemon; therefore, replacement of the same engine is not recommended. This unit is used as the second sander and plow for winter operations which is used the majority of the winter for sanding and clearing priority 1 routes. It was originally planned to be replaced as part of the 2027 Capital Program.

Administration is recommending that the T15 gravel and sanding truck be replaced to be ready for the 2025/26 winter season. As the Town has grown over the years, the need for two trucks is beneficial to ensure roads are sanded in a timely manner. The estimated cost of replacing the truck is \$310,000. This truck is fully outfitted for sanding, plowing and hauling snow as needed. We intend to reuse the existing plow and sander on the new truck. If Council supports the replacement of the truck, it needs to be done as soon as possible to have it in time for this winter season as the conservative turnaround on delivery of a new fully equipped truck is 5-6 months.

Alternative options presented by the mechanic are to put a different engine in the truck at an estimated cost of \$80,000. It is very costly, risky and difficult to put a different brand of engine into a vehicle. There is the potential for wiring and computer issues that could drive up the cost. The Maxx Force Engine is not being produced anymore, and the likelihood of the same issues being present could occur with a rebuilt Maxx Force Engine.

A third option would be to repair the damaged engine which would cost approximately \$22,500. However, there is a risk that more damage could be found which would escalate this cost. Administration does not recommend this option as the previous repair lasted only 6 months.

All costs are high-level estimates and would need to be investigated further to determine the true costs of this replacement or repair; however, due to the limited time frame to get this unit back up and running, Administration is seeking approval of \$340,000 for a new unit. In the meantime, Administration will explore options of leasing back units, if available. However, timing on delivery and retrofit of the existing accessories will be the critical path to limit winter service interruptions.

FINANCIAL IMPLICATIONS

As part of the 2025 Capital Budget, no funds were allocated for the purchase of a replacement truck and retrofit of the existing plow and sander unit. With the pricing for 2025 coming in at approximately \$310,00 plus the requirement for additional funds to retrofit, Administration is requesting funds of \$340,000 be approved for the replacement of the existing tandem truck.

The Capital amount of \$340,000 is proposed to be drawn from the General Capital Reserve. The current 5 year Capital Budget has this unit's replacement in 2027 (\$300,000). The reserve will have enough funds to move this project forward to 2025 if that is the direction of Council.

ADMINISTRATIVE RECOMMENDATION

That Council consider the following motions:

1. That Council instruct Administration to investigate the purchase of a new tandem truck and mounting of accessories as an emergency purchase.
2. That Council allocate \$340,000 to be drawn from the General Capital Reserve, to fund this fleet purchase.

ALTERNATIVES

- a) That Council refer T15 Tandem Truck Replacement – Unbudgeted Item back to Administration for more information.

ATTACHMENTS

None

APPROVALS



Kim Isaak,
Chief Administrative Officer



Department Director/Author

MEETING DATE: May 13, 2025

PREPARED BY: Rick Yelland-Kewin, Public Works Manager

PRESENTED BY: Preston Weran, Infrastructure & Planning Services Director

SUBJECT: **Proclamation - National Public Works Week
May 18-24, 2025**

BACKGROUND

May 18th – 24th, 2025, is proudly recognized as National Public Works Week. The Town of Blackfalds has formally celebrated National Public Works Week for some time now but just recently formalized the process with an official proclamation highlighting the hard work, innovation, and dedication delivered by its Public Works team, enhancing our quality of life.

DISCUSSION

Whether they're filling potholes under the summer sun, clearing snow in freezing temperatures, or responding to emergencies in the middle of the night, our Public Works staff works tirelessly, ensuring that anything they encounter is handled with skill and dedication.

Our Public Works professionals are the backbone of our community, working behind the scenes to deliver essential services that keep daily life running smoothly. From maintaining safe roads and clean water to ensuring efficient waste management and sustainable infrastructure, their commitment ensures our community functions smoothly. Despite their critical role in our community, their efforts often go unnoticed.

To celebrate, the Town will:

- display educational posters in strategic locations throughout the Town
- spotlight a public works staff member and photo on the town website





Administration respectfully requests that Council officially proclaim May 18 to 24, 2025 as National Public Works Week in the Town of Blackfalds aligning with this year's theme "**People, Purpose, Presence**".

FINANCIAL IMPLICATIONS

Posters were approximately \$200 from the Alberta Public Works Association (APWA) and are funded through the Streets operating budget.

ADMINISTRATIVE RECOMMENDATION

That Council consider the following motion:

1. That Council proclaim May 18 - 24, 2025, as Public Works Week in the Town of Blackfalds.

ALTERNATIVES

- a) That Council refers Proclamation - National Public Works Week back to Administration for more information.

ATTACHMENTS

- *2025 National Public Works Week Proclamation*

APPROVALS

Kim Isaak,
Chief Administrative Officer

Department Director/Author



National Public Works Week

May 18–24, 2025

“People, Purpose, Presence”

Town of Blackfalds Proclamation

WHEREAS, public works professionals focus on infrastructure, facilities, and services that are of vital importance to sustainable and resilient communities and to public health, high quality of life, and well-being of the people of Blackfalds, Alberta; and,

WHEREAS, these infrastructure, facilities, and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers, and employees at all levels of government and the private sector, who are responsible for rebuilding, improving, and protecting our nation’s transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and,

WHEREAS, it is in the public interest for the citizens, civic leaders, and children in Blackfalds, Alberta to gain knowledge of and maintain an ongoing interest and understanding of the importance of public works and public works programs in their respective communities; and,

WHEREAS, the year 2025 marks the 65th annual National Public Works Week sponsored by the American Public Works Association, be it now,

RESOLVED, I, Jamie Hoover, Mayor of the Town of Blackfalds, do hereby designate the week of May 18–24, 2025, as National Public Works Week. I urge all citizens to join with representatives of the American Public Works Association/Canadian Public Works Association and government agencies in activities, events, and ceremonies designed to pay tribute to our public works professionals, engineers, managers, and employees and to recognize the substantial contributions they make to protecting our national health, safety, and advancing quality of life for all.

I have hereunto set my hand and caused the Seal of the Town of Blackfalds, Alberta, this _____ day of _____ 2025.

Mayor Jamie Hoover

MEETING DATE: May 13, 2025

PREPARED BY: Preston Weran, Director of Infrastructure and Planning Services

PRESENTED BY: Preston Weran, Director of Infrastructure and Planning Services

SUBJECT: **Aspen Lakes West Phase 2 - Shallow Utilities Project Award**

BACKGROUND

During the 2024 Capital Budget, \$600,000 was allocated to development costs related to the new Catholic School Site Project. At the May 14th, 2024, Regular Council Meeting, the project budget was increased to \$3 million dollars, and Administration was instructed to start negotiations as per the motions below:

154/24 *Councillor Coulter moved That Council increase the 2024 Capital Budget by \$2.4 million for the Aspen Lakes West School Site Project, formally called the Catholic School Services Project.*

CARRIED UNANIMOUSLY

155/24 *Mayor Hoover moved That Council authorize the CAO to proceed with contract negotiations with the developer.*

CARRIED UNANIMOUSLY

With the help of Stantec, Administration has completed the detailed design work for this phase with the developer for the Aspen West Area and put the project out for tender. Administration expects to have a finalized Memorandum of Understanding shortly with the Developer along with their intent to sign a Development Agreement to recover the majority of funds for this project. Additional details of this MOU are being finalized now.

The majority of the work is underway including the roadways, underground utilities, services, and stormwater management to allow the neighbourhood to be constructed for the school. Vista Trail has been extended north 300 meters from its current limit to the front of the school building and most of the lands are graded and ready for the school building construction to start. Allard Crescent, the eastern roadway, will be extended to allow access and services to the back part of the school site. All underground water, sewer and stormwater piping except the shallow utilities and landscaping have been awarded.

We are here to request Council award the Shallow Utilities component of this contract so that this work can be completed after the surface works are done this summer. This work will be to supply, install and commission the electrical, gas and telecommunications systems for the subdivision. The work is comprised of approximately; 550 m of trenching, 1,900 m of primary cable, 565 m of secondary cable, 6 lot service drops, 1,800 m of conduit, 1 switching cubical, 1 transformer, 7 streetlight lights, 4 communication vaults and 370 m of HDPE gas mains.

DISCUSSION

The Aspen Lakes West School Site (Aspen Lakes West phase 2) Shallow Utilities works was posted on Alberta Purchasing Connection and the Alberta Construction Association on March 27, 2025, and closed on March 27th, 2025, at 2:00 pm.

We received 5 bids for the project, all with some missing information; however, in Stantec's opinion, the tender is still sound. All pricing below excludes 10% contingency and G.S.T as per below:

Contractor	TOTAL
Charger Utility Services Ltd.	\$264,573.50
D.A. Electric Ltd.	\$321,420.03
Primary Engineering & Construction Corporation	\$330,170.99
Jatec Electrical Ltd.	\$359,244.54
High Line Electrical Constructors Ltd.	\$734,770.77
<i>Stantec's Opinion of Probable Cost Council Approved</i>	<i>\$340,000.00</i>

As outlined above and in the attached Stantec Consulting Letter of Award, "Charger Utility Services Ltd. (Charger) is the low bidder and meets the requirements of the tender. The submitted schedule meets the requirements set out within the tender documents. We would plan to add 10% contingency to their bid as per the 2025 Capital Budget and Expenses table below.

As outlined in Stantec's tender letter: "Charger has indicated 100% of the work will be self-performed. Charger is a new utility company that has started up in central Alberta recently. However, the ownership and management behind the company has many years' experience working on similar projects in central Alberta. Stantec has current and future projects underway with Charger on private subdivision development in the area. Charger has included with their submission a letter from Fortis Alberta indicating they are on the approved UEDS list with a probationary status for the next 12 months."

The known and estimated costs are detailed in the table below and have been revised since the award of the civil works and reflect this proposed tender award:

2025 Capital Budget and Expenses		
Aspen Lakes West School Site Engineering and Design	\$151,836.80	Actual
Aspen Lakes West School Site Construction Inspection and Testing	\$141,037.80	Actual
Legal Survey and Subdivision	\$19,221.12	Actual
Shallow Utility Improvements (including 10% contingency)	\$291,030.85	Actual
Fortis offsite Shallow utilities	\$14,017.79	Actual
Materials testing	\$37,000.00	Estimated
Legal for Agreement	\$15,000	Estimated
Landscaping of Roadways	\$57,500.00	Estimated
Construction Award of Aspen Lakes West School Site	\$2,188,240.62	Actual
Budget Variable	\$85,115.02	
2024 Capital Budget Funds Approved	\$3,000,000.00	

FINANCIAL IMPLICATIONS

Based on our estimate for the total project costs as outlined above, the project will be on budget.

ADMINISTRATIVE RECOMMENDATION

That Council consider the following motion:

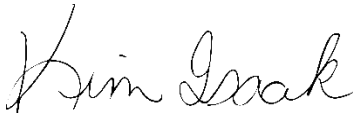
1. That Council award the Aspen Lakes West Ph 2 Shallow Utility Project to Charger Utility Services Ltd. for \$291,030.85 excluding GST.

ALTERNATIVES:

- a) That Council refer the Aspen Lakes West School Site Capital Project Award back to Administration for more information.

ATTACHMENTS:

- *Stantec Tender Award Letter*
- *Stantec Tender Drawings*

APPROVALS

Kim Isaak,
Chief Administrative Officer



Department Director/Author



Stantec Consulting Ltd.
1100-4900 50 Street, Red Deer AB T4N 1X7

March 27, 2025
File: 1161109975

Attention: Preston Weran, Director of Infrastructure and Planning Services
Town of Blackfalds
5018 Waghorn Street
Blackfalds, AB T0M 0J0

Dear Preston,

Reference: Aspen Lakes West Phase 2 Shallows – Tender Review

The above-mentioned tender for the Town of Blackfalds was received by Stantec in Red Deer on Thursday, March 27, 2025. We completed a review of the five (5) submitted tender submissions to ensure that the tender requirements have been met and to confirm correctness of the unit price schedules. Minor mathematical error was found in the totaled price submitted by Jatec, but has no effect on their placement.

The total tender results have been summarized in the following table (excludes GST):

Contractor	TOTAL
Charger Utility Services Ltd.	\$264,573.50
D.A. Electric Ltd.	\$321,420.03
Primary Engineering & Construction Corporation	\$330,170.99
Jatec Electrical Ltd.	\$359,244.54
High Line Electrical Constructors Ltd.	\$734,770.77
<i>Stantec's Opinion of Probable Cost Council Approved</i>	<i>\$340,000.00</i>

Charger Utility Services Ltd. (Charger) is the lowest bidder with an amount of \$264,573.50 which is \$56,846.53 (approximately 21.5%) less than the second place bid from D.A. Electric Ltd. And under the approved council budget.

All five bids have various items missing and/or not acknowledged from their submissions.

Three bids, including the lowest bid, did not acknowledge the two addenda that were posted. Both addenda were for minor clarifications and responses to questions that, in Stantec's opinion, does not have material effect to the bids.

Two of the bids provided a list of exclusions and/or conditions, neither was from the low bid, and therefore does not affect the outcome.

One bidder did not provide bid bond, consent of surety and copy of their COR certificate. This bid submission was the highest bidder and therefore does not affect the outcome.

Reference: Aspen Lakes West Phase 2 Shallows – Tender Review

Stantec has received from Charger a certified cheque for 10% of the bid amount made out to the Town of Blackfalds. Should the Town of Blackfalds award the contract to Charger, Charger will provide a Letter of Credit in lieu of the 50% bonding required, at which time the certified cheque will be returned.

Charger has indicated 100% of the work will be self-performed. Charger is a new utility company that has started up in central Alberta recently. However, the ownership and management behind the company has many years' experience working on similar projects in central Alberta. Stantec has current and future projects underway with Charger on private subdivision development in the area. Charger has included with their submission a letter from Fortis Alberta indicating they are on the approved UEDS list with a probationary status for the next 12 months.

Based on the foregoing we recommend awarding the contract to Charger Utilities Services Ltd. in the amount of \$264,573.50 (excluding GST).

Please contact me should you have any questions or concerns.

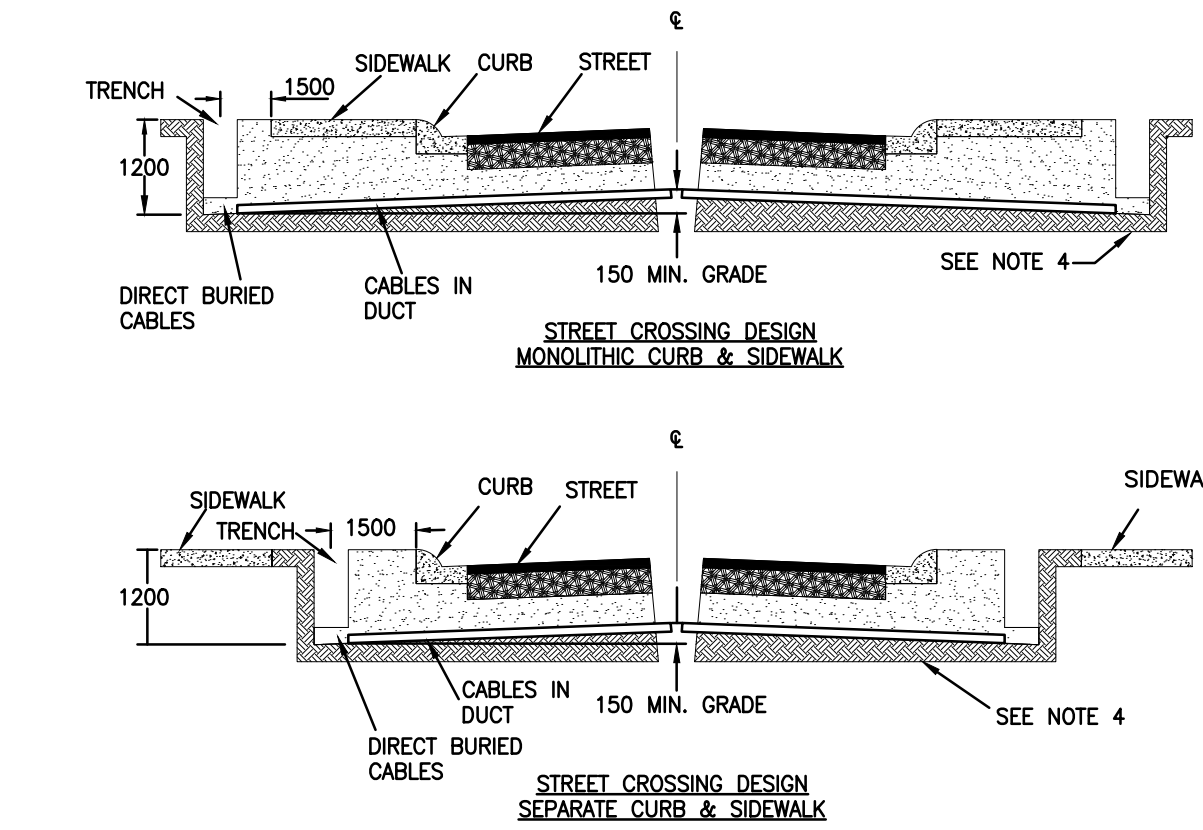
Sincerely,

Stantec Consulting Ltd.

Alan Forman P.Eng.
Senior Associate, Project Manager
Phone: 403-373-4272
Alan.forman@stantec.com

Attachment: Aspen Lakes West Ph 2 Shallows – Tender Comparison
c

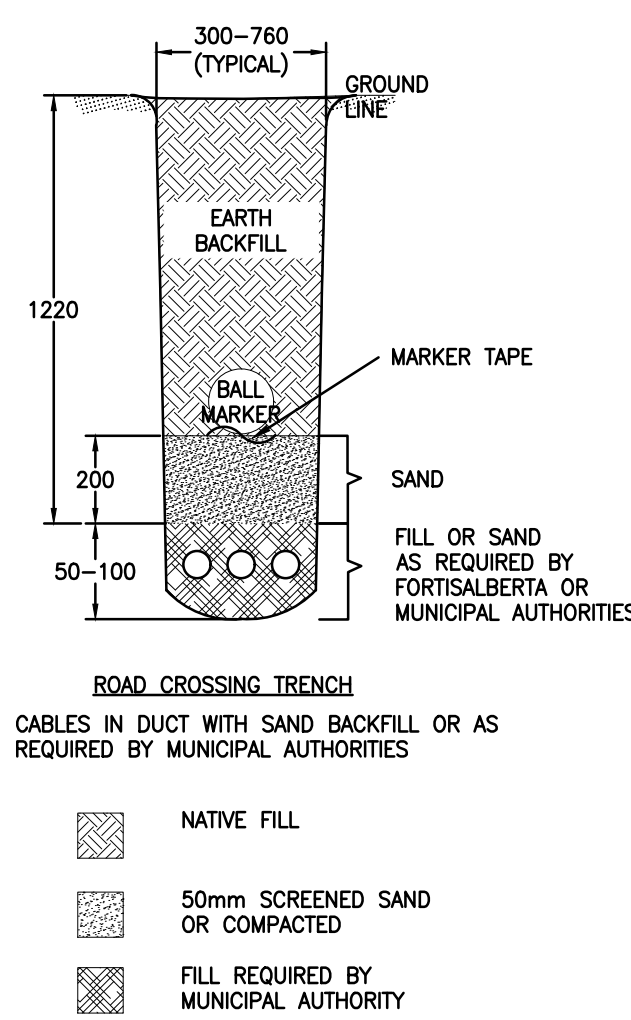
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NOTES:

1. DUCT SHALL BE GRADED FROM STREET CENTERLINE DOWN TOWARDS BOTH SIDES A MINIMUM OF 150mm
2. DUCT SHALL EXTEND 600mm BEYOND CURB OR SIDEWALK ON BOTH SIDES OF THE STREET
3. BACKFILL UNDER THE ROADWAY SHALL CONSIST OF COMPACTED SAND FILL OR AS REQUIRED BY THE MUNICIPAL AUTHORITY OR DEVELOPER
4. COMPACTED SAND OR SELECT FILL TO BE PLACED AT THE ENDS OF THE DUCTS TO PREVENT DAMAGE TO CABLES DUE TO SETTLEMENT OF DUCTS OR CABLES
5. NOMINAL BURIAL DEPTH IS 1.2M

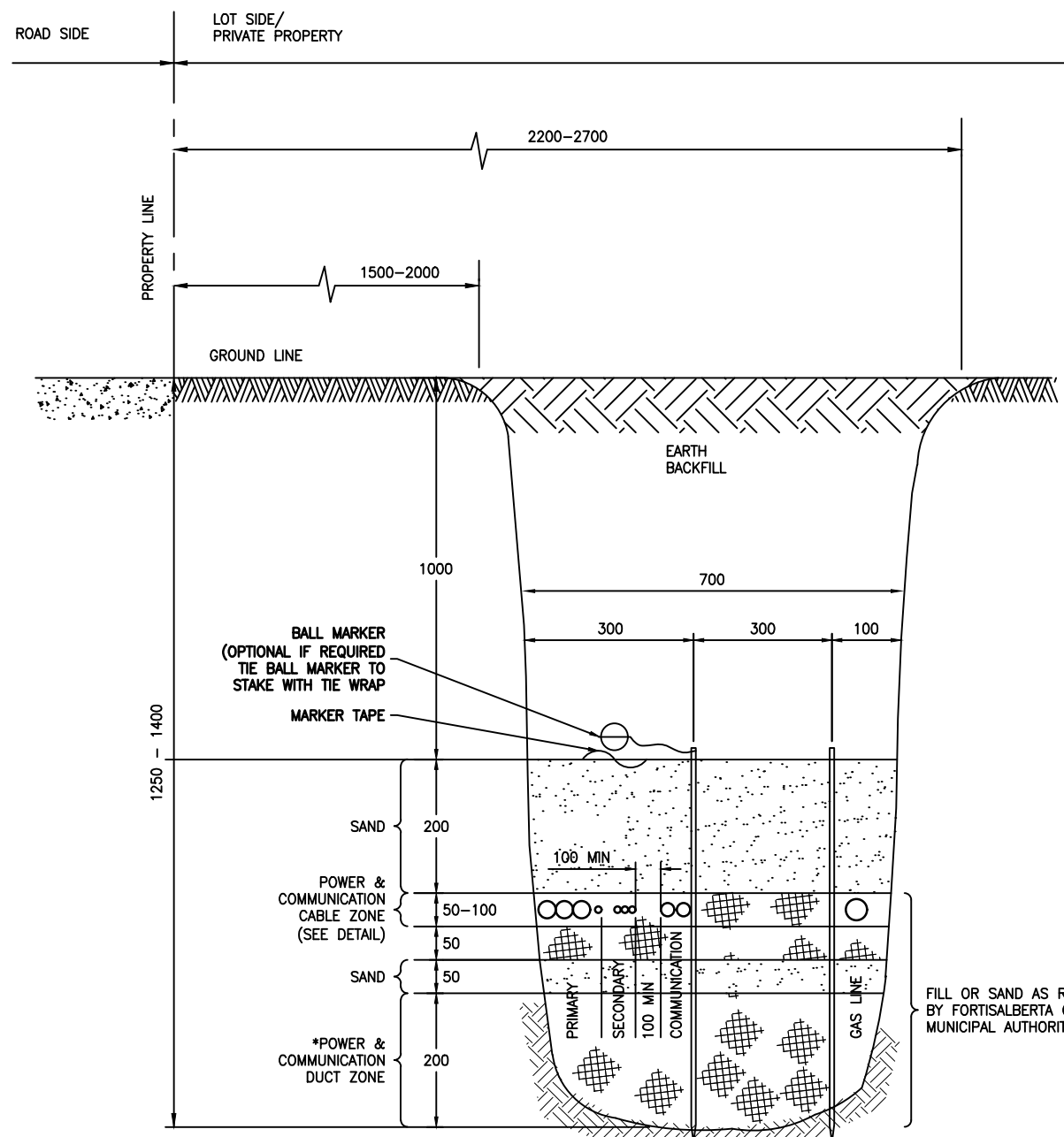
STREET CROSSING DETAIL N.T.S.



NOTES:

1. MARKER TAPE ITEM 492-0102
2. CABLES IN TRENCH HAVE RANDOM SEPARATION
3. ALL DIMENSIONS ARE IN MILLIMETERS UNLESS OTHERWISE INDICATED

- NATIVE FILL
- 50mm SCREENED SAND OR COMPACTED
- FILL REQUIRED BY MUNICIPAL AUTHORITY

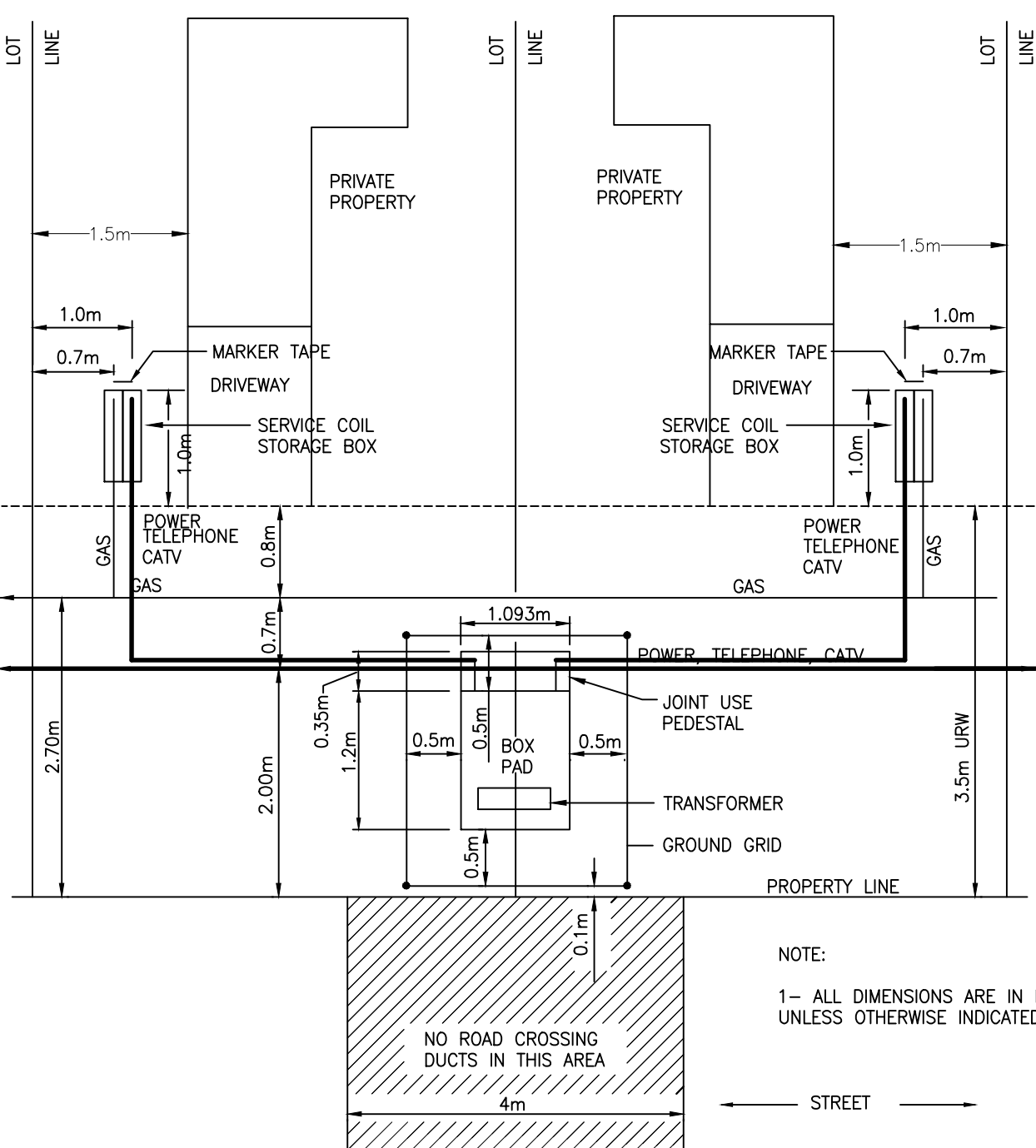


- * IF SPACE IS NOT SUFFICIENT TO AVOID CABLES CROSSING EACH OTHER, THE SAME CABLE LAYOUT AS THE "NARROW TRENCH" IN DRAWING 1216 SHALL BE UTILIZED. I.E. PRIMARY & SECONDARY SHALL BE A MINIMUM OF 100mm BELOW COMMUNICATION CABLES.

NOTE:

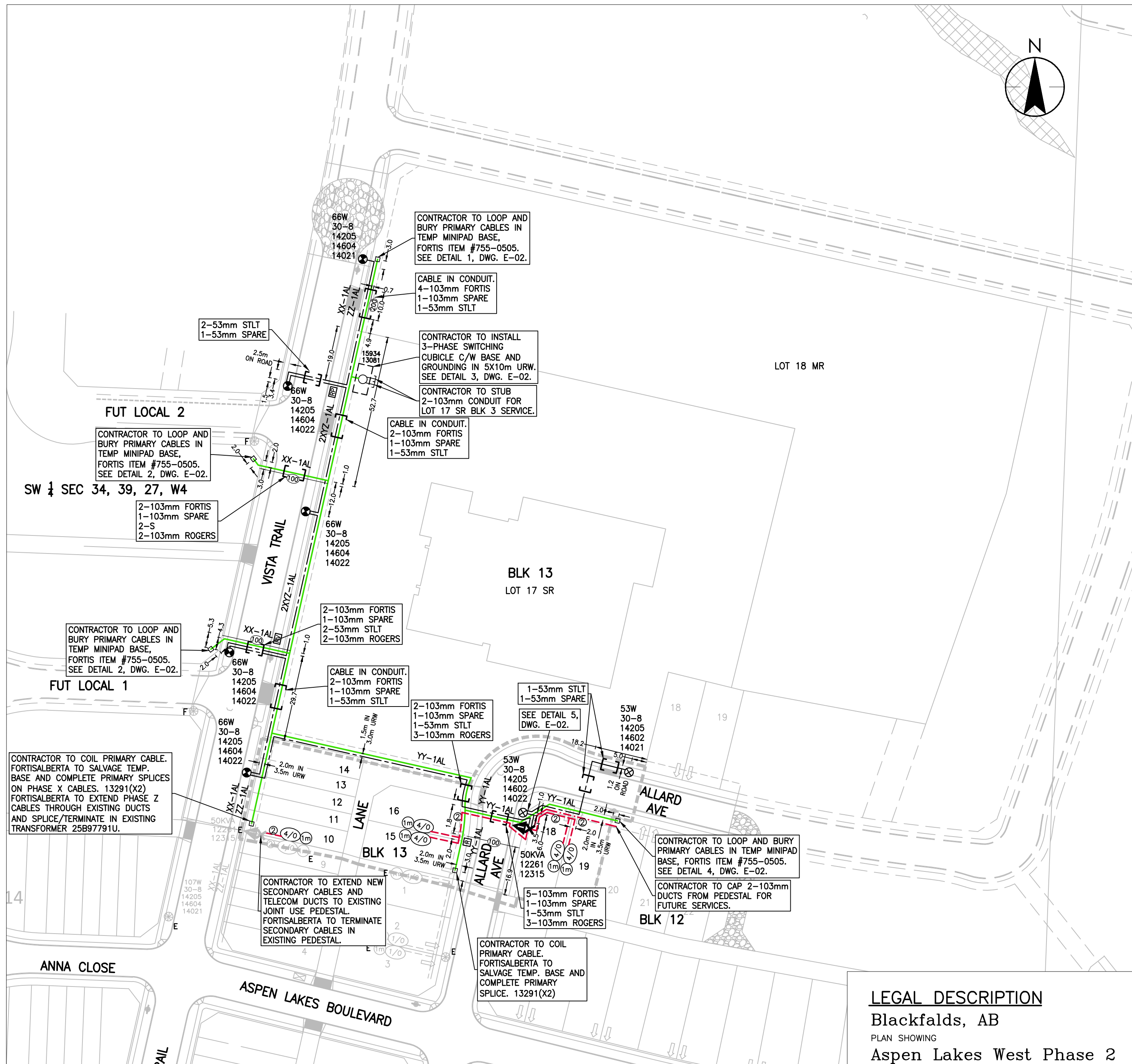
1. ENSURE 0.3m MINIMUM SEPARATION BETWEEN GAS LINE AND CLOSEST DUCT/CABLE.
2. STAKES INSTALLED AT 3m INTERVALS.
3. ALL DIMENSIONS ARE IN MILLIMETERS UNLESS OTHERWISE INDICATED.
4. FACILITIES IN DRAWING ASSUME GAS LINE ON PROPERTY AND MAY BE FLIPPED DEPENDING ON GAS LINE LOCATION. KEEP PRIMARY CABLE THE GREATEST DISTANCE FROM THE GAS LINE.
5. MARKER TAPE ITEM 492-0102.
6. BALL MARKER ITEM 484-3400. INSTALL AS PER MATERIAL BULLETIN MB-013.
7. SYSTEM NEUTRAL CAN BE DIRECTLY BURIED OR IN 3 INCH PVC CONDUIT.

TYPICAL FOUR PARTY — MAIN TRENCH LOCATION FRONT DISTRIBUTION DETAIL N.T.S.



FOUR PARTY TYPICAL TRANSFORMER, DRIVEWAY AND SERVICE DROP LOCATIONS, FRONT DISTRIBUTION N.T.S.

THIS IS A 4-PARTY JOINT TRENCH PROJECT



FACILITY MAP 1:1000

LEGAL DESCRIPTION

Blackfalds, AB
PLAN SHOWING
Aspen Lakes West Phase 2
OF
SW 34, 39, 27, W4
Alberta

NOTES

1. ALL ROAD CROSSINGS TO EXTEND FROM TRENCH LINE TO TRENCH LINE.
2. SEE TYPICAL ROAD SECTIONS FOR TRENCH ALIGNMENT, LIGHT STANDARDS, UTILITY PEDESTALS AND TRANSFORMER LOCATION.
3. ALL ROAD CROSSINGS TO BE MARKED ON EACH END WITH YELLOW POWER STAKES.
4. CENTER LINE OF ALL FACILITIES LOCATED ON PROJECTION OF PROPERTY LINE UNLESS OTHERWISE NOTED.
5. AT FORTIS CONNECTION POINTS, CABLE TO BE LOOPED AND PLACED IN VAULT WITH STEEL BOLTED LID.
6. ROAD CROSSINGS, FURNITURE & ALL ABOVE GROUND FACILITIES TO MAINTAIN A 3.0m CLEARANCE FROM ALL FIRE HYDRANTS, MANHOLES, CATCH BASINS AND VALVES.
7. SERVICE LEADS TO BE BOXED 4.5m INSIDE PROPERTY LINE. PROVIDE 30.0m OF CABLE UNLESS OTHERWISE NOTED.
8. NO TREES TO BE LOCATED WITHIN 3.5m OF STREET LIGHT POLES , 1.0m OF POWER CABLE OR WITHIN URW.
9. EACH PRIMARY AND STREET LIGHT CABLE UNDER ROADWAYS OR UNDER SIDEWALK ON SIDELOTS TO BE INSTALLED IN INDIVIDUAL PVC DBIL CONDUIT.
10. TRENCH ALIGNMENT TO MAINTAIN 1.0m CLEARANCE FROM HYDRANTS.
11. LUMINAIRE TO BE 38W ROADFOCUS LUMINAIRE, 120V-PHOTOCELL, TYPE 2 MEDIUM DISTRIBUTION. FORTIS ITEM #642-2630, ROADFOCUS CAT. #RFS-35W16LED3K-G2-R2M-UNV-DMG-API-RC07-GY3.
12. LUMINAIRE TO BE 53W ROADFOCUS LUMINAIRE, 120V-PHOTOCELL, TYPE 2 MEDIUM DISTRIBUTION. FORTIS ITEM #642-2631, ROADFOCUS CAT. #RFS-54W16LED3K-G2-R2M-UNV-DMG-API-RC07-GY3.

13. LUMINAIRE TO BE 66W ROADFOCUS LUMINAIRE, 120V-PHOTOCELL, TYPE 2 MEDIUM DISTRIBUTION. FORTIS ITEM #642-2632, ROADFOCUS CAT. #RFS-65W40LED3K-G2-R2M-UNV-DMG-API-RC07-GY3.
14. NO SERVICES OR CROSSINGS ARE TO BE LOCATED UNDER DRIVEWAYS. DRIVEWAYS ARE TO MAINTAIN A 1.5m SETBACK FROM SIDE P/L.
15. CONTRACTOR TO SUPPLY ENOUGH CABLE TO REACH PAD LOCATIONS.
16. CABLE ALIGNMENT ON SIDE YARD TO BE 1.0m INTO BOULEVARD FROM P/L.
17. ALL MAIN TRENCHES DUG TO A DEPTH OF 1.0m-1.2m AND ROAD CROSSINGS DUG TO A DEPTH OF 1.2m-1.5m.
18. ALL SERVICE DROPS DUG TO A DEPTH OF 1.2m.
19. ALL SERVICE DROPS DUG TO A DEPTH OF 1.5m WHERE CROSSING GAS.
20. ALL PRIMARY CABLES RUNNING ALONG CORNER CUTS ARE PLACED IN 103mm DBIL DUCT FOR EXTRA PROTECTION (1 SLEEVE PER CABLE) AS PER FORTIS INSTRUCTION.
21. ALL CABLE FROM TRANSFORMER TO ATTACHED PEDESTAL ARE 2/C #300MCM AL. USEB90 XLPE CN 600V, UNLESS OTHERWISE NOTED.
22. THE ASSUMED TRANSFORMER LOADING FOR LOTS 10-14 BLK 13 IS 5.5 KVA. THE ASSUMED TRANSFORMER LOADING FOR LOTS 15-16 BLK 13 & 18-19 BLK 12 IS 10.0 KVA. FOR 100A SERVICES, RESIDENTIAL LOADS THAT EXCEED 100A CANNOT BE CONNECTED WITHOUT INFRASTRUCTURE CHANGES.
23. WHERE ROAD CROSSING IS UNDER DRIVEWAY, CONTRACTOR TO EXTEND PRIMARY AND STREET LIGHT ROAD CROSSINGS TO WITHIN 2m OF PROPERTY LINE, OPPOSITE OF DRIVEWAY.
24. BANKED METERS INDICATED TO SERVICE LOTS 10-14 BLK 13.
25. JOINT TRENCH TO BE OCCUPIED BY FORTISALBERTA, ATCO GAS, AND ROGERS. TELUS IS NOT PARTICIPATING IN JOINT TRENCH.



Stantec Consulting Ltd.
300-10220 103 Avenue NW
Edmonton AB
Tel. 780.917.7000
www.stantec.com

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Legend

- PRIMARY CABLE (1/C #1 AL. TRXLPE CN) 25 KV. FORTIS ITEM #534-4103. NUMBER OF CABLES AS PER PHASING.
- SECONDARY CABLE (2/C #300MCM AL. USEB90 XLPE CN 600V). FORTIS ITEM #534-0109.
- 100A SECONDARY SERVICE CABLE (2/C #1/0 AL. USEB90 XLPE CN 600V). FORTIS ITEM #534-0104.
- 200A SECONDARY SERVICE CABLE (2/C #1/0 AL. USEB90 XLPE CN 600V). FORTIS ITEM #534-0108.
- 103mm CONDUIT FOR FUTURE SECONDARY SERVICE CABLE.
- STREET LIGHT CABLE (1/C #4 AL. RW90 XLPE CN 1000V). FORTIS ITEM #534-1104.
- SERVICE LEAD CABLE 1.0m OFF PROPERTY LINE. SEE NOTE 7.
- MAIN SERVICE TRENCH LINE INDICATING NUMBER OF SERVICE CONDUCTORS IN TRENCH.
- CABLE IN CONDUIT PVC DBIL. SEE NOTE 9.
- INDICATES GAS CROSSING SLEEVE SIZE (IN mm).
- SINGLE PHASE PAD MOUNTED TRANSFORMER (12261) C/W 3 PARTY JOINT USE PEDESTAL (12315) BACK MOUNTED (POWER/TELUS/SHAW COMPARTMENTS), 14400/120/240V. REFER TO SPECIFICATIONS #605-01 IN FORTIS MANUAL.
- 3 PARTY JOINT USE SERVICE PEDESTAL (POWER/TELEPHONE/CATV COMPARTMENTS) (12313)
- 38W LED ON A GALVANIZED OCTAGONAL 30"-0" POLES C/W 8"-0" DAVIT ARM AND ON A PRECAST CONCRETE BASE. SEE NOTE 11.
- 53W LED ON A GALVANIZED OCTAGONAL 30"-0" POLES C/W 8"-0" DAVIT ARM AND ON A PRECAST CONCRETE BASE. SEE NOTE 12.
- 66W LED ON A GALVANIZED OCTAGONAL 30"-0" POLES C/W 8"-0" DAVIT ARM AND ON A PRECAST CONCRETE BASE. SEE NOTE 13.
- LIMIT OF CONSTRUCTION.
- DRIVEWAY LOCATIONS.
- INDICATES EXISTING FURNITURE.
- INDICATES FUTURE FURNITURE.
- FIRE HYDRANT.
- TEMPORARY MINIPAD BASE.
- STREET LIGHT FIXTURE DIRECTION.
- ROGERS VAULT.
- ROGERS PEDESTAL/VAULT.
- ROGERS PEDESTAL.
- 3-PHASE SWITCHING CUBICLE (FORTIS ITEM #585-1005) C/W BASE (FORTIS ITEM #755-0557) IN UTILITY R/W.

PRELIMINARY NOT TO BE USED FOR CONSTRUCTION

FORTISALBERTA REFERENCE NUMBER 500124251-01 24.10.29
FORTISALBERTA WORK ORDER NUMBER

FORTISALBERTA APPROVAL (ACCEPTANCE BY FORTISALBERTA IS FOR THE ELECTRICAL DISTRIBUTION SYSTEM & STREETLIGHTING ONLY)

Signature Date

Signature Date

Signature Date

Signature Date

Signature Date

Signature Date

Signature Date

Signature Date

Signature Date

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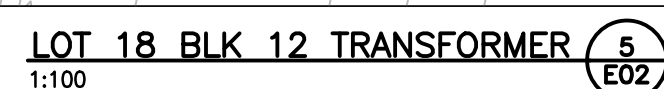
Signature Date

Signature Date



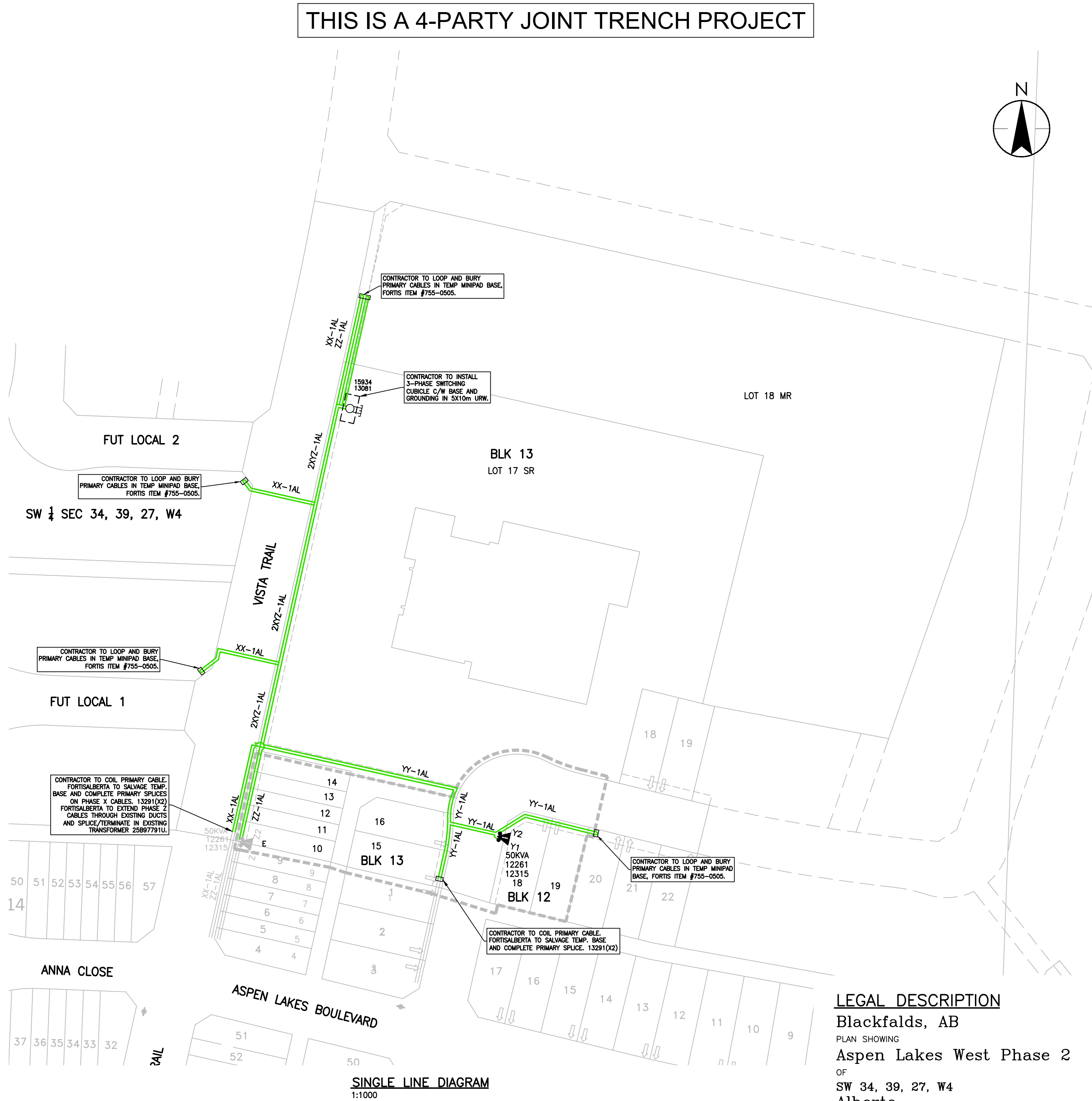
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E-02

\\Coda\projects\united_projects\116109975\drawing\Blackfalds\Blackfalds\Design\Drawings\Model\1_10109975_01.dwg



LEGAL DESCRIPTION

Blackfalds, AB
PLAN SHOWING
Aspen Lakes West Phase 2
OF
SW 34, 39, 27, W4
Alberta



Stantec Consulting Ltd.
300-10220 103 Avenue NW
Edmonton AB
Tel. 780.917.7000
www.stantec.com

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The Copyrights to all designs and drawings are the property of Stantec. Reproduction or use for any purpose other than that authorized by Stantec is forbidden.

Legend

- PRIMARY CABLE (1/C #1 AL, TRXLPE CN) 25 KV, FORTIS ITEM #534-4103. NUMBER OF CABLES AS PER PHASING.
- SINGLE PHASE PAD MOUNTED TRANSFORMER (1226X) C/W 3 PARTY JOINT USE PEDESTAL (12315) (POWER/TELUS/SHAW COMPARTMENTS) 14400/120/240V. REFER TO SPECIFICATIONS #605-01 IN FORTIS MANUAL.
- LIMIT OF CONSTRUCTION.
- DRIVEWAY LOCATIONS.
- INDICATES EXISTING FURNITURE.
- INDICATES FUTURE FURNITURE.
- FIRE HYDRANT.
- 3-PHASE SWITCHING CUBICLE (FORTIS ITEM #585-1004) C/W BASE (FORTIS ITEM #755-0557) IN UTILITY R/W.

PRELIMINARY
NOT TO BE USED FOR CONSTRUCTION

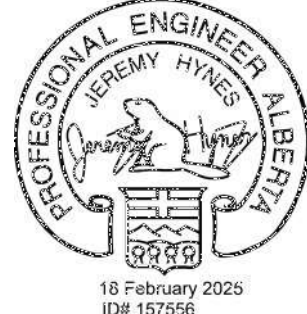
FORTISALBERTA REFERENCE NUMBER 500124251-01 24.10.29
FORTISALBERTA WORK ORDER NUMBER

FORTISALBERTA APPROVAL
(ACCEPTANCE BY FORTISALBERTA IS FOR THE ELECTRICAL DISTRIBUTION SYSTEM & STREETLIGHTING ONLY)

A	ISSUED TO FORTISALBERTA FOR REVIEW	JH	JH	25.02.18
Issued		By	Appd.	YY.MM.DD

Permit-Seal

PERMIT TO PRACTICE STANTEC CONSULTING LTD.	
Signature	
Date	2025 Feb 18
PERMIT NUMBER: P 0258	
The Association of Professional Engineers and Geoscientists of Alberta	



Client/Project

ASPEN LAKES WEST DEVELOPMENTS LTD.

