

**TOWN OF CALMAR REGULAR COUNCIL MEETING TO BE HELD
IN PERSON AND VIRTUALLY ON FEBRUARY 5, 2024,
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 - None |
| 4. | Delegations
a) Mr. Sean Hayhurst – Discussion about Quads
b) Mr. Sukhi Shah, Eagle Quest |
| 5. | Adoption of Minutes
a) Regular Council Meeting – January 15, 2024 |
| 6. | Unfinished Business – None |
| 7. | Bylaws or Policies
a) Bylaw #2024-01 – Temporary Borrowing
b) Policy #2017-026 – HR Policy Amendment – Expense Reimbursement Policy
c) Policy #2024-108 – Remote Working Policy
d) Bylaw #2024-02 – Amendment to the Land Use Bylaw
e) Process to review policies
f) Bylaw #2024-03 – Parkland Bylaw |
| 8. | New Business
a) Organizational discussion – meeting and schedule
b) Organizational discussion – committees and boards
c) Daycare 5007 – 50 Street |
| 9. | Financial - None |
| 10. | Department Reports - None |
| 11. | Council and Committee Reports - None |
| 12. | Correspondence
a) LDFB 2022 Food Hamper Statistics
b) Tree Tribe Initiative
c) Zirka Raffle Donation
d) Yoga / Pilates at the Program Center Update |
| 13. | Clarification of Agenda Business – (Open mic) |
| 14. | Closed Session
a) Intermunicipal Agreement- (Pursuant to Section 24(1)(a) of the Freedom of Information and Protection of Privacy Act) |
| 15. | Adjournment |

**REGULAR MEETING OF COUNCIL
OF THE TOWN OF CALMAR WAS HELD IN PERSON
AND VIRTUALLY ON MONDAY JANUARY 15, 2024**

Access Code: 211-016-493

1. **CALL TO ORDER:** Mayor Carnahan called the Regular Council Meeting of January 15, 2024, to order at the hour of 6:37 pm.

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

2. **ADOPTION OF AGENDA:**

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

**CARRIED
R-24-01-0001**

3. **PUBLIC HEARINGS:** None

4. **DELEGATIONS:** None

5. **ADOPTION OF MINUTES:**

- a) **Regular Council Meeting** – December 18, 2023

Moved by Councillor Faulkner that the minutes of the Regular Council Meeting of December 18, 2023, are hereby approved as amended.

**CARRIED
R-24-01-0002**

6. **UNFINISHED BUSINESS:** None

7. **BYLAWS or POLICIES:**

- a) **Bylaw #2024-01** – Temporary Borrowing

Moved by Mayor Carnahan that Bylaw #2024-01 – Temporary Borrowing, be given first reading as presented.

**CARRIED
R-24-01-0003**

- b) **Bylaw #2023-29** – Fees & Charges Bylaw

Moved by Councillor Faulkner that Bylaw #2023-29, Fees & Charges Bylaw be given second reading as amended.

**CARRIED
R-24-01-0004**

Moved by Councillor Benson that Bylaw #2023-29, Fees & Charges Bylaw be given third reading as amended.

**CARRIED
R-24-01-0005**

- c) **Policy #2024-027** – Council Remuneration

Moved by Councillor Faulkner that Policy #2024-027, Council Remuneration, be adopted as amended to include the increase of mileage to \$0.67.

**CARRIED
R-24-01-0006**

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d) Policy #2024-058 – Purchasing Policy

Moved by Councillor Faulkner that Policy #2024-058, Purchasing Policy, be adopted as amended (substitute Town Manager with CAO). With consideration being given to ask the auditors for their advice on this policy.

**CARRIED
R-24-01-0007**

e) Land Use Bylaw Amendment – Discussion Only

8. NEW BUSINESS:

a) Trial Balance as of December 31, 2023 (not final)

Moved by Councillor Gardner that Council accept this report as information.

**CARRIED
R-24-01-0008**

*Recess @ 8:48pm
Reconvene @ 8:55pm*

9. FINANCIAL: None

10. DEPARTMENT REPORTS:

- a) CAO
- b) Planning & Development
- c) Corporate Services
- d) Enforcement Services
- e) Emergency Management
- f) Public Works
- g) Economic Development
- h) Recreation
- i) Family & Community Support Services - None
- j) Growth Report

Moved by Mayor Carnahan that Council accept these reports as information.

**CARRIED
R-24-01-0009**

11. COUNCIL AND COMMITTEE REPORTS:

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

Moved by Councillor Benson that Council accept these reports as information.

**CARRIED
R-24-01-0010**

12. CORRESPONDENCE:

- a) Alberta Environment and Protected Areas Letter
- b) Leduc and District Regional Waste Management Commission Letter
- c) Oil Exhibit Opening Invitation

Moved by Councillor Gardner that Council accept these reports as information.

**CARRIED
R-24-01-0011**

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13. CLARIFICATION OF AGENDA BUSINESS – (Open mic)

14. CLOSED SESSION:

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

Moved by Councillor Faulkner that the Regular Council Meeting temporarily adjourn, and Council sit in Closed Session at this time being 9:13 pm.

**CARRIED
R-24-01-0012**

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

Moved by Councillor Faulkner that the Regular Council Meeting reconvene from Closed Session at this time being 9:32 pm.

**CARRIED
R-24-01-0013**

Moved by Councillor Benson that Council directs Administration to re-list the property for sale at the reduced sale price as discussed.

**CARRIED
R-24-01-0014**

15. ADJOURNMENT:

The Regular Council Meeting adjourned at 9:33 pm.

These minutes signed this 05th day of February 2024.

Mayor Carnahan

CAO Losier

Town of Calmar

Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	February 05, 2024
Originated By:	DCS Bryans
Title:	Bylaw 2024-01 – Temporary Borrowing Bylaw
Approved By:	CAO Losier
Agenda Item Number:	7 A

BACKGROUND/PROPOSAL:

Section 251 and 256 of the Municipal Government Act reads as follows:

- 251 (1) A municipality may only make a borrowing if the borrowing is authorized by a borrowing bylaw.
 - (2) A borrowing bylaw must set out
 - (a) the amount of money to be borrowed and, in general terms, the purpose for which the money is borrowed;
 - (b) the maximum rate of interest, the term and the terms of repayment of the borrowing;
 - (c) the source or sources of money to be used to pay the principal and interest owing under the borrowing.
 - (3) A borrowing bylaw must be advertised.
-
- 256 (1) This section applies to a borrowing made for the purpose of financing operating expenditures.
 - (2) The amount to be borrowed, together with the unpaid principal of other borrowings made for the purpose of financing operating expenditures, must not exceed the amount the municipality estimates will be raised in taxes in the year the borrowing is made.
 - (3) A borrowing bylaw that authorizes the borrowing does not have to be advertised if the term of the borrowing does not exceed 3 years.

In the event that the 2024 Operating expenditures for the Town of Calmar exceeds the revenue available for payment of YTD expenditures, due to the timing of taxation revenue collection, and the Town of Calmar utilizes the Credit Facility # 1-Operating Credit Facility (Revolving) as per the current banking agreement with the Alberta Treasury Branch, there would be the requirement



to have a Temporary Borrowing Bylaw approved as per Section 256 of the Municipal Government Act.

The current unpaid operating principal for the Town of Calmar as of January 1, 2024, is zero. Historically, the Town of Calmar has not utilized the operating line of credit and the Temporary Borrowing bylaw is passed annually as a formality should the need to utilize arise.

Administration presents the attached Bylaw 2024-01 Temporary Borrowing to Council.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Option 1:

Council gives second and third reading to Bylaw 2024-01– Temporary Borrowing as presented.

Option 2:

Council gives second & third reading to Bylaw 2024-01– Temporary Borrowing as amended.

COSTS/SOURCE OF FUNDING (if applicable)

N/A

RECOMMENDED ACTION:

Council proceeds with Option 1 above.

TOWN OF CALMAR

BYLAW #2024-01

BEING A BYLAW OF THE TOWN OF CALMAR, IN THE PROVINCE OF ALBERTA, TO AUTHORIZE THE COUNCIL OF THE TOWN OF CALMAR TO INCUR INDEBTEDNESS TO MEET CURRENT EXPENDITURES OF THE MUNICIPALITY.

WHEREAS: The Council of The Town of Calmar has decided to issue a bylaw pursuant to Section 256 of the Municipal Government Act to borrow for the purpose of financing operating expenditures.

WHEREAS: The Council of the Town of Calmar deems it necessary to borrow from time to time on a revolving basis during the year a sum or sums not exceeding the maximum principal amount of Two Million dollars (\$2,000,000) at any one time to meet the operating expenditures of the municipality.

WHEREAS: The principal amount of the outstanding operating debt of the Town of Calmar at December 31, 2023 is zero.

NOW THEREFORE, the Council of the Town of Calmar, in the Province of Alberta, duly assembled enacts and approves the request to establish an operating line of credit; and

That the Council of the Town of Calmar does borrow from time to time, on a revolving basis, a sum not exceeding Two Million dollars (\$2,000,000) from the ATB Financial on the credit and security of the municipality at large, of which the full sum is to be paid by the municipality at large.

1. **TITLE**

This bylaw shall be cited as the "Temporary Borrowing Bylaw" of the Town of Calmar.

2. The proper officers of the Town of Calmar are hereby authorized to issue debt on behalf of the municipality for the amount and purpose as authorized by this bylaw, namely the revolving operating line of credit.

3. The municipality shall repay the indebtedness according to the terms and the rates outlined in the current banking agreement of the municipality.

4. The Municipality shall levy and raise in each year municipal taxes sufficient to pay the indebtedness.

5. The indebtedness shall be contracted on the credit and security of the municipality.

6. Bylaw 2023-01 is hereby rescinded.

7. This bylaw comes into effect on January 1, 2024.

READ a first time this 15th day of January 2024.

READ a second time this 05th day of February 2024.

READ a third time this 05th day of February 2024.

Mayor Carnahan

Chief Administrative Officer Losier

Town of Calmar

Request for Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	February 05, 2024
Originated By:	DCS Bryans
Title:	Policy 2017-026 HR Policy Amendment – Expense Reimbursement Policy
Approved By:	CAO Losier
Agenda Item Number:	7 B

BACKGROUND/PROPOSAL:

At the January 15, 2024, Regular Meeting of Council, Policy # 2024-027 – Council Remuneration was adopted. One of the changes in the policy was to increase the rate at which mileage will be reimbursed. To keep this consistent across the organisation, Administration is presenting a revised version of the Expense Reimbursement Policy within the HR Policy which incorporates this increase. Administration is still continuing to investigate the practices of other municipalities with regards to entertainment expenses.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Mileage has always been paid at the same rate for staff and Council, and the rate was reflected in both the Council Remuneration Policy and the HR Policy. Administration has revised the HR Policy to simply state that the rate at which mileage will be reimbursed will be the same rate as denoted in the Council Remuneration Policy. This will alleviate the need to revise two policies any time this rate is changed.

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

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

COSTS/SOURCE OF FUNDING (if applicable)

N/A

RECOMMENDED ACTION:

Council pass a motion to adopt the Expense Reimbursement Policy as presented.

EXPENSE REIMBURSEMENT POLICY

The Town will reimburse the legitimate job-related expenses incurred by its employees on the following basis:

- Except where an explanation acceptable to the Town is provided, employees are required to have all expenses pre-approved in writing;
- Any application for expense reimbursement will include the nature of the expense, the reason why it is necessary and the amount;
- All claims for expense reimbursement must be submitted to the Town within thirty (30) days of the expenses being incurred. The failure to do so may result in the expense not being reimbursed.

Where an employee is required by the Town to use their own vehicle for work purposes, the employee shall be paid mileage based upon the Town's mileage rate at the time, which will be the same rate as denoted in the current Council Remuneration Policy.

Subsistence will also be paid in accordance with the Town's rate at the time, but in no case will the daily rate be less than one hundred twenty dollars (\$120) for all three meals.

Town of Calmar

Request for Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	February 05, 2024
Originated By:	DCS Bryans
Title:	Policy 2024-108 – Remote Working
Approved By:	CAO Losier
Agenda Item Number:	7 C

BACKGROUND/PROPOSAL:

In 2023 the Town moved forward with the practice of allowing certain members of staff to work remotely. While it was communicated the expectations of this there was no formal policy in place to protect the staff or the Town. Administration has therefore drafted the attached policy for Council adoption.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Under certain circumstances, remote working can be advantageous to both the employee and the Town. This policy sets out the expectations of staff and the Town should an employee need or want to work remotely. The policy ensures that the level of service provided is maintained and that the employee still has a safe working environment in which place to carry out their duties.

More and more employers are permitting staff to work remotely, either full time or part time and Administration feels having this policy in place clearly outlines the Town’s expectations and will also make us a more attractive employer.

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

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

COSTS/SOURCE OF FUNDING (if applicable)

N/A

RECOMMENDED ACTION:

Council pass a motion to adopt the Remote Working Policy as presented.



POLICY

POLICY No. 2024-108
TITLE: Remote Working

APPROVAL DATE: FEBRUARY 05, 2024

DEPARTMENT: Administration
MAYOR: _____

REVISION DATE:
CAO: _____

Purpose:

The purpose of this Policy is to ensure that remote working is beneficial to employees and the Town.

Policy Statement:

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

Working remotely is a privilege and therefore, can be revoked at any time.

Definitions:

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

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

Eligibility to work from home:

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

Expectations:

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

Equipment:

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

Communication:

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

Data & Device Security:

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

Health & Safety:

- While employees are performing work functions, the Employee is covered under workers compensation if an injury is determined.
- Employees must check in with their direct supervisor/manager at a schedule set by the supervisor. The means of check-in (phone, virtual, etc.) will be at the discretion of the supervisor/manager.
- Employees working remotely are responsible for ensuring that they have a safe and functional office environment in their home in which to work from, including a proper desk/workstation and chair.
- The employee must have access to a fire extinguisher.
- The employee must have a clear and accessible emergency exit.
- Employees must ensure a safe and reliable power supply, internet connection and lighting.
- All OH&S requirements apply and if necessary relevant reports (near miss or injury) must be filed.

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

Town of Calmar

Request for Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	February 5, 2024
Originated By:	CAO Losier
Title:	Bylaw #2024-02 – Land Use Bylaw Amendment
Approved By:	CAO Losier
Agenda Item Number:	7 D

BACKGROUND/PROPOSAL:

At the January 15, 2024 Regular meeting, Council received a report from Administration about several potential Land Use Bylaw (LUB) amendments. After discussing the various items, Administration was directed to prepare an amending bylaw for Council’s consideration.

The proposed bylaw has multiple purposes including:

- Adding provisions for directional signs.
- Enabling wall sign in commercial area without a development permit when meeting LUB requirements.
- Enabling proportionate sign for multifamily residential development.

Proposed Bylaw #2024-02, a bylaw amending the Land Use Bylaw is attached for reference.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Directional signage

For directional signage, the proposed bylaw adds the use to the list of development exempt from a Development Permit (DP) under specific conditions. Furthermore, to avoid any confusion with other type of free-standing sign and to ensure that these are limited to signs associated with new stages of development, the proposed bylaw contains a definition and regulations related to timing, location, and removal.

Sign, wall

The proposed bylaw introduces Sign, wall as an exemption from the requirement of obtaining a DP when all regulations are met. In instance where the applicant cannot meet all requirements, a variance and a DP shall be sought.

Sign for multifamily development

The proposed bylaw provides a greater copy area for sign for multifamily development and add a regulation regarding their location and height to ensure public safety. No other changes are being proposed for signage in residential districts in this proposed bylaw.

Church in C1 district

During the discussion at the last Council meeting, concerns were voiced about parking being limited and the limited number of available commercial spaces within a relatively small downtown area.

Regarding parking, administration have internally discussed and observed activities during the last week. It appears that the intensity of many activities diminishes or even stops during potential periods of operation for places of worship (evening/Sundays). Therefore, parking may not be as problematic as originally conceived. As for commercial spaces, the C1 definitively contains very limited options.

While preparing the proposed bylaw, Administration reviewed the LUB and the current places of worship sites throughout the town. Currently, Section 8.23 of the LUB provides specific requirements for a place of worship regarding minimum frontage (30m) and area (929m²). Looking at the various sites in town, Administration has concluded that the following sites meet these requirements:

- Calmar Community Baptist Church (current site)
- St. Margaret Mary Catholic Church
- Church of the Holy Trinity Ukrainian Catholic Church
- Kingdom Hall of Jehovah's Witnesses

Within the C1 district, few parcels of land meet the requirements of the bylaw regarding the place of worship. The Town's vacant property, the post office site, and 1 other landowner (if consolidating 2 or 3 of his lots) could meet the requirements. Therefore, if Council maintains the current regulations, there are very limited opportunities to establish the use unless variances are granted.

Process

A public hearing will be required prior to considering second reading of Bylaw #2024-02. The proposed bylaw will be advertised in accordance with the Municipal Government Act and the Alternative Advertising Bylaw to allow the public an opportunity to comment should Council agree to pass 1st reading. The proposed bylaw will be circulated to referral agencies. A detailed report containing any feedback received will be provided by Administration at the public hearing.

Option 1 – Council may request further information from Administration prior to proceeding with first reading of Bylaw #2024-02.

Option 2 – Council may provide direction to Administration on changes to Bylaw #2024-02 before contemplating first reading.

Option 3 – Council may pass first reading of Bylaw #2024-02.

Option 4 – Council may defeat first reading of Bylaw #2024-02.

The benefit of moving forward with a first reading is that it will allow Council to receive feedback from interested parties on the proposed amendments before making a final decision. That is the purpose of the public hearing that must be held before second reading is contemplated. Further in the process, as long as 3rd reading is not done, Council can always modify or defeat the proposed bylaw.

Currently, the place of worship component is not included in the proposed bylaw. Council will have to provide direction to either:

- Included language in the current draft bylaw,
- Do a separate bylaw of its own,
- Not pursue any amendment to allow places of worship within the C1 district.

COSTS/SOURCE OF FUNDING (if applicable)

n/a

RECOMMENDED ACTION:

That Council gives first reading to Bylaw #2024-02.

That Council provides direction to Administration regarding place of worship.

TOWN OF CALMAR

BYLAW #2024-02

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) Adding "Sign, Directional" as section 299.:

299. "Sign, directional" means a free-standing sign erected for the purpose of identifying a new stage of development and providing contact and directional information to any interested parties.

b) That Section 1.3 INTERPRETATION be renumbered from 299 onward to accommodate the current amendments.

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

a) Adding Subsection 20:

20. The placement of a Sign, directional provided that said sign meets all requirements of the Land Use Bylaw.

b) Adding Subsection 21:

21. The placement of a Sign, wall in a commercial or industrial building provided that said sign meets all requirements of the Land Use Bylaw.

3) Section 8 SPECIAL PROVISIONS is amended by:

a) Adding the following subsection at the end section 8.36 SIGN REGULATION (GENERAL):

2. Notwithstanding any other provisions of this bylaw, a Sign, directional can be erected in any district provided that:

a) A Development Agreement with the Town is signed.

b) The sign and/or location does not interfere with traffic, circulation, and public safety.

c) The sign is adequately anchored to the ground.

d) The sign is not erected before the Development Agreement is signed and the servicing of the development has been initiated. Doing earthwork (stripping, grading, digging, etc.) will be considered initiating development for the purpose of this requirement.

e) The sign is removed at the Final Acceptance Certificate (FAC) or the sale of 75% of the properties, whichever comes first.

- f) The sign total height and dimension does not exceed:
 - i) A total height of 2.44 m (8 feet).
 - ii) 1.21 m (4 feet) in width of the sign copy area.
 - iii) 1.82 m (6 feet) in height of the sign copy area.
- g) A maximum of two (2) Sign, directional per new development can be erected within Town boundaries.

b) Subsection 8.38.4. is deleted and replaced with:

4. For multiple family dwellings and boarding houses, one (1) identification sign not exceeding 2.32 m² (25 ft²) in area may be allowed on each site, provided that the sign:
- i) is located a minimum of 2 m (6.56 feet) away from all property lines,
 - ii) height is 1.82 m (6.0 feet) or less, and
 - iii) does not interfere with public safety.

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

READ A FIRST TIME THIS 5 DAY OF February, 2024.

READ A SECOND TIME THIS ___ DAY OF March, 2024.

READ A THIRD TIME AND FINALLY PASSED THIS ___ DAY OF March, 2024.

MAYOR CARNAHAN

CAO LOSIER

Town of Calmar

Request for Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	February 05, 2024
Originated By:	CAO Losier
Title:	Process to Review Policies
Approved By:	CAO Losier
Agenda Item Number:	7 E

BACKGROUND/PROPOSAL:

As a follow-up from the discussion held on August 21, 2023, Administration has been analyzing the situation regarding potential processes to review all the bylaws and the policies and have perused over several policies. This RFD discussed the policies and a separate one will be done for the bylaws. Furthermore, as discussed last year, Administration will be using the status and the risk level associated with each policy to establish a ranking/priority list.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Status

The filing index contains two types of policy. Policies are identified as active or rescinded. The active policy can further be divided into two categories. Those who are original policies and those who have been amended. Administration believes that in effort to be efficient, the rescinded policies should be the lowest priority. Even if there might be elements from them that may still serve a purpose and/or could be adapted to fit the Town needs in 2024, active policies are higher priorities.

