TOWN OF BLACKFALDS
STANDING COMMITTEE OF COUNCIL
Monday, October 19, 2026, at 6:00 p.m.
Civic Cultural Centre - 5018 Waghorn Street

AGENDA

1. **WELCOME AND CALL TO ORDER**

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. **ADOPTION OF AGENDA**

3.1 Adoption of the October 19, 2026, Agenda

4. **ADOPTION OF MINUTES**

4.1 Adoption of the October 7, 2026, Meeting Minutes

5. **DELEGATIONS**

5.1 Red Deer Catholic Regional Schools Board of Trustees - St. Veronica Catholic School Playground

6. **BUSINESS**

6.1 Report for Committee, Northwest Stormwater Area Linear Wetland and Outlet Trunk – Project Update

6.2 Request for Direction, Proposed Recreation Rates and Fees

6.3 Request for Direction, Council Policy – Community Grant Program Policies

6.4 Request for Direction, Council Conferences and Professional Development Policy

7. **CONFIDENTIAL**

None

8. **ADJOURNMENT**

Future Meetings/Events:

- *Regular Council Meeting – October 27, 2026*
- *Regular Council Meeting – November 10, 2026*

TOWN OF BLACKFALDS
STANDING COMMITTEE OF COUNCIL MEETING
Wednesday, October 7, 2026, at 6:00 p.m.
Civic Cultural Centre – 5018 Waghorn Street

MINUTES

A Standing Committee of Council Meeting for the Town of Blackfalds was held on Wednesday, October 7, 2026, at 5018 Waghorn Street in Council Chambers, commencing at 6:00 p.m.

MEMBERS PRESENT

Mayor Laura Svab
Deputy Mayor Jim Sands
Councillor Shane Hanson
Councillor Ryan Brown
Councillor Cory Twerdoclib
Councillor Brenda Dennis

ATTENDING

Kim Isaak, Chief Administrative Officer
Jessica Robinson, Legislative Advisor
Renan Bravo, IT Technician

REGRETS

Councillor Aaron J. Hoyte

OTHERS PRESENT

Catherine Peirce, Executive Director of the Battle River Watershed Alliance
Louise Rellis, Founder & Executive Director, Anam Rural Youth Association
Rudy Friesen, Executive Director, Red Deer River Municipal Users Group
Nicole Rice, Library Administrator, Servus Credit Union Public Library/Blackfalds Public Library
Abisola Allison, Watershed Science Coordinator, Red Deer River Watershed Alliance
Paul Salvatore, Executive Director, Central Alberta Economic Partnership
Jeannette Edwards, Secretary, Blackfalds Seniors Club
Chris Keim, Executive Director, Beyond Food Community Hub
Assar Grinde, President, of the Friends of the Blindman River Watershed Alliance

1. WELCOME AND CALL TO ORDER

Deputy Mayor Sands welcomed everyone to the Standing Committee of Council Meeting of October 7, 2026, and called the meeting to order at 6:00 p.m.

2. LAND ACKNOWLEDGEMENT

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

3. ADOPTION OF AGENDA

104/26 Councillor Hanson moved That Standing Committee of Council adopt the Agenda for October 7, 2026, as presented.

CARRIED UNANIMOUSLY

4. ADOPTION OF MINUTES

105/26 Mayor Svab moved That Standing Committee of Council adopt the Minutes for September 15, 2026, as presented.

CARRIED UNANIMOUSLY

DRAFT

5. DELEGATIONS

5.1 Battle River Watershed Alliance

Catherine Peirce, Executive Director, Battle River Watershed Alliance, provided an overview of their organization and the value of Town funding.

5.2 Anam Rural Youth Association

Louise Rellis, Founder & Executive Director, Anam Rural Youth Association, provided an overview of their organization and the value of Town funding.

5.3 Red Deer River Municipal Users Group

Rudy Friesen, Executive Director, Red Deer River Municipal Users Group, provided an overview of their organization and the value of Town funding.

5.4 Servus Credit Union Public Library/Blackfalds Public Library

Nicole Rice, Library Administrator, Servus Credit Union Public Library/Blackfalds Public Library, provided an overview of their organization and the value of Town funding.

5.5 Red Deer River Watershed Alliance

Abisola Allison, Watershed Science Coordinator, Red Deer River Watershed Alliance, provided an overview of their organization and the value of Town funding.

5.6 Central Alberta Economic Partnership

Paul Salvatore, Executive Director, Central Alberta Economic Partnership, provided an overview of their organization and the value of Town funding.

5.7 Blackfalds Senior's Club

Jeannette Edwards, Secretary, Blackfalds Senior's Club, provided an overview of their organization and the value of Town funding.

5.8 Beyond Food Community Hub

Chris Keim, Executive Director, Beyond Food Community Hub, provided an overview of their organization and the value of Town funding.

5.9 Friends of the Blindman River Watershed Alliance

Assar Grinde, President, of the Friends of the Blindman River Watershed Alliance, provided an overview of their organization and the value of Town funding.

6. CONFIDENTIAL

None

DRAFT

7. ADJOURNMENT

Deputy Mayor Sands adjourned the Standing Committee of Council Meeting at 8:58 p.m.

Jim Sands, Deputy Mayor

Kim Isaak, Chief Administrative Officer

DRAFT

MEETING DATE: October 19, 2026

PRESENTED BY: Chris Andrew Trustee, Rhonda Nixon, Superintendent of Schools, and Ryan Ledene, Supervisor of System Services with Red Deer Catholic Regional Schools

SUBJECT: **Red Deer Catholic Regional Schools Board of Trustees - St. Veronica Catholic School Playground**

BACKGROUND

Chris Andrew Trustee, Rhonda Nixon, Superintendent of Schools, and Ryan Ledene, Supervisor of System Services with Red Deer Catholic Regional Schools, provided Standing Committee with a joint-funding model to widen the scope of the St. Veronica Catholic School Playground which would include equipment accessible for toddler.

ATTACHMENTS

- Presentation

APPROVALS

Kim Isaak,
Chief Administrative Officer

Delegation to the Mayor and Town Council of Blackfalds

October 19, 2026

Red Deer Catholic Regional Schools Board of Trustees

Purpose

Shared Interest

Join Playground Project

During the Spring Joint Committee Meeting with the Town of Blackfalds, municipal officials expressed interest in expanding the planned playground at St. Veronica Catholic School to include equipment accessible for toddlers (ages 2–3).

Proposed Approach

Joint-Funding Model

Red Deer Catholic Regional Schools (RDCRS) seeks to explore a joint-funding model to widen the scope of this project, maximizing community access and shared infrastructure.

Alberta Education Funding

PROVINCIAL ALLOTMENT

$250,000

Base Grant Commitment

Alberta Education provides a base grant of $250,000 for new school playground construction.

INITIAL SITE FOOTPRINT

420 m²

Standard Elementary Scope

Initial vendor designs focused on standard elementary-aged equipment within this footprint, prioritizing cost-effective base surfacing to fit strictly within the provincial allotment.

Anticipated Costs of Expanding the Scope of the Playground

BASE BUDGET UPDATE

$250K

Proposed Base Budget

Asked the original vendor who prepared initial application designs to update cost estimates within the $250K budget.

EXPANDED SCOPE

+$100K–$150K

Pre-School Extension

Requested additional quotes to extend equipment access from elementary to pre-school age. Quotes expected by month end.

SITE FOOTPRINT

420 m²

Allocated Space

The space allocated to the playground in the site design allows for a total layout of approximately 420 square meters.

PRELIMINARY VISUAL PROPOSALS & LAYOUTS

Playground Conceptual Drawings

Red Deer Catholic Playground Allocation

FUNDING ALLOCATION

$250K

Base Budget Ceiling

All equipment designs and playground scope plans are evaluated based on the primary funding allocation.

FLOORING CONSIDERATION

Pour-in-Place Rubber

Higher Material Cost

Rubber flooring is significantly more expensive, requiring a trade-off with fewer apparatus items to remain strictly within budget.

Enhanced Playground Options with Community Support

Funding Allocation

Based on a core allocation of $250K, plus ~$100K–$150K in municipal community support.

Flooring Considerations

Pour-in-place rubber flooring option available (higher upfront investment).

Inclusive Age Design

Features specialized apparatus designed to accommodate all children, including 2 & 3 year olds.

Timeline

Design Due:

February 2027

Designs and funding commitments must be finalized by late February 2027 to remain on schedule.

Target Completion:

Fall 2027

Target completion date for playground construction and community opening.

Request- Board Chair

The Board of Trustees of Red Deer Catholic Regional School Division invites the Mayor and Town Council of Blackfalds to enter into a joint playground development agreement, requesting a capital contribution of $100,000 to $150,000 to expand equipment accessibility to ages 2–5.

MEETING DATE: October 19, 2026

PREPARED BY: Aws Al Sammarraie, Engineering Services Manager

SUBJECT: **Northwest Stormwater Area Linear Wetland and Outlet Trunk – Project Update**

BACKGROUND

The budget for this project was set at $6,203,825.13, comprising of $2.5 million allocated in the 2025 Budget and $3,703,825.13 carried forward from 2016 when the project was first approval. The work included land acquisition and a stormwater management system of pipes, wetlands and linear wetland, as well as landscaping, legal and registration costs. This project required two Water Act Approvals and due to the public concerns around environmental impacts, this project was appealed to Alberta's Environmental Appeal Board. The Board ultimately recommended the approval with minimal changes. The Minister then had to approve the board's recommendations. This project took serval years. This project supports responsible stormwater management and protects downstream watercourses in the Battle River Watershed. Construction began in fall 2025 and was substantially completed in December 2025. The final landscaping and cleanup was completed over this summer and received Construction Completion Certificate in August 2026.

DISCUSSION

The Northwest Stormwater project is the backbone of the NW drainage system. Development in this area convey water from Aspen Lakes Pond (A') through approximately 420 m of 900 mm diameter storm trunk, where it outlets to the south end of Pond 'C' located south of TWP Rd 40-0. The water then makes is way 40 m through a 900 mm diameter storm trunk under Township Road 40-0 where it is conveyed through the constructed linear wetland, and then outfall to a natural drainage course that further drains north to Lacombe Lake.

Water quality data to be collected as part of the Northwest Stormwater Water Act Approval. This data will provide valuable information that will help to guide the evolution of the policies and Best Management Practice for stormwater in this area. The Northwest Stormwater Area project will provide the future development of approximately 500 Hectares with this adequate stormwater outlet now in place. This project also guides the future developers of the area to ensure their future stormwater ponds and drainage basins respect the Water Act approval while allowing the Town to complete these approvals without having to engage AEP.

