

TOWN OF BLACKFALDS RECREATION, CULTURE & PARKS BOARD

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

AGENDA

1. WELCOME AND CALL TO ORDER

- 1.1 Welcome to the Recreation, Culture and Parks Board Meeting – December 3, 2025
 - 1.2 Call to Order
 - 1.3 Approval of Agenda
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2. LAND ACKNOWLEDGEMENT

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

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

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

3. PRESENTATIONS

- 3.1 None
-

4. BUSINESS

- 4.1 Approval of Minutes from September 3, 2025
 - 4.2 Community Initiatives Grant – Iron Ridge Secondary Campus Leadership Group
 - 4.3 Draft Ice Allocation Policy
 - 4.4 Abbey Centre Update
 - 4.5 Parks & Civic Facilities Update
 - 4.6 EBC & Sterling Industries Sports Park Update
-

5. CONFIDENTIAL

- None
-

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
Shauna Sawchuk, Public at Large
Kristy Lawrence, Public at Large
Louise Rellis, Public at Large

OTHERS ATTENDING

Kim Isaak, CAO
Rick Kreklewich, Director of Community Services
Carol Simpson, Abbey Centre General Manager
Jeff Heindel, Parks and Facilities Manager
Sean Barnes, Sports and Events Manager

REGRETS

None

WELCOME AND CALL TO ORDER

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

Member at Large Rellis 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

Councillor Svab moved That the Recreation, Culture and Parks Board approve the Minutes from May 7, 2025 as amended.

CARRIED UNANIMOUSLY

Council Committee Bylaw Feedback

Kim Isaak, CAO presented the revised Council Committee Bylaw to the RCP Board. The Council Committee Bylaw provides procedures for all applicable Town boards and committees.

Community Initiatives Grant – Blackfalds Seniors Club

The Blackfalds Seniors Club provided a Community Initiatives Grant application to replace their floor curling equipment as well as score sheets, speaker stand, playing cards and snacks.

Councillor Appel moved that Administration discuss other options with the Blackfalds Seniors Club that may align with Community Initiative Grant funding criteria.

CARRIED UNANIMOUSLY

Lacombe Ringette Association Letter

Administration received a letter from the Lacombe Ringette Association regarding ice rates and ice allocation in Blackfalds and presented it to the Board. The RCP Board requested a copy of the Lacombe County RC(1) application for capital grant funding. Administration addressed some questions and provided clarification regarding the definition change in the rate review, the ice allocation process and the demand for ice from organizations. The RCP Board suggested we look into changes with the definitions included in the rate bylaw and consider an ad hoc committee that would review ice requests annually.

Thrifty Thursdays

Manager Simpson provided a description of the program and the proposed Thrifty Thursdays schedule for 2026 for the RCP Board to review.

Member at Large Rellis moved That the Recreation, Culture and Parks Board approve the Thrifty Thursdays schedule for 2026.

CARRIED UNANIMOUSLY

Abbey Centre Update

- Manager Simpson presented the monthly highlights

Parks and Facilities Update

- Manager Heindel presented the monthly highlights

EBC & Sterling Industries Sports Park Update

- Manager Barnes presented the monthly highlights

MINUTES

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

Chair Kroetsch adjourned the Recreation, Culture & Parks Board Meeting at 8:31 p.m.

-Original Signed-

Trent Kroetsch, Chair

-Original Signed-

Rick Kreklewich, Director of Community Services

MEETING DATE: December 3, 2025

PREPARED BY: Rick Kreklewich, Director of Community Services

PRESENTED BY: Rick Kreklewich, Director of Community Services

SUBJECT: **Community Initiatives Grant – IRSC Leadership Group**

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.

DISCUSSION

The Iron Ridge Secondary Campus Leadership Group applied for funding from the Community Initiatives Grant program. The IRSC Leadership Group is requesting \$700 towards offsetting costs related to materials such as stress balls, journals, stress putty, gum, sensory tools, fidgets, prizes, etc. for Mental Health Week in May/2026. The cost of food is an ineligible request. A total of \$13,360 remains in the grant program budget for 2025. The criteria for awarding Community Initiative Grant funding is provided below:

| | | |
|---|---|----|
| Community Impact | Extent to which the initiative benefits Blackfalds residents across age groups | 20 |
| Alignment with Grant Goals | Supports arts, culture, heritage, or recreation; promotes education & engagement | 15 |
| Inclusivity & Accessibility | Program is inclusive, accessible, and considers diverse community needs | 10 |
| Innovation & Creativity | Introduces new ideas, approaches, or experiences to the community | 10 |
| Tourism Potential | Attracts visitors or enhances Blackfalds' reputation as a destination | 10 |
| Feasibility & Planning | Clear objectives, timeline, and budget; realistic and achievable | 15 |
| Partnerships & Collaboration | Involves local groups, volunteers, or partnerships that strengthen the initiative | 10 |
| Sustainability & Legacy | Potential for long-term impact or continuation beyond the grant period | 10 |

