
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 September 23, 2025

3.2 Consent Agenda for September 23, 2025

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

b) **Adoption of Minutes**

- o Regular Council Meeting Minutes – September 9, 2025
- o Standing Committee of Council Meeting Minutes – September 15, 2025

c) **Council Reports**

- o Mayor Hoover
- o Deputy Mayor Coulter
- o Councillor Appel
- o Councillor Svab
- o Councillor Dennis
- o Councillor Sands

d) **Administrative Reports**

- o Report for Council, CAO Report – September 2025
- o Report for Council, Enforcement & Protective Services Monthly Report – August 2025
- o Report for Council, BOLT KPI Monthly Report – August 2025

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

- o Municipal Emergency Management Committee Meeting Minutes – November 28, 2023
- o Recreation, Culture and Parks Board Meeting Minutes – May 7, 2025
- o Library Board Meeting Minutes – September 2, 2025

f) **Information**

- o Lacombe County Council Meeting Highlights – August 28, 2025
- o City of Lacombe Council Meeting Highlights – September 8, 2025
- o Lacombe County Council Meeting Highlights – September 11, 2025

g) **Correspondence**

None

4. **PUBLIC HEARING**

None

5. **DELEGATION**

5.1 Blackfalds Seniors' Club – Annual Update, *Glenda Brown*

5.2 Beyond Food Community Hub – Annual Update, *Chris Keim*

5.3 Servus Credit Union/Blackfalds Public Library – Annual Update, *Nicole Rice*

6. **BUSINESS**

6.1 Request for Decision, Bylaw 1337.25 - Pt. NW 27-39-27-W4M Redistricting (Valley Ridge Estates Phase 6B) (*Second & Third Reading*)

6.2 Request for Decision, Proposed Subdivision S-04-25 Valley Ridge Estates Phase 6B, Pt. NW 27-39-27-W4M

6.3 Request for Decision, Bylaw 1338.25 - Valley Ridge Estates Phase 6B Road Closure Bylaw (*First Reading*)

6.4 Request for Decision, Bylaw 1343.25 - Records & Information Management Bylaw (*First, Second & Third Reading*)

6.5 Request for Decision, Bylaw 1344.25 - Access to Information Bylaw (*First, Second & Third Reading*)

6.6 Request for Decision, Council Policy - CP 190.25 - Financial Reserves

6.7 Request for Decision, Municipal Service Level Inventory - FCSS

6.8 Request for Decision, Treaty 6 Land Acknowledgement

7. **NOTICES OF MOTION**

None

8. **CONFIDENTIAL**

8.1 Land Acquisition - *Access to Information Act* (ATIA) Section 19 – Disclosure Harmful to Business Interests of a Third Party

9. **ADJOURNMENT**

Future Meetings/Events:

• Regular Council Meeting – October 14, 2025

• CANCELLED MUNICIPAL GENERAL ELECTION - Standing Committee of Council Meeting – October 20, 2025

MINUTES

A Regular Council Meeting for the Town of Blackfalds was held on September 9, 2025, at 5018 Waghorn Street in Council Chambers, commencing at 7:00 p.m.

MEMBERS PRESENT

Mayor Jamie Hoover
Deputy Mayor Edna Coulter
Councillor Marina Appel
Councillor Laura Svab
Councillor Brenda Dennis
Councillor Jim Sands

ATTENDING

Kim Isaak, Chief Administrative Officer
Preston Weran, Director of Infrastructure & Planning Services
Rick Kreklewich, Director of Community Services
Ken Morrison, Director of Emergency Management & Protective Services
Jolene Tejkl, Planning & Development Manager
Renan Bravo, IT Tech
Danielle Nealon, Executive & Legislative Coordinator

REGRETS

None

MEDIA

None

OTHERS PRESENT

Louise Rellis, Anam Rural Youth Association
Kevin Hallet, Council Remuneration Review Committee Chair

WELCOME AND CALL TO ORDER

Mayor Hoover welcomed everyone to the Regular Council Meeting of September 9, 2025, and called the meeting to order at 7:03 p.m.

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 Confidential item 8.1 Development Density – *Access to Information Act* (ATIA) Section 29 – Advice from Officials.

229/25 Deputy Mayor Coulter moved That Council adopt the Regular Agenda for September 9, 2025, as amended.

CARRIED UNANIMOUSLY

230/25 Councillor Svab moved That Council adopt the Consent Agenda for September 9, 2025, as presented, containing:

- **Declaration of No Interest** (*conflict of duty and interest, pecuniary or other*)
- **Adoption of Minutes**
 - Special Council Meeting Minutes – August 26, 2025
 - Regular Council Meeting Minutes – August 26, 2025
- **Council Reports**
None

MINUTES

- **Administrative Reports**
 - Report for Council, Development & Building Monthly Report – August 2025
- **Boards, Committee and Commission Minutes and/or Reports**

None
- **Information**
 - City of Lacombe Council Highlights – August 25, 2025
 - Notice of Nomination Day (Form 3) Blackfalds 2025 Municipal General Election- September 8, 2025
 - Battle River Watershed Alliance Annual Report 2024 - 2025
- **Correspondence**
 - Letter from Battle River Watershed Alliance - August 5, 2025

CARRIED UNANIMOUSLY

PUBLIC HEARING

None

DELEGATION

Report to the Community - Anam Rural Youth Association

Louise Rellis presented the Anam Rural Youth Association's 2025 Report to the Community.

BUSINESS

Request for Decision, Council Remuneration and Compensation Report and Recommendations

Kevin Hallet, Chair of the Council Remuneration Review Committee, presented the Council Remuneration and Compensation Report and Recommendations for Council's consideration.

- 231/25** Deputy Mayor Coulter moved That Council approve the recommendations outlined in the Council Remuneration and Compensation Report and Recommendations.

CARRIED UNANIMOUSLY

- 232/25** Councillor Appel moved That Council schedule a Special Council Meeting for identifying and compiling a list of activities that fall under the monthly honorarium and what is eligible for per diem compensation.

CARRIED UNANIMOUSLY

Request for Decision, Bylaw 1341.25 – 1 McKay Boulevard Redistricting

Manager Tejkl brought forward Bylaw 1341.25, pertaining to 1 McKay Boulevard Redistricting, for Council's consideration of First Reading and subsequent setting of a Public Hearing.

- 233/25** Councillor Svab moved That Council give First Reading to Bylaw 1341.25 – Redistricting of Lot 3 Block 13 Plan 142 2837 (1 McKay Boulevard), as presented.

CARRIED UNANIMOUSLY

- 234/25** Councillor Sands moved That a Public Hearing date be set for October 14, 2025, at 7:00 p.m. in Council Chambers.

CARRIED UNANIMOUSLY

NOTICES OF MOTION

None

MINUTES

RECESS

Mayor Hoover called for a five-minute recess at 7:49 p.m.

REGULAR COUNCIL MEETING RETURNED TO ORDER

Mayor Hoover called the Regular Council Meeting back to order at 7:54 p.m.

CONFIDENTIAL

- **Development Density – Access to Information Act (ATIA) Section 29 – Advice from Officials**

235/25

Councillor Sands moved That Council move to a closed session commencing at 7:54 p.m. in accordance with Section 197(2) of the *Municipal Government Act* to discuss matters exempt from disclosure under Section 29 of the *Access to Information Act*.

CARRIED UNANIMOUSLY

Closed Session Attendance: Mayor Jamie Hoover, Deputy Mayor Edna Coulter, Councillor Marina Appel, Councillor Laura Svab, Councillor Brenda Dennis, Councillor Jim Sands, CAO Kim Isaak, Director Preston Weran and Manager Jolene Tejkl.

236/25

Councillor Svab moved That Council move to come out of the closed session at 8:18 p.m.

CARRIED UNANIMOUSLY

REGULAR COUNCIL MEETING RETURNED TO ORDER

Mayor Hoover called the Regular Council Meeting back to order at 8:18 p.m.

Regular Council Meeting Attendance: Mayor Jamie Hoover, Deputy Mayor Edna Coulter, Councillor Marina Appel, Councillor Laura Svab, Councillor Brenda Dennis, Councillor Jim Sands, CAO Kim Isaak, Director Preston Weran and Manager Jolene Tejkl.

ADJOURNMENT

Mayor Hoover adjourned the Regular Council Meeting at 8:18 p.m.

Jamie Hoover, Mayor

Kim Isaak, CAO

MINUTES

A Standing Committee of Council Meeting for the Town of Blackfalds was held on September 15, 2025, at 5018 Waghorn Street in Council Chambers, commencing at 7:00 p.m.

MEMBERS PRESENT

Mayor Jamie Hoover
Deputy Mayor Edna Coulter
Councillor Marina Appel
Councillor Laura Svab
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 & Protective Services
Sawyer Hick, FCSS Manager
Renan Bravo, IT Technician
Danielle Nealon, Executive & Legislative Coordinator

REGRETS

None

MEDIA

None

OTHERS PRESENT

Tanya Handley, JustServe
Susan Parkins, JustServe
Trina McCarroll, McCarroll Consulting (*virtual*)

WELCOME AND CALL TO ORDER:

Deputy Mayor Coulter called the Standing Committee of Council Meeting to order at 7:00 p.m.

REVIEW OF AGENDA

042/25 Mayor Hoover moved That Standing Committee of Council receive the Agenda for September 15, 2025, as presented.

CARRIED UNANIMOUSLY

TREATY SIX LAND ACKNOWLEDGEMENT

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

PRESENTATIONS

JustServe Award Presentation

Tanya Handley and Susan Parkins presented the JustServe Town Award to the Town of Blackfalds to recognize the Town's outstanding commitment to volunteerism.

MINUTES**BUSINESS****Request for Direction, Municipal Service Level Inventory – FCSS**

Trina McCarroll, Executive Advisor & Facilitator from McCarroll Consulting and Director Kreklewich presented the FCSS Service Level Report and Recommendations and Summary of Input for the Committee's review and discussion.

- 043/25** Councillor Appel moved That Standing Committee of Council recommend That Council receive the FCSS Service Level Report and Recommendations and Summary of Input as information and directs Administration to discuss further at budget deliberations.

CARRIED UNANIMOUSLY

Request for Direction, Housing Needs Assessment

Manager Hick brought forward the FCSS Board's recommendation to move forward with completing a Housing Needs Assessment for the community.

- 044/25** Councillor Svab moved That Standing Committee of Council refer the Housing Needs Assessment back to Administration to bring forward for consideration during the upcoming budget deliberations.

CARRIED UNANIMOUSLY

Request for Direction, Access to Information Bylaw

Director de Bresser presented the revised Access to Information Bylaw for the Committee's review and consideration.

- 045/25** Councillor Sands moved That Standing Committee of Council recommend to Council that the Access to Information Bylaw be brought forward to a future Council Meeting for consideration.

CARRIED UNANIMOUSLY

Request for Direction, Records & Information Management Bylaw

Director de Bresser presented the revised Records & Information Management Bylaw for the Committee's review and consideration.

- 046/25** Mayor Hoover moved That Standing Committee of Council recommend to Council that the Records & Information Management Bylaw be brought forward to a future Council Meeting for consideration.

CARRIED UNANIMOUSLY

Request for Direction, Financial Reserves Policy

Director de Bresser brought forward for discussion the Financial Reserves Policy.

- 047/25** Councillor Svab moved That Standing Committee of Council recommend to Council that Administration bring forward the Financial Reserves Policy to a future Regular Council Meeting for consideration.

CARRIED UNANIMOUSLY

CONFIDENTIAL

None

ADJOURNMENT

Deputy Mayor Coulter adjourned the Standing Committee of Council Meeting at 8:26 p.m.

Edna Coulter, Deputy Mayor

Kim Isaak, Chief Administrative Officer

DRAFT

TO		Members of Council		
FROM		Mayor Jamie Hoover		
SUBJECT		<ul style="list-style-type: none"> • Summary of meetings/events attended as a Council representative during this reporting period • Summary of key issues, decisions and/or comments for Council's information 		
REPORT DATE		For the period: August 16 - September 15		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	<i>(Choose one)</i>			
Aug 22		x		TOB end-of-season staff BBQ
Aug 26	x			Special Council Meeting
Aug 26	x			Regular Council Meeting
Aug 27		x		RCMP Open house/BBQ
Aug 28		x		IRJC Open House
Aug 28			x	EDTAC Business Walk
Sept 7		x		Harvest Run
Sept 9	x			MPC meeting
Sept 9	x			Regular Council Meeting

Sept 11	x			Municipal Emergency Management Advisory Committee
Sept 13			x	Blackfalds Backyard Ultra Run
Sept 15	x			NRDRWSC
Sept 15	x			NRDRWWSC
Sept 15	x			Standing Committee of Council

TO		Members of Council		
FROM		Deputy Mayor Edna Coulter		
SUBJECT		<ul style="list-style-type: none"> • Summary of meetings/events attended as a Council representative during this reporting period • Summary of key issues, decisions and/or comments for Council's information 		
REPORT DATE		For the period: Aug 16 to Sept 15, 2025		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	<i>(Choose one)</i>			
Aug 18	X			Standing Committee of Council Meeting
Aug 26	X		X	Special Council Meeting (CAO Quarterly review) & Regular Council meeting
Sept 9	X			Regular Council Meeting
Sept 10	X			Police Committee Meeting
Sept 11	X			Parkland Library meeting – Zoom Meeting
Sept 11	X			Municipal Emergency Advisory Committee Meeting
Sept 15	X			Standing Committee of Council Meeting

TO		Members of Council		
FROM		Councillor Marina Appel		
SUBJECT		<ul style="list-style-type: none"> • Summary of meetings/events attended as a Council representative during this reporting period • Summary of key issues, decisions and/or comments for Council's information 		
REPORT DATE		For the period: 16 August 2025 – 15 September 2025		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	<i>(Choose one)</i>			
August 18	X			Standing Committee of Council Meeting
August 21	X			Lacombe Chamber of Commerce Meeting
August 26	X			Special Council Meeting – CAO Updates
August 26	X			Regular Council Meeting - Public Hearing on LUB Housekeeping Amendments
September 2	X			Municipal Library Board Meeting
September 3	X			Recreation, Culture and Parks Board Meeting
September 8		X		Community Info Expo
September 9	X			Regular Council Meeting
September 11	X			Municipal Emergency Advisory Committee Meeting

September 15	X			Standing Committee of Council Meeting
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TO		Members of Council		
FROM		Councillor Laura Svab		
SUBJECT		<ul style="list-style-type: none"> • Summary of meetings/events attended as a Council representative during this reporting period • Summary of key issues, decisions and/or comments for Council's information 		
REPORT DATE		For the period: August 16, 2025– September 15, 2025		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	<i>(Choose one)</i>			
August 18	x			Standing Committee of Council Meeting
August 21		x		Street Dance
August 26	x			Special Council Meeting
August 26	x			Regular Council Meeting
September 3	x			Rec Board Meeting
September 8		x		Blackfalds Information Expo
September 9	x			Regular Council Meeting
September 10	x			Policing Committee Meeting
September 13			x	Meeting with a Candidate

September 15	x			Standing Committee of Council Meeting

TO		Members of Council		
FROM		Councillor Brenda Dennis		
SUBJECT		<ul style="list-style-type: none"> • Summary of meetings/events attended as a Council representative during this reporting period • Summary of key issues, decisions and/or comments for Council's information 		
REPORT DATE		For the period: August 16 to Sept 15		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	<i>(Choose one)</i>			
August 18	X			Standing Committee Meeting
August 26	X			Special Council Meeting
August 26	X			Regular Council Meeting
September 8		X		Community Expo
September 9	X			Municipal Planning Commission Meeting
September 9	X			Regular Council Meeting
September 15	X			Standing Committee Meeting

TO		Members of Council		
FROM		Councillor Jim Sands		
SUBJECT		<ul style="list-style-type: none"> • Summary of meetings/events attended as a Council representative during this reporting period • Summary of key issues, decisions and/or comments for Council's information 		
REPORT DATE		For the period: Aug 15/ 25- Sept 15/ 25		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	<i>(Choose one)</i>			
Aug 16/ 25			X	Roundtable Report Submission
Aug 16/ 25		X		Alix Days Parade
Aug 18/ 25	X			Standing Committee of Council Meeting
Aug 21/ 25		X		Blackfalds Street Dance
Aug 26/ 25	X			Special Council Meeting
Aug 26/ 25	X			Regular Council Meeting
Sept 6/ 25		X		Penhold Fall Festival Parade
Sept 9/ 25	X			MPC Meeting
Sept 9/ 25	X			Regular Council Meeting

Sept 15/ 25	X			Standing Committee of Council Meeting
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MEETING DATE: September 23, 2025

PREPARED BY: Kim Isaak, Chief Administrative Officer

SUBJECT: CAO Report – September 2025

Key Projects and Initiatives

- The Council Remuneration Review Committee provided its recommendations to Council at the September 9, 2025, Regular Meeting of Council. The Council Remuneration Policy will be updated to reflect the recommendations and brought forward to Council for consideration at the October 14, 2025, Regular Meeting of Council.
- Planning for the October 20, 2025, Municipal General Election continues. Nomination Day and Election Worker Applications close September 22.
- Activities for National Truth and Reconciliation Day have been finalized, along with the unveiling of the new land acknowledgement.
- Advertising for the Member at Large opportunities for the Town's various Committees, Commissions and Boards has commenced with the first stage of inviting Members at Large who have terms expiring at the end of the year to re-submit their application for consideration. The advertising period for vacant positions is October 7 – November 7th.
- Business cases for capital projects have been completed and submitted.
- Administration is working on the final stages of a Succession Planning Policy with the intent that the policy will be rolled out by the end of 2025.
- Dates have been finalized for the Regional Council Orientation that will be hosted in Blackfalds. The session on Governance will be facilitated by George Cuff on October 28, 2025, and a legal overview session facilitated by Reynolds Mirth on November 26, 2025.
- Various departments have begun work on their departmental orientation presentations and master plans that will be used for onboarding and orienting the 2025-2029 Council.
- Budget 2026 discussions are underway with staff planning, staff resources and capital planning.
- The Budget Survey closed on September 22nd. As of the date of writing this report, September 17th, there were a total of 283 responses.
- FCSS Service Level Review Report was presented to Council at the September 15, 2025 Standing Committee of Council. Based on suggested edits the report will be coming back to the September 23, 2025 Regular Meeting of Council.
- The Back to School Program assisted 165 eligible community students.
- FCSS is working on the Winter Warmth Fundraiser that is scheduled for October 2nd. To date (number of tickets) have been sold.
- First annual car show was hosted at Sterling Industries Sports Park. There were over 150 cars and was well attended.
- Finished the Aquatic season on Sept 1 with a hopping pool and 30*. Seasonal shutdown started Sept 2 and the Blackfalds Fire Department visited for deep water training on Sept 3. We had 11 water rescues over the course of the season with no (thankfully) major medicals.
- Hot tub leak has been found and repaired.
- Parks team started some ODR maintenance: Sealing large gaps in boards, repair chain link on both ends of the rink, clean up concrete
- The final touches have been completed on the revamped Planning & Development webpage on the Town's website. We're excited to share that it's live as of Wednesday afternoon! Significant efforts have been made to better organize the information to improve user

experience, ensure all external links are working, removing irrelevant information, and that all documents publicly available are the most recent versions.

- Aspen Lakes West Phase 2 (School Site) Shallow utilities work and surface touch-ups have started on Vista Trail, within the lands and on Allard Crescent.
- Thanks to the Marketing and Communications department we were able to submit an article to the Buildex Red Deer Construction magazine spotlighting the Broadway Avenue Reservoir Expansion and associated marketing matters.
- A couple of sidewalk panels and curbing were replaced in-house which were identified as a high priority to replace during our annual sidewalk inspection program
- Final construction completion inspections on Leung Roadway Phase 2 and 2024 annual surface works projects. Minor deficiencies noted and addressed. Project has now been closed out.
- Deficiencies and outstanding work on the Sanitary Crossing Project is now complete.
- Final sections of Broadway Avenue Reservoir Expansion walls are being formed to close in the reservoir. Roof and remaining pours will continue into October.
- Blackfalds Sanitary Crossing project construction is completed.
- Leung Phase 2 project including the football field is completed.
- 2024 Asphalt Overlay Project is completed.
- The BOLT service contract was extended for one year until August 2026.
- Season end BBQ for all staff to send off the summer staff was held at the Abbey Centre.
- The OHS Advisor is in the process of developing a health and safety orientation process for new hires that includes minimum mandatory health and safety training.
- Both Deputy Chiefs attended a two-day seminar on our new software (First Due) with fourteen Alberta Fire Departments in attendance. Gaining knowledge about the program and how departments are transforming operations with First Due's AI-powered cloud-based platform.

Updates Related to Existing Bylaws or Council Policies

- Bylaw 1337.25 – Pt. NW 27-39-27-W4M Redistricting (Valley Ridge Estates Phase 6B) received First Reading on June 24, 2025.
- Bylaw 1336.25 – LUB Housekeeping Amendments Bylaw received second and third reading on August 26, 2025
- Election Sign Bylaw presented at the August 18, 2025, Standing Committee of Council and forwarded to the August 26, 2025, Regular Meeting of Council for adoption consideration.
- Bylaw 1341.25 – McKay Boulevard Redistricting was presented for first reading at the September 9, 2025, Regular Meeting of Council. Public Hearing on the bylaw is scheduled for October 14, 2025, Regular Meeting of Council.
- Access to Information Bylaw was presented to Council at the September 15, 2025, Standing Committee of Council Meeting. Bylaw to be brought forward to the September 23, 2025, Regular Meeting of Council for consideration.
- Records and Information Management Bylaw was presented to Council at the September 15, 2025, Standing Committee of Council Meeting. Bylaw to be brought forward to the September 23, 2025, Regular Meeting of Council for consideration.
- Financial Reserves Policy was presented to Council at the Standing Committee of Council meeting held on September 15, 2025.
- Respectful Interactions Policy – Draft has been sent to legal for review prior to presentation to Council to come forward following the municipal election, as additional edits were recommended by legal.

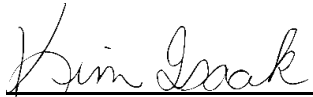
Facility Leases

- There is still one lease space available at the support services building.

Administrative Policy Changes / Additions

- Changes made to all Personnel Policies to reflect new verbiage from the Access to Information and Protection of Privacy Acts and changes made to the Collective Agreement.
- Succession Planning Policy – Under final review with Directors

APPROVALS



Kim Isaak,
Chief Administrative Officer

MEETING DATE: September 23, 2025

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

SUBJECT: **Enforcement & Protective Services Monthly Report - August 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 August for Municipal Enforcement, Occupational Health & Safety, Fire Services, RCMP and Emergency Management.

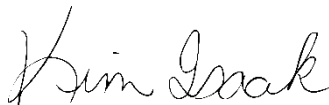
FINANCIAL IMPLICATIONS

None

ATTACHMENTS

- *Protective Services Monthly Report*
- *Municipal Enforcement August 2025 Report*
- *Fire August 2025 Monthly Incident Summary*
- *RCMP CAD Municipal Det. Crime Gauge*
- *RCMP Municipal August 2025 Five-Year Stats*

APPROVALS



Kim Isaak,
Chief Administrative Officer



Director/Author

Protective Services Monthly Report

Municipal Enforcement:

Interviews were conducted to fill the position left vacant when CPO Zens resigned. A candidate was chosen and will be starting with the Town on September 15th, 2025.

Officers participated in the annual RCMP Community BBQ, which was very well attended once again.

Director Morrison participated in the Dunk Tank, which was part of the street dance held on August 21st.

Dispatch Center Activity:

- Total calls received: **90**
- Files created last month: **158**

Types of Incidents and Complaints:

- Improper parallel parking
- Operating a motor vehicle without a properly attached licence plate
- Assisting Public Works
- Incidents involving commercial vehicles and residential areas
- Fire protection by-law enforcement
- Found property (bicycles)
- Barking dog complaints
- Aggressive dog reports
- Wild animal sightings
- Trespassing (cats and chickens running at large)
- Stolen vehicles
- Dogs at large
- Parking complaints
- Abandoned vehicle reports
- Assisting the Planning department
- Motor Vehicle Collisions (MVC)
- Assisting the RCMP
- Neighbour disputes
- Driving complaints
- Trailer complaints (unattached)
- Excessive speed in playground zones
- Other community standard by-law violations

Enforcement Actions:

- Provincial driving infractions issued: **25**
- Municipal bylaw tickets issued: **1**
- Infractions under the Traffic Safety Act: **17**
- Infractions under the Use of Highways and Rules of the Road Regulation: **7**
- Infractions under Land Use Bylaw 1286 22: **1**
- Infractions under Operate Licensing and Vehicle Control Regulation: **1**

Community Safety Initiatives:

- Ongoing efforts focus on maintaining public safety through proactive enforcement, addressing community concerns such as speeding, unlawful parking, animal control, and residential disputes.
- Collaboration with community organizations and residents to promote awareness and compliance with local laws.
- Continued patrols and safety checks in high-traffic and vulnerable areas to reduce crime and enhance community well-being.

Municipal Enforcement Statistics attached:

Blackfalds Fire Rescue

For the month of August, our regular training utilized a different station for room searches while on air (SCBA) and assorted PPE elements tied into it. Along with tips to be more efficient on incidents. We also focused on Water and Ice rescue, reviewing the equipment and usage prior to doing practical training

The new Command unit has been wrapped and decaled. We are still waiting on the emergency equipment to arrive; it is scheduled for September 2nd.

The department was also involved with the Blackfalds Street Dance, which raised \$535.00 through the barbecue. The funds raised were donated to the school program.

We also took part in the RCMP Open House on Wednesday; the weather was great this year, which reflected in a great community involvement, making it a very successful event.

During the month of August:

- The department responded to eighteen incidents. A summary of the types of incidents for August 2025 is included.
- 2 Fire Inspections were completed for new businesses.
- There were 22 Fire Safety Plan reviews and approvals during the month.

A summary of the types of incidents for August 2025 is included:

Occupational Health & Safety

We were excited to welcome Megan Miller as our new OHS Advisor on August 11th. She comes to us with a wealth of experience and training.

During the month of August, the OHS Advisor revised the Audit Action Plan, reviewed it with the Joint Health and Safety Committee and Management for approval. Corrective actions included:

- training for managers/supervisors and the Joint Health and Safety Committee representatives
- Education around health and safety accountability, commitment and participation will be provided to employees
- Tracking and completing corrective actions from incident investigations and workplace inspections
- More guidance and support in identifying root causes for incident investigations.

The next Health and Safety Audit has been scheduled to start on November 3, 2025, and the Audit Action plan is 77% completed, with all other action items already in progress and close to completion.

The OHS Advisor has been working with CorePoint representatives to develop procedures for incident investigations, provide training to employees and further identify concerns that employees have so that CorePoint can be utilized to its full potential.

A total of 6 incidents were reported and documented in CorePoint. These incidents resulted in:

- 2 WCB claims, 1 resulting in lost time.
- 1 near miss – employee was rear-ended by a member of the public, resulting in no injuries to anyone involved and no damage to Town property.
- 2 minor property damage
- 1 minor injury- reported only, no first aid or medical aid required

RCMP

RCMP held their annual Community BBQ, which was a tremendous success once again, many agencies setting up tables and providing information to community members in attendance. S/Sgt. Andrew Allan participated in the Dunk tank, which was in place at the Street dance on the 21st of August.

The RCMP continues to be very busy, with some staff shortages; however, statistics are still showing a general decline in the number of criminal code case files.

August statistics attached:

Emergency Management

Three staff attended a Hazard Identification Risk Assessment (HIRA) course put on by the province, which was to introduce municipalities to the new HIRA review being implemented by the province. It represents a much more accurate review of the hazards within a community based on historical data.

Plans continue for the Full-Scale exercise taking place on Nov. 19th with our LREMP and LCMAO partners. Training will be provided in September and October, as well as early November, in preparation for the exercise.

Ken Morrison

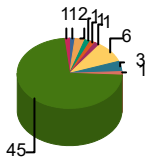
Director of Emergency Management & Protective Services

Town of Blackfalds

MONTH END Statistics from Occurred Date: 8/1/2025 12:00:00AM to 8/31/2025 11:59:59PM

Municipal Reports/Files MUNICIPAL ENFORCEMENT -

Count of Incident Types



1 TRAFFIC BYLAW 1232/19	1
1 TRAFFIC BYLAW 1232/19 : PART 6: PARKING WITHIN THE TOWN	2
1 TRAFFIC BYLAW 1232/19 : PART 6: PARKING WITHIN THE TOWN : PARK UNATTACHED RV/UTILITY TRAILER ON HIGHWAY	1
1 TRAFFIC BYLAW 1232/19 : PART 7: SPEED LIMIT : EXCESSIVE SPEED IN TOWN	1
1 TRAFFIC BYLAW 1232/19 : PART 7: SPEED LIMIT : EXCESSIVE SPEED W/IN MHP/SCHOOL/CONDO/FACILITY PARKING LOTS	1
2 COMMUNITY STANDARDS BYLAW 1220/18	6
2 COMMUNITY STANDARDS BYLAW 1220/18 : PART 3: NOISE	3
2 COMMUNITY STANDARDS BYLAW 1220/18 : PART 3: YELLING/SCREAMING/SWEARING	1
2 COMMUNITY STANDARDS BYLAW 1220/18 : PART 4: PERMITTING A NUISANCE/UNSIGHTLY PREMISES PRIVATE/PUBLIC PROPERTY	45
2 COMMUNITY STANDARDS BYLAW 1220/18 : PART 4: PERMITTING A NUISANCE/UNSIGHTLY PREMISES PRIVATE/PUBLIC PROPERTY : FAIL TO MAINTAIN WEEDS ON VACANT LOT	1
Total:	62

1 TRAFFIC BYLAW 1232/19: 1 1%

Municipal Reports/Files MUNICIPAL ENFORCEMENT -

1 TRAFFIC BYLAW 1232/19 : PART 6: PARKING WITHIN THE TOWN: 2 1%

1 TRAFFIC BYLAW 1232/19 : PART 6: PARKING WITHIN THE TOWN : PARK UNATTACHED RV/UTILITY TRAILER ON HIGHWAY: 1 1%

1 TRAFFIC BYLAW 1232/19 : PART 7: SPEED LIMIT : EXCESSIVE SPEED IN TOWN: 1 1%

1 TRAFFIC BYLAW 1232/19 : PART 7: SPEED LIMIT : EXCESSIVE SPEED W/IN MHP/SCHOOL/CONDO/FACILITY PARKING LOTS: 1 1%

2 COMMUNITY STANDARDS BYLAW 1220/18: 6 4%

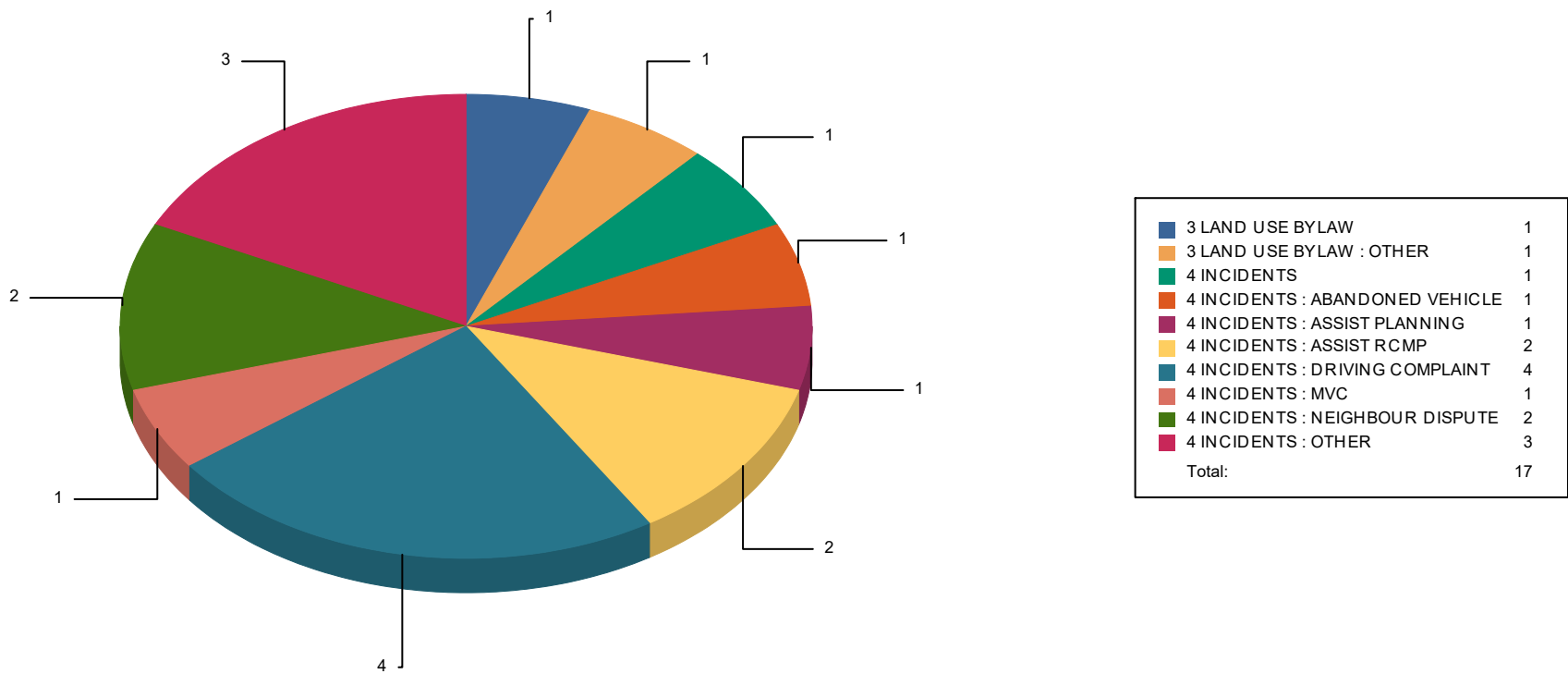
2 COMMUNITY STANDARDS BYLAW 1220/18 : PART 3: NOISE: 3 2%

2 COMMUNITY STANDARDS BYLAW 1220/18 : PART 3: YELLING/SCREAMING/SWEARING: 1 1%

2 COMMUNITY STANDARDS BYLAW 1220/18 : PART 4: PERMITTING A NUISANCE/UNSIGHTLY PREMISES PRIVATE/PUBLIC PROPERTY:
45 33%

2 COMMUNITY STANDARDS BYLAW 1220/18 : PART 4: PERMITTING A NUISANCE/UNSIGHTLY PREMISES PRIVATE/PUBLIC PROPERTY :
FAIL TO MAINTAIN WEEDS ON VACANT LOT: 1 1%

Count of Incident Types



3 LAND USE BYLAW: 1 1%

3 LAND USE BYLAW : OTHER: 1 1%

4 INCIDENTS: 1 1%

4 INCIDENTS : ABANDONED VEHICLE: 1 1%

Municipal Reports/Files MUNICIPAL ENFORCEMENT -

4 INCIDENTS : ASSIST PLANNING: 1 1%

4 INCIDENTS : ASSIST RCMP: 2 1%

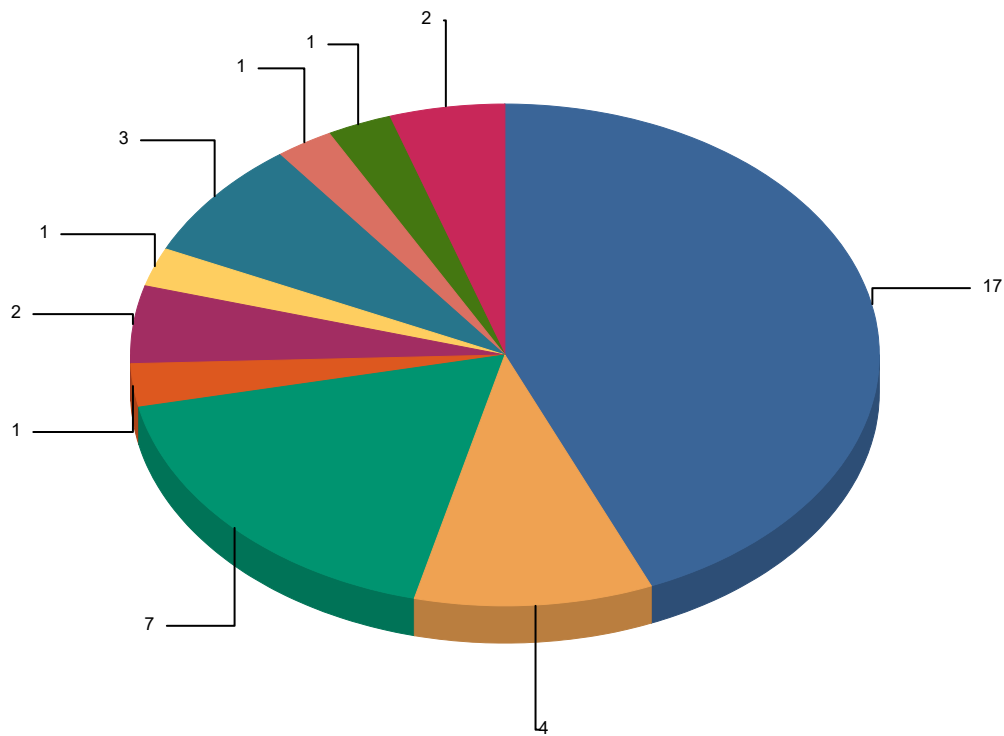
4 INCIDENTS : DRIVING COMPLAINT: 4 3%

4 INCIDENTS : MVC: 1 1%

4 INCIDENTS : NEIGHBOUR DISPUTE: 2 1%

4 INCIDENTS : OTHER: 3 2%

Count of Incident Types



4 INCIDENTS : PARKING COMPLAINT	17
4 INCIDENTS : PUBLIC CONCERN OTHER	4
4 INCIDENTS : QUESTIONS / REQUESTS / CONCERNS	7
4 INCIDENTS : REQUEST FOR HAND DELIVER	1
4 INCIDENTS : STOLEN VEHICLE	2
4 INCIDENTS : TRESPASSING	1
ANIMAL CONTROL BYLAW 1181/14	3
ANIMAL CONTROL BYLAW 1181/14 : CAT : ANIMAL RUNNING AT LARGE	1
ANIMAL CONTROL BYLAW 1181/14 : CHICKEN : CHICKEN AT LARGE	1
ANIMAL CONTROL BYLAW 1181/14 : DOG : ANIMAL AT LARGE	2
Total:	39

4 INCIDENTS : PARKING COMPLAINT: 17 13%

4 INCIDENTS : PUBLIC CONCERN OTHER: 4 3%

4 INCIDENTS : QUESTIONS / REQUESTS / CONCERNS: 7 5%

4 INCIDENTS : REQUEST FOR HAND DELIVER: 1 1%

Municipal Reports/Files MUNICIPAL ENFORCEMENT -

4 INCIDENTS : STOLEN VEHICLE: 2 1%

4 INCIDENTS : TRESPASSING: 1 1%

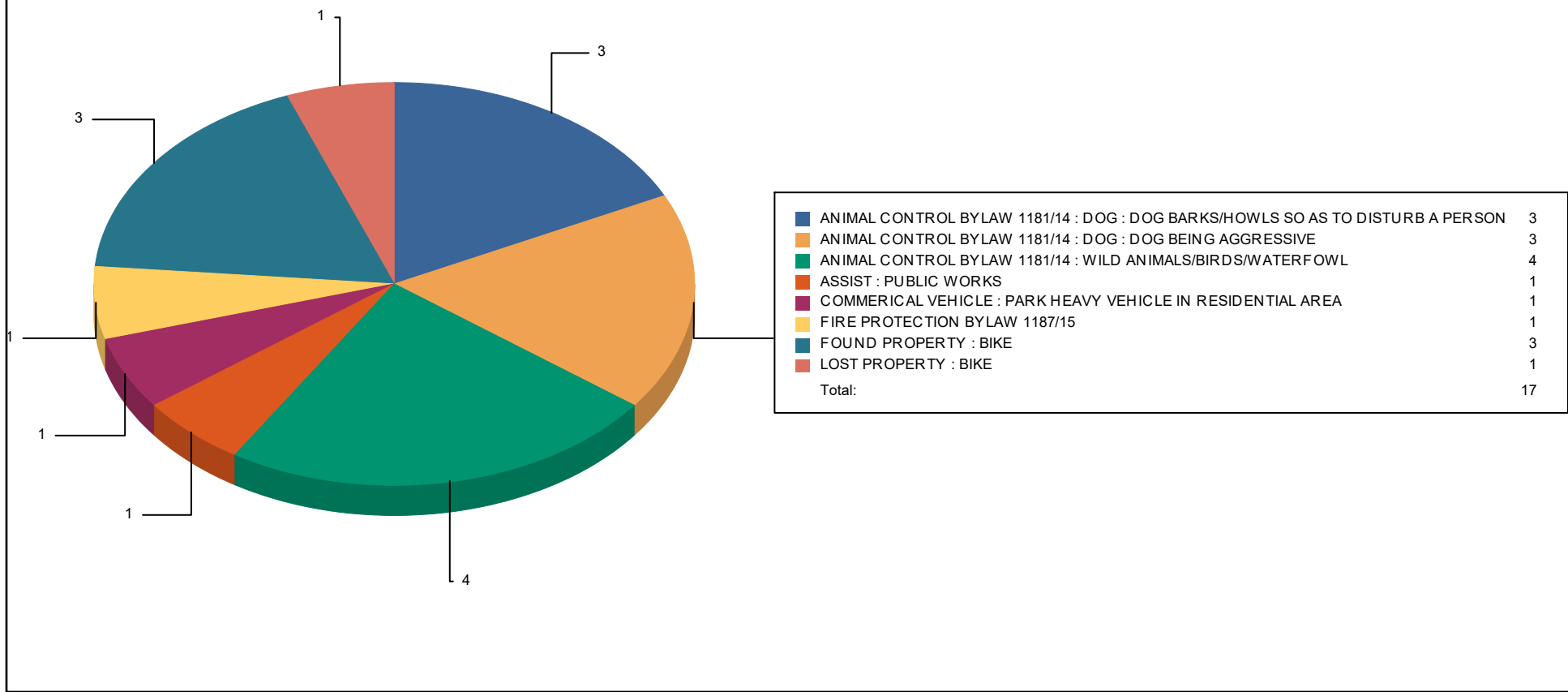
ANIMAL CONTROL BYLAW 1181/14: 3 2%

ANIMAL CONTROL BYLAW 1181/14 : CAT : ANIMAL RUNNING AT LARGE: 1 1%

ANIMAL CONTROL BYLAW 1181/14 : CHICKEN : CHICKEN AT LARGE: 1 1%

ANIMAL CONTROL BYLAW 1181/14 : DOG : ANIMAL AT LARGE: 2 1%

Count of Incident Types



ANIMAL CONTROL BYLAW 1181/14 : DOG : DOG BARKS/HOWLS SO AS TO DISTURB A PERSON: 3 2%

ANIMAL CONTROL BYLAW 1181/14 : DOG : DOG BEING AGGRESSIVE: 3 2%

ANIMAL CONTROL BYLAW 1181/14 : WILD ANIMALS/BIRDS/WATERFOWL: 4 3%

ASSIST : PUBLIC WORKS: 1 1%

Municipal Reports/Files MUNICIPAL ENFORCEMENT -

COMMERICAL VEHICLE : PARK HEAVY VEHICLE IN RESIDENTIAL AREA: 1 1%

FIRE PROTECTION BYLAW 1187/15: 1 1%

FOUND PROPERTY : BIKE: 3 2%

LOST PROPERTY : BIKE: 1 1%

Grand Total: 100.00% Total # of Incident Types Reported: 135

Blackfalds Fire Rescue

4401 South Street, P.O. Box 220, Blackfalds, Alta T0M-0J0

Phone: 403 -885 - 4144

Fax: 403 - 885 - 5499

INCIDENT SUMMARY - PAGE 1 OF 1

Blackfalds Fire Rescue Department				BLF	AUGUST	2025	
CALL #	DATE	INCIDENT TYPE	DISPATCH EVENT #	LOCATION	RCMP FILE #	MAFP 1244	
147	1	ALARM	2500152	Within Corporate Limits	N/A	N/A	
148	7	MEDICAL	2500153	Within Corporate Limits	N/A	EMS	
149	7	MOTOR VEHICLE INCIDENT	2500154	Within Corporate Limits	YES	EMS	
150	9	FIRE GRASS/BRUSH	2500155	Within Corporate Limits	N/A	N/A	
151	10	ALARM	2500156	Within Corporate Limits	N/A	N/A	
152	10	ALARM	2500157	Within Corporate Limits	N/A	N/A	
153	10	ALARM	2500158	Within Corporate Limits	N/A	N/A	
154	13	ALARM	2500159	Within Corporate Limits	N/A	N/A	
155	17	MEDICAL	2500160	Within Corporate Limits	N/A	EMS	
156	17	FIRE STRUCTURE	2500161	Red Deer County	N/A	N/A	
157	21	ALARM	2500162	Within Corporate Limits	N/A	N/A	
158	21	MOTOR VEHICLE INCIDENT	2500163	Lacombe County	YES	EMS	
159	22	ALARM	2500164	Within Corporate Limits	N/A	N/A	
160	24	ALARM	2500165	Within Corporate Limits	N/A	N/A	
161	25	FIRE STRUCTURE	2500166	Lacombe County	N/A	N/A	
162	27	ALARM	2500167	Within Corporate Limits	N/A	N/A	
163	29	MEDICAL	2500168	Within Corporate Limits	N/A	EMS	
164	31	FIRE GRASS/BRUSH	2500169	Lacombe County	N/A	N/A	
TOTAL RESPONSES		18	OFFICER	Robert Côté		REV DT FEB 02/17	Print Form

**Blackfalds (Municipal) Crime Statistic Summary – January to August****2025/09/03***Blackfalds (Municipal) – Highlights*

- **Break & Enters** are showing a 42.1% decrease when compared to the same period in 2024 (January to August). There were 8 fewer actual occurrences (from 19 in 2024 to 11 in 2025).
- **Theft of Motor Vehicles** decreased by 5.6% when compared to the same period in 2024 (January to August). There were 1 fewer actual occurrences (from 18 in 2024 to 17 in 2025).
- **Theft Under \$5,000** increased by 41.7% when compared to the same period in 2024 (January to August). There were 15 more actual occurrences (from 36 in 2024 to 51 in 2025).

Blackfalds (Municipal) – Criminal Code Offences Summary

Crime Category	% Change 2024 – 2025 (January to August)
Total Persons Crime	22.2% Increase
Total Property Crime	2.5% Increase
Total Criminal Code	8.3% Increase

From January to August 2025, when compared to the same period in 2024, there have been:

- 22 more **Persons Crime** offences;
- 5 more **Property Crime** offences; and
- 29 more **Total Criminal Code** offences;

Blackfalds (Municipal) – August, 2025

- There were 3 **Thefts of Motor Vehicles** in August: 0 cars, 1 trucks, 0 minivans, 0 SUVs, 0 motorcycles, 2 other types of vehicles, and 0 vehicles taken without consent.
- There were 2 **Break and Enters** in August: 2 businesses, 0 residences, 0 cottages/seasonal residences, 0 in some other type of location, and 0 unlawfully being in a dwelling house.
- There were a total of 2 **Provincial Roadside Suspensions** in August (2 alcohol related and 0 drug related). This brings the year-to-date total to 18 (17 alcohol related and 1 drug related).
- There were a total of 17 files with the **Spousal Abuse** survey code in August (August 2024: 14). This brings the year-to-date total to 90 (2024: 85).
- There were 165 files with **Victim Service Unit** referral scoring in Blackfalds Municipal: 3 accepted, 34 declined, 2 proactive, 1 requested but not available, and 125 files with no victim.



Blackfalds Municipal Crime Gauge

2025 vs. 2024
January to August

Criminal Code Offences

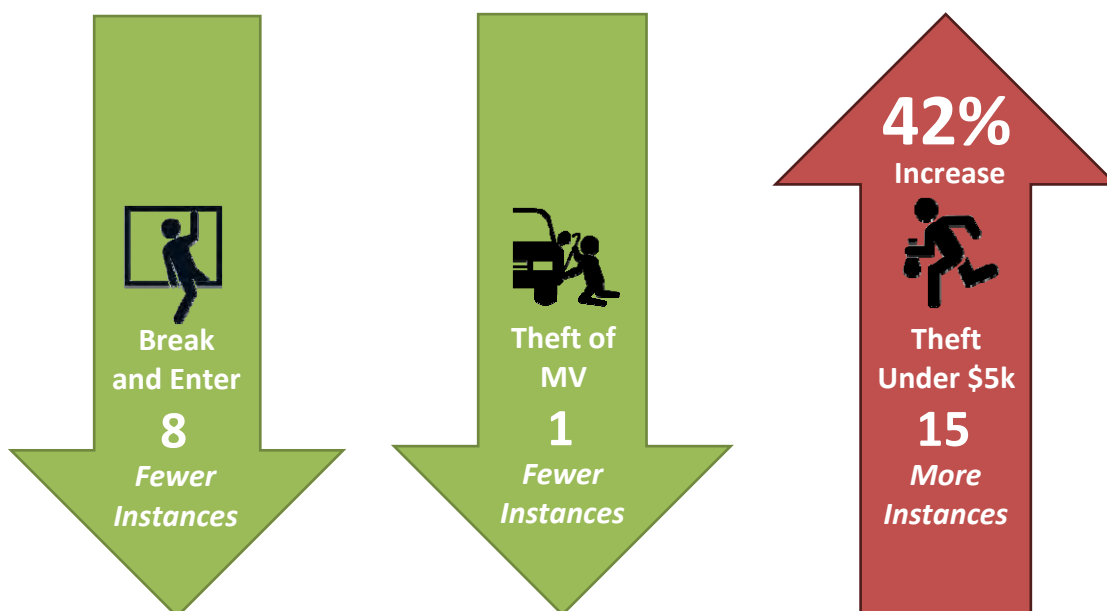


Total Criminal Code Offences:

8% Increase

When compared to January to August, 2024

Select Property Crime



The data contained in this document was obtained from PROS, which is a live database. As such, some of the information presented could differ slightly from any past or future reports regarding the same time period.



