

**TOWN OF CALMAR REGULAR COUNCIL MEETING TO BE HELD  
VIRTUALLY ON FEBRUARY 07, 2022, COMMENCING  
AT 7:00 PM  
GoToMeeting  
Public Access Code: 211-016-493**

**AGENDA**

<u>CODE</u>	<u>ITEM</u>	<u>SOURCE</u>
	1.	<b>Call to Order</b>
	2.	<b>Adoption of Agenda</b>
	3.	<b>Public Hearings - None</b>
	4.	<b>Delegations - None</b>
	5.	<b>Adoption of Minutes</b> a) Regular Council Meeting – January 17, 2022 b) Special Meeting of Council – January 22, 2022 c) Special Meeting of Council – January 29, 2022
	6.	<b>Unfinished Business - None</b>
	7.	<b>Bylaws or Policies</b> a) Acting CAO Anderson RFD – Bylaw #2022-07 – Chief Administrative Officer Bylaw b) DCS Welsh RFD– Bylaw #2022-04 – Temporary Borrowing c) DCS Welsh RFD – Bylaw #2022-05 – Borrowing Bylaw ATB Mastercard d) DCS Welsh RFD – Bylaw #2022-06 – EFT Transfer
	8.	<b>New Business</b> a) DCS Welsh RFD – Farm Safety Centre – Donation Request b) DPW Melesko – Bulk Water Station Letter of Intent c) DCS Welsh RFD – 48A Avenue Asphalt Work d) Budget Meeting Session 1 & 2 Follow Up
	9.	<b>Financial – None</b>
	10.	<b>Department Reports - None</b>
	11.	<b>Council and Committee Reports</b> a) Mayor Carnahan b) Councillor Benson c) Councillor Faulkner d) Councillor Gardner e) Councillor McKeag Reber
	12.	<b>Action Items</b> a) 2022 Action Items as at February 4 <sup>th</sup> , 2022
	13.	<b>Correspondence</b> a) CRSWSC Regular Meeting Minutes – January 20, 2022 – Draft b) EMS System Pressure and Mitigation Plan Memo c) WiMacTel Canada - Removal of Payphone from Fas Gas d) AER Directive 56 – Proposed Facility Addition Project Information Notification Letter e) Filipino Newcomer Youth f) Recreation Board January Minutes g) Black Gold School Division January 2022 Board Highlights h) Leduc Regional Housing Foundation – December 2 <sup>nd</sup> , 2021 Board Meeting Minutes
	14.	<b>Clarification of Agenda Business – (Open mic)</b>
	15.	<b>Closed Session</b> a) Personnel - (Pursuant to Section 24(1)(b)(i) of the Freedom of Information and Protection of Privacy Act).
	16.	<b>Adjournment</b>

**REGULAR MEETING OF COUNCIL  
OF THE TOWN OF CALMAR WAS HELD VIRTUALLY  
ON MONDAY JANUARY 17, 2022**

Access Code: 211-016-493

1. **CALL TO ORDER:** Mayor Carnahan called the Regular Council Meeting of January 17, 2022, to order at the hour of 7:04 pm.

**PRESENT:** Mayor Carnahan, Councillors Gardner, Faulkner, Benson, McKeag Reber, Acting CAO Anderson

2. **ADOPTION OF AGENDA:**

*Moved by* Councillor Gardner that the agenda is hereby adopted as presented.

**CARRIED  
R-22-01-0012**

3. **PUBLIC HEARINGS: None**

4. **DELEGATIONS:**

- a) MLA Mark Smith

Mayor Carnahan thanked Mr. Smith for his presentation, the time being 7:35 pm.

5. **ADOPTION OF MINUTES:**

- a) **Regular Council Meeting** – December 20, 2021

*Moved by* Councillor Faulkner that the minutes of the Regular Council Meeting, of December 20, 2021, are hereby approved as presented.

**CARRIED  
R-22-01-0013**

- b) **Committee of the Whole** – January 10, 2022

*Moved by* Councillor McKeag Reber that the minutes of the Committee of the Whole Meeting, of January 10, 2022, are hereby approved as presented.

**CARRIED  
R-22-01-0014**

6. **UNFINISHED BUSINESS: None**

7. **BYLAWS or POLICIES:**

- a) Bylaw #2021-31 – Subdivision Development & Appeal Regional Board

*Moved by* Councillor Gardner that Bylaw #2021-31 is hereby given second reading.

**CARRIED  
R-22-01-0015**

*Moved by* Mayor Carnahan that Bylaw #2021-31 is hereby given third reading.

**CARRIED  
R-22-01-0016**

**REGULAR MEETING OF COUNCIL  
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b) Policy #2022-031 – Long Term Service Awards & Retirement Policy – Amendment

*Moved by* Councillor Gardner that Council pass a motion to adopt Policy #2022-031 as amended and furthermore bring the policy to Committee of the Whole for further review in the fall.

**CARRIED  
R-22-01-0017**

c) Bylaw Enforcement Bylaw & Policy

*Moved by* Councillor Faulkner that Bylaw #2022-01 is hereby given first reading.

**CARRIED  
R-22-01-0018**

*Moved by* Councillor McKeag Reber that Bylaw #2022-01 is hereby given second reading.

**CARRIED  
R-22-01-0019**

*Moved by* Councillor Benson that permission is hereby granted for the presentation of Bylaw #2022-01 for all three readings at this meeting.

**CARRIED  
R-22-01-0020**

*Moved by* Councillor Gardner that Bylaw #2022-01 is hereby given third reading.

**CARRIED  
R-22-01-0021**

*Moved by* Councillor Faulkner that Policy #2022-094, Bylaw Enforcement Policy, is hereby adopted as presented and furthermore bring back to a Committee of the Whole meeting in late fall.

**CARRIED  
R-22-01-0022**

d) Tax Penalty Bylaw

*Moved by* Councillor Gardner that Bylaw #2022-03 is hereby given first reading.

**CARRIED  
R-22-01-0023**

*Moved by* Councillor Benson that Bylaw #2022-03 is hereby given second reading.

**CARRIED  
R-22-01-0024**

*Moved by* Councillor McKeag Reber that permission is hereby granted for the presentation of Bylaw #2022-03 for all three readings at this meeting.

**CARRIED  
R-22-01-0025**

*Moved by* Councillor Faulkner that Bylaw #2022-03 is hereby given third reading.

**CARRIED  
R-22-01-0026**

**REGULAR MEETING OF COUNCIL  
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- e) Parkland Community Planning Bylaw

*Moved by* Mayor Carnahan that Bylaw #2022-02 is hereby given first reading.

**CARRIED  
R-22-01-0027**

*Moved by* Councillor Gardner that Bylaw #2022-02 is hereby given second reading.

**CARRIED  
R-22-01-0028**

*Moved by* Councillor McKeag Reber that permission is hereby granted for the presentation of Bylaw #2022-02 for all three readings at this meeting.

**CARRIED  
R-22-01-0029**

*Moved by* Councillor Benson that Bylaw #2022-02 is hereby given third reading.

**CARRIED  
R-22-01-0030**

*Moved by* Councillor Faulkner that Council authorize the engagement of Parkland Community Planning Services for the Town of Calmar planning and development role in 2022 and furthermore, incorporate the fees into the professional services portion of the 2022 budget and reduce the employee portion accordingly.

**CARRIED  
R-22-01-0031**

*Moved by* Councillor McKeag Reber that Council take a short recess.

**CARRIED  
R-22-01-0032**

Regular Meeting of Council reconvened at 8:44pm

**8. NEW BUSINESS:**

- a) Voltarix Group – Request for Letter of Support

*Moved by* Councillor Faulkner that Council move to authorize Administration to draft a letter from the Office of the Mayor in support of Voltarix's Creekside Solar project.

**CARRIED  
R-22-01-0033**

- b) Canadian Code of Volunteer Involvement

*Moved by* Councillor McKeag Reber that Council move to adopt the Canadian Code for Volunteer Involvement as an integral part of operational practice, to be made known to every employee and volunteer, and to be made readily available to every staff member and volunteer for consistent reference and consultation.

**CARRIED  
R-22-01-0034**

- c) Park Naming

*Moved by* Councillor Faulkner that the Town formally names the park inclusive of the ball diamonds as the Calmar Recreational Grounds.

**CARRIED  
R-22-01-0035**

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- d) Canadian Fibre Optics – Letter of Intent

*Moved by* Councillor Benson that Council move to authorize administration to open the project using funds from reserve and enter into agreements as required and furthermore apply 2022 & 2023 MSI funding to any part of the project that qualifies.

**CARRIED  
R-22-01-0036**

**9. FINANCIAL**

- a) Monthly Financial Report

*Moved by* Councillor Faulkner that the monthly financial report, is hereby accepted as information.

**CARRIED  
R-22-01-0037**

**10. DEPARTMENT REPORTS: None**

*Moved by* Mayor Carnahan that the department reports from the agenda are replaced with an annual report, and furthermore that the strategic plan action list be brought to the Committee of the Whole for a quarterly review.

**CARRIED  
R-22-01-0038**

**11. COUNCIL AND COMMITTEE REPORTS:**

- a) Mayor Carnahan
- b) Councillor Benson
- c) Councillor Faulkner
- d) Councillor Gardner
- e) Councillor McKeag Reber

*Moved by* Councillor Faulkner that the Council Reports are hereby accepted as information.

**CARRIED  
R-22-01-0039**

**12. ACTION ITEM:**

- a) Action Items as at January 13, 2022

*Moved by* Councillor Gardner that the Action Items are hereby accepted as information.

**CARRIED  
R-22-01-0040**

**13. CORRESPONDENCE:**

- a) Leduc & District Food Bank Association – Thank You for Your Support
- b) Community Services Master Planning Committee Minutes – August & October 2021
- c) Calmar Youth Council Minutes – December 2021
- d) Recreation Board Minutes – December 2021
- e) Town of Tofield – Adolescent Vaccine Provision
- f) Co-operatives First – Hometown Advantage
- g) Leduc County Alternate Advertising Bylaw

*Moved by* Councillor Faulkner that the correspondence is hereby accepted as information.

**CARRIED  
R-22-01-0041**

**14. CLARIFICATION OF AGENDA BUSINESS – (Open mic)**

**REGULAR MEETING OF COUNCIL  
OF THE TOWN OF CALMAR WAS HELD VIRTUALLY  
ON MONDAY JANUARY 17, 2022**

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**15. CLOSED SESSION:**

- a) **Personnel** - (Pursuant to Section 24(1)(b)(i) of the Freedom of Information and Protection of Privacy Act).

*Moved by* Councillor Faulkner that the Regular Council Meeting temporarily adjourn, and Council sit in Closed Session at this time being 9:50 pm and furthermore extend the meeting to past 10:00pm.

**CARRIED  
R-22-01-0042**

Acting CAO Anderson remained in the virtual meeting for the Closed Session.

*Moved by* Councillor McKeag Reber that the Regular Council Meeting reconvene from Closed Session at this time being 10:05 pm.

**CARRIED  
R-22-01-0043**

**16. ADJOURNMENT:**

The Regular Council Meeting adjourned at 10:09 pm.

These minutes signed this 7<sup>th</sup> day of February 2022.

\_\_\_\_\_  
Mayor Carnahan

\_\_\_\_\_  
Acting CAO Anderson

SPECIAL MEETING OF COUNCIL TO BE HELD  
VIRTUALLY ON JANUARY 22, 2022  
COMMENCING AT 10:00AM  
GoToMeeting  
Public Access Code: 738-393-413

1. **CALL TO ORDER:** Mayor Carnahan called the Special Meeting of Council of January 22, 2022, to order at the hour of 10:00 am.

**PRESENT:** Mayor Carnahan, Councillors Gardner, Faulkner, Benson, McKeag Reber, Acting CAO Anderson

2. **ADOPTION OF AGENDA:**

*Moved by* Councillor Gardner that the agenda is hereby adopted as presented.

**CARRIED**  
**R-22-01-0044**

Recess @ 11:30  
Return @ 11:36

3. **FINANCIAL:**

- a) Session One of Six – 2022 – 2025 Operating Budget

*Moved by* Councillor Benson that the budget numbers as discussed be incorporated into the 2022 - 2025 budget for final consideration.

**CARRIED**  
**R-22-01-0045**

4. **ADJOURNMENT:**

The Special Council Meeting adjourned at 12:53 pm.

These minutes signed this 7<sup>th</sup> day of February 2022.

\_\_\_\_\_  
Mayor Carnahan

\_\_\_\_\_  
Acting CAO Anderson

SPECIAL MEETING OF COUNCIL TO BE HELD  
VIRTUALLY ON JANUARY 29, 2022  
COMMENCING AT 10:00AM  
GoToMeeting  
Public Access Code: 738-393-413

1. **CALL TO ORDER:** Mayor Carnahan called the Special Meeting of Council of January 29, 2022, to order at the hour of 10:00 am.

**PRESENT:** Mayor Carnahan, Councillors Gardner, Faulkner, Benson, Acting CAO Anderson, Community Services Manager King, Community Services Programmer Thomas

**REGRETS:** Councillor McKeag Reber

2. **ADOPTION OF AGENDA:**

*Moved by* Councillor Gardner that the agenda is hereby adopted as presented.

**CARRIED**  
**R-22-01-0046**

Recess @ 11:41  
Return @ 11:46

3. **FINANCIAL:**

- a) Session Two of Six – 2022 – 2025 Operating Budget

*Moved by* Councillor Benson that the budget numbers as discussed be incorporated into the 2022 - 2025 budget for final consideration.

**CARRIED**  
**R-22-01-0047**

Councillor McKeag Reber has joined the session, the time being 1:05pm.

4. **CLOSED SESSION:**

- a) Personnel - (Pursuant to Section 24(1)(b)(i) of the Freedom of Information and Protection of Privacy Act).

*Moved by* Councillor Gardner that the Special Meeting of Council temporarily adjourn, and Council sit in Closed Session at this time being 1:07pm.

**CARRIED**  
**R-22-01-0048**

Acting CAO Anderson left the session, the time being 1:08 pm.

Acting CAO Anderson rejoined the Closed Session, the time being 2:20pm.

*Moved by* Councillor Faulkner that the Special Meeting of Council reconvene from Closed Session at this time being 2:29pm.

**CARRIED**  
**R-22-01-0049**



SPECIAL MEETING OF COUNCIL TO BE HELD  
VIRTUALLY ON JANUARY 29, 2022  
COMMENCING AT 10:00AM  
GoToMeeting  
Public Access Code: 738-393-413

*Moved by* Councillor McKeag Reber to establish a CAO recruitment Committee, with the Mayor Carnahan and Councillors Gardner and McKeag Reber, and furthermore authorize administration to bring the CAO Bylaw to the February 07, 2022 Regular Meeting of Council for revision.

**CARRIED**  
**R-22-01-0050**

**5. ADJOURNMENT:**

The Special Council Meeting adjourned at 2:37pm.

These minutes signed this 7<sup>th</sup> day of February 2022.

\_\_\_\_\_  
Mayor Carnahan

\_\_\_\_\_  
Acting CAO Anderson

Un-Approved Minutes



## Town of Calmar

### Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	February 7 <sup>th</sup> 2022
Originated By:	Acting Chief Administrative Officer, Anderson
Title:	Chief Administrative Officer Bylaw 2022-07
Approved By:	Acting Chief Administrative Officer, Anderson
Agenda Item Number:	7 A

#### **BACKGROUND/PROPOSAL:**

Council is responsible for the establishment of a Chief Administrative Officer bylaw as per the Municipal Government Act.

##### **Establishment of chief administrative officer**

**205(1)** Every council must establish by bylaw a position of chief administrative officer.

**(2)** Every council must appoint one or more persons to carry out the powers, duties and functions of the position of chief administrative officer.

**(3)** If more than one person is appointed, the council must by bylaw determine how the powers, duties and functions of the position of chief administrative officer are to be carried out.

**(4)** Council may give the position of chief administrative officer any title the council considers appropriate.

**(5)** Council must ensure that the chief administrative officer appropriately performs the duties and functions and exercises the powers assigned to the chief administrative officer by this or any other enactment or by council.

RSA 2000 cM-26 s205;2015 c8 s21

The Town appointed an Acting CAO November 30<sup>th</sup> at the time of the acceptance of resignation of the previous CAO. Council has decided to begin the search for a permanent replacement and has decided to update the CAO Bylaw as part of the process.

#### **DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

•

**Option 1** - Give the bylaw all three reads in four motions.

- Move that Bylaw #2022-07 is hereby given first reading.
- Move that Bylaw #2022-07 is hereby given second reading.



- Move that permission is hereby granted for the presentation of Bylaw #2022-07 for all three readings at this meeting.
- Move that Bylaw #2022-07 is hereby given third reading.

**Option 2** - Give the bylaw first read and advertise on the Town's media platforms for feedback. Once advertised, bring back to Council along with feedback to the next regular meeting of Council.

- Move that Bylaw #2022-07 is hereby given first reading.
- Move that Bylaw #2022-07 is advertised on the Town electronic media outlets and brought back to the next regular meeting of Council with feedback for further consideration.

**Option 3** - Move to refer Bylaw #2022-07 back to Administration for more information and bring revisions to the next regular meeting of Council.

**COSTS/SOURCE OF FUNDING (if applicable)**

**RECOMMENDED ACTION:**

**TOWN OF CALMAR  
BYLAW #2008-13**

**A BYLAW OF THE TOWN OF CALMAR, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE POSITION OF CHIEF ADMINISTRATIVE OFFICER.**

**WHEREAS** Section 205 of the Municipal Government Act, S.A 2000, Chapter M-26, and amendments thereto, provides that Council must, by bylaw, establish the position of Chief Administrative Officers;

**NOW THEREFORE** the council of the Town of Calmar, in the Province of Alberta, duly assembled, enacts as follows:

1. This Bylaw shall be referred as the “Chief Administrative Officer Bylaw.”

**Definitions:**

2. In this Bylaw:

- a) “Act” shall mean the Municipal Government Act, S.A. 2000, c M-26, and amendment thereto.
- b) “Council” shall mean the Council of the Town of Calmar acting as a duly assembled meeting thereof.
- c) “Designated Officer” shall mean a designated officer within the meaning of the Municipal Government Act.
- d) “Directors” shall mean designated officers appointed, pursuant to designated officer bylaw, to enforce the provisions of the Act or any other enactment or bylaw.
- e) “Town” shall mean the Municipal Corporation of the Town of Calmar.

**Appointments:**

3. The position of Chief Administrative Officer is hereby established and the individual appointed to that position shall have the title “Town Manager.”

4. Council shall, by resolution, appoint the person to serve as Town Manager and prescribe the terms and conditions of employment.

5. The Town Manager shall appoint an Acting Town Manager to act during absences of the Town Manager.

6. The Town Manager may, pursuant to Section 209 of the Act, designate any of the powers, duties and functions of the Town Manager, under the Act or any other enactment or bylaw, to a designated officer or an employee of the Town.

7. Council may, by resolution, appoint and prescribe the duties of an Acting Town Manager where there exists a vacancy in the position.

**Responsibility and Authority:**

8. The Town Manager shall carry out any and all of the executive and administrative powers, duties and functions assigned to the Town Manager under the Act, or any other enactment or bylaw and any and all powers, duties and functions delegated by Council.

9. The Town Manager is responsible to Council for the overall administration of Municipal operations of the Town in accordance with objectives, strategies, policies, and plans approved by Council and shall:



- a) Co-ordinate and direct presentations by Directors to Council on policy proposals and municipal operations making recommendations thereon where appropriate,
- b) Ensure that Council receives such information and reports as it requires to make effective policy decisions,
- c) Attend, or be represented by a delegate, at all meetings of Council or Council Committees and assist in the decision making process by providing advice, guidance and consultation as required.
- d) Report to Council, when directed on the effectiveness of its policies and programs and recommend changes thereto to achieve Council's objectives,
- e) Co-ordinate, direct and supervise the implementation of the policies and programs of the Council,
- f) Communicate with the Mayor and Directors in the preparation of agendas for Council meetings,
- g) Enforce or cause to be enforced all bylaws and resolution of the Town,
- h) Maintain a manual of the policies of the Town and ensure that information concerning these policies are distributed to understood by affected personnel,
- i) Review the Town's organizational and departmental structure, annually, and if required, recommend to Council changes to improve operational effectiveness on efficiency,
- j) Cause the development of procedures concerning budget preparation and financial reporting of the Town's revenues and expenditures and ensure that appropriate explanations and substantiating information is provided to Council when necessary,
- k) Liaise with other local governments and provincial government when required,
- l) Ensure the prompt and proper handling by administration of all requests, enquiries and complaints by residents of the Town,
- m) Represent the Town at Boards, Commissions, Authorities, and other outside bodies when required,
- n) Perform other duties as may be required by Council.

Personnel Administrative:

10. The Town Manager shall have the authority to appoint, hire, promote, transfer, suspend, discipline and dismiss any and all Directors, Designated Officers and employees of the Town.

11. All Directors, Designated Officers, employees and agents of the Town are subject to the supervision and control of the Town Manager.

12. The Town Manager shall administer all employment policies and programs in regards to compensation and benefits for employees within adopted salary and wage grids and with consideration given to approved annual budgets.

13. Council shall provide the Town Manager with an annual written performance evaluation pursuant to Section 205.1 of the Act.

14. The Town Manager shall provide a written annual performance evaluation of all Directors of the Town and shall ensure that each Director provides an annual written evaluation for all subordinate employees within their department.

Expenditure Authority:

15. The Town Manager shall have the authority to expend funds pursuant to Section 248 of the Act and this authority shall include an expenditure for an emergency.

16. Individual general ledger account budgets may be exceeded provided that:

- a) The overall Departmental budget and the overall Municipal budget is not exceeded, or
- b) Council approves an expenditure for goods or services that was not included in the adopted budget.



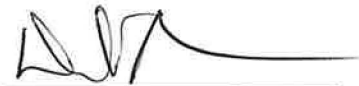
17. Bylaw #770 and amendments thereto are hereby repealed.

18. This Bylaw shall come into effect on the date it is passed,

Read a first time this 2<sup>nd</sup> day of See, 2008

Read a second time this 2<sup>nd</sup> day of Sep, 2008

Read a third time this 6<sup>th</sup> day of Oct., 2008



Mayor



Town Manager

**TOWN OF CALMAR  
BYLAW #2022-07**

**A BYLAW OF THE TOWN OF CALMAR, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE POSITION OF CHIEF ADMINISTRATIVE OFFICER.**

**WHEREAS** Section 205 of the Municipal Government Act, S.A 2000, Chapter M-26, and amendments thereto, provides that Council must, by bylaw, establish the position of Chief Administrative Officers;

**NOW THEREFORE** the council of the Town of Calmar, in the Province of Alberta, duly assembled, enacts as follows:

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- c) “Designated Officer” shall mean a designated officer within the meaning of the Municipal Government Act.
- d) “Directors” shall mean designated officers appointed, pursuant to designated officer bylaw, to enforce the provisions of the Act or any other enactment or bylaw.
- e) “Town” shall mean the Municipal Corporation of the Town of Calmar.

Appointments:

3. The position of Chief Administrative Officer is hereby established and the individual appointed to that position shall have the title “Chief Administrative Officer.”

4. Council shall, by resolution, appoint the person to serve as Chief Administrative Officer and prescribe the terms and conditions of employment.

5. The Chief Administrative Officer shall appoint an Acting Chief Administrative Officer to act during absences of the Chief Administrative Officer.

6. The Chief Administrative Officer may, pursuant to Section 209 of the Act, designate any of the powers, duties and functions of the Chief Administrative Officer, under the Act or any other enactment or bylaw, to a designated officer or an employee of the Town.

7. Council may, by resolution, appoint and prescribe the duties of an Acting Chief Administrative Officer where there exists a vacancy in the position.

Responsibility and Authority:

8. The Chief Administrative Officer shall carry out any and all of the executive and administrative powers, duties and functions assigned to the Chief Administrative Officer under the Act, or any other enactment or bylaw and any and all powers, duties and functions delegated by Council.

9. The Chief Administrative Officer is responsible to Council for the overall administration of Municipal operations of the Town in accordance with objectives, strategies, policies, and plans approved by Council and shall:

- a) Co-ordinate and direct presentations by Directors to Council on policy proposals and municipal operations making recommendations thereon where appropriate,
- b) Ensure that Council receives such information and reports as it requires to make effective policy decisions,
- c) Attend, or be represented by a delegate, at all meetings of Council or Council Committees and assist in the decision-making process by providing advice, guidance and consultation as required.
- d) Report to Council, when directed on the effectiveness of its policies and programs and recommend changes thereto to achieve Council's objectives,
- e) Co-ordinate, direct and supervise the implementation of the policies and programs of the Council,
- f) Communicate with the Mayor and Directors in the preparation of agendas for Council meetings,
- g) Enforce or cause to be enforced all bylaws and resolution of the Town,
- h) Maintain a manual of the policies of the Town and ensure that information concerning these policies are distributed to understood by affected personnel,
- i) Review the Town's organizational and departmental structure, annually, and if required, recommend to Council changes to improve operational effectiveness on efficiency,
- j) Cause the development of procedures concerning budget preparation and financial reporting of the Town's revenues and expenditures and ensure that appropriate explanations and substantiating information is provided to Council when necessary,
- k) Liaise with other local governments and provincial government when required,
- l) Ensure the prompt and proper handling by administration of all requests, enquiries, and complaints by residents of the Town,
- m) Represent the Town at Boards, Commissions, Authorities, and other outside bodies when required,
- n) Perform other duties as may be required by Council.

Personnel Administrative:

10. The Chief Administrative Officer shall have the authority to appoint, hire, promote, transfer, suspend, discipline, and dismiss any and all Directors, Designated Officers and employees of the Town.

11. All Directors, Designated Officers, employees, and agents of the Town are subject to the supervision and control of the Chief Administrative Officer.

12. The Chief Administrative Officer shall administer all employment policies and programs in regard to compensation and benefits for employees within adopted salary and wage grids and with consideration given to approved annual budgets.

13. Council shall provide the Chief Administrative Officer with an annual written performance evaluation pursuant to Section 205.1 of the Act.

14. The Chief Administrative Officer shall provide a written annual performance evaluation of all Directors of the Town and shall ensure that each Director provides an annual written evaluation for all subordinate employees within their department.

Expenditure Authority:

15. The Chief Administrative Officer shall have the authority to expend funds pursuant to Section 248 of the Act and this authority shall include an expenditure for an emergency.

16. Individual general ledger account budgets may be exceeded provided that:

- a) The overall Departmental budget and the overall Municipal budget is not exceeded, or
- b) Council approves an expenditure for goods or services that was not included in the adopted budget.



17. Bylaw #2008-13 and amendments thereto are hereby repealed.

18. This Bylaw shall come into effect on the date it is passed,

Read a first time this 7<sup>th</sup> day of February 2022

Read a second time this 7<sup>th</sup> day of February 2022

Read a third time this 7<sup>th</sup> day of February 2022

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Mayor

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Chief Administrative Officer



**Town of Calmar**

Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	February 7 <sup>th</sup> , 2022
Originated By:	Director of Corporate Services Welsh
Title:	Bylaw 2022-04 – Temporary Borrowing Bylaw
Approved By:	Acting CAO Anderson
Agenda Item Number:	

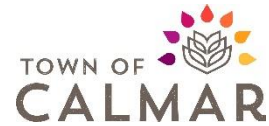
**BACKGROUND/PROPOSAL:**

Section 251 and 256 of the Municipal Government Act reads as follows:

- 251 (1) A municipality may only make a borrowing if the borrowing is authorized by a borrowing bylaw.
- (2) A borrowing bylaw must set out
  - (a) the amount of money to be borrowed and, in general terms, the purpose for which the money is borrowed;
  - (b) the maximum rate of interest, the term and the terms of repayment of the borrowing;
  - (c) the source or sources of money to be used to pay the principal and interest owing under the borrowing.
- (3) A borrowing bylaw must be advertised.

- 256 (1) This section applies to a borrowing made for the purpose of financing operating expenditures.
- (2) The amount to be borrowed, together with the unpaid principal of other borrowings made for the purpose of financing operating expenditures, must not exceed the amount the municipality estimates will be raised in taxes in the year the borrowing is made.
- (3) A borrowing bylaw that authorizes the borrowing does not have to be advertised if the term of the borrowing does not exceed 3 years.

In the event that the 2022 Operating expenditures for the Town of Calmar exceeds the revenue available for payment of YTD expenditures, due to the timing of taxation revenue collection, and the Town of Calmar utilizes the Credit Facility # 1-Operating Credit Facility (Revolving) as per the current banking agreement with the Alberta Treasury Branch, there would be the requirement



to have a Temporary Borrowing Bylaw approved as per Section 256 of the Municipal Government Act.

The current unpaid operating principal for the Town of Calmar as of January 1, 2022, is zero. Historically, the Town of Calmar has not utilized the operating line of credit and the Temporary Borrowing bylaw is passed annually as a formality should the need to utilize arise.

Administration presents the attached draft Bylaw 2022-04 Temporary Borrowing to Council.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

**Option 1:**

1. Council gives first reading to Bylaw 2022-04 – Temporary Borrowing Bylaw
2. Council gives second reading to Bylaw 2202-04 – Temporary Borrowing Bylaw
3. Council gives unanimous consent to give third reading to Temporary Borrowing Bylaw 2202-04
4. Council gives third reading to Bylaw 2202-04 – Temporary Borrowing Bylaw.

**Option 2:**

5. Council gives first reading to Bylaw 2022-04 – Temporary Borrowing Bylaw
6. Council gives second reading to Bylaw 2202-04 – Temporary Borrowing Bylaw
7. Council direct administration to present Bylaw 2202-04 -Temporary Borrowing at the February 21 Regular Council Meeting for 3<sup>rd</sup> reading.

**COSTS/SOURCE OF FUNDING (if applicable)**

N/A

**RECOMMENDED ACTION:**

Council proceeds with Option 1 above.

**TOWN OF CALMAR**  
**BYLAW 2022-04**  
**TEMPORARY BORROWING**

**THIS BYLAW AUTHORIZES THE COUNCIL OF THE TOWN OF CALMAR TO INCUR INDEBTEDNESS TO MEET CURRENT EXPENDITURES OF THE MUNICIPALITY.**

**WHEREAS:** The Council of The Town of Calmar has decided to issue a bylaw pursuant to Section 256 of the Municipal Government Act to borrow for the purpose of financing operating expenditures.

**WHEREAS:** The Council of the Town of Calmar deems it necessary to borrow from time to time on a revolving basis during the year a sum or sums not exceeding the maximum principal amount of Three Million Two Hundred and Twenty-Four Dollars (\$3,224,000) at any one time to meet the operating expenditures of the municipality.

**WHEREAS:** The principal amount of the outstanding operating debt of the Town of Calmar at December 31, 2021 is zero.

**NOW THEREFORE,** the Council of the Town of Calmar, in the Province of Alberta, duly assembled enacts and approves the request to establish an operating line of credit; and

That the Council of the Town of Calmar does borrow from time to time, on a revolving basis, a sum not exceeding Three Million Two Hundred and Twenty-Four thousand (\$3,224,000) from the ATB Financial on the credit and security of the municipality at large, of which the full sum is to be paid by the municipality at large.

1. The proper officers of the Town of Calmar are hereby authorized to issue debt on behalf of the municipality for the amount and purpose as authorized by this bylaw, namely the revolving operating line of credit.
2. The municipality shall repay the indebtedness according to the terms and the rates outlined in the current banking agreement of the municipality.
3. The Municipality shall levy and raise in each year municipal taxes sufficient to pay the indebtedness.
4. The indebtedness shall be contracted on the credit and security of the municipality.
5. Bylaw 2021-01 is hereby rescinded.
6. This bylaw comes into effect on January 1, 2022.

READ a first time this 7th day of February 2022

READ a second time this 7th day of February 2022

READ a third time, by unanimous consent, this 7th day of February 2022.

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Mayor

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Chief Administrative Officer (Acting)

This Bylaw signed this 7th day of February 2022.



**Town of Calmar**

Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	February 7 <sup>th</sup> , 2022
Originated By:	Director of Corporate Services Welsh
Title:	Bylaw 2022-05 – Business Mastercard Guarantee
Approved By:	Acting CAO Anderson
Agenda Item Number:	

**BACKGROUND/PROPOSAL:**

Section 251 and 256 of the Municipal Government Act reads as follows:

- 251 (1) A municipality may only make a borrowing if the borrowing is authorized by a borrowing bylaw.
- (2) A borrowing bylaw must set out
  - (a) the amount of money to be borrowed and, in general terms, the purpose for which the money is borrowed;
  - (b) the maximum rate of interest, the term and the terms of repayment of the borrowing;
  - (c) the source or sources of money to be used to pay the principal and interest owing under the borrowing.
- (3) A borrowing bylaw must be advertised.

