

TOWN OF CALMAR REGULAR COUNCIL MEETING TO BE HELD
IN PERSON AND VIRTUALLY ON JANUARY 16, 2023,
COMMENCING AT 7:00 PM

GoToMeeting
Public Access Code: 211-016-493

AGENDA

- | <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 – December 19, 2022
b) Special Meeting of Council – January 11, 2023 |
| 6. | Unfinished Business – None |
| 7. | Bylaws or Policies
a) Policy #2022-103 – Sponsorship Policy
b) Bylaw #2022-22 – Rates & Fees Bylaw |
| 8. | New Business
a) Calmar & District Ag Society – Request for Waiver/Reimbursement of Franchise Fee
b) IDP Update – Discussion Only
c) Organizational Meeting Follow-Up
d) Update on Reporting (Tools & Timeline) – Discussion Only
e) Canada Day Grant – Discussion Only/Visual Presentation
f) Brownlee LLP – Emerging Trends in Municipal Law |
| 9. | Financial – None |
| 10. | Department Reports – None |
| 11. | Council and Committee Reports
a) Mayor Carnahan – Not Submitted
b) Councillor Faulkner
c) Councill Gardner
d) Councillor McKeag Reber – Not Submitted
e) Councillor Benson |
| 12. | Action Items – None |
| 13. | Correspondence
a) Letter from RCMP – Re: Fall 2022 AM Conference Discussion
b) It’s Logical Strategic Planning Services |
| 14. | Clarification of Agenda Business – (Open mic) |
| 15. | Closed Session
a) Development - (Pursuant to Section 25(1)(b) of the Freedom of Information and Protection of Privacy Act) |
| 16. | Adjournment |

**REGULAR MEETING OF COUNCIL
OF THE TOWN OF CALMAR WAS HELD IN PERSON
AND VIRTUALLY ON MONDAY DECEMBER 19, 2022**

Access Code: 211-016-493

1. **CALL TO ORDER:** Mayor Carnahan called the Regular Council Meeting of December 19, 2022, to order at the hour of 7:05 pm.

PRESENT: Mayor Carnahan, Councillors Gardner, Faulkner, McKeag Reber, CAO Losier,
Acting DCS Bryans

Absent with regrets Councillor Benson

2. **ADOPTION OF AGENDA:**

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

**CARRIED
R-22-12-0422**

Addition of the revised Operating and Capital budgets from Special Council meeting December 17, 2022

Addition of TMP & Hayduk Lumber as delegations

3. **PUBLIC HEARINGS: None**

4. **DELEGATIONS:**

Moved by Councillor McKeag Reber to grant TMP an extension on the purchase of the business license and development permit until the end of the business day on January 6th, 2023.

**CARRIED
R-22-12-0423**

Mayor Carnahan thanked Garrett Hayduk for his presentation at the time being 7:21pm

5. **ADOPTION OF MINUTES:**

- a) **Regular Council Meeting** – December 05, 2022

Moved by Councillor Gardner that the minutes of the Regular Council Meeting of December 05, 2022, are hereby approved as presented.

**CARRIED
R-22-12-0424**

- b) **Special Meeting of Council** – December 17, 2022

Moved by Councillor Gardner that the minutes of the Special Meeting of Council on December 17, 2022, are hereby approved as presented.

**CARRIED
R-22-12-0425**

6. **UNFINISHED BUSINESS: None**

**REGULAR MEETING OF COUNCIL
OF THE TOWN OF CALMAR WAS HELD IN PERSON
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Access Code: 211-016-493

7. BYLAWS or POLICIES

a) Bylaw #2022-22 Fees & Rate Charges Bylaw

Moved by Mayor Carnahan that Council pass a motion to give first reading to Bylaw #2022-22 Fees and Rate Charges.

**CARRIED
R-22-12-0426**

8. NEW BUSINESS: None

9. FINANCIAL:

a) CAO Losier RFD – 2023 – 2025 Interim Operating Budget and 2023 – 2033 Interim Capital Budget

Moved by Councillor Gardner that Council pass a motion adopt the 2023 – 2025 Interim Operating Budget and the 2023 – 2033 Interim Capital Budget as amended.

**CARRIED
R-22-12-0427**

Recess at 8:39 pm
Reconvene at 8:46 pm

10. DEPARTMENT REPORTS: None

11. COUNCIL AND COMMITTEE REPORTS: None

12. ACTION ITEM: None

13. CORRESPONDENCE:

a) Letter from Minister Ellis – Re: Changes to Victim Services

Moved by Councillor Gardner that Council passes a motion to accept this as information.

**CARRIED
R-22-12-0428**

14. CLARIFICATION OF AGENDA BUSINESS – (Open mic)

15. CLOSED SESSION:

a) Development – (Pursuant to Section 25(1)(b) of the Freedom of Information and Protection of Privacy Act)

Moved by Councillor Faulkner that the Regular Council Meeting temporarily adjourn, and Council sit in Closed Session at this time being 8:48 pm.

**CARRIED
R-22-12-0429**

CAO Losier and Acting DCS Bryans remained in the meeting for the Closed Session.

Moved by Councillor McKeag Reber that the Regular Council Meeting reconvene from Closed Session at this time being 9:55 pm.

**CARRIED
R-22-12-0430**

16. ADJOURNMENT:

**REGULAR MEETING OF COUNCIL
OF THE TOWN OF CALMAR WAS HELD IN PERSON
AND VIRTUALLY ON MONDAY DECEMBER 19, 2022**

Access Code: 211-016-493

The Regular Council Meeting adjourned at 9:57 pm.

These minutes signed this 16th day of January 2023.

Mayor Carnahan

CAO Losier

Un-Approved Minutes

**SPECIAL MEETING OF COUNCIL TO BE HELD
IN PERSON AND VIRTUALLY ON JANUARY 11, 2023
COMMENCING AT 7:00 PM**

GoToMeeting
Public Access Code: 738-393-413

1. **CALL TO ORDER:** Mayor Carnahan called the Special Meeting of Council of January 11, 2023, to order at the hour of 7:10 pm.

PRESENT: Mayor Carnahan, Councillors Faulkner, Gardner & McKeag Reber, CAO Losier & Acting DCS Bryans, members of public

Absent with regrets: Councillor Benson

2. **ADOPTION OF AGENDA:**

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

**CARRIED
R-23-01-001**

3. **BYLAWS OR POLICIES**

- a) **Bylaw #2023-04 – Amendment to the Land Use Bylaw**

Moved by Councillor McKeag Reber Council passes a motion to give Bylaw #2023-04 – Amendment to the Land Use Bylaw first reading as amended.

**CARRIED
R-23-01-0002**

- b) **Bylaw #2023-05 – Amendment to the Land Use Bylaw**

Moved by Councillor Faulkner that Council passes a motion to give Bylaw #2023-05 – Amendment to the Land Use Bylaw first reading.

**CARRIED
R-23-01-0003**

Moved by Councillor Gardner Council passes a motion to instruct Administration to report back to Council the variances issued due to the amendment of the bylaw no later than one year from January 31, 2023. Furthermore, would like a policy developed with regards to how variances will be issued at the discretion of the Development Officer.

**CARRIED
R-23-01-0004**

- c) **Policy #2017-026 – Amendment to the HR Policy**

Moved by Mayor Carnahan that Council passes a motion to adopt the amendment to Policy #2017-026 – HR Policy, regarding the Expense Reimbursement Policy.

**CARRIED
R-23-01-0005**

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4. NEW BUSINESS

a) Leduc County Disaster Services Agreement Update

Moved by Councillor Gardner that Council passes a motion direct the Mayor and CAO to proceed with the proposed changes as identified in yellow in the agreement, remove the calculation for CPI and to extend the term to June 30, 2024.

**CARRIED
R-23-01-0006**

Recess @ 9:00 pm
Reconvene @ 9:12 pm

b) Leduc Regional Housing Foundation Support Request

Moved by Councillor McKeag Reber Council passes a motion to support the LRHF in its initiative to secure funding for a 22 unit building and pledge \$6,765 to the project.

**CARRIED
R-23-01-0007**

c) ICF Proposed Update – Discussion Only

5. CLOSED SESSION

- a) Personnel - (Pursuant to Section 24(1)(b)(i) of the Freedom of Information and Protection of Privacy Act).
- b) Development - (Pursuant to Section 25(1)(b) of the Freedom of Information and Protection of Privacy Act)

Moved by Councillor Faulkner that the Special Meeting of Council temporarily adjourn, and Council sit in Closed Session at this time being 9:35 pm.

**CARRIED
R-23-01-0008**

CAO Losier and Acting DCS Bryans remained in the meeting for the Closed Session.

Moved by Councillor Faulkner that the Special Meeting of Council reconvene from Closed Session at this time being 10:41 pm.

**CARRIED
R-23-01-0009**

Moved by Councillor McKeag Reber that the Special Meeting of Council extend past 10:00pm.

**CARRIED
R-23-01-0010**

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6. ADJOURNMENT:

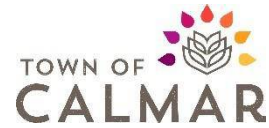
The Special Council Meeting adjourned at 10:41 pm.

These minutes signed this 16th day of January 2023.

Mayor Carnahan

CAO Losier

Un-Approved Minutes



Town of Calmar

Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	January 16, 2023
Originated By:	EDO McIntosh
Title:	Sponsorship Policy
Approved By:	CAO Losier
Agenda Item Number:	7 A

BACKGROUND/PROPOSAL:

Administration has been approached by multiple businesses that are interested in sponsoring programs and events in 2022. This has identified a need for clear protocol on the solicitation, management, and execution of sponsorship and advertising to ensure that any sponsorship aligns **with the town's vision, values, and strategic plan. This policy will guide the advertising within the sponsorship packages, naming rights, and would not reflect donations and gifts.**

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

In alignment with the Town of Calmar's identified value of Growth and Innovation, the opportunity to partner with local businesses and residents ensures that sustainable and forward-thinking approaches to revenue generation are imbedded in administrative practices.

In the past, the Town of Calmar as partnered with the Calmar Minor Hockey Association in the Advertising banners in the arena Agreement that was signed in September of 2018 and ended at the end of the ice season in 2021. The agreement was extended to include the ice season 2021 – 2022. There is currently no agreement to cover the advertising banners being hung in the arena. A new agreement will need to be developed to incorporate the parameters of the sponsorship policy once it is approved.

Option 1 –

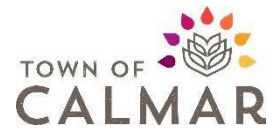
Move to approve the Sponsorship and Advertising policy as presented.

Option 2 –

Move to refer to administration for further review.

COSTS/SOURCE OF FUNDING (if applicable)

Advertising fees for promotional materials to announce these new opportunities for our businesses and residents. \$500.00



RECOMMENDED ACTION:

Administration recommends that Council passes a motion to approve the attached amended Sponsorship Policy.



POLICY

POLICY No. 2022-103
TITLE: Sponsorship & Advertising

APPROVAL DATE: NOVEMBER 07, 2022
AMENDED DATE: JANUARY 16, 2023

DEPARTMENT: ECONOMIC DEVELOPMENT

REVISION DATE:

MAYOR: _____

CAO: _____

Policy Statement:

The Town of Calmar provides this policy as an authorized framework for soliciting and entering into Sponsorship Agreements with external party that support Town-owned facilities and event.

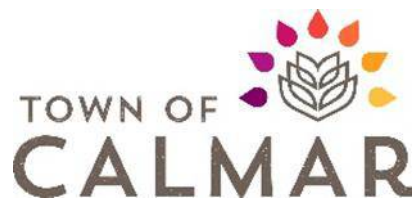
Purpose:

The purpose of this Policy is to establish a protocol that:

1. Provides employees of the Town of Calmar guidelines and procedures with respect to recruiting external sponsorship for Town-owned facilities and/or events.
2. To recognize and capture revenue potential associated with sponsorships.
3. **To protect the Town from risk and uphold the Town's stewardship role to safeguard Town assets and interests.**
4. Provides **opportunities to external parties to invest in Calmar's** community development while promoting their own business/association/corporation.

Definitions

- Assets– means Town-owned facilities and/or land that have potential financial or marketing value as described in the Asset Management Policy # 2020-062.
- Council – means the Council of the Town of Calmar elected pursuant to the Local Authorities Election Act, RSA 2000 c L-21.
- Exclusivity Agreement – means an agreement whereby the supplier has an exclusive right to occupy Town-owned land or to supply goods and/or services to the Town for the time period of the agreement.
- External Party - means an external corporation, organization, enterprise, association, or individual.



- Facility Naming Right– means the purchase of the exclusive right to name a Town-owned facility by an external party for a specific time period.
- Shared Sponsorship Agreement – means when more than one external party enters into an agreement with the Town of Calmar to share the sponsorship of cash or Value-In-Kind in return for exploitable commercial potential associated with any Town-initiated facilities and/or events. Any hierarchy within the shared sponsorship will be outlined in the agreement.
- Sponsor – means an external party that enters into a Sponsorship Agreement and pays cash or Value-In-Kind in return for exploitable commercial potential associated with any Town-initiated facilities and/or events
- Sponsorship Agreement – means a mutually beneficial, contractual agreement that reflects the business arrangement for the exchange of marketing benefits between the Town and an external party for a specified period of time.
- Town – means the municipal corporation of The Town of Calmar in the Province of Alberta.
- Town CAO – means the Chief Administrative Officer of the Town of Calmar.
- Town-Initiated Event – means an activity for the public organized by the Town and generally lasts less than one week.
- Town-Owned Facility – means a specific facility, amenity, or asset owned by the Town.
- Town Owned Land – means lands owned by the Town including road rights-of-way.
- Value-In-Kind – means sponsorship received in the form of goods and/or services rather than money.

Scope

This policy applies to all sponsorships received by the Town, solicited or unsolicited and to all Town departments.

This policy does not apply to:

- Independent foundations or registered charitable organizations that the Town may receive benefit from.
- Gifts or unsolicited donations to the Town.
- Funding obtained from other orders of government through formal grant programs
- Town sponsorship support of external projects where the Town provides funds to outside organizations
- Third parties who lease Town property or hold permits with the Town for activities or events (i.e. community associations).

Responsibilities

Council is responsible for **approving or denying any** Facility Naming Rights sponsorship and any Exclusivity Agreement Sponsorship.



The Chief Administration Officer is responsible for implementing this policy and reporting to Council on sponsorship activities including revenues and expenses.

The Chief Administrative Officer, or designate, is authorized to enter into any Sponsorship Agreement.

Sponsorship Categories

1. Exclusivity Agreements: A mutually agreed arrangement between the Town and an external supplier, evidenced in writing, that provides exclusive use of Town property or supply of goods and/or services to the Town in exchange for money or value-in-kind.
2. Facility Naming Rights: An external party can enter into a contractual agreement with the Town whereby the external party contributes money and/or value-in-kind to the Town in return for exclusive naming rights to a Town-owned facility.
3. Other Facility Recognition: An external party can enter into a contractual agreement with the Town whereby the external party contributes money and/or value-in-kind to the Town in return for promotional benefits within a Town-owned facility.
4. Town-Initiated Event: The financial or value-in-kind support for Town organized activities. The **sponsor's name may be directly associated with the activity (i.e. "presenting" or "title" sponsorship)** and the sponsor will be provided a variety of temporary marketing opportunities.

Sponsorship Guidelines

Any Sponsorship Agreement will adhere to the criteria and guidelines of this sponsorship policy.

The Town may enter into any Sponsorship Agreement with an External Party when such partnerships are mutually beneficial in a manner that is compatible with the Town's **mission, values, and policies and where there** is a revenue opportunity for the Town, net of the cost of providing signage or other Sponsor recognition.

The length of term for any Sponsorship Agreement may be limited to an event or for a defined period of time. The term should consider the cost of providing signage and other Sponsor recognition and still provide an adequate financial return to the Town. Facility Naming Rights agreements will not be for a term less than 5 years.

The Town may offer the Sponsor the right to renew the Sponsorship Agreement subject to reaching satisfactory terms and conditions. The current or ending sponsorship holder will be given the first right of refusal before the Town of Calmar will accept a new sponsorship.



Sponsorship will not be solicited from businesses, organizations, or individuals who, in the sole discretion of the Town, are inappropriate partners of the municipality in that their products or business activities do not align with Town values.

Sponsorship will not result in, or be perceived to result in, any competitive advantage, benefit, or preferential treatment outside the Sponsorship Agreement.