Blackfalds Municipal Detachment Crime Statistics (Actual) January to August: 2021 - 2025

All categories contain "Attempted" and/or "Completed"

September 3, 2025

CATEGORY	Trend	2021	2022	2023	2024	2025	% Change 2021 - 2025	% Change 2024 - 2025	Avg File +/- per Year
Offences Related to Death		0	0	0	0	0	N/A	N/A	0.0
Robbery		5	1	0	0	1	-80%	N/A	-0.9
Sexual Assaults		7	6	3	1	5	-29%	400%	-0.9
Other Sexual Offences		5	6	5	3	4	-20%	33%	-0.5
Assault		63	39	45	45	63	0%	40%	0.6
Kidnapping/Hostage/Abduction		0	0	1	0	0	N/A	N/A	0.0
Extortion		0	2	3	2	3	N/A	50%	0.6
Criminal Harassment		23	28	42	31	28	22%	-10%	1.3
Uttering Threats		37	24	15	17	17	-54%	0%	-4.7
TOTAL PERSONS		140	106	114	99	121	-14%	22%	-4.5
Break & Enter		28	32	18	19	11	-61%	-42%	-4.7
Theft of Motor Vehicle		28	23	15	18	17	-39%	-6%	-2.7
Theft Over \$5,000		6	5	4	4	2	-67%	-50%	-0.9
Theft Under \$5,000		61	36	47	36	51	-16%	42%	-2.0
Possn Stn Goods		12	16	15	10	8	-33%	-20%	-1.4
Fraud		33	26	49	44	40	21%	-9%	3.2
Arson		2	0	2	2	1	-50%	-50%	0.0
Mischief - Damage To Property		52	42	36	46	42	-19%	-9%	-1.6
Mischief - Other		26	21	27	21	33	27%	57%	1.4
TOTAL PROPERTY		248	201	213	200	205	-17%	3%	-8.7
Offensive Weapons		10	3	9	2	3	-70%	50%	-1.5
Disturbing the peace		22	10	18	22	28	27%	27%	2.4
Fail to Comply & Breaches		24	21	22	13	9	-63%	-31%	-3.8
OTHER CRIMINAL CODE		13	17	26	15	14	8%	-7%	0.0
TOTAL OTHER CRIMINAL CODE		69	51	75	52	54	-22%	4%	-2.9
TOTAL CRIMINAL CODE		457	358	402	351	380	-17%	8%	-16.1



Blackfalds Municipal Detachment

Crime Statistics (Actual)

January to August: 2021 - 2025

All categories contain "Attempted" and/or "Completed"

September 3, 2025

CATEGORY	Trend	2021	2022	2023	2024	2025	% Change 2021 - 2025	% Change 2024 - 2025	Avg File +/- per Year
Drug Enforcement - Production		0	1	0	0	0	N/A	N/A	-0.1
Drug Enforcement - Possession		4	2	3	3	1	-75%	-67%	-0.5
Drug Enforcement - Trafficking		3	0	7	6	1	-67%	-83%	0.2
Drug Enforcement - Other		1	1	0	0	0	-100%	N/A	-0.3
Total Drugs		8	4	10	9	2	-75%	-78%	-0.7
Cannabis Enforcement		2	1	1	0	0	-100%	N/A	-0.5
Federal - General		5	4	9	1	3	-40%	200%	-0.7
TOTAL FEDERAL		15	9	20	10	5	-67%	-50%	-1.9
Liquor Act		9	5	2	7	4	-56%	-43%	-0.8
Cannabis Act		5	1	2	2	2	-60%	0%	-0.5
Mental Health Act		64	37	62	54	68	6%	26%	2.5
Other Provincial Stats		100	85	79	99	103	3%	4%	2.0
Total Provincial Stats		178	128	145	162	177	-1%	9%	3.2
Municipal By-laws Traffic		7	1	6	3	8	14%	167%	0.4
Municipal By-laws		63	42	54	33	35	-44%	6%	-6.5
Total Municipal		70	43	60	36	43	-39%	19%	-6.1
Fatals		0	0	1	0	0	N/A	N/A	0.0
Injury MVC		5	3	2	5	5	0%	0%	0.2
Property Damage MVC (Reportable)		81	83	86	67	58	-28%	-13%	-6.2
Property Damage MVC (Non Reportable)		10	6	12	16	16	60%	0%	2.2
TOTAL MVC		96	92	101	88	79	-18%	-10%	-3.8
Roadside Suspension - Alcohol (Prov)		21	25	34	14	17	-19%	21%	-1.9
Roadside Suspension - Drugs (Prov)		0	0	0	0	1	N/A	N/A	0.2
Total Provincial Traffic		242	180	256	289	345	43%	19%	31.5
Other Traffic		2	2	2	4	2	0%	-50%	0.2
Criminal Code Traffic		24	7	11	13	16	-33%	23%	-1.0
Common Police Activities									
False Alarms		22	28	39	32	36	64%	13%	3.2
False/Abandoned 911 Call and 911 Act		12	15	14	16	15	25%	-6%	0.7
Suspicious Person/Vehicle/Property		143	77	113	124	170	19%	37%	10.1
Persons Reported Missing		19	11	15	16	16	-16%	0%	-0.1
Search Warrants		0	0	2	1	0	N/A	-100%	0.1
Spousal Abuse - Survey Code (Reported)		113	109	93	85	90	-20%	6%	-7.0
Form 10 (MHA) (Reported)		7	6	6	4	4	-43%	0%	-0.8



Blackfalds Municipal Detachment Crime Statistics (Actual) August: 2021 - 2025

All categories contain "Attempted" and/or "Completed"

September 3, 2025

CATEGORY	Trend	2021	2022	2023	2024	2025	% Change 2021 - 2025	% Change 2024 - 2025	Avg File +/- per Year
Offences Related to Death		0	0	0	0	0	N/A	N/A	0.0
Robbery		0	0	0	0	0	N/A	N/A	0.0
Sexual Assaults		0	2	1	0	1	N/A	N/A	0.0
Other Sexual Offences		0	0	0	0	0	N/A	N/A	0.0
Assault		5	7	3	5	4	-20%	-20%	-0.4
Kidnapping/Hostage/Abduction		0	0	0	0	0	N/A	N/A	0.0
Extortion		0	0	0	0	1	N/A	N/A	0.2
Criminal Harassment		3	2	4	5	1	-67%	-80%	-0.1
Uttering Threats		2	7	0	3	2	0%	-33%	-0.4
TOTAL PERSONS		10	18	8	13	9	-10%	-31%	-0.7
Break & Enter		6	5	7	3	2	-67%	-33%	-1.0
Theft of Motor Vehicle		2	3	4	2	3	50%	50%	0.1
Theft Over \$5,000		1	1	3	0	0	-100%	N/A	-0.3
Theft Under \$5,000		7	4	12	4	7	0%	75%	0.0
Possn Stn Goods		1	1	0	1	3	200%	200%	0.4
Fraud		5	4	8	6	3	-40%	-50%	-0.2
Arson		1	0	0	0	0	-100%	N/A	-0.2
Mischief - Damage To Property		5	2	7	7	9	80%	29%	1.3
Mischief - Other		5	7	3	5	7	40%	40%	0.2
TOTAL PROPERTY		33	27	44	28	34	3%	21%	0.3
Offensive Weapons		1	0	1	1	0	-100%	-100%	-0.1
Disturbing the peace		3	3	2	5	6	100%	20%	0.8
Fail to Comply & Breaches		5	2	2	5	1	-80%	-80%	-0.5
OTHER CRIMINAL CODE		0	1	3	0	1	N/A	N/A	0.1
TOTAL OTHER CRIMINAL CODE		9	6	8	11	8	-11%	-27%	0.3
TOTAL CRIMINAL CODE		52	51	60	52	51	-2%	-2%	-0.1



Blackfalds Municipal Detachment

Crime Statistics (Actual)

August: 2021 - 2025

All categories contain "Attempted" and/or "Completed"

September 3, 2025

CATEGORY	Trend	2021	2022	2023	2024	2025	% Change 2021 - 2025	% Change 2024 - 2025	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		1	0	0	0	0	-100%	N/A	-0.2
Drug Enforcement - Trafficking		0	0	0	2	0	N/A	-100%	0.2
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
Total Drugs		1	0	0	2	0	-100%	-100%	0.0
Cannabis Enforcement		0	0	0	0	0	N/A	N/A	0.0
Federal - General		0	0	0	1	1	N/A	0%	0.3
TOTAL FEDERAL		1	0	0	3	1	0%	-67%	0.3
Liquor Act		2	1	0	0	0	-100%	N/A	-0.5
Cannabis Act		1	0	0	1	0	-100%	-100%	-0.1
Mental Health Act		12	7	6	6	14	17%	133%	0.3
Other Provincial Stats		21	13	11	7	12	-43%	71%	-2.4
Total Provincial Stats		36	21	17	14	26	-28%	86%	-2.7
Municipal By-laws Traffic		1	0	0	0	0	-100%	N/A	-0.2
Municipal By-laws		5	6	7	3	6	20%	100%	-0.1
Total Municipal		6	6	7	3	6	0%	100%	-0.3
Fatals		0	0	0	0	0	N/A	N/A	0.0
Injury MVC		0	0	0	1	1	N/A	0%	0.3
Property Damage MVC (Reportable)		8	5	13	6	3	-63%	-50%	-0.9
Property Damage MVC (Non Reportable)		1	1	0	3	2	100%	-33%	0.4
TOTAL MVC		9	6	13	10	6	-33%	-40%	-0.2
Roadside Suspension - Alcohol (Prov)		4	2	3	2	2	-50%	0%	-0.4
Roadside Suspension - Drugs (Prov)		0	0	0	0	0	N/A	N/A	0.0
Total Provincial Traffic		38	27	35	44	34	-11%	-23%	0.9
Other Traffic		0	0	1	2	0	N/A	-100%	0.2
Criminal Code Traffic		3	0	2	2	3	0%	50%	0.2
Common Police Activities									
False Alarms		5	6	3	7	1	-80%	-86%	-0.7
False/Abandoned 911 Call and 911 Act		3	3	2	0	0	-100%	N/A	-0.9
Suspicious Person/Vehicle/Property		22	13	22	31	16	-27%	-48%	0.6
Persons Reported Missing		4	3	2	0	2	-50%	N/A	-0.7
Search Warrants		0	0	0	0	0	N/A	N/A	0.0
Spousal Abuse - Survey Code (Reported)		20	13	9	14	17	-15%	21%	-0.5
Form 10 (MHA) (Reported)		1	1	0	2	0	-100%	-100%	-0.1

MEETING DATE: September 23, 2025

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

SUBJECT: **BOLT KPI Report Information – August 2025**

BACKGROUND

In 2012, a Regional Transit Partnership was formed between the City of Red Deer (CRD), the Town of Blackfalds and the City of Lacombe to provide traditional public transit service between Red Deer, Blackfalds, and Lacombe as well as local bus service within Blackfalds and Lacombe. This partnership continued until August of 2020, when the City of Lacombe opted out of the service. Fortunately, the Town of Blackfalds was able to move forward with the procurement of a service contractor, purchased a wheelchair-accessible van and finalize an on-demand transit service model for the Town. Since the launch of BOLT 2.0, the Town of Blackfalds has continued to provide reliable, on-demand transit service connecting residents to key destinations within town and to regional hubs in Red Deer and Lacombe County. The service operates five days a week from 6:00 a.m. to 8:00 p.m., with stops at the Kingston Hub in Red Deer, Red Deer Polytechnic, and Eagle Builders facilities. The system continues to be well-utilized by commuters and local residents alike, with strong engagement at regional connection points.

The new service provider, application, schedule, ticket procurement and service stop maps have been working well over the course of this new service model. More information is available for riders and the public at the link below.

<https://www.blackfalds.ca/p/bolt-local-transit>

DISCUSSION

The first page of this report outlines the **AUGUST** statistics and associated mapping, while the remainder of the pages identify the trending comparison over the last eight months. Data dates are highlighted in the white box on the left side of each sheet for reference.

In August, BOLT continued to deliver high service standards, with no abandoned rides and an average ride rating of **4.98/5**. Shared rides rose to **63.9%**, indicating improved pooling efficiency. The average rides per rider increased to 10.1, suggesting stronger engagement from repeat users.

A total of **557** passengers completed rides, with **46 repeat riders** accounting for the majority. The average shared fare occupancy dipped slightly to 2.55 passengers per shared trip. Search failures due to high demand rose modestly to 22 users, and search delays averaged 16 minutes, a slight increase from July's average, suggesting potential scheduling refinements.

Peak usage remained concentrated during commuter hours—7–9 AM and 3–5 PM—with continued midday demand on Tuesdays and Thursdays, as seen in prior months. The **Regional Hub in Red Deer** held its position as the top pickup location, and **Red Deer Polytechnic** and **Eagle Builders** continued to be leading drop-off destinations.

Rider feedback remained consistently positive in August. Notable comments included:

"Thank you for the wonderful service."

"Excellent service."

These remarks continue to affirm the system's reliability and its value to both regular users and newcomers.

August data reinforces the system's reliability and rider satisfaction, while highlighting minor scheduling refinements worth exploring. Operational performance remained strong in August, with pickup and drop-off on-time rates exceeding 93% and 97% respectively. App-based bookings continued to dominate, accounting for over 77% of ride requests, while call center usage declined. The average trip duration held steady at approximately 12 minutes, and the system maintained a high conversion rate of 85% indicating users who searched for a ride successfully booked one, indicating strong responsiveness to rider demand.

FINANCIAL IMPLICATIONS

- none

ATTACHMENTS

- *August 2025 monthly report and yearly trending report*

APPROVALS



Kim Isaak,
Chief Administrative Officer



/ Eric Collins

Department Director/Author

Monthly KPI Metric Summaries Report

Blackfalds

Month	# Riders	# New Riders	# Repeat Riders	Avg. Rides Per Rider	# Passengers Completed	# Rides Completed	Shared Rides (%)	Avg. Shared Fare Occupancy	Avg. Daily User Conversion Rate (%)	Avg. Ride Rating	% Rides With 1-2 Star Ratings and Comments	# Abandoned Rides	Pickup Violations (%)	Dropoff Violations (%)	# Unique Users That Experienced Failed Search	Passengers Per Vehicle Hour (PVH)	Demand Response PVH
2020-08	3	3	0	1.3	4	4	0%	0.0	43%	4.667	0%	0	0%	0%	0	0.1	1.0
2020-09	36	33	3	5.9	228	212	44%	2.2	69%	4.866	0%	5	3%	4%	7	0.8	2.3
2020-10	27	12	15	9.2	266	249	43%	2.2	78%	4.955	0%	3	6%	4%	1	0.9	2.4
2020-11	30	11	19	9.2	299	276	40%	2.2	87%	4.981	0%	2	3%	1%	2	1.1	2.5
2020-12	21	4	17	8.4	203	177	26%	2.0	82%	4.966	0%	0	1%	1%	0	0.7	1.9
2021-01	26	8	18	8.3	234	217	33%	2.2	86%	4.987	0%	2	0%	1%	0	0.9	2.1
2021-02	17	6	11	9.6	172	163	21%	2.1	83%	4.952	1%	0	1%	0%	0	0.7	1.9
2021-03	22	6	16	12.4	299	273	45%	2.1	82%	4.965	0%	0	2%	0%	1	1.0	2.5
2021-04	23	5	18	9.2	228	212	37%	2.2	83%	4.933	0%	0	1%	0%	3	0.8	2.2
2021-05	23	6	17	8.0	195	183	26%	2.2	84%	4.920	0%	0	1%	0%	1	0.7	1.9
2021-06	23	5	18	10.6	256	243	40%	2.2	78%	4.872	0%	0	1%	1%	1	0.8	2.3
2021-07	22	8	14	6.9	173	151	24%	2.1	67%	4.917	0%	0	0%	0%	0	0.6	2.2
2021-08	28	8	20	5.0	164	141	27%	2.1	71%	4.795	1%	0	2%	0%	1	0.6	2.0
2021-09	27	7	20	9.1	280	247	45%	2.4	74%	4.851	0%	0	1%	1%	2	1.0	3.1
2021-10	32	8	24	9.4	344	301	45%	2.5	82%	4.856	0%	2	1%	0%	2	1.2	3.6
2021-11	31	5	26	13.3	450	412	46%	2.5	84%	4.836	0%	0	1%	0%	3	1.5	3.5
2021-12	29	3	26	9.9	326	286	36%	2.3	74%	4.861	0%	0	2%	2%	4	1.0	3.3
2022-01	31	9	22	11.1	363	344	40%	2.3	83%	4.871	0%	0	2%	1%	3	1.2	3.2
2022-02	31	4	27	12.6	419	390	50%	2.6	86%	4.868	0%	0	1%	1%	8	1.6	3.5
2022-03	34	5	29	15.5	591	527	56%	2.4	92%	4.824	0%	1	6%	2%	16	1.8	4.0
2022-04	40	6	34	9.0	442	361	39%	2.3	84%	4.730	0%	0	3%	1%	6	1.6	3.6
2022-05	30	3	27	12.8	442	384	43%	2.3	84%	4.753	0%	0	1%	0%	4	1.5	3.7
2022-06	36	9	27	10.3	421	371	36%	2.4	83%	4.824	0%	0	2%	1%	12	1.3	3.1
2022-07	26	4	22	9.5	294	248	33%	2.3	74%	4.943	0%	0	2%	1%	4	1.0	2.5
2022-08	40	8	32	7.7	330	306	51%	2.2	74%	4.897	0%	0	3%	0%	8	1.0	2.5
2022-09	44	12	32	11.8	591	520	56%	2.4	77%	4.888	0%	0	4%	3%	44	2.1	4.0
2022-10	47	12	35	12.2	655	575	65%	2.6	85%	4.828	0%	0	2%	1%	39	2.3	4.1
2022-11	47	9	38	12.7	673	599	65%	2.7	80%	4.818	0%	0	7%	5%	52	2.2	4.2
2022-12	47	10	37	8.9	477	420	66%	2.7	79%	4.937	0%	7	5%	2%	42	1.6	3.9
2023-01	55	9	46	11.0	682	604	69%	2.6	80%	4.922	0%	1	3%	3%	42	2.2	4.2
2023-02	56	14	42	10.8	680	602	71%	2.8	85%	4.933	0%	1	4%	1%	45	2.5	4.8
2023-03	60	12	48	12.5	820	750	71%	2.9	83%	4.896	0%	3	3%	2%	43	2.5	4.7
2023-04	57	10	47	10.6	662	602	75%	2.7	83%	4.944	0%	0	2%	0%	37	2.5	4.7
2023-05	45	7	38	15.1	758	680	73%	2.9	85%	4.922	0%	2	1%	1%	30	2.5	4.7
2023-06	56	13	43	11.0	674	618	76%	2.8	84%	4.942	0%	0	2%	2%	26	2.2	4.1
2023-07	41	9	32	6.8	292	280	66%	2.3	79%	4.961	0%	0	1%	0%	2	1.0	2.7
2023-08	52	13	39	7.5	406	390	62%	2.5	81%	4.959	0%	11	2%	0%	6	1.3	2.5
2023-09	57	18	39	10.8	648	614	68%	2.5	77%	4.965	0%	16	3%	2%	42	2.4	4.1
2023-10	61	12	49	10.7	684	651	71%	2.7	83%	4.985	0%	9	7%	4%	37	2.4	4.0
2023-11	63	7	56	11.1	734	701	75%	2.7	82%	4.961	0%	5	8%	3%	46	2.4	4.0
2023-12	61	12	49	9.2	575	560	74%	2.9	81%	4.972	0%	2	8%	2%	43	2.2	4.0
2024-01	68	13	55	9.0	660	615	66%	2.5	82%	4.973	0%	0	5%	4%	34	2.1	3.8
2024-02	61	8	53	10.5	710	643	67%	2.8	80%	4.972	0%	2	4%	2%	33	2.4	4.3
2024-03	55	5	50	11.8	692	649	69%	2.9	84%	4.985	0%	7	5%	2%	50	2.5	4.1
2024-04	74	11	63	8.5	665	631	74%	2.8	84%	4.942	0%	0	3%	1%	55	2.3	3.8
2024-05	67	12	55	10.3	733	687	71%	2.7	87%	4.992	0%	0	4%	1%	46	2.3	3.7
2024-06	77	16	61	7.6	620	584	68%	2.6	78%	4.957	0%	0	2%	1%	54	2.2	3.6
2024-07	60	10	50	9.0	601	542	55%	2.3	80%	4.974	0%	0	3%	2%	48	1.9	3.1
2024-08	70	17	53	6.6	503	465	57%	2.3	73%	4.935	0%	0	2%	2%	28	1.6	2.8

2024-09	60	12	48	10.7	687	642	74%	2.7	84%	4.995	0%	0	3%	2%	64	2.4	3.8
2024-10	64	11	53	11.6	827	744	70%	2.7	86%	4.973	0%	1	3%	1%	56	2.7	3.8
2024-11	61	7	54	10.9	747	665	64%	2.7	82%	4.974	0%	5	2%	2%	52	2.7	3.7
2024-12	64	7	57	8.9	642	567	59%	2.5	79%	4.964	0%	23	4%	2%	50	2.3	3.4
2025-01	65	10	55	11.5	826	748	66%	2.7	83%	4.968	0%	0	2%	0%	55	2.6	3.7
2025-02	62	5	57	10.6	709	660	63%	2.8	82%	4.955	0%	0	1%	1%	55	2.4	3.6
2025-03	66	12	54	12.2	898	806	70%	2.8	82%	4.952	0%	0	2%	1%	75	3.0	4.2
2025-04	79	16	63	9.2	781	729	68%	2.8	78%	4.946	0%	3	2%	2%	63	2.6	3.7
2025-05	69	7	62	9.1	701	628	67%	2.7	83%	4.973	0%	0	2%	1%	47	2.3	3.5
2025-06	71	10	61	8.4	663	594	66%	2.7	85%	4.970	0%	1	2%	1%	28	2.2	3.5
2025-07	57	9	48	9.2	597	523	62%	2.6	86%	4.978	0%	0	0%	0%	21	1.9	3.1
2025-08	50	4	46	10.1	557	505	64%	2.6	85%	4.979	0%	1	4%	1%	22	1.9	3.0

Program

Blackfalds

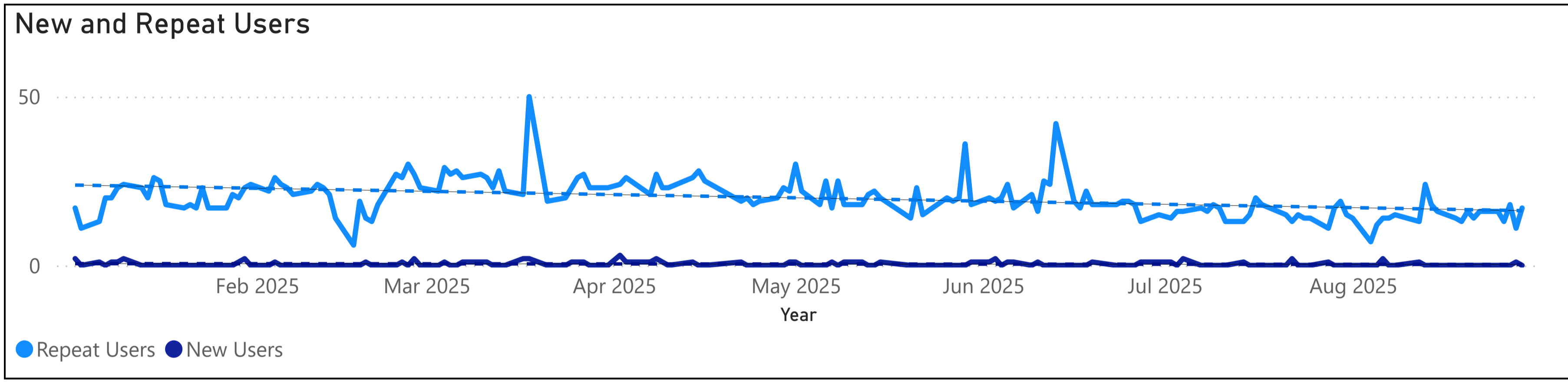
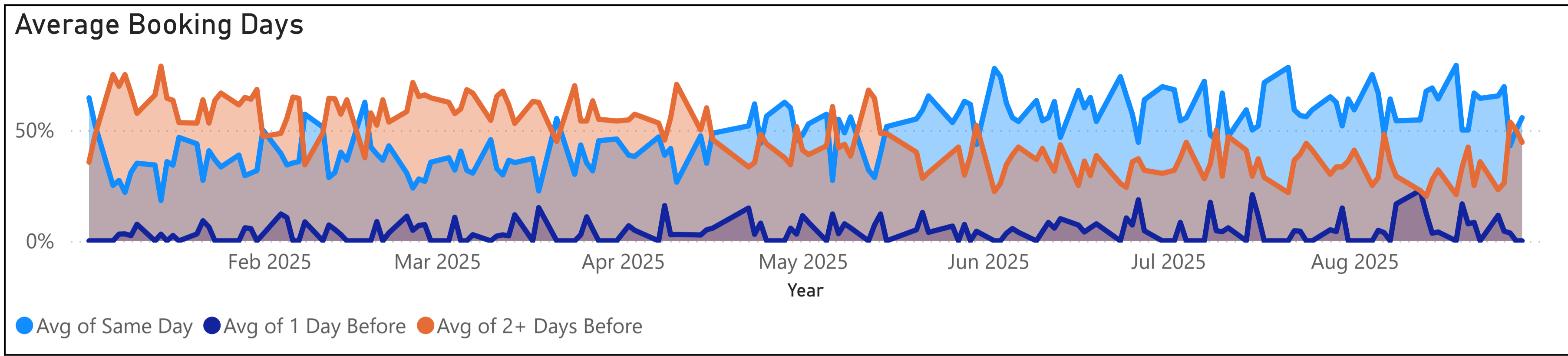
ServiceDay

Sun
 Mon
 Tue
 Wed
 Thu
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 Sat

Date

1/1/2025
8/31/2025

12.15
Avg Actual Trip Duration (min)



Year	2025					February		
Month	January					February		
Program	Avg of Same Day	Avg of 1 Day Before	Avg of 2+ Days Before	New Users	Repeat Users	Avg of Same Day	Avg of 1 Day Before	Avg of 2+ Days Before
Blackfalds	35.4%	2.5%	62.0%	10	437	36.2%	4.8%	62.0%
Total	35.4%	2.5%	62.0%	10	437	36.2%	4.8%	62.0%

Program

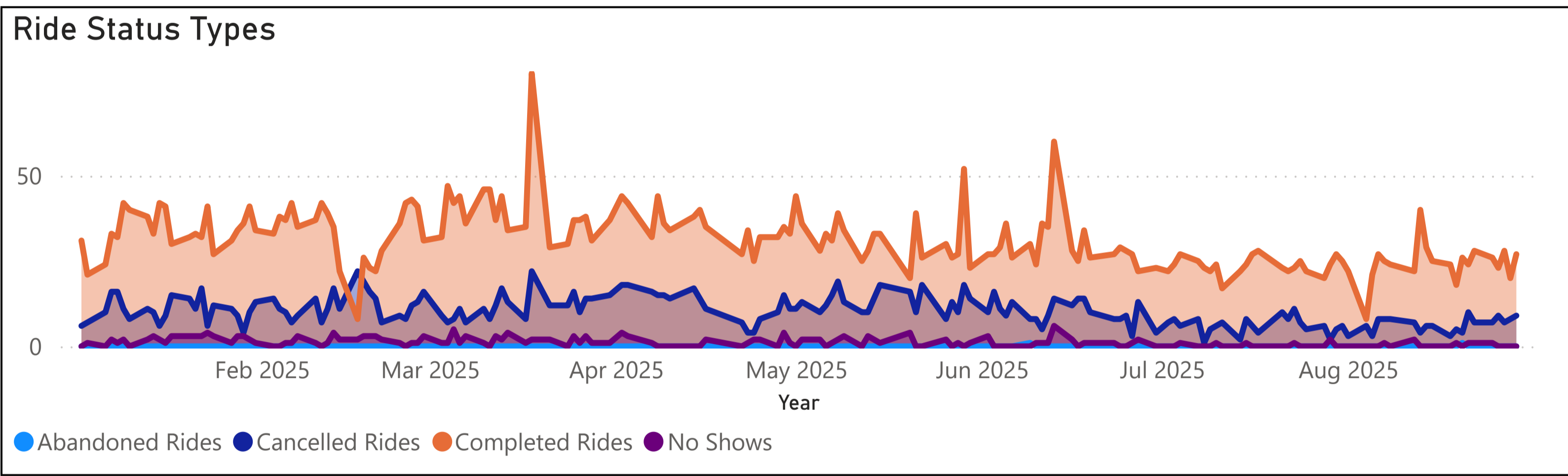
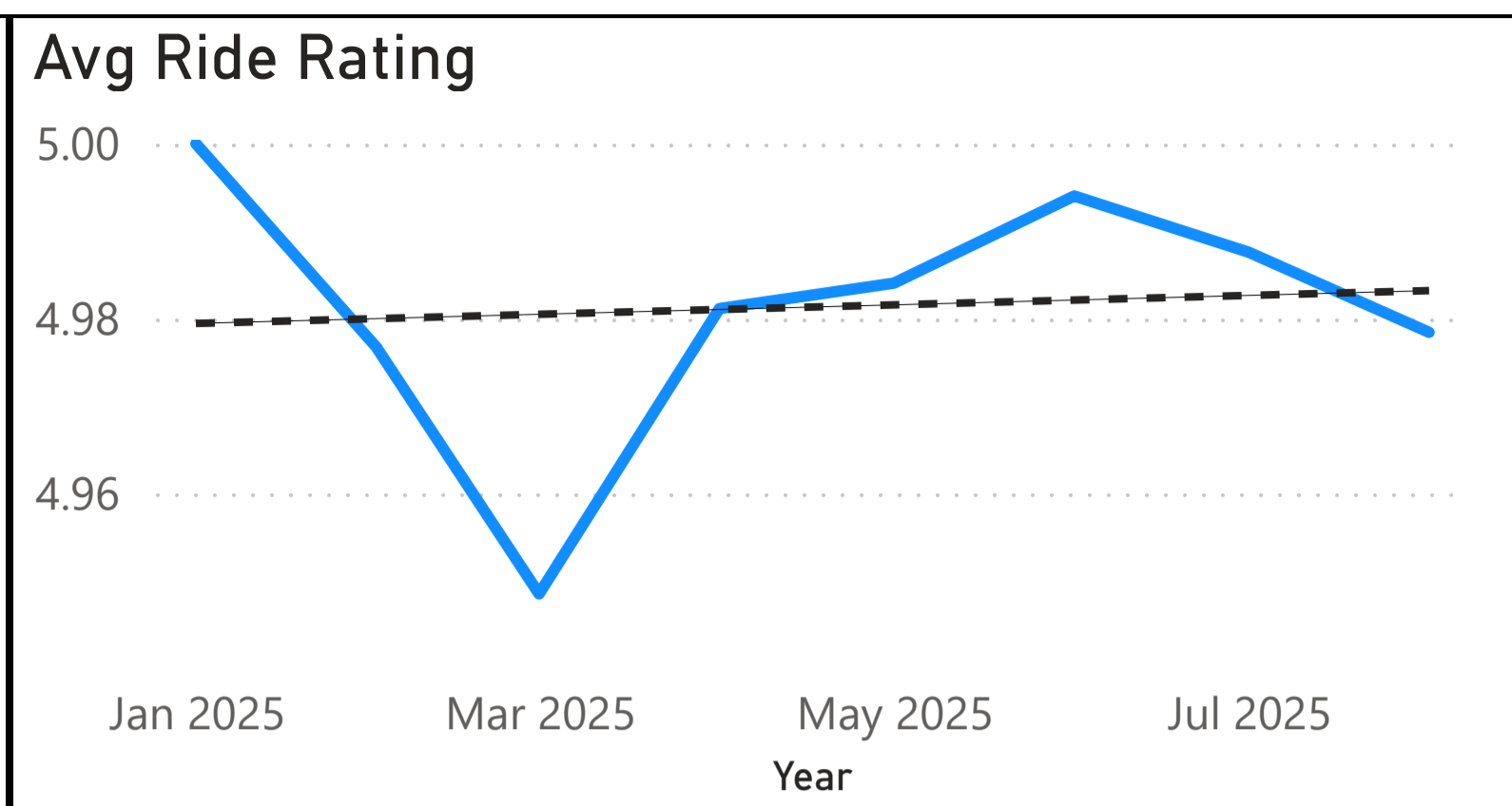
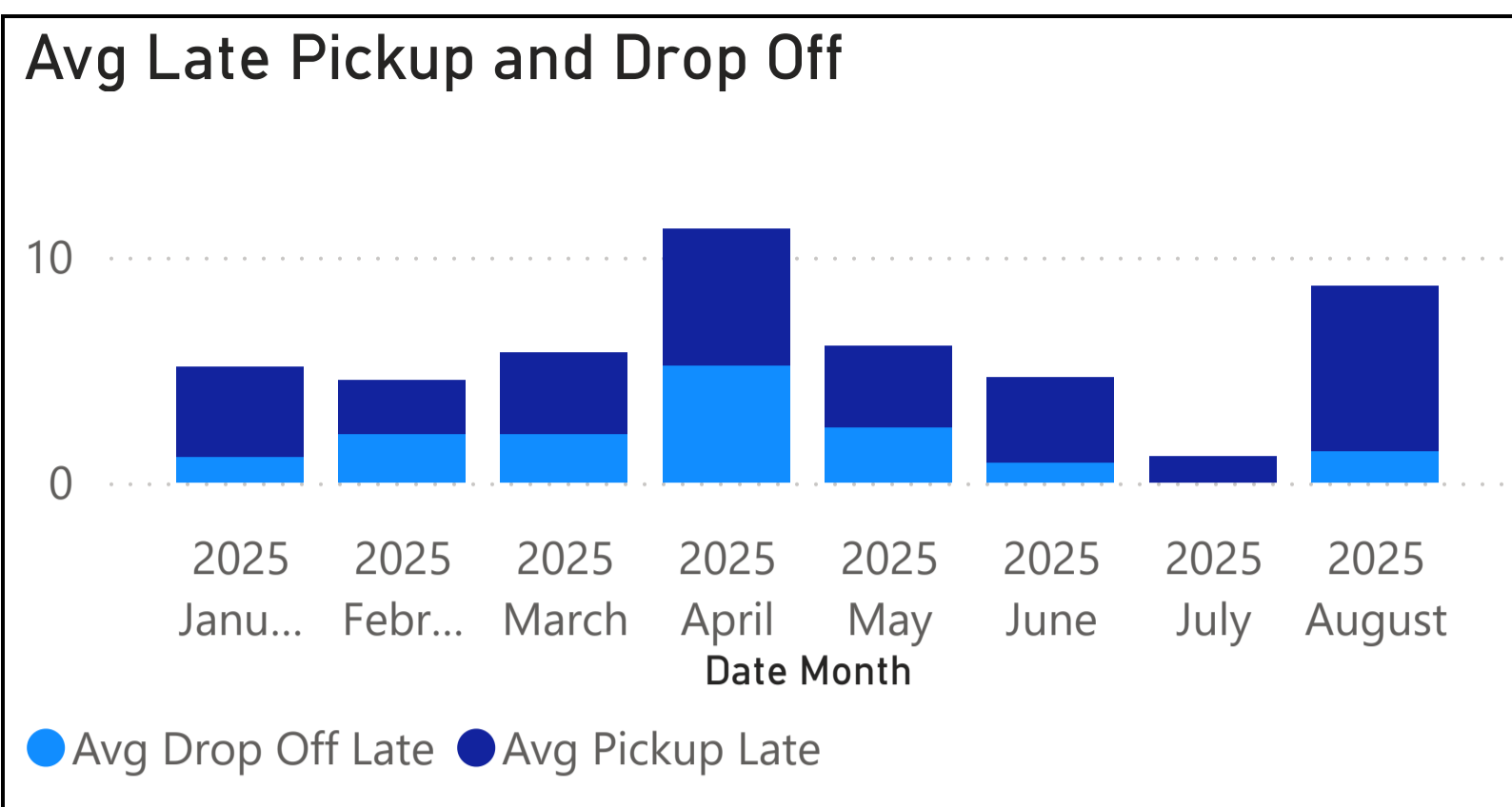
Blackfalds

ServiceDay

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 Mon
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Date

1/1/2025
8/31/2025



4922
Completed Rides

4.98
Avg Ride Rating

Year	2025						
Month	January						
Program	Avg Drop Off Late	Avg Pickup Late	Avg Ride Rating	Abandoned Rides	Cancelled Rides	Completed Rides	No Shows
Blackfalds	1.13	3.98	5.00	0	232	748	43
Total	1.13	3.98	5.00	0	232	748	43

Program
 Blackfalds

ServiceDay

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 Sat

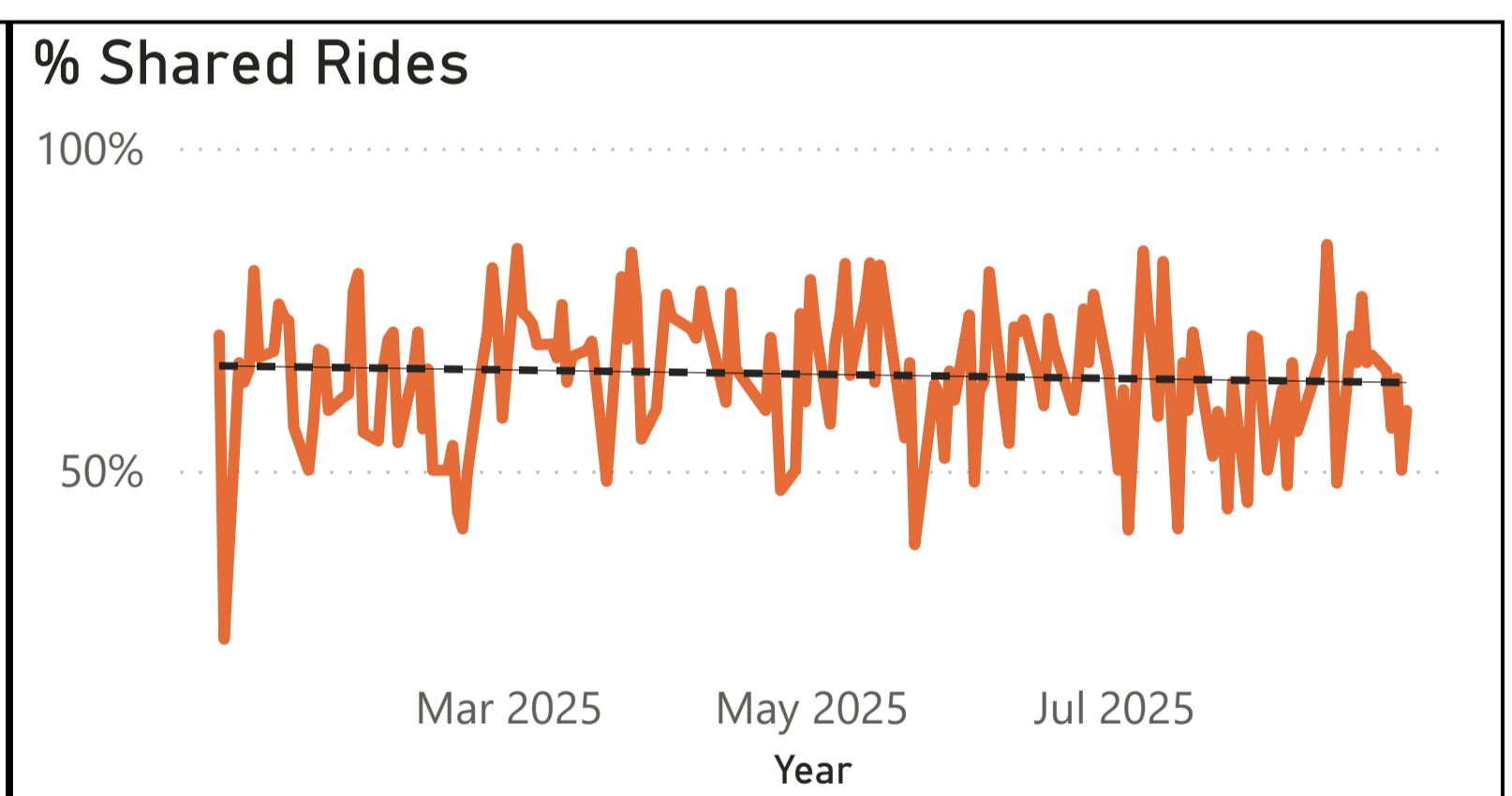
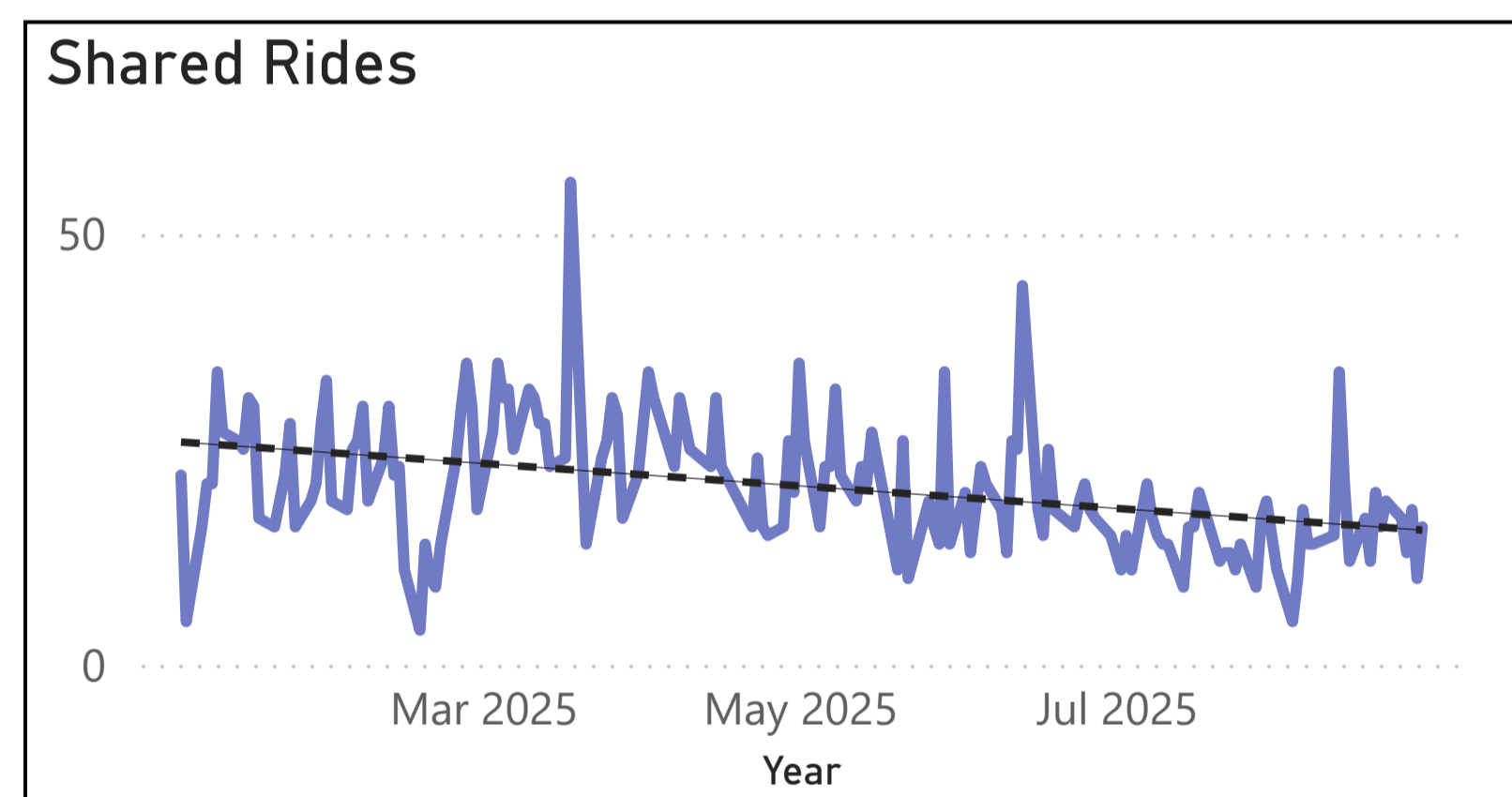
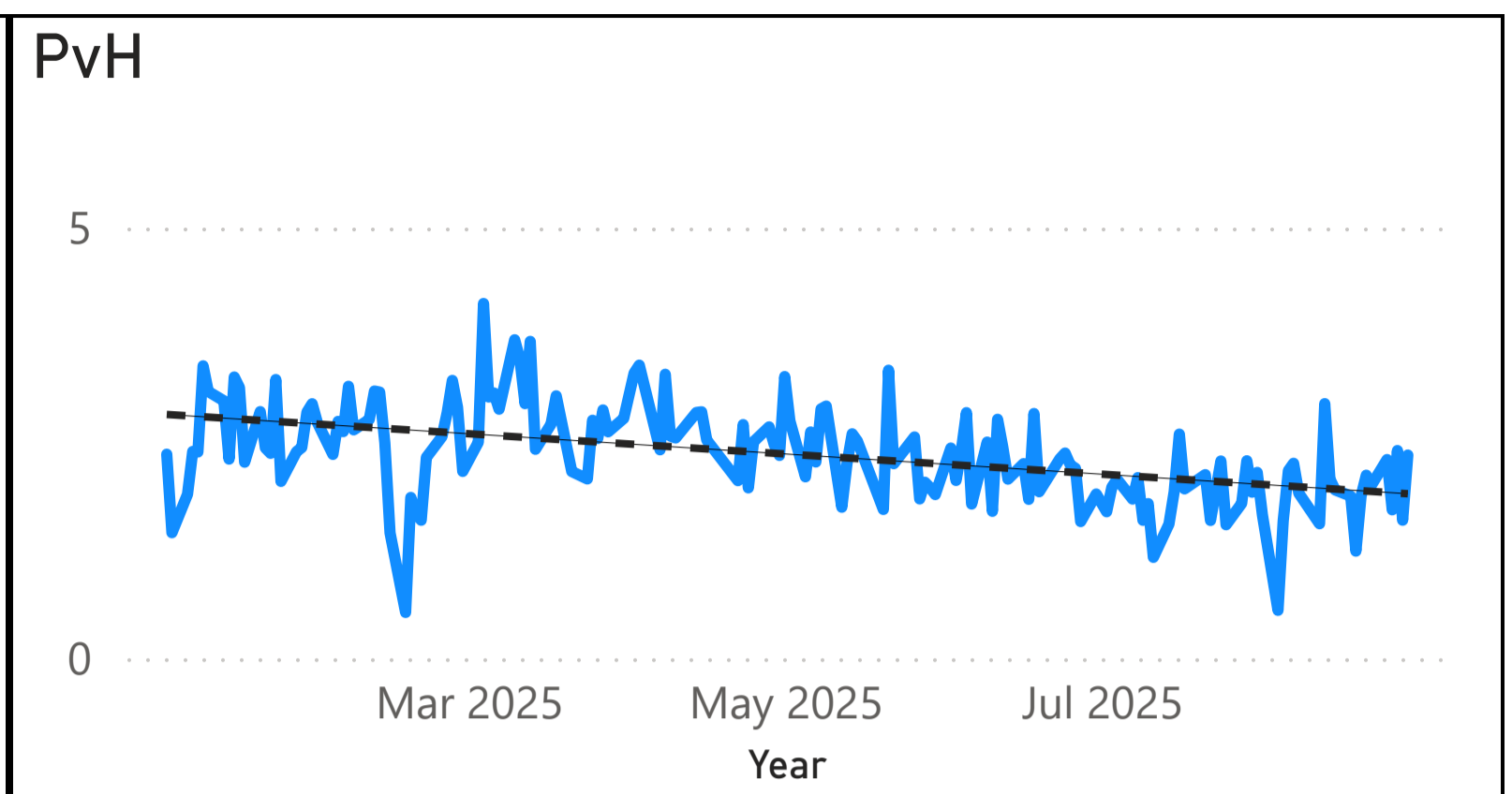
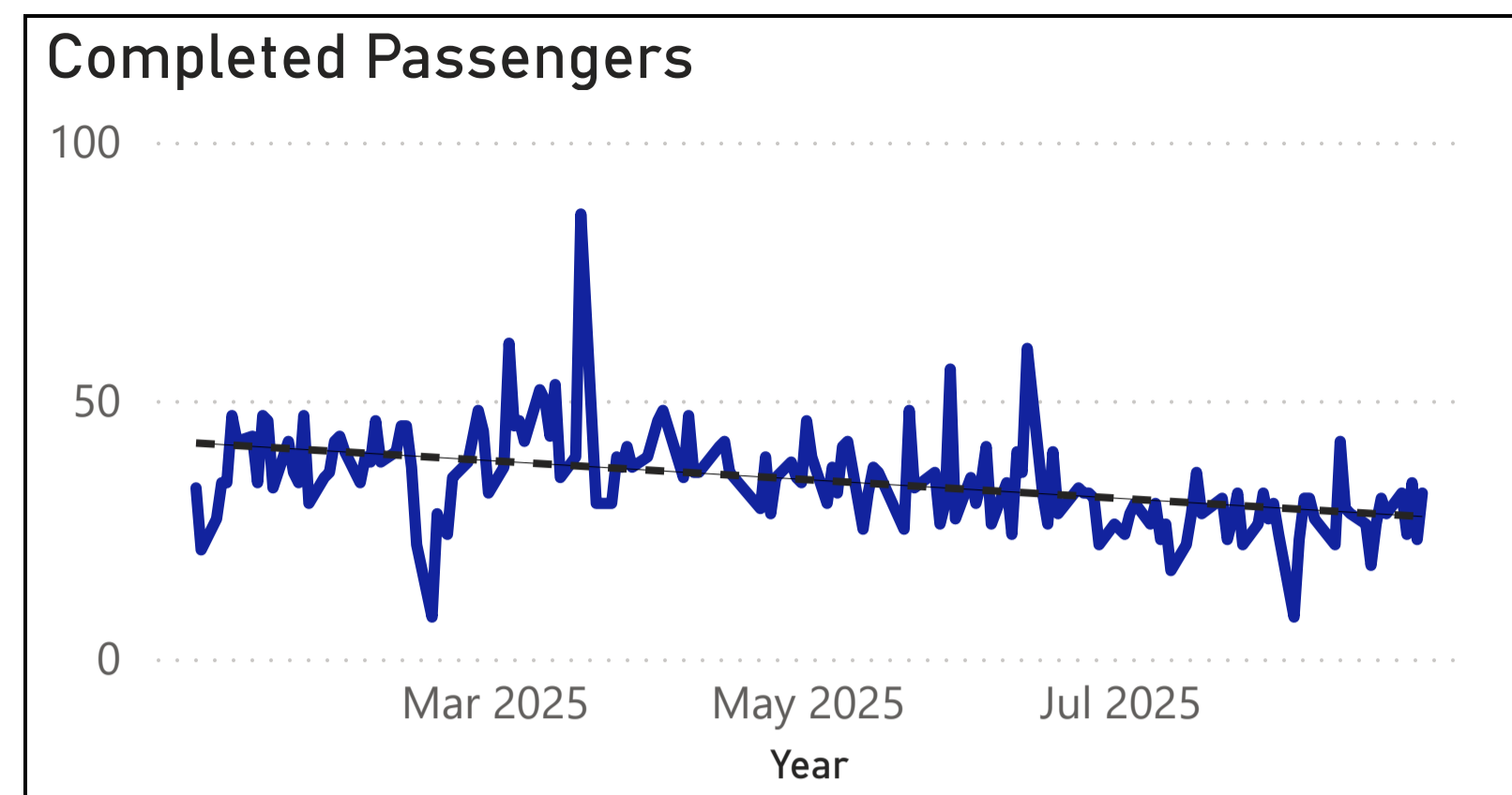
Date

