

**TOWN OF CALMAR REGULAR COUNCIL MEETING TO BE HELD
IN PERSON AND VIRTUALLY ON OCTOBER 02, 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 – September 18, 2023 |
| 6. | Unfinished Business – None |
| 7. | Bylaws or Policies
a) Policy #2020-083 – Development Incentive Grant
b) Bylaw #2023-20 – Fees & Rate Charges – Discussion Only |
| 8. | New Business
a) LRHF Municipal Appointments
b) Calmar Library Board – Appointment |
| 9. | Financial – None |
| 10. | Department Reports – None |
| 11. | Council and Committee Reports - None |
| 12. | Action Items – None |
| 13. | Correspondence
a) Calmar Library Board – Term Ending |
| 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)
b) Personnel - (Pursuant to Section 24(1)(b)(i) 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 SEPTEMBER 18, 2023**

Access Code: 211-016-493

1. **CALL TO ORDER:** Mayor Carnahan called the Regular Council Meeting of September 18, 2023, to order at the hour of 7:01 pm.

PRESENT: Mayor Carnahan, Councillors Faulkner, Gardner, McKeag Reber & Benson, CAO Losier, & ADCS Bryans

2. **ADOPTION OF AGENDA:**

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

Change to RFD for Alternative Advertising Bylaw

**CARRIED
R-23-09-0262**

3. **PUBLIC HEARINGS:**

- a) **Bylaw #2023-21, Alternate Advertising Bylaw**

Public Hearing opened @ 7:05 pm

5015 – 50 Street, Ingrid Kaczmarek addressed Council stating she also agreed that there was no value in advertising in the Devon Dispatch/local newspaper as it was expensive and not delivered to most of the town. She prefers reading the Chronicle on a monthly basis.

Public Hearing closed @ 7:10 pm

4. **DELEGATIONS:**

- a) **Leduc Regional Housing Foundation**

Mayor Carnahan thanked the LRHF for their presentation at the time being 7:35 pm.

5. **ADOPTION OF MINUTES:**

- a) **Regular Council Meeting** – September 05, 2023

Moved by Councillor Faulkner that the minutes of the Regular Council Meeting of September 05, 2023, are hereby approved as presented.

**CARRIED
R-23-09-0263**

6. **UNFINISHED BUSINESS: None**

7. **BYLAWS or POLICIES: None**

- a) **Bylaw #2023-21 – Alternate Advertising Bylaw**

Moved by Councillor Gardner that Council pass a motion to give Bylaw #2023-21 – Alternate Advertising Bylaw second reading.

**CARRIED
R-23-09-0264**

Moved by Councillor McKeag Reber that Council pass a motion to give Bylaw #2023-21 – Alternate Advertising Bylaw third reading.

**CARRIED
R-23-09-0265**

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b) HR Policy #2017-026 – HR Policy, Holiday Policy

Moved by Councillor Benson that Council pass a motion to adopt the amendment to the Holiday Policy within Policy #2017-026 HR Policy.

**CARRIED
R-23-09-0266**

c) Bylaw #2017-07 – Land Use Bylaw Amendment – Discussion Only

d) Bylaw #2017-07 – Land Use Bylaw

Moved by Councillor Gardner that Council pass a motion to adopt the consolidated version of the Land Use Bylaw with the new Town logo.

**CARRIED
R-23-09-0267**

8. NEW BUSINESS:

a) Alberta Municipalities 2023 Conference – Discussion Only

b) Calmar Figure Skating Club

Moved by Mayor Carnahan that Council pass a motion to provide Calmar Figure Skating Club a reduced ice rental rate of 1/3 the regular rental cost as an acknowledgement that the ice time in a non-prime ice slot, as well as compensation for the oversight of not factoring the club into the 2023/24 ice scheduling process.

**CARRIED
R-23-09-0268**

*Recessed @ 9:21 pm
Reconvened @ 9:28 pm*

9. FINANCIAL: None

a) Trial Balance as of August 31, 2023

Moved by Councillor Benson that Council pass a motion to accept this report as information.

