

**TOWN OF CALMAR REGULAR COUNCIL MEETING TO BE HELD
 VIRTUALLY ON FEBRUARY 22, 2022, COMMENCING
 AT 7:00 PM
 GoToMeeting
 Public Access Code: 211-016-493**

AGENDA

<u>CODE</u>	<u>ITEM</u>	<u>SOURCE</u>
	1.	Call to Order
	2.	Adoption of Agenda
	3.	Public Hearings - None
	4.	Delegations - None
	5.	Adoption of Minutes a) Regular Council Meeting – February 07, 2022 b) Special Council Meeting – February 12, 2022 c) Committee of the Whole Meeting – February 14, 2022
	6.	Unfinished Business - None
	7.	Bylaws or Policies a) CSM Bryans RFD - Policies #2020-063, 079 & 081 and COVID Re-Launch Plan b) Acting CAO Anderson RFD – Policy #2021-088 Bad Debts Policy Revision c) Acting CAO Anderson RFD – Policy #2022-095 Asset Disposal Policy d) CSM Bryans RFD – Bylaw #2022-08 Bylaw to Rescind Bylaw #2020-19
	8.	New Business a) Acting CAO Anderson RFD – Reversal of 2% Penalties on Snow Removal Bylaw Enforcement b) Acting CAO Anderson RFD – Waiver of Penalties for Un-Paid Taxes c) DPW Melesko RFD – Communal Garden Location d) CSP Thomas RFD – Community Services Master Plan Committee Nomination e) DO Sider RFD – Renewal of Safety Codes Service Agreement f) LD Parkinson RFD – Board Appointments g) CSP Thomas RFD – Newcomer Readiness
	9.	Financial a) Monthly Financial Report – Currently Unavailable, Waiting on 2022 Budget Completion
	10.	Department Reports - None
	11.	Council and Committee Reports – None
	12.	Action Items – None
	13.	Correspondence a) Newcomer Readiness Final Report b) Platform Party for NAIT’s 2022 Convocation c) CSMP Committee Meeting Minutes – November 2021 d) Recreation Board Minutes – February 2022 e) Regional FCSS Programs
	14.	Clarification of Agenda Business – (Open mic)
	15.	Closed Session a) Personnel - (Pursuant to Section 24(1)(b)(i) of the Freedom of Information and Protection of Privacy Act).
	16.	Adjournment

1. **CALL TO ORDER:** Mayor Carnahan called the Regular Council Meeting of February 07, 2022, to order at the hour of 7:04 pm.

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

ABSENT WITH REGRETS: Councillor Benson

2. **ADOPTION OF AGENDA:**

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

**CARRIED
R-22-02-0051**

3. **PUBLIC HEARINGS: None**

4. **DELEGATIONS: None**

5. **ADOPTION OF MINUTES:**

- a) **Regular Council Meeting** – January 17, 2022

Moved by Councillor Gardner that the minutes of the Regular Council Meeting, of January 17, 2022, are hereby approved as amended.

**CARRIED
R-22-02-0052**

- b) **Special Meeting of Council** – January 22, 2022

Moved by Mayor Carnahan that the minutes of the Special Meeting of Council of January 22, 2022, are hereby approved as presented.

**CARRIED
R-22-02-0053**

- c) **Special Meeting of Council** – January 29, 2022

Moved by Councillor Faulkner that the minutes of the Special Meeting of Council of January 29, 2022, are hereby approved as presented.

**CARRIED
R-22-02-0054**

6. **UNFINISHED BUSINESS: None**

7. **BYLAWS or POLICIES:**

- a) **Bylaw #2022-07** – Chief Administrative Officer Bylaw

Moved by Councillor Faulkner that Bylaw #2022-07 is hereby given first reading.

**CARRIED
R-22-02-0055**

Moved by Councillor Gardner that Bylaw #2022-07 is hereby given second reading.

**CARRIED
R-22-02-0056**

Moved by Councillor Faulkner that permission is hereby granted for the presentation of Bylaw #2022-07 for all three readings at this meeting.

**CARRIED UNANIMOUSLY
R-22-02-0057**

Moved by Mayor Carnahan that Bylaw #2022-07 is hereby given third reading.

**CARRIED
R-22-02-0058**

b) Bylaw #2022-04 – Temporary Borrowing Bylaw

Moved by Councillor Faulkner that Bylaw #2022-04 is hereby given first reading.

**CARRIED
R-22-02-0059**

Moved by Councillor Gardner that Bylaw #2022-04 is hereby given second reading.

**CARRIED
R-22-02-0060**

Moved by Councillor Faulkner that permission is hereby granted for the presentation of Bylaw #2022-04 for all three readings at this meeting.

**CARRIED UNANIMOUSLY
R-22-02-0061**

Moved by Mayor Carnahan that Bylaw #2022-04 is hereby given third reading.

**CARRIED
R-22-02-0062**

c) Bylaw #2022-05 – Borrowing Bylaw ATB Mastercard

Moved by Mayor Carnahan that Bylaw #2022-05 is hereby given first reading.

**CARRIED
R-22-02-0063**

Moved by Councillor Gardner that Bylaw #2022-05 is hereby given second reading.

**CARRIED
R-22-02-0064**

Moved by Councillor Faulkner that permission is hereby granted for the presentation of Bylaw #2022-05 for all three readings at this meeting.

**CARRIED UNANIMOUSLY
R-22-02-0065**

Moved by Councillor Gardner that Bylaw #2022-05 is hereby given third reading.

**CARRIED
R-22-02-0066**

d) Bylaw #2022-06 – EFT Transfer

Moved by Mayor Carnahan that Bylaw #2022-06 is hereby given first reading.

**CARRIED
R-22-02-0067**

Moved by Councillor Faulkner that Bylaw #2022-06 is hereby given second reading.

**CARRIED
R-22-02-0068**

Moved by Councillor Gardner that permission is hereby granted for the presentation of Bylaw #2022-06 for all three readings at this meeting.

**CARRIED UNANIMOUSLY
R-22-02-0069**

Moved by Councillor Faulkner that Bylaw #2022-06 is hereby given third reading.

**CARRIED
R-22-02-0070**

8. NEW BUSINESS:

a) DCS Welsh RFD – Farm Safety Funding Donation Request

Moved by Councillor Gardner that Council pass a motion to direct Administration to forward a copy of the request to the local Agricultural Society for their consideration of funding to the Farm Safety Centre.

**CARRIED
R-22-02-0071**

b) DPW Melesko RFD – Bulk Water Station Letter of Intent

Moved by Mayor Carnahan that Council move to authorize Administration to have the letter delivered to Blue Drop Water Services as amended.

**CARRIED
R-22-02-0072**

c) DCS Welsh RFD – 48A Avenue Asphalt Work

Moved by Councillor Faulkner that Council pass a motion to 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.

**CARRIED
R-22-02-0073**

d) Budget Meeting Sessions 1 and 2 Follow-up

Moved by Councillor Gardner that Council pass a motion to accept the breakdowns as presented incorporating the amendments into the consolidated budget. Which includes moving the drive-in movie to future year 2024, the block party to 2023 and incorporate a volunteer-based construction of a dog park to 2022 (even if in a temporary space).

**CARRIED
R-22-02-0074**

9. FINANCIAL: None

10. DEPARTMENT REPORTS: None

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-22-02-0075**

Councillor McKeag Reber joined the meeting at this time being 8:17 pm.

12. ACTION ITEM:

- a) Action Items as at February 02, 2022

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

**CARRIED
R-22-02-0076**

13. CORRESPONDENCE:

- 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 2nd, 2021 Board Meeting Minutes

Moved by Councillor McKeag Reber that the correspondence is hereby accepted as information.

**CARRIED
R-22-02-0077**

Moved by Councillor Faulkner that the cost of keeping the pay phone in Calmar is investigated.

**CARRIED
R-22-02-0078**

Moved by Councillor Gardner that the Calmar Recreation area concept plans are brought to a Council workshop with the Recreation Board members for further review and planning.

**CARRIED
R-22-02-0079**

14. CLARIFICATION OF AGENDA BUSINESS – (Open mic)

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 8:31 pm.

CARRIED
R-22-02-0080

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

Moved by Councillor Faulkner that the Regular Council Meeting reconvene from Closed Session at this time being 9:27 pm.

CARRIED
R-22-02-0081

Moved by Councillor McKeag Reber that council authorizes administration to proceed with the posting for the CAO position as amended.

CARRIED
R-22-02-0082

16. ADJOURNMENT:

The Regular Council Meeting adjourned at 9:43 pm.

These minutes signed this 22nd day of February 2022.

Mayor Carnahan

Acting CAO Anderson

1. **CALL TO ORDER:** Mayor Carnahan called the Special Meeting of Council of February 12, 2022, to order at the hour of 10:04 am.

PRESENT: Mayor Carnahan, Councillors Gardner, Faulkner, Benson, and McKeag Reber and Acting CAO Anderson, DPW Melesko, PW Foreman Nielson, CPO Leggio

2. **ADOPTION OF AGENDA:**

Moved by Councillor McKeag Reber that the agenda is hereby adopted as presented.

CARRIED
R-22-02-0083

Recess @ 11:18
Return @ 11:29

Recess @ 1:15
Return @ 1:45

3. **FINANCIAL:**

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

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

CARRIED
R-22-02-0084

- b) Session Four 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-22-02-0085

4. **ADJOURNMENT:**

The Special Council Meeting adjourned at 4:53 pm.

These minutes signed this 22nd day of February 2022.

Mayor Carnahan

Acting CAO Anderson

1. **CALL TO ORDER:** Deputy Mayor Gardner called the Committee of the Whole Meeting of February 14, 2022, to order at the hour of 7:00 pm.

PRESENT: Deputy Mayor Gardner, Councillors Faulkner and McKeag Reber and Acting CAO Anderson

ABSENT WITH REGRETS: Mayor Carnahan, Councillor Benson

2. **ADOPTION OF AGENDA:**

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

**CARRIED
CR-22-02-0086**

3. **DELEGATIONS:**

- a) Benji Waser – MNP Audit Service Plan

Deputy Mayor Gardner thanked Mr. Waser for his presentation, the time being 7:23 pm.

4. **UNFINISHED BUSINESS: None**

5. **BYLAWS or POLICIES:**

- a) CSM Bryans RFD – Policy #2020-063 – Pandemic Policy and COVID Re-Launch Plan
- b) CSM Bryans RFD – Policy #2020-079 – MKA Covid 19 General Guidelines & Policy #2020-081 MKA Arena Staff Covid Relaunch Plan
- c) CSM Bryans RFD – Bylaw #2020-19 Temporary Face Coverings

Moved by Councillor McKeag Reber that Council pass a motion to rescind the COVID Relaunch Plan, Policies #2020-063, #2020-079, #2020-081 and Bylaw #2020-19, Temporary Face Coverings, at the next regular meeting of council and furthermore authorize administration to follow Alberta Health Services guidelines for all operations without further definition through policy or bylaw.

**CARRIED
CR-22-02-0087**

- d) Acting CAO Anderson RFD – Policy #2021-088 Bad Debts Policy Revision

Moved by Councillor Faulkner that Council pass a motion to adopt the revised version of Policy #2021-088, Bad Debts, at the next regular meeting of council.

**CARRIED
CR-22-02-0088**

- e) Acting CAO Anderson RFD – Policy #2022-095 Asset Disposal Policy

Moved by Councillor Faulkner that Council pass a motion to approve the proposed policy as presented and bring the policy to then next regular meeting of council for adoption.

**CARRIED
CR-22-02-0089**

6. NEW BUSINESS:

- a) EV Charging Stations Quote/Discussion

Moved by Councillor Faulkner that the EV Charging Stations Quote and discussion be tabled to a future meeting of Council.

CARRIED
CR-22-02-0090

- b) Adult Friendly Parks – Discussion Only

Moved by Councillor McKeag Reber that Administration explore the policies and/or bylaws to enable parks to be adult friendly and furthermore pursue licensing events where possible.

CARRIED
CR-22-02-0091

- c) DPW Melesko RFD – Communal Garden

Moved by Councillor Faulkner that Council support the Evergreen Pocket Park as the location for the Communal Park.

CARRIED
CR-22-02-0092

Recess 8:24
Resume 8:30

Moved by Deputy Mayor Gardner that the Committee of the Whole Meeting temporarily adjourn, and Council sit in Closed Session at this time being 8:30 pm.

CARRIED
CR-22-02-0093

Acting CAO Anderson remained in the Virtual Meeting for the Closed Session.

7. CLOSED SESSION:

- a) Personal Privacy - (Pursuant to Section 17(1) of the Freedom of Information and Protection of Privacy Act).
- b) Personal Privacy – (Pursuant to Section 17(1) of the Freedom of Information and Protection of Privacy Act)

Moved by Councillor Faulkner that the Committee of the Whole Meeting reconvene from Closed Session at this time being 9:42 pm.

CARRIED
CR-22-02-0094

Moved by Councillor Faulkner that Administration proceed to reverse the February 1, 2022 penalties applied to the sidewalk clearing cost recovery on tax rolls levied for those costs.

CARRIED
CR-22-02-0095

Moved by Councillor McKeag Reber that Administration inform the tax roll owners requesting penalty relief that Council will not be able accommodate the request.

CARRIED
CR-22-02-0096

8. ADJOURNMENT:

The Committee of the Whole Meeting adjourned at 9:48 pm.

These minutes signed this 22nd day of February 2022.

Mayor Carnahan

Acting CAO Anderson

Town of Calmar

Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	February 22 nd 2022
Originated By:	CSM Bryans
Title:	Rescind Covid Policies and Re-Launch Plan
Approved By:	Acting Chief Administrative Officer, Anderson
Agenda Item Number:	7 A

BACKGROUND/PROPOSAL:

At the Committee of the Whole meeting on February 14th, 2022 it was discussed to rescind all Covid related policies and plans for the public at the Town of Calmar Administration Office and the Mike Karbonik Arena.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

It was decided at the Committee of the Whole meeting that the Town of Calmar would follow Alberta Health Services guidelines for all operations without further definition through policy or bylaw.

Option 1

Council pass a motion to rescind Policies #2020-063, Pandemic Policy, #2020-079 Mike Karbonik Arena Covid General Guidelines, #2020-081, Mike Karbonik Arena Staff Relaunch and Town of Calmar Covid Relaunch Plan and going forward follow Alberta Health Services guidelines.

Option 2

Council pass a motion to leave Policies #2020-063, Pandemic Policy, #2020-079 Mike Karbonik Arena Covid General Guidelines, #2020-081, Mike Karbonik Arena Staff Relaunch and Town of Calmar Covid Relaunch Plan in place to be reviewed at a later date.

Option 3

Council pass a motion to refer all Covid Policies and Relaunch Plans back to Administration for further information.

COSTS/SOURCE OF FUNDING (if applicable)

n/a

RECOMMENDED ACTION:

Council pass a motion to rescind Policies #2020-063, Pandemic Policy, #2020-079 Mike Karbonik Arena Covid General Guidelines, #2020-081, Mike Karbonik Arena Staff Relaunch and Town of Calmar Covid Relaunch Plan and going forward follow Alberta Health Services guidelines.

RELAUNCH PLAN – Town of Calmar

COVID-19 remains a serious health threat, in particular for older adults, people with underlying health conditions, and people with compromised immune systems.

For the purposes of this document ‘attendees’ refers to anyone who works at or goes to a site, facility, event or organization in the Town of Calmar, and includes, but is not limited to:

- Staff, contractors, workers and volunteers
- Students, congregants, faith-community members
- Visitors, guests, participants, the general public
- Clients, patrons
- Town Board and Committee members
- Elected Officials

Under current Chief Medical Officer of Health Orders, business and entities are required to:

- Implement practices to minimize the risk of transmission of infection among attendees;
- Provide procedures for rapid response if an attendee develops symptoms of illness;
- Ensure that attendees maintain high levels of sanitation and personal hygiene; and
- Comply, to the extent possible, with this guidance, and any other applicable Alberta Health guidance found at: <https://www.alberta.ca/biz/connect.aspx>.

Principles:

The safety and wellbeing of all of our attendees is the most important consideration. The following relaunch plans include measures that reduce the risk of transmission of COVID-19 and comply with current CMOH (Chief Medical Officer of Health) Orders. Please note that no single measure or action is effective in every situation. Use multiple actions whenever possible.

FIT FOR DUTY SCREENING

Guidelines:

It is recommended that a ‘Fit for Duty’ screening process is established for each person who enters Town facilities. This includes Council Chambers and outside facilities.

The Town Manager and or Designate will instruct all Town employees to:

- Take their temperatures at the beginning of their shift and the information is to be logged on provided sheets known as Schedule “A”. Employees will continue to do so until further notice.
- Wipe down all high touch points (light switches, door handles, printers, steering wheel in vehicles, etc.) before, during and after each shift.

Anyone with symptoms of COVID-19, or who have travelled internationally or been in close contact with a case of COVID-19 in the past 14 days should stay home. Self-screen for symptoms, using the COVID-19 Self-Assessment tool found at www.myhealthalberta.ca.

WJP
KK

RELAUNCH PLAN – Town of Calmar

COUNCIL / VISITORS / DELIVERY PERSONS

Guidelines:

It is recommended that all persons who enter the building beyond the front counter;

- Complete the Temperature Screening and log information.
- Practice physical distancing (staying 2 meters away from others) during work activities.
- Practice enhanced hygiene and sanitizing techniques.
- It is recommended to have PPE available for staff (masks and gloves) who interact with visitors and delivery & service personnel.

Council

It is recommended that all elected officials follow all guidelines and follow all pre-screening guidelines. It is suggested that Council enter the Town Office through the Council Chambers and follow all guidelines set in place such as sanitize upon entering Council Chambers, sign in/sign out and take part in the temperature read and log their temperature on the sheets provided.

Visitors

- It is recommended that if possible, all meetings be scheduled ahead of time with the appropriate department, and if there are any known health issues, a video conference may be set up.
- Encourage scheduled appointments for all Town Hall business.
- It is recommended that all visitors ensure they are signed in and out by an employee at the front counter. Their name is to be recorded in a sign in book so they are counted should an evacuation occur.
- It is recommended that visitors be limited to Council Chambers and/or Board room and not individual offices.
- It is recommended that hand sanitizer and PPE (masks, gloves) be made available to visitors and employees who are with visitors.

Delivery and Service Personnel

- It is recommended that delivery persons do not enter past the front foyer.
- Encourage scheduled times/dates for delivery and use virtual signature or verbal acceptance when available.
- It is recommended that after packages are opened boxes/wrapping are disposed of properly, counters are wiped down and staff members perform thorough hand washing.
- It is recommended to advise Shred It, Staples and other service personnel that must enter the building of these protocols.

RELAUNCH PLAN – Town of Calmar

FRONT COUNTER

Guidelines:

- A plexi-glass barrier has been installed at the front counter.
- Maximum foyer capacity should be limited to 3 people – 1 person at the counter and 2 in line. Additional members of the public should wait outside, either in line or in their vehicle, or call for an appointment.
- It is recommended to have markers on the foyer floor and outdoor sidewalks to encourage distancing of 6' (2 meters) between those in line.
- It is recommended that all pamphlets/flyers, books and shelving units be removed from public spaces.
- It is recommended a poster is created of each pamphlet/flyer with each assigned a number to identify when required from the public and encourage digital pamphlets and flyers. Staff could also digitize each flyer and make available online to avoid further contact.
- It is recommended to minimize or eliminate handling of cash.
- Encourage online payments, pre-pay or provide contactless payment options.
- It is recommended that a plastic sleeve be placed over the debit machine and is wiped down after each use.
- If handling cash/coins is required, it is recommended staff wear single use/disposable gloves for each transaction.
- Encourage members of the public to use their own pens or sanitize/dispose of used pens.
- It is recommended that the front counter be wiped down between each customer.
- It is recommended that front desk employees sanitize hands between each customer.
- It is recommended that employees that are covering the front desk sanitize the workstation, bring their own pen and wipe down keyboard and debit machine after their shift.
- It is recommended that the front counter be used as a reception for individuals needing access to the Board room or the use of Council Chambers where appropriate/necessary.
- It is recommended that the Food Bank box (if applicable) in the main entranceway be removed.
- It is recommended to have hours of business, new department guidelines and COVID-19 educational signage posted on the entrance door with additional signage posted in the foyer and at the front counter.



RELAUNCH PLAN – Town of Calmar

WORKSTATIONS / OFFICES

Guidelines:

- It is recommended that no staff share a workspace with another employee except for the arena staff (facility operator office). In this case, each employee must wipe down their workstation, computer, chair etc., before the start of their shift and at least twice daily while working. Emphasize cleaning of high touch points (e.g. keyboard, phone, desktop, door handles, light switches, staplers, etc.).
- It is recommended that ALL staff wipe down their workstations before the start of every workday and at least twice daily while working. Emphasize cleaning of high touch points (e.g. keyboard, phone, desktops, door handles, light switches, staplers, etc.).
- It is recommended every staff member has a bottle of hand sanitizer and or Lysol wipes at their workstation.
- It is recommended that no stationary items are shared; everyone needs to carry their own writing utensils.
- It is recommended there is no sharing of telephones, keyboards, desks, etc. If necessary, such as the facility operator office in the arena, a thorough wipe down after use is expected.
- It is recommended that workstations are kept tidy and items are put away before the end of the workday to allow cleaning staff the ability to do a thorough cleaning each day.

PRINTERS / ELECTRONICS

Guidelines:

- It is recommended that the equipment is wiped down after each use using the proper cleaning procedures provided.
- It is recommended a sanitizing station be placed next to the equipment (this should include hand sanitizer and sanitizing wipes).
- It is recommended that equipment is used by dedicated individuals only (e.g. the printer in the Town Administration Office would be used solely by staff in that building only).
- It is recommended to limit activity around equipment with encouragement of fewer trips to the machines.
- It is recommended to have educational signage posted at all printers.