- 256 (1) This section applies to a borrowing made for the purpose of financing operating expenditures.
- (2) The amount to be borrowed, together with the unpaid principal of other borrowings made for the purpose of financing operating expenditures, must not exceed the amount the municipality estimates will be raised in taxes in the year the borrowing is made.
- (3) A borrowing bylaw that authorizes the borrowing does not have to be advertised if the term of the borrowing does not exceed 3 years.

In the event that the 2022 Operating expenditures for the Town of Calmar exceeds the revenue available for payment of YTD expenditures, due to the timing of taxation revenue collection, and the Town of Calmar utilizes the Credit Facility # 2-Alberta Business Card Mastercard -\$37,000 as per the current banking agreement with the Alberta Treasury Branch, there would be the



requirement to have a Temporary Borrowing Bylaw approved as per Section 256 of the Municipal Government Act.

The current unpaid operating principal for the Town of Calmar as of January 1, 2022, is zero. Historically, the Town of Calmar has not utilized the operating line of credit and the Business Mastercard Guarantee bylaw is passed annually as a formality should the need to utilize arise.

Administration presents the attached draft Bylaw 2022-05 Business Mastercard Guarantee to Council.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

**Option 1:**

1. Council gives first reading to Bylaw 2022-05 – Business Mastercard Guarantee
2. Council gives second reading to Bylaw 2202-05 – Business Mastercard Guarantee
3. Council gives unanimous consent to give third reading to Bylaw 2205 – Business Mastercard Guarantee
4. Council gives third reading to Bylaw 2202-05 – Business Mastercard Guarantee

**Option 2:**

5. Council gives first reading to Bylaw 2022-05 – Business Mastercard Guarantee
6. Council gives second reading to Bylaw 2202-05 – Business Mastercard Guarantee
7. Council direct administration to present Bylaw 2202-05 – Business Mastercard Guarantee at the February 21 Regular Council Meeting for 3<sup>rd</sup> reading.

**COSTS/SOURCE OF FUNDING (if applicable)**

N/A

**RECOMMENDED ACTION:**

Council proceeds with Option 1 above.

**TOWN OF CALMAR  
BYLAW 2022-05  
BUSINESS MASTERCARD GUARANTEE**

**WHEREAS** the Council of the Town of Calmar (hereafter called the “Corporation”) in the Province of Alberta, considers it necessary to borrow certain sums of money for the purpose of Business MasterCard to meet current expenditures of the Corporation for its financial year commencing January 1<sup>st</sup>, 2022.

**NOW THEREFORE** pursuant to the provisions Municipal Government Act, it is hereby enacted by the Council of the Corporation as a By-law that:

1. The Corporation borrow from the Alberta Treasury Branches (“ATB”) up to the principal sum of \$37,000.00 repayable upon demand at a rate of interest and terms as outlined in the current banking agreement of the municipality.
2. The Mayor and Chief Administrative Officer are authorized for and on behalf of the Corporation.
  - a) to apply to the ATB for the aforesaid loan to the Corporation; and to arrange with ATB the amount of the loan to be given to ATB;
  - b) as security for any money borrowed from ATB
    - (i) to execute promissory notes and other negotiable instruments or evidences of debt for such loans and renewals of all such promissory notes and other negotiable instruments or evidences of debts;
    - (ii) to give or furnish to ATB all such securities and promises as ATB may require to secure repayment of such loans and interest thereon; and
    - (iii) to execute all security agreements, hypothecations, debentures, charges, pledges, conveyances, assignments and transfers to and in favor of ATB of all or any property, real or personal, moveable or immovable, now or hereafter owned by the Corporation or in which the Corporation may have any interest, and any other documents or contracts necessary to give or to furnish to ATB the security or securities or securities required by it.
3. The source or sources of money to be used to repay the principal and interest owing under the borrowing from ATB are;
  - (i) As security for payment of money borrowed hereunder, the Corporation hereby charges to and in favor of the Alberta Treasury Branches the whole of the municipal taxes levied or to be levied by the Corporation and all other money due to the Corporation, and the Mayor and Chief Administrative Officer of the Corporation are hereby authorized on behalf and in the name of the Corporation to execute and deliver to the Alberta Treasury Branches such security documents as Alberta Treasury Branches may require in relation to the foregoing charge.
  - (ii) The said charge shall be collateral to the obligation of the Corporation to repay with interest all sums borrowed from the Alberta Treasury Branches, and the Alberta Treasury Branches shall not be bound to recover any such taxes, requisitions or other monies before being entitled to payment from the Corporation.
4. The amount to be borrowed and the term of the loan will not exceed any restrictions set forth in the Municipal Government Act.

**TOWN OF CALMAR  
BYLAW 2022-05  
BUSINESS MASTERCARD GUARANTEE**

5. In the event that the Municipal Government Act permits extension of the term of the loan and in the event the Council of the Corporation decides to extend the loan and ATB is prepared to extend the loan, any renewal or extension, bill, debenture, promissory note, or other obligation executed by the officers designated in paragraph 3 hereof and delivered to ATB will be valid and conclusive proof as against the Corporation of the decision of the Council to extend the loan in accordance with the terms of such renewal or extension, bill, debenture, promissory note, or other obligation, and ATB will not be bound to inquire into the authority of such officers to execute and deliver any such renewal, extension document or security.
6. This Bylaw comes into effect on January 1, 2022.
7. That Bylaw 2021-03 of the Town of Calmar in this regard is hereby rescinded.

READ a first time this 7<sup>th</sup> day of February 2022.

READ a second time this 7<sup>th</sup> day of February 2022.

READ a third time, by unanimous consent, this 7<sup>th</sup> day of February 2022.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer

This Bylaw signed this 7<sup>th</sup> day of February 2022.





**Town of Calmar**

Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	February 7 <sup>th</sup> , 2022
Originated By:	Director of Corporate Services Welsh
Title:	Bylaw 2022-06 – Electronic Funds Transfer Guarantee
Approved By:	Acting CAO Anderson
Agenda Item Number:	

**BACKGROUND/PROPOSAL:**

Section 251 and 256 of the Municipal Government Act reads as follows:

- 251 (1) A municipality may only make a borrowing if the borrowing is authorized by a borrowing bylaw.
  - (2) A borrowing bylaw must set out
    - (a) the amount of money to be borrowed and, in general terms, the purpose for which the money is borrowed;
    - (b) the maximum rate of interest, the term and the terms of repayment of the borrowing;
    - (c) the source or sources of money to be used to pay the principal and interest owing under the borrowing.
  - (3) A borrowing bylaw must be advertised.
- 
- 256 (1) This section applies to a borrowing made for the purpose of financing operating expenditures.
  - (2) The amount to be borrowed, together with the unpaid principal of other borrowings made for the purpose of financing operating expenditures, must not exceed the amount the municipality estimates will be raised in taxes in the year the borrowing is made.
  - (3) A borrowing bylaw that authorizes the borrowing does not have to be advertised if the term of the borrowing does not exceed 3 years.

In the event that the 2022 Operating expenditures for the Town of Calmar exceeds the revenue available for payment of YTD expenditures, due to the timing of taxation revenue collection, and the Town of Calmar utilizes the Credit Facility # 1-Operating Credit Facility (Revolving), as per the current banking agreement with the Alberta Treasury Branch, for the purpose of the Direct



Deposit payroll expenditure, there would be the requirement to have a Temporary Borrowing Bylaw approved as per Section 256 of the Municipal Government Act.

The current unpaid operating principal for the Town of Calmar as of January 1, 2022, is zero. Historically, the Town of Calmar has not utilized the operating line of credit and the Electronic Fund Transfer Guarantee bylaw is passed annually as a formality should the “just in case” situation arise.

Administration presents the attached draft Bylaw 2022-06 Electronic Fund Transfer Guarantee.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

**Option 1:**

1. Council gives first reading to Bylaw 2022-06 – Electronic Fund Transfer Guarantee
2. Council gives second reading to Bylaw 2202-06 – Electronic Fund Transfer Guarantee
3. Council gives unanimous consent to give third reading to Bylaw 2022-06 Electronic Fund Transfer Guarantee
4. Council gives third reading to Bylaw 2202-06 – Electronic Fund Transfer Guarantee

**Option 2:**

5. Council gives first reading to Bylaw 2022-06 – Electronic Fund Transfer Guarantee
6. Council gives second reading to Bylaw 2202-06 – Electronic Fund Transfer Guarantee
7. Council direct administration to present Bylaw 2202-06 – Electronic Fund Transfer Guarantee at the February 21 Regular Council Meeting for 3<sup>rd</sup> reading.

**COSTS/SOURCE OF FUNDING (if applicable)**

N/A

**RECOMMENDED ACTION:**

Council proceeds with Option 1 above.

**TOWN OF CALMAR  
BYLAW 2022-06  
ELECTRONIC FUND TRANSFER GUARANTEE**

**WHEREAS** the Council of the Town of Calmar (hereafter called the “Corporation”) in the Province of Alberta, considers it necessary to borrow certain sums of money for the purpose of Electric Fund Transfer for Direct Deposit Payroll.

**NOW THEREFORE** pursuant to the provisions of the Municipal Government Act, it is hereby enacted by the Council of the Corporation as a Bylaw that:

1. The Corporation borrow from the Alberta Treasury Branches (“ATB”) up to the principal sum of \$100,000.00 repayable upon demand at a rate of interest per annum not to exceed the Prime Lending Rate from time to time established by ATB, and such interest will be calculated daily and due and payable monthly on the last day of each and every month.
2. The Chief Elected Officer and Chief Administrative Officer are authorized for and on behalf of the Corporation.
  - a) to apply to the ATB for the aforesaid loan to the Corporation; and to arrange with ATB the amount, terms and conditions of the loan and security or securities to be given to ATB;
  - b) as security for any money borrowed from ATB
    - (i) to execute promissory notes and other negotiable instruments or evidence of debt for such loans and renewals of all such promissory notes and other negotiable instruments or evidence of debts.
    - (ii) to give or furnish to ATB all such securities and promises as ATB may require to secure repayment of such loans and interest thereon; and
    - (iii) to execute all security agreements, hypothecations, debentures, charges, pledges, conveyances, assignments and transfers to and in favor of ATB of all or any property, real or personal, moveable or immovable, now or hereafter owned by the Corporation or in which the Corporation may have any interest, and any other documents or contracts necessary to give or to furnish to ATB the security or securities or securities required by it.
3. The source or sources of money to be used to repay the principal and interest owing under the borrowing from ATB are:
  - (i) As security for payment of money borrowed hereunder, the Corporation hereby charges to and in favor of the Alberta Treasury Branches the whole of the taxes levied or to be levied by the Corporation and all other money due to the Corporation, and the Mayor and Chief Administrative Officer of the Corporation are hereby authorized on behalf and in the name of the Corporation to execute and deliver to the Alberta Treasury Branches such security documents as Alberta Treasury Branches may require in relation to the foregoing charge.
  - (ii) The said charge shall be collateral to the obligation of the Corporation to repay with interest all sums borrowed from the Alberta Treasury Branches, and the Alberta Treasury Branches shall not be bound to recover any such taxes, requisitions or other monies before being entitled to payment from the Corporation.
4. The amount to be borrowed and the term of the loan will not exceed any restrictions set forth in the Municipal Government Act.
5. In the event that the Municipal Government Act permits extension of the term of the loan and in the event the Council of the Corporation decides to extend the loan and ATB is prepared to extend the loan, any renewal or extension, bill, debenture,

**TOWN OF CALMAR  
BYLAW 2022-06  
ELECTRONIC FUND TRANSFER GUARANTEE**

promissory note, or other obligation executed by the officers designated in paragraph 3 hereof and delivered to ATB will be valid and conclusive proof as against the Corporation of the decision of the Council to extend the loan in accordance with the terms of such renewal or extension, bill, debenture, promissory note, or other obligation, and ATB will not be bound to inquire into the authority of such officers to execute and deliver any such renewal, extension document or security.

6. This Bylaw comes into force on January 1, 2022.
7. That Bylaw 2021-02 of the Town of Calmar in this regard is hereby rescinded.

READ a first time this 7<sup>th</sup> day of February 2022.

READ a second time this 7<sup>th</sup> day of February 2022.

READ a third time, by unanimous consent, this 7<sup>th</sup> day of February 2022.

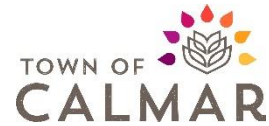
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Mayor

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Chief Administrative Officer (Acting)

This Bylaw signed this 7<sup>th</sup> day of February 2022.



## Town of Calmar

### Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	February 7 <sup>th</sup> , 2022
Originated By:	Director of Corporate Services Welsh
Title:	Request for Funding Farm Safety Centre
Approved By:	Acting CAO Anderson
Agenda Item Number:	

#### **BACKGROUND/PROPOSAL:**

Administration received the attached 3-page request for funding from the Alberta Farm Safety Centre.

Administration has attached a copy of the website presence as additional information for Council regarding the Alberta Farm Safety Centre. Please visit their website at [www.abfarmsafety.com](http://www.abfarmsafety.com) for additional information.

Historically, the Town of Calmar funded the Farm Safety Centre in 2014 and 2017 with a \$300 donation.

Administration did reach out to the local Agricultural Society to inquire if they were funding the program locally and were advised that they currently are not but the program sounded like an initiative they could support.

#### **DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

**Option 1:** Council receive the report for information

**Option 2:** Council authorize support of a donation to the Alberta Farm Safety Centre for a specified amount and direct Administration to forward a copy of the request to the local Agricultural Society for their consideration of funding to the Farm Safety Centre.

**Option 3:** Council direct Administration to forward a copy of the request to the local Agricultural Society for their consideration of funding to the Farm Safety Centre.

#### **COSTS/SOURCE OF FUNDING (if applicable)**

N/A

#### **RECOMMENDED ACTION:**

Council proceeds with Option 3 above.



## Town of Calmar

### Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	February 7 <sup>th</sup> , 2022
Originated By:	Director of Corporate Services Welsh
Title:	Request for Funding Farm Safety Centre
Approved By:	Acting CAO Anderson
Agenda Item Number:	

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**Option 3:** Council direct Administration to forward a copy of the request to the local Agricultural Society for their consideration of funding to the Farm Safety Centre.

#### **COSTS/SOURCE OF FUNDING (if applicable)**

N/A

#### **RECOMMENDED ACTION:**

Council proceeds with Option 3 above.



RECEIVED

JAN 25 2022

TOWN OF CALMAR - INT.

KB

265 East 400 South | Box 291 | Raymond | Alberta | T0K 2S0 | 403 752-4585 | www.abfarmsafety.com

Town of Calmar  
Box 750  
4901-50th Ave Calmar AB  
T0C 0V0

January 17, 2022

Dear Town of Calmar Town Manager,

The 2021-2022 school year is the 24<sup>th</sup> consecutive year of Safety Smarts delivery to children attending rural and remote elementary schools in Alberta. The generosity of many continues to make this unique farm safety extension effort possible and we are grateful for each and every dollar donated in support of the important outreach of our charitable organization.

As you know, this past year was filled with unique challenges related to the Covid pandemic. However, we have managed to keep both our Safety Smarts and our Sustainable Farm Families programs running albeit in a slightly different fashion than in previous years.

The Safety Smarts program has been adapted to allow for both virtual delivery via Zoom as well as safe face-to-face delivery in schools. Our Safety Smarts team has been well trained and fully equipped with all the necessary skills and tools to be able to successfully and safely deliver Safety Smarts presentations to rural elementary students across the province. In the 2021 calendar year, our Safety Smarts team delivered a total of 1,586 Safety Smarts presentations to 31,330 elementary students in 285 rural elementary schools across the province.

The Sustainable Farm Families program, also known as the Rural Health Initiative, is a newer program designed to promote health, well-being and safety to rural adults. In 2021, the Sustainable Farm Families program made significant adaptations to allow for one-on-one in-depth health assessments and personal education instead of the traditional group setting. This new approach has enabled us to safely deliver Rural Health Initiative workshops within the current Covid restrictions. More information about the Rural Health Initiative is attached. Please let us know if your organization would like to host a Rural Health Initiative workshop for families in your area.

You may also know, that in October of 2020, the Farm Safety Centre was informed by Government of Alberta representatives that ALL their involvement in and support of farm safety learning and extension would end in December 2020. True to their word, their departmental staff were laid off and online resources were withdrawn at the end of 2020. This has created a significant funding challenge for the Farm Safety Centre and other agriculture based charities in the province that care about the well-being of farmers and their families. To put into perspective, about 35% of our annual funding came from the GOA in the form of government grants designated for program delivery.

With this in mind, the Farm Safety Centre is hopeful that in 2022 your organization will consider supporting our extension efforts, as we continue the search for alternate funding partners. **As budget realities allow, we invite the Rural Communities in Alberta to consider a modest 2022 donation of \$150 - \$350.** If this does not work within your budget then a donation of any amount will be greatly appreciated.

As a charity registered with CRA, any donation in support of our mission is eligible for a charitable tax receipt.

Thank-you for your continued support,

Jordan Jensen | Executive Director  
Farm Safety Centre  
j.jensen@abfarmsafety.com

# Rural Health Initiative



Research into the state of rural health has identified several health and well-being disadvantages faced by rural people which negatively impact their quality of life. The Sustainable Farm Families Rural Health Initiative aims to remedy many of these disadvantages by providing rural Albertans who participate in this program with 3 annual, in-depth physical & mental health assessments. In addition to these health assessments, participants are educated about each aspect of the assessment to ensure they fully understand each of their measurements and know how to better manage their health and well-being. Those who participate in this program are only asked to commit 1 hour of their time each year over the course of the 3-year program.

The preventative approach used by the Sustainable Farm Families Rural Health Initiative takes seemingly healthy people living in rural communities and seeks to either uncover undiagnosed conditions or confirm their healthy status. Since 2014, the Farm Safety Centre has delivered over 135 SFF workshops to more than 1,300 participants across the province. Participant feedback from our external evaluations have identified that 97% of SFF participants felt the workshops were a good investment of their time and that 92% recommended the program to others.

## What you can expect in your one-on-one personal health assessment with our Registered Nurses:

- Blood Pressure
- Cholesterol
- Metabolic Age
- Visceral Fat
- Body Mass Index
- Muscle Mass
- Basal Metabolism
- Body Water Percentage
- Bone Density
- Mental Health Assessment
- Blood Sugar
- Diabetic Risk
- Triglyceride Levels
- Oxygen Saturation
- Eyesight

SFF workshops are currently being delivered in rural communities throughout Alberta. For more information about this program or to schedule a workshop for your community or organization please contact Keylan Kado. If you would like to register for an existing workshop in your community, please visit [www.abfarmsafety.com](http://www.abfarmsafety.com).

Keylan Kado | Program Manager  
Sustainable Farm Families™ Alberta  
[programs@abfarmsafety.com](mailto:programs@abfarmsafety.com)  
Office: (403) 752-4585 | Cell: (403) 330-3967



# SAFETY SMARTS

DELIVERY FOR THE 2021 CALENDAR YEAR

31,435  
STUDENTS



1,591  
PRESENTATIONS

285 SCHOOLS



PROGRAMS

RESOURCES

NEWS & EVENTS

ABOUT US



Connect With Us



CONTACT US

UPCOMING WORKSHOPS

# About Us

OUR VISION & MISSION

OUR HISTORY

ADMINISTRATION

BOARD OF DIRECTORS

SUPPORTERS

## Our Vision

To educate and empower rural Albertans to better manage their safety, health & well-being.

# Our Mission

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Collaborate with industry stakeholders to promote the safety and overall well-being of all rural individuals through effective safety and health education and training initiatives.



# Our History

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The Raymond & District Futures Society, operating as the Farm Safety Centre is a charitable organization promoting safe agricultural practices through the development and delivery of educational programs and materials to individuals of all ages throughout rural Alberta. Agriculture is a major industry in our province and farm families are its most important renewable resource.

Page 36 of 150

In 1991 our organization was incorporated under the Societies Act of Alberta.

Our incorporation number is: 505001545

In 1993 charitable status was granted through the Canada Revenue Agency.

Our registration number is: 890566441RR0001

Since the 1990's farm safety extension programs have been continuously delivered to rural Albertans.

Detailed delivery information can be found in our "Programs" section.

The generosity of thousands have made decades long delivery of impactful programs possible.

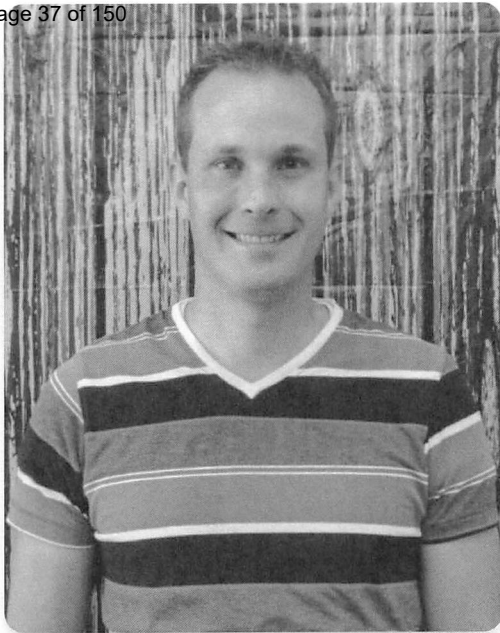
Detailed contributor information can be found under "Supporters".

We are grateful for each dollar donated!



## Administration

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## Jordan Jensen

Executive Director

I was born in Raymond & raised on my family farm just north of town. Growing up on the farm was a wonderful character-building experience that has shaped me into the person I am today.

After high school, I enrolled in full-time studies at the University of Lethbridge and soon graduated with a bachelor's degree in International Business Management and Project Management.

In 2014, I was contracted by the Farm Safety Centre to adapt the Australian Sustainable Farm Families program to fit the Alberta context and deliver adapted SFF Alberta workshops to farmers and rural people across Alberta. It has been an exciting and fulfilling challenge that has enabled me to combine my love of farming and my appreciation of farm health & safety with my hard-earned university education.

In 2019, I took on the additional role of Executive Director Trainee and have been preparing to take over as the next Executive Director in April 2021. I am passionate about rural health, well-being, and safety and look forward to the continued opportunity of promoting it throughout our Province.

For more information about the Farm Safety Centre or our programs, please feel free to contact me.

Office: (403) 752-4585 | Cell: (403) 593-8960 | [j.jensen@abfarmsafety.com](mailto:j.jensen@abfarmsafety.com)

## Keylan Kado

Program Manager

I was born in Stettler Alberta and moved all around rural Alberta growing up. My family ended up in Raymond Alberta in 2000 and I have been here ever since. Throughout growing up I have been on and helped on many different farms with friends or summer jobs.

From 2012 to 2016 I attended the University of Lethbridge and received a bachelor's degree in Nursing.

After graduating I came to work two seasons with The Farm Safety Centre as a nurse for the Sustainable Farm Families Program. Now in 2021, I have come back to fulfill the role of Program Manager for both the Safety Smarts Program and Sustainable Farm Families. I'm



excited to take on this new role and to share my appreciation and experiences of a healthy and safe rural Alberta

Contact Info:

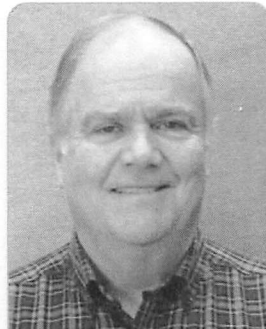
Office: (403) 752-4585 | Cell: (403)-330-3967 | [programs@abfarmsafety.com](mailto:programs@abfarmsafety.com)

## Board of Directors



**Stuart Wright – President**

I grew up in the big city, honestly knowing nothing about rural life. I married



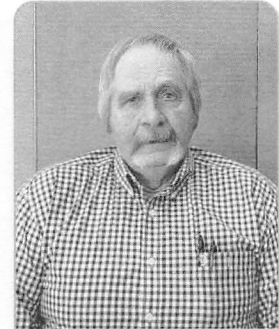
**Kim Laycock – Vice President**

I was raised on the family farm located in the northwest corner of the County of



**Carol Demas – Director**

I grew up on my parents' family farm next door to my uncle's farm and down the road from



**Jack Heggie – County of Warner representative**

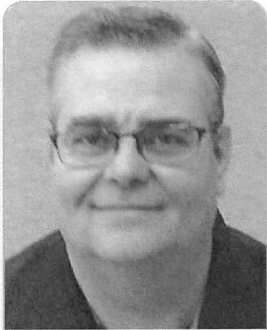
My name is Jack Heggie; my family and I have lived in Southern Alberta and have

who grew up on a farm, ...

Warner. After living in Olds and ...

my grandparents' ...

been involved in agriculture as a ...



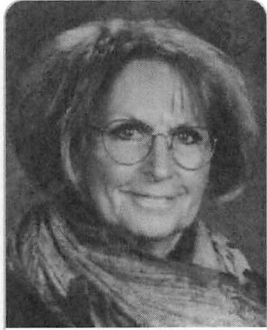
**David McKay - Director**

I was born and raised on a mixed farming operation in northern Saskatchewan. I work in the oil and gas ...



**Shawn Nelson - Director**

I was born and raised on a mixed family farm in Stirling Alberta. I am the youngest of 8 children. Nelson ...



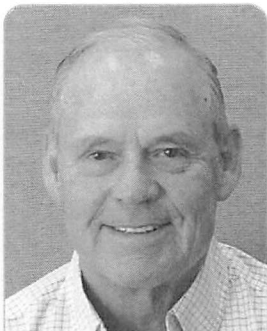
**Shirley Robertson - Director**

My husband Gordon and I have been married for 51 years. We are blessed with 2 children, 6 grandchildren and 5 ...



**Sherri Wendorff - Director**

I was born and raised on a mixed farm and have raised my children and now grandchildren on a mixed farm ...



**Mark Zemp - Treasurer**

Mark was born and raised in Raymond Alberta where he also received his education. He

received post  
secondary ...

# Supporters

2022	2021	2020	2019	2018	2017	2016	2015
	2014	2013	2012	2011	2010	2009	

M.D. of Peace	Miltow Farming Co. Ltd.	Britestone Farming Co. Ltd.	Suncrest Farming Co. Ltd.
Silver Sage Colony Farming Co. Ltd.	Willow Creek Farming Co. Ltd.	Crystal Spring Colony	Roseglen Farming Co. Ltd.
Special Area 4	Special Area 3	Special Area 2	Calgary Shaw Charity Classic Foundation
Strome & District Agricultural Society	Leedale Farming Co. Ltd.	Veteran Farming Co. Ltd.	Leduc County
Plain Lake Farming Company	Hutterian Brethren	Parkland Colony	PrairieHome Colony



	Church of Keho Lake	Farming Co. Ltd.	farming Co. Ltd.
East Raymond Farming Co. Ltd.	Silver Spring Colony Farming Co. Ltd.	Carmangay Ag Society	Ewelme Farming Co. Ltd.
Brant Farming Co. Ltd.	Starbrite Colony Farming Co. Ltd.	Riverbend Colony Farms Ltd.	Wild Rose Colony Farming Co. Ltd.
River Road Farming Co. Ltd.	Hutterian Brethren Church of Mountainvie w	Red Willow Agricultural Society	Holt Colony Farming Co. Ltd.
Cameron Farms Colony Ltd.	Starland Farming Co. LTD.	MD of Greenview	County of Wetaskiwin
Village of Ryley	Flagstaff County	Mountain View County	Peace River Ag Society
Picture Butte & District Ag Society	M.D. of Smoky River	South East Alberta Ag Society	M.D. of Wainwright
M.D. of Provost	Town of Claresholm	Village of Hill Spring	Starland County
MD of Bonnyville	Community Foundation of Lethbridge & Southwester n AB	Summer Village of Silver Sands	MD of Willow Creek
Yellowhead County	Kneehill County	Rocky Mountain House Ag Society	Smoky Lake County

County of Stettler	Harmon Valley Ag Society .	Brazeau County	Summer Village of Yellowstone
Amisk Ag Society .	Village of Glenwood	Camrose County	Town of Killam
Coronation Ag. Society .	County of St. Paul	Village of Hussar	Town of Cardston
Sturgeon County	Town of Sexsmith	Barhead Exhibition Association & Ag Society .	Hutterian Brethren of Blue Ridge
Red Deer County	M.D. of Lesser Slave River	County of Grande Prairie	Village of Beiseker
County of Forty Mile	Town of Legal	Rocky View County	Lac La Biche County
Plain Lake Farming Company	Athabasca County	Village of Warburg	Cypress County
Tulliby Lake & District Ag Society .	Silver Spring Colony Farming Co. Ltd.	Strathcona County	Hutterian Bretheren of Birch Meadows
Breton Agricultural Society	Municipal District of Taber	Town of Athabasca	County of Paintearth
Town of Milk River	Midwest Agricultural Company Ltd.	Town of Stavely	Alix Farming Co. Ltd.
Bon Accord & District Ag .	Beaver County	Town of Taber	Village of Delburne

Society			
Birch Hills Colony	Kinsella Recreation & Ag Society .	Fairlane Farming Co. Ltd.	Ponoka County
Round Hill & District Agricultural Society .	Kehler Stauffer Memorial Fund (CFLSA)	Clearwater County	Vulcan County
Hutterian Brethren of Arrowwood	Town of Oneway	Village of Rycroft	Buck Lake Agricultural Society .
Saddle Hills County	Parkland County	Municipal District of Fairview	Clear Hills County
Milo & District Agricultural Society .	County of Vermillion River	Farm Credit Canada	County of Newell
County of Two Hills	Lethbridge County	Warner & District Agricultural Society .	



### Programs

Safety Smarts

Sustainable Farm Families

Abfarmsafetv.com Login

Login with AzureAD

## Resources

For Schools

For Families

For Organizations

For External Contractors

## News & Events

## About Us

Our Vision & Our Mission

Our History

Administration

Board of Directors

Supporters



**Town of Calmar**

Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	February 07 2022
Originated By:	DPW Melesko
Title:	Bulk Water Station Letter of Intent
Approved By:	Acting Chief Administrative Officer, Anderson
Agenda Item Number:	8 B

**BACKGROUND/PROPOSAL:**

As was discussed at the Jan 10<sup>th</sup>, 2022 Committee of The Whole meeting the possibility of entering into a partnership agreement with Blue Drop Water Services for the development of a joint Bulk Water Station. I have prepared a Letter of intent which outline some of the agreements which will make up a formal legal document once prepared by a lawyer.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

The Town of Calmar Bulk Water Station is currently located at the Water Reservoir and is in good working condition however has become dated. The Fill Station was designed to accommodate body job truck units, however now Industry as well as Farming, which make up the bulk of our users have advanced to substantially larger units. The Proposal from Blue Drop Water Services would accommodate much larger units potentially increasing the volume of water dispensed at the fill station.

**COSTS/SOURCE OF FUNDING (if applicable)**

It was agreed at the Committee of The Whole meeting, as part of the Partnership the Town of Calmar would sell Blue Drop Water Services water at a reduced rate. The reduced rate would be cost + \$.50/m<sup>3</sup> for general usage, and \$.75/m<sup>3</sup> for industrial (Fracking) purposes. There are a number of other conditions as outlined in the Letter of Intent which will be included in the Legal Documents ounce prepared.

**RECOMMENDED ACTION:**

**Option #1** Council make a motion directing Administration to have the letter delivered to Blue Drop Water Services as prepared.

**Option #2** Council Make a motion to return the letter to Administration for further Amendments

January 24, 2022

Blue Drop Water Services  
o/o Allan Brodnanski  
Box 779  
Thorsby, AB.  
T0C 2P0

**Attention: Allan**

Please be advised that following the January 10, 2022 Committee of The Whole Meeting it was agreed that the Town of Calmar is prepared to work towards a mutual agreement/partnership with Blue Drop Water Services for the development of a Bulk Water fill station. The Bulk Water Fill station will be located at 5026 – 42 Ave. **Lot 14, Block 5, Plan 062-0994**, Calmar Industrial Park.

