

**TOWN OF CALMAR REGULAR COUNCIL MEETING TO BE HELD
IN PERSON AND VIRTUALLY ON NOVEMBER 20, 2023,
COMMENCING AT 6:30 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
a) Bylaw #2023-26, Land Use Bylaw Amendments |
| 4. | Delegations - None |
| 5. | Adoption of Minutes
a) Regular Council Meeting – November 6, 2023
b) Special Council Meeting – November 13, 2023 |
| 6. | Unfinished Business – None |
| 7. | Bylaws or Policies
a) Bylaw #2023-22, Records & Information Retention Bylaw
b) Bylaw #2023-26, Land Use Bylaw Amendments |
| 8. | New Business
a) Community Grants Proposals |
| 9. | Financial
a) Summary of Open House – discussion only |
| 10. | Department Reports
a) CAO
b) Planning & Development
c) Corporate Services
d) Enforcement Services
e) Emergency Management
f) Public Works
g) Economic Development
h) Parks & Recreation
i) Family & Community Support Services - None
j) Growth Report |
| 11. | Council and Committee Reports
a) Mayor Carnahan
b) Councillor Faulkner
c) Councillor Gardner
d) Councillor McKeag Reber
e) Councillor Benson |
| 12. | Action Items – None |
| 13. | Correspondence
a) Leduc & District Regional Waste Management Commission 2024 Rates |
| 14. | Clarification of Agenda Business – (Open mic) |
| 15. | Closed Session |
| 16. | Adjournment |

Town of Calmar

Request for Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	November 20, 2023
Originated By:	CAO Losier
Title:	Bylaw 2023-26 – Land Use Bylaw amendment
Approved By:	CAO Losier
Agenda Item Number:	3 A

BACKGROUND/PROPOSAL:

At its September 18, 2023, Regular Meeting of Council, Council received a report from Administration about several potential Land Use Bylaw (LUB) amendments. The proposed bylaw has multiple purposes including:

- Improving a few definitions,
- Aligning the Development Permit and building permit processes for accessory structures,
- Removing the requirement of obtaining a Development Permit for a demolition,
- Removing the driveway regulation from the definition section and creating a new section for it within section 7 (please note that the landscaping section would be amended to remove the driveway confusing clause),
- Adding provisions for dwelling units to be in a mixed-use development in R2, R3, and R4 districts,
- Transferring uses from the discretionary to permitted uses within the C1 and C2 districts,
- Adjusting the façade alignment in the DC03,
- Extending the DC04 and C2 area westerly by 72 meters to enable development all the way to the lane in Stage 1 of Thomas Creek,
- Extending the DC 05 southerly to allow the addition of potentially 2 dwelling units to be contained in Stage 1 of Thomas Creek, and
- Creating a new DC, DC 06 for a daycare centre along 50th Street.

Proposed Bylaw 2023-23, a bylaw amending the Land Use Bylaw is attached.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

As per Bylaw 2023-21, the Alternate Advertising Bylaw, the proposed bylaw was made available and advertise on the Town’s website and available at the Town’s office. In addition, the public hearing was advertised on the digital screen. The referral to agencies and neighbouring

properties were done as of October 25th. Only one response was received with no concern. Administration also got a phone call and the resident stated that he had no concerns. A summary of comments received at the time of writing this report is attached.

Once Council will have heard the comments from the public hearing, there will be a few options.

Option 1 – Council may pass 2nd reading of Bylaw 2023-26 as presented.

Option 2 – Council may request further information from Administration/Applicant or conduct amendments prior to proceeding with second reading as amended of Bylaw 2023-26.

Option 3 – Council may provide direction to Administration on changes to Bylaw 2023-26 with the amended bylaw coming before Council for second reading later.

Option 4 - Council could pass 2nd and 3rd reading as presented or with amendments.

Option 5 – Council may defeat Bylaw 2023-26.

COSTS/SOURCE OF FUNDING (if applicable)

There is no cost to the municipality.

RECOMMENDED ACTION:

That Council gives second and third reading to Bylaw 2023-26 as presented, pending that there are no major concerns raised during the public hearing.

TOWN OF CALMAR

BYLAW #2023-26

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) Section 1.3 INTERPRETATION is amended by:

a) 50. Cannabis Facility : subsection 50e. is deleted and replaced with:

e. The distribution and sales of materials, goods, and products to Cannabis Store; or

b) That the number 51 is attributed to the Cannabis Store definition.

c) That the following definition is added as Definition 108, "Dwelling, Mixed use":

108. "Dwelling, Mixed use" means a self-contained dwelling unit or multiple dwelling units located above and/or adjacent to 1 or more commercial activities. Each dwelling unit has its individual access that can be internal or external to the building.

d) That definition 354. Yard, Front be deleted and replaced with:

354. "Yard, front" means that portion of the site extending across the full width of the site from the front line of the parcel to the nearest exterior wall of the main building.

e) That Section 1.3 INTERPRETATION be renumbered from 51 onward to accommodate the current amendments.

2) Section 3.2. DEVELOPMENT NOT REQUIRING A DEVELOPMENT PERMIT is amended by:

a) Subsection 13 is deleted and replaced with:

13. An accessory building which is accessory to a dwelling and less than 10.0 m² (108.0 ft²) in size, except for a deck or patio, that meets the minimum distance requirements outlined in Section 7.1 of this Bylaw, and provided further that it is the only accessory building on the lot on which it is located;

b) Subsection 19. is deleted and replaced with:

19. The demolition or removal of any building or structure.

3) Section 3.7. DEVELOPMENT PERMIT APPLICATION REQUIREMENT is deleted and replaced with:

3.7 DEMOLITION

1. The demolition of any structure must be done in accordance with the Alberta Building Code and Canadian Standards Association Standard S350-M1980, "Code of Practice for Safety in Demolition of Structures" and/or any subsequent Alberta Building Code or Canadian Standards Association Standards.

2. A Development Permit is not required for a demolition

4) Section 7 GENERAL PROVISIONS is amended by:

a) Deleting subsection 7.13.7. from Section 7.13 LANDSCAPING.

b) Adding the following section after section 7.30 WATER SUPPLY, SANITARY FACILITIES AND NATURAL GAS:

7.31 DRIVEWAYS

1. In a RESIDENTIAL DISTRICT, the maximum width of the driveway shall be 7.3 m (24.0 ft.) and the remainder of the front yard shall be landscaped (Amended by Bylaw 2018-12).

2. In other DISTRICTS, the maximum width of the driveway shall be at the Discretion of the Development Authority.

5) Section 8.55. CANNABIS STORE is amended by:

a) Subsection 3b. is deleted and replaced with:

3b. A Cannabis Store shall not collocate on a lot with a Day Care, Day Home, Arena/Curling Rink, Place of Worship, or Public Library.

6) Section 9.7. R2 RESIDENTIAL (GENERAL) DISTRICT is amended by:

a) Adding "Dwelling, Mixed-use" within the DISCRETIONARY USES as subsection c., and

b) Renumbering the DISCRETIONARY USES subsection from d. to q. to accommodate for the addition of c. Dwelling, Mixed-use.

c) Adding after subsection 9.7.2.f.i the following subsection:

9.7.2.f.ii. Notwithstanding the regulations contained within this Bylaw, the height of a walk-out residential dwelling unit shall be calculated from the grade along the façade facing the street.

7) Section 9.8. R3 RESIDENTIAL (MEDIUM DENSITY) DISTRICT is amended by:

a) Adding "Dwelling, Mixed-use" within the DISCRETIONARY USES as subsection B., and

b) Renumbering the DISCRETIONARY USES subsection from c. to j. to accommodate for the addition of b. Dwelling, Mixed-use.

8) Section 9.9. R4 RESIDENTIAL (HIGHER DENSITY) DISTRICT is amended by:

a) Adding "Dwelling, Mixed-use" within the DISCRETIONARY USES as subsection d., and

b) Renumbering the DISCRETIONARY USES subsection from e. to n. to accommodate for the addition of d. Dwelling, Mixed-use.

9) Section 9.12. C1 COMMERCIAL (CENTRAL) DISTRICT is amended by:

a) Deleting subsection 1 Permitted and discretionary Uses and replacing it with:

1. Permitted and Discretionary Uses

PERMITTED USES	DISCRETIONARY USES
<ul style="list-style-type: none"> a. Amusement establishments, indoor b. Auctioneering establishments c. Automotive and recreational vehicle sales/rental establishments, light d. Business support services establishments e. Cannabis Store f. Commercial entertainment facility g. Commercial schools h. Day cares i. Day homes j. Drinking establishments k. Eating and drinking establishments l. Funeral service establishment m. Government services n. Health services o. Hotels p. Household repair services q. Institutional uses r. Libraries and cultural exhibits s. Liquor stores t. Motels u. Mixed use developments v. Neighbourhood commercial developments w. Office uses x. Off-street parking lots y. Parking areas z. Personal service shops aa. Private clubs or lodges bb. Public parks cc. Public or quasi-public use dd. Public utilities (<i>Amended by Bylaw 2018-12</i>) ee. Retail establishment, general (<i>Amended by Bylaw 2018-12</i>) ff. Second hand stores gg. Sidewalk cafes hh. Solar energy conversion systems ii. Wind energy conversion systems, micro jj. Buildings and uses accessory to permitted uses 	<ul style="list-style-type: none"> a. Bed and breakfast establishments b. Contractor services, limited c. Drive-in business d. Dwellings existing as of July 1, 2002 e. Equipment rental establishment f. Recreational uses g. Secondary commercial uses h. Service stations i. Shopping centres j. Suites, surveillance k. Signs which are not accessory to a permitted or a secondary use l. Dwelling units in a building in which any of the above mentioned permitted or discretionary uses (other than dwellings existing as of July 1, 2002) are located. <p>If the floor space area used is not greater than 372 m² (4000 ft²), the manufacture or treatment of products essential to the retail business conducted on the premises, for example:</p> <ul style="list-style-type: none"> i. a bakery ii. a dyeing or cleaning plant or establishment iii. the manufacture of candy, confectionary, ice cream or jam, iv. ceramics manufacture <ul style="list-style-type: none"> m. Other uses which, in the opinion of the Development Authority, are similar to the above mentioned permitted and discretionary uses n. Buildings and uses accessory to discretionary uses

10) Section 9.13. C1 COMMERCIAL (HIGWAY) DISTRICT is amended by:

- a) Deleting subsection 1 Permitted and discretionary Uses and replacing it with:

1. Permitted and Discretionary Uses

PERMITTED USES	DISCRETIONARY USES
<ul style="list-style-type: none"> a. Amusement establishments, indoor b. Animal breeding/boarding facility c. Auctioneering establishments d. Automotive and equipment repair shops, light e. Automotive and recreational vehicle sales/rental establishments, light f. Cannabis Store (<i>Amended by Bylaw 2018-18</i>) 	<ul style="list-style-type: none"> a. Amusement establishments, outdoor b. Automotive and equipment maintenance and repair shop, heavy c. Automotive and recreational vehicle sales/rental establishments, heavy d. Bus depots e. Contractor services, general f. Dwellings existing as of July 1, 2002

g. Contractor services, limited	g. Equipment rental establishment <i>(Amended by Bylaw 2018-12)</i>
h. Commercial schools	h. Recreational uses
i. Day cares	i. Recreational vehicle campgrounds
j. Drive-in businesses	j. Recreational vehicle campgrounds, seasonal
k. Drive-in restaurants	k. Recreational vehicle storage facilities
l. Eating and drinking establishments	l. Recycling depots
m. Entertainment establishments	m. Shipping containers
n. Exhibition and convention facility	n. Signs which are not accessory to a permitted or a discretionary use
o. Funeral services establishment	o. Small radio communications towers
p. Health services	p. Suites, surveillance
q. Hotels	q. Wind energy conversion systems, small
r. Household repair services	r. Wireless communications facilities
s. Institutional uses	s. Retail, general; if the floor space area used is not greater than 372 m ² (4000 ft ²), the manufacture or treatment of products essential to the retail business conducted on the premises, for example:
t. Liquor stores	i. a bakery
u. Motels	ii. a dyeing or cleaning plant or establishment
v. Office uses	iii. the manufacture of candy, confectionary, ice cream or jam
w. Parking areas	iv. ceramics manufacture
x. Personal service shops	t. Other uses which, in the opinion of the Development Authority, are similar to the above mentioned permitted and discretionary uses
y. Places of worship	u. Buildings and uses accessory to discretionary uses
z. Private clubs and lodges	
aa. Public or quasi-public use or building <i>(Amended by Bylaw 2018-12)</i>	
bb. Public utilities and buildings <i>(Amended by Bylaw 2018-12)</i>	
cc. Retail establishment, general <i>(Amended by Bylaw 2018-12)</i>	
dd. Secondary commercial uses	
ee. Second hand stores	
ff. Service stations	
gg. Shopping Centre <i>(Amended by Bylaw 2022-20)</i>	
hh. Solar energy conversion systems	
ii. Truck and recreational vehicle sales/rental establishments	
jj. Veterinary clinic, small animal <i>(Amended by Bylaw 2018-12)</i>	
kk. Wind energy conversion systems, micro	
ll. Buildings and uses accessory to permitted uses	

11) Section 9.18.1 DIRECT CONTROL DISTRICT 03 is amended by:

a) Deleting subsection 3.d.iv and replacing it with:

iv. Notwithstanding i., ii, and iii. above, any new building shall be located to align façade along 50 Avenue.

12) That parts of the lands legally described as the NW 25-49-27-4 be re-designated as follows:

a) UR URBAN RESERVE to DC – DIRECT CONTROL DISTRICT 04

b) R2 RESIDENTIAL (GENERAL) to DC – DIRECT CONTROL DISTRICT 05

c) UR URBAN RESERVE to C2 – COMMERCIAL (HIGHWAY) DISTRICT

13) That parts of the land legally described as the NW 25-49-27-4 be re-designated as shown on the attached Schedule A.

14) Section 9, Land Use District Provisions is amended by adding the following sections after 9.18.5 DC-DIRECT CONTROL DISTRICT 05:

9.18.6 DC – DIRECT CONTROL DISTRICT 06

1. General Purpose of District

This district is intended to enable a day care with dwelling units in a mixed-used development. This development will be structured to enable a transition between the C1 COMMERCIAL (CENTRAL) DISTRICT along 50th Avenue and the R2 RESIDENTIAL (GENERAL) DISTRICT located to the north.

2. Permitted and Discretionary Uses

- a. Permitted uses include Day care and Dwelling, Mixed-use.
- b. R2 RESIDENTIAL (GENERAL) DISTRICT permitted and discretionary uses are also enabled in this district.

3. Development Regulations

- a. Site coverage:
 - i. Maximum site coverage shall not exceed forty-five percent (45%) of the site. The principal building shall cover no more than forty percent (40%) of the site.
- b. Maximum building height:
 - i. Building height shall not exceed 11 meters (36.08 feet);
- c. Minimum Required Yards:
 - i. Front Yard: 6.0 m (19.7 ft.);
 - ii. Side Yard to the north: 1.5 m (4.9 ft.);
 - iii. Side yard to the south: 3.0 m (9.8 ft.);
 - iii. Rear Yard: 6.0 m (19.7 ft.); and
- d. Parking and loading:
 - i. Shall be to the satisfaction of the Development Authority.
- e. Fences
 - i. Shall be to the satisfaction of the Development Authority, with a maximum height of 1.82 m (6.0 ft.).
- f. Landscaping and amenity areas
 - i. As a condition of the approval of a Development Permit, all landscaping and planting required must be carried out to the satisfaction of the Development Authority and within twelve months of occupancy or commencement of operation of the development.
- g. Special provisions
 - i. The development of the Day Care use shall meet all requirements of the Government of Alberta as applicable.

15) That the land legally described as 5007 50th Street within the NW 31-49-26-4 be re-designated as shown on the attached Schedule B.

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

READ A FIRST TIME THIS 16 DAY OF October 2023.

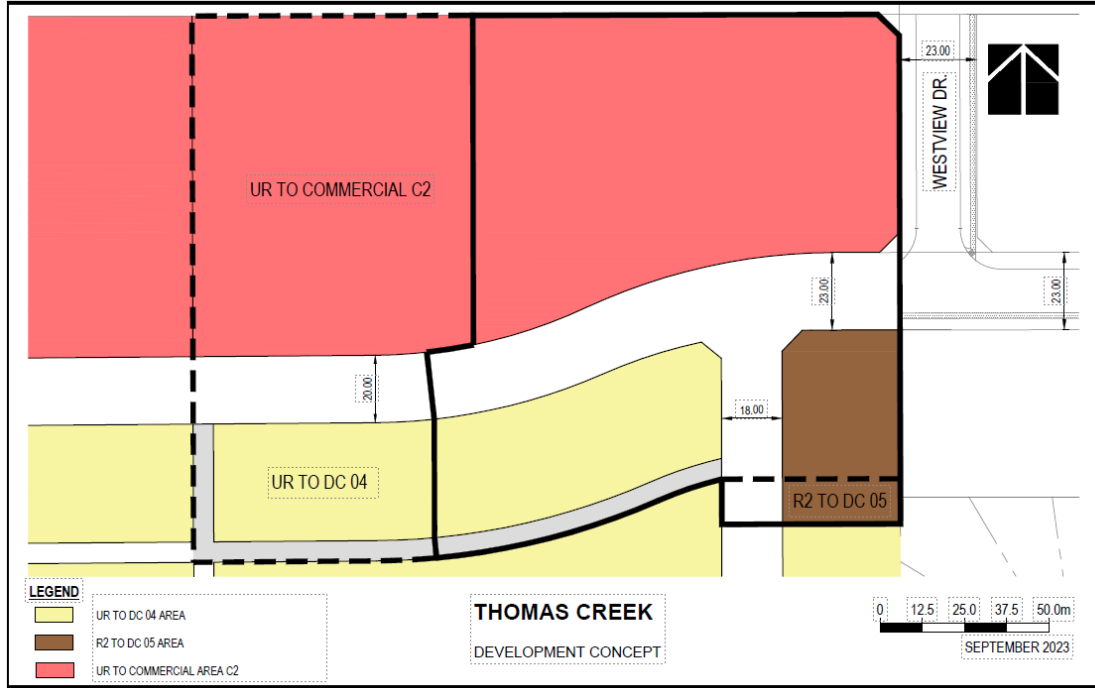
READ A SECOND TIME THIS __ DAY OF 2023.

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

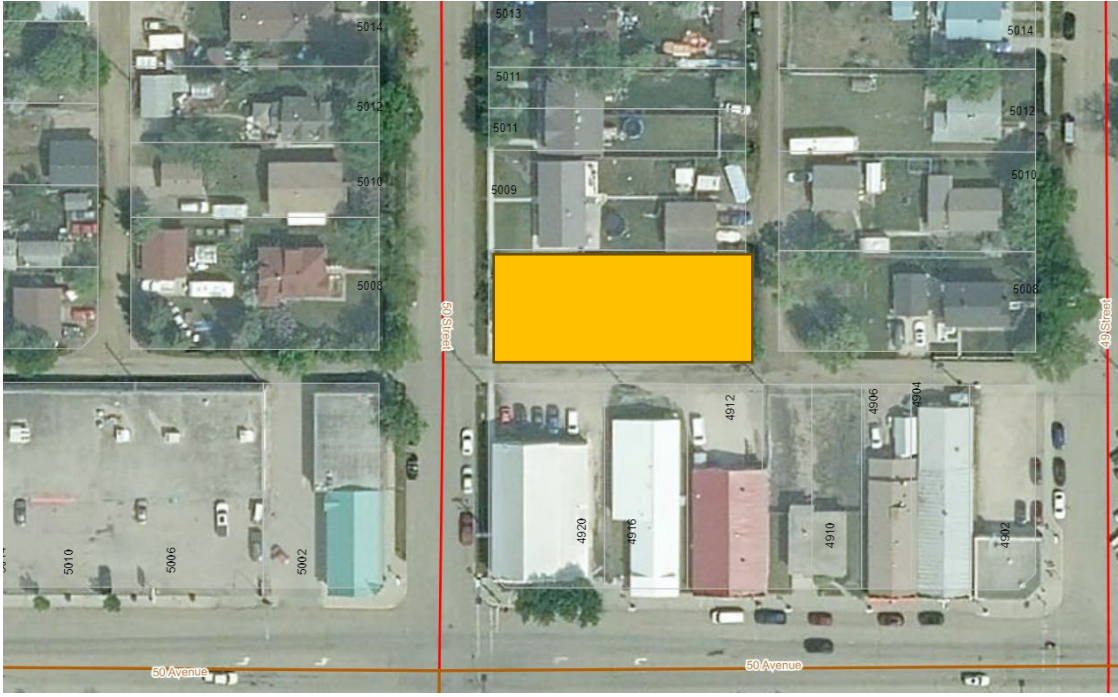
MAYOR CARNAHAN

CAO LOSIER

Schedule A – Bylaw 2023-26



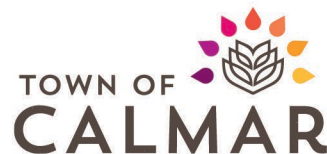
Schedule B – Bylaw 2023-26



 R2 RESIDENTIAL (GENERAL) DISTRICT TO DIRECT CONTROL O6 DISTRICT

**REDISTRICTING APPLICATION
COMMENTS AND CONCERNS RECEIVED**

AGENCY (EXTERNAL) Sent October 25, 2023	COMMENTS	TO BE BROUGHT TO COUNCIL (PUBLIC HEARING)
Apex Utilities	No comments received	No action required
Fortis	No comments received	No action required
Big Wifi	No comments received	No action required
Telus	No comments received	No action required
Shaw	No comments received	No action required
Canada Post	No comments received	No action required
Natural Resources Conservation Board	No comments received	No action required
Black Gold School Division	No comments received	No action required
Alberta Health	No comments received	No action required
Alberta Transportation	No comments received	No action required
Nav Canada	No comments received	No action required
Adjacent Land Owners	No comments received. 1 inquiry and once the item was discussed, the resident stated no concern.	No action required
Atco	No objections	No action required
Atco Transmission High Pressure Pipelines	No comments received	No action required
Leduc County	No response received	No action required



November 16, 2023

Sylvain Losier
CAO, Town of Calmar
PO Box 750
Calmar, AB T0C 0V0

E-mail: slosier@calmar.ca

Dear Sylvain Losier:

**RE: Proposed Land Use Bylaw Amendment – Bylaw 2023-26
Town of Calmar**

The application proposes to make several changes to the Land Use Bylaw #2023-26. Alberta Health Services – Environmental Public Health (AHS-EPH) has reviewed the proposed changes and has the following questions/concerns:

- Point 2 for Section 3.2 ‘development not requiring a development permit’ amendment includes an accessory building with some specific requirements. Accessory building includes surveillance suites and garage suites under the definition. Would it be beneficial to require a development permit for accessory buildings that may be used as dwelling units to review plans and service connections prior to it being built? What sort of recourse is available for dwelling units built as an accessory building in a potentially unsafe or uninhabitable manner if there is no development permit as part of the process?
- Point 5 for Section 8.55 ‘cannabis store’ proposes “a Cannabis Store shall not collocate on a lot with a Day Care, Day Home, Arena/Curling Rink, Place of Worship, or Public Library.” Some commercial buildings are subdivided as bareland condominium lots. Would this type of subdivision allow for a cannabis store to be located next to one of the above listed uses under the proposed wording?
- Cannabis stores, day cares and day homes are proposed to move from discretionary uses to permitted uses in C1 Commercial (Central) District and C1 Commercial (Highway) District. AHS-EPH recommends keeping these facilities in discretionary uses to allow for a review of potential land use conflicts and setback distances.
 - For example, a retail cannabis license will only be issued by Alberta Gaming, Liquor and Cannabis if the location is at least 100m from a provincial health care facility, school or school reserve. Alberta Health Services Medical Officer’s of Health also advocate for a limited number of cannabis stores within a municipality and recommend implementing a 300m separation between schools, daycares and community centres to these retail outlets.

- The site suitability for childcare centres should also be reviewed, including separation between these facilities and dry cleaners, cannabis stores, drive-throughs, gas stations and any other business that may contaminate soils, emit potentially hazardous vapours or create safety hazards from vehicular traffic.
- Placing cannabis stores, day cares and day homes in permitted use may restrict additional site suitability review specific to these types of businesses.

AHS-EPH has no concerns with the other listed proposed amendments. Consideration to the questions and concerns listed above is appreciated. Thank you for the opportunity to comment.

Sincerely,

Koreen Anderson

Koreen Anderson, B.Sc., CPHI(C)
Public Health Inspector / Executive Officer

Incl. Non-Medical Cannabis Regulations in Alberta: A Review of Municipal Bylaws

Non-Medical Cannabis Regulations in Alberta:

A Review of Municipal Bylaws

June 19, 2020

This report has been prepared by Population, Public & Indigenous Health, and Addiction & Mental Health, Alberta Health Services.

Contact

For more information, please contact:

cannabis@ahs.ca

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Acknowledgements

The authors would like to acknowledge the contributions of various team members and stakeholders which made this report possible. We would also like to acknowledge the input we received from more than 200 municipalities across Alberta who kindly participated in the survey and provided important data. The feedback they provided on the specific domains and indicators helped to shape the information and results presented within this report.

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Executive Summary

Non-medical cannabis became legal in Alberta and across Canada on October 17, 2018. Both the provincial and municipal levels of government had responsibilities with respect to implementation of these new federal regulations. The Alberta Cannabis Framework (the “Framework”) and provincial legislation were developed following [engagement](#) with Albertans, stakeholders and partners, extensive research of other jurisdictions, and consideration of existing Alberta liquor and tobacco laws.¹ During the development of the Framework, Alberta Health Services (AHS) recommended that Alberta adopt an evidence-based “public health approach” that aims to maximize benefits and minimize harms from substances, promote the health of all individuals, decrease inequities, and ensure that harms from interventions and legislation are not disproportionate to the harms from the substances themselves.² Some of the elements of a public health approach were incorporated in provincial legislation as the Government of Alberta set minimum requirements for regulating non-medical cannabis.

The Framework recognized that municipalities had their own responsibilities and powers related to: education, taxation, retail location and rules, public consumption and land-use and zoning (primarily referred to as land-use).³ This created the opportunity for AHS to engage with municipalities and provide them with recommendations to adopt a stricter regulatory approach during the initial phases of cannabis legalization. AHS Population, Public & Indigenous Health (PPIH) and Addictions & Mental Health (AMH) actively reached out to administrative and elected officials at the municipal level to provide evidence-based information for municipalities to consider as they developed their bylaws.⁴ In times where health evidence is incomplete and/or inconclusive, it is

¹ <https://www.alberta.ca/cannabis-framework.aspx>.

² Public Health Perspectives on Cannabis Legalization in Alberta.

https://auma.ca/sites/default/files/Advocacy/Programs_Initiatives/Marijuana/alberta_health_services_-_public_health_perspectives_on_cannabis_legalization_in_alberta.pdf.

³ <https://www.alberta.ca/cannabis-legalization-in-canada.aspx>.

⁴ While this document is focused on municipalities, similar work was occurring with school boards and post-secondary institutions.

often necessary to begin with more restrictive policies to help minimize unintended consequences. Overall, AHS recommends a precautionary approach to cannabis legalization be taken. This approach recognizes that it is easier to relax or remove requirements than it is to implement them after decisions and investments have been made.

In 2018, Medical Officers of Health (MOH) and AHS staff, including support from Zone Health Promotion and Addiction & Mental Health staff, delivered more than 30 presentations and written submissions to municipal councils across Alberta at various stages of their bylaw development. Additionally, AHS worked with a number of organizations to deliver a [2-Part Cannabis and Public Health Series webinar](#) to municipal leaders. This webinar series provided information and recommendations to help municipalities make cannabis policy decisions that promote and protect the health of its citizens. Although these recommendations were made, the decision to implement them by enacting bylaws rested with each municipality.

As the majority of municipalities completed their development of cannabis bylaws during the first phase of cannabis legalization, AHS was interested in following up with municipalities to understand the extent to which local decision making considered [public health perspectives on cannabis legalization](#). The purpose of this follow-up with municipalities was two-fold: to re-establish and further strengthen the relationship between public health and municipalities to help build healthy public policy, and to undertake a regulations mapping exercise to gain a better understanding of the extent to which municipalities implemented more restrictive cannabis regulations than the Alberta requirements.

In June 2019, elected officials and leaders from all municipalities across Alberta were contacted via email by the Lead MOH for each of the five AHS zones (North, Edmonton, Central, Calgary, and South). Municipalities were asked to provide information pertaining to cannabis bylaws within their local jurisdiction, including:

- public consumption bylaws for cannabis;

- land-use/zoning bylaws for cannabis retailers (distance, location);
- cannabis business licensing/hours of operation for retailers;
- other cannabis-related bylaws, if applicable;
- fines and penalties imposed for cannabis bylaw violations, and;
- details regarding any public engagement initiatives undertaken in the jurisdiction as a result of cannabis legalization.