**CARRIED
R-23-09-0269**

Moved by Councillor Faulkner that the Regular Council Meeting extend past 10:00 pm.

**CARRIED
R-23-09-0270**

b) Draft Operating Budget – Discussion Only

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Access Code: 211-016-493

10. DEPARTMENT REPORTS:

- a) **CAO**
- b) **Planning & Development**
- c) **Corporate Services**
- d) **Enforcement Services**
- e) **Emergency Management**
- f) **Public Works**
- g) **Economic Development**
- h) **Recreation**
- i) **Family & Community Support Services**
- j) **Growth Report**

Moved by Councillor Gardner that Council pass a motion to accept these reports as information.

**CARRIED
R-23-09-0271**

11. COUNCIL AND COMMITTEE REPORTS:

- a) **Mayor Carnahan**
- b) **Councillor Faulkner**
- c) **Councillor Gardner**
- d) **Councillor McKeag Reber**
- e) **Councillor Benson**

Moved by Mayor Carnahan that Council pass a motion to accept these reports as information.

**CARRIED
R-23-09-0272**

12. ACTION ITEM: None

13. CORRESPONDENCE: None

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)
- b) **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 10:34 pm.

**CARRIED
R-23-09-0273**

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

Moved by Councillor Benson that the Regular Council Meeting reconvene from Closed Session at this time being 10:57 pm.

**CARRIED
R-23-09-0274**

**REGULAR MEETING OF COUNCIL
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Moved by Mayor Carnahan that the Council pass a motion to direct the CAO to counteroffer as per instructions.

**CARRIED
R-23-09-0275**

16. ADJOURNMENT:

The Regular Council Meeting adjourned at 10:59 pm.

These minutes signed this 3rd day of October 2023.

Mayor Carnahan

CAO Losier

Un-Approved Minutes

Town of Calmar

Request for Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	October 02, 2023
Originated By:	ACSD Bryans
Title:	Development Incentive Grant (DIG)
Approved By:	CAO Losier
Agenda Item Number:	8 A

BACKGROUND/PROPOSAL:

In 2023 the Town of Calmar developed the Development Incentive Grant (DIG), which enabled developers, builders and homeowners to apply for a Town grant with the building of a new home. This was in an effort to attract diverse builders, promote construction and complete in-progress neighbourhoods. As per the policy the grant program was to be in effect for the period of three years (2021 – 2023). So far, the grant has enabled:

- 2021: 2 X \$3,500
- 2022: 2 x \$2,500, 4 X \$3,500, and 1 X 4,500
- 2023: 2 X \$1,000 and 6 X \$3,500

At the time of writing the report, \$14,000 was left in the 2023 budget for the DIG program.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Currently there are a few homeowners that would like to take advantage of this grant, however, because of some of the guidelines, specifically the required 100% complete assessment on the property, they would not be eligible to apply in 2023 having only moved into the property this year. A 100% assessment would not be available until 2024. This is at the detriment of the homeowner as some of them have been bought and built on the premise that this grant would be available to them. As of September 21, 2023, 6 new single family detached dwellings received their development permit. These will not be completed and assessed in time to be capture in 2023 at 100% assessed value.

Administration is seeking direction from Council on how they would like to proceed with any application that has been received in the later portion of 2023 for which there has not been a 100% assessment. Keeping in mind that the program running 2021 – 2023 has captured properties assessed in full, from 2021 – 2023.

Option 1 – Council pass a motion to direct Administration to accept DIG applications until the end of 2023 and for homes that do not yet have a full assessment, those applicants

are to be advised that their grant will be paid in 2024 once there is a full assessment by Powers & Associates.

Option 2 – Council pass a motion to direct Administration to accept DIG applications until the end of 2023 and for homes that do not yet have a full assessment, those applications will be processed using the purchase price of the property being aware that this could impact the amount (increase or decrease) of the approved grant.

Option 3 - Council pass a motion to direct Administration to accept DIG applications until the end of 2023 and process only those within the guidelines of the policy.

