



**Committee of the Whole (CotW) Meeting
Regular and Closed Agenda
For Monday, March 4, 2024, at 1 p.m.
to be held in the Council Chambers,
Town Office at 4512 – 46 Street Olds, AB**

The Committee of the Whole Meeting will be conducted in Council Chambers at the Municipal Office at 4512 – 46 Street in Olds, with the public body present at meeting location and will be live streamed out via the Town of Olds website.

Chair Deputy Mayor – Councillor Ryan

1. Call To Order

1A) Added Items

1B) Adoption of the Agenda

2. Adoption of Previous Minutes

Page 2 2A) Council Policies and Priorities Committee Minutes of October 2, 2023

3. Presentations and Delegations

4. New Business

Page 5	4A)	RCMP 2024 / 2025 Town of Olds Municipal Policing Priorities
Page 7	4B)	Policy Review: 107C Elected Official Member Appointments
Page 10	4C)	Policy Review: 108C Civic Recognition
Page 13	4D)	Policy Review: 109C Departing Members of Council
Page 16	4E)	Policy Review: 114C Proclamations
Page 18	4F)	Policy Review: 124C Death of Current or Former Member
Page 21	4G)	Policy Review: 503C Road Maintenance

5. CAO Report / Information Session

Page 27 5A) Chief Administrative Officer Report / Information Session
 ▪ **FOIP Section 16: Harmful to Business Interests of a 3rd Party (*Development*)**

6. Closed Session

Item #1

FOIP Section 24 – Advise from Officials
(Town of Olds Strategic Plan)

7. Adjournment

Minutes of the Town of Olds Council Policies and Priorities Committee meeting that was held on Monday, October 2, 2023, at 1:00 p.m. in the Council Chambers, at the Town of Olds Municipal Office, 4512 – 46 Street, Olds, Alberta with the public body present and the meeting was live streamed out.

ELECTED OFFICIALS:

In the Chair, Deputy Mayor Heather Ryan
Mayor Judy Dahl, Councillor Wanda Blatz, Councillor James Cummings, Councillor Dan Daley, Councillor Darren Wilson, and Councillor Harvey Walsh

ABSENT– ELECTED OFFICIALS:

ADMINISTRATIVE STAFF:

Brent Williams, Chief Administrative Officer (CAO); Doug Wagstaff, Director of Community Services, and Marcie McKinnon, Legislative Clerk

1. Call to Order

Deputy Mayor Ryan called the meeting to order at 1:00 p.m.

1A) Added Items

Nil

1B) Adoption of the Agenda

Moved by Councillor Wilson, “to adopt the Policies and Priorities Committee regular meeting agenda for the Monday, October 2, 2023, meeting.”
Motion Carried PP23-74

2. Adoption of Previous Minutes

2A) Policies and Priorities Committee Minutes

Deputy Mayor Ryan confirmed consensus to adopt the September 5, 2023, Council Policies and Priorities Committee Meeting Minutes, as presented.

The minutes were adopted as presented by consensus of Council.

Motion Carried PP23-75

3. Presentations and Delegations

None scheduled.

4. Reports/Statistics

4A) Community Services Quarterly Report

Director Wagstaff presented the Community Services Quarterly Report as contained in agenda package and fielded questions from Council members.

Moved by Mayor Dahl, “that Council accepts the Community Services Report for information.”

Motion Carried PP23-76

4B) Office of the CAO Quarterly Report

CAO Williams presented the OCAO quarterly report as contained in the agenda package and responded to council members queries.

Moved by Councillor Wilson, “that council accepts the Office of the Chief Administrative Officer quarterly report for information.”

Motion Carried PP23-77

5. Bylaws and Policies Review

6. New Business

6A) Discussion Paper: High Density Residential Changes

CAO Williams spoke to the proposed changes to the *Land Use Bylaw* and *Residential Development Incentives Program Policy* that could be made to encourage and incentivize more residential housing growth in the Town of Olds.

Mayor Dahl left the meeting at 2:10 p.m.; returned at 2:13 p.m.

Councillor Cummings left the meeting at 2:25 p.m.; returned at 2:28 p.m.

Moved by Councillor Blatz, “that council accepts the discussion paper on High Density Residential changes as presented.”

Motion Carried PP23-78

6B) Council Meeting Reduction

CAO Williams presented the recommendations of administration to Council on opportunities to reduce council meetings as contained in the agenda package.

