

AGENDA

**SPECIAL MEETING OF COUNCIL TO BE HELD
IN-PERSON & VIRTUALLY ON**

July 10, 2023, COMMENCING AT 7:00 PM

GoToMeeting

Public Access Code: 738-393-413

ITEM	SOURCE
1.	Call to Order
2.	Adoption of Agenda
3.	Bylaws or Policies <ul style="list-style-type: none">a) Bylaw 2023-23 – Amendment to Land Use Bylawb) Bylaw 2023-21 – Alternate Advertising Bylawc) Policy 2017-026 – Amendment to HR Policy (Overtime Policy)d) Policy 2023-103 – Work from Home Policy
4.	New Business <ul style="list-style-type: none">a) Tax Recovery Reserve Bidsb) Trail Reserve Transferc) Capital Budget Reallocationd) Council Priorities
5.	Adjournment

Town of Calmar

Request for Decision (RFD)

Meeting:	Special Council Meeting
Meeting Date:	July 10, 2023
Originated By:	CAO Losier
Title:	Bylaw 2023-23 – Land Use Bylaw amendment
Approved By:	CAO Losier
Agenda Item Number:	3 A

BACKGROUND/PROPOSAL:

The owner of the property located at SW31-49-26-W4 In 2019, being 5403 50th Street, would like to redistrict a portion of his property to accommodate the existing house and a future addition. The addition would be an attached garage with a suite above. The intended use is not permitted or discretionary in the current district, Urban Reserve (UR). To enable the desired addition, the land must be redistricted to a residential district. Therefore, the owner is seeking a redistricting from Urban Reserve to R2, Residential (General). The owner is in the process of subdividing the property in parallel with the redistricting process. The parcel that will be created will have a width of 58.23 meters and a length of 100.58 meters. The remnant of the current parcel will remain within the Urban Reserve (UR) District.

Proposed Bylaw 2023-23, a bylaw amending the Land Use Bylaw, and the proposed subdivision are attached for reference.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

A public hearing is required prior to considering second and third reading of Bylaw 2023-23. The proposed bylaw will be advertised in accordance with the Municipal Government Act to allow the public an opportunity to comment should Council agree to pass 1st reading. The proposed bylaw would be circulated to referral agencies and to adjacent owners within a radius of 60 meters for comment as well. A more detailed report will be provided by Administration at the public hearing.

Option 1 – Council may request further information from Administration prior to proceeding with first reading of Bylaw 2023-23.

Option 2 – Council may provide direction to Administration on changes to Bylaw 2023-23 with an amended bylaw coming before Council for first reading at the current meeting or later.

Option 3 – Council may pass first reading of Bylaw 2023-23.

Option 4 – Council may defeat first reading of Bylaw 2023-23.

The benefit of moving forward with the first reading is that it will allow Council to receive feedback on the proposed amendment before making a final decision. From a land use perspective, allocating a district to a parcel of land that is currently within the UR district creates certainty for future development and contributes to the land reserve depletion. In this situation, it would also enable densification of a parcel that is underutilized.

Administration does not see any disadvantage to passing 1st reading of the proposed bylaw.

COSTS/SOURCE OF FUNDING (if applicable)

n/a

RECOMMENDED ACTION:

That Council gives first reading to Bylaw 2023-23.

TOWN OF CALMAR

BYLAW #2023-23

A BYLAW OF THE TOWN OF CALMAR IN THE PROVINCE OF ALBERTA, TO AMEND THE LAND USE BYLAW BEING BYLAW 2017-07.

WHEREAS, the Municipal Government Act, being Chapter M-26 of the R.S.A. 2000, as amended ("the Act") provides that a Municipal Council may amend its Land Use Bylaw.

AND WHEREAS, the Council of the Town of Calmar wishes to amend its Land Use Bylaw 2017-07 as it affects certain lands.

NOW THEREFORE the Council of the Town of Calmar, duly assembled, enacts as follows:

- 1) That a portion of the land legally described as Lot 1, Block 1, Plan 172181862, identified by the municipal address 5403-50 Street Calmar, be re-designated as follow:

From UR- URBAN RESERVE to R2 – RESIDENTIAL (General) as shown on the attached Schedule A.

