

**TOWN OF CALMAR REGULAR COUNCIL MEETING TO BE HELD  
IN PERSON AND VIRTUALLY ON MARCH 18, 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</b><br>a) Bylaw #2024-02 – Amendment to the Land Use Bylaw  |
| <b>4.</b>          | <b>Delegations</b><br>a) Eagle Quest Homes<br>b) Route 39 – Waiver of Business License Late Payment Penalty  |
| <b>5.</b>          | <b>Adoption of Minutes</b><br>a) Regular Council Meeting – March 04, 2024  |
| <b>6.</b>          | <b>Unfinished Business - None</b>  |
| <b>7.</b>          | <b>Bylaws or Policies</b><br>a) Bylaw #2024-02 - Amendment to the Land Use Bylaw<br>b) Bylaw #2024-03 – Committee of the Whole Bylaw<br>c) Policy #2024-113 – Downtown Façade Improvement Policy<br>d) Policy #2024-110 – Community Grant Program Policy |
| <b>8.</b>          | <b>New Business</b><br>a) Endorsement Extension for Application 2022-002S<br>b) National Police Federation – Request for Letter of Support   |
| <b>9.</b>          | <b>Financial - None</b>  |
| <b>10.</b>         | <b>Department Reports – None</b>   |
| <b>11.</b>         | <b>Council and Committee Reports</b><br>a) Mayor Carnahan<br>b) Councillor Faulkner<br>c) Councillor Gardner – not submitted<br>d) Councillor McKeag Reber<br>e) Councillor Benson   |
| <b>12.</b>         | <b>Correspondence - None</b>   |
| <b>13.</b>         | <b>Clarification of Agenda Business – (Open mic)</b>   |
| <b>14.</b>         | <b>Closed Session – None</b>   |
| <b>15.</b>         | <b>Adjournment</b>   |



**Town of Calmar**

Request for Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	March 18, 2024
Originated By:	CAO Losier
Title:	Bylaw #2024-02 – Land Use Bylaw Amendment
Approved By:	CAO Losier
Agenda Item Number:	3 A

**BACKGROUND/PROPOSAL:**

Section 606 of the MGA states that Council must give notices of certain bylaws, resolutions, meetings, public hearings, or other things by advertising in a newspaper or other publication circulating in the area. In addition, Section 606(1) allows Council to adopt a bylaw for alternative means of advertising these items, which may include electronic means.

At the February 5, 2024 Regular meeting, Administration introduced Bylaw #2024-02 and it received first reading.

The proposed bylaw has multiple purposes including:

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

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

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

The public hearing was advertised on the Town’s website, at the Town’s Office, and on the digital sign. A referral to agencies was also conducted and the Town has received a few responses stating no concerns. The summary of response is attached to the report

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

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

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

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

**Option 4** – Council may pass second and third reading of Bylaw #2024-02.

**Option 5** – Council may defeat Bylaw #2024-02.

Administration believes that there are no benefits in choosing option 5 as a few projects are awaiting a decision before proceeding as proposed or with some changes if required.

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

There is no cost to the municipality.

**RECOMMENDED ACTION:**

That Council gives second and third reading to Bylaw #2024-02, provided that there are no additional items requiring investigation.

**REDISTRICTING APPLICATION  
COMMENTS AND CONCERNS RECEIVED**

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



# TOWN OF CALMAR

## BYLAW #2024-02

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**A BYLAW OF THE TOWN OF CALMAR IN THE PROVINCE OF ALBERTA, TO AMEND THE LAND USE BYLAW BEING BYLAW 2017-07.**

---

**WHEREAS**, the Municipal Government Act, being Chapter M-26 of the R.S.A. 2000, as amended ("the Act") provides that a Municipal Council may amend its Land Use Bylaw.

**AND WHEREAS**, the Council of the Town of Calmar wishes to amend its Land Use Bylaw 2017-07 as it affects certain lands.

**NOW THEREFORE** the Council of the Town of Calmar, duly assembled, enacts as follows:

1) Section 1.3 INTERPRETATION is amended by:

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

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

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

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

a) Adding Subsection 20:

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

b) Adding Subsection 21:

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

3) Section 8 SPECIAL PROVISIONS is amended by:

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

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

a) A Development Agreement with the Town is signed.

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

c) The sign is adequately anchored to the ground.

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

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

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

b) Subsection 8.38.4. is deleted and replaced with:

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

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

READ A FIRST TIME THIS 05 DAY OF FEBRUARY, 2024.

READ A SECOND TIME THIS 18 DAY OF MARCH, 2024.

READ A THIRD TIME AND FINALLY PASSED THIS 18 DAY OF MARCH, 2024.

\_\_\_\_\_  
MAYOR CARNAHAN

\_\_\_\_\_  
CAO LOSIER

**REGULAR MEETING OF COUNCIL  
OF THE TOWN OF CALMAR WAS HELD IN PERSON  
AND VIRTUALLY ON MONDAY MARCH 04, 2024**

Access Code: 211-016-493

1. **CALL TO ORDER:** Mayor Carnahan called the Regular Council Meeting of Marched, 2024, to order at the hour of 6:30 pm.

**PRESENT:** Mayor Carnahan, Councillors Faulkner, Gardner, McKeag Reber & Benson, CAO Losier, DCS Bryans, Acting DIG Nielson, RC Miller & members of the public

2. **ADOPTION OF AGENDA:**

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

**CARRIED  
R-24-03-0040**

3. **PUBLIC HEARINGS: None**

4. **DELEGATIONS:**

- a) **Powers & Associates**

The Mayor that Mr. Powers for his presentation at the time being 6:55 pm.

- a) **Off Highway Vehicles Discussion**

The Mayor thanked all of the participants for their input and feedback at the time being 7:10 pm.

5. **ADOPTION OF MINUTES:**

- a) **Regular Council Meeting** – February 20, 2024

*Moved by* Councillor Benson that the minutes of the Regular Council Meeting of February 20, 2024, are hereby approved as amended.

**CARRIED  
R-24-03-0041**

- b) **Special Council Meeting** – February 28, 2024

*Moved by* Councillor McKeag Reber that the minutes of the Special Council Meeting of February 28, 2024, are hereby approved as presented.

**CARRIED  
R-24-03-0042**

6. **UNFINISHED BUSINESS:**

- a) **Bylaw #2017-07 – Land Use Bylaw** – Discussion on Places of Worship and Consultation Results  
b) **Communication Report**

**Recess @7:39pm  
Reconvene @ 7:48pm**

As the applicant was in Chambers, item on the agenda K – Daycare 5007 – 50 Street, was moved up to item C.

- c) **Daycare 5007 – 50 Street**

*Moved by* Councillor Benson that Council as the Development Authority pass a motion to issue the development permits with conditions (the north stairwells will be turned east/west).

**CARRIED  
R-24-03-0043**

- d) **Recreation Report**

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- e) **Asset Management Report**
- f) **Growth Report**
- g) **Mayor Carnahan Report**
- h) **Councillor Faulkner Report**
- i) **Councillor Gardner Report**
- j) **Councillor McKeag Reber Report**
- k) **Councillor Benson Report – Not Submitted**

*Moved by* Councillor Faulkner that these reports are received as information.

**CARRIED  
R-24-03-0044**

**7. BYLAWS or POLICIES:**

- a) **Policy #2024-111 – Utility Account Transfers to Tax Roll**

*Moved by* Councillor Faulkner that Policy #2024-111 – Utility Account Transfers to Tax Roll is hereby adopted as amended to reflect the minimum balance must be \$50.00.

**CARRIED  
R-24-03-0045**

- b) **Policy #2024-112 – Accounts Receivable Transfers to Tax Roll**

*Moved by* Councillor McKeag Reber that Policy #2024-112 – Accounts Receivable Transfers to Tax Roll is hereby adopted as amended to reflect that it is specific to bylaw enforcement in the Purpose of the policy.

**CARRIED  
R-24-03-0046**

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

**CARRIED  
R-24-03-0047**

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

*Moved by* Councillor Gardner that Bylaw #2024-03 - Parkland Bylaw is hereby given second reading as amended.

**CARRIED  
R-24-03-0048**

*Moved by* Mayor Carnahan that Bylaw #2024-03 - Parkland Bylaw is hereby given third reading as amended.

**CARRIED  
R-24-03-0049**

- d) **Bylaw #2024-04 – Committee of the Whole Bylaw**

*Moved by* Councillor Gardner that Bylaw #2024-04 – Committee of the Whole Bylaw is hereby given first reading.

**CARRIED  
R-24-03-0050**



**REGULAR MEETING OF COUNCIL  
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**8. NEW BUSINESS:**

**a) Property Tax Write Off**

*Moved by* Mayor Carnahan that Council pass a motion to cancel the taxes and penalties owing on Tax Roll 0626 in the amount of \$992.61.

**CARRIED  
R-24-03-0051**

**9. FINANCIAL: None**

**10. DEPARTMENT REPORTS: None**

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

**12. CORRESPONDENCE:**

**a) RCMP Leduc Provincial 2023 Detachment Profile**

*Moved by* Councillor Benson that Council accept this as information.

