

**TOWN OF CALMAR COMMITTEE OF THE WHOLE MEETING
TO BE HELD IN PERSON ON NOVEMBER 27, 2024
COMMENCING AT 1:30 PM**

AGENDA

- | <u>ITEM</u> | <u>SOURCE</u> |
|--------------------|--|
| 1. | Call to Order |
| 2. | Adoption of Agenda |
| 3. | Delegations
a) RCMP |
| 4. | Unfinished Business – None |
| 5. | Bylaws or Policies
a) Policy #2021-090 – Financial Reserve Policy |
| 6. | New Business – None |
| 7. | Financial
a) Operating Budget Discussion – New Property Tax Exemption |
| 8. | Department Reports
a) CAO
b) Planning & Development
c) Corporate Services
d) Enforcement Services
e) Emergency Management
f) Public Works
g) Economic Development
h) Recreation
i) Family & Community Support Services
j) Growth Report |
| 9. | Council and Committee Reports – None |
| 10. | Correspondence - None |
| 11. | Clarification of Agenda Business – (Open mic) |
| 12. | Closed Session – None |
| 13. | Adjournment |



Town of Calmar

Request for Discussion (RFD)

Meeting:	Committee of the Whole Meeting
Meeting Date:	November 27, 2024
Originated By:	CAO Losier
Title:	Financial Reserve Policy
Approved By:	CAO Losier
Agenda Item Number:	5 A

BACKGROUND/PROPOSAL:

In 2021, Calmar adopted a financial reserve policy. As this policy was identify as a priority, the Policy and Bylaw Committee (PBC) invested time in its first two meetings to identify potential amendments.

The working draft with track changes in included to the report to facilitate the discussion.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

While reviewing the policy, the PBC was trying to accomplish a few goals. These were:

- Simplify the policy,
- Clarify Council and Administration responsibilities,
- Eliminate the reserves that were not necessary, and
- Initiate a potential tiered system for the priorities.

To simplify the policy a few changes are proposed in the Purpose and the General Guidelines section. Administration would also suggest that the reason section could be modified as follow:

Second sentence: instead of “It is the policy of the Town...”, it could read “It is the responsibility of the Town...”.

As per clarification, the policy could simply stipulate that fund from reserve can only be withdrawn with Council’s approval.

As for Administration’s respon3sabilities, PBC recommends focussing the energy on providing specific information. In time, this could be reevaluated. It may also be important to identify when this information should be presented to Council. December could be a potential viable option.

Lastly, the tiered system could consist of three level of priorities and would guide where Council would focus the reserve each year. This is a section that must be discussed with Council before we can move forward. The intent is not to lock Council down and provide zero flexibility but provide a starting point for the discussion when the surplus must be allocated at year end. Reality is that there could always be unanticipated needs/projects/opportunities that may appear towards year end.

OTHER:

During the conversation, it will be important for Council to provide direction for the policy to either return to PBC or Administration to prepare an RFD for Council's future consideration.



POLICY

POLICY No. **2021-090**
TITLE: **Financial Reserve Policy**
DEPARTMENT: **Corporate Services**

APPROVAL DATE:
REVISION DATE:
PAGE: 1 of 8

MAYOR: _____

TOWN MANAGER: _____

Purpose:

The purpose of this policy is to establish guidelines, limits, and conditions applicable to the segregation of the Town of Calmar's accumulated surplus, referred to as restricted surpluses in its audited financial statements, into reserves funds. The reserves practices will ensure a favorable and sustainable financial position while supporting the ability to meet current and future operating and infrastructure requirements by maintaining reserves funds sufficient to achieve the following:

- a) The organization has sufficient working capital so that it can sustain operations through delays in receipt of payments of committed funding and to accept reimbursable contracts and grants without jeopardizing ongoing operations;
- b) The organization has sufficient resources to fund the acquisition or construction of new capital assets and the replacement and rehabilitation of major capital infrastructure assets, as required and as identified in the Town of Calmar [Strategic documents, Capital, Asset and Long-Term Financial Plans](#);
- c) Public confidence in the long-term sustainability of the organization is promoted by preventing cash flow crises that can diminish its reputation and force its leaders to make expensive short term, crisis-based decisions;
- d) The organization has sufficient resources to fund budgeted contingency amounts for unpredictable revenues, volatile expenditures, and unanticipated opportunities and/or challenges;
- e) To contribute favorably to the liquidity position of the organization;
- f) A favorable credit status and financial flexibility is maintained;
- g) The organization complies with the Government Finance Officers Association (GFOA), Alberta Chapter, "Municipal Budgeting Alberta Best Practices"; and
- ~~h) The organization meets the objectives of the Town of Calmar Strategic Plan.~~

Reason for policy:

Calmar is sustainable only if both its capital infrastructure assets and its financial assets can be maintained over the long term. It is the policy of the Town of Calmar to establish reserve funds to ensure the long-term financial stability and flexibility of the Town of Calmar, to position it to respond to varying economic conditions and changes affecting the Town's financial position, and to ensure the organization can continuously carry out its responsibilities.