The Town will not endorse the products, services, or ideas of any Sponsor and any Sponsor is prohibited from implying that their products, services, or ideas are sanctioned by the Town.

The Town will not relinquish to the Sponsor any aspect of the Town's **right to manage**, maintain, and control Town Assets or property. Ownership remains with the Town of Calmar.

Sponsorship recognition will not detract from the physical attributes, character, integrity, or safety of any Town-initiated Event, and/or any Town-owned Facility and respect the use of the Town logo and slogan.

Sponsorships will be sought and granted using broadly based, open processes.

Sponsorship funding may only be accepted to supplement Council-approved initiatives. Sponsorships must be for purposes consistent with the Town of Calmar Goals and Values and must be considered to be in the public interest of the town.

The Town of Calmar will consider all sponsorship proposals but has no obligation to accept any. The Town reserves the right to refuse any proposal at any point, including, but not limited to, those submitted by third parties whose activities are perceived to be incompatible with the Town's goals, values or mission.

Related Documents

Signing Authority Policy #2021-091

Asset Management Policy # 2020-062

Appendix I - List of types and levels of sponsorship opportunities

Town of Calmar

Request for Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	January 16, 2023
Originated By:	CAO Losier, Coordinator Miller
Title:	User Fee Bylaw – Program Centre and update
Approved By:	CAO Losier
Agenda Item Number:	7 B

BACKGROUND/PROPOSAL:

The proposed User Fee bylaw received first reading on December 19, 2022. More work is needed before Council can make a final decision on it. Administration would like to bring it forward with the other bylaws that would need to be amended consequently to the potential adoption of the proposed fee bylaw. Furthermore, Administration did work on the format of the proposed bylaw to make it more consistent throughout the document.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

As the Town is reviewing the bylaw, several parties have showed interest in renting the Program Center on an hourly basis. As we are a few weeks away of having all documents in front of Council for considerations and/or decisions, Administration needs direction from Council for the interim period as to allowing or not the desired practice.

Below are the fees that Administration is recommending for the interim period. It is to be noted that the Damage deposit would only be required for half/full day rental and not casual renters (hourly). Having said this, any renters would be responsible for any/all damage made to the Program Center.

PROGRAM CENTRE

Local Hourly	\$20.00 + GST
Local Half-day (6 hours)	\$100.00 + GST
Local Full day	\$250.00 + GST
Non-local Hourly	\$30.00 + GST
Non-local Half-day (6 hours)	\$150.00 + GST
Non-local Full day	\$300.00 + GST
Damage Deposit	\$100.00

Similar to the Program Center, many parties has shown interest in renting the arena during summer. Administration highly recommends that Council direct Administration to apply interim fees until such time as the new bylaw is adopted.

Below are the fees that Administration is recommending for the interim period

DRY ICE/FLOOR

Local Hourly	\$50.00 + GST
Local Daily	\$400.00 + GST
Non-local Hourly	\$65.00 + GST
Non-local Daily	\$500.00 + GST
Damage Deposit	\$400.00

Option 1 – Council direct Administration to apply the proposed fees until such time as the User Fees bylaw is amended.

Option 2 – Council defines new fees to be applied until such time as the User Fees bylaw is amended.

Option 3 – Council maintains the current structure until such time as the User Fees bylaw is amended.

COSTS/SOURCE OF FUNDING (if applicable)

There are no costs related to the option beside the cost of lost opportunities should Council select option 3. Option 1 or 2 would allow Administration to process current demands received regarding the booking of the facilities. Obviously, the more the facility is being booked, the more activity/event/program options could be made available to the residents of Calmar and Leduc County. As well, the proposed fees would enable the Town to remain competitive while recuperating some of the cost associated with maintaining and operating the facilities.

RECOMMENDED ACTION:

That Council approves option 1.

TOWN OF CALMAR
BYLAW NO. 2022-22

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 or adopt a new bylaw with fees and rates.

Schedules

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

Rescinding

3. Bylaw No. 2018 – 27 and Bylaw 2016-09 are hereby rescinded.

Read a first time this 19th day of December, 2022.

Read a second time this day of January, 2023.

Read a third time and approved this day of January, 2023.

Mayor Carnahan

CAO Losler

This Bylaw signed this day of January, 2023.



SCHEDULE "A"
FEE SCHEDULE

ADMINISTRATION

FEES

Town Coffee Mugs	\$5.00 + GST
Town Hats	\$15.00 + GST
Town Pins	\$2.50 + GST
Tax Certificates	\$25.00 + GST
Tax Searches	\$25.00 + GST
Tax Notification Filing Fee	\$200.00
Not Sufficient Funds fees	\$35.00
Fax/Photocopying	\$0.25per page/\$1.50 long distance
Chronicle advertising (business card size)	\$25.00 + GST
Chronicle advertising (quarter page ad)	\$50.00 + GST
Chronicle advertising (half page ad)	\$75.00 + GST
Chronicle advertising (full page ad)	\$100.00 + GST
Chronicle advertising shown above request for color fees doubled	
Land Use Bylaw (Photocopy)	\$75.00 + GST
Municipal Development Plan (Photocopy)	\$75.00 + GST
Paper Copy of Utility Bill	\$2.00 + GST (starting March 01/2023)

FACILITY RENTAL RATES

FEES

1. 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

2. PROGRAM CENTRE

Local Hourly	\$20.00 + GST
Local Half-day (6 hours)	\$100.00 + GST
Local Full day	\$250.00 + GST
Non-local Hourly	\$30.00 + GST
Non-local Half-day (6 hours)	\$150.00 + GST
Non-local Full day	\$300.00 + GST
Damage Deposit	\$100.00

3. 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

4. PUBLIC GROUNDS CAMPING

RV / Overnight / Per Unit	\$30.00 + GST
Tent / Overnight / Per Unit	\$ 20.00 + GST

5. MIKE KARBONIK ARENA ICE

Local Youth Hourly	\$125.00 + GST
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Out of Town Youth Hourly	\$150.00 + GST
Local Adult Hourly	\$200.00 + GST
Out of Town Adult Hourly	\$225.00 + GST

6. DRY ICE/FLOOR

Local Hourly	\$50.00 + GST
Local Daily	\$400.00 + GST
Non-local Hourly	\$65.00 + GST
Non-local Daily	\$500.00 + GST
Damage Deposit	\$400.00

PLANNING & DEVELOPMENT

FEES

(linked to Municipal Government Act and Land Use Bylaw)

1. PLANNING:

Municipal Development Plan amendment	\$750.00 + GST plus advertising cost
Land Use Bylaw amendment	\$750.00 + GST plus advertising cost
Area Structure Plan Adoption & amendment	\$1,000.00 + GST plus advertising cost
Compliance request (non-rushed 10-day service)	\$80.00 + GST
Compliance request (rushed 0-3 day service)	\$120.00 + GST

2. SUBDIVISION:

Standard Subdivision	\$250.00 per parcel + GST
Boundary Adjustment	\$250 per parcel + GST
Condominium Plan Consent	\$40.00 per unit + GST
Extension	\$100.00 + GST
Fee at Endorsement	\$150.00 per parcel + GST

3. DEVELOPMENT AGREEMENT FEES:

Affecting 1 parcel:	\$2,000 + GST
Affecting 2 or more parcels:	\$3,500 + GST

4. DEVELOPMENT PERMIT:

Notification for discretionary use	\$125.00 + GST
Dwellings (up to 4 dwelling units)	\$100.00 per unit+ GST
Dwelling, Multi-units (5 dwelling units and more)	\$500.00+ GST
New Commercial/New Industrial	\$100.00+ GST
Manufactured Home (mobile home park)	\$100.00 + GST + \$500.00 deposit to be refunded when skirted
Residential additions	\$50.00 + GST
Accessory Buildings – Garages	\$50.00 + GST
Accessory Buildings – sheds	\$50.00 + GST
Accessory Decks (attached or detached)	\$50.00 + GST
Basement Renovations	\$50.00 + GST
Signs permits	\$50.00 + GST
Development Appeal fees	\$285.00 + GST
Home Based Business Development Permit fee	\$100.00 + GST plus notification fee when applicable
Change of use	\$50.00 + GST
Any other development not identified within the table	\$50.00 + GST

Note: Development Permits are not required for installation of a wood burning stove, hot tub or sheds less than 10 m2 (<160 ft2)

Note: Development Permit fees does not include water meter fees as per Bylaw adopted.

Note: Advertising costs in local paper are based on actual cost the Town is billed

ECONOMIC DEVELOPMENT

(linked to Business License Bylaw)

Resident Business License (excluding general contractor)	\$100.00 + GST
Non-resident business license (excluding general contractor)	\$300.00 + GST
Resident General Contractor Business License	\$200.00 + GST
Non-Resident General Contractor Business License	\$400.00 + GST
Home-based business	\$100.00 + GST + notification if required
Hawker & Peddlers Business License	\$150.00 + GST
Renewal fee Business license	\$100.00 + GST
Regional Business License Fee	\$50.00 + GST
Transfer of Business License (Include name change)	\$25.00 + GST
New Business License purchased after August 31	50% Of original cost
Special Event License Local – Administration Fee	\$10.00 + GST
Special Event License Non – Local – Administration Fee	\$20.00 + GST
Mobile Home Park	\$30.00 / developed stall for mobile home + GST (with Development Agreement) or \$60.00 (without a Development Agreement)

PUBLIC WORKS

(linked to Water, Wastewater, Solid Waste, and Recycling Bylaw)

PW operator labour charges	\$60.00/hour + GST
1. <u>EQUIPMENT (Equipment with labour included)</u>	
Street sweeper	\$80.00/travel + \$130.00/hour + GST
Grader	\$130.00/hour+ GST
Loader	\$130.00/hour+ GST
Hydrovac	\$200.00/hour+ GST
Loader with snowblower	\$200.00/hour+ GST
Tandem axle truck	\$100.00/hour+ GST
Single axle dump truck	\$80.00/hour+ GST
Skid Steer	\$80.00/hour+ GST
Sanding unit	\$80.00/unit+ GST
2. <u>MATERIALS:</u>	
Salt sand	\$40.00/yard + GST
Gravel	\$40.00/yard + GST
3. <u>CURB COCK (water valve)</u>	
Replacement Parts	\$260.00/assembly + GST

WATER

1. <u>UNDERGROUND SERVICE CONNECTIONS:</u>	
Connection to underground services	\$125.00 per connection + GST
2. <u>CONSTRUCTION/CONTRACTORS/RESIDENTIAL/COMMERCIAL SERVICE:</u>	
One cycle of turning the service on and off, or portion thereof	\$100.00 + GST
3. <u>METERS:</u>	
Meter repair	\$50.00 + GST or actual cost, whichever is greater
Meter testing	Actual cost

Note: All requests for water service must fill out application and pay appropriate fees prior to any work commencing.

4. BULK WATER RATES:

Key deposit	\$25.00 + GST which \$10.00 of said deposit is a non-refundable administration fee
Commercial and Industrial consumers	\$5.00 per m ³ or portion thereof
Rural agricultural consumers Annual Administration Fee	\$50.00 + GST
Rural agricultural consumers	\$3.00 per m ³ or portion thereof

5. USE OF EXISTING WATER WELL

Application fee	\$150.00 + GST
-----------------	----------------

6. WATER SERVICE CHARGES

SINGLE FAMILY, DUPLEXES, AND FOURPLEX DWELLING UNITS:

Flat rate for the first 10.88 m ³ (2,400 ga) consumed	\$93.00
For additional consumption thereafter	\$1.81 per m ³

COMMERCIAL AND INDUSTRIAL UNITS:

Flat rate for the first 10.88 m ³ (2,400 ga) consumed	\$90.00
For additional consumption thereafter	\$2.03 per m ³

APARTMENTS, CONDOMINIUMS, AND SENIORS' APARTMENTS:

Consumption rate for actual water used	\$3.60 per m ³
--	---------------------------

PUBLIC, INSTITUTIONAL, SCHOOLS:

Flat rate for the first 10.88 m ³ (2,400 ga) consumed	\$89.00
For additional consumption thereafter	\$1.81 per m ³

CHURCHES, CLUBS, ASSOCIATIONS AND CHARITABLE ORGANIZATIONS:

Flat rate for the first 10.88 m ³ (2,400 ga) consumed	\$80.00
For additional consumption thereafter	\$1.81 per m ³

REQUEST TO TURN WATER ON/OFF FOR TEST/CONSTRUCTION

Connection to Curb Stop	\$125.00 + GST
Test Turn on/off	\$100.00 + GST
Connection to Mainline	\$250.00 + GST
Construction water	\$72.00 for first 10.88 m ³ . Over 10.88 m ³ , a rate of \$1.35 / m ³ will apply

Note: Cubic meters are expressed as: "m³"; and gallons are expressed as: "ga".

Note: Public Works must be notified prior to backfill for inspection for a connection to the Curb Stop

REPLACEMENT AND/OR NEW WATER METER

5/8" Meter or metric equivalent	\$545.00 + GST
1 1/2" Meter of Metric equivalent	\$840.00 + GST
2 1/2" Meter of Metric equivalent	\$1,000.00 + GST

ALL OTHER WATER SERVICES BY AGREEMENT OF COUNCIL.

WASTEWATER

RESIDENTIAL*:

Single Family Dwelling Units per billing \$ 64.00

*Plus 50% of the amount of charges over and above the flat rate for water consumption pursuant to this bylaw for residential.

APARTMENTS, CONDOMINIUMS AND SENIORS' APARTMENTS:

Sewer (based on water consumption volume) \$1.66 per m³

COMMERCIAL & INDUSTRIAL **:

Hotel	\$177.00
Coin Laundry	\$129.00
Car Wash	\$129.00
Beauty Parlor	\$58.00
Restaurants	\$117.00
Offices	\$54.00

**Plus 50% of the amount of charges over and above the flat rate for water consumption pursuant to this bylaw for commercial and industrial properties.

PUBLIC AND INSTITUTIONAL *:

Schools	\$270.00
Churches, Clubs, Charitable Organizations	\$49.00

*Plus 50% of the amount of charges over and above the flat rate for water consumption pursuant to this bylaw for institutional properties.

ALL OTHER WASTEWATER SERVICES BY AGREEMENT OF COUNCIL.

SOLID WASTE AND RECYCLING

Collection and landfill tipping fees	\$18.00 per month + GST
Replacement for damaged or lost waste container	\$102.17 + GST
Recycling service	\$15.00 per billing + GST
Infrastructure replacement charges	\$16.25 per billing + GST

ALL OTHER SOLID WASTE AND RECYCLING SERVICES BY AGREEMENT OF COUNCIL.

ELECTRICAL CAR CHARGER

FEES

Electrical Charger at arena

\$15.00/hour + GST

ANIMALS

FEES

(linked to Hens Bylaw/ Cat and Dog Bylaw)

Hens Application	\$50.00 + GST
Hens Yearly Renewal	\$10.00 + GST
Male or Female Dogs Unaltered License	\$60.00 + GST
Neutered Male or Spayed Female Dogs License	\$30.00 + GST
Vicious Cat or Dog Unaltered License	\$1,500 + GST
Vicious Cat or Dog Neutered or Spayed	\$1,000 + GST
Male or Female Cats Unaltered License	\$100.00 + GST
Neutered Male or Spayed Female Cats License	\$30.00 + GST
Replacement Tag	\$10.00 + GST
Dog/Cat Impoundment fees	As determined by operators of boarding facility used
Vicious Cats/Dogs	\$500.00 + GST + Sustenance of animal to commence at midnight on the day of impoundment at \$25.00 + GST/day

EMERGENCY SERVICES

FEES

(linked to False Alarm Bylaw / Fire Services Bylaw)

False Alarm (1 st one in calendar year)	no charge
False Alarm (2 nd one in same calendar year)	\$500.00 + GST

False Alarm (3 rd one in same calendar year)	\$1,500.00 + GST
False Alarm (4 th one in same calendar year)	\$3,000.00 + GST
Any additional false alarm in same calendar year	\$3,5000.00 + GST
Fire and Rescue Operations on all Flightways/Roadways, provincial and non-provincial which includes but not limited to, motor vehicle, train or aircraft emergencies, including fire suppression, rescue, spill clean-up and/or extrication services.	As per Alberta Infrastructure and Transportation Policy # TCE-DC-501. \$615.00/hr/unit + replacement cost of equipment and/or materials used, lost or damaged as a result of the response
Fire and Rescue Operations in response to local state of emergencies request from other municipalities for services that do not have mutual aid or service agreements in place with Leduc County	As per Alberta Infrastructure and Transportation Policy # TCE-DC-501. \$615.00/hr/unit
Utility Companies requests for Public Safety/Standby services for emergency resources to provide/monitor/manage perimeter isolation/control zones.	As per Alberta Infrastructure and Transportation Policy # TCE-DC-501. \$615.00/hr/unit
Command Units for all calls	As per Alberta Infrastructure and Transportation Policy # TCE-DC-501. \$185.00
Cellulose Insulation Removal and/or disposal fee - Insurance Company cost recovery only	Actual cost billed to insurance company
Providing security and/or fire watch for a fire scene where the insurance adjuster could not be reached to provide security	\$100.00 per hour + GST
Fire Services site inspections at the request of the owner/ occupant of the premises	\$80.00 per hour or portion thereof + GST
Fire Investigation services, to determine the cause and origin of any fire as per Quality Management Plan	\$80.00 per hour or portion thereof + GST
Providing Fire Investigation reports for insurance companies - (1) page summary	\$50.00 per hour + GST



Town of Calmar

Request for Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	January 16, 2023
Originated By:	CAO Losier,
Title:	Calmar & District Ag Society financial support request
Approved By:	CAO Losier
Agenda Item Number:	8 A

BACKGROUND/PROPOSAL:

During the week of January 9, Administration met with a representative of the Calmar & District Ag Society, Russ Kushinski, to catch-up and discuss potential coordination/support. During the discussion, the representative asked about the fees imposed by Calmar on the utility providers. These fees are the franchise fees and the taxation on the linear/infrastructure assessment. The representative asked Administration to bring to the attention of Council their request for financial support towards their power and gas invoices.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Calmar currently does not provide any funding to the Society. They have a partnership with Leduc County, but they are independent from Calmar and not include in the Town's agreement with the County. Currently, our collaboration is limited to logistic in event planning and joint access (curling rink and arena). Future partnership should be explored.