COSTS/SOURCE OF FUNDING (if applicable)

\$14,000+. Currently that is the balance remaining in the operating budget for the DIG program. Another condition of the program is that ‘the program will be honoured until the grant has been paid out or terminated’. Council could also direct Administration to honour all applications transferring any extra required monies out of the DIG Reserve fund.

RECOMMENDED ACTION:

Council pass a motion to direct Administration to accept DIG applications until the end of 2023 and for homes that do not yet have a full assessment, those applicants are to be advised that their grant will be paid in 2024 once there is a full assessment by Powers & Associates.



POLICY

POLICY NO: 2020-083 **APPROVAL DATE:** February 16, 2021
TITLE: Development Incentive Grant Program **REVISION DATE:** April 6, 2021
DEPARTMENT: Economic Development **PAGE:** 1 of 3
Mayor: *[Signature]* **Town Manager:** *[Signature]*

Policy Statement:

The Town of Calmar has a broad mandate to provide support for residential and non-residential development that reflects the needs of the community. A three year development incentive grant program has been established for new development projects. This is a two part grant available to both the land owner/developer and the home/building owner who are eligible to apply separately for the grant.

Reason for Policy:

The objectives of this Development Incentive Grant Program provided under this policy are:

1. To attract a wide diversity of housing types to Calmar.
 2. To entice diversity and the highest quality of home builders to Calmar.
 3. To complete in-progress neighborhoods and infill projects.
 4. Balance the tax revenue generation between residential and non-residential.
 5. Generate new space to help with business attraction efforts.
 6. Create new jobs.
 7. Increase services for the community.
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Policy Guidelines:

1. The program will take effect on the date of approval by Town of Calmar Council, and will run for a period of three (3) years. Grants approved prior to the expiry of the program will be honoured until the grant has been paid out or terminated in accordance with the guidelines of this policy.
2. The program funding is subject to yearend surplus dollars; therefore, the Town of Calmar Council reserves the right to cancel the Program at any time.
3. All grant funding shall be subject to final approval by the Town of Calmar upon meeting the approved funding criteria checklist.
4. Only complete applications will be considered for approval.
5. Applicants can apply once they have received their assessment at 100% complete value.

6. Applications will be accepted at any time however, applications will only be reviewed during the following review periods:
 - a. March 15-31
 - b. June 15-30
 - c. September 15-30
 - d. December 15-31
7. The project shall consist of new construction on bare land or new construction expansion that is added to an existing structure to increase the structures physical space.
8. Any approved grant for an eligible development shall be contingent on completion of the eligible development within eighteen (18) months of the date of the building permit issuance, to the satisfaction of Town in its sole discretion.
9. All outstanding accounts (i.e. receivable, utility, tax, fees, etc.) with the Town must be paid in full prior to any issuance of the approved grant.
10. Applications can be accepted for projects that were completed no more than 6 months prior to the start of the program.
11. The applicant may only receive one grant per single project.
12. The incentive does not apply to any base tax, minimum taxes, local improvement, other special levies or fees, or non-municipal tax or fee if applicable.
13. If the owner, prior to the issuance of the grant sells the project property for which the grant was intended, the balance of the grant shall be transferred to or be in favor of the new owner.

Funding Criteria Checklist:

In order to qualify for the funding, a project or applicant shall meet the following criteria:

- The project is located within the Town of Calmar.
- The project is located on bare land that is owned by the applicant.
- The project consists of either new construction having been constructed or moved into Calmar as per the Calmar Land Use Bylaw.
- The owner has the approved development and building permit, and safety code approvals.
- The owner provided a copy of the occupancy permit.
- Administration confirms that a Land Title change has been received in the name of the applicant.
- 100% complete assessment amount has been reported from Powers & Associates Appraisal Inc.
- The residence/building and person(s) named on the application is tied to a tax account.

