



**Council Policies and Priorities Committee
Regular Meeting Agenda
For Monday, July 5, 2021 at 1:00 p.m.
To be held electronically from the
Town Office at 4512 – 46 Street Olds, AB**

As of March 27, 2020 the *Meeting Procedures (COVID-19 Suppression) Regulation* was enacted to assist local municipal governments meet *Municipal Government Act* legislative requirements for holding Council meetings.

This meeting is open to the public to attend.

The Council meeting is being LIVE STREAMED, and may be viewed on the Town's website at olds.ca.

Chair is Deputy Mayor – Councillor Debbie Bennett

1. Call To Order

1A) Added Items

1B) Adoption of the Agenda

2. Adoption of Previous Minutes

Pages 3-9 2A) Policies and Priorities Committee Previous Meeting Minutes

3. Reports / Statistics

Page 10 3A) Operations / Capital Project – Monthly Verbal Update

4. Presentations and Delegations

Pages 11-28 4A) Economic Development Secretariat

5. Business Arising from the Minutes / Unfinished Business

6. Bylaws

Pages 29-58 6A) Bylaw 2021-09 Community Standards Bylaw 2018-05 Amendment

7. New Business

Pages 59-68 7A) Council Strategic Plan

Pages 69-73 7B) Council Policy 108C Civic Recognition

Pages 74-82 7C) Council Policy 205C Rules for Flying Flags

Pages 83-88 7D) Council Policy 901C Recreational Facilities and Sports Fields Use
Pages 89-94 7E) Council Policy 902C Green Space Areas

8. Adjournment

PUBLIC INFORMATION:

Media Scrum: any questions arising from the media can be sent to our 'Communications Coordinator' at communications@olds.ca and they will be forwarded on to the person addressed.

For a member of the public to speak to Council during a Council meeting, the item for discussion must fall under either one of the two excerpts noted below, as per the Town of Olds Procedural Bylaw.

Queries to Council during Council Meetings:

Excerpts from Town of Olds Procedural Bylaw

Conduct of Meetings

4. The Mayor or other presiding Chair may, upon request of a member of Council, authorize a person in the public gallery to address Council, but only on the topic being debated at that time in the meeting and with time limits specified by the Mayor or other presiding officers.

Delegations

4. Delegations who have not submitted a written letter may be granted by the Mayor or other presiding officer a brief opportunity to outline the matter they wish to present to Council, and following that outline, the Mayor or other presiding officer shall determine if the delegation is to be granted time to present the matter outlined.

Queries to Council can be sent via email during the Council meeting to legislative@olds.ca



POLICIES AND PRIORITIES COMMITTEE REPORT

Date: July 5, 2021
Author: Kelly Lloyd, Coordinator of Strategic Affairs
Department: OCAO
SUBJECT: Adoption of Previous Minutes

COUNCIL DIRECTION

Accept the minutes as presented.

BACKGROUND

The minutes from the June 7, 2021 Committee of Council Policies and Priorities meeting are being presented for Council approval.

ATTACHMENTS

Council Policies and Priorities Committee Meeting Minutes of June 7, 2021.

PRIOR TO ADOPTION

Minutes of the Town of Olds Council Policies and Priorities Committee meeting being conducted electronically through ZOOM Meetings on Monday, June 7, 2021 at 1:00 p.m. through the Council Chambers, at the Town of Olds Municipal Office, 4512 – 46 Street, Olds, Alberta.

As of March 27, 2020 the *Meeting Procedures (COVID-19 Suppression) Regulation* was enacted to assist local municipal governments meet *Municipal Government Act* legislative requirements for holding Council meetings. The PUBLIC had the opportunity to HEAR the meeting by calling this number 1 587 328 1099 (within Canada) and when prompted enter the Meeting ID 337 948 8245 and then Password 943170 to listen in to the live meeting.

ELECTED OFFICIALS Participating Virtually:

In the Chair, Deputy Mayor, Councillor Debbie Bennett (from Council Chambers)
Mayor Michael Muzychka Councillor Mary Anne Overwater, Councillor Wanda Blatz, Councillor Heather Ryan, Councillor Mary Jane Harper and Councillor Mitch Thomson.

ABSENT– ELECTED OFFICIALS:

Participating virtually for the Regular meeting of Council – STAFF:

Michael Merritt, Chief Administrative Officer; Doug Wagstaff, Acting Director of Operations; Sheena Linderman, Director of Finance; Justin Andrew, Director Of Protective Services; Michelle LaRoche, Acting Director of Community Services; Monica Leatherdale, Communications Coordinator; and Marcie McKinnon, Legislative Clerk.

1. Call To Order

Chair Deputy Mayor Debbie Bennett called the meeting to order at 1:03 p.m.

1A) Added Items

CAO Merritt requested Community Police Officer (CPO) Vehicle be added as Item 6A.1) on the agenda
Councillor HARPER requested a Closed Session under FOIP 21 at end of meeting

1B) Adoption of the Agenda

Moved by Councillor Ryan, “to accept the Policies and Priorities Committee agenda for the June 7, at 1:00 p.m. meeting, as amended.”

Motion Carried PP21-57

2. Adoption of Previous Minutes

2A) Policies and Priorities Committee Previous Meeting Minutes

Moved by Councillor Blatz, “to accept the May 3, Council Policies and Priorities Committee Minutes for as presented.”

Motion Carried PP21-58

3. Reports / Statistics

3A) Operations / Capital Project – Monthly Verbal Update

Acting Operations Director Wagstaff introduced the new Operations Manager Mr. Dale Rankel. Mr Rankel introduced himself to Council.

Mr. Ben McPhee, Town of Olds Engineering Technologist provide Council with Capital Projects updates as follows:

Highway 27 & 70:

- RFP is complete and contractor is selected.
- We are awaiting Alberta Transportation final approval for the drawings.
- Once the approvals are completed, the contract will be signed for the project.
- Expected start date is late June

68th Street / Roundabout:

- Alberta Environment Approvals have been received.
- Contractor is ordering materials.
- Fortis is expected to start moving power poles and burying a portion of the line shortly.
- Main contractor is expected to start at the beginning of July.

Ops Centre:

- There are some odds and ends left to do such as landscaping and a bit of parking lot, but for all intents and purposes it is complete.
- We have started moving into the facility as time allows in a phased in manner.
- Project is on budget.
- Public needing to contact Operations are encouraged to do so via email if in person inquiries are required the public is requested to call ahead to arrange a time for an appointment.

North Reservoir Re-lining:

- Contractor has started work.
- Scaffolding is set up on the outside and inside of the reservoir.
- High pressure washing to remove loose debris and expose any other potential issues was completed.
- There were additional quantity that was identified on the ceiling of the reservoir, but this is covered under the existing project budget.
- Project is on budget and on schedule.

Wayfinding:

- Locations are staked out, and locates are being completed.
- 6 Vehicle Directional (mostly around Uptowne core) & 1 Civic Amenity (New Ops Centre)
- Contractor is expected to start in the next week or two.

Sewer re-lining project:

- Contractor is starting this week with cleaning, information gathering, and inspection videos.
- Once this is complete, it is usually a month for the liners to be made before coming back to install.
- Streets impacted (Approx. 1.3km worth of line):
 - o A section of Shannon Drive (from just west of Shannon Close to 43 St Close)
 - o Shannon Close
 - o A section of 55 Ave (44 ST to 43 ST)
 - o 49 Street (50 Ave to 52 Ave)
 - o 56 Street (49 Ave to 48 Ave)
 - o 49 Ave (one small section going north from 56 ST)
 - o 51 St (48 Ave to 47 Ave)

AC install in Evergreen Centre and Sump Pump replacement in Sportsplex

Arrangements being finalized with contractors for timing/availability for work to be completed (each only a couple of days)

Council discussion ensued. Mr. McPhee responded to Council queries.

Moved by Councillor Harper, "to accept the Operations / Capital Project Verbal Update for information."
Motion Carried PP21-59

4. Presentations and Delegations

4A) Jaffray Elite Training (JET) - Mr. Jason Jaffray

Acting Director of Community Services, Michelle LaRoche introduced Mr. Jason Jaffray who requested time to speak to Council regarding access to Town facilities.

Moved by Councillor Harper, "that Council accept the Jaffray Elite Training (JET) - Mr. Jason Jaffray Report for information."

Motion Carried PP21-60

4B) Youth Empowerment and Support (YES) – Program Presentation

Town staff introduced the delegation from YES Program, Ms. Raelynn Notley gave presentation to Council as contained in the agenda package.

Moved by Councillor Overwater, "that Council thank Ms. Notley and to accept the YES Presentation for information."

Motion Carried PP21-61

4C) Olds and District Hospice Society Club Presentation – Annual Report

Town staff introduced the delegation from Olds and District Hospice Society, Ms. Mary Smith gave the Societies' Annual Report to Council as contained in the agenda package.

Moved by Mayor Muzychka, "that Council accept the Olds and District Hospice Society Club's Annual Report for information."

Motion Carried PP21-62

4D) Family and Community Support Services (FCSS) - Annual Report

Town of Olds Facilitator, Ms. Heather Dixon presented the Family and Community Support Services (FCSS) - Annual Report to Council as contained in the agenda package.

Ms. Dixon noted an error on page 48 of the agenda package; on the chart "HOPE" is listed twice and one line should be deleted, adjusting the total to \$95,666 of the 2020 external grants that were awarded.

Moved by Councillor Blatz, "that Council accept the Family and Community Support Services (FCSS) - Annual Report for information."

Motion Carried PP21-63

Deputy Mayor Bennett recessed the meeting at 2:54 p.m.

Deputy Mayor Bennett reconvened the meeting at 3:05 p.m.

5. Business Arising from the Minutes / Unfinished Business

6. Bylaws

6A) Bylaw 2021-09 Community Standards Bylaw 2018-05 Amendment

Director Andrew and CPO Eric Christensen spoke on the proposed amendments to the existing Community Standards Bylaw 2018-05.

Council discussion ensued on:

Bees – *remove*

Graffiti – *Protective Services to re-write point 3.5 with dates*

Back Yard Rinks - *remove and review / consider moving under 'unsightly premises'*

House Numbering - *include*

Non Domesticated (Wild) Animals – *will reference Provincial / Federal Acts and include the list*

Vicious Dog Sign – *remove dog from sign and change to 'Animal'*

Moved by Mayor Muzychka, "that Council accept the proposed amendments to the Community Standards Bylaw 2018-05 for information and direct administration to bring back to a future Council meeting."

Motion Carried PP21-64

ADDED ITEM

6A.1) Community Police Vehicle

CPO Eric Christensen spoke to the opportunity to purchase a SUV police vehicle from community that is disbanding their community police program. It was indicated that it would be a great addition to the Town of Olds fleet and the cost could be offset by selling the current CPO car. The SUV CPO has the necessary equipment and has the option to move to another SUV at the end of the life of this vehicle. (Vehicle in question is a 2015 Ford Explorer – Police Package, \$40,000 pricing has been secured with selling municipality and it is estimated \$3000 to change decals, add a radio and make one repair to an external mirror.)

Director Linderman indicated that the funds would come from the capital asset management reserve.

CPO Christensen spoke to not requiring a mechanical inspection; indicating that he has reviewed all maintenance documents and that this is a good vehicle.

Moved by Councillor Ryan, "that Administration bring back a spring budget for council to consider at a future council meeting."

Motion Carried PP21-65

6B) Council Ad Hoc Committee – Code of Conduct Bylaw 2018-01 Review

Committee Chair, Councillor Overwater spoke to the work of the committee, narrating the changes as contained in the agenda package being presented to Council for consideration.

Council held straw poll on 60 days or 90 days. Consensus was 90 days.

Moved by Councillor Harper, "that Council accept the Council Ad Hoc Committee – Code of Conduct Bylaw 2018-01 recommendations for information and direct administration to vet through legal team and present at future council meeting."

Motion Carried PP21-66

6B.2) Council Policy 103C Terms of Reference

Mrs. Kelly Lloyd spoke to the changes being presented, administration has ensured the policy matches the proposed changes in the Council code of conduct bylaw.

Council discussion ensued.

Moved by Councillor Thomson, “that Council accept the Council Policy 103C Terms of Reference as amended for information and direct administration to bring back to future council meeting.”

Motion Carried PP21-67

6B.3) Council Policy 107C Elected Officials Appointments

Mrs. Kelly Lloyd spoke to the changes being presented, administration has ensured the policy matches the proposed changes in the Council code of conduct bylaw.

Council discussion ensued.

Moved by Councillor Harper, “that Council accept Council Policy 107C Elected Officials Appointments for information and direct Administration to bring forward to the July P&P meeting.”

Motion Carried PP21-68

6B.4) Council Policy 113C Public at Large Appointments

Mrs. Kelly Lloyd spoke to the changes being presented, administration has ensured the policy matches the proposed changes in the Council code of conduct bylaw.

Moved by Councillor Overwater, “that Council accept the Council Policy 113C Public at Large Appointments for information and direct Administration to bring back to a future P&P meeting.”

Motion Carried PP21-69

7. New Business

7A) Council Policy 901C Recreational Facilities and Sports Fields Use

7B) Council Policy 902C Green Space Areas

Moved by Councillor Harper, “that Council defer Council Policy 901C Recreational Facilities and Sports Fields Use and Council Policy 902C Green Space Areas to the July P&P meeting.”

Motion Carried PP21-70

Council discussion ensued on users groups and ice time at Town facilities.

Added Item

Closed Session FOIP 21 disclosure harmful to intergovernmental relations

Moved by Councillor Harper, “that Council move to closed session in accordance with Section 197(2) of the *Municipal Government Act* to discuss matters exempt from disclosure under FOIP Section 21 at 5:58 p.m. with CAO Merritt, Director Wagstaff, Director Linderman and Director Justin Andrew to remain in attendance.”

Motion Carried PP21-71

Deputy Mayor Bennett explained the process to the meeting participants for when Council moves in and out of the Closed Session.

Monica Leatherdale and Marcie McKinnon along with the viewing public were moved to the waiting room of the meeting platform at 5:59 p.m.

Moved by Councillor Overwater, “that the meeting reconvene to the regular Council meeting at 6:25 p.m.”

Motion Carried PP21-72

Deputy Mayor Bennett recessed the meeting at 6:25 p.m.

Deputy Mayor Bennett reconvened the meeting at 6:35 p.m.

Administration moved staff and the public from waiting room back to the meeting at 6:35 p.m.

8. Adjournment

Moved by Councillor Overwater, "that this meeting be adjourned."

Motion Carried PP21-73

The meeting adjourned at 6:35 p.m.

Debbie Bennett
Deputy Mayor

Michael Merritt,
Chief Administrative Officer

These minutes were approved on ____ day of July, 2021.

NOTE: Live streaming of Town of Olds Council meeting began in October of 2020. To watch recordings of council meetings please visit the Town of Olds – YouTube Channel.



POLICIES AND PRIORITIES COMMITTEE REPORT

Date: July 5, 2021

Author: Acting Director of Operations, Doug Wagstaff

Department: Operations

SUBJECT: Operations / Capital Project Monthly Update

COUNCIL DIRECTION

Accept the verbal updated as presented, for information.

BACKGROUND

During construction of capital projects throughout the year a monthly update is provided at Policies and procedure meetings. These updates are based on work that is currently being worked on and change from time to time as some projects are completed and others are started throughout the year.

ATTACHMENTS

None



POLICIES AND PRIORITIES COMMITTEE REPORT

Date: July 5, 2021

Author: Larry Wright, Strategy & Technology Officer
(Chairman Old's Economic Development Secretariat)

Department: Office Of the CAO

SUBJECT: Town of Olds Economic Development Secretariat – Tourism Development

Committee - Strategy

COUNCIL DIRECTION

Accept for information and/or provide direction to administration and bring back to a future regular council meeting.

BACKGROUND

Presentation to Council P & P -Town of Olds Economic Development Secretariat – Tourism & Development Committee Strategy - Presentation

ATTACHMENTS

Economic Development - Town of Olds Economic Development Secretariat – Tourism & Development Strategy - Power Point



TOURISM AND VISITOR STRATEGY FOR THE TOWN OF OLDS

Presentation to
Town of Olds Council

*Policy & Priorities Meeting
July 5, 2021*

Why Develop a Strategy?



WHY DEVELOP A STRATEGY?

14

- **To set direction and priorities**

- Sets direction, defines what our 'view of success' looks like and prioritizes activities that will make this view our reality.

- **To simplify decision making**

- There are always new ideas and potential initiatives, defined priorities make it easier to say no to distracting initiatives and yes to ones that move us closer to our view of success.

- **To drive alignment**

- Answers the question "How can we better align all our resources to maximize our success?" Resources include financial, people, ideas, volunteer hours, expertise, et al.

- **To communicate the message**

- When our stakeholders know where we are going, we allow even greater opportunities for people to help us maximize our success in getting there.



3

WHY DEVELOP A STRATEGY?

15

- With the recent changes to how Economic Development is delivered in the Town of Olds, having a strategy becomes even more important:
 - Allows us to define a fresh and new way of working together, if there is a willingness.
 - Allows us to define a common 'view of success' that will guide the work to be done.
 - Allows for the acknowledgement of the great work that has been done and identifies opportunities to continue (to build on) initiatives and programs that will contribute to this 'view of success'.
 - Allows, and makes opportunity for, willing community members and stakeholders to contribute in ways that are meaningful to them.



4

What Does that Look Like for the Town of Olds?



WHAT IS TOURISM?

