

## TOWN OF BLACKFALDS RECREATION, CULTURE & PARKS BOARD

Tayles Board Room – Civic Cultural Center – 5018 Waghorn Street  
Wednesday, September 3, 2025 at 6:30 p.m.

### AGENDA

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#### 1. WELCOME AND CALL TO ORDER

- 1.1 Welcome to the Recreation, Culture and Parks Board Meeting – September 3, 2025
  - 1.2 Call to Order
  - 1.3 Approval of Agenda
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#### 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
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#### 4. BUSINESS

- 4.1 Approval of Minutes from May 7, 2025
  - 4.2 Council Committee Bylaw Feedback
  - 4.3 Community Initiatives Grant – Blackfalds Seniors Club
  - 4.4 Lacombe Ringette Association Letter
  - 4.5 Thrifty Thursdays
  - 4.6 Abbey Centre Update
  - 4.7 Parks & Civic Facilities Update
  - 4.8 EBC & Sterling Industries Sports Park Update
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#### 5. CONFIDENTIAL

- None
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#### 6. ADJOURNMENT

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**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  
Shauna Sawchuk, Public at Large  
Kristy Lawrence, Public at Large

**OTHERS ATTENDING**

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

**REGRETS**

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

**WELCOME AND CALL TO ORDER**

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

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

**CARRIED UNANIMOUSLY**

**TREATY SIX LAND ACKNOWLEDGEMENT**

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

**PRESENTATIONS**

None

**BUSINESS**

**Minutes**

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

**CARRIED UNANIMOUSLY**

### **Community Initiatives Grant – Silverbacks Lacrosse Provincials**

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

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

**CARRIED UNANIMOUSLY**

### **Community Garden Relocation Survey Results**

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

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

**CARRIED UNANIMOUSLY**

### **Football Field Update (verbal)**

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

### **Abbey Centre Update**

- Manager Simpson presented the monthly highlights

### **Parks and Facilities Update**

- Manager Heindel presented the monthly highlights

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

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

-Original Signed-

\_\_\_\_\_  
Trent Kroetsch, Chair

-Original Signed-

\_\_\_\_\_  
Rick Kreklewich, Director of Community Services

# Council Committee Bylaw

## Why the Bylaw?

- ▶ This Bylaw flows out of the Council Committee Audit that was undertaken in 2024.
- ▶ Gaps identified in the audit included the following:
  - ▶ No process to report annually to Council on Committee activities.
  - ▶ Inconsistent approach to orientation.
  - ▶ No reference in how to deal with mid-term vacancies.
  - ▶ Inconsistency between the lengths of terms.
  - ▶ Inconsistent process for review of draft minutes and agendas.
- ▶ The development of a Committee Bylaw would address the above-noted gaps.

## About the Bylaw

- ▶ Council gave first reading to Bylaw 1339.25 on June 24, 2025
- ▶ The purpose of the bylaw is to establish the various Committees via Bylaw and to establish procedures for the Committees that are consistent across all Committees.

## Committees established under this Bylaw

- ▶ EDTAC
- ▶ FCSS
- ▶ REC Board
- ▶ Member at Large Review Panel

# Member vs. Member at Large

- ▶ The Bylaw defines Member as “members of Council who are appointed to Committees by Council....”
  - ▶ Member appointments are made at the Organizational Meeting of Council.
  - ▶ 1 year terms
- ▶ The Bylaw defines Member at Large as “a member of the public appointed by Council to a Committee”.
  - ▶ Member at Large Appointments are made at the first meeting in December.
  - ▶ 1-2-3 year terms
  - ▶ No member shall serve for more than 3 consecutive terms, unless authorized by Council.
  - ▶ No remuneration will be paid to Members at Large, but expenses will be covered for out-of-town meetings or other events approved by the Committee.

# Rules of Procedure

- ▶ Committees must conduct their business in accordance with the Bylaw and their applicable Terms of Reference.
- ▶ Meetings may be held through electronic means if the facility enables the public to watch and/or listen to the meeting.
- ▶ Notice must be given of the meeting.
- ▶ Sub-Committees may be formed.
- ▶ To provide additional expertise a Committee may invite others to assist and or serve on a Sub-Committee.
- ▶ The Chair of the Committee shall not be a Council Member.

