

## AGENDA

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1. **WELCOME AND CALL TO ORDER**

- 1.1 Welcome
  - 1.2 Call to Order
  - 1.3 Review of Agenda
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2. **LAND ACKNOWLEDGEMENT**

- 2.1 In the spirit of Truth and Reconciliation, the Town of Blackfalds acknowledges that we are on Treaty 6 territory, the ancestral lands of Cree, Saulteaux (So-toe), Blackfoot, Métis, Dene (De-nay) and Nakota Sioux (Sue). We acknowledge all the many First Nations, Métis, Inuit, and non-status peoples whose footsteps have marked these lands since time immemorial.

We recognize the inherent relationships Indigenous communities have with this land and its creatures and commit to supporting reconciliation and healing. We honour the resilience, culture, and contributions of Indigenous peoples, past and present.

As we gather, we pledge to listen, learn, and take meaningful action toward a future based on mutual respect and understanding as we continue on our journey of truth and healing. We recognize that reconciliation is not a single act but a lifelong journey—one that requires accountability, humility, and the centering of Indigenous voices.

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3. **DELEGATIONS**

None

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4. **BUSINESS**

- 4.1 Report for Committee, Municipal Development Plan Orientation
  - 4.2 Request for Direction, Womacks Road & Broadway Avenue Intersection Improvements
  - 4.3 Request for Direction, Information Governance Framework Policy
- 

5. **CONFIDENTIAL**

- 5.1 Density Conversation – AITA Section 29 – Advice from Officials
- 

6. **ADJOURNMENT**

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***Future Meetings/Events:***

- Regular Council Meeting – January 27, 2026
- Regular Council Meeting – February 10, 2026

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**MEETING DATE:** January 19, 2026  
**PREPARED BY:** Jolene Tejkl, Planning & Development Manager  
**PRESENTED BY:** Jolene Tejkl, Planning & Development Manager  
**SUBJECT:** **Municipal Development Plan Orientation**

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## **BACKGROUND**

As part of the ongoing Council Orientation process Council will receive a Municipal Development Orientation.

## **DISCUSSION**

Administration is providing a Municipal Development Plan Orientation on the plan as it currently is.

## **FINANCIAL IMPLICATIONS**

None.

## **ADMINISTRATIVE RECOMMENDATION**

That Standing Committee of Council consider the following motion:

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


## **ALTERNATIVES**

- a) That Standing Committee of Council refer the Municipal Development Plan Orientation back to Administration for additional information.

## **ATTACHMENTS**

- *Municipal Development Plan Presentation*

## **APPROVALS**



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Kim Isaak,  
Chief Administrative Officer

