

**TOWN OF CALMAR REGULAR COUNCIL MEETING TO BE HELD
VIRTUALLY ON JUNE 20, 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 – June 06, 2022 b) Committee of the Whole Meeting – June 13, 2022
	6.	Unfinished Business – None
	7.	Bylaws or Policies a) CDC Thomas RFD – Special Event Licensing Pilot b) CDC Thomas RFD – Fees & Charges Bylaw Amendment, Bylaw #2018-27
	8.	New Business a) CAO Losier RFD – Newport Manufacturing b) CAO Losier RFD – Thomas Six Tax Reduction c) DPW Melesko RFD – Snow Removal Bylaw Enforcement Concern d) DPW Melesko RFD – Leduc County Land Purchase e) DPW Melesko RFD – Fortis Franchise Agreement
	9.	Financial a) Budget Variance Report
	10.	Department Reports – None
	11.	Council and Committee Reports - None
	12.	Action Items – None
	13.	Correspondence a) Town of High River – Coal Policy for Alberta b) Calmar Public Library Board April 2022 Minutes c) Calmar Public Library – What’s Happening May 2022 d) County of St. Paul – Rising Utility Fees e) MA – Local Government Fiscal Framework Survey
	14.	Clarification of Agenda Business – (Open mic)
	15.	Closed Session a) Personal Privacy - (Pursuant to Section 17(1) of the Freedom of Information and Protection of Privacy Act).
	16.	Adjournment

1. **CALL TO ORDER:** Mayor Carnahan called the Regular Council Meeting of June 06, 2022, to order at the hour of 7:02 pm.

PRESENT: Mayor Carnahan, Councillors Gardner, Faulkner, McKeag Reber, Benson, CAO Losier & CSM Bryans, DPW Melesko, CDC Thomas, general public

2. **ADOPTION OF AGENDA:**

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

**CARRIED
R-22-06-0264**

3. **PUBLIC HEARINGS: None becomes delegations**

4. **OPEN MIC**

Concerns raised over the Special Tax raised by several rate payers.

4. **DELEGATIONS:**

- a) **Andrew Boitchenko – UCP Candidate for Drayton Valley – Devon**

Mayor Carnahan thanked Mr. Boitchenko for his presentation, the time being 7:16 pm.

- b) **Leduc Regional Housing Foundation – Margot Hagarty**

Mayor Carnahan thanked Ms. Hagarty for her presentation, the time being 7:24 pm.

5. **ADOPTION OF MINUTES:**

- a) **Regular Council Meeting – May 02, 2022**

Moved by Councillor Benson that the minutes of the Regular Council Meeting of May 02, 2022, are hereby approved as presented.

**CARRIED
R-22-06-0265**

- b) **Special Council Meeting – May 04, 2022**

Moved by Councillor Gardner that the minutes of the Special Council Meeting of May 04, 2022, are hereby approved as presented.

**CARRIED
R-22-06-0266**

- c) **Committee of the Whole Meeting – May 09, 2022**

Moved by Councillor Faulkner that the minutes of the Committee of the Whole Meeting of May 09, 2022, are hereby approved as presented.

**CARRIED
R-22-06-0267**

- d) **Special Council Meeting – May 24, 2022**

Moved by Councillor Benson that the minutes of the Special Council Meeting of May 24, 2022, are hereby approved as presented.

**CARRIED
R-22-06-0268**

e) **Special Council Meeting** – May 30, 2022

Moved by Councillor Faulkner that the minutes of the Special Council Meeting of May 30, 2022, are hereby approved as presented.

CARRIED
R-22-06-0269

6. **UNFINISHED BUSINESS: None**

7. **BYLAWS or POLICIES: None**

8. **NEW BUSINESS:**

a) Calmar Public Library RFD – Request to Participate in the Town Benefits Package

Moved by Councillor Benson that Council pass a motion to accept the Library Board's request to join the Town of Calmar Employee Benefit package at the expense of the Library Board Operational Budget.

CARRIED
R-22-06-0270

b) CDC Thomas RFD – Food Truck for Calmar Days

Moved by Councillor McKeag Reber that Council pass a motion to send this request back to Administration to provide more information at the next Committee of the Whole meeting, by looking at revising the business license fees for businesses like food trucks for town hosted special events.

CARRIED
R-22-06-0271

c) CDC Thomas RFD – Community Services Master Plan

Moved by Mayor Carnahan that Council pass a motion to request the CSMP Committee forward their vendor recommendations to Council for discussion.

CARRIED
R-22-06-0272

Recess @ 8:45
Reconvene @ 8:52

d) DPW Melesko RFD – Thomas Creek Tax Reduction Request

Moved by Councillor Faulkner that Council pass a motion to advise Administration take this back and review the implication of the minimum tax levy on this property and bring it back to the COW meeting for discussion.

CARRIED
R-22-06-0273

e) CDC Thomas RFD – Seniors' Week Declaration

Moved by Councillor McKeag Reber that Council pass a motion to declare June 6th – 12th as Seniors' Week in the Town of Calmar.

CARRIED
R-22-06-0274

- f) CDC Thomas RFD – Pride Month Proclamation

Moved by Councillor Benson that Council pass a motion for Mayor Carnahan to sign the Pride Week Declaration, recognizing the 3rd week of June to be proclaimed as Pride Week in Calmar annually, to raise the pride flag as presented, and to post the proclamation on the Town’s website.

CARRIED
R-22-06-0275

- g) DPW Melesko RFD – Park Bench Placement

Moved by Councillor Gardner that Council pass a motion to not allow a bench to be placed at the 50th avenue & 49th street location because of the congested nature of the area however Administration will work with the Yachimetz family to find a more suitable high visibility location. And further direct Administration to create a policy with regards to memorial benches, gardens, etc.

CARRIED
R-22-06-0276

9. FINANCIAL: None

10. DEPARTMENT REPORTS: None

11. COUNCIL AND COMMITTEE REPORTS:

- a) Mayor Carnahan
- b) Councillor Gardner – not included
- c) Councillor Faulkner
- d) Councillor McKeag Reber
- e) Councillor Benson

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

CARRIED
R-22-06-0277

12. ACTION ITEM:

- a) Resolution Register as of May 31st, 2022

Moved by Councillor Faulkner that the Action Items are hereby accepted as information. And address future usage in the next COW meeting.

CARRIED
R-22-06-0278

13. CORRESPONDENCE:

- a) Calmar Public Library – A Year in Review
- b) Calmar Public Library – March 2022 Board Minutes
- c) Town of Coaldale, Town of Redcliff, Town of Bon Accord, Town of Tofield – Increasing Utility Fees
- d) Town of Mundare, Town of Tofield – Alberta Provincial Police Force
- e) Complaint Regarding in Town Portions of Hwy 795 & Hwy 39
- f) CRSWSC Regular Meeting Minutes – May 19, 2022, Draft Minutes
- g) Leduc Regional Housing Foundation Board Meeting Minutes & Finances – May 2022

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

CARRIED
R-22-06-0279

Moved by Councillor Faulkner that the regular meeting of council extends past 10:00pm.

CARRIED
R-22-06-0279

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 Benson that the Regular Council Meeting temporarily adjourn, and Council sit in Closed Session at this time being 10:08 pm.