CLEANING ELECTRONIC EQUIPMENT GUIDELINES

- DO NOT use harsh or heavy-duty cleaners on electronic equipment as it may damage Town of Calmar electronics.
- Avoid excessive wiping and submerging item(s) in cleanser to avoid damage.
- Use only approved wipes for cleaning and disinfecting of equipment.
- Using a Lysol disinfectant wipe(s) or a wipe containing 70% alcohol, gently and carefully wipe the hard, nonporous surface of the item. If you have concerns about the cleaning product being used, please refer to the manufacturer's recommendations and warning label.

WJK

COVID-19 INFORMATION

RELAUNCH PLAN – Town of Calmar

- Do not use aerosol sprays, bleach or abrasive cleaners.
- Never spray cleaner directly onto an item.
- Avoid getting moisture into any openings.

COUNCIL CHAMBERS

Guidelines:

- Council chambers capacity should be limited to 14 people at a time, this includes Council and CAO during Council Meetings.
- It is recommended that after each meeting, all tables, chairs and high touch points (e.g. door handle, light switches) are wiped down.
- It is recommended that multiple sanitizing stations be located in the room.
- It is recommended to have educational signage posted in the chambers.
- It is recommended that all seating is spaced so that physical distancing requirements can be met.

SHARED KITCHEN IN TOWN OFFICE / PUBLIC WORKS

Guidelines:

- It is recommended that kitchen sinks be converted into a proper handwashing station with paper towel, soap dispenser and proper hand washing signage.
- It is recommended to remove all communal kitchenware (e.g. bowls, utensils, plates and cups) and cupboard be zip tied to restrict access.
- It is recommended for staff to bring individual dishes for use, and they should be taken home for cleaning the same day.
- High touch points such as the coffee machine, microwave, water cooler, fridge, sink, counters and containers should be wiped down after each use, and coffee pods be thrown out after use.
- It is recommended that the fridge is emptied and cleaned frequently, along with cleaning of the microwave, water cooler, coffee machines and counters.
- It is recommended that the fridge be stocked with single use condiments.
- It is recommended that personal condiments and containers are labeled with the individuals name and only be used by that person. Non-labeled items, not including single use, should be discarded at every cleaning.
- Town Administration office kitchen capacity should be limited to THREE (3) people at a time. When eating lunch in the Board room, limit of people should be FOUR (4) and the Public Works Shop kitchen limited to FOUR (4) people at one time, ENSURING PHYSICAL DISTANCING REQUIREMENTS ARE MET and loitering is discouraged at this time.
- It is recommended to remove the newspaper/magazine stand.
- It is recommended to have educational signage posted in all kitchens.

RELAUNCH PLAN – Town of Calmar

WASHROOMS

Guidelines

- It is recommended that all public washrooms be closed until further notice. Cleaning and sanitizing guidelines require monitoring and frequent cleaning.
- It is recommended to have enhanced cleaning practices by the designated cleaning company in the staff washroom.
- It is recommended that touch points are wiped down after each use.
- It is recommended that all employees wash their hands following the 20 second practice.
- It is recommended to have educational signage posted in all washrooms.

WJY
K

Temperature Log

Name	Date	Time	Temperature	Phone#

WJk KK

EMPLOYEE HAND WASHING



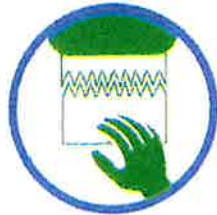
**USE SOAP AND
RUNNING WATER**



**RUB YOUR HANDS &
ARMS VIGOROUSLY
FOR 20 SECONDS**



**WASH ALL SURFACES
INCLUDING: BACK OF HANDS, WRIST,
UNDER FINGERNAILS WITH A BRUSH,
RINSE YOUR HANDS WELL**



**DRY YOUR HANDS
WITH A PAPER TOWEL**

AX SIGNS

*WJZ **

CLEAN WORKSPACES TWICE DAILY



DESKS

PHONES

ELECTRONICS (COMPUTERS, KEYBOARDS AND MICE)

CHAIRS

PENS AND OTHER STATIONARY

WJL/KK

CLEAN SHARED SURFACES



AFTER EVERY USE

PLEASE PAY WITH DEBIT OR CREDIT

*****IF POSSIBLE*****

CONTACTLESS PAYMENT



Thank you for supporting
Us in our efforts to keep our
Patrons and staff healthy.

WBY
KK

Town of Calmar Re-Launch Plan

Approved by Town of Calmar Council this 20th day of July, 2020.



Mayor Yachimetz



Acting Town Manager Storey, CLGM



POLICY No. 2020-063
TITLE: Pandemic Policy
DEPARTMENT: Administration

APPROVAL DATE: March 16th, 2020
REVISION DATE: N/A
PAGE: 1 OF 2

MAYOR: 

TOWN MANAGER: 

Policy Statement:

The purpose of this policy is to protect Council, Staff and Volunteers and assist in managing the risks of a Pandemic outbreak.

Reason for Policy:

In the vent that the World Health Organization (WHO) or Alberta Emergency Management Agency (AEMA) declares a pandemic, the relevant sections of this Policy shall override any other active policies.

The Town of Calmar is implementing a series of travel and illness protocols to be put in place to assist in managing risks. It is critical that key municipal services are protected and compliance with these protocols is required.

Protocols - Travel:

1. Council and volunteers for the Town of Calmar, traveling on an airplane inside of Canada or Internationally, shall not enter any public building and are asked to self-isolate for fourteen (14) days after returning. This policy also applies if immediate family of Council or volunteers travel under the same circumstances.
2. All work-related travel that would take an employee outside of the Province of Alberta or requires air travel inside of Alberta is currently prohibited until further notice. If you already have bookings from now until May 1, 2020, discuss with your Supervisor on how to re-book or recoup some of these costs.
3. Employees, traveling on an airplane inside of Canada or Internationally, shall not return to work and are asked to self-isolate for fourteen (14) days even if they are feeling well. Monitor for symptoms such as cough or fever. Contact your Supervisor to evaluate alternate working arrangements during the isolation period if you are feeling well.
4. Employees, traveling using other modes of transportation within Canada, shall monitor for symptoms such as cough or fever for fourteen (14) days. Contact your supervisor to evaluate alternate working arrangements if you have been in higher risk areas.
5. Employees planning personal travel in coming weeks shall carefully monitor the travel recommendations from the Public Health Agency of Canada and consider how the evolving situation may impact their travel plans. If you are traveling, please provide your Supervisor all your contact information in the event the situation evolves and we need to contact you before your return to work.



6. Employees, choosing to travel on an airplane inside Canada or Internationally, will not be permitted to return to work for a minimum of fourteen (14) days. You must contact your Supervisor prior to your return to work following illness or air travel inside or outside of Canada.

Protocols – Absenteeism Due to Self-Isolation and/or Illness:

1. If an employee is asked to self-isolate by the Town of Calmar or their health care provider:
 - The Town will work with the employee to explore alternate working arrangements. Please discuss with your Supervisor. This could include working from home or remotely or doing work that does not require contact with other people in the community or at work.
2. If an alternate working arrangement is not possible or you become sick:
 - All permanent employees with benefits can use paid sick time, vacation time or short-term disability in line with the Town's benefits coverage. For benefit plan members, quarantined with no symptoms, Manulife requires completed Plan Sponsor and Plan Member Statements. Manulife will waive the requirement for an Attending Physician Statement (APS). In place of the APS, the Plan Member must submit a completed Confirmation of Illness Form, which can be obtained from your Supervisor. This form was created specific to the Coronavirus (COVID-19). It replaces the APS for consideration of benefits to a maximum of fourteen (14) days.
For Plan Members, quarantined with a diagnosis of the virus or experiencing symptoms of the coronavirus, Manulife requires completed Plan Sponsor and Plan Member Statements. If the Plan Member's illness is severe or they are hospitalized, Manulife will require a completed APS as benefits may extend beyond fourteen (14) days.
All part-time or term employees, without benefits, will be provided up to 21 unpaid sick days without risk of losing their job.
If you have no sick leave, vacation time or benefits coverage, you may be eligible for Employment Insurance – sick leave benefits now available without the one (1) week waiting period. Contact your local Service Canada Office or visit www.servicecanada.gc.ca.

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WJY



POLICY

POLICY NO: 2020-079

APPROVAL DATE: August 17, 2020

TITLE: Mike Karbonik Arena Covid-19
General Guidelines

REVISION DATE:

DEPARTMENT:
Mayor *W. J. Grohmann*

PAGE: 1 of 3
Town Manager: *Danny Krawcheck, UGM*

Policy Statement:

The purpose of this policy is to ensure and maintain the health and safety of all Arena staff and patrons.

Reason for policy:

To express the Town's commitment to health and safety. This Policy commits the entire organization to maintain a safe environment for both staff and patrons.

Roles & Responsibilities:

- 1 – The wearing of protective facemasks is MANDATORY of staff and patrons whenever inside the facility. Anyone entering the facility must bring their own mask. These masks do not need to be N-95 minimum standard but should be at minimum 3-layer disposable. Alternatives such as carbon-filter masks are acceptable. Refusal to wear a mask in the facility will mean immediate removal from the facility.
- 2 – Upon entering the Mike Karbonik Arena, all guests are to complete the Covid Questionnaire.
- 3 – Upon completion of the Covid Questionnaire, all guests are to self-administer and record a body temperature check. Failure to do both will mean immediate removal from the facility.
- 4 – The use of (hand) sanitizer is highly recommended but not mandatory.
- 5 – Staff assigned to work in the facility will self-administer a temperature check at the start of each of their shifts. Additional temperature checks may be performed as desired.
- 6 – Only TWO (2) users MAXIMUM are allowed in either of the lobby bathrooms at any one time.
- 7 – Where there are three (3) or more urinals, every other urinal will be disabled to promote social distancing.
- 8 – The public fountain is not to be used for drinking from but water bottles may be refilled from the refilling station only.

WJG
KK

9 – The showers in the dressing rooms will be disabled to encourage prompt departures and to minimize the amount of sanitation required.

10 – Traffic flow shall be ONE-WAY. Entrance to the facility will be through the Southeast entrance while exit will only be through the Southwest entrance by the dressing rooms.

11 – The bleachers and the lobby will be closed to spectator viewing until further notice.

REPORTING FOR DUTY

All staff when reporting for duty are responsible to:

1 – Sign in on the attendance login sheet,

2 – Administer and record a temperature check,

3 – If feeling unwell, report to your supervisor prior to coming to work or immediately if during work hours,

4 – Practice and maintain proper hand hygiene.

5 – It is recommended to keep a spare set of clothing with you, should your uniform become soiled with any dirt, liquids, bodily fluids, etc. while performing your duties.

TOOLS AND EQUIPMENT

All staff members before and after using a piece of equipment (cleaning or operating) wipe down any touch points, examples being:

- Broom/mop handles,
- Mop buckets,
- Dust pans,
- Hand tools,
- Grab points on equipment,
- Steering wheels,
- Door handles,
- Any other items that meet these criteria.

COMMON/SHARED EMPLOYEE SPACES

All arena staff are required to maintain clean and healthy shared spaces. These spaces are to be wiped down during (as used) and disinfected using the Clorox Total 360 machine or a wipe disinfectant at the end of each shift.

- Tool benches,
- Office furniture (chairs, desk, office door handles, etc.),

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- Staff washroom including toilet, sink, dispensers,
 - Mechanical room high touch points,
 - Office electronics (computer, keyboard, printer/fax, coffee pot, microwave and fridge),
 - There is to be no communal use of coffee cups, plates, cutlery, etc., these items shall remain personal only and brought from home for the time being.

STAFF VEHICLES

Should the need for an arena staff member to use a Town owned vehicle they should, before and after, wipe down,

- Door handles,
- Steering wheel and shifter handle,
- Dashboard components (e.g. dash top, radio, grab handles).

Remember it is your responsibility, not only to yourself, but your coworkers, patrons and family members to abide by these guidelines to keep each other safe and healthy.

Employee Signature: _____ Date: _____

WJ/KK



POLICY

POLICY NO: 2020-081 **APPROVAL DATE:** August 11, 2020

TITLE: Mike Karbonik Arena Staff Covid-19 Relaunch Plan

REVISION DATE:

DEPARTMENT: Parks and Recreation

PAGE: 1 of 2

Mayor W. J. Schenck

Town Manager: Matthew Drauchuk, CLM

Policy Statement:

The purpose of this policy is to keep staff of the Mike Karbonik arena safe from viruses such as COVID-19.

Reason for policy:

To express the Town's commitment to health and safety. This Policy commits all Arena staff to maintain a safe environment.

Roles & Responsibilities:

REPORTING FOR DUTY

All staff when reporting for duty are responsible to:

- Wear their provided masks prior to entering the facility and wear them for the duration of their shift.
- Sign in on the attendance login sheet,
- Administer and record a temperature check,
- If feeling unwell, report to your supervisor prior to coming to work or immediately if during work hours,
- Practice and maintain proper hand hygiene,
- It is recommended to keep a spare set of clothing with you, should your uniform become soiled with any dirt, liquids, bodily fluids, etc. while performing your duties.

TOOLS AND EQUIPMENT

All staff members before and after using a piece of equipment (cleaning or operating) wipe down any touch points, examples being:

- Broom/mop handles,
- Mop buckets,
- Dust pans,

WJ
KK

- Hand tools,
 - Grab points on equipment,
 - Steering wheels,
 - Door handles,
 - Any other items that meet these criteria.

COMMON/SHARED EMPLOYEE SPACES

All arena staff are required to maintain clean and healthy shared spaces. These spaces are to be wiped down during (as used) and disinfected using the Clorox Total 360 machine or a wipe disinfectant at the end of each shift.

- Tool benches,
- Office furniture (chairs, desk, office door handles, etc.),
- Staff washroom including toilet, sink, dispensers,
- Mechanical room high touch points,
- Office electronics (computer, keyboard, printer/fax, coffee pot, microwave and fridge),
- There is to be no communal use of coffee cups, plates, cutlery, etc., these items shall remain personal only and brought from home for the time being.

STAFF VEHICLES

Should the need for an arena staff member to use a Town owned vehicle they should, before and after, wipe down,

- Door handles,
- Steering wheel and shifter handle,
- Dashboard components (e.g. dash top, radio, grab handles).

Remember it is your responsibility, not only to yourself, but your coworkers, patrons and family members to abide by these guidelines to keep each other safe and healthy.

Employee Signature: _____ Date: _____

WJ
KK

Town of Calmar

Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	February 22 nd 2022
Originated By:	Acting CAO Anderson
Title:	Policy #2021-088 Bad Debts Policy Revision
Approved By:	Acting Chief Administrative Officer, Anderson
Agenda Item Number:	7 B

BACKGROUND/PROPOSAL:

In the Committee of the Whole meeting on February 14th, 2022 it was decided to accept the revision to the current bad debts policy to make accommodation for the provision of writing off bad debts.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Policy #2021-088 has been amended to include the provision of writing off uncollectable debts. There will be two different procedures depending on whether or not the amount is over or under \$1000.00.

Amounts under \$1000 can be written off on the direction of the CAO, amounts over \$1000 will be referred to council for a decision and instruction.

Option 1

Council pass a motion to adopt Policy #2021-088, Bad Debts as revised.

Option 2

Council pass a motion to keep the current version of Policy #2021-088, Bad Debts, as an active policy.

Option 3

Council pass a motion to refer the revised Policy #2021-088, Bad Debts, back to Administration for more information.

COSTS/SOURCE OF FUNDING (if applicable)

n/a

RECOMMENDED ACTION:

Council pass a motion to adopt Policy #2021-088, Bad Debts as revised and furthermore rescind Policy 011-2005 Bad Debts.



POLICY

POLICY NO: 2021-088
TITLE: Bad Debts Policy

APPROVAL DATE: May 3, 2021
REVISION DATE: Feb 10, 2022

DEPARTMENT: Administration

Page 1 of 2

Mayor: _____

C. A. O.: _____

Policy Statement:

The Town of Calmar is committed to having a clear, fair and equitable practice when it comes to the administration of bad debts.

Reason for Policy:

The Town of Calmar, in an effort to streamline the administration behind the collection of bad debts, is implementing the following procedures which will make the collection and/or writing off bad debts a standardized procedure.

Policy:

- Wherever possible under the MGA (Section 553(1), amounts owing to the Town will be transferred to the corresponding tax roll account, which then become treated in the same manner as tax arrears,
- When the debt cannot be transferred to a tax roll account, every effort will be made to collect the overdue amount
- When the amount owing to the Town is considered uncollectible by the CAO, the following guidelines will apply:
 - a. Amounts less than \$1000.00 which have been outstanding for a period of more than 12 months shall be written off to the bad debts expense account.
 - b. Amounts greater than \$1000.00 which have been outstanding for a period of more than 12 months will be submitted to Council for authorization to write off.

- Bulk Water Accounts will be suspended after a period of over 90 days in arrears.
- Facility/ice rental privileges will be revoked for non-payment.
- Outstanding utilities will be transferred to the corresponding tax roll account as per Waterworks, Wastewater and Plumbing Bylaw, Section VII (5)
- Handling and collection of outstanding property taxes are governed through Division 8 & 8.1 of the MGA

ADDITIONAL INFORMATION:

- This process should be completed before December 31, annually.

Town of Calmar

Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	February 22 nd 2022
Originated By:	Acting CAO Anderson
Title:	Policy #2022-095 - Asset Disposal
Approved By:	Acting Chief Administrative Officer, Anderson
Agenda Item Number:	7 C

BACKGROUND/PROPOSAL:

At the Committee of the Whole meeting on February 14th, 2022 policy #2022-095 was discussed and it was agreed that this policy was to be brought forward to the next regular meeting of council for adoption.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

It is important, for transparency and consistency, to have a policy in place as to how assets are disposed of.

Option 1

Council pass a motion to adopt Policy #2022-095, Asset Disposal, as presented.

Option 2

Council pass a motion to have Administration revise Policy #2022-095 as discussed and bring back to the next regular meeting of Council for adoption.

Option 3

Council pass a motion to refer Policy #2022-095, Asset Disposal, back to Administration for more information.

COSTS/SOURCE OF FUNDING (if applicable)

None.

RECOMMENDED ACTION:

Council pass a motion to adopt Policy #2022-095, Asset Disposal, as presented.



POLICY

POLICY NO: 2022-095 **APPROVAL DATE:** February 22, 2022
TITLE: Asset Disposal Policy

DEPARTMENT: Finance **REVISION DATE:**
Mayor: _____ **C. A. O.:** _____

Policy Statement:

The Town of Calmar is committed to ensuring a consistent and transparent procedure for the disposal of assets and fixed assets when they are no longer required to be used by the town.

Reason for Policy:

This policy provides for the disposal of surplus or obsolete assets and fixed assets.

Definitions:

Fixed Assets are assets that meet the threshold of a Tangible Capital Asset.

Assets are items that do not meet the thresholds established to be considered a Tangible Capital Asset.

Policy:

Responsibilities:

Annually, as determined by the Chief Administrative Officer (CAO), Directors will prepare a list of assets and fixed assets that are eligible for disposal and submit the list to the CAO.

The CAO will ensure assets are disposed of in accordance with this policy.

The CAO will provide a listing of the fixed assets to be disposed of to Council for approval.

Council will approve the listing of fixed assets to be disposed of.

Disposal Process:

Assets to be disposed of will be listed for sale on the town's web site and the highest bid received by the expiration date of the sale will be accepted, subject to any reserve bids.

Any unsold assets with a value exceeding \$500.00 shall be placed for sale at a public auction.

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Any unsold assets with a value less than \$500.00 shall be donated to a local not for profit organization or disposed of in a waste disposal system or recycling system as determined by the CAO.

Assets that can be donated shall be listed on the Town's website and local not for profit organizations must advise the town of their interest in an item prior to the date set by the CAO.

Fixed assets will be placed for sale at auction. Council may establish a reserve bid if appropriate.

Preferential Bidding:

Any member of Council or Calmar staff may bid on an item being disposed of but shall not receive any preferential treatment in the bidding process.

Town of Calmar

Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	February 22 nd 2022
Originated By:	CSM Bryans
Title:	Bylaw 2022-06 Bylaw to Rescind Bylaw 2020-19 Temporary Face Coverings
Approved By:	Acting Chief Administrative Officer, Anderson
Agenda Item Number:	7 D

BACKGROUND/PROPOSAL:

At the Committee of the Whole meeting on February 14th, 2022 it was discussed to rescind all Covid related policies and plans and bylaws for the public at the Town of Calmar.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

It was decided at the Committee of the Whole meeting that the Town of Calmar would follow Alberta Health Services guidelines for all operations without further definition through policy or bylaw.

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

- Move that Bylaw #2022-06 is hereby given first reading.
- Move that Bylaw #2022-06 is hereby given second reading.
- Move that permission is hereby granted for the presentation of Bylaw #2022-06 for all three readings at this meeting.
- Move that Bylaw #2022-06 is hereby given third reading.

Option 2: Move to keep Bylaw 2020-19 as an active Bylaw until further notice.

Option 3: Move to refer Bylaw #2022-06 back to Administration for more information and bring revisions to the next regular meeting of Council.

COSTS/SOURCE OF FUNDING (if applicable)

n/a

RECOMMENDED ACTION:

Give the bylaw all three reads in four motions.

- Move that Bylaw #2022-06 is hereby given first reading.
- Move that Bylaw #2022-06 is hereby given second reading.
- Move that permission is hereby granted for the presentation of Bylaw #2022-06 for all three readings at this meeting.
- Move that Bylaw #2022-06 is hereby given third reading.

**BYLAW 2022-06
OF THE TOWN OF CALMAR
IN THE PROVINCE OF ALBERTA**

A BYLAW TO RESCIND A TEMPORARY FACE COVERINGS BYLAW FOR THE TOWN OF CALMAR.

WHEREAS the Council of the Town of Calmar enacted Bylaw #2020-19 for the purpose of establishing the requirements to wear temporary face coverings within public premises and public vehicles, and

WHEREAS Bylaw #2020-19 is no longer required,

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

1. Bylaw #2020-19 is hereby rescinded.
2. This Bylaw comes into force on the date it is passed.

READ A FIRST TIME THIS 22ND DAY OF FEBRUARY, 2022.

