

AGENDA

1. **WELCOME AND CALL TO ORDER**

- 1.1 Welcome and Call to Order
 - 1.2 Review 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 (De-nay) and Nakota Sioux (Sue). We acknowledge all the many First Nations, Métis, Inuit, and non-status peoples whose footsteps have marked these lands since time immemorial.

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

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

3. **DELEGATIONS**

- 3.1 Boys and Girls Club Wolf Creek Blackfalds
-

4. **BUSINESS**

- 4.1 Report for Committee, Northwest Storm Area Linear Wetland & outlet Trunk – Project Update
 - 4.2 Report for Committee, Social Needs Assessment and Master Plan - Orientation
 - 4.3 Request for Direction, Family and Community Support Services Framework Policy
 - 4.4 Request for Direction, Council Policy – Ice Allocation
 - 4.5 Request for Direction, Council Committee Bylaw 1339.25
 - 4.6 Request for Direction, Council Policy – Governance Framework
-

5. **CONFIDENTIAL**

None

6. **ADJOURNMENT**

Future Meetings/Events:

- Regular Council Meeting – April 28, 2026
- Regular Council Meeting – May 12, 2026

MEETING DATE: April 20, 2026
PRESENTED BY: Beth Reitz, Executive Director, Boys and Girls Club Wolf Creek Blackfalds
SUBJECT: Boys and Girls Club Wolf Creek Blackfalds

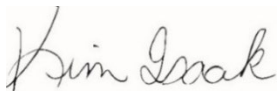
BACKGROUND

Beth Reitz, Executive Director with the Boys and Girls Club Wolf Creek Blackfalds, provided Standing Committee with an update on their current successes and future plans.

ATTACHMENTS

BGC Wolf Creek Blackfalds presentation

APPROVALS



Kim Isaak,
Chief Administrative Officer



Wolf Creek
Blackfalds

Town of Blackfalds Council Presentation

OUR MISSION

To provide safe, supportive places where children and youth can experience new opportunities, overcome barriers, build positive relationships, and develop confidence and skills for life.



OUR VISION

All children and youth discover and achieve their dreams and grow up to be healthy, successful, and active participants in society.

our values



belonging

We welcome everyone in a safe, accepting environment based on belonging and positive relationships.



respect

We ensure that everyone—children, youth, families, volunteers, staff—is heard, valued, and treated fairly.



encouragement and support

We encourage and support every child and youth to play, learn, and grow to achieve their dreams.



working together

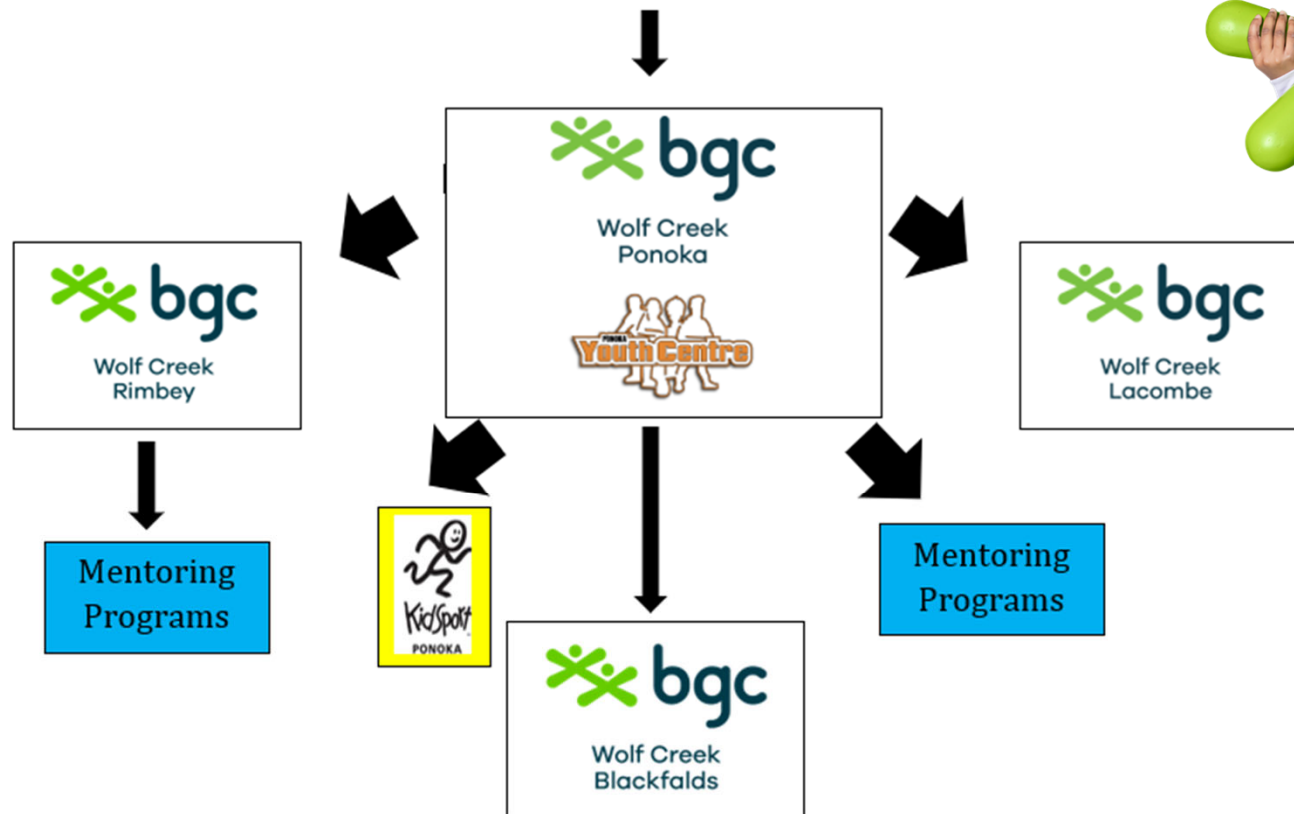
We work together with young people, families, volunteers, our communities, and government.



speaking out

We speak out for children, youth, and families so that we can make our world better.

Wolf Creek Youth Foundation





FOR ALMOST 25 YEARS, BGC WOLF CREEK HAS BEEN
CREATING OPPORTUNITIES FOR THOUSANDS OF CHILDREN AND YOUTH

MISSION

To provide safe, supportive places where children and youth can experience new opportunities, overcome barriers, build positive relationships, and develop confidence and skills for life.

VISION

All children and youth discover and achieve their dreams and grow up to be healthy, successful, and active participants in society.

VALUES:

BELONGING | RESPECT | ENCOURAGEMENT & SUPPORT
WORKING TOGETHER | SPEAKING OUT

Who We Serve

1,327 CHILDREN AND
YOUTH SERVED
EACH YEAR

909
CHILDREN 3-11

390
YOUTH 12+

Because of our Club...

91 % of our youth are
more confident in
their abilities

95 % of our youth feel
that they matter
to more people

28,596
MEALS & SNACKS
SERVED ANNUALLY

35,737
ANNUAL PROGRAM
VISITS

40
STAFF

17
CLUB
LOCATIONS



Blackfalds Programs

GRADES K - 6 PROGRAMS

After School Program
Monday - Friday
3:15p.m. - 5:45p.m.

The After School Program offers a diversity of experiences that provide opportunities for adventure, play and discovery. It includes open-ended activities that support social, emotional and physical development through connecting with children and their families in a caring, positive and supportive way. It operates during the school year and includes indoor and outdoor active play, arts and crafts, imagination stations, life-skills instruction, leadership training, recreation and a nutritional snack.

S.O.D. (School's Out Day) Program
Professional Development Days
8:00a.m. - 5:45p.m.

The S.O.D. Program is a full-day program of engaging experiences organized in a similar fashion as the After School Program. The S.O.D. Program operates during the school year during Professional Development Days and In Lieu Days for schools.

Summer Camp
Monday - Friday
8:00a.m. - 5:45p.m.

Summer Camp is a full-day program that offers a wide range of enjoyable experiences and opportunities both on and off-site organized in a similar fashion as the After School Program. Summer Camp operates daily during the summer months of July and August.

GRADES 7-12 PROGRAMS

Lunch Drop In
One day a week

Lunch Drop In is a program that offers youth an opportunity to hang out with their friends in the BGC Club Space. They can meet the BGC staff, play games and have fun in a safe and supervised environment.

Lead Up
Thursday
11:45a.m. – 12:30p.m.

Level Up is a junior leadership program for youth in Grades 6-9. It focuses on five core elements: service to Club and community, teamwork, healthy choices, leadership, and learning. Youth are encouraged to get involved and give back to their community while learning valuable leadership skills. Level Up meets once a week and is mentored by adult staff members. It bridges the gap and helps younger youth transition from our child programming into youth programming.

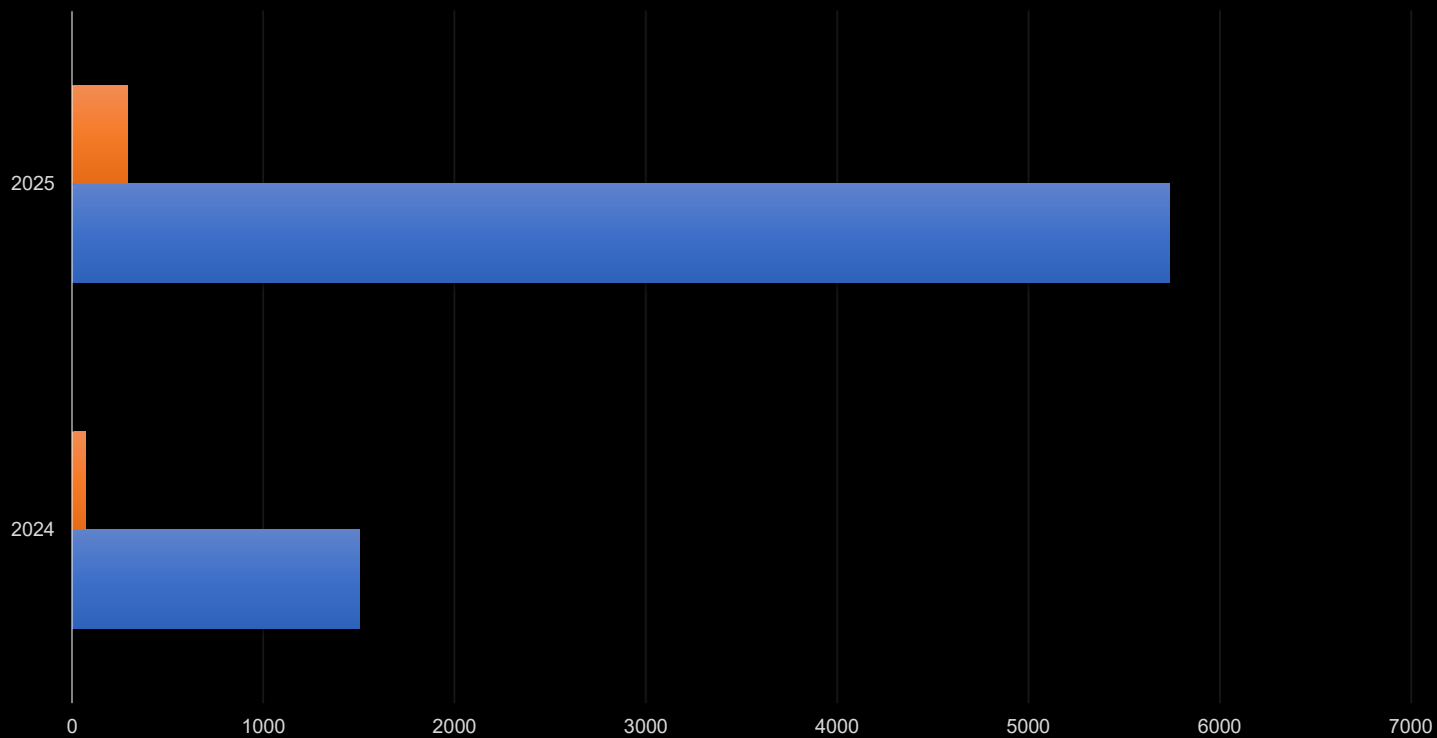
SUPPORT PROGRAMS (ALL AGES)

Child and Family Counselling
(Year round)

BGC Wolf Creek offers free counselling services by a licensed and registered therapist. The service is available to all children, youth, and families with no referrals necessary. Individual, group, and/or family sessions are offered.



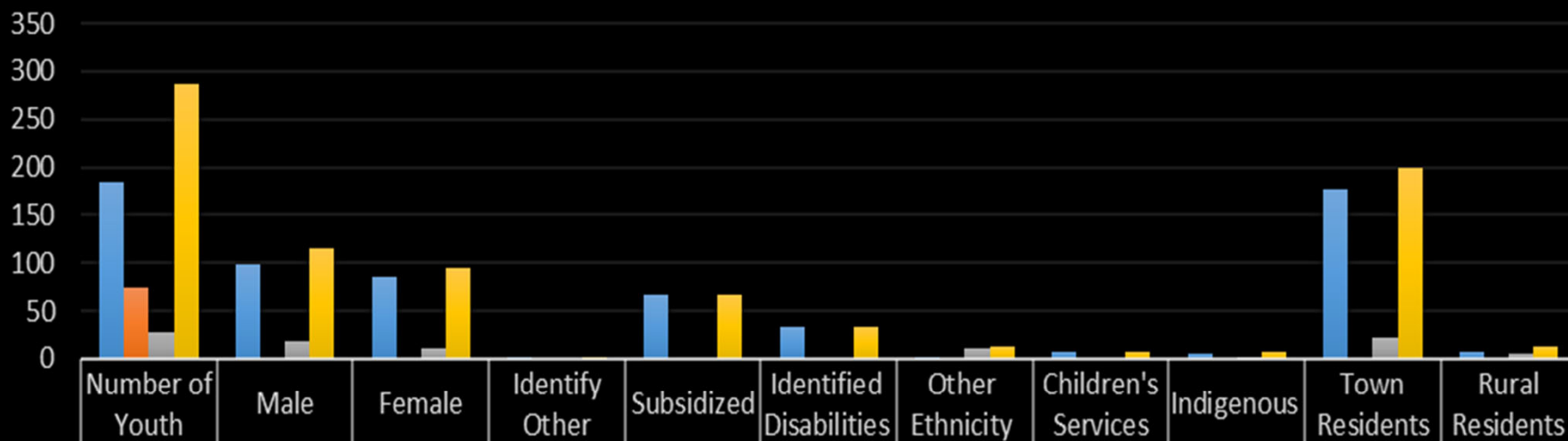
Total Blackfalds Program Attendance



	2024	2025
Total Number of Individual Youth	71	287
Total Program Attendance	1500	5740

Blackfalds Program Demographics

2025 Blackfalds Youth Demographics



	Number of Youth	Male	Female	Identify Other	Subsidized	Identified Disabilities	Other Ethnicity	Children's Services	Indigenous	Town Residents	Rural Residents
■ Age 5-11	184	98	85	1	67	34	2	7	5	177	7
■ Age 12-18	75										
■ Counselling	28	18	10				10		2	22	6
■ Total	287	116	95	1	67	34	12	7	7	199	13

Testimonials

To whom it may concern;

I wanted to take a moment and acknowledge the amazing experience our family has experienced at BGC Blackfalds.

My three children have been attending BGC Blackfalds since Spring 2025.

We have had such a positive experience; the location has easy access and lots of parking; the staff are so friendly and easy to chat with, they communicate any issues regarding my child(s) behavior in a respectful manner; the facility is awesome with the gymnasium, clean bathrooms, large size classrooms; the busing for school pick and field trips on SOD days is fabulous; the website/programming to book my days and check my account balance is user friendly; the creativity the staff comes up with for games, crafts, slime, imagination – my kids always have a great time at BGC.

Thank-you for all you have done for our family in helping bridge family life and full-time work life.

From the Fritz Family.

Testimonials

To Whom It May Concern,

I am writing to share my sincere appreciation for the incredible role the BGC after school program has played in my children's lives and in supporting our family.

Since opening their doors and joining this community, the BGC team has been more than childcare providers, they have been true partners in my children's growth and development. I have had the privilege of being one of the first families that joined their program in Blackfalds and have been impressed as I have watched the program evolve as it continues to grow, and it is clear that BGC is leading the way in providing affordable, high-quality care that families can rely on. As a single full time working parent , without extended family supports nearby, knowing my children are in a safe, nurturing, dynamic environment means everything. This team of caregivers has not only supported my children, but also supported me. There is a deep sense of reassurance in knowing they are being looked out for by staff who genuinely care about them as individuals.

What stands out most is the effort the BGC staff makes to truly know my children, to understand their personalities, explore their interests, and create opportunities for them to learn, grow, and build confidence. These experiences are invaluable to our family. Their patience, kindness, and thoughtful care have made a lasting impact on both my children and myself.

BGC has become an important part of our lives and I consider them an important part of my family's community. I am deeply grateful for the dedication, compassion, and commitment their team shows every day.

With heartfelt thanks,

Jinny Adair

**What is
Next?**



Increased youth programming

Meet the demand for free counseling

Continue to offer high-quality child care options for families

Find a new home!





MEETING DATE: April 20, 2026

PREPARED BY: Aws Al Sammarraie Engineering Services Manager and
Preston Weran Director of Infrastructure and Planning

PRESENTED BY: Aws Al Sammarraie Engineering Services Manager and
Martine Francis, P.Eng. Stantec

SUBJECT: Northwest Storm Area Linear Wetland and outlet Trunk – Project Update

BACKGROUND

During the 2025 Budget deliberations, funds were allocated in the amount of \$2.5 million dollars towards the final design, land acquisition and construction of this project. As this project was approved in 2016, the approved funding of \$3,703,825.13 has been carried forward. The total project funds currently available are **\$6,203,825.13**. This project includes the installation of a stormwater management system made up of pipe, wetlands and a linear wetland section, land, landscaping, legal and registration costs. This system, approved by Alberta Environment and Protected Areas, will ensure that future and current stormwater developments within this area of the basin are managed responsibly. This plan will ensure that environmentally sensitive water courses downstream within the Battle River Watershed are protected. The project was started in the fall of 2025 and was substantially completed in December of 2025. Northside Construction will continue to work on this project in the spring including the installation of trees, a parking lot and an access trail for the system.