The following conditions were discussed and will be included in the legal documents when prepared:

- Access and egress for the Bulk Water Station will be via 43 ave. Access – egress points will be shown on approved drawings in conjunction with site drawings.
- Maintenance of 43 Ave. will be a joint effort with the Town providing grading, calcium, gravel as required, Blue Drop to provide water as required for dust control.
- Water rates for Blue Drop will be Cost + \$.50/m<sup>3</sup> for general usage. Larger amounts for fracking/industrial etc. will be cost + \$.75/m<sup>3</sup>
- All Maintenance and repair of Bulk Water Station will be the Responsibility of Blue Drop Water Services.
- Metering of the water will utilize the metering system within the fill station.
- Blue Drop Water Services will comply with all water restrictions put in place by the CRSWWC and the Town of Calmar
- Anytime through the life span of this agreement should Blue Drop Water Services decide that they no longer want to pursue the Bulk Water Sales the Town of Calmar has first right to purchase, based on market value at the time of Sale. Blue Drop Water Services will be responsible for all legal costs with subdividing the parcel off the existing parcel, or the Town has the option to purchase the entire parcel.



T 780.985.3604 F 780.985.3039

TF 1.877.922.5627

PO Box 750 Calmar, AB T0C 0V0

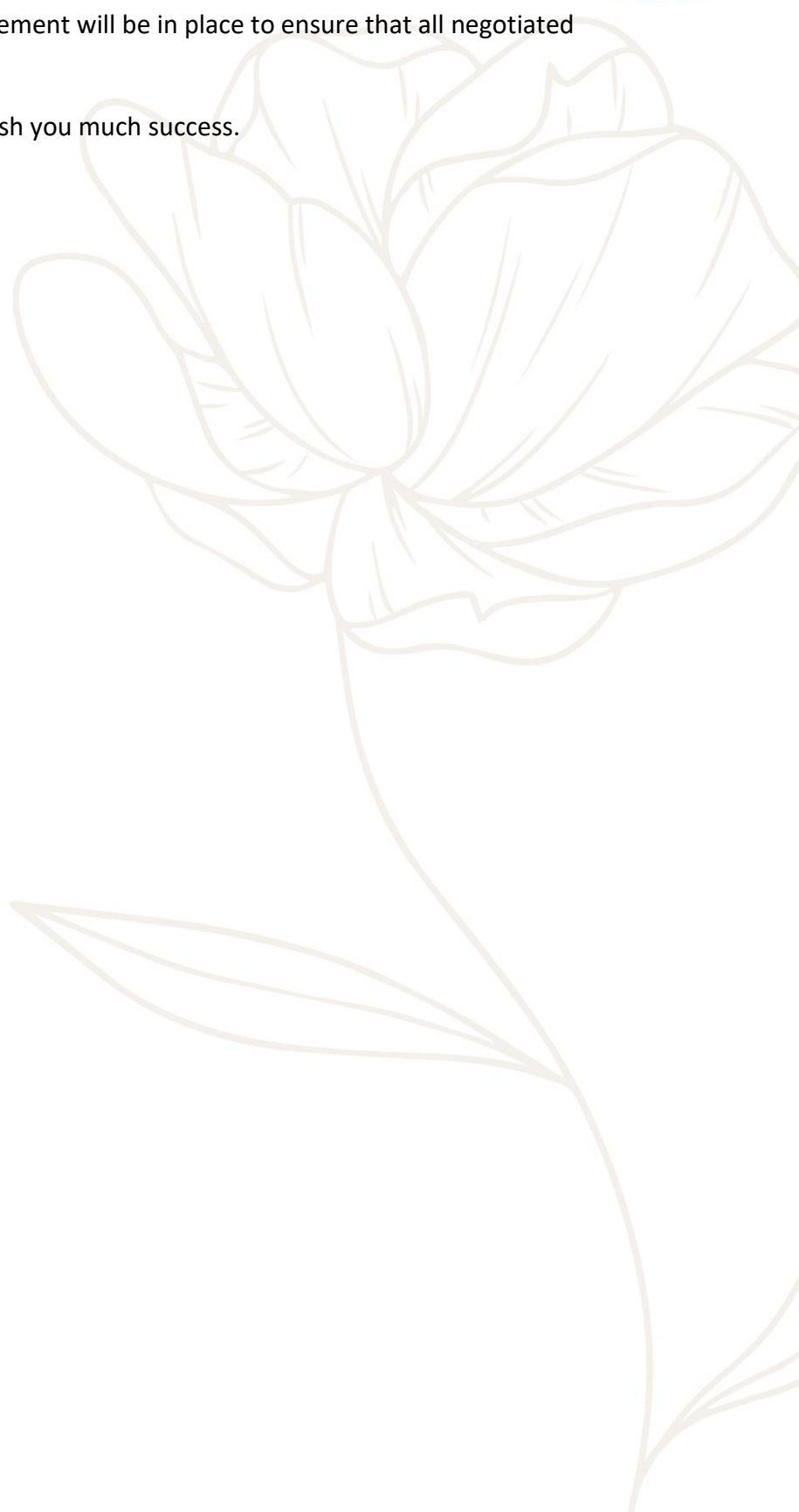
[Calmar.ca](http://Calmar.ca)

Further to this letter a formal Legal agreement will be in place to ensure that all negotiated terms of the agreement are adhered to.

We look forward to working with you wish you much success.

Truly,

Ed Melesko  
Director of Public Works  
Town of Calmar





**Town of Calmar**

Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	February 7 <sup>th</sup> , 2022
Originated By:	Director of Corporate Services Welsh
Title:	48A Avenue – Asphalt Work
Approved By:	Acting CAO Anderson
Agenda Item Number:	

**BACKGROUND/PROPOSAL:**

The 48A Avenue – Asphalt Work came about as a result of the street being in a state of disrepair following the water reservoir upgrade a few years earlier. The Parks Trail project went down this street in 2021. To bring the street up to an acceptable standard there was base work and asphalt repair done on this section of road in 2021.

This was not a budgeted project in 2021 so as to complete this work funds were taken from the approved capital budget for the Shop Yard Upgrade. Total expense of the project was \$35,409.

Presentation and approval of this project was not presented for Council approval prior to completion. Section 248 of the Municipal Government Act reads as follows:

248 (1) A municipality may only make an expenditure that is

- (a) Including in an operating budget, interim operating budget or capital budget or otherwise authorized by the council,
- (b) For an emergency, or
- (c) Legally required to be paid.

So as not to be in contravention of the Municipal Government Act, administration requests that Council authorize the \$35,409 for the reconstruction of 48A Avenue for the purpose of safety to residents and visitors to the Town of Calmar.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

**Option 1:** Council approve the reconstructive work already performed on 48A Avenue for the amount of \$35,409 to be reallocated from the 2021 Shop Yard Upgrade Budget.

**Option 2:** Council does not approve the reconstructive work already performed on 48A Avenue for the amount of \$35,409 to be reallocated from the 2021 Shop Yard Upgrade Budget.





**COSTS/SOURCE OF FUNDING (if applicable)**

The total cost of the work performed on 48A Avenue is \$35,409. These funds were reallocated from the 2021 approved Shop Yard Upgrade budget item that was to be funded through the Municipal Sustainability Initiative Grant. Administration is in the process of reconciling all capital projects for the 2021-year end and will present Council with the final report and sources of funding at the February 21 Regular Council meeting for information and final approval of the 2021 year end reserve transfers.

**RECOMMENDED ACTION:**

Council proceeds with Option 1 above.



**Town of Calmar**

Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	February 7 <sup>th</sup> 2022
Originated By:	Acting Chief Administrative Officer, Anderson
Title:	Budget Meeting Session 1 & 2 Follow-up
Approved By:	Acting Chief Administrative Officer, Anderson
Agenda Item Number:	8 D

**BACKGROUND/PROPOSAL:**

Session 1 – General Revenues & Expenses, and HR (January 15, 2022)

Discussion on Property Taxation, Assessments, Requisitions and User Fees as well as cross department utilities, insurance, advertising, legal and engineering.

Notes for further discussion or action include:

- Atco Franchise Fees – leave as status quo at 20% or increase percentage up to 35% and allocate monies to capital reserves. This discussion will take place at Session 5 during the consolidated budget session.
- Advertising – Policy to be developed and brought to Council for discussion at a Committee Meeting. Leave Budget allocation equal to last year for 2022
- Addition of Summer Program Fees and Summer revitalization Staff
- Addition of a Sub Function for Public Engagement tracking
- Addition of a Sub Function to track the Net Zero Energy Rebate and Expense
- Inclusion of Debenture breakdown in the consolidated budget review
- Inclusion of the Reserve Continuity in the consolidated budget review



## Session 2 – Soft Services (Recreation, Library &amp; FCSS)

## Budget Discussion

## Breakdown of Budget Items and Program expenses

<b>Drive In Movie</b>		
Inflatable Drive in Movie Screen	\$	28,000.00
Sound equipment	\$	32,600.00
Projector equipment	\$	8,500.00
Rack Box for sound and picture equipment	\$	6,600.00
Training	\$	800.00
<b>Total Drive in Movie</b>	<b>\$</b>	<b>76,500.00</b>

## Question of the Longevity of the Movie Equipment:

It all depends on how you manage and take care of the equipment. Fresh Air Cinema has been in business for 16 years and is still using the first inflatable screen bought in their operations. Based on the equipment Fresh Air Cinema uses in their packages that they sell I would say your minimum life span should be 10 years, but if you maintain it well then it should last longer.

The cost of renting the drive in was around \$5,000 per year at one movie per year. The budget amount of \$77,000 works out to about 15 movies. After this amount the cost per movie would be greatly reduced as it would include the cost of maintenance only (cleaning and storage).

<b>Block Party</b>		
Storage trailer	\$	4,000.00
Tables	\$	900.00
Chairs	\$	1,300.00
BBQ	\$	4,000.00
Prizes	\$	500.00
	<b>\$</b>	<b>10,700.00</b>

<b>Promotions and Hosting Misc</b>		
I,e Photo, Snowman, Xmas Lights contests	\$	10,000.00

<b>Calmar Fair Days</b>		
Fireworks	\$	7,500.00
Petting Zoo	\$	1,200.00
Wandering Entertainers	\$	2,100.00
Parade Trophy/Ribbons	\$	200.00



Additional Porta Potties	\$	1,900.00
Kids Bouncy	\$	4,400.00
Drive In Rental	\$	4,200.00
Movie and License	\$	400.00
Leduc Rep	\$	500.00
Mary Lambert – kids' entertainer	\$	800.00
Beer Gardens tent and stage	\$	6,500.00
Beer Gardens Fencing	\$	1,000.00
Contingency	\$	1,000.00
	<b>\$</b>	<b>31,700.00</b>

#### Farmers' Day/Canada Day

FD Sausages	\$	140.00
FD Pancakes	\$	50.00
FD Condiments	\$	50.00
FD Beverages and sugar etc.	\$	120.00
FD Plates, Utensils, etc.	\$	60.00
Leduc Rep	\$	250.00
CD Wieners	\$	150.00
CD Buns	\$	80.00
CD Cake/Pastry	\$	400.00
CD Beverages and Ice	\$	300.00
CD Condiments	\$	50.00
CD Serving supplies	\$	50.00
Leduc Rep	\$	500.00
CD Kid's Goodies	\$	100.00
	<b>\$</b>	<b>2,300.00</b>

#### Christmas In the Park

Sleigh Ride	\$	1,800.00
Hot Chocolate	\$	60.00
Cookies	\$	60.00
Candy Canes	\$	80.00
Leduc Rep	\$	500.00
Arts and Crafts	\$	100.00
Santa Rental if Needed	\$	400.00
	<b>\$</b>	<b>3,000.00</b>

#### First Night

Fire works	\$	7,500.00
Balloon Artist	\$	300.00
Face Painter	\$	200.00
Wieners	\$	117.00
Buns	\$	78.00
Condiments	\$	25.00
Hot Chocolate	\$	50.00
Serving supplies	\$	30.00
	<b>\$</b>	<b>8,300.00</b>



Craft Fair	
Hall Rental	\$ 600.00
Leduc Rep	\$ 500.00
Rental Santa If Needed	\$ 400.00
	<b>\$ 1,500.00</b>

Table & Chair Inventory

Town of Calmar Plastic Tables and Chairs				
	Program Centre	Mike Karbonik Arena	Town Office	TOTAL
6' Rectangular	3	1	0	4
8' Rectangular	16	35	2	53
Round	0	2 of 6	0	2
Grey Folding Chairs	35	64	3	102
Red Folding Chairs	0	8	0	8

NOTES:

- At the Mike Karbonik Arena there are 6 round tables but 4 are unusable
- The Program Centre lists Lecture Style Capacity at 120. The Town has 110 Total folding chairs with 35 located at the Program Centre.  
The 35 chairs at the Program Centre are not sufficient for the capacity of 70 using tables and chairs let alone Lecture style so, if needed, things need to be brought over from the Mike Karbonik Arena.  
  
For major events at the Arena, it has often been nip and tuck whether we have enough tables and chairs.  
At present, we can only book one major event at a time at either the Mike Karbonik Arena or the Program Centre and then shuttle tables and chairs to where they are needed.  
  
Utilizing this system, the Program Centre will always have enough tables but chairs is questionable. At the Mike Karbonik Arena, it has been nip and tuck on a few occasions whether or not there would be enough tables & chairs
- The PC does not have the storage space to accommodate many more chairs but these can always be stored at PW and brought over as needed.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

**Option 1** – Move to accept Budget clarification as information



**Option 2** – Move to accept Budget clarification as information and furthermore incorporate program specific codes into the general ledger for detailed tracking

**Option 3** – Move to refer to administration for more information

**COSTS/SOURCE OF FUNDING (if applicable)**

N/A

**RECOMMENDED ACTION:**

Move to accept Budget clarification as information

## Mayor Sean Carnahan

### Council Report January 2022

In addition to regular council meetings, Committee of the Whole meetings and various correspondence and administration duties

**January 13th** – Leduc Regional Housing Foundation Finance committee meeting – review of LRHF financial statements and Government of Alberta housing portfolio financial statements. Reviewed draft of investment strategy proposal policy & matrix with suggested changes back to administration. Discussion surrounding the Alberta Affordable Housing Strategy 10-year plan as to how it may affect LRHF. Discussion on development of capital plan to address concerns found with in the plan. Planning to address question with Alberta Seniors representative at February board of directors meeting. Reviewed current BMO bank agreement which expires end of 2022, with plan to put out a robust RFP to banking community in order to make recommendations prior to end of 2022.

**January 14<sup>th</sup>** – Attended Leduc Chamber Virtual Luncheon Economic update– presentation by Todd Hirsch, ATB Vice President & Chief Economist. The outlook is looking up as out province continues to adapt to the changing landscapes and invests in opportunities outside of standard oil and gas such as renewable energy, manufacturing, agriculture and tech. Oil and gas are even experiencing a rebound. There remains skepticism about various governments actions and the continued pandemic, however the future does look brighter than the past.

**January 19th** – Calmar Recreation Board meeting – Trails discussion – I was absent due to a work-related emergency requiring my attention

**January 22nd** – Special Meeting of Council – Budget session 1 of 6 – Mandatory items – reviewed and discussed mandatory budget items covering utilities, insurance, engineering, memberships, advertising and human resources. Reviewed property tax estimates and franchise fees. Early property tax estimates show assessment growth of estimated \$3.2 million, however this is a year we will recognize deflation on total assessment values of estimated 2.8%, so we will have to work hard to deliver our valued services. Great questions and conversation by the council with recommendations to administration for the final budget presentation. It is important to note that the provincial CPI consumer price index rose 4.3% between 2020 and 2021.

**January 26<sup>th</sup>** – Virtual attendance of 39/20 Alliance AGM and regular meeting – elected new board member for Chair, Vice Chair and secretary. Special Delegate Staff Sgt. Dwayne Moore presented statistics for Warburg/Breton region. RCMP are working hard but are limited in resources and the judicial system continues to serve light penalty to repeat offenders. Discussion held around areas of

focus for 39/20 such as joint services and administration and combined procurement possibilities to save communities valued dollars.

**January 27<sup>th</sup>** – Leduc Regional Housing Foundation board meeting – The Senior Leadership Team provided a power point presentation with each member describing their role related to their specific priority from the Four Strategic Priorities of the 5 Year Strategic Plan. Adopted updates to LRHF bylaws as presented. Received updates from Finance committee and Governance committee. Reviewed advertisement for replacement of member at Large Shirley Jolly as her position ends March 31, 2022. Shirley will be missed as she is a great advocate for affordable housing. Reviewed draft of LRHF annual report with recommended changes, set dates for strategic planning sessions and reviewed Government of Alberta Portfolio as continued preparation for Alberta 10-year plan around affordable housing.

**January 29<sup>th</sup>** – Special Meeting of Council – Budget session 2 of 6 – Recreation, Library and FCSS. Reviewed budget information and request as related to Arena, ball diamonds, program Centre, trail system enhancement, parks & playgrounds, special events, Library and Family & Community Support Services. Prior year budgets had all recognized shrinkage so there were requests for more in in this stage of budget presentation. Good discussion was had with requests for more information and suggestions for future savings. Administration will include with final budget consolidation.

**January 31<sup>st</sup>** – Voltarix Creekside Project Virtual open house – Delegate Richard Haas presented future Solar development plan in Leduc County near Calmar with the ability to power 5000 homes once operational. Attendance was lower than anticipated. Majority of attendees were county area agriculture landowners with concerns over traffic, curb appeal traffic private consultation and advertising of open house. The number 1 concern was the use of prime grade agriculture land being removed from crop farming for the use of renewable energy, when area landowners felt there were alternative locations that had less desirable land for use. There were several requests for an additional open house in a live vs virtual setting.



## Carey Benson Councilor Report Jan.1- Jan31

### Jan 6<sup>th</sup> 2022 Calmar Youth Council

- Voting on who will be in what role on the youth council
- Discussed what Fibre Optic means for the youth

### Jan 10<sup>th</sup> 2022 Municipal Elected Official Course

- Topics included Emergency Management Plans, setting up committees and a director for those emergency's

### Jan 17 2022 Regular Meeting of Council

- MLA Mark Smith joined the meeting to talk about how Calmar and the Province can collaborate on getting help from the province. We also talked about concerns related to Calmar and how the province can help us.
- Tax Penalty Bylaw was discussed.

### Jan 22 2022 Budget Meeting 1 of 6

- General Administration Items

### Jan 29 2022 Budget Meeting 2 of 6

- Recreation/ FCSS/ Library
- Discussed about each departments budget with information on what the funds were going towards.
- Closed Session

## **Council Report**

**Don Faulkner**

February 7, 2022

### **January 10/22, Committee of the Whole.**

- Refer to Calmar Web Site for approved minutes.

### **January 14/22, Chamber Kick-off Luncheon (Virtual), Featuring ATB Economist Todd Hirsch.**

- Changing the narrative, 3 new ways of looking at the economy in 2022.

Narrative 1; “Resources are the source of our wealth”, when actually, “Productivity, Creativity, Innovation & great ideas” are the sources of our wealth.

Narrative 2; “You get a job to earn income”, it is no long in today’s world just about income, it’s more about Work/Life balance, income verses leisure.

Narrative 3; “Inflation will drive interest rates higher”, what effects interest rates are: a) Supply chain disruptions. b) Climate change (global crop failures). c) Company’s raising prices due to workers demanding higher wages. d) Consumer demand, where they are spending their money (renos/travel).

- Interest rates are likely to be increased but expect the Bank of Canada to act less aggressive.
- Alberta Economic Outlook.

Growth 4.0% in 22’, 2.5% in 23’

Unemployment 7.0% - 7.5%

Growth will be tech/digital, ag., renewable/clean energy.

Risks, severity of Omicron and geo-political events (US/global slowdown and oil prices).

- Broad band (connectivity) extremely important, a must for communities wanting to move forward competitively.

### **January 17/22, Regular Council Meeting.**

- Refer to Calmar Web Site for approved minutes.

### **January 19/22, Leduc & District Regional Waste Management Commission.**

- Manager’s Report.

Public Drop Off (PDO) is up and running. Technical Committee working on communications plan.

Baler and Shredder, basically a system where they shred waste, then bale it which would make it non-bird attracting and then place it in the West Landfill (restricted to non-bird attracting material due to the airport). Assessment of this project is ongoing.

Organic Processing, ongoing process continue to seek out the most cost-efficient way of dealing with organics (cost of transportation, receiving and quality control).

Gull Program getting ready to start again this spring.

Annual Reports, Omni-McCann Environmental Monitoring report and Tetra Tech facility report.

Information for conducting Master Plan coming soon.

Strategic Planning to be done prior to the summer.

Land Transfer, land that has been previously held in trust by the County will be transferred to the newly formed commission and members will be sent a document for signing in this regard shortly.

- Operator's Report.

Landfill Tonnage, 2021 drop of 5% of that of 2020. Commercial showing downward trend, has seen some normalization as of late.

Vehicle volumes seen in 2020 created by large number of residents visiting the site returning to pre-pandemic levels this year.

Beneficial Soils low, but not depleted.

On Site Incidents and Security are being addressed with security upgrades.

Organics are always having issues with contamination. I informed the commission that Calmar is looking into a 6-month program for yard waste bin pick-up.

PDO Operations receiving rave reviews from the public and from the commercial haulers who no longer share the tipping area with residential traffic.

- Audit process has started.
- Remuneration for Board Members has been recommended to follow that of the Water commission and will be addressed at the next meeting.

## January 20/22, Capital Region Southwest Water Services Commission.

- Manager's Report.

Memorial Plaque in memory of Mayor Tony Wadsworth to be presented to Millet.

Create a regional water conservation plan, this will be an ongoing Strategic Plan item as a reminder to have Board Members bring this forward with their councils and administration.

Being prepared for water supply-related emergencies, this will be an ongoing annual Strategic Plan, to serve as a reminder. A letter was circulated to the CAO's in May 7/21 with the published water demand management document. There was also a review of the water demand management measures with the technical members of member municipalities on November 29/21.

Enhanced training for the new Board before reprioritizing the Strategic Plan items was recommended and will take place on March 17/22, members and alternates are recommended to attend.

Water Supply Policy which was adopted by the Board was mailed to the CAO's on January 7/22, advising of the adoption of this Policy and providing the username and password for the interactive map. Perhaps we can align it with our GIS.

- Treasurer's Report.

The financial reports have been prepared up to December 31/21. It was noted that there are some additional financial entries yet to be made. The audited financial statements will be presented at the Annual General Meeting by the auditor.

Both water sales and purchases are over budget.

Interest earned is over budget.

Expenditure Variances: professional fees are under budget, legal fees are under budget, seminars and conferences have 100% of budget remaining, Regular & AGM expense have 82% remaining, other communications/maintenance costs are over budget and line maintenance is over budget.

- Board of Directors adopted the 2022 Final Operation and Capital Budgets as presented, with total revenues and transfers from reserves of \$9,857,491 and total expenditures and transfers to reserves of \$9,857,491.
- Board of Directors accepted in principle the 2023 – 2024 forecasted Operating and Capital Budget.
- Next meeting March 17/22.

### **January 22/22, Budget Meeting.**

- Refer to Calmar Web Site for agenda and package.

### **January 26/22, 39/20, AGM and Regular Monthly Meeting.**

- **AGM**
- We had our election for Chairperson, Dwayne Mayr and Secretary, Glory Tornach. I personally have issue with one of our “Members” taking the minutes as it does not allow them to focus on the meetings and participating properly. I feel we should be able to afford a minute taker/agenda developer, I’ll bring it up in the future.
- No report from the Chair and a sketchy financial report. Work needed to make this organization more professional.
- **Regular meeting.**
- Delegation, RCMP S/Sgt. Dwayne Moore gave a synopsis of the state of policing from the perspective of the Breton Detachment.
- Delegation, Mark Rempel gave an update on “Point of View Media”, the company doing the promotional video for 39/20. Seemed vague to me, seemed like we hadn’t given him much to work with, but I’m sure we had. We are going to communicate with him and clarify what we had sent him.
- New Business was about Thorsby’s re-entry into the fold. Mayor Hostyn said that there is still a reluctance in his council and our Chair agreed to go as a delegation to a future meeting. Their biggest reluctance is due to poor communication of financials and direction. I don’t think our Chair will make much head way and we are going to have to figure ourselves out before we can talk Thorsby into returning. We need to spend some time with our “By-laws and Strategic Plan” to come up with a clear direction going forward. I will be asking for that at the next meeting.
- Next meeting is in Breton on February 23<sup>rd</sup>.

### **January 27/22, AEMA Training**

- Completed the MEO course.

### **January 29/22, Budget Meeting**

- Refer to Calmar Web Site for agenda and package.

## Krista Gardner Councillor Report

### January 2022

Jan 10<sup>th</sup>- Committee of the Whole

Jan 14<sup>th</sup>- Leduc Wetaskiwin Chamber of Commerce Luncheon event- Economic Update with Todd Hirsch

Mr. Hirsch provided the attendees with some things to think about regarding the Alberta economy. In particular, he said we needed to consider changing the prevailing narrative so that our collective productivity, creativity and innovation are to key to Alberta's wealth rather than our resources, that people desire more flexible work-life scenarios than ever before and that raising interest rates shouldn't be an automatic response to today's rising costs. He is cautiously optimistic for 2022, forecasting a 4% increase in GDP for 2022 and 2.5% for 2023. Unemployment remains high at 7-7.5%. He expects interest rates to increase throughout 2022 but less aggressively than might otherwise be predicted. Areas of growth for the Alberta economy include the tech and digital sectors, agriculture and agri-foods, renewable energy, and clean energy tech. Some risks to continue to keep an eye are the severity of the current Omicron Covid wave (and future Covid events), the impact of geo-political events, potential for US or global economic slowdown and decreasing oil prices.

Jan 17<sup>th</sup>- Regular Meeting of Council

Jan 19<sup>th</sup>- CIB Board Meeting

CIB is gearing up for Spring! We discussed details and set a date for our AGM (March 16, hopefully in person at the Program Centre- TBD as per Covid restrictions closer to the date). We are planning a promotional campaign aimed at both seasonal volunteers for assistance with planting and more board members. Board Chair Mr. Richards-Fedor was not in attendance and has expressed his intent to resign from both the Chair position and the Board in whole as he is no longer living or working in Calmar. We wish Brandon all the best in his future endeavors! I will follow up with Town administration on several questions that CIB has regarding our liaising with town staff for the spring/summer. CIB will continue to rent the Senior Citizen's Shed at the Public Works yard for the 2022 season and will send payment immediately. After much discussion, CIB has voted to increase the barrel sponsorship fees for 2022. Like all industries, we have seen significant increases in costs for plants and the sponsorship program has not increased fees in ~10 years. Barrel sponsorship will be \$45/barrel and CIB will work closely with our business community to communicate the increase.

Jan 19<sup>th</sup>- Alberta Municipalities Policing Summit

AB Municipalities hosted an engagement session for ABMunis members regarding the proposed Alberta Policing Service. First, attendees were provided an overview of the PricewaterhouseCoopers (PwC) feasibility study and proposed APPS service delivery model. (Released Oct 29, 2021). ABMunis then shared their analysis of how the PwC study compares to our Alberta municipalities policing principles; and then held breakout sessions to gather feedback from attendees on remaining questions and concerns arising from the PwC study. ABMunis will then incorporate this feedback into their next advocacy steps to ensure

that Municipalities' perspectives are considered by the provincial government as they move forward. There are additional advocacy sessions planned in future and I believe it is important to attend as this will greatly affect Calmar.

#### Jan 20<sup>th</sup>- CRSWSC

The bronze plaque in memory of Mayor Tony Wadsworth is scheduled to be presented to the Town of Millet Council on January 26, 2022, by Chairman Daneluik, along with Shawn Olson and Rick Sereda. providing a personalized orientation and training session for the Board on March 17<sup>th</sup>. The session proposed by Brownlee is intended to cover legal principles and statutory obligations that differ from the those received from Municipal Members as a Councillor. The session will cover the legal structure of Commissions, Board of Director fiduciary responsibilities including obligations, expectations, personal liabilities, and their roles in reporting back to their respective Councils. It also includes anecdotal evidence from case law providing examples of what happens when things go awry for a Regional Commission. In anticipation of the Management and Operations contract expiration at the end of year, Administration will be preparing a Request for Proposal (RFP) to invite Member Municipalities of the CRSWSC to submit sealed proposals for the Management and Operation of the CRSWSC for 3 years, with an optional 2-year extension to be determined by the Board at the end of the 3-year contract. Both contracts will only be awarded to a single member municipality. The RFP will be issued to CRSWSC Member Municipalities in May and will close in August. Due to the high consumption in the year, actual water sales and purchases were over budget in the year, resulting in a positive effect on operating surplus of \$432K. This is anticipated to be transferred to reserves. The Board received a brief presentation on how the Budget is determined and where a commission's budget differs from a municipality's budget.

#### Jan 22<sup>nd</sup>- Special Council Meeting- Budget Presentation 1 of 6

We are implementing a new system for Budget Presentations and Deliberations, and I was very happy with the formatting of the first session. I'm looking forward to seeing the remainder of the sessions and entering deliberations for Operating and Capital Budget 2022. The increased transparency and opportunity for public input has been a long time coming.

#### Jan 24- YRL Board Orientation and Training

YRL is a service organization that provides support and services to member libraries. "A Library for Libraries". It is the second oldest and second largest in the province as well as the region with the most large municipalities/cities. YRL works within the parameters of the Libraries Act, the regulations and the Master Membership Agreement. They are then accountable to the members- school divisions and municipal councils. YRL staff then provided overviews of the various departments and the services they offer. Overall, the presentation was very well done, and I was happy to learn something new even though I am not new to YRL.

#### Jan 25<sup>th</sup>- Municipal Elected Official Emergency Management Training

I completed the training as required by legislation through AEMA's online portal. The course was very informative, and I appreciated the refresh on Emergency Management and the Elected Official's role during an emergency.

Jan 26<sup>th</sup>- 39/20 Alliance AGM and Regular Board Meeting

I attended the AGM along with Mayor Carnahan, Councillors McKeag-Reber and Faulkner and Acting CAO Anderson. Much discussion was had regarding the future of the Alliance and how to keep it relevant to the work we are all doing in our individual communities. We heard from the Thorsby/Breton RCMP detachment about crime rates in those communities and the potential for mitigation. We also had a discussion with Point of View Media, who had been hired to create a promotional video for the Alliance.

Jan 29<sup>th</sup>- Special Council Meeting- Budget Presentation 2 of 6

We heard proposed budgets from the Parks and Recreation Department, Calmar Public Library and FCSS/Community Services. As always, I appreciate the work of our staff in providing services to our residents and am excited about new initiatives.



## Councilor Jaime McKeag Reber

### January 2022 Council Report

January 10<sup>th</sup> – Committee of the Whole- Participated in discussions on an new Tax Penalty Schedule, Employee By Law enforcement, Canadian Code of Volunteer involvement, Temporarily renaming the Outdoor grounds and the potential of the Bulk water Fill Station Partnership.

January 14<sup>th</sup> - Virtually attended the Chamber of Commerce Luncheon with Todd Hirsh from ATB. I found this to be incredibly enlightening on the past, present and future of how people look at careers and rising need for sustainable internet for remote workers. While Canada has been slower than other countries, we will see a rise in inflation and bank interest rates in the spring.

January 19<sup>th</sup> – Ed Melesko came to the Recreation Board Committee Meeting and we discussed more in-depth the future of trail development in Calmar. I was very happy to hear Ed’s ideas and his knowledge on what was possible or not possible was informative. I feel we have a good base idea of what Calmar will hope to see in the next few years.

January 22<sup>nd</sup> - Attended the first out of six budget meetings regarding general administration items.

January 24<sup>th</sup> - Attended the Yellowhead Regional Library Orientation to learn more about the organization and my role as a EO and Board member.

January 26<sup>th</sup> 39/20 Alliance AGM meeting. – A hybrid of in person and virtual meeting, I attended virtually to witness the new executive team be voted in. I look forward to the ideas and prospects that can come out of this Alliance.

January 29<sup>th</sup>- Conversation to discuss moving forward on our hiring process for a Permanent CAO and joined the committee to take on the task for recruitment and recommendations.

January 31<sup>st</sup>- Attended the Voltarix Creekside Project open house- Very informative presentation put on by Voltarix but also a very passionate and stimulating conversation to be had after by the residents concerned about this project near their farms. There where many requests for another in person consultation, and for more transparency and effort be made in notifying a wider range of landowners to the effected area.