Risk level

Risk is typically calculated by considering the likelihood of an event/problem and its potential severity. In this situation, Administration is proposing to evaluate the risk slightly differently, adding internal and external consequences as a criterion. Policies that are contained internally and impact exclusively the function of Administration should be given a lower priority and those impacting external parties should be given higher priorities. Furthermore, internal policies should be separated and given to the CAO to review and adopt as necessary as administrative policies. All other policies should remain within Council’s purview. Administrative policy should be labeled accordingly. There should also be a policy about establishing the authority on policies and defining the process by which the CAO keeps Council informed about the administrative policies. Policies having financial and/or legal impacts should also have higher priorities than administrative policies.

The following table contains a list of policies that could be Administrative.

Policy number	Policy Name	Current authority
2006-012	Computer Policy	Council signing
2006-013	Key Return Policy	Council signing
2017-026	Human Resources	Council signing
2011-029	Calmar Municipal Vehicles	Council signing
2012-030	Curb and Sidewalk Inspection & Maintenance	Council signing
2013-037	Health and Safety	Council signing
2013-044	Working Alone Policy	Council signing
2014-048	Emergency Office Closure	Council signing
2014-050	Pre-trip inspections*	Council signing
2017-052	Community Events Electronic Sign	Council signing
2018-056	Playground Equipment Inspection	Council signing
2019-059	Calmar Enforcement Policy Officer Safety/Know Risks	Council signing
2019-060	Lagoon Key Policy	Council signing
2019-061	Drug & Alcohol Testing Policy	Council signing
2020-064	Calmar Enforcement Appearance Policy	Council signing
2020-068	Code of Conduct Policy	Council signing
2020-069	Calmar Enforcement Disciplinary Code & Action Policy	Council signing
2020-075	Safety Rules & Shop Yard Conduct	CAO
2020-078	Arena Staff	CAO
2020-082	Staff facility use	CAO
2021-093	Playground Equipment Inspection	Council signing
2023-107	Respectful Workplace	Council signing
2022-101	Calmar Enforcement Notebook	Council signing
2022-102	Calmar Enforcement Body Camera	Council signing
2023-108	Remote working	Council signing (in development)

*(should be combined with policy 2011-029)

Should Council agree to divide the policies into Council Policies and Administrative Policies, that would leave about 50 policies within Council's purview and need to review (see schedule A). Furthermore, in doing the RFD, Administration concluded that a few more policies should be developed. These include items such as:

- Policy creation and review policy,
- Development policy (could be done as 1 or separated per item),

- Trail policy,
- Ice allotment policy,
- Urban Forestry Policy,
- Etc.

Option 1 – Council pass a motion to agree to separate the polies in two categories: Policies and Administrative Policies and direct administration to create a policy to this effect. Then, once the policy on policies is adopted, Council will provide direction on the prioritization.

Option 2 – Council pass a motion to maintain status quo and keep all policies under Council’s purview and provide direction on how to prioritize the processes.

COSTS/SOURCE OF FUNDING (if applicable)

The cost will be in time invested in the review process, unless additional/external resources are contracted to help with the processes.

RECOMMENDED ACTION:

Council passes a motion to support option 1

Schedule A

Policy No.	Date	Revised	Policy Description	Comment
2004-006	06/17/04		Visiting Campers	Need to be rescinded
2006-014	08/01/06	05/17/21	Business Credit Card Usage	Could be administrative
2008-024	10/06/08		Tangible Capital Assets	AMC - role
2020-027	01/18/24		Council Remuneration	Adjust the format as directed at adoption meeting
2010-028	05/03/10		Infrastructure Planning Policy	AMC - role
2022-031	11/29/12	01/17/22	Long Term Service	Priority low
2013-035	05/06/13		Organizational Roles and Responsibilities	Medium priority
2017-038	06/19/17	7/19/21	Smoking	Low priority
2014-046	08/18/14		Social Media Policy	Should be link to communication policy
2014-047	08/18/14		Communications Policy	See above – high priority
2015-051	05/19/15		Online Bank Tax Payments	Medium priority
2018-053			Public Participation Policy	Link to communication. Will become outdated after 2025
2018-055	11/19/18		Snow Removal	AMC role
2019-056	02/19/19	06/21/21	Board Confidentiality Policy	Low priority
2019-057	03/21/19		Training & Development & Travel	Low priority
2020-062	03/16/20		Asset Management Policy	AMC - role
2020-063	03/16/20	09/26/22	Pandemic Policy	Low priority
2020-065	05/19/20		Calmar Enforcement Gaming Liquor and Cannabis Policy	Low priority
2020-066	05/19/20		Calmar Enforcement Prohibited Weapons Policy	Low priority
2020-067	05/19/20		Calmar Enforcement Scope of Duties Policy	Low priority

2020-070	05/19/20		Calmar Enforcement Emergency Response and Pursuit Policy	Low priority
2020-071	05/19/20		Calmar Enforcement Use of Force Policy	Low priority
2020-072	05/19/20		Calmar Enforcement Arrest Authority Policy	Low priority
2020-073	05/19/20		Calmar Enforcement Arrest Warrant/CPIC Policy	Low priority
2020-074	05/19/20		Calmar Enforcement Evidence, Exhibits and Found Property Policy	Low priority
2020-076	06/01/20		Calmar Emergency Management Committee Training Policy	High priority
2020-077	06/01/20		Video Surveillance in Public Areas	Medium priority
2020-079	08/17/20		MKA Covid-19 General Guidelines	Medium priority
2020-080	08/17/20		Calmar Design and Construction Standards	AMC - role
2020-081	08/11/20		MKA Arena Staff Covid-19 Relaunch Plan	Can be rescinded
2020-083	02/16/21	04/06/21	Development Incentive Grant	Can be rescinded later in 2024
2020-084	12/08/20		Face Covering Policy - Internal	Could be Administrative
2021-085	04/16/21		Urban Agriculture	Low priority
2021-086	04/26/21	06/20/23	Taxation Penalty Policy	Medium priority
2021-087	04/16/21		Returned Payment/NSF Policy	Low priority
2021-088	05/03/21		Bad Debts	Low priority
2021-089	06/21/21		Municipal Naming Policy	Medium priority
2021-090	11/01/21		Financial Reserve Policy	High priority
2021-091	12/20/21		Signing Authority Policy	Medium priority
2021-092	12/20/21		Mandatory Vaccination Policy	Low priority
2022-094	01/17/22		Bylaw Enforcement Policy	Medium priority
2022-095	02/22/22		Asset Disposal Policy	AMC - role
2022-096	03/07/22		Tax Deferral Policy	Medium priority
2022-097	03/07/22	07/18/22	Adult Friendly Park Policy	High priority
2022-100	06/20/22		Special Event Licensing Pilot	Medium priority
2022-103	11/07/22	01/16/23	Sponsorship & Advertising	Medium priority

2023-104	02/06/23		Development Officer - Powers	Low priority
2023-106	05/01/23		Procurement Policy	current
2024-058	01/15/24		Purchasing Policy	current
2024-109			Public Code of Conduct	High priority
2024-110			Community Grant Program	High priority



Town of Calmar

Request for Decision (RFD)

Meeting:	Regular Meeting of Council
Meeting Date:	February 05, 2024
Originated By:	Calmar Enforcement
Title:	Bylaw #2024-03 Parkland Bylaw
Approved By:	CAO Losier
Agenda Item Number:	7 F

BACKGROUND/PROPOSAL:

To make additions to dangerous activities on our ponds to the “Parkland Bylaw” and further add specified penalties to these updated violations.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Risks of human injury or loss off life, as well as town liability, require an update to the “Parkland Bylaw”. Dangerous activities such as walking on thin ice, playful activities in close proximity, operating human powered pleasure craft(s) as well as drones, may leading to dangerous risks such as falling through ice, falling into water, which can end the life of those who cannot withstand the cold water, or unable to swim.

The proposed amendments include:

- Adding the definitions for pleasure craft and radio or remote-control device,
- Identifying additional dangerous activities within section 9, and
- Adding penalties for new activities listed.

The proposed bylaw is attached to this RFD.

COSTS/SOURCE OF FUNDING (if applicable)

- Signage to include remote control objects.
- Signage already states no walking, but no fine has been assigned in Schedule “A”.

RECOMMENDED ACTIONS:

For Council discussion and providing direction to Administration for possible first reading at next meeting.

TOWN OF CALMAR

BYLAW #2024-03

A BYLAW OF THE TOWN OF CALMAR, IN THE PROVINCE OF ALBERTA, TO REGULATE PUBLIC PARKS, OPEN SPACES AND RECREATIONAL AREAS WITHIN THE TOWN OF CALMAR.

WHEREAS, Section 7 (a) of the *Municipal Government Act, C.M-26, R.S.A.2000* as amended or repealed and replaced from time to time, (the “Municipal Government Act”), authorizes the Council of a municipality to pass bylaws for municipal purposes respecting the safety, health and welfare of people and the protection of people and property; and

WHEREAS, Section 7 (b) of the *Municipal Government Act, C.M-26, R.S.A.2000* authorizes the Council of a municipality to pass bylaws for municipal purposes respecting people, activities and things in, on or near a public place or place that is open to the public; and

AND WHEREAS, Section 7 (i) of the *Municipal Government Act, C.M-26, R.S.A.2000* authorizes the Council of a municipality to pass bylaws for municipal purposes respecting the enforcement of bylaws made under the *Municipal Government Act* or any other enactment;

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

1. **TITLE**

This bylaw may be cited as the “Parkland Bylaw”.

2. **DEFINITIONS**

For the purposes of this Bylaw, the following words will have the meanings assigned:

- a) **“Animal”** shall have the same meaning as in the **Animal Licensing and Control Bylaw, Bylaw #2006-09** as amended or repealed and replaced from time to time (the **“Animal Licensing and Control Bylaw”**)
- b) **“Campground”** means Parkland that has been designated by the Town as a site on which overnight camping is permitted.
- c) **“Cat”** shall have the same meaning as in the **Animal Licensing and Control Bylaw**
Community Peace Officer: A Community Peace Officer appointed under the Peace Officer Act, S.A. 2006, c. P-3.5, employed by the Town of Calmar to enforce town bylaws as amended or repealed and replaced from time to time.
- d) **“Council”** means the **Council** of the Town.
- e) **“Dog”** shall have the same meaning as in the **Animal Licensing and Control Bylaw**.
- f) **“Highway”** has the same meaning as in the **Traffic Safety Act, R.S.A. 2000, c.T-6** as amended or repealed and replaced from time to time (the **“Traffic Safety Act”**).
- g) **“Motor Vehicle”** has the same meaning as in the **Traffic Safety Act**.
- h) **“Off-Highway Vehicle”** has the same meaning as in the **Traffic Safety Act**.

- i) **“Parkland”** means any property, whether developed or not, that is owned, controlled or maintained by the Town or otherwise open to the public, and is:
 - i. specifically designed or reserved for the general public for active or passive recreational use and includes all natural and man-made landscaping, facilities, playing fields, buildings and other structures that are consistent with the general purposes of public parkland, whether or not such recreational facilities are publicly operated or operated by other organizations pursuant to arrangements with the public authority owning the Parkland.
 - ii. acquired by the Town as municipal reserve, school reserve, municipal and school reserve, public utility lots or environmental reserve pursuant to the **Municipal Government Act**;
 - iii. designated by Council as Parkland for the purposes of this Bylaw, including all school grounds with the Town of Calmar owned by the School Boards; or
 - iv. developed or designated by the Town including pathways other than sidewalks.
- j) **“Permit”** means a written permission, in a form approved by the Town Manager/Designate or Planning Officer, to undertake an activity on Parkland that is otherwise regulated, restricted or prohibited by this Bylaw.
- k) **“Person”** includes an individual, corporation, firm, partnership, association or body corporate.
- l) **“PLEASURE CRAFT”: MEANS BICYCLE, TRICYCLE, TOBOGGAN, SLED, KAYAK ETC.... THAT IS HUMAN POWERED.**
- m) **“Portable Appliance”** means any appliance sold or constructed for the purpose of cooking food outdoors.
- n) **“RADIO OR REMOTE-CONTROL DEVICE” MEANS A DEVICE OR AN OBJECT THAT IS CONTROLLED OR OPERATED BY A SECONDARY DEVICE HANDHELD OR NOT HANDHELD.**
- o) **“Roadway”** has the same meaning as in the **Traffic Safety Act**.
- p) **“Sidewalk”** has the same meaning as in the **Traffic Safety Act**.
- q) **“School Board”** means Black Gold School Division No.17
- r) **“Storm Water Pond”** means an area designated to temporarily store excess flow in a drainage system.
- s) **“Town”** means the Municipal Corporation of the Town of Calmar.
- t) **“Town Manager”** means the Chief Administrative Officer of the Town or their delegate.
- u) **“Vegetation”** includes all trees, shrubs, plants, flowers, grass, and ground cover, whether it is in its wild or natural state or has been planted.
- v) **“Violation Tag”** means a tag or similar document issued by the Town pursuant to the **Municipal Government Act** that alleges a Bylaw offence and provides a person with the opportunity to pay an amount to the Town in lieu of prosecution for the offence.
- w) **“Violation Ticket”** has the same meaning as in the **Provincial Offences Procedure Act**.

3. APPLICATION

This Bylaw shall apply to all Parkland in the Town, subject to any exceptions provided in any statute of the Province of Alberta or any agreement entered into by the Town affecting any Parkland.

4. PERMISSION

- a) Notwithstanding any other provision of this Bylaw, a Person may carry out any activity on Parkland otherwise regulated, restricted or prohibited by this Bylaw if:
 - i. a permit has been issued by the Town allowing such activity;
 - ii. the activity takes place in an area designated by the Town for such activity;
 - iii. the activity is permitted by signage;
 - iv. another bylaw of the Town specifically permits the activity on Parkland or an area of Parkland; or
 - v. the Person is an employee or authorized agent of the Town or a School Board acting within the scope of their functions, duties or powers.
- b) No Person shall contravene any term or condition of a Permit issued pursuant to this Bylaw.
- c) No Person shall interfere with the use and enjoyment of Persons holding a valid and subsisting Permit during the times and in the areas for which the Permit is granted.
- d) Any Person who relies on a Permit as permitting an activity otherwise regulated, restricted or prohibited by this Bylaw has the onus of proving that they were the holder of a valid and subsisting Permit.

5. PARKLAND ACCESS

- a) No Person shall enter or be on Parkland:
 - i. Between the hours of 11 pm and 5 am; or
 - ii. At any time when an area of Parkland is closed.
- b) The Town Manager/Designate may temporarily close an area of Parkland to public use and where so ordered a sign shall be posted to that effect.
- c) No Person shall be in violation of this Section if he or she is:
 - i. attending a function or event approved by the Town Manager/Designate; or
 - ii. using a Highway, Roadway, and Sidewalk as a thoroughfare to access a location outside of Parkland, but not otherwise.
- d) In addition to any other penalty that may be imposed, any Person contravening this section may be directed by a Community Peace Officer to leave the Parkland and any person so directed shall:
 - i. do so forthwith; and
 - ii. not return to the Parkland before it opens for public use.

6. WASTE

- a) While on Parkland, no Person shall:
 - i. Discard garbage, litter or refuse of any kind except in receptacles provided for that purpose;
 - ii. Urinate or defecate except in a facility provided for that purpose; or
 - iii. Deposit grass clippings, dirt, rubble, chemicals or pesticides.

7. VEGETATION

- a) While on Parkland, no Person shall:
 - i. Destroy, remove, otherwise interfere with or use for a purpose not intended, any Vegetation;
 - ii. Plant any Vegetation;
 - iii. Walk, cross, ride or otherwise traverse any Vegetation where such conduct is prohibited by posted signs; or
 - iv. Dig, disturb or remove any soil, sand, rock or gravel.

8. STRUCTURES

- a) While on Parkland, no Person shall:
 - i. Set up any form of temporary abode or otherwise camp except in a designated Campground;
 - ii. Erect or build a structure of any kind, whether temporary or permanent; or
 - iii. Mark, deface, remove, destroy, climb or otherwise interfere with any sign, fence, building, wall, bench, exhibit or any other property that the Town has erected or caused to be erected.

9. DANGEROUS ACTIVITIES

- a) While on Parkland, no Person shall:
 - i. Discharge, ignite or fire any fireworks or explosives of any type;
 - ii. Cast, throw or otherwise launch any stones, lawn darts, missiles, model rockets, or dangerous objects;
 - iii. Propel a golf ball in any manner;
 - iv. Operate any radio or remote-controlled device, including but not limited to boats, planes, helicopters, **DRONES** or cars; or
 - v. Tether, land, launch or operate a hot air balloon, hang-glider, ultra-light or other similar aircraft.
 - vi. **Walk, pull a pleasure craft, ride any self-propelled or peddle operated human powered craft/bicycle.**
 - vii. **Cause any person(s) to be guided or pushed, indirectly or directly on to frozen ponds or unfrozen ponds.**

10. FIRE PREVENTION

- a) While on Parkland, no Person shall:
- i. Start or allow a fire to burn except in a fire pit provided by the Town for that purpose or in a portable appliance and then only at such locations as designated by the Town Manager, Designate or Fire Chief;
 - ii. Fuel a fire with anything other than seasoned wood, charcoal, natural gas or propane;
 - iii. Leave a fire burning unattended;
 - iv. Allow a fire to burn after 10 p.m.
 - v. Leave a fire without completely extinguishing any flame and ensuring the embers are cold; or
 - vi. Dispose of any coals or embers except in a receptacle provided by the Town for this purpose.

11. ANIMALS

- a) While on Parkland, no Person shall:
- i. Allow any Animal under their control, or for which they are responsible, to be on Parkland; or
 - ii. Tease, disturb, molest, trap, injure or kill any animal.
- b) Notwithstanding subsection (1) a Person may have a Dog or Cat on Parkland subject, at all times, to the provisions of the **Animal Licensing and Control Bylaw**.

12. VEHICLES

- a) No Person shall:
- i. Operate a Motor Vehicle on Parkland except on a Roadway;
 - ii. Park a Motor Vehicle on Parkland except in a designated parking area;
 - iii. Leave a Motor Vehicle on Parkland between 11pm and 5am the next morning; or
 - iv. Operate an Off-Highway Vehicle on Parkland

13. BODIES OF WATER

- a) While on Parkland, no Person shall:
- i. Operate any motorized watercraft upon any Storm Water Pond, lake or similar body of water, or
 - ii. Bathe, wade or swim in any Storm Water Pond, lake or similar body of water;
 - iii. Skate, sled, snowmobile in any storm water pond, lake or similar body of water that has frozen over.

14. OFFENCES AND PENALTIES

- a) Any Person who contravenes a provision of this Bylaw is guilty of an offence and is liable to a fine in an amount not less than that established in Schedule “A” and not exceeding \$10,000.00.
- b) The specified fine for an offence committed pursuant to this Bylaw is as set out in Schedule “A”.
- c) Nothing in this Bylaw shall be construed as curtailing or abridging the right of the Town to obtain compensation or maintain an action for loss of or damage to property from or against the Person or Persons responsible.

15. VIOLATION TAG

- a) A Bylaw Enforcement Officer is hereby authorized and empowered to issue a Violation Tag to any Person who the Bylaw Enforcement Officer has reasonable and probable grounds to believe had contravened any provision of this Bylaw.
- b) A Violation Tag may be issued to such Person:
 - i. either personally; or
 - ii. by mailing a copy to such Person at his or her last known post office address.
- c) The Violation Tag shall be in a form approved by the Town Manager and shall state:
 - i. The name of the Person;
 - ii. The offence;
 - iii. The appropriate penalty for the offence as specified in Schedule “A” of this Bylaw;
 - iv. That the penalty shall be paid within thirty (30) days of the issuance of the Violation Tag; and
 - v. Any other information as may be required by the Town.
- d) Where a Violation Tag is issued pursuant to this Bylaw, the Person to whom the Violation Tag is issued may, in lieu of being prosecuted for the offence, pay to the Town the penalty specified within the time period indicated on the Violation Tag.

16. VIOLATION TICKET

- a) In those cases where a Violation Tag has been issued and if the penalty specified on the Violation Tag has not been paid within the prescribed time, then a Bylaw Enforcement Officer is hereby authorized and empowered to issue a Violation Ticket pursuant to Part II of the **Provincial Offences Procedure Act**.
- b) Notwithstanding subsection (1), a Bylaw Enforcement Officer is hereby authorized and empowered to immediately issue a Violation Ticket pursuant to Part II of the **Provincial Offences Procedure Act** to any person who the Bylaw Enforcement Officer has reasonable grounds to believe has contravened any provision of this Bylaw.
- c) If a Violation Ticket is issued in respect of an offence, the Violation Ticket may:

- i. specify the fine amount as set out in Schedule “A”; or
 - ii. require a person to appear in court without the alternative of making a voluntary payment.
- d) Where a Violation Ticket has been issued to a person pursuant to this Bylaw, and the Violation Ticket specifies the fine amount established in Schedule “A”, the person may plead guilty and make a voluntary payment by submitting to a Clerk of the Provincial Court, on or before the initial appearance date indicated on the Violation Ticket, the specified penalty set out on the Violation Ticket.