READ A SECOND TIME THIS 22ND DAY OF FEBRUARY, 2022.

READ A THIRD TIME, BY UNANIMOUS CONSENT, THIS 22ND DAY OF FEBRUARY, 2022.

Mayor Carnahan

Acting CAO Anderson

This Bylaw signed this 22nd day of February, 2022.

Town of Calmar

Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	February 22 nd 2022
Originated By:	Acting CAO Anderson
Title:	Reversal of 2% Penalties Applied February, 2022 to Bylaw Enforcement Charges
Approved By:	Acting Chief Administrative Officer, Anderson
Agenda Item Number:	8 A

BACKGROUND/PROPOSAL:

Council received a letter from a local rate payer asking for a reversal of the cost recovery charges for snow clearing to be reversed. This letter and corresponding Council discussion took place at the February 14th Committee of the Whole meeting. It was decided that the charges were valid based on the evidence and that the cost recovery charges would not be reversed. There was a recognition of the misunderstanding that the rate payer viewed the charges as a violation ticket rather than costs recovered for the sidewalk snow clearing. This distinct difference will be pointed out in the response letter that Administration will send once given Council direction. The point in the complaint where penalties were levied on the recovery costs prior to the rate payers receiving noticed was identified as valid and it was decided that Council will authorize the reversal of those penalties.

In January 2022 Administration directed the enforcement of snow removal/sidewalk clearing for a one-week period. The cost recovery charges were applied directly to the corresponding tax rolls and subsequently penalized on February 1st, 2022. Arrears letters were mailed after the charges and penalties were applied.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

In an effort to maintain transparency and goodwill, since rate payers were not notified of the charges applied to their accounts prior to the 2% penalty being applied on February 1, 2022, it would be best practice to reverse those penalties as discussed in the February 14th, 2022 Committee of the Whole meeting.

Option 1

Council pass a motion to reverse the penalties that were applied as a direct result of the January snow removal bylaw enforcement and furthermore authorize Administration to prepare a response from the Office of the Mayor to the rate payer as discussed.

Option 2

Council pass a motion to leave all penalties applied on February 1st, 2022 as stands.

Option 3

Council pass a motion to refer this request back to Administration for more information.

COSTS/SOURCE OF FUNDING (if applicable)

Approximately \$400.00

RECOMMENDED ACTION:

Council pass a motion to reverse the penalties that were applied as a direct result of the January snow removal bylaw enforcement and furthermore authorize Administration to prepare a response from the Office of the Mayor to the rate payer as discussed.

From: [DarrinKathy Mills](#)
To: [Donna Anderson](#)
Cc: [Sean Carnahan](#); [Krista Gardner](#); [Don Faulkner](#); [Carey Benson](#); [Jaime McKeag Reber](#)
Subject: Council Meeting Submission February 22, 2022
Date: Monday, February 14, 2022 2:15:50 PM

February 14, 2022

RE: Sidewalk Cleaning Charged to Property Tax Account

To: Town of Calmar Mayor & Council,

I would like to bring to your attention a concerning move to penalize residents without notice.

On February 8, 2022 we received a notice that a 2% penalty would be applied to any outstanding arrears on tax accounts, which we had no outstanding balances, yet it stated that we had balances on tax accounts 0231 of \$239.70 and 0256 of \$153.00. These outstanding amounts were charges for not clearing the snow off sidewalks for these 2 properties. Even though we have never received a ticket for these supposed violations.

Further, one of our employees shovelled the property in question the night before. If clearing was done on that property, it could have only been for a small amount of snow that had fallen overnight.

These types of charges have never been issued prior. Was there prior notice that the Town would be charging residents for clearing of snow? Additionally, has there been any consideration that elderly/disabled people may not be able to remove snow build up without help from family/friends. This winter there has been substantial snowfalls, extremely cold temperatures, and bouts of freezing rain, all of which may be reasons for any abnormal delay in cleaning. Please note that the town sidewalks were not cleared from snow within the 48 hours that you hold residents to. We have pictures to support this statement.

To our dismay, there was no formal warning to the residents that:

- this new protocol was going to occur
- a private cleaning company was contracted by the town to remove the snow
- a ticket would be issued by the Town's Peace Officer, which we did not receive
- the charges are automatically applied to our tax roll
- this was even going to occur, and it seems to be contradicting your own town bylaw that states you have 48 hours to clean your sidewalks after a snowfall.
- it is our understanding that in surrounding jurisdictions very few or zero fines have been issued regarding snow removal

Residents are owed a Duty of Care to be properly informed of bylaw and tax roll changes along with having sufficient time to remove snow before a ticket is issued and applied to our tax account which begins being charged arrears at 2.0% per month which works out to 24% per annum. What is Council and administration's agenda here? Is it to encourage residents to clear their streets within a reasonable amount of time, or to issue mounds of tickets for revenue? We heard that around 70

tickets were issued @ at least \$150 each...at least 10k in tickets in a single night? Really?

This town has never operated with such callousness and disregard for its citizens. We have been productive business and property owners in Calmar for decades and feel that the direction the Town is taking, especially where bylaw enforcement is concerned, does not reflect the community atmosphere that we have enjoyed over the years.

Please consider the direction of your administration and the effects of your decisions on the residents. We are not simply tax account numbers. We are your constituents who want proper governance and consideration as residents of Calmar. A greater Duty of Care by Mayor and Council is desired and anticipated.

We would like these tickets to be revoked along with the penalties that were both applied to our tax accounts.

Thank you.

Darrin and Kathy Mills

KDM Management 1999 Inc.

Thank you, Darrin, and Kathy Mills, for your e-mail

We have read your email thoroughly and appreciate your concerns, questions, and feedback. We would like to first state that all citizens of Calmar are equally important, and we are always opened to feedback on the operations within our community. The Town of Calmar's top priority and goal is to provide the best quality of life, community, and service, for those who choose to call Calmar home. We hope to maintain an orderly community which allow all our citizens an opportunity to travel, walk, or ride, throughout our roads and sidewalks. We have citizens of all age groups, as well as some with physical limitations, that Council and Administration take into consideration when making decisions on bylaws, policies, or operational needs.

Our Enforcement Department takes their direction from three sources. First source is our town bylaws, second would be head of Administration, and third would be direction from council to Administration to our Enforcement Department. If at any time a citizen has questions or concerns regarding any of our town bylaws, we welcome all forms of communication for feedback. These bylaws are to help our residents live their lives without worry of nuisance, inconvenience, or safety. Some of our bylaws are consistent with other communities and others are required to be more Calmar specific to address our unique needs. Enforcement of bylaws is done on an as need basis and in the most efficient, cost effective manner available.

Speaking specific to your concerns about the recent sidewalk clearing operation, we would like you to note the following ongoing issues. Our town office consistently receives complaint calls after a snowfall with complaints sidewalks, both business and residential, left unkept for days, and people having to walk on the streets because of safety concerns while walking on the sidewalks. Below is a recent e-mail that was sent to the town, approximately 10 days after our last sidewalk operation, with redacted name and addresses, which speaks opposite of your email. We take both views very seriously when making operational decisions.

“When is the town going to start issuing bills for residents who do not shovel their snow. Is the town going to reimburse money to all the residents that do keep their walks shoveled? A reminder needs to be put that the sidewalk is not a driveway and needs to be shoveled. Residents figure if their driveway meets the sidewalk, they don't have to shovel that part of the sidewalk. This is the 3rd year I have complained. I usually complain to the bylaw officer, but nothing gets done. I have seen residents, with walkers, struggling every day to make their way and cannot. I can't walk further than one neighbor. It is ridiculous. I went driving around town last week and it is every Street with this problem.”

Bylaw 2009-02 Sidewalk Clearing Bylaw states:

3. Every occupant, and in case there is no occupant, then the owner of every house, shop, building, lot or parcel of land and every person having charge or care of any public building

shall, within the first forty-eight (48) hours after every fall of snow or hail, cause the same to be removed off the sidewalks from or abutting on each house, shop, building, lot or parcel of land respectively and shall also keep the said sidewalk free of all ice which may be deposited thereon.

4. Remove or sand any ice, to the extent that walking is safe, that has formed or is deposited on sidewalks situated on land adjacent to that property as soon as practical after the ice is formed or deposited on the sidewalk
5. That no person shall place snow, ice or dirt from private property, such as driveways, parking lots, and service station lots, etc. on any street.
7. In default of any person complying with sections 3, 4, 5 of this bylaw, the Town of Calmar may provide for the clearing of the sidewalk and any expenses incurred by the Town in doing so shall be charged against the owner or occupant of the property adjacent to the sidewalk as debt due and owing to the Town.
9. That the said clearing of sidewalks shall be performed within forty-eight (48) hours of the time when the snowfall ended, or the ice or other obstruction was formed or deposited thereon.
10. That failure to comply with any section of this bylaw by an owner shall constitute a breach of this bylaw and a Peace Officer may issue a provincial ticket, pursuant to Part 2, of the Provincial Offences Procedure Act, Revised Statutes of Alberta 2000, Chapter P-34.

The challenges we face as a municipality are decisions will not always be agreed upon by all. So we have to make decisions we feel are in the best interests of the community as a whole.

No to the rest of your questions:

To our dismay, there was no formal warning to the residents that:

- this new protocol was going to occur; **This is not a new protocol. The enforcement followed the Bylaw 2009-02 Sidewalk Clearing Bylaw, as shown above.**

- a private cleaning company was contracted by the town to remove the snow; **A private company was used so the completed work would not be subjected to a neighbor, or town employee, creating a financial penalty upon another neighbor. This may affect existing neighborly relationships, as well limit the risk of favoritism from one resident to another.**

- a ticket would be issued by the Town's Peace Officer, which we did not receive; **A ticket is not required to be issued. There are other options that can be chosen. Because of the conditions of sidewalk, walking safety was the deciding factor in choosing which direction the town would take.**

- the charges are automatically applied to our tax roll; **This was a decision based on the expediated snow clearing operation.**

- this was even going to occur, and it seems to be contradicting your own town bylaw that states you have 48 hours to clean your sidewalks after a snowfall. **Administration had put out notice over all it's social media and electronic signage five days prior to the start of the snow clearing operation. No sidewalk was entered on a list that was under the 48hr window. Further, pictures were taken before and after the sidewalks were cleared.**

- it is our understanding that in surrounding jurisdictions very few or zero fines have been issued regarding snow removal; **In checking with other municipal jurisdictions, it was found that their enforcement agencies gained immediate compliance or lacked the resources to conduct any proactive sidewalk enforcement operations. It was also found that not only would the sidewalk clearing cost be placed on the tax roll, but a further fine of \$155 be issued in the way of a provincial ticket.**

Please remember it is not the Town of Calmar's intent to deceive or cause hardship on a household. To those who do take the time to maintain their sidewalks it is unfair to allow for other walks to be neglected. like our street clearing operations where only signs are erected for notice, and no door nock or other notifications are done, the Town has towed and fined vehicles that remained parked during those operations.

Regards,

Town of Calmar

Town of Calmar

Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	February 22 nd 2022
Originated By:	Acting CAO Anderson
Title:	Tax Penalty Cancellation Request – T/A #0498
Approved By:	Acting Chief Administrative Officer, Anderson
Agenda Item Number:	8 B

BACKGROUND/PROPOSAL:

At the February Committee of the Whole meeting Council discussed a rate payer’s request to have the penalties applied to their account for late-payment of taxes.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The rate payer acknowledged that they were liable for the amount owing, and that they had been in contact with the Town Office when they moved in, in order to set up their utility account, they also acknowledged receipt of the welcome bag which includes all relevant information on property taxes for new rate payers.

Option 1 – Council pass a motion to cancel the penalties applied to tax roll #0498 in the amount of \$495.07.

Option 2 – Council pass a motion to decline the request to cancel the penalties applied to tax roll #0498 in the amount of \$495.07.

Option 3 – Council refer this information back to administration for more information and furthermore bring this information back to the next regular meeting of council for a decision.

COSTS/SOURCE OF FUNDING (if applicable)

\$495.07

RECOMMENDED ACTION:

That Council pass a motion to decline the request to cancel the penalties applied to tax roll #0498 in the amount of \$495.07.

Town of Calmar

Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	February 22 nd , 2022
Originated By:	DPW Melesko
Title:	Location of Communal Garden
Approved By:	Acting Chief Administrative Officer, Anderson
Agenda Item Number:	8 C

BACKGROUND/PROPOSAL:

As per the discussions at the Feb. 14, 2022 Committee of the Whole meeting regarding the Communal Garden and the proposed location, this RFD will require a motion of councils support for the location and project as proposed.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The small pocket park within the Evergreen Crescent Development came about because of the leaking Imperial Oil well located within the development area, and the need to have the leak repaired. In order for Imperial Oil to do the repair 5 homes were removed from the site, the leak was repaired, and although the land is safe, the land must remain vacant and parkland. The Park although in a residential subdivision was not designed as a playground but rather a passive green space, therefore has no play structure, and receives very little use. The land is nicely fenced landscaped with trees and a few small shrub bushes flowers etc. This type of area fits very nicely with the planned Communal Garden as the intent is to have fruit trees, small garden beds which have rhubarb, and other annual edible plants for people to use as they need. The site is also serviced with water therefore the gardeners will have access to water rather than them or Town Staff hauling water to the site.

COSTS/SOURCE OF FUNDING (if applicable)

Currently the Town Administration is in discussions with the Communal Garden Committee to discuss funding etc. for the site. No monetary amounts/contributions were discussed as of yet.

RECOMMENDED ACTION:

Administration is recommending that Council make a motion to:

- 1.) Council makes a motion to move ahead with the location of the Communal Garden in the location as planned, being Lots 4 – 8, Block 4, Plan 052 -5921.
- 2.) Council directs Administration to notify residents directly adjacent to Lots 4-8, Block 4, Plan 052-5921 to see if there are any objections to the site being utilized for the purpose of Communal Gardens.

Town of Calmar

Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	February 22 nd , 2022
Originated By:	CSP Thomas
Title:	Community Services Master Plan Committee Member Appointment
Approved By:	Acting Chief Administrative Officer, Anderson
Agenda Item Number:	8 D

BACKGROUND/PROPOSAL:

The Community Services department has since the formation of the Community Services Master Plan (CSMP) Committee, sought a strong public at large voice to add to this planning committee.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

In December 2021 Administration received an expression of interest to fill a public at large position for the CSMP Committee. Administration conducted a telephone interview with the selected applicant below and determined that given the importance of inclusive planning and decision making that the appointment would be presented to council for approval.

The decision to nominate the below candidate for committee selection adheres to the Town's commitment to community engagement and inclusivity. In requesting councils support for this nominee, administration can hold itself to account in its commitment to address community needs through effective service planning and provision.

Option 1 - Move to confirm the following nominee to the Calmar Community Services Master Plan Committee for a period of one-year commencing upon approval of this submission;

- a) Holly Cook (Member at Large)

Option 2 - Accept administrations Community Services Master Plan Committee Member nomination as information.

Option 3 - Move to refer the Calmar Community Services Master Plan Committee nominee back to administration for more information , prior to the Council confirming the nominee.

COSTS/SOURCE OF FUNDING (if applicable)

N/A.

RECOMMENDED ACTION:

Council move to appoint the following individual to the Calmar Community Services Master Plan Committee for a period of one-year commencing upon approval of this submission;

- b) Holly Cook (Member at Large)



Town of Calmar

Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	February 22 nd , 2022
Originated By:	Development Officer, Sider
Title:	Renewal of Safety Codes Services Agreement
Approved By:	Acting Chief Administrative Officer, Anderson
Agenda Item Number:	

BACKGROUND/PROPOSAL:

Pursuant to the Safety Codes Act the Town of Calmar is an accredited Municipality which provides Building, Electrical, Plumbing and Gas Services within the corporate boundaries of the town.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The current Safety Codes Services Agreement is expiring and needs to be renewed. The Town of Calmar has had Superior Safety Codes providing services for the past three (3) years. We are very pleased with the exceptional services they provide and find that they are very easy to work with. We have an excellent working relationship with all of the Superior Safety Codes Inspectors and the Administration of Superior Safety Codes office.

The Safety Codes Services Agreement, fee schedules, Verification of WCB Coverage and Insurance verification (they will provide updated after May 1, 2022, for our records).

COSTS/SOURCE OF FUNDING (if applicable)

Fee schedules attached as part of the Safety Codes Services Agreement Schedule "A"

RECOMMENDED ACTION:

Administration is recommending that Council move a motion to renew our contract with Superior Safety Codes and accept the Safety Codes Services Agreement for a three (3) year term from March 1, 2022 and expires on February 28, 2025.

ATTACHMENT:

Schedule "A" - Safety Codes Services Agreement, Fee Schedules and verification of WCB coverage.

SAFETY CODES SERVICES AGREEMENT

THIS AGREEMENT MADE IN DUPLICATE THIS _____ DAY OF _____, 2022.

BETWEEN:

**TOWN OF CALMAR
4901-50 Avenue
Calmar, AB T0C 0V0
"The Municipality"**

-and-

**SUPERIOR SAFETY CODES INC.
14613-134 Avenue
Edmonton, AB T5L 4S9
"The Agency"**

RECITALS

1. The Town of Calmar, hereafter known as "The Municipality", being an Accredited Municipality pursuant to the Safety Codes Act requires an Accredited Agency to provide Services within the corporate boundaries of the Municipality for the:

- **Building**
- **Electrical**
- **Plumbing**
- **Gas**

Disciplines in accordance with the Act and Schedule "A", being the Municipality's Quality Management Plans and Schedule "B", being the Municipality's Fee Schedule (attached).

Services included under this Fee Schedule are:

- Compliance
- Appeal
- Emergency
- Enforcement (up to 8 hours; \$125.00/hour after 8 hours)
- Investigation

Costs for extra services, such as; Consultative Services, (Non-Permitted Plans Reviews etc.) and Issuance of Variances, will be billed directly to the applicant by the Agency at the current rate.

2. The Agency agrees to provide those Services and has the right to conduct Services for the Municipality within the corporate boundaries of the Municipality and to be compensated for these services; and,

3. The Municipality agrees to exclusively engage the Agency for the delivery of the Services listed in Recital Clause 1, pursuant to the provisions of this Agreement.

NOW THEREFORE THIS AGREEMENT WITNESSETH THAT in consideration of the premises, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged by each of the parties hereto, the said parties covenant and agree as follows:

1 INTERPRETATIONS

1.1 Definitions

- a) "Accredited Agency" means a Corporation designated as an accredited agency under the Act;
- b) "Accredited Municipality" means a municipality that is designated as an accredited municipality under the Act;
- c) "Act" means the Safety Codes Act, as amended from time to time, including all regulations and codes enacted thereunder, or any other statute enacted in substitution therefore;
- d) "Agency" means Superior Safety Codes Inc. carrying on business as Superior Safety Codes Inc.;
- e) "Agreement" means this document, Schedule A (the Quality Management Plans for the Municipality) and Schedule B (the Fee Schedule) as amended from time to time;
- f) "Commencement Date" is the date this Agreement was accepted and executed by the Municipality, as indicated on this Agreement;
- g) "Events of Default" means any one or more of the Events of Default specified in Article 5 hereof;
- h) "Permit Regulation" means Alberta Regulations, A.R. 204/2007 as amended;
- i) "QMP Manager" means the person designated by the Municipality pursuant to Clause 3.21.a of this agreement and the "person responsible" under Schedule A;
- j) "Record" means an intelligible record of information in any form, including notes, books, documents, maps, drawings, photographs, letters, vouchers, permits, and papers and any other information that is written, photographed, recorded or stored on any manner, but does not include software or any other mechanism that produces records;
- k) "Safety Codes Officer" (SCO) means an individual designated as a safety codes officer under the Act;
- l) "Services" means the functions, duties, tasks, and responsibilities as described in this Agreement and the Act, and without limiting the generality of the foregoing, includes the provisions of inspections and compliance monitoring services as listed in Clause 3.1.a.
- m) "Term" has the meaning attributed thereto in Clause 4.1.a

1.2 Rules of Interpretation

- a) In this agreement, unless expressly stated to the contrary or the context otherwise requires:
 - i) a reference by numerical or alphabetical designation or both to an Article, Clause, Section, Subsection, Paragraph or Schedule shall refer to the Article, Clause, Section, Subsections, Paragraph or Schedule bearing that designation in this Agreement;
- b) All monetary amounts refer to the lawful currency of Canada;
- c) Any reference to all or any part of any statute or regulation refers to the parts, statute or regulation as amended or re-enacted from time to time;

- d) References to “parties” shall mean the parties to this Agreement and a reference to a “party” shall mean one of the parties to this Agreement.

2 APPOINTMENT

Pursuant to the provisions of the Agreement, the Municipality hereby exclusively appoints the Agency for the purpose of performing Services, during the Term of this Agreement, in the discipline(s) listed in Recitals Clause 1. This agreement may include any other disciplines that the Municipality may adopt under the Safety Codes Act.

3 AGENCY SERVICES AND COMMITMENTS

3.1 Agency Duties

- a) The Agency shall:
 - i) provide effective and appropriate Services, in the Municipality, in accordance with the provisions of this Agreement and the Act. Further, the Agency acknowledges that it must render Services in accordance with the Municipality’s Quality Management Plans attached as Schedule “A” to this Agreement. The Services shall be provided within the scope of the Agency’s accreditation under the Act and the level of certification and designation of powers of the Safety Code Officers the Agency employs;
 - ii) establish and maintain management, administrative and technical expertise as required to provide the Services under this Agreement;
 - iii) complete the performance of all Services for all the permits issued under this Agreement on or before the date of expiry or termination of this Agreement; unless in the event of termination or expiry a transition plan has been executed in accordance with Clause 5.3.b of this Agreement;
 - iv) maintain a primary office location whose address is identified on page one of this Agreement where it shall securely store all records associated with this Agreement and the Services provided hereunder; and
 - v) maintain toll free telephone and facsimile numbers for the use by the Municipality and municipal residents.

