

**TOWN OF BLACKFALDS
RECREATION, CULTURE & PARKS BOARD**

Tayles Board Room – Civic Cultural Center – 5018 Waghorn Street
Wednesday, April 2, 2025 at 6:30 p.m.

AGENDA

1. **WELCOME AND CALL TO ORDER**

- 1.1 Welcome to the Recreation, Culture and Parks Board Meeting – April 2, 2025
 - 1.2 Call to Order
 - 1.3 Approval of Agenda
-

2. **LAND ACKNOWLEDGEMENT**

- 2.1 Treaty Six Land Acknowledgement - Blackfalds Recreation, Culture and Parks Board acknowledges that we are on Treaty 6 territory, a traditional meeting ground, gathering place, and travelling route to the Cree, Saulteaux (So-toe), Blackfoot, Métis, Dene (De-nay) and Nakota Sioux (Sue). We acknowledge all the many First Nations, Métis, and Inuit whose footsteps have marked these lands for centuries.
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3. **PRESENTATIONS**

- 3.1 None
-

4. **BUSINESS**

- 4.1 Approval of Minutes from March 5, 2025
 - 4.2 RCP Board Terms of Reference
 - 4.3 Disc Golf Course Plan
 - 4.4 Abbey Centre Update
 - 4.5 Parks & Facilities Update
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5. **CONFIDENTIAL**

- None
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6. **ADJOURNMENT**

MEMBERS PRESENT

Laura Svab, Town of Blackfalds Councillor
Marina Appel, Town of Blackfalds Councillor
Barb Shepherd, Lacombe County Representative
Kayla Marquis, Public at Large
Trent Kroetsch, Public at Large
Louise Rellis, Public at Large
Kristy Lawrence, Public at Large
Shauna Sawchuk, Public at Large

OTHERS ATTENDING

Rick Kreklewich, Director of Community Services
Carol Simpson, Abbey Centre General Manager
Jeff Heindel, Parks and Facilities Manager

REGRETS

None

WELCOME AND CALL TO ORDER

Member Kroetsch welcomed all attending and called the Recreation, Culture and Parks Board Meeting to order at 6:31 pm.

Member Shepherd moved That the Recreation, Culture and Parks Board approve the Agenda as amended.

CARRIED UNANIMOUSLY

TREATY SIX LAND ACKNOWLEDGEMENT

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

PRESENTATIONS

None

BUSINESS

Minutes

Member Svab moved That the Recreation, Culture and Parks Board approve the Minutes from February 5, 2025 as presented.

CARRIED UNANIMOUSLY

Community Initiatives Grant Policy Update (verbal)

Director Kreklewich provided an update to the RCP Board regarding the changes to the grant policy that was approved by Council at the February 25, 2025 Regular Council Meeting. The RCP Board

MINUTES

can now recommend applications from for-profit organizations provided that any proceeds must go toward non-profit organizations or programs, projects or initiatives that are deemed worthy.

Community Initiatives Grant – Cold-Blooded Cornhole

An application was received by Cold-Blooded Cornhole to host a regional cornhole event in June at the Eagle Builders Centre. A question was asked at the last RCP Board Meeting about whether Cold-Blooded Cornhole would consider having a time for the community to tryout the activity and Administration confirmed that they would.

Member Shepherd moved That the Recreation, Culture and Parks Board recommend to Council to provide Cold-Blooded Cornhole \$1,360 for their event.

CARRIED UNANIMOUSLY

Community Initiatives Grant – Heart of Blackfalds Society

An application was received by the Heart of Blackfalds Society to host a Family Street Dance on Broadway Avenue. In the past, Blackfalds would host a street dance on Broadway Avenue. This event would be similar with music provided by a DJ, dancing, bouncy castles, dunk tank and games. The event would encourage businesses and local organizations to participate as well and it would be free for people to attend. The last week of the Summer Culture Series would align with the event. This group is requesting \$2,000 from the Community Initiative Grant program to host this event.

Member Rellis moved That the Recreation, Culture and Parks Board recommend to Council to provide the Heart of Blackfalds Society \$2,000 for their event.