**CARRIED
R-22-06-0280**

CAO Losier and DPW Melesko remained in the meeting for the closed session.

Moved by Councillor Benson that the Regular Council Meeting reconvene from Closed Session at this time being 10:36 pm.

**CARRIED
R-22-06-0281**

Moved by Mayor Carnahan that Council instructs Administration to process the final payment as discussed in Closed Session.

**CARRIED
R-22-06-0282**

16. ADJOURNMENT:

The Regular Council Meeting adjourned at 10:44 pm.

These minutes signed this 20th day of June 2022.

Mayor Carnahan

CAO Losier

1. **CALL TO ORDER:** Mayor Carnahan called the Committee of the Whole Meeting of June 13, 2022, to order at the hour of 7:05 pm.

PRESENT: Mayor Carnahan, Councillors Benson, Gardner, Faulkner and McKeag Reber and CAO Losier, CSM Bryans

2. **ADOPTION OF AGENDA:**

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

CARRIED
CR-22-06-0283

3. **DELEGATIONS: None**

4. **UNFINISHED BUSINESS:**

- a) Bylaw #2021-28 – Council Procedural Bylaw

Moved by Councillor Gardner that in Section 25 of the Council Procedural Bylaw, between items d and e on the agenda a new item is added to allow for public commentary/discussion, revise Section 14 to change the virtual meetings to be hybrid, amend Section 23 to reflect that Council Reports are provided monthly not at each meeting. And have the Bylaw brought back to the next regular meeting of Council for adoption. Furthermore, Administration is to bring the draft Committee of the Whole Bylaw back to Council for review/discussion. Administration will also bring forward a draft policy for the public commentary.

CARRIED
CR-22-06-0284

Recess @ 8:24
Reconvene @ 8:33

5. **BYLAWS or POLICIES:**

- a) Bylaw #2017-13 – Business Licensing Bylaw

Moved by Councillor McKeag Reber that Administration comes back to Council on June 20th with a pilot project for ‘special event’ type licenses. Furthermore, that Administration arranges for a workshop for Council to thoroughly review/revamp the Business License Bylaw.

CARRIED
CR-22-06-0285

- b) Policy #2018-053 – Public Participation

Moved by Mayor Carnahan that Administration arranges for a workshop for Council to review this policy at a future date.

CARRIED
CR-22-06-0286

6. **NEW BUSINESS:**

- a) Budget Process (discussion only)

Moved by Councillor Benson that Administration create a level of service document/definition by the end of summer. Administration to also create a survey (or two) available to the public at the Market on Main focused mainly on the budget, but also address what residents’ value in making the community a better place to live. Having this survey available via a QR code is preferable. Then Council to have a workshop prior to budget season to discuss the feedback.

CARRIED
CR-22-06-0287

b) Procurements (discussion only)

Moved by Councillor Faulkner that Administration drafts a procurement policy to be brought forward to Council at a future date.

CARRIED
CR-22-06-0288

c) Strategic Planning & Advocacy Initiatives (discussion only)

Moved by Councillor Gardner that Council and Administration review available dates and schedule the meeting accordingly.

CARRIED
CR-22-06-0289

7. CLOSED SESSION: None

8. ADJOURNMENT:

The Committee of the Whole Meeting adjourned at 10:00 pm.

These minutes signed this 20th day of June 2022.

Mayor Carnahan

CAO Losier

Un-Approved Minutes



Town of Calmar

Request for Discussion (RFD)

Meeting:	Regular Council
Meeting Date:	
Originated By:	CDC Thomas
Title:	Special Event Licensing Pilot
Approved By:	CAO Losier
Agenda Item Number:	7 A

BACKGROUND/PROPOSAL:

June 13th, 2022, Council passed a motion to request a pilot project for ‘special event’ type licenses be formulated by administration for council consideration.

Administration proposes a Special Event Permit Policy with a separate fee schedule.

“A Special Event is defined as any activity or event occurring within the Town of Calmar on public parks, roads and community venues. Applications for a special event must be submitted to the Town of Calmar no less than 30 days prior to the proposed event date. If your event includes; road closures, food trucks, etc. your application needs to be submitted no less than 60 days prior to the proposed event date.

Examples of activities that are subject to the Special Event Permit process include:

- Individual vendors at approved trade shows or markets
- Seminars where samples, demonstrations, products or services are not provided
- City-approved community festivals or events
- Events at a community hall
- Generally, private or social events (i.e. not a business) held on private property

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

This policy aligns with Calmar’s Sustainability Pillar 3.4.1 b, Diversified Economy - Be open to innovative models of doing business in town.

Option 1: Council pass a motion to approve the Special Event Licensing Policy as a pilot project for the remainder of the 2022 year.



Option 2: Council pass a motion to proceed with special event licensing as per the existing Bylaw 2017-13, pending bylaw review.

Option 3: Council pass a motion to approve the Special Event Licensing Policy as amended.

COSTS/SOURCE OF FUNDING (if applicable)

NA

RECOMMENDED ACTION:

Council pass a motion to approve the Special Event Licensing Policy as a pilot project for the remainder of the 2022 year.



POLICY

POLICY NO:	2022-100	APPROVAL DATE:
TITLE:	Special Event Licensing Pilot	
DEPARTMENT:		REVISION DATE:
Mayor: _____		C. A. O.: _____

Policy Statement:

The Town of Calmar is committed to creating economic opportunities for our citizens by encouraging business development that makes our town attractive and sustainable.

Reason for Policy:

This policy provides for efficient provision of Special Event licensing as a pilot project for activities subject to Bylaw #2017-13 Section 9 (EXEMPTIONS FROM REQUIRING A BUSINESS LICENSE).

Definitions:

Special Event A Special Event is defined as any activity or event occurring within the Town of Calmar on public parks, roads and community venues

Policy:

A Special Event is defined as any activity or event occurring within the Town of Calmar on public parks, roads and community venues. Applications for a special event licence must be submitted to the Town of Calmar no less than 4 business days prior to the proposed event date.

This policy does not supersede the obligations that apply to all businesses and individuals relating to health, safety and traffic regulations.

Examples of activities that are subject to the Special Event License process include:

- Individual vendors at approved trade shows or markets
- Seminars where samples, demonstrations, products or services are not provided
- Individual vendors at Town-organized community festivals or events
- Events at a community hall

Application Process:

All applications shall be submitted a minimum of four (4) days in advance of the requested event date.

A special event license may be obtained at a rate of \$10 for in-town businesses and \$20 for out of town businesses.



Town of Calmar

Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	June 20, 2022
Originated By:	CDC Thomas
Title:	Fees and Charges Bylaw #2018-27 Amendment
Approved By:	CAO Losier
Agenda Item Number:	7 B

BACKGROUND/PROPOSAL:

During the May 9th, 2022 Committee of the Whole meeting, Council motioned to approve the amendment to the fee schedule of Bylaw #2018-27 and furthermore proceed to promote the Summer Get-away program prior to the next Regular Meeting of Council where official adoption.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Option 1 – Council pass a motion to approve the amendment to Bylaw #2018-27 Schedule “A” Fee Schedule as presented and give the bylaw all three readings.

