

| <u>CODE</u> | <u>ITEM</u> | <u>SOURCE</u> |
|-------------|-------------|--|
| | 1. | Call to Order |
| | 2. | Adoption of Agenda |
| | 3. | Delegations – None |
| | 4. | Unfinished Business |
| | | a) Parades Schedule |
| | | b) Market Attendance |
| | 5. | Bylaws or Policies |
| | | a) Bylaw # 2021-08 Procedural Bylaw |
| | | b) Bylaw #2022-17 Committee of the Whole Bylaw |
| | | c) Bylaw #2018-19 Smoking Bylaw (Verbal for review) |
| | | d) CSC Thomas RFD – Bylaw # 2018-27 Amendment – Summer Get-away Fees |
| | 6. | New Business |
| | | a) Breton Council Meeting May 11 th or June 8 th – CPO Presentation (Verbal) |
| | | b) May 16, 2022 Regular Meeting of Council (Cancellation) (Verbal) |
| | | c) May 30, 2022 Special Council Meeting (Swear in CAO (Sylvain Losier)) (Verbal) |
| | 8. | Closed Session – None |
| | 9. | Adjournment |

Town of Calmar

Request for Discussion (RFD)

| | |
|---------------------|--------------------------------|
| Meeting: | Committee of the Whole |
| Meeting Date: | May 9, 2022 |
| Originated By: | Acting CAO Anderson |
| Title: | Parade Schedule and Attendance |
| Approved By: | Acting CAO Anderson |
| Agenda Item Number: | 4 A |

BACKGROUND/PROPOSAL:

Council has previously discussed attending parades. The schedule of parades has been agreed on, however the attendance needs to be firmed up.

| 2022 Parades | | | | | | | |
|---------------|-------------|---------------------|-----------|-------------------------------------|--------------|--------------|--------------|
| Municipality | Parade Date | Event | Entry Fee | Entry Deadline | Submitted | Line-up time | Parade start |
| Thorsby | May 21/22 | Haymakers Rodeo | No | Not sure yet | | 11:30am | 12:30pm |
| St. Albert | May 28/22 | Rain Maker Rodeo | No | 19-May | 5-May | 8:30am | 9:30am |
| City of Leduc | June 4/22 | Black Gold Rodeo | No | 23-May | 5-May | 8-9am | 10:00am |
| Devon | June 11/22 | Devon Days | No | waiting for forms | | 8:00am | 10:00am |
| Warburg | June 25/22 | Heritage Day | No | no deadline | | 10:00am | 11:00am |
| Breton | July 1/22 | Canada Day | No | no deadline | just show up | 11:00 AM | noon |
| Calmar | Aug. 20/22 | Calmar Days | No | n/a | - | 9:00am | 11:00am |
| Millet | August | Harvest Festival | No | waiting for forms | | 10-11am | 11:00am |
| City of Leduc | November | Santa Clause Parade | No | | | 6:00pm | 7:00pm |
| Edmonton | July | Klondike Days | | no info. On parade registration yet | | | |
| Calgary | July | Calgary Stampede | | no info. On parade registration yet | | | |

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

We will have to determine who is attending the Haymakers Rodeo, the Rain Maker Rodeo as well as the Black Gold Rodeo. We will also have to determine if compensation for Council attendance will apply to these events.

Option 1 – Council pass a motion for ???? to attend the Haymakers Rodeo, ???? to attend the Rain Maker Rodeo, ???? to attend the Black Gold Rodeo, and furthermore to provide compensation for attendance to Councillors in accordance with the Council Compensation Policy.

Option 2 – Council pass a motion for ???? to attend the Haymakers Rodeo, ???? to attend the Rain Maker Rodeo, ???? to attend the Black Gold Rodeo, with the understanding that no additional compensation for attendance to Councillors will apply.

Option 3 – Council refers the matter back to administration for further information.

COSTS/SOURCE OF FUNDING (if applicable)

N/A

RECOMMENDED ACTION:

Council pass a motion for ???? to attend the Haymakers Rodeo, ???? to attend the Rain Maker Rodeo, ???? to attend the Black Gold Rodeo, and furthermore to provide compensation for attendance to Councillors in accordance with the Council Compensation Policy.

PARADE INFORMATION LETTER

PARADE DATE MAY 28, 2022

- ❖ PARADE STARTS 9:30 AM ALWAYS ON TIME! PLEASE BE AT YOUR PARADE # NO LATER THAN 8:30, THANK YOU.
- ❖ EARLIER IF YOU ARE PUTTING THINGS TOGETHER.
- ❖ ORIGINAL ROUTE AND ORIGINAL FORM UP AREA.
- ❖ **PARADE ROUTE** WILL BE STARTING AT THE CHURCH PARKING LOT ENTRANCE ON ST VITAL AVE THEN PROCEEDING WEST
THEN TURNING (LEFT) SOUTH ON MOUNT ROYAL DR. THEN TURNING (LEFT) EAST ON MISSION AVE.
THEN TURNING (RIGHT) SOUTH ON PERRON ST ACROSS BRIDGE THEN TURNING (RIGHT) WEST ON ST ANNE ST. IN FRONT OF CITY HALL AND DOWN TO AND TURNING (RIGHT) WEST ON SIR WINSTON CHURCHILL AND ENDING AT THE CURLING RINK.
- ❖ PLEASE ENTER THE FORM UP AREA STARTING SOUTH ON THE INTERSECTION OF GIROUX ROAD AND LIBERTON, THEN CROSS SOUTH ON THE INTERSECTION OF MCKENNEY AVE AND MUIR TO FIND YOUR LINE UP #. STARTING AT 7:30AM THESE INTERSECTIONS WILL BE MANNED. AFTER ENTERING FORM UP AREA FROM GIROUX & LIBERTON, LINE UP ON THE RIGHT HAND SIDE OF ROAD HEADING SOUTH BOUND ON LIBERTON AND MUIR TO FIND YOUR FORM UP NUMBER. YOUR FORM UP # WILL BE EMAILED TO YOU BY NOON THURSDAY MAY 23RD 2019.
- ❖ NOTE: MANDATORY RULE
CANDIES, ETC. ARE NOT TO BE THROWN FROM FLOATS OR OTHER MOVING VEHICLES.
THIS IS VERY IMPORTANT AS WE DO NOT WANT TO HAVE CHILDREN RUNNING ON THE PARADE ROUTE CAUSING AN ACCIDENT. YOU MUST HAVE WALKERS GO OVER TO THE SPECTATORS TO PASS OUT ITEMS. ALSO A MUST, IS THAT ALL ENTRIES ARE TO BE MECHANICALLY SOUND, FIRE EXTINGUISHERS ARE SUGGESTED. THANK YOU
- ❖ STUNTS THAT MAY INTERFERE OR UNDULY HOLD UP THE PARADE ARE NOT PERMITTED. PLEASE HAVE YOUR STUNTS ORGANIZED TO BE MOVING FORWARD AT ALL TIMES. YOU WILL BE JUDGED ON THIS ASPECT. THANK YOU
- ❖ AS A WAY TO HELP THE PARADE FLOW MORE EVENLY, PLEASE TRY TO KEEP ABOUT ONE TO THREE CAR LENGTH (12-36FT) MAX IN FRONT OF YOUR ENTRY MAKING THE FLOW BETTER AND VIEWING OF THE PARADE MORE DESIRABLE.
- ❖ OLDER WALKERS ARE ENCOURAGED TO TAKE BREAKS RIDING ON A VEHICLE TO HELP WITH THE FLOW. KEEP HYDRATED.
- ❖ SORRY, AT THIS TIME WE HAVE NO SETUP AREAS IF YOU NEED A SET UP AREA OTHER THAN ON THE FORM UP ROUTE. PLEASE EMAIL OR CALL LARRY HUGHES @ JASEL2@SHAW.CA OR CALL 780-915-2890 AS SOON AS POSSIBLE IF IN DOUBT. (MY EMAIL ALL SMALL CAPS)

THE JUDGING STAND IS IN FRONT OF CITY HALL

THANK YOU

LARRY HUGHES

PARADE CHAIR 780 915-2890



Welcome You All:

You are invited to ENTER the 2022 Rainmaker Rodeo Parade, celebrating the Rainmaker Rodeo **AND** the City of St Albert's 160th Birthday.

Once again it is time to think about the Annual Rainmaker Rodeo Parade coming up **on Saturday, May 28, 2022**. We are looking forward to a successful parade to celebrate the City's birthday and the Rainmaker Rodeo.

We noted in our records that many of you have entered previously in this parade and we are hopeful this year will be no exception. As well, we will be sending our invitations to others in our community and beyond who have not previously taken part in our Parade.

Attached is an Information Letter and Parade Entry Form. If you wish to enter we ask that you fill out the form **COMPLETELY** and return it via e-mail to Larry Hughes at jasel2@shaw.ca or via snail mail or drop-off in Edmonton at 13334-120St. ED AB T5E5P5

OR

Drop-Off at Gate Avenue Service, 174 - St. Albert Trail, St Albert, AB at the automotive shop behind Gas Bar

We look forward to seeing you and/or your group on Saturday, May 28th. If you have any questions, please do not hesitate to call me at 780-915-2890. Please register early as it is very helpful in organizing the parade.

Please note the entry deadline is Noon Thursday, May 19th 2022 and we hope to see you there.

Sincerely,

Larry Hughes

Rodeo Parade Chair

780-915-2890





Good Day to all interested groups wanting to partake in the 2022 Rainmaker Rodeo Parade. We have gone through two years now of not having the Parade or the Rodeo and Exhibition. I'm sure that there have been many times we all would just have liked to participate in a group function such as this.