ATTACHMENTS

- Community Initiatives Grant – IRSC Leadership Group Application

GUIDELINES

Purpose

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

Eligibility

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

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

The following groups will be considered ineligible:

- Grants to individuals
- Political based organizations/events

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

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

Application Review

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

Funding Availability

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

Assessment Criteria

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

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

Requirements of Grant Applicants

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

Outcomes

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

Funding Requirements

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

Final Report

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

Contact Information & Support

Blackfalds Community Initiative Grant Information
Community Services Department

Town of Blackfalds

Box 220

Blackfalds, Alberta T0M 0J0

403.885.4677

info@blackfalds.ca

COMMUNITY INITIATIVES GRANT APPLICATION

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

APPLICANT INFORMATION

Organization/
Group Name:

Contact Person:

Phone
Number:

Mailing Address
& Postal Code:

Email
Address:

Website
(if applicable):

Social Media
(if applicable):

Brief Organization Description:

INITIATIVE INFORMATION

Dates/Times:

Location(s):

Please provide a brief description of the initiative?

How does the initiative fulfill a need with the community?

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

COMMUNITY IMPACT

How does the initiative encourage community participation?

What is the cost to attend your program or event?

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

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

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

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

Additional Information:

 Name of Applicant (please print)

Trish Pfeifer

 Signature of Applicant

 Date

FOR OFFICE USE ONLY

Date Recieved:

Town of Blackfalds Staff Signature:

MEETING DATE: December 3, 2025

PREPARED BY: Sean Barnes, Sports & Events Manager
Kurt Jensen, Sports & Events Coordinator

PRESENTED BY: Kurt Jensen, Sports & Events Coordinator

SUBJECT: **Council Policy – Ice Allocation**

BACKGROUND

The Ice Allocation Policy was last reviewed in March of 2021. Since that time, the Town has made changes to differentiate Council Policies and Administrative Procedures. This distinction ensures that Council provides strategic direction while Administration manages operational details, improving accountability and efficiency. Administration believes that this Policy is in need of an update to recognize that change and update to the new format.

DISCUSSION

The most notable change to the Ice Allocation Policy is the division of the Policy into a Council Policy and an Administrative Procedure. Both documents are included as well as the current Policy. Administration is requesting the Board review the Council Policy as that establishes the direction, principles and priorities in which ice allocation is provided. The Administrative Procedure is the internal process of implementing the Council Policy as approved by Senior Administration and will be implemented internally by staff. For the purpose of this discussion through the RCP Board, Administration is seeking feedback on the Council Policy only.

ADMINISTRATIVE RECOMMENDATION

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

1. That the Recreation, Culture & Parks Board recommend to Council to approve Council Policy – Ice Allocation, as presented.

ALTERNATIVES

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

ATTACHMENTS

- Ice Allocation Policy 149.21
- Council Policy – Ice Allocation
- Administrative Procedure – Ice Allocation

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

Policy Statement

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

1. Reason for Policy

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

2. Related Information

2.1 None

3. Definitions

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

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

4. Responsibilities

4.1 Municipal Council to:

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

4.2 Chief Administrative Officer to:

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

4.3 Director of the Department to:

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

4.4 Manager to:

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

4.5 All Employees to:

- 4.5.1 understand and adhere to this policy and procedure.