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 approve the amendment to Bylaw #2018-27 Schedule “A” Fee Schedule as amended and give the bylaw all three readings.

COSTS/SOURCE OF FUNDING (if applicable)

NA

RECOMMENDED ACTION:

Council pass a motion to approve the amendment to Bylaw #2018-27 Schedule “A” Fee Schedule as presented and give the bylaw all three readings.

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 day of June, 2022.

Read a second time this day of June, 2022.

Read a third time, by unanimous consent, this day of June, 2022.

Mayor

CAO Losier

This Bylaw signed this day of June, 2022.

**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
Special Event License Local – Administration Fee	\$ 10.00
Special Event License Non – Local – Administration Fee	\$ 20.00

FACILITY RENTAL RATES**BALL DIAMONDS:**

Youth	\$100.00/team/year + GST
Out of Town Youth	\$200.00/team/year + GST
Adult	\$270.00/team/year + GST
Out of Town Adult	\$400.00/team/year + GST
Tournament	\$300.00 + GST
Out of Town Tournament	\$600.00 + GST
Tournament Damage Deposit	\$300.00

PROGRAM CENTRE

Local: 0 – 4 Hours	\$ 40.00 + GST
Local Daily	\$ 80.00 + GST
Non-Local Daily	\$100.00 + GST
Damage Deposit	\$150.00

MIKE KARBONIK ARENA**ICE**

Local Youth Hourly	\$ 83.46 + GST
Out of Town Youth Hourly	\$125.48 + GST
Local Adult Hourly	\$125.48 + GST
Out of Town Adult Hourly	\$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	\$150.00 + GST
Non-local resident/Week	\$250.00 + GST
Local resident/Full Program	\$850.00 + GST

Non-local resident/Full Program	\$1450.00 + GST
<u>PUBLIC GROUNDS CAMPING</u>	
RV / Week / Per Unit	\$ 20.00 + GST
Tent / Week / Per Unit	\$ 10.00 + GST

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

Town of Calmar

Request for Decision (RFD)

Meeting:	Regular Meeting of Council
Meeting Date:	June 20, 2022
Originated By:	CAO Losier
Title:	Newport Manufacturing Property Taxes
Approved By:	CAO Losier
Agenda Item Number:	8 A

BACKGROUND/PROPOSAL:

In the last couple of weeks, the owner of Newport Manufacturing has been in touch with both Administration and Powers & Associates regarding his property assessment and taxes.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The property owner has voiced his concerns that he does not feel that the businesses located on the north side of 50th Avenue on the east end of town should be subject to pay the same rate of municipal taxes as the other non-residential properties within town, as they are not connected to any of the municipal services (i.e. sewer and water). He would like to request that Council consider a reduction in his taxes (his email does refer to assessment, however in verbal discussions with the owner it is his taxes he is talking about) to alleviate some of the burden carried by these businesses to provide their own water and sewer services.

Now, while these properties are not currently serviced by the Town, potential future development or growth could mean that they would be in the future. The property is within the Off-site Levy Bylaw Area #3, which is anticipated to be serviced in the future. As well, reducing the tax rate for these properties would result in a further burden on the remainder of the taxable properties within the municipality.

COSTS/SOURCE OF FUNDING (if applicable)

N/A

RECOMMENDED ACTION:

Council pass a motion that for 2022 there will be no reduction in taxes for this property and for Administration to advise the owner of this decision. Furthermore, Council directs Administration

to analyze the financial impact for the 2023 budget should a separate taxation subclass be created for properties not serviced by municipal water and sewer.

Heather Bryans

From: Bob Iwanicka
Sent: Wednesday, June 15, 2022 1:59 PM
To: Heather Bryans
Subject: Taxes

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Heather,

Thanks for meeting with me today. I would like to have Town Council revisit our current taxation formula. As you know our company, Newport Manufacturing, is located on the east side of town on 50th street. We do not have sewer or water as other businesses in Calmar do. In fact, we are having to have our sewer pumped out several times a year, at an annual cost of approximately \$2,000. We have our own well which provides water to our building. Should that well fail, we will be forced into drilling another one at a considerable cost to us or provide some other source of water for our business. The town has never or will never be able to provide us with sewer and water due to our location. I don't feel that the services we are provided are equivalent to the services other businesses in Calmar enjoy. Based on this, I am hopeful that Council will reduce our tax assessment to reflect the services that we do receive making our assessment equitable to other businesses in Calmar.

Thanks very much for your consideration.

Bob Iwanicka

Sent from my iPad

Town of Calmar

Request for Decision (RFD)

Meeting:	Regular Meeting of Council
Meeting Date:	June 20, 2022
Originated By:	CAO Losier
Title:	Thomas Six Tax Reduction Request
Approved By:	CAO Losier
Agenda Item Number:	8 B

BACKGROUND/PROPOSAL:

At the June 6, 2022 Council meeting, Administration presented to Council a report regarding a tax reduction request for the property owned by the Thomas family. Their property was impacted by the Minimum Tax Levy. Council requested additional information about the impacted properties by the Minimum tax and the option under the Municipal Government Act.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The Minimum taxation is impacting 44 properties within the Town of Calmar. These properties are:

- 7 residential vacant lots;
- 6 linear properties;
- 30 residential properties within the mobile home park; and
- 1 farmland.

The Minimum Tax Rate Levy is anticipated to generate approximately \$8,000 in taxation.

The concerned property is the farmland (approx. 60ft X 2600ft) that has no services or direct access. The land is assessed at \$1,000.00, and the taxes have been less than \$20.00/year in the past. Due to the Minimum Tax Levy, the property tax has gone up to \$502.75 for 2022 (municipal + requisition).

From a land use perspective, it is important to note that the property is adjacent to the railway. According to the Federation of Canadian Municipalities Proximity Guidelines, municipalities shouldn't allow buildings within 15 meters of a branch line (section 3.3.1). Therefore, it is unlikely that said property will be developed for residential purpose. As there is a residential ASP north of said property, the Town shouldn't consider industrial land uses either for this property as it

would create nuisances for the future residents. Therefore, the future land use options are relatively limited to agricultural and/or park space.

Option 1: Council could maintain the current taxation.

Option 2: As per section 347 of the MGA, Council could:
347 (1) (b) cancel or refund all or part of a tax. Therefore, Council could choose to cancel or refund the Minimum Tax levy for the property, leaving the owner to pay the municipal, special, and requisition portion of taxation, which amount to a total of \$14.92

COSTS/SOURCE OF FUNDING (if applicable)

Calmar would see a reduction of \$487.83 in taxation revenues with option 2. Option 1 contains no costs.

RECOMMENDED ACTION:

Council makes a motion to cancel the minimum taxation for this parcel as it cannot be developed due to its location.

Council directs the CAO to initiate land partnership and/or acquisition discussion with the owners for the purpose of creating a municipal reserve (MR) that would become park space.