- 2) This Bylaw shall come into full force and effect upon third and final reading thereof.

READ A FIRST TIME THIS 10 DAY OF July 2023.

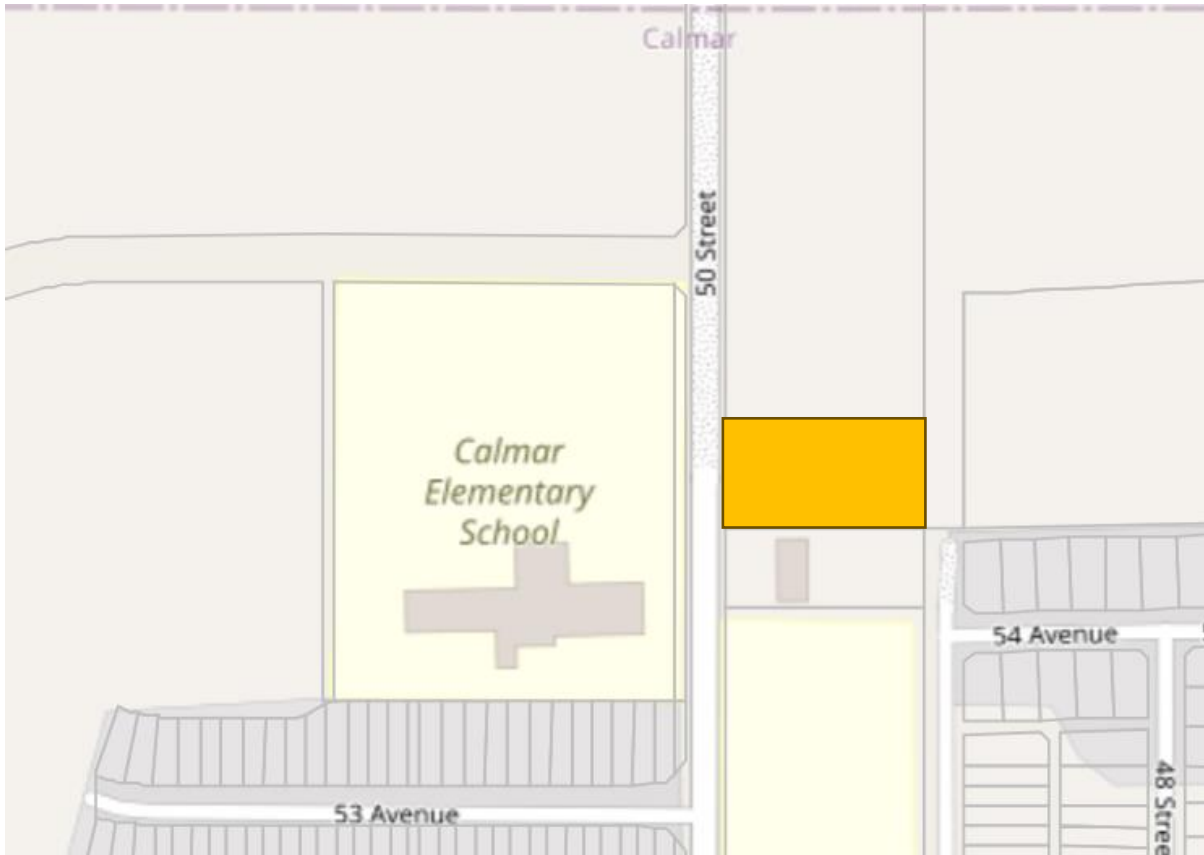
READ A SECOND TIME THIS __ DAY OF 2023.

READ A THIRD TIME AND FINALLY PASSED THIS __ DAY OF 2023.