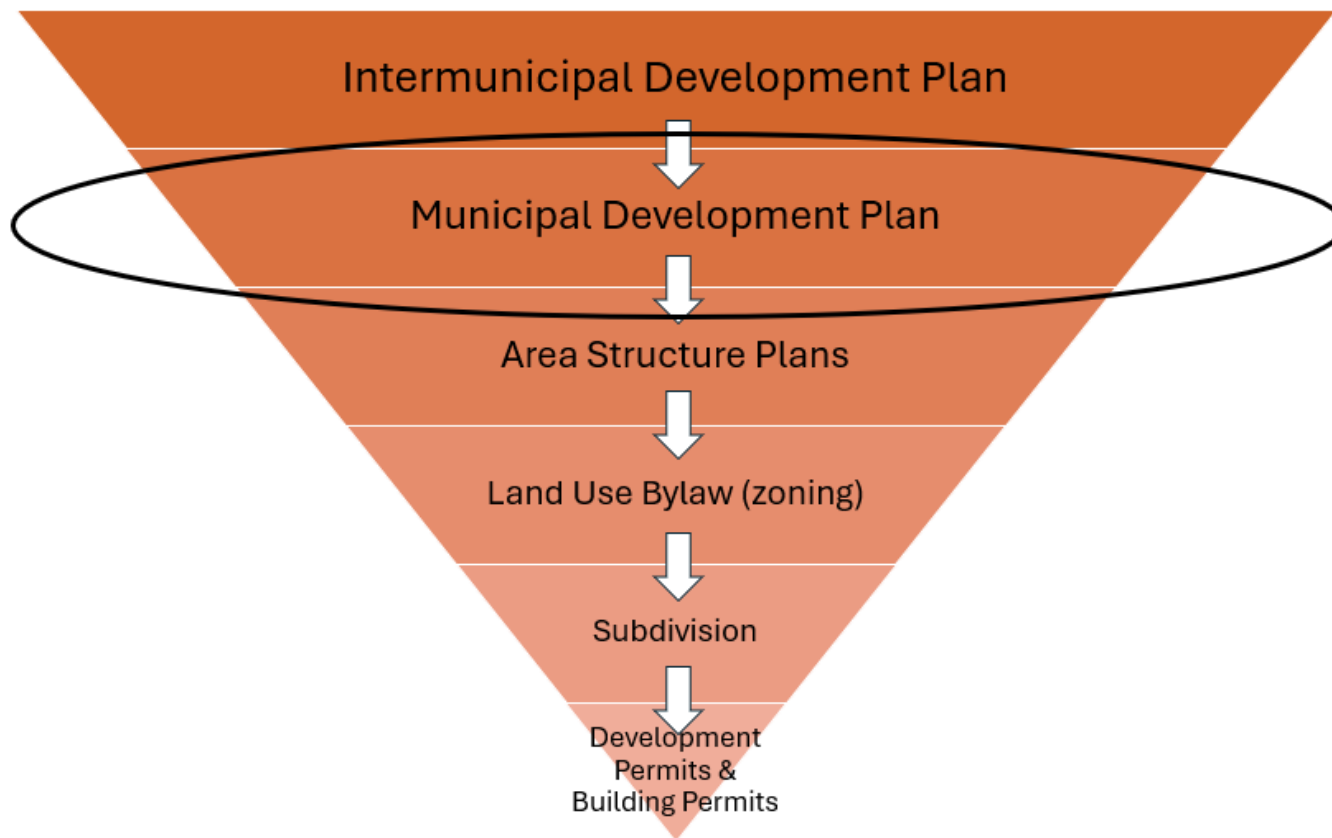


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Department Director/Author

# **Municipal Development Plan Orientation**

**January 19, 2026**



# What is a Municipal Development Plan?

- ▶ Sets vision, goals, and policies for how a municipality will grow over 20-30 years
- ▶ Ensures orderly, sustainable, and financially responsible growth
- ▶ Provides predictability

# Mandatory Municipal Development Plan Content

- ▶ MDP's must address [MGA S. 632(3)]:
  - ▶ Future Development
  - ▶ Transportation Systems
  - ▶ Municipal Services & Facilities
  - ▶ Land Use Near Sour Gas Facilities
  - ▶ Municipal & School Reserves
  - ▶ Protection of Agricultural Operations

# What does a Municipal Development Plan do?

1. Establishes a long-term vision
2. Guides land use and growth
3. Coordinates infrastructure and services
4. Supports economic and social development
5. Protects the environment
6. Provides a policy framework for decision-making

## TOWN OF BLACKFALDS



### MUNICIPAL DEVELOPMENT PLAN AUGUST 2009

#### Vision Theme:

The Town of Blackfalds has adopted the following theme:

- **Blackfalds . . . . A Nice Place to Grow.**

This reflects the community's quality of life through it's small town atmosphere and friendly nature, as well as its growth opportunities and the acceptability of appropriate growth.

#### Vision Principles:

The general theme is supported by eight Vision Principles:

- a. Blackfalds desires to retain its small town, family oriented atmosphere in which health, safety, viability and sustainability are cornerstones.
- b. Blackfalds desires to become the best place to live, focussing on excellence of service to families.
- c. Blackfalds desires to strengthen its economic base, welcoming new clean industries and a diversity of commercial enterprises.
- d. Blackfalds desires to grow in an orderly fashion, mindful of the environment, natural resources and major infrastructure surrounding the community.
- e. Blackfalds desires to enhance its visible image and quality of the built environment.
- f. Blackfalds desires to strengthen its residential character through an expanding variety of affordable housing and neighbourhoods.
- g. Blackfalds desires to retain fiscal prudence, providing a level of services and facilities within the financial means of the community.
- h. Blackfalds desires to cooperate with neighbouring municipalities, assisting all cooperating partners to thrive.