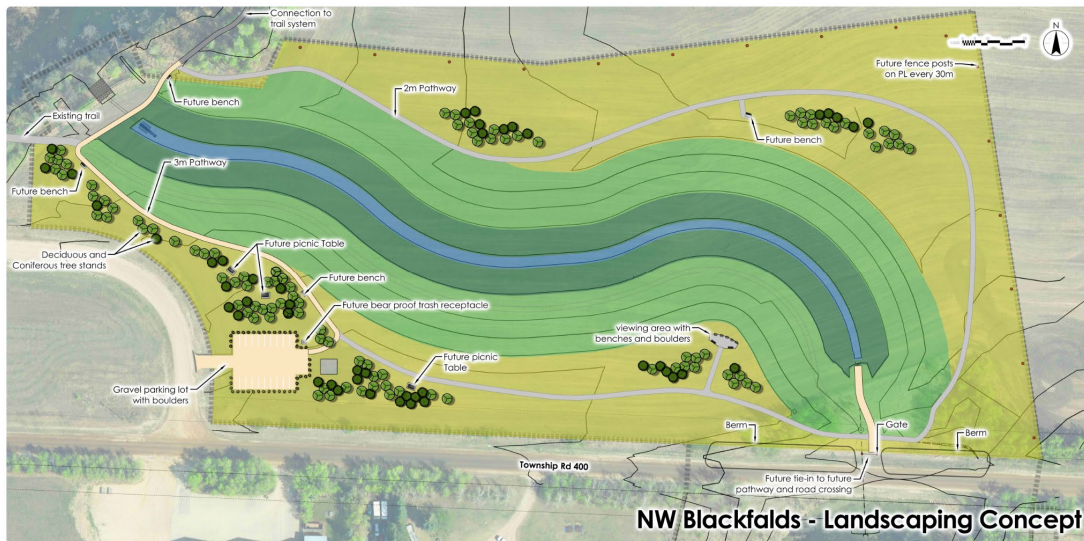
DISCUSSION

As per the presentation presented by Stantec, the project is substantially completed. To enhance the final product of the Northwest Project, we will be utilizing the remaining project contingency funds in the contract for the replacement of trees and landscaping areas around the linear wetland. This work will provide essential screening and improve the visual appeal of the site for the surrounding community, aligning with the project's long-term sustainability goals. As these funds are already within the approved project budget, this initiative will not require any additional financial commitment from Council.

The Landscaping plan will include:

- Naturalized Wetland and Upland Vegetation
- Deciduous and Coniferous Trees
- Parking for Public and Operational maintenance access
- Looped walking path around the linear wetland with connections to existing pathways in the Kuhnen Park
- The benches, picnic tables, and viewpoints noted on the sketch will be installed at a later date as future additions through the parks department.

Total cost of landscaping concept is \$508,380.00 while construction contingency for the project is at \$519,077.69.



FINANCIAL IMPLICATIONS:

2016/25 Capital Expenses (known and estimated)		
Project Management, Engineering and Design	\$327,751.16	known
Land and Environmental Services	\$188,703.50	known
Regulatory Approvals and Appeal (Engineer)	\$139,977.00	known
Regulatory Approvals and Appeal (Legal)	\$81,122.18	known
Construction Engineering Services	\$218,058.00	known
Construction Contract Award	\$4,197,464.59	Tender (including contingency)
Shallow utility improvements	\$150,000	estimated
Land Purchase, Wetland Comp, Legal & Misc.	\$300,000	known
Lacombe Lake Management Plan and testing	unknown	future operational cost
Dewatering Contingency	\$400,000	Not required
Budget Expenses Total	\$5,603,076.43	
Budget Variance	\$600,748.70	
Approved Budget	\$6,203,825.13	

Based on the attached cost estimate, this landscaping will be within the current project contingency. No additional funds outside of the approved \$6,203,825.13 budget will be required. Project is anticipated to be \$600,748.70 below the budget.

ADMINISTRATIVE RECOMMENDATION:

That Council consider the following motion:

1. That Council accepts this project update and presentation as information.

ALTERNATIVES:

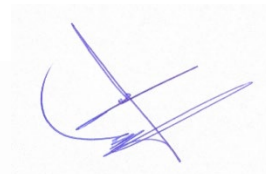
- a) That Council refer this item back to Administration for more information.

ATTACHMENTS:

- *Cost Estimate*
- *Landscape Sketch*
- *Stantec PowerPoint*

APPROVALS

Kim Isaak,
Chief Administrative Officer



Department Director/Author

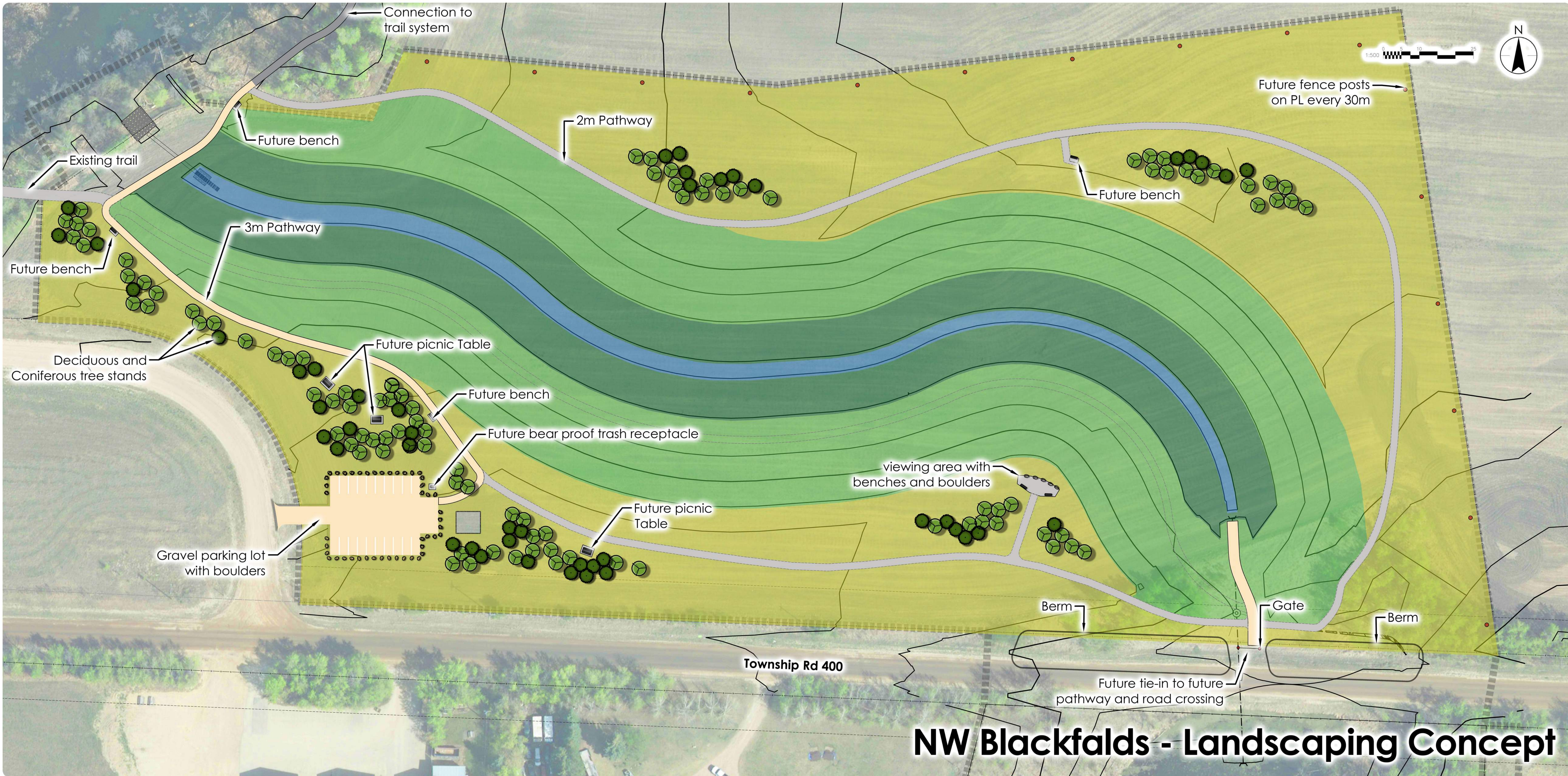
NW Blackfalds - Landscaping Concept

113929434

2-Apr-26

Item	Description	Qty	Unit	Unit Rate	Total
1	Administrative				
1.1	Mob/Demob	1	ls	\$8,000.00	\$8,000.00
1.2	Site Survey	1	ls	\$6,000.00	\$6,000.00
2	Earthworks & Surface Works				
2.1	Berm Rough Grading	1043	sm	\$40.00	\$41,720.00
2.2	Granular Trail 2m	1600	sm	\$60.00	\$96,000.00
2.3	Service Road Trail 3m	465	sm	\$90.00	\$41,850.00
2.4	Parking Lot & entry road	700	sm	\$90.00	\$63,000.00
2.5	Culvert under parking lot entry road	1	ls	\$3,000.00	\$3,000.00
3	Fencing				
3.1	Fence Removal	500	lm	\$35.00	\$17,500.00
3.2	New Posts	16	lm	\$40.00	\$640.00
3.3	Gate	1	ea	\$3,500.00	\$3,500.00
3.4	Signage	4	ea	\$300.00	\$1,200.00
4	Site Furnishings				
4.1	Park Bench - in-ground mount	6	ea	\$3,500.00	
4.2	Trash Receptacle	1	ea	\$4,200.00	
4.3	Picnic Table on concrete pad	3	ea	\$6,300.00	
4.4	Boulders	51	ea	\$240.00	\$12,240.00
5	Planting				
5.1	Coniferous Trees, 2-2.5m ht	46	ea	\$800.00	\$36,800.00
5.2	Deciduous Trees, 30--50mm cal	98	ea	\$400.00	\$39,200.00
5.3	Rehab - top-dress and overseed	500	sm	\$10.00	\$5,000.00
6	Maintenance				
6.1	Maintenance, 2 years	12	mo	\$4,000.00	\$48,000.00
Sub-Total					\$423,650.00
Contingency 20 %					\$84,730.00
Sub-Total with Contingency					\$508,380.00
GST					\$25,419.00
Total with GST and Contingency					\$533,799.00

Note topsoil and finish grade and seeding are included within the existing contract



NW Blackfalds - Landscaping Concept

Northwest Storm Linear Wetland and Outlet Trunk





Agenda

1. Project Overview
2. Master Stormwater Management Plan
3. Stormwater Management
4. Lake Management Plan
5. Current Construction Schedule
6. New Item - Landscaping
7. Questions





Project Overview

- ♦ Town of Blackfalds, Municipal Development Plan, 2009
- ♦ Wolf Creek and Whelp Brook Master Drainage Plan completed, 2014
- ♦ Initiate Master Stormwater Management Plan, February 2016
- ♦ Submit Master Stormwater Management Plan to Alberta Environment and Parks, December 2016
- ♦ Open House #1, June 15, 2017
- ♦ Statements of Concern received by Alberta Environment and Parks, July 2017
- ♦ Supplemental Information Request from Alberta Environment and Parks, November 2017
- ♦ Open House #2, June 27, 2018
- ♦ Water Act Approvals received, July 2020
- ♦ Environmental Appeals Board Hearing, July 2021
- ♦ Decision and Approval Amendment, April 2024
- ♦ Finalize Detailed Design, December 2024
- ♦ Tender Period, February – March 2025
- ♦ Construction Mobilization – June 2025



Master Stormwater Management Plan

Provides a comprehensive master plan for the community

Watershed Management is the “Back Bone” of the community

Town has made the investment to provide a consistent approach to development

Two Water Act Approvals:

- Authorization to Build the Outlet for the Northwest Area
- Authorization to Administer the Master Plan





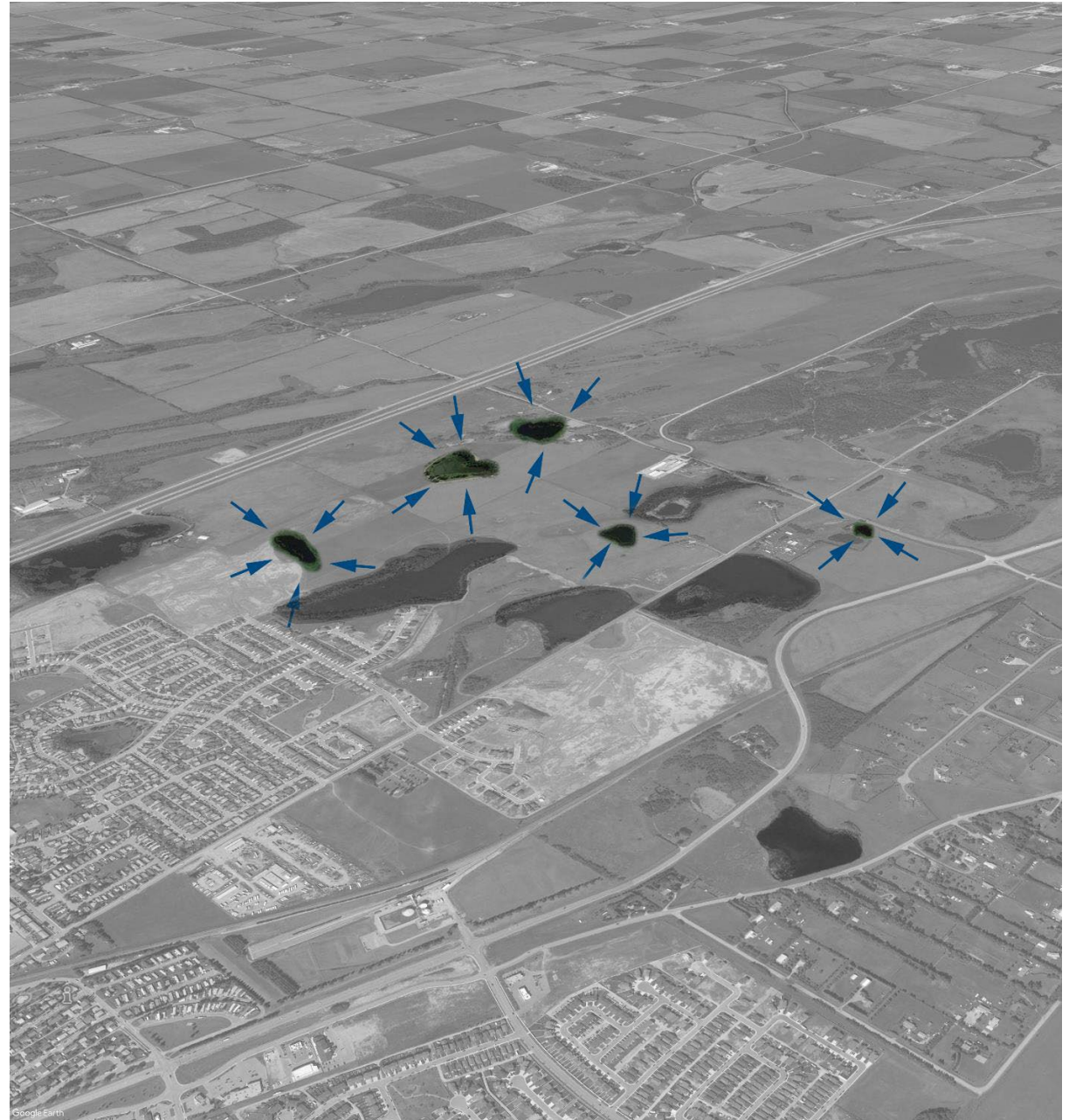
Master Stormwater Management Plan

Meets and exceeds Alberta Environment Requirements

Maintains the watershed by protects crown claimed wetlands

Water Quality Monitoring Program has been started

Initiate a Lake Management Plan for Lacombe Lake with input from key stakeholders





