



**Regular Council Meeting Agenda
for Monday, January 23, 2022, at 1:00 p.m.
to be held in Council Chambers at the,
Municipal Office at 4512 – 46 Street, Olds, AB**

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

1. CALL TO ORDER

A.) ADDED ITEM(s)

B.) ADOPTION OF THE AGENDA

C.) PROCLAMATIONS AND ANNOUNCEMENTS

2. ADOPTION OF PREVIOUS MINUTES

Page 3 2A) Regular Council Meeting Minutes – January 9, 2023

3. BUSINESS ARISING FROM THE MINUTES

4. PUBLIC HEARING

5. DELEGATIONS AND PRESENTATIONS

Page 9 5A) Delegation - Mountain View Waste Management Commission

Page 10 5B) Delegation - Enterprise Fleet Management

6. BYLAWS

Page 17 6A) Bylaw 2023-03 – Land Use Bylaw 01-23 Amendment

Page 23 6B) Bylaw 2023-04 – Land Use Bylaw 01-23 Amendment

Page 53 6C) Bylaw 2023-05 – Non-Residential Tax Incentive Bylaw

7. NEW BUSINESS

Page 58 7A) South Red Deer Regional Wastewater Commission
(Operating Agreement)

Page 82 7B) Organizational Review Executive Summary

Page 94 7C) Organizational Review: Planning and Engineering Sub-Department
(Recommendation # 37)

8. REPORTS FROM COUNCIL, BOARDS, COMMISSIONS AND COMMITTEES

Page 95 8A) Reports from Council, Boards, Commission and Committees

9. CAO REPORT AND ACTION LIST

Page 97 9A) CAO Report

10. FINANCIAL

Page 132 10A) Tax Exemptions Requests

11. CORRESPONDENCE AND INFORMATION

Page 152 11A) Correspondence and Information

12. CLOSED SESSION (as necessary)

13. RISE AND REPORT (if closed session held)

14. ADJOURNMENT

PUBLIC INFORMATION:

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

CLOSED SESSION INFORMATION:

When Council goes into a **CLOSED SESSION**, for continued participation in the virtual Council meeting: stay online in the live stream meeting platform, and the meeting stream will be replaced by a graphic and music will play. When the music stops, the meeting is reconvening.

If you choose to shut down your live stream, watch the Town of Olds social media feeds where the reconvening time will be posted. The social media feeds can also be found at the bottom of the homepage on the Town of Olds website.



Request for Decision

Adoption of Meeting Minutes

January 23, 2023

RECOMMENDATION

That the minutes from the January 9, 2023, Regular Council meeting be adopted as presented.

STRATEGIC ALIGNMENT

Our residents and town staff actively communicate and engage with us through open dialogue
Our community is supported and enabled through skillful governance.
Our thriving community is built on strong and collaborative relationships.

LEGISLATIVE AUTHORITY

Municipal Government Act Division 9, Part 6, Section 208(1)
Town of Olds Procedural Bylaw 2022-19.

BACKGROUND


The purpose of this RFD is to adopt the previous minutes of Council as described in the Municipal Government Act and the Town of Olds Procedural Bylaw.

RISK/CONSEQUENCES

1. By not approving the previous meetings minutes, Council would then not approve the decisions they made, as recorded and no motion would be actioned by administration.
2. The minutes of the Council meetings can be adopted as amended; Council would need to be specific in an amendment to the recording of the previous meetings minutes.

FINANCIAL CONSIDERATIONS – N/A**ATTACHMENTS**

1. Prior to Adoption: Regular Council meeting minutes of January 9, 2023.

| | |
|--|------------------------|
| Author: Marcie McKinnon Legislative Clerk | Date: January 16, 2023 |
| CAO Signature:  | Jan 19, 2023 |

PRIOR TO ADOPTION

4

Minutes of the Town of Olds Regular and Closed Council meeting held on Monday, January 9, 2023, at 1:00 p.m. in the Council Chambers, at the Municipal Office at 4512 – 46 Street in Olds, with the public body present at meeting location and was live streamed out.

PRESENT – ELECTED OFFICIALS:

In the Chair, Mayor Judy Dahl

Councillor Wanda Blatz, Councillor James Cummings, Councillor Dan Daley, Councillor Harvey Walsh, Councillor Heather Ryan, and Councillor Darren Wilson.

ABSENT– ELECTED OFFICIALS:

PRESENT for the Regular meeting of Council – STAFF:

Brent Williams, Chief Administrative Officer; Sheena Linderman, Director of Finance; Doug Wagstaff, Director of Community Services; Marcie McKinnon, Legislative Clerk and Chylla Nault, Executive Support to Council.

1. CALL TO ORDER

Mayor Dahl called the meeting to order at 1:01 p.m.

A.) ADDED ITEM(s)

None requested.

B.) ADOPTION OF THE AGENDA

Moved by Councillor Wilson, “to accept the Council agenda for the Monday, January 9, 2023, Regular Council meeting as presented.”

Motion Carried 23-01

C.) PROCLAMATIONS AND ANNOUNCEMENTS

2. ADOPTION OF PREVIOUS MINUTES

2A) Regular Council Meeting Minutes – December 12, 2022

Moved by Councillor Blatz, “that the minutes from the December 12, 2022, Regular Council meeting be adopted as presented.”

Motion Carried 23-02

Special Council Meeting Minutes – December 20, 2022

Moved by Councillor Daley, “that the minutes from the December 20, 2022, Special Council meeting be adopted as presented.”

Motion Carried 23-03

3. BUSINESS ARISING FROM THE MINUTES

4. PUBLIC HEARING

5. DELEGATIONS AND PRESENTATIONS

6. BYLAWS

6A) Bylaw 2023-01 Cemetery Bylaw

Moved by Councillor Wilson, “that first reading be given to Bylaw 2023-01 Cemetery Bylaw, as presented.”

Motion Carried 23-04

Moved by Councillor Walsh, "that second reading be given to Bylaw 2023-01 Cemetery Bylaw, as presented."

Motion Carried 23-05

Moved by Councillor Blatz, "that unanimous consent be given to present Bylaw 2023-01 Cemetery Bylaw for third reading, as presented."

Motion Carried 23-06

Moved by Councillor Ryan, "that third reading be given to Bylaw 2023-01 Cemetery Bylaw, as presented."

Motion Carried 23-07

6B) Bylaw 2023-02 Land Use Bylaw 01-23 Amendment

Mr. Sarmad Abbasi, Planner with Parkland Community Planning Services participated virtually to introduce the land use bylaw amendment as contained in the agenda package and set a public hearing.

Moved by Councillor Walsh, "that Council gives first reading to Bylaw No. 2023-02."

Motion Carried 23-08

Moved by Councillor Ryan, "that Council sets Monday, February 13, 2023, at 1:00pm in Council Chambers as the date, time and place for a Public Hearing on Bylaw No. 2023-02."

Motion Carried 23-09

7. NEW BUSINESS

7A) 2023 Family and Community Support Services (FCSS) Grant Recommendations

Moved by Councillor Blatz, "that Council approve the Family and Community Support Services (FCSS) grants for 2023 as recommended by Administration as follows:

| ORGANIZATION | RECOMMENDED |
|---|------------------|
| Boys and Girls Club | \$55,000 |
| Chinook's Edge - Family School Wellness | \$15,000 |
| Mountain View Emergency Shelter Society | \$10,000 |
| Mountain View Moccasin House | \$5,000 |
| Olds and District Hospice Society | \$4,000 |
| YES Program | \$20,000 |
| Hope 4 MV Kids | \$1,000 |
| TOTAL | \$110,000 |

Motion Carried 23-10

Moved by Councillor Walsh, "that Council approves \$10,000 allocated in the FCSS budget, to be approved by the Director of Community Services in increments up to \$5000.00 to be distributed to eligible projects that may apply throughout the year."

Motion Carried 23-11

Director Wagstaff left the meeting at 1:28 p.m.

8. REPORTS FROM COUNCIL, BOARDS, COMMISSIONS AND COMMITTEES

9. CAO REPORT AND ACTION LIST

9A) CAO Report – verbal update

CAO provided a verbal report on the following items:

- *Donation of \$250.00 to Olds Farmers and Farmerettes Curling Bonspiel*
 - *Outdoor rink, board due to be installed on Wednesday and ice should be in by the end of the month*
 - *Olds & District Municipal Library sign to be installed this week*
 - *OFL BoD call has been out for a while, and we have received a few applications.*
 - *Nu2U – financial report will come forward at the January 23 regular council meeting*
- CAO summarized correspondence received from citizens regarding the Nu2U.

Moved by Councillor Blatz, “that the CAO verbal update be accepted as presented for information.”

Motion Carried 23-12

10. FINANCIAL

10A) Tax Recovery Sale Conditions and Reserve Bid

Moved by Councillor Wilson, “that Council set the Terms and Conditions of the Tax Recovery Sale scheduled for Tuesday March 28, 2023, at 2:00 p.m. in the Town of Olds Council Chambers as follows:

1. These properties are being offered for sale on an “as is, where is” basis;
2. These properties are being offered for sale subject to a reserve bid and to the reservations and conditions contained in the existing Certificate of Title;
3. Payment of successful bid shall be made by cash or certified cheque payable to the Town of Olds; a non-refundable deposit of 20% at the time of sale with the balance of 80% of bid due within 10 days.

Motion Carried 23-13

Moved by Councillor Daley, “that Roll #4403000 – Lot 10, Block 5, Plan 1518JK – have a reserve bid of \$279,000 placed on it for the public auction scheduled for Tuesday March 28, 2023, at 2:00 p.m. in the Town of Olds Council Chambers.”

Motion Carried 23-14

Moved by Councillor Blatz, “that Roll #4600200 – Lot A, Plan 7063JK – have a reserve bid of \$2,880,000 placed on it for the public auction scheduled for Tuesday March 28, 2023, at 2:00 p.m. in the Town of Olds Council Chambers.”

Motion Carried 23-15

10B) Request for Tax Exemption

Moved by Councillor Ryan, “that Council request Administration bring the “request for Tax Exemption” back to a future council meeting and to only include the municipal portion for the 2023 taxation year.”

Motion Carried 23-16

11. CORRESPONDENCE AND INFORMATION

11A) Correspondence and Information

Moved by Councillor Daley, "that the Correspondence and Information Report ending January 9, 2023, be received for information."

Motion Carried 23-17

Mayor Dahl recessed the meeting at 2:00 p.m.

The Town of Olds Municipal Planning Commission (MPC) meeting was held.

Mayor Dahl reconvened the meeting at 2:40 p.m.

12. CLOSED SESSION

Mayor Dahl provided direction to online meeting participants on Council moving in and out of closed session.

Item #1 FOIP Section 16 – Disclosure harmful to business interest of a third party
(Olds Fibre Ltd. Board of Directors Appointment)

Item #2 FOIP Section 16 - Disclosure harmful to business interest of a third party
(Mountain View Emergency Shelter)

Item #3 FOIP Section 24 – Advise from officials
(Organizational Review)

Moved by Councillor Wilson, "that Council moves into closed session in accordance with Section 197(2) of the Municipal Government Act at 2:41 p.m. to discuss matters exempt from disclosure under FOIP Section 16 (x2) Disclosure harmful to business interests of a third party, and FOIP Section 16 - Disclosure harmful to business interest of a third party with CAO Williams only to remain in attendance."

Motion Carried 23-18

Gallery was cleared and staff left the meeting, and the live stream was re-opened.

Moved by Councillor Cummings, "that the meeting reconvenes to the regular Council meeting at 4:15 p.m."

Motion Carried 23-19

Gallery was opened, staff returned, and the live stream was re-opened.

13. RISE AND REPORT

Moved by Councillor Wilson, "that Council accept the Olds Fibre Ltd Governance Committee's recommendation of appointment of Todd Ormann to the OFL Board of Directors for a term of three years to commence February 1, 2023."

Motion Carried 23-20

Moved by Councillor Blatz, "that Council direct Administration to apply for the CMHC National Housing Strategy's Rapid Housing Initiative grant on behalf of the Mountain View Emergency Shelter."

Motion Carried 23-21

Moved by Councillor Ryan, "that council accept the presentation from the CAO on the Organizational review as presented."

Motion Carried 23-22

14. ADJOURNMENT

Moved by Councillor Daley, "that this meeting be adjourned at 4:18 p.m."
Motion Carried 23-23

Judy Dahl,
Mayor

Brent Williams,
Chief Administrative Officer

These minutes were approved on the day of January 2023.

PRIOR TO ADOPTION



Town of

Request for Decision

Delegation: Mountain View Regional Waste Management Commission

January 23, 2023

RECOMMENDATION

That Mountain View Regional Waste Management Commission's Chief Administrative Officer, Michael Wuetherick be thanked for his attendance to the January 23, 2023, Regular Council Meeting and that Council accept the presentation as information.

STRATEGIC ALIGNMENT

*Our residents and town staff actively communicate and engage with us through open dialogue
Our community is supported and enabled through skillful governance.
Our thriving community is built on strong and collaborative relationships.*

LEGISLATIVE AUTHORITY - N/A

BACKGROUND

The Commission was formed in 2001 to coordinate the management and disposal of solid waste within Mountain View County. There are 6 members of the Commission, consisting of Mountain View County, the Town of Olds, the Town of Didsbury, the Town of Carstairs, the Village of Cremona and the Town of Sundre.


The Commission currently operates the regional Landfill site and the transfer station located near Didsbury, the Sundre Transfer Station and the Water Valley transfer station. The Commission also oversees the contract for 9 recycling centres within the County.

RISK/CONSEQUENCES

Council can provide direction to staff. Council would need to be specific in their direction.

FINANCIAL CONSIDERATIONS – n/a

ATTACHMENTS – n/a

| | | |
|----------------|---|------------------------|
| Author: | Chylla Nault Executive Support -CAO & Council | Date: January 16, 2023 |
| CAO Signature: |  | Date: January 19, 2023 |



Request for Decision

Delegation: Enterprise Fleet Management

January 23, 2023

RECOMMENDATION

That Shannon Marshall with Enterprise Fleet Management be thanked for her attendance to the January 23, 2023, Regular Council Meeting and that Council accept the presentation as information.

STRATEGIC ALIGNMENT

Sound fiscal practices are balanced with a commitment to prioritizing value for our citizens.

LEGISLATIVE AUTHORITY - N/A**BACKGROUND**

The Town of Olds has an ageing fleet and no specific policy to deal with its replacement. We currently budget for one (1) half ton replacement a year in our capital budget. With twenty-seven (27) light to medium duty vehicles at a replacement schedule of one (1) per year we cannot keep up.


Shannon Marshall with Enterprise Fleet Management is here today to present to Council the concept of open-ended leasing.

RISK/CONSEQUENCES

Council can provide direction to staff. Council would need to be specific in their direction.

FINANCIAL CONSIDERATIONS – N/A**ATTACHMENTS**

1. Enterprise Fleet Management Synopsis

| | | |
|--|---------------------|------------------------|
| Author: Sheena Linderman | Director of Finance | Date: January 17, 2023 |
| CAO Signature:  | | Date: January 19, 2023 |



FLEET MANAGEMENT

PREPARED FOR:



Shannon Marshall

FLEET CONSULTANT

403-969-4619

PHONE

Shannon.D.Marshall@Efleets.com

EMAIL



THE SITUATION

Current fleet age is negatively impacting the overall budget and fleet operations

- 70% of the light and medium duty fleet is currently 10 years or older
- 88% of the light and medium duty fleet is currently 6 years or older
- 12 years is the current average age of the fleet
- Older vehicles have higher fuel costs, maintenance costs and tend to be unreliable, causing increased downtime and loss of productivity

THE OBJECTIVES

Identify an effective vehicle life cycle that maximizes potential equity at time of resale creating a conservative savings of over \$125,188 in 10 years

- Shorten the current vehicle life cycle from 9 years to 4 years
- Provide a lower sustainable fleet cost that is predictable year over year
- Free up \$79,500 in capital from the salvage of 19 vehicles in the first year
- Significantly reduce Maintenance to an average monthly cost of \$41 vs. current \$125
- Reduce the overall fuel spend through more fuel-efficient vehicles
- Leverage an open-ended lease to maximize cash flow opportunities and recognize equity

Increase employee safety with newer vehicles

- Currently:
 - 4 vehicles predate Anti-Lock Brake standardization (2007)
 - 16 vehicles predate Electronic Stability Control standardization (2012)
 - ESC is the most significant safety invention since the seatbelt
 - 24 vehicles predate standardization of back up camera (2018)

Piggyback off the RMA (Canoe Procurement Group) CFTA and NWPTA trade-compliant partnership

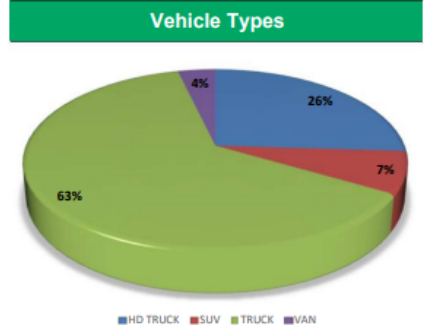
- Bypass the RFP/Tender process
- Over 20 counties currently in partnership through RMA and Canoe Procurement Group

THE RESULTS

By partnering with Enterprise Fleet Management, Town of Olds will be better able to leverage its buying power, implement a tighter controlled resale program to lower total cost of ownership and in turn minimize operational spend. Town of Olds will reduce fuel costs by 18% and reduce maintenance costs from \$125 on average to \$41 per unit. Leveraging an open-end lease maximizes cash flow and recognizes equity from vehicles sold creating an internal replacement fund. Furthermore, Town of Olds will leverage Enterprise Fleet Management's ability to sell vehicles at an average of 15.4% above auction results. By shifting from reactively replacing inoperable vehicles to proactively planning vehicle purchases, Town of Olds will be able to replace all its vehicles over the course of 5 years while creating an annual savings of \$6,833.