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Funding Eligibility:

1. Applicants can apply for a one-time, single project grant as follows:

Developer/ Builder Grant	
Land Incentive	Qualifying Grant
Per individual Lot	\$1,000
Per individual multi-unit lot.	\$1,000 per unit, to a maximum of \$5,000

Property Owner Grant	
Assessed Value	Qualifying Grant
>\$200,000	\$500
\$200,000 - \$300,000	\$2,500
\$301,000 - \$400,000	\$3,500
\$401,000 - \$500,000	\$4,500
\$501,000 - \$600,000	\$5,500
\$601,000 - \$700,000	\$6,500
<\$700,000	\$7,500

**Assessed value is based on amount reported from Powers & Associates Appraisal Services Inc.

2. Should there be inadequate funding to meet the demand, applications will be held in a queue and processed in chronological order of their submission date if additional funding becomes available.

Employee Signature: _____ Date: _____

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TOWN OF CALMAR
BYLAW NO. 2023-20

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 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. 2022 – 22 is hereby rescinded.


Read a first time this 19th day of June 2023.

Read a second time this 17th day of July 2023.

Read a third time and approved this 17th day of July 2023.



Mayor Carnahan



CAO Losier

Bylaw signed this 17th day of July 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)
Lagoon Key Deposit	\$60.00 (refundable)

FACILITY RENTAL RATES

1. **BALL DIAMONDS:**

	FEES
Youth Hourly	\$10.00/Diamond/Hour + GST
Adult Hourly	\$20.00/Diamond/Hour + GST
Youth Team	\$200.00/team/year + GST
Adult Team	\$400.00/team/year + GST
Youth Tournament	\$50.00/Diamond/Day + GST
Adult Tournament	\$125.00/Diamond/Day + GST
Tournament Damage Deposit	\$500.00

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 (5 days)	\$100.00 + GST
Local resident/Full Program	\$760.00 + 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
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
Subdivision / Development Appeal (Leduc County Regional Subdivision and Development Appeal Board) \$162.75 (inclusive of 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



5. BUILDING PERMIT FEES:

Residential Installations

New Single Family Dwellings, Additions	\$6.00 per \$1,000 of Project Value**
Relocation of a Building (on crawlspace or basement)	\$0.35 per square foot of main floor
Relocation of a Building (on piles or blocking only)	\$150.00
Garage, Renovation, Basement Development (not at time of new home construction)	\$0.30 per square foot of dev. area, minimum of \$150.00
Minimum Residential Building Permit Fee (Demolition, Solid Fuel, Decks, Sheds, Hot Tubs, Swimming Pools)	\$150.00

Commercial, Industrial, Institutional

New, Addition, Renovation	\$6.00 per \$1000 of Project Value
Minimum Building Permit Fee (including Demolition Permits)	\$300.00

Note: Project value is based on the actual cost of material and labour verification of cost may be requested prior to permit issuance.

Note: PERMIT FEES SHALL BE DOUBLED FOR WORK COMMENCING PRIOR TO OBTAINING THE REQUIRED PERMIT

Note: Safety Code Council Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560.00

6. ELECTRICAL PERMIT FEES:

Residential Installations: New single family dwelling and additions

Square footage of developed area	Cost of permit + Safety Code Council Levy = Total cost
Up to 1,200 sq. ft	\$150.00 + \$6.00 = \$156.00
1,201 to 1,500 sq. ft	\$175.00 + \$7.00 = \$182.00
1,501-2,000 sq. ft	\$200.00 + \$8.00 = \$208.00
2,001-2,500 sq. ft	\$225.00 + \$9.00 = \$234.00
2501-3,500 sq. ft	\$250.00 + \$10.00 = \$260.00
Over 3,500 sq. ft	Permit fee is \$250.00 plus \$0.10 per sq. ft over 3500 plus SCC Levy

Note: Add \$75.00 to homeowner permits over \$500 value excluding Temp Power / UG Service, Permanent Service Connection, Hot Tub / AC and Panel Change or Upgrade.

Other residential installations

Basement Development	\$125.00 + \$5.00 = \$130.00
Temporary Power/ Underground Service	\$100.00 + \$4.50 = \$104.50
Permanent Service Connection Only	\$100.00 + \$4.50 = \$104.50
Hot Tub / Air Conditioning Unit	\$80.00 + \$4.50 = \$84.50
Panel Change or Upgrade	\$80.00 + \$4.50 = \$84.50
Garages	\$0.20 per sq. ft. + SCC Levy, minimum fee of \$80.00

Note: Add \$75.00 to homeowner permits over \$500 value excluding Temp Power / UG Service, Permanent Service Connection, Hot Tub / AC and Panel Change or Upgrade.

