

**TOWN OF CALMAR COMMITTEE OF THE WHOLE MEETING
TO BE HELD IN PERSON ON MAY 22, 2024
COMMENCING AT 1:30 PM**

AGENDA

- | <u>ITEM</u> | <u>SOURCE</u> |
|--------------------|--|
| 1. | Call to Order |
| 2. | Adoption of Agenda |
| 3. | Delegations
a) James Coulen – eScribe Presentation |
| 4. | Unfinished Business – None |
| 5. | Bylaws or Policies
a) Land -Development - workshop |
| 6. | New Business
a) Administrative structure and level of service |
| 7. | Financial
a) 2025 Budget Discussion |
| 8. | Department Reports
a) CAO
b) Planning & Development
c) Corporate Services
d) Enforcement Services – Not Submitted
e) Emergency Management – Not Submitted
f) Public Works
g) Economic Development
h) Parks & Recreation
i) Family & Community Support Services
j) Growth Report |
| 9. | Council and Committee Reports – None |
| 10. | Correspondence - None |
| 11. | Clarification of Agenda Business – (Open mic) |
| 12. | Closed Session – None |
| 13. | Adjournment |



Town of Calmar

Department Report (DR) – Office of the CAO

Meeting:	Committee of the Whole Meeting
Meeting Date:	May 22, 2024
Originated By:	CAO Losier
Title:	Office of the CAO Report
Approved By:	CAO Losier
Agenda Item Number:	8 A

KEY INITIATIVES/METRIC:

Administration

In this period, the consultant wrapped the town’s 2023 audit. It was presented to Council. The budget was also presented to Council and adopted. This enabled Council to adopt the mil rate bylaw. The Capital Budget was also approved by Council.

Administrative change

During this period, the Administrative Assistant position was filled. Morgan Black joined the team on April 15.

Operational change

In March and April, Administration conveyed to County Administration that the draft agreement wouldn’t be supported and that a support agreement where each partner is responsible for its own training would be preferred. Therefore, time was invested to initiate a new agreement, with the intent of sending it to the County by end of April.

The IT support service provider has started its operation. This created a significant number of changes in our IT environment. We were still conducting adjustments and fixing outstanding items at the end of April.

Administration launched the RFP process to procure a vehicle for the Enforcement Services. The process was almost done by the end of April. It is expected that a contract should be signed in May and the vehicle acquired in June.

NEW IDEAS/TRENDS/PROGRAMS/SERVICES:

Administration has completed tracking forms and have started using them for its parks and recreation operations at the end of April. The info being tracked will provide insight on the resources used for the current level of service.

ITEMS NEEDING INVESTIGATION:

n/a

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

Town of Calmar

Department Report (DR) - PD

Meeting:	Committee of the Whole Meeting
Meeting Date:	May 22, 2024
Originated By:	S. Losier
Title:	Planning & Development Report
Approved By:	CAO Losier
Agenda Item Number:	8 B

KEY INITIATIVES/METRIC:

Development Permits

As illustrated in the March and April Growth reports, 12 development permits were issued. They are all for accessory building or uses.

Subdivisions

During this period, Administration did not receive any new application.

Redistricting / Land Use Bylaw (LUB) amendments

During these two months, no amendments were initiated. However, Administration did provide Council with a consolidated version of the LUB.

Compliance certificate

2 compliance letter requests were processed, and the average processing time was 2 days.

NEW IDEAS/TRENDS/PROGRAMS/SERVICES:

Administration is still working on coordinating with the City of Leduc a workshop. Meanwhile, notes are taken, and the process will officially launch once the new staff joins the team. This preliminary work is important as it will help scope the LUB review project.

ITEMS NEEDING INVESTIGATION:

Administration will coordinate a final developer tour of the community in the near future and a short Council report will follow. We are hoping to have this done late May/early June.

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

Town of Calmar

Department Report (DR) - CS

Meeting:	Committee of the Whole Meeting
Meeting Date:	May 22, 2024
Originated By:	DCS Bryans
Title:	Corporate Services Report
Approved By:	CAO Losier
Agenda Item Number:	8 C

KEY INITIATIVES/METRIC:

- The transition to the new IT provider has not been without its hiccups. Highlighting some technical infrastructure shortfalls that have been flushed out with licencing changes and upgrades.
- In total there were only three tax notifications filed out of the initial list of 11.
- 17 tax notifications were discharged removing them from the tax recovery auction list.
- Audit wrapped up and the final financial statements were presented to Council April 24th.

