

TOWN OF BLACKFALDS RECREATION, CULTURE & PARKS BOARD

Tayles Board Room – Civic Cultural Center – 5018 Waghorn Street
Wednesday, March 4, 2026 at 6:30 p.m.

AGENDA

1. WELCOME AND CALL TO ORDER

- 1.1 Welcome to the Recreation, Culture and Parks Board Meeting – March 4, 2026
 - 1.2 Call to Order
 - 1.3 Approval of Agenda
-

2. LAND ACKNOWLEDGEMENT

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

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

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

3. PRESENTATIONS

- 3.1
-

4. BUSINESS

- 4.1 Approval of Minutes from February 4, 2026
 - 4.2 Community Initiatives Grant Policy Discussion
 - 4.3 Community Initiatives Grant – Red Deer Kinsmen Club
 - 4.4 Public Use & Facility Rentals Policy Discussion
 - 4.5 Clarification on Council Update
 - 4.6 Abbey Centre Update
 - 4.7 Parks & Civic Facilities Update
 - 4.8 Eagle Builders Centre & Sterling Industries Sports Park Update
-

5. CONFIDENTIAL

None

6. ADJOURNMENT

MEMBERS PRESENT

Shane Hanson, Town of Blackfalds Councillor
Jim Sands, Town of Blackfalds Councillor
Mark Visscher, Lacombe County Representative
Kayla Marquis, Public at Large
Trent Kroetsch, Public at Large
Shauna Sawchuk, Public at Large
Louise Rellis, Public at Large
Steven Haraldson, 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

None

WELCOME AND CALL TO ORDER

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

Councillor Hanson moved That the Recreation, Culture and Parks Board approve the Agenda as amended.

CARRIED UNANIMOUSLY

TREATY SIX LAND ACKNOWLEDGEMENT

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

PRESENTATIONS

ChizCorner

Representatives from ChizCorner provided a presentation on their submission for the Eagle Builders Centre Lease Space 2.

Nick Young

Nick Young provided a presentation on his submission for the Eagle Builders Centre Lease Space 2.

Twerdo Holdings Inc.

Twerdo Holdings Inc. provided a presentation on their submission for the Eagle Builders Centre Lease Space 2.

Optimist Club of Blackfalds

Members of the Optimist Club of Blackfalds provided a presentation on a fundraising initiative for a toddler playground within Blackfalds. This initiative will be brought forward to a future Council Meeting.

BUSINESS

Board Nominations

The Recreation, Culture and Parks Board by acclamation, appointed Member at Large Kroetsch as Chair and Member at Large Rellis as Vice-Chair.

Member at Large Kroetsch moved That the Recreation, Culture and Parks Board approve the Board nominations.

CARRIED UNANIMOUSLY

Minutes

Member at Large Visscher moved That the Recreation, Culture and Parks Board approve the Minutes from December 3, 2025 as presented.

CARRIED UNANIMOUSLY

Arena Lease Proposals Discussion

The Recreation, Culture and Parks Board discussed the proposals and what was presented.

Member at Large Kroetsch moved That the Recreation, Culture and Parks Board recommend to Council to enter into a Lease Agreement with Nick Young to operate a skate-sharpening and sporting-goods business in Lease Space 2 at the Eagle Builders Centre.

CARRIED UNANIMOUSLY

Community Initiatives Grant Program Discussion

Member Kroetsch brought forward discussion about the Community Initiatives Grant to help open and ease the application and evaluation process. Administration will revisit the grant guidelines and the Council Policy and propose changes for the Board to review.

Community Initiatives Grant – U18A Provincial Championships – Blackfalds Minor Hockey

The U18A Provincial Championship Committee from Blackfalds Minor Hockey provided a Community Initiatives Grant application requesting \$2,500 towards offsetting costs related to materials (raffle, merchandise, printing, swag, player gifts/awards, etc.), music/announcing for all games, photographer, advertising, ice fees, official fees, banquet costs and Hockey Alberta Rep. costs.

Councillor Hanson moved That the Recreation, Culture and Parks Board recommend to Council to provide grant funding of \$2,500 to the Blackfalds Minor Hockey Association for the U18A Provincial Championships from the Community Initiatives Grant a total of \$2,500 from the Community Initiatives Grant for their event.

CARRIED UNANIMOUSLY

Revised Ice Allocation Policy

Administration made some changes to the Administrative Procedure related to ice allocation. The RCP Board suggested changes to the priority order to include regional organizations with representation of participants from Blackfalds and without. The Policy will be brought forward to Council at a later meeting.

Member at Large Rellis moved That the Recreation, Culture and Parks Board recommend to amend the Ice Allocation Policy priority to add the regional organizations with and without representation of Blackfalds participants and bring forward to Council.