17. INTERFERENCE

No Person shall obstruct or interfere with a Community Peace Officer in the exercise of their powers and duties pursuant to this Bylaw.

18. TOWN MANAGER

- a) Without restricting any other power, duty or function granted by this Bylaw, the Town Manager may:
- i. carry out whatever inspections are reasonably required to determine compliance with this Bylaw;
 - ii. delegate any powers, duties or functions under this Bylaw to an employee of the Town;
 - iii. establish forms for the purposes of this Bylaw;
 - iv. establish areas where activities restricted by this Bylaw are permitted;
 - v. establish rules of conduct governing any area of Parkland;
 - vi. establish the criteria to be met before a Permit will be issued;
 - vii. issue Permits with such terms and conditions as are deemed appropriate;
 - viii. amend, vary or revoke a Permit at any time.

19. SEVERABILITY

Should any provision of this Bylaw be invalid, then such invalid provision shall be severed and the remaining Bylaw shall be maintained.

20. ENACTMENT

This Bylaw shall come into force upon third and final reading.

READ A FIRST TIME IN COUNCIL THIS DAY OF February, 2024.

READ A SECOND TIME IN COUNCIL THIS DAY OF February, 2024.

READ A THIRD TIME IN COUNCIL AND FINALLY PASSED THIS DAY OF February, 2024.

MAYOR CARNAHAN

CAO LOSIER

This Bylaw signed this day of February 2024.

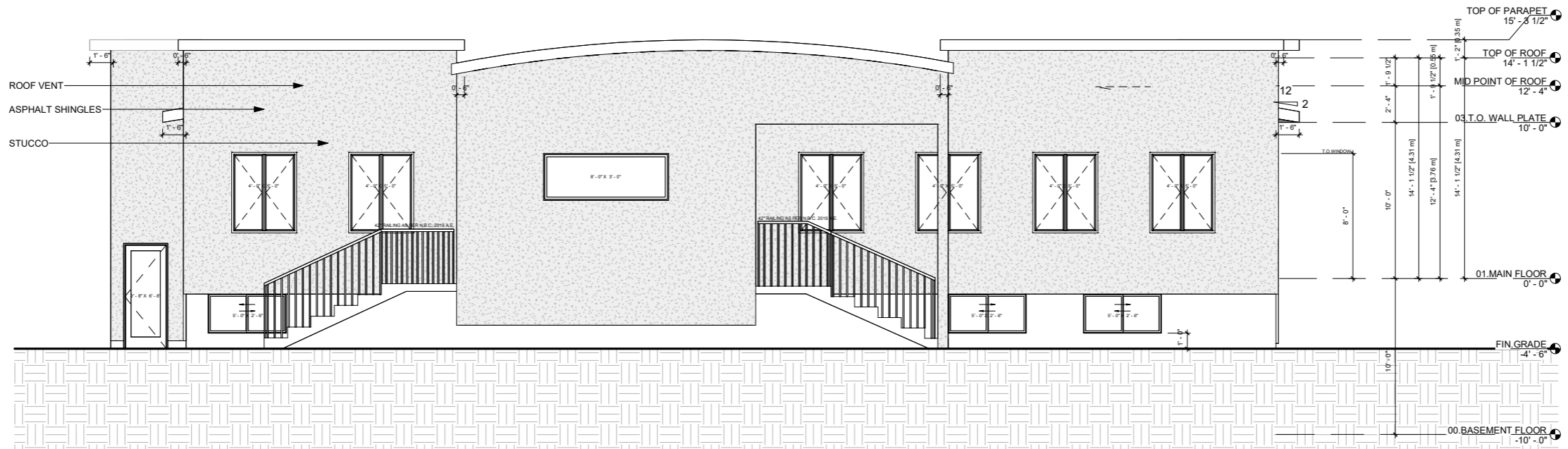
BYLAW #2024-03

**SCHEDULE "A"
PENALTIES**

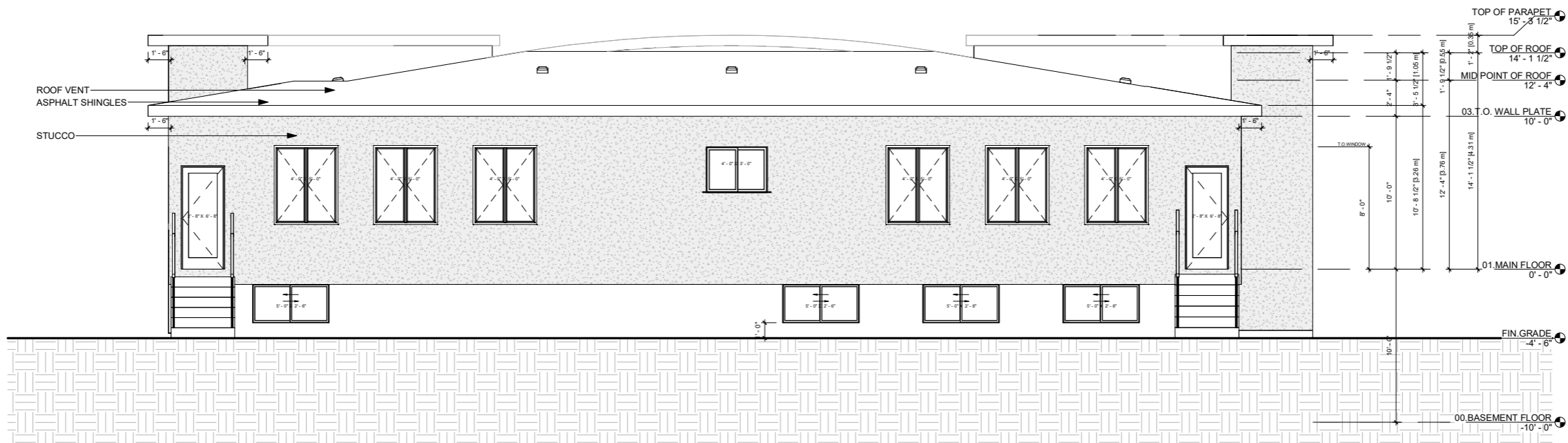
The specified penalty for a first offence is \$100.00 for any offence for which a fine is not otherwise established herein. The specified penalty for a second or subsequent offence within 12 months is double the fine.

SECTION	PARTICULARS	FIRST OFFENCE
4	(b) CONTRAVENE TERMS OF PERMIT	\$250
	(c) INTERFERE WITH PERMIT USER	\$200
7	(i) DESTROY VEGETATION	\$250
8	(iii) INTERFERE WITH TOWN PROPERTY	\$250
9	(i) DISCHARGE FIREWORKS	\$250
	(v) UNAUTHORIZED AIRCRAFT	\$200
	(vi) WALK OR RIDE ON FROZEN POND	\$350
	(vii) CAUSE OTHER TO BE ON OR IN POND	\$350
10	(i) FIRES ON PARKLAND	\$250
12	(i) DRIVE ON PARKLAND	\$200
13	(i) OPERATE MOTORIZED WATERCRAFT	\$250
	(ii) BATHE, WADE, SWIM	\$250
	(iii) SKATE, SLED, SNOWMOBILE	\$350
17	OBSTRUCT OR INTERFERE WITH COMMUNITY PEACE OFFICER	\$250

GROSS BUILDING AREA	
01.MAIN FLOOR	2779 ft ²
00.BASEMENT FLOOR	2874 ft ²
GRAND TOTAL	5652 ft ²



FRONT ELEVATION



REAR ELEVATION

DISCLAIMER: CONTRACTOR/BUILDER SHALL VERIFY ALL SPECIFICATIONS AND DIMENSIONS BEFORE COMMENCING CONSTRUCTION AND REPORT ERRORS OR OMISSIONS TO THIS OFFICE. ALL DIMENSIONS SHALL BE READ NOT TO SCALE.

CALMAR DAYCARE & OSC

LOT 11 BLOCK1 PLAN 4250 EO
5007 50 STREET, CALMAR, AB

No.	Description	dd/mm/yy	dwn by	chk by
0	ISSUED FOR CLIENT REVIEW	14/12/23	HC	AH
1	ISSUED FOR REVIEW	19/12/23	DB	AH
2	ISSUED FOR REVIEW	21/12/23	DB	AH
3	ISSUED FOR REVIEW	22/12/23	DB	AH
4	ISSUED FOR REVIEW	11/01/24	DB	AH



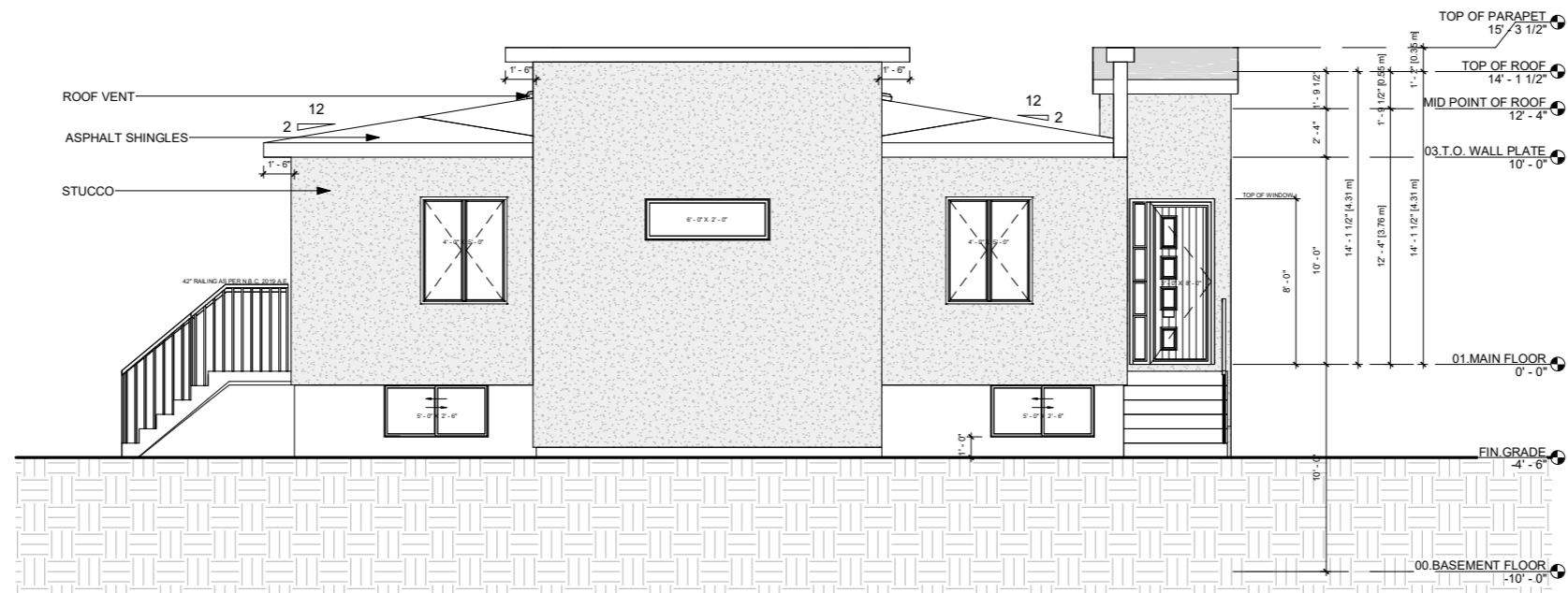
#206, 3132 Parsons Road NW, Edmonton, AB, T6N 1L6
(587) 315-6887
design@sattengg.com
www.sattengg.com



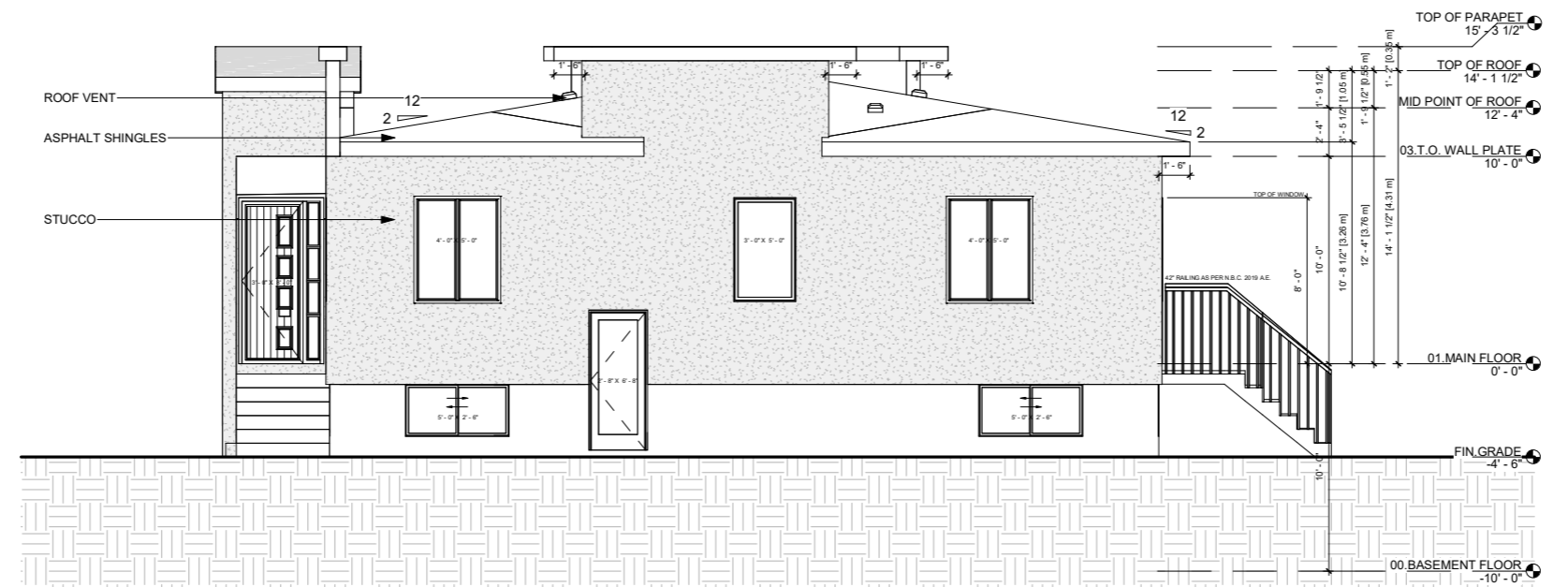
JOB# :SAD-23-179-18
FRONT & REAR ELEVATIONS

SHEET: A1.01

SCALE 3/16" = 1'-0"



LEFT ELEVATION



RIGHT ELEVATION

DISCLAIMER: CONTRACTOR/BUILDER SHALL VERIFY ALL SPECIFICATIONS AND DIMENSIONS BEFORE COMMENCING CONSTRUCTION AND REPORT ERRORS OR OMISSIONS TO THIS OFFICE. ALL DIMENSIONS SHALL BE READ NOT TO SCALE.

CALMAR DAYCARE & OSC
 LOT 11 BLOCK1 PLAN 4250 EO
 5007 50 STREET, CALMAR, AB

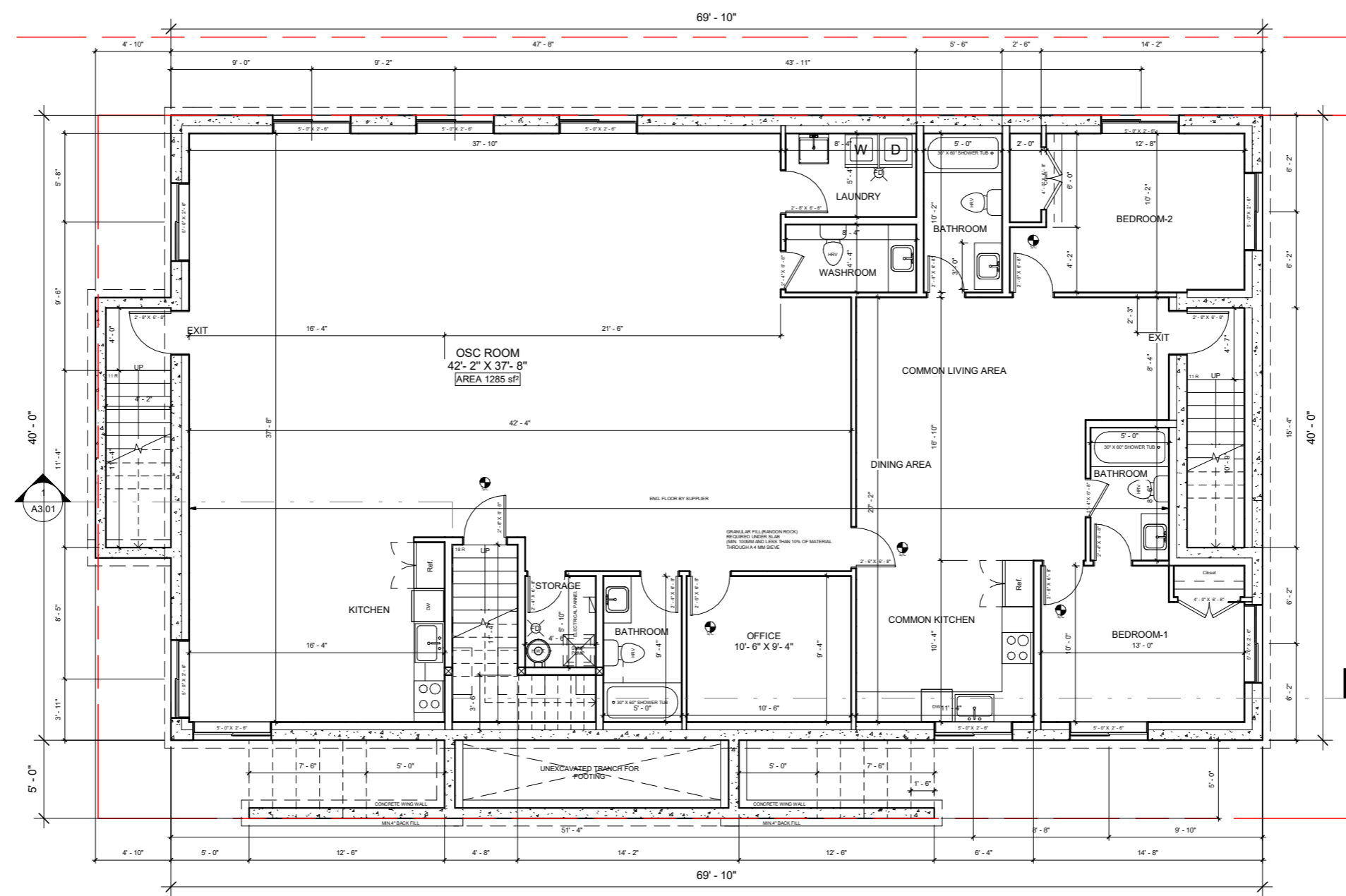
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1	ISSUED FOR REVIEW	19/12/23	DB	AH
2	ISSUED FOR REVIEW	21/12/23	DB	AH
3	ISSUED FOR REVIEW	22/12/23	DB	AH
4	ISSUED FOR REVIEW	11/01/24	DB	AH

Satt Associates Inc.
Always Striving For Excellence

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 www.sattengg.com



JOB# :SAD-23-179-18
LEFT & RIGHT ELEVATIONS
SHEET: A1.02
SCALE 3/16" = 1'-0"



DISCLAIMER: CONTRACTOR/BUILDER SHALL VERIFY ALL SPECIFICATIONS AND DIMENSIONS BEFORE COMMENCING CONSTRUCTION AND REPORT ERRORS OR OMISSIONS TO THIS OFFICE. ALL DIMENSIONS SHALL BE READ NOT TO SCALE.