ASPEN LAKES WEST PHASE 2

BLACKFALDS AB CANADA

Title

SINGLE LINE DIAGRAM

Project No.
1161-109975

Scale
1:750

2025-2-18 9:23am BY: JHYNES

Drawing No.

E-03

0117 – SUBD JT (1C) ASPEN LAKES WEST PH2

BLACKFALDS (SW34 39-27-4)

ATCO PROJECT NO. 1110088

DRAWING INDEX:

[illegible]

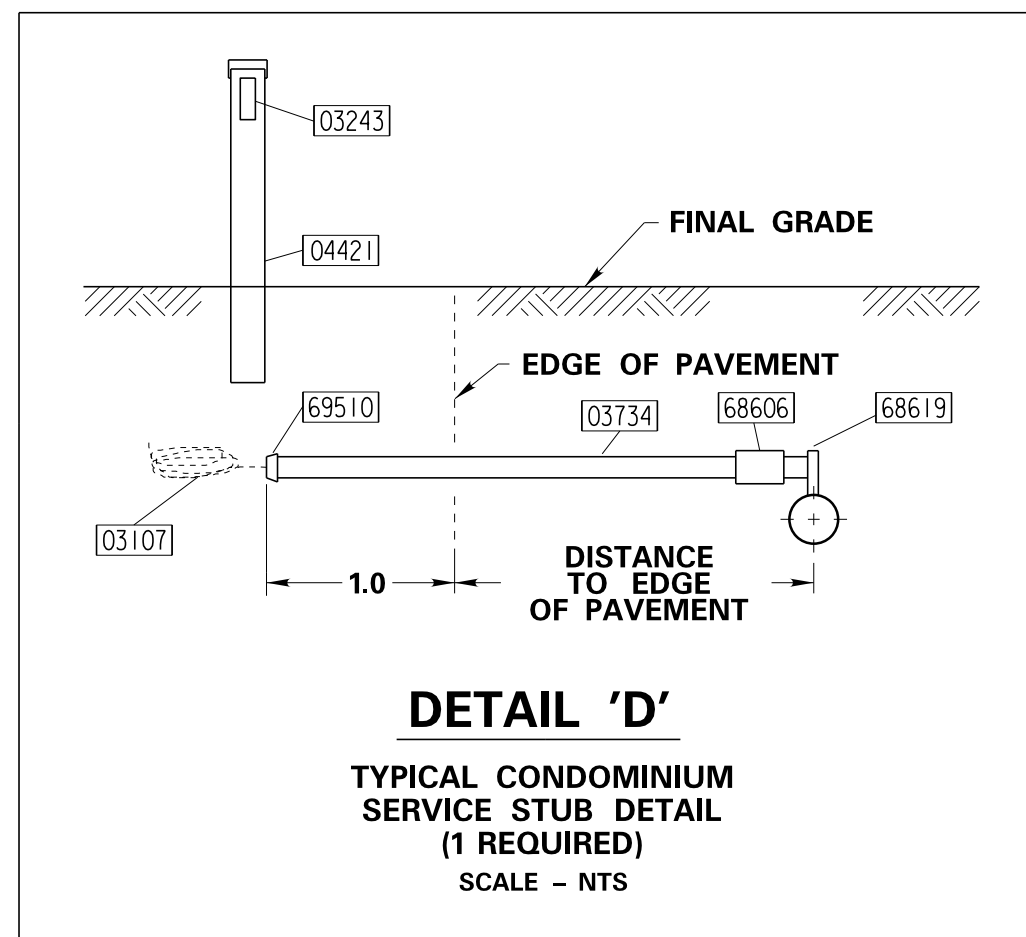
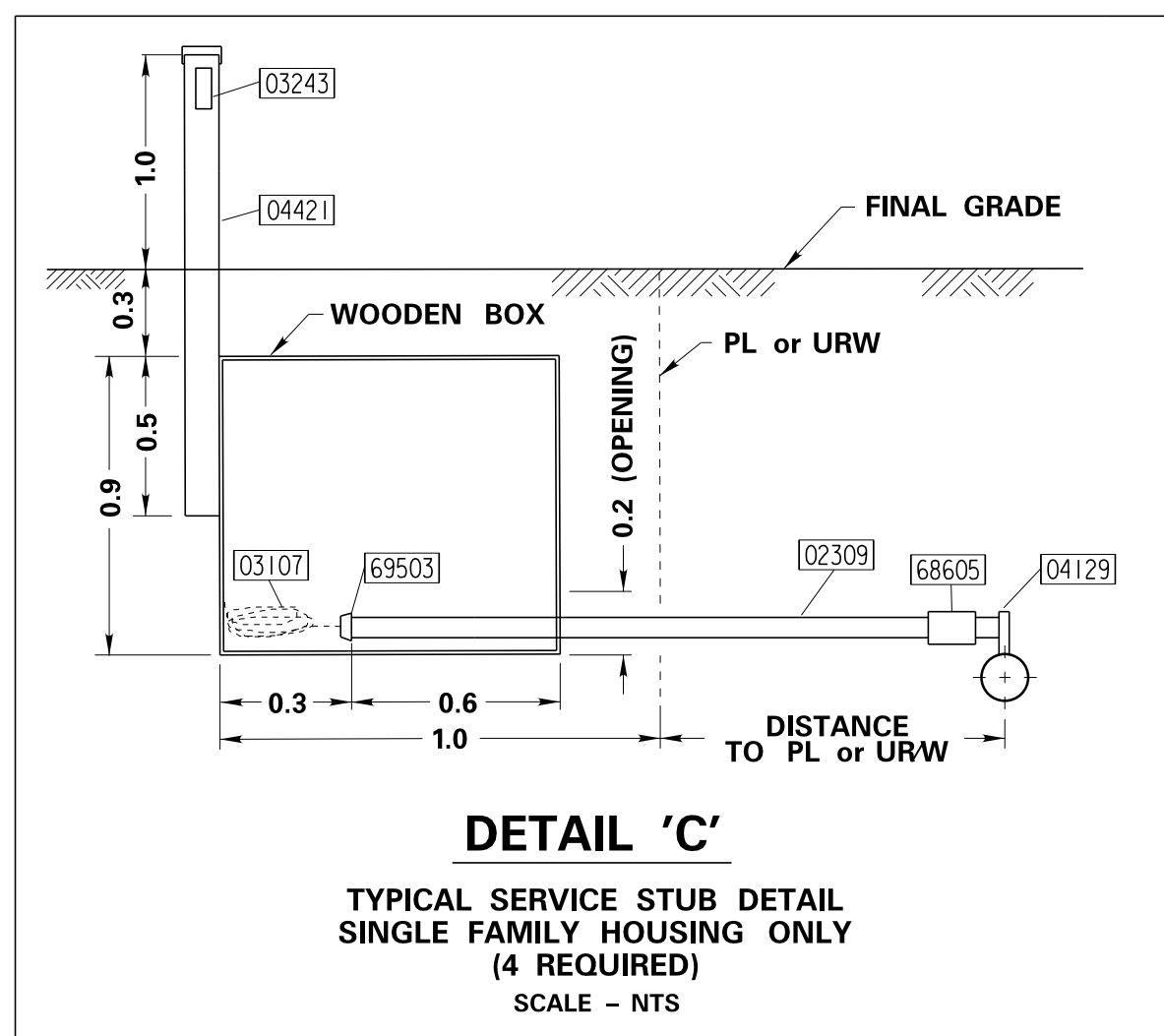
TOTAL DRAWINGS: 3

[illegible]

THIS IS A 4-PARTY JOINT TRENCH PROJECT

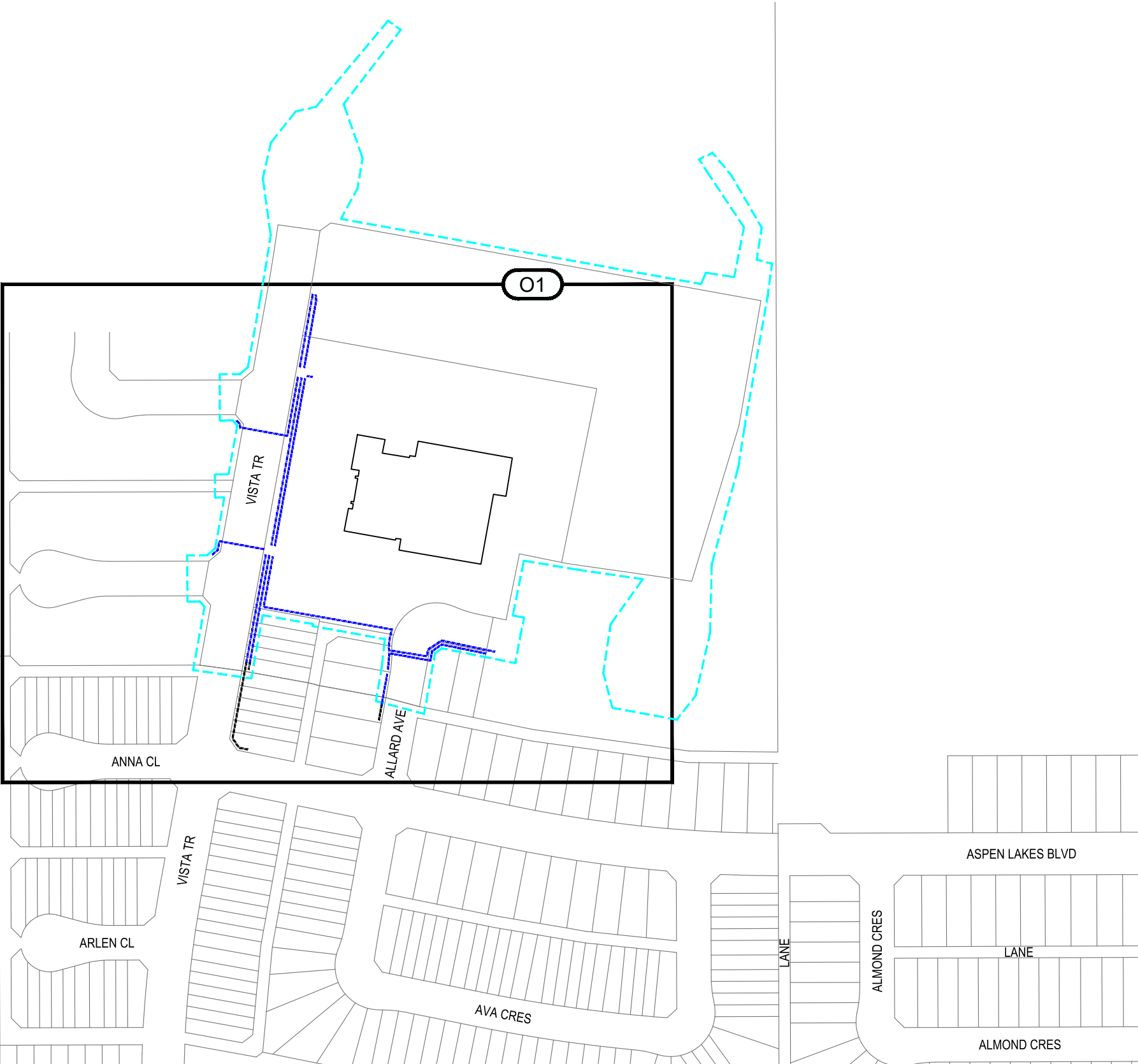
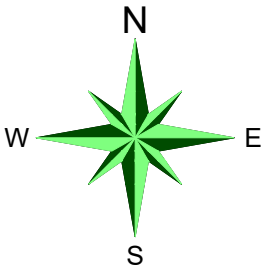
NOTES:

1. See general notes on 1110088-1.




LEGEND	
EXISTING MAIN:	<div> <div> <div>----- (HP)</div> <div>----- (IP)</div> <div>----- (MP)</div> <div>----- (LP)</div> <div>----- (AB)</div> </div> <div> <div>ATCO Gas Main Descriptor</div> <div>323 IP5 ST JT</div> <div> <div> <div>Joint Trench</div> <div>Pipe Material</div> <div>Maximum Operating Pressure</div> <div>Size of Pipe in Millimetres</div> </div> </div> </div> </div>
PROPOSED MAIN:	
PROPOSED ABANDONMENT:	
CP CABLING:	
DEVELOPER INSTALLED SLEEVE:	
PROPOSED SERVICE / SUBS:	
PROPOSED METER / METER BANK:	X / XXXX

PRESSURE TESTS							PIPE RECORD										REV	DATE	ISSUE	REVISION NOTES			PREPARED BY		APPROVED BY		PERMIT STAMP		PROFESSIONAL STAMP		PREPARED BY				
TEST REQUIREMENTS				TEST RECORD				MANUFACTURER	RESIN	DESIGNATION	CODE	NOMINAL PIPE SIZE	SDR	COIL NO.	PLANT LOCATION	PROD. DATE	PROD. INFO																		
IN-SERVICE DATE	SEGMENT NO.	TEST DURATION (HRS)	TEST PRESSURE (KPA)	TEST DURATION (HRS)	TEST PRESSURE (KPA)	TEST MEDIUM	EX. MAIN AT TIE-IN:											0	24-JUL-2024	IFA	INITIAL ISSUE	GIANELLA PAUCAR HUAMANI													
							NEW PIPE:											1	SEE PERMIT STAMP	IFC	ISSUED FOR CONSTRUCTION	LENNAE WONG			SEE PROFESSIONAL STAMP										
							NEW PIPE:											CONSTRUCTION RECORD																	
							NEW PIPE:											NAME /ID#			INITIAL	START DATE	END DATE												
							NEW PIPE:											FUSER(S) /WELDER(S):																	
							NEW PIPE:											CREW CHIEF /INSPECTOR:																	
							NEW PIPE:											<input checked="" type="checkbox"/> TENTATIVE PLAN STAKED BY:																	
							NEW PIPE:											EMPLOYEE-IN-CHARGE:																	
							NEW PIPE:											CONSTRUCTED BY (NAME /COMPANY):																	
							NEW PIPE:											EXCAVATION PERMIT /OSCAM #:																	
																										PROJECT NAME: 0117 – SUBD JT (1C) ASPEN LAKES WEST PH2 114 & 60 IP5 PE MAIN EXTENSION									
																										PROJECT LOCATION: SW34 39–27–4									
																										PROJECT NUMBER: 1110088									
																										DRAWING NAME: DETAILS									
																										DRAWING NUMBER: 1110088–2									



SHEET LIST	
GROUP	SHEETS
CIVIL KEY	K1
NOTES / TYPICAL DETAILS	D1
CIVIL SCHEMATIC	O1
CABLE CONSTRUCTION	C1



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PRELIMINARY

DATE NOVEMBER 04, 2024REV 1

THE WORKS PROPOSED ON THIS DRAWING SHALL AT ALL TIMES REMAIN THE PROPERTY OF ROGERS

050100150m

SCALE - 1 : 2500

REV.	YYYY/MM/DD	DESCRIPTION	BY
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-	-	-	-
1	2024/11/04	SUBMISSION	KL
0	2024/10/30	PRELIMINARY	KL


DESIGN BY: DIXON NETWORKS CORPORATION



DIXON DESIGNER: PETER CUMMINGSPH: 403-872-1142

ROGERS CONTACT: TODD NIXONPH: 250-797-5874

BUILD CONTACT: -PH: -

CLIENT CONTACT: CHRISTINA ELLIOTTPH: 403-701-2278

CLIENT:  BUILD COMPANY: -

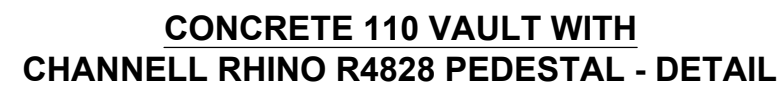
PROPOSED ROGERS CONDUIT AND CABLE		
ASPEN LAKES WEST PH2 VISTA TRAIL & ALLARD AVE TOWN OF BLACKFALDS		
ROGERS ADM: PRJ3804814	DIXON DWG NAME: 250106 SCH	SHEET: K1
PREPARED FOR: 	PREPARED BY: 	SIZE: 11" x 17"



1 : 25





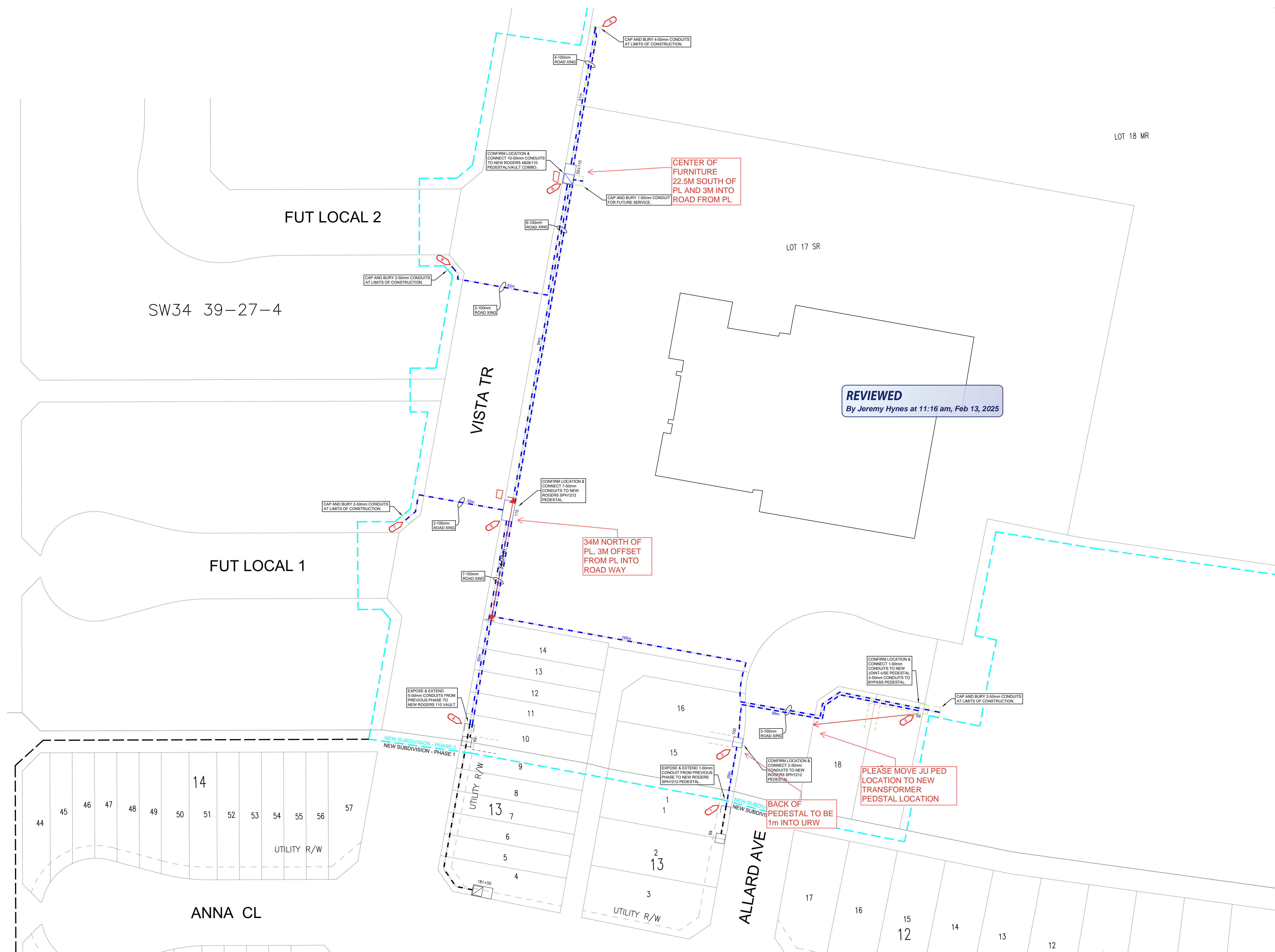
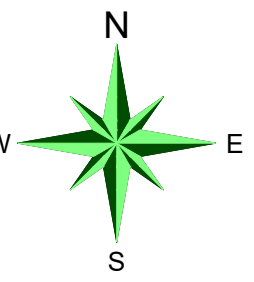
1 : 20



1 : 25

DATE	NOVEMBER 04, 2024	REV	1
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PROPOSED ROGERS CONDUIT AND CABLE		
ASPEN LAKES WEST PH2 VISTA TRAIL & ALLARD AVE TOWN OF BLACKFALDS		
ROGERS ADM: PRJ3804814	DIXON DWG NAME: 250106 SCH	SHEET: D1
PREPARED FOR:  ROGERS TM	PREPARED BY:  DIXON	SIZE: 11" x 17"



LEGEND	
WORK LOCATION	
JOINT USE PEDESTAL	
JOINT USE POLE	
JOINT USE LATERAL POLE	
UNKNOWN MANHOLE	
PANEL BOX	
CONDUIT CAP	
PROPOSED ROGERS PEDESTAL	
PROPOSED ROGERS VAULT	
PROPOSED ROGERS VAULT / PEDESTAL	
PROPOSED ROGERS MANHOLE	
POWER SOURCE	
PROPOSED 1-19mm CONDUIT FOR SERVICE DROP	
PROPOSED ROGERS 1-50mm CONDUIT FOR POWER CABLE	
PROPOSED ROGERS 1-50mm CONDUIT	
PROPOSED ROGERS 2-50mm CONDUITS	
PROPOSED ROGERS 3-50mm CONDUITS	
PROPOSED ROGERS 1-100mm CONDUIT	
PROPOSED ROGERS 2-100mm CONDUITS	
PROPOSED ROAD CROSSING	

- CONSTRUCTION NOTES**
- THIS IS A SCHEMATIC PLAN. TRENCH ROUTE SHOULD BE TAKEN FROM ELECTRICAL DRAWINGS.
 - 100mm ROAD CROSSING CONDUIT ARE TO BE SUPPLIED AND INSTALLED BY THE DEVELOPER.
 - CONTRACTOR IS TO PROVE THE LOCATIONS OF ALL EXISTING UNDERGROUND UTILITIES AND SERVICES AFFECTED BY CONSTRUCTION.
 - CONTRACTOR TO CONTACT THE APPROPRIATE "ONE CALL" SERVICE 48 HOURS PRIOR TO STARTING WORK.
 - CONTRACTOR TO PLACE APPROVED PULL STRING IN ALL CONDUITS.
 - IDENTIFICATION MARKER TAPE TO BE PLACED IN TRENCH LINE, 300mm BELOW FINAL GRADE.
 - GROUNDING AS PER ROGERS SPECIFICATIONS REQUIRED AT ALL NEW SPURCE AND STRUCTURE LOCATIONS.

REF. WL	PED/VAULT
	EXISTING 1-50mm ROGERS STUB
	NEW ROGERS SPH1212 PEDESTAL
	NEW JOINT-USE PEDESTAL
	EXISTING 5-50mm ROGERS STUBS
	NEW ROGERS 110 VAULT
	EXISTING 2-50mm ROGERS STUBS
	NEW ROGERS SPH1420110 PED/VAULT COMBO
	EXISTING 2-50mm ROGERS STUBS
	EXISTING 4-50mm ROGERS STUBS

TOTAL CONDUIT LENGTH			
CONDUIT SIZE	50mm	19mm	100mm
CONDUIT LENGTH	±558m	±0m	±0m

UTILITY SAFETY PARTNERS

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PRELIMINARY

DATE: **NOVEMBER 04, 2024** REV: **1**

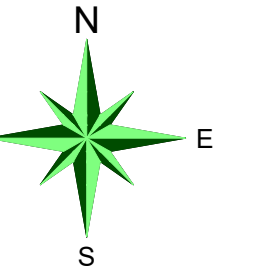
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SCALE - 1 : 500

REV	YYYYMMDD	DESCRIPTION	BY
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-	-	-	-
1	2024/11/04	SUBMISSION	KL
0	2024/10/30	PRELIMINARY	KL

DESIGN BY: DIXON NETWORKS CORPORATION	PH: 403-872-1142
DIXON DESIGNER: PETER CUMMINGS	PH: 250-797-5874
ROGERS CONTACT: TODD NIXON	PH: -
BUILD CONTACT: -	PH: -
CLIENT CONTACT: CHRISTINA ELLIOTT	PH: 403-701-2278
CLIENT: Valard Telecom	BUILD COMPANY: -

PROPOSED ROGERS CONDUIT AND CABLE			
ASPEN LAKES WEST PH2 VISTA TRAIL & ALLARD AVE TOWN OF BLACKFALDS			
ROGERS ADM: PRJ3804814	DIXON DWG NAME: 250106 SCH	SHEET: O1	
PREPARED FOR: ROGERS	PREPARED BY: DIXON	SIZE: A1	



LEGEND	
WORK LOCATION	
JOINT USE PEDESTAL	
JOINT USE POLE	
JOINT USE LATERAL POLE	
UNKNOWN MANHOLE	
PANEL BOX	
PROPOSED ROGERS PEDESTAL	
PROPOSED ROGERS VAULT	
PROPOSED ROGERS VAULT / PEDESTAL	
PROPOSED ROGERS MANHOLE	
PROPOSED SLACK COIL	
EXISTING SPLICE LOCATION	
PROPOSED SPLICE LOCATION	
PROPOSED ROGERS FIBRE PULL	
PROPOSED ROGERS QR.860 PULL	
PROPOSED ROGERS QR.715 PULL	
PROPOSED ROGERS QR.540 PULL	
PROPOSED ROGERS RG-11 PULL	

SPAN A: WL4A-WL5	
CABLE SIZE	QR.860
ROUTE	111m
SLACK	4m
TOTAL	115m
+10%	
ORDER	127m

SPAN B: WL5-WL6	
CABLE SIZE	QR.860
ROUTE	94m
SLACK	4m
TOTAL	98m
+10%	
ORDER	108m

SPAN C: WL1-WL2	
CABLE SIZE	QR.715
ROUTE	26m
SLACK	4m
TOTAL	30m
+10%	
ORDER	33m

SPAN D: WL2-WL3	
CABLE SIZE	QR.715
ROUTE	66m
SLACK	4m
TOTAL	70m
+10%	
ORDER	77m

SPAN E: WL4-WL5	
CABLE SIZE	QR.715
ROUTE	62m
SLACK	4m
TOTAL	66m
+10%	
ORDER	73m

SPAN F: WL5-WL6	
CABLE SIZE	QR.715
ROUTE	94m
SLACK	4m
TOTAL	98m
+10%	
ORDER	108m

SPAN	REF. WL	NOTES	LENGTH
A	4A 5	PLACE QR.860 IN NEW/EXISTING ROGERS CONDUIT. LEAVE 2m SPLICING SLACK ON EACH END.	111m
B	5 6	PLACE QR.860 IN NEW ROGERS CONDUIT. LEAVE 2m SPLICING SLACK ON EACH END.	94m
C	1 2	PLACE QR.715 IN NEW/EXISTING ROGERS CONDUIT. LEAVE 2m SPLICING SLACK ON EACH END.	26m
D	2 3	PLACE QR.715 IN NEW ROGERS CONDUIT. LEAVE 2m SPLICING SLACK ON EACH END.	66m
E	4 5	PLACE QR.715 IN NEW/EXISTING ROGERS CONDUIT. LEAVE 2m SPLICING SLACK ON EACH END.	62m
F	5 6	PLACE QR.715 IN NEW ROGERS CONDUIT. LEAVE 2m SPLICING SLACK ON EACH END.	94m



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PRELIMINARY

DATE: NOVEMBER 04, 2024 REV: 1

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SCALE - 1 : 500

REV.	YYYYMMDD	DESCRIPTION	BY
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1	2024/11/04	SUBMISSION	KL
0	2024/10/30	PRELIMINARY	KL

DESIGN BY: DIXON NETWORKS CORPORATION

DESIGN DESIGNER: PETER CUMMINGS PH: 403-872-1142

ROGERS CONTACT: TODD NIXON PH: 250-797-5874

BUILD CONTACT: PH: -

CLIENT CONTACT: CHRISTINA ELLIOTT PH: 403-701-2278

CLIENT: Valard TELECOM

BUILD COMPANY: -

PROPOSED ROGERS CONDUIT AND CABLE			
ASPEN LAKES WEST PH2 VISTA TRAIL & ALLARD AVE TOWN OF BLACKFALDS			
ROGERS ADM: PRJ3804814	DIXON DWG NAME: 250106 SCH	SHEET: C1	
PREPARED FOR: ROGERS	PREPARED BY: DIXON	SIZE: A1	

MEETING DATE: May 13, 2024

PREPARED BY: Preston Weran, Director of Infrastructure and Property Services

PRESENTED BY: Preston Weran, Director of Infrastructure and Property Services

SUBJECT: **Broadway Reservoir Expansion Contract 1 Tender Award**

BACKGROUND

The County of Lacombe approached the Town in late 2022 to discuss the limits of existing water and sewer servicing for the Aspelund Industrial Area that is currently serviced by the Town through a Joint Servicing Agreement. The 2024 budget allocated \$6.8M to move forward with a planned expansion to the existing Broadway Reservoir and pumphouse to accommodate additional water supply for Dairy Innovations West Plant. Recently, the Town was given notice that the Province approved the Town's grant submission for the Local Growth and Sustainability Grant in the amount of \$2,314,486. A preliminary budget of \$6.8 million dollars was estimated for this project based on previously built costs incurred in the area. However, there is limited information on the final scope of this project as no detailed or preliminary design had been undertaken prior to the allocation of budget. The estimate used at budget time was \$6.8M, but through additional design revisions the estimate was increased to \$7.2M. As part of the refinement and through the review of this tender, the costs are anticipated to be closer to \$7.8 million.

Since this time, Stantec has completed the detailed design and tendering for Contract 1 which contains 80% of the project scope. Contract 1 includes the excavation and structural concrete installation for the new underground reservoir cell, associated piping and site works. Contract 2 detailed design will commence soon and will include the pump upgrades, associated electrical, building, mechanical and instrumentation needed inside the building. Administration is seeking Council's approval to award Contract 1 so that construction can begin as soon as possible as applications under the Growth Component of the LGSG must be for "shovel-ready" projects, with construction starting no later than September 30, 2025. We will then design and tender Contract 2.

DISCUSSION

The Broadway Reservoir Expansion Contract 1 was posted on Alberta Purchasing Connection and the Alberta Construction Association on April 4, 2025, and closed on May 2nd, 2025, at 2:00 pm. The Town received 3 bids for the project, all in good order. All pricing below includes 10% contingency but exclude G.S.T as per below:

Bidder	Bid Price (incl 10% contingency)
Timcon Construction Ltd	\$6,475,241.42
Alpha Construction	\$7,300,700.00
Whitson	\$7,565,140.00

As outlined above and in the attached Stantec Consulting Letter of Award, Timcon Construction Ltd. is the low bidder and meets the requirements of the tender. The submitted schedule meets the requirements set out within the tender documents to meet the grant start date in late September. While there is a variance between the engineer's estimate and the bid submissions, there is reasonable congruency between the prices of the three bidders. This is a strong indication that the bids are an accurate representation of current market conditions.

The known and estimated costs are detailed in the table below and have been revised since the budget allocation and reflect this proposed tender award and revised estimates on the Contract 2 costs.

2025 Capital Budget and Expenses		
Broadway Avenue Reservoir Contract 1 and 2 Engineering and Design	\$210,487.76	Actual
Broadway Avenue Reservoir Contract 1 and 2 Site Construction Inspection and Testing	\$250,000	Estimated
SCADA Programing	\$30,000	Estimated
Construction Award of Contract 2 for the Broadway Avenue Reservoir	\$820,000	Estimated
Construction Award of Contract 1 for the Broadway Avenue Reservoir	\$ 6,475,241.40	Actual
Total Project Costs	\$7,785,729.16	
Budget Variable	-\$985,729.16	
2024 Capital Budget Funds Approved	\$6,800,000	
2025 LGSG Grant	\$2,314,486	

FINANCIAL IMPLICATIONS

Based on our estimate for the total project costs the project will be over budget from the original 2024 budget allocation. However, once the detailed design and tendering for Contract 2 is completed, the actual costs for Contract 2 will be known. If Council approves this tender recommendation, we will use the LGSG grant to cover the overrun of the project and the remaining grant funds of \$1,328,756.84 will be split between the two communities with the applicable portion being returned to each municipality's reserves. The funding agreement with the County will be updated to align with the new capital project cost and grant funds.

ADMINISTRATIVE RECOMMENDATION

That Council consider the following motion:

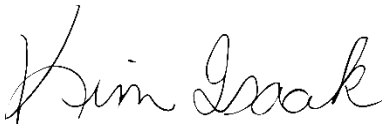
1. That Council award the Broadway Reservoir Expansion Contract 1 Project to Timcon Construction Ltd. for \$6,475,241.40 excluding GST.

ALTERNATIVES:

- a) That Council refer the Broadway Reservoir Expansion Contract 1 Project Award back to Administration for more information.

ATTACHMENTS:

- *Tender Award letter*
- *Tender Drawings*

APPROVALS

Kim Isaak,
Chief Administrative Officer



Department Director/Author

May 8, 2025

File: 1101000315

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

Attention: Mr. Preston Weran
Director of Infrastructure and Planning Services

Dear Mr. Weran,

Reference: Broadway Avenue Contract 1 Reservoir Expansion Tender Summary

The invitation to tender was released on April 4, 2025, for the construction of the Broadway Avenue - Contract 1 - Reservoir Expansion project. Three contractors bid on this project:

- Timcon Construction Ltd. (Timcon)
- Alpha Construction Inc. (Alpha)
- Whitson Contracting Ltd. (Whitson)

All Contractors had the opportunity to participate in the non-mandatory site visit during the pre-tender meeting and had access to site information, and it is our opinion that the tender was made on a fair and competitive basis.

During the tender period, it was requested that the tender closing date be extended to allow more time to properly bid some of the line items, as such the tender closing date was extended to May 2, 2025.

The tender results are as follows, from lowest to highest including contingency and excluding GST:

Table 1 Bid Summary

Bidder	Bid Price (excluding GST)
Timcon	\$6,475,241.42
Alpha Construction	\$7,300,700.00
Whitson	\$7,565,140.00

Please also note that pumphouse upgrades were not included in this tender and will be completed under Contract 2.

May 7, 2025

Page 2 of 2

Mr. Preston Warren

Director of Infrastructure and Planning Services

Reference: Broadway Avenue Contract 1 Reservoir Expansion Tender Summary

We have reviewed the tenders for arithmetic accuracy, omissions, and unbalancing and based on our review, the tenders are complete and accurate. The tender comparison details are attached for reference.

Based on the foregoing review, we recommend award of the Reservoir Expansion Contract to the low-bidder Timcon Construction Ltd. in the amount of \$6,475,241.42 excluding GST.

We trust that you will find this letter in order, and we will await your direction regarding the award of this project. Should you have any questions, please contact me at your convenience.

Respectfully,

STANTEC CONSULTING LTD.



Digitally signed by
Sanderson, Scott
Location: Red Deer,
Alberta, Canada
Date: 2025.05.08
09:50:54-06'00'

Scott Sanderson, C.Tech.

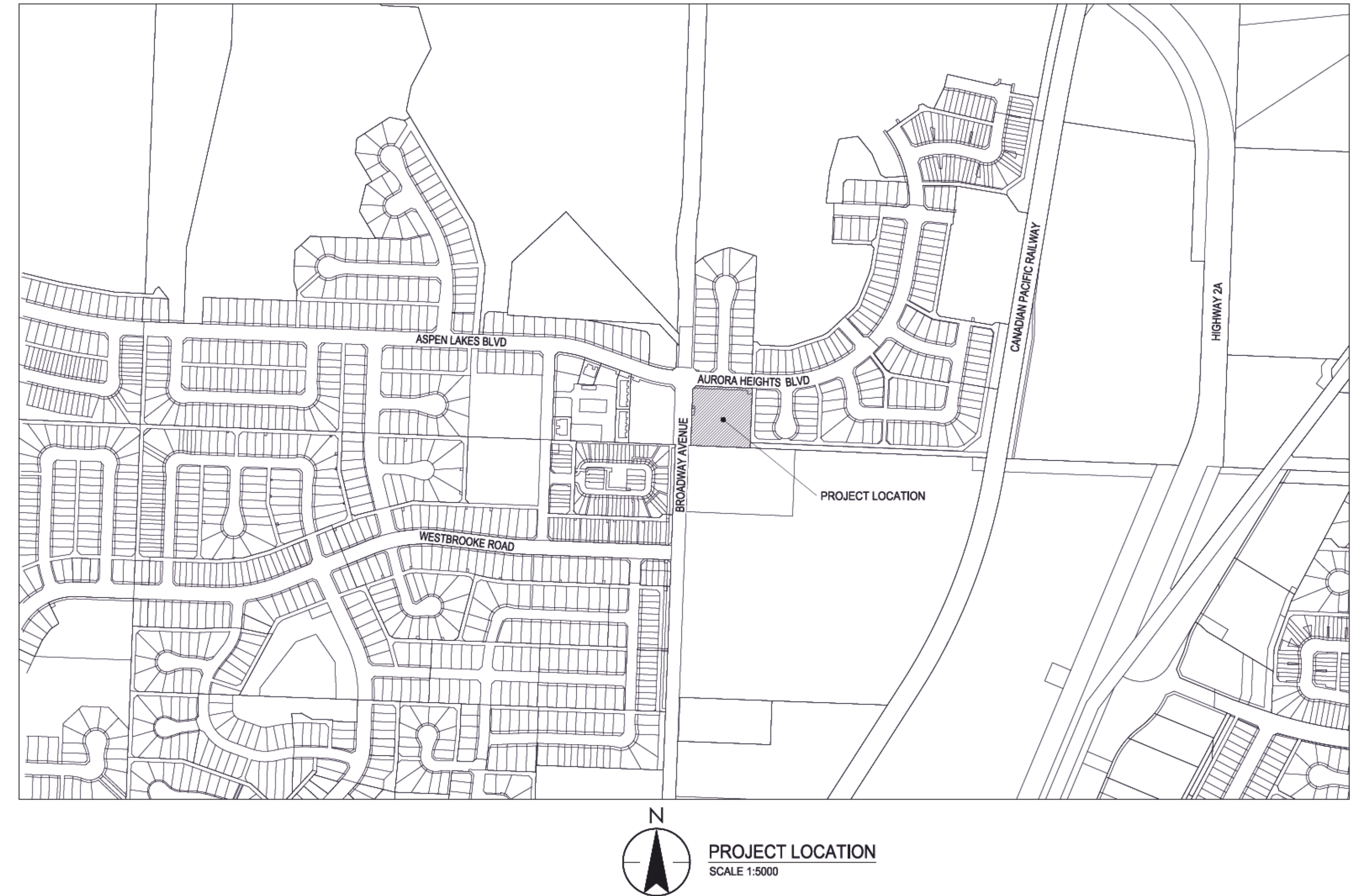
Project Manager, Senior Associate

Stantec Consulting Ltd.

Mobile: 403-302-7557

Email: scott.sanderson@stantec.com

Attachment : Tender comparison table



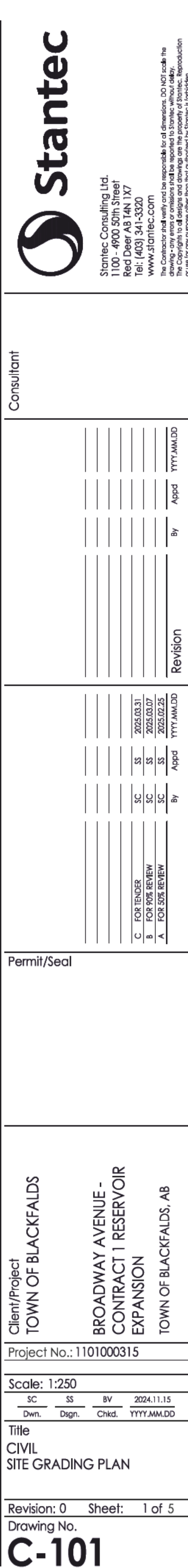
BROADWAY AVE - CONTRACT 1 RESERVOIR EXPANSION

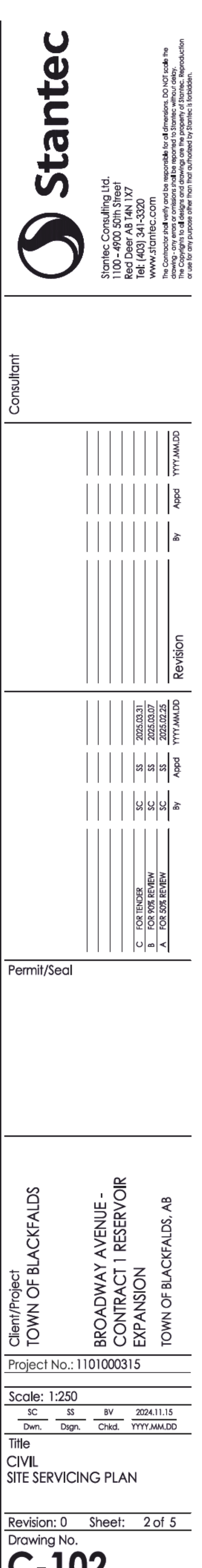
ISSUED FOR TENDER

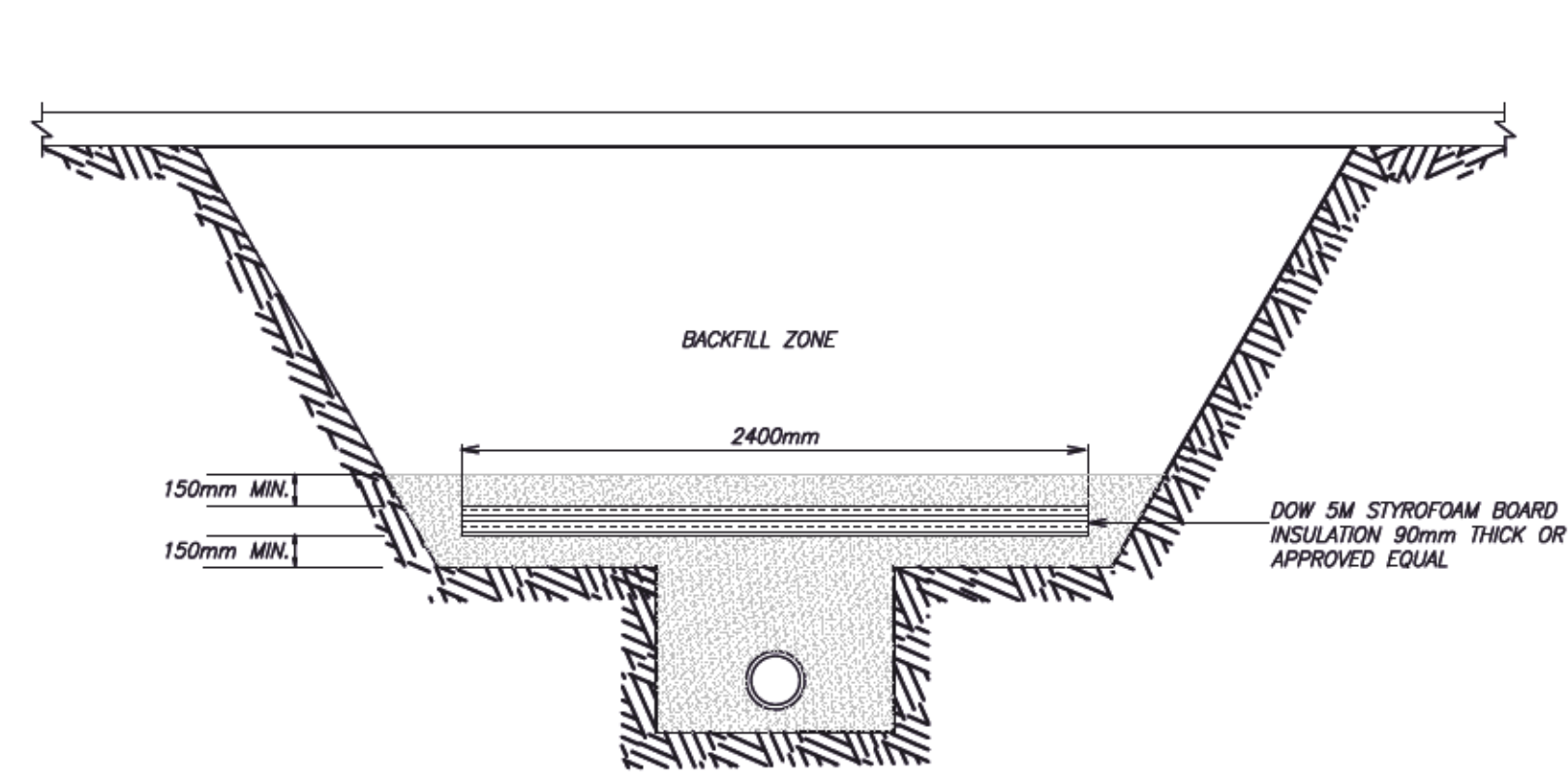
April 2025

PROJECT NUMBER: 1101000315

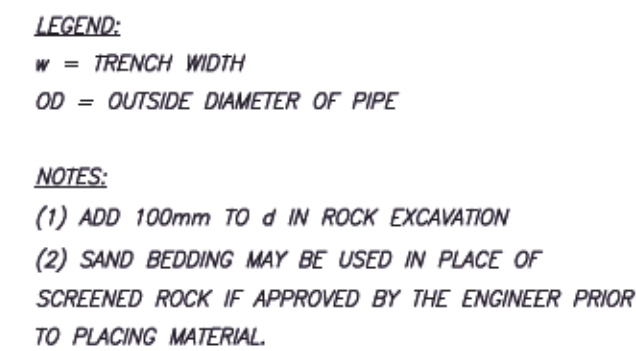
LIST OF DRAWINGS	
No.	TITLE
GENERAL	
G-001	COVER SHEET, LOCATION PLAN AND DRAWING INDEX
CIVIL	
C-101	SITE GRADING PLAN
C-102	SITE SERVICING PLAN
C-201	PROFILES
C-501	TYPICAL DETAILS 1 OF 2
C-502	TYPICAL DETAILS 2 OF 2
STRUCTURAL	
S-001	GENERAL NOTES AND DESIGN TABLES 1
S-002	GENERAL NOTES AND DESIGN TABLES 2
S-003	TYPICAL DETAILS - SHEET 1 OF 4
S-004	TYPICAL DETAILS - SHEET 2 OF 4
S-005	TYPICAL DETAILS - SHEET 3 OF 4
S-006	TYPICAL DETAILS - SHEET 4 OF 4
S-101	LOWER LEVEL FOUNDATION PLAN
S-102	ROOF FRAMING PLAN
S-103	SLAB-ON-GRADE PLAN AND SECTION
S-201	BUILDING SECTIONS
S-301	SECTIONS AND DETAILS
PROCESS	
P-001	LEGENDS, NOTES AND ABBREVIATIONS
P-002	P&ID
P-100	RESERVOIR LEVEL PLAN
P-101	MAIN LEVEL PLAN
P-102	PARTIAL PLAN
P-300	SECTION
P-500	STANDARD DETAILS
INSTRUMENTATION	
I-100	LOCATION LAYOUT
I-101	CABLE SCHEDULE
I-501	DETAILS
PROCESS CONTROLS	
PC-203	POWER DISTRIBUTION DIAGRAM
PC-206	24VDC DIGITAL INPUT WIRING DIAGRAM 1756-IB32 - SLOT 03
PC-210	ANALOG INPUT WIRING DIAGRAM 1756-IF16 - SLOT 07



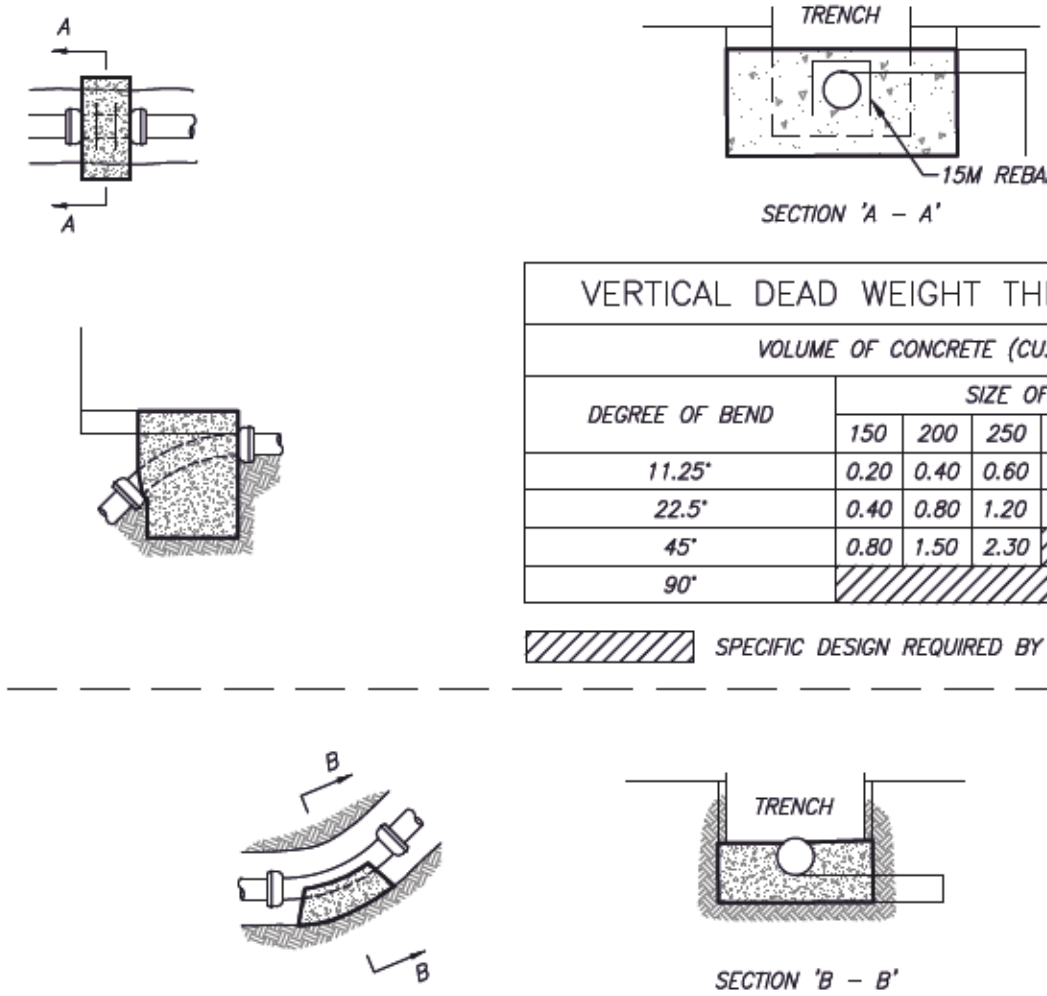




1 PIPE INSULATION DETAILS



2 TRENCH BEDDING DETAIL
- N.T.S.



 SPECIFIC DESIGN REQUIRED BY ENGINEER

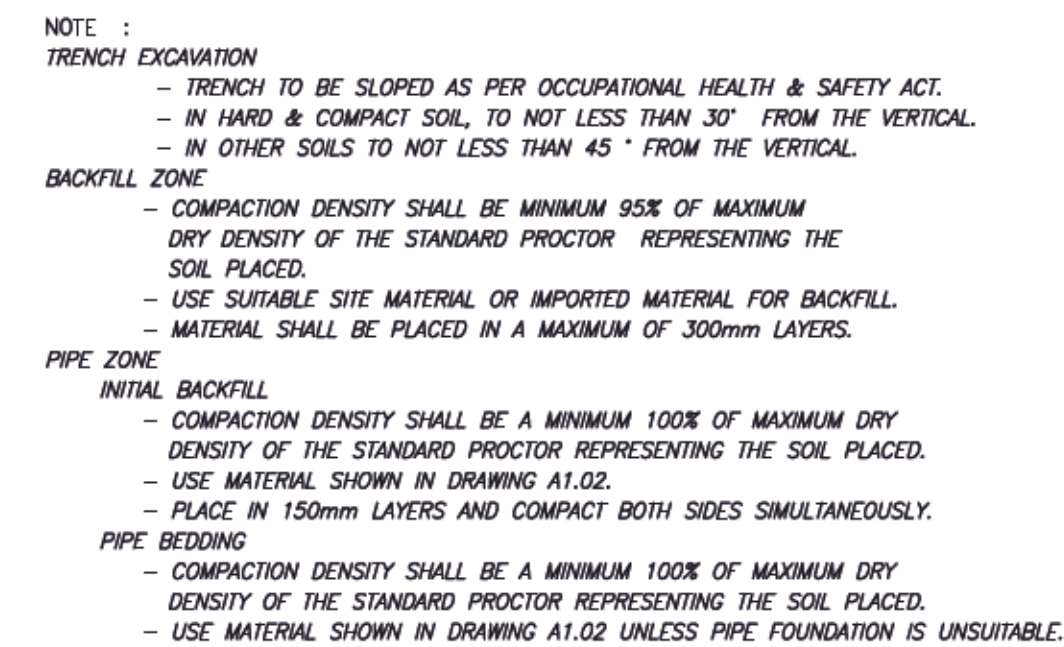
NOTES:

- BEARING AREA CALCULATED USING THE FOLLOWING:
 - HYDRAULIC PRESSURE 1380 kPa.
 - SOIL BEARING CAPACITY 72 kPa.
- CONCRETE STRENGTH TO BE 25 MPa., TYPE HS CEMENT.
- CONCRETE TO BE CLEAR OF BELLS & PIPE.
- PLACE 6 ml POLYETHYLENE BETWEEN CONCRETE AND PIPE.
- BOLD LINE REPRESENTS THE BEARING SURFACE.