I'm now advising you that the City of St Albert, the Kinsmen of St Albert and the K40s of St Albert are beginning preparations to hold this event. I say however, things can change in a heartbeat.

At this time, we are prepared to hold this event and are preparing to celebrate the City of St Albert's 160th Birthday. This letter is a PREAMBLE to the following documents that should be carefully read and understood. One document, the Parade Entry form should be filled out completely and sent back to the K40 organizing committee, showing your intentions to participate.

We, the Parade Committee, in conjunction with the City of St Albert will prepare and advise entrants of any and all Covid 19 restrictions to be adhered to. Children love the parade and the candy, which is distributed throughout the parade, but at this time we are saying that candy MUST be delivered to the children at the curbside by walkers. If candy is thrown from vehicles or floats, it will be noted and future participation in the parade will be refused. The children's safety is of utmost concern to the Committee.

Thank you in advance!





Doen

ENTRY FORM

ST. ALBERT KINSMEN (K40) RAINMAKER PARADE MAY 28th, 2022

ENTRY FORM

Name of Business/Organization Town of Calmar *

Mailing Address Box 750 *

City Calmar * Postal Code T0C 0V0 *

Contact Name(s) Ed Melesko *

Contact Cell Phone: 780-886-2212 * Home Phone: 780 985 3604 *

Email: emelesko@calmar.ca ** Entered Last Year? Yes ___ No

*Please Print Clearly. *We need a phone# if we have questions closer to the parade day. We will need an e-mail address to send you out your form-up information on Wednesday the 25th or Thursday the 26th. You will have them by noon on Thursday. Please ensure all * spaces are filled in COMPLETELY!

Entry Information:

Type of Entry (Check all that apply to your entry):

- Float Style (tractor trailer or fixed float) (Underline one)
- Truck (e.g. stake truck or flat deck) (Underline one)
- Car/ Van / Pickup Style (Underline one)
- Marching Band
- Walking Group (exclusively)

Estimated Length You Require

For your entry:

truck+float 46 ft.

People that will be walking with our entry – Number of Walkers: _____

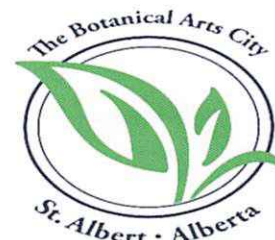
Check One: Will use ___<Live

ENTRY DEADLINE IS NOON Thursday, May 19th 2022 – SORRY NO EXCEPTIONS

--Mailing Address and/or Edmonton drop-off: Rainmaker K-40 Parade, Attn: L. Hughes- 13334-120 St. NW ED AB -T5E5P5

Cell 780-915-2890 Larry E-mail Parade Entry to jasel2@shaw.ca

St. Albert Drop-off for entries: Attn: L Hughes, Gate Avenue Service 174 St. Albert Trail, St. Albert, AB M-F 8am till 5pm (Auto Service Office)



Saturday, June 4th.
10 Am.

Leduc Black Gold Days Parade Rules & Regulations

These regulations are designed for the safety and enjoyment of both participants and spectators. All participants must comply with these regulations.

Please retain these rules for the float operator or other person responsible for your entry who is attending parade.

HOW TO ENTER

1. To ensure proper space allotment, the entry application form (pages 1 & 2) must be completed, signed and returned to the Leduc Black Gold Rodeo & Exhibition Association by 4:30 p.m. May 23, 2022. Please submit by the date noted to allow time for review of entry and confirmation of acceptance.



PARADE ROUTE

2. **Parade Route:** Starts at 61 Avenue and 50 Street, travels South on 50 Street to Black Gold Drive, turns East and disperses at 47th Street. Route is approximately 3 KM + additional KM's to return to marshaling area.
3. **Parade Dispersal:** 47 Street and Black Gold Drive.
4. **Return Route:** turn North (left) on 47 Street, travel North on 47 Street to return to the start at 61 Avenue.

REGISTRATION & MARSHALLING

5. All entries are to register at the North West corner of the Safeway Building (64th Ave & 50th Street), FROM 8:00 am to 9:00 am and will be directed to your respective area for line up. (Exception: Pace Cars, Leduc Fire Services, Dignitary Cars, City of Leduc Float, Leduc County Float, Horses, Horse & Wagons, Shriners, Cadets).
6. Only parade entries (no additional vehicles) are allowed in the marshaling area. Persons riding entries may be dropped off but cannot park in the marshaling area.
7. Decorating will **NOT** be allowed in the marshaling area.
8. The Parade Committee/Marshaling committee will allot parade position. The Parade Committee retains the right to remove any entry from the parade at any time. Parade entries will be marshaled so as to make sure that the flow is not counter-productive to the theme of the floats.
9. Entrants will be fully aware that the Leduc Black Gold Rodeo & Exhibition Association has the authority to refuse an entrant, and the ranking Marshal will have the authority to pull the entry at parade time if the registration papers and the entry presented do not match.

Return completed form to the Leduc Black Gold Rodeo & Exhibition Association:
PO Box 3235, Leduc, Alberta T9E 6L9
email: Parade@blackgoldrodeo.com, phone: 780.887.3235



10. If your entry consists of more than one part (i.e. two cars or trailer with walkers) you **MUST** arrive at the registration tables together.

THEME & EXPECTATIONS

11. If an entry is not in keeping with the family theme, the Leduc Black Gold Rodeo & Exhibition Association and/or the Parade Marshal has the authority to remove your entry from the parade.
12. If the entry form and the entry presented are not in sync, the Leduc Black Gold Rodeo & Exhibition Association and/or the Parade Marshal has the authority to remove your entry from the parade.
13. If you arrive and your paperwork is not on file –you **MUST** complete this form & provide proof of insurance before you will be allowed to enter the marshaling area.

JUDGING

14. Judging will start at 9:00 am. **Parade starts at 10:00 am.**
15. Entries will be judged in **ONE** category only. The committee reserves the right to re-assign the category in which each entry will be judged.

GIVEAWAYS

16. Distribution of candy, other edible treats, free event tickets or coupons may be allowed only if the following procedure is followed:
- Items **cannot be thrown** directly from any parade entry.
 - Items must be handed out to the crowd by persons walking alongside the curb areas where the crowds gather to watch the parade.
 - Distribution of literature or other written promotional material along the parade route from any parade entry is **strictly prohibited**. **EXCEPTION:** free tickets or coupons.
 - If this procedure is not followed, the parade entry will be removed from the parade, and distribution of candy & literature at future parades will be reviewed by the Parade Committee.

WALKING ENTRIES

17. Parade entries with "walkers" are asked to disclose their intentions while walking the parade route on the entry form.
18. The parade route is approximately 3 Km long. Please ensure your walking entry can keep pace with the parade.

Return completed form to the Leduc Black Gold Rodeo & Exhibition Association:
PO Box 3235, Leduc, Alberta T9E 6L9
email: Parade@blackgoldrodeo.com, phone: 780.887.3235



ANIMAL ENTRIES

19. All entries with animals/reptiles must stay within the confines of the parade route. They must stay 10 ft from both curbs. No mingling with the crowds. The Parade committee has the right to remove entry if the rules are not followed.
20. HORSE entries will unload in the parking lot / grassy area that runs North of Panda Hut (61 Ave) and along 50th Street.
21. Horse & wagon entries will unload in the parking lot North of H&R Block (6101-50 St).

DECORATING

22. All vehicles must be clean and decorated to a minimum of **80% (including wrapped vehicles)**.
23. Float tow vehicles must be clean and decorated tastefully (not necessarily 80%) to compliment the rest of the entry. Any vehicle which does not meet the decoration requirements will not be permitted on the parade route.
24. Exceptions may be made for antique vehicles.
25. Verbal commercial advertising is not allowed on an entry. A company logo, slogan may be displayed. A public community event and date may be displayed.

SAFETY RULES

26. Protective equipment, especially helmets, must be worn for rollerblading, biking, skate boarding, motorcycles and all off-highway vehicles. Towing by any motor vehicle of any person rollerblading, biking, skate boarding, or operating a motorcycle or off-highway vehicle will not be allowed.
27. Adequate supervision of children and youth should be provided, prior to and during the parade. Suggested 1 adult to 8 children.
28. Driver must have proper vision and ventilation; the exhaust pipe must extend beyond decorations. It is MANDATORY to carry a fire extinguisher on any motorized entry. A first aid kit must also accompany any entry. Do not smoke on or near floats or motorized entries.
29. The blowing of horns, sirens and playing loud music will be allowed **only** on the parade route, but NOT in the marshalling area. Power amplified music must be kept to a reasonable level. The Parade Committee will determine acceptable noise level.
30. No vehicle or float shall be over **13 ½ feet in overall height** to safely pass under the streetlights and no **wider than 8 ½ feet** before clearance lights are required.

Return completed form to the Leduc Black Gold Rodeo & Exhibition Association:
PO Box 3235, Leduc, Alberta T9E 6L9
email: Parade@blackgoldrodeo.com, phone: 780.887.3235



31. Towing apparatus or tether should not be shorter than 3.04 meters (10 feet) and no longer than 4.57 meters (15 feet).
32. It is recommended that units be equipped with securely anchored handrails and/or safety lines or belts that can be quickly unhooked for people riding on the entry. No person riding on a vehicle shall extend his or her arms or legs outside of the entry.

START & FINISH

33. Once the parade has started, entries on the parade route must continue to completion of the parade route, unless special circumstances provide for removal of an entry.
34. Towing or related expenses as a result of mechanical failures or other breakdowns shall be borne by parade entrant.