The representative did provide the recent invoices they received. For Power, they are with Direct Energy and for December, they paid \$544 in Local Access fee paid to Calmar. For gas, they paid \$328.83 in fees for Calmar to Apex. It is important to note that these fees are charged by the utility providers based on the consumption of power/gas. The higher the consumption, the higher the fee. Therefore, it would be expected that the summer months should be lower unless the Society is on an equalized monthly plan.

Option 1 – Council could decide to support the Calmar & District Ag. Society by repaying a portion or all the franchise fees. This would have to be done via a grant to the Society as the Town does not control how the utility providers process their invoices.

Option 2 – Council could decide to not support the request of the Society.

Option 3 – Council could request from the Society to articulate their request in a letter to Council, indicating the amount they would require.

COSTS/SOURCE OF FUNDING (if applicable)

There is no financial cost to option 2, but Administration would not recommend pursuing this option. As the Town is hoping to establish partnerships and relationships within the community and the region, this entity who has a relation with Leduc County, could become a strong partner for Calmar and the residents.

Option 1 and 2 would require more info from the Society and would be subject to the extent of **Council's support.**

RECOMMENDED ACTION:

That Council approves option 3. This could allow Council to factor this request in its final budget deliberation to be held later this winter.



Town of Calmar

Request for Discussion (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	January 16, 2023
Originated By:	CAO Losier
Title:	Leduc County – Calmar IDP update
Approved By:	CAO Losier
Agenda Item Number:	8 B

BACKGROUND/PROPOSAL:

In 2019, Leduc County and the Town of Calmar developed and approved the Intermunicipal Development Plan (IDP). The intent was to update the document every 4 years to ensure that it would still meet the needs of both communities. Therefore, in 2023, we should review the document.

The document attached to the report is a working draft prepared by Leduc County's Administration to initiate the conversation. If Council has any preliminary feedback on the document, Administration can relay comments to Leduc County's Administration in our meeting scheduled for January 19.

The next step with the IDP update will likely be a meeting of the Intermunicipal Committee (Calmar-Leduc County) to finalise the updated IDP, which will after be sent to both respective Council for adoption. At this point, no official timeline has been made, but Administration believes that this should be completed within a few months early in 2023.

COSTS/SOURCE OF FUNDING (if applicable)

The work will be done internally and therefore, cost will be minimal (mileage, meal, meetings).

RECOMMENDED ACTIONS:

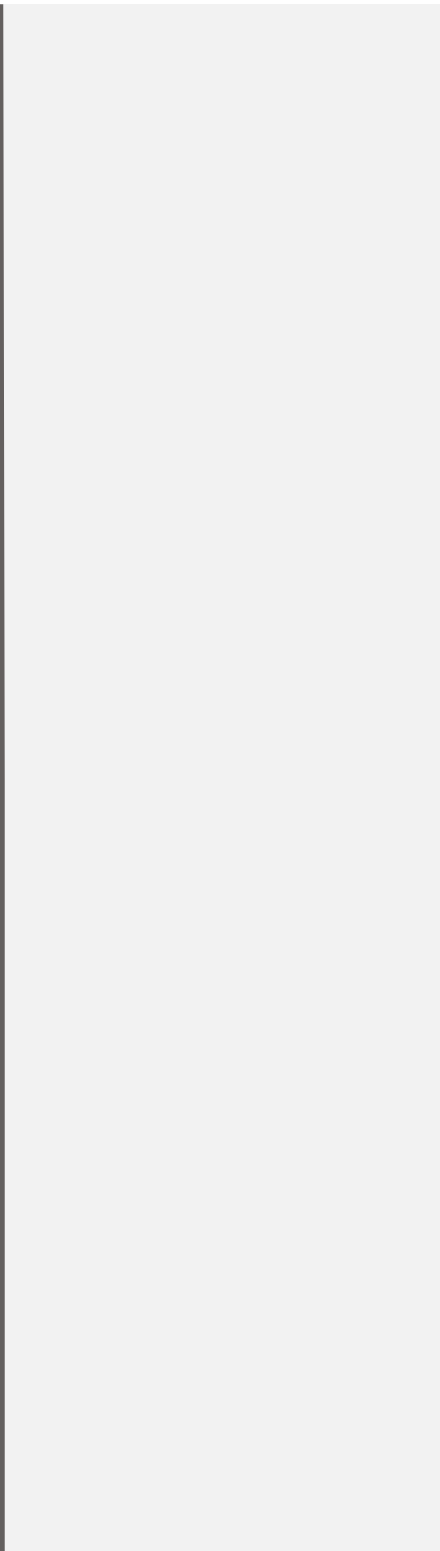
Council needs to get familiarize with the IDP and the Intermunicipal Committee members will need to participate in the joint meeting to finalise the draft that will be presented later this year to Council.



Intermunicipal Development Plan

Leduc County and the Town of Calmar







Leduc County and Town
of Calmar Intermunicipal
Development Plan

~~April 12, 2019~~

Prepared for:

Leduc County and the Town of
Calmar

Prepared by:

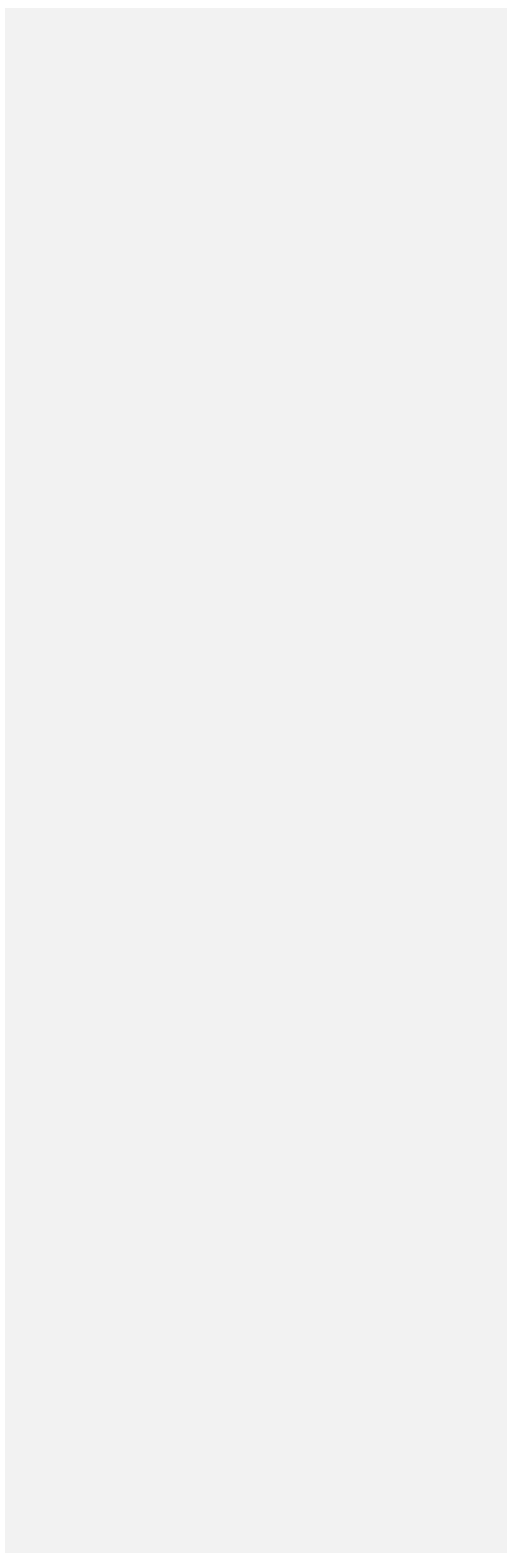
Stantec Consulting Ltd.

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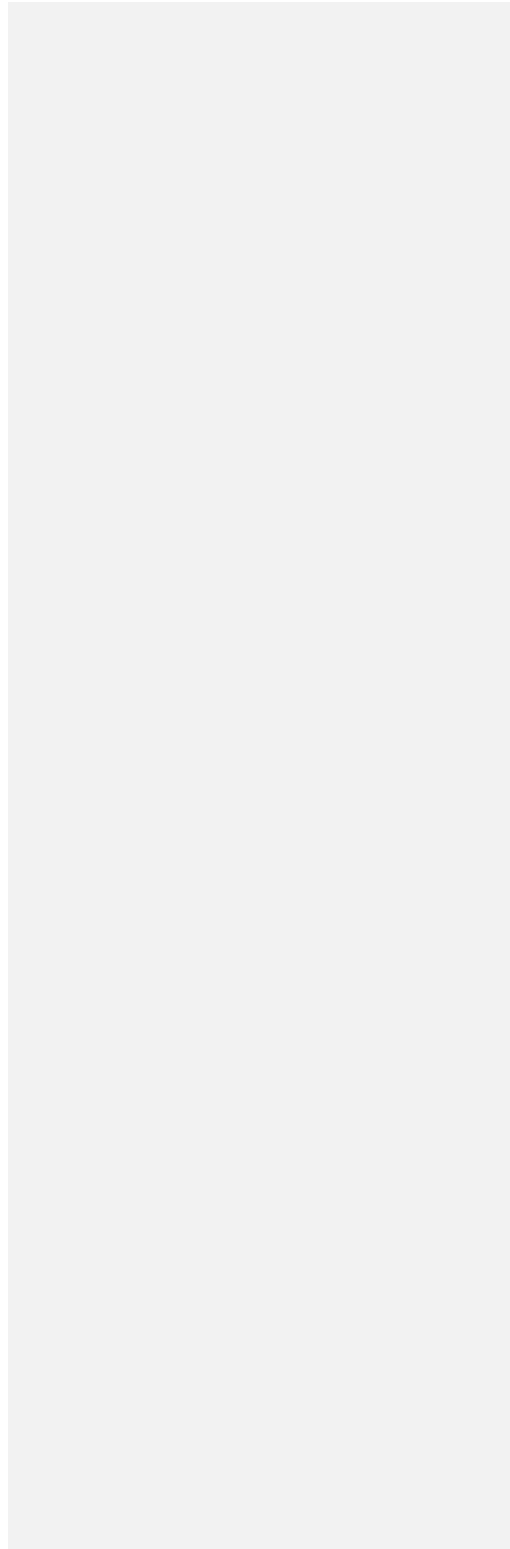


ACRONYMS

(Referenced within the document)

AEP - Alberta Environment and Parks	ISC – Intermunicipal Steering Committee
AER - Alberta Energy Regulator	IDPC - Intermunicipal Development Plan Committee
AOPA - Agricultural Operations Practices Act	LUB - Land Use Bylaw
ASP - Area Structure Plan	LUF - Land Use Framework
CFO - Confined Feeding Operations	MDP - Municipal Development Plan
ER - Environmental Reserve	MGA - Municipal Government Act
ERE - Environmental Reserve Easement	MGB - Municipal Government Board
ESA - Environmentally Significant Areas	MR - Municipal Reserve
ICF - Intermunicipal Collaboration Framework	NRCB - Natural Resources Conservation Board
IDP - Intermunicipal Development Plan	PLA - Public Lands Act.





INTRODUCTION

1.0 INTRODUCTION

1.1 HISTORY

Town of Calmar

Located directly west of the City of Leduc on Highway 39, the Town Calmar has a rich history. Initially settled by Swedish settlers in the 1890s the local post office was named “Kalmar” (now Calmar) after settler Carl John Blomquist’s Swedish home. The Swedes were followed by Ukrainian, German and other European and American settlers who were all attracted to the favourable agricultural soils in the area. The extension of the Lacombe – Leduc Railway through the community contributed to the growth of the Town which serves as a local service centre for the surrounding area ¹. The 2016 Federal Census identified Calmar’s population to be 2,228.

Leduc County

~~Strategically~~ Located south of the City of Edmonton, Leduc County has always been an important transportation and distribution hub. Agriculture has always been important to Leduc County’s success having some of the best agricultural soils in the province. This attracted homesteaders from Europe to locate in the region at the turn of the 20th century. Since 1947 and the discovery of oil at Leduc No. 1, oil and gas development has been a significant economic driver within the County and has supported the development of significant oil and gas servicing and industrial businesses. The County is also home to the Edmonton International Airport and strategic road and rail transportation corridors. The County is home to 13,780 people according to the 2016 Federal Census.

1.2 PURPOSE OF PLAN

This Intermunicipal Development Plan (IDP) is a cooperative planning initiative between the Town of Calmar (Town) and Leduc County (County) that will ensure that land use decisions within the IDP plan area are thoughtfully considered and support the long-term interests of both municipalities. The IDP also provides land use and development certainty for land owners within the IDP Boundary (refer to **Map 1 – IDP Boundary**).

This IDP provides high level policy direction that ensures development and growth are undertaken in a sustainable and responsible manner for the lands adjacent to the boundary of the Town within the County. This plan will provide the Town and the County with a comprehensive, mutually beneficial land use plan for long term growth and development while reducing the potential for conflict between the two municipalities. Growth projections for the Town of Calmar identify that there is enough land within the Town boundaries for all growth projected until 2038. However, development within the IDP Boundary must ensure that any

¹ County of Leduc No.25, 1991, *Leduc County History Book*



INTRODUCTION

long-term future expansion of the Town into this area, is not compromised by incompatible development decisions approved in the meantime.

Future Growth Requirements

To determine the future land use needs of the Town, population growth and subsequent land use consumption calculations for residential, commercial, and industrial lands were undertaken. The Town and County agreed to a future growth rate of 2.75% for the Town based upon historic Statistics Canada census data. Based upon this growth rate the population forecast for the Town is 4,047 by 2038, which is the timeframe of this IDP.

At the time that this IDP was prepared, the Town had the following lands either zoned and undeveloped or designated as urban reserve:

Gross Available Land Within Existing Town Boundaries 2018

Residential = 91 gross ha (225 ac)
Commercial = 6 gross ha (15 ac)
Industrial = 63 gross ha (156 ac)
Urban Reserve = 103 gross ha (255 ac)
Total = **263 gross ha** (650 ac) of zoned but undeveloped or urban reserve lands.

As a result of this high level growth analysis it is anticipated that approximately 80 ha of gross land within the Town's boundaries will be required for future development until 2038. This would mean that beyond 2038 the Town would have approximately 183 ha of gross land available for future development. For the purposes of this Plan it is therefore determined that the Town has sufficient land within its current boundaries to support anticipated growth for the next 20 years. However, this high level analysis does not account for unforeseen development constraints as determined through more detailed technical analysis. If technical evaluations from qualified experts demonstrate, in consultation and agreement with Leduc County, that there is a need to acquire land to accommodate additional growth of the Town, the amendment provisions within this Plan will allow for alterations to the future growth requirements stated within this IDP.