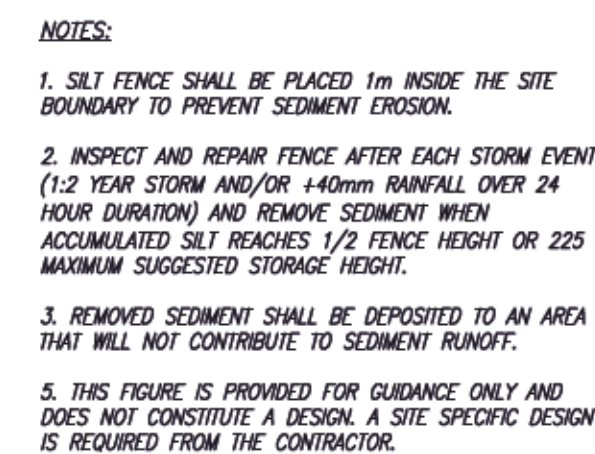
NOTES:

- BEARING AREA CALCULATED USING THE FOLLOWING
- HYDRAULIC PRESSURE 1380 kPa..
- SOIL BEARING CAPACITY 72 kPa..
- CONCRETE STRENGTH TO BE 25 MPa., TYPE HS CEMENT.
- CONCRETE TO BE CLEAR OF BELLS & PIPE.
- PLACE 6 ml POLYETHYLENE BETWEEN CONCRETE AND PIPE.
- BOLD LINE REPRESENTS THE BEARING SURFACE.

4 HORIZONTAL THRUST BLOCK DETAIL
- N.T.S.



3 PIPE TRENCHING DETAIL
- N.T.S.



5 SILT FENCE DETAIL
- N.T.S.

[illegible]

	C	FOR TENDER	SC	\$S	2025.03.31
	B	FOR 90% REVIEW	SC	\$S	2025.03.07
	A	FOR 50% REVIEW	SC	\$S	2025.02.25
			By	Appd	TTTT.MM.DD

CAST-IN-PLACE REINFORCED CONCRETE

CONFORM TO CSA-A23.1/A23.3

1. CONCRETE MATERIALS, QUALITY, MIXING, PLACING, CURING, FORMWORK AND OTHER CONSTRUCTION PRACTICES TO CONFORM TO CSA-A23.1/A23.3.
2. USE NORMAL WEIGHT 2400 kg/m³ TYPE GU CEMENT FOR ALL CONCRETE UNLESS NOTED OTHERWISE IN CONTROLLED CONCRETE TABLE.

* CORROSION INHIBITING ADMIXTURE REQUIRED

- | 3. SUPPLY CONTROLLED CONCRETE IN ACCORDANCE WITH CSA-A23.1 WITH PROPERTIES NOTED BELOW: | | | | | |
|---|-------------------|------------------------------|---------------|-----------------------------|--------|
| CONCRETE ELEMENT | CLASS OF EXPOSURE | MINIMUM COMPRESSIVE STRENGTH | AT AGE (DAYS) | MAXIMUM AGGREGATE SIZE (mm) | CEMENT |

- | | | | | | |
|---------------------|-----|-------|----|----|----|
| | | (MPa) | | | |
| RESERVOIR BASE SLAB | S-3 | 32 | 56 | 20 | MS |

- | | | | | | |
|---------------------|-----|----|----|----|----|
| WALLS | S-3 | 32 | 56 | 20 | MS |
| RESERVOIR ROOF SLAB | S-3 | 32 | 56 | 20 | MS |

- | | | | | | |
|---|-----|----|----|----|----|
| SITE CONCRETE (NON-STRUCTURAL) | C-2 | 32 | 28 | 20 | GU |
| HOUSEKEEPING PADS | N | 20 | 28 | 20 | GU |
| * CORROSION INHIBITING ADMIXTURE REQUIRED | | | | | |

4. THE GENERAL CONTRACTOR SHALL SUPERVISE AND BE RESPONSIBLE FOR THE METHODS AND PROCEDURES OF CONCRETE PLACEMENT. ENSURE THAT CONCRETE PLACEMENT DOES NOT DISPLACE REINFORCING MATERIALS FROM THEIR INTENDED LINE AND POSITION. ENSURE THAT CONCRETE IS PROPERLY CONSOLIDATED IN ALL AREAS. ENSURE THAT CONCRETE PLACEMENT METHODS DO NOT OVERLOAD FORMWORK.

5. MAXIMUM FLY ASH CONTENT NOT TO EXCEED 25% OF THE TOTAL CEMENTITIOUS MATERIAL EXCEPT AS FOLLOWS:
1. CONCRETE FOR FOOTINGS, PILES, COLUMNS, WALLS, GRADE BEAMS: MAXIMUM 40%.
 2. CONCRETE WITH EXPOSURE CLASSES C-XL, C-1 AND C-2: MAXIMUM 15%.
 3. CONCRETE AT AREAS OF POLISHED CONCRETE FLOOR FINISHES: MAXIMUM 6%

BE COMPLETED IN ACCORDANCE WITH C

6. LIMIT CaO CONTENT IN FLY ASH TO LESS THAN 12% FOR CONCRETE WITH EXPOSURE CLASSES S-1, S-2, AND S-3.
7. FOR FLOOR SLABS, DESIGN THE CONCRETE MIX WITH AGGREGATE GRADING AND WATER TO CEMENTING MATERIALS MINIMIZE SHRINKAGE.
8. DO NOT USE ADMIXTURES CONTAINING CALCIUM CHLORIDE.
9. CONSTRUCTION JOINTS

CONCRETE PROTECTION FROM GOLD WE

1. ALL CONSTRUCTION JOINTS IN STRUCTURAL MEMBERS TO BE AS SHOWN ON STRUCTURAL DRAWINGS. ADDITIONAL OR ALTERNATE LOCATIONS TO BE SUBMITTED FOR REVIEW BY CONSULTANT PRIOR TO CONSTRUCTION. REINFORCEMENT TO CONTINUE UNINTERRUPTED THROUGH ALL CONSTRUCTION JOINTS.
2. VERTICAL CONSTRUCTION JOINTS IN WALLS SHALL BE AT MID-SPAN EXCEPT WHERE OTHERWISE SHOWN ON THE DRAWINGS.

DO NOT PLACE CONCRETE AGAINST FRO

PROVIDE PROTECTION AND SUPPLEMENTARY HEAT AS REQUIRED TO ENSURE ADEQUATE CURING OF CONCRETE. MAINTAIN CONCRETE TEMPERATURE AT 10°C OR HIGHER FOR A MINIMUM 72 HOURS OR UNTIL CONCRETE HAS ATTAINED 40% OF THE SPECIFIED STRENGTH, WHICHEVER IS LONGER.

WHERE SUPPLEMENTARY HEAT IS PROVIDED BY THE STEEL-ICE SYSTEM, THE RESULT IS A

SURFACE OF THE CONCRETE.
CONCRETE TOLERANCES SHALL CONFORM TO THE FOLLOWING:
LEVEL ALIGNMENT (TOP OF SLAB FROM SPECIFIED PLANE AT ANY POINT):

- FINISH SUSPENDED CONCRETE FLOOR:

VERTICAL ALIGNMENT:	30mm OVERALL
- GENERAL LOCATION OF LINES, SURFACES, ARISES	25mm LOCAL
	+20mm

- | | |
|---|----------|
| 2. VERTICAL ALIGNMENT: | |
| - GENERAL LOCATION OF LINES, SURFACES, ARISES | ±20mm |
| - SLOPE OF LINES, SURFACES, ARISES | 1 IN 350 |

- THICKNESS GREATER THAN 300

EMBEDDED PLATE LOCATION:	
- VERTICAL AND HORIZONTAL LOCATION	±20mm
- SLOPE OF SURFACE	±1 IN 40

- | | |
|----------------------------------|--------------------------|
| | (MAXIMUM 3mm FOR PLATES) |
| 5. CAST-IN PLACE CONCRETE PILES: | |
| - TOP OF PILE ELEVATION | ±50mm |
| - TOP OF PILE PLAN LOCATION | ±75mm |

- | | |
|----------------------------------|-------|
| 5. CAST-IN PLACE CONCRETE PILES: | |
| - TOP OF PILE ELEVATION | ±50mm |
| - TOP OF PILE PLAN LOCATION | ±75mm |



Revision

Permit/Seal

Client/Project
TOWN OF BLACKFALDS

BROADWAY AVENUE -
CONTRACT 1 RESERVOIR
EXPANSION
TOWN OF BLACKFALDS, AB

Project No.:1101000315

File Name: N/A

Scale:

YW 2025.01.31

Title

GENERAL NOTES AND DESIGN TABLES

Revision:

Drawing No. _____

S-001

STANDARD STRUCTURAL ABBREVIATIONS

1. REGULATORY REQUIREMENTS:
 1. CONFORM WITH LOCAL OCCUPATIONAL HEALTH AND SAFETY REGULATIONS, PART 9 FALL PROTECTION, LOADING REQUIREMENTS FOR ANCHORING SYSTEMS.
 2. CONFORM WITH ADDITIONAL REQUIREMENTS OF CSA Z91 AND CAN/CSA Z259 SERIES FOR STANDARDS RELATING TO REQUIREMENTS OF THIS SECTION, EXCEPT WHERE IN CONFLICT WITH LOCAL OCCUPATIONAL HEALTH AND SAFETY REGULATIONS.
2. SUBMIT MANUFACTURER'S INSTRUCTIONS, PRODUCT LITERATURE AND DATA SHEETS FOR ROOF ANCHORS AND SAFETY RESTRAINTS AND INCLUDE PRODUCT CHARACTERISTICS, PERFORMANCE CRITERIA, PHYSICAL SIZE, FINISH AND LIMITATIONS.
3. SUBMIT DRAWINGS STAMPED AND SIGNED BY PROFESSIONAL ENGINEER LICENSED IN PROVINCE OF ALBERTA.
 1. INDICATE COMPONENT PROFILES, SIZES, CONNECTION ATTACHMENTS, REINFORCING, ANCHORAGE, SIZE AND TYPE OF FASTENERS, AND ACCESSORIES, INCLUDE ERECTION DRAWINGS, ELEVATIONS, AND DETAILS WHERE APPLICABLE.
 2. INDICATE WELDED CONNECTIONS USING STANDARD WELDING SYMBOLS INCLUDE NET WELD LENGTHS.
4. ROOF ANCHORS SHALL BE DEPLOYING ENERGY ABSORBING POSTS WHICH ELIMINATE MOMENT FORCES AND REDUCE SHEAR FORCES ON THE ROOF STRUCTURE TO LESS THAN 6kN.
5. PROVIDE ONE SET OF THE FOLLOWING ITEMS:
 1. FULL BODY HARNESS
 2. SELF-RETRACTING FALL LIMITER WITH SHOCK-ABSORBING LANYARDS.
6. SEE MANUFACTURER'S RATING REQUIREMENTS AND OPERATIONAL PROCEDURES BEFORE USING FALL ARRESTING ANCHORS, HANGERS AND FALL RECOVERY APPARATUS.

Sheet Number	Sheet Name
S-001	GENERAL NOTES AND DESIGN TABLES
S-002	GENERAL NOTES AND DESIGN TABLES
S-003	TYPICAL DETAILS - SHEET 1 OF 4
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S-301	SECTIONS AND DETAILS

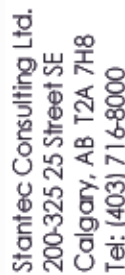
ADL	ADDITIONAL	EQ	EQUAL	PRST	PRECAST
AIFB	ASPHALT	EXIST	EXIST'ING	PERIM	PERIMETER
	IMPREGNATED	EXT	EXTERIOR	PERP	PERPENDICULAR
	FIBERBOARD	FDN	FOUNDATION	PKG	PACKAGE
ALT	ALTERNATE	FS	FAR SIDE	PL	PLATE
ALUM	ALUMINUM	FTS	FOOTING	PLYWD	PLYWOOD
APPD	APPROVED	FTG	FULL TENSION SPLICE	PL	PROPERTY LINE
APPROX	or ± APPROXIMATELY	GA	GAUGE	POLY	POLYETHYLENE
AR or A ROD	ANCHOR ROD	GALV	GALVANIZED	PROJ	PROJECT
ARCH	ARCHITECT	GR BM	GRADE BEAM	QTY	QUANTITY
B/B	BACK TO BACK	H OR HT	HIGH OR HEIGHT	RAD	RADIUS
BOT	BOTTOM	H1E	HOOK ONE END	R/W	REINFORCE WITH
BLK	BLOCK	H2E	HOOK TWO ENDS	REINF	REINFORCING
BLL	BOTTOM LOWER LAYER	HORIZ	HORIZONTAL	REM	REMAINDER
BM	BEAM	HR	HOUR	REQD	REQUIRED
BRG	BEARING	ID	INSIDE DIAMETER	RTU	ROOF TOP UNIT
BTWN	BETWEEN	IF	INSIDE FACE	SOL	SUPER IMPOSED
BU	BUILT-UP	INCL	INCLUDING		DEAD LOAD
BUL	BOTTOM UPPER LAYER	INSUL	INSULATION	SECT	SECTION
C/W	COMPLETE WITH	INT	INTERIOR	SJ	SIMILAR
CWN	COMPLETE WITH NAILS	LG	LONG	SM	SAWCUT JOINT
CANT	CANTILEVER	LOC	LOCATION	SGD	SLAB ON GRADE
CIP	CAST IN PLACE	LL	LIVE LOAD	SOMDD	STANDARD PROCTOR
CJ	CONTROL JOINT	LLH	LONG LEG HORIZONTAL		MAXIMUM DRY DENSITY
CL or CL	CENTRELINE	LLV	LONG LEG VERTICAL	SQ	SQUARE
CLR	CLEAR	LONGIT	LONGITUDINAL	SS	STAINLESS STEEL
COL	COLUMN	MAX	MAXIMUM	SST	SIMPSON STRONG TIE
CONC	CONCRETE	MECH	MECHANICAL	STD	STANDARD
CONN	CONNECTION	MEZZ	MEZZANINE	STIF	STIFFENER
CONP	CONTINUOUS	MD	MIDDLE	STR	STRIPP
D or D	DEEP or DEPTH	MIN	MINIMUM	STRUCT	STRUCTURAL
DET	DETAIL	MISC	MISCELLANEOUS	SYMM	SYMMETRICAL
DIA or Ø	DIAMETER	MC	MOMENT CONNECTION	T&B	TOP & BOTTOM
DIA	DIAGONAL	N/C	NOT IN CONTRACT	THK	THICK
DL	DEAD LOAD	NS	NEAR SIDE	TLL	TOP LOWER LAYER
DO	DITTO	N STUD	NELSON STUD	T/O	TOP OF
DWG	DRAWING	NTS	NOT TO SCALE	TUL	TOP UPPER LAYER
DWL	DOWEL	NUM or #	NUMBER	TYP	TYPICAL
EE	EACH END	O/C	ON CENTER	UNO	UNLESS NOTED
EF	EACH FACE	OD	OUTSIDE DIAMETER		OTHERWISE
EJ	EXPANSION JOINT	O/F	OUTSIDE FACE	U/S	UNDERSIDE
ES	EACH SIDE	OPP	OPPOSITE	VERT	VERTICAL
EW	EACH WAY	OPNG	OPENING	WP	WORKING POINT
EL	ELEVATION	OVSJ	OPEN WEB STEEL JOIST	W/	WITH
ELEC	ELECTRICAL			WWM	WELDED WIRE MESH
EMBED	EMBEDDED				

kg	KILOGRAM	MASS
kg/m	KILOGRAM PER METRE	MASS PER UNIT LENGTH
kg/m ²	KILOGRAM PER METRE SQUARED	MASS PER UNIT AREA
kN	KILONEWTON	FORCE OR WEIGHT
kN/m	KILONEWTON PER METRE	LINEAR FORCE
kN/m ²	KILONEWTON PER METRE SQUARED	FORCE PER UNIT AREA
kN-m	KILONEWTON METRE	MOMENT
kN-m/m	KILONEWTON METRE PER METRE	LINEAR MOMENT
kN/m ³	KILONEWTON PER METRE CUBED	UNIT WEIGHT
kPa	KILOPASCAL	STRESS/PRESSURE
MPa	MEGAPASCAL	STRESS/PRESSURE
m	METRE	LINEAR LENGTH
mm	MILLIMETRE	LINEAR LENGTH
m ²	METRE SQUARED	AREA
mm ²	MILLIMETRE SQUARED	AREA
m ³	METRE CUBED	VOLUME

C_f	COMPRESSION	kN
f'_c	SPECIFIED COMPRESSIVE STRENGTH OF CONCRETE AT 28 DAYS	MPa
F_y, f_y	SPECIFIED MINIMUM YIELD STRESS OF STEEL	MPa
M_x	MOMENT (STRONG AXIS)	kN-m
M_y	MOMENT (WEAK AXIS)	kN-m
T	TENSION	kN
T_o	TORSION	kN-m
V_x	VERTICAL SHEAR (STRONG AXIS)	kN
V_y	VERTICAL SHEAR (WEAK AXIS)	kN

lbs	POUNDS	MASS
lbs/ft	POUNDS PER FOOT	MASS PER UNIT LENGTH
lbs/ft ²	POUNDS PER SQUARE FOOT	MASS PER UNIT AREA
lbf	POUND FORCE	FORCE OR WEIGHT
PLF	POUNDS PER LINEAR FOOT	LINEAR FORCE
PSF	POUNDS PER SQUARE FOOT	FORCE PER UNIT AREA
ft-lbf	FOOT-POUND FORCE	MOMENT
ft-lbf/ft	FOOT-POUND FORCE PER FOOT	LINEAR MOMENT
PCF	POUNDS PER CUBIC FEET	UNIT WEIGHT
PSI	POUND PER SQUARE INCHES	STRESS/PRESSURE
KSI	THOUSAND POUNDS PER SQUARE INCHES	STRESS/PRESSURE
ft	FOOT	LINEAR LENGTH
in	INCHES	LINEAR LENGTH
ft2	SQUARE FOOT	AREA
in2	SQUARE INCH	AREA
ft3	CUBIC FOOT	VOLUME

C_f	COMPRESSION	lbf
f'_c	SPECIFIED COMPRESSIVE STRENGTH OF CONCRETE AT 28 DAYS	psi, ksi
F_y, f_y	SPECIFIED MINIMUM YIELD STRESS OF STEEL	psi, ksi
M_x	MOMENT (STRONG AXIS)	ft-lbf
M_y	MOMENT (WEAK AXIS)	ft-lbf
T	TENSION	lbf
T_o	TORSION	ft-lbf
V_x	VERTICAL SHEAR (STRONG AXIS)	lbf
V_y	VERTICAL SHEAR (WEAK AXIS)	lbf



The Contractor shall verify and be responsible for all dimensions. DO NOT scale the drawing - any errors or omissions shall be reported to Stanlec without delay. The Copyrights to all designs and drawings are the property of Stanlec. Reproduction or use for any purpose other than that authorized by Stanlec is forbidden.

Consultant

[illegible]

Revision

8. FOR TENDER	KL	QW	2025.03.31
A. FOR WORK REVIEW	KL	QW	2025.03.01
Issued	By	Appd	YYYYMMDD

Issued
A FOR 9M

Permit/Seal

Client/Project
TOWN OF BLACKFALDS

BROADWAY AVENUE -
CONTRACT 1 RESERVOIR

TOWN OF BLACKFALDS, AB

Project No.:1101000315

File Name: N/A

Scale:

KL	QW	VW	2025.01.31
Dwn.	Dsgn.	Chkd.	YYYY.MM.DD

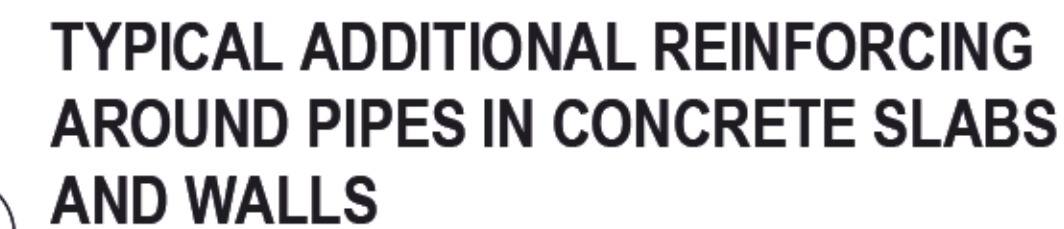
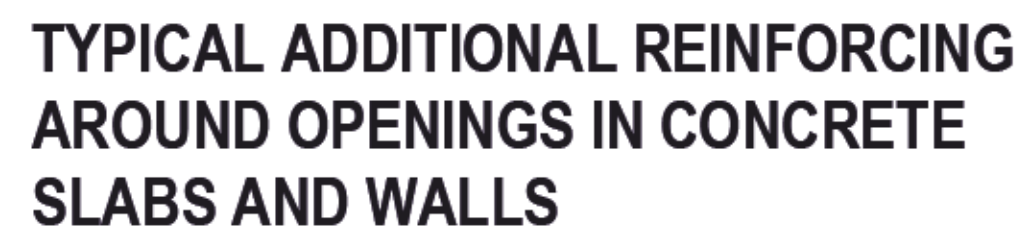
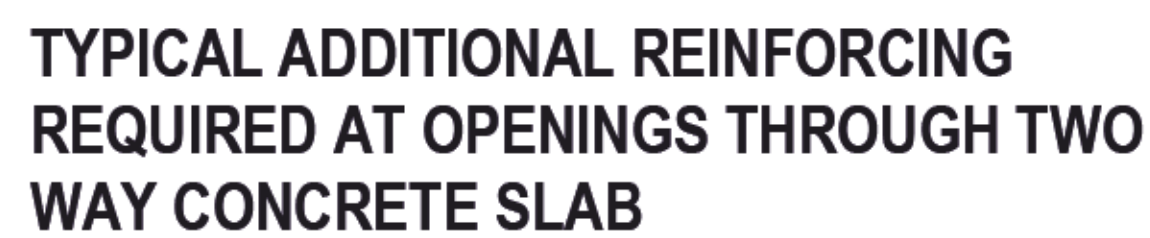
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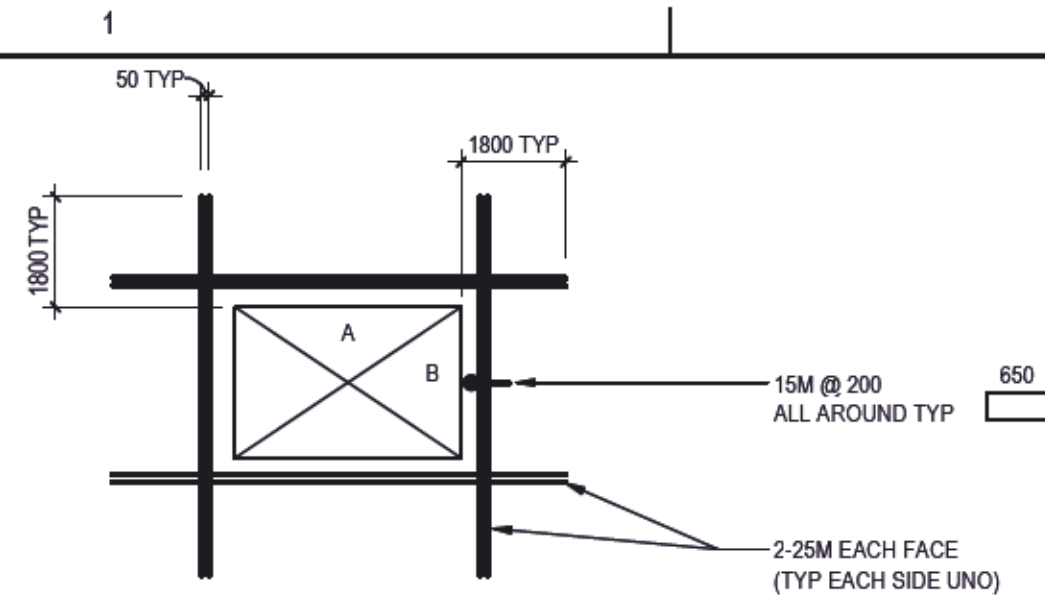
GENERAL NOTES AND DESIGN TABLES

Revisions:

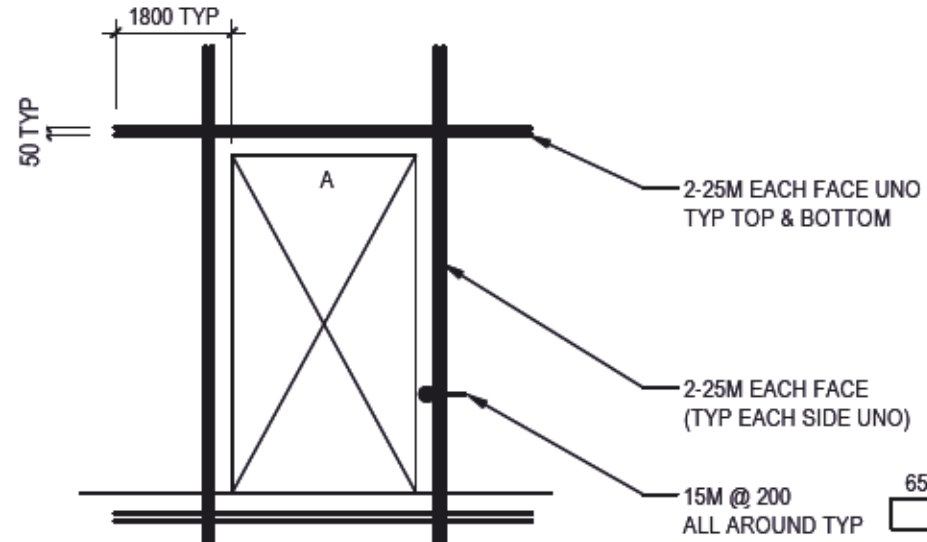
Drawing No.

S-002





OPENING (A OR B) 800 TO 1800



DOORWAY (A) < 1800

NOTES:

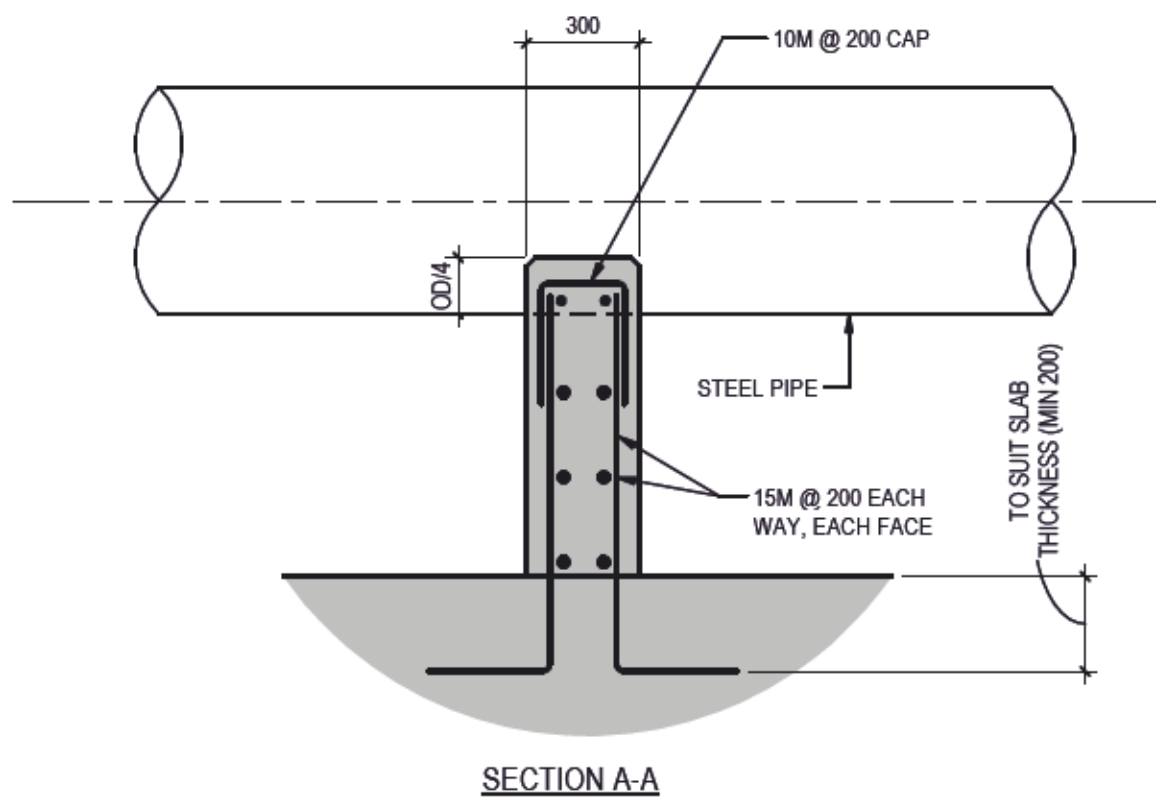
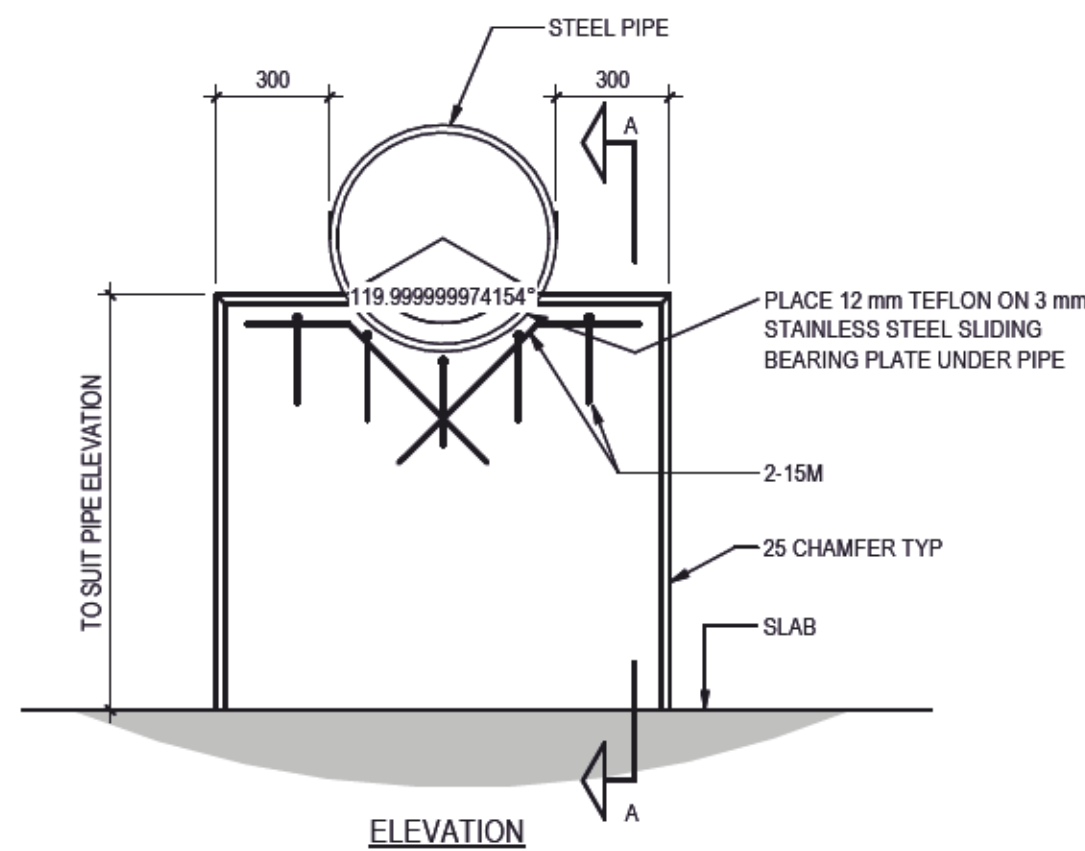
1. THE NUMBER OF REINFORCING BARS TO BE CUT AT OPENING TO BE KEPT AT A MINIMUM.
2. REINFORCING BARS TO BE KEPT 50 mm CLEAR OF OPENING.
3. CIRCULAR OPENINGS TO BE TREATED IN SAME MANNER AS RECTANGULAR UNLESS NOTED OTHERWISE.
4. PROVIDE STANDARD HOOKS ON ADDITIONAL REINFORCING WHERE IT IS NOT POSSIBLE TO INSTALL REINFORCING WITH REQUIRED LENGTH.

TYPICAL ADDITIONAL REINFORCING AROUND OPENINGS IN CONCRETE WALLS

1

S-004

NTS

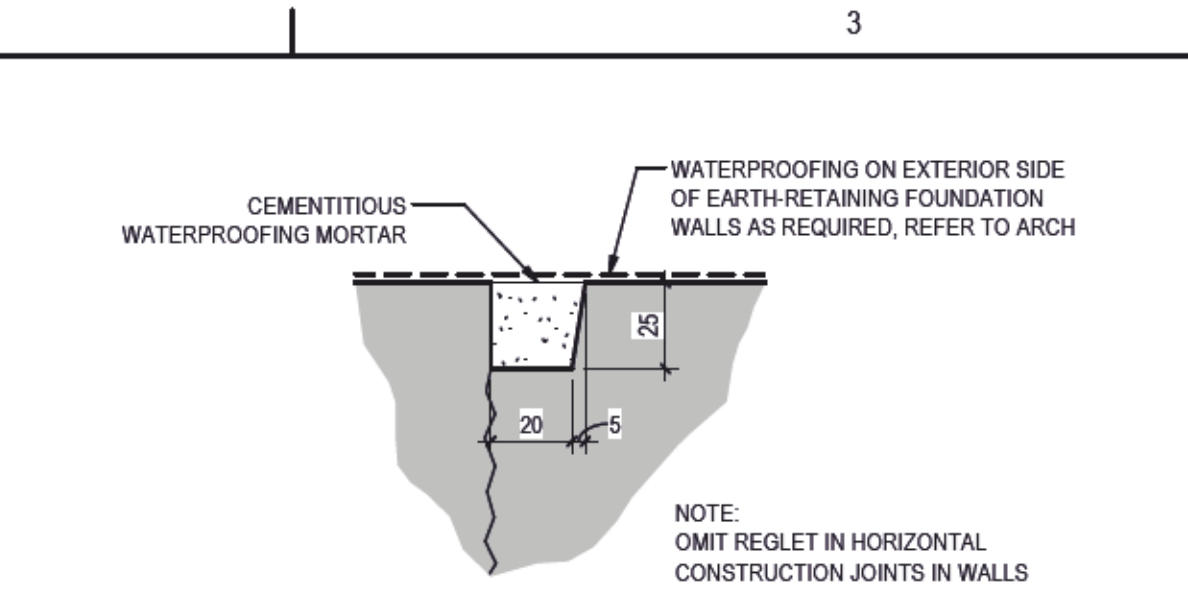


4

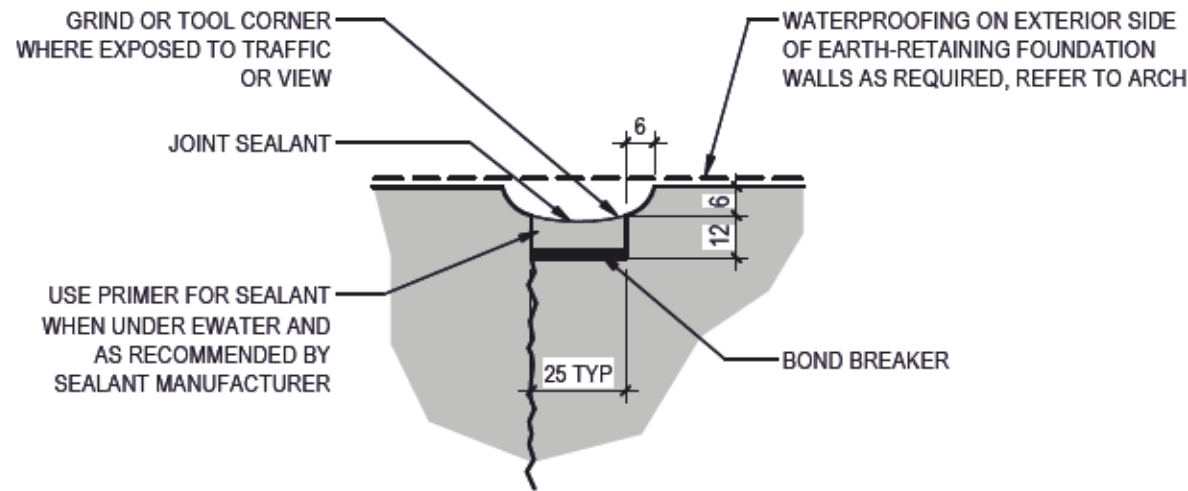
S-004

TYPICAL PIPE SUPPORT DETAIL

NTS



"A" EXPOSED TO LIQUID AND EARTH



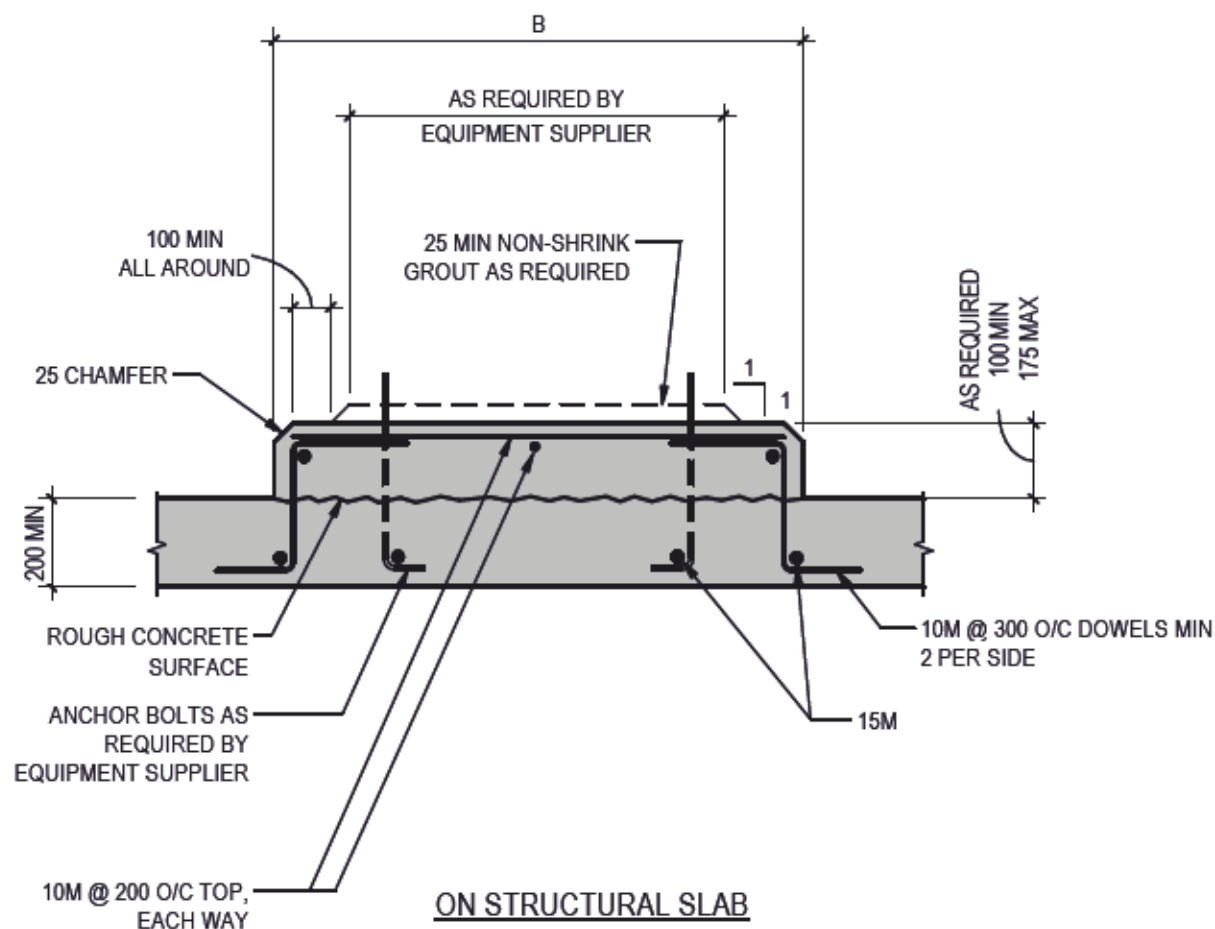
"B" EXPOSED TO INTERIOR DRY AREAS AND EXTERIOR EXPOSED WALLS

TYPICAL REGELET AND SEALANT DETAILS FOR CONSTRUCTION JOINTS FOR WALLS AND SLABS

2

S-004

NTS



NOTES:

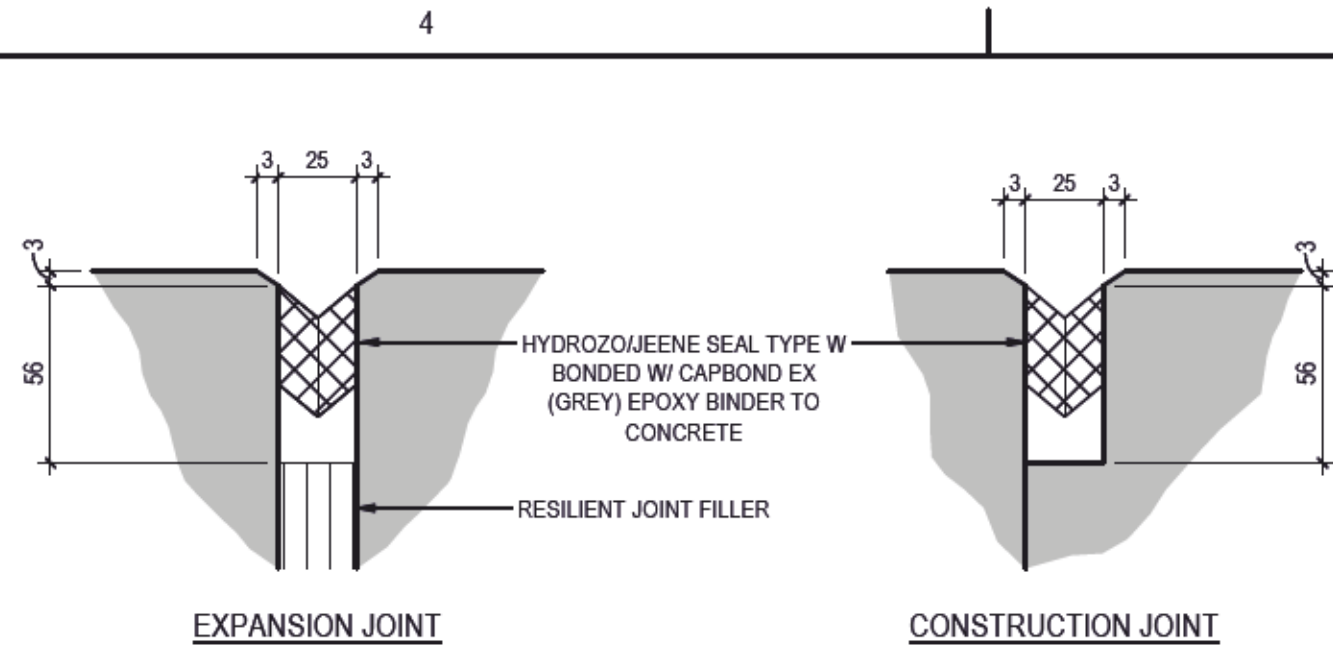
1. PAD SIZE SHALL BE MINIMUM INDICATED OR AS SHOWN ON THE PLANS OR AS DETERMINED BY THE EQUIPMENT MANUFACTURER AND APPROVED BY THE ENGINEER.
2. THE SIZE, NUMBER, TYPE, LOCATION, AND THREAD PROJECTION OF THE ANCHOR BOLTS SHALL BE DETERMINED BY THE EQUIPMENT MANUFACTURER, AND SHALL BE AS APPROVED BY THE ENGINEER. ANCHOR BOLTS SHALL BE HELD IN POSITION WITH A TEMPLATE WHILE PAD IS BEING PLACED.
3. EQUIPMENT BASES SHALL BE INSTALLED LEVEL UNLESS SPECIFIED OTHERWISE.
4. WEDGES OR SHIMS SHALL BE USED TO SUPPORT THE BASE WHILE THE NON-SHRINK GROUT IS PLACED. TEMPORARY LEVELING NUTS SHALL BE BACKED OFF. IF LEFT IN, THE WEDGES OR SHIMS SHALL NOT BE EXPOSED TO VIEW.