FLEET PLANNING ANALYSIS | TOWN OF OLDS¹³

| Fleet Profile | | | | Fleet Replacement Schedule | | | | | | Replacement Criteria |
|-------------------------|-----------|---------------------|------------------------|----------------------------|------|------|------|------|----------------|---|
| Vehicle Type | # of Type | Average Age (years) | Average Annual Mileage | 2023 | 2024 | 2025 | 2026 | 2027 | Under-Utilized | |
| 3/4 Ton Van Cargo | 1 | 14.1 | 5,900 | 1 | 0 | 0 | 0 | 0 | 0 | * Fiscal Year 2023 = 10 years old and older, or odometer over 160,000 |
| Compact SUV 4x4 | 2 | 12.1 | 9,200 | 1 | 1 | 0 | 0 | 0 | 0 | * Fiscal Year 2024 = 8 years old and older, or odometer over 130,000 |
| Compact Pickup Quad 4x2 | 1 | 16.2 | 3,300 | 1 | 0 | 0 | 0 | 0 | 0 | * Fiscal Year 2025 = 6 years old and older, or odometer over 100,000 |
| Compact Pickup Quad 4x4 | 1 | 16.2 | 8,500 | 1 | 0 | 0 | 0 | 0 | 0 | * Fiscal Year 2026 = 4 years old and older, or odometer over 70,000 |
| 1/2 Ton Pickup Reg 4x2 | 2 | 17.2 | 6,800 | 2 | 0 | 0 | 0 | 0 | 0 | * Fiscal Year 2027 = Remaining Vehicles |
| 1/2 Ton Pickup Reg 4x4 | 8 | 9.7 | 7,900 | 4 | 2 | 1 | 1 | 0 | 0 | * Underutilized = Annual Mileage less than 1,500 |
| 1/2 Ton Pickup Ext 4x4 | 4 | 10.3 | 5,800 | 3 | 0 | 0 | 0 | 1 | 0 | |
| 1/2 Ton Pickup Quad 4x4 | 1 | 9.1 | 3,400 | 0 | 1 | 0 | 0 | 0 | 0 | |
| 3/4 Ton Pickup Reg 4x4 | 1 | 12.1 | 6,600 | 1 | 0 | 0 | 0 | 0 | 0 | |
| 3/4 Ton Pickup Ext 4x4 | 1 | 14.1 | 6,100 | 1 | 0 | 0 | 0 | 0 | 0 | |
| 1 Ton Cab Chassis | 3 | 16.8 | 3,000 | 3 | 0 | 0 | 0 | 0 | 0 | |
| 1 1/2 Ton Cab Chassis | 2 | 7.5 | 6,800 | 1 | 0 | 0 | 0 | 1 | 0 | |
| Totals/Averages | 27 | 12.0 | 6,500 | 19 | 4 | 1 | 1 | 2 | 0 | |



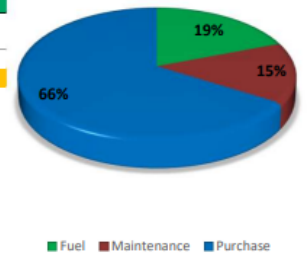
| | | | | | |
|---------------------|----------|-----------------|-------|-----------------|---------|
| Current Fleet | 27 | Fleet Growth | 0.00% | Proposed Fleet | 27 |
| Current Cycle | 9.00 | Annual KM | 6,500 | Proposed Cycle | 4.04 |
| Current Maint. | \$124.58 | | | Proposed Maint. | \$40.98 |
| Maint. Cents Per KM | \$0.23 | Current L/100KM | 20 | Price/Liter | \$1.50 |

Fleet Costs Analysis

| Fleet Mix | | | | Fleet Cost | | | | | | | Annual | | |
|-------------|------------|--------------|-------|------------|----------|---------|----------------|-----------------|-----------------|--------|--------------|--------------------------|---------|
| Fiscal Year | Fleet Size | Annual Needs | Owned | Leased | Purchase | Lease* | Equity (Owned) | Equity (Leased) | Maintenance | Fuel | Fleet Budget | Net Cash | |
| Average | 27 | 3.0 | 27 | 0 | 181,652 | 0 | | | 40,365 | 52,650 | 274,667 | 0 | |
| '23 | 27 | 19 | 8 | 19 | 0 | 289,157 | -79,500 | | 21,304 | 43,044 | 274,006 | 661 | |
| '24 | 27 | 4 | 4 | 23 | 0 | 341,348 | -34,200 | -87,823 | 17,292 | 41,022 | 277,638 | -2,972 | |
| '25 | 27 | 8 | 3 | 24 | 0 | 370,011 | -12,000 | | 16,288 | 40,517 | 414,816 | -140,149 | |
| '26 | 27 | 1 | 2 | 25 | 0 | 383,778 | -14,700 | -105,820 | 15,285 | 40,011 | 318,554 | -43,888 | |
| '27 | 27 | 10 | 0 | 27 | 0 | 404,142 | -49,800 | -409,325 | 13,279 | 39,000 | -2,704 | 277,371 | |
| '28 | 27 | 12 | 0 | 27 | 0 | 404,142 | | -184,730 | 13,279 | 39,000 | 271,691 | 2,976 | |
| '29 | 27 | 11 | 0 | 27 | 0 | 404,142 | | -50,176 | 13,279 | 39,000 | 406,245 | -131,578 | |
| '30 | 27 | 2 | 0 | 27 | 0 | 404,142 | | -133,383 | 13,279 | 39,000 | 323,038 | -48,372 | |
| '31 | 27 | 9 | 0 | 27 | 0 | 404,142 | | -46,121 | 13,279 | 39,000 | 410,300 | -135,633 | |
| '32 | 27 | 1 | 0 | 27 | 0 | 404,142 | | -528,525 | 13,279 | 39,000 | -72,104 | 346,771 | |
| | | | | | | | | | 10 Year Savings | | \$125,188 | Avg. Sustainable Savings | \$6,833 |

66% 19% 15%

Fuel Maintenance Purchase



* Lease Rates are conservative estimates

**Estimated Current Fleet Equity is based on the current fleet "sight unseen" and can be adjusted after physical inspection

“Enterprise approached us two years ago with a new concept of governmental light vehicle fleet leasing as a way to modernize our light truck fleet. We’ve worked with Enterprise since then and are into the second phase of light truck replacement. We have just completed our first complete round (phase) of vehicle leasing/rotations. Economic estimates that Enterprise provided initially have been very close to their original presentation.

We have greatly reduced our fuel consumption (approximately \$30,000 per year) and our maintenance and repairs (approximately \$15,000 per year). We were also budgeting \$75,000 per year for vehicle replacement which wasn’t enough to keep up the aging fleet. We have now modernized 2/3 of our fleet and are considering leasing for the remaining fleet vehicles. **All told we are saving approximately \$50,000 - \$80,000 per year (difference due to yearly variables) from the way the fleet was formally managed, and we get 20 NEW vehicles EVERY year.**

Enterprise has been great to work with, a wealth of knowledge on vehicle management and I have found them very open and honest in all my dealings with their entire staff. It has been a pleasure working with Enterprise Fleet Management”

- Cardston County (2019)

SAFETY

70% of all vehicles are older than 10 years of age and do not contain the most up to date safety features, such as, electronic stability control, airbag standardization and anti-lock brake control.

ACCOUNT MANAGEMENT

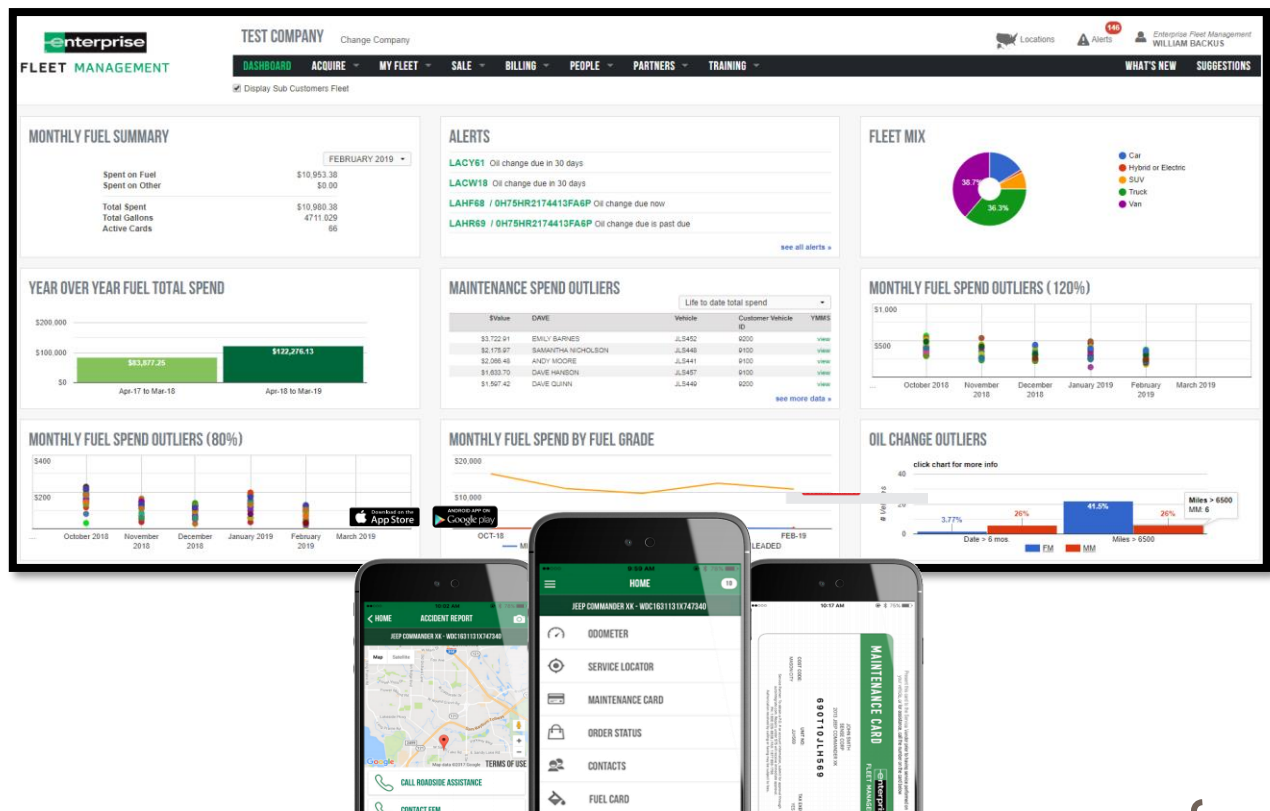
Town of Olds will have a dedicated, local account team to proactively manage and develop your fleet while delivering the highest level of customer service to facilitate your day-to-day needs.

- Your dedicated Client Strategy Manager meets with you 3-4 times a year for both financial and strategic planning
- Your Client Strategy Manager will provide on-going analysis – this will include the most cost-effective vehicle makes/models, cents per kilometer, total cost of ownership, and replacement analysis

TECHNOLOGY

Enterprise Fleet Management's website provides vehicle tracking, reporting, and metrics. Our website can be customized to view a wide range of data so that you may have a comprehensive and detailed look at all aspects of your fleet and the services provided. Our Mobile App gives drivers the convenience and functionality they need.

- **Consolidated Invoices** - Includes lease, maintenance, and any additional ancillaries
- **Maintenance Utilization** - Review the life-to-date maintenance per vehicle
- **Recall Information** - See which units have open recalls
- **License & Registration** - See which plate renewals are being processed by Enterprise and view status
- **Alerts** - Set customizable alerts for oil changes, lease renewals, license renewals, and billing data
- **Lifecycle Analysis** - See data regarding all transactions for the lifecycle of the entire fleet, with drill-down capability to any specific lease or transaction



CURRENT PARTNERS

- Birch Hills County
- Vulcan County
- County of Stettler No.6
- Cardston County
- County of Two Hills
- Camrose County
- County of Grande Prairie
- County of Wetaskiwin No. 10
- Beaver County
- City of Lethbridge
- Smokey Lake County
- Municipal District of Opportunity
- Lac Ste. Anne County
- Parkland County
- Saddle Hills County
- County of Newell No.4
- Town of Peace River
- County of Forty Mile No.8
- Lamont County
- County of Warner

REFERENCES:

Below is a list of at least three (3) client references including county name, contact person, telephone number and email.

1. County: **Cardston County**
Contact Person: Murray Millward, Chief Administrative Officer
Business Phone #: (403) 653-4977
Email: Murray@CardstonCounty.com
2. County: **Lethbridge County**
Contact Person: Jeremy Wickson, Director of Public Operations
Business Phone #: (403) 313-4768
Email: JWickson@LethbridgeCounty.ca
3. County: **Camrose County**
Contact Person: Zach Mazure, Manager of Public Works
Business Phone #: (587) 769-0376
Email: ZMazure@County.Camrose.AB.ca



Request for Decision

Bylaw No. 2023-03 – Amendment to Land Use Bylaw

January 23, 2023

RECOMMENDATION**That Council gives first reading to Bylaw No. 2023-03; and****That Council sets Monday, February 27, 2023, at 1:00pm in Council Chambers as the date, time and place for a Public Hearing on Bylaw No. 2023-03.****STRATEGIC ALIGNMENT**

In Council's Strategic Plan for 2022-2032, the second strategic goal is: "The Olds community is supported and enabled through skillful governance."

LEGISLATIVE AUTHORITY

1. *Municipal Government Act* – Chapter M-26, Part 17, Division 5 Section 640(1) every municipality must pass a Land Use Bylaw.
2. *Municipal Government Act* – Chapter M-26, Part 5, Division 9, Section 191(1) the power to pass a bylaw...includes a power to amend or repeal the bylaw.

PROPOSAL

The town has received an application to change the designation of two lots located on 4218 46 Ave (Lots 23 & 24, Block 56, Plan 4227GH), in the north east industrial area from Light Industrial District (I1) to the Direct Control 7 (DC7) land use district – which is specific to marijuana facility use and development. This change is presented as an amendment to the Land Use Bylaw 01-23.

BACKGROUND

Seep Cannabis is interesting in leasing two lots on the subject property in order to operate a cannabis production and distribution use. Rezoning to DC7 is required for the Town to accept a development permit application to operate a cannabis production and distribution facility. Council is the development authority for all DC7 development permit applications.

The proposed facility will create cannabis products such as infused oils and treats for recreational use. There will be no growing operations out of this facility, as marijuana will be delivered to the site and processed into goods. The finished products will be sold in bulk to licensed handlers and agencies such as the provincial government. Goods will not be sold to individual customers for personal use. There will be no heavy machinery on site to create noise concerns, and filters will be installed in the ventilation system to eliminate odors.

COMMUNICATION/PUBLIC ENGAGEMENT

A public hearing is required prior to considering second and third reading of the Bylaws. The proposed Bylaws will be advertised in accordance with the Municipal Government Act to allow the public an opportunity to comment. Letters will be sent to adjacent landowners and the proposed bylaws will be circulated to referral agencies for comment. A more detailed report will be provided by Administration at the public hearing.

RISK/CONSEQUENCES

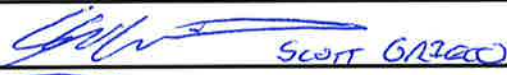

1. Council may request further information from Administration prior to proceeding with first reading of the Bylaw.
2. Council may provide direction to Administration on changes to the proposed Bylaw with the amended Bylaw coming before Council for first reading at a later date.
3. Council may defeat first reading of the Bylaw.

FINANCIAL CONSIDERATIONS

N/A

ATTACHMENTS

1. Lots 23 & 24, Block 56, Plan 4227GH Aerial Photo
2. Bylaw No. 2023-03

| | | |
|---------------------|---|------------------------|
| Author: | Sarmad Abbasi – Planner, PCPS | Date: January 16, 2023 |
| Director Signature: |  Scott Gracco | Date: JAN 18/23 |
| CAO Signature: |  | Date: Jan 18, 23 |

Attachment 1: Lots 23 & 24, Block 56, Plan 4227GH - Aerial Photo (2021)



**TOWN OF OLDS
BYLAW NO. 2023-03**

A bylaw of the Town of Olds, in the Province of Alberta, pursuant to 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 Land Use Bylaw No. 01-23

WHEREAS Section 640(1) of the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta 2000, and amendments thereto, provides that every municipality must pass a land use bylaw; and

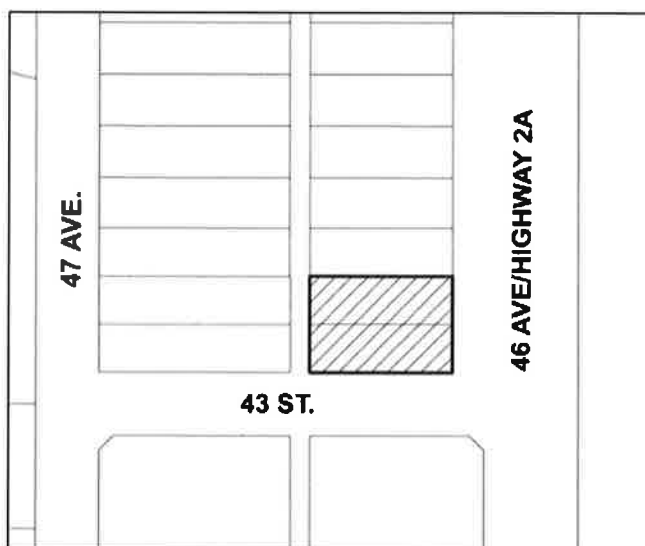
WHEREAS the *Municipal Government Act*, Revised Statutes of Alberta 2000 Chapter M-26 and amendments thereto, permit a Council by bylaw to amend the Land Use Bylaw; and

WHEREAS the Council of the Town of Olds deems it necessary and expedient to amend the Land Use Bylaw No. 01-23

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

1. This Bylaw may be cited as the Land Use Amending Bylaw 2023-03
2. Bylaw 01-23, being the Town of Olds Land Use Bylaw, is hereby amended
 - a. That the Land Use District Map, being Schedule A of the Land Use Bylaw No. 01-23, be amended to change the designation of Lots 23 and 24, Block 56, Plan 4227GH from Light Industrial District (I1) to Direct Control District 7 (DC7) as shown on the attached map (Appendix A).
 - b. That Schedule C: Direct Control District 7 (DC7) be amended to add the following legal land description and map:

Lot 23 and 24, Block 56, Plan 4227GH as shown on the sketch below, is designated Direct Control 7 (DC7).



3. This Bylaw comes into force on the date it is passed.

Read for a first time on the ____ day of _____, 2023

Public Hearing held on the ____ day of _____, 2023

Read a second time on the ____ day of _____, 2023

Read a third and final time on the ____ day of _____, 2023

Judy Dahl, Mayor

Chief Administrative Officer

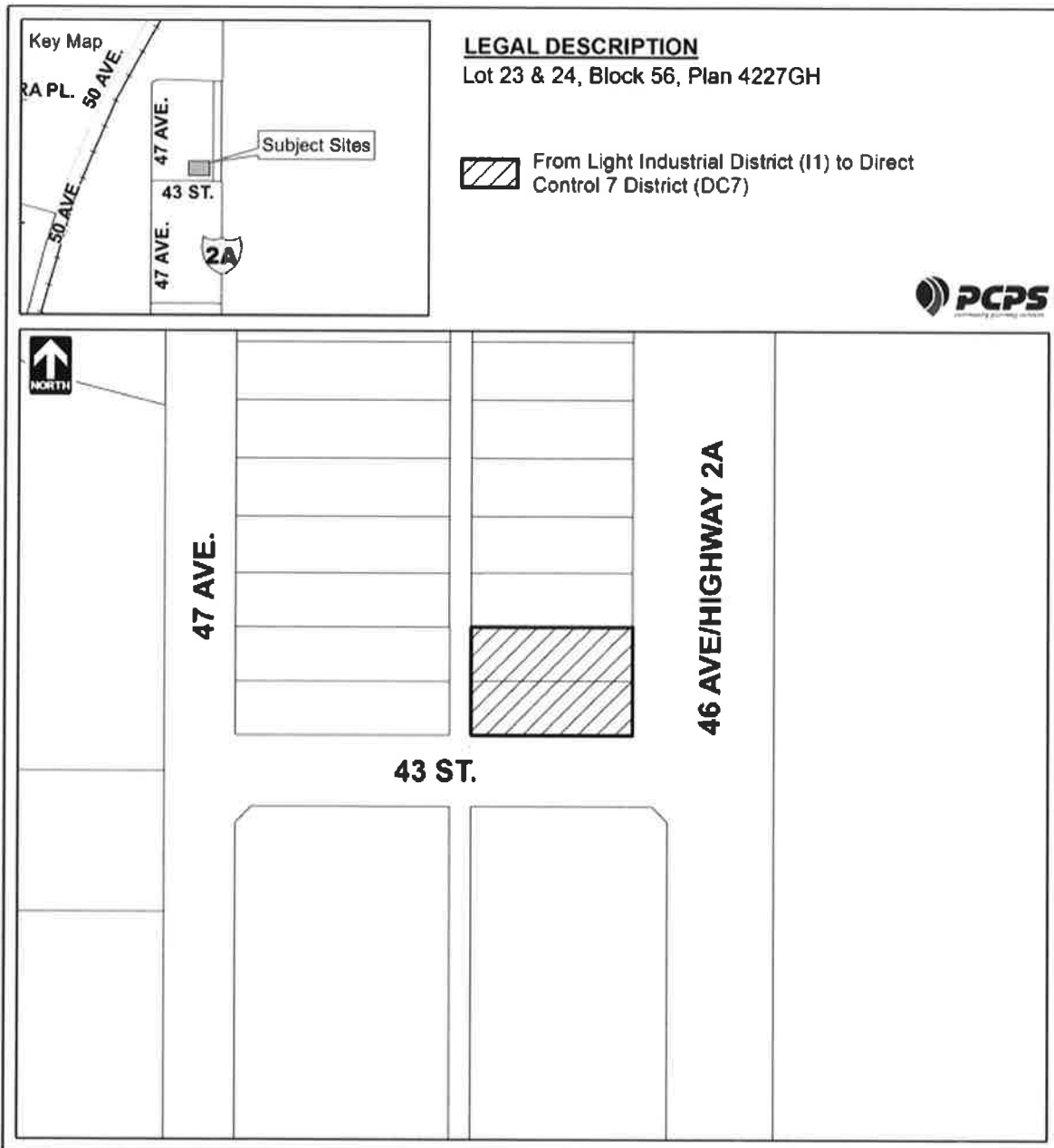
SIGNED by the Chief Elected Official and the Chief Administrative Officer this ____ day of _____ 2023.

Town of Olds

Bylaw No. 2023-03

APPENDIX A

To amend Land Use Bylaw No. 01-23





Request for Decision

**Bylaw No. 2023-04 Land Use Bylaw Amendment –
Administrative Changes**

January 23, 2023

RECOMMENDATION

That Bylaw No. 2023-04 to amend the Land Use Bylaw be given first reading.

That Council sets Monday, February 27, 2023 at 1:00 pm in Council Chambers as the date, time and place for a Public Hearing on Bylaw No. 2023-04.

STRATEGIC ALIGNMENT

In Council's Strategic Plan for 2022-2032, the second strategic goal is: "The Olds community is supported and enabled through skillful governance."

LEGISLATIVE AUTHORITY

1. *Municipal Government Act* – Chapter M-26, Part 17, Division 5 Section 639 every municipality must pass a Land Use Bylaw.
2. *Municipal Government Act* – Chapter M-26, Part 5, Division 9, Section 191(1) the power to pass a bylaw...includes a power to amend or repeal the bylaw.

BACKGROUND

Administration has prepared Bylaw 2023-04 to make a series of amendments to the administrative provisions of the Town's Land Use Bylaw. The proposed changes:

1. update the process to amend the Land Use Bylaw to more closely match the Town's practices;
2. clarify activities undertaken specifically by the Development Officer and other Development Authorities;
3. update the relationship between the Land Use Bylaw and other Town bylaws;
4. add a process to send notification of development permit applications prior to a decision being made based on the Town's practices;
5. clarify the relationship between required notices and the date that a development permit becomes effective; and
6. provide greater consistency regarding which property owners receive written notification of development permit applications, development permit decisions and proposed amendments to the Land Use Bylaw.