Council discussion ensued on council meeting reductions.

CAO Williams left the meeting at 2:52 p.m.; returned 2:55 p.m.

Moved by Councillor Blatz, “that council direct administration to bring the meeting reduction options to a future council meeting.”

Motion Carried PP23-79

7. Chief Administrative Officer’s (CAO) Report

7A) CAO’s Report

CAO Williams provided updates on the following:

- *Winter Drive speed concerns (attachment contained in agenda package).*
- *A gas line was struck outside of the Evergreen Center, the surrounding block was evacuated by Olds Fire Department. This was due to a contractor’s error (no injuries were reported, the error was repaired, and the contractor will be charged accordingly for associated costs).*
- *Vapour Testing has completed, the contractor will provide a final report, CAO will provide to council once received.*

Moved by Mayor Dahl, “that council accepts the Chief Administrative Officer’s report as presented.”

Motion Carried PP23-80

8. Adjournment

Deputy Mayor Ryan adjourned the meeting at 3:22 p.m.

Heather Ryan,

Brent Williams,

These minutes were approved on the ____ day of ____ 2023.

Deputy Mayor

Chief Administrative Officer

PRIOR TO ADOPTION

These minutes were approved on the ____ day of ____ 2023.

Town of Olds Committee of the Whole Meeting, Monday, March 4, 2024



COMMITTEE OF THE WHOLE COVER SHEET

Date: March 4th, 2024

Author: Executive Support CAO & Council- Chylla Nault

Department: Office of the CAO

SUBJECT: Policing Priorities

COMMITTEE DIRECTION

Accept as presented; and/or provide recommendations to Council through the Chief Administrative Officer.

BACKGROUND

At the February 26, 2024, Regular Council Meeting Staff Sergeant Wright presented the quarterly RCMP report, in the correspondence package was the letter to Council asking for its 2024/2025 priorities.

2023/2024 priorities were:

1. Crime Reduction
2. Community Engagement, be clear accountable and transparent
3. Mental Health and Violence in relationships- enhance awareness and Education
4. Enhance Road Safety

ATTACHMENTS

Letter from Royal Canadian Mounted Police



NCO i/c RCMP
Olds RCMP Detachment
5110 - 65 Avenue
Olds, Alberta
T4H 1L8

Your File

Mayor Judy DAHL
Town of Olds
4512 - 46 Street
Olds, Alberta
T4H 1R5

Our File

February 22, 2024

Dear Mayor DAHL,

**Annual Performance Plan - 2024 / 2025
Town of Olds - Municipal Policing Priorities**

In preparation of the 2024 / 2025 Annual Performance Plan for the Olds Detachment, I am requesting that the Town of Olds please provide me with their policing priorities for the coming year. Last year (2023 / 2024), the Town identified their policing priorities as:

1. Crime Reduction
2. Community Engagment - Be Clear Accountable and Transparent
3. Mental Health and Violence in Relationships - Enhance Awareness and Education
4. Enhance Road Safety

If possible, can you please reply to my request for your policing priorities by March 27, 2024, as my intent is to have the entire 2023/2024 Annual Performance Plan completed by April 1, 2024. If you have any questions or require further clarification on my request, please contact me at (403) 556-3324 or warren.wright@rcmp-grc.gc.ca.

Further I am planning on hosting my annual Olds RCMP Town Hall in Olds on a date in the week of June 24 to 28, 2024. Once the specific date is finalized, I will communicate with the Town requesting assistance in advertising on the social media.

Thank you,


S/Sgt. Warren WRIGHT
Detachment Commander
Olds RCMP Detachment
(403) 556-3324



COMMITTEE OF THE WHOLE COVER SHEET

Date: March 4, 2024

Author: Legislative Clerk, Marcie McKinnon

Department: Office of the CAO

SUBJECT: Policy Review

COMMITTEE DIRECTION

Council is asked to consider potential changes to committee alternates, to ensure Council's intent is being met by this policy.

Accept as presented with no material changes and request policy *107C Elected Official Appointments* be brought to a future council meeting for final approval.

BACKGROUND

The Administration of the Town of Olds is working to convert all current policies and procedures to the recently approved new policy template; at the same time administration is conducting reviews on each policy. The review covers matters of governance, public services, programs, and service levels for the Town, based on Council's values, priorities, and strategic direction.