The project was awarded to Northside Construction Partnership in March of this year, and they have done an excellent job in completing this work to a high quality, on time and under budget. Over a period of 45 days, they were able to move approximately 150,000 cubic meters of material to reshape the lands or roughly 60 Olympic-sized swimming pools. The northern park that was created by this excavation has about 1 km of wide walking trails and 150 new trees planted. It includes a parking lot and a rebuilt roadway to access this area.

As part of this *Water Act* Approval, a Lacombe Lake Management Plan was envisioned to help guide future environmental initiatives within this area. The Town of Blackfalds, Lacombe County, the City of Lacombe, and Alberta Environment are jointly developing a Lacombe Lake Management Plan to create a shared framework for land use, watershed health, and stormwater management. Following Council's endorsement of the Terms of Reference and RFP in July 2026, two proposals were received, both within the approved budget. After evaluation by a multi-agency Technical Committee and Steering Committee, Urban Systems Ltd. was recommended and selected to complete the Plan. Although the final plan will be adopted by Lacombe County, the Town of Blackfalds is a key partner in its development.

The Town of Blackfalds, Lacombe County, and City of Lacombe have been awarded an ACP grant in the amount of $200,000 for the Lacombe Lake Management Plan. No additional resources are required for this project, as the ACP grant will be the entirety of the project budget.

STRATEGIC PLAN ALIGNMENT / OTHER MASTER PLAN ALIGNMENT

This project aligns with the Town of Blackfalds strategic objectives for sustainable growth, environmental stewardship, and responsible infrastructure development. The project implements the recommendations of the Northwest Area Master Stormwater Management Plan by preserving

wetlands, managing stormwater in accordance with pre-development discharge targets, protecting downstream water quality, and supporting future development within the Northwest Area. It also supports the Town's Environmental Stewardship initiatives through the application of best management practices and long-term environmental protection measures.

FINANCIAL IMPLICATIONS

Forecast Budget at Completion		
Project Management Engineering and Design	$348,329.36	known
Land and Environmental Services	$188,703.50	Known
Regulatory Approvals and Appeal	$139,977.00	Known
Regulatory Approvals and Appeal (Legal)	$81,122.18	Known
Construction Engineering Services	$221,684.00	Known
Construction - At completion	$4,100,000	Known
Shallow utility improvements	$100,885	Known
Land Purchase and Legal	$300,000	known
Dewatering Contingency	$0	Not required
Lake Management Plan	$0	Grant Funded
Budget Expenses Total	**$5,480,700.67**	
Budget variance	$723,124.46	
Approved Budget	**$6,203,825.13**	**April 8 2025**

COMMUNICATION / ENGAGEMENT CONSIDERATIONS

Communication and engagement included ongoing coordination with the Town of Blackfalds, Lacombe County, consultants, developers, and regulatory agencies to support integrated stormwater planning across municipal boundaries. Collaboration ensured alignment with regional growth objectives, environmental considerations, and future infrastructure planning within the Northwest Area. Our Town website page has more information and an introduction video explaining more about the project:

https://blackfalds.ca/stormwater

Future improvements, pedestrian access and programming for this park could be considered and discussed as we grow.

ADMINISTRATIVE RECOMMENDATION

That Standing Committee of Council consider the following motion:

1. That Standing Committee of Council receive the Northwest Storm Area Linear Wetland and Outlet Trunk – Project Update, as information.

ATTACHMENTS

- Alberta Municipal Affairs – Letter of Fund / Lacombe Lake Management Plan.

APPROVALS

Kim Isaak,
Chief Administrative Officer

Department Director/Author

ALBERTA
MUNICIPAL AFFAIRS
Office of the Minister
MLA, Peace River

AR121606

February 20, 2026

Reeve John Ireland
Lacombe County
RR3
Lacombe, AB T4L 2N3

Dear Reeve Ireland:

Through the Alberta Community Partnership (ACP) program, the Government of Alberta encourages strengthened relationships between municipalities and cooperative approaches to service delivery. By working in partnership with our neighbours, we create opportunities that build capacity and enhance shared services. Together, we help build vibrant, resilient communities for the benefit of all Albertans.

I am pleased to inform you that Lacombe County has been approved for a grant of $200,000 under the Intermunicipal Collaboration component of the 2025/26 ACP in support of your Lacombe Lake Management Plan project. This approval does not signify broader provincial support for any recommendation or outcome that might result from your project.

The conditional grant agreement will be sent shortly to your chief administrative officer to obtain the appropriate signatures.

The Government of Alberta looks forward to celebrating your ACP-funded project with you and your municipal partnership. I encourage you to send invitations for any milestone events to my office. We ask that you advise Municipal Affairs a minimum of 15 working days prior to the proposed event. If you would like to discuss possible activities or events to recognize your ACP achievements, please contact a grant advisor, toll-free by dialing 310-0000, then 780-422-7125, or at acp.grants@gov.ab.ca.

…/2

320 Legislature Building, 10800 - 97 Avenue, Edmonton, Alberta T5K 2B6 Canada Telephone 780-427-3744 Fax 780-422-9550

Classification: Public

I congratulate the partnership on initiating this project, and I wish you every success in your efforts.

Sincerely,

Dan Williams, ECA
Minister of Municipal Affairs

cc: Honourable Devin Dreeshen, MLA, Innisfail-Sylvan Lake
Honourable Jason Nixon, MLA, Rimbey-Rocky Mountain House-Sundre
Jennifer Johnson, MLA, Lacombe-Ponoka
Thalia Hibbs, Mayor, City of Lacombe
Laura Svab, Mayor, Town of Blackfalds
Tim Timmons, County Manager, Lacombe County
Matthew Goudy, Chief Administrative Officer, City of Lacombe
Kim Isaak, Chief Administrative Officer, Town of Blackfalds

MEETING DATE: October 19, 2026

PREPARED BY: Rick Kreklewich, Director of Community Services

PRESENTED BY: Rick Kreklewich, Director of Community Services

SUBJECT: **Proposed Recreation Rates and Fees**

BACKGROUND

Every two years, Administration and the Recreation, Culture and Parks Board (RCP) review of the rates and fees for recreation facilities. In 2024, only minor changes were made to the baseball/soccer fees, the definition of non-profit minor sports associations and the damage deposit for alcohol-related events at our facilities. The rates and fees are reviewed by the RCP Board and then approved by Council and take effect January 1, 2027, with the exception of ice rates, which take effect the following ice season (September 2027).

DISCUSSION

Administration and the RCP Board has reviewed the rates and fees and is proposing changes to our recreation rates and fees. The rates and fees are attached and all changes are shown in red. There are changes across a majority of rates and fees as well as definitions. The room rentals would increase by 5% as per the discussions with the RCP Board. Abbey Centre membership and admissions are due for an increase as they have only been increased once since the building opened in 2014. Definitions were updated to include the regional rate and junior rate as well as define the weekend rates for each facility. A maximum campground stay was also added to the rates and fees to support the short-term recreational accommodation that the park is intended for.

STRATEGIC PLAN ALIGNMENT / OTHER MASTER PLAN ALIGNMENT

The proposed rates and fees support Council's Strategic Plan by ensuring the long-term financial sustainability of recreation, culture, and parks services while maintaining high-quality programs, facilities and amenities for residents. Regular reviews of rates and fees help balance user affordability with the costs of operating and maintaining Town facilities, ensuring services remain financially responsible and responsive to community needs. The introduction of updated definitions and campground stay limits also supports effective asset management and consistent service delivery across recreation facilities.

FINANCIAL IMPLICATIONS

The proposed rate increases are expected to generate additional revenue to help offset increasing operating costs associated with delivering recreation services and maintaining recreation facilities. Regular reviews of rates and fees help ensure user fees remain aligned with current service levels, operating costs and market conditions while supporting the long-term sustainability of recreation services.

COMMUNICATION / ENGAGEMENT CONSIDERATIONS

The proposed rates and fees were reviewed by the Recreation, Culture and Parks Board prior to being presented to Council for consideration. If approved, the updated Rates and Fees Bylaw and fee schedules will be communicated to user groups and the public through the Town's regular communication channels in advance of implementation. This will provide users with sufficient notice of any changes taking effect in 2027.

ADMINISTRATIVE RECOMMENDATION

That Standing Committee of Council consider the following motion:

1. That Standing Committee recommend that the proposed Recreation Rates and Fees, as reviewed by the Recreation and Parks Board, be incorporated into Schedule "C" of the Rates Bylaw and an amending Bylaw be brought forward to a Regular Council Meeting for consideration, with an effective date of January 1, 2027, with the exception of ice rental rates, which will take effect for the 2027/2028 ice season.

2. That Standing Committee of Council recommend to Council that the non-prime ice rate be effective retroactively to the beginning of the 2026/2027 ice season.

ALTERNATIVES

a) That Standing Committee of Council recommend that Council consider approval of the Recreation Rates and Fees Schedule “C”, as amended, with an effective date of January 1, 2027, with the exception of ice rental rates which will take effect for the 2027/2028 ice season.

b) That Standing Committee of Council direct Administration to provide additional information on the proposed Recreation Rates and Fees Schedule “C” and bring that information back to Council.

ATTACHMENTS

- Proposed Recreation Rates and Fees

APPROVALS

Kim Isaak,
Chief Administrative Officer

Department Director/Author

FACILITY - COMMUNITY CENTRE	Local	Non-local	Local Non-Profit	Local PROPOSED	Non-local PROPOSED	Local Non-Profit PROPOSED	Notes
Main Hall							
Hourly Rental Rate	$ 65.00	$ 78.00	$ 39.00	$ 68.25	$ 81.90	$ 40.95	More than Banquet Room amount. Day Rate = to 8 x hourly. Weekend Rate = 1.5 x day rate.
Daily Rental Rate	$ 520.00	$ 624.00	$ 312.00	$ 546.00	$ 655.20	$ 327.60	
Partial Weekend Rental Rate	$ 780.00	$ 936.00	$ 468.00	$ 819.00	$ 982.80	$ 491.40	
Full Weekend Rental Rate	$ 910.00	$ 1,092.00	$ 546.00	$ 955.50	$ 1,146.60	$ 573.30	
Multipurpose Room							
Hourly Rental Rate	$ 45.00	$ 54.00	$ 27.00	$ 47.25	$ 56.70	$ 28.35	Comparable to Banquet Room amount. Day Rate = to 8 x hourly. Weekend Rate = 1.5 x day rate.
Daily Rental Rate	$ 360.00	$ 432.00	$ 216.00	$ 378.00	$ 453.60	$ 226.80	
Partial Weekend Rental Rate	$ 540.00	$ 648.00	$ 324.00	$ 567.00	$ 680.40	$ 340.20	
Full Weekend Rental Rate	$ 630.00	$ 756.00	$ 378.00	$ 661.50	$ 793.80	$ 396.90	
Main Hall & Multipurpose Room							
Hourly Rental Rate	$ 81.25	$ 97.50	$ 48.75	$ 85.25	$ 102.30	$ 51.15	Hourly Rate, Daily Rate and Weekend Rate is 1.25 x Main Hall rates. Non-local = 1.2 x base rate, Local Non-profit = .6 x base rate.
Daily Rental Rate	$ 650.00	$ 780.00	$ 390.00	$ 682.00	$ 818.40	$ 409.20	
Partial Weekend Rental Rate	$ 975.00	$ 1,170.00	$ 585.00	$ 1,023.00	$ 1,227.60	$ 613.80	
Full Weekend Rental Rate	$ 1,137.50	$ 1,365.00	$ 682.50	$ 1,193.50	$ 1,432.20	$ 716.10	
Meeting Room 1							
Hourly Rental Rate	$ 35.00	$ 42.00	$ 21.00	$ 36.75	$ 44.10	$ 22.05	Comparable to Program Room, Performance Room and Fitness Studio 2
Daily Rental Rate	$ 280.00	$ 336.00	$ 168.00	$ 294.00	$ 352.80	$ 176.40	
Full Weekend Rental Rate	$ 560.00	$ 672.00	$ 336.00	$ 588.00	$ 705.60	$ 352.80	