**CARRIED  
R-24-03-0052**

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

**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 9:34 pm.

**CARRIED  
R-24-03-0053**

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

Councillor Benson excused himself from the meeting as he has a pecuniary interest in the topic.

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

*Moved by* Councillor McKeag Reber that the Regular Council Meeting reconvene from Closed Session at this time being 9:56 pm.

**CARRIED  
R-24-03-0054**

**15. ADJOURNMENT:**

The Regular Council Meeting adjourned at 9:56 pm.

These minutes signed this 18<sup>th</sup> day of March 2024.

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

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



**Town of Calmar**

Request for Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	March 18, 2024
Originated By:	CAO Losier
Title:	Bylaw #2024-02 – Land Use Bylaw Amendment
Approved By:	CAO Losier
Agenda Item Number:	3 A

**BACKGROUND/PROPOSAL:**

Section 606 of the MGA states that Council must give notices of certain bylaws, resolutions, meetings, public hearings, or other things by advertising in a newspaper or other publication circulating in the area. In addition, Section 606(1) allows Council to adopt a bylaw for alternative means of advertising these items, which may include electronic means.

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

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**Option 4** – Council may pass second and third reading of Bylaw #2024-02.

**Option 5** – Council may defeat Bylaw #2024-02.

Administration believes that there are no benefits in choosing option 5 as a few projects are awaiting a decision before proceeding as proposed or with some changes if required.

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

There is no cost to the municipality.

**RECOMMENDED ACTION:**

That Council gives second and third reading to Bylaw #2024-02, provided that there are no additional items requiring investigation.

# TOWN OF CALMAR

## BYLAW #2024-02

---

**A BYLAW OF THE TOWN OF CALMAR IN THE PROVINCE OF ALBERTA, TO AMEND THE LAND USE BYLAW BEING BYLAW 2017-07.**

---

**WHEREAS**, the Municipal Government Act, being Chapter M-26 of the R.S.A. 2000, as amended ("the Act") provides that a Municipal Council may amend its Land Use Bylaw.

**AND WHEREAS**, the Council of the Town of Calmar wishes to amend its Land Use Bylaw 2017-07 as it affects certain lands.

**NOW THEREFORE** the Council of the Town of Calmar, duly assembled, enacts as follows:

1) Section 1.3 INTERPRETATION is amended by:

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

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

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

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

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b) Adding Subsection 21:

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- i) is located a minimum of 2 m (6.56 feet) away from all property lines,
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  - iii) does not interfere with public safety.

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

READ A FIRST TIME THIS 05 DAY OF FEBRUARY, 2024.

READ A SECOND TIME THIS 18 DAY OF MARCH, 2024.

READ A THIRD TIME AND FINALLY PASSED THIS 18 DAY OF MARCH, 2024.

\_\_\_\_\_  
MAYOR CARNAHAN

\_\_\_\_\_  
CAO LOSIER



**Town of Calmar**

Request for Decision (RFD)

Meeting:	Regular Council meeting
Meeting Date:	March 18, 2024
Originated By:	CAO Losier
Title:	Bylaw 2024-04 Committee of the Whole Bylaw
Approved By:	Chief Administrative Officer, Losier
Agenda Item Number:	7 B

**BACKGROUND/PROPOSAL:**

At its March 4 meeting, Council passed 1<sup>st</sup> reading of the proposed bylaw to establish the Committee of the Whole (CoW). The bylaw is coming back to Council for second and third reading.

Draft bylaw #2024-04 is attached to this report.

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

CoW will provide an additional opportunity for Council to discuss important portfolio/projects. These meetings will be structured, but not to the same level as the regular meeting.

**Option 1:** Council passes 2<sup>nd</sup> reading of bylaw 2024-04 as presented.

**Option 2:** Council refers to Administration bylaw 2024-04 before passing 2<sup>nd</sup> reading.

**Option 3:** Council passes 2<sup>nd</sup> and 3<sup>rd</sup> reading of bylaw 2024-04 as presented.

**Option 4:** Council defeat the proposed bylaw.

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

None.

**RECOMMENDED ACTION:**

Council passes 2<sup>nd</sup> and 3<sup>rd</sup> reading of Bylaw #2024-04 – Committee of the Whole 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 future CoW 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 18<sup>th</sup> DAY OF MARCH, 2024.

READ A THIRD TIME IN COUNCIL AND FINALLY PASSED THIS 18<sup>th</sup> DAY OF MARCH, 2024.

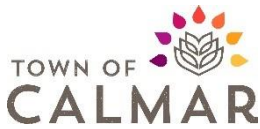
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**MAYOR CARNAHAN**

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**CAO LOSIER**

This Bylaw signed this 18th day of March 2024.



**Town of Calmar**

**Request for Decision (RFD)**

Meeting:	Regular Council Meeting
Meeting Date:	March 18, 2024
Originated By:	EDO McIntosh
Title:	Downtown Façade Improvement Program, Policy, and Plan
Approved By:	CAO Losier
Agenda Item Number:	7 B

**BACKGROUND/PROPOSAL:**

Originally presented to Council at the February 28, 2024, Special Council Meeting. The Downtown Façade Improvement Program Guide, Application, and Policy have been updated as per Council’s instruction.

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

Administration has updated the policy, program guide, and application form as per council’s instruction. The idea is to provide a comprehensive façade program aimed at the Town of Calmar’s downtown. Eligible businesses are the current year’s licensed businesses located along 50 Avenue (Highway 39) in Calmar’s downtown core.

There may be requests from businesses outside of the downtown core to join this program. This can be mitigated by creating new façade programs for our industrial parks, home-based, and other locations within Calmar, to be rolled out in future years.

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

The Downtown Façade Improvement Program provides grants for up to 50% of eligible project costs, to a maximum of \$5,000 per project.

Funds are to come out of Special Projects fund in Council’s budget to successful applicants once the work is completed, to a total of \$30,000.00.

**RECOMMENDED ACTION:**

Administration recommends approving the 2024 Downtown Façade Improvement Program Policy, #2024-113 to appoint Administration to roll out the Downtown Façade Improvement Program in spring, 2024. Council will be presented will all qualified applicants for final approval and be able to host the awarding of the grants.

**Attached:**

1. Updated Downtown Façade Improvement Program Policy
2. Updated Downtown Façade Improvement Program Guide
3. Updated Downtown Façade Improvement Program Application
4. Downtown Façade Improvement Program District Map



## POLICY

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**POLICY No.** 2024-113

**APPROVAL DATE:** TBD

**TITLE:** Downtown Façade Improvement Program

**DEPARTMENT:** Council

**REVISION DATE:**

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

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

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### **Purpose:**

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The purpose of this Policy is to provide financial assistance towards businesses located in the Town of Calmar's downtown, that plan to improve their front facing façade of their business' building. Through this program, The Town of Calmar wishes to encourage and support locally based businesses.

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### **Policy Statement:**

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The Town of Calmar values the contributions of the business community in its desire to enhance and improve their store fronts, and therefore commits support funding through this policy. As resources are limited, Council will review the policy and its budget allocation on a yearly basis.

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### **Definitions:**

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- **Agreement:** means an agreement signed by the Applicant and the CAO regarding the grant funding and the reporting to Council.
- **Applicant:** means a local business that is located in the Town of Calmar's downtown and is applying for a grant pursuant to this policy.
- **Budget:** means the listing of revenues and expenses projected to be forthcoming.
- **Capital Expenditures:** means an expenditure that has a life span of more than one year, and usually refers to buildings or infrastructure.
- **Council:** means the individuals elected to sit as Town Council under the Election Act and the Municipal Government Act of Alberta.

- **Initiative:** means a upgrade, installation, or creation of a new façade, for which that business is seeking a grant.
- **Grant:** means a financial assistance mechanism through which money and/or direct assistance is provided by the Town to carry out approved initiatives. In this instance, the grant will be awarded to those businesses who are approved on a first come, first served basis.
- **Grant Coordinator:** means the employee appointed by the CAO to receive and process and application, present the Request for Decision (RFD) report to Council, and coordinate for signatures between the Applicant and the CAO should an application be successful.
- **Operating Expenditures:** means an expenditure that supports the ongoing day-to-day operations of the organization and is used up in the normal operating cycle of the organization (e.g. personnel costs, office supplies, utilities, machine costs or rentals).
- **Organization’s Budget:** means the budget of the organization applying for the grant.
- **Town:** means the Town of Calmar.
- **Town’s Budget:** means the Town’s budget approved by Council under the Municipal Government Act.
- **Town Manager:** means the Chief Administrative Officer (CAO) as appointed by Council, or the Chief Administrative Officer’s designated individual.

## Policy:

### Responsibilities:

- Council will:
  - Approve by resolution this policy and future amendment as Council sees fit.
  - Consider the allocation of resources for successful implementation of this policy in the annual budget process.
  - Approve the annual distribution of Downtown Façade Improvement Program funding.
- CAO will:
  - Appoint the Economic Development Officer as the Grant Coordinator.
  - Ensure that the policy is implemented and brought to Council for review as required.
- Grant Coordinator will:
  - Act as a liaison with the Applicants and a supporting resource as needed for the application process.
  - Receive the applications and prepare RFD’s for Council’s consideration.
  - Inform the Applicants of Council’s decision regarding their application, and if successful, coordinate the signing of the Agreement.