Town of Calmar

Request for Decision (RFD)

Meeting:	Regular Meeting of Council
Meeting Date:	June 20, 2022
Originated By:	DPW Melesko
Title:	Sidewalk Clearing Bylaw Enforcement
Approved By:	CAO Losier
Agenda Item Number:	8 C

BACKGROUND/PROPOSAL:

I received a visit from the owner of 4819 – 50 Street, regarding charges related to sidewalk clearing which were added to their tax roll.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The owner indicated that they received a courtesy notice dated March 1, 2022 stating that tax roll 0427 had an outstanding balance of \$479.40. After review of their records, it was clear that the taxes were indeed paid in full and did not understand the outstanding balance of \$479.40. They met with Ms. Bryans where it was explained that the additional charges were related to The Sidewalk Clearing Bylaw 2009-02. According to Bylaw 2009-02 property owners must clear sidewalks within 48hrs. of a snowfall. The lot in Question 4819-50 Street had on two separate occasions did not meet this requirement and therefore Officer Leggio had the sidewalks cleared at a charge of \$239.70 per cleaning, totalling \$479.40. As per Acting CAO Anderson sidewalk clearing was added directly to the tax account of the property owner and no invoice was created; hence the owners were not aware of the additional fees.

Through correspondence with Acting CAO Anderson, and Mayor Carnahan, they explained their displeasure in the way this additional charge was administered however had indicated in a letter dated April 17th, 2022 that they would be willing to pay for one cleaning, if the Town would forgive the second cleaning.

COSTS/SOURCE OF FUNDING (if applicable)

One cleaning \$239.70

RECOMMENDED ACTION:

Option #1

Council makes a motion to forgive the second charge of clearing the sidewalk \$239.70 and have Administration advise the owner of this decision.

Option #2

Council makes a motion to decline the request to forgive the second cleaning charge and have Administration advise the owner of this decision.

Option #3

Council makes a motion to forgive both cleanings for \$479.40, and have Administration advise the owner of this decision.

Town of Calmar

Request for Decision (RFD)

Meeting:	Regular Meeting of Council
Meeting Date:	June 20, 2022
Originated By:	DPW Melesko
Title:	Leduc County Land Purchase
Approved By:	CAO Losier
Agenda Item Number:	8 D

BACKGROUND/PROPOSAL:

I received correspondence from Leduc County advising that they are required to replace a bridge culvert on Range Road 271 which is located on the west property line of the NW25-49-27-W4, (Thomas Creek Lands). In order to complete the work they will need to purchase approximately 0.05 ha. (0.12acres) of road right of way, and an additional 0.16ha (0.40 acres) of temporary easement for working space.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Because the land required is within Town of Calmar boundaries, and as per section 72(1) of the Municipal Government Act, Leduc County needs consent from the Town of Calmar Council prior to completing the purchase.

COSTS/SOURCE OF FUNDING (if applicable)

N/A

RECOMMENDED ACTION:

Council makes a motion to allow Leduc County to negotiate the purchase of the land (0.05ha) for the purpose of replacement of bridge culvert on Range Road 271.

Town of Calmar

Request for Decision (RFD)

Meeting:	Regular Meeting of Council
Meeting Date:	June 20, 2022
Originated By:	DPW Melesko
Title:	Fortis Franchise Agreement
Approved By:	CAO Losier
Agenda Item Number:	8 E

BACKGROUND/PROPOSAL:

The current Franchise Agreement with Fortis Alberta is up for renewal in April 2023.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The existing Franchise Agreement was signed in 2013 and is set to expire in 2023. As Fortis is the infrastructure owner within the Town of Calmar and as we currently have a Franchise Agreement with them it would be beneficial to remain in the partnership moving forward. There are measures we could take if we wished to change providers by forcing them to sell the infrastructure within the town limits but as the service provided has been excellent there would be no reason to look elsewhere.

COSTS/SOURCE OF FUNDING (if applicable)

N/A

RECOMMENDED ACTION:

Council makes a motion to have Administration renew the Franchise Agreement with Fortis Alberta for the upcoming 5 years.



Town of Calmar

YTD Budget Variance Trial Balance

Wednesday, June 15, 2022



Account Number	Account Description	2022 Budget	2022 YTD	Amount Remaining	Budget Variance (%) Percent	2022 Budget Comments
Operating Summary by Department						
Account Number	Account Description	2022 Budget	2022 YTD	Amount Remaining	Budget Variance (%) Percent	2022 Budget Comments
1-00-**-***	General Administration (Includes Property Taxation)	\$ (3,780,000.00)	\$ (3,358,448.56)	\$ (421,551.44)	89%	
1-11-**-***	Legislative	\$ -	\$ -	\$ -	0%	
1-12-**-***	Administration	\$ (181,700.00)	\$ (11,478.42)	\$ (170,221.58)	6%	
1-21-**-***	Policing	\$ -	\$ -	\$ -	0%	
1-23-**-***	Fire	\$ -	\$ -	\$ -	0%	
1-24-**-***	Disaster Services	\$ -	\$ -	\$ -	0%	
1-26-**-***	Bylaw Enforcement	\$ (34,100.00)	\$ (41,427.19)	\$ 7,327.19	121%	
1-32-**-***	Infrastructure & Transportation	\$ (5,000.00)	\$ (10,115.57)	\$ 5,115.57	202%	
1-41-**-***	Water	\$ (689,000.00)	\$ (233,242.74)	\$ (455,757.26)	34%	
1-42-**-***	Sewer	\$ (511,900.00)	\$ (168,143.43)	\$ (343,756.57)	33%	
1-43-**-***	Garbage	\$ (265,000.00)	\$ (97,661.52)	\$ (167,338.48)	37%	
1-49-**-***	Environment	\$ -	\$ -	\$ -	0%	
1-51-**-***	FCSS (Family & Community Support Services)	\$ (47,500.00)	\$ (6,420.26)	\$ (41,079.74)	14%	
1-61-**-***	Planning & Development	\$ (78,000.00)	\$ (25,772.20)	\$ (52,227.80)	33%	
1-62-**-***	Community Services (Includes Economic Development)	\$ (1,000.00)	\$ (47.62)	\$ (952.38)	5%	
1-72-**-***	Parks & Recreation	\$ (366,200.00)	\$ (51,801.72)	\$ (314,398.28)	14%	
1-74-**-***	Culture (Includes Library)	\$ (103,600.00)	\$ (86.98)	\$ (103,513.02)	0%	
1-97-**-***	Requisitions (Education, RCMP and Leduc Foundation)	\$ (844,100.00)	\$ (843,864.57)	\$ (235.43)	100%	
Total Operating Revenue by Department		\$ (6,907,100.00)	\$ (4,848,510.78)	\$ (2,058,589.22)	70%	
2-00-**-***	General Administration (Includes Property Taxation)	\$ -	\$ -	\$ -	0%	
2-11-**-***	Legislative	\$ 312,200.00	\$ 71,817.49	\$ 240,382.51	23%	
2-12-**-***	Administration	\$ 771,100.00	\$ 221,432.50	\$ 549,667.50	29%	
2-21-**-***	Policing	\$ -	\$ -	\$ -	0%	
2-23-**-***	Fire	\$ 175,800.00	\$ (1,937.88)	\$ 177,737.88	-1%	
2-24-**-***	Disaster Services	\$ 61,700.00	\$ 2,809.03	\$ 58,890.97	5%	
2-26-**-***	Bylaw Enforcement	\$ 186,000.00	\$ 98,795.75	\$ 87,204.25	53%	
2-32-**-***	Infrastructure & Transportation	\$ 1,091,300.00	\$ 380,683.40	\$ 710,616.60	35%	
2-41-**-***	Water	\$ 868,800.00	\$ 311,652.18	\$ 557,147.82	36%	
2-42-**-***	Sewer	\$ 399,600.00	\$ 168,529.27	\$ 231,070.73	42%	
2-43-**-***	Garbage	\$ 380,400.00	\$ 132,501.03	\$ 247,898.97	35%	
2-49-**-***	Environment	\$ -	\$ -	\$ -	0%	
2-51-**-***	FCSS (Family & Community Support Services)	\$ 156,000.00	\$ 54,716.29	\$ 101,283.71	35%	
2-61-**-***	Planning & Development	\$ 305,300.00	\$ 113,514.39	\$ 191,785.61	37%	
2-62-**-***	Community Services (Includes Economic Development)	\$ 362,500.00	\$ 109,159.10	\$ 253,340.90	30%	
2-72-**-***	Parks & Recreation	\$ 794,300.00	\$ 337,691.61	\$ 456,608.39	43%	
2-74-**-***	Culture (Includes Library)	\$ 198,000.00	\$ 78,400.01	\$ 119,599.99	40%	
2-97-**-***	Requisitions (Education, RCMP and Leduc Foundation)	\$ 844,100.00	\$ 253,980.72	\$ 590,119.28	30%	
Total Operating Expense by Department		\$ 6,907,100.00	\$ 2,333,744.89	\$ 4,573,355.11	34%	
Net Operating by Department		\$ -	\$ (2,514,765.89)	\$ 2,514,765.89		