5429
Completed Passengers

2.37
PvH

3257
Shared Rides

66.17%
% Shared Rides



Year	2025				February				March	
Month	January				February				March	
Program	Completed Rides	Shared Rides	% Shared	PvH	Completed Rides	Shared Rides	% Shared	PvH	Completed Rides	
Blackfalds	748	496	66.31%	2.61	660	416	63.03%	2.41	762	
Total	748	496	66.31%	2.61	660	416	63.03%	2.41	762	

Program

Blackfalds

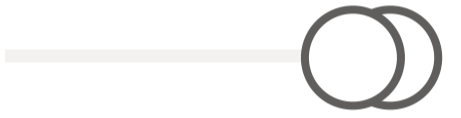
ServiceDay

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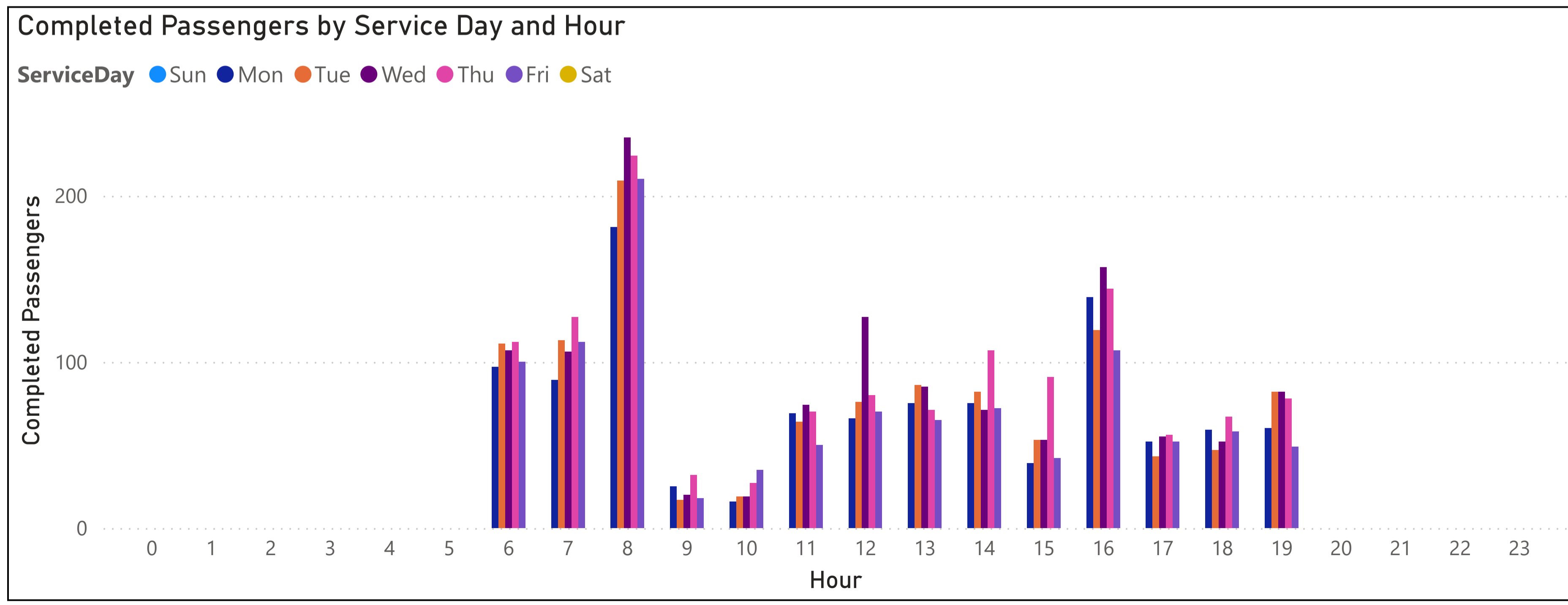
Date

1/1/2025

8/31/2025



ServiceDay	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	Day Total	
Sun	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon	0	0	0	0	0	0	97	89	181	25	16	69	66	75	75	39	139	52	59	60	0	0	0	0	0	1042
Tue	0	0	0	0	0	0	111	113	209	17	19	64	76	86	82	53	119	43	47	82	0	0	0	0	0	1121
Wed	0	0	0	0	0	0	107	106	235	20	19	74	127	85	71	53	157	55	52	82	0	0	0	0	0	1243
Thu	0	0	0	0	0	0	112	127	224	32	27	70	80	71	107	91	144	56	67	78	0	0	0	0	0	1286
Fri	0	0	0	0	0	0	100	112	210	18	35	50	70	65	72	42	107	52	58	49	0	0	0	0	0	1040
Sat	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hour Total	0	0	0	0	0	0	527	547	1059	112	116	327	419	382	407	278	666	258	283	351	0	0	0	0	5732	



Program

Blackfalds


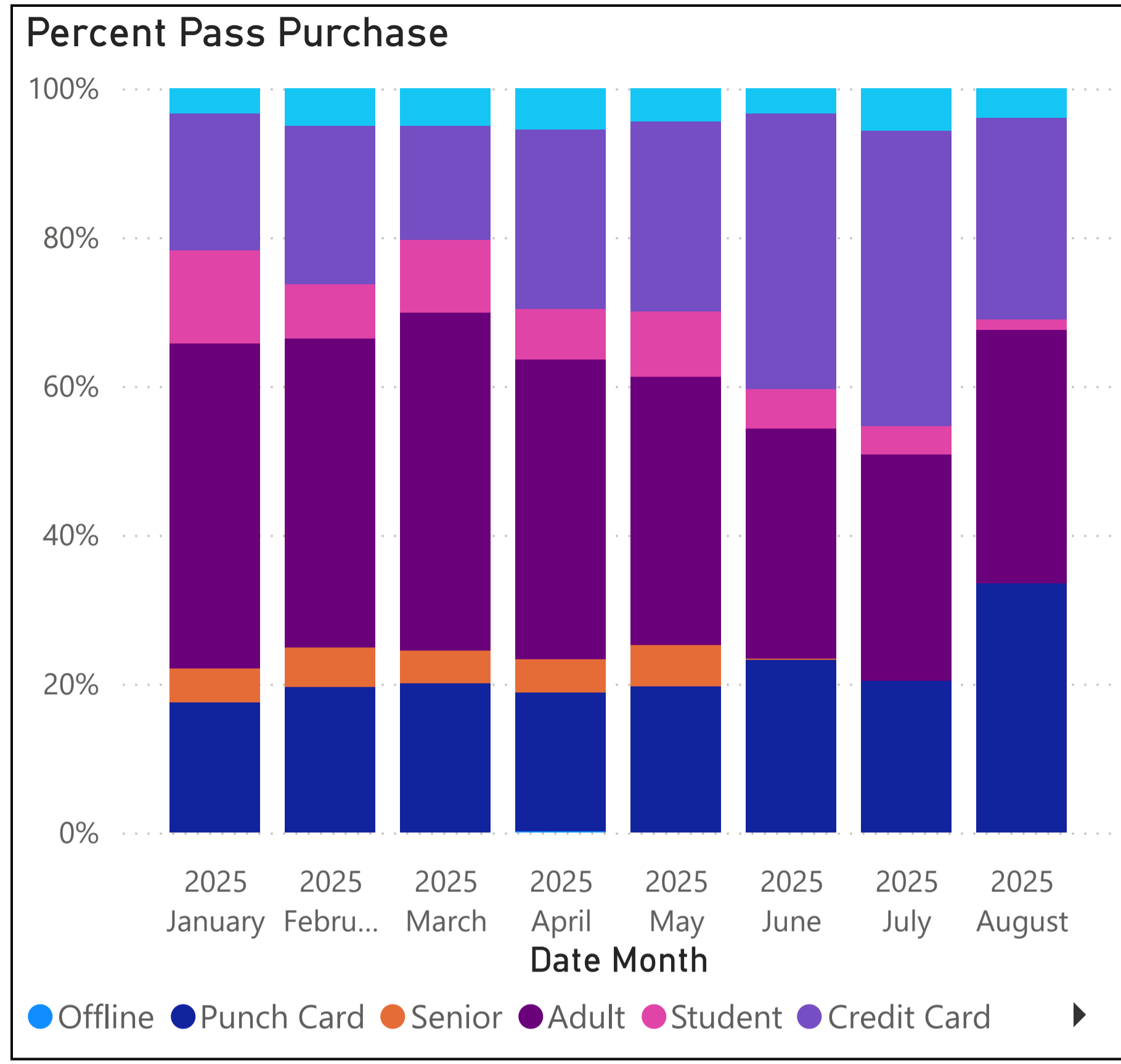
ServiceDay

Sun
 Mon
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 Sat

Date

1/1/2025

8/31/2025

Date	Offline	Punch Card	Senior	Adult	Student	Credit Card
2025-01-02	0	3	2	8	0	14
2025-01-03	0	4	2	7	0	4
2025-01-06	0	5	2	7	7	3
2025-01-07	0	7	1	13	5	7
2025-01-08	0	7	1	14	6	3
2025-01-09	0	6	3	17	9	6
2025-01-10	0	3	1	14	7	13
2025-01-13	0	10	1	17	6	4
2025-01-14	0	5	0	17	7	4
2025-01-15	0	8	3	16	7	8
2025-01-16	0	11	1	14	7	6
2025-01-17	0	9	3	14	2	1
2025-01-20	0	4	1	15	5	7
2025-01-21	0	6	1	19	3	4
2025-01-22	0	4	1	17	3	7
2025-01-23	0	13	3	17	4	3
2025-01-24	0	3	0	15	2	5
Total	1	1040	162	1895	365	1238

Year	2025													
Month	January							February						
Program	Avg Offline	Avg Punch Card	Avg Senior	Avg Adult	Avg Student	Avg Credit Card	Avg Bulk Ticket	Avg Cash	Avg Coupon	Avg ETicket	Avg Ride Credit	Avg Ticket	Avg Offline	Avg Punch Card
Blackfalds	0%	18%	5%	44%	12%	18%	0%	0%	0%	0%	3%	0%	0%	2%
Total	0%	18%	5%	44%	12%	18%	0%	0%	0%	0%	3%	0%	0%	2%

Program

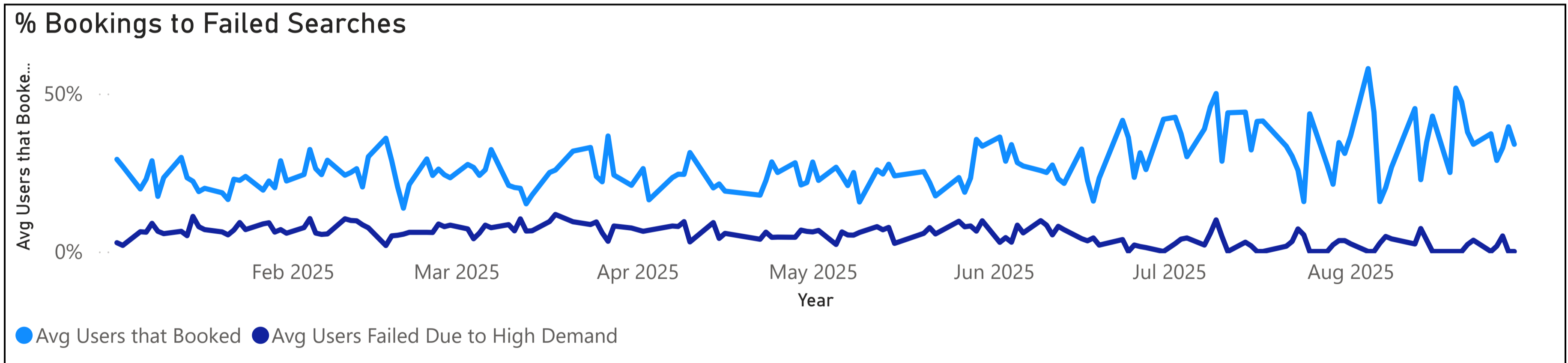
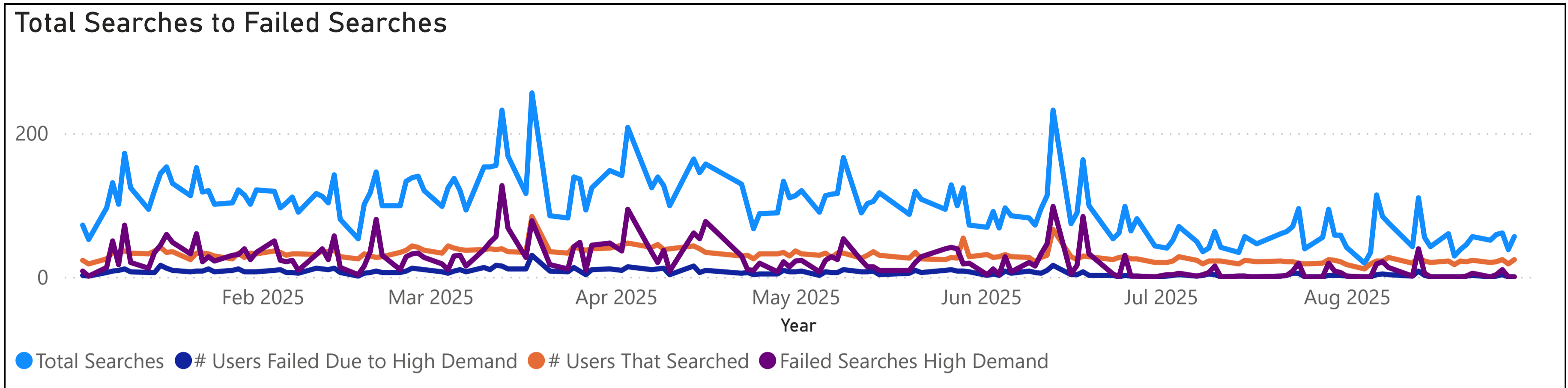
Blackfalds

ServiceDay

Sun
 Mon
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Date

1/1/2025
8/31/2025



Year	2025				
Month	January				
Program	Total Searches	# Users Failed Due to High Demand	# Users That Searched	Avg Users that Booked	Avg Users Failed Due to High Demand
Blackfalds	2553	175	682	22%	7%
Total	2553	175	682	22%	7%

Program

Blackfalds

ServiceDay

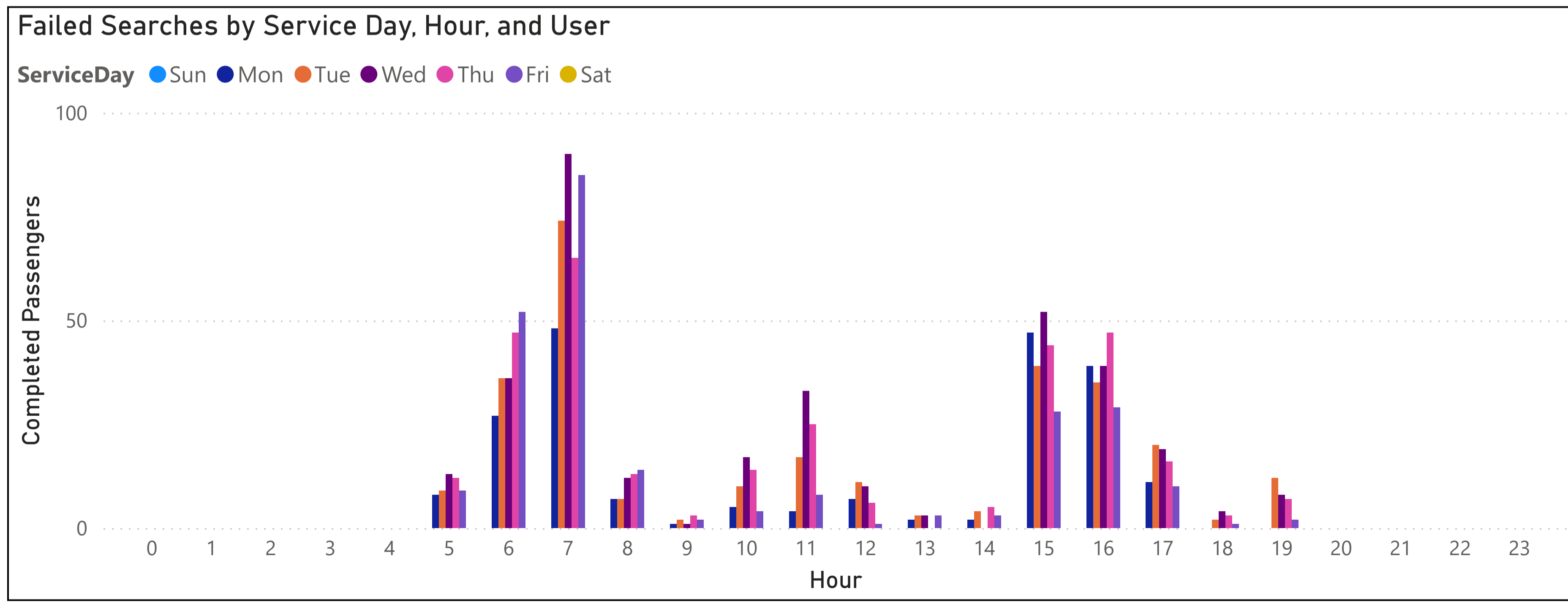
Sun
 Mon
 Tue
 Wed
 Thu
 Fri
 Sat

Date

1/1/2025

8/31/2025

ServiceDay	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	Day Total
Sun	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon	0	0	0	0	0	8	27	48	7	1	5	4	7	2	2	47	39	11	0	0	0	0	0	0	208
Tue	0	0	0	0	0	9	36	74	7	2	10	17	11	3	4	39	35	20	2	12	0	0	0	0	281
Wed	0	0	0	0	0	13	36	90	12	1	17	33	10	3	0	52	39	19	4	8	0	0	0	0	337
Thu	0	0	0	0	0	12	47	65	13	3	14	25	6	0	5	44	47	16	3	7	0	0	0	0	307
Fri	0	0	0	0	0	9	52	85	14	2	4	8	1	3	3	28	29	10	1	2	0	0	0	0	251
Sat	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hour Total	0	0	0	0	0	51	198	362	53	9	50	87	35	11	14	210	189	76	10	29	0	0	0	0	1384



Program

Blackfalds

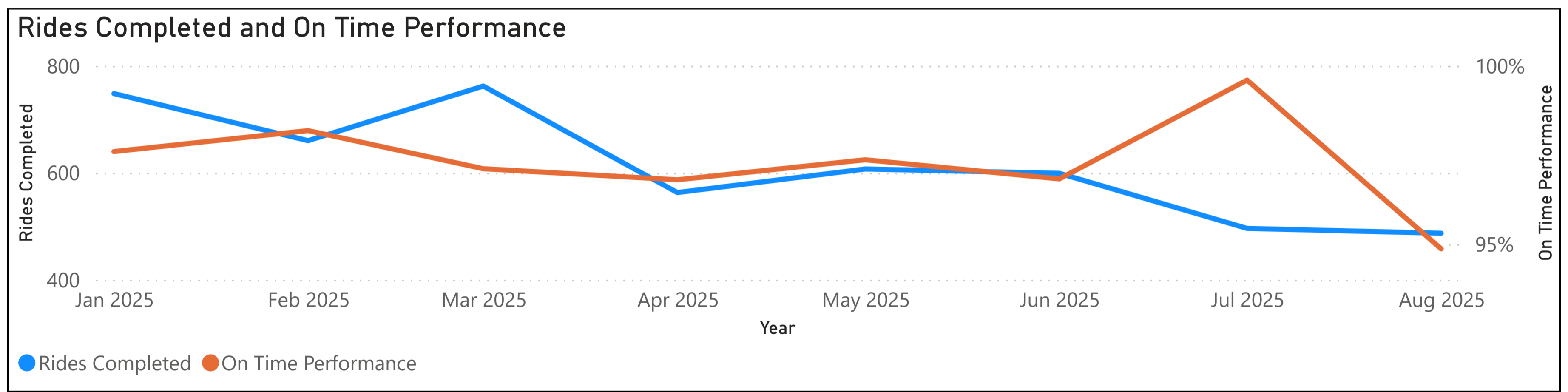
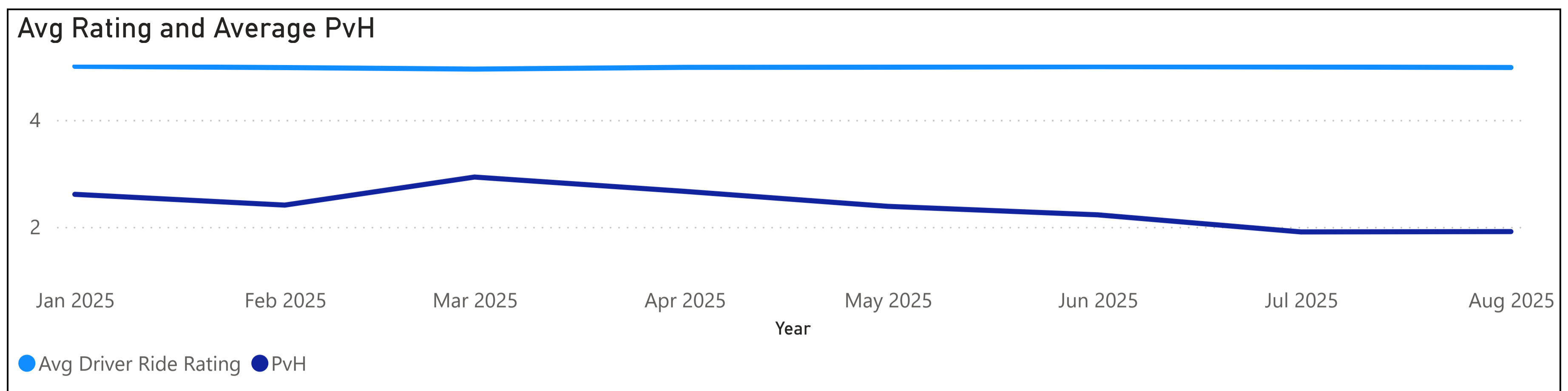
ServiceDay

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Date

1/1/2025

8/31/2025



97.32%
On Time Performance

Year	2025							
Month	January		February					
Program	Rides Completed	Avg Driver Ride Rating	PvH	On Time Performance	Rides Completed	Avg Driver Ride Rating	PvH	On Time Performance
Blackfalds	748	5.00	2.61	97.59%	660	4.98	2.41	98.18%
Total	748	5.00	2.61	97.59%	660	4.98	2.41	98.18%

Program

Blackfalds

ServiceDay

- Sun
- Mon
- Tue
- Wed
- Thu
- Fri
- Sat

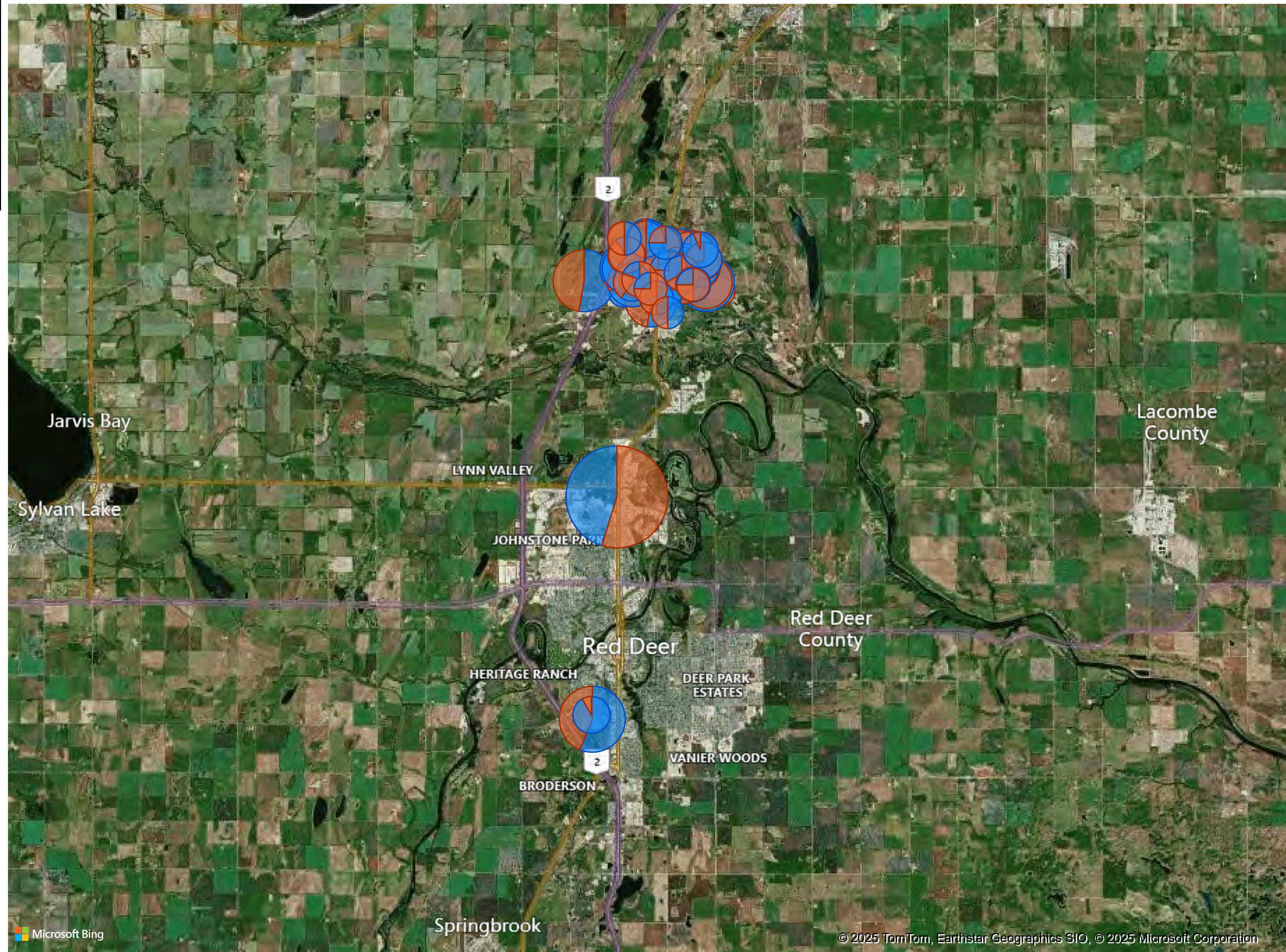
Date

1/1/2025

8/29/2025



● Dropoff ● Pickup



Program

Blackfalds

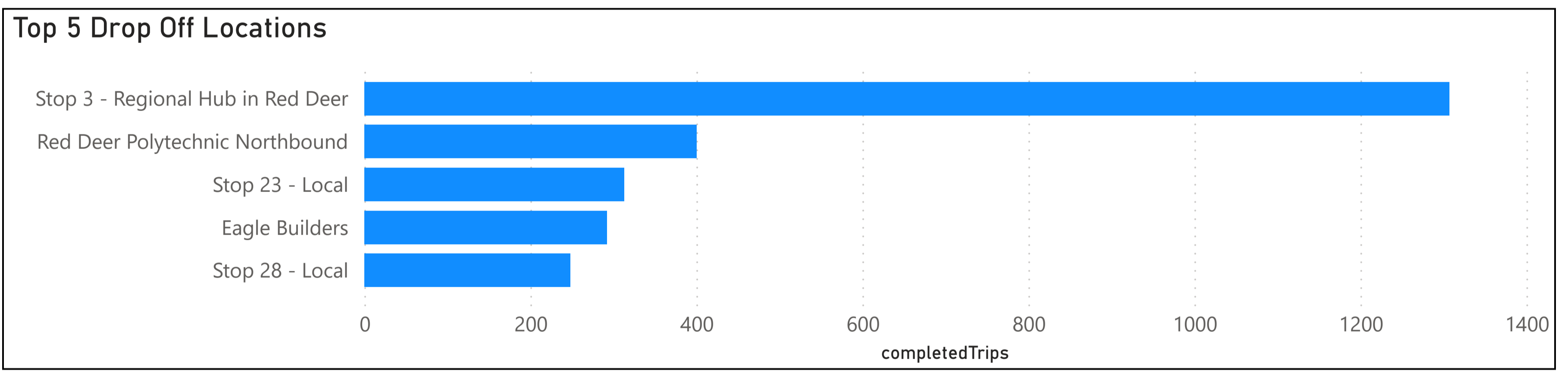
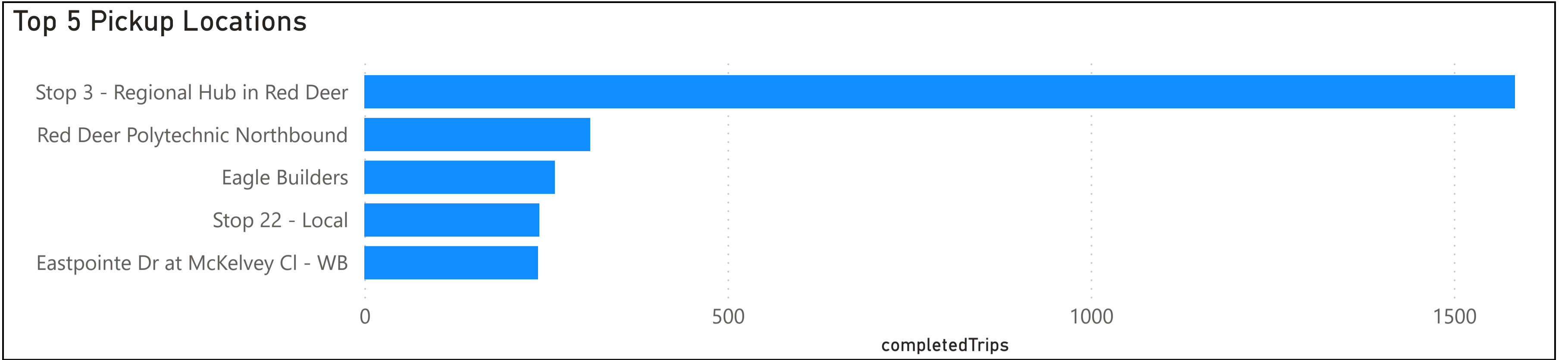
ServiceDay

Sun
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 Sat

Date

1/1/2025

8/29/2025



stopName	Dropoff	Pickup	Total
Stop 3 - Regional Hub in Red Deer	1307	1584	2891
Red Deer Polytechnic Northbound	400	311	711
Eagle Builders	292	262	554
Stop 1 - Regional Hub West Blackfalds	169	238	407
Stop 28 - Local	248	143	391
Stop 23 - Local	313	33	346
Womacks Rd at Blackfalds Skateboard Park	101	200	301
Eastpointe Dr at McKelvey CI - WB	34	239	273
Stop 22 - Local	22	241	263
Total	4922	4922	9844

**TOWN OF BLACKFALDS
MUNICIPAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE**

Civic Cultural Center – 5018 Waghorn Street

Tuesday, November 28, 2023 at 6:00 p.m.

MINUTES

MEMBERS PRESENT

Mayor Jamie Hoover
Councillor Edna Coulter
Councillor Marina Appel

OTHERS ATTENDING

Kim Isaak, CAO
Ken Morrison, Emergency Management and Protective Services Manager
Danielle Nealon, Executive & Legislative Coordinator

REGRETS

None

WELCOME AND CALL TO ORDER

Manager Morrison welcomed all attending and called the Municipal Emergency Management Committee Meeting to order at 6:00 p.m.

TREATY SIX LAND ACKNOWLEDGEMENT

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

AGENDA APPROVAL

Councillor Coulter moved That the Municipal Emergency Management Committee approve the November 28, 2023, Agenda as presented.

CARRIED UNANIMOUSLY

MINUTES APPROVAL

Councillor Appel moved That the Municipal Emergency Management Committee approve the Minutes from March 1, 2023, as presented.

CARRIED UNANIMOUSLY

EMERGENCY MANAGEMENT COMMITTEE BYLAW REVIEW

Committee members and Administration reviewed the Municipal Emergency Management Bylaw, and Manager Morrison provided an update to the Ministerial Order that is in progress and that the Bylaw will be reviewed next year and will incorporate the Ministerial Order if that is what Council directs. Currently, the Bylaw meets all our requirements, including LEMR.

TOWN OF BLACKFALDS
MUNICIPAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE

Civic Cultural Center – 5018 Waghorn Street

Tuesday, November 28, 2023 at 6:00 p.m.

MINUTES

EMERGENCY MANAGEMENT COMMITTEE PLAN REVIEW

Committee members and Administration reviewed the Municipal Emergency Management Plan. The Committee discussed the following:

- Committee Plan review happened in 2023 and is scheduled for January 11, 2024.
- Currently meeting all legislative requirements.
- 90% of staff are trained in ICS 100.
- Position-specific training was offered by CRAMIT in Alix.
- Potential for website push notifications from Communications through Blackfalds Connect.

TOB: HAZARD IDENTIFICATION RISK ASSESSMENT

Committee members and Administration reviewed the Town of Blackfalds Hazard Identification Risk Assessment, and the following discussions were had:

- Update is yearly; next is January 11, 2024.
- Aircraft should be added to the risk summary (drones could be a risk)
- High School could be added to the risk summary.
- The Drout Management Committee happening on January 26, but it could be added.

LREMP ESS DRAFT PLAN

Committee members and Administration reviewed the ESS Draft Plan and discussed the Regional Emergency Social Services Plan.

TRAINING

- The next tabletop is December 6, 2023. Council would like to attend.

Manager Morrison adjourned the Municipal Emergency Advisory Committee Meeting at 6:55 p.m.

Jamie Hoover, Mayor

Ken Morrison, Emergency Management & Protective Services Manager (DEM).

MEMBERS PRESENT

Laura Svab, Town of Blackfalds Councillor
Marina Appel, Town of Blackfalds Councillor
Dwayne West, Lacombe County Representative
Kayla Marquis, Public at Large
Trent Kroetsch, Public at Large
Shauna Sawchuk, Public at Large
Kristy Lawrence, Public at Large

OTHERS ATTENDING

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

REGRETS

Louise Rellis, Public at Large
Barb Shepherd, Lacombe County Representative

WELCOME AND CALL TO ORDER

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

Member Appel moved That the Recreation, Culture and Parks Board approve the Agenda as presented.

CARRIED UNANIMOUSLY

TREATY SIX LAND ACKNOWLEDGEMENT

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

PRESENTATIONS

None

BUSINESS

Minutes

Member Sawchuk moved That the Recreation, Culture and Parks Board approve the Minutes from April 2, 2025 as presented.

CARRIED UNANIMOUSLY

Community Initiatives Grant – Silverbacks Lacrosse Provincials

Deneen Weik spoke on behalf of the Silverbacks Lacrosse Provincials Community Initiatives Grant application. Due to changes in divisions, Blackfalds was able to host for second straight year and were awarded Provincials based on how well it ran last year. Her application for Community Initiatives Grant funding for \$2,500 would offset costs related to officials, promotions and food to be provided to guests/participants. Provincials is set for July 4 to 6, 2025.

Member Marquis moved to recommend to Council to provide \$2,500 from the Community Initiatives Grant to the Silverbacks Lacrosse Team to host Provincials.

CARRIED UNANIMOUSLY

Community Garden Relocation Survey Results

The survey results from the community garden relocation and comments from the open house were provided to the RCP Board. The Board discussed the reasoning for the relocation and the possibility of keeping a part of the garden at Aspen.

Member Kroetsch moved to recommend to Council to move Aspen Community Garden to Willow Park and reopen discussion about having a smaller garden at Aspen after one year.

CARRIED UNANIMOUSLY

Football Field Update (verbal)

Director Kreklewich provided an update on the construction of the football field at the Iron Ridge Secondary Campus. Field goal posts are up and the field is being prepped for seeding.

Abbey Centre Update

- Manager Simpson presented the monthly highlights

Parks and Facilities Update

- Manager Heindel presented the monthly highlights

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

Chair Kroetsch adjourned the Recreation, Culture & Parks Board Meeting at 7:27 p.m.

-Original Signed-

Trent Kroetsch, Chair

-Original Signed-

Rick Kreklewich, Director of Community Services

Town of Blackfalds Library Board
Board Minutes

DATE: September 2nd, 6:32 pm 2025

Attendees: Marina Appel, Richard Poole, Glenda Brown, Ray Olfert, Vincent Wolfe, Peter Gomes,
Nicole Rice

Regrets: Glyn Evans, Edna Coulter,
Online: Ann Siford, Starr Sinclair

1. Acceptance of Agenda items

Motion L68-25 Richard Poole moved to accept agenda. C.U.

2. Acceptance of the Consented Agenda

Motion L69-25 Marina Appel moved to accept the consented agenda. C.U.

2 Old Business

3.1 Bookkeeper's Updated Invoice- Our bookkeeper had given us her last invoice; however, she has indicated that there was a typo on the total amount.

Motion L70-25 Richard Poole moved to accept as presented.

3.2 Bookkeeper's Contract- Enclosed is the proposed contract for our bookkeeper. This was created by the bookkeeper. Please note that the bookkeeper does NOT have a GST number as of now.

Motion L71-25 Richard Pool moved that the contract go back to contractor for discussion on the points made during the library board meeting. The board asked for more definitions in contract and more solid figures. C.U.

3.3 Shelving Update- Administrator has spoken with town of Blackfalds CAO about the issue with our shelves being stored in improper conditions. Blackfalds CAO has promised to look into any insurance coverage that we could use to replace these shelves if they do fall apart. I have asked Chris Loveday if he has any correspondence regarding the poor storage of shelves.

Motion L72-25 Richard Pooled Moved that the Library Administrator bring this item back to a future meeting after gathering more information. C.U.

3.4 LAPP Update- Huw Bughtmann, Executive Director of pension policy and oversight has indicated that the whole library can leave LAPP if the library board allows it. There is no provision for just an single staff member to leave. He would like us to let him know if we are leaving by October as it has to be run by their board of directors. As we are planning on leaving, he indicated that we do not have to initiate the tri-annual review unless we stay in the LAPP plan. Getting out of LAPP will enable the board to give staff a 1% increase.

Motion L73-25 Marina Appel moved to proceed as presented by removing the LAPP plan and amending the library administrator's contract accordingly. C.U.

3.5 Programmers' comments on budget cuts: Our new programmer is confident she can still provide great programming with the cuts we have made for next year. Our senior programming staff member is sad about the cuts, has noted that the cuts will make things a little trickier, and also notes that there will be less programming as a result (in terms of parties with food), but she understands the necessity and is confident she can still provide good programming next year.

Accepted by the Library Board as information.

3.6 Investment Money (reserve funds)- After discussion with prior Administrator, the \$5,300 dollars in our reserve fund is available for more investment. Current Library Administrator is hesitant to lock in money at this time in case of shortfall for January 2026.

Motion L74-25 Vincent Wolfe moved that the Library Board keep the money as liquid assets and not move the money into an investment chamber until the Library Board receives the Town Allotment funds. C.U.

3.7 Historical Society Painting- The Town has agreed to put the mural up on the wall above library administrator's office. The artist has been paid.

Accepted by the Library Board as information.

3 New Business

4.1 Acceptance of Income Statement, Budget Update & Direct Bill Payments for July 2025:

Motion L75-25 Vincent Wolfe moved to accept the income statement, budget update, and direct bill payments as presented. C.U.

4.2 Treasurer's Report-

Accepted by the Library Board as information.

4.3 Review of Preliminary Budget (1% increase)- We did a quick review of the budget for next year. The town's Financial Service Manager informed me that the Town is prepared for the following figures: 2026 per capita rate \$32.37 x population 11,415= \$ 369,504.00. I have amended the budget with the treasurer to reflect the increase.

Motion L76-25 Ray Olfert moved to accept the 1% budget as the working budget for 2026. C.U.

4.4 Review of Preliminary Budget 2026 (2% Increase)- As it stands now, we will be able to easily balance the budget with a 1% increase, mainly because the cost of LAPP has been cut. Library Administrator will provide 2 % budget increase as well for board's perusal.

Accepted by the Library Board as information.

4.5 GST on bottom of Budget- The Library Budget needs to indicate the GST refunds in order to receive our Library Operating Grant from the Alberta Government. It is included at the bottom so that it does not add or take away from our operating numbers.

Accepted by the Library Board as information.

4.6 Council Presentation Dates- The town's Financial Manager informed me that the dates for our presentation to council will be September 9, 15, 23. Library Administrator proposes that we chose September 23rd to give more time to complete the presentation.

Accepted by the Library Board as information.

5. Policies

- Next policy to be reviewed: The board will need to review the library's charity policy in order to make sure that the policy of handing out charity receipts for used books is removed as it may endanger the library's charity status. The Library Administrator's contract needs to also be reviewed by the Library Board.

Adjournment at 7:37

Next Board Meeting is October 7, 2025, at 6:30pm



SUCCESS GROWS HERE!

HIGHLIGHTS OF THE REGULAR COUNCIL MEETING AUGUST 28, 2025

2024 MUNICIPAL INDICATORS

Council was provided with an overview of the 2024 Municipal Indicators results. In the 2024 reporting year, Lacombe County met or exceeded all indicators, except for *Investment and Infrastructure* and *Infrastructure Age*. The County is deemed “not at risk” according to the performance measures as set out by Alberta Municipal Affairs.

STAFF RETIREMENT POLICY REVISION

Council approved amendments to Policy AD(14) *Staff Retirement*. The updates include expanded employee eligibility and adjusted award amounts.

DUTIES OF COMMITTEES, COMMISSIONS & BOARDS POLICY REVISION

Council approved amendments to Policy CC(3) *Duties of Committees, Commissions & Boards*. The updates will come into effect at the 2025-2026 Lacombe County Organizational Meeting.

REGIONAL COLLABORATION COMMITTEE TERMS OF REFERENCE – CITY OF LACOMBE, TOWN OF BLACKFALDS & LACOMBE COUNTY

Council approved the Terms of Reference for a proposed Regional Collaboration Committee involving the City of Lacombe, Town of Blackfalds, and Lacombe County. The new committee, to be named the *North Blindman River Tri-Municipal Collaborative*, is intended to strengthen regional collaboration on issues of mutual interest and recommend areas for cooperation.

2026 OPERATIONS FLEET EQUIPMENT CAPITAL PURCHASES (2026)

The annual fleet evaluation and capital purchase process has identified a need to replace seven pieces of County equipment.

By resolution of Council, the County Manager was authorized to tender and award for the purchase of the seven pieces of equipment at an estimated cost of \$1,518,000 and to dispose of the existing units at an estimated trade-in or private sale value of \$221,000. The difference between the purchase of the new units and the sale of the old units, estimated at \$1,297,000, will be funded from the Fleet and Equipment Reserve.

UPGRADING OF ROADS TO SERVICE THE RESOURCE INDUSTRY POLICY REVISION

Council approved amendments to Policy OP(36) *Upgrading of Roads to Service the Resource Industry*. The updates include removing the *five years or less* wording regarding the life span of the coal bed methane wells and capping the maintenance security to \$50,000 per company.

EAGLE BUILDERS REQUEST TO PURCHASE COUNTY LAND

Council authorized the County Manager to negotiate and execute a land purchase agreement with Eagle Builders for approximately 121.9 m² (0.0301 acres) of a Lacombe County Public Utility Lot in the North Aspelund Industrial Park.



SUCCESS GROWS HERE!

SPARTAN DELTA CORP. PRESENTATION

Council received a presentation on Spartan Delta Corp. and their activities in Lacombe County from Mr. Russ Huck (Manager, Operations Engineering), Mr. Ojay Platt (Vice President, Production), Mr. Bruce Koss (Senior Land Agent & Community Relations Liaison), and Ms. Janet McNally (Senior Water Management Specialist).

CONDITION OF GRAVEL ROADS IN DIVISION 1 PRESENTATION

Council received a presentation on the condition of gravel roads in Division 1 from Ms. Melody McBride, Mr. Rod McDermand, Mr. Darryl McDermand and Mr. Colton Huybregts.

STANTON COMMUNITY CENTRE – REQUEST FOR TAX CANCELLATION

Council approved the cancellation of the 2025 property taxes on the Stanton Community Centre (Tax Roll No. 3923292002), which serves as a community hall used to host community gatherings and events.

SPARK INFRASTRUCTURE CORP. – 2024 & 2025 PROPERTY TAX RELIEF AND PAYMENT PLAN REQUEST

A motion that Lacombe County approve the proposed payment plan from Spark Infrastructure Corp., which would lock down the 2024 and 2025 tax balance at \$650,000 without late payment penalties, with six payments scheduled between September 15, 2025, and June 15, 2026, did not receive Council approval.

**Next Regular Council Meeting is
September 11, 2025 – 9:00 a.m.**

**Next Committee of the Whole Meeting is
October 7, 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

September 8th, 2025

2. Review of Agenda

2.1 Consent Agenda

- Bylaw 531 Operating Line of Credit Borrowing Bylaw
 - The City of Lacombe has historically maintained a \$3.5 M line of credit to address unforeseen operating expenses. Bylaw 531 allows the city to renew the line of credit, which is intended to support operating cash flow when there is a timing gap between expenditures and the collection of annual property taxes. The City's existing authorization under Bylaw 486 Temporary-Bank-Borrowing-2021-Line-of-Credit expired in February 2024.

Administration prepared Bylaw 531, reauthorizing a \$3.5m line of credit for a period of three years, and repealing Bylaw 486.

Council gave first reading to Bylaw 531 as presented.

- Council rescinded policy 12.017.01 2021PO - Corporate Identity Policy.
- Council rescinded policy 13.810.01 (15) - Investment Policy.
- Council rescind policy 61.146.01 1997PO – Naming of Streets, Areas, and Public Facilities Policy.
- Council rescinded policy 61.202(92BL) - Bylaw 168, Building Inspection Bylaw Policy.
- Council rescinded policy 61.202.02(95BL) - Bylaw 168.2, Amendment to the Building Permit Bylaw Policy.
- Council rescinded policy 62/112.03 (10) – Economic and Community Development Policy.
- Council rescinded policy 69.201.01 2014PO - Land Sales Policy.
- Council rescinded policy 71.201(89BL) - Lacombe and District Recreation, Parks & Culture Board By-law 46 & Amendments Policy.
- Council rescinded policy 71.209.01 1997PO - Outsourcing for Not-for-Profit Organizations Policy.
- Council rescinded policy 72.225.01 2009PO- Lacombe Memorial Centre Deposit and Payment Policy.
- Council rescinded policy 75.211 2006PO – Integrated Pest Management Policy.

4. Presentations

4.1 Lacombe Soccer Club

The Lacombe Soccer Club's Jeff Mason, President, Cecelia Metro-Meno, Vice President, Jan Rodenburg, Junior Director, and Jaymen Hand, Technical Director, presented an update of their program to City Council.

5. Public Hearings

5.1 Disposal of Reserve Land - Lot R1, Plan 772 0810

Notice was given that the Council of the City of Lacombe is proposing to remove the Municipal Reserve (MR) designation from a portion of Lot R1, Plan 772 0810 which is an area of land lying immediately north and adjacent to 5132 60 Street Close. This public hearing is for any affected person to comment on the proposed Removal of Municipal Reserve (MR) Designation.

5.2 Bylaw 400.74 Re-designation from EOS to R1

Notice was given that the Council of the City of Lacombe has given first reading to Bylaw 400.74 to amend the Land Use Bylaw, Bylaw 400. If approved, Bylaw 400.74 will amend Schedule 15.1 City of Lacombe Land Use District Map of Land Use Bylaw 400 by changing the land use designation of the affected portion of the Municipal Reserve land a portion of Lot R1, Plan 772 0810 (as described above in Item 1) from Environmental Open Space District (EOS) to Residential Detached District (R1). This rezoning is proposed to align the land use designation with the adjacent residential lot and facilitate its consolidation.

6. Requests for Decision

6.1 Disposal of Reserve Land - Lot R1, Plan 772 0810 (Adjacent to 5132 60th Street Close)

Administration recommended proceeding with the disposal of a portion of Municipal Reserve (MR) land located to the rear of 5132 60th Street Close, to resolve a long-standing encroachment and allow for consolidation with the adjacent residential property. The affected MR parcel has limited public access and has not functioned as an active public space for many years. The property owners have requested to purchase the land and have agreed to cover all associated costs, including survey, subdivision, rezoning, and purchase at fair market value.