# Rules of Procedure - Con't

- ▶ Committee meetings will be scheduled as per the Terms of Reference or as scheduled by the Committee at the Committee's Organizational Meeting. (First Meeting of the Year).
- ▶ Meeting dates will be advertised on the Town's website.
- ▶ Agenda packages will be available at least 3 days ahead of the scheduled meeting and posted on the Town's website for viewing by the public.
- ▶ A quorum of the Committee represents at least 50% of the Committee.
- ▶ Committees will follow the rules of procedure as outlined in the Council Procedural Bylaw.
- ▶ All members of the Committee shall be required to vote on any matter before the Committee unless a conflict of interest is declared.

# Rules of Procedure - Con't

- ▶ Minutes from the Committee will be taken and, following adoption, included in the next Regular Meeting of Council Agenda.
- ▶ Any Member at Large who is absent from 3 consecutive meetings 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.
- ▶ Annually, the Committee shall complete the Committee Evaluation Checklist (Schedule C) to determine the Committee's effectiveness.
- ▶ A quorum of the Committee represents at least 50% of the Committee.
- ▶ Committees will follow the rules of procedure as outlined in the Council Procedural Bylaw.
- ▶ All members of the Committee shall be required to vote on any matter before the Committee unless a conflict of interest is declared.

# Reporting Procedures

- ▶ Annually the Committee will report to Council through the Chair on the following:
  - ▶ Their proposed work / strategic plan
  - ▶ Matters referred to them or requested by Council
  - ▶ When Council approval is required for specific action, initiative or budget.
- ▶ Any Sub-Committee struck by a Committee shall report to Council through the Committee.

# Responsibilities of Committee Chair

- ▶ Liaise with the Recording Secretary on the agenda development.
- ▶ Review draft minutes once prepared by the Recording Secretary.
- ▶ Preside over and keep order at Committee Meetings.
- ▶ Endeavor to ensure that Member at Large appointees are fairly and appropriately engaged in meetings and related events.
- ▶ Assist the Member at Large Review Panel on the selection and interview process if required.
- ▶ Ensure that new appointees receive an orientation on the Committee prior to their first meeting.
- ▶ Report annually to Council on the activities of the Committee.

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

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

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

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

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

**PART 1 – TITLE**

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

**PART 2 – DEFINITIONS**

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

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

### **PART 3 – EXCLUSIONS**

3.1 This Bylaw does not apply to the:

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

### **PART 4 - ESTABLISHMENT OF COMMITTEES**

4.1 The following Committees are hereby established.

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

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

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

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

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

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

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

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

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

#### **PART 5 - MEMBER APPOINTMENTS**

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

#### **PART 6 - MEMBER AT LARGE APPOINTMENTS**

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

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

## **PART 7 - RULES OF PROCEDURE**

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

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

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

**PART 8 - REPORTING PROCEDURES**

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

**PART 9 - REPEAL**

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

**PART 10 - DATE OF FORCE**

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

READ for the first time this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_.

(RES. )

\_\_\_\_\_  
**MAYOR JAMIE HOOVER**

\_\_\_\_\_  
**CAO KIM ISAAK**

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READ for the second time this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_.

(RES.        )

\_\_\_\_\_  
**MAYOR JAMIE HOOVER**

\_\_\_\_\_  
**CAO KIM ISAAK**

READ for the third time this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_.

(RES.        )

\_\_\_\_\_  
**MAYOR JAMIE HOOVER**

\_\_\_\_\_  
**CAO KIM ISAAK**

DRAFT

**SCHEDULE "A"**

**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?**

\_\_\_\_\_

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

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

**2. Membership**

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

**3. Meetings**

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

**4. Committee Roles and Responsibilities**

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

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

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

**2. Membership**

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

**3. Meetings**

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

**4. Committee Roles and Responsibilities**

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

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

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

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

**2. Membership**

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

**Meetings**

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

**Committee Roles and Responsibilities**

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

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

DRAFT

**SCHEDULE "G"****TERMS OF REFERENCE  
MEMBER AT LARGE REVIEW PANEL****1. Purpose/Mandate**

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

**2. Membership**

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

**3. Meetings**

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

**4. Committee Roles and Responsibilities**

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

DRAFT

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**MEETING DATE:** September 3, 2025  
**PREPARED BY:** Rick Kreklewich, Director of Community Services  
**PRESENTED BY:** Rick Kreklewich, Director of Community Services  
**SUBJECT:** **Community Initiatives Grant – Blackfalds Seniors Club**

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## **BACKGROUND**

The Community Initiatives Grant was established to help local groups improve their programs and support their community events. This not only helps them establish themselves as a self-sufficient group and generate buy-in/memberships, but it also takes pressure off Town staff to plan programs. A total of \$17,000 is budgeted in the 2025 budget for this initiative and to date, \$11,140 remains in the Community Initiatives Grant budget.