Policy 107C Elected Official Appointments

- **NO** changes are being recommended.
- **Policy has been converted to new template.**

ATTACHMENTS

DRAFT Policy 107C Elected Official Appointments

POLICY #107C

4512 – 46 Street, Olds, AB Canada T4H 1R5

T 403-556-6981 www.olds.ca

Policy Title:	Elected Official Appointments
Policy Number:	107C
Approval:	Town Council Motion # 24-xxx
Review Date:	xxx, xx, 2024
Review Date:	August 23, 2021 Motion 21-336
Review Date:	June 9, 2020 Motion 20-213
Review Date:	October 8, 2018 Motion 18-389
Review Date:	October 24, 2011 Motion 11-330
Approved Date:	August 22, 2011 Motion 11-255

Supersedes Policy No.: **Council Committee and Appointment Policy**

Policy Statement:

Members of Olds Town Council are appointed to Authorities, Boards, Commissions or Committees.

Purpose:

To provide for the appointment of Elected Officials to Authorities, Boards, Commissions or Committees.

Definitions:

1. "Ad Hoc or Advisory" means a committee with a specific task or objective and dissolved after the completion of the task or achievement of the objective. This committee has a beginning and an end.
2. "Authority, Board, Commission or Committee" or "(ABCC)" means a committee to which members of the public and elected officials are appointed to at the Town of Olds annual Organizational Meeting, and/or as required throughout the year. The ABCC's have been granted the authority to bring committee recommendations to Council for decision.
3. "Elected Official Committee" means an Ad Hoc, Advisory or Standing Committee, or any other body established by Council. An Elected Official Committee does not include an Assessment Review Board established under section 454 or a Subdivision and Development Appeal Board established under section 627.
4. "Standing Committee" means a Committee, formed to do its assigned work on an ongoing basis. This committee does not have an end date and it is formed to discuss items specific to municipal functions. (I.e. Standing Committee on Transportation)

Standards:

Elected Official Appointments

5. Official appointments will be made annually at the Town Council Organizational Meeting and/or as required throughout the year.
6. Each Councillor is to submit an expression of interest pertaining to annual appointments to Authorities, Boards and Commissions to the Mayor by the end of September. This process will be the same during an election year.
7. Appointment of Elected Official Members to Authorities, Boards, Commissions, or Committees, is coordinated by the Mayor.
8. Should there be interest from more than one Elected Official Member to any particular Authority, Board, Commission, or Committee, appointment to said ABCC will be voted upon at the Organizational Meeting.
9. A request for decision for Elected Official appointments will be prepared for presentation at the Organizational Meeting, held in accordance with the Municipal Government Act.
10. All members of Council shall attend training and orientation session(s) as soon as possible following their election to Council, in order to fulfill their commitment to Authorities, Boards, Commissions, and Committees.
11. Within reasonable means, alternates appointed should attend training and the Annual General Meeting of an Authority, Board, Commission, or Committee.

Elected Official Role

12. Elected Officials appointed to Authorities, Boards, Commissions, or local Committees containing members of the public, if possible:
 - An elected official who is assigned a local committee chair role shall work with said committee to train a public member to take over the role of chair on the ABCC as soon as possible; *and*
 - Shall avoid making motions on subjects likely to be presented to Council for further review.
13. Elected Officials appointed ensure that the activities of the committee do not exceed the authority of the committee granted by Council as defined by bylaw or terms of reference.
14. An Elected Official on a Committee shall not be considered as an advocate for the interests of the committee and shall not be expected to present issues or recommendations to the receiving body on behalf of the Committee.
15. Elected Official members have fiduciary duties to both the Town and the body to which they were appointed and must be cognizant of the “hat” they are wearing and where their duty of loyalty and fidelity lies. Elected Officials must act in the best interests of the town when sitting at the Council table, and conversely, must act in the best interests of the Authority, Board, Commission or Committee appointed to.



COMMITTEE OF THE WHOLE COVER SHEET

Date: March 4, 2024

Author: Legislative Clerk, Marcie McKinnon

Department: Office of the CAO

SUBJECT: Policy Review

COMMITTEE DIRECTION

Accept as presented with no material changes recommended and request policy *108C Civic Recognition* be brought to a future council meeting for final approval.