NEW IDEAS/TRENDS/PROGRAMS/SERVICES:

- St Arnaud Pinsent Steman is still working on completing the library and cost share audit, Administration is working on this with them.
- Final budget preparation was done to present the 2024-2027 Operating and 2024-2028 Capital budgets to Council for adoption in May.
- Along with the budget preparation, work was done to prepare the 2024 Tax Rate Bylaw
- Morgan Black has started as our Administrative Assistant filling that vacancy.

ITEMS NEEDING INVESTIGATION:

- Administration will be working closely with Council to develop a budget timeline for the 2025-2027 budget as Council is keen to adopt this budget in November this year.
- With the adoption of the Operating budget and the Tax Rate Bylaw, Administration will be working producing the 2024 Tax Notices
- The Assessment Open House has been scheduled for May 29th @ 6:30pm in the Town Office.

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

Town of Calmar

Department Report (DR) - PW

Meeting:	COW Meeting
Meeting Date:	May 22, 2024
Originated By:	G. Nielson / K. Murphy
Title:	Public Works Report
Approved By:	CAO Losier
Agenda Item Number:	8 F

KEY INITIATIVES/METRIC:

- March & April Building Inspections
- March & April AEP Drinking Water Reports submitted.
- Full Town snow removal. 250 trucks total.
- New/Replaced water meters x11.
- Chlorine samples takes x 104.
- Bacteriological samples taken x 12.
- W50/W50C samples taken x 18.
- Demolition of Ball Diamond Quonset.
- West lagoon grader work for fibre company.
- Culvert Steaming for flood control.
- Pothole repairs around town.
- Snowblower RPM 217 end of year maintenance.
- Q1 Workplans Complete.
- Aerator Shaft complete builds x 3.
- Remove snow boards from dump trucks & replace side boards for Spring clean up.
- Play Quest upgraded spray park electrical components.
- Bacteriological sample taken at new truck fill to begin commissioning.
- Repaired Southbridge guardrail.
- Repaired VFD fan faults at pumphouse on VFD 212/VFD213.
- SEGO tested VSP 212 & VSP 213 at pumphouse to start annual maintenance program.
- Repaired Pump #1 switch controller in Liftstation #1.

NEW IDEAS/TRENDS/PROGRAMS/SERVICES:

Staff Training:

- Shawn Steil: Level 1 Water & Wastewater Prep Course Part A

- Mike Fudge: N/A
- Ed Frankiw: N/A
- Kevin Murphy: 2024 AWWOA Annual Seminar
- Graydon Nielson: 2024 AWWOA Annual Seminar

ITEMS NEEDING INVESTIGATION:

N/A

Town of Calmar
Department Report (DR) - ED

Meeting:	Committee of the Whole Meeting
Meeting Date:	May 22, 2024
Originated By:	S. McIntosh
Title:	Economic Development Report
Approved By:	CAO Losier
Agenda Item Number:	8 G

KEY INITIATIVES/METRIC:

1. As we work through the priorities in the Economic Development strategy, program information and plans for 2024, the Youth Business Training Program will go live in late May.
The Downtown Façade Improvement Program intake closed on May 15, 2024. We have 5 confirmed applications and 1 more that are waiting on quotes to finalize their application. This is a 21% uptake of the downtown businesses.
2. The abandoned, orphaned, and legacy wells strategy is coming along slowly. We are continuing to drill down through the contacts and companies to try to determine a strategy for the Town of Calmar to start working through. With the CORGI lands, we have gone as far as we can with AER and have received all the documentation that they have. We are now trying to get to the correct person at CNRL, who did the last reclamation.
3. The Development Incentive Grant Stats from 2021 – 2024 are as follows:
2021 – 2 homeowners @ \$3500
2022 – 4 homeowners @ \$3500, 2 @ \$2500, and 1 @ \$4500
2023 – 6 homeowners @ \$3500, 4 developers @ \$1000
2024 – 2 homeowners @ \$3500, 4 @ \$4500, 2 developers @ \$1000

NEW IDEAS/TRENDS/PROGRAMS/SERVICES:

1. The information collected from the business visits done in November, December of 2023, and January of 2024, continues to be analyzed and organized to provide direction for the Business Attraction Plan to be started in the fall of 2024.