## **DISCUSSION**

We received a Community Initiatives Grant application from the Blackfalds Seniors Club (BSC) in July, seeking funding to provide floor curling sticks, bearings for curling rocks, playing cards, score sheets, speaker stand and snacks. The BSC has been an active and growing Club in recent years who have provided a place for seniors in our community to socialize and be active. The BSC is requesting \$2,500 from the Community Initiative Grant program to offset the costs listed above.

## **RECOMMENDATION**

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

That the Recreation, Culture and Parks Board recommend to Council that Council consider providing funding from the Community Initiatives Grant in the amount of \$2,500 to the Blackfalds Seniors Club.

## **ALTERNATIVES**

- a. That the Recreation, Culture and Parks Board request further information from Administration.

## **ATTACHMENTS**

- *Community Initiatives Grant – Blackfalds Seniors Club*

## COMMUNITY INITIATIVES GRANT APPLICATION

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

### APPLICANT INFORMATION

Organization/ Group Name:	Blackfalds Senior's Club		
Contact Person:		Phone Number:	
Mailing Address & Postal Code:	P.O. Box 1346 - Blackfalds AB T0M 0J0		
Email Address:	jedwards3@shaw.ca		
Website (if applicable):		Social Media (if applicable):	We are on face book
Brief Organization Description:	Play games twice a week on Mon and Thursdays. Also play games on the 1st, 3rd, and 5th Wednesday of the month On the 2nd and 4th Thursday we have about 25 musicians come in a play forks.		

### INITIATIVE INFORMATION

Dates/Times:	Mon (some Tues) Thurs. 10:30 - 4pm
Location(s):	Blackfald Community Hall
Please provide a brief description of the initiative?	Our Blackfalds Senior's Club meets twice a week to play games, listen to music. We have coffee and fellowship.
How does the initiative fulfill a need with the community?	We give our seniors a safe place to get out to have a place to go, have some fun, coffee and fellowship. So of these seniors this is the only time they get out.

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

## COMMUNITY IMPACT

How does the initiative encourage community participation?

We show the community that just because we are seniors we can still have fun. We invited they grade 4 students from St. Gregory school to come and spend an afternoon with us. Some of these students didn't even know what a senior was. They had so much fun they didn't even want to leave.

What is the cost to attend your program or event?

The one thing we're charged for is \$10<sup>00</sup> for our yearly dues.

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

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

As long as the town provides a place for our seniors to meet, we will be active do things in the community to get our name out. During the month of June we have an Open House during seniors week and invite the public to join us and to see what we do. It gives them a chance to try our games. We also enter the Parade and participate in other things in the community.

## INITIATIVE BUDGET

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

Revenue:	Value \$	Details
Grants		
Donations	200 <sup>00</sup>	Door Donations / 50/50
Sponsorships	\$ 75 <sup>00</sup>	Blackfalds Pharmacy (coffee fund)
Other Revenues	600 <sup>00</sup>	for membership dues
Grant Amount Requested	2500 <sup>00</sup>	(Didn't include)
<b>Total Revenues:</b>	<b>875<sup>00</sup></b>	
<b>Expenditures:</b>		
Materials	300 <sup>00</sup>	Hall Supplies
Artist/Instructor/Performance Fees	1471.78	Supplies for float
Promotional Expenses		
Administrative Costs		
Insurance, Licencing	700 <sup>00</sup> - 800 <sup>00</sup>	Content insurance yearly
Other Costs	400 <sup>00</sup>	Coffee snacks
<b>Total Expenditures:</b>	<b>2971.78</b>	
<b>Deficit:</b>	<b>\$ 2096.78</b>	

Additional Information:

We have approximately 60 seniors in our Club.