FUN FACTS

- The parade has been a local tradition for over 30 years; allowing entries to show off their organizations and community spirit and families to enjoy the action and fun.
- In 2016 there were 8,000 to 10,000 spectators lining the parade route.

Return completed form to the Leduc Black Gold Rodeo & Exhibition Association:
PO Box 3235, Leduc, Alberta T9E 6L9
email: Parade@blackgoldrodeo.com, phone: 780.887.3235



Town of Calmar

Request for Discussion (RFD)

| | |
|---------------------|--------------------------------|
| Meeting: | Committee of the Whole |
| Meeting Date: | May 9, 2022 |
| Originated By: | Acting CAO Anderson |
| Title: | Town Council Market Attendance |
| Approved By: | Acting CAO Anderson |
| Agenda Item Number: | 4 B |

BACKGROUND/PROPOSAL:

Council decided to host a tent at the outdoor Market on Main event as often as possible over the summer 2022. The banners and promotional items are ready for the event and the outdoor market has been scheduled to begin May 13, 2022

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

We will need to decide who will be attending, when and advise the market coordinator accordingly.

COSTS/SOURCE OF FUNDING (if applicable)

n/a

RECOMMENDED ACTION:

Create a schedule for attendance for market on main.

From: [Market on Main-Calmar](#)
To: [Donna Anderson](#)
Cc: [Jaime McKeag Reber](#); [Taylor Thomas](#)
Subject: Market on Main - Outdoors
Date: Wednesday, May 4, 2022 9:53:38 AM

Hello,

We just wanted to touch base with you about Market on Main updates.

We would like to move to the park, weekly, starting May 13th. We will always have a space for the Town, but if no one is available, could you let us know? No registration form will be required, an email here or text to me at 780-919-8297 will suffice. Also, will there be a porta potty in the area again? I believe we need access to a bathroom to comply with AHS. If not, we can reach out to the Petro-Canada.

Lastly, we will be holding a board meeting immediately after the market on the 13th. We can add attendees via video call if needed.

Please let us know if there are any questions or concerns.

Thank you for your time and support!

Michelle Cardinal
On Behalf of Market on Main - Calmar

Town of Calmar

Request for Discussion (RFD)

| | |
|---------------------|--|
| Meeting: | Committee of the Whole |
| Meeting Date: | May 9, 2022 |
| Originated By: | Acting CAO Anderson |
| Title: | Procedure Bylaw 2021-08-Proposed Changes and Committee of the Whole Bylaw review |
| Approved By: | Acting Chief Administrative Officer, Anderson |
| Agenda Item Number: | 5 A & B |

BACKGROUND/PROPOSAL:

A review of Bylaw 2021-08 has recently been completed and a number of changes are proposed to the bylaw. The changes are outlined in the table below:

| Section # | Proposed Changes |
|-----------------|--|
| Part II Sec 3 d | Clarifies the Mayor may not also be the Presiding Officer. |
| Part III Sec 12 | Change wait time from 30 minutes to 15 minutes in case quorum is not present. Clarifies wording regarding adjourning the meeting (meeting that has not been called to order because of lack of quorum would not be adjourned.) |
| Part III Sec 15 | Removed-this is contrary to Sec 174 of the MGA |
| Part IV Sec 16 | Allows Presiding Officer to name the Deputy Mayor or another member of Council to preside over the meeting. |
| Part IV Sec 19 | Changes "mayor" to "Presiding Officer". |
| Part V Sec 21 | Adds the provision for the Deputy Mayor to approve the agenda in the absence of the Mayor |
| Part V Sec 24 | Ensures that all correspondence addressed to Council will be included in the Council Agenda. |
| Part V Sec 26 | The term "emergent" changed to "time sensitive". This would allow for items that need to be dealt with prior to the next scheduled council meeting can be dealt with. |
| Part VI Sec 31 | "Mayor or Presiding Officer" changed to "Presiding Officer". |
| Part VI Sec 32 | "Mayor or Presiding Officer" changed to "Presiding Officer". |
| Part VI Sec 34 | "Mayor or Presiding Officer" changed to "Presiding Officer". |
| Part VI Sec 39 | Section removed-a Member may not know or may not wish to make a statement supporting or not supporting a motion. |
| Part VI Sec 43 | Removed. |

| | |
|---------------------|--|
| Part VI Sec 47 | Include a provision for Councillors who may be attending by audio only. |
| Part VI Sec 48/49 | Renumber Sections as there are 2 Section 48 and 2 Sec 49 |
| Part VI Sec 52 | Removed-to be included in Committee of the Whole Bylaw |
| Part VIII Sec 55-56 | Removed-a Committee of the Whole Bylaw to be developed |
| Part VIII Sec 57 | "Mayor" changed to "Council" as the Mayor cannot independently make decisions of Council; (m) change "Authority" to "Commission" (s) include committee (v) clarify future committees will be established by bylaw |
| Part VIII Sec 58 | Removed-contrary to MGA Sec 145. |
| Part VIII Sec 59 | "Legislative Assistant" changed to CAO or delegate. |
| Part X | Removed-these provisions are included in the Remuneration Policy # |
| Throughout | Section #'s will need to change as needed. |

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The above changes to the Procedure Bylaw will align more closely with the requirements of the Municipal Government Act and current practise.

In addition, Council is asked to review the attached draft Committee of the Whole Bylaw. Sec 145 of the Municipal Government Act allows council to establish Committees by bylaw. A number of other committees that have been formed in the past have not been established by bylaw and Administration will be working on correcting. The attached bylaw will form the "bones" of the remaining committee bylaws that will follow.

COSTS/SOURCE OF FUNDING (if applicable)

None.

RECOMMENDED ACTION:

**TOWN OF CALMAR
BYLAW 2021-28**

**Being a Bylaw of the Town of Calmar, in the Province of Alberta, to
Regulate the Procedure of Council**

WHEREAS, pursuant to Section 145 of the Municipal Government Act, Chapter M-26, RSA 2000, and amendments thereto, Council may pass a Bylaw to regulate the affairs of Council;

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

Part I. TITLE AND PURPOSE

1. This Bylaw may be cited as the Council Procedural Bylaw.
2. The purpose of this Bylaw is to establish rules and regulations for the order and conduct in which the business of all Council meetings shall be transacted.

Part II. DEFINITIONS, APPLICATION AND INTERPRETATION

3. In this Bylaw,
 - a. "Chief Administrative Officer" means the Chief Administrative Officer of the Town of Calmar or his/her delegate;
 - b. "Council" means the Council of the Town of Calmar;
 - c. "Deputy Mayor" means the Member appointed pursuant to Section 7 of the Bylaw;
 - d. "Mayor" means the Chief Elected Official or Presiding Officer of the Town of Calmar;
 - e. "Member" means a member of Council of the Town of Calmar;
 - f. "MGA" means the Municipal Government Act, RSA 2000, c.M-26;
 - g. "Presiding Officer" means the person who has been given authority to direct the proceedings of a meeting;

Application

4. This Bylaw shall apply to all meetings of Council.

Interpretation

5. Any matter of meeting conduct which is not herein provided for, shall be determined in accordance with the Municipal Government Act, and then "Robert's Rules of Order", in that order.

Part III. ORGANIZATION OF COUNCIL

Organizational Meeting

6. Council shall hold an Organizational Meeting each year at any time within two (2) weeks of the third Monday in October.

7. At the Organizational Meeting, Council shall establish by resolution for the term of office:
 - a. the roster for each Member to act as Deputy Mayor on a rotating basis;
 - b. the dates, time of commencement and adjournment and place of the regular Council meetings and Council Committee meetings;
 - c. the Council Committee appointments and the rotating schedule for committee membership; and
 - d. any other business described in the notice of the meeting.

Inaugural Meeting

8. The Organizational Meeting immediately following a general municipal election shall be called the inaugural meeting.
9. The Mayor and each Member shall take the prescribed oath of office as the first order of business at the inaugural meeting.
10. Until the Mayor has taken the oath of office, the Chief Administrative Officer shall chair the inaugural meeting.

Quorum

11. Quorum of Council is 3 Members present who are eligible to vote.

Lack of Quorum

12. If there is no quorum present within **half an hour** after the time appointed for a Regular Meeting of Council, the Chief Administrative Officer shall record the names of the Members of Council who are present **and the meeting shall be adjourned** until the next Regular Meeting **unless a Special Meeting has been duly called** in the meantime. Notice of **adjournment** shall be posted on the outside door of access to the Council Chambers.

Absence of the Mayor and Deputy Mayor

13. In case the Mayor or Deputy Mayor is not in attendance within 15 minutes after the hour appointed for a meeting and a quorum is present, the Chief Administrative Officer shall call the meeting to order and a chairman shall be chosen by Members present, who shall preside during the meeting or until the arrival of the Mayor or Deputy Mayor, who may assume chair at his/her discretion, if all present are unanimous in continuing.

Virtual Meetings

14. All Council meetings will be virtual unless otherwise decided by the majority of Council through a resolution.
 - a. Notice of the connection information for public access and participation in the meeting will be published on the agenda.
 - b. In person attendees will also participate in the meeting using the virtual connection.
 - c. Public viewing and sound for the virtual connection will be displayed in Council chambers when open to the public.
 - d. Councillors participating in the meeting are deemed to be present at the meeting.

15. Extended absences from the community of eight consecutive weeks or more will require an approval resolution from Council to be considered in attendance.

Part IV. DUTIES OF OFFICIALS

Duties of the Mayor

16. The Mayor at his/her discretion may allow the Deputy Mayor to preside over the meeting in his/her presence.
17. As soon after the hour of the meeting as there is a quorum present, the Mayor shall take the chair and call the meeting to order.
18. The Mayor or Presiding Officer shall:
 - a. preserve order and decorum; and
 - b. decide questions of order, subject to an appeal to the Council by resolution. The decision of the Mayor shall be final unless reversed or altered by a majority vote of Members present.