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Commercial, Industrial, Institutional installations

Installation cost (\$)	Permit Fee	SCC Levy	Total
0-1,000	\$85.00	\$4.50	\$89.50
1,001-1,500	\$95.00	\$4.50	\$99.50
1,501-2,000	\$100.00	\$4.50	\$104.50
2,001-2,500	\$110.00	\$4.50	\$114.50
2,501-3,000	\$120.00	\$4.50	\$124.50
3,001-3,500	\$130.00	\$5.20	\$135.20
3,501-4,000	\$140.00	\$5.60	\$145.60
4,001-4,500	\$150.00	\$6.00	\$156.00
4,501-5,000	\$155.00	\$6.20	\$161.20
5,001-5,500	\$160.00	\$6.40	\$166.40
5,501-6,000	\$165.00	\$6.60	\$171.60
6,001-6,500	\$170.00	\$6.80	\$176.80
6,501-7,000	\$175.00	\$7.00	\$182.00
7,001-7,500	\$180.00	\$7.20	\$187.20
7,501-8,000	\$185.00	\$7.40	\$192.40
8,001-8,500	\$190.00	\$7.60	\$197.60
8,501-9,000	\$195.00	\$7.80	\$202.80
9,001-9,500	\$200.00	\$8.00	\$208.00
9,501-10,000	\$205.00	\$8.20	\$213.20
10,001-10,500	\$210.00	\$8.40	\$218.40
10,501-11,000	\$215.00	\$8.60	\$223.60
11,001-11,500	\$220.00	\$8.80	\$228.80
11,501-12,000	\$225.00	\$9.00	\$234.00
12,001-12,500	\$230.00	\$9.20	\$239.20
12,501-13,000	\$235.00	\$9.40	\$244.40
13,001-13,500	\$240.00	\$9.60	\$249.60
13,501-14,000	\$245.00	\$9.80	\$254.80
14,001-14,500	\$250.00	\$10.00	\$260.00
14,501-15,000	\$255.00	\$10.20	\$265.20
15,001-15,500	\$260.00	\$10.40	\$270.40
15,501-16,000	\$265.00	\$10.60	\$275.60
16,001-16,500	\$270.00	\$10.80	\$280.80
16,501-17,000	\$275.00	\$11.00	\$286.00
17,001-17,500	\$280.00	\$11.20	\$291.20
17,501-18,000	\$285.00	\$11.40	\$296.40
18,001-18,500	\$290.00	\$11.60	\$301.60
18,501-19,000	\$295.00	\$11.80	\$306.80
19,001-19,500	\$300.00	\$12.00	\$312.00
19,501-20,000	\$305.00	\$12.20	\$317.20
20,001-20,500	\$310.00	\$12.40	\$322.40
20,501-21,000	\$315.00	\$12.60	\$327.60
21,001-21,500	\$320.00	\$12.80	\$332.80
21,501-22,000	\$325.00	\$13.00	\$338.00
22,001-22,500	\$330.00	\$13.20	\$343.20
22,501-23,000	\$340.00	\$13.40	\$353.40
23,001-23,500	\$345.00	\$13.60	\$358.60
23,501-24,000	\$350.00	\$13.80	\$363.80
24,001-24,500	\$355.00	\$14.00	\$369.00
24,501-25,000	\$360.00	\$14.20	\$374.20
25,001-25,500	\$365.00	\$14.40	\$379.40
25,501-26,000	\$370.00	\$14.60	\$384.60
26,001-26,500	\$375.00	\$14.80	\$389.80
26,501-27,000	\$380.00	\$15.00	\$395.00
27,001-27,500	\$385.00	\$15.20	\$400.20
27,501-28,000	\$390.00	\$15.40	\$405.40
28,001-28,501	\$395.00	\$14.60	\$410.60

6. PLUMBING PERMIT FEES:**Residential & Non-Residential Installations**

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

Over 20 \$190.00 plus \$5.00 per fixture over 20
Add \$75.00 to homeowner permits over five (5) fixtures.

SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560. Permit fees shall be doubled for work commencing prior to obtaining the permit.

7. GAS PERMIT FEES:

Residential Installations

Number of Outlets	Permit Fee	SCC Levy	Total Fee
1	\$85.00	\$4.50	\$89.50
2	\$95.00	\$4.50	\$99.50
3	\$100.00	\$4.50	\$104.50
4	\$125.00	\$5.00	\$130.00
5	\$135.00	\$5.40	\$140.40
6	\$150.00	\$6.00	\$156.00
7	\$165.00	\$6.60	\$171.60
8	\$180.00	\$7.20	\$187.20
9	\$195.00	\$7.80	\$202.80
10	\$210.00	\$8.40	\$218.40
Over 10	\$210.00 plus \$10.00 per outlet over 10		
Propane Tank Set (does not include connection to appliance)	\$95.00	\$4.50	\$99.50
Temporary Heat	\$95.00	\$4.50	\$99.50

Commercial, Industrial, Institutional (Contractors Only)

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

Add \$5.00 for each 100,000 BTU (or portion of) over 2,000,000 BTU

Propane Tank Sets (does not include connection to appliance)

Description of work	Permit Fee	SCC Levy	Total Fee
Tank Set Only	\$95.00	\$4.50	\$99.50
Propane Cylinder Refill Centre	\$275.00	\$11.00	\$286.00

S.C.


SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560. Permit fees may be charged double for work commencing prior to obtaining the permit

ECONOMIC DEVELOPMENT

(linked to Business License Bylaw)

	FEES
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
Single Project Business License	\$100.00 + 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)

	FEES
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
Bulk Water Replacement/Additional Key	\$5.00 each
Commercial and Industrial consumers	\$5.00 per m3 or portion thereof
Rural agricultural consumers Annual Administration Fee	\$50.00 + GST
Rural agricultural consumers	\$3.00 per m3 or portion thereof

5. USE OF EXISTING WATER WELL

Application fee	\$150.00 + GST
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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 m3. 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
Veterinary Fees amount expended for euthanizing	\$150.00 + GST

EMERGENCY SERVICES

(linked to False Alarm Bylaw / Fire Services Bylaw)

False Alarm (1st one in calendar year)
False Alarm (2nd one in same calendar year)
False Alarm (3rd one in same calendar year)
False Alarm (4th one in same calendar year)
Any additional false alarm in same calendar year

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.

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

Utility Companies requests for Public Safety/Standby services for emergency resources to provide/monitor/manage perimeter isolation/control zones.

Command Units for all calls

Cellulose Insulation Removal and/or disposal fee - Insurance Company cost recovery only

Providing security and/or fire watch for a fire scene where the insurance adjuster could not be reached to provide security

Fire Services site inspections at the request of the owner/ occupant of the premises

Fire Investigation services, to determine the cause and origin of any fire as per Quality Management Plan

Providing Fire Investigation reports for insurance companies - (1) page summary

FEES

no charge
\$500.00 + GST
\$1,500.00 + GST
\$3,000.00 + GST
\$3,500.00 + GST

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

As per Alberta Infrastructure and Transportation Policy # TCE-DC-501. \$615.00/hr/unit

As per Alberta Infrastructure and Transportation Policy # TCE-DC-501. \$615.00/hr/unit

As per Alberta Infrastructure and Transportation Policy # TCE-DC-501. \$185.00

Actual cost billed to insurance company

\$100.00 per hour + GST

\$80.00 per hour or portion thereof + GST

\$80.00 per hour or portion thereof + GST

\$50.00 per hour + GST



ADMINISTRATION OFFICE
5118 - 50 AVENUE
LEDUC, ALBERTA T9E 6V4
PHONE: 780.986.2814
FAX: 780.986.4881
WWW.LEDUCREGIONALHOUSING.CA

September 14, 2023

Mayor Carnahan & Council
Town of Calmar
Box 750
Calmar, AB
TOC OVO

Dear Mayor Carnahan & Council:

RE: Municipal Appointments to Leduc Regional Housing Foundation

Leduc Regional Housing Foundation (LRHF) is privileged to have as its Members the seven municipalities from within the Leduc Region. The Board of Directors is made up of representatives of the municipal councils as well as a citizen at large. Working together and:

LRHF Mission

Through partnerships and programs, we support communities by providing quality housing solutions and services to individuals and families.