FACILITY - EAGLE BUILDERS CENTRE	Local	Non-local	Local Non-Profit	Local PROPOSED	Non-local PROPOSED	Local Non-Profit PROPOSED	Notes
Banquet Room							
Hourly Rental Rate	$ 45.00	$ 54.00	$ 27.00	$ 47.25	$ 56.70	$ 28.35	Comparable to Multipurpose Room amount. Day Rate = to 8 x hourly. Weekend Rate = 1.5 x day rate. Full Weekend Rate is 1.75 x day rate.
Daily Rental Rate	$ 360.00	$ 432.00	$ 216.00	$ 378.00	$ 453.60	$ 226.80	
Partial Weekend Rental Rate	$ 540.00	$ 648.00	$ 324.00	$ 567.00	$ 680.40	$ 340.20	
Full Weekend Rental Rate	$ 630.00	$ 756.00	$ 378.00	$ 661.50	$ 793.80	$ 396.90	
Performance Room							
Hourly Rental Rate	$ 35.00	$ 42.00	$ 21.00	$ 36.75	$ 44.10	$ 22.05	Comparable to Program Room, Community Centre Meeting Room and Fitness Studio 2
Daily Rental Rate	$ 280.00	$ 336.00	$ 168.00	$ 294.00	$ 352.80	$ 176.40	
Full Weekend Rental Rate	$ 560.00	$ 672.00	$ 336.00	$ 588.00	$ 705.60	$ 352.80	
Ag. Room							
Hourly Rental Rate	$ 26.00	$ 31.20	$ 15.60	$ 27.00	$ 32.40	$ 16.20	Day Rate = to 8 x hourly. Weekend Rate = 2 x day rate.
Daily Rental Rate	$ 208.00	$ 249.60	$ 124.80	$ 216.00	$ 259.20	$ 129.60	
Full Weekend Rental Rate	$ 416.00	$ 499.20	$ 249.60	$ 432.00	$ 518.40	$ 259.20	
Ice Rate							
Hourly Rental Rate	$ 180.00	$ 216.00	$ 108.00	$ 189.00	$ 226.80	$ 113.40	Local = Base Rate, Non-local = 1.2 x base rate, Local Non-profit = .6 x base rate.
Tournament Hourly Rental Rate	$ 153.00	n/a	n/a	Removed from Rates - Using Hourly Rate			
Junior Hockey Hourly Rental Rate	$ 153.00	n/a	n/a	$ 160.65			0.85 x the local base rate
Regional Non-Profit Rental Rate (Hourly)	n/a	n/a	n/a	$ 132.30			New rate - 0.7 x the local base rate
Non-Prime Hourly Rental Rate (Weekdays 8 am to 4 pm)	$ 72.00	n/a	n/a	$ 75.60			0.4 x the local base rate, extended non-prime time to 4 pm, was 2 pm
Dry Floor Arena							
Hourly Rental Rate	$ 85.00	$ 102.00	$ 51.00	$ 89.00	$ 106.80	$ 53.40	Comparable to 2/3 of Field House. Day Rate = to 8 x hourly. Weekend Rate = 2 x day rate.
Daily Rental Rate	$ 680.00	$ 816.00	$ 408.00	$ 712.00	$ 854.40	$ 427.20	
Full Weekend Rental Rate	$ 1,360.00	$ 1,632.00	$ 816.00	$ 1,424.00	$ 1,708.80	$ 854.40	

FACILITY - STERLING INDUSTRIES SPORTS PARK/COM. GARDEN	Local	Non-local	Local Non-Profit	Local PROPOSED	Non-local PROPOSED	Local Non-Profit PROPOSED	Notes
Ball Diamonds							
Hourly Rental Rate	$ 15.00	$ 18.00	$ 9.00	$ 20.00	$ 24.00	$ 12.00	
Daily Rental Rate (per Diamond)	$ 120.00	$ 144.00	$ 72.00	$ 160.00	$ 192.00	$ 96.00	
Full Weekend Rental Rate	$ 900.00	$ 1,080.00	$ 540.00	$ 960.00	$ 1,152.00	$ 576.00	Local = Base Rate, Non-local = 1.2 x base rate,
Extended Weekend Rental Rate	$ 1,260.00	$ 1,512.00	$ 756.00	$ 1,440.00	$ 1,728.00	$ 864.00	Local Non-profit = .6 x base rate. Regional Rate =
Regional Non-Profit Rental Rate (Hourly)	n/a	n/a	n/a	$ 14.00			0.7 x base rate. Day Rate = to 8 x hourly.
Concession Day Rate	$ 82.50	$ 99.00	$ 49.50				Weekend Rate = 2 x day rate x 3 diamonds.
Concession Weekend Rate	$ 247.50	$ 297.00	$ 148.50				Extended Weekend Rate = 3.5 x day rate x 2.5.
Campground - Tenting (per night)	$ 10.00			$ 15.00			
Campground - Trailer/Motorhome (per night)	$ 20.00			$ 25.00			
Soccer Pitches							
Hourly Rental Rate	$ 15.00	$ 18.00	$ 9.00	$ 20.00	$ 24.00	$ 12.00	Day Rate = to 8 x hourly. Weekend Rate = 2.5 x
Daily Rental Rate	$ 120.00	$ 144.00	$ 72.00	$ 160.00	$ 192.00	$ 96.00	day rate x 1.5 pitches.
Full Weekend Rental Rate	$ 450.00	$ 540.00	$ 270.00	$ 480.00	$ 576.00	$ 288.00	
Community Gardens							
Large Garden (per 5m x 5m garden plot)	$ 30.00			$ 35.00			
Small Garden (per 2.5m x 5m garden plot)	$ 15.00			$ 17.50			

FACILITY - ABBEY CENTRE	Local	Non-local	Local Non-Profit	Local PROPOSED	Non-local PROPOSED	Local Non-Profit PROPOSED	Notes
Program Room							
Hourly Rental Rate	$ 35.00	$ 42.00	$ 21.00	$ 36.75	$ 44.10	$ 22.05	Comparable to Community Centre Meeting Room, Performance Room and Fitness Studio 2
Daily Rental Rate	$ 280.00	$ 336.00	$ 168.00	$ 294.00	$ 352.80	$ 176.40	
Full Weekend Rental Rate	$ 560.00	$ 672.00	$ 336.00	$ 588.00	$ 705.60	$ 352.80	
Fitness Studio 1							
Hourly Rental Rate	$ 45.00	$ 54.00	$ 27.00	$ 47.25	$ 56.70	$ 28.35	$5 more than Banquet Rm, $10 more than Fitness Studio 2 & Program Rm.
Daily Rental Rate	$ 360.00	$ 432.00	$ 216.00	$ 378.00	$ 453.60	$ 226.80	
Fitness Studio 2							
Hourly Rental Rate	$ 35.00	$ 42.00	$ 21.00	$ 36.75	$ 44.10	$ 22.05	Comparable to Community Centre Meeting Room, Performance Room and Servus Program Room
Daily Rental Rate	$ 280.00	$ 336.00	$ 168.00	$ 294.00	$ 352.80	$ 176.40	
Full Weekend Rental Rate	$ 560.00	$ 672.00	$ 336.00	$ 588.00	$ 705.60	$ 352.80	
1/3 Field House Gym							
Hourly Rental Rate	$ 45.00	$ 54.00	$ 27.00	$ 47.25	$ 56.70	$ 28.35	Day Rate = to 8 x hourly. Weekend Rate = 2 x day rate.
Daily Rental Rate	$ 360.00	$ 432.00	$ 216.00	$ 378.00	$ 453.60	$ 226.80	
Full Weekend Rental Rate	$ 720.00	$ 864.00	$ 432.00	$ 756.00	$ 907.20	$ 453.60	
2/3 Field House Gym							
Hourly Rental Rate	$ 85.00	$ 102.00	$ 51.00	$ 89.25	$ 107.10	$ 53.55	Day Rate = to 8 x hourly. Weekend Rate = 2 x day rate.
Daily Rental Rate	$ 680.00	$ 816.00	$ 408.00	$ 714.00	$ 856.80	$ 428.40	
Full Weekend Rental Rate	$ 1,360.00	$ 1,632.00	$ 816.00	$ 1,428.00	$ 1,713.60	$ 856.80	
Full-use Field House Gym							
Daily Rental Rate	$ 850.00	$ 1,020.00	$ 510.00	$ 892.50	$ 1,071.00	$ 535.50	Day Rate is based on 1.25 x the 2/3 Field House. Weekend Rate = 2 x day rate.
Partial Weekend Rental Rate	$ 1,105.00	$ 1,326.00	$ 663.00	$ 1,160.25	$ 1,392.30	$ 696.15	
Full Weekend Rental Rate	$ 1,700.00	$ 2,040.00	$ 1,020.00	$ 1,785.00	$ 2,142.00	$ 1,071.00	
Amphitheatre							
Hourly Rental Rate	$ 21.00	$ 25.20	$ 12.60	$ 22.00	$ 26.40	$ 13.20	Day Rate is based on 8 x the hourly rate. Weekend Rate = 2 x day rate.
Daily Rental Rate	$ 168.00	$ 201.60	$ 100.80	$ 176.00	$ 211.20	$ 105.60	
Full Weekend Rental Rate	$ 336.00	$ 403.20	$ 201.60	$ 352.00	$ 422.40	$ 211.20	