**Action Item List**  
**February 4, 2022**

Motion Number	Motion	Carried/Defeated	Comments/Action Required	Action Assignment	Completed
CR-22-01-0002	Moved by Councillor Gardner that Council passes a motion to authorize administration to draft a new Penalties on Unpaid Taxes bylaw which would impose monthly 2% penalties on all unpaid tax levies.	Carried	CSM Bryans drafted Bylaw #2022-03 to present to Council at the regular meeting of council on January 17th.	CSM Bryans	Yes
CR-22-01-0003	Moved by Councillor Faulkner that Council move to authorize administration to create a bylaw enforcement bylaw and corresponding policy for further discussion and/or adoption at a regular meeting of council.	Carried	CPO Leggio drafting both the bylaw and policy	CPO Leggio	Yes
CR-22-01-0004	Moved by Councillor McKeag Reber that the Canadian Code for Volunteer Involvement be brought forward to the next regular meeting of Council to be adopted by Council as an integral part of operational practice, to be made known to every employee and volunteer, and to be made readily available to every staff member and volunteer for consistent reference and consultation.	Carried	Being presented to Council at the January 17, 2022 regular meeting of Council. CSP Thomas preparing RFD	CSP Thomas	Yes
CR-22-01-0005	Moved by Councillor Faulkner that Council move to authorize administration to draft a Regional Collaboration policy that will reflect the functional areas, contribution calculation and general terms of partnership agreements for further discussion.	Carried	Acting CAO Anderson drafting the policy	Acting CAO Anderson	In Progress
CR-22-01-0006	Moved by Councillor McKeag Reber that Council move to bring the name Calmar Outdoor Recreation Grounds for the park to the next regular meeting of council for adoption	Carried	Being presented to Council at the January 17, 2022 regular meeting of Council.	Acting CAO Anderson	Yes
CR-22-01-0007	Moved by Mayor Carnahan that Council considers this proposal, give administration direction to pursue this development regarding this proposal.	Carried	Contacted Developer and meeting will take place in next week	Acting CAO Anderson & DPW Melesko	Yes
CR-22-01-0011	Moved by Councillor Gardner that Administration pursues a development agreement with the Property Development and land acquisition as discussed.	Carried	Contacted the developer and have not heard back at this time. Possibly meeting next week.	Acting CAO Anderson	In Progress



**Action Item List****February 4, 2022**

Motion Number	Motion	Carried/Defeated	Comments/Action Required	Action Assignment	Completed
R-22-01-0017	Moved by Councillor Gardner that Council pass a motion to adopt Policy #2022-031 as amended and furthermore bring the policy to Committee of the Whole for further review in the fall.	Carried	Policy once signed will be distributed to staff and council. Will be put back on the agenda in the fall for further review as requested.	CSM Bryans	Yes
R-22-01-0021	Moved by Councillor Gardner that Bylaw #2022-01 is hereby given third reading.	Carried	Once signed will be distributed to staff and council.		Yes
R-22-01-0022	Moved by Councillor Faulkner that Policy #2022-094, Bylaw Enforcement Policy, is hereby adopted as presented and furthermore bring back to a Committee of the Whole meeting in late fall.	Carried	Policy once signed will be distributed to staff and council. Will be put back on the agenda in the fall for further review as requested.	CSM Bryans	Yes
R-22-01-0026	Moved by Councillor Faulkner that Bylaw #2022-03 is hereby given third reading.	Carried	Once signed will be distributed to staff and council.	CSM Bryans	Yes
R-22-01-0030	Moved by Councillor Benson that Bylaw #2022-02 is hereby given third reading.	Carried	Once signed will be distributed to staff and council.	CSM Bryans	Yes
R-22-01-0031	Moved by Councillor Faulkner that Council authorize the engagement of Parkland Community Planning Services for the Town of Calmar planning and development role in 2022 and furthermore, incorporate the fees into the professional services portion of the 2022 budget and reduce the employee portion accordingly.	Carried	Necessary adjustments to be made to the 2022 Operating Budget to allow for the engagement of this service with Parkland Planning	Acting CAO Anderson	Yes
R-22-01-0033	Moved by Councillor Faulkner that Council move to authorize Administration to draft a letter from the Office of the Mayor in support of Voltarix's Creekside Solar project.	Carried	Administration to draft a letter of support for the Mayor to sign and send to Voltarix Group.	CSM Bryans	Yes
R-22-01-0034	Moved by Councillor McKeag Reber that Council move to adopt the Canadian Code for Volunteer Involvement as an integral part of operational practice, to be made known to every employee and volunteer, and to be made readily available to every staff member and volunteer for consistent reference and consultation.	Carried	Code is to be distributed to all staff, council and volunteers for reference and consultation.	CSP Thomas	Yes
R-22-01-0035	Moved by Councillor Faulkner that the Town formally names the park inclusive of the ball diamonds as the Calmar Recreational Grounds.	Carried		CSC King	In Progress





**Action Item List**  
**February 4, 2022**

Motion Number	Motion	Carried/Defeated	Comments/Action Required	Action Assignment	Completed
R-22-01-0036	Moved by Councillor Benson that Council move to authorize administration to open the project using funds from reserve and enter into agreements as required and furthermore apply 2022 & 2023 MSI funding to any part of the project that qualifies.	Carried		Acting CAO Anderson	In Progress
R-22-01-0038	Moved by Mayor Carnahan that the department reports from the agenda are replaced with an annual report, and furthermore that the strategic plan action list be brought to the Committee of the Whole for a quarterly review.	Carried	Acting CAO Anderson to inform relevant staff that department reports are not required on a bi-monthly basis anymore. They will be replaced with an annual report as well as a quarterly strategic report.	Acting CAO Anderson	Yes
R-22-01-0045	Moved by Councillor Benson that the budget numbers as discussed be incorporated into the 2022 - 2025 budget for final consideration.	Carried	Acting CAO Anderson to incorporate the numbers presented at the budget presentation into the consolidated budget for consideration.	Acting CAO Anderson	In Progress
R-22-01-0047	Moved by Councillor Benson that the budget numbers as discussed be incorporated into the 2022 - 2025 budget for final consideration.	Carried	Acting CAO Anderson to incorporate the numbers presented at the budget presentation into the consolidated budget for consideration.	Acting CAO Anderson	In Progress
R-22-01-0050	Moved by Councillor McKeag Reber to establish a CAO recruitment Committee, with the Mayor Carnahan and Councillors Gardner and McKeag Reber, and furthermore authorize administration to bring the CAO Bylaw to the February 07, 2022 Regular Meeting of Council for revision.	Carried		Mayor Carnahan, Councillors Gardner and McKeag Reber and Acting CAO Anderson	In Progress
R-22-02-0051					
R-22-02-0052					





**MINUTES OF THE CAPITAL REGION SOUTHWEST WATER SERVICES COMMISSION  
REGULAR MEETING, HELD ON THURSDAY, JANUARY 20, 2022 AT 6:00 P.M.  
VIRTUAL MEETING VIA ZOOM**

**1. CALL TO ORDER**

Chair Bill Daneluik called the meeting to order at 6:00 p.m.

**PRESENT:**

Mayor Bill Daneluik	City of Beaumont
Councillor Ashley Miller	City of Beaumont
Councillor Krista Gardner	Town of Calmar
Councillor Don Faulkner	Town of Calmar
Councillor Lars Hansen	City of Leduc
Councillor Beverly Beckett	City of Leduc
Councillor Doug Lyseng	Camrose County
Councillor Jordon Banack	Camrose County
Councillor Clifford Heinz	Village of Hay Lakes
Councillor Paul Patterson	Village of Hay Lakes
Councillor Kelly-Lynn Lewis	Leduc County
Mayor Doug Peel	Town of Millet
Councillor Mathew Starky	Town of Millet

**ALSO PRESENT:**

Councillor Kevin Hycha	City of Camrose
Councillor Lana Broker	City of Camrose
Kristofer Johnson, GM, Infrastructure	City of Camrose
Councillor Marlene Alberts-Wadsworth	Town of Millet
Roger Steele, Manager, Technical & Utilities	EIA
Shawn Olson, Commission Manager	City of Leduc
Rick Sereda, Operations Manager	City of Leduc
Lauren Padgham, Treasurer	City of Leduc
Gerard Del Rosario, Outgoing Accountant	City of Leduc
Elie Klomp, Incoming Accountant	City of Leduc
Pamela Regier, Project Manager	City of Leduc
Mark D'aoust, Commission Technician	City of Leduc
Shannon Bremner, Recording Secretary	City of Leduc
Dean Downey, Manager, Utilities	Leduc County

**WITH REGRETS:**

Councillor Kelly Vandenberghe	Leduc County
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## **2. ADOPTION OF AGENDA**

The meeting was moved to a virtual format following the original circulation of the agenda. An addition was made to the agenda under New Business to Amend the list of Appointed Members that was previously adopted at the December 2, 2021 Organizational Meeting.

- 01-22**      **Motion:** It was **Moved** by Councillor Doug Lyseng that the amended agenda for the January 20, 2022 Capital Region Southwest Water Services Commission regular meeting be approved as circulated.

**Motion Carried Unanimously**

## **3. APPROVAL OF MINUTES**

### **A. Minutes of the December 2, 2021 Organizational Meeting**

- 02-22**      **Motion:** It was **Moved** by Councillor Paul Patterson that the meeting minutes of the December 2, 2021 Capital Region Southwest Water Services Commission organizational meeting be approved as circulated.

**Motion Carried Unanimously**

### **B. Minutes of the December 2, 2021 Regular Meeting**

- 03-22**      **Motion:** It was **Moved** by Councillor Ashley Miller that the meeting minutes of the December 2, 2021 Capital Region Southwest Water Services Commission regular meeting be approved as circulated.

**Motion Carried Unanimously**

## **4. REPORTS OF OFFICERS**

### **A. Manager's Report**

#### **Memorial Plaque**

The bronze plaque in memory of Mayor Tony Wadsworth is scheduled to be presented to the Town of Millet Council on January 26, 2022 by Chairman Daneluik, along with Shawn Olson and Rick Sereda.

#### **Strategic Plan**

### **HIGH PRIORITY ITEMS**

1. *Create a regional water conservation plan. (Reduce Per Capital Use – 4.3.4)*  
This will be an ongoing annual Strategic Plan item as a reminder to have Board members bring this forward with their councils and administration. Administration reviewed the “Tips for Saving Water” document with technical members at a meeting held November 29, 2021.
2. *Be prepared for water supply-related emergencies. (Plan B Options – 4.4.4)*  
This will be an ongoing annual Strategic Plan item, to serve as an annual reminder to review the water demand measures. A letter was circulated to the CAO of each member municipality on May 7, 2021 with the published water demand management document. Additionally, Administration reviewed the water demand management measures with the technical members of member municipalities on November 29, 2021.

#### **COMPLETED ITEMS**

1. *Align the Commission’s Master Plan with Members municipal plans. (Communicating with Members - 4.1.1)*
2. *Educate Members on water conservation methods. (Managing a Scarce Resource – 4.3.1)*
3. *Charge reasonable rates to Members. (Master Planning – 4.4.1)*
4. *Provide a simplified utility rate structure summary to Members. (Master Planning – 4.4.2)*
5. *Be fiscally sustainable as a Commission. (Operational Consistency – 4.2.3)*
6. *Provide ongoing training to Board members. (Internal Efficiency – 4.2.1)*
7. *Provide comprehensive orientations to Board members. (Internal Efficiency – 4.2.1)*
8. *Develop a current governance policy manual. (Internal Efficiency – 4.2.4)*

The Board has previously conducted a review of the CRSWSC Strategic Plan (2019 – 2023) to assess progress towards meeting the goals and priority action items identified within the plan. Since that time, considerable progress has been made on completing the 10 high priority action items that the Board directed Administration to work on over the first 4 years of the Strategic Plan. While we continue to work on the last two of the high priority items, Administration has heard

from Board members that there may be enhanced benefit in conducting training in the first year with the new Board before reprioritizing the Strategic Plan items, which aligns with one of the high priority items in the Strategic Plan.

As a follow up from the December 2, 2021 Board Meeting, Administration approached both Brownlee LLP and Reynolds Mirth (RMRF) with regards to providing a personalized orientation and training session for the Board. After discussion with both, Administration recommends engaging with Brownlee for the session as they have an existing presentation that they have provided to numerous Regional Commissions regularly over the past 10 years. The session proposed by Brownlee is intended to cover legal principles and statutory obligations that differ from the those received from Municipal Members as a Councillor. The session will cover the legal structure of Commissions, Board of Director fiduciary responsibilities including obligations, expectations, personal liabilities, and their roles in reporting back to their respective Councils. It also includes anecdotal evidence from case law providing examples of what happens when things go awry for a Regional Commission.

The budget provided by Brownlee for this 2 hour session is \$3,000. Preparation time and tailoring of the presentation to the CRSWSC is charged at the lawyer's hourly rate which Administration is budgeting an additional \$2,000 for. Brownlee is currently holding the evening of March 17, 2022 for the Commission which aligns with the next regularly scheduled Board Meeting. Administration recommended proceeding with legal training and delaying the re-examination of the high priority items from the Strategic Plan until 2023. Upon approval of the Manager's Report, Administration advised that they will proceed in securing Brownlee for this session.

#### **Nisku Booster Station Land Acquisition and RFP**

Associated Engineering provided the Preliminary Engineering Design Report for the Nisku Booster Station on December 22, 2021. A copy can be provided to any Board Member upon request. Further detailed design cannot be progressed further without the geotechnical investigation necessary to support structural design of the facility, which can commence after the purchase of the lot.

The Land Agent, Bear Land Services, sent Agreements for the necessary temporary working space, right of ways, and access road and parking easements required for the project to Leduc County on January 5, 2022. Bear Land Services will be negotiating the Agreements directly with Leduc County on behalf of the Commission. Once these Agreements are approved by Leduc County, the Option to Purchase can be exercised, and detailed design can commence.



Bear Land Services also prepared an Agreement for the working space needed on the GoRV lot. This Agreement has yet to be forwarded as the Land Agent is still trying to determine the appropriate party to negotiate with for this parcel.

Associated Engineering has drafted the AMWWP and Water for Life grant applications. These will be finalized and submitted prior to the deadlines of January 31, 2022.

### **Beaumont Piping Upgrades**

In 2020, the Commission had Associated Engineering (AE) undertake the design of piping upgrades within the Beaumont fill station as part of planned Capital Upgrades identified within the 2020 Water Master Plan. The construction of these upgrades was included in the 2021 budget. Administration is working with AE to update the design as a result of the EPCOR asset sale and new Nisku Booster Station design. Once the new station is commissioned, part of the EPCOR Sale Agreement is that EPCOR will install water flow meters at each facility for invoicing purposes. Given the logistical challenges of installing two meters in some of the facilities, Administration directed AE to review the option of tying into EPCOR's meter. EPCOR was amenable to the preliminary discussions.

A Technical Memorandum comparing meters was provided to EPCOR at the end of October. EPCOR provided a response to AE on January 7, 2022 advising that they did not prefer to consider new meters due to increased maintenance, operating, and training costs associated with having multiple types of meters for their regional customers. They advised that EPCOR has a PLC within each regional meter that converts the pulse signal from their meter into 4-20mA signal communicated to EPCOR's SCADA system. They proposed exploring the option of providing the Commission with that signal, or supporting the Commission on improvements to our PLC to accommodate a direct pulse input from the meter, rather than installing a second meter or changing from their standard meter. AE reviewed both options and advised that neither option is suitable for the Commission system as conversion of the pulse count does not provide the accuracy required for controls. As such, Administration will work with AE to redesign the piping upgrades to accommodate the two meters.

### **Water Supply Policy**

The Board of Directors adopted the Water Supply Policy at the December 2, 2021 Board Meeting. On January 7, 2022, Administration mailed letters to the CAO's of the Member Municipalities advising of the adoption of this Policy and providing the username and password for the interactive map.

### **EIA Reservoir 2**

The Final Acceptance Certificate (FAC) template has not been received from the EIA as of January 7, 2022. A reminder has been sent, and we are waiting to hear back.

### **Commission Facility Locates**

Commission operators completed 839 1st Call locates on Commission facilities in 2021 as compared to 1089 in 2020. Commission operators have completed 0 1st Call locates year to date on Commission facilities as compared to 14 at the start of 2020.

### **Beaumont Digital Ball Camera**

The project for the digital ball camera has commenced with preliminary planning onsite at the end of January. The insertion point will be determined at that time, with commencement of the project slated for Fall of 2022. This activity requires more scoping between Administration and the contractor to finalize the work plan, as the insertion point may require work adjacent to the air relief insertion point.

### **Management and Operations Contract RFP**

The Board of Directors previously extended the Management and Operations Agreements with the City of Leduc, both dated November 26, 2015, for a period of 2 years at the June 28, 2018 Board Meeting. At the January 30, 2020 Board Meeting, the City of Leduc was requested to prepare a fee proposal for a further 2 year contract extension to these Agreements. The proposal was provided on May 8, 2020, which the Board of Directors approved (Motion 29-20) at the May 21, 2020 Board Meeting. With these extensions, these contracts terminate December 31, 2022.

In anticipation of the contract expiration at the end of year, Administration will be preparing a Request For Proposal (RFP) to invite Member Municipalities of the CRSWSC to submit sealed proposals for the Management and Operation of the CRSWSC for 3 years, with an optional 2 year extension to be determined by the Board at the end of the 3 year contract. Both contracts will only be awarded to a single member municipality.

Administration will prepare the RFP with Associated Engineering to ensure it is following a fair process based on industry best practices. The RFP will be issued to CRSWSC Member Municipalities in May and will close in August. Administration recommends an independent RFP Submission Review Committee be established to evaluate the proposals received from member municipalities. Administration is recommending the Review Committee consist of a previous CRSWSC Board Chairman, and a technical member from Strathcona County as they manage the

Regional Water Customers Group (RWCG). Administration will have the Chair approve proposed individuals prior to the RFP close. The RFP Submission Review Committee will then provide a recommendation of award to the Board of Directors at the September 15, 2022 Board Meeting.

- 04-22** **Motion:** It was **Moved** by Mayor Doug Peel that the Capital Region Southwest Water Services Commission Board of Directors receives as information the Manager's Report as presented by Shawn Olson, Commission Manager, CRSWSC.

**Motion Carried Unanimously**

## **B. Treasurer's Report**

### **2021 Financial Update**

The financial reports have been prepared up to December 31, 2021. It was noted that there are some additional financial entries yet to be made. The audited financial statements will be presented at the Annual General Meeting by the auditor.

After twelve months of operations, there should be 0% of the budget remaining. Revenue is over budget by 13%. Management expenses are under budget with 16% of the budget remaining and operating expenses are over budget by 8%. Overall the Commission's total expenses are slightly over budget by 7%.

### ***Water Sales and Purchases***

- Both water sales and purchases are over budget by 13%, primarily due to the high consumption months from June to September. To date the Commission has recorded a line loss of 3% which is consistent with prior years.

### ***Revenue Variances***

- Interest earned is over budget by 48% due to the performance of the Commission's investments.

### ***Expenditure Variances***

- Other professional fees are under budget with 46% of the budget remaining.
- Legal fees are under budget at 43%. Costs to date relate to the bylaw draft/revision and asset transfer, as well as the Commission's share of legal expenses relating to the Regional Water Customers Group (RWCG).
- Seminars and Conferences have 100% of the budget remaining. Any amount that is not used in the year will be carried forward for one year as per the *Board & Administration Training and Development Policy*.
- Regular & Annual meeting expenses have 82% of the budget remaining due to restrictions on Board meetings throughout 2021.
- Other communications/maintenance costs are over budget due to the replacement of SD4 equipment at Calmar Reservoir.

- Line maintenance is over budget due to a water main repair between New Sarepta and Hay Lakes, as well as a water leak at the Beaumont Recreation Center.

### ***Capital Expenditures***

Capital expenditures are below budget with 80% of the overall budget remaining due to timing of capital projects.

- 2017.002 Air Release Manhole Rehab costs relates to parts that have been ordered and delivered. Work will commence in 2022.
- 2019.002 Beaumont Piping Upgrades project is on hold.
- 2021.001 Nisku Booster Station project costs incurred thus far relate to preliminary work on the Nisku Booster Station.
- 2021.002 Calmar Piping Upgrades is completed and the project came in slightly under budget.

### **2021 Water Consumption**

Water sales and purchases are over budget to date. A report titled *2021 Water Sales and Expenditures* was attached to the report, which shows the impact of water sales and purchases to December 31, 2021 in comparison to budget.

Due to the high consumption in the year, actual water sales and purchases were over budget in the year, resulting in a positive effect on operating surplus of \$432K. A portion of this revenue will be transferred to reserves.

### **2021 Audit**

The Commission Auditors, MNP LLP are scheduled to complete the 2021 audit field work in February 2022. The audit report and findings, along with the Commission's final financial results, will be presented at the Annual General Meeting on April 21, 2022.

### **Regional Water Customers Group**

The most recent meeting of the Regional Water Customers Group (RWCG) was held virtually on October 29, 2021.

Based on discussions with the RWCG and EPCOR, a recommended 2022 interim rate of \$1.01/m<sup>3</sup> has been incorporated into the 2022 budget. This letter was included within the attachments for reference.

### **2022 Final Budget**

The 2022 Final Operating and Capital Budget was presented following the Treasurer's report.

**05-22**

**Motion:** It was **Moved** by Councillor Beverly Beckett that the Capital Region Southwest Water Services Commission Board of Directors receive as information the Treasurer's Report as presented by Lauren Padgham, Treasurer, CRSWSC.

**Motion Carried Unanimously**

### **C. 2022 – 2024 Final Budget Report**

#### **2022 Final Budget Adjustments**

Presentation changes:

- Inclusion of % of changes from the 2021 budget

Telephone:

- Removal of budget for tablets as determined it is budgeted for by the City of Leduc

#### **Budget Overview Presentation**

As requested by the Board at the December 2, 2021 meeting, Lauren Padgham provided the Board with a brief Budget Overview presentation, highlighting the 2022 budget details, explanation of reserve accounts and how the Commission budget differs from municipal budgets. The presentation was attached to the report for reference.

- 06-22**      **Motion:** It was **Moved** by Councillor Don Faulkner that the Capital Region Southwest Water Services Commission Board of Directors adopt the 2022 Final Operating and Capital Budget as presented, with total revenues and transfers from reserves of \$9,857,491 and total expenditures and transfers to reserves of \$9,857,491.

**Motion Carried Unanimously**

- 07-22**      **Motion:** It was **Moved** by Councillor Lars Hansen that the Capital Region Southwest Water Services Commission Board of Directors accept in principle the 2023 - 2024 forecasted Operating and Capital Budget.

**Motion Carried Unanimously**

### **5. UNFINISHED BUSINESS**

There were no unfinished business items presented.

### **6. NEW BUSINESS**

#### **A. Out of Country Travel**

The CRSWSC Board of Directors previously made a Motion suspending international business travel for Board members and technical members at the March 19, 2020 Board meeting, as referenced below. This Motion was made in consideration of the arising COVID-19 pandemic and resulting safety and travel concerns.

*Motion 15-20: Moved by Councillor Mike Storey that the Capital Region Southwest Water Services Commission Board of Directors suspend all international business travel immediately and until further notice.*

At this time, the Provincial and Federal governments still recommend avoiding unnecessary international travel; however, they have released guidelines for travelling internationally, as well as return guidelines in respect to quarantine timelines.

When this Motion was originally passed by the CRSWSC Board, there were no Provincial and Federal guidelines in place to follow. As such, Administration recommends rescinding the previous Motion suspending international business travel, and instead monitor and comply with the travel guidelines issued by the Provincial and Federal governments.

- 08-22** **Motion:** It was **Moved** by Councillor Doug Lyseng that the Capital Region Southwest Water Services Commission Board of Directors rescind previous Motion 15-20 made on March 19, 2020, suspending all international business travel until further notice.

**Motion Carried Unanimously**

The Board Chair and several members of Administration have expressed interest in attending the American Water Works Association (AWWA) ACE22 annual conference in San Antonio, Texas, from June 12 – 15, 2022, pending COVID measures. Board members were asked to advise Shannon Bremner, Commission Secretary, by January 31, 2022 if they have interest in attending the ACE22 conference so a group registration can be coordinated. Administration can also assist Board members with travel arrangements, ensuring that sufficient travel insurance is included in case travel plans need to be cancelled. Administration was asked to distribute further information to Board members in regards to available budgets for Professional Development in 2022, as well as key information from applicable policies.

**B. Amendment to the list of Appointed Members**

The City of Camrose requested to remove Malcolm Boyd, City Manager, as the appointed alternate observing member, to be replaced by Kristofer Johnson, General Manager. It was clarified that the appointed members from the City of Camrose are observers with no voting privileges.

- 09-22** **Motion:** It was **Moved** by Mayor Doug Peel that the Capital Region Southwest Water Services Commission Board of Directors amend the list of Appointed Members to remove Malcolm Boyd, City Manager, as the appointed alternate observing member for the City of Camrose, to be replaced by Kristofer Johnson, General Manager.

**Motion Carried Unanimously**

**7. NEXT MEETING**

The next regular meeting of the Capital Region Southwest Water Services Commission is scheduled for March 17, 2022. The Board agreed with Administration's recommendation to relocate the meetings to the Leduc Golf Course in consideration of



cost savings, as the City of Leduc receives complimentary rentals of their meeting rooms.

**8. ADJOURNMENT**

**10-22**      **Motion:** It was **Moved** by Chair Bill Daneluik to adjourn the meeting at 6:42 p.m.

**Motion Carried Unanimously**

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CHAIRMAN

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MANAGER

DRAFT

**From:** [Donna Anderson](#)  
**To:** [Heather Bryans](#)  
**Subject:** FW: EMS Pressure and Mitigation Plan Memo  
**Date:** Wednesday, January 26, 2022 9:18:37 AM  
**Attachments:** [image002.png](#)  
[image004.png](#)  
[image006.png](#)  
[image008.png](#)  
[image009.png](#)

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Hi Heather,

Please put this on the Feb 7<sup>th</sup> agenda as information

  
TOWN OF  
**CALMAR**  
**Donna Anderson**  
**Acting Chief Administrative Officer**

---

780.985.3604 ext 229  
c 587-589-2898  
[danderson@calmar.ca](mailto:danderson@calmar.ca)

---

**From:** Sean Carnahan <[SCarnahan@calmar.ca](mailto:SCarnahan@calmar.ca)>  
**Sent:** Tuesday, January 25, 2022 7:33 PM  
**To:** Donna Anderson <[DAnderson@calmar.ca](mailto:DAnderson@calmar.ca)>  
**Subject:** Fwd: EMS Pressure and Mitigation Plan Memo



**Sean Carnahan**  
**Mayor**

---

780.985.3604 ext 230  
c 780.975.7326  
 [scarnahan@calmar.ca](mailto:scarnahan@calmar.ca)  
 [www.calmar.ca](http://www.calmar.ca)  
 4901 – 50 Avenue  
PO Box 750  
Calmar, AB T0C 0V0  


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**From:** Community Engagement <[Community.Engagement@albertahealthservices.ca](mailto:Community.Engagement@albertahealthservices.ca)>

**Sent:** Monday, January 24, 2022 3:10:24 PM

**To:** Community Engagement <[Community.Engagement@albertahealthservices.ca](mailto:Community.Engagement@albertahealthservices.ca)>

**Subject:** EMS Pressure and Mitigation Plan Memo

Message from

**Dr. Mark MacKenzie**  
Provincial Medical Director, EMS

**Darren Sandbeck**  
Chief Paramedic, EMS



## *EMS System Pressure and Mitigation*

### **Good Afternoon Mayors, MLA's, Municipal Leaders, Chiefs, and First Nations Health Leads,**

Today, Alberta Health (AH) and Alberta Health Services (AHS) Emergency Medical Services (EMS) are announcing a comprehensive 10-point plan for addressing the extraordinary increase in EMS calls that we've experienced over the past months.

This plan, which focuses on immediate actions that will help create capacity within our system, will ensure that EMS continues to remain available and safe for all Albertans.

Specifically, immediate actions of this plan include:

- An 'hours of work' project to help ease staff fatigue:
  - AHS will continue its rollout of the fatigue management (Hours of Work) project, which launched in November 2021. EMS is adjusting working hours, shifts and scheduling to help to alleviate fatigue among staff. AHS will invest a total of \$24.2M in the first two phases of this work.
- Transferring low priority calls to other agencies in consultation with EMS physicians:
  - EMS will be transferring non-emergency or low priority calls to other agencies such as Poison and Drug Information Service (PADIS) (and are currently working to include Health Link 811), where appropriate, and in consultation with OnLine Medical Consultation (OLMC) physicians in dispatch.
- Stopping the automatic dispatch of ambulances to motor vehicle collisions that don't have injuries:
  - As of December 1, 2021 EMS is no longer automatically sending an ambulance to a motor vehicle collision where there are no injuries reported. Previously an ambulance would have been dispatched automatically and the crew would need to confirm there

are no injuries. These calls are now responded to by police or fire as appropriate.

- Continued hiring of paramedics.
  - EMS is constantly hiring qualified paramedics to fill vacancies.
- Launching pilot projects to manage non-emergency inter-facility transfers
  - Two pilot projects (Calgary Zone and North Zone) are underway where patients who do not need urgent medical care are transported to care homes, and residences by means other than ambulances.

In addition to the above, several more actions are planned for later this year:

- Integrated Operations Centre:
  - AHS will be adding an integrated operations center (IOC) to Calgary. This will mirror Edmonton's IOC, which has successfully brought together paramedic leads and hospital staff for operational oversight on management of integration between EMS and the hospital system to improve patient flow.
- Emergency Communications Evaluation:
  - EMS will be implementing additional dispatching processes provincially, including evaluation by an emergency communications officer to determine if an ambulance from out of area, though it may be closest to a 911 call, is most appropriate to respond. An additional level of 911 call assessment will ensure resources continue to be prioritized for the most urgent calls, while low priority events may be delayed when safe and appropriate to do so, in conjunction with physician advice and oversight.
- Pre-emption of ambulances
  - EMS will have the ability to pre-empt and divert ambulances to higher priority calls, when appropriate. This changes the way ambulances are assigned primarily in Calgary and Edmonton, and will assist with keeping resources in Suburban and Rural communities.
- Red Deer IFT Pilot Project:
  - A pilot project is also being proposed for inter-facility transports in the Central Alberta corridor that will allow dedicated resources for transfers, while leaving ambulances for community coverage and higher priority events.
- Strategic Provincial Service Plan:
  - Creation of a new 5-10 year Provincial Service Plan, which will look at all EMS services, and will be completed in September 2022.

Finally, Alberta Health will also be leading an EMS Advisory group over the coming months, and we look forward to new ideas and connections coming from that work. The pressures facing EMS are not unique to EMS, nor to Alberta. Across the country, EMS and healthcare systems are struggling with demand. EMS calls in Alberta alone have increased by approximately 30 per cent over the last

year, with demands on the service now at historic levels. Despite this increase in demand, EMS continues to respond to the vast majority of serious 911 calls quickly and appropriately, thanks to our dedicated EMS teams.

We understand that you are hearing about these concerns from your communities and constituents. We are here to ensure you have the information you need to address those concerns.

AHS remains committed to EMS staff and patients, and this plan allows us to take immediate action to uphold that commitment. Critical patients will continue to be prioritized, and existing system capacity will be maximized. Albertans need our care. We are here. This plan allows us to act immediately, to maintain the high quality care that we are proud to deliver.

We thank all EMS teams for their ongoing dedication; our AHS and Alberta Health colleagues for the continued collaboration; and you – leaders in our communities, for your voice and your support.

We are in this together.

Please continue to reach out to us with your questions directly, through your EMS Zone leadership contacts. We are always available to talk and provide more information. If you do not have a contact, you can email [Community.Engagement@AHS.ca](mailto:Community.Engagement@AHS.ca).

Please see the following link to the press release:

<https://www.alberta.ca/release.cfm?xID=817698A0B3E38-CB1E-7434-A9265705634345ED>

Many thanks,

**Community Engagement**  
**Alberta Health Services**



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WiMacTel Canada Inc.  
#200A, 6420 – 6A Street SE,  
Calgary, Alberta  
T2H 2B7  
1-800-820-4680

Date: January 24, 2022

**ATTN: Mayor Sean Carnahan**  
c/o, Calmar AB  
4901 – 50 Ave, PO Box 750  
T0C 0V0

**RE: REMOVAL OF TELUS PAYPHONE(S) AT Calmar Fas Gas, Calmar AB.**

**Dear:** Mayor Sean Carnahan

As an agent acting on behalf of TELUS Communications Inc., WiMacTel sends this communication to you, in compliance with CRTC decision 2004-47 Sections 56 to 66, to provide notice that the last payphone in Calmar will be removed on or after April 5, 2022. This is due to the decline in usage.