Duties of the Deputy Mayor

19. The Deputy Mayor shall act as the Mayor:
 - a. when the Mayor is unable to perform his/her duties;
 - b. if the office of Mayor is vacant.

Duties of the Chief Administrative Officer

20. The Chief Administrative Officer shall, subject to the Act:
 - a. provide Council with information and advice with respect to the operation of the Town;
 - b. when requested, provide information and advice to the Mayor and Council on procedural matters in Council; and
 - c. keep on file copies of Bylaws which have been read a third time and passed.

Part V. AGENDAS FOR COUNCIL MEETINGS

21. The agenda for each Regular, Committee of the Whole and Special Meetings shall be approved by the Chief Administrative Officer in cooperation with the Mayor and submitted together with copies of all pertinent correspondence, statements and reports to each Member of Council at least three days prior to each Regular Meeting.
22. Any Member of Council, Town Official or any other person wishing to have an item of business placed on the agenda, shall make their written submission to the Mayor and Chief Administrative Officer not later than 10:00 am four business days prior to the meeting. The submissions shall contain adequate information to the satisfaction of the Chief Administrative Officer to enable Council to deal with the matter.
23. Council reports must be submitted as information in writing at each Regular Council Meeting three business days prior to the meeting.
24. When a communication intended for Council is received by the Chief Administrative Officer, he/she shall place it on the agenda of Council unless the Chief Administrative Officer considers the matter libellous, or

administrative in nature, in which case the Chief Administrative Officer shall advise the originator that the communication is not being sent to Council.

25. The order of business on the agenda shall be as follows:
 - a. Call to Order
 - b. Adoption of Agenda
 - c. Public Hearings
 - d. Delegations
 - e. Adoption of Minutes
 - f. Unfinished Business
 - g. Bylaws and/or Policies
 - h. New Business
 - i. Financial Information
 - j. Department Reports
 - k. Council Reports
 - l. Correspondence
 - m. Clarification of Agenda Business
 - n. Closed Session
 - o. Adjournment
26. No item of business shall be considered by the Council if the item has not been placed on the agenda unless the Members of Council present, by a two-thirds majority vote, agree to the item being placed on the agenda. The Mayor, Members of Council and the Chief Administrative Officer shall be given an opportunity to state why an item should receive consideration on the agenda because of its emergent nature before the motion is put to vote.
27. On Friday afternoon preceding a Regular Council Meeting, the official notice of the agenda shall be posted on the Town Office front door and Council Chambers door for public viewing. The agenda package may also be posted on the Town's media platforms.

Part VI. GENERAL RULES OF COUNCIL

28. Upon the Meeting being called to order, motion shall be presented to adopt all or part of the circulated agenda for the meeting. Upon adoption of the meeting's agenda, the Mayor shall call for a motion adopting the minutes of the preceding meeting or meetings as circulated or as read, which motion shall be voted on, either by consent or amendment of any errors or omissions contained.
29. All reports made by a Council Member shall be placed on file and outlined in the minutes only if presented in a written format, otherwise recorded in the minutes only as "oral report presented".
30. Meetings of Council shall adjourn no later than three hours after the start unless Members of Council present, by a four-fifths majority vote, agree to an extension of time.
31. When the Mayor or Presiding Officer is called on to decide a point of order or practice, the Mayor or Presiding Officer shall do so without argument or comment and shall state the rule of authority applicable to the case.
32. Every Member wishing to speak to a question or motion shall address the Mayor or Presiding Officer. The Address to the Presiding Officer shall be "Mayor" or "Chair" when a topic is opened, subsequent discussion may be less formal with the use of given names and shall be respectful.

33. No person shall be permitted to speak unless, and until, that person has been recognized by the Presiding Officer and then only so long as all remarks are addressed to the Presiding Officer. The Mayor or Presiding Officer will address other Council Members in a formal and respectful manner.
34. **The Mayor or Presiding Officer shall have authority to set a time limit and the number of times that a Member may speak on the same question or resolution having due regard to the importance of the matter.**
35. After a motion is read by the Mayor or Presiding Officer it shall be deemed to be in possession of the Council, but may be withdrawn at any time before decision or amendment with the permission of the mover.
36. When a motion is regularly before the meeting it may be:
- a. carried
 - b. debated
 - c. amended
 - d. defeated
 - e. withdrawn, ie: withdrawn at the request of the maker with the permission of all Members of Council present.
 - f. laid on the table, ie: laying a pending question aside temporarily
 - g. referred, ie: turning the question over to a committee or administration for study; or
 - h. postponed, ie: postpone indefinitely or to a certain time, a means of avoiding a direct vote until a later time.
37. No motion shall be offered that is substantially the same as one on which the judgement of the meeting has already been expressed during the same meeting. Where a question under consideration contains distinct propositions, each proposition shall be made as a separate motion when any Member so requests, or the Presiding Officer so directs. If the vote is taken on each proposition it then becomes unnecessary to vote on the question which was separated.
38. A motion to refer, until it is decided, shall preclude all amendments to the main question. The motion is debatable.
39. **When speaking to a motion a Member shall, before entering upon the substance of his remarks, state whether he/she is for or against the motion.**

Amendments

40. Every amendment must be relevant to the question on which it is proposed. Any amendment offered which raises a new question can only be considered as a new distinct motion after notice.
41. An amendment proposing a direct negative is out of order.
42. All amendments shall be put in the reverse order to that in which they are moved; and every amendment shall be decided upon or withdrawn before the main question is put to vote. Only one amendment to the main motion at one time shall be allowed, and only one amendment shall be allowed to an amendment at one time.
43. **No Member may move to amend his/her own motion.**
44. A sub amendment (amendment to the amendment) shall not enlarge the scope of the amendment but should deal with matters not covered by the amendment.

45. All motions shall be stated by the Presiding Officer or Chief Administrative Officer before being debated or voted on.

Voting

46. After any question is finally put by the Mayor or other Presiding Officer, no Member shall speak to the question, nor shall any other motion be made until after the result of the vote has been declared. The decision of the Mayor or the Presiding Officer as to whether the question has been finally put shall be conclusive.
47. **Voting on all matters shall be done by raising of the hand in such a clear manner that they may be easily counted by the Presiding Officer.**
48. After the Presiding Officer has counted the vote, the Presiding Officer shall declare whether it was "carried" or "defeated".
49. Except where provided for in this Bylaw or by the applicable legislation, a majority vote of the Members present who are eligible to vote, shall decide a question or motion before Council. A tie vote results in a "defeated" motion.

Adjournment

48. When a member(s) of the public is in attendance and Council temporarily adjourns to sit in Closed Session:

In Chambers - Council shall leave the Council Chambers and convene the Closed Session in the Board Room along with any persons and staff that Council deem necessary to be included in the Closed Session. Following discussions in Closed Session, Council shall return to the Council Chambers to reconvene and resume the Council or Committee Meeting.

Virtual – Council shall leave the meeting with the connection open and convene in a separate private meeting connection.

49. Council may adjourn from time to time to a fixed future date any regular or special meeting of Council which has been duly convened but not terminated. The object of adjourning is to finish the business which the meeting was called to transact in the first place, but which has not been completed.

Bylaws

50. The question that "Bylaw # be read a first time", shall be decided without amendment or debate, but not motions for subsequent reading.
51. Every bylaw shall be read a third time before it is signed by the Mayor and Chief Administrative Officer.

General Discussion Meetings

52. **The business of standing and special committees including Council Committee Meetings shall be conducted in accordance with the rules governing procedure in the Council, except that:**
- a. **no motion need be recorded;**
 - b. **no Member shall be as to the number of times allowed to speak to the question under construction; and**
 - c. **no Member may move the previous question.**

Part VII. PETITIONS AND DELEGATIONS

53. When a person wishes to appear before the Council to present a petition or speak on behalf of a delegation, he/she shall send a request in writing in accordance with Section 22 of this Bylaw. Such appearances before the Council shall be limited to ten (10) minutes unless the Council, by a majority vote, agrees to extend the time.
54. Council shall hear all delegations who have brought their items of business on to the agenda in accordance with Part VI in the order in which they are placed on the agenda or the order may be changed by a majority vote of Members present. All rules of Council in this Bylaw shall apply to each and every Member of the delegation.

Part VIII. COMMISSIONS, COMMITTEES AND BOARDS

55. The following Council committee is hereby established:
- a. Committee of the Whole
56. This Committee shall be comprised of all Members of Council. The Chairperson shall be the Mayor unless the Members present by majority vote agree to any change.
57. The Mayor shall appoint representatives and appoint alternates, where applicable, to the following Commissions, Committees and Boards at the Organizational meeting each year, in a fair and equitable manner with consultation from the Members:
- a. Municipal Planning Commission
 - b. Subdivision & Development Appeal Board
 - c. Local Assessment Review Board
 - d. Composite Assessment Review Board
 - e. Calmar Public Library Board
 - f. Yellowhead Regional Library Board
 - g. Calmar and District Recreation Committee
 - h. Leduc County FCSS Advisory Board
 - i. Capital Regional Southwest Water Services Commission
 - j. Communities In Bloom Committee
 - k. Leduc County Fire Services Advisory Committee
 - l. Leduc Regional Emergency Management Committee
 - m. Leduc and District Regional Waste Management Authority
 - n. Edmonton Metro Region Waste Advisory Committee
 - o. Leduc Regional Housing Foundation
 - p. THE CHAMBER – Leduc, Nisku, Wetaskiwin Regions
 - q. Public Communication and Marketing Committee
 - r. Senior Citizens Club Advisor Representative
 - s. 39/20 Alliance Board
 - t. Youth Council Committee
 - u. Such other Commissions, Committees and Boards as Council may deem appropriate or necessary from time to time.
58. A Special Committee may be appointed at any time by the Council or by the Mayor acting upon the instructions of the Council, providing that a motion has been adopted specifying the matters to be dealt with by the Committee.
59. It shall be the duty of the Chairman of each standing or special committee, or in case of his/her illness or absence for the Town, it shall be the duty of the Legislative Assistant to summon Members for meetings and for special meetings when necessary or whenever requested in writing to do so by a majority of Members of any such committee. The Mayor shall be advised in a similar manner as other Members when any meetings are called.