ABBEY CENTRE MEMBERSHIP/ADMISSIONS

Single Admission	Rate	Notes	Proposed Increase	Added Revenue (based on 2025)
Track	$ 2.00		$ 3.00	$ 2,754.00
Infant	FREE	Under 1	FREE	FREE
Toddler	$ 1.00	1 and 2	$ 2.00	$ 3,599.00
Child	$ 5.00	3 to 7	$ 5.50	$ 4,049.50
Youth	$ 5.50	8 to 12	$ 6.00	$ 3,597.00
Teen	$ 6.50	13 to 17	$ 7.00	$ 2,168.50
Adult	$ 9.00	18 to 59	$ 9.50	$ 4,734.00
Senior	$ 7.00	60+	$ 7.50	$ 566.00
Senior+	FREE	75+	FREE	FREE
Family	$ 20.00	Max. of 5 family members in household (max 2 ages 18-74)	$ 21.00	$ 4,571.00
			TOTAL	$ 26,039.00

Punch Passes	Rate	Notes	Proposed Increase	Added Revenue (based on 2025)
Track	$ 20.00	10 Admissions	$ 30.00	$ 1,960.00
Toddler	$ 9.00	10 admissions for the price of 9 per age category.	$ 18.00	
Child	$ 45.00		$ 49.50	
Youth	$ 49.50		$ 54.00	
Teen	$ 58.50		$ 63.00	
Adult	$ 81.00		$ 85.50	
Senior	$ 63.00		$ 67.50	
Family	$ 180.00		$ 189.00	$ 54.00

Monthly Memberships*	Rate	Notes	Proposed Increase	Added Revenue (based on 2025)
Child	$ 26.25	Equal to the price of 5.25 admissions per age category.	$ 28.88	
Youth	$ 28.88		$ 31.50	
Teen	$ 34.13		$ 36.75	
Adult	$ 47.25		$ 49.88	
Senior	$ 36.75		$ 39.38	
Family	$ 105.00		$ 110.25	$ 91.50

Annual Memberships*	Rate	Notes	Proposed Increase	Added Revenue (based on 2025)
Child	$ 262.50	10 x the monthly membership rate per age category.	$ 288.80	
Youth	$ 288.75		$ 315.00	
Teen	$ 341.25		$ 367.50	
Adult	$ 472.50		$ 498.80	
Senior	$ 367.50		$ 393.80	
Family	$ 1,050.00		$ 1,102.50	$ 4,147.50

Child Minding	Rate	Notes	Proposed Increase	Added Revenue (based on 2025)
One Child (per half hour)	$ 3.00	10 hour punch cards are based on 9 hours of use.	$ 3.25	$ 142.75
Family (per half hour)	$ 5.00		$ 5.50	$ 138.00
One Child (10 hour punch pass)	$ 54.00		$ 58.50	$ 441.00
Family (10 hour punch pass)	$ 90.00		$ 99.00	$ 369.00
			TOTAL	**$ 1,090.75**

*Note: When purchasing a monthly or annual family membership, an additional child, youth or teen can be added to the family at a discount of 50% from a regular, child, youth or teen membership of the same membership type.

DEFINITIONS	
Local	Individuals/businesses who pay their taxes to either the Town of Blackfalds or Lacombe County.
Non-Local	Individuals/businesses who do not pay their taxes to the Town of Blackfalds or Lacombe County.
Local Non-Profit	Registered non-profit organizations based in Blackfalds or Lacombe County with a mailing address in either municipality and where a minimum of 80% of participants reside in Blackfalds or Lacombe County (not including other Towns or Cities in Lacombe County).
Regional Rate	Registered non-profit organizations based within 100 kilometres of Blackfalds where a minimum of 10% of participants reside in Blackfalds or Lacombe County (not including Towns or Cities in Lacombe County). Applies only to ice rates and ball diamonds.
Junior Hockey Rate	Rental rate for use by the Blackfalds Bulldogs Jr. A Hockey Club
Partial Weekend Rate	Rental period of Friday at 6:00 pm to Sunday at 6:00 pm at Meeting Room 1 (Community Centre)
	Rental period of Friday at 6:00 pm to Saturday at 10:00 pm at the Abbey Centre
	Rental period of Friday at 6:00 pm to Sunday at 12:00 am at the Main Hall and Multipurpose Room at the Community Centre and Banquet Room (EBC)
Full Weekend Rate	Rental period of Friday at 6:00 pm to Sunday at 12:00 pm at the Community Centre and Banquet Room (EBC)
	Rental period of Friday at 6:00 pm to Sunday at 6:00 pm at the Abbey Centre
	Rental period of Friday at 12:00 pm to Sunday at 6:00 pm at Sterling Industries Sports Park and the Ag Room, Performance Room and Dry Floor Arena at the EBC
Extended Weekend Rate	Rental period of Friday at 12:00 pm to Monday at 6:00 pm at Sterling Industries Sports Park

ADDITIONAL FEES/CHARGES		
Lost Key	cost to re-key the building	The addition to this section is the maximum stay per user - 7 nights per user (consecutively) over the course of 30 days
Lost Fob	$25.00	
Damage Fee	$50.00/hour plus supplies	
Clean Up Fee	$75.00/hour	
Late Fee	$50.00/half hour	
Non-Refundable Booking Fee	$300.00	
Com. Centre Stage Setup Fee	$15/stage panel (max. 6 panels)	
Sound System Fee (Arena, Community Centre, Abbey Centre)	$50.00	
Non-alcohol Event Damage Deposit*	$300.00	
Alcohol Event Damage Deposit	$500 (excl. Abbey Centre)	
Campground Maximum Stay	Maximum stay of 7 nights per user (consecutively) over the course of 30 days	

***Note:** The Non-alcohol Event Damage Deposit applies to all facilities excluding the Abbey Centre except for 2/3 Field House Gym and Full-use Field House Gym rentals.

MEETING DATE: October 19, 2026

PREPARED BY: Rick Kreklewich, Director of Community Services

PRESENTED BY: Rick Kreklewich, Director of Community Services

SUBJECT: **Council Policy – Community Grant Program Policies**

BACKGROUND

The Town currently provides financial assistance to community organizations and initiatives through several funding mechanisms. Over time, the Community Initiatives Grant Policy has been used to support both local community events and larger Provincial and National competitions. As a result, overlap developed between community event funding requests and requests associated with major event attraction and hosting opportunities.

A review of the Town's community funding programs was undertaken to:

- Clarify funding objectives
- Reduce overlap between funding programs
- Improve consistency and transparency in decision-making
- Better align funding requests with Council objectives
- Establish clear eligibility requirements for applicants

Administration reviewed the existing Public Donation Policy and Community Initiatives Grant Policy and developed a revised funding framework that better defines the purpose of each program. Administration also developed the Event Attraction and Hosting Policy to provide a dedicated funding stream for Provincial, Western Canadian, National and International events within the Town of Blackfalds.

DISCUSSION

Administration reviewed the Town's community funding programs to improve clarity, reduce overlap between programs and establish a more consistent approach to evaluating funding requests. The proposed framework separates donation and sponsorship requests, community-based initiatives and major event attraction opportunities to ensure funding requests are considered under the program most closely aligned with their purpose.

As part of the review, the Public Donation Policy was updated to clarify eligibility requirements, evaluation criteria, and accountability measures for donation, sponsorship, fundraising, memorial, and in-kind support requests. The Community Initiatives Grant Policy was revised to focus specifically on local community events, programs, festivals, celebrations, recreation initiatives, arts and culture activities, heritage projects, and community development initiatives.

While the Community Initiatives Grant Policy provided support for local community events, there was no dedicated funding program to support the attraction and hosting of Provincial, Western Canadian, National, and International competitions, showcases, exhibitions and bid-hosted events. This gap is addressed through the newly developed Event Attraction and Hosting Grant Policy.

Together, the three policies establish a coordinated funding framework that provides greater clarity and consistency for applicants, Administration and Council while ensuring requests are evaluated through the funding program that best aligns with their purpose.

STRATEGIC PLAN ALIGNMENT / OTHER MASTER PLAN ALIGNMENT

The proposed funding framework supports Council's Strategic Plan by aligning community funding programs with the Town's objectives for community development, resident engagement, recreation, culture and responsible governance. The framework also supports opportunities that enhance the profile of Blackfalds, attract visitors and contribute to the social and economic vitality of the community.

FINANCIAL IMPLICATIONS

Funding provided under the Public Donation Policy, Community Initiatives Grant Policy and Event Attraction and Hosting Grant Policy will remain subject to annual Council approval of budget allocations and available funding.

COMMUNICATION / ENGAGEMENT CONSIDERATIONS

Administration will communicate any approved policy changes through the Town's website, funding application materials, and direct communication with community organizations and current grant recipients.

ADMINISTRATIVE RECOMMENDATION

That Standing Committee of Council consider the following motion:

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

2. That Standing Committee of Council recommend to Council that Council Policy – Community Initiatives Grant be forwarded to a future Regular Council Meeting for consideration.

3. That Standing Committee of Council recommend to Council that Council Policy – Event Attraction and Hosting Grant be forwarded to a future Regular Council Meeting for consideration.

ALTERNATIVES

a) That Standing Committee of Council recommends amendments to the policies presented.
b) That Standing Committee of Council refer the Community Grant Program Policies item back to Administration for further review.

ATTACHMENTS

- Council Policy – Public Donation
- Council Policy – Community Initiatives Grant
- Council Policy – Community Initiatives Grant – Track Changes
- Council Policy – Event Attraction and Hosting Grant

APPROVALS

Kim Isaak,
Chief Administrative Officer

Department Director/Author

PUBLIC DONATION

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

1. POLICY PURPOSE

1.1 The purpose of this Policy is to establish a fair, transparent and consistent framework for Council to consider requests for Donations, Sponsorships, charitable causes, Fundraising Initiatives, commemorative projects and other community-focused requests that provide a demonstrated benefit to the residents of the Town of Blackfalds. Through this Policy, the Town may provide discretionary financial support to eligible applicants where the request aligns with community priorities and demonstrates a meaningful public benefit.

2. POLICY STATEMENT

2.1 Funding is discretionary, subject to Council-approved budget allocations, and approval in one year does not guarantee funding in future years.

2.2 The Town shall administer this Policy in a fair, transparent, equitable and fiscally responsible manner.

3. DEFINITIONS

3.1 **"Chief Administrative Officer** or **CAO"** means the individual appointed by Council to the position of Chief Administrative Officer as per the *Municipal Government Act*.

3.2 "**Council**" means the Council of the Town of Blackfalds elected pursuant to the *Local Authorities Election Act* of Alberta, as amended.

3.3 "**Donation"** means a financial contribution provided by the Town of Blackfalds without expectation of financial return.

3.4 **"Fundraising Initiative"** means a campaign or activity intended to raise funds for a charitable, educational, community, humanitarian or non-profit purpose.

3.5 **"In-Kind Support"** means the provision of Town-owned facilities, equipment, materials, services, labour or other municipal resources provided without charge or at a reduced rate.

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3.6 "**Organizations**" means a group of residents/ratepayers, service clubs, agencies, schools, sports groups, groups sharing a common interest and located in Blackfalds or Lacombe County.