## 2 LAND USE CONCEPT

The Land Use Concept displayed in Map 2 indicates the Town of Blackfalds preferred long range growth and land use pattern. In allocating general land use areas, it provides approximate boundaries for the variety of land uses to be accommodated in the Town. Further definition of the pattern of land uses may be provided through Area Structure Plans, which can

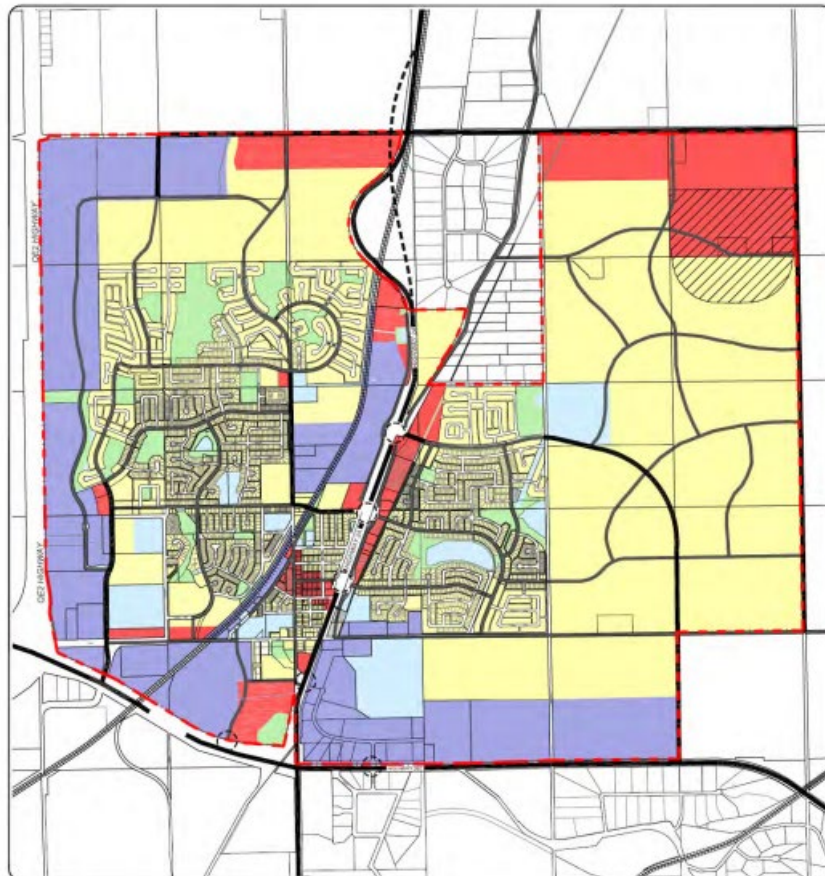


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## MDP Section Goals

Sustainable Urban Form	“To manage the growth rate and direction in accordance with the Town’s ability to respond in a fiscally responsible manner while preserving the Town’s sense of community.”
Economic Development	“To diversify the economic base of the Town and surrounding region.”
Residential Development	“To maintain the small town residential character of neighbourhoods while accommodating a diversity of housing.”
Built Environment	“To integrate the parkland setting into the community while enhancing the visual image of the Town.”
Open Space	“To provide public parks, recreation areas and related facilities, which meet the growing needs of the community, while also retaining natural landscape features.”
Community Facilities	“To provide a range of facilities which enhance the liveability of Blackfalds.”
Transportation	“To provide an effective and safe transportation system.”
Utilities	“To provide and maintain an effective and efficient system of municipal utilities.”
Intermunicipal Cooperation	“To undertake cooperative planning mechanisms with Lacombe County.”
Implementation	“To promote the use of the Plan and the implementation of its policies.”
Review and Amendment	“To monitor the effectiveness of the Plan by undertaking timely reviews, amending the plan as necessary.”