1.3 LEGISLATIVE AUTHORITY

This IDP has been prepared under the legislative authority prescribed in Section 631 of the Municipal Government Act (MGA) (as amended). The MGA requires that municipalities which share a common boundary that are not members of a growth management board must, by each passing a Bylaw, adopt an IDP to include those areas of land lying within the boundaries of the municipalities as they consider necessary. The content of an IDP is detailed as follows:

Section ~~631(2)~~ of the MGA states that an IDP:

- a) Must address:
 - i. the future land use within the area,
 - ii. the manner of and the proposals for future development in the area,



INTRODUCTION

- iii. the provision of transportation systems for the area either generally or specifically,
 - iv. the co-ordination of intermunicipal programs relating to the physical, social, and economic development of the area,
 - v. environmental matters within the area, either generally or specifically, and
 - vi. any other matter relating to the physical, social, or economic development of the area that the councils consider necessary.
- b) Must include:
- i. a procedure to be used to resolve or attempt to resolve any conflict between the municipalities that have adopted the plan,
 - ii. a procedure to be used, by one or more municipalities, to amend or repeal the plan, and
 - iii. provisions relating to the administration of the plan.

~~Leduc County is a member of the Edmonton Metropolitan Region Board (EMRB) and as such is required to submit the IDP to the EMRB through the Regional Evaluation Framework (REF) process to ensure compliance with Edmonton Metropolitan Region Growth Plan.~~

1.4 INTERMUNICIPAL COLLABORATION FRAMEWORK COMPLIANCE

The MGA Section 708.28(1) requires that municipalities that have common boundaries must create an Intermunicipal Collaboration Framework (ICF) with each other unless they are members of the same growth management board. ~~Section 708.30(1) states that municipalities that are parties to an ICF must also adopt an Intermunicipal Development Plan (IDP). Preparation of this IDP is a mandatory component of ICF compliance but is not the only requirement.~~ Section 708.29 details the content requirements of an ICF.

1.5 ROLE OF THE IDP AND THE HIERARCHY OF PLANNING DOCUMENTS

All municipal planning documents must comply with the requirements and regulations detailed in the MGA. The MGA also stipulates the requirements and authority of the hierarchy of planning documents that guide municipal planning and development in Alberta (refer to **Figure 1 - Hierarchy of Land Use Plans**). These documents provide a framework for land use and development decisions for all municipalities within the province.

The IDP, being prepared cooperatively and adopted by Bylaw by each of the participating municipalities, is a high level statutory land use planning document. Municipal Development Plans (MDPs) and Area Structure Plans (ASPs) provide more detailed and specific policy guidance for decisions on land use and development within their respective municipality. This IDP provides high level policy direction but defers to the more detailed statutory plans and policies where those exist. The IDP incorporates policies for coordinating development adjacent to the boundaries between the two municipalities.

The IDP, MDP, and ASPs must be consistent with one another, and all must be consistent with the corresponding Regional Plan. The policy direction outlined in these statutory plans informs the regulations and rules regarding appropriate land uses, and subdivision and development



INTRODUCTION

criteria detailed in the Land Use Bylaw (LUB) of each municipality. As well as non-statutory plans such as Outline Plans, Conceptual Schemes, Master Plans, and guidelines.

A fundamental component of this IDP is the establishment of development referral and communication protocols to ensure that land use decisions undertaken by either municipality are consistent with the agreed upon policy direction of this IDP for lands within the identified IDP boundary.

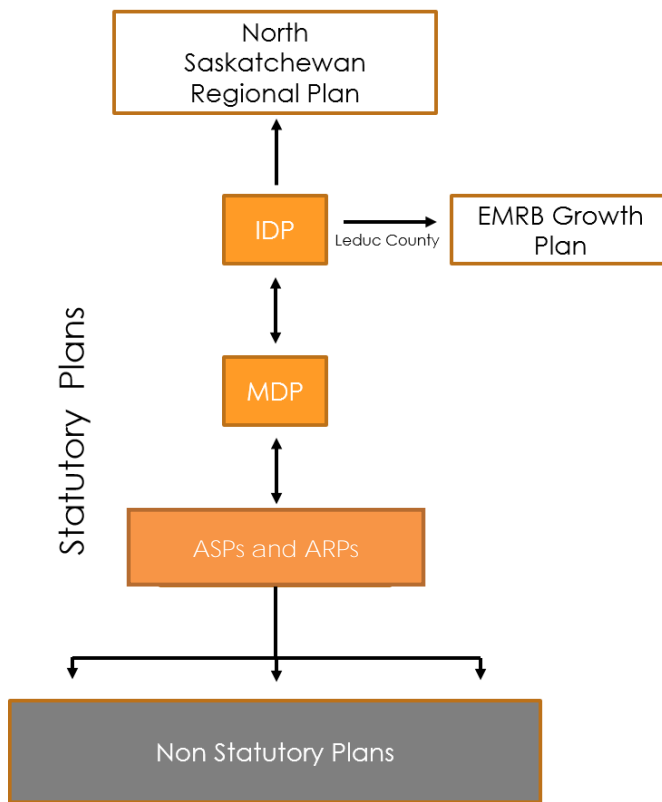


Figure 1 - Hierarchy of Land Use Plans



PLANNING PROCESS

2.0 PLANNING PROCESS

Members from both Town of Calmar and Leduc County Councils and administrations collaboratively oversaw the development of the IDP.

2.1 INTERMUNICIPAL STEERING COMMITTEE

The Intermunicipal Steering Committee (ISC) was comprised of elected officials from each municipality, supported by administrative staff. ~~The composition of the ISC that supported the development of this IDP is detailed below:~~

~~Town of Calmar~~

~~Wally Yachimtez,
Mayor~~

~~Terry Balaban,
Councillor~~

~~Krista Gardner,
Councillor~~

~~Lin Rehn, Councillor~~

~~Keith Froese,
Councillor~~

~~Ruth Sider,
Development
Officer~~

~~Ed Melesko, Director of Operations,~~

~~Leduc County~~

~~Tanni Doblanko, Mayor~~

~~Kelly Lynn Lewis, Councillor~~

~~Kelly Vandenberghe, Councillor~~

~~Julie Vizbar, Project Manager~~

~~Jordan Evans, Manager Long Range
Planning~~

The ISC reviewed the progress of the IDP's preparation and ensured there was agreement on how development within the IDP Boundary should be managed. This was done to ensure development would not cause conflict with adjacent uses. The ISC provided guidance and direction as well as valuable insight into the development of the IDP.

2.2 PUBLIC INVOLVEMENT

The IDP planning process included consultation and engagement opportunities with the community at large. Public support for the IDP is essential to its long-term success.



PLANNING PROCESS

Engagement Event # 1: Introduce the ICF and Identify Opportunities/Constraints – September 25, 2018

Approximately 53 people attended the public open house which was held September 25, 2018 at the Town of Calmar Program Centre (Community Hall). The purpose of the meeting was to introduce the project and get public feedback on the development constraints and opportunities that were identified, as well as identify any issues or concerns relating to the development of the IDP.

Engagement Event #2: Presenting the Draft Plan – March 12, 2019

This Open House gave participants an opportunity to review and comment on the Draft IDP policies. 25 people signed into the meeting at the Town of Calmar Program Centre.



PLANNING PROCESS

Statutory Public Hearing:

As required by the MGA, a Statutory Public Hearing must be held prior to 3rd reading of the IDP bylaw by both municipal councils. The Public Hearing provides stakeholders and the public the opportunity to comment on the IDP prior to the vote by the municipal councils to adopt the IDP bylaw.

2.3 BASIS OF THE PLAN

This IDP represents an agreement between the County and the Town that the planning of the area around the Town within the identified IDP Boundary must be coordinated. The coordination is necessitated by:

1. Town growth, to ensure compatibility of future uses of adjacent lands in the County.
2. Physical features and constraints, which will affect development within both municipalities and which require a common approach to ensure continuity or compatibility.
3. The need to avoid conflicts between existing and future land uses and to ensure efficiency and logical development of roads and municipal utility systems.
4. The protection of agricultural land from premature fragmentation and incompatible development.

2.4 PLAN BOUNDARY

The area influenced by this IDP is shown on **Map 1 - IDP Boundary**.

2.5 IDP PRINCIPLES

The IDP was prepared acknowledging the following principles:

1. Maintain positive and mutually beneficial relationship between municipalities.
2. Reduce potential conflicts and encourage dialogue to understand the needs, desires, and aspirations of both municipalities.
3. Support mutually beneficial coordination and delivery of infrastructure and services that provide economic development and growth for the two municipalities.
4. Confirm and support the continued future growth of the Town.
5. Promote and safeguard rural land uses and agriculture by maintaining areas for their continued use.

2.6 IDP OBJECTIVES

The objectives of the IDP are to:

1. Accommodate urban growth and rural development within the IDP Boundary in a manner which is mutually acceptable, orderly, and efficient.
2. Coordinate intermunicipal service provision where appropriate.
3. Provide development opportunities that would attract investment and create employment of benefit to both municipalities.



CONSTRAINTS

4. Protect the natural environment and ensure that its resources are used in a sensitive manner.
5. Respect required development setbacks from pipelines and well sites.
6. Affirm a mutual consultative approach with respect to implementation and administration of the IDP.

2.7 INTERPRETATION

The IDP policies contain “shall”, “must”, “will”, “should” and “may” statements.

- “**Shall**”, “**must**”, “**will**” mean, within the context of policy, the action is mandatory and must be followed.
- “**Should**” means, within the context of policy, a directive term that indicates a preferred outcome or course of action but one that is not mandatory.
- “**May**” policies indicate that the approving authority determines the level of compliance that is required.
- This document is structured so that the policies are numbered and reflect the sections they relate to. Policy must be implemented as directed. Only an amendment to the IDP as outlined in **Section 5.5** can change the interpretation of a policy from “shall” to “should” or “may”. The interpretive clauses within explanatory statements have the same intent as those stated in policies.
- Maps within this IDP are conceptual and should not be used to determine precise locations or boundaries. Additional studies and surveys will be required to do so.

3.0 CONSTRAINTS

When looking at the potential growth areas for IDP area, there are several development constraints that must be considered:

- While highways provide important transportation corridors, they present connectivity and development challenges.
- Oil and gas facilities, pipelines and power and communication rights-of-way must feature in development considerations.
- There might also be limitations to development resulting from industrial contamination.
- Natural areas and wetlands can limit development.
- Existing uses may have setbacks that have been grandfathered but would not currently be considered appropriate proximate to an urban area or other uses.
- Uses which emit smoke, odour, noise, or light pollution may be considered incompatible adjacent to an urban area.
- Highly productive agricultural lands must be protected from premature development and fragmentation.
- -Where there are challenges, there are also opportunities.

The following subsections outline the natural and man-made constraints which influence and impact where development can occur. Many of the natural constraints are identified on **Map 2 –**



CONSTRAINTS

Environmental Features and Constraints and man-made constraints are identified on **Map 3 - Existing Wells, Pipelines, and Facilities**.

3.1 WATERBODIES AND WETLANDS

Conjuring Creek, and its unnamed tributaries, in the west portion of the IDP area are within the Strawberry Subwatershed² and the North Saskatchewan River Basin³. Conjuring Creek is a Class C waterbody with a restricted activity period of April 16th to June 30th⁴. The Integrated Watershed Management Plan for the North Saskatchewan River in Alberta provides long-term management strategies for water resources in the area.

There are fens and marshes scattered throughout the IDP area classified as D-value wetlands⁵. There is small open waterbody in the northwest portion⁶ (**Map 2 – Environmental Features and Constraints**).

3.2 ENVIRONMENTALLY SIGNIFICANT AREAS

Environmentally Significant Areas (ESAs) may contain rare or unique elements that may require special management consideration due to their conservation needs. Provincially designated ESA scores have been assigned to each quarter section and locally designated ESAs have been assigned to specific ecological features based on 4 criteria: areas with focal species, species groups or their habitats; areas with rare, unique or focal habitat or geology; areas with ecological integrity; and areas that contribute to water quality and quantity. There are no provincially designated ESAs within the IDP area⁷, however, locally designated Conjuring Creek Area ESAs 58, 63 and 64 occur in the west portion of the IDP area⁸ see **Map 2 – Environmental Features and Constraints**. These ESAs generally occur around Conjuring Creek and its unnamed tributaries.

² Alberta Environment and Parks. Hydrologic Unit Code 8 Name and Number Label (ID: 2) (Geospatial data). Accessed September 2018 at: <http://aep.alberta.ca/forms-maps-services/maps/resource-data-product-catalogue/hydrological.aspx>.

³ Alberta Environment and Parks. 2015. Hydrological Unit Code – Watersheds of Alberta Index Map. Accessed September 2018 at: <http://aep.alberta.ca/forms-maps-services/maps/resource-data-product-catalogue/hydrological.aspx>.

⁴ Alberta Environment and Parks (AEP). 2006. Code of Practice: Red Deer Area Management Map. Accessed September 2018 at: <http://aep.alberta.ca/water/legislation-guidelines/codes-of-practice-pipelines-telecommunications-lines-crossing-a-water-body-water-course-crossings.aspx>.

⁵ Alberta Environment and Parks. 2015. *Alberta Wetland Rapid Evaluation Tool - Estimate of Relative Wetland Value By Section*. Accessed September 2018 at: <http://aep.alberta.ca/forms-maps-services/maps/resource-data-product-catalogue/biophysical.aspx>.

⁶ Alberta Environment and Parks. 2016. Alberta Merged Wetland Inventory. Accessed September 2018 at: <http://aep.alberta.ca/forms-maps-services/maps/resource-data-product-catalogue/biophysical.aspx>.

⁷ Fiera Biological Consulting Ltd. (Fiera). 2014. Environmentally Significant Areas in Alberta: 2014 Update. Accessed September 2018 at: <https://www.albertaparks.ca/media/5425575/2014-esa-final-report-april-2014.pdf>.

⁸ Fiera Biological Consulting Ltd. 2015. Leduc County Environmentally Significant Areas Study. Prepared for Leduc County (Report # 1358).



POLICIES

3.3 HISTORICAL RESOURCES

Historical resources are defined and protected under the *Historical Resources Act*. The Listing of Historic Resources⁹ does not list any previously recorded historical resources within the IDP area. However, the listing is updated twice per year and future development plans should be submitted to Alberta Culture and Tourism for approval prior to construction. (**Map 2 – Environmental Features and Constraints**).

3.4 PIPELINES WELL SITES AND FACILITIES

Oil and gas activities adjacent and/or within the IDP Boundary include existing and former oil and gas well sites, associated facilities, and pipelines depicted **Map 3 – Existing Wells, Pipelines and Facilities**.

4.0 POLICIES

The IDP provides for high-level policy direction and sound land use planning. The IDP will ensure that required buffers from sensitive areas, oil and gas facilities, and sewage lagoons areas are maintained. The IDP provides a mechanism for the County and the Town to work collaboratively and cooperatively on areas of mutual interest, important to both municipalities within the IDP Boundary.

4.1 GENERAL POLICIES

- 4.1.1 Future development shall be planned in accordance with the land uses illustrated on **Map 4 – Land Use Concept**.
- 4.1.1 Both municipalities shall provide a variety of development and economic opportunities within their jurisdictions which maintain the character of their respective communities.
- 4.1.2 Leduc County and the Town of Calmar must ensure that all natural resource extraction activities comply with the regulations respecting sour gas, and legislated setbacks from oil and gas facilities and pipelines.
- 4.1.3 Leduc County and the Town of Calmar must ensure developments will comply with the requirements of the Alberta Environment Wetland Policies and the Public Lands Act (PLA).
- 4.1.4 Future development shall be referred to the Alberta Energy Regulator (AER) to mitigate any potential adverse impacts of the oil and gas industry on public safety.

⁹ Alberta Culture and Tourism. 2016. Listing of Historic Resources. Accessed September 2018 at: <https://www.alberta.ca/historic-resource-impact-assessment.aspx/>.



POLICIES

4.1.5 Essential public uses and private utility services shall be allowed throughout the IDP Boundary to provide the desired level of service to the IDP area. The preparation of an ASP or concept plan is not required for essential public uses and private utility services.

4.2 EXISTING USES

The adoption of the Leduc County - Town of Calmar IDP does not change the current Land Use Bylaw designation (zoning) of the lands within the IDP Boundary.

4.2.1 Plan area landowners within Leduc County shall continue to use their lands as currently designated and approved by the Leduc County Land Use Bylaw.

4.2.2 Plan area landowners within the Town of Calmar shall continue to use their lands as currently designated and approved by the Town of Calmar Land Use Bylaw.