### Criteria:

- The Downtown Façade Improvement Grant Program funding is available to licensed local businesses located along 50 Avenue ( Highway 39) in the Town of Calmar’s downtown.
- The façade improvements must be within one or more of the following areas:
  - Restoration of exterior finishes and repainting of the building façade;
  - Repair or replacement of windows, doors and doorways;
  - Repair or replacement of business signage
  - Installation or replacement of exterior building lighting;
  - Installation or replacement of awnings and canopies;
  - New architectural details such as entranceways, base trim, cornices and corner accents;
  - Installation of accessibility structures, such as ramps and entrance features.
- In order for an application to be considered, the following criteria must be met:
  - The business must be located in Calmar’s 50 Avenue (Highway 39), Downtown Corridor.
  - Only 1 application can be made per year per business.
  - The application form (Schedule A) must be properly completed, signed, and submitted within the prescribed timeline.
  - The business must demonstrate the following:
    - Current year, Town of Calmar, business license,
    - Proof of ownership of the building that the work is being done to,
    - Joint application from Lessor and building owner,
    - Current quotes for all of the work to be done,
    - Time frame that the work is expected to be completed, and
    - All required permits are applied for and approved.
  - Joint projects of two or more businesses will be considered eligible by Council on a case-by-case basis. Both businesses must demonstrate the following:
    - Current year, Town of Calmar, business license,
    - One joint location of the work to be done,
    - Proof of ownership of the building that the work is being done to,
    - Percentage of contribution of all businesses involved,
    - Current quotes for all of the work to be done,
    - Time frame that the work is expected to be completed and
    - All required permits are applied for and approved.
  - Applications will only be accepted from March 31<sup>st</sup> to May 15<sup>th</sup> of each calendar year with work expected to start after June 1<sup>st</sup> of that same year. Work is to be concluded by the end of the same calendar year.
  - Ineligible applications will be denied for the following reasons:
    - Work done or materials obtained before the grant is approved,
    - Initiative that other bodies or levels of government have a clear, legislated responsibility for (i.e. health, education, road access to Hwy 39).
    - Location of the business does not fall within the designated area.
  - Applicants may apply for
    - Up to 50% of the total cost, and
    - Up to a maximum of \$5,000.00.
  - The façade improvements must be started and completed in the calendar year of the grant.

- At its sole discretion, Council can waive and/or amend the criteria due to special circumstances.

**Grant recipient duties:**

- Grant recipients must:
  - Enter into an Agreement following the confirmation of their successful application.
  - Agree that any project cost shortfalls or resulting ongoing funding requirements will be their responsibility.
  - Agree to recognize the Town of Calmar's contribution to the project in all related public information, printed material, and media coverage.
  - Agree to provide Council with a follow-up report on the initiative supported by the grant. This report is to be received no later than 60 days following completion of the initiative.
  - Allow the Town to utilize pictures of the final products for promotional and / or marketing purposes.

**Downtown Façade Improvement District:**



**DOWNTOWN FACADE IMPROVEMENT  
PROGRAM DISTRICT**



**Review and/or amendment:**

- This policy shall be reviewed annually in conjunction with the Town's budget process.



**Schedule A  
Application Form  
Downtown Façade Improvement Program**

**Application Form**

This Grant has specific eligibility requirements. Please refer to the Program Guide for the Downtown Façade Improvement Program for more information about the Grant. Applications must show how the proposal meets these requirements. Complete applications and questions can be directed to the Grant Coordinator, at [grants@calmar.ca](mailto:grants@calmar.ca).

Important Reminders:

- Applications open on March 31, 2024, and are processed on a first come, first-served basis.
- Applications will be accepted until 4:30 PM on May 15, 2024.
- Please review the Program Guide prior to applying.
- Applicants are strongly encouraged to contact the Grant to confirm eligibility prior to applying and to request a pre-application meeting.

**Date of Application:** \_\_\_\_\_

**Subject Property Information**

**Provide details about the property being improved:**

Building Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Legal Address: Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Plan: \_\_\_\_\_

Existing Use: \_\_\_\_\_  
\_\_\_\_\_

Prior Use (if vacant): \_\_\_\_\_  
\_\_\_\_\_

Proposed Use: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Applicant Information**

Provide details for the Applicant, who is the legal entity to whom the grant is paid, if successful.

Applicant Type: \_\_\_\_\_ Property Owner \_\_\_\_\_ Tenant

Legal Entity Name: \_\_\_\_\_  
\_\_\_\_\_

Director / Officer: \_\_\_\_\_

Phone#: \_\_\_\_\_  
Email: \_\_\_\_\_

**Designated Contact Information**

Applicants may provide a Designated Contact for their application

Contact Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

To find legal address, visit <https://calmar.ca/community/experience-calmar/maps/>  
Provide legal entity name of business applying for the grant, as it appears on the Corporate Search.  
Provide the Director or Officer name as it appears on the Corporate Search.

**Pre-Application Meeting**

**Have you participated in a pre-application meeting?** \_\_\_\_\_

A pre-application meeting is strongly recommended to ensure projects meet the basic criteria.

**Basic Eligibility**

**Is the property within the Town of Calmar's Downtown?** \_\_\_\_\_

If no; the property is ineligible for the Downtown Façade Improvement Program.

**Is the building an existing commercial or retail building?** \_\_\_\_\_

If no; the property is ineligible for the Downtown Façade Improvement Program.

**Are the property taxes overdue?** \_\_\_\_\_

If yes; property taxes must be brought back to current before approval can be given.

**Are the property utilities overdue?** \_\_\_\_\_

If yes; any utility accounts must be brought back to current before approval can be given.

**Is the property subject to any enforcement Action (Bylaw infraction, etc.)?** \_\_\_\_\_

If yes, this must be resolved before approval can be given.

**Is the applicant a party to a legal dispute with the Municipality?** \_\_\_\_\_

If yes, this must be resolved before approval can be given.

**Is this a joint application?** \_\_\_\_\_

If yes, please provide all partner information in the application.



**Design Elements**

Please select which design elements your project demonstrates. For each element, please include a brief description. (Please ensure descriptions, contractor estimates, and drawings are consistent).

**Accessibility Improvements:** (Example: ramps, handrails, at-grade entrances, automatic doors)

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**Architectural Improvements:** (Example: new or restored eaves, domes, cornices, columns, windowsills and / or lintels)

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**Awnings and Canopies Improvements:** (Example: new weather protection features)

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**Building Material Improvements:** (Example: painting, siding/cladding, masonry)

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**Exterior Doors and Entrances:** (Example: new exterior doors, creating a new entrance)

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**Lighting improvements:** (Example: new exterior light fixtures, accent lighting, motion sensors)

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**Signage Improvements:** (Example: building signage that meets the Land Use Bylaw and is located on the building façade)

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**Windows:** (Example: replacement of existing windows, new glass panes, trim)

Projects that include window treatments that obscure street-level windows and doors or entrances, vinyl wraps, security bars, and rolling shutters are not eligible.

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**Additional Work:** Please list any additional work you plan to undertake as part of your project. Refer to the Program Guide, for a list of eligible costs. Related Façade costs not listed in the Program Guide are at the discretion of Council. Please meet with the Grant Coordinator for further assistance.

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### Construction Dates

Estimated Start Date: \_\_\_\_\_

Estimated Completion Date: \_\_\_\_\_

### Employment Information

Please indicate the number of employees employed by the business at this project location. If the project will impact multiple businesses (for example, a façade improvement for a multi-unit building). If the project space is currently vacant, write “Not Applicable”.

Number of current employees: \_\_\_\_\_

Number of future employees: \_\_\_\_\_

### Application Check List

- \_\_\_ **Pre-construction photos are attached:** Photos must show current site and its context.
- \_\_\_ **Certificate of Title:** Certificates of Title and Corporate Searches can be obtained from an Alberta Registry office. For more information, visit <http://www.servicealberta.gov.ab.ca/find-a-registry-agent.cfm>
- \_\_\_ **Letter of Authorization:** If the applicant is not the property owner.
- \_\_\_ **Façade Drawings:** Drawings for each façade being improved. Drawings must show the proposed design, including colours, materials, and product specifications. Renderings, construction drawings or elevated drawings are acceptable. The municipality may have plans and drawings that can be used as a base. Please check with the Grant Coordinator.
- \_\_\_ **Proof of Insurance.**
- \_\_\_ **Application completed in its entirety.**
- \_\_\_ **Project Costs:**
  - \_\_\_ **Contractor Estimates (Quotes)**
  - \_\_\_ **Budget:** For those not working with a contractor. Please provide a detailed budget (receipts to be provided before work begins)
- \_\_\_ **Application sent to:**
  - Attn: Grant Coordinator
  - By mail to: PO Box 750, Calmar, AB, T0C0V0
  - Hand delivered to 4901 – 50 Avenue, Calmar, AB
  - By email: [grants@calmar.ca](mailto:grants@calmar.ca)

**\*Incomplete applications will not be referred for review.**

**Application Declaration**

In making this application, I/we undersigned, confirm:

- That the information provided in this application is truthful and accurate;
- That I/we have read the ***Program Guide for the Downtown Facade Improvement Program***;
- That I/we understand that when reimbursement is requested, the following requirements must be met:
  - The property taxes and municipal utility bills must not be overdue,
  - The property must not be subject to an unresolved enforcement order,
  - The applicant is not a party to an unresolved legal dispute with the Municipality,
  - The terms and conditions of the agreement must be satisfied; and
- That I/we understand that all information and records provided to the Municipality in respect of this grant application are records in the custody and control of the Municipality. These records may be subject to the access and privacy provisions of the Freedom of Information and Protection of Privacy Act (Alberta) and other legislation, whether currently in force or enacted in the future. The Freedom of Information and Protection of Privacy Act gives any person a right of access to records in the custody or control of the Municipality, subject to limited and specific exceptions. While the Municipality will endeavor to use the Freedom of Information and Protection of Privacy Act to protect the confidentiality of information provided to us during this application process, other sections of the Act may apply, and the information may have to be disclosed to members of the public who request access to these records. The Municipality hereby reserves the right to disclose publicly and/or to any enquirer the grant amount received by any applicant/beneficiary through this grant program.

