

**TOWN OF CALMAR REGULAR COUNCIL MEETING TO BE HELD  
IN PERSON AND VIRTUALLY ON MARCH 04, 2024,  
COMMENCING AT 6:30 PM**

**GoToMeeting**

**Public Access Code: 211-016-493**

**AGENDA**

- | <b><u>ITEM</u></b> | <b><u>SOURCE</u></b>  |
|--------------------|---|
| <b>1.</b>          | <b>Call to Order</b>  |
| <b>2.</b>          | <b>Adoption of Agenda</b>   |
| <b>3.</b>          | <b>Public Hearings - None</b>   |
| <b>4.</b>          | <b>Delegations</b> <ul style="list-style-type: none"><li>a) Powers &amp; Associates</li><li>b) Off Highway Vehicles – Open Discussion</li></ul>   |
| <b>5.</b>          | <b>Adoption of Minutes</b> <ul style="list-style-type: none"><li>a) Regular Council Meeting – February 20, 2024</li><li>b) Special Council Meeting – February 28, 2024</li></ul>  |
| <b>6.</b>          | <b>Unfinished Business</b> <ul style="list-style-type: none"><li>a) Bylaw #2017 – 07 - Land Use Bylaw – Discussion on places of worship and consultation results</li><li>b) Communication Report</li><li>c) Recreation Report</li><li>d) Asset Management Report</li><li>e) Growth Report</li><li>f) Mayor Carnahan Report</li><li>g) Councillor Faulkner Report</li><li>h) Councillor Gardner Report</li><li>i) Councillor McKeag Reber Report</li><li>j) Councillor Benson Report – not submitted</li><li>k) Daycare 5007 – 50 Street</li></ul> |
| <b>7.</b>          | <b>Bylaws or Policies</b> <ul style="list-style-type: none"><li>a) Policy #2024-111 – Utility Account Transfers to Tax Roll</li><li>b) Policy #2024-112 – Accounts Receivable Transfers to Tax Roll</li><li>c) Bylaw 2024-03 – Parkland Bylaw</li><li>d) Bylaw 2024-03 – Committee of the Whole Bylaw</li></ul>   |
| <b>8.</b>          | <b>New Business</b> <ul style="list-style-type: none"><li>a) Property Tax Write-Off</li></ul>   |
| <b>9.</b>          | <b>Financial - None</b>   |
| <b>10.</b>         | <b>Department Reports – None</b>  |
| <b>11.</b>         | <b>Council and Committee Reports - none</b>   |
| <b>12.</b>         | <b>Correspondence</b> <ul style="list-style-type: none"><li>a) RCMP Leduc Provincial 2023 Detachment Profile</li></ul>  |
| <b>13.</b>         | <b>Clarification of Agenda Business – (Open mic)</b>  |
| <b>14.</b>         | <b>Closed Session</b> <ul style="list-style-type: none"><li>a) Development - (Pursuant to Section 25(1)(b) of the Freedom of Information and Protection of Privacy Act)</li></ul>   |
| <b>15.</b>         | <b>Adjournment</b>  |

**TOWN OF CALMAR 2023 FOR 2024 ASSESSMENT  
ROLL INFORMATION**

**CONFIDENTIAL**

**Administration, Mayor & Council Only**



**Powers & Associates Appraisal Services Inc.**

**02-25-2024**

Town of Calmar

**Assessment Summary**

Assessment Year: 2023

**Municipal Assessment**

<u>Code</u> <u>Description</u>	<u>Records</u>	<u>Status</u>	<u>Land</u>	<u>Impr.</u>	<u>Other</u>	<u>Total</u>
100 Res - Single Family - Calmar	807	T	65,255,000	156,913,000	0	222,168,000
101 Res - Vacant - Calmar	74	T	8,497,000	2,100,000	0	10,597,000
102 Res - Multiple Family - Calmar	8	T	553,600	3,171,000	3,158,000	6,882,600
104 Res - Condominium - Calmar	22	T	702,000	2,489,000	0	3,191,000
105 Res - Mobile Homes - Calmar	56	T	504,300	3,602,700	0	4,107,000
150 Res - (Town) Farmland/Agricultural - Calmar	3	T	49,000	0	0	49,000
152 Res - Vacant Farmland - Calmar	7	T	97,000	0	0	97,000
200 Commercial - Improved - Calmar	36	T	4,299,100	10,130,300	0	14,429,400
201 Commercial - Vacant - Calmar	9	T	1,918,000	0	0	1,918,000
300 Industrial - Improved - Calmar	35	T	12,970,000	17,263,000	0	30,233,000
301 Industrial - Vacant - Calmar	7	T	1,766,000	0	0	1,766,000
302 ICG - Calmar	1	T	128,000	29,000	0	157,000
303 Industrial - M & E - Calmar	1	T	0	46,000	0	46,000
<b>Taxable Total:</b>	<b>1,066</b>		<b>96,739,000</b>	<b>195,744,000</b>	<b>3,158,000</b>	<b>295,641,000</b>
<b>Sub Total:</b>	<b>1,066</b>		<b>96,739,000</b>	<b>195,744,000</b>	<b>3,158,000</b>	<b>295,641,000</b>
<u>Code</u> <u>Description</u>	<u>Records</u>	<u>Status</u>	<u>Land</u>	<u>Impr.</u>	<u>Other</u>	<u>Total</u>
400 Town Owned - Improved - Calmar	10	E	2,002,000	9,993,000	0	11,995,000
401 By-Law Exempt - Calmar	9	E	1,421,000	6,652,000	2,063,000	10,136,000
402 Town Owned - Vacant - Calmar	33	E	4,171,000	0	0	4,171,000
600 Institutional - School - Calmar	3	E	1,424,000	12,647,000	0	14,071,000
601 Institutional - Religious - Calmar	1	E	150,000	567,000	0	717,000
<b>Exempt Total:</b>	<b>56</b>		<b>9,168,000</b>	<b>29,859,000</b>	<b>2,063,000</b>	<b>41,090,000</b>
<b>For Municipal Assessment:</b>	<b>1,122</b>		<b>105,907,000</b>	<b>225,603,000</b>	<b>5,221,000</b>	<b>336,731,000</b>
<b>Grand Totals</b>						
<b>Taxable Total:</b>	<b>1,066</b>		<b>96,739,000</b>	<b>195,744,000</b>	<b>3,158,000</b>	<b>295,641,000</b>
<b>Exempt Total:</b>	<b>56</b>		<b>9,168,000</b>	<b>29,859,000</b>	<b>2,063,000</b>	<b>41,090,000</b>
<b>Parcels: 1,107</b>	<b>1,122</b>		<b>105,907,000</b>	<b>225,603,000</b>	<b>5,221,000</b>	<b>336,731,000</b>

**Disclaimer: Everything in this report is a very basic overview. Assessments, their calculations, and Assessment Legislation in the Province of Alberta is much more complex than what can be provided in this report. This report is being prepared to assist you when dealing with ratepayers.**

**Assessments in the Province of Alberta must have a MEDIAN ASR (Assessment to Sales Ratio) for each stratum of between 0.95 and 1.05 (95% to 105%).**

follow the procedures set out in the Alberta Assessment Quality Minister's Guidelines.

(3) For any stratum of the property type described in the following table, the quality standards set out in the table must be met in the preparation of assessments:

Property Type	Median Assessment Ratio	Coefficient of Dispersion
Property containing 1, 2 or 3 dwelling units	0.950 - 1.050	0 - 15.0
All other property	0.950 - 1.050	0 - 20.0

ASR = Assessment to Sales Ratio

Tests the relationship between assessments and sales prices that have occurred.

ASR Calculation:  $\text{Current Assessment} / \text{Sales Price} = \text{ASR}$

**Example 1 (Under):**

Sale Price \$200,000

Assessment: \$195,000

ASR =  $\$195,000 / \$200,000 = 0.975$  or **97.5%**

An ASR below 1 or 100% indicates the property group is slightly under assessed and the assessment would need to be increased (if outside of the legislated levels).

**Example 2 (Over):**

Sale Price \$200,000

Assessment: \$205,000

ASR =  $\$205,000 / \$200,000 = 1.025$  or **102.5%**

An ASR above 1 or 100% indicates the property group is slightly over assessed and the assessment would need to be decreased (if outside of the legislated levels).

**We as assessors aim for a median ratio of 98% to 100.**

### **Assessment Period (Cycle):**

Assessments are calculated using a process called “Mass Appraisal” as required by the MGA and MRAT. Mass Appraisal requires stratification and statistical analysis. The valuation date is legislated to be July 1 in the year prior to taxation. Everything after that date is considered post-facto and cannot be used in analysis.

For any model to be statistically significant, greater than 15 data points are needed.

In the Calculation of Assessments, the assessor uses 3 years worth of sales information to calculate assessments for the current assessment year (previous year to taxation). Any municipality with less than 500 sales in ALL strata groups combined, annually, must use 3 years of sales data. This also helps to stabilize the assessment base so there are less extremely large swings up and down with our Alberta “boom or bust” economy.

Each year the analysis period changes.

Year 1 is known as P1, Year 2 is P2, and Year 3 is P3.

Last year’s assessments were calculated using 2020, 2021, 2022

P1 = July 1, 2019 to July 1, 2020

P2 = July 1, 2020 to July 1, 2021

P3 = July 1, 2021 to July 1, 2022 for Taxation in 2023

Sales from July 1, 2019 to July 1, 2020 (the oldest year) were then removed from analysis to add in July 1, 2022 to July 1, 2023 (the most recent year)

This year’s analysis period was:

P1 = July 1, 2020 to July 1, 2021

P2 = July 1, 2021 to July 1, 2022

P3 = July 1, 2022 to July 1, 2023 for Taxation in 2024

### **Assessor Notes:**

2019 was essentially “pre-covid”. Although covid 19 was found in the later half of the year 2019, it did not start to impact Alberta until the spring of 2020. Many in the valuation industry (myself included), figured that property values would fall as people were locked down. Surprisingly that was not what actually occurred. Many market areas (world wide) saw increases in real estate prices across the board. Some markets had very large increases. This was attributed to people wanting to get out of apartments, condominiums, and heavy urban areas, to suburban and less dense areas. Supply was limited and demand was higher than normal. This brought about increases in values from 2020 to about 2022. When Interest rates climbed to a point where now it has essentially stalled the market. We are now seeing flattening and in some cases down trending of sales prices. These decreases will not be recognized into the assessment cycle until next year and beyond. Further to this, 2020/2021

and 2021/2022 need to get out of the analysis period to show a better representation of current market conditions (and what is forecasted to be future market conditions). Assessments are a lagging indicator and should in no way be used to represent current market values.

## Town of Calmar Code: 0047 Assessment Year: 2023 Annual Audit Ratio Study Report

### Summary and Assessment Audit Comments

Overview
The annual audit ratio study is used to infer statistically whether each ratio study stratum of the municipality's reported market value based assessments meets the regulated provincial quality standards.
<b>Provincial Quality Standards:</b> The standard for the <b>Median Assessment Ratio</b> for each stratum is 0.950 to 1.050 for all property types. The standard for the <b>Coefficient of Dispersion (COD)</b> for each stratum is 0 to 15.0 for property containing 1, 2 or 3 dwelling units and 0 to 20.0 for all other property types. A COD will not be calculated where there are less than five IOV in any one stratum.
The results of the annual audit ratio study are an indication of the quality of the municipality's assessments as a whole and should not be relied upon as evidence of the quality of an individual property's assessment.

	Residential Assessment Level	Non-Residential Assessment Level	
	0.999	0.964	

#### Assessment Year 2023 Loads

Load Type	Load Date	Declared By	Declaration Date
Annual	February 21, 2024		
Indicators of Value	February 21, 2024	N/A	

Annual Audit Ratio Study Status	
	The regulated quality standards have been met for each actual use group by value quartile stratum and declaration is enabled.

Annual Return Declaration Status:	Date
The appointed assessor may submit the annual declaration into ASSET.	21FEB24:14:36:26

Town of Calmar

### Assessment Level

Assessment Year: 2023

Residential					
Actual Use Group Description	Value Range	IOV Used	Total Assessment	Median Ratio	Indicated Market Value
RC - Residential Condominium	VQ1-4	7	\$2,884,000	0.974	\$2,960,986
SFD - Single Family Dwellings	VQ1	21	\$29,268,000	0.966	\$30,298,137
SFD - Single Family Dwellings	VQ2	26	\$43,706,000	0.982	\$44,507,128
SFD - Single Family Dwellings	VQ3	33	\$58,577,000	1.001	\$58,518,482
SFD - Single Family Dwellings	VQ4	55	\$101,378,000	1.014	\$99,978,304
VR - Vacant Residential	VQ1-4	22	\$15,538,000	0.996	\$15,600,402
		<b>164</b>	<b>\$251,351,000</b>	<b>0.998</b>	<b>\$251,863,437</b>

**Overall Ratio: 0.998**

## The Median Quality Standard Results

Assessment Year: 2023

Actual Use Group Description	Value Range of Sales	Value Range	IOV Used	Median	Results
RC - Residential Condominium	\$168,600 to \$285,600	VQ1-4	7	0.974	Meets
SFD - Single Family Dwellings	\$66,400 to \$366,900	VQ1	21	0.966	Meets
SFD - Single Family Dwellings	\$126,200 to \$297,000	VQ2	26	0.982	Meets
SFD - Single Family Dwellings	\$228,200 to \$374,000	VQ3	33	1.001	Meets
SFD - Single Family Dwellings	\$270,000 to \$631,800	VQ4	55	1.014	Meets
VR - Vacant Residential	\$62,900 to \$148,400	VQ1-4	22	0.996	Meets
IMNRES - Improved non-res	\$837,000 to \$837,000	VQ1-4	1	0.961	Meets
SPEC - Special Purpose	\$0 to \$0	VQ1-4	0	1.000	Inferred
VNRES - Vacant non-res	\$100,000 to \$392,000	VQ1-4	2	1.001	Meets

**The standard for Median Assessment Ratio for all property is 0.95 - 1.05  
If the number of IOV used was 0 then results = 'Inferred'**

## The Coefficient of Dispersion Quality Standard Results

Assessment Year: 2023

Actual Use Group Description	Value Range of Sales	Value Range	IOV Used	COD	Results
RC - Residential Condominium	\$168,600 to \$285,600	VQ1-4	7	2.3	Meets
SFD - Single Family Dwellings	\$66,400 to \$366,900	VQ1	21	11.5	Meets
SFD - Single Family Dwellings	\$126,200 to \$297,000	VQ2	26	9.2	Meets
SFD - Single Family Dwellings	\$228,200 to \$374,000	VQ3	33	8.6	Meets
SFD - Single Family Dwellings	\$270,000 to \$631,800	VQ4	55	7.8	Meets
VR - Vacant Residential	\$62,900 to \$148,400	VQ1-4	22	8.2	Meets
IMNRES - Improved non-res	\$837,000 to \$837,000	VQ1-4	1	0.0	N/A
SPEC - Special Purpose	\$0 to \$0	VQ1-4	0	0.0	Inferred
VNRES - Vacant non-res	\$100,000 to \$392,000	VQ1-4	2	3.9	N/A

**The Coefficient of Dispersion (COD) Standard  
Residential property is 0 - 15, Non-Residential property is 0 - 20  
If the number of IOV used was less then 5 then results = 'N/A'  
If the number of IOV used was 0 then results = 'Inferred'**

## Annual Audit Ratio Study Statistics

Assessment Year: 2023

Actual Use Group Description	Value Range	Median	Weighte Mean	Mean	Min	Max	PRD	COD	Std Dev	CoV
RC - Residential Condominium	VQ1-4	0.974	0.967	0.967	0.931	1.004	1.00	2.3	0.029	3.003
SFD - Single Family Dwellings	VQ1	0.966	0.880	0.934	0.223	1.175	1.06	11.5	0.191	20.473
SFD - Single Family Dwellings	VQ2	0.982	0.990	1.016	0.788	2.013	1.03	9.2	0.215	21.169
SFD - Single Family Dwellings	VQ3	1.001	0.994	1.003	0.804	1.206	1.01	8.6	0.102	10.201
SFD - Single Family Dwellings	VQ4	1.014	0.999	1.008	0.748	1.262	1.01	7.8	0.100	9.909
VR - Vacant Residential	VQ1-4	0.996	0.987	1.003	0.580	1.199	1.02	8.2	0.126	12.562
IMNRES - Improved non-res	VQ1-4	0.961	0.961	0.961	0.961	0.961	1.00	0.0	0.961	99.956
SPEC - Special Purpose	VQ1-4	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
VNRES - Vacant non-res	VQ1-4	1.001	0.978	1.001	0.962	1.040	1.02	3.9	0.055	5.529

**Town of Calmar**

**Assessment By Location**

**Assessment Code: 100 Res - Single Family - Calmar**

Location	----- Median -----				----- Average -----			
	Asmt 2022	Asmt 2023	% Diff.	\$ Diff.	Asmt 2022	Asmt 2023	% Diff.	\$ Diff.
47 Calmar	246,000	252,000	2.4%	6,000	241,501	249,456	3.3%	7,955
48 Southbridge	364,500	391,500	7.4%	27,000	366,347	399,173	9.0%	32,826
49 Hawks Landing	355,000	385,000	8.5%	30,000	342,300	381,625	11.5%	39,325

<b>Overall statistics for: 100 Res - Single Family - Calmar</b>				
	<u>Asmt 2022</u>	<u>Asmt 2023</u>	<u>% Difference</u>	<u>\$ Difference</u>
Median:	<b>259,000</b>	<b>271,000</b>	<b>4.6%</b>	<b>12,000</b>
Average:	<b>261,784</b>	<b>275,301</b>	<b>5.2%</b>	<b>13,517</b>

**Town of Calmar**

**Assessment By Location**

**Assessment Code: 200 Commercial - Improved - Calmar**

Location	----- Median -----				----- Average -----			
	Asmt 2022	Asmt 2023	% Diff.	\$ Diff.	Asmt 2022	Asmt 2023	% Diff.	\$ Diff.
47 Calmar	238,500	240,000	0.6%	1,500	397,822	400,817	0.8%	2,995

<b>Overall statistics for: 200 Commercial - Improved - Calmar</b>				
	<u>Asmt 2022</u>	<u>Asmt 2023</u>	<u>% Difference</u>	<u>\$ Difference</u>
Median:	<b>238,500</b>	<b>240,000</b>	<b>0.6%</b>	<b>1,500</b>
Average:	<b>397,822</b>	<b>400,817</b>	<b>0.8%</b>	<b>2,994</b>



**Town of Calmar**

**Assessment By Location**

**Assessment Code: 300 Industrial - Improved - Calmar**

Location	----- Median -----				----- Average -----			
	Asmt 2022	Asmt 2023	% Diff.	\$ Diff.	Asmt 2022	Asmt 2023	% Diff.	\$ Diff.
47 Calmar	541,000	563,000	4.1%	22,000	845,086	859,794	1.7%	14,708
999999 Not Specified		1,000,000				1,000,000		

<b>Overall statistics for: 300 Industrial - Improved - Calmar</b>				
	<u>Asmt 2022</u>	<u>Asmt 2023</u>	<u>% Difference</u>	<u>\$ Difference</u>
Median:	<b>541,000</b>	<b>563,000</b>	<b>4.1%</b>	<b>22,000</b>
Average:	<b>845,086</b>	<b>863,800</b>	<b>2.2%</b>	<b>18,714</b>

**Town of Calmar**

**Assessment By Location**

**Assessment Code: 102 Res - Multiple Family - Calmar**

Location	----- Median -----				----- Average -----			
	Asmt 2022	Asmt 2023	% Diff.	\$ Diff.	Asmt 2022	Asmt 2023	% Diff.	\$ Diff.
47 Calmar	690,000	684,500	-0.8%	-5,500	739,125	860,325	16.4%	121,200

<b>Overall statistics for: 102 Res - Multiple Family - Calmar</b>				
	<u>Asmt 2022</u>	<u>Asmt 2023</u>	<u>% Difference</u>	<u>\$ Difference</u>
Median:	<b>690,000</b>	<b>684,500</b>	<b>-0.8%</b>	<b>-5,500</b>
Average:	<b>739,125</b>	<b>860,325</b>	<b>16.4%</b>	<b>121,200</b>

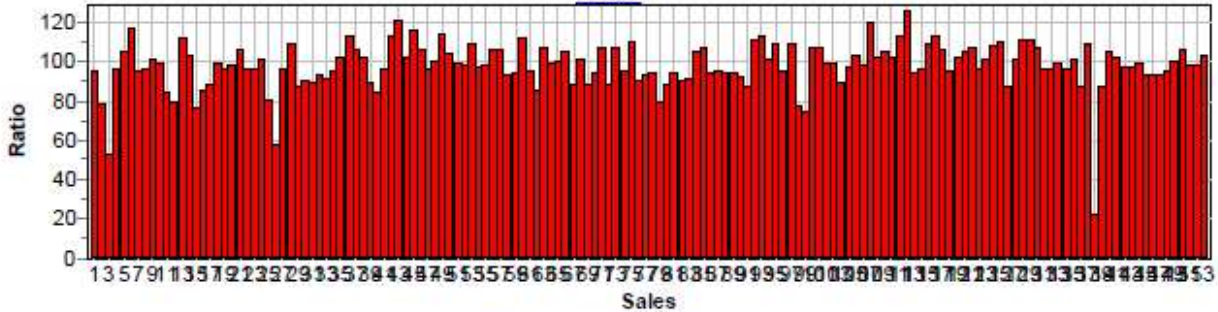
# RESIDENTIAL ASR BY MARKET AREA (Current): Calmar (ALL) Residential:

Town of Calmar

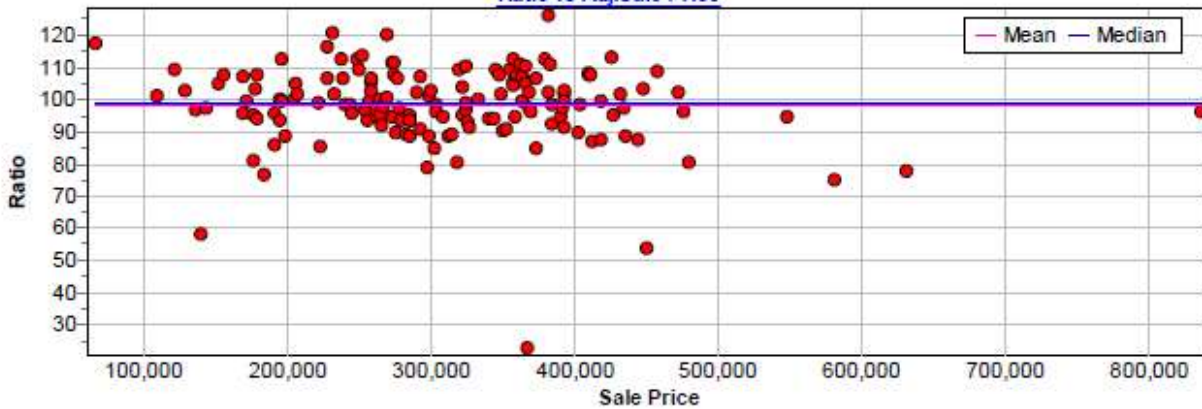
## Improved Asmt (Market Ratio Report)

<b>REPORT CRITERIA:</b>		Start Sale Date: 07/01/2020	End Sale Date: 07/01/2023	Only Used Sales: Yes	Year to Dep To: 2023
Property Selection by: Market Location		From: 47	to: 999999		
<b>Parcel Area Statistics:</b>			<b>Ratio Statistics:</b>		
	Mean Area:	6,375.46	Mean Percentage:	98.2 %	
	Median Area:	5,879.50	Median Percentage:	98.7 %	
	Minimum Area:	0.00	Minimum Percentage:	22.3 %	
	Maximum Area:	30,750.00	Maximum Percentage:	126.2 %	
	Coefficient of Dispersion:	36.56	Coefficient of Dispersion:	8.3	
			Coefficient of Variation:	12.30	
	Number of Sales:	154	Standard Deviation:	12.08	
			Weighted Mean:	97.6 %	
			Price-Related Differential:	100.6 %	

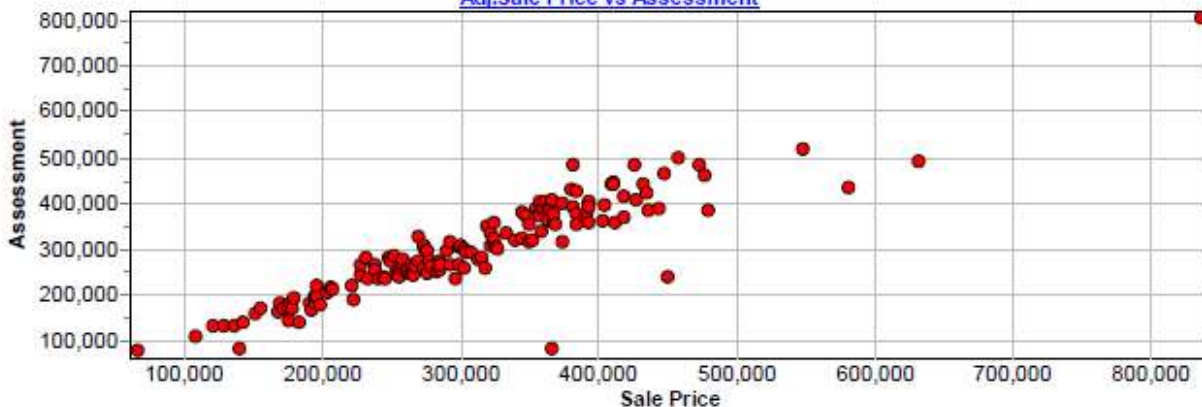
Ratios



Ratio vs Adj. Sale Price



Adj. Sale Price vs Assessment



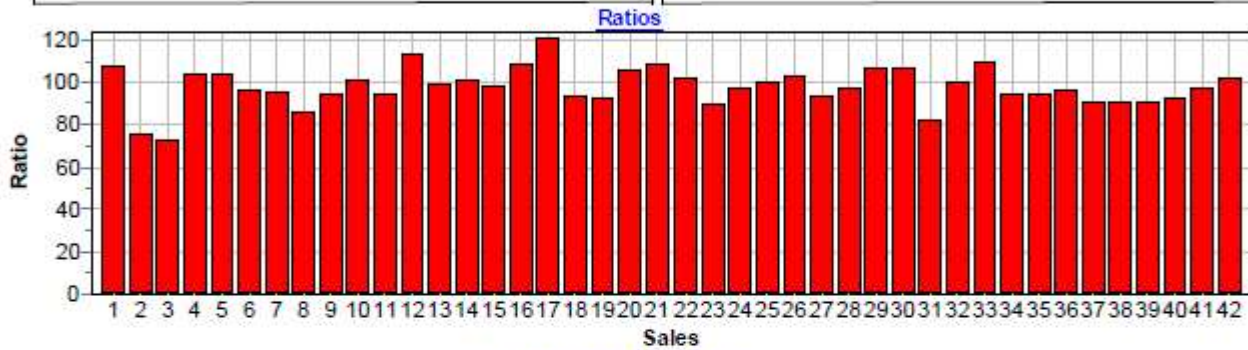
# Southbridge:

Town of Calmar

## Improved Asmt (Market Ratio Report)

**REPORT CRITERIA:** Start Sale Date: 06/15/2020 End Sale Date: 08/01/2023 Only Used Sales: Yes Year to Dep To: 2022  
 Property Selection by: Market Location From: 48 to: 48

Parcel Area Statistics:			Ratio Statistics:		
Mean Area:	5,229.61		Mean Percentage:	97.6 %	
Median Area:	5,164.00		Median Percentage:	97.2 %	
Minimum Area:	2,164.00		Minimum Percentage:	72.4 %	
Maximum Area:	8,996.00		Maximum Percentage:	120.9 %	
Coefficient of Dispersion:	24.22		Coefficient of Dispersion:	7.1	
			Coefficient of Variation:	9.51	
			Standard Deviation:	9.29	
Number of Sales:	42		Weighted Mean:	97.1 %	
			Price-Related Differential:	100.6 %	



# Vacant Asmt (Market Ratio Report)

**REPORT CRITERIA:** Start Sale Date: 06/15/2020 End Sale Date: 08/01/2023 Only Used Sales: Yes Year to Dep To: 2022  
 Property Selection by: Subdivision From: 48 to: 48

**Parcel Area Statistics:**

Mean Area:	4,783.73
Median Area:	4,682.75
Minimum Area:	4,370.00
Maximum Area:	5,498.36
Coefficient of Dispersion:	4.07
Number of Sales:	7

**Ratio Statistics:**

Mean Percentage:	98.2 %
Median Percentage:	98.1 %
Minimum Percentage:	85.3 %
Maximum Percentage:	107.6 %
Coefficient of Dispersion:	5.7
Coefficient of Variation:	7.68
Standard Deviation:	7.54
Weighted Mean:	98.1 %
Price-Related Differential:	100.1 %



# HAWKS LANDING

Town of Calmar

## Improved Asmt (Market Ratio Report)

**REPORT CRITERIA:** Start Sale Date: 06/15/2020 End Sale Date: 08/01/2023 Only Used Sales: Yes Year to Dep To: 2022  
 Property Selection by: Market Location From: 49 to: 49

Parcel Area Statistics:		Ratio Statistics:	
Mean Area:	4,315.57	Mean Percentage:	97.3 %
Median Area:	4,202.00	Median Percentage:	97.7 %
Minimum Area:	3,795.00	Minimum Percentage:	83.3 %
Maximum Area:	5,043.00	Maximum Percentage:	107.9 %
Coefficient of Dispersion:	6.16	Coefficient of Dispersion:	6.0
		Coefficient of Variation:	7.80
		Standard Deviation:	7.59
Number of Sales:	14	Weighted Mean:	96.8 %
		Price-Related Differential:	100.5 %



# Vacant Asmt (Market Ratio Report)

**REPORT CRITERIA:** Start Sale Date: 06/15/2020 End Sale Date: 08/01/2023 Only Used Sales: Yes Year to Dep To: 2022  
 Property Selection by: Market Location From: 49 to: 49

**Parcel Area Statistics:**

Mean Area:	4,380.17
Median Area:	4,233.00
Minimum Area:	4,202.00
Maximum Area:	4,764.00
Coefficient of Dispersion:	4.21
Number of Sales:	6

**Ratio Statistics:**

Mean Percentage:	102.9 %
Median Percentage:	99.3 %
Minimum Percentage:	97.2 %
Maximum Percentage:	112.9 %
Coefficient of Dispersion:	5.2
Coefficient of Variation:	6.77
Standard Deviation:	6.96
Weighted Mean:	102.8 %
Price-Related Differential:	100.0 %





**Town of Calmar**

Request for Discussion (RFD)

Meeting:	Regular Council meeting
Meeting Date:	March 4, 2024
Originated By:	Calmar Enforcement
Title:	Off Highway Vehicle
Approved By:	CAO Losier
Agenda Item Number:	4 B

**BACKGROUND/PROPOSAL:**

Council wants to receive feedback related to Off Highway Vehicle (OHV) and the Off Highway Vehicle Bylaw, being bylaw 2020-14. Tonight’s session is to receive feedback.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

Due to ongoing concerns regarding OHV, Calmar Enforcement discussed with Council at the February 28 Special Council meeting. Education and signage are important pieces of the strategy moving forward.

**Option 1** – Council may provide direction to Administration on potential changes to Bylaw #2020-14.

**Option 2** – Council may keep Bylaw 2020-14 as worded.

**Option 3** - Council may direct Administration to invest specific items before retuning to a Council meeting.

**COSTS/SOURCE OF FUNDING (if applicable)**

n/a

**RECOMMENDED ACTION:**

Council provide direction to Administration on the path forward.

**REGULAR MEETING OF COUNCIL  
OF THE TOWN OF CALMAR WAS HELD IN PERSON  
AND VIRTUALLY ON MONDAY FEBRUARY 20, 2024**

Access Code: 211-016-493

1. **CALL TO ORDER:** Mayor Carnahan called the Regular Council Meeting of February 20, 2024, to order at the hour of 6:34 pm.

**PRESENT:** Mayor Carnahan, Councillors Faulkner, Gardner, McKeag Reber & Benson, CAO Losier, DCS Bryans, RC Miller

2. **ADOPTION OF AGENDA:**

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

**CARRIED  
R-24-02-0027**

3. **PUBLIC HEARINGS:** None

4. **DELEGATIONS:** None

5. **ADOPTION OF MINUTES:**

- a) **Regular Council Meeting** – February 05, 2024

*Moved by* Councillor Gardner that the minutes of the Regular Council Meeting of February 05, 2024, are hereby approved as presented.

**CARRIED  
R-24-02-0028**

6. **UNFINISHED BUSINESS:** None

7. **BYLAWS or POLICIES:**

- a) **Bylaw #2024-03** – Parkland Bylaw

*Moved by* Councillor McKeag Reber that Bylaw #2024-03 – Parkland Bylaw, be given first reading as presented.

**CARRIED  
R-24-02-0029**

- b) **Bylaw #2020-14** – Off Road Vehicles Bylaw – Discussion Only

- c) **Bylaw #2022-21** – Procedural Bylaw - Discussion Only

- d) **Committee of the Whole Bylaw** - Discussion Only

8. **NEW BUSINESS:**

- a) **2024 Regional Assessment Review Board Appointments**

*Moved by* Councillor McKeag Reber that Council pass a motion to appoint the following as the Town of Calmar Assessment Review Board Officials for 2024:

ARB Chair:	Raymond Ralph
Certified ARB Clerk:	Gerryl Amarin
Certified Panelists:	Darlene Chartrand
	Sheryl Exley
	Tina Groszko
	Stewart Henning
	Richard Knowles
	Denis Meier
	Raymond Ralph

**CARRIED  
R-24-02-0030**



**REGULAR MEETING OF COUNCIL  
OF THE TOWN OF CALMAR WAS HELD IN PERSON  
AND VIRTUALLY ON MONDAY FEBRUARY 20, 2024**

Access Code: 211-016-493

**b) Canada Day**

*Moved by* Councillor Benson that Council pass a motion to direct Administration to move forward with the Calmar Canada Day Hockey Tournament.

**CARRIED  
R-24-02-0031**

**c) Recreation Board**

*Moved by* Councillor Gardner that Council pass a motion to direct Administration to bring back a new draft bylaw to replace Bylaw #2017-15 at a future meeting for deliberation and discussion.

**CARRIED  
R-24-02-0032**

**d) Chronicle Discussion**

**9. FINANCIAL:**

**a) 2023 Operating Surplus**

*Moved by* Councillor Benson that Council pass a motion to make the following reserve transfers from the 2023 Operating Surplus:

Operating Contingency Reserve - \$56,000  
Debenture Stabilization Reserve - \$0  
Incentive Grant Reserve - \$19,000  
Infrastructure Reserve - \$600,000  
Town Hall Reserve - \$20,000  
Parks Facility Reserve - \$60,000  
Parks Trail Reserve - \$50,000  
Fleet Services Reserve - \$20,000  
Arena Building Reserve - \$75,000

**CARRIED  
R-24-02-0033**

**10. DEPARTMENT REPORTS: None**

**11. COUNCIL AND COMMITTEE REPORTS: None**

**12. CORRESPONDENCE:**

**a) RCAF Centenary Dinner Invitation**

*Moved by* Mayor Carnahan that Council accept this as information.

**CARRIED  
R-24-02-0034**

**13. CLARIFICATION OF AGENDA BUSINESS – (Open mic)**

*Recess @ 9:10 pm  
Reconvene @ 9:20pm*

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

**CARRIED  
R-24-02-0035**

**REGULAR MEETING OF COUNCIL  
OF THE TOWN OF CALMAR WAS HELD IN PERSON  
AND VIRTUALLY ON MONDAY FEBRUARY 20, 2024**

Access Code: 211-016-493

**14. CLOSED SESSION:**

*Moved by* Councillor McKeag Reber that the Regular Council Meeting temporarily adjourn, and Council sit in Closed Session at this time being 9:21 pm.

**CARRIED  
R-24-02-00236**

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

- a) **Development** - (Pursuant to Section 25(1)(b) of the Freedom of Information and Protection of Privacy Act)
- b) **Personnel** - (Pursuant to Section 24(1)(b)(i) of the Freedom of Information and Protection of Privacy Act).
- c) **Personnel** - (Pursuant to Section 24(1)(b)(i) of the Freedom of Information and Protection of Privacy Act).
- d) **Personnel** - (Pursuant to Section 24(1)(b)(i) of the Freedom of Information and Protection of Privacy Act).

*Moved by* Councillor McKeag Reber that the Regular Council Meeting reconvene from Closed Session at this time being 10:08pm.

**CARRIED  
R-24-02-0037**

*Moved by* Councillor Gardner that administration is directed to proceed with the tax recovery auction on the designated manufactured home in the Calmar Trailer Park, with the reserve bid to be set at 90% of the 2023 assessed value.

**CARRIED  
R-24-02-0038**

**15. ADJOURNMENT:**

The Regular Council Meeting adjourned at 10:10pm.

These minutes signed this 04<sup>th</sup> day of March 2024.

\_\_\_\_\_  
Mayor Carnahan

\_\_\_\_\_  
CAO Losier

**SPECIAL MEETING OF COUNCIL TO BE HELD  
IN PERSON AND VIRTUALLY ON FEBRUARY 28, 2024  
COMMENCING AT 1:30 PM**

GoToMeeting  
Public Access Code: 738-393-413

1. **CALL TO ORDER:** Mayor Carnahan called the Special Meeting of Council of February 28, 2024, to order at the hour of 1:38 pm.

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

2. **ADOPTION OF AGENDA:**

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

**CARRIED  
CR-24-02-0039**

3. **BYLAWS or POLICIES:**

- a) **Policy #2024-113** – Downtown Façade Improvement Policy – Discussion Only
- b) **Bylaw #2024-04** – Committee of the Whole Bylaw – Discussion Only
- c) **Policy #2024-114** – Policy Creation and Management

Recess @ 2:45pm  
Reconvene @ 2:50pm

- d) **Bylaw #2020-14** – Off Highway Vehicle Bylaw – Discussion Only

*Councillor Gardner had to excuse herself from the Special Council Meeting due to another commitment, therefore there was no quorum. The meeting was adjourned, and the remaining items will be moved to the Regular meeting of March 04, 2024 as unfinished business.*

- e) **Bylaw #2017-07** – Land Use Bylaw – Discussion on Places of Worship and Consultation Results – Discussion Only

4. **FINANCIAL: None**

5. **NEW BUSINESS: None**

6. **DEPARTMENT REPORTS:**

- a) **Communication**
- b) **Recreation**
- c) **Asset Management**
- d) **Growth Report**

7. **COUNCIL REPORTS:**

- a) **Mayor Carnahan**
- b) **Councillor Faulkner**
- c) **Councillor Gardner**
- d) **Councillor McKeag Reber**
- e) **Councillor Benson** – not submitted

**SPECIAL MEETING OF COUNCIL TO BE HELD  
IN PERSON AND VIRTUALLY ON FEBRUARY 28, 2024  
COMMENCING AT 1:30 PM**

GoToMeeting  
Public Access Code: 738-393-413

**8. ADJOURNMENT:**

The Special Council Meeting adjourned at 3:32pm.

These minutes signed this 04<sup>th</sup> day of March, 2024.

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Mayor Carnahan

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CAO Losier

Un-Approved Minutes



## Town of Calmar

### Request for Discussion (RFD)

Meeting:	Special Council Meeting
Meeting Date:	February 28, 2024
Originated By:	CAO Losier
Title:	Land Use Bylaw Amendments
Approved By:	CAO Losier
Agenda Item Number:	3 E

#### **BACKGROUND/PROPOSAL:**

At the January 15 meeting, Administration introduced the request from a Calmar group to add places of worship into the C1 district. This was again discussed briefly at the February 5 meeting where Council directed Administration to engage the business community and get its feedback. The community was surveyed for 5 days, and the result of the engagement is at the end of the report.

#### **DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

A few pieces can be extracted from the feedback received. First, people. Many businesses want to see more people in the downtown area, within peak time as well as off-peak time. Secondly, parking is a preoccupation for some, but not for all. A few owners also identified the limited number of commercial spaces as a consideration and that it should be reserved for commercial activities.

Council has different options to address the request. The first question that Council needs to answer is between enabling or not enabling places of worship in the C1 district. If that is not desired, then the process can stop here. If Council is open to exploring this idea, and have certain concerns, then these can potentially be addressed. Furthermore, should Council decide to explore this use, Administration would recommend to only consider it as a discretionary use, not a permitted use.

Currently, section 8.23 of the Land Use Bylaw (LUB) regulates places of worship, regardless of which districts they may be located within. Council could direct Administration to add regulations to section 8.23 if there are land use and/or planning rationale to support these regulations. These regulations can be general or specific to the intended use in the C1 district. For example, elements such as separating distance, lot size/frontage requirement, and location within a building (main floor versus other floor) could be specific to places of worship in the C1 district.

**COSTS/SOURCE OF FUNDING (if applicable)**

There is no cost associated with this initiative other than the necessary time to prepare the bylaw if that is what Council would like Administration to do.

**RECOMMENDED ACTIONS:**

Council accepts this report as information and provide feedback to Administration.

## **Business Community Engagement Results**

A question about enabling places of worship in the Town of Calmar's downtown.

1. What are your thoughts on opening up the downtown locations to be utilized by groups not necessarily business related?
2. Do you have any issues with non-business-related entities using retail/commercial space in Calmar's downtown?
3. Do you have any comments or questions you would like to pose to Council and/or Administration directly?