MAYOR CARNAHAN

CAO LOSIER

Schedule A – Bylaw 2023-23



Redistricting from UR – Urban Reserve to R2 Residential (General)



Town of Calmar

Request for Decision (RFD)

Meeting:	Special Council Meeting
Meeting Date:	July 10, 2023
Originated By:	ADCS Bryans
Title:	Alternate Advertising Bylaw
Approved By:	CAO Losier
Agenda Item Number:	3 B

BACKGROUND/PROPOSAL:

Section 606 of the MGA states that Council must give notices of certain bylaws, resolutions, meetings, public hearings or other things by advertising in a newspaper or other publication circulating in the area. In addition, Section 606(1) allows Council to adopt a bylaw for alternative means of advertising these items, which may include electronic means.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Currently the Devon Dispatch is the only newspaper in circulation in the area, however it is only delivered to a small portion of the town and the Leduc Representative is no longer delivered at all. With the limited reach of the Devon Dispatch to our residents and the ever-increasing costs of advertising (our last two advertisements for a Land Use Bylaw amendment cost in excess of \$1500) Administration has drafted Bylaw #2023-21 – Alternative Advertising to help increase the audience of our legislated advertising requirements and reduce the expense of said advertising.

Option 1 – Council pass a motion to give first reading to Bylaw #2023-21 – Alternative Advertising.

Option 2 – Council pass a motion to direct Administration to further investigate advertising options and bring the Bylaw back to Council at a future meeting.

COSTS/SOURCE OF FUNDING (if applicable)

N/A

RECOMMENDED ACTION:

Council pass a motion to give first reading to Bylaw #2023-21 – Alternative Advertising.

TOWN OF CALMAR

BYLAW #2023-21

BEING A BYLAW OF THE TOWN OF CALMAR, IN THE PROVINCE OF ALBERTA, TO ESTABLISH AN ALTERNATIVE METHOD FOR ADVERTISING INFORMATION REQUIRED UNDER SECTION 606 OF THE MUNICIPAL GOVERNMENT ACT.

WHEREAS: Pursuant to Section 606 of the *Municipal Government Act*, a Council must give notice of certain bylaws, resolutions, meetings, public hearings or other things by advertising in a newspaper or other publication circulating in the area, mailing or delivering a notice to every residence in the affected area or by another method provided for in a bylaw under Section 606(1); and

AND WHEREAS: Pursuant to Section 606(1) of the *Municipal Government Act*, a Council may, by bylaw, provide for one or more methods, which may include electronic means, for advertising proposed bylaws, resolutions, meetings, public hearings and other things referred to in Section 606; and

AND WHEREAS: Council is satisfied that the advertising method set out in the bylaw is likely to bring matters advertised by that method to the attention of substantially all residents in the area to which the bylaw, resolution or other thing relates or in which the meeting or hearing is to be held.

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

1. **TITLE**

This bylaw shall be cited as the “Alternative Advertising Bylaw” of the Town of Calmar.

2. Any information required to be advertised under Section 606 of the *Municipal Government Act* of a bylaw, resolution, meeting, public hearing or other thing shall be given, in accordance with the timelines prescribed in Section 606;

a. Electronically, by publishing those notices on the Town of Calmar website, www.calmar.ca.

3. The Town of Calmar may also communicate the information in addition to the means outlined in 1(a) using one, or more, of the following methods:

a. Newspaper advertising;

b. Posting to one or more of the Town of Calmar’s corporate social media platforms;

c. Mailing or delivering the information to every residence in the area to which the proposed bylaw, resolution or other thing related, or in which the meeting or hearing is to be held; or

d. Any other means determined appropriate by the Town.

4. This bylaw comes into effect on the day of third reading.

READ a first time this 10th day of July 2023

READ a second time this day of 2023

READ a third time this day of 2023.

Mayor Carnahan

Chief Administrative Officer Losier

Town of Calmar

Request for Decision (RFD)

Meeting:	Special Council Meeting
Meeting Date:	July 10, 2023
Originated By:	ADCS Bryans
Title:	Policy 2017-026 HR Policy Amendment - Overtime
Approved By:	CAO Losier
Agenda Item Number:	3 D

BACKGROUND/PROPOSAL:

The current overtime policy, within the HR Policy, is not compliant with Employment Standards legislation. The proposed policy has been re-written to correct the misalignment. Administration will also be presenting to all staff that bank overtime a formal overtime agreement which will allow for this banking. A draft of this policy is attached.

As well, an addition of the CAO, Directors and Managers being able to bank a maximum of 35/40 hours per year to be used as time in lieu within the same calendar year has been added to the policy. Eligibility of time in lieu for management will only occur once 35/40 hours have been accumulated.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Amending the policy with these changes, keeps us compliant with Employment Standards legislation as well as making us a more attractive employer of choice for senior management.