17

As defined in the Tourism Committee's Terms of Reference:

- **Tourism is defined as** "the act and process of spending time away from home in pursuit of recreation, relaxation, entertainment, and leisure, while making use of the commercial provision of services.
- **Tourism**, overlaps with other activities, interests, and processes, including but not limited to, business (conferences), sport (tournaments and competitions), environmental (eco-tours, extreme/adventure recreation), agricultural tourism (farm tours), art and culture (festivals and celebrations), destination tourism (casino, nature features, breweries/wineries), et al.



6

WHAT DOES THAT LOOK LIKE FOR THE TOWN OF OLDS?

18

The Town of Olds wishes to continue to provide avenues for volunteers to contribute their time, talent, and treasury, to initiatives that enhance the quality of life in Olds.

How do they plan to do this?

- The Town of Olds Economic Development Secretariat was created in the summer of 2019 and consists of Town of Olds Economic Development staff including the Operational Services Department, Council, and CAO Executive, along with members from the Olds Institute for Community and Regional Development, Olds Chamber of Commerce, and Olds College.

Recent changes:

The Secretariat has been advised of a new member appointed from the Chamber of Commerce and we wish to thank Mr. Mark Johnson, Chamber past President and original member of the Town of Olds Economic Development Secretariat, 2019 to 2021.



7

**The Olds Economic Development Secretariat
will initiate a Tourism Committee:**



CAO

Economic Development
Secretariat

Tourism Committee

TOURISM COMMITTEE MANDATE:

20

- The Tourism Committee is responsible for facilitating the development of the local tourism economy through identifying strategic priorities, securing partnership funding, fostering community brand identity, and ensuring that there is alignment between the tourism related objectives and activities of the Town of Olds, various stakeholders, and between local and regional initiatives.
- To encourage and grow tourism opportunities in Olds.



9

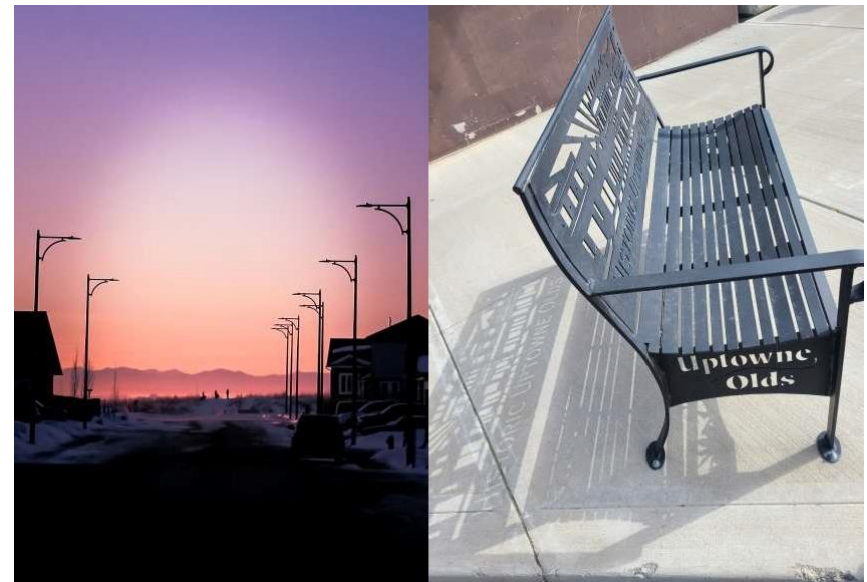
Proposed Timeline

21

May	June	July	August	Sept.	Oct.	Nov.	Dec.
	Phase 1 - Initiation						
		Phase 2 - Project Planning					
				Phase 3 - Project Implementation			

Phase 1:

- Develop Project Charter
- Present Project Process to Economic Development Secretariat (1st wk June)
- Economic Development Secretariat completes a Community Assessment Tool
- Creation of a Tourism and Visitor Inventory
- Begin work with Communications to develop effective accounts / messaging
- website and social media



10

Proposed Timeline

22

May	June	July	August	Sept.	Oct.	Nov.	Dec.
Phase 1 - Initiation							
		Phase 2 - Project Planning					
				Phase 3 - Project Implementation			

Phase 2:

- Present Project Process to Council
- Set up Tourism Committee - working on process for recruitment and screening criteria
- Have Tourism Committee complete Community Assessment Tool
- Finalize Project Management Plan



11

Proposed Timeline

23

May	June	July	August	Sept.	Oct.	Nov.	Dec.
Phase 1 - Initiation							
		Phase 2 - Project Planning					
				Phase 3 - Project Implementation			

Phase 3:

- Develop Scenario Model
- Develop Strategy and Recommendations
- Present Strategy and Recommendations to Council for Approval
- Develop Implementation Plan



12

WHAT CAN YOU DO?

24

We are asking you to consider and spread the word.

“Public at Large” to join the Tourism Committee:

- **The Tourism Committee** shall be comprised of a minimum of five (5) and a maximum of seven (7) representatives:
 - **Three (3) to Five (5) Public Members** as appointed by the Town of Olds Secretariat; and
 - **Two (2) Town Staff** as assigned by the Chief Administrative Officer.
 - Public Member selections will be free from discrimination of any kind.
 - Public Members should be considered for the skills, knowledge, and expertise which they possess, as well as their ability to process information in a timely manner and consider openly any issues/topics that may arise.



PUBLIC MEMBERS:

25

Public Members to consider include stakeholders of:

- Hotel/Accommodation industry
- Education entities
- Artisans
- Financial institutions
- Sports & Entertainment businesses/community groups
- Service Clubs
- Digital Telecommunication/Broadband Technology
- Business owner/operators/developers
- Economic development organizations

Committee members shall be familiar with the tourism / hospitality industry and the Terms of Reference.



THE TOURISM COMMITTEE:

26

- **The Tourism Committee is to research, analyze, develop, and evaluate programs** that identify and address opportunities and barriers to the impact on the subsistence, stability, and growth of the Olds tourist activity.
 - It will provide business growth recommendations to the Town of Olds Economic Development Secretariat.
- **Members shall work together** to develop a common approach that is reasonable and practical.
- **The Tourism Committee** shall complete a self-evaluation process once a year, based on the Town of Olds Strategic Plan, along with committee goals and economic assessment tools, and report the results to the Town of Olds Economic Development Secretariat. |



PROCESS FOR BECOMING A TOURISM COMMITTEE MEMBER:

27

The Town is still working on:

- The process for recruiting members and ensuring that it is in alignment with Town Policy and Procedures.
- Recruiting criteria to sort through applications.
- We anticipate putting a call out for members in the near future to set up the Tourism Committee.
- The quicker we establish the Tourism Committee, the quicker we may develop a strategy and start to stimulate tourism activity!



THANK YOU FOR YOUR TIME AND ATTENTION.

QUESTIONS?





6A

POLICIES AND PRIORITIES COMMITTEE REPORT

Date: July 5, 2021

Author: Sgt. Eric Christensen, Senior Community Peace Officer

Department: Municipal Enforcement

SUBJECT: DRAFT Bylaw 2021-09 Community Standards Amendment Bylaw

COUNCIL DIRECTION

Accept for information.

BACKGROUND

The Community Standards Bylaw 2015-08 came into effect on July 4, 2016. A first set of amendments came stemming from the one-year review resulting in Bylaw 2017-18 CSB Amendment Bylaw was passed at the October 10, 2017, Regular Council Meeting. In 2018 Council directed Administration to review parking of heavy vehicles in such a way as to balance residential district aesthetics and operational impacts resulting in Community Standards Amendment Bylaw 2019-01 was passed at the January 14, 2019, Regular Council Meeting

In October 2020, Council reviewed the results of a community survey and engagement about animal control. Administration was directed to prepare amendments to the Land Use Bylaw and Community Standards for Council consideration. At the March 2, 2021, Policies & Priorities Council Meeting, Council reviewed the Community Standards Bylaw Amendment Draft – Animal Section, specifically addressing the keeping of chickens. Bylaw 2021-04 Community Standards Amendment Bylaw was passed on April 26, 2021.

At the June 7, 2021, Policies & Priorities Council Meeting Council reviewed the Community Standards Bylaw Amendment Draft resulting in direction given to Sgt. Christensen for adjustments. The attached Draft Bylaw 2021-09 Community Standards Amendment Bylaw contains proposed changes and requested adjustments to the Community Standards Bylaw Animal Section incorporating amendments to verbiage, definitions, regulations, numbering, and schedules.

ATTACHMENTS

Draft Bylaw 2021-09 Community Standards Amendment Bylaw
Bylaw 2015-08 – Community Standards Bylaw Consolidated Feb 2020

TOWN OF OLDS

BYLAW 2021-09

Community Standards Amendment Bylaw

A bylaw of the Town of Olds, in the Province of Alberta, pursuant to the provisions of the Municipal Government Act, being Chapter M-26 of the revised statutes of Alberta 2000 and amendments thereto, to provide for the amendment of the Community Standards Bylaw No. 2015-08.

WHEREAS it is desirable for regulations which influence neighborhood liveability to be located, as much as possible, in one bylaw; notwithstanding, Council has adopted various specific bylaws establishing community living standards,

WHEREAS community standards are intended to be reviewed regularly and amended as Council deems appropriate. Council's desire is to influence respect for each other as neighbors and balance enforcement with the liveability of neighbors and neighborhoods;

AND WHEREAS the Council of the Town of Olds deems it necessary and expedient to amend the Community Standards Bylaw No. 2015-08,

NOW, THEREFORE, the Council of the Town of Olds, in the Province of Alberta, duly assembled, enacts as follows:

Numeric order corresponding with amendments herein.

Page 5 (amendment/add to definitions)

"Bee" means the insect *Apis Mellifera* L.

Page 6 (amendment/add to definitions)

"Communicable Disease" means diseases that can be passed from animal to animal and zoonotic diseases.

Page 8 (amendment/add to definitions)

"Heat" means a recurring period of sexual receptivity in many female mammals.

Page 8 (amendment/add to definitions)

"Ice Rink (or Ice-Skating Rink)" means a frozen body of water and/or hardened chemicals where people can ice skate or play winter sports.

Page 9 (amendment/add to definitions)

"Livestock" includes, but is not limited to:

- i. horse, mule, ass, swine, emu, ostrich, llama, alpaca, sheep, or goat;
- ii. domestically reared or kept deer, reindeer, moose, elk, or bison; farm-bred, fur-bearing animals including foxes and mink; animals of the bovine species;

- iii. animals of the avian species including chickens, turkeys, ducks, geese, or pheasants; and
- iv. all other animals that are kept for agricultural purposes, but does not include cats, dogs, or other domesticated household pets.

Page 15 (amendment replace)

3.5 (b) All Graffiti shall be removed within seventy-two (72) hours of becoming aware of the Graffiti unless weather conditions are below 10 degrees Celsius or lower between the months of November 1st to April 30th. The Property Owner shall ensure that all reasonable steps are taken to minimize the duration and visual impact of graffiti placed on the property. Graffiti will be removed or temporarily covered within seventy-two (72) hours regardless of time of year if the Graffiti is racist, derogatory, or discriminatory in nature.

Page 16 (amendment add)

Ice Rinks Exceptions

3.22 All private ice rinks must comply with the Community Standard Bylaw hours:

Monday to Saturday from 7 a.m. to 10 p.m. and Sunday and holidays 10 a.m. to 10 p.m.

Page 20 (amendment add)

Ice Rinks

4.24 No Person shall construct a private ice rink on town owned property.

4.25 Rinks must be at least 1.0 m from all property lines and boards no taller than 1.0 m

4.26 Any boards higher than 1.0 m or structures built would be considered development and would require a development permit.

4.27 No person shall allow excessive noise from the rink as determined in this section 3.22 of this bylaw.

4.28 No person shall install lights that are directed at any adjoining properties and/or light does not adversely affect adjacent sites.

Page #20 (amendment add)

House Numbering

4.29 All houses must display house number visible to the street. Can not be obscured by vegetation.

Page 22 – 31 (remove existing wording Sections 6.1-6.50)

Page #22 (amendment add)

5.22 (1) A person shall not ride a e-scooter on any highway as defined in this bylaw.

- (a) If rider has to cross the highway, they must use a crosswalk if available and must use muscular power.

(2) This section does not apply:

- (a) if the bicycle, not including an e-bike, has a wheel diameter of 50 centimeters or less; or
- (b) if the sidewalk is designated as a path.

5.23 (1) A person shall not ride an e-scooter on any path unless the e-scooter has the following:

- (a) at least one headlamp but not more than 2 headlamps;
- (b) at least one red tail lamp;
- (c) at least one red reflector mounted on the rear.
- (d) Must not ride on any path unless the e-scooter has a hand brake
- (e) Must not exceed 20 km/h on any path.

(2) Every person riding a bicycle, e-bike, or e-scooter on any improved or unimproved trail shall alert anyone about to be overtaken by sounding a bell or horn a reasonable amount of time before overtaking.

Page 24-32 (amendment add)**LICENSING REQUIREMENTS****LICENSING INFORMATION**

6.1 No person shall own or keep any Animal the Town of Olds unless the animal is licenced in the manner as provided for in this bylaw:

- a. any Animal except urban hens shall wear a licence purchased for that Animal when the Animal is off the property of the Owner;
- b. no Person shall keep more than three (3) Dogs of an age more than three (3) months;
- c. no Person shall keep more than six (6) Cats of an age more than three (3) months unless that Person has obtained a valid business license for the Town.

6.2 The Owner of an Animal shall:

- a. be eighteen (18) years of age or older;
- b. obtain a Town license for their animal on the first day on which the Town office is open for business after the animal becomes six (3) months of age; and
- c. forthwith notify a Peace Officer of any change with respect to any information provided in an application for a licence under this Bylaw;
- d. Shall provide the necessary documentation, including, but not limited to Veterinarian records, when requested by a Peace Officer.

- 6.3 When applying for a licence under this Bylaw, the Owner shall provide the following:
- a description of the Animal including breed, name, gender, and age;
 - the name, address, and telephone number of the Owner;
 - if the Owner is a body corporate, the name, address, and telephone number of the natural person responsible for the Animal;
 - information establishing that the Animal is spayed or neutered;
 - any other information which the Town of Olds may require; and
 - purchase the annual license fee for each Animal, as set out in Town of Olds Rate Bylaw.
- 6.4 No person shall give false information when applying for a licence pursuant to this Bylaw.
- 6.5 Animal licenses shall be purchased annually from the Town for each Animal owned at the annal fee as set out in the Town of Olds Rate Bylaw:
- on or before January 31 of the current License year;
 - within thirty (30) days following the Animal having attained three (3) months of age;
 - within thirty (30) days after acquiring possession of the Animal, whichever date is latter;
 - and shall always be worn by the animal when the animal is off the owner's property.
- 6.6 No animal licence shall be required for an animal that is accompanying a person who is visiting the Town, if they do not stay in the Town more than thirty (30) days:
- The owner must be able to produce proof that they are visiting the Town not more than thirty (30) days;
 - This section includes animals brought into the Town for the purposes of a competition, parade, fair, exhibition, or other similar event, provided those animals are always under the care and supervision of a competent person.
 - All other provisions of this Bylaw shall still apply;
 - The regulations of this bylaw shall not apply to Special Event activities under the Town of Olds Special Events Bylaw.
- 6.7 A police service member shall not be required to obtain a licence for their service animals.

REPLACEMENT OF A LOST LICENCE

- 6.8 Upon losing an Animal licence, an Owner of an Animal may obtain a licence replacement for a fee as set out in the Town of Olds Rate Bylaw.

NON-TRANSFERABLE

6.9 A licence issued pursuant to this Bylaw is not transferable.

NO REBATE

6.10 No Owner shall be entitled to a licence rebate under this Bylaw.

UNCERTIFIED CHEQUES

- 6.11 Where a licence required pursuant to this bylaw has been paid for by the tender of an uncertified cheque, the licence:
- a. is issued subject to the cheque being accepted and cashed by the bank without any mention of this condition being made on the licence; and
 - b. is automatically revoked if the cheque is not accepted and cashed by the bank on which it is issued.

SERVICE DOGS

- 6.12 Where an individual with a disability is the Owner of a Service Dog trained and used to assist such individual, if that individual provides to the satisfaction of the town, identification that identifies the individual and the individual's Service Dog, then there shall be no fee payable by the Owner for a licence for the Service Dog as set out in the Town of Olds Rate Bylaw.

RESPONSIBILITIES OF OWNERS

RUNNING AT LARGE

- 6.13 The owner of an Animal shall ensure that such Animal is not Running at Large unless provided for in this bylaw.

ANIMALS IN OFF-LEASH AREA

- 6.14 An Owner of a dog is not required to have the dog on a Leash in a Park or portion of a Park which has been designated as an Off-Leash Area by Council.
- 6.15 The Owner of a dog in an Off-Leash Area shall ensure that such dog is always under control of the Owner.
- a. No Owner or person will allow or permit more than three (3) dogs in their custody in an Off-Leash Area;
 - b. The Owner of a dog must be physically capable of controlling and restraining all dogs in their custody in an Off-Leash Area;

- c. The Owner of a dog that is off Leash while in an Off-Leash Area shall carry an appropriate Leash for all dogs in their custody, on their person.
- 6.16 Whether or not a dog that is off Leash is under the control of the Owner is a question of fact to be determined by the Provincial Court hearing a prosecution pursuant to this Section, having taken into consideration any or all the following factors:
- a. whether the dog was at such a distance from its Owner to be incapable of responding to voice, sound, or sight commands;
 - b. whether the dog was responding to voice, sound, or sight commands from the Owner;
 - c. whether the dog bit, attacked, or did any act that injured or threatened a person or another Animal;
 - d. whether the dog caused damage to property.
- 6.17 No Owner of an Animal in Heat, Animal suffering from a communicable disease or a Vicious Animal shall permit the Animal to be in an Off-Leash Area at any time:
- a. A Peace Officer may, upon a dog being in Heat or upon the Owner being in contravention of any provision of this Bylaw, order the Owner of an off-Leash dog, in an Off-Leash Area, to:
 - i. restrain the dog by means of a Leash; or
 - ii. remove the dog from an Off-Leash Area;
 - iii. or both.
- 6.18 An Owner who fails to comply with an order made by a Peace Officer pursuant to this section to restrain or remove a dog is guilty of an offence.
- 6.19 Nothing in this Section relieves a person from complying with any other provisions of this Bylaw.