CALMAR DAYCARE & OSC

LOT 11 BLOCK1 PLAN 4250 EO
5007 50 STREET, CALMAR, AB

No.	Description	dd/mm/yy	dwn by	chk by
0	ISSUED FOR CLIENT REVIEW	14/12/23	HC	AH
1	ISSUED FOR REVIEW	19/12/23	DB	AH
2	ISSUED FOR REVIEW	21/12/23	DB	AH
3	ISSUED FOR REVIEW	22/12/23	DB	AH
4	ISSUED FOR REVIEW	11/01/24	DB	AH

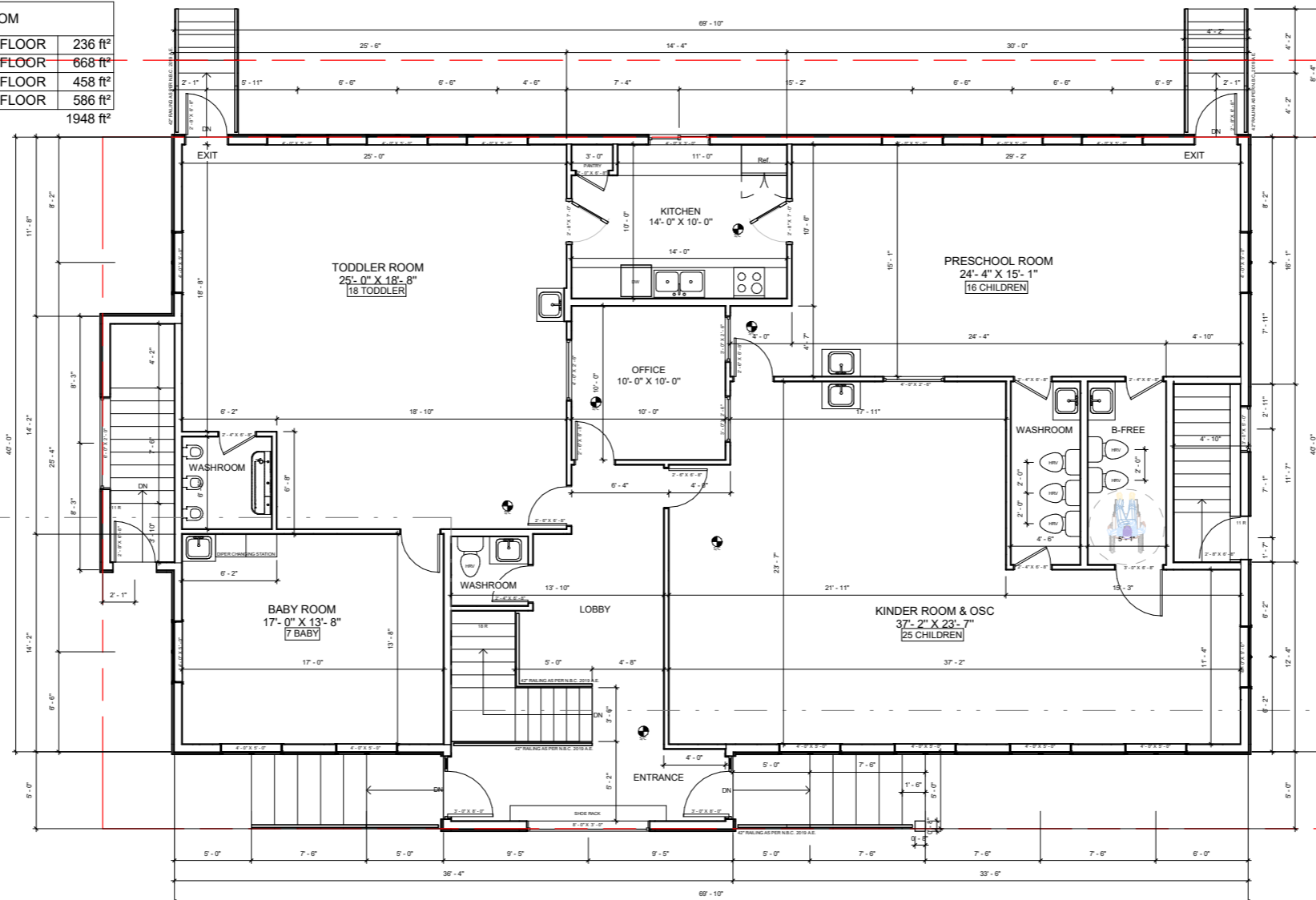
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(587) 315-6887
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JOB# :SAD-23-179-18
DEVELOPMENT BASEMENT PLAN
SHEET: A2.01
SCALE 3/16" = 1'-0"

AREA OF EACH ROOM		
BABY ROOM	01.MAIN FLOOR	236 ft ²
KINDER ROOM & OSC	01.MAIN FLOOR	668 ft ²
PRESCHOOL ROOM	01.MAIN FLOOR	458 ft ²
TODDLER ROOM	01.MAIN FLOOR	586 ft ²
GRAND TOTAL		1948 ft ²



ROOM	NAME OF ROOM	AREA REQUIRED	AREA SQFT REQ'D	AREA SQFT PROVIDED	AREA SQM REQ'D	AREA SQM PROVIDED	NBR. OF KIDS	NBR. OF TEACHER
1	Baby Room from 0-12 Months	3 SQM per child	226	236	21	22	7	2
	Baby Room from 12-18 Months	32.29 SQFT per child						
2	Toddler from 18 M. to 3 Years	3 SQM per child	581	586	53.97	54.44	18	3
		32.29 SQFT per child						
3	Preschool Room	2.5 SQM per child	430	458	39.94	42.54	16	2
		26.90 SQFT per child						
4	Kinder & OSC Room	2.5 SQM per child	668	668	62	62	25	2
		26.90 SQFT per child						
5	OSC Room	2.5 SQM per child	968	1285	90	119.38	47	4
		26.90 SQFT per child						
TOTAL			2873	3233	266.91	300.36	113	13

DAYCARE EMPLOYEE CALCULATIONS

- BABY Ages 1 Year to 18 Months = 12 Children (ratio of 1 to 4) = 3 staff
- Toddler Ages 18 Months to 3 Year = 24 Children (ratio of 1 to 6) = 4 staff
- Pre-school Ages 3 Year to 4.5 Year = 32 Children (ratio of 1 to 8) = 4 staff
- Kinder Ages 3 Year to 5 Year = 20 Children (ratio of 1 to 15) = 2 staff

Total number of kids 91
Total number of kids 12

CALMAR DAYCARE & OSC
LOT 11 BLOCK1 PLAN 4250 EO
5007 50 STREET, CALMAR, AB

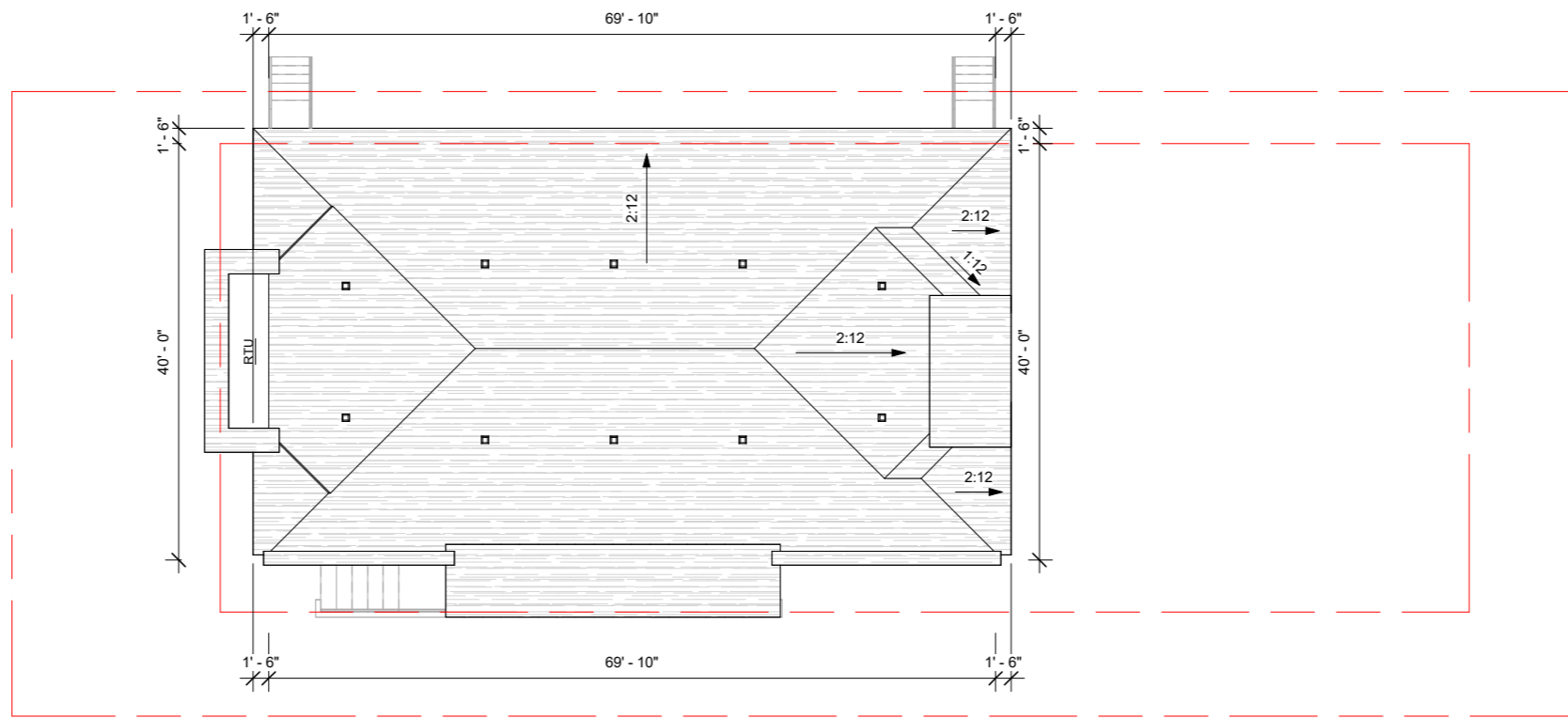
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1	ISSUED FOR REVIEW	19/12/23	DB	AH
2	ISSUED FOR REVIEW	21/12/23	DB	AH
3	ISSUED FOR REVIEW	22/12/23	DB	AH
4	ISSUED FOR REVIEW	11/01/24	DB	AH

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JOB# :SAD-23-179-18
MAIN FLOOR PLAN
SHEET: A2.02
SCALE 3/16" = 1'-0"



DISCLAIMER: CONTRACTOR/BUILDER SHALL VERIFY ALL SPECIFICATIONS AND DIMENSIONS BEFORE COMMENCING CONSTRUCTION AND REPORT ERRORS OR OMISSIONS TO THIS OFFICE. ALL DIMENSIONS SHALL BE READ NOT TO SCALE.

CALMAR DAYCARE & OSC

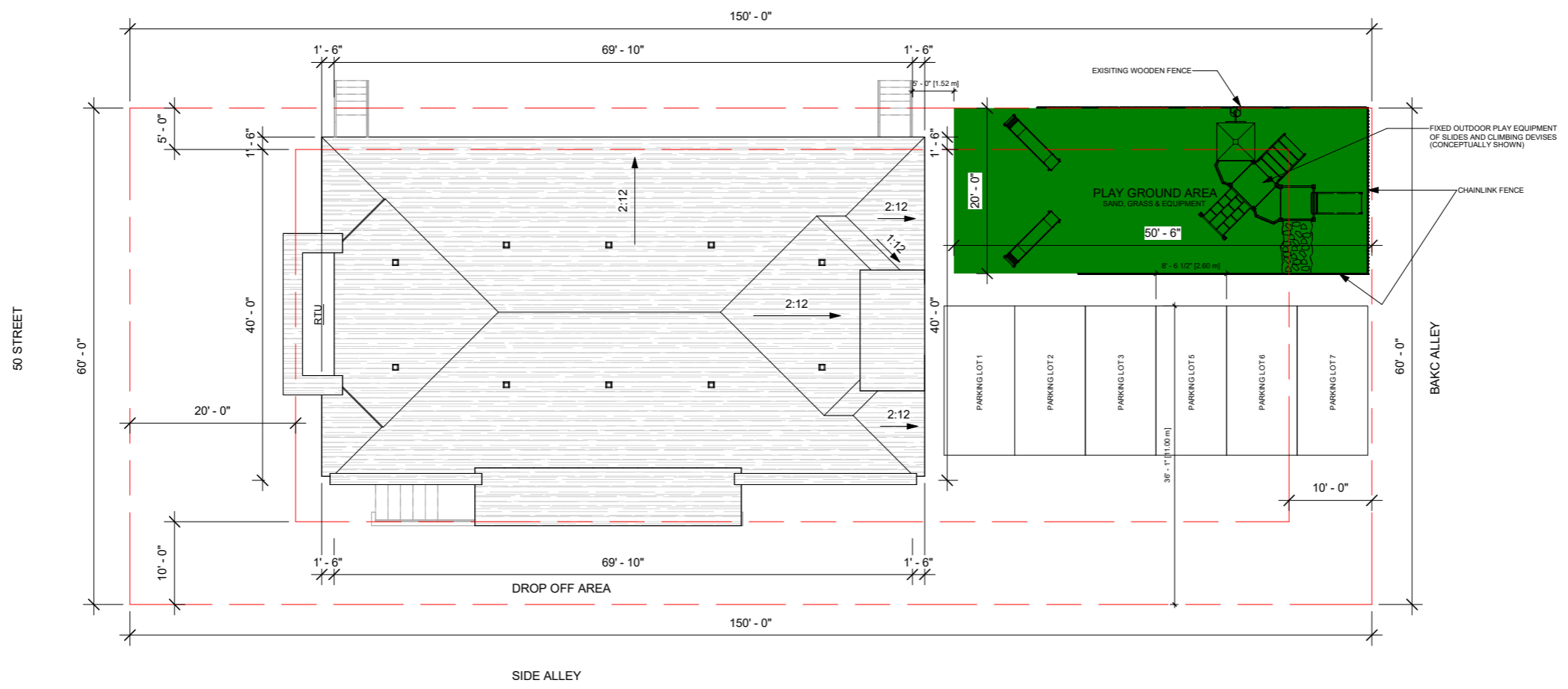
LOT 11 BLOCK1 PLAN 4250 EO
5007 50 STREET, CALMAR, AB

No.	Description	dd/mm/yy	dwn by	chk by
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1	ISSUED FOR REVIEW	19/12/23	DB	AH
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4	ISSUED FOR REVIEW	11/01/24	DB	AH


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JOB# :SAD-23-179-18
ROOF PLAN
SHEET: A2.03
SCALE 3/32" = 1'-0"



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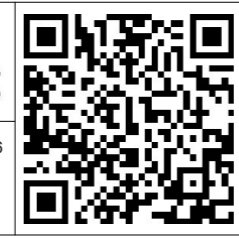
CALMAR DAYCARE & OSC

LOT 11 BLOCK1 PLAN 4250 EO
5007 50 STREET, CALMAR, AB

No.	Description	dd/mm/yy	dwn by	chk by
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1	ISSUED FOR REVIEW	19/12/23	DB	AH
2	ISSUED FOR REVIEW	21/12/23	DB	AH
3	ISSUED FOR REVIEW	22/12/23	DB	AH
4	ISSUED FOR REVIEW	11/01/24	DB	AH

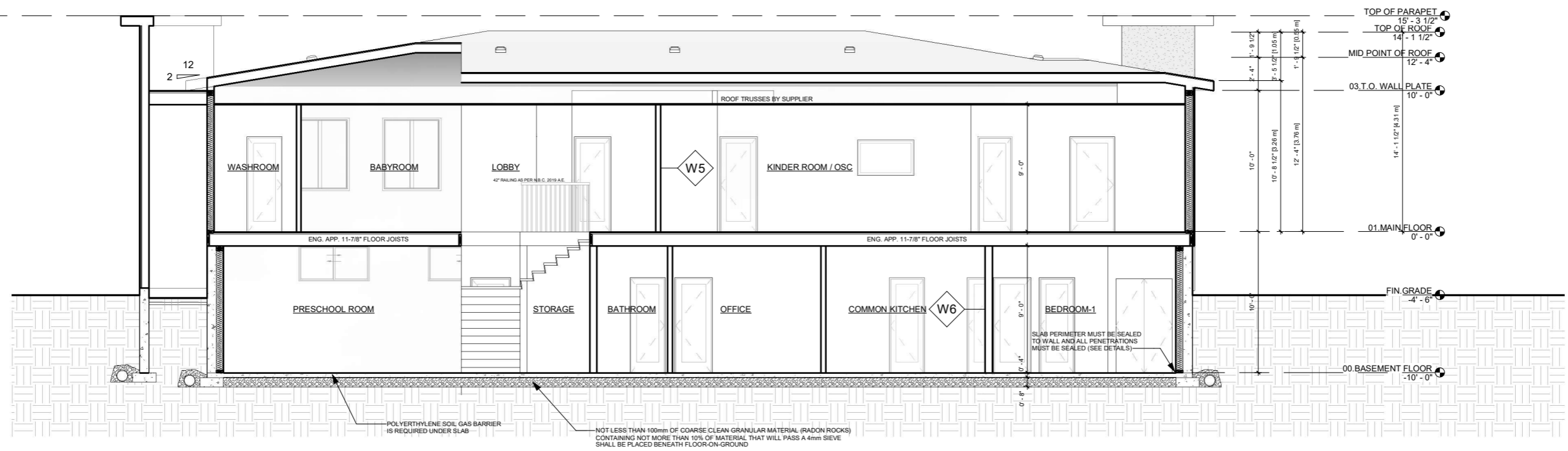
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JOB# :SAD-23-179-18
SITE PLAN
SHEET: A2.04
SCALE 3/32" = 1'-0"

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CALMAR DAYCARE & OSC

LOT 11 BLOCK1 PLAN 4250 EO
5007 50 STREET, CALMAR, AB

No.	Description	dd/mm/yy	dwn by	chk by
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1	ISSUED FOR REVIEW	19/12/23	DB	AH
2	ISSUED FOR REVIEW	21/12/23	DB	AH
3	ISSUED FOR REVIEW	22/12/23	DB	AH

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JOB# :SAD-23-179-18
BUILDING SECTION A
SHEET: A3.01
SCALE 3/16" = 1'-0"



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CALMAR DAYCARE & OSC

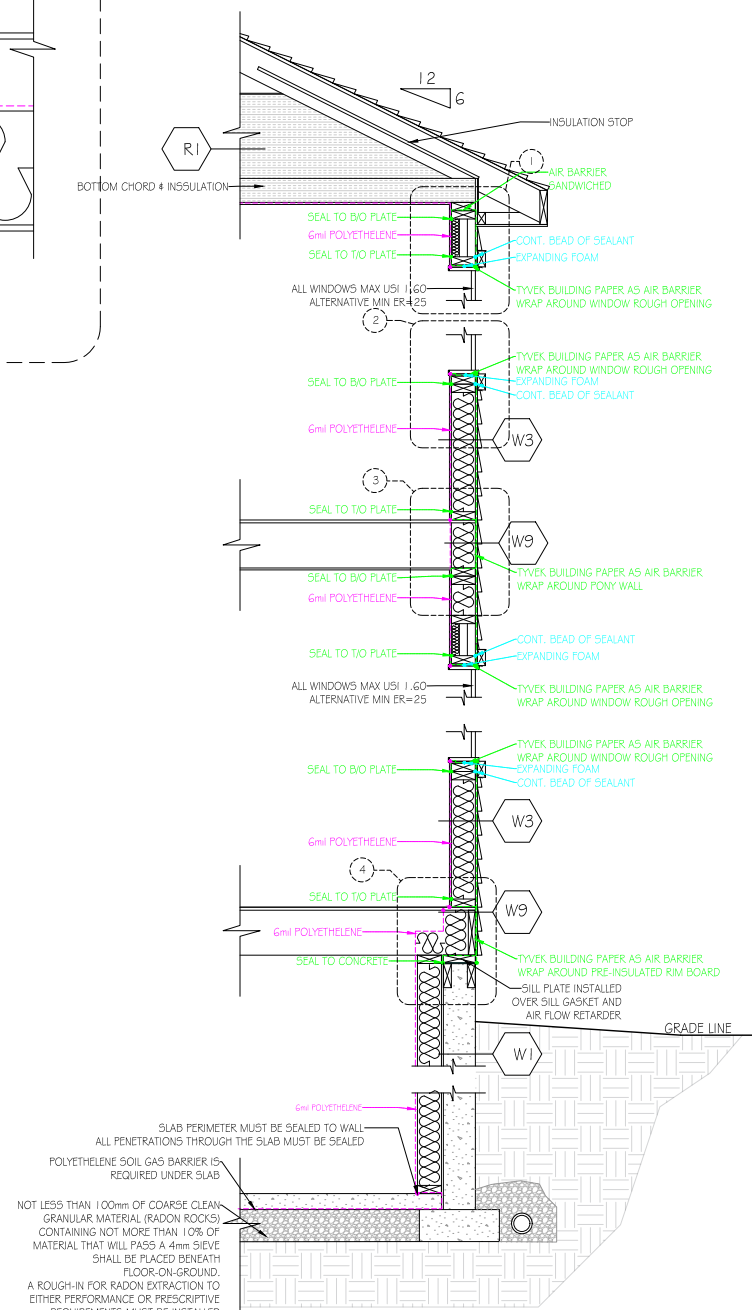
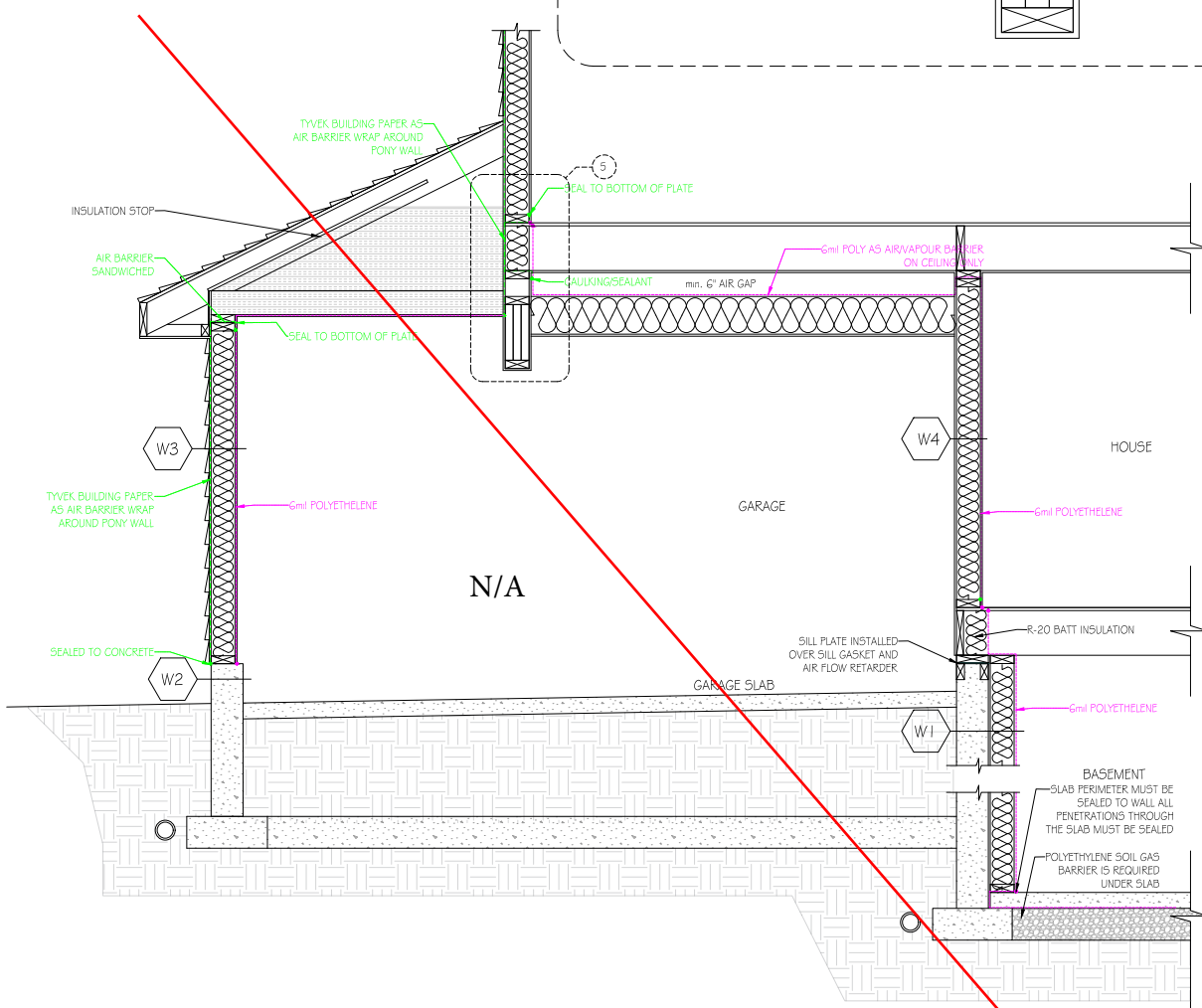
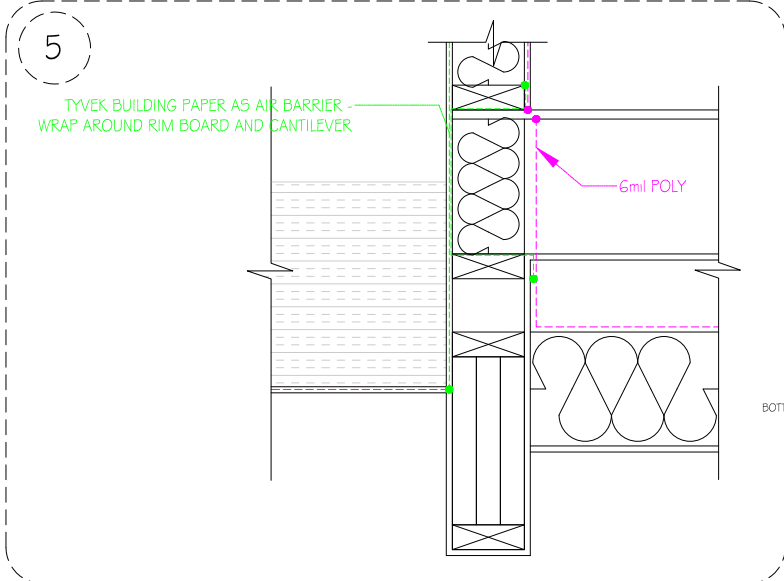
LOT 11 BLOCK1 PLAN 4250 EO
5007 50 STREET, CALMAR, AB