5. Order of Ice Scheduling

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

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

¹ Game and Practice Schedule to be received by June 15

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

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

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

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

6. Exclusions

6.1 None

7. Special Situations

7.1 None

8. Appendix

8.1 None

9. End of Policy

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| PROCEDURE | Policy No.: 149.21 Policy Title: Ice Allocation Policy Department: Community Services |
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1. Preamble:

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

1.6 Payment requirement dates:

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

Full payment by September 15th of each year

Blackfalds Bulldogs/BMHA/BSC/Blackfalds Wranglers:

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

Option 2 – two payments:

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

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

BMHA Tournament Ice:

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

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

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

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

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

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

2. Ice Time Changes/Cancellations

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

3. League Playoff/Provincial Playoff Bookings

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

4. Named Holidays

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

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

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

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

5.2.1 End of Procedure

Approval

-Original Signed-

Chief Administrative Officer

-Original Dated-

Date

ICE ALLOCATION POLICY

| | |
|----------------------------|--|
| POLICY NO | PR- |
| DIVISION DEPARTMENT | Community Services |
| REVIEW PERIOD | Every 4 Years of upon Legislative Change |

1. POLICY PURPOSE

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

2. POLICY STATEMENT

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

3. DEFINITIONS

- 3.1 **“Joint Use Planning Agreement”** means the agreement between the Town of Blackfalds and another party for shared use of facilities.
- 3.2 **“Recurring Weekly Booking”** means the same ice slot (same time on the same day of week) is booked for the entire season by one group.
- 3.3 **“Rental Contract Agreement”** means the agreement between the Town of Blackfalds and the user group, which must be signed by all user groups who rent the Eagle Builders Centre Ice. This agreement must be signed and returned to the Town of Blackfalds before the beginning of the first rental.
- 3.4 **“Special Events”** means public or private events that are not a regularly scheduled during the season.
- 3.5 **“Town”** means the municipality of the Town of Blackfalds.
- 3.6 **“Regional Non-Profit Organizations”** means organizations based in the region that consist of 20% to 80% of participants who reside in Blackfalds or Lacombe County.
- 3.7 **“User Groups”** are defined as per Rate Bylaw, Schedule “C” – Community Services Facilities Fee Schedule as Local, Non-Local and Local Non-Profit.

4. SCOPE

4.1 This Policy applies to Council, the Chief Administrative Officer and user groups.

5. AUTHORITY AND RESPONSIBILITIES

5.1 Council to:

5.1.1 Adopt and support this Policy by resolution.

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

5.2 Chief Administrative Officer to:

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

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

6. POLICY

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

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

6.2.1 Town of Blackfalds Special Events and programming (including co-sponsored programs),

6.2.2 Blackfalds Bulldogs Junior A games and practices,

6.2.3 Local non-profit organizations,

6.2.4 Local users,

6.2.5 Regional Non-Profit Organizations,

6.2.6 Non-local users,

6.2.7 Joint Use Planning Agreements and casual rentals.

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

7. EXCLUSIONS

None

8. SPECIAL SITUATIONS

None

9. RELATED DOCUMENTS

9.1 Council Policy – Community Services Framework

9.2 Rate Bylaw, Schedule “C” – Community Services Facilities Fee Schedule

9.3 Administrative Procedure – Ice Allocation

10. END OF POLICY

Mayor

Chief Administrative Officer

Date

Date

POLICY RECORD HISTORY

| | Resolution No: | Date |
|-----------------|-----------------------|-------------|
| Policy Adopted | | |
| Policy Reviewed | | |
| Policy Revised | | |

ADMINISTRATIVE REVISIONS

| Date | Description |
|-------------|--------------------|
| | |
| | |

ICE ALLOCATION

| | |
|----------------------------|--|
| PROCEDURE NO. | PR- |
| DIVISION DEPARTMENT | Community Services |
| REVIEW PERIOD | Every 4 years or upon Legislative Change |

1. PREAMBLE

- 1.1 The Town of Blackfalds seeks to optimize use of both ice surfaces at the Eagle Builders Centre while encouraging participation in local ice activities. This policy supports the facility’s sustainability as a revenue-generating operation and establishes payment terms for user groups. It also defines the principles and procedures for managing, allocating, and distributing ice time to meet current and future demand.

2. GENERAL

- 2.1 Refer to the Ice Allocation Council Policy for determining ice allocation.
- 2.2 Refer to Schedule “C” – Community Services Facilities Fee Schedule for associated rates and fees.
- 2.3 The following must be provided to the Sports & Events Coordinator by July 15 of each year:
- a. Blackfalds Bulldogs Junior A Games and Practices,
 - b. Blackfalds Minor Hockey Association Tournament Dates,
 - c. Blackfalds Skating Club Ice Carnival Date.
- 2.4 All schedule changes require approval from the Sports & Events Coordinator and follow the established hierarchy. The Community Services Department will allocate extra ice time based on registration trends, user needs, and availability. The Town of Blackfalds values consistent seasonal scheduling and considers historical allocations, with major adjustments made only for significant shifts in registration, group composition, or community trends.
- 2.5 All user groups are required to submit a signed Rental Agreement Contract to the Community Services Department prior to their first scheduled booking of the season. Failure to comply may result in forfeiture of allocated ice time.
- 2.6 All user groups with variable ice requirements (e.g., playoffs), a signed Letter of Understanding may be accepted in place of a formal contract. This Letter of Understanding must be executed by both parties before the group’s initial ice time.