Definitions:

- 1) "Capital reserves" means the portion of unrestricted net assets that the Town maintains, or that Council has designated (or "restricted") for use in maintaining an adequate reserve to acquire or construct new capital assets and replace and rehabilitate major capital infrastructure assets as required, and as identified in the Town of Calmar [Strategic documents, Capital, Asset and Long-Term Financial Plans](#).
- 2) "Dedicated reserves" means the portion of unrestricted net assets that the Town has collected from developers to fund specific initiatives and/or projects. The funds may not be used for any other purpose than what they were collected for.
- 3) "Depreciation" means the amortization amount of fixed assets, such as buildings and equipment, to allocate the cost over its useful life. It is a process of cost allocation and not valuation. Depreciation increases expenses but does not reduce cash.
- 4) "Operating expenses" means the annual expenditures to fund regular operations and for greater certainty, do not include transfers from operating to fund capital expenditures, transfers to reserves, internal transfers between departments, and funds expended on non-tangible capital asset.
- 5) "Operating reserves" means the portion of unrestricted net assets that the Town maintains, or that
- 6) Council has designated (or "restricted") for use in:
 - a. emergencies to sustain financial operations for a reasonable period in the event of significant and unanticipated, unbudgeted increases in operating expenses and/or losses in operating revenues, and/or
 - b. funding budgeted contingencies for non-emergent but unpredictable revenues, volatile expenditures, and unanticipated opportunities and/ or challenges, and/ or
 - c. funding for the mitigation of tax rate increases.
- 7) "Program specific reserves" means the portion of unrestricted net assets that the Town maintains, or that Council has designated (or "restricted") for use in specific initiatives or programs for which the funds are collected.

Policy

GENERAL GUIDELINES

- 1) All reserve transfers, re-designations, revisions, and new account requests must be approved by Council. Approvals may be in the form of:
 - a) The annual operating or capital budget approval;
 - b) A carryover project that was contained in an approved operating or capital budget; or
 - c) A Council resolution.
- 2) Draws from reserves must not exceed the fund balance unless it can be demonstrated to Council that future sources of revenue will provide adequate funding to return the fund to a positive balance.
- 3) All operating and capital reserve funds must be fully described and include a purpose, source of funding, minimum level, optimum or target level, and the rationale used to establish the levels.
- 4) Before creating a new reserve fund, the option of adding an incremental contribution to an existing fund of a like nature will be considered.
- 5) The prescribed fund limits will be reviewed by Council at least once each term of office.
- 6) Interest will be paid to all reserve funds based on the average balance, calculated as the opening plus closing balances divided by two, at the annual average rate of return on long and short-term investments.
- 7) The Town will maintain reserve funds in accordance with Schedule A.
- 8) Program specific reserve funds are intended to accumulate the money collected for specific initiatives or programs stipulated at the time of collection.
- 8)9) [In capital reserves create three categories and then make it so category A is the priority to be funded and b gets funded out of remaining funds after a is done, etc](#)

MANAGEMENT OF THE RESERVE FUNDS

- 1) Under the direction of Council, the [Chief Administrative Officer](#) or their designate will ensure funds are invested in accordance with provincial legislation.
- 2) Reserve funds will be drawn down only under circumstances specific to the individual reserve fund.
- 3) For reporting purposes, the reserve funds will be listed separately in the "notes" section of the Town's financial statements.

RESPONSIBILITIES

- 1) Only Council can approve the drawing down of a fund for operating or capital purposes, ~~except for:~~
 - a) ~~Corporate Operating Reserve;~~
 - b) ~~Emergency Response Reserve;~~
 - c) ~~Operating and Capital Carry Forward Reserves~~
- 2) The ~~Finance Committee~~ [Policy & Bylaw Committee](#) will review the reserves policies at least every term of Council, or sooner if conditions warrant, and provide recommendations for Council approval.
- 3) Administration will annually provide Council with:
 - a) Actual year end reserve fund balances;
 - b) Five-year, projected, uncommitted reserve fund balances;
 - c) Five-year, anticipated reserve contributions and draws;
 - d) ~~Reserve fund statistics as follows:~~
 - i) ~~capital reserve fund contributions as a ratio to capital asset value,~~
 - ii) ~~capital reserve fund contributions as a percentage of annual depreciation,~~
 - iii) ~~the ratio of reserve funds to outstanding debt,~~
 - iv) ~~the unamortized balance of capital assets relative to historical cost (the asset consumption ratio), and~~
 - v) ~~total annual budgeted operating expenditures.~~