4.3 LAND USE POLICIES

Map 4 – Land Use Concept, will act as a guide for determining future land use patterns within the IDP Boundary. An important consideration is to ensure that any future development within the IDP Boundary does not constrain or conflict with the future growth needs of the Town of Calmar and that agricultural uses and activities are safeguarded from premature development. Conversion of agricultural land to non-agricultural uses must be considered carefully to assess the benefit of the proposed use in relation to the loss of agricultural land.

4.3.1 Development and subdivision on County lands located within the IDP Boundary shall only be considered if consistent with the land use districts identified on Map 4 – Land Use Concept and the associated regulations with the Leduc County Land Use Bylaw. No other uses will be considered.

4.3.2 All discretionary use applications within the IDP Boundary must be referred to the Town of Calmar and all discretionary use applications within the Town must be referred to Leduc County for comment.

4.3.3 ~~Premature~~ development of existing agricultural land within either municipality should be avoided and such land should continue to be used for agricultural purposes until such time as it can be demonstrated that the land is needed for other purposes.

4.3.4 In making decisions on development issues within the IDP Boundary, both municipalities shall:

- a) respect the right of agricultural operators to pursue normal activities associated with extensive agriculture without interference or restriction based on their impact on adjacent uses.
- b) consider the long-term impact that development may have on future urban annexation and development.

4.3.5 No new ~~applications for~~ Confined Feeding Operations (CFOs) within 1.6 kilometres (1 mile), or a distance mandated by the Province, of the boundary of the Town of

Commented [LJ3]: Add policy??? Renewable energy infrastructure such as solar panels and wind turbines that have significant land use implications should be sited on low capability soil. (add definition of low capability soil or whatever term is settled on if this policy is to be added.)



POLICIES

Calmar will be supported by the County to the Natural Resources Conservation Board (NRCB) under the *Agricultural Operations Practices Act (AOPA)*.

4.4 ENVIRONMENT

The lands within the IDP Boundary contain many important environmental features, wetlands and drainage courses in addition to essential wildlife, bird and fish habitat. As the region grows, preserving environmental qualities, and enhancing opportunities for outdoor recreation and nature appreciation should be considered important for maintaining and enhancing a high quality of life for area residents.

- 4.4.1 Both the County and the Town will jointly collaborate to support development of recreation facilities, trails and sites of mutual benefit to both municipalities within the IDP Boundary.
- 4.4.2 Where development is proposed near natural features, the approving municipality, at their sole discretion, shall require an environmental assessment to be conducted by a qualified professional to determine how the features can be preserved and incorporated as part of the development, ensuring that any development impacts are mitigated.
- 4.4.3 No incompatible development shall be permitted on unstable slopes or within areas that may be prone to flooding, and adjacent to wetlands and other water bodies. Development setbacks will be in accordance with Environmental and Municipal Reserve requirements of the governing municipality.
- 4.4.4 The approving authority of the governing municipality may require the development proponent to supply recommendations, prepared by a qualified professional, regarding establishment of appropriate development setbacks and/or other required mitigation measures.
- 4.4.5 As a condition of subdivision approval, Environmental Reserve, or an Environmental Reserve Easement, from the high water mark of waterbodies and/or the top of bank of watercourses to the lot line shall be in accordance with the requirements of the governing municipality.
- 4.4.6 Notwithstanding Policy 4.4.5, the Subdivision Authority may require a greater setback based on the recommendations of a geotechnical study undertaken by a qualified professional.

4.5 ECONOMIC DEVELOPMENT AND TOURISM

Both the County and the Town recognize the importance of working together to attract more residents and to diversify the economy in order to increase employment and business opportunities in the region. Coordinated efforts by both municipalities should continue to be undertaken to promote and highlight the region's agricultural, tourism and recreational strengths, historical and cultural assets and local business successes.



POLICIES

- 4.5.1 Collaboration between the two municipalities should be supported and encouraged through joint marketing and business development/attraction initiatives.
- 4.5.2 The two municipalities will collaborate to explore areas of mutual interest where joint economic agreements may be considered if such development is determined to be of mutual benefit to both municipalities.

4.6 UTILITY SERVICING

It is acknowledged by both the Town and the County that development and upgrading of major servicing infrastructure in one municipality may have implications on services in the other.

- 4.6.1 Notice of major servicing infrastructure proposed by one municipality shall be provided to the other municipality, to allow for collaboration and coordinated planning.
- 4.6.2 Lands required for future utility rights-of way which have been identified through the mutual agreement of the Town and the County or in subsequent studies shall be protected as subdivision and development occurs.
- 4.6.3 The extension of the Town's municipal sanitary sewer and water services into the County should be considered by the Town and the County where logical extension of the services is practical.
- 4.6.4 When the Town's municipal services are extended into the County, benefiting developments shall be required to pay development levies or equivalent contributions toward the cost of these extensions so that the cost of these extensions does not directly impact existing residents of the Town or the County.
- 4.6.5 Best practices for storm water management shall be employed for all development in the IDP Boundary. Storm water run off release rates from developments shall be managed in accordance with Alberta Environment and Parks requirements.
- 4.6.6 The County and the Town, whichever has jurisdiction, shall protect drainage courses, man-made and natural, critical to the overall management of stormwater within the IDP Boundary.

4.7 ROADS AND TRANSPORTATION

Both the County and the Town acknowledge that development in one municipality may have implications on road infrastructure and requirements for road upgrading in the other municipality.

- 4.7.1 Notice of any major transportation infrastructure proposed by one municipality shall be provided to the other municipality to allow for collaboration and coordinated planning where both municipalities may be impacted.
- 4.7.2 Where it is determined that development in one municipality has an undue impact on the transportation network in the other municipality, the municipalities should work



IMPLEMENTATION/ADMINISTRATION

together to develop cost-sharing agreements to provide for shared upgrades to the transportation network.

- 4.7.3 As subdivision occurs, road right-of-way shall be protected and shall be as set out in the applicable Town or County design standards.
- 4.7.4 All development proposals adjacent to provincial highways must conform to Alberta Transportation policies and access management guidelines. Traffic Impact Assessments may be required as part of more detailed planning.

5.0 IMPLEMENTATION/ADMINISTRATION

5.1 APPROVING AUTHORITIES

- 5.1.1 In the hierarchy of statutory documents, the IDP shall take precedence over other municipal statutory plans, non-statutory plans, and documents within the boundary of the IDP area except where the IDP defers to the more detailed, adopted plan.
- 5.1.2 The Town shall be responsible for the administration and decisions on all statutory plans, non-statutory plans, land use bylaw redesignation and amendments thereto, and subdivision and development applications falling within the boundaries of the Town.
- 5.1.3 The County shall be responsible for the administration and decisions on all statutory plans, non-statutory plans, land use bylaw redesignation and amendments thereto, and subdivision and development applications falling within the boundaries of the County.

5.2 INTERMUNICIPAL DEVELOPMENT PLAN COMMITTEE (IDPC)

The Intermunicipal Development Plan Committee (IDPC) shall be established for the purposes of the implementation and on-going review and monitoring of this IDP and to consider disputes raised under Section 5.4.

- 5.2.1 The IDPC shall:
 - a) Be comprised of an equal number of members from each municipal Council up to a maximum of 3 from each municipality.
 - i. Convene a meeting when required to discuss/review applications which are subject to objections raised during the staff review process outlined in Section 5.4.
 - ii. Convene a meeting to discuss a relevant IDP issue at the request of either municipality.

5.3 REFERRALS

Map 5 - Referral Area, identifies the IDP referral area, reflecting where development in one municipality may impact the other municipality. Unless specific IDP policies are in place as



IMPLEMENTATION/ADMINISTRATION

identified in this document, development in the referral area shall be guided by the respective municipality's adopted statutory plans (MDPs and ASPs) and their Land Use Bylaw.

Each municipality is required to notify and refer applications to the other regarding matters that are described below. The Notification Area includes all lands located within the Town and all County lands within the IDP Boundary.

- 5.3.1 Within the IDP referral Boundary identified on **Map 5 – Referral Area**, the two municipalities shall refer the following:
- a) Municipal Development Plans, Area Structure Plans, and amendments thereto
 - b) Non-statutory Plans, and amendments thereto
 - c) Applications for land use redesignation and subdivision
 - d) Development Permit applications for:
 - i. Discretionary uses listed under the Leduc County Agricultural - AG Land Use Bylaw district
 - ii. Discretionary uses listed under the relevant Town of Calmar Land Use Bylaw district
 - iii. Natural resource extraction
 - iv. Confined Feeding Operations
 - v. Landfills
- 5.3.2 Subject to written intermunicipal agreement, items may be added to or deleted from the referral list without the need for an amendment to this IDP.
- 5.3.3 The referral period for 5.3.1 a, b, and c shall be 21 consecutive days. The referral period for 5.3.1 d shall be 14 consecutive days. For any referral made above, if no response to the referral is received within the referral period ~~21 consecutive days~~, it will be assumed that there are no objections to the proposal.

Commented [LJ4]: Town should check to see this referral is not onerous.

5.4 DISPUTE RESOLUTION MECHANISM

The Town and the County agree that it is important to avoid any dispute by ensuring that the principles, objectives, and policies of the IDP are followed. If there are any disagreements as to the interpretation and application of the policies of this IDP, the municipalities shall seek the timely resolution of the disagreement in a manner which is respectful of each municipality's interests and concerns.

In the event that the dispute resolution process is initiated, the governing municipality shall not grant approval to the application or amendment in any way until the disagreement has been resolved or the MGB process has concluded.

The implementation of an intermunicipal dispute resolution mechanism is a requirement of all IDPs pursuant to the MGA. To satisfy this requirement and to ensure that the principles of fairness and due process are respected, a dispute or disagreement resolution process consisting of five stages has been established.

- 5.4.1 If there is a disagreement regarding matters outlined in the IDP they shall be addressed



IMPLEMENTATION/ADMINISTRATION

and resolved at any of the stages of the dispute resolution process outlined as follows:



IMPLEMENTATION/ADMINISTRATION

STAGE 1 – Municipal Administrative Communication

1. Upon written notice of dispute being received, Administration from the two municipalities shall meet and attempt to resolve the issue/concern. If no resolution can be agreed upon within 30 calendar days, the issue shall be advanced to the Chief Administrative Officers.

STAGE 2 – Chief Administrative Officer (CAO) Review

1. The CAOs from each municipality shall consider the issues and attempt to resolve the disagreement.
2. Should the CAOs be unable to resolve the disagreement within 30 calendar days, the matter shall be forwarded to the Intermunicipal Development Plan Committee.

STAGE 3 – Intermunicipal Development Plan Committee (IDPC) Review

1. If the disagreement is moved forward to the IDPC a meeting of the IDPC, consisting of an equal number of members from each municipal Council to a maximum of three from each, shall be set within 21 days from the time of referral from the CAO review.
2. After careful consideration of the facts and points of view, the IDPC may:
 - a) request additional information to assist in its deliberations;
 - b) if possible, agree on a consensus position of the IDPC in support of or in opposition to the proposal, to be presented to both municipal Councils; or
 - c) conclude that no consensus can be reached at the IDPC level.
3. The IDPC has 30 calendar days to reach a resolution, with the option to extend that time period by consensus agreement of the IDPC.
4. If agreed to, a facilitator may be employed to help the IDPC work toward a consensus position. If consensus cannot be reached a mediation process shall be employed as a means of resolving the matter.

STAGE 4 – Mediation Process

1. Prior to the initiation of the mediation process, the municipalities shall:
 - a) appoint an equal number of representatives to participate in the mediation process;
 - b) engage a mediator agreed to by the municipalities at equal cost to each municipality; and
 - c) approve a mediation process and schedule.

At the conclusion of the mediation process, the mediator will submit a report to both Councils for consideration. The mediator's report and recommendations are not binding on the municipalities and would be subject to the approval of both Councils.

If both Councils agree to the mediation report recommendation, then the applicant municipality would take the appropriate actions to address the disputed matter.



IMPLEMENTATION/ADMINISTRATION

STAGE 5 – Appeal to the Municipal Government Board (MGB)

1. In the event that mediation proves unsuccessful, the affected municipality may appeal the matter to the MGB for resolution in accordance with the Municipal Government Act. An appeal to the MGB is limited to those issues identified within the Municipal Government Act.

5.5 AMENDING THE IDP

- 5.5.1 Any proposed amendments to the IDP will be reviewed by the IDPC which will prepare a recommendation for presentation and approval by both municipal councils.
- 5.5.2 Any amendment to this IDP must receive support from both municipalities following the statutory public hearing(s) held per the requirements of the MGA. No amendment shall come into force until after both municipalities have given their IDP amendment bylaws third reading. Any disagreement by either municipality regarding the amendment would trigger the dispute resolution process outlined in Section 5.4.
- 5.5.3 Amendments can be initiated by either municipality or by applicants and landowners within the IDP Boundary. If applicant or landowner initiated, the amendment request shall be made to the municipality in which the subject land is located.

5.6 IDP REVIEW

- 5.6.1 Regular review of the IDP should occur every 4 years to ensure that the principles and policies remain current.
- 5.6.2 It is recommended that the corresponding ICF be reviewed at the same time during the same 4 year interval.

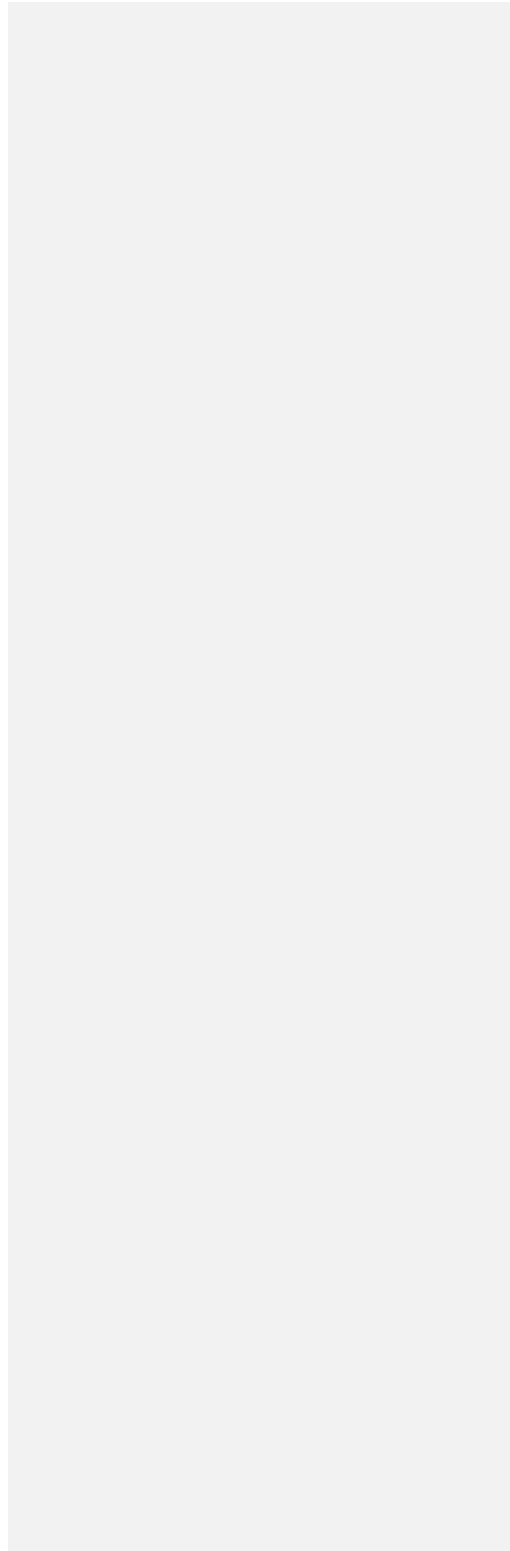
5.7 ANNEXATION PROCESS

At the time of this IDP preparation it was determined that the Town of Calmar had sufficient gross land within its current boundaries to support anticipated growth for the next 20 years. (see Section 1.2). However, should circumstances change during the life of this IDP the Town may propose an annexation based on demonstrated need in consultation and in collaboration with Leduc County. The annexation request must comply with the requirements of the MGA and the process outlined by MGB.