CARRIED UNANIMOUSLY

Tree Planting Proposal – Lansdowne Avenue

Manager Heindel presented a proposal from Barb Peever from the Site Resource Group Management Team. They were inquiring about a tree planting event within the Town of Blackfalds and a location that would be good for reforestation. Administration reviewed a few locations and the Lansdowne Avenue was the most favorable as this would be an opportunity to naturalize this berm. The green space berm along Lansdowne Avenue was agreed upon as this green space has been an ongoing problem for the Parks team to manage as the slope is a hazard for our mowing equipment.

Member Lawrence moved That the Recreation, Culture and Parks Board recommend to Council to support the proposed initiative from the Site Resource Group Management Team to plant trees in the area determined along Lansdowne Avenue.

CARRIED UNANIMOUSLY

Abbey Centre Update

- Manager Simpson presented the monthly highlights

Parks and Facilities Update

- Manager Heindel presented the monthly highlights

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

Chair Kroetsch adjourned the Recreation, Culture & Parks Board Meeting at 7:14 p.m.

-Original Signed-

Trent Kroetsch, Chair

-Original Signed-

Rick Kreklewich, Director of Community Services

MEETING DATE: April 2, 2025
PREPARED BY: Rick Kreklewich, Director of Community Services
PRESENTED BY: Rick Kreklewich, Director of Community Services
SUBJECT: **RCP Board Terms of Reference**

BACKGROUND

The Recreation, Culture and Parks Board is currently governed by the Blackfalds and District Recreation, Culture and Parks Board Bylaw (attached). This Bylaw was last revised in 2011. Administration is working on drafting a Council Committee Bylaw that would replace all the individual Committee Bylaws.

DISCUSSION

As part of the ongoing Council Committee Audit, Administration is now requesting that each Committee review their draft Terms of Reference. This review is essential to ensure that the purpose, mandate and guidelines remain relevant and effective for the Recreation, Culture and Parks Board. The draft Terms of Reference for the RCP Board is attached along with the draft Council Committee Bylaw. The Terms of Reference is relatively short as the bulk of the procedures are within the Council Committee Bylaw.

Upon review of the Terms of Reference, any changes will be presented to Council for further review and approval.

RECOMMENDATION

That the Recreation, Culture and Parks Board recommend to Council to approve the Recreation, Culture and Parks Board Terms of Reference, as presented.

ALTERNATIVES

That the Recreation, Culture and Parks Board recommend to Council to approve the Recreation, Culture and Parks Board Terms of Reference, as amended.

ATTACHMENTS

- *Blackfalds and District Recreation, Culture and Parks Board Bylaw*
- *Draft Council Committee Bylaw*
- *Draft RCP Board Terms of Reference*



TOWN OF BLACKFALDS BY-LAW 1120/11

A BYLAW OF THE TOWN OF BLACKFALDS IN THE PROVINCE OF ALBERTA TO ESTABLISH THE BLACKFALDS AND DISTRICT RECREATION, CULTURE & PARKS BOARD.

A Bylaw of the Town of Blackfalds, in the Province of Alberta, pursuant to the provisions of the Municipal Government Act being Chapter m-26.1 of the Revised Statutes of Alberta 2000 and amendments thereto.

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

PART 1 – TITLE

- 1.1 This By-law may be cited as “Blackfalds and District Recreation, Culture and Parks Board By-Law” of the Town of Blackfalds.

PART 2 – DEFINITIONS

- 2.1 **BOARD** shall mean and include all members of the Blackfalds and District Recreation, Culture and Parks Board.
- 2.2 **COUNCIL** shall mean the Council of the Town of Blackfalds.
- 2.3 **DIRECTOR** shall mean the Director of Community Services or his/her designate.
- 2.4 **MEMBER** shall mean a member of the Blackfalds and District Recreation, Culture Parks Board.
- 2.5 **TOWN** shall mean the Town of Blackfalds.
- 2.6 **COUNTY** shall mean Lacombe County.
- 2.7 **DISTRICT** shall mean the Regional Recreation District established by the Regional Recreation Agreement with the Lacombe County as outlined in Schedule “A” attached hereto.
- 2.8 **COMMUNITY ORGANIZATION** shall mean a local society, organization or club which provides services to residents within the district.