**Responses:** 5 allow 2 against 1 neutral/unclear on position

1. We have no issues with the proposed plan, as in my conversation with Councilor Benson we discussed our only issue would be if it were to impact parking during business hours and that is not the case.
2. Might be good to look at it in terms of bringing additional people into the downtown area, which is good for business, even if it isn't during business hours- potential customers are coming to the area that may not otherwise come and seeing what the business around here has to offer.
3. We agree that we have no issues with the noted change to our downtown core.
4. We do believe that this will increase business to the opened commercial businesses located on main street.
5. So. You have the Theatre apartments with no parking. Lees with no parking. Rentals above the dental office with no parking. Parking is a major issue. A few years ago the town was going to convert the lot behind the seniors to additional parking. Noticed a sold sign on it recently. You do have the power to go DC on this one building and can also give a special use designation. If you want a downtown core improve it. Provide parking. Encourage beautification. Advertise what business we have now and for gosh sakes utilize that friggin sign coming into town for everyone.
6. No, it should not be in the downtown. Highway commercial should stay highway commercial. I don't have anything against a place of worship, I just don't want to open up the district to more non-businesses taking up valuable space. Parking is too limited already.
7. We feel that business is business, and any entity that brings more people to our downtown core, the better. It brings people to town, and perhaps more likely to utilize various services offered throughout our town. Reflecting on the past, Calmar has had a church and youth center located on main street. We do have the Senior Center as well as the Zirka Hall on main and perhaps a cap or special order may need to be in place to maintain healthy rations. As a business, we appreciate the inclusion shown by counsel and administration on this and other matters. We trust counsel will uphold the best interests of our community.
8. We have discussed this and feel that the downtown area should be kept for Businesses and not be opened up to other groups that are not business related. We have no other comments at this time.

**Town of Calmar**

Council Priority Report (CPR) - Communication

Meeting:	Special Council Meeting
Meeting Date:	February 28, 2023
Originated By:	S. Losier / H. Bryans
Title:	Council Priority – Communication Update Report
Approved By:	CAO Losier
Agenda Item Number:	6 A

**COUNCIL PRIORITY - COMMUNICATION**

At its July 10 meeting, Council discussed the various projects and initiatives identified throughout the strategic and master plans. Acknowledging that resources are limited, Council decided to identify 3 priorities for Administration. One of these is communication. Throughout the following discussions, it was concluded that a short action plan could help with communication.

**ACTION PLAN:**

The website is a core component of our communication strategy. It contains the bulk of the town’s information. It has seen significant changes, and more are coming. Each staff is going over their respective section to ensure that obsolete information is being removed and that current information is properly loaded and displayed. If Council has any suggestions for the Council webpages (Meet your Council; Council meetings; Committees & Boards), please let Administration know.

The other initiative that was undertaken is to create Team Calmar Communication Plan from the communication strategy developed in 2021. However, following the last conversation with Council, Administration came across the 2014-047 Communication Policy. To keep things simple, Administration felt that it may be easier to simply revise the communication policy instead of adding another document (see attachment).

**NEXT STEPS:**

Next steps include working on additional website upgrades, finalizing the communication policy, and ensuring that Administration understand the purpose of this new tool and implement it daily.

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





## POLICY

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**POLICY No.** 2024-047  
**TITLE:** Communication Policy

**APPROVAL DATE:** AUGUST 18, 2014

**DEPARTMENT:** Administration

**REVISION DATE:** MARCH XX, 2024

**MAYOR:** \_\_\_\_\_

**CAO:** \_\_\_\_\_

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### Purpose:

To ensure that communication is proactive, strategic, effectively managed, consistent, and responsive to the diverse information needs of the Town of Calmar's residents.

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### Policy Statement:

Communicating is a key government function. Council and Administration must seek improving their communication skills. Strong communication will favour the town's functionality as well as residents' participation in municipal/civic duties and/or activities.

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### Definitions:

- **Acknowledge communication:** means communicating back with the party who initiated the communication to provide an answer, provide direction on the person and/or process that will help address the request/inquiry, and/or confirm the timeline.
- **Communication Team:** means the staff appointed by the CAO to conduct the work and responsibilities allocated to the team.
- **Council:** means the individuals elected to sit as Town Council under the Election Act and the Municipal Government Act of Alberta.
- **Employee:** means an individual employed by the Town.
- **Public:** means taxpayers, residents, community organizations, businesses, suppliers, other levels of government, and all other individuals and groups with whom the Town of Calmar works with and/or serves.

- **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:**

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### **Council responsibilities:**

- Review and amend this policy as needed.
- Adhere to applicable federal, provincial, and local laws, regulations, and policies related to communication and information.
- Be aware, use, and implement the Communication Spectrum and Goals.
- Share success stories with its residents and other members of the community.
- Invite feedback from the Public.
- Communicate directives to Administration through the CAO.
- Share information, educate, and direct the Public to proper authority and/or employee.
- Promote Calmar in functions and activities at the local, regional, provincial, and national levels.

### **CAO responsibilities:**

- Be aware, use, and implement the Communication Spectrum and Goals.
- Adhere to applicable federal, provincial, and local laws, regulations, and policies related to communication and information.
- Provide leadership in establishing communication priorities and themes. The CAO also approves corporate communication priorities.
- Ensure the implementation of this policy by the Administration.
- Represent Calmar externally on all management issues, programs, and activities. Where appropriate, act as spokesperson or designate knowledgeable staff, including technical or subject matter experts, to speak in an official capacity on issues or subjects for which they have responsibility or expertise.
- Conduct staff meetings.
- Ensure that the policy is part of the new employees' onboarding process.
- Ensure that the out of office messaging is activated (phone and email) when anticipating being out for more than 1 day.
- Acknowledge communication from the Public within 2 business days when on duty.
- Acknowledge communication from Council within 1 business day when on duty.

### **Administration responsibilities:**

- Be aware, use, and implement the Communication Spectrum and Goals.
- Adhere to applicable federal, provincial, and local laws, regulations, and policies related to communication and information.
- Facilitate proactive, two-way communications.
- Provide timely, accurate, clear, objective, and complete information about the Town's policies, programs, services, and initiatives.
- Promote coherent, consistent communications within, between and among County and/or other jurisdiction programs.

- Ensure that the out of office messaging is activated (phone and email) when anticipating being out for more than 1 day.
- Acknowledge communication from the Public within 2 business days when on duty.
- Acknowledge communication from the CAO within 1 business day when on duty.

**Communication team responsibilities:**

- Review and provide recommendation of the Town of Calmar's communications policies, guidelines, protocols, tools, and standards.
- Advance the reputation and positive image of the Town of Calmar to the Public.
- Monitor the progress of public engagement and/or communication efforts and report to the CAO.
- In conjunction with the CAO, will assist in forms of communication in areas related to public relations, media relations, stakeholder relations (including internal communication), crisis/emergency communications, social media, websites, creative production, special events and protocol.
- Use a variety of new and traditional methods of communications to accommodate the needs of the Public. To promote two-way communication, Town materials will provide residents with a phone number, email, mailing address, email address and social media channel as applicable for more information or input.
- Manage the effective and appropriate use of the organization's brand and visual identity.
- Oversee and participate actively in the communication item at the staff meeting.

**Communication Goals**

- While communicating with an individual and/or a group, an Employee/Council should always engage with the following goals in mind:
  - Connecting residents with Town initiatives and successes.
  - Enhancing engagement to help shape direction and feedback.
  - Increase internal capacity to communicate in meaningful ways.

**Communication Spectrum**

Internal communications	Responsibilities	External communication
Direct discussion	It is the responsibility of Council and Administration to select the proper tool(s) that will allow the Town to reach the targeted audience(s). Often, a combination of tools should be used to reach the communication goals.	Advertisement
Email		Direct Discussion
Meetings		Emails
Microsoft Teams		Electronic sign
Social media		Letters
Survey and polls		Microsoft Teams
Texting		News release
Training		Promotional marketing
Zoom (and/or other similar)		Open house and other engagement strategies
		Social media
		Survey and polls
		Telecommunication (television, radio, internet)

		Utility insert
		Website
		Zoom (and/or other similar)

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

**Town of Calmar**

Council Priority Report (CPR) - Recreation

Meeting:	Special Council Meeting
Meeting Date:	February 28, 2023
Originated By:	S. Losier / I. Miller, and R. Van Looy
Title:	Council Priority – Recreation
Approved By:	CAO Losier
Agenda Item Number:	6 B

**COUNCIL PRIORITY - RECREATION**

At its July 10 meeting, Council discussed the various projects and initiatives identified throughout the strategic and master plans. Acknowledging that resources are limited, Council decided to identify 3 priorities for Administration. One of these is Recreation. The purpose of this priority is to identify a recreation project that will be defined, designed, and implemented.

**ACTION PLAN:**

Since the last meeting, Administration has received a quote from ISL to conduct the drainage analysis to address the situation at the outdoor recreation grounds and along 51 Street. The quote for reviewing existing documentation, conducting preliminary design, and providing a cost estimate to address the situation is \$17,947. Without this information, it will be impossible to scope the cost of a recreational project at the Calmar Outdoor recreational Ground as drainage must be address before any significant project can occur. Meanwhile, Administration is working with a contractor to have the diamonds fencing fixed prior to the start of the season.

Regarding the arena, Administration is preparing for the capital upgrades identified in the 2024 budget. Administration continues to research opportunities for grants. In terms of a potential project with the arena, Administration explored a concept in 2017 (See attachment). This is showcased simply to provide an idea of what could be done to the arena.

For the recreational complex, we are still awaiting a response from a landowner to have a meeting. Due to travelling commitment, it was not possible to meet in January or February. Again, Administration would like to highlight that there are currently very few properties within the municipal boundary that could accommodate such a project.

Lastly, Administration has conducted some planning work for the trail system. A trail policy was initiated, and some potential projects identified. The policy needs more work, but the draft is attached to this report.

The projects identified are:

Option #1 Trail Option CORGI SW

Total Length: 1164 m

Cost Estimate: \$408 000 at \$350.00/m

Engineering: \$60 000

Contingency: \$70 000

Total: \$538 000.00

Note: Land acquisition required to connect to Thomas 6 naturalized trail. May increase final cost

Option #2 Trail Option Spray Park Connector

Total Length: 60m

Cost Estimate: \$21 000 at \$350.00/m

Engineering: N/A

Contingency: \$3000

Total: \$24 000.00

Option #3 Trail Option Dog Park NW Connector

Total Length: 670m

Cost Estimate: \$234 500 at \$350/m

Engineering: \$35 000

Contingency: \$40 000

Total: \$310 000.00

Note: Trail is dependent on land acquisition from Abel farms. This may hinder the project or increase costs.

Please note these numbers are rough cost estimates from previous projects and could vary higher or lower.

**NEXT STEPS:**

Once the work is done by ISL and we have talked with the landowner, Administration will be in a position to prepare an information package with one or more scenarios that will allow Council to evaluate potential recreational project in the context of the current capital program.

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



## POLICY

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**POLICY No.** **2024-111**  
**TITLE:** **Recreational Trail Development**

**APPROVAL DATE:** **TBD**

**DEPARTMENT:** **Administration and Council**

**REVISION DATE:**

**MAYOR:** \_\_\_\_\_

**CAO:** \_\_\_\_\_

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### **Purpose:**

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The purpose of this Policy is to identify means by which the Town will acquire land for the purpose of developing the trail network. The public trail network will comprise of various types of trails. The network will aim at ensuring continuity between trail segments.

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### **Policy Statement:**

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The Town is committed to promoting general health and providing recreational amenities and opportunities. These will enhance the residents and visitors' wellbeing.

The trail network will provide opportunities to be active. It will also foster connectivity between neighbourhoods, parks, hubs, and key community destinations.

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### **Definitions:**

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- **Council:** means the individuals elected to sit at Town Council under the Election Act and the Municipal Government Act of Alberta.
- **Public access:** means the ability for the public to access the trail network as pedestrian, cyclists, and/or other means of nonmotorized vehicles.
- **Nonmotorized vehicles:** means mode of transportation such as bicycle, rollerblades, skateboards, and other devices not propelled by electric or combustion engines. Nonmotorized vehicles also includes mobility assist devices.

- **Town:** means the Town of Calmar.
- **Trail, Natural:** means an engineered trail located within or adjacent to an environmentally sensitive area, requiring low maintenance to minimize its impact to the surrounding environment, the habitat, and/or the species.
- **Trail, Rural:** means existing trails on uneven terrain that are not universally accessible.
- **Trail, Urban:** means an engineered trail universally accessible with a subbase with asphalt and/or compacted surface as per the Town Design and Construction Standards.
- **Town Manager:** means the Chief Administrative Officer (CAO) as appointed by Council, or the Chief Administrative Officer's designated individual.

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## Policy:

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### Council responsibilities:

- Review policy as needed.
- Ensure proper budgeting to enable strategic land acquisition.
- Activate the Naming committee or an Ad Hoc committee to identify as needed the trail network
- Convey to Administration feedback received from the public and any external stakeholders.

### Calmar and District Recreation Advisory Board responsibilities:[SL1]

- Provide feedback.

### Administration responsibilities:

- Inform Council of land acquisition possibilities.
- Adhere to and implement the policy.
- Proposed project and associated budgets.
- Seek partnerships.
- Seek grants and alternative sources of funding.
- Identify and secure right of ways for trails.
- Plan, design, and construct/develop and/or contract the trails.
- Prepare and execute a trail network maintenance plan.
- Developing and implementing a wayfinding strategy.

### Planning of the network expansion:

- Priority is to be given to connecting existing assets and trail segments.



- Create a trail along 44 Avenue and then northbound to connect to the park area and beyond.
- Create a trail along 45 Avenue to connect the residential area to the park area and beyond.
- Implement a sign from 53 Avenue to the north side of the Sray Park and a trail on the south side to provide a safer access.
- Create a link between Beyond Peace to the dog park in the northwest of the Town.
- The Town shall work with developers while they are preparing their Area Structure Plan and/or their subdivision to seek opportunity to enhance connectivity.

**Acquisition of land for network expansion:**

- Priority shall be given to Municipal Reserve acquired under the Municipal Government Act.
- Easement to be secured or land to be acquired to enable connectivity to the dog park and to the Thomas Creek future trail (along the railroad).
- Easement to be secured or land to be acquired to connect from 50<sup>th</sup> Street to Dog Park.

**Review and/or amendment:**

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

Trail Option - CORGI SW Addition



The makes no representation as to the completeness, timeliness and accuracy of the information contained on this website. The expressly disclaims liability for any and all damages and losses arising from or in any way related to the use of this website.



## Trail Option - Spray Park Connector



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## Trail Option - Dog Park NW Connector



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[www.atkinsonconstruction.ca](http://www.atkinsonconstruction.ca)  
Youtube, Twitter, Facebook

General Contractor: Atkinson Construction Ltd  
Address: 53130 RR 15  
Address: Parkland County AB, Canada  
Phone: 780-963-3388  
Fax: 780-963-4472  
e-mail: [info@atkinsonconstruction.ca](mailto:info@atkinsonconstruction.ca)

Consultant  
Address  
Phone  
Fax  
e-mail

Consultant  
Address  
Phone  
Fax  
e-mail

Consultant  
Address  
Phone  
Fax  
e-mail

Consultant  
Address  
Phone  
Fax  
e-mail

No.	Description	Date

### Mike Karbonik Addition

#### 3D Day View

Project number	1699
Date	October 26, 2017
Drawn by	Matt S.
Checked by	J.A.

**A101**

Scale

26/10/2017 3:39:28 PM



www.atkinsonconstruction.ca  
 Youtube, Twitter, Facebook

General Contractor: Atkinson Construction Ltd  
 Address: 53130 RR 15  
 Address: Parkland County AB, Canada  
 Phone: 780-963-3388  
 Fax: 780-963-4472  
 e-mail: info@atkinsonconstruction.ca

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No.	Description	Date

Mike Karbonik  
 Addition

3D Night View

Project number 1699

Date October 26, 2017

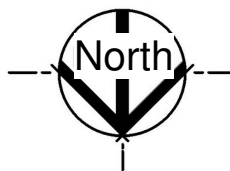
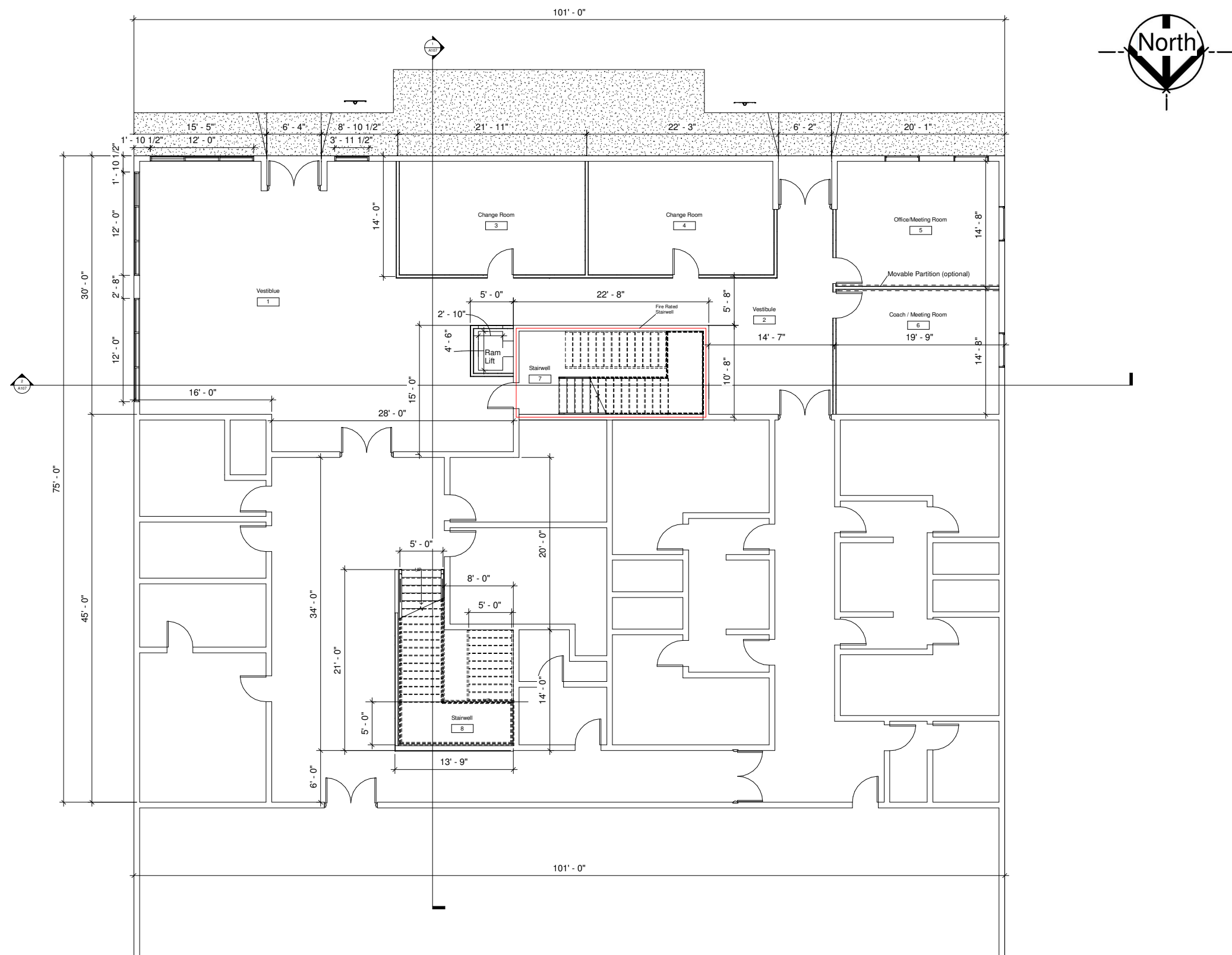
Drawn by Matt S.

Checked by B.A.

A102

Scale

26/10/2017 3:39:56 PM



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YouTube, Twitter, Facebook

General Contractor: Atkinson Construction Ltd  
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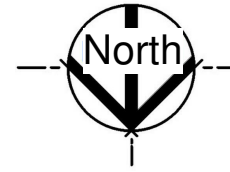
### Mike Karbonik Addition Level 1 Floor Plan

Project number	1699
Date	October 26, 2017
Drawn by	Matt S.
Checked by	J.A.