Town of Calmar Reserve's Policy – Schedule A

Fund	Purpose	Funding Source(s)	Minimum \$ Level	Target/Optimum \$ Level	Rationale Used to Establish Levels
Operating Reserves					
General Municipal Operating (4-77-00-710)	<u>Subject to multi-year budgeting being approved by Council or required by provincial legislation, to fund unexpected or emergent operating demands that arise as a natural consequence of multi-year budgeting. For working capital purposes, to provide funding for unanticipated operating expenditures while providing municipal services, and for unforeseen general</u>	One-time transfers and one-time unbudgeted sources of revenue.	16% of annual operating revenues (approx. 2 months) \$200,000	50% of annual operating revenues (approx. 6 months) \$500,000	GFOA best practices as applied upon assessment of the Town's circumstances and considering any short-term operating credit facilities available.
Corporate Operating Contingency (4-77-00-710)	<u>Subject to multi-year budgeting being approved by Council or required by provincial legislation, to fund unexpected or emergent operating demands that arise as a natural consequence of multi-year budgeting.</u>	From municipal property taxes as required.	1% of annual budgeted municipal property taxes	1.5% of annual budgeted municipal property taxes	Comparison to amounts set by other municipalities and historical experience.
Emergency Response (4-77-00-935)	To fund operations, repairs and/or prevention of a community disaster or emergency.	From municipal property taxes as required.	2% of annual budgeted municipal property taxes \$100,000	5% of annual budgeted municipal property taxes \$250,000	Estimation of the cost for a mid range disaster after cost recovery grants from Federal and Provincial governments.
Debtenture Stabilization (4-77-00-715)					

Capital Reserves					
General Municipal Capital (4-77-00-905) A	To fund new capital projects or for capital expenditures necessary in cases of emergency (not disaster related)	Transfers from property tax revenue, annual contributions to capital from operations, and one-time transfers to boost reserve levels.	Adequate to fund capital projects identified as reserve funded in the long-term financial planning summary and unanticipated capital expenditures within the next 5 years.\$1,000,000	Adequate to fund capital projects identified as reserve funded in the long-term financial planning summary and unanticipated capital expenditures within the next 10 years.\$5,000,000	Best practices call for fund balances based upon an analysis of the needs of the municipality, taking into consideration long term financial strategies, capital project plans, and asset management plans.
Asset Replacement/ Rehabilitation (4-77-00-905905) A	To fund asset rehabilitation and replacement capital projects.	Transfers from annual operating surpluses, budgeted transfers from municipal property tax revenue, and other one-time transfers to boost reserve levels.	Adequate to fund rehabilitation and replacement capital projects identified as reserve funded in the long-term financial capital planning summary and unanticipated capital expenditures within the next 5 years.\$9,000,000	Adequate to fund rehabilitation and replacement capital projects identified as reserve funded in the long-term financial capital planning summary and unanticipated capital expenditures within the next 10 years.\$25,000,000	Best practices call for fund balances based upon an analysis of the needs of the municipality, taking into consideration long-term financial strategies, asset management plans, and annual depreciation amounts.
Water Utility (4-77-00-XXX)	To fund capital projects related to the Water and Utility metering Systems.	(1) special financing initiatives (2) special requisitions (3) grant funding	\$500,000	\$1,000,000	Estimation based on rate model projections of reserve requirements to fund anticipated water capital projects over the next 10 years.

Formatted Table

		specific to utility programs (4) net surplus from annual operations of the Utility department			
Wastewater Utility (4-77-00-XXX)	To fund capital projects related to the Wastewater and Storm Drainage Systems.	(1) special financing initiatives (2) special requisitions (3) grant funding specific to utility programs (4) net surplus from annual operations of the Utility department	\$750,000	\$1,250,000	Estimation based on rate model projections of reserve requirements to fund anticipated wastewater capital projects over the next 10 years.
Economic Development (4-77-00-720) C	To fund economic development initiatives and/or programs.	Transfers from annual operating surpluses (approx. Annual budget allocations equal to \$8 per capita \$20,000)	None	None	Fund balances will be based on surplus transfers and will dictate programs. None
Library Facility (4-77-00-955) C	To fund capital projects related to the library building	Transfers from annual operating surpluses (approx. Annual budget allocations equal to \$5 per capita \$10,000)	None	None	Best practices call for fund balances based upon an analysis of the needs of the municipality, taking into consideration long term financial strategies, capital project plans, and asset management plans. None
Fleet Services (4-77-00-910) B	To fund fleet improvements based on a fivefour- year vehicle cycle	Transfers from annual operating surpluses (approx.	None	None	Based on 1 CPO vehicle every 4 year cycle with previous one being moved to PW and oldest vehicle