CARRIED UNANIMOUSLY

RCP Board Meeting Schedule

The RCP Board discussed setting a meeting schedule to

Member at Large Kroetsch brought forward this item to formalize the RCP Board meeting schedule to a minimum of September, December, March and June of each year.

Recreation Master Plan Review

The Recreation Master Plan was provided to the RCP Board. It was developed in 2015 and the community is due for a new Recreation Master Plan as it is over 10 years old. It is linked on our website for anyone to view.

Abbey Centre Update

- Manager Simpson presented the monthly highlights

Parks and Facilities Update

- Manager Heindel presented the monthly highlights

EBC & Sterling Industries Sports Park Update

- Manager Barnes presented the monthly highlights

Council Update

Member at Large Kroetsch brought forward this item to receive a follow up to decisions made at Council that pertain the RCP Board.

MINUTES

Member at Large Visscher moved That the Recreation, Culture and Parks Board recommend that our Council representatives converse with the Mayor to determine if our Council representatives can relay information from Council Meetings to the RCP Board.

CARRIED UNANIMOUSLY

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

Chair Kroetsch adjourned the Recreation, Culture & Parks Board Meeting at 9:36 p.m.

-Original Signed-

Trent Kroetsch, Chair

-Original Signed-

Rick Kreklewich, Director of Community Services

MEETING DATE: March 4, 2026
PREPARED BY: Rick Kreklewich, Director of Community Services
PRESENTED BY: Rick Kreklewich, Director of Community Services
SUBJECT: **Community Initiatives Grant Discussion**

BACKGROUND

The current Community Initiatives Grant Policy (CP 185.24) was discussed at the February 4, 2026 Recreation, Culture and Parks Board Meeting. As stated, Administration reviewed the Policy and made changes to it as per the discussion as well minor clarification updates.

DISCUSSION

Administration is proposing changes to the Policy that reflect the RCP Board's rational. The following is a list of the proposed changes for the RCP Board to review:

- Consideration of providing the RCP Board with the authority to approve or deny applications, instead of a recommendation to Council for approval.
- The April deadline will be removed and instead, the four RCP Board Meeting dates per year will serve as the months in which the Board will review applications.
- Local organizations has been changed to organizations as organizations may be from outside of Blackfalds, but the initiative must take place within Blackfalds.
- Clarification was provided for the funding limit, set to a maximum of \$2,500 per calendar year.
- There was also an addition of grant recipients acknowledging the Town in promotional materials (standard amongst grants).
- Administration added a conflict of interest clause if RCP Board are approving or denying applications.
- Funding use was clarified in that it is being used for the purposed outlined in the application within the timeline.
- Minor wording changes and formatting.

ADMINISTRATIVE RECOMMENDATION

That the Recreation, Culture & Parks Board consider the following motion:

1. That the Recreation, Culture & Parks Board recommend to Council to approve Council Policy – Community Initiatives Grant, as presented.

ALTERNATIVES

- a) That the Recreation, Culture & Parks Board recommend to Council to approve Council Policy – Community Initiatives Grant, as amended.
- b) That the Recreation, Culture & Parks Board refer the Council Policy – Community Initiatives Grant back to Administration for further review.

ATTACHMENTS

- Community Initiatives Grant Policy 185.24
- Draft Council Policy – Community Initiatives Grant
- Community Initiatives Grant Guidelines & Application

COMMUNITY INITIATIVES GRANT

POLICY NO.:	
DIVISION DEPARTMENT	Community Services
REVIEW PERIOD	Every 4 years or upon Legislative Change

1. POLICY PURPOSE

- 1.1 The purpose of this Policy is to outline the Community Initiative Grant program and event grant funding criteria for Organizations hosting activities that take place within the Town of Blackfalds.

2. POLICY STATEMENT

- 2.1 The Community Initiatives Grant provides financial support to Organizations to deliver arts, culture, heritage, and recreation initiatives. These initiatives are to be programs, events or projects that take place within the Town of Blackfalds.

3. DEFINITIONS

- 3.1 **“Chief Administrative Officer or CAO”** means the individual appointed by Council to the position of Chief Administrative Officer as per the *Municipal Government Act*.
- 3.2 **“Council”** means the Council of the Town of Blackfalds elected pursuant to the *Local Authorities Election Act* of Alberta, as amended.
- 3.3 **“Organizations”** means a group of residents/ratepayers, service clubs, agencies/organizations, schools, sports organizations, groups sharing a common interest and located in Blackfalds, Lacombe County or representing a regional, provincial, or national entity.
- 3.4 **“Town”** means the municipality of the Town of Blackfalds.
- 3.5 **“Recreation, Culture and Parks Board and RCP Board”** means the Recreation, Culture and Parks Board that is appointed by Council and meets regularly to discuss matters relating to recreation, culture and parks within the Town of Blackfalds.