5

S-004

TYPICAL HOUSEKEEPING PAD UNDER EQUIPMENT

NTS



EXPANSION JOINT

CONSTRUCTION JOINT

TYPICAL EXPANSION AND CONSTRUCTION JOINT DETAIL FOR SIDEWALKS, WALKWAYS AND DRIVEWAYS

3

S-004

NTS

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Revision	By	Appd	YYYY.MM.DD

Revision	By	Appd	YYYY.MM.DD

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TOWN OF BLACKFALDS

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CONTRACT 1 RESERVOIR
EXPANSION
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Project No.: 1101000315

File Name: N/A

Scale: 1 : 10

Dwn.	Dsgn.	Chkd.	YYYY.MM.DD
KL	QW	VW	2025.01.31

Title

TYPICAL DETAILS - SHEET 2
OF 4

Revision:

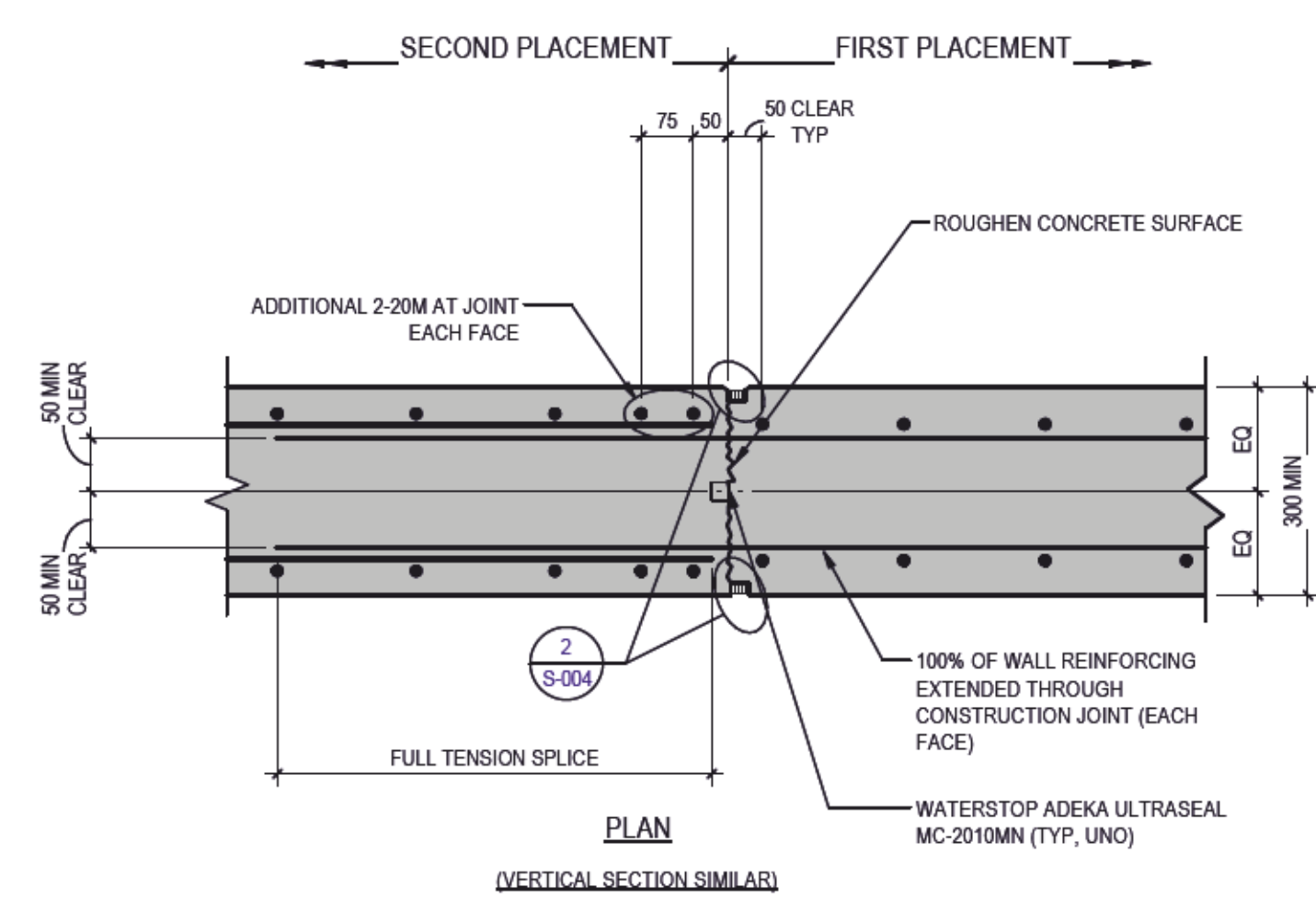
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S-004



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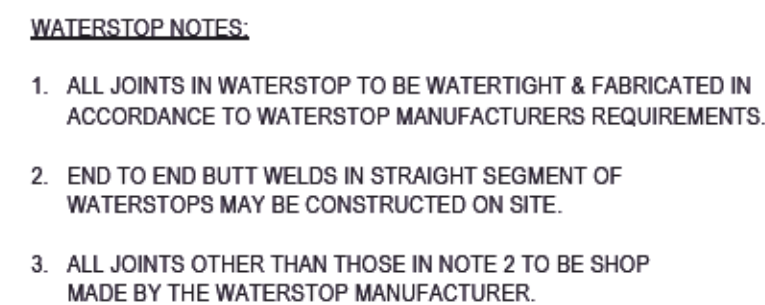
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NOTE:

NO REGLETS AND SEALANTS FOR HORIZONTAL CONSTRUCTION JOINT

TYPICAL HORIZONTAL AND VERTICAL CONSTRUCTION JOINT FOR CONCRETE WALLS



3 TY
S-005 NTS

Consultant[illegible]

8	FOR TENDER	KL	QW	2025.03.31
A	FOR 20% REVIEW	KL	QW	2025.03.07
Issued		By	Appd	YYY.MM.DD

Permit/Seal

Client/Project
TOWN OF BLACKFALDS

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Project No.:1101000315

File Name: N/A

Scale: 1 : 10

KL	QW	VW	2025.01.31
Dwn.	Dsgn.	Chkd.	YYYY.MM.DD

Title

TYPICAL DETAILS - SHEET 3
OF 4

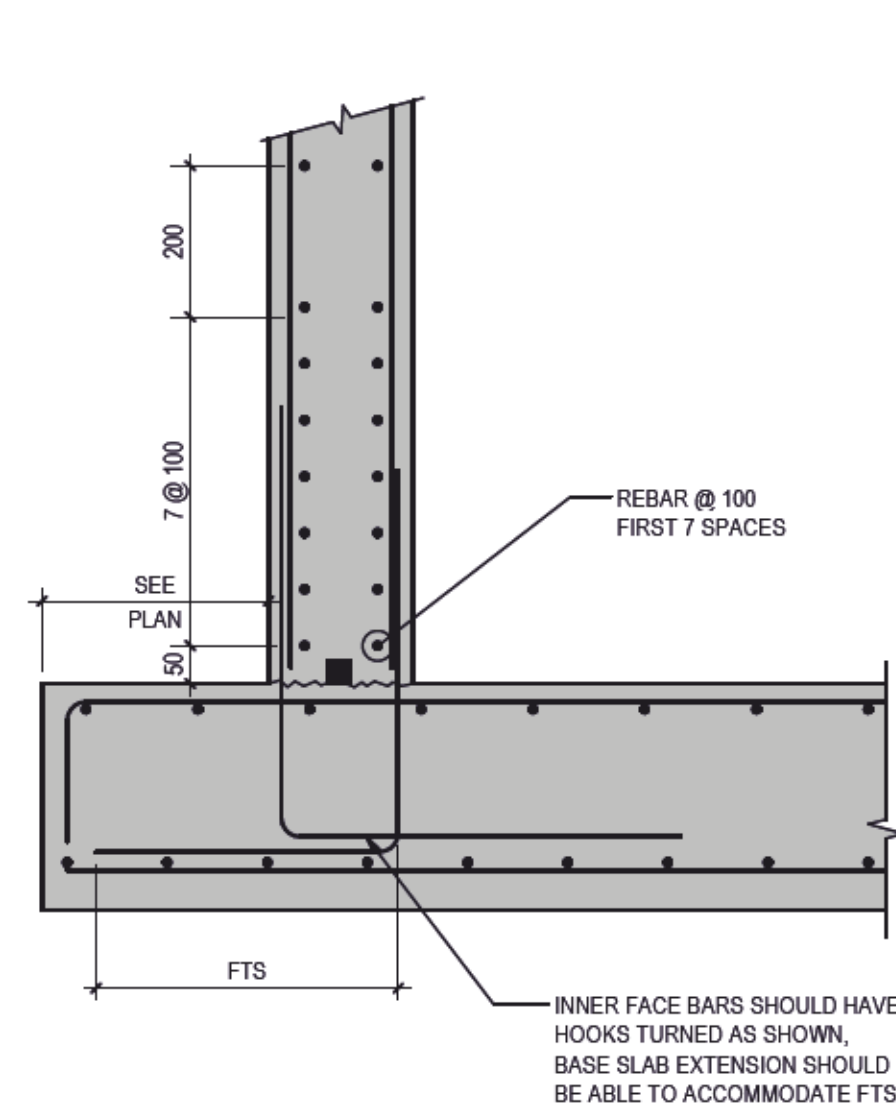
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Drawing No.

S-005

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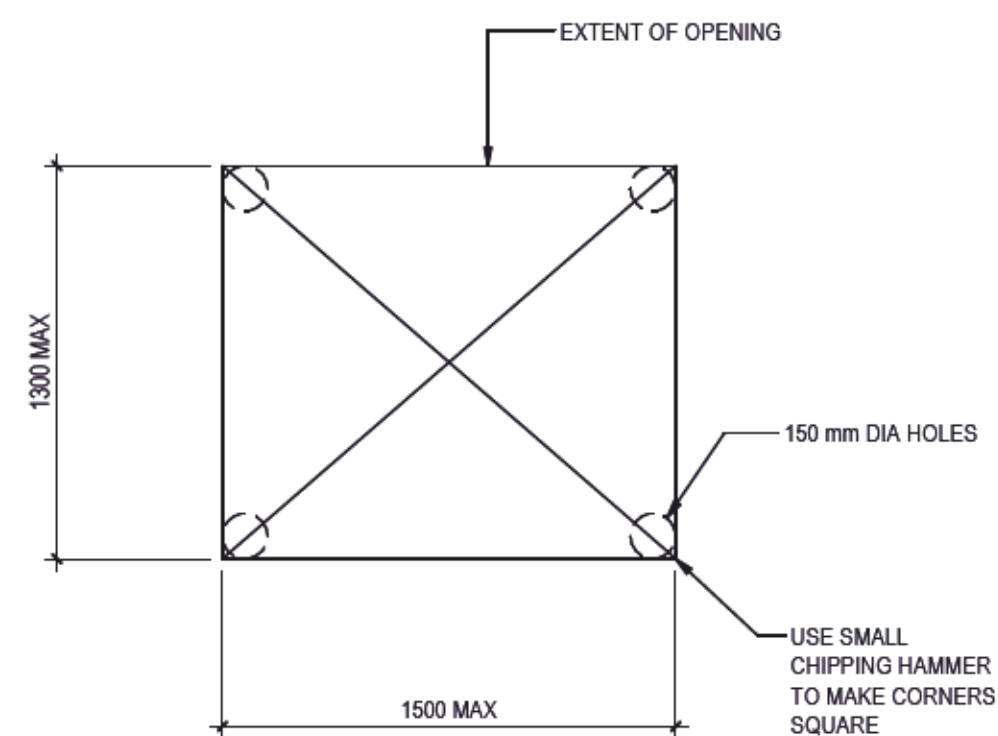
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TYPICAL REINFORCEMENT AT BASE SLAB TO WALL DETAIL

1 **SL**
S-006 NTS

NTS



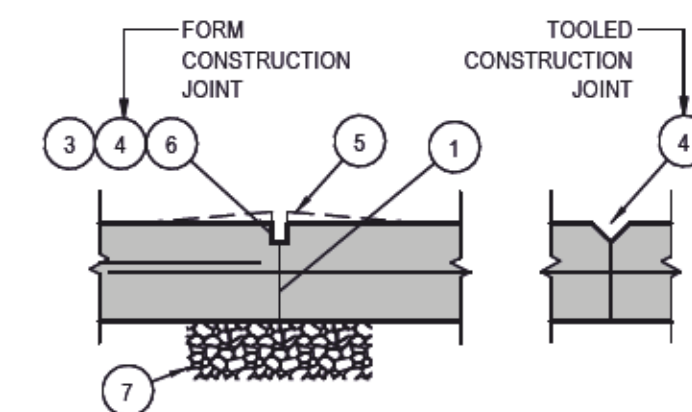
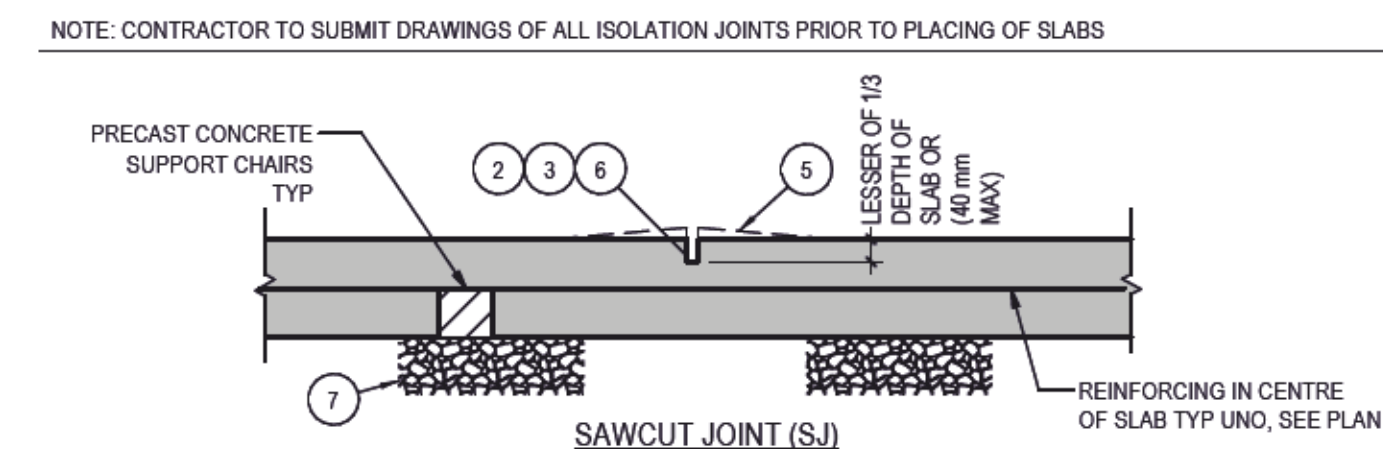
NOTES:

1. SCAN AND MARK LOCATIONS OF EXISTING REINFORCEMENT.
NOTIFY STRUCTURAL ENGINEER TO REVIEW EXISTING REINFORCEMENT
PRIOR TO CUTTING ANY CONCRETE.
2. CORE 150 mm DIA HOLES AT THE FOUR CORNERS OF THE OPENING.
3. CUT CONCRETE BETWEEN CORED HOLES, DO NOT OVERCUT AT CORNERS.
4. REMEDIAL WORK MAY BE REQUIRED IF OPENING IS OVER CUT.

TYPICAL PROCEDURE FOR CUTTING NEW OPENINGS INTO EXISTING CONCRETE WALLS AND SLABS

2
S-006

NTS



CONSTRUCTION JOINT
TYPICAL UNO

- ① - PROVIDE CONSTRUCTION JOINT AS SHOWN & AT LOCATIONS SHOWN ON DRAWINGS. DO NOT EXCEED 24 m O/C. CONSTRUCTION JOINT MAY BE LOCATED AT SAWCUT JOINT LOCATIONS.
- ② - PROVIDE SAWCUT JOINT AS SHOWN & AT LOCATIONS SHOWN ON DRAWINGS. DO NOT EXCEED 4.5 m O/C. CUT SAWCUT JOINTS A MAXIMUM OF 12 HRS AFTER PLACING SLAB.
- ③ - CONSTRUCTION JOINT AND SAWCUT JOINTS PATTERNS MUST BE COORDINATED WITH CERAMIC, QUARRY TILE (OR SIMILAR FINISH) PATTERN JOINTS.
- ④ - TOOL OR FORM ALL CONSTRUCTION JOINTS ON EXPOSED SLAB ON GRADE CONCRETE FLOORS.
- ⑤ - GRIND LEVEL ALL UNEVEN SURFACES AT THE EDGE OF CONSTRUCTION JOINTS AND SAWCUT JOINTS TO WITHIN SPECIFIED TOLERANCES.
- ⑥ - JOINT SEALANT REQUIRED FOR ALL EXPOSED FLOORS, AND FOR FLOORS WITH CERAMIC TILE, QUARRY TILE, VINYL COMPOSITE TILE AND OTHER SIMILAR FINISHES WITH JOINT PATTERNS THROUGH THE FINISH. JOINT SEALANT NOT REQUIRED WITH CARPET FINISH.
- ⑦ - SUBGRADE PER SPECIFICATIONS.

3 TYPICAL SLAB ON GRADE CONTROL JOINTS

S-006 NTS

NTS

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A	FOR 90% REVIEW	KL	QW	2025.03.07
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Client/Project
TOWN OF BLACKFALDS

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TOWN OF BLACKFALDS, AB

Project No.:1101000315

File Name: N/A

Scale: 1 : 10

KL	QW	VW	2025.01.31
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Title

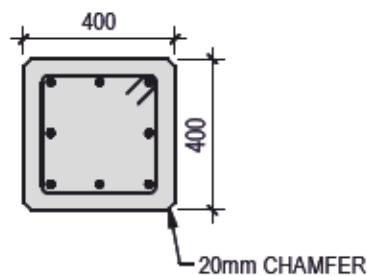
TYPICAL DETAILS - SHEET 4
OF 4

Revision:

Drawing No

S-006

CONCRETE COLUMN SCHEDULE				
MARK	SIZE	VERT REFIN.	TIES	COMMENTS
CC1	400x400	(8) - 20M	10M @ 200 O/C, 6-10M TOP & BOT @ 100 o/c	REFER TO SECTION 3/S-301



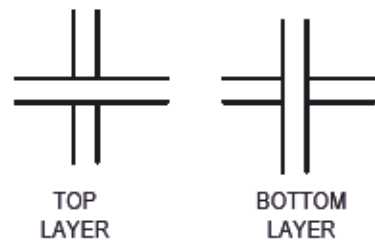
LEGEND

- CC1 = CONCRETE COLUMN TYPE CC1 (SEE SCHEDULE)
CWx = CONCRETE WALL TYPE CWx (SEE SCHEDULE)

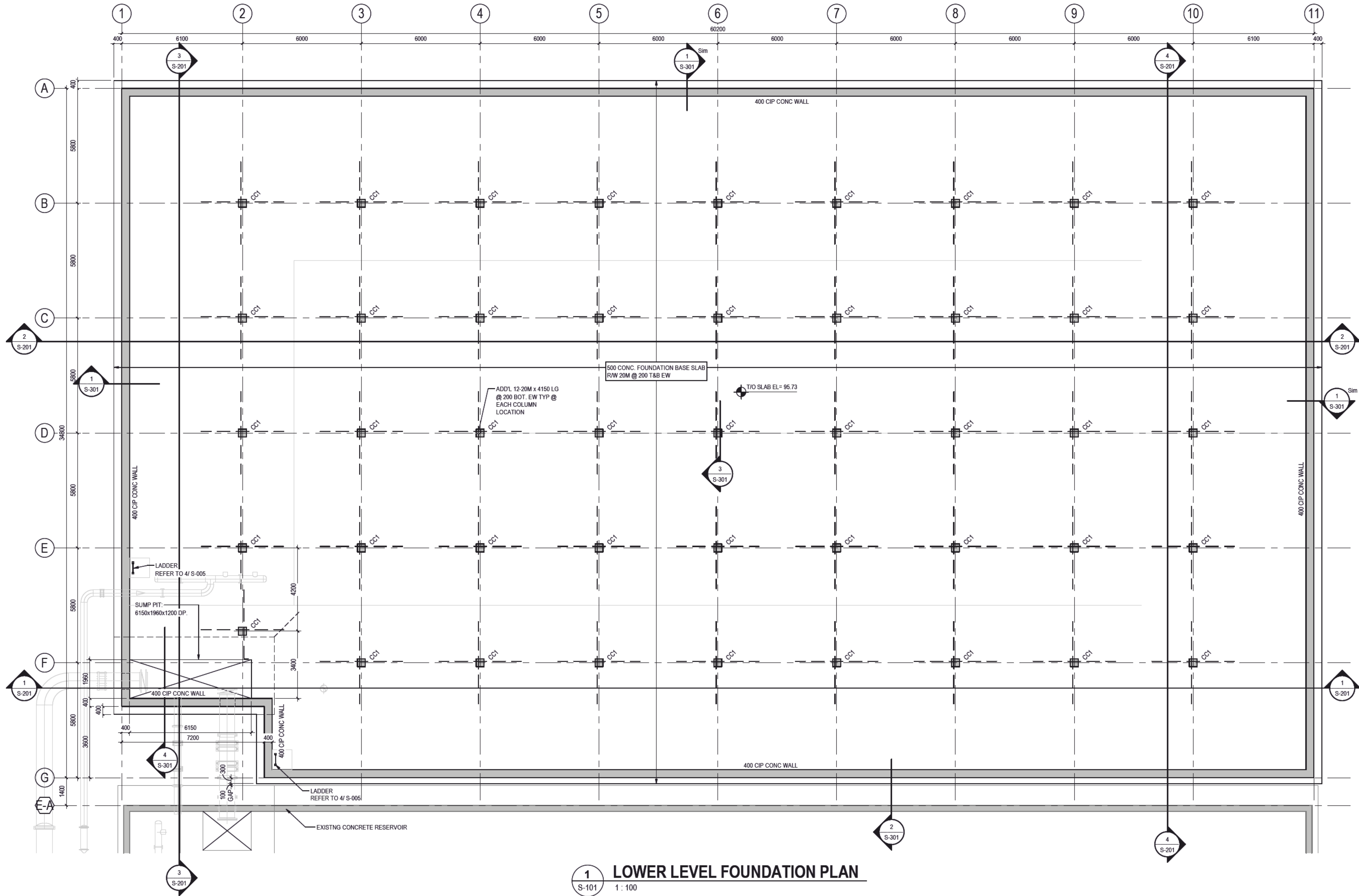
- NOTES:
1. REFER TO TYPICAL DETAILS, DESIGN NOTES AND DESIGN TALBES DRAWINGS SERIES S-00X.
2. MAIN FLOOR ELEVATION 100.00 = 878.573 GEODETIC.

REINFORCING LEGEND

STEEL REINFORCING PLACING ORDER



1 LOWER LEVEL FOUNDATION PLAN
1 : 100



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Project No.: 1101000315

File Name: N/A

Scale: As indicated

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KL	QW	VW	YYYYMMDD

Title

LOWER LEVEL FOUNDATION
PLAN

Revision:

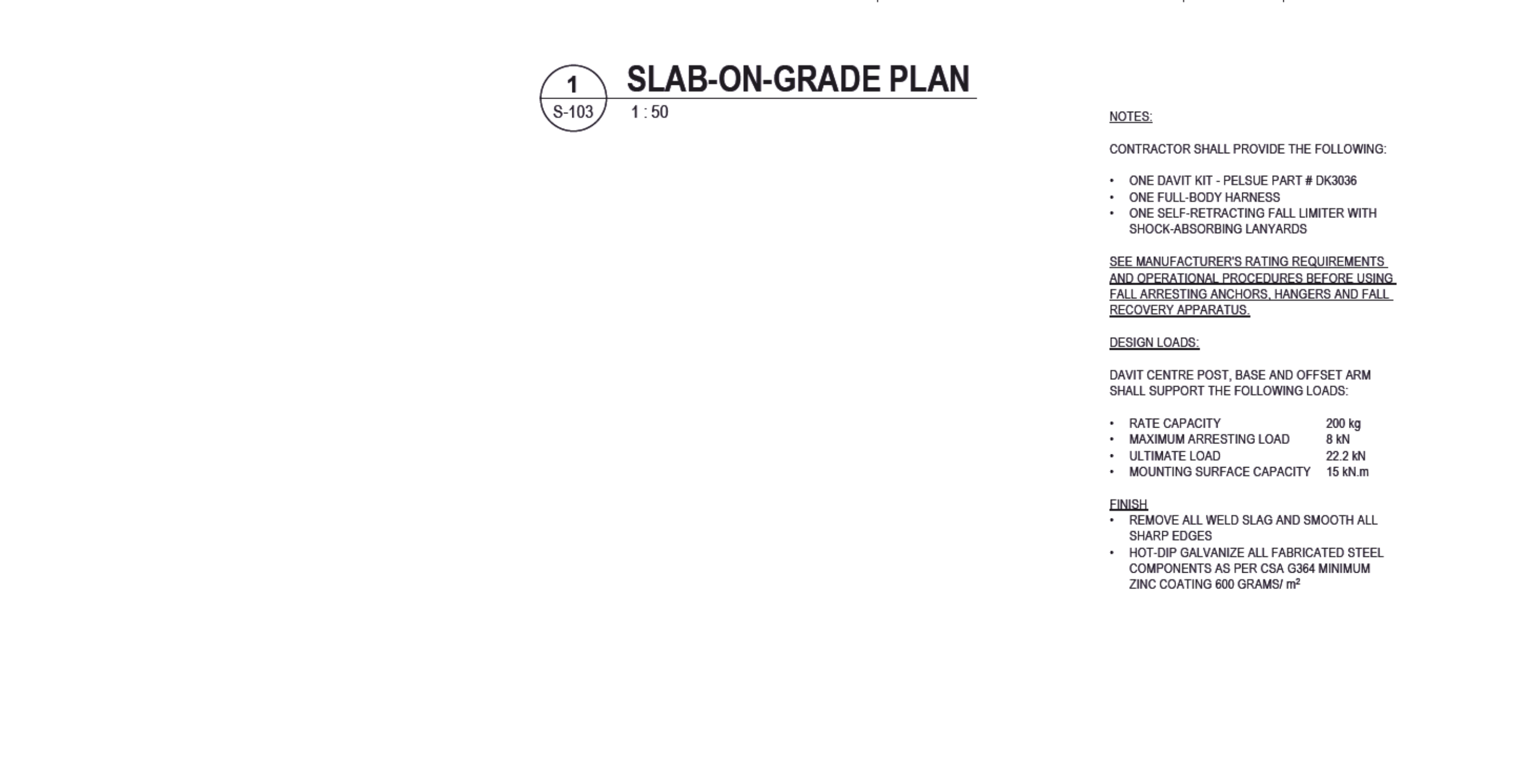
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S-101



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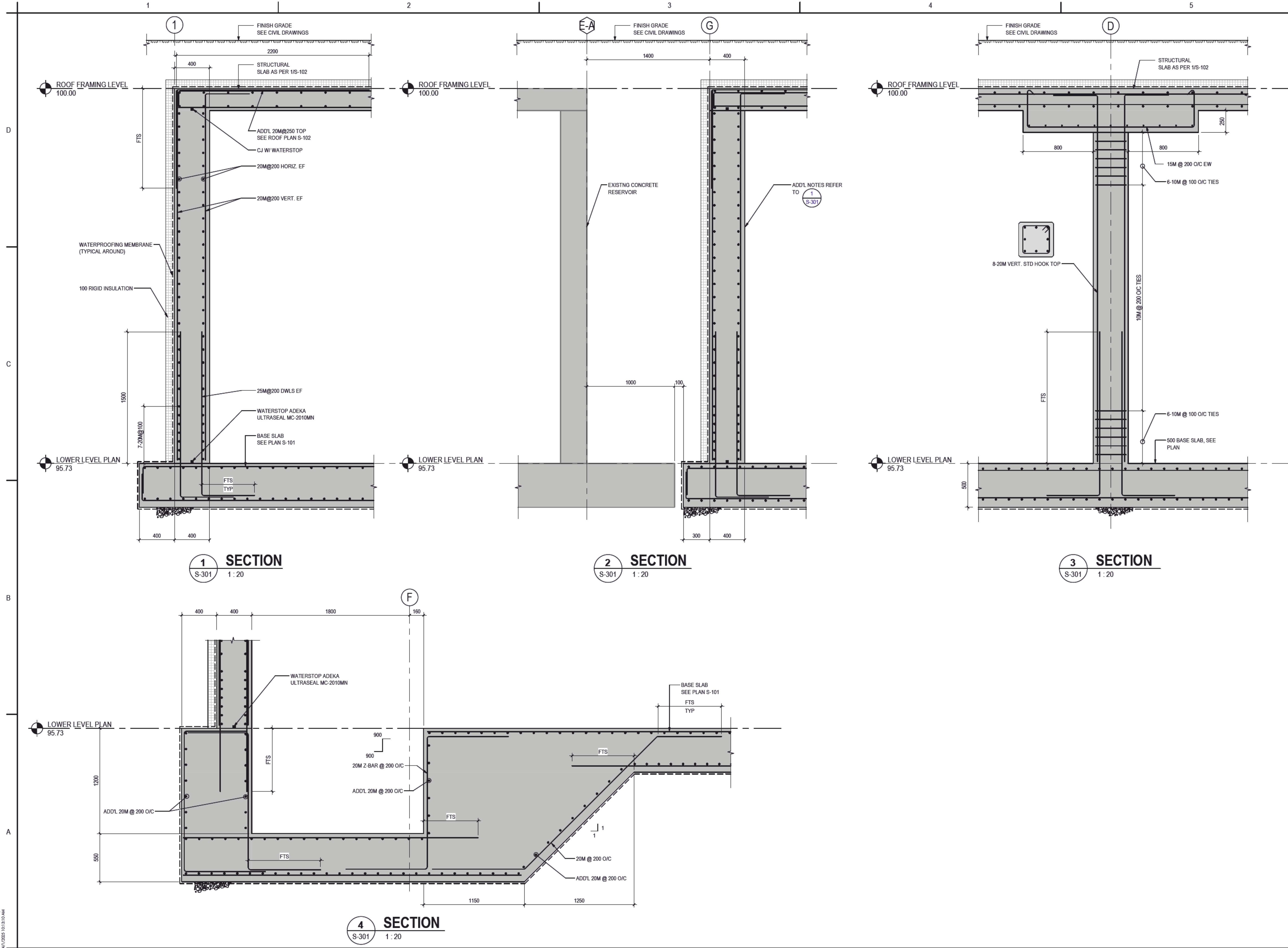
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 Scale: As indicated

KL	QW	VW	2025.01.31
Dwn.	Dsgn.	Chkd.	YYYY.MM.DD

Title
 SLAB-ON-GRADE PLAN AND
 SECTIONS

Revision: _____
Drawing No. **S-103**



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Issued	By	Appd	YYMMDD

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Project No.: 1101000315

File Name: N/A

Scale: 1 : 20

Dwn.	Dsgn.	Chkd.	2025.01.31

Title

SECTIONS AND DETAILS

Revision:

Drawing No.

S-301

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C FOR TENDER	YL	YL	YL	Appd
B FOR 50% REVIEW	RM	RM	RM	By
A FOR 50% REVIEW				

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Project No.: 1101000315

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RM	YL	SS	2025.03.31
Dwn.	Dsgn.	Chkd.	YYYY.MM.DD

Title
PROCESS
MAIN LEVEL PLAN

Revision: 0	Sheet:	of
Drawing No.		

P-101

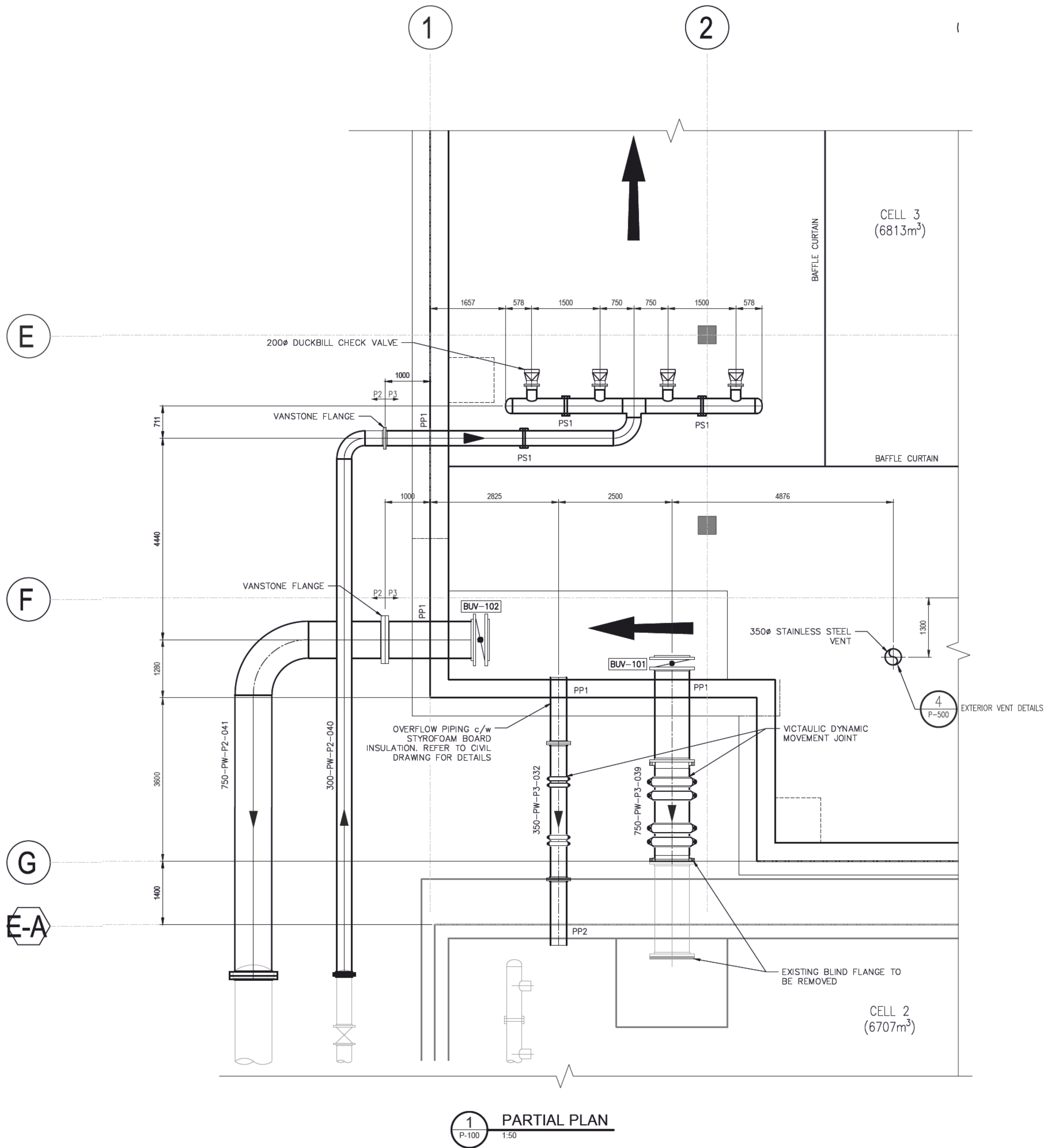
C:\Users\jvanstone\Public\vacados\stntec_consulting\1101000315_TownofBlackfalds\Project Files\01_Plan\02_PartialPlan.dwg, 11/1/2024 2:40:19 PM

D

C

B

A



1 PARTIAL PLAN
P-100 1:50



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Project No.: 1101000315

Scale: 1:50

RM	YL	SS
Dwn.	Dsgn.	Chkd.

Title
PROCESS
PARTIAL PLAN

Revision: 0 Sheet: of
Drawing No.

P-102



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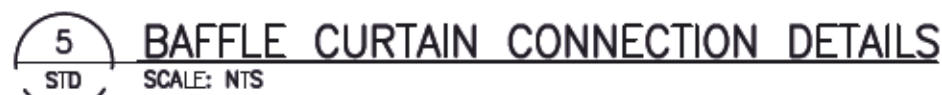
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Title
PROCESS
SECTION

Revision: 0 Sheet: of

Drawing No.

P-300

[illegible]

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B FOR 50% REVIEW		Y/L
A FOR 50% REVIEW		Y/L
	By	TTTT.MM.DD

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Dwn.	Dsgn.	Chkd.	YYYY.MM.DD

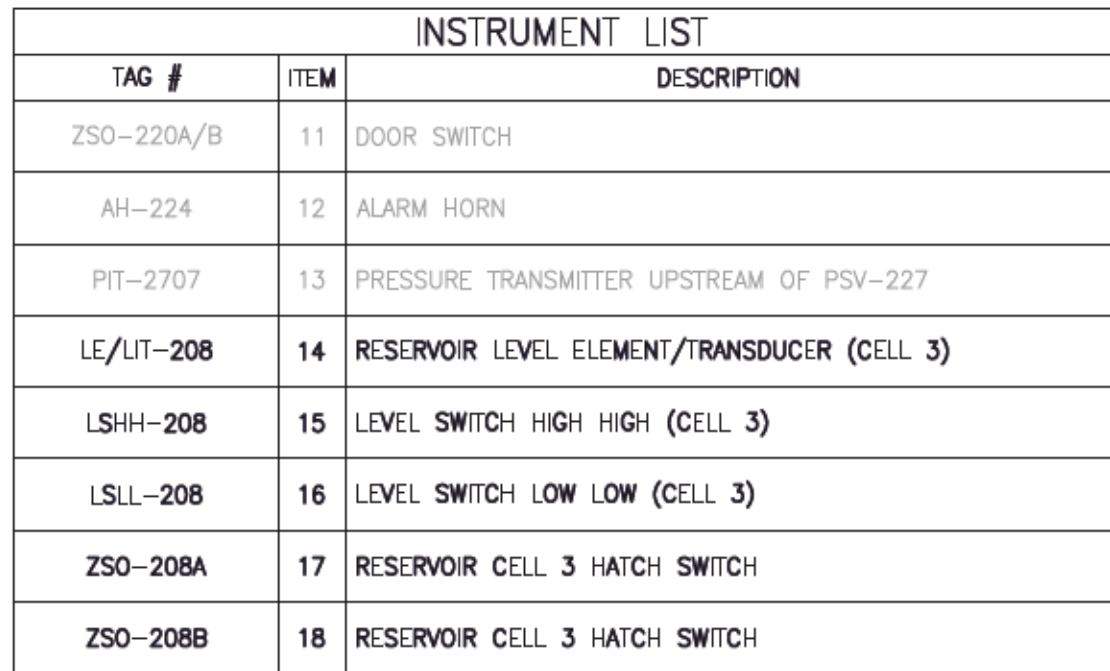
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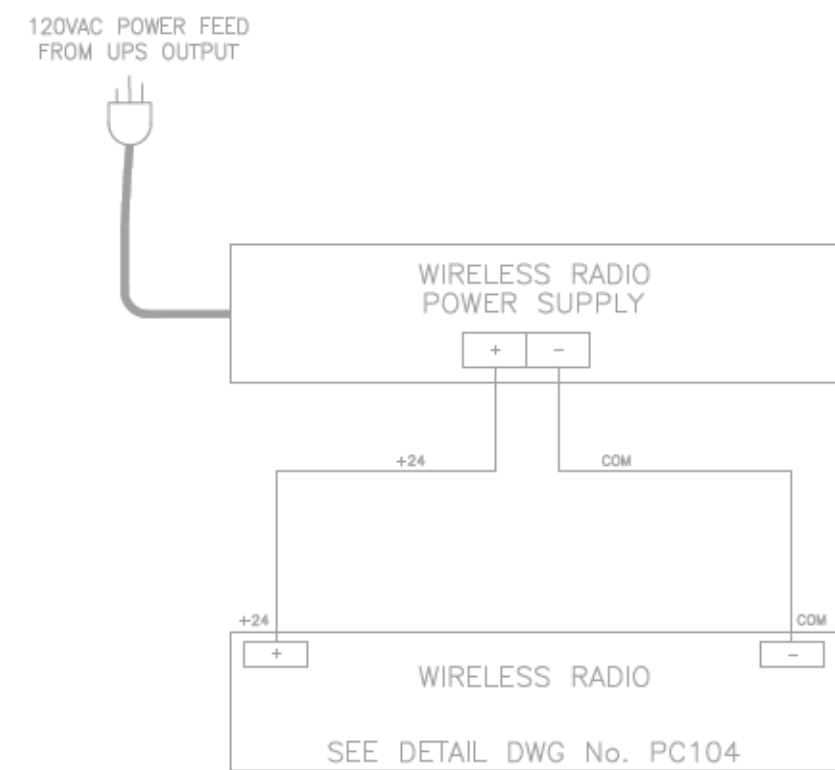
Revision: 0 Sheet: of

Drawing No

P-500



ORIGINAL SHEET - ANGLE



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Project No.: 1101000315

Scale: NO SCALE

OL	DH	DH	2025.03.07
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Title

INSTRUMENTATION

POWER DISTRIBUTION DIAGRAM

Revision: 0	Sheet: 01
Drawing No.	

PC-203

PC-203





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Project No.: 1101000315

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Title

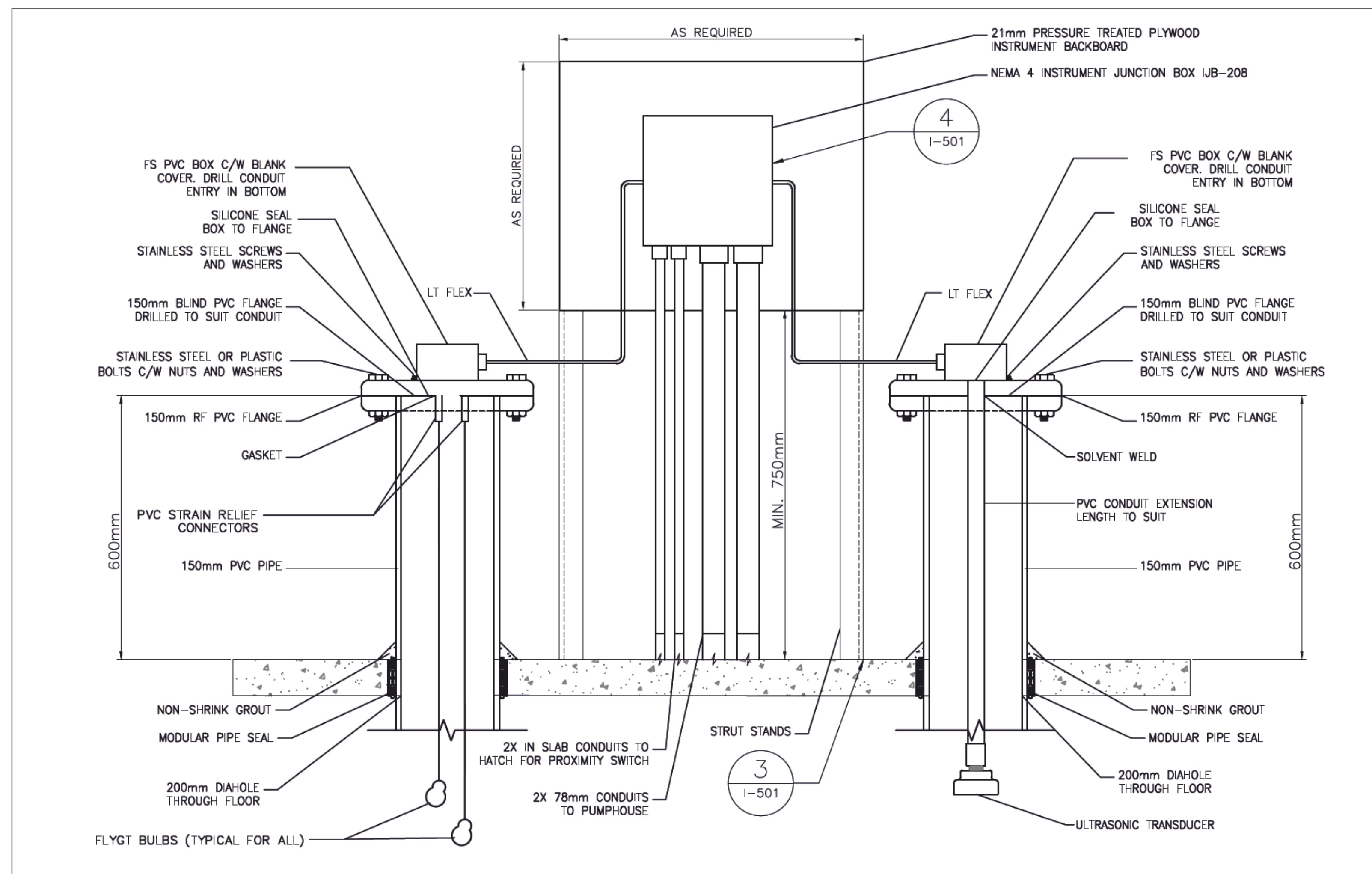
INSTRUMENTATION

ANALOG INPUT WIRING

DIAGRAM 1756-IF16 - SLOT 07

Revision: 0	Sheet:	of
Drawing No.		