Option 1 – Council pass a motion to adopt the overtime policy as presented.

Option 2 – Council pass a motion to adopt the overtime policy as amended.

COSTS/SOURCE OF FUNDING (if applicable)

N/A

RECOMMENDED ACTION:

Council pass a motion to adopt the overtime policy as presented.

OVERTIME POLICY

Overtime is all time authorized in advance by the applicable Director and worked by an employee in excess of seven (7) hours per day or thirty-five (35) hours per week for Inside Workers, or eight (8) hours per day or forty (40) hours per week for Outside Workers (except where CWW Rules apply), whichever is greater. Overtime shall be compensated as follows:

- One- and one-half times (1-1/2 X) the employee's hourly rate if pay; or
- Time off in lieu of overtime pay, with time off to be calculated at 1.0 times for all overtime hours worked, to be taken at a time mutually agreed (within six (6) months of the end of the applicable pay period) between the Manager and the employee.
- Overtime Agreements must be signed in order to bank overtime and use time in lieu.

No employee shall be forced to take time off in lieu of receiving overtime pay.

All banked overtime shall be used by December 31st of each year, or the balance of the overtime bank will be paid out on the last pay period of the year. All accrued unused lieu time will be paid out at a rate of one time (1.5 X) for every hour upon resignation or termination.

Management positions including the Chief Administrative Officer, Directors and Managers will be permitted to bank overtime to a maximum of 35 hours or 40 hours per year to be used in the calendar year as time in lieu.



Individual Overtime Agreement

1. It is agreed between:

_____ of _____
Employee name Employee address
and
_____ of _____
Employer/company name Employer/company address

that either wholly or partly the employer will provide and the employee will take, time off with pay in place of overtime pay for those hours worked in excess of _____ in a work day or _____ in a work week, whichever is greater.

The work week is _____ to _____
Day of the week Day of the week

2. Time off with pay is banked at a rate of 1 hour for each overtime hour worked.
3. The time off with pay in place of overtime pay shall be provided, taken and paid at the regular rate of wages at a time that the employee could have worked and received wages from the employer.
4. The time off with pay shall be provided, taken and paid within 6 months of the end of the pay period in which it was earned unless the agreement is part of a collective agreement which provides for a longer period of time.
5. If the time off with pay instead of overtime is not provided, taken and paid in accordance with paragraph 3, the employee shall be paid overtime pay of at least 1.5 times the employee's wage rate for the overtime hours worked.
6. Time off in place of overtime shall be treated as hours of work and remuneration paid in respect to time off in place of overtime pay shall be treated as wages.
7. The employer shall provide a copy of this agreement to the employee.
8. No amendment or termination of this agreement shall be effective without at least one month's notice in writing by one party to the other.

Dated this _____ day of _____ 20 _____

Signed by _____
For Employer/company Employee



Town of Calmar

Request for Decision (RFD)

Meeting:	Special Council Meeting
Meeting Date:	July 10, 2023
Originated By:	ADCS Bryans
Title:	Policy #2023-103 – Work from Home Policy
Approved By:	CAO Losier
Agenda Item Number:	3 D

BACKGROUND/PROPOSAL:

Since the pandemic working from home has become quite common and can be an attractive benefit to staff. This year, Administration has facilitated certain members of staff to be able to work from home although there was no formal policy in place for this privilege.

To formally set out what is expected of employees working from home, Administration has drafted the attached policy for Council review and approval. This will enable all affected employees have a clear understanding of the expectations that comes along with this privilege.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The draft policy clearly outlines the expectations of supervisors and employees if they are working from home, so there can be no misunderstanding on these matters.

It also, covers matters like equipment, data security and occupational health and safety.

Option 1 – Council pass a motion to approve the Work From Home Policy as presented.

Option 2 – Council pass a motion to approve the Work From Home Policy as amended.

Option 3 – Council pass a motion to direct Administration to do more research on this policy and bring it back to Council at a future meeting.

COSTS/SOURCE OF FUNDING (if applicable)

N/A

RECOMMENDED ACTION:

Council pass a motion to approve the Work From Home Policy as presented.