PART 3 – ESTABLISHMENT

- 3.1 There is hereby established and constituted an advisory board to be known as the “Blackfalds and District Recreation, Culture and Parks Board” to exercise the duties and powers and to perform the functions as prescribed in this By-Law.
- 3.2 The Board shall consist of eight (8) members: five (5) members shall be appointed by Council from the public-at-large, two (2) shall be appointed from the Council of the Town of Blackfalds and one (1) shall be appointed by Lacombe County. Appointments to the Board shall be made or reviewed annually at the Organizational Meeting of Council.
- 3.3 The five (5) public-at-large members of the Board shall be a resident of the Regional Recreation District (Schedule A). Whenever possible and practical, these members

of the Board shall be appointed so as to represent the different age groups and interests of the Regional Recreation District.

3.4 The one (1) Lacombe County member shall be a Councillor or resident of the Regional Recreation District (Schedule A).

3.5 Wherever possible, the Board shall ensure new members are aware of:

- a) Local, regional, provincial, and federal government legislation which effect municipal recreation.
- b) Local policy and procedures regarding municipal recreation services.
- c) Local community clubs and organizations which are involved, in some way, with municipal recreation service.
- d) Current and proposed projects, programs, and services of the Board, and;
- e) The local Recreation Master Plan and General Municipal Plan.

3.6 There shall be appointed by the Town, a Director of Community Services, or a designate from the Community Services Department staff, who shall assist and advise the Board. The Director, or designate, shall undertake the administrative duties of the Board including, but not limited to, the notifying of members of meetings, preparing of agendas, preparing of minutes, maintaining records and facilitating the actions of the Board.

3.7 In addition to the Director, the Board may solicit information and advice from representatives from the following agencies or organizations, and/or associations that the Board feels assistance can be obtained from:

- a) Alberta Tourism, Parks and Recreation
- b) Alberta Culture and Community Spirit
- c) Alberta Recreation and Parks Association (A.R.P.A.)
- d) Alberta Sport, Recreation, Parks and Wildlife Foundation (A.S.R.P.W.)
- e) Alberta Association of Recreation Facility Personnel (A.A.R.F.P.)
- f) Any other agency or organization that the Board feels assistance can be obtained from.

3.8 Neither the Director, designate or any Advisor shall have voting privileges.

PART IV – TERM

4.1 Council shall appoint two (2) members of Council the Board. Council appointments shall be made at the Organizational Meetings.

4.2 The Council of the Town of Blackfalds shall designate members to the Board who shall hold office for a three (3) year period.

4.3 The term of any member so appointed shall not exceed two (2) consecutive terms, or six (6) consecutive years.

4.4 Any member may resign from the Board at any time upon sending written notice to the Board and to Council to that effect.

4.5 An appointed member ceases to be a member of the Board when:

- a) He or she fails to attend three (3) consecutive regular meetings of the Board or one third (1/3) or more of the regular meetings of the Board scheduled in a year between Council Organizational Meetings unless otherwise excused by resolution of the Board.

- b) His or her term expires,
- c) He or she is removed from office by resolution of Council,
- d) He or she ceases to be a resident of the Regional Recreation District,
- e) He or she provides written notice of resignation from the Board, and in the case of a member appointed from Council, he or she resigns his or her position on Council.

4.6 If a member ceases to be a member of the Board before the expiration of his or her term, Council shall appoint another eligible person as follows:

- a) If the term being vacated is less than one (1) year, the appointment of an eligible person shall hold office.
 - i) Until the annual Organization Meeting of the second year following the date of appointment;
 - ii) Until the annual Organizational Meeting of the third year following the date of appointment;
- b) If the term being vacated is more than one (1) year, the appointment of an eligible person shall hold office for the remainder of the term.
- c) To allow for Council's and Administration's discretion to ensure that there are not more than three members of the Board leaving at one time.

PART V – MEETINGS

- 5.1 At the first meeting of the Board following the annual Organization Meeting of Council in each year, the Board shall appoint a Chairperson. Immediately thereafter, the Board shall appoint a Vice-Chairperson who shall act in the absence of the Chairperson.
- 5.2 The Board shall hold at least eight (8) regular meetings annually at a time and place so designated by the Board.
- 5.3 A special meeting may be called by the Chairperson at any time or by special request of any four (4) members of the Board.
- 5.4 A majority of the members of the Board constitutes a quorum.
- 5.5 Each member present at a meeting of the Board shall vote when the vote is taken unless a pecuniary interest in a matter is declared.
- 5.6 In the event of a tie when a vote is taken, the motion shall be lost.
- 5.7 Meetings of the Board shall be open to the public. Individuals and groups may make a presentation to the Board at a meeting if the presentation is related to the Board and its mandate.
 - a) One week prior to the next scheduled meeting, notice (in writing) must be received by the Chairperson or the Director of Community Services from any delegation wishing to address the Board.
 - b) Delegations will be given a maximum of fifteen (15) minutes to address the Board.