Bylaw 2023-04 (see Attachment A) proposes to make changes to some definitions, Sections 1.5 and 1.9 of Part One and Sections 2.3 and 2.4 of Part Two of the Land Use Bylaw.

Attachment B provides a "tracked changes" version of Sections 1.5 and 1.9 of the Land Use Bylaw with text additions shown as red underlined and text deletions shown as red

strikethrough. Attachment C shows the text of each section if all of the proposed changes are accepted by Council.

Attachment D provides a “tracked changes” version of Sections 2.3 and 2.4 of the Land Use Bylaw. Attachment E shows the text of these two sections if all of the proposed changes are accepted by Council.

A summary of changes is as follows:

Land Use Bylaw Amendment Process

The process has been adjusted to recognize the difference between property owner initiated amendments (which should advance to public hearing) and Town initiated amendments (which may be defeated at first reading). Text has been added to guide the evaluation of applications to amend the Land Use Bylaw and to reflect the ability of the Development Officer to obtain input and review by others as needed.

Development Officer Activities

Several references have been changed from “Development Authority” to “Development Officer” to clarify that administrative functions are undertaken by the person assigned to the Development Officer role. This includes such things as receiving all applications, screening all applications for completeness, approving permitted use applications, and sending out notices and decisions.

Development Authority Changes

All instances of “Municipal Planning Commission” have been replaced by “Council.” Council will now be the Development Authority for all Development Permit applications that have previously been presented to MPC (most Discretionary Uses and Variances greater than 15%).

Relation to Other Bylaws

References to fees that are established in the Town’s Rates Bylaw have been removed. The need to outline the process for a public hearing has been removed as this is addressed in the Council and Committee Procedure Bylaw.

Notice Prior to Decision on Discretionary Use Permits

Text outlining the Town’s practice of circulating applications for proposed discretionary uses prior to a decision being made by Council has been added.

Notices and Effective Date of Permits

The ability to use electronic means for notices, decision letters and correspondence has been added. The primary notification methods have been clarified to be notices in the newspaper, postings on the Town website and mailings to property owners. The text describing the date a permit is issued compared to the date that an approved permit becomes effective has been adjusted to reflect the timing of notice that must be given to allow for a possible appeal.

Property Owners Who Receive Notice

The determination of which property owners receive a letter notifying them of an amendment to the Land Use Bylaw, an application for a discretionary use or an approval of a development permit involving a discretionary use or variance has been made more objective. This involves removing provisions such as those enabling the Development

Officer to make a determination based on their opinion of which property owners may be impacted. Property owners who would receive a letter mailed from the Town are those whose property is adjacent to the subject site and/or within 20m of the subject site.

Attachment F provides more background on the considerations that were used to select the recommended approach.

RISK/CONSEQUENCES



1. Council may request further information from Administration prior to proceeding with first reading of the bylaw.
2. Council may provide direction to Administration on changes to the proposed bylaw with the amended bylaw coming before Council for first reading at a later date.
3. Council may defeat first reading of the bylaw.

FINANCIAL CONSIDERATIONS

N/A

ATTACHMENTS

1. Attachment A: Bylaw No. 2023-04
2. Attachment B: Tracked Changes of Sections 1.5 and 1.9
3. Attachment C: Sections 1.5 and 1.9 if All Changes Accepted
4. Attachment D: Tracked Changes of Sections 2.3 and 2.4
5. Attachment E: Sections 2.3 and 2.4 if All Changes Accepted
6. Attachment F: Notification Approaches

| | |
|---|------------------------|
| Author: Kyle Sloan, Development Officer | Date: January 18, 2023 |
| Director Signature:  | Date: JAN 18 / 23 |
| CAO Signature:  | Date: Jan 18, 23 |

**TOWN OF OLDS
BYLAW NO. 2023-04**

A bylaw of the Town of Olds, in the Province of Alberta, pursuant to 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 Land Use Bylaw No. 01-23

WHEREAS Section 639 of the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta 2000, and amendments thereto, provides that every municipality must pass a land use bylaw; and

WHEREAS the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta 2000, and amendments thereto, permit a Council by bylaw to amend the Land Use Bylaw; and

WHEREAS the Council of the Town of Olds deems it necessary and expedient to amend Land Use Bylaw No. 01-23

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

- 1) That Section 1.3 Definitions, Part One is amended by:
 - a) Replacing the definition of "development authority" with "development authority means the person or persons appointed pursuant to the Town of Olds Development Authority Bylaw, as amended from time to time";
 - b) Deleting the definition of "municipal planning services provider";
 - c) Replacing the definition of "Municipal Government Act" with "Municipal Government Act means the *Municipal Government Act*, R.S.A. 2000, Chapter M-26, as amended from time to time";
 - d) Replacing the definition of "Owner" with "Owner means a person who is registered under the Land Titles Act as an owner of a fee simple estate in a parcel of land; or a person shown as an owner of a parcel of land on the assessment roll prepared pursuant to the *Municipal Government Act*; or in respect of any property other than land, the person in lawful possession of it";
 - e) Adding the definition "temporary commercial patio means an outdoor addition which adds seating to a restaurant or drinking establishment and is not intended for year-round use."
- 2) That all references to "Municipal Government Act, 1994" throughout the Land Use Bylaw are replaced with "Municipal Government Act";
- 3) That all references to "the Municipal Planning Commission" throughout the Land Use Bylaw are replaced with "Council";

- 4) That Section 1.5 Establishment of Forms, Part One is amended by replacing the words "development authority" with "Development Officer";
- 5) That Section 1.9 Amendment of the Land Use Bylaw, Part One is replaced with the following:
 - (1) An amendment to this Land Use Bylaw may be initiated by the Town of Olds or an owner of a property that is subject to this Land Use Bylaw.
 - (2) An owner of a property that is subject to this Land Use Bylaw, or a person acting on their behalf, who wishes to amend this Land Use Bylaw may make an application to the Development Officer. The application shall include:
 - (a) a statement of the specific amendment requested;
 - (b) the purpose and reasons for the application;
 - (c) if the application is for a change of District or allowable use on a property, the legal description of the lands or a plan showing the location and dimensions of the lands;
 - (d) proof of the applicant's ownership and/or interest in the lands or authorization from an owner of the land where the applicant is not an owner; and
 - (e) an application fee as outlined in the Town of Olds Rates Bylaw.
 - (3) If the amendment is for a change of District, the Development Officer may require:
 - (a) an area structure plan to the level of detail specified by the Development Officer; and
 - (b) payment of a fee to the Town equal to the costs incurred by the Town for:
 - (i) assistance from one or more consultants in reviewing the proposed amendment and/or any supporting materials or plans submitted with or relating to the proposed amendment; and
 - (ii) preparation of any plans or studies deemed necessary by the Town to evaluate the proposed amendment.
 - (4) Upon receipt of an application for amendment to this Land Use Bylaw, the Development Officer shall initiate or undertake an investigation and analysis of the potential impacts of development resulting from or allowed as a result of the proposed amendment. The analysis shall be based on the full development potential of the proposed amendment and not on the merits of any particular development proposal that may have caused the request for the amendment. The analysis shall, among other things, consider the following:
 - (a) relationship to and compliance with approved statutory plans and Council policies;
 - (b) relationship to and compliance with statutory plans or outline plans that are in preparation;
 - (c) compatibility with surrounding development in terms of land use function and scale of development;
 - (d) traffic impacts;
 - (e) relationship to, or impacts on, services such as water and wastewater systems, and other public utilities and facilities such as recreation facilities and schools;
 - (f) relationship to municipal land, right-of-way or easement requirements;
 - (g) effect on stability, retention and rehabilitation of desirable existing uses, buildings, or both in the area;

- (h) necessity and appropriateness of the proposed amendment in view of the stated intentions of the applicant; and
 - (i) relationship to the documented concerns and opinions of area residents and property owners regarding development implications.
- (5) Upon receipt of an application for amendment to this Land Use Bylaw, the Development Officer may refer it to any person or organization whose input the Development Officer deems necessary.
- (6) Upon receipt of an application for amendment to this Land Use Bylaw, the Development Officer shall determine when the application will be placed before Council and shall issue not less than five (5) days' notice to the applicant advising that he/she may appear before Council at that time and speak to the application. An application for amendment shall be placed before Council within sixty (60) days of its receipt by the Development Officer.
- (7) The Council, in considering an application for an amendment to this Land Use Bylaw that has been initiated by an owner of a property that is subject to this Land Use Bylaw, or a person authorized to make application on an owner's behalf, shall pass first reading to a bylaw to amend this Land Use Bylaw, with or without conditions or amendments.
- (8) The Council, in considering an application for an amendment to this Land Use Bylaw that has been initiated by the Town of Olds, may at its sole discretion:
 - (a) refuse the application; or
 - (b) refer the application to Administration for further information; or
 - (c) pass first reading to a bylaw to amend this Land Use Bylaw, with or without conditions or amendments; or
 - (d) defeat first reading of a bylaw to amend this Land Use Bylaw.
- (9) Following first reading to an amending bylaw, the Council shall establish the date, time and place for a public hearing on the proposed bylaw.
- (10) Following first reading of an amending bylaw, notice of the bylaw and public hearing must be given by:
 - (a) publishing notice at least once a week for two (2) consecutive weeks in at least one newspaper or other publication circulating in the community, and
 - (b) arranging for notice to appear in one or more alternative means of advertising in accordance with a Bylaw made pursuant to Section 606.1 of the Municipal Government Act, and
 - (c) if the amending bylaw proposes a change of District or allowable uses on a parcel of land, mailing or delivering notice to every owner of land at the name and address shown on the assessment roll of the municipality whose land is:
 - (i) adjacent the parcel or parcels to which the proposed bylaw relates; or
 - (ii) is completely or partially within 20m (65.5 ft) distance of any part of the parcel or parcels to which the proposed bylaw relates.
- (11) A notice of a public hearing must be advertised at least five (5) days before the public hearing occurs.

- (12) A notice must contain:
 - (a) a statement of the general purpose of the proposed bylaw and public hearing;
 - (b) the address or website where a copy of the proposed bylaw and any document relating to it or the public hearing may be inspected or obtained;
 - (c) the date, place and time where the public hearing will be held; and
 - (d) in the case of an amendment for a change of District or allowable uses on a parcel of land, include:
 - (i) the municipal address, if any, and the legal description of the parcel of land; and
 - (ii) a map showing the location of the parcel of land.
- (13) If the land referred to in subsection (10)(c) is in Mountain View County, the written notice must be given to that municipality and to each owner of adjacent land at the name and address shown for each owner on the tax roll of Mountain View County.
- (14) Notwithstanding subsection (9), the Land Use Bylaw may be amended without giving notice or holding a public hearing if the amendment corrects clerical, technical, grammatical, or typographical errors and does not materially affect the Land Use Bylaw in principle or substance.
- (15) In the public hearing, the Council:
 - (a) must hear any person, group of persons, or person representing them, who claims to be affected by the proposed bylaw and who has complied with the procedures outlined by the Council, and
 - (b) may hear any other person who wishes to make representations and whom the Council agrees to hear.
- (16) After considering the representations made to it about the proposed bylaw at the public hearing and after considering any other matter it considers appropriate, the Council may:
 - (a) pass the bylaw;
 - (b) refer it to Administration for further information or comment;
 - (c) make any amendment to the bylaw it considers necessary and proceed to pass it without further advertisement or hearing, or
 - (d) defeat the bylaw.
- (17) Prior to third reading of the proposed bylaw, Council may require the applicant to apply for a development permit and negotiate a development agreement in respect of the proposal which initiated the application for amendment.
- (18) After third reading of the proposed bylaw, the Development Officer shall send a signed copy of it to
 - (a) the applicant;
 - (b) the registered owner of the land if not the applicant;

- (c) Mountain View County, if it received a copy of the proposed bylaw pursuant to subsection (12).
 - (19) The Development Officer shall not accept an application for an amendment to the Land Use Bylaw which is identical or similar to an application which was refused by the Council, for a period of (6) six months after the date of the refusal unless, in the opinion of the Development Officer, the reasons for refusal have been adequately addressed or the circumstances of the application have changed significantly.
- 6) That sub-section (3) in Section 2.3, Permission for Development, Part Two is replaced with the following:

(3) Development Permit Applications:

The Development Officer shall:

- (a) receive all applications for a development permit; and
 - (b) determine within 20 days whether the application is complete. An application is complete, if in the opinion of the Development Officer, the application contains the documents and other information necessary to review the application. The 20 day timeline may be extended if agreed upon in writing between the applicant and the Development Officer.
- [2018-02]
- (c) issue a letter to the applicant if the Development Officer deems a development permit application to be complete. The letter shall indicate:
 - i) The date the application was received and deemed complete,
 - ii) Confirmation the Development Officer will begin processing the application, and
 - iii) The date the 40 days to process the application expires. [2018-02]
 - (d) refer all applications for development which would result in permanent overnight accommodation, including dwellings, or public facilities to the Alberta Energy Regulator, if any of the land which is the subject of the application is within 1.5 km (0.93 miles) of a sour gas facility; and
 - (e) consider and decide upon applications for a development permit for a permitted use; and
 - (f) consider and decide upon applications for a development permit for all forms of signs where the proposed sign meets all standards of the Land Use Bylaw; and [2011-01]
 - (g) consider and decide upon applications for all Home Occupations – Class 2 where the traffic generation would be fewer than twenty (20) customers

per week; and

- (h) consider and decide upon applications for all temporary commercial patios including those which would replace off-street parking spaces on the same parcel that are used for the associated business; and
 - (i) refer with recommendations, to Council for its consideration and decision all other applications for a development permit; and
 - (j) at his/her discretion refer to Council any application which in his/her opinion should be decided by Council; and
 - (k) refer any application to Mountain View County or any other agency or person which in his/her opinion may provide relevant comments or advice respecting the application.
- (3.1) The Development Authority shall consider and decide on any application for a development permit within 40 days of the date of issuance of a letter to the applicant indicating their application is complete, or within such longer period as the applicant may have agreed to in writing.
- (4) Council may grant a variance to reduce the requirements of any use of the Land Use Bylaw and that use will be deemed to comply with this bylaw.
- (5) Development Officer Variance Powers
The Development Officer may grant a variance to reduce any numerical requirement of the Land Use Bylaw by up to 15% for a permitted use and the permitted use will be deemed to comply with this bylaw.

7) That Section 2.4 Development Permits and Notices, Part Two is replaced with the following:

- (1) Where this Land Use Bylaw requires a document or a notice to be sent to a person, the document may be sent by electronic means if:
 - (a) the recipient has consented to receive documents by electronic means and has provided an email address, website or other electronic address for that purpose; and
 - (b) it is possible to make a copy of the document from the electronic transmission.
- (2) Prior to a decision being made on an application for a development permit for a discretionary use, the Development Officer shall mail or deliver notice of the application to every owner of land at the name and address shown on the assessment roll of the municipality whose land is:
 - (a) adjacent the parcel or parcels to which the proposed application relates; or
 - (b) is completely or partially within 20m (65.5 ft) distance of any part of the parcel or parcels to which the application relates.
- (3) The notice in subsection (2) shall:

- (a) be sent at least fourteen (14) days prior to the date the Development Authority is expected to decide upon the application or the date of the Council meeting to consider the application;
 - (b) include the date, time and place of the Council meeting; and
 - (c) include a deadline for submitting comments to the Development Officer for subsequent presentation and consideration by Council.
- (4) The date of issue of a permit for a permitted use that conforms in all respects to the requirements of this Land Use Bylaw, and was approved with or without conditions, shall be the date that the Development Authority produced their written decision. The permit comes into effect immediately.
- (5) The date of issue of a permit for a discretionary use or a permitted use for which a variance or relaxation was granted, and was approved with or without conditions shall be the date that the Development Authority produced their written decision and provided notice of their decision in accordance with subsection (8). The permit comes into effect 21 days after the date of the earliest notice provided in accordance with subsection (8).
- (6) Where an appeal is made to the Subdivision and Development Appeal Board, a development permit that has been issued shall not come into effect until the appeal has been determined and the permit may be modified or nullified thereby.
- (7) Any development proceeded with by the applicant prior to a related development permit coming into effect is done solely at the risk of the applicant.
[2018-02]
- (8) Notice shall be given of all development permits that have been issued by:
 - (a) publishing in a newspaper circulating in the municipality a notice of the decision; and
 - (b) in the case of a discretionary use (except sign permits) or a permitted use for which a variance or relaxation was granted, mailing or delivering notice to every owner of land at the name and address shown on the assessment roll of the municipality whose land is:
 - (i) adjacent the parcel or parcels to which the proposed application relates; or
 - (ii) is completely or partially within 20m (65.5 ft) distance of any part of the parcel or parcels to which the application relates.
- (9) A decision of the Development Authority on an application for a development permit shall be given in writing and a copy of it sent by email or ordinary mail to the applicant on the same day the decision is produced in writing.
- (10) When the Development Authority refuses an application for a development permit, the decision shall contain reasons for the refusal.
- (11) If the development authorized by a permit is not commenced within 12 months from the date of its issue, or the date of decision of the Subdivision and Development Appeal Board upon appeal, nor carried out with reasonable diligence as determined by the Development Officer, the permit ceases to be effective, unless an extension of this period, being no longer than an additional 12 months, has previously been granted by the Development Officer.

8) This Bylaw comes into force on the date it is passed.

Read for a first time on the ____ day of _____, 2022

Public Hearing held on the ____ day of _____, 2022

Read a second time on the ____ day of _____, 2022

Read a third and final time on the ____ day of _____, 2022

Judy Dahl, Mayor

Chief Administrative Officer

SIGNED by the Chief Elected Official and the Chief Administrative Officer this ____ day of _____ 2022.

Attachment B: Tracked Changes to Sections 1.5 and 1.9 of Part One of LUB

Red underlined text shows additions (Additions)

Red strikethrough text shows deletions (~~Deletions~~)

1.5 Establishment of Forms

For the purpose of administering this Land Use Bylaw, the Development Officer ~~development authority~~ shall prepare such forms and notices as the Development Officer ~~he or she~~ may deem necessary.

1.9 Amendment of the Land Use Bylaw

- (1) ~~The Council on its own initiative may give first reading to a bylaw to amend this Land Use Bylaw. An amendment to this Land Use Bylaw may be initiated by the Town of Olds or an owner of a property that is subject to this Land Use Bylaw.~~
- (2) An owner of a property that is subject to this Land Use Bylaw, or a person acting on their behalf, who wishes to amend this Land Use Bylaw may make an application to the Development Officer. A person may make application to the development authority for amendment to this Land Use Bylaw. The application shall include:
 - (a) a statement of the specific amendment requested;
 - (b) the purpose and reasons for the application;
 - (c) if the application is for a change of District or allowable use on a property, the legal description of the lands, or a plan showing the location and dimensions of the lands;
 - (d) proof of the applicant's ownership and/or interest in the lands or authorization from an owner of the land where the applicant is not an owner; and
 - (e) an application fee ~~of \$240.00 of which \$100.00 will be refunded if the proposed amendment is not given first reading and advertised as outlined in the Town of Olds Rates Bylaw.~~
- (~~32.1~~) If the amendment is for a change of District redesignation of land, the Development Officer development authority may require:
 - (a) an area structure plan outline plan for the area to be redesignated to the level of detail specified by the Development Officer development authority; and
 - (b) payment of a fee to the Town equal to the costs incurred by the Town for:
 - (i) assistance from one or more consultants in reviewing the proposed amendment and/or any supporting materials or plans submitted with or relating to the proposed amendment; and
 - (ii) preparation of any plans or studies deemed necessary by the Town to evaluate the proposed amendment. an authorised municipal planning services provider to review the proposed redesignation and related outline plan, or if necessary to prepare an outline plan.

