

# AGENDA

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

**GoToMeeting**

**Public Access Code: 738-393-413**

- | ITEM | SOURCE   |
|------|--|
| 1.   | <b>Call to Order</b>   |
| 2.   | <b>Adoption of Agenda</b>  |
| 3.   | <b>Bylaws or Policies</b> <ul style="list-style-type: none"><li>a) Policy #2024-113 – Downtown Façade Improvement Policy</li><li>b) Bylaw #2024-04 - Committee of the Whole Bylaw</li><li>c) Policy #2024-114 - Policy Creation and Management</li><li>d) Bylaw #2020-14 - Off Highway Vehicle Bylaw</li><li>e) Bylaw #2017 – 07 - Land Use Bylaw – Discussion on places of worship and consultation results</li></ul> |
| 4.   | <b>Financial – None</b>  |
| 5.   | <b>New Business - None</b>   |
| 6.   | <b>Department Reports</b> <ul style="list-style-type: none"><li>a) Communication</li><li>b) Recreation</li><li>c) Asset Management</li><li>d) Growth Report</li></ul>  |
| 7.   | <b>Council Reports</b> <ul style="list-style-type: none"><li>a) Mayor Carnahan</li><li>b) Councillor Faulkner</li><li>c) Councillor Gardner</li><li>d) Councillor McKeag Reber</li><li>e) Councillor Benson – not submitted</li></ul>  |
| 8.   | <b>Clarification of Agenda Business – (Open mic)</b>   |
| 9.   | <b>Adjournment</b>   |



**Town of Calmar**

Request for Decision (RFD)

Meeting:	Special Council Meeting
Meeting Date:	February 28, 2024
Originated By:	EDO McIntosh
Title:	Downtown Façade Improvement Program, Policy, and Plan
Approved By:	CAO Losier
Agenda Item Number:	3 A

**BACKGROUND/PROPOSAL:**

During discussions with the Calmar business community, the desire to improve their business appearance was indicated by many businesses.

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 to improve their appearance and attraction of customers.

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

Administration has put together a policy, program guide, and application form 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 funds in Council’s budget to successful applicants once the work is completed.

**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. Downtown Façade Improvement Program Policy
2. Downtown Façade Improvement Program Guide
3. Downtown Façade Improvement Program Application



## 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.
- **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 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,
    - 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 1<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 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.

**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 [smcintosh@calmar.ca](mailto:smcintosh@calmar.ca).

Important Reminders:

- Applications 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 is 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: [smcintosh@calmar.ca](mailto:smcintosh@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:** \_\_\_\_\_

**Applicant Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_



**Signature:** \_\_\_\_\_

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 [smcintosh@calmar.ca](mailto:smcintosh@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 case-by-case 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.



# Program Guide

## Downtown Façade Improvement

### 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. The project must be reviewed, approved and permits obtained before funding is provided and work can begin.
6. Work must be completed by the end of the grant year.
7. 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:



# Program Guide

## Downtown Façade Improvement

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

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



# DOWNTOWN FACADE IMPROVEMENT PROGRAM DISTRICT



**Town of Calmar**

Request for Discussion (RFD)

Meeting:	Special Council meeting
Meeting Date:	February 28, 2024
Originated By:	CAO Losier
Title:	Committee of the Whole Bylaw
Approved By:	Chief Administrative Officer, Losier
Agenda Item Number:	3 B

**BACKGROUND/PROPOSAL:**

At its last meeting, Council received a very short presentation on the establishment of the Committee of Whole (CoW) and the need for a bylaw. Council discussed that there should be flexibility in the framework and schedule for the CoW. It was also discussed that Council reports would remain at the regular Council meeting (3<sup>rd</sup> Monday of the month). The department reports will be moving to the CoW in the future.

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

Administration provided the draft bylaw that was initiated a while back. The focus of the discussion will be about the content, not the format as Administration will transfer the content into the Town's current bylaw format later.

During the meeting, Administration will go over each section and ask Council for addition, deletion, and direction. As section 145 and 146 of the Municipal Government Act (MGA) are very broad, Council has an opportunity to maximise how they will want to utilise CoW to advance its priorities, within the limitations imposed by section 203 of the MGA. The draft bylaw contains these limitations in section 6.

In addition, Administration would like to know if Council would like to contemplate adding sections such as:

- Agenda for CoW meetings
- Delegation (currently identified under duties, but without any framework/content)
- Etc.

Once all the feedback is received, Administration will transfer the content into the current bylaw format and will prepare a report for Council to consider first reading. This action is currently targeted for March 4.

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

None.

**RECOMMENDED ACTION:**

Council provides direction to Administration on content for the bylaw.

**BYLAW 2024-04**

**BEING A BYLAW OF THE TOWN OF CALMAR  
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;

**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, duly assembled, hereby enacts as follows:

**1. TITLE**

1.1 This bylaw shall be known as the "Committee of the Whole Bylaw".

**2. DEFINITIONS**

2.1. **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.

2.2. **Chair** means the Member of Council who has been given authority to direct the conduct of the meeting.

2.3. **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.

2.4. **Committee** means the Committee of the Whole.

2.5. **Council** means the Mayor and Councillors duly elected in the Town of Calmar and who continue to hold office.