- 5.8 The Board shall ensure meetings are conducted using Roberts Rules of Order.

PART VI – ROLE OF THE BOARD

- 6.1 The Board shall advise and make recommendations to Council on the development, provision, and quality of a broad range of recreational and cultural services, facilities, programs, board members appointments, parks and green spaces in the Regional Recreational Districts.
- 6.2 The Board shall advise and make recommendations to Council on the allocation of grants and funds to community organizations.
- 6.3 The Board shall promote a co-operative spirit throughout the district to encourage the sharing of all available resources towards the provision of recreation opportunities for everyone in the district.
- 6.4 Each member of the Board is responsible for representing the broad recreation, culture, and parks interests of the Regional Recreation District, as well as contributing to the responsible and prudent direction regarding these interests to the elected officials of the municipality.
- 6.5 The Board shall function as a Liaison by:
- a) Maintaining effective lines of communication with all agencies and organizations by delivering recreation and cultural services in the Regional Recreation District.
 - b) Acting on behalf of all residents of the Regional Recreation District by bringing forth their concerns to Council.
 - c) Reporting to Council, via Council Representatives monthly regarding the status of municipal recreation, cultural, and parks services which may be of concern to Council.
- 6.6 The Board shall advise and make recommendations regarding the preparation of a Recreation Master Plan at least every five (5) years outlining, in order of priority, the basic development of recreation, cultural and parks resources.
- 6.7 The Board shall monitor and review operating policies and procedures and make recommendations to Council regarding the creation and implementation of by-laws, policies, and procedures relating to recreation, culture and parks matters in accordance with the Recreation Master Plan.

PART VII – PROCEEDINGS

- 7.1 In fulfilling its mandate, the Board is empowered to:
- a) appoint sub-committees of the Board to deal with specific components of its duties as determined by the Board; and
 - b) appoint special committees of its members and/or citizens at large to deal with any special study of assignment within its jurisdiction; a committee so appointed shall deal only with the matter of question referred to it for consideration and shall be disbanded upon completion of the assignment.

- 7.2 Annually, at a date established from time to time by Council, the Board shall submit to Council a written budget showing in reasonable form and detail, expenditures proposed to be made by the Board during the next following year with respect to all matters over which the Board has jurisdiction. If Council does not establish such a date, December 1 shall be considered the date by default.
- 7.3 Donated recreation funds remaining at the end of any budget year may be held in Municipal Reserves for Council Approved Municipal Recreation Projects providing these funds are reported and shown in the annual Audit Report.
- 7.4 Members of the Board shall serve without remuneration.

PART VIII – LIMITATIONS

- 8.1 By Law 705/91 and 828/98 are rescinded.
- 8.2 This By-Law shall take full force and effect upon the date of its passage.

Read for a first time this 26th day of April A.D. 20 11
 (RES NO. 140/11)



MAYOR MELODIE STOL



**CORINNE NEWMAN
 CHIEF ADMINISTRATIVE OFFICER**

Read for a second time this 26th day of April A.D. 20 11
 (RES NO. 141/11)



MAYOR MELODIE STOL



**CORINNE NEWMAN
 CHIEF ADMINISTRATIVE OFFICER**

READ FOR A THIRD TIME THIS 26th DAY OF April A.D. 20 11
 (RES NO. 143/11)