- (4) Upon receipt of an application for amendment to this Land Use Bylaw, the Development Officer shall initiate or undertake an investigation and analysis of the potential impacts of development resulting from or allowed as a result of the proposed amendment. The analysis shall be based on the full development potential of the proposed amendment and not on the merits of any particular development proposal that may have caused the request for the amendment. The analysis shall, among other things, consider the following:
- (a) relationship to and compliance with approved statutory plans and Council policies;
 - (b) relationship to and compliance with statutory plans or outline plans that are in preparation;
 - (c) compatibility with surrounding development in terms of land use function and scale of development;
 - (d) traffic impacts;
 - (e) relationship to, or impacts on, services such as water and wastewater systems, and other public utilities and facilities such as recreation facilities and schools;
 - (f) relationship to municipal land, right-of-way or easement requirements;
 - (g) effect on stability, retention and rehabilitation of desirable existing uses, buildings, or both in the area;
 - (h) necessity and appropriateness of the proposed amendment in view of the stated intentions of the applicant; and
 - (i) relationship to the documented concerns and opinions of area residents and property owners regarding development implications.
- ~~(5a) Upon receipt of an application for amendment to this Land Use Bylaw, the Development Officer development authority, if he/she considers the application to be minor in nature, may refer it to any person or organization whose input the Development Officer deems necessary. authorised municipal planning services provider for comment. If the development authority considers the application to be major in nature, he/she shall refer the applicant to an authorised municipal planning services provider for discussion and comment.~~
- (6b) Upon receipt of an application for amendment to this Land Use Bylaw, the Development Officer development authority shall determine when the application will be placed before Council and shall issue not less than five (5) days' notice to the applicant advising that he/she may appear before Council at that time and speak to the application. -An application for amendment shall be placed before Council within (60) sixty days of its receipt by the Development Officer development authority.
- (74) The Council, in considering an application for an amendment to this Land Use Bylaw that has been initiated by an owner of a property that is subject to this Land Use Bylaw, or a person authorized to make application on an owner's behalf, shall may at its sole discretion:
- ~~(a) refuse the application; or~~
 - ~~(b) refer the application for further information; or~~
 - ~~(c) pass first reading to a bylaw to amend this Land Use Bylaw, with or without conditions or amendments; or~~
 - ~~(d) defeat first reading of a bylaw to amend this Land Use Bylaw; or~~
 - ~~(e) pass first reading of an alternative amendment to this Land Use Bylaw, with or without conditions.~~

- (8) The Council, in considering an application for an amendment to this Land Use Bylaw that has been initiated by the Town of Olds, may at its sole discretion:
- (a) refuse the application; or
 - (b) refer the application to Administration for further information; or
 - (c) pass first reading to a bylaw to amend this Land Use Bylaw, with or without conditions or amendments; or
 - (d) defeat first reading of a bylaw to amend this Land Use Bylaw.
- (95) Following first reading to an amending bylaw, the Council shall:
- ~~(a) establish the date, time and place for a public hearing on the proposed bylaw;~~
 - ~~(b) if a bylaw to establish procedures for public hearings has not been passed;~~
 - ~~(i) outline the procedures to be followed by any person, group of persons or person representing them who wish to be heard at the public hearing; and~~
 - ~~(ii) outline the procedure by which the public hearing will be conducted.~~
- (106) Following first reading of an amending bylaw, ~~the development authority must give~~ notice of the bylaw and public hearing must be given by:
- ~~(a) publishing notice at least once a week for (2) two (2) consecutive weeks in at least one newspaper or other publication circulating in the community, and for~~
 - (b) arranging for notice to appear in one or more alternative means of advertising in accordance with a Bylaw made pursuant to Section 606.1 of the Municipal Government Act, and
 - ~~(c) if the amending bylaw proposes a change of District or allowable uses on a parcel of land, mailing or delivering notice to every owner of land at the name and address shown on the assessment roll of the municipality whose land is:~~
 - ~~(i) adjacent the parcel or parcels to which the proposed bylaw relates; or~~
 - ~~(ii) is completely or partially within 20m (65.5 ft) distance of any part of the parcel or parcels to which the proposed bylaw relates, mailing or delivering notice to every residence in the area to which the proposed bylaw relates.~~
- (117) A notice of a public hearing must be advertised at least ~~(5) five~~ (5) five days before the public hearing occurs.
- (128) A notice must contain:
- ~~(a) a statement of the general purpose of the proposed bylaw and public hearing;~~
 - ~~(b) the address where a copy of the proposed bylaw and any document relating to it or the public hearing may be inspected or obtained;~~
 - ~~(c) the date, place and time where the public hearing will be held; and~~
 - (d) in the case of an amendment for a change of District or allowable uses on a parcel of land, include:
 - (i) the municipal address, if any, and the legal description of the parcel of land; and
 - (ii) a map showing the location of the parcel of land.

~~(9) In the case of an amendment to change the district designation of a parcel of land, the development authority must, in addition to the requirements of subsection (6),~~

~~(a) include in the notice:~~

- ~~(i) the municipal address, if any, and the legal address of the parcel of land, and~~
- ~~(ii) a map showing the location of the parcel of land.~~

~~(b) give written notice containing the information described in clause (a) and subsection (6) to the assessed owner of that parcel of land at the name and address shown in the assessment roll of the municipality, and~~

~~(a) give written notice containing the information described in clause (a) and subsection (6) to each owner of adjacent land at the name and address shown for each owner on the assessment roll of the municipality.~~

~~(1340)~~ If the land referred to in subsection ~~(109)~~(c) is in Mountain View County, the written notice must be given to that municipality and to each owner of adjacent land at the name and address shown for each owner on the tax roll of Mountain View County.

~~(1444)~~ Notwithstanding subsection ~~(95)~~, the Land Use Bylaw may be amended without giving notice or holding a public hearing if the amendment corrects clerical, technical, grammatical or typographical errors and does not materially affect the Land Use Bylaw in principle or substance.

~~(1542)~~ In the public hearing, the Council:

- ~~(a) must hear any person, group of persons, or person representing them, who claims to be affected by the proposed bylaw and who has complied with the procedures outlined by the Council, and~~
- ~~(b) may hear any other person who wishes to make representations and whom the Council agrees to hear.~~

~~(1643)~~ After considering the representations made to it about the proposed bylaw at the public hearing and after considering any other matter it considers appropriate, the Council may:

- ~~(a) pass the bBylaw;~~
- ~~(b) refer it to Administration for further information or comment;~~
- ~~(c) make any amendment to the bBylaw it considers necessary and proceed to pass it without further advertisement or hearing, or~~
- ~~(d) defeat the bBylaw.~~

~~(14) In this section:~~

~~(a) "adjacent land" means land that is contiguous to the parcel of land that is being redesignated and includes:~~

- ~~(i) land that would be contiguous if not for a highway, road, river or stream, and~~
- ~~(ii) any additional land identified by the development authority.~~

~~(b) "owner" means the person shown as the owner of land on the assessment roll prepared pursuant to the *Municipal Government Act*.~~

- (1715) Prior to third reading of the proposed bylaw, Council may require the applicant to apply for a development permit and negotiate a development agreement in respect of the proposal which initiated the application for amendment.
- (1816) After third reading of the proposed bylaw, the Development Officer~~development authority~~ shall send a signed copy of it to
- (a) the applicant;
 - (b) the registered owner of the land if not the applicant;
 - ~~(c) — an approved municipal planning services provider;~~
 - (d) Mountain View County, if it received a copy of the proposed bylaw pursuant to subsection (1310).
- (1917) The Development Officer ~~development authority~~ shall not accept an application for an amendment to the Land Use Bylaw which is identical or similar to an application which was refused by the Council, for a period of (6) six months after the date of the refusal unless, in the opinion of the Development Officer ~~development authority~~, the reasons for refusal have been adequately addressed or the circumstances of the application have changed significantly.

Attachment C: Sections 1.5 and 1.9 of Part One if All Changes Accepted

1.5 Establishment of Forms

For the purpose of administering this Land Use Bylaw, the Development Officer shall prepare such forms and notices as the Development Officer may deem necessary.

1.9 Amendment of the Land Use Bylaw

- (1) An amendment to this Land Use Bylaw may be initiated by the Town of Olds or an owner of a property that is subject to this Land Use Bylaw.
- (2) An owner of a property that is subject to this Land Use Bylaw, or a person acting on their behalf, who wishes to amend this Land Use Bylaw may make an application to the Development Officer. The application shall include:
 - (a) a statement of the specific amendment requested;
 - (b) the purpose and reasons for the application;
 - (c) if the application is for a change of District or allowable use on a property, the legal description of the lands or a plan showing the location and dimensions of the lands;
 - (d) proof of the applicant's ownership and/or interest in the lands or authorization from an owner of the land where the applicant is not an owner; and
 - (e) an application fee as outlined in the Town of Olds Rates Bylaw.
- (3) If the amendment is for a change of District, the Development Officer may require:
 - (a) an area structure plan to the level of detail specified by the Development Officer; and
 - (b) payment of a fee to the Town equal to the costs incurred by the Town for:
 - (i) assistance from one or more consultants in reviewing the proposed amendment and/or any supporting materials or plans submitted with or relating to the proposed amendment; and
 - (ii) preparation of any plans or studies deemed necessary by the Town to evaluate the proposed amendment.
- (4) Upon receipt of an application for amendment to this Land Use Bylaw, the Development Officer shall initiate or undertake an investigation and analysis of the potential impacts of development resulting from or allowed as a result of the proposed amendment. The analysis shall be based on the full development potential of the proposed amendment and not on the merits of any particular development proposal that may have caused the request for the amendment. The analysis shall, among other things, consider the following:
 - (a) relationship to and compliance with approved statutory plans and Council policies;
 - (b) relationship to and compliance with statutory plans or outline plans that are in preparation;
 - (c) compatibility with surrounding development in terms of land use function and scale of development;
 - (d) traffic impacts;

- (e) relationship to, or impacts on, services such as water and wastewater systems, and other public utilities and facilities such as recreation facilities and schools;
 - (f) relationship to municipal land, right-of-way or easement requirements;
 - (g) effect on stability, retention and rehabilitation of desirable existing uses, buildings, or both in the area;
 - (h) necessity and appropriateness of the proposed amendment in view of the stated intentions of the applicant; and
 - (i) relationship to the documented concerns and opinions of area residents and property owners regarding development implications.
- (5) Upon receipt of an application for amendment to this Land Use Bylaw, the Development Officer may refer it to any person or organization whose input the Development Officer deems necessary.
- (6) Upon receipt of an application for amendment to this Land Use Bylaw, the Development Officer shall determine when the application will be placed before Council and shall issue not less than five (5) days' notice to the applicant advising that he/she may appear before Council at that time and speak to the application. An application for amendment shall be placed before Council within (60) sixty days of its receipt by the Development Officer.
- (7) The Council, in considering an application for an amendment to this Land Use Bylaw that has been initiated by an owner of a property that is subject to this Land Use Bylaw, or a person authorized to make application on an owner's behalf, shall:
- pass first reading to a bylaw to amend this Land Use Bylaw, with or without conditions or amendments.
- (8) The Council, in considering an application for an amendment to this Land Use Bylaw that has been initiated by the Town of Olds, may at its sole discretion:
- (a) refuse the application; or
 - (b) refer the application to Administration for further information; or
 - (c) pass first reading to a bylaw to amend this Land Use Bylaw, with or without conditions or amendments; or
 - (d) defeat first reading of a bylaw to amend this Land Use Bylaw.
- (9) Following first reading to an amending bylaw, the Council shall establish the date, time and place for a public hearing on the proposed bylaw.
- (10) Following first reading of an amending bylaw, notice of the bylaw and public hearing must be given by:
- (a) publishing notice at least once a week for two (2) consecutive weeks in at least one newspaper or other publication circulating in the community; and
 - (b) arranging for notice to appear in one or more alternative means of advertising in accordance with a Bylaw made pursuant to Section 606.1 of the Municipal Government Act; and
 - (c) if the amending bylaw proposes a change of District or allowable uses on a parcel of land, mailing or delivering notice to every owner of land at the name and address shown on the assessment roll of the municipality whose land is:

- (i) adjacent the parcel or parcels to which the proposed bylaw relates; or
 - (ii) is completely or partially within 20m (65.5 ft) distance of any part of the parcel or parcels to which the proposed bylaw relates.
- (11) A notice of a public hearing must be advertised at least five (5) days before the public hearing occurs.
- (12) A notice must contain:
 - (a) a statement of the general purpose of the proposed bylaw and public hearing;
 - (b) the address where a copy of the proposed bylaw and any document relating to it or the public hearing may be inspected or obtained;
 - (c) the date, place and time where the public hearing will be held; and
 - (d) in the case of an amendment for a change of District or allowable uses on a parcel of land, include:
 - (i) the municipal address, if any, and the legal description of the parcel of land; and
 - (ii) a map showing the location of the parcel of land.
- (13) If the land referred to in subsection (10)(c) is in Mountain View County, the written notice must be given to that municipality and to each owner of adjacent land at the name and address shown for each owner on the tax roll of Mountain View County.
- (14) Notwithstanding subsection (9), the Land Use Bylaw may be amended without giving notice or holding a public hearing if the amendment corrects clerical, technical, grammatical or typographical errors and does not materially affect the Land Use Bylaw in principle or substance.
- (15) In the public hearing, the Council:
 - (a) must hear any person, group of persons, or person representing them, who claims to be affected by the proposed bylaw and who has complied with the procedures outlined by the Council, and
 - (b) may hear any other person who wishes to make representations and whom the Council agrees to hear.
- (16) After considering the representations made to it about the proposed bylaw at the public hearing and after considering any other matter it considers appropriate, the Council may:
 - (a) pass the bylaw;
 - (b) refer it to Administration for further information or comment;
 - (c) make any amendment to the bylaw it considers necessary and proceed to pass it without further advertisement or hearing, or
 - (d) defeat the bylaw.
- (17) Prior to third reading of the proposed bylaw, Council may require the applicant to apply for a development permit and negotiate a development agreement in respect of the proposal which initiated the application for amendment.

- (18) After third reading of the proposed bylaw, the Development Officer shall send a signed copy of it to
 - (a) the applicant;
 - (b) the registered owner of the land if not the applicant;
 - (c) Mountain View County, if it received a copy of the proposed bylaw pursuant to subsection (13).
- (19) The Development Officer shall not accept an application for an amendment to the Land Use Bylaw which is identical or similar to an application which was refused by the Council, for a period of (6) six months after the date of the refusal unless, in the opinion of the Development Officer, the reasons for refusal have been adequately addressed or the circumstances of the application have changed significantly.

Attachment D: Tracked Changes for Sections 2.3 and 2.4 of Part Two of LUB

Red underlined text shows additions (Additions)

Red strikethrough text shows deletions (~~Deletions~~)

2.3 Permission for Development

(3) Development Permit Applications:

The Development Officer shall:

- (a) receive all applications for a development permit; and
- (b) determine within 20 days whether the application is complete. An application is complete, if in the opinion of the Development Officer, the application contains the documents and other information necessary to review the application. The 20 day timeline may be extended if agreed upon in writing between the applicant and the Development Officer.
- (c) issue a letter to the applicant if the Development Officer deems a development permit application to be complete. The letter shall indicate:
 - i) The date the application was received and deemed complete,
 - ii) Confirmation the Development Officer will begin processing the application, and
 - iii) The date the 40 days to process the application expires. [2018-02]
- (d) refer all applications for development which would result in permanent overnight accommodation, including dwellings, or public facilities to the Alberta Energy Regulator and Utilities Board, if any of the land which is the subject of the application is within 1.5 km (0.93 miles) of a sour gas facility ~~and the proposed development is not, in the opinion of the development authority, an infill development;~~ and
- (e) consider and decide upon applications for a development permit for a permitted use; and or Development Authority, shall consider and decide on any application for a development permit, within 40 days of the date of issuance of a letter to an applicant indicating the application is complete, or within such longer period as the applicant may have agreed to in writing. [2018-02]
- (f) consider and decide upon applications for a development permit for all forms of signs where the proposed sign meets all standards of the Land Use Bylaw; and [2011-01]
- (g) consider and decide upon applications for all Home Occupations – Class 2 where the traffic generation would be fewer than twenty (20) customers per week; and

- (h) consider and decide upon applications for all temporary commercial patios including those which would replace off-street parking spaces on the same parcel that are used for the associated business; and
 - ~~(e)(i)~~ refer with recommendations, to the Municipal Planning Commission Council for its consideration and decision all other applications for a development permit; and
 - ~~(f)(j)~~ at his/her discretion refer to the Municipal Planning Commission Council any application which in his/her opinion should be decided by the Municipal Planning Commission Council; and
 - ~~(g)(k)~~ refer any application to Mountain View County or any other agency or person which in his/her opinion may provide relevant comments or advice respecting the application.
- (3.1) The Development Authority shall consider and decide on any application for a development permit within 40 days of the date of issuance of a letter to the applicant indicating their application is complete, or within such longer period as the applicant may have agreed to in writing.
- (4) The Municipal Planning Commission Council may grant a variance to reduce the requirements of any use of the Land Use Bylaw and that use will be deemed to comply with this bylaw.
- (5) Development Officer Variance Powers
 The Development Officer may grant a variance to reduce the any numerical requirements of the Land Use Bylaw by up to 15% for a permitted use and the permitted use will be deemed to comply with this bylaw. Variances may be granted for:
- a) areas which may be developed for accessory buildings — up to 15% of the maximum allowable size.
 - b) building height — up to 15% of the maximum allowable height.
 - c) front yard — up to 15% of the minimum requirement.
 - d) rear yard — up to 15% of the minimum requirement.
 - e) side yard — up to 15% of the minimum requirement.
 - f) driveway width — up to 15% of the maximum requirement — [2014-17]

2.4 Development Permits and Notices

- (1) Where this Land Use Bylaw requires a document or a notice to be sent to a person, the document may be sent by electronic means if:
- (a) the recipient has consented to receive documents by electronic means and has provided an email address, website or other electronic address for that purpose; and
 - (b) it is possible to make a copy of the document from the electronic transmission.
- (2) Prior to a decision being made on an application for a development permit for a discretionary use, the Development Officer shall mail or deliver notice of the

application to every owner of land at the name and address shown on the assessment roll of the municipality whose land is:

- (a) adjacent the parcel or parcels to which the proposed application relates;
or
- (b) is completely or partially within 20m (65.5 ft) distance of any part of the parcel or parcels to which the application relates.

(3) The notice in subsection (2) shall:

- (a) be sent at least fourteen (14) days prior to the date the Development Authority is expected to decide upon the application or the date of the Municipal Planning Commission Council meeting to consider the application;
- (b) include the date, time and place of the Municipal Planning Commission Council meeting; and
- (c) include a deadline for submitting comments to the Development Officer for subsequent presentation and consideration by the Municipal Planning Commission Council.

(4) The date of issue of a permit for a permitted use that conforms in all respects to the requirements of this Land Use Bylaw, and was approved with or without conditions, shall be the date that the Development Authority produced their written decision. The permit comes into effect immediately.

(5) The date of issue of a permit for a discretionary use or a permitted use for which a variance or relaxation was granted, and was approved with or without conditions shall be the date that the Development Authority produced their written decision and provided notice of their decision in accordance with subsection (8). The permit comes into effect 21 days after the date of the earliest notice provided in accordance with subsection (8).

- ~~(a) — a development permit for all discretionary use or any permitted use for which a variance or relaxation was granted, issued pursuant to this Part, does not come into effect until 21 days after the date on which the notice of issuance of the permit is given under subsection (3).~~
- ~~(b) — the date of issue of a permit for all discretionary uses or any permitted use for which a variance or relaxation was granted, shall be the date of notification pursuant to subsection (3).~~
- ~~(c) — the date of issue of a permit for any permitted use that conforms in all respects to the requirements of this Land Use Bylaw and was approved with or without conditions pursuant to this Part comes into effect immediately upon approval by the development authority.~~

(62) Where an appeal is made to the Subdivision and Development Appeal Board, a development permit that has been issued shall not come into effect until the appeal has been determined and the permit may be modified or nullified thereby.

(7) Any development proceeded with by the applicant prior to ~~the expiry of this period a related development permit coming into effect~~ is done solely at the risk of the applicant.
[2018-02]

- (83) Notice shall be given of all development permits that have been issued ~~byin any or all of the following forms:~~
- (a) ~~publishing~~ in a newspaper circulating in the municipality a notice of the decision; ~~and/or~~
 - (b) ~~in the case of a discretionary use (except sign permits) or a permitted use for which a variance or relaxation was granted, mailing or delivering notice to every owner of land at the name and address shown on the assessment roll of the municipality whose land is:~~
 - (i) ~~adjacent the parcel or parcels to which the proposed application relates; or~~
 - (ii) ~~is completely or partially within 20m (65.5 ft) distance of any part of the parcel or parcels to which the application relates.~~
- ~~mail a notice of the decision to all persons whose use, enjoyment or value of property may, in the opinion of the development authority, be affected; and/or~~
- (c) ~~post a notice of the decision conspicuously on the property for which the application has been made.~~

~~A development permit for a discretionary use or any permitted use for which a variance or relaxation was granted is deemed to be issued on that date that the development authority publicizes a notice of the issuance of the permit in any or all of the forms described above.~~

- (95) A decision of the Development ~~Authority Officer or the MPC~~ on an application for a development permit shall be given in writing and a copy of it sent by ~~email or~~ ordinary mail to the applicant on the same day the decision is ~~produced in writingmade.~~

—[2018-02]

- (106) When the ~~D~~development ~~A~~authority refuses an application for a development permit, the decision shall contain reasons for the refusal.
- (114) If the development authorized by a permit is not commenced within 12 months from the date of its issue, or the date of decision of the Subdivision and Development Appeal Board upon appeal, nor carried out with reasonable diligence as determined by the ~~D~~development ~~Officer~~authority, the permit ceases to be effective, unless an extension of this period, being no longer than an additional 12 months, has previously been granted by the ~~D~~development ~~Officer~~authority.