No.	Description	dd/mm/yy	dwn by	chk by
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3	ISSUED FOR REVIEW	22/12/23	DB	AH
4	ISSUED FOR REVIEW	11/01/24	DB	AH

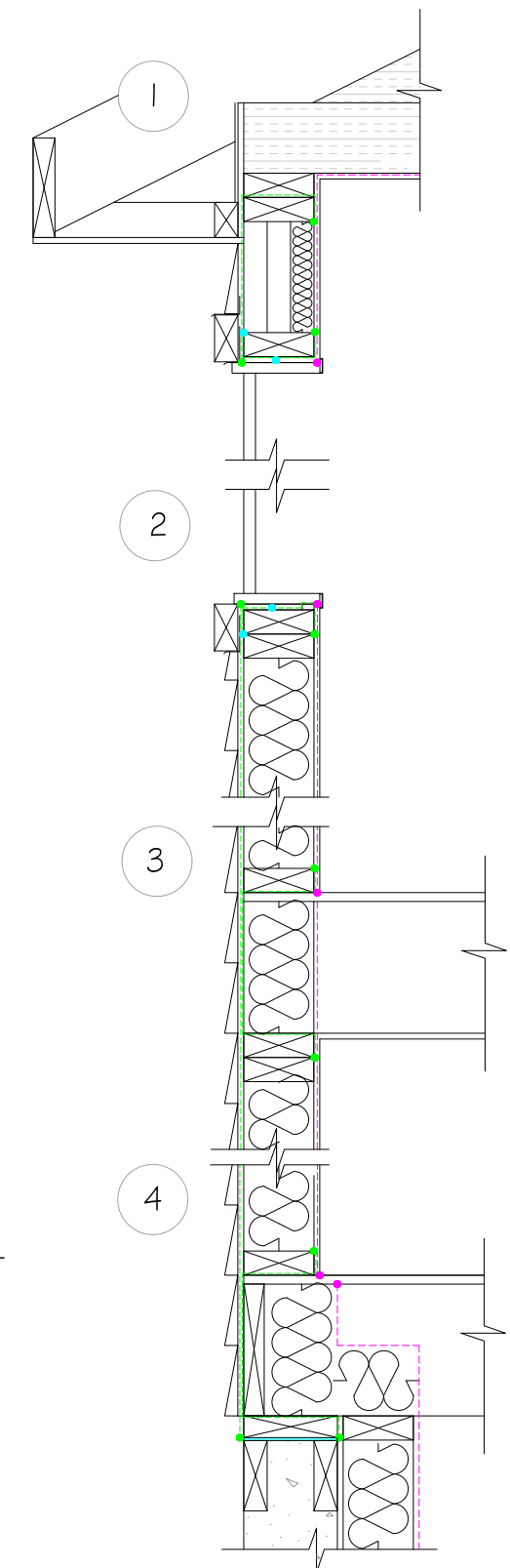

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JOB# :SAD-23-179-18
3D PERSPECTIVES
SHEET: A4.01
SCALE



AB/VB ASSEMBLY

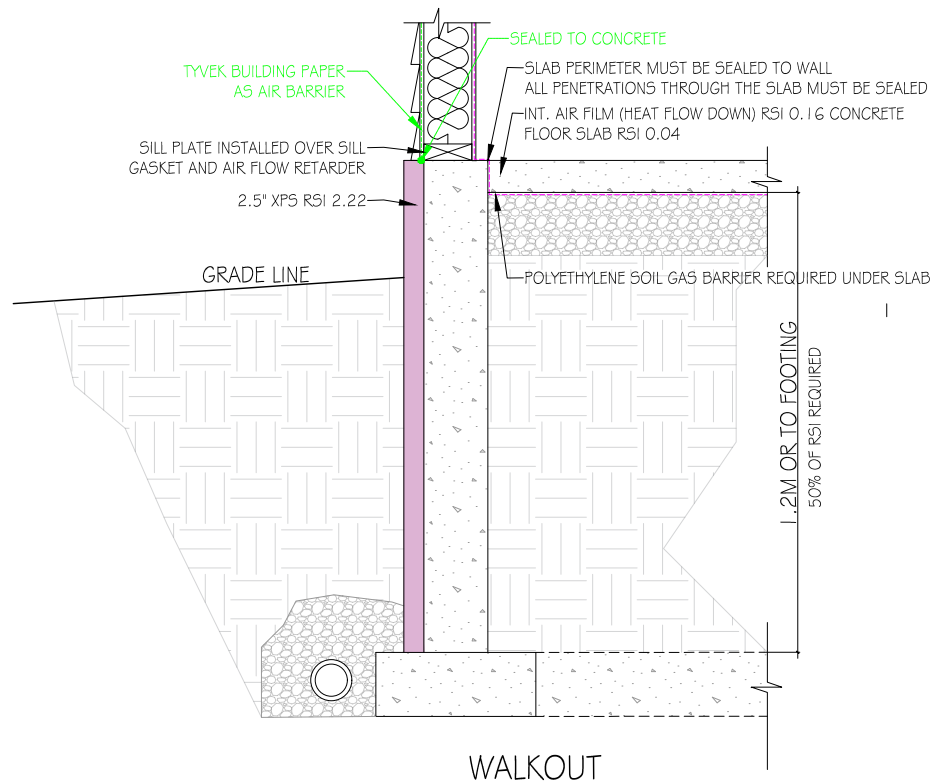


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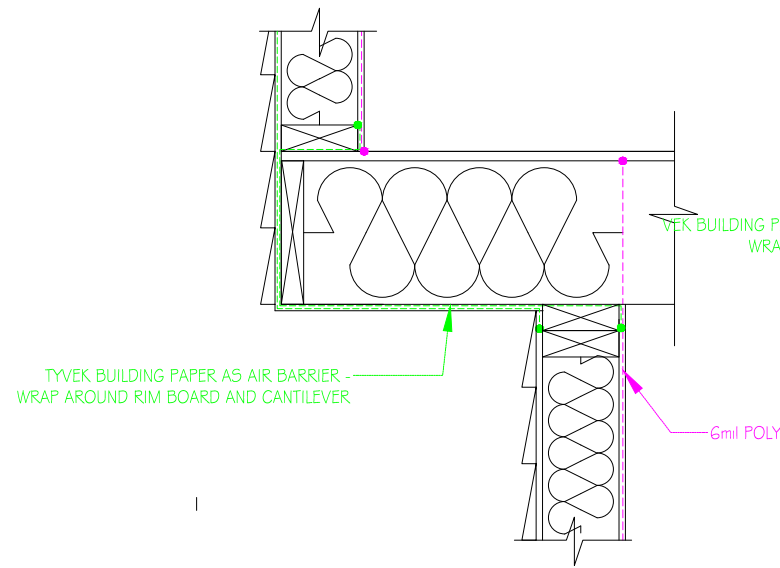
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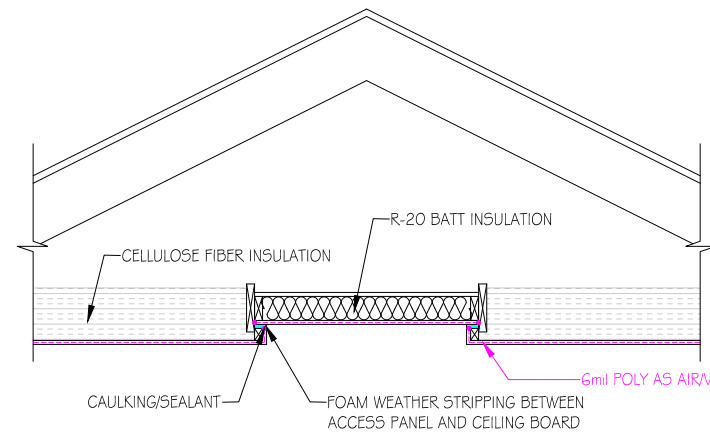
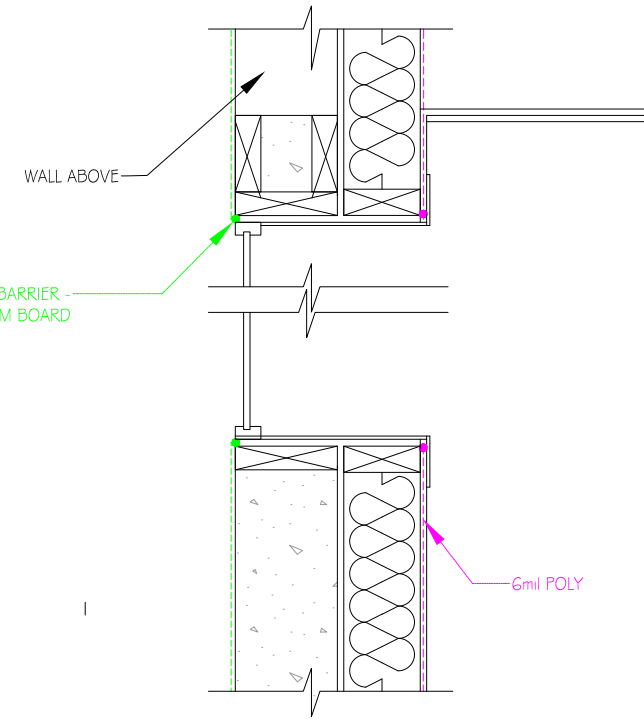
UNHEATED FLOOR - ABOVE FROST LINE
RSI 1.96 REQUIRED W/HRV



CANTILEVER (MAIN & UPPER FLOOR)

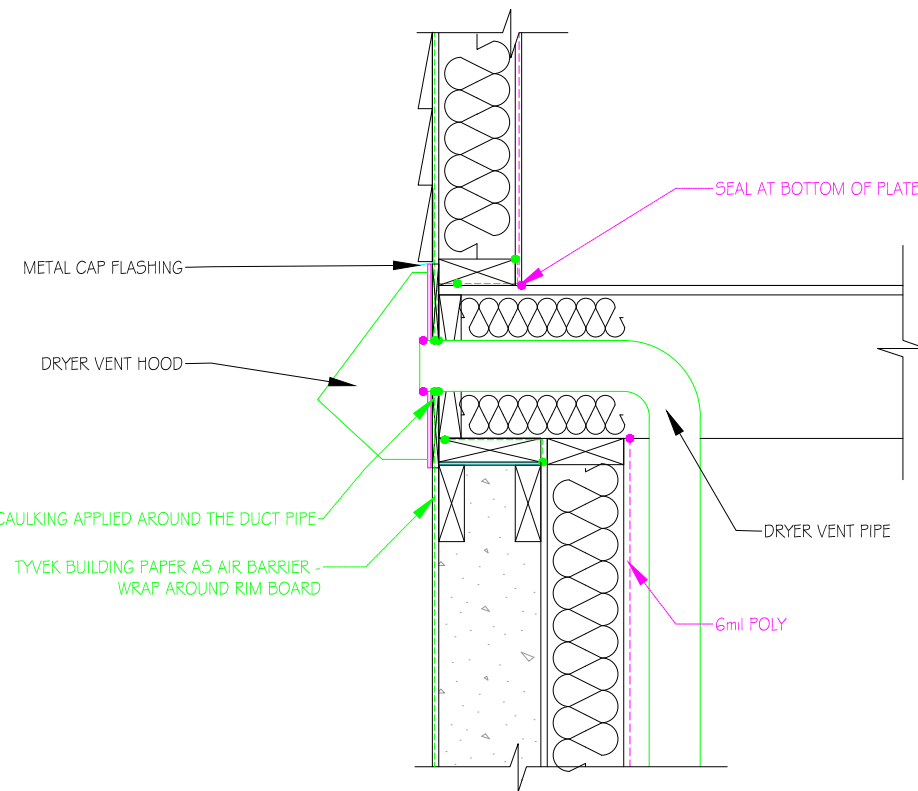


BASEMENT WINDOW DETAIL

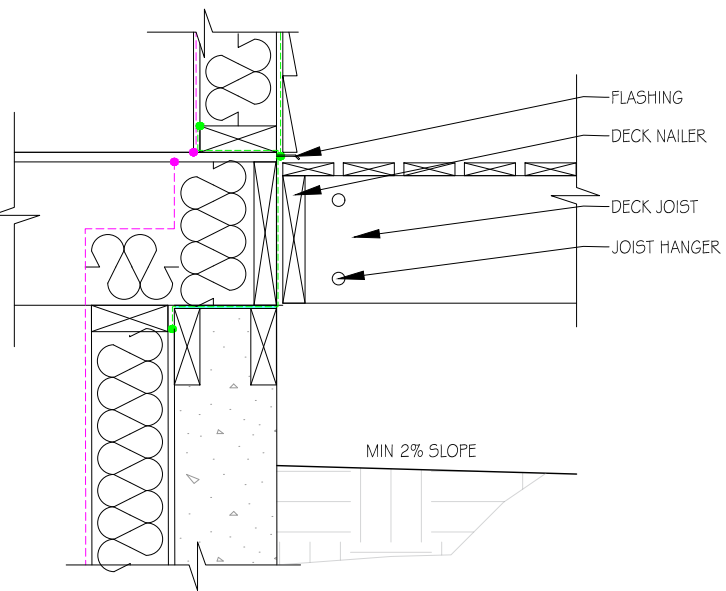


ATTIC ACCESS DETAIL
CELLULOSE FIBER INSULATION
min. RSI=2.6 REQUIRED W/HRV

	RSI VALUE
GYPSUM BOARD	0.08
2"X6" FRAME (7%)	3.10
R-20 BATT INSULATION (93%)	--
6mil POLYETHYLENE SHEET	--
½" CEILING BOARD	0.08
INT. AIR FILM	0.11
EFFECTIVE VALUE	3.37



DRYER VENT THROUGH RIM BOARD



DECK TO WALL CONNECTION DETAIL

PREPARED BY:

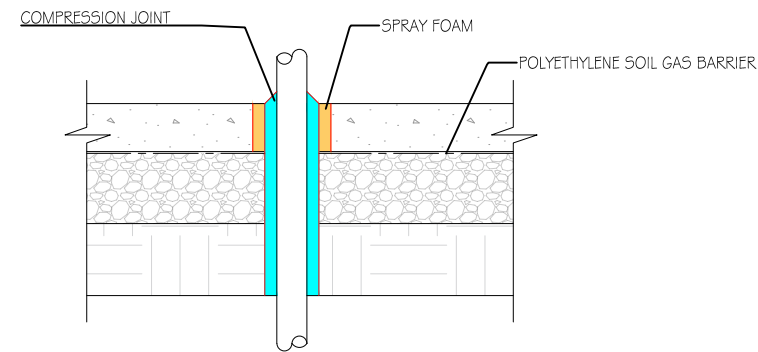
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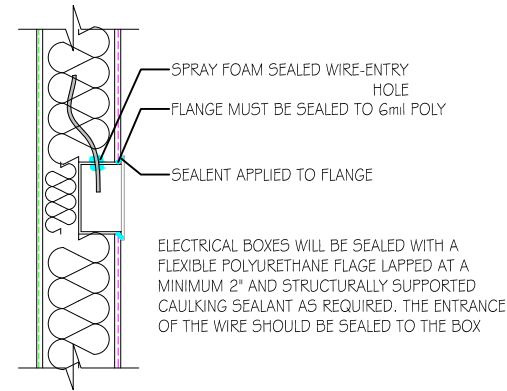
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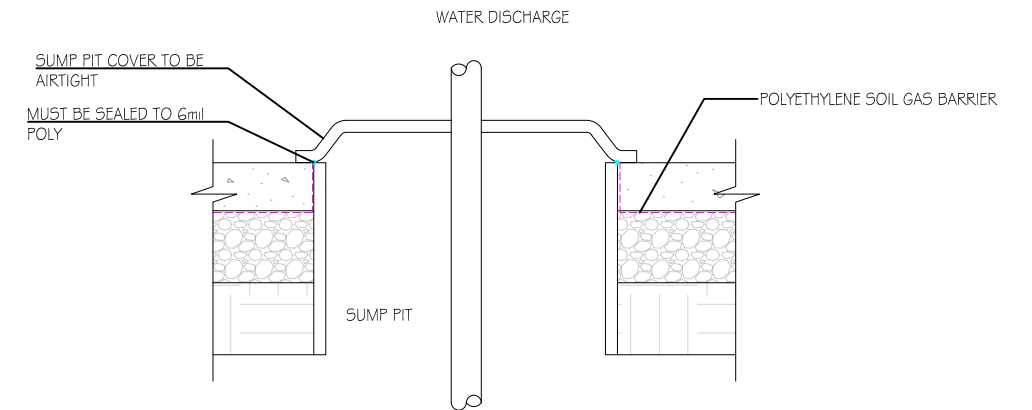
PENETRATION DETAILS