Blackfalds Seniors Club

Name of Applicant (please print)

Jeanette Edwards

Jeanette Edwards - Club Secretary

Signature of Applicant

July 15/25

Date

FOR OFFICE USE ONLY

Date Received:

Town of Blackfalds Staff Signature:

## Impact on our Community

On our float in the Blackfalds Parade we had Teddy Bears and Pinwheel decorate the outside of the float. We handed these out to the children along the parade route. It wasn't only the children who were thankful for this little gift, but the parents we thankful and overwhelmed for what we do. The group that followed us was the Blackfalds Smiles (dentist) we had so much fun with them dressed as teeth and toothpaste, they were impressed with that they fell in love with us. On July 18 their staff is putting on a B.B.Q for us and all the people in our community with the donations going to the Senior's Club.

This is a positive and lasting impact on our community.

Blackfalds Senior's Club

Grant Requested \$2500.00

Curling Sticks. 12 sets x 65 = \$780.00  
2 for \$65.00

Bearings for Curling Rocks.  
\$25 for 3 Bearings 36 sets x \$25 = \$900.00  
(This will be only for  
1 Rock)

Canasta Cards 8 sets x 39.97 = \$319.76  
2 sets for \$39.97

Canasta Score Sheets 10 x 10.95 = 109.50  
1 for \$10.95

Speaker Stand 1 x 250.00 = 250.00  
1 for \$250.00

Total 2359.26

Grant \$2500.00

Balance + 140.74

Balance would be used for  
a Christmas Dinner for Club members  
and Chocolates for our Musicians.

Thank you

Jeannette Edwards

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**MEETING DATE:** September 3, 2025  
**PREPARED BY:** Rick Kreklewich, Director of Community Services  
**PRESENTED BY:** Rick Kreklewich, Director of Community Services  
**SUBJECT:** **Lacombe Ringette Association Letter**

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## **BACKGROUND**

Administration received a letter from the Lacombe Ringette Association on August 25, 2025 regarding ice rates and ice allocation for ice use in Blackfalds. The letter is attached. At the May, 2024 RCP Board Meeting, the Board discussed a similar request from the Lacombe Ringette Association. The discussion centered around the percentage of youth from Blackfalds and Lacombe County being within the Association. The Board also discussed the possibility of including a regional non-profit rate that would encompass all facilities. In the end, the decision was to not propose the regional rate in the 2024 rate review as the RCP Board felt that the rate being charged was fair. The Lacombe Ringette Association currently pays the Junior Hockey rate of \$153.00 which is 0.85 x the Local rate. To note, the definition was also discussed and a percentage of 80% was added to the Local Non-Profit definition when the Rate Bylaw was presented to Council last year in November and December.

## **DISCUSSION**

The Lacombe Ringette Association is requesting the local non-profit rate be applied to their ice usage in Blackfalds. In the letter, the LRA shows that 23.3% of players (35 out of 150 players) reside in Blackfalds and 18% of players (27 out of 150 players) reside in Lacombe County. In total, 62 out of 150 players reside in what is considered local by our definition, which equals 41.3%.

The LRA is requesting that the Town of Blackfalds review the application of the Local Non-Profit definition as it applies to their Association and consider including their Association because of the number of players that reside in Blackfalds and Lacombe County.

Administration does not intend to review rates until next year. Currently, the LRA does not meet the local non-profit criteria. A regional non-profit rate was discussed in the past and may be the best option for the Board and Council to consider for the next rate review.

## **RECOMMENDATION**

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

That the Recreation, Culture and Parks Board receive the Lacombe Ringette Association letter as information for consideration for the next rate review in 2026.

**ALTERNATIVES**

- a. That the Recreation, Culture and Parks Board receive the Lacombe Ringette Association letter as information.
- b. That the Recreation, Culture and Parks Board request further information from Administration.

**ATTACHMENTS**

- Lacombe Ringette Association Letter

Lacombe Ringette Association  
 c/o Shantel Robb, Registrar  
 RR2 Site 7 Box 28  
 Lacombe, AB T4L 2N2



August 20, 2025

Rick Kreklewich, Director of Community Services  
 Town of Blackfalds  
 Box 220, 5018 Waghorn St.  
 Blackfalds, AB T0M 0J0

Dear Mr. Kreklewich,

The Lacombe Ringette Association is requesting an opportunity to discuss the ice rates and allocations for our organization with the Town of Blackfalds. For context we would like to provide some relevant background information based on the understanding of our organization.