3.7 **"Sponsorship"** means financial or In-Kind Support provided by the Town of Blackfalds in exchange for recognition of the Town's contribution.

3.8 "**Town**" means the municipality of the Town of Blackfalds.

4. SCOPE

4.1 This Policy applies to requests for:

4.1.1 Charitable causes,

4.1.2 Community fundraising initiatives,

4.1.3 Community causes,

4.1.4 Service club projects,

4.1.5 Educational initiatives,

4.1.6 Memorial or commemorative projects,

4.1.7 Humanitarian requests,

4.1.8 Sponsorship requests,

4.1.9 Community recognition initiatives, and

4.1.10 Requests for In-Kind Support.

4.2 This Policy does not apply to:

4.2.1 Community events,

4.2.2 Festivals,

4.2.3 Recreation programs,

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4.2.4 Competitions,

4.2.5 Championships,

4.2.6 Tournaments,

4.2.7 Showcases,

4.2.8 Exhibitions,

4.2.9 Bid-hosted events,

4.2.10 Operating grants, or

4.2.11 Requests eligible under another Town funding program.

4.3 Administration may redirect applicants to another funding program where a request is determined to be more appropriately considered under the Community Initiatives Grant Policy or Event Attraction and Hosting Grant Policy.

5. AUTHORITY AND RESPONSIBILITIES

5.1 Council to:

5.1.1 Adopt and support this Policy and any amendments by resolution.

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

5.1.3 Review and approve requests submitted under this Policy.

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.

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5.3 Administration to:

5.3.1 Receive and review requests.

5.3.2 Provide recommendations to Council.

5.3.3 Redirect applicants to other Town funding programs where appropriate.

6. POLICY

6.1 Applicants requesting funding from this Policy must:

6.1.1 Demonstrate a clear community benefit.

6.1.2 Identify the intended use of funding.

6.1.3 Not be in default of any previous Town of Blackfalds funding agreement.

6.1.4 Applicants shall not receive funding from multiple Town of Blackfalds funding programs for the same initiative unless specifically approved by Council.

6.2 Applications will be assessed based on:

6.2.1 Community benefit.

6.2.2 Alignment with Town priorities.

6.2.3 Impact on residents.

6.2.4 Purpose of funding request.

6.2.5 Availability of other funding sources.

6.2.6 Previous support provided by the Town.

6.2.7 Available budget.

6.2.8 Potential reputational impacts to the Town of Blackfalds.

6.3 Requests will be evaluated on their individual merits, available funding and the assessment criteria identified in this Policy.

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6.4 Council may approve, partially approve or deny requests and the amount awarded may differ from the amount requested.

6.5 Funding shall not be provided for:

6.5.1 Political Organizations, campaigns or activities

6.5.2 Private business operations.

6.5.3 Event losses, organizational deficits, outstanding debts or debt repayment.

6.5.4 Retroactive requests.

6.5.5 Requests primarily benefiting an individual.

6.5.6 Activities eligible under the Community Initiatives Grant Policy or Event Attraction and Hosting Grant Policy.

6.6 Council may require applicants to provide information demonstrating how the funds will be used. Failure to provide requested information may affect future requests for funding.

6.7 Where appropriate, recipients shall acknowledge the Town of Blackfalds' contribution in promotional materials, publications, presentations, or other forms of public recognition.

7. EXCLUSIONS

7.1 Notwithstanding the provisions of this Policy, Council may approve support for exceptional circumstances where significant public benefit exists and Council determines the request to be in the best interests of the community.

8. RELATED DOCUMENTS

8.1 Community Initiatives Grant Policy
8.2 Event Attraction and Hosting Grant Policy

9. END OF POLICY

Mayor

Chief Administrative Officer

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Date

Date

POLICY RECORD HISTORY

	Resolution No:	Date
Policy Adopted		
Policy Reviewed		
Policy Revised		

ADMINISTRATIVE REVISIONS

Date	Description

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COMMUNITY INITIATIVES GRANT

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

1. POLICY PURPOSE

1.1 The purpose of this Policy is to provide financial support to eligible Organizations delivering Community Events, festivals, celebrations, recreation initiatives, arts and culture activities, heritage programs and community development projects that primarily benefit residents of the Town of Blackfalds and contribute to community participation, engagement and quality of life.

2. POLICY STATEMENT

2.1 The Town of Blackfalds may provide grant funding to eligible Organizations that deliver initiatives consistent with the objectives of this Policy.

2.2 Funding is discretionary, subject to Council-approved budget allocations, and approval in one year does not guarantee funding in future years.

3. DEFINITIONS

3.1 **"Chief Administrative Officer** or **CAO"** means the individual appointed by Council to the position of Chief Administrative Officer as per the *Municipal Government Act*.

3.2 **"Community Event"** means a festival, celebration, cultural activity, recreation activity, program, project or initiative intended primarily for local participation and community benefit.

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 "**Organizations**" means a group of residents/ratepayers, service clubs, agencies, schools, sports groups, groups sharing a common interest and located in Blackfalds, Lacombe County.

3.5 "**Recreation, Culture and Parks Board** and **RCP Board"** means the Recreation, Culture and Parks Board that is appointed by Council and meets regularly to discuss matters relating to recreation, culture and parks within the Town of Blackfalds.

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3.6 "**Town**" means the municipality of the Town of Blackfalds.

4. SCOPE

4.1 This Policy applies to Organizations hosting Community Events, programs, festivals and initiatives within the Town of Blackfalds.

4.2 Events eligible under the Event Attraction and Hosting Grant Policy shall not be considered under this Policy.

5. AUTHORITY AND RESPONSIBILITIES

5.1 Council to:

5.1.1 Adopt and support this Policy and any amendments by resolution.

5.1.2 Consider the allocation of grant funding through the annual budget process.

5.1.3 Review recommendations from the RCP Board and Administration.

5.1.4 Approve, deny or amend the Community Initiatives Grant requests.

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 Receive and review grant applications.

5.3.2 Provide administrative recommendations to the RCP Board and Council.

5.3.3 Advise applicants regarding eligibility requirements.

5.3.4 Redirect applicants to other Town funding programs where appropriate.

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5.4 Recreation, Culture and Parks Board ("RPC") to:

5.4.1 Review eligible grant applications.

5.4.2 Provide recommendations to Council regarding grant applications.

6. POLICY

6.1 Organizations seeking Community Initiatives Grant funding are required to submit an application using the prescribed form.

6.2 Organizations must not be in default of any previous Town of Blackfalds funding agreement.

6.3 Organizations shall not receive funding from multiple Town of Blackfalds funding programs for the same initiative unless specifically approved by Council.

6.4 Incomplete applications may be returned to the applicant and may not be considered until all required information is provided.

6.5 Applications will be assessed based on the following criteria:

6.5.1 Demonstrates a community need or community benefit.

6.5.2 Demonstrates community participation and engagement.

6.5.3 Demonstrates a positive and lasting impact on residents.

6.5.4 Enhances recreation, culture, heritage, arts, education or community development opportunities.

6.5.5 Demonstrates volunteer involvement and community support.

6.5.6 Promotes accessibility and inclusiveness.

6.5.7 Demonstrates organizational readiness.

6.5.8 Aligns with Council priorities and strategic objectives.

6.6 Organizations must provide a balanced budget showing projected revenues and expenses.

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6.7 Funding may be used for eligible expenses including:

6.7.1 Facility rentals.

6.7.2 Program supplies and materials.

6.7.3 Event promotion and marketing.

6.7.4 Entertainment and programming costs.

6.7.5 Volunteer support expenses.

6.7.6 Equipment rentals.

6.7.7 Other expenses deemed eligible by Council.

6.8 Funding will not be provided for:

6.8.1 Liquor expenses or liquor license fees.

6.8.2 Party Alcohol Liability (PAL) insurance.

6.8.3 Items intended for resale (ie. food, beverages, clothing, etc.).

6.8.4 Event losses, organizational deficits or outstanding debts.

6.8.5 Retroactive funding requests.

6.8.6 Capital purchases.

6.8.7 Political Organizations or activities.

6.8.8 Provincial, Western Canadian, National or International competitions, championships, showcases, bid-hosted events or any other activities eligible under the Event Attraction and Hosting Grant Policy.

6.9 Applications will be reviewed by Administration and the RCP Board. Applications will be reviewed at the September, December, March and June RCP Board Meetings. As such, applications must be submitted no less than two (2) regular RCP Board meetings prior to the meeting at which funding consideration is requested. The RCP

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Board will provide recommendations to Council regarding grant applications. All grant applications are subject to final approval by Council.

6.9.1 Organizations applying for funding will be required to present their application to the RCP Board at a scheduled meeting. The purpose of the presentation is to provide additional context and allow Board Members to ask questions to support their review and recommendation to Council.

6.10 Council shall approve grant funding based on the recommendations of the RCP Board and available budget.

6.11 Organizations may receive a maximum of $2,500 in Community Initiatives Grant funding per calendar year.

6.12 Grant funding must be solely used for the purposes outlined in the application and within the approved timeline.

6.13 The Town reserves the right to require repayment of all or a portion of approved funding where funds were not used for the purposes approved by Council or where the initiative does not proceed as proposed.

6.14 Applications will be evaluated on their individual merits, available funding and the assessment criteria identified in this Policy. Council may award full, partial, or no funding and the amount awarded may differ from the amount requested.

6.15 Administration shall provide written feedback to unsuccessful applicants outlining the reasons for ineligibility or denial and, where possible, recommendations for improving future submissions.

6.16 Recipients must acknowledge the Town of Blackfalds' support in promotional materials where appropriate.

6.17 Recipients must submit a final report outlining associated costs within ninety (90) days of the initiative completion, including:

6.17.1 Attendance and participation numbers.

6.17.2 Financial summary of revenues and expenses.

6.17.3 Summary of outcomes and achievements.

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6.17.4 Description of community benefits realized.

6.18 Failure to provide a final report will affect future requests for funding.

7. EXCLUSIONS

7.1 Notwithstanding the provisions of this Policy, Council may approve funding for exceptional circumstances or opportunities not otherwise contemplated by this Policy where Council determines the initiative will provide significant community benefit to the Town of Blackfalds.

8. RELATED DOCUMENTS

8.1 Community Initiatives Grant Application and Guidelines

8.2 Public Donation Policy

8.3 Event Attraction and Hosting Grant Policy

9. 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

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BLACKFALDS ALBERTA

COUNCIL POLICY

COMMUNITY INITIATIVES GRANT

POLICY NO.:	~~CP 185.24~~
DIVISION DEPARTMENT	Community Services
REVIEW PERIOD	Every 4 years or upon Legislative Change

1. POLICY PURPOSE

1.1 The purpose of this Policy is to ~~outline the~~provide financial support to eligible Organizations delivering Community ~~Initiative Grant program~~Events, festivals, celebrations, recreation initiatives, arts and ~~event grant funding criteria for Organizations hosting~~culture activities, heritage programs and community development projects that ~~take place within~~ primarily benefit residents of the Town of Blackfalds and contribute to community participation, engagement and quality of life.