The information provided in this report highlights the findings from the municipal bylaw mapping exercise and provides a high-level overview of municipal bylaws related to non-medical cannabis legalization in Alberta.⁵

There are 185 municipalities in Alberta with populations over 1,000. 182 of these municipalities either responded with information about their local cannabis regulations or had information about their regulations accessible on their municipal websites. Collectively, these 182 municipalities are home to more than 4.06 million Albertans, covering over 99% of the provincial population. The data from each of these municipalities were coded by regulatory domain (e.g., land-use bylaws, business licensing/hours of operation, public cannabis consumption) and descriptive analysis was used to summarize the level of protective regulations that municipalities enacted and thus the measures taken to minimize negative impacts on health and social outcomes in communities. 2018 population data from the Ministry of Municipal Affairs was then layered over these results to determine the proportion of Albertans living in municipalities covered by enhanced cannabis regulations. **Tables 1a and 1b** summarize these results by showing the percentage of municipalities and proportion of each Zone's population, as well the level of protective regulations that municipalities enacted that are instrumental in minimizing harms and protecting the health and safety of citizens. For public consumption bylaws, a heading of either none, minimum, moderate or strong was provided to indicate the strength of protective regulations

⁵ The data contained in this report is a snapshot in time (collected July – November 2019). Bylaws may have been subsequently developed or amended after the mapping process was complete.

related to potential health and social harms. A breakdown of the municipalities within each zone can be found in the Appendices.

This project provides a provincial overview of municipal cannabis regulations, relative to those defined by the Government of Alberta. Overall, there is evidence that a substantial number of municipalities recognized the need for stronger cannabis bylaws that contribute to minimizing harms and protecting the health of citizens, as recommended by AHS. The extent to which municipalities implemented more restrictive cannabis regulations ranged from mild to strong, with many municipalities also choosing not to impose stricter regulations. While AHS' evidence-based recommendations encouraged a precautionary approach be taken to minimize unintended consequences, this report demonstrates significant opportunity remains for additional municipalities to implement enhanced restrictions, including regulations that address cannabis edibles, extracts and topicals. It should be recognized that the municipalities that engaged in the complex debate about enacting stricter regulations were faced with difficult decisions to achieve balance between ensuring access to legal cannabis while minimizing potential health harms, especially for youth and other vulnerable populations. There is a great need for high-quality studies in this area and as time progresses there will be more evidence-informed information that becomes available for future decision-making. It will be important for municipalities to not only review up-to-date evidence, but to consider partnering with researchers to better understand impacts of legalization in their own context. Next steps could involve an updated synthesis of evidence that can be used by municipalities to help develop appropriate restrictive policies for non-medical cannabis that also align with a public health approach.

Table 1a. Extent to which AHS' zone municipalities enacted additional protective regulations for public consumption compared to the regulations set by the Government of Alberta

Zone	Number (%) of municipalities with populations >1000 included in analysis ¹	Total population (%) of municipalities included in analysis	Public Consumption ²								Fines for Public Consumption			
			<u>NONE</u> No additional regulations		<u>MINIMAL</u> Minor additional regulations on smoking and vaping cannabis		<u>MODERATE</u> Prohibit all types of public smoking and vaping cannabis		<u>STRONG</u> Prohibit all types of public cannabis consumption		Individual Fines		Escalating Fines	
			% Mun	% Pop	% Mun	% Pop	% Mun	% Pop	% Mun	% Pop	% Mun	% Pop	% Mun	% Pop
North	57 (98%)	455,315 (94%)	47	30	3	16	11	6	39	48	28	55	16	9
Edmonton	18 (95%)	1,320,716 (97%)	33	5	11	78	0	0	56	17	56	88	17	3
Central	52 (98%)	421,500 (87%)	37	23	6	8	17	18	40	51	56	33	29	53
Calgary	26 (100%)	1,585,726 (98%)	27	3	0	0	23	3	50	94	50	94	15	3
South	29 (100%)	283,905 (94%)	38	75	0	0	14	6	48	19	24	29	28	11
Provincial	182 (98%)	4,067,162 (99%)	38	15	4	28	14	4	44	53	41	76	21	9

¹ No data were received from the outstanding municipalities and no information on their regulations could be located on their respective municipal websites. Also note: as First Nations reserves are not part of the MGA, these communities were not included in this report.

² % Mun = percentage of municipalities in zone/province that enacted bylaws with type/level of protective restrictions indicated
 % Pop = percentage of population living in municipalities with type and level of protective restrictions indicated

Table 1b. Extent to which AHS' zone municipalities enacted additional protective regulations for land use and hours of operation compared to the regulations set by the Government of Alberta

Zone	Number (%) of municipalities with populations >1000 included in analysis ¹	Total population (%) of municipalities included in analysis	Separation Distances ²										Retailer hours of operations (more restrictive than 10am to 2am)		Conducted public engagement	
			> 100m from health care facilities and hospitals		> 100m from schools		> 10m from places where children/ youth gather ³		> 10m from childcare and/or daycare facilities		> 50m from retail stores (cannabis, liquor, and/or pawn and loan)		% Mun	% Pop	% Mun	% Pop
			% Mun	% Pop	% Mun	% Pop	% Mun	% Pop	% Mun	% Pop	% Mun	% Pop				
North	57 (98%)	455,315 (94%)	9	35	16	53	28	23	25	46	16	24	7	17	28	46
Edmonton	18 (95%)	1,320,716 (97%)	5	1	17	77	56	79	22	3	33	84	6	71	56	92
Central	52 (98%)	421,500 (87%)	12	31	17	35	33	53	15	34	31	46	19	37	56	64
Calgary	26 (100%)	1,585,726 (98%)	19	81	27	91	35	10	27	85	31	89	19	4	50	94
South	29 (100%)	283,905 (94%)	24	32	38	39	38	22	34	39	31	17	31	17	24	34
Provincial	182 (98%)	4,067,162 (99%)	13	41	21	72	35	39	24	45	26	70	16	31	41	80

¹ No data were received from the outstanding municipalities and no information on their regulations could be located on their respective municipal websites. Also note: as First Nations reserves are not part of the MGA, these communities were not included in this report.

² % Mun = percentage of municipalities that enacted bylaws with type/level of protective restrictions indicated
 % Pop = percentage of population living in municipalities with type and level of protective restrictions indicated

³ Places where children/youth gather includes parks, bike/skate parks, splash parks, playgrounds, playing fields, indoor/outdoor recreation centres, pools, arenas, libraries



Introduction

Non-medical cannabis became legal in Alberta and across Canada on October 17, 2018. Canada is the first country in the world to fully legalize cannabis, which is historic in its scope, precedent-setting, and speed of implementation. Due to the speed of implementation, a fast and complex staging of policy-making at all levels of government presented a number of challenges for government (federal, provincial, municipal) to resolve within a tight window of time. While legalization was a federal decision, provincial and municipal governments had considerable opportunity and obligation regarding policy decisions that could impact the health of Albertans. Generally, the federal government is responsible for licensing and regulating cannabis production facilities, while provincial governments are responsible for regulating the distribution and retail system for non-medical cannabis. **Table 2** summarizes the policy jurisdictions and the division of these responsibilities between the federal, provincial, and municipal governments with respect to cannabis legalization. Relevant sections of the criminal code related to cannabis legalization (e.g., impaired driving, possession) are a shared responsibility between the provincial and federal governments.

.....
On October 17, 2018, new legislation came into effect that legalizes cannabis.
The Cannabis Act

Table 2. Summary of federal, provincial and municipal responsibilities to address and prepare for the legalization of non-medical cannabis

<i>Role/Activity</i>	Responsible Party		
	Federal	Provincial	Municipal
<i>Advertisement & Packaging*</i>	✓		
<i>Age limit (minimum 18)*</i>	✓		
<i>Business licensing</i>			✓
<i>Building codes</i>			✓
<i>Distribution & Wholesaling</i>		✓	
<i>Education</i>	✓	✓	✓
<i>Enforcement (RCMP[†], AGLC[‡] and local police services)</i>	✓	✓	✓
<i>Home cultivation*</i>	✓		
<i>Impaired driving</i>	✓	✓	
<i>Land-use/zoning[§]</i>			✓
<i>Laws and Border Crossing</i>	✓		
<i>Medical cannabis</i>	✓		✓
<i>Offences for youth possession</i>		✓	
<i>Possession limits*</i>	✓		
<i>Production (cultivation & processing)</i>	✓		
<i>Public consumption[§]</i>		✓	✓
<i>Public health</i>	✓	✓	
<i>Regulatory compliance</i>		✓	
<i>Retail model</i>		✓	
<i>Retail location & rules[§]</i>		✓	✓
<i>Taxation</i>	✓	✓	✓
<i>Tracking system for seed-to-sale</i>	✓		
<i>Trafficking</i>	✓		
<i>Workplace safety</i>		✓	

*Provinces will have discretion to set more restrictive parameters around these activities.

[†]Royal Canadian Mounted Police

[‡]Alberta, Gaming, Liquor and Cannabis

[§]Municipalities will have discretion to set more restrictive parameters around retail hours of operation, minimum set-backs from sensitive-use areas and allowances for public consumption.

Local municipalities faced significant new challenges with the legalization of non-medical cannabis, including: changes to enforcement, policing and operational planning; undertaking public engagement initiatives; developing, revising and/or creating new bylaws associated with land-use (i.e., density, location); business licensing bylaws (i.e., hours of operation); and preparing regulations around public consumption (i.e., smoking/vaping restrictions, enforcement, fines/penalties). While the Government of Alberta set minimum requirements, municipalities have the authority to strengthen or establish stricter requirements using their existing authorities (e.g., bylaws).

Background

The Municipal Government Act (MGA) gives municipalities the autonomy to make decisions to best meet the needs in their local context and respond to the expectations of citizens. Further, the MGA states that a council may “pass bylaws for municipal purposes respecting the safety, health and welfare of people and the protection of people and property.” As such, several municipalities requested Alberta Health Services’ (AHS’) expertise on the potential short- and long-term health impacts of cannabis legalization. AHS created a document that outlined a public health approach to non-medical cannabis legalization and evidence-informed recommendations for developing municipal cannabis bylaws. AHS “recognizes that people use substances for anticipated beneficial effects and is attentive to the potential harms of the substances and the unintended effects of control policies... it seeks to ensure that harms associated with control interventions are not out of proportion to the benefit to harm ratios of the substances themselves” (Canadian Drug Policy Coalition). A public health approach strives to maximize the benefits and minimize the harms of substances, promote the health of all individuals of a population, decrease negative impacts on vulnerable populations, and ensure that harms from interventions and

.....
For more information
about a public health
approach to
legalization, click
[here](#).

legislation are not disproportionate to harms from the substances themselves.⁶ **Figure 1** illustrates how health/social harms and supply/demand are related as a result of the approach used. As shown, substance-related harms are at a peak when governance and control are at either of the extremes (too much or too little). However, fewer harms occur when a public health approach is taken.

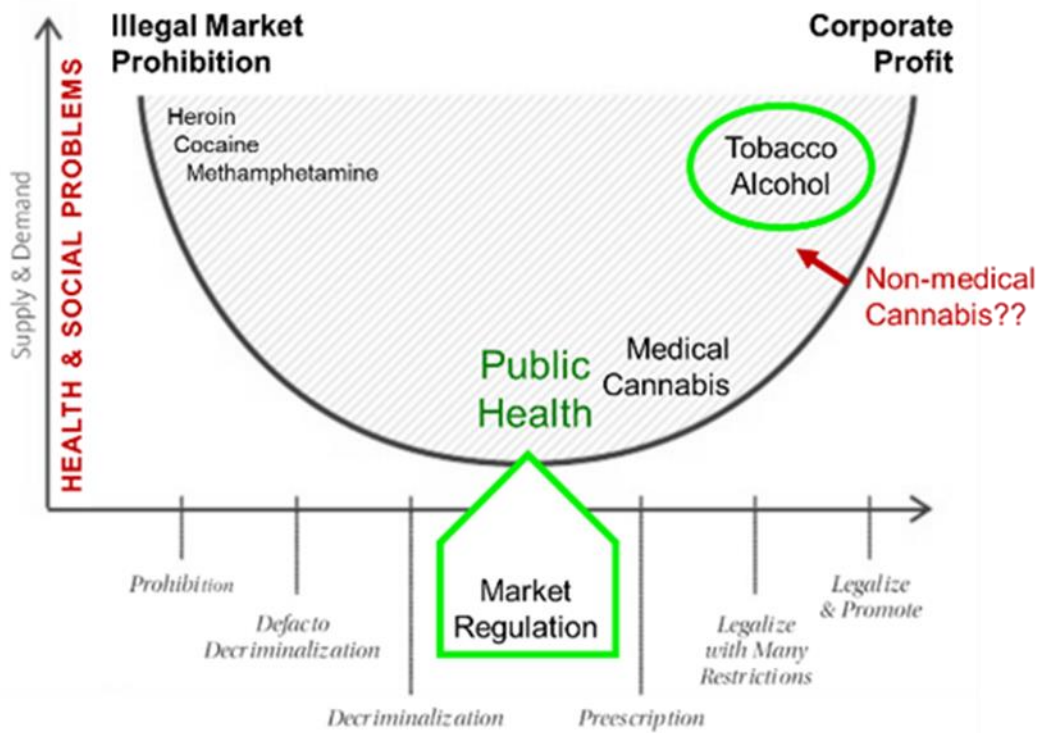


Figure 1. Adapted from Canadian Drug Policy Coalition, www.drugpolicy.ca, concept from “The Paradox of Prohibition” Marks (1990)⁴

In times where health evidence is incomplete and/or inconclusive, it is often necessary to begin with more restrictive policies to help minimize unintended consequences. As such, AHS recommends a precautionary approach to cannabis legalization be taken.

⁴ [The paradox of prohibition](#). Adapted from Marks, J. (1993). *The paradox of prohibition*. In: Brewer, C. (Ed.), *Treatment options in addiction: Medical management of alcohol and opiate use*, pp. 77-85. London: Gaskell, and reproduced with permission from the Canadian Drug Policy Coalition.

This approach recognizes that it is easier to relax or remove requirements than it is to implement them after decisions and investments have been made. More restrictive policies in the first several years of legalization will go a long way to reduce similar harms that have been observed with other substances that have not had adequate regulatory controls.

The full 2018 municipal recommendation package can be found on the [AUMA cannabis](#) webpage.

In line with a public health approach, AHS provided a number of evidence-informed recommendations to municipalities regarding municipal non-medical cannabis bylaws and regulations (**Table 3**).

Table 3. Overview of AHS recommendations to municipalities for non-medical cannabis regulations

Scope	AHS/ Evidence-Informed Recommendations
Consumption	<ul style="list-style-type: none"> • Ban consumption in public places. Special attention should be directed at banning consumption in areas frequented by children. • Align the cannabis smoking regulations with the <i>Tobacco and Smoking Reduction Act</i> and/or with your municipal regulations, whichever is more stringent. • Because cannabis is an intoxicating substance, it should also be treated similarly to alcohol. • Ban smoking, vaping, water pipes, and consumption of edibles in public indoor consumption venues.
Business Regulations and Retail	<ul style="list-style-type: none"> • Keep buffer zones around well-defined areas where children and youth frequent, including: schools, community centres, childcare centres, and other places that children and youth frequent. • Limit the number of cannabis stores and implement density and distance controls to prevent clustering of outlets that sell cannabis, alcohol, and tobacco. • Prohibit co-location of cannabis with alcohol or tobacco products. • Limit hours of operation to reduce availability during late night and early morning hours. • Restrict signage and advertising to minimize visibility to youth. • Consider requirements for community engagement as part of the business licensing approval process.

Home growing	<ul style="list-style-type: none"> Design a process to ensure households and properties are capable of safely supporting home growing.
Multi-Unit Housing	<ul style="list-style-type: none"> Consider bylaws that ban smoking in multi-unit housing similar to Health Canada’s (2017) as there are potential health risks associated with second-hand smoke within multi-unit housing environments
Research and Evaluation	<ul style="list-style-type: none"> Ensure mechanisms to share data across sectors and levels of government are established, and that appropriate indicators are chosen to monitor the impacts of policy implementation on communities.

AHS collaborated with many municipalities across Alberta to provide evidence-based health information related to cannabis legalization. The majority of municipalities developed, tabled and passed their cannabis bylaws during the first phase of cannabis legalization (prior to October 17, 2018). See **Figure 2** for an outline of the cannabis legalization staging. AHS leadership was interested in following up with municipalities to understand the extent to which local decision-making followed AHS’ recommended public health approach. The purpose of this follow-up with municipalities was two-fold: to re-establish and further strengthen the relationship between public health and municipalities to help build healthy public policy, and to undertake a regulations mapping exercise to gain a better understanding of the extent to which municipalities implemented more restrictive cannabis regulations than the Alberta requirements.

This report contains a detailed snapshot of municipal cannabis policies and regulations implemented for 182 of Alberta’s municipalities with populations over 1,000. It is important to note that while AHS made a number of recommendations to municipalities regarding non-medical cannabis regulations, this bylaw mapping exercise is not an exhaustive review of all of those recommendations. For the purposes of the mapping exercise, the main focus was on the bylaws to which the majority of municipalities directed their energy and resources. At the time, some of the other recommendations were not considered municipal jurisdictional responsibilities and/or municipalities were waiting for more information from the federal and provincial governments. However,

within the mapping exercise, “other” columns were provided to capture any bylaws that may not have fit within the main themes.

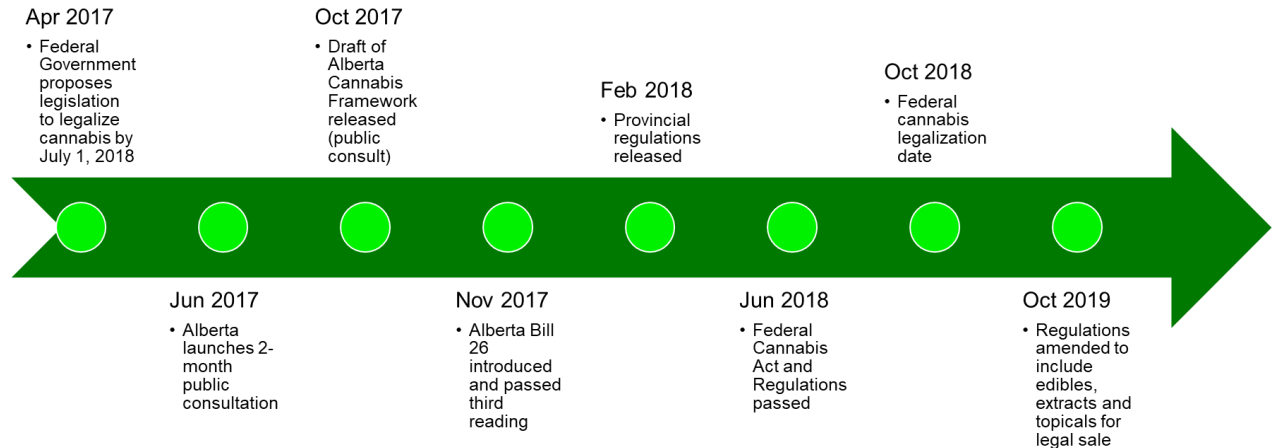


Figure 2. The Canadian legalization and staging process for non-medical cannabis

Project Approach

In February 2018, a package entitled ‘*AHS Recommendations on Cannabis Regulation for Municipalities*’ was sent to elected officials and leaders from all municipalities across Alberta, via email, by the Lead MOH for each of the five AHS zones (North, Edmonton, Central, Calgary, and South). This package described AHS’ recommended public health approach and priorities for the legalization of cannabis with evidence-informed recommendations for restrictions in the following areas: public consumption, business regulation and retail zoning, home growing, multi-unit housing, and research and evaluation (as detailed previously in **Table 2**). Additionally, key considerations for a public health approach to

cannabis legalization, as detailed in **Table 4** below, was provided to municipalities as part of the recommendations package.⁷

Table 4. Overview of key considerations for municipalities relating to non-medical cannabis

Scope	Key Considerations
Minimize harm	Consider the risks of cannabis use including the risks of harms to youth, risks associated with patterns of consumption (e.g., frequent use, co-use with alcohol and tobacco, harmful routes of consumption, consumption of concentrated products, increases in proportion of population consuming), and risks to vulnerable populations (e.g., youth, people with mental health problems, pregnant women, socio-economically disadvantaged populations).
Protect the health and safety of Albertans	Consider evidence related to the public consumption of cannabis, workplace safety, and the scientific and legal issues associated with impaired driving.
Prevent the likelihood of use and problematic use	Ensure early and on-going public education and awareness that seeks to delay use by young people, and prevent normalization.
Assess population health outcomes	Ensure a baseline understanding of the current situation; which has potential impact on policies and programming; disease, injury and disability surveillance (effects on society).
Address the determinants of health and health equity	Consider issues of social justice, racism, human rights, spiritual and cultural practices, as well as populations vulnerable to higher risk of cannabis-related harms.
Provide services	Assist those who are most at risk of developing or have developed substance use issues, expand access to treatment and prevention programs including to policy, information, and interventions.

⁷ Public Health Perspectives on Cannabis Legalization in Alberta. Written submission to: Alberta Cannabis Secretariat. Submitted on behalf of AHS by: Dr. Gerry Predy, Senior Medical Officer of Health/Senior Medical Director–Population, Public and Indigenous Health. Located here: https://auma.ca/sites/default/files/Advocacy/Programs_Initiatives/Marijuana/alberta_health_services_-_public_health_perspectives_on_cannabis_legalization_in_alberta.pdf

Between April and October 2018, MOHs and AHS staff conducted more than 30 custom-tailored presentations and written submissions to municipal councils across Alberta at various stages of their bylaw development.

In May and June 2018, AHS collaborated with the Alberta Urban Municipalities Association (AUMA), Rural Municipalities of Alberta, Alberta Policy Coalition on Chronic Disease Prevention, Canadian Cancer Society and Action on Smoking and Health to deliver a [2-Part Cannabis and Public Health Series Webinar](#) to municipal leaders. This webinar series provided information and recommendations to help municipalities make cannabis policy decisions that promote and protect the health of its citizens. The first webinar focused on municipal options to regulate public smoking and vaping of cannabis and tobacco and the second webinar addressed land-use and business licensing bylaws.

In June 2019, elected officials and leaders from all municipalities across Alberta were contacted via email by the Lead MOH for each of the five AHS zones (North, Edmonton, Central, Calgary, and South) to provide a current status update on project initiatives. Additionally, the letter included information about the municipal bylaw mapping exercise and instructions on how to provide local information about their municipal bylaws, including:

- public consumption bylaws for cannabis;
- land-use/zoning bylaws for cannabis retailers (minimum distances);
- cannabis business licensing/hours of operation for retailers;
- other cannabis-related bylaws, if applicable;
- fines and penalties imposed for cannabis bylaw violations, and;
- community and public engagement activities/initiatives undertaken in response to the forthcoming legalization of cannabis.

Municipalities that did not respond by the specified due date were sent up to three follow-up letters in July, August, and September 2019. Any missing information was captured by conducting a web-browsing task. The results from each municipality were then compiled and key findings were summarized for 182 municipalities with populations of 1,000 and greater.

As of November 5, 2019
Alberta has 320 licensed
cannabis retailers who
are open or authorized to
open in the province,
compared to 24
authorized retail stores in
Ontario.

Analysis

The results of 182 municipalities were compiled and the data were entered into a dataset grouped by domain (e.g., public consumption regulations, land-use bylaws, and retailers' hours of operation) and zone (North, Edmonton, Central, Calgary, and South). Each municipality's data were then coded based on whether they aligned with or exceeded the provincial regulation that corresponds with each domain. Descriptive statistics were used to summarize the data and identify the extent to which municipalities within each zone created more restrictive policies than those set by the provincial government. The results were further mined in order to qualitatively describe the local regulations and highlight the variety of approaches used by municipalities across Alberta with respect to cannabis legalization. Full results for the province and each of the five AHS zones have been summarized in **Appendices A through F**.

Findings

Sampling Overview

There are a total of 352 municipalities in Alberta, as defined by the MGA; of these, 185 municipalities have populations over 1,000. Together these 185 municipalities are home to 99% of Alberta’s population, or more than 4.06 million Albertans. This report covers 182 municipalities with populations over 1,000.⁹ As First Nations reserves are not part of the MGA, these populations were not included in this report.

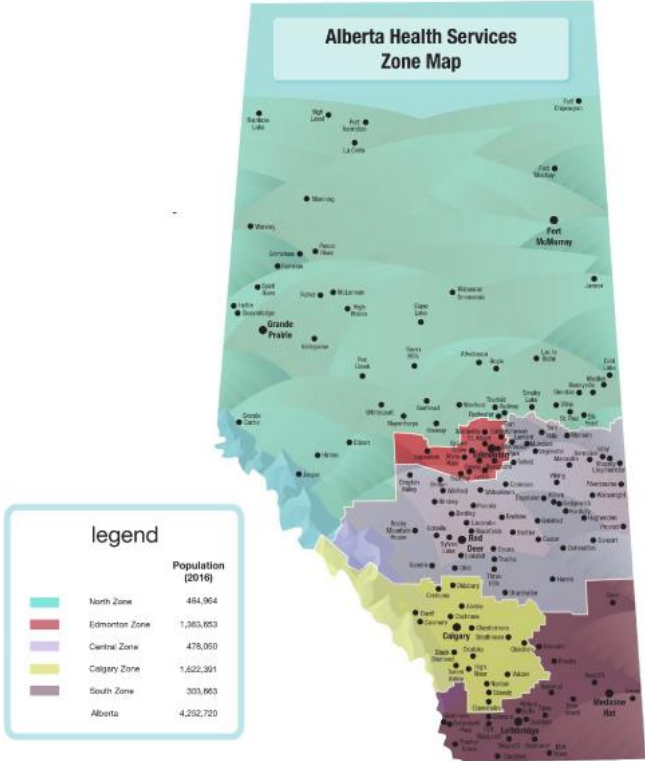


Table 5. Distribution of municipalities in Alberta with populations of at least 1,000 and project coverage rates, by population⁸

Municipalities with populations of:	Total number of municipalities in Alberta	Number (Percent) of municipalities covered in this report ⁹	Proportion of Alberta population covered in this report
1,000-9,999	139	136 (98%)	13%
10,000 and over	46	46 (100%)	86%
Total	185	182 (98%)	99%

⁸ Alberta Municipal Affairs, Government of Alberta. (December 2018). *2018 Municipal Affairs Population List*. Edmonton, AB: Strategic Policy and Planning Branch, Alberta Municipal Affairs. Retrieved from: http://municipalaffairs.gov.ab.ca/documents/2018_MAPL_web.pdf

⁹ No data were received from the outstanding municipalities and no information on their regulations could be located on their respective municipal websites. Also note: as First Nations reserves are not part of the MGA, these communities were not included in this report.

Findings Overview

Table 6a and 6b provide an overview of the percentage of municipalities and proportion of each zones population, as well the level of protective regulations that municipalities enacted that are instrumental in minimizing harms and protecting the health and safety of citizens. These results are further discussed on subsequent pages.

Table 6a. Extent to which AHS' zone municipalities enacted additional protective regulations for public consumption compared to the regulations set by the Government of Alberta

Zone	Number (%) of municipalities with populations >1000 included in analysis ¹	Total population (%) of municipalities included in analysis	Public Consumption ²								Fines for Public Consumption			
			<u>NONE</u> No additional regulations		<u>MINIMAL</u> Minor additional regulations on smoking and vaping cannabis		<u>MODERATE</u> Prohibit all types of public smoking and vaping cannabis		<u>STRONG</u> Prohibit all types of public cannabis consumption		Individual Fines		Escalating Fines	
			% Mun	% Pop	% Mun	% Pop	% Mun	% Pop	% Mun	% Pop	% Mun	% Pop	% Mun	% Pop
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Provincial	182 (98%)	4,067,162 (99%)	38	15	4	28	14	4	44	53	41	76	21	9

¹ No data were received from the outstanding municipalities and no information on their regulations could be located on their respective municipal websites. Also note: as First Nations reserves are not part of the MGA, these communities were not included in this report.

² % Mun = percentage of municipalities in zone/province that enacted bylaws with type/level of protective restrictions indicated
% Pop = percentage of population living in municipalities with type and level of protective restrictions indicated

Table 6b. Extent to which AHS' zone municipalities enacted additional protective regulations for land use and hours of operation compared to the regulations set by the Government of Alberta

Zone	Number (%) of municipalities with populations >1000 included in analysis ¹	Total population (%) of municipalities included in analysis	Separation Distances ²										Retailer hours of operations (more restrictive than 10am to 2am)		Conducted public engagement	
			> 100m from health care facilities and hospitals		> 100m from schools		> 10m from places where children/ youth gather ³		> 10m from childcare and/or daycare facilities		> 50m from retail stores (cannabis, liquor, and/or pawn and loan)		% Mun	% Pop	% Mun	% Pop
			% Mun	% Pop	% Mun	% Pop	% Mun	% Pop	% Mun	% Pop	% Mun	% Pop	% Mun	% Pop	% Mun	% Pop
North	57 (98%)	455,315 (94%)	9	35	16	53	28	23	25	46	16	24	7	17	28	46
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Provincial	182 (98%)	4,067,162 (99%)	13	41	21	72	35	39	24	45	26	70	16	31	41	80

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 % Pop = percentage of population living in municipalities with type and level of protective restrictions indicated

³ Places where children/youth gather includes parks, bike/skate parks, splash parks, playgrounds, playing fields, indoor/outdoor recreation centres, pools, arenas, libraries

Provincial Public Consumption of Non-medical Cannabis Regulations

The Government of Alberta restricts where cannabis can be consumed in public in alignment with the provincial Tobacco and Smoking Reduction Act prohibitions on public tobacco use.¹⁰ In addition to these restrictions, public cannabis consumption is further restricted:

- on any hospital property, school property or child care facility property;
- in places where children frequent, including:
 - a playground
 - a sports or playing field
 - a skateboard or bicycle park
 - a zoo
 - an outdoor theatre
 - an outdoor pool or splash pad
- in any motor vehicle except those being used as temporary residences such as parked RVs; and,
- in any cannabis retail outlet.