Proceeds from the land sale will be placed in a dedicated reserve account and used exclusively for public park, recreation, or school purposes, ensuring continued investment in community amenities while responsibly addressing the encroachment.

Public engagement was conducted in accordance with the Municipal Government Act (MGA), and no objections were received before the August 29th, 2025, deadline.

To facilitate this process, the following steps are required:

- Removal of the MR designation from the affected portion of land, as permitted under Section 674 of the MGA following public notification and hearing;
- Rezoning of the subject area from Environmental Open Space (EOS) to Residential Detached District (R1), to align with the adjacent residential property. This rezoning is addressed in a separate report under Land Use Bylaw Amendment 400.74;
- Subdivision and consolidation of the affected MR area with the residential lot at 5132 60th Street Close.

This report was presented concurrently with the Second Reading for Bylaw 400.74 as the motions must occur sequentially. Bylaw 400.74 must return to Council for third reading after the subdivision had been conditionally approved before the rezoning can be finalized.

Council approved the removal of the Municipal Reserve designation from the identified Part of Lot R1, Plan 772 0810, and direct Administration to notify the Registrar of Land Titles.

Council directed Administration to proceed with an application to subdivide Part of Lot R1, Plan 772 0810 to consolidate it with Lot 8, Blk 4, Plan 772 0180, conditional on removal of the Municipal Reserve designation from the certificate of title for the said land.

Council authorized Administration to direct the conveyance of the land to the adjacent property owner, upon the conditions of the subdivision approval being satisfied.

6.2 Bylaw 400.74 - Redesignation from EOS to R1 (Part of Lot R1, Plan 772 0810)

Administration previously became aware of an encroachment in the form of landscaping from the property at 5132 60th Street Close onto adjacent municipal lands. Efforts are being made to address encroachments such as these, to ensure that public property is respected and municipal liability is managed.

The owners of the home approached Council during the Open Forum of the January 27th, 2025 Council Meeting requesting consideration of selling the land. Therefore, Administration has brought forward this Request for Decision and provides recommendations for Council's consideration.

First reading of Bylaw 400.74 was given on August 11th. Second reading is proposed at this point, so that a subdivision application can be processed, with the expectation that the subdivision approval will be conditional on completing the amendment to the land use designation, and removal of the MR. It is further proposed that the bylaw be brought back to Council with a recommendation for third and final reading when the subdivision approval has been granted.

Removal of the MR designation and proceeding with the subdivision application are discussed in a separate Request for Decision.

Council gave second reading to Bylaw 400.74, as presented.

6.3 Bylaw 389.1 - Fire Services Bylaw Amendment #1

Bylaw 389, initially adopted in 2013, is being updated to reflect significant operational changes within the Lacombe Fire Service over the past decade. Key developments prompting the update include the dissolution of the Regional Fire Service, the hiring of full-time staff, and the adoption of a Fee for Service model with Lacombe County.

The updated Bylaw 389.1 includes grammatical corrections, updated language, and improved consistency throughout.

Significant amendments include removing outdated definitions, enhancing authority and responsibilities for the Fire Chief, and formally eliminating the green flashing light program.

Provisions for cost recovery have been clarified to include both land and land improvements, particularly affecting manufactured home parks. False alarm policies are being strengthened by removing the 'annual reset' and allowing for reduced-cost "cold responses" for safety verification. Fire pit regulations now specify safe dimensions, and updated fee and fine schedules have been introduced, including adopting Alberta Transportation response rates.

The proposed Bylaw amendment has been modernized to ensure it remains relevant, enforceable, and aligned with current practices and agreements.

Council gave third reading of Bylaw 389.1 Fires Services Bylaw Amendment #1 as amended.

6.4 Bylaw 511.1 - Municipal Police Commission Bylaw Amendment

In response to recent changes under the Police Act and the Police Governance Regulation, the City of Lacombe is proposing amendments to Bylaw 511 to ensure compliance with new legislative requirements regarding the Lacombe Police Commission's composition and appointments.

Bylaw 511.1 Municipal Police Commission Bylaw Amendment (Bylaw 511.1) proposes to revise the composition of the LPC in accordance with provincial legislation, which limits the number of members appointed to a municipal police commission based on population thresholds. The amendment adjusts the number of members appointed by the Council, provides transitional provisions, and clarifies the conditions under which members may be appointed by the Province.

Council amended section 2.5 of Bylaw 511.1 to read: Council shall appoint up to five (5) members, including one (1) member of Council of the City of Lacombe and four (4) public members.

Council gave third reading to Bylaw 511.1 as amended.

6.5 Regional Collaboration Committee – Terms of Reference

The City of Lacombe, Lacombe County, and the Town of Blackfalds have a history of collaboration through their respective Intermunicipal Development Plan and Intermunicipal Collaboration Framework Committee (IDP/ICF) Committees.

Members of the IDP/ICF Committees of the City of Lacombe, Lacombe County, and the Town of Blackfalds reviewed the terms of reference for the City of Red Deer & Red Deer County's Regional Collaboration Committee earlier this year and unanimously resolved to recommend exploring the development of a Regional Collaboration Committee to expand this cooperation.

Subsequently, each municipal Council directed their Administration to develop Terms of Reference for a Regional Collaboration Committee involving the City of Lacombe, Lacombe County, and the Town of Blackfalds.

To reflect both the unique purpose and geographic location of the municipalities, and to distinguish it from other regional organizations, we are proposing to name the committee the North Blindman River Tri-Municipal Collaborative (NBRTC), the purpose of the NBRTC is to strengthen regional collaboration by discussing issues and opportunities of mutual interest and recommending areas for cooperation. It is important to note that the NBRTC does not replace existing committees, such as the IDP/ICF Committee between the City and the County. Rather, it serves as a tri-party strategic advisory committee that provides recommendations on regional initiatives to the respective Councils.

Council endorsed the North Blindman River Tri-Municipal Collaborative Terms of Reference, as presented.

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

- Monday, September 22nd, 2025 – Regular Council Meeting at 5:30 p.m. – City Hall***
- Monday, September 29th, 2025 – Committee of the Whole Meeting at 5:30 p.m. – City Hall***
- Monday, October 6th, 2025 – Committee of the Whole Meeting at 5:30 p.m. – City Hall***



SUCCESS GROWS HERE!

HIGHLIGHTS OF THE REGULAR COUNCIL MEETING SEPTEMBER 11, 2025

PLANNING SERVICES UPDATE

Council received an update on the progress and activities of the Planning Services Department for the month of August 2025.

DIVISION 1 RESIDENT ROAD CONCERNS

Council received a presentation addressing residents' concerns about gravel roads in Division 1 and reviewed strategies to improve gravel road maintenance and overall road conditions.

MIRROR JOLLY SENIORS SOCIAL CLUB FUNDING REQUEST

Council approved funding of up to \$2,888 toward the Mirror Jolly Seniors Social Club's soffit, eavestrough, and fascia replacement project at the Mirror Jolly Seniors Hall. Funding will come from the County's Recreation Capital Assistance Reserve.

OVERLAY OF THE COUNTY OFFICE PARKING LOT

Council authorized the County Manager to award the work to overlay the County Office parking lot to TJ Paving Ltd. in the amount of \$210,000. Funding will come from the County's Municipal Facilities Reserve.

OFFER TO PURCHASE PROPERTIES FOR SALE IN THE HAMLET OF MIRROR

Council received an update on the sale of tax-forfeited properties acquired under Section 424 of the Municipal Government Act. Two lots in Mirror were sold.

By resolution of Council, the following bids were accepted:

- Lot 3, Block 25, Plan 7159AI - \$3,000 (plus GST)
- Lot 4, Block 25, Plan 7159AI - \$2,000 (plus GST)

CANLIN ENERGY – REQUEST FOR TAX CANCELLATION

A motion that Lacombe County approve the payment plan proposed by Canlin Energy for its tax account with five monthly payments commencing on August 29, 2025, as outlined in its August 22, 2025 proposal, did not receive Council approval.

DECK ENCROACHMENT APPEAL PRESENTATION

Council received a presentation on a deck encroachment appeal from Mrs. Robin Coombs and Mr. Jamie Coombs, outlining their concerns and request for consideration.

LACOMBE PUBLIC SCHOOLS ENHANCEMENT SOCIETY FUNDING REQUEST

A motion that Lacombe County contribute up to \$20,000 to the Lacombe Public Schools Enhancement Society's James S. McCormick Playground Replacement project did not receive Council approval.



SUCCESS GROWS HERE!

FOOD CYCLE SCIENCE PRESENTATION

Council received a presentation on the *FoodCycler Pilot Program Results in Lacombe County*, highlighting the program details, pilot results and proposed next steps.

SOUTH SYLVAN LAKE AREA OFF-SITE LEVY BYLAW

Bylaw No. 1442/25, a bylaw of Lacombe County to adopt an off-site levy for land that is to be subdivided or developed within the South Sylvan Lake Area, was given first reading by Council.

A public hearing regarding Bylaw No. 1442/25 will be held on October 9, 2025, commencing at 9:00 a.m.

COUNCIL CODE OF CONDUCT REPEAL BYLAW

Council received an update on amendments to the Municipal Government Act, which now prohibit councils from having policies, procedures or bylaws that regulate or address councillor behaviour.

Council approved first, second, and third readings to Bylaw No. 1443/25, the Council Code of Conduct Repeal Bylaw.

Next Regular Council Meeting is
September 25, 2025 – 9:00 a.m.

Next Committee of the Whole Meeting is
October 7, 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.**

MEETING DATE: September 23, 2025
PRESENTED BY: Glenda Brown, Vice Chair
SUBJECT: **Blackfalds Seniors' Club – Annual Update**

BACKGROUND

Glenda Brown, representing the Blackfalds Seniors' Club, will present an annual update on the Blackfalds Seniors' Club activities.

ATTACHMENTS

None

APPROVALS



Kim Isaak,
Chief Administrative Officer

MEETING DATE: September 23, 2025
PRESENTED BY: Chris Keim, Executive Director
SUBJECT: **Beyond Food Community Hub – Annual Update**

BACKGROUND

Chris Keim, representing the Beyond Food Community Hub / Blackfalds Food Bank Society, will present an annual update on the Hub's and Society's activities.

ATTACHMENTS

- *Annual Budget*
- *Moving to Food Security*
- *Statistics*
- *Feedback from Community Members*
- *Volunteer Hours Jan-Aug*

APPROVALS



Kim Isaak,
Chief Administrative Officer

2026 Proposed Annual Budget

Expenses		Income		
General & Admin	Payroll	\$ 100,000.00	Receipted Donations	\$ 85,000.00
	Payroll taxes	\$ 7,530.00	Unreceipted Donations	\$ 45,000.00
	Professional Development	\$ 5,000.00	Canada Helps	\$ 7,000.00
	Accounting & Legal	\$ 14,000.00	Grants	\$ 75,000.00
	Link2Feed	\$ 520.00	Uncategorized	\$ 1,000.00
	Canex Pest Control	\$ 615.00	Christmas Bureau Donations	\$ 20,000.00
	Insurance	\$ 6,000.00	Interest	\$ 2,100.00
	Vehicle Insurance	\$ 2,075.00		
	Vehicle Expense	\$ 3,500.00		
	Office Supplies	\$ 2,500.00	Total Income	\$ 235,100.00
	Telephone	\$ 1,200.00		
	Volunteer Appreciation	\$ 1,000.00		
	Apparel	\$ 2,000.00		
	FBA membership	\$ 150.00		
	Fundraising	\$ 5,000.00		
	Marketing	\$ 500.00		
	Warehouse	\$ 2,000.00		
	Website hosting	\$ 250.00		
	Website maintenance	\$ 2,500.00		
	Internet	\$ 843.00		
	Travel	\$ 1,500.00		
	Chamber of Commerce	\$ 78.00		
	Better Impact	\$ 150.00		
	Calabaza	\$ 150.00		
Food Supplies	Eggs	\$ 7,000.00		
	Milk	\$ 12,000.00		
	Shelf Groceries	\$ 12,000.00		
Programs	Hampers	\$ 10,000.00		
	Lunchbox	\$ 10,000.00		
	Christmas Bureau & Hampers	\$ 25,000.00		
Equipment	YoLink Temperature Monitoring	\$ 1,000.00		
	Kitchen supplies	\$ 15,000.00		
Total Expenses		\$ 251,061.00		
Net (Income-Expenses)		-\$ 15,961.00		

Moving to Food Security



Individual Food Security

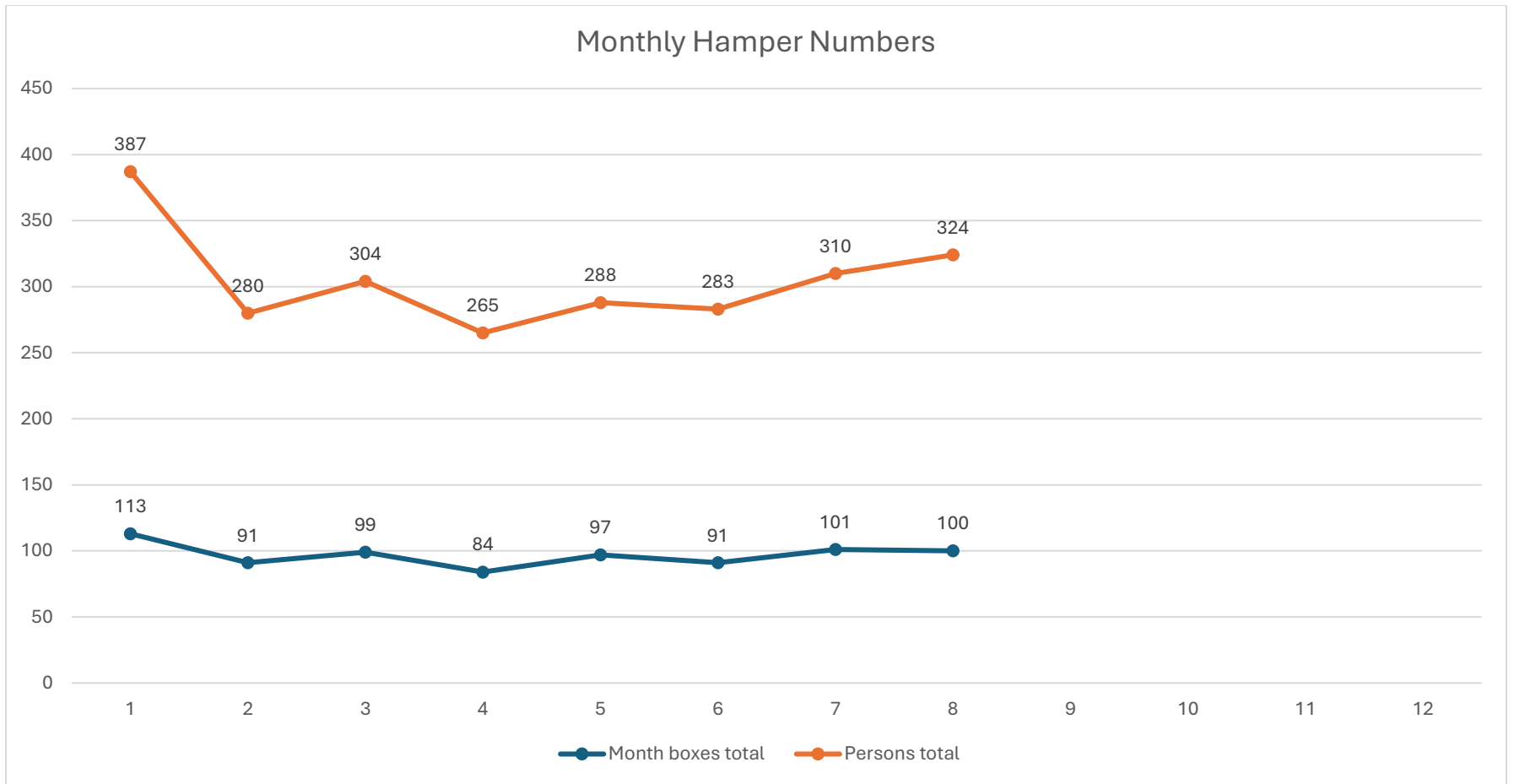


Community Food Security

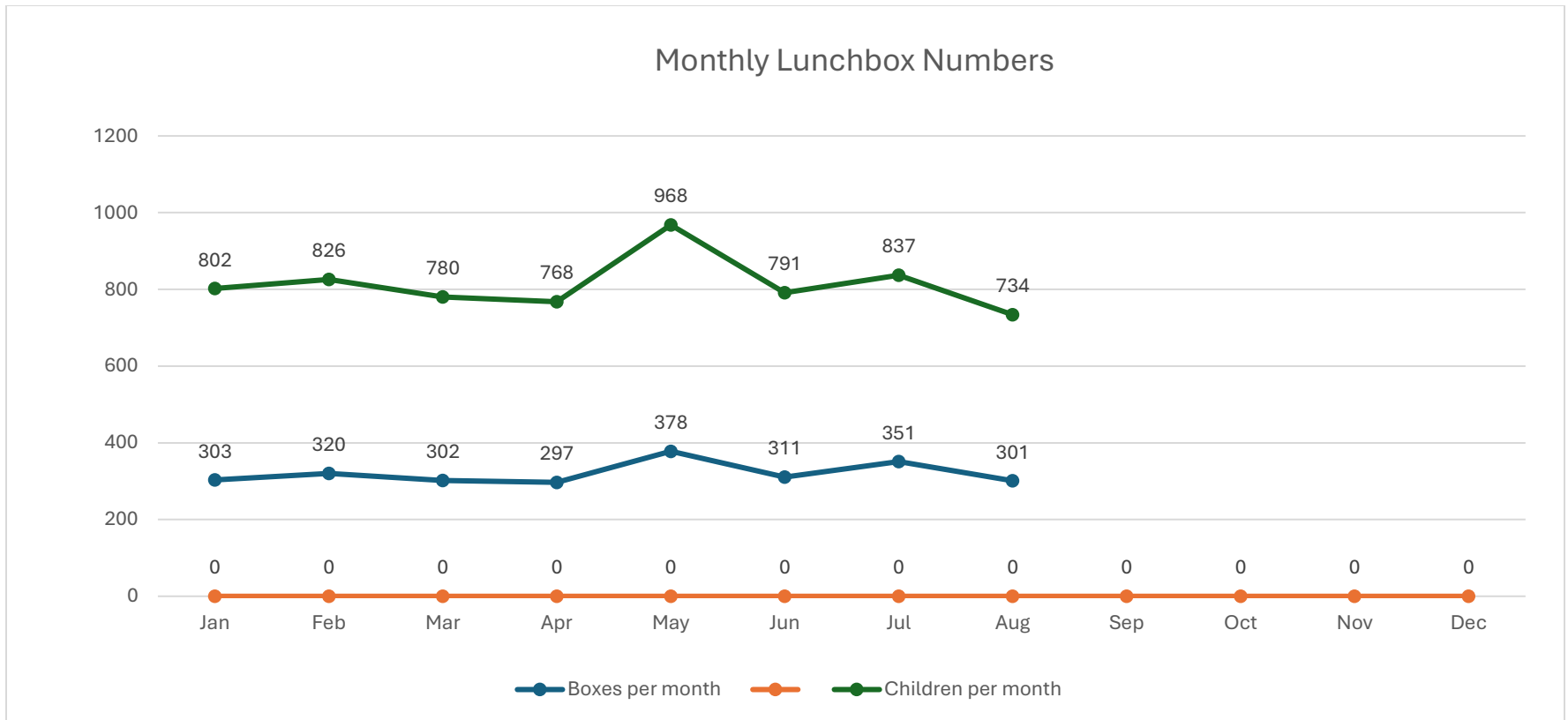
Stage 1: This where we are at... Programming like the Food hamper program, the Emergency food hamper program, and the Lunchbox program

Stage 2: Where we are working at: Capacity through our choice market program allows people to choose items that they need. Community initiatives by building relationship and networks that allow both individuals and businesses work together towards societal change.

Stage 3: Where we are working towards and starting to build: We have supportive partnerships and working on valuable conversations surrounding advocacy with our local MLA, MP and TOB Council to address policies and conversations about hunger related issues. Issues that are beyond meeting the short-term needs and into progressive ideas that reduce such needs.



97 boxes per month on average
305 persons per month on average



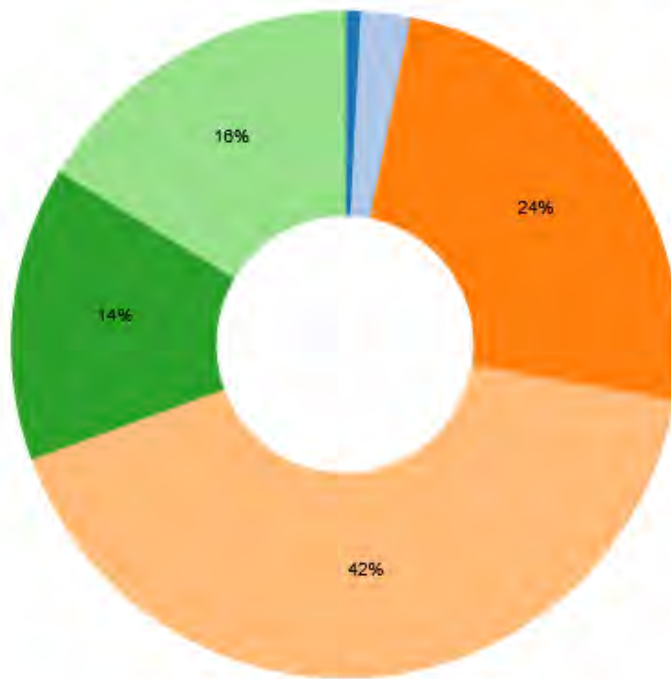
320 boxes per month on average

76 boxes per week on average

829 children per month on average

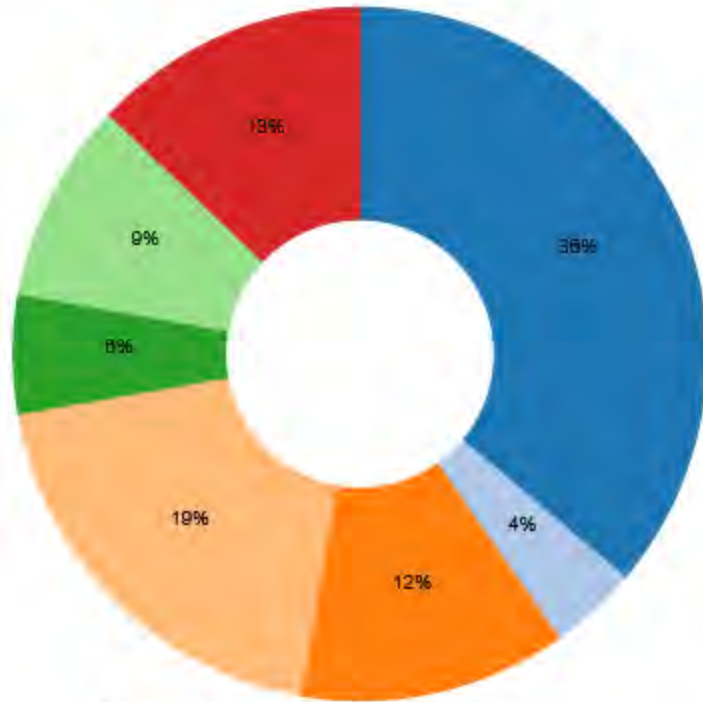
197 children per week on average

0-18 years (5) 19-24 years (15) 25-35 years (153)
36-50 years (261) 51-59 years (89) 60+ years (102)



Age Group - Client

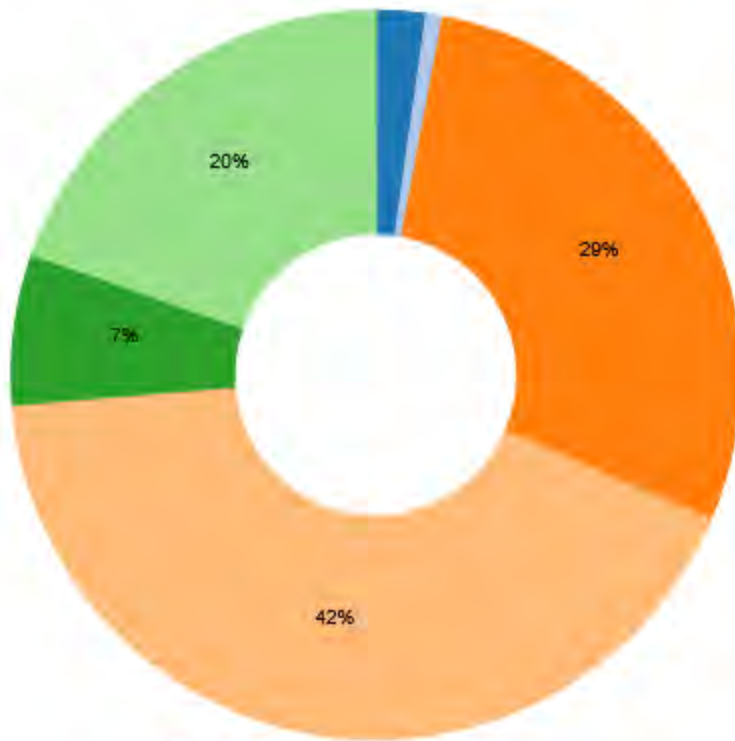
- 0-18 years (827)
- 19-24 years (95)
- 25-35 years (285)
- 36-50 years (446)
- 51-59 years (127)
- 60+ years (214)
- Anonymous (294)



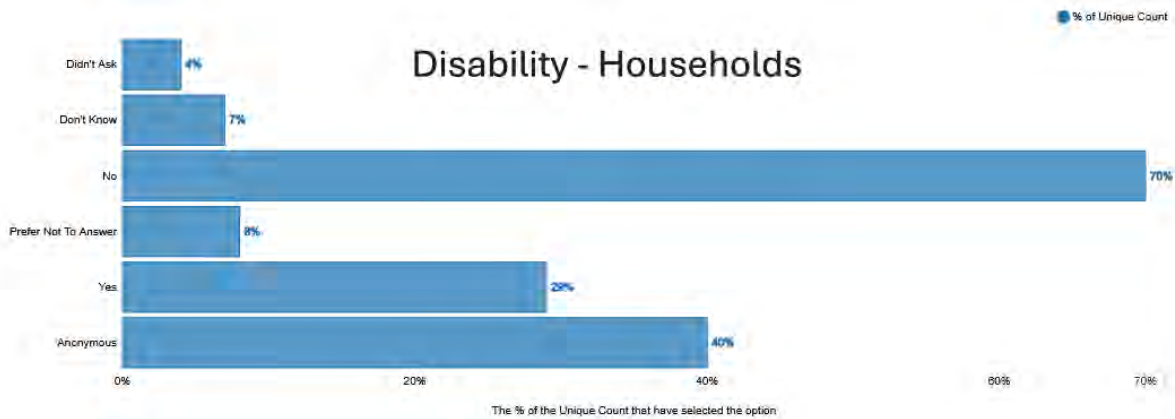
Age Group - Individuals

● 0-18 years (6)
 ● 19-24 years (2)
 ● 25-35 years (77)
 ● 36-50 years (114)

● 51-59 years (18)
 ● 60+ years (53)



Age Group - Partner



Disability - Households



**BLACKFALDS
FOOD BANK
SOCIETY**

5014 Waghorn St.
Box 1383
Blackfalds, AB.
T0M 0J0

info@beyondfoodcommunityhub.com

beyondfoodcommunityhub.com

403-600-1768



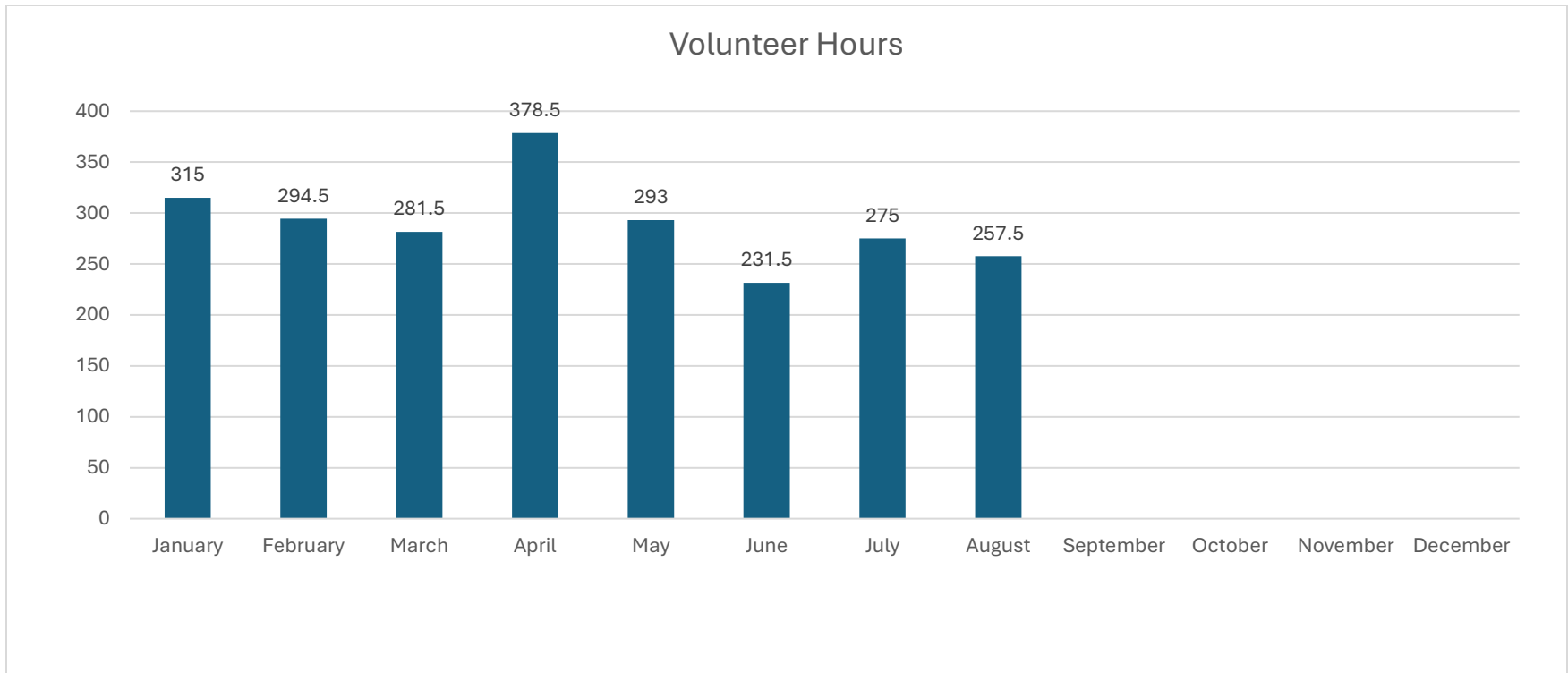
Single mum of two:

You are all so awesome!

I can't stress enough how amazing you all are. The work (and volunteering) you do for the community is so appreciated. Thank you!

Father of three:

Without this food bank, I would not be able to feed my three children. The best thing that has ever happened to Blackfalds. I work 2 full time jobs, and still can't afford food. Your help has made my life easier!



Average of 291 volunteer hours per month
(over 7 ¼ weeks at 40 hours/week)

January – August total of 2326.5 volunteer hours

MEETING DATE: September 23, 2025
PRESENTED BY: Nicole Rice, Library Administrator
SUBJECT: **Servus Credit/Blackfalds Public Library – Annual Update**

BACKGROUND

Nicole Rice, representing the Servus Credit Union/Blackfalds Public Library, will present an annual update on Library activities.

ATTACHMENTS

- *Servus Credit Union/Blackfalds Public Library Presentation*

APPROVALS



Kim Isaak,
Chief Administrative Officer

Blackfalds Library



Testimonial

We have loved visiting the library & enjoying Snacks in the Stacks on Monday afternoons. We are so thankful for the opportunity to re-read our favorite books over & over again, & we often lose track of time with Ms. Laura's fun group activities!

3,642

CARDHOLDERS

78,963

CIRCULATIONS

55,048

VISITORS

Our biggest hurdle

Vandalism and crime at the library continues to increase as we get busier. We need extra staff to supervise our spaces and ensure patron safety.

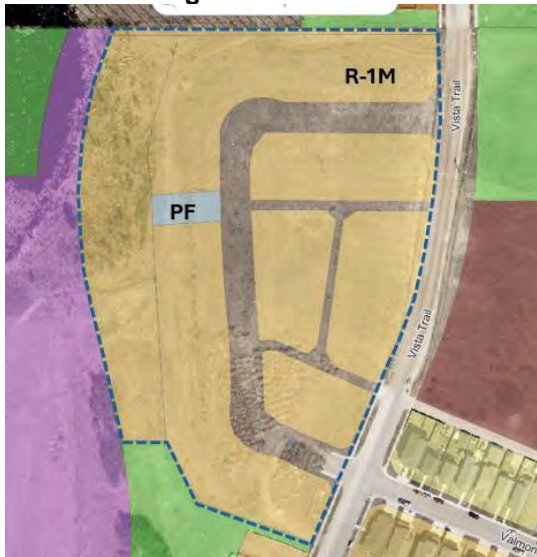
Contact us! Nicole@blackfaldslibrary.ca 403.885.2343

MEETING DATE: September 23, 2025
PREPARED BY: Jolene Tejkl, Planning & Development Manager
PRESENTED BY: Jolene Tejkl, Planning & Development Manager
SUBJECT: **Bylaw 1337.25 – Pt. NW 27-39-27-W4M Redistricting
(Valley Ridge Estates Phase 6B)**

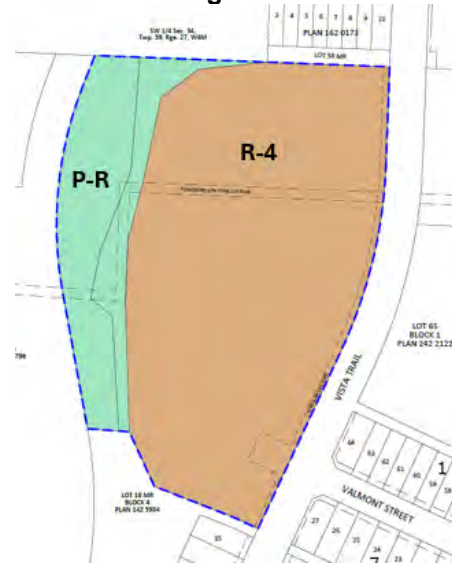
BACKGROUND

Bylaw 1337.25 proposes to amend Land Use Bylaw 1268/12 (LUB) to redistrict Pt. NW 27-39-27-W4M in the Valley Ridge Estates community from the current Residential Single Dwelling Medium Lot District (R-1M) and Public Facility District (PF) to Residential High Density District (R-4) and Parks and Recreation District (PR). The intention of this redistricting is to accommodate a future comprehensive townhouse development that will consist of both side-by-side and stacked townhouse units as a single ownership.

Current Districting: Pt. NW 27-39-27-W4M



Proposed Redistricting: Pt. NW 27-39-27-W4M



The anticipated development will be very similar to the type of development that is currently under construction east of this parcel.

Council gave First Reading to Bylaw 1337.25 at the June 24, 2025 meeting and set the Public Hearing for the July 22, 2025 Regular Council Meeting. The Public Hearing was closed on July 22, 2025, and Second and Third Reading was postponed to this evening’s Council meeting:

194/25 Councillor Sands moved That Council postpone Second and Third Reading of Bylaw 1337.25 – Pt. NW 27-39-27-W4M Redistricting until the September 23, 2025, Regular Council Meeting.

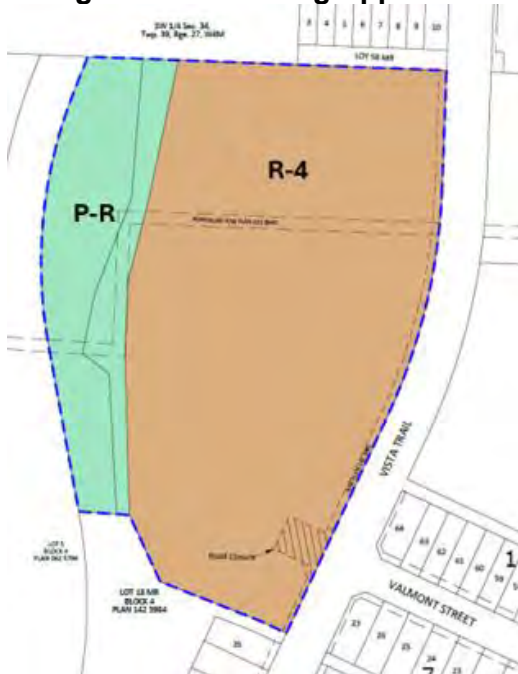
CARRIED UNANIMOUSLY

DISCUSSION

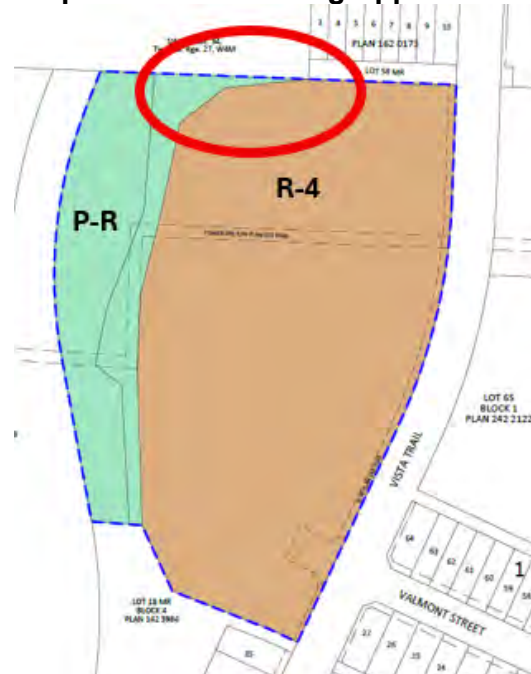
The proposed redistricting is consistent with the updates to the Valley Ridge Estates Area Structure Plan that was adopted by Council on May 14, 2024. A subdivision application has been submitted for the subject lands that will separate the proposed PR District lands and designate them as Municipal Reserve (MR) and Environmental Reserve (ER) due to site characteristics. The subdivision application will be going before the Subdivision Authority after Third Reading is granted to this redistricting application.

The boundary of the proposed PR District Council is considering tonight differs slightly from what originally received First Reading and was advertised with the Public Hearing notifications. The difference being the proposed MR parcel has been slightly increased to accommodate a future trail link onto Lot 58 MR immediately north of the subject lands. This change was necessary due to the contours of the land. In Administration’s opinion this updated PR District boundary change is very minor and does not impact the overall intent of the rezoning application, therefore another Public Hearing and referral process is not required.

Original Redistricting Application



Updated Redistricting Application



There is a portion of a registered road right-of-way that is located on this parcel that the developer has applied to close as this access will become an access into a private development. The road closure bylaw will be presented to Council for First Reading at tonight’s Council meeting. Administration is proposing that no compensation be required for this area of roadway as it was originally given to the Town by this developer to begin with. Further details to come forward on this closure as we investigate scope, options and timeframe. A roadway closure does require Ministerial consent, so this adds another layer of administrative process to unravel.

Proposed Road Closure Location



Public Hearing Concerns

During the Public Hearing the following concerns were raised:

1. Concerns about increase in traffic on Vista Trail,
2. Concerns related to de-valuing property ,
3. Concerns that the intention of the ASP to be predominantly low density residential is not being upheld.

1. Increase of Traffic on Vista Trail

Vista Trail has been built in accordance with the Overall Long Term Road Network identified in the Town’s Transportation Master Plan (Attachment 2); it can handle significantly more traffic than the planned townhouse project and the full build out of the Aspen Lakes West community to the north including the future school traffic.

2. De-valuing of property

It is understandable that changes in land use nearby can feel uncertain, especially when it comes to how the change will impact a landowner’s property value. Most studies and planning literature show that rezoning to a higher density does not automatically lead to reducing property values. In many cases it can bring new amenities (such as the public trail that will be developed as part of this development), improved infrastructure, and increase demand in the area. These factors *may* actually support or enhance property values.

3. Predominantly low density intent of the ASP is not being upheld

The governing ASP states that the intent of the Valley Ridge Estates community is for the majority of residential lots to be designated for low density single family detached homes (either R-1S or R-1M). A calculation of the lands zoned for residential unveiled the following breakdown of zones, which

show that the intent of the ASP to have the majority of the residential in the Valley Ridge Estates community zoned R-1S and R-1M is being upheld:

R-1S Residential Single Detached Dwelling Small Lot District	12.782 acres have been zoned R-1S	Total lands zoned R-1S and R-1M = 30.94 acres
R-1M Residential Single Dwelling Medium Lot District	18.158 acres have been zoned R-1M	
R-2 Residential Multi-Dwelling District	3.412 acres have been zoned R-2	Total lands zoned R-2 and R-4 = 16.877 acres
R-4 Residential High Density District	13.465 acres have been or will be zoned if this application is approved R-4	

A copy of the map and spreadsheet that calculated these areas is included in Appendix 3.

Council Considerations

The redistricting application proposed under Bylaw 1337.25 truly conforms to the direction for the parcel in the ASP that identifies the parcel specifically for future R-4 District. If Council wants to defeat or direct changes to the amending Bylaw, Council will need to have compelling planning justification on why they are defeating or amending a bylaw that exactly conforms to the direction of an ASP that was approved on June 11, 2024.

Because the redistricting application truly conforms to the governing ASP, the failure to approve the redistricting, without real justification, may have reputational, economic development, and business consequences.

Analysis

Administration retains support of the proposed redistricting to accommodate a future townhouse development with a variety of unit styles because the proposed development meets the following Town Statutory Plans 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 *Municipal Development Plan* (MDP) provides matters for consideration for when redistricting of a parcel of land is proposed; Administration is satisfied that the proposed redistricting is suitable in light of the listed considerations.
- 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 for residential in Map 2.
- Policy 5.2 of the MDP speaks to the Town providing a range of housing types.

- Policy 5.6 of the MDP requires a mix of housing types and forms in all residential neighbourhoods to avoid excessive concentration of any single type of housing. The Valley Ridge Estates community primarily consists of low-density residential development; the proposed redistricting is intended to accommodate a comprehensive townhouse development which would achieve the intent of this policy direction.
- The proposed redistricting truly conforms with the Development Concept of the governing Valley Ridge Estates ASP that specifically identifies the subject parcel for future R-4 District.

FINANCIAL IMPLICATIONS

None.

ADMINISTRATIVE RECOMMENDATION

That Council consider the following motions:

1. That Council give Second Reading to Bylaw 1337.25 – Pt. NW 27-39-27-W4M Redistricting, as amended.
2. That Council give Third Reading to Bylaw 1337.25 – Pt. NW 27-39-27-W4M Redistricting, as presented.

ALTERNATIVES

- a) That Council give Second Reading to Bylaw 1337.25 – Pt. NW 27-39-27-W4M Redistricting, as amended.
- b) That Council refers this item back to Administration for more information or amendments.

ATTACHMENTS

- *Bylaw 1337.25 – Pt. NW 27-39-27-W4M Redistricting*
- *Figure 4.1: Overall Long Term Road Network, Transportation Master Plan*
- *Land Use Calculations*

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 Pt. NW 27-39-27-W4M from Residential Single Dwelling Medium Lot District (R-1M) and Public Facility District (PF) to Residential High Density District (R-4) and Parks and Recreation District (PR).

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 July 10, 2025, and July 17, 2025, in accordance with Section 606 of the *Municipal Government Act*, RSA 2000, and amendments thereto;

WHEREAS, a Public Hearing was held on July 22, 2025, 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 Pt. NW 27-39-27-W4M to Residential High Density District (R-4) and Parks and Recreation District (PR)”.
- 1.2 That Schedule “A” shall form part of this Bylaw.

PART 2 – AMENDMENTS

- 2.1 That Pt. NW 27-39-27-W4M be redistricted from Residential Single Dwelling Medium Lot District (R-1M) and Public Facility District (PF) to Residential High Density District (R-4) and Parks and Recreation District (PR), 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 24th day of June, A.D. 2025.

(RES. 154/25)

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 and final time this _____ day of _____, A.D. 20__.