ITEMS NEEDING INVESTIGATION:

1. Economic Development is continuing to work through the Economic Development Strategic Plan. We have completed everything on the timeline for Q1 and are beginning on

the tasks within Q2. Everything is progressing steadily to achieve the final goals set out in the strategy.

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

Town of Calmar

Department Report (DR) - PR

Meeting:	Regular Council Meeting
Meeting Date:	May 22, 2024
Originated By:	R. Van Looy / I. Miller
Title:	Parks and Recreation Report
Approved By:	CAO Losier
Agenda Item Number:	8 H

KEY INITIATIVES/METRIC:

RECREATION

During March and April, the Recreation Department successfully concluded the ice season at the Mike Karbonik Arena. We engaged with users to gather feedback and formulate a preliminary schedule for the upcoming year, a task that proved to be quite challenging. It has become evident that the demand for recreational activities exceeds our available resources, indicating the need for difficult and expensive decisions in the future. Requests for ball diamond rentals have increased, with several non-local organizations seeking to utilize the facilities for youth activities. Program center bookings remain steady, with ongoing reservations from the Calmar Community Baptist Church in addition to the usual weekend bookings.

Furthermore, the interview process for temporary spring/summer positions has been completed, and we have hired strong candidates for these roles, with the first Parks positions beginning in April. We have finalized the contract with Wild Rose Shows and secured the usage of PlayOn rinks for the Canada Cup. We are awaiting decisions on our grant applications for Canada Summer Jobs and Celebrate Canada. The Leduc Crush have started using the arena for their weekly practices. The onboarding of Shing has been completed, and we are currently addressing a significant number of day-to-day IT issues that we hope to resolve soon. Additionally, we are working with BGSD regarding the use of their fields, an arrangement that presents challenges related to cost, liability, and insurance.

Recreation has continued to explore various outdoor movie solutions, gathering information from North America and Europe regarding screen quality, size, investment, and usability. We have narrowed down our options to two potential solutions, each around \$30,000. Additionally, we are investigating transportation options for the Town, which would enhance programming, accessibility, and overall community benefit. This would be particularly advantageous for programs like the Summer Getaway.

PARKS

Many activities were conducted in March April in preparation to the spring/summer activities. Here are the highlights:

- Fence repair at the ball diamonds
- Ball diamonds have been done and are ready to be used. This includes the addition of 40 yards of shale on the infields
- Bench repair at the spray park
- Quonset was removed and the ground seeded
- Aeration done at diamonds and Westview Park
- Fence alteration dog park and Westview Park
- Tracking Forms were developed and new operating procedures were written

Administration can also confirm that Spring Summer Staff have started. Another seasonal park staff will start in the next period.

NEW IDEAS/TRENDS/PROGRAMS/SERVICES:

RECREATION

Pickleball participation remains robust, with increasing numbers of participants. This growth can be attributed to the excellent management by the current organizer and the fact that there is no cost to join, this ends May 16th. Similarly, volleyball continues to maintain strong attendance numbers and ends April 29th.

PARKS

Administration members are pursuing the following training:

- Parks and Sportfield level 1+2 training
- Ball Diamond Construction Training

Administration attended the Parks and Rec Conference and two staff obtained distinction marks in their tests.

ITEMS NEEDING INVESTIGATION:

RECREATION

The Calmar Canada Cup celebration on July 1st and Calmar Days have been in the planning stages for some time, with a focus on finding innovative ways to enhance both events while remaining fiscally responsible. Ice scheduling is an ongoing process throughout the year, and this year we have even more teams and organizations seeking to use our facilities, leading to challenges in bookings and allocation. The Recreation department continues to explore both major and minor recreation initiatives in Calmar

PARKS

Investigating the use of new spray liner and the consumption of paint and chalk. If the equipment delivers the expected performance, there will be cost saving for paints.

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

Town of Calmar

Department Report (DR) - FCSS

Meeting:	Committee of the Whole
Meeting Date:	May 26, 2024
Originated By:	H. Hughes, FCSS Coordinator
Title:	FCSS Department Report
Approved By:	CAO Losier
Agenda Item Number:	8 I

KEY INITIATIVES/METRIC:

The FCSS department held our Volunteer Appreciation Open House on April 19th at the Calmar Program Centre. This year, we tried a less formal drop-in event, allowing most of the funds dedicated to this event going back to the volunteers directly in the form of a gift basket worth just over \$50.00 mainly consisting of locally sourced products.