ANIMALS IN PROHIBITED AREAS

- 6.20 The Owner of an Animal shall ensure that such Animal does not enter or remain in or on:
- a. a Playground, tennis court, Cemetery; or
 - b. any other area which has been designated by the town as an area where Animals are prohibited and where sign prohibiting the animal have been posted.
- 6.21 The Owner of an Animal shall further ensure that such Animal is not running at large on a Playground, tennis court, Cemetery, School Grounds or Sports Field.
- 6.22 If an Animal defecates on any Playground, tennis court, Cemetery, School Grounds or Sports Field, the Owner, or any other person in control of the Animal shall remove such feces immediately.

UNATTENDED ANIMALS

- 6.23 The Owner of an Animal shall ensure that such Animal shall not be left unattended while tethered or tied on premises where the public has access, whether the access is expressed or implied.
- 6.24 The Owner of an Animal shall ensure that such Animal not be left unsupervised while tethered or tied on private property.
- 6.25 The Owner of an Animal left unattended in a motor vehicle shall ensure:
- a. the Animal is restrained in a manner that prevents contact between the Animal and any member of the public or other Animal; and
 - b. the Animal has suitable ventilation.
- 6.26 The Owner of an Animal shall not leave an Animal unattended in a motor vehicle if the weather conditions are not suitable for containment and as a result thereof puts the Animal's well-being and safety at risk.
- 6.27 The Owner of a Motor Vehicle involved in a contravention of section 6.25 or 6.26 of this Bylaw is guilty of an offence unless that Vehicle Owner satisfies the Court that the Vehicle was being driven or was parked by another person that did not have the Vehicle Owners express or implied consent to operate that motor vehicle

SECURING ANIMALS IN VEHICLES

- 6.28 No person shall allow an Animal to be riding outside of the passenger cab of a motor vehicle on a Highway, regardless of whether the motor vehicle is moving or parked.
- a. A person may allow an Animal to be outside the passenger cab of a motor vehicle, if the Animal is:
 - i. in a fully enclosed trailer;
 - ii in a fully enclosed cargo area of the bed of a motor vehicle;
 - iii. contained in a ventilated kennel or similar device securely fastened to the cargo bed of the motor vehicle; or
 - iv. securely tethered in such a manner that the Animal is not standing on bare metal, cannot jump or be thrown from the motor vehicle, is not in danger of strangulation, and cannot reach beyond the outside edges of the motor vehicle.
- 6.29 The owner of a motor vehicle may be charged with an offense referred to in the above section and found guilty of the offence unless the owner of the motor vehicle satisfies the Court that:
- a. the motor vehicle was not being driven or was not being parked by the owner; and

- b. that the person driving or parking the motor vehicle at the time of the offense did so without the owner's express or implied consent.

COMMUNICABLE DISEASES

- 6.30 An Owner of an Animal which is suffering from a communicable disease shall:
- a. not permit the Animal to be in any public place;
 - b. not keep the Animal in contact with or in proximity to any other Animal;
 - c. keep the Animal locked or tied up; and
 - d. immediately report the matter to the Veterinarian Inspector of the Health of Animals Branch of the local office of the Federal Department of Agriculture, and the Senior Community Peace Officer or designate.

NUISANCES

REMOVING EXCREMENT

- 6.31 If an Animal defecates on any public or private property other than the property of its Owner, the Owner shall remove such feces immediately.
- 6.32 If an Animal is on any public or private property other than the property of its Owner, the Owner shall have in his possession a suitable means of facilitating the removal of the Animal's feces.
- 6.33 The Owner of an Animal shall ensure that feces left by it on the property of the Owner does not accumulate to such an extent that it seriously interferes with other property owners' reasonable enjoyment of their property, due to excessive odor and/or unsightliness.

NOISE

- 6.34 The Owner of an Animal shall ensure that such Animal shall not excessively bark, howl, or otherwise make or cause excessive noise which disturbs any person and unreasonably interferes with that person's peaceful enjoyment of his property.
- 6.35 Whether or not any such barking, howling, or other such noise is excessive and unreasonably interferes with a person's peaceful enjoyment of his property is a question of fact to be determined by a Court hearing a prosecution pursuant to this Bylaw.
- 6.36 A Peace Officer may request a Person complaining about an Animal excessively barking, howling, or engaging in any other activity that causes noise to keep a log of all occurrences for a period specified by a Peace Officer. Any Person complaining about an Animal excessively barking, howling, or engaging in any other activity that causes noise,

when requested shall submit a statement in writing to a Peace Officer and agree to give testimony in any court proceeding that may arise.

SCATTERING GARBAGE

- 6.37 The Owner of an Animal shall ensure that the Animal shall not upset any waste receptacle or scatter the contents thereof either in or about a street, lane, or other Public property.
- 6.38 The Owner of an Animal shall immediately return any such upset waste receptacle to an upright position and clean up any contents that may have been scattered in or about a street, lane, or other public property or in or about any premises not belonging to or in the possession of the Owner of the Animal.

THREATENING BEHAVIOURS

- 6.39 The Owner of any Animal shall ensure that such Animal does not:
- a. bark at, or chase other animals, Wildlife, Livestock, or other domesticated household pets, in a threatening manner;
 - b. bark at, or chase bicycles, motor vehicles, or other vehicles;
 - c. growl, lunge, snarl, chase or otherwise threaten a person or persons, whether on the property of the Owner or not, unless the person chased or threatened is a trespasser of the property owner;
 - d. bite, attack, or cause damage to property, animals, Wildlife, Livestock, or other domesticated household pets, whether on the property of the Owner or not;
 - e. cause Severe Injury to an Animal, Wildlife, Livestock, or other domesticated household pets;
 - f. cause death to an Animal, Wildlife, Livestock, or other domesticated household pets;
 - g. attack a person or persons whether on the property of the Owner or not; unless the person attacked is a trespasser on the property owner;
 - h. bite a person or persons whether on the property of the Owner or not; unless the person attacked is a trespasser on the property owner;
 - i. bite or attack a person or persons whether on the property of the Owner or not, causing Severe Injury or not; unless the person attacked is a trespasser on the property owner;
 - j. commit any act other than biting or attacking that injures a person or persons whether on the property of the Owner or not;
- 6.40 No Owner shall use or direct an Animal to attack, chase, harass or threaten a person, Animal, Wildlife, Livestock, or other domesticated household pets.

OTHER ANIMALS, HORSES and LIVESTOCK

- 6.41 Unless so permitted by the CAO, no person shall allow a horse owned or controlled by them to be in a Park or on a Pathway or Highway.
- a. This section shall not apply to horses owned and ridden by the Royal Canadian Mounted Police.
 - b. This section shall not apply to horses or livestock ridden or used in a Town-Sponsored event, approved community event or a parade.
- 6.42 The Owner of a horse or Livestock shall remove defecation from a Highway or Pathway immediately.
- 6.43 No Person shall keep Livestock in any area of the Town except where the keeping of Livestock is allowed under the Town of Olds Land Use Bylaw as amended from time to time.

PIGEONS

- 6.44 No person shall keep pigeons in any area of The Town of Olds for any purpose.

PROHIBITED ANIMALS

- 6.45 Apiculture (beekeeping) or keep an apiary (bees) in any area of the Town of Olds are not permitted and shall follow the Bee Act of Alberta 2000 Chapter B-2 and amendments as amended.
- 6.46 No person shall keep an animal deemed dangerous or objectionable in the opinion of the Medical Officer of Health.
- 6.47 No person shall keep a prohibited animal(s), as outlined in Schedule "D", unless authorized by the CAO or designate in writing and the CAO or designate shall specify the number of Animals permitted including any other conditions with such authorization and must obtain a valid prohibited animal licence, as outlined in Town of Olds Rate Bylaw:
- a. The Owner of a prohibited animal is guilty of an offence if they fail to comply with the written conditions specified by the CAO or designate pursuant to this bylaw.
 - b. Prohibited animals are permitted within the Town of Olds if they are involved in a competition, parade, fair, exhibition, zoo, or other similar event, provided that prior written permission is obtained from the CAO or designate, and the animals are always kept secure and under control of a competent person.
- 6.48 The CAO or designate, may give written notice to the Owner of a prohibited animal, specifying that the Animal(s) be removed from the Town by a specified date.

- a. The Owner of a prohibited Animal is guilty of an offence if they fail to remove the prohibited Animal by the date specified by a Peace Officer.

CAT TRAPS

- 6.49 A resident of the Town of Olds may make an application to Enforcement Services to use a live cat trap, provided by the Town, to catch any Cats located on their Property.
 - a. Cat traps will only be provided to residents from April 1 to September 30.
 - b. Upon catching a Cat, the resident will deliver it forthwith to the Town of Olds Animal Shelter or contact the Town of Olds Enforcement Services.
 - c. Cat traps shall be provided free of charge to any resident or business within the Town of Olds with the proper identification.
 - d. If any other non domesticated animal is caught in the trap, it is the responsibility of the resident to have it removed.

Page 33 (amendment add)

VICIOUS ANIMALS

HEARINGS and ORDER

- 6.63 An Animal may be declared to be a Vicious Animal by the Senior Community Peace Officer or designate.
 - a. The Owner of an Animal alleged to be a Vicious Animal shall be provided a Notice of the animal being deemed vicious. The Notice shall set out the reasons and the process of appeal to the Animal Owner.
 - b. The Senior Community Peace Officer or designate may order the Owner of an Animal alleged to be a Vicious Animal to surrender the Animal to a Peace Officer and the Animal shall be taken and held in an Animal Shelter at the Owner's cost pending the outcome of the Hearing and any appeals.
 - c. The Senior Community Peace Officer or designate may allow the Owner to keep possession of an Animal alleged to be a Vicious Animal, pending the outcome of the Hearing and any related appeals, with contain and control conditions, which in the opinion of the Senior Community Peace Officer or designate, ensures the safety of the public.
- 6.64 Upon hearing the evidence, the CAO may make an order declaring the Animal to be a Vicious Animal or order the Animal destroyed, or both, if in the opinion of the CAO the Animal is likely to cause serious damage or injury to persons, property or other animals, Wildlife, Livestock, or other domesticated household pets, considering the following factors:
 - a. whether the Animal, when unprovoked, has shown a tendency to pursue, chase or approach in a menacing fashion any person or persons or other Animal, Wildlife, Livestock or other domesticated household pets upon the street, sidewalk or on any public or private property;

- b. whether the Animal has attempted to Bite, or has bitten any person or Animal, Wildlife, Livestock, or other domesticated household pets;
 - c. whether the Animal has injured, attacked, or caused Severe Injury to any person or Animal, Wildlife, Livestock, or other domesticated household pets;
 - d. the Aggression Scale Classification made by a Peace Officer pursuant to Section 6.81;
 - e. the circumstances surrounding any previous biting, attacking, or injuring incidents; and
 - f. whether the Animal has caused death to another Animal, Wildlife, Livestock, or other domesticated household pet.
- 6.65 A Vicious Animal order pursuant to this Bylaw continues to apply if the Animal is sold, given, or transferred to a new Owner and the new Owner must be made aware of the order.
- 6.66 The Owner of a Vicious or dangerous Animal must immediately notify the Senior Community Peace Officer or designate upon relocating in the Town. The Senior Community Peace Officer or designate may take cognizance of an order issued in another jurisdiction and direct that the order applies within the Town.
- 6.67 The Owner of an Animal alleged to be a Vicious Animal shall comply with a surrender order made by the Senior Community Peace Officer or designate, any contain and control conditions prescribed by the CAO, Senior Community Peace Officer or designate or Justice pursuant to this bylaw.

VICIOUS DOG REGULATIONS

- 6.68 The Owner of a Vicious Animal shall within five (5) days after the Animal has been declared vicious by a CAO or Justice:
- a. have a licenced veterinarian tattoo or implant an electronic identification microchip in or on the Vicious Animal identifying the Animal with a unique identifier to the Animal;
 - b. provide the information contained on the tattoo or in the microchip to a Peace Officer; and
 - c. have the Vicious Animal spayed or neutered if such a procedure has not yet been carried out on the Animal.
- 6.69 The Owner of a Vicious Animal shall:
- a. forthwith notify a Peace Officer should the Vicious Animal be sold, gifted, or transferred to another person or die; and
 - b. remain liable for the actions of the Vicious Animal until formal notification of sale, gift, or transfer is given to a Peace Officer.

- 6.70 With regards to the behavior of a Vicious Animal, the Owner of a Vicious Animal shall:
- a. ensure that such Vicious Animal does not engage in any threatening behaviors prohibited by this Bylaw;
 - b. ensure that such Vicious Animal does not damage or destroy public or private property;
 - c. ensure that such Vicious Animal is not Running at Large; and
 - d. forthwith notify a Peace Officer of the Vicious Animal Running at Large in the event of escape.
- 6.71 The Owner of a Vicious Animal shall ensure that when such Vicious Animal is confined indoors on the property of the Owner and such Vicious Animal is:
- a. under the control of a person eighteen (18) years of age or older.
- 6.72 The Owner of a Vicious Animal shall ensure that when such Vicious Animal is confined outdoors on the property of the Owner such Vicious Animal is:
- a. in a locked pen or other structure, constructed to prevent the escape of the Vicious Animal, and capable of preventing the entry of any person not in control of the Vicious Animal. The locked pen or structure shall:
 - i. have secure sides and a secure top, and if it has no bottom secured to the sides, the sides must be embedded in the ground to a minimum depth of thirty (30) centimeters;
 - ii. provide the Vicious Animal with shelter from the elements;
 - iii. be of the minimum dimensions of one and one-half (1.5) meters by three (3) meters and be a minimum one and one-half (1.5) meters in height; and
 - iv. not be within one (1) meter of the property line or within five (5) meters of a neighbouring dwelling unit.
 - b. Or securely muzzled, and under the control of a person eighteen (18) years of age or older by means of a Leash not exceeding one (1) meter in length in a manner that prevents it from being in contravention of this Bylaw.
- 6.73 The Owner of a Vicious Animal shall always ensure that, when off the property of the Owner, such Vicious Animal is securely:
- a. muzzled;
 - b. harnessed or leashed on a lead which length shall not exceed one (1) meter in a manner that prevents it from being in contravention of this Bylaw, as well as preventing damage to public and private property; and
 - c. under the control of a person eighteen (18) years of age or older.

- 6.74 The Owner of a Vicious Animal shall, within five (5) days of the date of the order declaring the Animal to be vicious, display a sign on his premise warning of the presence of the Vicious Animal in the form illustrated in Schedule "G".
- a. The sign shall be placed at each entrance to the premises where the Vicious Animal is kept and, on the pen, or other structure in which the Vicious Animal is confined.
 - b. The sign shall be posted to be clearly visible and capable of being seen by any person accessing the premises.
 - c. Sign purchase is the responsibility of the Vicious Animal owner.

ANIMAL CONTROL OPERATIONS

NOTICE TO CONTAIN AND CONTROL

- 6.75 The Senior Community Peace Officer or designate may allow an Owner to keep possession of an Animal alleged to have been engaged in any threatening behavior as set out in this Bylaw by serving notice with contain and control conditions which, in the opinion of the Senior Community Peace Officer or designate, ensures the safety of the public.
- 6.76 The contain and control conditions shall be reviewed annually by the Senior Community Peace Officer or designate, considering any further contraventions of this Bylaw, and may be continued, revised, or revoked.
- 6.77 The Owner of an Animal shall comply with contain and control conditions set out in a notice issued by the Senior Community Peace Officer or designate pursuant to this section.

AGGRESSION SCALE CLASSIFICATION

- 6.78 A Peace Officer investigating a complaint involving the threatening behavior of an Animal shall classify the behavior by means of reference to the Dr. Ian Dunbar's Aggression Scale, as set out in Schedule "E" of this Bylaw.

SEIZURE

- 6.79 A Peace Officer may seize, retain, and take to an Animal Shelter any Animal, Nuisance Animal or Vicious Animal
- a. which is found Running at Large;
 - b. which is alleged to have engaged in any threatening behaviors as set out in this Bylaw;

- c. pending the outcome of an application to declare the Animal to be a Vicious Animal or to destroy the Animal;
- d. which is required to be impounded pursuant to the provisions of any Statute of Canada, or of the Province of Alberta, or any Regulation made thereunder; or
- e. which has been left unsupervised while tethered or tied on private property not owned by the Animal's Owner.
- f. Animal's owner shall be responsible for all fees associated to the animal being impounded.

6.80 A Peace Officer may enter onto any property surrounding any building, whether or not such property is enclosed by a fence or other such enclosure, and seize any Animal which has been observed Running at Large and is alleged to have been exhibiting threatening behavior as set out in this Bylaw and to take such reasonable measures necessary to subdue any such Animal, including the use of tranquilizer equipment and other capture devices, and take such Animal to an Animal Shelter.

NOTIFICATION

6.81 A person who takes control of any stray Animal, Nuisance Animal or Vicious Animal, shall forthwith notify a Peace Officer, and provide any required information and surrender the Animal to a Peace Officer at the request of the Senior Community Peace Officer or designate or Peace Officer.