62% of municipalities enacted additional restrictions on public consumption of non-medical cannabis.

Public consumption of non-medical cannabis¹¹

62% of Alberta municipalities (85% of provincial population) enacted more stringent restrictions on public consumption of non-medical cannabis (see **Figure 2**). This includes 4% of municipalities adding minor additional restrictions on public smoking and

¹⁰ The Tobacco and Smoking Reduction Act prohibits smoking in: (a) a public place, (b) in a workplace, (b.1) in a vehicle in which a minor is present, (c) in a public vehicle, or (d) within a prescribed distance from a doorway, window or air intake of a public place or workplace. Refer to the Tobacco and Smoking Reduction Act for comprehensive definitions of each space.

¹¹ The consumption of cannabis or cannabis-related products for verifiable and legitimate medicinal purposes is generally not restricted beyond existing provincial and federal legislation with proof of medical documentation and are not subject to the prohibition section of bylaws.

vaping to those set by the province, 14% banning all smoking and vaping of cannabis in public (moderate), and 44% enacting strong regulations to ban all forms of cannabis consumption in public (smoking, vaping, ingesting). It should be noted that some municipalities that have banned public consumption indicated that permits for temporary exceptions can be applied for (e.g., to allow designated consumption areas at festivals or events).

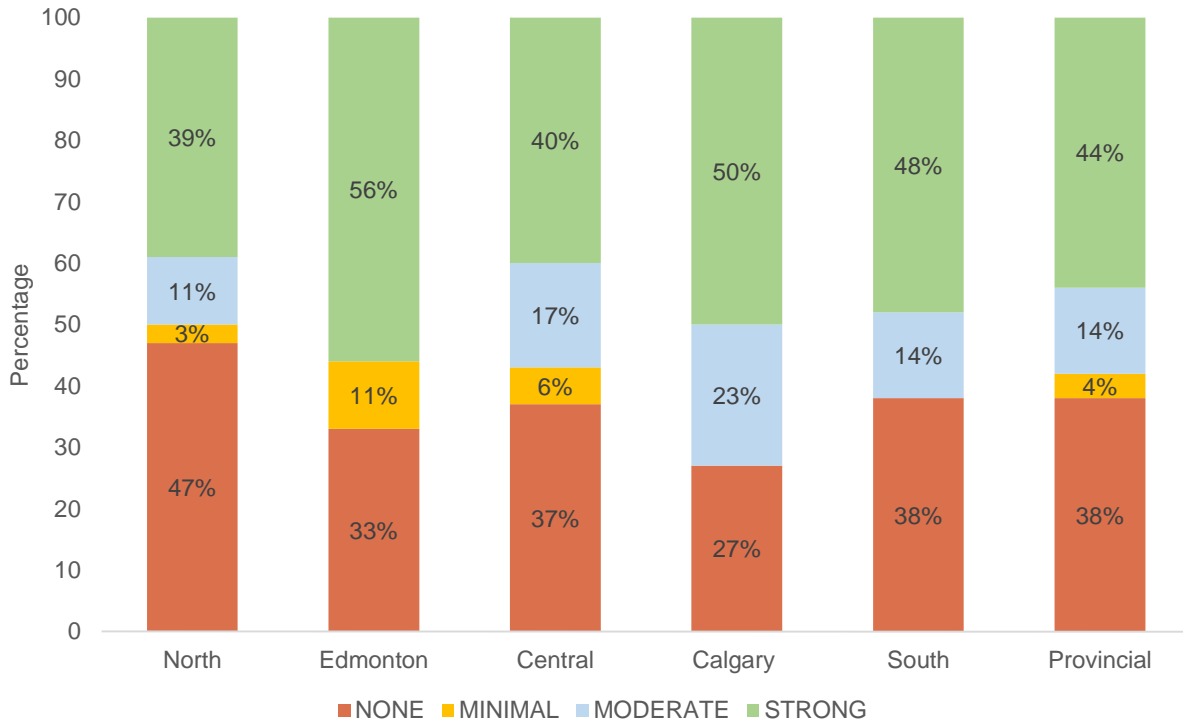


Figure 3. Extent to which AHS' zone municipalities enacted additional protective regulations for public consumption compared to the regulations set by the Government of Alberta

Penalties/Fines for Public Consumption of Non-medical Cannabis

Provincial laws have established consequences for public cannabis consumption that contravenes established regulations, however, several municipalities have imposed their own penalty structure to accompany their bylaws. These have been classified based on whether there is a single fine or escalating fines for repeated offences (see **Figure 4**).

41% of municipalities indicated having fines for individuals who break public cannabis consumption laws, while 21% of municipalities indicated having fines that escalate with the number of offences.

76% of Albertans live in municipalities that indicated having fines for individuals who break public cannabis consumption laws, while an additional 9% of Albertans live in municipalities that indicated having fines that escalate with the number of offences (e.g., fines for a second offence are greater than fines for a first offence and so on).

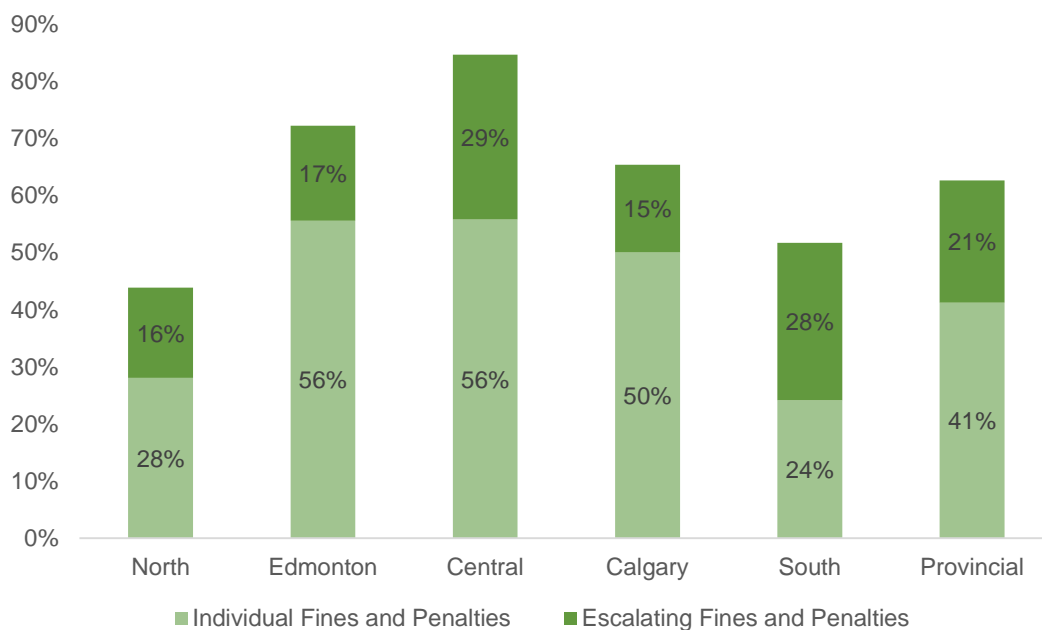


Figure 4. Percentage of AHS municipalities that set fines for consuming cannabis in public

Non-medical Cannabis Land-Use and Zoning Regulations

Provincial regulations mandate a minimum separation distance of 100 metres for cannabis retailers from sensitive land-uses, including provincial health care facilities, schools, or parcels of land designated as a school reserve. Municipalities that wanted to implement greater minimum separation distances did so through land-use and zoning bylaw amendments.

Most municipalities that chose to enact greater separation distances focused on schools and health care facilities. However, there were many municipalities that enacted further separation distances of sensitive land-uses, including child/daycare facilities, playgrounds, public parks, recreation facilities, sports fields, churches, community centres, and distances between cannabis retailers and other retail outlets such as liquor, tobacco, payday loans and pawn shops. It should be noted that each municipality has unique geographical configurations and different zoning definitions for where any retailer can be located, therefore, it is possible these or other mechanisms may naturally impose separation distances that result in more protective measures.

The following sections highlight the separation distances between retail cannabis outlets and health care facilities, schools, places where children gather, child/day care facilities, and other retail outlets (e.g., cannabis stores, liquor stores, loan and pawn shops).

Retail separation distances from health care facilities

Only 13% of Alberta municipalities (41% of provincial population) imposed greater restrictions on the minimum distances allowed between cannabis retailers and health care facilities and hospitals (see **Figure 5**). These range from 5% of municipalities in the Edmonton Zone (1% of zone population) to 24% of municipalities in the South Zone (32% of zone population). The most restrictive separation distance is in the County of Grande Prairie, which imposed a minimum setback of 500 metres.

13% of Alberta municipalities imposed greater restrictions on the minimum distances allowed between cannabis retailers and health care facilities and hospitals.

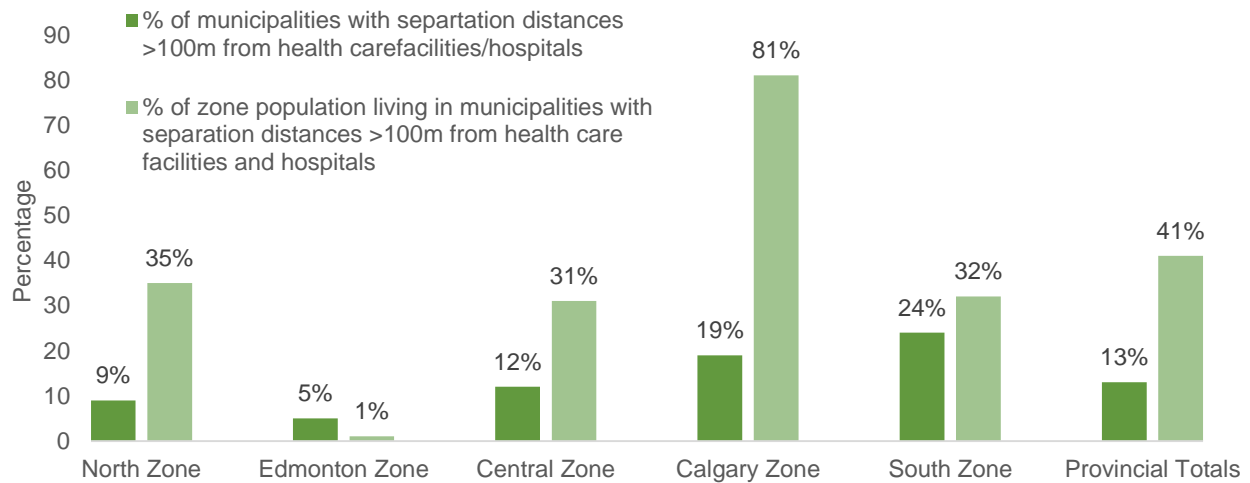


Figure 5. Extent that AHS zones enacted more restrictive minimum distance requirements between cannabis retailers and healthcare facilities and hospitals than required by the Government of Alberta (100 metres)

Retail separation distances from schools

21% of Alberta municipalities (72% of provincial population) indicated they implemented greater restrictions on the minimum distances allowed between cannabis retailers and schools (see **Figure 6**). These range from 16% of municipalities in the North Zone (53% of zone population) to 38% of municipalities in the South Zone (39% of zone population). The most restrictive municipality is the County of Grande Prairie, which imposed a minimum setback of 500 metres from schools (as well as daycares and places zoned for recreation).

Some municipalities indicated that they have implemented greater minimum separation distances through land-use bylaws.

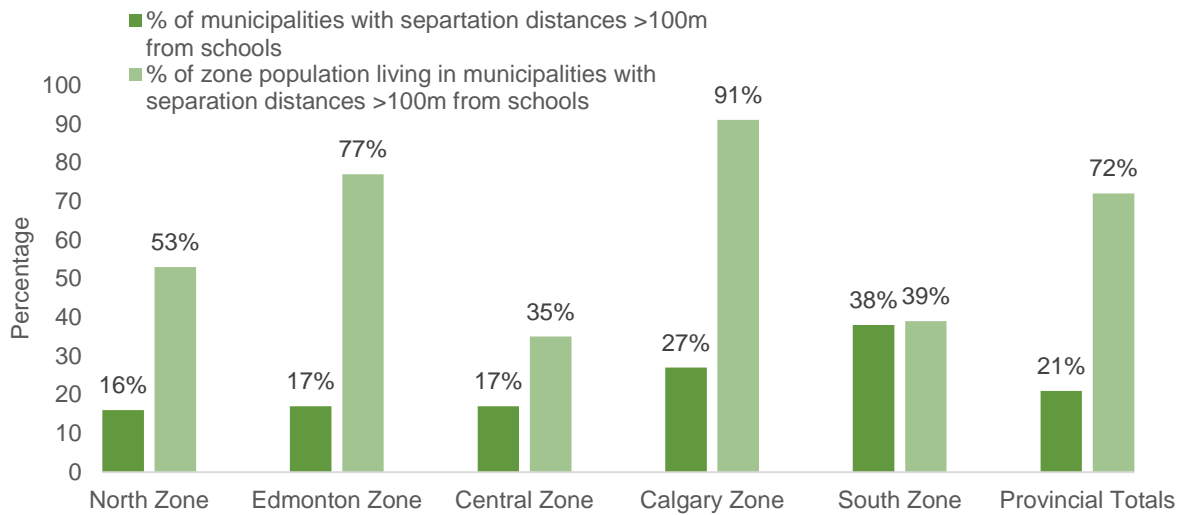


Figure 6. Extent that AHS zones enacted more restrictive minimum distance requirements between cannabis retailers and schools than required by the Government of Alberta (100 metres)

Retail separation distances from places where children/youth gather

Although the provincial government did not enact any separation distances in this category, 21% of Alberta municipalities (72% of provincial population) enacted bylaws that require a minimum of 10 metres from places where children and/or youth gather (see **Figure 7**). This includes locations such as parks, bike/skate parks, splash parks, playgrounds, playing fields, indoor/outdoor recreation centres, pools, arenas, and libraries. The municipalities that considered greater separation distances specific to where children and/or youth gather range from 16% of municipalities in the North Zone to 38% of municipalities in the South Zone. When looking at percentage of people affected by the separation distances, the range is from 35% of the population in the Central Zone to 91% of the population in Calgary Zone. There is a range of separation distances between retail cannabis stores and places where children and youth gather. For example, the Town of Bentley in the Central Zone implemented a 10 metre separation distance between retail locations and libraries. Also in Central Zone, the

County of Stettler No.6 implemented a 400 metre separation distance between retail locations and recreation/community centres, parks, and playgrounds.

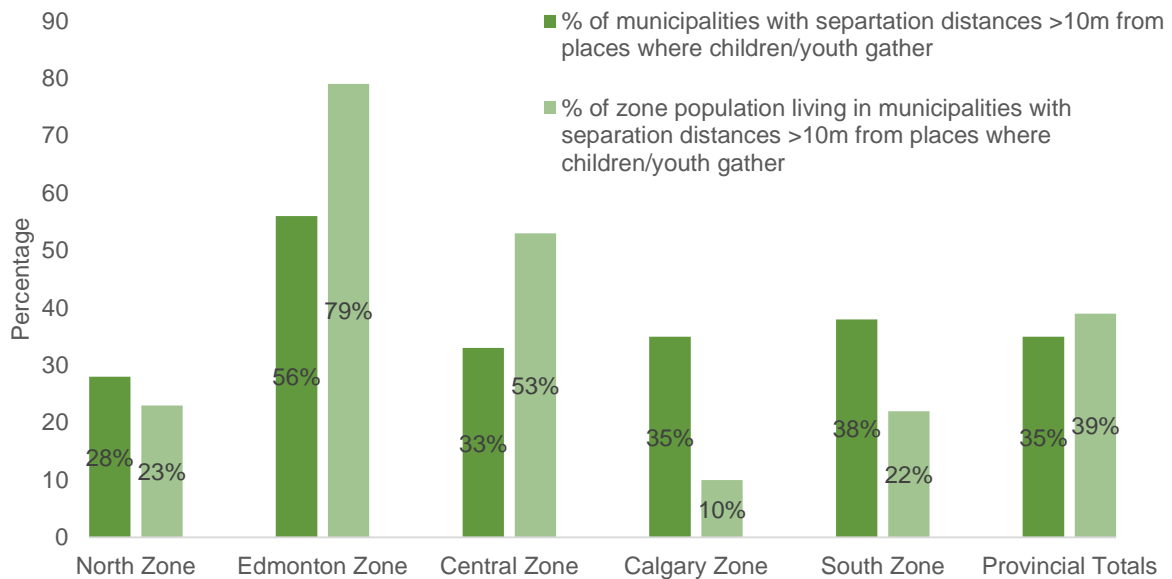


Figure 7. Extent that AHS zones enacted additional minimum distance requirements greater than 10 metres between cannabis retailers and places where children and youth gather

Retail separation distances from child/daycare facilities

24% of Alberta municipalities (45% of provincial population) enacted bylaws that require a minimum separation distance of 10 metres from childcare or daycare facilities (see **Figure 8**). Only 3% of municipalities in the province chose less than 100 metres. The most restrictive municipality is the County of Stettler in the Central Zone, which imposed a minimum separation distance of 400 metres. It should be noted that the majority of municipalities require at least 100 metres separation distance between child/daycare facilities and retail cannabis stores.

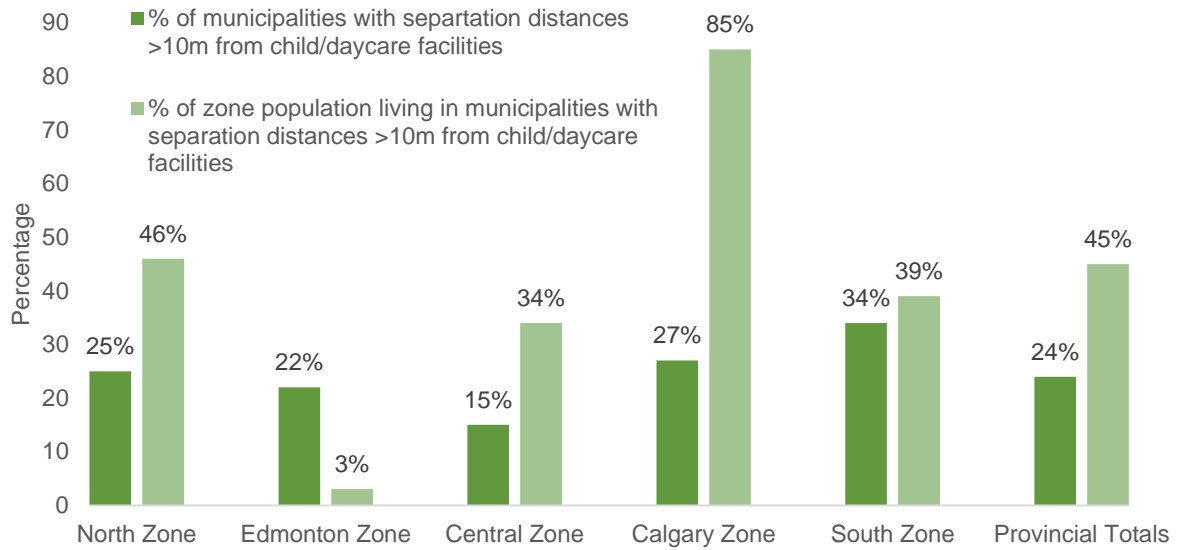


Figure 8. Extent that AHS zones enacted additional minimum distance requirements greater than 10 metres between cannabis retailers and childcare and/or daycare facilities

Retail separation distances from cannabis and other retail stores

48% of Alberta municipalities (70% of provincial population) enacted bylaws that require greater than 50 metres between cannabis stores and/or between cannabis retailers and other stores such as liquor, tobacco, pharmaceuticals, payday loan and pawn shops (see **Figure 9**). Most municipalities set limits greater than 100 metres, with only three municipalities setting the limit at 50 metres and one at 30 metres. The most restrictive municipalities are the Town of Taber, in the South Zone, and Camrose County, in the Central Zone, which imposed a minimum separation distance of 500 metres. Again, a reminder that each municipality has unique geographical configurations and different zoning definitions that may naturally result in significant protective separation distances.



Figure 9. Extent that AHS zones enacted additional minimum distance requirements greater than 10 metres between cannabis retailers and other cannabis, liquor and/or pawn/loan stores

Non-medical Cannabis Retailer Hours of Operation

Provincial legislation set the hours of operation for cannabis retailers at 10:00 am to 2:00 am, aligning with alcohol operation hours. Lessons learned from alcohol show that longer hours of operation, especially late night/early morning are associated with greater rates of consumption and may lead to higher health and social harms for communities. Some municipalities took this into consideration and implemented slightly shorter operating hours. It should be noted, however, that a number of municipalities did not have any cannabis retailers or business applications at the time of response to the bylaw mapping exercise, and therefore may not have experienced a need to address this matter.

While results show that 31% of Albertans live in municipalities that indicated implementing greater restrictions on the hours that cannabis retailers are allowed to

operate, this only represents 16% of municipalities overall (see **Figure 10**). The population affected by these restrictions range from 4% for the Calgary Zone to 71% for the Edmonton Zone. The most restrictive hours can be found in the Town of Sylvan Lake in the Central Zone, where cannabis retailers are permitted to operate between 11:00 a.m. – 10:00 p.m.

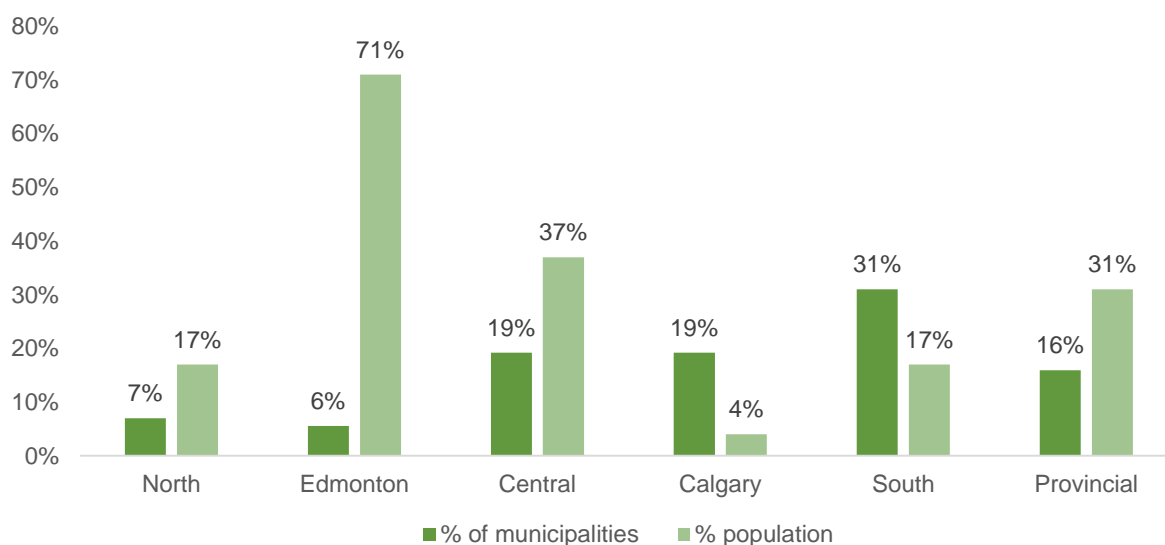


Figure 10. AHS zone municipalities with more restrictive hours of operation for cannabis retailers than required by the Government of Alberta (10:00 am – 2:00 am)

Public Engagement to Inform Non-medical Cannabis Regulations

Many municipalities indicated that they undertook public engagement activities to help inform their local cannabis regulations. These included town halls, information sessions, open houses, websites, surveys and others.

Municipalities that only indicated public hearings or readings of bylaws have been excluded from these results as these forms of engagement are standard practice across all municipalities (i.e., they do not represent undertaking additional public engagement specific to cannabis legalization).

28% of Alberta municipalities conducted one or more forms of public engagement.

28% of Alberta municipalities conducted one or more forms of public engagement which accounted for 80% of the provincial population. This means 80% of the population had the opportunity to participate in this type of public engagement (see **Figure 11**).

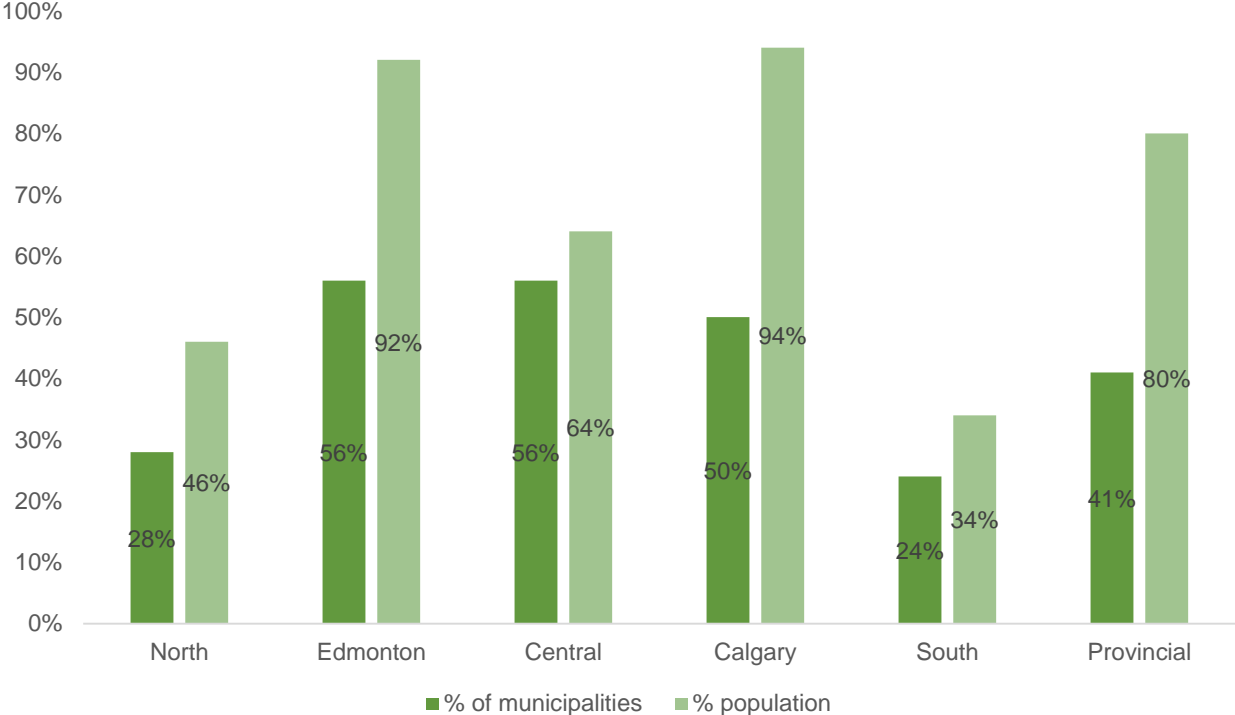


Figure 11. AHS zone municipalities and corresponding population that undertook public engagement activities when developing municipal cannabis regulations

Discussion

As municipalities deliberated their options to best achieve a balance between maximizing benefits and minimizing health and social harms, it became evident that the issue of cannabis legalization at the local level is complex and multifaceted.¹² AHS made several recommendations that encouraged municipalities to take a precautionary approach in these early years of legalization and if needed, relax or strengthen restrictions as more research and evaluation results are released over time. Geographical location, size and other regional differences shaped the landscape of municipal cannabis policy and has resulted in a unique patchwork of cannabis regulations across the province.

Of those who have implemented more restrictive controls, bylaws on where and how cannabis can be consumed are the most prevalent.

Overall, a minority of municipalities across Alberta implemented their own cannabis restrictions through public consumption bylaws, land-use bylaws, and business licensing. However, because these include many of Alberta’s largest municipalities, the majority of Alberta’s population will be impacted by the spectrum of minimum, moderate and stronger health protecting measures. This also means that many of Alberta’s smaller municipalities rely on the provincial regulations for their local cannabis rules. While this urban/rural difference is not uncommon when it comes to local level policy development¹³, it may highlight a broader health equity considerations. Understanding there are unique characteristics for urban and rural municipalities, rural municipalities face many capacity and resource barriers that limit the extent to which they can customize a large scale public policy change such as cannabis legalization. Thus, the

¹² Caulkins, J. & Kilborn, M. (2019). Cannabis legalization, regulation, & control: A review of key challenges for local, state, and provincial officials. *American Journal of Drug and Alcohol Abuse*, 45(6), 689-697.