Notification of the removal has been posted on the payphone located at Calmar Fas Gas.

We request that you post this notice in your local newspaper or newsletter. Please contact WiMacTel Canada Inc., at 1-844-825-8481 with any questions you may have about these removals.

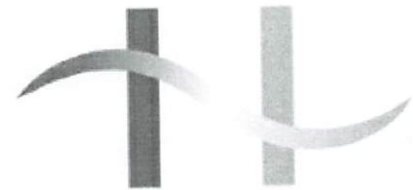
If you still require a public phone to be available in your community after the above date, we recommend reaching out to TELUS Business Solutions to discuss purchase and installation of a business phone and line or discuss alternative solutions. The Business Wireline team of TELUS Business Solutions can be reached at 1-877-352-0898.

Regards,

Andy Rasimas  
WiMacTel Canada Inc.  
On Behalf of TELUS Communications

RECEIVED

JAN 20 2022

TOWN OF CALMAR - INT. 

**HESC ENERGY CORP.**  
Suite 600, 816-7<sup>th</sup> ave SW  
Calgary AB T2P 1A1

Dec 18, 2021

**RE: AER DIRECTIVE 56 – PROPOSED FACILITY ADDITION PROJECT INFORMATION NOTIFICATION LETTER**  
HESC ENERGY CORP.  
**LSD 8-32-049-26-W4M GAS PROCESSING PLANT ADDITION**

Pursuant to Alberta Energy Regulator (AER) Directive 56, HESC Energy Corp. (HESC) hereby gives notice of its intent to add equipment at an existing facility located in LSD 8-32-049-26-W4M. All work will be done in accordance with good oilfield practices and in accordance with AER and Alberta Environment requirements. Specific information relative to this project is outlined below:

<b>General Inquiries and Contact Personnel:</b>	HESC Contact: Dan Dou – <a href="mailto:hescenergycorp@gmail.com">hescenergycorp@gmail.com</a> Kevin Li – <a href="mailto:klihesccorp@gmail.com">klihesccorp@gmail.com</a>	Contact No.: (403) 988.3055
	Land Consultant: <b>Lorinda Turner</b>	Cell Phone: (403) 888.9292
	HESC Field Representative: <b>Bryan Ryckman</b>	Cell Phone: (780)991.4232
<b>Emergency Contact:</b>	<b>24 Hour Emergency Line: 403.770.6808</b>	
<b>Facility Location:</b>	LSD 8-32-049-26-W4M	
<b>General Description of Project:</b>	<p>To add an amine plant, compressor, refrigerator, generator and additional flare stack in order to sweeten the sour gas produced at this location to produce to market and power generation purposes.</p> <p>This addition will supplement existing equipment including oil treater, oil tanks, water tanks, flare stacks, vapour recovery unit (VRU), sweetening unit, header building, gas driven sour gas compressor, water injection pump to dispose of produced water through a pipeline to an existing wellbore.</p>	
<b>AER Designated Facility Category and Type:</b>	<b>Facility: Category D-400, Gas Processing Plant to be added to the existing Category D-421 Multi-Well Gas Battery</b>	
<b>Maximum H<sub>2</sub>S Content of Inlet Gas</b>	<p>The H<sub>2</sub>S content is currently 30 mol/kmol (3.0%). The facility is currently licenced for and capable of handling H<sub>2</sub>S concentrations of 60 mol/kmol (6.0%).</p> <p><b>Note: The facility processes sour natural gas and oil. The gas is by product of oil produced from HESC wells.</b></p>	

<p><b>Need for Proposed Development, Existing and Future Plans:</b></p>	<p>HESC is in the business of exploring for, drilling, and producing hydrocarbons contained in our existing mineral rights. The proposed facility modifications will accommodate production from new wells planned in the Leduc area.</p> <p><b>In order to increase productions and marketability, HESC has determined that they would like to move forward with sweetening the sour gas production at this location rather than injecting it into an underground gas reservoir.</b></p> <p>The modifications will allow HESC to produce oil as well as sweeten the sour gas production to meet the AER's conservation requirements.</p>
<p><b>Substance Type:</b></p>	<p>Sour Oil effluent and solution gas.</p>
<p><b>Setback Requirements:</b></p>	<p>Under AER regulations, all energy projects have setback distances put in place in order to maintain a minimum safe distance between them and any surface improvements or water bodies. This project has a setback distance of 0.1 km or 100 m from the facility centre.</p>
<p><b>New On-Site Equipment Required:</b></p>	<p>Amine plant, compressor, refrigerator, generator, and an additional flare stack.</p>
<p><b>Potential Emissions &amp; Odours:</b></p>	<p>Under normal operating conditions there will be greenhouse gas emissions produced from the natural gas engine driving the vapour recovery unit and the natural gas fired burner in the oil treater. Both pieces of equipment will be using sweet natural gas. There will be minimal emissions associated with increased vehicle traffic, during construction.</p> <p>Under normal operating conditions, there will be no noxious odours leaving the boundaries of the facility.</p> <p>Emissions and odours from flaring will meet the Alberta Ambient Air Quality Objectives (AAAQO).</p>
<p><b>Proposed Project Scheduling and Duration:</b></p>	<p>Project construction is anticipated to commence Q1/2022. The construction phase will take an estimated 15-20 days.</p>
<p><b>Anticipated Noise:</b></p>	<p>Any noise associated with the proposed operations will meet the requirements set out in AER <i>Directive 38</i> (Noise Control) that defines permissible sound levels for all activities associated with oil and gas operations. HESC will endeavor to maintain non-disruptive noise levels during normal production operations.</p>
<p><b>Traffic Impacts:</b></p>	<p>There will be a brief increase in heavy duty traffic in the area during the construction period of the project.</p> <p>During normal operations, there will be daily trucking of oil emulsion leaving the facility with an expected two or three truckloads per day. The frequency of trucking may increase in the future if more wells are drilled and tied-in to the facility. There will be occasional light truck traffic when service crews are needed to repair and maintain equipment at the facility. HESC has reduced traffic impact as it will now inject all produced water into approved injection wells instead of trucking this water to disposal wells several kilometers away.</p> <p>Impact to local traffic is expected to be minimal during normal operations.</p>

<b>Emergency Response Plan:</b>	A site-specific Emergency Response Plan (ERP) is not required for this project. HESC will follow its Corporate Emergency Response Plan (CERP) to handle any emergency that may arise with respect to this facility.
<b>Emergency Planning Zone</b>	The emergency planning zone is 0.410 km or 410 meters from the centre of the facility.
<b>Flaring/Venting</b>	There will be continuous combustion of oil tank vapours to prevent the release of low pressure gas containing H <sub>2</sub> S to the atmosphere. Tank vapour volumes will be similar to what they were before the facility modification were implemented.  Emergency flaring may occur for short periods from time to time during facility upsets. These flaring incidents will be reported to the AER by HESC as required by AER Directive 60 (Upstream Petroleum Industry Flaring, Incinerating, and Venting).

HESC is including along with this letter, an Emergency Planning Zone radius map and the following documentation so that you are allowed to make an informed decision regarding the above project;

- a letter from the Chief Executive Officer of the AER
- the AER Brochure *Understanding Oil and Gas Development in Alberta*
- *EnerFAQs Proposed Oil and Gas Development: A Landowner's Guide*
- *EnerFAQs The AER and You: Agreements, Commitments, and Conditions*
- *EnerFAQs Expressing Your Concerns: How to File a Statement of Concern About an Energy Resource Project*
- *EnerFAQs Flaring and Incineration*

The EnerFAQ's are information brochures prepared by the AER to address the various issues pertaining to oil and gas development and the following additional EnerFAQs can also be provided to you upon request or may be obtained from the AER's website at <http://www.aer.ca>.

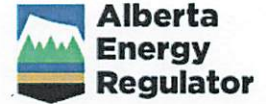
- *EnerFAQs What is the AER?*
- *EnerFAQs Having Your Say at an AER Hearing*
- *EnerFAQs Inspections and Enforcement of Energy Developments in Alberta*
- *EnerFAQs All About Critical Sour Wells*
- *EnerFAQs Explaining AER Setbacks*
- *EnerFAQs All About Appropriate Dispute Resolution (ADR)*
- *EnerFAQs Oil Sands*

Should you have any questions or if further information is required regarding the construction or operation of this project, please feel free to contact one of the HESC representatives listed in the table above.

Sincerely,

**HESC ENERGY CORP.**

**Dan Dou, President**



Calgary Head Office  
Suite 1000, 250 – 5 Street SW  
Calgary, Alberta T2P 0R4  
Canada

[www.aer.ca](http://www.aer.ca)

## **A Letter from the Chief Executive Officer of the Alberta Energy Regulator**

I am writing to you because a representative of a petroleum company proposing development has recently approached you, and you may have questions. The company plans to apply to the Alberta Energy Regulator (AER) for an energy development (which may include a facility, a pipeline, or a well) on your lands or your neighbours' lands. The AER requires the company to either notify or personally consult you before obtaining a licence and provide you with information that may include the documents described below. When the AER does not require that the documents be provided, you may request them from the company.

**AER Public Information Documents**—These include this letter, the brochure *Understanding Oil and Gas Development in Alberta*, *EnerFAQs* publications *Proposed Oil and Gas Development: A Landowner's Guide*, *Expressing Your Concerns—How to File a Statement of Concern About an Energy Resource Project*, and other *EnerFAQs* publications related to energy development. These documents contain information about your rights and options, as well as the roles and responsibilities of the AER in the regulating energy development in Alberta and how we can help you.

**Company's Information Package**—This includes information about the proposed project so that you can understand the nature, scope, and potential impacts the proposed development may have on you and your family. You will be asked to bring forward any questions or concerns you may have and to go over the specifics of the proposed development with the company representative. The company is required to answer all reasonable questions posed by you.

I encourage you to carefully review the information provided and to meet with company representatives to discuss the proposed development. Discuss any measures that the company could put in place to reduce potential impacts, any existing alternatives to the proposal, and the overall future of the development proposed in your area.

If there are matters that cannot be resolved, the AER can provide you with more information on its Alternative Dispute Resolution (ADR) program, which includes AER facilitation and third-party mediation. Unresolved issues could ultimately result in the AER holding a public hearing to consider the application. If you have questions about our materials or our processes, please call the AER for assistance at the numbers listed on the back of this letter.

For more information about the AER and its regulations, visit our website at [www.aer.ca](http://www.aer.ca).



**AER Field Centres and Contacts**

**Field Centres**

**Bonnyville**  
780-826-5352

**Drayton Valley**  
780-542-5182

**Grande Prairie**  
780-538-5138

**High Level**  
780-926-5399

**Medicine Hat**  
403-527-3385

**Midnapore**  
403-297-8303

**Red Deer**  
403-340-5454

**St. Albert**  
780-460-3800

**Wainwright**  
780-842-7570

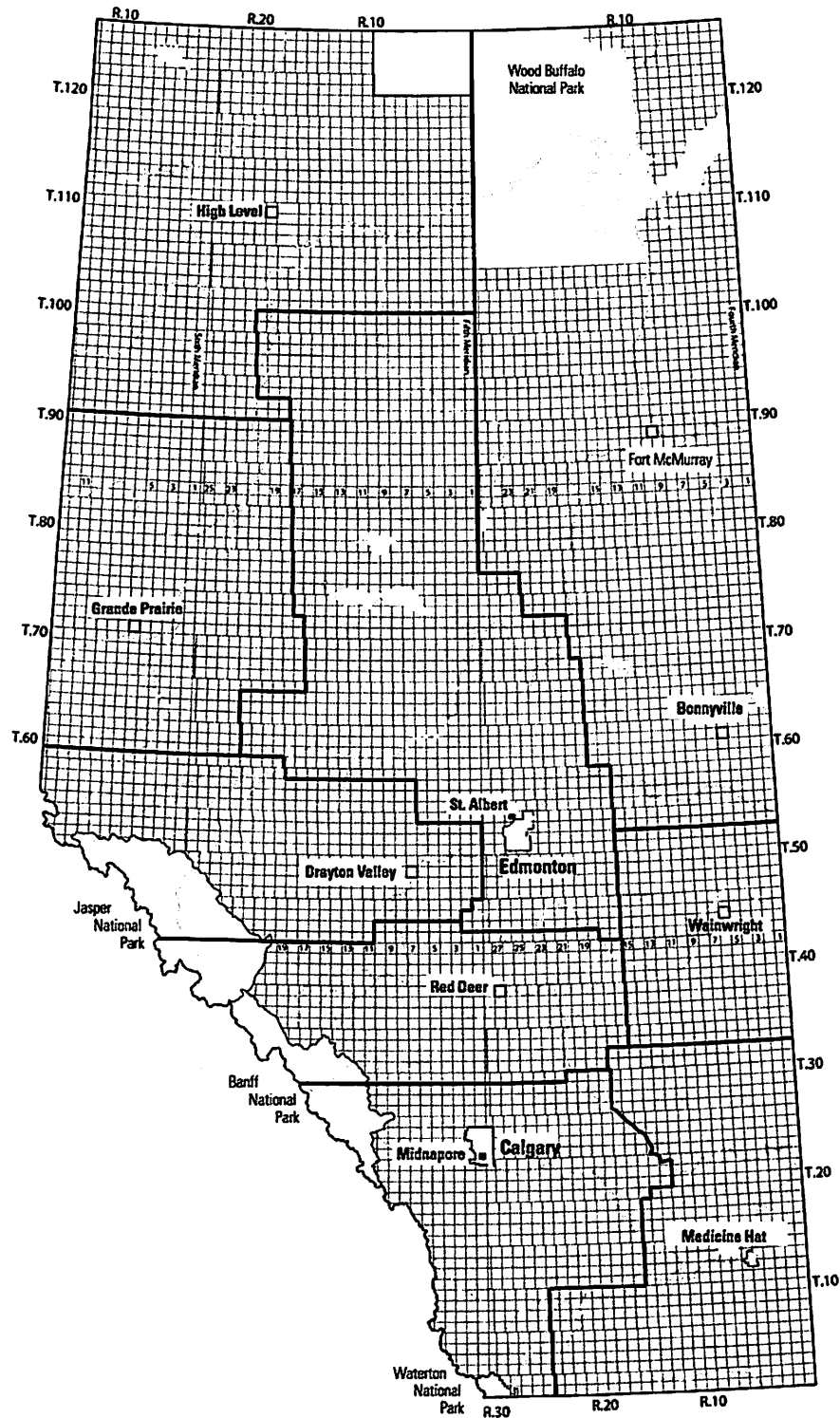
**Fort McMurray Regional Office**  
780-743-7214

**Calgary Head Office**  
**Customer Contact Centre**  
403-297-8311  
1-855-297-8311  
(toll free)

**Facilities Applications Group**  
403-297-4369

**E-mail:**  
Directive56.help@aer.ca

**Alternative Dispute Resolution Team**  
1-855-297-8311



To call the above numbers toll free, dial 310-0000 and follow the prompts or ask the operator for the desired number.

## **AER Brochure: Understanding Oil and Gas Development in Alberta**

This brochure contains information to help you understand what sort of development is being proposed and how it affects you.

An oil and gas company representative has approached you and wants to conduct oilfield activities on or near your land. You and the company will be discussing the proposed development and its potential impact on you, as well as alternatives and measures to minimize impacts. You may also be negotiating a surface lease agreement (for example, on the location of a well and access road) and discussing compensation.

#### **AER Requirements and Expectations for Stakeholder Involvement**

The AER believes that any individual, organization, community, or group with a stake in Alberta's energy resources is a stakeholder, having both roles and responsibilities. All stakeholders are encouraged to develop relationships that are respectful, responsive, and responsible. While other groups also have a stake in energy development, the three main stakeholder groups are the public, industry, and the AER.

**The public:** The AER application process provides the public with an opportunity to share its questions and concerns with the company. There are many things the public, individually or collectively, can do to participate in the planning of proposed developments. Many communities have formed groups with members from industry and the AER. These groups try to find ways to resolve issues at the local level. The company will provide you with contact information if there is a group in your area.

**Industry:** When proposing an energy resource activity, industry is required to conduct a stakeholder involvement program. Industry is also expected to communicate with landowners and residents on a regular basis throughout the life of the project, which may be 30 years or longer.

**The AER:** As the regulator of the energy industry, the AER has the authority to approve or deny proposed energy resource activity in the province of Alberta and to place enforceable conditions on any licences issued. The AER also assists individuals, communities, and other interested groups in understanding the regulatory requirements and expectations and how they apply at the local level.

#### **Your Rights and the Company's Rights**

In Alberta, both the landowner and the company have rights.

**Rights to information:** Under AER regulations, rules, requirements, and guidelines, the company must provide information to stakeholders so they can fully understand what is being proposed. If you are concerned about surface impacts, the company must give you details about how and why it chose the proposed well site, pipeline route, and access road location. The company should also tell you what to expect in terms of equipment and operations during the production phase.

The company may provide any agreements you make with it, as well as records of discussions, to the AER during the application process. That material becomes part of the AER's record of the application, which is public and available to anybody. In addition, information provided to the AER (whether as part of the application process or otherwise) may be publicly available under the *Freedom of Information and Protection of Privacy Act*.

**Mutual rights to use the land:** Most land in Alberta carries two titles and two sets of rights. The surface title gives the landowner full control of the land's surface and the right to work it. The mineral title gives the company or person who owns the minerals under that land the right to explore for oil and gas. In some situations, title to land will give the owner both the surface and the mineral rights. If title to the land is split, the mineral owner needs access to the land surface to drill and produce oil and gas.

Two important conditions apply to the company's right to explore. First, drilling and production activity must be done in a way that is environmentally and technically acceptable. Second, a company must operate in ways that minimize possible interference with the landowner's use of the land.

### Planning an Oil or Gas Project Selecting a Pipeline or Facility Location

When selecting a pipeline right-of-way or a facility site, the company must consider potential impacts on present and future land uses. The company must

- ensure that you understand what substance the pipeline is to transport or the facility is to handle,

- answer your questions on its plans for soil handling and reclamation, and
- address any other concerns you may have related to the proposed pipeline or facility.

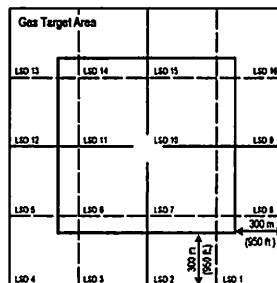
### Selecting a Well Site

When selecting a well site, the company considers subsurface geology, land surface conditions, current and future land use, environmental sensitivity, and reclamation. Well spacing regulations provide requirements about where wells may be located.

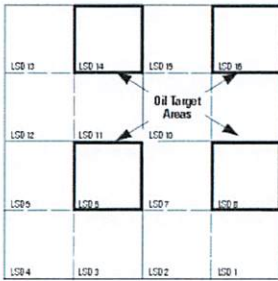
A **spacing unit** is the subsurface area that one well can drain. The spacing unit for oil wells in Alberta is normally one well per quarter section of land; for gas wells it is normally one well per section of land. However, reduced spacing and directional drilling are common practices in Alberta.

Inside the spacing unit is a **target area** where the bottom of the well should end.

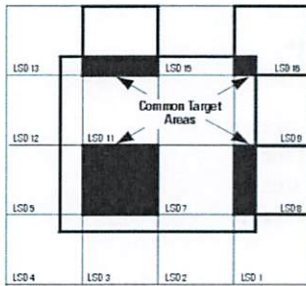
In the example below, the gas target area is the centre 100 hectares (250 acres) of the section. Keep in mind that the target area dictates the subsurface location for a well, not the surface location.



The **oil target area** is the northeastern 16 hectares (40 acres) of the quarter section, as shown in the example below.



Together, the oil and gas target areas overlap and form a **common target area**, as shown in the shaded portions of the figure below. Many companies prefer to drill the common target area if there is a chance to encounter both oil and gas.

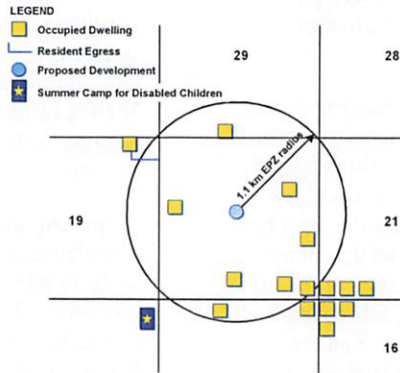


If you disagree with a proposed well location, you may ask the company representative to sketch the spacing unit and target area for the well. This will help you determine if there is flexibility for moving the well site.

**Consultation**

In many instances it is appropriate for a company to complete public consultation and notification beyond the requirements

stated in AER Directive 056: *Energy Development Application and Schedules*. The following figure illustrates how a company expanded its stakeholder involvement program beyond the requirement to take into account the special needs and circumstances of the community.



During the initial planning stage of a well, a company began preliminary development of its stakeholder involvement program using the public consultation and notification requirements. With further development of the stakeholder involvement program, the company identified that the requirements would not take into account egress of the resident just outside the northwest area of the development, residents in the community to southeast of the development, or the special needs of the summer camp for disabled children located in the southwest.

The company then adapted its stakeholder involvement program to include the residents, summer camp, and community. By including all the parties during the initial planning stages, the company was able to identify and address the concerns raised by the residents and summer camp prior to its application to the AER.

## Having Your Say

Landowners, residents, and communities that have concerns related to the development of Alberta's energy resources should become involved as early as possible in the development planning process. It is usually easier to resolve issues at the local level before they become matters of greater concern. Ongoing dialogue also builds trust and is one way for you to have greater influence on energy resource activity.

There are a number of options available to help you resolve concerns about proposed development. As a landowner or resident, there are several key points in the application process when your questions and concerns may be addressed.

Usually, a company will offer to discuss the proposed development with you at your home. If you and the company cannot resolve your concerns, either party may ask an AER staff member to facilitate a meeting or meetings between you and the company.

If concerns continue to be unresolved, you or the company may request that the AER arrange for a third-party mediator to assist you. This is part of the Alternative Dispute Resolution (ADR) process. If you can resolve issues through such discussions with the company, with or without a facilitator or mediator, you may find that you have greater influence on project planning and reducing its impacts.

However, if concerns cannot be resolved, you may file a statement of concern with the AER.

If you show the AER, through a statement of concern, that you may be directly and adversely affected if the Board approves a proposed energy resource activity, the AER may decide to proceed to a public hearing.

## Required EnerFAQs

The AER has put together a number of EnerFAQs on topics of general interest to the public. Regardless of whether the proposed development is a well, pipeline, or facility, the company must either provide or offer all current AER EnerFAQs publications as set out on the AER website.

EnerFAQs continue to be published on topics of general interest to the public. As new EnerFAQs related to energy development become available, they will be posted on the AER website. EnerFAQs may be obtained from the AER website at [www.aer.ca](http://www.aer.ca) or by contacting AER Communications through the Customer Contact Centre at 403-297-8311 or toll free: 1-855-297-8311.

### AER Field Centres and Contacts

#### Field Centres

**Bonnyville**  
780-826-5352

**Drayton Valley**  
780-542-5182

**Grande Prairie**  
780-538-5138

**High Level**  
780-926-5399

**Medicine Hat**  
403-527-3385

**Midnapore**  
403-297-8303

**Red Deer**  
403-340-5454

**St. Albert**  
780-460-3800

**Wainwright**  
780-842-7570

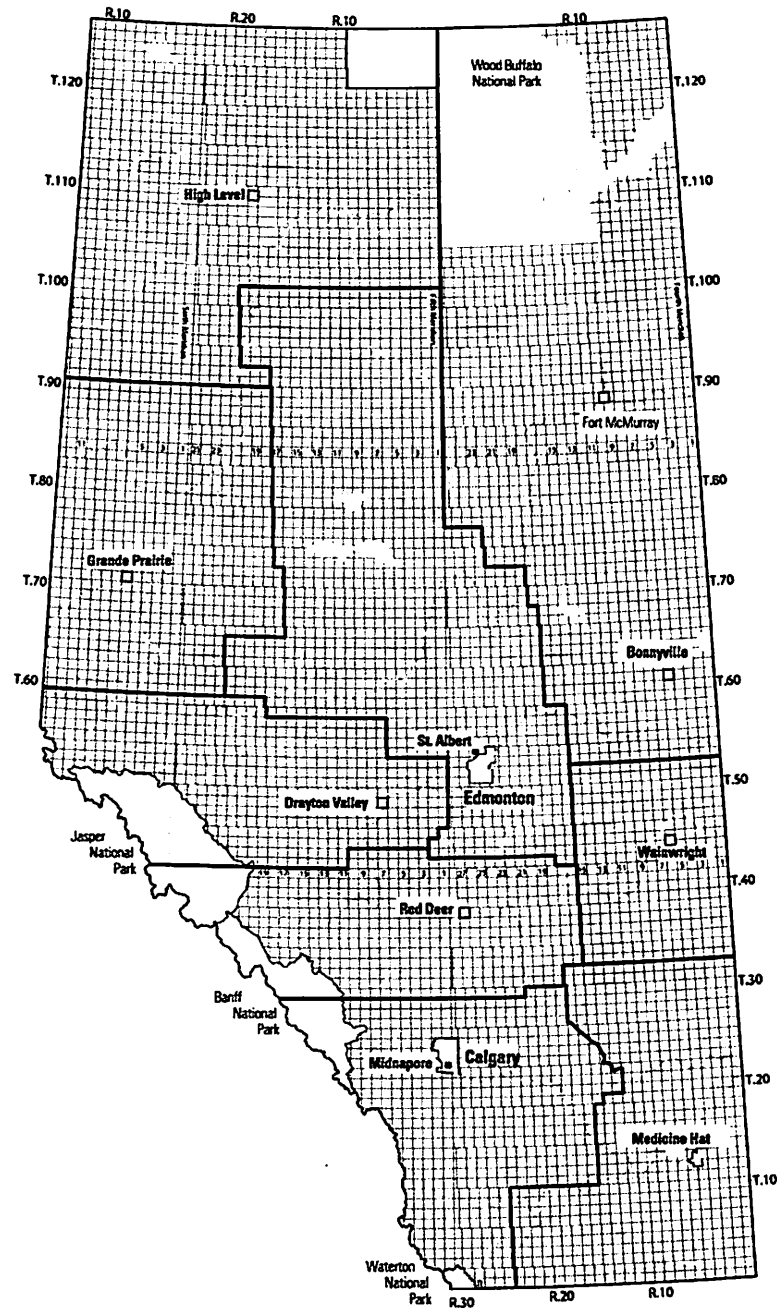
**Fort McMurray  
Regional Office**  
780-743-7214

**Calgary Head Office**  
Customer Contact Centre  
403-297-8311  
1-855-297-8311  
(toll free)

**Facilities Applications  
Group**  
403-297-4369

**E-mail:**  
Directive56.help@aer.ca

**Alternative Dispute  
Resolution Team**  
1-855-297-8311



To call the above numbers toll free, dial 310-0000 and follow the prompts or ask the operator for the desired number.

Calgary Head Office  
Suite 1000, 250 – 5 Street SW  
Calgary, Alberta T2P 0R4  
Canada



# EnerFAQs

What is the AER

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Updated June 2019

## What is the Alberta Energy Regulator?

This EnerFAQs explains how the Alberta Energy Regulator, or AER, ensures the safe, efficient, orderly, and environmentally responsible development of oil, oil sands, natural gas, and coal resources over their entire life cycle.

### Questions:

- [What is the Alberta Energy Regulator?](#)
- [What does the AER do?](#)
- [What doesn't the AER regulate?](#)
- [How does the AER enforce the rules?](#)
- [How is the Alberta Energy Regulator structured?](#)
- [What is an AER hearing?](#)
- [How is the AER funded?](#)
- [Additional Information](#)

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## What is the Alberta Energy Regulator?

The AER provides for the safe, efficient, orderly, and environmentally responsible development of energy resources. This includes allocating and conserving water resources, managing public lands, and protecting the environment while securing their economic benefits for all Albertans.



Energy regulation in Alberta spans over 80 years. Since being created in 1938, Alberta's energy regulator has evolved in response to changes in government legislation, shifts in priorities, and increases in regulatory responsibility. The regulator has had a number of names over the years, including the Petroleum and Natural Gas Conservation Board, the Oil and Gas Conservation Board, the Energy Resources Conservation Board (ERCB), the Alberta Energy and Utilities Board, and now the Alberta Energy Regulator.

When the AER was created in 2013, following the passing of the *Responsible Energy Development Act* ([\regulating-development\rules-and-directives\acts-regulations-and-rules.html](#)), the regulator accepted all the energy regulatory functions of the ERCB, as well as those previously held by Alberta Environment and Sustainable Resource Development (now Alberta Environment and Parks) related to public lands, water, and the environment.

### **What does the AER do?**

We regulate some of the world's largest hydrocarbon resources. It takes a lot of infrastructure to produce, mine, process, and move all those resources to markets. We are responsible for regulating this infrastructure, which includes pipelines, wells, processing plants and facilities, in situ projects, bitumen upgraders, oil sands mines, and coal mines.

To ensure that this activity is safe, environmentally responsible, and closely managed, the Government of Alberta has granted the AER authority to

- review and make decisions on proposed energy developments,
- oversee all aspects of energy resource activities in accordance with government policies,
- regularly inspect energy activities to ensure that all applicable requirements are met,
- penalize companies that fail to comply with AER requirements, and
- hold hearings on proposed energy developments.

As the single regulator, the AER's authority includes—for energy-related development only—the *Environmental Protection and Enhancement Act* ([\regulating-development\rules-and-directives\acts-regulations-and-rules.html](#))(EPEA), including reclamation and remediation activities, and the *Water Act* ([\regulating-development\rules-and-directives\acts-regulations-and-rules.html](#)). The AER is also responsible for public lands and geophysical activities under the *Public Lands Act* ([\regulating-development\rules-and-directives\acts-regulations-and-rules.html](#)) and the *Mines and Minerals Act* ([\regulating-development\rules-and-directives\acts-regulations-and-rules.html](#)).

### **What doesn't the AER regulate?**

The AER's responsibilities are limited to activities that relate to oil, bitumen, natural gas, and coal development. The AER has no authority over any of the following:

- gasoline or other refined petroleum products
- oil and gas pipelines that cross provincial or international borders (these are regulated by the Canadian Energy Regulator)
- any aspect of electricity generation or distribution, including renewable energies
- the price of natural gas (these are regulated by the Alberta Utilities Commission, or AUC)
- gas utility pipelines (again, these are regulated by the AUC, although the AER does inspect these pipelines and provide incident response on the commission's behalf)

### **How does the AER enforce the rules?**

With additional authority also comes additional enforcement tools; simply stated, companies that are allowed to develop Alberta's oil and gas resources must follow all rules, regulations, and requirements. If they fail to, strong consequences will result.

The AER's enforcement tools can include

- more frequent and detailed inspections,
- more stringent planning requirements,
- enforcement orders,
- shutting down operations,
- the levying of administrative penalties, and
- prosecution.

In addition, we keep Albertans informed about industry's record of meeting our requirements. Our [Compliance Dashboard \(http://www1.aer.ca/ComplianceDashboard/index.html\)](http://www1.aer.ca/ComplianceDashboard/index.html) gives anyone a better picture of how the AER responds to and investigates incidents, enforces the rules, and penalizes companies when the rules are not being followed. We also share [AER compliance activities \(.\\.\.\regulating-development\compliance\compliance-assurance-program.html\)](http://www1.aer.ca/regulating-development/compliance/compliance-assurance-program.html) on our website at [www.aer.ca \(http://aer.ca\)](http://www.aer.ca).

See EnerFAQs [Inspections and Enforcement of Energy Developments in Alberta \(enerfaq-inspections-and-enforcement-of-energy-developments-in-alberta.html\)](http://www1.aer.ca/enerfaq/inspections-and-enforcement-of-energy-developments-in-alberta.html) for more information

### **How is the Alberta Energy Regulator structured?**

A chair heads the AER and leads a board of directors; none are involved in the AER's day-to-day operations and decisions. Rather, these directors set the general direction of the regulator's business affairs and are charged with approving regulatory change and setting performance expectations for the AER and its chief executive officer. In this way, the AER's board operates as a truly "corporate style" board.