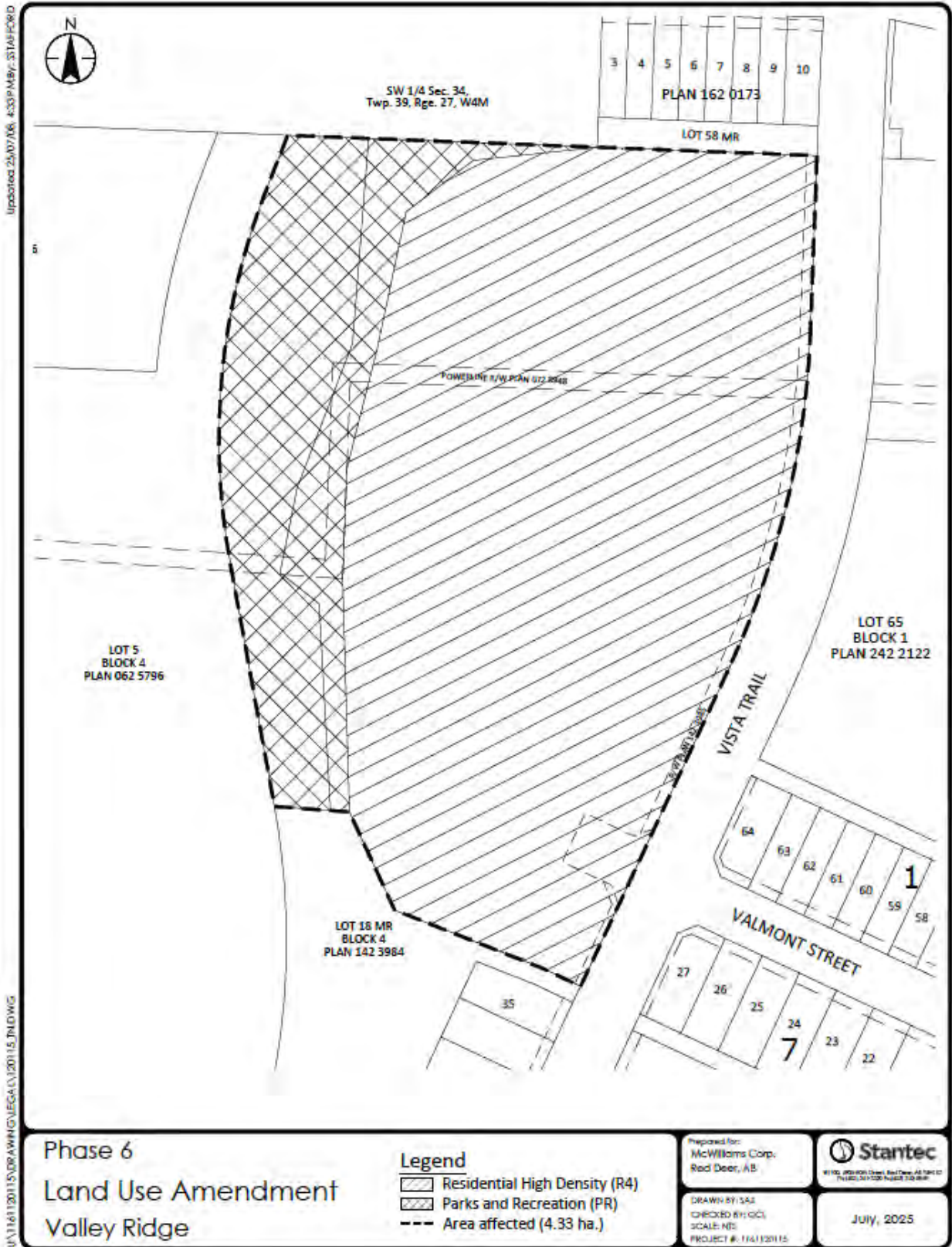
(RES. _____)

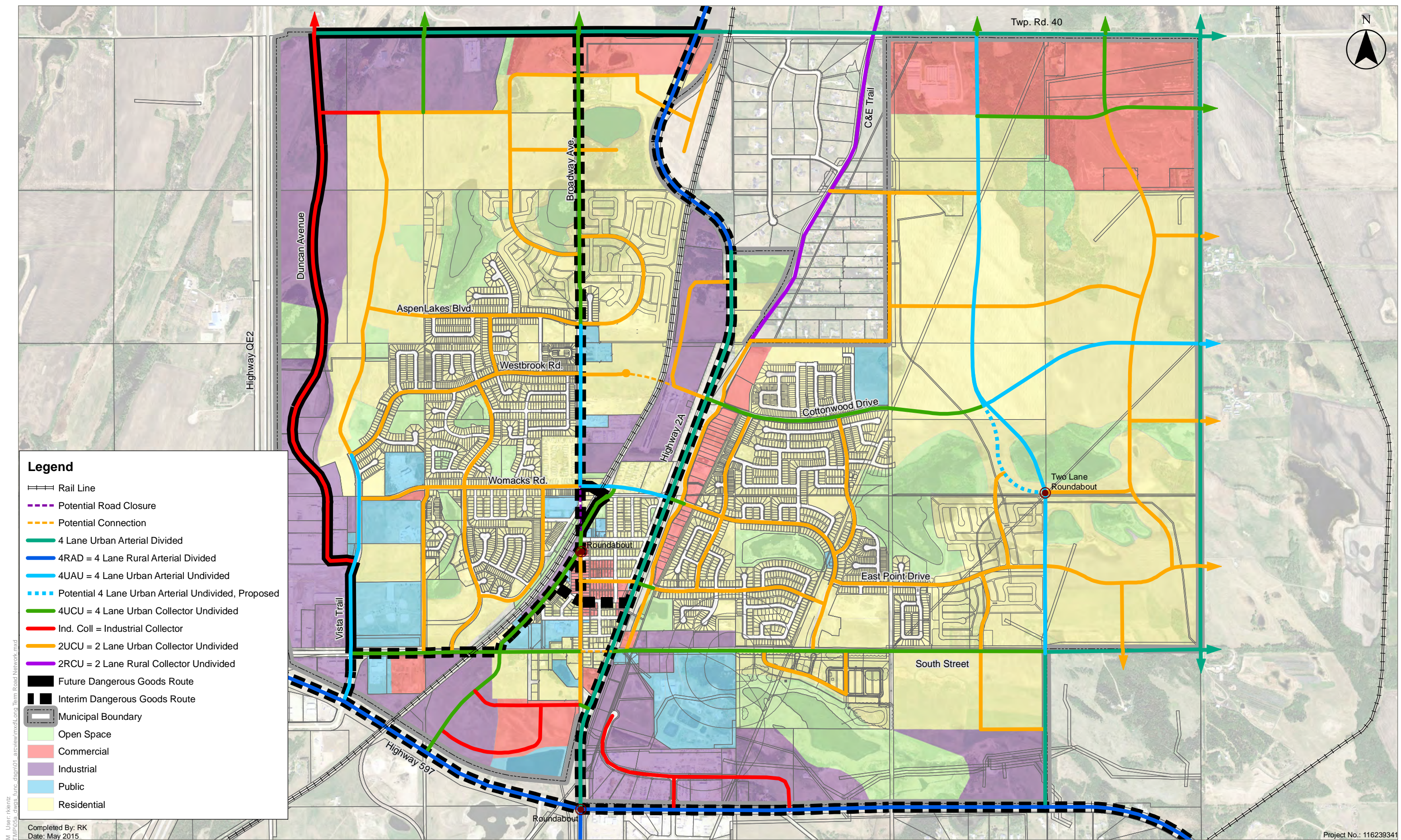
MAYOR JAMIE HOOVER

CAO KIM ISAAK

DRAFT

SCHEDULE "A"





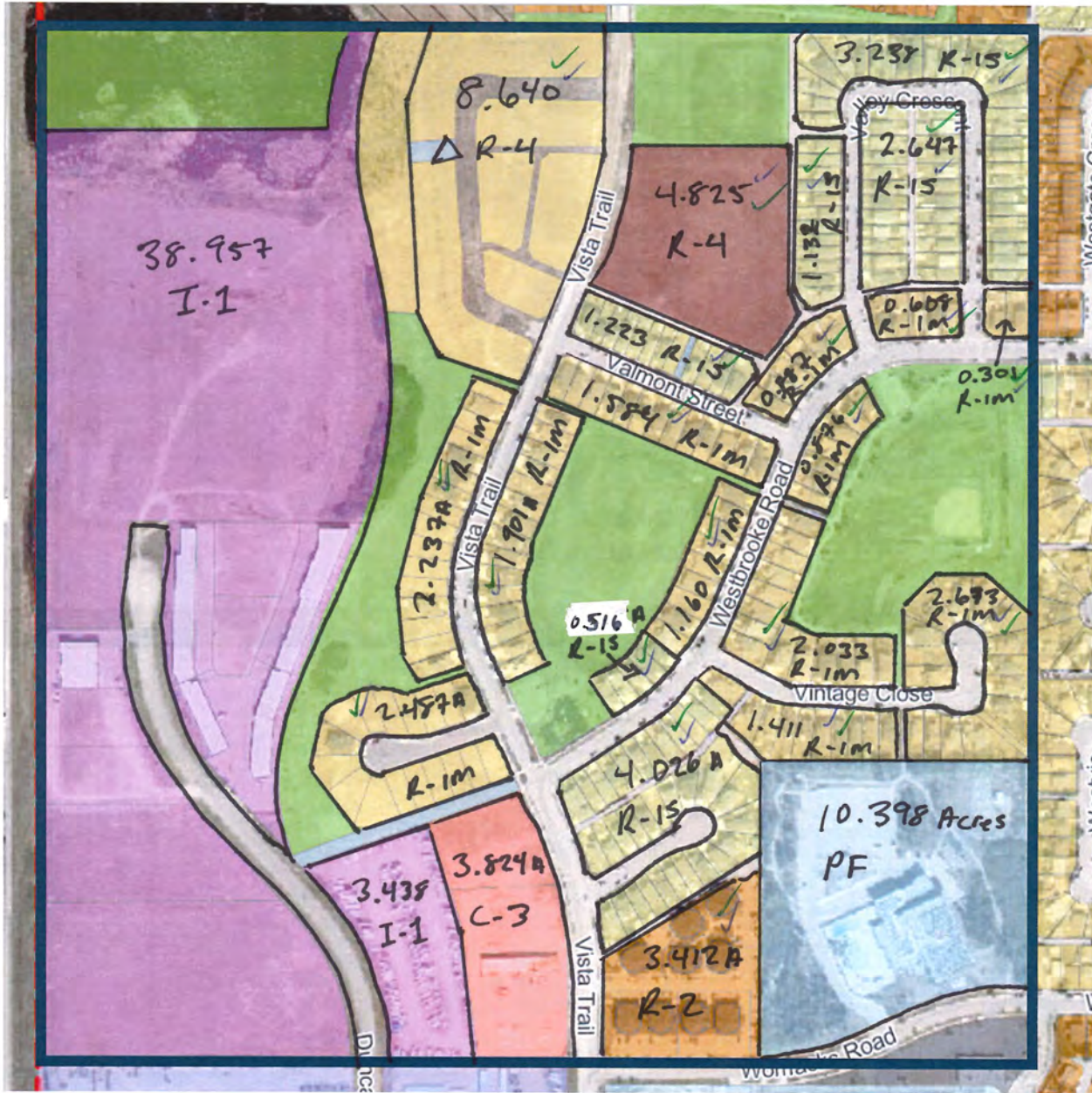
SaveDate: 13/05/2015 1:35:49 PM User: rkentz
 U:\116239341 - BlackHills 2013 TMP\05a.dwg Date: 13/05/2015 1:35:49 PM

Completed By: RK
 Date: May 2015

Project No.: 116239341



Figure 4.1: Overall Long Term Road Network
 Transportation Master Plan



Valley Ridge Estates Land Use Calculations

R-1S Residential Single Dwelling Small Lot	R-1M Residential Single Dwelling Medium Lot	R-2 Residential Multi-Dwelling	R-4 Residential High Density
3.238	0.608	3.412	4.825
2.647	0.887	3.412	8.64
1.132	0.301		13.465
1.223	1.584		
4.026	0.876		
0.516	2.237		
12.782	1.901		
	1.16		
	1.411		
	2.673		
	2.487		
	2.033		
	18.158		
R-1S (12.782) + R-1M (18.158) = 30.94 acres		R-2 (3.412) + R-4 (13.465) = 16.877 acres	

MEETING DATE: September 23, 2025
PREPARED BY: Jolene Tejkl, Planning & Development Manager
PRESENTED BY: Jolene Tejkl, Planning & Development Manager
SUBJECT: **Proposed Subdivision S-04-25
Valley Ridge Estates Phase 6B, Pt. NW 27-39-27-W4M**

BACKGROUND

The landowner has applied to subdivide out three (3) parcels of land on the west side of Vista Trail:

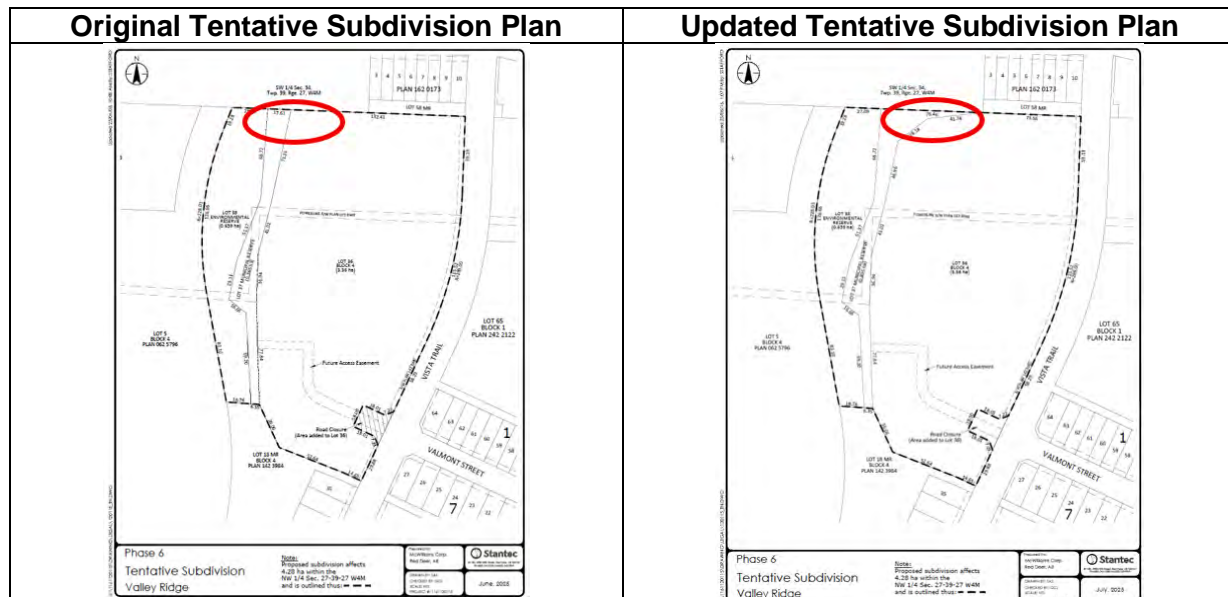
1. One (1) 0.659-hectare (1.628 acre) Environmental Reserve (ER) parcel to protect the steep slopes on the western limit of the parcel,
2. One (1) 0.305-hectare (0.753 acre) Municipal Reserve (MR) parcel proposed to abut the ER to accommodate a future trail link and provide adequate development setbacks from the ER, and
3. One (1) 3.36-hectare (8.302 acre) parcel proposed to be redistricted to Residential High Density District (R-4). The intention of this parcel is to accommodate a comprehensive townhouse development under single ownership.

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

DISCUSSION

The Tentative Subdivision Plan the Subdivision Authority we will be considering tonight differs slightly from what was originally applied for and referred out to local authorities and agencies and adjacent landowners. The difference being the proposed MR parcel has been slightly increased to accommodate a future trail link onto Lot 58 MR immediately north of the subject lands. This change was necessary due to the contours of the land.

Administration did not re-refer the updated plan because the change is very minor and does not impact the overall intent of the subdivision application.



Section 654(1) of the *Municipal Government Act* states that the Subdivision Authority must not approve an application unless the land proposed to be subdivided is suitable for the intended purpose of the subdivision, the subdivision conforms to relevant Statutory Plans and the Land Use Bylaw (LUB), the application conforms to the relevant sections of the MGA, and all outstanding property taxes have been paid or satisfactory arrangements for their payment have been made with the Town.

The proposed subdivision is intended to accommodate a future residential development and parkland, which is consistent with the direction of the updated Valley Ridge Estates Area Structure Plan (ASP) Council approved on June 11, 2024.

The ER and MR parcels are both anticipated to be redistricted to Parks & Recreation District (PR) prior to considering this application. The PR District prescribes a minimum parcel width of 15 m (49.21 ft); the proposed ER parcel exceeds this minimum; however, a segment of the proposed MR parcel is 6.35 m (20.83 ft.) which is below the minimum. The Subdivision Authority may approve an application that does not comply with the LUB insofar as, in the Authority's opinion, the proposed subdivision will not unduly interfere with the amenities of the neighbourhood or materially interfere with or affect the use, enjoyment, or value of neighbouring parcels of land [S. 654(2)]. Administration is satisfied that the segment that is less than the prescribed minimum width is sufficient to accommodate a trail, and that the test prescribed in S. 654(2) is satisfactorily met.

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.

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 environmental considerations. The topography of the subject land is relatively flat, except for the lands proposed to be subdivided out as ER under this application, and all municipal infrastructure is available to service the future residential development.

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

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.

Reserve Dedication

An updated Slope Assessment was submitted in support of this subdivision application. The proposed 0.659-hectare (1.628 acre) ER parcel to protect the steep slopes on the western limit of the parcel is consistent with the recommendations of the updated Assessment.

The proposed 0.305-hectare (0.753 acre) Municipal Reserve (MR) parcel is planned to abut the ER to accommodate a future trail link and provide adequate development setbacks from the ER.

Subdivision Notification and Responses

Notification was sent to adjacent landowners and to all required local authorities and agencies listed below; responses 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 Pipelines,
- Canada Post,
- Fortis Alberta,
- Lacombe County,
- North Red Deer Regional Wastewater Services Commission,
- North Red Deer River Water Services Commission,
- Red Deer Catholic Separate School Division,
- Rogers Communications,
- Shaw Communications,
- TELUS,
- Wolf Creek School Division, and
- Town of Blackfalds Departments.

Canada Post, TELUS, Lacombe County, Rogers Communications, and Alberta Health Services have no concerns or objections with the application.

Fortis Alberta advised that no easement is required, and ATCO Gas provided a list of conditions to pass along to the developer.

Alberta Transportation & Economic Corridors confirmed they grant approval for the Subdivision Authority to vary the requirements of Section 18 of the Regulation and that the requirements of Section 19 are met.

FINANCIAL IMPLICATIONS

None for this subdivision application. However, the future Development Agreement for this site will involve negotiations to determine cost sharing agreement for the future trail planned along the eastern boundary of the site.

ADMINISTRATIVE RECOMMENDATION

That Council consider the following motion:

1. That Council, being the Subdivision Authority for the Town of Blackfalds, is satisfied that the proposed subdivision meets the relevant considerations, and move to APPROVE the subdivision of a 0.659 hectare (1.628 acre) Environmental Reserve lot, a 0.305 hectare (0.753 acre) Municipal Reserve lot, and a 3.36 hectare (8.302 acre) lot out of Part of NW 27-39-27-W4M subject to the following conditions:

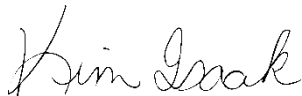
1. That pursuant to Section 84 of the *Land Titles Act*, the subdivision, as shown on the attached sketch, is registered by Plan of Survey.
2. That pursuant to Section 654(1)(d) of the *Municipal Government Act*, all outstanding property taxes are to be paid, or some other arrangements satisfactory to the Town of Blackfalds for payment thereof be made.
3. That pursuant to Section 655(1)(b) of the *Municipal Government Act*, the developer enters into a Development Agreement with the Town concerning the servicing and development of the subdivision and payment of off-site levies.
4. That pursuant to Section 655(1) of the *Municipal Government Act*, that the owner/developer register utility easement right of way as per the requirements of the Town of Blackfalds and/or utility companies concurrent with or prior to registering the subdivision's Plan of Survey.

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 with updated Tentative Subdivision Plan*
- *Referral Responses*

APPROVALS

Kim Isaak,
Chief Administrative Officer



Department Director/Author

File No #: _____

Application Date: _____

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): McWilliams Corp.Mailing Address: 7610 Edgar Industrial CourtCity: Red Deer Prov: Alberta Postal Code: T4P 4E2

Phone: _____ Alt Phone: _____

Email Address: _____

 (Same as Landowner)Contractor Name(s): Shane Stafford / Stantec ConsultingMailing Address: 1100 - 4900 50 StreetCity: Red Deer Prov: Alberta Postal Code: T4N 1X7Phone: 403.392.0170 Alt Phone: -Email Address: shane.stafford@stantec.com**LEGAL DESCRIPTION AND AREA OF LAND TO BE SUBDIVIDED**All/Part of the NW $\frac{1}{4}$ sec. 27 range 27 west of the fourth meridian,

being all/part of:

Lot: - Block: - Plan: -Certificate of Title No.: 242 261 107 +1Area of the parcel of land to be subdivided: 4.28 hectares.**LOCATION OF LAND TO BE SUBDIVIDED**

The land is located in the Town of Blackfalds:

- a) Is the land situated immediately adjacent to the municipal boundary?
 No Yes – What is the adjoining municipality? _____
- b) Is the land situated within 1.6 kilometers of the centre line of a highway?
 No Yes – What Highway No. is this? QE2
- c) Does the parcel contain or is it bounded by a river, stream, lake, or other body of water, or by a drainage ditch or canal?
 No Yes – State the name: _____
- d) Is the parcel within 1.5 kilometers of a sour gas facility?
 No Yes

EXISTING AND PROPOSED USE OF LAND TO BE SUBDIVIDED

- a) Describe the existing use of the land: Vacant
- b) Describe the proposed use of the land: Residential
- c) The land designation, as classified under the Land Use Bylaw is: R4

PHYSICAL CHARACTERISTICS OF LAND TO BE SUBDIVIDED

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

File No #: _____

Application Date: _____

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

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:

N/A

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, Shane Stafford / Stantec Consulting, 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: _____ Date: _____

Signature: [Signature] Date: JUNE 12, 2025

AGENT AUTHORIZATION (WHEN APPLICABLE)

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

owner(s) of the land being subdivided do hereby authorize Shane Stafford / Stantec Consulting
(individual or firm seeking application)

to make application for subdivision affecting the above noted property.

Signature: [Signature] Date: JUNE 11, 2025

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: _____ Date: _____
(please print full name)

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

Signature:  _____ Date: JUNE 11, 2025

Signature: _____ Date: _____

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

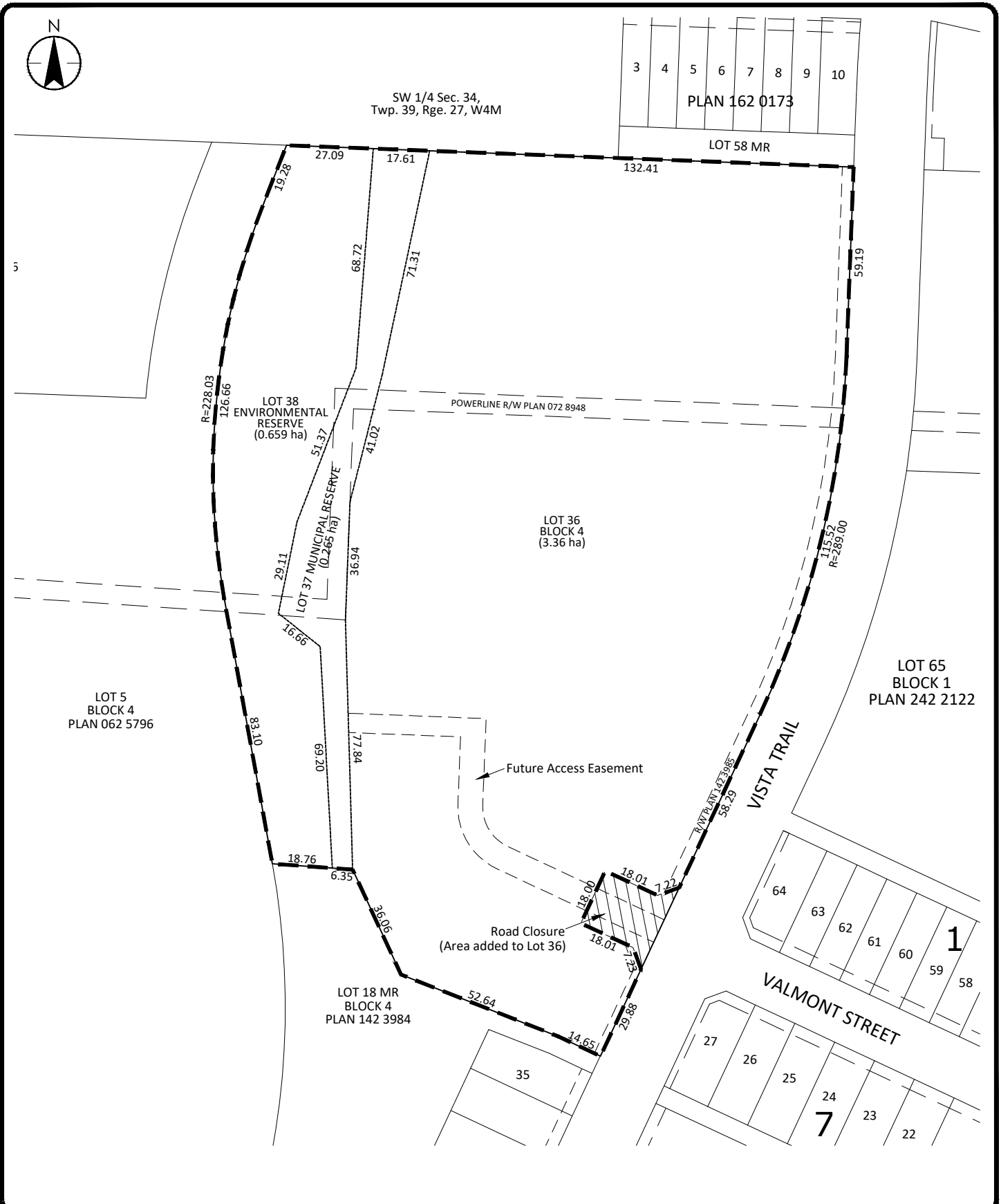
BELOW FOR OFFICE USE ONLY

Subdivision Application Fee: (1-61-00-526)	\$
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 the Land Use Bylaw in force, 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.



Phase 6
Tentative Subdivision
Valley Ridge

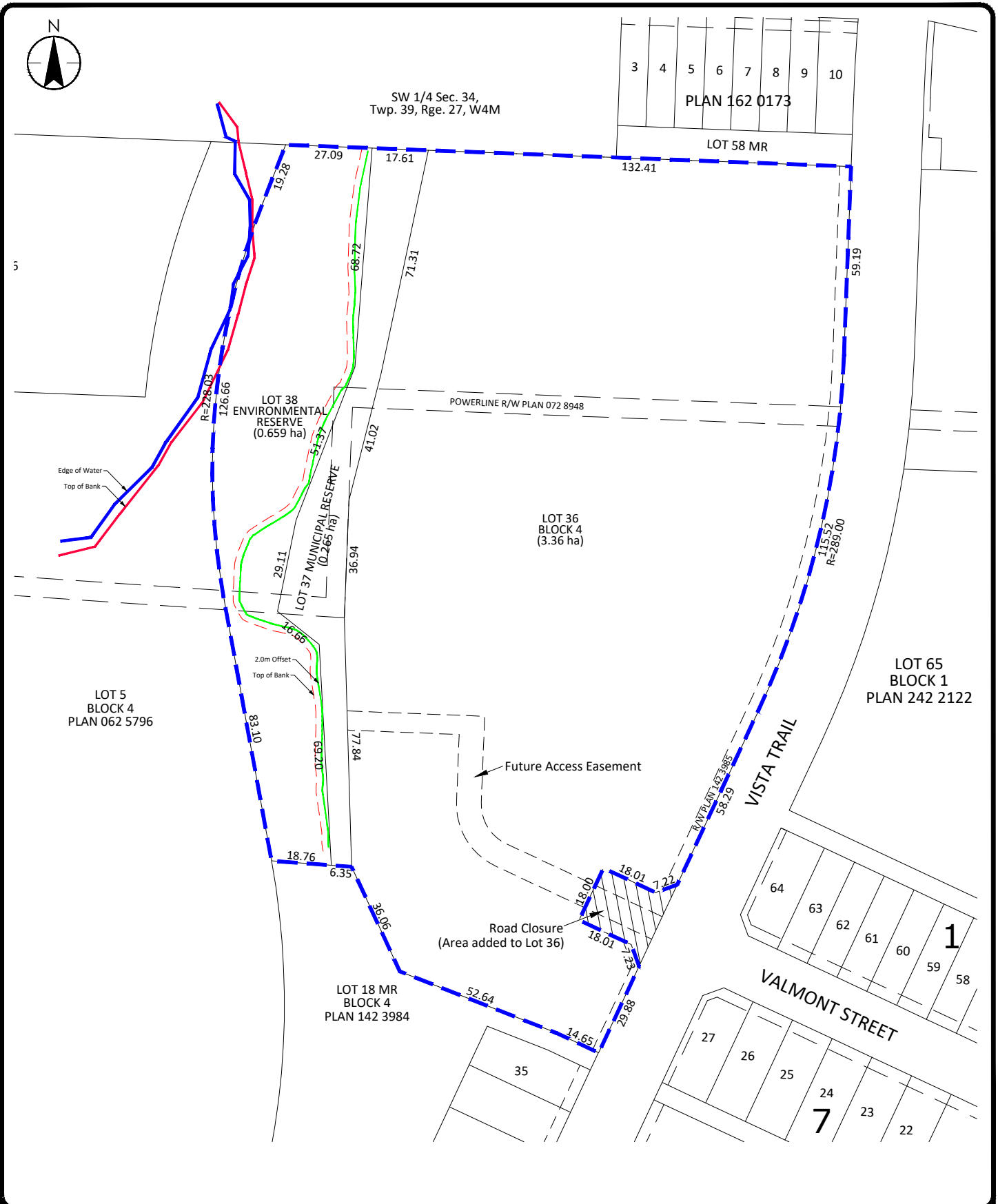
Note:
Proposed subdivision affects
4.28 ha within the
NW 1/4 Sec. 27-39-27 W4M
and is outlined thus: **— — — —**

Prepared for:
McWilliams Corp.
Red Deer, AB



DRAWN BY: SAS
CHECKED BY: GCL
SCALE: NTS
PROJECT #: 1161120115

June, 2025



Phase 6
Tentative Subdivision
Valley Ridge

Note:
Proposed subdivision affects
4.28 ha within the
NW 1/4 Sec. 27-39-27 W4M
and is outlined thus: - - -

Prepared for:
McWilliams Corp.
Red Deer, AB



#1100, 4900-50th Street, Red Deer, AB T4N1X7
Ph: (403) 341-3320 Fax: (403) 342-0969

DRAWN BY: SAS
CHECKED BY: GCL
SCALE: NTS
PROJECT #: 1161120115

June, 2025



LAND TITLE CERTIFICATE

S
LINC SHORT LEGAL TITLE NUMBER
0040 056 814 4;27;39;27;NW 242 261 107 +1

LEGAL DESCRIPTION

MERIDIAN 4 RANGE 27 TOWNSHIP 39
SECTION 27
QUARTER NORTH WEST
CONTAINING 64.7 HECTARES (160 ACRES) MORE OR LESS
EXCEPTING THEREOUT:

Table with 4 columns: Item, Description, HECTARES, (ACRES) MORE OR LESS. Rows A-J listing various plans and subdivisions.

EXCEPTING THEREOUT ALL MINES AND MINERALS

ESTATE: FEE SIMPLE

MUNICIPALITY: TOWN OF BLACKFALDS

REFERENCE NUMBER: 172 261 201 +3

Table header for REGISTERED OWNER(S) with columns: REGISTRATION, DATE (DMY), DOCUMENT TYPE, VALUE, CONSIDERATION.

242 261 107 19/10/2024 SUBDIVISION PLAN

OWNERS

MCWILLIAMS CORP.
OF 7610 EDGAR INDUSTRIAL COURT
RED DEER
ALBERTA T4P 4E2

(DATA UPDATED BY: CHANGE OF ADDRESS 252111576)

 ENCUMBRANCES, LIENS & INTERESTS

PAGE 2

242 261 107 +1

REGISTRATION

NUMBER	DATE (D/M/Y)	PARTICULARS
072 607 916	11/10/2007	UTILITY RIGHT OF WAY GRANTEE - FORTISALBERTA INC. AS TO PORTION OR PLAN:0728948
142 291 100	04/09/2014	UTILITY RIGHT OF WAY GRANTEE - THE TOWN OF BLACKFALDS. AS TO PORTION OR PLAN:1423985
162 210 792	04/08/2016	CAVEAT RE : UTILITY RIGHT OF WAY CAVEATOR - ATCO GAS AND PIPELINES LTD. 10035-105 ST EDMONTON ALBERTA T5J2V6
242 261 110	19/10/2024	UTILITY RIGHT OF WAY GRANTEE - THE TOWN OF BLACKFALDS. AS TO PORTION OR PLAN:2422123 AS TO AREA 'A'
252 061 044	06/03/2025	UTILITY RIGHT OF WAY GRANTEE - FORTISALBERTA INC.

TOTAL INSTRUMENTS: 005

THE REGISTRAR OF TITLES CERTIFIES THIS TO BE AN ACCURATE REPRODUCTION OF THE CERTIFICATE OF TITLE REPRESENTED HEREIN THIS 30 DAY OF MAY, 2025 AT 02:58 P.M.

ORDER NUMBER: 53868210

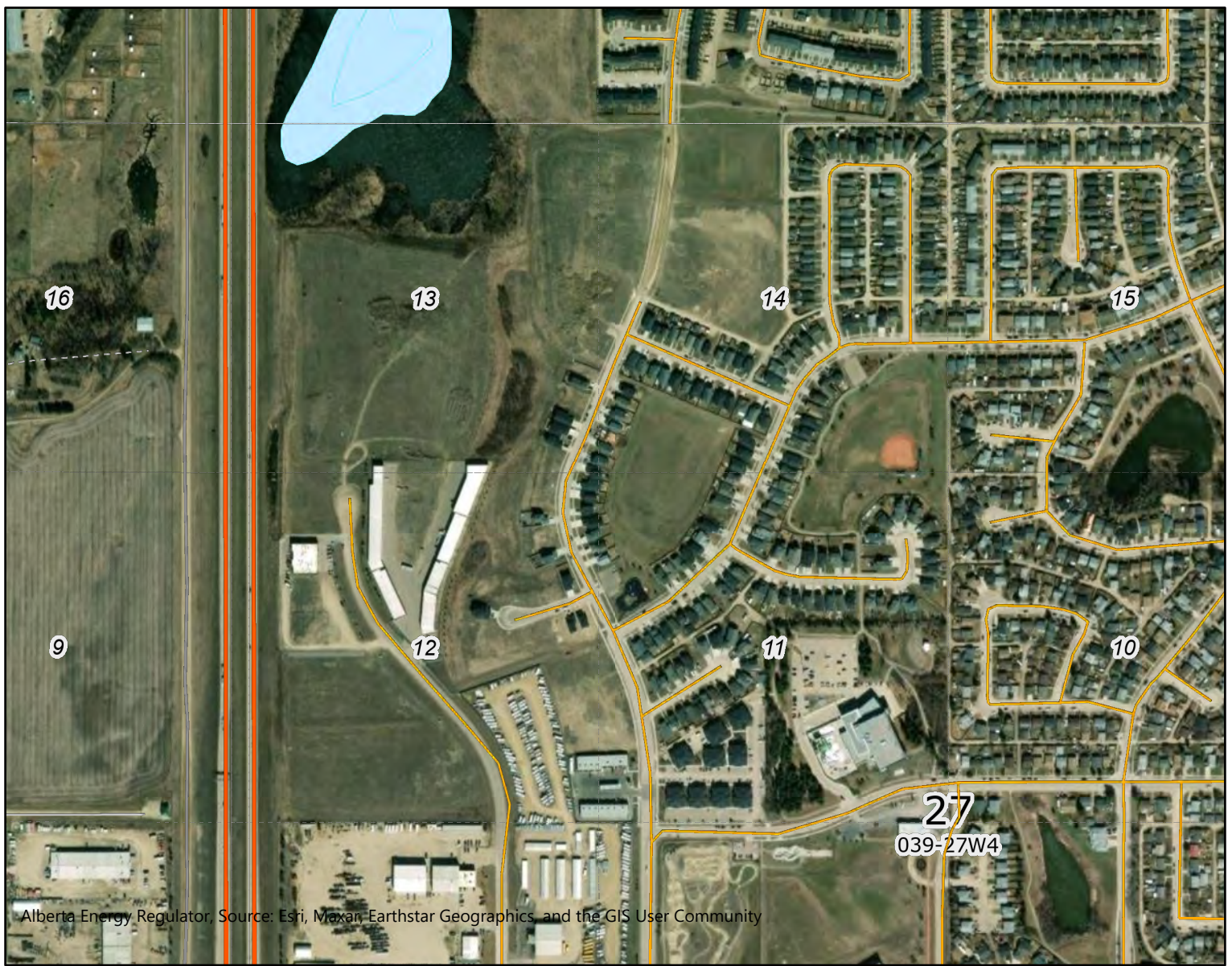
CUSTOMER FILE NUMBER: 116199000



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).



Alberta Energy Regulator, Source: Esri, Maxar, Earthstar Geographics, and the GIS User Community

Valley Ridge

Base Data provided by: Government of Alberta

Author:

YYY

Print Date:

5/30/2025

Legend

- | | | |
|--|---|---|
| <ul style="list-style-type: none"> Abandoned Wells Revised Location Revised Location Pointer | Roads - Other <ul style="list-style-type: none"> Unimproved Unclassified Truck Trail Winter Ford Winter Crossing River Route | <ul style="list-style-type: none"> ATS LSD with Road ATS Section label (large) ATS Section with Road ATS Township (large scale) Provincial Boundary Lake Label (20K) River Label (20K) |
| Paved Road (20K) <ul style="list-style-type: none"> Primary Divided Primary Divided Primary Undivided 4L Primary Undivided 4L Primary Undivided 2L Primary Undivided 1L Primary Undivided 1L Interchange Ramp Interchange Ramp Interchange Ramp Secondary Divided Secondary Divided Secondary Undivided 4L Secondary Undivided 4L Secondary Undivided 2L Secondary Undivided 2L Secondary Undivided 2L Secondary Undivided 1L Secondary Undivided 1L | Gravel Road (20K) <ul style="list-style-type: none"> Primary Undivided 2L Primary Undivided 1L Primary Undivided 1L Primary Undivided 1L Secondary Undivided 2L Secondary Undivided 1L Secondary Undivided 1L | Lake/River (20K) <ul style="list-style-type: none"> Lake or River Lake or River Reservoir Icefield Major Canal Oxbow Quarry Dugout |
| Railway (20K Large Scale) <ul style="list-style-type: none"> Single Line Double Line Multiple Line Spur Line Abandoned ATS LSD label | Intermittent Lake <ul style="list-style-type: none"> Intermittent Lake Intermittent Oxbow | Sandbar / Wetland / <ul style="list-style-type: none"> Sandbar Sandbar Sandbar |

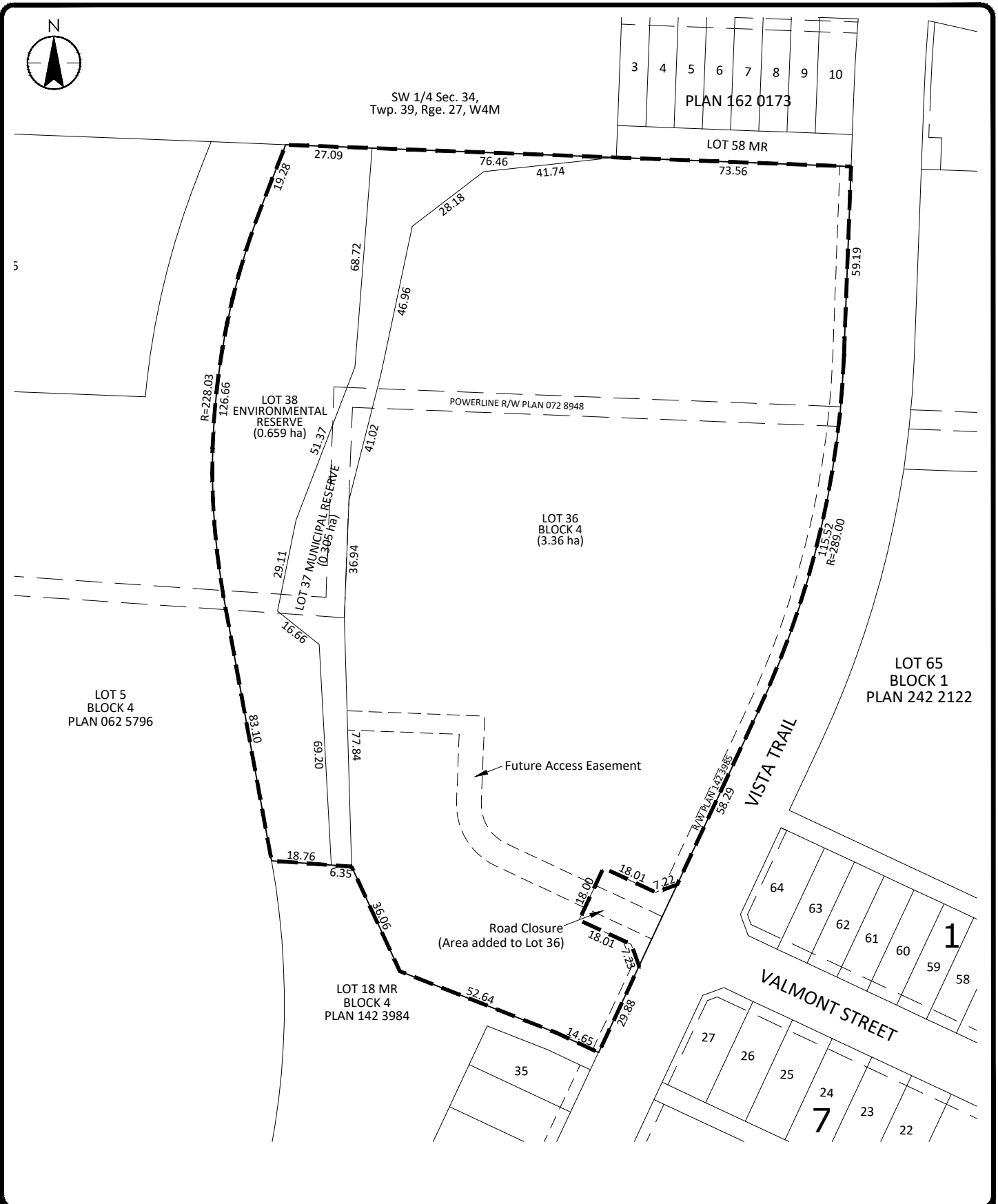
The Alberta Energy Regulator (AER) has not verified and makes no representation or warranty as to the accuracy, completeness, or reliability of any information or data in this document or that it will be suitable for any particular purpose or use. The AER is not responsible for any inaccuracies, errors 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>



Projection and Datum
WGS 1984 Web Mercator Auxiliary Sphere

Scale 1:11,512





Phase 6
Tentative Subdivision
Valley Ridge

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Prepared for:
McWilliams Corp.
Red Deer, AB



DRAWN BY: SAS
CHECKED BY: GCL
SCALE: NTS
PROJECT #: 1161120115

July, 2025

From: KALAN, Chad <Mark.Kalan@canadapost.postescanada.ca>
Sent: June 20, 2025 7:13 AM
To: Jolene Tejkl
Subject: Re: Notice of Subdivision Application S-04-25 - Valley Ridge Phase 6B

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.

No issues with Canada Post.

Mark Kalan (Chad)

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



From anywhere... to anyone

A Stronger Canada-Delivered

From: Candice Hilgersom <CHilgersom@blackfalds.ca>
Sent: Thursday, June 19, 2025 2:19 PM
To: waterapprovals.reddeer (waterapprovals.reddeer@gov.ab.ca) <waterapprovals.reddeer@gov.ab.ca>; CentralZone.EnvironmentalHealth@ahs.ca <centralzone.environmentalhealth@ahs.ca>; land.admin@atco.com <land.admin@atco.com>; Robert Cote <RCote@blackfalds.ca>; KALAN, Chad <Mark.Kalan@canadapost.postescanada.ca>; Preston Weran <pweran@blackfalds.ca>; landserv@fortisalberta.com <landserv@fortisalberta.com>; Eric Collins <ECollins@blackfalds.ca>; planning@lacombecounty.com <planning@lacombecounty.com>; JThompson@lacombe.ca <jthompson@lacombe.ca>; ryan.ledene@rdcrs.ca <ryan.ledene@rdcrs.ca>; projectmanagernorthernalberta@rci.rogers.com <projectmanagernorthernalberta@rci.rogers.com>; projectmanagernorthernalberta@sjrb.ca <projectmanagernorthernalberta@sjrb.ca>; circulations@telus.com <circulations@telus.com>; info@wolfcreek.ab.ca <info@wolfcreek.ab.ca>
Cc: Jolene Tejkl <JTejkl@blackfalds.ca>
Subject: Notice of Subdivision Application S-04-25 - Valley Ridge Phase 6B

This Message Is From an Untrusted Sender | Ce message provient d'un expéditeur non fiable
You have not previously corresponded with this sender. Please be CAUTIOUS, particularly with links and attachments. | Vous n'avez pas déjà correspondu avec cet expéditeur. Veuillez faire preuve de PRUDENCE, particulièrement lorsqu'il s'agit de liens et de pièces jointes.

Report Suspicious

Good afternoon,
Please review the Notice of Subdivision Application for Valley Ridge Phase 6B.

A response is needed by **Thursday, July 10, 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: [circulations_](#)
To: [Candice Hilgersom](#)
Subject: Re: Notice of Subdivision Application S-04-25 - Valley Ridge Phase 6B
Date: June 20, 2025 2:26:08 PM

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

Sr. 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, Jun 19, 2025 at 2:19 PM Candice Hilgersom <CHilgersom@blackfalds.ca> wrote:

Good afternoon,

Please review the Notice of Subdivision Application for Valley Ridge Phase 6B.

A response is needed by **Thursday, July 10, 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

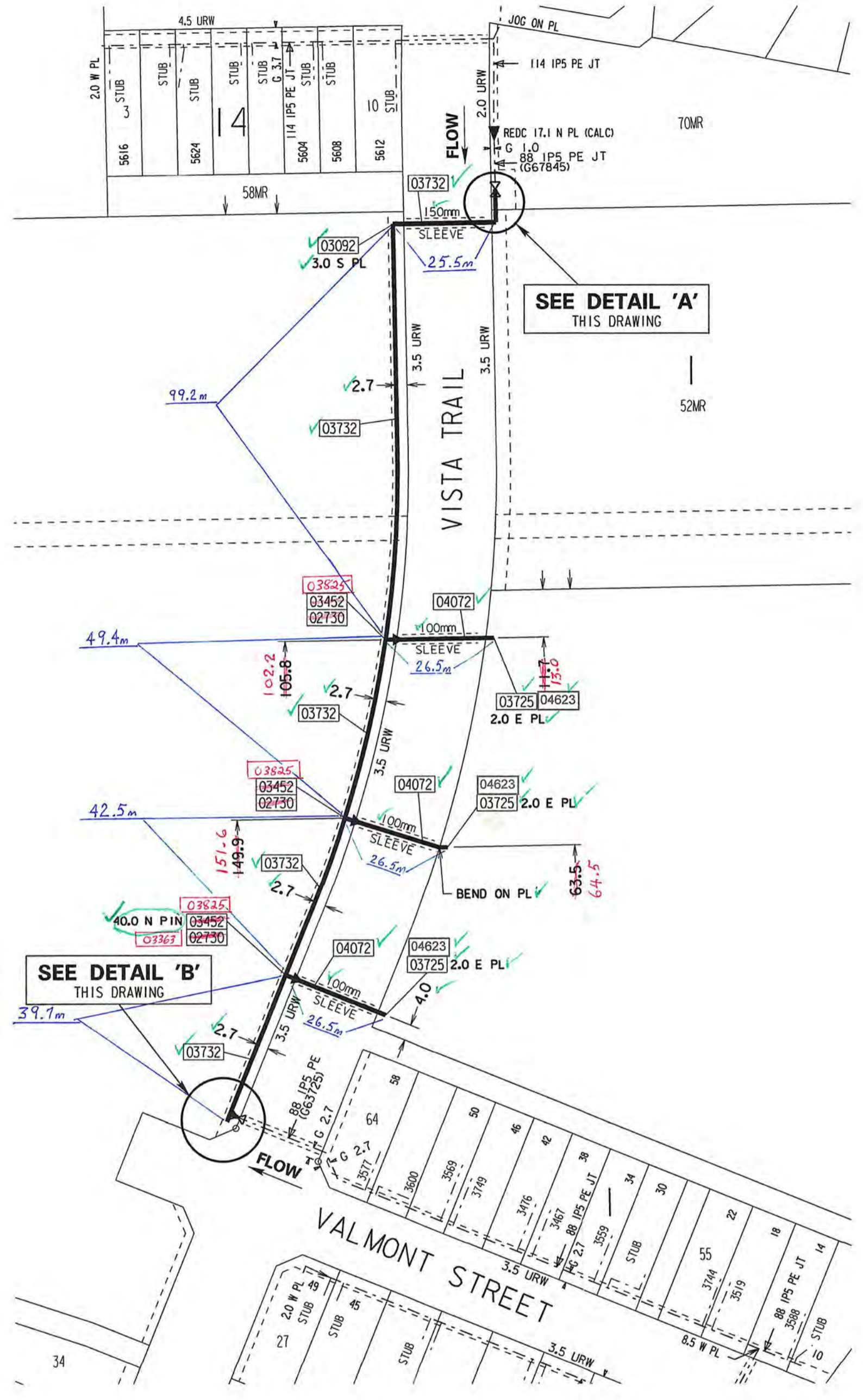
Box 220, 5018 Waghorn St
Blackfalds, AB T0M 0J0

T: 403.885.9679

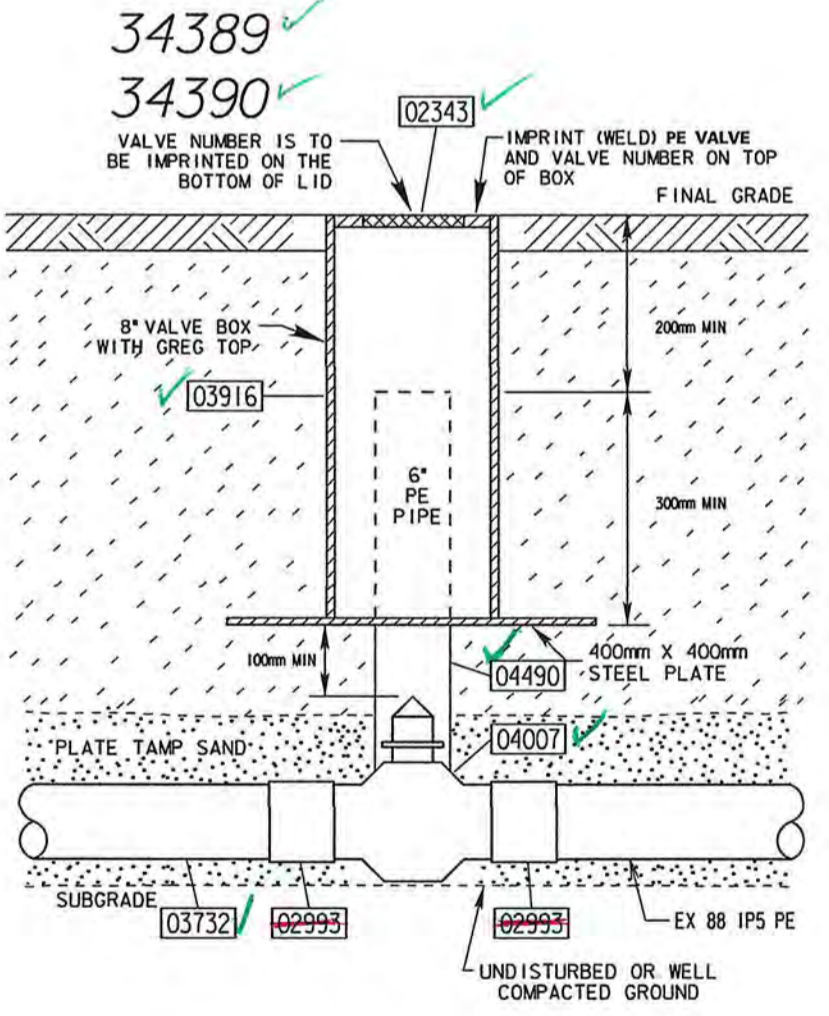
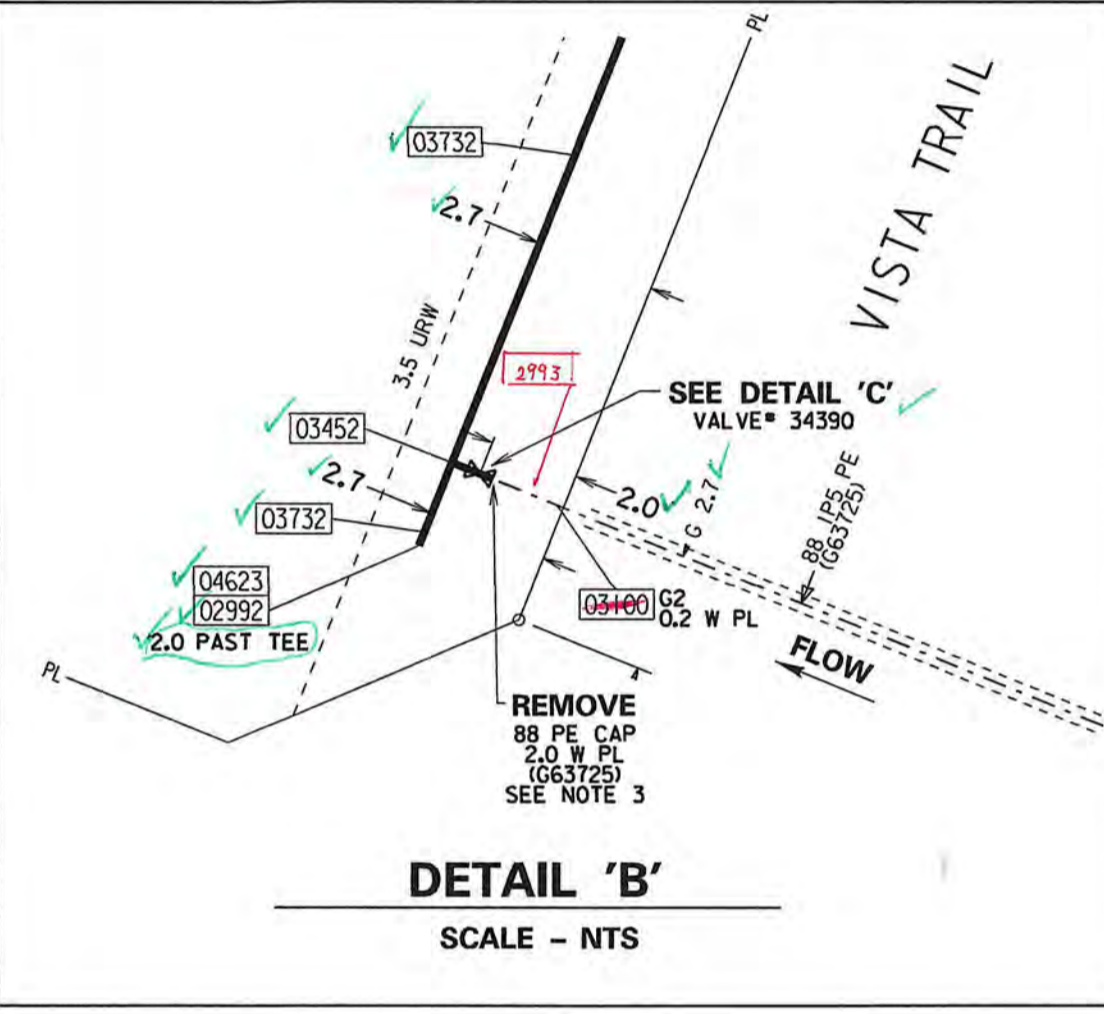
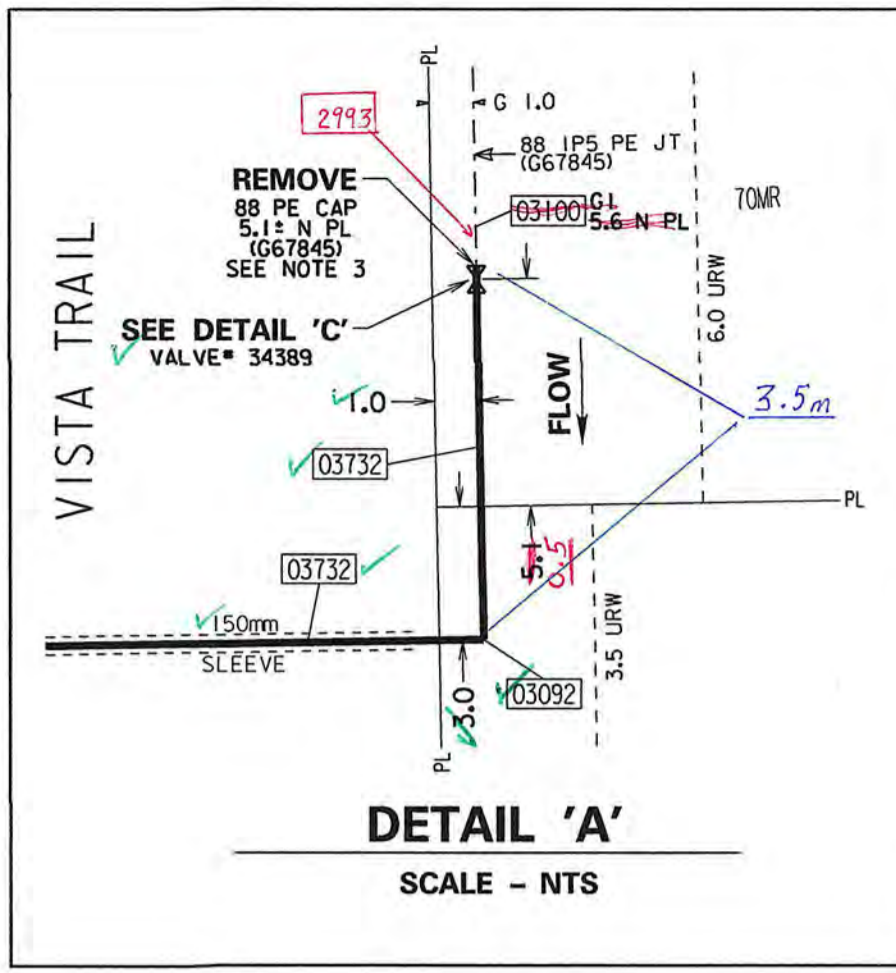
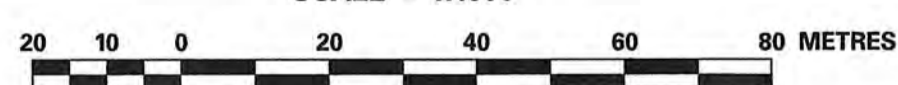
D: 403.885.6258

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

THIS IS A 4-PARTY JOINT TRENCH PROJECT



SITE PLAN
SCALE - 1:1000



NOTES:

- Complete a Hazard Assessment of the work site prior to commencing any work.
- Locate all underground utilities (including any privately-owned utilities) prior to construction. Crew Lead to submit a locate request through Utility Safety Partners (USP) a minimum of three (3) working days before they are required.
- Refer to tie-in procedure: RP 1005 (For Class 1 TPP OR AS REQUIRED) Refer to Emergency Isolation Plan. (OPTIONAL and Applicable to WP 01036 Routine Tie-in Procedures. CHOOSE ONE or MULTIPLE from (a) to (d).
Minimum acceptable gauge pressures at -41 °C:
G1: 475 kPa (68.9 psi)
G2: 475 kPa (68.9 psi)
- Install pipe according to WP 00069 Clearance and Cover Requirements unless otherwise noted.
- All bends are field bends unless otherwise noted. Refer to WP 00049 Handling and Bending Polyethylene (PE) Pipe for minimum allowable bend radius.
- Crew Lead /Inspector must contact the designer if there are any deviations to the design (including changes to fittings) or cost to the project. All changes and explanations for the changes must be recorded on the as-built drawings.
Designer: Lennae Wong Phone: 587-679-0497
Email Address: lennae.wong@atco.com
- Crew Lead /Inspector to ensure all field dimensions (FD) are measured with respect to the nearest property line and documented. All other dimensions are verified on the as-built drawings.
- Return as-built drawings to Graphics within 15 business days of in-service /tie-in date to:
Graphics, 14th floor ATCO Centre Edmonton; or
Email to NaturalGasGraphics-DocumentSubmissions@atco.com.
- Unless otherwise specified, all pipe and fitting sizes are in millimeters (mm), and all dimensions are in meters (m).
- Backfill and compact excavations to the same level of compaction as adjacent material.
- Contact all impacted landowners and concerned parties at least 48 hours prior to construction.
- Maintain 1 m horizontal and 0.3 m vertical clearance from all other utilities except for water mains. Maintain minimum of 2 m horizontal clearance from water mains and 1.5 m from fire hydrants.
- Consultant: Kelsey McWhirter (Stantec)
Phone: 780-917-7499
Email: Kelsey.McWhirter@stantec.com
- Contact Kelsey McWhirter to ensure final grades along gas alignments and the placement of survey pins in the development prior to construction.
- Test all valves as indicated on the valve test record. During pressure testing of the main, valve(s) must be in the open position.
- Crew chief to verify valve status (installed, abandoned or removed) and if valve tags were affixed to the appropriate valves. Please indicate any substitutions or changes made, such as: valve size, manufacturer, model, end type, material, rating, valve type, location, etc.