POLICY

POLICY No. 2023-108
TITLE: Working From Home

APPROVAL DATE: JULY 10, 2023

DEPARTMENT: Administration

REVISION DATE:

MAYOR: _____

CAO: _____

Purpose:

The purpose of this Policy is to ensure that working from home is both beneficial to employees as well as the Town.

Policy Statement:

The Town is committed to providing the best possible service to its residents while ensuring the health and safety of its employees. There are circumstances that may require employees to work from their homes. These circumstances are to be the exception and not the norm, and employees are expected to work from the office as much as possible. In circumstances where working from home is necessary, it is important to maintain the same high level of professionalism and work competency.

Working from home is a privilege and can be revoked at any time.

Definitions:

- **Department Manager:** means the Town employee responsible for a department, based on the Town Organizational Chart.
- **Employee:** means an individual employed by the Town.
- **Supervisor:** refers to the individual(s) who supervise staff but who are not defined as a Manager.
- **Town:** means the Town of Calmar.

- **Town Manager:** means the Chief Administrative Officer (CAO) as appointed by Council, or the Chief Administrative Officer's designate.
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Policy:

Eligibility to work from home:

- A request to work from home must be made in writing to the Employee's direct Supervisor/Manager and approved by the Town Manager.
- Except under exceptional circumstances, the request must be made a minimum of one working day prior to the date being requested.
- The position must be suitable for remote work.
- Employees must be organized, disciplined and self-motivated.

Expectations:

- The expectation is that employees will work from the office unless special circumstances arise and a request is approved by the appropriate Supervisor/Manager.
- If the request is denied it is expected that the Employee will be in the office to work.
- Working hours at home shall be the same as office hours.
- Employees must be able to be contacted while working from home and ensure availability.
- A work plan must be provided to the Supervisor/Manager for approval prior to working from home to ensure productivity remains at the same level as working in the office.
- At the end of the day it is expected that the Employee will debrief or provide a status update to their Supervisor.
- Employment policies are still in effect while working from home.

Equipment:

- Employees working from home will be provided access to the servers, using a Town provided laptop, through a remote desktop application on their computers.
- Accessing servers will require a two-step verification log on.
- Technical support for set-up and maintenance will be coordinated by the Town with the IT contractor.

Communication:

- If the Employee does not have a work provided cell phone, a personal number must be provided for internal contact purposes.
- Employees will have multiple options for communication to effectively complete tasks; options may include Microsoft Teams, email, phone call, text message or Zoom.

Data & Device Security:

- Employees working from home must provide their own internet connections, at no cost of expense to the Town.
- All information pertaining to the Town is expected to be maintained as strictly confidential.

Health & Safety:

- During work hours, while Employees are performing work functions, the Employee is covered under workers compensation if an injury is determined.
- Employees must check in with their direct Supervisor/Manager at a schedule set by the Supervisor. The means of check-in (phone, virtual, etc.) will be at the discretion of the Supervisor/Manager.
- Employees working from home are responsible for ensuring that they have a safe and functional office environment in their home, in which to work from.
- All OH&S requirements apply and if necessary relevant reports (near miss or injury) must be filed.

This policy shall be reviewed from time to time to ensure that it meets the needs of the Organization.

Town of Calmar

Request for Decision (RFD)

Meeting:	Special Council Meeting
Meeting Date:	July 10, 2023
Originated By:	ADCS Bryans
Title:	Tax Recovery Public Auction Reserve Bids
Approved By:	CAO Losier
Agenda Item Number:	4 A

BACKGROUND/PROPOSAL:

In March 2022 a tax notification was filed on five residential properties and a tax lien was filed on three manufactured homes. As per Section 418(1) of the Municipal Government Act a municipality must offer for sale at public auction any parcel of land shown on its tax arrears list if the arrears are not paid. As of today's date, the arrears have not been paid and the properties will be advertised in the August 15, 2023, Alberta Gazette for Public Auction to be held on September 29, 2023. In order to do this Council must set the reserve bids for each parcel by resolution.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Historically Council has established reserve bids as the current year property assessments.