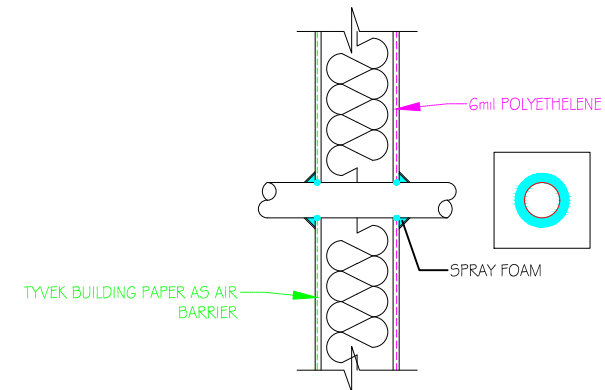
UNDER SLAB PENETRATION



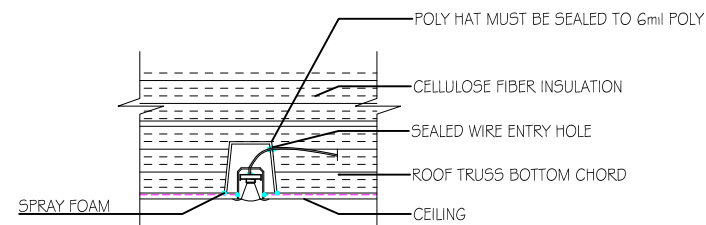
ELECTRICAL BOXES



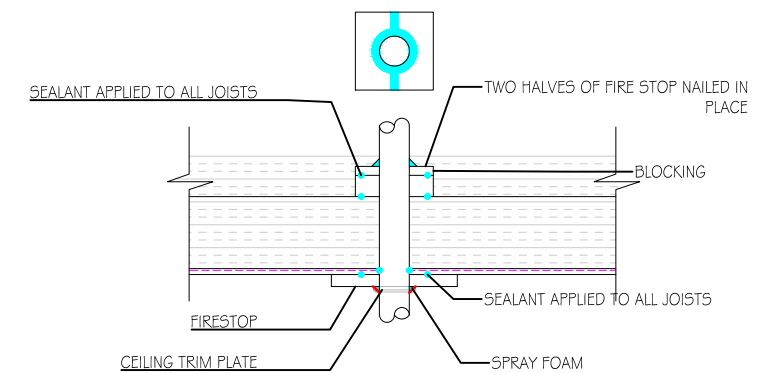
SUMP PIT INSTALLATION



EXT. WALL PENETRATION

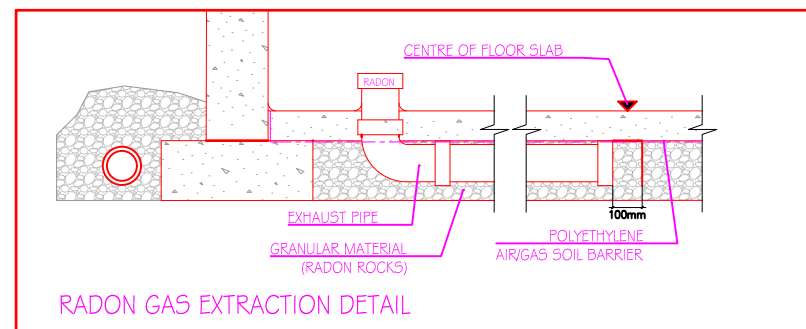


PLOT LIGHTS



CEILING PENETRATION

NOTE:
HEAT DUCT AND COLD AIR RETURNS ARE TO BE PROTECTED WITH A THERMAL BARRIER MINIMUM 1/2" GYPSUM BOARD. METAL IS NOT A RESIDENTIAL THERMAL BARRIER.



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DISCLAIMER:

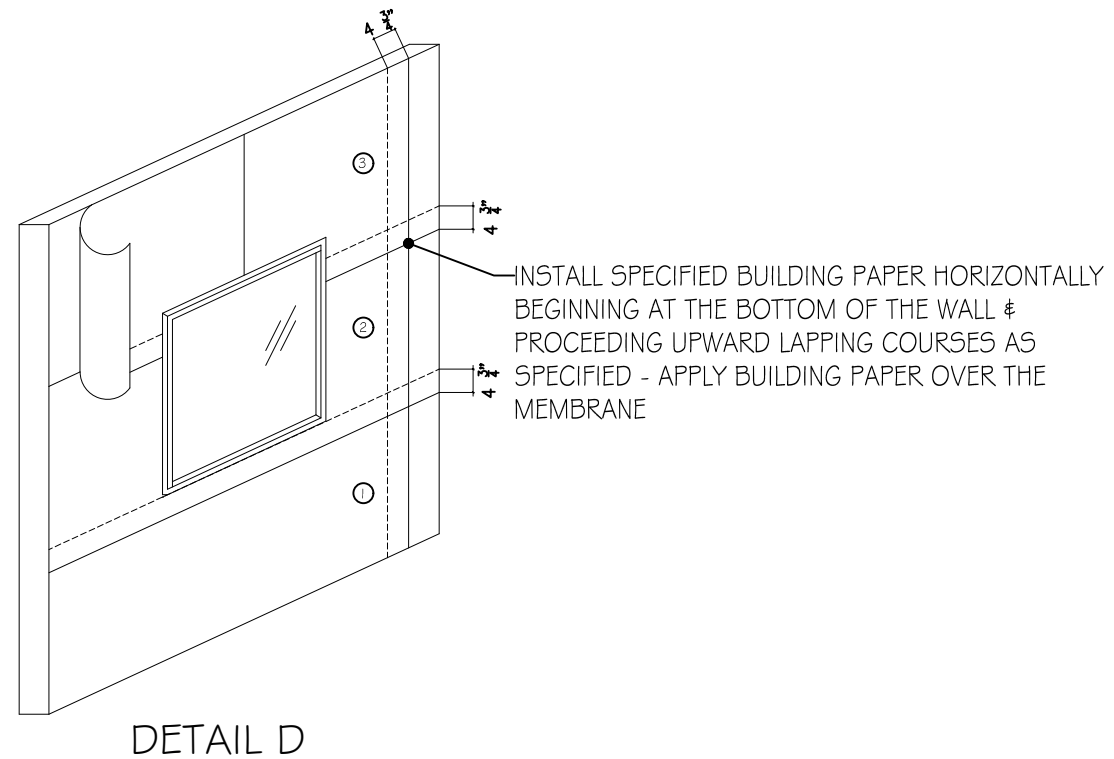
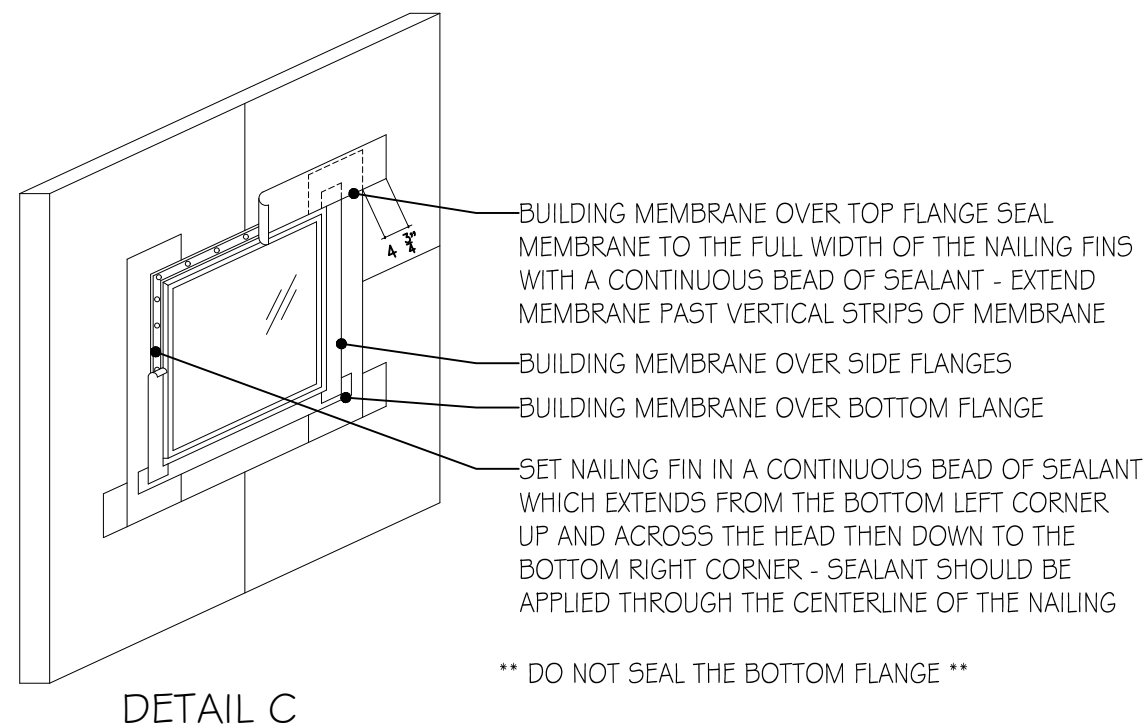
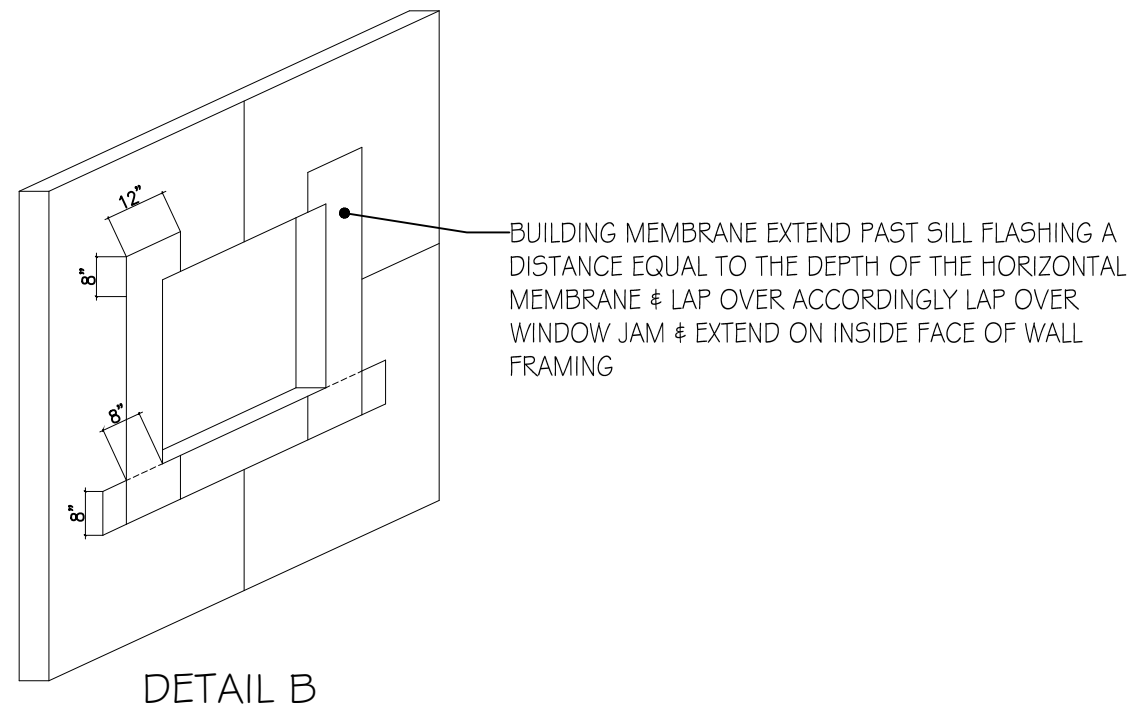
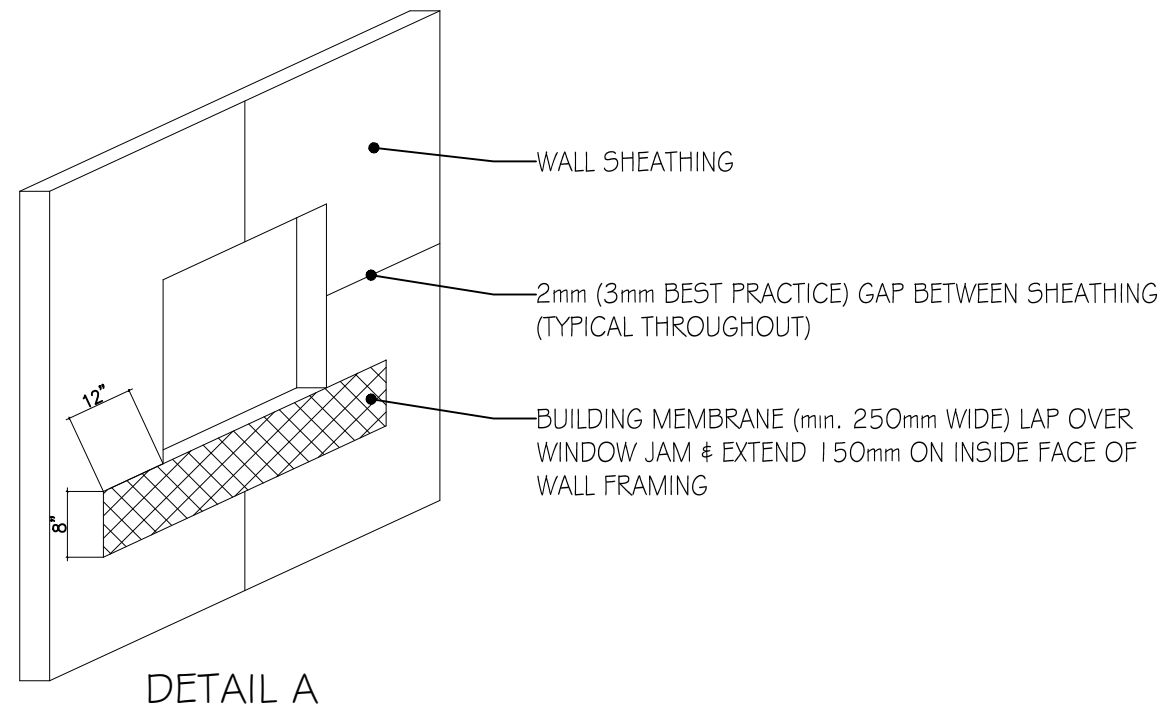
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WINDOW INSTALLATION, WALL SHEATHING, & WALL SHEATHING MEMBRANE DETAILS

** NOT TO SCALE **



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PRESCRIPTIVE REQUIREMENTS (SIDING) THERMAL RESISTANCE FOR ZONE 7A WITH HRV

W1 FOUNDATION WALL W/FOOTING (HOUSE)
RSI 2.98 REQUIRED W/HRV
TABLE A-9.36.2.8.(1)C, A-9.36.2.4.(1)D

	RSI VALUE
8" CONCRETE WALL	0.08
2"x6" STUDS @ 24" O.C.	2.81
W/R-20 BATT INSULATION	---
6mil POLYETHYLENE SHEET	0.12
INTERIOR AIR FILM	---
EFFECTIVE VALUE	3.01

W3 EXTERIOR WALL (HOUSE & GARAGE)
RSI 2.97 REQUIRED W/HRV
TABLE A-9.36.2.8.(1)C, A-9.36.2.4.(1)D

	RSI VALUE
EXT. AIR FILM	0.03
SIDING	0.11
SHEATHING PAPER	---
3/8" (9.5mm) OSB SHEATHING	0.09
2"x6" STUDS @ 24" O.C.	2.67
W/R-22 BATT INSULATION	---
6mil POLYETHYLENE SHEET	0.08
GYPSUM BOARD	0.12
INTERIOR AIR FILM	---
EFFECTIVE VALUE	3.10

W4 WALL (TO GARAGE)
RSI 2.81 REQUIRED W/HRV
TABLE A-9.36.2.6.(1)B

	RSI VALUE
INT. AIR FILM	0.12
GYPSUM BOARD	0.08
6mil POLYETHYLENE SHEET	---
2"x6" STUDS @ 24" O.C.	---
W/R-22 BATT INSULATION	2.61
AIR BARRIER	---
3/8" FIRE RATED GYPSUM BOARD	0.10
EFFECTIVE VALUE	2.91

W6 TALL WALL
RSI 2.97 REQUIRED W/HRV
TABLE A-9.36.2.6.(1)B, A-9.36.2.4.(1)D

	RSI VALUE
EXT. AIR FILM	0.03
SIDING	0.11
SHEATHING PAPER	---
3/8" (9.5mm) OSB SHEATHING	0.09
2"x6" @ 8" O.C. & 24" / 12" O.C.	2.54/2.60/2.55
& 24" / 16" O.C. & 22"	---
6mil POLYETHYLENE SHEET	---
4" GYPSUM BOARD	0.08
INT. AIR FILM	0.12
EFFECTIVE VALUE	2.97/3.03/2.98

W9 FOUNDATION WALL W/FOOTING (HOUSE)
RSI 2.97 REQUIRED W/HRV
TABLE 9.36.2.6.B

MAIN FLOOR	RSI VALUE
OUTSIDE AIR FILM	0.03
SIDING	0.11
SHEATHING PAPER	---
3/8" (9.5mm) OSB SHEATHING	0.09
1-1/2" PRE-INSULATED RIM BOARD	0.26
11-7/8" ENG. FLOOR JOISTS@	3.35
19.2" O.C. (11.5%) +	---
R-20 BATT INSULATION (88.5%)	---
6mil POLYETHYLENE SHEET	---
EFFECTIVE VALUE	3.84

NOTES:

ALL WINDOWS MAX US1 1.60, ALTERNATIVE: MIN. ER=25
ALL EXTERIOR DOORS MAX US1 1.60
SINGLE EXTERIOR DOOR EXCEPTION MAX US1 2.60

MATERIALS INTENDED TO PROVIDE THE PRINCIPAL
RESISTANCE TO AIR LEAKAGE CONFORM TO CAN/U.L.C-S741.

NOTE: FOR ZERO-LOT-LINE LOT REPLACE WITH
3/8" (9.5mm) OSB SHEATHING RSI(0.093) OR
3/8" GLASS-MAT SHEATHING RSI(0.09)

R1 CEILING BELOW ATTIC
RSI 8.67 REQUIRED W/HRV
TABLE A-9.36.2.4.(1)A, A-9.36.2.4.(1)D

	RSI VALUE
OUTSIDE AIR FILM	0.03
R39 CELLULOSE FIBER INSULATION	6.84
CONT. RSI	1.95
2X4 BOTTOM CHORD @24" O.C.(7%)	---
3.5" CELLULOSE (RSI 2.22, R13) (93%)	---
6mil POLYETHYLENE SHEET	---
4" CEILING BOARD	0.077
INTERIOR AIR FILM (HEAT FLOW UP)	0.11
EFFECTIVE VALUE	9.04

F1 FLOOR OVER UNHEATED SPACE
RSI 5.02 REQUIRED W/HRV
TABLE A-9.36.2.4.(1)A, A-9.36.2.4.(1)D

	RSI VALUE
INT. AIR FILM (HEAT FLOW DOWN)	0.16
FLOOR FINISH	---
SUBFLOOR	0.17
6mil POLYETHYLENE SHEET	---
AIR GAP	---
1-JOIST (typ.) @19.2" O.C.	4.88
W/R-28 SPRAY FOAM INSULATION	0.08
GYPSUM BOARD	0.03
OUTSIDE AIR FILM	0.03
EFFECTIVE VALUE	5.32

F1 CANTILEVER - SEE DETAIL ON APNDX-5
RSI 5.02 REQUIRED W/HRV
TABLE A-9.36.2.4.(1)A, A-9.36.2.4.(1)D

	RSI VALUE
INT. AIR FILM (HEAT FLOW DOWN)	0.16
FLOOR FINISH	---
SUBFLOOR	0.17
11 3/8" ENG. FLOOR JOISTS@	---
19.2" O.C. (11.5%) +	4.65
R-30 BATT INSULATION (88.5%)	---
3/8" PLYWOOD OR OSB SHEATHING	0.135
VOID	---
SHEATHING PAPER	---
NON-VENTED METALL SOFFIT	---
OUTSIDE AIR FILM	0.03
EFFECTIVE VALUE	5.15

UPPER FLOOR-PERPENDICULAR TO JOISTS

	RSI VALUE
OUTSIDE AIR FILM	0.03
SIDING	0.11
SHEATHING PAPER	---
3/8" (9.5mm) OSB SHEATHING	0.09
R-20 BATT INSULATION	3.52
6mil POLYETHYLENE SHEET	---
EFFECTIVE VALUE	3.75

W5 WALL (PARTITION)

3/4" GYPSUM BOARD
2"x4" OR 2"x6" STUDS @ 24" O.C.
3/4" GYPSUM BOARD

W6 WALL (BEARING)

3/4" GYPSUM BOARD
2"x6" OR 2"x8" STUDS @ 16" O.C.
3/4" GYPSUM BOARD

W7 WALL (BEARING) W/FOOTING

3/4" GYPSUM BOARD
2"x6" STUDS @ 16" O.C.
3/4" GYPSUM BOARD
ON 18"x8" 32.5MPa (min.) CONT. CONCRETE
FOOTING
R/F WITH 2-15M CONT.