		Annual budget allocation equal to \$10 per capita (\$25,000)			being disposed of accordingly.
Town Hall (4-77-00-925) B	To fund Town office building repairs/improvements and new computers on a five-year cycle	Transfers from annual operating surpluses (approx. Annual budget allocation equal to \$10 per capita \$25,000)	None	None	20% of computers cycled out each year
Parks Trail (4-77-00-949) C	To fund development of new trails within the town limits	(1) One-time transfers based on trail specific donations, \$25,000 (2) annual budget allocation equal to \$5 per capita	None	None	
Parks Facility (4-77-00-950) B	To fund repairs and improvements to our parks facilities	Transfers from annual operating surpluses (approx. \$25,000)	None	None	Best practices call for fund balances based upon an analysis of the needs of the municipality, taking into consideration long term financial strategies, capital project plans, and asset management plans.
Arena Building (4-77-00-951) B	To fund repairs and improvements to our arena building	Transfers from annual operating surpluses (approx. \$100,000)	None	None	Best practices call for fund balances based upon an analysis of the needs of the municipality, taking into consideration long term financial strategies, capital project plans, and asset management plans.

Dedicated – Funded by Development					
Offsite Levy (4-77-00- 901/902/903)	To fund the future costs to provide new or expanded infrastructure required for development.	Levies assessed to development in accordance with the Municipal Government Act	None	None	None
Cash in-lieu of Municipal Reserve	To fund public parks, public recreation areas or school authority developments as are allowed by Section 671(2) of the MGA	Funds are collected as part of the Subdivision approval process, and payments are outlined in a Subdivision Servicing Agreement.	None	None	None

Town of Calmar

Department Report (DR) – Office of the CAO

Meeting:	Committee of the Whole
Meeting Date:	November 27, 2024
Originated By:	CAO Losier
Title:	Office of the CAO Report
Approved By:	CAO Losier
Agenda Item Number:	8 A

KEY INITIATIVES/METRIC:

Administration

In the period of September-October, significant time was invested in reviewing, analysing, and amending the draft operational and capital budget. The approach has been to find as many saving opportunities as possible without negatively impacting the service levels. Council directed Administration to:

- find additional savings in Public Works (PW),
- elaborate on the potential programming for FCSS
- find ways to increase patrolling time/community presence for Enforcement Services.

Regarding PW, Administration was able to reduce the expenses by several thousands of dollars, but not the \$50,000 that was requested. Prior to the final draft presentation for December 2nd, a final review will occur.

For FCSS, a draft program overview was presented to Council. More work will be required before the budget is finalised in 2025 as we are hoping to find additional ways to collaborate with the non-profit organizations in town.

Lastly, for Enforcement Services, Administration took these two months to test a few processes and advance project that should help with effectiveness and accountability of this department. Amongst these are e-ticketing, daily tracking with software, body cam, and website interface upgrade discussion to facilitate complaints/compliments (as we want to hear from residents on what they like and what they do not like). These initiatives will be presented to Council at the December 2nd meeting.

Administrative change

There were no administrative changes during this period.

Operational change

Emergency Management: the regional agreement was signed. Now that this agreement is signed, it gives us more time to reflect on the need/content of individual agreement.

Regarding the IT support services, September-October was dedicated to transferring the Multi Factor Authentication to the new software. We also discovered that our UPS batteries were dying. These are important as in case of power outage, they would allow the server to run until we would shut it down properly. As for the server, it is becoming clearer that we must act sooner rather than later as it is becoming very full. That could create significant issues.

At the end of October, not all the equipment was available for the new Enforcement Vehicle. The missing part finally arrived so we are now scheduled for early 2025.

NEW IDEAS/TRENDS/PROGRAMS/SERVICES:

The Parks and Recreation tracking forms used daily enabled the creation of a tracking sheet. Some highlights were given to Council and a more in-depth report will be presented in December.

The meeting between non-profit and Council occurred at the end of October. It was a good start, but administration must find ways to enhance the collaboration with these groups and the town and amongst themselves. There is definitively potential with this group.

ITEMS NEEDING INVESTIGATION:

At the end of October, Administration met with a potential provider for a financial software that could replace GP. It was very promising. This is leading administration to the conclusion that there is merit in running an RFP early in 2025 to see who else is out there.

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

Town of Calmar

Department Report (DR) - PD

Meeting:	Committee of the Whole Meeting
Meeting Date:	November 27, 2024
Originated By:	Planner Agube/CAO Losier
Title:	Planning & Development Report
Approved By:	CAO Losier
Agenda Item Number:	8 B

KEY INITIATIVES/METRIC:

Development Permits

As illustrated in the September and October Growth reports, thirteen development permits were issued. One was for a 40-unit apartment building; eight were for new dwellings (single detached), one home occupation, two solar panel roofs, one basement development and one security office in an M1 district.

Subdivisions

During this period, the Administration had no subdivision applications.

Redistricting / Land Use Bylaw (LUB) amendments

During this period, the Administration had no redistricting applications.

Compliance certificate

3 compliance letter requests were processed, same-day processing.

NEW IDEAS/TRENDS/PROGRAMS/SERVICES:

Administration is working with the buyers who made the offer for the lot next to Petro Canada. Administration has also met with a developer/ builder looking to subdivide the parcel at 5022 50 Street to develop 3 single-family homes. Administration also met with potential buyers of land on 50 Avenue within the Engberg Area Structure Plan. The builders are from the Edmonton and Leduc areas and have a variety of development ideas.