BACKGROUND

The Administration of the Town of Olds is working to convert all current policies and procedures to the recently approved new policy template; at the same time administration is conducting reviews on each policy. The review covers matters of governance, public services, programs, and service levels for the Town, based on Council's values, priorities, and strategic direction.

Policy 108C Civic Recognition

- **NO** changes are being recommended.
- **Policy has been converted to new template.**

ATTACHMENTS

DRAFT Policy 108C Civic Recognition

POLICY #108C

4512 – 46 Street, Olds, AB Canada T4H 1R5

T 403-556-6981 F 403-559-6537

www.olds.ca

Policy Title:	Civic Recognition
Policy Number:	108C
Approval:	Town Council
Review Date:	xxx, xx, 2024, Motion 24-xxxx
Review Date	July 12, 2021, Motion 21-286
Review Date:	September 14, 2020, Motion 20-330 <i>(was renumbered to 108C)</i>
Approved Date:	February 27, 2006
Supersedes Policy No.:	Rewrite of Policy 102C Council Promotions & Policy 108C Promotion and Public Relations

Policy Statement:

Council acknowledges the importance of recognizing significant accomplishments, initiatives, or programs which enhance the community spirit and positively impact the Town of Olds and its citizens.

Purpose:

To provide general criteria regarding recognizing significant accomplishments, initiatives, or programs within the Town of Olds.

Standards:

1. This Council policy applies to all Recognitions performed by, or on behalf of, council.
2. This council policy does not apply to recognitions performed by individual members of council on their own accord.
3. Individuals, Organizations or Administration may be recognized for achievements in the following areas:
 - local national or international awards in the area of arts, science, and academia
 - dates of local, national, or international significance; or
 - significant achievement in advancing initiatives relating to a Town of Olds or Council initiative, or program; or
 - significant achievement, exemplary action, or extraordinary commitment to improving life in Olds and the lives of the citizens; or
 - Significant anniversary means a minimum of 65 years, and any factor of 5 thereafter.
4. Organizations and administration may be recognized for significant anniversaries or milestones.
5. Recognitions are typically scheduled at the beginning of a council meeting in accordance with the order of business contained within the procedural bylaw unless otherwise arranged.

General Criteria

6. Council and/or Administration shall not recognize matters that are:
 - of Religious nature
 - of individual conviction
 - with no direct relationship to the Town of Olds
 - that are for profit purposes
 - attempting to influence government policy
 - that are contrary to Town policies or Bylaws.
7. Any Resident or Organizations wishing to receive recognition from Council may submit their request in writing to the Mayor's Office. Requests for recognition are to be received in writing and the date by which the item is required and must contain the specifics.
8. To be eligible for recognition from the Council the recipient of the recognition must live within the Town of Olds municipal boundary.
9. Administration shall consider and work with any citizen or group to identify possible opportunities for forms of recognition not addressed in this policy.
10. Whenever possible the Mayor or Deputy Mayor will make the recognition presentation in person and will be coordinated by Councils' Executive Support and Legislative Clerk. If attendance is not possible, Executive Support or Legislative Clerk will arrange for the certificate to be mailed out or picked up.

OTHER RECOGNITION

11. On occasion, Council may deem it appropriate to recognize individuals or groups for reasons not identified elsewhere in this policy. Council may by resolution determine that they should recognize in some fashion as specified in the resolution, a person, a group, or other body for some reason as Council determines if deserving of recognition.



COMMITTEE OF THE WHOLE COVER SHEET

Date: March 4, 2024

Author: Legislative Clerk, Marcie McKinnon

Department: Office of the CAO

SUBJECT: Policy Review

COMMITTEE DIRECTION

Council is asked to determine if this policy is still relevant.

BACKGROUND

The Administration of the Town of Olds is working to convert all current policies and procedures to the recently approved new policy template; at the same time administration is conducting reviews on each policy. The review covers matters of governance, public services, programs, and service levels for the Town, based on Council's values, priorities, and strategic direction.