Master Stormwater Management Plan

Allows for development of 500+ hectares

Simplified the development and approval process

Future development requirements are outlined by the Plan

Continued collaboration between Lacombe County and Town of Blackfalds





Master Stormwater Management Plan

Outlet for the Northwest growth area

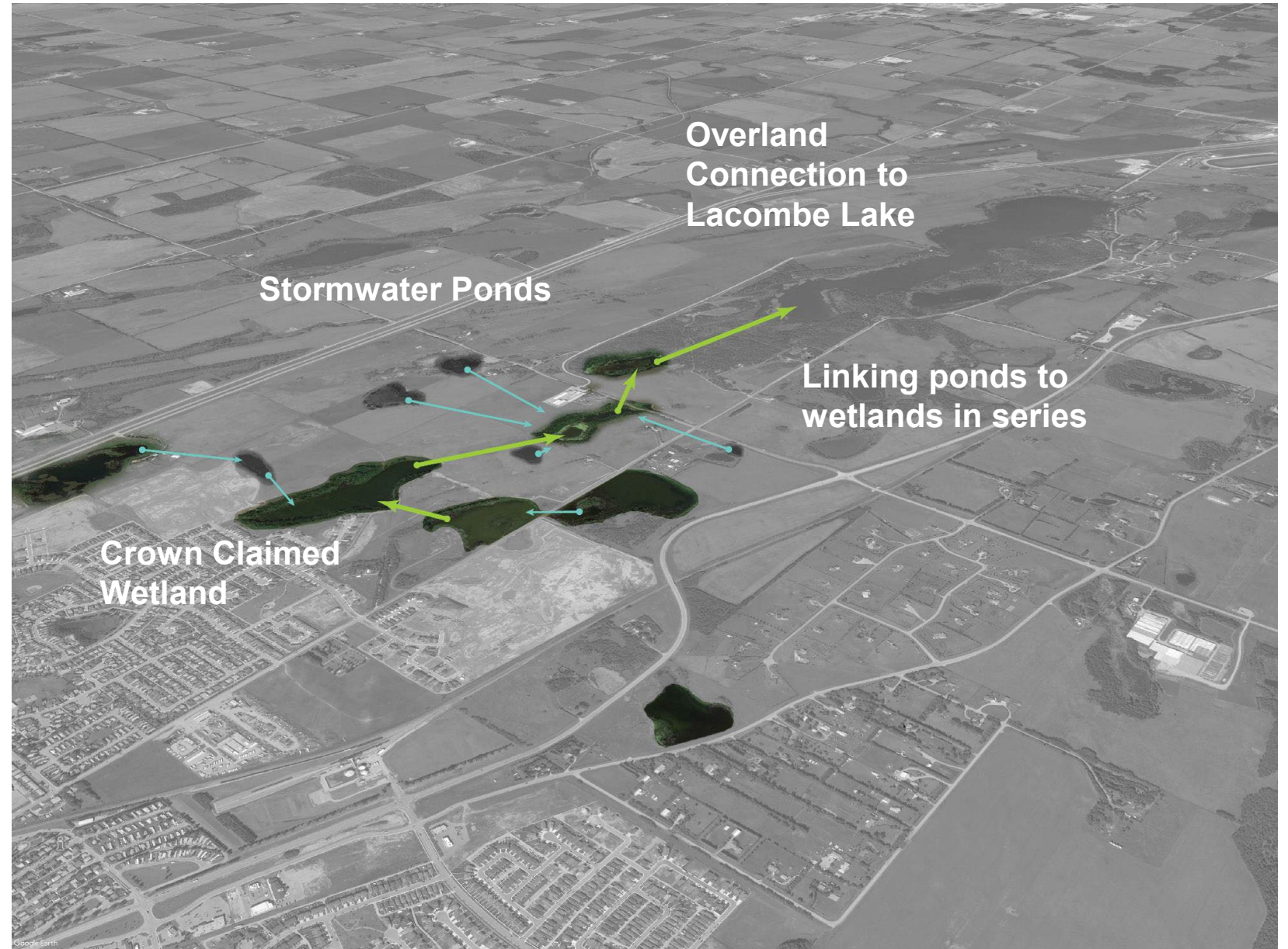
Gravity stormwater outlet for conveyance to downstream

Linear constructed wetland north of TWP 40-0

Piped section connection between waterbodies

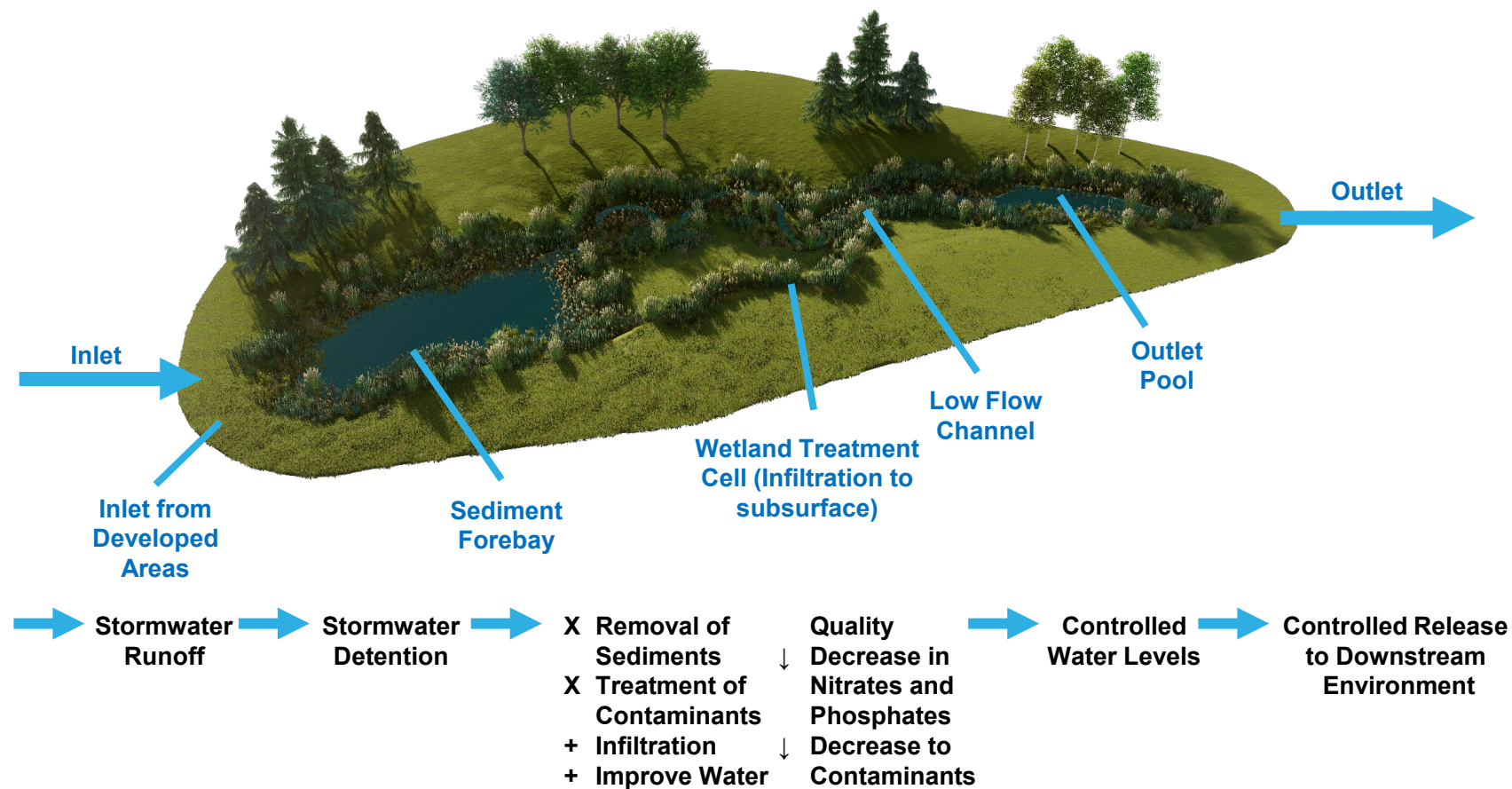
Development connects to Outlet system

What are we building?



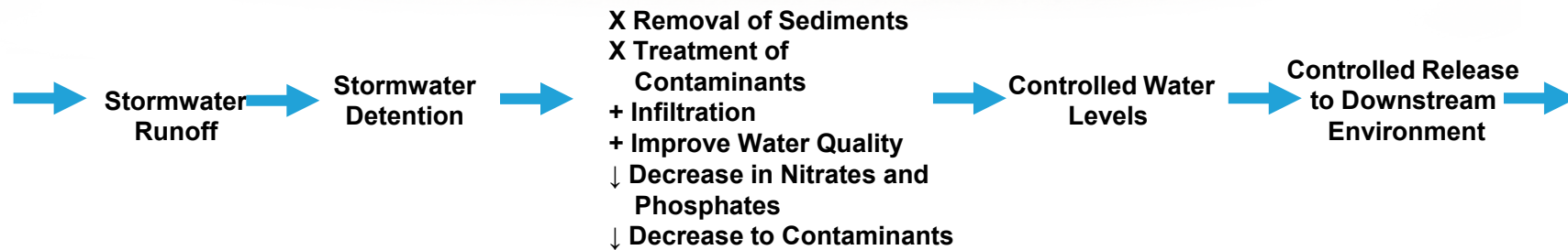
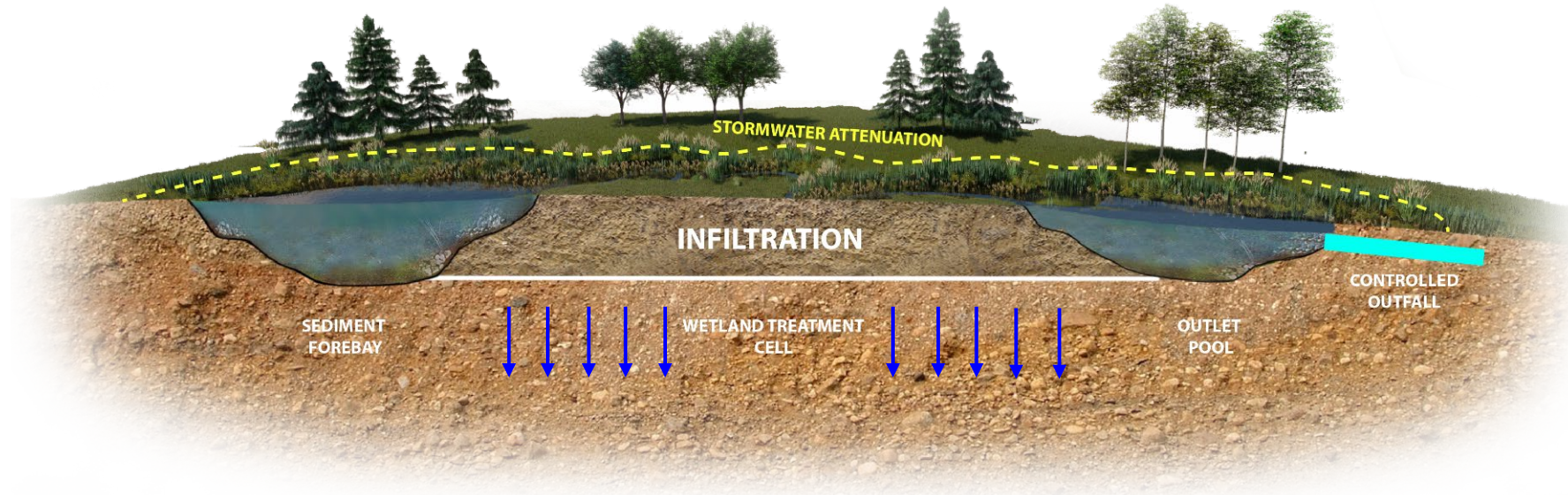


Stormwater Management Facilities





Stormwater Management Facilities





Lake Management Plan



To be led by Lacombe County

What goes into the Plan?

- Identify Key Stakeholders
- Define existing background conditions
- Define Roles and Responsibilities
- Monitoring and Reporting requirements
- Water Quality Assessments
- Operational requirements for lake level
- Assessing Aquatic and Shoreline Health
- Identify Issues, Opportunities and Mitigation Measures
- Determining Success Factors
- Adaptive Management



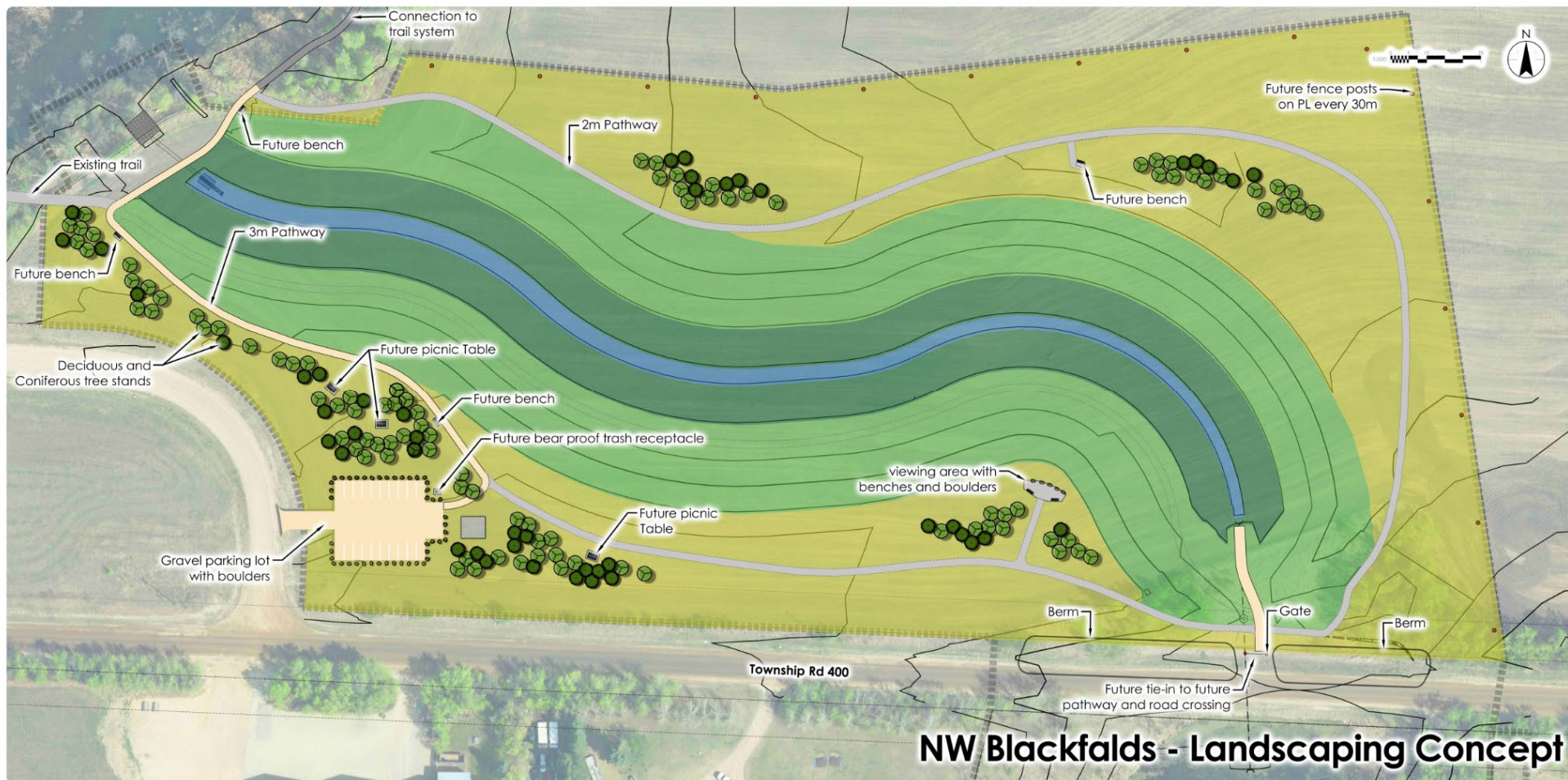
Project Completion Schedule

Notification of Award	April 2025
Premobilization Activities	April – August 2025
Mobilization	late August 2025
Pipeline Installation	September – October 2025
Linear Wetland	August – November 2025
TWP 40-0 Improvement	October - November 2025
Site Restoration	September – November 2025
Winter Demobilization	December 2025
Seasonal Deficiencies	Spring 2026
Construction Completion	June 2026





Linear Wetland Landscaping



Landscaping Plan

- Naturalized Wetland and Upland Vegetation
- Deciduous and Coniferous Trees
- Parking for Public and Operations
- Access for Maintenance and Operations
- Looped walking path around linear wetland
- Connection to existing pathways in Kuhnen Park
- Future Park additions: benches, picnic tables, viewpoints

Questions?



MEETING DATE: April 20, 2026
PREPARED BY: Rick Kreklewich, Director of Community Services
PRESENTED BY: Rick Kreklewich, Director of Community Services
SUBJECT: **Social Needs Assessment and Master Plan - Orientation**

BACKGROUND

As part of the ongoing Council Orientation process Council will receive a Social Needs Assessment and Master Plan Orientation.

DISCUSSION

Administration is providing an overview of the Social Needs Assessment and Master Plan as it currently is.

FINANCIAL IMPLICATIONS

None.

ADMINISTRATIVE RECOMMENDATION

That Standing Committee of Council consider the following motion:

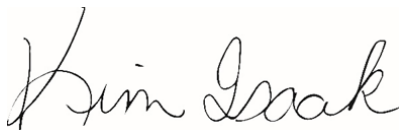
1. That Standing Committee of Council receive the Social Needs Assessment and Master Plan report and presentation for information as part of the ongoing Council Orientation process.

ALTERNATIVES

- a) That Standing Committee of Council refer the Social Needs Assessment and Master Plan Orientation back to Administration for additional information.

ATTACHMENTS

- *Social Needs Assessment and Master Plan Orientation Presentation*

APPROVALS

Kim Isaak,
Chief Administrative Officer



Department Director/Author

Town of Blackfalds

Social Needs

Assessment 2022

About the Social Needs Assessment

- ▶ The SNA provides a comprehensive review of social needs in Blackfalds.
- ▶ Required under FCSS legislation to guide preventive social services.
- ▶ Built from:
 - ▶ Community profile
 - ▶ Document review
 - ▶ Resident & youth surveys
 - ▶ Interviews & agency working sessions
- ▶ 536 participants contributed input

Key Purpose:

Provide a clear, evidence-based roadmap for improving social wellness which informs program planning and service delivery within the Town of Blackfalds.

Purpose

- ▶ Clear description of social needs of residents and youth in the Town of Blackfalds.
- ▶ Provide evidence-based direction for FCSS & Council
- ▶ Identify gaps, pressures, and emerging needs
- ▶ Support coordinated action across community partners
- ▶ Sets priorities for action
- ▶ Guide resources allocation and strategic planning

Top 10 Social Priorities (Ranked)

- ▶ #1 Mental Health
- ▶ #2 Bullying & Abuse
- ▶ #3 Isolation & Loneliness
- ▶ #4 Substance Use & Addiction
- ▶ #5 Basic Needs (food, income, transportation)
- ▶ #6 Support for Seniors
- ▶ #7 Affordable Housing
- ▶ #8 Agency Collaboration
- ▶ #9 Communications
- ▶ #10 Support for Parents & Families

Engagement Overview

- ▶ Total participants: 536
 - ▶ 285 resident surveys
 - ▶ 168 youth surveys
 - ▶ 35 intercept surveys
 - ▶ 22 interviews
 - ▶ 26 agency working sessions

Engagement was broad, diverse, and consistent across methods.