2.6. **Delegation** means an individual or group making a presentation to the Committee.

2.7. **Town** means the Town of Calmar.

2.8. **Member** means a member of Council.

2.9. **Quorum** means the majority of all members that comprise the Committee.

**3. PURPOSE**

3.1. The Committee of the Whole receives updates on emerging and ongoing projects and initiatives.

3.2. 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**

4.1. The Committee of the Whole may:



- a) Receive Delegations;
- b) Receive information from Administration on emerging issues and ongoing projects and initiatives;
- c) Discuss broad policy matters to provide further input to Administration or formulate recommendations to Council;
- d) Meet in Closed Session pursuant to the Municipal Government Act and the Freedom of Information and Protection of Privacy Act.

**5. MEMBERSHIP QUOROM AND ORGANIZATION**

5.1 The Committee of the Whole consists of all members of Council.

5.2 No meeting shall be held without Quorum present.

5.3 The Mayor will Chair Committee of the Whole Meetings.

5.4 In the absence of the Mayor, the Deputy Mayor will assume the role of Chair. In the absence of both the Mayor and the Deputy Mayor, the remaining Councillors will choose a Chair for the meeting.

5.5 The meeting schedule will be determined at the Annual Organizational Meeting

5.6 A motion of the Committee of the Whole is passed with simple majority of those in attendance at the meeting.

5.7 A tie vote is lost.

5.8 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**

6.1. Pursuant to Section 203 of the Municipal Government Act M-26, R.S.A. 2000, Committee of the Whole does not:

- a) Have the power or duty to pass bylaws;
- b) Have the power to make, suspend, or revoke the appointment of a person to the position of Chief Administrative Officer;
- c) Have the power to adopt budgets under Part 8;
- d) Have the power with respect to taxes under section 347; and
- e) 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. COMING INTO FORCE**

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

Read a first time this        day of                    , 2024.

Read a second time this    day of X                    , 2024.

Read a third time this      day of                    , 2024.



**Town of Calmar**

Request for Discussion (RFD)

Meeting:	Special Council Meeting
Meeting Date:	February 28, 2024
Originated By:	CAO Losier
Title:	Process to Review Policies
Approved By:	CAO Losier
Agenda Item Number:	3 C

**BACKGROUND/PROPOSAL:**

As a follow-up from the discussion held on February 5, Administration has initiated the work on a policy for Policy Creation and Management. The direction was to split the policies into policy and policy, Administrative. Then, the policies would be separated into a few groups to ensure their review at a minimum regular interval. The current draft is attached to this report.

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

The policy will create the benefit of streamlining the process for creating and reviewing policies. This is a task that will require significant time and effort by both Council and Administration. However, once a schedule is established it will be easier to manage. Furthermore, it is important to note that while some policies may require significant changes, some may need none to very few, and some policies may actually not be needed anymore and could potentially be rescinded. Going over all of them will enable to do a triage.

At the meeting, the intent is to go over the policy list and divide them into policy and policy, administrative. Then, the policies will be further separated into 4 groups. At the time of the meeting, this exercise will be the first triage, and Administration would like to remind Council that this triage will be preliminary and will be subject to further changes once the policy goes forward to Council for consideration and/or adoption. Tables at the end contains all the current policies, but as mentioned at the last meeting, some policies will be added in 2024.

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

The cost will be significant time invested in the review process. The benefits will be operational gain and progress on Town’s initiatives.

**RECOMMENDED ACTION:**

Council provides direction to administration on the draft policy and the triage.



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

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

The following table contains a list of policies.

<b>Policy No.</b>	<b>Date</b>	<b>Revised</b>	<b>Policy Description</b>	<b>Comment</b>
2004-006	06/17/04		Visiting Campers	Need to be rescinded
2006-014	08/01/06	05/17/21	Business Credit Card Usage	Could be administrative

2008-024	10/06/08		Tangible Capital Assets	AMC - role
2020-027	01/18/24		Council Remuneration	Adjust the format as directed at adoption meeting
2010-028	05/03/10		Infrastructure Planning Policy	AMC - role
2022-031	11/29/12	01/17/22	Long Term Service	Priority low
2013-035	05/06/13		Organizational Roles and Responsibilities	Medium priority
2017-038	06/19/17	7/19/21	Smoking	Low priority
2014-046	08/18/14		Social Media Policy	Should be link to communication policy
2014-047	08/18/14		Communications Policy	See above – high priority
2015-051	05/19/15		Online Bank Tax Payments	Medium priority
2018-053			Public Participation Policy	Link to communication. Will become outdated after 2025
2018-055	11/19/18		Snow Removal	AMC role
2019-056	02/19/19	06/21/21	Board Confidentiality Policy	Low priority
2019-057	03/21/19		Training & Development & Travel	Low priority
2020-062	03/16/20		Asset Management Policy	AMC - role
2020-063	03/16/20	09/26/22	Pandemic Policy	Low priority
2020-065	05/19/20		Calmar Enforcement Gaming Liquor and Cannabis Policy	Low priority
2020-066	05/19/20		Calmar Enforcement Prohibited Weapons Policy	Low priority
2020-067	05/19/20		Calmar Enforcement Scope of Duties Policy	Low priority
2020-070	05/19/20		Calmar Enforcement Emergency Response and Pursuit Policy	Low priority
2020-071	05/19/20		Calmar Enforcement Use of Force Policy	Low priority
2020-072	05/19/20		Calmar Enforcement Arrest Authority Policy	Low priority
2020-073	05/19/20		Calmar Enforcement Arrest Warrant/CPIC Policy	Low priority