4. SCOPE

- 4.1 This Policy applies to Council, the Chief Administrative Officer and Organizations.

5. AUTHORITY AND RESPONSIBILITIES

5.1 Council to:

- 5.1.1 Adopt and support this Policy and any amendments by resolution.
- 5.1.2 Consider the allocation of grant funding for the successful implementation of this Policy in the annual budget process.
- 5.1.3 Receive an annual summary report from the RCP Board Chair outlining all grants awarded within the calendar year.

5.2 Chief Administrative Officer to:

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

6. POLICY

- 6.1 Organizations seeking Community Initiatives Grant funding are required to submit a Community Initiatives Grant Application
- 6.2 Incomplete applications may be returned to the applicant and may not be considered until all required information is provided.
- 6.3 Applications received will be awarded based on the following criteria:
 - 6.3.1 Fulfilling a need within the community.
 - 6.3.2 Encourage community participation.
 - 6.3.3 The cost to attend the initiative.
 - 6.3.4 Provide a positive and lasting impact on the community.
 - 6.3.5 The initiative must take place within the Town of Blackfalds.

- 6.4 Applications will be reviewed by Administration and the RCP Board. Applications will be reviewed at the September, December, March and June RCP Board Meetings. The RCP Board has full authority to approve or deny applications in accordance with this Policy.
- 6.5 Funding is subject to annual budget approval and available resources.
- 6.6 Organizations may receive a maximum of \$2,500 per calendar year.
- 6.7 Grant funding must be solely used for the purposes outlined in the application and within the approved timeline.
- 6.8 The RCP Board may approve full, partial, or no funding based on the application and available budget.
- 6.9 Organizations receiving funding must acknowledge the Town of Blackfalds' support in promotional materials where appropriate.
- 6.10 Organizations must submit a final report outlining associated costs, participation and/or attendance figures, and an overall summary of the initiative. Failure to provide a final report will affect future requests for funding.
- 6.11 Board members must declare any real or perceived conflict of interest and abstain from discussion and voting on the affected application.
- 6.12 The following groups will be considered ineligible:
- 6.12.1 Grants to individuals;
 - 6.12.2 Political based organizations/activities;
- 6.13 The following expenses will be considered ineligible:
- 6.13.1 Liquor expenses (including a liquor license); or
 - 6.13.2 Retroactive funding for previously held activities.
 - 6.13.3 Items for resale (including food).

7. RELATED DOCUMENTS

7.1 Blackfalds Community Initiatives Grant Guidelines & Application

8. 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

GUIDELINES

Purpose

The Community Initiatives Grant provides financial support to groups/organizations to deliver art, culture, heritage, sport, and recreation initiatives within the Town of Blackfalds. The grant is intended to assist groups/organizations to support diverse recreational and cultural activities, engage residents, strengthen community partnerships, and develop safe and accessible initiatives to provide a positive and lasting impact on the community.

Eligibility

Groups/organizations seeking to apply for financial support from the Community Initiatives Grant must demonstrate the following:

- The initiative must relate to an art, culture, heritage, sport and/or recreation activity. Examples include community art projects, festivals, art or culture programs, sporting events, performances, celebrations, etc.
- The initiative must take place within the Town of Blackfalds.

The following groups will be considered ineligible:

- Grants to individuals
- Political based organizations/events

The following expenses will be considered ineligible to receive grant funding:

- Liquor expenses (including a liquor license)
- Retroactive funding for programs/projects
- Items for resale (including food)

Funding Availability

The maximum amount a group/organization can apply for is \$2,500 per calendar year. Funding availability varies annually based on budget approval from Council. Please note that if funding is applied for and received one year, it does not mean that funding will be guaranteed for the following year. The Recreation, Culture and Parks (RCP) Board may approve full, partial or no

funding based on the application and available resources. Funding must be used only for the purposes outlined in the approved application. Any unspent funds must be reported to the Town and may be returned to the Town of Blackfalds to be reallocated to other applicants.

Application Review

Applications are reviewed by Administration and the RCP Board at the September, December, March and June RCP Board Meetings. The RCP Board has full authority to approve or deny applications in accordance with the Policy. Incomplete applications may be returned and may not be considered until all required information is provided.