#### MUNICIPAL DEVELOPMENT PLAN

- |                             |                        |
|-----------------------------|------------------------|
| --- MUNICIPAL BOUNDARY      | INDUSTRIAL             |
| --- MAJOR THOROUGHFARES     | PUBLIC / INSTITUTIONAL |
| --- FUTURE HWY 2A ALIGNMENT | RESIDENTIAL            |
| --- RAILWAY                 | COMMERCIAL             |
| □ SIGNALIZED INTERSECTIONS  | OPEN SPACE             |
| ▨ SPECIAL STUDY AREA        |                        |



PARKLAND COMMUNITY PLANNING SERVICES

#### TOWN OF BLACKFALDS

#### MAP 2 FUTURE LAND USE CONCEPT



JUNE 2009

## Final Comment on Municipal Development Plans

- They contain “motherhood and apple pie” policy direction that can be challenging to implement



Questions?



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**MEETING DATE:** January 19, 2026

**PREPARED BY:** Aws Al Sammarraie, Engineering Services Manager

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

**SUBJECT:** **Womacks Road & Broadway Avenue Intersection Improvements**

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## **BACKGROUND**

This matter was brought to the November 18, 2024, Standing Committee of Council meeting seeking direction regarding 3 options for intersection improvements at Womacks Road and Broadway Avenue to address increasing traffic in the area as well as sightline concerns. The current configuration of our roads and this intersection today are a result of the Womacks and Gregg Street Realignment project. There have been increased traffic concerns and a reduced level of service at this intersection since this time.

## **DISCUSSION**

The Transportation Master Plan has been the Town's main planning document since the 90's. This plan is updated approximately every ten years; it studies short to medium term horizons. By doing this study every ten years, the town will be able to support growth and facilities needs for access to and from the growth nodes as the Town grows. The figures contained in this plan are focusing on intersection and roadway improvements, but does not get into the details of land, functional design or detailed design. This future intersection was planned for traffic signals once the population reached 12,000. These improvements are not automatic or fully necessary as that depends on Council and community priorities, funding, development contributions and other competing interest for tax dollars. However, with the future traffic loads and proximity to the railway, we have been considering a mini roundabout option through public consultation and modeling with the help of CIMA+ Engineers.

Until we determine the best path forward for improvements and a capital project is finalised, we have developed a short interim plan to improve safety at the Broadway and Womacks intersection. We have been working with the engineers to develop a lane reconfiguration based upon the original Stop Option to help with sightlines and traffic calming in and out of this intersection.

Due to the concerns noted at this intersection, operations plan to move forward with this revision unless the Standing Committee of Council has any major concerns with this plan. We are planning to employ these revisions in the spring of 2026 as a two way stop (modified) concept which is intended to be a temporary solution. This will include shifting the centre line on Womacks Road and the stop-bar for southbound movements on Broadway Avenue further south. Along with a dedicated westbound right hand turning lane which will increasing the overall capacity of the intersection and increasing the gaps available for southbound traffic to proceed. Temporary barriers will be installed to create bulb-outs on either side of the roadway to prevent westbound drivers from utilizing both lanes for thru movements. Parking lost on the south side of the roadway will be mostly provided back onto the north side of the roadway.

**FINANCIAL IMPLICATIONS**

This work will mostly be completed in-house with our Public Works staff. They will install the barricades, signage and remove the lines. We will use contracted services for the painting of the lines. We are anticipating a total cost including design drawing, contracted, supplies and materials of \$25,000. We plan to utilize a portion of the project dollars previously approved by Council for this work.

**ADMINISTRATIVE RECOMMENDATION**

That Standing Committee of Council consider the following motion:


1. That Standing Committee of Council receives the Womacks Road & Broadway Avenue Intersection Improvements report for information and recommend that Council support the Operations Plan to revise the Womacks Road & Broadway Avenue Intersection.

**ALTERNATIVES**

- a) That Standing Committee refers this item back to Administration for more information.