MAYOR MELODIE STOL



**CORINNE NEWMAN
 CHIEF ADMINISTRATIVE OFFICER**

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

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

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

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

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

PART 1 – TITLE

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

PART 2 – DEFINITIONS

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

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

PART 3 – EXCLUSIONS

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

PART 4 - ESTABLISHMENT OF COMMITTEES

- 4.1 The following Committees are hereby established.
 - 4.1.1 Economic Development & Tourism Advisory Committee;
 - 4.1.2 Family & Community Support Services Board;
 - 4.1.3 Recreation, Culture & Parks Board; and
 - 4.1.4 Member at Large Review Panel.
- 4.2 Unless otherwise provided for in this Bylaw. Members and Members at Large are appointed by Council resolution.
- 4.3 In determining when or if a Committee should be established, Council shall refer to the Criteria for Establishing a Committee, attached as Schedule “A” of this Bylaw.
- 4.4 When a Committee is established, the Terms of Reference for the applicable Committee shall be developed, as per the template attached as Schedule “B”, which shall include:
 - 4.4.1 The purpose of the Committee;
 - 4.4.2 The composition of the Committee; and
 - 4.4.3 Roles and responsibilities of the Committee.
- 4.5 The Chief Administrative Officer shall designate the position who will carry out the Staff Liaison role required for providing subject matter expertise and advice to each Committee.
- 4.6 The Chief Administrative Officer shall designate the position who will carry out the Recording Secretary duties for each Committee.
- 4.7 If the Committee receives grants, donations, or contributions, any monies received will be administered by the Town under their accounting principles and the terms under which the monies were received.

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

PART 5 - MEMBER APPOINTMENTS

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

PART 6 - MEMBER AT LARGE APPOINTMENTS

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

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

PART 7 - RULES OF PROCEDURE

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

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

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

PART 8 - PECUNIARY AND CONFLICT OF INTEREST

- 8.1 Members or Members at Large have a Pecuniary Interest if:
 - 8.1.1 A matter could monetarily affect the Member or Member at Large or employer of the Member or Member at Large; or
 - 8.1.2 The Member or Member at Large knows or should know that the matter could monetarily affect their family.
- 8.2 A Member or Member at Large who believes they have or could have a Conflict of Interest or Pecuniary Interest in a matter presented at a meeting shall:
 - 8.2.1 Declare and disclose the general nature of the Pecuniary Interest prior to any discussion of the matter;
 - 8.2.2 Abstain from discussions or voting on any question relating to the matter; and
 - 8.2.3 Recuse and remove themselves from the meeting venue until the matter is concluded.
- 8.3 The official minutes shall indicate the Member or Member at Large's declaration, the nature of the Conflict or Pecuniary Interest, the time at which they left the room, and the time they returned.

PART 9 - REPORTING PROCEDURES

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

PART 10 - REPEAL

10.1 That Bylaws **^^,^^,^^** and all amendments thereto are hereby repealed upon this Bylaw coming into effect.

PART 11 - DATE OF FORCE

11.1 That this Bylaw shall come into effect, upon the date on which it is finally read and passed.

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

(RES.)

MAYOR JAMIE HOOVER

CAO KIM ISAAK

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

(RES.)

MAYOR JAMIE HOOVER

CAO KIM ISAAK

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

(RES.)

MAYOR JAMIE HOOVER

CAO KIM ISAAK

SCHEDULE "A"**CRITERIA FOR ESTABLISHING A COMMITTEE**

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

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

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

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

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

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

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

SCHEDULE "B"

COMMITTEE TERMS OF REFERENCE TEMPLATE

1. Purpose/Mandate

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

2. Membership

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

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

3. Meetings

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

4. Committee Roles and Responsibilities

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

4.1.1. Completion of Committee Annual Evaluation Checklist.

DRAFT

SCHEDULE "C"

COMMITTEE EVALUATION CHECKLIST

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

Still relevant _____ Not Fulfilled _____

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

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

Fulfilled _____ Not Fulfilled _____

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

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

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

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

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

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

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

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

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

2. Membership

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

3. Meetings

- 3.1 Meetings will be held starting at 6:30 p.m. on the first Wednesday of the month, with no meetings regularly scheduled in July and August.
- 3.2 The Chair may call additional meetings as required.

4. Committee Roles and Responsibilities

- 4.1 At the Organizational meeting, the RCP Board elects a Chair and Vice Chair for the Committee by a majority vote to serve a one (1) year term.
- 4.2 The Committee will make recommendations to Council on the development, provision, and quality of a broad range of recreational and cultural services, facilities, programs and parks and green spaces.