Local businesses were approached to provide snacks and refreshments for this event. ...Is Good Coffee supplied coffee and iced tea, and the Calmar Bakery supplied desserts and doughnuts. In addition, we held 5 door prize draws, including one which earned a volunteer a \$100.00 gift certificate to a local business of their choice. Upon registration, volunteers were asked to complete a survey, giving them an opportunity to voice their opinions for this event moving forward (same less formal open house concept as this year, or a more formal format including a sit-down lunch/dinner). This survey also requested their personal 'outcome measure' required for the reporting on the program to Leduc County.

We had a total of 30 baskets given out. The majority of the survey's received from volunteers were in favour of the same, less informal open house format as this year, however the majority of surveys received from members of charitable organizations, were in favour of a more formal sit-down dinner event.

Moving forward, administration will be presenting Council with a request for discussion in a future Committee of the Whole Council Meeting to better understand Council's desired eligibility and/or criteria to determine volunteer status in the Town of Calmar.

Community Volunteer Income Tax Program (CVITP) – This year, our volunteer prepared 66 tax returns from March 12th – April 18th. The results from most surveys received, reveal many are grateful this program is offered and accessible to residents in the Town of Calmar.

NEW IDEAS/TRENDS/PROGRAMS/SERVICES:

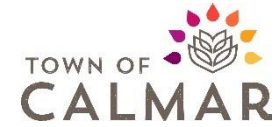
I am currently collaborating with the Calmar Public Library on our Seniors Luncheon that will be held at the Seniors Centre on June 5th. We are planning to utilize another one of our local companies (Powerplay Café) and will be offering a lunch buffet and entertainment for the seniors.

The FCSS department in collaboration with Diane Ridley of Ridley Law and the Calmar Public Library will be hosting a free seminar on Will and Estate Planning on July 9th at 6:30 p.m. in the library. This seminar will be open to all Calmar residents to attend.

OTHER INFORMATION FOR COUNCIL REVIEW:

I attended the Municipal Conversation VIII, on May 8th at the Coloniale Golf Club in Beaumont, hosted by Leduc Regional Housing Foundation, to learn about 'Mixed Income Model' from a macro to a micro perspective.

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



Town of Calmar

Growth Report for Discussion

Meeting:	Committee of the Whole
Meeting Date:	May 22, 2024
Originated By:	CAO Losier
Title:	Growth Report – April 2024
Approved By:	CAO Losier
Agenda Item Number:	8 J

BACKGROUND:

The following table depicts the development permit approved in April.

Permit #	Date applied	Civic Address	Applicant	Project	Value	Variance	Type	Authority	Date approved	Comments
2024-019D	March 19/24	44 Southbridge Cres	Sydney Lafreniere	Home occupation	\$ 1,045.00	NO	N/A	Dev. Officer	April 3/2024	N/A
2024-020D	April 12/24	21 Southbridge Dr.	James C. Tusz	Basement dev.	\$ 8,000.00	NO	N/A	Dev. Officer	April 15/24	N/A
2024-021D	April 8, 2024	5024 48 Street	Sheryl and Roger Theriault	addition	\$ 100,000.00	YES	side yard	MPC	April 12/2024	Variance for existing non-conforming



2024-022D	April 2/24	5016-47 Ave	Shannon Troendle	addition and deck	\$ 50,000.00	YES	side yard	MPC	April 12/2024	Variance for existing non-conforming
2024-023D	April12/24	5215 50 Ave	Bryce Stene	fence	\$ 15,000.00	YES	Direct Control	Council	April 15/24	N/A
2024-024D	April12/24	5105 52 Ave	Cory Symons	solar panels	\$ 32,756.00	YES	Direct Control	Council	April 15/24	N/A
2024-025D	April 3/24	5118-53Ave	Phatisiwe Moyo-Dokotela	basement development	\$ 15,000.00	NO	N/A	Dev. Officer	April 15/24	N/A
2024-026D	April 9/24	5119 - 53 Ave	Alvin Ryan	attached garage	\$ 35,000.00	NO	N/A	Dev. Officer	April17/24	N/A
2024-027	April11/24	5100 - 49 St	Black Gold School Division	school addition	\$ 3,600,000.00	YES	Parking	Dev. Officer	April22/24	66 parking instead of 82
2024-029D	April 17/24	27 Westview Crescent	Stephen Osborne/Action E	Solar PV roof	\$ 11,000.00	NO	N/A	Dev. Officer	April 29/24	N/A