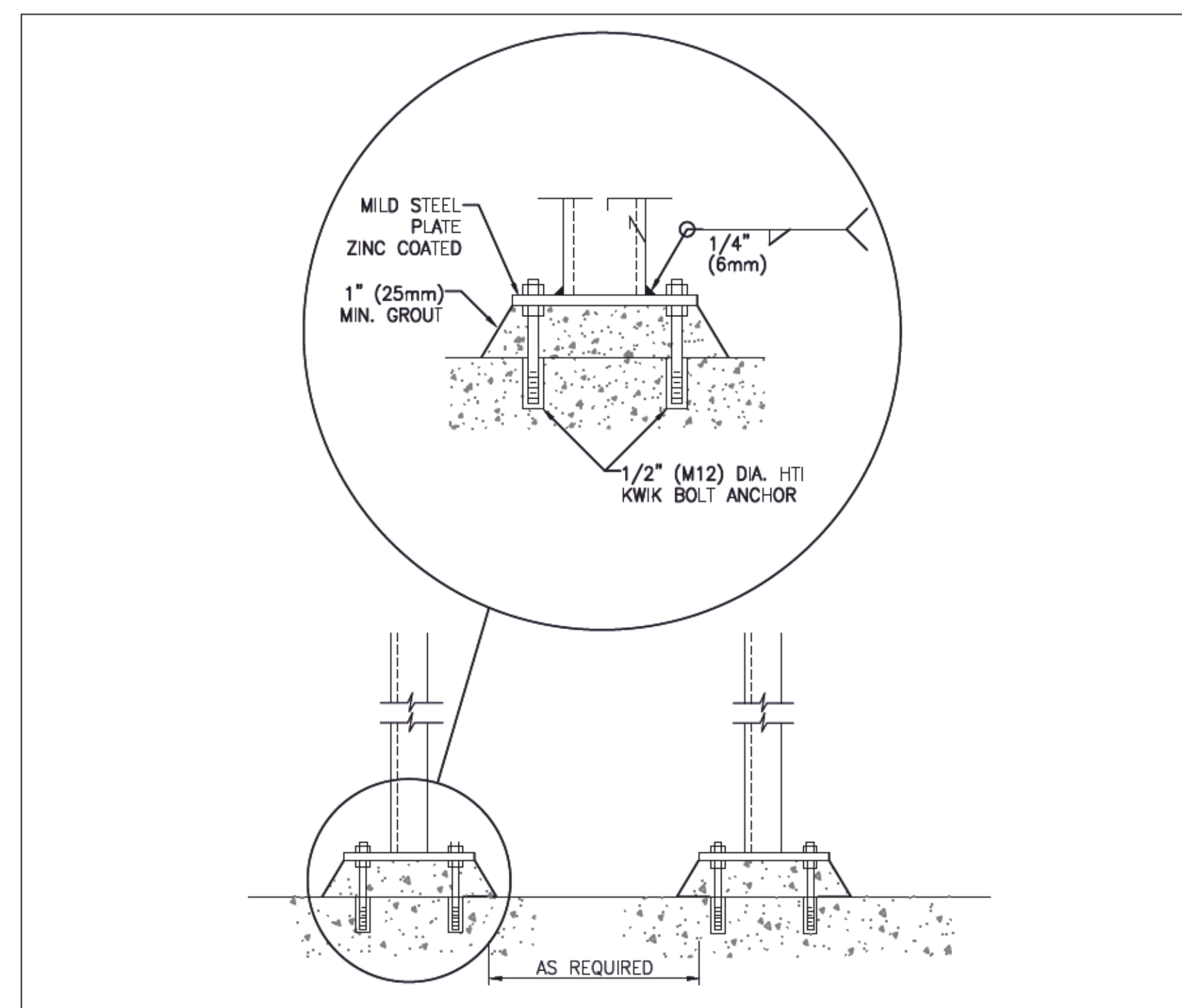
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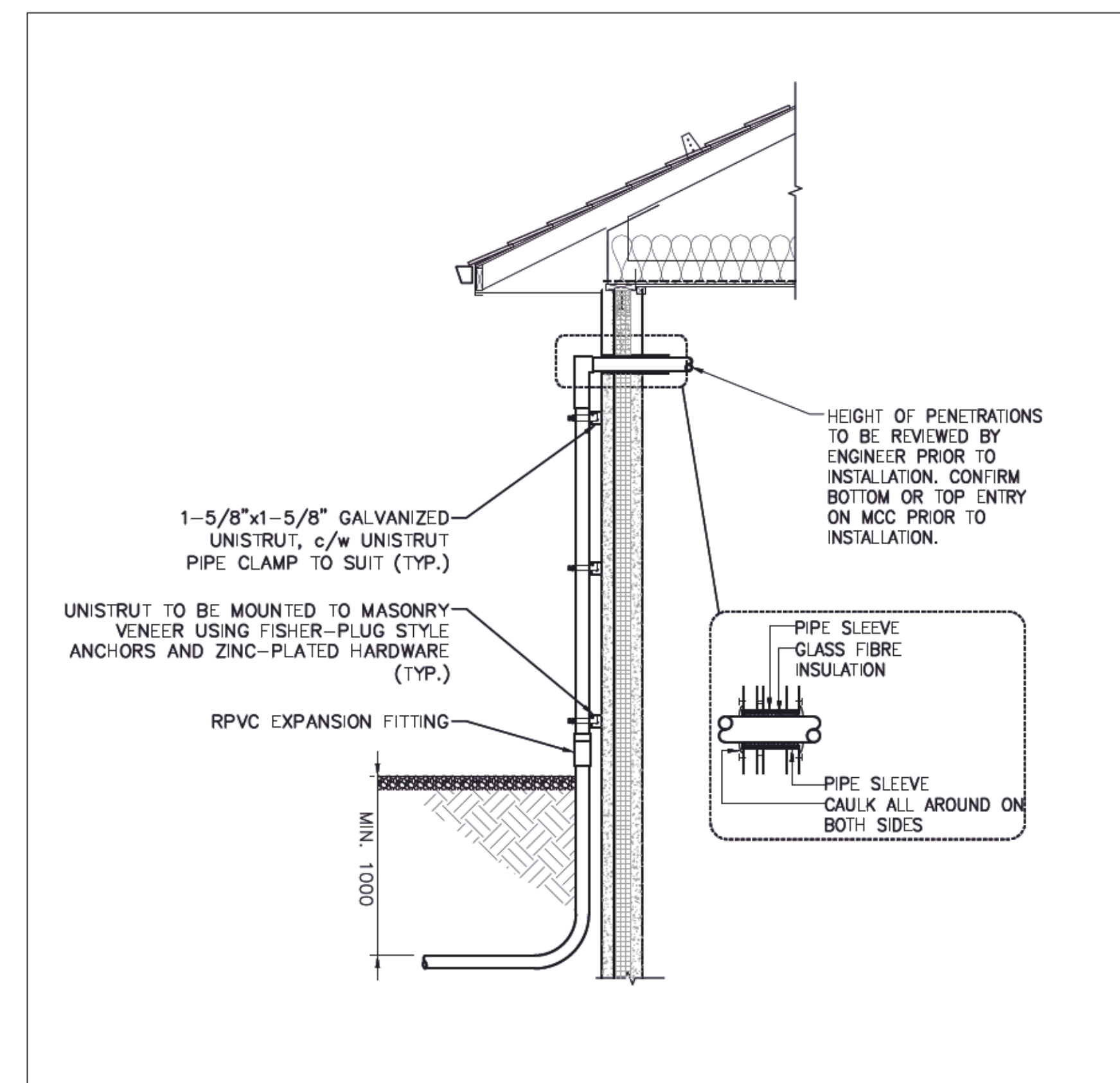
1
I-501

RESERVOIR INSTRUMENT INSTALLATION

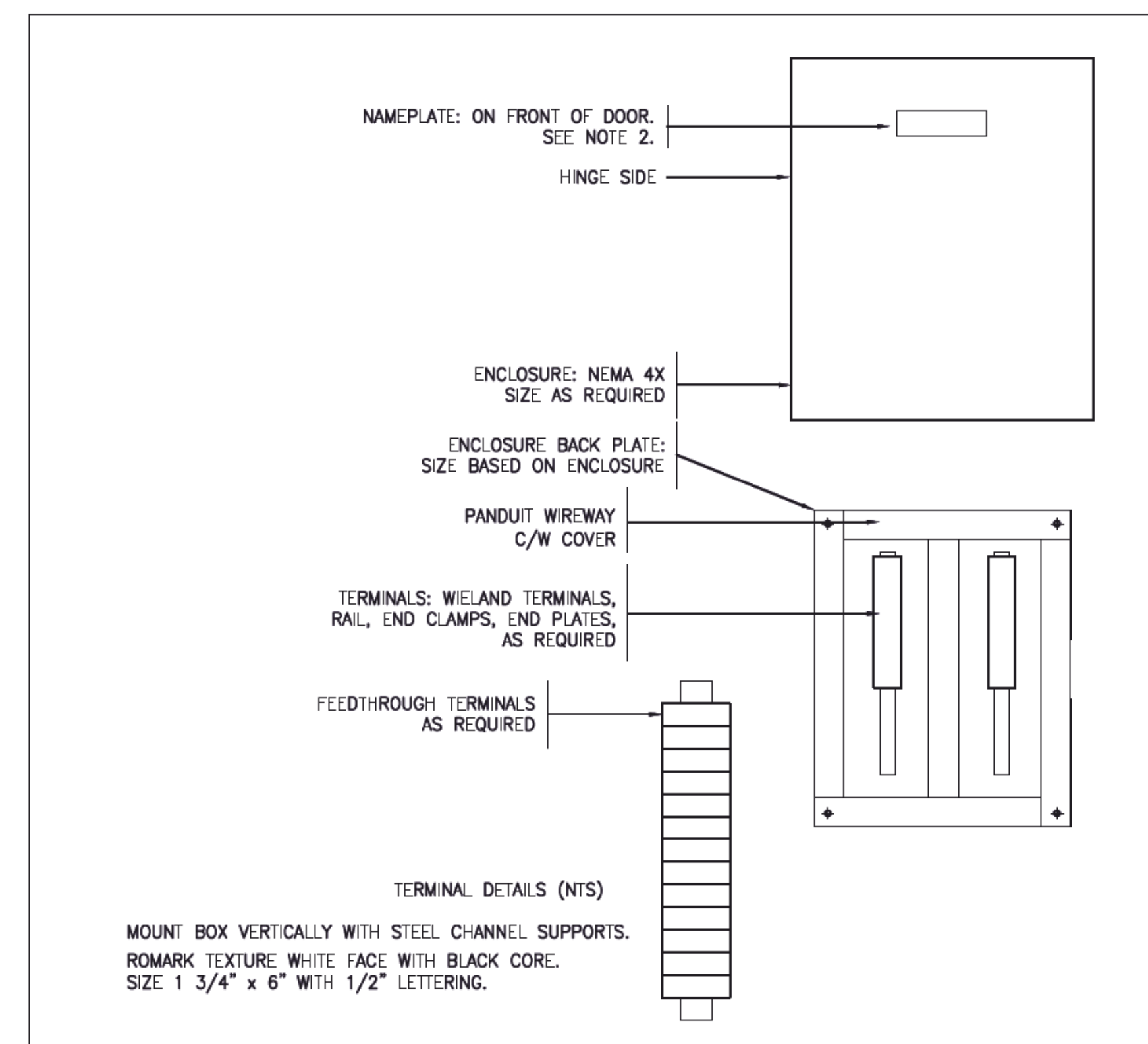
NO SCALE



3 TYPICAL PANEL STAND DETAIL
1-501 NO SCALE



2 TYPICAL BUILDING PENETRATION DETAIL
1-501 NO SCALE



4 TYPICAL JUNCTION BOX DETAIL
1-501 NO SCALE

MEETING DATE: May 13, 2025

PREPARED BY: Jolene Tejkl, Planning & Development Manager

PRESENTED BY: Jolene Tejkl, Planning & Development Manager

SUBJECT: **Bylaw 1328.25 - McKay Ranch Phase 6A Redistricting**

BACKGROUND

Bylaw 1328.25 proposes to amend Land Use Bylaw 1268/22 (LUB) to redistrict Phase 6A of the McKay Ranch community, being a portion of Lot 1 Block 2 Plan 112 4253, from Urban Reserve District (UR) to Residential High Density District (R-4).

Council gave First Reading to Bylaw 1328.25 at the April 8, 2025 meeting and set the Public Hearing for this evening's Regular Council Meeting:

077/25 Councillor Svab moved That Council give First Reading to Bylaw 1328.25 - McKay Ranch Phase 6A Redistricting, as presented.

CARRIED UNANIMOUSLY

078/25 Councillor Appel moved That a Public Hearing date be set for May 13, 2025, at 7:00 p.m. in Council Chambers.

CARRIED UNANIMOUSLY

DISCUSSION

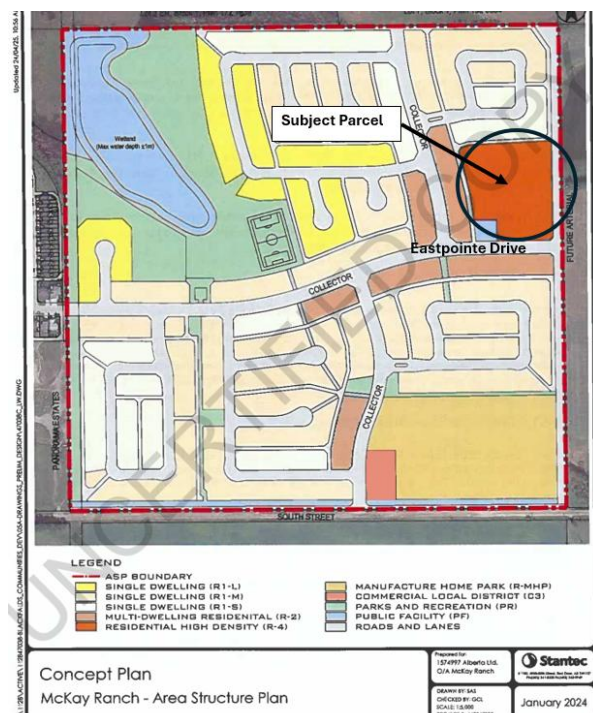
The proposed redistricting of Phase 6A is consistent with the recently approved amendments to the McKay Ranch Area Structure Plan (ASP).

The governing ASP states this site will be developed to provide adequate buffer between the site and the future single dwelling residential developments to the north. The proposed site will be accessed from the Eastpointe Drive extension that was approved as part of a recent subdivision application decision by the Authority.

A subdivision application for Phase 6A was submitted in conjunction with this redistricting application and will be presented to the Subdivision Authority for consideration after Third Reading has been granted to this amending bylaw.

FINANCIAL IMPLICATIONS

None.



ADMINISTRATIVE RECOMMENDATION

That Council consider the following motions:

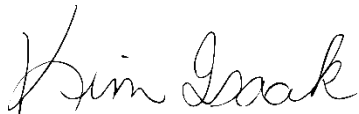
1. That Council give Second Reading to Bylaw 1328.25, McKay Ranch Phase 6A Redistricting, as presented.
2. That Council give Third Reading to Bylaw 1328.25, McKay Ranch Phase 6A Redistricting, as presented.

ALTERNATIVES

- a) That Council give Second Reading to Bylaw 1328.25 McKay Ranch Phase 6A Redistricting, as amended.
- b) That Council refers this item back to Administration for more information or amendments.

ATTACHMENTS

- *Bylaw 1328.25 – McKay Ranch Phase 6A Redistricting*

APPROVALS

Kim Isaak,
Chief Administrative Officer



Department Director/Author

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

A Bylaw of the Town of Blackfalds, in the Province of Alberta, pursuant to the provisions of the *Municipal Government Act* (MGA), being Chapter M 26.1 of the Revised Statutes of Alberta, 2000 and amendments thereto, for the purpose of amending Schedule 'A' of Land Use Bylaw No. 1268.22 to redistrict a portion of Lot 1 Block 2 Plan 112 4253 from Urban Reserve District (UR) to Residential High Density District (R-4).

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 May 1, 2025, and May 8, 2025, in accordance with Section 606 of the *Municipal Government Act*, RSA 2000, and amendments thereto;

WHEREAS, a Public Hearing was held on May 13, 2025, to allow the general public to provide input into the proposed Bylaw amendments;

NOW THEREFORE, the Municipal Council of the Town of Blackfalds, duly assembled hereby enacts the amendments to Schedule 'A' of Bylaw 1268.22:

PART 1 – TITLE

- 1.1 That this Bylaw shall be cited as the "Redesignation of a portion of Lot 1 Block 2 Plan 112 4253 to Residential High Density District (R-4)".
- 1.2 That Schedule "A" shall form part of this Bylaw.

PART 2 – AMENDMENTS

- 2.1 That a portion of Lot 1 Block 2 Plan 112 4253 be redistricted from Urban Reserve District (UR) to Residential High Density District (R-4), as shown in Schedule "A" attached and forming part of this Bylaw.
- 2.2 That Part 9.0 Land Use District Map be amended to reflect the redistricting proposed under this Bylaw.

PART 3 – DATE OF FORCE

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

READ for the first time this 8th day of April, A.D. 2025.

(RES. 077/25)

MAYOR JAMIE HOOVER

CAO KIM ISAAK

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

(RES.)

MAYOR JAMIE HOOVER

CAO KIM ISAAK

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

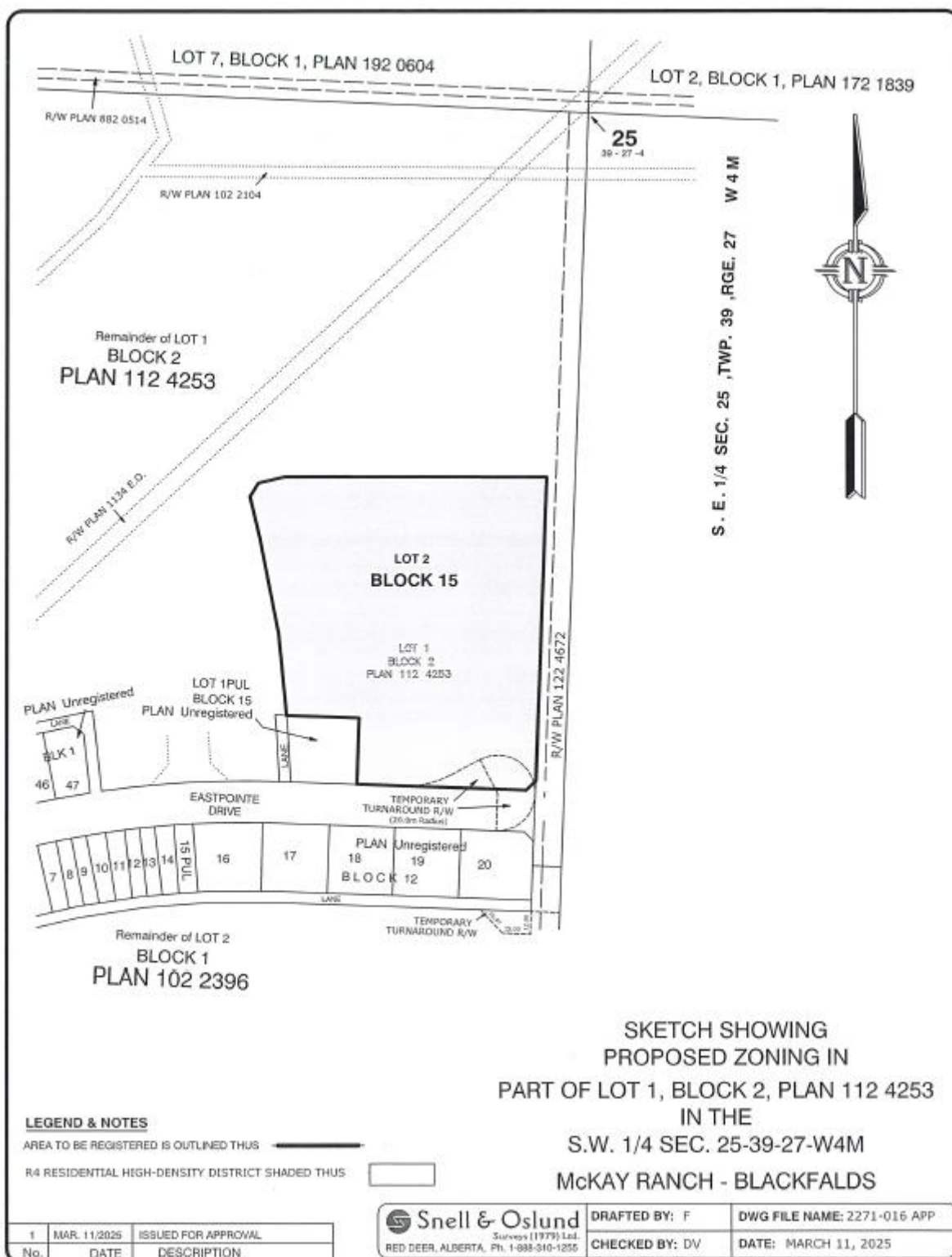
(RES. _____)

MAYOR JAMIE HOOVER

CAO KIM ISAAK

DRAFT

SCHEDULE "A"



MEETING DATE: May 13, 2025

PREPARED BY: Candice Hilgersom, Development Officer I

PRESENTED BY: Jolene Tejkl, Planning & Development Manager

SUBJECT: **Subdivision File No. S-03-25, McKay Ranch Phase 6A**

BACKGROUND

An application has been received to subdivide a 2.17 hectare (5.36 acre) parcel from Part of Lot 1 Block 2 Plan 112 4253 within the SW 25-39-27-WM to provide for further residential development in Phase 6A of the McKay Ranch community. The proposed parcel is located on the eastern limits of Eastpointe Drive, north of the McKay Place Manufactured Home Park.

The proposed subdivision includes one (1) Residential High-Density Lot (R-4) Lot to accommodate apartments or a multiple housing development.

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



DISCUSSION

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

1. The land proposed to be subdivided is suitable for the intended purpose of the subdivision.

The land was previously deemed suitable for residential development and has been redistricted to accommodate the proposed subdivision before the Authority.

2. The subdivision conforms to relevant Statutory Plans and the Land Use Bylaw (LUB).

The proposed subdivision conforms to the Development Concept in the McKay Ranch Area Structure Plan (ASP) and the minimum parcel area prescribed in the LUB.

The Town's Municipal Development Plan (MDP) further reiterates the subdivision considerations in the MGA and the Regulations in MDP Policy 3.12 which Administration is satisfied the application before the Authority meets.

The MDP also contains a policy that states a multi-unit site should not exceed 1.75 hectares (4.32 acres) in size unless there will be design features to reasonably accommodate the larger site within the context of the characteristics of the neighbourhood and surrounding land uses. The updated McKay Ranch ASP spoke to this larger size and explicitly states the site will be developed in a manner to provide an adequate buffer between this site and the future single family residential development to the north.

Administration is therefore satisfied that the proposed subdivision conforms to the relevant Statutory Plans and the LUB.

3. The application conforms to the relevant sections of the MGA

Administration is satisfied that the application meets the required criteria set out in Section 654(1) of the MGA for subdivision approval.

Section 9 of the *Matters Related to Subdivision and Development Regulation* also sets out relevant considerations that the Subdivision Authority must consider when making a decision on a subdivision application. These considerations pertain to land suitability, availability of infrastructure and legal/physical access to the proposed parcel, and environmental considerations. The topography of the subject land is relatively flat, all municipal infrastructure is available, and there are no environmentally sensitive lands to protect through the designation of Environmental Reserve (ER).

The proposed parcel will be accessed via the Eastpointe Drive extension that will be completed with the development of Phase 4 of the McKay Ranch community. Phase 4 received conditional subdivision approval on March 25, 2025 and has not been registered at Land Titles at the time of writing this report. To ensure this application meets the relevant considerations specific to legal and physical access, a condition of subdivision approval is recommended to have Phase 4 of the McKay Ranch community registered prior to the registration of this Phase 6A subdivision application.

Administration is satisfied that the application meets or will meet the required criteria set out in the MGA and the *Matters Related to Subdivision and Development Regulation*.

4. All outstanding property taxes have been paid or satisfactory arrangements for their payment have been made with the Town.

With respect to the payment of outstanding property taxes, this requirement is always reflected in a condition of subdivision approval to ensure that all property taxes are paid at the time of subdivision endorsement, which can be a year or more from the date of conditional subdivision approval.

Reserve Dedication

Reserve land has been identified in the McKay Ranch ASP and there are no MR parcels envisioned in the ASP Development Concept that relate to this parcel.

There is no requirement for ER dedication on this parcel because none of the lands qualify for ER designation, pursuant to section 664(1) of the MGA.

Subdivision Notification and Responses

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

- Alberta Environment and Protected Areas
- Alberta Health Services, Central Zone
- Alberta Transportation and Economic Corridors
- ATCO Gas
- ATCO Pipeline
- Fortis Alberta Inc.
- Shaw Communications
- Telus
- Rogers Communications
- Canada Post
- North Red Deer Regional Wastewater Services Commission
- North Red Deer River Water Services Commission
- Lacombe County

Alberta Transportation and Economic Corridors advises that the requirements of Sections 18 and 19 of *Matters Related to Subdivision and Development Regulation* are met. Fortis Alberta Inc. has advised that no easement is required. ATCO Gas and Pipelines has advised that this project is not within the franchise area. Alberta Health Services, Telus, ATCO High Pressure Pipelines, Rogers Communications and Lacombe County have no concerns or objections with the application.

FINANCIAL IMPLICATIONS

None.

ADMINISTRATIVE RECOMMENDATION

That Council consider the following motion:

That Council, being the designated Subdivision Authority for the Town of Blackfalds, is satisfied that the proposed subdivision meets the relevant considerations and moves to APPROVE the subdivision of a 2.17 hectare (5.36 acre) parcel out of Part of Lot 1, Block 2, Plan 112 4253 in SW 25-39-27-WM , subject to the following conditions:

1. That the Plan of Subdivision shall be updated to remove the Temporary Turnaround R/W at the eastern portion of Eastpointe Drive.
2. That the Plan of Subdivision for McKay Ranch Phase 4 (our subdivision file no. S-06-24) be registered at the Land Titles Office prior to the registration of this subdivision for McKay Ranch Phase 6A (our file number S-03-25).
3. That pursuant to Section 84 of the *Land Titles Act*, the subdivision, as amended pursuant to Condition of Subdivision Approval 1, is registered by Plan of Survey.

4. That pursuant to Section 654(1)(d) of the *Municipal Government Act*, all outstanding property taxes are to be paid, or some other arrangements satisfactory to the Town of Blackfalds for payment thereof be made.
5. That pursuant to Section 655(1)(d) of the *Municipal Government Act*, the developer enters into a Development Agreement with the Town of Blackfalds concerning the servicing and development of the subdivision and the payment of off-site levies.

ALTERNATIVES

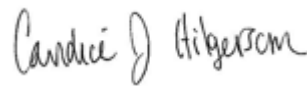
- a) That Council, being the Subdivision Authority for the Town of Blackfalds, refuses the subdivision with reasons.
- b) That Council, being the Subdivision Authority for the Town of Blackfalds, refers this item back to Administration for further information.

ATTACHMENTS

- *Subdivision Application*
- *Referral Responses*

APPROVALS

Kim Isaak,
Chief Administrative Officer



Department Director/Author

File No #: S-03-25

Application Date: March 11/25

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

Landowner Name(s): Blackfalds Communities Ltd.

Mailing Address: 6784 65 AVE

City: Red Deer Prov: AB Postal Code: T4P-1A5

Phone: 403-341-5166 Alt Phone: _____

Email Address: info@glennstar.ca

☒ (Same as Landowner)

Contractor Name(s): _____

Mailing Address: _____

City: _____ Prov: _____ Postal Code: _____

Phone: _____ Alt Phone: _____

Email Address: _____

LEGAL DESCRIPTION AND AREA OF LAND TO BE SUBDIVIDED

All/Part of the SW $\frac{1}{4}$ sec. 25 range 27 west of the fourth meridian,
being all/part of:

Lot: 1 Block: 2 Plan: 112-4253

Certificate of Title No.: 162027622

Area of the parcel of land to be subdivided: 2.171 hectares.

LOCATION OF LAND TO BE SUBDIVIDED

The land is located in the Town of Blackfalds:

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

EXISTING AND PROPOSED USE OF LAND TO BE SUBDIVIDED

- Describe the existing use of the land: URBAN RESERVE
- Describe the proposed use of the land: RESIDENTIAL
- The land designation, as classified under the Land Use Bylaw is: R4

PHYSICAL CHARACTERISTICS OF LAND TO BE SUBDIVIDED

- Describe the nature of the land's topography (flat, rolling, steep, mixed): Flat
- Describe the nature of the vegetation and water on the land (brush, shrubs, tree stands, wood lots, etc.):
NONE - SOME GRASS

File No #: _____

Application Date: _____

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

EXISTING BUILDINGS ON THE LAND TO BE SUBDIVIDED

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

NONE

WATER AND SEWER SERVICES

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

NO

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

If yes, please describe: _____

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

If yes, please describe: _____

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

If yes, please describe: _____

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

RESOURCES:

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

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

I/We, Blackfalds Communities Ltd, hereby certify that
(please print full name(s))

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

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

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

Signature: [Signature] Date: MARCH 10/2025

Signature: _____ Date: _____

AGENT AUTHORIZATION (WHEN APPLICABLE)

I/We, _____, being the registered
(please print full name(s))
owner(s) of the land being subdivided do hereby authorize _____
(individual or firm seeking application)

to make application for subdivision affecting the above noted property.

Signature: _____ Date: _____

Signature: _____ Date: _____

File No #: _____

Application Date: _____

RIGHT TO ENTRY

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

Name: Glenn Fraser Date: MARCH 10/2025
(please print full name)

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

Signature: [Signature] Date: MARCH 10/2025

Signature: _____ Date: _____

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

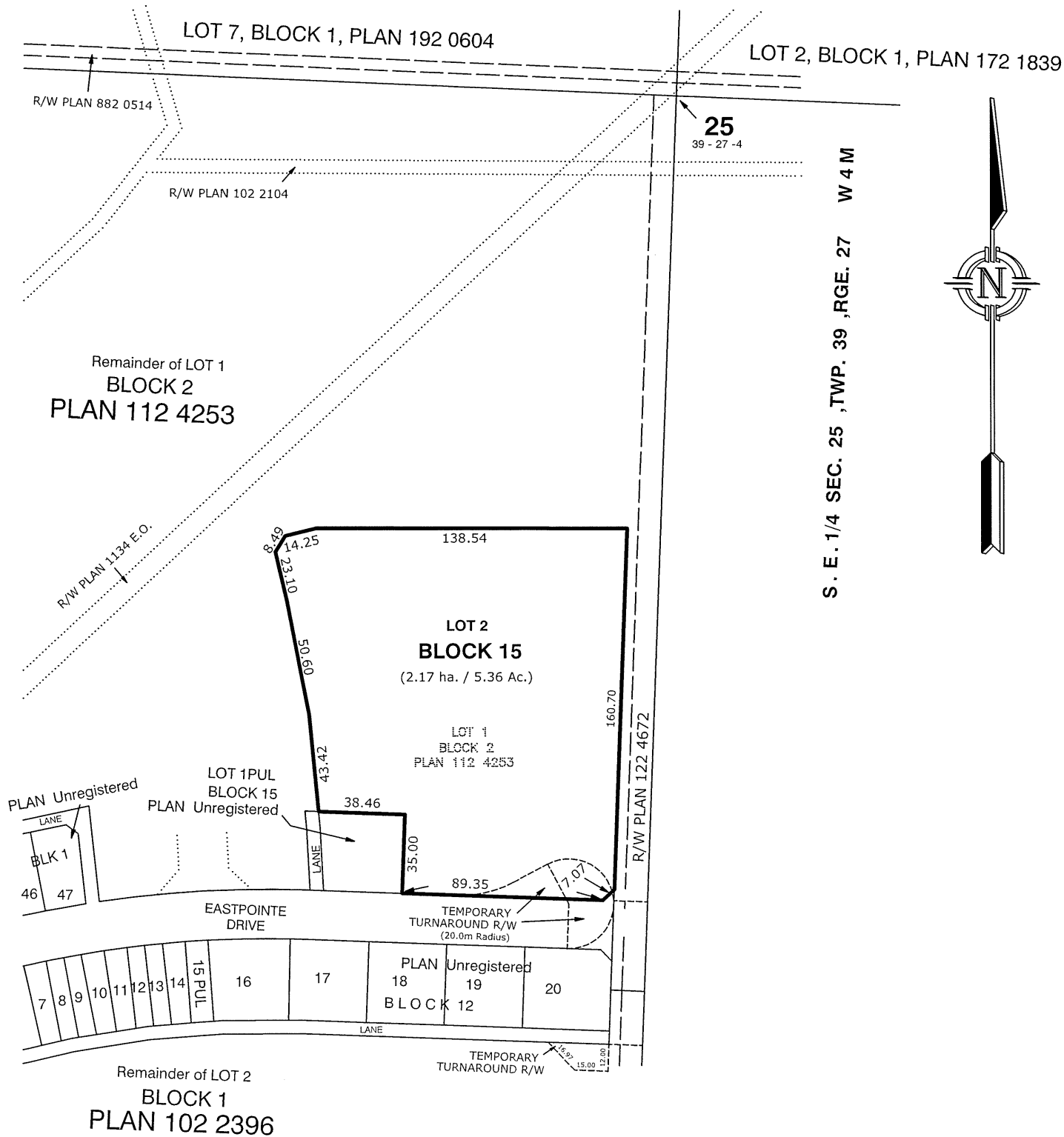
BELOW FOR OFFICE USE ONLY

Subdivision Application Fee: (1-61-00-590)	\$
TOTAL:	\$

Receipt #: _____

Date Paid: _____

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



PLAN SHOWING PROPOSED SUBDIVISION OF
PART OF LOT 1, BLOCK 2, PLAN 112 4253
IN THE
S.W. 1/4 SEC. 25-39-27-4 MCKAY RANCH - BLACKFALDS

DISTANCES ARE IN METRES AND DECIMALS THEREOF
SCALE 1:2500

AREA TO BE REGISTERED IS OUTLINED THUS

AND CONTAINS: FROM THE REMAINDER OF LOT 1, BLOCK 2, PLAN 112 4253 = 2.17 ha. (5.36 Ac)



Snell & Oslund
Surveys (1979) Ltd.
RED DEER, ALBERTA, Ph. 1-888-310-1255

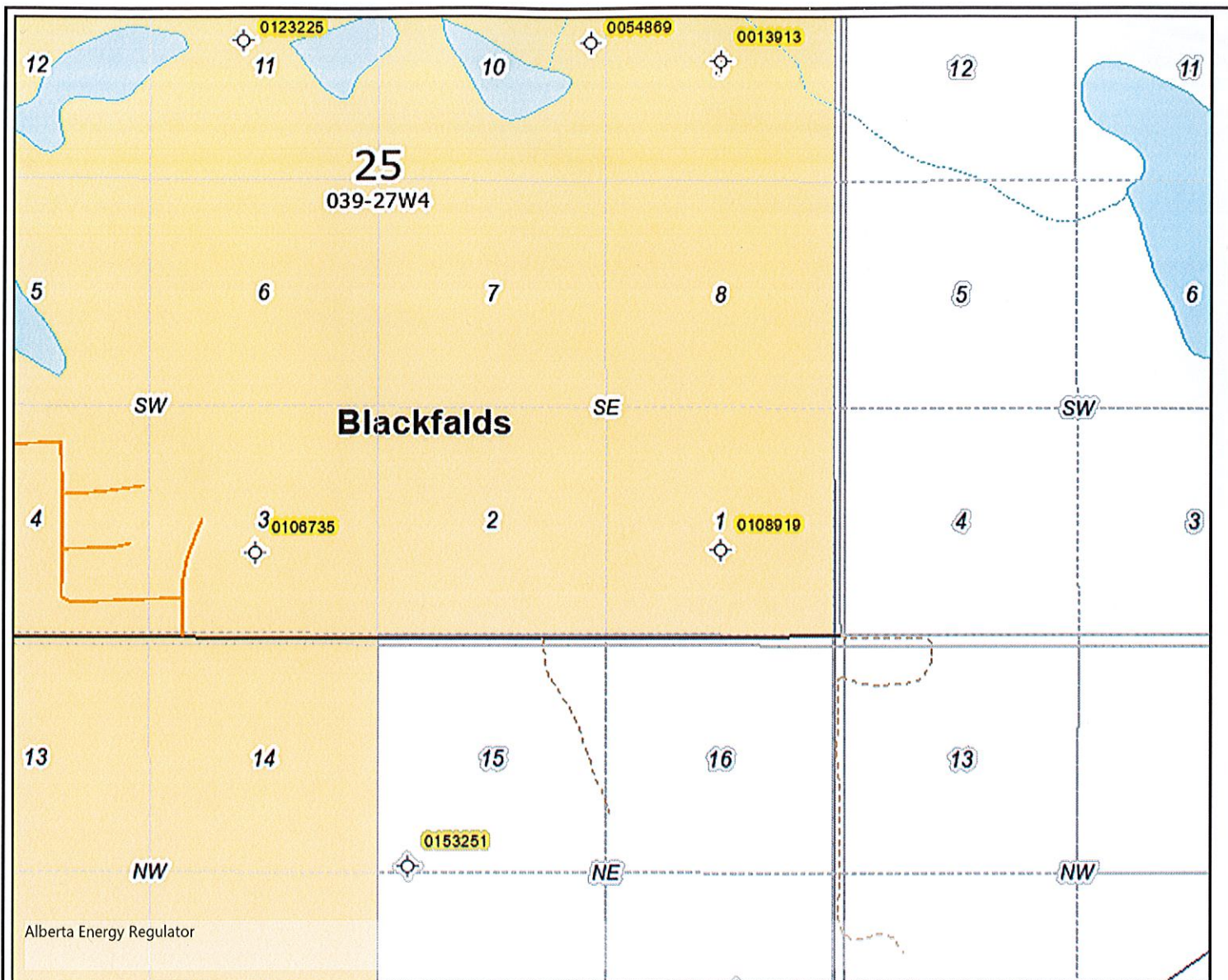
DRAFTED BY: F

CHECKED BY: DV

DWG FILE NAME: 2271-016 APP

DATE: MARCH 11, 2025

1	MAR. 11/2025	ISSUED FOR APPROVAL
No.	DATE	DESCRIPTION



Abandoned Well Map

Base Data provided by: Government of Alberta

Author: XXX

Printing Date: 13/3/2025

Legend

Abandoned Well

Abandoned Wells



Revised Location



Revised Location Pointer



Access

Paved Road (20K)

Primary Divided
Primary Divided

Date Date (if applicable)

The Alberta Energy Regulator (AER) has not verified and makes no representation or warranty as to the accuracy, completeness, or reliability of any information or data in this document or that it will be suitable for any particular purpose or use. The AER is not responsible for any inaccuracies, errors or omissions in the information or data and is not liable for any direct or indirect losses arising out of any use of this information. For additional information about the limitations and restrictions applicable to this document, please refer to the AER Copyright & Disclaimer webpage: <http://www.aer.ca/copyright-disclaimer>.

Scale: 18055.954822

0 500 1000
ft

Projection and Datum:
WEB MERCATOR AUS SPHERE



**Alberta
Energy
Regulator**



LAND TITLE CERTIFICATE

S		
LINC	SHORT LEGAL	TITLE NUMBER
0036 688 521	1124253;2;1	152 160 045 +44

LEGAL DESCRIPTION

PLAN 1124253
BLOCK 2
LOT 1
CONTAINING 46.17 HECTARES (114.09 ACRES) MORE OR LESS
EXCEPTING THEREOUT:

		HECTARES (ACRES) MORE OR LESS	
A) PLAN 1222812	SUBDIVISION	2.666	6.59
B) PLAN 1321502	SUBDIVISION	1.442	3.56
C) PLAN 1323204	SUBDIVISION	3.039	7.51
D) PLAN 1422622	SUBDIVISION	4.511	11.15
E) PLAN 1522519	SUBDIVISION	2.382	5.89
EXCEPTING THEREOUT ALL MINES AND MINERALS			

ATS REFERENCE: 4;27;39;25;SW
ESTATE: FEE SIMPLE

MUNICIPALITY: TOWN OF BLACKFALDS

REFERENCE NUMBER: 152 159 993 +1

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

152 160 045 01/06/2015 SUBDIVISION PLAN

OWNERS

BLACKFALDS COMMUNITIES LTD.
OF #30 39152 RANGE ROAD 280
RED DEER COUNTY
ALBERTA T4S 2C8

(CONTINUED)

ENCUMBRANCES, LIENS & INTERESTS

PAGE 2

152 160 045 +44

REGISTRATION

NUMBER DATE (D/M/Y) PARTICULARS

112 150 399 24/05/2011 UTILITY RIGHT OF WAY
 GRANTEE - THE TOWN OF BLACKFALDS.
 AS TO PORTION OR PLAN:1122868
 "ENDORSED BY 112150962 ON 20110525"

122 380 803 19/11/2012 UTILITY RIGHT OF WAY
 GRANTEE - FORTISALBERTA INC.
 AS TO PORTION OR PLAN:1224672

172 201 598 03/08/2017 UTILITY RIGHT OF WAY
 GRANTEE - CHAIN LAKES GAS CO-OP LIMITED.
 AS TO PORTION OR PLAN:1022104

TOTAL INSTRUMENTS: 003

THE REGISTRAR OF TITLES CERTIFIES THIS TO BE AN
ACCURATE REPRODUCTION OF THE CERTIFICATE OF
TITLE REPRESENTED HEREIN THIS 13 DAY OF MARCH,
2025 AT 09:40 A.M.

ORDER NUMBER: 53124633

CUSTOMER FILE NUMBER:



END OF CERTIFICATE

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

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

Transportation and Economic Corridors Notification of Referral Decision

Subdivision in Proximity of a Provincial Highway

Municipality File Number:	S-03-25	Highway(s):	2A, 597
Legal Land Location:	QS-SW SEC-25 TWP-039 RGE-27 MER-4	Municipality:	Blackfalds
Decision By:	Cheryl Marcyniuk	Issuing Office:	Central Region / Red Deer
Issued Date:	2025-04-10	Appeal Authority:	Subdivision and Development Appeal Board
RPATH Number:	RPATH0049723		
Description of Development:	S-03-25 McKay Ranch Phase 6A - to subdivide a 2.171-hectare (5.364 acre) parcel in Phase 6A of the McKay Ranch community.		



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

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

The requirements of Section 18 are met, therefore no variance is required. While no variance is required, the department expects the municipality will mitigate the impacts from this proposal to the highway system, pursuant to Policy 7 of the Provincial Land Use Policies and Section 648(2)(c.2) of the Municipal Government Act.

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

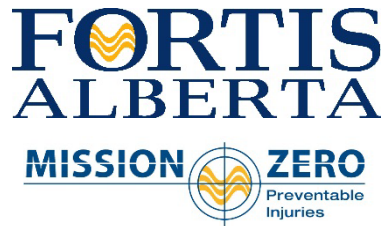
Transportation and Economic Corridors has the following additional comments and/or requirements with respect to this proposal:

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

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



Issued by **Cheryl Marcynuik, Development & Planning Technologist**, on 2025-04-10 on behalf of the Minister of Transportation and Economic Corridors pursuant to *Ministerial Order 52/20 – Department of Transportation and Economic Corridors Delegation of Authority*



Diana Pounall
Land Department

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

April 1, 2025

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

Attention: Jolene Tejkl

RE: FortisAlberta Condition for Subdivision Approval

FortisAlberta Reference No.: 320156257

MD File No.: S-03-25

Location/Legal Description: SW 25-39-27 W4

Customer Name: Blackfalds Communities Ltd.

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

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

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

Sincerely,

A handwritten signature in blue ink that reads 'D. Pounall'.

Diana Pounall

RE: 320156257

From: Borggard, Tamara <tamara.borggard1@atco.com>
Sent: April 17, 2025 3:42 PM
To: Jolene Tejkl
Cc: Candice Hilgersom
Subject: Notification of Subdivision Application S-03-25 - McKay Ranch Phase 6A
Attachments: 2025-03-21 - S-03-25 Referral Notice - Agencies.pdf

You don't often get email from tamara.borggard1@atco.com. [Learn why this is important](#)

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello:

The above referenced project is not within the ATCO Gas and Pipelines franchise area.

Regards,
Tamara Borggard
Administrative Coordinator-Land
ATCO Gas and Pipelines Ltd-Natural Gas Division

A. 6th Flr. 909 – 11 Ave SW Calgary, AB T2R 1L8



[ATCO.com](https://www.atco.com) [LinkedIn](#) [Facebook](#) [Instagram](#) [X](#)

In the spirit of reconciliation, we acknowledge the traditional territories and homelands on which many of our ATCO operations and facilities are located. We honour and respect the diverse history, languages, ceremonies, and culture of the Indigenous Peoples who call these areas home.

From: Quentin Schatz <Quentin.Schatz@albertahealthservices.ca>
Sent: March 25, 2025 10:59 AM
To: Candice Hilgersom
Subject: FW: Notification of Subdivision Application S-03-25 - McKay Ranch Phase 6A
Attachments: 2025-03-21 - S-03-25 Referral Notice - Agencies.pdf

You don't often get email from quentin.schatz@albertahealthservices.ca. [Learn why this is important](#)

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Candice,

Environmental Public health has no concerns with the aforementioned application.

Please contact me if you have any questions or concerns.

Quentin Schatz
Public Health Inspector
Alberta Health Services

From: CentralZone EnvironmentalHealth <CentralZone.EnvironmentalHealth@albertahealthservices.ca>
Sent: Monday, March 24, 2025 9:29 AM
To: Quentin Schatz <Quentin.Schatz@albertahealthservices.ca>
Subject: FW: Notification of Subdivision Application S-03-25 - McKay Ranch Phase 6A

I have created an application for you in EPHIS. Please follow link

https://ephisahs.crm3.dynamics.com/main.aspx?appid=3307b82b-af45-42d9-a9e6-ec58795a0c01&forceUCI=1&pagetype=entityrecord&etn=fs_application&id=4ee7a988-c408-f011-bae3-7c1e52063bf1&data=%257B%257D&lid=1742830097432

Thank you,

Shari-Lynn Moore

Administrative Assistant IV – Central Zone EPH
Safe Healthy Environments
Central Zone Environmental Public Health
Johnstone Crossing Community Health Centre
300 Jordan Parkway, Red Deer, AB T4P 0G8

Tel: 403-356-6378 **Fax:** 403-356-6431
Email: Shari-Lynn.Moore@albertahealthservices.ca

www.albertahealthservices.ca/eph

*This message, and any documents attached hereto, is intended only for the addressee and may contain privileged or confidential information. Any unauthorized disclosure is strictly prohibited. If you have received this message in error, please notify us immediately so that we may correct our internal records.
Please then delete the original message.
Thank you.*

From: Candice Hilgersom <CHilgersom@blackfalds.ca>

Sent: Friday, March 21, 2025 2:20 PM

To: waterapprovals.reddeer (waterapprovals.reddeer@gov.ab.ca) <waterapprovals.reddeer@gov.ab.ca>; CentralZone EnvironmentalHealth <CentralZone.EnvironmentalHealth@ahs.ca>; Gas Land Department <land.admin@atco.com>; HP.circulations@atco.com; landserv@fortisalberta.com; projectmanagernorthernalberta@sjrb.ca; circulations@telus.com; projectmanagernorthernalberta@rci.rogers.com; mark.kalan@canadapost.ca; JThompson@lacombe.ca; planning@lacombecounty.com; Preston Weran <pweran@blackfalds.ca>; Robert Cote <RCote@blackfalds.ca>

Cc: Jolene Tejkl <JTejkl@blackfalds.ca>

Subject: RE: Notification of Subdivision Application S-03-25 - McKay Ranch Phase 6A

Caution - This email came from an external address and may contain unsafe content. Ensure you trust this sender before opening attachments or clicking any links in this message

Good Afternoon,

It has come to my attention that I inadvertently put the wrong comment deadline date in the original attachment. I have revised this and included the corrected copy.

A response is needed by **Friday April 11, 2025**. If we do not receive a written reply by this date, it will be assumed that you have no objections or requirements relative to the subdivision. Please email any comments directly to jtejkl@blackfalds.ca.

Thank you,

Candice Hilgersom
Development Officer I

Town of Blackfalds

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

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

From: Candice Hilgersom

Sent: March 21, 2025 12:59 PM

To: waterapprovals.reddeer (waterapprovals.reddeer@gov.ab.ca) <waterapprovals.reddeer@gov.ab.ca>; CentralZone.EnvironmentalHealth@ahs.ca; Gas Land Department <land.admin@atco.com>; HP.circulations@atco.com; landserv@fortisalberta.com; projectmanagernorthernalberta@sjrb.ca; circulations@telus.com; projectmanagernorthernalberta@rci.rogers.com; mark.kalan@canadapost.ca; JThompson@lacombe.ca; planning@lacombecounty.com; Preston Weran <pweran@blackfalds.ca>; Robert Cote <RCote@blackfalds.ca>

Cc: Jolene Tejkl <JTejkl@blackfalds.ca>

Subject: Notification of Subdivision Application S-03-25 - McKay Ranch Phase 6A

Good Afternoon,

Please review the Notice of Subdivision Application for McKay Ranch Phase 6A.

A response is needed by **Friday April 5, 2025**. If we do not receive a written reply by this date, it will be assumed that you have no objections or requirements relative to the subdivision. Please email any comments directly to jtejkl@blackfalds.ca.

Thank you,

Candice Hilgersom
Development Officer I

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

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From: circulations . <circulations@telus.com>
Sent: March 27, 2025 9:02 AM
To: Candice Hilgersom
Subject: Re: Notification of Subdivision Application S-03-25 - McKay Ranch Phase 6A

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Good Day,

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

Thank you,

Tanya Roberts

Senior Real Estate Specialist | TELUS Land Solutions Team
Customer Network Planning (CNP)
2930 Centre Avenue NE, Calgary, AB T2A 4Y2

The future is friendly®

circulations@telus.com

On Fri, Mar 21, 2025 at 12:58 PM Candice Hilgersom <CHilgersom@blackfalds.ca> wrote:

Good Afternoon,

Please review the Notice of Subdivision Application for McKay Ranch Phase 6A.

A response is needed by **Friday April 5, 2025**. If we do not receive a written reply by this date, it will be assumed that you have no objections or requirements relative to the subdivision. Please email any comments directly to jteikl@blackfalds.ca.

Thank you,

Candice Hilgersom
Development Officer I

[Town of Blackfalds](#)

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

T: 403.885.9679

D: 403.885.6258

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From: [Circulations, HP](#)
To: [Candice Hilgersom](#)
Subject: RESPONSE 25-1165 - Notification of Subdivision Application S-03-25 - McKay Ranch Phase 6A
Date: March 28, 2025 3:02:01 PM
Attachments: [image001.png](#)
[2025-03-21 - S-03-25 Referral Notice - Agencies.pdf](#)

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ATCO Transmission high pressure pipelines has no objections.

Questions or concerns related to ATCO high pressure pipelines can be forwarded to land.admin@atco.com.