**A103**

Scale	1/4" = 1'-0"
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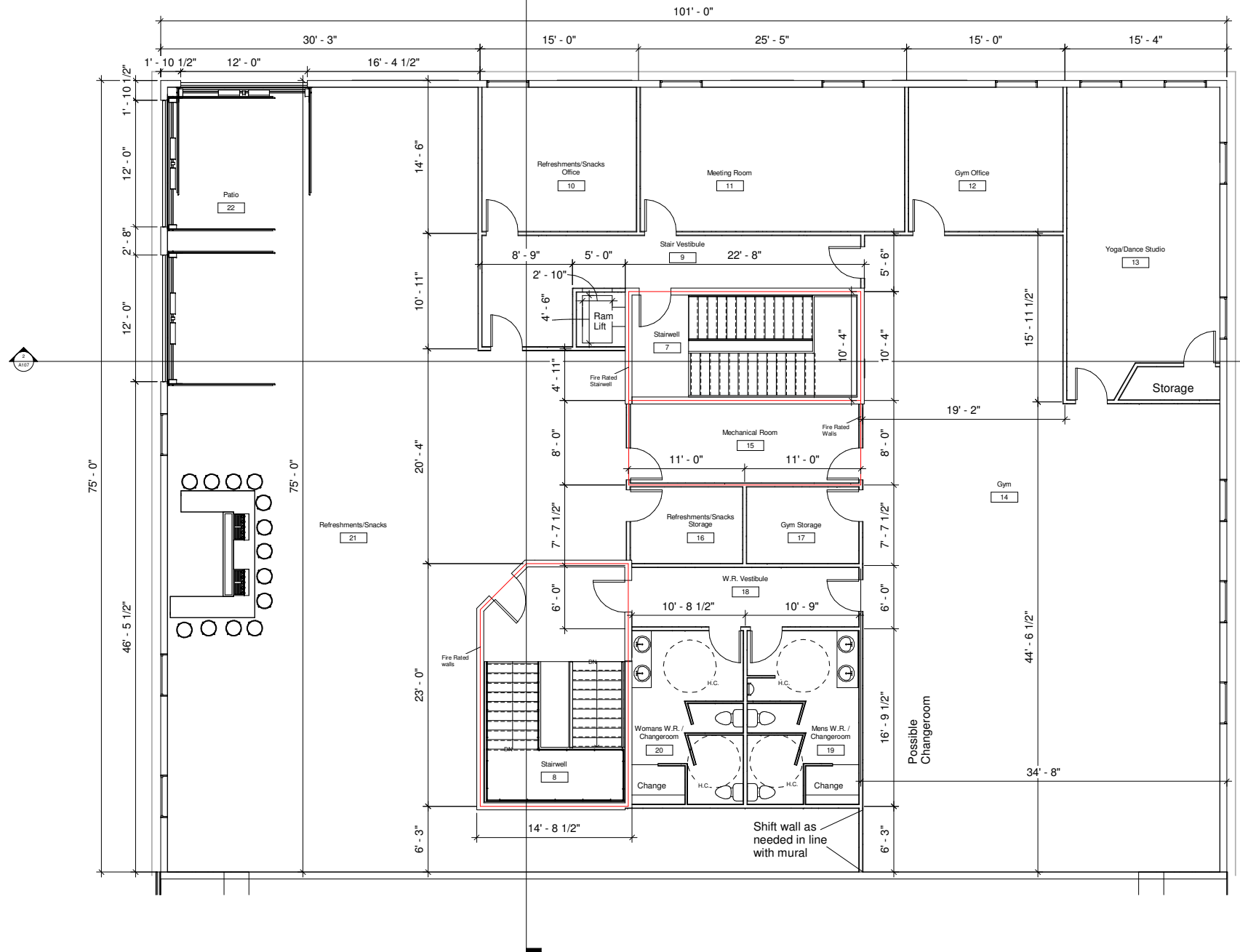
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No.	Description	Date

**Mike Karbonik  
 Addition  
 Level 2 Floor  
 Plan**

Project number	1699
Date	October 26, 2017
Drawn by	Matt S.
Checked by	J.A.

**A104**

Scale 1/4" = 1'-0"





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Youtube, Twitter, Facebook

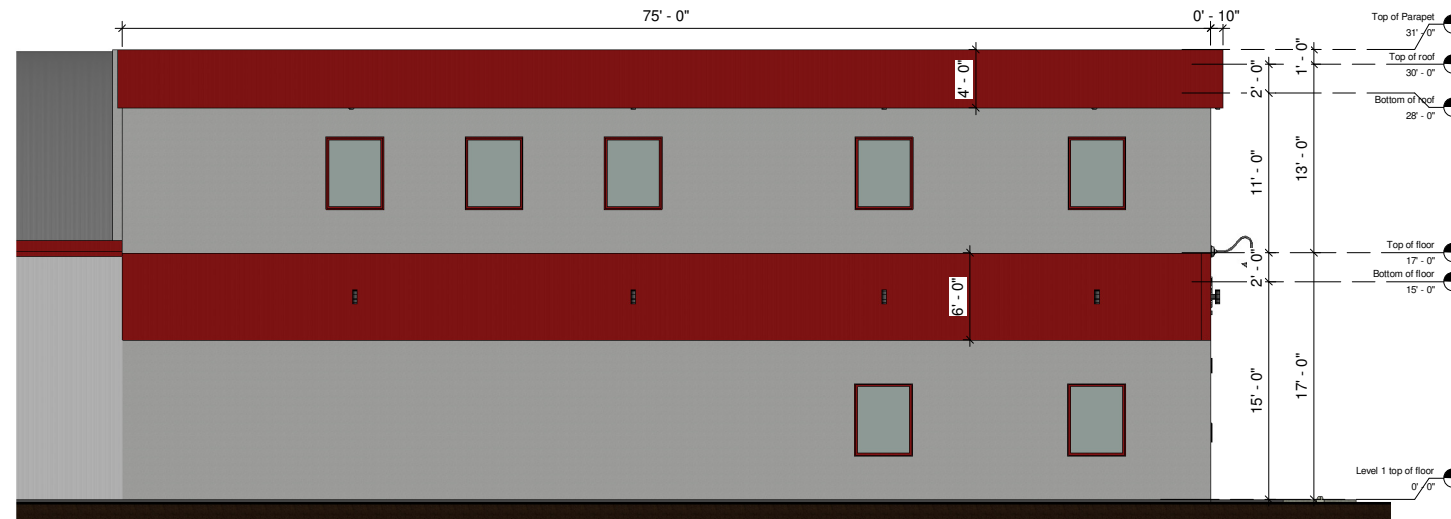
General Contractor: Atkinson Construction Ltd  
Address: 53130 RR 15  
Address: Parkland County AB, Canada  
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e-mail: info@atkinsonconstruction.ca

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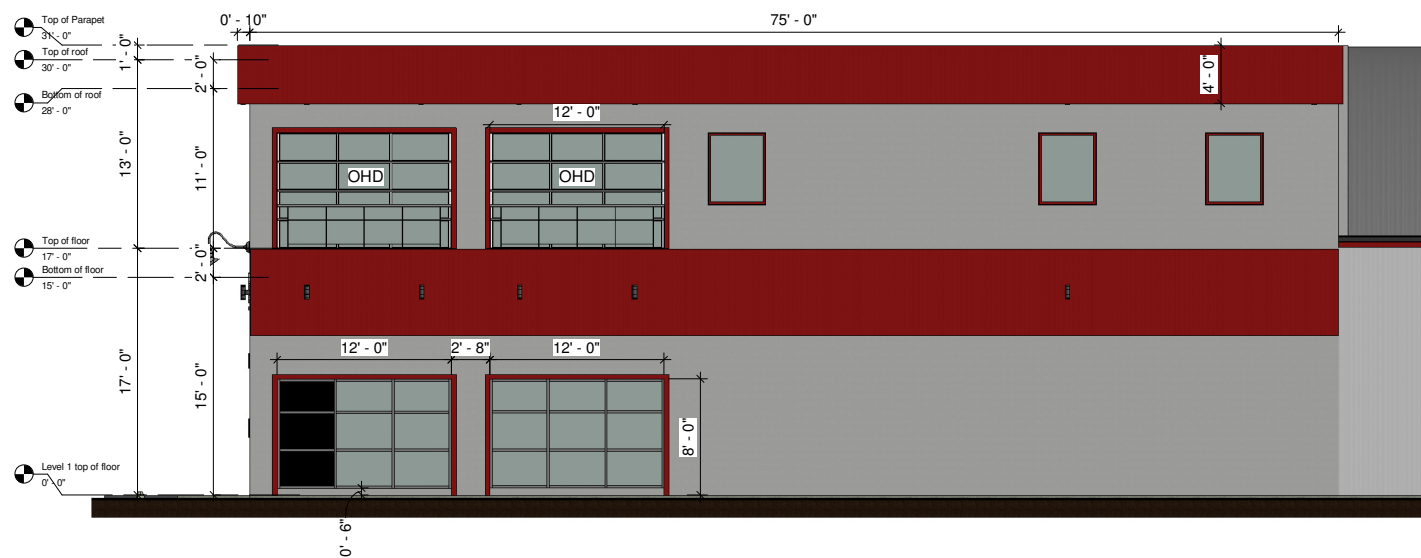
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① East  
1/4" = 1'-0"



② West  
1/4" = 1'-0"

No.	Description	Date

# Mike Karbonik Addition East / West Elevations

Project number	1699
Date	October 26, 2017
Drawn by	Matt S.
Checked by	J.A.

## A105

Scale 1/4" = 1'-0"



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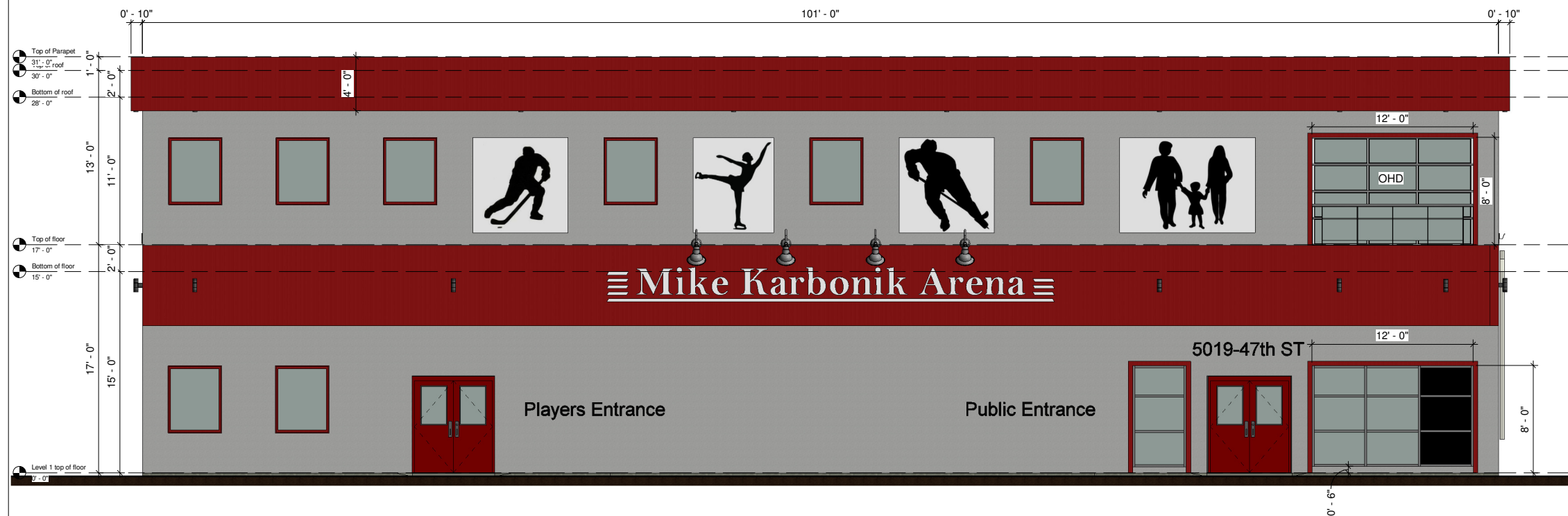
General Contractor: Atkinson Construction Ltd  
 Address: 53130 RR 15  
 Address: Parkland County AB, Canada  
 Phone: 780-963-3388  
 Fax: 780-963-4472  
 e-mail: info@atkinsonconstruction.ca

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① North  
 1:36

No.	Description	Date

### Mike Karbonik Addition North Elevation

Project number	1699
Date	October 26, 2017
Drawn by	Matt S.
Checked by	J.A.

A106  
 Scale 1:36

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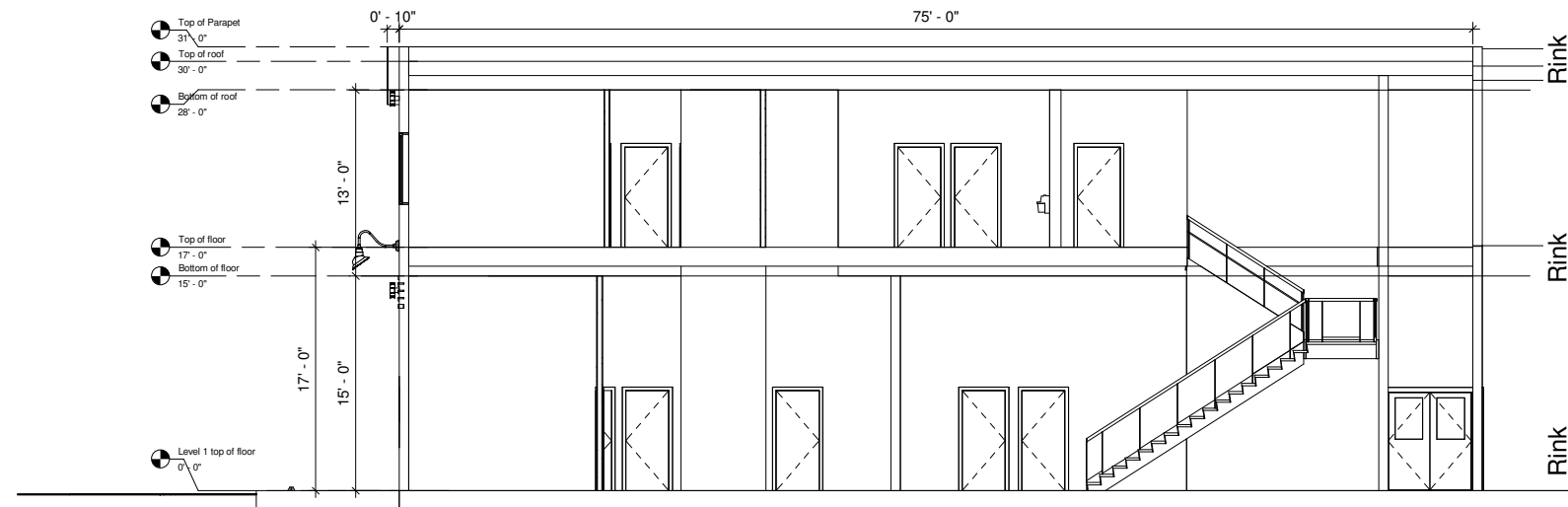
General Contractor: Atkinson Construction Ltd  
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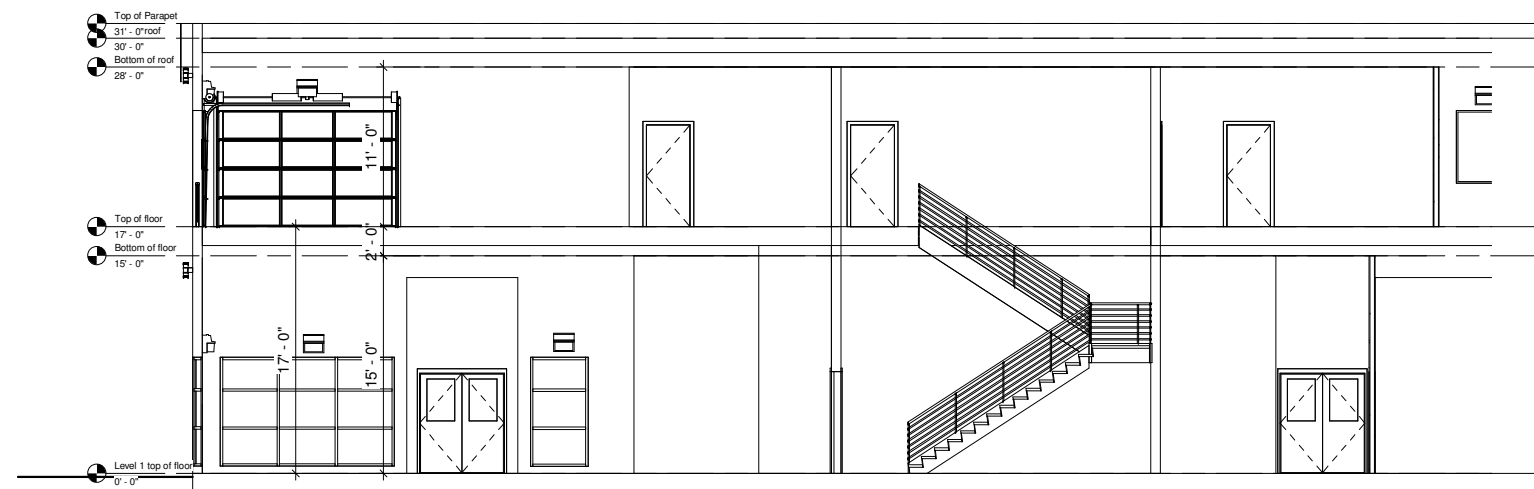
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① Section 1  
 1/4" = 1'-0"



② Section 2  
 1/4" = 1'-0"

No.	Description	Date

**Mike Karbonik**  
**Addition**  
**Building Sections**

Project number 1699

Date October 26, 2017

Drawn by Matt S.

Checked by J.A.

**A107**

Scale 1/4" = 1'-0"

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**Town of Calmar**

Council Priority Report – Asset Management

Meeting:	Special Council Meeting
Meeting Date:	Feb 28/2024
Originated By:	Graydon Nielson
Title:	Asset Management Update Report
Approved By:	CAO Losier
Agenda Item Number:	6 C

**COUNCIL PRIORITY – ASSET MANAGEMENT PLAN**

At its July 10 meeting, Council discussed the various projects and initiatives identified throughout the strategic and master plans. Acknowledging that resources are limited, Council decided to identify 3 priorities for Administration. One of these is the Asset Management Plan.

The Asset Management Plan will serve as a tool to help future Administrations and Councils to make decisions about the use and care of infrastructure to deliver services in a way that considers current and future needs, manages risks and opportunities, and make the best use of resources.

**ACTION PLAN:**

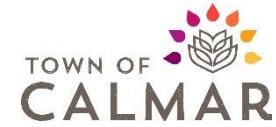
1. Administration has developed and the committee has reviewed the Asset Management Committee Bylaw #2023-28. The bylaw has been adopted by Council.
2. The Town of Calmar and Silversmith Data have begun work with the new Asset Management program. Public Works staff have had a training session with Silversmith data on its uses. The transfer of all the data from the existing MRF program has begun and we are making good progress. There are currently 4298 assets logged in the program and this number will grow daily as we now can input assets live in the field.
3. The committee has discussed training for 2024. We are exploring training modules provided by FCM (Federation of Canadian Municipalities). Modules AM 101: Asset management awareness training and AM 102: Core elements of asset management.

4. The committee had its second review of the Useful Life Expectancy Chart of the Town's assets. This will be a valuable tool to use when we begin the development of lifecycle analysis for town assets.

### **Next Steps**

1. Complete the data transfer from MRF to Silversmith.
2. Utilize the Silversmith program and continue to log town assets into the software. Begin lifecycle analysis of logged assets.
3. Provide a demonstration of the software at a Council meeting in the second quarter of 2024.
4. Schedule the am 101 and am102 training modules for committee members.
5. Finalize the Useful Life Expectancy Chart so it can be utilized when we begin the lifecycle analysis of the Town's Assets.

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



**Town of Calmar**

Growth Report for Discussion

Meeting:	Special Meeting of Council
Meeting Date:	February 28, 2024
Originated By:	CAO Losier
Title:	Growth Report – January 2024
Approved By:	CAO Losier
Agenda Item Number:	6 D

**BACKGROUND:**

The following table depicts the development permit approved in January.

Permit #	Date applied	Civic Address	Applicant	Project	Value	Variance	Type	Authority	Date approved	Comments
2024-001D	Jan. 11, 2024	5116 - 53 Ave	Princess Harirari	Secondary Suite	\$ 20,000.00	no	N/A	DO	Jan.15/24	Discretionary use

Mayor Sean Carnahan  
Council Report January 2024

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

**January 19<sup>th</sup> – Chamber Luncheon** – attended chamber luncheon to hear update from ATB Chief Economist & Vice President Mark Parsons. The message was that Alberta is still working through the recovery of lower oil & gas pricing since the fall of pricing pre covid and industry all together is still working through the stages of recovery post the COVID pandemic. Investment is coming back to the province, but we are still struggle to find the people resources to support the growth in the economy. Messaging was clear that many organizations are proceeding optimistically and ensuring there is flexibility in their plans.

**January 23<sup>rd</sup> – Library Board Meeting** – the board reviewed the directors report of events, lending activity, ,etc and was informed that the neighborhood food bank box has been moved in doors to the library. The director will figure out exactly how this will work. The standing report on OHS will be moved into the directors report as this is where it belong. The board reviewed and passed the following policies as presented or amended. Policy 7 – Provision of Materials, Policy 8 – Library Material Normally Lent, Policy 9 – Hours of Service, Policy 11 - Provision Of Materials. Policy 12 – Retentionof Library Records was tabled for administration to adjust and return to a future meeting.

**January 24<sup>th</sup> - 39/20 Alliance** – attended 39/20 alliance AGM, all current board members were reelected to their current positions. Review of the 2023 financial statements was approved with a cash balance of \$73K. The board was advised of a future virtual town hall event surrounding Joint Advocacy for Nurse Practitioners in Alberta, date and time to be determined upon response from Minister and Premier. It was advised that AB Munis and RMA should be invited as guest as this may help them me a part of the advocacy process. It was agreed to by all members to place the 39/20 alliance into hibernation until such time that a regional project comes to attention of the member communities. The Mayors will continue to meet and update each other quarterly with reports back on a semi-annual basis. This will remove the cost burden to each community for meetings and use of administrations to be part of the process.