OBSTRUCTION AND INTERFERENCE

- 6.82 No person, whether that person is the Owner of an Animal, Nuisance Animal or Vicious Animal which is being or has been pursued or seized shall:
- a. interfere with or attempt to obstruct a Peace Officer who is attempting to seize or who has seized an Animal which is subject to seizure;
 - b. open any vehicle in which seized animals have been placed; or
 - c. remove, or attempt to remove, from the Animal Shelter and/or the possession of a Peace Officer, any Animal which has been seized.
- 6.83 No person shall:
- a. untie, loosen, or otherwise free an Animal which has been tied or otherwise restrained;
 - b. negligently or willfully open a gate, door or other opening in a fence or enclosure in which an Animal has been confined and thereby allow the Animal to run at large in the Town of Olds;
 - c. entice an Animal to Run at Large;
 - d. tease an Animal caught or confined in an enclosed space;
 - e. throw or poke any object into an enclosed space when an Animal is caught or confined therein;

- f. provide false information to a Peace Officer.
- 6.84 The above sections shall not apply to a Peace Officer who is attempting to seize or who has seized an Animal which is subject pursuant to this Bylaw.

NOTIFICATIONS

- 6.85 If a Peace Officer knows or can ascertain the name of the Owner of any seized Animal, he shall serve the Owner with a copy of the Notice in Schedule "F" of this Bylaw, either personally or by leaving it with any adult person at, or by mailing it to or by leaving it at, the last known address of the Owner.
- a. An Owner of an Animal to who a Notice is mailed is deemed to have received a Notice within seven (7) days from the date it is mailed. A Notice personally delivered to the Owner or any adult person at the last known address of the Owner shall be deemed to be served on the day of service.

RECLAIMING

- 6.86 The Owner of any seized Animal, Nuisance Animal or Vicious Animal may reclaim the Animal, Nuisance Animal or Vicious Animal by:
- a. paying to the Town the costs of impoundment, any care, subsistence, or veterinary charges incurred as set out in Town of Olds Rate Bylaw.
 - b. obtaining the licence for such Animal, Nuisance Animal, and Vicious Animal where a licence is required pursuant to this bylaw;
 - c. complying with any all provisions which may be imposed in accordance with this Bylaw.
- 6.87 Where an Animal, Nuisance Animal or Vicious Animal is claimed, the Owner shall provide proof of ownership.

INSPECTIONS

- 6.88 Subject to the entry notice provisions of the *Municipal Government Act*, R.S.A. 2000 c.M-26, a Designated Officer of the Town, bearing proper identification, may enter a premises to conduct an inspection in order to determine whether or not this Bylaw or an order issued pursuant to this Bylaw is being complied with and, where it is determined that this Bylaw or an order has been contravened, may, with or without the assistance of a Peace Officer, seize and remove from the premises an Animal and take the Animal to an Animal Shelter.
- a. No person shall interfere with or attempt to obstruct a Designated Officer, or a Peace Officer who is attempting to conduct an inspection or seizure of an Animal.

AUTHORITY OF THE SENIOR COMMUNITY PEACE OFFICER OR DESIGNATE

- 6.89 The Senior Community Peace Officer or designate, their designate or Peace Officer may:
- a. receive animals into protective care at an Animal Shelter arising from an emergency due to fire, flood, or other reasons;
 - b. retain the animals temporarily at an Animal Shelter;
 - c. charge the Owner fees, costs of impoundment, any care, subsistence, or veterinary charges incurred as set out in Town of Olds Rate Bylaw;
 - d. at the end of the protective care period, if no other arrangements are made between the Owner and the Senior Community Peace Officer or designate, their designate or Peace Officer, or the Owner cannot be ascertained, treat such Animals as seized Animals;
 - e. offer the sale, euthanize, or otherwise dispose of all unclaimed Animals which have been seized or deemed to be seized.
- 6.90 The Senior Community Peace Officer or designate, their designate or Peace Officer shall not sell, euthanize, or otherwise dispose of a seized Animal until an Animal is retained in the Animal Shelter for:
- a. Ten (10) days after the Owner has received notice or is deemed to have received notice that the Animal has been seized; or
 - b. Seventy-two (72) hours, if the name and address of the Owner is not known.
 - c. The Senior Community Peace Officer or designate, may retain a seized Animal for a longer period if in his opinion the circumstances warrant the expense or there are reasonable grounds to believe that the seized Animal is a continued danger to a person, Animal, Wildlife, Livestock, or other domesticated household pets, or property.

EUTHANIZING DUE TO INJURY

- 6.94 Any veterinarian, being properly and fully qualified as required by the Province of Alberta, may destroy any Animal delivered to the veterinarian after injury to the Animal, providing the injury is determined by the veterinarian to be such serious nature, based upon their professional opinion, that the Animal must be destroyed immediately and such costs of the destruction may be billed to the Town, and the Town is at liberty to take all steps considered necessary to recover such costs from the Owner of the Animal.

REQUIRE SPAY/NEUTER

- 6.95 The Senior Community Peace Officer or designate, may, before selling an unclaimed seized Animal, require that the Animal be spayed or neutered.

FEE FOR EUTHANIZING

- 6.96 When the Senior Community Peace Officer or designate, his designate or Peace Officer decides to euthanize a seized Animal pursuant to this Bylaw, the Owner shall pay to the Town of Olds a fee as set out in Town of Olds Rate Bylaw.

FULL RIGHT AND TITLE

- 6.97 The purchaser of a seized Animal pursuant to the provisions of this Bylaw shall obtain full right and title to the Animal and the right and title of the Former Owner of the Animal shall cease thereupon.

Page 35 (amendment to section numbers)

- 7.9 The Owner of an Animal who has received a notice that their Dog is declared a Vicious Dog pursuant to section 6.66 or their Licence has been refused or revoked pursuant to sections 6.59 or 6.62(c) of this Bylaw within fourteen (14) days after the date the decision was communicated to the Person or Owner respectively, may by written notice request the Chief Administrative Officer review the decision. After reviewing the decision, the Chief Administrative Officer may confirm, contrast, add to, or cancel the decision.

(amendment add)(Removed penalty in lieu of prosecution)

SCHEDULE 'A'

Charge Description	Section	1st Offence	Subsequent Offences within 365 days/2nd Offence	3rd Offence
Fail to place temporary cover for graffiti	3.5(b)	250.00	500.00	500.00
Create noise outside ice rink hours	3.22	250.00	500.00	500.00
Construct ice rink on town property	4.24	250.00	500.00	500.00
Rink not 1.0 m from fence line/ boards over 1.0 m	4.25	250.00	500.00	500.00
Fail to obtain development permit for structures more and 1.0 m high/ 1.0 m from property line	4.26	250.00	500.00	500.00
Fail to have house number visible	4.29	250.00	500.00	500.00
Ride e-scooter on highway	5.22(1)	125.00	250.00	500.00
Fail to use muscular power when crossing highway	5.22(1)(a)	125.00	250.00	500.00
E-Scooter not equipped as required by bylaw	5.23(1)(a-d)	125.00	250.00	500.00
Exceed 20 kmh	5.23(1)(e)	125.00	250.00	500.00
Fail to alert before overtaking	5.23(2)	125.00	250.0	500.00

(amendment)

SCHEDULE 'A'

Charge Description	Section	1st Offence	Subsequent Offences within 365 days/2nd Offence	3rd Offence
Fail to wear tag of off property	6.1(a)	250.00	500.00	500.00
Keep more than 3 dogs over 3 mths. old	6.1(b)	250.00	500.00	500.00
Keep more than 6 cats over 3 mths. old	6.1(c)	250.00	500.00	500.00
Owner under the age of 18 y/o own animal	6.2(a)	250.00	500.00	500.00
Fail to obtain license	6.2(b)	250.00	500.00	500.00
Fail to change owner/animal information	6.2(c)	250.00	500.00	500.00
Fail to provide animal information to PO	6.2(d)	250.00	500.00	500.00
Provide false information for license	6.4	500.00	1000.00	1000.00
Animal at large	6.13	250.00	500.00	1000.00
Have more than 3 dogs in custody off leash in off leash park	6.16(a)	250.00	500.00	500.00
Fail to control or be able to restrain at off leash park	6.16(b)	250.00	500.00	500.00
Fail to carry leash at off leash park	6.16(c)	250.00	500.00	500.00
Owner of animal in heat/communicable disease/vicious in off leash park without a leash	6.17(i)(i) i)(iii)	100.00	500.00	1000.00
Fail to comply with PO order	6.18	500.00	1000.00	1000.00
Owner allow animal in prohibited area	6.20 (a)(b)	250.00	500.00	1000.00
Owner allow animal in prohibited area at large	6.21	250.00	500.00	1000.00
Owner fail to remove feces from prohibited area	6.22	250.00	500.00	500.00
Animal left unsupervised while tethered in public area	6.23	250.00	500.00	500.00
Animal left unsupervised while tethered on private property	6.24	250.00	500.00	500.00

(amendment)

SCHEDULE 'A'

Charge Description	Section	1st Offence	Subsequent Offences within 365 days/2nd Offence	3rd Offence
Animal not restrained in MV to allow contact with other person/animal	6.25(a)	250.00	500.00	500.00
Owner fail to provide suitable ventilation	6.25(b)	250.00	500.00	500.00
Owner leave animal in MV in adverse weather conditions	6.26	500.00	1000.00	2500.00
Owner allow animal to ride outside the cab	6.28	250.00	500.00	500.00
Owner allow animal with communicable disease in public	6.30	250.00	500.00	1000.00
Fail to remove defecation	6.31	250.00	500.00	500.00
Fail to have means of picking up defecation	6.32	250.00	500.00	1000.00
Allow accumulation of feces in yard	6.33	250.00	500.00	1000.00
Allow animal to excessively howl/bark	6.34	250.00	500.00	1000.00
Animal scatter garbage on street/lane/public place	6.37	250.00	500.00	500.00
Owner fail to upright receptacle and pick up garbage	6.38	250.00	500.00	500.00
Bark/chase other animals/wildlife/livestock	6.39(a)	250.00	500.00	500.00
Bark/chase bicycles/MV/other vehicles	6.39(b)	250.00	500.00	500.00
Growl/lunge/snarl/chase person	6.39(c)	250.00	500.00	1000.00
Bite/attack/cause damage to animals/wildlife/livestock	6.39(d)	250.00	500.00	500.00
Cause severe injury animal/wildlife/livestock	6.39(e)	250.00	500.00	1000.00
Cause death to animal/wildlife/livestock	6.39(f)	500.00	2000.00	2500.00
Attack a person	6.39(g)	500.00	1000.00	2500.00
Bite a person	6.39(h)	500.00	1000.00	2500.00
Cause severe injury to a person	6.39(i)	1000.00	2000.00	5000.00
Commit any other act other than biting or attacking	6.39(j)	250.00	500.00	1000.00

(amendment)

SCHEDULE 'A'

Charge Description	Section	1st Offence	Subsequent Offences within 365 days/2nd Offence	3rd Offence
Owner use/direct to attack/chase/threaten person/animal/wildlife/livestock	6.40	250.00	500.00	1000.00
Horse in park/pathway/road w/o permission	6.41	250.00	500.00	1000.00
Owner of horse not remove defecation	6.42	250.00	500.00	500.00
Possess/own pigeons	6.44	250.00	500.00	500.00
Have bees/beekeeping	6.45	250.00	500.00	1000.00
Have/keep dangerous/objective animal	6.46	500.00	1000.00	2000.00
Have/keep prohibited animal	6.47	500.00	1000.00	2000.00
Fail to remove prohibited animal	6.48	500.00	1000.00	2000.00
Fail to comply with conditions set out for nuisance animals	6.65	500.00	1000.00	2000.00
Owner of vicious animal fail to tattoo/implant	6.68(a)	500.00	1000.00	2000.00
Fail to provide tattoo/implant information	6.68(b)	500.00	1000.00	2000.00
Fail to spayed/neuter vicious animal	6.68(c)	500.00	1000.00	2000.00
Owner fail to notify of vicious animal of being sold/gifted/transferred/move	6.69(a)	500.00	1000.00	2000.00
Vicious animal engage in threatening behaviour	6.70(a)	2000.00	4000.00	5000.00
Vicious animal damage/destroy public/private property	6.70(b)	2000.00	4000.00	5000.00
Vicious animal at large	6.70(c)	2000.00	4000.00	5000.00
Owner fail to notify PO of vicious animal at large/escape	6.70(d)	2000.00	4000.00	5000.00
Owner of vicious animal leave animal indoors with someone under 18	6.71	2000.00	4000.00	5000.00
Owner of vicious animal fail to comply with outdoor conditions on property	6.72	2000.00	4000.00	5000.00
Owner of vicious animal fail to comply with conditions in public	6.73(a)(b)(c)	2000.00	4000.00	5000.00

(amendment)

SCHEDULE 'A'

Charge Description	Section	1 st Offence	Subsequent Offences within 365 days/2 nd Offence	3 rd Offence
Owner fail to post signs as required	6.74	2000.00	4000.00	5000.00
Obstruct/interfere PO	6.82(a)(b)(c)	2000.00	4000.00	5000.00
Fail to allow PO/designate who is attempting to conduct an inspection	6.88(a)	2000.00	4000.00	5000.00

(amendment add)

SCHEDULE “D”
PROHIBITED ANIMALS

1. All protected or endangered animals whose possession or sale is prohibited because they are designated as protected or endangered pursuant to international, federal, or provincial law, unless the animal has been obtained in accordance with international, federal, or provincial law.
2. All dogs, other than domesticated dogs (*Canis Familiaris*) including but not limited to: wolf, coyote, fox, hyena, dingo, jackal, raccoon dog, bush dog, and any hybrid offspring of a wild dog and a domesticated dog.
3. All cats, other than domesticated cats (*Felis Catus*) including but not limited to: lion, tiger, leopard, ocelot, jaguar, puma, panther, mountain lion, cheetah, wild cat, cougar, bobcat, lynx, serval, and any hybrid offspring of a wild cat and a domesticated cat.
4. All bears.
5. All fur bearing animals of the family Mustelidae including but not limited to: weasel, marten, mink, badger, ermine, skunk, otter, pole cat, wolverine, but not including the domestic ferret (*Putorius Furo*).
6. All Procyonidae including: raccoon, kinkajou, cacomistle, cat-bear, panda, and coatimundi.
7. All carnivorous mammals of the family Viverridae including but not limited to: civet, mongoose, and genet.
8. All bats.
9. All non-human primates.
10. All squirrels.
11. All rats, including the Norway rat.
12. Reptiles (Reptilia):
 - a. All Helodermatidae (Gila monster and Mexican bearded lizard);
 - b. All front-fanged venomous snakes, even if de-venomized, including, but not limited to:
 - i) All Viperidae (viper, pit viper);
 - ii) All Elapidae (cobra, mamba, krait, coral snake);
 - iii) All Atractaspididae (African burrowing asp);
 - iv) All Hydrophiidae (sea snake); and

(amendment add)

SCHEDULE “D” cont’d

- v) All Laticaudidae (sea krait).
 - vi) All venomous, mid-, or rear-fanged, Duvernoy-glanded members of the family Colubridae, even if de-venomized;
 - c. Any member or hybrid offspring of the family Boidae, including but not limited to the common or green anaconda and yellow anaconda, save and except members of the family Boidae reaching an adult length of no greater than two (2) meters;
 - d. Any member of the family Pythonidae, including but not limited to the African rock python, the Indian or Burmese python, the Amethystine or scrub python, save and except members of the family Pythonidae reaching an adult length of no greater than two (2) meters;
 - e. Any member of the family Varanidae, including but not limited to the white throated monitor, the water monitor, the Komodo monitor or dragon, the Bornean earless monitor, the Nile monitor, the crocodile monitor, save and except members of the family Varanidae reaching an adult length of no greater than one (1) meter;
 - f. Any member of the family Iguanidae, including the green or common iguana;
 - g. Any member of the family Teiidae, including but not limited to the golden, common, or black and white tegu;
 - h. members of the family Chelydridae, including snapping turtle and alligator snapping turtle;
 - i. All members of the order Crocodylia, including, but not limited to alligator, caiman, and crocodile;
 - j. All other snakes that reach an adult length larger than three meters; and
 - k. All other lizards that reach an adult length larger than two meters.
13. Birds (Aves)
- a. All predatory or large birds (Accipitrids, Cathartids), including but not limited to eagle, hawk, falcon, owl, vulture, and condor;
 - b. Anseriformes including but not limited to ducks, geese, and swans;
 - c. Galliformes including but not limited to pheasants, grouse, guinea fowl and turkeys; and
 - d. Struthioniformes including but not limited to flightless ratites such as ostriches, rheas, cassowaries, emus, and kiwis;
 - e. Subsections (a) to (d) inclusive in subsection do not apply if the birds are kept as livestock on land zoned as agricultural.

(amendment add)

SCHEDULE “D” cont’d

15. All large rodents (Rodentia), including, but not limited to gopher, muskrat, paca, groundhog, marmot, beaver, prairie dog, viscacha, and porcupine.
16. All even-toed ungulates (Artiodactyla) other than domestic sheep, including but not limited to antelope, giraffe, and hippopotamus.
17. All odd-toed ungulates (Perissodactyla), including but not limited to zebra, rhinoceros, and tapir.
18. All marsupials, including but not limited to, Tasmanian devil, bandicoot, kangaroo, wallaby, opossum, wombat, koala bear, cuscus, numbat and pigmy, sugar, and greater glider.
19. Sea mammals (Cetacea, Pinnipedia and Sirenia), including but not limited to, dolphin, whale, seal, sea lion and walrus.
20. All elephants (Proboscidea).
21. All hyrax (Hyracoidea).
22. All pangolin (Pholidota).
23. All sloth and armadillo (Edentala).
24. All insectivorous mammals (Insectivora), including aardvark (Tubulidentata), anteater, shrew, otter shrew and mole.
25. Gliding lemur (Dermoptera).
26. All other venomous or poisonous animals.