Key Findings

- ▶ **Mental Health:** long wait times, limited local capacity, a need for early intervention, an increase in stress, anxiety, and depression since COVID-19, and a desire for more accessible supports.
- ▶ **Bullying & Abuse:** significant challenge in our community especially within the school system, online harassment, family conflict & domestic violence, and a need for early intervention.
- ▶ **Isolation & Loneliness:** adults, seniors, children, youth, and families identified this area as a significant concern, transportation barriers, a desire for increased community connection opportunities.
- ▶ **Basic Needs:** food insecurity, income instability, transportation challenges, a need for more accessible supports.
- ▶ **Housing:** limited affordable housing, seniors require downsizing options, pressure on families with lower incomes. Young people, newcomers, and seniors were groups identified to have some of the most challenges in this area.

Current Program & Service Landscape

► Strengths

- FCSS preventive programming (youth, community supports, volunteer, and seniors)
- Beyond Food Community Hub (reducing food insecurity)
- AHS Addiction & Mental Health Supports (increasing accessibility to mental health and addiction support)
- Strong youth serving organizations: Big Brothers & Big Sisters, Youth Unlimited, BGC Wolf Creek, ANAM
- Family Resource Network (parent/family support)
- The Golden Circle (supports for seniors)
- Interagency (connection and collaboration amongst agencies)

► Gaps

- Mental health accessibility/affordability
- Transportation
- Affordable housing/ lack of seniors housing options
- Parent supports
- Communication & awareness (many residents report they aren't aware of what is available in the community)
- Limited bullying resources

SNA Implementation Framework

- ▶ Launch awareness session for stakeholders to increase awareness of SNA results
- ▶ Establish SNA Implementation Committee (FCSS Board recommended)
- ▶ Encourage agencies to align plans with SNA priorities
- ▶ Create annual review process
- ▶ Provide an annual progress report to the FCSS Board and Council
- ▶ Ongoing resident engagement
- ▶ Full SNA review every 5 years

Roles and Responsibilities

- ▶ Town Council
 - ▶ Strategic direction
 - ▶ Budget approval
 - ▶ Support for cross-sector collaboration
 - ▶ Oversight through annual reporting

- ▶ FCSS
 - ▶ Lead implementation
 - ▶ Facilitate partnerships
 - ▶ Develop programs aligned with priorities
 - ▶ Track outcomes & report to Council

Why the SNA Matters for Council

- ▶ Supports evidence-based decision making
- ▶ Provides a clear understanding of local social needs
- ▶ Strengthens preventive social services
- ▶ Guides budgeting and resource allocation
- ▶ Builds community resilience
- ▶ Enhances resident quality of life
- ▶ Provides a roadmap for 5 years

MEETING DATE: April 20, 2026
PREPARED BY: Sawyer Hick, FCSS Manager
PRESENTED BY: Sawyer Hick, FCSS Manager
SUBJECT: **Family and Community Support Services Framework Policy**

BACKGROUND

Administration is implementing framework policies across all departments. These policies establish the guiding principles, expectations and decision-making standards that shape how each department operates. They offer a broad structure that supports consistent, effective and efficient management. Putting this policy in place will ensure that the policies and procedures within Family and Community Support Services are aligned with our organization's overarching goals and values.

DISCUSSION

A draft copy of the Family and Community Support Services Framework Policy is attached. The draft was presented to the FCSS Board at the January 8th, 2026 meeting. Following that meeting, Administration made amendments to the policy as per the recommendations from the Board and the draft was brought back for further review at the February 19, 2026 meeting.

The Town of Blackfalds FCSS Framework Policy is designed to foster a supportive, inclusive, and resilient community by enhancing the social well-being of residents. It provides direction for delivering preventive social programs and services that strengthen individuals, families, and the broader community. The Policy emphasizes equitable access to supports, ensuring that people of all ages, backgrounds, and abilities can benefit from FCSS initiatives.

Core goals include improving accessibility to social supports, fostering healthy relationships and community engagement, and ensuring safe, welcoming spaces for participation. The Policy also underscores the value of ongoing evaluation and responsible resource management to strengthen the effectiveness and impact of FCSS programs and services.

FINANCIAL IMPLICATIONS

N/A

ADMINISTRATIVE RECOMMENDATION

- | |
|--|
| <ol style="list-style-type: none">1. That Standing Committee of Council recommends bringing forward the Draft- Family and Community Support Services Framework Policy to a future Regular Council Meeting for consideration. |
|--|

ALTERNATIVES

- a) That Standing Committee of Council recommends bringing forward the Draft- Family and Community Support Services Framework Policy to a Future Council Meeting, as amended.
- b) That Council refer the Draft- Family and Community Support Services Framework Policy back to Administration.

ATTACHMENTS

- DRAFT- Family and Community Support Services Framework Policy

APPROVALS



Kim Isaak, Chief Administrative
Officer

/



Department Director/Author

FAMILY AND COMMUNITY SUPPORT SERVICES FRAMEWORK

POLICY NO.	
DIVISION DEPARTMENT	Administration / Community Services / Family and Community Support Services
REVIEW PERIOD	Every 4 years or Upon Legislative Change

1. POLICY PURPOSE

- 1.1 The purpose of this Policy is to establish clear guidelines for the planning, delivery, and evaluation of preventive social services delivered through the Town of Blackfalds and Family and Community Support Services. This Policy ensures that all FCSS activities align with the *Family and Community Services Act*, FCSS regulation, and the Provincial Accountability Framework, with a focus on strengthening individual, family, and community well-being through prevention and community development.

2. POLICY STATEMENT

- 2.1 Council is committed to supporting a strong FCSS program that enhances social well-being by building protective factors, reducing risk factors, and increasing community capacity. Council provides strategic oversight and ensures resources are allocated to preventive programs and community development initiatives that align with provincial legislation, local needs, and the FCSS Outcomes Model to ensure FCSS remains accountable, equitable, and responsive to community priorities.

3. DEFINITIONS

- 3.1 **“Chief Administration Officer”** means the individual appointed by Council to the position as per the *Municipal Government Act*, as amended.
- 3.2 **“Community Development”** means processes that build community capacity, strengthen relationships, and support residents in identifying and addressing local needs.
- 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 **“FCSS”** means Family and Community Support Services.
- 3.5 **“Preventive Social Services”** means programs that enhance well-being by promoting and supporting the development of strong, healthy individuals, families, and communities, and that prevent or mitigate social issues before they require intervention or treatment.
- 3.6 **“Town”** means the municipality of the Town of Blackfalds.

4. SCOPE

- 4.1 This Policy applies to programs, services, partnerships, and initiatives delivered or funded through Blackfalds FCSS, including:
 - 4.1.1 Community Development Initiatives: Activities that build social cohesion, foster leadership, support volunteerism, and enhance community capacity.
 - 4.1.2 Prevention Programs: Supports that reduce risk factors and build protective factors for individuals, families, youth, and seniors.
 - 4.1.3 Equity and Inclusion Efforts: Initiatives that reduce systemic barriers and promote culturally safe, accessible service delivery.
 - 4.1.4 Partnership and Collaboration: Partnerships with agencies, schools, health services, and community groups that advance FCSS outcomes.

5. AUTHORITY AND RESPONSIBILITIES

- 5.1 Council to:
 - 5.1.1 Adopt and support this Policy by resolution.
 - 5.1.2 Consider the allocation of resources for the successful implementation of this Policy in the annual budget process.
- 5.2 Chief Administrative Officer to:
 - 5.2.1 Advise Council on the development, implementation, and amendment of this Policy.
 - 5.2.2 Ensure Policy review occurs and verify the implementation of this Policy.
- 5.3 Administration to:
 - 5.3.1 Implement programs in alignment with this Policy.
 - 5.3.2 Report annually to Council on program outcomes, risk management, and resource allocation.

6. FAMILY AND COMMUNITY SUPPORT SERVICES FRAMEWORK

- 6.1 By virtue of this Policy, the Town of Blackfalds FCSS strives to:
 - 6.1.1 Ensure programs are accessible to all demographics, including marginalized or underserved groups.
 - 6.1.2 Provide services in a manner that respects the dignity and rights of all individuals.
 - 6.1.3 Build partnerships with local organizations, schools, health services, and businesses to maximize resources and impact.

- 6.1.4 Ensure services are culturally sensitive, responsive, and inclusive to the diverse needs of the community.
- 6.1.5 Promote sustainable delivery that respects environmental, economic, and social factors.
- 6.1.6 Maintain transparency in decision-making, service goals and outcomes.
- 6.2 The goals and objectives of FCSS in relation to this Framework Policy are to:
 - 6.2.1 Ensure equitable access to preventive social services for all residents.
 - 6.2.2 Promote community well-being by strengthening protective factors and reducing social risks.
 - 6.2.3 Foster resilience and self-reliance through skill-building, education, and empowerment initiatives.
 - 6.2.4 Reduce isolation and enhance social connection through engagement, volunteerism, and community participation.
 - 6.2.5 Advance equity and inclusion by addressing systemic barriers and promoting culturally safe service delivery.
- 6.3 This Policy establishes the foundation for a responsive, sustainable, and preventive Social Services system that strengthens community well-being and promotes equity, inclusion, and resilience. Guided by this Policy and related documents, FCSS commits to:
 - 6.3.1 Deliver equitable and inclusive programs and supports that respond to identified community needs.
 - 6.3.2 Develop guidelines for planning, delivering, and evaluating social services to ensure consistency and quality.
 - 6.3.3 Establish transparent funding priorities, considering severity of needs, impact, efficiency, and external opportunities.
 - 6.3.4 Maximize the use of available resources to ensure sustainability and growth of social service offerings.
 - 6.3.5 Engage stakeholders through consultation, forums, and collaborations with agencies and governments.
 - 6.3.6 Set benchmarks and performance indicators to evaluate the success and impact of social service programs, supports and initiatives.
 - 6.3.7 Identify potential risks in social service delivery (e.g., confidentiality, equity gaps, service duplication) and establish preventive measures that meet ethical and legal requirements.
 - 6.3.8 Promote awareness of FCSS through outreach, advertising and social media platforms.

- 6.3.9 Keep the community informed about programs, services, policies, and changes through clear and consistent communication.
- 6.3.10 Foster collaboration and partnerships with local organizations, schools, health services, and businesses to maximize impact and reduce duplication.
- 6.3.11 Support volunteerism and community capacity building as a cornerstone of social service sustainability.
- 6.3.12 Embed continuous improvement practices using evaluation findings and community feedback to refine programs annually.

7. EXCLUSIONS

- 7.1 Direct Assistance: The Town of Blackfalds Family and Community Support Services does not provide direct financial assistance, clinical treatment, or crisis intervention beyond a preventive scope. Residents requiring such supports will be referred to appropriate provincial or community agencies.

8. SPECIAL SITUATIONS

- 8.1 Services may be adapted during public health emergencies, natural disasters, or other extraordinary circumstances to ensure continuity of preventive supports.
- 8.2 Partnerships may be prioritized in situations where community needs exceed municipal capacity.

9. RELATED DOCUMENTS

- 9.1 *Family and Community Services Act*
- 9.2 Social Needs Assessment Plan 2022
- 9.3 The FCSS Accountability Framework

10. END OF POLICY

Mayor

Chief Administrative Officer

Date

Date

POLICY RECORD HISTORY

	Resolution No:	Date
Policy Adopted		
Policy Reviewed		
Policy Revised		

ADMINISTRATIVE REVISIONS

Date	Description

MEETING DATE: April 20, 2026
PREPARED BY: Rick Kreklewich, Director of Community Services
PRESENTED BY: Rick Kreklewich, Director of Community Services
SUBJECT: **Council Policy – Ice Allocation**

BACKGROUND

The Ice Allocation Policy was last reviewed in March of 2021. Since that time, the Town has implemented a framework that distinguishes Council Policies from Administrative Procedures. This distinction ensures that Council provides strategic direction while Administration manages operational details, improving accountability and efficiency.

Administration has identified the Ice Allocation Policy as requiring an update to align with this framework. The Policy was reviewed by the Recreation, Culture and Parks (RCP) Board at the December 3, 2025 and February 4, 2026 meetings. Following these discussions, the RCP Board recommended that the updated Policy be brought forward to Council for consideration.

DISCUSSION

Administration received feedback from the RCP Board on the Ice Allocation Policy that was presented at the RCP Board Meetings. Administration added a definition for Regional Non-Profit Organizations to the Policy as a Regional Non-Profit rate will be considered as part of the Rate Bylaw review in the Fall.

The RCP Board suggested an adjustment to the priority list, requesting that Regional Non-Profit Organizations that are not represented in the community be placed above Regional Non-Profit Organizations with representation in the community. In other words, a Regional Non-Profit Organization offering a sport or activity not currently represented within the community would have a higher allocation priority over a Regional Non-Profit Organization that already offers a sport or activity represented locally. These changes aim to support broader regional participation while maintaining fairness and transparency in ice allocation.

As part of this update, procedural content that previously appeared within the Policy has been moved into the corresponding Administrative Procedure. This ensures the Policy reflects Council's direction, while operational updates can be added by Administration as needed.

ADMINISTRATIVE RECOMMENDATION

That Standing Committee of Council consider the following motion:

1. That Standing Committee of Council recommend to Council that Council Policy – Ice Allocation be forwarded to a future Regular Council Meeting for consideration.

ALTERNATIVES

- a) That Standing Committee of Council recommends amendments to Council Policy – Ice Allocation.
- b) That Standing Committee of Council refer Council Policy – Ice Allocation back to Administration for further review.

ATTACHMENTS

- *Ice Allocation Policy 149.21*
- *Draft Council Policy – Ice Allocation*

APPROVALS



Kim Isaak,
Chief Administrative Officer



Department Director/Author

Policy No.: 149.21 Policy Title: Ice Allocation Policy Department: CSD Effective Date: March 23, 2021 Revised: N/A Supersedes Policy/Bylaw: Facility Usage Policy (Arena) Review Date: March 23, 2024	Council Approval: March 23, 2021 Resolution No. 82/21 Date: March 23, 2021
--	---

Policy Statement

The Town of Blackfalds is committed to effectively provide arena ice time(s) to all user groups in a fair manner to meet the current and future demands of the community, local organized groups and outside user groups.

1. Reason for Policy

1.1 To ensure the Eagle Builders Centre ice surfaces are being fully utilized while continuing to promote and encourage participation in ice activities within Blackfalds. The Town of Blackfalds will implement this policy to continue to be a revenue generating facility while keeping fees reasonable for our local associations. The purpose of this policy is to clearly define and communicate how ice will be managed, allocated and distributed, based on current and expected demands.

2. Related Information

2.1 None

3. Definitions

- | | |
|-------------------------|--|
| 3.1 Damage Deposit | A refundable fee assessed to any user group who rent the ice surface at the Eagle Builders Centre. This fee is used to cover any costs which may arise from actions of the user group. |
| 3.2 Joint Use Agreement | The agreement between the Town of Blackfalds and another party for shared use of facilities. |
| 3.3 Junior Ice Rate | Youth-based organization within Lacombe County or Red Deer County. This includes Junior A hockey and minor sports organizations based in the region. Available for ice rentals only. |
| 3.4 Local Rate Adult | User group/renter who resides within the Town of Blackfalds or is a County of Lacombe resident. |
| 3.5 Non-Local Rate | User group/renter who is based or resides outside of the Town of Blackfalds and the County of Lacombe. |

3.6 Recurring Weekly Bookings	User group books the same ice slot (same time on the same day of week) for the entire season.
3.7 Rental Contract Agreement	Between the Town of Blackfalds and the user group, which must be signed by all user groups who rent the Eagle Builders Centre Ice. This agreement must be signed and returned to the Town of Blackfalds before the beginning of the first rental.
3.8 Special Events	Public or private events that are not a regularly scheduled during the season
3.9 Non-Profit Organization	Local user group that is established for the purpose of providing and promoting recreational opportunities for their members with current Non-Profit status. Organization's primary address must be in Blackfalds. This includes minor sports organizations and programs based within the Town of Blackfalds.

4. Responsibilities

4.1 Municipal Council to:

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

4.2 Chief Administrative Officer to:

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

4.3 Director of the Department to:

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

4.4 Manager to:

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

4.5 All Employees to:

- 4.5.1 understand and adhere to this policy and procedure.

5. Order of Ice Scheduling

5.1 Scheduling of ice will be allocated in the following order:

- *Town of Blackfalds Special Events & Programming (including Co Sponsored Programs)
- *Blackfalds Bulldogs Junior A Games and Practices¹
- *Local Youth Sporting Organizations & Blackfalds Wranglers Senior AA²
- *Local Adult Sporting Organizations
- *Non-Local Sporting Organizations
- *Joint Use Agreements and Casual Rentals

¹ Game and Practice Schedule to be received by June 15

² Blackfalds Minor Hockey Tournament weekends to be confirmed by July 15

² Blackfalds Skating Club Ice Carnival date to be confirmed by July 15

² Blackfalds Wranglers home game schedule to be confirmed by July 15

Regional, Provincial, National & International Events will have ice allocation requests reviewed by Town of Blackfalds Community Services to determine ice allocation.

6. Exclusions

6.1 None

7. Special Situations

7.1 None

8. Appendix

8.1 None

9. End of Policy

PROCEDURE	Policy No.: 149.21 Policy Title: Ice Allocation Policy Department: Community Services
------------------	--

1. Preamble:

- 1.1 It is recognized that it is advantageous to maintain a reasonable amount of consistency in ice time scheduling from year to year and therefore due consideration will be given to the allocation of ice according to previous years. Significant changes to ice allocations shall be based on significant changes to registration levels and composition or other emerging trends and needs. Any changes will be subject to approval by the Recreation Programmer and prioritized based upon the scheduling priority list noted above.
- 1.2 Confirmation from each user group that they will be returning for the following season must be provided in writing to the Recreation Programmer prior to June 30th of each year. Failure to do so may result in the loss of ice time. Any requests for increased or decreased ice usage based on the previous season must be provided at this time.
- 1.3 The Community Services Department will determine who will get allotted additional ice time; these decisions will be based upon changes in registration and/or emerging trends and needs of each user group. Additional ice time will be granted only if additional ice time is available. The Town of Blackfalds recognizes it is advantageous to maintain consistency in ice scheduling from season to season and careful consideration will be given to historical precedent when making changes to user group schedules.
- 1.4 All user groups must sign a Rental Contract and return a signed copy to the Community Services Department before their first booking of the season. Failure to do so may result in the loss of ice time.
- 1.5 The following must be provided to the Recreation Programmer before July 31st of each year:
 - a. Blackfalds Bulldogs Junior A games and practices.
 - b. Blackfalds Minor Hockey Association tournament dates.
 - c. Blackfalds Skating Club Carnival date.
 - d. Blackfalds Wranglers Hockey Club exhibition and regular season schedule.