Option 1 – Council pass a motion to set the reserve bids as per the current year assessment.

Option 2 – Council pass a motion to direct Administration to have the properties appraised to determine if using the appraised values is the best approach.

COSTS/SOURCE OF FUNDING (if applicable)

Should Council opt for Option 2, there would be a significant cost to have nine appraisals done.

RECOMMENDED ACTION:

That Council pass a motion to set the reserve bids as follows:

TA 0086 – \$285,000.00	TA 0152 – \$177,000.00
TA 0165 – \$147,000.00	TA 0330 – \$278,000.00
TA 0529 – \$322,000.00	
TA 9009.00 – \$51,000.00	TA 9033.00 – \$45,000.00
TA 9048.00 – \$18,000.00	



Town of Calmar

Request for Decision (RFD)

Meeting:	Special Council Meeting
Meeting Date:	July 10, 2023
Originated By:	ADCS Bryans
Title:	Parks Trail Reserve Transfer
Approved By:	CAO Losier
Agenda Item Number:	4 B

BACKGROUND/PROPOSAL:

Since 2020 the Town has received donations towards a walking trail system within the town. The funds were always receipted to the Parks Facility Reserve GL.

Now that more donations are being made, in an effort to more transparently record the donations Administration has created a new GL specifically for the trail system.

Administration would like to move the money donated since 2020 to the new GL and requests a council motion to do so.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Option 1 – Council pass a motion to direct Administration to transfer \$2,695.96 from the Parks Facility Reserve GL to the Parks Trail Reserve GL.

Option 2 – Council pass a motion to direct Administration to transfer a different amount to the Parks Trail Reserve GL

COSTS/SOURCE OF FUNDING (if applicable)

N/A

RECOMMENDED ACTION:

Council pass a motion to direct Administration to transfer \$2,695.96 from the Parks Facility Reserve GL to the Parks Trail Reserve GL.

Town of Calmar

Request for Decision (RFD)

Meeting:	Special Meeting of Council
Meeting Date:	July 10, 2023
Originated By:	Director, Infrastructure & Growth Melesko
Title:	Capital Budget Money Transfer
Approved By:	CAO Losier
Agenda Item Number:	4 C

BACKGROUND/PROPOSAL:

When the 2023 Budget was created two infrastructure projects were included beside 51 Ave. The first one is the 100m walkway across the High School site leading from 54 Ave & 49 St. to the Elementary School off 50 Street. This project was budgeted at \$33,000.00. the second project is replacing the retaining wall in Woodland Park. This was anticipated at\$30,000.00.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The two projects were added to the budget discussions near the end of the budget process. This being said, official cost estimates were not received, and costs were estimated based on past project costs. Due to inflation and contractors being very busy, prices rose drastically.

Administration would like Council to delay the Woodland Park retaining wall project for this year. Not only because, we don't have sufficient funds, but the future layout and purpose of this park should be decided prior to doing significant investment. In the past, there were talks regarding a stage/theater scheme etc.

We did receive a couple quotes for the Woodland project. These were extremely high (\$47,000.00 - \$74,000). In addition, we will need to take out the brick walk and pave to match the front area of the park. That would be an additional \$16,728.00.

Since the project is beyond budget, Staff will be removing the heavily damaged retaining wall along the reservoir and the apartment parking area. Then, this area will be landscaped to eliminate the need for the wall in this area.

The walkway across the school property also came in higher than planned. The price of the walkway alone came in at \$39,613.86. Additional costs for this project include, survey and

registration of ROW, curb crossing at 54th & 49th, culverts, etc. At the end of the day this project will probably run closer to \$55,000.00.

The budget contains \$63,000.00 for the two projects. Administration would like to delay the Woodland project, transfer funding to the walkway project and complete that project this year. Contractors are in place, survey has been ordered, and we are drawing up the contract with Black Gold for the crossing. Once we have a vision for Woodland Park, Council will be able to budget accordingly.

COSTS/SOURCE OF FUNDING (if applicable)

No new funding is required, but a reallocation would be necessary to complete the walkway.

RECOMMENDED ACTION:

Council pass a motion to transfer the funding designated for Woodland Park to the walkway project and direct Administration to have the walkway completed as soon as possible.