**Applicant Signatures**

Only Applicants who are named on a Corporate Search for the Legal Entity Name may sign this page.

**Applicant Name:**

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**Applicant Title:**

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**Date:**

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**Signature:**

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The personal information on this form is collected under the authority of Section 33 (c) of the Alberta Freedom of Information and Protection of Privacy Act. The personal information will be used to process your application, administer the Program and as contact information. If you have any questions about the collection or use of this information, please contact [grants@calmar.ca](mailto:grants@calmar.ca)



**Schedule B**  
**Review Form (for Grant Coordinator)**

**Application completeness:**

1. Date of application received: \_\_\_\_\_

2. Is the required information all there? Yes\_\_\_ No\_\_\_

If not and the window for application is still open, please contact the applicant. If complete, skip to point 4.

3. Date of completed application: \_\_\_\_\_

4. Is the organization existing \_\_\_ or new \_\_\_\_\_

5. Is the organization involved in an area supported by this grant program? Yes\_\_\_ No\_\_\_

**Financial information:**

1. Has the applicant provided the anticipated expenses and revenues? Yes\_\_\_ No\_\_\_

2. Does the applicant have partner(s)? Yes\_\_\_ No\_\_\_

**Other information:**

1. Date at which the RFD will be presented to Council: \_\_\_\_\_

2. Notification to the client of presentation date: \_\_\_\_\_  
\_\_\_ email \_\_\_ phone \_\_\_ in-person

# Program Guide

## Downtown Façade Improvement

### **The Purpose:**

The purpose of the program is to encourage building improvements to the front facing side of the businesses along 50<sup>th</sup> Avenue, and to bring investment into Calmar's downtown (the Commercial C1 District). By assisting business owners in the downtown area to make upgrades and improvements to their building fronts, the program aims to help attract more visitors and business activity to the downtown and promote economic growth in our community. We want to make our downtown streets more inviting and interesting to residents and commuters driving through our town by improving our curb appeal.

### **About the Program:**

The Downtown Façade Improvement Program provides matching grants for up to 50% of eligible project costs, to a maximum of \$5,000 per project.

- Funding is allocated on a first come, first served basis and in the order in which applications were received, until the budget has been spent or the program year has ended;
- Submitting an application may not guarantee a grant or a specific grant amount; and
- Applications not funded in the current year's budget may be considered in the next year or subsequent years of the program.

The grant provides an incentive to undertake building upgrades which create more interesting and appealing streetscapes and properties to attract people and business in the Central Commercial C1 District (the downtown area,) as determined by the Town of Calmar's Land Use Bylaw.

The Downtown Façade Improvement Program is intended to:

- Promote building improvements and investment in the downtown area;
- Contribute to the built environment through visually interesting and appealing buildings;
- Encourage more foot traffic for the area and provide lasting first impressions; and
- Help building owners attract and retain tenants and market their properties.

The Downtown Façade Improvement Program is part of the ongoing Community Vitalization Plan, which focuses on defining our downtown, to enhance the visual ambiance, attract new businesses, and enhance tourism opportunities.

### **Project Requirements:**

- The applicant must be the building owner(s) or their designate (written authorization from the owner to apply);
- All projects must obtain the necessary development permit and building permit as required by the Town of Calmar;
- All projects must be for existing buildings on parcels located in the Town of Calmar's downtown and be designated Commercial (C1) District under the Town of Calmar's Land Use Bylaw.

- Project improvements must comply with the standard urban design guidelines established by the Town of Calmar under the Commercial (C1) District of the Land Use Bylaw; and
- The building must be used primarily for commercial / retail purposes.

### **Eligibility:**

Eligible projects are required to reflect principles of good design. Please refer to the Town of Calmar's Design Standards for more information. Examples of work that are **eligible** for reimbursement may include:

- Restoration of exterior finishes and repainting of the building façade;
- Repair or replacement of windows, doors and doorways;
- Repair or replacement of business signage;
- Installation or replacement of exterior building lighting;
- Installation or replacements of awnings and canopies;
- New architectural details such as entranceways, base trim, cornices and corner accents;
- Installation of accessibility structures, such as ramps and entrance features.

**Successful projects will strive to improve the exterior appearance, design and function of a building through meaningful and lasting improvement to the street-level view of the building.**

Examples of work that are **not eligible** for reimbursement may include:

- Alterations to windows reducing transparency;
- Digital screens or digital signage;
- Removal of accessibility structures;
- Development and building application fees.

### **How to Apply:**

1. Submit a completed program application form; incomplete application forms may not be accepted.
2. Applications will be reviewed in the order of receipt; additional information or revisions may be requested.
3. Applicants will be notified of decisions made regarding their application.
4. After the application is approved, and other required permits are obtained, project construction can begin. Applicants will be notified if any permit application forms need to be completed.
5. Work must be completed by the end of the grant year.
6. Application decisions made are final and cannot be appealed.

The Town may use pictures of successful applicant's project once the work is completed for promotional and / or marketing purposes.

### **Additional Questions:**

Please reach out to the Grant Coordinator for any and all questions and to book your pre-application meeting.

Grant Coordinator: 780-985-3604 Ext. 226  
[grants@calmar.ca](mailto:grants@calmar.ca)



**Town of Calmar**

Request for Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	March 18, 2024
Originated By:	CAO Losier
Title:	Policy 2024-110 Community Grant Program Policy
Approved By:	CAO Losier
Agenda Item Number:	7 D

**BACKGROUND/PROPOSAL:**

Within the 2024-2027 interim budget, Council approved a grant to organization program and allocated \$10,000 to it. The purpose of this program would be to support local groups and potentially help with new ones. The policy for the program was sent to Council in January for review and was shared with Minor Hockey, the Legion, and the Seniors Association.

To prepare the draft program, Administration reviewed the program in Devon, Leduc, and Leduc County. These municipalities have been running their program for several years.

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

The current draft was built using the experience of 3 other municipalities. The 3 organizations that reviewed it stated that it was good and that they were looking forward to applying for a grant.

The benefits of having a policy for this proposed program are:

- Having a framework that is available to all interested parties,
- Transparency and consistency, and
- Accountability (as the successful applicant would have to report back).

Since Council saw the policy in January, Administration did one change. To be consistent with the façade program, the email address will be [grants@calmar.ca](mailto:grants@calmar.ca).

**Option 1:** Council can adopt the policy as is or do the necessary amendments prior to adopting it.

**Option 2:** Council can send it back to Administration with directives for further work to be done.

**Option 3:** Council could decide to abandon the program and therefore wouldn't need a policy.

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

Currently, the interim budget allocates \$10,000 to this program in 2024. The policy is structured to enable a Council's review of the program and allocate funds each year as Council deems necessary.

**RECOMMENDED ACTION:**

Council adopts the policy as presented or as amended.





## POLICY

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**POLICY No.** 2024-110  
**TITLE:** Community Grant Program

**APPROVAL DATE:** TBD

**DEPARTMENT:** Council

**REVISION DATE:**

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

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

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### **Purpose:**

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The purpose of this Policy is to provide financial assistance towards programs, projects, and/or activities that enhance and enrich the community. Through this program, Calmar wishes to encourage and support initiatives from non-profit organizations that will impact a broad cross-section of the community while promoting positivism.

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### **Policy Statement:**

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Calmar values the contributions the non-profit sector makes toward social, personal, and/or environmental enhancements, and therefore commits support funding through this policy. As resources are limited, Council will review the policy and its budget allocation on a yearly basis.

---

### **Definitions:**

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- **Agreement:** means an agreement signed by the Applicant and the CAO regarding the grant funding and the reporting to Council.
- **Applicant:** means a non-profit organization or an individual acting on behalf of an organization applying for a grant pursuant to this policy.
- **Budget:** means the listing of revenues and expenses projected to be forthcoming.
- **Capital Expenditures:** means an expenditure that has a value of more than \$5,000, a life span of more than one year, and usually refers to machinery and equipment, vehicles, buildings, land, or infrastructure.
- **Council:** means the individuals elected to sit as Town Council under the Local Authorities Election Act and the Municipal Government Act of Alberta.