**January 25<sup>th</sup> – Leduc Regional Housing Foundation** – attended the Leduc Regional Housing Foundation regular board meeting. The board was presented with updates from the Senior leadership team on activities supporting the strategic pillars of the foundation. Received the Executive directors report on activities and updates related to the operations and foundation. We received the December 2023 financial snapshot, which shows the foundation in a solid financial position due to near capaacity rentals with the exception of Warbug manor. Reviewed the government of Alberta 2024 interm budget and received a private donation and letter that the funds be used on future green iniatitives at foundation owned sites. The board received the 2023 OHS audit report and action plan with strong grades. The future will be to focus on all items that were below 90% to bring them up to at least 90%. The board reviewed the following policies as presented or amended. Incident Reporting & Investigation Policy, Violence and Harassment Prevention Policy, Health & Safety Committees Policy, Health & Safety

Committee Terms of Reference, Other Work Site Parties Policy, Other Work Site Parties Orientation Policy, Other Work Site Parties Monitoring Policy. The foundation has been nominated for the 2023 Not-for-Profit award at the upcoming Chamber of Commerce award gala. This is a great nomination and is based on the significant accomplishments over the last year. The final item of the evening was to review the 2023-12 LHRF waiting list, which is attached to this report.





## Occupancy & Wait List Report

@  
December 31, 2023

SUPPORTIVE LIVING	Units	Occupied Units	People Served	Current Month Vacant Units	Last Month Vacant Units	Vacancy by Unit Type							Moves During Month			Wait List	
						Bedsit	Suite	Bach	1	2	3	4	In	Out	Where To:	@ Mth End	
Leduc - Planeview Place	121	112	117	9	9	8	1						4	4	2 - LTC 1 - Deceased 1 - 14 Days Notice	14	Bedsit 5 Suite 9
Warburg - Cloverleaf Manor	47	33	36	14	11	14							0	3	1 - 14 Days Notice 1 - Eviction 1 - Hospital		1
Warburg - George Spady	13	8	8	5	5	5							0	0			
<b>TOTALS</b>	<b>181</b>	<b>153</b>	<b>161</b>	<b>28</b>	<b>25</b>	<b>27</b>	<b>1</b>						<b>4</b>	<b>7</b>			<b>15</b>

SENIORS APARTMENTS	Units	Occupied Units	# Assisted	Vacant Units	Vacant Units	Bedsit	Suite	Bach	1	2	3	4	Moves During Month			Wait List	
													In	Out	Where To:	@ Mth End	
Beaumont - Beauregard Manoir	12	12	12	0	0				0				0	0			33
Calmar - Northern Lights Apts	8	8	8	0	0				0				0	0			27
Calmar - Sunset Apts	16	15	15	1	1				1				0	0			12
Devon - Goldring Manor Apts	24	24	24	0	0				0				0	0			12
Leduc - Goldage Apts	40	39	41	1	0				1				0	1	1 - Moved to Community		46
Leduc - West Grove Apts	50	48	50	2	2				2				0	0			7
New Sarepta - Sunset Manor Apts	4	4	4	0	0				0				0	0			7
Thorsby - Happy Haven Apts	16	15	18	1	0				1				0	1	1 - Deceased		7
<b>TOTALS</b>	<b>170</b>	<b>165</b>	<b>172</b>	<b>5</b>	<b>3</b>				<b>5</b>				<b>0</b>	<b>2</b>			<b>132</b>

NON-SENIORS HOUSING	Units	Occupied Units	# Assisted	Vacant Units	Vacant Units	Bedsit	Suite	Bach	1	2	3	4	Moves During Month			Wait List @ Month End				
													In	Out	Where to:	1	2	3	4	
Beaumont - Villa Beauregard	35	35	60	0	1				0	0	0		1	0			18	5	1	1
Calmar - Shkola Suites	8	8	22	0	0				0	0	0	0	0	0			0	2	1	1
Devon - Maddison Manor	28	27	47	1	3				1	0	0		2	0			11	4	1	0
Leduc - Connect Crossing	12	12	12	0	0				0	0	0		0	0						
Leduc - Gaetz Landing	14	12	13	2	1				2	0	0		1	2						
Leduc - Leduc Terrace	12	12	12	0	0				0	0	0		0	0						
Leduc - The Willows	24	23	59	1	0				0	1	0		0	1						
Leduc - Yule Meadows	20	18	25	2	3			1	1	0	0		1	0						
Leduc - Linsford Gardens	64	64	183	0	1	0	0	0	0	0	0	0	1	0						
<b>TOTALS</b>	<b>217</b>	<b>211</b>	<b>433</b>	<b>6</b>	<b>9</b>			<b>1</b>	<b>4</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>3</b>			<b>60</b>	<b>35</b>	<b>25</b>	<b>8</b>

RENT SUPPLEMENT	Units	Occupied Units	# Assisted	Vacant Units	Vacant Units	Bedsit	Suite	Bach	1	2	3	4	Moves		Wait List @ Month End						
													In	Out	1	2	3	4			
Beaumont - Rent Supplement	38	38	76	0	0								1	0						5	
Calmar - Rent Supplement	10	10	22	0	0								0	0						0	
Devon - Rent Supplement	42	42	74	0	0								1	0						7	
Leduc - Rent Supplement	207	207	361	0	0								6	5						20	
Leduc County - Rent Supplement	2	2	5	0	0								0	0						0	
Thorsby - Rent Supplement	4	4	4	0	0								0	0						0	
Warburg - Rent Supplement	2	2	5	0	0								0	0						0	
Other - Rent Supplement	0	0	0	0	0								0	0						0	
<b>TOTALS</b>	<b>305</b>	<b>305</b>	<b>547</b>	<b>0</b>	<b>0</b>								<b>8</b>	<b>5</b>						<b>32</b>	
<b>GRAND TOTAL</b>	<b>873</b>	<b>834</b>	<b>1313</b>	<b>39</b>	<b>37</b>								<b>18</b>	<b>17</b>			<b>32</b>	<b>207</b>	<b>35</b>	<b>25</b>	<b>8</b>

## Council Report

Don Faulkner

February 20, 2024

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

Jan. 10/24, Seniors Meeting

- It was canceled due to inclement weather.

Jan. 15/24, Regular Council Meeting

- Please refer to the Town's Web Site for agenda and minutes.

Jan. 17/24, Leduc & District Regional Waste Management Commission Board Meeting

- Presentation, Prairie Robotics – Organics AI, Sam Dietrich and Jenny English with Prairie Organics provided virtual presentation regarding the City of Leduc Organics Artificial Intelligence (AI) program. The pilot project has been underway for over a one year and has been successful in improving organics contamination levels. The presentation had a lot of information on how they use the information gathered through the program and suggests that all of those collecting organics implement this system. It is highly recommended by Leduc, and **I feel that we must first get a organics collection started in 2025 and that as we do, we should incorporate AI at the same time. This would help us get a head start in keeping contamination to a minimum.** It isn't going unnoticed that we do not have an organic collection program.
- **Manager's Report**, PDO Project, some deficiencies have been identified that were not addressed as part of the project management contract. Administration is reviewing to determine any additional costs, which will be discussed at the February Board Meeting. Organics Processing, a total of 1,181 MT of organics were successfully transported off site for composting in 2023. Cell 5 Update, Cell 5 is complete. An insulation layer will be laid in the coming weeks. Site Activities and Security, transition to our new Landfill Operator began January 2, 2024. Minor software issues were noted, but real-time support from Strong Data ensured that there were no interruptions to service to our residential or commercial customers. On site security patrols are being investigated, as 3 vehicular access points were noted through the perimeter fencing. Waste Tonnage, volumes continue to trend higher than last year with 51,038 MT of waste being received at site. Site Improvement, Strong Data has many reporting and data analysis features which we will learn to better utilize in the coming months. New kiosks are being installed on the unattended scale which will allow commercial clients to process their

inbound and outbound transactions autonomously from the scale attendants. New equipment including a Tanna landfill packer promises greater compaction and safety for operators and residents. Collaboration with Other Regions, this collaboration continues on an “as needed” basis. Included in the conversations are Roseridge, Lethbridge, Westlock Regional, Drumheller and recently the addition of Lac La Biche County. Topics of discussion included scale RFP’s, the benefits of contractor over municipally owned facilities, PDO bin tenders, scale software vendors, etc. Soils Inventory, soils will finish the year at roughly 106,000 MT to a budget of 80,000. Existing client commitments and an uncertain soils market for 2024 made it advantageous to receive this amount. Health and Safety, E360 has fully implemented their health and safety plan which includes daily safety meetings, hazard assessments, an emergency response plan and health and safety audits. Site Inspections, site inspections were conducted on December 18, 2023. Goodwill Pilot Project, the pilot concludes in May 2024. We are working with Goodwill on drafting a 5-year agreement. FOIP Request, The City of Leduc received a FOIP access to information request regarding the RFP for Site Operations and Maintenance. Specifically, the winning proponents bid and resulting contract awarded were requested. More information, action list and attachments available upon request.

- **Policy Review**, Policy A-1, A-4, A-5, A-6, F-4 & O-1, in consideration of the Commission hiring a Director of Operations in May 2023, the Board requested that Administration review existing policies to identify and recommend revisions that reflect this change to operations. Policy H-1, H-2 & H-3, considering the Commission is now an employer, Administration further recommends that the Board adopt the following new Human Resources policies relating to the Director of Operations. Policies (with highlighted changes) are available upon request.
- **Strategic Plan Review**, The Strategic Plan was brought to the Board for annual review on October 25, 2023. During this discussion, the Board suggested that the Commission develop a map that identifies and promotes the various waste, transfer, and recycling sites available to the public within the region. Lee Harris has developed a Community Waste Resources chart, which is attached to this report, available upon request.
- **Diversion Initiatives**, Drywall, New West Gypsum will bulk clean drywall and ship it back to the manufacturers for use in new drywall at a 15% recycle mix. Any fines that remain are sent out for soil remediation. The paper is shipped out to farms for cattle bedding; when saturated the paper is spread on fields as fertilizer. Administration recommends that the Board approve a 6-month pilot project to determine how much material is brought to site and actual costs to process. Concrete, clean concrete has road/ramp construction use on site once crushed. Stockpiles of clean crushed concrete will reduce the necessity to purchase gravel in the future. Administration recommends that the Board amend the clean concrete rate to align with other facilities, and to reflect this materials value to the site. Wood, wood has uses on site in road/ramp construction, as well as a moisture absorbing layer for wet weather areas. With compost facilities in both

Roseridge and Claystone at capacity, there may be a market for wood as a carbon amendment in 2024. Scrap Metal, With the onset of the new Operators Contract, 100% of the revenue from recycled material flows back to the Commission. As such, it is in our best interest to source a metal recycler that offers the best service and provides the best return for this commodity. Styrofoam, the StyroGo pilot project is scheduled to commence in May 2024.

- **Public Open House**, we will host this event on Saturday, June 15 or June 22, 2024, from 1:00 p.m. – 4:00 p.m...

Jan. 18/24, Capital Region Southwest Water Service Commission Board Meeting

- **Manager's Report:** Nisku Booster Station, the west water line installation, including all boring under the QEII, is now complete less tie-ins to the EPCOR main which will be done in Spring. EPCOR Agreement Amendments, the amending agreement from EPCOR to modify the new demarcation points has been received by Administration and is being reviewed prior to bringing it forward to the board for approval and execution. The City of Beaumont Utility Master Plan, Administration completed a review of Beaumont's draft master plan and provided comments on the potable water sections as it pertained to CRSWSC supply assumptions and provided those comments on December 20, 2023. Municipal Developments, Administration has drafted a letter to all member municipalities as a reminder to notify the CRSWSC for all subdivision and statutory plan approvals in proximity to Commission infrastructure, Calmar was acknowledged as being pro-active in this regard. Stats Canada Core Infrastructure Survey, the survey was completed and submitted on November 17, 2023, prior to the deadline. Stats Canada Job Vacancy and Wage Survey, this survey was completed and submitted by Administration in advance of the deadline. Regional Water Customer's Group (RWCG), Further to the November 16 board meeting update, the minutes from the referenced RWCG meeting on October 31, 2023, are available upon request. RWCG The Cost-of-Service Discussion, the group reviewed the hydraulic model and assumptions used to determine which pipes are classified as transmission mains and thus are costs shared with the Regional Water Customers Group, more information available upon request. EPCOR Water Treatment Plant Flood Protection, if flooding occurred, the water treatment plant would be inoperable for 3 to 10 months with near-zero capacity for 3 to 6 months. This would result in a projected \$140 million in expenses to truck in water, and a loss of an estimated \$28-45 billion dollars in GDP. EPCOR has started work to increase flood protection measures at both locations and plans to increase the plants' protection to a 1:500-year return period flood by 2027. Water Treatment Plant Tour, Administration is proposing that the tour take place immediately before the regularly scheduled May 16, 2024, board meeting. Drought Conditions in Alberta, the CRSWSC encourages members to review the water demand management process that is available on the crswsc.ca website (<https://crswsc.ca/about/#policies>) to ensure your

municipality is prepared for what actions to take in case of water restrictions. Building Valuation & Loss Control Program, CRSWSC received a follow up from Suncorp Valuations, stating that the results will be provided to us by AB municipalities team after they have updated their system with the costs, they were provided by Suncorp Valuations. Millet Transmission Main Water Break, on December 20 the on-call operator received low pressure alarms at both Robinson and Millet reservoirs, early December 21, Nikiforuk was contracted to perform the repair as an emergency repair. Water was trucked out to Millet to maintain acceptable reservoir levels. The repair was completed around 9:00 pm, and both reservoirs were placed back into automated fill by 10:00 pm. EIA Reservoir 2, the CRSWSC is still awaiting completion of the work required at EIA Reservoir 2 prior to providing acceptance certificates (FAC) of the donated assets from the EIA. EIA Reservoir 1 Roof Hatch, during their scheduled work the level sensors for R1 were disconnected by the contractor during the hatch work, level sensors were restored on November 16. Armena Line Locates, CRSWSC was unable to find the line based on our GIS and ultimately contracted a third-party excavation company that was successful in daylighting the pipe at multiple locations. Highway 21 Electrical Issues, the commission had Associated Engineering perform an inspection on the incoming power to the Variable Frequency Drive's (VFD) and pumps. Commission Facility Locates, Commission operators completed 708 Utility Safety Partner locates in 2023 on Commission facilities, as compared to 355 in 2022.

- **Treasurer's Report:** 2023 Financial Update, the financial reports have been prepared up to Dec 31, 2023. After twelve months of operations, there should be 100% of the budget spent. Management expenses are under budget with 89% of the budget spent and operating expenses are slightly over budget for the year by 3%, more details available upon request. 2023 Audit, the Commission Auditors, MNP LLP are scheduled to complete the 2023 audit field work in February 2024. The audit report and findings along with the Commission's final financial results will be presented at the AGM on April 18, 2024. Statements of Operations, Financial Position, and Capital Summary to Dec. 31/23, available upon request. Final Budget Report, the CRSWSC Board of Directors adopt the 2024 Final Operating & Capital Budget as presented, with total revenues and transfers from reserves of \$10,519,413 and total expenditures and transfers to reserves of \$10,519,413.
- **Policies Reviewed/Updated/Formatted**, this was done to provide consistency and align review dates for efficiency. More information available upon request.

Jan. 19/24, Chamber Luncheon

- Great insights brought forward by ATB's analyst, I heard be cautiously optimistic, build flexibility into plan.

Jan. 24/24, 39/20, Alliance AGM,

- 2023 Financials, bank balance \$73,155.00.
- Virtual Town Hall – Joint Advocacy for Nurse Practitioners in Alberta, date, and time to be set when response is received from Government of Alberta as to their availability.
- Organization to remain in “hibernation” with semi-annual communications through Mayors.

Jan. 31/24, School Board Supper Meeting

- Cancelled

## Krista Gardner Councillor Report

### January 2024

Jan 9<sup>th</sup> – Alberta Municipalities Executive Committee Meeting

Jan 15<sup>th</sup>- Regular Council Meeting

Jan 18<sup>th</sup>- Alberta Municipalities Webinar: Towns and Villages LGFF Allocation Formula

Jan 18<sup>th</sup>- Capital Region Southwest Water Services Commission Meeting

The Board had previously convened a sub-committee to review and update the Commission's policies. All seven policies were approved by the Board, with varying future review dates (in order to stagger future reviews). I enjoyed participating on the sub-committee and am happy the board approved our recommendations. Financial statements are being finished and the audit is beginning shortly. Full details will be included at the AGM in April.

Jan 19<sup>th</sup>- Leduc, Nisku, and Wetaskiwin Regional Chamber of Commerce: Provincial Economic Update with ATB

Mark Parsons, Chief Economist with ATB, spoke to the group about the economic forecast for Alberta. He covered thoughts on the timing of interest rate reductions and forecasting for population and building growth. It will be interesting times ahead!

Jan 22<sup>nd</sup>- Alberta Municipalities: Pembina River District of the Rural Municipalities Association Zone 3 Meeting

Jan 23<sup>rd</sup>- Alberta Municipalities: Alberta Irrigation and Agriculture Roundtable Stakeholder Session

Jan 24<sup>th</sup> & 25<sup>th</sup>- Alberta Municipalities Board Meeting & Alberta Municipal Services Corporation Board Governance Session

Jan 29<sup>th</sup>- Yellowhead Regional Library Board Trustee Orientation and Training

I enjoyed a presentation from YRL staff and Public Library Services Branch staff on the roles and responsibilities of regional library trustees, how YRL operates and what services they provide to our member libraries. We also had a tour of the building including the additions since the last time I was on site! While I have attended a number of these sessions from YRL over the years, I always learn something new and come home with a renewed appreciation for YRL and the support they provide to our local library!

Jan 31<sup>st</sup>- Calmar Recreation Board

The Board received a presentation from Economic Development officer McIntosh about sponsorship opportunities in the Town, related to our events and recreational facilities. I am

pleased to see that the efforts made are beginning to payoff in local support for the work the recreation department does in Calmar. The Board reviewed the Recreation Board Bylaw and provided input into changes to then be sent to Council for approval. We discussed vendors for fireworks and provided feedback into our 2023 Christmas in the Park and First Night events. We discussed the potential for additional events in 2024. We also received an update on attendance at ongoing programming occurring at our local schools made possible through the Town's and Black Gold Regional School's Joint Use Agreement.



## Council Report January 2024

Councillor Jaime McKeag Reber

This month was fairly light on meetings but I will add that while keeping up with Various correspondence with Council and Administration, my week as deputy Mayor was extremely busy with daytime phone calls and emails to help facilitate communication with projects on the go.

**January 15<sup>th</sup>- Regular Meeting of Council Please see meeting minutes.**

**January 31<sup>st</sup>- Recreation Board Meeting-** Discussed our by-law for the Rec Board as it has been a number of years since it has been updated. We had a great conversation with Sandra about Sponsorship and collaboration between Ec Dev and Rec, the sponsorship opportunities, and the intent of where the funds go. The Rec Board was pleased to know that Sponsorship of projects at the Arena/Ball diamonds, that money stays in those areas for improvements.

We spoke about the Fireworks for both Calmar Days and First night and it would be the recommendation of the Rec Board to keep the fireworks for both nights with the price increase.

While we did not get overly in depth, but conversation around this year's events have started and I think it will be another great season.



**Town of Calmar**

Request for Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	March 04, 2024
Originated By:	CAO Losier
Title:	Development Permit – Day Care
Approved By:	CAO Losier
Agenda Item Number:	6 K

**BACKGROUND/PROPOSAL:**

In 2023 the Town decided to sell the property located at 5007-50 Street. The purchaser, who finalized the purchase earlier this month, applied to obtain a development permit (DP) for a day care with dwelling units as permitted under the Direct Control (DC) bylaw that was passed in 2023.

At the February 5<sup>th</sup> meeting, the applicant presented a package of information about the development (see attachment). Council had questions regarding the landscaping, signage, drainage, and colour of the building. The applicant supplied a second package of information to address these elements (see attachment).

As the property is within a DC, Council is the Development Authority (DA) for the development permit.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

DC 06 is the district for the property in question. The proposed development meets the coverage, height, yards, and fencing requirement. Parking and landscaping are at the discretion of the Development Authority.

As the proposed development will have 6 parking stalls, and the ability of dropping off from the alleys, and considering that traffic will mainly be at opening and closing of the day care, the site should function relatively well in the context of the downtown area.

As for landscaping, the applicant is proposing sod around the building and gravel or concrete in the rear where the parking lot is located. As drainage is a concern, maximizing the area with material that will enable water penetration in the ground could help. The proposed grading plan is splitting the lot with water being moved towards 50 Street and the back alley as the intent is to avoid any water going to the northern properties.

Option 1: Council, as the DA, can issue a DP without conditions.

Option 2: Council, as the DA, can issue a DP with conditions.

Option 3: Council. As the DA, can request further change to the proposed development prior to issuing a DP.



Option 4: Council, as a DA, can refuse to issue a DP.