Thank you,

Isabel Solis-Jarek

Sr. Administrative Coordinator, Land Administration
ATCO Gas and Pipelines

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



[ATCO.com](https://atco.com) [LinkedIn](#) [Facebook](#) [Instagram](#) [X](#)

From: Candice Hilgersom <CHilgersom@blackfalds.ca>
Sent: Friday, March 21, 2025 12:59 PM
To: waterapprovals.reddeer (waterapprovals.reddeer@gov.ab.ca)
<waterapprovals.reddeer@gov.ab.ca>; CentralZone.EnvironmentalHealth@ahs.ca; Gas Land Department <land.admin@atco.com>; Circulations, HP <HP.Circulations@atco.com>; landserv@fortisalberta.com; projectmanagernorthernalberta@sjrb.ca; circulations@telus.com; projectmanagernorthernalberta@rci.rogers.com; mark.kalan@canadapost.ca; JThompson@lacombe.ca; planning@lacombecounty.com; Preston Weran <pweran@blackfalds.ca>; Robert Cote <RCote@blackfalds.ca>
Cc: Jolene Tejkl <JTejkl@blackfalds.ca>
Subject: Notification of Subdivision Application S-03-25 - McKay Ranch Phase 6A

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Good Afternoon,

Please review the Notice of Subdivision Application for McKay Ranch Phase 6A.

A response is needed by **Friday April 5, 2025**. If we do not receive a written reply by this date, it will be assumed that you have no objections or requirements relative to the subdivision.

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

Thank you,

Candice Hilgersom
Development Officer I

Town of Blackfalds

Box 220, 5018 Waghorn St

Blackfalds, AB T0M 0J0

T: 403.885.9679

D: 403.885.6258

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

From: Mohammad Amin <mamin@legacydesigntech.com>
Sent: April 4, 2025 12:34 PM
To: Jolene Tejkl
Cc: NABtransmittals; Project Manager - Northern Alberta
Subject: RE: Notification of Subdivision Application S-03-25 - McKay Ranch Phase 6A

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good Afternoon,

On behalf of Rogers Communications, we have reviewed the *Notification of Subdivision Application S-03-25 - McKay Ranch Phase 6A* and have no objections with the proposal.

Thanks,

Mohammad Amin
Design Specialist
LEGACY

C: 780-680-1020
E: mamin@legacydesigntech.com
A: 26875 Acheson Rd, Acheson, AB, T7X6B2
W: www.legacydesigntech.com

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

From: Candice Hilgersom <CHilgersom@blackfalds.ca>
Sent: Friday, March 21, 2025 1:59 PM
To: [waterapprovals.reddeer](mailto:waterapprovals.reddeer@gov.ab.ca) (waterapprovals.reddeer@gov.ab.ca) <waterapprovals.reddeer@gov.ab.ca>; CentralZone.EnvironmentalHealth@ahs.ca; Gas Land Department <land.admin@atco.com>; HP.circulations@atco.com; landserv@fortisalberta.com; projectmanagernorthernalberta@sjrb.ca; circulations@telus.com; projectmanagernorthernalberta@rci.rogers.com; mark.kalan@canadapost.ca; JThompson@lacombe.ca; planning@lacombecounty.com; Preston Weran <pweran@blackfalds.ca>; Robert Cote <RCote@blackfalds.ca>
Cc: Jolene Tejkl <JTejkl@blackfalds.ca>
Subject: Notification of Subdivision Application S-03-25 - McKay Ranch Phase 6A

Good Afternoon,

Please review the Notice of Subdivision Application for McKay Ranch Phase 6A.

A response is needed by **Friday April 5, 2025**. If we do not receive a written reply by this date, it will be assumed that you have no objections or requirements relative to the subdivision. Please email any comments directly to jtejkl@blackfalds.ca.

Thank you,

Candice Hilgersom
Development Officer I

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

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Sent via email only to jtejkl@blackfalds.ca

March 24, 2025

Town of Blackfalds
Box 220
Blackfalds AB T0M 0J0

**Re: Subdivision Application File No. S-03-25 (McKay Ranch Ph. 6A)
Part of Lot 1 Block 1 Plan 112 4253, SW 25-39-27-W4M**

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

Lacombe County has no objections or concerns to the proposed subdivision application to subdivide a 2.171 hectare (5.364 acre) parcel in Phase 6A of the McKay Ranch community.

If you have any questions, please do not hesitate to contact our office.

Regards,
LACOMBE COUNTY

A handwritten signature in blue ink that reads "Allison Noonan".

Allison Noonan
Planning Services Administrative Assistant

MEETING DATE: May 13, 2025

PREPARED BY: Jolene Tejkl, Planning & Development Manager

PRESENTED BY: Jolene Tejkl, Planning & Development Manager

SUBJECT: **Bylaw 1325.25 – 4409 South Street Redistricting**

BACKGROUND

Bylaw 1325.25 proposes to amend Land Use Bylaw 1268/22 (LUB) to bring in a new Direct Control District #5 (DC-5) specific to 4409 South Street and redistrict the property to DC-5 from the current Commercial Highway District (C-2). The proposed DC-5 District is intended to accommodate several apartment style buildings, row housing, an amenity building to use as a rental office and potential fitness centre for tenants, and associated parking that differs from the current LUB requirements.

A Public Hearing for Bylaw 1325.25 was held at the March 25, 2025 Council Meeting and Second Reading was granted to the Bylaw following the closing of the Public Hearing:

066/25 Councillor Dennis moved That Council give Second Reading to Bylaw 1325.25, to redistrict 4409 South Street to Direct Control District #5, as presented.

CARRIED UNANIMOUSLY

DISCUSSION

The proposed redistricting has come about through the land sale agreement specific to 4409 South Street and will be in line with the updates to the *Municipal Development Plan* (MDP) that are also currently in the formal adoption process.

Administration is supportive of the proposed redistricting as the proposed development meets the following Town policies and focus areas:

- The Town of Blackfalds 2024-2026 Mid-Term Strategic Plan (hereinafter referred to as the Strategic Plan) identifies providing a diverse range of housing to meet the needs of residents as one of the 6 top priorities.
- The Strategic Plan identifies “promoting options for housing” as one of the areas of focus under Strategic Priority #1 Community Life.
- Policy 3.12 of the MDP provides matters to consider when redistricting of a parcel of land is proposed. Administration is now satisfied that the proposed redistricting is suitable in light of the listed considerations. When this amending Bylaw was previously presented to Council, Administration advised that there was still an environmental report required to confirm the suitability of the site for residential before the application could be deemed compliant with the requirements outlined in Policy 3.12. An April 14, 2025 site remedial excavation report provided by Parkland Geo confirms that the site is now suitable for residential development.

- Policy 5.1 of the MDP directs residential land uses to those areas identified in Map 2 Future Land Use Concept of the MDP. The subject property is identified in Map 2 for Industrial, however an amendment to the map is currently in the amendment process. This LUB amendment will be consistent with policy 5.1 insofar as the MDP amendment receives Third Reading prior to considering Third Reading of this amending Bylaw.
- Policy 5.2 of the MDP speaks to the Town providing a range of housing types. The Town does not currently have many apartment style units available for existing and new residents.

The following subsections correspond to the amending Bylaw 1325.25 provided in Attachment 1:

Amendments 2.1 and 2.2

These amendments propose to bring the DC-5 District into the LUB to accommodate future apartment buildings, row housing, an amenity building, and associated revised parking provisions specific to 4409 South Street.

The DC-5 District lists Apartment, Row Housing, Accessory Use and Home Base Business 1 as Permitted Uses, and Signs as a Discretionary Use. The primary reason for the DC-5 District is to accommodate different parking standards for the anticipated development that differ from the current LUB parking requirements:

Proposed Apartment Parking Requirements in DC-5 District	Current Apartment Land Use Bylaw Parking Requirements
1 parking stall for each 1-bedroom unit	Same
1.5 parking stalls for each 2-bedroom unit	2 parking stalls for each 2-bedroom unit
2 parking stalls for each 3-bedroom unit	Same
1.5 parking stalls for per row housing unit	2 parking stalls per unit
PLUS 1 additional parking stall for every 5 units for guest parking	PLUS 1.5 additional parking stall for every 5 units for guest parking
Parking stall sizes 2.7 m x 5.5 m	Parking stall sizes 2.75 m x 6.0 m

The proposed minimum parking stall size is consistent with The City of Red Deer's standard, slightly smaller than what the City of Lacombe requires, and slightly larger than what the Town of Sylvan Lake requires.

The developer has built similar developments in the aforementioned municipalities and is comfortable moving forward with the reduced parking requirements as proposed.

Section 2.4 of the LUB provides specific regulations on amendments to create Direct Control Districts. This section states a Direct Control District shall only be used for the purpose of providing for developments that require specific regulation unavailable in other Land Use Districts. Due to the revised parking stall requirements and dimensions, it is the Department's opinion that the proposed DC-5 District meets the requirements of Section 2.4 of the LUB.

Also of note is the Development Officer is proposed to be the Development Authority for all uses. Any variances will require Council approval.

A copy of the proposed DC-5 District is provided in Schedule 'A' of 1325.25, located in Attachment 1 of this report. After the Bylaw received Second Reading, a small Administrative error was noted on Schedule 'A'. The error has been fixed in Bylaw 1325.25 before Council, and a track changed version of the DC-5 District (being Schedule 'A') is included in Attachment 2 to illustrate the update that was made.

A draft site plan showing potential full build-out of the property is provided in Attachment 3.

Amendment 2.3

This amendment proposes to redistrict the 4409 South Street, legally described as Lot 3 Block 1 Plan 102 2233, to the new DC-5 District from the current Commercial Highway District (C-2).

FINANCIAL IMPLICATIONS

None.

ADMINISTRATIVE RECOMMENDATION

That Council considers the following motion:

1. That Council give Third Reading to Bylaw 1325.25, to redistrict 4409 South Street to Direct Control District #5, as presented.

ALTERNATIVES

- a) That Council refers this item back to Administration for more information or amendments.

ATTACHMENTS

- *Bylaw 1325.25 – 4409 South Street Redistricting*
- *Track Changes Showing Update to Bylaw 1325.25 Schedule 'A'*
- *Draft Site Plan Showing Potential Full Build-out*

APPROVALS



Kim Isaak,
Chief Administrative Officer



Department Director/Author

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

A Bylaw of the Town of Blackfalds, in the Province of Alberta, pursuant to the provisions of the *Municipal Government Act* (MGA), being Chapter M 26.1 of the Revised Statutes of Alberta, 2000 and amendments thereto, for the purpose of amending Schedule ‘A’ of Land Use Bylaw No. 1268.22 to add Direct Control District #5 (DC-5) and redistrict Lot 3 Block 1 Plan 102 2233 to Direct Control District #5 (DC-5).

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 March 13, 2025, and March 20, 2025, in accordance with Section 606 of the *Municipal Government Act*, RSA 2000, and amendments thereto;

WHEREAS, a Public Hearing was held on March 25, 2025, to allow the general public to provide input into the proposed Bylaw amendments;

NOW THEREFORE, the Municipal Council of the Town of Blackfalds, duly assembled hereby enacts the amendments to Schedule ‘A’ of Bylaw 1268.22:

PART 1 – TITLE

- 1.1 That this Bylaw shall be cited as the “Addition of Direct Control District #5 (DC-5) and redesignate Lot 3 Block 1 Plan 102 2233 to Direct Control District #5 (DC-5)”.
- 1.2 That Schedule “A” and “B” shall form part of this Bylaw.

PART 2 – AMENDMENTS

- 2.1 That Schedule “A” as attached form part of this Bylaw and be included as Schedule A6 – Direct Control District #5 (DC-5).
- 2.2 That Schedule “A” table located on page 165 of Land Use Bylaw 1268.22 be updated to include the following:

Part 8 A6	DC-5	Lot 3 Block 1 Plan 102 2233	Bylaw 1325.25
-----------	------	-----------------------------	---------------

- 2.3 That Lot 3 Block 1 Plan 102 2233 be redistricted from Commercial Highway District (C-2) to Direct Control District #5 (DC-5), as shown in Schedule “B” attached and forming part of this Bylaw.
- 2.4 That Part 9.0 Land Use District Map be amended to reflect the redistricting proposed under this Bylaw.

PART 3 – DATE OF FORCE

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

READ for the first time this 25th day of February, A.D. 2025.

(RES. 047/25)

MAYOR JAMIE HOOVER

CAO KIM ISAAK

READ for the second time this 25th day of March, A.D. 2025.

(RES.066/25)

MAYOR JAMIE HOOVER

CAO KIM ISAAK

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

(RES. _____)

MAYOR JAMIE HOOVER

CAO KIM ISAAK

SCHEDULE "A"

Schedule A6 Direct Control District #5 (DC-5)

Purpose

To provide an area for multi-unit residential Development located at Lot 3 Block 1 Plan 102-2233 at a higher Density and any other uses, herein listed, all of which are connected to municipal services.

Permitted and Discretionary Uses

PERMITTED USES	DISCRETIONARY USES
<ul style="list-style-type: none">• Apartment• Row Housing• Accessory Use• Home Based Business I	<ul style="list-style-type: none">• Signs

District Regulations

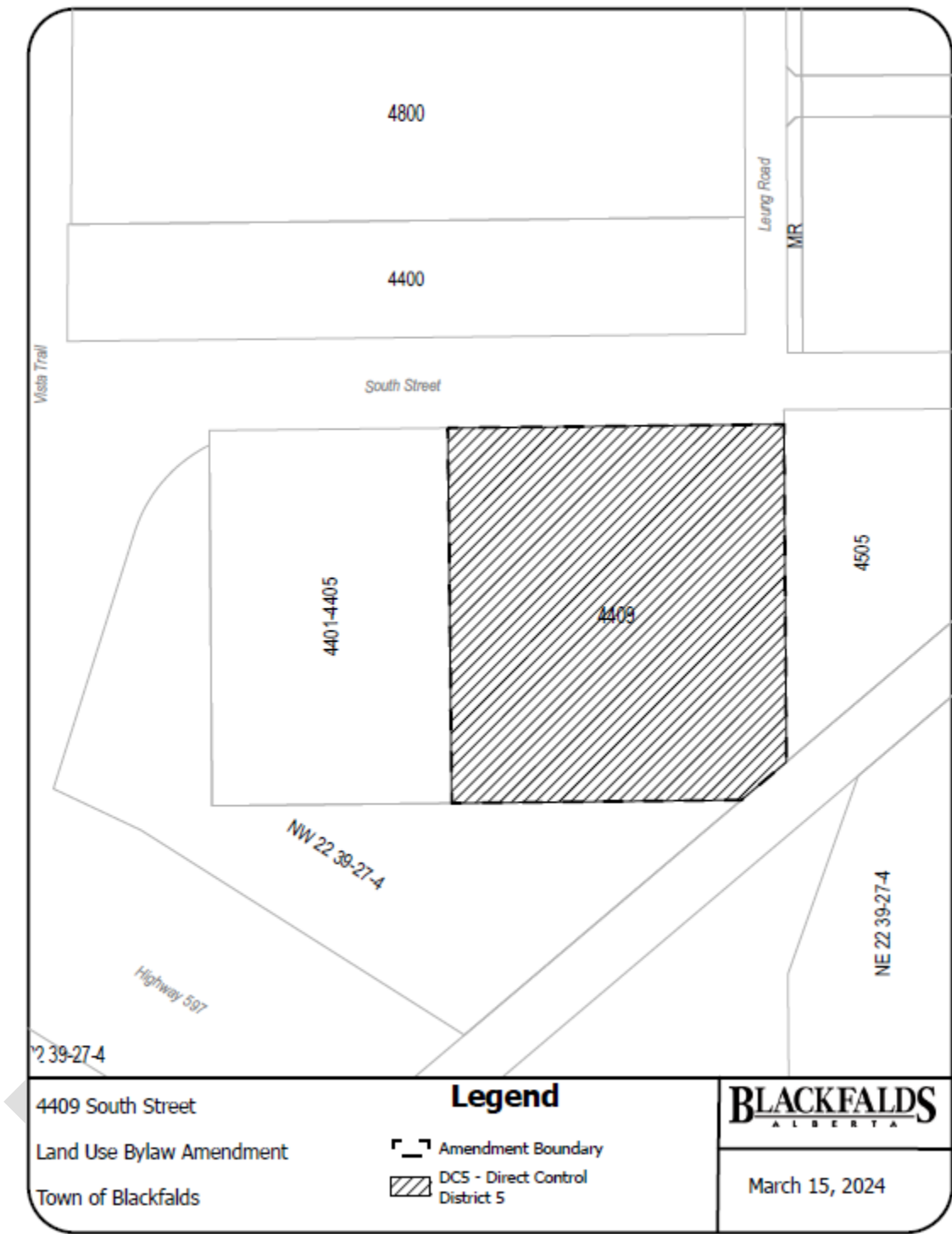
The Development Officer will be the Development Authority for all uses. Any variances will require Council Approval.

In addition to the Regulations contained in Part 3.0 | General Regulations, Part 4.0 | Specific Use Regulations and Part 5.0 | Signs, the following regulations shall apply to all Development in this Land Use District:

Minimum Front Yard	7.5 m (24.61 ft)
Minimum Side Yard	Apartment: 4.0 m (9.84 ft) or as required in the Alberta Building Code, whichever is greater. Row Housing: 1.5 m (4.92 ft) or as required in the Alberta Building Code, whichever is greater
Minimum Rear Yard	7.5 m (24.61 ft)

Parking	<p>Apartment: 1.0 per one bedroom unit; 1.5 per two bedroom unit; 2.0 per three bedroom unit, plus 1.0 additional space for every 5.0 unit which must be clearly identified as guest parking. Stalls sized 2.7m x 5.5m</p> <p>Row Housing: 1.5 per unit plus 1.0 additional space for every 5.0 unit, which must be clearly identified as guest parking. Stalls sized 2.7m x 5.5m</p>
Landscaping Area	Minimum 30%
Dwelling Density	150 units/ha or 60 units/ac
Maximum Building Height	<p>Apartment: 17.0 Meters (55.77 Feet)</p> <p>Row Housing: 10.5 Meters (34.50 Feet)</p>
Amenity Space	<p>An Amenity Space for the enjoyment of residents of the Development including hard and soft landscaped areas and recreational areas in a suitable location shall be incorporated into the plans.</p> <p>Amenity Spaces may consist of a single area or be divided into multiple areas. The Amenity Space shall include outdoor Open Space that provides an area for unstructured passive or active recreation to the satisfaction of the Development Authority and includes 2 or more of the following:</p> <ul style="list-style-type: none"> • Playground equipment • Benches, picnic tables, or other form of seating • Gazebo or other shelter • Patio • Courtyards • Gardens <p>Other recreational or amenity uses that would satisfy the needs of the residents for the Development.</p> <p>Each Apartment unit shall provide a private outdoor Amenity Space of not less than 4.5 m² (48.44 ft²) in area.</p>

SCHEDULE “B”



6.1 Schedule A6 Direct Control District #5 (DC-5)

6.1.1 Purpose

To provide an area for multi-unit residential Development located at Lot 3 Block I Plan 102-2233 at a higher Density and any other uses, herein listed, all of which are connected to municipal services.

6.1.2 Permitted and Discretionary Uses

PERMITTED USES	DISCRETIONARY USES
<ul style="list-style-type: none">• Apartment• Row Housing• Accessory Use• Home Based Business I	<ul style="list-style-type: none">• Signs

6.1.3 District Regulations

The Development Officer will be the Development Authority for all uses. Any variances will require Council Approval.

In addition to the Regulations contained in Part 3.0 | General Regulations, Part 4.0 | Specific Use Regulations and Part 5.0 | Signs, the following regulations shall apply to all Development in this Land Use District:

Minimum Front Yard	7.5 m (24.61 ft)
Minimum Side Yard	Apartment: 4.0 m (9.84 ft) or as required in the Alberta Building Code, whichever is greater. Row Housing: 1.5 m (4.92 ft) or as required in the Alberta Building Code, whichever is greater
Minimum Rear Yard	7.5 m (24.61 ft)

Parking	<p>Apartment: 1.0 per one bedroom unit; 1.5 per two bedroom unit; 2.0 per three bedroom unit, plus 1.0 additional space for every 5.0 units which must be clearly identified as guest parking. Stalls sized 2.7m x 5.5m</p> <p>Row Housing: 1.5 per unit plus 1.0 additional space for every 5.0 units which must be clearly identified as guest parking. Stalls sized 2.7m x 5.5m</p>
Landscaping Area	Minimum 30%
Dwelling Density	150 units/ha or 60 units/ac
Maximum Building Height	<p>Apartment: 17.0 Meters (55.77 Feet)</p> <p>Row Housing: 10.5 Meters (34.50 Feet)</p>
Amenity Space	<p>An Amenity Space for the enjoyment of residents of the Development including hard and soft landscaped areas and recreational areas in a suitable location shall be incorporated into the plans.</p> <p>Amenity Spaces may consist of a single area or be divided into multiple areas. The Amenity Space shall include outdoor Open Space that provides an area for unstructured passive or active recreation to the satisfaction of the Development Authority and includes 2 or more of the following:</p> <ul style="list-style-type: none"> • Playground equipment • Benches, picnic tables, or other form of seating • Gazebo or other shelter • Patio • Courtyards • Gardens <p>Other recreational or amenity uses that would satisfy the needs of the residents for the Development.</p> <p>Each Apartment unit shall provide a private outdoor Amenity Space of not less than 4.5 m² (48.44 ft²) in area.</p>

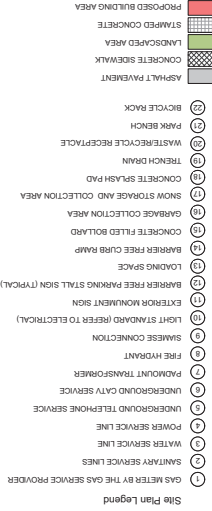
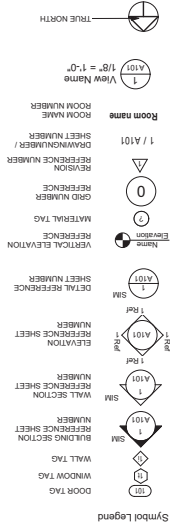
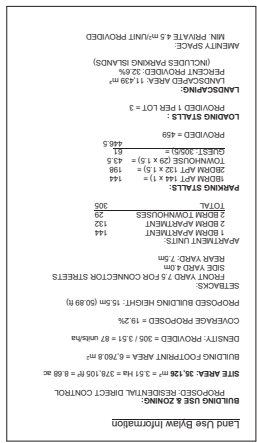
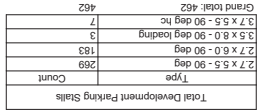
PROJECT SITE PLAN
& INFORMATION

Laebon Group
Montage Apartments
4409 South Street, Blackfalds Alberta
Lot 3 Block 1 Plan 102 2233

ISSUE FOR DEVELOPMENT PERMIT

[illegible]

Sherri Turpin Architect
410 11TH Avenue
Keremeos BC V0X 1N3
587.876.7616
turpinarchitect@outlook.com



MEETING DATE: May 13, 2025

PREPARED BY: Jolene Tejkl, Planning & Development Manager

PRESENTED BY: Jolene Tejkl, Planning & Development Manager

SUBJECT: **Bylaw 1306.24 – Municipal Development Plan, Map 2 Amendments
(4409 South Street)**

BACKGROUND

The Town's *Municipal Development Plan* (MDP) is a key statutory plan that communicates the long-term desired land uses for the Town at a very high level. The Land Use Bylaw (LUB) is the key implementation tool for direction in the MDP, and any amendments to the LUB need to be consistent with the direction contained within the MDP to bring the long-term land use vision into fruition.

Bylaw 1306.24 to amend Map 2 of the MDP is directly related to a subsequent item on this Council agenda, Bylaw 1325.25 to amend the LUB by redistricting 4409 South Street to a DC District intended for an apartment style development.

A Public Hearing for Bylaw 1306.24 was held at the August 27, 2024 Council Meeting and Second Reading was granted to the Bylaw following the closing of the Public Hearing:

245/24 Deputy Mayor Sands moved That Council give Second Reading to Bylaw 1306.24, to amend 4409 South Street on Map 2 of the Municipal Development Plan to Residential, as presented.

CARRIED UNANIMOUSLY

Third Reading of the Bylaw was not presented at the August 27, 2024 meeting because Administration was waiting for the necessary environmental studies to be completed to ensure the site is suitable for residential uses. An April 14, 2025 site remedial excavation report was submitted by Parkland Geo that states:

"No deep impacts were identified during the delineation of the Site, and it is confirmed that all chloride impacts have been successfully removed from the Subject Property and as a result, the Site is suitable for residential development."

Now that confirmation has been received that the site is suitable for residential development, Administration is now bringing forward Bylaw 1306.24 to Council for consideration of Third Reading.

DISCUSSION

When assessing the merits of a redistricting application, the policies of the MDP must be adhered to. MDP Policy 3.12 (k) requires redistricting applications to be consistent with the direction contained in the MDP and MDP Policy 5.1 directs future residential to areas generally shown for residential in Map 2. Map 2 currently shows the subject property, 4409 South Street, to be slated for future Industrial therefore the redistricting application will not be in conformance with the direction contained in the MDP unless an amendment is done first to Map 2 to identify the parcel for future residential.

Administration is supportive of changing the future land allocation of 4409 South Street to residential. The Town's MDP was adopted in 2009 with no subsequent reviews to ensure that the desired long-term land use pattern is still relevant and required. Demand for industrial development in the Town has decreased, the subject parcel is relatively small and does not have direct highway access, and is therefore not appealing for industrial development.

Knowing that the parcel had little appeal for industrial use, it was marketed for years under its current zoning, Commercial Highway District (C-2), without any interest.

During the land sale negotiations the use of the land for residential was made clear from the onset which then required Administration to consider the viability of the land for future residential. The location is considered suitable for residential because it is in close proximity to many recreational opportunities, two schools and within reasonable walking distance from the Town's core and the developing mixed use Blackfalds Crossing community. In addition to the locational advantages, Town policy and the Mid-Term Strategic Plan encourage a mix of housing styles and affordability to the Town's housing market. The proposed future use of this parcel for high density apartment style housing meets Town policy intent and direction contained in the Mid-Term Strategic Plan.

FINANCIAL IMPLICATIONS

None.

ADMINISTRATIVE RECOMMENDATION

That Council considers the following motion:

1. That Council give Third Reading to Bylaw 1306.24, to amend 4409 South Street on Map 2 of the Municipal Development Plan to Residential.

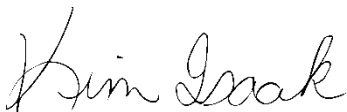
ALTERNATIVES

- a) That Council refers Third Reading to Bylaw 1306.24, to amend 4409 South Street on Map 2 of the Municipal Development Plan to Residential back to Administration for more information or amendments.

ATTACHMENTS

- *Bylaw 1306, to amend 4409 South Street on Map 2 of the Municipal Development Plan to Residential*
- *Map 2 Current and Proposed Comparison*

APPROVALS



Kim Isaak,
Chief Administrative Officer



Department Director/Author

**BEING A BYLAW OF THE TOWN OF BLACKFALDS IN THE PROVINCE OF ALBERTA TO
AMEND THE TOWN OF BLACKFALDS MUNICIPAL DEVELOPMENT PLAN BYLAW NO.
1088/09 AND AMENDMENTS THERETO**

A Bylaw of the Town of Blackfalds, in the Province of Alberta, pursuant to the provisions of the *Municipal Government Act* (MGA), being Chapter M 26.1 of the Revised Statutes of Alberta, 2000 and amendments thereto, for the purpose of amending Bylaw 1088/09 Town of Blackfalds Municipal Development Plan and amendments thereto, Map 2 Future Land Use Concept.

WHEREAS, pursuant to Section 632(1) of the MGA, RSA 2000, Chapter M-26 and amendments thereto, require every municipality to pass a bylaw to adopt a Municipal Development Plan;

WHEREAS, the Municipal Council of the Town of Blackfalds has adopted a Municipal Development Plan to describe the manner in which the future development or redevelopment of the Town of Blackfalds may best be organized and carried out, this Municipal Development Plan being Bylaw 1088/09;

WHEREAS, the Municipal Council deems it necessary and expedient to amend the Municipal Development Plan Bylaw 1088/09 and amendments thereto;

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

PART 1 – TITLE

- 1.1 That this Bylaw shall be cited as the “Municipal Development Plan Map 2 Future Land Use Concept Amendments”.
- 1.2 That Schedule “A” shall form part of this Bylaw.

PART 2 – AMENDMENTS

- 2.1 That Map 2 Future Land Use Concept of the Town of Blackfalds Municipal Development Plan Bylaw 1088/09, and amendments thereto, be amended by changing Lot 3 Block 1 Plan 102 2233, Pt. NW 22-39-27-W4M, from Industrial to Residential in accordance with the map provided in Schedule “A” of this Bylaw.

PART 3 – DATE OF FORCE

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

READ for the first time this 23rd day of July, A.D. 2024.

(RES. 215/24)

MAYOR JAMIE HOOVER

CAO KIM ISAAK

READ for the second time this 27th day of August, A.D. 2024.

(RES. 254/24)

MAYOR JAMIE HOOVER

CAO KIM ISAAK

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

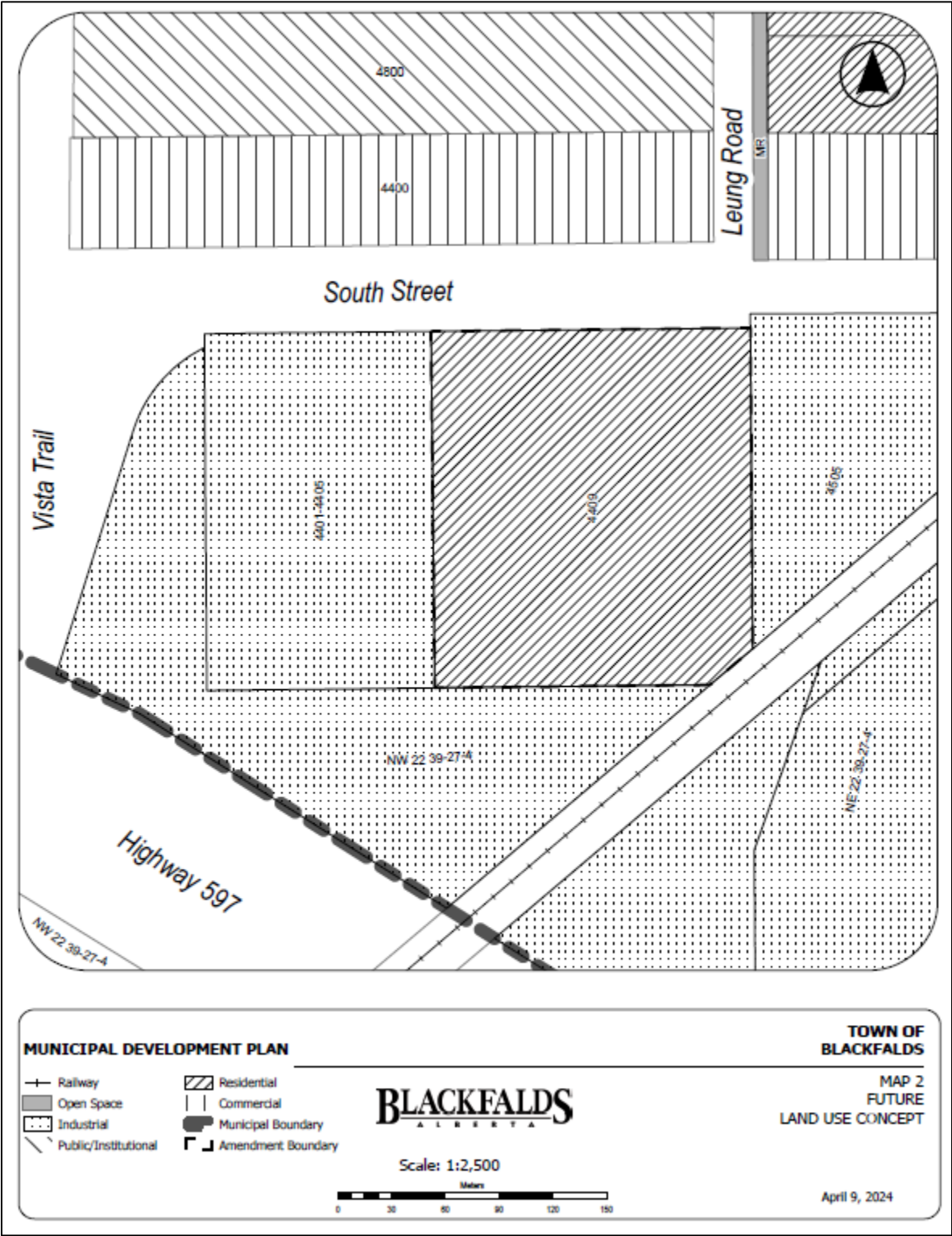
(RES. _____)

MAYOR JAMIE HOOVER

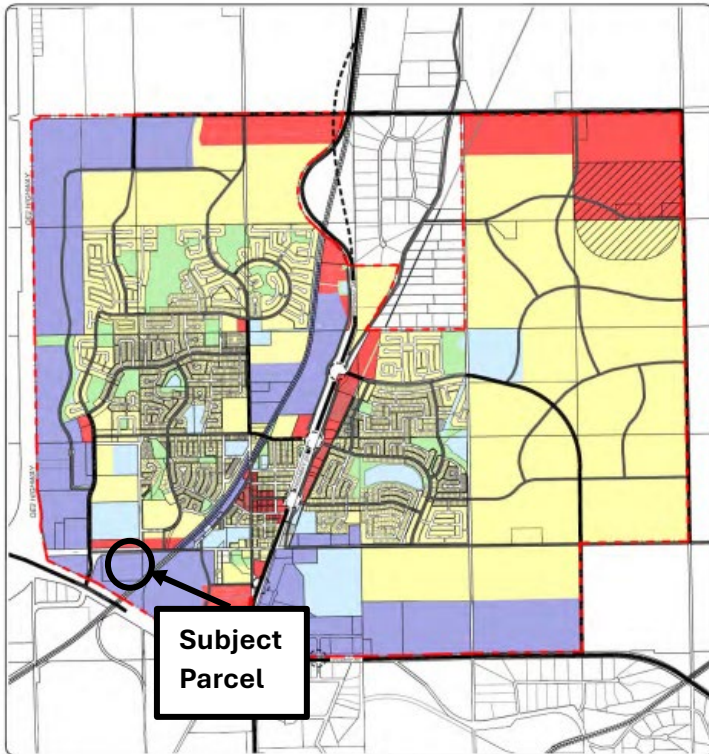
CAO KIM ISAAK

DRAFT

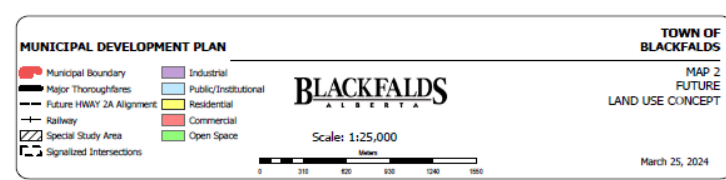
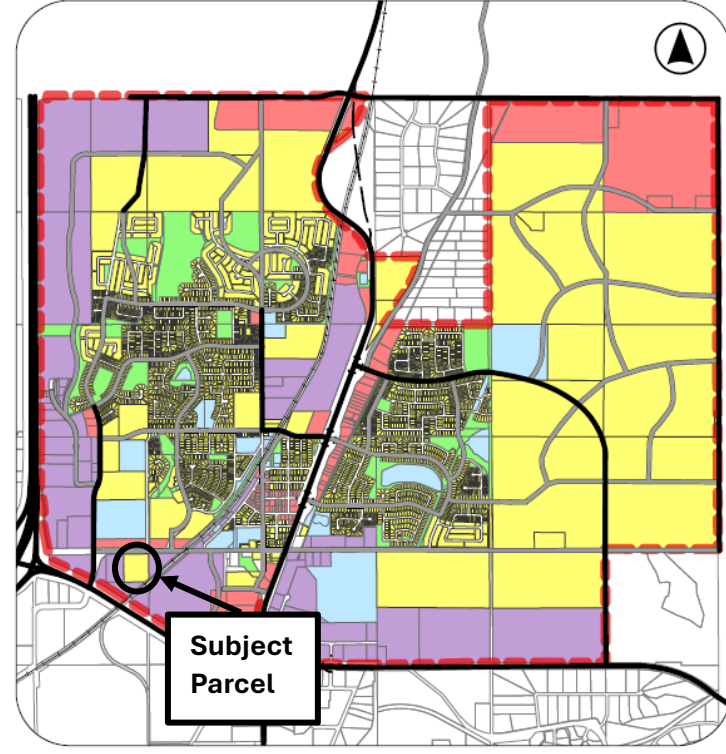
SCHEDULE "A"



Municipal Development Plan Map 2



Bylaw 1306.24 Proposed Change to MDP Map 2



MEETING DATE: May 13, 2025

PREPARED BY: Jolene Tejkl, Planning & Development Manager

PRESENTED BY: Jolene Tejkl, Planning & Development Manager

SUBJECT: **Bylaw 1329.25 - 5401 & 5403 South Street Redistricting**

BACKGROUND

Bylaw 1329.25 proposes to amend Land Use Bylaw 1268/22 (LUB) to redistrict 5401 & 5403 South Street (legally described as Lot 1 and Lot 2 Block 5 Plan 132 0650) from Industrial Heavy District (I-2) to Industrial Light District (I-1).

DISCUSSION

The landowner is wanting to develop a “Warehouse and Storage” use on the subject properties; however, the use is not allowed under the current I-2 zoning. Conversely, “Warehouse and Storage” is a Permitted Use under the proposed I-1 District. The landowner has applied to redistrict the parcels to I-1 so they can apply for a Development Permit for a “Warehouse and Storage” use.

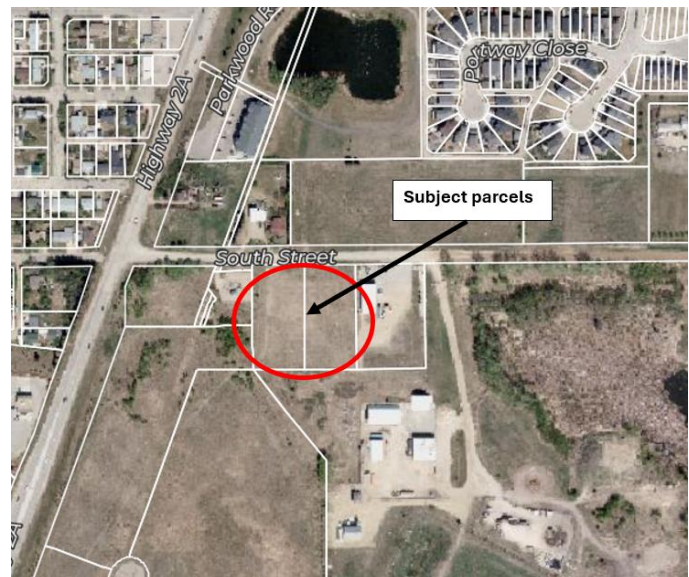
The subject parcels are identified for “industrial” in the Town’s Municipal Development Plan and are further governed by the Blackfalds Industrial Area Structure Plan (ASP).

The governing ASP states that heavy industrial uses are not contemplated in the plan and the development concept does not provide any future land use zoning direction for the subject parcels. Despite this direction, all of the current industrial parcels are zoned for heavy industrial uses including the parcels subject to this rezoning application.

Administration is supportive of this redistricting application because it meets the original intent of the ASP to have the area for light industrial uses. The I-1 District accommodates less intensive industrial uses than the current I-2 District, therefore it is more appropriate industrial zoning for these parcels considering the residential uses to the north.

FINANCIAL IMPLICATIONS

None.



ADMINISTRATIVE RECOMMENDATION

That Council consider the following motions:

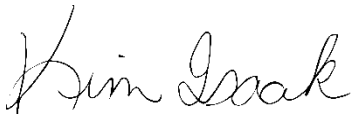
1. That Council give First Reading to Bylaw 1329.25 – 5401 & 5403 South Street Redistricting, as presented.
2. That a Public Hearing date be set for June 10, 2025, at 7:00 p.m. in Council Chambers.

ALTERNATIVES

- a) That Council refer First Reading to Bylaw 1329.25 – 5401 & 5403 South Street Redistricting, back to Administration for more information or amendments.

ATTACHMENTS

- *Bylaw 1329.25 - 5401 & 5403 South Street Redistricting*
- *Supporting document for redistricting application*

APPROVALS

Kim Isaak,
Chief Administrative Officer



Department Director/Author

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

A Bylaw of the Town of Blackfalds, in the Province of Alberta, pursuant to the provisions of the *Municipal Government Act* (MGA), being Chapter M 26.1 of the Revised Statutes of Alberta, 2000 and amendments thereto, for the purpose of amending Schedule 'A' of Land Use Bylaw No. 1268.22 to redistrict Lot 1 and Lot 2 Block 5 Plan 132 0650 from Industrial Heavy District (I-2) to Industrial Light District (I-1).

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 _____ and _____ in accordance with Section 606 of the *Municipal Government Act*, RSA 2000, and amendments thereto;

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

NOW THEREFORE, the Municipal Council of the Town of Blackfalds, duly assembled hereby enacts the amendments to Schedule 'A' of Bylaw 1268.22:

PART 1 – TITLE

- 1.1 That this Bylaw shall be cited as the "Redesignation of Lot 1 and Lot 2 Block 5 Plan 132 0650 to Industrial Light District (I-1)".
- 1.2 That Schedule "A" shall form part of this Bylaw.

PART 2 – AMENDMENTS

- 2.1 That Lot 1 and Lot 2 Block 5 Plan 132 0650 be redistricted from Industrial Heavy District (I-2) to Industrial Light District (I-1), as shown in Schedule "A" attached and forming part of this Bylaw.
- 2.2 That Part 9.0 Land Use District Map be amended to reflect the redistricting proposed under this Bylaw.

PART 3 – DATE OF FORCE

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

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

(RES.)

MAYOR JAMIE HOOVER

CAO KIM ISAAK

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

(RES.)

MAYOR JAMIE HOOVER

CAO KIM ISAAK

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

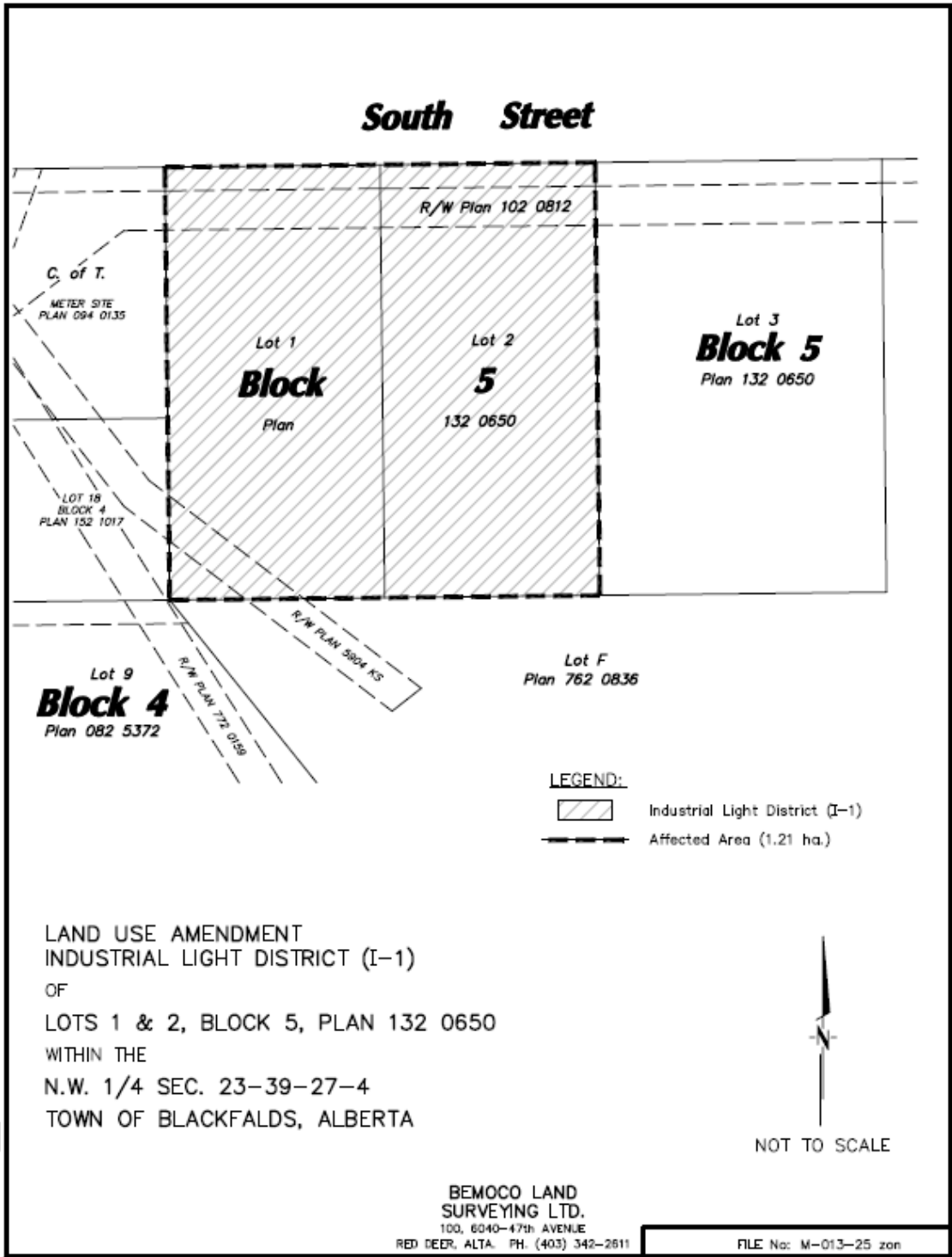
(RES. _____)

MAYOR JAMIE HOOVER

CAO KIM ISAAK

DRAFT

SCHEDULE "A"



Town of Blackfalds

Box 220, 5018 Waghorn Street
Blackfalds, AB
T0M0J0

Attention, Planning & Development

Statement on Rezoning Two Lots from I-2 to I-1

We are requesting the rezoning of two lots from I-2 (Heavy Industrial) to I-1 (Light Industrial) to better align with the intended use of the property. This change is necessary for the following reasons:

1. Appropriate Zoning for Storage Use – The I-1 zoning designation is more suitable for storage facilities, as it permits warehousing and self-storage businesses while restricting heavy industrial operations that may not be compatible with the area.
2. Compatibility with Surrounding Properties – The proposed storage business aligns more closely with neighboring land uses, ensuring a smoother transition between properties and reducing potential conflicts with heavy industrial activities.
3. Reduced Environmental and Infrastructure Impact – Storage facilities generate minimal noise, traffic, and emissions compared to heavy industrial operations. Rezoning to I-1 will help maintain a cleaner and safer environment for nearby businesses and the community.
4. Improved Traffic Flow and Safety – Heavy industrial zoning typically allows for manufacturing and large-scale logistics operations, which can lead to high volumes of truck traffic. The shift to I-1 will result in a lower traffic impact, improving overall road safety and accessibility.
5. Encouraging Economic Development – The storage business will provide a valuable service to residents and businesses in the area while contributing to local economic growth. I-1 zoning makes the property more viable for this type of business and enhances its long-term potential.

Rezoning these lots to I-1 will ensure that the property is used in a way that benefits both the business and the surrounding community while supporting responsible land use planning.

Thanks,

Jason Bell

MEETING DATE: May 13, 2025

PREPARED BY: Sawyer Hick, FCSS Manager

PRESENTED BY: Sawyer Hick, FCSS Manager

SUBJECT: 2025 FCSS Funding Allocation Recommendation

BACKGROUND

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

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

Year	Total Available	Recipient	Amount Allocated	% of Total
2024	\$23,775	Boys & Girls Club	\$15,000	63%
		Big Brothers Big Sisters	\$8,775	37%
2023	\$31,206.51			
		Big Brothers Big Sisters	\$15,000	48%
		Iron Ridge Elementary	\$8,500	27%
		Iron Ridge Junior	\$7,706.51	25%
2022	\$23,500			
		Big Brothers Big Sister	\$14,900	63%
		St. Gregory the Great	\$2,000	9%
		Iron Ridge Elementary	\$6,600	28%
2021	\$23,500			
		ANAM	\$2,700	11%
		Big Brothers Big Sisters	\$9,812.40	42%
		Iron Ridge Elementary	\$6,505	28%
		Iron Ridge Intermediate	\$4,482	19%
2020	\$33,000		Blackfalds FCSS/Lacombe County FCSS Funding	
		Big Brothers and Big Sisters	\$5,000	15%
		Iron Ridge Elementary	\$5,600/\$2,000	23%
		Iron Ridge Intermediate	\$3,800/\$2,000	18%
		Iron Ridge Junior	\$3,800/\$2,000	18%
		St. Gregory the Great	\$6,800/\$2,000	27%

2025 Funding Requests

Total Available	Applicant	Amount Requested	Allocation Recommendation
\$23,775	Mind Body Bliss	\$10,000	

	Iron Ridge Elementary	\$8,000	\$5,775
	Big Brothers Big Sisters	\$16,325	\$9,000
	Iron Ridge Junior	\$10,000	
	Boys & Girls Club	\$15,000	\$,9000

DISCUSSION

Grant applications were received from five local agencies/organizations listed above. At the April 10, 2025 FCSS Board Meeting, the following motion was made:

Member Brown moved that the Blackfalds & District Family & Community Support Services Board recommend to Council that grant funding in the amount of \$5,775 be allocated to Iron Ridge Elementary Campus, the amount of \$9,000 be allocated to Big Brothers Big Sisters Lacombe and District and \$9,000 be allocated to BGC of Wolf Creek Blackfalds.