Part IX. DUTIES OF REPRESENTATIVES OF COMMISSIONS, COMMITTEES AND BOARDS

60. The members of Commissions, Committees and Boards have the following duties:
- a. to report to the Council whenever desired by the Council and as often as the interest of the Town may require on all matters connected with the duties imposed upon such committee and to recommend such action by Council as it deems necessary within its term of reference;
 - b. to observe, unless otherwise specifically permitted, the rules prescribed by the Bylaws of the Council.
 - c. to make reports of all committees to Council prior to the same being given to the public.

Part X. COUNCIL REMUNERATION

61. Compensation and expenses for Council will be paid out as laid out in the Council Compensation and Expense Policy.
62. Compensation and expense claim forms are to be completed and submitted for review to the Mayor in accordance with Council Compensation and Expense Policy. No claims submitted after 60 days can be approved without authorization from Council.
63. Prepayment of registration fees will be initiated by the Chief Administrative Officer upon request and receipt of a completed registration form.
64. Council compensation will be reviewed as part of the annual Organizational Meeting of Council.
65. Administration to provide Council with a quarterly budget variance report.
66. That Bylaw #2019-09 is hereby repealed.


Part XI. EFFECTIVE DATE

67. This Bylaw shall come into full force and effect on final reading.


READ A FIRST TIME THIS 2nd DAY OF NOVEMBER, 2021.

READ A SECOND TIME THIS 2nd DAY OF NOVEMBER, 2021.

READ A THIRD TIME THIS 2nd DAY OF NOVEMBER, 2021.



Mayor Carnahan



Town Manager Krawchuk, CLGM

This Bylaw signed this 2nd day of November, 2021.

BYLAW 2022-17

BEING A BYLAW OF THE TOWN OF CALMAR TO ESTABLISH A COMMITTEE OF THE WHOLE

Whereas, pursuant to Section 145 and 146 of the Municipal Government Act, Chapter M-26, R.S.A. 2000, and amendments thereto, Council may pass a bylaw in relation to the establishment and functions of Council Committees;

Whereas, the Council of the Town of Calmar, deems it appropriate to establish a Committee of the Whole;

Now Therefore, the Council of the Town of Calmar, duly assembled, hereby enacts as follows:

1. TITLE:

- a. This bylaw shall be known as the "Committee of the Whole Bylaw"

2. DEFINITIONS

2.1. **Chief Administrative Officer (CAO)** means the Chief Administrative Officer for the Town of Calmar duly appointed by Council as the head of Calmar's Administration under Section 205 of the Municipal Government Act.

2.2. **Chair** means the Member of Council who has been given authority to direct the conduct of the meeting;

2.3. **Closed Session** means a meeting or portion thereof where any members of the public are not permitted to attend. Councils and council committees may close all or part of their meetings to the public if a matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act.

2.4. **Committee** means the Committee of the Whole.

2.5. **Council** means the Mayor and Councillors duly elected in the Town of Calmar and who continue to hold office.

2.6. **Delegation** means an individual or group making a presentation to the Committee

2.7. **Town** means the Town of Calmar

2.8. **Member** means a member of Council.

2.9. **Quorum** means the majority of all members that comprise the Committee.

3. PURPOSE

3.1. The Committee of the Whole receives updates on emerging and ongoing projects and initiatives.

3.2. Committee of the Whole is a forum for discussion rather than decision making, enabling all Committee Members to discuss key items without the requirement to make a decision.

4. DUTIES AND OUTCOMES

4.1. The Committee of the Whole may:

- a) Receive Delegations;
- b) Receive information from Administration on emerging issues and ongoing projects and initiatives;
- c) Discuss broad policy matters to provide further input to Administration or formulate recommendations to Council;
- d) Meet in Closed Session pursuant to the Municipal Government Act and the Freedom of Information and Protection of Privacy Act.

5. MEMBERSHIP QUORUM AND ORGANIZATION

- a. The Committee of the Whole consists of all members of Council
- b. No meeting shall be held without Quorum present
- c. The Mayor will Chair Committee of the Whole Meetings

- d. In the absence of the Mayor, the Deputy Mayor will assume the role of Chair
- e. In the absence of both the Mayor and the Deputy Mayor, the remaining Councillors will choose a Chair for the meeting.
- f. The meeting schedule will be determined at the Annual Organizational Meeting
- g. A motion of the Committee of the Whole is passed with simple majority of those in attendance at the meeting
- h. A tie vote is lost.
- i. All members shall be bound to the meeting procedures, entitlements, and limitations established in the Town's Procedural Bylaw and the Council Code of Conduct Bylaw.

6. LIMITATIONS OF POWER

6.1. Pursuant to Section 203 of the Municipal Government Act M-26, R.S.A. 2000, Committee of the Whole does not:

- A) Have the power or duty to pass bylaws;
- B) Have the power to make, suspend, or revoke the appointment of a person to the position of Chief Administrative Officer;
- C) Have the power to adopt budgets under Part 8;
- D) Have the power with respect to taxes under section 347; and
- E) Have a duty to decide appeals imposed on it by this or another enactment or bylaw, whether generally or on a case by case basis, unless the delegation is to the Council Committee and authorized by bylaw;

7. COMING INTO FORCE

7.1. This Bylaw shall come into force and effect upon the day of final passing and signing.

Read a first time this day of , 2022.

Read a second time this day of X , 2022.

Given unanimous consent to proceed to third reading this day of , 2022.

Read a third time this day of , 2022.

**BYLAW NUMBER 2018 – 19
BEING A BYLAW OF THE TOWN OF CALMAR
RESPECTING SMOKE FREE PUBLIC
PLACES AND WORKPLACES
IN THE TOWN OF CALMAR

WHEREAS, health officials have determined that second hand tobacco smoke (exhaled smoke and the smoke from idling cigarettes, cigars and pipes) and smoking is a health hazard or discomfort for many persons;

AND WHEREAS, Council of the Town of Calmar deems it expedient and appropriate to limit the effects of second hand smoke for residents of and visitors to the Town of Calmar

AND WHEREAS, Council deems it appropriate to limit the exposure that children and youth have to smoking in public places

AND WHEREAS, Council deems it expedient and appropriate to regulate smoking and tobacco use in public places and workplaces within the Town of Calmar; and in accordance with the *Municipal Government Act R.5.A. 2000 c. M-26 as amended*, has the authority to pass bylaws respecting:

- a) the safety, health and welfare of people and the protection of people and property;
- b) people, activities and things in, on or near a public place or place that is open to the public;
- c) businesses, business activities and persons engaged in business.

NOW THEREFORE THE COUNCIL OF THE TOWN OF CALMAR IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, HEREBY ENACTS AS FOLLOWS:

- 1. This Bylaw may be cited as the **"Smoking Bylaw"**.

INTERPRETATION

- 2. (1) In this Bylaw unless the context otherwise requires:
 - (a) "Ashtray" means a receptacle for tobacco ashes and for cigar and cigarette butts;
 - (b) "Building" includes anything constructed or placed on, in, over or under land, whether permanent or temporary, into which a Person could enter;
 - (c) "Business" means carrying on a commercial or industrial undertaking of any kind or nature or the provision of a professional, personal or other service and includes any activity carried on by an educational institution, municipality, or a charitable organization;
 - (d) "Cannabis" means cannabis plant, fresh cannabis, dried cannabis, cannabis oil and cannabis plant seeds and any other substance defined as cannabis in the Cannabis Act (Canada) and its regulations, as amended from time to time and includes edible products that contain cannabis.