(amendment add)

SCHEDULE “E”

DR. IAN DUNBAR’S AGGRESSION SCALE


**ASSESSMENT OF THE SEVERITY OF BITING PROBLEMS BASED ON AN OBJECTIVE
EVALUATION OF WOUND PATHOLOGY**

Level 1	Dog growls, lunges, snarls – no teeth touch skin. Mostly intimidation and/or threatening behaviour.
Level 2	Teeth touch skin but no puncture. May have red mark and/or minor bruise from dog’s head or snout, may have minor scratches from paws and/or nails. Minor surface abrasions or lacerations.
Level 3	Punctures one (1) to three (3) holes, single Bite. No tearing or slashes. Victim not shaken side to side. Bruising
Level 3.5	Multiple Level 3 Bites.
Level 4	Two (2) to four (4) holes from a single Bite, typically contact and/or punctures from more than canines, considerable bruising. Black bruising, tears and/or slashing wounds. Dog clamped down and held and/or shook head from side to side.
Level 5	Multiple Bites at Level 4 or above. A concerted, repeated Attack causing Severe Injury.
Level 6	Any Bite resulting in death of an Animal.

This scale was developed by Dr. Ian Dunbar PhD. B VetMed, MRCVS, of Berkeley California. From his studies Dr. Dunbar has been able to separate and classify bites into a generalized six-level assessment protocol. This Scale is used as a standard throughout the world in canine aggression investigations and behavior assessment.

(amendment add)

SCHEDULE "F"
ANIMAL SEIZURE AND IMPOUNDMENT FORM

<div style="display: flex; justify-content: center; align-items: center;"> <div style="text-align: center; margin-right: 20px;"> <p>Town of</p>  </div> <div style="text-align: center;"> <p>Municipal Enforcement</p> <p>Notice of Seizure/Impoundment of Animal or Urban Her</p> </div> </div>											
File Number:											
<p>Take notice that _____, 20____ under the Town of Olds Community Standards Bylaw 2015-08 and amendments et al, the following animal(s) was/were taken into custody:</p>											
1						4					
2						5					
3						6					
By: Peace Officer						Reg#					
<p>Town of Olds</p> <p>4512 46 Street</p> <p>Olds, AB T4H 1R5</p> <p>Phone: (403) 507-4859</p>											
Reason for animal(s) to be taken into custody:											
The animal(s) was/were delivered to:											
<input type="checkbox"/> Chinook Country Veterinary Clinic 4501 46 Avenue, Olds, AB											
<input type="checkbox"/> Other: _____											
<p>If the animal(s) is/are not claimed or the payment of expenses is not made by, _____ the animal(s) may placed for adoption, given away, or in accordance with with the bylaw, destroyed.</p>											
Signature of Peace Officer											

<S:\MUNICIPAL ENFORCEMENT\PRO-00 Administration\Forms\Pet Seizure Notification.xlsx>

(amendment add)

SCHEDULE "G"

VICIOUS ANIMAL SIGN

Required for a Vicious Animal pursuant to the Bylaw.

The sign is being designed as per council request not to have picture of any animals and will follow Town of Olds branding.



7A

POLICIES AND PRIORITIES COMMITTEE REPORT

Date: July 5, 2021
Author: Kelly Lloyd, Coordinator of Strategic Affairs
Department: Office of the CAO
SUBJECT: Strategic Plan Update 2021

COUNCIL DIRECTION

Accept for information.

BACKGROUND

The Town of Olds Corporate Strategic Plan, first developed in early 2018 for the 2017-2021 term, has been updated and reported to Council on a regular basis.

The latest update depicts the strategies Council determined in order to achieve goals they set. For each strategy, an outcome statement has been provided, followed by the bulleted performance measures, to see how successful Council has been in achieving an outcome, thus, realizing a stated goal.

ATTACHMENTS

Town of Olds Strategic Plan Update 2021

CREATING CONNECTIONS FOR THE FUTURE



Accountability • Integrity • Respect • Trust

Strategic Areas of Focus
2017-2021

July 2021

Good Governance: The Town of Olds respects people and the process, ensuring a healthy environment where great decisions are made.



Strategies		Outcomes and Performance Measures	
1.1	Improve customer service.	<p>Customers can access information with ease.</p> <ul style="list-style-type: none"> Front end security measures implemented 123 administrative forms have been converted to fillable pdf forms Social Media optimization in conjunction with a robust website 	✓
1.2	Internal systems improvement (meeting schedule efficiency/ effectiveness).	<p>Efficiencies to internal systems created.</p> <ul style="list-style-type: none"> Change in council's meeting schedule beginning November 2018 Annual schedule of council presentations Rates bylaw consolidation Move to regional Subdivision Development Appeal Board and a Joint Assessment Review Board Update to the pandemic Business Continuity Plan COVID-19, out of necessity, moved to electronic meetings, followed by livestreaming council meetings 	✓
1.3	Update personnel policy to reflect new labour legislation.	<p>Town of Olds is aligned with federal and provincial labour standards.</p> <ul style="list-style-type: none"> Council approved the personnel policy for employees Council adjusted honorariums to cover loss of council tax exemption (CRA) 	✓
1.4	Develop a strategic, comprehensive review of all bylaws and policies over the next four years.	<p>All bylaws and policies have been reviewed, updated and communicated to the community.</p> <ul style="list-style-type: none"> A total of 112 bylaws have been presented to council since the election of 2017. To date, Council has approved 60 new bylaws, amended 44, defeated 8, and have repealed 60 91 policies were reviewed over the last three years. A total of 61 were either repealed or removed, approval of 43 plus new policies to total 53 Creation of a Code of Conduct Bylaw Review Committee and revision of the Council Code of Conduct Bylaw 	✓
1.5	Fire review of organizational and operational model and administrative practice.	<p>Recommendations from the Fire Services Review have been analyzed and addressed, that leads to enhanced efficiency.</p> <ul style="list-style-type: none"> 26 recommendations have been addressed, leading to the development of a Fire Services Master Plan The Town of Olds Fire Bylaw was approved by Council on January 14, 2019 	✓
1.6	Maintain the Health & Safety Certificate of Recognition (COR).	<p>Reduced lost time injuries and WCB premium costs.</p> <ul style="list-style-type: none"> COR audit (internal and external) average over the last three years is 91% Partnership in Injury Reduction in WCB Claim Costs averaged over the last three years is 82.65%, as per industry standards - upward trend (we are reducing) 	✓
1.7	Support internal record keeping.	<p>The Town of Olds has a robust internal records management system.</p> <ul style="list-style-type: none"> Revamp of records management system, including implementation of new records file plan IT server and hardware refresh, with offsite back up 	✓
1.8	Support community archives.	<p>Enhanced support for the Archives function of the Museum.</p> <ul style="list-style-type: none"> An annual funding agreement with increased support, has been formalized with the MV Museum and Archives Alberta Museum Association Accrediation 	✓

Fiscal Health: The Town of Olds will ensure responsible fiscal balance between community expectations and available revenues.



Strategies		Outcomes and Performance Measures	
2.1	Develop a suite of fiscal policies that will support long term sustainability efforts (i.e. Reserve Policy).	<p>Town of Olds demonstrates a commitment to fiscal responsibility to make good use of public dollars through policy.</p> <ul style="list-style-type: none"> Council approval of fiscal policies: 6 revised/1 new (i.e. Reserve, Tangible Capital Assets, Purchasing and Asset Management) Creation of a Broadband Investment Committee 	✓
2.2	Maintain ongoing strategic plan and service level reviews and financial options to service level changes.	<p>Consolidated Rates Bylaws aligns with Service Level Review and Budget process.</p> <ul style="list-style-type: none"> Council approval of the consolidated Rates Bylaw and is a supporting document in the annual Service Level Review 21 business cases have been presented at budget deliberations over the last three years as a result of the service level review 	✓
2.3	Review budget process with service level review.	<p>The budget process is clear, concise and well understood by residents, Council and staff.</p> <ul style="list-style-type: none"> Annual Citizen Budget Engagement since 2017 with 698 respondents Inaugural Budget 2020 Report Booklet released. 2021 booklet released in February 2021 	✓
2.4	Develop a 2019 budget based on anticipated needs, service level decisions, best practices and council priorities.	<p>Financial stewardship meets residents' current and future needs.</p> <ul style="list-style-type: none"> Incorporation of citizen budget into annual service level review 2020 Budget Updates: quarterly reports with Aquatic Centre and Sportsplex budget adjustments 2021 budget deliberations through a COVID-19 lens Winter averaging on utilities 	✓
2.5	Ensure alignment with new Municipal Government Act changes.	<p>Completed revisions and updates to all areas affected by the MGA legislated changes.</p> <ul style="list-style-type: none"> 25 Olds-centric MGA amendments completed Two comprehensive council governance and orientation sessions 	✓
2.6	Engage in cooperative efforts with Mountain View County and the Inter-Municipal Collaborative (ICF) Framework.	<p>Through the Intermunicipal Collaborative Committee (ICC), Mountain View County and the Town of Olds have approved the Intermunicipal Development Plan (IDP) Bylaw and ICF framework.</p> <ul style="list-style-type: none"> Capital funding partnership contribution from Mountain View County for the Rotary Athletic Park The ICC Master Agreement was sent to the Province as the ICF for Olds and Mountain View County The IDP was approved by both Mountain View County and Town of Olds Council on November 25, 2020 	✓
2.7	Develop standardized template for municipally related items (i.e. Request for Proposals).	<p>Standardized templates for various subject matter have been developed.</p> <ul style="list-style-type: none"> 123 administrative forms have been converted to a fillable pdf form 2020 Brand Standards Handbook 	✓

Service Sustainability: The Town of Olds provides safe, affordable and cost-effective service delivery to our community and region.



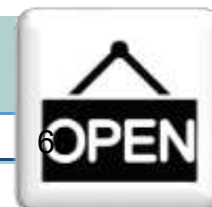
Strategies		Outcomes and Performance Measures	
3-1	Establish benchmark for service level indicators for residents.	<p>Developed (captured) benchmarks for growth and trigger points assist in having a stepped approach to manage service level demands.</p> <ul style="list-style-type: none"> Collection of performance measures - Phase 1 Municipal Energy Manager through MCCAC grant allocation Captured data from citizen budget survey 	✓
3-2	Continue to develop an Asset Management plan for 2020 that ensures investment in our infrastructure is based on life cycle costing.	<p>Asset Management Plans guide service level and capital priorities, demonstrating excellence in our business practices.</p> <ul style="list-style-type: none"> Council approved an asset management strategy (updated in 2021) and policy Completed sidewalk replacement report Council annually approves a long term capital plan 90% captured asset inventory - require attributes Engineering Coop Student in 2021 (six months) to capture asset attributes through potential Municipal Asset Management Program grant share program 1 asset management plan has been drafted out of 8 major classes. This is a work in progress Manhole issues rectified Lifecycle costing applied Partnership with Oldman River on the GIS Enhancement Initiative Asset inventory and replacement costs provided 	✓
3-3	Identify and address inefficiencies in water and wastewater systems by ongoing condition assessment.	<p>Data on water loss and infiltration.</p> <ul style="list-style-type: none"> Water loss in the last three years averages out to 22.74%/year. Downward trend from 38.71% in 2009 	✓
3-4	Develop a plan for the replacement of the Town of Olds operational centre.	<p>Modern and efficient Town of Olds Operations Centre (official facility name).</p> <ul style="list-style-type: none"> The new centre is completed Level 1 assessment on the current operations facility with Level 2 to follow 	✓
3-5	Update the Open Space and Trails Master Plan and update the Olds component of the Mountain View Regional Parks, Recreation and Culture Master Plan.	<p>A comprehensive update to the Olds component of the Mountain View Regional Parks, Recreation and Culture Master Plan that guides future planning.</p> <ul style="list-style-type: none"> Alberta Community Partnership grant approved to begin the regional master plan process The Mountain View Regional Parks, Recreation and Culture Master Plan 2.0 process is underway 	✓
3-6	Explore opportunities with the Town of Bowden, Red Deer County, and include consultation with other municipalities in Mountain View County.	<p>Improved relations with regional municipalities that further explore opportunities.</p> <ul style="list-style-type: none"> Council has met with Bowden Council, and Mountain View County Council COVID has reduced in person opportunities for relationship building with virtual AUMA and RMA conventions Relationship building with Emergency Mutual Aid Partners Participation in newly created Mayors of Southern Central Alberta Group 	✓

Service Sustainability:continued



Strategies		Outcomes and Performance Measures	
3-7	Curbside program review: monitor the innovative waste management system in Olds.	<p>Curbside waste management is reviewed and is monitored.</p> <ul style="list-style-type: none"> Uniform pick up service on a three week rotation Two presentations from Waste Connections Three day pilot curbside recycling pilot on hazardous waste, extended another day in July 2020 Olds Rolls! A solid waste diversion campaign 	✓
3-8	Analyze service levels and establish short, medium and long term plans for staffing, resource requirements and sustainable growth with forecasted increased demands.	<p>A completed organizational review.</p> <ul style="list-style-type: none"> Year 1 (2018): Senior executive title changes from chief officers to directors. Approval for Council/CAO Assistant. Tightening up of some functions Year 2 (2019): Leadership Team reconstituted - is now Executive Team. Social Media and Website Coordinator, Senior CPO, Community Resource Officer, Fire Prevention Officer, Contract Building Inspector to FTE Year 3 (2020): Municipal Energy Manager, Deputy Fire Chief, Operator dedicated to Rotary Athletic Park and Custodian services move to contract Year 4 (2021): Renewal of contract with Parkland Community Planning Services. A focused review of what's left, that will be completed in 2021. Creation of Protective Services Department, increased support to Emergency Management, Economic Development Coordinator 	
3-9	Analyze service models to establish where operational revenues could be enhanced to offset cost of service.	<p>Determine possible cost saving or revenue generating opportunities.</p> <ul style="list-style-type: none"> Annual rate review Fire inspections: reduced loss through reduction education Virtual town hall Permitting - more comprehensive online process Municipal Enforcement education system COVID-19 impact on the Sportsplex and Aquatic Centre 	✓
3-10	Enhance the quality of life in the community by supporting programs through direct and indirect means.	<p>Available resources provide support to the community through direct and indirect programming.</p> <ul style="list-style-type: none"> Extension of Sportsplex to a year round facility From 2018-2020, 25 direct programs were offered through Community Services From 2018-2020, 18 indirect programs were supported through Council Sponsorship (\$12,385), promotions (\$9,956) and Destination Olds Collective Fund (\$226,976) From 2018-2020, Nu2U assisted 26 agencies in the amount of \$92,262 and FCSS supported 17 agencies in the amount of \$319,322 Business Reopening Program (2020 and 2021) Utility payments and tax deferrals (2020) Relaxation of Business Licenses and Development Permits for 2021 	✓
3-11	Reduce insurance claims or damage to town property.	<p>Insurance claims and damage to town property has decreased.</p> <ul style="list-style-type: none"> 20 claims over the last three years that is trending down 	✓

Growth and Expansion: The Town of Olds will lay the foundation to ensure responsible and sustainable growth.



Strategies		Outcomes and Performance Measures	
4.1	Review mandate with Olds Institute to ensure alignment with the Town of Olds.	Renewed relationship with the Olds Institute for Community & Regional Development. <ul style="list-style-type: none"> Establishment of the Economic Development Secretariat Establishment of governing policies and terms of reference for Economic Development and Tourism 	✓
4.2	Embark on an Economic Development Plan that includes a business retention and attraction strategy.	Completed Economic Development Plan. <ul style="list-style-type: none"> Developed an Economic Development Strategy Creation of Business Retention, Investment and Expansion (BRIE) Committee to develop a BRE strategy 	✓
4.3	Approve Municipal Development Plan (MDP) in 2018.	An approved Municipal Development Plan relevant to current and future planning needs. <ul style="list-style-type: none"> The MDP received approval on January 25, 2021 	✓
4.4	Investigate an industrial land development plan.	Decision on developing an industrial land development plan. <ul style="list-style-type: none"> Work with Fortis for utility expansion in SE Industrial Area STIP grant received for secondary access into SE Industrial Area (2021) NE expansion of industrial land through annexation 	✓
4.5	Analysis of growth pressure and related infrastructure requirements.	Growth pressures and related infrastructure requirements are determined. <ul style="list-style-type: none"> Information from the 2020 Municipal Development Plan became the hallmark of the Intermunicipal Development Plan that informed the annexation request 	✓
4.6	ICC-ICF decision point: grow or annex.	A Council decision regarding annexation. <ul style="list-style-type: none"> Council has decided to annex three quarters (480 acres) in the north east area of Olds. Correspondence has been received from the Municipal Government Board. A decision is expected in 2021 The Annexation Negotiation Report was approved by both the Town of Olds and Mountain View County 	✓
4.7	Establish Memorandum of Agreement with the Olds Regional Exhibition.	Signed Memorandum of Agreement with the Olds Regional Exhibition that supports collaboration. <ul style="list-style-type: none"> Council has met with the Olds Regional Exhibition Board 	✓
4.8	Explore alternate transportation systems.	Alternative transportation systems have been explored. <ul style="list-style-type: none"> Section 17 in the Municipal Development Plan speaks to future transportation 	✓
4.9	Evaluate population and economic growth potential and identify the effect it will have on core emergency services.	Core emergency community risk profile identifying the areas of liability and management plans is completed. <ul style="list-style-type: none"> Risk profile provided for in the Fire Master Plan The Town of Olds Fire Bylaw was approved by Council on January 14, 2019 Council approved the Municipal Emergency Management Bylaw on September 9, 2019 	✓
4.10	South East Industrial Area Structure Plan (ASP) Amendment.	Approved SE Industrial Area Structure Plan Amendment. <ul style="list-style-type: none"> Council approved the SE Industrial ASP in June 2018 	✓
4.11	Foster relationships with partners that provide culture and social development programs and services in the community.	Enhanced partnerships amongst community groups supporting social and cultural programs. <ul style="list-style-type: none"> Creation of a Public Art Advisory Committee and Public Art Policy NuzU expansion National Indigenous People's Day/Moccasin House/Art Commons/Olds Rocks! Through Essential Social Services during COVID-19, brought community together (Great Neighbours Program) Increased ECSS budget allocation for counseling services 2021 Eight outdoor ice surfaces added for the winter 2020/2021 season 	✓

Protective Services: The Town of Olds will provide the necessary resources to ensure a safe, secure and healthy community.