ITEMS NEEDING INVESTIGATION:

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

Town of Calmar

Department Report (DR) - CS

Meeting:	Committee of the Whole Meeting
Meeting Date:	November 27, 2024
Originated By:	H. Bryans
Title:	Corporate Services Report
Approved By:	CAO Losier
Agenda Item Number:	8 C

KEY INITIATIVES/METRIC:

- Operating budget has been presented to Council twice in the last two months, with work being done on adjustments ongoing.
- Catalyst Communications presented the results of the first satisfaction survey and administration has had some post-survey work with the consultant.
- All insurance renewals have been completed.
- Pre-audit interim testing was completed.

NEW IDEAS/TRENDS/PROGRAMS/SERVICES:

- CAO and I attended a presentation with a new ERP provider in preparation for GP end of life. The RFP process will start soon.
- Cross-training is still underway, but great results have already been noticed.
- Research was done on the MGA requirements for our virtual council meetings in order to update the procedural bylaw to be compliant. This bylaw was presented to council and adopted.
- The Policy and Bylaw Committee is up and running and a significant amount of work has been put into amending our financial reserve policy to make it both more pertinent and functional. It will be presented to council prior to the end of the year.
- Next PBC meeting is December 3, 2024.

ITEMS NEEDING INVESTIGATION:

- Cyber training is still to happen with CIRA through RMA, IT set up has been to facilitate this training.
- Once insurance premiums are received in November any necessary budget adjustments will be made.
- Working to finalize a date for the budget open house.
- One more pre-audit interim testing will occur in December.

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



Town of Calmar

Department Report Enforcement Services

SEPTEMBER / OCTOBER 2024

Meeting:	Committee of the Whole Meeting
Meeting Date:	November 27, 2024
Originated By:	P. Leggio
Title:	Enforcement Services Report
Approved By:	CAO LOSIER
Agenda Item Number:	8 D

KEY INITIATIVES/METRIC:

- Bylaw heavy quarter. dog bark, unsightly, weed grass, cats, etc
- Lots of calls for interior town patrols, Kids speeding, fail to stop, hanging out in gazebos, etc
- Finishing E-ticketing certification. Department will be e-ticketing certified in January of 2025
- 2024 DEPARTMENT STATISTICS ATTACHED.

NEW IDEAS/TRENDS/PROGRAMS/SERVICES:

- Two unsightly/ operation stats:
 - 23 notices sent out.
 - 6 lawns cut by contractor.
- Focus now shifts to Start -up snow enforcement.

ITEMS NEEDING INVESTIGATION:

- Weed and snow enforcement methods:
 - Least method of enforcement - Education - advertise send with water bill- weed bylaw and expectation with no enforcement.
 - Low method of enforcement - - Education - advertise send with water bill- weed bylaw / enforcement by complaint - fine.
 - Middle method of enforcement - Education - advertise send with water bill- weed bylaw / fine.
 - Higher method of enforcement - Education - advertise -send with water bill- weed bylaw /fine/charge contractor invoice charged.
 - Highest method of enforcement - No education/ fine/charge contractor invoice

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

2024

CALMAR ENFORCEMENT DEPARTMENT STATISTICS

MONTH	TOTAL FOR THE MONTH	CALLS FOR SERVICE	TRAFFIC STOPS	TRAFFIC TICKETS	TRAFFIC WARNINGS: - Seatbelt; - Documents; - Vehicle equip; - etc.	COMMUNITY ENGAGEMENT : - Schools - Curling Rink; - Arena; - Business; - Events.	CPO REQUEST RCMP ASSISTANCE: - DUI; - Warrants; - Incident/direction.	CALLS DIRECTED TO RCMP: - Domestic; - Complaints; - Gun; - Child custody.	RIDE-ALONG
JANUARY	219 in 18 shifts	138	21	11	10	23	4	12	0
FEBRUARY	150 in 13 shifts	92	17	8	9	14	2	8	0
MARCH	245 In 21 shifts	122	38	43	13	12	6	11	0
APRIL	186 In 25 shifts	97	35	29	6	9	5	5	0
MAY	196 In shifts 19 shifts	102	37	28	7	8	2	12	0
JUNE	190 in shifts 23 shifts	119	18	9	11	19	7	7	0
JULY	225 in 21 shifts	176	13	2	11	12	0	11	0
AUGUST	175 in 19 shifts	136	8	0	8	15	0	8	0
SEPTEMBER	138 in 15 shifts	96	12	3	8	11	0	14	0
OCTOBER	235 In 19 shifts	190	7	2	5	9	2	19	1
NOVEMBER	In shifts	0	0	0	0	0	0	0	0
DECEMBER	In shifts	0	0	0	0	0	0	0	0