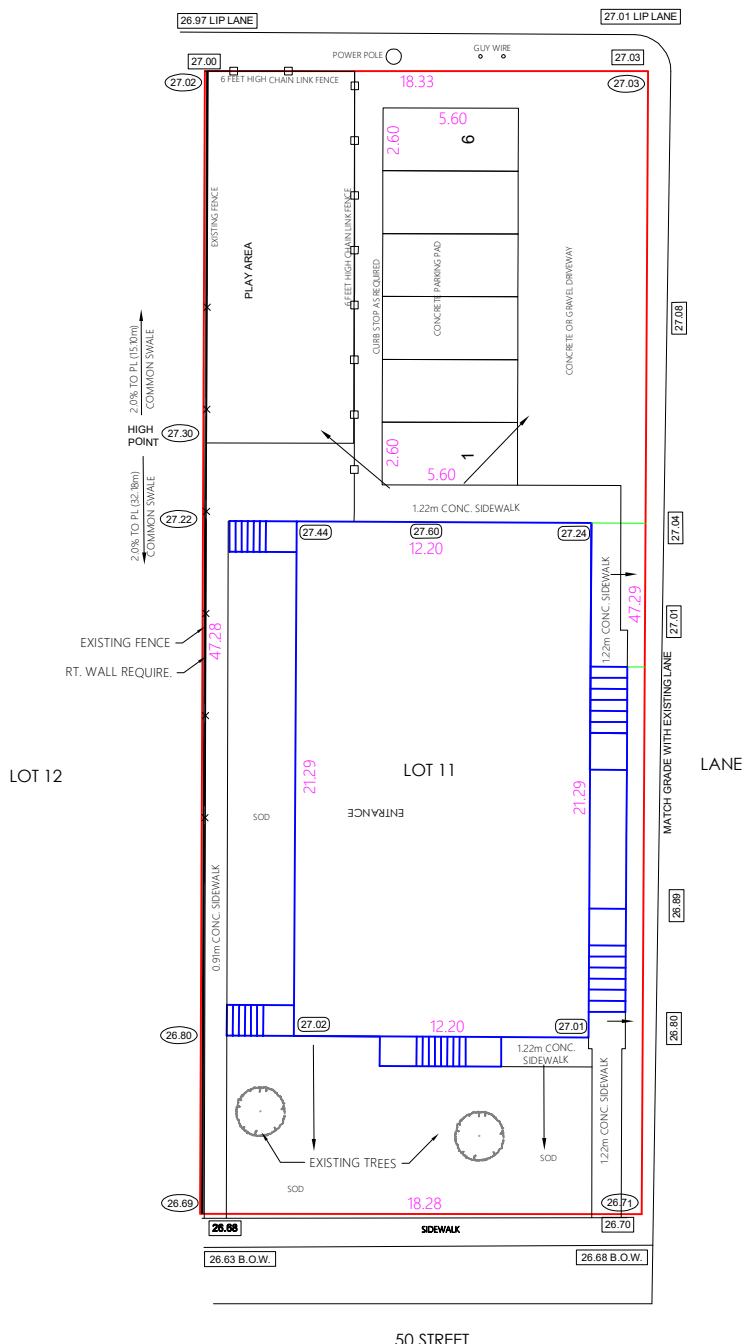
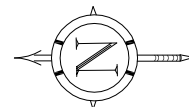
Considering that the use is permitted, and the proposed development meets all defined requirements that are not discretionary, Administration recommends to not pursue option 4. Should Council decide to pursue option 2, Administration has prepared a draft document with conditions.

**COSTS/SOURCE OF FUNDING (if applicable)**

N/A

**RECOMMENDED ACTION:**

Council pass a motion to issue the Development Permits with conditions as the Development Authority.



**LEGEND**

Drain		Hydrant		Calculated Grades	
Concrete Pile		Service Pedestal		Existing Tree	
C.C. Location		Transformer		Light Pole	
Power Service		Existing Grades		Catch Basin	
Power Pole		Design Grades		Manhole	

ELEVATIONS	
HOUSE TYPE	DAYCARE
FINISHED FLOOR (FF)	28.59
BOTTOM OF FOOTING	25.04
BASEMENT HEIGHT	2.95
FINISHED GRADE AT FRONT	27.33
<b>7R</b>	
FINISHED GRADE AT BACK OF HOUSE	L-27.44, R-27.25
GRADE BELOW SIDE DOOR SILL	AS SHOWN
GARAGE FOOTING	-
TOP OF CONCRETE BASEM'T WALL	28.29
GARAGE FLOOR	N/A
SIDE DOOR SILL	N/A
SANITARY SEWER SERVICE INVERT	UNKNOWN
JOIST=0.30, CONC. WALL=10.00ft, FOOTING=0.20	

**GENERAL NOTES**

- Geodetic elev. referenced to **ASCM 325969**.
- The elevation of this house has been designed so that it will be in conformance with the lot grading plan.
- This plan is subject to the approval of the local approving authority and the agent responsible for the architectural control guidelines.
- We will accept no responsibility for any costs incurred due to an error or omission on this plan if construction starts prior to the plan approval
- All dimensions and services shown must be confirmed by contractor prior to excavation.
- All dimensions are in meters and decimals thereof.
- Assumed exterior stairs rise as 0.20.
- Basement window well as required.

PROPOSED CONSTRUCTION				
LOT AREA sqm	627.61			
BUILDING AREA sqm	259.64			
BUILDING COVERAGE	41.37%			
REV	DESCRIPTION	DD/MM/YY	DRN	CHK
0	ISSUED FOR REVIEW	27/02/24	BG	AA

**Legal Description:** LOT: 11 BLOCK: 1 PLAN: 4250EO HIGH PARK

**Municipal Address:** 5007 50 ST, CALMAR, AB

**Owner (s) / Builder:** CALMAR DAYCARE AND OSC

Zone: N/A

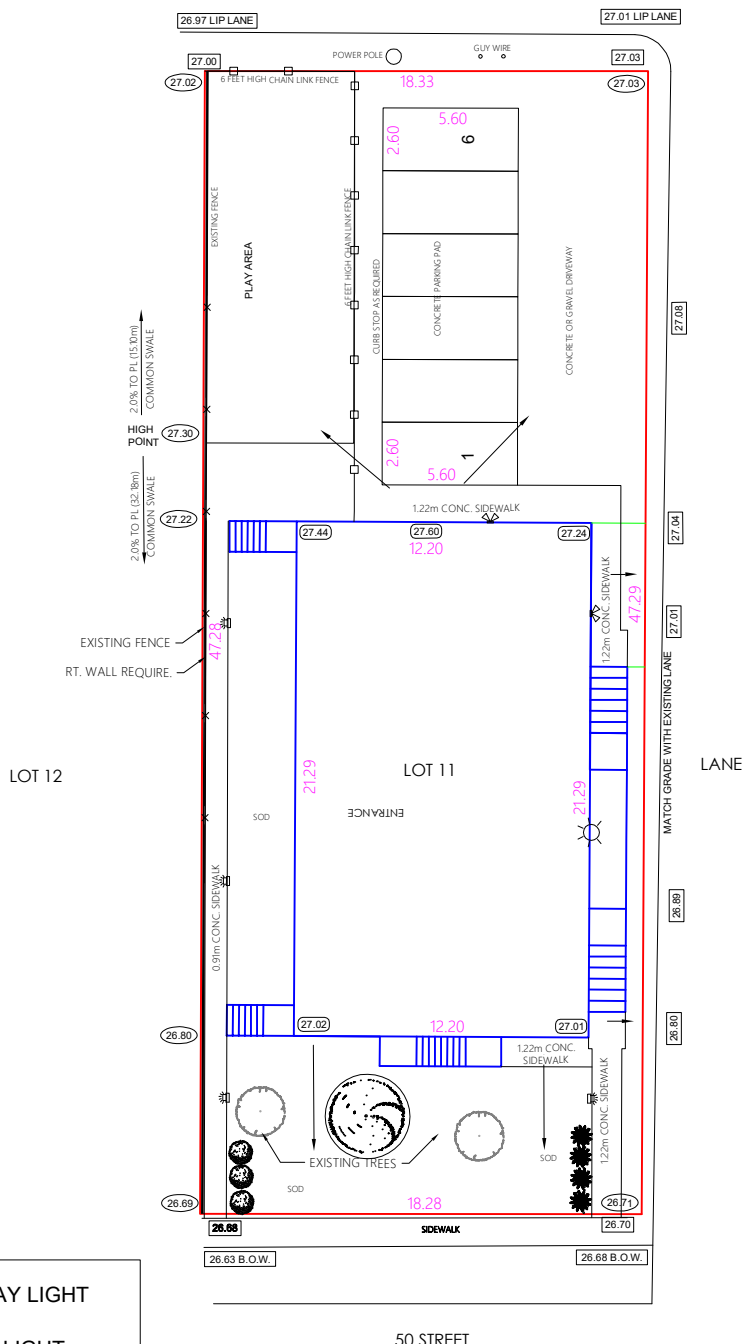
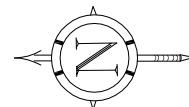
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Job # SA24-1593



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

**GRADING PLAN**



PROPOSED WALKWAY LIGHT  
 MOTION SENSED LIGHT  
 WALL MOUNTED LIGHT

Bush Honeysuckle MIN. 60cm HT  
 Red Rocket MIN. 75mm CALIPER  
 Goldflame Spiral MIN. 60cm HT  
 EXISTING TREE

**LEGEND**

Drain		Hydrant		Calculated Grades	00.00
Concrete Pile		Service Pedestal		Existing Tree	
C.C. Location		Transformer		Light Pole	
Power Service		Existing Grades	00.00	Catch Basin	
Power Pole		Design Grades	00.00	Manhole	

ELEVATIONS	
HOUSE TYPE	DAYCARE
FINISHED FLOOR (FF)	28.59
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TOP OF CONCRETE BASEM'T WALL	28.29
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SANITARY SEWER SERVICE INVERT	UNKNOWN
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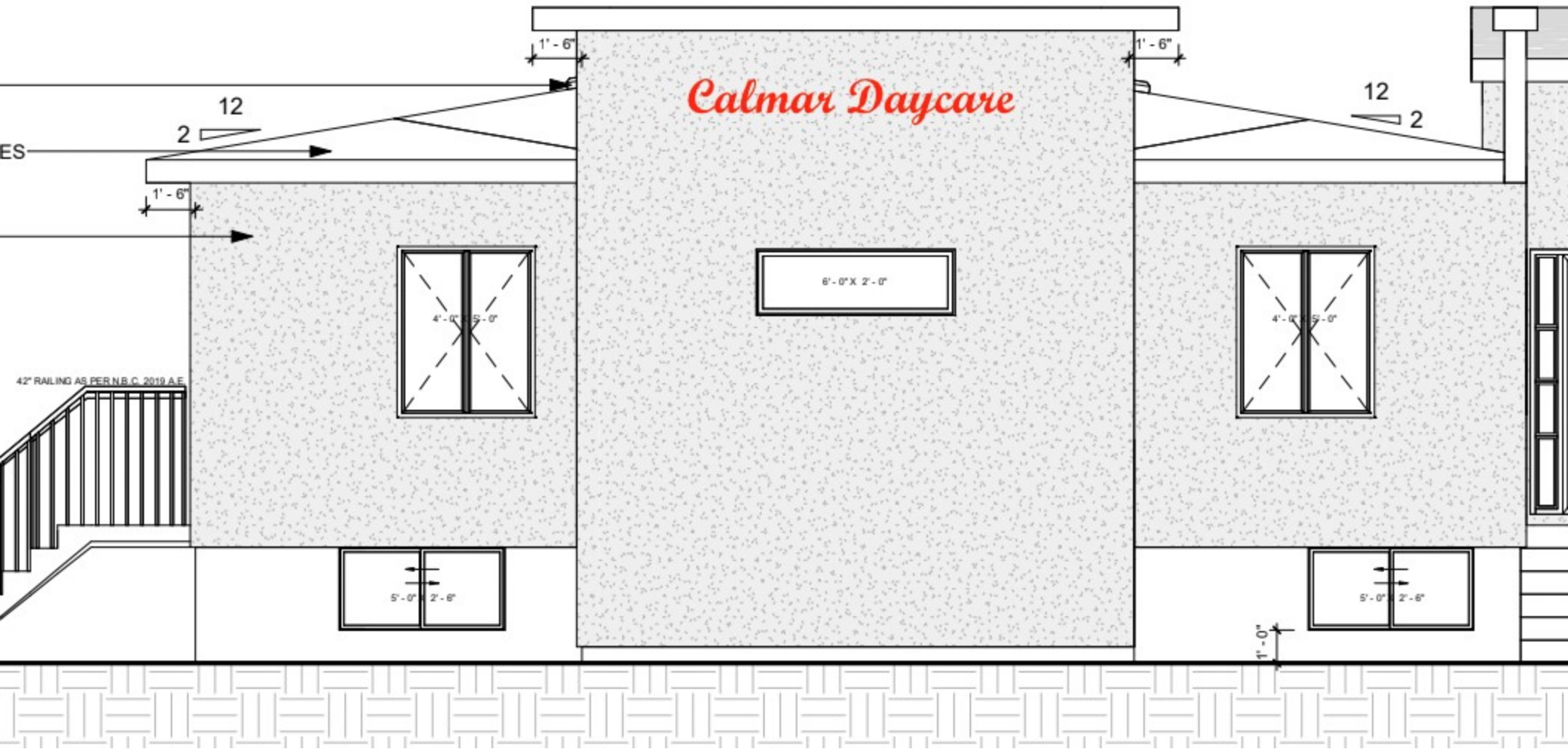
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- All dimensions and services shown must be confirmed by contractor prior to excavation.
- All dimensions are in meters and decimals thereof.
- Assumed exterior stairs rise as 0.20.
- Basement window well as required.

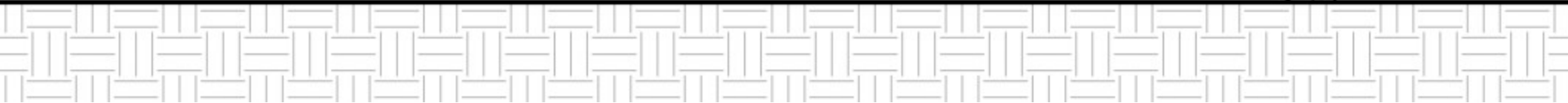
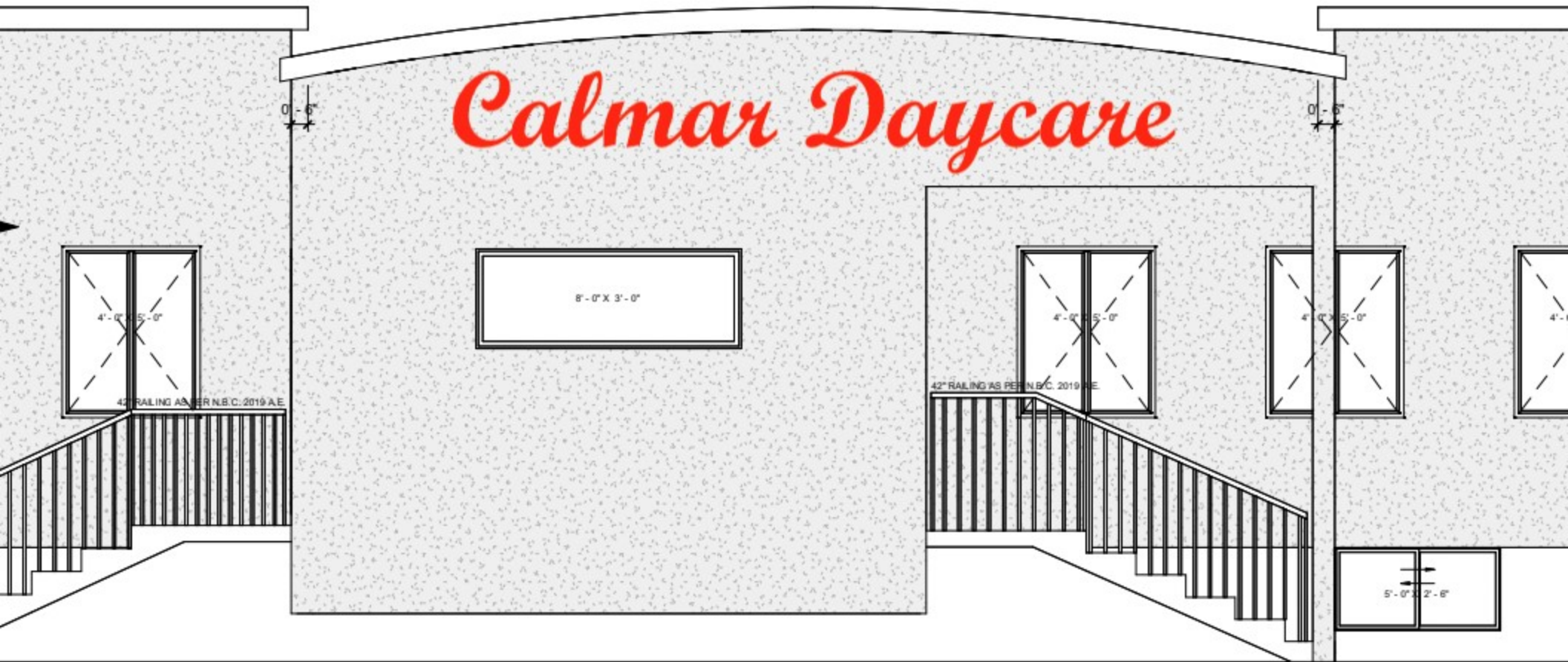
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BUILDING AREA sqm	259.64			
BUILDING COVERAGE	41.37%			
REV	DESCRIPTION	DD/MM/YY	DRN	CHK
0	ISSUED FOR REVIEW	27/02/24	BG	AA

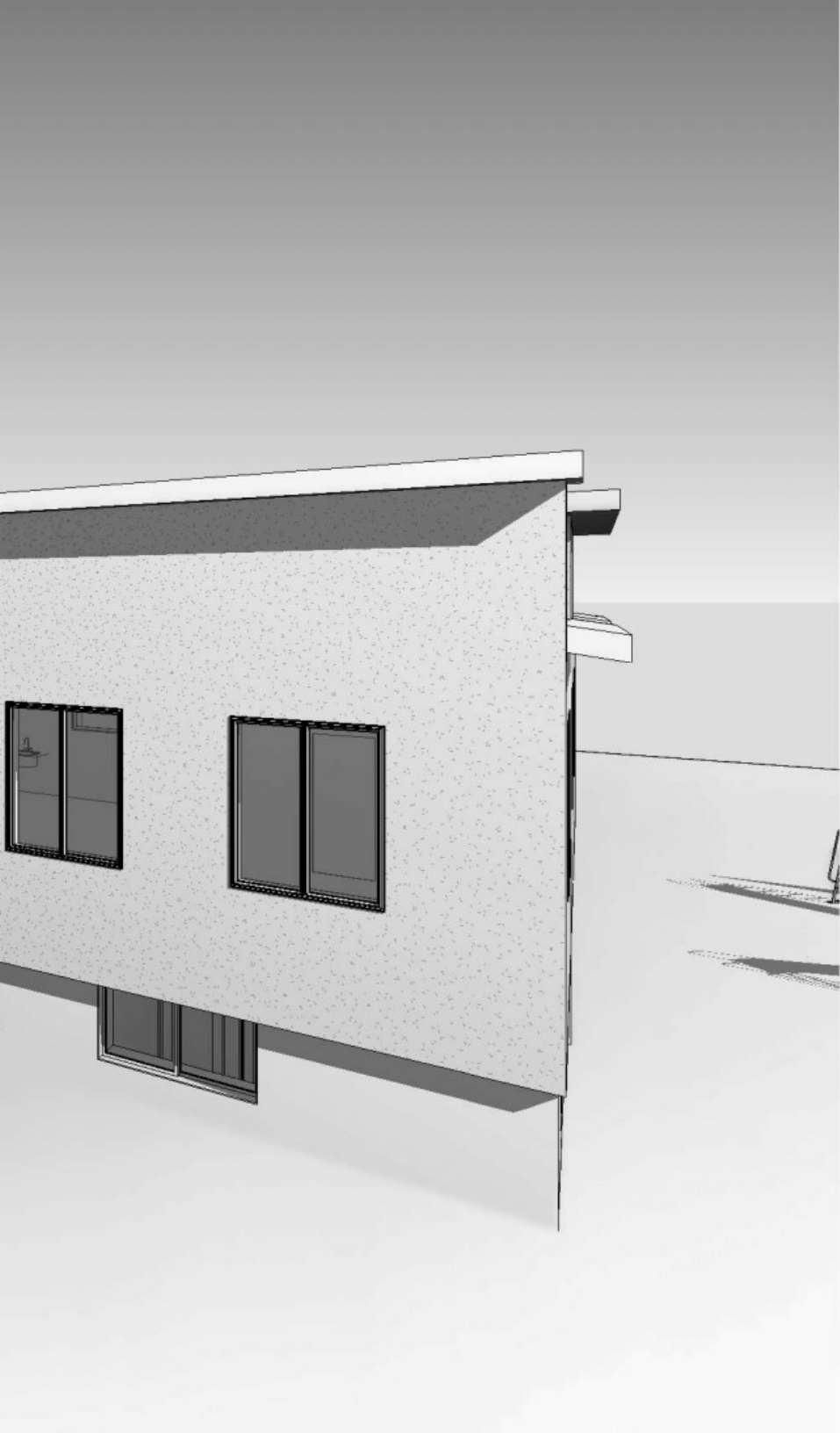
<b>Legal Description:</b> LOT: 11 BLOCK: 1 PLAN: 4250EO HIGH PARK  <b>Municipal Address:</b> 5007 50 ST, CALMAR, AB  <b>Owner (s) / Builder:</b> CALMAR DAYCARE AND OSC	Zone: N/A	Scale 1:250	Job # SA24-1593
	<b>Satt Associates Inc.</b> <i>Always Striving For Excellence</i> #206, 3132 Parsons Road NW, Edmonton, AB, T6N 1L6 (587) 315-6887   landsurvey@sattengg.com   www.sattengg.com		

**LANDSCAPING PLAN**



# Calmar Daycare







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## PERMITTED USE APPROVED DEVELOPMENT PERMIT

APPLICATION NO: 2024-002D

OUR FILE NO.: 0198

Harpreet Singh Sandhu  
1204 37 Street  
Edmonton, AB  
T6L 2M9

YOUR APPLICATION FOR: Daycare & out of school care at 5007 50 Street, Lot 11, Block 1, Plan 4250 EO was considered by the Development Authority and approved.