¹³ Federation of Canadian Municipalities. (2018). *Rural challenges, national opportunity: Shaping the future of rural Canada*. Available at: <https://fcm.ca/sites/default/files/documents/resources/report/rural-challenges-national-opportunities.pdf>

recommendation for more stringent regulations to protect the health and safety of citizens is no less important in rural Alberta, however resource disparities may result in some people in Alberta being less protected than others.

62% of Alberta municipalities (where 85% of the Alberta population lives) did implement some type of regulation on public consumption of non-medical cannabis that are more restrictive than provincial minimums. However, just over half of the Alberta population live in municipalities that did not implement a full ban on public consumption – the most protective type of regulation.

Municipalities that enacted strong regulations on public consumption are in good company. All jurisdictions that have legalized cannabis advised starting with stricter regulations¹⁴ and in all U.S. legalized states, decision makers banned public consumption at the onset.

Stronger regulations on public consumption are important, especially for children/youth and other vulnerable populations, because of the health harms associated with normalization, intoxication, and secondhand smoke.^{15 16 17 18 19 20 21 22 23 24} Fifteen is

¹⁴ Canadian Centre on Substance Abuse, (2015). *Cannabis Regulations: Lessons Learned in Colorado and Washington State*. Available from: <https://www.ccsa.ca/sites/default/files/2019-04/CCSA-Cannabis-Regulation-Lessons-Learned-Report-2015-en.pdf>

¹⁵ Cone E., Bigelow G., Herrmann E., et al. (2015). Nonsmoker Exposure to Secondhand Cannabis Smoke. III. Oral Fluid and Blood Drug Concentrations and Corresponding Subjective Effects. *J Anal Toxicol*, 39(7):497-509

¹⁶ Asbridge, M., Valleriani, J., Kwok, J., & Erickson, P. (2016). Normalization and denormalization in different legal contexts: Comparing cannabis and tobacco. *Drugs: Education, Prevention and Policy*, 23(3), 212-223.

¹⁷ Webster, L., Chaiton, M. & Kirst, M. (2014). The co-use of tobacco and cannabis among adolescents over a 30-year period. *Journal of School Health*, 84(3), 151-159.

¹⁸ Schwartz, R. (2017) Legalize marijuana without the smoke. *CMAJ*, 189 (12) E137-38.

¹⁹ Maertens, R., White P., Rickert, W., et al. (2009). The genotoxicity of mainstream and sidestream marijuana and tobacco smoke condensates. *Chem Res Toxicol*, 22(8):1406-1414.

²⁰ Holitzki et al. (2017). Health effects of exposure to second- and third-hand marijuana smoke: a systematic review. *CMAJ Open*, 5(4), E814-E822.

²¹ Maertens, R., White P., Williams, A., & Yauk C. (2013). A global toxicogenomic analysis investigating the mechanistic differences between tobacco and marijuana smoke condensates in vitro. *Toxicology*, 308:60-73.

²² Health Technology Assessment Unit, University of Calgary. (2017). Cannabis Evidence Series: An Evidence Synthesis. Available from <https://open.alberta.ca/publications/cannabis-evidence-series-an-evidence-synthesis>

²³ Allen P, et al. (2011). Modulation of auditory and visual processing by Delta-9-Tetrahydrocannabinol and cannabidiol: An fMRI study *Neuropsychopharmacology*, 36(7), 1340-1348.

²⁴ Subbaraman, M. & Kerr, W. (2015). Simultaneous versus concurrent use of alcohol and cannabis in the national alcohol survey. *Alcoholism: Clinical and Experimental Research*, 39(5), 872–879

the average age of first use among grade 12 students in Alberta,²⁵ as such, municipalities should focus on opportunities to minimize the normalization of cannabis consumption. Initiation of use has become increasingly important with recent evidence around vaping harms among youth. Prohibiting use in spaces that children and youth frequent and in spaces that are within children’s sight-lines of people that consume cannabis is important because children and youth tend to copy what they observe. Increased exposure can lead to beliefs that cannabis consumption is not harmful and that it is a “normal” part of leisure.²⁶ Further, normalization of smoking/vaping cannabis has the risk of renormalizing all forms of smoking/vaping—a step back for public health measures and regulations for tobacco that have been in place for decades.²⁷ Many municipalities enacted strong bylaws (prohibiting all forms cannabis public consumption) that aligned with AHS’ recommendations, but others chose to enact minimal separation distances instead. Small separation distances of 10 metres, for example—about the width of a 2-lane road—unfortunately do little to minimize potential harms from normalization and renormalization.

In addition to normalization, restricting public consumption helps to limit public intoxication and reduce health and social harms in the community. Restricting cannabis consumption in public places aligns with alcohol restrictions. This means that open bottles/cans of either cannabis or alcoholic beverages are prohibited, which is an effective strategy for preventing increases in cannabis and alcohol-related harms and associated costs.^{28 29} Recent reports from the Netherlands found less restrictive

²⁵ Thompson-Haile, A., Madill, C., Burkhalter, R., MacKenzie, A., Wild, C., & Cooke, M. (2018). *Provincial Patterns and Trends in Cannabis Use from the Canadian Student Tobacco, Alcohol and Drugs Survey (CSTADS): Alberta*. Waterloo, Ontario: Propel Centre for Population Health Impact, University of Waterloo.

²⁶ Asbridge, M., Valleriani, J., Kwok, J., & Erickson, P. (2016). Normalization and denormalization in different legal contexts: Comparing cannabis and tobacco. *Drugs: Education, Prevention and Policy*, 23(3), 212-223.

²⁷ Webster, L., Chaiton, M. & Kirst, M. (2014). The co-use of tobacco and cannabis among adolescents over a 30-year period. *Journal of School Health*, 84(3), 151-159.

²⁸ Giesbrecht, N., Wettlaufer, A., April, N., Asbridge, M., Cukier, S., Mann, R., McAllister, J., Murie, A., Plamondon, L., Stockwell, T., Thomas, G., Thompson, K., & Vallance, K. (2013). *Strategies to Reduce Alcohol-Related Harms and Costs in Canada: A Comparison of Provincial Policies*. Toronto: Centre for Addiction and Mental Health.

²⁹ Allen P, et al. (2011). Modulation of auditory and visual processing by Delta-9-Tetrahydrocannabinol and cannabidiol: An fMRI study *Neuropsychopharmacology*, 36(7), 1340-1348.

regulations cause health and social issues and new restrictive regulations are being implemented, including bans on public consumption and closing “coffee shops.”^{30 31}

The protective measures for cannabis that municipalities have put in place are also very important for preventing harms from second-hand cannabis smoke/vapour. For example, evidence from several comparative studies shows that cannabis smoke produces more changes to genetic material and can be more toxic to living cells than tobacco smoke.^{32 33 34 35}

As mentioned in the AHS recommendations, density limits on cannabis retail outlets can reduce negative neighbourhood impacts and youth access.^{36 37} Municipalities across Alberta were inconsistent in developing more stringent land-use restrictions through minimum separation distance requirements between cannabis retailers and other sensitive areas, such as health care facilities, schools child/daycares, places where children gather, and from other retail stores (cannabis, liquor, and/or pawn and payday loan shops). For example, while provincial regulations set the minimum distance requirement at 100 metres from both healthcare facilities and schools, only 13% and 21% of municipalities set greater minimum distance requirements for healthcare facilities and schools respectively. There was wide variation across the province with municipalities who set stricter land-use bylaws than the province for healthcare facilities

³⁰ Canadian Substance Use Costs and Harms Scientific Working Group. (2018). *Canadian substance use costs and harms in the provinces and territories (2007-2014)*. Prepared by the Canadian Institute for Substance Use Research and the Canadian Centre on Substance Use and Addiction. Ottawa, Ont.: Canadian Centre on Substance Use and Addiction.

³¹ The Telegraph. 2018. *Cannabis smoking outlawed in The Hague's city centre*. Available at: <https://www.telegraph.co.uk/news/2018/04/16/cannabis-smoking-outlawed-hagues-city-centre/>

³² Cone E., Bigelow G., Herrmann E., et al. (2015). Nonsmoker Exposure to Secondhand Cannabis Smoke. III. Oral Fluid and Blood Drug Concentrations and Corresponding Subjective Effects. *J Anal Toxicol*, 39(7):497-509

³³ Holitzki et al. (2017). Health effects of exposure to second- and third-hand marijuana smoke: a systematic review. *CMAJ Open*, 5(4), E814-E822.

³⁴ Maertens, R., White P., Williams, A., & Yauk C. (2013). A global toxicogenomic analysis investigating the mechanistic differences between tobacco and marijuana smoke condensates in vitro. *Toxicology*, 308:60-73.

³⁵ Health Technology Assessment Unit, University of Calgary. (2017). *Cannabis Evidence Series: An Evidence Synthesis*. Available from <https://open.alberta.ca/publications/cannabis-evidence-series-an-evidence-synthesis>

³⁶ Canadian Centre on Substance Abuse, (2015). *Cannabis Regulation: Lessons Learned in Colorado and Washington State*. Available from: <https://www.ccsa.ca/sites/default/files/2019-04/CCSA-Cannabis-Regulation-Lessons-Learned-Report-2015-en.pdf>

³⁷ Freisthler, B., & Gruenewald, P. J. (2014). Examining the relationship between the physical availability of medical marijuana and marijuana use across fifty California cities. *Drug and alcohol dependence*, 143, 244-250

and/or schools, ranging from 125 metres in the Town of Strathmore in the Calgary Zone, to 500 metres in the County of Grande Prairie in the North Zone.

It should be noted that each municipality has unique geographical configurations and different zoning definitions for where any retailer can be located, therefore it is possible these or other mechanisms may naturally impose separation distances that result in more protective measures. For example, a community could be designed in such a way that schools are located in the center of a residential neighbourhood and the nearest commercial retail-use parcels are on the outskirts of the neighbourhood 300-500 metres away, thereby creating no need for additional separation distances. Similarly, railway tracks and other geography may also create other protective buffers away from potential store fronts, which is difficult to capture here in this report. What remains important in the public health approach, is that a municipality identifies the sensitive use areas important or unique to their community and design bylaws that help protect these areas while balancing access to legal products in order to minimize harms related to legalization.

It will be important for municipalities to monitor the impacts on children and youth, our most vulnerable population, as legalization progresses and more retail outlets are approved. Only 35% municipalities enacted bylaws that restrict cannabis stores from being greater than 10 metres from places where children gather (e.g., parks, bike/skate parks, splash parks, playgrounds, playing fields, indoor/outdoor recreation centres, pools, arenas, libraries), representing 39% of the provincial population. Separation distances between cannabis retail outlets and schools are important to protecting children from the normalization of cannabis use.³⁸ In Canada, evidence indicating cannabis normalization is particularly strong among individuals between 15 and 44 years of age. We see evidence for concern from alcohol research that shows an

³⁸ Rethinking Access to Marijuana (2017). *RAM Policy Manual: Marijuana Regulation and policies for cities*. http://www.lacountyram.org/uploads/1/0/4/0/10409636/policymenu_ram_jan2017_final2.pdf

association between the number alcohol outlets, and increases in alcohol consumption and associated harms.^{39 40}

Only 26% of municipalities in the province enacted separation distances greater than 50 metres between cannabis retail outlets and/or any other retail outlets such as liquor, tobacco, pawn or pay-day loan shops. More recent research in Washington State strengthens the argument for setting restrictions on density of and access to cannabis retail outlets.⁴¹ This comprehensive study examined the associations between access to cannabis retail outlets and cannabis use over the period since state legalization. Overall, the study concluded that increased retail access and density was associated with increased current and frequent cannabis use, and recommended that policymakers consider density limits as a strategy for preventing heavy cannabis use. Lessons learned from alcohol and tobacco research indicate that higher density of retail outlets affect use rates and social issues within communities.^{42 43 44 45 46} In addition, municipalities concerned with impacts on vulnerable populations should note how placement and density of cannabis retail (on and off-premise) can result in injustices where the socially disadvantaged are disproportionately exposed to problems. This means paying attention to those areas within municipalities or specific neighbourhoods with fewer resources and avoiding further burden with large numbers of stores, as well

³⁹ Giesbrecht, N., Wettlaufer, A., April, N., Asbridge, M., Cukier, S., Mann, R., McAllister, J., Murie, A., Plamondon, L., Stockwell, T., Thomas, G., Thompson, K., & Vallance, K. (2013). *Strategies to Reduce Alcohol-Related Harms and Costs in Canada: A Comparison of Provincial Policies*. Toronto: Centre for Addiction and Mental Health

⁴⁰ Alberta Health Services. (2017). *Provincial Addiction & Mental Health treatment data*. Retrieved Dec 2017.

⁴¹ Everson, E., Dilley, J., Maher, J., & Mack, C. (2019). Post-legalization opening of retail cannabis stores and adult cannabis use in Washington State 2009-2016. *American Journal of Public Health, 109*(9), 1294-1301.

⁴² Ammerman, S., Ryan, S., Adelman, W., Levy, S., Ammerman, S., Gonzalez, P., & O'Brien, R. (2015). The Impact of Marijuana Policies on Youth: Clinical, Research, and Legal Update. *Pediatrics, 135*(3), e769–e785. <http://doi.org/10.1542/peds.2014-4147>

⁴³ Chen, M., Gruenewald, P., & Remer, L. (2009). Does alcohol outlet density affect youth access to alcohol? *Journal of Adolescent Health, 44*(6), 582-589.

⁴⁴ Livingston, M. (2011). A longitudinal analysis of alcohol outlet density and domestic violence. *Addiction, 106*, 919-925.

⁴⁵ Popova, S., Giesbrecht, N., Bekmuradov, D., Patra, J. (2009). Hours and days of sale and density of alcohol outlets: Impacts on alcohol consumption and damage: A systematic review. *Alcohol & Alcoholism, 44*(5), 500-516.

⁴⁶ Rowland, B., Evans-Whipp, T. E., Hemphill, S., Leung, R., Livingston, M., & Toumbourou, J. W. (2016). The density of alcohol outlets and adolescent alcohol consumption: An Australian longitudinal analysis. *Health & Place, 37*, 43-49.

as preventing clustering among cannabis, liquor and tobacco stores.⁴⁷ Six months after legalization, Canada is already seeing these types of health equity issues emerge, as descriptive research shows twice the concentration of cannabis stores in low-income neighbourhoods compared to high-income.⁴⁸

As with minimum distance requirements, a number of municipalities use business licensing to place more stringent restrictions on the hours that cannabis retailers are allowed to operate. While provincial regulations align with those in place for alcohol sales (10:00 a.m. to 2:00 a.m.), 16% of municipalities in the province (31% of provincial population) further restricted the operating hours of cannabis retailers. AHS

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While provincial regulations align with those in place for alcohol sales (10:00 a.m. – 2:00 a.m.), 31% of Albertans live in municipalities that indicated further restricting the operating hours of cannabis retailers.

recommended limiting the hours of operation of businesses to reduce the availability of cannabis during the late night and early morning hours. Similar to separation distances, limiting access and availability of cannabis is an important element to minimizing health and social harms within communities. It can be seen from alcohol control literature, the higher the access to alcohol sales, the higher the level of alcohol consumption which leads to overall greater health and social harms.^{49 50 51} Several Alberta municipalities not only considered the pros and cons of total hours of operation but staggering closing times with alcohol outlets as a strategy to minimize potential health and social harms.

⁴⁷ Morrison, C. Gruenewald, P, Freisthler, B., Ponicki, R., & Remer, L. (2014). The economic geography of medical marijuana dispensaries in California. *International Journal of Drug Policy*, 25(3), 508-515.

⁴⁸ Myran, D., Brown, C., & Tanuseputro, P. (2019). Access to cannabis retail stores across Canada 6 months following legalization. *CMAJ Open*, 7(3), 8 pages.

⁴⁹ Giesbrecht, N., Wettlaufer, A., April, N., Asbridge, M., Cukier, S., Mann, R., McAllister, J., Murie, A., Plamondon, L., Stockwell, T., Thomas, G., Thompson, K., & Vallance, K. (2013). *Strategies to Reduce Alcohol-Related Harms and Costs in Canada: A Comparison of Provincial Policies*. Toronto: Centre for Addiction and Mental Health.

⁵⁰ Popova, S., Giesbrecht, N., Bekmuradov, D., Patra, J. (2009). Hours and days of sale and density of alcohol outlets: Impacts on alcohol consumption and damage: A systematic review. *Alcohol & Alcoholism*, 44(5), 500-516.

⁵¹ Centers for Disease Control and Prevention. *Guide for Measuring Alcohol Outlet Density*. Atlanta, GA: Centers for Disease Control and Prevention, US Dept of Health and Human Services; 2017.

The last issue that this report addresses is public engagement. It was found that 41% of municipalities conducted some form of public engagement to help inform their municipal cannabis restrictions. This meant that 80% of Albertans were provided the opportunity to participate in some form of public engagement, such as surveys, electronic submissions (e.g., e-mail, web forms), town halls, information sessions, and focus groups. These engagement opportunities were in addition to municipal council public hearings and/or bylaw readings that municipalities utilized. The majority of municipalities who conducted their own engagement process were larger than 10,000 in population. As reported by the Federation of Canadian Municipalities ⁵² (2018), many smaller municipalities have limited capacity and budgets. Given these constraints and the short time period for municipalities to organize for implementation of cannabis legislation, many were unable to complete formal engagement activities to collect public feedback about the unique needs in their areas. This can set up potential inequities across the province with people living in smaller areas being more vulnerable to the impacts of cannabis legalization. This will continue to be an issue for municipalities as resources are required to monitor and evaluate the impact of cannabis legalization on health and social outcomes within communities.

It should be noted that another strategy that smaller municipalities used when considering local cannabis bylaws was connecting with neighbouring communities. This was somewhat of a regional approach whereby one municipality would review bylaw proposals in the surrounding area and/or larger nearby centres and follow the approach of neighbouring communities.

Limitations

There are a few limitations that should be noted. All of the data were provided by the municipalities and were not independently verified. While this provided efficiencies in

⁵² Federation of Canadian Municipalities. (2018). *Rural challenges, national opportunity: Shaping the future of rural Canada*. Available at: <https://fcm.ca/sites/default/files/documents/resources/report/rural-challenges-national-opportunities.pdf>

terms of data collection, it did result in inconsistencies in the amount and the detail of the information provided between the municipalities. This limitation was addressed in instances where the data were incomplete by sending follow-up emails to verify or capture additional relevant data, and reviewing municipal websites for bylaw information. Additionally, missing or incomplete responses were addressed, where possible, by retrieving the relevant bylaws online and mining them for information. This approach was also utilized for municipalities from which a response was not received to the initial request for information (July, 2019) and the subsequent follow-up requests (August and September, 2019). Data from three municipalities were not received from and no information on their regulations could be located on their respective municipal websites. In addition, as First Nations reserves are not part of the MGA, these communities were not included in this report. While not a limitation of this project, it should be noted that a number of the municipalities whose data have been recorded do not currently have cannabis retailers in their community. This is of particular importance when interpreting information about business licensing (e.g., hours of operation), as these bylaws have yet to be established in a number of municipalities.

Conclusions

This project provides a provincial overview of municipal cannabis regulations, relative to those defined by the Government of Alberta. Overall, there is evidence that a substantial number of municipalities recognized the need for stronger cannabis bylaws that contribute to minimizing harms and protecting the health of citizens, as recommended by AHS. The extent to which municipalities implemented more restrictive cannabis regulations ranged from mild to strong, with many municipalities also choosing not to impose stricter regulations. While AHS' evidence-based recommendations encouraged a precautionary approach be taken to minimize unintended consequences, this report demonstrates significant opportunity remains for additional municipalities to implement enhanced restrictions, including regulations that address cannabis edibles,

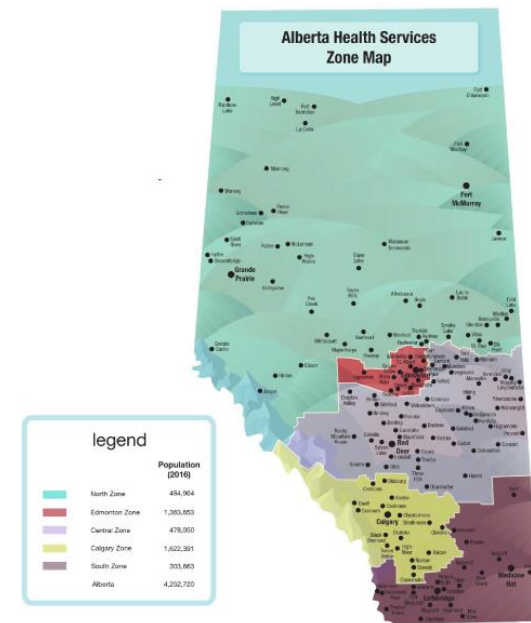
extracts and topicals. It should be recognized that the municipalities that engaged in the complex debate about enacting stricter regulations were faced with difficult decisions to achieve balance between ensuring access to legal cannabis while minimizing potential health harms, especially for youth and other vulnerable populations. There is a great need for high-quality studies in this area and as time progresses there will be more evidence-informed information that becomes available for future decision making. It will be important for municipalities to not only review up-to-date evidence, but to consider partnering with researchers to better understand impacts of legalization in their own context. Next steps could involve an updated synthesis of evidence that can be used by municipalities to help develop appropriate restrictive policies for non-medical cannabis that also align with a public health approach.

Appendix A – Provincial Summary

Key Provincial Findings

- 182 of 185 municipalities with populations over 1,000 were included, representing 99% of the province's population.
- Within the province:
 - 38% of municipalities (15% of provincial population) did not add any additional cannabis public consumption bylaws
 - 4% of municipalities (28% of provincial population) added minimal¹ additional regulations on smoking/vaping cannabis
 - 14% of municipalities (4% of provincial population) enacted moderate restrictions (ban on all types of smoking/vaping)
 - 44% of municipalities (48% of provincial population) enacted strong public consumption bylaws that prohibit all types of public cannabis consumption
 - 13% of municipalities (41% of provincial population) have set separation distance between cannabis retailers and healthcare facilities greater than 100 metres
 - 21% of municipalities (72% of zone population) have set minimum distances between cannabis retailers and schools greater than 100 metres
 - 48% of municipalities (70% of provincial population) set minimum distances between cannabis retailers and other retail stores (cannabis, liquor, tobacco, pawn, loan)
 - 16% of municipalities (31% of provincial population) set more restrictive hours of operation for cannabis retailers than set out by AGLC (10:00 am – 2:00 am)

¹ Minimal = minor additional restrictions on smoking and vaping; Moderate = no smoking or vaping in public; Strong = no public consumption



Did you know?

- Past 3-month cannabis use has increased by 3% in Alberta since legalization; the fourth highest increase in Canada¹.
 - 18-24 year olds have the highest rate among all age groups (33%)

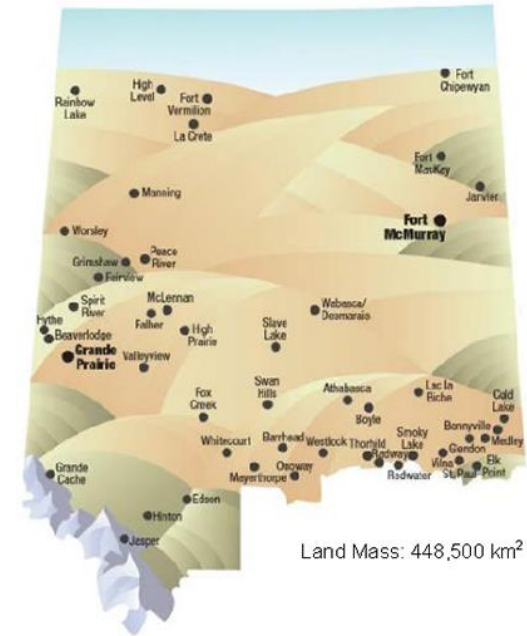
¹ National Cannabis Survey, 2018 (Quarters 1, 2 and 3) and 2019 (Quarters 1, 2, 3 and 4).

Appendix B – North Zone Summary

Key Zone Findings

- 57 of 58 municipalities with populations over 1,000 were included, representing 93.68% of the Zone's overall population.
- Within the North Zone:
 - 47% of municipalities (30% of zone population) did not add any additional cannabis public consumption bylaws
 - 3% of municipalities (16% of zone population) added minimal¹ additional regulations on smoking and vaping cannabis
 - 11% of municipalities (6% of zone population) enacted moderate restrictions with a ban on all types of smoking/vaping
 - 39% of municipalities (48% of zone population) enacted strong public consumption bylaws that prohibit all types of public cannabis consumption
 - 9% of municipalities (35% of zone population) have set separation distance between cannabis retailers and healthcare facilities greater than 100 metres
 - 16% of municipalities (53% of zone population) have set minimum distances between cannabis retailers and schools greater than 100 metres
 - 25% of municipalities (46% of zone population) set minimum distances between cannabis retailers and child/daycares
 - 7% of municipalities (17% of zone population) set more restrictive hours of operation for cannabis retailers than set out by AGLC (10:00 am – 2:00 am)

¹ Minimal = minor additional restrictions on smoking and vaping; Moderate = no smoking or vaping in public; Strong = no public consumption



Did you know?