2020-074	05/19/20		Calmar Enforcement Evidence, Exhibits and Found Property Policy	Low priority
2020-076	06/01/20		Calmar Emergency Management Committee Training Policy	High priority
2020-077	06/01/20		Video Surveillance in Public Areas	Medium priority
2020-079	08/17/20		MKA Covid-19 General Guidelines	Medium priority
2020-080	08/17/20		Calmar Design and Construction Standards	AMC - role
2020-081	08/11/20		MKA Arena Staff Covid-19 Relaunch Plan	Can be rescinded
2020-083	02/16/21	04/06/21	Development Incentive Grant	Can be rescinded later in 2024
2020-084	12/08/20		Face Covering Policy - Internal	Could be Administrative
2021-085	04/16/21		Urban Agriculture	Low priority
2021-086	04/26/21	06/20/23	Taxation Penalty Policy	Medium priority
2021-087	04/16/21		Returned Payment/NSF Policy	Low priority
2021-088	05/03/21		Bad Debts	Low priority
2021-089	06/21/21		Municipal Naming Policy	Medium priority
2021-090	11/01/21		Financial Reserve Policy	High priority
2021-091	12/20/21		Signing Authority Policy	Medium priority
2021-092	12/20/21		Mandatory Vaccination Policy	Low priority
2022-094	01/17/22		Bylaw Enforcement Policy	Medium priority
2022-095	02/22/22		Asset Disposal Policy	AMC - role
2022-096	03/07/22		Tax Deferral Policy	Medium priority
2022-097	03/07/22	07/18/22	Adult Friendly Park Policy	High priority
2022-100	06/20/22		Special Event Licensing Pilot	Medium priority
2022-103	11/07/22	01/16/23	Sponsorship & Advertising	Medium priority
2023-104	02/06/23		Development Officer - Powers	Low priority
2023-106	05/01/23		Procurement Policy	current
2024-058	01/15/24		Purchasing Policy	current
2024-109			Public Code of Conduct	High priority
2024-110			Community Grant Program	High priority



## POLICY

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**POLICY No.** 2024-114  
**TITLE:** Policy Creation and Management

**APPROVAL DATE:** MARCH XX, 2024

**DEPARTMENT:** Council

**REVISION DATE:** N/A

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

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

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### Purpose:

To ensure efficient and consistent operation of the Town of Calmar. Furthermore, to ensure proper mechanism for the review and update of the town's policies.

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### Policy Statement:

Ensuring stability in the work environment and consistency in operation is crucial for the long-term sustainability of Calmar. Council and Administration must adopt, review, amend, and/or rescind the policies as needed so that these tools can achieve their purposes.

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### Definitions:

- **Council:** means the individuals elected to sit as Town Council under the Election Act and the Municipal Government Act of Alberta.
- **Employee:** means an individual employed by the Town.
- **Policy:** means a document approved by Council intended to regulate, oversee, and/or address activities and/or operations that are consequential to the well-being of the community, can have implications for external stakeholders, or financial and/or legal implications for the Town.
- **Policy, Administrative:** means a document approved by the CAO intended to regulate, oversee, and/or address activities and/or operations that are mainly internal to the Administration in nature, and have little to no implication for external stakeholders.
- **Town:** means the Town of Calmar.

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

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## Policy:

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### **Council responsibilities:**

- Review and amend this Policy and all other policies as needed.
- Create and adopt new policies as needed.
- Adhere to and consider applicable federal, provincial, and local laws and regulations while conducting all business related to policy adoption and/or management.
- Separate the Policy, Administrative from Policy.
- Create a committee and delegate to it proper authority to review the policy or conduct the necessary workshops to ensure timely management of all policies.
- Ensure that each Policy is reviewed at a minimum of once every four (4) years.
- Divide the policies into 4 groups to facilitate Policy management.
- Allocate all new policies to a Policy group.
- Invite feedback from the public and the Administration on this or any other Policy.

### **CAO responsibilities:**

- Review and amend Policy, Administrative as needed.
- Report to Council any Policy, Administrative changes.
- Make Council aware of the need of any new Policy, Administrative.
- Adhere to and consider applicable federal, provincial, and local laws and regulations while conducting all business related to Policy, Administrative adoption and/or management.
- Ensure the implementation of policies by the Administration.
- Invite feedback from the Administration on this or any other Policy, Administrative.

### **Administration responsibilities:**

- Be aware, use, and implement all Policy and Policy, Administrative.
- Provide feedback to enhance and improve all Policy and Policy, Administrative.

### **Policy review committee:**

- To be developed if Council wants a committee, but not needed if they will operate by workshop.

This policy shall be reviewed as needed with a minimum frequency of once per four (4) years to ensure that it meets the needs of the Town of Calmar.