Attachment E: Sections 2.3 and 2.4 of Part Two if All Changes Accepted

2.3 Permission for Development

(3) Development Permit Applications:

The Development Officer shall:

- (a) receive all applications for a development permit; and
- (b) determine within 20 days whether the application is complete. An application is complete, if in the opinion of the Development Officer, the application contains the documents and other information necessary to review the application. The 20 day timeline may be extended if agreed upon in writing between the applicant and the Development Officer.
- (c) issue a letter to the applicant if the Development Officer deems a development permit application to be complete. The letter shall indicate:
 - i) The date the application was received and deemed complete,
 - ii) Confirmation the Development Officer will begin processing the application, and
 - iii) The date the 40 days to process the application expires. [2018-02]
- (d) refer all applications for development which would result in permanent overnight accommodation, including dwellings, or public facilities to the Alberta Energy Regulator, if any of the land which is the subject of the application is within 1.5 km (0.93 miles) of a sour gas facility; and
- (e) consider and decide upon applications for a development permit for a permitted use; and
- (f) consider and decide upon applications for a development permit for all forms of signs where the proposed sign meets all standards of the Land Use Bylaw; and [2011-01]
- (g) consider and decide upon applications for all Home Occupations – Class 2 where the traffic generation would be fewer than twenty (20) customers per week; and
- (h) consider and decide upon applications for all temporary commercial patios including those which would replace off-street parking spaces on the same parcel that are used for the associated business; and
- (i) refer with recommendations, to Council for its consideration and decision all other applications for a development permit; and
- (j) at his/her discretion refer to Council any application which in his/her opinion should be decided by Council; and

- (k) refer any application to Mountain View County or any other agency or person which in his/her opinion may provide relevant comments or advice respecting the application.
- (3.1) The Development Authority shall consider and decide on any application for a development permit within 40 days of the date of issuance of a letter to the applicant indicating their application is complete, or within such longer period as the applicant may have agreed to in writing.
- (4) Council may grant a variance to reduce the requirements of any use of the Land Use Bylaw and that use will be deemed to comply with this bylaw.
- (5) Development Officer Variance Powers
The Development Officer may grant a variance to reduce any numerical requirement of the Land Use Bylaw by up to 15% for a permitted use and the permitted use will be deemed to comply with this bylaw.

2.4 Development Permits and Notices

- (1) Where this Land Use Bylaw requires a document or a notice to be sent to a person, the document may be sent by electronic means if:
 - (a) the recipient has consented to receive documents by electronic means and has provided an email address, website or other electronic address for that purpose; and
 - (b) it is possible to make a copy of the document from the electronic transmission.
- (2) Prior to a decision being made on an application for a development permit for a discretionary use, the Development Officer shall mail or deliver notice of the application to every owner of land at the name and address shown on the assessment roll of the municipality whose land is:
 - (a) adjacent the parcel or parcels to which the proposed application relates; or
 - (b) is completely or partially within 20m (65.5 ft) distance of any part of the parcel or parcels to which the application relates.
- (3) The notice in subsection (2) shall:
 - (a) be sent at least fourteen (14) days prior to the date the Development Authority is expected to decide upon the application or the date of the Council meeting to consider the application;
 - (b) include the date, time and place of the Council meeting; and
 - (c) include a deadline for submitting comments to the Development Officer for subsequent presentation and consideration by Council.
- (4) The date of issue of a permit for a permitted use that conforms in all respects to the requirements of this Land Use Bylaw, and was approved with or without conditions, shall be the date that the Development Authority produced their written decision. The permit comes into effect immediately.

- (5) The date of issue of a permit for a discretionary use or a permitted use for which a variance or relaxation was granted, and was approved with or without conditions shall be the date that the Development Authority produced their written decision and provided notice of their decision in accordance with subsection (8). The permit comes into effect 21 days after the date of the earliest notice provided in accordance with subsection (8).
- (6) Where an appeal is made to the Subdivision and Development Appeal Board, a development permit that has been issued shall not come into effect until the appeal has been determined and the permit may be modified or nullified thereby.
- (7) Any development proceeded with by the applicant prior to a related development permit coming into effect is done solely at the risk of the applicant.
[2018-02]
- (8) Notice shall be given of all development permits that have been issued by:
 - (a) publishing in a newspaper circulating in the municipality a notice of the decision; and
 - (b) in the case of a discretionary use (except sign permits) or a permitted use for which a variance or relaxation was granted, mailing or delivering notice to every owner of land at the name and address shown on the assessment roll of the municipality whose land is:
 - (i) adjacent the parcel or parcels to which the proposed application relates; or
 - (ii) is completely or partially within 20m (65.5 ft) distance of any part of the parcel or parcels to which the application relates.
- (9) A decision of the Development Authority on an application for a development permit shall be given in writing and a copy of it sent by email or ordinary mail to the applicant on the same day the decision is produced in writing.
- (10) When the Development Authority refuses an application for a development permit, the decision shall contain reasons for the refusal.
- (11) If the development authorized by a permit is not commenced within 12 months from the date of its issue, or the date of decision of the Subdivision and Development Appeal Board upon appeal, nor carried out with reasonable diligence as determined by the Development Officer, the permit ceases to be effective, unless an extension of this period, being no longer than an additional 12 months, has previously been granted by the Development Officer.

Attachment F: Notification Approaches

This document provides background on the current approaches to notification under the Land Use Bylaw, alternative scenarios considered, and the issues taken into account in developing the proposed changes in Bylaw 2023-04.

The intent behind the proposed changes to the Land Use Bylaw is:

- to achieve greater clarity on how notification is provided for various types of applications for landowners and the general public;
- to achieve more consistency in how notification related to applications is provided; and
- to update the Land Use Bylaw to reflect the Town's practice over the past several years.

Notification of planning applications currently occurs in the following ways:

- letters mailed to owners of land for amendments to the Land Use Bylaw that involve a change in land use district;
- letters mailed to owners of land prior to a decision being made on an application for a discretionary use;
- notices published in the local newspaper (The Albertan), which goes to every household in Olds, for Land Use Bylaw amendments and development permit decisions that have been issued; and
- postings on the Town of Olds website and social media feeds (Facebook, Twitter) for Land Use Bylaw amendments.

The determination of which property owner receives notice varies based on the type of application and the interpretation/latitude assigned to planning staff. For Land Use Bylaw amendments and letters seeking input on a proposed development, the notice is sent to property owners whose land is "adjacent" or "in the area to which the bylaw relates." For notices of a decision on a discretionary use permit the notice goes to property owners who the Development Officer views as affected. Effectively there are three different ways of determining who gets a letter and two of these are based on a subjective determination by staff.

In the Land Use Bylaw, the term "adjacent" means "land that is contiguous to the parcel of land that is the subject of an application and includes land that would be contiguous if not for a highway, road, river or stream." This matches the first part of the definition that is used in the Municipal Government Act. It means any two parcels separated by a street that would be contiguous or touching if the street was removed are considered adjacent one another.

The Municipal Government Act definition of "adjacent" includes the ability of the Town to add or define additional lands that would be considered "adjacent." For example, this could include adding public utility lots (i.e. storm ponds) and municipal reserve parcels (i.e. school site) to the list of lands that would be set aside in determining if two parcels are contiguous.

The table below shows scenarios based on use of the standard definition of adjacent, a modified definition of adjacent, and a combination of standard definition and distance measure.

Scenario Three: Standard Definition of Adjacent or Within 20m Distance



Subject Site (Where Development Proposed)
 Owners to Receive Letter

The example site is adjacent to 21 Hawthorne Cr and 24 Hawthorne Cr since Hawthorne Cr is a road that would be ignored

Additional parcels added based on 20m distance, such as 28 Hawthorne Cr, despite intervening Lot 11PUL

Parcels that are beyond 20m of the subject site, such as 6251 Cypress Cr are not included

20m distance was selected based on typical R1 lot width (about 15.24m) and width of walkways, utility corridors and pipeline rights of way

Mail out has increased from two (2) in scenario one to nine (9)

All others would be served with the notice in the local newspaper

Other considerations:

1. All three approaches meet the Municipal Government Act requirements for the processing of a bylaw to amend the Land Use Bylaw;
2. All three approaches appear to keep the number and resulting costs of mail outs at a manageable level;
3. All three scenarios account for wider roads like the 50m plus wide Highway 27 right of way meaning property owners directly on the other side from a subject site will receive notice;
4. Scenario Three results in mail out to property owners closer to the site, which appears to create a more intuitive pattern, compared to Scenario Two;
5. Broad notice to facilitate a decision on exercising appeal rights relating to discretionary uses and uses approved with a variance is provided through the combination of mail out and newspaper notice; and
6. Consistency between receiving the "pre-decision notice" on a discretionary use permit and receiving a "post decision notice" is greatest under Scenario Three.

The proposed changes to the Land Use Bylaw do not affect the continued use of the newspaper, website, and social media. The changes do affect the mailing of letters to landowners by defining which landowners can expect to receive a letter from the Town of Olds Planning & Development Department on various planning applications.



Request for Decision

Bylaw 2023-05 Tax Incentive

January 23, 2023

RECOMMENDATION

That Bylaw 2023-05 Tax Incentive be given first reading, as presented.

That Bylaw 2023-05 Tax Incentive be given second reading, as presented.

That unanimous consent for third reading of Bylaw 2023-05 Tax Incentive be given.

That Bylaw 2023-05 Tax Incentive be given third reading, as presented.

STRATEGIC ALIGNMENT

- Our community is supported and enabled through skillful governance.
- Our thriving community is built on strong and collaborative relationships.
- Sound fiscal practices are balanced with a commitment to prioritizing value for our citizens.

LEGISLATIVE AUTHORITY

1. Municipal Government Act

BACKGROUND

Municipalities can attract investment and development by offering tax incentives to business and industry. Multi- year Tax incentives encourage economic development and reduces the burden on new and expanding businesses.

Council has seen this bylaw previously and it remains largely unchanged. However, some adjustment has been made to the definition of 'year 1'; in other words, when the incentive period begins. According to this bylaw, the CAO has flexibility to determine the start date.

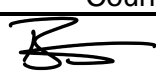
RISK/CONSEQUENCES

- Council not approving, would result in no incentives being offered
- Potential loss of development opportunities
- Council may ask administration to provide additional information and defer a decision until information is provided
- Council may defeat this bylaw

FINANCIAL CONSIDERATIONS

- This will not affect existing revenue but will forgo a portion of potential future revenue.

ATTACHMENTS - 1. Draft Bylaw 2023-05

| | | |
|----------------|---|------------------------|
| Author: | Chylla Nault Executive Support CAO & Council | Date: January 16, 2023 |
| CAO Signature: |  | Date: January 18, 2023 |

**TOWN OF OLDS
BYLAW NO. 2023-05**

Non-Residential Tax Incentive Bylaw

***BEING A BYLAW OF THE TOWN OF OLDS TO PROVIDE NON-RESIDENTIAL
PROPERTY TAX INCENTIVES FOR NEW INDUSTRIAL AND COMMERCIAL
DEVELOPMENT AND EXPANSION***

WHEREAS the *Municipal Government Act*, RSA 2000, c. M-26, and amendments thereto, permits municipalities to offer multi-year tax exemptions, reductions, or deferrals for non-residential properties to encourage economic growth.

AND WHEREAS the Town of Olds wishes to provide property tax incentives to encourage assessment growth and promote non-residential expansion.

AND WHEREAS Council considers it desirable to encourage the development or revitalization of non-residential properties for the general benefit of the municipality.

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

BYLAW TITLE: This Bylaw may be cited as the “**Non-Residential Tax Incentive Bylaw**”.

GENERAL RULES AND SPECIAL PROVISIONS

1. CRITERIA FOR TAX EXEMPTION

To be eligible for tax exemption, the following criteria must be met and maintained over the course of the exemption period:

- a. Construction of a new non-residential development with an assessed value at or above \$100,000; OR a refurbishment of an existing non-residential development that increases the assessed value by at least \$100,000;
- b. Construction or refurbishment of a non-residential development must be commenced subsequent to the passing of this Bylaw;
- c. Non-residential developments are defined as per the applicable zoning, pursuant to the Town’s Land Use Bylaw, as amended;
- d. Applicants must commit to employing, on an annual basis, at least 5 full-time personnel at the location of the non-residential development within the Town of Olds;
- e. All necessary development approvals must be obtained from the Town;
- f. An applicant must not be in the process of foreclosure, bankruptcy, or receivership;
- g. An applicant must not have compliance issues, be in violation of a development permit and/or agreement, or be in violation of the Safety Codes Act at any time from application to the end of the exemption period;
- h. An applicant must not be in arrears or have amounts owing with regards to property tax, utilities, or other fees owed to the Town.

2. INELIGIBLE NON-RESIDENTIAL PROJECTS

Any projects or properties that are assessed as Linear Property are ineligible for the tax exemption program.

3. DETAILS OF EXEMPTION

- a. The exemption only applies to municipal taxes. Provincial School Requisitions and Seniors Housing Requisitions are excluded from this program.
- b. The exemption program shall be considered open from February 1, 2023, until December 31, 2032.
- c. Any eligible property shall receive an exemption outlined in Section 6 of this Bylaw at any time within the exemption period. By way of example, if a property becomes eligible by December 31, 2032, this property will receive the full 3 years of exemption; whereas properties becoming eligible after December 31, 2032, shall not enter the exemption program unless it is extended by Council.
- d. Eligible properties shall receive the first year's exemption with property taxes being prorated to the date of eligibility.
- e. Notwithstanding Section 3c, complete applications may be considered and approved in accordance with this Bylaw before construction on the qualifying property is complete; however, the calculation of exemption and exemption period will not be confirmed until all construction on the qualifying property is complete, the development is inspected and approved, and the property is assessed for taxation.
- f. A property is only eligible for one tax incentive exemption during the exemption period, beginning January 1, 2023, and ending December 31, 2032, unless additional assessment growth occurs due to a separate property improvement or expansion project that meets the criteria of this policy.

4. CHANGE OF OWNERSHIP

- a. Any change in ownership of the property will not affect the exemption unless the new owner(s) falls within one or more of the terms of disqualification.
- b. To maintain eligibility for the exemption, the new owner(s) must assume the obligations that arise under the written decision in accordance with Section 7 of this bylaw.

5. APPLICATION FOR TAX EXEMPTION PROGRAM

- a. The CAO, or delegate has the authority to determine whether an exemption will be granted in accordance with the terms and conditions of this bylaw.
- b. The application process of an exemption is as follows:
 - i. Applicants must submit a complete application for the Tax Exemption Program to the Town.
 - ii. A complete application must be received before construction of a new project or expansion project has commenced.
 - iii. Applicants whose applications are returned as incomplete, or ineligible may resubmit one additional time.
 - iv. Notwithstanding the complete application requirements, the Town may require additional information that, in the discretion of the Town, is necessary to complete the application or determine program eligibility and may require the applicant's consent to be given for the Town to obtain such additional information.

- v. The Town will advise applicants in writing of their application's success. Applications accepted for consideration will become the property of the Town and may not be returned.
- c. Year 1 of the exemption program shall begin once the development permit or development agreement is approved. The CAO shall have discretion to vary the start date should of the exemption program as necessary.

6. CALCULATION OF EXEMPTION

- a. An approved exemption will be applied to the municipal portion of property taxes based on the value of new assessment growth as determined by the Town in accordance with the following schedule:
 - i. **\$100,000 - \$250,000** = 1 year of exemption on the new development
 - 100% exemption in year 1
 - ii. **\$250,001 - \$1,000,000** = 2 years of exemption on the new development
 - 100% exemption in year 1
 - 50% exemption in year 2
 - iii. **\$1,000,001 - \$10,000,000** = 3 years of exemption on the new development
 - 100% exemption in year 1
 - 75% exemption in year 2
 - 50% exemption in year 3
 - iv. **\$10,000,001 - \$50,000,000** = 4 years of exemption on the new development
 - 100% exemption in year 1
 - 75% exemption in year 2
 - 50% exemption in year 3
 - 25% exemption in year 4
 - v. **Greater than \$50,000,000** = 5 years of exemption on the new development
 - 100% exemption in year 1
 - 100% exemption in year 2
 - 75% exemption in year 3
 - 50% exemption in year 4
 - 25% exemption in year 5

7. DECISION ON EXEMPTION

- a. If the CAO grants an exemption, a written decision will be issued to the applicant outlining the following information.
 - i. The taxation years to which the exemption applies, which must not include any retroactive exemption for years prior.
 - ii. Conditions of the exemption, the breach of which will result in cancellation of the exemption.
 - iii. The date on which the exemption shall begin effect.
 - iv. The amount of exemption, to be calculated and applied in accordance with Section 6.
 - v. Any other information or conditions provided by the Town.
- b. If the CAO denies an exemption application, the CAO will issue a written decision to the Applicant outlining the following information:
 - i. The reason(s) the application was denied.
 - ii. The date by which an application for an appeal to Council must be submitted.

- d. A request for an appeal must be in writing and be received by the Town no later than the time and date specified in the decision in which the exemption was denied or cancelled.
- e. Council, after considering the appeal, may;
 - i. Uphold or revoke a decision of the CAO with respect to the outcome of an application or cancellation of an Exemption; or
 - ii. Direct the CAO to revise or amend the decision with respect to the matter.
- f. The decision of Council on appeal shall be final.

SEVERABILITY

If any Section or parts of this bylaw are found in any court of law to be illegal or beyond the power of Council to enact, such Sections or parts shall be deemed to be severable and all other Sections or parts of this bylaw shall be deemed to be separate and independent there from and to be enacted as such.

EFFECTIVE DATE

A bylaw comes into force at the beginning of the day that it is passed unless otherwise provided for in an enactment or in the bylaw. No bylaw may come into force on the day before it is passed unless the enactment authorizing its passage specifically allows it to come into force that day.

READINGS

Read for a first time on the _____ day of _____, 2023.

Read a second time on the day of _____, 2023.

Unanimous consent given for third reading given on the _____ day of _____, 2023.

Read a third and final time on the day of _____, 2023.

SIGNATURE LINE

Judy Dahl,
Mayor

Brent Williams,
Chief Administrative Officer

SIGNED by the Chief Elected Official and the Chief Administrative Officer this _____ day of _____, 2023.



Request for Decision

South Red Deer Regional Wastewater Commission Operating Agreement

January 23, 2023

RECOMMENDATION

That council approve and direct Administration to sign the operating agreement between the South Red Deer Regional Wastewater Commission and The Town of Olds.

STRATEGIC ALIGNMENT

- *Our community is supported and enabled through skillful governance.*
- *Our thriving community is built on strong and collaborative relationships.*
- *Sound fiscal practices are balanced with a commitment to prioritizing value for our citizens.*

LEGISLATIVE AUTHORITY

1. Municipal Government Act

BACKGROUND

The new operating agreement focuses on the next 3-years of the regional system and replaces the existing agreement which expires this year. CAO Wutherick will be present to answer any questions that may arise.

RISK/CONSEQUENCES

- N/A


FINANCIAL IMPLICATIONS

☒ Approved by budget

☐ New = Budget Adjustment

ATTACHMENTS:

- SRDRWC Letter
- SRDRWC Operating Agreement

| | | |
|----------------|---|-------------------------|
| Author: | Chylla Nault Executive Support-CAO & Council | Date: January, 16, 2023 |
| CAO Signature: |  | Date: January 19, 2023 |



South Red Deer Regional Wastewater Commission

Bay 1, 7889 – 49th Avenue
 Red Deer, Alberta T4P 2B4
 Ph: (403) 507-5139

January 6, 2023

Town of Olds
 4512 – 46th Street
 Olds, Alberta
 T4H 1R5

Attention: Brent Williams, Chief Administrative Officer

RE: Operating Agreement Renewal SRD File: 771/15_2023
South Red Deer Regional Wastewater Commission and Town of Olds

Dear Brent,

Please find attached two executed and sealed copies of the proposed **revised** Operating Agreement between the South Red Deer Regional Wastewater Commission and the Town of Olds. The new contract will replace the existing agreement which is due to expire on December 31st, 2023. The following points outline the material changes compared to the prior contract:

1. Pursuant to Clause 7 – EXTENSION OF TERM, the current agreement may be extended by mutual agreement of both parties is made at least 180 days from the expiry of the initial term. The SRDRWC board approved a resolution at the December 12th, 2022 regular meeting to provide notice of intent to extend such notice.
2. Clause 6 – TERM OF AGREEMENT now reflects a 3-year term commencing on January 1st, 2023 and expiring on December 31st, 2026. The original contract was due to expire at the end of 2023.
3. Schedule A, Subsection E. Provision for Overview of duties required for rotating “Deputy Operations Supervisor.” This proposal is consistent with the recommendations to the SRDRC board from the Operations and Technical Committee

The Commission continues to highly value the significant role that each of the municipal operating partners plays in improving the professionalism of the overall operations team, and the resiliency of the Commission’s ability to manage adverse conditions such as the flooding events of 2022. We look forward to maintaining the current provision of operations services with the execution of the proposed extension.