- Normalizing smoking and vaping behaviour is a key factor in youth initiation of cannabis use
 - Over 50% of North Zone municipalities banned all types of public smoking and vaping of cannabis

Regulations on the public consumption and retail sale of cannabis in municipalities with populations over 1,000 in North Zone

Municipality	Population	Public Consumption ¹	Fines ²	Separation Distances		Hours of Operation	Public Engagement
				Health facilities	Schools		
<i>Fort McMurray/Regional Municipality of Wood Buffalo</i>	111,687	Strong	Ind	150m	150m	Prov	Yes
<i>City of Grande Prairie</i>	69,088	Strong	Ind	Prov	150-300m	10:00 am – 12:00 am	-
<i>County of Grande Prairie</i>	22,502	Prov	-	500m	500m	Prov	-
<i>City of Cold Lake</i>	14,961	Strong	Ind	Prov	Prov	Prov	Yes
<i>Mackenzie County/Fort Vermilion</i>	12,512	Prov	-	Prov	Prov	Prov	Yes
<i>M.D. of Bonnyville No. 87</i>	11,661	Strong	Ind	Prov	Prov	Prov	-
<i>Yellowhead County</i>	10,995	Prov	-	Prov	Prov	Prov	-
<i>Lac Ste. Anne County</i>	10,899	Prov	-	300m	300m	Prov	-
<i>Town of Whitecourt</i>	10,204	Strong	Esc	Prov	Prov	Prov	Yes
<i>Town of Hinton</i>	9,882	Strong	Ind	Prov	200m	Prov	Yes
<i>Lac la Biche County</i>	9,531	Strong	-	Prov	Prov	Prov	-
<i>Town of Edson</i>	8,414	Strong	Esc	200m	200m	Prov	Yes
<i>Athabasca County</i>	7,869	Prov	-	Prov	Prov	Prov	-
<i>Westlock County</i>	7,220	Mod	Ind	Prov	Prov	Prov	-
<i>Town of Peace River</i>	6,842	Prov	-	Prov	Prov	Prov	-
<i>Town of Slave Lake</i>	6,651	Mod	Ind	Prov	Prov	Prov	Yes
<i>County of St. Paul No. 19</i>	6,468	Strong	-	Prov	Prov	Prov	-
<i>Town of Bonnyville</i>	6,422	Prov	-	Prov	Prov	Prov	-
<i>County of Barrhead No. 11</i>	6,288	Prov	-	Prov	Prov	Prov	-

¹ **Prov** = meeting the provincial regulations; **Min** = minor additional restrictions on smoking and vaping; **Mod** = indicates “no smoking or vaping in public”; **Strong** = “no public consumption”
² **Ind** = indicates individual penalty; **Esc** = indicates escalating penalties

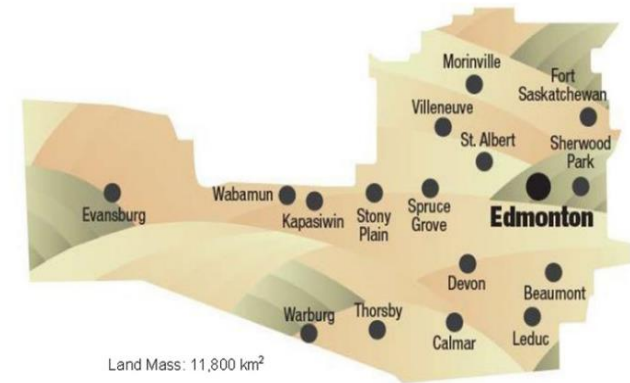
<i>M.D. of Greenview No. 16</i>	6,044	Prov	-	Prov	Prov	Prov	-
<i>Town of St. Paul</i>	5,963	Mod	Esc	Prov	Prov	Prov	-
<i>Town of Westlock</i>	5,101	Prov	-	Prov	Prov	Prov	-
<i>Woodlands County</i>	4,754	Strong	Ind	Prov	Prov	Prov	-
<i>Municipality of Jasper</i>	4,590	Strong	Ind	Prov	Prov	10:00 am – 12:00 am	Yes
<i>Town of Barrhead</i>	4,579	Prov	-	Prov	Prov	Prov	-
<i>Big Lakes County</i>	4,103	Prov	-	Prov	Prov	Prov	-
<i>Town of High Level</i>	3,992	Strong	Esc	Prov	Prov	Prov	Yes
<i>County of Northern Lights</i>	3,656	Prov	-	200m	200m	Prov	-
<i>Town of Grande Cache</i>	3,571	Prov	-	Prov	Prov	Prov	-
<i>Thorhild County</i>	3,254	Strong	Esc	Prov	Prov	Prov	
<i>M.D. of Opportunity No. 17</i>	3,181	Prov	-	Prov	Prov	Prov	Yes
<i>Clear Hills County</i>	3,023	Strong	-	Prov	Prov	Prov	-
<i>Town of Fairview</i>	2,998	Strong	Ind	Prov	Prov	Prov	Yes
<i>Town of Athabasca</i>	2,965	Strong	Ind	Prov	Prov	Prov	-
<i>M.D. of Lesser Slave River No. 124</i>	2,803	Prov	-	Prov	Prov	Prov	-
<i>Town of Grimshaw</i>	2,718	Prov	-	Prov	Prov	Prov	-
<i>Town of Sexsmith</i>	2,620	Prov	Ind	Prov	Prov	10:00 am – 10:00 pm	Yes
<i>Town of High Prairie</i>	2,564	Mod	Esc	Prov	Prov	Prov	Yes
<i>Town of Beaverlodge</i>	2,465	Mod	Ind	Prov	Prov	Prov	Yes
<i>Smoky Lake County</i>	2,461	Prov	-	Prov	Prov	Prov	Yes
<i>Saddle Hills County</i>	2,225	Prov	-	300m	300m	Prov	-
<p>¹ Prov = meeting the provincial regulations; Min = minor additional restrictions on smoking and vaping; Mod = indicates “no smoking or vaping in public”; Strong = “no public consumption”</p> <p>² Ind = indicates individual penalty; Esc = indicates escalating penalties</p>							

<i>Town of Redwater</i>	2,053	Prov	Ind	Prov	200m	Prov	Yes
<i>M.D. of Smoky River No. 130</i>	2,023	Prov	-	Prov	Prov	Prov	-
<i>Town of Fox Creek</i>	1,971	Min	-	Prov	Prov	10:00 am – 12:00 am	-
<i>Northern Sunrise County</i>	1,891	Prov	-	Prov	Prov	Prov	Yes
<i>Town of Valleyview</i>	1,863	Strong	-	Prov	Prov	Prov	-
<i>M.D. of Peace No. 135</i>	1,747	Prov	-	Prov	Prov	Prov	Yes
<i>M.D. of Fairview No. 136</i>	1,604	Strong	Ind	Prov	Prov	Prov	Yes
<i>Birch Hills County</i>	1,553	Prov	-	Prov	Prov	Prov	-
<i>Town of Wembley</i>	1,516	Strong	-	Prov	Prov	Prov	-
<i>Town of Elkpoint</i>	1,452	Strong	Ind	Prov	Prov	Prov	-
<i>Town of Mayerthorpe</i>	1,320	Strong	Ind	Prov	Prov	Prov	Yes
<i>Town of Swan Hills</i>	1,301	Strong	Ind	Prov	Prov	Prov	-
<i>Town of Manning</i>	1,183	Mod	Ind	Prov	Prov	Prov	-
<i>Town of Falher</i>	1,047	Prov	-	Prov	Prov	Prov	Yes
<i>Town of Onoway</i>	1,029	Strong	-	Prov	Prov	Prov	Yes
<i>Alberta Beach</i>	1,018	Prov	-	Prov	Prov	Prov	-
<i>Kikino Metis Settlement</i>	1,018	-	-	-	-	-	-
¹ Prov = meeting the provincial regulations; Min = minor additional restrictions on smoking and vaping; Mod = indicates “no smoking or vaping in public”; Strong = “no public consumption” ² Ind = indicates individual penalty; Esc = indicates escalating penalties							

Key Zone Findings

- 18 of 19 municipalities with populations over 1,000 were included, representing 96.78% of the Zone's overall population.
- Within the Edmonton Zone:
 - 33% of municipalities (5% of zone population) did not add any additional cannabis public consumption bylaws
 - 11% of municipalities (78% of zone population) added minimal¹ additional regulations on smoking/vaping cannabis
 - 56% of municipalities (17% of zone population) enacted strong public consumption bylaws that prohibits all types of public cannabis consumption
 - 73% of municipalities (91% of zone population) have fines for public cannabis consumption
 - 5% of municipalities (1% of zone population) have set separation distance between cannabis retailers and healthcare facilities greater than 100 metres
 - 17% of municipalities (77% of zone population) have set minimum distances between cannabis retailers and schools greater than 100 metres
 - 33% of municipalities (84% of zone population) set minimum distances between cannabis retailers and other retail stores (cannabis, liquor, and/or pawn and loan)
 - 6% of municipalities (71% of zone population) set more restrictive hours of operation for cannabis retailers than set out by AGLC (10:00 a.m. – 2:00 a.m.)

¹ Minimal = minor additional restrictions on smoking and vaping; Moderate = no smoking or vaping in public; Strong = no public consumption



Did you know?

- Lower density and clustering of retail cannabis stores and other retail outlets (e.g., liquor) can have a positive impact on community health and social outcomes
 - Approximately 1/3 of municipalities in Edmonton Zone considered these types of measures

Regulations on the public consumption and retail sale of cannabis in municipalities with populations over 1,000 in Edmonton Zone

Municipality	Population	Public Consumption ¹	Fines ²	Separation Distances		Hours of Operation	Public Engagement
				Health facilities	Schools		
City of Edmonton	932,546	Min	Ind	Prov	200m	10:00 am – 11:00 pm	Yes
Strathcona County/ Sherwood Park	98,381	Min	-	Prov	Prov	Prov	-
City of St. Albert	66,082	Strong	Ind	Prov	150m	Prov	Yes
City of Spruce Grove	35,766	Strong	Ind	Prov	Prov	Prov	Yes
Parkland County	32,097	Strong	Ind	Prov	Prov	Prov	Yes
City of Leduc	32,448	Prov	Ind	Prov	Prov	Prov	Yes
City of Fort Saskatchewan	26,328	Strong	Esc	Prov	Prov	Prov	Yes
Sturgeon County	20,495	Prov	-	Prov	Prov	Prov	Yes
Town of Beaumont	18,829	Strong	Ind	Prov	Prov	Prov	Yes
Town of Stony Plain	17,189	Strong	Ind	200m	200m	Prov	Yes
Leduc County Nisku	13,780	Strong	Ind	Prov	Prov	Prov	Yes
Town of Morinville	9,893	Prov	Ind	Prov	Prov	Prov	-
Town of Devon	6,578	Strong	Esc	Prov	Prov	Prov	Yes
Town of Gibbons	3,159	Prov	-	Prov	Prov	Prov	Yes
Town of Calmar	2,228	Strong	Ind	Prov	Prov	Prov	-
Town of Bon Accord	1,529	Strong	Esc	Prov	Prov	Prov	Yes
Town of Legal	1,345	Prov	-	Prov	Prov	Prov	Yes
Improvements District No. 9	1,028	-	-	-	-	-	-
Town of Thorsby	1,015	Prov	-	Prov	Prov	Prov	Yes

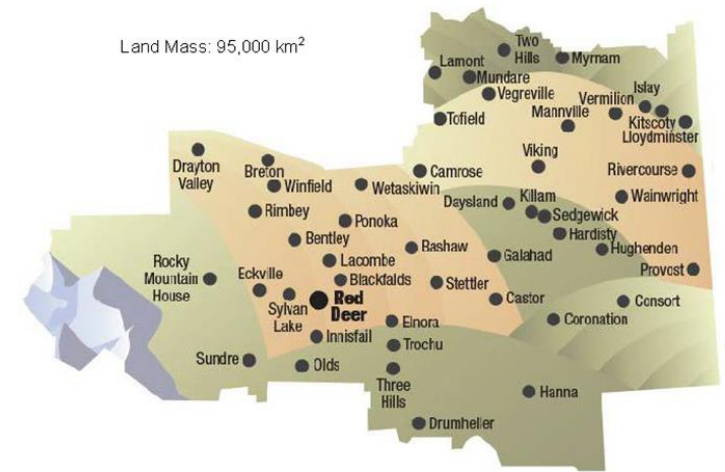
¹ **Prov** = meeting the provincial regulations; **Min** = minor additional restrictions on smoking and vaping; **Mod** = indicates “no smoking or vaping in public”; **Strong** = “no public consumption”
² **Ind** = indicates individual penalty; **Esc** = indicates escalating penalties

Appendix D – Central Zone Summary

Key Zone Findings

- 52 of 53 municipalities with populations over 1,000 were included, representing 87.3% of the Zone's overall population.
- Within the Central Zone:
 - 37% of municipalities (23% of zone population) did not add any additional cannabis public consumption bylaws
 - 6% of municipalities (8% of zone population) added minimal¹ additional regulations on smoking and vaping cannabis
 - 17% of municipalities (18% of zone population) enacted moderate public consumption bylaws that ban all types of public smoking and vaping
 - 40% of municipalities (51% of zone population) enacted strong public consumption bylaws that prohibits all types of public cannabis consumption
 - 85% of municipalities (86% of zone population) have fines for public cannabis consumption
 - 12% of municipalities (31% of zone population) have set separation distances between cannabis retailers and healthcare facilities greater than 100 metres
 - 17% of municipalities (35% of zone population) have set minimum distances between cannabis retailers and schools greater than 100 metres
 - 19% of municipalities (37% of zone population) set more restrictive hours of operation for cannabis retailers than set out by AGLC (10:00 a.m. – 2:00 a.m.)

¹ Minimal = minor additional restrictions on smoking and vaping; Moderate = no smoking or vaping in public; Strong = no public consumption



Did you know?

- Separation distances between cannabis retailers and sensitive areas is good strategy for minimizing health harms
 - Several municipalities in Central Zone have the greatest separation distances in Alberta (300 – 400m)

Regulations on the public consumption and retail sale of cannabis in municipalities with populations over 1,000 in Central Zone

Municipality	Population	Public Consumption ¹	Fines ²	Separation Distances		Hours of Operation	Public Engagement
				Health facilities	Schools		
<i>City of Red Deer</i>	100,418	Strong	Esc	300m	300m	10:00 am – 10:00 pm	-
<i>City of Lloydminster</i>	19,645	Mod	Ind	Prov	Prov	Prov	Yes
<i>Red Deer County</i>	19,541	Prov	-	Prov	Prov	Prov	Yes
<i>City of Camrose</i>	18,742	Min	Esc	Prov	Prov	Prov	Yes
<i>Town of Sylvan Lake</i>	14,816	Strong	Esc	150m	150m	11:00 am – 8:00 pm	Yes
<i>City of Lacombe</i>	13,057	Min	Esc	Prov	Prov	Prov	-
<i>City of Wetaskiwin</i>	12,655	Strong	Esc	Prov	Prov	Prov	Yes
<i>Clearwater County/ Nordegg /David Thompson Country</i>	11,947	Prov	Ind	Prov	Prov	Prov	-
<i>County of Wetaskiwin No. 10</i>	11,181	Strong	Esc	Prov	Prov	Prov	Yes
<i>Lacombe County</i>	10,343	Strong	Esc	Prov	Prov	Prov	Yes
<i>Town of Blackfalds</i>	10,125	Mod	Ind	Prov	Prov	Prov	Yes
<i>Ponoka County</i>	9,806	Prov	-	Prov	Prov	Prov	-
<i>Town of Olds</i>	9,184	Strong	Esc	Prov	Prov	Prov	Yes
<i>Camrose County</i>	8,458	Strong	Esc	Prov	Prov	10:00 am – 10:00 pm	Yes
<i>County of Vermillion River</i>	8,267	Prov	Esc	300m	300m	Prov	-
<i>Town of Drumheller</i>	7,982	Mod	Esc	Prov	Prov	Prov	-
<i>Town of Innisfail</i>	7,847	Mod	Ind	Prov	Prov	10:00 am – 10:00 pm	Yes
<i>Brazeau County</i>	7,771	Prov	-	Prov	Prov	Prov	Yes
<p>¹ Prov = meeting the provincial regulations; Min = minor additional restrictions on smoking and vaping; Mod = indicates “no smoking or vaping in public”; Strong = “no public consumption”</p> <p>² Ind = indicates individual penalty; Esc = indicates escalating penalties</p>							

<i>Town of Drayton Valley</i>	7,235	Strong	Ind	Prov	150m	10:00 am – 10:00 pm	Yes
<i>Town of Ponoka</i>	7,229	Mod	Ind	Prov	Prov	Prov	Yes
<i>Town of Rocky Mountain House</i>	6,635	Prov	Ind	Prov	Prov	Prov	-
<i>Town of Wainwright</i>	6,270	Strong	Ind	Prov	Prov	Prov	-
<i>Town of Stettler</i>	5,952	Mod	Ind	Prov	Prov	Prov	Yes
<i>Beaver County</i>	5,905	Strong	-	Prov	Prov	Prov	Yes
<i>Town of Vegreville</i>	5,708	Mod	Ind	Prov	Prov	Prov	-
<i>County of Stettler No. 6</i>	5,526	Mod	Esc	Prov	400m	10:00 am – 10:00 pm	-
<i>Kneehill County</i>	5,001	Strong	Ind	300m	300m	Mon-Fri only	Yes
<i>Municipal District of Wainwright No. 61</i>	4,479	Strong	Ind	Prov	Prov	Prov	-
<i>Special Areas Board</i>	4,184	-	-	-	-	-	-
<i>Town of Vermilion</i>	4,150	Mod	Ind	Prov	Prov	Prov	Yes
<i>Lamont County</i>	3,899	Prov		Prov	Prov	Prov	-
<i>Flagstaff County</i>	3,738	Strong	Ind	Prov	Prov	Prov	Yes
<i>County of Two Hills No.21</i>	3,641	Prov		Prov	Prov	Prov	-
<i>Town of Penhold</i>	3,277	Prov	-	Prov	Prov	10:00 am – 10:00 pm	-
<i>Town of Three Hills</i>	3,212	Prov	Ind	Prov	Prov	Prov	Yes
<i>County of Milburn No. 27</i>	3,188	Prov	Ind	Prov	Prov	Prov	-
<i>Town of Sundre</i>	2,729	Strong	Ind	150m	150m	Prov	-
<i>Town of Rimbey</i>	2,567	Min	Ind	Prov	Prov	Prov	-
<i>Town of Hanna</i>	2,559	Strong	Ind	300m	300m	Prov	Yes
<i>Municipal District of Provost No. 52</i>	2,205	Prov	Ind	Prov	Prov	Prov	-

¹ **Prov** = meeting the provincial regulations; **Min** = minor additional restrictions on smoking and vaping; **Mod** = indicates “no smoking or vaping in public”; **Strong** = “no public consumption”
² **Ind** = indicates individual penalty; **Esc** = indicates escalating penalties

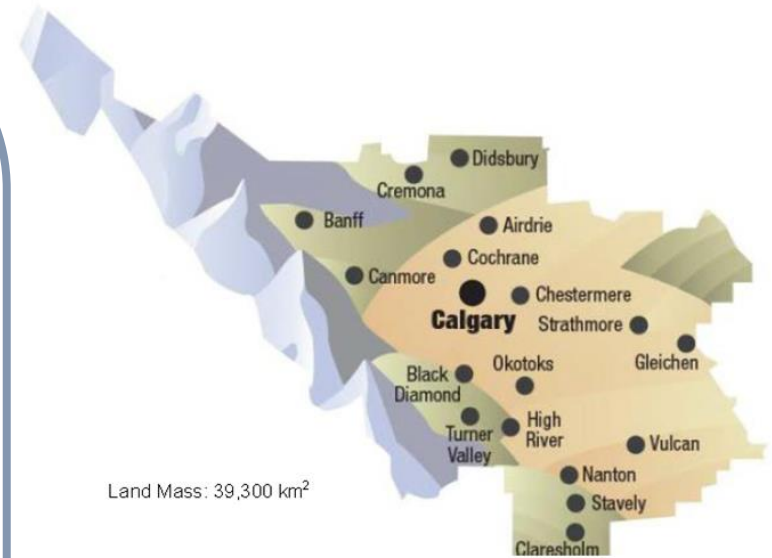
<i>County of Paintearth No.18</i>	2,102	Prov	Ind	Prov	Prov	Prov	-
<i>Town of Tofield</i>	2,081	Strong	Ind	Prov	Prov	Prov	-
<i>Starland County</i>	2,066	Prov	Ind	Prov	Prov	Prov	-
<i>Town of Provost</i>	1,998	Prov	Ind	Prov	Prov	Prov	-
<i>Town of Millet</i>	1,945	Prov	Ind	Prov	Prov	Prov	-
<i>Town of Lamont</i>	1,774	Strong	Ind	Prov	Prov	Prov	-
<i>Town of Two Hills</i>	1,443	Prov	Ind	Prov	Prov	Prov	-
<i>Town of Bruderheim</i>	1,395	Prov	Ind	Prov	Prov	Prov	-
<i>Town of Bowden</i>	1,240	Strong	Esc	Prov	Prov	10:00 am – 10:00 pm	-
<i>Town of Eckville</i>	1,163	Strong	Ind	Prov	Prov	Prov	-
<i>Town of Viking</i>	1,083	Strong	Esc	200m	200m	Prov	-
<i>Town of Bentley</i>	1,078	Strong	Esc	Prov	Prov	10:00 am – 11:00 pm	-
<i>Town of Trochu</i>	1,058	Prov	-	Prov	Prov	Prov	-
<p>¹ Prov = meeting the provincial regulations; Min = minor additional restrictions on smoking and vaping; Mod = indicates “no smoking or vaping in public”; Strong = “no public consumption”</p> <p>² Ind = indicates individual penalty; Esc = indicates escalating penalties</p>							

Appendix E – Calgary Zone Summary

Key Zone Findings

- 26 of 26 municipalities with populations over 1,000 were included, representing 97.74% of the Zone's overall population.
- Within the Calgary Zone:
 - 27% of municipalities (3% of zone population) did not add any additional cannabis public consumption bylaws
 - 23% of municipalities (3% of zone population) enacted moderate¹ public consumption bylaws that ban all types of public smoking and vaping
 - 50% of municipalities (94% of zone population) enacted strong public consumption bylaws that prohibits all types of public cannabis consumption
 - 65% of municipalities (97% of zone population) have fines for public cannabis consumption
 - 19% of municipalities (81% of zone population) have set separation distances between cannabis retailers and healthcare facilities greater than 100 metres
 - 27% of municipalities (91% of zone population) have set minimum distances between cannabis retailers and schools greater than 100 metres
 - 19% of municipalities (4% of zone population) set more restrictive hours of operation for cannabis retailers than set out by AGLC (10:00 a.m. – 2:00 a.m.)
 - 50% of municipalities (94% of zone population) conducted public engagement about municipal cannabis regulations

¹ Minimal = minor additional restrictions on smoking and vaping; Moderate = no smoking or vaping in public; Strong = no public consumption



Did you know?

- Many long-term impacts of non-medical cannabis use is still unknown.
 - Over 70% of Calgary zone's municipalities put moderate to strong consumption bylaws in place to better protect population health.

Regulations on the public consumption and retail sale of cannabis in municipalities with populations over 1,000 in Calgary Zone

Municipality	Population	Public Consumption ¹	Fines ²	Separation Distances		Hours of Operation	Public Engagement
				Health facilities	Schools		
City of Calgary	1,267,344	Strong	Ind	150m	150m	Prov	Yes
City of Airdrie	68,091	Strong	Ind	Prov	200m	Prov	Yes
Rocky View County	39,407	Strong	Ind	150m	150m	10:00 am – 11:00 pm	Yes
Town of Okotoks	29,002	Strong	Esc	Prov	Prov	Prov	Yes
Town of Cochrane	27,960	Strong	Ind	150m	150m	Prov	Yes
M.D. of Foothills No. 31	22,766	Strong	Ind	Prov	Prov	Prov	-
City of Chestermere	20,732	Mod	Ind	150m	150m	Prov	Yes
Town of Canmore	13,992	Mod	Ind	Prov	Prov	10:00 am – 10:00 pm	Yes
Town of High River	13,584	Strong	Ind	Prov	Prov	Prov	-
Town of Strathmore	13,528	Strong	Esc	Prov	125m	Prov	Yes
Mountain View County	13,074	Prov	-	Prov	Prov	Prov	-
Town of Banff	8,875	Mod	Ind	Prov	Prov	Prov	Yes
Wheatland County	8,788	Prov	-	Prov	Prov	Prov	-
Town of Didsbury	5,268	Prov	-	Prov	Prov	Prov	-
M.D. of Willow Creek No. 26	5,179	Prov	-	Prov	Prov	Prov	-
Town of Carstairs	4,077	Strong	Ind	Prov	Prov	Prov	-
Vulcan County	3,984	Prov	-	Prov	Prov	Prov	-
Town of Claresholm	3,780	Strong	Esc	Prov	Prov	10:00 am – 11:00 pm	-
Town of Crossfield	3,308	Strong	Ind	200m	200m	Prov	Yes

¹ **Prov** = meeting the provincial regulations; **Min** = minor additional restrictions on smoking and vaping; **Mod** = indicates “no smoking or vaping in public”; **Strong** = “no public consumption”
² **Ind** = indicates individual penalty; **Esc** = indicates escalating penalties

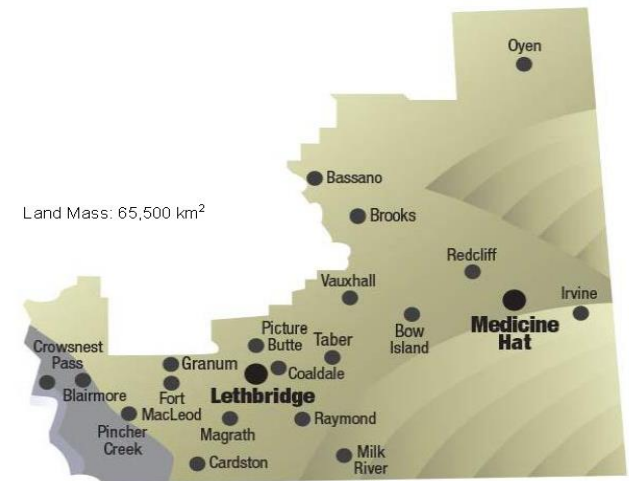
<i>Town of Black Diamond</i>	2,700	Mod	Esc	Prov	Prov	Prov	Yes
<i>Town of Turner Valley</i>	2,559	Mod	Ind	Prov	Prov	10:00 am – 12:00 am	Yes
<i>Town of Nanton</i>	2,181	Prov	-	Prov	Prov	Prov	Yes
<i>Town of Vulcan</i>	1,917	Prov	-	Prov	Prov	Prov	Yes
<i>M.D. of Bighorn No. 8</i>	1,334	Strong	Ind	Prov	Prov	Prov	-
<i>Town of Irricana</i>	1,216	Strong	-	Prov	Prov	10:00 am – 9:00 pm (Su-Th) 10:00 am – 11:00 pm (Fr-Sa)	-
<i>Townsite of Redwood Meadows</i>	1,080	Mod	-	Prov	Prov	Prov	-
<p>¹ Prov = meeting the provincial regulations; Min = minor additional restrictions on smoking and vaping; Mod = indicates “no smoking or vaping in public”; Strong = “no public consumption” ² Ind = indicates individual penalty; Esc = indicates escalating penalties</p>							

Appendix F – South Zone Summary

Key Zone Findings

- 29 of 29 municipalities with populations over 1,000 were included, representing 93.68% of the Zone's overall population
- Within the South Zone:
 - 38% of municipalities (75% of zone population) did not add any additional cannabis public consumption bylaws
 - 14% of municipalities (6% of zone population) enacted moderate¹ public consumption bylaws that ban all types of public smoking and vaping
 - 48% of municipalities (19% of zone population) enacted strong public consumption bylaws that prohibits all types of public cannabis consumption
 - 52% of municipalities (40% of zone population) have fines for public cannabis consumption
 - 24% of municipalities (32% of zone population) have set separation distances between cannabis retailers and healthcare facilities greater than 100 metres
 - 38% of municipalities (39% of zone population) have set minimum distances between cannabis retailers and schools greater than 100 metres
 - 34% of municipalities (39% of zone population) have set minimum distances between cannabis retailers and child/daycares greater than 10 metres
 - 31% of municipalities (17% of zone population) set more restrictive hours of operation for cannabis retailers than set out by AGLC (10:00 a.m. – 2:00 a.m.)

¹ Minimal = minor additional restrictions on smoking and vaping; Moderate = no smoking or vaping in public; Strong = no public consumption



Did you know?

- A key policy objective for cannabis legalization is to protect children and youth
 - Many municipalities in South zone have created strong public consumption and land use restrictions to address this objective

Regulations on the public consumption and retail sale of cannabis in municipalities with populations over 1,000 in South Zone

Municipality	Population	Public Consumption ¹	Fines ²	Separation Distances		Hours of Operation	Public Engagement
				Health facilities	Schools		
City of Lethbridge	99,769	Prov	-	Prov	Prov	Prov	-
City Medicine Hat	63,260	Prov	Ind	300m	300m	Prov	Yes
City of Brooks	14,451	Prov	-	Prov	Prov	10:00 am – 10:00 pm	Yes
Lethbridge County	10,353	Prov	-	300m	300m	Prov	-
Town of Taber	8,428	Prov	-	Prov	Prov	10:00 am – 10:00 pm	-
Town of Coaldale	8,215	Strong	Esc	Prov	300m	10:00 am – 10:00 pm	-
Cypress County	7,662	Prov	-	Prov	Prov	Prov	-
County of Newell	7,524	Strong	Esc	Prov	Prov	Prov	-
Municipal District of Taber	7,173	Strong	-	Prov	Prov	Prov	-
Town of Redcliff	5,600	Mod	Ind	Prov	Prov	Prov	Yes
Municipality of Crowsnest Pass	5,589	Mod	-	Prov	200m	Prov	Yes
Cardston County	4,481	Strong	Esc	300m	300m	10:00 am – 9:00 pm	-
Town of Raymond	4,252	Strong	Ind	300m	300m	10:00 am – 9:00 pm	-
County of Warner No. 5	3,947	Prov	-	Prov	Prov	Prov	-
Town of Cardston	3,909	Strong	Esc	300m	300m	Prov	-
Town of Pincher Creek	3,642	Strong	Ind	Prov	200m	Prov	-
County of Forty Mile No. 8	3,581	Mod	-	Prov	Prov	Prov	-
Town of Fort MacLeod	2,967	Strong	Ind	Prov	Prov	11:00 am – 11:00 pm	-

¹ **Prov** = meeting the provincial regulations; **Min** = minor additional restrictions on smoking and vaping; **Mod** = indicates “no smoking or vaping in public”; **Strong** = “no public consumption”
² **Ind** = indicates individual penalty; **Esc** = indicates escalating penalties

<i>Municipal District of Pincher Creek No. 9</i>	2,965	Prov	-	200m	200m	11:00 am – 10:00 pm	-
<i>Town of Coalhurst</i>	2,767	Strong	Esc	Prov	Prov	Prov	Yes
<i>Town of Magrath</i>	2,435	Strong	Esc	Prov	300m	10:00 am – 9:00 pm	-
<i>Town of Bow Island</i>	2,043	Mod	Ind	Prov	Prov	Prov	-
<i>Town of Picture Butte</i>	1,810	Strong	Esc	200m	350m	Prov	-
<i>Village of Nobleford</i>	1,278	Prov	-	Prov	Prov	Prov	-
<i>Village of Stirling</i>	1,269	Strong	Esc	Prov	Prov	Prov	Yes
<i>Town of Vauxhall</i>	1,222	Strong	Ind	Prov	Prov	Prov	-
<i>Town of Bassano</i>	1,206	Prov	-	Prov	Prov	10:00 am – 10:00 pm	-
<i>Village of Duchess</i>	1,085	Strong	-	Prov	Prov	Prov	-
<i>Town of Oyen</i>	1,022	Prov	-	Prov	Prov	Prov	-
	¹ Prov = meeting the provincial regulations; Min = minor additional restrictions on smoking and vaping; Mod = indicates “no smoking or vaping in public”; Strong = “no public consumption” ² Ind = indicates individual penalty; Esc = indicates escalating penalties						

Contact Us:

Alberta Health Services Cannabis team at:

cannabis@ahs.ca

*Information and resources related to this project can be requested by emailing:

cannabis@ahs.ca

Learn More:

AHS Cannabis Resources:

<http://www.alberta.ca/cannabis/>

[AHS Cannabis Insite Page](#)

www.drugsafe.ca

**REGULAR MEETING OF COUNCIL
OF THE TOWN OF CALMAR WAS HELD IN PERSON
AND VIRTUALLY ON MONDAY NOVEMBER 06, 2023**

Access Code: 211-016-493

1. **CALL TO ORDER:** Mayor Carnahan called the Regular Council Meeting of November 06, 2023, to order at the hour of 6:33 pm.