3.2 Agency Performance

- a) The Agency shall, as outlined in this Clause:
 - i) perform the Services in an effective and timely manner in accordance with Clause 3.5;
 - ii) endeavor to work co-operatively with the owner (the owner is the person/persons or company as listed on the certificate of title) and/or the owner’s representative(s) to achieve compliance with the Act; and
 - iii) perform the Services with impartiality and integrity, and in a professional and ethical manner.

3.3 Agency Personnel

- a) The Agency shall, as outlined in this Clause:
 - i) employ persons knowledgeable about the applicable codes, standards and regulations, relative to Services it provides;
 - ii) employ or engage Safety Codes Officers (SCOs) who are certified and designated (received appropriate designation of powers) to provide compliance monitoring relative to the Services the Agency provides;
 - iii) maintain a registry of all SCOs they employ, and their level(s) of certification, and designation of powers.

3.4 Quality Management Plan Training

- a) The Agency shall:
 - i) train its SCOs in the requirements of the Municipality's QMP appropriate to their discipline and Services;
 - ii) maintain the training records on the Agency SCO file;
 - iii) ensure its SCOs have ongoing access to a current copy of the Municipality's QMP appropriate to their discipline and Services.

3.5. Compliance Monitoring

- a) The Agency shall monitor compliance through a program of plans examination (when applicable), site inspection and follow-up inspections or verification of compliance (when applicable), to provide a degree of assurance of compliance with the Act and associated codes and standards.
 - i) the Agency SCO shall:
 - endeavor to inspect by the second (2nd) working day following the date of receipt of a request for an inspection and will not exceed five (5) working days;
 - inspect to determine if the work under a permit complies with the Act and relevant codes and standards;
 - inspect at the stage(s) indicated in the discipline specific sections of the QMP; and,
 - inspect all work in place at the time of inspection.
- b) The time frame for required site inspections for the permit may be extended with written permission from the QMP Manager on an individual basis.
- c) The Agency SCO shall, for each inspection required by the QMP:
 - i) complete an inspection report as accepted by the QMP Manager;
 - ii) provide copies of inspection reports to the permit applicant, contractor, owner (if requested), Municipality and the Agency file;
 - iii) perform follow-up inspections as required by the QMP,
 - iv) upon confirmation that a thing, process or activity to which the Act applies is in compliance with the Act, permanently affix a record of inspection to the installation in an obvious location.
- d) The Agency SCO shall record on the inspection report:
 - i) the stage(s) of work being inspected;

- ii) a description of the work in place at the time of inspection; and
 - iii) all observed Deficiencies or Unsafe Conditions.
- e) The Agency SCO shall take appropriate action to have Deficiencies or Unsafe Conditions corrected in a timely manner.
- f) A **deficiency** is any condition where the work does not comply with the Act and in the opinion of the SCO, is not an Unsafe Condition.
- g) An **unsafe condition** is any condition that, in the opinion of the SCO, could endanger the life, limb, or health of any person authorized or expected to be on the premises.
- h) A **completed file** is a file that may be considered complete when the conditions of the QMP are met and safety is no longer a concern.

3.6 Consultative Services

- a) The agency shall provide consultative services to municipal residents, including:
 - i) technical advice;
 - ii) advice and interpretation on related codes and standards.

3.7 Situations of Imminent Serious Danger

- a) If a situation of imminent serious danger to persons or property because of any thing, process or activity to which the Act applies, is observed.
 - i) the Agency's SCO will immediately exercise any powers under the Act to mitigate the situation in a reasonable manner; and
 - ii) the Agency may apply to the QMP Manager for relief from the costs incurred when mitigating the situation pursuant to Section 47 of the Act. The decision of whether to grant relief shall be at the discretion of the QMP Manager.

3.8 Orders

- a) The Agency shall employ appropriately certified SCOs to issue orders in conformance with Part 5 of the Act. In addition to the requirements of Orders under Part 5 of the Act the Agency will:
 - i) first make every reasonable effort to facilitate conformance with the Act;
 - ii) issue an order in the format accepted by the QMP Manager;
 - iii) on issuance of an order, immediately provide a copy to the QMP Manager and the Technical Administrator in the appropriate discipline appointed under the Act;
 - iv) make the Agency SCOs available to attend appeal hearings with the Safety Codes Council on any orders issued; and
 - v) carry out an order in accordance with the Act.

3.9 Variances

- a) The Agency's SCOs may, upon written request from the owner, issue a variance. The Agency's SCO, when issuing a variance shall:
 - i) issue a variance in conformance with Section 38 of the Act and Safety Codes Council policy;

- ii) issue a variance only on a project where the Municipality has issued a permit;
- iii) issue a variance in the format accepted by the QMP Manager;
- iv) ensure a variance provides an equivalent or greater level of safety;
- v) issue a variance only for site specific applications;
- vi) record the details of a variance in the project file;
- vii) provide copies of a variance to the person(s) requesting the variance, the QMP Manager, the owner, the Technical Administrator, and;
- viii) issue a variance only when the safety or rights of others is not compromised; and
- ix) issue a variance only when it does not have a broad scope or impact on provincial basis.

3.10 Records

- a) The Agency shall maintain a file system, to the satisfaction of the QMP Manager, for all the records associated with performing the Services including:
 - i) permit applications and permits;
 - ii) plans, specifications, and other related documents;
 - iii) plans review reports;
 - iv) requests for inspections;
 - v) inspection reports;
 - vi) verification of compliance;
 - vii) variance;
 - viii) orders;
 - ix) occupancy certificate, and;
 - x) related correspondence and/or other relevant information.

3.11 File Flow

- a) upon approval of a development application, the Municipality will submit the file to the Agency for review and follow-up on required Safety Codes permits.

3.12 Ownership of Records

- a) All Records and other materials whatsoever related to the Services provided under this Agreement are the property of the Municipality and will be given to the QMP Manager immediately upon request.
- b) The Municipality has full and unfettered access to all records of the Agency relating to the provision of Services under this Agreement including the right to enter the Agency's premises at any reasonable time in order to inspect, review or retrieve such records.

3.13 Records Management

- a) The Agency shall:
 - i) abide by all provisions of the Freedom of Information and Protection of Privacy Act in the course of carrying out its Services under this Agreement. All requests for

information initiated under that statute shall be conducted through the QMP Manager. The Agency shall immediately forward all requests for information under that statute to the QMP Manager;

- ii) respond to any requests by the Municipality for records, to respond to a request, under the Freedom of Information and Protection of Privacy Act as directed by the QMP Manager within two days of a request being received by the Agency or Municipality;
 - iii) disclose the information only with the consent of the QMP Manager; and
 - iv) maintain all Records in a manner acceptable to the QMP Manager prescribed in Clause 3.10.
- b) The QMP Manager has the right to periodically audit the records management procedures of the Agency relating to the provision of Services pursuant to this Agreement at times to be determined by the QMP Manager. In the event that the QMP Manager performs an audit and is of the opinion that the Agency's records management system is inadequate, the QMP Manager may direct the Agency to take such steps that the QMP Manager views are necessary to remedy the inadequacy.
 - c) The Agency shall keep and maintain in accordance with generally accepted accounting principles, complete and accurate books, records and accounts of all costs, expenditures and commitments relating to this Agreement and on demand provide to the Municipality these documents to examine, audit and take copies and extracts. The said books, records, and accounts shall be in the form acceptable to the QMP Manager and contain all information specified by the QMP Manager.
 - d) The Agency and its Directors, Officers, employees, and agents shall keep strictly confidential all information concerning the Municipality or any third parties, or any of the business or activities of the Municipality or any third parties acquired as a result of participation in the Agreement and the Agency may only use, copy or disclose such information upon written authorization of the QMP Manager.
 - e) The Agency shall maintain security standards, including control of access to Records, data and other information as required by the QMP Manager.

3.14 Collection and Payment of Fees

- a) The Agency covenants and agrees to perform Services as described in the Agreement in accordance with Schedule A of this Agreement (the Municipal Quality Management Plan).
- b) The Municipality shall collect permit fees in accordance with Schedule B (the Municipality Fee Schedule). Then as work is completed, the Agency will invoice the Municipality for their share.
- c) The Municipality agrees to pay the Agency remuneration in the amount of 60% of the permit fees set forth in Schedule B.
- d) The Agency will charge Goods and Services Tax (GST) on all services invoiced to the municipality in accordance with CCRA guidelines.
- e) Permit fees will be reviewed on annual basis to factor in inflation.

3.15 Workers' Compensation Coverage

- a) Prior to the Agency commencing the provision of Services under this Agreement, the Agency shall provide written certification of current and appropriate Worker's Compensation coverage through an account in good standing with the Alberta Worker's Compensation Board (WCB). The Agency shall maintain the account in good standing throughout this Agreement.

3.16 Regulatory Requirements

- a) The Agency shall comply with the requirements of the municipal, provincial and federal legislation, which includes, but is not limited to, the provincial Employment Standards Code, Labour Regulations Codes, and the Occupational Health and Safety Act.

3.17 Insurance

- a) Without limiting or restricting any obligations, responsibilities or liabilities under this Agreement, the Agency shall provide, maintain and pay for insurance coverage in accordance with the Alberta Insurance Act and be in a form acceptable to the Municipality.
- b) The Agency shall provide:
 - i) comprehensive or commercial general liability insurance within limits of not less than \$5,000,000.00 (Five Million Dollars) inclusive per occurrence, and annual aggregate, if any, of not less than that \$10,000,000.00 (Ten Million Dollars) insuring against personal injury, bodily injury and property damage (including loss of use thereof).
 - ii) "All Risks" Valuable Papers and Records insurance on all such items pertaining to the Services under this Agreement in an amount adequate to enable their reconstruction; and
 - iii) "Professional Liability/Errors and Omissions" insurance with limits not less than \$2,000,000.00 (Two Million Dollars) inclusive per occurrence.
- c) The Agency shall provide the Municipality, prior to commencing to provide Services under this Agreement, acceptable evidence of all required insurance.

3.18 Acknowledgements

- a) The Agency acknowledges that:
 - i) the Municipality will contract with no more than one (1) accredited agency;
 - ii) the Municipality may change its accreditation status under the Act.
- b) The Agency and Municipality acknowledge that:
 - i) they will maintain the Municipality's present first rights over Accredited Corporations throughout the term of this contract.

3.19 Relationship of Parties

- a) The Agency is an independent contractor and nothing contained herein shall be deemed or construed by the parties hereto nor by any third party as creating the relationship of principal and agent or of partnership, or of a joint venture agreement between the parties hereto, it being understood and agreed that none of the provisions contained herein nor any act of the parties hereto shall be deemed to create any relationship between the parties hereto other than an independent contractor agreement between two parties at arm's length.

3.20 Notices

- a) Any notice to be made under this Agreement shall be deemed given to the other party if in writing and personally delivered, sent by prepaid registered mail, or sent by facsimile transmission, addressed as follows:

TOWN OF CALMAR
4901-50 Avenue
Calmar, AB T0C 0V0
Attention: Chief Administrative Officer
- and -

SUPERIOR SAFETY CODES INC.
14613-134 Avenue
Edmonton, AB T5L 4S9
Attention: Laural Sheeler

- b) The address of either party may be changed to any other address in Alberta by notice in writing to the other party. Notice personally served or sent by facsimile transmission shall be deemed received when actually delivered or transmitted, if delivered or transmitted on a business day between 8:30 a.m. – 4:30 p.m. Mountain Standard Time. All notices sent by prepaid registered mail shall be deemed to be received on the fourth business day following mailing in any Post Office in Canada, except in the case of postal disruption, and then any notice or payment shall be given a telegram, facsimile transmission or personally served. In this paragraph, "business day" means any day except a Saturday, Sunday, or a statutory holiday.

3.21 Liaison

- a) The Municipality shall designate the QMP Manager as the Municipality's representative for this Agreement. The Agency will report and be accountable to the QMP Manager with respect to any activities performed under this Agreement.

3.22 Reports

- a) The Agency shall provide the Municipality with a report on any aspect of the Services, in the form and manner specified by the Municipality, upon request by the Municipality.

3.23 Indemnity and Hold Harmless

- a) The Municipality shall not be liable nor responsible for any bodily or personal injury or property damage of any nature whatsoever that may be suffered or sustained by the Agency or its employees in the performance of this Agreement, except if such damage or injury is caused by the Municipality, its agents, or employees.
- b) The Agency shall Indemnify the Municipality and all of the Municipality's Councilors, servants, agents, employees, and persons for whom the Municipality is in law responsible and shall hold each of them

harmless from and against any and all liabilities, claims, damages, losses, and expenses, including all legal fees (on a solicitor and own client basis) and disbursements due to, arising from or to the extent contributed to by any breach by the Agency of any provision of this, or any error, omission, negligent or unlawful act of the Agency, or the Agency's servants, agents, employees, contractors or persons for whom the Agency is in law responsible.

- c) The Agency shall not admit liability to a third party without obtaining the prior written consent of the Municipality and agrees to obtain the prior written consent of the Municipality prior to any settlements being made with any third party.

3.24 Performance Review

- a) The Municipality may audit or monitor the performance of the Agency to establish the Agency's conformance with this Agreement.
- b) The Agency shall co-operate with the Municipality during the course of a performance review and provide all reasonable support and assistance at the Agency's own expense.

3.25 Termination or Suspension of Agreement

- a) In addition to any other provision in this Agreement, this Agreement may be terminated by the Municipality effective immediately, for cause, upon notice to the Agency.
- b) In addition to any other provision in this Agreement, this Agreement may be terminated by either the Municipality or the Agency for any reason whatsoever upon ninety (90) days notice to the other party.
- c) Before a termination notice is given per Clause 5.1 a), the Municipality will first give the Agency a written warning and thirty (30) days to correct the issue.

4 TERMS

4.1 Term

- a) Subject to Clauses 3.25, 5.1 and 5.3 of this Agreement, this Agreement is in force on the Commencement Date of **March 1, 2022** and expires on **February 28, 2025** with a right of renewal upon written agreement of both parties. During the period that such renewal is being negotiated, the existing agreement shall remain in full force and effect.

5 EVENTS OF DEFAULT

5.1 Cause

- a) Cause for termination or suspension of this Agreement includes, but is not limited to:
- i) failure of the Agency to observe or perform any covenant or provision to this Agreement for a period of five (5) days after written notice of same from the Municipality;
 - ii) without in any way limiting the provision of Clause 5.1.a.i, if in the opinion of the Municipality, the Agency repeatedly defaults in the timely performance of its obligations under this Agreement;
 - iii) if in the opinion of the Municipality, the Services performed by the Agency are unsatisfactory or are otherwise not in accordance with good industry practice, as determined by the Municipality acting reasonably;
 - iv) if in the opinion of the Municipality, the Agency is not or will not be in the position to perform all or any of the Services which are required or will be required during a specific period of time;
 - v) if the Agency becomes insolvent or commits an act of bankruptcy or makes an unauthorized assignment or bulk sale of its assets or if proceeding for the dissolution, liquidation, reorganization, arrangement or winding up of the Agency or the suspension of the operation of this business;
 - vi) if in the opinion of the Municipality, the Agency conducts itself in a manner that may harm the Municipality's image;
 - vii) non-performance or inadequate performance by the Agency of the Services;
 - viii) if in the opinion of the Municipality, the Agency fails to comply with the Act; or
 - ix) an inability of the Agency to provide effective and appropriate Services;
 - x) each of the events is hereby called an "Event of Default" and the Municipality may, by written notice to the Agency, forthwith terminate this Agreement, and except as otherwise provided all rights and obligations arising pursuant to this Agreement, shall be wholly terminated.
- b) In the event this Agreement is terminated, the Agency shall, upon the Municipality's request, within fifteen (15) days of the termination date, deliver to the Municipality all Records and Materials in its possession and control related to the provision of Services under this Agreement.
- c) The Agency shall immediately notify the Municipality in the event that:
- i) its accreditation under the Act is suspended or cancelled;
 - ii) it ceases to carry on business, becomes insolvent, files for bankruptcy, makes a voluntary assignment for the benefit of creditors, or a trustee or receiver and manager or liquidator is appointed for the Agency; or
 - iii) it ceases to provide the Services under this Agreement.
- d) Upon the occurrence of any of the events referred to in Clause 5.1.c, this Agreement is immediately terminated and the Agency shall immediately cease providing Services pursuant to this Agreement and deliver to the Municipality, at its own cost, all Records, systems and materials related to the provision of Services. Written confirmation of termination shall be forwarded to the Agency as soon as possible after the termination date.

5.2 Survival of Terms

- a) Notwithstanding any other provision of this Agreement, those clauses which by their nature continue after the expiry or termination date of this Agreement shall continue after such expiry or termination.

5.3 Transition Services

- a) The Agency shall perform the Services for all permits issued under any prior Authorization Agreement in the form and manner and within the time frames prescribed by the Authorization Agreement in effect on the date the permit was issued.
- b) Prior to or on the expiry or termination date of this Agreement, the Municipality shall forward a transition plan to the Agency that details how the Agency is to resolve these matters that may be outstanding as of the date of expiry or termination of this Agreement. Upon receipt of the transition plan, the Agency shall take the necessary steps to resolve those matters in accordance with the requirements of the transition plan (to the Municipality's satisfaction).

5.4 Amendment Provisions

- a) The parties shall not change this Agreement except by written mutual agreement, however the Municipality or its designate may add to, delete, vary or amend Schedule "A" or "B" by giving notice to the Agency in accordance with Clause 3.20 of this Agreement.
- b) The Municipality and the Agency agree that this Agreement will be amended as required to accommodate any changes to the Act, or Permit Regulation.

5.5 General

- a) Time is of the essence in this Agreement.
- b) The Agency shall ensure that its employees, subcontractors and agents comply with the provisions of this Agreement.
- c) Notwithstanding any other provisions in this Agreement, if the Agency fails to comply with the provisions of this Agreement, the Municipality may, without prejudice to any other remedy, correct such defaults at the expense of the Agency.
- d) The rights, remedies and privileges of the Municipality under this Agreement are cumulative and any one or more may be exercised.
- e) The waiver by the Municipality of the strict performance of any provision of this Agreement will not constitute a waiver or abrogate such or of any other provision of this Agreement nor will it be deemed a waiver of any subsequent breach of the same or any other provision Agreement.
- f) This Agreement shall be interpreted and applied in the courts and according to the laws in force in the Province of Alberta.
- g) Should any provision of this Agreement be void, voidable or unenforceable for any reason whatsoever, it will be considered separate and severable from the remaining provisions of this Agreement, which will remain in force and binding as though the said provision had not been included.
- h) This Agreement shall not be assigned, in whole or in part, by the Agency without prior written consent of the Municipality.

- i) This Agreement shall be for the benefit of and binding upon the successors and permitted assigns of the parties.
- j) The headings in this document have been included for convenience only and are not an aid in the interpretation for this document.
- k) In the case of conflicts, discrepancies, errors, or omissions among the documents forming part of this Agreement, this document takes precedence.
- l) In the case of a disagreement or dispute between the parties hereto with respect to this agreement, the same shall be referred to a single arbitrator pursuant to the Arbitration Act of Alberta, and the determination of such arbitrator shall be final and binding upon the parties hereto.
- m) This Agreement contains the entire agreement between the parties hereto relating to the subject matter hereof and subject to Clause 5.3, supersedes all prior and contemporaneous agreements, understandings, negotiations, and discussions, whether oral or written, of the parties and there are no general or specific warranties, representations or other agreements by or among the parties in connection with the entering into of this Agreement of the subject matter hereof except as specifically set forth herein.

IN WITNESS WHEREOF the parties have executed this Agreement as of the date first above written.

TOWN OF CALMAR

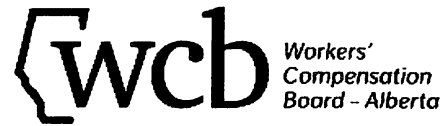
SUPERIOR SAFETY CODES INC.

Per: _____

Per: _____

Per: _____

Per: _____



9912 – 107 Street
PO Box 2415
Edmonton AB T5J 2S5

Email: ebusiness.support@wcb.ab.ca
Tel: (780) 498-3999 (1-866-922-9221)
Fax: (780) 498-7999
WCB website: www.wcb.ab.ca

February 14, 2022

Reference Number: 434710

TOWN OF CALMAR
ATTN PAYROLL CLERK
PO BOX 750
CALMAR AB T0C 0V0

Dear Sir or Madam:

Re: SUPERIOR SAFETY CODES INC.
14613 134 AVE NW
EDMONTON AB T5L 4S9

The above named subcontractor has an account with WCB-Alberta in the following industry(ies):

account	trade names(s)/industry	effective date	coverage
4919324	VISUAL INSPECTIONS,	Jun 11, 2004	worker coverage no personal coverage

Thank you for checking into the status of this contractor or subcontractor. Under Section 126 of the Workers' Compensation Act, you are responsible for obtaining a clearance on your contractor or subcontractor, in order to release you from any liability for unpaid WCB premiums owed by them. Please ensure clearance has been issued in the correct name and that there is coverage in the industry(ies) for which work was performed.

Please accept this letter as a clearance for work completed between the effective date of the account and the date of this letter. For this account, you are cleared of any liability under Section 126 of the Workers' Compensation Act up to the date of this letter. Any holdback may be released for contracts completed, and/or for work completed to the date of this letter. For an account that shows closed under the effective date, the clearance is only valid for work completed up to the close date. If work has not started, obtain a clearance prior to releasing final payment.

Please note, if any directors of the corporation are injured at work, you are protected from lawsuit if they have personal coverage. If they do not have personal coverage, you may not be protected in the case of a workplace injury.

If your contractor or subcontractor is performing work outside Alberta, contact the WCB in that jurisdiction to determine your clearance and any other WCB requirements.

Any alteration of this document is strictly prohibited.