YTD	1872 IN 193 SHIFTS	1268	206	135	88	132	28	107	1
------------	---------------------------	-------------	------------	------------	-----------	------------	-----------	------------	----------



Town of Calmar

Department Report Emergency Management

SEPTEMBER/ OCTOBER 2024

Meeting:	Committee of the Whole Meeting
Meeting Date:	November 27, 2024
Originated By:	P. Leggio
Title:	Emergency Management Report
Approved By:	CAO Losier
Agenda Item Number:	8 E

KEY INITIATIVES/METRIC:

- Website portal being finalized with I.T. Should be up and running in January/February 2025.
- Held Emergency Management Committee meeting in October.
- CEMC recommended to Council not to sign stand alone agreement with Leduc County.
- CEMC recommended Council sign C-REPP Regional Partnership agreement.
- Tabletop exercise being completed for implementation.
- AEMA audit scheduled for January of 2025.

NEW IDEAS/TRENDS/PROGRAMS/SERVICES:

- RRCP will launch with website portal
- Budget meetings pushed shared exercise by all three CAO's - new date in second quarter of 2025.
- Roles and responsibilities meeting will start the week of November 25th, 2025 - section chiefs.
- Media training being set up for the emergency management committee members / DEM / DDEM.

ITEMS NEEDING INVESTIGATION:

- Look for Possible grants related to our department.
- Other MOU partners.
- Future training opportunities.

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

Town of Calmar

Department Report (DR) - PW

Meeting:	Committee of the Whole Meeting
Meeting Date:	November 27, 2024
Originated By:	G. Nielson / K. Murphy
Title:	Public Works Report
Approved By:	CAO Losier
Agenda Item Number:	8 F

KEY INITIATIVES/METRIC:

- 10x Bacteriological drinking water samples taken.
- 19x Wastewater samples taken (W50 & W50C)
- Annual Lead sample taken at 5026-43 Ave.
- Annual Groundwater samples taken from East Lagoon Wells.
- 103x Chlorine samples taken from reservoir + distribution system.
- Submitted September & October Drinking Water Reports to AEP.
- September & October Building Inspections Completed.
- Remove hanging flower baskets from main street & highway 795.
- 5017-42 Ave hydrant replacement + new valve bolts CB Max.
- 5007-53 Ave replacement of hydrant internal parts CB Max.
- Completion of 47 Ave Sanitary line replacement and road rehab by Park Paving.
- 5018-53 Ave leaking CC repair.
- 49 St North tree removal & pruning.
- Completion of road around Cell's 4 & 5 at West Lagoon.
- Assist Arena with installation of the ice surface.
- Repaired South fountain in the Southbridge Pond.
- 13x new or replaced water meters.
- 8x C.C. Valve repairs.
- 47 Ave & 51 St replaced upper valve casing and operating rod.
- Winterized Communal Garden, Ball Diamond Bathrooms and Spray Park.
- Pump Down Industrial Park Pond before winter.
- Lagoon intake extension for Aspen Leaf to accommodate high water level.
- Rock placement in Cell #5 for Aspen Leaf 2x tandem loads.
- Build gravel pad for Aspen Leaf tank trucks at West Lagoon.
- Soccer nets back to the shop from high school/elementary school.
- Assist Knelson / AT for traffic detour route during paving of Highway 39.

- Assist Tri-Gen Group with water valve and manhole adjustments.
- CVIP dump trucks x4.
- Movie in the Park.
- Confined Space Entry 24-05.
- Fall Clean up. 31 Trucks to dump. \$1 360.81 fuel costs. \$1 322.62 dump fees. 41 440 lbs of garbage. 1x full 10'x40' metal bin.
- Bring in all flower barrels for the winter.
- HWY 39 Industrial Park FAC for pump station with ISL and Arrow Engineering.
- Q3 Work Plans completed by staff ready for manager review.
- Build/Install partial barricades for high school walking trail.
- Aspen Leaf took 31 000 m3 for water from Cell #5. They will be back in December for another 30 000m3.
- Winterize 102 Town fire hydrants.
- Removed Southbridge fountains for Winter.
- Trucked in shale for ball diamonds 3x loads.
- Pre-Construction Inspections: 5260-47ave/5003-53ave/5003-53ave/5004-53ave/36 SBC/31 WVD/1 Evergreen Crescent/ 29 SBD/5261-47ave/13 PVC
- Post Construction Inspections: 5246-47ave/5248-47ave

NEW IDEAS/TRENDS/PROGRAMS/SERVICES:

Staff Training:

- Graydon Nielson: N/A
- Shawn Steil: Water Distribution I Test, Load Securement Course
- Mike Fudge: N/A
- Kevin Murphy: Fire Extinguisher Use, Back Safety, PPE Essentials, Fall Arrest, Air Brake Refresher Courses.
- Ed Frankiw: N/A

ITEMS NEEDING INVESTIGATION:

N/A

Town of Calmar
Department Report (DR) - ED

Meeting:	Committee of the Whole Meeting
Meeting Date:	November 27 , 2024
Originated By:	S. McIntosh
Title:	Economic Development Report
Approved By:	CAO Losier
Agenda Item Number:	8 G

KEY INITIATIVES/METRIC:

1. As we work through the priorities in the Economic Development strategy; we have been planning new and exciting ways to support the creation of the Attraction Guide that is to be completed in Spring of 2025. The discussions with local businesses, information from the Alberta government grant opportunities such as NRED and STIP, and a new Tourism AB opportunity with a consulting company has opened some doors to having a professional consultant create the Attraction Guide.
2. The abandoned wells investigations are ongoing. We have gotten through to the correct person at CNRL in Calgary. We seem to be making headway. We have been promised a report from CNRL to come in December.

NEW IDEAS/TRENDS/PROGRAMS/SERVICES:

1. We are actively looking at new ways to support our local businesses. One way is to extend the façade improvement program and add new incentives to attract new businesses, help current businesses expand, and entice developers and builders to see Calmar as a viable and attractive place to invest. We have done a lot of groundwork to get us to this point, so now we can design and plan for execution in 2025.
2. With the Town taking on a marketing plan for Calmar in 2025, the need for a project-based Economic Development Committee is necessary. Once a consultant has been hired and begins their work, a committee will be created to help guide the plans for marketing Calmar.

ITEMS NEEDING INVESTIGATION:

1. Economic Development is continuing to work through the Economic Development Strategic Plan. We are working on the tasks within Q4. This is the exciting stage where we are pulling together the work done in the last year and starting to determine a direction for our Attraction Guide. Work is well under way in this part, and we are beginning to plan what happens after the Economic Development Strategy concludes in April of 2025.

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

Town of Calmar

Department Report (DR) - PR

Meeting:	Committee of the Whole Meeting
Meeting Date:	November 27, 2024
Originated By:	I. Miller
Title:	Recreation Report
Approved By:	CAO Losier
Agenda Item Number:	8 H

KEY INITIATIVES/METRIC:

RECREATION SEPT OCT

Celebrate Canada Grant Report and Ongoing Applications

- Submitted the report for the Celebrate Canada Grant to the Government of Canada, providing a detailed account of activities and outcomes from the funded event.
- Initiated the application process for the upcoming Celebrate Canada Grant to secure funding for next year’s celebrations.

Grant and Funding Applications

- Prepared and submitted the Built Together Grant application, aiming to enhance community recreational infrastructure.

Partnerships and Booking Updates

- Coordinated with Black Gold School Division (BGSD) with their streamlined process for facility bookings, ensuring efficient scheduling and usage of shared spaces.
- Successfully secured regular pickleball and volleyball bookings with BGSD, fostering expanded recreational opportunities for the community.

Ice Operations and Scheduling

- Managed ongoing ice scheduling and logistics to accommodate the high demand from various user groups.

Youth Organization Collaboration

- Conducted meetings with a youth organization to discuss future usage and upgrades for the ball diamonds, focusing on increasing accessibility for younger users.

Meetings and System Enhancements

- Participated in a meeting with BGSD to further refine operational collaborations.
- Conducted a backend update and strategic meeting for the facility booking software, aiming to improve user experience and operational efficiency.

Seasonal and Community Planning

- Engaged in meetings with Shing regarding upcoming IT projects.

- Consulted with 5 Star Holiday Décor to plan festive decorations and enhance the holiday experience in town.

Strategic Planning for Recreation Facilities

- Initiated high-level discussions on the modernization of town recreational facilities, exploring long-term strategies to meet the evolving needs of the community.

NEW IDEAS/TRENDS/PROGRAMS/SERVICES:

RECREATION

Ice scheduling is well underway, with the arena experiencing high demand. Regular users include West 39 Minor Hockey, the HSL's RHA, seven recreation teams, Calmar Figure Skating, and Calmar Pond Hockey. Additionally, 14 organizations have secured casual bookings, and a substantial waiting list of over 20 teams, groups, and individuals underscores the significant interest in ice time at our facility.

Program center has an uptick in bookings and will have an art program run out of it as well as a senior's health and wellness.

ITEMS NEEDING INVESTIGATION:

RECREATION

With the summer season concluded, we are analyzing diamond usage to identify opportunities to increase utilization. Several youth organizations have expressed interest in regular daily and weekly bookings, as well as hosting tournaments. Accommodating these requests presents challenges, as the diamonds are currently configured for adult recreational slo-pitch.

Additionally, we are conducting a detailed review of the movie screen to explore its potential for rentals and broader usage.

As the ice season progresses, we will continue tracking arena usage to monitor demand and optimize scheduling.