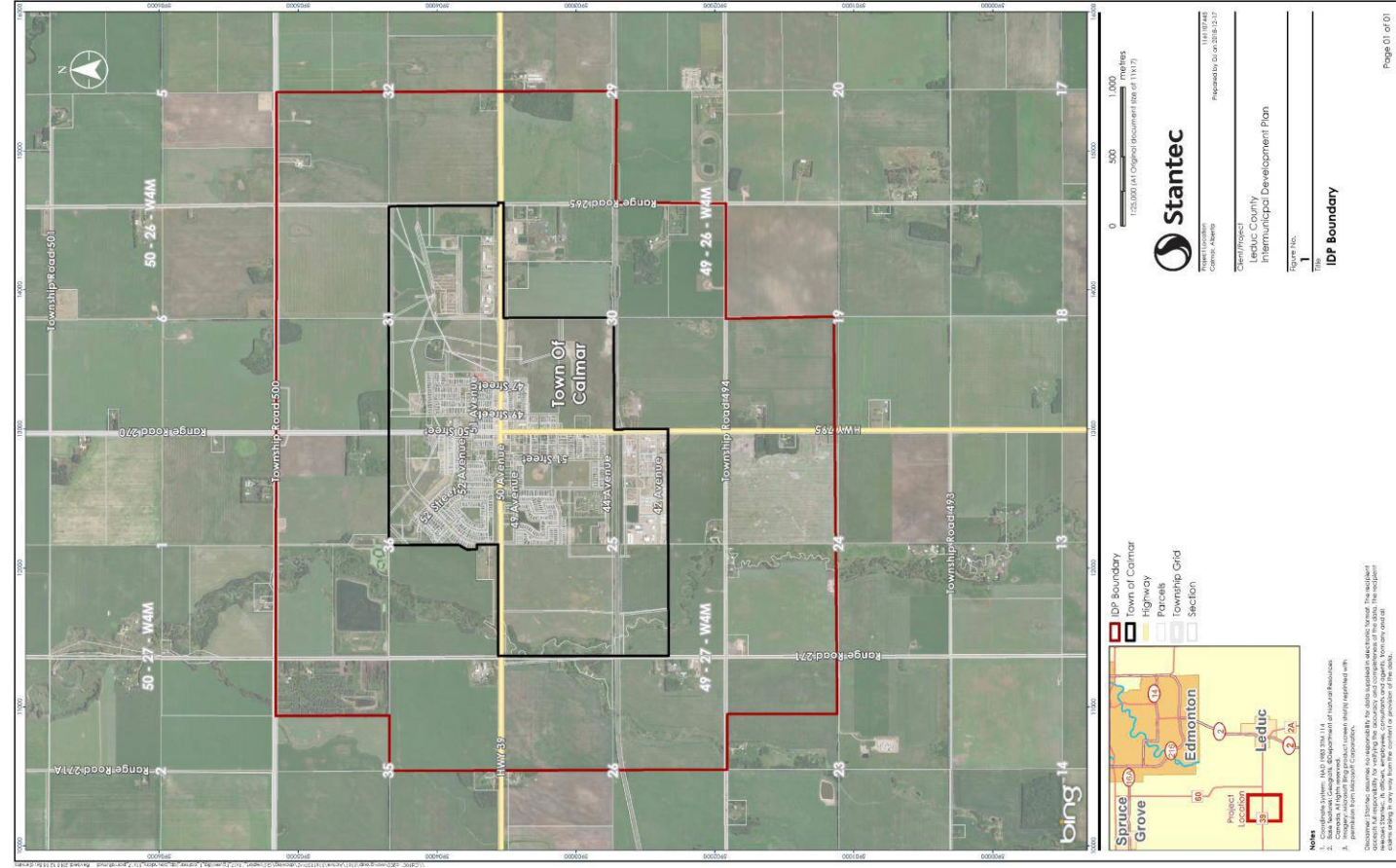


6.0 MAPS

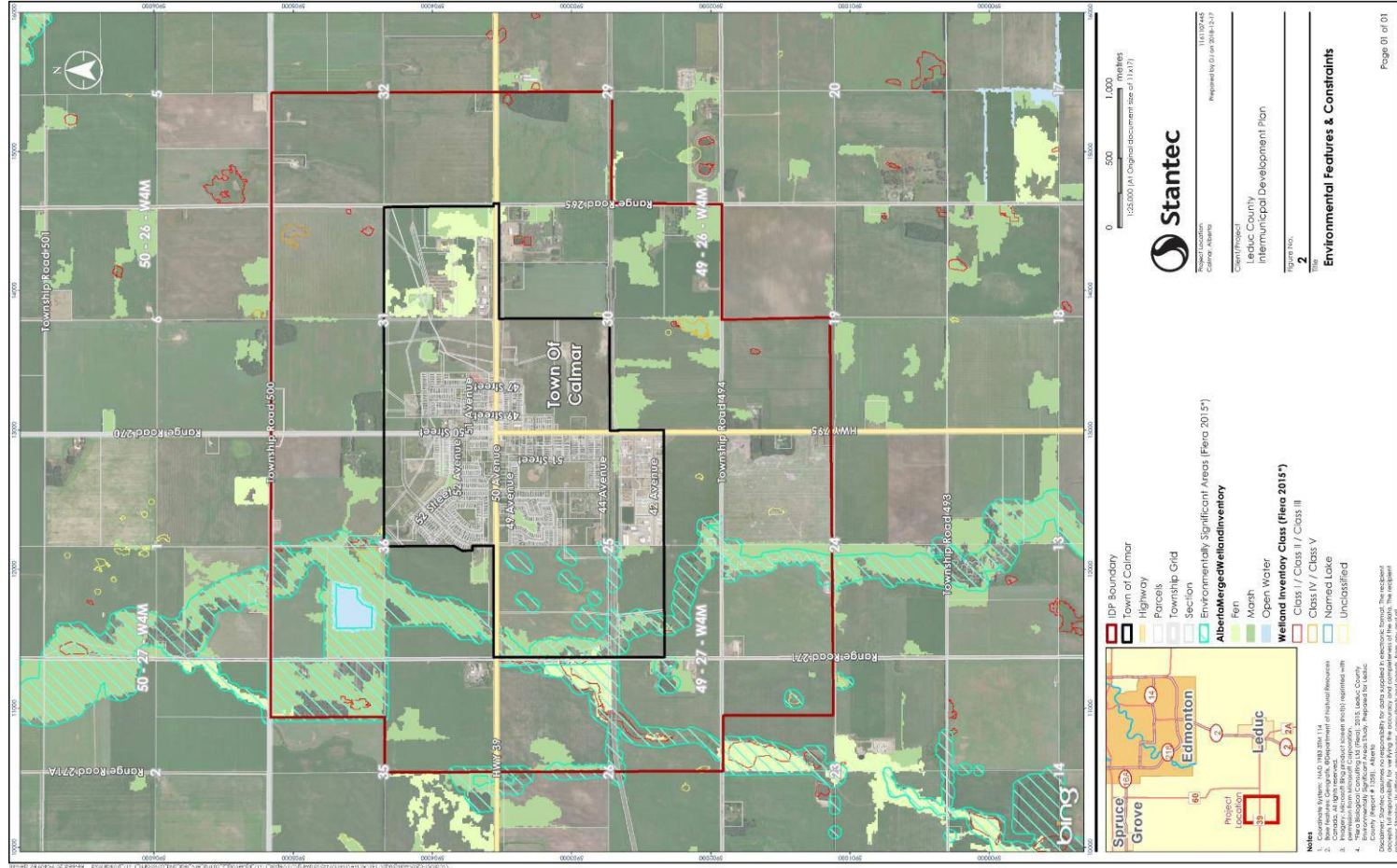




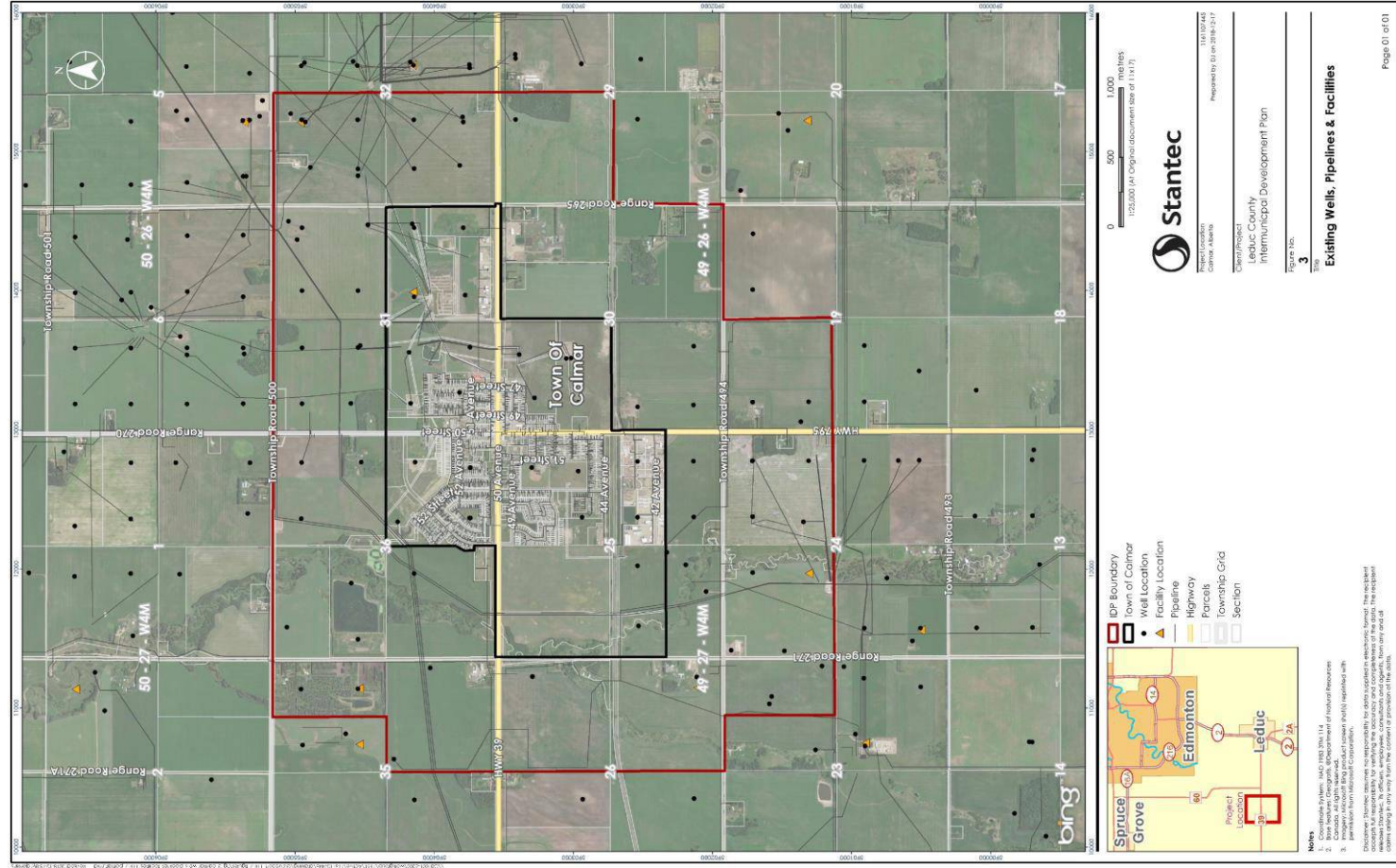
MAP 1 - IDP BOUNDARY



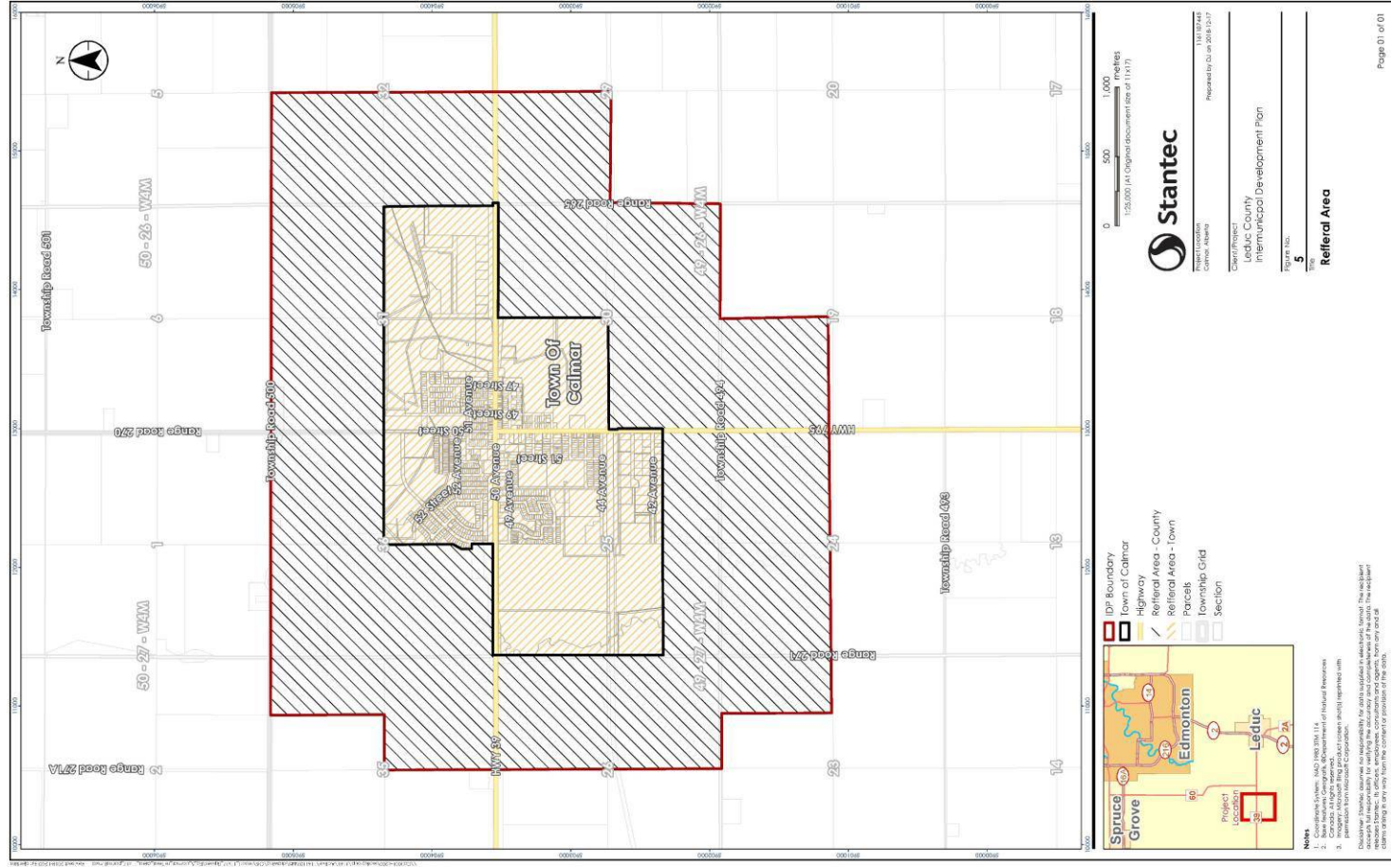
MAP 2 – ENVIRONMENTAL FEATURES AND CONSTRAINTS

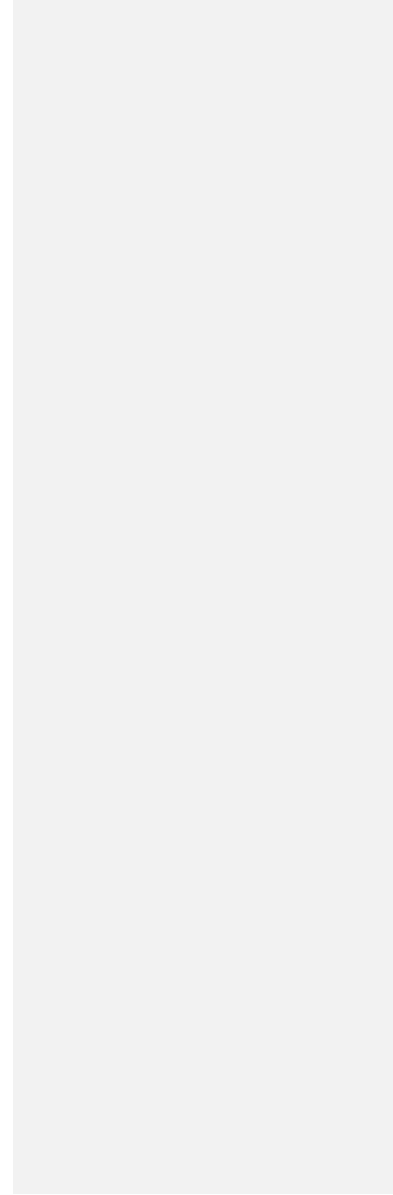


MAP 3 - EXISTING WELLS, PIPELINES AND FACILITIES



MAP 5 – REFERRAL AREA





7.0 GLOSSARY

A

Alberta Environment and Parks (AEP)

Provincial ministry responsible for environmental policy.