- 2.7 All ice rental payments are non-refundable. Any overpayments will be credited to the user's account and applied toward future bookings.
- 2.8 All Blackfalds Minor Hockey Association rentals for Tournament use are charged at the Tournament Rate.
- 2.9 The ice surfaces Eagle Builders Centre will be closed on Statutory Holidays.
- 2.10 User groups with recurring weekly bookings are required to utilize their designated ice time slots on all non-statutory holidays. Weekend ice bookings must be confirmed by September 1 of each season. The seasonal schedule for all user groups runs from October 1 to the Sunday following March 15 each year. If March 15 falls on a Sunday, that date marks the final required booking. User groups must begin their weekly recurring ice times no later than October 1 and continue through the designated season end date.
- 2.11 Playoff and provincial playdown scheduling is acknowledged to involve frequent changes in ice time requirements. To maintain consistency, scheduling will adhere to the established Scheduling Priority List; however, final decisions rest with the Town of Blackfalds. All user groups are expected to cooperate and accommodate each other's schedules throughout this process.
- 2.12 User groups are not permitted to sell or transfer ice time to other groups. If a non-profit organization identifies a new user interested in an available slot, the Sports & Events Coordinator must be notified. A separate contract will be issued in the new user's name, and the original organization remains responsible for the ice time until full payment is received by the Town of Blackfalds. Organizations can exchange ice upon approval of the Sports & Events Coordinator.
- 2.13 Payment requirements:
- Blackfalds Bulldogs Junior A/Blackfalds Minor Hockey Association/ Blackfalds Skating Club:
- *Option 1- Full Payment by September 15 of each season
 - *Option 2 – Monthly Payments
- Blackfalds Minor Hockey Association Tournaments:
- *Must be paid in full within ten (10) working days following the conclusion of the tournament.
- Adult User Groups/Local User Groups/Non-Local User Groups:
- *Full Payment by September 15 of each season.

3. END OF PROCEDURE AND APPROVAL

Chief Administrative Officer

Date

PROCEDURE RECORD HISTORY

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

Recreation & Culture Board Update – Dec 3, 2025

- GM completed the operating budget review with CAO, Director and Corporate Services team on Nov 3.
- 8 Abbey Centre staff took part in the COR Audit interview between Nov 5-7.
- The Nov 7 Red Cross Babysitters course was cancelled due to the Wolf Creek School division recalling that PD Day as well as Dec 12. Registrants were given the choice of a refund or to transfer to the next course date of Jan 30.
- Fitness & Aquatics Coordinator attended the Fitness Alberta Aquatic Exercise Specialty course Nov 7-9 in Edmonton. This training will help support our drop in programming this coming aquatic season.
- The CSAI casual position remains unfilled at present. Further interviews are being scheduled.
- IRJC held two ceremonies on Nov 7 at the Veteran's Monument in recognition of Nov 11.
- Canadian Brazilian Jui Jit Su was held in the full field house Nov 7 and 8.
- We were the host facility for the Remembrance Day Service which had an estimated 600+ people in attendance. Even though it isn't a Town of Blackfalds event there is a heavy staff involvement and time commitment for this meaningful event.
- GM continues to work with the President of the Blackfalds Historical Society for replacement of weathered signage at the Veterans Monument.
- GM took part in the Departmental Overview with Council the evening of Nov 10.
- 16 Abbey Centre staff attended a Hazard Assessment 1/2 day in-service facilitated by the OH&S Advisor on Nov 13. The remaining staff that were unable to attend due to operational needs will complete the training online.
- A course host agreement has been completed with AARFP for the Abbey Centre to host a Custodial Care course in April 2026
- Our Home for the Holidays Pass has returned once again for this holiday season and went on sale Nov 14. This pass is valid Dec 13-Jan 4 and is 3 weeks access for half the cost of a monthly membership.
- Abbey Centre Health & Safety Committee (ACHSC) monthly inspection and incident investigation completed on Nov 17 for a staff involved incident. Corrective actions were assigned for both.
- Abbey Centre is a participating business in the Lacombe District Chamber of Commerce Passport to Christmas running Nov 17- Dec 25
- ACHSC monthly meeting held on Nov 18.
- The Guest Services area renovation is now complete after moving back from their temporary space on Nov 12. The new office furniture maximizes the space and makes it much more ergonomic for staff. This is the last capital project for 2025.
- The new Moneris integrated pin pads have been switched out at Guest Services meeting Perfect Minds end of the month timeline.
- GM and GSTL attended the LREMP exercise at the LMC on Nov 19 and worked in their roles within the ESS. This was a great opportunity to see the whole ICS system at work.
- We are finalizing planning for the first ever Abbey Centre 12 Days of Christmas event to start Dec 13.
- We have completed a 5-year renewal of our service agreement with Perfect Mind. This will take us through to May 2031. We will also be meeting with them Dec 8 to discuss the potential for use of their new Mobile App.
- GM working on connecting with Xplore Inc. as we have received notification that they will be decommissioning the wireless internet site that is currently on the roof of the Abbey Centre. Timeline to be determined.
- CBS Electric onsite Nov 21 to do work in the Field House. The FH was closed 8 am – 1 pm
- We are once again a host facility for the Big Brothers Big Sisters Festival of Wreaths. The Custodial Team created our pickleball themed wreath submission this year and wreaths will be on display late November until Dec 15.
- Little of This Market is being held Nov 29-30 which will bring approximately 2500+ people through the Abbey's doors.