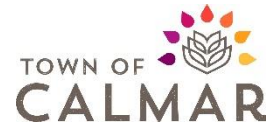












**Town of Calmar**

Request for Discussion (RFD)

Meeting:	Special Council meeting
Meeting Date:	February 28, 2024
Originated By:	Calmar Enforcement
Title:	Off Highway Vehicle
Approved By:	CAO Losier
Agenda Item Number:	3D

**BACKGROUND/PROPOSAL:**

Council has received feedback and held conversations related to our current “Off Highway Vehicle Bylaw 2020-14” from Calmar and Leduc County residents. Administration has provided the current bylaw to Council and will go over the Traffic Safety Act in this discussion.

Our current practice is for Calmar Enforcement to engage with citizens each time an OHV rider is spotted in town to educate about the rules of the road as well as respect for the neighboring landowners. Calmar Enforcement also interacts with OHV riders during perimeter patrols. Enforcement Services have also written six provincial fines in the last two years related to specific ongoing occurrence.

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

Due to ongoing concerns regarding OHV riding in the County, Calmar Enforcement is revisiting our OHV bylaw to see if amendments are needed to help curb any concerns with OHV ridership in Calmar and within Leduc County. It is important to note that the bylaw is only applicable within town boundaries.

Administration intends to use social media and the March 4 meeting to gather some public feedback on OHS ridership.

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

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

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

n/a

**RECOMMENDED ACTION:**

After public feedback is received and considered, that Council provides direction to Administration.

## **TRAFFIC SAFETY ACT “HIGHWAY” DEFINITION:**

- (p) “highway” means any thoroughfare, street, road, trail, avenue, parkway, driveway, viaduct, lane, alley, square, bridge, causeway, trestleway or other place or any part of any of them, whether publicly or privately owned, that the public is ordinarily entitled or permitted to use for the passage or parking of vehicles and includes
  - (i) a sidewalk, including a boulevard adjacent to the sidewalk,
  - (ii) if a ditch lies adjacent to and parallel with the roadway, the ditch, and
  - (iii) if a highway right of way is contained between fences or between a fence and one side of the roadway, all the land between the fences, or all the land between the fence and the edge of the roadway, as the case may be,but does not include a place declared by regulation not to be a highway;

## **Part 6 Off-highway Vehicles**

### **Definitions**

**117** In this Part,

- (a) “off-highway vehicle” means any motorized mode of transportation built for cross-country travel on land, water, snow, ice or marsh or swamp land or on other natural terrain and, without limiting the generality of the foregoing, includes, when specifically designed for such travel,
  - (i) 4-wheel drive vehicles,
  - (ii) low pressure tire vehicles,
  - (iii) motorcycles and related 2-wheel vehicles,
  - (iv) amphibious machines,
  - (v) all terrain vehicles,
  - (vi) miniature motor vehicles,
  - (vii) snow vehicles,
  - (viii) minibikes, and
  - (ix) any other means of transportation that is propelled by any power other than muscular power or wind, but does not include
  - (x) motor boats, or
  - (xi) any other vehicle exempted from being an off-highway vehicle by regulation;
- (b) “vehicle” means a device in, on or by which a person or thing may be transported or drawn and includes a combination of vehicles but does not include a mobility aid.

## Application of Act

- 118(1)** When a person drives an off-highway vehicle on a highway,
- (a) the driving of that vehicle by that person on the highway is, and
  - (b) the obligations on the person driving the vehicle and any person riding in or on that vehicle while the vehicle is located on the highway are,

except as otherwise provided for under this Act, subject to the other Parts of this Act in the same manner as if the off-highway vehicle were a vehicle as defined in section 1.

- (2)** When a person drives an off-highway vehicle in a location other than on a highway,
- (a) the driving of that vehicle by that person is, and
  - (b) the obligations on the person driving the vehicle and any person riding in or on that vehicle are,

except as otherwise provided for under this Act, subject to this Part and sections 53(1)(b), 160(1) and (2) and 169(2)(j), (k), (l) and (m).

- (3)** In sections 18, 64, 70, 71, 81 and 91(1), (3) and (4), any reference to a vehicle includes a reference to an off-highway vehicle.

RSA 2000 cT-6 s118;2001 c14 s17

## Registration

119(1) Except as otherwise permitted under this Act, a person shall not do any of the following:

- (a) drive or permit another person to drive an off-highway vehicle unless there is a subsisting certificate of registration issued in respect of that vehicle;
- (b) drive an off-highway vehicle unless the vehicle is an insured motor vehicle;
- (c) where a person is the registered owner of an off-highway vehicle, permit another person to drive the vehicle unless the vehicle is an insured motor vehicle;
- (d) unless an off-highway vehicle is an insured motor vehicle,
  - (i) apply for the registration of the off-highway vehicle, or
  - (ii) obtain the registration of the off-highway vehicle.

(2) Subsection (1)(a), (b) and (c) do not apply to the driving of an off-highway vehicle while the off-highway vehicle is being driven

- (a) on land owned by the person driving the off-highway vehicle, or
- (b) on land owned by some other person if that other person has expressly or impliedly consented to the driving of that off-highway vehicle on that land.

(3) If the registration of an off-highway vehicle is suspended under this Act, the off-highway vehicle is still registered for the purposes of subsection (1)(b), (c) and (d).