Yours truly,

eBusiness Support Team (13170372)

TOWN OF CALMAR Building Permit Fee Schedule

Residential Installations

Description	Permit Fee – not including SCC levy*
New Single Family Dwellings, Additions	\$6.00 per \$1000 of Project Value **
Relocation of a Building (on crawlspace or basement)	\$0.35 per square foot of main floor
Relocation of a Building (on piles or blocking only)	\$150.00
Garage, Renovation, Basement Development (not at time of new home construction)	\$0.30 per square foot of developed area
Minimum Residential Building Permit Fee (Demolition, Solid Fuel, Decks, Sheds, Hot Tubs, Swimming Pools)	\$150.00

Commercial, Industrial, Institutional

Description	Permit Fee – not including SCC levy*
New, Addition, Renovation	\$6.00 per \$1000 of Project Value **
Minimum Building Permit Fee (including Demolition Permits)	\$300.00

**NOTE: Project Value is based on the actual cost of material and labour
Verification of cost may be requested prior to permit issuance.

* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560

Town of Calmar
Electrical Permit Fee Schedule
Residential Installations

New Single Family Dwellings and Additions			
Square Footage of developed area	Permit Fee	SCC Levy	Total Fee
Up to 1200	\$150.00	\$6.00	\$156.00
1201 to 1500	\$175.00	\$7.00	\$182.00
1501 to 2000	\$200.00	\$8.00	\$208.00
2001 to 2500	\$225.00	\$9.00	\$234.00
2501 to 3500	\$250.00	\$10.00	\$260.00
Over 3500	Permit fee is \$250.00 plus \$0.10 per square foot over 3500 plus SC Levy		
Add \$75.00 to homeowner permits for over \$500 value excluding Temp Power/UG Service, Permanent Service Connection, Hot Tub/AC and Panel Change or Upgrade			

Other Residential Installations			
Description	Permit Fee	SCC Levy	Total Fee
Basement Development	\$125.00	\$5.00	\$130.00
Temporary Power / Underground Service	\$100.00	\$4.50	\$104.50
Permanent Service Connection Only	\$100.00	\$4.50	\$104.50
Hot Tub / Air Conditioning Unit	\$80.00	\$4.50	\$84.50
Panel Change or Upgrade	\$80.00	\$4.50	\$84.50
Garages	\$0.20/sq.ft. plus SCC Levy Minimum Fee \$80.00		
Add \$75.00 to homeowner permits for over \$500 value excluding Temp Power/UG Service, Permanent Service Connection, Hot Tub/AC and Panel Change or Upgrade			

*** SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560**

Double permit fees will be charged for work commencing prior to obtaining the permit

Town of Calmar
ELECTRICAL PERMIT FEE SCHEDULE
Commercial, Industrial, Institutional
(Contractors Only)

Installation Cost	Permit Fee	SCC Levy	Total Fee
0 - 1,000.00	\$85.00	\$4.50	\$89.50
1,001 - 1,500.00	\$95.00	\$4.50	\$99.50
1,500.01 - 2,000.00	\$100.00	\$4.50	\$104.50
2,000.01 - 2,500.00	\$110.00	\$4.50	\$114.50
2,500.01 - 3,000.00	\$120.00	\$4.50	\$124.50
3,000.01 - 3,500.00	\$130.00	\$5.20	\$135.20
3,500.01 - 4,000.00	\$140.00	\$5.60	\$145.60
4,000.01 - 4,500.00	\$150.00	\$6.00	\$156.00
4,500.01 - 5,000.00	\$155.00	\$6.20	\$161.20
5,000.01 - 5,500.00	\$160.00	\$6.40	\$166.40
5,500.01 - 6,000.00	\$165.00	\$6.60	\$171.60
6,000.01 - 6,500.00	\$170.00	\$6.80	\$176.80
6,500.01 - 7,000.00	\$175.00	\$7.00	\$182.00
7,000.01 - 7,500.00	\$180.00	\$7.20	\$187.20
7,500.01 - 8,000.00	\$185.00	\$7.40	\$192.40
8,000.01 - 8,500.00	\$190.00	\$7.60	\$197.60
8,500.01 - 9,000.00	\$195.00	\$7.80	\$202.80
9,000.01 - 9,500.00	\$200.00	\$8.00	\$208.00
9,500.01 - 10,000.00	\$210.00	\$8.40	\$218.40
10,000.01 - 11,000.00	\$215.00	\$8.60	\$223.60
11,000.01 - 12,000.00	\$225.00	\$9.00	\$234.00
12,000.01 - 13,000.00	\$230.00	\$9.20	\$239.20
13,000.01 - 14,000.00	\$235.00	\$9.40	\$244.40
14,000.01 - 15,000.00	\$240.00	\$9.60	\$249.60
15,000.01 - 16,000.00	\$245.00	\$9.80	\$254.80
16,000.01 - 17,000.00	\$255.00	\$10.20	\$265.20
17,000.01 - 18,000.00	\$260.00	\$10.40	\$270.40
18,000.01 - 19,000.00	\$265.00	\$10.60	\$275.60
19,000.01 - 20,000.00	\$270.00	\$10.80	\$280.80
20,000.01 - 21,000.00	\$275.00	\$11.00	\$286.00
21,000.01 - 22,000.00	\$280.00	\$11.20	\$291.20
22,000.01 - 23,000.00	\$285.00	\$11.40	\$296.40
23,000.01 - 24,000.00	\$290.00	\$11.60	\$301.60
24,000.01 - 25,000.00	\$295.00	\$11.80	\$306.80
25,000.01 - 26,000.00	\$305.00	\$12.20	\$317.20
26,000.01 - 27,000.00	\$315.00	\$12.60	\$327.60
27,000.01 - 28,000.00	\$325.00	\$13.00	\$338.00
28,000.01 - 29,000.00	\$335.00	\$13.40	\$348.40
29,000.01 - 30,000.00	\$345.00	\$13.80	\$358.80
30,000.01 - 31,000.00	\$355.00	\$14.20	\$369.20
31,000.01 - 32,000.00	\$365.00	\$14.60	\$379.60
32,000.01 - 33,000.00	\$375.00	\$15.00	\$390.00
33,000.01 - 34,000.00	\$385.00	\$15.40	\$400.40
34,000.01 - 35,000.00	\$395.00	\$15.80	\$410.80

Electrical construction values over \$35,000.00 to be calculated at \$25.00 for each \$10,000.00 over \$35,000.00 plus \$395.00

* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560

Double permit fees will be charged for work commencing prior to obtaining the permit

Town of Calmar
GAS PERMIT FEE SCHEDULE
Residential Installations

Number of Outlets	Permit Fee	SCC Levy	Total Fee
1	\$85.00	\$4.50	\$89.50
2	\$95.00	\$4.50	\$99.50
3	\$100.00	\$4.00	\$104.00
4	\$125.00	\$5.00	\$130.00
5	\$135.00	\$5.40	\$140.40
6	\$150.00	\$6.00	\$156.00
7	\$165.00	\$6.60	\$171.60
8	\$180.00	\$7.20	\$187.20
9	\$195.00	\$7.80	\$202.80
10	\$210.00	\$8.40	\$218.40
Over 10	\$210.00 plus \$10.00 per outlet over 10		

Description	Permit Fee	SCC Levy	Total Fee
Propane Tank Set (does not include connection to appliance)	\$95.00	\$4.50	\$99.50
Temporary Heat	\$95.00	\$4.50	\$99.50

* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560

Double permit fees will be charged for work commencing prior to obtaining the permit

**Town of Calmar
GAS PERMIT FEE SCHEDULE**

**Commercial, Industrial, Institutional
(Contractors Only)**

BTU Input	Permit Fee	SCC Levy	Total Fee
0 - 50,000	\$85.00	\$4.50	\$89.50
50,001 - 100,000	\$100.00	\$4.50	\$104.50
100,001 - 200,000	\$125.00	\$5.00	\$130.00
200,001 - 300,000	\$150.00	\$6.00	\$156.00
300,001 - 500,000	\$175.00	\$7.00	\$182.00
500,001 - 750,000	\$200.00	\$8.00	\$208.00
750,001 - 1,000,000	\$250.00	\$10.00	\$260.00
1,000,001 - 2,000,000	\$275.00	\$11.00	\$286.00
Add \$5.00 for each 100,000 BTU (or portion of) over 2,000,000 BTU			

Propane Tank Sets (does not include connection to appliance)			
Description of Work	Permit Fee	SC Levy	Total Fee
Tank Set Only	\$95.00	\$4.50	\$99.50
Propane Cylinder Refill Centre	\$275.00	\$11.00	\$286.00

* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560

Double permit fees will be charged for work commencing prior to obtaining the permit

Town of Calmar Plumbing Permit Fee Schedule

Residential & Non-Residential Installations

Number of Fixtures	Permit Fee	SCC Levy	Total Fee
1	\$80.00	\$4.50	\$84.50
2	\$85.00	\$4.50	\$89.50
3	\$90.00	\$4.50	\$94.50
4	\$95.00	\$4.50	\$99.50
5	\$105.00	\$4.50	\$109.50
6	\$110.00	\$4.50	\$114.50
7	\$115.00	\$4.60	\$119.60
8	\$120.00	\$4.80	\$124.80
9	\$125.00	\$5.00	\$130.00
10	\$130.00	\$5.20	\$135.20
11	\$135.00	\$5.40	\$140.40
12	\$140.00	\$5.60	\$145.60
13	\$150.00	\$6.00	\$156.00
14	\$155.00	\$6.20	\$161.20
15	\$160.00	\$6.40	\$166.40
16	\$165.00	\$6.60	\$171.60
17	\$175.00	\$7.00	\$182.00
18	\$180.00	\$7.20	\$187.20
19	\$185.00	\$7.40	\$192.40
20	\$190.00	\$7.60	\$197.60
Over 20	\$190.00 plus \$5.00 per fixture over 20		
Add \$75.00 to homeowner permits over five (5) fixtures			

* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560

Double permit fees will be charged for work commencing prior to obtaining :

Town of Calmar

Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	February 22 nd 2022
Originated By:	Library Director Parkinson
Title:	Library Board Appointments
Approved By:	Acting Chief Administrative Officer, Anderson
Agenda Item Number:	8 F

BACKGROUND/PROPOSAL:

At the regular library board meeting on January 27th, 2022 the Town of Calmar Library Board recommended the re-appointment of several people to the Library Board.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

If re-appointed, these members of the public will bring valuable knowledge and experience to the board and our projects.

The recommended appointments are:

- Edward Sharpe
- Patricia Hughes-Fuller
- George Egler
- Cindy Miller

Option 1

Council pass a motion to accept the Library Board appointments as recommended.

Option 2

Council pass a motion to request more information on the appointments from the Library Director.

COSTS/SOURCE OF FUNDING (if applicable)

n/a

RECOMMENDED ACTION:

Council pass a motion to accept the Library Board appointments as recommended.

Calmar Public Library
Box 328
4705-50 Avenue
Calmar, Alberta
T0C 0V0

February 8, 2022

Town of Calmar Council
Box 750
4901-50 Avenue
Calmar, Alberta
T0C 0V0

RE: Request to Reappointments: Edward Sharpe

Dear Mayor and Council,

Please consider the Town of Calmar Library Board's request to reappoint Mr. Edward Sharpe to the position of library trustees for another three-year term commencing April 2022 to March 2025. Mr. Sharpe and his family are active supporters of the Calmar Public Library. Mr. Sharpe has enjoyed being on the Library Board and would consider it a privilege to continue his active engagement by assisting the Town of Calmar Library Board on the upcoming Plan of Service process. His experience on the Library Board will be valuable in assisting with this project.

At the regular library board meeting on January 27th, 2022, the Town of Calmar Library Board recommended reappointing Mr. Edward Sharpe to the position of library trustee for another 3-year term.

Thank you for considering the board's request.

Sincerely



Susan Parkinson
Director of Library Services
Calmar Public Library

Calmar Public Library
Box 328
4705-50 Avenue
Calmar, Alberta
T0C 0V0

February 8, 2022

Town of Calmar Council
Box 750
4901-50 Avenue
Calmar, Alberta
T0C 0V0

RE: Request to Reappointments: Patricia Hughes-Fuller

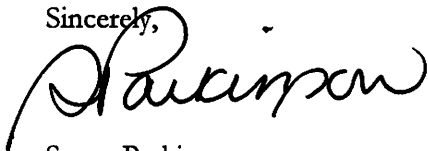
Dear Mayor and Council,

Please consider the Town of Calmar Library Board's request to reappoint Mrs. Patricia Hughes-Fuller to the position of library trustees for another three-year term commencing April 2022 to March 2025. Mrs. Hughes-Fuller believes that libraries are a time-honored public institution and serve an important function in the community. Mrs. Hughes-Fuller's background is in education and she has a PhD in Comparative Literature and has been a valuable member of the Library Board for the last three years.

At the regular library board meeting on January 27th, 2022, the Town of Calmar Library Board recommended reappointing Mrs. Patricia Hughes-Fuller to the position of library trustee for another 3-year term. This would be Mrs. Hughes-Fuller's second term as a library trustee.

Thank you for considering the board's request.

Sincerely,

A handwritten signature in black ink, appearing to read "Susan Parkinson". The signature is written in a cursive, flowing style.

Susan Parkinson
Director of Library Services
Calmar Public Library

Calmar Public Library
Box 328
4705-50 Avenue
Calmar, Alberta
T0C 0V0

February 8, 2022

Town of Calmar Council
Box 750
4901-50 Avenue
Calmar, Alberta
T0C 0V0

RE: Board appointments: George Egler

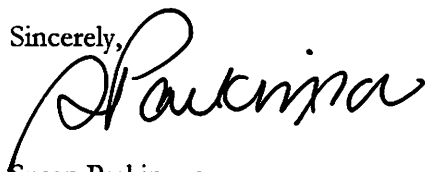
Dear Mayor and Council,

Please consider the Town of Calmar Library Board's request to reappoint George Egler to the positions of library trustees for another three-year term. Mr. Egler has been a dedicated library trustee for the past three year. His experience has been valuable during his 1st term and the Board would look forward to continuing the relationship. Mr. Egler has served as Board Chair for the last year and is an active member not only as a Library Board Trustee but a patron of the Calmar Public Library.

At the regular library board meeting on January 27, 2022, the board voted unanimously in favor of reassigning the position of library trustee to George Egler.

Thank you for considering the board's request.

Sincerely,



Susan Parkinson
Director of Library Services
Calmar Public Library

CINDY MILLER

RR # 1 Thorsby AB T0C 2P0

millercattleco@hotmail.ca

780-789-2446

I would like to submit my application for Calmar Public Library Board Trustee

EXPERIENCE

2013 – PRESENT

TRUSTEE, CALMAR PUBLIC LIBRARY

I have served on the board since 2013 with the last 3 years serving as Secretary. This last year I have also represented Calmar on Yellowhead Regional Library Board

2014 – PRESENT

LIBRARY CLERK, THORSBY

As Thorsby is a smaller Library -most shifts work by myself doing all library related duties

2000- PRESENT

BOARD MEMBER, STRAWBERRY DISTRICT SOCIETY

SKILLS

- As a board member of different organizations, I have learned to value the input from many to form a united group moving forward
- The ability to take notes and send out e-mail minutes in these years of Covid
- Working front line in a library gives me a different view to bring to the table
- Serving as Calmar's YRL rep has given me a perspective that not all our board members have

ACTIVITIES

I believe passionately in the value of a library in a community and I have worked hard to advocate for libraries to all that will listen.

As the longest serving board member I bring past history and knowledge to our board.

I feel I still have valuable insight to bring to the board in Calmar and would like to serve another term.

Thank You
Cindy Miller

Town of Calmar

Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	February 22 nd ,2022
Originated By:	CSP Thomas
Title:	Alberta Municipalities Newcomer Readiness Final Report
Approved By:	Acting CAO Anderson
Agenda Item Number:	8 G

BACKGROUND/PROPOSAL:

Administration has worked collaboratively with the Alberta Municipalities, Calgary Catholic Immigration Society, as well as the Virtue Strategic Advisors team to conduct the Newcomer readiness assessment and action plan. As per the Community Readiness for Newcomer Integration project contract the Town is responsible for submitting a summary report of the following:

- The assessment as conducted by the Calgary Catholic Immigration Society
- The action plan as conducted by Virtue Strategic Advisors
- The Town's plans to implement any of the forthcoming recommendations

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Please find attached the completed Newcomer Readiness final assessment & framework report as well as administration's summary.

Notable assessment findings:

- Available resources within the community go above and beyond to create a sense of community for Newcomers.
- Although welcoming, barriers to community involvement exist and have been exacerbated by the COVID-19 pandemic
- Improved communication with newcomers could create a greater level of inclusion in community activities, events and conversations.

Notable action planning recommendations:

- Identify or create a team to support increased collaboration, including inter-agency connection and community roundtables.
- With the Town acting as a leader, collaboratively create a definition and commitment to inclusion and diversity.

- Raise awareness and create a culture of inclusion via activities, events, and supports for businesses and other organizations. Including utilizing existing programs & tools to implement this strategy.
- Ensure accessible information for newcomers. Including maximizing accessibility in both social media, online, and resource directory sources.

Option 1 - Move to accept the Newcomer Readiness final assessment & framework report's recommended actions for submission to the Alberta Municipalities.

Option 2 - Council to accept the Newcomer Readiness final assessment & framework report as information.

Option 3 - Move to refer the Newcomer Readiness final assessment & framework report back to administration for more information and or revision.

COSTS/SOURCE OF FUNDING (if applicable)

Staff resources as needed. The cost of implementation would be incorporated into the 2022 - 2025 Operating Budget and Plan.

RECOMMENDED ACTION:

Council moves to accept the Newcomer Readiness final assessment & framework report's recommended actions for submission to the Alberta Municipalities.

Calmar Community Readiness for Newcomer Integration Report



FEBRUARY 18

Town of Calmar
Community Services



Calmar Community Readiness for Integration Project

The Town has worked collaboratively with Alberta Municipalities, the Calgary Catholic Immigration Society, as well as the Virtue Strategic Advisors team to conduct the Community Readiness for Newcomer Integration Readiness project. This has included a community assessment and collaborative action plan. As per the Community Readiness for Newcomer Integration project contract the Town is responsible for submitting a summary report of the following:

- The assessment as conducted by the Calgary Catholic Immigration Society
- The action plan as conducted by Virtue Strategic Advisors
- The Town's plans to implement any of the forthcoming recommendations

“We will ensure our programs, services, and commercial offerings provide value to all”

Community Outcomes

Assessment Findings:

- Available resources within the community go above and beyond to create a sense of community for Newcomers.
- Although welcoming, barriers to community involvement exist and have been exacerbated by the COVID-19 pandemic
- Improved communication with newcomers could create greater level of inclusion in community activities, events, and conversations.

“At the heart of successful retention is a strong sense of belonging.”

Action Plan:

- Identify or create a team to support increased collaboration on inclusivity initiatives, including inter-agency connection and community roundtables.
- With the Town acting as a leader, collaboratively create a definition and commitment to inclusion and diversity.
- Raise awareness and create a culture of inclusion via activities, events, and supports for businesses and other organizations. Including utilizing existing programs & tools to implement this strategy.
- Ensure accessible information for newcomers. Including maximizing accessibility in both social media, online, and resource directory sources.

Conclusion

The Town would like to thank Alberta Municipalities for the opportunity to engage in this work and for providing the Community Readiness for Newcomer Integration program to our community and across the province. The Town would also like to recognize the incredible hard work of the Calgary Catholic Immigration Society, as well as the Virtue Strategic Advisors team. Despite the restrictions the ongoing COVID-19 pandemic imposed these teams diligently engaged our team and the community to ensure the successful completion of this project.

Importantly without the insights, engagement, and conversations with community members, town staff, business owners, regional partners, and previous newcomers this project would not have been possible.

Thank You

Appendix

- Calmar Community Readiness for Newcomer Integration Assessment
- Action Planning Framework Report

Community Readiness for Newcomer Integration

The Alberta Urban Municipalities Association (AUMA) Community Readiness for Newcomer Integration project is an opportunity for municipalities to learn about the strengths, weaknesses, and gaps of local services and supports for newcomers, and challenges the communities to develop a plan to address gaps and weaknesses.

November 2021





CONTENT

1. Summary
2. Introduction to the Project
3. Community Profile
4. Typical Newcomer Journey
5. Overall Assessment of Community Strengths, Weaknesses, and Gaps to Support Newcomers in Settlement and Integration
 - a. Methodology
 - b. Arrival & Survival
 - c. Connection and Integration
 - d. Newcomer Sense of Belonging Leading to Staying and Contributing
6. Conclusion

1. Summary

Calmar is a small town with a thoughtful approach to welcoming people who are new to the community. The town has created an environment that fosters strong partnerships and collaboration with service providers, organizations and businesses in the surrounding communities, and that has set the foundation for a network of services that would support newcomers. They already have some welcoming initiatives and hope to expand these into a 'welcoming and inclusion' strategy which will be an integral part of their overall economic development strategy and community development plan. By anticipating the needs and requirements of all kinds of newcomers, and working to raise awareness of the available services, they hope to build a better, more supportive space for newcomers and for their community.

The town is expecting a large influx of workers, skilled and unskilled, in the near future. This report only assesses the current situation, which is adequate—even exceptional, comparatively—for the few newcomers that are arriving now. But should the expected newcomers arrive, additional planning and resources will be required in areas such as housing, settlement and language services accessible in Calmar, company liaisons to connect and serve those newcomers, continuing the personal one-on-one welcome despite a large increase in numbers, and expanding access to information and navigation tools. Providing information, education, and spaces for open honest conversation for the current residents in Calmar about all aspects of the potential influx of newcomers (whether interprovincially, intraprovincially, or internationally) is critical. Such discussion would allow the people of Calmar to express their concerns, and for the Town to respond, explain and create an understanding of the benefits for everyone--both newcomers and current residents--thus preventing or alleviating a backlash that can at times occur with big influxes of immigrants. Calmar has a strong sense of community, a very personal, welcoming touch and the foresight to plan for their future.