Board Members require a meaningful amount of time to learn about the complex nature of the organization and develop strong working relationships with both the Board and Administration, in order to be prepared to offer an informed opinion and fully contribute to the effective governance of the organization. There has been a real benefit to both the elected officials and LRHF, when appointments are made for the four (4) year term between municipal elections, supported by annual confirmation as required by the Municipal Government Act.

The 2021 municipal election created change in the municipal councils resulting in a significant change to the LRHF Board of Directors - 5 new councillors and a new Member at Large = 2/3 of the Board of Directors. I am writing to request the reappointment of your representative to LRHF's Board of Directors, for the remainder of the four (4) year term.

The Alberta Housing Amendment Act 2021 was proclaimed on April 20, 2022 and amendments to the Management Body Operation and Administration Regulation (MBOAR) have come into effect. Subsequent 5.01 (2) requests that Housing Management Body's (HMBs) determine the competencies required for Board Members, which must include any required by the Minister. The attached HMB Board Skills Requirements document sets out the expectations for the minimum standards HMB Boards must meet.

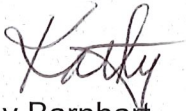
On assessment of the range of skills, experience, and expertise of our current Board we meet the Skills Requirements. We ask that you review the attached Skillset Matrix and consider these requirements if there will be any changes to the appointments to the Leduc Regional Housing Foundation Board.

Your consideration of this request is greatly appreciated to support LRHF's ability to respond to the non-market housing needs within the Leduc Region so that one day:

LRHF Vision

Every individual and family in our region lives in comfortable safe and affordable housing.

Sincerely yours,
LEDUC REGIONAL HOUSING FOUNDATION



Kathy Barnhart
:mjh

cc Board of Directors

Housing Management Body Board Skills Requirements

As per Section 5.01(2), *Management Body Operation and Administration Regulation*, a housing management body (HMB) board must determine the competencies required for board members and develop a process for the appointment of those board members.

The Minister requires each HMB board to include members who fulfil the skills, experience, expertise and qualifications on the list below. One board member may fulfil one or more of the skillsets listed (e.g., one board member may satisfy both the Board Governance and Financial skillsets); however, at a minimum, all skills listed below must be accounted for on each board.

STEP 1: A HMB board must include members who have experience, expertise or qualifications in at least one of the following skills, obtained through training, past experience and/or profession.

Category	Description	Possesses Skillset
A. Knowledge of board governance	Experience or training on board governance, duties and evaluation of the Chief Administrative Officer, understanding of the legal and fiduciary duty of board members, collaborative decision-making, able to lead/chair a board ensuring effective strategic planning and succession planning. This may include board chairs and board members who have acquired leadership skills while serving on boards.	
B. Knowledge of housing industry and/or provincial government social housing sector	Experience or training in non-profit, private, and/or the government housing industry in which the HMB operates. Understands particular trends, challenges and opportunities facing the community, and unique aspects of the sector. This may include, but is not limited to, experience in social services, government, health care system, property management or property development, with a passion for serving vulnerable Albertans.	
C. Organizational and business knowledge	Experience or training within regulatory, business, legal or policy fields, such as interpreting bylaws and regulations. Understands legal and regulatory principles, processes, and systems in the context of housing management bodies; able to effectively interpret policies, and understands organizational strategy, such as risk management. This may include, but is not limited to, experience within the law, policy, human resources, or administration sectors in business, government, or non-profit organizations.	