From: [Karen Buss](#)
To: [Heather Bryans](#); [Sylvain Losier](#)
Subject: FW: A Coal Policy for Alberta - 2022 and Beyond
Date: Wednesday, June 8, 2022 4:21:41 PM
Attachments: [image002.png](#)
[image001.emz](#)
[image003.png](#)

From: Jody Hipkin <JHipkin@highriver.ca>
Sent: Wednesday, June 8, 2022 3:37 PM
To: Karen Buss <KBuss@calmar.ca>
Subject: A Coal Policy for Alberta - 2022 and Beyond

June 8, 2022
Mr. Sean Carnahan
Town of Calmar
Via email: info@calmar.ca

RE: A Coal Policy for Alberta – 2022 and Beyond

The Town of High River Mayor and Council is grateful for the ongoing support that they have received through the previously passed Town of High River Coal Policy Resolution.

On May 24, 2022 the Town of High River Mayor and Council passed the following resolution:

Coal Policy - A Coal Policy for Alberta - 2022 and Beyond Resolution #RC101-2022

WHEREAS coal exploration and development will impact water resources for downstream communities affecting businesses, residents, ranchers, farmers and ecosystems;

AND WHEREAS coal exploration and development is causing irreparable damage to the landscapes and watersheds as well as adversely affecting the public's access, use and enjoyment of Crown lands on the Eastern Slopes of Alberta;

BE IT RESOLVED THAT Council endorse the proposed policy titled – “A Coal Policy For Alberta – 2022 and Beyond” prepared by a Grassroots Coalition of Albertans including policy experts, indigenous groups, conservationists, recreation groups, ranchers and landowners;

AND THAT Council directs administration to send this document to all other urban, rural and first nations municipalities throughout Alberta and Saskatchewan asking them to endorse and sign on.

The “[A Coal Policy for Alberta – 2022 and Beyond](#)” document can be downloaded for your organization by visiting the link. The Town of High River does not require an endorsement signature in response to this letter, it is merely for informational purposes only.

If you wish to sign on and support this policy, please visit www.acoalpolicyforalberta.com. Your municipality will be added to the large list of supporters.

Sincerely,

Mayor Craig Snodgrass

MINUTES

Calmar Public Library

Apr28-2022/ Virtual - Meeting called to order by George Egler @7:02

George Egler- Chair	Patricia Hughes-Fuller – Vice- Chair	Cindy Miller – Secretary	Susan Parkinson- Library Director	
Kathy Miller	Jaime McKeag-Reber YRL rep.	Elke Hemming <i>absent</i>	Georgia Rehill	
	Carey Benson	Edward Sharpe		

Town of Calmar Library provides free and equitable access to services which meet the changing needs of our community. We are a strong partner in our community providing programs and services that bring people together, foster creativity, and encourage lifelong learning.

Treaty Six Statement:

We would like to begin by acknowledging that we are on the traditional lands referred to as Treaty 6 Territory and that the Town of Calmar and all the people here are beneficiaries of this peace and friendship treaty

Jamie McKeag motioned and Patricia Hughes-Fuller 2nd to accept the agenda as presented
carried

Approval of Minutes

Kathy Miller motioned to approve minutes from Jan22 meeting and Carey Benson - 2nd with correction to spelling of Jaime name carried

Standing Items

3.0-Town Report: Jaime McKeag-Reber & Carey Benson

- *New CAO will be announced tomorrow
- *New tax bylaw passed
- *New adult friendly (alcohol permitted) picnic tables installed
- *

3.2-YRL Report: Jamie McKay (new Rep)

- *N/A

3.3- Budget: Susan Parkinson

- * See enclosed

Georgia Rehill commented that **Thank you from the board** to Susan Parkinson -Director for all the hard work she put into budget

Georgia Rehill motions and Patricia Hughes- Fuller 2nd that we accept the operating budget as presented - carried

3.4- Director's Report including Circulation, Programs: Susan Parkinson

- * See Attached Director report
- *Explanation of where we are in putting together our new Plan of Service
- *Side note – Over Drive usage up

3.5-Occupational Health and Safety (OHS): Susan Parkinson

- * See Attached Directors' report

Ongoing Business & New Business

4.1-Letter to Govt

*Patricia Hughes-Fuller thanks George Egler on behalf of board for the well written letter thanking AB Govt for holding funding for libraries stable

6.0 YRL Focus Group

Discussion about the need to redo our 3-year Plan of Service

*Survey out and back

*PLSB to do plan of service meeting Mar 30 at library & Jordan Soussa is compiling data for our sub committee

4.3

5.0 YRL Focus Group

*Deferred till Mar

6.2 Board Training

*New board members need board training from PLSB scheduled for Apr 30 at library

6.1 Parade

*Susan Parkinson-Director let new board members know the library has a banner that is typically put on Town's float

*Susan Parkinson let board know that with budget cuts we might not be able to afford to do the bike decorating for free as have in pass

*Cindy Miller suggested that the library put out a donation basket for decorations

In -Camera

Cindy Miller made motion to go "In- Camera" @ 7:38 citing personal 2nd by Jaime McKeag-Reber- carried

Carry Benson motion to come out of In- Camera" session @8.30 2nd Patricia Hughes-Fuller - carried

Cindy Miller left meeting

Next Meeting: May26/2022

Announcements:

Motion to adjourn made by xxx 2nd by xxx at xx passed

Vison Statement:

"Our Library is more than a reflection of the community: it is the best our community can be."