Valve #	Status	Comments	Verification Signature
34389	OPEN	0.5m N of PL	<i>[Signature]</i>
34390	OPEN	2.0m W of PL + 2.0m N of CUT	<i>[Signature]</i>

BILL OF MATERIALS

No.	REQ'D	USED	DESCRIPTION	CAT. No.
02343	2	2	PLUG, VALVE BOX, 114MM, BRASS, DNO CHECK AIR/WDC FOR STOCK	1002343
02730	3	0	REDUCER, BUTT, 88MM X 60MM, PE	1002730
02992	1	1	CAP, BUTT, 88MM, PE	1002992
02993	4	2	COUPLING, ELECTROFUSION, 88MM, CENTRAL (4.7MM PIN) PE	1002993
03092	2	2	ELBOW, LR 90, 88MM, PE BUTT FUSION	1003092
03100	2	0	TEE, SERVICE PUNCH, ELECTROFUSION, 88MM X 15MM, CENTRAL (4.7MM PIN) 0.8 CUTTER PE	1003100
03107	343.7m	340m	WIRE, TRACER, NO.14 AWG 2/64" SOLID PLAIN COPPER, 800M/SPOOL	1003107
03452	4	1	TEE, BUTT, 88MM, PE REGULAR	1003452
03725	3	3	CAP, BUTT, 60MM, PE	1003725
03732	263.3m	259.8m	PIPE, PE, 88.9MM X 8.08MM, SDR 11 2708 PLUS 500M/REEL	1003732
03916	2	2	VALVE_BOX; GREG TOP; 219MM; HEAVY DUTY COMPLETE WITH TOP (IF REF AB)	1003916
04007	2	2	VALVE, BALL, 88MM, PE2406 POLYETHYLENE BUTT	1004007
04072	80.4m	79.5m	PIPE, PE, 60.3MM X 5.48MM, SDR 11 2708 PLUS 75M/COIL	1004072
04490	1m	2m	PIPE, PE, 168.3MM X 9.91MM, SDR 17 4710 (PE100) PLUS 12M/STICK 150/GRATE	1004490
04623	X 4	4	ANODE; ZINC; 0.9KG; P-NODE, STRANDED COPPER WIRE LEADS	1004623
03825		3	TEE, ELECTROFUSION, 88mm X 60mm H.V.T.T.	1003825
03827		1	COUPLING, ELECTROFUSION, 60mm, CENTRAL	1003827

TIE-IN MATERIALS

No.	REQ'D	USED	DESCRIPTION	CAT. No.
02993	3	0	COUPLING, ELECTROFUSION, 88MM, CENTRAL (4.7MM PIN) PE	1002993
03366	3m	3m	PIPE, PE, 60.3MM X 5.48MM, SDR 11 2708 PLUS 3M/STICK	1003366
03731	24m	48m	PIPE, PE, 88.9MM X 8.08MM, SDR 11 2708 PLUS 12M/STICK 552/CRT	1003731

AS-BUILT

VALVE TEST RECORD

Valve #(s): **34389, 34390**

The above valve(s), were tested with air at 550 kPa upstream and 0 kPa downstream pressure.

CREW CHIEF/INSPECTOR *Dave Cormier* DATE *Dec 18, 2024*

LEGEND

EXISTING MAIN: --- (HP) ATCO Gas Main Descriptor
 --- (IP) 323 IP5 ST JT
 --- (MP) Joint Trench
 --- (LP) Pipe Material
 --- (AB) Maximum Operating Pressure
 Size of Pipe in Millimetres

PROPOSED MAIN: --- (HP)
 PROPOSED ABANDONMENT: ++++++ (IP)
 CP CABLING: --- (MP)
 DEVELOPER INSTALLED SLEEVE: --- (LP)
 PROPOSED SERVICE / STUBS: --- (AB)
 PROPOSED METER / METER BANK: X / XXXX

PRESSURE CONVERSIONS

MPa	psi
0.1	1.45
0.2	2.90
0.3	4.35
0.4	5.80
0.5	7.25
0.6	8.70
0.7	10.15
0.8	11.60
0.9	13.05
1.0	14.50

PRESSURE TESTS				PIPE RECORD				REV	DATE	ISSUE	REVISION NOTES	PREPARED BY	APPROVED BY
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	21-Jun-2024	IFA	INITIAL ISSUE	LENNAE WONG	
24-12-20	A	1.5	770	2.0	827 kPa	AIR	N.A.	1	SEE PERMIT STAMP	IFC	ISSUED FOR CONSTRUCTION	LENNAE WONG	SEE PROFESSIONAL STAMP
NEW PIPE:	MANUFACTURER	RESIN	DESIGNATION	CODE	NOMINAL PIPE SIZE	SDR	COIL NO.	PLANT LOCATION	PROD. DATE	PROD. INFO			
	Polytubes	2420	PE 2708		88mm	11	0961	ED	24-07-20	C			
	Polytubes	2420	PE 2708		88mm	11	0084	ED	22-03-23	C			
	Polytubes	2420	PE 2708		60mm	11	0899	ED	23-11-10	B			

CONSTRUCTION RECORD			
FUSER(S) / WELDER(S):	WILL JEFFERIES	INITIAL	START DATE
CREW CHIEF / INSPECTOR:	DAVE CORMIER	INITIAL	START DATE
EMPLOYEE-IN-CHARGE:	JARED PROSSER	INITIAL	START DATE
CONSTRUCTED BY (NAME / COMPANY):	DUNWALK + FLEMING	INITIAL	START DATE
EXCAVATION PERMIT / OSCAM #:			

PERMIT TO PRACTICE
 ATCO Gas and Pipelines Ltd.
 RM/APCA/04: 125939

Signature: *[Signature]*
 Date: August 13 2024

PERMIT NUMBER: P 14343
 The Association of Professional Engineers and Geoscientists of Alberta

Drawn By: HILARY CHEN
 Municipality: BLACKFALDS
 Plan No.: BLK27 - 9, BLK34 - 3

ATCO

PROJECT NAME:
117 - SUBD JT MF (88 PE) VALLEY RIDGE PH 2 VISTA TRAIL
88 & 60 IP5 PE MAIN EXTENSION

PROJECT LOCATION:
NW27 39-27-4 & SW34 39-27-4

PROJECT NUMBER:
1111840

DRAWING NAME:
SITE PLAN

DRAWING NUMBER: **1111840-1**

From: [Eileen Fecho](#)
To: [Candice Hilgersom](#)
Subject: ATCO Distribution - RESPONSE RE: Notice of Subdivision Application S-04-25 - Valley Ridge Phase 6B
Date: June 23, 2025 2:45:59 PM
Attachments: [image001.png](#)
[ATTACHED Drawing.pdf](#)

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.

Upon review of the Subdivision Referral, ATCO Gas provides the following conditions:

- **If right of way is required**

The owner/developer shall contact ATCO Gas Distribution Engineer **Lennae Wong (Lennae.Wong@atco.com) (587-679-0497)** to determine and comply with ATCO Gas right-of-way and road alignment requirements prior to the registration of this subdivision. Please note, all cost associated with obtaining the right-of-way will be borne by the developer/owner.

- **For existing rights-of-way in proposed area**

ATCO Gas existing right-of-way or other land rights shall be carried forward and registered on any newly created lots. Any work of any nature whatsoever (i.e. paving, stockpiling, landscaping, berms, etc.) affecting the surface of ATCO Gas right-of-way must first receive prior written consent from **ATCO Gas Land Administration Department** by email crossings@atco.com.

- **For existing mains, services, reg boxes, valves, etc. in vicinity of proposed area.**

There are existing ATCO Gas facilities in the area. Drainage for any of ATCO Gas above ground appurtenances must be maintained. If it should be necessary to lower, relocate or make any alterations to the existing facilities and/or appurtenances due to this project, please contact ATCO Gas Distribution Engineer Abhinav Badoni (Abhinav.Badoni@ATCO.com, 587-598-1360) to enable an adequate and timely response by ATCO Gas. Note all alteration costs will be borne by the developer / owner.

- **It WILL require a main installation - front lot easements required**

A gas main installation will be required. ATCO Gas requires front lot rights-of-way to serve the newly created lots. It is recommended that the owner / developer contact ATCO Gas Distribution Engineer **Lennae Wong (Lennae.Wong@atco.com) (587-679-0497)** prior to approval of the subdivision if there's any question regarding the right-of-way requirements. ATCO Gas's Distribution Engineer may require plans suitable for registration showing the rights-of-way before the design work can begin from which it may take a minimum 4 months to design and obtain the necessary approvals for the gas main installation. All surveyor costs will be borne by the developer/owner.

- **If requesting a gas sleeve in advance**

To avoid open cutting of road and conflicts with other utilities during construction, ATCO Gas requires that a PVC sleeve be provided by the developer / owner at the proposed road crossing locations. The locations will be confirmed at the same time any right-of-way requirements are identified. To ensure proper depth of cover, ATCO Gas cannot begin

construction until the site is within 150mm of final grade along its alignments.

- **For new services only, residential or commercial**

If gas service is required, to avoid delays, the owner / developer should contact an **ATCO Gas Service Admin Coordinator** at **780-420-7514**, or their local ATCO Gas agency office at their earliest convenience to discuss the service contract, gas load requirements, timing details and any associated costs. To avoid delays a minimum notice of 4 months is recommended. Note, each lot / unit is to have a separate service line.

- **For Projects in the Area**

ATCO Gas has valves in the area circled in **Blue** on the attached drawing. 1.0m clearance must be maintained at all times, and above ground access must be maintained during and after construction.

- **Contact Utility Safety Partners where there's any excavation**

Please contact Utility Safety Partners at 1-800-242-3447 to have the gas lines located at least 48 hours prior to excavation.

-

Thank you for allowing ATCO Gas the opportunity to review and provide comments on future developments with respect to ATCO Gas facilities.

Eileen Fecho CONTRACTOR

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

E: fecho.eileen@atco.com

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



[ATCO.com](http://atco.com) [Facebook](#) [Twitter](#) [LinkedIn](#)

From: Candice Hilgersom <CHilgersom@blackfalds.ca>

Sent: Thursday, June 19, 2025 2:19 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>; Robert Cote <RCote@blackfalds.ca>;

mark.kalan@canadapost.ca; Preston Weran <pweran@blackfalds.ca>; landserv@fortisalberta.com; Eric Collins <ECollins@blackfalds.ca>; planning@lacombecounty.com; JThompson@lacombe.ca; ryan.ledene@rdcrs.ca; projectmanagernorthernalberta@rci.rogers.com;

projectmanagernorthernalberta@sjrb.ca; circulations@telus.com; info@wolfcreek.ab.ca

Cc: Jolene Tejkl <JTejkl@blackfalds.ca>

Subject: Notice of Subdivision Application S-04-25 - Valley Ridge Phase 6B

CAUTION: This email originated outside of ATCO. Do not click links or open attachments unless you trust the sender and know the content is safe. Immediately report suspicious emails using the **Phish Alert Report button**.

Good afternoon,

Please review the Notice of Subdivision Application for Valley Ridge Phase 6B.

A response is needed by **Thursday, July 10, 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: Quentin Schatz <Quentin.Schatz@albertahealthservices.ca>
Sent: June 24, 2025 9:13 AM
To: Candice Hilgersom
Subject: RE: Notice of Subdivision Application S-04-25 - Valley Ridge Phase 6B

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.

Thanks.
No concerns then

From: Candice Hilgersom <CHilgersom@blackfalds.ca>
Sent: Tuesday, June 24, 2025 9:11 AM
To: Quentin Schatz <Quentin.Schatz@albertahealthservices.ca>
Cc: Jolene Tejkl <JTejkl@blackfalds.ca>
Subject: RE: Notice of Subdivision Application S-04-25 - Valley Ridge Phase 6B

Good morning, Quentin,

The setback distance from the QEII right of way is approximately 247.0 m.

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: Quentin Schatz <Quentin.Schatz@albertahealthservices.ca>
Sent: June 23, 2025 11:12 AM
To: Candice Hilgersom <CHilgersom@blackfalds.ca>
Subject: FW: Notice of Subdivision Application S-04-25 - Valley Ridge Phase 6B

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 morning Candice,

S-04-25 has been reviewed.

It is unclear if the subdivision application is within 150m of Highway 2.

Environmental Public Health recommends a 150m setback distance from high volume traffic to help protect ambient air quality at the proposed development site.

Recommend establishing a 150m setback distance from residential to the highway or implementing mitigation such a vegetation, berming and/or screening if within that setback distance.

Thanks,
Quentin Schatz
Public Health Inspector

From: CentralZone EnvironmentalHealth <CentralZone.EnvironmentalHealth@albertahealthservices.ca>
Sent: Thursday, June 19, 2025 2:26 PM
To: Quentin Schatz <Quentin.Schatz@albertahealthservices.ca>
Subject: FW: Notice of Subdivision Application S-04-25 - Valley Ridge Phase 6B

I've created an application for this:

https://ephisahs.crm3.dynamics.com/main.aspx?appid=3307b82b-af45-42d9-a9e6-ec58795a0c01&forceUCI=1&pagetype=entityrecord&etn=fs_application&id=c7ad5e7c-4b4d-f011-877a-000d3ae9528e&data=%257B%257D&lid=1750364714711

Thank you,

Lindsey Phillips

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

Tel: 403-356-6382 **Fax:** 403-356-6431
Email: lindsey.phillips@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: Thursday, June 19, 2025 2:19 PM
To: [waterapprovals.reddeer](mailto:waterapprovals.reddeer@gov.ab.ca) (waterapprovals.reddeer@gov.ab.ca) <waterapprovals.reddeer@gov.ab.ca>; CentralZone EnvironmentalHealth <centralzone.environmentalhealth@ahs.ca>; land.admin@atco.com; Robert Cote <RCote@blackfalds.ca>; mark.kalan@canadapost.ca; Preston Weran <pweran@blackfalds.ca>; landserv@fortisalberta.com; Eric Collins <ECollins@blackfalds.ca>; planning@lacombecounty.com; JThompson@lacombe.ca; ryan.ledene@rdcrs.ca; projectmanagernorthernalberta@rci.rogers.com; projectmanagernorthernalberta@sjrb.ca; circulations@telus.com; info@wolfcreek.ab.ca
Cc: Jolene Tejkl <JTejkl@blackfalds.ca>
Subject: Notice of Subdivision Application S-04-25 - Valley Ridge Phase 6B

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,

Please review the Notice of Subdivision Application for Valley Ridge Phase 6B.

A response is needed by **Thursday, July 10, 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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June 24, 2025

Town of Blackfalds
Attn: Jolene Tejkl
Box 220, 5108 Waghorn St.
Blackfalds, AB T0M 0J0

**sent by email to jtejkl@blackfalds.ca
original to follow in mail*

Dear Jolene:

**RE: Proposed Subdivision Application
Rezoning Lands to R-4 and PR Districts (S-04-25)
Part of NW 27-39-27-W4M**

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

Lacombe County has no concerns with the application.

Should you require further information, please contact our office.

Sincerely,
LACOMBE COUNTY

A handwritten signature in black ink that reads "Will Cebuliak".

Will Cebuliak
Planning Intern

From: [Hussain Mahmood](#)
To: [Candice Hilgersom](#)
Cc: [Project Manager - Northern Alberta](#); [NABtransmittals](#); [Mohammad Amin](#)
Subject: RE: Notice of Subdivision Application S-04-25 - Valley Ridge Phase 6B
Date: June 26, 2025 9:28:22 AM
Attachments: [image001.png](#)

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 Morning!

On behalf of Rogers Communications Canada Inc. We have reviewed the Valley Ridge Phase 6B and have no objections with the proposal.

Thank you!

Hussain Mahmood

Project Coordinator - Design

LEGACY

M: 780-919-4043

E: hmahmood@legacydesigntech.com

A: 26875 Acheson Rd, Acheson, AB, T7X6B2

W: www.legacydesigntech.com

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

From: Candice Hilgersom <CHilgersom@blackfalds.ca>

Sent: Thursday, June 19, 2025 8:19 PM

To: waterapprovals.reddeer@gov.ab.ca

<waterapprovals.reddeer@gov.ab.ca>; CentralZone.EnvironmentalHealth@ahs.ca

<centralzone.environmentalhealth@ahs.ca>; land.admin@atco.com <land.admin@atco.com>;

Robert Cote <RCote@blackfalds.ca>; mark.kalan@canadapost.ca <mark.kalan@canadapost.ca>;

Preston Weran <pweran@blackfalds.ca>; landserv@fortisalberta.com

<landserv@fortisalberta.com>; Eric Collins <ECollins@blackfalds.ca>; planning@lacombecounty.com

<planning@lacombecounty.com>; JThompson@lacombe.ca <jthompson@lacombe.ca>;

ryan.ledene@rdcrs.ca <ryan.ledene@rdcrs.ca>; projectmanagernorthernalberta@rci.rogers.com

<projectmanagernorthernalberta@rci.rogers.com>; projectmanagernorthernalberta@sjrb.ca

<projectmanagernorthernalberta@sjrb.ca>; circulations@telus.com <circulations@telus.com>;

info@wolfcreek.ab.ca <info@wolfcreek.ab.ca>

Cc: Jolene Tejkl <JTejkl@blackfalds.ca>

Subject: Notice of Subdivision Application S-04-25 - Valley Ridge Phase 6B

Good afternoon,

Please review the Notice of Subdivision Application for Valley Ridge Phase 6B.

A response is needed by **Thursday, July 10, 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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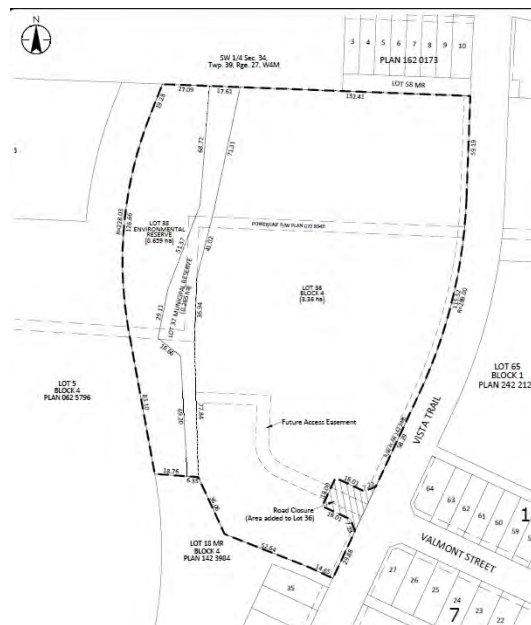
Le réseau 5G le plus étendu et le plus fiable au pays

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Transportation and Economic Corridors Notification of Referral Decision

Subdivision in Proximity of a Provincial Highway

Municipality File Number:	S-04-25	Highway(s):	2A, 597
Legal Land Location:	QS-NW SEC-27 TWP-039 RGE-27 MER-4	Municipality:	Blackfalds
Decision By:	Cheryl Marcyniuk	Issuing Office:	Central Region / Red Deer
Issued Date:	2025-06-26	Appeal Authority:	Subdivision and Development Appeal Board
RPATH Number:	RPATH0052000		
Description of Development:	S-04-25 Valley Ridge Phase 6B		



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 Highway(s) 2A, 597.

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

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

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

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

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

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



Issued by **Cheryl Marcynuik, Development and Planning Technologist**, on 2025-06-26 on behalf of the Minister of Transportation and Economic Corridors pursuant to *Ministerial Order 52/20 – Department of*

Date: June 19, 2025

NOTICE OF SUBDIVISION APPLICATION

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

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

Subdivision File No.:	S-04-25
Civic Address:	N/A
Legal Land Description:	Part of NW 27-39-27-W4M
Land Use District:	Residential Single Dwelling Medium Lot District (R-1M) and Public Facility District (PF) <i>[An application to rezone the subject lands to Residential High-Density District (R-4) and Parks and Recreation District (PR) is currently being processed]</i>
Landowners:	McWilliams Corp.
Proposed Subdivision:	To subdivide: <ul style="list-style-type: none">• One (1) 3.36 hectare (8.30 acre) Residential High-Density District (R-4) lot,• One (1) 0.265 hectare (0.655 acre) Parks and Recreation District (PR) lot as a Municipal Reserve, and• One (1) 0.659 hectare (1.628 acre) Parks and Recreation District (PR) lot as an Environmental Reserve.

A response is needed by **Thursday, July 10, 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. To avoid delays by ordinary mail, responses should be emailed to the undersigned.

Regards,



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

Enclosure: Subdivision Application (S-04-25)
 Tentative Subdivision Plan
 Certificate of Title
 Abandoned Well Map

File No #: _____

Application Date: _____

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): McWilliams Corp.

Mailing Address: 7610 Edgar Industrial Court

City: Red Deer Prov: Alberta Postal Code: T4P 4E2

Phone: _____ Alt Phone: _____

Email Address: _____

(Same as Landowner)

Contractor Name(s): Shane Stafford / Stantec Consulting

Mailing Address: 1100 - 4900 50 Street

City: Red Deer Prov: Alberta Postal Code: T4N 1X7

Phone: 403.392.0170 Alt Phone: -

Email Address: shane.stafford@stantec.com

LEGAL DESCRIPTION AND AREA OF LAND TO BE SUBDIVIDED

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

Lot: - Block: - Plan: -

Certificate of Title No.: 242 261 107 +1

Area of the parcel of land to be subdivided: 4.28 hectares.

LOCATION OF LAND TO BE SUBDIVIDED

The land is located in the Town of Blackfalds:

- a) Is the land situated immediately adjacent to the municipal boundary?
 No Yes – What is the adjoining municipality? _____
- b) Is the land situated within 1.6 kilometers of the centre line of a highway?
 No Yes – What Highway No. is this? QE2
- c) Does the parcel contain or is it bounded by a river, stream, lake, or other body of water, or by a drainage ditch or canal?
 No Yes – State the name: _____
- d) Is the parcel within 1.5 kilometers of a sour gas facility?
 No Yes

EXISTING AND PROPOSED USE OF LAND TO BE SUBDIVIDED

- a) Describe the existing use of the land: Vacant
- b) Describe the proposed use of the land: Residential
- c) The land designation, as classified under the Land Use Bylaw is: R4

PHYSICAL CHARACTERISTICS OF LAND TO BE SUBDIVIDED

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

File No #: _____

Application Date: _____

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

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:

N/A

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, Shane Stafford / Stantec Consulting, 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: _____ Date: _____

Signature: [Signature] Date: JUNE 12, 2025

AGENT AUTHORIZATION (WHEN APPLICABLE)

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

owner(s) of the land being subdivided do hereby authorize Shane Stafford / Stantec Consulting
(individual or firm seeking application)

to make application for subdivision affecting the above noted property.

Signature: [Signature] Date: JUNE 11, 2025

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: _____ Date: _____
(please print full name)

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

Signature:  Date: JUNE 11, 2025

Signature: _____ Date: _____

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

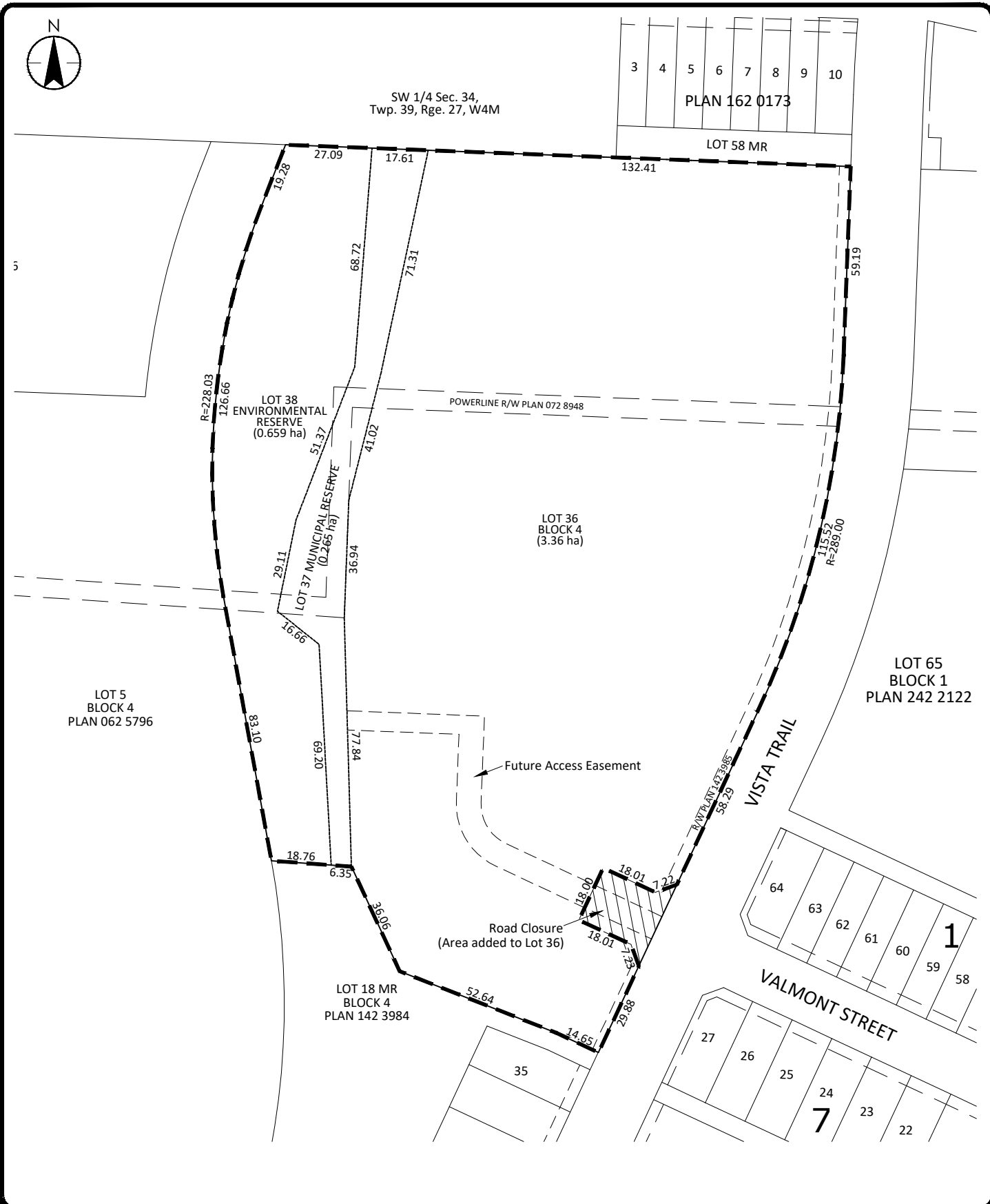
BELOW FOR OFFICE USE ONLY

Subdivision Application Fee: (1-61-00-526)	\$
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 the Land Use Bylaw in force, 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.



Phase 6
Tentative Subdivision
Valley Ridge

Note:
Proposed subdivision affects
4.28 ha within the
NW 1/4 Sec. 27-39-27 W4M
and is outlined thus: **— — — —**

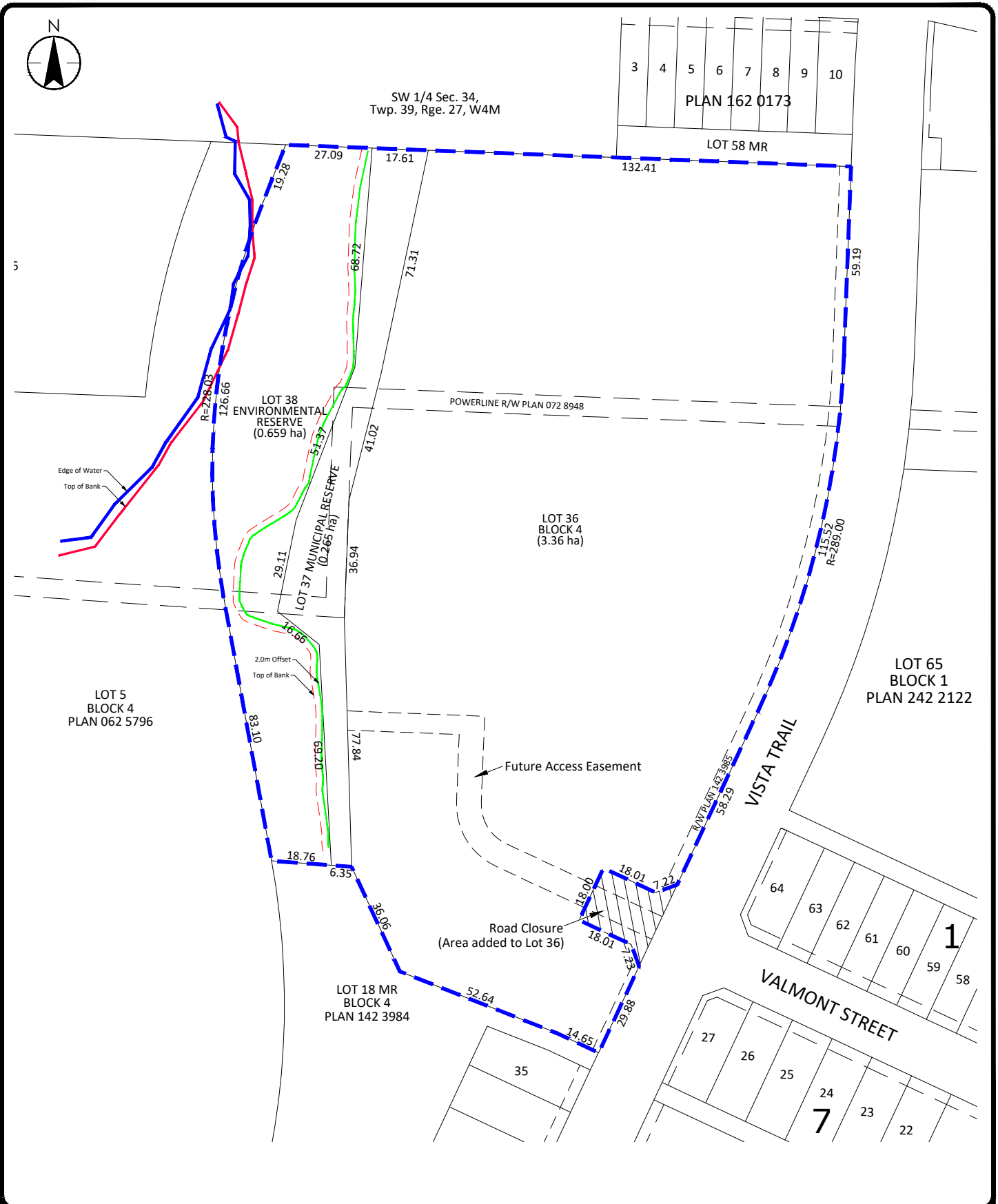
Prepared for:
McWilliams Corp.
Red Deer, AB



#1100, 4900-50th Street, Red Deer, AB T4N1X7
Ph: (403) 341-3320 Fax: (403) 342-0969

DRAWN BY: SAS
CHECKED BY: GCL
SCALE: NTS
PROJECT #: 1161120115

June, 2025



Phase 6
Tentative Subdivision
Valley Ridge

Note:
Proposed subdivision affects
4.28 ha within the
NW 1/4 Sec. 27-39-27 W4M
and is outlined thus: - - - -

Prepared for:
McWilliams Corp.
Red Deer, AB



DRAWN BY: SAS
CHECKED BY: GCL
SCALE: NTS
PROJECT #: 1161120115

June, 2025



LAND TITLE CERTIFICATE

S
LINC SHORT LEGAL TITLE NUMBER
0040 056 814 4;27;39;27;NW 242 261 107 +1

LEGAL DESCRIPTION

MERIDIAN 4 RANGE 27 TOWNSHIP 39
SECTION 27
QUARTER NORTH WEST
CONTAINING 64.7 HECTARES (160 ACRES) MORE OR LESS
EXCEPTING THEREOUT:

Table with 4 columns: Description, HECTARES, (ACRES), MORE OR LESS. Rows A) through J) listing various plans and subdivisions.

EXCEPTING THEREOUT ALL MINES AND MINERALS

ESTATE: FEE SIMPLE

MUNICIPALITY: TOWN OF BLACKFALDS

REFERENCE NUMBER: 172 261 201 +3

Table with 5 columns: REGISTRATION, DATE (DMY), REGISTERED OWNER(S), DOCUMENT TYPE, VALUE, CONSIDERATION. Row 1: 242 261 107, 19/10/2024, SUBDIVISION PLAN.

OWNERS

MCWILLIAMS CORP.
OF 7610 EDGAR INDUSTRIAL COURT
RED DEER
ALBERTA T4P 4E2

(DATA UPDATED BY: CHANGE OF ADDRESS 252111576)

ENCUMBRANCES, LIENS & INTERESTS

PAGE 2

242 261 107 +1

REGISTRATION

NUMBER	DATE (D/M/Y)	PARTICULARS
072 607 916	11/10/2007	UTILITY RIGHT OF WAY GRANTEE - FORTISALBERTA INC. AS TO PORTION OR PLAN:0728948
142 291 100	04/09/2014	UTILITY RIGHT OF WAY GRANTEE - THE TOWN OF BLACKFALDS. AS TO PORTION OR PLAN:1423985
162 210 792	04/08/2016	CAVEAT RE : UTILITY RIGHT OF WAY CAVEATOR - ATCO GAS AND PIPELINES LTD. 10035-105 ST EDMONTON ALBERTA T5J2V6
242 261 110	19/10/2024	UTILITY RIGHT OF WAY GRANTEE - THE TOWN OF BLACKFALDS. AS TO PORTION OR PLAN:2422123 AS TO AREA 'A'
252 061 044	06/03/2025	UTILITY RIGHT OF WAY GRANTEE - FORTISALBERTA INC.

TOTAL INSTRUMENTS: 005

THE REGISTRAR OF TITLES CERTIFIES THIS TO BE AN ACCURATE REPRODUCTION OF THE CERTIFICATE OF TITLE REPRESENTED HEREIN THIS 30 DAY OF MAY, 2025 AT 02:58 P.M.

ORDER NUMBER: 53868210

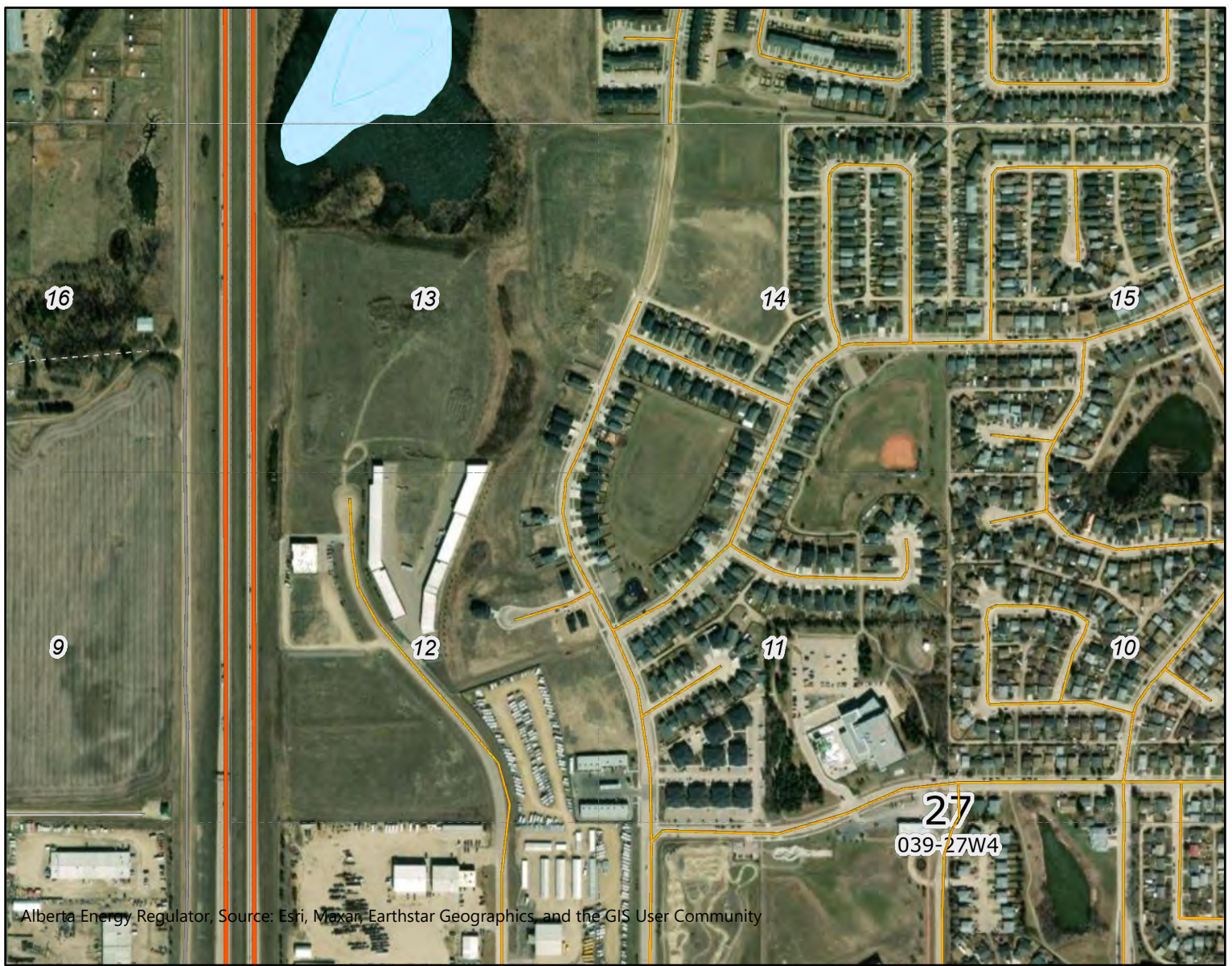
CUSTOMER FILE NUMBER: 116199000



END OF CERTIFICATE

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Alberta Energy Regulator, Source: Esri, Maxar, Earthstar Geographics, and the GIS User Community

Valley Ridge

Base Data provided by: Government of Alberta

Author:

YYY

Print Date:

5/30/2025

Legend

- | | | |
|--|---|--|
| <ul style="list-style-type: none"> Abandoned Wells Revised Location Pointer Revised Location Pointer | <p>Roads - Other</p> <ul style="list-style-type: none"> Unimproved Unclassified Truck Trail Winter Ford Winter Crossing Ferry Route <p>Gravel Road (20K)</p> <ul style="list-style-type: none"> Primary Undivided 2L Primary Undivided 1L Primary Undivided 1L Primary Undivided 1L Secondary Undivided 2L Secondary Undivided 1L Secondary Undivided 1L <p>Railway (20K Large Scale)</p> <ul style="list-style-type: none"> Single Line Double Line Multiple Line Spur Line Abandoned ATS LSD label | <ul style="list-style-type: none"> ATS LSD with Road ATS Section label (large) ATS Section with Road ATS Township (large scale) Provincial Boundary Lake Label (20K) River Label (20K) <p>Lake/River (20K)</p> <ul style="list-style-type: none"> Lake or River Lake or River Reservoir Icefield Major Canal Oxbow Quarry Dugout <p>Intermittent Lake</p> <ul style="list-style-type: none"> Intermittent Lake Intermittent Oxbow <p>Sandbar / Wetland /</p> <ul style="list-style-type: none"> Sandbar Sandbar Sandbar |
|--|---|--|

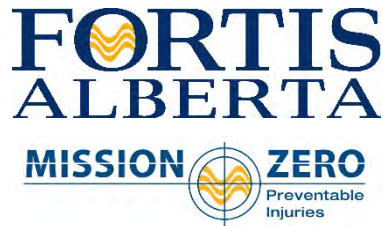
The Alberta Energy Regulator (AER) has not verified and makes no representation or warranty as to the accuracy, completeness, or reliability of any information or data in this document or that it will be suitable for any particular purpose or use. The AER is not responsible for any inaccuracies, errors 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>



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Scale 1:11,512





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

July 3, 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.: 320160067

MD File No.: S-04-25

Location/Legal Description: NW 27-39-27 W4

Customer Name: MCWILLIAMS CORP.

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: 320160067

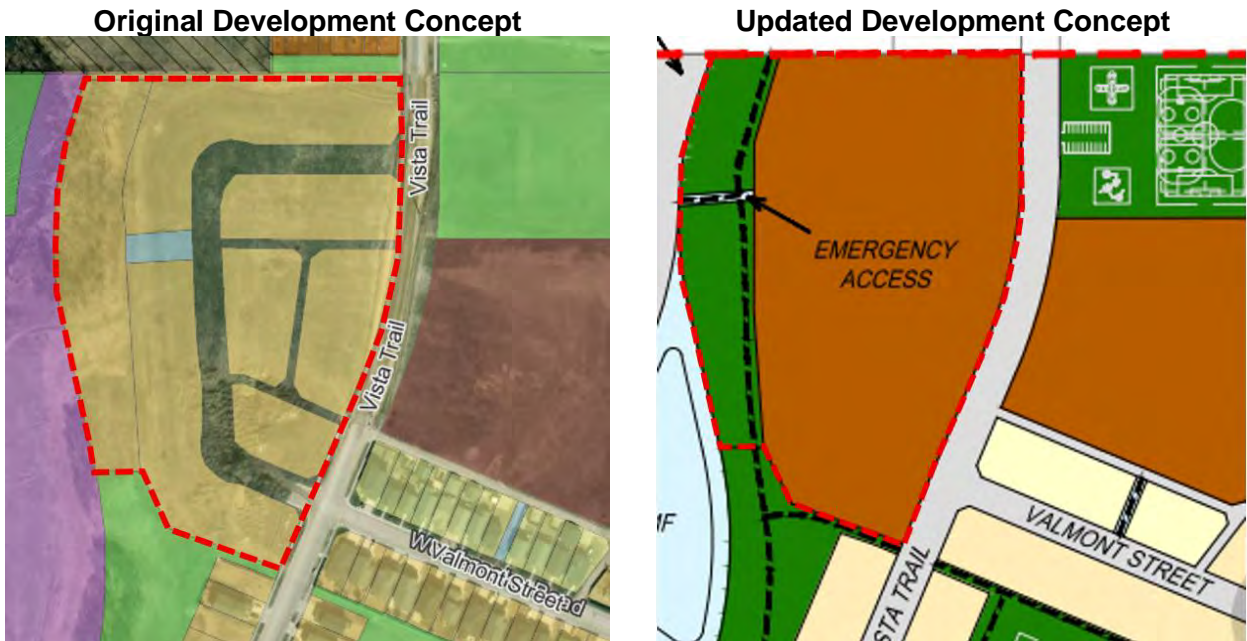
MEETING DATE: September 23, 2025
PREPARED BY: Jolene Tejkl, Planning & Development Manager
PRESENTED BY: Jolene Tejkl, Planning & Development Manager
SUBJECT: **Bylaw 1338.25 - Valley Ridge Estates Phase 6B Road Closure Bylaw**

BACKGROUND

Administration has received an application to close a portion of a road allowance located adjacent to Pt. NW 27-39-27-W4M. This road stub extension was subdivided out of this parcel through a previous development in anticipation of a future connection and public road dedication.

DISCUSSION

The subject lands fall within the plan boundaries of the Valley Ridge Estates Area Structure Plan (ASP) that originally identified the lands to contain a public road providing access to privately owned residential lots. The ASP was amended in 2024 to remove the proposed public road to accommodate a comprehensive higher density development. The change in vision from individually privately owned residential lots to a single site development with private roadways negates the need for this roadway stub.