2. POLICY STATEMENT

2.1 The ~~Community Initiatives Grant provides financial support~~Town of Blackfalds may provide grant funding to eligible Organizations ~~to~~that deliver ~~arts, culture, heritage, and recreation~~ initiatives~~. These initiatives are to be programs, events or projects~~ consistent with the objectives of this Policy.

~~2.1~~2.2 Funding is discretionary, subject to Council-approved budget allocations, and approval in ~~the Town of Blackfalds.~~ one year does not guarantee funding in future years.

3. DEFINITIONS

3.1 **"Chief Administrative Officer** or **CAO"** means the individual appointed by Council to the position of Chief Administrative Officer as per the *Municipal Government Act*.

3.2 **"Community Event"** means a festival, celebration, cultural activity, recreation activity, program, project or initiative intended primarily for local participation and community benefit.

~~3.2~~3.3 "**Council**" means the Council of the Town of Blackfalds elected pursuant to the *Local Authorities Election Act* of Alberta, as amended.

~~3.3~~3.4 "**Organizations**" means a group of residents~~,~~ /ratepayers, service clubs, agencies~~/organizations~~, schools, sports ~~organizations~~groups, groups sharing a

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common interest and located in Blackfalds, Lacombe County~~ or representing a regional, provincial, or national entity~~.

~~3.41.1 "Town" means the municipality of the Town of Blackfalds.~~

3.5 "**Recreation, Culture and Parks Board** and **RCP Board"** means the Recreation, Culture and Parks Board that is appointed by Council and meets regularly to discuss matters relating to recreation, culture and parks within the Town of Blackfalds.

3.6 "**Town**" means the municipality of the Town of Blackfalds.

4. SCOPE

4.1 This Policy applies to ~~Council, the Chief Administrative Officer and Local~~ Organizations hosting Community Events, programs, festivals and initiatives within the Town of Blackfalds.

4.2 Events eligible under the Event Attraction and Hosting Grant Policy shall not be considered under this Policy.

5. AUTHORITY AND RESPONSIBILITIES

5.1 Council to:

5.1.1 Adopt and support this Policy and any amendments by resolution.

5.1.2 Consider the allocation of grant funding ~~for the successful implementation of this Policy in~~through the annual budget process.

5.1.3 ~~Consider all Community Initiatives Grant Applications and~~ Review recommendations ~~coming forward~~ from the RCP Board~~.~~ and Administration.

5.1.4 Approve, deny or amend the Community Initiatives Grant requests.

5.2 Chief Administrative Officer to:

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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 Receive and review grant applications.

5.3.2 Provide administrative recommendations to the RCP Board and Council.

5.3.3 Advise applicants regarding eligibility requirements.

5.3.4 Redirect applicants to other Town funding programs where appropriate.

5.4 Recreation, Culture and Parks Board ("RPC") to:

5.4.1 Review eligible grant applications.

5.4.2 Provide recommendations to Council regarding grant applications.

6. POLICY

6.1 ~~Local~~ Organizations seeking Community Initiatives Grant funding are required to submit ~~a Community Initiatives Grant Application~~an application using the prescribed form.

6.2 Organizations must not be in default of any previous Town of Blackfalds funding agreement.

6.3 Organizations shall not receive funding from multiple Town of Blackfalds funding programs for the same initiative unless specifically approved by Council.

6.4 Incomplete applications may be returned to the applicant and may not be considered until all required information is provided.

~~6.2~~6.5 Applications ~~received~~ will be ~~awarded~~assessed based on the following criteria:

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~~6.2.1~~6.5.1 ~~Fulfilling a need within the~~ Demonstrates a community need or community benefit.

~~6.2.2~~6.5.2 ~~Encourage~~Demonstrates community participation and engagement.

~~6.2.3~~~~1.1.1~~ ~~The cost to attend the initiative~~Demonstrates~~.~~

~~6.2.4~~6.5.3 ~~Provide~~ a positive and lasting impact on ~~the community~~residents.

6.5.4 Enhances recreation, culture, heritage, arts, education or community development opportunities.

6.5.5 Demonstrates volunteer involvement and community support.

6.5.6 Promotes accessibility and inclusiveness.

6.5.7 Demonstrates organizational readiness.

6.5.8 Aligns with Council priorities and strategic objectives.

6.6 Organizations must provide a balanced budget showing projected revenues and expenses.

6.7 Funding may be used for eligible expenses including:

6.7.1 Facility rentals.

6.7.2 Program supplies and materials.

6.7.3 Event promotion and marketing.

6.7.4 Entertainment and programming costs.

6.7.5 Volunteer support expenses.

6.7.6 Equipment rentals.

6.7.7 Other expenses deemed eligible by Council.

6.8 Funding will not be provided for:

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6.8.1 Liquor expenses or liquor license fees.

6.8.2 Party Alcohol Liability (PAL) insurance.

6.8.3 Items intended for resale (ie. food, beverages, clothing, etc.).

6.8.4 Event losses, organizational deficits or outstanding debts.

6.8.5 Retroactive funding requests.

6.8.6 Capital purchases.

6.8.7 Political Organizations or activities.

6.8.8 Provincial, Western Canadian, National or International competitions, championships, showcases, bid-hosted events or any other activities eligible under the Event Attraction and Hosting Grant Policy.

~~6.3~~6.9 Applications will be reviewed by Administration and the RCP Board. ~~Once reviewed, the RCP Board will provide a recommendation to Council for funding approval.~~ Applications will be reviewed ~~up until the deadline on the second Friday of April~~at the September, December, March and June RCP Board Meetings. As such, applications must be submitted no less than two (2) regular RCP Board meetings prior to the meeting at which funding consideration is requested. The RCP Board will provide recommendations to Council regarding grant applications. All grant applications are subject to final approval by Council.

6.9.1 Organizations applying for funding will be required to present their application to the RCP Board at a scheduled meeting. The purpose of the presentation is to provide additional context and allow Board Members to ask questions to support their review and recommendation to Council.

6.10 Council shall approve grant funding based on the recommendations of the RCP Board and available budget.

6.11 Organizations may receive a maximum of $2,500 in Community Initiatives Grant funding per calendar year.

~~6.4~~6.12 Grant funding must be solely used for the ~~intended~~ purposes ~~of~~outlined in the application and ~~in~~within the approved timeline ~~indicated, as approved by Council~~.

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6.13 ~~Local Organizations~~The Town reserves the right to require repayment of all or a portion of approved funding where funds were not used for the purposes approved by Council or where the initiative does not proceed as proposed.

6.14 Applications will be evaluated on their individual merits, available funding and the assessment criteria identified in this Policy. Council may award full, partial, or no funding and the amount awarded may differ from the amount requested.

6.15 Administration shall provide written feedback to unsuccessful applicants outlining the reasons for ineligibility or denial and, where possible, recommendations for improving future submissions.

6.16 Recipients must acknowledge the Town of Blackfalds' support in promotional materials where appropriate.

6.17 Recipients must submit a final report outlining associated costs, within ninety (90) days of the initiative completion, including:

6.17.1 Attendance and participation ~~and/or attendance figures, and an overall~~numbers.

6.17.2 Financial summary of ~~the initiative.~~ revenues and expenses.

6.17.3 Summary of outcomes and achievements.

6.17.4 Description of community benefits realized.

~~6.5~~6.18 Failure to provide a final report will affect future requests for funding.

~~6.6 The following groups will be considered ineligible:~~

~~6.6.1 Grants to individuals;~~

7. EXCLUSIONS

7.1 Notwithstanding the provisions of this Policy, Council may approve funding for exceptional circumstances or opportunities not otherwise contemplated by this Policy where Council determines the initiative will provide significant community benefit to the Town of Blackfalds.

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6.6.2 Political based organizations/activities

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

6.7.1 Liquor expenses (including a liquor license); or

6.7.2 Retroactive funding for previously held activities; or

6.7.3 Items for resale (including food).

7.8. RELATED DOCUMENTS

7.18.1 Blackfalds Community Initiatives Grant Guidelines & Application and Guidelines

8.2 Public Donation Policy

8.3 Event Attraction and Hosting Grant Policy

8.9. END OF POLICY

Mayor

Chief Administrative Officer

Date

Date

POLICY RECORD HISTORY

	Resolution No:	Date
Policy Adopted	RCM 165/24	May 28, 2024
Policy Reviewed	SCC 006/25	February 18, 2025
Policy Revised	RCM 049/25	February 25, 2025

ADMINISTRATIVE REVISIONS

Date	Description

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EVENT ATTRACTION AND HOSTING GRANT

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

1. POLICY PURPOSE

1.1 The purpose of this Policy is to support the attraction and hosting of Provincial, Western Canadian, National and International Competitions, championships, Showcases, exhibitions and Bid-Hosted Events occurring within the Town of Blackfalds. Through this program, the Town seeks to strengthen event hosting capacity, enhance community profile, generate economic activity, attract visitors, and support opportunities that contribute to the growth and recognition of Blackfalds as a host community.

2. POLICY STATEMENT

2.1 The Town of Blackfalds may provide financial assistance to eligible Applicants hosting events that align with the intent of this Policy.

2.2 Funding decisions shall be based on event significance, organizational readiness, financial accountability, community benefit and alignment with municipal priorities.

2.3 Funding is discretionary, subject to Council-approved budget allocations, and approval in one year does not guarantee funding in future years.

2.4 The Town shall administer this program in a fair, transparent, equitable and fiscally responsible manner.

3. DEFINITIONS

3.1 "**Applicant**" means an organization, society, association, business, educational institution, Indigenous organization or individual responsible for hosting an eligible event.

3.2 "**Bid-Hosted Event"** means an event secured through a formal application, sanctioning, selection or bid process.

3.3 **"Canadian Event"** means a National Competition, championship, showcase, exhibition or bid-hosted event occurring in Blackfalds.

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3.4 **"Chief Administrative Officer** or **CAO"** means the individual appointed by Council to the position of Chief Administrative Officer as per the *Municipal Government Act*.

3.5 **"Competition"** means a competitive event involving participants from multiple jurisdictions and may include sport, cultural, artistic, academic, educational, technological, recreational or other recognized disciplines.

3.6 "**Council**" means the Council of the Town of Blackfalds elected pursuant to the *Local Authorities Election Act* of Alberta, as amended.

3.7 **"International Event"** means an International Competition, championship, Showcase, exhibition or bid-hosted event occurring in Blackfalds.

3.8 **"Provincial Event"** means a Provincial Competition, championship, Showcase, exhibition or bid-hosted event occurring in Blackfalds.