What's Happening at MAY 2022



We are so excited! We have some wonderful things happening at the Library! In-house programming is back. Check it out!

LIBRARY CARD



New to the community? Library card needs renewing? Not a problem! Email circulation@calmarpubliclibrary.ca or call 780.985.3472 and one of our helpful staff will be happy to assist you.

MAY NATIONAL DAYS OF INTEREST

Here are some of the recognized national days for April we found interesting:

May 4th: National Star Wars Day

May 6th: International No Diet Day

May 24th: International Tiara Day

TAKE & MAKE KITS



We are so happy with the popularity of the Take & Make Kits. Due to this popularity and to ensure that we are serving the Calmar community and being fair to everyone, as of May 1st we have refined changes to our reservation system that originally came into effect at the start of the year:

- To reserve a kit, you must have a Calmar Public Library Card
- You can reserve one kit per child, per household (not one of each: Pre-K, Tween or Teen). If you are interested in more, you can request to go on the waiting list in the event we have unclaimed kits. (this is not a guarantee)
- We do not accept any kit reservations prior to the first of the month that the kit is available. (May kits cannot be reserved before May 1st)
- Once you have reserved kits please pick them up within 2 weeks.

What we need to know to reserve a kit:

- Name of parent or guardian
- Child name and age per kit
- Contact information (phone and email)
- Proof of Calmar Public Library card membership (eg. library barcode)
- Name of kit(s)
- Number of kits

Without all this information, we cannot reserve kits. We cannot “hold” kits for people while we wait to hear back if they reserve kits with any of the information missing. We hope this helps to clarify the Take & Make Kit reservation process.

Take & Make Kits in Celebration of Mother’s Day

This month we have kits available for all, with Mother’s Day in mind! To give everyone time to complete their Mother’s Day gift we are releasing all kits on the first Monday of May. Each kit comes with a DIY gift for mom, or you can keep it for yourself. Supplies are limited, so we suggest you reserve your kit as soon as possible. Pick up is available through our curbside service, or you can drop by during our hours of operation. We would love if you sent us a picture of your finished project to circulation@calmarpubliclibrary.ca. All kits have instructions included. Please ensure you have all the necessary information when reserving the kits.

To reserve call: 780.985.3472 or email: circulation@calmarpubliclibrary.ca

TEEN TIME – Kit release date: Monday, May 2nd, 2022

Geometric DIY Tea Light



Here is an easy geometric tealight that you can give mom for Mother’s Day. Or you can keep it for yourself! This kit may look complicated but really it is very easy and a work of art when you are finished. **Teen Take & Make Kit** is available for pick up starting **Monday, May 2nd, 2022**.

TWEEN TIME – Kit release date: Monday, May 2nd, 2022

Gem Magnetic Picture Frame



This kit will come with everything you need to make a magnetic picture frame using a clear gem. Mom will love displaying it! Everything is supplied except the picture! The **Tween Take & Make Kit** will be available starting **Monday, May 2nd, 2022**

PRE-K – Kit release date: Monday, May 2nd, 2022

DIY Wooden Picture Frame



We know mom loves pictures of the family but she is going to love them even more with this special picture frame that you have decorated yourself. You just need to supply the picture and some imagination and creativity! The release date for the **Pre-K Take & Make Kit** will be Monday, **May 2nd, 2022**.

IN-HOUSE PROGRAMS

Knit & Crochet Group – Every Tuesday starting April 5th @ 1:00 pm



Residents who like to knit or crochet are welcome to return to the Library! The Group meets every Tuesday at 1:00 pm in the program room. This group is for any and all levels of experience! Wool can be supplied if you are just learning. Don't be shy, come on down and learn a new craft or pick-up where you left off before COVID! This is a drop-in group.

Kimochis Kids

Every Wednesday for the month of May at 10:30 am



Kimochis is a social-emotional learning program that teaches children real-life skills. This program will help build the skills to identify and express emotions, self-control, problem solving and communication. This is all done while having FUN! Come on down and meet Kimochis and connect with other parents and kids. This program is in partnership with Mental Health Capacity Building Black Gold School District. Ages for participation is 3 and up while accompanied with a parent/caregiver. Registration is required.

The Alberta Foundation for the Arts Travelling Exhibition Program

A Cordial Word from May 19 to June 14th, 2022



The exhibition **A Cordial Word**, featuring works from the collection of the Alberta Foundation for Arts, shines a spotlight on flowers and the flower garden. Expressing a variety of artistic styles and media, the artworks in this exhibition invite viewers to reflect on the beauty and fragility of these natural wonders and to appreciate and nurture the flowers in their midst. Viewing is during operational hours (when program room is not in use).

Treaty Six Land Acknowledgement Ceremony

May 18th starting at 5:30 pm at the Park on Main (4718-50 Ave)



Join us as we recognize and respect Indigenous Peoples as traditional stewards of this land and the enduring relationship that exists between Indigenous Peoples and their traditional territories. The event will also include traditional dance and drumming with refreshments to follow at the Calmar Public Library. Wonderful event for the whole family!

This program is in partnership with the Town of Calmar, Creating Hope Society, and Leduc Family Network. Partnerships "Working together for everyone"

To reserve kits or register for a program: Call 780.985.3472 or Email circulation@calmarpubliclibrary.ca

CHECK THIS OUT

Dungeons & Dragons Kits to take home.



Did you know we have two Dungeons and Dragons kits you can take home? This is a great way to see if you would like the game! We have a basic kit that gives you the information to learn the game and a more advance version called *Curse of Strahd Revamped*. To reserve yours today contact the library.

DID YOU KNOW?

That by reading 20 minutes a day, you will end up reading 1.8 million words in one year. With an average of 500 words per page, that works out to 3,600 pages per year. That's about 12 books a year with 300 pages each. Not bad for 20 minutes a day!

New Items at the Library

Below are a few of the new items that we have added to our collection. Contact the library at 780.985.347 or www.calmarpubliclibrary.ca to reserve your copy today.