Policy 109C Recognition of Departing Elected Official

- **NO** changes are being recommended.
- **Policy has been converted to new template.**

ATTACHMENTS

DRAFT Policy 109C Recognition of Departing Elected Official

POLICY #109C

4512 – 46 Street, Olds, AB Canada T4H 1R5

T 403-556-6981 F 403-559-6537

www.olds.ca

Policy Title:	Recognition of Departing Elected Officials
Policy Number:	109C
Approval:	Town Council
Review Date:	xxxx, xx, 2024, Motion 24-
Review Date:	September 14, 2020, Motion #20-331
Review Date:	March 14, 2016, Motion # <u>16-99</u>
Review Date:	Council amendment April 2011
Approved:	Council approval November 2007
Review Date:	January 13, 2020, Motion <u>20-13</u>
Supersedes Policy No.:	New

Policy Statement:

To recognize the service of Elected Officials as they leave office.

Purpose:

To define how Departing Elected Officials shall be recognized with a formal ceremony and/or gift presentation by the current Members of Council, supported by Administration.

Definitions:

“Departing Elected Official” means an elected official that is not returning to Town of Olds Council whether it be, not running for re-election, an electoral defeat or resignation.

“Reception” means a social gathering for the purpose of extending formal recognition of service.

Standards:

1. Council will recognize the service and dedication of Departing Elected Officials.
2. The Chief Administrative Officer (CAO) or designate is responsible for this policy.
3. Recognition of Departing Elected Officials shall be at the first Regular Meeting of Council after their departure.
4. The CAO will host a Reception for departing Elected Officials where they shall receive:
 - a letter under the Mayor’s signature;
 - their “name plate”; and
 - the Council “Service Recognition” gift.

5. When a Mayor is sworn in, they are presented with a gavel that has been engraved. When that Mayor leaves their seat, the years of service engraving will be completed, and the gavel will then be prepared for presentation to the departing Mayor.
6. Service Recognition
 - Upon completion of a first term, an Elected Official will receive a gift of \$100.00.
 - Upon completion of a second term, an Elected Official will receive a gift of \$320.00.
 - Upon completion of a third term, an Elected Official will receive a gift of \$720.00.
 - Upon completion of a fourth term, an Elected Official will receive a gift of \$1,200.00.
 - Upon completion of five or more terms, an Elected Official will receive a gift of \$2,000.00 being maximum amount allotment.
7. Council reserves the right to withhold any form of recognition if an Elected Official is relieved of their office.
8. The Chief Administrative Officer reserves the right to determine if any form of (pro-rated) recognition is granted if an Elected Official resigns.



COMMITTEE OF THE WHOLE COVER SHEET

Date: March 4, 2024

Author: Legislative Clerk, Marcie McKinnon

Department: Office of the CAO

SUBJECT: Policy Review

COMMITTEE DIRECTION

Accept as presented with no material changes recommended and request policy *114C Proclamations* be brought to a future council meeting for final approval.

BACKGROUND

The Administration of the Town of Olds is working to convert all current policies and procedures to the recently approved new policy template; at the same time administration is conducting reviews on each policy. The review covers matters of governance, public services, programs, and service levels for the Town, based on Council's values, priorities, and strategic direction.

Policy 114C Proclamations was reviewed and substantively changed in 2023, prior to the new policy template was approved.

- **NO** changes are being recommended.
- **Policy has been converted to new template.**

ATTACHMENTS

DRAFT Policy 114C Proclamations

POLICY #114C

4512 – 46 Street, Olds, AB Canada T4H 1R5

T 403-556-6981 F 403-559-6537

www.olds.ca

Policy Title:	Proclamations
Policy Number:	114C
Approval:	Town Council
Amended Date:	February 13, 2023, Motion No. 23-59
Amended Date:	January 11, 2020, Motion No. 20-11
Approved Date:	January 28, 2013, Motion No. 13-23
Supersedes Policy No.:	New

Policy Statement:

The Town of Olds Council shall not make or authorize a formal endorsement or proclamation for any event, day, message, interest, cause, or activity, not specifically related to town-sponsored, municipal purposes or operations, regardless of the merit of such.

Purpose:

This policy is intended to guide council and administration in dealing with requests for proclamations. The making of such proclamations regarding non-Town matters is not within the legislative prerogative or purpose of the Town, regardless of how worthy such matters may be in and of themselves.

Standards:

1. This policy applies to all proclamation requests received by the Town of Olds.
2. The Office of the Chief Administrative Officer (CAO) is responsible for proclamation requests.
3. Any requests for a Proclamation received by the Town shall be directed to the Chief Administrative Officer or designate.
4. The Chief Administrative Officer or designate will inform the requesting group or individual of this policy.