The CEO, who reports directly to the chair, is accountable for day-to-day operations, which include receiving and making decisions on applications, monitoring and investigating energy resource activities for compliance, and closure of energy developments, including remediation and reclamation.

Hearing commissioners represent another important part of the AER's structure. Reporting to a chief hearing commissioner, these commissioners are responsible for conducting all hearings into energy applications and regulatory appeals. The hearing commissioners are also involved in developing the organization's hearing procedures and rules and other day-to-day operations.

Hearing commissioners are independent adjudicators, and their decisions may only be reviewed by the Court of Appeal of Alberta.

### **What is an AER hearing?**

An AER hearing is a court-like proceeding about the issues related to application or regulatory appeal that is open to the public. Parties have the chance to make their case by providing evidence, asking questions of other parties, and making final arguments. A hearing may be oral, electronic, or written. See the EnerFAQs [\*Having Your Say at an AER Hearing \(enerfaqs-hearing.html\)\*](#) for more information.

The AER has discretion as to whether or not to conduct a hearing when considering an application. In the case of a regulatory appeal, the AER must hold a hearing unless the issue is otherwise resolved through alternative dispute resolution.

### **How is the AER funded?**

In its 2013 budget, the Government of Alberta announced that the AER would be funded entirely by industry. This model is used by other regulatory agencies in North America, such as the AUC and the British Columbia Oil and Gas Commission.

The AER's budget is established through a formal process between the Government of Alberta's Treasury Board and the AER. Once the AER's budget is approved by the Government of Alberta, the amount is collected by the AER through an administrative fee.

Regardless of the funding model, industry is held accountable for its actions and shares responsibility of ensuring sustainable energy development.

### **Additional Information**

For more information on the AER and its processes or if you wish to speak with your local field centre or have general questions about energy projects in the province of Alberta, contact our Customer Contact Centre, Monday to Friday (8:00 a.m. to 4:30 p.m.) at 1-855-297-8311 (toll free).

This document is part of the EnerFAQs series, which explains the AER's regulations and processes as they relate to specific energy issues. Please visit [www.aer.ca](http://www.aer.ca) (<http://www.aer.ca>) to read more of the EnerFAQs series.

To learn more about the AER's role in energy development, watch our Conversations that Matter video series on [YouTube](https://www.youtube.com/user/ABEnergyRegulator) (<https://www.youtube.com/user/ABEnergyRegulator>) or on [www.aer.ca](http://www.aer.ca) (<http://www.aer.ca>). The videos use plain language and animation to transform technical information and present it in a way that is easy to understand.

Every year we collect, compile, and publish a large amount of technical and regulatory information and data about Alberta's energy development and resources for use by both industry and the general public. This includes raw data, statistics, application and hearing materials, and information on regulations, policies, and decisions.

Information and data may be downloaded from [www.aer.ca](http://www.aer.ca) (<http://www.aer.ca>) or obtained from the AER's Information Distribution Services (IDS). Find available AER data, reports, and services through the [Products and Services Catalogue](http://www1.aer.ca/ProductCatalogue/index.html) (<http://www1.aer.ca/ProductCatalogue/index.html>). To place an order for information, please email [InformationRequest@aer.ca](mailto:InformationRequest@ aer.ca) (<mailto:InformationRequest@aer.ca>) or phone (403-297-8311).

# EnerFAQs

## Proposed Oil and Gas Wells, Pipelines, and Facilities: A Landowner's Guide

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Updated January 2020

When oil and gas companies propose development on or near your property, you want to be aware of your rights as a landowner and the options available to you. The EnerFAQs *The AER and You: Agreements, Commitments, and Conditions* should be read with this document.

### Questions:

- What are my rights when a company proposes a development on or near my property?
- What are the company's rights?
- What can I expect the company to do first?
- What kind of arrangements are most common between a landowner and a company?
- What should I expect during the negotiation process?
- What if the company and I can't agree on a site location for the drilling of a well?
- What if my land-use plans change in the future?
- What if all parties agree on the site?
- What can I do to ensure the company abides by the agreement?
- What can I do to ensure the company abides by the agreement?
- What if an agreement on a site can't be reached?
- How much more development will occur if drilling is successful?
- Will it cost me anything to reclaim the site if the well is unsuccessful?
- How do I get more involved?
- Questions you may want to use for discussion between you and a company.

- What resource materials are available if I have more questions?
- Additional Information

### **What are my rights when a company proposes a development on or near my property?**

Under Alberta Energy Regulator (AER) requirements and guidelines, a company applying to develop an oil or gas project may be required to provide notification and information about the proposed activities so persons receiving the information can fully understand what is being proposed and what the potential impacts could be. The information a company gives must include details about how and why it chose proposed locations for any wells, pipelines, facilities, or access roads and what to expect in terms of equipment use and operations during the production phase. Public notices of application will be posted on the AER website, and landowners may file a statement of concern to an application.

### **What are the company's rights?**

Most land in Alberta carries two titles and two sets of rights.

- A **surface** title gives the landowner ownership of the land's surface and the right to work it.
- A **mineral** title gives the company or person who owns the minerals under that land the right to explore for oil and gas, in the case of a petroleum and natural gas or oil sands lease.

Sometimes, a title to land will give an owner both the surface and the mineral rights. If a title to the land is split, the mineral owner may need access to the land's surface to drill and produce oil and gas.

Two important conditions apply to the company's right to explore. First, drilling and production activity must be done in a way that is environmentally and technically acceptable. Second, a company must operate in ways that minimize possible interference with the landowner's use of the land.

### **What can I expect the company to do first?**

One of the early steps in the well site, facility or pipeline route selection process is a survey. A survey helps a company identify the exact location of the proposed well site, access road, pipeline, or facility and the surface area required. Alberta's *Surveys Act and Surface Rights Act* give the surveyor the right to enter your property for the purpose of surveying. It is common practice—and common courtesy—for a company representative to contact you before surveying. The purpose of the visit will be to advise you of the approximate well and road or pipeline location being proposed.

The company is responsible for the cost of damages caused by the survey.

## **What kind of arrangements are most common between a landowner and a company?**

### **Pipeline Right-of-Way**

The pipeline easement (right-of-way) is an agreement between a landowner and a company in which the landowner receives financial compensation in return for allowing a company to create an easement for pipeline routes. Normally, this pipeline easement (or facility surface agreement) is obtained before the AER approves an application to construct a pipeline or facility—except in cases where a dispute between a landowner and a company exists.

Pipelines link the oil and natural gas industry's "upstream" sector, which produces oil, natural gas, and related products from underground reservoirs and surface facilities, to the "downstream" sector, which handles refining, marketing, and product distribution.

The upstream sector operates gathering or flow lines, which move raw product from remote wells to processing facilities or directly to larger transmission pipelines. Product travels through pipelines under pressure created by compressors and pump stations. Compressors powered by gas engines or electric motors can compress the natural gas in pipelines to up to one hundred times the normal atmospheric pressure.

You will be informed about what kind of pipeline project is being planned on or near your land. Under AER requirements, a company must

- give you a description of the project and tell you how it will affect you,
- ensure that you fully understand the proposed construction schedule and methods to be used,
- make sure you are familiar with the product to be transported by the pipeline or to be handled at the facility, and
- address all concerns about soil handling, site reclamation, and other issues related to the planned pipeline or facility.

Pipeline and facility construction must also meet Alberta Environment and Sustainable Resource Development's environmental protection guidelines. Pipelines typically stay in the ground after abandonment and reclamation.

Again, public notices of application for pipelines will be posted on the AER website, and there will be opportunity to file a statement of concern in response to an application.

## **Well Site Selection**

Geologic and seismic data are important in choosing a well site. A company will normally select the location of a well based on the geology of nearby wells or on seismic information. Some of this information may be confidential.

However, a company should give you basic geologic information so that you know what restrictions there may be in choosing a different location for the well. Moving away from the best geological location could increase the risk of drilling a dry hole, a well which has no significant amount of oil or gas, or recovering less oil or gas.

### **What should I expect during the negotiation process?**

After a company initiates pre-application consultation and you begin negotiations, various situations could arise. You and the company might agree or disagree about the site of a well and related facilities or the route of a pipeline. If the proposed project is located directly on your land, you may agree or disagree about the compensation you should receive. Landowners receive financial compensation in return for allowing companies to place a well site or pipeline on their land.

Further information related to compensation is available from the Surface Rights Board (SRB) or from your AER field centre. The AER does not deal with compensation issues. Note that the SRB, not the AER, deals with payments for right-of-way, crop loss, and other damages.

Negotiations often result in an agreement that meets the needs of both parties. The AER encourages a negotiated agreement and recommends that all commitments be confirmed in writing. An agreement that meets the needs of both parties can help maintain a good working relationship for the life of the proposed project.

If the operating properties on your land are sold to another company, it is important to any review existing agreements with a representative of the new company.

### **What if the company and I can't agree on a site location for the drilling of a well?**

If you are having difficulty agreeing on a site, directional drilling could be a solution. It involves drilling the well diagonally instead of vertically. Sometimes landowners prefer a well location outside of a target area or away from the best geological point. If this is the case, you can ask whether the well can be directionally drilled to the target from a surface location with less impact.



While a directional well may be technically possible in some situations, it increases the cost of drilling and producing the well. The increased costs and benefits of directional drilling must be weighed against the impacts of vertical drilling. You may want to ask the company to estimate the additional costs for a directional well in relation to the value of anticipated production.

Directional drilling technology has improved in recent years. It is now fairly common in some areas to drill several directional wells from the same surface location to reduce surface impacts. This practice is prevalent in areas where well spacing occurs at higher densities than the standard one well per section (gas) or per quarter section (oil).

### **What if my land-use plans change in the future?**

Before agreeing to a well site or to a location for a pipeline, facility, or access road, consider how it could affect your current and future land use (see EnerFAQs [Setbacks \(enerfaqs-setbacks.html\)](#)). Also, make sure you understand the company's soil handling, lease preparation, and reclamation methods. A company should be considering land surface conditions, current and potential land use, environmental sensitivity, and reclamation. A company will have to apply for a reclamation certificate under the *Environmental Protection and Enhancement Act*.

A company must also consider any negative effect of a project on land use and the environment, as well as any associated visual impacts and concerns of persons who may be directly or adversely affected. For example, a location on unproductive land, such as a slough or hillside, may seem like a good choice to you, but the company must consider impacts that could prevent the use of a site, such as environmental impacts, the ability to reclaim the site, and the impact on neighbours.

### **What if all parties agree on the site?**

If you and the company agree on the location of a well, facility, pipeline route, or access road, the company then applies to the AER for a licence to proceed with the development. If the application meets all legal and technical requirements, the AER grants the licence.

### **What can I do to ensure the company abides by the agreement?**

Private surface agreements between landowners and energy companies operating on their property can now be registered with the AER's new Private Surface Agreements Registry. A landowner that feels a company is not meeting a term or condition of the agreement may ask the AER to determine whether the company has met the term or condition of the agreement. See EnerFAQs: [How to Register a Private Surface Agreement \(enerfaqs-private-surface-agreement.html\)](#) to learn more about registering private surface agreements.

### **What if an agreement on a site can't be reached?**

If you and the company cannot agree on the location for a well, facility, pipeline, or access road, a party may ask the AER for its involvement through alternative dispute resolution (ADR).

ADR offers concerned parties a variety of options for managing disputes, including direct negotiation between the parties, AER staff mediation, third-party mediation, and arbitration.

AER staff are available to facilitate discussions between landowners and companies before or early on in the application process. The goal is to identify and promote resolution of concerns before they intensify.

Through ADR, the AER might suggest that parties

- attempt negotiations again,
- use AER ADR staff to facilitate, or
- use a neutral third party to mediate.

If these methods fail to produce an agreement, the AER may direct parties to use ADR to resolve outstanding concerns. For more information on ADR, see EnerFAQs [All About Alternative Dispute Resolution \(ADR\)](#) ([enerfaqs-alternative-dispute-resolution.html](#)).

In some cases, the AER may decide that a hearing on an application is appropriate. An AER hearing is a formal proceeding that includes the presentation of evidence and the opportunity to question the positions of others. For more information on AER hearings, see EnerFAQs [Having your Say at an AER Hearing](#) ([enerfaqs-hearing.html](#)).

Note that if you continue to object to the company's location on your property a well licence alone does not give a company the right to enter your land. If this is the case, after a company obtains a well licence from the AER, it can apply to the SRB for a right-of-entry order. The order allows representatives of the company to enter your land to perform the tasks approved by the AER. The SRB will then conduct a hearing to determine the compensation to be paid.

### **How much more development will occur if drilling is successful?**

If successful drilling leads to production, a wellhead or pump will be required on oil wells and a heater may be necessary for gas wells. Other equipment, such as pressure vessels and tanks, may be placed on the well site where it causes the least interference with farming operations (e.g., between the well and a nearby fence line).

Production facilities such as separators, heaters, and tanks make up what is called a battery. A company must discuss the location and details of production facilities with you and any other land occupants. Some facilities require separate licensing and you have the ability to continue to ask questions about these production facilities and to voice concerns about the construction of production facilities, even if a well site exists.

**Will it cost me anything to reclaim the site if the well is unsuccessful?**

No. If a well turns out to be a dry hole, a company will likely abandon it and must reclaim the site. Before a company gives up the surface lease, it must obtain a reclamation certificate from the AER. This reclamation certificate is issued only after the AER is satisfied that the site has been properly reclaimed. The landowner has the ability to file a request for regulatory appeal in regards to the issuance of a reclamation certificate. There are strict timelines for filing such a request.

**How do I get more involved?**

In many communities, neighbours meet with AER representatives and area oil and gas companies to resolve local issues together. The public is strongly encouraged to participate in these local synergy groups. Synergy groups are in communities all over the province, and each is structured to meet the unique needs of the community and local operators. There is no cookie-cutter approach. Members of such groups have found that they are stronger and better informed together than they may be as individuals. If you would like to join or form a synergy group, contact your nearest AER field centre, as the AER participates in nearly all the synergy groups in Alberta. A list of phone numbers can be found on the AER website [www.aer.ca](http://www.aer.ca) (<http://www.aer.ca>).

Remember, you have the ability to ask questions at any point in the development process about drilling, pipeline, and production operations that affect you and your neighbours.

Public notices of application will be posted on the AER website, and there is the ability to file a statement of concern in response to an application.

**Questions you may want to use for discussion between you and a company. (Not all questions apply to every proposed project)**

**Proposed energy development**

- Is there a community-based group dealing with energy issues in my area?
- What kind of development is being proposed?
- How was the surface location selected?

- How will drilling activities and production affect my land/farming operations?
- What authorizations will the company be seeking from the AER (energy, water, etc.)?

### **Sour gas and emergency response planning**

- Will the well encounter hydrogen sulphide (H<sub>2</sub>S) or will the pipeline transport H<sub>2</sub>S?
- What is the company doing to protect public safety?
- What are the details of the emergency response plan?
- Will I be compensated for any damage done during an emergency situation?

### **Setbacks**

- What is the setback for the proposed development?
- May I develop my land if it falls within a setback?

### **Flaring, incinerating, and venting**

- Will the proposed project involve any flaring or incineration of waste gas?
- if so, when and under what circumstances will flaring or incineration occur?
- What steps has the company taken to eliminate or reduce flaring, incineration, and venting?
- Will the company notify me when servicing work results in flaring or venting?

### **Odours, noise, and traffic**

- What can cause odours during drilling and production operations?
- What are the plans to minimize noise levels?
- What type and volume of traffic should I expect at various stages of development?
- How will the company respond to issues or concerns that may arise in day-to-day operations of the facility, and whom may I contact?

### **Environmental issues: soil, water, and visual**

- What steps will be taken to ensure protection of the environment and the least amount of impact on it?
- How will the soil quality be protected?
- What are the company's water needs?

- How will the company protect the supply and quality of aquifers and water wells at all stages of exploration and during ongoing operations?
- How will the company reduce potential visual impacts associated with facilities?

### **Animal health**

- Will my livestock and pets be evacuated if there is an emergency? If not, who will feed and water them?
- Who will monitor the health of my livestock after an emergency, and for how long?

### **What resource materials are available if I have more questions?**

Several publications on well, pipeline, and facilities applications are available at the AER. These publications form part of *Directive 056: Energy Development Applications and Schedules (. . . . .)regulating-development\rules-and-directives\directives\directive-056.html*). In particular, section 2 on participant involvement describes the minimum requirements a company must meet regarding public consultation and notification when making a well, pipeline, or facility application to the AER. Contact the AER directly at 403-297-4369 or by e-mail at [Directive56.help@aer.ca](mailto:Directive56.help@aer.ca) (<mailto:Directive56.help@aer.ca>) with inquiries related to *Directive 056*.

### **Additional Information**

For more information on the AER and its processes or if you wish to speak with your local field centre or have general questions about oil and gas in Alberta, contact the AER Customer Contact Centre, Monday to Friday (8:00 a.m. to 4:30 p.m.) at 1-855-297-8311 (toll free).

This document is part of the EnerFAQs series, which explains the AER's regulations and processes on specific energy issues. Please visit [www.aer.ca](http://www.aer.ca) (<http://www.aer.ca>) to read more of the EnerFAQs series.

The following agencies provide supplementary information on oil and gas development in Alberta for use by both industry and the general public:

### **The Farmers' Advocate Office**

Helps resolve disputes on matters relating to the farming community and provides information on farming community matters.

305, 7000 – 113 Street  
Edmonton, Alberta T6H 5T6  
Phone: 310-3276 (FARM)

Fax: 780-427-3913

Website: <http://www.farmersadvocate.gov.ab.ca> (<http://www.farmersadvocate.gov.ab.ca>)

### **Alberta Surface Rights Board**

Provides information on entry or compensation related to oil and gas resource activity on privately-owned or Crown-occupied lands.

1229 91 Street SW

Edmonton, Alberta T6X 1E9

Phone: 780-427-2444 (toll free by first dialing 310-0000)

Fax: 780-427-5798

Website: <http://www.surfacerights.gov.ab.ca> (<http://www.surfacerights.gov.ab.ca>)

### **The Registrar of Land Agents**

The registrar may investigate complaints that deal with matters pertaining to the *Land Agents Licensing Act* or the *Land Agents Licensing Regulation*.

Land Agents Licensing

7th Floor, Labour Building

10808 – 99 Avenue

Edmonton AB T5K 0G5

Phone: 780-415-4600 (toll free by first dialing 310-0000)

Fax: 780-422-7173

<http://work.alberta.ca/labour/land-agents-licensing.html> (<http://work.alberta.ca/labour/land-agents-licensing.html>)

Every year the AER collects, compiles, and publishes a large amount of technical data and information about Alberta's energy development and resources for use by both industry and the general public. This includes raw data, statistics, hearing materials, and information on regulations, policies, and decisions.

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For a copy of a specific publication, contact IDS by phone (403-297-8311), fax (403-297-7336), or e-mail ([InformationRequest@aer.ca](mailto:InformationRequest@aer.ca) (<mailto:InformationRequest@aer.ca>))

# EnerFAQs

## The AER and You: Agreements, Commitments, and Conditions

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Updated September 2015

This EnerFAQs explains the role of the Alberta Energy Regulator (AER) in landowner-company agreements, commitments, and conditions in oil and gas development and a companion to EnerFAQs *Proposed Oil and Gas Development: A Landowner's Guide (enerfaqs-landowner.html)*; the two should be read together.

Each year in Alberta, private landowners enter into agreements with oil and gas companies that allow for the construction and operation of oil and gas projects on their lands. In the majority of cases, landowner-company agreements are clear and each party understands its rights and responsibilities. Occasionally, misunderstandings arise in regard to these private agreements, and the parties seek the AER's assistance in resolving their concerns through the AER's Alternative Dispute Resolution (ADR) program.

### Questions:

- How are agreements between landowners and companies negotiated?
- What is a commitment?
- Does the AER enforce commitments?
- What is a condition?
- Why does the AER list conditions in some of its decision reports?
- How does the AER follow up on conditions that result from a hearing?
- Should agreements that include commitments between a company and landowners be written down?
- How much detail should be included in an agreement?
- What information should generally be included in an agreement?
- What happens when parties have a dispute over a commitment?

- Is compensation available to landowners for time spent negotiating agreements?
- What is alternative dispute resolution?
- Additional Information

### **How are agreements between landowners and companies negotiated?**

Landowner-company agreements may arise in a variety of circumstances. Often they are negotiated strictly between the landowner and the oil and gas company. Sometimes the AER may assist the parties in resolving their concerns through its ADR program. This program includes independent, third-party mediation to assist parties in resolving their concerns. Negotiated agreements reflect commitments made by both the company and the landowner.

### **What is a commitment?**

A commitment is a verbal or written promise made by an oil and gas company to a landowner. Generally, a commitment relates to activities or operations that are not strictly required by the AER's guidelines or regulations. For example, a company may commit to painting its compressor green to better blend in with the surroundings.

### **Does the AER enforce commitments?**

While the AER encourages parties to reach agreements to resolve outstanding issues and concerns, commitments are basically private arrangements between parties. The AER has no authority to enforce commitments between a landowner and a company that are not included in a written agreement.

The *Responsible Energy Development Act* contains provisions that allow landowners to register their private surface agreements with the AER's Private Surface Agreements Registry. If a landowner feels that a company is not meeting a term or condition of a registered agreement, they may ask the AER to determine whether they are or not. If the AER determines a company has failed to comply with a term or condition of a PSA, it may issue an order to comply. Please see EnerFAQs [How to Register a Private Surface Agreement \(enerfaqs-private-surface-agreement.html\)](#) for more information.

### **What is a condition?**

A condition is a requirement of the AER that it includes in a licence, approval, or permit. A condition adds to or expands upon existing AER guidelines or requirements. Generally, conditions are imposed by hearing panels and listed in the related decision report.



An example of a condition is requiring an operator of a pipeline on private property to mark the pipeline locations at each existing fence line and provide the landowner with an accurate drawing showing all pipeline rights-of-way on the property and the location of the pipeline within the rights-of-way.

Since conditions typically form part of an AER approval and are an extension of the powers granted to the AER by government acts and regulations, the AER has the authority to enforce a breach of a condition. A company must comply with conditions or it will be in breach of its licence, approval, or permit and be subject to enforcement action by the AER. Enforcement of a licence, approval, or permit includes enforcement of the conditions of that approval.

**Why does the AER list conditions in some of its decision reports?**

The AER lists additional conditions in decision reports to ensure that the decision and the reason why it made its decision are clear. If the AER decides to attach conditions to a licence, approval, or permit, the decision report will explain the circumstances that led the AER to include these conditions. Similarly, if the commitments made by a party have influenced the AER's decision, it will record these commitments in the decision report.

**How does the AER follow up on conditions that result from a hearing?**

A company is responsible for complying with conditions. The AER will develop an action plan to monitor compliance with the additional conditions attached to a licence, approval, or permit within the prescribed timeframes. Any supporting documentation submitted to or gathered by the AER as the result of a condition is available through the AER Information Distribution Services Section.

**Should agreements that include commitments between a company and a landowner be written down?**

Yes. Parties should carefully document and ensure that each party receives a signed written copy of all commitments made. By recording the agreement in writing, each party will have a record of the commitments for reference in the event of a disagreement.

**How much detail should be included in an agreement?**

Commitments should be written down so that each party clearly understands what rights and obligations the commitment creates. When drafting commitments, it is important to clearly reflect each party's expectations and to avoid any language that is vague or confusing.

For example, consider a simple commitment that states, "The company agrees to construct a fence around its well site." Each party may believe that it understands the obligation of the company in the commitment. However, because of the way the commitment is worded, it could be interpreted a number of ways. The company may interpret this commitment to mean that it must immediately construct a wooden fence around the wellhead only after it has completed all necessary testing and the associated pipeline is tied in. Whereas the landowner may expect a chain link fence to be erected around the entire lease site immediately after the well is drilled.

Commitments should be carefully drafted to ensure that they reflect each party's expectations. With respect to the above example, a well drafted commitment would describe the kind of fence to be built, the size of the fence, and the timing of its construction. Including this level of detail in an agreement builds awareness between the parties of what's expected of the other and reduces the potential for conflict significantly.

### **What information should generally be included in an agreement?**

An agreement should

- clearly identify which parties will be bound by it,
- clearly identify the related project, well, or facility,
- specifically address what will happen if the company sells or transfers the facility to another party,
- be very specific and clearly identify all expectations (parties should avoid ambiguous commitments that may lead to a misunderstanding),
- discuss how disputes about commitments will be resolved (see expanded discussion below),
- identify specific consequences and the exact steps that will be taken if a commitment is not met by one of the parties, and
- be dated and signed by each party.

### **What happens when parties have a dispute over a commitment?**

The best way to avoid disputes is to ensure that the original agreement is clearly worded and effectively addresses each party's expectations.

The agreement should include a company contact whom the landowner can contact if there is a dispute and state what steps the parties will take to resolve the dispute. The company contact should have the authority necessary to make decisions on implementing the agreement.

One option for resolving disputes about commitments involve using third-party mediator through the ADR process or an AER staff facilitator. Also landowners can register their agreements with the AER's Private Surface Agreement Registry. See EnerFAQs [How to Register a Private Surface Agreement \(enerfaqs-private-surface-agreement.html\)](#) for more information.

### **Is compensation available to landowners for time spent negotiating agreements?**

The AER has no authority to require a company to compensate a landowner for his or her efforts in negotiating an agreement. However, a company may agree to compensate the landowner as part of its agreement with him or her.

The AER does have the authority to require that a company pay a party's costs if an application is considered at a hearing before the AER. The AER's usual practice (there are exceptions) is to acknowledge only those costs incurred after the AER has issued a notice of hearing. It is generally the AER's position that until a notice of hearing has been issued, there is no certainty that a hearing will be held. In many cases, interactions between a hearing participant and a company before the notice of hearing relate to compensation matters, which are outside of the AER's jurisdiction. However, the AER recognizes that it is sometimes necessary for participants to incur costs before the notice of hearing and that such costs may be reasonable, necessary, and directly related to the participation in question.

For further information on costs, see [Directive 031: REDA Energy Cost Claims \(.\\..\\regulating-development\\rules-and-directives\\directives\\directive-031.html\)](#).

### **What is alternative dispute resolution?**

The AER's ADR program was developed in response to requests from both the public and industry to be more directly involved and to have more control in resolving disputes on wells, pipelines, production facilities, and other facilities in the regulated by the AER. The three main components of the AER's ADR program are AER staff mediation, third-party assistance from ADR professional service providers and ADR lead by hearing commissioners. While it may not be the answer to every dispute, ADR has often been successful in reducing the number of issues needing to be addressed and, in some cases, eliminating the need for a formal hearing.

For further information, see the ADR page on the AER website ([www.aer.ca \(http://www.aer.ca\)](http://www.aer.ca)).

### **Additional Information**

For more information on the AER and its processes or if you wish to speak with your local field centre or have general questions about oil and gas in the province of Alberta, contact the AER Customer Contact

Centre: Monday to Friday (8:00 a.m. to 4:30 p.m.) at 1-855-297-8311 (toll free).

This document is part of the EnerFAQs series, which explains the AER's regulations and processes as they relate to specific energy issues. Please visit [www.aer.ca](http://www.aer.ca) (<http://www.aer.ca>) to read more of the EnerFAQs series.

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The following agency provides supplementary information, assists in the resolution of disputes on matters relating to the farming community, and provides information on farming community matters:

The Farmers' Advocate Office

305, 7000 – 113 Street

Edmonton, Alberta T6H 5T6

Phone: 310-FARM (3276)

Fax: 780-427-3913

website: [http://www1.agric.gov.ab.ca/\\$department/deptdocs.nsf/all/ofa2621](http://www1.agric.gov.ab.ca/$department/deptdocs.nsf/all/ofa2621)

([http://www1.agric.gov.ab.ca/\\$department/deptdocs.nsf/all/ofa2621](http://www1.agric.gov.ab.ca/$department/deptdocs.nsf/all/ofa2621)).

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1-855-297-8311 (toll free)

**Energy and Environmental 24-hour Response Line (emergencies and complaints): 1-800-222-6514 (toll free)**

# EnerFAQs

## Explaining AER Setbacks

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Updated September 2015

This EnerFAQs explains setbacks in the energy industry, how they are determined, and how they may affect Alberta citizens and their communities.

### Questions:

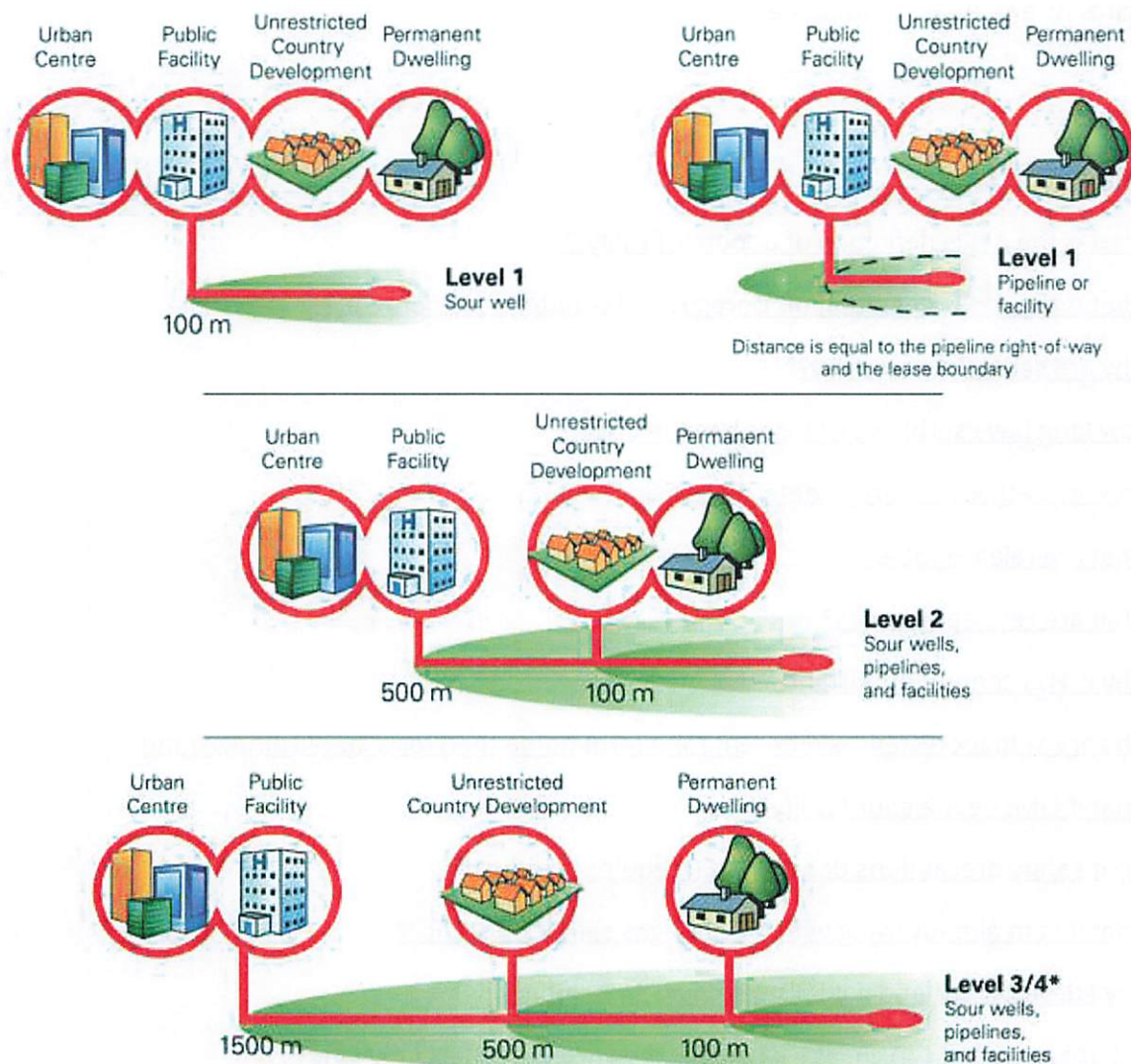
- [What is a setback?](#)
- [What is the AER's definition of a "public facility"?](#)
- [What is the AER's definition of "unrestricted country development"?](#)
- [Why are setbacks necessary?](#)
- [How long have setback distances been in effect?](#)
- [How are setback distances determined?](#)
- [What are release rates?](#)
- [What are release volumes?](#)
- [Why is H<sub>2</sub>S content important?](#)
- [Why are setback distances different for a farm home than for a large campground?](#)
- [What if I live near a sour facility?](#)
- [What safety precautions does the AER require of industry?](#)
- [What if I am already living within a sour gas setback distance?](#)
- [May I develop my land if it falls within an AER setback?](#)
- [Is there any way I can change a setback distance that affects my land?](#)
- [How do setback distances affect the future development of my hometown?](#)

- What is the difference between a setback distance and an emergency planning zone?
- What happens if an energy company wants to drill a well or build a facility close to my home?
- What if I object to this development?
- Will I be compensated for the use of my land?
- Additional Information

Energy

### What is a setback?

A setback is the absolute minimum distance that must be maintained between any energy facility (for example, a drilling or producing well, a pipeline, or a gas plant) and a dwelling, rural housing development, urban centre, or public facility. Setbacks vary according to the type of development and whether the well, facility, or pipeline contains sour gas.