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

Town of Calmar

Department Report (DR) – (FCSS)

Meeting:	Committee of the Whole Meeting
Meeting Date:	November 27, 2024
Originated By:	M. Leibel
Title:	Department Report – Family and Community Support Services (FCSS)
Approved By:	CAO Losier
Agenda Item Number:	8 I

KEY INITIATIVES/METRIC:

September and October are the start of the busy season for FCSS. Here is a quick summary of activities:

- Seniors Health and Wellness Chair Exercise classes started – Sept. 12th. They are held every Thursday afternoon at 1:30-2:30 at the Program Centre. It has been a slow start for attendance, but we are now up to 6 attendees. Going forward from Thursday Nov. 14th they will be held at the Seniors Centre till January 2025.
- I partnered with the Calmar Library on hosting “Your Third Ear” Session, all around hearing aids on Tuesday Sept. 17th.
- FCSS Open House for September 24th was a meet & greet along with handing out resource bags.
- Handed out snacks and juice boxes to both Elementary and Senior High School for their Terry Fox run on the morning of Sept. 24th.
- Organized and completed the Organizational Grants for the 2024 and 2025 year.
- Coordinated with our Local Firefighters and have planned a Food drive for Christmas Elves – This will be held on Thursday Nov. 28th from 6pm to 8pm.
- Hosted FCSS Multi-Municipal Meeting Oct.10th
- Hosted our Community Groups meeting Oct. 29th
- Attended FCSS Regional Christmas Elves Meeting Oct. 30t.

NEW IDEAS/TRENDS/PROGRAMS/SERVICES:

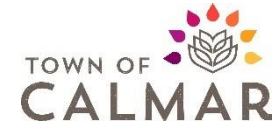
Here are a couple of the programs that will be coming up:

- CRA Information Session in February 2025
- Intergenerational Session April 2025 (Seniors & Gr. 4's)
- FCSS is developing a schedule for the 2025 programming
- FCSS will explore opportunities to support non-profit groups and Park and Recreation Department

ITEMS NEEDING INVESTIGATION:

Over November and December, the focus will be mainly on Christmas Elves which has started with intakes and volunteer recruitment.

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



Town of Calmar

Growth Report for Discussion

Meeting:	Committee of the Whole
Meeting Date:	November 27, 2024
Originated By:	Planner Agube
Title:	Growth Report – October 2024
Approved By:	CAO Losier
Agenda Item Number:	8 J

BACKGROUND:

The following table depicts the development permit approved in September and October.

Permit #	Date applied	Civic Address	Applicant	Project	Value	Variance	Type	Authority	Date Approved
2024-052D	Sept 10 2024	5261 47 Avenue	London Homes	single detached dwelling	300000	No	Permitted Use	Dev. Officer	Sept 11/24
2024-053D	Sept 12 2024	5223 50 Avenue	Luthind Enterprises Inc.	Apartment Building (40 units)	8000000	No	Discretionary Use	Dev. Officer	Sept 16/24
2024-054D	Sept 16 2024	5041 52 Street	Ark Renewable Energy/ Satori Yatsuda	Rooftop Solar (Residential)	15375	No	Permitted Use	Dev. Officer	Sept 17/24

2024-055D	Sept 23 2024	29 Southbridge Crescent	Look Master Builder Edmonton Inc/Eunice Santos	single detached dwelling	308000	No	Permitted Use	Dev. Officer	Sept 24/24
2024-056D	Sept 25 2024	20 Westview Crescent	Ark Renewable Energy/ Satori Yatsuda	Rooftop Solar (Residential)	16072	No	Permitted Use	Dev. Officer	Sept 25/24
2024-057D	Sept 25 2024	31 Westview Crescent	Built with Passion Inc	Single detached dwelling	390000	No	Permitted Use	Dev. Officer	Sept 25/24
2024-058D	Sept 26 2024	36 Southbridge Crescent	Sandu Homes & Renovation	New Dwelling (Bungalow)	300000	No	Permitted Use	Dev. Officer	Sept 27/24
2024-059D	Sept 30 2024	5002 53 Avenue	Eagle Quest Homes	New Dwelling	170000	No	Permitted Use	Dev. Officer	October 2/ 24
2024-060D	Sept 30 2024	5004 53 Avenue	Eagle Quest Homes	New Dwelling	170000	No	Permitted Use	Dev. Officer	October 2/ 24

2024-061D	October 3 2024	5003 53 Avenue	Eagle Quest Homes	New Dwelling	175000	No	Permitted Use	Dev. Officer	October 8/24
2024-062D	October 4 2024	5260 47 Avenue	Sandu Homes & Renovation	New Dwelling	290000	No	Permitted Use	Dev. Officer	October 9/24
2024-064D	October 16 2024	5107 53 Avenue	Carey Benson	Basement Development	4000	No	Permitted Use	Dev. Officer	October 17/24
2024-065D	October 30 2024	5026 42 Avenue	Alan Brodniansky	Security Office	95000	No	Permitted Use	Dev. Officer	October 30/2024