(4) Where a person is found guilty of or has a notice of administrative penalty issued to the person under the *Provincial Administrative Penalties Act* in respect of a contravention of subsection (1)(b), (c) or (d) or section 124(6), the Registrar may cancel the certificate of registration in respect of every off-highway vehicle owned by the person.

(5) Where the Registrar has cancelled a certificate of registration for a contravention of subsection (1)(b), (c) or (d), the Registrar shall not issue a new certificate of registration for that off-highway vehicle until the owner of the motor vehicle provides to the Registrar proof of financial responsibility.

RSA 2000 cT-6 s119;2020 cP-30.8 s44(38)

## Prohibited operation

**120(1)** For the purposes of this section, a driver of an off-highway vehicle is driving carelessly if that driver drives the off-highway vehicle

- (a) without due care and attention, or
- (b) without reasonable consideration for other persons or property.

(2) A person shall not do any of the following:

- (a) drive an off-highway vehicle on any property, whether publicly or privately owned, that the public is ordinarily entitled or permitted to use, in a manner that constitutes driving carelessly;
- (b) except as permitted under this Act, drive an off-highway vehicle on any portion of a highway;
- (c) permit another person to drive an off-highway vehicle in contravention of this Act.

(3) A driver of an off-highway vehicle may drive the off-highway vehicle across any highway, including the roadway, parking lane or sidewalk portion of the highway, as the case may be, if



- (a) the driver stops the off-highway vehicle before driving it on the highway or portion of the highway to be crossed,
- (b) all passengers disembark from the off-highway vehicle and any vehicle or thing attached to it before the driver commences to drive the off-highway vehicle across the highway,
- (c) the driver yields the right of way to all other vehicles and persons on the highway,
- (d) the driver drives the off-highway vehicle across the highway or portion of the highway to be crossed

**(i) by the most direct and shortest route of travel available to the driver, or**

**(ii) if the most direct and shortest route of travel available to the driver is not the safest route, with reasonable care and caution by the safest and most direct route available to the driver,**

and

- (e) the driver waits to proceed across the highway until the condition of the traffic on the highway being entered on and crossed is such that the off-highway vehicle can enter on and cross the highway in safety.

**(4)** Notwithstanding subsection (2)(b),

- (a) in the case of any highway or class of highway under the Minister's direction, control and management
  - (i) the Minister may by order authorize persons to drive off-highway vehicles along any portion of that highway, or
  - (ii) the Minister may issue a permit authorizing persons to drive off-highway vehicles along any portion of that highway;

**(b) in the case of any highway or class of highway that is under the direction, control and management of a municipality, the council of the municipality may by bylaw authorize or issue a permit authorizing persons to drive off-highway vehicles along any portion of that highway;**

- (c) in the case of any highway or class of highway that is under the direction, control and management of a Minister other than the Minister responsible for this Act, that Minister may by order authorize or issue a permit authorizing persons to drive off-highway vehicles along any portion of that highway.

**(5) A permit, order or bylaw issued or made under this section may do one or more of the following:**

- (a) prescribe terms and conditions, or either of them, under which an off-highway vehicle may be operated on a highway;
- (b) prescribe the maximum speed limits, not to exceed the maximum speed limits prescribed for vehicles under this Act, that are applicable to an off-highway vehicle;
- (c) prescribe the minimum speed limits that are applicable to off-highway vehicles;
- (d) prescribe routes to be used by off-highway vehicles.

(6) The *Regulations Act* does not apply to an order made under subsection (4)(a) or (c).

RSA 2000 cT-6 s120;2005 c34 s22

### **Duty of driver re off-highway vehicle**

**121(1)** Notwithstanding anything in this Act, the driver of an off-highway vehicle shall at all times yield the right of way to all other classes of vehicles.

**(2)** When an off-highway vehicle is on or approaching a highway, the driver of the off-highway vehicle shall obey all traffic control devices regulating traffic on, approaching or leaving the highway.

1999 cT-6.4 s121

### **Restriction on municipality**

**122** Whether an off-highway vehicle is located on or off a highway, the council of a municipality does not, except where this Act or any other Act specifically provides for a contrary effect, have any power to make a bylaw that

- (a) forbids, in a manner contrary to or inconsistent with this Act, the operation of off-highway vehicles;
- (b) requires from any owner or driver of an off-highway vehicle any tax, fee, licence or permit for the use, possession or operation of an off-highway vehicle;
- (c) affects in any way the registration or numbering of off-highway vehicles.

1999 cT-6.4 s122

### **Stopping for peace officer**

**123(1)** For the purposes of administering and enforcing this Act, a peace officer may

- (a) signal or direct a driver of an off-highway vehicle to stop the vehicle, and
- (b) request information from the driver of the off-highway vehicle and any passengers on or in the vehicle.

**(2)** When signalled or directed to stop by a peace officer who is readily identifiable as a peace officer, a driver of an off-highway vehicle shall

- (a) forthwith bring the vehicle to a stop,
- (b) forthwith furnish to the peace officer any information respecting the driver or the vehicle that the peace officer requires, and
- (c) remain stopped until permitted by the peace officer to leave.

**(3)** At the request of a peace officer who is readily identifiable as a peace officer, a passenger in or on an off-highway vehicle who is acting in a manner that is contrary to this Act shall forthwith furnish to the peace officer the passenger's name and address.