ADULT FICTION



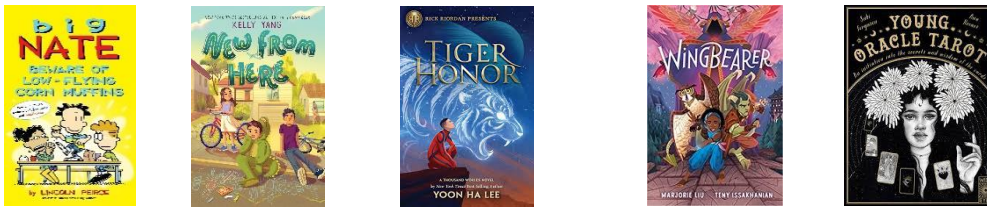
ADULT NON-FICTION



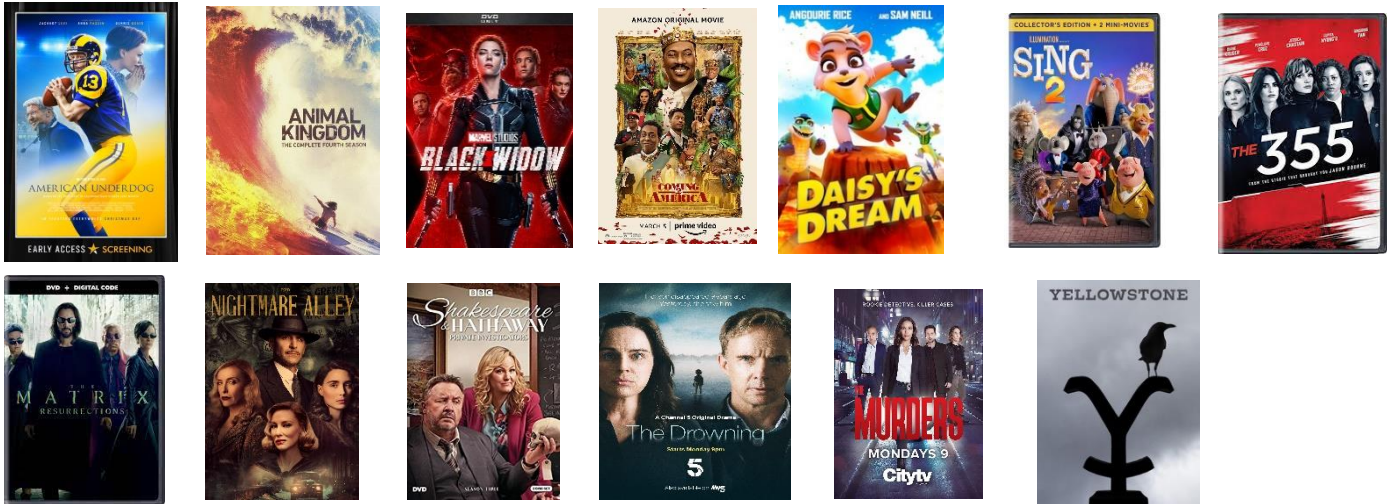
YOUNG ADULT



Jr. Books



DVD'S/AUDIO



PICTURE/BOARD BOOKS



As always, if you have any questions, please do not hesitate to contact us at 780.985.3472.

To keep up-to-date on information regarding the library please go to one of the resources below:

- Follow us on Facebook @ <https://www.facebook.com/calmarlibrary>
- Follow us on YouTube @ https://www.youtube.com/channel/UCU_34ttDgZU1zpV3WE5fWDA
- Go to our website @ <https://calmarpubliclibrary.ca/>
- E-mail us at: circulation@calmarpubliclibrary.ca
- Phone: 780.985.3472

Until next time...

Susan Parkinson

Director of Public Library Services

COUNTY OF ST. PAUL

5015 – 49 Avenue, St. Paul, Alberta, T0A 3A4
www.county.stpaul.ab.ca



Our Mission - To create desirable rural experiences

June 14, 2022

Alberta Utilities Commission
106 Street Building
10th Floor, 10055-106th
Edmonton, AB
T5J 2Y2

RE: Rising Cost of Alberta Utility Fees

There have been numerous municipalities throughout Alberta that have voiced their concern to the AUC about the current rising cost of utility fees for both electricity and natural gas.

The County of St. Paul No.19 is echoing and supporting those municipalities by submitting this correspondence and is asking for the Commission to reevaluate the fees being charged on top of the actual usage fees, and the amount of profit corporations are making off our County residents and all Albertans. The fundamentals of utilities shouldn't be an opportunity for corporate profit.

Over the past couple of years, Albertans have been faced with an extreme economic recession, the stress of the pandemic combined with rising employment uncertainty and inflation impacting food, fuel, supply shortages and housing. Individual residents are not the only ones stricken by the current utility fees, business big and small, including non-profits are struggling to keep their doors open due to the ever-increasing cost of utilities.

We urge you to take the time to consider what the rising cost of Alberta's utility fees are doing to our residents. Now is not the time to be financially stressing Albertans more by increasing utility fees, but rather a time to support all Albertans through this difficult economic time.

Sincerely,

Glen Ockerman
Reeve
Cc: David Hanson, MLA
RMA Membership
AUMA Membership

LGFF Engagement Survey

Introduction

The Government of Alberta is committed to providing predictable, long-term infrastructure funding to municipalities and other local governments. Since 2007, the province has been supporting local government infrastructure priorities through the Municipal Sustainability Initiative (MSI). The MSI has provided significant funding to local governments to support local infrastructure priorities and build strong, safe and resilient communities. The province introduced the *Local Government Fiscal Framework (LGFF) Act* in October 2019, which legislates remaining MSI funding and implements the LGFF, which will replace the MSI in April 2024.

The change from MSI to LGFF provides an opportunity to review the design of the new program that will provide capital funding to local governments. As such, we are seeking your input on the next steps – deciding how the capital funding program should be designed to reduce red tape while maintaining accountability for provincial tax dollars. This survey addresses LGFF program design, and does not deal with issues related to the allocation formula, or the amount of money in the program. **The survey is not the forum for local governments to provide feedback on the capital allocation formula. Rather, the municipal associations and the Metis Settlement General Council will be engaging with their members separately regarding the formula.**

This survey is being distributed to the Chief Elected Official of each local government eligible for funding under the LGFF. We encourage you to work closely with your councils and administrations to ensure your responses reflect the perspectives of your local government. A PDF version of the survey is available [here](#) to facilitate this work. **Please submit only one response for your municipality.**

All survey responses must be entered into this online survey. **Please Note: PDFs are not fillable forms and have been made available for facilitating your internal brainstorming between elected officials and administration. PDF forms will NOT be accepted in lieu of responses to the online survey.**

Please complete the survey by 6:00pm, **June 13, 2022.**

It will be possible for you to save an incomplete survey and return to it at a later time, though any survey which has been completed cannot be revisited. Should you require assistance or have questions regarding the survey, please contact the Grants and Education Property Tax Branch at ma.geptbranch@gov.ab.ca (for information on how to provide feedback on the capital allocation formula, please contact your municipal association/Metis Settlements General Council).

Legal Statement

Any personal information provided in response to this survey is collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy (FOIP) Act* and will be managed in accordance with the privacy provisions under the FOIP Act. Should you have any questions about the collection, use or disclosure of this information, please contact the Policy and Strategy unit by email at ma.geptbranch@gov.ab.ca, or write the Director of Policy and Strategy, Alberta Municipal Affairs, 15th Floor, Commerce Place, 10155- 102 Street, Edmonton, Alberta, T5J 4L4.