- (e) "Cannabis Accessory" means cannabis accessory as defined in the Cannabis Act (Canada) and its regulations, as amended from time to time;
- (f) "Cannabis" Infused Product means a product infused with cannabis that is intended for use or consumption other than by smoking, including but not limited to edible products, ointments and tinctures;
- (g) "Child care Facility "has a meaning prescribed in the Land Use Bylaw;
- (h) "Community Recreation Facility" has a meaning prescribed in the Land Use Bylaw;
- (i) "Council" means the Council of the Town of Calmar;
- (j) "Designated Public Place" means a place prescribed in Section 3;
- (k) "Building" includes anything constructed or placed on, in, over or under land, whether means a Town owned outdoor location of land, fenced or otherwise, identified by signage, were the general public come to walk their dogs or if signage permits, walk their dogs off leash at their own risk and liability;
- (l) "Drinking Establishment" means a business where the primary purpose is the sale of alcoholic beverages for consumption on the premises and the secondary purposes of which may include entertainment, dancing, music, the preparation and sale of food for consumption on the premises, take-out food services and the sale of alcoholic beverages for consumption away from the premises;
- (m) "Educational Institution" means a public or private school or post-secondary institution;
- (n) "Employee" includes a person who performs any work for or supplies any services to any Employer;
- (o) "Employer" includes any person who as the owner, proprietor, manager, superintendent or overseer of any activity, business, work, trade, occupation or profession, has control over or direction of, or is directly or indirectly responsible for the employment of a person therein;
- (p) "Enclosed Walkway" means any pedway, bridge, hallway, connecting stairway, or similar structure that is physically enclosed;
- (q) "Electronic Smoking Device" means an electronic device that can be used to deliver a vapor, emission or aerosol to the person inhaling from the device, including but not limited to an electronic cigarette, cigar, cigarillo or pipe;
- (r) "Grandstand" means an open air seating facility primarily but not exclusively limited to use in watching sporting events;
- (s) "Hotel" includes hotels, motels and inns;
- (t) "Municipal Building" means any of the buildings owned, leased, operated or occupied by the Town of Calmar;
- (u) "Municipal Manager" means the Chief Administrative Officer or his/her delegate;
- (v) "Municipal Tag" means a ticket or similar document issued by the Municipal pursuant to the *Municipal Government Act R.S.A. 2000, c. M-26 as amended*, and as referred to in Section 8 below;
- (w) "Municipality" means the Municipality of Calmar;

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- (x) "Outdoor Patio" means an area outside of a building intended for the consumption of food or beverages by patrons of a business providing such food or beverages, and includes;
 - i) a public premises where food or beverages are served that is not fully contained within an enclosed building; and
 - ii) an outside extension of an eating or drinking establishment regardless of whether it is covered;
- (y) "Outdoor Public Event" means an outdoor market, festival, fair, display, exhibition, fundraiser, race, concert or parade requiring a municipal permit, and to which the public is invited or permitted to attend;
- (z) "Outdoor Public Place" means an outdoor
 - i) Beach;
 - ii) Grandstand ;
 - iii) Park;
 - iv) Playground;
 - v) Pool;
 - vi) Seasonal Multipurpose Pad;
 - vii) Skate or Bicycle Park;
 - viii) Sports Field;
 - ix) Dog park;
 - x) Trail;
 - xi) Water Playground;

open to the public from time to time;

- (aa) "Park" means public space controlled by the Municipality and set aside as a park to be used for rest, recreation, exercise, pleasure, amusement and enjoyment, and includes municipal trails ;
- (ab) "Peace Officer" means a person appointed as a Bylaw Enforcement Officer pursuant to the Municipal Government Act, to do any act or perform any duties under this bylaw and includes a member of the Royal Canadian Mounted Police, municipal police service and, when authorized, a Special Constable;
- (ac) "Person" includes an individual, proprietorship, corporation or society;
- (ad) "Place of Worship" means a development and any related meeting halls used for spiritual worship and related religious, charitable, educational or social activities;
- (ae) "Playground" means a structure or collection of structures designed and intended for recreational use by children and, where mounted in a distinct material such as sand, rubber, gravel, or wood chips, includes the material in which those structures are mounted;
- (af) "Private Club" means an enclosed place or premise that operates primarily for the benefit and pleasure of the members of a non-profit corporation or service club;
- (ag) "Private Residence" means a self-contained living premise for domestic use of one or more persons and is provided with a separate private entrance from the exterior of a building or from a common hall, lobby or stairway;

- i) a private residence is a workplace if a home business is operated from the residence and the owner of the business has employees who work in the residence but do not live in the residence; and
 - ii) only that part of a private residence in which the business is operated is a workplace for the purposes of this bylaw;
- (ah) "Proprietor" means the owner, or his agent or representative of a Designated Public Place referred to in this bylaw, and includes any person in charge thereof or anyone who controls, governs or directs the activity carried on therein, where applicable includes;
 - i) the person who ultimately controls, governs or directs the activity carried on within any premises referred to in this Bylaw and includes the person usually in charge thereof; and
 - ii) the Board of Governors, Board of Trustees, or President of an Educational Institution;
- (ai) "Public" means any person other than the owner, lessee, proprietor or employer of a particular building or place;
- (aj) "Public Building" means any enclosed building or structure as defined in this bylaw to which the public can and does have access by right or by invitation, whether or not:
 - i) all classes of the public are invited;
 - ii) the proprietor has the right to exclude any particular person;
 - iii) payment, membership or the performance of some formality is required prior to access ;
 - iv) the public has access to the building only at certain times, or from time to time;
 - v) a member of the public has access only if they are a member or if they are accompanied by a member;
 - vi) Subject to subsection vii) and viii) below, if the public has access only to a portion of the building or structure, the entire building or structure shall be deemed to be a Public Building;

Where a building includes a private residence, the following shall apply:

- vii) that portion of the building containing the private residence shall be deemed to not be a public building;
 - viii) If a building contains two or more private residences, those common areas of the building including patios, pools, other recreational areas, washrooms, corridors, reception areas, elevators, escalators, foyers, hallways, stairways, lobbies, laundry rooms and enclosed parking garages shall be deemed to be a public building;
- (aj) "Public Transportation Vehicle" means a school bus, a bus, a taxicab, limousine or other similar vehicle which is being used by a passenger or passengers for hire or which is being offered for hire;

- (ak) "Public Transportation Vehicle Property" means any premises owned, used or occupied by the Municipality for the purposes of providing transit services, including public transportation vehicle shelters;
- (al) "Restaurant" means an enclosed place or premises, the primary purpose of which is the preparation and sale of food for consumption on the premises, the secondary purpose of which may include the sale of alcoholic or non-alcoholic beverages, takeout food services and catering. A restaurant does not include a drinking establishment, but does include any premises for which a Class A liquor license has been issued for the sale and consumption of liquor in premises open to the public, and where minors are not prohibited by the terms of the license;
- (am) "Seasonal Multi-Purpose Pad" means a surface on which members of the public are permitted to skate or engage in other physical activities, whether on payment of a fee or not, and includes, public lakes, ponds, outdoor rinks with boards or other ice support infrastructure and outdoor basketball courts;
- (an) "Skate or Bicycle Park" means an area designed and intended specifically for the use of one or more of the following:
 - i) skateboards;
 - ii) bicycles;
 - iii) in-line skates; or similar devices;
- (ao) "Sign" means a sign as prescribed in Section 5;
- (ap) "Sports Field" means an area designed and intended for use in a specific sporting event, including spectator seating areas, and includes a soccer pitch, football field, rugby pitch, baseball diamond, tennis court and similar areas;
- (aq) "Smoke" or "Smoking" means to inhale, exhale, burn, or have control over a lighted cigarette, cigar, pipe, hookah pipe, or other lighted or heated device or apparatus designed to burn or heat tobacco, cannabis, shisha or any other weed or substance for the purpose of inhaling or tasting its emissions.
- (ar) "Vape" or "Vaping" means:
 - i) inhaling or exhaling the vapor, emissions or aerosol produced by an electronic smoking device or similar device containing tobacco, cannabis or any other substance; or
 - ii) holding or otherwise having control of an electronic smoking device that is producing vapor, emissions or aerosol from tobacco, cannabis or any other substance;
- (as) "Vehicle" means anything that is designed to transport persons or objects; or, any mode of transportation powered by combustible engine, self-propelled, solar, wind, pedal, or electricity. Including, but not limited to, bicycles, power assisted bicycles, mopeds, motorcycles, cars, suv, trucks, agricultural vehicles, maintenance equipment, and medical mobility vehicles;
- (at) "Violation Ticket" means a ticket issued pursuant to *Part II of the Provincial Offences Procedure Act, R.S.A. 2000 c. P-34, as amended* and regulations thereunder, and as referred to in Section 9 of this bylaw;
- (au) "Water Playground" means a structure, collection of structures, or outdoor flat pad, that spray or release water which is designed and intended for recreational use;

- (av) "Workplace" means any enclosed area of a building or structure in which an employee performs the duties of their employment, whether or not members of the public have access to the building, structure or area as of right or by express or implied invitation and includes hotel rooms, washrooms, corridors, lounges, eating areas, outdoor patios, reception areas, elevators, escalators, foyers, hallways, stairways, enclosed walkways, amenity areas, lobbies, laundry rooms, enclosed parking garages and work vehicles. Without limiting the generality of the foregoing:
- i) a place is a workplace whether or not the employee is employed by the proprietor of the premises at which the employee works;
 - ii) subject to clause iii) below, if an employee works in any portion of a building for any period of time, the entire building shall be deemed to be a workplace;
 - iii) a private residence shall not be deemed to be a workplace but that part of a private residence in which a home business is operated is a workplace if the home business is operated from the residence and the owner of the business has employees who work in the residence but do not live in the residence; and
 - iv) a workplace includes any group living facility and all of its adjoining units, rooms and apartments;
- (aw) "Window" means a window that can be opened to admit air.
- (ax) "Work Vehicle" means a vehicle owned or leased by an employer and used by employees during the course of employment.