Assessment Criteria

Applications will be assessed based on the ability to meet the criteria listed below:

1. Fulfill a need within the community:
 - The initiative addresses a clearly identified community need or gap
 - The initiative is relevant to current community interests or priorities
 - The initiative enhances opportunities not currently available in Blackfalds
2. Encouraging community participation:
 - The initiative is accessible and welcoming to various demographics
 - The initiative encourages engagement, volunteerism or collaboration
 - The initiative demonstrates potential for strong attendance or involvement
3. Cost to attend the initiative:
 - Costs are reasonable and appropriate
 - The initiative demonstrates value for participants
 - Efforts are made to reduce financial barriers
4. Providing a positive and lasting impact:
 - The initiative contributes to long-term community benefit
 - The initiative adds meaningful recreational, cultural or social value to the community
 - The initiative has potential for ongoing and/or future involvement

Requirements of Grant Applicants

Grant applicants are required to complete the Community Initiatives Grant Application Form in full and answer any follow-up questions as required. The budget should include all revenues and expenditures, in detail. A final report will be required as outlined below. Any significant changes to the approved initiative must be reported to the Town and may require re-approval by the RCP Board.

Outcomes

Community initiatives play an important role in Blackfalds' community development by providing opportunities to improve the quality of life of residents and create a positive and lasting impact. Successful initiatives will deliver engaging art, culture, heritage, sport and/or recreation opportunities through programming, events, or projects in Blackfalds that will engage residents, promote community well-being, celebrate diversity and heritage, and generate community spirit.

Funding Requirements

Funding must be used for the purposes specified and in the timeline indicated. The Town of Blackfalds must be notified if any approved funding is not expended to allow for funding to be used for other Community Initiative Grant opportunities.

Final Report

The Town of Blackfalds requires a complete final report to be received no later than 30 days after the completion of the event. The final report should include initiative details, actual revenues and expenditures, attendance and participation numbers, and an overall summary of the outcomes and community impact. Failure to submit a final report may affect future funding eligibility.

Contact Information & Support

Blackfalds Community Initiative Grant Information
Community Services Department

Town of Blackfalds

Box 220

Blackfalds, Alberta T0M 0J0

403.885.4677

info@blackfalds.ca

COMMUNITY INITIATIVES GRANT APPLICATION

**Please refer to the Community Initiatives Grant Information Package prior to filling out this application*

APPLICANT INFORMATION

Organization/ Group Name:	
Contact Person:	Phone Number:
Mailing Address & Postal Code:	
Email Address:	
Website (if applicable):	Social Media (if applicable):
Brief Organization Description:	

INITIATIVE INFORMATION

Dates/Times:
Location(s):
Please provide a brief description of the initiative?
How does the initiative fulfill a need with the community?

Personal information on this form will be used strictly for obtaining the prescribed consent. This information is collected under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy Act (FOIP) and will be protected under Part 2 of the Act. Questions regarding the collection and use of this information may be directed to the Records Management & FOIP Coordinator at foip@blackfalds.com or by phone at 403.885.6370.

COMMUNITY IMPACT

How does the initiative encourage community participation?

What is the cost to attend your program or event?

Is your group/organization receiving funding (donations, grants, sponsorship, other revenues) from other sources?

How will the initiative provide a positive and lasting impact on the community?

INITIATIVE BUDGET
**Please fill in the anticipated budget for your program/event or provide an attached budget*

Revenue:	Value \$	Details
Grants		
Donations		
Sponsorships		
Other Revenues		
Grant Amount Requested		
Total Revenues:		
Expenditures:		
Materials		
Artist/Instructor/Performance Fees		
Promotional Expenses		
Administrative Costs		
Insurance, Licencing		
Other Costs		
Total Expenditures:		
Deficit:		

Additional Information:

Name of Applicant (please print)

Signature of Applicant

Date

FOR OFFICE USE ONLY

Date Recieved:

Town of Blackfalds Staff Signature:

MEETING DATE: March 4, 2026
PREPARED BY: Rick Kreklewich, Director of Community Services
PRESENTED BY: Rick Kreklewich, Director of Community Services
SUBJECT: **Community Initiatives Grant – Red Deer Kinsmen Club**

BACKGROUND

The Community Initiatives Grant was established to help local groups improve their programs and support their community events. This not only helps them establish themselves as a self-sufficient group and generate buy-in/memberships, but it also takes pressure off Town staff to plan programs. A total of \$18,000 is currently budgeted in the 2026 budget for this initiative although the budget hasn't been approved yet for 2026.

DISCUSSION

On Feb. 6, Administration received a Community Initiatives Grant from the Red Deer Kinsmen Club for their slo-pitch/cornhole tournament being held at Sterling Industries Sports Park from June 5 to 7, 2026. The Red Deer Kinsmen Club is requesting \$2,500 towards offsetting costs related to entertainment, ball supplies, diamond rental fees and prizing. There is \$15,500 remaining in the proposed Community Initiatives Grant budget.