- **Initiative:** means a project, a program, an event, or an activity for which an organization is seeking a grant.
- **Grant:** means a financial assistance mechanism through which money and/or direct assistance is provided by the Town to carry out approved initiatives.
- **Grant Coordinator:** means the employee appointed by the CAO to receive and process and application, present the Request for Decision (RFD) report to Council, and coordinate for signatures between the Applicant and the CAO should an application be successful.
- **Operating Expenditures:** means an expenditure that supports the ongoing day-to-day operations of the organization and is used up in the normal operating cycle of the organization (e.g. personnel costs, office supplies, utilities, machine costs or rentals).
- **Organization's Budget:** means the budget of the organization applying for the grant.
- **Town:** means the Town of Calmar.
- **Town's Budget:** means the Town's budget approved by Council under the Municipal Government Act.
- **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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### Responsibilities:

- Council will:
  - Approve by resolution this policy and its amendment from time to time.
  - Consider the allocation of resources for successful implementation of this policy in the annual budget process.
  - Approve the annual distribution of Community Grant Program funding.
- CAO will:
  - Appoint the FCSS Coordinator as the Grant Coordinator.
  - Ensure that the policy is implemented and brought to Council for review as required.
- Grant Coordinator will:
  - Act as a liaison with the Applicants and a supporting resource as needed for the application process.
  - Receive the application and prepare RFD's for Council's consideration.
  - Inform the Applicants of Council's decision regarding their application, and if successful, coordinate the signing of the Agreement.

## Criteria:

- Community Grant Program funding is available to registered non-profit organizations or established groups, based within Calmar corporate boundaries. The Grant Program is also available to external entities that would conduct their initiative within the Town boundaries.
- The initiative must be associated with one or more of the following sector(s):
  - Arts
  - Community spirit
  - Community well-being and/or fitness,
  - Culture,
  - Environment,
  - Heritage, or
  - Recreation.
- In order for an application to be considered, the following criteria must be met:
  - The non-profit must be in Calmar or in the process of establishing itself in Calmar (new initiative).
  - Only 1 application can be made per year per organization.
  - The application form (Schedule A) must be properly completed, signed, and submitted within the prescribed timeline.
  - The organization must demonstrate the following:
    - Membership,
    - Planning and management capabilities,
    - Other active fund-raising efforts,
    - A need for the funds requested,
    - Level of financial stability,
    - Adequate insurance coverage,
    - Benefit to the community of the initiative.
  - Applications will only be accepted from August 1<sup>st</sup> to October 31<sup>st</sup> each calendar year and reviewed during budget consideration for the upcoming year (January – December). An exception will be made for 2024, being the first year of the program. Applications will be accepted from April 1<sup>st</sup> to May 31<sup>st</sup>, 2024 for initiatives occurring in 2024.
  - Applications must be initiative based and will not be eligible for the following:
    - Work done or materials obtained before the grant is approved,
    - Initiative that other bodies or levels of government have a clear, legislated responsibility for (i.e. health, education).
  - Applications may be considered for Capital Expenditures or Operating Expenditures but not both.
  - Applicants may apply for
    - Up to a maximum of \$1,000 for an initiative requiring Operating Expenditure, or
    - Up to a maximum of \$2,000.00 for an initiative requiring Capital Expenditure.

- The initiative must be started and completed in the year of the grant.
- At its sole discretion, Council can waive and/or amend the criteria due to special circumstances, by passing a resolution.

**Grant recipient duties:**

- Grant recipients must:
  - Enter into an Agreement following the confirmation of their successful application.
  - Agree that any project cost shortfalls or resulting ongoing funding requirements will be their responsibility.
  - Agree to recognize the Town's contribution to the project in all related public information, printed material, and media coverage.
  - Agree to provide Council with a follow-up report on the initiative supported by the grant. This report is to be received no later than 60 days following completion of the initiative.

**Review and/or amendment:**

- This policy shall be reviewed annually in conjunction with the Town's budget process.



**Schedule A  
Application Form**

**Organization Details**

<b>Name:</b>	
--------------	--

<b>Mailing address:</b>	
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<b>Contact person:</b>	
------------------------	--

<b>Phone and email:</b>	
-------------------------	--

<b>Registration number:</b>	
-----------------------------	--

<b>Number of members:</b>	
---------------------------	--

**Please provide proof of insurance with your application.**

**In which of the following areas is the organization involved (check all that apply)?**

Arts	<input type="checkbox"/>	Environment	<input type="checkbox"/>
Community spirit	<input type="checkbox"/>	Heritage	<input type="checkbox"/>
Community well-being and/or fitness	<input type="checkbox"/>	Recreation	<input type="checkbox"/>
Culture	<input type="checkbox"/>		<input type="checkbox"/>

## Initiative Details

<b>Initiative name:</b>	
-------------------------	--

<b>Initiative location, Date, and time:</b>	
---	--

<b>Initiative description:</b>	
------------------------------------	--

<b>Grant amount requested:</b>	
------------------------------------	--

<b>Are volunteers or organizations involved? (if yes, please described)</b>	
---	--

<b>How will this initiative impact the community?</b>	
---	--

## Financial Details

Please identify the anticipated expenses and revenues associated with the initiative (including the grant request amount)

Anticipated expenses	Amount (\$)	Anticipated revenues	Amount (\$)
<b>Total</b>		<b>Total</b>	

If you receive less than your request, would you still be able to conduct the initiative (Please circle one): yes or no

### Other Details:

You can submit any additional information with this application, that you believe pertinent to Council’s understanding of the initiative and/or your organization.

Submissions will be accepted between August 1<sup>st</sup> and October 31<sup>st</sup> for initiative in the upcoming year.

Decisions will be made by the Council prior to December 31<sup>st</sup> and in conjunction with the Town’s budget adoption.

Complete application must be submitted to:

Attention: Grant Coordinator  
 PO Box 750, 4901 – 50 Ave, Calmar AB T0C 0V0

Or

By email at: [grants@calmar.ca](mailto:grants@calmar.ca)



**Schedule B  
Review Form (for Administration)**

**Application completeness:**

1. Date of application received: \_\_\_\_\_
2. Has all the required information been submitted? Yes\_\_\_ No\_\_\_

If not and the window for application is still open, please contact the applicant. If complete, skip to point 4.

3. Date of completed application: \_\_\_\_\_
4. Is the organization existing \_\_\_ or new \_\_\_
5. Is the organization involved in an area supported by this grant program? Yes\_\_\_ No\_\_\_

**Financial information:**

1. Does the applicant have partner(s)/volunteers? Yes\_\_\_ No\_\_\_
2. Are there other potential sources of funding besides the applicant and the Town? Yes\_\_\_ No\_\_\_
3. Is the Grant Funding vital to the initiative? Yes\_\_\_ No\_\_\_

**Other information:**

1. Date at which the RFD will be presented to Council: \_\_\_\_\_
2. Notification to the client of presentation date: \_\_\_\_\_  
\_\_\_ email \_\_\_ phone \_\_\_ in-person





**Town of Calmar**

Request for Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	March 18, 2024
Originated By:	Subdivision Authority Officer Losier
Title:	Endorsement Extension for Application 2022-002S
Approved By:	CAO Losier
Agenda Item Number:	8 A

**BACKGROUND/PROPOSAL:**

The Subdivision Authority conditionally approved application 2022-002S on March 27, 2023. The Municipal Government Act (MGA) requires approved plans to be endorsed within 1 year of their approval.

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

The applicant is working at the servicing and a few other components. They will require more time before being able to proceed with endorsement. The MGA allows for Council to authorize a 1-year extension to provide additional time or endorsement.

Providing an extension will allow the owner / applicant to service the area while potentially addressing any potential interest from third party.

**Option 1:** Council can refuse the extension. This would bind the Subdivision Authority and the Applicant within the current timeline. As of March 27, if the plan is not endorsed, the application would elapse.

**Option 2:** Council grant a 1-year extension. This would allow additional time to the applicant to address the elements that will help the subdivision be successful.

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

There is no cost for the Town of Calmar associated with this situation.

**RECOMMENDED ACTION:**

Council approves a 1-year extension to application 2022-002S.

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**From:** Maryanne King <[mking@npf-fpn.com](mailto:mking@npf-fpn.com)>  
**Sent:** Thursday, February 8, 2024 8:36:54 AM  
**To:** Sean Carnahan <[SCarnahan@calmar.ca](mailto:SCarnahan@calmar.ca)>  
**Cc:** Karen Buss <[KBuss@calmar.ca](mailto:KBuss@calmar.ca)>  
**Subject:** Budget 2024 Update from the National Police Federation

This message's attachments contains at least one web link. This is often used for phishing attempts. Please only interact with this attachment if you know its source and that the content is safe. If in doubt, confirm the legitimacy with the sender by phone.

Hello Mayor Carnahan,

I hope that your 2024 is off to a pleasant start.

Over the past few years, the NPF has been advocating for a needed increase into Alberta RCMP resources. Since 2017, the provincial investments to the RCMP have been minimal, forcing the provincial service to have to cut its budget and run under resourced. Starting in 2021, the province changed the Police Funding Model, so that every municipality would have to pay a portion for policing. Since then, millions have been collected that are supposed to be reinvested in policing, with a priority on increasing core policing.