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

2. **ADOPTION OF AGENDA:**

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

**CARRIED
R-23-11-0312**

3. **PUBLIC HEARINGS:** None

4. **DELEGATIONS:** None

5. **ADOPTION OF MINUTES:**

- a) **Organizational Meeting** – October 16, 2023

Moved by Councillor Benson that the minutes of the Organizational Meeting of October 16, 2023, are hereby approved as presented.

**CARRIED
R-23-11-0313**

- b) **Regular Council Meeting** – October 16, 2023

Moved by Councillor Faulkner that the minutes of the Regular Council Meeting of October 16, 2023, are hereby approved as presented.

**CARRIED
R-23-11-0314**

- c) **Special Meeting of Council** – October 23, 2023

Moved by Councillor McKeag Reber that the minutes of the Special Council Meeting of October 23, 2023, are hereby approved as presented.

**CARRIED
R-23-11-0315**

6. **UNFINISHED BUSINESS:** None

7. **BYLAWS or POLICIES:** None

8. **NEW BUSINESS:**

- a) **Library Board Appointment**

Moved by Councillor Benson that Ms. Rachel Walker is hereby appointed to the Calmar Library Board for a three-year term ending November 06, 2026.

**CARRIED
R-23-11-0316**

9. **FINANCIAL:**

- a) **Financial Statement as of October 31, 2023** – Discussion Only

- b) **Budget 2024** – Initial Discussion

**REGULAR MEETING OF COUNCIL
OF THE TOWN OF CALMAR WAS HELD IN PERSON
AND VIRTUALLY ON MONDAY NOVEMBER 06, 2023**

Access Code: 211-016-493

*Recess @ 9:08pm
Reconvene @ 9:17pm*

10. DEPARTMENT REPORTS: None

11. COUNCIL AND COMMITTEE REPORTS: None

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)

Moved by Councillor McKeag Reber that the Regular Council Meeting temporarily adjourn, and Council sit in Closed Session at this time being 9:17 pm.

**CARRIED
R-23-11-0317**

CAO Losier & 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 9:34 pm.

**CARRIED
R-23-11-0318**

16. ADJOURNMENT:

The Regular Council Meeting adjourned at 9:34 pm.

These minutes signed this 20th day of November 2023.

Mayor Carnahan

CAO Losier

**SPECIAL MEETING OF COUNCIL TO BE HELD
IN PERSON AND VIRTUALLY ON NOVEMBER 13, 2023
COMMENCING AT 6:30 PM**

GoToMeeting
Public Access Code: 738-393-413

1. **CALL TO ORDER:** Mayor Carnahan called the Special Meeting of Council of November 13, 2023, to order at the hour of 6:30 pm.

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

2. **ADOPTION OF AGENDA:**

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

**CARRIED
R-23-11-0319**

3. **BYLAWS or POLICIES:** None

4. **FINANCIAL:**

- a) **Capital Budget 2024** – Discussion Only
- b) **User Fees** – Discussion Only

*Recess @ 8:49pm
Reconvene @ 8:59pm*

Moved by Councillor Faulkner that the Regular Meeting of Council extend past 9:30pm

**CARRIED
R-23-11-0320**

5. **NEW BUSINESS:**

- a) **EPR** – Discussion Only
- b) **Business License** – Discussion Only

6. **ADJOURNMENT:**

The Special Council Meeting adjourned at 9:45pm.

These minutes signed this 20th day of November 2023.

Mayor Carnahan

CAO Losier

Town of Calmar

Request for Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	November 20, 2023
Originated By:	ADCS Bryans
Title:	Bylaw 2023-22 – Records & Information Management Bylaw
Approved By:	CAO Losier
Agenda Item Number:	7A

BACKGROUND/PROPOSAL:

Corporate Services has been working on implementing a records retention system and part of that process is to update the current records retention bylaw which was adopted in 1991.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The new bylaw addresses more modern practices, including digital records retention and uses a retention schedule produced by Municipal Affairs. Adopting this bylaw be a first step in allowing the Town to update its current practices to be more efficient as practices and legislation has changed significantly in the 30 years since the previous bylaw was adopted.

Option 1 – Council may pass first reading of Bylaw #2023-22.

Option 2 – Council may defeat first reading of Bylaw #2023-22.

Option 3 – Council may direct Administration to make some amendments and represent the bylaw to council at a future meeting.

COSTS/SOURCE OF FUNDING (if applicable)

n/a

RECOMMENDED ACTION:

That Council gives first reading to Bylaw #2023-22.

TOWN OF CALMAR

BYLAW #2023-22

BEING A BYLAW OF THE TOWN OF CALMAR, IN THE PROVINCE OF ALBERTA, TO PROVIDE FOR THE MANAGEMENT OF MUNICIPAL RECORDS.

WHEREAS: Pursuant to the *Municipal Government Act*, Revised Statutes of Alberta 2000 and amendments thereto, a Council may pass a bylaw respecting the destruction of records and documents of the municipality;

AND WHEREAS: The judicial life cycle of records and documents of the municipality are consistent with the *Alberta Evidence Act*, Revised Statutes of Alberta 2000 and *Electronic Transactions Act*, Statutes of Alberta 2001;

AND WHEREAS: The regulations and procedures for municipal records and documents are consistent with all statutes of Alberta and Canada;

AND WHEREAS: It is the desire of the Town of Calmar to provide for regulations and procedures governing the retention and disposition of municipal documents;

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 "Records & Information Management Bylaw" of the Town of Calmar.

2. **DEFINITIONS**

- 2.1. "Council" means the Council of the Town of Calmar
- 2.2. "Convenience Copy" means a printed or stored copy of the official record used for ease of reference that is not altered from the master record. Transitory in nature and can be discarded when no longer useful;
- 2.3. "Designated Officer" means that person delegated a responsibility by the Chief Administrative Officer;
- 2.4. "Disposal" means to permanently loan, store outside Town facilities, destroy or electronically delete;
- 2.5. "Electronic Record" means information that is recorded or stored on any medium in or by a computer system or other similar device and can be read, reproduced, or perceived by a person or computer system or other similar device;
- 2.6. "Electronic Records System" includes the computer system or other similar device by or in which information is recorded or stored, and any procedures related to the recording and storage of electronic records;
- 2.7. "Master Record" means the most complete record of an action, transaction or decision. It is the record that you rely on to take actions and make decisions. The master record is the complete record maintained in the electronic system;
- 2.8. "Non-Electronic Records" mean those records excluded from the Electronic Record definition as noted in this bylaw and are often referred to as paper records;
- 2.9. "Record" means information in the custody or under control of the Town in non-electronic or electronic media, including but not limited to financial data, land files, minutes of meetings, contracts, correspondence and any other documents kept by the Town;

2.10. "Schedule A" means the Records Retention and Disposition Schedule as amended from time to time;

2.11. "Town" means the Town of Calmar.

3. **AUTHORITY AND POWERS**

3.1. Council may authorize the destruction of paper records if the originals have been recorded by a method that will enable copies of the originals to be made.

3.2. Notwithstanding the clause above and any superseding legislation, other records may be destroyed in accordance with Schedule A.

3.3. Election material shall be destroyed in accordance with the Local Authorities Election Act, RSA 2000.

3.4. A Designated Office may review and amend Schedule A from time to time for accuracy of retention and disposition time periods, meeting all audit and legal requirements, legislation and regulations.

3.5. The Designated Officer is authorized to release or permanently loan records to the Provincial Archives of Alberta, Multicultural Heritage Centre, local Museum or other archival entity. These records shall be recorded on a "Certificate of Gift" form, or equivalent documentation, as provided by the archival entity. This document will be permanently retained in the Town's records system.

4. **GENERAL RETENTION AND DISPOSITION**

4.1. If and individual's personal information will be used by the Town to make a decision that directly affects that individual, the Town must retain the personal information for at least one year after using it.

4.2. The records retention and disposition schedule, known as Schedule A, must at least:

- 4.2.1. Describe the records under the control of the Town,
- 4.2.2. Specify how long records must be kept,
- 4.2.3. Show criteria for closure of records,
- 4.2.4. Indicate the final disposition method of the records; and may
- 4.2.5. State legislative reference where applicable.

4.3. Records are to be reviewed for retention and disposal on an annual basis and may be retained longer than the period provided for in Schedule A, as deemed necessary.

4.4. Schedule A does not form part of this bylaw but is attached to this bylaw for reference purposes.

4.5. Pursuant to section 4.4 above, a current version of Schedule A will be retained at all times in the Town's records system.

4.6. Retained non-electronic records shall be kept in an appropriate medium such as a storage box, file cabinet or binder with adequate identification of contents, time period and retention period.

4.7. Electronic records shall be kept in a secure manner with appropriate firewalls, administrative and user rights and safety measures, and retained and disposed of according to Schedule A.

4.8. Upon each occasion of disposing of or relocating electronic or non-electronic records, an affidavit shall be completed listing: a description of the records disposed, date of disposal, manner in which records were disposed, signature of person who disposed of records, and reason supporting destruction. This affidavit shall be retained permanently in the Town vault and/or through the Town's electronic records system.

5. **EFFECTIVENESS AND REVIEW**

5.1. If any portion of this bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed, and the remainder of the bylaw is deemed valid.

5.2. Bylaw 91-12 shall be rescinded.

5.3. This bylaw shall come into effect on the day of third reading.

READ a first time this 20th day of November 2023

READ a second time this day of 2023

READ a third time this day of 2023.

Mayor Carnahan

CAO Losier

SCHEDULE A

RECORDS RETENTION SCHEDULE

Subject	Description	Suggested Retention Period In Years
Accountants	Working Papers	7
Accounts	Paid (summary sheet)	7
	Payable vouchers	7
	Receivable Duplicate Invoices	7
Administration	Reports (not part of minutes)	7
	As Per Legislation	7
Advertising	General	2
	As Per Legislation	7
Agendas	Part of Minutes	P
Agreements	General	12 S/O
	Development	12 S/O
	Major Legal	12 S/O
	Minor Legal	12 S/O
Annexations	Correspondence	7
	Final Order	P
Annual Reports		5-7
Annual Reports	Local Boards	5-7
Applications	Site Plan approval	2
	Subdivision (after final approval)	3
	Part-time Employees (after end of employment)	1
Appointments	Other Than Those in Minutes	3
Assessment	Rolls	P
	Assessment Review	
	Board (ARB) Minutes	P
	ARB Work File	5

Subject	Description	Suggested Retention Period In Years
	Appeals	12
	ARB Records	7
	Duplicate roll	7
	Review Court Records	7
Assessment Appeal	Board File	5
Assets		20 S/O
	Records of Surplus	5
	Temporary Files	2
Bank	Deposit Books	7
	Deposit Slips	7
	Memos (Credit/Debit)	7
	Reconciliations	2
	Statements	7
Boards	Minutes	P
	Authority & Structure	5 S/O
	Correspondence	5
Briefings/Reports	To Council	7
Budgets	Operating (in minutes)	P
	Capital (in minutes)	P
	Working Papers	3
Bylaws	All	P
Cash	Receipts Journal	7
	Disbursements Journal	7
	Duplicate Receipts	7
Certificates	Of Title	P
Census	Reports	12
Cheques	Cancelled (paid)	7
	Register	7
	Stubs	7
Claims	Notice of	12 S/O

Subject	Description	Suggested Retention Period In Years
	Statements of	12 S/O
Committee	Minutes	P
Compensation	Records	10
Computer Cards		1
Contracts	Files (completion of)	12 S/O
	Forms	12
	Major Legal	12 S/O
	Minor Legal	12 S/O
Council	Minutes	P
Court Cases		12 S/O
Destroyed Records Index		P
Documents	Not Part of Bylaws	12 S/O
	Agreements Major Legal	12 S/O
	Agreements Minor Legal	12 S/O
	Contracts Legal	12 S/O
	Easements	12 S/O
	Leases (after expiration)	12 S/O
	Notices of Change of land	
	Titles	12 S/O
Elections	Nomination Papers	Sec 28(4) Local Authorities Election Act
	Ballot Box Contents	Sec 101 Local Authorities Election Act
Engineering	Drawings	P
Employee Benefits	A.H.C., Blue Cross, Dental, etc.	5
	W.C.B. Claims	4-5
Employees	Job applications (hired)	3
	Job Application (not hired)	1

Subject	Description	Suggested Retention Period In Years
	Job Descriptions	3 (after position abolished)
	Oaths of Office	1 (after position vacated)
	Personnel File	1 (after cessation of employment or 6 years after dismissal (FYI – The GOA keeps any pension contribution information for 70 years.))
Financial Statements	Interim	10
	Working Papers	3
	Final	12
Franchises		P
Income Tax	Deductions	5-7
	TD1	1
	T4	5-7
	T4 Summaries	5-7
Inquiries	From the Public	3
Insurance	Claims	12 (after settled)
	Records (after expiration)	12
Land	Appraisals	1 (after sold)
Leases	After Expiration	7 S/O
Legal	Opinions	12 S/O
	Proceedings	12 S/O
Legislation	Acts (after superseded)	1
Licenses	Applications	3
	Business (after expired)	5
	Literature	2
Local Improvements	Records	P
Maps	Base (original)	P
	Contour	P
Maintenance Reports		12
Minutes	Council	P
	Boards	P
	Committees	P
Monthly Reports	Road	5-7

Subject	Description	Suggested Retention Period In Years
Municipal Affairs	Annual Reports	5
Organization	Structure & Records	2-5 S/O
Payroll	Garnishees	3 (after garnish is removed)
	Individual Earning Records	6
	Journal	6
	Time Cards	4-6
	Time Sheets - Daily	5
	- Overtime	5
	- Weekly	5
	Employment Insurance Records	5 (after cessation of employment)
Permits	Development	12 S/O
Petitions		10
Plans	Official	P
	Amendments	P
	Subdivision	P
Policy	After Superseded	5
Progress Reports	Project	5-7
	Under Contract (Final payment)	7-10 S/O
Property Files		Until sold +10
Prosecution	All	12 S/O
Publications	Local Reports	3
Purchase	Land	Until Sold +12
Receipts	Books	7
	Duplicate Cash	7
	Registration	7
Receptions & Special Events (non-historic)		3
Reports	Accident	12 S/O
	Accident Statistics	12 S/O
	Field	12 S/O
Requisitions	Copies	2
	Duplicate	7
	Paid	7

Subject	Description	Suggested Retention Period In Years
Resolutions	Minutes	P
Subdivision	After Final Approval	12
Street	Sign Inventory Register	P
Tax	Rolls	P
Tax Recovery	Records	P
Taxes	Arrears	7
	Final Billing	12
	Municipal Credits	7
	Receipts	7
	Rolls	P
	Sale Deeds	P
Termination	Employees	P
Tenders	Files	12
	Successful	12
	Purchase Quotations	12
	Unsuccessful	10 (FYI - The GOA keeps all unsuccessful tenders for 10 years in case of civil litigation.)
Traffic	Streets	7
Training and Development Files		5
Trail Balances	Monthly	3
	Year End	7
Vendors	Acknowledgments To	2
	Contracts	12
	Suppliers Files	12
Vouchers	Duplicate	7
Writs		12
Weed Control Reports	Until updated	1
Zoning	Bylaws	P
	Bylaw Enforcement	5
LEGEND		
Superseded or Obsolete		S/O
Permanent		P

TOWN OF CALMAR

BYLAW #2023-26

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) Section 1.3 INTERPRETATION is amended by:

a) 50. Cannabis Facility : subsection 50e. is deleted and replaced with:

e. The distribution and sales of materials, goods, and products to Cannabis Store; or

b) That the number 51 is attributed to the Cannabis Store definition.

c) That the following definition is added as Definition 108, "Dwelling, Mixed use":

108. "Dwelling, Mixed use" means a self-contained dwelling unit or multiple dwelling units located above and/or adjacent to 1 or more commercial activities. Each dwelling unit has its individual access that can be internal or external to the building.

d) That definition 354. Yard, Front be deleted and replaced with:

354. "Yard, front" means that portion of the site extending across the full width of the site from the front line of the parcel to the nearest exterior wall of the main building.

e) That Section 1.3 INTERPRETATION be renumbered from 51 onward to accommodate the current amendments.

2) Section 3.2. DEVELOPMENT NOT REQUIRING A DEVELOPMENT PERMIT is amended by:

a) Subsection 13 is deleted and replaced with:

13. An accessory building which is accessory to a dwelling and less than 10.0 m² (108.0 ft²) in size, except for a deck or patio, that meets the minimum distance requirements outlined in Section 7.1 of this Bylaw, and provided further that it is the only accessory building on the lot on which it is located;

b) Subsection 19. is deleted and replaced with:

19. The demolition or removal of any building or structure.

3) Section 3.7. DEVELOPMENT PERMIT APPLICATION REQUIREMENT is deleted and replaced with:

3.7 DEMOLITION

1. The demolition of any structure must be done in accordance with the Alberta Building Code and Canadian Standards Association Standard S350-M1980, "Code of Practice for Safety in Demolition of Structures" and/or any subsequent Alberta Building Code or Canadian Standards Association Standards.

2. A Development Permit is not required for a demolition

4) Section 7 GENERAL PROVISIONS is amended by:

a) Deleting subsection 7.13.7. from Section 7.13 LANDSCAPING.

b) Adding the following section after section 7.30 WATER SUPPLY, SANITARY FACILITIES AND NATURAL GAS:

7.31 DRIVEWAYS

1. In a RESIDENTIAL DISTRICT, the maximum width of the driveway shall be 7.3 m (24.0 ft.) and the remainder of the front yard shall be landscaped (Amended by Bylaw 2018-12).

2. In other DISTRICTS, the maximum width of the driveway shall be at the Discretion of the Development Authority.

5) Section 8.55. CANNABIS STORE is amended by:

a) Subsection 3b. is deleted and replaced with:

3b. A Cannabis Store shall not collocate on a lot with a Day Care, Day Home, Arena/Curling Rink, Place of Worship, or Public Library.

6) Section 9.7. R2 RESIDENTIAL (GENERAL) DISTRICT is amended by:

a) Adding "Dwelling, Mixed-use" within the DISCRETIONARY USES as subsection c., and

b) Renumbering the DISCRETIONARY USES subsection from d. to q. to accommodate for the addition of c. Dwelling, Mixed-use.

c) Adding after subsection 9.7.2.f.i the following subsection:

9.7.2.f.ii. Notwithstanding the regulations contained within this Bylaw, the height of a walk-out residential dwelling unit shall be calculated from the grade along the façade facing the street.

7) Section 9.8. R3 RESIDENTIAL (MEDIUM DENSITY) DISTRICT is amended by:

a) Adding "Dwelling, Mixed-use" within the DISCRETIONARY USES as subsection B., and

b) Renumbering the DISCRETIONARY USES subsection from c. to j. to accommodate for the addition of b. Dwelling, Mixed-use.

8) Section 9.9. R4 RESIDENTIAL (HIGHER DENSITY) DISTRICT is amended by:

a) Adding "Dwelling, Mixed-use" within the DISCRETIONARY USES as subsection d., and

b) Renumbering the DISCRETIONARY USES subsection from e. to n. to accommodate for the addition of d. Dwelling, Mixed-use.

9) Section 9.12. C1 COMMERCIAL (CENTRAL) DISTRICT is amended by:

a) Deleting subsection 1 Permitted and discretionary Uses and replacing it with:

1. Permitted and Discretionary Uses

PERMITTED USES	DISCRETIONARY USES
<ul style="list-style-type: none"> a. Amusement establishments, indoor b. Auctioneering establishments c. Automotive and recreational vehicle sales/rental establishments, light d. Business support services establishments e. Cannabis Store f. Commercial entertainment facility g. Commercial schools h. Day cares i. Day homes j. Drinking establishments k. Eating and drinking establishments l. Funeral service establishment m. Government services n. Health services o. Hotels p. Household repair services q. Institutional uses r. Libraries and cultural exhibits s. Liquor stores t. Motels u. Mixed use developments v. Neighbourhood commercial developments w. Office uses x. Off-street parking lots y. Parking areas z. Personal service shops aa. Private clubs or lodges bb. Public parks cc. Public or quasi-public use dd. Public utilities (<i>Amended by Bylaw 2018-12</i>) ee. Retail establishment, general (<i>Amended by Bylaw 2018-12</i>) ff. Second hand stores gg. Sidewalk cafes hh. Solar energy conversion systems ii. Wind energy conversion systems, micro jj. Buildings and uses accessory to permitted uses 	<ul style="list-style-type: none"> a. Bed and breakfast establishments b. Contractor services, limited c. Drive-in business d. Dwellings existing as of July 1, 2002 e. Equipment rental establishment f. Recreational uses g. Secondary commercial uses h. Service stations i. Shopping centres j. Suites, surveillance k. Signs which are not accessory to a permitted or a secondary use l. Dwelling units in a building in which any of the above mentioned permitted or discretionary uses (other than dwellings existing as of July 1, 2002) are located. <p>If the floor space area used is not greater than 372 m² (4000 ft²), the manufacture or treatment of products essential to the retail business conducted on the premises, for example:</p> <ul style="list-style-type: none"> i. a bakery ii. a dyeing or cleaning plant or establishment iii. the manufacture of candy, confectionary, ice cream or jam, iv. ceramics manufacture <ul style="list-style-type: none"> m. Other uses which, in the opinion of the Development Authority, are similar to the above mentioned permitted and discretionary uses n. Buildings and uses accessory to discretionary uses

10) Section 9.13. C1 COMMERCIAL (HIGWAY) DISTRICT is amended by:

- a) Deleting subsection 1 Permitted and discretionary Uses and replacing it with:

1. Permitted and Discretionary Uses

PERMITTED USES	DISCRETIONARY USES
<ul style="list-style-type: none"> a. Amusement establishments, indoor b. Animal breeding/boarding facility c. Auctioneering establishments d. Automotive and equipment repair shops, light e. Automotive and recreational vehicle sales/rental establishments, light f. Cannabis Store (<i>Amended by Bylaw 2018-18</i>) 	<ul style="list-style-type: none"> a. Amusement establishments, outdoor b. Automotive and equipment maintenance and repair shop, heavy c. Automotive and recreational vehicle sales/rental establishments, heavy d. Bus depots e. Contractor services, general f. Dwellings existing as of July 1, 2002

g. Contractor services, limited	g. Equipment rental establishment <i>(Amended by Bylaw 2018-12)</i>
h. Commercial schools	h. Recreational uses
i. Day cares	i. Recreational vehicle campgrounds
j. Drive-in businesses	j. Recreational vehicle campgrounds, seasonal
k. Drive-in restaurants	k. Recreational vehicle storage facilities
l. Eating and drinking establishments	l. Recycling depots
m. Entertainment establishments	m. Shipping containers
n. Exhibition and convention facility	n. Signs which are not accessory to a permitted or a discretionary use
o. Funeral services establishment	o. Small radio communications towers
p. Health services	p. Suites, surveillance
q. Hotels	q. Wind energy conversion systems, small
r. Household repair services	r. Wireless communications facilities
s. Institutional uses	s. Retail, general; if the floor space area used is not greater than 372 m ² (4000 ft ²), the manufacture or treatment of products essential to the retail business conducted on the premises, for example:
t. Liquor stores	i. a bakery
u. Motels	ii. a dyeing or cleaning plant or establishment
v. Office uses	iii. the manufacture of candy, confectionary, ice cream or jam
w. Parking areas	iv. ceramics manufacture
x. Personal service shops	t. Other uses which, in the opinion of the Development Authority, are similar to the above mentioned permitted and discretionary uses
y. Places of worship	u. Buildings and uses accessory to discretionary uses
z. Private clubs and lodges	
aa. Public or quasi-public use or building <i>(Amended by Bylaw 2018-12)</i>	
bb. Public utilities and buildings <i>(Amended by Bylaw 2018-12)</i>	
cc. Retail establishment, general <i>(Amended by Bylaw 2018-12)</i>	
dd. Secondary commercial uses	
ee. Second hand stores	
ff. Service stations	
gg. Shopping Centre <i>(Amended by Bylaw 2022-20)</i>	
hh. Solar energy conversion systems	
ii. Truck and recreational vehicle sales/rental establishments	
jj. Veterinary clinic, small animal <i>(Amended by Bylaw 2018-12)</i>	
kk. Wind energy conversion systems, micro	
ll. Buildings and uses accessory to permitted uses	

11) Section 9.18.1 DIRECT CONTROL DISTRICT 03 is amended by:

a) Deleting subsection 3.d.iv and replacing it with:

iv. Notwithstanding i., ii, and iii. above, any new building shall be located to align façade along 50 Avenue.

12) That parts of the lands legally described as the NW 25-49-27-4 be re-designated as follows:

a) UR URBAN RESERVE to DC – DIRECT CONTROL DISTRICT 04

b) R2 RESIDENTIAL (GENERAL) to DC – DIRECT CONTROL DISTRICT 05

c) UR URBAN RESERVE to C2 – COMMERCIAL (HIGHWAY) DISTRICT

13) That parts of the land legally described as the NW 25-49-27-4 be re-designated as shown on the attached Schedule A.

14) Section 9, Land Use District Provisions is amended by adding the following sections after 9.18.5 DC-DIRECT CONTROL DISTRICT 05:

9.18.6 DC – DIRECT CONTROL DISTRICT 06

1. General Purpose of District

This district is intended to enable a day care with dwelling units in a mixed-used development. This development will be structured to enable a transition between the C1 COMMERCIAL (CENTRAL) DISTRICT along 50th Avenue and the R2 RESIDENTIAL (GENERAL) DISTRICT located to the north.

2. Permitted and Discretionary Uses

- a. Permitted uses include Day care and Dwelling, Mixed-use.
- b. R2 RESIDENTIAL (GENERAL) DISTRICT permitted and discretionary uses are also enabled in this district.

3. Development Regulations

- a. Site coverage:
 - i. Maximum site coverage shall not exceed forty-five percent (45%) of the site. The principal building shall cover no more than forty percent (40%) of the site.
- b. Maximum building height:
 - i. Building height shall not exceed 11 meters (36.08 feet);
- c. Minimum Required Yards:
 - i. Front Yard: 6.0 m (19.7 ft.);
 - ii. Side Yard to the north: 1.5 m (4.9 ft.);
 - iii. Side yard to the south: 3.0 m (9.8 ft.);
 - iii. Rear Yard: 6.0 m (19.7 ft.); and
- d. Parking and loading:
 - i. Shall be to the satisfaction of the Development Authority.
- e. Fences
 - i. Shall be to the satisfaction of the Development Authority, with a maximum height of 1.82 m (6.0 ft.).
- f. Landscaping and amenity areas
 - i. As a condition of the approval of a Development Permit, all landscaping and planting required must be carried out to the satisfaction of the Development Authority and within twelve months of occupancy or commencement of operation of the development.
- g. Special provisions
 - i. The development of the Day Care use shall meet all requirements of the Government of Alberta as applicable.

15) That the land legally described as 5007 50th Street within the NW 31-49-26-4 be re-designated as shown on the attached Schedule B.

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

READ A FIRST TIME THIS 16 DAY OF October 2023.

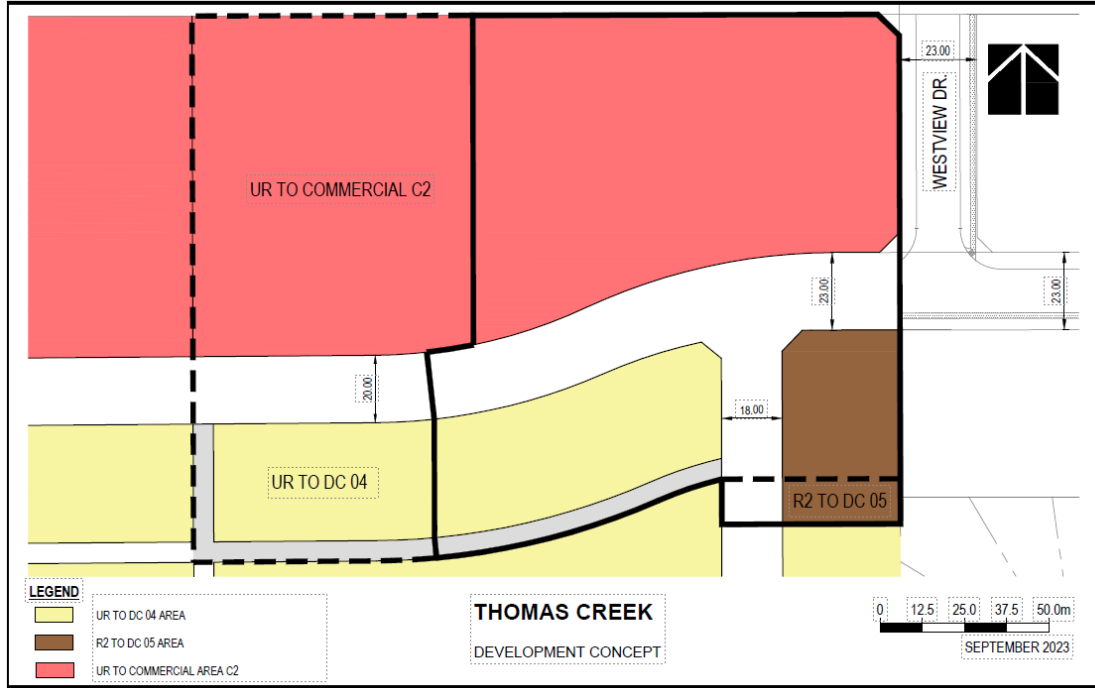
READ A SECOND TIME THIS __ DAY OF 2023.