ATTACHMENTS

- Community Initiatives Grant – Red Deer Kinsmen Club

GUIDELINES

Purpose

The Community Initiatives Grant provides financial support to groups/organizations to deliver art, culture, heritage, sport, and recreation initiatives within Blackfalds. The grant will assist groups/organizations to create diverse cultural activities, engage residents, strengthen community partnerships, and develop safe and accessible initiatives to provide a positive and lasting impact on the community.

Eligibility

Groups/organizations seeking to apply for financial support from the Community Initiatives Grant must demonstrate the following:

- The initiative must relate to an art, culture, heritage, sport and/or recreation activity. Examples include community art projects, festivals, art or culture programs, sporting events, performances, celebrations, etc.
- The initiative must serve the community of Blackfalds.
- For-profit organizations eligible to apply provided that any proceeds from their initiative go toward a community initiative, program, or project deemed worthy. A copy of the budget must be included in the application and in the final report.

The following groups will be considered ineligible:

- Grants to individuals
- Political based organizations/events

The following expenses will be considered ineligible to receive grant funding:

- Liquor expenses (including a liquor license)
- Retroactive funding for programs/projects
- Items for resale (including food)

Application Review

Applications are reviewed by Administration and the Recreation, Culture and Parks Board and ultimately considered by Council. Applications will be reviewed up until the deadline on the second Friday of April.

Funding Availability

The maximum amount a group/organization can apply for is \$2,500 per application. Total funding varies per year based on budget approval from Council. Please note that if funding is applied for and received one year, it does not mean that funding will be guaranteed for the following year. Due to limited funding, all application requests meeting the assessment criteria may not receive funding.

Assessment Criteria

Applications will be assessed based on the ability to meet the criteria listed below:

- Fulfill a need within the community
- Encourage community participation
- The initiative is free to attend
- Will the initiative provide a positive and lasting impact on the community?

Requirements of Grant Applicants

Grant applicants are required to complete the Community Initiatives Grant Application Form in full and answer any follow-up questions as required. Grant amount requests (as a part of revenues) should not exceed the total expense incurred, thus providing a surplus for the initiative. A final report will be required as outlined below.

Outcomes

Community initiatives play an important role in Blackfalds' community development by providing opportunities to improve the quality of life of residents and create a positive and lasting impact. Successful initiatives will deliver engaging art, culture, heritage, sport and/or recreation opportunities through programming, events, or projects in Blackfalds that will engage residents, promote community well-being, celebrate diversity and heritage, and generate community spirit.

Funding Requirements

Funding must be used for the purposes specified and in the timeline indicated. The Town of Blackfalds must be notified if any approved funding is not expended to allow for funding to be used for other Community Initiative Grant opportunities.

Final Report

The Town of Blackfalds requires a complete final report to be received no later than 30 days after the completion of the event. The final report should include event details, actual financial numbers, attendance, and overall event summary.

Contact Information & Support

Blackfalds Community Initiative Grant Information
Community Services Department

Town of Blackfalds
Box 220
Blackfalds, Alberta T0M 0J0
403.885.4677
info@blackfalds.ca

COMMUNITY INITIATIVES GRANT APPLICATION

**Please refer to the Community Initiatives Grant Information Package prior to filling out this application*

APPLICANT INFORMATION

Organization/
 Group Name: Red Deer Kinsmen

Contact Person: Preston Weran Phone Number: 4033182655

Mailing Address & Postal Code: PO Box 82, Red Deer, AB, T4N 5E7

Email Address: pweran@yahoo.ca

Website (if applicable): reddeerkinsmen.com

Social Media (if applicable): Red Deer Kinsmen FB + Insta.

Brief Organization Description:

The Red Deer Kinsmen Club is a local chapter of Kin Canada, a nationwide service organization dedicated to fellowship, networking, and community service. The club has been one of the most active volunteer groups in Central Alberta, focusing on "serving the community's greatest needs".

INITIATIVE INFORMATION

Dates/Times: June 5-7th

Location(s): Sterling Industries Ball Park

Please provide a brief description of the initiative?

The Red Deer Kinsmen Club hosts an annual mixed slo-pitch tournament held the first weeken in June at Sterling Industries Sports Park in Blackfalds. This community event supports local causes, featuring live music, on-site beer gardens, and for 2026 will be raising funds for Youth HQ and Heart of Blackfalds. We will be doing a Cornhole tournament this year as well.

How does the initiative fulfill a need with the community?

Red Deer Kinmen will be raining funds to support Youth HQ (Camp Alexa) and Heart of Blackfalds. We will gather community from around Central Alberta to come to Blackfalds to support local businesses, camping locally and help raise community spirits and celebrate sports. More visitors from around the area helps increase Blackfalds reputation for parks and rec events.

COMMUNITY IMPACT

How does the initiative encourage community participation?