1999 cT-6.4 s123

### **Production of documents**

**124(1) On the request of a peace officer, a person driving an off-highway vehicle shall produce to the peace officer for inspection the following documents as requested by the peace officer:**

- (a) the person's subsisting operator's licence if the vehicle is being operated on a highway;**
- (b) the subsisting certificate of registration issued in respect of that vehicle;**
- (c) the subsisting financial responsibility card issued in respect of that vehicle.**

**(2) Subsection (1)(b) and (c) do not apply with respect to the operation of an off-highway vehicle while that vehicle is being operated on land and in the circumstances referred to in section 119(2).**

**(3)** Where a peace officer makes a request under subsection (1)(b) or (c), the peace officer shall allow the person to whom the request was made reasonable time within which to produce the document issued in respect of the off-highway vehicle.

**(4)** If a person produces to a peace officer a document under this section that is illegible, mutilated, defaced or altered, the peace officer may request that person to produce to a peace officer within a reasonable time a new document or duplicate of the document issued under this Act.

**(5)** A person who fails to produce to a peace officer a document as requested under subsection (1) or (4) commits a contravention.

**(6)** A person driving an off-highway vehicle commits a contravention if, when requested to produce a financial responsibility card under subsection (1), the person produces

- (a) a document that purports to be a financial responsibility card but that was not issued pursuant to the *Insurance Act*, or
- (b) a financial responsibility card relating to an insurance policy that is not in force or is otherwise invalid at the time of production.

**(7)** Subsection (6)(b) does not apply where the person also produces the subsisting financial responsibility card issued in respect of the vehicle.

RSA 2000 cT-6 s124;2016 c14 s8;2020 cP-30.8 s44(39)

## **Onus**

**125** In a proceeding in respect of a contravention,

- (a) in the case of a contravention of or failure to comply with section 119(1)(b), (c) or (d), the onus is on the person alleged to have contravened or failed to comply with section 119(1)(b), (c) or (d) to show that, at the time of the contravention or failure to comply, the vehicle was an insured motor vehicle, and
- (b) in the case of a contravention of or failure to comply with section 124, the onus is on the person alleged to have contravened or failed to comply with section 124 to show that, at the time of the contravention or failure to comply, the person held subsisting insurance at the time that the person was required to produce a financial responsibility card

## **Seizure of off-highway vehicle**

**127** A peace officer who on reasonable grounds believes that section 71, 119 or 120(2)(a) or (b) has been contravened may seize and detain any off-highway vehicle in respect of which the contravention was committed until the final disposition of any proceedings taken under this Act, and section 170 applies to that off-highway vehicle as if it were a vehicle to which section 169 applies.

## **Municipal bylaws**

**128** The council of a municipality may make bylaws that are not inconsistent with this Act, doing the following:

- (a) repealed 2016 c21 s2;
- (b) setting maximum speed limits respecting the operation of off-highway vehicles with respect to property that is not a highway that is located within the municipality and to which members of the public have access while operating off-highway vehicles.

RSA 2000 cT-6 s128;2016 c21 s2

## **Safety helmets**

**128.1(1)** In this section, “safety helmet” means a helmet that complies with the regulations.

**(2)** Except as otherwise permitted under this Act, a person shall not drive, operate, ride in or on or be towed by an off-highway vehicle unless the person is properly wearing a safety helmet.

**(3)** Subsection (2) does not apply to the driving or operation of, riding in or on, or being towed by, an off-highway vehicle on

- (a) land within an Indian reserve,
- (b) land within a Metis settlement, or
- (c) land referred to in section 119(2)(a) or (b).

**(4)** Subsection (2) does not apply to a person performing farming or ranching work where the person is not required under the *Occupational Health and Safety Act* or a regulation or code of rules made under that Act to wear a helmet while driving, operating, riding in or on, or being towed by, a vehicle that is an off-highway vehicle during the performance of that work.

TOWN OF CALMAR

BYLAW 2020-14

OFF ROAD VEHICLES BYLAW

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**BEING A BYLAW OF THE TOWN OF CALMAR TO REGULATE AND CONTROL THE OPERATION OF OFF ROAD VEHICLES WITHIN THE CORPORATE LIMITES OF THE TOWN**

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**WHEREAS** many persons are operating off road vehicles within the Town limits in public recreational areas including open park land, rivers, ravines, lakes or other body of water, natural beauty spots and the like; and

**WHEREAS** off road vehicles operate at speeds which may make them a source of danger to pedestrians or which may result in damage to public areas; and

**WHEREAS** it is deemed necessary in the interest of public safety and the effective control of recreational areas for the majority of users to control and regulate the use of off road vehicles within the Town limits; and

**WHEREAS** Section 7 of the *Municipal Government Act*, RSA, 2000, and amendments thereto provide that a municipal council may pass bylaws respecting the safety, health and welfare of people and the protection of people and property; and

**WHEREAS** Section 120(5) of the *Traffic Safety Act*, RSA, 2003, and amendments thereto provide that a municipal council may, by bylaw, with respect to highways under its direction or control, authorize persons to operate off road vehicles on any portion of any such highway or class of highway.