1.6 Payment requirement dates:

Adult Users/Non-local Rate Groups/Other Users:

Full payment by September 15th of each year

Blackfalds Bulldogs/BMHA/BSC/Blackfalds Wranglers:

Option 1 – full payment by September 15th of each year

Option 2 – two payments:

1st Payment: Contract balance from September to December 31st paid by January 15th

2nd Payment: Remaining contract balance paid by April 15th of each year

BMHA Tournament Ice:

All tournament rental contracts must be paid in full within five (5) days of tournament completion.

All payments for ice rentals are non-refundable. Any over-payments for ice rentals will be credited to their account for future ice bookings.

- 1.7 Each user group with a recurring weekly booking must take their weekly time slot for every day that is not a named holiday – unless the booking is on a weekday and starts at or before 4:00pm.

Weekend ice bookings must be confirmed by the user group by September 1st of each season. Weekend ice bookings are not required to be recurring for Non-Profit and Junior Ice organizations (Blackfalds Wranglers Senior AA are not required to take recurring weekend ice).

The season date parameters for all user groups are from October 1st to the Sunday following March 15th of each year (if March 15th falls on a Sunday, that will be last required date). Therefore user groups must take their full weekly recurring ice times starting no later than October 1st and must continue until end dates will be March 15th of each year (If March 15th falls on a Sunday, that will be last required date).

- 1.8 Groups are not permitted to sell ice to another group. The Community Service Department will make every effort to assist the associations to fill open ice slots. If a Non-Profit Organization has a user interested in an open ice slot, the Recreation Programmer must be notified, and a separate contract will be made in the new user's name. The Non-Profit Organization will be responsible for the ice time until full payment is received by the Town of Blackfalds from new user group.
- 1.9 All Blackfalds Minor Hockey Association rentals for Tournament use are charged at the Local Rate – as opposed to the Non-Profit Rate.
- 1.10 The Town of Blackfalds has the right to make the final decision regarding facility rentals.

2. Ice Time Changes/Cancellations

- 2.1 Non-Profit Organizations can exchange ice upon approval of the Recreation Programmer. Changes will then be made to their respective contracts.
- 2.2 Weekday ice times starting before 10:00am can be cancelled with a minimum of 24 hours notice.

3. League Playoff/Provincial Playoff Bookings

- 3.1 Scheduling in playoffs and provincial playdowns are recognized to have many changes in ice time requirements. Scheduling will follow the Scheduling Priority List to keep consistency, however the Town of Blackfalds will have final decision. It is understood all parties must work around each other's schedules.

4. Named Holidays

- 4.1 The ice surfaces at Eagle Builders Centre will be closed on the following holidays:

Heritage Day – 1st Monday in August
Labour Day – 1st Monday in September
Thanksgiving Day – 2nd Monday in October
Remembrance Day – November 11th
Christmas Eve – December 24th
Christmas Day – December 25th
Boxing Day – December 26th
New Year's Eve – December 31st

New Year's Day – January 1st
Family Day – 3rd Monday in February
Good Friday – Weekend of First Sunday after the Paschal Full Moon
Easter Monday – Weekend of First Sunday after the Paschal Full Moon

- 4.2 The Eagle Builders Centre cannot be rented out to a user group (other than for the Town of Blackfalds events) on any named holiday unless given special permission by the Town of Blackfalds.

5.2.1 End of Procedure

Approval

-Original Signed-

Chief Administrative Officer

-Original Dated-

Date

ICE ALLOCATION

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

1. POLICY PURPOSE

- 1.1 The Town of Blackfalds is committed to allocating ice time fairly and consistently, based on the priority of User Groups. This Policy ensures equitable access for all User Groups while addressing both current and future community needs, supporting local organizations, and accommodating external participants.

2. POLICY STATEMENT

- 2.1 The Town of Blackfalds aims to maximize the use of both ice surfaces at the Eagle Builders Centre while promoting participation in ice-related activities. This Policy supports sustainable, revenue-generating operations and strives to keep user fees affordable for local associations. It establishes clear principles and procedures for managing, allocating, and distributing ice time based on current and anticipated demand.

3. DEFINITIONS

- 3.1 “**CAO**” means the Chief Administrative Officer of the Town of Blackfalds, appointed by Council as per the *Municipal Government Act*.
- 3.2 “**Joint Use Planning Agreement**” means the agreement between the Town of Blackfalds and another party for shared use of facilities.
- 3.3 “**Regional Non-Profit Organizations**” means organizations based in the region that consist of 20% to 80% of participants who reside and are considered ratepayers in Blackfalds or Lacombe County.
- 3.4 “**Special Events**” means public or private events that are not regularly scheduled during the season.
- 3.5 “**Town**” means the municipality of the Town of Blackfalds.
- 3.6 “**User Groups**” are defined as per Rate Bylaw, Schedule “C” – Community Services Facilities Fee Schedule as Local, Non-Local and Local Non-Profit.

4. SCOPE

4.1 This Policy applies to Council, the Chief Administrative Officer and User Groups.

5. AUTHORITY AND RESPONSIBILITIES

5.1 Council to:

5.1.1 Adopt and support this Policy by resolution.

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

5.2 Chief Administrative Officer to:

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

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

6. POLICY

6.1 Rates will be determined in accordance with the Rate Bylaw, Schedule "C" – Community Services Facilities Fee Schedule.

6.2 Scheduling of ice will be allocated in the following order:

6.2.1 Town of Blackfalds Special Events & Programming (including Co-Sponsored Programs),

6.2.2 Blackfalds Bulldogs Junior A games and practices,

6.2.3 Local non-profit organizations,

6.2.4 Local users,

6.2.5 Regional Non-Profit Organizations without representation within our community,

6.2.6 Regional Non-Profit Organizations with representation within our community,

6.2.7 Non-Local users,

6.2.8 Joint Use Planning Agreements and casual rentals.

- 6.3 Ice allocation requests for regional, provincial, national, and international events will be reviewed by the Town of Blackfalds Community Services and determined based on demonstrated need.

7. EXCLUSIONS

None

8. SPECIAL SITUATIONS

None

9. RELATED DOCUMENTS

- 9.1 Council Policy – Community Services Framework
- 9.2 Rate Bylaw, Schedule “C” – Community Services Facilities Fee Schedule
- 9.3 Administrative Procedure – Ice Allocation

10. END OF POLICY AND APPROVAL

Chief Administrative Officer

Date

POLICY RECORD HISTORY

Date Approved/Revised:	Approved/Reviewed By:	Title:

MEETING DATE: April 20, 2026

PREPARED BY: Jessica Robinson, Executive and Legislative Coordinator

PRESENTED BY: Kim Isaak, Chief Administrative Officer

SUBJECT: **Council Committee Bylaw 1339.25**

BACKGROUND

At the June 24, 2025, regular meeting of Council as part of the Committee Audit process undertaken in 2024, Council was presented with Bylaw 1339.25 – Council Committee Bylaw and passed the following resolutions:

159/25 Councillor Appel moved That Council give First Reading to Bylaw 1339.25 – Council Committee Bylaw, as amended.

CARRIED UNANIMOUSLY

160/25 Councillor Svab moved That Council direct Administration to circulate a copy of Bylaw 1339.25 - Council Committee Bylaw to the Council Committees for their feedback and input.

CARRIED UNANIMOUSLY

Administration circulated Bylaw 1339.25 to Council's Committees, with Committees reviewing the Bylaw in the second half of 2025. Feedback received from the Member at Large Review panel has been incorporated; the other Committees did not have concerns on the Bylaw as presented.

DISCUSSION

Administration, in preparation for the Bylaw returning for second and third reading, has completed another review and is recommending the following housekeeping amendments. These housekeeping amendments address minor clarity, formatting, and consistency items only and do not change the intent or structure of the Bylaw.

1. That all reference to the Municipal Government Act Chapter M 26.1, be standardized to read Municipal Government Act, RSA 2000, c M-26;
2. That the parenthetical reference "(Executive and legislative Coordinator)" be struck from section 2.1(f);
3. That "and" be struck from section 3.1(3.1.6), and "; and" be added to the end of section 3.1(3.1.7);
4. That Part 6 – *Member at Large Appointments* be amended by adding the following subsection as section 6.1:

"6.1 No municipal employee shall be appointed as a Member at Large unless expressly permitted under a specific provision of this Bylaw.";
5. That 6.4 be struck;

6. That 6.8 be amended by inserting the words “with all new and re-applying Members at Large” so the section 6.8 reads as follows:

“6.8 The Member at Large Review Panel will conduct interviews with all new and re-applying Members at Large to make recommendations to Council for consideration.”

7. That 6.11 be struck;
8. That 7.9.5 be struck; and
9. That all subsequent section numbers be updated as necessary following the amendments.

FINANCIAL IMPLICATIONS

None

ADMINISTRATIVE RECOMMENDATION

That Standing Committee of Council Consider the following:

1. That Standing Committee of Council recommend the amendments to Bylaw 1339.25 – Council Committee Bylaw, be forwarded to a Regular Council Meeting for Consideration.

ALTERNATIVES

- a) That Standing Committee refer Bylaw 1339.25 – Committee Bylaw to a Regular Council meeting without incorporating the recommended housekeeping amendments.

ATTACHMENTS

- Council Committee Bylaw 1339.25 – as passed at first reading
- Draft Bylaw 1339.25 - Council Committee Bylaw - Blackline

APPROVALS

Kim Isaak,
Chief Administrative Officer

Department Director/Author

BEING A BYLAW OF THE TOWN OF BLACKFALDS IN THE PROVINCE OF ALBERTA TO ESTABLISH AND REGULATE THE TOWN OF BLACKFALDS COUNCIL COMMITTEES

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 procedures for Council Committees, and other bodies established by Council;

WHEREAS, pursuant to Section 145 of the *Municipal Government Act*, being Chapter M 26.1 of the Revised Statutes of Alberta, 2000 and amendments thereto, permits Council to pass bylaws to establish procedures for Council Committees, and other bodies established by Council;

WHEREAS, it is the desire of the Council to establish Council Committees and prescribe the powers, duties and functions of those Committees.

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 “**Council Committee Bylaw**”.
- 1.2 The following Schedules shall form part of this Bylaw:
 - 1.2.1 Schedule “A” - Criteria for Establishing a Committee
 - 1.2.2 Schedule “B” - Committee Terms of Reference Template
 - 1.2.3 Schedule “C” - Committee Evaluation Checklist
 - 1.2.4 Schedule “D” - Terms of Reference, Economic Development & Tourism Advisory Committee
 - 1.2.5 Schedule “E” - Terms of Reference, Family & Community Support Services Board
 - 1.2.6 Schedule “F” - Terms of Reference, Recreation, Culture & Parks Board
 - 1.2.7 Schedule “G” - Terms of Reference, Member at Large Review Panel

PART 2 – DEFINITIONS

- 2.1 In this Bylaw:
 - (a) “**Act**” means the *Municipal Government Act*, RSA. 2000, c. M-26 and any amendments thereto.
 - (b) “**Chief Administrative Officer**” means the individual appointed by Council to the position as per the *Municipal Government Act*.
 - (c) “**Closed Session**” means a portion of a meeting or a meeting that is closed to the public as the matter to be discussed falls within one of the exceptions to the disclosure in Division 2, Part 1 of the *Access to Information Act*.
 - (d) “**Committee**” means a committee, commission, board, authority, task force or other body established by Council.
 - (e) “**Council**” means the Council of the Town of Blackfalds elected pursuant to the *Local Authorities Election Act* of Alberta, as amended.
 - (f) “**Legislative Services**” means employees who work in Legislative Services. (Executive & Legislative Coordinator).
 - (g) “**Member**” means members of Council who are appointed to Committees by Council at the annual Organizational Meeting of Council, or as required throughout the year.
 - (h) “**Member at Large**” means a member of the public appointed by Council to a Committee.
 - (i) “**Member at Large Review Panel**” means the Members appointed to carry out the interview process and recommendations for Member at Large appointments and subsequent approval consideration by Council.
 - (j) “**Recording Secretary**” means an employee who has been designated by the Chief Administrative Officer or designate to act as the Recording Secretary for a Committee.

- (k) **“Staff Liaison”** means a designated employee of the Town, who acts in a liaison capacity for a Committee and who can provide subject matter expertise to the Committee.
- (l) **“Single Purpose Task Force”** means a body appointed by Council to study or work on a specific project or problem facing Council.
- (m) **“Town”** means the municipality of the Town of Blackfalds.
- (n) **“Organizational Meeting”** means a meeting that is held annually at the first meeting of the calendar year where the election is held for the Chair and Vice Chair if required, for the applicable Committee.
- (o) **“Organizational Meeting of Council”** means the meeting that is required to be held annually under section 192 of the *Municipal Government Act* not later than 2 weeks after the 3rd Monday in October.
- (p) **“Pecuniary Interest”** means a matter that could monetarily affect a Member, Member at Large or a Member, Member at Large appointee’s family, as referenced in the Act. Family is defined as a spouse, adult interdependent partner, children, parents of a spouse or adult interdependent partner.

PART 3 – EXCLUSIONS

3.1 This Bylaw does not apply to the:

- 3.1.1 Assessment Review Boards;
- 3.1.2 Municipal Emergency Management Committee;
- 3.1.3 Policing Committee;
- 3.1.4 Municipal Library Board;
- 3.1.5 Council Remuneration Committee;
- 3.1.6 Intermunicipal Committees; and
- 3.1.7 Municipal Planning Commission
- 3.1.8 Regional Subdivision and Development Appeal Board.

PART 4 - ESTABLISHMENT OF COMMITTEES

4.1 The following Committees are hereby established.

- 4.1.1 Economic Development & Tourism Advisory Committee;
- 4.1.2 Family & Community Support Services Board;
- 4.1.3 Recreation, Culture & Parks Board; and
- 4.1.4 Member at Large Review Panel.

4.2 Unless otherwise provided for in this Bylaw. Members and Members at Large are appointed by Council resolution.

4.3 In determining when or if a Committee should be established, Council shall refer to the Criteria for Establishing a Committee, attached as Schedule “A” of this Bylaw.

4.4 When a Committee is established, the Terms of Reference for the applicable Committee shall be developed, as per the template attached as Schedule “B”, which shall include:

- 4.4.1 The purpose of the Committee;
- 4.4.2 The composition of the Committee; and
- 4.4.3 Roles and responsibilities of the Committee.

4.5 The Chief Administrative Officer shall designate the position who will carry out the Staff Liaison role required for providing subject matter expertise and advice to each Committee.

4.6 The Chief Administrative Officer shall designate the position who will carry out the Recording Secretary duties for each Committee.

4.7 If the Committee receives grants, donations, or contributions, any monies received will be administered by the Town under their accounting principles and the terms under which the monies were received.

- 4.8 If applicable, the Committee will prepare and submit an annual proposed budget for Council as part of the Town's budget process.

PART 5 - MEMBER APPOINTMENTS

- 5.1 Member appointments will be conducted at the annual Organizational Meeting of Council unless otherwise directed by resolution of Council.
- 5.2 During the annual appointment process, consideration shall be given to weighing the benefits of proposing Members for either new appointments or reappointments.
- 5.2.1 New appointments may provide Members with increased learning opportunities and exposure to various Committees.
- 5.2.2 Reappointments may be warranted in certain Committees, for instances when it is deemed to be beneficial due to continuity, complexity, knowledge, organizational history, training requirements, etc.
- 5.3 Members appointed to Committees are to act as representatives of the Council, and as per the *Municipal Government Act*, consider the welfare and interest of the municipality as a whole and to act as liaisons between the Committee and Council. In this role, the Member will:
- 5.3.1 Advocate proactively within the Committee for outcomes that will help to progress the outcomes that are set out in Council's Strategic Plan.
- 5.3.2 Monitor and guide the Committee's activities in order to ensure they are aligned with the Committee's mandate.
- 5.3.3 Ensure that the Committee is not directing any Staff Liaison or other Town resource to undertake work on behalf of the Committee.
- 5.3.4 If there is a conflict between a Member's personal opinion on an issue and the direction provided by Council, the Member should represent Council by voting in alignment with the Council position.
- 5.3.5 As per the *Municipal Government Act*, when the Committee brings forth a question or request to Council, the Member should vote from the perspective of Council; this means that, even if a Member voted in favour of a motion at Committee, they may find themselves voting against the issue at Council after hearing the debate and opinions of fellow Councillors.
- 5.3.6 Make every effort to attend scheduled meetings.
- 5.3.7 Actively participate in open and respectful sharing of opinions.
- 5.3.8 Make every effort to ensure that matters are considered fairly and consistently.
- 5.3.9 Make decisions based on the best available information.
- 5.3.10 Report back to Council routinely on the activities of the Committee.
- 5.4 Members are to keep matters discussed at a Committee meeting in a Closed Session confidential until such time that they are discussed at a Committee meeting held in public.
- 5.5 Following the municipal election, the Chief Administrative Officer will ensure that the Members are provided with an introduction to the various Committees prior to or during the Council orientation training.

PART 6 - MEMBER AT LARGE APPOINTMENTS

- 6.1 Annually in September, those Member at Large terms that are set to expire but are eligible for reappointment shall be asked to provide written confirmation of their interest in reappointment.
- 6.2 Once the number of Committee vacancies is determined, notification of such vacancies shall be published on the Town's, social media, website and in local area newspapers. Vacancies that occur throughout the year will be listed on the Town's website and periodically posted on the Town's social media outlets.