By coming out and putting together a team for slow pitch or cornhole, we will be giving the residents and visitors a great experience. There will be a live band and beer gardens to help social connections for Adults There will be a great family events and ability to watch fun sports for kids and families. Red Deer Kinsmen members, Youth HQ volunteers and families along with other Kinmen regional teams from around Alberta will be present. Event raising money for social and family programs for kids and families with limited support.

What is the cost to attend your program or event?

Softball teams are \$400 early bird and \$500 after May 1.
Cornhole is \$20 per entry

Is your group/organization receiving funding (donations, grants, sponsorship, other revenues) from other sources?

Yes, sponsorship efforts are underway.
We respectfully ask the Town for \$2,500 to be used to support this event. All income generated will be gifted to Heart of Blackfalds and Youth HQ.

How will the initiative provide a positive and lasting impact on the community?

This is a yearly event that has been a staple to the Town for a number of years. The excitement and funding generated will help support Youth HQ with camp Alexo and other programs for central Alberta youth. Heart of Blackfalds moneys will be used to help build their organization to host other events throughout the year.

INITIATIVE BUDGET		
*Please fill in the anticipated budget for your program/event or provide an attached budget		
Revenue:	Value \$	Details
Grants		
Donations		
Sponsorships		
Other Revenues		
Grant Amount Requested		
Total Revenues:		
Expenditures:		
Materials		
Artist/Instructor/Performance Fees		
Promotional Expenses		
Administrative Costs		
Insurance, Licencing		
Other Costs		
Total Expenditures:		
Deficit:		

Additional Information:
Budget attached.

Rod Deer Kiwsmen

Name of Applicant (please print)



Signature of Applicant

Feb 6, 2026

Date

FOR OFFICE USE ONLY

Date Recieved:

Town of Blackfalds Staff Signature:

2026 Kinsmen Slo-Pitch and Cornhole Budget

Revenue	Current Year
Ball - Registration (20 x \$400)	\$ 8,000.00
Cornhole - Registration (80 x \$25)/person (40 Teams)	\$ 1,000.00
Pitching Contest & Home Run Derby	\$ 500.00
Beer Gardens	\$ 3,000.00
Concession	\$ 2,000.00
Sponsorship	\$ 6,500.00

Total Revenue \$ 21,000.00

Expenses	Current Year
Concession Supplies	\$ 1,500.00
Beer Garden Supplies	\$ 2,000.00
Entertainment	\$ 2,000.00
Ball Supplies	\$ 500.00
Town of Blackfalds - Fees for Diamonds	\$ 1,600.00
Door Prizes & Raffle Prizes	\$ 500.00
Pitching Contest & Home Run Derby Prizing	\$ 250.00
Winners Prizing	\$ 2,000.00
Sponsorship - Youth HQ	income share
Sponsorship - Heart of Blackfalds	income share

Total Revenue \$ 10,350.00

Net Income \$ 10,650.00

MEETING DATE: March 4, 2026
PREPARED BY: Rick Kreklewich, Director of Community Services
PRESENTED BY: Rick Kreklewich, Director of Community Services
SUBJECT: **Public Use & Facility Rentals Discussion**

BACKGROUND

The Public Use & Facility Rentals Policy was developed as per the request of Council at the January 27, 2026 Regular Council Meeting. This Policy would apply to all Town-owned indoor facilities. The discussion came about due to the attention of facility booking at the Community Centre and the need to establish a clear position on managing such rentals.

DISCUSSION

Administration has prepared a Draft Public Use & Facility Rentals Policy for the RCP Board to review. This would be a new Policy for the Town of Blackfalds and is intended to provide consistent, transparent standards for the public use of Town-owned indoor facilities. Administration is looking for the RCP Board's feedback on the Policy prior to presenting it to Council.

ADMINISTRATIVE RECOMMENDATION

That the Recreation, Culture & Parks Board consider the following motion:

1. That the Recreation, Culture & Parks Board recommend to Council to approve Council Policy – Public Use & Facility Rentals, as presented.

ALTERNATIVES

- a) That the Recreation, Culture & Parks Board recommend to Council to approve Council Policy – Public Use & Facility Rentals, as amended.
- b) That the Recreation, Culture & Parks Board refer the Council Policy – Public Use & Facility Rentals back to Administration for further review.

ATTACHMENTS

- Draft Council Policy – Public Use & Facility Rentals

PUBLIC USE & FACILITY RENTALS

POLICY NO.:	
DIVISION DEPARTMENT	Community Services
REVIEW PERIOD	Every 4 Years or Upon Legislative Change

1. POLICY PURPOSE

- 1.1 To establish fair, transparent, and consistent standards for the public use and rental of Town-owned indoor facilities, ensuring safe, respectful and equitable access for all lawful users.