W11 FOUNDATION WALKOUT EXTERIOR WALL
TABLE A-9.36.2.6.(1)B, A-9.36.2.4.(1)D

	RSI VALUE
OUTSIDE AIR FILM	0.03
SHEATHING PAPER	0.11
3/8" (9.5mm) OSB SHEATHING	0.09
2"x6" STUDS @16" O.C.	2.55
& R-22 BATT INSULATION	---
6mil POLYETHYLENE SHEET	---
GYPSUM BOARD	0.08
INT. AIR FILM	0.12
EFFECTIVE VALUE	2.98

UPPER FLOOR-PARALLEL TO JOISTS

	RSI VALUE
OUTSIDE AIR FILM	0.03
SIDING	0.11
SHEATHING PAPER	---
3/8" (9.5mm) OSB SHEATHING	0.09
2"x6" STUDS @24" O.C.	2.67
W/R-22 BATT INSULATION	---
6mil POLYETHYLENE SHEET	---
GYPSUM BOARD	0.08
INT. AIR FILM	0.12
EFFECTIVE VALUE	3.10

COMPONENT/EQUIPMENT	HEATING/COOLING CAPACITY	STANDARD	MIN. PERFORMANCE
GAS-FIRED FORCED AIR FURNACE	<65.9kW [222,000Btu/h]	CAN/CSA-P.2	>=AFUE 92%

COMPONENT	INPUT	STANDARD	PERFORMANCE REQD
GAS-FIRED HOT WATER TANK	<22kW [75,000Btu/h]	CAN/CSA-P.3	EF>=0.67-0.0005V

SPECIFICATIONS

THE FOLLOWING LIST OF SPECIFICATIONS MAY NOT APPLY TO THE ATTACHED SET OF PLANS IN IT'S ENTIRETY

1. ROOF (TURSS)

ROOFING AS PER ELEVATION
BUILDING PAPER
APPROVED TRUSSES @ 24" OR 16" O.C. AS PER FLOOR PLANS
CELLULOSE FIBER INSULATION R52
6mil POLY
3/4" CEILING BOARD
C/W 1" FASCIA BOARD
G.I. EAVESTROUGH & R.W.L. TO STORM LINE
SOFFITS VENTED

2. ROOF (FOR DETACHED GARAGE AND COVERED DECK ONLY)

ROOFING AS PER ELEVATION
BUILDING PAPER
APPROVED TRUSSES @ 24" OR 16" O.C. AS PER FLOOR PLANS
LOOSE FILL R-40 INSULATION
6mil POLY
3/4" CEILING BOARD
C/W 1" FASCIA BOARD
G.I. EAVESTROUGH & R.W.L. TO STORM LINE
SOFFITS VENTED

3. ROOF (RAFTERS)

ROOFING AS PER ELEVATION
BUILDING PAPER
DOUGLAS FIR #172 RAFTERS OR 1 JOISTS AS PER FLOOR PLANS
2"x4" STRAPPING @ 24" O.C. PERPENDICULAR TO AND TOP OF RAFTERS
FRICTION FIT R-52 CELLULOSE FIBER INSULATION
6mil POLY
3/4" GYPSUM BOARD

4. FLOOR (BASEMENT)

4" 20 MPa (min.) CONCRETE SLAB
6 mil POLY
NOT LESS THAN 100mm OF COARSE CLEAN GRANULAR MATERIAL (RADON ROCKS) CONTAINING NOT MORE THAN 10% OF MATERIAL THAT WILL PASS A 4mm SIEVE SHALL BE PLACED BENEATH FLOOR-ON-GROUND.

5. FLOOR (GARAGE)

4" 27.5 MPa (min.) CONCRETE SLAB
R/F WITH 6"x6" 8gaww
6mil POLY
6" (min.) WELL COMPACTED PIT RUN SAND SLOPED TO FRONT
3" (min.)

6. FLOOR (UPPER LEVEL)

FINISHING FLOOR MATERIALS
3/8" PLYWOOD UNDERLAY
3/8" T.&G. PLYWOOD OR 3/8" OSB SUBFLOOR
DOUGLAS FIR #1&2 OR 1 JOISTS AS PER FLOOR PLANS
2"x2" X-BRIDGING @ 7'-0" O.C. (max.)
3/4" GYPSUM BOARD

7. FLOOR (MAIN LEVEL)

FINISHING FLOOR MATERIALS
3/8" PLYWOOD UNDERLAY
3/8" T.&G. PLYWOOD OR 3/8" OSB SUBFLOOR
DOUGLAS FIR #1&2 OR 1 JOISTS AS PER FLOOR PLANS
2"x2" X-BRIDGING @ 7'-0" O.C. (max.)

8. GRADE BEAM

R/F WITH 2-15M CONT. TOP & BOTTOM
10M TIES @ 24 O.C.
C/W 4" VOID FORM

9. FOOTING

SIZING VARIES AS PER ENGINEERED COLUMN SPECIFICATION

10. STAIRS

7.2" (max.) RISE, 9" (min.) RUN
10" (min.) THREAD, 1" NOSING
6'-6" (min.) HEADROOM
3'-0" RAIL AT LANDING & STAIR
4" (max.) VERTICAL SPACING
3/4" GYPSUM BOARD FOR INSULATED STAIRWELL ONLY

11. RAILING

3'-6" (min.) HANDRAIL
4" (max.) VERTICAL SPACING

12. PILE

12" Ø, 14'-0" DEEP 32.5 MPa (min.) CONCRETE PILE R/F WITH
3-15M VERTICAL

13. PILE

16" Ø, 16'-0" DEEP 25 MPa (min.) CONCRETE PILE R/F WITH
4-15M VERTICAL
10M TIES @ 16" O.C.

14. WASHER/DRYER

PROVIDE HOT & COLD WATER TAPS AND STAND PIPE FOR
WASHER
VENT DRYER TO EXTERIOR

15. WEeping TILE

4" Ø WEeping TILE TO STORM LINE OR SUMP PUMP COVERED
WITH 6" (min.) OF CLEAN GRAVEL

16. FLUE

8" Ø METAL FLUE
2" (min.) CLEARANCE TO ALL WOOD

17. DOOR

2'-8" X 6'-8" (min.) DOOR
C/W SELF-CLOSER AND WEATHER STRIPPING

18. INSULATION

2" RIGID INSULATION

19. POST

3" Ø ADJUSTABLE STEEL POST

20. POST

ENGINEERED COLUMN SIZED TO SUIT LOAD

21. DOWEL

2"x6" SOLID BLOCKING @ 48" O.C. @ TIER POINTS
15M DOWEL @ 24" O.C. ALL AROUND

22. DOWEL

2-20M DOWELS TOP & BOTTOM

23. FOOTING

18"x18"x10" 25MPa (min.) CONCRETE FOOTING
R/F WITH 2-15M EACH WAY

24. PILE

8"Ø, 8'-0" DEEP 25 MPa (min.) CONCRETE PILE
R/F WITH 1-10M VERTICAL

25. DOWEL

2-15M 24"x24" CORNER BARS TOP & BOTTOM

26. GRADE BEAM

8"x20-1/2" 25MPa (min.) CONT. CONCRETE GRADE BEAM
R/F WITH 2-15M CONT. TOP & BOTTOM
10M TIES @ 24" O.C.
C/W 4" VOID FORM

27. PILE

12" Ø, 12'-0" DEEP 25MPa (min.) CONCRETE PILE
R/F WITH 3-10M VERTICAL

28. METAL SCREW W PILE

SEE MANUFACTURER DETAIL

29. WALL BEARING

2"x4" OR 2"x6" STUDS @ 16" O.C.

30. WALL BEARING W/FOOTING

3/4" GYPSUM BOARD
2"x6" STUDS @ 16" O.C.
3/4" GYPSUM BOARD
ON 18"x8" 32.5MPa (min.) CONCRETE FOOTING
R/F W/2-15M CONT.

GENERAL NOTES:

ALL WORK AND MATERIAL TO COMPLY
WITH THE REQUIREMENTS OF THE
BUILDING CODE.

ALL SIZES & DIMENSIONS TO BE CONFIRMED BY THE
GENERAL CONTRACTOR ANY DISCREPANCIES TO BE
REPORTED TO THIS OFFICE
CLARIFICATION AGREED UPON BEFORE PROCEEDING.

FOUNDATION WALL OF POURED CONCRETE
TO BE 8" THICK AND EXTEND A MINIMUM
OF 6" ABOVE FINISHED GRADE
REINFORCED WITH 2 ROWS OF 2-10M.
WALLS SHALL BE DAMP-PROOFED WITH
HEAVY COAT OF BITUMINOUS OR OTHER
DAMP-PROOFING MATERIAL

BASEMENT WINDOWS SHALL BE
REINFORCED AS PER ENGINEERED DETAIL.

CONCRETE STRENGTH SHALL NOT BE LESS
THAN 20MPa (2900 psi.) after 28 days with
air entrainment of 5 to 8 percent.

ATTIC ACCESS TO BE AT LEAST 20"x28"
C/W WEATHER STRIPPING AND
INSULATION.

THE BUILDING SITE SHALL BE GRADED SO
THAT SURFACE WATER SHALL NOT
ACCUMULATE AT OR NEAR THE BUILDING.

END BEARING OF JOISTS AND RAFTERS
SHALL NOT BE LESS THAN 1 1/2"
FLOOR AND CEILING JOIST BRIDGING AS
PER ENGINEERED DETAIL.

CONTINUOUS WOOD STRAPPING AND IS TO
CONSIST OF CROSS BRIDGING, SOLID
BLOCKING OR DOUBLE FRAMING UNDER
ALL PARALLEL PARTITIONS AND AROUND
ALL OPENINGS.

BUILT-UP BEAMS SHALL ONLY HAVE
SPLICES IN ALTERNATE POINT PAST A
POST, EXCEPT AT BEAM ENDS.

BUILT-UP BEAMS SHALL ONLY HAVE
SPLICES IN ALTERNATE POINT PAST A
POST, EXCEPT AT BEAM ENDS.

FIRE STOPS ARE TO BE PROVIDED AT ALL
CONCEALED SPACES @ FLOOR, CEILING, &
ROOF LEVELS INCLUDING THE SPACE
BETWEEN THE CHIMNEY FLUE AND SHAFT
WHERE IT PASSES THROUGH FLOOR OR
CEILING.

PROVIDE BUILT-UP POSTS OF A WIDTH
EQUAL TO THE WIDTH OF BEAM, WHERE
FRAMED INTO INTERIOR OR EXTERIOR
WALLS.

ROOF OR ATTIC SPACES IS TO BE
PROVIDED WITH AN UNOBSTRUCTED VENT
AREA OF NOT LESS THAN OF THE
INSULATED CEILING AREA, DISTRIBUTED
TO PROVIDE GOOD CROSS VENTILATION.

EXHAUST FROM KITCHEN ARE WASHROOM FANS
IS TO BE DUCTED DIRECTLY TO THE OUTSIDE &
DUCT IS TO BE INSULATED THROUGH UNHEATED
SPACE COMBUSTION AIR IS REQUIRED FOR ALL
FUEL FIRED HEATING APPLIANCES INCLUDING
FIRE PLACES INTRODUCED BY INTAKES OTHER
THAN A DOOR OR WINDOW.

ALL COMMON HOUSE/GARAGE WALLS, CEILING,
AND FLOORS SHALL BE ONE HOUR FIRE-RATED.

FOR ATTACHED GARAGES, ANY COMMON WALL IS
TO PROVIDE AN EFFECTIVE BARRIER AGAINST
THE PASSAGE OF GAS AND EXHAUST FUMES. ANY
DOOR IS TO BE TIGHT FITTING, WEATHER
STRIPPED, AND FITTED WITH SELF CLOSING
DEVICE.

FOR ATTACHED GARAGES, ANY COMMON WALL IS
TO PROVIDE AN EFFECTIVE BARRIER AGAINST
THE PASSAGE OF GAS AND EXHAUST FUMES. ANY
DOOR IS TO BE TIGHT FITTING, WEATHER
STRIPPED, AND FITTED WITH SELF CLOSING
DEVICE.

AVOID PACKING CANTILEVERS FULL OF
INSULATION LEAVE AN AIR SPACE BETWEEN
SUBFLOOR AND INSULATION FOR WARM AIR
CIRCULATION.

INSULATION AND THE BOTTOM OF THE ROOF
SHEATHING FOR ADEQUAE ROOF VENTILATION.

AT THE INTERSECTION OF ROOFS PROVIDE SHEET
METAL FLASHING OF AT LEAST 0.013" THICK
GALVANIZED STEEL OR OTHER ACCEPTABLE
MATERIAL.

USE 1/2" CD DRYWALL OR 5/8" DRYWALL WHERE
TRUSSES ARE GREATER THAN 16" O.C.

A SMOKE ALARM INSTALLED BY PERMANENT
CONNECTIONS TO A ELECTRICAL CIRCUIT IS TO
BE PROVIDED BETWEEN ALL SLEEPING AREAS
AND THE REMAINDER OF THE HOUSE.

NON HARDENING CAULKING COMPOUND TO BE
USED OVER AND AROUND ALL EXTERIOR
OPENINGS.

PLUMBING ACCESS OF 16"x20" TO BE PROVIDED
FOR TUBS AND SHOWERS.

PROVIDE FRESH AIR INTAKES FOR FRUNACES AND
FIREPLACES.

ALL WORKMANSHIP TO BE A STANDARD EQUAL IN
ALL RESPECTS TO GOOD BUILDING PRACTICE.

SIDING/STUCCO TO BE 6" ABOVE FINISHED
GRADE.

ALL LINTLES TO BE 3-2"x12"

FINISH WOOD RAILINGD, PICKETS MAXIMUM 4"
O.C.
PRECAST CONCRETE STEPS.

CAPED DRYER VENT

INSULATED ATTIC ACCESS HATCH-20"x28".



LDFB

#201 6051 47 St, Leduc, Alberta T9E 7A5
 www.ldfb.ca P. 780-986-5333 F. 780-986-4803 E. director@ldfb.ca

2022 Food Hamper Statistics

Leduc & District Food Bank Family Usage - 2022

	BEAUMONT	CALMAR	DEVON	LEDUC	THORSBY	WARBURG	LEDUC COUNTY	BREAD BASKET PROGRAM**	TOTALS
Total Families*	81	40	92	550	20	7	71	177	1038
Total Hampers Accessed	253	126	260	1495	44	19	182	770	3149 [†]
Adults - Unique*	162	70	145	919	29	13	115	74	1527
Children - Unique*	161	36	116	577	25	14	69	43	1041
Lbs Distributed Per Area	61,061	26,260	55,951	292,095	9,650	4,853	35,554	75,014	560,443
Approx \$ Amount Distributed Per Area	\$196,021.86	\$84,294.60	\$179,602.71	\$937,624.95	\$30,976.50	\$15,578.13	\$114,128.34	\$240,794.94	\$1,768,045.40

Count of adults and children with multiple hamper usage: Adults: 4016[†] Children: 3166[†]

* Unique - represents a family or person counted once regardless of how many times they use the service.

** The Bread Basket - Unique Clients: 177 in 2022. Clients can be registered to receive a bread hamper in between or instead of a regular hamper. Bread Basket hampers contain extra items when available (bread, pastries, fruit, vegetables, potatoes, etc)

[†] Clients with multiple usage.

PRIMARY SOURCE OF INCOME

- 36% CPP, EI, AISH, WCB
- 18% Social Assistance
- 38% Full-time Employment
- 5% No Income
- 3% Self Employment

HOUSING TYPE

- 75% Rent
- 17% Own/Mortgage
- 7% Subsidized Housing
- 0.5% Homeless
- 0.5% Couch Surfing

MONTHLY INCOME

- 4% None
- 13% \$1 - 1000
- 25% \$1001 - 2000
- 26% \$2001 - 3000
- 32% over \$3000

42% FRESH
 PRODUCE, MEATS, EGGS, DAIRY, ETC.

202,113 lbs or \$648,782.73

15% CLIENT AREA

BREADS, BUNS, MUFFINS, PET FOOD, BABY FOOD, ETC.

75,366 lbs or \$241,924.86

43% NON-PERISHABLE

CANNED & PACKAGED SOUPS, STEWS, SALMON, TUNA, PANCAKE MIX, ETC.

207,950 lbs or \$667,519.50

TOTAL: 485,429 lbs or \$1,558,227.09

HOUSEHOLD COMPOSITION

- 37% Single Parent Families
- 31% Single Adults
- 23% Dual Parent Families
- 9% Couples

EXPENSE BREAKDOWN

- 60% Food
- 17% Community Redistribution
- 20% Operations
- 3% Building

2022 Total Pounds

Received Value

1,134,726 lbs
 \$3,642,470.00



Distributed Value

485,429 lbs
 in hampers

plus 75,014 lbs for the Bread Basket program

13,723 lbs for the Kitchen Learning Centre
 \$54,892.00 value

Total **574,166 lbs** or \$1,843,072.86

This is equal to **47,847 lbs** or **24 tons** per month distributed in these 3 programs*

* This does not include Snack Attack or the Bagged Lunch Program.

DONATION BREAKDOWN

- 58% Businesses
- 26% Community
- 7% Grants
- 7% Airport Security Program
- 2% Other

LDFB 2022 Programs

United Way Tools for School



The LDFB, in partnership with United Way is the collection / distribution centre for the Tools for School program (TFS).

We work closely with local school divisions and all regional agencies. Families can register with the LDFB starting in May and receive TFS kits through September. School supply donations can be made to the LDFB any time of the year.

369 Students supported

174 Families helped

\$41,475.60

Sponsors: Leduc Black Gold Optimists Club, Ascendant Financial



Snack Attack

The LDFB Snack Attack Program is a program designed to address the increasing need for snacks in our schools for children and youth who come to school hungry. The program will ensure the school districts have access to healthy snacks at school to support their students' success in education.

118,913 Snacks

\$60,490.77

Sponsors: Beaumont Columbus Alberta Association, SEARIC, Cargill Ltd, Meal Share, Damson Davis Foundation



School Bagged Lunch

The School Bagged Lunch Program was started in response to the need for bagged lunches for those students who needed more food security.

8725 bagged lunches

6288 lbs (approx. cost \$34,900)

Sponsors: Leduc/Nisku Rotary Club, Food Banks Canada grant, Costco Nisku

*Thank you to **Food Banks Canada** for supporting LDFB with a grant, with funding through Agriculture and Agri-Food Canada's Emergency Food Security Fund.*

Bread Basket

Clients can register to receive a bread basket in between food hampers. A basket can consist of bread, buns, pastries, as well as a variety of any extra fruit, vegetables and dairy when available.

This program gives clients the flexibility of accessing a bread basket in between paycheques rather than a full monthly hamper.

770
baskets distributed
(177 unique*)
75,014 lbs or
\$240,794

** Represents a family or person counted once regardless of how many times they use the service.*

Bagged Day Kits

Bagged Day Kits were made available for those without cooking accommodations.

304 Kits

73 Unique participants

4158 lbs or \$13,347.18



Leduc Regional Community Connections Centre (LRCCC)

Kitchen Learning Centre (KLC)

71 unique* participants (947 sessions) made 13,723 meals. This is equivalent to 13,481 lbs or \$54,892.00. Total number of visits = 947*

**Unique family members benefitting from the kitchen program is 83 with repeat sessions 648 adults and children*

Located at the Gaetz Centre, this program is designed to work directly with LDFB clients, youth and low-income individuals who learn ways to:

- Prepare quick, easy, healthy, affordable meals using food hamper items
- Expand awareness of a broad range of foods and ways to prepare them
- Learn strategies to stretch their food dollar, food safety and nutritional food knowledge

Participants reported that they increased their knowledge regarding cooking, as well as strengthening their confidence and self-esteem, expanding their social network, help build natural supports into their lives, and increased Mental Health stability.

LRCCC SPONSORS:

SEARIC, Warren Gaetz Family, John Deere Foundation, United Way Community investment

PARTNER: Leduc Regional Housing Foundation

Life Skills Learning Centre

137 Unique participants

228 total # of visits

A collaborative or coordinated service delivery to identify and close the gaps between agencies, their clients and low-income individuals was initiated. Following the concept that the KLC was able to identify, mainly life skills are a huge factor in being able to help individuals move forward. A multi-agency approach is the goal of the centre and has been proactive in fostering partnerships.

Due to Covid-19 restrictions, limited programs ran in 2022.

Due to Covid, client participation in the kitchen was limited due to safety precautions.



COVID-19 ... YEAR 3

Year 3 of Covid -19

Although Covid-19 was on the downturn it still had its challenges for many. We continued to follow all health regulations with less restrictions however still being very careful of our potential exposure to a variety of viruses.

The demand on foodbanks across Canada continued to grow and our foodbank was no exception.

With the cost of food, petrol, utilities, and interest rates skyrocketing throughout the year, a "perfect storm" was created that had not seen in many years. Food banks started to see and continue to see the "working poor" now needing to use our services. Those who generously gave and supported food banks now found themselves on the other side of the coin. They were now needing to use the services.

2022 brought another expansion to our warehouse in early August. This expansion has not only supported larger warehouse space including space to store our vehicles safely indoors, but it will soon house our Kitchen Learning Center and our new Community Kitchen. This will allow us to expand our food programs with clients and agencies as well as increased volunteer opportunities.

The staff and volunteer's commitment to this organization and the services that it offers within the region is indescribable. We are so fortunate to have such a dedicated group of individuals who are here to help make sure we are able to continue our services day after day. Each one of them are committed, dedicated, dependable and the last 3 years have shown just how caring and resilient they are.