- 6.3 Application forms shall be made available at the Town's Civic Centre and on the Town's website.
- 6.4 Completed application forms shall be accepted throughout the year and may be retained by Legislative Services on file for six (6) months for consideration should additional vacancies occur.
- 6.5 Any vacancies may be filled from the retained applications or through additional advertising.
- 6.6 The Member at Large Review Panel will review all applications for vacancies on a Committee.
- 6.7 The Member at Large Review Panel will shortlist candidates.
- 6.8 The Member at Large Review Panel will conduct interviews to make recommendations to Council for consideration.
- 6.9 All Members of the Member at Large Review Panel shall actively participate in the interview and selection process.
- 6.10 Legislative Services shall manage all applications received, schedule interviews on behalf of the Member at Large Review Panel, and provide any other administrative support required.
- 6.11 The Member at Large Review Panel has the discretion to request an interview with a reapplying Member at Large.
- 6.12 The reapplying Member's at Large participation, service and conduct on the Committee shall be considered in the review process.
- 6.13 Member at Large Appointments will be for 1-, 2-, or 3-year terms unless determined elsewhere, or otherwise approved by Council.
- 6.14 No Member shall serve on a Committee for more than three (3) consecutive terms, unless authorized by Council.
- 6.15 Appointments to fill a vacancy due to resignation will be appointed to the Committee for the balance of the term.
- 6.16 If not restricted by legislation, Council may appoint Members at Large to fill a Committee vacancy for terms which are incomplete due to the resignation or removal of a Member.
- 6.17 Council may consider and subsequently approve Member at Large annual appointments, as recommended by the Member at Large Review Panel.
- 6.18 Following Council approval, applicants shall be notified of their appointment by Legislative Services.
- 6.19 All Members and Member at Large appointees shall be required to submit a Criminal Record Check free of charge to Legislative Services prior to their attendance at the first Committee meeting.
- 6.20 Council may revoke a Member at Large appointment from a Committee by resolution for any reason they deem appropriate.
- 6.21 Legislative Services shall maintain a current record of all Committee appointments and details of their term.
- 6.22 A Member at Large may resign at any time but must provide the Chair of the Committee with written notice in advance. The Chair will notify Council, through Legislative Services, and Town Council will formally accept the resignation.
- 6.23 All Member at Large Appointees will serve without remuneration. In instances where expenses are incurred for out-of-town meetings or other events approved by the Committee, the applicable travel expenses will be paid for the Member at Large, where the relevant budget has been provided.

PART 7 - RULES OF PROCEDURE

- 7.1 All Member at Large appointees to a Committee shall conduct their business in accordance with this Bylaw and the applicable Terms of Reference as attached in the applicable Schedule to this Bylaw.

- 7.2 In accordance with the Act, a meeting may be conducted by means of electronic or other communication facilities if:
- 7.2.1 The facilities enable the public to watch and/or listen to the meeting;
 - 7.2.2 The facilities enable all the meeting's participants to watch and/or hear each other; and
 - 7.2.3 Notice is given to the public of the meeting and the way in which it is to be conducted.
- 7.3 Members at Large or Members participating in a meeting held via communication facility are deemed to be present at the meeting.
- 7.4 A Committee may appoint one or more sub-committees by resolution to consider or inquire into any matter that falls within its purpose. The sub-committee(s) shall then report their findings to the Committee.
- 7.5 Once the sub-committee has met its purpose the sub-committee will be dissolved by way of resolution.
- 7.6 To benefit from additional expertise, a Committee may invite others to assist with making presentations and/or serving on a sub-committee. These individuals shall not have voting powers.
- 7.7 No action of a Committee, except where a power to act has been granted by Council or as legislated, shall be binding on the Town.
- 7.8 The Chair of a Committee shall not be a Council Member.
- 7.9 The Chair of the Committee will:
- 7.9.1 Liaise with the Recording Secretary on the agenda development for meetings;
 - 7.9.2 Review the draft minutes once prepared by the Recording Secretary;
 - 7.9.3 Preside over and keep order at Committee Meetings;
 - 7.9.4 Endeavor to ensure that Member at Large appointees are fairly and appropriately engaged in meetings and related events;
 - 7.9.5 Assist the Member at Large Review Panel on the selection and interview process;
 - 7.9.6 Ensure that new appointees receive an orientation on the Committee prior to their first meeting; and
 - 7.9.7 On behalf of the Committee, report annually to Council as outlined in Section 9 of this Bylaw.
- 7.10 The Chair of the Committee shall endeavour to ensure that Member at Large appointees are fairly and appropriately engaged in meetings and related events.
- 7.11 Meetings of the Committees shall be scheduled as determined by their Terms of Reference and/or as otherwise scheduled by the Committee.
- 7.12 Once all Committee meeting dates are determined by the Committee at its Organizational Meeting, they will be posted on the Council meeting calendar on the Town's website.
- 7.13 Committee meeting agenda packages will be made publicly available on the Town's website at least three (3) days in advance of a meeting date, unless extenuating circumstances prevent this from occurring.
- 7.14 All Committee meetings must be held in a publicly accessible location.
- 7.15 A quorum shall consist of fifty percent (50%) of the Committee unless otherwise provided for by legislation or regulation.
- 7.16 All Committee meetings shall be open to the public unless the topic falls under the *Access to Information Act*, Division 2 - Exceptions to Disclosure.
- 7.17 Before entering a Closed Session, the Committee shall state:
- 7.17.1 That the Committee will be moving to Closed Session;
 - 7.17.2 The basis under which the meeting will be held in Closed Session, as defined by legislation; and
 - 7.17.3 A vote must be held to move to a Closed Session, and a separate vote shall be held to return to the open public meeting. No other motions may be made in a Closed Session.

- 7.18 Committees will follow the rules of procedure for Council as outlined in the Council Procedural Bylaw unless another act or authority states otherwise.
- 7.19 All Members and Members at Large shall be required to vote on any matter before the Committee unless a conflict of interest is declared. In the event of a tie vote, the motion shall be deemed defeated.
- 7.20 Nothing in this Bylaw shall be construed to empower a Committee to pledge, appropriate or expend any public money without prior approval of Council.
- 7.21 Nothing in this Bylaw shall be construed to empower a Committee to direct resources of the Staff Liaison.
- 7.22 Minutes from the Committee meeting will be taken and, following adoption, signed by the Committee Chair and Recording Secretary. Originals will be forwarded to Legislative Services for filing and inclusion in the next Regular Meeting of Council under its Consent Agenda.
- 7.23 Any Member at Large who is absent from three (3) consecutive meetings of the Committee automatically ceases to be a Member at Large as of the date of the third meeting unless such absence is authorized by resolution of the Committee.
- 7.24 Individual Committees shall utilize the Committee Evaluation Checklist, attached as Schedule "C". This shall be used to determine the committee's effectiveness. The evaluation shall occur annually, at the end of each Committee mandate, or as determined by the Council.
- 7.25 Members at Large have a responsibility to make decisions based on the best interests of the Town.

PART 8 - REPORTING PROCEDURES

- 8.1 A Committee, with the exception of the Member at Large Review Panel, shall report annually to Council on:
- 8.1.1 Their proposed work / strategic plan;
- 8.1.2 Matters referred to them or requested by Council; or
- 8.1.3 When Council approval is required for a specific action, initiative or budget request.
- 8.2 Committees shall report to Council through the Chair or designate.
- 8.3 Any sub-committee struck by a Committee shall report to Council through the Committee.

PART 9 - REPEAL

- 9.1 That Bylaw 1125/11 – Blackfalds and District Recreation, Culture and Parks Bylaw, and Bylaw 1221/18 – Blackfalds and District Family and Community Support Services Board Bylaw and all amendments thereto are hereby repealed upon this Bylaw coming into effect.

PART 10 - DATE OF FORCE

- 10.1 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 LAURA SVAB

CAO KIM ISAAK

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

(RES. _____)

MAYOR LAURA SVAB

CAO KIM ISAAK

DRAFT

SCHEDULE “A”

CRITERIA FOR ESTABLISHING A COMMITTEE

- 1. Will the mandate of this Committee be to look into a specific issue or oversee an ongoing issue?**

(This will help determine if Council should create a Committee or a Single Purpose Task Force, defined as a body appointed by Council to study or work on a specific project or problem facing Council. Normally, task forces have a set mandate and term and are disbanded once the task has been completed. Task forces can consist of representation from both Council and the public.)

- 2. Will this Committee help, advise, instruct, or exercise any responsibility for or authority over any aspect of the organization that has already been delegated to Administration? If so, then what will Council hold the Town Manager accountable for in this regard?**

- 3. Has Council developed a clear mandate for the Committee, and has criteria been established for how and what it will report to Council?**

- 4. Will the mandate of this Committee assist Council in parts of its own Strategic Plan, goals, or responsibilities?**

- 5. Has Council established what specific resources will be required by this Committee, and are they available to be committed?**

(This will include resources such as Staff Liaison, Recording Secretary and support, appropriate budget, and sufficient timelines to properly investigate the objectives.)

SCHEDULE “B”

COMMITTEE TERMS OF REFERENCE TEMPLATE

1. Purpose/Mandate

1.1. This section outlines the purpose of the applicable Committee.

2. Membership

2.1. This section outlines the Committee membership and shall include the following clause:

2.2 As per the Council Committee Bylaw, any member who is absent from three (3) consecutive regular meetings of the Committee automatically ceases to be a Member at Large as of the date of the third meeting unless such absence is authorized by resolution of the Committee.

3. Meetings

3.1 This section outlines the Committee's meeting schedule and specifies that, if required, the election of Chair and Vice Chair will be completed at the Organizational Meeting.

4. Committee Roles and Responsibilities

4.1 This section outlines the roles and responsibilities of the Members at Large on the Committee and must include the following:

4.1.1. Completion of Committee Annual Evaluation Checklist.

SCHEDULE “C”

COMMITTEE EVALUATION CHECKLIST

- 1. Is the mandate of the Committee still relevant, or has the original mandate and/or the need for the Committee changed?**

Still relevant _____ Not Fulfilled _____

If not, is there any reason by the Committee should continue to exist?

- 2. Has the board or Committee Mandate been fulfilled?**

Fulfilled _____ Not Fulfilled _____

If not, is there any reason by the Committee should continue to exist?

- 3. What is the recommendation of the Staff Liaison pertaining to the overall mandate and function of the Committee?**

- 4. Has the Committee reported its progress throughout the year?**

- 5. Are the activities of the Committee consistent with its mandate?**

- 6. Are Members at Large of the Committee still considered the right fit, or does the membership need to change?**

- 7. Has the Committee had a large turnover rate or had difficulty attracting Members at Large?**

- 8. What additional term is required for this Committee to complete its mandate?**

SCHEDULE "D"**TERMS OF REFERENCE**
ECONOMIC DEVELOPMENT & TOURISM ADVISORY COMMITTEE**1. Purpose/Mandate**

- 1.1. The purpose of the Economic Development & Tourism Advisory Committee ("EDTAC") is to act as an advisory committee to Council and provide guidance and advice in the implementation of strategies outlined in the Economic Development & Tourism Strategy that serves to enhance economic development and tourism in the Town of Blackfalds including additional strategies, ideas and solutions related to economic development and tourism in the Town of Blackfalds and area.

2. Membership

- 2.1 EDTAC is comprised of a minimum of eleven (11) members who are appointed by Council. Council will appoint EDTAC members on the basis of demonstrated appreciation of and participation in community economic development and tourism matters. Membership includes:
- 2.1.1 A maximum of two (2) Town Council members (voting members);
 - 2.1.2 A maximum of one (1) Lacombe County Council member (voting member);
 - 2.1.3 A minimum of eight (8) members at large with experience in or passion for business, innovation or economic development (voting member); and
 - 2.1.4 Economic Development Officer and any other Administrative Staff that the Chief Administrative Officer deems necessary (non-voting members).
- 2.2 The majority of members must maintain a residence within the Town of Blackfalds.
- 2.2 The term of the Committee appointments will be for up to two (2) years.

3. Meetings

- 3.1 EDTAC will review the dates and times of the regular meetings at the beginning of each calendar year. Meetings will typically be held starting at 7:00 p.m. on the first or second Monday of February, April, June, September and November. The Chair may call additional meetings as required.

4. Committee Roles and Responsibilities

- 4.1 At the February meeting, the Committee, by a majority vote, will elect a Chair and Vice Chair for the Committee to serve a one (1) year term.
- 4.2 The Committee will make recommendations to Council in relation to economic development and tourism initiatives. Decisions of the EDTAC are not binding on the Town of Blackfalds until it is approved by Council.
- 4.3 Establish project sub-committees as required. These sub-committee may include non-EDTAC members. Project committee will report back to EDTAC through the sub-committee chair.

SCHEDULE “E”**TERMS OF REFERENCE**
FAMILY & COMMUNITY SUPPORT SERVICES BOARD**1. Purpose/Mandate**

- 1.1 The purpose of the Family & Community Support Services Board (“**FCSS**”) is to act as an advisory board to Council, governed by a partnership with the Government of Alberta dedicated to enhancing the social prosperity of individuals, families, the community and district. The FCSS Board provides recommendations, with support and advice from Administration, regarding direct service provision; including, but not limited to, programming, policy development, volunteer recognition, annual budgeting, partnering opportunities, and funding for other social prevention programming providers. The decisions and recommendations that come from the Board for Council’s consideration are influenced by the current Social Needs Assessment and Master Plan.

2. Membership

- 2.1 FCSS Board is comprised of a minimum of eight (8) to a maximum of ten (10) members, which are appointed by Council. Council will appoint FCSS Board members who are dedicated to enhancing the social prosperity of individuals, families, the community and district. Membership includes:
- 2.1.1 A maximum of two (2) Town Council members (voting members);
 - 2.1.2 A minimum of five (5) - maximum of seven (7) members at large who are residents of Blackfalds (voting members);
 - 2.1.3 A maximum of three (3) members at large who are Lacombe County residents (voting members); and
 - 2.1.4 FCSS Manager and any other Administrative Staff that the Chief Administrative Officer deems necessary (non-voting members).
 - 2.1.5 Council can appoint an additional member at large who is a resident of Blackfalds (voting members) making the maximum (8) if they are unable to fill the Lacombe County position.
- 2.2 The majority of members must maintain a residence within the Town of Blackfalds.
- 2.3 The term of the Committee appointments will be for up to three (3) years.

3. Meetings

- 3.1 Meetings will be held starting at 7:00 p.m. on the second Thursday of the month, with no meetings regularly scheduled in July and August. The Chair may call additional meetings as required.
- 3.2 The FCSS Board shall hold a minimum of (6) regular meetings annually at a time and so designated by the FCSS Board.

4. Committee Roles and Responsibilities

- 4.1 At the Organizational meeting, the Committee, by a majority vote, will elect a Chair and Vice Chair for the Committee to serve a one (1) year term.
- 4.2 The Committee will make recommendations to Council on the development, provision, and quality of a broad range of family and community support services and programs, including monitoring and review of the terms of reference. As well as recommend the allocation of grants and funds to community organizations.
- 4.3 The Board shall advise and make recommendations regarding the preparation of a Social Needs Assessment Master Plan at least every five (5) years, outlining, in order of priority, and providing recommendations relating to preventive social services matters in accordance with the Social Needs Assessment Master Plan.

- 4.4 The Board shall monitor and review operating policies and procedures and make recommendations to Council regarding the creation and implementation of Bylaws, policies, and procedures relating to preventative social services matters in accordance with the Social Needs Assessment Master Plan.
- 4.5 The FCSS Board shall adjudicate the nomination process for annual volunteer recognition awards for the Town of Blackfalds and recommend award recipients.
- 4.6 Donated funds that are remaining at the end of the budget year may be held in municipal reserves for Council approved municipal family and community support services projects. Provided these funds are reported and shown in the annual audit report, the FCSS Board may recommend to Council special projects for allocation of reserve funds generated by family and community support services related activities.
- 4.7 Decisions of the FCSS Board are not binding on the Town of Blackfalds until it is approved by Council. Where Administration recommendation varies from that of the Committee both recommendations will be brought forward.
- 4.8 Establish project sub-committees as required. These sub-committee may include non-FCSS Board members. Project committee will report back to the FCSS Board through the sub-committee chair.
- 4.9 The Board shall promote collaboration throughout the Regional Family and Community Support Services District to encourage the sharing of available resources towards the provision of preventative social services opportunities for everyone in the district.

SCHEDULE "F"**TERMS OF REFERENCE**
RECREATION, CULTURE & PARKS BOARD**1. Purpose/Mandate**

- 1.2** The purpose of the Recreation, Culture & Parks ("**RCP**") Board is to act as Advisory Board which provides recommendations to Council on the planning, development, and policy of municipal recreation services and amenities. The RCP Board provides recommendations, with support and advice from Administration, regarding direct service provision; including, but not limited to, programming, policy development, annual budgeting, partnering opportunities, and funding for other providers. The decisions and recommendations that come from the Board for Council's consideration are influenced by the current Recreation Master Plan and Community Services Framework Policy.

2. Membership

- 2.4** The RCP Board is comprised of a maximum of eight (8) members, who are appointed by Council. Council will appoint RCP Board members who are dedicated to enhancing the development, provision, and quality of a broad range of recreational and cultural services, facilities, programs, parks and green spaces. Membership includes:
- 2.1.1** A maximum of two (2) Council members (voting members);
 - 2.1.2** A minimum of five (5) - maximum of six (6) members at large who are residents of Blackfalds (voting members);
 - 2.1.3** A maximum of one (1) Lacombe County resident may be appointed (voting member); and
 - 2.1.4** Director and any other Administrative Staff that the Chief Administrative Officer deems necessary (non-voting members).
- 2.5** The majority of members must maintain a residence within the Town of Blackfalds.
- 2.6** The term of the Committee appointments will be for up to three (3) years.