Strategies		Outcomes and Performance Measures	
5-1	To revisit the Municipal Enforcement Policy, business plan and practices to ensure bylaws are being enforced effectively.	<p>Review completed of Municipal Enforcement and resources approved.</p> <ul style="list-style-type: none"> Hired a Senior Community Peace Officer to focus on enforcement through 2019 budget Reduction of municipal enforcement related policies to align with provincial legislation Enhanced municipal enforcement statistics Legislated Communication System implementation 	✓
5-2	Address the 26 recommendations of the Fire Services Review.	<p>Recommendations from the Fire Services Review have been analyzed and addressed.</p> <ul style="list-style-type: none"> 26 recommendations have been addressed, leading to the development of a Fire Services Master Plan 	✓
5-3	Develop a revised Emergency Management Plan.	<p>Approval of a newly revised Emergency Management Plan (April 2021).</p> <ul style="list-style-type: none"> Council approved the Municipal Emergency Management Bylaw on September 9, 2019 Implementation of the new plan took effect March 2020, with the arrival of COVID-19. The activation of the Incident Command Post counts towards provincial emergency planning requirements Worked with Mountain View Regional Emergency Management Agency (MVERMA) to update the regional plan 	✓
5-4	Develop a fire inspection services plan that is cost effective and achievable.	<p>A completed fire services inspection plan.</p> <ul style="list-style-type: none"> In 2019 and 2020, there were 1574 inspections completed 	✓
5-5	Review the Olds Fire Bylaw.	<p>Enhanced fire service through the establishment of strong legislative structure.</p> <ul style="list-style-type: none"> The Town of Olds Fire Bylaw was approved by Council on January 14, 2019 	✓
5-6	Review and update Quality Management Program (QMP) capturing service level expectations in a modern, progressive community.	<p>Enhanced community awareness and decreased risk through prevention, education and code enforcement.</p> <ul style="list-style-type: none"> As a result of the 2018 review and through approval of the 2019 budget, a Fire Prevention Officer was hired 	✓
5-7	Conduct an Insurance Advisory review for the community regarding fire.	<p>A completed community profile update upon conclusion of the Fire Underwriters survey.</p> <ul style="list-style-type: none"> The Town of Olds Fire protection gradient was assessed and is in good position for a community this size This update may lead to decreased fire insurance premiums or maintaining current levels 	✓
5-8	Assess options for addressing traffic enforcement speed control.	<p>Enhanced focus and coverage on traffic control.</p> <ul style="list-style-type: none"> Additional Municipal Enforcement coverage on weekends and evenings and change in patrols Speed signboard Paid for lights and crosswalks 	✓
5-9	Increase proactive bylaw enforcement with community outreach and educational campaigns.	<p>Community outreach and educational campaigns augment municipal enforcement.</p> <ul style="list-style-type: none"> Bike Patrols Citizen on Patrol Society support to reinstate as a Society / Reconstituted Police Advisory Committee Provincial mandate for eticketing (2021) Positive Ticket Program delivered (65 in the first year of the program - 2020) 	✓
5-10	Assess needs for additional RCMP positions.	<p>Consideration of additional RCMP members in the budget process through business cases</p> <ul style="list-style-type: none"> New Community Resource Officer approved in 2019 budget Budget allocation for retroactive pay in 2020 and 2021 for a total of \$110,000 in a reserve Approval in 2021 budget for one new RCMP Officer position 	✓

Communication and Engagement: The Town of Olds is committed to transparent and inclusive processes that are responsive and accountable.



Strategies		Outcomes and Performance Measures	
6.1	Develop internal communications strategy (who needs to know what).	<p>A completed internal communications strategy.</p> <ul style="list-style-type: none"> Continuation of All Staff meetings, Health & Safety Committee monthly meetings, and monthly department meetings Internal newsletter Weekly CAO messaging to staff during Incident Command Post activation 	✓
6.2	Monitor and review engagement plan that informs, educates, and allows for input from our residents on key municipal services and activities (budget, sports fields, development plans).	<p>Residents of Olds participate in meaningful public outreach opportunities and contribute to council's decision making process.</p> <ul style="list-style-type: none"> 23 public engagements over the last three years Council's annual participation in Community Showcase (since inception in 2011) Annual Citizen Budget Survey Murals and Urban Chickens addition to the Land Use Bylaw Urban Chickens addition into the Community Standards Bylaw Waste Management Survey: Three bin collection service 	✓
6.3	Continue to develop key messages and internal briefing notes.	<p>The Town of Olds advocates on behalf of its residents and businesses.</p> <ul style="list-style-type: none"> 12 Key Messages delivered 30 Briefing Notes on key provincial issues prepared and used in discussion with the province. (i.e. community revitalization, assessment of cannabis, transportation, energy and more) One resolution proposed at the Alberta Municipal Urban Association Development of and updates to Provincial Cabinet Portfolios Advocacy regarding small business reopening under COVID restrictions and the province's Coal Policy 	✓
6.4	Include level of service and the associated cost information when appropriate in communication and engagement outputs.	<p>Defined costs and associated service level communicated simply to residents and staff.</p> <ul style="list-style-type: none"> Social Media optimization in conjunction with a robust website Inaugural Budget 2020 Report Booklet released, followed by the release of the 2021 Budget Booklet Annual Citizen Budget Survey 	✓
6.5	Coordinate, communicate and engage with our residents and key partners.	<p>Engaged public with access to community information on a variety of channels.</p> <ul style="list-style-type: none"> Did You Know campaign on various municipal topics New website launched April 1, 2019 Facebook followers: 3685 TV's in Sportsplex News Releases from 2017-2020: 90 Hiring of a Social Media and Website Coordinator - Twitter followers: 2539 - Instagram followers: 1075 - Electronic Sign Board - Wayfinding Signs installed: 11 (7 anticipated for 2021) - YouTube subscribers: 51 - O-NET Community Channel - Newspaper and Radio 	✓
6.6	Support FCSS initiatives to enhance well-being of community.	<p>Provision of appropriate leadership supports to organizations that utilize volunteers.</p> <ul style="list-style-type: none"> Support provided during 2018-2020, totaling \$319,322 for FCSS allocations Lease agreement with the Mountain View Emergency Shelter Society 	✓
6.7	Creating neighbourly connections.	<p>Inspired residents who connect with one another.</p> <ul style="list-style-type: none"> Great Neighbours Program held 20 events with 595 attendees over 2019 and 2020 Community Volunteer Bank development Joined the Canadian Coalition of Inclusive Municipalities as a commitment to fostering a Welcoming and Inclusive Community 	✓
6.8	Stewardship of the Heritage Management Plan.	<p>Continued stewardship of the Cultural and Historic Resources of the Town of Olds.</p> <ul style="list-style-type: none"> 24 designated municipal historical properties with plaques (out of 67 total identified historical resources) 	✓

Olds is committed to a sustainable service delivery model that evaluates the community's needs, how those services are delivered (in a socially, economically and environmentally responsible manner), and does not compromise the ability of future generations to meet their own needs.

Communities build and maintain infrastructure to provide services that, in turn, support our quality of life, protect our health and safety, and promote social, economic and environmental well-being.



Strategic Areas of Focus

Town of Olds

4512 - 46 Street
Olds, Alberta T4H 1R5
403.556.6981 phone
403.556.6537 fax
www.olds.ca





POLICIES AND PRIORITIES COMMITTEE REPORT

Date: July 5, 2021
Author: Kelly Lloyd, Policy Advisory Team
Department: Office of the CAO
SUBJECT: Policy 108C Civic Recognition

COUNCIL DIRECTION

Accept for information and direct administration to bring back to a future regular council meeting.

BACKGROUND

In Councils Strategic Plan for the 2017-2021 term, focus area one is Good Governance. The goal for this area is: *"The Town of Olds will respect people and the process ensuring a healthy environment where great decisions are made."*

One of the strategies to accomplish this is identified as item 1.4: *"Develop a strategic, comprehensive review of all by-laws and policies over the next four years."*

Council Policy 108C Civic Recognition, is presented with minor updates to reflect an addition of an appropriate gift definition. It is presented to Council for discussion. The Civic Recognition Administrative Procedure 108P, is presented to council for information purposes.

ATTACHMENTS

1. Civic Recognition Council Policy 108C
2. Civic Recognition Administrative Procedure 108P



Prepared By: Office of the CAO

Effective Date:

Council Resolution No.:

References: Council Remuneration Policy

POLICY STATEMENT

The Town of Olds Council wishes to acknowledge/recognize exceptional achievements of Town of Olds Residents, Organizations and Special Event.

PURPOSE

To provide general criteria regarding the recognition of Residents, Organizations and Special Event in a professional and consistent manner.

SCOPE AND GUIDELINES

This policy applies to all Elected Officials and Administration.

DEFINITIONS

"Appropriate Gift" means an appropriate gift provided for an event or milestone, as provided for through the promotional inventory.

"Organizations" means community group, non-profit operating within the Town of Olds corporate limit.

"Resident" means a person who is born to or resided during a period of their lifetime within the boundaries of the Olds municipality and/or within the Olds rural recreation area (the lands legally described within the boundaries of Mountain View County as per Schedule 5, in the Intermunicipal Cooperation Committee Master Agreement).

"Special Event / Event" means a planned public or social occasion to which the Mayor and/or Council have been invited to attend. In some cases when a Special Event involves funding such as a golf tournament or gala, attendance requires prior approval by Council.

RESPONSIBILITIES

The Chief Administrative Officer (CAO) and/or designate(s) is responsible for this policy.

STANDARDS

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.

To be eligible for recognition from Council the recipient of the recognition must live within the Town of Olds municipal boundary. The request should also include the correct spelling of the Person/Team or Couple's names, date of the Event or anniversary, and if any, the place and time of the celebration, as well as the contact person's information, including phone number and email address.

Administration shall consider and work with any citizen or group to identify possible⁷¹ opportunities for forms of recognition not addressed in this policy.

Upon request, **and the criteria has been met**, Town of Olds will issue:

- a) A congratulatory certificate signed by the Mayor will be issued to Town of Olds Resident /Organizations to commemorating the following:
 - 65th birthdays and every five years thereafter
 - 25th anniversary of private business or registered non-profit Individual or team champion or Provincial, National or International competitions
- b) A congratulatory certificate signed by the Mayor and **Appropriate Gift** will be issued to Town of Olds Residents/Organizations to commemorating the following:
 - 100th birthdays
 - 50th wedding anniversaries
 - 50th anniversary of a private business or registered non-profit

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, the Legislative Clerk will arrange for certificate to be mailed out or picked up.

OTHER RECOGNITION

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. When appropriate recognitions unavoidably occur in advance of scheduled Council meetings, such recognitions are required to be approved by Council resolution after the Event.

Any exceptional accomplishment or achievement that is reached by a Resident or community group of the Town of Olds, which is beyond the scope of achievements outlined in this policy, shall be placed on the next available agenda, for Council to determine an appropriate expression of congratulations to be presented to the successful individual or group.

Recognition may be presented for an exceptional single athletic achievement or for a continuous outstanding performance. If obtained at a sanctioned national or international competition, or set national or international records, or achieved national or international titles while competing.

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.

Amended: September 14, 2020 Resolution: 20-330

Approved: May 4, 2015

Amended: February 27, 2006




108P
Civic Recognition

72

Governing Policy: 108C

Prepared By: Office of the CAO
Responsibility: Office of the CAO
Effective Date: Upon Approval

APPROVAL:

CAO: 
Date Signed by CAO: June 24/2021
Executive Team Approval Date: May 12, 2021

References: Rewrite of 108C Promotion and Public Relations

PURPOSE

To provide general criteria regarding the recognition of residents, organizations and events in a professional and consistent manner.

ACTION STEPS

Any resident or organization 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.

To be eligible for recognition from Council the recipient of the recognition must live within the Town of Olds municipal boundary. The request should also include the correct spelling of the Person/Team or Couple's names, date of the event or anniversary, and if any, the place and time of the celebration. Contact person's information including phone number and email address.

Upon receipt of the request, the Executive Support – CAO and Council will confirm the request meets criteria of the policy:

- ✓ Is requestor allowed to request recognition?
- ✓ Meets "resident" criteria?
- ✓ Is this a Special Event?
- ✓ Date of event/celebration?
- ✓ Full & correct spelling of person(s)/team/organization?
- ✓ Contact information including phone and email?

Send an acknowledgement correspondence that it was received and confirm next actions; or
Send an acknowledgement correspondence speaking to it not meeting criteria.

Administration shall consider and work with any resident or group to identify possible opportunities for forms of recognition not addressed in this policy.

Upon request, and the criteria has been met, the Town of Olds will issue:

- a. A congratulatory certificate signed by the Mayor will be issued to Town of Olds residents/organizations to commemorating the following:
 - 65th birthdays and every five years thereafter
 - 25th anniversary of private business or registered non-profit
 - Individual or team champion or Provincial, National or International competitions

- b. A congratulatory certificate signed by the Mayor and Appropriate Gift will be issued to Town of Olds residents/organizations to commemorating the following:
 - 100th birthdays
 - 50th wedding anniversaries
 - 50th anniversary of a private business or registered non-profit

Congratulatory certificates will be prepared by the Executive Support – CAO/Council.

Whenever possible the Mayor or Deputy Mayor will make the recognition presentation in person and will be coordinated by the Executive Support – CAO/Council. If attendance is not possible Executive Support – CAO/Council will arrange for certificate to be mailed out or picked up.

OTHER RECOGNITION

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.

When appropriate recognitions unavoidably occur in advance of scheduled Council meetings, such recognitions are required to be approved by Council resolution after the event.

Any exceptional accomplishment or achievement that is reached by a resident or community group of the Town of Olds, which is beyond the scope of achievements outlined in this policy, shall be placed on the next available agenda, for Council to determine an appropriate expression of congratulations to be presented to the successful individual or group.

Recognition may be presented for an exceptional single athletic achievement or for a continuous outstanding performance. If obtained at a sanctioned national or international competition, or set national or international records, or achieved national or international titles while competing.

The Executive Support will work with the CAO/Director(s) or designates to bring forward such recognitions.

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; and
- that are contrary to Town policies or Bylaws.



7C

POLICIES AND PRIORITIES COMMITTEE REPORT

Date: July 5, 2021
Author: Kelly Lloyd, Policy Advisory Team
Department: Office of the CAO
SUBJECT: Policy 205C Rules for Flying Flags

COUNCIL DIRECTION

Accept for information and direct administration to bring back to a future regular council meeting.

BACKGROUND

In Councils Strategic Plan for the 2017-2021 term, focus area one is Good Governance. The goal for this area is: *"The Town of Olds will respect people and the process ensuring a healthy environment where great decisions are made."*

One of the strategies to accomplish this is identified as item 1.4: *"Develop a strategic, comprehensive review of all by-laws and policies over the next four years."*

Council Policy 205C Rules for Flying Flags, is presented with minor updates to reflect an addition of "former" service members of an emergency service. It is presented to Council for discussion. The Rules for Flying Flags Administrative Procedure 205P, is presented to council for information purposes.

ATTACHMENTS

1. Rules for Flying Flags Council Policy 205C
2. Rules for Flying Flags Administrative Procedure 205P



Prepared By: Office of the CAO

Effective Date:

Council Resolution No.:

References:

Government of Canada: Canadian Heritage, National Flag of Canada Etiquette
 Government of Alberta: Protocol and Ceremony

POLICY STATEMENT

The Town of Olds policy for flying flags is created to incorporate practices by both Canadian Heritage and Alberta Protocol.

PURPOSE

The purpose of this policy is to ensure that flags at Town of Olds Facilities are flown and that the protocol followed ensures the dignity and respect for whom the flags are flown.

The Town of Olds will fly flags at its Facilities on a permanent basis and on a temporary basis to mark special occasions. Flag-raising ceremonies enhance public awareness of activities such as national days and multicultural events. A flag raising is the ceremonial raising of either a flag or pennant that can occur with or without an accompanying ceremony.

The Town will lower its flags to Half-mast in the event of a death or to commemorate a solemn occasion.

SCOPE

This policy applies to all Town of Olds Facilities that fly the National Flag of Canada, the Provincial Flag of the Province of Alberta, and/or the Municipal Flag of the Town of Olds.