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

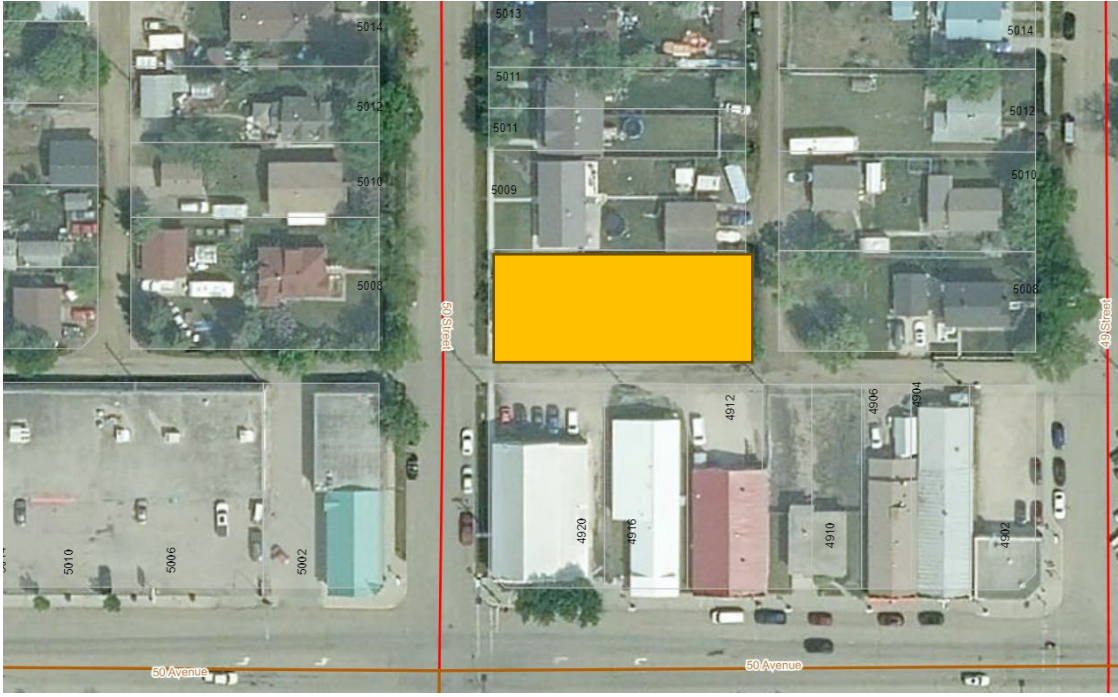
MAYOR CARNAHAN

CAO LOSIER

Schedule A – Bylaw 2023-26



Schedule B – Bylaw 2023-26



 R2 RESIDENTIAL (GENERAL) DISTRICT TO DIRECT CONTROL O6 DISTRICT



Town of Calmar

Councillor’s Request for Decision (RFD)

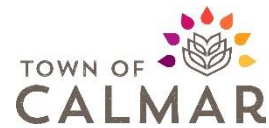
Meeting:	Regular Meeting of Council
Meeting Date:	November 20, 2023
Originated By:	Councillor Gardner
Title:	Community Grant Proposal
Approved By:	CAO Losier
Agenda Item Number:	8 A

BACKGROUND/PROPOSAL:

Council has discussed the possibility of creating a community grant policy, which will be available for local groups and non-profits to support opportunities within the Town of Calmar. This discussion arose from the information that the Calmar & District Seniors Club has been receiving financial support from the Town (building and vehicle insurance, vehicle storage, etc.) for a significant number of years. This information became known to Council following our rental and attempted purchase of their bus to provide transportation for youth programming in the Town throughout the summer. This was not general public knowledge and not known to Council prior to this conversation. In the interest of fair and equitable treatment of all local groups and non-profits, I am proposing notifying the Calmar & District Senior’s Club that we will be withdrawing the continuous financial support and moving to a Town-wide open application community grant program. My suggestion for community grants is for Council to approve a dollar amount available in the 2024 budget, which is then open for application two times per year (spring and fall). The two dates will allow us to capture different types of sports and activities in the town. Applicants would be required to fill out an application form that would include their budget, their planned fundraising to achieve goals and what the anticipated impact of the activity on the community. In order to receive funding, community groups would need to agree to enter into a “Letter of Agreement” with the Town detailing the conditions of the grant, agree to recognize the Town’s contributions to the project in any related print materials, advertising and/or social media, and provide a follow up report to the Town, which includes a budget summary of how the funds were expended.

Suggestions for the program include:

- Only allowing community groups and non-profits directly located and operating within the Town of Calmar corporate borders,
- Priority may go to groups that have not previously received funding,
- Priority may go to groups that are proposing new and/or innovative ideas,
- Applicants should demonstrate financial need,
- A committee should be created to disperse funds and then report back to Council,



- Applicants should fall within the categories of Arts, Heritage, Culture, Recreation or Community Spirit,
- Activities must occur within the Town of Calmar’s corporate boundaries and participants should primarily be composed of local residents.
- Limits to the size of grants available (i.e., Max \$1000 per group)
- Limits to numbers of applications per group (i.e., once per year)

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

An open application Community Grants program will create a more fair and equitable use of resources to support local groups. While I appreciate that this decision will be hard for the Calmar & District Senior’s Club, providing a minimum of 90 days notice allows them time to prepare to pay their insurance on their own. A Community Grants program that includes a reporting mechanism allows us to publicly track the benefit of the program and will allow us to spread the financial support over more groups and a wider demographic. I have attached a copy of the Town of Devon’s policy as an idea of what I am suggesting. This is a program that can start small and be expanded or reduced in the future, depending on financial capacity.

COSTS/SOURCE OF FUNDING (if applicable):

~\$2000 currently included in our insurance payments for the Calmar & District Senior’s Club building and vehicle and whatever additional funds determined by Council through the budget process. A small amount of staff time to prepare the program proposal and policy and then to receive and process the applications.

COST OF MOVING FORWARD/NOT MOVING FORWARD:

Now that Council is aware of the funding situation with Calmar & District Senior’s Club, there is a risk that ignoring it and continuing will create issues with other local groups.

SUCCESS LOOKS LIKE:


The creation and approval of a Community Grant program and policy which is funded within the 2024 budget. Long term success looks like an expansion of active, local non-profit groups providing programming and support to our community. Further interactions between our groups and staff allow us to track what is happening in the community and provide support to maintain healthy non-profits.

RECOMMENDED ACTIONS:

That Council direct administration to notify the Calmar & District Senior’s Club that we will be removing their building and vehicle from our insurance 90 days following this meeting.

That Council direct administration to prepare a policy to administer the Community Grant program.

That Council will include the Community Grants program in the budget deliberation process.

Policy 5302			
Community Grant Program			
			<i>Month/Day/Year</i>
Resolutions	323/2009	Effective Date	11/23/2009
Reference	N/A	Next Review Date	
Lead Role	Chief Administrative Officer		

Policy Statement

The purpose of the Devon Community Grant Program is to provide financial assistance towards projects that enhance and enrich the community. Through the program, the Town of Devon particularly wishes to encourage initiatives from locally-based, registered, non-profit organizations that will impact a broad cross-section of the community, promote a positive community spirit, and are innovative in nature. Individuals or groups may apply for funding in the following areas:

- Arts;**
- Culture;**
- Heritage;**
- Recreation;**
- Environment; or**
- Community spirit.**

1. Reason for Policy

- 1.1.** Direction for groups seeking financial support from the Town of Devon for projects;
- 1.2.** A procedure to review applications for eligibility and make recommendations for Town Council's consideration; and
- 1.3.** A basis for Town Council to reach decisions for providing financial support on a fair and equitable basis to community projects.

2. Definitions

- 2.1. Budget** - Is a listing of all revenues and expenditures projected to be forthcoming for a project, as well as the overall anticipated cost of the project.
- 2.2. Capital Expenditure** – is an expenditure that has a value of more than \$5,000, life span of more than one year and usually refers to machinery and equipment, vehicles, buildings, land, roads, sidewalks, sewer and water systems and items that are not consumed in the normal course of doing business.

- 2.3. **Grant** – Is a financial assistance mechanism through which money and / or direct assistance is provided to carry out approved activities.
- 2.4. **Operating Expenditure** – Is an expenditure that supports the ongoing day-to-day operations of the organization and is used up in the normal operating cycle of the organization (e.g. personnel costs, office supplies, utilities, machine costs or rentals).
- 2.5. **Project** – Is an initiative that comprises a defined outcome within a defined period of time. The outcome must enhance well-being of the community.

3. Responsibilities

3.1. Town Council to:

- 3.1.1. Approve by resolution this policy and any amendment.
- 3.1.2. Consider the allocation of resources for successful implementation of this policy in the annual budget process.
- 3.1.3. Approve annual distribution of Community Grant Program funding.

3.2. Chief Administrative Officer to:

- 3.2.1. Implement this policy and approve procedures.
- 3.2.2. Ensure policy and procedure reviews occur and verify the implementation of policies and procedures.

4. Criteria

Community Grant Program funding is available to registered non-profit organizations or known groups, based within the Town of Devon corporate boundaries. Applicants must represent one of the following community sectors:

- **Arts;**
- **Culture;**
- **Heritage;**
- **Recreation;**
- **Environment; or**
- **Community spirit.**

Note

Projects relating to social preventative well-being of the community are eligible for FCSS grant funding and will not be considered for Community Grant Program funding. In order for an organization to be considered for funding, the following criteria must be met:

- 4.1. The organization must be a non-profit society or group officially incorporated or registered for a minimum of one year under provincial or federal statute; or known commonly to the community at large.

- 4.2. New applications meeting criteria may be given priority over repeat applications.
- 4.3. The organization **must be based** within the Town of Devon corporate boundaries.
- 4.4. Under normal circumstances, only one application per organization will be considered in a calendar year.
- 4.5. The project, or the phase of the project being applied for, must be completed by the year end of the Grant Program being applied for (e.g. project applying for 20XX Grant Program funding must be completed by December 31st, 20XX).
- 4.6. The organization must demonstrate the following:
 - 4.6.1. Membership;
 - 4.6.2. Planning and management capabilities;
 - 4.6.3. Other active fund-raising efforts;
 - 4.6.4. A need for the funds requested;
 - 4.6.5. Level of financial stability;
 - 4.6.6. Adequate insurance coverage; and
 - 4.6.7. Benefit to the community of the project.
- 4.7. Applications will only be accepted in October of each year, and reviewed only one time for each calendar year, for budget consideration in the upcoming year (January – December).
- 4.8. Applications must be project based and **will not** be considered for the following:
 - 4.8.1. Work done or materials obtained before the grant is approved; or
 - 4.8.2. Events / projects that other bodies or levels of government have a clear, legislated responsibility for (i.e. health, education).
- 4.9. Applications must be project based and may be considered for the following:
 - 4.9.1. Capital expenditures;
 - 4.9.2. Operating expenditures;
- 4.10. Applicants may apply for:
 - 4.10.1. 75% funding for projects that have a budget of \$2,000.00 or less; or
 - 4.10.2. for projects with a total cost of more than \$2,000.00, funding of up to 25% of the project budget to a maximum of \$5000.00
- 4.11. Organizations must have completed any required reports and / or financial statements for projects that have previously received Community Grant Program funding

- 4.12.** Grant recipients must:
- 4.12.1.** Be prepared to enter into a "Letter of Agreement" with the Town of Devon if the application is approved;
 - 4.12.2.** Agree that any project cost shortfalls or resulting ongoing funding requirements will be their responsibility;
 - 4.12.3.** Agree to recognize the Town's contribution to the project in all related public information, printed material and media coverage; and
 - 4.12.4.** Agree to provide the Town of Devon with a follow-up report on the project supported by the grant. This report is to be received no later than 90 days following completion of the project and must include a budget summary indicating how the grant monies were expended.
- 5.** Council has the discretion to waive criteria for specific applications.

**Town of Devon Appendix – Policy 5302
November 2009**

Criteria Appendix - A

Process Appendix - B

Sample Budget Template Appendix "C" 1.4 Terms of Reference D

Criteria – Appendix A

Community Grant Program funding is available to registered non-profit organizations based within the Town of Devon's corporate boundaries. Applicants must represent one of the following community sectors:

Arts;

Culture;

Heritage;

Recreation;

Environment; or

Community spirit.

Note

Projects relating to preventative social well-being of the community may be eligible for FCSS grant funding and will not be considered for Community Grant Program funding.

In order for an organization to be considered for funding, the following criteria must be met:

1. The organization must be a non-profit society or group officially incorporated or registered for a minimum of one year under provincial or federal statute. Please note: If the organization does not meet this criteria, an application may be submitted through another organization that does meet the criteria.
2. New applications meeting criteria may be given priority over repeat applications.
3. The organization must be based within the Town of Devon's corporate boundaries.
4. Under normal circumstances, only one application per organization will be considered in a calendar year.
5. The project, or the phase of the project being applied for, must be completed by the year end of the Grant Program being applied for (e.g. project applying for 20XX Grant Program funding must be completed by October XX, 20XX (deadline varies each year)).
6. The organization must demonstrate the following:
 - 6.1. Membership;
 - 6.2. Planning and management capabilities;
 - 6.3. Other active fund-raising efforts;
 - 6.4. A need for the funds requested;
 - 6.5. Level of financial stability;
 - 6.6. Adequate insurance coverage; and
 - 6.7. Benefit to the community of the project.

7. Applications will only be accepted by October 1 of each year, and reviewed only one time for each calendar year, for budget consideration in the upcoming year (January – December).
8. Applications must be project based and will not be considered for the following:
 - 8.1.1. Work done or materials obtained before the grant is approved; or
 - 8.1.2. Events / projects that other bodies or levels of government have a clear, legislated responsibility for (i.e. health, education).
9. Applications must be project based and may be considered for the following:
 - 9.1.1. Capital expenditures;
 - 9.1.2. Operating expenditures.
10. Applicants may apply for:
 - 10.1. 75% funding for projects that have a budget of \$2,000.00 or less; or for projects with a total cost of more than \$2,000.00, funding of up to 25% of the project budget to a maximum of \$5000.00.
11. Organizations must have completed any required reports and / or financial statements for projects that have previously received Community Grant Program funding.
12. Grant recipients must:
 - 12.1. Be prepared to enter into a "Letter of Agreement" with the Town of Devon if the application is approved;
 - 12.2. Agree that any project cost shortfalls or resulting ongoing funding requirements will be their responsibility;
 - 12.3. Agree to recognize the Town's contribution to the project in all related public information, printed material and media coverage; and
 - 12.4. Agree to provide the Town of Devon a follow-up report on the project supported by the grant. This report is to be received no later than 90 days following the completion of the project and must include a budget summary indicating how the grant monies were expended on the project. (i.e. loss/surplus position).

Process - Appendix B

Organizations will be responsible for completing Town of Devon Community Grant Application Form (Schedule A), which will be available through Corporate and Legislative Services Office.

Applications must be received by the established deadline of October 1, and relate to a project intended for the upcoming budget year (January – December).

The Executive Assistant will review all applications for eligibility and completeness of information provided.

The Chief Administrative Officer will submit applications with appropriate recommendations to Town Council for consideration during the annual budget process.

Town Council will be the final granting authority.

The Chief Administrative Officer will notify all applicants of Town Council's decision in regard to each grant application.

Funds will be distributed to successful applicants upon the signing of a written "Letter of Agreement" by the applicant. The Town of Devon will reserve the right to require a refund of any grant funds not used as outlined in the initial application or in the case of non-compliance with the "Letter of Agreement".

Schedule "A"



Town of Devon Community Grant Program

Application Process

Organization

Organization Name

Mailing Address *Include
Postal Code*

Contact
Provide Name and Title

Phone

Society or Charity Registration No

Year officially incorporated or registered

Number of Registered Members

Please attach proof of insurance for this project.

In which of the following areas is the organization involved

Culture

Heritage

Environment

Recreation

Community spirit

Other

What other organizations, if any, is this organization affiliated with:

Brief overview of organization and service provided to the community. Attach additional sheets if necessary.

Project

Project Name

Date or Time Frame

Description (include goals, itinerary, target audience, timeline etc.). Attach additional sheets if necessary.

Explanation of organization's capabilities to plan and manage the project (i.e. past experience, staffing or volunteer support, financial stability).

Please indicate how this project will benefit the organization's membership and the community.

Is the project (please check appropriate box)

Annual Ongoing A new initiative

Financial

Please attach a proposed detailed budget for the project.
(Sample budget template is attached.)

Amount of funding being requested from the Town of Devon

What, if any, specific purpose will Community Grant Program funding be used for?

What, if any, fundraising initiatives will the organization be undertaking for this project

--

What percentage of the budget will be supported by fund-raising efforts?

--

Has the organization contacted other community organizations or groups to form a partnership for this project?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
------------------------------	-----------------------------

If yes, which organization(s) and to what extent is the partnership?

--

Will the organization be requesting any "in kind" support from the Town Devon for this project?

<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, to what extent?
------------------------------	-----------------------------	-------------------------

If this application is approved for partial funding only, is the organization prepared to proceed with the project?

Yes No If yes, to what level?

Reporting

Is a representative of the organization willing to give a brief presentation to the Community Grant Program Committee based on this application?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
------------------------------	-----------------------------

Is the organization prepared to provide a final report to the Town of Devon within a 90 days following completion of the project?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
------------------------------	-----------------------------

Verification

The undersigned verifies that the information provided in this application is correct and complete.

Name

Please Print

Position with Organization

x

Signature

Date

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

Day

Month

Year

Schedule "C"

*Company Logo if
Applicable* **Name of Organization
Project Name
Proposed Budget**

Detailed Item Description	Revenue	Expenditure	Value in Kind Donations	In Kind Donations By
	\$	\$	\$	\$
Total				

Cost Breakdown	
Total Project Costs \$	
Total Revenues \$	
In Kind Donations \$	
Town of Devon Grant Support \$	

Definitions

Capital Expenditures

An expenditure that has a value of more than \$5,000, life span of more than one year and usually refers to machinery and equipment, vehicles, buildings, land, roads, sidewalks, sewer and water systems. Items that are not consumed in the normal course of doing business

Operating Expenditure

expenditure that supports the ongoing day to day operations of the organization and is used up in the normal operating cycle of the organization. (e.g. personnel costs, office supplies, utilities, office machine costs or rentals, etc.)

Community Grant Program Proposed Project Budget

The following section is for Town of Devon Corporate and Legislative Services use only.

Application Number	
Date Received	
Date Reviewed by Committee	
Date of Council Decision:	
Grant Approved	<input type="checkbox"/> Yes <input type="checkbox"/> No
Amount of Grant	
Date Organization Notified	
Date Letter of Agreement Signed	
Date Funds Distributed to Organization	
Follow-Up Report Received	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date	

Town of Calmar

Department Report (DR) – Office of the CAO

Meeting:	Regular Council Meeting
Meeting Date:	November 20, 2023
Originated By:	CAO Losier
Title:	Office of the CAO Report
Approved By:	CAO Losier
Agenda Item Number:	10A

KEY INITIATIVES/METRIC:

Budgets

Administration had a few conversations with Council over budget in September and October. The first draft of many departments was presented. Administration continued to gather information for the Capital Budget.

As part of the budget process, Administration had to confirm the Canadian Price Index (CPI). The CPI for Canada was 3.3 and it was 2.9 for Alberta as of July. Lastly, Administration continued gathering information for the upcoming Capital Budget (which was presented for the first time in November).

Administrative change

Another key initiative was the filling of the FCSS position. Interviews occurred and a candidate was selected. The individual is starting in November.

Operational change

With hockey season starting during this period, we ran an RFP process to select an operator for the concession. Administration also had to tackle the upgrades of the facility as it didn't pass the AHS inspection. With the work conducted and the discussion with the potential operator, the concession should be opening in November.

Liabilities and risks

Administration has worked on a few liabilities that were identified in the December 2022 report including:

- Cross-training for payroll did not occur in this period as we are exploring transitioning to external Payroll next year as there wouldn't be additional cost.
- OHS requirement: Administration completed an internal audit and it was submitted in November.

- Records Management – With the staff change, we had to reduce the time dedicated to records management.
- Administration has identified a methodology to address reviewing bylaws and policies. The result will be presented to Council in December.

NEW IDEAS/TRENDS/PROGRAMS/SERVICES:

The workplans for 2023 are being monitored by quarter and this period marked the end of the 3rd quarter. October marked the beginning of the 4th quarter and Administration will present the result before year end.

ITEMS NEEDING INVESTIGATION:

- Administration would like to discuss the budget schedule with Council and discuss the Capital Plan potential philosophy.

The current report is submitted for discussion. Administration is happy to answer questions from Council.

Town of Calmar

Department Report (DR) - PD

Meeting:	Regular Council Meeting
Meeting Date:	November 20, 2023
Originated By:	S. Losier
Title:	Planning & Development Report
Approved By:	CAO Losier
Agenda Item Number:	10B

KEY INITIATIVES/METRIC:

Development Permits

As illustrated in the September and October Growth reports, 6 Development Permits were issued.

Subdivisions

During September and October, Administration did not have any new applications, but got informed that the LeGassie application was being put on hold. Administration got all the feedback for the Church subdivision on Parkview Crescent and the Subdivision Authority met to make its decision on the application. We were informed early November that the subdivision will not proceed.

Work has also occurred at the Hwy 39 Stage 2 subdivision. The applicant has been doing some work on improving the road and the emergency access. A first inspection was conducted and more work is needed.

Redistricting / LUB amendments

During these two months, Administration proposed a series of amendments that would address needs for the commercial areas and address two issues from previous amendments. The Public Hearing is scheduled for November 20th.

Compliance Certificate

During this period, 1 Compliance Letter request was processed within 3 days of application.

NEW IDEAS/TRENDS/PROGRAMS/SERVICES:

Administration has reached to University of Alberta to explore potential collaboration that would contribute to reviewing the LUB. There is interest by UofA. Collaboration will be pending budget decision about the LUB review.

ITEMS NEEDING INVESTIGATION:

Administration will be putting efforts in its positioning with the development industry. Advocacy needs to happen so that members of UDI and BUILD are more familiar with the Town and its opportunities. One realtor has collaborated so far and provided some material for our process.

The current report is submitted for discussion. Administration is happy to answer questions from Council.

Town of Calmar

Department Report (DR) - CS

Meeting:	Regular Council Meeting
Meeting Date:	November 20, 2023
Originated By:	H. Bryans
Title:	Corporate Services Report
Approved By:	CAO Losier
Agenda Item Number:	10 C

KEY INITIATIVES/METRIC:

- One residential property went to tax auction. There was no one in attendance at the auction and no bids placed.
- Administration has not received any form of communication from the property owner.
- There was a staffing change in the FCSS department, with Heather Hughes starting in her role on November 16, 2023.
- Administration has drafted a new records retention bylaw, to replace the previous bylaw adopted in 1991. It has been presented to Council in November for consideration and first reading.
- A first draft of both the operating and capital budgets have been presented to Council for deliberations.
- Administration has been given some direction for amendments to the budget. These will be incorporated and brought back to Council.

NEW IDEAS/TRENDS/PROGRAMS/SERVICES:

- Work was stalled on creating a records management system/framework due to the staffing change in Corporate Services. Now that the position has been filled, we will be resuming this.
- The budget open house is scheduled for November 18, 2023.

ITEMS NEEDING INVESTIGATION:

- Administration will be reviewing approximately 15 applications from vendors to provide the Town with IT services.
- Administration will be reviewing three applications from vendors to provide the Town with auditing services.

This current report is submitted discussion and Administration is happy to answer questions from Council.

Town of Calmar

Department Report (DR) - ES

Meeting:	Regular Council Meeting
Meeting Date:	November 20, 2023
Originated By:	CPO Leggio
Title:	Enforcement Services Report
Approved By:	CAO Losier
Agenda Item Number:	10D

KEY INITIATIVES/METRIC:

- Ensure meetings take place with Department Head, CAO LOSIER, as required by Solicitor Generals Office.
 - On going File, Notebook, and occurrence review meetings.
- Create council reports as directed by Department Head, CAO LOSIER.
 - Reports filed when requested.
- Bylaw Enforcement was the major focus as directed by Department Head / CAO LOSIER.
- 2023 DEPARTMENT STATISTICS ATTACHED.
- USIGHTLY UPDATE:
 - 2 UNSIGHTLY YARDS IDENTIFIED
 - One scheduled for cleaning Friday November 24, 2023
 - One cleaned and tenant moved out.
- **ALL FINES AND RELATED COSTS FO LAWN CARE OR UNSIGHTLY CLEAN UP, TO BE PLACED ON TAX ROLL.**

NEW IDEAS/TRENDS/PROGRAMS/SERVICES:

- New hire CPO in School – Graduation date November 30th, 2023.
- Open house – 2nd dog related open house scheduling for December 2023
- Programs/ information initiatives scheduling for December 2023:
 - Street Smart program for kids.
 - Car maintenance for beginners
- Program for driver’s test January 2024
 - Basic drivers’ education and rules of the road - beginners

ITEMS NEEDING INVESTIGATION:

- Looking at overnight shifts partnering with Devon.
 - Calmar/Devon unit to be used every other shift to equal resource costs.
 - Time spent in each municipality equaled over a ten-hour shift.
 - No set times in each municipality during shift to ensure maximum visibility through out the night.
 - RCMP notified when shift takes / shift start and end time, take place, for safety and response time if required.

The current report is submitted for discussion. Administration is happy to answer questions from Council.

2023

CALMAR ENFORCEMENT DEPARTMENT STATISTICS

MONTH	TOTAL FOR THE MONTH	CALLS FOR SERVICE	TRAFFIC STOPS	TRAFFIC TICKETS	TRAFFIC WARNINGS: - Seatbelt; - Documents; - Vehicle equip; - etc.	COMMUNITY ENGAGEMENT: - Schools - Curling Rink; - Arena; - Business; - Events.	REQUEST RCMP ASSISTANCE: - DUI; - Warrants; - Incident/direction.	RCMP DIRECTED CALL: - Domestic; - Complaints; - Gun; - Child custody.	RIDE-ALONG
JANUARY	200 in 16 SHIFTS	94	26	28	3	35	5	9	0
FEBRUARY	190 in 11 SHIFTS	82	25	29	6	28	6	14	0
MARCH	213 IN 18 SHIFTS	80	102	75	27	31	6	13	1
APRIL	190 IN 17 SHIFTS	99	41	37	4	30	8	15	2
MAY	308 IN 14 SHIFTS	199	45	31	14	26	12	26	0
JUNE	281 IN 18 SHIFTS	147	34	28	14	28	8	22	0
JULY	309 in 16 shifts	232	23	12	11	21	7	18	0
AUGUST	200 in 14 shifts	131	19	8	11	16	3	12	0
SEPTEMBER	178 in 14 shifts	87	14	8	6	39	9	15	0
OCTOBER	146 In 11 shifts	82	10	7	3	28	5	11	0
NOVEMBER	00000	0000	0000	0000	0000	0000	0000	0000	0000
DECEMBER	00000	0000	0000	0000	0000	0000	0000	0000	0000

YTD	2215 IN 138 SHIFTS	1233	339	263	99	282	69	155	3
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Town of Calmar

Department Report (DR) - EM

Meeting:	Regular Council Meeting
Meeting Date:	November 20, 2023
Originated By:	Director, Emergency Management Leggio
Title:	Emergency Management Report
Approved By:	CAO Losier
Agenda Item Number:	10E

KEY INITIATIVES/METRIC:

- ICS 300 in class: will be booked for February 2024 as scheduling did not permit for 2023.
- Working on pamphlet regarding procedures during an emergency event.

NEW IDEAS/TRENDS/PROGRAMS/SERVICES:

- Regional Partnership is being changed to an MOU with all involved. This will allow for a quicker completion of this project.
- Launch date for the Registered Reception Program will be December 2023. This allows residents the opportunity to preregister their names and information. This will expediate their relocation, if needed, or assistance when required during an emergency event.
- Working on template for the Emergency Management section of website more detailed with information on our Town Services and information on what to do during an emergency event.
- Second tabletop information session for Calmar Emergency Management Committee, is booked for December 14th, 2023.
- Second tabletop information session for Calmar Emergency Management Team Section Chiefs, December 8th, 2023, second session December 2023
- Emergency Management Audit booked for December 20th, 2023.
- Calmar 2023 Risk Assessment to be complete prior to 2023 Audit.

ITEMS NEEDING INVESTIGATION:

- Look for Possible grants related to our department.
- MOU with all Regional Partners.

The current report is submitted for discussion. Administration is happy to answer questions from Council.