CARRIED UNANIMOUSLY**FINANCIAL IMPLICATIONS**

In the 2025 FCSS budget, \$23,775 has been allocated for grants to local agencies and organizations for social prevention programming.

ADMINISTRATIVE RECOMMENDATION

That Council consider the following motion:

1. That Council accepts the FCSS Board recommendation to allocate FCSS grant funding in the amount of \$5,775 to Iron Ridge Elementary Campus, \$9,000 to Big Brothers Big Sisters Lacombe and District and \$9000 to BGC of Wolf Creek Blackfalds.

ALTERNATIVES

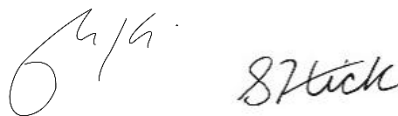
- a) That Council refers the FCSS grants to organization item back to Administration for further review and bring back to Council.

ATTACHMENTS

- *Boys and Girls Club of Wolf Creek Grant Application*
- *Big Brothers Big Sisters Grant Application*
- *Iron Ridge Elementary Campus Grant Application*
- *Iron Ridge Junior Campus Grant Application*
- *Mind Body Bliss Collective Therapies Grant Application*

APPROVALS

Kim Isaak,
Chief Administrative Officer



Department Director/Author

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

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

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

Community Group Grant Application

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

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

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

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

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

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

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

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

Part A - Community Group Information

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

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

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

Phone: (403) 783-6497

E-Mail: grant@jorgensonhomes.ca

4. **Treasurer:** Kelly Sperber

Phone: (403) 963-2720

E-Mail: kellysperber@ponokacounty.com

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

Phone: (403) 783-3112

E-Mail: beth@bgcwolfcreek.com

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

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

BGC Wolf Creek Blackfalds has been building our presence in the community for approximately 1 year. Actual program delivery began in September 2024.

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

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

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

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

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

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



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

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

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

Grant Funding Requested:

\$15,000.00

Declaration

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

Name: _____

Name: _____

Position: _____

Position: _____

Signature: _____

Signature: _____

Part B – Purpose and Need

1. Demonstration of need:

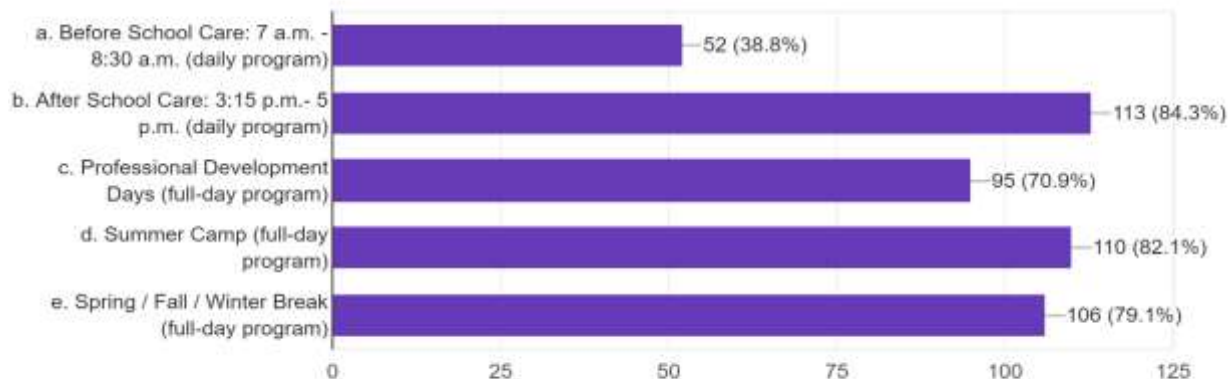
- ☐ What service gap(s) has been identified that shows the social service need for this program in our community?

BGC Wolf Creek, in partnership with Wolf Creek Public Schools, conducted a Needs Assessment in Blackfalds at the Iron Ridge Elementary School and Iron Ridge Intermediate Campus in February 2024. This evaluation was undertaken to determine if there was a need in the community for a BGC (formerly known as Boys and Girls Club) to open its doors in Blackfalds and provide Out of School Child Care for families.

The initial survey asked families what kinds of programs their family would access, if they were available. The options presented included: before and after school programming, as well as full-day programming during Professional Development days, school breaks (e.g. spring and winter), and during the summer. The results of the Needs Assessment were significant with 142 families responding, in total, and parents expressing the most need for after school programming and full-day programming. (Please see the results in the chart below.)

Please select the programs that your family would access if they were available.

134 responses



Since that time, further informal discussions also took place with the administration of St. Gregory the Great Catholic School where there was very strong indication that their families needed, and would utilize, the programs we could deliver. After careful thought and thorough consideration, BGC Wolf Creek determined that there was a need for Out of School Child Care in the community of Blackfalds, and we moved forward in bringing together all the pieces that would make that happen.

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

BGC Wolf Creek Blackfalds is a youth-serving agency that began program delivery in the Town of Blackfalds in September 2024 with the introduction of our Out of School Child Care programming. We are providing valuable programs and supports for children, youth, and families who reside and work in Blackfalds – programs and supports that help build a vibrant community. Programming such as ours brings many benefits to the communities in which they are delivered – for program participants, their families, and the broader community. Our agency is pleased to play a role in strengthening and supporting social functioning of the residents of Blackfalds in the following ways.

Beneficial to Youth

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

Please reference the following regarding benefits to youth.

- a. “Kids are continuing to express not wanting to leave the program when their parents/caregivers show up to pick them up. In a number of instances, we have kids staying in the program later due to interest not necessity (e.g. one student has asked to be picked up after her brother is done hockey. On hockey days parents pick up one child and come back later for the second.)”
(BGC Wolf Creek Blackfalds Staff Observation)
- b. “It provides a wonderful learning environment for children to interact with others, learn new skills through play and build positive relationships. It is a wonderful organization and am so pleased that it is a part of our community.”
(Community Stakeholder Comment)
- c. As part of the national BGC Canada 2024 survey, the following key insights were gathered regarding the benefits of BGC programs for Club youth. “*Wanting the best for young people is an age-old tradition that Clubs perpetuate, indefinitely. That’s not up for debate. Since 2022, Clubs have collected over 20,500 survey responses and conducted over 850 interviews as a part of the Learning & Impact Project—making it the largest evaluative study of its kind in Canada.*” (BGC Canada Learning and Impact Project)

The [Learning & Impact Project](#) has found:

- 95% of Club kids have **more people they like to spend time with.**
- 92% of Club kids are **better at helping out when it is needed.**
- 91% of Club kids are **more excited to try new things.**
- 91% of Club kids are **more confident in their abilities.**
- 90% of Club kids feel **more comfortable being themselves.**
- 90% of Club kids are **more aware of the feelings of others.**
- 90% of Club kids are **more physically active.**
- 90% of Club kids **work better with others.**

BGC Wolf Creek is currently in the process of completing the 2025 Learning and Impact Survey which will include specific results for all of our programs in each of our communities, out of which we will have a breakdown of specific results for those programs that are delivered in Blackfalds. We will be pleased to share these results with you in future reporting.

- d. “According to the National Youth Outcomes Initiative 2014 Outcome Report, conducted by Boys and Girls Clubs of America, the more times that a youth attends a club in a year, the greater the impact on many areas of their life. For instance, if a child or youth regularly attends our club, then they are more likely to experience greater success in academics, display good character and citizenship and experience a healthy lifestyle.”
- e. “A caring supportive relationship with another person is identified in much of the literature as the most important protective factor i.e. protecting a young person from harm.”
(Witt, P.A. & Crompton, J.L., (1996b). “Major themes emerging from case studies”. In P.A. Witt and J.L. Crompton (Eds). Recreation programs that work for at-risk youth. State Colleges. PA Venture

Publishing. Pp. 7-33. Resiliency and Assets: Understanding the Ecology of Youth Development, Carlos, R & Enfield, R. University of California)

Beneficial to Families

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

Please reference the following regarding benefits to families.

- a. 97% (n=28) (strongly agree or agree)
Parents would recommend the program to other parents and their children.
(2024 Ponoka Parent Survey)
- b. 95% (n=22)
Parents would recommend Summer Camp to other families.
(2024 Lacombe Summer Camp Parent Survey)
- c. "The BGC after school/SOD program has been an amazing opportunity both for my family, and the community. Finding local subsidized child care that includes transportation to both of my children's schools, snacks, structured play/activities with qualified staff, and endless fun has my children coming home every day with smiles and has left me with peace of mind. The themed days that are carefully planned out month after month have my children excited for what every day may bring. Blackfalds struggles to provide enough subsidized care opportunities for the many young families in town, so the Blackfalds BGC program has provided a great option for parents and caregivers to consider while looking for who to trust with the care of their children. We genuinely love the program and look forward to what adventures lay ahead - the Summer program as well!"
(BGC Wolf Creek Blackfalds Parent Comment)
- d. "It is so important to our family as we both work and therefore rely on after school care for our son. This club is fun, reliable and a safe place for school kids. There are so many things the kids learn there, including social skills, kindness, responsibility, and creativity. This program is affordable which is so appreciated. The diversity of kids that attend the program is perfectly matched by a constantly changing and amazing program. The B&G club provides so many amazing opportunities to kids who may otherwise never have these opportunities. The club is more valuable, in our community, than words can explain."
(BGC Wolf Creek Parent Comment)
- e. "The counselling availability has had a positive impact on our students and their families and has been a huge addition for our school-based support."
(Community Stakeholder Comment)
- f. "Caring adults characterize successful youth programs. They provide youth with a sense of belonging, acceptance, empowerment and connection."
(Scott, D. Witt, P.A. & Foss M. (1996) "Evaluation of the impact of the Doherty Arts Centre's Creativity Club on children and risk." Journal of Parks and Recreation. 14 (3), 41-60, Halpern, R. (1992). "Rebuilding the Inner City: A History of Neighbourhood...Initiatives to Address Poverty". New York. Columbia University Press. Whalen, S.P. and Wynn, J.R. (1995). "Enhancing Primary Services for Youth Through an Infrastructure of Social Services". Journal of Adolescent Research. 10(1). 88-110.)

Beneficial to the Community

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

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

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

Please reference the following regarding benefits to the community.

- a. 97% (n=31) (strongly agree or agree)
BGC Wolf Creek offers a wide range of safe, fun, affordable, and relevant programs that meet the needs of the children and youth in the community.
(Community Stakeholder Survey)
- b. "Providing a safe, educational and fun place for our children and youth. The impact of this can not be measured. The positive impacts of your agencies are now evident in several generations in our community."
(Community Stakeholder Comment)
- c. "Increasing the child care services in our community that not only provide care for working families but support services for the child such as free therapy. This child care approach allows families to connect and grow. The mentorship program is essential for child positive development and has benefit students."
(Community Stakeholder Comment)
- d. "We are very grateful for you in our community. The programs that you offer to the youth are valued. Parents appreciate the support and programs you provide."
(Community Stakeholder Comment)
- e. "Excellent agency to partner with in the community. They are always approachable and go over and above to ensure the needs of their children and families are met."
(Community Stakeholder Comment)
- f. "The youth involved are excited to attend programs, and it is a positive support for youth and families that struggle financially or socially."
(Community Stakeholder Comment)
- g. "Supervised, high-quality, challenging after-school programs have been shown to be an effective buffer against delinquency and victimizations and to benefit children greatly by improving their social skills, confidence, grades, range of interests and peer networks, as well as preventing the negative influences that lead to risky behaviours."
(Chettleburgh, Michael, (2007) Young Thugs: Inside the Dangerous World of Canadian Gangs)

2. Organization

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

BGC Wolf Creek Blackfalds is a satellite of BGC Wolf Creek, an agency that is a member Club of BGC (formerly Boys and Girls Club) Canada. **BGC Canada** has **90 clubs** across Canada, **serving over 600 locations**. We are a part of movement that is celebrating its **125th anniversary in 2025** – "*marking 125 years of BGC Club impact and the BGC movement's creation of opportunities for Canadian kids and*

teens.” What an honor and privilege it is to be a member organization of something that has had a profound impact on literally thousands and thousands of lives over such a long period of time. BGC Wolf Creek Blackfalds is a part of something big!

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

a. Mission Statement

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

b. Vision Statement

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

c. Core Values

- **Belonging**
We welcome everyone in a safe, accepting environment based on belonging and positive relationships.
- **Respect**
We ensure that everyone - children, youth, families, volunteers, staff - is heard, valued, and treated fairly.
- **Encouragement and Support**
We encourage and support every child and youth to play, learn, and grow to achieve their dreams.
- **Working Together**
We work together with young people, families, volunteers, our communities, and government.
- **Speaking Out**
We speak out for children, youth, and families so that we can make our world better.

d. History

Ponoka Youth Centre/BGC Wolf Creek began operations over 20 years ago. Beginning with 1 small program functioning out of an empty room above the local hockey arena, programming was initiated in response to requests by families in that community for an intentional focus to be developed to serve children and youth.

Over the years, BGC Wolf Creek responded to the needs of families and grew exponentially to not only include programming for children ages 5-11, but also youth ages 12-18. Today the agency has its own building in Ponoka (under a long-term lease agreement with Wolf Creek Public Schools), a location in Rimbey Elementary School (as of March 2025), 3 locations in Lacombe (in partnership with Wolf Creek Public Schools and the Mary C. Moore Public Library), and our most recent addition to the BGC Wolf Creek family in Blackfalds (located in the new Iron Ridge Secondary Campus). It is clear to see that our partnership with Wolf Creek Public Schools has been crucial and we cannot overstate how much their support has contributed to our success.

BGC Wolf Creek offers **licensed child care** and **government subsidy**, and **employs approximately 30 staff** between Ponoka, Rimbey, Lacombe, and Blackfalds. We welcomed **1232 children and youth** to approximately **20 programs** in all **4 communities** in **2024**, **85** of whom were registered at our **Blackfalds BGC Club**. Of these Blackfalds children, **45 were town residents**.

It is also exciting to share that we had a total of **34,231 on and off-site visits** made to agency programs in **2024**, which is our greatest success of all! Those visits represent many opportunities to develop the relationships that are so important to us in building into young lives, as well as to create a safe, supportive, and inclusive environment that leads towards very positive outcomes.

Regarding our BGC Wolf Creek Blackfalds Club site specifically, while it is new to our BGC Wolf Creek family, it has also already become part of our history. As a significant partner, the following markers will be of interest to you as you consider our grant application.

Program delivery began in September 2024, and we are very pleased with how the Club is unfolding after only a few months of operations.

- We are maximizing the usage of space with which we have been so generously provided at the Iron Ridge Secondary Campus. What a joy it is to be able to deliver programs in such a beautiful and welcoming new building! This location also places us in close proximity to many playgrounds and wide spaces for outdoor activities, not to mention the opportunities that the Abbey Centre provides.
- Program attendance began strong and has continued to increase. In fact, we often have a wait list for our S.O.D. Days due to their popularity. We have been able to manage this given that plans can change, and we can fill those empty spots should a family need to cancel their registration.
- BGC Wolf Creek Blackfalds also removed the potential barrier of transportation to our Club location by purchasing a bus and providing bussing to our site. This began as quite an adventure, as we learned the ins and outs of dismissal times and parking, etc. at the various schools where we pick up, as well as managed the plug-in situation when temperatures dipped during the winter! The availability of transportation to our Club has been a significant support to those families who need it.
- Anticipation is building as we look forward to offering our first Summer Camp in Blackfalds this year. Summer Camp is a licensed Out of School Child Care program that allows families to access government subsidy should that be of assistance to them. Plans are well underway and the buzz among our families has begun.
- As we began to build relationships with our Club members and their families, it became evident that many could benefit from the Child and Family Counselling that our agency provides. This service is made available at no cost to individuals which removes the barrier of finances. It is also conveniently offered at 2 schools in the community which increases ease of access. Due to demand, we have increased the hours of availability for counselling. It seems that regardless of the amount of time we have available, if we opened more times for counselling, they would be filled. This is a significant need among our families.
- We have met each challenge and have overcome many of the “growing pains” that come with expansion. We now feel like we are finding our footing in the community – building relationships with children, youth, and families, fellow stakeholders, and the community of Blackfalds. We look forward to building on our strong start!

The following is a complete list of programs that BGC Wolf Creek offers to give a sense of the wide range of needs that are being met by Club programming. Because our programs are tailored to meet the needs expressed by each community, not all programs are delivered at each Club at all times. There is a fluidity for programs to come and go, based on need. The programs currently operating at our BGC Wolf Creek Blackfalds location have an asterisk beside them. (* It is also important to note that we will soon be expanding program delivery to the youth demographic by offering casual, drop in programming at the high school during noon hours and potentially further programming as funding and need would allow.)

PONOKA YOUTH CENTRE/BGC WOLF CREEK PROGRAM DESCRIPTIONS

GRADES K - 6 PROGRAMS

*After School Program Monday - Friday 3:15p.m. - 5:30p.m.	The After School Program offers a diversity of experiences that provide opportunities for adventure, play and discovery. It includes open-ended activities that support social, emotional and physical development through connecting with children and their families in a caring, positive and supportive
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	way. It operates during the school year and includes indoor and outdoor active play, arts and crafts, imagination stations, life-skills instruction, leadership training, recreation and a nutritional snack.
*S.O.D. (School's Out Day) Program Professional Development Days 8:30a.m. - 5:30p.m.	The S.O.D. Program is a full-day program of engaging experiences organized in a similar fashion as the After School Program. The S.O.D. Program operates during the school year during Professional Development Days and In Lieu Days for schools.
*Summer Camp Monday - Friday 8:30a.m. - 5:30p.m.	Summer Camp is a full-day program that offers a wide range of enjoyable experiences and opportunities both on and off-site organized in a similar fashion as the After School Program. Summer Camp operates daily during the summer months of July and August.
Torch Club Wednesday 3:15p.m. - 5:30p.m.	Torch Club is a junior leadership program that focuses on five core elements: service to club and community, teamwork, healthy choices, leadership and learning. Youth are encouraged to get involved and give back to their community while learning valuable leadership skills. The club meets once a week and is mentored by an adult staff member.
GRADES 7 - 12 PROGRAMS	
Drop In (Flex Your Head) Monday 3:30p.m. - 5:30p.m.	Flex Your Head is a drop in program that aims to help youth think about, talk about, and understand issues of mental health and wellness in a safe, fun and welcoming environment. Each week a new topic is covered, such as what is mental health, social media and mental health, and mental health stigma, etc.
Jr. Drop In Tuesday 3:30p.m. - 5:30p.m.	Jr. Drop In is a safe and supervised drop in program offered only for junior high youth. The program allows younger youth to spend time with their peers, as well as familiarize themselves and become more comfortable with the teen Drop In Program at a time when older teens are not in attendance. A portion of each programming day has an educational component that is delivered by an adult mentor.
Keystone Club (Lead Up 2.0) Wednesday 3:30p.m. - 5:30p.m.	Keystone Club (Lead Up 2.0) is a leadership program that focuses on five core elements: service to club and community, teamwork, healthy choices, leadership and learning. Youth will engage in service initiatives and give back to their community while learning valuable leadership skills. The club meets once a week and is mentored by an adult staff member.
Dinner and Drop In Thursday 3:30p.m. - 5:30p.m.	Dinner and Drop In is a program offering a family-style meal that encourages youth to gather around tables with adult mentors, enjoy a nutritious dinner and engage in discussions about daily life issues in a positive manner. The youth are then encouraged to remain for the regular Drop In Program.
Dungeons and Dragons Friday 3:30p.m. - 5:30p.m.	Dungeons and Dragons is a recreational program offered for youth who are interested in this game. Youth spend time socializing with each other, as well as learning critical thinking and logic skills during game play. Volunteers/mentors and staff members participate in the game alongside the youth, creating opportunities to build positive relationships, teach leadership skills and interact in a supportive way.
Learn On Tuesday, Wednesday & Thursday 2:00p.m. - 5:30p.m.	Learn On is an interactive after school tutoring program that allows youth to receive homework support, connect with tutors/mentors, interact with peers, explore their personal interests, increase digital literacy and plan for post-secondary education.
All Shook Up Tuesday & Thursday 8:00a.m. - 8:30a.m. 9:30a.m. - 10:30a.m.	All Shook Up is a breakfast smoothie program offered to students at both the Ponoka Secondary Campus and the Brick Learning Centre. This program provides youth with a nutritious start to the day, as well as an opportunity to connect and develop relationships with BGC Wolf Creek staff.
Drop In Thursday & Friday	The teen Drop In offers youth a safe and supervised place to spend time with their peers. Youth may participate in special events that are planned each

(September - June) Thursday (July - August) 6:00p.m. - 9:00p.m.	night or simply come to the facility and relax with friends. The Drop In has a variety of options available for youth to enjoy including a broad selection of board games, movies, pool and ping pong tables, video games, a canteen, etc. Staff and adult volunteers/mentors engage with the youth and build positive mentoring relationships.
SUPPORT PROGRAMS	
Mentoring Program Monday – Friday (September – June)	The BGC Mentoring Program runs during the school year and involves both adult and teen volunteer mentors. Matches meet in the school setting for 1 hour each week to assist in strengthening self-esteem and social development through participating in crafts, games, sports, or other activities of interest to the child. Our teen mentoring program provides high school students with the opportunity to mentor elementary school-aged children while gaining valuable experience and receiving high school credits for their involvement.
Youth Justice Committee (January - December)	The Youth Justice program provides first time young offenders with an alternative to the formal court process by resolving legal conflicts through alternative measures, community service and meeting with victims and community members.
* Child and Family Counselling (January - December)	BGC Wolf Creek offers free counselling services by a licensed and registered therapist. The service is available to all children, youth, and families with no referrals necessary. Individual, group, and/or family sessions are offered.

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

Goals

BGC Wolf Creek Blackfalds has the following goals for 2025. We will:

- continue to offer the After School Program and S.O.D. (School's Out Day) Program;
- continue to build on the momentum of Out of School Child Care program delivery that began in September 2024 through strong programs, quality staff, and impactful relationships that will result in increased usership and community impact;
- continue to offer free and timely counselling to children, youth, and families in the community and attempt to meet the increased need that we are observing;
- deliver our first Summer Camp in Blackfalds which will include full-day programming centered on fun weekly themes with activities taking place both on and off-site at locations around Blackfalds and Central Alberta. It is important to note that our Summer Camp is a licensed child care program and, as such, differs from other valuable summer programs that are offered in the community;
- begin program delivery of youth programs for students at the high school which will include a noon hour drop in program, as well as other life skills programming as funding allows (e.g. leadership, mental health, recreational, etc.); and
- assume a lead role in the formation of the HUB in Blackfalds – an initiative that has been running successfully in Ponoka for 7 years and, most recently, in Lacombe for approximately 1 year under the leadership of the executive director of BGC Wolf Creek. HUB was launched in response to the desire to provide more organized, collaborative, and targeted intervention in supporting vulnerable individuals and families in the community. HUB is comprised of representatives from multiple agencies within the community who have direct involvement in the provision of human services. These could include such agencies as BGC Wolf Creek, RCMP, Victim Services, school social workers, FCSS, Mental Health and Addictions, Child and Family Services, Community Corrections, Primary Care Network, senior's housing, etc. The group accepts and manages files that are brought forward from various agencies each month (using a 3-pronged approach for acceptance in considering risk factors), allowing community agencies to collaborate in keeping those at-risk on our collective radars. HUB is a collection of community partners who can provide timely and targeted interventions and support in assisting our children, youth and families with those core issues that contribute to at-risk behaviour.

In addition to the above goals, we are also committed to doing our part to address several of the

areas of priority in the Town of Blackfalds' Social Needs Assessment Plan. The areas where we are in a position to provide the most support include: support for parents and families, connections and collaborations amongst local agencies, mental health, bullying and abuse, and isolation and loneliness.

Objectives

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

- a. increased feelings of safety and support;
- b. increased development in relational skills;
- c. increased access to new opportunities;
- d. increased ability to overcome barriers;
- e. improvement in self-confidence and self-esteem;
- f. increased understanding of choices for healthy living;
- g. increased engagement in lifelong learning;
- h. increased leadership skills; and
- i. development of life skills.

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

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

BGC Wolf Creek has no user fees for our Child and Family Counselling Program or youth programs that will be introduced. We do, however, charge fees for cost-recovery or licensed child care programs only, which vary by community and program. Having said that, we ensure that fees are never an obstacle for a child to attend our programs. If a parent is struggling in their ability to pay program fees, the Club provides several options to assist the parent through discreet and compassionate measures. It is always our intention to support our families through challenges – financial being one that rises to the surface more and more frequently during this time. Accessing our own financial support is absolutely critical in assisting us to then turn around and support our families in covering these costs.

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

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

- a. BGC Canada
- b. County of Lacombe
- c. TELUS
- d. Wolf Creek Public Schools (in-kind)
- e. St. Gregory the Great Catholic School (in-kind)
- f. Community businesses and individuals (e.g. Santa's Bids for Kids online auction)
- g. Optimist Club of Blackfalds

3. The Project

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

BGC Wolf Creek Blackfalds is responding to the **need** among families in Blackfalds and area for safe, fun, accessible, and affordable **Out of School Child Care Programming** that is convenient and available after school, on Professional Development days, and during the summer. Secondly,

we are following open doors and will launch some **teen programming** as resources and funding allow. Thirdly, we are also responding to the increased need for **Child and Family Counselling** that has been observed over the first 6 months of programming delivery in this community. Finally, we are invested in partnering with other community stakeholders in bringing together our collective resources through the initiation of **HUB** to best provide wrap around supports and services with potential for meaningful impact among those most vulnerable in the community.

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

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

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

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

Impact on Children and Youth

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

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

Impact on Families

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

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

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

Impact on the Community

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

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

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

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

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

Short Term Outcomes

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

Mid-term Outcomes

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

Adult Outcomes

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

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

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- 5 days/week which meets the needs of families who work and need regular child care.
- BGC Wolf Creek brings not only licensed Out of School Child Care to Blackfalds but will also provide more programs as we grow to cover a variety of free youth programs, as well. Once again, we would determine gaps in service delivery in this area and would not duplicate the good work that is already being done. Rather, we would seek out ways to partner and use our collective best in supporting children, youth, and families in the community.

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

While volunteers may not necessarily be on-site every day during programming, there are opportunities made available for volunteers to attend programs periodically as helpers, special visitors, etc. In fact, we have welcomed 2 high school volunteers to our programs, 1 of whom has been nominated for a Leaders of Tomorrow award! We celebrate the heart of service of this individual and are grateful for the energy and life they bring to our Club members and program.

During our Summer Camp, there will be many opportunities for volunteers to be part of the action as the themed weeks unfold. In other communities, we have welcomed many individuals from a variety of sports teams, community groups, and individuals with specific skills or talents related to the theme of the week. This is always fun for both our Club members and the volunteers!

We also welcome and appreciate the many volunteers who assist us with our fundraising initiatives, sit on our board of directors or other sub-committees, or assist with special projects from time to time.

In our first 5 months of operations in Blackfalds, we are very grateful for 10 volunteers who have provided 76 hours of volunteer time.

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

Please refer to the results of the 2024 Needs Assessment as shared above in Section B. Attached please find letters of support from the superintendent of Wolf Creek Public Schools and the principal of St. Gregory the Great Catholic School.

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

Not receiving grant funding from Blackfalds FCSS would impact our ability to offer programming that has clearly been needed, well-used, and made a difference for families. We are only in our first 6 months of program delivery, but in that time we have seen the necessity of programming such as ours (e.g. Out of School Care programming, Child and Family Counselling, more options for youth programming, benefits of building partnerships in supporting families through HUB).

If we were not to receive grant funding, we would continue to support the families that have become part of our "family," but it would no doubt be a much more challenging thing to do. We would be required to access financial support from other funding streams and commit more time to fundraising endeavours; however, as more and more funding of this nature is becoming more challenging to access, it can feel like a mountain to climb. BGC Wolf Creek Blackfalds respectfully requests that Blackfalds FCSS consider our request for funding this year, as we partner in supporting the children, youth, and families of this community – "investing in people, our most valuable resource."

Part C – Program Budget

Revenue	2025
Fees:	\$146,460.00
Grants:	\$50,500.00
Community Donations:	\$5,000.00
Fundraising:	\$8,000.00
Total Revenue	\$209,960.00
Expenses	2025
Personnel:	\$147,779.00
Materials & Supplies:	\$26,250.00
Other Expenses:	\$38,900.00
Total Expenses	\$212,929.00
FCSS Funding Request	\$15,000.00

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

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

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

Community Group Grant Application

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

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

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

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

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

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

Successful applicants must adhere to reporting timelines and information requirements. **Annual reports and financial statements for groups awarded 2023 grants are due to FCSS office no later than December 31st, 2025.**

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

Part A - Community Group Information

1. Organization's Name: Big Brothers & Big Sister Association of Lacombe and District
2. Mailing Address: 5103 49 Street Lacombe, Alberta
Postal Code: T4L 1J4
3. President or Principal: Travis Marcott
Phone: _____ E-Mail: tmarcott@lacombe.ca
4. Treasurer: Joey Ingram
Phone: (⁴⁰³⁻³¹⁸⁻⁸⁶) 403-318-8970 E-Mail: joey.ingram@mnp.ca
5. Primary Contact Person: Brianna Berthiaume
Phone: () 403-782-7870 E-Mail: brianna.berthiaume@bigbrothersbigsisters.ca
6. Registered Society / Charity Number (if applicable) 886595396 RR0001
7. How long has your organization been operating in Blackfalds? 15
8. Is your organization presently receiving any financial assistance or subsidy from the Town of Blackfalds? If so, please specify.

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

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

Yes, Big Brothers Big Sisters of Lacombe and District qualifies for financial assistance from various levels of government and public agencies. We are eligible and have applied for funding through the Government of Canada's Canada Summer Jobs program, which supports seasonal staff. Additionally, we qualify for grants from the Government of Alberta, including the Community Initiatives Program and other provincial funding opportunities. Locally, we are eligible for funding from Family and Community Support Services in the communities we serve, including Lacombe and Lacombe County. As a registered charity, we also qualify to apply for gaming licenses and participate in fundraising activities, such as 50/50 draws and casinos, through Alberta Gaming, Liquor and Cannabis regulations.

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

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

12. Please provide the previous year audited financials.

Grant Funding Requested:

\$16325

Declaration

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

Name: Brianna Berthiaume

Position: Executive Director

Signature



Name: Travis Marcott

Position: Board President

Signature



Part B – Purpose and Need

1. Demonstration of need:

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

The Blackfalds Social Needs Assessment highlights mental health challenges, isolation, and a lack of strong community ties among youth. It shows that many young people need more positive relationships and social supports to build confidence, life skills, and belonging. Big Brothers Big Sisters addresses these gaps by offering mentorship that fosters resilience, emotional well-being, and community connection, aligning with local FCSS priorities to strengthen families, encourage volunteerism, and boost collaboration.

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

Big Brothers Big Sisters strengthens social functioning in Blackfalds by building positive mentoring relationships. Youth gain confidence, social skills, and a sense of belonging that help them overcome challenges. Families experience reduced stress and added support, while parent/guardians appreciate knowing their child has another trusted adult. This supportive network also spurs volunteerism, leadership, and community engagement, empowering youth to give back and drive positive change.

2. Organization

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

Big Brothers Big Sisters of Lacombe and District is a registered charity empowering youth in Blackfalds, Lacombe and Lacombe County through mentorship. In 2024, we supported over 440 mentoring relationships and 6,000+ volunteer hours. Our diverse programs include Community-Based, In-School, Teen, and Group Mentoring which are building confidence, resilience, and social connections across all of Blackfalds and in all schools. Since 2021, our mentorship in Blackfalds has grown by 134%.

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

Big Brothers Big Sisters of Lacombe and District is dedicated to expanding mentorship, strengthening community partnerships, and addressing evolving youth and family needs in Blackfalds. In 2025, our goals are to broaden access through teen, group, in-school, and community-based programs; enhance program quality; engage 75+ volunteers for 1,500 hours; secure sustainable funding; and serve over 200 youth in Blackfalds.

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

Big Brothers Big Sisters of Lacombe and District partners with community sponsors to drive fundraising efforts such as Walk for Kids' Sake, Festival of Wreaths, and Duck Drop which help offset costs and boost program accessibility. As a registered charity, we charge no user fees or membership dues, relying entirely on grants, donations, and sponsorships to sustain and expand our mentorship services.

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

Big Brothers Big Sisters of Lacombe and District has applied for funding from several sources to support our services and projects, including:

1. Canada Summer Jobs (CSJ) program – to support seasonal staff positions.
2. Community Foundation of Central Alberta – for partial funding towards the launch of Teen Mentoring at Iron Ridge Secondary Campus.
3. United Way of Central Alberta – provides funding that supports various aspects of all our mentoring programs.
4. MEGlobal – support for Group Mentoring in the Town of Blackfalds.

3. The Project

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

Big Brothers Big Sisters of Lacombe and District's program addresses a critical need for positive mentorship and support for youth in Blackfalds, focusing on mental health, social isolation, and emotional well-being. Through targeted mentoring, we build emotional resilience, foster strong social connections, and enhance academic performance empowering youth to overcome challenges and succeed.

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

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

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

Research from the National Mentoring Partnership shows that mentored youth are 55% more likely to pursue post-secondary education and 78% more likely to volunteer. This support not only boosts youth outcomes but also eases family stress and promotes stability. Ultimately, the entire community benefits with lower crime rates, stronger economies, and enhanced social cohesion demonstrating that investing in mentoring empowers individuals and enriches society.

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

Short-term, our program builds youth independence, effective coping, and social awareness, quickly enhancing interpersonal skills and crisis management. Long-term, these gains empower individuals to make responsible decisions, actively contribute to community life, and strengthen social networks for greater social sustainability. Ultimately, this ripple effect transforms personal lives and fosters thriving, resilient communities.

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

If not addressed, youth in Blackfalds may fail to develop essential life skills, emotional regulation, and positive social connections leading to short-term isolation, stress, and lower academic engagement. Over time, these challenges can escalate into higher risks of mental health issues, reduced employment opportunities, and increased reliance on social services, ultimately undermining community cohesion and economic productivity. Proactive intervention is essential to unlock the full potential of our youth and foster a thriving, resilient community.

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

Our project will tackle the issue with a comprehensive, multi-faceted mentoring approach that addresses both immediate and long-term social needs. We offer diverse mentoring models including teen, group, in-school, and community-based programs to provide consistent, positive adult/teen guidance. These structured programs empower youth to build independence, develop strong interpersonal skills, and master effective coping strategies. In the short term, participants gain confidence and emotional resilience, while in the long term, they become active, responsible community members. Additionally, we collaborate with local schools, businesses, and community organizations to align our mentoring efforts with broader community goals and ensure they remain responsive to emerging social needs.

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

We will measure the program's success using both quantitative and qualitative methods. Quantitatively, we will track the number of active mentoring pairs, volunteer inquiries, and wait-list numbers. Qualitatively, we will administer annual surveys to mentors, mentees, and their families, conduct regular match support check-ins, and gather insights from staff and school liaisons. In 2025, a comprehensive focus group will further review all programming data. These measures will ensure we continuously improve and effectively meet our goals.

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

There are no other programs in Blackfalds that offer group mentoring and/or one-to-one, long-term support that we provide. Our program is unique in its personalized approach, building lasting relationships that address the individual needs and growth of each youth in the community.

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

Big Brothers Big Sisters of Lacombe and District depends on dedicated volunteers who serve as one-to-one and group mentors—providing friendship, encouragement, and positive role modeling to youth in Blackfalds. Volunteers also support key events (Walk for Kids' Sake, Duck Drop), assist with fundraising, and help with daily operations. In 2024, over 110 volunteers contributed 6,000+ hours, and in Blackfalds alone, we project over 75 volunteers providing more than 1,500 hours in 2025 underscoring their essential role in our programs' success and sustainability.

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

Blackfalds has a clear need for structured mentorship. Our project addresses key priorities like youth resilience, family well-being, and stronger social ties through preventative programs aligned with FCSS's goals. By using insights from the Social Needs Assessment Master Plan and collaborating with local partners, our adaptable and sustainable approach ensures measurable improvements in well-being, inclusion, and community engagement. Funding our project directly strengthens Blackfalds from the ground up.

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

Without full grant funding, our program's reach and impact will be limited. Fewer mentor-mentee matches, especially in group mentoring, would mean less support for youth. Budget constraints would reduce services and volunteer participation. To prevent this, we've increased sponsorships, fundraising, and secured additional grants, demonstrating our commitment to sustainability. Stable Community Grant funding is essential to meet the growing demand for mentorship, ensuring we continue saying "yes" to youth in need while maintaining financial stability and community strength.

Part C – Program Budget

Revenue	2025
Fees:	\$0
Grants:	FCSS Community Grant - \$16,325 United Way of Central Alberta - \$10,600 Other Grants - \$11,300
Community Donations:	Donations - \$14,820 Sponsorship - \$9200
Fundraising:	\$29,400
Total Revenue	\$91,645
Expenses	2025
Personnel:	Salary/Wages - \$53,485
Materials & Supplies:	Program Supplies \$4,200 Travel \$3,250 Advertising & Promotion \$1,950 Volunteer Recognition \$500 BBBSC Membership Fees \$6,860 Mentoring Program Database \$460
Other Expenses:	Mortgage \$5,500 Utilities \$2,600 Insurance Administrative & Program \$5,000 Accounting, Audit Fees & Legal \$3,000 Bookkeeping \$250 Telephone/Communication \$950 Office Supplies \$900 Office Maintenance \$540 Fundraising Expenses \$2,200
Total Expenses	\$91645
FCSS Funding Request	\$16325



Blackfalds Family & Community Support Services

5016 Waghorn Street, Box 220, Blackfalds, AB T0M 0J0

Phone (403) 887-6247 Fax (403) 885-0011

Email fcss@blackfalds.com

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

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

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

Community Group Grant Application

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

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

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

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

Application Deadline: March 21st, 2025 at 4:30 PM

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

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

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

Part A - Community Group Information

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

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

3. Principal: Vicky Sahlin

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

5. Primary Contact Person: Katelin Fesyk

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

6. Registered Society / Charity Number (if applicable) N/A

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

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

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

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

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

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

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

12. Please provide the previous year audited financials.

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

Declaration

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

Name: Vicky Sahlin
Position: Principal

Name: Katelin Fesyk
Position: Assistant Principal

Signature: Vicky Sahlin

Signature: Katelin Fesyk



Part B – Purpose and Need

1. Demonstration of need:

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

1. Connection with our most vulnerable students: Our school community has observed a noticeable gap in students' social and emotional skills upon entering school, primarily when forming deep connections to the school with trusting adults. Over the 2024/2025 school year, the introduction of the Connection Club has had a significant impact, particularly for some of our most vulnerable students. This program has provided our school social worker, teachers, educational assistants and administrators with valuable time and the opportunity to connect with students in the morning before the school day begins. These interactions help regulate students, allowing them to check in on their social and emotional well-being, setting a positive tone for the day ahead.
2. Focus on Resilience. This program is designed to help children regulate the body, mind and emotions through connection. Studies have shown a profound connection between strong relationships and a sense of belonging with relevant people. We aim to build resistance in our students by creating meaningful, strong connections. Werner and Smith (2001) stated that “the presence of at least one caring, consistent adult is considered the most critical factor in building resilience”. This is one of the aims of the Connection Club: to build caring, consistent adults in these students' lives.
3. Explicitly teaching self-regulation skills: Students are taught self-regulation skills as a group and can practice these skills in a safe, controlled environment. Skills taught include waiting your turn, breathing techniques, calming techniques, positive self-talk, starting conversations and emotional regulation. This group of students are susceptible to struggling with emotional regulation, and this program provides a platform for students to learn these skills in a small, safe setting.
4. Provide opportunity for guided conversations: Students are taught how to converse with peers and adults in guided conversations. This includes asking how their day is, checking in on their feelings, taking turns, asking to sit at the same table and using their manners.



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

The Connection Club gives students a sense of belonging and safety within the Blackfalds community. Each day, students are welcomed warmly by a staff member and given a light snack, creating a consistent and positive start to their day. They also engage in meaningful conversations with peers sitting at a table to eat, fostering connections and friendships. During this time, students develop essential social skills such as saying please and thank you, starting and maintaining conversations, building healthy relationships, creating positive mindsets, handling conflict, and practicing self-regulation. These valuable skills help students boost relationships, enhance their social interactions, and build a more profound sense of connection to both students and adults within the community of Blackfalds.

2. Organization

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

Iron Ridge Elementary Campus offers Pre-K to Grade Three programs for a projected student population of 475 students for the 2025-2026 school year. We are located in the town of Blackfalds, and operate within the Wolf Creek Public Schools division. Students with special needs are successfully included into regular classrooms. IREC offers pre-Kindergarten and half day kindergarten programs.

Our Mission: Empowering Learners to Lead and Succeed

- Creating a safe and caring community

Our school website:

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

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

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

- Teacher-Parent Relationships: Strengthening communication and collaboration between teachers and parents to support student success.
- Blackfalds Bulldogs Reading Program: Encouraging literacy and a love of reading within the community.
- Elder Program: Partnering with local Elders to share cultural knowledge and wisdom, fostering respect and understanding.
- Partnering with Hope Mission: Working together to support local families in need, creating a sense of community and service.
- SEL Programming with the School Division: Offering Social-Emotional Learning (SEL) programs through a grant, which will conclude this year, to help students build emotional resilience and positive social skills.

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

<https://irec.wolfcreek.ab.ca/download/172145>

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

Our school council raises a few thousand dollars each year to help buy classroom books, ipads, makerspace material etc.

We also have a fundraising leg of our school council and they are called "FIRES" (Friend of Iron Ridge Campus Society). Currently, they are fundraising to replace existing playground structures.

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

Other than per-pupil funding from the government, we have not applied for any other funding for the Connection Club next year.

3. The Project

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

Our focus is on supporting students in building meaningful connections within our school and community while strengthening adult-student relationships. Through guided conversations with teachers, administrators, SSWs, and other students, we teach emotional regulation, boost self-esteem, and promote resilience by providing at-risk students with a safe space to develop coping skills. By fostering these connections and skills, we create an environment where students feel valued, supported, and empowered to thrive.

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

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

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

Students in Blackfalds need opportunities to have positive interactions and a safe space to learn and develop independence, resilience and friendship skills. We believe that students need multiple opportunities to learn these skills in different ways, which reaches more children. Building strong school connections impacts our community by the positive relationship our youth have with each other and the community as a whole.

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

This year, we have observed a significant decrease in problematic behaviors and emotional dysregulation among this group of students. They are more settled in class and demonstrate an improved ability to regulate their emotions independently. By proactively checking in with these at-risk students at the start of the day, we foster a safe and supportive environment that encourages regular school attendance and positive engagement.

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

With our SEL grant funding ending, we are concerned that this group of students may fall through the cracks. Without continued instruction in these vital social skills and time spent with a trusted, connected adult in the school, we risk seeing an increase in concerning behaviors and emotional dysregulation. This could also lead to declining self-esteem, social-emotional skills, resilience, and a decreased sense of belonging within the community. The relationships that have been established are vital to our school's sense of community, and the students' sense of belonging.

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

Connecting with students each morning before their school day starts allows students to feel connected to our school community immediately. It also offers a way to ease into the day, which helps many of our students with self-regulation. Our main plan to address the issue is to build meaningful connections between at-risk students and staff, other students, administrators, and our School Social Worker.

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

Each day, around 25-40 students attend the Connection Club. Feedback from parents, staff and teachers is that they are ecstatic about the program. Students are more content coming to school, are more settled and regulated in class, and have formed significant friendships with other students and deep bonds with staff beyond their regular classroom teacher. Students feel like they are a part of the whole school community. We will measure our success by allowing staff and guardians to provide feedback through a survey.



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

Not that we are aware of.

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

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

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

Please see the attached letters of support.

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

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

Part C – Program Budget

Revenue Approved Projected Requested

Revenue	2025
	\$0



Fees:	
Grants:	
Community Donations:	
Fundraising:	
Total Revenue	
Expenses	2025
Personnel:	\$8000(0.2 EA staff support to facilitate the Connection Club space)
Materials & Supplies:	n/a
Other Expenses:	n/a
Total Expenses	\$8000
FCSS Funding Request	\$8000

APPENDIX A- Letters of Support

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

1. "Bronx loves Connection Club! He's made great friends and his confidence has really grown
"- Anonymous Parent
2. "Connection club has helped my student to meet and learn other kids names in the school. At the beginning of the year, she would not say hi to anyone or acknowledge them. After being in Connection Club, she says hi to kids in various circumstances, even using their names. She lets them know if she likes what they are wearing which has now developed into little blossoming friendships. Please continue this program for the following years for not only the positive effects of a nourishing breakfast but also the benefits of social interactions that she now uses in growing friendships that have developed because of the program".
-Grade 2 Educational Assistant
3. "It has been so helpful having a place for students coming in with anxiety or other needs, to a safe positive environment to start their day"
- Grade 2 Teacher
4. "I think it's great! Opening it up to more students would be great eventually."
-Grade 3 Teacher



March 17th, 2025

Re: Request for Funding Support for the Connection Club Program at IREC

Dear FCSS Board of Directors,

I am privileged to write a letter of support regarding the request for funding for the Connection Club program at Iron Ridge Elementary Campus.

It has been my privilege as the School Social Worker at Iron Ridge Elementary Campus for the last 28 years to support the development of our student's emotional and social development and experiences during their school life as they attend IREC from Pre-K to Grade 3. I provide counseling support to students as well as building capacity in families to access community support. I also provide additional programming at IREC such as the Rainbows program, Roots of Empathy, the Elder Program, and the In-School Mentoring program.

My Mission is:

To create a brave space where students and families of IREC struggling with the storms of life can find connection, support, referrals, and encouragement to become their best selves.

I see you. I hear you. I am with you.

This school year at IREC we are piloting the Connection Club program that supports our most vulnerable students. Our Connection Club averages 25-40 students each day and is open in the mornings when students arrive for school. The focus is to build resilience, teach self-regulation skills, and build capacity for guided conversations with staff and peers. Connection Club is a place that promotes belonging and safety for all students. We also provide a light snack for students to access before they transition to class for the day.

The positive impact that Connection Club has provided for our students is reflected in their ability to develop their resilience skills and emotional regulation, capacity to build and maintain healthy relationships, and a positive sense of self and belonging. We are observing a significant decline in problematic behaviors and emotional dysregulation among our most vulnerable students this year due to this program.

As the School Social Worker I see the positive impact on a daily basis as I connect with our students in the Connection Club every morning. My hope is that this is a program that will become part of the culture of IREC in the years to come, where we can continue to provide the safe and nurturing environment that many of our vulnerable students need when they come to school each day in Connection Club.



Thank you for considering this request for funding for the Connection Club program. I look forward to discussing any further details about Connection Club with the Board of Directors and am open to discussing any further questions or inquiries you may have regarding this program.

Sincerely,

Mrs. Lorelei Reader, RSW
School Social Worker
lorelei.reader@wolfcreek.ab.ca
Expressive Arts Facilitator and Educator
Iron Ridge Elementary Campus
403-885-4646 Ex. 4451
Blackfalds, Alberta



March 17th, 2025

To whom it may concern,

My name is Gwen Rutherford, and I serve as an Educational Assistant at IREC. This academic year, I've had the privilege of working with students in our Connection Club Program. This initiative has proven invaluable, fostering stronger relationships among students, peers, and staff, thereby enhancing their sense of belonging and safety within our school community.

Beyond relationship-building, the program emphasizes self-management skills. Students are encouraged to take responsibility for tasks such as cleaning up after themselves and maintaining their environment, which contributes to higher self-esteem and a sense of accomplishment.

I've observed that students who arrive feeling anxious or upset often leave the program feeling calmer and more content. The supportive environment we cultivate ensures they feel valued and cared for, setting them up for success throughout their day.

I sincerely hope that the Connection Club Program continues to thrive at IREC and expands to other schools within the Wolf Creek School District. Its positive impact on our students' well-being and development is truly commendable.

Thank you for your time and consideration.