RESPONSIBILITIES

All flags at Town of Olds Facilities are to be flown and displayed in a consistent and appropriate manner and condition. The Office of the Chief Administrative Officer (CAO) will notify the Operations Departments when flags are to be lowered to Half-mast.

DEFINITIONS

“Active Service” means the status assigned whenever a person is enrolled, enlisted, drafted or warned for service or duty during an emergency, or when a person is on-duty, or has been warned for duty in aid of the civil power.

“Facilities” includes any municipal building, structure or area of land owned by the Town. (Aquatic Centre, Sportsplex, Town Administration, Fire Hall, Rotary Athletic Park and Operations Centre)

“Half-mast” means, as a general rule, the center of the Flag should be exactly half-way down the mast.

“National Flag of Canada” means the Flag as approved by Parliament and proclaimed by Her Majesty Queen Elizabeth II, Queen of Canada, on February 15, 1965.

STANDARDS**1. In Order of Precedence**

The National Flag of Canada
 The Provincial Flag of the Province of Alberta
 The Municipal Flag of the Town of Olds
 Banners of organizations

2. Displaying Flags

- a. Multiple flags flown on the same pole must be approved by the Chief Administrative Officer. All flags flown in a group are to be the same size. The National Flag of Canada occupies the position of honour as provided in the definitions. All flags flown in a group will be lowered at the same time when Half-masting is required.
- b. At no time shall any flag be flown at a height higher than the National Flag of Canada.
 - i. When the National Flag of Canada is Half-masted, all flags in a group or those that are together shall be flown at Half-mast.
 - ii. Only flags secured to flagpoles with halyards and pulleys will be Half-masted.
 - iii. If the National Flag of Canada is Half-masted, it must nonetheless be flown at full-mast on the following legal holidays created under the Holidays Act (R.S.C. c. H-5): Victoria Day and Canada Day.
- c. Upon the occurrence of an event that requires the Flag to be Half-masted, or upon the approval of the Prime Minister, the Department of Canadian Heritage will send a notice to relevant authorities instructing them to Half-mast the Flag. The Town of Olds CAO receives these notifications.
- d. Position of Honour means the pole on the left of the observer facing the flags or in the case where there are three flag poles the position of honour is recognized as the center flag pole. The other two flags should, in alphabetical order, be placed to the left and right of the National Flag respectively, from the point of view of the observer facing the three flag poles/masts.
- e. Position of Flags when flying the following three flags are: the National Flag of Canada, center pole; the Provincial Flag for the Province of Alberta, left hand pole; and the Municipal Flag of the Town of Olds, right hand pole of the observer facing the flags.
- f. Position of Flags when crossed is when the National Flag of Canada should be on the left of the observer facing the flags; the flagpole bearing the National Flag of Canada should be in front of the pole of the other flag.

4. Mandatory Half-masting of the NATIONAL FLAG OF CANADA

- a. Upon the death of the Sovereign, the current Governor General or the current Prime Minister, the Flag is to be flown at Half-mast, from the time of notification of death until sunset on the day of the funeral or, if there is to be a memorial service, the Half-masting should take place from the time of notification of death until the following day and from sunrise to sunset on the day of the memorial service.
- b. Upon the death of the Sovereign's spouse, the Heir to the Throne or the Heir of the Heir to the Throne, the Flag is flown at Half-mast, from the time of notification of death until sunset on the day of the funeral or, if there is to be a memorial service, the Half-masting should take place from the time of notification of death until the following day and from sunrise to sunset on the day of the memorial service.
- c. Upon the death of a former Governor General, the Flag is flown at Half-mast, if there is to be a memorial service, the Half-masting from the time of notification of death until sunset on the day of the funeral or, if there is to be a memorial service, the Half-masting should take place from the time of notification of death until the following day and from sunrise to sunset on the day of the memorial service.

- d. Upon the death of a former Prime Minister, the Flag is flown at Half-mast, from the ⁷⁷time of notification of death until sunset on the day of the funeral or, if there is to be a memorial service, the Half-masting should take place from the time of notification of death until the following day and from sunrise to sunset on the day of the memorial service.
- e. Upon the death of a Lieutenant Governor of the Province of Alberta, the Flag is flown at Half-mast, from the time of notification of death until sunset on the day of the funeral or, if there is to be a memorial service, the Half-masting should take place from the time of notification of death until the following day and from sunrise to sunset on the day of the memorial service.
- f. Upon the death of the current the Member of Parliament for Olds, the Flag is flown at Half-mast, from the time of notification of death until sunset on the day of the funeral or the memorial service.

5. Special Days Half-masting the NATIONAL FLAG of CANADA

The Flag will be Half-masted from sunrise to sunset on the following days:

- a. April 28, Workers' Mourning Day
- b. Last Sunday in September, Police and Peace Officers' National Memorial Day
- c. November 11, Remembrance Day
- d. December 6, National Day of Remembrance and Action on Violence Against Women

6. Mandatory Half-masting of the PROVINCIAL FLAG of the PROVINCE of ALBERTA

- a. At no time shall the Municipal Flag of the Town of Olds, Alberta be flown at a height higher than the Provincial Flag of the Province of Alberta.
- b. Upon the death of the current Member of the Legislative Assembly for Olds, the Flag is flown at Half-mast, from the time of notification of death until sunset on the day of the funeral or the memorial service.
- c. When the Province of Alberta Half-masts the Provincial Flag for a reason other than provided in 5.b., the Provincial Flag may be lowered to Half-mast for the extent and duration of the Half-masting as approved by the CAO.

7. Mandatory Half-masting of the MUNICIPAL FLAG of the TOWN OF OLDS, ALBERTA

- a. Upon the death of a current the Member of Town of Olds Council, the Flag is flown at Half-mast, from the time of notification of death for five (5) consecutive days or until the date of service, whichever comes first;
- b. Upon the death of a Town of Olds employee while performing work for the Town of Olds, the Flag is flown at Half-mast, from the time of notification of death for five (5) consecutive days or until the date of service, whichever comes first.

8. Discretionary Provisions Half-masting

The CAO may determine to have flags at Half-mast for a single occurrence without precedence in the event of the death of:

- a. an Active Service member of the Canadian Forces;
- b. an Active Service member of national, provincial, or municipal police service;
- c. an Active **or former** Service member of an emergency service (Fire and Rescue, Emergency Medical Services).

The Flag is flown at Half-mast, from the time of notification of death until sunset on the day of the funeral or the memorial service.

9. Half-masting Notice

- a) The notice will stipulate the reason, geographical extent and duration of the Half-masting. A brief biography must also accompany the notice when Half-masting is carried out upon the death of a person.
- b) Should a Half-masting need to be commenced on a weekend or statutory holiday, Flags are permitted to be lowered at the end of the last regular business day of work prior to the Half-masting date and raised again at the beginning of the next regular business day.

Approved: May 14, 2012, Motion 12-149
Amended September 9, 2019, Motion 19-271



205P
Rules for Flying Flags

79

Governing Policy: 205C

Prepared By: Office of the CAO

APPROVAL:

Effective Date: Upon Approval

CAO: 

References:

Government of Canada: Canadian Heritage,
National Flag of Canada Etiquette

Date Signed by CAO: 

Government of Alberta: Protocol and Ceremony

Executive Team Approval Date: May 12, 2021

PURPOSE

The purpose of this procedure is to ensure that flags at Town of Olds Facilities are flown and that the protocol followed ensures the dignity and respect for whom the flags are flown.

ACTION STEPS**Responsibilities**

The Chief Administrative Officer receives the official notification from the relevant Provincial and Federal authorities and will notify by email, the Executive Team and communication functions, for their information and appropriate action.

The Director of Operations will notify the Parks Supervisor to carry out the Half-masting of flags, not located at the Fire Hall (Administration Building, Operations Centre, Herb Samis Park, and Centennial Park).

Fire Chief will lead the primary coordination for the Half-masting of flags at the Fire Hall and RCMP facilities.

Half-masting Notice

A notice (including a brief biography) prepared by Communications, and circulated by the CAO, will be sent to all staff and through social media, will relay the reason, geographical extent and duration of the Half-masting.

Standards

1. The display and raising/lowering of Flags will be in adherence to the Government of Canada's Flag Etiquette.
2. At no time shall any flag be flown at a height higher than the National Flag of Canada.
 - a. *When the National Flag of Canada is Half-masted*, all flags in a group or those that are together shall be flown at Half-mast.
 - b. Only flags secured to flagpoles with halyards and pulleys will be Half-masted.
 - c. If the National Flag of Canada is Half-masted, it must nonetheless be flown at full-mast on the following legal holidays created under the *Holidays Act* (R.S.C. c. H-5): Victoria Day and Canada Day.

3. At no time shall the Municipal Flag of the Town of Olds, Alberta be flown at a height ⁸⁰ higher than the Provincial Flag of the Province of Alberta.
4. Should a Half-masting need to be commenced on a weekend or statutory holiday Flags are permitted to be:
- lowered on the Friday evening prior to the Half-masting date and raised again on the Monday morning;
 - lowered on the evening prior to the statutory holiday and raised again on the morning of the next regular work day.

When operationally possible, flags are to be lowered and raised per appropriate timeline protocol.

5. **Mandatory Half-masting of the NATIONAL FLAG OF CANADA**
Lower all flags to Half-mast

- Upon the occurrence of an event that requires the Flag to be Half-masted, or upon the approval of the Prime Minister, the Department of Canadian Heritage will send a notice to relevant authorities instructing them to Half-mast the Flag upon the death of a:
 - Sovereign,
 - current or former Governor General
 - current or former Prime Minister,
 - Sovereign's spouse,
 - Heir to the Throne or the Heir of the Heir to the Throne,
 - Chief Justice of Canada and Members of the Canadian Ministry,
 - current Lieutenant Governor of the Province of Alberta,
 - current Member of Parliament for Olds.

Refer to the governing policy for the appropriate duration of Half-masting for the above individuals.

- Special Days Half-Masting the National Flag of Canada:
 - April 28, Workers' Mourning Day;
 - Last Sunday in September, Police and Peace Officers' National Memorial Day, unless Half-masting occurs near the place where a memorial is being observed, then Half-masting can occur according to the prescribed order of service, until sunset;
 - November 11, Remembrance Day, unless Half-masting occurs at the National War Memorial or a place where remembrance is being observed, then Half-masting can occur at 11:00 or according to the prescribed order of service, until sunset;
 - December 6, National Day of Remembrance and Action on Violence Against Women.

6. **Mandatory Half-masting of the PROVINCIAL FLAG OF the PROVINCE OF ALBERTA.**

- Upon the occurrence of an event that requires the Flag to be Half-masted, or upon the approval of the Premier, the Municipal Services and Legislation Division of the Department of Municipal Affairs will send a notice to municipalities instructing them to Half-mast the Flag upon the death of a:
 - current Member of the Legislative Assembly for Olds.
- **Lower all flags to Half-mast.**

- b. When the Province of Alberta Half-masts the Provincial Flag for a reason other than provided in 5.a., the Province Flag shall be lowered to Half-mast for the extent and duration of the Half-masting.

- **Excluding Canada flag**, lower Alberta and other flags to Half-mast.

7. **Mandatory** Half-masting of the MUNICIPAL FLAG of the **TOWN OF OLDS**, ALBERTA.

- a. Upon the death of a
- i. current Member of Town of Olds Council,
 - ii. Town of Olds employee.

The Flag is flown at Half-mast, from the time of notification of death for five (5) consecutive days or until the date of service, whichever comes first;

- **Excluding Canada and Alberta flag**, lower Town of Olds flag to Half-mast.

8. **Discretionary Provisions** Half-masting.

- a. The CAO may direct to have flags at Half-mast for a single occurrence without precedence in the event of the death of:

- i. an active service member of the Canadian Forces;
- ii. an active service member of national, provincial, or municipal police service;
- iii. an active or former service member of an emergency service (Fire and Rescue, Peace Officer, Emergency Medical Services).

The Flag is flown at Half-mast, from the time of notification of death until sunset on the day of the funeral or the memorial service.

- **Lower all flags to Half-mast.**

9. **Exceptional Circumstances**

- a. The CAO may approve the Half-masting of the flags at the Town Office, and/or on all or some Town of Olds properties, that is not provided for in the Policy.

Proper Maintenance of Flags

The National Flag of Canada, whether it be a cloth, paper or made of some other fabric or material, should never:

- Be used as a tablecloth or seat cover;
- Be used as a masking for boxes, covering a speaker's podium, draping a platform, as a barrier on a stage or platform, or in general for any decoration;
- Be used to cover a statue, monument or plaque for an unveiling ceremony;
- Have anything pinned to or sewn onto it;
- Be signed or marked in any way (A border could be attached to its outside edge, which can be marked while leaving the Flag itself untouched.);
- Be used as wearing apparel;
- Be flown in a discoloured or tattered condition;
- Be burned in effigy;
- Touch the ground;
- Be stepped on;
- Be flown upside down (except as a signal of distress in instances of extreme danger to life);
- Be dipped or lowered to the ground as a means of paying a salute or compliment to any person or thing.

Proper Disposal of Flags

When a flag becomes tattered and is no longer in a suitable condition for use, it should be destroyed in a dignified way.

82

A flag is considered to be tattered or worn when the colour has faded, it has developed a hole, or the outermost seam (fly) of the flag has become frayed. When a flag is no longer in a suitable condition for use, it should be disposed of in a dignified manner.

Disposal of such flags may be handled in the following manner:

- Return flag(s) to participating retail stores who will dispose of them;
- Flags made of natural fibres (wool, cotton, linen) should be burned in a dignified manner; privately without ceremony or public attention being drawn to the destruction of the material;
- Flags made of synthetic material (nylon or polyester) should be respectfully torn into strips, with each element of the flag reduced to a single colour, so that the remaining pieces do not resemble a flag. The individual pieces should then be placed in a bag for disposal – the shreds of fabric should not be re-used or fashioned into anything.

Flag Inventory

Operations is responsible for the inventory of flags. All requests for flags shall be directed through the Administrative Support for Operations. Operations Administration will track requests and distribution of new flags. This includes the inventory for Community Service use in community events. Requests to use the flags from Council Chambers shall be made to the Legislative Clerk.



7D

POLICIES AND PRIORITIES COMMITTEE REPORT

Date: July 5, 2021

Author: Michelle LaRoche

Department: Community Services

SUBJECT: Policy 901C Recreational Facilities and Sports Fields Use

COUNCIL DIRECTION

Accept for information and direct administration to bring back to a future regular council meeting.

BACKGROUND

April 6, 2021, at the Policies and Priorities committee meeting, Council accepted for information the Olds Grizzlys AJHL presentation. One of the issues raised in this presentation was the allocation of ice during 'buffer' seasons (April/May and August) during the weekday. Current administrative practice during the non-winter ice season is to allocate ice in the Sportsplex in a manner that is fair and equitable for all of its existing and potential users by utilizing standards for ice priority allocation by balancing access to multiple users with a majority of ice allocation for a Primary User.

On June 7, 2021 Policies and Priorities committee meeting Council accepted for information the presentation from Jason Jaffray who expressed the desire to utilize ice during 'buffer' seasons as well.

ATTACHMENTS

1. Recreational Facilities and Sports Fields Use Policy 901C
2. Sportsplex Ice Allocation Procedure DRAFT



901C Recreational Facilities and Sports Fields Use

Prepared By: Community Services

Effective Date: April 8, 2019
Council Resolution No.: 19-116

POLICY STATEMENT

The Town of Olds is dedicated to providing residents and visitors with accessible, inclusive, affordable, and safe access to Town operated Recreational Facilities and Sport Fields.

PURPOSE

To ensure that safe access to its Recreational Facilities and Sports Fields is fair and equitable for all of its existing and potential users.

DEFINITIONS

“Olds Recreation Area” is defined as the lands legally described within the boundaries of Mountain View County as per Schedule 5, in the Intermunicipal Cooperation Committee Master Agreement.

“Primary User(s)” shall mean a User Group that exclusively utilizes space and has been extended individualized negotiated privileges at a Recreational Facility or Sports Field via a Primary User Group Agreement.

“Patron(s)” shall mean any individual who utilizes the Recreational Facility or Sports Fields.

“Recreational Facility” shall mean the activities at the Aquatic Centre and Sportsplex, and areas identified as playgrounds, parks, and playing fields owned and/or operated by the Town of Olds.

“Sports Field” shall mean any area identified as an outdoor space which can be booked and is owned and/or operated by the Town of Olds.

“Staff” shall mean those employees working at a Recreational Facility or Sports Field.

“User Group(s)” shall mean those formally recognized local groups that regularly book a Recreational Facility or Sports Field.

SCOPE

Applies to all User Groups, Patrons, and Staff within the provision of Town owned and/or operated Recreational Facilities and Sports Fields.

RESPONSIBILITIES

The Chief Administrative Officer, or designate, is responsible to administer this policy within the terms and conditions established and provide regular review of procedures to ensure they are relevant and current.

STANDARDS

The Town will:

1. Establish and maintain ongoing preventative maintenance programs for facilities.
2. Ensure all construction, maintenance, custodial, and operational duties will be carried out in a safe and efficient manner to the benefit of the User Groups, Patrons, and Staff.
3. Maintain appropriate standards of behaviour at Town Recreational Facilities and Sports Fields.
4. Establish a set of fees for charges that are fair and equitable for the use of Recreational Facilities and Sports Fields.
5. Provide guidelines for the use and scheduling of activities.