GENERAL PROVISIONS

3. (1) Subject to Section 3.2, 3.4, 3.5, 3.6 the following are Designated Public Places for the purposes of this bylaw:
- (a) Public Buildings and those areas within 5 m of an entrance or exit to a Public Building;
 - (b) Municipal Buildings and those areas within 5 m of an entrance or exit to a Municipal Building;
 - (c) Public Transportation Vehicles and Public Transportation Vehicle Property;
 - (d) Outdoor Public Events as described in Section 2.16;
 - (e) Outdoor Public Places as described in Section 2.17;
 - (f) Outdoor patio as described in section 2.23;
 - (g) Water playground and those areas within 10 m of an entrance or exit;
 - (h) Educational Institution areas within 30 m of an entrance or exit;
 - (i) Workplaces and those areas within 5 m of an entrance or exit to a Workplace;
 - (j) Dog Park and those areas within 5 m of an entrance or exit;

- (k) Sports Field and those areas within 5 m of an entrance or exit;
 - (l) Outdoor skating rink and those areas within 5 m of an entrance or exit;
 - (m) Community recreation facility and those areas within 5 m of an entrance or exit;
 - (n) Child care facility and those areas within 10 m of an entrance or exit;
 - (o) Private Club areas within 5 m of an entrance or exit;
 - (p) Business and those areas within 10 m of an entrance or exit;
 - (q) Drinking Establishment and those areas within 10 m of an entrance or exit;
 - (r) Seasonal Multi-Purpose Pad and those areas within 10 m of an entrance or exit;
 - (s) Restaurants and those areas within 5 m of an entrance or exit to a Workplace; and
 - (t) Place of Worship and those areas within 5 m of an entrance or exit.
- (2) No person shall smoke, vape, operate an electronic smoking device, containing any smoke able substance in a Designated Public Place, whether or not a "No Smoking, No Vaping, No Electronic Smoking Devices" signs are posted or visible.
 - (3) No proprietor or employer shall permit smoking, vaping, operation of an electronic smoking device, containing any smoke able substance in a Designated Public Place, whether or not a " No Smoking, No Vaping, No Electronic Smoking Devices" signs are posted or visible.
 - (4) No person shall smoke, vape, operate an electronic smoking device, with any smoke able cannabis substance on any public roadway, sidewalk, public place, public vehicle, outdoor skating rink, community recreational facility, outdoor public event, or in any vehicle with passengers under the age of 18.
 - (5) No person shall smoke, vape, operate an electronic smoking device, with any smoke able tobacco or cannabis substance in any vehicle with passengers under the age of 18.
 - (6) No person may dispose of ashes, butts or residue of tobacco or cannabis products in anything other than an ashtray, as defined within this Bylaw. Any person who does not comply with this Section is guilty of an offense.
 - (7) No person shall have on their possessions any cannabis accessory while in a public place, public roadway, public sidewalk, or any vehicle with passengers under the age of 18.

ASHTRAYS

4. (1) The proprietor and employer of every Designated Public Place shall ensure that no ashtrays are placed or allowed to remain in any Designated Public Place.
- (2) The proprietor and employer of every Designated Public Place shall, if employees or members of the public from time to time gather to smoke at a location outside the Designated Public Place, ensure that ashtrays are placed more than 5 m from the entrance or exit of the Designated Public Place.

PK
WJY

SIGNS



NO SMOKING NO VAPING

5. (1) The proprietor and employer of every Designated Public Place shall ensure that signs are posted conspicuously and in accordance with this bylaw so as to clearly identify that smoking or vaping is prohibited.
- (2) The proprietor and employer of every Workplace, Public Building or Municipal Building shall ensure that:
- (a) signs are posted at every entrance, window or air intake to the Workplace, Public Building, Municipal Building, public vehicles and work vehicles and in the case of a public place or workplace, at a height of not less than 1m and not more than 2.4m, as measured from the floor of the entrance;
 - (b) be posted inside each public place, workplace or public vehicle in such numbers and locations as the manager of the public place, workplace or public vehicle reasonably considers adequate to ensure that the public and employees are aware of the prohibition;
 - (c) signs are posted at the entrance to each washroom where said washroom is not fully contained within a Workplace, Public Building or Municipal Building that has been signed in accordance with Section 5.2(a);
 - (d) signs are posted in the vicinity of any seating area where food or beverages are sold or consumed where said seating area is not fully contained within a Workplace, Public Building or Municipal Building that has been signed in accordance with Section 5.2(a);
 - (e) where there is no public entrance to a place or premises mentioned in Section 3, signs prohibiting smoking shall be posted in a prominent location on or near the premises in such manner as to be readily visible to any member of the public using such place or premises.
- (3) The signs referred to in this bylaw shall:
- (a) include the following graphic symbol to indicate the areas where smoking or vaping is prohibited pursuant to this bylaw: It must depict the symbol in black or red on a contrasting background that makes the symbol clearly legible in whatever lighting is used in the public place, workplace or public vehicle;
 - (b) contain the text "no smoking or vaping" in capital or lower case letters, which must be set out in a style and size that is clearly legible and be set out on a contrasting background that makes the text clearly legible in whatever lighting is used in the public place, workplace or public vehicle;

- (4) Size of Signs:
- (a) a sign posted under this Bylaw in a public place or a workplace other than a work vehicle must be at least 20 cm by 26 cm and must have a surface area of not less than 520 cm²;
 - (b) a sign posted under the Bylaw in a public vehicle or work vehicle must be at least 10 cm by 10 cm and must have a surface area of not less than 100 cm²;
 - (c) notwithstanding that the graphic symbol in Subsection 5.3 is a cigarette, it shall be deemed to include a reference to a lighted cigar, cigarette, pipe or other lighted smoking equipment;
 - (d) no person shall remove, alter, conceal, deface or destroy any sign posted pursuant to this bylaw.

PENALTIES

6. (1) Any corporation which fails or neglects to perform the duties or requirements imposed upon it under the provisions of this bylaw is guilty of an offence and liable on summary conviction to a fine not exceeding ten thousand dollars (\$10,000).
- (2) Any individual, other than a corporation, who contravenes this bylaw is guilty of an offence and liable on summary conviction to a fine not exceeding one thousand dollars (\$1,000) and for a second subsequent offence, to a fine of not more than five thousand (\$5,000) dollars.
- (3) The specified fine for an offence committed pursuant to this bylaw is established at:
- i) Individual \$ 250
 - ii) Corporations \$ 1,000
- (4) In the case of an offence that is of a continuing nature, a contravention shall constitute a separate offence in respect of each day, or part of a day, on which that offence continues.

MUNICIPAL TAGS

7. (1) A Peace Officer is hereby authorized and empowered to issue a municipal tag to any person who the Peace Officer has reasonable and probable grounds to believe has contravened any provision of this bylaw.
- (2) A municipal tag may be issued to such person:
- (a) either personally;
 - (b) by mailing a copy to such person at his last known post office address, or
 - (c) if upon a corporation, by serving the municipal tag by mailing a copy by registered mail, or serving a person who is the agent, representative, or a person in charge of the Designated Public Place.
- (3) The municipal tag shall be in a form approved by the Municipal Manager and shall state:
- (a) the name of the person;
 - (b) the offence;

- (c) the municipal or legal description of the land on or near where the offence took place;
 - (d) the appropriate penalty for the offence as specified in Section 6 of this bylaw;
 - (e) that the penalty shall be paid within 30 days of the issuance of the municipal tag;
 - (f) any other information as may be required by the Municipal Manager.
- (4) Where a municipal tag is issued pursuant to Section 7 of this bylaw, the person to whom the municipal tag is issued may, in lieu of being prosecuted for the offence, pay the penalty to the Municipality the penalty specified within the time period indicated on the municipal tag.
- (5) Nothing in this bylaw shall prevent a Peace Officer from immediately issuing a violation ticket.

VIOLATION TICKET

8. (1) In those cases where a municipal tag has been issued and if the penalty specified on a municipal tag has not been paid within the prescribed time, then a Peace Officer is hereby authorized and empowered to issue a violation ticket pursuant to *Part II of the Provincial Offences Procedure Act, R.S.A. 2000, c. P-34 as amended.*
- (2) Notwithstanding Section 7 of this bylaw, a Peace Officer is hereby authorized and empowered to immediately issue a violation ticket pursuant to *Part II of the Provincial Offences Procedure Act, R.S.A. 2000, c. P-34 as amended,* to any person who the Peace Officer has reasonable grounds to believe has contravened any provision of this bylaw.

SEVERABILITY

9. If any section or sections of this bylaw or parts thereof are found in any court of law to be illegal or beyond the power of Council to enact, such section or sections or parts thereof shall be deemed to be severable and all other sections or parts of this bylaw shall be deemed to be separate and independent therefrom and to be enacted as such.

ENFORCEMENT

10. (1) For the enforcement of this bylaw, a Peace Officer, upon producing proper identification, may at all reasonable hours, enter any Designated Public Place and may make examinations, investigations and inquiries.
- (2) A Peace Officer is a Designated Officer for the purposes of *ss. 542 - 545 of the Municipal Government Act, R.S.A. 2000, c.M-26 as amended.*

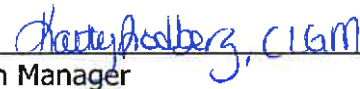
EFFECTIVE DATE

11. (1) Bylaw 95 - 19 is hereby rescinded.
- (2) This bylaw shall come into effect on the date of third and final reading.

READ A FIRST TIME THIS 1st DAY OF October, 2018.



Mayor



Town Manager

READ A SECOND TIME THIS 15th DAY OF October, 2018.

READ A THIRD TIME AND FINALLY PASSED THIS 15th DAY OF October, 2018.



Mayor



Town Manager

This Bylaw signed this 15th day of October, 2018.

Town of Calmar

Request for Decision (RFD)

| | |
|---------------------|---------------------------------|
| Meeting: | Regular Council |
| Meeting Date: | |
| Originated By: | CDC Thomas |
| Title: | Summer Camp "Getaway" 2022 Fees |
| Approved By: | Acting CAO Anderson |
| Agenda Item Number: | |

BACKGROUND/PROPOSAL:

Administration in response to community interest in expanded programming and services for children and youth has taken steps to grow the existing summer day camp into a full day / full week program. This is in alignment with the Recreation Master Plan Priority C. to "Expand and Enhance Programming for All Ages" this may be accomplished by engaging action item 1.C.1. to "Develop recreation and culture program plans and enhance programming for a wide variety of interests and ages."