2. POLICY STATEMENT

- 2.1 The Town of Blackfalds provides municipal facilities for community, recreational, cultural, educational, and civic purposes, and will manage these spaces in a manner that is equitable, transparent, and financially responsible. Town facilities may be rented by individuals, organizations, businesses, and lawful political, advocacy or religious groups, provided their activities comply with applicable laws, Town bylaws, and the Facility Rental Agreement. The Town may refuse or cancel rentals that pose safety risks, involve illegal activity, include hate speech or discriminatory conduct, or are based on incomplete or inaccurate information provided during the booking process.

3. DEFINITIONS

- 3.1 “**Chief Administrative Officer**” means the individual appointed by Council to the position as per the *Municipal Government Act*, as amended.
- 3.2 “**Council**” means the Council of the Town of Blackfalds elected pursuant to the *Local Authorities Election Act* of Alberta, as amended.
- 3.3 “**Town**” means the municipality of the Town of Blackfalds.
- 3.4 “**Facility Rental Agreement**” means the contract and facility information documentation outlining the terms, conditions and responsibilities for facility use.

4. SCOPE

4.1 This Policy applies to all Town-owned indoor facilities made available for public use.

5. AUTHORITY AND RESPONSIBILITIES

5.1 Council to:

5.1.1 Adopt and support this Policy by resolution.

5.2 Chief Administrative Officer to:

5.2.1 Establish and maintain administrative procedures to support this Policy.

5.2.2 Ensure the implementation and consistent application of this Policy.

5.3 Director of Community Services to:

5.3.1 Oversee the administration of facility rentals in accordance with this Policy and related procedures.

5.3.2 Ensure staff apply rental requirements and facility rules consistently.

5.3.3 Review and make recommendations for amendments to any applicable Council Policies, Administrative Policies as they relate to this Policy.

6. POLICY

6.1 By virtue of this Policy, the Town of Blackfalds Community Services strives to:

6.1.1 Ensure Town-owned indoor facilities are available for rental by lawful users on an equitable and transparent basis.

6.1.2 Ensure rentals comply with all applicable laws, Town bylaws, and the Facility Rental Agreement.

6.1.3 Maintain a safe and respectful environment by addressing activities that pose safety risks, involve illegal conduct, include hate speech or discriminatory behaviour, or arise from a lack of full disclosure about the event or its organizers.

- 6.1.4 Apply consistent rental requirements, including insurance, security, and documentation, based on the nature and risk of the event.
- 6.1.5 Support community access by applying facility rental fees in a transparent and consistent manner.
- 6.2 Facility use is subject to the following requirements to maintain safety, compliance, and respectful conduct:
 - 6.2.1 Activities that are illegal, pose safety risks, or contravene Town bylaws or the Facility Rental Agreement are not permitted in Town-owned indoor facilities.
 - 6.2.2 Activities involving hate speech, discriminatory behaviour, or conduct that undermines a safe and respectful environment are prohibited.
 - 6.2.3 Activities that may cause damage to facilities, exceed capacity limits, or require permits or approvals not obtained by the renter are not permitted.

7. EXCLUSIONS

- 7.1 This Policy does not apply to:
 - 7.1.1 Outdoor parks, trails, sports fields or open spaces.
 - 7.1.2 Facility use governed by separate agreements (ie. long-term lease agreements, joint-use agreements)

8. SPECIAL SITUATIONS

- 8.1 Special circumstances may require the Town to apply additional conditions or adjust a rental. Lawful political, electoral, or advocacy activities may take place in Town facilities, and the Town may require added insurance, security, or operational measures from the renter when an event presents elevated safety or logistical concerns.
- 8.2 If the information provided during booking does not accurately reflect the nature or scale of the event, the Town may modify or cancel the rental to maintain safety and compliance.
- 8.3 Rentals may also be suspended or cancelled due to emergencies, facility issues or other situations where public safety or operational needs must take priority.