**1. Facility Rental Rates**

**a. Background**

The Town of Blackfalds Facility Rental Information Package provides the following definitions:

- Local – individuals or businesses who pay their taxes to either the Town of Blackfalds or Lacombe County
- Non-Local – Individuals or 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, not including other Towns or cities in Lacombe County

Based on these definitions the Lacombe Ringette Association has been historically charged the Jr Hockey Ice Rate of \$153/hr instead of the Local Non-Profit rate of \$108/hr. In the 2024-25 season we incurred rental fees with the Town of Blackfalds totalling \$20,081.25. If we had been able to access the Local Non-Profit rate this would have resulted in a fee reduction of \$5,906, a savings of nearly 30%. The Blackfalds Jr. Hockey rate is also one of the most expensive ice rates in Central Alberta, as identified by the chart below, and charged to organizations that typically charge for attendance at games.

<b>Blackfalds</b>				
	<b>Local Non-Profit</b>	<b>Local</b>	<b>Non-Local</b>	<b>Jr Hockey</b>
Blackfalds – Eagle Builders Ice 1 and Ice 2	\$108/hr	\$180/hr	\$216/hr	\$153/hr
<b>Lacombe</b>				
	<b>Local Minor Sports</b>	<b>Local Youth Non-Organized</b>	<b>Non-Local Youth</b>	
Lacombe	\$112.27+GST/hr	\$140.08+GST/hr	\$170.98+GST/hr	

<b>Ponoka</b>				
	<b>Prime - Adult (18+)</b>	<b>Prime - Youth/ Non-Profit Organizations</b>	<b>Non-Prime – Adult (18+)</b>	<b>Non-Prime - Youth/ Non-Profit Organizations</b>
Main Ice	\$175.35/hr	\$104.74/hr	\$131.51/hr	\$78.75/hr
Small Ice	\$123.64/hr	\$74.29/hr	\$92.93/hr	\$55.91/hr

Our Association does not differentiate player treatment based on their address (e.g. no out of town registration fees, no wait listing out of town athletes, etc). Further, there are only two ringette associations located in all of Central Alberta (from Airdrie to Leduc and from the Saskatchewan to BC border) accepting entrance without a tryout in all youth age groups. Our sport is predominantly female and a common choice for many female athletes in Blackfalds and Lacombe County.

We have worked to prepare a breakdown of our players hometowns. Please note that many County addresses are not easily identifiable as some County residents choose urban post office boxes and have alternative address formats.

<b>Player Hometown</b>	<b>Number of Players</b>	<b>Percentage</b>
Alix	1	0.7%
Bentley	1	0.7%
Blackfalds	35	23.3%
Clive	2	1.3%
Lacombe	64	42.7%
Lacombe County	27	18.0%
Ponoka	5	3.3%
Ponoka County	10	6.7%
Red Deer	4	2.7%
Red Deer County	1	0.7%
Total	150	

As identified in the above, the majority of our athletes reside outside of Lacombe. The number of Lacombe athletes is almost equal to the number of athletes from Blackfalds and Lacombe County. Further, this demonstrates that our association represents athletes from a much larger area than Lacombe, despite our identified name.

As with many minor sports organizations, we do our best to offer low rates to help limit barriers to entering our sport. One of the main ways that we keep our rates low is by having teams share ice times and ice times for our older players only have minimal increases in duration. To outline this we provide you with background on local registration rates for ice sports:

<b>Association</b>	<b>Registration Fees</b>
Lacombe Ringette	U10-3 to U19 \$750 prior to the \$100 discount for attending our AGM provided to the majority of players

	Goalies \$200
Blackfalds Minor Hockey	U7 \$650 U9 \$850 U11 \$1,050 U13 \$1,150 U15 \$1,200 U18 \$1,300
Lacombe Minor Hockey	All rates subject to a \$100 Early Bird Discount U7 \$655 U9 \$925 U11 \$1,150 U13 \$1,200 U15 \$1,270 U18 \$1,320
Central Alberta Warriors Female Hockey	All rates subject to a \$100 Early Bird Discount U11 \$1,150 U13 \$1,200 U15 \$1,270 U18 \$1,320
Central Alberta Selects AA Hockey	U11 \$1,650 plus \$150 tryout fee U13 \$2,150 plus \$150 tryout fee U15 \$2,250 plus \$150 tryout fee U18 \$2,250 plus \$150 tryout fee
Central Alberta Sting AA Ringette	U14 and U16 \$1,200 initial registration fee with further fees to be set plus \$150 tryout fee

**b. Request**

We are extremely grateful to be able to rent ice in Blackfalds as it is the home community of many of our players and a fantastic facility. Our Association is requesting that your municipality review your application of the Local Non-Profit definition as it applies to the Lacombe Ringette Association and consider including our Association in the definition given the high number of players from Blackfalds and Lacombe County that we represent.