Town of Calmar

Department Report (DR) - PW

Meeting:	Regular Council Meeting
Meeting Date:	November, 2023
Originated By:	E. Melesko / G. Nielson
Title:	Public Works Report
Approved By:	CAO Losier
Agenda Item Number:	10F

KEY INITIATIVES/METRIC:

- 12 Bacteriological drinking water samples taken.
- 18 wastewater samples taken (W50 & W50C)
- 105 Chlorine samples taken from reservoir + distribution system.
- September & October Building Inspections
- Submitted September & October Drinking Water Reports to AEP
- Complete rebuild of sanding unit.
- Clean/Flush Cell #4 crossover pipe
- Start Fall Discharge. Sampled for W50C, Total Ammonia & LC50
- Winterize Hydrants, spray park, ball diamond washrooms.
- Arena Concession renovation
- Install snow boards on dump trucks.
- All equipment ready for winter (sanders, blades, brooms, attachments, etc...)
- Ball Diamond Dugout installation
- Fall clean-up (33 Loads to Dump)
- CVIP Dump Trucks x4
- Continue West Lagoon Grading.
- Woodland Park retaining wall removal.
- C.C valve repair x6
- Hawks Landing F.A.C.
- Highway 39 Industrial C.C.C.
- 51 St/51 Ave Park Paving C.C.C.
- Assisted Parks Department. (Disassemble/store soccer nets, bring in flower barrels, final cut of town, store batting mats/bases at ball diamonds, take down hanging baskets)

NEW IDEAS/TRENDS/PROGRAMS/SERVICES:

Staff Training:

- Ed Melesko: N/A
- Graydon Nielson: Confined Space Entry & Rescue
- Shawn Steil: N/A
- Mike Fudge: N/A
- Kevin Murphy: Confined Space Entry & Rescue
- Ed Frankiw: N/A

ITEMS NEEDING INVESTIGATION:

N/A

Town of Calmar
Department Report (DR) - ED

Meeting:	Regular Council Meeting
Meeting Date:	November 20, 2023
Originated By:	S. McIntosh
Title:	Economic Development Report
Approved By:	CAO Losier
Agenda Item Number:	10G

KEY INITIATIVES/METRIC:

1. September and October have been exciting. We have been approached by 5 different business owners that are looking to open their business in Calmar. We have a lawyer, a barber, perogy sales, Vietnamese restaurant, and another pizza restaurant. Time will tell which ones open in November. Get ready for a few grand openings.
2. Business Licenses renewals will begin going out in later November for 2024. The computer program seems to be working this year, so we should not have to create invoices and business licenses manually for 2024.
3. Our new internet provider, Canadian Fiber Optics has started their work. They started installing fiber by the arena and are working their way west with the plan to cross the highway to the south side in mid December.
4. The business highlights are going well. Hayduk Lumber will be the spotlight in December.
5. The Career Connector Symposium for local businesses and job seekers is happening at the Coast Nisku Inn on November 23, 2023. We have 5 businesses hosting booths and expect this to be a very successful day for our business community.

NEW IDEAS/TRENDS/PROGRAMS/SERVICES:

1. The business breakfast with the presentation from ATB was very popular with those that attended and with those that heard about it afterwards and wished they would have attended. The majority of businesses would like to see a marketing focus on the next business breakfast. Specifically, does social media work – how to take advantage of it and when to use another medium. We will be investigating how to best provide this in the new year.
2. The Economic Development Strategy that is being finalized and the completed report with timelines, metrics, and “boots on the ground” plans will be presented to Council in December.

3. Youth Business License program. This is planned as a teaching day to let our young entrepreneurs learn what it means to run a business, how to handle money, how to collect money, how to be safe in your business, introductions to local business owners, and a presentation of their very own Business License by Council at the end of the day. The training day can be offered every spring, and depending on the popularity, we can offer it more often.

ITEMS NEEDING INVESTIGATION:

1. Economic Development is creating a Downtown Façade program for 2024. It is a great way to increase the attractiveness of our town while supporting our business community to achieve their future goals. The program complete with budget and plans will be presented to Council in the first quarter of 2024 for a roll out of spring / summer, 2024 pending Council's decision on the 2024 budget.

2. Economic Development is working through the Business Chats, as we move through the initial stage of the Economic Development Strategy. The next step in the new year will be to analyze the data collected and determine our gaps, priorities, and direction.

3. As we work through the priorities in the Economic Development strategy, program information and plans will be provided to Council to keep everyone on the same page. 2024 will be a busy year full of exciting projects.

The current report is submitted for discussion. Administration is happy to answer questions from Council.

Town of Calmar

Department Report (DR) - PR

Meeting:	Regular Council Meeting
Meeting Date:	November 20. 2023
Originated By:	R. Van Looy
Title:	Parks and Recreation Report
Approved By:	CAO Losier
Agenda Item Number:	10H

KEY INITIATIVES/METRIC:

RECREATION

The pickleball and volleyball programs at the school have started. They are well attended. We will monitor to see what improvements could be done.

We are still working on a draft ice usage policy. Even with strong attendances from the users, the policy will be needed to ensure that everyone knows about the process and expectations.

Now that summer is over, we have initiated the preparation for Christmas in the park and have started talking about First Night.

PARKS/ARENA

- Weve been tracking user attendance since the start of the season so far, we are up to only 9 missed or empty slots a significant improvement from last season.
- Gathered updated quotes for arena improvements for budget submission.
- Woodland Park east area trees were removed. The ground has been regraded and sprayed with hydro seed to improve maintenance efficiency.
- Administration has been collecting vendor pricing lists for cost comparison on hygiene products/cleaners and supplies used and hopefully will find a means so shave some money off our operating costs one of the supplied vendors looks very promising.
- Gathered quotes for main street garbage receptacle replacement including recycling for budget submission.
- Installed most advertisement banners around lexan addition to arena boards this season. We are just waiting on a few companies to supply the missing banners.
- Currently exploring training options for parks and recreation staff for the 2024 season.

- Administration is happy to report that operations and been smooth and without headache.

NEW IDEAS/TRENDS/PROGRAMS/SERVICES:

RECREATION

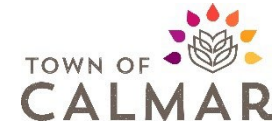
Administration is exploring a potential opportunity to provide additional recreational activity for the residents. This is preliminary and could have a significant impact. More details will follow in the upcoming months.

PARKS

Administration is investigating the purchase of skating Aid to help during public skating and pond hockey.

ITEMS NEEDING INVESTIGATION:

- Website site map needs to be gone through for significant streamline/enhancement then significant upgrade needs to be done.
- Still investigating with administration recreation software/registration modules and e-commerce module and pros vs cons.
- Administration has been collecting detailed information and costs associated with for major arena renovations, component replacements, and possible retrofits.
- Still waiting on quoted prices for ball diamond fence repairs and safety netting installation



Town of Calmar

Growth Report for Discussion

Meeting:	Regular Council Meeting
Meeting Date:	November 20, 2023
Originated By:	CAO Losier
Title:	Growth Report – October 2023
Approved By:	CAO Losier
Agenda Item Number:	10J

BACKGROUND:

The following table depicts the development permit activities in October 2023.

Permit #	Date applied	Civic Address	Applicant	Project	Value	Variance	Type	Authority	Comments
2023-028D	October 5	4737 - 50 Avenue	Glenn Wurben	Commercial business	\$ 250.00	no	N/A	Development Officer	N/A
2023-029D	October 6	33 Southbridge Crescent	Sandhu Homes	Single Family Dwelling	\$ 300,000.00	no	N/A	Development Officer	N/A
2023-030D	October 11	5106 - 44 Avenue	Kelly Granley	demolition	\$ 10,000.00	no	N/A	Development Officer	N/A

Mayor Sean Carnahan
Council Report October 2023

In addition to regular council meetings and various correspondence and administration duties

October 5th – Canadian Fibre Project Kickoff - attended the fibre optic kick off meeting at the town office. Listened to the plans, the communication strategies and had the opportunity to remind the construction team that it is their hard work, communication and professional approach that will make the citizens happy. I reminded them what the expectations would be of the landowners to return the properties to the same state as pre-construction. It is an exciting build and improvement for our community.

October 16th – Organizational meeting- Met with council and reviewed boards and commissions that council will sit on for the upcoming year. Council proposed small changes to our procedural bylaw to make for simplification of procedure and to remove some small amounts of red tape to improve upon efficiency.

October 17th – Emergency Management Committee - Attended the Calmar Emergency Management committee meeting. Reviewed our emergency management structure, roles of council in emergency management, course requirements and bylaws and acts that affect our emergency management within our community.

October 23rd – Special meeting of Council – reviewed the proposed changes to the procedural bylaw and proceeded with 1st reading of the bylaw, Council reviewed draft budgets for Administration, Council, Fire Services, Disaster Services, Bylaw Enforcement and Policing. Council reviewed updates on council priorities around Communication, Recreation and Asset Management.

October 24th – Library Board meeting – attended the library board meeting, where we reviewed updates on membership, user statistics, and various library activity updates. The board heard from an interested party who would like to be appointed to the library board to fill a vacancy on the board. Recommendation was to send to council for approval.

October 24 – Leduc Regional Housing Foundation – attended the Leduc Regional Housing Foundation annual organizational meeting. Kathy Barnhart remains the board chair, and Bill Hamilton remains the board vice chair. Members were then appointed to either the governance committee or the finance committee. I remain on the finance committee as this is a strong suit for myself. Margot is glad to have me remain on the finance committee.

Council Report

Don Faulkner

November 20, 2023

High Performance Governance is all about our **Organizational Ability to Lead, Imagine New Possibilities and Achieve Operational Excellence.**

Oct. 1-4/23, WEFTEC 96th Annual Technical Exhibition & Conference, Chicago

- It was curious to hear the term “Circular Economy” used in reference to water. I have heard it in reference to dealing with Solid Waste; A circular economy reduces material use, redesigns materials, products, and services to be less resource intensive, and recaptures “waste” as a resource to manufacture new materials and products. I can see how that can apply to Water, but when you are strictly receiving water then sending it back to a regional commission, it doesn't leave many options (if any) for diverting/reusing water. We on the other hand (as we deal with our own wastewater), have options (one of which is selling our lagoon water). It would be a conversation worth having on other opportunities. We need to consider all options when talking about the future of our dealing with wastewater.
- From our municipality’s viewpoint, we might consider creating an opportunity for one of our staff to attend this event or something like it, if one of our staff could have interacted with the commission staff, taken in some sessions and experienced the trade show, I am sure it would be beneficial.

Oct. 2/23, Regular Council Meeting

- Refer to the Calmar Web Site for agenda and minutes.

Oct. 11/23, Seniors Meeting

- Certification of the kitchen hasn’t happened yet, but Terry is working out a time for Alberta Health to come by soon.
- Front door replacement is going forward, there seems to be a donated door that they are investigating.
- Review/changes requested on the club by-laws, they need to give 6 weeks’ notice prior to the AGM to put anything into place.
- Fund raising an ongoing concern, looking for ways to generate funds and membership, potentially a 50/50 (need to get license).
- They are giving a \$100 scholarship to the school.
- Regarding the bus, they had someone from Mitchner Auction come out and gave them a \$8000 evaluation as a reserve bid, with potential \$10,000-\$12,000 likely to come out of

an auction. I made sure that the membership must calculate the insurance and upkeep for the bus into their calculation and I said that although it is in relatively good condition, it is an older bus (1999) and for the Town it represents a transition to a future community bus. There seemed to be some appetite for either selling it to the town or auctioning it off, but because of the unsureness of the group, a decision has been tabled (I recused myself from that vote, due to my connection to the town). As I have mentioned (and it may have happened already), we need to define (and/or change) our relationship with this organization.

- The maintenance, mudding and painting of their newly created office space is yet to happen but should be done shortly.
- Christmas Pot Luk will be expanded to draw in new members.
- Financially the organization is doing well, hall rentals are filling up, revenue from bus over the summer has brought in money, but they are leery of not continuing to keep fund raising front and center.

Oct. 16/23, YRL Virtual Meeting

- Information Items: **Ad-Hoc Finance and Membership Agreement Committee**; Following discussion, the committee agreed YRL should increase the 2024 levy rate by 2.5% and to spend reserve funds as needed. Following discussion, the committee agreed YRL should obtain a legal opinion on the proposed language changes to determine if another schedule could be added specifying the revisions or if the members need to re-approve the agreement. **2024 Budget**; “Integrated planning is the process that links mission, vision, values, and priorities to coordinate and drive all planning and resource allocation operations. Determining the cost of YRL’s routine expense (organizational commitments and operations) while balancing strategic planning efforts (Plan of Service initiatives) is a part of the annual budget process”. Their process seems to be sound and professional; numbers are the numbers; they are available upon request.
- Executive Committee Meeting Update: Topics include 2022-2023 On-Reserve/On-Settlement Grant Final Report, 2023-2024 Communications Plan and 7 Policy Manual Revisions. More detailed/attached reports available upon request.
- General Updates: Director’s Q3 report, YRL Public Libraries’ Council, “Alberta Library Trustees’ Association” and “The Alberta Library”. More information is available upon request.
- Correspondence: Letter to Premier (July 26), Letter to Municipal Affairs Minister (July 26) and Municipal Affairs Minister Response Letter (Aug. 28). Available upon request.

Oct. 16/23, Organization Meeting

- Refer to the Calmar Web Site for agenda and minutes.

Oct. 16/23, Regular Council Meeting

- Refer to the Calmar Web Site for agenda and minutes.

Oct. 17/23, Subdivision Meeting

- Refer to the Calmar Web Site for agenda and minutes.

Oct. 17/23, Emergency Management Meeting

- Received our Emergency Management Binders and went through current information and had some discussion on where have been and our next steps.

Oct. 20/23, Rig Hand Team Building

- Good evening enjoyed the tour, it was nice to see the staff (most of them).
- Thank you, Sylvain, for putting this together.

Oct. 23/23, Special Council Meeting

- Refer to the Town Web Site for agenda and minutes.

Oct. 25/23, Leduc & District Regional Waste Management Commission Meeting

- Manager's Report: **PDO**, consultant is confirming deficiencies, working on remedies. **Goodwill Pilot Project**, 1 year pilot project ends May 2024, looking into the details of a 5-year contract. **Organics Processing**, contamination continues to be an issue, looking into a contractor with different tolerance for contamination and reevaluating pre-processing options. **Cell 5 Update**, construction is on schedule and should be fully functional before winter. **Action List**, an updated "Action List" as requested by the board was with our package and can be reviewed upon request.
- Director's Report: **Site Activities**, staff have been made aware of outcome of the RFP for Site Operations, (E360 has posted the positions on Linked In and have a list of current staff for on-site meetings). **Tonnage**, going to Area 2 continues to trend higher, tonnage at the rest of site is also slightly up from last year. Totals are over annual budget, strategies to finish the year will be discussed at an upcoming meeting. **Opportunities**, presentations have been received, all represent significant improvements over our current software. Quotes will be received shortly. **Watch Outs**, the upcoming transition of on-site contractors and the selection and implementation of scale software will be focus for the next few months. **Site Improvements**, damage to fences have been noted, exploring the cost/benefit of security upgrades. **Collaboration with Other Regions**, collaborative relationships have been created with Roseridge, Drumheller, Lethbridge and now Westlock, exploring bin purchases, software upgrades and transition plans have been part of the discussions. **Soil Inventory**, meeting planned for Oct. 23 to discuss strategies to manage this resource in the future. **Health and Safety**, GFL conducted a health and safety inspection as part of their COR certification requirements, some

deficiencies were noted. Director of Operations will take part in future inspections.

Material End of Life Information, information from report that was brought forward at the Sept. 20/23 Board meeting will be summarized and posted on the Landfill website.

PDO Bin Purchase, discussed further in report. **Site Inspection Results**, separate inspections have been conducted on the PDO and the Landfill, improvements have been noted, deficiencies still exist, remedies being worked on.

- **Business Arising: Public Education and Communications Strategy**; an “Organic Waste Presentation” has been created tailored to grade 4 curriculums (available to members of the commission). There was some discussion about promoting composting and rain barrels, it was noted that the City of Leduc coordinates an annual sale (May) with the Leduc RONA, where rain barrels are sold at a discounted price, perhaps other products like composters could be included. **Operators Agreement**; verbal update, on the Operator Agreement and upcoming operator transition.
- **New Business: Financial Auditor RFP Results**, MNP was successful proponent of the recent Financial Auditor RFP (awarded a 5-year contract). **Draft Budget**, as per policy F-1 – Budget and Rates Development and Approval, the next year’s budget must be submitted to the Board at least thirty days before the end of the current year. Detailed discussion where had, the main thing to keep in mind is the increase in tipping fees, a letter has been received by our administration. The 2024 draft budget was approved. If anyone is interested, I can provide more information. **PDO Bin Procurement – Revised Request**, there was a savings in bin procurement and the request to use the extra moneys to buy an additional 4 bins and 8 lids, this was approved. **Strategic Plan Annual Review**, discussion was held to assess progress to date and to review the high priority goals and tactics for the 2023-2024 term. Administration advised that most goals and priorities identified for the 2022-2023 continue to remain priority and recommended that they be carried forward to the 2023-2024 term, with minor revisions recommended for two of the goals and tactics. Create or update a site plan and identify market opportunities for different waste streams/develop differential fees to incentivizes desired behaviors. The motion for this was carried. **Recycled Plastics Proposal**, some information was presented, more requested, item deferred.
- **Information Items: EMRB Sold Waste Collaborative**, verbal presentation was given by Mike Pieters. **Organics Update**, verbal update on Leduc’s AI project, appears to be a work in progress, working on fine tuning the imaging. **Extended Producer Responsibility (EPR)**, bylaws are now available, and Administration is reviewing the bylaws to determine the Commission’s role. The policies and procedures have been agreed upon and are expected to be released soon. It was noted that ARMA (Alberta Recycling Management Authority) recommends registering for EPR, which can be withdrawn later if needed.

- Professional Development: **WASTECON Conference Debrief**, Mike Pieters gave a verbal presentation on his attendance. **Waste & Recycling Conference Debrief**, Lee Harris gave a verbal presentation on his attendance. **Recycling Council of Albera (RCA) Conference Debrief**, several councillors and administration attended and gave a verbal presentation.
- Round Table: **Councillors** around the table gave updates on their communities and some asked questions from administration. Their comments and more on the debriefs are available upon request.

Oct. 26/23, Calmar Business Breakfast

- Great event, thank you Jaime for your welcoming words as the newly appointed Deputy Mayor.
- It was very nice to have a theme, with ATB's presentation, it had something to offer the business community, besides networking. I feel that there are relationships building in our business community.
- GREAT JOB SANDRA!

Oct. 30/23, Had breakfast with County Councillor Glen Blozer.

- Mostly chatted about hunting and access but sprinkled in a few niceties about town/county interactions. Building relationships.

Note: During the November meeting of the Leduc & District Regional Waste Management Commission, I retained the Chair position.

Krista Gardner Councillor Report

October 2023

Oct 1-5th- Weftec Water and Wastewater Conference

Councillor Faulkner and I attended Weftec on behalf of the Capital Region Southwest Water Services Commission along with Commission staff. I attended sessions on “Transforming Toward a Circular Water Economy”, “A Discussion of the Drivers and Roadblocks to Circular Economies”, “Asset Management Journeys: A Tale of Three Utilities”, “O Canada! Canadian Wastewater Innovators Aren’t Sorry They Are Taking the Lead”, “Small Communities Utilize Decentralization Effectively”, “Communications Plans and Actions: Septics, Storytelling and Stakeholders”, and “Solving Customer Affordability Concerns with Innovative Rate Structures”. We spent a considerable amount of time in the tradeshow, looking at innovative new services and materials as well as learning more about how the Commission conducts its operations from our operations team.

Oct 2nd- Regular Council Meeting

Oct 12th- Alberta Municipalities Executive Board Meeting

Oct 13th- Future of Municipal Government Webinar: Lonely At the Top

Oct 16th- Asset Management Committee Meeting

The Asset Management Committee received a presentation on a new software from a vendor. It has some significant abilities to both manage assets and work orders at a much lower price than our current software. I’m excited about the possibilities in this space and look forward to the Asset Management Committee’s recommendations to Council to progressing in our Asset Management.

Oct 16th- Annual Organizational Meeting

Oct 16th- Regular Council Meeting

Oct 17th- Asset Management Small Group Learning Co-hort

I participated in small group discussions within our topic “Asset Management Has No Dumb Questions”. Our members include Red Deer County, Town of Wembley, Town of Ponoka, and others. This has been a valuable experience and I appreciate being included in the co-hort as an elected official who is able to learn from staff in other communities.

Oct 23rd- Capital Region Southwest Water Services Commission Policy Review Committee

The CRSWSC created an ad-hoc committee to review our policies and provide recommendations to the board. Updates were made to all policies for both content and

formatting. Policies will be regularly presented to the board in future on a rotating schedule to ensure policies remain current.

Oct 23rd- Special Council Meeting

Oct 25th- Premier's State of the Province Address

I attended the Edmonton Chamber of Commerce's event at the Edmonton Convention Centre along with members of the of the ABmunis Board and staff to hear the Premier speak about the state of the province and future plans.

Oct 25th- Alberta Municipalities' Board Orientation

Oct 25th- Alberta Municipalities Joint Meeting with the Rural Health Professionals Action Plan Board

Oct 26th- Alberta Municipalities Board Meeting

Oct 27th- "Grants and Your Municipality: Everything You Need to Know"

I attended a webinar on how to find grants. They also covered how to effectively apply for and manage your grant process and timelines. They provided a database that shows different streams of grants from a variety of sources and when their closing dates are. In future, Calmar will need to utilize grant funding more effectively in order to achieve our goals. This was a very valuable education session, and I would recommend our staff to watch the replay.

Council Report October 2023

Councillor Jaime McKeag Reber

October 2nd- Regular Council Meeting – Please see meeting minutes

October 5th, 12th, 19th, 26th- Councils Role in Public Engagement

I am very happy I took the EOEP Course on Councils Role in Public Engagement. I feel like this should be a mandatory course for all new elected officials. We discussed the difference between engagement, marketing and communications and how Council can both support administration but empower our residents. We spoke about policy around public engagement and shared some stories from our communities. It was interesting to hear the Lead Speakers ideas surrounding effective Town halls, surveys and Council's role on social media. I appreciated sharing stories about our individual communities and ways that we have fell short and triumphed.

Many small communities were intrigued by our monthly Calmar Chronicle as a form of communication.

October 9th- Communities in Bloom-

I met with the Chair and Secretary and Director for CIB to discuss flowers for the upcoming year. While there isn't much to say in explanation, I can say that this was a huge task that this team took great efforts to pair flowers together to make sure that Calmar will look fantastic in 2024.

October 16th – Organizational Meeting- Please see meeting minutes

I am excited to remain on both CIB and the Rec Board for another year to continue to learn and finish off some projects that I have been working on as well as adding Deputy Mayor to my title.

October 16th- Regular Meeting of Council- Please see meeting minutes

Thank you to CIB, RCMP and the MLA for joining us and sharing your updates.

October 17th- Subdivision Appeal Board Meeting- see meeting minutes

October 17th- Emergency Management Meeting

Received our Emergency management binders, command notes and discussed next steps to make sure that Calmar is always prepared for an emergency to the best of our abilities.

October 20th- Rig Hand Staff Event.

I thoroughly enjoyed this event, not only because it allowed us time to hang out with staff after hours and get to chat about non work items, but it was incredible to hear the story of Rig Hand Brewery and how collaboration, teamwork and community building is so important. I hope as we continue to build our economic development and attract business to Calmar we remember to look for those with strong community values.

October 23rd- Special meeting of Council- Please see meeting minutes

October 26th- Town of Calmar Business Breakfast and ATB Presentation

Another well attended event by our business community. Thank you to the Admin for a delicious breakfast and great event. I enjoyed ATB's presentation and think that was a fantastic addition to our events.

Carey Benson Councillor Report October 2023

Oct 2nd Regular Meeting of Council

- Please review the agenda and minutes on The Town of Calmar website for more information
- Policy #2020-083 I made the motion to extend the Development Incentive Grant to the end of 2023. It passed.
- We accepted Elke Hemmings' letter requesting a second term on the library board. We also accepted Kathy Milles' resignation letter, as she has been on the library board for 3 terms.
- Closed session

Oct 16th Organizational Meeting

- Discussion around having a consent agenda.
- At this meeting, we changed our start times for meetings from 7pm to 630pm.
- Please review the agenda and minutes on The Town of Calmar website for more information

Oct 16th Regular Meeting of Council

- Please review the agenda and minutes on The Town of Calmar website for more information
- We had a delegation from Communities in Bloom come in and do a presentation on what was done this year.
- RCMP had a delegation of 2 officers. The one officer brought up some of the community engagement events they have had in Calmar. Coffee with a Cop and Rural Crime Watch.
- MLA Andrew Boitchenko was able to come to council and talk about what his plans are for the Alberta Government. We were also able to ask questions to him. I had the opportunity to let him know that we were having some issues with regard to Hwy's in town and how we could get Alberta Transport to come to the table and discuss and come up with solutions for Calmar.

Oct 17th Emergency Management Bylaw Exercise

- Officer Leggio presented to council our emergency management binders and council had a discussion with Officer Leggio on what each section entailed and what council roles would be in an emergency. More training and discussion on Emergency Management will come in the near future.

Oct 17th Subdivision Appeal Board Meeting

- The Board got together to Discuss the property with the Calmar Baptist Church is. The board approved the subdividing of the property into two lots. The property has been put up for sale and will remain Urban Services, until the new owners of the land decide on the direction of this property.

Oct 23rd Special Meeting of Council

- Council met to discuss items related to the 2024 budget. Draft budget topics include:
 - Administration
 - Council
 - Fire Services
 - Disaster Services
 - Bylaw Enforcement
 - Policing
- Changes to the Procedural Bylaw were discussed and debated. It received first reading.
- Please review the agenda and minutes on The Town of Calmar website for more information.
- Closed session

Oct 24th Library Board Meeting

- Library Board will be recommending that Rachel Walker become a member of the Library Board. The board will send a letter to Town Council requesting that Rachel become a member of the board.
- Closed Session

Oct 25th 39/20 Alliance Meeting

- The 39/20 Alliance met in Warburg and had all membering towns in attendance. A motion was put forward to cancel the fees for 2023 and refund all those who have paid the 2023 fees with the addition that the fees for 2024 be cancelled. The motion passed.
- We also decided as an Alliance that all meetings will be paused until there are more things the Alliance can do. With that being said Thorsby will be hosting a Virtual Meeting about Nurse Practitioners in Municipalities and is open to anyone that wants to attend. The Alliance also voted on providing funding for this since it has a good impact not only for our towns but for all towns in Alberta.
- The Alliance will have just one meeting a year for the time being and that will be the Alliance's AGM.



Leduc and District Regional Waste Management Commission

c/o City of Leduc #1 Alexandra Park, Leduc, AB T9E 4C4 Ph. (780) 980-7199 Fax (780) 980-7127

November 7, 2023

Town of Calmar
P.O. Box 750, 4901 - 50 Avenue
Calmar, Alberta
T0C 0V0

RECEIVED

NOV 15 2023

TOWN OF CALMAR - INT. *AB*

Attention: Mr. Sylvain Losier, CAO

RE: 2024 Rates for the Leduc & District Regional Waste Management Commission

At the Regular Leduc & District Regional Waste Management Commission (LDRWMC) Board meeting on October 25, 2023, the Board approved a tipping fee rate increase of \$2.00/Tonne to \$74.00/Tonne for regular Municipal Solid Waste. The fee for source separated organics will also increase \$2.00/Tonne to \$70.00/Tonne.

The rate was applied uniformly to all member municipalities in order to maintain consistency throughout the region for all members. A copy of the 2024 Rate Schedule is enclosed for your information.

Please note that although the tonnage rate of \$74.00/Tonne will be assessed at the time of disposal, your monthly billing will represent the \$74.00/Tonne less a \$7.00/Tonne rebate, leaving a net cost to your municipality of \$67.00/T.

If you require further clarification, please contact Mike Pieters, Commission Manager, at 780-980-7151.

Sincerely,

Mike Pieters
Commission Manager

cc: Councillor Don Faulkner, LDRWMC Board Member
Mr. Darren Mitchell, Commission Treasurer, City of Leduc
Mr. Nathan Schaper, Municipal Energy Project Manager, City of Leduc

**Leduc & District Regional Waste Management Commission
2024 Approved Tipping Fees**

	2023	2024
<u>Landfilled</u>		
Residential - Member	72.00	74.00
Residential - Non-Member	76.00	78.00
Commercial (Wet) - Member	72.00	74.00
Commercial (Wet) - Non-Member	76.00	78.00
Building Debris - Construction	54.00	56.00
Foundry Sand / Sandblast	29.00	30.00
<u>Hauled Offsite</u>		
Member Curbside Organics	68.00	70.00
Leaf & Yard Waste	68.00	70.00
Compost III - Commercial Organics	68.00	70.00
<u>Soils</u>		
Impacted Soil (Beneficial)	22.00	23.00
Impacted Soil (Waste)	76.00	78.00
<u>Diverted</u>		
Concrete	51.00	53.00
Wood	46.00	47.00
Asphalt Shingles	40.00	41.00
Scrap Metal	51.00	53.00
<u>Special Waste</u>		
Asbestos - Base Fee	105.00	108.00
Asbestos - Tonne	105.00	108.00
Propane Tanks	8.00	9.00
Animal Carcass	11.00	12.00
CFC Units	29.00	30.00
Mattresses	15.00	16.00