3.9 **"Showcase"** means a recognized exhibition, demonstration, presentation, performance, or Competition attracting participants or attendees from outside the local area.

3.10 "**Town**" means the municipality of the Town of Blackfalds.

3.11 **"Visitor Attraction"** means the ability of an event to draw participants, spectators, officials, volunteers or attendees to Blackfalds from outside the local area.

3.12 **"Western Canadian Event"** means a Western Canadian Competition, championship, Showcase, exhibition or bid-hosted event occurring in Blackfalds.

4. SCOPE

4.1 This Policy applies to eligible Applicants seeking financial support for Provincial, Western Canadian, National, and International Competitions, championships, Showcases, exhibitions and bid-hosted events occurring within the Town of Blackfalds.

4.2 Eligible events may include:

4.2.1 Sporting Competitions and championships,

4.2.2 Dance, cheerleading and gymnastics Competitions,

4.2.3 Cultural Competitions and Showcases,

4.2.4 Educational, academic, esports and robotics Competitions,

4.2.5 Sanctioned exhibitions and Showcases,

4.2.6 Bid-hosted events, and

4.2.7 Other events approved by Council that align with the intent of this Policy.

4.3 This Policy does not apply to:

4.3.1 Community festivals and celebrations,

4.3.2 Community markets,

4.3.3 Recreation programs,

4.3.4 Local events,

4.3.5 Regional tournaments or Competitions,

4.3.6 Community development initiatives, or

4.3.7 Activities eligible under the Community Initiatives Grant Policy.

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 grant funding through the annual budget process.

5.1.3 Review recommendations received from Administration.

5.1.4 Approve, partially approve or deny funding requests.

5.2 Chief Administrative Officer to:

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

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

5.3 Administration to:

5.3.1 Receive and review grant applications.

5.3.2 Prepare administrative recommendations for Council consideration.

5.3.3 Advise Applicants regarding eligibility requirements.

5.3.4 Coordinate support from other municipal departments where appropriate.

5.3.5 Redirect Applicants to other Town funding programs where appropriate.

6. POLICY

6.1 Eligible events may be considered for funding up to the following maximum amounts:

6.1.1 Provincial Event up to $3,000

6.1.2 Western Canadian Event up to $4,500

6.1.3 Canadian Event up to $5,500

6.1.4 International Event up to $6,500

6.1.5 Funding levels represent maximum grant amounts only and Council retains full discretion when determining grant allocations.

6.2 Applicants will be required to:

6.2.1 Host the event within the Town of Blackfalds.

6.2.2 Be responsible for organizing and implementing the event.

6.2.3 Demonstrate benefits to the community through economic activity, Visitor Attraction, community profile, volunteer engagement, recreation, education, arts, culture or tourism.

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6.2.4 Demonstrate that the event will provide a measurable community, economic, cultural, educational, recreational or tourism benefit to the Town that extends beyond any private or commercial benefit.

6.2.5 Demonstrate the organizational and financial capacity necessary to host the event.

6.2.6 Have obtained all required sanctions, endorsements, approvals, or bid authorizations where applicable.

6.2.7 Not be in default of any previous Town of Blackfalds funding agreement.

6.3 To be eligible for consideration, Applicants must meet the following requirements:

6.3.1 Applications shall be submitted on the prescribed form.

6.3.2 Applications seeking support for a Bid-Hosted Event should consult with the Director of Community Services or designate prior to submitting a bid application to confirm facility availability and municipal support requirements.

6.3.3 Incomplete applications may not be considered.

6.4 Applications will be assessed based on:

6.4.1 Event significance and scope.

6.4.2 Number of participants.

6.4.3 Expected visitor attendance.

6.4.4 Community profile and promotional opportunities.

6.4.5 Volunteer involvement and engagement.

6.4.6 Organizational capacity and readiness.

6.4.7 Financial viability of the event.

6.4.8 Alignment with Council priorities and strategic objectives.

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6.5 Funding recommendations and grant allocations shall be determined in accordance with the following provisions:

6.5.1 Applications will be evaluated on their individual merits and available funding.

6.5.2 Council may award full, partial or no funding and the amount awarded may differ from the amount requested.

6.6 Funding may be used for eligible expenses including:

6.6.1 Facility rentals.

6.6.2 Officials and technical staff.

6.6.3 Event promotion and marketing.

6.6.4 Volunteer support.

6.6.5 Equipment rentals.

6.6.6 Bid preparation costs.

6.6.7 Other expenses deemed eligible by Council that support the successful delivery of the event.

6.7 Funding will not be provided for:

6.7.1 Liquor expenses or liquor license fees.

6.7.2 Party Alcohol Liability (PAL) insurance.

6.7.3 Items intended for resale (ie. food, beverages, clothing, etc.).

6.7.4 Prizes and awards.

6.7.5 Regular operating expenses of an organization.

6.7.6 Event losses, organizational deficits or outstanding debts.

6.7.7 Retroactive funding requests.

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6.7.8 Capital purchases.

6.8 Ineligible events include:

6.8.1 Regional tournaments or Competitions.

6.8.2 Local sporting or recreation events.

6.8.3 Community festivals and celebrations.

6.8.4 Community markets.

6.8.5 Activities eligible under the Community Initiatives Grant Policy.

6.9 Funding is subject to annual budget approval and available resources.

6.10 Recipients must acknowledge the Town of Blackfalds' support in promotional materials, event publications, social media and other communications where appropriate.

6.11 Recipients must submit a final report within ninety (90) days of the event completion, including:

6.11.1 Attendance and participation numbers.

6.11.2 Visitor estimates.

6.11.3 Financial summary of revenues and expenses.

6.11.4 Summary of outcomes and achievements.

6.11.5 Description of promotional, economic or community benefits realized.

6.12 Failure to provide a final report will affect future requests for funding.

7. EXCLUSIONS

7.1 Notwithstanding the provisions of this Policy, Council may approve funding for exceptional circumstances or opportunities not otherwise contemplated by this Policy where Council determines the event will provide significant community, cultural, educational, economic, tourism or reputational benefit to the Town of Blackfalds.

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8. RELATED DOCUMENTS

8.1 Event Attraction and Hosting Grant Application and Guidelines

8.2 Community Initiatives Grant Policy

8.3 Public Donation Policy

9. 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

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MEETING DATE: October 19, 2026

PREPARED BY: Kim Isaak, Chief Administrative Officer

PRESENTED BY: Kim Isaak, Chief Administrative Officer

SUBJECT: **Council Conferences and Professional Development Policy**

BACKGROUND

The current Elected Officials Development Opportunities Policy originated in 2008 with various amendments, the last of which was 2021. Based on some of the new practices and changes to the Council Remuneration and Compensation Policy, Administration felt that it was timely to update and modernize the policy. The current policy is in an old policy template and as such track changes were not used. Administration has included the old policy for Council's information. The bulk of the language has remained the same with some minor additions such as the annual professional development budget submissions.

DISCUSSION

Administration is recommending that Standing Committee of Council recommend to Council to consider the adoption of this new policy at a future regular meeting of Council and the rescinding of the current Elected Officials Development Opportunities Policy at the same meeting.

This new updated policy seeks to provide Council with clarity around when Council approval is required for attendance at conferences and conventions or participation in training, workshops and seminars. Additionally, it aims to assist Council with the development of the annual Council professional development budget through the submission of an annual professional development budget for Council members.

STRATEGIC PLAN ALIGNMENT / OTHER MASTER PLAN ALIGNMENT

The Council Conference and Professional Development Policy supports Council's Strategic Plan by promoting governance excellence, informed decision-making, advocacy, and continuous improvement. By encouraging ongoing education and participation in municipal training opportunities, Council members are better equipped to address emerging issues, represent community interests, and make decisions that support the long-term sustainability and success of the Town of Blackfalds.

FINANCIAL IMPLICATIONS

Money will be allocated annually for Council Professional Development opportunities.

COMMUNICATION / ENGAGEMENT CONSIDERATIONS

The policy requires the Council to report on their monthly reports their professional development activities.

ADMINISTRATIVE RECOMMENDATION

That Standing Committee of Council consider the following motion(s):

1. That Standing Committee of Council recommend that Council consider the adoption of the Council Conferences and Professional Development Policy at a future Regular Meeting of Council and consider rescinding the Elected Officials Development Opportunities at the same time.

ALTERNATIVES

a) That Standing Committee of Council recommends amendments

ATTACHMENTS

- *Council Conferences and Professional Development Policy*
- *Professional Development Budget – Appendix A*
- *Professional Development Training Form – Appendix B*
- *Elected Officials Development Opportunities Policy*

APPROVALS

Kim Isaak, Chief Administrative Officer	Department Director/Author

COUNCIL CONFERENCE AND PROFESSIONAL DEVELOPMENT

POLICY NO	
DIVISION DEPARTMENT	Council/Administration
REVIEW PERIOD	Every 4 Years, Upon Legislative Change or As Required

1. POLICY PURPOSE

1.1 To establish a framework for Council members to pursue professional development through attendance at conferences, workshops, seminars and educational opportunities that support effective governance and informed decision-making.

2. POLICY STATEMENT

2.1 The Town of Blackfalds supports and encourages the ongoing professional development of Council members. Funds are allocated to assist Council members in attending conferences, workshops, seminars, and other educational opportunities relevant to their roles and responsibilities.

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 "**Council"** means the Council of the Town of Blackfalds elected pursuant to the *Local Government Authorities Election Act*.

3.3 "**Town**" means the municipality of the Town of Blackfalds.

4. SCOPE

4.1 This Policy applies to Council members.

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.

5.1.3 Complete and submit the Annual Council Professional Development Budget Form. (Appendix A).

5.1.4 Submit requests for professional development and/or conferences when required on the Professional Development Training Form (Appendix B).

5.2 Chief Administrative Officer to:

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

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

6. POLICY

6.1 Budget

6.1.1 The annual budget will have an assignment of funds for professional development opportunities for all members of Council. Additional funding for the Mayor is provided due to the increased attendance requirement for the position of Mayor.

6.1.2 The budget amounts for annual professional development opportunities are subject to adjustments based on annual operating deliberations.

6.1.3 To assist with budget allocation Council members are encouraged to submit an Annual Council Professional Development Budget Submission attached as Appendix A.

6.1.4 The annual professional development budgeted for Council will also include travel and subsistence costs, which will be reimbursed per the Council Remuneration and Compensation Policy.

6.1.5 Costs for spouses or partners to accompany the Council member to any professional development function will not be funded by the Town.

6.1.6 Council professional development budget amounts may be reallocated from one Council member to another upon Council approval.

6.1.7 Courses and other training opportunities that are mandatory for newly elected Council members (i.e. Council Orientation) will be expensed through a separate cost centre other than the individual Council members' assigned professional development budget as per the Council Remuneration and Compensation Policy.