Food banks are a lot of work. Collecting, sorting, building and distributing hampers takes many hours to accomplish while making sure that all food safe handling regulations are followed and nutritional hampers are available.

These individuals are the core and backbone of the LDFB. Without them we just would not be able to do what we do. Thank you to each and every one of you for the time, commitment and hard work each and every day that you are here to make this all happen.

The real heroes here are also the businesses and individuals and their generosity who continue to support the food bank and its programs and services through good times and bad and we are only the conduit through which your generosity is transported.

We would like to thank businesses, individuals and participants for helping support our virtual auction in October. We continue to receive great feedback on the uniqueness of items and participants ability to do some early Christmas shopping.

Big thank you to the board for their time, governance and continued support. This is also evident by our growth and expansions over the last few years of their judiciary governance. Thank you very much for your vision and commitment to this organization and the Region that depend on our services. "You really do make a difference"!

FOOD PRICE INCREASES

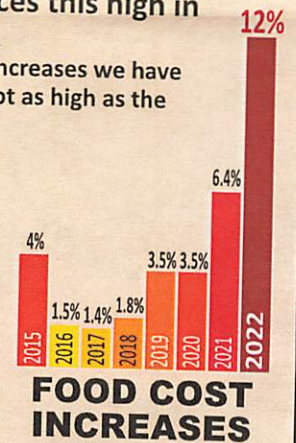
"We haven't seen food prices this high in Canada for over 40 years..."

... and based on our findings, the increases we have predicted are still quite high but not as high as the increases for 2022."

Dr. Simon Somogyo
UNIVERSITY OF GUELPH

Canada's Food Price Report projects that in 2023, food prices are expected to increase by another 5 to 7%, with the most substantial increases in vegetables, dairy and meat. "To say that it's been a challenging year for Canadians at the grocery store would be an understatement."

Dr. Sylvain Charlebois



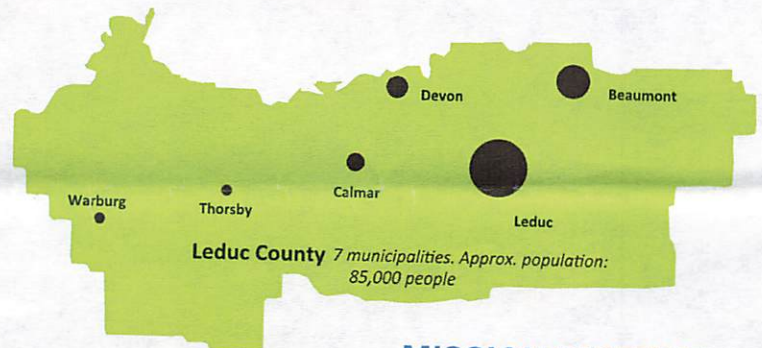
FOOD COST INCREASES



The LDFB is an organization that relies on community donations and volunteer support in order to provide short term assistance.

The LDFB is about building relationships to fill the gaps in the community.

www.ldfb.ca



MISSION STATEMENT

To empower our community to aid those in need of food support through strategic:

- Collaborations
- Educational programs, and
- Re-distribution of food and goods

VISION STATEMENT

Where all individuals are empowered to achieve their full potential, by having the opportunity to access basic social needs.

VALUES

Helping Taking care of others to meet their needs

Client Empowerment Enabling our clients to move things forward.

Fulfillment Personal, organizational and/or community accomplishment

Teamwork Effective collaboration, as part of the community, towards a common goal

Organizational Growth Being effective and relevant at what we do

Volunteer Hours



91,473 Volunteer Hours Since 2013

Equivalent to \$1,829,460.00 at \$20/hour

Annual Report 2022



The Bloom 'n Bucket



Surepoint group volunteers



#201
6051 47 St.
Leduc AB

Phone
780-986-5333



@LeducFoodBank
www.ldfb.ca

LDFB

Affiliated Programs

We want to thank everyone for their kind support and understanding. These monetary donations allowed us to purchase food directly and helped keep our limited staff and volunteers safe.

Mealshare



Mealshare partners with top tier restaurants and puts their logo beside a few menu items. When a customer orders one of these Mealshare branded menu items, they get their meal, just like normal, and they are also providing one meal to a youth in need. There's no extra cost or action for the customer - just buy one, give one! A portion of the proceeds collected are directed to the Leduc & District Food Bank.

Food Donation Connection



Food Donation Connection manages food donation programs for food service companies interested in donating food to non-profits. They coordinate all aspects of their donor partner's food donation programs. In 2021, LDFB received 2130 lbs of food (\$6,837.30) from KFC.

WECAN Food Basket Society

Anyone can access and use this food co-op. Operated by the St. David's United Church, the food bank is a drop-off and pick-up point for monthly orders. We encourage client participation by offering a one-time free access to this program for first-time clients.

In 2022, 254 WECAN orders were placed with 156 volunteer hours.



Ways to Support Us



United Way of the Alberta Capital Region

The Leduc & District Food Bank is a partner member. Designated donations through work or personal donations can be made directly through United Way to the LDFB.

United Way grants go towards our Food Hamper program, Kitchen Learning Centre and Life Skill Centre.

On behalf of agencies within the region, we also received a technology grant to help those individuals who find themselves with technology barriers that make it difficult to connect with helping agencies.



RCMP Stuff a Cruiser Christmas Campaign 2022

A big thank you to the Leduc RCMP Detachments for taking the time to organize and host this campaign again this year.

Hobby Shop

A big thank you to Luke for his great Christmas campaign. **5361 lbs, value of \$17,208.81 and monetary donations of \$21,810.50.**



Bottle Recycling Program

Feel free to donate your empty bottles and milk cartons to the LDFB. A collection bin is located in these locations: Canadian Tire, The Food Bank, and Leduc Bottle Depot. These bins are for **BOTTLE RECYCLING ONLY**.

ATB Cares is a way for donors to donate to the food bank.



Holiday Train

The Holiday Train Program began in 1999. Every two years, the Holiday Train visits this community with hundreds of thousands of festive lights and a live show featuring well known performers. It is the only fundraiser of its kind for food banks in Canada. Resumed in 2022.



Donating On-line

Canadahelps.org helps Canadian charities by enabling them to easily receive online donations. The LDFB is registered with this organization and donations can be made by accessing www.canadahelps.org. Type in "Leduc & District Food Bank Association" and print out your receipt on-line.

Fall Food Round Up & Virtual Auction - 2022 Update

Held in October, this event is organized by community members and Latter Day Saints who work with schools, churches, organizations and individuals within the community. A virtual silent auction campaign was also held and monetary donations were accepted.

A big thank you to the committee and community for their support of this campaign. A huge thank you to Vivid Signs & Designs, Leduc Chrysler, and Coldwell Banker Haida Realty who help sponsor this event, and all the business and individuals who donated items for the auction. We received such great support & feedback from all of you!



HAIDA REALTY

Country Christmas Lights Event

Look for Kinsmen Club of Leduc and Leduc Antique West Society's Christmas Lights event, held at their Antique West Society location.



Leduc County Christmas Convoy 2022

A big thank you to the participants of the 3rd annual event and collection of food for LDFB and toys for Santa's Helpers.

1984 lbs, value of \$6368.64 and monetary donations of \$2200



The Food Bank Community is Invaluable

If it were not for the community spirit of this region, the LDFB would not exist. We wish we could zero in on every function, organization, service club, school, church and the many personal and business supporters that provide us with goods and the funding to meet our goal of helping others. You are the backbone of the LDFB.

Our apologies if we have missed thanking anyone

SPECIAL RECOGNITION

Special recognition and thanks is given to those who donated \$1000 or more to the LDFB in 2022

CORPORATE

Adventure Foundation Fraserway RV Leduc
 Agrium Inc
 Al-Terra Engineering Ltd.
 Apex Utilities
 Apex Utilities Employees
 Ascendant Financials
 Aspen Custom Trailer
 Aspenleaf energy Ltd. NEP Canada ULC
 Atco Electric & Atco Gas
 Bannisters Ploplines
 Barnes-Harley Davidson
 BJ Electrical Supplies
 Blackjacks Roadhouse
 Briggs Triucking & Equipment
 Brookfield Residential AB.
 Burnco Rock Products
 Burnco Rock Products Ltd.
 Canadian Pacific Holiday Train
 Canadian Tire Leduc
 Capital Power
 Capital Region Southwest
 Cargill Ltd
 City of Beaumont
 City of Leduc
 Domino's Pizza #10147 Leduc
 Eaglemount Church -Beaumont
 EDO Japan
 Enterprise Holdings Group
 FCSSAA
 Fortis Alberta
 Gaetz Agency
 Green Bottle Depot
 Hamilton Dining Ltd (Habanaros)
 Hobby Shop
 Java

John Deere Foundation
 Kantrax Contractors Ltd.
 Kross Janitorial Ltd.
 Leducor Industries & Employees
 Leduc Chrysler
 Leduc City Center Physio
 Leduc Co-op Ltd.
 Leduc County
 Leduc Rona Home Centre
 Lesco Distributors
 MacKenzie Investments
 Maude Financial Inc
 Medicine Shoppe-Leduc
 Myarc Electric
 Nisku Ford
 Omni Directional Boring
 OTH Industrial Supply
 Pembina Pipeline
 RBL Warehouse Distributors
 Recochem Inc
 Ridley Law
 Ritchie Brothers
 RV World
 Sandborn Roofs & Seals
 Schwab's RV World
 SeaChange Brewing Co.
 Staples - Leduc
 Telus Communication
 Terracon Geotechnique
 The Hobby Shop
 Tim Hortons - Donna Chean
Town of Calmar
 Town of Devon
 UFA Co-operators Ltd.
 UFA Cooperative Ltd.
 Vallard Construction LP

Village of Thorsby
 Village of Warburg
 Walmart

COMMUNITY

Allard Foundation
 Beaumont Braves
 Beaumont Columbus AB Association
 Beaumont Dart Leagues
 Black Gold Regional Schools
 Blackjacks Christmas Dinner
 Boston Pizza Foundation - Leduc
 City Life Christian Center
 CP Holiday Train
 Devon Christian Reform Church
 Devon Christmas Elves
 Devon Christmas in the Park
 Devon Lions Club
 Ebenezer Christian Reform Church
 Economic Grocery Society
 Edmonton Community Foundation
 Edmonton International Airport
 Farm Credit Canada Foundation
 Fed Ex Global Disbursements Foundation
 Food Banks Alberta FCSSAA
 Kevin Gaetz Charity Fund at Edmonton Community Foundation
 Leducor Charitable Foundation
 Leduc Lions Club
 Leduc Old Blades Team
 Leduc/Nisku Rotary Club
 Loblaw's Spring & Fall Campaign
 Mazon Canada Foundation
 Safeway -Leduc
 Safeway -Southfork Liquor Store
 SEARIC

Second Gance Clothing
 Sobeys Beaumont
 Sobeys Beaumont Liquor Store
 Telus Community Connections Foundation
 Tree of Hope Charitable ABCA Charitable Society Foundation
 United Nurses of Alberta
 UW of the AB Capital Region
 Western Financial Community Foundation

INDIVIDUALS

Abma, Lorrie & Family
 Adermatt, David
 Becker, Cheryl
 Berg, Adam & Bridget Maude
 Bergen, Dennis
 Brauer, Peter
 Brizl, Alan & Siobhan
 Caron, Eric
 Cater, Loal
 Clark, Stephanie
 Crisby, Luke
 Elias, Diana
 Enowaki, Takeshi
 Farrell, Patrick
 Gill, Kashmir & Bhurinder
 Huillery, Malissa & Quentin
 Jackson, Kathleen
 Jory, Sandra
 Kachman, Marnie
 Koehn, Branden
 Kruger, Barbara
 Kudel, Melita
 Kurylak, Ryan
 Lindstrand, Tyler



Lowe, Rebecca & Jason
 Marriott, David
 Maude, John & Susan Quinn Charitable Foundation
 McLay, Jean
 Mohareb, Adel
 Morris, Peter
 Mundt, Wayne
 Nahiriak, Susan
 Neveu, Kevin
 Oake, Roy
 Presley, Carrie
 Remea, Richard
 Ridout, James
 Ritchie, George
 Robinson, Tony & Val
 Rowsell, Derrick
 Sagan, Frank
 Schulze, Frank
 Seller, Gordon & Connie
 Shannon, Jillian
 Simms, Jill & Jeff
 Sinclair-Rice, Susan
 Sluggeth, Richard
 Southam, Douglas & Isabelle
 Spacleman, Benjamin
 Steneker, Mike
 Storeshaw, Janice
 Temple, Lance
 Turner, Wilfred
 Turner, Jonathan
 Vantuil, Jennifer
 Votkin, Judy & Seppo
 Wever, Sara
 Wideman, Heather

A HUGE THANK YOU TO:

Black Gold Husky Gas and Liquor Store for the generous donation of hams and turkeys again this year. Myarc Electric

Vehicle Sponsors



OUTSTANDING IN-KIND DONATIONS

We would like to recognize the following for their in-kind donations in 2022

CORPORATE

49 North Lubricants
 Air Canada
 AltaTec Auto Glass & Windows
 Analida -Organics
 Black Gold Husky Gas and Liquor Stores
 Bloom'N Buckets Country Greenhouse
 Canadian Tire Leduc
 City of Leduc & Staff
 Clarence Shields & family
 Co-op Petroleum
 Cobs - Leduc
 Costco -EIA
 Craig's No Fills- Leduc
 EIA - Premium Outlet Mall
 EIA (Airport Security Program)
 Giant Tiger
 Global Medics
 Global Pet Foods - Leduc
 Goodmorning.com Charity
 Grassy Lane Custom Meats

Green Works Farms
 Ground Steam - organics
 Hardy's Independent -Devon
 ICON Automotive
 IGA Garden Market - Devon
 Job's No Frills -Beaumont
 Ken's Furniture
 Leduc Car & Truck Wash
 Leduc Co-op
 Leduc Co-op Food Store
 Leduc Overhead Doors
 Little Potato Company
 Local Meats
 London Drugs
 Maple Tech Consulting
 Marshall's - EIA
 Medicine Shoppe -Leduc
 MNP
 Myarc Electric
 Myarc Electric
 Nisku Digital Signs
 Oil Country Towing
 Pampered Chef

Pearson's Berry Farm EIA
 Safeway - Leduc
 Savick Inc. - Samuel Kondratski
 Shoppers Drug Mart - Leduc
 Sobeys' Beaumont
 Staples -Leduc
 The Rep & Staff
 Tier-3 I.T.Solutions
 Vivid Signs & Design
 Walmart - Leduc

COMMUNITY

Leduc Chamber of Commerce
 Norma Dee's Kitchen - Devon
 Paradises Lagardere - EIA Stores
 Quincy's Quilting

INDIVIDUALS

Gill, Harmon & family
 Moe, Bill & Luba - Grow Towers
 Moussa, Ed & Faiza
 Reynar, Syd
 Thompson, Cecile & Perry

KITCHEN SPONSORS

We would like to recognize the following for their support of the in 2022

Apex Utilities
 Aspen Leaf Energy Ltd.
 Banister Pipeline
 Burnco Rock Products Ltd.
 David Marriott
 DK Ford
 Faiza Moussa

Farm Credit Canada
 Frank Flaman Foundation
 Fraserway RV
 Hobby Spot
 Intrepid Surveys LTD
 Janice Storeshaw
 Leduc Co-op

Leduc Hyundai
 Leduc Lions Club
 Mellissa Huillery
 OJ Pipeline
 Precision Drilling
 Sid & Joan Fergusson

Tim Horton's (Donna Chenn)
 Valard Construction
 Aspenleaf Energy Limited
 Warren Gaetz Family
 Wilhawk Beef Jerky



Town of Calmar

Please accept our appreciation for
your contribution and support.
"You really do make a difference!"

Gert Reymar

Gert Reymar - Executive Director

Thank You

Thank you to Council for the 2023 grant \$
for the continued support of our services!
It is a pleasure working with the staff to help
bridge gaps that are identified

Blessings to all of you \$ Wishing everyone a
great New Year!

Sincerely,

Gerit

RECEIVED

JAN 19 2024

TOWN OF CALMAR - INT. _____

From: [Harpreet](#)
To: [Harpreet](#)
Subject: : Tree Tribe Initiative- Proposal for Free Tree Planting
Date: January 23, 2024 3:55:26 PM
Attachments: [Outlook-bqvi0wpi.png](#)

hi,

I hope this mail finds you well. My name is Harpreet Kaur I am writing on behalf of Mr. Rajan Ahluwalia, the Executive Director of NWST Charitable Foundation. We are a nurturing charitable organization established in 2022 dedicated to promoting tree plantation for environment sustainability. I am writing to propose a community-driven initiative that aims to enhance the preservation of nature and overall well-being of our community. As a committed resident and environmental advocate, We believe that planting trees is a crucial step towards creating a healthier, more sustainable future for our community. We are going to plant 250,000 trees this year all over Alberta and would like you to be part of this initiative. This initiative is intended to address environmental concerns, improve air quality, promote biodiversity, and enhance the overall aesthetic appeal of our community.

We have already written our proposal to various municipalities in 2022 and got superb response from the communities. We have received letter of interest from almost every community we proposed our project to. We have been working tirelessly since then to execute our projects towards the environment and 2023 was all about the pre-work done by the team and volunteers to make it a success. We have procured a land in Thorhild County dedicated only for growing trees. We are thrilled to announce that we are ready now to implement our Tree Tribe Initiative starting this year from April 2024 onwards.

We will be planting trees free of cost for you; all you have to give us is any designated area in your jurisdiction to plant tree. These sites could include public parks, community spaces, roadside verges, and any other areas that align with the municipality's environmental goals.

We once again would like you to give us your expression of interest for this initiative. We believe that implementing this free tree planting initiative will not only benefit our environment but also strengthen the bonds within our community. We kindly request the municipality's support in making this proposal a reality and look forward to the opportunity to discuss the details further.

Volunteers and donations play a crucial part for any charitable organization so, we welcome volunteers or any of in kind or cash donations for this initiative, as your involvement will be an investment in a greener, healthier, and more sustainable future.

We remain enthusiastic about the prospect of working together to create a greener and more sustainable future for our community.

Please note, it's on a first come first basis.

Sincerely,

Regards,

Harpreet Kaur

NWST Charitable Foundation

Registered Charity # 706146404RR0001

Unit 254, 8170 50 Street, Edmonton, AB T6B1E6

Tel Office: **780-450-3232**

Tel Mobile: **780-280-7171**

[www.nwstl.ca]www.nwstl.ca



From: [Alberta Zirka](#)
To: [Karen Buss](#)
Subject: Zirka Raffle donation
Date: January 25, 2024 12:28:31 PM

Good day,

I hope this email finds you well,

As we gear up for our upcoming Zabava event, we are excited to host a raffle to raise funds that will contribute to the growth and sustainability of our organization. The success of our raffle largely depends on the generosity of individuals, municipalities and businesses like yours who understand the importance of supporting the arts and cultural diversity in our community.

We are writing to kindly request a donation for our raffle items. Whether it be a product, service, or gift certificate, your contribution will play a crucial role in making our event a success. By donating, you not only assist us in achieving our fundraising goals but also become an integral part of promoting and celebrating the rich Ukrainian heritage in our community.

In recognition of your generous support, we plan to acknowledge your contribution prominently during our event, including on our promotional materials and social media platforms. This will provide valuable exposure to your business or brand among our attendees, who are not only supporters of the arts but also actively involved in community events.

If you are able to contribute or have any questions, please let us know by February 8th. We would be happy to arrange for the pickup of the donated items at your convenience.

Thank you for considering our request, and we genuinely appreciate your support in helping Alberta Zirka Ukrainian Performers continue to bring the beauty of Ukrainian culture to our community.

Best regards,

Caleigh Mason
Events Coordinator
Alberta Zirka Ukrainian Performers
4920-50th Avenue, Calmar, Alberta

Mailing Address:

PO Box 762
Calmar, Alberta
T0C 0V0

From: Jaime McKeag Reber <JMckeagreber@calmar.ca>

Sent: Wednesday, January 31, 2024 11:33 PM

To: Sylvain Losier <SLosier@calmar.ca>; Council <council@calmar.ca>; Ian Miller <IMiller@calmar.ca>

Subject: Yoga/Pilates Update

Good day council, Sylvain and Ian.

I just wanted to give a little update to the Yoga and Pilates offerings.

First of all, thank you for the partial sponsorship of Program Center this has allowed for us to keep the costs at a reasonable price for our Calmar and Leduc County Residents.

We have a great group of individuals coming to class, so far all of them being women between early 20's to later 50's.

It's about a 50/50 split on Calmar Residents versus Leduc Residents with classes ranging from 2 participants (the night of the big snow) to 10 participants. 81 attendees for the month of January. We had some small marketing issues at the beginning but we hope February will be even better.

We have decided not to continue with the youth yoga as we only had 1 participant inquire but new connections have been made with the Secondary school for potential collaboration in the spring.

Once again, I just want to say thank you for your collaboration.



Jaime McKeag Reber

Councillor

c 780.616.2191

jmckeagreber@calmar.ca

www.calmar.ca

4901 - 50 Avenue

PO Box 750

Calmar, AB T0C 0V0