2. Introduction to the Project

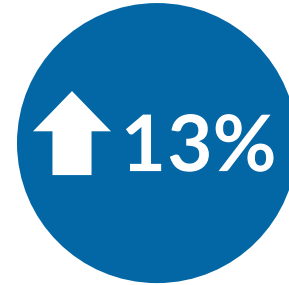
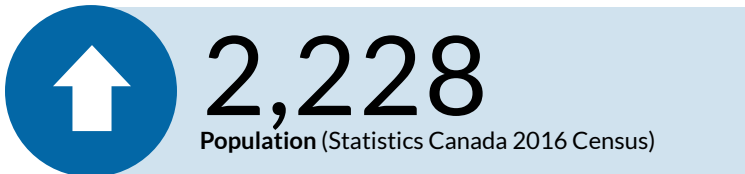
The Alberta Urban Municipalities Association (AUMA) Community Readiness for Newcomer Integration project is an opportunity for municipalities to :

- learn about the strengths, weaknesses, and gaps of local services and supports for newcomers, and challenges the communities to develop a plan to address gaps and weaknesses
- help municipalities assess challenges for newcomers
- provide information about the immigration process

Key strengths, weaknesses, and gaps in services and various challenges for newcomers are identified in this report through the lens of the newcomer journey and the newcomer developing a sense of belonging. In preparation for the town's action planning sessions, key opportunities identified by the community through literature, interviews, and observation, were also compiled. Community partnerships were also laid out to start the conversation on what collaborations might help advance the Calmar Action Plan for improving newcomer integration.

The Town of Calmar aims to develop a better understanding of, and strategy for, newcomer needs to support engagement and work toward creating an inclusive community that is ready for change and increasing diversity.


3. Community Profile



Brief Overview of Calmar, AB

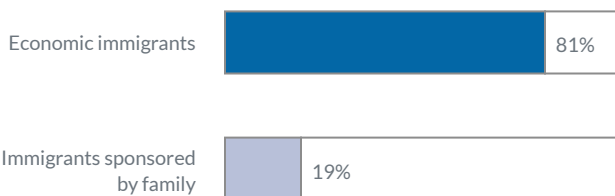
Calmar is a small town with a population of 2,228 (Statistics Canada 2016 Census) named after its first postmaster's hometown in Sweden (Kalmar). It is located in Leduc County, 35 Km southwest of Edmonton, Alberta and 15 minutes from the international airport. Calmar has the charm and warmth of small town living with the additional advantages of convenient proximity to larger centres (Leduc and Edmonton). The town's collaborative spirit and personal touch sets them apart from other communities. Among the many glowing testimonials shared by new residents, one seemed to sum up the feeling shared by many people in the community: "We didn't move to Calmar - We moved Home."

Population increase since 2011

- 
- Small town feel
 - Access to big city amenities
 - Safe & Secure



Admission Category and Applicant Type of Immigrant (2016)



New permanent residents reported in 2018 which is a decrease from 15 reported in 2015.



New temporary residents reported in 2014 which is an increase from 5 reported in 2012.

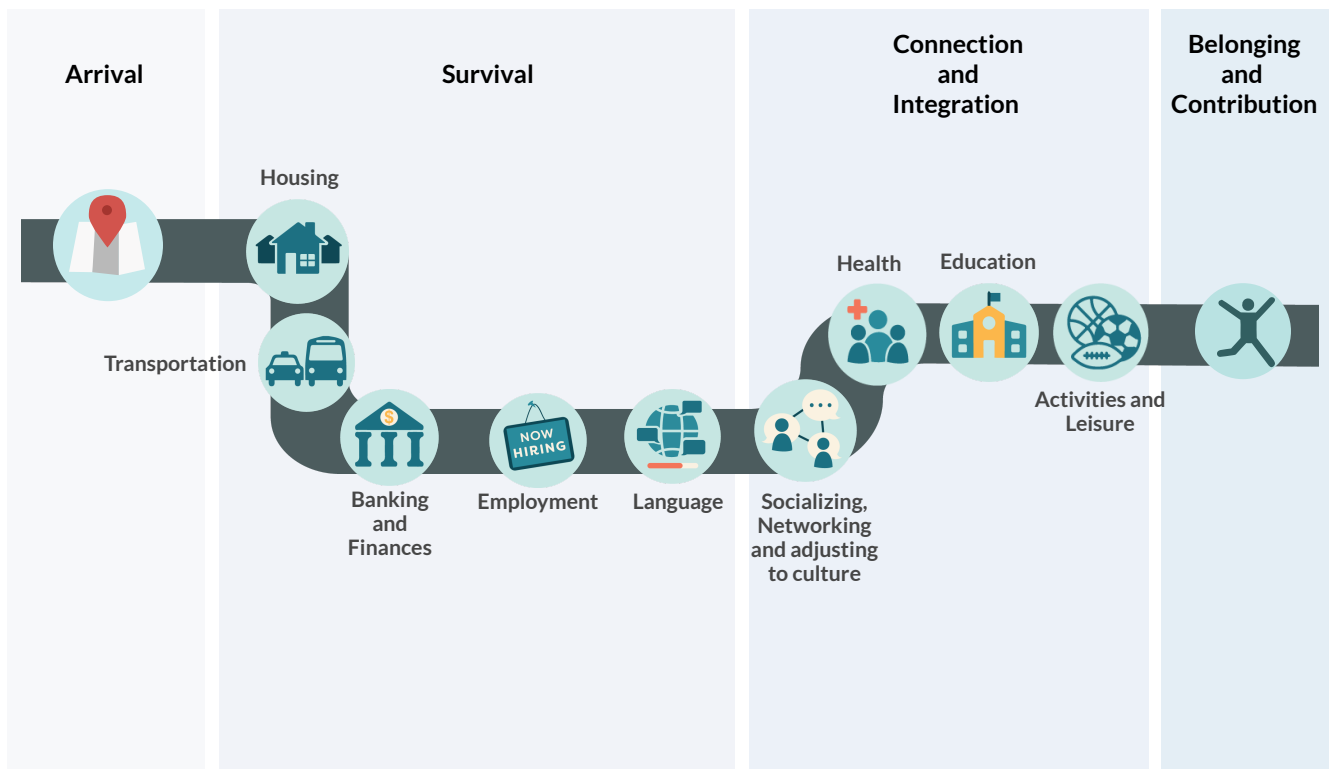


Percentage of the population identifying as a **visible minority** in Calmar greatly increased **20.0%** in the last five years."

4. Typical Newcomer Journey

This diagram illustrates a newcomer's typical journey starting from their first point of interaction, and moving towards the end goals where a newcomer gains a sense of belonging and contributes to the community. It is important to note that every newcomer's journey is different, does not necessarily follow this order, has a wide range of challenges and needs, and all steps are interdependent. For example, survival depends on connecting with people.

In order to gain an understanding on how a newcomer might navigate through these services and how they might be welcomed into the community, strengths and gaps in each of the areas shown in the diagram is outlined below.



5. Overall Assessment of Community Strengths, Weaknesses, and Gaps to Support Newcomers in Settlement and Integration

a. Community Assessment Methodology

Information for the Calmar Community Assessment was drawn from existing literature, visiting the community, and interviews with some service providers, businesses and community organizations. A Community Interview Guide, developed by CCIS and Inshtrix Research, asked about the organizations themselves, newcomer attraction, familiarization with the community upon arrival, support systems that exist in the community, and community relationships to understand potential barriers for successful settlement and integration of newcomers in the community. Two community outreach liaisons connected with 13 service providers, organizations and businesses that serve Calmar, 2 businesses owned by immigrants, and 4 immigrants by phone and in person over a period of 1 month. It is important to note that several factors may have influenced the findings, in particular COVID restrictions leading to the closure of many in-person services, availability, etc.



Definitions:

Newcomer

Someone who has recently arrived in Calmar who may have migrated intraprovincially, interprovincially, or internationally.

Immigrant

Someone who has moved to Canada from another country

Permanent Residents

Permanent residents come in three main categories: economic, family sponsored and refugees.

Economic Immigrants

Have Permanent Resident (PR) status because they are/have:

- High level English
- Highly educated
- Highly skilled
- Young age

Immigrants sponsored by family

Have PR status for family unification.

- Strong but small support network

Refugees

Forced to flee from persecution from their home country.

Temporary Residents

Temporary Residents are those with temporary work permits.

Visible Minorities

Persons, other than aboriginal peoples, who are non-caucasian in race or non-white in colour.

b. Arrival & Survival

✔ Strength

– Weakness

✘ Gap

- ✔ • New homeowners/businesses and renters who go to Town Hall to sign up for utilities can opt to receive a welcome bag which is delivered by the mayor or city councillors. It includes the Business Directory (info about schools, places of worship and service/sport organizations), contact information for town administration staff, E-Billing form, Leduc County FCSS Information and Referral information, the Calmar Chronicle, Calmar Community Services information, waste management information and schedule, Town of Calmar stationary, recycling bag, chocolate and other items like a Town of Calmar Mug.
- A comprehensive list of services can be found on the town website
- Recipients of the Welcome Bag can choose to write a testimonial about what brought them to Calmar which may be shared in the town website.
- Town of Calmar Facebook page is active and engaging and shares local news/information, events and opportunities-
- Action for Healthy Communities (A4HC) Leduc offers provides assistance for newcomers including settlement services, referrals to government and community programs, English language learning, workshops on Canadian culture, citizenship, job readiness, financial literacy, support for families and students in adjusting to Canadian schools, Casual English language learning and skills development opportunities, child and youth personal development programs, access to mental health supports, cross-cultural bridging guidance, development of a settlement plan and volunteer opportunities.
- The newcomers and new Canadians living in Calmar that were interviewed believe the town to be a warm, welcoming tight-knit community and enjoy the small town feel. Their day-to-day interactions with existing members of the community helped them to feel that they are part of the community.



Arrival

- ✘ • The search terms employed by immigrants are different than those used by current Canadian residents, eg 'newcomer' and 'welcome centre' are often the terms immigrants search for, but the services they need are often found under 'community services' and are, therefore, missed in their initial search.
- While the Town Hall does provide information about services and facilities, and the library is exceptional at connecting people with information, activities and the heart of the social community, there is no designated and obvious first point of contact for people new to the community. Newcomers don't necessarily know to go to Town Hall when they are new to town (ie. if they do not need to set up utilities as renters).
- Most, but not all, immigrants interviewed were aware of the Welcome Bags.
- Renters who are not responsible for setting up their own utilities may also not be aware of the Welcome Bags.
- Several people interviewed were unsure if there are newcomers in the community.

- ✔ • House prices are considered to be affordable.
- The supply of four-bedroom dwellings on the real estate market exceeds the demand based on the family composition of the County.
- • While Leduc Regional Housing Foundation has an Affordable Housing Program that "provides safe and affordable apartments to individuals and families at rental rates set below market rates". 4 Two Bedroom, 3 Three Bedroom, 1 Four Bedroom affordable housing units and 24 seniors apartments are in Calmar, there may be waitlists of people wanting to move into these units, causing the perception that an affordable housing problem remains.



Housing

- ✘ • 38.7% of tenant one-person households are paying 30% or more of its income on shelter costs. 29.7% of tenant households are in subsidized housing. (Statistics Canada 2016 Census)
- 15% of occupied private dwellings have 2 bedrooms, 9% have 1 bedroom, and 0% are bachelor's suites while 3 and 4 bedroom dwellings make up 77% of housing options. (Statistics Canada 2016 Census)

b. Arrival & Survival Continued...

- ✔ • Senior newcomers can access several services including Calmar & District Seniors Bus (owned and operated by the Seniors Centre) and Drive Happiness (a volunteer-led seniors assisted driving program: 10\$ for 90 minutes or 40 km of driving).
- Calmar is small enough to be very walkable.
- ⊖ • Leduc has a dial-a-ride style transit system that can connect people with Edmonton.
- Taxi service is available to Calmar residents but is prohibitively expensive.



Transportation

- Public transportation was listed as the most important social issue identified by the Leduc County Social Framework
- ✘ • There is no public transit available from Calmar to Leduc which is a barrier for newcomers who do not drive if they are unable to find employment in Town, or need to access services or businesses located outside the community (ex. groceries, doctors/ specialists appointments, recreation like indoor playground or swimming pool).

- ✔ • Calmar Community Services offers Income Tax Return Program for Low Income Families, Adults, Seniors, Single Parents & Students and Virtual Tax Coaching as well as hosting Financial Literacy Lunch and Learn (in collaboration with ABC Money Matters+TD).
- Leduc County FCSS has financial literacy and fraud prevention programs, like Making Cent\$ of Money: Budgeting 101 as well as an income tax preparation program that is free. They also provide one to one coaching for financing, credit counselling, and connect with money mentors to help with debts. They are working to develop a financial empowerment program contract with Prosper Canada.
- Directions for Wellness (Leduc) offers Budgeting Basics Workshop.



Banking

- Community Futures Leduc can support new and existing entrepreneurs in Calmar by providing business planning, cash flow projection/analysis, advising/coaching/ feedback and financial support in the form of loans. It is not clear whether this organization is known in Calmar.
- ⊖ • The Hub Association in Leduc can support individuals in tough financial situations by providing money for a damage deposit or if they are behind on bills up to 300\$ (not a loan to be paid back). This could also cover medical expenses. They also have a free store for clothing. This organization does not seem to be well known to people in Calmar, though some FCSS staff have referred people there.

- ✔ • Once they have received their Permanent Resident status, local employers of TFWs have supported these people to remain in the community and even to seek other job opportunities.
- One new Canadian entrepreneur who recently opened a business in the community found the people working for the Town to be easier to deal with, and were "very supportive and friendly."
- A4HC Leduc offers workshops for newcomers on financial literacy, basic computer skills, and employment standards.
- Directions to Wellness in Leduc offers "personal development, career development, employment services and support for employers. All programs are offered at no cost to residents or employers."
- The Calmar Arts Society is supporting prospective and existing newcomers to Canada in gaining "Canadian experience" by providing them with suitable volunteer opportunities to match their existing skills/training.



Employment

- While there are no employment services offered in Calmar, there are supports available in the surrounding area through organizations like The Hub Association in Leduc and Direction for Wellness which help connect people with job opportunities.

b. Arrival and Survival Continued...



- The Calmar Public Library can bring in books in many different languages free of cost for members.
- A4HC Leduc, which is just getting established, can connect newcomers to community services including education and language learning. They also offer “casual English language learning and skills development opportunities”.



- There is no English Language Learning (ELL) available within the community. Leduc Adult Learning would be the nearest option.



Language

- Conversation Cafes for practicing English were attempted at the Calmar Library but there was not enough uptake/participation (possibly due to lack of promotion) so it was discontinued.
- Leduc Adult Learning currently has ELL Read/Write class that is currently available virtually. Registration is required and the cost is 60\$. It is not clear whether newcomers in Calmar are aware of or accessing these classes.
- The Leduc Public Library in collaboration with Leduc Adult Learning have held English conversation and a writing class at the Library. Registration was required and the cost to participate was 25\$. It is currently on hold due to Covid.
- While the A4HC Leduc team only speaks 3 languages, the Edmonton office of A4HC offers translation and interpretation services in over 30 languages for the immigrants, refugees, permanent residents and others that they serve. The organization can also connect clients with professional interpreters, for situations like a doctor’s visit, free of charge to the client.



c. Connection and Integration



- Calmar Days, an annual event, offers entertainment and activities for the whole family. We heard that it could have been better promoted in the surrounding region.
- Calmar Town Hall staff are well connected within the community. They strive to be aware of what is going on in town, embrace collaboration, and go above and beyond to make connections happen. This was also seen in some business owners in town.
- A4HC’s satellite office in Leduc offers “workshops on Canadian culture, citizenship, job readiness, and community resources” and are looking forward to outreach to Calmar.
- Leduc culture days is an opportunity to learn about and celebrate diverse cultures.
- Devon FCSS has Check n Chat, “confidential support option for people 18+ who feel that they would benefit from a regular connection with someone local over the phone”.
- The Filipino community in Calmar is well connected, supportive of its “members” and is said to be blooming. This newcomer group is well known and considered to be part of the community.
- The HUB Association in Leduc “is a safe space to start to step into conversation with people after difficult life events” and is open to people from Calmar.



Socializing,
Networking, and
Adjusting to
Culture

- “Low volunteer involvement; lack of public engagement” listed as weaknesses (Calmar Municipal Sustainability Plan).
- “Seventy percent (70%) of groups think that new and/or upgraded recreation and culture facilities and amenities should be developed in Leduc.”
- Devon has Block Party Kits but Calmar does not, though there has been talk of it. These kits encourage people living together in neighborhoods to come together to share space, food and fun to build relationships.
- Respondents to the Community Group Questionnaire (Leduc Recreation Assessment) suggested the existing spaces could be improved with “increasing capacity of existing spaces, more availability of classroom type spaces, larger picnic areas and rentable outdoor space, and Dedicated spaces for arts and culture” among other responses.





c. Connection and Integration Continued...



- Leduc County FCSS provides assistance with completing government forms or applying for programs, they have a positive parenting program, and are well suited to refer people to other programs and services in the region.
- Town of Devon FCSS has subsidized counselling available.



Health



- No hospital or specialists in the community. Those in need of such things must travel, possibly to Leduc or on to Edmonton. 
- While there is a fairly new doctor's office in town they are not accepting new patients. According to the Primary Care Network, there is one doctor in Devon accepting new patients and the next closest option is in Edmonton. 



- A4HC Leduc provides support for newcomer families and students in adjusting to Canadian schools through Settlement Workers in Schools.
- Many people interviewed had only positive things to say about the two schools, Calmar Secondary School and Calmar Elementary School, which are both relatively new-Second generation children of parents who came over with the Temporary Foreign Worker program are very involved in their school and have many friends.
- There is a Youth Advisory Council in the process of formation at the moment.
- The Leduc Chamber of Commerce provides opportunities for learning about many facets of running a business, from customer service training to digital marketing, and they are now working on hosting an event about racism in collaboration with the Leduc FCSS in the new year.



Education

- No post-secondary opportunities or trades training available in the community. 
- There hasn't been any Inclusion/Diversity initiative in Calmar schools, or the broader community, it seems thus far. With the anticipated influx of newcomers, this type of learning opportunity can help to prepare the community for the upcoming boost in diversity.
- Business Link Edmonton has Resources for Immigrant Entrepreneurs but people in Calmar may not be aware of this. 
- A4HC now has a branch in Leduc which offers "community capacity building efforts - including programs and supports - tailored to facilitate community development and boost the capacity of individuals, families and communities." Currently they are promoting Settlement Workers in Schools in Leduc but have not yet connected with schools in Calmar.



- "Calmar exceeds comparative service levels for curling sheets, tennis courts, halls and programmable centres" and "meets comparative service levels for ice surfaces, libraries, spray parks, and skateparks." (Calmar Recreation Master Plan)
- "Respondents to the resident survey indicated that they were largely satisfied with recreation, parks and cultural offerings in the Town of Calmar but that they would benefit from improved communication of opportunities in town." (Calmar Recreation Master Plan).
- There is a pond hockey group that provides equipment and flexible times, and an experienced hockey coach to teach people the sport. This could provide an opportunity for newcomers to start and learn a Canadian sport. We were not able to ascertain whether newcomers were participating in this group.
- Calmar Days is an annual multi-day event in August that combines art, markets, food and fun all for free.
- Calmar Community Connections (similar to a registration night) exists as an annual opportunity for people to find out about what is going on in the community and make connections.



Activities and Leisure

- Responses to the Leduc Recreation and Culture Needs Assessment indicate that the biggest barrier, identified by 48% of respondents, was "Facility admissions/program fees are too expensive." 
- "A number of stakeholders expressed that Leduc needs to ensure that future facility development is well-rounded and recognizes the ongoing diversification of the community. Continued engagement with youth, new Canadians and individuals facing barriers to participation (financial, physical and social) should be a continued priority in facility planning" (Leduc Recreation and Culture Needs Assessment).
- The town is limited in options for Minor Sports, most likely due to the small population.
- Some residents would like more activities, events and programs but funding for such things is somewhat limited and it has been challenging to engage members of the community to sign up as volunteers to support initiatives. 
- Of the participants surveyed for the Calmar Recreation Master Plan, "respondents were most in favour of a new or improved community/multi-purpose space (36%), fitness space (30%), and ice arena (20%)"

d. Newcomer Sense of Belonging Leading to Staying and Contributing

Community Competencies

- ✓ When a family moved to Calmar and had no other people that shared their culture/language, people at the library reached out to members of that culture living in Edmonton and invited them in for a meeting to help the family members to feel less isolated.
- Newcomers who have been introduced to other members of the community by an existing resident (ie. their employer) have shared that this was instrumental in helping them start building new relationships.
- ✗ While facilitating connections with larger ethnic communities is laudable (for example, in Edmonton), newcomers need to feel that they're included in the community, even in the face of a language barrier. Calmar's personal touch could be more useful if expanded--where a resident volunteer "mentors" or "befriends" a family for a few weeks upon arrival.