**ATTACHMENTS**

- *Intersection Design Drawing December 29, 2025.*

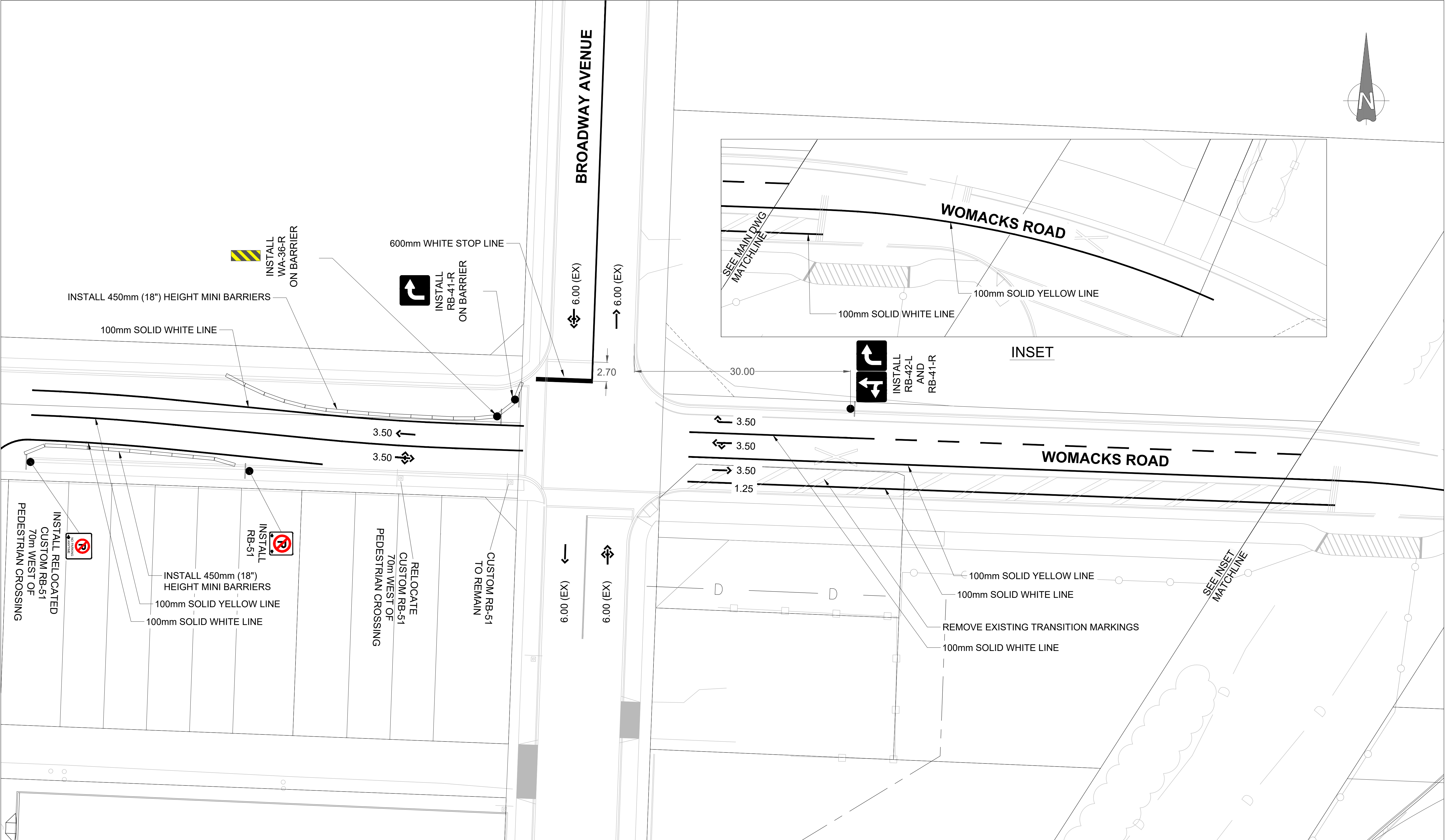
**APPROVALS**

Kim Isaak,  
Chief Administrative Officer



Department Director







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**MEETING DATE:** January 19, 2026

**PREPARED BY:** Justin de Bresser, Director of Corporate Services

**PRESENTED BY:** Justin de Bresser, Director of Corporate Services

**SUBJECT:** **Information Governance Framework Policy**

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## **BACKGROUND**

Administration has discussed the implementation of framework policies within Town departments. Framework policies serve to guide direction and decision-making processes for the department. They establish a consistent foundation and allow for alignment with departmental programs, goals, and objectives.