Meetings

- 3.3** Meetings will be held starting at 6:30 p.m. on the first Wednesday of the month, with no meetings regularly scheduled in July and August.
- 3.4** The RCP Board shall hold a minimum of four (4) regular meetings annually at a time and so designated by the RCP Board.
- 3.5** The Chair may call additional meetings as required.

Committee Roles and Responsibilities

- 4.1** At the Organizational meeting, the RCP Board elects a Chair and Vice Chair for the Committee by a majority vote to serve a one (1) year term.
- 4.2** The Committee will make recommendations to Council on the development, provision, and quality of a broad range of recreational and cultural services, facilities, programs and parks and green spaces.
- 4.3** The RCP Board will recommend the allocation of Community Initiatives Grant funding to community organizations.
- 4.4** The RCP Board shall provide advice and recommendations on the development of a Recreation Master Plan, including prioritizing initiatives and guiding the growth of recreation, culture, and park resources in alignment with the Recreation Master Plan and Community Services Framework Policy.
- 4.5** Decisions of the RCP Board are not binding on the Town of Blackfalds until it is approved by Council. Where Administration recommendation varies from that of the Committee, both recommendations will be brought forward.

- 4.6 The RCP Board may establish sub-committees as needed. A sub-committee may include non-RCP Board members. The designated Chair of the sub-committee will report back to the RCP Board.
- 4.7 The Board shall promote regional collaboration to encourage the sharing of available resources towards the provision of recreation opportunities within the district.

DRAFT

SCHEDULE “G”

**TERMS OF REFERENCE
MEMBER AT LARGE REVIEW PANEL**

1. Purpose/Mandate

- 1.1 To carry out the screening, interview and selection process for the Member at Large Appointments and make recommendations to Council on Member at Large Appointments to Council Committees.

2. Membership

- 2.1 The Member at Large Review Panel will consist of three (3) Council Members.

3. Meetings

- 3.1 Meetings will be held on an as needed basis.

4. Committee Roles and Responsibilities

- 4.1 To review all applications received for vacancies on a Committee.
- 4.2 Shortlist candidates for an interview.
- 4.3 Conduct interviews.
- 4.4 Make recommendations for Member at Large appointments to Town Council.

BEING A BYLAW OF THE TOWN OF BLACKFALDS IN THE PROVINCE OF ALBERTA TO
ESTABLISH AND REGULATE THE TOWN OF BLACKFALDS COUNCIL COMMITTEES

A Bylaw of the Town of Blackfalds, in the Province of Alberta, pursuant to the provisions of the Municipal Government Act, RSA 2000, c M-26, ~~Municipal Government Act, being Chapter M-26.1 of the Revised Statutes of Alberta, 2000~~ and amendments thereto, for the purpose of establishing procedures for Council Committees, and other bodies established by Council;

WHEREAS, pursuant to Section 145 of the Municipal Government Act, RSA 2000, c M-26~~Municipal Government Act, being Chapter M-26.1 of the Revised Statutes of Alberta, 2000~~ and amendments thereto, permits Council to pass bylaws to establish procedures for Council Committees, and other bodies established by Council;

WHEREAS, it is the desire of the Council to establish Council Committees and prescribe the powers, duties and functions of those Committees.

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 “**Council Committee Bylaw**”.
- 1.2 The following Schedules shall form part of this Bylaw:
 - 1.2.1 Schedule “A” - Criteria for Establishing a Committee
 - 1.2.2 Schedule “B” - Committee Terms of Reference Template
 - 1.2.3 Schedule “C” - Committee Evaluation Checklist
 - 1.2.4 Schedule “D” - Terms of Reference, Economic Development & Tourism Advisory Committee
 - 1.2.5 Schedule “E” - Terms of Reference, Family & Community Support Services Board
 - 1.2.6 Schedule “F” - Terms of Reference, Recreation, Culture & Parks Board
 - 1.2.7 Schedule “G” - Terms of Reference, Member at Large Review Panel

PART 2 – DEFINITIONS

- 2.1 In this Bylaw:
 - (a) “**Act**” means the *Municipal Government Act*, RSA- 2000, c- M-26 and any amendments thereto.
 - (b) “**Chief Administrative Officer**” means the individual appointed by Council to the position as per the *Municipal Government Act*.
 - (c) “**Closed Session**” means a portion of a meeting or a meeting that is closed to the public as the matter to be discussed falls within one of the exceptions to the disclosure in Division 2, Part 1 of the *Access to Information Act*.
 - (d) “**Committee**” means a committee, commission, board, authority, task force or other body established by Council.
 - (e) “**Council**” means the Council of the Town of Blackfalds elected pursuant to the *Local Authorities Election Act* of Alberta, as amended.
 - (f) “**Legislative Services**” means employees who work in Legislative Services. ~~(Executive & Legislative Coordinator).~~
 - (g) “**Member**” means members of Council who are appointed to Committees by Council at the annual Organizational Meeting of Council, or as required throughout the year.
 - (h) “**Member at Large**” means a member of the public appointed by Council to a

Formatted: Right: 2.54 cm, Top: 2.54 cm, Bottom: 2.54 cm

Committee.

- (i) **“Member at Large Review Panel”** means the Members appointed to carry out the interview process and recommendations for Member at Large appointments and subsequent approval consideration by Council.
- (j) **“Recording Secretary”** means an employee who has been designated by the Chief Administrative Officer or designate to act as the Recording Secretary for a Committee.
- (k) **“Staff Liaison”** means a designated employee of the Town, who acts in a liaison capacity for a Committee and who can provide subject matter expertise to the Committee.
- (l) **“Single Purpose Task Force”** means a body appointed by Council to study or work on a specific project or problem facing Council.
- (m) **“Town”** means the municipality of the Town of Blackfalds.
- (n) **“Organizational Meeting”** means a meeting that is held annually at the first meeting of the calendar year where the election is held for the Chair and Vice Chair if required, for the applicable Committee.
- (o) **“Organizational Meeting of Council”** means the meeting that is required to be held annually under section 192 of the *Municipal Government Act* not later than 2 weeks after the 3rd Monday in October.
- (p) **“Pecuniary Interest”** means a matter that could monetarily affect a Member, Member at Large or a Member, Member at Large appointee’s family, as referenced in the Act. Family is defined as a spouse, adult interdependent partner, children, parents of a spouse or adult interdependent partner.

PART 3 – EXCLUSIONS

- 3.1 This Bylaw does not apply to the:
- 3.1.1 Assessment Review Boards;
 - 3.1.2 Municipal Emergency Management Committee;
 - 3.1.3 Policing Committee;
 - 3.1.4 Municipal Library Board;
 - 3.1.5 Council Remuneration Committee;
 - 3.1.6 Intermunicipal Committees; and
 - 3.1.7 Municipal Planning Commission; and
 - 3.1.8 Regional Subdivision and Development Appeal Board.

PART 4 - ESTABLISHMENT OF COMMITTEES

- 4.1 The following Committees are hereby established.
- 4.1.1 Economic Development & Tourism Advisory Committee;
 - 4.1.2 Family & Community Support Services Board;
 - 4.1.3 Recreation, Culture & Parks Board; and
 - 4.1.4 Member at Large Review Panel.
- 4.2 Unless otherwise provided for in this Bylaw. Members and Members at Large are appointed by Council resolution.
- 4.3 In determining when or if a Committee should be established, Council shall refer to the Criteria for Establishing a Committee, attached as Schedule “A” of this Bylaw.
- 4.4 When a Committee is established, the Terms of Reference for the applicable Committee shall be developed, as per the template attached as Schedule “B”, which shall include:

- 4.4.1 The purpose of the Committee;
- 4.4.2 The composition of the Committee; and
- 4.4.3 Roles and responsibilities of the Committee.

- 4.5 The Chief Administrative Officer shall designate the position who will carry out the Staff Liaison role required for providing subject matter expertise and advice to each Committee.
- 4.6 The Chief Administrative Officer shall designate the position who will carry out the Recording Secretary duties for each Committee.
- 4.7 If the Committee receives grants, donations, or contributions, any monies received will be administered by the Town under their accounting principles and the terms under which the monies were received.
- 4.8 If applicable, the Committee will prepare and submit an annual proposed budget for Council as part of the Town's budget process.

PART 5 - MEMBER APPOINTMENTS

- 5.1 Member appointments will be conducted at the annual Organizational Meeting of Council unless otherwise directed by resolution of Council.
- 5.2 During the annual appointment process, consideration shall be given to weighing the benefits of proposing Members for either new appointments or reappointments.
 - 5.2.1 New appointments may provide Members with increased learning opportunities and exposure to various Committees.
 - 5.2.2 Reappointments may be warranted in certain Committees, for instances when it is deemed to be beneficial due to continuity, complexity, knowledge, organizational history, training requirements, etc.
- 5.3 Members appointed to Committees are to act as representatives of the Council, and as per the *Municipal Government Act*, consider the welfare and interest of the municipality as a whole and to act as liaisons between the Committee and Council. In this role, the Member will:
 - 5.3.1 Advocate proactively within the Committee for outcomes that will help to progress the outcomes that are set out in Council's Strategic Plan.
 - 5.3.2 Monitor and guide the Committee's activities in order to ensure they are aligned with the Committee's mandate.
 - 5.3.3 Ensure that the Committee is not directing any Staff Liaison or other Town resource to undertake work on behalf of the Committee.
 - 5.3.4 If there is a conflict between a Member's personal opinion on an issue and the direction provided by Council, the Member should represent Council by voting in alignment with the Council position.
 - 5.3.5 As per the *Municipal Government Act*, when the Committee brings forth a question or request to Council, the Member should vote from the perspective of Council; this means that, even if a Member voted in favour of a motion at Committee, they may find themselves voting against the issue at Council after hearing the debate and opinions of fellow Councillors.
 - 5.3.6 Make every effort to attend scheduled meetings.
 - 5.3.7 Actively participate in open and respectful sharing of opinions.
 - 5.3.8 Make every effort to ensure that matters are considered fairly and consistently.
 - 5.3.9 Make decisions based on the best available information.

5.3.10 Report back to Council routinely on the activities of the Committee.

5.4 Members are to keep matters discussed at a Committee meeting in a Closed Session confidential until such time that they are discussed at a Committee meeting held in public.

5.5 Following the municipal election, the Chief Administrative Officer will ensure that the Members are provided with an introduction to the various Committees prior to or during the Council orientation training.

PART 6 - MEMBER AT LARGE APPOINTMENTS

~~6.1~~ No municipal employee shall be appointed as a Member at Large unless expressly permitted under a specific provision of this Bylaw.

~~6.46.2~~ Annually in September, those Member at Large terms that are set to expire but are eligible for reappointment shall be asked to provide written confirmation of their interest in reappointment.

~~6.26.3~~ Once the number of Committee vacancies is determined, notification of such vacancies shall be published on the Town's, social media, website and in local area newspapers. Vacancies that occur throughout the year will be listed on the Town's website and periodically posted on the Town's social media outlets.

~~6.36.4~~ Application forms shall be made available at the Town's Civic Centre and on the Town's website.

~~6.4~~ Completed application forms shall be accepted throughout the year and may be retained by Legislative Services on file for six (6) months for consideration should additional vacancies occur.

6.5 Any vacancies may be filled from the retained applications or through additional advertising.

6.6 The Member at Large Review Panel will review all applications for vacancies on a Committee.

6.7 The Member at Large Review Panel will shortlist candidates.

6.8 The Member at Large Review Panel will conduct interviews with all new and re-applying Members at Large to make recommendations to Council for consideration.

6.9 All Members of the Member at Large Review Panel shall actively participate in the interview and selection process.

6.10 Legislative Services shall manage all applications received, schedule interviews on behalf of the Member at Large Review Panel, and provide any other administrative support required.

~~6.11~~ The Member at Large Review Panel has the discretion to request an interview with a reapplying Member at Large.

~~6.126.11~~ The reapplying Member's at Large participation, service and conduct on the Committee shall be considered in the review process.

~~6.136.12~~ Member at Large Appointments will be for 1-, 2-, or 3-year terms unless determined elsewhere, or otherwise approved by Council.

~~6.146.13~~ No Member shall serve on a Committee for more than three (3) consecutive terms, unless authorized by Council.

~~6.156.14~~ Appointments to fill a vacancy due to resignation will be appointed to the Committee for the balance of the term.

~~6.166.15~~ If not restricted by legislation, Council may appoint Members at Large to fill a Committee vacancy for terms which are incomplete due to the resignation or removal of a Member.

~~6.176.16~~ Council may consider and subsequently approve Member at Large annual appointments, as recommended by the Member at Large Review Panel.

~~6.186.17~~ Following Council approval, applicants shall be notified of their appointment by Legislative Services.

~~6.196.18~~ All Members and Member at Large appointees shall be required to submit a

Criminal Record Check free of charge to Legislative Services prior to their attendance at the first Committee meeting.

~~6-206.19~~ Council may revoke a Member at Large appointment from a Committee by resolution for any reason they deem appropriate.

~~6-246.20~~ Legislative Services shall maintain a current record of all Committee appointments and details of their term.

~~6-226.21~~ A Member at Large may resign at any time but must provide the Chair of the Committee with written notice in advance. The Chair will notify Council, through Legislative Services, and Town Council will formally accept the resignation.

~~6-236.22~~ All Member at Large Appointees will serve without remuneration. In instances where expenses are incurred for out-of-town meetings or other events approved by the Committee, the applicable travel expenses will be paid for the Member at Large, where the relevant budget has been provided.

PART 7 - RULES OF PROCEDURE

7.1 All Member at Large appointees to a Committee shall conduct their business in accordance with this Bylaw and the applicable Terms of Reference as attached in the applicable Schedule to this Bylaw.

7.2 In accordance with the Act, a meeting may be conducted by means of electronic or other communication facilities if:

7.2.1 The facilities enable the public to watch and/or listen to the meeting;

7.2.2 The facilities enable all the meeting's participants to watch and/or hear each other; and

7.2.3 Notice is given to the public of the meeting and the way in which it is to be conducted.

7.3 Members at Large or Members participating in a meeting held via communication facility are deemed to be present at the meeting.

7.4 A Committee may appoint one or more sub-committees by resolution to consider or inquire into any matter that falls within its purpose. The sub-committee(s) shall then report their findings to the Committee.

7.5 Once the sub-committee has met its purpose the sub-committee will be dissolved by way of resolution.

7.6 To benefit from additional expertise, a Committee may invite others to assist with making presentations and/or serving on a sub-committee. These individuals shall not have voting powers.

7.7 No action of a Committee, except where a power to act has been granted by Council or as legislated, shall be binding on the Town.

7.8 The Chair of a Committee shall not be a Council Member.

7.9 The Chair of the Committee will:

7.9.1 Liaise with the Recording Secretary on the agenda development for meetings;

7.9.2 Review the draft minutes once prepared by the Recording Secretary;

7.9.3 Preside over and keep order at Committee Meetings;

7.9.4 Endeavor to ensure that Member at Large appointees are fairly and appropriately engaged in meetings and related events;

~~7.9.5 Assist the Member at Large Review Panel on the selection and interview process;~~

~~7.9.6~~ ~~7.9.5~~ Ensure that new appointees receive an orientation on the Committee prior to their first meeting; and

~~7.9.77.9.6~~ On behalf of the Committee, report annually to Council as outlined in Section 9 of this Bylaw.

- 7.10 The Chair of the Committee shall endeavour to ensure that Member at Large appointees are fairly and appropriately engaged in meetings and related events.
- 7.11 Meetings of the Committees shall be scheduled as determined by their Terms of Reference and/or as otherwise scheduled by the Committee.
- 7.12 Once all Committee meeting dates are determined by the Committee at its Organizational Meeting, they will be posted on the Council meeting calendar on the Town's website.
- 7.13 Committee meeting agenda packages will be made publicly available on the Town's website at least three (3) days in advance of a meeting date, unless extenuating circumstances prevent this from occurring.
- 7.14 All Committee meetings must be held in a publicly accessible location.
- 7.15 A quorum shall consist of fifty percent (50%) of the Committee unless otherwise provided for by legislation or regulation.
- 7.16 All Committee meetings shall be open to the public unless the topic falls under the *Access to Information Act*, Division 2 - Exceptions to Disclosure.
- 7.17 Before entering a Closed Session, the Committee shall state:
 - 7.17.1 That the Committee will be moving to Closed Session;
 - 7.17.2 The basis under which the meeting will be held in Closed Session, as defined by legislation; and
 - 7.17.3 A vote must be held to move to a Closed Session, and a separate vote shall be held to return to the open public meeting. No other motions may be made in a Closed Session.
- 7.18 Committees will follow the rules of procedure for Council as outlined in the Council Procedural Bylaw unless another act or authority states otherwise.
- 7.19 All Members and Members at Large shall be required to vote on any matter before the Committee unless a conflict of interest is declared. In the event of a tie vote, the motion shall be deemed defeated.
- 7.20 Nothing in this Bylaw shall be construed to empower a Committee to pledge, appropriate or expend any public money without prior approval of Council.
- 7.21 Nothing in this Bylaw shall be construed to empower a Committee to direct resources of the Staff Liaison.
- 7.22 Minutes from the Committee meeting will be taken and, following adoption, signed by the Committee Chair and Recording Secretary. Originals will be forwarded to Legislative Services for filing and inclusion in the next Regular Meeting of Council under its Consent Agenda.
- 7.23 Any Member at Large who is absent from three (3) consecutive meetings of the Committee automatically ceases to be a Member at Large as of the date of the third meeting unless such absence is authorized by resolution of the Committee.
- 7.24 Individual Committees shall utilize the Committee Evaluation Checklist, attached as Schedule "C". This shall be used to determine the committee's effectiveness. The evaluation shall occur annually, at the end of each Committee mandate, or as determined by the Council.
- 7.25 Members at Large have a responsibility to make decisions based on the best interests of the Town.