Road Closure Process and Next Steps

In Alberta, ownership of roads within a municipality other than a city is vested in the Crown. As a result, there is a specific process the Town must follow, which includes approval from the Minister of Transportation and Economic Corridors prior to Council considering Second Reading of the Bylaw. A table outlining the general steps involved in a Road Closure is included in Appendix 2 of this report.

Preliminary Referrals

Pursuant to the prescribed Road Closure Bylaw process, preliminary referrals were sent to Alberta Transportation & Economic Corridors (AT&EC), utility providers, and adjacent landowners. The following responses have been received to date:

- AT&EC advised the preliminary information provided does not appear to adversely affect physical or legal access to any properties, and from the department's standpoint they do not have any objections or concerns with the proposed road closure.
- FortisAlberta Inc. stated they do not require an easement.
- One (1) adjacent landowner replied certifying they do not object to the proposed road closure.

The responses will be included in the Road Closure Submission Package that must be submitted to the Road Closure Coordinator once the Public Hearing is closed and prior to Second Reading of the Bylaw.

FINANCIAL IMPLICATIONS

None. However, discussions are underway with the future owner to cover administrative costs relating to this closure.

ADMINISTRATIVE RECOMMENDATION

That Council consider the following motion:

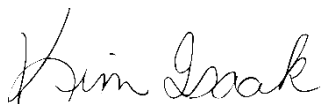
1. That Council give First Reading to Bylaw 1338.25 - Valley Ridge Estates Phase 6B Road Closure Bylaw, as presented.
2. That Council set a Public Hearing date for November 25, 2025, at 7:00 p.m. in Council Chambers.

ALTERNATIVES

- a) That Council refer Bylaw 1338.25, Valley Ridge Estates Phase 6B Road Closure Bylaw, back to Administration for amendments.
- b) That Council refer Bylaw 1338.25 - Valley Ridge Estates Phase 6B Road Closure Bylaw back to Administration for more information.

ATTACHMENTS

- *Bylaw 1338.25 - Valley Ridge Estates Phase 6B Road Closure Bylaw*
- *Road Closure Bylaw Process*

APPROVALS

Kim Isaak,
Chief Administrative Officer



Department Director/Author

**BEING A BYLAW OF THE TOWN OF BLACKFALDS IN THE PROVINCE OF ALBERTA TO
CLOSE A PORTION OF A ROAD**

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 closing public travel and disposing of portions of a public road in accordance with Section 22 of the *Municipal Government Act*.

WHEREAS the lands hereafter described as no longer required for public travel,

WHEREAS an application has been made to Council to have the portion of the road closed,

WHEREAS the Council of the Town of Blackfalds deems it expedient to provide for a Bylaw for the purposes of closing to public travel certain roads, or portions thereof, situated in the said municipality, and therefore disposing of the same,

WHEREAS notice of the intention of Council to pass a Bylaw has been given in accordance with Section 606 of the *Municipal Government Act*, and published in the Lacombe Express on _____, and _____,

WHEREAS a Public Hearing was held on _____, to allow the general public to provide input into the proposed Bylaw,

WHEREAS, Council [was/was not] petitioned for an opportunity to be heard by any person claiming to be prejudicially affected by the Bylaw,

NOW THEREFORE, the Municipal Council of the Town of Blackfalds, duly assembled does hereby close to public travel for the purpose of disposing of the following, subject to rights of access granted by other legislation, and added to the proposed title of Lot 36 Block 4 Plan 252 _____ as shown on Schedule "A" of this Bylaw:

Plan number 142 3984
All portions of Road
Lying within Lot 36
Block 4
Plan _____
Excepting thereout all mines and minerals

PART 1 – TITLE

- 1.1 That this Bylaw shall be cited as the "Valley Ridge Estates Phase 6B Road Closure Bylaw".
- 1.2 Schedule "A" shall form part of this Bylaw.

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__.

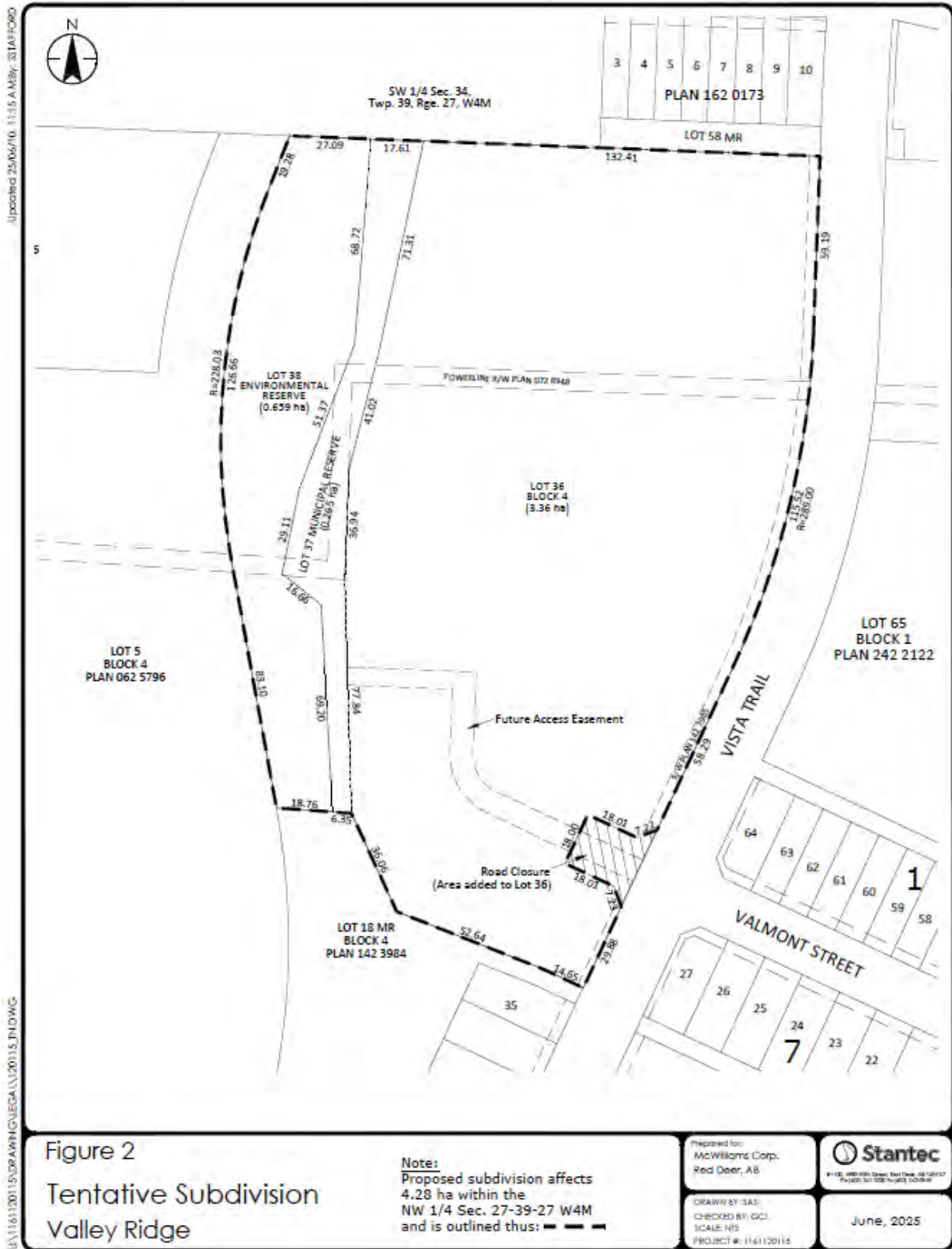
(RES.)

MAYOR JAMIE HOOVER

CAO KIM ISAAK

DRAFT

SCHEDULE "A"



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ROAD CLOSURE BYLAW PROCESS*

Step 1: Preliminary Referrals	Initial contact with Alberta Transportation & Economic Corridors (AT&EC), adjacent landowners, and utility providers.
Step 2: First Reading to Road Closure Bylaw	First Reading report prepared for Council's consideration that includes any preliminary objections received in Step 1.
Step 3: Public Hearing	If First Reading is passed, Council must hold a Public Hearing in accordance with Section 216.4 of the <i>Municipal Government Act (MGA)</i> .
Step 4: Road Closure Submission Package	Once the Public Hearing is closed, Administration prepares and submits a Road Closure Submission Package to AT&EC.
Step 5: Road Closure Coordinator Review/Ministerial Approval	The Road Closure Coordinator completes their review and returns the documentation related to the proposed closure back to Administration. This step also includes Ministerial Approval which must be granted prior to Council considering Second Reading.
Step 6: Second & Third Reading to Road Closure Bylaw**	If Ministerial approval is granted, Council considers Second & Third Reading of the Road Closure Bylaw.
Step 7: Notification of Third Reading	Administration notifies the Road Closure Coordinator when the Bylaw receives Third Reading by Council.
Step 8: Land Titles Submission	A certified copy of the Road Closure Bylaw, Ministerial Approval, Form 31 (Land Titles Act), survey plan, and a Document Registration Request Form to Land Titles are submitted to Alberta Land Titles for registration.
Step 9: Road Closure Coordinator Notification	Administration notifies the Road Closure Coordinator when the registration number is provided from Alberta Land Titles.

**Process derived from MGA, Land Titles Act, and Recommended Process outlined by the Province of Alberta. Additional steps may be required once the process commences but this process table provides a general outline of the expected steps.*

***Third Reading of the Road Closure Bylaw must be received within two (2) years of First Reading*

MEETING DATE: September 23, 2025
PREPARED BY: Brad McKenzie, Information Governance Coordinator
PRESENTED BY: Justin de Bresser, Director of Corporate Services
SUBJECT: **Bylaw 1343.25 - Records & Information Management Bylaw**

BACKGROUND

The *Freedom of Information and Protection of Privacy Act (FOIP)* was officially repealed by the Government of Alberta on June 11, 2025. In its place, two new pieces of legislation have been proclaimed. The *Access to Information Act* and the *Protection of Privacy Act* are now the governing legislation in terms of access and privacy, and their influence must be reflected in records and information management practices.

Administration presented the bylaw to the Standing Committee of Council on September 15, 2025, with the recommendation to bring the bylaw forward for consideration.

DISCUSSION

The intent of the Bylaw is to update obsolete legislative citations and reaffirm the Chief Administrative Officer's authority and obligation for records and information management, as well as to mandate delegation of program responsibility through Administrative Policy.

Section 208(1)(b) of the *Municipal Government Act (MGA)* stipulates that the Chief Administrative Officer (CAO) must ensure that all bylaws, minutes of council meetings and other records and documents of the municipality are kept safe.

Section 209 of the MGA authorizes the CAO to delegate any of their powers, duties, or functions under the Act or under any other enactment or bylaw to a designated officer or employee of the municipality.

The Town of Blackfalds recognizes that official records, regardless of media format, hold fiscal, historical, legislative, and operational value. A comprehensive records and information management program is critical to preserve important information assets, support policy and decision-making, and guard against risks associated with inadvertent destruction.

Repeal and replacement of Bylaw 1296.24 will maintain the CAO's discretion in the delegation of program-related duties while ensuring that the Town remains compliant under the requirements of the new legislation.

FINANCIAL IMPLICATIONS

There are no financial implications related to this request.

ADMINISTRATIVE RECOMMENDATION

That Council consider the following motions:

1. That Council give First Reading to Bylaw 1343.25 - Records & Information Management Bylaw, as presented.
2. That Council give Second Reading to Bylaw 1343.25 - Records & Information Management Bylaw, as presented.
3. That Council give unanimous consent to move to Third Reading of Bylaw 1343.25 - Records & Information Management Bylaw.
4. That Council give Third Reading to Bylaw 1343.25 - Records & Information Management Bylaw, as presented.


ALTERNATIVES

- a) That Council recommends amendments to Bylaw 1343.25 - Records & Information Management Bylaw.

ATTACHMENTS

- *Draft Bylaw 1343.25 - Records & Information Management Bylaw*

APPROVALS



Kim Isaak,
Chief Administrative Officer



Department Director/Author

BEING A BYLAW OF THE TOWN OF BLACKFALDS IN THE PROVINCE OF ALBERTA TO ESTABLISH AUTHORITY FOR THE SYSTEMATIC MANAGEMENT, RETENTION, AND DISPOSITION OF THE TOWN'S INFORMATION ASSETS.

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 establishing authority for the management, retention, and disposition of records and information in all media formats.

WHEREAS, pursuant to Section 214(2) of the *Municipal Government Act (MGA)*, RSA 2000, Council may pass a Bylaw respecting the destruction of records and documents of the Municipality, and

WHEREAS, pursuant to Section 208(1)(b) of the *Municipal Government Act (MGA)*, RSA 2000, Chapter M26 and amendments thereto, all Bylaws, minutes of Council meetings, and other records and documents of the Municipality must be kept safe, and

WHEREAS, pursuant to Section 10(1) of the *Protection of Privacy Act* and amendments thereto, the Head of a public body must protect personal information by making reasonable security arrangements against such risks as unauthorized access, use, disclosure, or destruction, and

WHEREAS, Section 3(e)(ii) of the *Access to Information Act* does not prohibit the transfer, storage, or destruction of any record in accordance with a Bylaw, resolution, or other legal instrument by which a local public body acts, and

WHEREAS, pursuant to Section 20 of the *Electronic Transactions Act*, RSA 2000, Chapter E5.5 and amendments thereto, if a public body has the power to create, collect, receive, use, transfer, disclose, distribute, publish, or otherwise deal with information and records, it has the power to do so electronically, and

WHEREAS, the Council of the Town of Blackfalds acknowledges that records and information management plays an integral role in effective public administration by supporting policy formation and managerial decision-making, as well as protecting the interests of the organization and the rights of third parties, the public, and employees, enabling the Town to meet legislative and regulatory requirements, and

WHEREAS, the Council of the Town of Blackfalds deems it necessary and appropriate that municipal records, consisting of both paper and/or electronic information, be managed, retained, and disposed of in accordance with federal and provincial legislation as well as industry best practice,

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

PART 1 – TITLE

- 1.1 That this Bylaw shall be cited as the “**Records & Information Management Bylaw**”.

PART 2 – DEFINITIONS

- 2.1 In this Bylaw:
- (a) “**Administrative Policy**” means a policy that is written direction of the CAO that focuses on how the Town does business within its own operations.
 - (b) “**CAO**” means the Chief Administrative Officer of the Town of Blackfalds, appointed by Council as per the *Municipal Government Act*.
 - (c) “**Disposition**” means the final activity for records that have met their full retention period. This may include destruction, transfer, or indefinite preservation.
 - (d) “**Council**” means the Council of the Town of Blackfalds elected pursuant to the *Local Authorities Election Act* of Alberta, as amended.
 - (e) “**Municipal Government Act (MGA)**” means the *Municipal Government Act*, RSA 2000, Chapter M-26 and amendments thereto.

- (f) **“Municipality”** means the Town of Blackfalds and includes any board, committee, commission, panel, agency, or corporation that is created or governed by the Town of Blackfalds and all members or officers of which are appointed by the Town.
- (g) **“Record”** means information recorded in any form, including books, documents, maps, drawings, photographs, letters, vouchers, papers, and any other information that is written, photographed, recorded, or stored in any manner but does not include software or any mechanism that produces records.
- (h) **“Town”** means the municipality of the Town of Blackfalds.

PART 3 – DESIGNATED AUTHORITY

- 3.1 The Chief Administrative Officer is designated the authority and responsibility to:
 - 3.1.1 manage the retention, access, use, storage, security, and disposition of records and information in accordance with this Bylaw, the *Access to Information Act*, and any other federal or provincial laws, and
 - 3.1.2 take any other measures required to implement, administer, apply, or enforce the provisions of this Bylaw.
- 3.2 The CAO is authorized to make decisions, establish, and enforce procedures deemed necessary for the effective management, retention, and disposition of the Town’s information assets.

PART 4 – DELEGATION OF RESPONSIBILITIES

- 4.1 In accordance with Section 209 of the *Municipal Government Act*, the CAO will establish an Administrative Policy to delegate responsibility for the records and information management program as required.

PART 5 - REPEAL

- 5.1 That Bylaw 1296.24 and any amendments thereto are hereby repealed upon this Bylaw coming into effect.

PART 6 - DATE OF FORCE

- 6.1 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

MEETING DATE: September 23, 2025
PREPARED BY: Brad McKenzie, Information Governance Coordinator
PRESENTED BY: Justin de Bresser, Director of Corporate Services
SUBJECT: **Bylaw 1344.25 - Access to Information Bylaw**

BACKGROUND

The *Freedom of Information and Protection of Privacy Act* was officially repealed by the Government of Alberta on June 11, 2025. In its place, two new pieces of legislation have been proclaimed. The *Access to Information Act* and the *Protection of Privacy Act* are now the governing legislation in terms of access and privacy.

Administration presented the bylaw to the Standing Committee of Council on September 15th 2025, with the recommendation to bring the bylaw forward for formal adoption.

DISCUSSION

The intent of the Bylaw is to reaffirm the Chief Administrative Officer (“CAO”) as the head of the public body under the new Acts, to mandate the delegation of responsibility through Administrative Policy, and to guide and allow for the collection of fees in relation to services provided.

In accordance with Section 98(a) of the *Access to Information Act* (the “Act”), the Town must enact a bylaw which designates a person or group of persons as the head of the public body for the purposes of the Act. Furthermore, Section 87 provides for the formal delegation of duties and responsibilities under the Act. Under Section 96(1), the Town is authorized to collect fees for services as provided for in the Access to Information Act Regulation, AR 133/2025.

Repeal and replacement of Bylaw 1295.24 will ensure that the Town remains compliant while meeting the requirements of the new legislation.

FINANCIAL IMPLICATIONS

There are no financial implications related to this request.

ADMINISTRATIVE RECOMMENDATION

That Council consider the following motions:

1. That Council give First Reading to Bylaw 1344.25 - Access to Information Bylaw, as presented.
2. That Council give Second Reading to Bylaw 1344.25 - Access to Information Bylaw, as presented.
3. That Council give unanimous consent to move to Third Reading of Bylaw 1344.25 - Access to Information Bylaw.

4. That Council give Third Reading to Bylaw 1344.25 - Access to Information Bylaw, as presented.

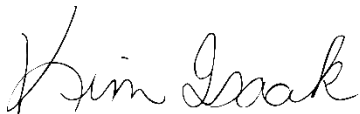
ALTERNATIVES

- a) That Council recommends amendments to Bylaw 1344.25 - Access to Information Bylaw.

ATTACHMENTS

- *Draft- Bylaw 1344.25 - Access to Information Bylaw*

APPROVALS



Kim Isaak,
Chief Administrative Officer



Department Director/Author

BEING A BYLAW OF THE TOWN OF BLACKFALDS IN THE PROVINCE OF ALBERTA TO DESIGNATE THE HEAD OF THE PUBLIC BODY AND ESTABLISH FEES IN RELATION TO THE ACCESS TO INFORMATION ACT.

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 designating the Head of the public body and establishing fees in relation to the *Access to Information Act*, S.A. 2024, Chapter A-1.4.

WHEREAS, pursuant to Section 98 of the *Access to Information Act*, S.A. 2024, Chapter A-1.4 and amendments thereto, the Municipal Council of the Town of Blackfalds must designate a person or group of persons as the Head of the municipality for the purposes of the *Access to Information Act*, and

WHEREAS, pursuant to Section 87 of the *Access to Information Act*, S.A. 2024, Chapter A-1.4, the designated Head may delegate to any person any duty, power, or function of the Head, except the power to delegate, and

WHEREAS, in accordance with Section 187 of the *Municipal Government Act* and Section 96 of the *Access to Information Act* (the Act), Council may pass a Bylaw establishing fees to charge for services rendered under the Act,

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

PART 1 – TITLE

- 1.1 That this Bylaw shall be cited as the “**Access to Information Bylaw**”.

PART 2 – DEFINITIONS

- 2.1 In this Bylaw:
- (a) “**Act**” means the *Access to Information Act*.
 - (b) “**Administrative Policy**” means a policy that is written direction of the CAO that focuses on how the Town does business within its own operations.
 - (c) “**Applicant**” means an individual who makes a request to access information under Section 7 of the Act.
 - (d) “**CAO**” means the Chief Administrative Officer of the Town of Blackfalds, appointed by Council as per the *Municipal Government Act*.
 - (e) “**Council**” means the Council of the Town of Blackfalds elected pursuant to the *Local Authorities Election Act* of Alberta, as amended.
 - (f) “**Head**” means the CAO, who is responsible for the administration of the *Access to Information Act* at the Town of Blackfalds.
 - (g) “**Municipal Government Act (MGA)**” means the *Municipal Government Act*, RSA 2000, Chapter M-26 and amendments thereto.
 - (h) “**Municipality**” means the Town of Blackfalds and includes any board, committee, commission, panel, agency, or corporation that is created or governed by the Town of Blackfalds and all members or officers of which are appointed by the Town.
 - (i) “**Record**” means information recorded in any form, including books, documents, maps, drawings, photographs, letters, vouchers, papers, and any other information that is written, photographed, recorded, or stored in any manner, but does not include software or any mechanism that produces records.
 - (j) “**Town**” means the municipality of the Town of Blackfalds.

PART 3 – DESIGNATED HEAD

3.1 For the purposes of the *Access to Information Act*, the Chief Administrative Officer (CAO) is designated as the Head of the Municipality.

PART 4 - DELEGATION OF RESPONSIBILITIES

4.1 The Head will establish an Administrative Policy to assign duties and responsibilities under the Act.

PART 5 – FEES

5.1 Where an Applicant is required to pay a fee for services, the amount payable will be determined in accordance with the Access to Information Act Regulation, AR 133/2025.

5.2 Fees may be assessed for:

- 5.2.1 searching for, locating, and retrieving records,
- 5.2.2 computer processing and programming,
- 5.2.3 producing a copy of a record,
- 5.2.4 preparing and handling a record for disclosure,
- 5.2.5 shipping records to the Applicant, where applicable, and
- 5.2.6 supervising the onsite examination of records by an Applicant.

5.3 The Act stipulates that, provided an Applicant pays the applicable fees as set out in this Bylaw (per Section 96 of the Act), they have a right to:

- 5.3.1 access a record in the custody or control of the Town,
- 5.3.2 view a record in the custody or control of the Town,
- 5.3.3 request copies of a record in the custody or control of the Town,
- 5.3.4 request correction(s) to personal information maintained by the Town, and
- 5.3.5 receive a copy of a record maintained by the Town in a reasonably available format.

PART 6 - REPEAL

6.1 That Bylaw 1295.24 and any amendments thereto are hereby repealed upon this Bylaw coming into effect.

PART 7 - DATE OF FORCE

7.1 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

MEETING DATE: September 23, 2025

PREPARED BY: Justin de Bresser, Director of Corporate Services

PRESENTED BY: Justin de Bresser, Director of Corporate Services

SUBJECT: **Council Policy CP – 190.25 - Financial Reserves**

BACKGROUND

The Town of Blackfalds recognizes the importance of establishing and maintaining financial reserves to ensure long-term fiscal sustainability, operational stability, and the ability to respond to unforeseen events. The Financial Reserves Policy outlines the framework for creating, managing, and utilizing reserve funds in alignment with municipal priorities and legislative requirements.

The Policy categorizes reserves into several types, including Stabilization and Contingency, Infrastructure Lifecycle Maintenance and Replacement, Specific Purpose, Developer Levy, and Restricted Reserves. Each reserve is defined by its purpose, funding source, usage, and optimal balance, ensuring transparency and accountability in financial planning.

Administration presented the policy to the Standing Committee of Council on September 15, 2025, with the recommendation to bring the policy forward for consideration.

DISCUSSION

The Policy mandates that the Chief Administrative Officer (CAO) prepare an annual reserve report for Council, detailing compliance with the Policy and providing insights into reserve balances, funding sources, and usage. The guiding principles emphasize Council approval for all reserve transactions and the integration of reserve planning into the annual budget process.

Key benefits of maintaining robust reserves include:

- Financial stability and flexibility.
- Funding for future capital projects and strategic initiatives.
- Mitigation of economic downturns or unexpected events.
- Continuity of essential services.
- Management of revenue and expenditure fluctuations.

The Policy also introduces a structured approach to interest allocation for interest-bearing reserves, ensuring that investment income is appropriately distributed based on average reserve balances.

FINANCIAL IMPLICATIONS

As part of the new Policy framework, Administration recommends consolidating several existing reserves into a more manageable number. Many of the current reserves lack clearly defined purposes or strategic direction. Appendix A outlines the proposed changes, including the current reserve names, their respective balances, and the suggested consolidated reserve categories. This consolidation aims to enhance clarity, improve financial oversight, and align reserve management with long-term planning objectives.

ADMINISTRATIVE RECOMMENDATION

That Council consider the following motion:

1. That Council adopt Council Policy CP 190.25 - Financial Reserves, as presented.


ALTERNATIVES

- a) That Council refer Council Policy CP 190.25 - Financial Reserves back to Administration for more information.

ATTACHMENTS

- *Council Policy CP 190.25 - Financial Reserves*
- *Appendix A – Transfer of Funds*

APPROVALS



Kim Isaak,
Chief Administrative Officer



Department Director/Author

FINANCIAL RESERVES

POLICY NO.:	CP-190.25
DIVISION DEPARTMENT	Corporate Services
REVIEW PERIOD	Every 4 Years or Legislative Change

1. POLICY PURPOSE

- 1.1 To establish, maintain, and manage reserve funds that maintain and improve working capital requirements, support the long-term capital plan, and provide stabilization for fluctuations in operating and capital activities.

2. POLICY STATEMENT

- 2.1 Provide financial stability and flexibility in response to changing circumstances;
- 2.2 Fund future capital projects and strategic initiatives;
- 2.3 Mitigate the financial impact of economic downturns or unforeseen events;
- 2.4 Ensure the uninterrupted delivery of essential services; and
- 2.5 Manage fluctuations in revenues and expenditures over time.

3. DEFINITIONS

- 3.1 **“Average Reserve Balance”** means the average of the opening and closing reserve balance
- 3.2 **“Chief Administrative Officer”** means the individual appointed by Council to the position as per the *Municipal Government Act*.
- 3.3 **“Council”** means the Council of the Town of Blackfalds elected pursuant to the Local Authorities Election Act, of Alberta, as amended
- 3.4 **“Funding Source”** means to be sustainable, each reserve must identify a funding source, either from internal or external sources, including but not limited to:
 - 3.4.1 Transfer of approved budget contributions;
 - 3.4.2 Year-End Surpluses;
 - 3.4.3 Interest;
 - 3.4.4 Government Grants;
 - 3.4.5 Donations;
 - 3.4.6 Development levies;

3.4.7 Contributions from other reserves.

3.5 **“General Municipal Revenue”** means the Annual Property Taxes collected less requisitions

3.6 **“Interest Bearing”** means the annual investment income earned on the reserve balance. If a reserve is deemed ‘interest bearing’, any interest generated is to be retained in the reserve.

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

4. SCOPE

4.2 This Policy applies to all Town of Blackfalds Employees.

5. AUTHORITY AND RESPONSIBILITIES

5.2 Council to:

5.2.1 Adopt and support this Policy by resolution.

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

5.2.3 Approval of creation and closure of reserves.

5.2.4 Approve expenditures from reserves and transfers between reserves.

5.2.5 Approve Year-end actual surpluses or deficits to be allocated to/from the related reserve.

5.3 Chief Administrative Officer to:

5.3.1 Ensure staff compliance with this Policy

5.3.2 Administration of the Town’s reserves by reviewing and recommending appropriate reserve usage, contribution, and optimal balances.

5.3.3 To report annually to Council on the state of the reserves as per this Policy.

6. POLICY

6.1 Reserve Categories

6.1.1 Stabilization and Contingency Reserves – A category of reserves established to provide uncommitted funds to stabilize the temporary impact of unforeseen, non-recurring emergent, one-time expenditures or losses of revenue, to ensure service levels, and to smooth future tax impacts.

6.1.2 Project Reserves – A category capturing the reserves that are established to fund operating and capital projects,

- 6.1.3 Life. Infrastructure Lifecycle Maintenance and Replacement Reserves - A reserve category capturing the reserves that are established to fund expenditures for the repair, lifecycle replacement or upgrade of Town infrastructure, equipment, or vehicles. Also, reserves are established to provide funds to assist in meeting future requirements for the expansion, replacement, refurbishment and maintenance of utility assets or infrastructure, as well as for operating and capital projects required to meet customer service delivery objectives.
- 6.1.4 Specific Purpose Reserves – A reserve category capturing other reserves that have a specific purpose, which is outlined in the reserve’s description.
- 6.1.5 Restricted Reserves – A reserve category capturing reserve funds where allowable uses are established by an authority other than the Town, fall under legislative requirements, or are restricted by an agreement with an outside third party.
- 6.1.6 Offsite Development Levy Reserve – A reserve category capturing the reserves established to hold developer levies collected through developer agreements to fund new assets/infrastructure required due to the growth of the Town without placing an undue burden on existing Town resources.

6.2 Guiding Principles

- 6.2.1 All reserve transactions shall be approved by Council prior to the transaction occurring. Funding to and from the reserve will be approved through Council via:
 - 6.2.1.1 Existing municipal policies;
 - 6.2.1.2 The annual budget process;
 - 6.2.1.3 The year end reserve request and approval process;
 - 6.2.1.4 The approved reserve description; or
 - 6.2.1.5 Council resolution
- 6.2.2 Reserve Reports should be prepared annually and contain the following
 - 6.2.2.1 Reserve name;
 - 6.2.2.2 Reserve category;
 - 6.2.2.3 Overall purpose of the reserve
 - 6.2.2.4 Source(s) of funding
 - 6.2.2.5 Specific use of funds;
 - 6.2.2.6 Optimal balance formula, if applicable

- 6.2.2.7 Duration of the reserve; and
- 6.2.2.8 Whether or not the reserve is Interest Bearing.
- 6.2.3 Reserves shall be funded by either internal or external sources as defined in the reserve report
- 6.2.4 Where appropriate, each reserve shall be supported by a multi-year projection for receipt and disbursement of funds. These projections shall be updated annually as part of the budget process
- 6.2.5 Interest Bearing reserves, as indicated in the reserve report, are allocated a portion of the Town's annual investment income based on the interest earned
 $\text{Interest Allocation} = \text{Average Reserve Balance} \times \text{Return on Investment}$.
- 6.2.6 If a reserve is deemed Interest Bearing, interest is applied to the respective reserve; otherwise, interest is applied to operations.

7. EXCLUSIONS

None

8. SPECIAL SITUATIONS

None

9. RELATED DOCUMENTS

9.1 Current Off-Site Levy Bylaw

10. END OF POLICY

Mayor

Chief Administrative Officer

Date

Date

POLICY RECORD HISTORY

	Resolution No:	Date
Policy Adopted		
Policy Reviewed		
Policy Revised		

ADMINISTRATIVE REVISIONS

Date	Description

SCHEDULE A – RESERVES

Internally Restricted Reserves

Stabilization & Contingency	General Operating Reserve
	Police Operating Reserve
Infrastructure, Lifecycle Maintenance & Replacement	Abbey Centre Reserve
	Arena Sponsorship Reserve
	Fleet & Mobile Equipment Reserve
	General Capital Reserve
	Recreation Contributions Reserve
	Solid Waste Reserve
	Wastewater System Reserve
Specific Purpose	Water System Reserve
	Capital Roll-Over Reserve
	Dillon Stork Award Reserve
	Land Reserve
	Fire Building Reserve

Externally Restricted Reserves

Developer Levy Reserves	Offsite Levy Reserve – Storm Water
	Offsite Levy Reserve - Transportation
	Offsite Levy Reserve - Water
	Offsite Levy Reserve – Wastewater
Restricted Reserve	Municipal Land Reserve

SCHEDULE B – RESERVES DESCRIPTION

Reserve Name	General Operating Reserve
Reserve Category	Stabilization and Contingency Reserve
Purpose	A contingency fund for emergent, non-recurring, one-time expenditures or loss of revenue that will not be built into the operating budget in future years. To also provide funds to smooth future property tax increases during periods of high inflation, revenue, or expense volatility, and to stabilize fluctuations in operating activities
Source of Funding	1) Allocation of annual operating budget surplus 2) If deemed appropriate, annual contribution from operations 3) Other sources as approved by Council
Use of Funds	These funds are not Committed and can be used to protect the Town against any unforeseen costs that will cause the Town to incur an operating deficit. Funds will also be used to stabilize unbudgeted impacts caused by unanticipated events. Examples are losses incurred due to increased emergency response costs, unforeseen climatic events, revenue declines, special non-capital projects, or other items that would result in an overall deficit.
Optimal Balance	6% of General Municipal Revenue
Duration	Ongoing
Interest Bearing	No

Reserve Name	Police Operating Reserve
Reserve Category	Stabilization and Contingency Reserve
Purpose	A contingency fund to address variances in the utilization of RCMP officers
Source of Funding	Yearly allocation from operational savings derived from unspent RCMP contract funds.
Use of Funds	These funds are unallocated and may be utilized to cover any contract overruns related to the RCMP positions approved by Council
Optimal Balance	2 x the average RCMP Officer's total compensation
Duration	Ongoing
Interest Bearing	No

Reserve Name	Abbey Centre Reserve
Reserve Category	Infrastructure, Lifecycle Maintenance, and Replacement Reserves
Purpose	To fund the replacement of equipment and building maintenance at the Abbey Centre
Source of Funding	<ol style="list-style-type: none"> 1) Abbey Centre Sponsorship Contracts 2) Other sources as approved by Council 3) If deemed appropriate, annual contributions from operations.
Use of Funds	This Reserve will be used to fund expenditures relating to the specific projects as originally presented to Council or approved through budget.
Optimal Balance	Annual 10-year rolling average of Capital Plan Funding Requirements.
Duration	Ongoing
Interest Bearing	No

Reserve Name	Arena Sponsorship Reserve
Reserve Category	Infrastructure, Lifecycle Maintenance, and Replacement Reserves
Purpose	To fund the replacement of equipment and building maintenance at the Town's Arenas
Source of Funding	<ol style="list-style-type: none"> 1) Arena Naming Rights Contracts 2) Other sources as approved by Council 3) If deemed appropriate, annual contributions from operations.
Use of Funds	This Reserve will be used to fund expenditures relating to the specific projects as originally presented to Council or approved through budget
Optimal Balance	Annual 10-year rolling average of Capital Plan Funding Requirements.
Duration	Ongoing
Interest Bearing	No

Reserve Name	Fleet & Mobile Equipment Reserve
Reserve Category	Infrastructure, Lifecycle Maintenance, and Replacement Reserves
Purpose	To fund the replacement of municipal vehicles and equipment included in the Town's fleet
Source of Funding	1) Annual contribution from operations 2) Proceeds from the sale of fleet vehicles and equipment
Use of Funds	To replace municipal vehicles and equipment included in the Town's replacement schedule and to offset any fleet operating lease payments.
Optimal Balance	Annual 10-year rolling average of Capital Plan Funding Requirements.
Duration	Ongoing
Interest Bearing	No

Reserve Name	General Capital Reserve
Reserve Category	Infrastructure, Lifecycle Maintenance, and Replacement Reserves
Purpose	To fund operating and capital multi-year projects that will be undertaken in the future, to build funding for non-annual programs, and to assist in meeting future funding requirements for projects.
Source of Funding	<ol style="list-style-type: none"> 1) Annual budget transfers as approved by Council 2) Allocation of Year-End Operating Surplus 3) Proceeds from sale of disposed assets 4) Other sources as approved by Council. 5) If deemed appropriate, additional annual contribution from operations
Use of Funds	This Reserve will be used to fund expenditures relating to the specific projects as originally presented to Council or approved through budget.
Optimal Balance	Not Applicable
Duration	Ongoing
Interest Bearing	No

Reserve Name	Recreation Contribution Reserve
Reserve Category	Infrastructure, Lifecycle Maintenance, and Replacement Reserves
Purpose	To fund the replacement and maintenance of the Recreation facilities throughout the Town.
Source of Funding	<ol style="list-style-type: none"> 1) Contributions from Development agreements 2) Other sources as approved by Council.
Use of Funds	Replacement of the Town's recreational infrastructure and associated equipment in alignment with the long-term capital plan
Optimal Balance	Not Applicable
Duration	Ongoing
Interest Bearing	No

DRAFT

Reserve Name	Solid Waste Reserve
Reserve Category	Infrastructure, Lifecycle Maintenance, and Replacement Reserves
Purpose	To provide funding for the expansion, replacement of Solid Waste equipment and facilities
Source of Funding	1) Annual contributions from the Solid Waste operating budget 2) Allocation of the annual Solid Waste operating budget surplus 3) Other sources as approved by Council
Use of Funds	Replacement of the Town's Solid Waste infrastructure and related equipment based on the long-term capital plan.
Optimal Balance	Average of 10 Year Capital Plan Funding Requirements.
Duration	Ongoing
Interest Bearing	Yes

Reserve Name	Wastewater System Reserve
Reserve Category	Infrastructure, Lifecycle Maintenance, and Replacement Reserves
Purpose	To provide funding for the expansion, replacement, refurbishment, and maintenance of the Town's wastewater infrastructure, or to fund studies required for future planning purposes.
Source of Funding	<ol style="list-style-type: none"> 1) Annual contributions from the wastewater utility operating budget 2) Allocation of the annual wastewater utility operating budget surplus 3) Other sources as approved by Council
Use of Funds	Replacement of the Town's utility infrastructure and related equipment based on the long-term capital plan. Including but not limited to wastewater collection and transmission systems.
Optimal Balance	Average of 10-year Capital Plan Funding Requirements.
Duration	Ongoing
Interest Bearing	Yes

Reserve Name	Water System Reserve
Reserve Category	Infrastructure, Lifecycle Maintenance and Replacement Reserves
Purpose	To provide funding for the expansion, replacement, refurbishment, and maintenance of the Town's water infrastructure or to fund studies required for future planning purposes.
Source of Funding	1) Annual contributions from the water utility operating budget 2) Allocation of the annual water utility operating budget surplus 3) Other sources as approved by Council
Use of Funds	Replacement of the Town's utility infrastructure and related equipment based on the long-term capital plan. Including but not limited to water transmission and distribution systems.
Optimal Balance	Annual average of 10-year Capital Plan Funding Requirements.
Duration	Ongoing
Interest Bearing	Yes

Reserve Name	Capital Roll-Over Reserve
Reserve Category	Specific Purpose
Purpose	A fund to ensure funding is available for projects not completed within the year.
Source of Funding	Annual contribution of unspent Council-approved funding for projects that were not completed within the calendar year.
Use of Funds	The funds can only be used on Council-approved projects. Any unspent funds will be returned to the originating reserve.
Optimal Balance	100% of the unspent approved budget.
Duration	Ongoing
Interest Bearing	No

DRAFT

Reserve Name	Dillon Stork Youth Ambassador Award Reserve
Reserve Category	Specific Purpose
Purpose	To hold funds received to facilitate the yearly Dillon Stork Youth Ambassador Award. The award is to recognize a youth individual or group who has contributed to their community and been an ambassador for the community.
Source of Funding	One-time funding from a donation
Use of Funds	These funds are distributed through an application process managed by Family and Community Support Services, and are granted based on an evaluation of the submitted application.
Optimal Balance	Not applicable
Duration	Until the balance reached zero
Interest Bearing	No

DRAFT

Reserve Name	Land Reserve
Reserve Category	Specific Purpose Reserve
Purpose	To fund land acquisition and maintenance of land classified under the Land Available for Resale Inventory.
Source of Funding	<ol style="list-style-type: none"> 1) Proceeds from the sale of Land 2) Other sources as approved by Council.
Use of Funds	<ol style="list-style-type: none"> 1) Future purchase of land 2) Servicing Cost 3) Cost associated with the purchase or disposal of Land. 4) Engineering or planning studies are required for the preparation of land for resale or improvement.
Optimal Balance	Not Applicable
Duration	Ongoing
Interest Bearing	No

Reserve Name	Fire Building Reserve
Reserve Category	Specific Purpose
Purpose	To hold funds received from the County of Lacombe related to the sale of equity in the fire hall
Source of Funding	1) Proceeds from the sale of the Fire Hall
Use of Funds	Funds will be held until the agreement is complete.
Optimal Balance	The amount stipulated in the Fire Services Agreement
Duration	Ongoing
Interest Bearing	No

DRAFT

Reserve Name	Offsite Levy Reserve - Stormwater
Reserve Category	Developer Levy Reserve
Purpose	To assist with financing the Town's infrastructure related to growth and development
Source of Funding	1) Developer levies, which are collected through a developer agreement that establishes levy payments and specific projects to be completed.
Use of Funds	For future expansions of the Town's stormwater infrastructure network,
Optimal Balance	Not Applicable – Development contributions are on a uniform per-hectare basis. The balance could be in a negative state if the Town frontends development.
Duration	Ongoing
Interest Bearing	Yes

DRAFT

Reserve Name	Offsite Levy Reserve - Transportation
Reserve Category	Developer Levy Reserve
Purpose	To assist with financing the Town's infrastructure related to growth and development.
Source of Funding	1) Developer levies, which are collected through a developer agreement that establishes levy payments and specific projects to be completed.
Use of Funds	For future expansions of the Town's Transportation network.
Optimal Balance	Not Applicable – Development contributions are on a uniform per-hectare basis. The balance could be in a negative state if the Town frontends development.
Duration	Ongoing
Interest Bearing	Yes

DRAFT

Reserve Name	Offsite Levy Reserve - Water
Reserve Category	Developer Levy Reserve
Purpose	To assist with financing the Town's infrastructure related to growth and development.
Source of Funding	1) Developer levies, which are collected through a developer agreement that establishes levy payments and specific projects to be completed.
Use of Funds	For future expansions of the Town's Water System network.
Optimal Balance	Not Applicable – Development contributions are on a uniform per-hectare basis. The balance could be in a negative state if the Town frontends development.
Duration	Ongoing
Interest Bearing	Yes

DRAFT

Reserve Name	Offsite Levy Reserve - Wastewater
Reserve Category	Developer Levy Reserve
Purpose	To assist with financing the Town's infrastructure related to growth and development.
Source of Funding	1) Developer levies, which are collected through a developer agreement that establishes levy payments and specific projects to be completed.
Use of Funds	For future expansions of the Town's Wastewater System network.
Optimal Balance	Not Applicable – Development contributions are on a uniform per-hectare basis. The balance could be in a negative state if the Town frontends development.
Duration	Ongoing
Interest Bearing	Yes

DRAFT

Reserve Name	Municipal Land Reserve
Reserve Category	Restricted Reserve
Purpose	To hold funds received by developers in place of required municipal land dedications (municipal reserve land, school reserve land) the interest earned on that money as per Municipal Government Act
Source of Funding	1) Developer payments in lieu of providing municipal reserve land 2) Sale proceeds from the disposal of any municipal or school reserve land
Use of Funds	May only be used for purposes referred to in the MGA; a public park, a public recreation area, school board purposes, and separate areas of land that are used for different purposes.
Optimal Balance	Not Applicable
Duration	Ongoing
Interest Bearing	Yes

Appendix A - Reserve Transfer Summary

Reserve Name	Account Type	GL Account #	Adjustment Amount	Consolidate To
Affordable Housing Allowance	Operating	4-00-03-710	\$-7,500.00	General Operating
Fire	Operating	4-23-00-710	\$-36,813.58	General Operating
Disaster	Operating	4-24-00-710	\$-311,300.00	General Operating
Streets	Operating	4-32-00-710	\$-12,067.98	General Operating
Water	Operating	4-41-00-710	\$-105,070.80	Water Capital
Sewer	Operating	4-42-00-710	\$-55,563.97	Waste Water Capital
Garbage	Operating	4-43-00-710	\$-63,858.50	Solid Waste Capital
Environment	Operating	4-49-00-710	\$-75,000.00	General Operating
FCSS	Operating	4-51-00-710	\$-8,900.00	General Operating
Cemetery	Operating	4-56-00-710	\$-450.00	General Operating
Downtown Revitalization Incentive	Operating	4-69-01-710	\$-8,000.00	General Operating
IT Capital	Capital	4-12-09-760	\$-102,454.89	General Capital
Civic Centre	Capital	4-12-20-760	\$-86,458.01	General Capital
Police	Capital	4-21-00-760	\$-109,200.00	General Capital
Fire	Capital	4-23-00-760	\$-48,113.51	General Capital
Streets	Capital	4-32-00-760	\$-559,776.83	General Capital
Signalization	Capital	4-32-01-770	\$-701,571.69	Rollover
Transit	Capital	4-34-00-760	\$-270,830.60	Fleet & Equipment
Storm Sewer	Capital	4-37-00-760	\$-153,018.89	General Capital
P&D Survey	Capital	4-61-00-770	\$-39,691.74	General Operating
Parks	Capital	4-72-04-760	\$-387,463.67	General Capital
Rink	Capital	4-72-06-760	\$-20,552.38	General Capital
Arena	Capital	4-72-07-760	\$-190,060.63	General Capital
Hall	Capital	4-72-08-760	\$-49,947.76	General Capital
All-Star Park	Capital	4-72-09-760	\$-12,125.40	General Capital
Comm Serv Shop	Capital	4-72-12-760	\$-9,000.00	General Capital
Parks & Rec	Capital	4-72-91-780	\$195,567.31	Rec Contributions - Parks and Facilities
			\$-3,229,223.51	

MEETING DATE: September 23, 2025

PREPARED BY: Rick Kreklewich, Director of Community Services

PRESENTED BY: Rick Kreklewich, Director of Community Services

SUBJECT: **Municipal Service Level Inventory – FCSS**

BACKGROUND

In recent years, the Town of Blackfalds has been developing a Municipal Service Level Inventory (MSLI) for all departments. The MSLI is a strategic means of understanding current service levels and determining gaps or shortfalls that impact service delivery to our residents. The current MSLI captures the full scope of the services provided by the Town with the goal of evolving into a more detailed review of each department to improve service delivery.

The Town has contracted McCarroll Consulting to work along with Administration and Council to understand our current service level delivery. As part of the evolution of the MSLI, a detailed review of the Family and Community Support Services service level delivery was conducted with other departments to be included in future years. McCarroll Consulting met with staff, FCSS Board members, community organizations and municipal leaders and developed a report for Council to review that highlights input summaries and key recommendations to improve service delivery for FCSS. By closely reviewing each department and gaining an understanding of each area, Administration and Council can work toward clarifying expectations and developing a more strategic plan for improving service levels.

The service level report was presented to Council at the Standing Committee of Council on September 15, 2025. As a result of questions that were raised around metrics for the programs being offered and the groups and organizations consulted some minor edits were made to the report.

DISCUSSION

Administration would like to clarify that surveys were only sent to organizations that provided program or service delivery to youth and seniors as it was identified that there could be some overlap between those organizations and FCSS. The Recommendations and Input Summary – Page 5 of the report was amended to list the organizations that received and responded to the survey.

As part of the recreation and culture review that will be completed in 2026, it is the intention that a broader range of community groups will be consulted to provide a better understanding of the recreation and culture programs or activities that are available within the community.

In addition to the noted amendment above the Service Level Report now includes a link to the FCSS budget as well as the 2024 Town of Blackfalds FCSS Report Submission to the Government of Alberta and the 2024 FCSS Annual Report. These additional documents will provide the metrics that Council requested.

Administration is recommending that Council accept the revised report and discuss the recommendations further during budget deliberations.

RECOMMENDATION

That Council consider the following motion:

1. That Council accept the FCSS Service Level Report and Recommendations and Summary of Input as information as amended and directs Administration to discuss further at budget deliberations.

ALTERNATIVES

- a) That Council refer the Municipal Service Level Inventory – FCSS back to Administration for additional information.

ATTACHMENTS

- *FCSS Service Level Report*
- *FCSS Service Level Review – Recommendations and Summary of Input*
- *2024 Town of Blackfalds FCSS Report Submission to the Government of Alberta*
- *2024 FCSS Annual Report*

APPROVALS



Kim Isaak,
Chief Administrative Officer



Department Director/Author

FCSS Service Level Report

1. FCSS Overview

The Family and Community Support Services (FCSS) department at the Town of Blackfalds provides preventative social programs that strengthen the well-being of individuals and families across the community. By identifying and responding to local social needs, issues, and service gaps, FCSS ensures that programming and services address the most important priorities of residents. Working in collaboration with local partners and agencies, FCSS plays an active role in building resiliency and supporting a strong, healthy, and socially sustainable Blackfalds.

2. Services Provided by FCSS

Please see the MSLI for more information about each service.

Services	Description
Social Preventative Programming Grant Funding	Reviews annual applications for social preventative programming and recommend Town Council's allocation of budgeted granting dollars to various groups and organizations in the community.
Support Programs	FCSS provides a variety of support programs to Blackfalds residents who meet the eligibility requirements and demonstrate financial need. These programs help reduce barriers and ensure children within Blackfalds have access to school supplies, winter coats, and Christmas hampers. These programs rely heavily on community donations and events such as the Winter Warmth Fundraiser which is planned and hosted by FCSS.
Youth Programming	Offer programs, presentations and special events through registered and drop-in activities such as Blackfalds Youth Crew (Grades 4-6, Grades 7-12, and Homeschool group), Child Safe Canada Home Alone Safety course, Babysitting course, Youth Cooking Club, Rainbows (Youth Bereavement Support Group), Youth Engagement Programming (develops resiliency, social emotional skills, connection to community etc.) and events such as, Youth Night Out and Youth Week which occurs Annually from May 1 - 7.
Seniors Programming	Provide social preventative programming for seniors in the community (ie Snow Angels Program, collaboration with the Golden Circle Outreach Program, Seniors Home Support, and Vibrant Living newsletter. Annual coordination of Seniors Week in early June).
Employment Supports	Update job board weekly with printing and faxing service available. Run the Community Volunteer Income Tax Program.