D. Financial knowledge	Experience or training in financial knowledge. Able to analyze and interpret financial statements and utilize the information to guide organizational decisions. Understands generally accepted accounting/financial principles. This may include, but is not limited to, experience within the accounting, finance, business planning, and auditing sectors.
E. Community and social responsibility	Experience or training with community engagement, demonstrates knowledge and passion for the community and people the HMB serves, such as work with the general public or identifiable communities. Capacity to build networks and foster trusting relationships with communities and stakeholders. This includes, but is not limited to, experience in municipal engagement, communications, non-profit organizations, cultural communities, health advocates, fundraising, and social work.

STEP 2: Diversity is also important for HMB boards because our communities are diverse and boards should represent the communities they serve. There are many dimensions of diversity, such as gender, gender identity, age, ethnicity, geographic background, physical ability, sexual orientation, and citizenship status.

HMB boards are expected to be diverse and include members with a range of different experiences that represent and understand the issues affecting the communities they serve. Each board is asked to include a mix of members with different genders and age ranges, and to have at least one member who has experience as a member of a target population or experience supporting one of the target populations they serve.

- The Minister requires each HMB board to include at least one member with lived experience as a member of a target population, OR who has professional, volunteer or personal experience supporting a target population group identified in *Stronger Foundations: Alberta's 10-year strategy to improve and expand affordable housing*:
 - o Indigenous peoples
 - o People with disabilities
 - o Women and children fleeing violence
 - o People at risk of homelessness or transitioning out of homelessness supports
 - o Low-income seniors
 - o People dealing with mental health and addiction
 - o Youth exiting government care
 - o Veterans
 - o Recent immigrants and refugees

- o Racialized groups
- o LGBTQ2S+ people
- o Tenants in social/affordable housing

For example:

- A HMB that operates a seniors' lodge could ensure they have a senior on the board or a member from a local senior support organization.
- A HMB that operates community housing or seniors' self-contained apartments with a high number of people with disabilities, Indigenous, or immigrant tenants could consider board members who represent at least one of these target populations, or who have experience supporting one of these target populations through working or volunteering at a community agency.

Town of Calmar Library Board
Box 328
4705 50 Ave
Calmar AB T0C 0V0

September 27, 2023

Mayor Carnahan and Council
Box 705
4901 50 Ave
Calmar AB T0C 0V0

Dear Mayor Carnahan and Members of the Town of Calmar Council,


I am writing on behalf of the Town of Calmar Library Board to formally recommend the reappointment of Ms. Ekle Hemmings to the Calmar Public Library Board for a second term. Ms. Hemmings has served diligently and effectively in her capacity as a board member, and the Library Board believes that her continued presence on the board would greatly benefit the library and the community.

Elke Hemmings has been an active member of the Calmar Public Library Board for the past year, having commenced her first term on October 5, 2020. During her tenure, she has demonstrated a strong commitment to the library's mission and objectives.

The Calmar Public Library Board kindly request that the Town of Calmar Council consider Elke Hemmings for reappointment to the Calmar Public Library Board for a second term. Her continued service would undoubtedly contribute to the ongoing development of the success of our community library.

Thank you for your time and consideration of this recommendation.

Sincerely,

A handwritten signature in black ink, appearing to read 'Tracey Blush', written in a cursive style.

Tracey Blush
Chair
Town of Calmar Library Board

Town of Calmar Library Board
Box 328
4705 50 Ave
Calmar AB T0C 0V0

September 27, 2023

Mayor Carnahan and Council
Box 705
4901 50 Ave
Calmar AB T0C 0V0

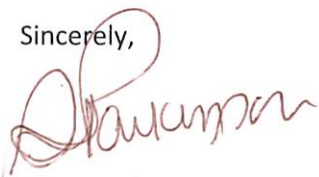
Dear Mayor Carnahan and Members of the Town of Calmar Council,

I am writing to formally announce the conclusion of Kathy Miller's three-year term as a valued member of the Town of Calmar Library Board. Ms. Miller's has decided to not return for another term. Although disappointed, the Library Board respects their decision and wish them all the best in their future endeavors.

Ms. Miller was a valuable and active member of the Board, and her dedication and commitment will be missed.

The Board continues to search for community members interested in joining the Library Board.

Sincerely,



Susan Parkinson
Director of Library Services