This Development Permit authorizes the following use, **Day Care and Dwelling Mixed-use**, approved as a Permitted Use in accordance with **Section 9.18.6 DC – Direct Control 06 District** of the Town of Calmar's Land Use Bylaw 2017-07.

This approval is subject to the following conditions:

1. The site is developed as per the plan and drawings submitted.
2. This Conditional Approval pertains only to the requirements of the Town of Calmar Land Use Bylaw No. 2017-07, and in no way reflects the requirements of the Alberta Building Code. It is Developers responsibility to ensure that the building for which this application applies, meets Codes and that all permits are received.
3. The site plan submitted meets the setback requirements of the **DC- 06 District** of the Town of Calmar Land Use Bylaw No. 2017-07.
4. The applicant shall be financially responsible during construction for any damage by the permit holder, his servants, suppliers, agents or contractors to any public property. The permit holder shall repair, reinstate or pay for the repair or reinstatement to original condition of any street furniture, curbing, sidewalks, walkways, boulevards landscaping or trees, utility appurtenances and any other public facility or utility.
5. The applicant shall prevent excess soil or debris from being spilled on public streets, lanes and sidewalks and shall not place soil or any other materials on adjacent properties without permission in writing from adjacent property owner.
6. Grading shall be done and maintained to facilitate water infiltration into the ground and directing storm water into 50 Street and the back alley.

7. The applicant is responsible for obtaining all necessary permits, licences, and/or approvals from the Government of Alberta and/or the Federal Government as it relates to the intended uses.
8. Failure to comply with the conditions of this permit may result in the permit being cancelled, suspended or modified.

DATE OF DECISION: March 4<sup>th</sup>, 2024

**This permit is granted pursuant to Section 3.15 of Land Use Bylaw 2017-07 however, does not come into effect until twenty-two (22) days after the decision date (shown above). Any development proceeded with by the applicant prior to the expiry of this period is done solely at the risk of the applicant.**

The development must be started and diligently pursued within **twelve (12) months** from the date of decision, unless otherwise specified on this development permit approval or in the conditions of the development permit approval. If the authorized development is not commenced, the approval ceases and this permit is deemed void, expired and without effect, unless an extension to this permit has been previously granted.

A development appeal to the Subdivision and Development Appeal Board is commenced by filing a notice of appeal, containing reasons, with the Board within 14 days, after the date on which the person is notified of the decision or the issuance of the development permit.

**PLEASE NOTE:** The Town of Calmar requires that a non-refundable fee of **\$162.75** must be paid for an appeal served to the Subdivision and Development Appeal Board by the applicant.

\_\_\_\_\_  
Mayor Carnahan for Council as the Development Authority  
Town of Calmar



**Town of Calmar**

Request for Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	March 04, 2024
Originated By:	DCS Bryans
Title:	Policy #2024-111 – Utility Account Transfers and Tax Roll Penalties
Approved By:	CAO Losier
Agenda Item Number:	7 A

**BACKGROUND/PROPOSAL:**

The Town has had an informal process of transferring unpaid utility bills to the corresponding tax roll. The Town’s current Water, Wastewater, Solid Waste and Recycling Bylaw, and Section 553(1)(b) of the MGA allows for charges in arrears for water service to be transferred to the tax roll.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

This policy will fall under the administrative umbrella according to the soon to be adopted Policy Creation and Management Policy, however, since that policy is not yet approved, this policy is being presented to Council for approval.

The current practice is to not transfer any balance below \$10.00 from the utility account to the corresponding tax roll. This policy aims to make that a formal rule, and not an informal practice. The other aspect of this policy is to clearly outline that there is no minimum balance on a tax account before penalties are applied.

The advantages of this policy are that it will streamline the process for transfers, and make it clear to both staff and residents when an amount owing for utilities can and will be transferred to the corresponding tax roll. As well, make is clear that any amount owing on the tax roll account will be subject to penalties as per the Tax Penalty Bylaw.

**COSTS/SOURCE OF FUNDING (if applicable)**

n/a

**RECOMMENDED ACTION:**

Council approve Policy #2024-111 – Utility Account Transfers to Tax Roll & Tax Roll Penalties.



## POLICY

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**POLICY No.** 2024-111  
**TITLE:** Utility Account Transfers to Tax Roll &  
Tax Roll Penalties

**APPROVAL DATE:** MARCH 04, 2024

**DEPARTMENT:** Administration

**REVISION DATE:**

**MAYOR:** \_\_\_\_\_

**CAO:** \_\_\_\_\_

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### **Purpose:**

The purpose of this policy is to provide clear and concise direction with regards to when an unpaid balance on a utility account must be transferred to the corresponding tax roll and when a penalty must be applied to a tax roll account for an unpaid balance.

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### **Policy Statement:**

This policy is to address definitive thresholds for when unpaid utility accounts must be transferred to the tax roll and the thresholds for when the tax penalty bylaw must be enforced on unpaid balances on tax roll accounts.

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### **Policy:**

- As per the current Water, Wastewater, Solid Waste and Recycling Bylaw, and Section 553(1)(b) of the MGA, any rates, costs or charges in arrears for water service shall be added to the tax roll.
- If a balance on a utility account is less than \$10.00 the balance is not required to be transferred and will remain outstanding on the utility account.
- And as per the current Tax Penalty Bylaw any unpaid taxes and tax arrears are subject to the penalties as set out in the schedule attached to the bylaw. There is no minimum balance requirements before penalties are imposed.

### **Review and/or amendment:**

- This policy shall be reviewed annually.



**Town of Calmar**

Request for Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	March 04, 2024
Originated By:	DCS Bryans
Title:	Policy #2024-112 AR – Bylaw Enforcement Tax Roll Transfers
Approved By:	CAO Losier
Agenda Item Number:	7 B

**BACKGROUND/PROPOSAL:**

The Town has had an informal process of transferring bylaw enforcement charges to the corresponding tax roll. This practice has occasionally led to the inability of Administration to collect on some enforcement fines as the property may have sold prior to the payment or transfer of the infraction. This policy aims to reduce that risk.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

This policy will fall under the administrative umbrella according to the soon to be adopted Policy Creation and Management Policy, however, since that policy is not yet approved, this policy is being presented to Council for approval.

The advantage of this policy is that it will streamline the process for transfers, and make it clear to both staff and residents when an amount owing to accounts receivable can and will be transferred to the corresponding tax roll.

**COSTS/SOURCE OF FUNDING (if applicable)**

n/a

**RECOMMENDED ACTION:**

Council approve Policy #2024-112 – Accounts Receivable – Bylaw Enforcement Tax Roll Transfers.



## POLICY

---

**POLICY No.** 2024-112  
**TITLE:** Accounts Receivable - Bylaw  
Enforcement TAX ROLL TRANSFERS

**APPROVAL DATE:** MARCH 04, 2024

**DEPARTMENT:** Administration

**REVISION DATE:**

**MAYOR:** \_\_\_\_\_

**CAO:** \_\_\_\_\_

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### **Purpose:**

The purpose of this policy is to provide clear and concise direction with regards to when an unpaid balance on an accounts receivable account must be transferred to the corresponding property's tax roll to ensure cost recovery of the expense.

---

### **Policy Statement:**

This policy is to address the timeline for transferring unpaid expenses and costs incurred by the municipality regarding bylaw enforcement. The policy will enable the municipality to apply a consistent, unbiased approach with regards to transferring unpaid expenses and costs to the tax roll.

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### **Policy:**

- As per Section 553(1)(g.1) of the Municipal Government Act, a municipality may transfer to the tax roll any unpaid expense or cost incurred by the municipality for removing the snow and ice in respect of the parcel in question.
- As per Section 553(1)(i) of the Municipal Government Act, a municipality may transfer to the tax roll any other amount under an enactment.
- Administration will invoice a property owner for any costs or expenses incurred with bylaw enforcement regarding their property.
- By the 5<sup>th</sup> of the month following a balance exceeding 30 days old, the balance must be transferred to the corresponding tax roll account.

### **Review and/or amendment:**

- This policy shall be reviewed annually.



**Town of Calmar**

Request for Decision (RFD)

Meeting:	Regular Council meeting
Meeting Date:	March 04, 2024
Originated By:	Calmar Enforcement
Title:	Bylaw #2024-03 – Parkland Bylaw
Approved By:	CAO Losier
Agenda Item Number:	7 C

**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.

**Option 1** – Council may provide direction to Administration on changes to Bylaw #2024-03 before contemplating second reading.

**Option 2** – Council may pass second and third reading of Bylaw #2024-03.

**Option 3** – Council may defeat Bylaw #2024-03.

**COSTS/SOURCE OF FUNDING (if applicable)**

n/a

**RECOMMENDED ACTION:**

That Council gives second and third reading to Bylaw #2024-03.



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**
- d) **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.
- e) **“Council”** means the **Council** of the Town.
- f) **“Dog”** shall have the same meaning as in the **Animal Licensing and Control Bylaw**.
- g) **“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”**).
- h) **“Motor Vehicle”** has the same meaning as in the **Traffic Safety Act**.
- i) **“Off-Highway Vehicle”** has the same meaning as in the **Traffic Safety Act**.

- j) **“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.
- k) **“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.
- l) **“Person”** includes an individual, corporation, firm, partnership, association or body corporate.
- m) **“Pleasure Craft”**: means bicycle, tricycle, toboggan, sled, kayak, etc. that is human powered.
- n) **“Portable Appliance”** means any appliance sold or constructed for the purpose of cooking food outdoors.
- o) **“Radio or Remote-Control Device”** means a device or an object that is controlled or operated by a secondary device handheld or not handheld.
- p) **“Roadway”** has the same meaning as in the **Traffic Safety Act**.
- q) **“Sidewalk”** has the same meaning as in the **Traffic Safety Act**.
- r) **“School Board”** means Black Gold School Division No.17
- s) **“Storm Water Pond”** means an area designated to temporarily store excess flow in a drainage system.
- t) **“Town”** means the Municipal Corporation of the Town of Calmar.
- u) **“Town Manager”** means the Chief Administrative Officer of the Town or their delegate.
- v) **“Vegetation”** includes all trees, shrubs, plants, flowers, grass, and ground cover, whether it is in its wild or natural state or has been planted.
- w) **“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.
- x) **“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.

**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 drone(s), 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.
  - iv. Walk, pull a pleasure craft, ride any self-propelled or peddle operated human powered craft/bicycle.
  - v. Cause any person(s) to be guided or pushed, indirectly or directly on to frozen ponds or unfrozen ponds.

**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. RESCINDING**

Bylaw #2016-06 is hereby rescinded.

**21. ENACTMENT**

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

READ A FIRST TIME IN COUNCIL THIS 20<sup>th</sup> DAY OF FEBRUARY, 2024.

READ A SECOND TIME IN COUNCIL THIS 04<sup>th</sup> DAY OF MARCH, 2024.

READ A THIRD TIME IN COUNCIL AND FINALLY PASSED THIS 04<sup>th</sup> DAY OF MARCH, 2024.

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**MAYOR CARNAHAN**

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**CAO LOSIER**

This Bylaw signed this 04<sup>th</sup> day of March 2024.

**TOWN OF CALMAR  
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.

<b>SECTION</b>	<b>PARTICULARS</b>	<b>FIRST OFFENCE</b>
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
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
	(iv) WALK OR RIDE ON FROZEN POND	\$350
	(v) CAUSE OTHER TO BE ON OR IN POND	\$350
17	OBSTRUCT OR INTERFERE WITH COMMUNITY PEACE OFFICER	\$250





**Town of Calmar**

Request for Decision (RFD)

Meeting:	Regular Council meeting
Meeting Date:	March 4, 2024
Originated By:	CAO Losier
Title:	Committee of the Whole Bylaw
Approved By:	Chief Administrative Officer, Losier
Agenda Item Number:	7 D

**BACKGROUND/PROPOSAL:**

At its past two meetings, Council discussed the establishment of a Committee of the Whole (CoW). To do so, a bylaw must be passed. Draft bylaw 2024-03 is attached to this report.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

At its last meeting, Council discussed the CoW bylaw. The schedule is an important component as well as the desire to keep a certain level of flexibility in the CoW meetings. These will be structured, but not to the same level as the regular meeting.

Option 1: Council passes 1<sup>st</sup> reading of bylaw 2024-03 as presented.

Option 2: Council refers to Administration bylaw 2024-03 before passing 1<sup>st</sup> reading.

Option 3: Council defeat the proposed bylaw.

**COSTS/SOURCE OF FUNDING (if applicable)**

None.

**RECOMMENDED ACTION:**

Council passes 1<sup>st</sup> reading of bylaw 2024-03 as presented.

Council passes a motion to set the CoW meeting schedule as the 4<sup>th</sup> Wednesday each month, with the exception of July, until the 2024 Organizational Meeting, when the meetings will be scheduled as per the bylaw.

# TOWN OF CALMAR

## BYLAW #2024-04

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### A BYLAW OF THE TOWN OF CALMAR, IN THE PROVINCE OF ALBERTA, TO ESTABLISH A COMMITTEE OF THE WHOLE.

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**WHEREAS**, pursuant to Section 145 and 146 of the Municipal Government Act, Chapter M-26, R.S.A. 2000, and amendments thereto, Council may pass a bylaw in relation to the establishment and functions of Council Committees;

**AND WHEREAS**, the Council of the Town of Calmar, deems it appropriate to establish a Committee of the Whole;

**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 "Committee of the Whole Bylaw".

2. **DEFINITIONS**

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

- a) **"Chief Administrative Officer (CAO)"** means the Chief Administrative Officer for the Town of Calmar duly appointed by Council as the head of Calmar's Administration under Section 205 of the Municipal Government Act.
- b) **"Chair"** means the Member of Council who has been given authority to direct the conduct of the meeting.
- c) **"Closed Session"** means a meeting or portion thereof where any members of the public are not permitted to attend. Councils and council committees may close all or part of their meetings to the public if a matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act.
- d) **"Committee"** means the Committee of the Whole.
- e) **"Council"** means the Council of the Town.
- f) **"Delegation"** means an individual or group making a presentation to the Committee.
- g) **"Town"** means the Town of Calmar.
- h) **"Member"** means a member of Council.
- i) **"Quorum"** means the majority of all members that comprise the Committee.

3. **PURPOSE**

- a) The Committee of the Whole receives updates on emerging and ongoing projects and initiatives.
- b) Committee of the Whole is a forum for discussion rather than decision making, enabling all Committee Members to discuss key items without the requirement to make a decision.

**4. DUTIES AND OUTCOMES**

- a) The Committee may:
  - i. Receive Delegations;
  - ii. Receive information from Administration on emerging issues and ongoing projects and initiatives;
  - iii. Discuss broad policy matters to provide further input to Administration or formulate recommendations to Council;
  - iv. Meet in Closed Session pursuant to the Municipal Government Act and the Freedom of Information and Protection of Privacy Act.

**5. MEMBERSHIP QUORUM AND ORGANIZATION**

- a) The Committee of the Whole consists of all members of Council.
- b) No meeting shall be held without Quorum present.
- c) The Mayor will Chair Committee of the Whole Meetings.
- d) The Chair will approve the agenda at least five (5) days before the meeting.
- e) The agenda package will be published at least four (4) days before the meeting.
- f) In the absence of the Mayor, the Deputy Mayor will assume the role of Chair.
- g) In the absence of both the Mayor and the Deputy Mayor, the remaining Councillors will choose a Chair for the meeting.
- h) The meeting schedule will be determined at the Annual Organizational Meeting.
- i) A motion of the Committee of the Whole is passed with simple majority of those in attendance at the meeting.
- j) A tie vote is lost.
- k) All members shall be bound to the meeting procedures, entitlements, and limitations established in the Town's Procedural Bylaw and the Council Code of Conduct Bylaw.

**6. LIMITATIONS OF POWER**

- a) Pursuant to Section 203 of the Municipal Government Act M-26, R.S.A. 2000, Committee of the Whole does not:
  - i. Have the power or duty to pass bylaws;
  - ii. Have the power to make, suspend, or revoke the appointment of a person to the position of Chief Administrative Officer;
  - iii. Have the power to adopt budgets under Part 8 of the Act;
  - iv. Have the power with respect to taxes under section 347 of the Act; and
  - v. Have a duty to decide appeals imposed on it by this or another enactment or bylaw, whether generally or on a case by case basis, unless the delegation is to the Council Committee and authorized by bylaw;

7. **ENACTMENT**

This Bylaw shall come into force and effect upon the day of final passing and signing.

READ A FIRST TIME IN COUNCIL THIS 04<sup>th</sup> DAY OF MARCH, 2024.

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

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

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**MAYOR CARNAHAN**

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**CAO LOSIER**

This Bylaw signed this day of 2024.



**Town of Calmar**

Request for Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	March 04, 2024
Originated By:	DCS Bryans
Title:	Property Tax Write-Off
Approved By:	CAO Losier
Agenda Item Number:	8 A

**BACKGROUND/PROPOSAL:**

In 2023 the Town made an offer to purchase on a piece of land on the southwest corner of town. This purchase has been finalized recently and there are tax arrears in the amount of \$992.61 that will need to be written off by Council motion.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

As the Town now owns this piece of land it becomes exempt from taxation. The previous owners stopped paying the taxes once they started negotiating with the Town on the purchase.

Section 347(1) of the MGA states that a council may cancel or reduce tax arrears or cancel or refund all or part of a tax. In this case, as the Town now owns the land, the Town requires a motion instructing Administration to cancel the taxes and penalties outstanding on this tax roll account.

**COSTS/SOURCE OF FUNDING (if applicable)**

\$992.61

**RECOMMENDED ACTION:**

Council pass a motion to direct Administration to cancel the taxes and penalties owing on tax roll #0626 in the amount of \$992.61.



*Division Criminal Analysis  
Section*

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# Strategic Analysis and Research Unit

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## 2023 Detachment Profile

Leduc Provincial Detachment

February 28, 2024



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## Leduc Provincial Detachment

The information in this report is based on Line 1 UCR scoring only. This differs from the standard monthly reports that count all lines of scoring. Counting all lines of scoring provides a more complete picture of the criminal activity in a given jurisdiction. The move to the Line 1 UCR method to calculate metrics is due to inconsistencies in PROS scoring among several Detachments.