Members of our association have been told that other associations utilize a Blackfalds mailing address just to comply with your municipal policy despite low representation on their teams from Blackfalds residents. We are not aware of other municipalities having addressing rules and prefer to utilize a collaborative approach. Further, our organization rarely utilizes a mailing address conducting most of our business online.

**2. Facility Availability**

**a. Background**

For the 2024-25 season the Lacombe Ringette Association was provided with weekly ice times in the Town of Blackfalds as follows:

- Monday 8:30-9:30pm Ice 2
- Thursday 8:30-9:30pm Ice 2
- Saturday 5:45-8:15pm Ice 2
- Sunday 3:15-5:45pm Ice 2

This year the Lacombe Ringette Association has been informed that our ice time on Thursday has been reallocated. While the loss of one ice slot may seem like a small change, this ice slot represented 20% of our total ice time in Blackfalds in the 2024-25 season. This loss of ice creates challenges in providing adequate ice for our players. Our Association does our best to effectively utilize ice. We have many of our teams share ice resulting in nearly 40 players on the ice for many of our ice times. We also take numerous steps to reduce cancellations and serve as good renters teaching our players to respect the facilities that they utilize.

Town staff informed our organization that had we been based in Blackfalds there would have been no reduction to our hours.

**b. Request**

We kindly request that the Town review the decision to reduce the Lacombe Ringette Association's ice times. We fully recognize that there are numerous associations, groups and individuals seeking ice at your facilities and that availability is limited. We believe that the Town of Blackfalds should recognize that our organization serves athletes well beyond the city of Lacombe. We would do a disservice to the athletes that we represent if we did not seek to understand the reduction of ice for our sport. Even the addition of a standardized ice time every two weeks would be extremely beneficial to our schedule.

Girls aged 6 - 18 benefit enormously from sport, gaining physical fitness, confidence, teamwork skills, and leadership abilities that can last a lifetime. The Women's Sport Foundation found that girls who play sports have higher levels of confidence, self-esteem and body image compared to their non-athlete peers. 80% of female Fortune 500 executives played competitive sports.

Ringette is a fast-paced, no-contact ice sport invented in Canada specifically to give girls an empowering space to play. Girls often drop out of sports due to lack of opportunities tailored to their needs; ringette counters this by being a sport where they belong from the start. Its mandatory passing rules and emphasis on collaboration make it especially effective at building communication and trust among young players.

Structural inequities remain in our society. In many regions, male-dominated sports like hockey receive more funding, media coverage and institutional support, which can limit resources and opportunities for female sports programs. The Women's Sport Foundation has found that by age 14 many girls are dropping out of sports at a rate two times greater than boys. One of the top reasons girls leave sport is lack of access; in the United States girls have 1.3 million fewer opportunities to play high school sports as boys. They also found that girls' quality of experience declines often playing in lower quality facilities than boys and at times that are not optimal.

We would be happy to meet to discuss these matters to help better inform our understanding of these issues and how we may be able to work together to support our female athletes.

Regards,

Shantel Robb, Registrar  
Lacombe Ringette Association

cc: Town of Blackfalds Mayor and Council  
Lacombe County Mayor and Council  
City of Lacombe Mayor and Council  
Kim Isaak, Chief Administrative Officer, Town of Blackfalds  
Tim Timmons, County Manager, Lacombe County  
Matthew Goudy, Chief Administrative Officer, City of Lacombe  
Dion Burlock, Director of Community Services, Lacombe County  
Nancy Hackett, Director of Community Services, City of Lacombe  
Lacombe Ringette Association Executive

**MEETING DATE:** September 3, 2025  
**PREPARED BY:** Carol Simpson, Abbey Centre General Manager  
**PRESENTED BY:** Carol Simpson, Abbey Centre General Manager  
**SUBJECT:** **Thrifty Thursday Proposed 2026**

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## **BACKGROUND**

In March 2022 a promotional discount program was started at the Abbey Centre which offers a variety of discounts for various areas of the centre to showcase the services provided. These discounts are only available to be accessed on the first Thursday of each month and are promoted in-house, through the Abbey Centre newsletter and social media.