\* Setbacks for level 4 are specified by the AER but not less than level 3.

**What is the AER's definition of a “public facility”?** The Alberta Energy Regulator (AER) examines each specific situation to decide if something is a public facility. When establishing setback distances, the AER does not consider simply any facility used by the public to be a public facility; it must also be a facility that is often used by a large number of people. It also considers the evacuation options that apply to that particular facility. For example, a large year-round campground containing many individual campsites may be designated a public facility under the AER's definition, whereas a small, seldom-used campground may not.

**What is the AER's definition of “unrestricted country development”?**

Unrestricted country development refers to any collection of permanent dwellings outside an urban centre that number more than eight per quarter section.

**Why are setbacks necessary?**

Setbacks prevent populated areas from developing too close to energy facilities and energy facilities from getting too close to people. In other words, setbacks provide a buffer zone between the public and the facility if there is a problem. To better understand the principle behind a setback, let's compare it to a 30 kilometre per hour speed limit near a school playground. While this speed limit is not a “guarantee” of safety, statistics show that it is much safer to have one than to have no speed limit at all; the average driver can stop quickly at this speed if faced with an emergency, such as a child suddenly running into the street.

The child's safety isn't guaranteed, but the odds are strongly in the child's favour with the low speed limit in place. In a sense, the AER's setback distances function as the energy industry's “speed limits.”

**How long have setback distances been in effect?**

Setback distances have existed, in various forms, for oil and gas operations since early production days (pipeline rights-of-way are a good example).

Established in 1976, new sour gas setback distances were immediately used by the energy industry. In 1979, provincial planning authorities formally adopted the same setback distances, so both the energy industry and all Alberta municipalities use these same guidelines when proposing and approving developments of any kind.

**How are setback distances determined?**

Sour gas facilities are categorized by the AER into four hazard levels based on release rates for wells, release volumes for pipelines, and hydrogen sulphide (H<sub>2</sub>S) content. There are predetermined setback distances for each level of sour gas facility. Once the appropriate level has been established for a particular facility, AER

staff then examine the types of developments in the vicinity and how people typically use the general area. For example, AER staff would check to see if there are houses, schools, or hospitals close by. If necessary, a setback distance may be increased due to these types of developments.

### **What are release rates?**

The concentration of H<sub>2</sub>S and how fast it is coming out of the ground determine the release rate.

### **What are release volumes?**

Release volumes are specific to pipelines. There is a fixed amount, or volume, of gas that can be released from any pipeline once the valves are closed—this is called the release volume. Pipelines are built with emergency shutdown valves installed at preset points along the pipeline. When the valves detect pressure drops in the pipeline, they close automatically, stopping the flow of gas through the pipeline and trapping the gas between the two valves closest to the rupture. That's all the gas that can escape, and the amount of escaping gas can be quickly calculated.

### **Why is H<sub>2</sub>S content important?**

The higher the concentration of H<sub>2</sub>S and the rate that it is released, the greater the potential for risk. That is why H<sub>2</sub>S content and release rates are important factors in setback distances.

### **Why are setback distances different for a farm home than for a large campground?**

Extra space is built into setback distances in the case of towns and major campgrounds to ensure that a proper evacuation can be carried out if necessary. It is much easier to evacuate one family than a great number of people or an entire community.

### **What if I live near a sour facility?**

AER setback distances are deliberately designed so that the actual risk to people from sour gas facilities will be reduced to the lowest levels possible.

### **What safety precautions does the AER require of industry?**

The energy industry is required to maintain safe operations at all of its facilities. With pipelines, for example, the industry has developed a number of important safety practices, such as specially designed block valves and different kinds of pipeline monitoring systems. In the case of drilling wells, industry must comply with strict blowout prevention measures.

### **What if I am already living within a sour gas setback distance?**

Such situations are rare, as both the industry and the municipal planning authorities have followed the same setback guidelines for some time. If you have reason to believe that such a problem does exist for you,



contact the operator of the facility or the nearest AER field centre.

### **May I develop my land if it falls within an AER setback?**

Municipal authorities oversee land development and do not permit development where people will be living within the setback. However, lands affected by the setback for a pipeline, for instance, could be landscaped and used as green space. Note that municipal authorities do have setback restrictions for developments other than sour gas, such as road allowance restrictions. This question and others like it should be directed to your local municipal authority. AER advice is available to these authorities with reference to specific projects, as required.

### **Is there any way I can change a setback distance that affects my land?**

Setback distances may be changed when either the rate or volume of the energy facility changes or when the type of development in the setback area is altered. Release rates and release volumes may change over time due to dropping production from a well or the H<sub>2</sub>S content changing.

An example of altering the purpose for which land is being used is if a landowner wishes to convert a large year-round campground that had been designated a public facility back to farmland and then build a home on it for the family. While the campground may have required a large setback by the planning authority because there could be many people in the camp, the single farm residence would usually require a smaller setback, because it would be easier to notify and evacuate one family.

### **How do setback distances affect the future development of my hometown?**

Setbacks may restrict a community development to a greater extent than an individual dwelling. For example, if your town wanted to expand through annexation, a 500 metre setback distance from any level-2 sour gas facility would be recommended, rather than the 100 metre setback distance facing an individual residence.

### **What is the difference between a setback distance and an emergency planning zone?**

A setback is the amount of land serving as a buffer zone between people and energy facilities. An emergency planning zone, or EPZ, is the distance outward from a facility where people and the environment could be affected by a potential worst-case incident.

### **What happens if an energy company wants to drill a well or build a facility close to my home?**

The AER requires that companies follow section 5.4, "Category Type and Minimum Consultation and Notification Requirements," of *Directive 056: Energy Development Applications and Schedules* (<http://www.aer.ca/regulating-development/rules-and-directives/directives/directive-056.html>) when dealing with

landowners and occupants. The company must provide affected landowners and occupants with factual information regarding the facility and explain the potential land-use restrictions that may occur as a result of the development.

### **What if I object to this development?**

For some applications, The AER requires that a company indicate in its application whether any of the landowners contacted have concerns about the application. The AER may direct the company to contact you again to explore ways to resolve any concerns you might have. Also, anyone who believes they may be directly and adversely affected by an energy resource application can file a statement of concern. See EnerFAQs *[Expressing Your Concerns – How to File a Statement of Concern About an Energy Resource Project \(enerfaqs-expressing-your-concerns.html\)](#)*.

### **Will I be compensated for the use of my land?**

Decisions regarding compensation for placing energy facilities on your land do not fall under the AER's jurisdiction, but are the responsibility of the Alberta Surface Rights Board. The Alberta Surface Rights Board may be reached at 780-427-2444.

### **Additional Information**

For more information on the AER and its processes or if you wish to speak with your local field centre or have general questions about oil and gas in the province of Alberta, contact the AER's Customer Contact Centre: Monday to Friday (8:00 a.m. to 4:30 p.m.) at 1-855-297-8311 (toll free).

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[inquiries@aer.ca](mailto:inquiries@ aer.ca) (<mailto:inquiries@aer.ca>)

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**Energy and Environmental 24-hour Response Line (emergencies and complaints): 1-800-222-6514 (toll free)**

# EnerFAQs

## How to Register a Private Surface Agreement

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Updated May 2019

Private surface agreements between landowners and energy companies operating on their property can be registered with the Alberta Energy Regulator's (AER) [Private Surface Agreements Registry \(.\\..\\..\\protecting-what-matters\\giving-albertans-a-voice\\private-surface-agreements-registry.html\)](https://www.aer.ca/protecting-what-matters/giving-albertans-a-voice/private-surface-agreements-registry.html) (PSAR). If a landowner feels a company is not meeting a term or condition of the registered agreement, they can ask us to determine whether the company has met the term or condition of the agreement. This EnerFAQs addresses all aspects of registering a private surface agreement.

### Questions:

- [What is a private surface agreement?](#)
- [Who may register a PSA?](#)
- [How do I register my PSA with the AER?](#)
- [What happens after a PSA is registered?](#)
- [I have a new version of a PSA I previously registered. Can I replace the old one?](#)
- [Who will be able to see my PSA if I register it?](#)
- [What can I do if I feel a company isn't meeting a term or condition of the PSA?](#)
- [How do I submit a section 64 request, and what happens afterwards?](#)
- [Can I use your alternative dispute resolution \(ADR\) process with a company to try to resolve my section 64 request?](#)
- [Who will be able to see my section 64 request if I register it?](#)
- [What are the possible results of a section 64 request?](#)
- [Can I withdraw a section 64 request?](#)

- **Additional Information**

### **What is a private surface agreement?**

A private surface agreement (PSA) is a signed and dated written agreement between a company and an owner or occupant of land. A PSA concerns any aspect of a company's access to or use of the owned or occupied land for the purposes of an energy resource activity, but excludes an order granted by the Surface Rights Board (<https://surfacerights.alberta.ca/>)

### **Who may register a PSA?**

If you own or occupy land where an energy development currently exists or is proposed to be sited and you've entered into a PSA with a company after November 30, 2013, which is the date the PSA process became effective, you can register a PSA with us. Groups may also register PSAs.

### **How do I register my PSA with the AER?**

If eligible, you must complete the PSA registration form found at [www.aer.ca](http://www.aer.ca) (<http://www.aer.ca>). Once completed, submit the form and an electronic copy of your PSA to [SOC@aer.ca](mailto:SOC@aer.ca) (<mailto:SOC@aer.ca>).

### **What happens after a PSA is registered?**

We will review the form and PSA to ensure it can be registered and send a confirmation letter with a reference number. This number must be retained to make further submissions related to your PSA. Registering a PSA doesn't necessarily mean that it's valid or enforceable, as we take the applicant at their word that they own the land in question. Only when we receive a request to review it do we verify its validity. A copy of the registered PSA will be sent to the company at the time of registration.

### **I have a new version of a PSA I previously registered. Can I replace the old one?**

Yes. If you want to replace your PSA, complete a new form and indicate in the comments field that you want to replace a previously registered PSA. You must provide the original PSA registration number, which you received with the AER confirmation letter after you first registered your PSA.

### **Who will be able to see my PSA if I register it?**

All documents we receive are subject to the *Freedom of Information and Protection of Privacy Act* (<http://www.qp.alberta.ca/documents/Acts/F25.pdf>). This means that any member of the public may request a copy of the registered PSA. When submitting a PSA, you will be asked to confirm that you understand that the PSA may be available to the public.

### **What can I do if I feel a company isn't meeting a term or condition of the PSA?**

Several options are available to you. One of these is to make a request under section 64 of the *Responsible Energy Development Act* (<http://www.qp.alberta.ca/documents/Acts/r17p3.pdf>). By submitting a section 64 request, you are asking us to determine whether a company has complied with a term or condition of your PSA. Before you do so, we encourage you to contact the company directly to try to resolve the issue. You may also contact staff at your local field centre for assistance (contact information can be found at [www.aer.ca](http://www.aer.ca) (<http://www.aer.ca>)).

### **How do I submit a section 64 request, and what happens afterwards?**

If you have not done so, you must first register the associated PSA with us. Once the PSA has been registered, you must complete the section 64 request form found at [www.aer.ca](http://www.aer.ca) (<http://www.aer.ca>). Once completed, send the form and an electronic copy of any supporting documents to [SOC@aer.ca](mailto:SOC@aer.ca) (<mailto:SOC@aer.ca>).

Once submitted, we will review the section 64 request to ensure it can be registered and send you a confirmation letter. A copy of the request will also be sent to the company, who will then be asked to respond. You may then be asked for additional information, documents, or materials to help us fully understand the alleged noncompliance. We will then review your request, the PSA, and the information provided and make a decision.

### **Can I use your alternative dispute resolution (ADR) process with a company to try to resolve my section 64 request?**

Yes, you may engage in ADR at any point before or during a section 64 request. The AER will encourage you to engage in ADR once it receives a section 64 request. See our EnerFAQs *All About Alternative Dispute Resolution (ADR)* ([enerfaqs-alternative-dispute-resolution.html](#)) for more information about the ADR process.

### **Who will be able to see my section 64 request if I register it?**

All documents related to the section 64 request, including the PSA, will be placed on the public record.

### **What are the possible results of a section 64 request?**

If we determine that a company has failed to comply with a term or condition of the PSA, we can issue an order to comply. If we decide that the company has complied with the PSA, we will not issue an order.

### **Can I withdraw a section 64 request?**

Yes. Just send an email to [SOC@aer.ca](mailto:SOC@aer.ca) (<mailto:SOC@aer.ca>) indicating which section 64 request you would like to withdraw.

More information on the Private Surface Agreement Registry can be found in Part 3 of the *Responsible Energy Development Act* (<http://www.qp.alberta.ca/documents/Acts/r17p3.pdf>) and the *Alberta Energy Regulator Rules of Practice* ([http://www.qp.alberta.ca/documents/Regs/2013\\_099.pdf](http://www.qp.alberta.ca/documents/Regs/2013_099.pdf)).

### **Additional Information**

For more information on the AER and its processes or if you wish to speak with your local field centre or have general questions about energy project in the province of Alberta, contact our Customer Contact Centre (<http://www.aer.ca/about-the-aer/contact-us.html>), Monday to Friday (8:00 a.m. to 4:30 p.m.) at 1-855-297-8311 (toll free).

This document is part of the EnerFAQs series, which explains the AER's regulations and processes as they relate to specific energy issues. Please visit [www.aer.ca](http://www.aer.ca) (<http://www.aer.ca>) to read more of the EnerFAQs series.

To learn more about the AER's role in energy development, watch our *Conversations that Matter* video series on YouTube (<https://www.youtube.com/user/ABEnergyRegulator>) or on [www.aer.ca](http://www.aer.ca) (<http://www.aer.ca>). The videos use plain language and animation to transform technical information and present it in a way that is easy to understand.

Every year we collect, compile, and publish a large amount of technical and regulatory information and data about Alberta's energy development and resources for use by both industry and the general public. This includes raw data, statistics, application and hearing materials, and information on regulations, policies, and decisions.

Information and data may be downloaded from [www.aer.ca](http://www.aer.ca) (<http://www.aer.ca>) or obtained from the AER's Information Distribution Services (IDS). Find available AER data, reports, and services through the Products and Services Catalogue (<http://www1.aer.ca/ProductCatalogue/index.html>).

To place an order for information, please email [InformationRequest@ aer.ca](mailto:InformationRequest@ aer.ca) (<mailto:InformationRequest@ aer.ca>) or phone (403-297-8311).

**Context:**

Notification was received by the Town of Calmar regarding the proposed facility addition to a gas processing plant located on LSD 8-32-49-26-W4M. The proposed additions looks to add an amine plant, compressor, refrigerator, generator and additional flare stack. The location of the site regarding proximity to the Town of Calmar can be seen on Map 1 and Map 2. Greater context of the SE quarter section and subject parcel containing the gas facility can be seen on Map 3 and Map 4. Based on the maps below the subject parcel is located just beyond the Intermunicipal Development Plan boundary.

**Current Impacts:**

There is a required 100m setback from the facility as noted within the referral package. This setback was determined by Alberta Energy Regulator based on the facility's release volumes of hydrogen sulphide (H<sub>2</sub>S). The 100m setback does not allow for the development of permanent dwellings and unrestricted country development. However, as this is a gas facility there would be an additional 500m setback for public facilities and urban centres.

Due to the location of the facility the 100m setback would only prevent residential development within the subject parcel and the adjacent parcel to the east. The 500m setback would only prevent public facilities and urban centres within the SE-32-49-26-W4M quarter section. The required setback distances would not impact future development of the Town within the Intermunicipal Development Plan area.

**Possible future impacts:**

Should an increase in the release volumes of hydrogen sulphide occur at the facility, the setback distances may expand from the current 500m setback for public facilities and urban centres to 1500m. At which point, setbacks may impact public facilities and urban centre development within the adjacent SW-32-49-26-W4M quarter section.

However, the northeastern most portion of the Town of Calmar or SW-31-49-26-W4M, which is located closest to the facility, is designated by the Municipal Development Plan for industrial and commercial development. If the Town were to continue this trend of expanding industrial use to the east, industrial developments are not impacted by the setback regulations of Alberta Energy Regulator.

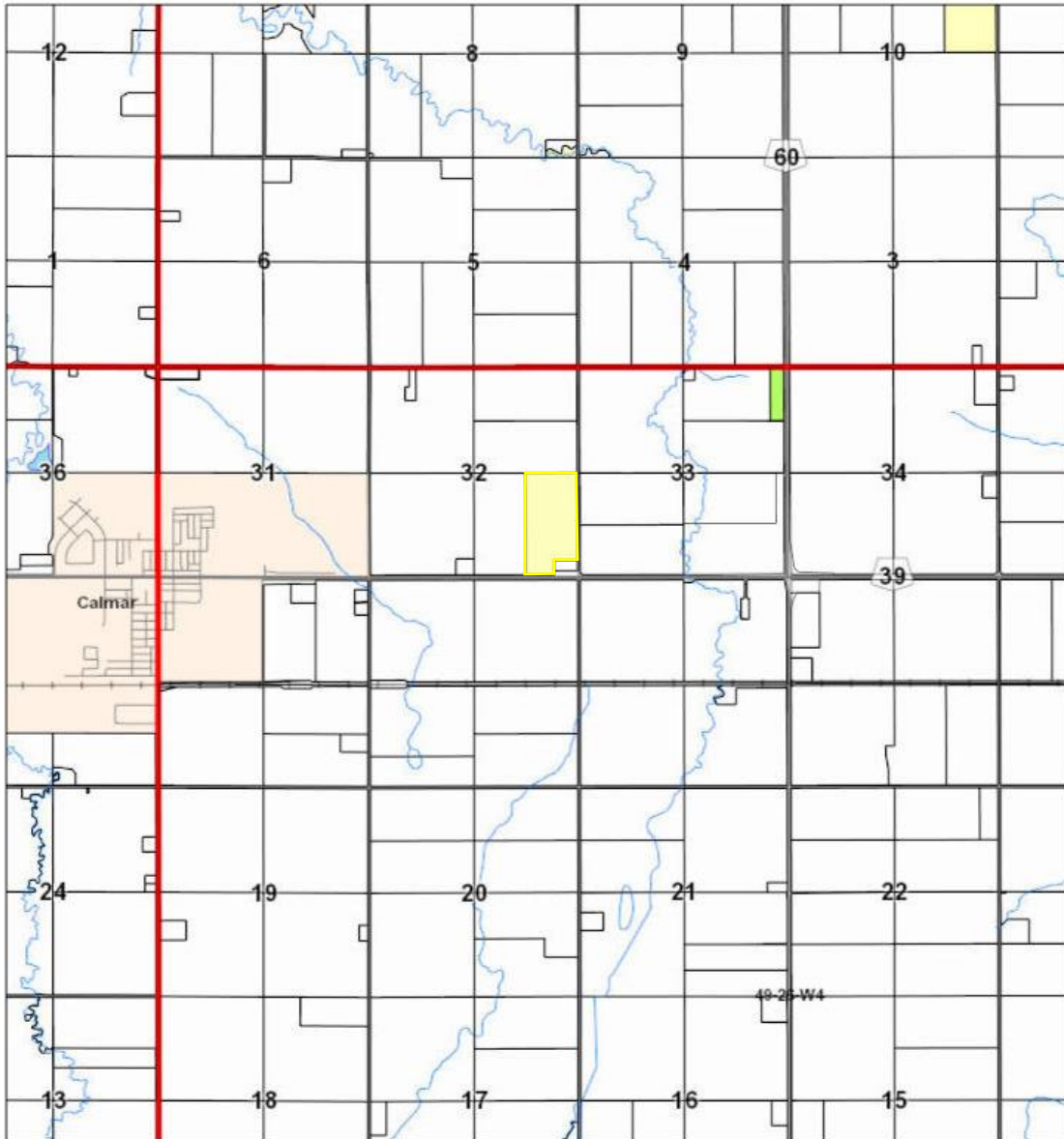
Additionally, the proposed site is located far enough away from the Town that minimal traffic impacts are expected to arise from the proposed additions to the facility.

**Conclusion:**

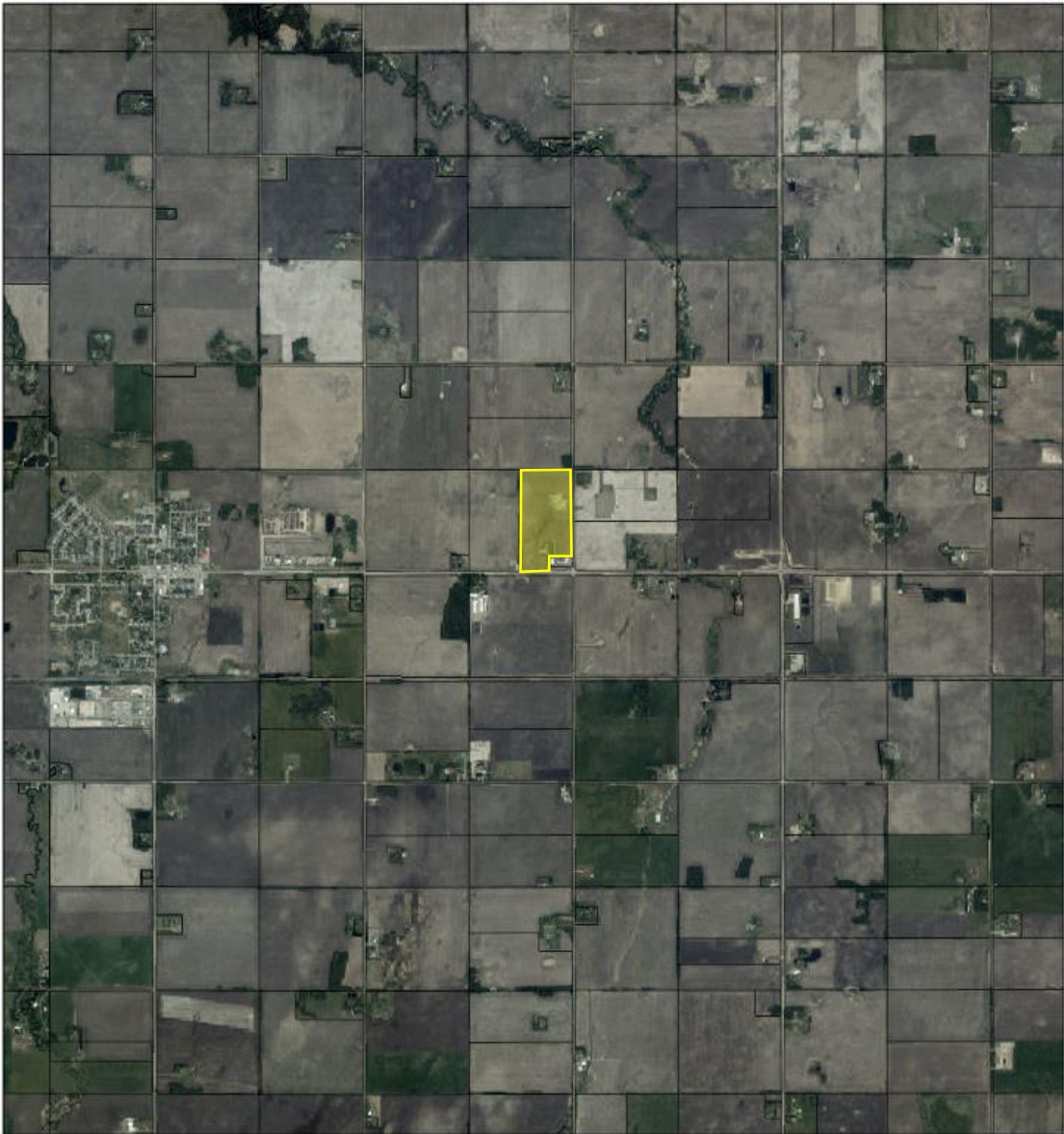
Overall, it is anticipated there will be little to no impact on the future growth areas of the Town of Calmar as result of the proposed expansion.



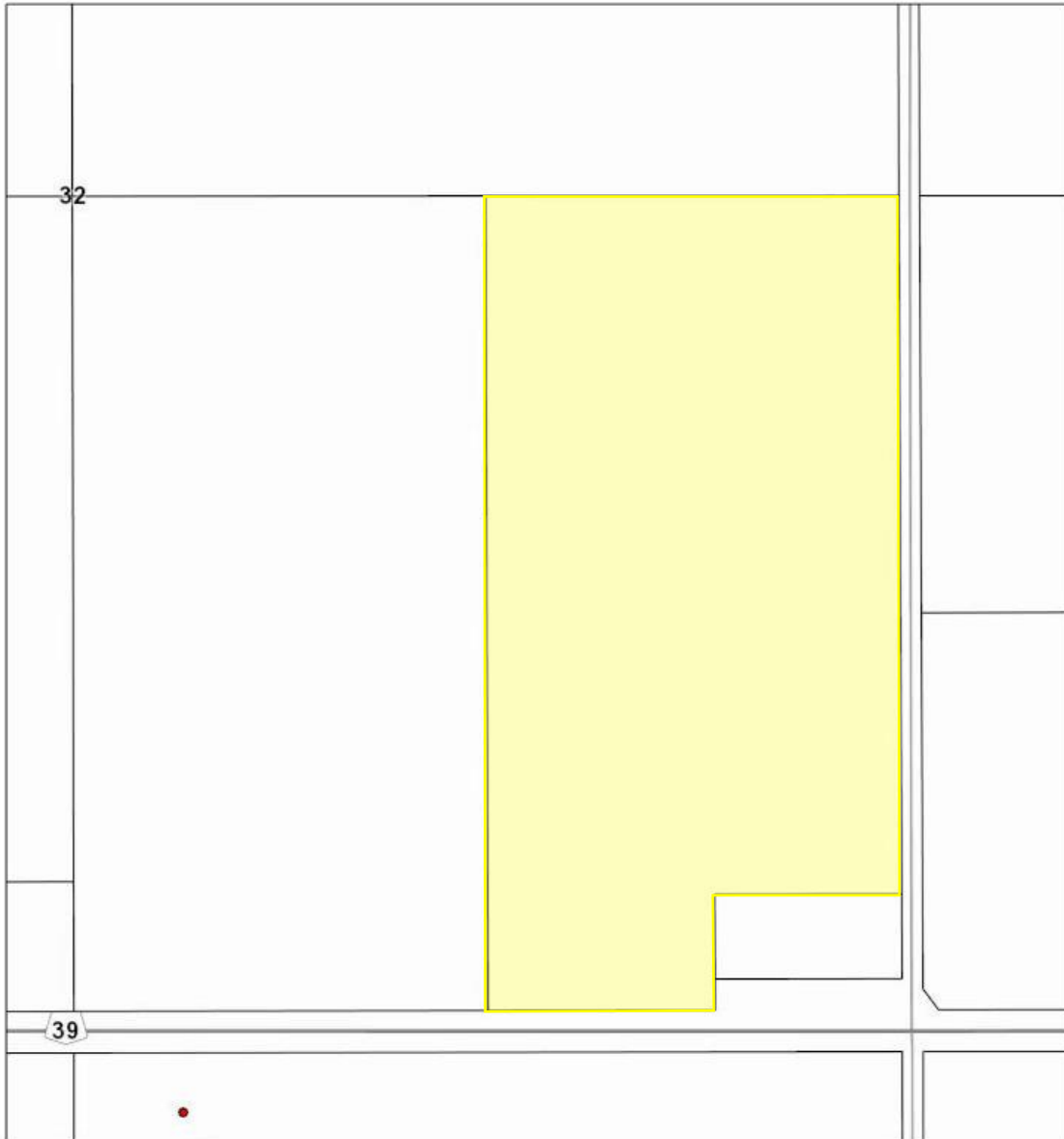
# Map 1



# Map 2



### Map 3



**Map 4**



# FILIPINO NEWCOMER YOUTH

## Virtual Filipino Youth Group

Who: 14–18 years old

When: January 25th & 27th  
5:00–6:00 PM

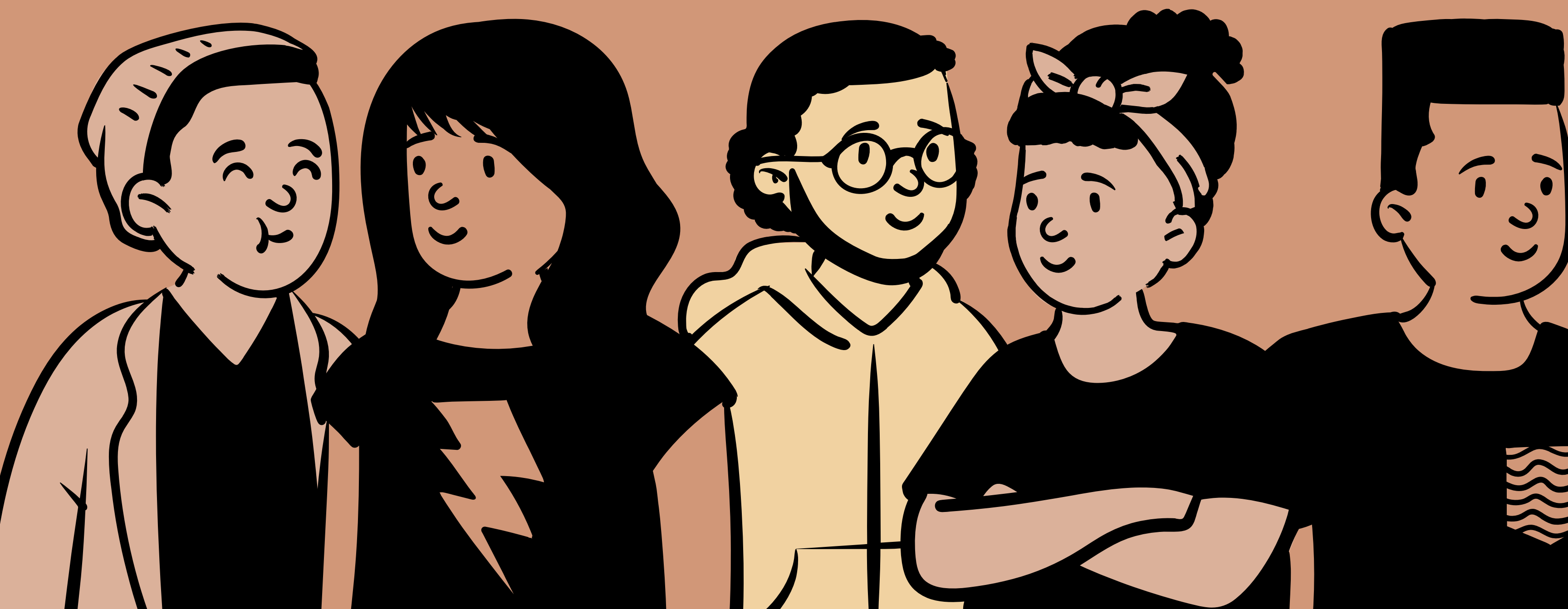
Where: Online Session

About: A chance to share your story as a  
Filipino newcomer youth in Canada.

### To Register:

Call: 780–235–1763

Email: [jereecah.dc@a4hc.ca](mailto:jereecah.dc@a4hc.ca)



**Calmar & District Recreation Board**  
**Trails Meeting**  
**19 January 2022**  
**1830**  
**Virtual**

**Present:** Rhonda Kanis; Councillor Jaime McKeag; Amber Ferris; Chris Feist  
**Regrets:** Mayor Sean Carnahan  
**Guests:** Byron King, Ed Melesko

Rhonda called the meeting to order at 1833.