Parks & Facilities Report October/November 2025

Parks

- Tayles Park Light-Up Blackfalds display completed.
- Parks team started ODR flooding.
- Water remaining planters downtown and EBC, clean up perennial beds, finish mowing for season, applied fall fertilizer, Tayles Water Spray Park shut down and winterized, prune and weed cleanup around Civic, Food Bank, and East Rail
- Emptied five in-ground garbage cans (October)
- Playground inspection/maintenance (monthly)
- Willow Park community gardens project started.
 - Blackfalds and District Ag Society has committed approximately \$1500.00 to \$2500.00 in 2026 to support one of required amenities for the new garden (shed, water tank, or garden supplies to stock the shed.)

Facilities

- Ongoing maintenance and responding to service requests
- Supported Youth Night Out set-up and take-down
- Custodial staff meeting on October 5 and November 16
- Team installed artwork at Blackfalds Library (early October)



- Completed Wadey Centre office painting and clean-up
- Completed video surveillance sign replacement in all facilities for the Information Governance Coordinator.

Parks and Facilities Manager

- Central AB Recreation Association quarterly meeting in Lacombe
- CSD Managers monthly meeting
- Banquet Room Cooler reno completed (October)
- Support Services reno completed (October)
- November 10, presented to Council the Parks and Facilities Departmental review
- November 13, attended the quarterly Central Alberta Recreation Association meeting
- November 16, celebrated the Saskatchewan Roughriders Grey Cup championship!!!
- November 17, ICS/ECC Interface seminar course at Lacombe County
- November 17, Council Standing Committee Capital Budget discussion
- November 19, LREMP Full-Scale emergency exercise at the Lacombe Memorial Centre

Parks & Facilities Report October/November 2025

- Interviews for Parks Laborer 4-month term position
- Parks team meeting to review snow clearing procedures for evening or weekend stand-by call-ins.
- Parks and Facilities Manager attended the DEAM IDEA Conference 2025 - dedicated to exploring inclusive and supported employment (October).

Hello, DEAM IDEA Conference Attendees!

We are delighted to welcome you to the 4th annual DEAM IDEA Conference, taking place in Calgary on October 3, 2025. The Alberta Employment First Network (AEFN) proudly presents this event, dedicated to exploring inclusive and supported employment and recruitment, examining disability intersectionality within diversity and equity, and understanding disability through the lens of diversity. This year's conference aims to provide participants with actionable insights to promote inclusive employment practices and celebrate Disability Employment Awareness Month (DEAM). The DEAM IDEA Conference is a cornerstone event in Alberta, promoting inclusive employment practices and the benefits they bring to our communities.