Alberta Transportation (AT)

Provincial ministry responsible for all provincial highway policy.

Annexation

The process of transferring municipal jurisdiction over land from one municipality to another.

Area Structure Plan (ASP)

Statutory plan which provides long range land use planning for large areas of undeveloped land within the municipality. The plans identify major roadways, land uses, infrastructure requirements, parks, trails, and school sites. ASPs are approved and adopted by Council and must conform to the Intermunicipal Development Plan and Municipal Development Plan.

B

Bog

a type of wetland ecosystem characterized by wet, spongy, poorly drained peaty soil.

Buffer

An area (landscaped, natural, or a separate use) set aside or maintained to provide visual or physical, or auditory separation between lots, public roadway, and/or uses.

Bylaw

A law made by a local authority in accordance with the powers conferred by or delegated to it under the Municipal Government Act. Bylaws are enforceable through penalties, able to be challenged in court and must comply with higher levels of law.

C

Chief Administrative Officer (CAO)

A position within a municipality, established by bylaw, which is the administrative head of the municipality.

Confined Feeding Operations (CFO)

Fenced or enclosed land or buildings where livestock are confined for the purpose of growing, sustaining, finishing or breeding by means other than grazing and any other building or structure directly related to that purpose but does not include residences, livestock seasonal feeding and bedding sites, equestrian stables, auction markets, race tracks or exhibition grounds. CFOs require a permit regulated by the NRCB, in accordance with the Agricultural Operation Practices Act.



Conservation Reserve (CR)

A new type of reserve category, called Conservation Reserve (CR), has been created in the MGA to protect environmentally significant lands such as wildlife corridors, significant tree stands or other environmentally significant features a municipality may wish to conserve but that do not meet the definition of Environmental Reserve. The municipality must provide appropriate compensation for dedication of CR.

County

Refers to Leduc County.

D

Development Permit

A document that is issued under a land use bylaw and authorizes a development.

E

Easement

A privilege to pass over the land of another, whereby the holder of the easement acquires only a reasonable and usual enjoyment of the property and the owner of the land retains the benefits and privileges of ownership consistent with the easement.

Environmental Reserve (ER)

Land dedicated to a municipality during the subdivision process, where it is determined to be undevelopable due to environmental conditions, in accordance with Section 664 of the Municipal Government Act. This may include swamps, gullies, wetlands, ravines, flood-prone areas, or land adjacent to a watercourse or waterbody.

Environmental Reserve Easement (ERE)

Where land is determined to be undevelopable due to environmental conditions, in accordance with Section 664 of the Municipal Government Act, but where circumstances dictate that instead of dedicating and transferring the land to the municipality, an environmental reserve easement is registered on the land title preventing development and destruction of these lands.

Extensive Agriculture

Refers to those agricultural operations producing crops or livestock which require large tracts of land.

F

Fen

A type of wetland ecosystem characterized by peaty soil, dominated by grasslike plants, grasses, sedges, and reeds. Fens are alkaline rather than acid areas, receiving water mostly from surface and groundwater sources.



G

Gross

Consisting of an overall total area of land exclusive of deductions resulting from any development constraints, or lands needed for roads, rights-of-way, Municipal or Environment Reserves, etc.

I

Incompatible Development

Uses that by their permanency (once built cannot be easily removed or redeveloped) or would unduly impact on existing or future development (noise, dust, smell, traffic, etc.).

Intermunicipal Collaboration Framework

A requirement under Section 708.28 of the MGA that must be undertaken by all Municipalities in Alberta.

Intermunicipal Development Plan Committee (IDPC)

The Intermunicipal Development Plan Committee comprised of an equal number of members to a maximum of 3 from each municipal Council, in addition to the Chief Administrative Officers (CAO) from each municipality, supported by administrative staff who administer the IDP.

L

Land Use

The various ways in which land may be used or occupied. Typically, these are broadly categorized as residential, commercial, industrial, institutional, agricultural, etc.

Land Use Bylaw (LUB)

A planning document (approved by bylaw) that divides the municipality into Land Use Districts (Zones) and establishes procedures for processing and deciding upon applications for development. It sets out rules which affect how each parcel of land in the municipality may be used and developed. It also includes a zoning map.

Land Use District/Zone

Regulations for development for an area of land, as set out in the Land Use Bylaw.

M

Marsh

a type of wetland ecosystem characterized by poorly drained mineral soils and by plant life dominated by grasses.

Municipal Development Plan (MDP)

Statutory plan adopted by a Municipal Council, under the authority of Section 632 of the Municipal Government Act. The plan outlines the direction and scope of future development, the provision of required transportation systems and municipal services, the coordination of municipal services and programs, environmental matters, and economic development.



Municipal Government Act (MGA)

Provincial legislation that outlines the power and obligations of a municipality.

Municipal Government Board (MGB)

An independent and impartial quasi-judicial board established under the Municipal Government Act to make decisions about land use planning and assessment matters. The MGB considers applications which relate to annexation of lands, subdivision appeals which are adjacent to water, highways, landfills, waste treatment or storage sites, and intermunicipal or linear (e.g., pipelines, wells, etc.) disputes.

Municipal Reserve, Municipal and School Reserve, and School Reserve (MR, MSR, SR)

Lands to be owned by a municipality and/or school authority to provide for park, recreation, or school authority purposes. Such lands are generally obtained at the time of subdivision, where the applicant is required to provide up to 10% of the developable area as reserve lands or cash in lieu, as determined by the municipality.

Must

An interpretive clause that directs that the policies stated have to be followed.

N

Natural Resources Conservation Board (NRCB)

A body within Alberta that reviews proposed major natural resource projects and regulates confined feeding operations in the province.

Non-Statutory Plans

Are land use planning documents that do not fall under the definition of Statutory Plans under the authority of the Municipal Government Act. These may include the Land Use Bylaw, Outline Plans, Conceptual Schemes, Master Plans, guidelines, and policy statements.

O

Off-Site Levy

A development levy that a Council may impose by bylaw in accordance with the Municipal Government Act, to be used to pay for identified offsite infrastructure capital costs by those who gain a direct or indirect benefit of that infrastructure. This helps to ensure that new growth helps pay for new infrastructure required for that growth.

P

Policy

A specific statement or plan to achieve an objective, which when part of a statutory plan, provide direction and instruction for a proposal.



Public Hearing

As part of a bylaw amendment, the public shall be notified of an opportunity to submit representation (written or oral) to be heard by Council, at a specified date and time, per the Municipal Government Act's notification requirements.

R

Rights-of-Way (ROW)

Agreement that confers to an individual, company or municipality the right to use a landowner's property in some way. Also see Easement.

Riparian

Transitional areas between upland and aquatic ecosystems, bordering streams, lakes, rivers, and other watercourses. These areas have high water tables and support plants requiring saturated soils during all or part of the year. Riparian areas usually have soil, biological and other physical characteristics that reflect the influence of water and hydrological processes.

S

Setback

The distance between a property line and part of a site, governed through the Land Use Bylaw.

Shall

An interpretive clause that directs that the policies stated must be followed.

Should

A directive term that indicates a preferred outcome or course of action but one that is not mandatory.

Statutory Plan

A plan identified as statutory under the authority of the Municipal Government Act being: an Intermunicipal Development Plan, a Municipal Development Plan, Area Structure Plans, and Area Redevelopment Plans.

Stormwater Management Facility (SWMF)

An area which gathers rainfall and surface water runoff to help reduce the possibility of flooding and property damage, slowing and filtering storm water runoff.

Subdivision

The creation or separation of new titled parcels of land from an existing parcel of land.

Swamp

a wetland ecosystem characterized by mineral soils with poor drainage and by plant life dominated by trees

T

Town

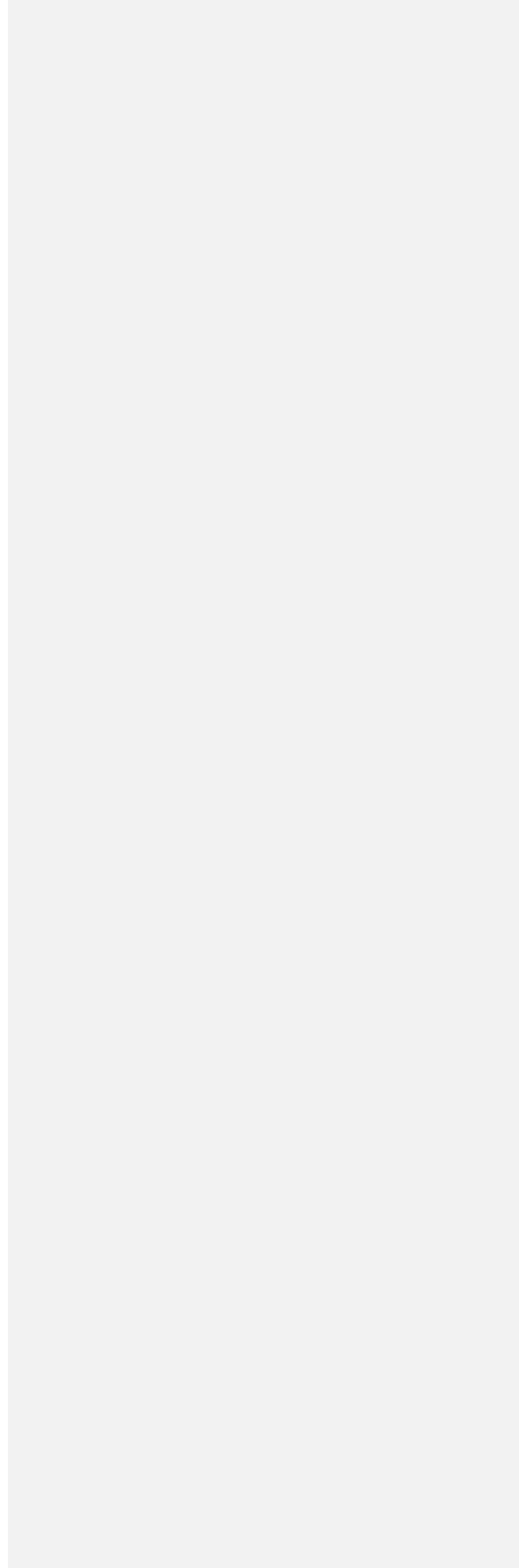
Refers to the Town of Calmar



W

Will

An interpretive clause that directs that the policies stated must be followed.



Town of Calmar

Request for Decision (RFD)

Meeting:	Regular Council meeting
Meeting Date:	January 16, 2023
Originated By:	CAO Losier
Title:	Organizational Meeting Follow-up
Approved By:	CAO Losier
Agenda Item Number:	8 C

BACKGROUND/PROPOSAL:

On October 17, 2022 the Town held its Organizational Meeting. A few items require additional actions. Calmar needs to identify 3 members for its Intermunicipal Committee since the Committee has not been active since the last election. Furthermore, it would be advantageous to add the Subdivision Authority to the table of boards and committees simply to inform the public about the fact that all council members are included in the Subdivision Authority as per bylaw 2001-02.

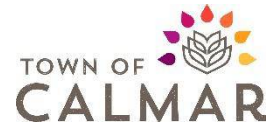
DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The Intermunicipal Committee will enable the Town to interact with Leduc County and other municipalities that are not members of the 39/20 Alliance. Main areas of interest to this Committee will be the Intermunicipal Collaboration Framework (ICF) and the Intermunicipal Development Plan (IDP) with Leduc County as well as other current/future intermunicipal agreements.

Leduc County Administration has informed us that their Intermunicipal Liaison Committee is comprised of:

- Mayor Doblanko;
- Councillor Lewis; and
- Councillor Wanchuk.

Leduc County also decided to appoint and alternate Intermunicipal Liaison Committee Member. It is Councillor Viridi.



COSTS/SOURCE OF FUNDING (if applicable)

Cost associated with this Committee will be minimal, mainly related to meetings and logistics.

RECOMMENDED ACTIONS:

Council passes a motion to appoint a member for its Intermunicipal Committee.

Council direct administration to update the boards/committees to include the Intermunicipal Committee and the Subdivision Authority.

Town of Calmar

Request for Discussion (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	January 16, 2023
Originated By:	CAO Losier,
Title:	Reporting (Tools & Timeline)
Approved By:	CAO Losier
Agenda Item Number:	8 D

BACKGROUND/PROPOSAL:

During the last 6 months, it became evident that Administration needs to be reporting its activity to keep Council and the Community informed/engaged. Administration has met the requirement of the Municipal Government Act (MGA) with financial auditing/reporting, but so much more is needed. This will require an incremental approach to maximize the impact of these tools while minimizing the potential unintended consequences.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

There are many tools the Town can use to report its activities. It is important to find the right balance between the effort required to produce the data and the value of said data to Administration, Council, the business community, residents, and other external parties. The following table provides an overview of some tools that Administration would like to discuss with Council.

Tools	Targeted Audiences	Comments	Targeted Timeline
Annual report	Council, residents, business community, and many other parties	To present the year in review. This will contain overview of key activities and statistics.	Would be done annually with 2022 as the baseline. Administration is targeting Q1 to assemble the report and provide a draft to Council and get feedback on content/format.
Financial Audit	Council, Community, Municipal Affairs	To present the financial status of the Town, be more transparent and meet the MGA requirements.	As per current practice, have it annually at the end of Q1

Financial report	Council, Community	To present a high level of the progression in the current year	This would be done during regular Council's meeting. The frequency could be once per month, every two months, or once per quarter. This will be initiated by Administration after January 16, 2023.
Departments report	Council, residents, business community, and many other parties	To present progress made on key initiatives and/or identify challenges preventing progress	This would be done during regular Council's meeting. The frequency could be every two/tree months. This will be initiated by Administration after January 16, 2023.
Administrative Workplans	Staff, CAO	To evaluate Administration's performance and/or progress on key initiatives. These would also inform the department reports. A workplan will be developed for each position and will include goals, values, and learning activities (short/medium term).	This will be introduced in Q1 of 2023. Supervisors will evaluate their staff's performance in relation to the workplan quarterly. The workplan process will be repeated annually. This will be initiated by the CAO and Administration in Q1.
Growth report	Council, residents, business community, and many other parties	To present the development and subdivision activities.	This will be introduced in 2023. Frequency could be monthly, bi-monthly, or quarterly. This will be initiated by Administration after January 16, 2023.
Variance report	Council	To evaluate and monitor the various types of development and the variances that are required to enable projects.	This will be introduced in 2023. Frequency could be bi-monthly, or quarterly due to the length of the variance process (21 days notification). This will be initiated by

			Administration after January 16, 2023.
Resolutions report	Council, Administration, and the Community	To track the progress and/or challenges with the implementation of the directions provided by Council to Administration	This will be reintroduced in 2023. Frequency could be on a monthly or bi-monthly. This will be reinitiated by Administration after January 16, 2023.
Other reports	Council, residents, business community, and many other parties	Other report such as land inventory, market availability and/or fluctuation, ownerships versus rentals, etc...	These will have to be investigated at a later date, once Administration and Council are comfortable with the specific reporting tools identified in this table.

COSTS/SOURCE OF FUNDING (if applicable)

There is **no external cost associated with reporting**. However, it will require Administration's time and as mentioned in the introduction, finding the right balance will be important. After a strategy has been selected on reporting, it will be important to monitor and evaluate the pros and cons associated with reporting.



BROWNLEE LLP
Barristers & Solicitors

EMERGING TRENDS IN MUNICIPAL LAW

**THE TRENDS YOU NEED TO KNOW
FOR YOUR COMMUNITY TO GROW**

CALGARY | FEBRUARY 9, 2023
ATTEND IN-PERSON

EDMONTON | FEBRUARY 16, 2023
ATTEND IN-PERSON OR VIRTUALLY

BrownleeLaw.com

Dear Krista,

You are invited to join us in person – or virtually – this February for our annual **Emerging Trends in Municipal Law** seminar. The 2023 edition of this annual event will feature timely and critical topics that are curated exclusively for our elected and administrative municipal clients.

For 2023, we are continuing to offer this session on two different days in Calgary and Edmonton. Additionally, Edmonton's in-person session will be live-streamed for those who prefer to attend virtually. Whichever date or option you select, the presented topics will be the same.

Further details regarding the topics will be announced in the near future.