However, recent policing investments have gone to municipal policing services in Edmonton and Calgary, or the Alberta Sheriffs who do not typically perform policing duties in rural environments like the Alberta RCMP does.

The NPF has submitted to the Government of Alberta our 2024 Pre-Budget Recommendations, which address the issue of needed funding for the AB RCMP. To keep pace with population growth of 10% since 2017, the province needs to fund 400 more RCMP positions to keep pace with current and future needs. I have attached our full 2024 Pre-Budget submission for your review and consideration.

We invite you to consider supporting this crucial ask by writing to the Government in support of hiring additional RCMP officers in your community and across the province. To aid in this endeavour, we have included a template letter that you can use in whole or in part.

If you have any questions on our 2024 Budget submission or should you like to meet to discuss, I welcome inquiries at your convenience.

Thank you in advance for your consideration.

Kind regards,

**Maryanne King**

Policy Advisor | Conseiller Politique

**National Police Federation | Fédération de la Police Nationale**

(587) 672-0695

[npf-fpn.com](http://npf-fpn.com)



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 [National Police Federation](https://www.linkedin.com/company/national-police-federation)

The mission of the National Police Federation is to provide strong, professional, fair and progressive representation to promote and enhance the rights of RCMP Members. La mission de la Fédération de la police nationale est de fournir une représentation forte, professionnelle, juste et

progressive afin de promouvoir et faire avancer les droits des Membres de la GRC.

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# 2024 PRE-BUDGET SUBMISSION

TO THE GOVERNMENT OF ALBERTA

JANUARY 2024



**NPF Contact:**

Sarah Nolan | Director, Government Relations & Policy | [snolan@npf-fpn.com](mailto:snolan@npf-fpn.com)

## INTRODUCTION

The National Police Federation (NPF) represents ~20,000 RCMP Members serving across Canada and internationally. We are the largest police union in Canada. The NPF is focused on improving public safety for all Canadians, including our Members by advocating for much-needed investment in the public safety continuum. This includes investments in police resourcing and modern equipment, as well as social programs including health, addiction, and housing supports to enhance safety and livability in the many communities we serve, large and small, across Canada.

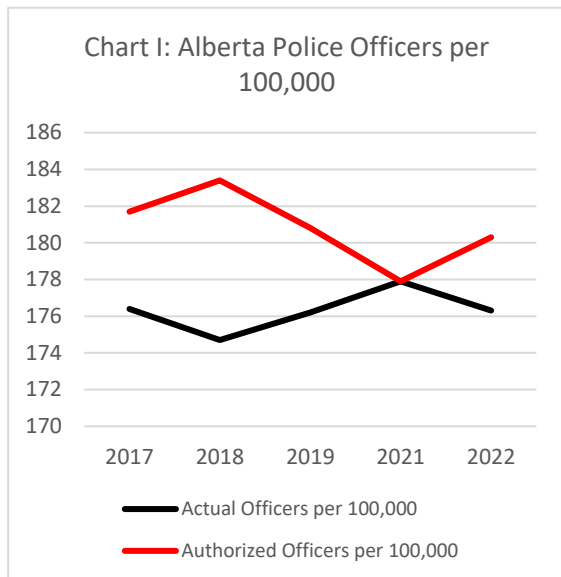
In 2019, the Government of Alberta announced a commitment of \$286m over five years to fund improvements to public safety. This funding would include an additional 300 officer positions across RCMP detachments in Alberta with the support of an additional 200 civilian staff. Under this investment plan, the Alberta RCMP would have increased from the 1,600 officers recorded in 2019 to approximately 1,900 by 2024.<sup>i</sup> While this announcement was welcomed, the province had been critically underfunding the Alberta RCMP to this point. This announcement was made concurrently with modifications to the Police Funding Model (PFM) that would result in every Alberta municipality beginning to pay for their policing services. While the province had stated that the revenue from the new police funding model would be reinvested into policing, both promises of additional personnel and increased resources for public safety across rural communities have not been kept.

Today, rather than invest in areas that could support the rural communities our Members are proud to serve and call home, Budget 2023 saw investments in the Alberta Sheriffs and other programs that largely benefitted Edmonton and Calgary. Polling conducted by the NPF with Pollara Strategic Insights quantifies that half of Albertans agree that the province should focus funding for public safety on existing fully-trained police officers. Additionally, 4-in-5 Albertans in RCMP-served areas are satisfied with the RCMP's policing. The NPF, the Alberta RCMP, many Alberta Mayors and Councils, and Indigenous communities have reiterated to the provincial province that equitable investments must be made across police services in Alberta. Investing in the Alberta RCMP is crucial to demonstrating that the Government of Alberta both understands and is committed to addressing public safety challenges equitably across communities. For Budget 2024, the public safety of all Albertans – both urban and rural – must be upheld by the province through renewed investments from the Government of Alberta toward the Alberta RCMP.

## NPF RECOMMENDATIONS

1. **Invest \$80m over three years to hire 400 RCMP officers to meet population growth and future demand**

From 2017-2022, Alberta's population increased by 9.5%. Over the same period, total police personnel increased by 7%. Actual police personnel in 2022 consisted of 8,007 officers, but the authorized strength had been 8,190 personnel total – thereby leaving Albertans short 183 officers across the province.<sup>ii</sup> For years, the Government of Alberta has not been ensuring that officer strength has been met and made little investments in ensuring it. Investments must match the needs



of 2024 and beyond to ensure that future needs can continue to be met as the province encourages and promotes Alberta’s population growth. By the province’s stated ideal personnel strength of 180 police personnel per 100,000 population, 400 more officer personnel are needed, constituting a 5% increase in the current amount of police personnel.

Further, while the Alberta Crime Severity Index has decreased by 9.5%, demonstrating the outstanding work of our Members, calls for service continue to rise. Between 2017 and 2021, calls for service increased by 8%, from 650,080 in 2017 to 701,126 in 2021.<sup>iii</sup> All of these factors indicate that a fully resourced Alberta RCMP continues to be necessary for maintaining this effective response across communities.

Polling conducted by the NPF with Pollara Strategic Insights from September 2023 demonstrated that increasing resources for policing was the top public safety priority for Albertans. Increased resources for policing outranked priorities such as increased response times, increased resources for addressing petty crimes, and increased local autonomy in policing. Continued and sustained investment in the Alberta RCMP is necessary to meet current and future demands.

**2. \$4m in grant funding to support the implementation of policing committees**

Policing committees are a critical function in delivering community-based needs and priorities to those that contract the RCMP as their municipal police service. Through a policing committee, municipal leadership can represent the interests of Council to the officer in charge of the contracted detachment.

Recent changes to the *Police Act* in 2022 have now made it mandatory for municipalities policed by the RCMP to establish their own policing committees, giving them a role in setting policing priorities. Before this, these committees were not mandatory and many communities never established them, creating a disconnect between the RCMP and the community. These committees are another function of local governance and would require that the municipality put yearly funding towards the success of the committee. Many chose not to establish these committees as a way to save money.

The *Police Act* changes establish that communities served by the RCMP with populations over 15,000 must now create their own policing committee. Additionally, communities with populations under 15,000 can choose to be represented by a regional governance body that will make recommendations on policing priorities in the region, or establish their own local policing committee.

While this function should be considered a core component of ensuring municipalities are best able to provide community-based public safety priorities through the RCMP, these committees do not currently receive any investment from the Government of Alberta to support their implementation. The province should fund the creation of these committees for communities over and under

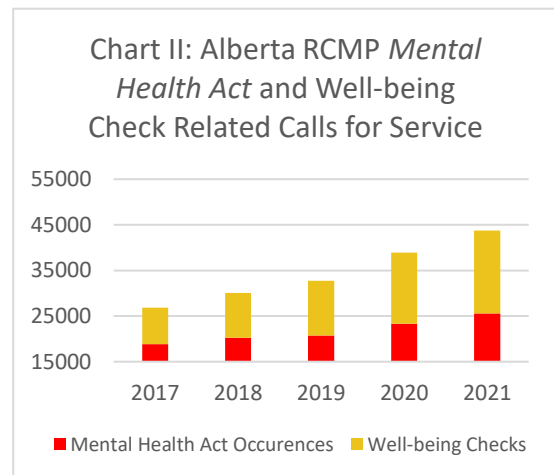
populations of 15,000 who wish to create their own police committee, separate from the regional governance bodies, by providing a commensurate financial investment into these communities.

The Government of Alberta should support the implementation of greater community involvement in their policing services by investing \$4m toward the establishment of policing committees. By investing in municipalities through assisting their launch of these committees, the province can fulsomely demonstrate its commitment to all Albertans having access to policing services that best support their individualized needs.

### **3. \$4m to expand the Regional Police and Crisis Teams in partnership with Alberta Health Services**

The Alberta RCMP have been increasingly called on to fill gaps resulting from significantly decreased funding for mental health and social services. Albertans and our Members want to see more funding for frontline services that help alleviate pressures on vulnerable Canadians and, by extension, the police.

A clear example of this pressure is present in both the increase of mental health calls and well-being checks being done by our Members. In Alberta, from 2017 to 2021, the number of *Mental Health Act* calls and well-being checks have increased by 63% (see Chart II), from a combined total of 26,855 occurrences in 2017 to 43,761 in 2021.<sup>iv</sup> This means that our Members are spending more time responding to those in mental health crises and less time on core policing duties.