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Sports & Events Update

September Highlights

- **Minor Hockey Collaboration:** Met with Minor Hockey to review the upcoming season schedule. Both parties identified key concerns to address jointly.
- **Central Alberta Lacrosse:** Held discussions on hosting regional home games at the Eagle Builders Centre (EBC). Arena 2 was highlighted by the president of Central Alberta Lacrosse as better suited than Red Deer's Dawe Centre. Scheduling will be coordinated with local lacrosse groups.
- **Regional Boxing Event:** In talks with Shadow Box Club (Lacombe) to host a major boxing event at EBC on May 9.
- **Vintage Car Show:** Sterling hosted the first annual Vintage Car Show, drawing 151 classic cars. Planning is underway for a second annual event.
- **Fall Slo-Pitch:** The league at Sterling Industries Sports Park concluded successfully.
- **Eagle Builders Centre:** All user groups are now fully underway with their seasons.
- **Blackfalds Skating Club:** Met with the president and coaches' representative to address Recreation Board concerns. The meeting was productive, with positive feedback on ice time allocations.
- **Cimco Refrigeration:** Reviewed design plans for the new plant. Construction is scheduled to begin at season's end, with completion targeted for August 2026.
- **Global Sports Resources:** Conducted measurements of the Jumbotron for potential protective netting to accommodate lacrosse in Arena 1.
- **Truth and Reconciliation Day:** Commended the Sports & Events Coordinator and FCSS staff for organizing a meaningful community walk and film screening on September 30.

October Highlights

- **Staffing Plan Review:** Ongoing adjustments to the Eagle Builders Centre (EBC) staffing plan are underway to better align with operational needs.
- **Jr. A Bulldogs Season Opener:** The Bulldogs launched their season with a thrilling home game against the Salmon Arm Silverbacks. The rink atmosphere was electric, with 1,080 patrons filling the stands.
- **Ice Time Scheduling:** Work continues to finalize annual schedules. A review of ice time allocations is planned to ensure all user groups are supported and resources optimized.
- **Cimco Refrigeration Project:** Measurements and configuration reviews are in progress for the new plant scheduled for installation next spring. The goal is seamless integration into EBC's back-of-house operations.
- **Truth and Reconciliation Day:** On September 30, the Sports & Events Coordinator and FCSS staff organized a meaningful community walk and film screening, creating space for reflection and dialogue.
- **Staffing Update:** Facility Foreman Brent McAuley is recovering from a stroke. In the interim, Operator 3 Jesse Fischer will assume Brent's responsibilities, ensuring continuity of operations.
- **Light Up Blackfalds Preparations:** Staff met to finalize logistics for the November 21 event at Tayles Spray Park, including vendor coordination, volunteer assignments, and event timelines.
- **Kids Monster Bash:** The October 25 event at the Community Centre was a success, featuring a magician, candy buffet, costume contest, games, and giveaways.

November Highlights

- **Shared Staffing Proposal:** Exploring approval of a cross-functional staffing arrangement with Economic Development for summer 2026. The position would support tourism initiatives, community events, and conduct economic impact studies. Costs will be shared proportionally between departments.
- **Arena Lighting Upgrades:** Ordered two new fixtures for Arena 1 at the Eagle Builders Centre (EBC) to replace failing units. Switch Lighting technicians are assessing the faulty lights and providing recommendations.
- **Pro Wrestling Event:** Discussions underway with a Calgary-based company (Hart Family) to host a professional wrestling event at EBC on June 7. Updates will follow as plans progress.
- **Lighting Retrofit:** ACI Architecture has provided specifications for a retrofit project in Arena 1 to replace burnt-out fixtures.
- **Light Up Blackfalds Preparations:** Park staff are finalizing the lighting display at Tayles Park. New features will be showcased, while older displays are being relocated along the trail toward the Food Bank.
- **Event Sponsorship:** Secured sponsorship from Stantec for Light Up Blackfalds. As in previous years, 50% of proceeds will benefit the local food bank.
- **Provincial Championship Bid:** Submitted a bid to Hockey Alberta to host the 2026 Midget B Provincial Championship. Awaiting confirmation.
- **Lacrosse Expansion:** Met with Blackfalds and Central Alberta Lacrosse leadership to discuss Arena 1 usage and the addition of Junior B Tier 1 and female Junior teams. Arena 2 was praised as the best floor in Central Alberta. Agreement reached to host U7 and U9 teams in Arena 1 after May 3 or once the Bulldogs' season concludes.
- **Capital Projects:** Presented two proposals on November 10 — a new ball diamond at Sterling Park and protective netting for the EBC Jumbotron.
- **Light Up Blackfalds Success:** This year's event drew approximately 1,000 attendees and achieved 17,558 views on Facebook, marking record engagement.