Event Details

Calgary

Date: Thursday, February 9, 2023

Time: 8:30 am – 3:30 pm

Edmonton

Date: Thursday, February 16, 2022

Time: 8:30 am – 3:30 pm

Location: Best Western Premier Calgary
Plaza Hotel & Conference Centre
Address: 1316 - 33 St. NE, Calgary

Location: Edmonton Expo Centre
Address: 7515 - 118 Ave. NW,
Edmonton

REGISTER

Feb. 9, 2023

REGISTER

Feb. 16, 2023

In-Person Admission: \$185 + GST

Virtual Admission: \$100 + GST

Hotel Booking Information

Calgary

Location: Best Western Premier Calgary
Plaza Hotel & Conference Centre

Address: 1316 - 33 St. NE, Calgary

To book your room *before January 6, 2023*,
call **1.800.661.1464**, [email the hotel](#), or
[book a room online](#) and provide the
following information:

Group Name: Brownlee LLP

Block ID: 173702

Edmonton

Hotel: Sandman Signature Edmonton
Downtown

Address: 10235 – 101 St. NW, Edmonton

To book a room *before January 30, 2023*,
call **1-800-SANDMAN**, [email the hotel](#),
or [book a room online](#) and provide the
following information:

Block Code: EMERGING2023

If you have any questions, please contact me at jrosso@brownleelaw.com.

This event is by invitation only.

We hope you can join us!

Brownlee LLP

This message is sent on behalf of the Brownlee Municipal Practice Area.

You are receiving this correspondence because you have previously attended Emerging Trends in Municipal Law, or because you or your employer has utilized or expressed interest in utilizing our services.

If you do not wish to receive information regarding future Emerging Trends in Municipal Law sessions, [Unsubscribe here](#).

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Toll Free: 1-800-661-9069

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Calgary, AB T2P 3S8
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JULIA ROSSO | EVENTS COORDINATOR | BROWNLEE LLP

PRONOUNS: SHE/HER/HERS

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Council Report

Don Faulkner

December 19, 2022

Nov. 1/22, Special Council Meeting (Budget)

- Refer to Web Site for agenda and minutes.

Nov. 5/22, Grand Opening of the Dog Park

- Cold and blustery day, some attendance, weather had an impact. Looking forward to another try weather permitting (maybe in the spring).

Nov. 7/22, Regular Council Meeting (attended virtually)

- Refer to Web Site for agenda and minutes. I attended virtually as I tested positive.

Nov. 10/11, Meet and Mingle with the City of Leduc

- Regretfully unable to attend.

Nov. 11/22, Legion Remembrance Day Ceremony

- Regretfully unable to attend.

Nov. 15/22, Seniors Meeting

- Currently trying to find their feet after covid, planning potluck for Christmas (later canceled).

Nov. 15/22, Budget Open House

- Low attendance, we are going to have to find a way to inspire our community to participate as we all feel that it is critical to have their input.

Nov. 16/22, Leduc & District Regional Waste Management Commission Organization and Regular Meetings

- Refer to Web Site for agenda and minutes.

Nov. 17/22, Capital Region Southwest Water Service Commission Organization and Regular Meetings

- Refer to Web Site for agenda and minutes.

Nov. 19/22, Budget Open House

- Regretfully unable to attend.

Nov. 21/22, Regular Council Meeting

- Refer to Web Site for agenda and minutes.

Nov. 23/22, Meet Bill Sorochan (Film Maker)

- Attended Mr. Sorochan's presentation, straight forward, no promises, but felt there could be positive synergies if we do ever get selected for involvement in future films.

Nov. 24/22, Christmas in the Park

- Very good job by staff setting this up and their hard work that evening. Thank you Councillor Gardener for a full night of volunteering.

Council Report

Don Faulkner

January 16, 2023

Dec. 1/22, Chamber Spirit of Giving.

- Family matter came up and I was no able to attend.

Dec. 4-9/22, Leduc & District Regional Waste Management Conference in San Diego.

- As a member of the LDRWM, I attended the WASTECON (conference) in San Diego, my report to commission is available upon request.

Dec. 5/22, Regular Council Meeting.

- I attended virtually from San Diego, refer to Web Site for agenda and minutes.

Dec. 14/22, Attended the Monthly Leduc & District Regional Waste Management Meeting.

- Refer to Web Site for agenda and minutes.

Dec. 17/22, Special Council Meeting and Ribbon Cutting for Electric Charging Station at arena.

- For meeting refer to Web Site for agenda and minutes.
- Ribbon cutting was cold and brief. A good day for green Calmar.

Dec. 19/22, Regular Council Meeting.

- Refer to Web Site for agenda and minutes.

Dec. 20/22, Attended MP Mike Lake's office for presentation of Medallion and Certificate.

Dec. 31/22, Attended and volunteered at the First Night Celebration.

- As always well attended and well presented, good job staff and council.

Krista Gardner Councillor Report

November 2022

Nov 1st- Special Meeting of Council

Nov 4th- Alberta Municipalities Board Orientation

Nov 7th- Regular Meeting of Council

Nov 10th- City of Leduc Mix and Mingle

City of Leduc Council invited our Council along with many of our regional partners to a networking event held at the Leduc Golf Club. Mayor Carnahan and Councillors McKeag-Reber and Faulkner attended, as well as myself on behalf of Calmar. I had many interesting conversations about how many of our current partnerships are working and new ideas for enhanced regional cooperation.

Nov 11th- Remembrance Day Ceremony

I attended the Calmar Legion's Remembrance Day Ceremony with my family. Also attending were Mayor Carnahan (who laid a wreath of behalf of the Town), Councillors Faulkner (in his role as a Legion member) and Benson. I greatly appreciated the attendance of Recreation Coordinator Miller and CAO Losier at a community event. I was proud to see the event be well-attended by our residents. Big thank you to the Legion for organizing the event.

Nov 15th- Budget Open House

For the first time in a long time, Council hosted public engagement opportunities for residents to learn about Budget 2023 and provide input. Administration prepared boards with info and members of Council and Administration were on hand to answer questions. I'm pleased with the direction we are going with regards to public engagement and anticipate that as this becomes more familiar, we will see greater response from our residents.

Nov 16th- Leduc County Family and Community Support Services Advisory Board

The FCSS administration team presented the current understanding of upcoming changes to Leduc's Victim Services organization. This provincially-directed redesign has been of great concern to FCSS departments and municipal Councils across the province since first announced. Mr. Ohnesty from Leduc County has been reassured that local volunteers will remain local and included, while the intention is to centralize some of the management responsibilities to ensure consistency between departments. We shall see how this plays out over the next year. We reviewed the upcoming plans and current status of Christmas Elves programs across the County. So far, things look good but we are anticipating a higher than usual need due to economic factors.

Nov 16th- Team Calmar Movember Yoga Fundraiser

Nov 17th- Capital Region Southwest Water Services Commission Board Meeting

The CRSWSC held both its annual organizational meeting and regular meetings on the same night. Bill Daneluik, Mayor of Beaumont, was re-elected to the Chair position and Lars Hansen, Councillor from the City of Leduc, was re-elected as Vice-Chair. From the financial update- both water sales and purchases are overbudget by 9%. The capital expenditures are forecasted to be underbudget for the year, due to the carryover of major projects into 2023. These include the Air Release Manhole Cover Rehab project, Beaumont Piping Upgrades and the Nisku Booster Station project. The Regional Water Customers Group is suggesting an interim water rate of \$1.01/m³, which has been incorporated into the 2023 Budget. The forecasted amount for our customers has been set at \$1.64/m³ for 2023. The Board approved an interim Budget for 2023 with total expenditures and revenue of \$10,384,859.

Nov 19th- Budget Open House

Mayor Carnahan and I attended the second Public Open House for Budget 2023. While not overwhelmingly busy, we had good conversation with the people who attended on a wide range of topics, not only limited to the budget. Communication remains a requirement for focus, not only from my perspective but also what I am hearing from the public.

Nov 21st- Alberta Municipalities Board Engagement Information Session

Nov 21st- Regular Meeting of Council

Nov 23rd- Edmonton Screen Industries Office Meeting

EDO McIntosh, Councillor Faulkner and local business owners met with Bill Sorochan from the Edmonton Screen Industries Office to discuss our openness towards the potential filming of movies or TV shows in Calmar. Mr. Sorochan described the process and possible timelines and emphasized the importance of the support of the local government. This was a very interesting conversation and I hope to see it become fruitful.

Nov 23rd- Alberta Municipalities – Indigenous Awareness Training session

This session was held with the ABmunis Board and other members of subsidiary Boards as well as senior staff and instructed by Roy Pogorzelski. One key takeaway for me is the importance of approaching Reconciliation with an open mind and to not be too concerned with doing everything “right”. Every nation has slightly different protocols and being curious and respectful will go a long way towards building relationships.

Nov 24th- Alberta Municipalities Board Meeting

Nov 24th- Christmas in the Park

I volunteered at the Photo Booth to assist local photographer Alannah Banana with taking names and email addresses to send out free Pictures with Santa to attendees. This was probably the most fun I have had at a community event all year! It was very busy and on-site estimates suggest we had 500+ attendees! The weather was amazing, which I'm sure contributed to the success of the event. Enormous thanks to the members of the Rec Board and Rec Coordinator Miller for organizing everything as well as all our volunteers. I know we wouldn't be able to make this (or any other event) happen without the support, dedication and hours of hard work from Team Calmar!

Nov 25th- Alberta Municipalities- Municipal Governance Committee Meeting

Nov 29th- Calmar Fire Services Advisory Committee Meeting

Mayor Carnahan, CAO Losier and I met with Fire Chief Lefebvre and Deputy Chief Bennett to discuss updates to our Fire Services agreement with the County. On the agenda was a discussion about Calmar's Fals Alarm Bylaw and how we are managing that, changes to the presentation of emergency management activities to Council, and a review of the level of support provided by our fire services to medical emergency.

Krista Gardner Councillor Report

December 2022

Dec 2nd- Staff Christmas Luncheon

Dec 5th- Yellowhead Regional Library Board Meeting

YRL Board held elections for a new executive board and set the meeting schedule for 2023. The board approved the 2023 budget. Of note in the budget is the efforts that administration has undertaken to clearly link the Strategic Plan and goals for the organization to the budget. It is very clear and makes it easier to make budget decisions. The budget does include a slight increase to the per capita membership rate.

Dec 5th- Regular Meeting of Council

Dec 7th- Calmar Recreation Board Meeting

The Rec Board heard a presentation from EDO McIntosh about the new Sponsorship Policy for community buildings and events. The Rec Board is excited to enhance the events we currently offer and add new ones as well as the possibility of more partnership with our local business community. We also discussed how our recent events have gone and ways to improve them, plus plans and budget for 2023.

Dec 8th- Calmar's Community in Bloom Society Christmas Party

Dec 14th- Alberta Municipalities and Alberta Municipal Services Corporation Joint Board Meeting

Dec 17th- Special Meeting of Council

Dec 19th- Regular Meeting of Council

Dec 20th- MP Mike Lake Queen's Jubilee Medal Ceremony

Dec 31st- Calmar First Night

I volunteered with the rest of Council at our annual First Night celebration at the Mike Karbonik Arena. I was pleased to see the number of staff attending and volunteering. This event was also well-attended by our residents, and I thoroughly enjoyed seeing all the kids and families come out to celebrate the start of a new year. The fireworks were fantastic! Welcome 2023!

Carey Benson Councilor Report November 2022

Nov 1st, 2022, Special Meeting of Council

- Councilor Don Faulkner Appointed as Deputy Mayor
- Mayor Sean Carnahan and Councilor Carey Benson are appointed to the Calmar Library Board
- Closed Session

Nov 11th, 2022, Remembrance Day Ceremony

- Attended the Remembrance Day Ceremony at the Calmar Legion

Nov 23rd, Meeting with Bill Sorochan from the Edmonton Screen Industries

- Talk about using certain locations and buildings potentially being used in small to medium sized films in Calmar. Bill brought up good points that if films were to be shot in Calmar that it would bring a boost to the local economy.

Nov 26th, 2022, Leduc Santa Claus Parade

- Attended the Leduc Santa Claus Parade with Councilor Jaime McKeag Reber and Mayor Sean Carnahan.

Carey Benson Councilor Report December 2022

Dec 5th, 2022, Regular Meeting of Council

- Please see attachment for more information

Dec 17th, 2022, Special Meeting of Council (Budget Meeting)

- Please see attachment for more information

Dec 17th, 2022, Electric Vehicle Charging Station Grand Opening

- Council, Staff members and MLA Mark Smith attended a ribbon cutting ceremony to showcase our new Electric Charging Station.

Dec 19th, 2022, MP Mike Lake Platinum Jubilee Presentation

- I was presented with recipients of a package of a medallion and certificate to commemorate Queen Elizabeth II's Platinum Jubilee.

Dec 14th, 2022, Calmar's First Night

- Volunteered at Calmar's first night greeting residence and guests in the arena. The event was so much fun and everyone seemed to enjoy themselves with Skating, Facepainting, Pictures, Hotdogs and Hot Chocolate. Fireworks were awesome this year like always and we even had vehicles parked along the hwy to view them.

Royal Canadian Mounted Police



Gendarmerie royale du Canada

Commanding Officer
Alberta

Commandant
de l'Alberta

December 5, 2022

Mayor Sean Carnahan
Town of Calmar
PO Box 750
Calmar, AB T0C 0V0

A handwritten signature in black ink that reads "Sean".

Dear Mayor Carnahan:

RE: Alberta Municipalities Conference – Fall 2022

Thank you for taking the time to meet with me and my Senior Leadership Team at the recent Fall 2022 Alberta Municipalities Conference in Calgary. While these meetings are brief, I certainly believe that we have very productive discussions. Not only is it an opportunity to connect with your leadership, but these meetings also help to ensure our services are meeting the needs of the Albertans you represent.

I value your concerns about educating a commercial business that had been targeted in thefts multiple times, as well as your desire for Enhanced Community Peace Officers authorities. Inspector Jeff McBeth, your Chief of Police, has advised that he has met with your Chief Administrative Officer, Sylvain Losier, and both concerns have been addressed.

Your openness in discussing our service delivery to your community is instrumental, as these discussions give context to specific community concerns, which are essential to shaping our service delivery strategies. Collaborative communication between us is vital to both our relationship with your community and helping us quickly identify and respond to the concerns of your citizens, contributing to a safe and strong Alberta.

Should any questions or concerns arise before our next meeting, please do not hesitate to contact me at 780-412-5444 or curtis.zablocki@rcmp-grc.gc.ca; or our Alberta Municipalities Liaison Officer, Inspector Ed Moreland at 780-412-5259 or edward.moreland@rcmp-grc.gc.ca.

Yours Truly,

A handwritten signature in black ink that reads "C. M. Zablocki".

C. M. (Curtis) Zablocki, M.O.M
Deputy Commissioner
Commanding Officer Alberta RCMP

11140 - 109 Street
Edmonton, AB T5G 2T4
Telephone: 780-412-5444

Cc:

Chief Superintendent Darcy Fleury, District Officer, Central Alberta District, Alberta Royal Canadian Mounted Police

Inspector Ed Moreland, Client Services Officer, Operations Strategy Branch, Alberta Royal Canadian Mounted Police



Kelly Rudyk It's Logical Strategic Planning Services

111 Acacia Court, Sherwood Park, AB T8A 1K7

January 5, 2023

His Worship Sean Carnahan,
Mayor of the Town of Calmar
PO Box 750
Calmar, AB ToC oVo

RECEIVED

JAN 09 2023

TOWN OF CALMAR - INT. _____

Dear Mr. Mayor:

It's Logical is a municipal strategic consulting firm that was established in February of 2019. We have been thrilled with our success to date, most especially with the relationships we have forged and the mutual value we have created with our partner municipalities.

Having spent the vast majority of my 30+ year career working with Councils, CAOs and their senior leadership, I recognize the challenges we are facing as a sector. My role as a senior corporate strategist has armed me to find uniquely effective solutions for today and into the future. My clients are achieving their own successes through a very intentional creation of a full strategic planning framework from which to make evidence-based data driven decisions.

It is my hope to reach as many municipalities as possible. The frameworks that can be built create a culture of seeking continuous improvement and robust innovation. This high performing culture aligns with It's Logical's values and is something that excites me personally.

I would love to discuss what plans you have, post our recent municipal elections, to build your own high performing team.

Sincerely,

A handwritten signature in blue ink that reads "Kelly Rudyk".

**Kelly Rudyk
President
It's Logical Strategic Planning Services**

SCAN TO CONTACT
IT'S LOGICAL