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**Leduc Provincial Detachment**

**Leduc Provincial Detachment  
"Actual" - Counts (Line 1 Only)  
2019 - 2023**

All categories contain "Attempted" and/or "Completed"

CATEGORY	Trend	2019	2020	2021	2022	2023	% Change	
							19-23	22-23
Offences Related to Death		1	2	0	2	0	N/A	N/A
Robbery		4	5	3	4	3	N/A	N/A
Sexual Assaults		10	7	12	15	18	N/A	N/A
Other Sexual Offences		4	9	5	7	8	N/A	N/A
Assault		82	98	67	102	119	45%	17%
Kidnapping/Hostage/Abduction		1	1	4	5	0	N/A	N/A
Extortion		3	4	1	0	4	N/A	N/A
Criminal Harassment		20	28	26	40	41	105%	3%
Uttering Threats		49	41	35	57	49	0%	-14%
<b>TOTAL Persons</b>		<b>174</b>	<b>195</b>	<b>153</b>	<b>232</b>	<b>242</b>	<b>39%</b>	<b>4%</b>
Break & Enter		187	123	150	187	178	-5%	-5%
Theft of Motor Vehicle		151	162	132	172	168	11%	-2%
Theft Over \$5,000		62	36	46	46	56	-10%	22%
Theft Under \$5,000		310	209	203	396	403	30%	2%
Possn Stn Goods		108	80	87	69	67	-38%	-3%
Fraud		146	133	100	126	135	-8%	7%
Arson		12	10	9	12	6	N/A	N/A
Mischief To Property		194	167	191	214	265	37%	24%
<b>TOTAL Property</b>		<b>1,170</b>	<b>920</b>	<b>918</b>	<b>1,222</b>	<b>1,278</b>	<b>9%</b>	<b>5%</b>
Offensive Weapons		63	43	92	103	134	113%	30%
Disturbing the peace		187	117	156	204	201	7%	-1%
Fail to Comply & Breaches		53	48	69	62	43	-19%	-31%
Other Criminal Code		49	53	46	24	34	-31%	42%
<b>TOTAL Other Criminal Code</b>		<b>352</b>	<b>261</b>	<b>363</b>	<b>393</b>	<b>412</b>	<b>17%</b>	<b>5%</b>
<b>TOTAL CRIMINAL CODE</b>		<b>1,696</b>	<b>1,376</b>	<b>1,434</b>	<b>1,847</b>	<b>1,932</b>	<b>14%</b>	<b>5%</b>

N/A = Percent change is not statistically valid with small numbers

Line 1 Data does not include "Bulk" files/counts





**Leduc Provincial Detachment**

**Leduc Provincial Detachment  
"Actual" - Counts (Line 1 Only)  
2019 - 2023**

All categories contain "Attempted" and/or "Completed"

CATEGORY	Trend	2019	2020	2021	2022	2023	% Change	
							19-23	22-23
Drug Enforcement - Production		0	1	0	0	0	N/A	N/A
Drug Enforcement - Possession		28	23	16	14	16	N/A	N/A
Drug Enforcement - Trafficking		6	13	21	5	9	N/A	N/A
Drug Enforcement - Other		2	1	0	1	2	N/A	N/A
<b>Total Drugs</b>		<b>36</b>	<b>38</b>	<b>37</b>	<b>20</b>	<b>27</b>	<b>-25%</b>	<b>35%</b>
Cannabis Enforcement		3	3	2	0	2	N/A	N/A
Federal - General		48	43	37	46	35	-27%	-24%
<b>TOTAL Federal</b>		<b>87</b>	<b>84</b>	<b>76</b>	<b>66</b>	<b>64</b>	<b>-26%</b>	<b>-3%</b>
Liquor Act		44	28	29	30	31	-30%	3%
Cannabis Act		31	17	8	4	2	N/A	N/A
Mental Health Act		137	127	135	141	188	37%	33%
Other Provincial Stats		254	239	318	298	281	11%	-6%
<b>Total Provincial Stats</b>		<b>466</b>	<b>411</b>	<b>490</b>	<b>473</b>	<b>502</b>	<b>8%</b>	<b>6%</b>
Municipal By-laws Traffic		1	1	3	3	3	N/A	N/A
Municipal By-laws		32	25	35	28	22	-31%	-21%
<b>Total Municipal</b>		<b>33</b>	<b>26</b>	<b>38</b>	<b>31</b>	<b>25</b>	<b>-24%</b>	<b>-19%</b>
Fatals		4	6	5	2	8	N/A	N/A
Injury MVC		221	124	180	222	235	6%	6%
Prop. Damage MVC (Reportable)		740	412	518	691	698	-6%	1%
Prop. Damage MVC (Non Reportable)		112	68	86	122	137	22%	12%
<b>TOTAL MVC</b>		<b>1,077</b>	<b>610</b>	<b>789</b>	<b>1,037</b>	<b>1,078</b>	<b>0%</b>	<b>4%</b>
<b>Provincial Traffic</b>		<b>9,815</b>	<b>4,676</b>	<b>4,952</b>	<b>3,572</b>	<b>3,496</b>	<b>-64%</b>	<b>-2%</b>
<b>Other Traffic</b>		<b>38</b>	<b>35</b>	<b>19</b>	<b>9</b>	<b>14</b>	<b>N/A</b>	<b>N/A</b>
<b>Criminal Code Traffic</b>		<b>277</b>	<b>221</b>	<b>190</b>	<b>123</b>	<b>154</b>	<b>-44%</b>	<b>25%</b>

N/A = Percent change is not statistically valid with small numbers

Line 1 Data does not include "Bulk" files/counts



### Leduc Provincial Detachment

#### Established Positions

##### General Duty Members

Inspector:	0
Staff Sergeant:	1
Sergeant:	2
Corporal:	2
Constable:	13
<b>Total General Duty:</b>	<b>18</b>

##### Specialized Sections

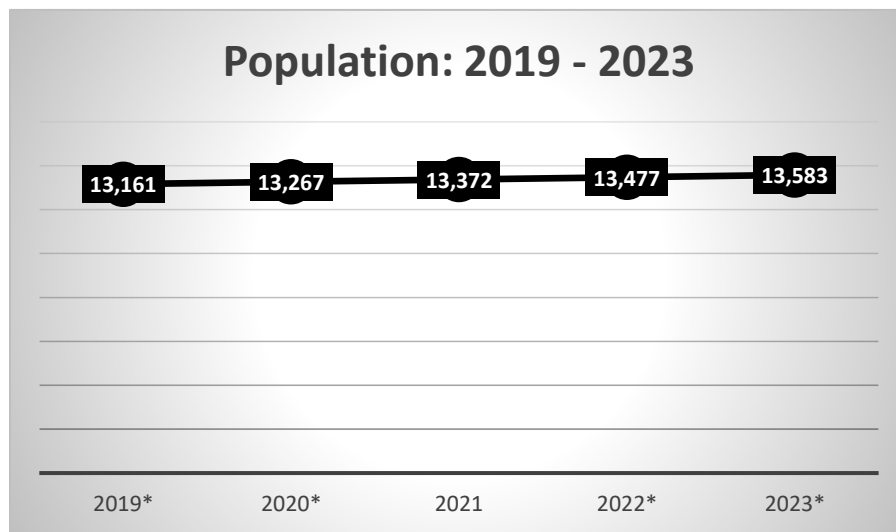
GIS	3
FNP/CTA	0
FIS	0
Enhanced	1
SRO/CPVS/PDS:	0

**2023 Total RM's (all positions): 22**  
**RM's Used for Metrics\*: 21**

\*RM counts used to calculate CC/RM and PPR do not include FIS, PDS, Enhanced Positions, or CTA/FNP. GIS positions are only included if the position is specific to the Detachment. EIA positions are not included. **Establishment information is based on collator information, and not specific job code.**

#### Detachment Area Population

The 2021 Census population for the Leduc Provincial Detachment was 13,372. There was an estimated 3.2% increase in population between 2019 and 2023.



\*The Detachment area population is estimated from the 2016 and 2021 Census. The difference between the two Census calculations is averaged over the 5 year time period using a simple linear slope.



## Leduc Provincial Detachment

### Detachment Metrics

Leduc Provincial Detachment 2023 Metrics					
Metric	2019	2020	2021	2022	2023
CC / RM	84.8	65.5	68.3	88.0	92.0
CSI	198.4	160.9	170.2	174.2	N/A
CC / 1,000	128.9	103.7	107.2	137.0	142.2
PPR	658	632	637	642	647

#### Criminal Code per Regular Member (CC/RM)

Criminal code incidents per Regular Member refers to the proportion of criminal code incidents to the number of police officers.

#### Crime Severity Index (CSI)

The Crime Severity Index tracks changes in the severity of police-reported crime by accounting for both the amount of crime reported by police in a given jurisdiction and the relative seriousness of these crimes. It tells us not only how much crime is coming to the attention of police, but also about the seriousness of that crime.

By design, the specific Crime Severity Index value in a given jurisdiction depends on its mix of crimes and their relative seriousness. If a jurisdiction has a high proportion of less serious, and hence lower-weighted, offences, it will have a lower Index value. Conversely, a jurisdiction with a high proportion of more serious crimes will have a higher Index value. The base line for measurement of the CSI is 100.

Detachments with a population less 5,000 should compare CSI rates with caution. A few serious files could cause large increases the overall CSI. The 2023 CSI will be published in July or August, 2024.

#### Criminal Code Cases per 1,000 (CC/1000)

The traditional crime rate is expressed as a rate per 1,000 population. The crime rate is calculated by summing all Criminal Code incidents and dividing by the population.

#### Police to Population Ratio (PPR)

The police to population ratio (PPR) quantifies the relationship between the number of police officers and the total population served.

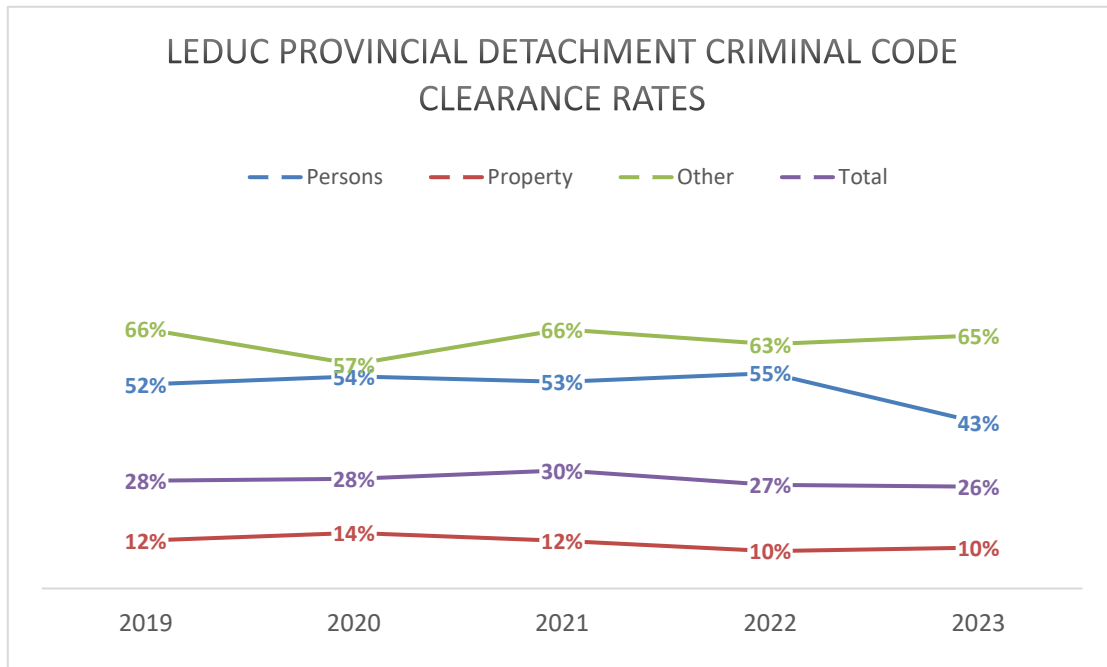


### Leduc Provincial Detachment

#### Clearance Rates

When a police investigation leads to the identification of a suspect against whom a charge could be laid, then that incident can be cleared. Criminal incidents can either be “cleared by charge” or “cleared otherwise”. When an information is laid against the suspect (i.e., the person is formally charged), then from a statistical point of view the related actual incident can be cleared by charge. In cases where the police do not lay an information, even though they have identified a suspect and have enough evidence to support the laying of such, the incident is cleared otherwise.

Leduc Provincial Detachment Criminal Code Clearance Rates					
CC Category	2019	2020	2021	2022	2023
Persons	52%	54%	53%	55%	43%
Property	12%	14%	12%	10%	10%
Other	66%	57%	66%	63%	65%
<b>Total</b>	<b>28%</b>	<b>28%</b>	<b>30%</b>	<b>27%</b>	<b>26%</b>





## Leduc Provincial Detachment

### Adults Charged

Adults Charged in Criminal Code Offences						
CC Category	Trend	2019	2020	2021	2022	2023
Persons		61	56	46	63	56
Property		84	67	63	66	59
Other		67	65	57	32	38
<b>Total</b>		<b>212</b>	<b>188</b>	<b>166</b>	<b>161</b>	<b>153</b>

There were 153 people charged with Criminal Code Offences in 2023. This represents a 5.0% decrease from 2022. In 2023 adult males accounted for 74.6% of those charged.

### Youth Charged

Youth Charged in Criminal Code Offences						
CC Category	Trend	2019	2020	2021	2022	2023
Persons		10	4	3	7	4
Property		4	3	11	3	6
Other		11	2	3	4	3
<b>Total</b>		<b>25</b>	<b>9</b>	<b>17</b>	<b>14</b>	<b>13</b>

There were 13 youth charged (or not charged) with Criminal Code Offences in 2023. This represents a 7.1% decrease from 2022.

### Top Youth Involved File Types (Not including Provincial Traffic)

Top Youth Involved File Types						
File Type	Trend	2019	2020	2021	2022	2023
Break and Enter - Business		0	0	0	0	5
Written Traffic Offence Warnings - Provincial		0	0	0	1	2
Sexual Interference		1	0	0	0	1
Other theft under \$5000		1	0	0	1	1
Assault With Weapon / CBH		0	0	0	0	1



## Leduc Provincial Detachment

**Leduc Provincial Detachment  
Clearance Rates - by Category  
2019 - 2023**

All categories contain "Attempted" and/or "Completed"

CATEGORY	Trend	2019	2020	2021	2022	2023
Offences Related to Death		100.0%	100.0%	N/A	0.0%	N/A
Robbery		50.0%	60.0%	100.0%	0.0%	0.0%
Sexual Assaults		30.0%	28.6%	25.0%	73.3%	50.0%
Other Sexual Offences		50.0%	22.2%	80.0%	57.1%	25.0%
Assault		68.3%	73.5%	73.1%	66.7%	53.8%
Kidnapping/Hostage/Abduction		0.0%	0.0%	0.0%	60.0%	N/A
Extortion		0.0%	0.0%	0.0%	N/A	25.0%
Criminal Harassment		25.0%	17.9%	19.2%	32.5%	17.1%
Uttering Threats		44.9%	48.8%	48.6%	50.9%	38.8%
<b>TOTAL Persons</b>		<b>52.3%</b>	<b>54.4%</b>	<b>52.9%</b>	<b>55.2%</b>	<b>42.6%</b>
Break & Enter		5.9%	10.6%	6.0%	8.0%	8.4%
Theft of Motor Vehicle		10.6%	17.3%	12.1%	6.4%	10.1%
Theft Over \$5,000		1.6%	5.6%	6.5%	6.5%	7.1%
Theft Under \$5,000		4.5%	6.7%	7.9%	3.8%	3.2%
Possn Stn Goods		25.9%	21.3%	29.9%	26.1%	23.9%
Fraud		28.1%	19.5%	20.0%	18.3%	9.6%
Arson		0.0%	10.0%	0.0%	0.0%	0.0%
Mischief To Property		17.0%	18.0%	11.5%	15.0%	21.1%
<b>TOTAL Property</b>		<b>12.3%</b>	<b>14.2%</b>	<b>12.2%</b>	<b>9.6%</b>	<b>10.5%</b>
Offensive Weapons		74.6%	79.1%	79.3%	81.6%	79.9%
Disturbing the peace		57.2%	42.7%	53.8%	52.5%	53.2%
Fail to Comply & Breaches		94.3%	83.3%	97.1%	77.4%	95.3%
Other Criminal Code		<b>61.2%</b>	<b>49.1%</b>	37.0%	29.2%	35.3%
<b>TOTAL Other Criminal Code</b>		<b>66.5%</b>	<b>57.5%</b>	<b>66.4%</b>	<b>62.6%</b>	<b>64.8%</b>
<b>TOTAL CRIMINAL CODE</b>		<b>27.7%</b>	<b>28.1%</b>	<b>30.3%</b>	<b>26.6%</b>	<b>26.1%</b>



## Leduc Provincial Detachment

**Leduc Provincial Detachment  
Clearance Rates - by Category  
2019 - 2023**

All categories contain "Attempted" and/or "Completed"

CATEGORY	Trend	2019	2020	2021	2022	2023
Drug Enforcement - Production		N/A	0.0%	N/A	N/A	N/A
Drug Enforcement - Possession		67.9%	56.5%	68.8%	57.1%	56.3%
Drug Enforcement - Trafficking		83.3%	30.8%	28.6%	20.0%	77.8%
Drug Enforcement - Other		50.0%	0.0%	N/A	0.0%	0.0%
<b>Total Drugs</b>		<b>69.4%</b>	<b>44.7%</b>	<b>45.9%</b>	<b>45.0%</b>	<b>59.3%</b>
Cannabis Enforcement		33.3%	33.3%	50.0%	N/A	0.0%
Federal - General		20.8%	23.3%	32.4%	32.6%	22.9%
<b>TOTAL Federal</b>		<b>41.4%</b>	<b>33.3%</b>	<b>39.5%</b>	<b>36.4%</b>	<b>37.5%</b>
Liquor Act		81.8%	78.6%	89.7%	70.0%	74.2%
Cannabis Act		90.3%	82.4%	100.0%	100.0%	100.0%
Mental Health Act		0.7%	3.1%	1.5%	0.0%	1.1%
Other Provincial Stats		13.4%	10.5%	13.5%	6.7%	11.7%
<b>Total Provincial Stats</b>		<b>21.2%</b>	<b>15.8%</b>	<b>16.1%</b>	<b>9.5%</b>	<b>12.0%</b>
Municipal By-laws Traffic		0.0%	0.0%	33.3%	0.0%	0.0%
Municipal By-laws		3.1%	8.0%	11.4%	7.1%	0.0%
<b>Total Municipal</b>		<b>3.0%</b>	<b>7.7%</b>	<b>13.2%</b>	<b>6.5%</b>	<b>0.0%</b>
Fatals		50.0%	16.7%	0.0%	0.0%	12.5%
Injury MVC		72.4%	32.3%	26.7%	23.4%	17.4%
Prop. Damage MVC (Reportable)		44.1%	16.7%	10.6%	7.8%	9.5%
Prop. Damage MVC (Non Reportable)		8.0%	5.9%	3.5%	1.6%	0.7%
<b>TOTAL MVC</b>		<b>46.1%</b>	<b>18.7%</b>	<b>13.4%</b>	<b>10.4%</b>	<b>10.1%</b>
<b>Provincial Traffic</b>		<b>83.3%</b>	<b>79.4%</b>	<b>74.9%</b>	<b>59.7%</b>	<b>58.7%</b>
<b>Other Traffic</b>		<b>10.5%</b>	<b>5.7%</b>	<b>26.3%</b>	<b>22.2%</b>	<b>14.3%</b>
<b>Criminal Code Traffic</b>		<b>35.7%</b>	<b>26.7%</b>	<b>51.6%</b>	<b>54.5%</b>	<b>46.1%</b>

**Leduc Provincial Detachment****Provincial Detachment Averages**

**Comparisons between detachments should be made with caution as each detachment has features such as location, population, demographics and other factors.**

**Provincial Detachments with Under 5,000 Population (36 Detachments)**

Metric	2019	2020	2021	2022	2023
CC/RM	79	72	72	68	68
CC/1000	149	148	151	145	150
CSI (Average Rate)	199.1	215.2	220.2	193.3	N/A
PPR	532	486	475	469	455
<b>Clearance Rates</b>					
CC Persons	64%	62%	61%	61%	59%
CC Property	30%	28%	29%	26%	25%
CC Other	69%	61%	65%	61%	60%
Total CC	45%	41%	43%	41%	40%

**Provincial Detachments with 5,000 - 10,000 Population (49 Detachments)**

Metric	2019	2020	2021	2022	2023
CC/RM	95	93	90	93	88
CC/1000	109	116	110	114	113
CSI (Average Rate)	153.4	145.1	142.6	145.4	N/A
PPR	874	802	817	817	781
<b>Clearance Rates</b>					
CC Persons	62%	62%	61%	58%	57%
CC Property	24%	27%	27%	24%	25%
CC Other	71%	64%	64%	63%	60%
Total CC	40%	41%	42%	38%	38%

*Population calculated from the 2016 and 2021 Census*



**Leduc Provincial Detachment***Provincial Detachment Averages (continued)*

**Comparisons between detachments should be made with caution as each detachment has unique features such as location, population, demographics and other factors.**

**Provincial Detachments with 10,000 - 20,000 Population (14 Detachments)**

Metric	2019	2020	2021	2022	2023
CC/RM	102	82	72	74	79
CC/1000	84	72	69	71	71
CSI (Average Rate)	148.1	106.3	99.6	98.0	N/A
PPR	1,216	1,136	1,039	1,041	1,123
<b>Clearance Rates</b>					
CC Persons	60%	59%	58%	57%	53%
CC Property	16%	17%	17%	17%	18%
CC Other	64%	61%	57%	57%	54%
Total CC	31%	33%	33%	33%	32%

**Provincial Detachments with greater than 20,000 Population (5 Detachments)**

Metric	2019	2020	2021	2022	2023
CC/RM	98	86	80	85	98
CC/1000	67	64	62	62	72
CSI (Average Rate)	91.9	85.3	81.4	77.1	N/A
PPR	1,461	1,352	1,281	1,361	1,354
<b>Clearance Rates</b>					
CC Persons	56%	51%	53%	50%	48%
CC Property	14%	16%	18%	15%	17%
CC Other	55%	43%	46%	48%	43%
Total CC	28%	28%	31%	28%	28%

*Population calculated from the 2016 and 2021 Census*