Priority allocation is as follows:

1. Town programs and/or services that are endorsed by the Town of Olds Council and/or are directly funded by the Town.
2. Programs and/or services provided by Primary User Groups.
3. Programs and/or services provided by schools within Chinook's Edge School Division and/or Red Deer Catholic Regional Schools within the Olds Recreation Area.
4. Programs and/or services provided by registered non-profit organizations and societies in good standing with the Town and where majority of participants reside in the Town Recreation Boundary and are under the age of 18; and where rental end time is prior to 9:30 p.m.
5. Programs and/or services provided by a group, organization or individual associated with a recognized national, provincial or regional governing body.
6. Participant use by local groups or individuals for not-for-profit recreational activity and where majority of participants reside in the Olds Recreation Area.
7. Programs and/or services offered by private groups, organizations or individuals whose primary purpose is to make a profit (i.e. commercial users).

Prepared By: Community Services
Responsibility: Community Services
Effective Date: Upon Approval
References:

APPROVAL:

CAO: _____
Date Signed by CAO: _____
Executive Team Approval Date: _____

PURPOSE

To establish the priority rating of organizations when scheduling to accommodate every organization in as fair a manner as possible.

ACTION STEPS

Primary User Groups will have priority when scheduling ice time in the Sportsplex from the first of August through until the last day of April.

All bookings shall be made through the Facility Booking Attendant.

1. Ice Bookings

To accommodate Prime-time ice allocation in as fair a manner as possible the following priority ranking is established in the following order:

- a. An ice time booking allocation for youth Primary User Groups during Prime-time will be: Monday through Thursday 3:00 p.m. to 9:30 p.m., Friday and Saturday 7:30 a.m. to 10:00 p.m., and Sunday from 7:30 a.m. to 7:30 p.m. (with the exception of 12:00 p.m. – 1:15 p.m. on Sundays).
 - Minor Hockey (Primary User) first 30 hours practice per week
 - Figure Skating (Primary User) first 10 hours practice per week
- b. AJHL and ACAC play. Due to the nature of the leagues, it is required that game times be accommodated for.
 - AJHL Grizzly Hockey Games (Primary User)
 - ACAC Ladies Hockey Games (Primary User)

Practice times for the AJHL and ACAC shall be prioritized during non-prime hours.

- c. Public/Family Skating; shall be allocated with a minimum of 5 hours per week with minimum of 1.5 hours per weekend.
- d. Local adult organizations have priority after A, B and C (above) are accommodated for. Therefore, they have priority to book ice after 9:30 p.m. Monday through Thursday, and after 7:30 p.m. Sunday.
- e. Bookings for hockey development offered by AJHL and ACAC.

- f. Non local organizations – regular bookings.
- g. Non local organizations – casual bookings.
- h. Commercial and/or for-profit business bookings.

2. March Schedule/Playoffs

There will be no confirmed bookings accepted in March on the main ice surface. (Minor Hockey may book one weekend as a potential date as a Provincials host and Figure Skating will be allotted one Sunday for their annual Carnival)

For the month of March priority booking in order on the main ice surface for playoff games:

- a. AJHL Grizzlys
- b. ACAC Broncos
- c. Provincial/ League playoff (priority assignment as defined by OMHA)
- d. Prioritized in the same order as above

3. Deadlines

To retain priority scheduling privileges during the regular season, each respective organization must adhere to the following deadlines:

For ice from September 1 – March 31 all requests for bookings must be received no later than:

- a. June 30 of each year:
 - i. Minor Hockey tournament schedule;
 - ii. Figure Skating carnival dates;
 - iii. ACAC Broncos game schedule;
 - iv. AJHL Grizzlys game schedule.

Fall and winter ice allocation schedules shall be developed around the above submitted dates.

- b. September 15 of each year:
 - i. Minor Hockey game schedule and practice schedule;
 - ii. AJHL Grizzlys practice schedule;
 - iii. ACAC Broncos practice schedule,
 - iv. Figure Skating schedule;
 - v. Adult User Group and College intramural schedule.
- c. Minor Hockey Provincial Host:
 - i. Request for one weekend must be received by November 1;
 - ii. Above request confirmed by December 30.

Ice requests for April and August (when ice is in) will be prioritized in the same order as above and must be received no later than:

- a. For April-May ice, requests must be received by November 30.
- b. For August ice, requests must be received by April 1.

4. Casual Ice Rentals

- a. Casual renters will book ice with the Facility Booking Attendant.
- b. All casual rentals will be paid at the Town Office or on-line prior to use.
- c. Public skating (Shinny, Family Skate, etc.) will be paid at the Sportsplex Office by cash only.

5. Ice Rental Payment

- a. Fees and charges follow the Town of Olds Rate Bylaw.
- b. The public skating rates may be waived/suspended if a group/organization donates an amount approximately equal to the budgeted public skating revenue.
- c. User Groups renting on a regular basis will be billed for time used at the end of each month.
- d. User Groups must pay a \$500.00 security deposit. This deposit will be applied against their final bill if no damage or other outstanding expenses has been recorded. (Primary User Groups exempt). The Director of Finance shall be responsible for security deposits.
- e. Organizations or User Groups who do not pay their bill within 30 days will have their regular ice time cancelled immediately.
- f. In the case of (e), the security deposit will be used to cover the outstanding balance and any amount remaining will be sent to collection.
- g. Each organization or User Group must specify one contact person who will be responsible for bookings, cancellations, receiving and ensuring payment of invoices. Only the specified person(s) will be allowed to change the confirmed times booked for the organization.

6. Ice Install and Removal

Notwithstanding a scheduled extraordinary special event requiring the Sportsplex, ice shall be available for booking as follows:

- a. Main, second Monday in August – May 15;
- b. Auxiliary; September 30 – March 15, unless 3.b. above is approved for a later date then the ice will be removed the first day following the conclusion of the Provincial tournament.



7E

POLICIES AND PRIORITIES COMMITTEE REPORT

Date: July 5, 2021
Author: Kelly Lloyd, Policy Advisory Team
Department: Office of the CAO
SUBJECT: Policy 902C Green Space Areas

COUNCIL DIRECTION

Accept for information and direct administration to bring back to a future regular council meeting.

BACKGROUND

In Councils Strategic Plan for the 2017-2021 term, focus area one is Good Governance. The goal for this area is: *"The Town of Olds will respect people and the process ensuring a healthy environment where great decisions are made."*

One of the strategies to accomplish this is identified as item 1.4: *"Develop a strategic, comprehensive review of all by-laws and policies over the next four years."*

Green Space Areas Policy 902C, was presented to Council at the June Policies and Priorities meeting and was deferred to July. It is presented to Council for discussion.

ATTACHMENTS

1. Green Space Areas Council Policy 902C



Prepared By: Operations

Council Approval Date:

Effective Date: Upon approval

Council Resolution No.:

References:

International Society of Arboriculture (ISA)

Land Use Bylaw

Community Standards Bylaw

Water and Wastewater Bylaw

Records Retention Management Bylaw

Equipment Maintenance Policy

POLICY STATEMENT

The Town of Olds will provide for the standards to which Green Spaces Areas will be maintained.

PURPOSE

To establish guidelines for the purpose of ensuring Green Spaces Areas are **managed in an effective, efficient and safe level of service** ~~inspected and maintained at a safe and quality standard~~ and to reduce or eliminate potential liability claim exposure.

To establish an Integrated Pest Management Program (IPM) for effective, economical and environmentally sound management of Town of Olds park turf and vegetation and to ensure compliance with all applicable ~~Federal and Provincial~~ legislation.

To establish guidelines for the selection, planting and management of Trees in Green Spaces.

SCOPE AND GUIDELINES

This policy applies to inspection, maintenance of all Green Spaces Areas, within the Town of Olds boundary.

DEFINITIONS

“Boulevard” means that part of a highway or road that is not a roadway, but is that portion of the right-of-way of a public highway or road lying between the curb line of the roadway and the adjacent property line, or where there is no curb, that portion of the right-of-way lying between the edge of the roadway ordinarily used by vehicles and the adjacent property line;

“Green Spaces Areas” (Urban Green Space) means **land that is completely covered with grass, Trees, shrubs or other vegetation, including wetlands. This includes** any Town-owned areas designated as park, playground, sports field, cemetery, Boulevard, ditch, environmental reserve, municipal reserve, public utility reserve, school reserve, laneway, undeveloped or developed residential land, located within the corporate limits of the Town of Olds.

“Integrated Pest Management (IPM)” is an ecosystem based strategy that focuses on long term prevention of pests through a combination of techniques such as biological control, cultural practices, and use of resistant varieties.

"Pesticide" includes insecticide, herbicide, miticide, fungicide and arachnicide.

"Sports Field" means fields in which various sports can be played on different types of turf (i.e. grass, shale, sand). Sports include but not limited to baseball, soccer, and football.

"Trail(s)" means engineered pathways in parks that have a sub-base of either asphalt, shale or pea gravel surfacing. These Trails may be lighted for night use, and are intended to provide linkages between neighbourhoods.

"Tree(s)" means long-lived perennial plant(s) that are woody and have a self supporting trunk with a root system. May be deciduous or coniferous and includes all living parts.

RESPONSIBILITIES

The **Chief Administrative Officer (CAO)**, ~~Director of Operations~~ and/or designate, shall be responsible for the implementation of this policy.

STANDARDS

The standards are outlined in each section below. Complaints shall be responded to within 24 hours should a safety concern exist.

~~In addition, the Town shall provide an after hours phone number for emergency calls from the public.~~

Green Spaces Areas

Maintenance shall be carried out on a priority basis with the understanding that due to limited finances and resources, there will be Green Spaces Areas that receive greater priority based on use and impact to the Town, neighbourhoods and user groups.

In this policy, the Town will manage turf grass pests, defined as broadleaf weeds, grasses and noxious weeds, using Integrated Pest Management (IPM) principles for Turf and Vegetation Management.

Integrated Pest Management (IPM) Turf And Vegetation Management

~~The Town has sole responsibility for the operation and maintenance of the Green Space Areas including turf and vegetation management.~~

~~The Town is committed to minimize the use of pesticides and thereby minimize the risk to human health, and the environment.~~

~~The Town is committed to an Integrated Pest Management (IPM) program which~~ **IPM** incorporates the procedures of turf classification (acceptable weed cover limits), weed identification, monitoring, action levels, treatments and evaluation.

~~Within the scope of available budget, Tthe Town will, as a priority,~~ **Also incorporated is** the use of cultural turf management practices, including soil testing, ~~liming and~~ fertilizing, aeration, dethatching, and mowing as an alternative to ~~pesticide~~ **Pesticide** use to control turf grass weeds. Additional non-chemical control means to be employed include physical controls (hand pulling of weeds) and mechanical means (mowing). **To control other weeds which have been identified and assessed by a certified horticulturalist, a certified Pesticide applicator using control 1, 2 or 3 will be utilized.**

Where use of ~~herbicide~~ **Pesticide** is required as identified by monitoring of weed infestations, the Town is committed to the use of "preferred ~~pesticide~~ **Pesticides**" which present the least short

and long-term health risk to humans and with the lowest environmental impact by residual effects.

The Town will maintain a 15-metre Pesticide free zone around all playground apparatus.

Turf Classification System

Priorities for the Integrated Plant Pest Management program will be based on a Turf Classification System that aids decision for noxious weed control and service frequency. These levels are determined based on location, function, user interaction, maintenance and weather permitting.

All Town Green Spaces shall be classified accordingly as per the table below.

Classification	Class A	Class B	Class C
Level of Service	<p>These areas consist of high value, visibility, maintenance, and user interaction.</p> <ul style="list-style-type: none"> All parks will be maintained* on a weekly basis and as per growing season conditions High visible boulevards in high traffic areas will be maintained at this level Fertilization applied at this level Pesticides will be applied when required <p>*Fence line whipper snipping is no longer done unless it is town owned fences such as the Rotary park and ball diamonds. If a fence backs onto private property then the land owner is to do this. (i.e. Highlands utility right of way)</p>	<p>These areas have moderate value, visibility, maintenance, and user interaction.</p> <ul style="list-style-type: none"> All parks will be maintained on a weekly basis and as per growing season conditions Boulevards will be maintained at this level or less Fertilization may be required at this level Pesticides will be applied as needed 	<p>These areas have fair value, visibility, maintenance, and user interaction.</p> <ul style="list-style-type: none"> Zero fertilization Mowing as needed Zero whipper snipping along fence lines of all open green spaces Zero pesticide application
Sport Fields	<ul style="list-style-type: none"> Rotary Athletic Park 	<ul style="list-style-type: none"> The Hedges' Ball Diamonds Elks Soccer Field 	<ul style="list-style-type: none"> Deer Meadows School South Diamond Imperial Ball Diamonds Holy Trinity Catholic School Sports Fields
Green Spaces	<ul style="list-style-type: none"> All town owned facilities and other facilities the Town maintains Memorial Way (65th Avenue Boulevards) Centennial Park Craig's Corner Memorial Park Frank Wong Memorial Park Hartman Green Herb Samis Park Highway 27 N & S Blvd 	<ul style="list-style-type: none"> 50th Street and West CPR Boulevard (was A) 5057 - 57 Avenue Close Playground 60th Avenue Close 61st Avenue Cemetery Lion Balsam Park Beech Crescent Harrison Green Highlands Playground Imperial Estates (3 big green spaces) Kiwanis 56th Avenue and 58th Street Playground Kiwanis Beech Playground Kiwanis Destiny Playground McLeod Crescent 	<ul style="list-style-type: none"> 57th Ave Boulevard (58 St - border) Imperial Pathways / Utility Right of Ways Deer Ridge Tree Reserve and Pathways Off-Leash Dog Park

		<ul style="list-style-type: none"> • Neil Leatherdale Memorial Park • Kiwanis Richard's Playground • Ralph Maybank Memorial Park • Ryan Boutwell Memorial Playground • Sherwood Crescent • Sierra Pathway • Vista's Rotary Playground 	93
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Trail Systems ~~Turf Classification System~~

Trail systems throughout town during grass care season are at a lower level. Some right of ways will be maintained every two weeks, however, those areas will be determined based on growing season and precipitation.

~~Priorities for the IPM program will be based on a Turf Classification System that aids decision making with respect to thresholds for weed control, available budget and staff time.~~

~~All Town Green Spaces shall be classified accordingly:~~

Class A Turf/Green Spaces

- ~~High level of service: high value, high visibility, or high maintenance sites including ornamental turf, public buildings, playgrounds and sports fields.~~
- ~~Will be maintained relatively weed free with a maximum weed cover threshold not to exceed 10%. (Based on 10 m x 10 m area)~~

Centennial Park	OR Hedges Ball Diamonds
Cemetery	Town Administration Office
Sportsplex, Rec Centre, Library	Hartman Green
Aquatic Centre	Craig's Corner
Imperial Ball Diamonds	Maybank Park
Frank Wong Park	Herb Samis Park
Neil Leatherdale Park	60 th Ave Close
Seniors Park	Rotary Athletic Park
Highway 27 N & S Boulevard	

Class B Turf/ Green Spaces

- ~~Moderate level of service: general park areas, Boulevards.~~
- ~~Acceptable levels for weed cover not to exceed 30% threshold (based on 10m x 10m area).~~

Imperial E, W, C Islands	McLeod Crescent & Boulevard
Richards Crescent & Boulevard	54 th Street Park & Boulevard
56 th Street Park	57 th Avenue E & W Boulevard
Aloha Trailer Park (Public Areas)	Balsam Crescent & Area
Beech Crescent & Area	Sherwood Crescent
Bridal Path	S. Duncan Place
Sunrise on the Park	Frank Wong Park
Neil Leatherdale Park	

Class C Turf/Green Spaces

- ~~Low level of service: rough grass, undeveloped or naturalized areas.~~
- ~~Acceptable levels for weed cover not to exceed 50% threshold (based on 10m x 10m area) with the exception of the presence of noxious weeds to be removed by chemical or physical means in a timely manner.~~

50th Street and West CPR	Transfer Station
Pump House	Highway 27 N & S Boulevard
57th Ave (from 58 St to border)	New Operations Centre
Craig's Corner	Maybank Park
Bridal Path	

Determining Ownership of Trees

For Trees that transect the property of the Town and a Private residence, the Town will undertake and pay all costs associated with any necessary pruning or removal of Trees, the main stem of which, are proven to be 50% or greater, on Town Lands. All Trees main stems which are more than 50% on the private residence are the sole responsibility of the homeowner.

In determining ownership of the Tree, the Town will use the following resources: location of property pins; municipal GIS or; property line survey.

Tree Conservation, Planting and Maintenance

The Town will strive to conserve existing Trees in Green Spaces. Trees for planting shall be selected from an established Alberta list of species which favour native plants when site conditions and locations permit.

The current ratio for planting trees will be a one to one ratio.

Street, Sidewalk and Trail Tree Clearances

The Town will maintain suitable vertical and horizontal clearances on all streets, sidewalks and Trails to achieve a balance between maintaining Tree/shrub health or aesthetics, safety and operational needs.

Tree and Tree Limb Removal

Tree removal will only take place after it has been evaluated by qualified staff or qualified contracted service. Parks staff may remove the affected Tree limb(s) or the Tree itself immediately or within an appropriate time frame based on level of risk posed by the Tree. Visual signs of defect that could result in a catastrophic failure of the Tree indicating a Tree or Tree limb might be removed.

Logs and wood chips will be removed where possible. In natural areas or areas that are inaccessible, they will remain on site and left to break down naturally.

Boulevard Trees will not be removed if Tree roots grow into the property owners sewer service line connection between private property and the towns main sewer line.

Hazardous Tree Rating System

Working in conjunction with a certified arborist, decisions regarding the Tree hazard assessment will be carried out by a qualified horticulturalist/arborist, in accordance with the ISA Tree Risk Assessment record.

Council Motion: June 10, 2019 Resolution: 19-191