COMMITTEE OF THE WHOLE COVER SHEET

Date: March 4, 2024

Author: Legislative Clerk, Marcie McKinnon

Department: Office of the CAO

SUBJECT: Policy Review

COMMITTEE DIRECTION

Accept as presented with no material changes recommended and request policy *124C Civic Recognition on the Death of a Current or Former Elected Officials* be brought to a future council meeting for final approval.

BACKGROUND

The Administration of the Town of Olds is working to convert all current policies and procedures to the recently approved new policy template; at the same time administration is conducting reviews on each policy. The review covers matters of governance, public services, programs, and service levels for the Town, based on Council's values, priorities, and strategic direction.

Policy 124C Civic Recognition on the Death of a Current or Former Elected Officials

- **NO** changes are being recommended.
- **Policy has been converted to new template.**

ATTACHMENTS

DRAFT Policy 124C Civic Recognition on the Death of a Current or Former Elected Officials

POLICY #124C

4512 – 46 Street, Olds, AB Canada T4H 1R5

T 403-556-6981 F 403-559-6537

www.olds.ca

Policy Title:	Civic Recognition on the Death of a Current or Former Elected Officials
Policy Number:	124C
Approval:	Town Council
Review Date:	January 13, 2020, Motion <u>20-13</u>
Supersedes Policy No.:	New

Policy Statement:

Having served the Town of Olds (the “Town”) as an elected member of Council, upon their death former and current Elected Officials should be acknowledged by the Town.

If a former Elected Official has held political office with multiple orders of Government, precedence will be given to the policy or procedure of the federal order of Government (as applicable).

Purpose:

The purpose of this policy is to provide clarity on how the Town will acknowledge the death of a current or former Elected Official.

Definitions:

In this Council Policy:

“Elected Officials” means a person duly elected to Council, including Mayors and Councillors, past and present.

Standards:

1. This policy applies to current and former Elected Officials upon their passing.
2. The Chief Administrative Officer (CAO) or his delegate is responsible for administering this policy within the terms and conditions established.
3. This policy does not address acknowledgements to be provided by the Town to individuals from other levels of government, or recognized leaders who have made contributions to the Town of Olds in fields such as arts, music, sports, public service, volunteerism, etc., or otherwise held a position of authority.
4. Upon receipt of notification of death of a current or former Elected Official, OCAO will disseminate this information to appropriate groups as follows: Mayor’s Office, Leadership Team, and

Communications.

5. Town Council will acknowledge the death at the first Council meeting following the commemorative service, or at another appropriate time should the service be scheduled at a later date.
6. Where exceptions to this policy may be warranted, the CAO will provide recommendations including all financial considerations to the Elected Officials for approval.

DRAFT



COMMITTEE OF THE WHOLE COVER SHEET

Date: March 4, 2024

Author: Legislative Clerk, Marcie McKinnon

Department: Office of the CAO

SUBJECT: Policy Review

COMMITTEE DIRECTION

Accept as presented policy *503C Road Maintenance* and request that it be brought to a future council meeting for approval.

BACKGROUND

Administration is working to convert all current policies and procedures to the recently approved new policy template; at the same time administration is conducting reviews on each policy. The review covers matters of governance, public services, programs, and service levels for the Town, based on Council's values, priorities, and strategic direction.

Policy 503C Road Maintenance

- Policy has been converted to new template and references to procedural items in the old policy were removed.
- The entire policy has been streamlined and revised to reflect defined service levels and incorporates asset management principles.
- The Road Patrol Procedure - will be rolled out as part of Citywide. Is the primary tool to be used by Public Works to perform inspections of roads, sidewalks, curb, and gutter, as well as signage.

ATTACHMENTS

1. DRAFT Policy 503C Road Maintenance
2. Current Policy 503C Season Road Maintenance

POLICY #503C

4512 – 46 Street, Olds, AB Canada T4H 1R5

T 403-556-6981 F 403-559-6537

www.olds.ca

Policy Title:	Road Maintenance
Policy Number:	503C
Approval:	Town Council
Effective Date:	Month xx, 2024 Motion # 24-
Review Date:	February, 2024
Approved Date:	June 10, 2019, Motion # 19-187
Supersedes Policy No.:	503C Seasonal Road Maintenance (2019)

Policy Statement:

The Town of Olds recognizes its responsibility for maintaining all roads under its control in a reasonably safe condition for pedestrians and motorists.