Police calls responding to someone in crisis are not always routine and can vary in complexity. The Alberta RCMP has implemented and expanded the Regional Police and Crisis Teams (RPACT) units across Alberta to address a rising number of calls for service associated with the *Mental Health Act*. RPACT is a collaboration between the Alberta RCMP and Alberta Health Services, pairing Members with mental health professionals to provide a fulsome response to *Mental Health Act* related calls. From its launch in 2011, RPACT has since expanded to various detachments across Alberta, inclusive of Red Deer, Grande Prairie, and Airdrie. Recently, the Alberta RCMP announced that RPACT would be expanding to serve Hinton, Athabasca, Gleichen, Wainwright, and High level in addition to Sundre, Rocky Mountain House, Innisfail, Blackfalds, Rimbey, Sylvan Lake, Drayton Valley, Lake Louise, Banff, Canmore, Cochrane, Airdrie rural, Disbury, Olds, Drumheller, Chestermere, Strathmore, St. Paul, and Coaldale.<sup>v</sup>

However, calls for service related to those in crisis are continuing to increase at an alarming rate and more investment into these successful RPACT programs are needed. These investments should be evidence-based and be established in communities who frequently see *Mental Health Act* related calls. Through a total investment of \$4m to expand the RPACTs in Alberta, the province can demonstrate its commitment to providing all Albertans with accessible assistance when they need it.

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<sup>i</sup> December 2019. Municipalities will pay up as Alberta adds 300 RCMP officers to combat rural crime. Available at: <https://www.cbc.ca/news/canada/edmonton/alberta-rcmp-rural-crime-schweitzer-1.5383062>

<sup>ii</sup> Statistics Canada. Police personnel and selected crime statistics. Available at: <https://www150.statcan.gc.ca/t1/tbl1/en/tv.action?pid=3510007601&pickMembers%5B0%5D=1.10&cubeTimeFrame.startYear=2018&cubeTimeFrame.endYear=2022&referencePeriods=20180101%2C20220101>

<sup>iii</sup> Royal Canadian Mounted Police. RCMP Occurrence Report – 2021. Available at: <https://www.rcmp-grc.gc.ca/transparenc/police-info-policieres/calls-appels/occurence-incident/2021/index-eng.htm>

<sup>iv</sup> Royal Canadian Mounted Police. RCMP Occurrence Report – 2021. Available at: <https://www.rcmp-grc.gc.ca/transparenc/police-info-policieres/calls-appels/occurence-incident/2021/index-eng.htm>

<sup>v</sup> March 2023. RCMP's Regional Police and Crisis Teams expanding. Available at: <https://www.mountainviewtoday.ca/sundre-news/rcmps-regional-police-and-crisis-teams-expanding-6589661>



Dear Premier Smith,

The government's renewed interest in supporting public safety across the province is appreciated by my community and others. To ensure that every community across our province has the resources they need to continue to keep the public safe, I'm writing to ask you to include the Alberta RCMP in Budget 2024.

As you know, the Commissioner of the RCMP establishes a minimum level of policing in consultation with the Provincial Minister, who then decides if that standard will be met or exceeded per Article 6 of the Provincial Police Service Agreement (PPSA). The number of officers is reviewed annually by the Provincial Minister as part of planning for each upcoming fiscal year. The Provincial Minister can increase the number of Members in the service through Article 5 of the PPSA.

We are asking the Government of Alberta to invest \$80 million in our Alberta RCMP in pursuit of hiring an additional 400 new RCMP officers across the province. Our community could specifically benefit from an additional ## officers from these new positions. The government can utilize the PPSA as described above to request additional personnel that will bolster the safety of Albertans across the province, and we invite you to act on this function.

Over the past few years, the provincial investments to the RCMP have been minimal, forcing the provincial service to have to cut its budget and run under-resourced. Starting in 2021, the province changed the Police Funding Model, so that every municipality would have to pay a portion for policing. Since then, millions have been collected that are supposed to go towards reinvestment in policing, with a priority on increasing core policing.

We need your reassurance that communities served by the RCMP are just as crucial to your government's public safety plans as others. We know that the impact of crime and the number of Albertans needing help aren't limited to the boundaries of Calgary and Edmonton, which is why we are asking you to equitably invest in the Alberta RCMP.

Sincerely,

Mayor Sean Carnahan  
Council Report February 2024

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

**February 7,14,21 & 28<sup>th</sup> – Elected Officials Education Program** – attended the EOEP 4-week course on councils' role in service deliver. Identify different types of service, how best to deliver services (internal, 3<sup>rd</sup> party or shared services), how to fund the services being provided (taxation, user fees, grants, cost sharing agreements). The course also had discussion on review of services, reporting on services provided and allowed for many municipalities to discuss the variation of models, funding, and approach.

**February 12<sup>th</sup> – Leduc 1 Exhibit** – Attended the new opening of the Rig shack interactive exhibit at the Canadian Energy Museum: Home of Leduc 1. Heard from Museum operations the importance of the new exhibit and what it was like for a family to live in the industry in the 40's & 50's chasing the drilling activity around.

**February 15<sup>th</sup> – Brownlee Law Emerging Trends** – this year's seminar touched on: Teamwork; How Governance CAN work and stressed public participation and the importance of having a policy. Clearing up concerns related to Municipal Utility Bylaws, how municipally controlled corporations can help in utility provision, the importance of cost recovery versus funding with taxation. Tax Incentives and how this can be used to harness new development within a community. They covered the new rules regarding tax exemptions to developers and how it can foster growing relations with non-residential development. Just Cause was a topic as we see new higher standards of workplace conduct and harassment free workplaces. The conference wrapped up with Municipal Risk Management around public spaces, employment, and construction. The conference was again a great learning experience with many resources to draw from.

**February 15<sup>th</sup> – Leduc Regional Housing Foundation** – attended the Leduc Regional Housing Foundation finance committee meeting. Reviewed financial statements and made recommendations to forward to the next board meeting.

**February 26<sup>th</sup> – Yellowhead Regional Library** – Attended the library for the Trustee orientation to learn about the regional library service provider, the makeup of the organization, and a review of programs and government involvement and funding.

## Council Report

Don Faulkner

March 18, 2024

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

Feb. 5/24, Regular Council Meeting

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

Feb. 14/24, Seniors Meeting

- Heather Hughes and Sylvain attended as delegations to introduce Heather and let the seniors that she's new and ready to assist. She presented herself well and was well received.
- Still working on replacing the front door, looks like the cost will be \$457.
- "Jammers" happened on Feb. 27.
- Comedy fundraiser on Jan. 19, made \$97.50.
- The Christmas bus to Rad torque only had 10 participants.
- Proposed Rummage Sale yet to be coordinated with Dawn Potter.
- They received the letter from Sylvain regarding insurance. Working on quotes.
- Some discussion on the relocation of the bus to the town yard. We need to work out the whole garage issue.
- Waiting for the grant from the county, hoping it will be the same as last (not sure what was, not much).
- A slight raise in rent is being proposed.
- I feel that there is a lot of activity raising money to accommodate once a month meeting and a Jammers event once a month. I feel we should do a needs assessment for our local organizations and see how that could be different.

Feb. 15/24, Emerging Trends

- Started with the topic "Teamwork: How Governance CAN Work". What I took from this session was the importance of having a "Public participation policy", we need to throw a lot of ideas at the wall in communicating with the public and see what sticks.
- "Flushing Out the Details: Clearing Up Concerns Related to Municipal Utility Bylaws". I feel we have already started down this path, cost recovery and that sort of thing. They also touched on Municipally Controlled Corporations".
- "Tax Incentives: Harnessing Opportunities for Growth and Tax Base Expansion". This was to me the most exciting topic of the day. They talked about the new rules regarding

giving tax exemptions to developers and how that was a double-edged sword. In our case I can see it as it applies to getting a developer motivated to get started as opposed to drawing in a developer. Take for example RMC, if we could entice them into getting started more sooner than later by starting the clock on tax exemptions, maybe once we got them to sign this document, it would encourage them to take advantage of it and get shovels in the ground so that they don't miss the boat, so to speak.

- “Is The “Just Cause” Test Finally Catching Up to Our New Higher Standards of Workplace Conduct and Harassment-Free Workplaces”. Good contracts and avoidance of hiring the wrong people will eliminate most of these concerns. I would rely on the proper legal advice and communication of intents and expectations.
- After lunch, “Municipal Risk Management: Public Spaces, Employment and Construction”.