## **DISCUSSION**

Certain cost savings have been very well received such as membership discounts, and draws while others prove to have marginal interest. In comparing past promotions from 2022 through 2024 we have compiled proposed discounts for 2026 that we feel benefit the members and guests while supporting programming and events such as Youth and Seniors Weeks.

## **RECOMMENDATION**

Administration proposes a continuation of this program into 2026 to help the community find some cost savings while promoting our memberships, programs and services.

## **ATTACHMENTS**

- Thrifty Thursday 2026 Schedule



## **Thrifty Thursday's - 1<sup>st</sup> Thursday of each month**

### **Proposed Schedule for 2026**

**Jan 1** – buy 5 personal training sessions and get the 6<sup>th</sup> one complimentary

**Feb 5** – 2 for 1 day admissions

**Mar 5** – Buy an annual membership and get 1 month free for a friend/family member

**Apr 2** – Enter your name into a draw to win a free registration to a fitness class of your choosing

**May 7** – 10% off child, youth, teen monthly memberships (limit of 1 for each child, youth or teen in account) YOUTH WEEK

**June 4** – For any purchase (any value) by a senior they are eligible to enter their name to win a Senior's gift basket (value \$100) SENIORS WEEK

**July 2** – 10% off any punch pass (limit of 1 per account)

**Aug 6** – Book a birthday party and get a complimentary child 10 punch pass (one per account)

**Sept 3** – 10% off a monthly membership (1 per person/family)

**Oct 1** – Enter your name into a draw to win a free annual locker rental (\$100 value)

**Nov 5** – Win your purchase back (limit adult annual value). Value of purchase to be received on an Abbey Centre gift card

**Dec 3** - Purchase a gift card for \$50 and get another \$10 gift card free (limit of 5)

## Recreation &amp; Culture Board Update – Sept 3, 2025

- Some traffic flow restructure was completed over the course of the summer with the addition of some speed bumps as well as changing the flow of traffic to eastbound only on the southside of the Veterans Monument. With the addition of signage and One Way arrows, these changes have made for significant improvement.
- We rolled out our Sensory Backpacks earlier this summer and people have been very appreciative of being able to access these when they visit the centre.
- Kee Safety completed the install of the safety track above the Indoor Play Space Aug 11-12 and Aug 13 was spent doing a deep clean and light changes since we already had the lift rented.
- We continue to have ongoing issues with a group of teenage youth. This group, in whole and sometime in part, are repetitively disruptive, are being nuisances and causing a safety concern to themselves. Separately, vandalism to soap dispensers in changerooms was rampant in July and are suspected to be caused by a different youth group.
- Our sold our Summer Boys & Girls Basketball camp wound up August 14 and was a very successful program. We thank Hope Southern for her initiative and for bringing it to the Abbey Centre this summer.
- Swim lesson fill rates were varied. Spring sessions showed low enrollment with summer being significantly better. Private swim lessons consistently filled higher across the season and any lesson higher than Swimmer 6 often had to be cancelled. Our Aquatic Programmer did a wonderful job this season and has some great ideas for the 2026 schedule to help us maximize our lesson times. We also had great response to having Aqua Size back for spring drop in.
- Fitness programming re-starts the week of Sept 15 as well drop in fitness classes. A new addition for drop in is the “TRX Total Body” class. Additionally, we have a new adaptive class “Fit for All” starting Sept 21.
- The Abbey will have a table at the Community Info Expo next Monday, Sept 8 so please make sure to come see us 6-8 pm
- Minute Man was onsite Aug 19 to install Field House number decaling. We hope this will help reduce the amount of confusion for our renters and users of which Field House they are to be in.
- Parent evaluations were available for both swim lessons registrants and Camp Curious participants. The results of those evaluations will be reviewed in September to see what went well and if there are any areas of improvement that we can make.
- Last day of operations for the Outdoor Aquatic Centre is Sept 1. A shut down crew of five summer staff will remain for two additional weeks.
- Western Recreation is confirmed to be onsite Sept 8 for investigation of our hot tub skimmer line issue and hopefully they will be able to formulate a work plan for repairs.
- We had great interest in our Camp Curious and Aquatic volunteer programs. All volunteers had seasonal wrap up meetings so we may get their insight and feedback as well as present them with their thank you gift.
- Application has been submitted to Lacombe County for capital support for the completed Building Automation System upgrade, Aquatic Chemical Storage and the Field House curtain replacements. One capital project remains which is the Guest Services desk reno/upgrade which is scheduled to take place in early October.
- The final week of Camp Curious was completed Aug 29. Total fill rate for all 3 age groups for the season was 82%. With the fill rate for Mini’s (3-5 yr old) group removed, the fill rate moved to 97%. The two weeks that Mini’s were cancelled due to low enrollment we offered afternoon child minding in its place.
- A grant request was submitted to Lacombe County for FCSS funding for the Camp Curious 2026 program.
- The 3rd level will be closed Sept 3rd from 8 am – 430 pm for a deep clean. This allows staff to move all of the equipment and use the auto scrubber on the area before programming starts back up.