6.1.8 Travel and subsistence costs for Council members assigned to external boards and committees that meet on a regular basis will be considered during budget deliberations as an additional budget requirement.

6.1.9 Council members will be responsible for all expenses unrelated to approved professional development requests.

6.2 Per Diems

6.2.1 Per diems will be provided to Council as outlined in the Council Remuneration and Compensation Policy.

6.2.2 Per diem rates are provided to Council as per the rates outlined in the Council Remuneration and Compensation Policy.

6.3 Approvals

6.3.1 Council members' attendance at conferences and conventions such as Alberta Municipalities Conference and the Federation of Canadian Municipalities Conference or any conference that a Council Member is assigned to as a committee or board will not require approval of Council.

6.3.2 Council members' participation in workshops, seminars, courses and meetings that are required as part of Council's responsibilities or as a member of committees and boards will not require approval of Council.

6.3.3 Council member participation in conventions, conferences, seminars, courses, and other professional development activities, excluding those put on by Alberta Municipalities or the Federation of Canadian Municipalities or by agencies affiliated with a committee or board that they are appointed to requires Council approval.

6.3.4 The Professional Development Training Form (Appendix B) may be used by Council members to outline the value of their professional development requests that are outside of the scope of those normally attended.

6.3.5 Attendance at conventions, conferences, seminars, courses, and other professional development activities that incur no registration or participation costs to the Town does not require prior Council approval. Reimbursement of travel and subsistence expenses related to attendance at such activities shall be at the discretion of Council.

6.4 Annual Conferences

6.4.1 All members of Council may attend the annual Alberta Municipalities Conference.

6.4.2 The Mayor and up to two Councillors may attend the annual Federation of Canadian Municipalities (FCM) Conference.

6.4.3 The selection of Council members who will be attending the FCM Conference shall be determined each year with a rotation to ensure all Council members have an opportunity to represent the community.

6.4.4 At the discretion of Council, additional Council members may attend the FCM Conference when the conference is held in the Province of Alberta or if the content of the conference is of specific benefit to the activities of Council.

6.4.5 Costs for attendance at the annual FCM Conference, including travel, subsistence and per diems, will be allocated from a separate costing centre as per the Council Remuneration and Compensation Policy.

6.5 Registration

6.5.1 The Legislative Advisor may register Council members for courses and conferences as requested.

6.5.2 Council members may register themselves using their municipal credit cards. Receipts must be submitted to Accounts Payable.

6.6 Registration

6.6.1 Council members will include their professional development training activities and conference/convention attendance in their monthly reports.

7. EXCLUSIONS

None

8. SPECIAL SITUATIONS

None

9. RELATED DOCUMENTS

9.1. Council Policy CP-189.25 - Council Remuneration and Compensation

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

Council Professional Development Budget Submission Appendix A

Conference / Training Event	Organization	Location	Anticipated Date	Registration Cost ($)	No. of Per Diems	Estimated Per Diem Cost ($)	Total Estimated Cost ($)	Purpose / Benefit
								0
								0
								0
								0
								0
								0
								0
								0

Summary

Total Registration Costs	0
Total Per Diem Costs	0
Total Budget Request	0

Town of Blackfalds - Professional Development Training Form

Appendix A - Policy

1. Name
2. Name of Program
3. Location of Program
4. Start Date
5. End Date
6. Estimated Time to Complete Training

7. Brief overview of the training and learning expectations, skills or outcomes it will provide

8. Estimated breakdown of total cost of training

Cost Item	Description / Notes	Estimated Cost	GST	Other	Total
Registration / Training					$0.00
Materials / Textbooks					$0.00
Travel					$0.00
Accommodation					$0.00
Per Diem					$0.00
Other					$0.00
TOTAL ESTIMATED COST					**$0.00**

9. Do you have enough in your budget to pay for the training, materials, per diem and travel expenses?

Response

Comments / Budget Information

Town of Blackfalds
POLICY

Policy No.: 155.21 **Policy Title: Elected Officials Development Opportunities Policy** **Department: Administration** **Effective Date: August 10, 2021** **Reviewed: August 2021** **September 2008** **Supersedes Policy/Bylaw: Elected Officials Development Opportunities Policy (September 2008)**	**Resolution No: 245/21** **Date: August 10, 2021**

Policy Statement

The Town of Blackfalds encourages the ongoing professional development of its Elected Officials. Funds are established to assist Council in participating in such professional development.

Reason for Policy

1.1 To outline the parameters for Council's participation in professional development which will support their role in serving on Council.

1.2 Elected Officials benefit from training and development opportunities which enable them to perform their governance role per the *Municipal Government Act* and keep informed on current and emerging local government issues.

2. Definitions

2.1 **Elected Officials:** the current Mayor and Council members representing the Town of Blackfalds.

2.2 **CAO:** means Chief Administrative Officer.

2.3 **Professional Development**: means annual conventions, courses, seminars, workshops, orientation, and other training, both in person or virtually.

3. Responsibilities

3.1 Municipal Council to:

3.1.1 Approve by resolution this policy and any amendments;

3.1.2 Consider procedures for the successful implementation of this policy.

3.1.3 Submit requests for professional development.

3.1.4 Attend professional development training as needed.

3.2 Chief Administrative Officer to:

3.2.1 Implement this policy and approve procedures;

3.2.2 Ensure policy and procedure reviews occur and verify the implementation of policies and procedures.

4. End of Policy

PROCEDURE	Policy No.: 155.21 Policy Title: Elected Officials Development Opportunities Policy Department: Administration

1. Preamble

1.1 The purpose of the Elected Officials Development Opportunities Policy is to encourage and support participation and attendance of Council at conventions, conferences, seminars, courses and other professional development training during their tenure.

2. Training and Development

2.1 The Town of Blackfalds considers it important that Council members develop a knowledge and awareness pertaining to governance and their mandate of effectively representing their electorate.

2.2 The Town of Blackfalds recognizes that certain conventions must be available for all of Council to attend including the annual Alberta Urban Municipalities Association (AUMA), while at some conventions, the Town need only be represented by a few Council members including the annual Federation of Canadian Municipalities (FCM) Conference.

3. Budget

3.1 The annual budget will have an assignment of funds for professional development opportunities for all members of Council. Additional funding for the Mayor is provided due to the increased attendance requirement for the position of Mayor.

3.2 The budget amounts for annual professional development opportunities are subject to adjustments based on annual operating budget deliberations.

3.3 The annual professional development budget for Elected Officials will also include travel and subsistence costs, which will be reimbursed per the Council Remuneration Policy.

3.4 Costs for spouses or partners to accompany the Council member to any professional development function will not be funded by the municipality.

3.5 Council professional development budget amounts may be reallocated from one Council member to another upon Council approval.

3.6 Courses that are mandatory for newly elected Councillors to take (i.e. Council Orientation) will be expensed through a cost centre other than the individual Councillor’s assigned professional development budget.

3.7 Travel and subsistence costs for Council members assigned to external boards and committees that meet on a regular basis will be considered during budget deliberations as an additional budget requirement.

3.8 Council members will be responsible for all expenses unrelated to approved professional development requests.

4. Per Diems

4.1 As per the Council Remuneration and Compensation Policy, a per diem will be provided to members of Council for attendance at conferences, conventions, workshops, seminars, courses, meetings or other recognized and budget approved activities as their general role on Council or as part of their responsibility as a member of committees and boards.

4.2 Per the Council Remuneration Policy, a per diem will be provided to Council members for attendance at municipal workshops, open houses, retreats, and budget meetings.

4.3 Per diems will be provided for time required to complete supplemental educational courses if approved by Council.

4.4 Per diem meeting rates are provided to Council as per the current Council Remuneration and Compensation Policy.

5. Approvals

5.1 Council members attendance at conferences, conventions, workshops, seminars, courses, meetings that are required as a part of Council's responsibilities or as a member of Committees and Boards will not require approval.

5.2 Requests for participation at conventions, conferences, seminars, courses and other professional development training other than those offered through AUMA or FCM or associated with any board, committee or agency aligned with the municipality with a registration fee exceeding a value of one hundred dollars ($100) will require approval of Council.

5.3 The Professional Development Training Form (Appendix A) may be used by Council members to outline the value of their professional development requests that are outside the scope of those normally attended.

5.4 Elected Officials may use the Form to determine the benefits of any professional training requests from other Council members.

5.5 Estimated costs for conventions, conferences, seminars, courses, and training, as well as additional materials such as textbooks, per diems and travel expenses must be included in the request.

5.6 No approvals are required for conventions, conferences, seminars, courses and other professional development training that have no cost to the municipality. Reimbursement for travel and subsistence costs for free professional development training is at the discretion of Council.

6. Annual Conferences

6.1 All members of Council may attend the annual Alberta Urban Municipalities (AUMA) Conference.

6.2 AUMA Conference attendance, travel and subsistence costs will be funded from each Elected Official's professional development budget.

6.3 The Mayor and up to two Councillors may attend the annual Federation of Canadian Municipalities (FCM) Conference.

6.3.1 The members of Council shall be determined each year with a rotation to ensure all Council members have an opportunity to represent the community.

6.3.2 At the discretion of Council, additional Council members may attend when the conference is held within the province of Alberta or if the content of the conference is of specific benefit to the activities of Council.

6.4 Costs for attendance to the annual FCM Conference attendance, travel and subsistence is funded through a separate budget cost centre and not from each Elected Official's professional development budget.

7. Registration

7.1 The Executive Assistant may register Council members for courses and conferences as requested. Receipts must be submitted to Accounts Payable for processing.

7.2 Council members may register themselves using their municipal credit cards. Receipts must be submitted to Accounts Payable for processing.

8. Reporting

8.1 Council members will include their professional development training and activities in their Round Table report submission provided monthly at the Town of Blackfalds' Regular Council Meeting.

9. Exceptions

9.1 Exceptions to this Policy must be documented and formally approved in writing by the CAO.

10. Appendix

10.1 Appendix “A” – Council Professional Development Training Form

11. End of Policy

Appendix "A" - Elected Officials Professional Development Policy Form

1. **Name:** _____

2. **Name of Program:** _____

3. **Location of Program:** _____

4. **Start Date:** _____

5. **End Date:** _____

6. **Estimated Time to Complete Training:** _____

7. **Please give a brief overview of the training and any learning expectations, skills or outcomes you feel it will provide.**

   _____

   _____

   _____

   _____

   _____

   _____

8. **Please provide an estimated breakdown of the total cost of the training (including training costs, GST, materials, expected per diem or travel expenses).**

   _____

   _____

   _____

   _____

9. **Do you have enough in your budget to pay for the training, materials (such as textbooks) and any per diem or travel expenses that may occur?**

   _____

   _____

   _____

   _____

BLACKFALDS
ALBERTA