Newcomer Competencies

- Action 4 Healthy Communities will hopefully be useful in supporting newcomers in learning about Canadian norms and interactions so that they are more open to starting relationships with members of the community and participating in events ✓
- Although the community is welcoming of newcomers and hopes to see them around town, engaging in activities, events and conversations, the newcomers may not be aware of this fact and may have a tendency to keep to themselves/not want to "bother" people. ✗

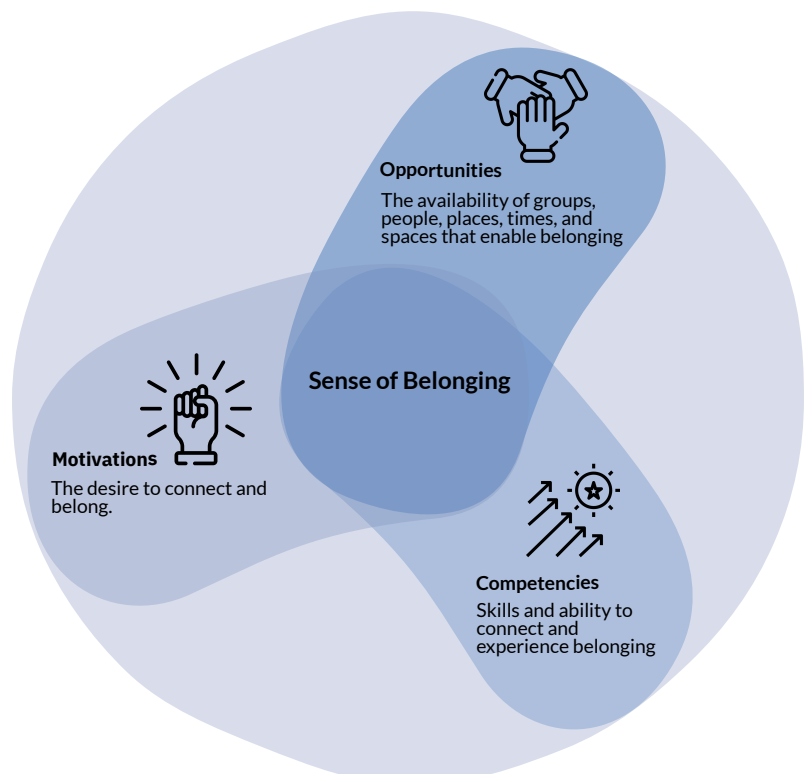
This diagram illustrates some of the factors that influence one's sense of belonging. When newcomers arrive, the community plays an important role in helping newcomers gain a sense of belonging. At the heart of successful retention is a strong sense of belonging. This page describes how the community of Calmar has addressed, and could further address these factors.

Opportunities

- ✓ The Library is one of the spaces that newcomers come to not only access books but also for conversation/ connection with staff and other members of the community.
- Where newcomers are working with the public they have the opportunity to get to know other members of the community, and vice versa.

Motivation

- ✗ Several TFW newcomers who were introduced to the community by their employers found it easier to start making friends in the community.
- Understanding that low English language proficiency does not indicate that a person is unskilled/uneducated
- Desire to understand newcomer stories and struggles



6. Conclusion

Calmar has laid a solid groundwork toward the creation of a built community that is proactive, engaged and accessible while satisfying the diverse needs of its residents. Given the numerous strengths of the town, building upon this foundation to address the expected influx of newcomers could be a smooth process. There are many services available, though some are located in surrounding communities, but Calmar has strong connections with all of those places. The expansion of online access due to the COVID-19 pandemic has been of some benefit, as well. Their goodwill, foresight, and enthusiasm will be invaluable for their future work and plans.



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- Background
- Action Planning Process
- Opportunities Overview
- Action Plans Overview
- Next Steps
- Appendix

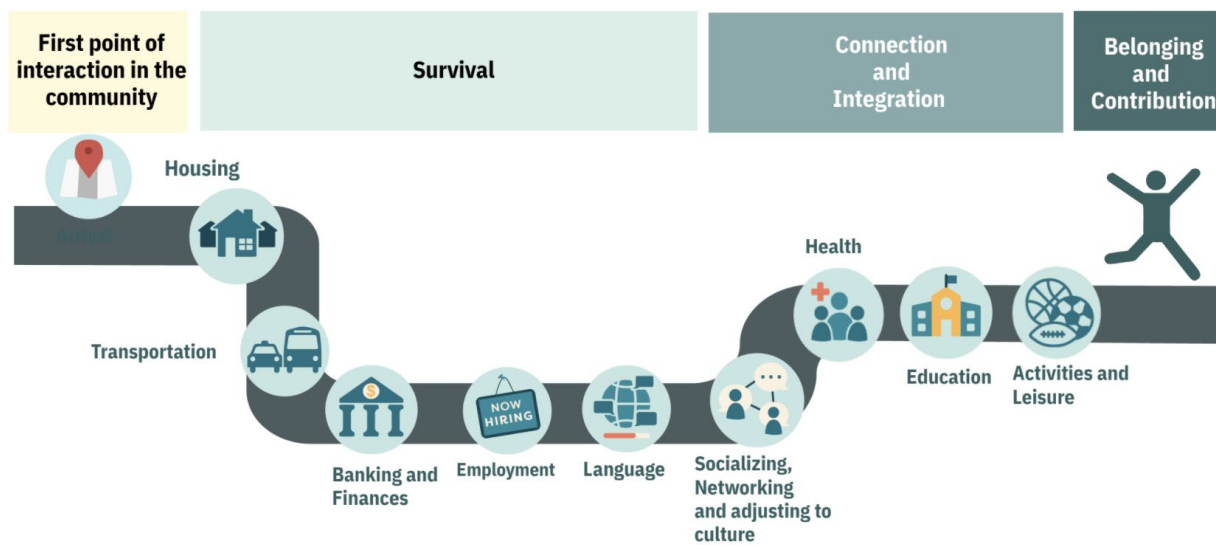
Purpose of this Report

This report is intended to provide some insight into the action planning process that was undertaken for the Calmar Community as well as to highlight a starting point related to the development of action plans for the Community. The action planning work culminated in an identification of priorities and a starting point on all of the key activities that need to be completed for each identified priority. There was some work done to think about timelines and responsibilities as well. This is a foundation for the community to now have deeper conversations about timelines and budgets to further develop these action plans.

Background

The Calmar Community Readiness for Newcomer Integration assessment was completed in mid November by the CCIS Team.

The newcomer journey which is intended to show the journey that the newcomer would go through once they have relocated to Calmar (below) was used to assess the needs of newcomers in Calmar.



The Town of Calmar’s overarching goal is to build partnerships, and create more collaboration and opportunities within the city in order to better serve the newcomer populations.

Action Planning Process

In the Action Planning process, the community assessment was first reviewed, reflected upon and then discussed between Virtue Strategic Advisors and the AUMA/ CCIS team. This debrief meeting was conducted to ensure that Virtue Strategic Advisors had a strong understanding of the needs for newcomers in Calmar.

In preparation for the Action Planning session a meeting was held with Taylor Thomas, The Town of Calmar's Community Services Programmer, The Virtue, and the AUMA team. During this meeting the community assessment report was discussed and the team identified a game plan for the focus of the Action Planning session. Based on Taylor's recommendation, it was agreed that the Action Planning session would focus on two main opportunities for Calmar to focus on: Increased Collaboration and Increased Inclusion.

In the Action Planning session, the community working group members ([review appendix 1](#)) participated in a Google Jamboard activity ([review appendix 2](#)) to expand upon and dive deeper into the two opportunities that the Calmar Community Leadership Team presented as ones to pursue for action planning, Increasing Collaboration and Inclusion.

In the next activity, each community working group member was placed into a small group and was assigned one opportunity. Each small group was tasked to discuss components that would lead to the development of an action plan for those opportunities such as key activities, milestones, proposed timelines, responsible stakeholders and any other questions they may need support from others to help answer.

After the Action Planning session concluded, Virtue's team reviewed, consolidated and identified gaps for more information necessary to develop a solidified action plan for the community to use to accomplish the opportunities they seek to strengthen the community and reach their overarching goals. As a final step, the draft action plans were transitioned into Excel sheets that could then be easily used by Calmar's Leadership team to further develop the action planning content.

Opportunities Overview

The community working group found it easy to generate possible ideas ([see appendix 2](#)) that could be included in each of the opportunities that the Calmar Leadership Team identified as ones to pursue.

PRIORITIZED OPPORTUNITIES	
TITLE	DESCRIPTION
Increased Collaboration	<ul style="list-style-type: none"> • With service providers that serve or provide outreach to Calmar • With new service providers connecting with the community • In various areas where needs are identified (<i>ex. Settlement services, housing</i>)
Increased Inclusion	<ul style="list-style-type: none"> • Municipal anti-racism dialogue/ policy/ initiative • Develop tools and resources to foster a culture of inclusion (<i>ex. Inclusion toolkits for local organizations; effective welcome committee</i>) • Newcomer Outreach- Maintain connection with those new to town (<i>ex. Utilizing or broadening the "Keep-In-Touch" Initiative currently used for mental health</i>)

Action Plans Overview

Action Plan 1: Increased Collaboration

Overview

This action plan focused on a multi-pronged strategy towards increasing collaboration as identified below. Before diving into each of these elements, it was noted that some preliminary work to bring the right stakeholders together to participate was incredibly important. In addition, some of the logistics such as cadence of bringing the group together, budget and timelines will need to be resolved.

Key elements of the action plan:

- Implement inter-agency meetings
 - Learn from other communities who have implemented interagency meetings (don't reinvent the wheel)
 - Identify groups/ stakeholders that would take the lead/ responsible for certain projects
- Development of virtual **community round tables**
 - Virtual roundtables, a casual space, a place to foster authentic connections.
- Creation of **community resources directory**
 - The town will take the lead on strategy and the partners could put in their supports for the development
- **Making updates to the website** and utilizing social media to share information and foster collaboration
 - Making resources available in different languages
 - Using channels like Facebook to connect community members with each other

[Action Plan 1: Spreadsheet](#)

Action Plan 2: Increased Inclusion

Overview

It was noted that this action item is broad and could focus on many different priorities, as such, it was identified that a first step should be to **define what inclusion and diversity mean** within Calmar by aligning on the major gaps that are identified as needing to be addressed

Once the community has developed a clear definition of what this means for them and the associated work that they would do in Calmar. It was noted that it would also be important to **raise awareness on the importance of inclusion** and **highlighting programs/ orgs/ employers that already exist that support inclusion**. Simultaneously it was proposed that Calmar **create an inclusion toolkit**, this would build on the earlier work of understanding and defining what inclusion means for Calmar and would be targeted at supporting all community members to focus on aspects of inclusion that are most relevant in Calmar.

Finally, there were a number of **ideas for activities that do promote inclusion** such as:

- Cultural Celebration and Engagement Opportunities
- Translation Services
- Keep in Touch Program
- Block Party Program

These ideas would be implemented as possible and in alignment with the direction that Calmar has decided to focus on in regards to increased inclusion.

[Action Plan 2: Spreadsheet](#)

Next Steps

As was noted, the content that has been developed and shared in this report is a starting point for deeper action planning. A few potential next steps are noted below to support Calmar in moving forward with further developing these plans:

- Connect with members that weren't able to attend
 - Review [activities across action plans](#) and develop an aggregated plan with clarity on roles and timelines that is realistic
 - Develop a budget
 - Bring the right people together to start implementing these action plans
 - Put the plans into motion!
-

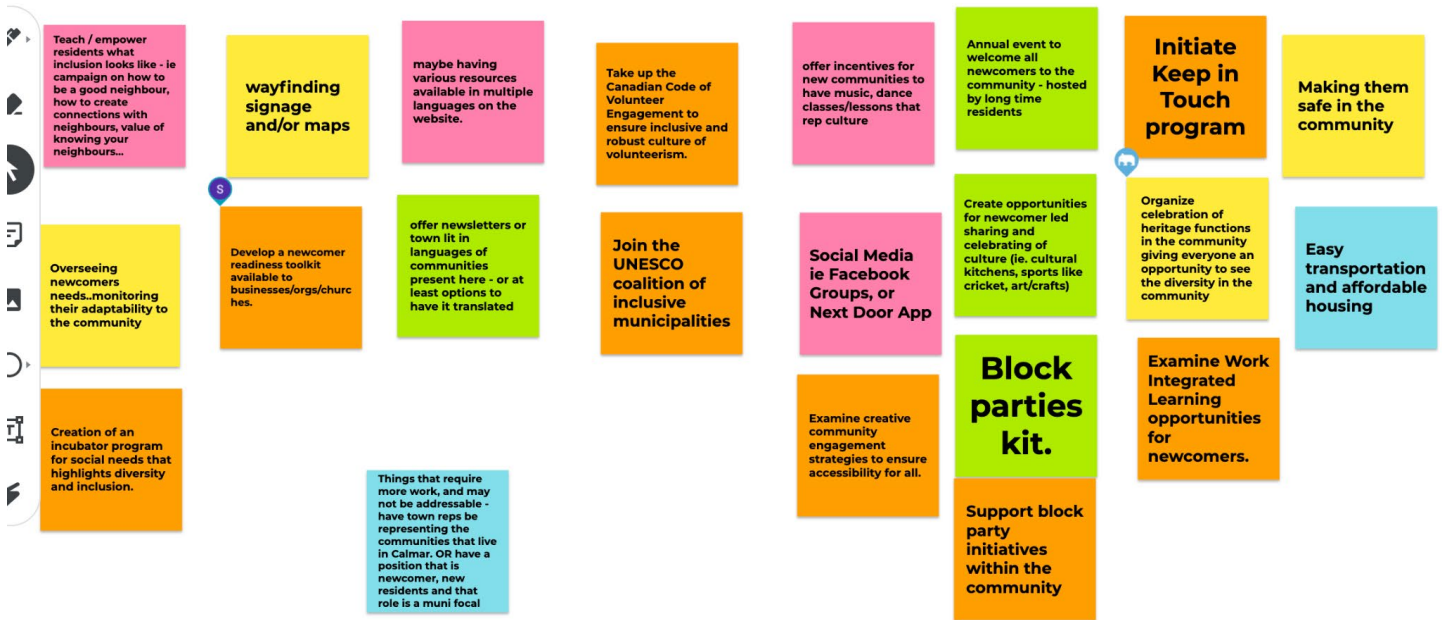
Appendix

Appendix 1: Working Group Members

- **Denise Magis:** coordinator of adult learning
- **Taylor Thomas:** The Town of Calmar's Community Services Programmer
- **Jaime:** Zyp Art Gallery
- **Sara Russel:** Leduc COunty FCSS
- **Susan Parkinson:** Calmar Public Library
- **Amber Cook:** Director of New Initiative
- **Glenn Hernandez:** an operator within Calmar
- **Syed Ahmed:** Dew drops Daycare Center

Appendix 2: J a m b o a r d Activity

What can we do to make our community feel more welcoming and inclusive?



How can we increase collaboration to utilize our community's assets and address gaps/weaknesses?





Calmar Community Readiness for Newcomer Integration Report

The Town would like to thank Alberta Municipalities for the opportunity to participate in the Community Readiness for Newcomer Integration program alongside our provincial counterparts. The Town would also like to recognize the incredible consultation services of the Calgary Catholic Immigration Society, as well as the Virtue Strategic Advisors team. Importantly without the insights, engagement, and conversations with community members, business owners, regional partners, town staff, and previous newcomers this project would not have been possible.

"We will ensure our programs, services, and commercial offerings provide value to all"

What Next?

- Identify a team to support increased collaboration on inclusivity initiatives, including inter-agency connection and community roundtables.
- With the Town acting as a leader, collaboratively create a definition and commitment to inclusion and diversity.
- Raise awareness and create a culture of inclusion via activities, events, and supports for businesses and other organizations. Including utilizing existing programs & tools to implement this strategy.
- Ensure accessible information for newcomers. Including maximizing accessibility in both social media, online, and resource directory sources.

Yours... Truly



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From: President NAIT <president@nait.ca>
Sent: February 14, 2022 3:50 PM
To: President NAIT
Subject: NAIT's Convocation 2022 - SAVE the DATE!

Dear Friends,

You are cordially invited to join us as a member of our Platform Party for NAIT's Convocation 2022. We are looking forward to having our Convocation in person once again. Our ceremonies are taking place at the Northern Alberta Jubilee Auditorium on May 5-7, 2022.

An invitation and further details are forthcoming. We hope to see you in May!



SAVE THE DATE

Convocation 2022

Please save the date to join us as a member of our Platform Party. Registration to follow.

MAY 5-7, 2022

NORTHERN ALBERTA JUBILEE AUDITORIUM

Ceremonies commence on:

MAY 5 | 3:00 PM

MAY 6 & 7 | 9:00 AM & 1:30 PM

Laura Jo Gunter, M.B.A.

President & CEO

NAIT

11762-106 Street

Edmonton, Alberta, Canada T5G 2R1

P 780 471-7701

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Agenda

Community Services Master Plan Committee

Date: November 15, 2021

Meeting #202103

In attendance:

Krista Gardner, Byron King, Taylor Thomas, Jamie Rathor

Regrets:

Terry Balaban

1. Call to Order
2. Adoption of Agenda
3. Adoption of Minutes

Notes: CSMP Committee Meeting – October 4th, 2021 meeting minutes adopted.

4. New Business:

- 4.1. CSMP Committee Values Survey

Notes: Results of survey indicate that priority areas from committee members for CSMP outcomes include Indigenous awareness and reconciliation, community spirit, literacy, social connection, inclusivity, as well as support for those struggling financially/ financial literacy. Strategic approaches identified to meet priorities included encouraging shared responsibility, working well with municipal partners, building community self-sufficiency, inter-agency awareness and coordination, advocating for ongoing accountability measures, examining sustainable engagement practices, in addition to examining human & financial resources to support growth.

To address the priorities identified above, committee members discussed their considerations when selecting potential vendors to consult on this planning process. This included past & proven performance, reputation & references, strategic approach & creativity.

- 4.2. Recruitment Next Steps

Notes: Potential member information to be shared at a later date. Any further promotion or recruitment to be at the discretion of committee members. Member Rathor to follow up with Volunteer Connector to discuss potential support for recruitment. Use of online and in-person promotion efforts. Potentially to connect with the Calmar Youth Council through ongoing engagement.

4.3. MOU approvals

Notes: Received Library Copy awaiting Zyp Art Gallery copy. No signature to be obtained from the Seniors Association as per member representative.

4.4. Draft RFP Review

Notes: Determination of plan scope. Ten year or otherwise. Member King indicates the volatility of changing socio/economic climate as an importance consideration when considering plan scope. Suggestion of shorter scope than draft. Member Gardner seconded this sentiment as well as suggesting annual review. Member Thomas suggested an alternative five-year scope for plan. Discussion of shorter timelines aligning with leadership transitions as well as maintaining pressure on administration to accomplish outcomes. Member Thomas to adjust RFP to five-year scope and send to members, for those not in attendance to review. Planning demographic discussed, in particular upcoming census information. Request from committee for this information source to be included in the RFP. Discussion of timeline as reasonable for potential vendors as well as for the committee. The presentation to council would be the responsibility of the committee. Committee to select successful vendor and to invite vendor to council to answer questions based on administration's request for decision upon RFP vendor selection. This information may not align with the suggested timeline in draft RFP. Discussion of community engagement demographic specification and expansion of RFP priority areas. Member Rathor indicated the importance of providing clear direction to potential vendors. Member Gardner affirmed the importance of housing needs as a piece of the CSMP planning priorities. Discussion of next steps. Member King indicated that the RFP will not need to be sent to council, Member Thomas to confirm. Finalize RFP by December 6th and forward to Member King to upload for vendor consideration on the Alberta Purchasing Connection. Discussion of potential budget for RFP. Intentional exclusion with the understanding that we will remain open to a variety of submissions. Member Gardner suggested inclusion of scoring criteria with the RFP. Member King to provide scoring criteria for inclusion. As per the agenda Jamie will follow up with Volunteer connector.

5. Agenda for next meeting

Notes: Not discussed.

6. Adjournment

Notes: Next meeting not scheduled.

Calmar & District Recreation Board

MEETING MINUTES

09 February 2022 @ 1830

Present: Councillor Jaime McKeag; Rhonda Kanis; Michelle Lemire; Chris Feist; Mayor Sean Carnahan; Donna Anderson, Byron King, and David Price

1. Call to Order

Rhonda called the meeting to order at 1837.

2. Approval of the Agenda

Moved by Sean Carnahan and seconded by Jaime McKeag that the Agenda be adopted as presented.

Carried.

3. Approval of the Minutes of 08 December 2021

Moved by Jaime McKeag and seconded by Michelle Lemire that the minutes of 08 December 2021 be adopted as presented.

Carried.

4. Delegation – David Price, Select Engineering

David began with a brief introduction about his experience/qualifications and that of Select.

David then made some opening general comments regarding the Expanded Rec Grounds Project. He mentioned that in creating the proposed plans they identified some expansion land that might be available as they are the site of old wells. (CNRL land) He mentioned he had toured the site with Ed back in October and that drainage considerations were factored in. They also looked at access points, graveled areas, the 2 playgrounds, all existing structures, each existing diamond, the safety of the area, the recently added new trail, and the drainage directions/patterns. 2/3 of the area drains to the north while the back 1/3 goes toward the SW corner towards a catch basin towards the trailer park.

Designs based on 4 diamonds and 2 soccer and with safety for active participants as well as passive users. Resulted in 4 concepts.

A

- Best orientation of all diamonds
- 275' – 90% of all diamonds in AB are 275 or less
- went away from the quad concept because it would be tightly spaced and undersized
- would eliminate the need for high fencing, opens up the grounds to become more friendly/inviting

- diamonds could be expanded to 280 in the future
- diamonds oriented for safety
- soccer pitches are separated to buffer residential without fencing and to assist with drainage
 - if pitches side by side, the cross slope leads to poorer drainage and a swale between the pitches would interfere with spectators
 - only go side by side if you want a cricket pitch too
- this layout opens up space for additional parking, RV parking, and a central amenity building
- most inviting design combined with highest level of playability
- drainage would go to storm pond on site, can direct run off to catch basins
- would have room for pickleball as well as an outdoor rink
- low areas may require an environmental assessment

B

- if soccer is side by side
- David reiterated the drainage/spectator issues; ridge between the 2 pitches would lead to a less than ideal slope
- diamonds would be poorly oriented re the sun – outfielders, 1st, and 2nd base.
- pinch points between the 2 diamonds P3 and P4, especially if do 280
- parking similar to A
- less space for a central amenity building

C

- dependent on us getting the west expansion land from CNRL
- leads to 1 diamond being poorly oriented and no room for 280
- less space for a central amenity building
- in phasing, both B and C leads to only 3 diamonds in the latter phases while A would have 4 diamonds throughout
- North/South orientation not as big an issue for soccer, especially the younger ages

D

- if can't get the CNRL land, this is the original design
- North diamonds won't change. To grade etc. need to shut them down for a year but even then, still a small, tight layout requiring high fencing
- soccer pitches would have the slope/drainage issues of B
- doesn't improve existing facilities
- space is the biggest issue here

Lots of communities are currently rehabbing their diamonds do to the facilities having reached the end of their life cycles

The dug outs are in good shape and very nice and would be reutilized

Also, A we could put in a toboggan hill/snow luge where the RV/additional parking is with runout to the north. Good place to pile snow and there is drainage.