Feb. 20/24, Regular Council Meeting

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

Feb. 21/24, Leduc & District Regional Waste Management Commission Meeting

- **Manager's Report:** Organics Processing, Driver feedback on load quality is ongoing with pictures of each load being taken. In January, we received 250 MT of organics, both member and municipal. This is down slightly from 280 MT in 2023. Cell 5 Update, the insulation layer will be laid in the coming weeks. We have determined we can use a legacy tire shred pile and previously shredded wood as the insulation layer. Site Activities and Security, Transition to our new Landfill Operator continues to be smooth. January's invoices for landfilling services show a 10% reduction in operational costs from January 2023. The crack discovered in the transfer building floor will need to wait until Spring for a seismic inspection to be completed. Invoicing for January tonnage was completed by the 10th of February; an acceptable amount of time for the first month. On January 11, minor damage was noted around the door lock of the wheel loader, it is suspected someone tried to force entry but was not successful. A request has come in from the Leduc Arts Foundry inquiring about receiving free or discounted disposal rates at the landfill, as a non-profit organization. Waste Tonnage, 2023 saw 54,636 MT of waste landfilled at site with 30,000 of that headed to Area 2. This volume is comprised of Commercial-Dry, CnD, building debris and ICI. This represents a 4 year high in inbound volumes. When comparing to January 2023, 2024, is down slightly from 3433 to 3153 MT. Site Improvement, Signage, primarily at the PDO, has been upgraded to improve safety and increase visitor awareness and compliance with waste segregation. The unattended scale and commercial scale intercom system are both now operational. The next phase will be to issue RFID cards to commercial haulers to speed up the scaling process. We are still sourcing partners for metal recycling, cardboard, and CFC removal. Collaborations with Other Regions, this collaboration continues an “as needed” basis. Soil Inventory, in 2023 there was 107,264 MT of impacted soil brought to site. Existing client commitments will be honored but all new projects will need to go through the

application process to determine suitability of the material, and for the first time, the amount of material we are willing to accept. 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, A site inspection was conducted on January 31, 2024. Goodwill Pilot Project, Goodwill provided a 2023 Impact Report summarizing their donations and the

- **Business Arising:** Public Education & Communications Strategy, verbal report. Recycled Plastic Sign, the board selected the Onetwosix Design proposal. Diversion Initiatives (Drywall), the board was given 4 options, and we choose Option 4: Seek other Alternatives While Continuing to Landfill the Material (Lethbridge has found feed lots and farmers that will take this material for cattle bedding and later use it for fertilizing their fields at no cost. Agricultural contacts can be used to determine if there is interest in this from the market).
- **Public Dropoff Deficiencies:** Construction at the Public Drop-Off (PDO) at the Leduc Landfill began in Summer 2019 and was originally scheduled for completion in one construction season. Unfortunately, due to the pandemic, the construction extended over 2 seasons. After consulting with Tetra Tech, it was determined that Kemway is not contractually obligated to fix these remaining deficiencies because they were not properly identified and communicated to Kemway during Substantial Completion. Recommendations made and carried are as follows; 1. Administration recommends that the Board approve the 2023 carry forward amount of \$62,000 for the PDO Design and Construction Capital Project, which will be funded from the Capital Reserve. 2. Administration recommends that the Board approve a \$80,000 budget adjustment taken from the General Reserve to fund the remaining PDO deficiencies. 3. Administration recommends that the Board direct Administration to review and update the contract template to clearly identify responsibilities and accountability.
- **Bird Control:** When the Bird Control Program first started, electric scare cannons were not recommended by LGL, the consulting firm that oversees this program. Their position was that stationary scare cannons, usually set on timers and rarely moved, would quickly be ignored by the birds as they would become habituated to the cycle of sounds and the location of the cannon. While ordering supplies for the 2024 season, a cellular controlled cannon was discovered. This unit can be operated remotely wherever a cellular signal is available. It is also small and lightweight, allowing it to be easily transported anywhere on site. LGL was consulted and they gave their approval to incorporate this unit into the 2024 season. The inclusion of the Margo Electric Propane Cannon will reduce both the amount of pyrotechnics and labour hours needed to execute the 2024 program.
- **EMRB Solid Waste Collaborative:** The EMRB held a Solid Waste Collaborative meeting on January 25, 2024, which Mike Pieters and Michael Hancharyk attended.

Feb. 22/24, The Country Barber, Grand Opening

- I had committed to attending, it slipped my mind and I apologize for missing it.

Feb. 24/24, Nik N Nak & All That, Grand Opening

- I attended, it's nice to see that there is interest in opening storefront businesses in Calmar.

Feb 27/24, Ridley Law, Open House

- This is another benchmark for the Town of Calmar, professionals locating here.

Feb. 28/24 to Mar. 1/24, CARE Spring Seminar

- Attended as a member of the L&DRWMC.
- Wednesday, we went on a tour of PolyAg Recycling Ltd. in Bashaw, they specialize in farm waste, (grain bags and silage covers) that are pelletized and reused. We then went to the Camrose Regional Landfill, southeast of Camrose. It is a facility that the City of Camrose runs itself because of its partners leaving their group in favor of West Dried Meat Lake Landfill. They are in the process of shutting down the site in favor of a "transfer" site. It makes one appreciate what we have on our site and in our partnerships. After that we went to the Centra Cam Depot, which is a recycle center in lieu of a blue bag program (cans, paper, cardboard and such), just another layer to the waste handling that I'm glad we don't do. On the way back to the hotel we did a drive by the Restore Area/Emergency Depot.
- Thursday, Alberta EPR in the City of Camrose presented by Amy Johnson (Senior Management Engineering Technologist), followed by Alberta EPR Program presentation by Ed Gugenhiemer (CEO Alberta Recycling Management Authority), next was a presentation by the City of Camrose on their water treatment plant that utilizes Hy-bred Treatment Technology for removing ammonia & phosphorus from wastewater. After lunch more tours of regional facilities.
- Friday, Machine Learning All Soil Samples Climate Change by Olds College, utilizing 3D modeling and Visualization Software to Look into your Future Landfill Planning (Bob Jardine, Associated Engineers Group) and finally Catalytic Oxygen Free Waste Decomposition System in operation for the past year in Okotoks, AB.

## Council Report February 2024

Councillor Jaime McKeag Reber

### **Feb 5<sup>th</sup>- Regular Meeting of Council**

### **Feb 20<sup>th</sup>- Regular Meeting of Council**

**Feb 25<sup>th</sup>- CIB Meeting** – A great meeting to get ready for spring for the Communities in Bloom board. I was happy to see Ryan attend the meeting and there was great conversation about Urban Tree Plans. EDO Sandra also joined in the meeting to throw ideas around for a future project on creating a destination garden as a part of Tourism and Economic Development.

**Feb 28<sup>th</sup>- Special Council Meeting-** Discussions surrounding the upcoming Downtown Façade Program, Committee of the Whole By-law, the potential of creating a policy committee, OHV usage in town.

**Wednesday Evenings for the month of February I attended my EOEP Course on Council Role in service delivery. I found this course to be really enlightening on how we use our budgets to determine the levels of service in our community. It was great to talk with other Elected officials about the issues, same or different, that they see in their communities and ways that they have solved them or are working on them. The resounding thought that kept coming to mine is that there is aging infrastructure all over Alberta and not enough money to fix it all.**

# Carey Benson Councilor Report January and February 2024

## Jan 15<sup>th</sup> Regular Meeting of Council

- Please review the agenda and minutes on The Town of Calmar website for more information

## Jan 23<sup>rd</sup> Library Board Meeting

- Carey will do the town reports and Sean will do YRL report at the library board meeting.
- The Calmar Library has a food pantry and anyone in need can take from the stock.

## Jan 24<sup>th</sup>, 39/20, AGM

- Attend the meeting with Sean, Don and Sylvain. Was great to see all other municipalities from 39/20 attend.
- Votes were made to nominate members for Chair, ex.

## Feb 5<sup>th</sup> Regular Meeting of Council

- Please review the agenda and minutes on The Town of Calmar website for more information
- I had to step out of chambers for a potential pecuniary interest conflict. Suhki from Eagle Quest came to Council as a delegation and since I purchased a home from his company it felt right for me to step out of this part of the meeting.
- Closed session

## Feb 7<sup>th</sup>, 14<sup>th</sup>, 21<sup>st</sup>, 28<sup>th</sup> EOEP training

- I attend online training hosted by EOEP. The course was Councils Role in Service Delivery. Material covered in the course dealt with What Services our town has. What staff and council's role in service delivery. What levels of service should we have and how we Monitor service delivery success. We had many breakout sessions over the 4 weeks, and I got to network with other councilors. I got a lot out of the course and gave me a better understanding of setting service levels for Calmar.

## Feb 20<sup>th</sup> Regular Meeting of Council

- Please review the agenda and minutes on The Town of Calmar website for more information

## Feb 21<sup>st</sup> FCSS Advisory meeting

- I was nominated and won the position of Vice Chair.
- We talked about Volunteer Development around getting more people involved with volunteering and setting them up for success. I'm hopeful will see lots of people sign up as volunteers.
- FCSS received over 23 applications for there Seniors Grant. Only 11 groups were selected and a total of \$15000 was awarded.



## Feb 24<sup>th</sup> Nik Nak and All that grand opening

- Attend the opening with other members of council and staff. I wish this business lots of success and prosperity.

## Feb 27<sup>th</sup> Library Board meeting

- The library Board Director presented to the board about creating a new logo for the library. We should see a design hopefully at next meeting.
- A letter of support was presented from the town to the library board with their support for the Friends of the Library to apply for funds from AGLC. These could also include working at Casino's for fundraising monies.
- The board received \$1800 from Leduc County for Seniors programming.
- We passed the 2023 Statistic Report