With this in mind the current fees reflect a half day / 3-day week program and would not be appropriate for the expanded program.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Previous years fees were as follows:

- Program Registration Fee of **\$25 per week** and field trips are **\$30** for the full day for Calmar and Leduc County residents(Local) and **\$50/\$60** for other non-local residents.
- Register for the entire program & field trips for just **\$250** (save \$80) for local and **\$500** for non-local (save \$110).

The proposed new program Registration fees would be as follows:

- **\$100** per week for local residents or **\$150** for non-local residents.
- Register for the entire program & field trips for just **\$550** (save \$50) for local residents and **\$850** for non-local residents (save \$50).

The new fees would break down as follows:

- \$20.00 / \$19.00 per day for local residents.
- \$30.00 / \$29.00 per day for non-local residents

Total expenses for the summer getaway program amount to approximately \$36,798.00. This includes field trip fees, salaries, facility rental fees (true cost), as well as transportation costs.

Total revenue, estimating 30 participants(Local), would be \$16,500.00 at proposed rates. With the program budget deficit resulting at approximately \$20,298.00.

Bearing in mind council passed during budget 2022 approximately \$23,200.00 for salaries included in this program.

Option 1 – Council pass a motion to approve the amendment to Blyaw No. 2018-27 as presented.

Option 2 - Council to pass a motion to refer this request back to Administration for further information.

Option 3 - Council to pass a motion to authorize the amendment to Blyaw No. 2018-27 as amended.

COSTS/SOURCE OF FUNDING (if applicable)

As determined by 2022-2025 Consolidated Operating Budget.

RECOMMENDED ACTION:

Council pass a motion to approve the amendment to Blyaw No. 2018-27 as presented

TOWN OF CALMAR

BYLAW NO. 2018-27

A BYLAW of the TOWN OF CALMAR to establish a bylaw pertaining to setting fees and rate charges levied to the public for goods and services provided by the Town of Calmar.

WHEREAS the *Municipal Government Act, R.S.A 2000, Chapter M-26* provides that a Council may pass a Bylaw for setting fees & charges levied to the public excluding utilities and taxation.

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

Review of Fees and Rate charges

1. (a) The Town shall review the fees & services schedule annually.
- (b) After the review has been completed, the Town may amend this Bylaw to update the fees and rates.

Schedules

2. Fees and charges are hereby established pursuant to Schedule "A" attached hereto and forming part of this Bylaw.

Read a first time this 17th day of December, 2018

Read a second time this 17th day of December, 2018

Read a third time, by unanimous consent, this 17th day of December, 2018

Mayor

Town Manager

This Bylaw signed this 17th day of December, 2018.



SCHEDULE "A"

FEE SCHEDULE

ADMINISTRATION FEES

| | |
|--|-----------------------------|
| Town Coffee Mugs | \$ 5.00 |
| Town Hats | \$ 15.00 |
| Town pins | \$ 2.50 |
| Tax Certificates | \$ 25.00 |
| Tax Searches | \$ 25.00 |
| Tax Notification Filing Fee | \$200.00 |
| NSF fees | \$ 35.00 |
| Fax/Photocopying distance | \$0.25 per page/\$1.50 long |
| Chronicle advertising (business card size) | \$ 25.00 |
| Chronicle advertising (quarter page ad) | \$ 50.00 |
| Chronicle advertising (half page ad) | \$ 75.00 |
| Chronicle advertising (full page ad) | \$100.00 |
| Chronicle advertising shown above request for color fees doubled | |
| Land Use Bylaw (Photocopy) | \$ 75.00 |
| Municipal Development Plan (Photocopy) | \$ 75.00 |
| Compliance request – Residential (non-rush 10-day service) | \$ 60.00 |
| Compliance request – Residential (Rush 0-3 day service) | \$100.00 |
| Compliance request – Commercial/Industrial/Institutional) (Rush) | \$200.00 |
| Compliance request – Commercial/Industrial/Institutional) (non-rush) | \$100.00 |

FACILITY RENTAL RATES

BALL DIAMONDS:

| | |
|---------------------------|--------------------------|
| Youth | \$100.00/team/year + GST |
| Adult | \$270.00/team/year + GST |
| Tournament | \$300.00 + GST |
| Tournament Damage Deposit | \$300.00 |

PROGRAM CENTRE

| | |
|----------------|------------------------|
| 0 – 4 Hours | \$25.00 flat fee + GST |
| 4 + Hours | \$50.00 flat fee + GST |
| Damage Deposit | \$150.00 |

MIKE KARBONIK ARENA

ICE

| | |
|-------------------|----------------|
| Local Youth | \$83.46 + GST |
| Out of Town Youth | \$125.48 + GST |
| Local Adult | \$125.48 + GST |
| Out of Town Adult | \$156.85 + GST |

DRY ICE/FLOOR

| | |
|-----------------------------|----------------|
| Not-for-Profit Local Hourly | \$ 25.00 + GST |
| Not-for-Profit Local Daily | \$150.00 + GST |
| Non-local Hourly | \$ 50.00 + GST |
| Non-local Daily | \$300.00 + GST |
| Damage Deposit | \$400.00 |

SUMMER GETAWAY

| | |
|---------------------------------|-------|
| Local resident/Week | \$100 |
| Non-local resident/Week | \$150 |
| Local resident/Full Program | \$550 |
| Non-local resident/Full Program | \$850 |

PLANNING & DEVELOPMENT FEES

PLANNING FEES:

| | |
|--|---|
| Municipal Development Plan amendment | \$400.00 plus advertising cost |
| Land Use Bylaw amendment | \$400.00 plus advertising cost |
| Area Structure Plan Adoption & amendment | \$400.00 plus advertising cost |
| Advertising costs | Based on actual cost the Town is billed |

SUBDIVISION FEES:

| | |
|---|--------------------------------|
| Administration Fee | \$200.00 plus advertising cost |
| Standard Subdivision (first parcel out) | \$500.00 |
| (2 lots – 1 plus remainder) | \$600.00 |
| (3 or more) | \$400.00 + \$250.00 per lot |
| Separation of Titles (MGA 652(4)) | \$400.00 + \$100.00 per lot |
| Boundary Adjustment | \$400.00 + \$100 per lot |
| Condominium Plan Consent | \$50.00 per unit |
| Extension | \$250.00 |
| Fee at Endorsement | \$50.00 + \$150.00 per title |

DEVELOPMENT AGREEMENT FEES:

Affecting fewer than 5 lots:

| | |
|----------------------------|----------------|
| a) Preparation | \$500.00 + GST |
| b) Construction Completion | \$500.00 + GST |
| c) Final Acceptance | \$500.00 + GST |

Affecting 5 or more lots:

| | |
|----------------------------|------------------|
| a) Preparation | \$1,000.00 + GST |
| b) Construction Completion | \$1,000.00 + GST |
| c) Final Acceptance | \$1,000.00 + GST |

DEVELOPMENT PERMIT FEES:

| | <u>Fee</u> | <u>Damage Deposit</u> |
|--|-----------------------|------------------------------|
| Single Family Dwelling (Modular/Mobile) | \$100.00 | \$1,000.00 |
| Dwellings | \$ 70.00 | \$1,000.00 |
| (Duplex/Triplex/Fourplex/Bare land Condos) | Plus \$50.00 per unit | |
| Plus, water meter fee as per Bylaw adopted. | | |
| Commercial/Industrial | \$200.00 | \$2,000.00 |
| Manufactured Home (mobile home park) | \$ 75.00 | \$ 500.00 |
| | | (refunded when skirted) |
| Residential additions up to \$5,000.00 | \$ 50.00 | \$1,000.00 |
| Residential additions over \$5,000.00 | \$100.00 | \$1,000.00 |
| Accessory Buildings – Garages | \$100.00 | \$ 500.00 |
| Accessory Buildings – sheds | \$ 50.00 | N/A |
| (15 m ² - > 160 ft ²) | | |
| Decks (attached or detached) | \$ 50.00 | N/A |
| Basement Renovations | \$ 50.00 | N/A |
| Demolition – Residential | \$100.00 | \$1,000.00 |
| Demolition – Commercial/Industrial | \$200.00 | \$2,000.00 |
| Signs permits | \$ 50.00 | N/A |
| Development Appeal fees | \$285.00 | |
| Note: Development Permits are not required for installation of a wood burning stove, hot tub or sheds less than 10 m ² (<160 ft ²) | | |
| Home Based Business Development Permit fee | \$200.00 | N/A |
| Commercial Business Development Permit fee | \$250.00 | N/A |

PUBLIC WORKS

| | |
|----------------------------|---------------|
| PW operator labour charges | \$ 60.00/hour |
|----------------------------|---------------|

EQUIPMENT (Equipment with labour included)

| | |
|----------------|-----------------|
| Street sweeper | \$ 80.00/travel |
| | \$130.00/hour |
| Grader | \$130.00/hour |

| | |
|------------------------|---------------|
| Loader | \$130.00/hour |
| Hydrovac | \$200.00/hour |
| Loader with snowblower | \$200.00/hour |
| Tandem axle truck | \$100.00/hour |
| Single axle dump truck | \$ 80.00/hour |
| Skid Steer | \$ 80.00/hour |
| Sanding unit | \$ 80.00/unit |

MATERIALS:

| | |
|-----------|---------------|
| Salt sand | \$ 40.00/yard |
| Gravel | \$ 40.00/yard |

CURB COCK (water valve)

| | |
|-------------------|-------------------|
| Replacement Parts | \$260.00/assembly |
|-------------------|-------------------|