## **DISCUSSION**

A draft copy of the Information Governance Framework Policy is attached. The policy aims to establish a framework for approval of administrative policies, procedures and operational practices that fall under the Information Governance umbrella.

Key goals include recognizing the value of the Town's information assets as well as ensuring compliance with relevant legislation and industry best practice.

## **FINANCIAL IMPLICATIONS**

N/A

## **ADMINISTRATIVE RECOMMENDATION**

That Standing Committee of Council consider the following motion:

1. That Standing Committee of Council receives the Information Governance Framework Policy report and draft policy for information, and direct Administration to bring forward the draft Information Governance Framework Policy for consideration at a future Regular Meeting of Council.

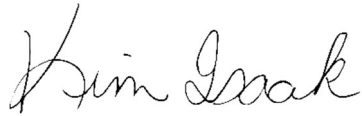
## **ALTERNATIVES**

- a) That Standing Committee of Council recommends amendments to the Information Governance Framework Policy, as presented.
- b) That Council refer the draft Information Governance Framework Policy back to Administration.

## **ATTACHMENTS**

- *Draft – Information Governance Framework Policy*

**APPROVALS**



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Kim Isaak,  
Chief Administrative Officer



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Department Director/Author

## INFORMATION GOVERNANCE FRAMEWORK

POLICY NO	
DIVISION DEPARTMENT	Corporate Services – Information Technology
REVIEW PERIOD	Every 3 Years or Upon Legislative Change

### 1. POLICY PURPOSE

- 1.1. To establish a framework for the development and implementation of Administrative Policies, Administrative Procedures and operational practices for the Town of Blackfalds pertaining to Information Governance (access and privacy as well as records and information management).

### 2. POLICY STATEMENT

- 2.1. Council of the Town of Blackfalds recognizes the value of the Town's information assets and the importance of compliance with the *Access to Information Act*, the *Protection of Privacy Act* and records and information management best practice.

### 3. DEFINITIONS

- 3.1 **"Administrative Policy"** means a policy regarding operational matters of the Town of Blackfalds which does not require Council approval.
- 3.2 **"Administrative Procedure"** means a documented procedure that outlines a consistent approach to carrying out a specific policy in the day-to-day operations of the Town.
- 3.3 **"Chief Administrative Officer or CAO"** means the individual appointed by Council to the position of Chief Administrative Officer as per the *Municipal Government Act*.
- 3.4 **"Council"** means the Council of the Town of Blackfalds elected pursuant to the *Local Authorities Election Act*, of Alberta, as amended.
- 3.5 **"Council Policy"** means a policy regarding governance, public issues, and services to the public.
- 3.6 **"Information Governance"** means a comprehensive framework that manages information assets within an organization to support its business goals and mitigate risks.
- 3.7 **"Privacy Management Program"**, according to *Protection of Privacy Ministerial Regulation 143/25*, means a collection of policies and procedures that demonstrate the Town's compliance with the requirements of the *Protection of Privacy Act*.

3.8 “**Town**” means the municipality of the Town of Blackfalds

#### **4. AUTHORITY AND RESPONSIBILITIES**

4.1. Council to:

4.1.1. Adopt and support this Policy and any subsequent amendments by resolution.

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

4.2. Chief Administrative Officer to:

4.2.1. Implement this Policy through the development and establishment of Information Governance Administrative Policies, Administrative Procedures and operational practices.

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

#### **5. POLICY**

5.1. The Chief Administrative Officer shall develop Administrative Policies, Administrative Procedures and operational practices which guide the management of the Town’s information assets, while remaining compliant with relevant legislation, and which reflect current industry standards and best practice.

#### **6. RELATED DOCUMENTS**

6.1. Chief Administrative Officer Bylaw

6.2. Information Governance Administrative Policies and Procedures

#### **7. END OF POLICY**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**POLICY RECORD HISTORY**

	<b>Resolution No:</b>	<b>Date</b>
Policy Adopted		
Policy Reviewed		
Policy Revised		

**ADMINISTRATIVE REVISIONS**

<b>Date</b>	<b>Description</b>