Upon approval of the contract, please return an executed copy to the Commission for our files.

Should you require any additional information, please give me a call at (403)507-5139.

Sincerely,

A handwritten signature in blue ink, appearing to read 'M. Wuetherick', with a long horizontal flourish extending to the right.

Michael Wuetherick, P.Eng.
Chief Administrative Officer
cao@srdwrwc.com encl.

THIS AGREEMENT made this ____th day of January, 2023

BETWEEN:

TOWN OF OLDS
(Hereinafter called the "Municipality")

OF THE FIRST PART

-And-

SOUTH RED DEER REGIONAL WASTEWATER COMMISSION
(Hereinafter referred to as the "Commission")

OF THE SECOND PART

OPERATING AGREEMENT

WHEREAS:

- A. The South Red Deer Regional Wastewater Commission owns the Pipeline, including facilities of the Commission including pipelines, lift stations and odor management facilities, and has contracted the Municipality to operate the Pipeline as identified in Schedule A of the system;
- B. The Commission required the services of the Municipality as an independent contractor, in connection with the operation and maintenance of the facilities until the contract expires.
- C. The Commission and the Municipality have reached agreement with respect to the terms and conditions under which the Municipality will provide such operations and maintenance services to the Commission.

NOW THERE THIS AGREEMENT WITNESSETH that in consideration of the promises, mutual terms, covenants and conditions contained within the Agreement, the parties hereto agree as follows:

1. DEFINITIONS

In this agreement:

- a) “Agreement” means the Operating Agreement and the schedules attached hereto, together with such amendments, extensions and renewals as may be evidenced in writing and executed by the parties from time to time;
- b) “Commission Property” means the Pipeline, lift stations, odor management facilities, the work product and all information, records or materials, regardless of form including, but not limited to, any copyright, patent, industrial design process or trademark acquired or produced under the Agreement by the Municipality, or provided by the Commission for use by the Municipality;
- c) “Damages” shall mean any and all:
 - (i) Obligations (including corrective and remedial obligations),
 - (ii) Liabilities,
 - (iii) Damages (including, but not limited to, injury to or death of persons (including, but not limited to employees of the Municipality) and damages to or destruction or loss of property (including, but not limited to, the environment and natural resources),
 - (iv) Fines,
 - (v) Penalties,
 - (vi) Losses (including, but not limited to, economic losses of third parties),
 - (vii) Actions,
 - (viii) Suits,
 - (ix) Claims,
 - (x) Judgements, orders, directives, injunctions, decrees or awards of any federal, provincial or local court or administration or government authority, bureau or agency, and,
 - (xi) Costs and expenses (including, but limited to, attorneys’ fees, court costs and expert witness fees).

- d) "Fees" means the fees to be paid by the Commission to the Municipality as set forth in Schedule "A" attached hereto;
- e) "Force Majeure" means any act of God, major storms, civil disturbance or any similar major event or occurrence not within the control of a party and which by the exercise of due diligence by such party could not have been prevented, but lack of funds on the part of such party shall be deemed not to be a Force Majeure;
- f) "Hazardous Substances" means any substance which is hazardous to persons or property and includes, without limiting the generality of the foregoing:
 - (i) Substances declared to be hazardous or toxic under any law or regulation now or hereafter enacted or promulgated by any governmental authority having jurisdiction over the parties hereto;
 - (ii) Any form of radioactive materials; and
 - (iii) Explosives;
- g) "Pipeline" means raw sewage underground pipeline, additional appurtenances and lift station more particularly described in Schedule "B" as attached hereto, together with:
 - (i) Any and all utility rights-of-way, leases, licenses, crossing agreements, road use agreements, lands, buildings, pipelines, services, improvements, works and facilities, whether free standing or otherwise, or whether ancillary therefor or connected therewith;
 - (ii) Any and all additions, improvements and extensions to such buildings, pipelines, services, improvements and works which may be constructed by the Commission from time to time, and
 - (iii) Any and all further and other interests in real or personal property now or hereafter acquired by the Commission for purposes related to the ownership and operations of the Pipeline, and the buildings, services, improvements and works comprising the Pipeline;
- h) "Services" means those activities identified in Schedule "A", as attached hereto; and
- i) "Term" means the period commencing January 1st, 2023 and ending on December 31st, 2026, subject to an extension or earlier termination as set forth herein;
- j) "Work Product" means and all materials, reports, documentation, and other items made, prepared or produced for the Commission by or on behalf of the Municipality or any of its employees and contractors as part of the provision of the Services (whether then provided

or delivered to the Commission or not), including related materials, regardless of media or format,

2. PREAMBLE AND SCHEDULES

The parties hereby confirm and ratify the matters contained and referred to in the Preamble to this Agreement and agree that same and the various schedules(s) hereto are expressly incorporated into and form part of this Agreement:

Schedule "A" - The Services and Fees

Schedule "B" - The Pipeline

3. OBLIGATIONS

The Municipality shall:

- a) Perform the Services in accordance with and subject to the terms and conditions contained in this Agreement;
- b) Subject to subparagraph (a) herein, perform all of its obligations contemplated hereunder in strict compliance with all operating instructions, policies and procedures established from time to time by the Commission.
- c) Provide qualified and certified staff as required by the Commission's operating license and Code of Practice requirements outlined by Alberta Environment and Parks.
- d) Be bound by and observe all applicable federal, provincial, municipal legislations and related regulations, which, without limiting the generality of the foregoing, shall include the provisions of the Commission's Safety Manual, Occupational Health and Safety Act and the Environmental Protection and Enhancement Act, all as amended from time to time, and the Municipality shall cause all of its employees and approved subcontractors to be so bound;
- e) Obtain and maintain at its sole expense all necessary permits, licenses consents and approvals required by all authorities having jurisdiction incidental to the performance of the Municipality's obligations under this Agreement;
- f) Pay all fees and all other costs incidental to the performance of the Municipality's obligations under this Agreement;
- g) Provide all such written and verbal reports as required by the Commission on the progress of the services. The Municipality will make available such information, including data,

documents, and accounting records, as the Commission may require from time to time to allow the Commission to evaluate the quality and progress of the Services;

- h) Not allow any lands (including any lands owned by the Commission, or under the Commission's care, control or management) to be utilized in any manner in contravention of any applicable laws intended to protect the environment, including without limitation, laws respecting the handling, disposal and emission of Hazardous Substances;
- i) To the extent that any Hazardous Substance is, subject to the Commission's consent as herein provided, utilized, placed, held, located or disposed of on, under or at any lands (including lands owned by the Commission or under the Commission's care, control or management) in accordance with the terms hereof, the Municipality shall:
 - (i) Comply with, or cause to be complied with, all applicable laws and regulations relating to the use, storage and disposal of the Hazardous Substance, as well as all terms or conditions required by the Commission; and
 - (ii) At the request of the Commission, provide evidence to the Commission of compliance with all applicable laws, regulations and other requirements, such evidence to include inspection reports and such tests as the Commission may reasonably require, all at the Municipality's expense;
- j) Upon receipt of reasonable request from the Commission, provide evidence of coverage under the Workers' Compensation Act, such evidence to include coverage of the Municipality and any and all subcontractors; and
- k) Not permit any builders' or other liens to be registered against the title to any lands affected by the performance of the obligations of the Municipality hereunder. Upon the registration of such a lien, the Municipality shall obtain a discharge thereof within thirty (30) days after the Municipality has notice of the lien. The Commission shall have the right, but in no way shall it be obligated, to obtain a discharge of the lien, whereupon all sums paid by the Commission to procure the discharge, as well as the Commission's costs of obtaining such discharge including, without restriction, legal and other costs on a solicitor and his own client full indemnity basis, shall be repaid forthwith upon demand by the Municipality.

If the Municipality fails to perform any of its obligations hereunder, the Commission may deliver written notice to the Municipality that such failure exists and the nature of such failure. The Municipality shall forthwith take all necessary steps to cure such failure. If the Municipality fails to cure the failure to the satisfaction of the Commission, acting reasonably, the Commission shall be entitled to pursue any and all remedies that may be available to the Commission pursuant to this Agreement, at law, equity or otherwise.

4. PAYMENT OF FEES

The Commission will pay the Municipality the Fees following receipt of invoice and in accordance with the payment terms set forth in Schedule "A" as attached hereto, plus any applicable GST thereon.

5. TAXES AND DEDUCTIONS

The Municipality shall be responsible to collect, remit and pay all source deductions, Canada Pension contributions, unemployment insurance premiums, taxes and GST and all other required payments, contributions or deductions under all applicable laws and authorities including, but not limited to, any assessments levied pursuant to the Workers' Compensation Act (Alberta) which arise or may hereafter arise with respect to the performance of the obligations of the Municipality under this Agreement and the Commission shall have no liability for the same.

6. TERM OF AGREEMENT

This Agreement shall be for the Term commencing January 1st, 2023 through December 31st, 2026, subject to extension or earlier termination as set out herein.

7. EXTENSION OF TERM

The term may be extended by the parties for a further period, or periods commencing on the last day immediately following the last day of the Term then expiring, provided that the parties mutually agree to such extension. Unless otherwise agreed to, if such mutual agreement is not made at least one hundred eighty (180) days prior to the expiration of the Term, the Agreement shall expire on the last day of the Term, this Agreement shall expire on the last day of the Term. If this Agreement is extended, all other terms and conditions contained herein shall remain in full force and effect.

8. CONCURRENT RETAINERS

The Municipality may accept concurrent contracting retainers from other parties during the Term, as well as operation of the Municipality's own system. Without restricting the foregoing, the Municipality shall not be restricted in any manner from carrying on any business during the Term.

9. WARRANTIES AND REPRESENTATIONS

The Municipality hereby represents and warrants with and to the Commission, and acknowledges that the Commission is relying upon such representations and warranties, that to the best of the contractor's knowledge, the Municipality is in material compliance with all laws and regulations of any public authority relating to the conduct of its business, the Municipality has all required approvals, permits, licenses, certifications and authorizations necessary to carry out its obligations hereunder, and there are no proceedings whatsoever, actual or pending, and whether concerning cancellation, extension or otherwise, relating to the said approvals, licenses, certificates or authorizations.

10. INSURANCE

The Municipality shall ensure that all insurance coverage maintained by the Municipality in accordance with this Agreement (other than Workers' Compensation coverage) shall name the Commission and any other party designated by the Commission as an additional insured, contain a severability of interests or cross liability clause, and shall provide that no such insurance policy may be cancelled without the insurer providing no less than thirty (30) days' written notice of such cancellation to the Commission. The Municipality shall, upon the request of the Commission, furnish written documentation, satisfactory to the Commission, evidencing the required insurance coverage. The cost of all of the insurance required to be held by the Municipality as set forth herein shall be borne by the Municipality.

Without in any way limiting the liability of the Municipality under this Agreement the Municipality shall obtain and maintain in force during the Term the following insurance, all satisfactory to the Commission, acting reasonably:

- a) Standard automobile, bodily injury and property damage insurance providing coverage of at least Five Million (\$5,000,000.00) Dollars inclusive and in respect of any one claim for the injury to or death of one or more persons or damage to or destruction of property;
- b) A comprehensive general liability insurance policy providing coverage of at least Five Million (\$5,000,000.00) Dollars inclusive and in respect of any one claim for injury to or death of any one or more persons or damage to or destruction or property, Coverage to include:
 - (i) Non-owned automobiles;
 - (ii) Independent subcontractors;
 - (iii) Contractual liability including this Agreement; and
 - (iv) Broad form property damage endorsement;

- c) Workers Compensation coverage for all employees, if any, engaged by the Municipality in accordance with the laws of the Province of Alberta;
- d) Employer's liability insurance respecting employees, if any, of the Municipality with limits of liability of not less than Five Million (\$5,000,000.00) Dollars per employee for each accident, accidental injury or death of an employee or any subcontractor engaged by the Municipality;
- e) Such other insurance as the Municipality would normally carry in relation to its Pipeline operations.

11. INDEMNITY

The Commission hereby agrees to indemnify, defend, save and hold harmless the Municipality and its respective directors, officers, employees, contractors, shareholders, partners, counsel, auditors, accountants, agents, advisors and other representative and each of the heirs, executors, successors and assigns of any of the foregoing from and against any and all Damages of any kind to the extent by which such Damages are caused by, arise from, are incurred in connection with or relate in any way to the Services provided or to be provided by the Municipality under or pursuant to this Agreement; provided, however, this indemnity shall not apply to Damages caused by negligence or willful misconduct of the Municipality.

The Municipality hereby agrees to indemnify, defend, save and hold harmless the Commission and its respective directors, officers, employees, contractors, shareholders, partners, counsel, auditors, accountants, agents, advisors and other representatives and each of the heirs, executors, successors and assigns of any of the foregoing from and against all Damages of any kind to the extent by which such Damages are caused by, arise from, are incurred in connection with or relate in any way to the Services provided or to be provided by the Commission under or pursuant to this Agreement; provided, however, this indemnity shall not apply to Damages caused by the negligence or willful misconduct of the Commission.

The provisions of this Section are in addition to and shall not prejudice any other rights of the parties to be indemnified at law or in equity. This Section shall survive the termination or expiry of this Agreement for any reason whatsoever.

12. CONFIDENTIAL INFORMATION AND OWNERSHIP OF COMMISSION PROPERTY

The Municipality, together with its respective officers, directors and employees, shall hold confidential all information relating to the business of the Commission disclosed to it by reason of the Agreement and not disclose any of such information to any person, except to the extent that disclosure of any such information:

- a) Is requested or required by law in the good faith of the Municipality's legal counsel (by oral questions, interrogatories, requests for information or other documents in legal proceedings, subpoena, civil investigative demand or any other similar legal process); provided, however, that such information may only be disclosed if the Municipality shall first have used commercially reasonable efforts to, and, if practical, shall have afforded the Commission the opportunity to, obtain an appropriate protective order or other satisfactory assurance of confidential treatment for the information required to be so disclosed;
- b) Is authorized by the Commission;
- c) Is or becomes generally available to the public through no wrongful act of the Municipality;
- d) Was in the Municipality's possession prior to the time it was acquired from the Commission;
- e) Is independently made available to the Municipality as a matter of right by a third party; or
- f) Is independently developed by or for the Municipality by persons not having exposure to the confidential information.

Subject to the foregoing, all Work Product and all other information and data received and compiled by the Municipality, while performing the Services, shall be treated as confidential for the benefit of the Commission, shall constitute a part of Commission Property, and shall not be disclosed or made known to any other person except as authorized by the Commission. The Municipality acknowledges and agrees that the Commission is the sole legal and beneficial owner of any and all of the Commission property. The Section shall survive the termination or expiry of this Agreement.

13. TERMINATION

This Agreement may be terminated at any time by the Commission by giving ninety (90) days written notice to the other party, and the Municipality's right to consideration shall be limited to payment for the Services performed and not previously paid for.

If such notice is given by the Commission, the Municipality shall perform the Services up to and including the effective date of termination specified in the notice and shall, upon request, provide the Commission with a written report on the Services rendered at the time of termination. Except for any such report, the Municipality shall not perform any further Services subsequent to the effective date of termination.

14. DELIVERY OF COMMISSION PROPERTY ON EXPIRY OR TERMINATION

On or before the effective date or the earlier of:

- a) The expiry of this Agreement; or
- b) The termination of this Agreement;

The Municipality shall unconditionally deliver the Commission Property to the Commission.

15. FORCE MAJEURE

If the parties shall fail to meet their respective obligations hereunder within the respective time prescribed hereunder and such failure shall be directly caused or materially contributed to by Force Majeure, such failure shall be deemed not to be a breach of the obligations of such party, provided however, in such event, such party shall use its best efforts to put itself in a position to carry out its obligations hereunder as soon as reasonably possible. The Municipality agrees to use all reasonable efforts to ensure uninterrupted wastewater flows through the Pipeline and uninterrupted operation of the Pipeline, however, the Municipality shall not be liable to the Commission for any damages, claims, loss, cost, charges, or expenses, of any nature or kind whatsoever relating to any partial or absolute interruption or cessation in wastewater flows or operation under the terms of this Agreement unless due to the negligence or willful misconduct of the Municipality, its employees, agents or others for whom the Municipality at law is responsible, or otherwise caused by a default on the part of the Municipality of a specific obligation under this Agreement.

16. GENERAL

a) Notices

Whether or not so stipulated herein, all notices, communications, requests and statements (the "Notice") required or permitted hereunder shall be in writing. Notice shall be served by one of the following means:

- (i) Personally, by delivering it to the party on whom it is to be served at the address set out herein, provided such delivery shall be during normal business hours. Personally delivered Notices shall be deemed received when actually delivered as aforesaid and addressed as specified in subsection (b) below; or
- (ii) By fax, email, or by any other like method by which a written message may be sent, directed to the party on whom it is to be served at that address set out herein. Notice so served shall be deemed received on the earlier of:

- A. Upon transmission with answer back confirmation if received within the normal working hours of the business day; or
- B. At the commencement of the next ensuing business day following transmission with answer back confirmation thereof; or
- (iii) By mailing via first class registered post, postage prepaid, to the party on whom it is service, Notice so served shall be deemed to be received three (3) days after the date it is postmarked. In the event of postal interruption, no notice sent by means of the postal system during or within seven (7) days prior to the commencement of such postal interruption or seven (7) days after the cessation of such postal interruption shall be deemed to have been received unless actually received.

b) Addresses:

Except as herein otherwise provided, notice required to be given pursuant to this Agreement shall be deemed to have been received by the addressee on the date received when served by hand or courier, or three (3) days after the same has been mailed in a prepaid envelope by single registered mail to:

(i) To the Commission at:

South Red Deer Regional Wastewater Commission
Bay 1, 7889 – 49th Avenue
Red Deer, Alberta T4P 2B4

Attention: Michael Wuetherick, Chief Administrative Officer
Email: cao@sdrwc.com

(ii) To the Municipality at:

Town of Olds
4512 – 46th Street
Olds, Alberta T4H 1R5

Attention: Brent Williams, Chief Administrative Officer
Email: BWilliams@olds.ca

Or such other address as each party may from time to time direct in writing.

c) Governing Law

This Agreement shall be construed and governed by all the laws of the Province of Alberta and the laws of Canada applicable therein and the parties hereto irrevocably attorn to the exclusive jurisdiction of the Courts of the Province of Alberta.

d) Time of Essence

Time shall be of the essence of this Agreement.

e) Headings

The headings, captions, paragraph numbers, sub-paragraph numbers, article numbers and indices appearing in this Agreement have been inserted as a matter of convenience and for reference only and in no way define, limit, construct or enlarge the scope of meaning of this Agreement or any provisions hereof.

f) Relationship between Parties

Nothing contained herein shall be deemed or construed by the parties hereto nor by any third party, as creating the relationship of employer and employee, principal and agent, partnership, or of a joint venture between parties hereto. It being understood and agreed that none of the provisions contained herein nor any act of the parties hereto shall be deemed to create any relationship between the parties hereto other than an independent service agreement between the two parties at arm's length.

g) No Authority

Except as may from time to time be expressly stated in writing by either party, the other party has no authority to assume or create any obligation whatsoever, expressed or implied, on behalf of or in the name of the other party, not bind the other party in any manner whatsoever.

h) Agreement Entire Relationship

This Agreement constitutes the entire agreement between the parties hereto insofar as the Services are concerned and the parties acknowledge and agree that there are no covenants, representations, warranties, agreements, or conditions expressed or implied, collateral or otherwise forming part of or in any way affecting or relating to the Services save as expressly set out in this Agreement.

i) Further Assurances

Each of the parties do hereby agree to do such things and execute such further documents, agreements and assurance as may be necessary or advisable from time to time in order to carry out the terms and conditions of this Agreement in accordance with their true intent.

j) Amendments

This Agreement may not be altered or amended in any of its provisions, except where any such changes are reduced to writing and executed by both parties.

k) Waiver

No consent or waiver, express or implied, by either party to or of any breach or default by the other party in the performance by the other party of its obligations hereunder shall be deemed or construed to be a consent or waiver to or of any other breach or default in the performance of obligations hereunder by such party hereunder. Failure on the part of either party to complain of any act or failure to act of the other party or to declare the other party in default, irrespective of how long such failure continues, shall not constitute a waiver by such party of its rights hereunder.

l) Counterparts

This Agreement may be executed in several counterparts each of which when so executed shall be deemed to be an original, and such counterparts shall constitute the one and same instrument and notwithstanding their date of execution shall be deemed to bear date as of the date first above written.

m) Statutory Reference

Any reference to a statute shall include and shall be deemed to be a reference to such statute and to the regulations made pursuant thereto and promulgated thereunder with all amendments made thereto and in force from time to time and any final judicial decisions interpreting the same, and to any statute or regulation that may be passed which has the effect of supplementing or superseding the statute so referred to or the regulations made pursuant thereto.

n) Unenforceability

If any term, covenant or condition of this Agreement or the application thereof to any party or circumstances shall be invalid or unenforceable to any extent, the remainder of this Agreement or application of such term covenant or condition to a party or circumstance other than those to which it is held invalid or unenforceable shall not be affected thereby and each remaining term, covenant or condition of this Agreement shall be valid and shall be enforceable to the fullest permitted by law.

o) Survival

The parties acknowledge and agree that the provisions of this Agreement which, by their context, are meant to survive the termination or expiry of the Term shall survive the termination or expiry of the Term and shall not be merged therein or therewith.

p) Remedies Generally

Mention in this Agreement of any particular remedy of a party in respect of a default by the other party does not preclude the first party from any other remedy in respect thereof,

whether available at law or in equity or by statute or expressly provided for in this Agreement. No remedy shall be exclusive or dependent upon any other remedy, but a party may from time to time exercise any one or more of such remedies generally or in combination, such remedies being cumulative and not alternative.

q) Payment of Monies

The parties acknowledge and agree that any payment of monies required to be made hereunder shall be made in Canadian funds and that any tender of monies or documents hereunder may be made upon the solicitors acting for the party upon whom the tender is desired and it shall be sufficient that a negotiable bank draft is tendered instead of cash.

r) GST Exclusive

All amounts payable by the Commission to the Municipality hereunder will be exclusive of any goods and services tax ("GST") and the Commission will, in addition to the amounts payable hereunder, pay to the Municipality all amounts of GST applicable thereon. The Municipality's GST number is 108125253RT001.

s) Singular, Plural and Gender

Wherever the singular, plural, masculine, feminine or neuter is used throughout this Agreement the same shall be construed as meaning the singular, plural, masculine, feminine, or neuter, body politic or body corporate where the fact or context so requires and the provisions hereof.

t) Binding Effect

This Agreement shall enure to the benefit of and be binding upon the successors and permitted assigns of each of the parties.

u) Assignment

Neither party shall assign its interest in this Agreement, nor any part hereof, in any manner whatsoever, with the one exception as set out herein, without having first received written consent from each of the other parties, which cannot be unreasonably withheld. Consent from the other party will not be required should either party wish to amalgamate with another entity.

v) Requests for Consent

Each party shall provide any decision with regard to a request for consent in a timely manner.