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

- 4.3 The RCP Board will recommend the allocation of Community Initiatives Grant funding to community organizations.
- 4.4 The RCP Board shall provide advice and recommendations on the development of a Recreation Master Plan, including prioritizing initiatives and guiding the growth of recreation, culture, and park resources in alignment with the Recreation Master Plan and Community Services Framework Policy.
- 4.5 Decisions of the RCP Board are not binding on the Town of Blackfalds until it is approved by Council. Where Administration recommendation varies from that of the Committee, both recommendations will be brought forward.
- 4.6 The RCP Board may establish sub-committees as needed. A sub-committee may include non-RCP Board members. The designated Chair of the sub-committee will report back to the RCP Board.
- 4.7 The Board shall promote regional collaboration to encourage the sharing of available resources towards the provision of recreation opportunities within the district.



Disc Golf Locations

After some discussion amongst some Town staff – we feel this is the best opportunity:

3 parks all of which are close enough to walk to, it would be a 3000m walk to start at one end and play the 9 holes and walk back. The options to play the holes in reverse order on the way back is an option for players to get 18 holes in.

The disc golf targets are set, but the starting location is up to the players. Potential options for ways to play each hole with differing difficulty are shown below with:

Target Basket is 

Par 3 Holes are around 250-270 feet in length. They are shown in **Yellow**

Par 4 Holes are around 400-450 feet in length. They are shown in **Orange**

Par for each hole is also affected by changes in elevation, trees, and other obstacles factoring into each shot.

Centennial Park



Pine Crescent



Iron Ridge Intermediate Campus/St. Gregory the Great



Recreation & Culture Board Update – Apr 2, 2025

- Chubb technician onsite Mar 5 to finish troubleshooting the last of the trouble signals that are happening on the new Edwards Fire panel. The only remaining step for capital project 25-7285 is final verification which will happen April 14.
- As of March 1 we have now the ability for members and guests to access personal training in 30 minute increments.
- Badminton Alberta was in the full field house March 7-9 and the Little of this Market Spring Market on Mar 22 & 23 saw 2500 market visitors come to the Abbey.
- Individual crew meetings were held the week of Mar 10-14 with Children's Services, Guest Services and Custodial teams.
- The backboard of one of our portable basketball nets shattered Mar 10 and is out of service until a replacement can be installed. This falls under warranty but we await a quote for delivery and tariff charges.
- A contractor was here Mar 12 to install a replacement burner in one of the boilers that was identified as being cracked late in 2024.
- Peak Play was onsite Mar 13 to complete repairs for the Indoor Play Space identified by their inspection. The space was closed to the public for 2/3 of the day.
- Online and in person registration for the Community Gardens launched March 14 with Fitness Classes for the spring session opening March 15
- A member of the public expressed interest in volunteering to host an Intro to Pickleball event. We await her completed volunteer paperwork and then a day and time can be scheduled.
- The Planetarium from Kerry Wood Nature Centre will visit the Abbey Centre again on April 7. We are able to offer this additional program due to an anonymous donation given to us in February.
- A suitable site for the install of an additional picnic table in the spring has been agreed upon and will go on the south side of the trail by the Dinosaur Park.
- GM hosted the CSD Manager's meeting March 18 and the Guest Services Team Lead completed ICS300 Mar 19.
- Blinds were installed in the Program Room on March 19 and the monthly team meeting held Mar 20
- Abbey Centre Health & Safety Committee completed a facility wide inspection on March 20 with the CAO and CSD Director as visiting inspectors
- C'amped and Red Cross Babysitters courses both ran March 21.
- We received \$1500 from the Blackfalds Ag Society for sponsorship for the Kraay Family Farm field trip for Camp Curious this coming summer
- Aquatics Programmer interviews have concluded, and the position was verbally accepted for an Apr 14 start date. 59 applications were received for Lifeguard/Instructors and another 9 for Shift Supervisors. We look to have about 75% staff returning from 2024. New hire interviews and returning staff meetings will take the better part of April.
- C'amped Spring Break dates ran March 25-28 with Mar 24 being cancelled due to low enrollment.
- Guest Services Team Lead has been working with Elections Canada to secure space for the advance and election day polls.
- We have been contacted by a university student wanting to volunteer run a 6 week youth basketball camp this summer. Details are being finalized and volunteer paperwork being completed.
- GM Chaired Management meeting March 26
- Abbey Centre Birthday/Work Anniversary March celebration held March 28
- Our last remaining seasonal position of Day Camp Leaders is posted and closed March 31. We have 3 of 5 returning staff from 2024.