Purpose:

To establish guidelines and responsibilities for inventory management and maintenance of road infrastructure to ensure maintenance is consistent and cost effective with defined service levels.

Standards:**1. General**

- 1.1. The Town's road network consists of a diverse inventory of road classifications that require a variety of maintenance strategies to meet the needs of all users.
- 1.2. The Town will:
 - 1.2.1. Establish and maintain ongoing preventative road infrastructure maintenance programs.
 - 1.2.2. Perform the appropriate inspections of road and sidewalk infrastructure as per the Town's Asset Management Program and Transportation Association of Canada guidelines.
 - 1.2.3. Continually investigate and endeavour to utilize new maintenance techniques to promote fiscally and operationally effective maintenance strategies.

2. Condition Ratings

- 2.1. Overall condition ratings for infrastructure assessed within this policy shall be defined as follows:
 - 2.1.1. High – presents a hazard to a motorist or pedestrian
 - 2.1.2. Medium – exhibits deterioration, however, remains functional
 - 2.1.3. Low – relatively good condition and requires limited or no maintenance

3. Roads

- 3.1. Asphalt and gravel roads within the inventory shall be initially inspected annually in the spring, weather dependent.
- 3.2. Subsequent inspections shall occur monthly as per the road patrol procedure, or when concerns are received from the public.
- 3.3. Typical road maintenance shall include, but not be limited to, the following:
 - 3.3.1. Pothole repair

- 3.3.2. Crack sealing
- 3.3.3. Patching
- 3.3.4. Mill and paving
- 3.3.5. Slurry seals or chip seals
- 3.3.6. Spray patching
- 3.3.7. Grading and/or gravel replenishment
- 3.3.8. Garbage/debris removal

4. Sidewalks and Curbs

- 4.1. Sidewalks and curbs within the inventory shall be inspected annually in the spring, weather dependent.
- 4.2. Subsequent inspections shall occur when concerns are received from the public.
- 4.3. Typical sidewalk and curb maintenance shall include, but not be limited to, the following:
 - 4.3.1. Crack filling
 - 4.3.2. Grinding
 - 4.3.3. Removal and replacement
 - 4.3.4. Mud jacking

5. Line Painting and Pavement Markings

- 5.1. Line painting and pavement markings within the inventory shall be inspected annually in the spring, weather dependent.
- 5.2. Subsequent inspections shall occur when concerns are received from the public.
- 5.3. Typical line painting and pavement marking maintenance shall include, but not be limited to, the following:
 - 5.3.1. Painting or repainting
 - 5.3.2. Burn down markings

6. Signage

- 6.1. Signage within the inventory shall be inspected annually in the spring, weather dependent.
- 6.2. Subsequent inspections shall occur when concerns are received from the public.
- 6.3. Critical signage shall be replaced within 24 hours.
- 6.4. Typical signage maintenance shall include, but not be limited to, the following:
 - 6.4.1. Replacement of missing or deteriorated signage
 - 6.4.2. New signage installation

7. Street Sweeping

- 7.1. The Town shall perform street sweeping of all asphalt roads at least one (1) time in the spring.
- 7.2. Subsequent sweeping shall be performed as required, subject to resource availability.
- 7.3. Sweeping shall be performed during the following hours:
 - 7.3.1. Uptowne commercial areas – 4:00am to 8:00am
 - 7.3.2. Remaining roads as required – during regular work hours

8. Responsibilities:

- 8.1 Chief Administrative Officer shall be responsible for approving relevant procedures associated with this policy.
- 8.2 Director of Infrastructure shall be responsible for administering this policy and its subsequent procedures within the terms and conditions established herein.



503C
Seasonal Road Maintenance

Prepared By: Operations

Effective Date: June 10, 2019

Council Resolution No.: 19-187

References: Transportation Association of Canada
105C Communications Response Policy
502C Winter Maintenance Policy

POLICY STATEMENT

Council will provide for the establishment of minimum standards of inspection and maintenance for seasonal road activities.

PURPOSE

To establish priorities and a system of inspections for seasonal road activities.

SCOPE AND GUIDELINES

This policy applies to road inspection and maintenance, street sweeping, crosswalk marking, and the care of sidewalks, curbs and gutters located within the Town of Olds boundary.

DEFINITIONS

"Red Route(s)" are outlined as per the the winter road maintenance procedure map.