IN WITNESS WHEREOF the corporate parties have this Agreement effective the date first above written.

TOWN OF OLDS

Per: _____

Per: _____

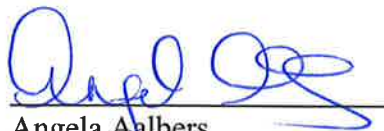
**SOUTH RED DEER REGIONAL
WASTEWATER COMMISSION**

Per:



Michael Wuetherick, P.Eng.
Chief Administrative Officer

Per:



Angela Aalbers
Chair

SCHEDULE A

THE SERVICES AND FEES

A. Services

The Commission requires the Municipality to provide operating, maintenance and related services to allow for the continuous operation of the Pipeline, as well as the provision of necessary staff and equipment to operate, maintain and supply related services.

The Commission, or its agent/contractor, will perform all wastewater management services including, without restriction, billing and collections for its accounts rendered to the Municipality.

The Municipality will prepare and file such reports and records with appropriate parties and the Commission as may be necessary in the course of its duties, and as required by authorities having jurisdiction.

B. Overview of Duties Required for Safe Operation of the SRDRWC Pipeline

| Description | Services Required | Frequency |
|------------------------------|---|-------------|
| Right of Way | <ul style="list-style-type: none"> Drive right of way weekly, check for activities on or near the transmission main. | Weekly |
| Combination Air Valve Vaults | <ul style="list-style-type: none"> Visually inspect operable and commissioned vaults for vandalism and water infiltration, pump out as required. | Weekly |
| Combination Air Valves | <ul style="list-style-type: none"> Visual inspection operable and commissioned valves, test odor management media re-place as required. | 6 months |
| Exercise Main Valves | <ul style="list-style-type: none"> Open close all main line valves. | Annually |
| Sample collection | <ul style="list-style-type: none"> During any unauthorized release. | As required |
| | | |

C. Overview of Duties Required for Safe Operation of the SRDRWC Lift Stations

| Description | Maintenance Required | Frequency |
|---------------------------|---|--|
| Lift Station | <ul style="list-style-type: none"> • Visually inspect the station for vandalism. • Clean up any trash or debris material. • Record pump hours for each/and all pumps individually. • Record meter reading meters of wastewater pumped. • Make minor adjustments and repairs to chemical feed systems. • Record chemical feed rates and chemical tank levels daily. • Complete required paperwork including log sheets, and any other report required at the direction of the Commission. • Lock up station, including exterior pump panels. • Check wet well floats for rag build up, clean as needed. • Check and record Bioxide Levels daily. • Check H₂S Levels at the receiving manhole daily. • Collect wastewater samples and deliver to the approved lab for analysis. • Clear access roads and paths of snow as required. | <ul style="list-style-type: none"> • Five days week |
| Septage Receiving Station | <ul style="list-style-type: none"> • Pickup manifests from haulers. • Preserve samples from truck dump samples and deliver to laboratory as required. | Five days week |
| Lift Station | <ul style="list-style-type: none"> • Inspect the wet well for grease build up on surface clean as needed. | Weekly |

| | | |
|--------------|---|---------|
| | <ul style="list-style-type: none"> • Maintain lift-station including cutting grass, weed control, and snow removal as required. | |
| Lift Station | <ul style="list-style-type: none"> • Open wet well and visually inspect the pumping of each pump. • Completely pump down the wet well to the lowest point and make a visual inspection of wet well, Clean as required. • Visually inspect all pumps, ancillary equipment and piping for pumps for defects. • Flush and wash the lift station monthly. • Turn in operations log sheet at end of each month to the Commission's Operations Supervisor. • Assist maintenance staff as needed for repair work requirements. • Respond to all pump station alarms. • Maintain all required pump station field tags. • Report all problems with the pump station to the Operations Supervisor. • Record all problems or observations at the pump station in the pump house journal. • Test the Emergency Generator once per month. | Monthly |

D. Overview of Duties Required for Safe Operation of the SRDRWC Odor Management Facilities

| | | |
|-----|---|----------------|
| OMF | <ul style="list-style-type: none"> • Record all required Odor control information. • Record any changes in the logbook at the odor management facility, and whom if anyone those changes were reported to. • Any conditions needing attention must be reported to the SRDRWC Operations Supervisor and recorded in the logbook. • Operator is to secure the building, any exterior control panels accessed, lock up the gate to the station and activate the station security system when leaving the site. • The Operators may be required to shovel snow back from the doors, so it can be plowed away from the pads in front of the building accesses or egresses. | Five days week |
| OMF | <ul style="list-style-type: none"> • Clean and wash all floors in the odor management facility as required. • Open the stripping chamber and wet well and make a visual inspection for any grease build up and wash down as required. • Change out the Odor Log and download information, and transfer all Odor log. Odor log information to the SRDRWC office. • The operator shall check each level of the Odor Management Facility pumping and piping equipment looking for any signs of leakage or corrosion. • All potential or problem areas shall be noted in the station logbook and brought to the attention of the SRDRWC Operations Supervisor. • Operations Log Sheets are to be filed at the SRDRWC Office at the end of each month. | Monthly |

| | | |
|-----|---|-----------|
| OMF | <ul style="list-style-type: none"> • Clean stripping chamber and entrance chamber of grit and grease using a high-pressure washer and a vac truck. • Test all MCC panel lights by pressing each indicator and ensuring that the bulb lights up change any burnt out bulbs and retest. | Quarterly |
| OMF | <ul style="list-style-type: none"> • Drain and blow out irrigation lines on the media bed each fall and return to operation each spring. | Yearly |

E. Overview of Duties Required for Rotating “Deputy Operations Supervisor” Role

| | | |
|-----|---|--|
| SRD | <ul style="list-style-type: none"> • Member to provide SRD administration provide certified operator to be nominated as the “Deputy Operations Supervisor” to serve on as on-call basis when required. • Deputy to provide assistance to SRD Administration in the event of a prolonged absence of SRD’s Operations Supervisor. • Duties as defined in SRD Policy 211.14 – Operations Supervisor Leave of Absence Policy. • Deputy Operations Supervisor shall serve for a period of 3-months, before rotating to another municipality. • Member communities shall be compensated based on billable hours serving in the capacity of SRD Deputy Operations Supervisor. | Nomination by September 30 th of each year. |
|-----|---|--|

F. Fees for Services

Base Fees:

Base fees are for operations and performing maintenance, including, but not limited to monitoring, inspecting, testing, reporting, liaising, and ongoing reporting to the Commission, Alberta Environment and other related agencies and will be charged at the following rates:

Hourly Fee for operator: \$66.14 per hour
 Mileage per kilometer: Accepted rate established annually by the Canada Revenue Agency
 On call fee (1 day) \$22.05

Hourly Fees:

Should service be required outside of the services covered by the base fees, they shall be contracted on a case by case basis, and the following rates shall apply:

| | |
|------------------------------|---|
| Deputy Operations Supervisor | \$75.00 per hour |
| Call-out costs: | \$66.14 per hour, at a minimum of 2 hours |
| Overtime: | \$99.22 per hour |
| Bobcat: | \$99.22 per hour |
| Backhoe: | \$126.78 per hour |
| 3 ton Truck: | \$104.73 per hour |
| Tandem Truck: | \$115.750 per hour |

Additional equipment required for specific tasks by the Municipality or the Commission shall be charged at cost plus 5%

Inflation Provision:

The rates of all expenses shall be adjusted for inflation effective January 1st of each year based on the Statistics Canada Consumer Price Index for Alberta as of September 30th of the previous year.



Request for Decision

Organization Review Report

January 23, 2023

RECOMMENDATION

That Council adopt the Organization Review Report and direct the Chief Administrative Officer to bring forward an action plan for Council's consideration within 45 days of January 23rd, 2023.

STRATEGIC ALIGNMENT

Our community is supported and enabled through skillful governance.

Our thriving community is built on strong and collaborative relationships.

Sound fiscal practices are balanced with a commitment to prioritizing value for our citizens.

Our residents and town staff actively communicate and engage with us through open dialogue.

LEGISLATIVE AUTHORITY

1. Municipal Government Act

BACKGROUND

The Town of Olds commissioned Transitional Solutions Inc. to conduct an Organizational Review in 2022. This report is the culmination of that effort.

The 78 recommendations contained in the report touch on most areas of the organization. The action plan called for above will be how Council determines which recommendations to accept or decline, and the priority of the accepted recommendations.

The full report will be made public on the Town's website during the first week of February.

RISK/CONSEQUENCES


- N/A

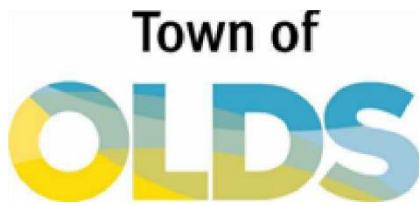
FINANCIAL CONSIDERATIONS

- N/A

ATTACHMENTS

1. Organizational Review: Executive Summary

| | | |
|----------------|---|------------------------|
| Author: | Chylla Nault Executive Support CAO & Council | Date: January 17, 2023 |
| CAO Signature: |  | Date: January 19, 2023 |



Organizational & Service Level Review Final Report



Prepared By : Transitional Solutions Inc.
December 2022

Town of Olds Regular Council Meeting Monday, January 23, 2023

Letter of Transmittal

Mayor Dahl
Town of Olds
4512 46 Street
Olds, Alberta
T4H 1R5

Re: Town of Olds Organizational and Service Review

Dear Mayor Dahl,

We are pleased to present the Town of Olds Organizational and Service Level Review Report and Recommendations.

Over the past four months, we have completed a comprehensive review and analysis of the Town of Olds as an organization, its governance, service levels and financials. As a result, we developed a series of recommendations for the Town to increase the efficiency and effectiveness of the organization, minimize risk and maximize the delivery of civic services provided to the community.

Should you have any questions or require further clarification on our recommendations, please do not hesitate to contact us or request a meeting to review the recommendations.

We feel we have captured the intent and the objectives of your original request for proposal and invite comments on the attached report.

Respectfully,

Erica Thomas
President, TSI



Executive Summary

Transitional Solutions Inc. (TSI) is pleased to present an Organizational and Service Review report for the Town of Olds. We would like to sincerely thank the Town of Olds, Council members and employees, who freely gave their time and expertise during the ongoing consultation and research phases for this Organizational and Service Review. Our discussions with the Council, Administration, and front-line employees were always candid, respectful, and productive.

The Town of Olds is a dynamic southern Alberta community of over 9500 residents living in diverse and beautiful landscapes. The Olds Regional Exhibition grounds and Olds Regional Exhibition MegaDome, along with a myriad of green spaces, parks and golf courses within close proximity, provide lots of recreational and outdoor activities. A short hop to Calgary and nestled in the shadows of the majestic Rocky Mountains, the Town is truly picturesque. An economy based on agriculture, oil & gas, tourism and higher education provides great business, employment, and active living opportunities.

The Town of Olds is also home to Olds College of Agriculture & Technology, the Olds College Broncos and the Junior A hockey team, the Olds Grizzlys. A small regional airport located just south of Town provides air service to the region. Major transportation corridors are close to Provincial Highway 2, Highway 27 which bisects the Town, and Highway 2A. Of particular note is that Olds is located on the main Canadian Pacific Railway line that connects Edmonton and Calgary. Not only does the rail line allow for the efficient movement of goods and services it is also the origin story of the Town's naming after CPR traffic manager George Olds (*The History Of Olds – Canadian History Ehx*, 2021).¹

The expectation of the organizational and service level review is that it will provide guidance and ensure that the Town is well positioned to achieve a service delivery that not only meets the community's expectations but exceeds them. With the leveraging of the cooperative nature of Town employees and strong guidance from Council, by modernizing the organization, employing best practices, implementing strong policy development and exercising sound business and financial practices, that goal is certainly achievable.

Not surprisingly, and as is usually the case with these reviews, TSI found that the Town's overall operational capacity and functioning are sufficient to provide rudimentary service in the area. Also of note is that services are being delivered by dedicated and well-intentioned employees in a fashion that meets the communities needs. However, the review uncovered areas of concern that need attention to ensure the Towns' services are relevant and delivered effectively and efficiently. Moreover, TSI identified areas of opportunity that exist in



core spaces, such as employee training and development, building relationships and improving trust, and boosting communication and program initiatives with a desire to improve services to the community.

In this report, TSI makes 78 recommendations for consideration to support optimal organizational structure and service delivery for the Town. Key recommendations are highlighted throughout the report in blue and a summary of all recommendations can be found in the following section.

Our Project Team has prepared a comprehensive report responding to the objectives, scope and deliverables required in your RFP. Through this report, TSI believes we have fulfilled our understanding of your requirements.

Summary of Recommendations

Organizational Structure

1. *That the Town of Olds implements Option A as the preferred organizational structure.*

Council

2. *That the Strategic Plan be developed to a higher level, including the specific goals of Council.*
3. *That monthly CAO conversations cease, and Council provides direction to the CAO through resolutions passed at a public Council meeting.*
4. *That the performance assessment process for the CAO is amended to remove the involvement of the Manager of Human Resources.*
5. *That Policy No. 315C and Procedure No. 315 P be updated to follow the CAMA Performance Management Toolkit.*
6. *That Councilors refrain from meeting with staff members to hear their personal complaints.*
7. *Only elected members of the Council sit at the Council table.*
8. *That Policy 101C Policy and Procedure Development be amended to state that all Council Policies be reviewed, updated and approved within each council term.*
9. *That all policies for outward service delivery have a defined level of service (similar to the Playground Inspection and Maintenance).*
10. *That Policy 105C Communication and Response be reviewed to ensure it aligns with the 2022-2032 Strategic Plan.*
11. *That Policy 126C Elected Official Professional Development be amended to include a greater focus on ongoing technical municipal government courses.*
12. *That Policies 106C Remuneration & Benefits, 125C Elected Official Budget Plan and 126C Elected Official Professional Development be reviewed to ensure continuity and potential amalgamation, and the Elected Officials Budget be posted to the website.*
13. *That Council appoints members to the Economic Development Secretariat.*

Staff & Organization

14. *That the HR Department develops an "Organization Succession Plan."*
15. *That all departments ensure they have current and accessible Standard Operating Procedures within each of their working units.*
16. *That HR should take time to reach a consensus and understanding when dealing with contentious issues with individuals, such as intimidation, bullying and harassment.*
17. *That HR has a sound and well-founded understanding and the resources needed to deal with specific issues, such as various staffing problems that occasionally require disciplinary actions.*
18. *HR Department to review its hiring and onboarding protocols and improve as needed.*

19. *HR Department to take the lead on providing each department with the training required in the hiring and onboarding process.*
20. *HR Department to ensure all staff leaving the Town's employment is provided with the opportunity for a voluntary "Exit Review".*
21. *HR to ensure that hiring departments are well informed on what they need in hiring new staff.*
22. *That all annual performance reviews include a review of the job description to ensure it still aligns with all positions within the organization.*
23. *HR to ensure that organization is adhering to the annual employee evaluation process, ensuring that all appraisals are adequately completed and on the employee's anniversary date.*
24. *That the Town completes a market analysis of their current benefits package to compete for suited and qualified candidates effectively.*
25. *Develop a "staff recognition" program rewarding good work or innovative ideas brought forward.*
26. *That responsibility for internal and external communications and engagement be managed by one employee.*
27. *That a Key Performance Indicator be developed for tracking of public inquiries.*
28. *That leadership addresses role clarity so all staff clearly understand their individual roles and responsibilities within the organization and also the roles and responsibilities of others.*
29. *To include effective communication methods within its overall culture improvement efforts that will establish a process where all employees are informed with accurate, consistent and timely messaging.*
30. *Managers of Operations and Community Services hold regular meetings with Community Services employees to address operational tasks and to share information on departmental priorities.*
31. *That opportunities for staff training and professional development across the organization be increased.*
32. *That adequate funding be provided for staff training and professional development across the organization.*
33. *That Performance Appraisals be done annually for all staff with goals and Key Performance Indicators as part of the process.*
34. *That the updated draft Records and Information Management Bylaw be presented to Council for approval, followed by the new Records and Information Management Policy.*
35. *Ensure that Town publications, business cards, emails and correspondence meet the specific requirements of the Brand Standards.*
36. *That a plan be developed that focuses on improving the Town's organization "culture."*

Planning and Operations

37. *Planning and Engineering Department to be formed under the oversight of a newly created position of Manager of the department.*
38. *Introduce a Buildings and Grounds Department under the Infrastructure Services Division that includes two sections: Open Spaces and Facilities.*
39. *Restructure the Operations Department led by a Manager to provide oversight of three individual Sections, a new Fleet Services, Public Works and Utilities.*
40. *That the Town adopt a Fleet Management Program with oversight provided by the Operations Manager.*
41. *That the Operations Department ensures that each staff member is aware of “who” within the organization is responsible for “what” and that the reporting lines are clear.*
42. *That leadership encourages cross-training approaches to be embraced within the Town’s culture.*
43. *That the Operations Department continues with its current program on correcting the Town’s water loss within its water distribution and metering systems.*
44. *That the Operations Department continues with its current I&I corrective measures plan.*
45. *That the Operations Department prepare a program that will coincide with the engineering recommendations provided within the “Town of Olds Master Drainage Plan.”*
46. *That the Town seeks an agreement with the Province’s traffic controller contractor to maintain the Town’s sole traffic controller.*
47. *Town Capital Projects are to be managed by the Planning and Engineering Department, thereby providing oversight of all Town Capital projects.*
48. *That the Operations Department continues to have regularly scheduled meetings keeping staff well informed with clear and consistent messaging.*
49. *That Managers are provided with a Delegation of Authority, and the authority is clearly understood by the Managers so that they can feel confident in carrying out their roles and responsibilities.*
50. *Operations Department to annually prequalify area contractors by requesting quotes to provide service fees or equipment rental rates.*
51. *That the Operations Department ensures that each section has the proper Standard Operating Procedures and is accessible at all times.*
52. *Operations initiate the request for approval to proceed with the pavement assessment analysis and to submit its application for funding under the Federation of Canadian Municipalities (FCM) Municipal Asset Management Program.*
53. *Operations to establish a Plan that will include a review of the Town's Statutory and Engineering Infrastructure plans to ensure that they are current with the Municipal Development Plan dated September 2020.*
54. *That the Town commences a review process of the Off-Site Levy Bylaw #2018-49 and revises as needed.*

55. *That the Town secures the professional services needed to provide the professional support to assist with managing the Off-Site Levy program.*
56. *That the department initiates a program that includes an annual review of the Town's Minimum Design Guidelines.*
57. *The vacant Planner position is to be filled as soon as possible.*
58. *That Policy 502C Winter Road Maintenance and Administration Procedure 502P with Appendices A, B & C be amended to set more precise service level standards.*
59. *That key performance measurements are developed in areas conducive to measuring performance work outputs.*
60. *That the department adopts a Work Order System as a Key Performance Indicator (KPI) that will provide relevant information of the Operations Department activities.*
61. *The department develops, as a Key Performance Indicator, a Snow Management Program that includes data acquisition inserted every week into the Town's GIS system.*
62. *The department develops, as an annual Street Sweeping Program and as a Key Performance Indicator, to include the daily sweeping information inserted every week into the Town's GIS system.*
63. *That key performance measurements be developed for reporting on the number of roadway collisions and that this information be shared with the Operations Department and Protective Services.*

Protective Services

64. *That the Town of Olds considers adding capacity to the Fire Chief role by either:

 - a. *hiring a stand-alone Fire Chief or,*
 - b. *adding a second full-time Deputy Fire Chief.**
65. *That the Town of Olds considers increasing the full-time, stand-alone Fire Officer/Firefighter group.*
66. *That the Town of Olds considers options to reduce the number of times the Paid on Call staff are called out.*
67. *That the Town of Olds considers adopting the Olds Fire Master Plan (2019) Council Recommendation #5.*
68. *That the Town of Olds considers the continued implementation of the Olds Fire Master Plan (2019) recommendations, where practicable and appropriate as determined by Council and Administration.*
69. *That the Town of Olds considers assigning the role of DEM to a full-time Town of Olds employee.*
70. *That Policy 402C Operation of Fire Department and Policy 401C Municipal Enforcement Policy be rescinded.*

Community Services

71. *The Family and Community Support Services Advisory Board meeting minutes should be named correctly, signed by the Board Chair and a Town supervisory staff member, and the Manager of Community Services job description be amended to reflect the correct Board name.*
72. *That the Nu2U thrift store be closed or turned over to a non-profit organization.*
73. *That Procedure 801P and the Town website be updated to match Policy 801C Nu2U Grant Guidelines. (This recommendation would be redundant if the preceding recommendation is implemented)*
74. *That Policy 901C Recreational Facilities and Sports Fields be amended to include sportsplex ice availability dates.*
75. *That an Aquatic Centre service level policy be developed.*
76. *That the Heritage, Arts and Culture budget be determined according to specific service levels and not by ATCO Gas Franchise Fee revenues.*

Budget and Finance

77. *That the Town of Olds considers implementing a general phase-in of incrementally increased mill rates that will provide the Town with more funding to provide services.*
78. *That the Town of Olds considers increasing the non-residential property tax mill rate at a faster rate over the next five years, the current non-residential property tax rate is significantly lower than other peer municipalities.*

Background, Engagement and Analysis

TSI was hired in late August 2022 by the Town of Olds to review current standards, operations and infrastructure of the Town of Olds as an organization and develop a report with recommendations that consider the findings from previous reports, existing procedures, and constraints the Town may be facing.