<p>Develop Community Partnerships/Community Engagement</p>	<p>Develop partnerships and collaboratively work with local groups and organizations to support and enhance social support services available to the residents of Blackfalds. FCSS coordinates bi-monthly interagency meetings to engage local and regional organizations. Promotes the public awareness of community development issues. Hosts the Community Info Expo in the fall.</p>
<p>Information, Referrals, Support Services, Consultation, and Navigation Services</p>	<p>Supporting citizens to access services throughout the community as needed. Provide public information and resources to inform residents about available social services. Offer initiatives and support to schools, local organizations, and residents of all ages to enhance awareness and access to social services programs, including referral services and awareness campaigns. Offers consultation and navigation services for school-aged children, youth, adults, and families.</p>
<p>Volunteer Services</p>	<p>Promote volunteerism and refer potential volunteers to volunteer opportunities available in the community. Organize annual community volunteer appreciation events. Collaborate with local organizations to provide volunteer recognition programs which recognizes students, adults and organizations who have made outstanding contributions to our community through volunteerism.</p>

3. Service Delivery Model: Collaboration Criteria and Processes

FCSS is a partnership between the provincial government and the municipality. Its mandate for preventative social programming is large and broad which gives the municipality latitude to serve local needs. At the same time, the broad mandate is also challenging because there are so many diverse service options that FCSS can fulfil.

To narrow down the most important social needs for the community, priorities for Blackfalds are established in the “2022 Social Needs Assessment” (which was received by Council for information in 2024).

In the past, there were fewer non-profits and community organizations operating that could help support the social needs of Blackfalds residents, so the Town took the lead role in providing these services. In more recent years, community organizations have begun to operate in the area. Their services and programming evolve based on volunteer numbers, capacity, and grants received, and more. This requires FCSS to be responsive in which programs and services it provides, at what level, and how it is delivered.

All partners, including the Town and FCSS department, want to best use the resources available to produce maximum value for the community without competing or duplicating services.

Therefore, the Town uses the criteria to determine:

- when to deliver the service directly from FCSS
- when to empower and support other community organizations to provide services
- when to fund other partners' services
- when and how to collaborate with community organizations
- relationship between FCSS and municipal departments such as Children's Services, Fitness, and Events.

Service Delivery	Criteria For Who and How the Service is Delivered
Deliver the service directly from FCSS	<ul style="list-style-type: none"> - free, preventative social support often of a sensitive, personal nature that only FCSS is able to provide - lack of existing service in the community (to fill current gaps)
Empower and support other community organizations to provide the service	<ul style="list-style-type: none"> - recreation and leisure activities
Fund other partners' services	<ul style="list-style-type: none"> - utilize the annual grant application process to triage funding requests from community organizations for special initiatives (typically not for ongoing operations)
Collaborate with community organizations	<ul style="list-style-type: none"> - each organization can contribute unique skill sets, funding, and/or experience to maximize resources and community impact
Support other municipal departments such as Children's Services, Fitness, and Events	<ul style="list-style-type: none"> - events that are primarily recreation or leisure based are led by other municipal departments (and supported by FCSS for filling volunteer spots where needed)

Prioritization for Determining Services FCSS Provides and At What Service Level

1. FCSS mandate of preventative social services and FCSS provincial outcomes measures
2. Greatest community need for services as outlined in the Social Needs Assessment
3. Staff available capacity (based on budget allocation for FTE amount)
4. Budget availability for supplies

Differences Between FCSS Services and Some Community-Provided Services

Youth Programming

- Boys and Girls Club (paid service) – currently are more child-care related but have hopes to expand to additional youth programs
- Blackfalds Youth Crew (no charge) – families that access this program typically do so because it is free
- Library primarily focuses on programming for preschool ages where FCSS youth programming primarily focuses on Grades 4-12

- FCSS is starting to facilitate coordination between community organizations who support youth to ensure there is no duplication or competition

Seniors' Programming

- The purpose of the Seniors' Club is leisure while FCSS' purpose is to provide resource navigation, referrals, and preventive social services which are often more complex and fall outside the scope of what the Senior's Club offers
- Seniors' Club receives rental space in-kind at the Community Centre from the municipality
- As the Seniors' Club grows in size and capacity, they could possibly start organizing their own leisure / recreation programming

Children's Events (such as Easter Event)

- FCSS used to oversee these events but they have been transferred to the Abbey Centre Children's Services (who also look after child-minding and kids' camps)

Volunteer Recruitment and Coordination

- FCSS recruits volunteers for FCSS-specific programs such as Snow Angel, Income Tax Program as well as numerous municipal-organized events such as Blackfalds Days
- FCSS previously recruited volunteers for Boards and Committees but this work has recently been transferred to Legislative Services

4. FCSS Budget

The 2024 FCSS Budget is included in Appendix A.

5. Attachments with FCSS Metrics and Outcomes

- 2024 Town of Blackfalds FCSS Report Submission to the Government of Alberta
- 2024 FCSS Annual Report

Appendix A
2024 FCSS Budget

2024 OPERATING BUDGET - Cost Center - 51-00 FCSS

DESCRIPTION:

Family and Community Support Services is a partnership agreement between the province and the municipality under which locally-driven preventative initiatives can be developed to enhance the social well being of individuals, families and the community. Programs are delivered directly by municipal staff and indirectly through grant funding and partnerships with eligible agencies and organizations in the community.

Actuals are as at time of printing.

SERVICES PROVIDED:

As determined through Social Needs Assessments and Master Plans Blackfalds FCSS provides preventative social program with a focus on identified areas including all members of the community and all vulnerable populations. FCSS builds strength in the community through information and referrals as well as relationship building with partners that meet gaps in service for those in need.

PROPOSED CHANGES:**Revenues:**

The overall revenues for 51-00 FCSS has a proposed increase of 5.51% or \$14,575.00

Increase in program revenue (300) based on 2022 actuals.

Increase in GOA funding 4.5% (10,275).

Expenses:

The overall expenses for 51-00 FCSS has a proposed increase of 10.04% or \$50,038.00

Increase in Salaries, Wages, and Employer Contributions due to regular step increases, 2% COLA, and increased benefit costs.

Increase in Seniors Home Support (1,000) based on 2022 actuals.

Actual expenses in excess of budget are funded from additional grant funding received to cover the overages.

2024 OPERATING BUDGET - Cost Center - 51-00 FCSS

Historic Budget Comparison by Budget Year:

Division: 50 Social Services Department: 51-00 FCSS Family & Com Support Services

Costing Center: 51-00 FCSS

GL Account	2021 Budget	2021 Actual	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget
Revenues							
Drawn From Operating Reserve	250	250	250	0	250	0	250
FCSS - Other Revenue (Benevolent Fund)	0	0	0	1,700	0	10,403	12,000
FCSS - Other Revenue (In - Kind)	0	0	0	0	0	276	0
FCSS - Other Revenue (Leisure Access Pass)	0	19,023	0	1,180	0	6,697	6,000
FCSS - Other Revenue (Tools for Schools)	0	1,148	0	5,799	0	6,496	2,500
FCSS - Other Revenue (Xmas Bureau)	0	11,204	0	2,650	0	0	0
Gifts & Contributions	46,000	7,020	33,000	25,869	29,000	24,129	12,500
Lacombe County Cost Share Agreement	5,000	3,000	3,150	3,000	5,000	4,000	5,000
Other Revenue	10,000	6,705	7,000	10,190	500	1,290	500
Program Registration Fees	1,200	1,775	1,200	1,660	1,200	2,900	1,500
Prov Conditional Operating Grant	228,341	266,394	228,341	171,255	228,341	236,048	238,616
Transfer from Operating Reserve	0	0	50,000	97,713	0	0	0
	290,791	316,518	322,941	321,015	264,291	292,237	278,866
Expenses							
Advertising & Promotion	2,100	0	2,100	0	2,100	536	1,000
Auditor	0	0	2,000	8,319	0	0	0
Cell Phone	840	0	840	840	840	770	840
Contracted General Services	11,950	4,656	61,950	44,770	11,950	14,931	11,950
Electricity	4,000	4,354	4,000	3,879	0	0	0
Employer Contributions	78,815	68,260	75,293	58,747	81,186	59,496	93,266
Gas	2,200	1,996	2,200	2,450	0	0	0
General Goods & Supplies	3,500	2,246	2,932	3,697	3,500	4,895	3,500
General Goods & Supplies - Secondary	500	48	500	0	0	0	0
Goods/Supplies (Benevolent Fund)	12,000	0	12,000	3,666	12,000	15,731	12,000
Goods/Supplies (Leisure Access Pass)	6,000	0	6,000	0	6,000	0	6,000
Goods/Supplies (Tools for Schools)	2,500	372	2,500	6,575	2,500	6,857	2,500
Goods/Supplies (Xmas Bureau)	10,000	24,292	0	19,282	0	0	0
Grants to Organizations	23,500	23,500	23,500	23,500	23,500	31,207	23,775
Hourly Wages	216,830	212,350	213,442	200,559	180,753	172,495	209,033
Insurance	3,480	3,768	3,791	4,258	657	611	670
Memberships	1,550	800	1,550	1,040	1,550	1,560	1,790
Overtime	3,500	2,974	3,500	8,408	3,500	7,641	3,500
Postage	2,000	1,481	2,000	2,000	2,000	1,200	2,000
Printing	1,000	0	1,000	0	6,000	1,867	5,000
Program Expenses	45,800	36,057	29,300	46,905	39,300	27,615	44,300
Salaries	102,794	105,238	105,014	109,163	108,108	89,083	113,331
Shift Differential	200	231	200	247	200	184	200
Special Projects (One Time Grants to Org)	0	250	0	0	0	250	250
Telephone	1,000	970	1,000	3,094	1,800	1,879	2,100
Travel/Subsistence	3,000	3,623	4,968	5,905	6,000	3,450	6,000
Water Sewer Garbage	900	921	900	1,045	0	0	0
WCB	4,860	4,466	4,807	4,672	4,827	3,716	5,304
	544,819	502,852	567,287	563,023	498,271	445,974	548,309
Net Total	(254,028)	(186,334)	(244,346)	(242,008)	(233,980)	(153,736)	(269,443)

2024 OPERATING BUDGET - Cost Center - 51-00 FCSS

Changes to Cost Center:

GL Account	Changes	Percent Change	2023 Amount	2024 Amount
Revenues				
1-491-Program Registration Fees	Increased	25.00%	1,200	1,500
1-590-Other Revenue	Unchanged	0.00%	500	500
1-591-Gifts & Contributions	Decreased	56.90%	29,000	12,500
1-593-FCSS - Other Revenue (Tools for Schools)	New this year		0	2,500
1-594-FCSS - Other Revenue (Benevolent Fund)	New this year		0	12,000
1-597-FCSS - Other Revenue (Leisure Access Pass)	New this year		0	6,000
1-840-Prov Conditional Operating Grant	Increased	4.50%	228,341	238,616
1-851-Lacombe County Cost Share Agreement	Unchanged	0.00%	5,000	5,000
1-920-Drawn From Operating Reserve	Unchanged	0.00%	250	250
Total Revenues:			264,291	278,866
Expenses				
2-110-Salaries	Increased	4.83%	108,108	113,331
2-111-Overtime	Unchanged	0.00%	3,500	3,500
2-113-Shift Differential	Unchanged	0.00%	200	200
2-116-Hourly Wages	Increased	15.65%	180,753	209,033
2-130-Employer Contributions	Increased	14.88%	81,186	93,266
2-136-WCB	Increased	9.88%	4,827	5,304
2-211-Travel/Subsistence	Unchanged	0.00%	6,000	6,000
2-216-Postage	Unchanged	0.00%	2,000	2,000
2-217-Telephone	Increased	16.67%	1,800	2,100
2-218-Cell Phone	Unchanged	0.00%	840	840
2-221-Advertising & Promotion	Decreased	52.38%	2,100	1,000
2-224-Memberships	Increased	15.48%	1,550	1,790
2-226-Printing	Decreased	16.67%	6,000	5,000
2-250-Contracted General Services	Unchanged	0.00%	11,950	11,950
2-274-Insurance	Increased	1.98%	657	670
2-510-General Goods & Supplies	Unchanged	0.00%	3,500	3,500
2-551-Goods/Supplies (Tools for Schools)	Unchanged	0.00%	2,500	2,500
2-552-Goods/Supplies (Benevolent Fund)	Unchanged	0.00%	12,000	12,000
2-553-Goods/Supplies (Leisure Access Pass)	Unchanged	0.00%	6,000	6,000
2-561-Program Expenses	Increased	12.72%	39,300	44,300
2-770-Grants to Organizations	Increased	1.17%	23,500	23,775
2-771-Special Projects (One Time Grants to Org)	New this year		0	250
Total Expenses:			498,271	548,309

2024 OPERATING BUDGET - Cost Center - 51-00 FCSS

2024 Budget Detailed

GL Accounts	Comments	GL Account Subtotals	2024 Budget
Revenues			
040 Sale of Goods General			
1-491-Program Registration Fees	Red Cross Programming and other programs (increase based on 2022 actuals)		1,500
1-590-Other Revenue	Volunteer AB Grant 500		500
		Total:	2,000
080 Provincial Government			
1-840-Prov Conditional Operating Grant	GOA FCSS Agreement 238,616		238,616
		Total:	238,616
090 Local Government Grants			
1-851-Lacombe County Cost Share	Lacombe County FCSS Grant Application Process		5,000
		Total:	5,000
140 Other Revenue			
1-591-Gifts & Contributions	Additional Community Donations	500	
1-591-Gifts & Contributions	ME Global Volunteer Appreciation Support	3,000	
1-591-Gifts & Contributions	Winter Wear Fundraiser	9,000	
		<hr/>	12,500
1-593-FCSS - Other Revenue (Tools for			2,500
1-594-FCSS - Other Revenue (Benevolent			12,000
1-597-FCSS - Other Revenue (Leisure			6,000
		Total:	33,000
900 Funded from Reserve			
1-920-Drawn From Operating Reserve	Transfer for DS Youth Ambassador Award		250
1-960-Transfer from Operating Reserve	Transfer to fund the Social Needs Assessment		0
		Total:	250
		Total Revenues:	278,866
Expenses			
010 Salaries, Wages & Benefits			
2-110-Salaries			113,331
2-111-Overtime			3,500
2-113-Shift Differential			200
2-116-Hourly Wages			209,033
2-130-Employer Contributions			93,266
2-136-WCB			5,304
		Total:	424,634

2024 OPERATING BUDGET - Cost Center - 51-00 FCSS

GL Accounts	Comments	GL Account Subtotals	2024 Budget
020 Contracted & General Services			
2-211-Travel/Subsistence	Conferences & training costs		6,000
2-216-Postage			2,000
2-217-Telephone	Telephone allocations updated across cost centres		2,100
2-218-Cell Phone	Cell Phone reimbursement		840
2-221-Advertising & Promotion			1,000
2-224-Memberships	AB Volunteer Membership	350	
2-224-Memberships	College of AB Social Work	400	
2-224-Memberships	FCSSAA Annual Membership	1,040	
		1,790	1,790
2-226-Printing	Allocate printing costs from IT		5,000
2-250-Contracted General Services	2x Youth Retreat	3,000	
2-250-Contracted General Services	Fresh Air Art	1,500	
2-250-Contracted General Services	Other opportunities as they arise	1,000	
2-250-Contracted General Services	School Presentations	2,000	
2-250-Contracted General Services	Volunteer Appreciation Presentations	2,500	
2-250-Contracted General Services	Youth Wellness	1,950	
		11,950	11,950
2-274-Insurance	Liability - allocated across all cost centres		670
		Total:	31,350
030 Materials & Supplies			
2-510-General Goods & Supplies			3,500
2-511-General Goods & Supplies - Secondary	Stationary		0
2-551-Goods/Supplies (Tools for Schools)			2,500
2-552-Goods/Supplies (Benevolent Fund)			12,000
2-553-Goods/Supplies (Leisure Access Pass)			6,000
2-561-Program Expenses	BYC	6,000	
2-561-Program Expenses	Canada Safe Home Alone	400	
2-561-Program Expenses	Community Engagement Initiatives	1,500	
2-561-Program Expenses	Employment Supports	500	
2-561-Program Expenses	Interagency	2,100	
2-561-Program Expenses	Leaders of Tomorrow / Youth Recognition	4,000	
2-561-Program Expenses	Other Programming	2,000	
2-561-Program Expenses	Rainbows grief & coping school programs	750	
2-561-Program Expenses	School Programming	2,000	
2-561-Program Expenses	Seniors Home Support (increase based on 2022 actuals)	4,000	
2-561-Program Expenses	Seniors/Intergenerational Programming	1,500	
2-561-Program Expenses	SNA Program Priorities - Top priorities from SNA	5,000	
2-561-Program Expenses	Volunteer Appreciation Events	2,000	
2-561-Program Expenses	Volunteer Support	2,000	
2-561-Program Expenses	Winter Wear	9,000	
2-561-Program Expenses	Youth Cooking Club	550	

2024 OPERATING BUDGET - Cost Center - 51-00 FCSS

GL Accounts	Comments	GL Account Subtotals	2024 Budget
2-561-Program Expenses	Youth Week	1,000	
			44,300
		Total:	68,300
040 Transfers to Local Boards & Agencies			
2-770-Grants to Organizations	Annual Grant Program for community		23,775
2-771-Special Projects (One Time Grants to	DS Youth Ambassador Award		250
		Total:	24,025
		Total Expenses:	548,309
		Net Total:	(269,443)

2024 OPERATING BUDGET - Cost Center - 51-00 FCSS

3 Year Forecast:

	2024	2025	2026
Revenues			
1-491 Program Registration Fees	1,500	1,500	1,500
1-590 Other Revenue	500	500	500
1-591 Gifts & Contributions	12,500	12,500	12,500
1-593 FCSS - Other Revenue (Tools for Schools)	2,500	2,500	2,500
1-594 FCSS - Other Revenue (Benevolent Fund)	12,000	12,000	12,000
1-597 FCSS - Other Revenue (Leisure Access Pass)	6,000	6,000	6,000
1-840 Prov Conditional Operating Grant	238,616	238,616	238,616
1-851 Lacombe County Cost Share Agreement	5,000	5,000	5,000
1-920 Drawn From Operating Reserve	250	250	250
Total Revenues	278,866	278,866	278,866
% Increase: Revenues		0.00%	0.00%
Expenses			
2-110 Salaries	113,331	118,682	124,193
2-111 Overtime	3,500	3,500	3,500
2-113 Shift Differential	200	200	200
2-116 Hourly Wages	209,033	216,027	223,308
2-130 Employer Contributions	93,266	95,242	97,230
2-136 WCB	5,304	5,430	5,561
2-211 Travel/Subsistence	6,000	6,000	6,000
2-216 Postage	2,000	2,000	2,000
2-217 Telephone	2,100	2,100	2,100
2-218 Cell Phone	840	840	840
2-221 Advertising & Promotion	1,000	1,000	1,000
2-224 Memberships	1,790	1,790	1,790
2-226 Printing	5,000	5,000	5,000
2-250 Contracted General Services	11,950	11,950	11,950
2-274 Insurance	670	670	670
2-510 General Goods & Supplies	3,500	3,500	3,500
2-511 General Goods & Supplies - Secondary	0	0	0
2-551 Goods/Supplies (Tools for Schools)	2,500	2,500	2,500
2-552 Goods/Supplies (Benevolent Fund)	12,000	12,000	12,000
2-553 Goods/Supplies (Leisure Access Pass)	6,000	6,000	6,000
2-561 Program Expenses	44,300	44,300	44,300
2-770 Grants to Organizations	23,775	23,775	23,775
2-771 Special Projects (One Time Grants to Org)	250	250	250
Total Expenses	548,309	562,756	577,667
% Increase: Expenses		2.63%	2.65%
Net Total	(269,443)	(283,890)	(298,801)

FCSS Service Level Review: Recommendations & Summary of Input from FCSS Staff, Board, & Partners

Executive Summary of Recommendations

This FCSS Service Level Review explored what services are provided, at what level, and how they are delivered as well as strengths and gaps that exist.

Overall, the Town of Blackfalds' FCSS is a highly dedicated team delivering essential preventive and community-building services under significant resource constraints. Its role as both a program provider and frontline connector is deeply valued yet demand continues to grow significantly.

Key recommendations from the Service Level Review to be addressed include:

1. clarifying Council, Administration, and program expectations;
2. determining criteria for program delivery such as partnerships, collaborations, funding, and/or programming to maximize impact;
3. clarifying sustainable program delivery within available resourcing (or expanding resource allocation);
4. increasing communication and partnerships with community organizations; and
5. expanding seniors' programming to meet growing community needs (if additional resources can be allocated).

This direction and clarity will help FCSS continue providing preventative social supports to the community and support staff in their challenging work. Without addressing these recommendations, the Town risks FCSS being overextended which could compromise its ability to sustain the social services that residents depend on.

Input into Service Level Review

As part of the Service Level Review for FCSS, we asked for input from FCSS staff and municipal leaders, Board members, as well as partner community organizations about the strengths, challenges, and emerging needs of Blackfalds FCSS. The following sections provide summaries of the input from each group.

FCSS Staff and Municipal Leadership Input Summary

Theme 1: Highly Valued Community Connection and Frontline Preventive Social Services

FCSS serves as a trusted community hub. FCSS is often the first stop for residents seeking resources or referrals, particularly for vulnerable populations. This frontline accessibility enhances FCSS's credibility and connection, reinforcing its importance in the social fabric of Blackfalds. The department's services address many priority areas identified in the Social Needs Assessment. Their programs see rising demand each year.

FCSS delivers a wide variety of preventive and support programs across the lifespan. Youth initiatives (e.g., Youth Crew, life literacy, retreats, recreation activities) focus on skill-building and connection. Seniors' supports include walking clubs, social events, educational sessions, and the Vibrant Living newsletter. Essential community programs such as The Back to School Program, the Winter Coat Program, Christmas Bureau, and Community Volunteer Income Tax Program are highly valued. Collectively, these services help residents build resilience, strengthen connections, and access basic needs. Frontline services such as printing, faxing, and tech support for seniors fill important gaps left by other organizations.

Theme 2: Staffing and Resource Constraints

Every staff interview highlighted the daily reality of limited staff and budget. With only five core staff (several of which are part-time) capacity is stretched very thin across a growing portfolio of services. Staff are overextended and carrying out numerous programs "off the sides of their desks." While demand continues to grow—particularly for seniors' programming—resourcing has not kept pace. Capacity is at or beyond its maximum point; more services or increased service levels cannot be added without additional resources. The Town has explored ways to share the demand for services with other municipal departments or community organizations when suitable and will continue to do so. Please see the Service Level Report for more information.

Theme 3: Seniors' Programming and Demographic Shifts

An aging population is reshaping community needs. While youth services remain strong, seniors' supports are comparatively underdeveloped and delivered piecemeal. Staff and leaders stressed the community's desire for more dedicated seniors' programming and expanded opportunities. Housing and transportation also emerged as pressing issues limiting seniors' ability to thrive locally.

Theme 4: Partnerships and Collaboration

Partnerships with schools, the library, nonprofits, and other organizations are pursued to enhance program delivery and outreach. Interagency provides a useful opportunity to collaborate and connect.

Theme 5: Strategic Direction and Clarity

The province provides clear mandate for FCSS to provide preventive services but there is a perception of limited direction or support from Council regarding specific local priorities. This limited clarity makes it difficult to align FCSS's work with Council's vision or to secure adequate resourcing. Improved communication and clearer expectations could help Council, Administration, and staff to have a stronger collective understanding of FCSS's priorities and value.

For staff, it can seem that some members of Council and the community see FCSS only through a "programming lens" and overlook pre-crisis intervention, referrals, and behind-the-scenes work. In addition, the contributions and preventative impact of FCSS' work could be more recognized, valued, or celebrated.

FCSS Board Survey Summary

Q1: What are some of the most important services that FCSS provides to the community?

- Basic needs supports (food, clothing, school supplies, Christmas hampers).
- Targeted programs for youth, children, seniors, and low-income families.
- Mental health and housing supports.
- Opportunities for community engagement, social connection, and volunteerism.
- Capacity-building through grants and program funding.

Board members view FCSS as both a safety net provider of essential supports and a community-builder that strengthens social connection, volunteerism, and opportunities for vulnerable groups.

Q2: How would you describe the overall effectiveness of FCSS in supporting community well-being?

- Strong and positive impact across demographics.
- Inclusive programming accessible for youth, families, and seniors.
- Fosters belonging and community connection.
- Challenges in awareness and communication of services.
- Strength in prevention, accessibility, and partnerships.

Board members view FCSS as highly effective and impactful, especially in providing inclusive and preventive supports that enhance belonging and well-being. The main limitation identified is awareness and communication which are challenges for many municipal services.

Q3: What are some of FCSS's best strengths?

- Strong community relationships and trust.
- Skilled and dedicated staff and leadership.
- Support for families and individuals in need.
- Enhancing social connection and well-being.

Board members see FCSS's greatest strengths in its people (staff and leadership) and its community relationships. Together, they enable important programs that enhance well-being, support families, and strengthen social connections.

Q4: What challenges or gaps do you observe in FCSS's current service?

- Youth and Teen Programming: could expand age-specific programs to strengthen youth engagement and development.
- Supports for Seniors and Housing: could establish baseline needs assessments and tailored supports for seniors and housing-related challenges.
- Parent and Family Support: could develop parent-focused initiatives to complement existing family services.
- Resource Constraints (limited funding): could further explore partnerships, advocacy, or shared models to enhance sustainability.
- Volunteer Recruitment and Engagement: could invest in additional volunteer strategies and recognition to strengthen participation.
- Communication and Awareness: could enhance communications to increase visibility and understanding of FCSS's role.
- Strategic Implementation: could build clear action plans to move Social Needs Assessment recommendations into practice.

Board members identified additional youth programming, seniors' resources, and parent support as key service gaps alongside structural challenges such as limited funding, transportation barriers, and volunteer shortages. They also see a need to improve communication and implementation of strategic assessments, creating opportunities for FCSS to strengthen impact through targeted service expansion, partnerships, and clearer planning.

Q5: Are there emerging issues or trends that you believe FCSS could begin to address more proactively?

- Mental health needs require ongoing, proactive attention.
- Seniors' housing and supported living are emerging concerns.
- Economic and financial pressures on families highlight the need for financial literacy and resilience supports.
- Support for newcomers and new Canadians in Blackfalds.

Board members anticipate rising community pressures related to mental health, seniors' housing, and economic hardship and that FCSS could adopt a more proactive approach if additional resources were available. They also highlight the importance of supporting and welcoming newcomers.

Q6: Is there anything else you'd like to share about your experiences or perspectives on FCSS?

- FCSS staff are doing a great job fulfilling its mandate within the community and creating a positive impact with the budget that is available.

- The approaches are compassionate and cost-effective and are ensuring maximum value for each dollar invested.
- New board members are eager to learn and contribute to FCSS's mission and vision.

Board members express strong support and confidence in FCSS's role and staff and noted its effectiveness, compassion, and preventive value. They are committed to contributing and see FCSS as central to addressing both present and future community challenges.

Potential Future Focus Areas if Additional Resources Were Available

- Mental health supports.
- Seniors' housing and supported living options.
- Economic and financial resilience supports for families (e.g., financial literacy, cost-saving skills).
- Youth programming for pre-teens and teens.
- Supports for newcomers and new Canadians.
- Improved communication and visibility of FCSS's impact.
- Implementation of Social Needs Assessment recommendations.

Partner Organizations Survey Input Summary

The FCSS survey was distributed to: Interagency members, Big Brothers Big Sisters, Boys and Girls Club, Golden Circle, Seniors Club, FRN McMan, Library, Food Bank, Youth Unlimited, Schools / Social Workers, RCMP, as well as Alberta Health Services – Health Promotion Public Health (senior health education).

Responses were received from: Boys and Girls Club Wolf Creek, Blackfalds Food Bank, Blackfalds Public Library, Central Alberta Youth Unlimited, Big Brothers Big Sisters of Lacombe and District, two anonymous, as well as Health Promotion Public Health Primary Care Alberta.

Q1: From your knowledge, what are some of the most important services that FCSS provides to the community?

- Youth and senior programming are seen as key supports.
- Basic needs and practical assistance (school supplies, tax help, free faxing).
- Community engagement and volunteerism, including events and interagency meetings.
- Service navigation and support access for community members.
- Preventive, holistic role in strengthening community well-being.

Partners view FCSS as a central hub of preventive supports, blending practical services with programming that builds connection and resilience across age groups.

Q2: From your perspective, how would you describe the overall effectiveness of FCSS in supporting community well-being?

- Generally seen as effective, especially in filling service gaps and supporting youth/seniors.
- Valued and visible in the community, though some work happens behind the scenes.
- Opportunities to strengthen collaboration and resource pooling.
- Areas for growth in responsiveness to emerging needs and targeted programming.
- One critical view citing minimal engagement and collaboration.

Partners generally describe FCSS as effective and valued, but call for stronger collaboration, visibility, and responsiveness. This highlights FCSS's impact while underscoring opportunities for deeper partnership development.

Q3: In what ways does your organization currently interact or collaborate with FCSS?

- Funding support is highly valued by some organizations.
- Some excellent collaboration on programs and events (e.g., Christmas Bureau, Seniors Tea, community expos).
- Strong information sharing through Interagency meetings and resource distribution.
- Several partners report minimal or reduced collaboration or partnership attempts sometimes did not proceed or had low engagement.
- Strong desire for more reciprocal, intentional collaboration.

Partners describe mixed levels of collaboration ranging from strong program partnerships to minimal engagement. There is interest in deeper, more intentional collaboration and follow-through. The respondents indicated that this can be due to the fact that they are new organizations in the community and are learning the ropes for how they can partner with FCSS.

Q4: How well do you feel you understand the roles and responsibilities of FCSS?

- Some partners feel they understand FCSS's preventive focus and unique community role well.
- Others admit limited or unclear understanding, particularly for how FCSS operates Blackfalds as each FCSS across the province is unique.
- Experience level influences understanding; longer collaboration brings clarity.
- Need for clearer communication about specific roles and staff responsibilities.

Understanding ranges from strong to unclear. While the preventive mandate is recognized, partners are looking for greater clarity and visibility of roles to strengthen partnerships.

Q5: What challenges or gaps do you observe in FCSS's current service?

- Resource and capacity constraints due to large mandate and limited funding/staffing: could advocate for sustainable funding and expand partnerships.

- Centralization of services and transportation barriers limit access for some residents: could strengthen local delivery and partner to fill access gaps.
- Inconsistent communication and engagement: could enhance outreach and communication between organizations.
- Gaps in outreach to vulnerable/underserved groups (e.g., youth in crisis, culturally diverse populations): could expand targeted outreach and inclusion.
- Collaboration challenges including barriers to partnership and limited interagency impact: could redesign meetings and map services for stronger joint action.
- Specific gaps in youth supports (e.g., crisis help, leadership programs): could develop targeted programs and partnerships.

Partners highlight systemic challenges across the sector (funding, access, capacity) and opportunities to further increase collaboration, communication, and relationship building with new partners with dedicated time and effort.

Q6: Are there emerging issues or trends that you believe FCSS could begin to address more proactively?

- Financial and food insecurity as growing community concerns.
- Youth mental health needs requiring accessible, preventive supports.
- Increasing diversity points to a need for cultural inclusion and newcomer support.
- Safe spaces for youth (drop-in programs).
- Parent and family supports, including education and engagement.
- Homelessness identified as an emerging issue.
- Some uncertainty due to limited visibility into FCSS's current priorities.

Partners identify economic hardship, food insecurity, youth mental health, cultural inclusion, youth spaces, parent supports, and homelessness as key emerging issues. These trends emphasize the importance of proactive, partnership-driven approaches.

Q7: Is there anything else you'd like to share about your experiences or perspectives on FCSS?

- Recognition of FCSS's preventive work and contribution to well-being.
- Appreciation and positive experiences with FCSS staff.
- Curiosity about FCSS visibility and impact relative to funding with suggestions for further information sharing and measurable outcomes to increase understanding of FCSS.
- Partnership potential emphasized and openness to stronger collaboration.
- New and developing relationships with hope for future engagement.

Partners generally appreciate FCSS and its staff, valuing its preventive focus. At the same time, they highlight a desire for greater information, measurable outcomes, and stronger partnerships to increase visibility and impact.

Potential Future Focus Areas if Additional Resources Were Available

- Addressing funding and staffing capacity to match mandate.
- Improving clarity and communication about FCSS roles and responsibilities.
- Strengthening collaboration, mutual awareness, and follow-through with partners.
- Enhancing accessibility and addressing transportation barriers.
- Expanding outreach to underserved populations (youth in crisis, culturally diverse groups).
- Increasing supports for families and parents (education, engagement opportunities).
- Responding to financial insecurity, food insecurity, and homelessness.



FCSS Annual Report

Legal Name: TOWN OF BLACKFALDS

Seniors, Community and Social Services

2024 ANNUAL FCSS PROGRAM REPORT

This information is collected under the authority of the Family and Community Support Service Act, Regulation and section 8 (a) of the Family and Community Support Service Funding Agreement. The Municipality shall provide the Minister with annual reporting within one hundred twenty (120) days after the end of each year of the Term as outlined in section 9 of the Family and Community Support Services Funding Agreement.

SECTION 1 - Statement of Revenues and Expenditures

Revenues

Annual Funding Provided Under the Act (A)	Municipal Contribution (Minimum ¼ of the Amount on Line (C)) (D)
<input type="text" value="238,616.35"/>	<input type="text" value="59,654.09"/>
Total Potential Provincial Carryover (Previous Year) (B)	Total Grant Transfer(s) Received (E)
<input type="text"/>	<input type="text" value="8,000.00"/>
Provincial Funding Withheld + Returned (B1)	Total of Other External Revenues Value (F)
<input type="text"/>	<input type="text"/>
Total Annual Provincial Funding (A + B - B1 = C) (C)	Total Revenues (C + D + E + F = G) (G)
<input type="text" value="238,616.35"/>	<input type="text" value="306,270.44"/>

Expenditures

Direct Delivery of Programs (H)

346,179.00

Indirect Delivery of Programs (I)

23,775.00

Total Administration Cost (J)

44,785.00

Total Grant Transfer(s) Sent (K)

Total Expenditures (H + I + J + K = L) (L)

414,739.00

Returned Amount

Total Surplus (Deficit) (G – L = M) (M)

-108,468.56

Total Potential Provincial Carryover

Provincial Portion Requested for Carryover

0

Provincial Portion Approved for Carryover (N)

Matching Municipal Portion for Carryover

Total Potential Carryover

Provincial Funding Requested to be Withheld

Provincial Funding Approved to be Withheld (N1)

SECTION 2 - Volunteers

Total Number of Volunteers who Supported FCSS Programs

Total Number of Volunteer Hours Contributed to FCSS Programs

305.00

1,789.25

SECTION 3 - Direct Delivery of Programs: Programs delivered directly by the Municipality/Metis Settlement.

Total Expenditures Related to the Direct Delivery of Programs

346,179.00

List of programs delivered directly by the Municipality/Metis Settlement:

Program Name	Description	Amount	Participants
Rainbows	Grief & Coping small group - collaboration with schools - children and youth develop positively. Supplies purchased for program.	\$679.4	1
Grant Seeking/Fundraising	Applying for funding to support Tools for Schools, Winter Coats for Kids & Christmas Bureau	\$5035.28	1
National Volunteer Week - Best of Blackfalds	Celebration of volunteerism, both youth and adult, in Blackfalds. Planning, coordination & staff facilitation of recognition & appreciation.	\$22018.69	377
Clean Up Blackfalds	Program to involve community members in cleaning up garbage around Blackfalds.	\$1428.88	160
Community Info Expo	Annual Registration Event bringing agencies together for community access.	\$3853.44	200
Winter Coat Program	Administration, coordination, facilitation of donated dollars to provide winter coats (purchased with donated dollars) to support low income children.	\$20188.43	176
Early childhood community	Agency relationship building, networking,	\$1055.66	10

Program Name	Description	Amount	Participants
organization support	sharing		
Seniors Walking Club	Bi-weekly walking club for seniors	\$5818.53	108
It's More than a Movie	A monthly seniors event that reduces isolation and encourages connection and a sense of community- summers off.	\$3856.06	50
Summer Culture Series	Summer Culture Series Volunteer recruitment & coordination	\$1955.2	12
FCSS Advisory Board Administration	FCSS Volunteer Advisory Board administration facilitation, preparation etc.	\$21652.02	12
Newsletters	Volunteer & Vibrant Living Newsletters distributed monthly to enrolled community members	\$4289.84	291
Seniors Home Support	Contract service purchased from Lacombe FCSS - light housekeeping, occasional meal preparation and assistance with groceries.	\$4497.83	5
Babysitters Course	Youth programming - improved social well-being of individuals	\$4373.46	54
Family Resource Network, cooperation	FRN relationship building, program planning, collaboration	\$1055.66	1
Child Safe Canada - Home Alone Safely	Home Alone safety program. Offered 10 times per year. Children ages 10+ participate and receive a certificate of completion. Children and youth develop positively	\$8,618	129
Snow Angels	Snow Angels - snow shoveling volunteer program to support older adults to stay in their homes	\$7,114	18
Youth Cooking Club	A youth cooking program created by Alberta Health Services that teaches youth in grade 5-7 essential cooking skills.	\$6378.81	30
Big Brothers Big Sisters relationship building/liaison	FCSS team support of local Big Brothers Big Sisters efforts. Involves collaborative planning, staff participation with mentoring programs & relationship building with local partners.	\$2489.16	1
Seniors Week	Celebrating seniors week - week long sessions for seniors to attend.	\$3,425	225

Program Name	Description	Amount	Participants
Community Information & Referral	General Inquiries for service available within and outside the community	\$39,821	2336
Volunteer recruitment, recognition, support, coordination	Supporting, encouraging, coordinating community volunteerism.	\$13595.18	305
Back to School Program - Blackfalds Tools 4 Schools Program	Administration, coordination, facilitation of donated dollars to ensure eligible children & youth (attending school in grades Kindergarten through 12) are set up for success.	\$16174.65	170
West Central Spring Regional Meeting	Collaboration of west central FCSS colleagues for spring meeting.	\$1,299	30
Christmas Bureau Program Support	Collaboration with local Food Bank to support Christmas Bureau Program - Administration, coordination, facilitation of donated dollars to ensure eligible, low income residents access a food hamper and gift cards to purchase gifts for their children.	\$11,327	432
Snacks with Santa	Volunteer recruitment & coordination for Abbey Centre program	\$1610.46	17
Family Easter Event - Improved social well being of community	Annual free family event hosted by collaborative community agencies to support family connected-ness.	\$2214.33	213
Food Bank Support	Information & Referral, applications, volunteer support, administrative support for computer, printing.	\$1789.5	250
School Workshops/assemblies	Supported schools to bring in special speakers, social media education, resilience & self esteem opportunities	\$3495.39	600
Municipal Rec Programming Volunteer support	Pool volunteer, Blackfalds Days & Camp Curious volunteer recruitment, screening & coordination	\$4498.31	57
Volunteer Christmas Open House	A drop-in event to show appreciation for community volunteers prior to Christmas.	\$2895.16	63
Inspiring Virtues - well-being & self esteem workshops	2 B Boys and GEMS- programming that is designed to help children and youth develop positively	\$2459.57	25

Program Name	Description	Amount	Participants
Youth Wellness Summer Programming	Wellness programming offered (Life Literacy Camp & Skateboarding) which teaches children new life skills/technical skills- Children and youth develop positively	\$4221.92	100
Community Volunteer Income Tax Program	CVITP - facilitation, coordination of volunteers, collection of & dissemination of information to provide low income tax returns.	\$2,679	103
Blackfalds Youth Crew	Weekly programming for youth 9-17 - Children and youth develop positive social relationships, a sense of community, and an increased support system.	\$17062.99	858
FCSS Team Meetings	FCSS team planning, support, cooperation	\$14833.67	5
Interagency	Bi-monthly meeting of social serving agencies sharing programming information	\$6,100	39
Council Board Volunteer Facilitation	Council's Board, Committee, Commission Board Volunteer recruitment, coordination, support	\$11,210	44
Employment Support	Information & Referral, outreach offered supports for community members seeking employment support.	\$1942.58	75
Seniors Assistance, Liaison, program planning	Supporting seniors, attending local seniors groups, relationship building, program planning.	\$4373.26	5
Youth Night Out	Youth event as part of Blackfalds Days event (in Spring) and a Fall event as well. Activities and social opportunities for youth in our community.	\$7588.24	246
FCSS Staff team Professional Development	Training undertaken by FCSS staff team - ACSW, Emergency Management, FCSSAA, Directors Network, First Aid, NACLAA, Service Canada, Volunteer AB, Affordability Payment Support, Naloxone, Volunteer Driver, CVITP	\$15,443	5
Outreach Community Support	Supporting residents to access the services and agencies they need in times of crisis - outreach ex: connecting victims of crime with local VSU, supporting residents to connect with income assistance, AISH, assisting with forms	\$25,965	150

Program Name	Description	Amount	Participants
	for affordable housing.		
Youth Week	Youth Week - activities throughout the week to acknowledge, celebrate and engage youth in the community. May 1-7.	\$3796.44	24

SECTION 4 - Indirect Delivery of Programs: Programs funded by the Municipality/Metis Settlements and delivered by an external organization.

Total Expenditures Related to the Indirect Delivery of Programs

23,775.00

List of programs delivered by an external organization:

Program Name	Organization Name	Description	Amount	Participants
BGC Wolf Creek	BGC Wolf Creek	Grant Funding- Start up costs for Out of School Programming	\$15,000	188
Mentoring Program	Big Brothers Big Sisters of Lacombe and District	Grant Funding - In School Mentoring / Traditional Matching - Children and youth develop positively	\$8,775	250

SECTION 5 - Program Outcomes: This section is automatically populated by completing the required outcome information in the "FCSS Delivery of Programs" form.

Total # of Participants in All Programs

Percentage of Positive Change

8,451.00

98.95

Outcome	% Experiencing Positive Change
Individual Outcome 1 - Individuals experience personal well-being.	100
Individual Outcome 2 - Individuals are connected with others.	97.93
Individual Outcome 3 - Children and youth develop positively.	99.12
Community Outcome 2 - Community social issues are identified and addressed.	100

SECTION 6 - Attachments

Review Engagement Report

Audit Report

Outcomes Information

Other Related Documentation

SECTION 7 - Certificate of Compliance

This is to certify that:

- **To the best of my knowledge and belief, the projects/services and expenditures included in this report comply with the requirements and conditions set out in the Family and Community Support Services Act and Regulation; and all expenditures and revenues relative to the Program have been included in the report.**
- **The 20% municipal contribution has been derived from the operating budget of the municipality.**

Director or Designate Compliance

Date of Signature

Rick Kreklewich

March 11, 2025

Chief Administrative Officer or Designate Compliance

Date of Signature

Kimberly Isaak

April 22, 2025

2024 FCSS Annual Report

New Staff:

In May we welcomed our new FCSS Manager Sawyer Hick.

In October we welcomed our new FCSS Youth Programmer Annette Brown.

Volunteer Hours:

In 2024, 305 volunteer positions were filled within the Town of Blackfalds which resulted in 1789 hours being dedicated towards volunteering.

Volunteer Recognition:

440 People attended the Volunteer Recognition Events including Best of Blackfalds on April 18th, Youth Recognition Night on May 2nd, and the Christmas Volunteer Open House on December 2nd.

Grant: Volunteer Alberta \$1200

Donation: MEGlobal \$3000

Awards Presented in 2024:

- Carol Simpson Volunteer of the Year- Robyn Devine (Robyn went on to receive the Stars of Alberta award in the Breaking Barriers category)
- Gloria House Mentor Award- Amanda MacLean
- Outstanding Group, Adult Category – Beyond Food Community Hub
- Leaders of Tomorrow, Elementary – Corrado Citrigno
- Leaders of Tomorrow, Junior High – Kennedy Bertelsen & Eva Boomer
- Leaders of Tomorrow, High School – Alice Frantz
- Dylan Stork Youth Ambassador Award – Ben Adey
- New award: Gary Kroetsch Volun-Told Award – Gary Kroetsch

Volunteer Programming:

Snow Angels Program:

- Volunteers: 27 individuals/families
- Residents who accessed the Program: 18
- 4 residents participating in the Neighbourhood Snow Angel Program

Seniors Programming:

- Funding: Lacombe County FCSS Additional Project Funding \$4000
- Donation: Blackfalds & District Agricultural Society \$6000
- Walking Club:
 - 108 people participated and attended 1574 times
 - 58 dates offered (2 during Seniors' Week)
- Registered Classes:

- 222 participants attended Fit & Functional classes held Tuesdays after Walking Club, Yoga classes on Monday and Wednesdays, as well as Chair Yoga on Fridays
- Monthly Movies:
 - 50 participants attended these monthly screenings a total of 195 times.

Total visits to the FCSS office in 2024= 2336

Winter Warmth Fundraiser: The 2024 Winter Warmth Fundraiser was a huge success due to the generous hearts of community members, we raised \$20,305 in support of the FCSS Winter Coat Program.

Support Programs:

Winter Coat Program:

176 children accessed the program. We again partnered with Mountain Wear House, who provided us with spectacular pricing. An in-office store for the convenience of our Blackfalds residents, where families choose a new, well-fitting, quality coat that they WANT to wear!

Christmas Bureau:

432 residents accessed the program:

This consisted of 254 children, 122 women and 56 men.

A total of 126 hampers were given to 103 families and 23 seniors/singles

This program continues to be a wonderful support to the residents of our community offering festive food, and gift cards for parents to purchase Christmas gifts for their children. These Christmas care hampers are carefully created, sourced, filled and delivered to those in our community who need extra care during the Holiday Season.

Tools for School:

170 students received support through the Blackfalds FCSS Back to School Program.

78 unique families accessed the program.

Families were given gift cards so that they could purchase the school items needed for their children, this ensures that each student is getting the items that they need for their unique grade, school and preference!

Community Volunteer Income Tax Program:

104 tax returns were completed free of charge for people with a low to modest income and a simple tax situation in the Town of Blackfalds. This ensures community members receive the benefits and credits they are entitled to.

Seniors Week:

11 events were held and 225 seniors participated.

Clean Up Blackfalds:

160 people from 19 unique groups participated.

Interagency:

6 meetings hosted with a total of 39 organizations, agencies and community groups attending. Averaging 18 individuals per meeting representing 16 different organizations.

Grant Funding:

\$15,000 was allocated to BGC Wolf Creek towards start up costs, and the remaining \$8775 was given to Big Brothers & Big Sisters Lacombe and District towards their mentoring programs.

Youth Programs:

Child Safe Canada Home Alone: Was offered 10 times and saw 129 youth participate.

Youth Cooking Club: Was offered 3 times and saw 30 youth participate.

Youth Night Out: Took place twice and had 246 youth in attendance.

Skateboarding: 13 sessions were offered and 10 youth registered for the program.

Inspiring Virtues: offered 4 sessions throughout the year and had 25 youth registered

Blackfalds Youth Crew: Saw 858 youth attend throughout 2024

Young Artists: Was offered for one session and had 12 youth in attendance

Skills to Survive: Was offered for one session and had 26 youth in attendance

Mission Impossible: Was offered over 3 sessions and saw 42 youth in attendance

Life Literacy Camp: Took place over 8 sessions and had 90 youth in attendance.

Youth Week: 24 youth participated in a variety of activities.

Lunchbox Program: These numbers aren't unique individuals, rather the accumulative total numbers through the year (Information provided directly from the Food Bank).

The numbers are:

Families: 4,644

Children: 12,150

MEETING DATE: September 23, 2025

PREPARED BY: Kim Isaak, Chief Administrative Officer

PRESENTED BY: Kim Isaak, Chief Administrative Officer

SUBJECT: **Treaty 6 Land Acknowledgement**

BACKGROUND

The Treaty Six Land Acknowledgement Review Committee has been working with elders since last January to develop a revised land acknowledgement that not only reflects the commitments of the Truth and Reconciliation Commission (TRC) but is meaningful and represents the ongoing commitment to relationship building.

At the suggestion of the elders, the draft acknowledgement was shared with local youths via the Buffalo Clan, which is comprised of students from both the junior and senior high schools. The feedback received was that the new acknowledgement carried a more authentic and genuine tone.

Council reviewed the draft acknowledgment at the August 18, 2025, Standing Committee of Council and directed it to a Regular Meeting of Council for approval. The following Treaty 6 Land Acknowledgement, once approved by Council, will be rolled out on September 30th during National Day for Truth and Reconciliation activities hosted by the Town of Blackfalds.

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 (Denay) 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.

As part of our ongoing commitment to respectful representation and alignment with Indigenous naming conventions, we have updated the spelling from “Treaty Six Territory” to “Treaty 6 territory.” This change reflects the commonly accepted format used by Indigenous communities and organizations, particularly in reference to Treaty 6 lands. The use of the numeral “6” and lowercase “territory” aligns with contemporary standards for acknowledging treaty lands in a way that is both accurate and culturally appropriate.

DISCUSSION

Administration is recommending that Council approve the revised Treaty 6 Land Acknowledgement with the formal unveiling on September 30, 2025 – National Day for Truth and Reconciliation in advance of a public viewing of the “Remembering the Children: The Red Deer Indian Industrial School.” The viewing will be held at the Community Centre at 1:00 PM.

Prior to the unveiling, FCSS is hosting a Truth & Reconciliation Walk starting at the Abbey Centre Amphitheatre from 11 am to 12 noon.

All members of the Committee found the process to be not only educational but rewarding and agree that this is just the start of the Town's ongoing commitment to relationship building and reconciliation.

FINANCIAL IMPLICATIONS

Minor costs associated with the plaque for unveiling the new acknowledgement. Funds will be budgeted in 2026 to install signage in various Town facilities.

ADMINISTRATIVE RECOMMENDATION

That Council consider the following motion:

1. That Council approve the revised Treaty 6 Land Acknowledgement with the formal unveiling on September 30, 2025 – National Day for Truth and Reconciliation in advance of a public viewing of the "Remembering the Children: The Red Deer Indian Industrial School."


ALTERNATIVES

- a) That Council refer the Treaty 6 Land Acknowledgement back to Administration for more information or amendments.

ATTACHMENTS

None

APPROVALS



Kim Isaak,
Chief Administrative Officer

Department Director/Author