Survey Questions

MUNICIPALITY

1. Please indicate the local government you represent.
 - [open text response]

FORMS

2. Do you find the MSI Capital application form complex or challenging to complete?
 - Yes
 - No
 - Unsure
3. If yes, what information on the MSI Capital application form is the most complex or challenging for you to provide? Please rate the following components based on their complexity (1=Least complex/challenging to 5=Most complex/challenging).
 - Application/amendment form
 - Anticipated start date
 - The breakdown of project category (Question 4 on the application)
 - The quantity of the resulting capital asset (Question 5 on the application)
 - Differentiating between new/rehab/replace (Question 5 on the application)
 - The project outcomes (Question 6 on the application)
 - Asset ownership (Question 7 on the application)
 - Non-profit organization details (Question 8 on the application)
 - Municipal forces (Question 9 on the application)
 - The estimated project financial information, i.e. functional planning, construction (Question 10 on the application)
 - Other Grant Funding (Question 11 on the application)
4. Do you find the Statement of Funding and Expenditures (SFE) form complex or challenging to complete?
 - Yes
 - No
 - Unsure
5. If yes, what information on the SFE form is the most complex or challenging for you to provide? Please rate the following components based on their complexity (1=Least complex/challenging to 5=Most complex/challenging).
 - Credit items
 - Providing the full break-down of project costs by funding sources
 - Understanding what goes in each column on the SFE Form (labels are confusing)
 - Other (please specify) [open text response]

6. Under the current MSI program, the due date for submitting the SFEs is May 1 of the following year. Is this timeline for submitting SFEs appropriate?
 - Yes, the timeline is appropriate and does not need to be changed
 - No, an earlier date would be better
 - No, a later date would be better
 - Other (please specify) [open text response]

7. To ensure municipalities have accurate financial reporting for capital budgeting purposes, SFEs are compared to the financial statements to ensure errors are proactively identified. Do you have suggestions for how this practice can be improved?
 - No
 - Yes (please specify) [open text response]

TIMING TO SAVE FUNDS

8. Given typical project costs and timelines, what is a reasonable/appropriate amount of time to save LGFF funding to expend on larger capital projects?
 - Longer than 5 years
 - Within 5 years
 - Within 3 years
 - Within 2 years
 - Other (please specify) [open text response]

ELEMENTS TO BE RETAINED AND IMPROVED

9. What are the key elements of the MSI capital component that you would like to see continued in LGFF? (Please select up to 5)
 - Ability to “save up” funding for larger projects
 - Ability to pay for projects with future years’ funding
 - Restructuring policy, that benefits municipalities receiving dissolved municipalities for five years after restructuring
 - Ability to start projects in advance of ministerial approval
 - Ability to fund borrowing costs
 - Ability to amend project funding and scope
 - Broad range of eligible project categories
 - Ability to contribute MSI funding to other eligible entities
 - Ability to combine grant funding with that of other grant programs (grant stacking)
 - Other (please specify) [open text response]

10. Recognizing the need for the provincial government to remain accountable for taxpayer funding, in what ways could the LGFF program be improved or made more efficient than the MSI capital program for local authorities to administer. (Please select up to 5)

If necessary, refer to the [MSI capital program guidelines](#) for more information about current policies.

- Expand project eligibility
- Expedite the application and amendment approval processes
- Simplify the reporting and accounting requirements
- Change the payment processes
- Remove the condition to expend annual allocations within six years
- Change the maximum project commitment thresholds
- Reduce the number of allowable capital project submissions per year
- Eliminate the ability to grant stack
- Simplify communication and project recognition requirements
- None of the above. Maintain the current MSI program design
- Other (please specify) [open text response]

11. How could your selected actions from the previous question (top 5) be improved?

- [Open text response]

ASSET MANAGEMENT

12. Asset management is the process of making decisions about the use and care of infrastructure to deliver services in a way that considers current and future needs, manages risks and opportunities, and makes the best use of available resources funding sources. What tools, resources, and program conditions could be used in the LGFF program to best support asset management practices in your community? (Please select up to 5)

- Make asset management costs eligible for LGFF funding
- Make asset management costs eligible for funding under other Municipal Affairs grant programs
- Require capital projects to be part of the local authority's asset management plan to be eligible for LGFF funding
- Require a portion of each local government's LGFF funding to be used for provincially defined asset management resources and activities, such as workshops, training, tools, work plans, etc.
- Enable local governments to receive a greater percentage of LGFF funding if they fulfill defined asset management goals
- Require core infrastructure (water, wastewater, roads, etc.) be brought to a reasonable condition level prior to submitting other projects
- Apply restrictions, such as municipalities deemed to be "at risk" in the Municipal Affairs Business Plan performance measure [[Link to Municipal Indicators](#)] being limited to only funding core capital projects
- None of the above
- Other (please specify) [open text response]

DISASTER RESILIENCY

13. What would be the best ways for the LGFF to encourage local governments to build infrastructure that is more resilient to natural disasters? (Please select up to 5)
- Ensure the ability to cost-share with other disaster resiliency programs continues
 - Program guidelines provide information about best practices, tools and resources related to disaster resilience
 - Project eligibility descriptions in the program guidelines include examples that demonstrate resilience
 - Project eligibility expanded to fund projects associated with 'natural infrastructure' such as wetlands and firebreaks
 - Local governments must confirm on project applications that they have considered natural disasters in project planning for the project to be eligible for LGFF funding
 - Local governments must consider disaster resilience in their asset management plans as a requirement for the funding
 - A percentage of each local government's LGFF funding must be used for infrastructure that mitigates natural disasters
 - Require resilience assessments for projects deemed to be at higher levels of disaster risk (i.e. infrastructure located on a flood plain)
 - Specify that infrastructure built on a floodplain is not eligible for funding
 - Other (please specify) [open text response]

PROJECT MANAGEMENT

14. What aspects of the current MSI capital program make your project management practices more challenging?
- [open text response]
15. Are there ways in which the LGFF program administration can be designed to better align with your local government's project management practices?
- [open text response]

SUSTAINABILITY/VIABILITY

16. In what ways could the design of the program help address the needs of communities with sustainability/viability challenges?
- [open text response]

OUTCOMES

17. Do you currently collect outcome related information based on your federally or provincially funded capital spending (e.g. 10 km of new lane roadway has resulted in a 10% decrease in accidents and improved commute times by 30%)? If so, can you provide some examples of outcome related data you currently collect?
- No
 - Unsure
 - Yes (please specify) [open text response]

18. If no, do you foresee any challenges related to collecting outcome related information?

- No
- Yes (please specify)

INFRASTRUCTURE CONDITION ASSESSMENTS

19. Do you collect infrastructure condition assessments?

- Yes
- No
- Unsure

20. If no, do you foresee any challenges related to collecting outcome related information?

- [open text response]

TECHNOLOGICAL REQUIREMENTS

21. LGFF will be administered using an online administration system. Thinking of the online system you use to submit projects and SFEs for MSI Capital, do you have concerns or suggestions for improvement?

- [open text response]

22. MyAlberta Digital ID for Business (MADI-B) is the Government of Alberta's external partner identity and access management service and is used to authenticate external users of Government of Alberta online services. It is likely that the new IT system for LGFF will use this service to authenticate users. In order to make use of MADI-B-protected services, an external user must first register a MADI-B account. Does your organization already have MADI-B accounts for other Government of Alberta services?

- Yes
- No
- Unsure

23. The current online system for the MSI Capital program provides two on-demand reports, Financial Summary Report and Project Application Report, to assist you with managing the grant program. Are these reports sufficient for you?

- Yes
- No
- Unsure

24. If no, can you suggest additional report capabilities that would assist you with administering your grant funding under the LGFF program?

- [open text response]

GENERAL/CONCLUDING THOUGHTS

25. Is there anything else you wish to share on how the LGFF funding program should be designed and administered? Please provide comments here.

- [open text response]