Ed Melesko presented to the Board his comments on the proposed Trail projects presented at the November meeting. In his presentation he mentioned that some of what was proposed would be difficult to do as there would be land that the Town did not own or, as in one case, nowhere to actually put the proposed trail due to existing residential properties. He also mentioned that 2 of the proposals could be considered to exist if existing sidewalk were to be considered trail as it is in other communities.

Ed then proposed a different vision that involves for the most part only Town property or lands that will be easier to negotiate about. Some of the lands are tied to future developments and even if trails are agreed upon with the developers, will be dependent upon the progress of the developments and therefore may not occur for some years but will be planned for. Some of this may involve or require changing the Area Structure Plan to allow for the space needed for trails. Also, will involve some land yet to be designated as Municipal Reserve but Ed says this could be achieved this year as well as a portion of the proposed new expanded recreation grounds that would be incorporated under that project. The bulk of Ed's proposal involves large portions that could be started on now but would then lead to dead ends because of the future development etc. His proposal does have 2 small linkages on the NE side that could be done as soon as possible. Rhonda likes this because it will at least show progress is being made.

General consensus is that what Ed has proposed is the direction that should be pursued. Amber asked that when more work is done and since we will possibly be incorporating sidewalk, that we have signage that provides directions as well as gives an overview of the layout of the trails. Also, for 2022 budget, ask for all of the distances Ed has proposed (less the overlap with the rec grounds project) so Council will have numbers to work with for the future.

Byron asked whether the survey to the public should still be issued since, as Ed's presentation showed, the public could end up proposing routes that are un-doable and if these do not happen or get discussed, could stir up resentment/anger. Consensus was to drop the survey.

Ed then presented an update on the rec grounds expansion. At present the consultant has proposed 4 possible layouts. Consensus was that, while neither was perfect, options B (i.e. issues with the sun) and C were best. There was also concern about proximity of the ball diamonds with the soccer fields. Ed will look into this and discuss further with the Consultant.

Amber moved that the meeting be adjourned.  
Rhonda adjourned the meeting at 1921.

ESTIMATED DISTANCES FOR ED'S PROPOSALS:

1. "South Engberg" – 92.15m
2. "North CSS" – 101.07m
3. "Westview" – 664.47m
4. "Villas" – 275.72
5. "Hawk's Landing" – 531.49m
6. "Thomas Creek N" – 86.92m
7. "Thomas Creek S" – 535.88m excluding Rec Ground overlap + 64.7mjog into the field

If we add up all solid green line distances (exclude Hawk's), the total distance is 1,820.91m

Using Graydon's estimate of \$235/m

$1,820.91\text{m} \times \$235/\text{m} = \$472,913.85$  excluding Hawk's

If you add Hawks, add another \$124,900.15



**SPORTS FIELDS AVAILABLE AT EACH PHASE**

PHASE	DURING PHASE CONSTRUCTION		AFTER PHASE COMPLETION	
	# OF BALL DIAMONDS	# OF SOCCER FIELDS	# OF BALL DIAMONDS	# OF SOCCER FIELDS
P1 PHASE 1	3 - (3) EXISTING DIAMONDS	NO FIELDS	4 - (3) EXISTING DIAMONDS + P1 DIAMOND	1 - P1 FIELD
P2 PHASE 2	4 - (3) EXISTING DIAMONDS + P1 DIAMOND	1 - P1 FIELD	6 - (3) EXISTING DIAMONDS + P1 & P2 DIAMONDS	1 - P1 FIELD
P3 PHASE 3	4 - (1) EXISTING DIAMOND NO. 1 + P1 & P2 DIAMONDS	1 - P1 FIELD	5 - (1) EXISTING DIAMOND NO. 1 + P1, P2 & P3 DIAMONDS	1 - P1 FIELD
P4 PHASE 4	4 - P1, P2 & P3 DIAMONDS	1 - P1 FIELD	4 - P1, P2 & P3 DIAMONDS	2 - P1 & P4 FIELD

SAVED BY: CBOHNET PLOT DATE: November 30, 2021



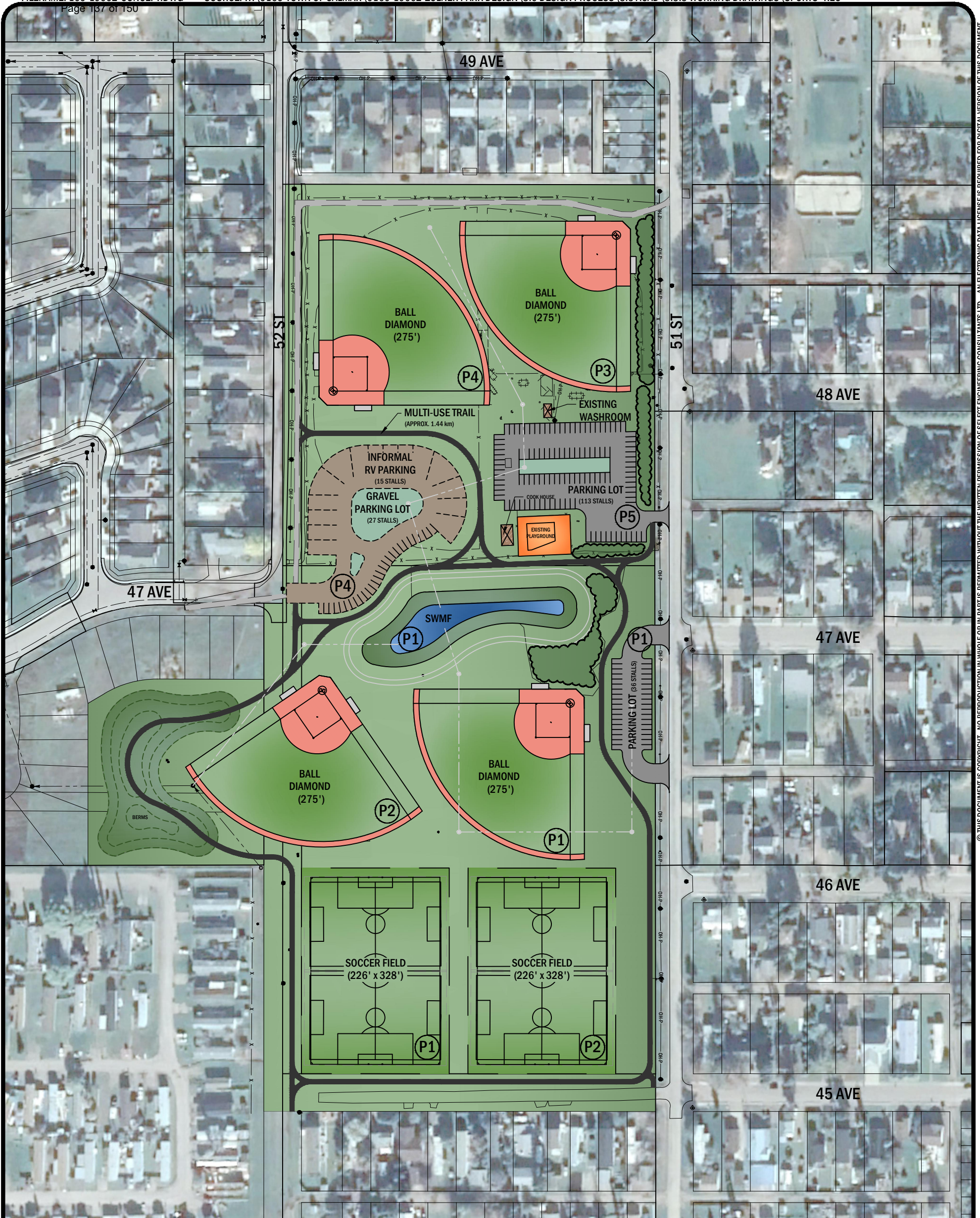
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**TOWN OF CALMAR  
ZOLNER PARK  
CONCEPT PLAN  
160-19002  
DECEMBER 2021**

**OPTION A  
ULTIMATE**

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**SPORTS FIELDS AVAILABLE AT EACH PHASE**

PHASE	DURING PHASE CONSTRUCTION		AFTER PHASE COMPLETION	
	# OF BALL DIAMONDS	# OF SOCCER FIELDS	# OF BALL DIAMONDS	# OF SOCCER FIELDS
P1 PHASE 1	3 - (3) EXISTING DIAMONDS	NO FIELDS	4 - (3) EXISTING DIAMONDS + P1 DIAMOND	1 - P1 FIELD
P2 PHASE 2	4 - (3) EXISTING DIAMONDS + P1 DIAMOND	1 - P1 FIELD	5 - (3) EXISTING DIAMONDS + P1 & P2 DIAMONDS	2 - P1 & P2 FIELD
P3 PHASE 3	3 - (1) EXISTING DIAMOND NO. 1 + P1 & P2 DIAMONDS	2 - P1 & P2 FIELD	4 - (1) EXISTING DIAMOND NO. 1 + P1, P2 & P3 DIAMONDS	2 - P1 & P2 FIELD
P4 PHASE 4	3 - P1, P2 & P3 DIAMONDS	2 - P1 & P2 FIELD	4 - P1, P2, P3 & P4 DIAMONDS	2 - P1 & P2 FIELD

SAVED BY: CBOHNET PLOT DATE: November 30, 2021



0 20 40 60 m SCALE 1:2000

**TOWN OF CALMAR  
ZOLNER PARK  
CONCEPT PLAN  
160-19002  
DECEMBER 2021**

**OPTION B  
ULTIMATE**

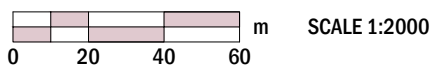
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**SPORTS FIELDS AVAILABLE AT EACH PHASE**

PHASE	DURING PHASE CONSTRUCTION		AFTER PHASE COMPLETION	
	# OF BALL DIAMONDS	# OF SOCCER FIELDS	# OF BALL DIAMONDS	# OF SOCCER FIELDS
P1 PHASE 1	3 - (3) EXISTING DIAMONDS	NO FIELDS	5 - (3) EXISTING DIAMONDS + (2) P1 DIAMONDS	2 - P1 FIELDS
P2 PHASE 2	3 - (1) EXISTING DIAMOND NO. 1 + (2) P1 DIAMONDS	2 - P1 FIELDS	4 - (1) EXISTING DIAMOND NO. 1 + P1 & P2 DIAMONDS	2 - P1 FIELDS
P3 PHASE 3	3 - (2) P1 DIAMONDS & P2 DIAMOND	2 - P1 FIELDS	4 - P1, P2 & P3 DIAMONDS	2 - P1 FIELDS

SAVED BY: CBOHNET PLOT DATE: November 30, 2021



**TOWN OF CALMAR**  
**ZOLNER PARK**  
 CONCEPT PLAN  
 160-19002  
 DECEMBER 2021

**OPTION C**  
**ULTIMATE**

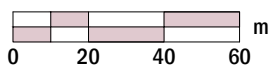
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**SPORTS FIELDS AVAILABLE AT EACH PHASE**

PHASE	DURING PHASE CONSTRUCTION		AFTER PHASE COMPLETION	
	# OF BALL DIAMONDS	# OF SOCCER FIELDS	# OF BALL DIAMONDS	# OF SOCCER FIELDS
P1 PHASE 1	3 - (3) EXISTING DIAMONDS	NO FIELDS	4 - (3) EXISTING DIAMONDS + P1 DIAMOND	2 - P1 FIELDS
P2 PHASE 2	1 - P1 DIAMOND	2 - P1 FIELDS	4 - (3) EXISTING DIAMONDS (REFURBISHED) + P1 DIAMOND	2 - P1 FIELDS

SAVED BY: CBOHNET PLOT DATE: November 30, 2021

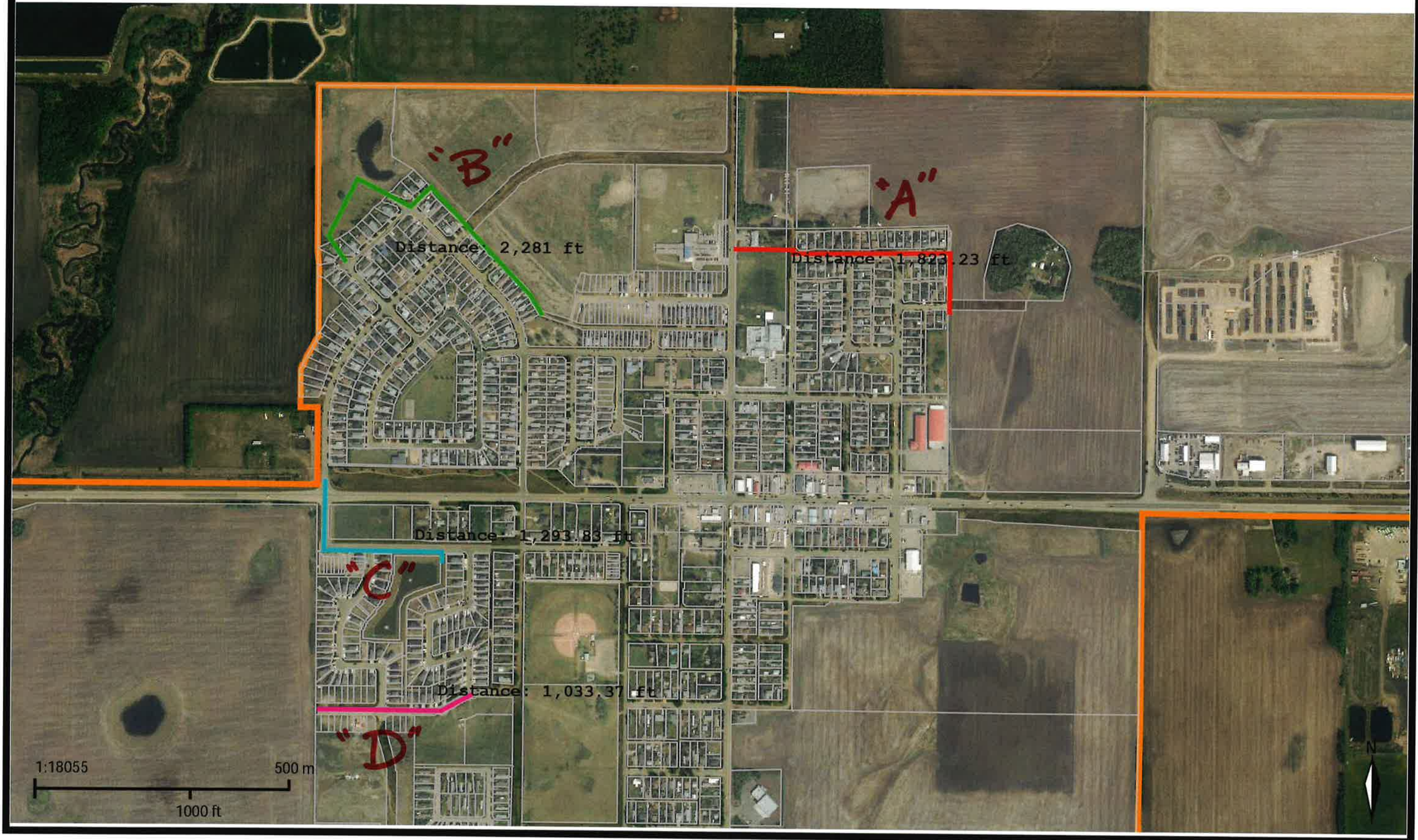


SCALE 1:2000

**TOWN OF CALMAR  
ZOLNER PARK  
CONCEPT PLAN  
160-19002  
DECEMBER 2021**

**OPTION D  
ULTIMATE**

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SW31 4

NW30 49-26-4

HAWKS LANDING

WESTVIEW VILLAS

MR

SE36 49-27-4

Calmar Elementary School

Calmar Secondary School

Centre Park

Westview Park

Einburg Park

Curling Arena

To Thomas Creek Enviro Reserve

NE25 49-27-4

Ball Diamonds

Woodland Park

Outdoor Rink

NE25 49-27-4

To Thomas Creek Enviro Reserve

CANADIAN PACIFIC RAILWAY

43 Avenue

42 Avenue

- existing (asphalt)
- side walk
- future
- - - potential future
- Lighted crosswalks.



### Town of Calmar Address and Tax Roll Map

1: Municipal Street Address      2: Town Boundary



SW30 49-26-4



# BOARD HIGHLIGHTS

January 26, 2022



## 2022-2023 SCHOOL YEAR CALENDAR

Superintendent/CEO Romanchuk explained that the focus of the 2022-2023 School Year Calendar was to make the most effective use of allotted time to support the educational needs of both students and staff as well as to support families and staff in prioritizing wellness.



The proposed calendar includes: a fall midterm break in November, removes staggered entry at the start of the year and removes early dismissal days, which will be replaced with one PD/Collaboration day per month. School support staff will have the opportunity to attend the morning of each PD/Collaboration Day to attend staff meetings and PD.

The Board approved the [2022-2023 School Year Calendar](#) as presented.

## COVID-19 & DISTANCE LEARNING UPDATE



Associate Superintendent Monty presented an update on COVID-19 in BGSD schools. BGSD is encouraging all staff and students to stay home if they feel unwell. Teacher and support staff absences have been higher than average this January as have student absences. Absentee numbers have begun to trend downward for both staff and students.

Associate Superintendent Dargis provided a brief update on Distance Learning (DL) for Semester 2. There are approximately 300 Grades 1-12 students registered in DL for this semester, which is a slight increase from Semester 1. There have been minimal staffing changes required. Associate Superintendent Dargis thanked the DL team for their hard work and dedication.



## BEAUMONT SCHOOL UTILIZATION

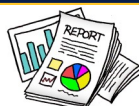


Associate Superintendent Dargis presented a report on the City of Beaumont School Utilization Rates. The report demonstrates that City of Beaumont is continuing to experience consistent population growth which will impact existing school utilization rates at École Champs Vallée School (ECVS), École Bellevue School (EBS) and École J.E. Lapointe School (EJELS). As well, there is a priority to get a second public high school within the City of Beaumont. BGSD is currently working with the City of Beaumont to fulfill the necessary requirements associated with a request for a new high school.

The Board, based upon the City of Beaumont School Utilization Review Report as presented, directs administration to provide the Board with a recommendation to address the utilization concerns associated with ECVS, EBS, and EJELS at the April 20, 2022 Board meeting.

## 2021-2022 FINANCIAL REPORT

Associate Superintendent Volkman presented the 2021-2022 Financial Report for September to December 2021. As of December 31, 2021, BGSD's revenues and expenses were as expected compared to the fall budget.



## ASCA CONFERENCE

The Board will support up to three School Council members from across BGSD to attend the 2022 ASCA Conference.





## JACK.ORG



Laurel Osness, teacher and counsellor from New Sarepta Community High School (NSCHS), and three of her students, Danni Sogale, Mercedes Fairlie, and Dylan Barsness, gave a presentation to the Board on their chapter of Jack.org, which is a student-lead organization dedicated to help prevent suicide among young people in Canada and raise awareness of mental health. The group operates based on local chapters with the young leaders in each chapter being trained to support those struggling with their mental health. The NSCHS Chapter focuses on expanding mental health knowledge and helping their fellow students to develop a sense of connectedness to their community. The NSCHS Chapter was started in April 2021 and has put together several community events including the Mental Health Walk, exam care packages and a Halloween costume contest.

The Board acknowledged the difference a program like Jack.org can make in a community and thanked Mrs. Osness and the students of the NSCHS Chapter for their work in supporting each other.

## CITY OF BEAUMONT JOINT USE AGREEMENT



BGSD received a request from the City of Beaumont to review and update the existing Joint Use Agreement. The current agreement is dated July 1997 and the new agreement provides greater clarification and details on certain areas such as insurance requirements, terms of the agreement and dispute resolution. The list of recreation facilities has also been updated. The agreement is scheduled to be presented to the City of Beaumont Council in early February for their approval.

The Board approved the updated Joint Use Agreement with the City of Beaumont.

## TEAMSTERS COLLECTIVE AGREEMENT

BGSD and the Teamsters Local Union 987 of Alberta Miscellaneous Employees – Custodial, agreed upon a document to share with both the Teamster 987 Bargaining Unit and the BGSD Board of Trustees. The document was accepted by a majority (71%) of the Teamster 987 Bargaining Unit. This is a four year agreement that ends August 31, 2024.

The Board ratified the Memorandum of Agreement with Teamsters Local Union 987 of Alberta Miscellaneous Employees - Custodial.



## POLICY DEVELOPMENT



The Board accept the updated version of [Policy 9 – Board Representatives](#) as presented.

The Policy Review Committee developed [Policy 20—Petitions and Public Notices](#), based on the information contained in the Education Act and the Local Authorities Election Act. This policy provides the procedures that need to be followed in order for petitions to be submitted to the Board. This policy will replace Administrative Procedure 508 – Petitions.

The Board approved Board Policy 20 – Petitions and Public Notices as presented.

## COMMUNITY ENGAGEMENT/ADVOCACY

The Board's priority remains monitoring the state of the proposed curriculum. There will be a focus on how the Board can best support BGSD staff and students throughout the implementation.

Administration and the Board will meet with City of Beaumont representatives on February 22, 2022 to advocate for and provide information on BGSD's request for a school service site for a new high school.

## CELEBRATING SUCCESS

The [January 2022 School News](#) was presented recognizing schools, students and staff from across the Division. The School News ppt is posted to the BGSD website.



**LEDUC REGIONAL HOUSING FOUNDATION**  
**THURSDAY, December 2<sup>nd</sup>, 2021**  
**Kosmos Boardroom**

**ATTENDANCE:**

Directors Present:

Bill Hamilton	City of Leduc
Sean Carnahan	Town of Calmar
Cory Gilbert	Town of Thorsby
Rick Hart	Village of Warburg
Shirley Jolly	Member at Large

Directors Absent:

Ray Scobie	Leduc County
Rick Smith	Leduc County

Directors Excused:

Kathy Barnhart	City of Beaumont
Brian Bowles	Town of Devon

Administration Present:

Margot Hagarty	Executive Director
Tammy van Ooyen	Corporate Services Manager

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**1.0 CALL TO ORDER**

B. Hamilton, called the meeting to order at 5:37 p.m.

**2.0 ADOPTION OF AGENDA**

**Resolution 6287/21:**

Moved by S. Carnahan to adopt the agenda, as amended with the addition of item numbers 5.1 CHMC Funding Opportunities – Derek Weiss, 6.1 Denise Goldhawk – Vaccination Policy and 6.2 Rae Braden-Parkin – Vaccination Policy.

**Motion . . . Carried**

**3.0 BOARD MEETING MINUTES**

**3.1 Board Meeting – October 28, 2021**

**Resolution 6288/21:**

Moved by C. Gilbert to approve the minutes, as presented.

**Motion . . . Carried**

**4.0 CONSENT AGENDA**

- 4.1** 2021-10-25 – ASCHA Weekly Rollout – Issue 43
- 4.2** 2021-10-26 – Letter to M. Hagarty from C. Pankewitz, Municipal Administrator - LRHF Representative - Village of Warburg
- 4.3** 2021-10-29 - Letter to M. Hagarty from D. Coleman, County Manager - LRHF Board Appointment
- 4.4** 2021-11-01 - ASCHA Weekly Rollout Issue 44



- 4.5 2021-11-01 - Bill 78 Fact Sheet
- 4.6 2021-11-01 - Stronger Foundations – Alberta’s 10-year Strategy to Improve and Expand Affordable Housing
- 4.7 2021-11-01 - Stronger Foundations Summary
- 4.8 2021-11-02 - Town of Calmar - LRHF Board of Directors Representative
- 4.9 2021-11-03 - City of Leduc – LRHF Board of Directors Representative
- 4.10 2021-11-04 - City of Beaumont - LRHF Board of Directors Representative
- 4.11 2021-11-08 - ASCHA Weekly Rollout Issue 45
- 4.12 2021-11-10 - 2022 Municipal Requisition – Advance Notice
- 4.13 2021-11-15 - ASCHA Weekly Rollout Issue 46
- 4.14 2021-11-19 - Vaccination Validation at Planeview Place
- 4.15 2021-11-19 - Vaccination Validation at Planeview Place to Families
- 4.16 2021-11-22 - ASCHA Weekly Rollout Issue 47

**Resolution 6289/21:**

Moved by S. Jolly to accept Consent agenda items 4.1 to 4.16, as information and pullout items 4.6 & 4.7 for further discussion.

**Motion . . . Carried**

**Discussion & Clarification**

- 4.6 2021-11-01 - Stronger Foundations – Alberta’s 10-year Strategy to Improve and Expand Affordable Housing
- 4.7 2021-11-01 - Stronger Foundations Summary

M. Hagarty gave a brief explanation of the recently released affordable housing strategy and noted that further examination is required. S. Jolly asked that a full discussion be organized at the Board level.

**5.0 BUSINESS**

**5.1 CHMC Funding Opportunities – Derek Weiss – Zoom Call**

M. Hagarty introduced D. Weiss. D. Weiss presented information on the reason that LRHF was not successful in our Rapid Housing Initiative and discussed future CHMA Funding Opportunities that may assist LRHF in developing future affordable housing initiatives.

**5.2 Governance:**

5.2.1 Member At Large

5.2.1.1 MAL Position Description – Revised Draft

M. Hagarty reviewed the changes of the position description for the Member at Large. A discussion occurred regarding requiring the MAL to live within the region and if the MAL could serve additional terms after a break in service to the Board.

**Resolution 6290/21:**

Moved by S. Gilbert to approve the Member at Large Description, as presented.

**Motion . . . Carried**

5.2.2 Board members Position Description – Revised Draft

M. Hagarty reviewed the changes of the position description for the Board Members. There were no questions.

**Resolution 6291/21:**

Moved by Rick Hart to approve the Board members Position Description, as presented.

**Motion . . . Carried**

5.2.3 Board Vice Chair Position Description – Revised Draft

M. Hagarty reviewed the changes of the position description for the Board Vice-Chair.

**Resolution 6292/21:**

Moved by R. Hart to approve the Board Vice-Chair Position Description, as presented. There were no questions.

**Motion . . . Carried**

5.2.4 Governance Terms of Reference – Revised Draft

M. Hagarty provided an overview of the changes to the Governance Terms of Reference. There were no questions.

**Resolution 6293/21:**

Moved by C. Gilbert to approve the Governance Terms of Reference, as presented.

**Motion . . . Carried**

5.2.5 LRHF Bylaws – Revised Draft

M. Hagarty went through the changes to the LRHF Bylaws recommended by the Governance Committee. There were no questions.

**Resolution 6294/21:**

Moved by S. Carnahan to accept the recommendations of the Governance Committee and direct Administration to proceed to provide the Board of Directors with the required 21 day notice of change to bylaws to be approved at the January 2022 Board Meeting.

**Motion . . . Carried**

**5.3 Finance:**

5.2.1 Finance Committee Terms of Reference

M. Hagarty went through the changes to the Finance Committee Terms of Reference recommended by the Finance Committee. There were no questions.

**Resolution 6295/21:**

Moved by R. Hart to approve the Finance Committee Terms of Reference, as presented.

**Motion . . . Carried**

5.2.2 Auditor Selection Matrix and recommendation

M. Hagarty went through the Auditor Selection Matrix utilized during the tender process and the recommendation of the Finance Committee to appoint KRP. There were no questions.

**Resolution 6296/21:**

Moved by B Hamilton to approve the recommendation of the Finance Committee for the Auditor Selection KRP.

**Motion . . . Carried**

5.2.3 2% Inflationary Increase recommended for staff for 2022

M. Hagarty presented the recommendation of the Finance Committee for a 2% inflationary increase for all staff for 2022. There were no questions.

**Resolution 6297/21:**

Moved by S. Jolly to approve a 2% Inflationary Increase for all staff for 2022, as presented.

**Motion . . . Carried**

5.2.4 Review and Change to the Distribution of Management Fee between portfolios

M. Hagarty presented information on the distribution of Management Fees between portfolios and clarified that the Management Fees are derived utilizing both units and weighted factors. An adjustment to the Supportive Living and Affordable Housing Management fees will be made for 2022. A discussion regarding the GoA Management Fees occurred and S. Jolly asked that a comparison 5 years of fees charged to the GoA be provided to the Board.

**Resolution 6298/21:**

Moved by B Hamilton that we will accept the Review and Change to Distribution of Management Fees between portfolios and direct Administration to provide a 5 year comparison of the Mangement fees charge to the GOA to Board.

**Motion . . . Carried**

**5.4 Mandatory Vaccination Policy**

M. Hagarty presented information on the Mandatory Vaccination Policy. A discussion occurred regarding inclusion of Board Members and duty to accommodate, booster requirements.

**Resolution 6299/21:**

Moved by R. Hart to approve the Mandatory Vaccination Policy as presented.

**Motion . . . Carried**

**5.5 ASCHA Zone Meeting update**

M. Hagarty updated that due to weather conditions the ASHCA Zone Meeting was not attended.

**6.0 CORRESPONDENCE**

**6.1 Denise Goldhawk – Vaccination Policy**

**6.2 Rae Braden-Parkin – Vaccination Policy**

M. Hagarty presented letters from two current LRHF staff members regarding their concerns with the mandatory vaccination policy. A discussion regarding the response to the staff members occurred.

**Resolution 6300/21:**

Moved by B. Hamilton that he will draft a letter of response from the Board Vice Chair.

**Motion . . . Carried**

**7.0 REPORTS**

**5.1 Chair Report – Not Provided**

**5.2 Executive Director's Report**

M. Hagarty reviewed the Executive Director Report, as information and gave specifics to the topics in the report and answered any questions.

**Resolution 6301/21:**

Moved by S. Carnahan to receive the Executive Director Report, as information.

**Motion . . . Carried**

**5.3 Occupancy & Waitlist Report – October 2021**

M. Hagarty reviewed the Occupancy & Waitlist for October 2021, as information and gave highlights to the report.

**Resolution 6302/21:**

Moved by S. Carnahan to receive the Occupancy & Waitlist for October 2021, as information.

**Motion . . . Carried**

#### **5.4 Financial Snapshot – October 2021**

M. Hagarty reviewed the Financial Snapshot for October 2021, as information and gave brief details to the report and answered questions from the Board.

##### **Resolution 6303/21**

Moved by R. Hart to accept the Financial Snapshot for October 2021, as information.

**Motion . . . Carried**

#### **5.5 Municipal Updates**

S. Carnahan updated the Board that the Municipal CAO and Economic Development Officer for Calmar has resigned.

R. Hart updated the Board that he will be attending the Cloverleaf Manor Christmas Party on December 9<sup>th</sup> and that the Village Warburg is temporarily without an insurance office and bank do to the attempted break in this past week.

C. Gilbert updated that the Town of Thorsby's Post Office has been closed for 3 days due to the federal requirement for vaccination.

B. Hamilton updated that the Telus fibre installation in the City of Leduc is on track to wrap up fibre installation by the end of 2021.

S. Jolly wishes everyone a Merry Christmas and has hopes that we can all get together as an organization soon to celebrate future Christmases.

#### **8.0 NEXT MEETINGS & EVENTS**

**Residents Christmas Dinner**  
 Thursday, December 9, 2021  
 Cloverleaf Manor, Warburg  
 Lunch @ 11:30 a.m.

**Residents Christmas Dinner**  
 Thursday, December 16, 2021  
 Planeview Place, Leduc  
 Greetings @ 4 p.m./Dinner 5:00 p.m.

**Finance Committee Meeting**  
 Thursday, January 13, 2021  
 Administration Office, Leduc  
 Meeting at 5:00 p.m.

**Governance Committee Meeting**  
 Thursday, January 20, 2022  
 Administration Office, Leduc  
 Meeting at 5:30 p.m.

**Board Meeting**  
 Thursday, January 27, 2022  
 Kosmos Boardroom  
 Meeting at 5:30 p.m.

**Board Meeting**  
 Thursday, February 24, 2022  
 TBD  
 Meeting at 5:30 p.m.

**Governance Committee Meeting**  
**Thursday, March 10, 2022**  
Administration Office, Leduc  
Meeting at 5:30 p.m.

**Finance Committee Meeting**  
**Thursday, March 24, 2022**  
Administration Office, Leduc  
Meeting at 5:00 p.m.

**9.0 ADJOURNMENT**

B. Hamilton, Board Vice-Chair, adjourned the meeting at 7:58 p.m.

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MINUTES APPROVED BY BOARD OF DIRECTORS  
**27<sup>th</sup> DAY OF January 2022**

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Margot Hagarty, Executive Director

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Kathy Barnhart, Board Chair

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