PART 8 - REPORTING PROCEDURES

- 8.1 A Committee, with the exception of the Member at Large Review Panel, shall report annually to Council on:
 - 8.1.1 Their proposed work / strategic plan;
 - 8.1.2 Matters referred to them or requested by Council; or

- 8.1.3 When Council approval is required for a specific action, initiative or budget request.
- 8.2 Committees shall report to Council through the Chair or designate.
- 8.3 Any sub-committee struck by a Committee shall report to Council through the Committee.

PART 9 - REPEAL

- 9.1 That Bylaw 1125/11 – Blackfalds and District Recreation, Culture and Parks Bylaw, and Bylaw 1221/18 – Blackfalds and District Family and Community Support Services Board Bylaw and all amendments thereto are hereby repealed upon this Bylaw coming into effect.

PART 10 - DATE OF FORCE

- 10.1 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 LAURA SVAB

CAO KIM ISAAK

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

(RES. _____)

MAYOR LAURA SVAB

CAO KIM ISAAK

Formatted: Indent: First line: 0 cm

SCHEDULE “A”

CRITERIA FOR ESTABLISHING A COMMITTEE

- 1. Will the mandate of this Committee be to look into a specific issue or oversee an ongoing issue?**

(This will help determine if Council should create a Committee or a Single Purpose Task Force, defined as a body appointed by Council to study or work on a specific project or problem facing Council. Normally, task forces have a set mandate and term and are disbanded once the task has been completed. Task forces can consist of representation from both Council and the public.)
- 2. Will this Committee help, advise, instruct, or exercise any responsibility for or authority over any aspect of the organization that has already been delegated to Administration? If so, then what will Council hold the Town Manager accountable for in this regard?**
- 3. Has Council developed a clear mandate for the Committee, and has criteria been established for how and what it will report to Council?**
- 4. Will the mandate of this Committee assist Council in parts of its own Strategic Plan, goals, or responsibilities?**

-
5. **Has Council established what specific resources will be required by this Committee, and are they available to be committed?**

(This will include resources such as Staff Liaison, Recording Secretary and support, appropriate budget, and sufficient timelines to properly investigate the objectives.)

DRAFT

SCHEDULE “B”

COMMITTEE TERMS OF REFERENCE TEMPLATE

1. Purpose/Mandate

1.1. This section outlines the purpose of the applicable Committee.

2. Membership

2.1. This section outlines the Committee membership and shall include the following clause:

2.2 As per the Council Committee Bylaw, any member who is absent from three (3) consecutive regular meetings of the Committee automatically ceases to be a Member at Large as of the date of the third meeting unless such absence is authorized by resolution of the Committee.

3. Meetings

3.1 This section outlines the Committee's meeting schedule and specifies that, if required, the election of Chair and Vice Chair will be completed at the Organizational Meeting.

4. Committee Roles and Responsibilities

4.1 This section outlines the roles and responsibilities of the Members at Large on the Committee and must include the following:

4.1.1. Completion of Committee Annual Evaluation Checklist.

SCHEDULE “C”

COMMITTEE EVALUATION CHECKLIST

1. **Is the mandate of the Committee still relevant, or has the original mandate and/or the need for the Committee changed?**

Still relevant _____ Not Fulfilled _____

If not, is there any reason by the Committee should continue to exist?

2. **Has the board or Committee Mandate been fulfilled?**

Fulfilled _____ Not Fulfilled _____

If not, is there any reason by the Committee should continue to exist?

3. **What is the recommendation of the Staff Liaison pertaining to the overall mandate and function of the Committee?**

4. **Has the Committee reported its progress throughout the year?**

5. **Are the activities of the Committee consistent with its mandate?**

6. **Are Members at Large of the Committee still considered the right fit, or does the membership need to change?**

7. **Has the Committee had a large turnover rate or had difficulty attracting Members at Large?**

8. **What additional term is required for this Committee to complete its mandate?**

SCHEDULE “D”

**TERMS OF REFERENCE
ECONOMIC DEVELOPMENT & TOURISM ADVISORY COMMITTEE**

- 1. Purpose/Mandate**
- 1.1. The purpose of the Economic Development & Tourism Advisory Committee (“EDTAC”) is to act as an advisory committee to Council and provide guidance and advice in the implementation of strategies outlined in the Economic Development & Tourism Strategy that serves to enhance economic development and tourism in the Town of Blackfalds including additional strategies, ideas and solutions related to economic development and tourism in the Town of Blackfalds and area.
- 2. Membership**
- 2.1 EDTAC is comprised of a minimum of eleven (11) members who are appointed by Council. Council will appoint EDTAC members on the basis of demonstrated appreciation of and participation in community economic development and tourism matters. Membership includes:
- 2.1.1 A maximum of two (2) Town Council members (voting members);
- 2.1.2 A maximum of one (1) Lacombe County Council member (voting member);
- 2.1.3 A minimum of eight (8) members at large with experience in or passion for business, innovation or economic development (voting member); and
- 2.1.4 Economic Development Officer and any other Administrative Staff that the Chief Administrative Officer deems necessary (non-voting members).
- 2.2 The majority of members must maintain a residence within the Town of Blackfalds.
- 2.2 The term of the Committee appointments will be for up to two (2) years.
- 3. Meetings**
- 3.1 EDTAC will review the dates and times of the regular meetings at the beginning of each calendar year. Meetings will typically be held starting at 7:00 p.m. on the first or second Monday of February, April, June, September and November. The Chair may call additional meetings as required.
- 4. Committee Roles and Responsibilities**
- 4.1 At the February meeting, the Committee, by a majority vote, will elect a Chair and Vice Chair for the Committee to serve a one (1) year term.
- 4.2 The Committee will make recommendations to Council in relation to economic development and tourism initiatives. Decisions of the EDTAC are not binding on the Town of Blackfalds until it is approved by Council.
- 4.3 Establish project sub-committees as required. These sub-committee may include non-EDTAC members. Project committee will report back to EDTAC through the sub-committee chair.

SCHEDULE “E”

**TERMS OF REFERENCE
FAMILY & COMMUNITY SUPPORT SERVICES BOARD**

1. Purpose/Mandate

- 1.1 The purpose of the Family & Community Support Services Board (“FCSS”) is to act as an advisory board to Council, governed by a partnership with the Government of Alberta dedicated to enhancing the social prosperity of individuals, families, the community and district. The FCSS Board provides recommendations, with support and advice from Administration, regarding direct service provision; including, but not limited to, programming, policy development, volunteer recognition, annual budgeting, partnering opportunities, and funding for other social prevention programming providers. The decisions and recommendations that come from the Board for Council’s consideration are influenced by the current Social Needs Assessment and Master Plan.

2. Membership

- 2.1 FCSS Board is comprised of a minimum of eight (8) to a maximum of ten (10) members, which are appointed by Council. Council will appoint FCSS Board members who are dedicated to enhancing the social prosperity of individuals, families, the community and district. Membership includes:
- 2.1.1 A maximum of two (2) Town Council members (voting members);
 - 2.1.2 A minimum of five (5) - maximum of seven (7) members at large who are residents of Blackfalds (voting members);
 - 2.1.3 A maximum of three (3) members at large who are Lacombe County residents (voting members); and
 - 2.1.4 FCSS Manager and any other Administrative Staff that the Chief Administrative Officer deems necessary (non-voting members).
 - 2.1.5 Council can appoint an additional member at large who is a resident of Blackfalds (voting members) making the maximum (8) if they are unable to fill the Lacombe County position.
- 2.2 The majority of members must maintain a residence within the Town of Blackfalds.
- 2.3 The term of the Committee appointments will be for up to three (3) years.

3. Meetings

- 3.1 Meetings will be held starting at 7:00 p.m. on the second Thursday of the month, with no meetings regularly scheduled in July and August. The Chair may call additional meetings as required.
- 3.2 The FCSS Board shall hold a minimum of (6) regular meetings annually at a time and so designated by the FCSS Board.

4. Committee Roles and Responsibilities

-
- 4.1 At the Organizational meeting, the Committee, by a majority vote, will elect a Chair and Vice Chair for the Committee to serve a one (1) year term.
 - 4.2 The Committee will make recommendations to Council on the development, provision, and quality of a broad range of family and community support services and programs, including monitoring and review of the terms of reference. As well as recommend the allocation of grants and funds to community organizations.
 - 4.3 The Board shall advise and make recommendations regarding the preparation of a Social Needs Assessment Master Plan at least every five (5) years, outlining, in order of priority, and providing recommendations relating to preventive social services matters in accordance with the Social Needs Assessment Master Plan.
 - 4.4 The Board shall monitor and review operating policies and procedures and make recommendations to Council regarding the creation and implementation of Bylaws, policies, and procedures relating to preventative social services matters in accordance with the Social Needs Assessment Master Plan.
 - 4.5 The FCSS Board shall adjudicate the nomination process for annual volunteer recognition awards for the Town of Blackfalds and recommend award recipients.
 - 4.6 Donated funds that are remaining at the end of the budget year may be held in municipal reserves for Council approved municipal family and community support services projects. Provided these funds are reported and shown in the annual audit report, the FCSS Board may recommend to Council special projects for allocation of reserve funds generated by family and community support services related activities.
 - 4.7 Decisions of the FCSS Board are not binding on the Town of Blackfalds until it is approved by Council. Where Administration recommendation varies from that of the Committee both recommendations will be brought forward.
 - 4.8 Establish project sub-committees as required. These sub-committee may include non-FCSS Board members. Project committee will report back to the FCSS Board through the sub-committee chair.
 - 4.9 The Board shall promote collaboration throughout the Regional Family and Community Support Services District to encourage the sharing of available resources towards the provision of preventative social services opportunities for everyone in the district.

SCHEDULE “F”

**TERMS OF REFERENCE
RECREATION, CULTURE & PARKS BOARD**

1. Purpose/Mandate

- 1.2** The purpose of the Recreation, Culture & Parks (“RCP”) Board is to act as Advisory Board which provides recommendations to Council on the planning, development, and policy of municipal recreation services and amenities. The RCP Board provides recommendations, with support and advice from Administration, regarding direct service provision; including, but not limited to, programming, policy development, annual budgeting, partnering opportunities, and funding for other providers. The decisions and recommendations that come from the Board for Council’s consideration are influenced by the current Recreation Master Plan and Community Services Framework Policy.

2. Membership

- 2.4** The RCP Board is comprised of a maximum of eight (8) members, who are appointed by Council. Council will appoint RCP Board members who are dedicated to enhancing the development, provision, and quality of a broad range of recreational and cultural services, facilities, programs, parks and green spaces. Membership includes:
- 2.1.1** A maximum of two (2) Council members (voting members);
 - 2.1.2** A minimum of five (5) - maximum of six (6) members at large who are residents of Blackfalds (voting members);
 - 2.1.3** A maximum of one (1) Lacombe County resident may be appointed (voting member); and
 - 2.1.4** Director and any other Administrative Staff that the Chief Administrative Officer deems necessary (non-voting members).
- 2.5** The majority of members must maintain a residence within the Town of Blackfalds.
- 2.6** The term of the Committee appointments will be for up to three (3) years.

Meetings

- 3.3** Meetings will be held starting at 6:30 p.m. on the first Wednesday of the month, with no meetings regularly scheduled in July and August.
- 3.4** The RCP Board shall hold a minimum of four (4) regular meetings annually at a time and so designated by the RCP Board.

-
- 3.5 The Chair may call additional meetings as required.

Committee Roles and Responsibilities

- 4.1 At the Organizational meeting, the RCP Board elects a Chair and Vice Chair for the Committee by a majority vote to serve a one (1) year term.
- 4.2 The Committee will make recommendations to Council on the development, provision, and quality of a broad range of recreational and cultural services, facilities, programs and parks and green spaces.
- 4.3 The RCP Board will recommend the allocation of Community Initiatives Grant funding to community organizations.
- 4.4 The RCP Board shall provide advice and recommendations on the development of a Recreation Master Plan, including prioritizing initiatives and guiding the growth of recreation, culture, and park resources in alignment with the Recreation Master Plan and Community Services Framework Policy.
- 4.5 Decisions of the RCP Board are not binding on the Town of Blackfalds until it is approved by Council. Where Administration recommendation varies from that of the Committee, both recommendations will be brought forward.
- 4.6 The RCP Board may establish sub-committees as needed. A sub-committee may include non-RCP Board members. The designated Chair of the sub-committee will report back to the RCP Board.
- 4.7 The Board shall promote regional collaboration to encourage the sharing of available resources towards the provision of recreation opportunities within the district.

SCHEDULE “G”

**TERMS OF REFERENCE
MEMBER AT LARGE REVIEW PANEL**

1. Purpose/Mandate

- 1.1 To carry out the screening, interview and selection process for the Member at Large Appointments and make recommendations to Council on Member at Large Appointments to Council Committees.

2. Membership

- 2.1 The Member at Large Review Panel will consist of three (3) Council Members.

3. Meetings

- 3.1 Meetings will be held on an as needed basis.

4. Committee Roles and Responsibilities

- 4.1 To review all applications received for vacancies on a Committee.
- 4.2 Shortlist candidates for an interview.
- 4.3 Conduct interviews.
- 4.4 Make recommendations for Member at Large appointments to Town Council.

MEETING DATE: April 20, 2026
PREPARED BY: Kim Isaak, Chief Administrative Officer
PRESENTED BY: Kim Isaak, Chief Administrative Officer
SUBJECT: **Council Policy – Governance Framework**

BACKGROUND

As part of the Town of Blackfalds' ongoing efforts to strengthen its policy framework, including the development of framework policies, the draft Governance Framework policy is being brought forward to Council for consideration.

Framework policies establish guiding principles, standards, and expectations that inform organizational direction and decision-making. They provide a high level foundation that supports consistent, effective and efficient governance and administration. This Policy is intended to support alignment across Council policies and procedures, ensuring a cohesive and consistent governance approach.

DISCUSSION

The Governance Framework Policy establishes Council's commitment to operating in a transparent and responsible manner, in compliance with the requirements of the *Municipal Government Act*. In support of this commitment, Council decision-making is guided by the principles of integrity, transparency, accountability, and respect for the democratic process. The policy further affirms Council's role in providing strategic direction, establishing municipal priorities, and fulfilling legislated obligations, while ensuring governance practices promote effective, ethical, and responsible municipal leadership.

FINANCIAL IMPLICATIONS

There are no financial implications to the approval of this Policy.

ADMINISTRATIVE RECOMMENDATION

That Standing Committee of Council consider the following motion:

1. That Standing Committee of Council recommend to Council that the Governance Framework Policy be directed to a future Regular Meeting of Council for consideration.

ALTERNATIVES

- a) That Standing Committee of Council recommends amendments to the Governance Framework Policy.

ATTACHMENTS

- *Draft Governance Framework Policy*

APPROVALS



Kim Isaak,
Chief Administrative Officer

Department Director/Author

GOVERNANCE FRAMEWORK

POLICY NO.	
DIVISION DEPARTMENT	Administration
REVIEW PERIOD	Every 3 Years or Upon Legislative Change

1. POLICY PURPOSE

- 1.1 To establish a Policy to ensure Council operates transparently, responsibly, and in alignment with the requirements of the *Municipal Government Act*.

2. POLICY STATEMENT

- 2.1 Council is committed to fulfilling its powers, duties, and responsibilities as set out in the *Municipal Government Act* and all other applicable legislation. To support this commitment, Council will conduct its decision-making guided by the following principles:

- 2.1.1 Integrity
- 2.1.2 Transparency
- 2.1.3 Accountability
- 2.1.4 Respect for the democratic process.

- 2.2 Through this Policy, Council affirms its responsibility to:

- 2.2.1 Provide strategic direction;
- 2.2.2 Set municipal priorities;
- 2.2.3 Uphold legislated requirements; and
- 2.2.4 Ensure that governance practices support effective, ethical, and responsible municipal leadership.

3. DEFINITIONS

- 3.1 “**Act**” means the *Municipal Government Act*, RSA 2000, c.M-26.
- 3.2 “**Administration**” collectively means all the Employees of the Town.
- 3.3 “**CAO**” means the Chief Administrative Officer of the Town.
- 3.4 “**Council**” means the Council of the Town of Blackfalds elected pursuant to the *Local Authorities Election Act* of Alberta, as amended.
- 3.5 “**Employee**” as defined in Section d.1(k) of the Alberta Employment Standards Code, means an individual employed to do work who receives or is entitled to wages and

includes a former employee, but does not include an individual who is a member of a class of individuals excluded by regulations.

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

4. SCOPE

4.1 This Policy applies to Council.

5. AUTHORITY AND RESPONSIBILITIES

5.1 Mayor to:

5.1.1 Acts as head of Council and presiding officer at meetings.

5.1.2 Facilitates effective decision-making and respectful debate.

5.1.3 Represents the municipality at official functions and events.

5.1.4 Acts as the primary governance liaison with the CAO.

5.2 Council to:

5.2.1 Approve by resolution this Policy and any amendments.

5.2.2 Set the vision, strategic direction, and priorities of the municipality.

5.2.3 Approve the municipal budget, tax rates, key financial plans and planning documents.

5.2.4 Recognize and adhere to the distinctions between the role of Council and the role of Administration. In particular, recognizing that the CAO is the sole Employee of Council.

5.2.5 Respect Administration’s role to provide objective and clear advice.

5.2.6 Ensure open and accessible communication between residents and Council members.

5.2.7 Participate in Council decision-making and governance.

5.2.8 Represent community perspectives while governing for the municipality as a whole.

5.2.9 Endorse Council decisions once adopted.

5.2.10 Hire, support and evaluate the Chief Administrative Officer.

6. POLICY

- 6.1. Council and Administration shall establish and maintain a framework of Policies, Administrative Procedures and operational practices to increase the capacity and consistency of decision making as well as policy development for the Town.

7. RELATED DOCUMENTS

- 7.1 *Municipal Government Act*, RSA 2000, c.M-26.
- 7.2 Council Procedural Bylaw
- 7.3 CAO Bylaw
- 7.4 Public Notification Bylaw
- 7.5 Council Policy - Council / Administration Protocol
- 7.6 Council Policy - Policy Governance Framework
- 7.7 Council Policy - Public Participation Policy

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