Sincerely,

Gwen Rutherford Educational Assistant IREC



March 18th, 2025

To whom it may concern,

I am an EA working in an elementary school and this year I have had the pleasure of being a part of our connection club. I start my day by helping to prepare breakfast and snacks for kids when they arrive at school. Our connection club is so much more than just a place to eat. It's a place to sit with friends, to talk about our night or morning, a place to catch your breath and regulate. Children learn manners and proper conversation skills. It's a safe space full of love and kindness.

Our kiddos start their day with a full belly but most importantly knowing that they belong and are loved.

Sincerely,

Leeann Carmicheal, Educational Assistant IREC

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- ☐ Enhance, strengthen and stabilize family and community life
- ☐ Promote volunteerism
- ☐ Promote, encourage and facilitate the development of stronger communities &
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Groups may submit only one grant application per year in all categories.

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

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

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

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

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Part A - Community Group Information

1. Organization's Name: _____
2. Mailing Address: _____
_____ Postal Code: _____
3. President or Principal: _____
Phone: _____ E-Mail: _____
4. Treasurer: _____
Phone: () _____ E-Mail: _____
5. Primary Contact Person: _____
Phone: () _____ E-Mail: _____
6. Registered Society / Charity Number (if applicable) _____
7. How long has your organization been operating in Blackfalds? _____
8. Is your organization presently receiving any financial assistance or subsidy from the Town of Blackfalds? If so, please specify.
9. Is your organization presently receiving any financial assistance or subsidy from other levels of government or from public agencies? If so, please specify.
10. Does your organization qualify for any financial assistance or subsidy from other levels of government or from public agencies? If so, please specify.

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

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

12. Please provide the previous year audited financials.

Grant Funding Requested:

Declaration

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

Name: _____

Name: _____

Position: _____

Position: _____

Signature _____

Signature _____

Part B – Purpose and Need

1. Demonstration of need:

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

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

2. Organization

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

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

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

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

3. The Project

- a. Describe the issue or priority area your project/program proposes to address.
- b. In which of the following areas does this project/program impact on social sustainability in our community: Who is impacted by this issue? Please describe.
 - ☐ Help people to develop independence, strengthen coping skill and become more resistant to crisis;
 - ☐ Help people to develop an awareness of social needs;
 - ☐ Help people to develop interpersonal and group skills which enhance constructive relationships among people;
 - ☐ Help people and communities to assume responsibility for decisions and actions which affect them;
 - ☐ Provide supports that help sustain people as active participants in the community.
- c. Who is impacted by this issue? Please describe.
- d. In what way are they impacted? Please describe short and long term implications.
- e. What is the impact of not addressing the issue?
- f. How does your project/program plan to address the issue?

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

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

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

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

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

Part C – Program Budget

Revenue	2025
Fees:	
Grants:	
Community Donations:	
Fundraising:	
Total Revenue	
Expenses	2025
Personnel:	
Materials & Supplies:	
Other Expenses:	
Total Expenses	
FCSS Funding Request	



Blackfalds Family & Community Support Services

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

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

Email fcss@blackfalds.ca

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

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

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

Community Group Grant Application

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

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

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

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

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

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

Successful applicants must adhere to reporting timelines and information requirements. **Annual reports and financial statements for groups awarded 2023 grants are due to FCSS office no later than December 31st, 2025.**

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



Blackfalds Family & Community Support Services

Community Group Grant Application

Page 2 of 7

Part A - Community Group Information

1. Organization's Name: _____
2. Mailing Address: _____
_____ Postal Code: _____
3. President or Principal: _____
Phone: _____ E-Mail: _____
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Phone: () _____ E-Mail: _____
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6. Registered Society / Charity Number (if applicable) _____
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10. Does your organization qualify for any financial assistance or subsidy from other levels of government or from public agencies? If so, please specify.



Blackfalds Family & Community Support Services
Community Group Grant Application
Page 3 of 7

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

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

12. Please provide the previous year audited financials.

Grant Funding Requested:

Declaration

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

Name: _____

Name: _____

Position: _____

Position: _____

Signature _____

Signature _____



Blackfalds Family & Community Support Services
Community Group Grant Application
Page 4 of 7

Part B – Purpose and Need

1. Demonstration of need:

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

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

2. Organization

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

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

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

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 - ☐ Help people to develop interpersonal and group skills which enhance constructive relationships among people;
 - ☐ Help people and communities to assume responsibility for decisions and actions which affect them;
 - ☐ Provide supports that help sustain people as active participants in the community.

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

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

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

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



Blackfalds Family & Community Support Services
Community Group Grant Application
Page 6 of 7

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

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

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

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

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



Part C – Program Budget

Revenue	2025
Fees:	
Grants:	
Community Donations:	
Fundraising:	
Total Revenue	
Expenses	2025
Personnel:	
Materials & Supplies:	
Other Expenses:	
Total Expenses	
FCSS Funding Request	

Dear Blackfalds Family & Community Support Services (FCSS) Advisory Board,

Please accept this letter as a follow-up to my grant application for Mind-Body Bliss Collective Therapies. I wanted to provide some additional context regarding the development of this proposal and to further articulate the crucial need for financial support to bring this vision to fruition.

When I initially began filling out the application forms for this grant request, I was navigating a significant transition. I began filling out the application form while I was actively seeking spaces to rent in Blackfalds to run programs for Mind-Body Bliss Collective Therapies. Partway through filling out the application, I secured a lease on the studio. This may have created some disjointed aspects within the application.

The positive feedback from Blackfalds women, mothers, and their children has given me the confidence to pursue this grant with renewed determination for Mind Body Bliss. Despite the challenges of a single-parent-run business, their encouragement solidified my dedication to providing a safe space to heal.

My initial vision, as outlined in the application, focused on providing vital community support through programs for women and youth. These programs were always intended to incorporate yoga, mindfulness, meditation, and positive mental health strategies, drawing upon my university certificate in Counselling Women, which I received with great honours and in great distinction.

To further illustrate the need for and potential impact of Mind-Body Bliss Collective Therapies, I wanted to mention a recent opportunity I had to share my vision and personal journey at a women's conference. My speech, titled "From Struggle to Strength: Finding Bliss Within," resonated deeply with the attendees, sparking meaningful conversations about the importance of holistic healing, how trauma is stored in the body and the need for accessible spaces where women feel supported and seen. The core messages and principles shared in that speech will be central to the work of Mind-Body Bliss Collective Therapies. I have had conversations with

numerous women in Blackfalds who have expressed a desire for inclusive and body-centered programs

It was the positive feedback and connection I experienced after sharing this message that solidified my conviction that Mind-Body Bliss Collective Therapies is well-positioned to meet a crucial need in our town. I aim to foster early recognition of trauma and negative situations and provide a safe, accessible alternative for individuals who may feel overwhelmed or uncomfortable in larger environments for practices like yoga and mindfulness.

As a single mother of three, currently completing my Bachelor's degree through a diploma in Applied Psychotherapy specializing in Addictions Counseling, I am deeply committed to serving our community while also striving to build a sustainable future for my family. I am a low-income individual, I work in group homes with Indigenous children who have experienced significant trauma, and I consistently prioritize meeting my financial obligations. However, it is challenging to continuously manage day-to-day expenses without the opportunity to truly grow and expand my capacity to serve.

This is where the financial support of this grant becomes essential. My vision for Mind-Body Bliss Collective Therapies is to host a variety of programs tailored to the specific needs of our community. I plan to facilitate holistic yoga programs, somatic healing yoga sessions, programs for preteens and teens along with therapeutic circles for women, providing a vital space for connection and support. (As I progress towards full certification in psychotherapy, these circles will naturally evolve into formal counselling groups.) I also envision creating a welcoming environment where young mothers can connect with more experienced mothers, fostering intergenerational support and community bonds. I have already begun building connections with the Red Deer Native Friendship Society to explore opportunities for bringing Elders into the studio to share their wisdom and cultural teachings, enriching our community further.

While traditional yoga and wellness studios can often be financially inaccessible, receiving this grant would allow me to offer free or significantly reduced memberships for low-income populations. Specifically, the grant funding would be instrumental in covering essential start-up costs and program development, including:

- **Providing free or subsidized memberships for low-income families/women/mothers:** Ensuring accessibility for a wider range of community members.
- **Purchasing necessary equipment for mothers with young children:** This includes items like exersaucers, playpens, and age-appropriate toys to create a welcoming and inclusive environment for parents attending programs.
- **Investing in essential program supplies:** Such as yoga bolsters, blankets, and other materials to support a variety of somatic practices. This may also include the investment of some chairs/seating for senior women who find meditation cushions and bean bags to be inaccessible.
- **Potentially contributing to initial operating costs:** Such as rent or utilities during the crucial early stages of establishing the business.

By investing in Mind-Body Bliss Collective Therapies, you are not only supporting a small local business but also directly contributing to the preventative social well-being of Blackfalds residents. These programs will empower individuals to develop crucial coping mechanisms, build stronger support networks, and foster a greater sense of community connection, potentially reducing the need for more intensive interventions down the line.

Thank you for your time and thoughtful consideration of my grant application. I am genuinely excited to serve the women and families of Blackfalds. I believe that with your support, we can create a truly impactful and lasting positive change to many in our community.

Sincerely,

Natasha Young, Mind-Body Bliss Collective Therapies

MEETING DATE: May 13, 2025

PREPARED BY: Sawyer Hick, FCSS Manager

PRESENTED BY: Sawyer Hick, FCSS Manager

SUBJECT: **Proclamation – Seniors’ Week
June 2 to June 8, 2025**

BACKGROUND

The week of June 2 to June 8, 2025, has been declared Seniors’ Week and is a time to acknowledge the countless contributions that seniors have made and continue to make within our community. Whether through hard work, volunteering, caregiving or simply sharing their life experiences, seniors have played a vital role in shaping the world we live in today.

A save-the-date has been sent out in the May edition of the Vibrant Living Monthly Newsletter, which is sent out to 291 seniors on the mailing list, as well as 55 hard copies are sent to seniors without email access. A full list of events that are taking place throughout the week will be advertised in the June edition of the newsletter. Information will also be promoted on our Blackfalds FCSS social media page, the Town of Blackfalds social media, local media, and the Town of Blackfalds digital sign.

DISCUSSION

Seniors’ Week has been recognized since 1986 to celebrate and recognize the contributions that seniors make to enhance the quality of life in Alberta. It serves as a reminder to stay connected, check in on loved ones, and to build bridges across generations to enhance inclusion and reduce isolation. Whether that be through community events, a smile, or even a shared story, these moments strengthen the bonds that hold us together. Seniors’ Week also highlights the importance of empowerment, which encourages active and healthy living among our senior population and ensuring they have access to the supports and resources they need to thrive. Seniors are parents, grandparents, mentors, friends, volunteers, and active community members!

This is the 15th year that the Town of Blackfalds will be celebrating National Seniors’ Week! This will be a week of celebration, learning, creativity and, most of all, connection!

FINANCIAL IMPLICATIONS

The 2025 FCSS budget has \$1000 allocated towards Seniors’ Week.

ADMINISTRATIVE RECOMMENDATION

- | |
|--|
| <ol style="list-style-type: none">1. That Council moves to proclaim June 2 to June 8, 2025, as Seniors’ Week in the Town of Blackfalds |
|--|

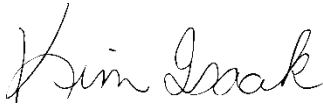
ALTERNATIVES

- a) That Council refers the Proclamation for Seniors' Week back to Administration for more information.


ATTACHMENTS

- 2025 Seniors' Week Proclamation
- 2025 Seniors' Week Activity Schedule

APPROVALS



Kim Isaak,
Chief Administrative Officer



Department Director/Author

Proclamation

WHEREAS,

we recognize that seniors have made, and continue to make, many contributions to strengthen our community and our daily lives; and

WHEREAS,

seniors are a vital part of our families, giving generously their wisdom, experience and love; and

WHEREAS,

more seniors are independent and active, and by challenging the stereotypes of ageing are leading the way for future seniors; and

WHEREAS,

a more positive attitude toward ageing is creating new opportunities for new seniors; and

WHEREAS,

we must honour seniors for their skills, knowledge, experience and leadership; and

WHEREAS,

it is appropriate that a special big piece set aside to celebrate with seniors;

NOW THEREFORE,

on behalf of Council, I, Mayor Hoover of the Town of Blackfalds, do hereby proclaim the week of

June 2-8, 2025, to be Seniors' Week.

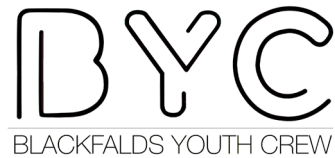
I call upon everyone in our community and area to join in the celebration of Seniors' Week to recognize the valuable contributions of seniors.

Proclaimed on Tuesday, May 13, 2025

Mayor Jamie Hoover

BLACKFALDS
ALBERTA

Thank You To Our Community Supporters!



The Blackfalds Seniors' Club



CELEBRATE

Seniors' Week

June 2 - 8, 2025

Seniors' Week is a time to recognize and celebrate the seniors in our community!

~ Connect, Celebrate, and Build Community ~



Monday, June 2

Aqua Size at the Abbey Centre

Let's get physical—gently! Aqua Size is a fun, low-impact way to move your body and protect your joints.

**Complementary admission to this activity due to the generous support of the Abbey Centre*

9:00 - 10:00 AM

Outdoor Aquatic Centre
Abbey Centre
4500 Womacks Rd

Flower Arranging

Let's create and learn with the experts at Blackfalds Flora Boutique—design a beautiful summer arrangement! Participants are asked to bring a teacup, mug or small flower vase.

**Thank you to Blackfalds Floral Boutique for being wonderful Community Partners.*

1:00 - 2:30 PM

Main Hall
Community Centre
4810 Womacks Rd



Tuesday, June 3

50+ Walking Club Party

The 50+ Walking Club is celebrating Canada—wear red and white, play games, share laughs, and get those steps in!

**Compliments of the Abbey Centre.*

10:00 - 11:00 AM

3rd Floor Running Track
Abbey Centre
4500 Womacks Rd

Library Tea & Cards

Enjoy delightful snacks and refreshments while you connect with conversation and cribbage, canasta or board games.

12:30 - 3:30 PM

Servus Credit Union
Public Library
Eagle Builders Centre
5302 Broadway Ave

Tour of the Solid Waste Transfer Station

Tour the Blackfalds Solid Waste Transfer Station to explore its history and new upgrades.

**Thank you to Blackfalds Operations and Public Works staff for their partnership.*

6:10 - 7:10 PM

Solid Waste Transfer Station
5411 South St

Wednesday, June 4

Let's Get Cooking

Let's make Vietnamese Spring Rolls! Learn how to cook the ingredients and put together rolls with both chicken and shrimp. We'll also whip up a tasty peanut sauce to go with them.

**We are proud to partner once again with the great people at Beyond Food Community Hub.*

10:00 - 11:30 AM

Beyond Food Community Hub
Blackfalds Food Bank
5014 Waghorn St

Pizza Party & Movie

Join us for a Pizza Party & Movie with pizza, popcorn, and plenty of laughs!

12:30 - 4:00 PM

Main Hall
Community Centre
4500 Womacks Rd

***Please RSVP by calling Blackfalds FCSS at 403-600-9066 or sending an email to fcss@blackfalds.ca.**

All programs are free of charge!

For more information about our 50+ community programs, please visit our website at www.blackfalds.ca/vibrant50

Thursday, June 5

Blackfalds Seniors' Club Open House

Check out all that the Blackfalds Seniors Club has to offer.

Enjoy music, games, snacks and socializing with awesome seniors from the community!

**The Blackfalds Seniors' Club is an important member of the community, and we are excited to showcase all that they have to offer.*

12:00 - 4:00 PM

Main Hall
Community Centre
4500 Womacks Rd



Friday, June 6

Success with Social Media

With smartphones, social media, and AI becoming more common, it's important to stay safe and informed. This 1-hour session will explain the basics in simple terms and share easy tips to protect your privacy while staying connected with family and friends online.

9:30 - 10:30 AM

Main Hall
Community Centre
4500 Womacks Rd

Bingo Bonanza

Bingo with the Best— play, have fun, and win great prizes!

**The Blackfalds Youth Crew will be hosting us, and we look forward to joining our community teens and seniors for this event.*

3:00 - 4:00 PM

Main Hall
Community Centre
4500 Womacks Rd

**BLACKFALDS
FCSS**
FAMILY & COMMUNITY
SUPPORT SERVICES

MEETING DATE: May 13, 2025

PREPARED BY: Rick Kreklewich, Director of Community Services

PRESENTED BY: Rick Kreklewich, Director of Community Services

SUBJECT: **Community Initiatives Grant – Blackfalds Silverbacks Lacrosse Provincials**

BACKGROUND

The Community Initiatives Grant was established to help local groups improve their programs and support their community events. This not only helps them establish themselves as a self-sufficient group and generate buy-in/memberships, but it also takes pressure off Town staff to plan programs. A total of \$17,000 is budgeted in the 2025 budget for this initiative.

DISCUSSION

We received a Community Initiatives Grant application from Silverbacks Lacrosse in April, seeking funding to host Lacross Provincials on July 4, 5 and 6, 2025. The Silverbacks moved divisions and, as such, have been awarded Provincials for the second year in a row. The grant funding for this request will be used toward promotions, officials and free food/beverages for players and attendees. This group is requesting \$2,500 from the Community Initiative Grant program to host this event. This application was supported by the Recreation, Culture and Parks (“RPC”) Board at the May 7, 2025 RCP Board Meeting. Support for this event would align with the Town of Blackfalds 2024 to 2026 Mid-Term Strategic Plan under Strategic Priority #2, Economy.

FINANCIAL IMPLICATIONS

The Community Initiatives Grant program currently has \$13,640 remaining in the budget.

ADMINISTRATIVE RECOMMENDATION

That Council consider the following motion:

1. That Council provides funding to the Blackfalds Silverbacks Lacrosse Team from the Community Initiatives Grant in the amount of \$2,500.

ALTERNATIVES

- a) That Council refers Community Initiatives Grant – Blackfalds Silverbacks Lacrosse Provincials back to Administration for more information.

ATTACHMENTS

- *Blackfalds Silverbacks Lacrosse Team Community Initiatives Application*

APPROVALS



Kim Isaak,
Chief Administrative Officer



Department Director/Author

COMMUNITY INITIATIVES GRANT APPLICATION

**Please refer to the Community Initiatives Grant Information Package prior to filling out this application*

APPLICANT INFORMATION

Organization/
Group Name: Blackfalds Silverbacks Lacrosse Team

Contact Person: Deneen Weik

Phone
Number: FOIP 17(1)

Mailing Address
& Postal Code: FOIP 17(1)

Email
Address: FOIP 17(1)

Website
(if applicable):

Social Media
(if applicable):

Brief Organization Description:

Blackfalds Silverbacks are a 21 and over Lacrosse team that has been based out of the community for more than a decade and plays a 12 game regular season. The Silverbacks won the North Division last year and hosted Provincial playoffs, in which we took 2nd place. This year Silverbacks will be playing out of the South Division and again hosting Provincials July 4-6, 2025

INITIATIVE INFORMATION

Dates/Times: July 4,5,6/2025

Location(s): Eagles Building Center (smaller arena)

Please provide a brief description of the initiative?

We would like to provide coolers of water bottles to the fans, families, officials & teams over the weekend along with in players dressing rooms. Saturday we would like to provide burgers, chips & pop to all. It brings 4 teams of 25 plus families and fans. We also secured a time clock official for the entire weekend last year which was excellent. The final Gold Medal game attracted numerous spectators. We are aware and no money will be allocated or spent on alcohol. We are aware and will not charge for the burgers and chips, no money will be made off the generous grant allocation.

How does the initiative fulfill a need with the community?

The need fulfillment with the community is primarily entertainment. There is no admission fee so this makes it affordable and accessible for all. The town of blackfalds will have an economic increase due to the necessity of accomidation and consumer spending. Raising awareness in the younger levels of lacrosse that fitness and sports doesn't have to end at age 18/graduation.

COMMUNITY IMPACT

How does the initiative encourage community participation?

I have already communicated with the younger levels of lacrosse teams, encouraging them to come out to watch, shared our regular season schedule and free admission along with the hosting of a Provincial Event for the 2nd year in a row. We encourage the community to volunteer with locating a bbq, cooking burgers and set up and clean up of the event.

What is the cost to attend your program or event?

The cost last year for the provincial hosting was \$2500 spent on burgers, buns, condiments, pop, ice, plates chips and was very much appreciated by hundreds of players and fans and families and the Town of Blackfalds were especially commended by the Provincial Committee in attendance.

Is your group/organization receiving funding (donations, grants, sponsorship, other revenues) from other sources?

The provincial lacrosse association does provide money that is used towards floor time and on floor officials. We allocated grant money as an honorarium to secure a stable time keeper for the entire weekend which allowed our team to focus on playing. Over the week end we have 7 games. The men pay \$500.00 per player for the regular season play to cover the season cost of the floor and officials.

How will the initiative provide a positive and lasting impact on the community?

The local lacrosse community STILL talk about the amazing facilities, the Fans often ask me if they can get a schedule to follow the Silverbacks again this year and are thrilled to be chosen to host again. Provincials of 2024 raised interest and the sporting event of lacrosse. It is a very family oriented level of lacrosse with the age 21 and up, several in their 30's therefore having wives and children in attendance. Very high level and skilled players promoting the game of Lacrosse.

INITIATIVE BUDGET

**Please fill in the anticipated budget for your program/event or provide an attached budget*

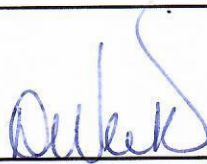
Revenue:	Value \$	Details
Grants	n/a	
Donations	n/a	
Sponsorships	n/a	
Other Revenues	n/a	The cost to play regular season is 500 plus ins per player used to pay for floor time and officials in reg season.
Grant Amount Requested	2500.00	
Total Revenues:	2500.00	
Expenditures:		
Materials	0	
Artist/Instructor/Performance Fees	250.00	1 constant time box keeper for 7 games
Promotional Expenses	225.00	If we can locate a promotional item at a resonable cost
Administrative Costs	0	
Insurance, Licencing	0	
Other Costs	2000.00	Food and beverage burgers, buns, condiments, ice, water, pop chips, bbq and 2 cooks pizza will be provided after the gold medal game.
Total Expenditures:	2500.00	
Deficit:		

Additional Information:

The funds to purchase items for the provincials will be locally sourced from the Town of Blackfalds whenever possible. I will provide a full accounting of all expenses.
I look forward to your reply.

Deneen Weik

Name of Applicant (please print)



Signature of Applicant

April 14/2025

Date

FOR OFFICE USE ONLY

Date Recieved:

Town of Blackfalds Staff Signature:

MEETING DATE: May 13, 2025

PREPARED BY: Kim Isaak, Chief Administrative Officer

PRESENTED BY: Kim Isaak, Chief Administrative Officer

SUBJECT: **Appointments to Council Remuneration Review Committee Task Force**

BACKGROUND

As per the Council Remuneration and Compensation Policy – CP-189.25, 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.

The Council Remuneration Review Committee is established to review and make recommendations regarding compensation and benefits provided for Mayor and Council prior to the Municipal General Election. Council agreed that a hybrid approach would be used for the review, consisting of a combination of research compiled by a consultant and provided to the Committee for review and recommendations to be brought forward to Council by the first meeting in August.

The advertising for the committee volunteer positions ran from April 9 to April 28, 2025, with a total of 4 submissions received. The survey has been sent out to the comparable municipalities, and the report from the consultants will be provided to the Chief Administrative Officer by the end of May. Following this, the Committee meetings will be scheduled.

The Terms of Reference for the Committee are set out in Appendix “C” of the Council Remuneration and Compensation Policy, which was recently updated and approved by Council.

DISCUSSION

Administration is recommending that Council establish the Council Remuneration Committee Task Force and appoint the 4 volunteers who put forward their names for the Committee.

FINANCIAL IMPLICATIONS

Funds have been allocated within the 2025 Budget for the completion of the survey work performed by outside consultants.

ADMINISTRATIVE RECOMMENDATION

That Council consider the following motions:

1. That Council establish the Council Remuneration Review Committee Task Force for a term ending no later than December 31, 2025.

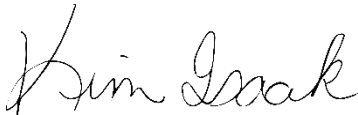
2. That the following individuals be appointed to the Council Remuneration Review Committee Task Force:
- Kevin Hallet
 - Richard Poole
 - Monique Johnson
 - Denise Sumner

ALTERNATIVES

- a) That Council refer Appointments to Council Remuneration Review Committee Task Force back to Administration for additional information.

ATTACHMENTS

- *Council Policy CP-189.25 - Council Remuneration & Compensation and Appendices*

APPROVALS

Kim Isaak,
Chief Administrative Officer

Department Director/Author

COUNCIL REMUNERATION AND COMPENSATION

POLICY NO	CP-189.25
DIVISION DEPARTMENT	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 will be brought forward annually to Council for consideration at budget to reflect changes in the Alberta Consumer Price Index which will align with salary and wage adjustments provided to staff. Adjustments will be effective on the first pay period in question 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 per diem claims will be submitted on the applicable form and submitted no later than two (2) days prior to the pay date. All payment requests must be approved by the Mayor prior to submission.
- 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 If a Committee or Task Force is established, the Terms of Reference – Council Remuneration Review attached as Appendix “C” 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” – Terms of Reference – Council Remuneration Review Committee
- 9.4. Town of Blackfalds Policy 155.21 – Elected Officials Development Opportunities Policy

10. END OF POLICY

-Original Signed-

Mayor

-Original Signed-

Chief Administrative Officer

-Original Dated-

Date

-Original Dated-

Date

POLICY RECORD HISTORY

	Resolution No:	Date
Policy Adopted	059/25	March 11, 2025
Policy Reviewed		
Policy Revised		

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

2. Council Salaries/Honorariums

- 2.1 Monthly honorariums are provided for attendance at all Council Meetings, Standing Committee Meetings, Public Hearings, Appointed Boards and Committees and Community Organization Meetings as determined.
- 2.2 The monthly honorarium for Council member activities and attendance as indicated in 2.1 is as follows:
- | | |
|------------------------|---------|
| Chief Elected Official | \$4,980 |
| Councillor | \$2,369 |
- 2.3 Additional honorariums or fees paid from other organizations such as regional or provincial bodies or commission boards will be accepted by a Council member for their participation or attendance. Compensation will not be provided by the Town of Blackfalds in these instances.
- 2.4 Emergency payments for honorariums may be requested by Council upon arrangements with the Chief Elected Official.

3. Per Diems

- 3.1 A per diem will be provided to members of Council for attendance at Council recognized conferences, conventions, workshops, meetings or other recognized and budget approved activities.
- 3.2 A per diem will be provided to Council members for attendance at Municipal Workshops, Open Houses, Retreats, and Budget Meetings.
- 3.3 Per diem meeting rates are as follows:
- | | |
|-----------|------------------|
| Flat Rate | \$135 (half day) |
| Flat Rate | \$255 (full day) |

APPENDIX “A”

COMPENSATION PROVIDED TO MAYOR AND COUNCIL

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

4. Health Benefits

- 4.1 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:
 - 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.

APPENDIX “A”

COMPENSATION PROVIDED TO MAYOR AND COUNCIL

- 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. Electronic Device and Internet Connection Reimbursement

- 6.1 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.
- 6.2 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.
- 6.3 Reimbursement for the cost of the internet connection will be paid on a monthly basis and is set at \$100 per month.
- 6.4 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”

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 “C”

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: May 13, 2025

PREPARED BY: Kim Isaak, Chief Administrative Officer

PRESENTED BY: Kim Isaak, Chief Administrative Officer

SUBJECT: **Regional Collaboration Committee**

BACKGROUND

On July 24, 2024, Council passed a resolution to refer the matter of a tri-party Alberta Community Partnership (“ACP”) Grant to the Lacombe, Blackfalds and Lacombe County Intermunicipal Development Plan and Intermunicipal Collaborative Framework Committee for discussion.

On October 15, 2024, representatives from the City of Lacombe, Lacombe County and the Town of Blackfalds Intermunicipal Development Plan and Intermunicipal Collaborative Framework Committee met to discuss the matter of a tri-party Alberta Community Partnership Grant. At this same meeting discussion was held around the development of a Regional Collaboration Committee similar to the City of Red Deer and Red Deer County Regional Collaboration Committee. A subsequent motion was unanimously passed to explore the development of a Regional Collaboration Committee between the three parties.

DISCUSSION

As per the resolution from the October 15, 2024, tri-party meeting, Administration is requesting that Council pass a resolution directing Administration to work with the City of Lacombe and Lacombe County on the development of a draft Terms of Reference for a Regional Collaboration Committee that will be referred back to each respective Council for consideration.

A detailed report provided by the City of Lacombe is attached that outlines the potential scope of the Committee which includes recreation, culture, infrastructure, economic development, emerging or existing regional issues or opportunities, strategic discussions on topics covered by other Committees, and the inclusion of additional partners.

The continued fostering and advancement of collaboration with the Town’s neighbouring municipalities meets the strategic priority of Leadership and Engagement outlined in the Town of Blackfalds 2024-2026 Mid-Term Strategic Plan.

FINANCIAL IMPLICATIONS

None.

ADMINISTRATIVE RECOMMENDATION

That Council consider the following motion:

1. That Council direct Administration to work with the City of Lacombe and Lacombe County on a draft Terms of Reference for a Regional Collaboration Committee and to refer the draft Terms of Reference to each respective Council for consideration.

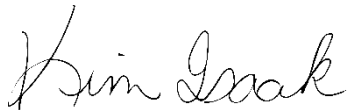
ALTERNATIVES

- a) That Council refer Regional Collaboration Committee back to Administration for additional information.

ATTACHMENTS

- *City of Lacombe Request for Council Decision – Regional Collaboration Committee*
- *Lacombe County Agenda Item - Regional Collaboration Committee*

APPROVALS



Kim Isaak,
Chief Administrative Officer

Department Director/Author



AGENDA ITEM

Regional Collaboration Committee

City of Lacombe, Town of Blackfalds & Lacombe County

May 8, 2025

BACKGROUND

At the June 27, 2024 meeting, Council approved a resolution to refer the matter of submitting a tri-party Alberta Community Partnership (ACP) Program Grant application to explore the feasibility of a Regional Recreation Facility to the Lacombe, Blackfalds, and Lacombe County Intermunicipal Development Plan & Intermunicipal Collaboration Framework (IDP/ICF) Committee for consideration.

On October 15, 2024, the referenced IDP/ICF Committee met and agreed to recommend that each member municipality pass a resolution to submit an ACP Program Grant application for the said purpose. At this same meeting, a discussion was held around the development of a Regional Collaboration Committee, similar to the City of Red Deer and Red Deer County Regional Collaboration Committee. A subsequent motion was unanimously passed to explore the development of a Regional Collaboration Committee between the three parties.

At the April 1, 2025 Lacombe County Committee of the Whole meeting, the Committee recommended that Council direct the County Manager to prepare a report to support Lacombe County's participation in the development of the City of Lacombe/Town of Blackfalds/Lacombe County Regional Collaboration Committee. This recommendation was subsequently approved by resolution of Lacombe County Council at its April 24, 2025 Council meeting.

Action requested of Council regarding this matter is consideration of directing the County Manager to work with the CAO's from the City of Lacombe and the Town of Blackfalds to develop a draft Terms of Reference for the Regional Collaboration Committee and to refer the draft Terms of Reference to each respective Council for consideration.



ANALYSIS

For reference, attached is:

1. The Request for Decision presented to the City of Lacombe, which outlines the potential scope of the Committee, which includes recreation, culture, infrastructure, economic development, emerging or existing regional issues or opportunities, strategic discussions on topics covered by other Committees, and the inclusion of additional partners.
2. Notes from the October 15, 2024 meeting of the City of Lacombe, Town Blackfalds, and Lacombe County Intermunicipal Development Plan & Intermunicipal Collaboration Framework (IDP/ICF) Committee

Alternatives:

1. That Council direct the County Manager to work with the City of Lacombe and Town of Blackfalds CAO's on a draft Terms of Reference for a Regional Collaboration Committee and to refer the draft Terms of Reference to each respective Council for consideration. (Administrative recommendation)
2. Take other action(s) as directed by Council.

BUDGET IMPLICATIONS

Other than staff time, there are no budget implications associated with this matter at this time.

LEGISLATIVE RESPONSIBILITIES

1. Section 3 of the Municipal Government Act (MGA) states the purposes of a municipality are: a) to provide good government, a.1) to foster the well-being of the environment, a.2) to foster the economic development of the municipality, b) to provide services, facilities or other things that, in the opinion of Council, are necessary or desirable for all or a part of the municipality, c) to develop and maintain safe and viable communities, and d) to work collaboratively with neighbouring municipalities to plan, deliver and fund intermunicipal services.
2. Section 180(1) of the MGA states that Council may only act by resolution or bylaw.
3. Section 201(1) of the MGA states that a council is responsible for a) developing and evaluating the policies and programs of the municipality, and c) carrying out



the powers, duties and functions expressly given to it under this or any other enactment.

RECOMMENDATION

That Council approve the following resolution:

That Council direct the County Manager to work with the City of Lacombe and Town of Blackfalds CAO's on a draft Terms of Reference for a Regional Collaboration Committee and to refer the draft Terms of Reference to each respective Council for consideration.

PREPARED BY: Tim Timmons, County Manager

REVIEWED BY: Tim Timmons, County Manager

A blue ink signature of Tim Timmons, consisting of a stylized 'T' and 'T' intertwined, enclosed within a square box.

City of Lacombe/Lacombe County/Town of Blackfalds
Minutes of ICF & IDP Tri-Party Special Meeting
October 15th, 2024

1. CALL TO ORDER

The tri-party meeting of the City of Lacombe, Lacombe County, and the Town of Blackfalds was called to order by Chair Hoekstra at 1 p.m. in the Lacombe Memorial Centre, County Room on Tuesday, October 15th, 2024.

The following were in attendance:

Cora Hoekstra	Chair/City of Lacombe Councillor
Grant Creasey	City of Lacombe Mayor
Reuben Konnik	City of Lacombe Councillor
Barb Shepherd	Lacombe County Reeve
Ken Weenink	Lacombe County Councillor
Dewayne West	Lacombe County Councillor
Jamie Hoover	Town of Blackfalds Mayor
Jim Sands	Town of Blackfalds Councillor (virtual)
Marina Appel	Town of Blackfalds Councillor
Matthew Goudy	City of Lacombe CAO
Guy Lapointe	City of Lacombe Director of Community Services
Jordan Thompson	City of Lacombe Director of Strategy and Capital Delivery
Tim Timmons	Lacombe County Manager
Michael Minchin	Lacombe County Director of Corporate Services
Kim Isaak	Town of Blackfalds CAO
Rick Kreklewich	Town of Blackfalds Director of Community Services
Jennifer Peterson	City of Lacombe Recording Secretary

2. ADOPTION OF AGENDA

The Tri-Party Special Meeting agenda was present for approval.

MOVED by Reeve Shepherd that the October 15th, 2024, agenda be accepted as presented.

CARRIED UNANIMOUSLY

3. APPROVAL OF MINUTES

3.1. N/A

4. INFRASTRUCTURE

4.1. N/A

5. PLANNING & DEVELOPMENT

5.1. N/A

6. COMMUNITY GROUPS & ASSOCIATED PROJECTS

6.1. Alberta Community Partnership Grant Application – Regional Recreation Facility

CAO Goudy presented a Request for Committee Decision to apply for an Alberta Community Partnership Grant to explore the feasibility of a shared Recreation Facility. The feasibility assessment would look at several essential elements: financial, land, and infrastructure, as well as social and regulatory considerations. A discussion occurred on the potential partnership of a regional facility and its value to each municipality.

MOVED by Mayor Creasey, the Tri-Party ICF/IDP Committee recommends that each member's municipality pass a resolution supporting an Alberta Community Partnership Grant application to explore the feasibility of regional facilities.

CARRIED UNANIMOUSLY

After the resolution, a discussion occurred on which municipality would manage the grant. All members favour the City of Lacombe on behalf of the partnerships, take the managing partner role, submit the grant application, and take on all grant responsibilities.

7. SHARED SERVICES

7.1. N/A

8. NEW BUSINESS

8.1. Regional Collaboration Committee

Chair Hoekstra brought forward the idea of forming a formalized Regional Collaboration Committee. A discussion occurred regarding the benefits of a formalized regional committee for the municipalities.

MOVED by Councillor Appel to explore the development of a Regional Collaboration Committee.

CARRIED UNANIMOUSLY

9. ADJOURNMENT

The meeting was adjourned at 2:05 p.m.

Next Meeting Date
TBD

REQUEST FOR COUNCIL DECISION



SUBJECT: Regional Collaboration Committee
PREPARED BY: Matthew Goudy, Chief Administrative Officer
PRESENTED BY: Diane Piche, Corporate Services Director
DATE: January 13th, 2025

FILE: 00/000

PURPOSE:

To present, for Council's consideration, information about the development of a Regional Collaboration Committee.

RECOMMENDED MOTION(S):

1. THAT Council directs Administration to develop Terms of Reference for a Regional Collaboration Committee involving the City of Lacombe, Lacombe County, and the Town of Blackfalds.

RELATED PRIOR MOTION(S):

1. Tri-Party ICF/IDP Committee - (October 15th, 2024): *MOVED by Councillor Appel to explore the development of a Regional Collaboration Committee.*
[Carried Unanimously]

EXECUTIVE SUMMARY:

Establishing a Regional Collaboration Committee is intended to formalize and enhance partnerships among the City of Lacombe, the Town of Blackfalds, and Lacombe County.

Building on the existing Intermunicipal Collaboration Framework (ICF) and Intermunicipal Development Plan (IDP) Committees, this initiative will support strategic regional discussions, fostering a unified approach to shared priorities.

ANALYSIS:

The City of Lacombe, Town of Blackfalds, and Lacombe County have a history of collaboration through the ICF/IDP Committees.

Members of the ICF/IDP Committees of Lacombe County, the City of Lacombe, and the Town of Blackfalds recently reviewed the terms of reference for the City of Red Deer & Red Deer County's *Regional Collaboration Committee* (attached). After reviewing and discussing the document, Committee representatives unanimously resolved to recommend exploring development of a Regional Collaboration Committee to expand this cooperation.

REQUEST FOR COUNCIL DECISION



Potential Scope

The Regional Collaboration Committee (RCC) can serve as a forum for discussing issues and opportunities that impact both municipalities, fostering equitable regional partnerships. It focuses on strategic, high-level collaboration and makes recommendations to both Councils for formal decision-making. The RCC's scope includes:

1. Topics Originating from the Intermunicipal Collaboration Framework:
 - a. Recreation
 - b. Culture
 - c. Infrastructure
 - d. Economic development
2. Emerging or Existing Regional Issues/Opportunities:
 - a. Any issue with an impact on both municipalities.
 - b. Discussions on policies, operations, or intermunicipal relations.
3. Strategic Discussions on Topics Covered by Other Committees:
 - a. RCC can address topics handled by existing forums but from a strategic perspective.
4. Inclusion of Additional Partners:
 - a. As appropriate, RCC may involve third parties or stakeholders for specific discussions.

Possible Committee Structure

1. Political Members:
 - a. Nine (9) Council representatives:
 - i. Chief Elected Official (Mayor/Reeve) and two (2) Councillors from each municipality (City of Lacombe, Lacombe County, Town of Blackfalds).
 - b. No alternates are included in the RCC, and all members are expected to attend meetings.
2. Administrative Members:
 - a. The Chief Administrative Officers (CAOs) from all three municipalities serve in an advisory capacity to the committee.

REQUEST FOR COUNCIL DECISION



Key Roles:

- Political Members: Responsible for collaborating on shared issues, directing administration, and preparing recommendations for Councils.
- CAOs: Provide administrative reports, advise members, and support report preparation for Councils.

This structure emphasizes equal representation and collaboration between the three municipalities.

Next Steps

With Council's endorsement, Administration will create a DRAFT terms of reference, in with review and input from the administrative staff of Lacombe County and the Town of Blackfalds. The DRAFT terms of reference will then be referred to each respective Council for consideration.

STRATEGIC PLAN ALIGNMENT: [\(LINK\)](#)

Growing the Community

- ✓ Collaborating with community stakeholders on community economic development

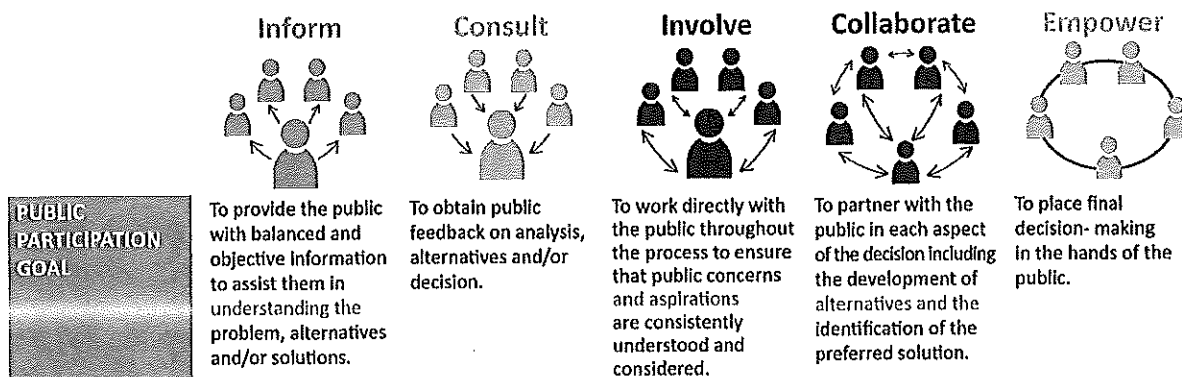
Building the Community

- × Efficiently delivering core services

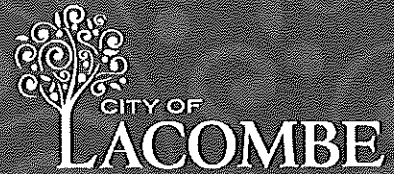
Supporting the Community

- ✓ Supporting expansion of community programming through partnerships

PUBLIC ENGAGEMENT STRATEGY: [\(LINK\)](#)



REQUEST FOR COUNCIL DECISION



No public engagement is recommended at this stage; however, if future initiatives involve public participation, communication strategies will be developed as part of the Committee's work plan.

POTENTIAL MOTION(S):

1. **[Recommended]** THAT Council directs Administration to develop Terms of Reference for a Regional Collaboration Committee involving the City of Lacombe, Lacombe County, and the Town of Blackfalds.

OR

2. **[Alternative]** THAT Council direct Administration on how to proceed.

ATTACHMENTS:

City of Red Deer/Red Deer County - Regional Collaboration Committee Terms of Reference

MEETING DATE: May 13, 2025

PREPARED BY: Danielle Nealon, Executive & Legislative Coordinator

PRESENTED BY: Danielle Nealon, Executive & Legislative Coordinator

SUBJECT: **Sylvan Lake 1913 Days Celebration Parade**

BACKGROUND

Annually, the Mayor or designate is invited to attend and take part in the Sylvan Lake 1913 Days Celebration Parade, which typically occurs in June of each year.

DISCUSSION

On April 14, 2024, Mayor Hoover received the annual 1913 Days Celebration Parade invitation taking place on Saturday, June 7, 2025, at 1:00 p.m.

FINANCIAL IMPLICATIONS

Funds are allocated annually for parade candy and the use of the Town's golf cart float.

ADMINISTRATIVE RECOMMENDATION

That Council consider the following motion:

1. That Council designates a dignitary to attend the Sylvan Lake 1913 Days Celebration Parade.

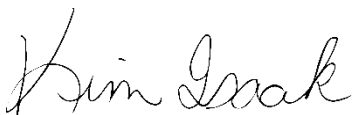
ALTERNATIVES

- a) That Council refer the Sylvan Lake 1913 Days Celebration Parade invite back to Administration.
- b) That Council sends regrets for the Sylvan Lake 1913 Days Celebration Parade.

ATTACHMENTS

- *Invitation from Sylvan Lake: 1913 Days Celebration Parade*

APPROVALS



Kim Isaak,
Chief Administrative Officer



Department Director/Author



Town of Sylvan Lake
Municipal Government Building
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April 14, 2025

Mayor Jamie Hoover
Box 220, 5018 Waghorn Street
Blackfalds, Alberta, T0M 0J0
jhoover@blackfalds.com

Dear: Mayor Hoover;

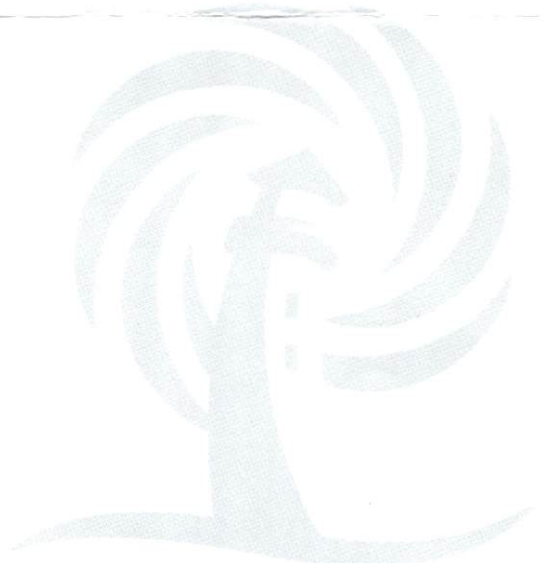
The Town of Sylvan Lake cordially invites you to participate in its "1913 Days Celebration". This year's theme is "Backyard BBQ", and all events will be tailored around this theme.

This fun-filled event kicks off Friday, June 6th with yard games and a double feature outdoor movie in Lakefront Park at 6:30 PM. On Saturday, June 7th there will be a pancake breakfast at the Sylvan Lake Firehall at 7:00 AM followed by the parade at 1:00 PM. Other activities on Saturday include a penny carnival, art show and sale, classic car show, kids inflata-fun zone and a soapbox derby.

If you are interested in participating in the parade, please fill out the form located at <https://visitsylvanlake.ca/paraderegistration/> before Wednesday, June 4th, 2025. We do ask that you arrive to line up by no later than 12:00 PM as the parade begins promptly at 1:00 PM.

Sincerely,

Megan Hanson, Mayor
Town of Sylvan Lake



MEETING DATE: May 13, 2025

PREPARED BY: Danielle Nealon, Executive & Legislative Coordinator

PRESENTED BY: Danielle Nealon, Executive & Legislative Coordinator

SUBJECT: 1st Annual Stettler Canada Parade

BACKGROUND

The Stettler Regional Board of Trade & Community Development is hosting the 1st annual Stettler Canada Parade on Tuesday, July 1, at 10:00 a.m.

DISCUSSION

On April 29, 2025, Mayor Hoover received the 1st annual Stettler Canada Parade invitation taking place on Tuesday, July 1, 2025, at 10:00 a.m.

FINANCIAL IMPLICATIONS

Funds are allocated annually for parade candy and the use of the Town's golf cart float.

ADMINISTRATIVE RECOMMENDATION

That Council consider the following motion:

1. That Council designates a dignitary to attend the 1st Annual Stettler Canada Parade on Tuesday, July 1, 2025.

ALTERNATIVES

- a) That Council refer 1st Annual Stettler Canada Parade invite back to Administration.
- b) That Council send regrets for the 1st Annual Stettler Canada Parade.

ATTACHMENTS

- *Invitation from Stettler Regional Board of Trade Re: 1st annual Stettler Canada Parade*

APPROVALS



Kim Isaak,
Chief Administrative Officer



Department Director/Author



April 29, 2025

Blackfalds Mayor Jamie Hoover,

Re: Canada Day Parade

On behalf of the Stettler Regional Board of Trade & Community Development, I would like to extend an invitation to you or an alternative to participate in the 1st annual Stettler Canada Parade. This year, our parade will take place **on Tuesday, July 1, at 10:00 a.m.**

You are welcome to bring your own vehicle, or upon request, we will provide a parade vehicle for you.

The parade assembly will be at Rotary Armstrong Spray Park (62 Street—please enter off 44 Ave from the South). If you require a parade vehicle, we ask that you assemble at the Stettler Recreation Centre (6202 – 44 Ave), where you will be assigned a vehicle and chauffeured to the parade assembly location.

Event times are as follows:

9:30 am – Marshalling Commences

10:00 a.m. – Parade begins

Please RSVP by **June 1, 2025**, indicating your attendance for the Canada Day Parade and whether you will **require a vehicle** and/or **signage**. Please feel free to contact us if you require any additional information.

Canada Day in Stettler is growing every year. Visit www.destinationstettler.com for community events. We thank you for your consideration and look forward to welcoming you to Stettler **on July 1**.

Sincerely,
Coralie Cherewko
Project Manager
403-742-3181
6606 50 Ave Stettler, AB