## Parks & Facilities Report September 3, 2025

The Parks team had a great season completing projects and working together! The growing season started early and we were short a staff member. The team worked hard and accomplished many duties! This could be one of the best summer seasons for summer staff comradery. The group worked well together and with their supervisors.

During the summer, the Parks team completed:

- 23 planters at EBC
  - Dumped old soil, pressure washed each planter, then added 378 rockwool wicks.
  - Added new soil to all planters
- Flowers:
  - hanging baskets (66)
  - planters (50)
  - annual and perennial beds (8)
- Weekly tree and flower planter and bed watering
- Four (granular and liquid) fertilizer applications to all sports fields and a few parks that required this maintenance
- Bike Skills Park maintenance
- Mulch added to all trees and beds around Cottonwood Dr, Tayles Park, Sterling Park, McKay Ranch, Abbey sign on hill, and Pine edible gardens.
- Urban Lumberjack hired to take out dangerous trees on Westridge drive and Centennial Park.
- Centennial Park - removed overgrowth around pond and pathways – two-week project.
- Park Street and Panorama Drive shubert tree pruning – two-week project
- Pruning was also completed on a number of paths all around town. Removed low branches to be out of the way of town equipment or to keep vegetation off trails.
- Fence installed around the south end of Womacks pond
- Top dressing diamonds #5, #6, and Vista soccer field
- Many mulch beds have been weeded
- Annual and weekly playground inspections completed
  - Annual inspection is contracted out
- Gopher control started at the end of June.
- Ongoing repairs on equipment. Mechanically and tire repairs
- Centennial playground swing set - Wood border replacement and replaced sand with engineer wood fibre
- Rounds completed twice a week.

Parks & Facilities Report  
September 3, 2025

- In-ground cans emptied as needed
- Continuous mowing this year (and still going.) Large mowers and zero turns. Rough deck has been out to clean up transfer site and old shop yard.
- Picnic table install at Abbey
- A number of service requests completed and closed
- Post and cable fence repairs.
- In the fall the Parks team will start the Community Garden relocation project.

The Facilities Maintenance team was also busy working on the many preventive maintenance duties as well as the many ongoing repairs that are required.

Parks and Facilities team also supported:

- Blackfalds Days
- Blackfalds Street Dance
- Blackfalds Jump Jam
- Protective Service Community BBQ

Three Custodial staff attended the Custodial Care course hosted in Lacombe.

EBC & Sterling Industries Sports Park Update  
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**Ball Diamonds**

- Hosted 10 ball tournaments including 3 Softball Alberta Provincials and U13AA Provincials
- 9 team slo pitch league and Blackfalds Minor Ball with 18 teams
- Diamond 5 & 6 top-dressed at the end of the season
- Backstop was extended on Diamond 6 to protect a house near the Cottonwood Diamond.

**Soccer Pitches**

- Hosted all of Blackfalds Minor Soccer games and practices
- Will be hosting Show & Shine on September 13 and Big Brothers Big Sisters Rubber Duck Drop on September 27

**Eagle Builders Centre**

- Arena 1 hosted two concerts for Blackfalds Days, Gord Bamford Gala, Alberta Arm Wrestling Provincials, Cornhole Tournament, Bike Rodeo and Eagle Builders 25 Year Anniversary Celebration Breakfast.
- Pickleball lines were painted and nets purchased to host evening pickleball.
- Arena 2 hosted Blackfalds Warriors Lacrosse's 5 teams, plus Blackfalds Silverbacks Men's Lacrosse team and multiple ball hockey groups.