Jaime asked if A is the best orientation and David replied affirmative. David noted that quad designs lead to orientation issues and with A, there is no worry about balls ended up on peoples' properties or damaging their vehicles. There would be minimal fencing required and most of it would be to protect soccer players.

Sean asked about the travel distance between the north diamond in A with the 3 south diamonds. David said it is only about 110 yards and that you would have separation regardless.

Sean then asked if the phasing order and timing can be changed around, especially if they need time to get the CNRL land or funding and David replied that A gives the most flexibility to phasing and timing.

Chris asked about 2 diamonds being 300 in case ball bounces back. David replied it is possible but it would require more fencing and reduce the aesthetics. And it would be easier to do 1 diamond at 300 than 2. Could even reshape the storm pond and have a diamond at 325.

Chris asked if we could give up the east parking to expand the diamonds but David replied that would make hosting tournaments very difficult without adequate parking.

Jaime asked about the size of the RV area. The stalls would be sized for today's campers. 16 stalls planned but could make it 20. Stalls can be grass, gravel, or paved and can have pads for day picnicking. Since it is in a residential area, RV parking will be a challenge no matter what.

Rhonda noted the key to everything seems to be the CNRL land. Without it we are probably left with D.

Sean asked for a cost estimate. David replied that excluding any buildings, for A we are looking at about \$250,000 per diamond and \$200,000 per soccer pitch. He also recommended sod vs seed for soccer because in the end the costs will be very similar but sod will give us a better product. Trails and trees could be another \$250,000/\$400,000. Buildings \$1.5M. He feels \$4M could easily do everything other than the buildings. And with phasing, the cost would be spread out.

Where to now? Byron said the Rec Board has to decide which plan it wants to present to Council which would then make its choice and proceed from there, including working with CNRL. Donna confirmed discussions with CNRL are already happening. Donna also said the e project is not as advanced as she had thought it was so it will not begin until 2023.

Discussion on the soccer pitches. Move them somewhere else? Have only 1 field there and 1 or more elsewhere? Rhonda mentioned it is a nice spot and it might help soccer re-grow. Jaime asked if the 2 full sized pitches would be enough if soccer booms. Byron replied that each full sized field could be split into 2 junior fields so we could probably easily handle a soccer boom in town.

Sean asked if can see how much it would cost to have a Plan E with no soccer but an outdoor rink. Byron will check with Select on this.

Need to look for funding.

Once we have selected our choice, present to the community for further input.

Jaime likes the idea of accommodating winter activities.

Most important thing: KEEP MOVING FORWARD ON THIS PROJECT.

5. Correspondence

5.1 Participaction – received notification of the annual month long fitness challenge in June

5.2 Trans Canada Trail – received an invitation to apply for a grant for cleaning our portion of the TCT

6. Old Business

5.1 Recreation Events

a. First Night

The fireworks went smoothly. The MKA parking lot was almost completely full and the highway was jam packed. Aerial has already been booked for 2022 dates.

b. Christmas Lights Contest

Went well. Had more entrants than last year.

c. Snowman Contest

Like Christmas Lights, more entries than last year.

5.2 Trails

Byron mentioned that there are portions of Calmar sidewalk that are actually considered part of the Trans Canada Trail. Looking at a section on 795 up towards H39 and then a portion on the north side of H39. Almost all sidewalk. Seeing as we are part of the TCT this might open us up to some more funding possibilities but in previous conversations with the TCT the funding they had available wasn't their funding by the Alberta CFEP grant.

Funds for trails will be requested for 2022 budget.

7. New Business

7.1 Naming of the new Rec Grounds

Discussion on a permanent name for the area. Consensus is to await on discussions with CNRL first. If CNRL ends up being the title sponsor we will then look at naming individual pieces such as ball diamonds. Once a decision has been received on CNRL's status, we can then ask for submissions from the community to be shortlisted by the Rec Board and then voted on again by the community.

7.2 Community Service Manager's Report

Byron added he is working on a way to get residents involved in Participaction's June fitness challenge. He mentioned the contest is weighted on a per capita basis so Calmar is on even footing with every other community in Canada that participates, no matter how big or how small. The key is to get as many people as possible to spend time each day being active and then logging in their times with participaction. Winning community gets over \$100,000. We could apply that to more trails.

Byron reiterated the possibility of finding more funding through our involvement with the Trans Canada Trail for trails.

8. Next Meeting
13 April 2022

9. Adjournment
Moved by Jaime McKeag that the meeting be adjourned.

Meeting was adjourned at 2018.



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

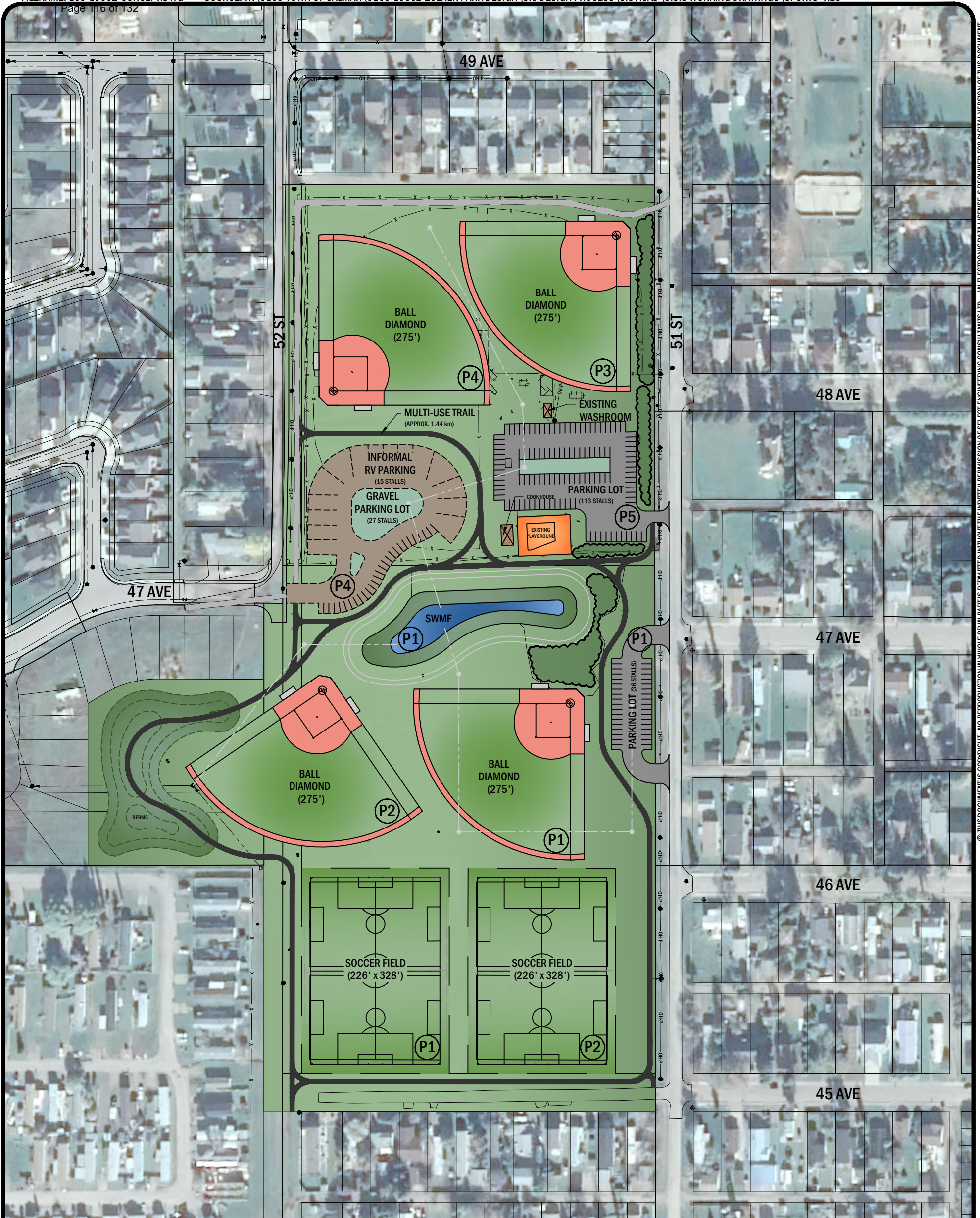


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**TOWN OF CALMAR
ZOLNER PARK
CONCEPT PLAN
160-19002
DECEMBER 2021**

**OPTION A
ULTIMATE**

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(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



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**TOWN OF CALMAR
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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

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TOWN OF CALMAR
ZOLNER PARK
 CONCEPT PLAN
 160-19002
 DECEMBER 2021

OPTION C
ULTIMATE

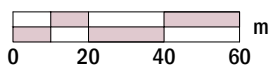
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P1 PHASE 1	3 - (3) EXISTING DIAMONDS	NO FIELDS	4 - (3) EXISTING DIAMONDS + P1 DIAMOND	2 - P1 FIELDS
P2 PHASE 2	1 - P1 DIAMOND	2 - P1 FIELDS	4 - (3) EXISTING DIAMONDS (REFURBISHED) + P1 DIAMOND	2 - P1 FIELDS

SAVED BY: CBOHNET PLOT DATE: November 30, 2021



SCALE 1:2000

**TOWN OF CALMAR
ZOLNER PARK
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DECEMBER 2021**

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AGES AND STAGES DEVELOPMENTAL CHECK IN

Online

Have you ever wondered about your child’s development? The Ages and Stages Questionnaire provides a fast and helpful look at how your child is doing in important areas like communication, social skills, motor skills and problem solving skills. Screening can identify your child’s strengths, uncover new milestones to celebrate and reveal any areas where your child may need support. It helps you understand your child’s development and know what to look for next.

The ASQ and ASQ.SE questionnaires are designed to help you monitor your child’s development at regular intervals from 2 months to 5 years of age. To access these questionnaires, go to our website below.

www.leduc-county.com/en/living-here/early-learning-and-care.aspx

For more information, please call 780-979-2385 or email frn@leduc-county.com.





Boundaries to the Rescue

Discovering the power of living and loving within your limits

Online program

Join Leduc County Family and Community Support Services (FCSS) for this free, online support group where we will:

- ▶ Explore why it can be so hard to create and maintain strong boundaries.
- ▶ Discover how boundary issues relate to anxiety and other emotions.
- ▶ Examine the positive role boundaries play in healthy relationships.
- ▶ Gain practical strategies for assertive communication.
- ▶ Build an online community of individuals experiencing similar challenges, and emerge with a clearer direction for moving forward.

This five-week online group will meet for weekly 1.5 hour sessions starting Monday, March 7 at 7 p.m. This is a registered group that will be held virtually (online) through a secure video meeting platform.

In partnership with Karunia Counselling, sessions will be facilitated by a Registered Psychologist and a Registered Social Worker.

This program is open to residents of Calmar, Thorsby, Warburg, New Sarepta, the County of Wetaskiwin and rural Leduc County.

- ▶ **Dates:** Mondays, March 7, 14, 21, 28 and April 4
- ▶ **Time:** 7 to 8:30 p.m.
- ▶ **Technology needed:** internet access by computer, laptop or smartphone.
- ▶ **Register:** please register by contacting Eugena at **780-955-6421** or **eugena@leduc-county.com**.





DOING YOUR TAXES WHAT'S IN IT FOR YOU?

The Canada Revenue Agency's Outreach Team invites you to a series of information sessions

Find out what benefits and credits you may be eligible to receive!

Benefits – Canada child benefit, child disability benefit, Canada workers benefit.

Credits – Disability tax credit, age credit, GST credit, medical expenses, home accessibility tax credit.

Other topics that will be covered include:

Don't be a victim – learn how to be scam smart.

Where to get help filing your 2021 Income Tax and Benefit return.

Post-secondary Students – Tuesday March 1, 2022 & Saturday March 12, 2022

Adults 65+ – Thursday March 3, 2022

Disability Tax Credit – Wednesday March 9, 2022

New to Canada – Tuesday March 15, 2022 & Saturday March 26, 2022

Indigenous – Thursday March 17, 2022

Benefits and credits for all – Wednesday March 23, 2022

All sessions will be approximately 1 hour

Weekday sessions: 7pm CT/6pm MT

Saturday sessions: 11am CT/10am MT

Please register for any or all of the sessions by [clicking here](#)

The password for all events is: **Outreach1!**



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CYBERWORLD WHAT HAPPENS WHEN YOUTH PRESS SEND?

MARCH 24, 2022 @ 6:00 PM

Call Calmar Community Services to Register now: 780.985.3191
Or register online [HERE](#).

WELCOME TO CYBERWORLD. THIS PRESENTATION IS NOT FOR THE FAINT AT HEART! IN FACT, WE ACTUALLY CONSIDER THIS PRESENTATION R RATED, SIMPLY DUE TO SOME OF THE CONTENT WITHIN IT. WE TALK ABOUT A LOT OF TOUGH STUFF INCLUDING ONLINE STREAMING, APPS, PORNOGRAPHY, GAMING, AND ALL THE OTHER STUFF THAT OUR CHILDREN AND YOUTH ARE NAVIGATING THESE DAYS. DEFINITELY TIME WELL SPENT, WE THINK!



Leduc County Family Resource Network

NEW: drop-in hours at Thorsby and Devon locations

Beginning Sept. 7, Leduc County FRN will offer permanent drop-in hours at its two facilities, located in Devon and Thorsby. All families are welcome to drop in and join FRN staff for:

- ▶ coffee and snacks
- ▶ monthly prize draws
- ▶ games and crafts
- ▶ resources and referrals
- ▶ free Wi-Fi and computer use
- ▶ programs and supports

FRN FACILITY LOCATIONS

Devon: 5 Jasper Court in the Old Robina Baker School

- ▶ Open Mondays from 2 to 4 p.m. and 5 to 8 p.m.
- ▶ Closed for supper from 4 to 5 p.m.

Thorsby: 4908 48 St. in the modular building across from the Arctic Spas Recreation Complex

- ▶ Open Tuesdays from 2 to 4 p.m. and 5 to 8 p.m.
- ▶ Closed for supper from 4 to 5 p.m.
- ▶ Open Thursdays from 9 a.m. to 4 p.m.
- ▶ Closed for lunch from noon to 1 p.m.





Leduc County Family Resource Network

Spring program schedule

Leduc County Family Resource Network (FRN) is hosting a number of programs this spring. Programs are designed to enhance child and youth development, increase caregiver capacity and support socialization. Programs are open to all Albertans.

Programs for parents and children

Riding the emotional wave with your child
(online program)

- ▶ Wednesdays, March 2 to 23

Family fun night with FRN (online program)

- ▶ Wednesday, April 13

Home Alone: parent and child (online program)

- ▶ Wednesday, May 11

Programs for parents

Circle of Security (online program)

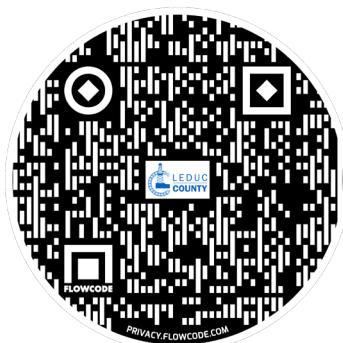
- ▶ Wednesdays, March 2 to April 13

Programs for new parents

Swaddled in Support (online program)

- ▶ Thursdays, April 14 to May 12

Learn more at www.leduc-county.com/FRN-spring-programs





Leduc County Family Resource Network

Time-in bags

Are you looking for an opportunity to pause and enjoy some family time that doesn't include screens? Leduc County Family Resource Network (FRN) can help with that!

In March, April and May, you can register for and pick up a **“time-in bag”** that is filled with activities and ideas that will add fun, encourage creativity and help you connect to your child and family.

Different bags are available for different age groups, including 2 to 6 years, 7 to 13 years and 14 to 17 years.

Register now

There are a limited number of bags available each month, so you must call ahead to pre-register.

To register, contact Leduc County FRN at **780-979-2385** or email **frn@leduc-county.com**. Bags will be available for pick up at the locations listed below.

MARCH time-in bags pick up locations

- ▶ New Sarepta Library (5150 Centre St., New Sarepta, AB)
- ▶ Warburg Library (5212 50 Ave., Warburg, AB)

APRIL time-in bags pick up location

- ▶ Calmar Library (4705 50 Ave., Calmar, AB)

MAY time-in bags pick up location

- ▶ Thorsby Library (4720 48 Ave., Thorsby, AB)

Learn more at www.leduc-county.com/time-in-bags



It's Tax Time

Volunteer Income Tax Filing:

To schedule your Volunteer Income Tax Filing appointment please contact Calmar Community Services.

Call **780-985-3191** or complete the online registration form here: <https://www.surveymonkey.com/r/RFJW39X>
(We File - eligibility requirements apply)

Supported Self Filing:

To register for the Supported Self Filing Program please contact Eugena with Leduc County FCSS at **780-955-6421** or email eugena@leduc-county.com.
(You File)



Volunteer Income Tax Filing:

For those in need, schedule now! **The Community Volunteer Income Tax Program(CVITP)**, where volunteers file tax returns for eligible people.



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For those in need, schedule now! **The Community Volunteer Income Tax Program(CVITP)**, where volunteers file tax returns for eligible people.



Supported Self Filing:

Gain the confidence and skills to prepare and file your 2021 income tax return, Register Now! Leduc County FCSS in collaboration with the Calmar Public Library & The Town of Calmar are offering scheduled Supported Self Filing.



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EDUCATORS NEEDED

Make a Difference in a
Childs Life

**GREAT INCENTIVES
FOR NEW DAYHOME
EDUCATORS**

MENTAL HEALTH LITERACY FOR PARENTS

This online session will increase the understanding of mental health and mental illness, reduction of stigma, address community supports and access to mental health supports through Alberta Health Services.

February 22, 6:00-7:30

Here is the link that you can use to access the session.

<https://bit.ly/3LbEILv>

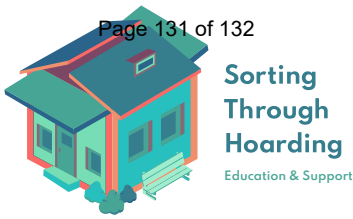
Parent Connect

FOR PARENTS OF TEENS TO CONNECT WITH OTHERS IN THE COMMUNITY WHILE EXPLORING VITAL TOPICS AND CONVERSATIONS.

**FEBRUARY 28TH
6:30 PM - 8:00 PM**

**Meeting ID: 892 8071 5520
Passcode: 458219**





Sorting through hoarding

online session

This half day workshop, held in partnership with Leduc County FCSS, City of Leduc FCSS, Calmar FCSS and Warburg FCSS, is packed with Hoarding 101 information. The facilitators offer a multi-disciplinary approach that addresses a variety of topics including stigma, trauma-informed intervention, practical hands-on decluttering strategies and much more. The workshop includes real life examples, pictures and a special video of a person with lived experience of hoarding.

- ▶ **Date:** Friday, March 18
- ▶ **Time:** 9 a.m. to noon
- ▶ **Location:** online via Zoom
- ▶ **Technology needed:** internet access by computer, tablet or smart phone
- ▶ **Register:** register by Friday, March 11. To register, contact:
 - ▶ Lucille (Leduc County) at **780-941-2382** or **Lucille@leduc-county.com**
 - ▶ Taylor (Calmar) at **780-985-3191** or **TThomas@calmar.ca**
 - ▶ Lucrecia (City of Leduc) at **780-980-7115** or **LMendoza@leduc.ca**
 - ▶ Tami (Village of Warburg) **780-848-2828** or **fcss@warburg.ca**

About the facilitators

Stacy Walker is a Certified Professional Organizer from Edmonton, Alberta, and is a co-founder of the Hoarding Disorder Foundation of Alberta. She specializes in the hoarding field and works primarily with people who struggle with extreme clutter and hoarding behaviours. She is dedicated to positively influencing community responses to hoarding cases by providing comprehensive educational programming and on-site support services. Stacy is an active contributing member to both the Professional Organizers in Canada and the Edmonton Hoarding Coalition.

Terri Bailey, M.A. Counselling, from Edmonton, Alberta, also co-founded the Hoarding Disorder Foundation of Alberta and has a private therapy practice with a specialty in the hoarding field. She educates professionals, co-facilitates hoarding groups, provides one-on-one counselling, and also works with family members who are concerned about a loved one who is hoarding. She is a member of the Edmonton Hoarding Coalition and is dedicated to facilitating a collaborative and compassionate community response.



The Upside of Downsizing

Tips to right-size your home: women's mini pavilion

Do you look around your home and become overwhelmed by your STUFF? This workshop will cover ways to be proactive and start downsizing your possessions – or as we like to refer to it, right-sizing you life.

- ▶ **Date:** Saturday, March 12
- ▶ **Time:** 1 to 3 p.m.
- ▶ **Location:** Golden Pioneers Centre (New Sarepta Agriplex, north doors)
- ▶ **Spaces available:** 25
- ▶ **Register:** registration is required as space is limited. Please contact Lucille at **780-941-2382** or **lucille@leduc-county.com** to register.

FEATURING KAREN BODOANO



In October 2019, Karen became the first and only Certified Senior Move Manager in Western Canada. Drawing on her more than 29 years of storage/moving experience into the growing senior move management service, she is a passionate and eager pioneer in the Edmonton market.

Masks are mandatory and must be worn at all times; subject to change based on provincial restrictions in place at the date of the event.