9. RELATED DOCUMENTS

9.1 Rate Bylaw, “Schedule C” Community Services Facilities Fee Schedule

9.2 Community Services Framework Policy

9.3 Administrative Procedure – Abbey Centre Acceptable Usage

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

Recreation & Culture Board Update – March 4, 2026

- Met with Red Deer Overdoor to discuss options and costs for replacement of the non repairable Guest Services security shutter. Quotes for several options have been received and final decision to happen dependant on operational budget approval.
- Total Control Solutions has been on-site a couple of times with further camera install, troubleshooting as well as realignment of a problematic sensor on the FH1 overhead door.
- Jen Leonhardt was voted in by the majority of her peers to sit on the Joint Health & Safety Committee as the Abbey Centre worker rep for the upcoming 3 year term.
- The second of two murals has been installed in the Indoor Play Space. Install went very swift and we were able to re-open the play structure hours ahead of schedule.
- Badminton Alberta hosted an event Feb 6-8, Jiu Jitsu on Feb 20-22 and another Jiu Jitsu group on Feb 27-28. All of these tournaments bring in a very large amount of people to the centre which staff handle with skill and professionalism.
- Working on quotes from Swish and WE Greer for T3 replacement per the approved capital project list.
- GM presented the Abbey budget at the Council Operating Budget Workshop Feb 6.
- GSTL completed substantive data entry for the Mar 13 launch of the 3 community gardens. While this is a Parks project, the GSTL does a large amount of administrative work in support of the Community Gardens.
- We have confirmed the volunteer instructor for Basketball Camps this summer. These camps were very popular last year, and the size is being expanded to accommodate the interest.
- Aquatics Programmer, Aquatic Shift Supervisor and Lifeguard/Instructor (seasonal) positions are now posted. Positions will have staggered closing but selection and interview scheduling will start as soon as the position(s) are closed.
- ACHSC held their monthly meeting Feb 10 with the OHS Advisor in attendance and their monthly facility inspection Feb 13.
- Two Emergency Procedures ½ day In-Service training has been scheduled for the first week of May and will be facilitated by Worker Rep Jen Leonhardt.
- Abbey staff reviewed and submitted edits on the drafts of the Spring & Summer Program guide and continue to plan and input programming.
- Working with MarCom and Volunteer Programmer to revamp how our Volunteer Opportunities at the Abbey are shared on our website and streamlining processes.
- Winter Session 1 programming wound up Feb 14. No drop in or registered classes ran Feb 17-20 and Winter Session 2 started Feb 23.
- GM attended the CSD meeting on Feb 17 hosted by FCSS Manager.
- Fitness Coordinator facilitated a Red Cross Babysitters course Feb17. Courses took place in Jan and Feb with good registration numbers for both.
- C'Amped day camps ran Feb 16-20 with strong registration numbers despite the cold.
- Even with the cold weather and storm the week of Family Day, the centre was busy with school being out.
- GM attended the CARA meeting held in Penhold Feb 19 along with Facilities Manager and Parks Foreman.
- A lot of work being completed on updating forms, handbooks and the website for the upcoming spring/summer season.
- The hot tub circulation pump has been pulled and soon will be sent for servicing in Calgary.
- Deadline for returning Day Camp Leaders to notify us of their intent to return was Feb 20. Day Camp Leader posting planned for early March for any remaining needed spots.

Parks & Facilities Report March 2026

Parks

- Continued work on outdoor rinks, ponds, and Willow Park skating loop
- Large snowstorm after Family Day led to numerous days of snow clearing and ODR maintenance
- Two Parks staff attending the Alberta Recreation and Parks Association Parks Forum, March 18-20

Facilities

- Team continues to work on Building Maintenance and Service Requests
- Completed mural in the play space at the Abbey Centre

Parks and Facilities Manager

- Attended Council budget workshop on February 7
- Custodial team meeting, February 22
- CSD Managers monthly meeting, February 18 and March 17
- Administration Management team meeting, February 25
- Parks Foreman, Parks and Facilities Manager and Abbey General Manager) attended the quarterly Central AB Recreation Association meeting in Penhold, February 19
- Capital Projects:
 - UTV Crew unit ordered
 - Parkland Geotechnical has completed Community Centre bore holes, we are waiting for report

Eagle Builders Centre & Sterling Industries Sports Park Update

March 4, 2026

Events

- Winterfest had around 800 people come out, which up a bit from previous years. The Fire Dept went through all 500 hot dogs, free skate was busy throughout, and bingo could use a larger space, the Banquet Room was set up for 96 places which were full all afternoon. Bulldogs had over 1000 spectators for their game and many stayed to skate with the Bulldogs after the game
- The first Blackfalds Days meeting is coming up later this week, a band have been booked for Saturday night cabaret in the EBC. Servus Credit Union has agreed to sponsor KidZone again this year.
- Easter Eggs-stravaganza is ready to go for March 28, Big Brothers and Big Sisters will have a charity BBQ at the event with UBAKA volunteering again to do the cooking. Waiting to hear back from a local financial institution regarding sponsorship
- Summer Culture Series line up is set

Sterling Industries Sports Park

- Meeting this week to set timelines for the construction of Diamond 5 and balance out weekend tournament staff requirements with staff summer vacation requests
- Booked a Bunnock tournament for August 22-23 weekend

Eagle Builders Centre

- Working with BMHA U18 Provincials committee to ensure the tournament is success
- Design of netting structure to cover jumbotron in Arena 1 has been determined and we will now be moving forward with plan to have it fabricated
- Had discussion with some local adults who would like to see drop-in shinny hockey offered on Fridays at noon

General Update

- Sports & Events Manager has returned to work