**NOW THEREFORE** the Council of the Town of Calmar, duly assembled, and in accordance with the authority provided to the Municipality, enacts as follows:

I. **DEFINITIONS**

1. **“Off Road Vehicle”** means an off road vehicle as defined in *The Traffic Safety Act*, RSA, 2003, and amendments thereto;
2. **“Highway”** means a highway as defined in *The Traffic Safety Act*, RSA, 2003, and amendments thereto;
3. **“CAO” Means the Chief Administrative Officer for the Town of Calmar;**
4. **“Park land”** shall mean every recreational area owned or controlled by the Town that lies within the limits of the Town whether such park land is improved in whole or in part or remains in its natural state but shall include other neighborhood beautification areas and publicly maintained areas administered by the Town.

5. **“Insured Off Road Vehicles”** shall mean an off road vehicle the owner of which is insured by a policy of insurance approved under Part 7 of the *Insurance Act* and containing the coverage and limits fixed by that part for automobiles in relation to the public liability, property, damage an accident benefits in respect of that off road vehicle.
6. **“Operator”** shall mean a person who drives or operates an off road vehicle as the owner thereof, or as an agent, employee or servant of the owner.
7. **“Owner”** shall mean the registered owner of the off road vehicle.
8. **“Person”** shall mean all those defined under “Operator” as set out in section 5 above.
9. **“School Grounds”** shall mean all that area legally described as Lot 59SR; Block 11; Plan 942 3137 and SW1/4 31-49-26 W4.
10. **“Town”** shall mean the municipality of the Town of Calmar in the Province of Alberta, and the corporate limits thereof.

## II. REGULATIONS

1. **The owner shall at all times be held responsible for the actions of the operator with respect to infractions of this Bylaw and The Alberta Traffic Safety Act.**
2. **No person shall operate an Off Road Vehicle in contravention of the Alberta Traffic Safety Act.**
3. **No person shall operate an Off Road Vehicle in the Town Corporate limits without currant and valid registration / insurance.**
4. **No person shall operate an Off-Highway Vehicle on a Highway, except in accordance with this Bylaw or as otherwise permitted under the Traffic Safety Act.**
5. **Notwithstanding any other provision of this bylaw, the following persons may operate an Off-Highway Vehicle on a Highway and Municipal Property while in the performance of their official duties:**
  - a) **A Peace Officer, firefighter or other emergency service responder;**
  - b) **An employee or volunteer of the Town; and**
  - c) **An agent or contractor acting on behalf of the Town.**
6. No person shall operate on Off Road Vehicle upon any park land within the Town, or on the ball diamonds, legally described as Lot P; Plan 334 HW, or land in the Town of Calmar legally described as NE 25-49-27 W4.
7. **No Off Road Vehicle shall be operated within the Town limits between the hours of 10:00 pm of one day and 9:00 am of the following day.**
8. No person shall operate an Off Road Vehicle within the Town, whether on Town or private property, so as to unduly disturb residents of the surrounding area.
9. No person shall operate an Off Road Vehicle within the boundaries of the Town at a speed in excess of 20km/hr, obeying all the traffic regulations, stop signs, cross walks or any other traffic regulation, posted or not posted.
10. a) No person shall operate an Off Road vehicle that is not equipped with an exhaust
  - muffler consisting of a series of pipes or chambers that ensures that the exhaust gases from the engine are cooled and expelled without excessive noise and without emission of any flame or sparks.

- b) No person shall drive or operate an Off Road vehicle when the muffler with which the vehicle is required to be equipped;
  - i) Is cut or is disconnected from the engine;
  - ii) Has had a baffle plate or other part removed;
  - iii) Has been altered by having the exhaust outlet opened or widened, or
  - iv) Has been altered by having an attachment or device attached that
    - a. Increases the noise of the expulsion of the gases from the engine, or
    - b. Allows a flame to be ignited from the exhaust system.

**11. Town of Calmar CAO, or Town of Calmar Peace Officer, may show discretion, at their choosing, allowing path ways for ATV's to access authorized riding areas using town roadways.**

III. **PENALTIES**

- 1. Every person who contravenes this Bylaw is guilty of an offence and liable on summary conviction:
  - a) for a first offence to a fine of not more than \$200.00 and in default of payment to imprisonment for a term of not more than 30 days; and
  - b) for a second or subsequent offence to a fine of not more than \$500.00 and in default of payment to imprisonment for a term of not more than 60 days.

IV. **SEIZURE OF OFF ROAD VEHICLE**

A Peace Officer who, on reasonable and probable grounds, believes that this Bylaw, or the the Alberta Traffic Safety Act, has been contravened, may seize and detain any Off Road vehicle in respect of which the offence was committed until the final disposition of any proceedings taken under this Bylaw.

V. **BYLAW AUTHORIZATION**

- 1. That Bylaw 2004-18 is hereby rescinded.
- 2. This Bylaw shall come into full force and effect immediately upon the final passing hereof.

Read a first time in Council this 18th day of January, 2016.

Read a second time in Council this 18th day of January, 2016.

Read a third time in Council and finally passed this 18th day of January, 2016.

\_\_\_\_\_  
Mayor, Wally Yachimetz

\_\_\_\_\_  
Town Manager, Kathy Rodberg



# OHV BYLAW 2020-14

## DISCUSSION SHEET

Points of concern regarding our current OHV Bylaw 2020-14 and the Alberta Traffic Safety Act.