RESPONSIBILITIES

The Director of Operations, and/or designate, shall be responsible for the implementation of this policy.

STANDARDS

The standards are outlined in each section below.

Safety concerns shall be responded to within 24 hours in addition, the Town shall provide an after hours phone number for emergency calls from the public.

1. Road Inspection and Maintenance

Pot Holes, Cave-Ins and Cracks

- Roads shall be inspected annually in the Spring. Repairs of conditions shall proceed as soon as possible.
- Pot holes shall be repaired throughout the year. Pot holes or cave-ins large enough to cause damage to a vehicle or person shall be immediately barricaded and repaired as required.

Signage

- All signage shall be inspected annually for condition and visibility. Missing stop signs shall be replaced as soon as discovered. Faded signs shall be replaced as the approved budget permits.

Spills or Litter

- Spills or litter shall be removed as soon as possible when reported or observed.

Grading or Graveling

- All gravel streets and lanes shall be bladed once in Spring and Fall. Problem areas shall be inspected and re-graded or otherwise dealt with.
- Dust control shall be used as required on Town gravel roads.

2. Street Sweeping

- The Town will initiate street sweeping as soon as weather permits each Spring.
- The residential areas to be swept are to be posted with “no parking” signs 12 hours prior to commencing sweeping, other than Red Routes.
- First priority will be given to Red Routes before moving on to residential areas. Outside of the Red Route priorities, sweeping will be done in sequential order and by varying start locations annually.
- Sweeping hours are as follows:
 - Uptowne commercial areas, when required, 4:00 a.m. to 8:00 a.m.
 - All remaining areas of Town when required.
- All streets will be swept, at least once, and thereafter, on an ongoing basis.
- All streets will be swept in the Fall, weather permitting.
- Town paved parking areas will be swept as required after the initial Spring sweeping.

3. Crosswalk Marking

Objectives

- To define crosswalks for pedestrians for a safe and legal method of crossing roadways.
- To provide a highly visual method of marking restricted parking areas by means of curb marking.
- To provide the motoring public with high visibility roadway markings (in addition to signage) of school zone crosswalks.
- To provide an economical and efficient method of roadway marking.
- Not every intersection will have markings. However, every intersection is considered a crosswalk.

Benefits

- Safer road crossing conditions for pedestrians in high traffic areas.
- Safer conditions for pedestrians in school zones.
- A reduction in illegally parked vehicles.

Marking

All roadway markings must conform to the Transportation Association of Canada (TAC) guidelines.

- Crosswalks in school zones will be marked annually by July 1st of each year.
- Marked crosswalks in the Uptowne commercial area and playground zones will be marked annually.

4. Sidewalks, Curbs and Gutters

All inspections will assess the conditions of the sidewalks and curbs.

All defects and hazards shall be classified on a 4 point rating system:

- **Satisfactory** - no effect on service with no action required
- **Minor** - serviceable but a low priority to repair
- **Moderate** - serviceable requiring attention within the next 2 to 5 years
- **Major** - requires repair

Priorities

All sidewalks within the Town shall be classified into two major categories based on the type and volume of traffic.

Category A

Schools, hospital, senior citizen's complexes, public facilities, downtown commercial areas and high volume.

This section represents areas of "high pedestrian traffic volumes" in commercial/retail areas and pedestrians more affected by walking surfaces adjacent to public facilities such as hospitals, senior citizen's complexes, etc.

Sidewalks designated in Category A shall be inspected on an annual basis.

Category B

All other sidewalks i.e. residential.

This section represents residential sidewalks, light commercial and industrial sidewalks which traditionally experience low pedestrian traffic volumes.

Sidewalks designated in Category B shall be inspected every three years on a rotating basis, with portions of town being inspected each year.

Maintenance

The criteria for assessing and establishing parameters will be based on:

- Safety and Liability
- Budget
- Drainage



COMMITTEE OF THE WHOLE COVER SHEET

Date: March 4th, 2024

Author: Executive Support CAO & Council- Chylla Nault

Department: Office of the CAO

SUBJECT: Chief Administrative Officer Report

COMMITTEE DIRECTION

Accept as presented; and/or provide recommendations to Council through the Chief Administrative Officer.

BACKGROUND

One of the Chief Administrative Officer's responsibilities is to advise and inform the council on the operations and affairs of the municipality.

ATTACHMENTS – n/a