- Our bylaw is not clear on which roadways are open to operating OHV within our corporate limits.
  - Highways 39 and 795 are provincially owned.
  - TSA does not allow a municipality to authorize OHV usage on Provincially owned Roadways unless following TSAs120(3).

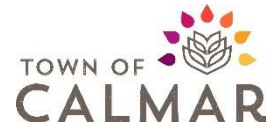
Points for open discussion to add or change to our current bylaw.

- Restricting ridership to certain days of the week could help limit the quantity of violators leaving town onto County roadways.
- Banning all OHV operation within Calmar limits.
- Provide the County with directed patrols aimed specifically at OHV violators.
- Limiting equipment towed by OHV.
- Limiting passenger number.
- Stating days of the week we allow OHV operation could help limit the quantity of violators leaving our town.

Enforcement Challenges.

- Violators tend to head to open fields when traffic stop attempts are made.
- Not all OHV's have plates to identify those who run.
- Peace Officer needs to be at exact spot at exact time that violation takes place.

To date we have issued 6 OHV related Provincial fines related to this activity over a two-year period.



**Town of Calmar**

Request for Discussion (RFD)

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

**BACKGROUND/PROPOSAL:**

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

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

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

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

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

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

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

**RECOMMENDED ACTIONS:**

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

## **Business Community Engagement Results**

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

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

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

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

**Town of Calmar**

Council Priority Report (CPR) - Communication

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

**COUNCIL PRIORITY - COMMUNICATION**

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

**ACTION PLAN:**

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

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

**NEXT STEPS:**

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

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



## POLICY

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

**APPROVAL DATE:** AUGUST 18, 2014

**DEPARTMENT:** Administration

**REVISION DATE:** MARCH XX, 2024

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

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

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### Purpose:

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

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### Policy Statement:

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

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### Definitions:

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

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

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### **Council responsibilities:**

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

### **CAO responsibilities:**

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

### **Administration responsibilities:**

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

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

**Communication team responsibilities:**

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

**Communication Goals**

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

**Communication Spectrum**

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



		Utility insert
		Website
		Zoom (and/or other similar)

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

**Town of Calmar**

Council Priority Report (CPR) - Recreation

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

**COUNCIL PRIORITY - RECREATION**

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

**ACTION PLAN:**

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

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

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

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

The projects identified are:

Option #1 Trail Option CORGI SW

Total Length: 1164 m

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

Engineering: \$60 000

Contingency: \$70 000

Total: \$538 000.00

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

Option #2 Trail Option Spray Park Connector

Total Length: 60m

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

Engineering: N/A

Contingency: \$3000

Total: \$24 000.00

Option #3 Trail Option Dog Park NW Connector

Total Length: 670m

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

Engineering: \$35 000

Contingency: \$40 000

Total: \$310 000.00

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

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

**NEXT STEPS:**

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

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

Trail Option - CORGI SW Addition



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## Trail Option - Spray Park Connector



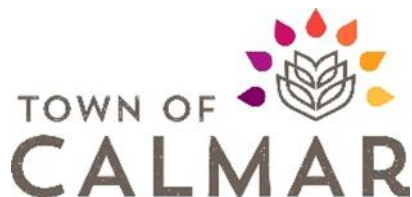
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## Trail Option - Dog Park NW Connector



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## POLICY

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

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

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

**REVISION DATE:**

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

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

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### **Purpose:**

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

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### **Policy Statement:**

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

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

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### **Definitions:**

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

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

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## Policy:

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### Council responsibilities:

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

### Calmar and District Recreation Advisory Board responsibilities:<sup>[SL1]</sup>

- Provide feedback.

### Administration responsibilities:

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

### Planning of the network expansion:

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



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

**Acquisition of land for network expansion:**

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

**Review and/or amendment:**

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





















**Town of Calmar**

Council Priority Report – Asset Management

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

**COUNCIL PRIORITY – ASSET MANAGEMENT PLAN**

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

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

**ACTION PLAN:**

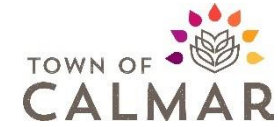
1. Administration has developed and the committee has reviewed the Asset Management Committee Bylaw #2023-28. The bylaw has been adopted by Council.
2. The Town of Calmar and Silversmith Data have begun work with the new Asset Management program. Public Works staff have had a training session with Silversmith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

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

### **Next Steps**

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

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



**Town of Calmar**

Growth Report for Discussion

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

**BACKGROUND:**

The following table depicts the development permit approved in January.

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

Mayor Sean Carnahan  
Council Report January 2024

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

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

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

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

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

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



## Occupancy & Wait List Report

@  
December 31, 2023

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

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

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

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

## Council Report

Don Faulkner

February 20, 2024

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

Jan. 10/24, Seniors Meeting

- It was canceled due to inclement weather.

Jan. 15/24, Regular Council Meeting

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

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

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

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

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



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

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

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

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

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

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

Jan. 19/24, Chamber Luncheon

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

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

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

Jan. 31/24, School Board Supper Meeting

- Cancelled

## Krista Gardner Councillor Report

### January 2024

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## Council Report January 2024

Councillor Jaime McKeag Reber

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

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

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

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

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