TSI approached this project in a way that centred on principles of sustainability and responsible service provision. The purpose of the review was to assist in identifying issues, priorities and opportunities in providing services and to define the appropriate service levels for the Municipality. In addition, this review will guide Council and Administration in making decisions that best meet the needs of the Municipality and develop the framework for an effective service delivery model.

Specifically, the Municipalities intent for this project was to achieve the following results:

- Enhance alignment of operations with strategic priorities.
- Align and focus service level delivery.
- Increase overall effectiveness.
- Enhance the employee experience and culture.
- Determine if the current organizational structure meets intended outcomes and recommend any structural changes.

Achieving these outcomes will assist the Town in meeting the community's needs moving forward; additionally, these achievements will help identify the right-sized, properly structured organization, which will allow leadership to structure the organization and align services for optimum success.

This organizational and service review has been underpinned by the identified principles of aligning with the Town's Strategic Priorities.



At the project's onset, TSI engaged Administration and Council through one-on-one interviews and online surveys (Town employees). The survey questions focused mostly on qualitative information and created a baseline by which the team could begin one-on-one interviews with department heads and key staff. Once interviews were started, TSI could build a greater comprehension of potential areas for improvement and establish a baseline understanding of the staff's view of the organization and their departments. During this project, TSI had multiple meetings with the CAO and took the opportunity to meet with Councillors one-on-one. The TSI team then met with all departments, without managers present, to discuss the project and objectives. Through our engagement and analysis of internal structures, processes, policies and staff and their roles, we feel we can provide further efficiencies in the operations and opportunities for direct cost savings to the Town while maintaining or enhancing current service levels.

A document review was performed to understand the Town's current operations and its reporting and organizational structure. This review included the examination of the existing organizational structure and any current and previous processes, procedures, plans, programs, guidelines, studies, reports, budgets, bylaws and agreements in place to identify:

- Reporting structure and span of control;
- Operational practices and procedures;
- Best practices and potential gaps;
- Service levels, resourcing, planning, and delivery models;
- Public education and awareness initiatives
- Human Resources;
- Municipal Statistics;
- Mutual Aid Agreements;
- Policies / By-laws and SOP's;
- Records Management
- Training Programs and Documentation/Records;
- Financial resourcing;
- Corporate Culture Programs;
- Mutual aid arrangements; and
- OH&S practices.

Background research was also completed on legislation, regulations, guiding documents, and best practices offered through industry knowledge, experience, and insight to identify best practices and constraints in communities of similar size. Detailed information about these findings and recommendations is located in the analysis sections of each focus area.



Request for Decision

Org Review: Planning and Engineering Sub-Department

January 23, 2023

RECOMMENDATION

That Council action recommendation 37: *Planning and Engineering Department to be formed under the oversight of a newly created position of Manager and the department and direct the CAO to proceed accordingly.*

STRATEGIC ALIGNMENT

- *Sound fiscal practices are balanced with a commitment to prioritizing value for our citizens*
- *Our residents and town staff actively communicate and engage with us through open dialogue*

LEGISLATIVE AUTHORITY

1. Municipal Government Act

BACKGROUND

The Town of Olds has struggled for many years with various infrastructure processes, including managing capital projects, actioning infrastructure master plans, and coordinating infrastructure needs into long-term financial planning.

This was identified in the organizational review, and it is the CAO's opinion and recommendation that Council proceed with creating a sub-department within Operations that amalgamates our Land Use Planning and Infrastructure functions.

The immediate changes are creating the positions Manager of Planning and Infrastructure and GIS Coordinator. No additions to the staffing compliment will occur in 2023 and the budget implication will be approximately \$12,000 annually. An internal shuffle will occur to fill the manager position and GIS position will remain unfunded for the foreseeable future.

RISK/CONSEQUENCES


- The primary risk is coordinating the change management of this shift and ensuring that this new sub-department is provided clear and attainable objectives.

FINANCIAL CONSIDERATIONS

- Operating Expense: \$12,000 annually

ATTACHMENTS

- N/A

| | | |
|----------------|---|------------------------|
| Author: | Brent Williams, CAO | Date: January 19, 2023 |
| CAO Signature: |  | Date: January 19, 2023 |



Request for Decision

Reports from Council, Authorities, Boards Committees and Commissions

January 23, 2023

RECOMMENDATION

That the reports from Council, Authorities, Boards, Committees and Commissions ending January 23, 2023, be received for information.

STRATEGIC ALIGNMENT

*Our community is supported and enabled through skillful governance.
Our thriving community is built on strong and collaborative relationships.*

LEGISLATIVE AUTHORITY

Excerpt from Council Member Appointment Policy:

Members of Olds Town Council are appointed to Authorities, Boards, and Commissions annually. Authority, Board, Commission (ABC)" means a committee that is granted the authority by Council to make decisions on behalf of Council to which elected officials are appointed to at the Town of Olds Organizational Meeting.

BACKGROUND

The appointment of elected officials the various, authorities, boards, commissions and committees provide for the interest of the town to be expressed and to provide a direct communication link on matters that Council as a whole, should be informed of.

| | |
|---|--|
| Central Alberta Economic Partnership (CAEP) | Municipal Planning Commission (MPC) |
| Emergency Advisory Committee | Olds Citizens' on Patrol |
| Emergency Management | Olds & District Chamber of Commerce |
| Inter-municipal Cooperation Committee (ICC) | Olds Municipal Library Board (OML) |
| Mayors of South-Central Alberta | Parkland Community Planning Services (PCPS) |
| Mountain View Regional Waste Management Commission (MVRWMS) | Parkland Regional Library Board (PRL) |
| Mountain View Regional Water Services Commission (MVRWSC) | Red Deer River Municipal Users Group (RDRMUG) |
| Mountain View Seniors' Housing (MVSH) | South Red Deer Regional Wastewater Commission (SRDRWC) |
| Municipal Area Partnership (MAP) | |

RISK/CONSEQUENCES

- Council can pass/make another recommendation being specific in what it wishes to direct as an alternate follow up.

FINANCIAL CONSIDERATIONS

✓ **Approved by budget**

☐ **New = Budget Adjustment**

| Cost | Funding Source (budget/in kind/grant) with G/L Code |
|------------------------------------|---|
| Council Personal Development Plans | 2023 Operation Budget |
| Total Cost | |

ATTACHMENTS

Various minutes are attached

| | | |
|----------------|--------------------------------------|------------------------|
| Author: | Marcie McKinnon Legislative Clerk | Date: January 16, 2023 |
| CAO Signature: | | Date: January 16, 2023 |



Request for Decision

CAO Report - Verbal

January 23, 2023

RECOMMENDATION

That the verbal CAO Report be accepted for information.

STRATEGIC ALIGNMENT

Our residents and town staff actively communicate and engage with us through open dialogue

Our community is supported and enabled through skillful governance.

Our thriving community is built on strong and collaborative relationships.

Sound fiscal practices are balanced with a commitment to prioritizing value for our citizens.

LEGISLATIVE AUTHORITY

Municipal Government Act Division 9, Part 6, Section 208(1)

BACKGROUND

The purpose of this RFD is to adopt the Chief Administrative Officers verbal report to council for information.

RISK/CONSEQUENCES

1. Council can provide further direction on any of the information received.
2. Council can pass/make another recommendation being specific in what it wishes to direct as an alternate follow up.

FINANCIAL CONSIDERATIONS – N/A

ATTACHMENTS

Nu2U Financial Summary

Action Item List

| | | |
|----------------|---|------------------------|
| Author: | Chylla Nault Executive Support-CAO & Council | Date: January 16,2023 |
| CAO Signature: | Brent Williams bw | Date: January 19, 2023 |

Signature:

A handwritten signature in black ink, appearing to be "Brent Williams", written over a horizontal line.

Email: bwilliams@olds.ca



CAO Report Nu2U Financial Summary

Date: 23 January 2023

As requested, below is the Nu2U financial summary requested by Council.

The 2022 budget for Nu2u, allocates 5% of the community services manager's time allocated for a value of ~\$6,400. This amount was held back from Nu2U operating revenue.

Here is a conservative estimate of staff time not accounted for in Nu2U's budget:

| Nu2U Cost Estimate | | | | |
|---------------------------|-------------------|-----------------------|--------------------|--|
| Cost Centre | Avg Monthly Hours | Average Cost per Hour | Total Monthly Cost | Note |
| Facilities Staff Estimate | 12 | 42 | 504 | 2 Staff; average based on timesheets and staff comments |
| Snow Clearing | 5 | 30 | 150 | 2 Staff; average based on timesheets and supervisor comments |
| Garbage Disposal | 8 | 30 | 240 | 2 Staff; return trip to Landfill; ~1 run per week; based on timesheets and supervisor comments |

This estimate would put unaccounted annual cost estimate at **\$10,728**.

Other costs identified but not calculated include:

- Additional community services staff time for vacation and sick leave
- Sporadic HR and HSE requirements from town office staff

Based on the previous year's grant allocations, the drawdown of the Nu2U reserve, and rising building costs, the town was subsidizing the operations of Nu2U. And that is before we consider that Nu2U is takes attention from the organization to manage; this would have been exacerbated due to the restructuring of the community services manager position.

Council Action Items

| Number | Item | Date Added | Status | Note |
|---------|---|------------|----------|------------------------------------|
| 2022-01 | Provide Blue Bin Costs | 7-Nov | Complete | <i>Emailed Nov. 8</i> |
| 2022-02 | Provide information on Tree pilot program | 7-Nov | Complete | <i>Emailed Nov. 23</i> |
| 2022-03 | Invite MVRWC to a Future Meeting | 7-Nov | Complete | <i>Attending January 23rd</i> |
| 2022-04 | Invite Lacrosse User Group to a Future Meeting | 7-Nov | Complete | <i>Tentative for late February</i> |
| 2022-05 | Provide update on Circle-K Project | 7-Nov | Complete | <i>Verbal Update</i> |
| 2022-06 | Provide updated Nu2U costing information to Council | 5-Dec | Complete | <i>January 23rd</i> |
| 2022-07 | Bring Snow Removal Program to Service Level Review | 5-Dec | Complete | <i>Added</i> |
| 2022-08 | Bring CPO Priorities to Service Level Review | 5-Dec | Complete | <i>Added</i> |
| 2022-08 | Advertise Volker / AT Highway Maintenance Information | 5-Dec | Complete | <i>Added and Advertised</i> |

Darren Wilson report to Council for period ending January 23, 2023

I participate in the Olds & District Chamber of Commerce and attended meeting of the Board on December 21, 2022.

The meeting duration was 1 hour and 75 minutes.

Chamber Channel is a platform currently being set up to house the Chamber website and Chamber on-line market. Information from existing platform will be migrated to the new platform. Alberta Chamber of Commerce currently is 'live' on the platform. The web site is a partnership with the Alberta Chamber of Commerce and once implemented locally will simplify administration such as membership, dues, newsletter generation, reporting and allow small business to conduct online sales and marketing.

Chamber market is an initiative of Alberta Chambers of Commerce to provide an online eCommerce marketplace connecting Alberta business owners with consumers. There are currently more than two hundred Alberta businesses on Chamber Channel.

Member2Member program being finalized to promote shop local including exceptional customer service award for employee recognition.

Mehul Patel of Mr. Mikes Steakhouse appointed to the Board of Directors of Olds & District Chamber of Commerce effective December 14, 2022, to complete the term of Heather Wier who has resigned from the Board.

Business survey being developed by the Olds Secretariat. An area of focus going forward for the committee will be Business Attraction and Retention.

There is a new Central Alberta Tourism Strategy being developed and Chamber has been asked to send a questionnaire to members.

January 17, 2023, mix and mingle event to promote Olds & District Chamber of Commerce and attract new members.

Review of Olds membership fees indicated fees are in line with similar chambers of same community size. Option exists to reduce number of membership categories.

Olds Chamber received a query regarding service dogs allowed in Olds's businesses. The Olds Chamber will place information on the Olds Chamber website referencing guidelines provided by the Province.

Calendar of upcoming events:

Olds & District Chamber of Commerce AGM – May

Beer and Blue jeans event for September to announce nominees for Small Business Awards event

Small Business Week – October 15-21

Small Business Awards Gala - October 18

MOUNTAIN VIEW REGIONAL WATER SERVICES COMMISSION

NOTICE OF COMMISSION MEETING

Jan 18, 2023

Anthony Henday Plant - 9:00 AM

AGENDA

1. Call to Order
2. Adoption of Agenda Page
3. Approval of December 2022 Regular Meeting Minutes 1.
4. Reports
 - Chairman
 - Operations Director 5.
 - Technical 7.
 - Administrator 12.
 - Finance 13.
5. Business Arising from Minutes
 - a. In Camera - Stantec Legal

FOIP Section 25 – Disclosure harmful to economic and other interests of a public body
 FOIP Section 16 – Disclosure harmful to business interests of a third party
 FOIP Section 24 – Advice from Officials
 FOIP Section 27 – Privileged Information
6. Information
 - a. Audit Letter – Board Members 19.
7. Next Meeting Feb 8, 2023
8. Adjournment

Minutes

Mountain View Regional Water Services Commission

Regular Meeting – Anthony Henday Water Plant

Dec 14, 2022

Members Present:

Chairman Lance Colby – Town of Carstairs
Vice Chairman Robb Stuart – Town of Bowden
Gavin Bates – Town of Innisfail
Wanda Blatz – Town of Olds
Jerry Roberts – Town of Carstairs alternate
John Baswick – Town of Didsbury

Members on Phone:

Mike Knight – Town of Crossfield

Staff Present:

John Van Doesburg – CAO
Tim Ainscough – Operations Director
Wes Olstad – Technical Manager
Samantha Lafontaine – Finance Manager

1. Call to Order

Chairman Lance Colby called the meeting to order at 9:02 a.m.

2. Adoption of Agenda

Wanda Blatz moved to accept the agenda as presented.

Carried

Mike Knight joined the meeting via telephone at 9:06 a.m.

3. Approval of November Meeting Minutes

Robb Stuart moved to approve the November Organizational Meeting Minutes with the amendment to include his alternate in the member information.

Carried

Gavin Bates motioned to approve the November Regular Meeting Minutes

Carried

4.Reports

Lance Colby presented the Chairman's Report.

Tim Ainscough presented the Director of Operations Report.

Wes Olstad presented the Technical Manager's Report.

John Van Doesburg presented the Administrative Report.

Samantha Lafontaine presented the Financial Report.

Robb Stuart moved to accept the presented reports as information.

Carried

5. Business Arising from Minutes

a) In Camera Session – Stantec

FOIP Section 25 - Disclosure harmful to economic and other interests of a public body.

FOIP Section 16 - Disclosure harmful to business interests of a third party

FOIP Section 24 -Advice from Officials

FOIP Section 27 – Privileged Information

Gavin Bates moved to go in camera at 9:30 a.m.

Carried

Tim Ainscough left the meeting at 9:30 a.m.

Wes Olstad left the meeting at 9:30 a.m.

Samantha Lafontaine left the meeting at 9:40 a.m.

b) In Camera Session - Personnel

FOIP Section 25 - Disclosure harmful to economic and other interests of a public body.

FOIP Section 17 - Disclosure harmful to personal privacy

FOIP Section 24 -Advice from Officials

FOIP Section 22 – Cabinet and Treasury Board Confidences

John Baswick moved to come out of camera at 10:03 a.m.

Tim Ainscough returned to the meeting at 10:03 a.m.

Samantha Lafontaine returned to the meeting at 10:03 a.m.

Break – 10:05 – 10:20 a.m.

John Baswick motioned to direct Brownlee Law to proceed with discovery without prejudice.

Carried

Wanda Blatz moved to increase the cost of living by 3.5% for the 2023 year.

Carried

Gavin Bates moved to approve the salary grid changes outlined by the CAO.

Carried

c) MVRWSC 2023 Budget

1. 2023-2025 Budget

John Baswick motioned to approve the 2023 -2025 budget as presented.

Carried

2. Rates Bylaw 2022-1 – Second and Third Reading

Wanda Blatz moved to approve second reading of Rates Bylaw 2022-1.

Carried

Gavin Bates moved to approve the third and final reading of Rates Bylaw 2022-1.

Carried

7. Next Meeting Jan. 11, 2023 – Anthony Henday Plant

8. Adjournment

Mike Knight moved to adjourn the meeting at 10:24 a.m.

Carried

Chairman

Manager

Director Of Operations Report January 18, 2023

Administrative:

- **COVID restrictions** – Continue to monitor.
- **Review of Environmental Management System Manual** – Working with Technical Coordinator to update and reflect the addition of the Director of Operations position.
- **TC Energy** – Working with WOODs Engineering on a proposed alignment and selecting Pipeline materials. Information has been supplied to them to assist with the preliminary design of the new pipeline.
- **Health and Safety Policy** – Working with Technical Coordinator to update and then any changes will be implemented.
- **10-year Capital Budget** – Gathering and updating information for the 10-year Capital Plan.

Operations and Maintenance:

- **Membrane Contract** – Meetings are being set-up with SUEZ (Veolia) to coordinate the best replacement schedule and budget for required modifications to the existing systems. Working to replace Trains #3 & #5 in October 2023. Working with Alberta Environment on Daily Integrity Testing requirements.
- **Midline Meter Replacement** – Working with Maintenance Manager to plan and implement the changeout.
- **WTP Residuals** – Working with Alberta Environment to decide the best options for disposal of the materials.

Projects:

- **Asset Management** – Working with ISL to compile the information to add into the system starting with the distribution pumping at the WTP. The next set of Deliverables has been submitted by the Commission to ISL.
- **Electrical Room Upgrades** – Will look to proceed with the study in 2023.
- **Low Lift Pumphouse Structural Assessment** – Working to coordinate the modifications and repairs to the building to improve pumping parameters. Wall coring has been completed; Installation of the piping modifications scheduled for January.

- **SCADA Upgrades** – The new software has been installed and is working well. Crossroad Energy Solutions has started on the project installation, all materials are on-site except for the PLC that are expected to arrive in mid-February.
- **Plant Service Water** – Working with Associated Engineering to size a replacement pump for the Plant Service Water.
- **Power to Lagoons** – Currently \$20,000.00 in the dredging costs come from generator rentals. Looking to determine if power could be run to the location and at what cost.
- **Inline Strainer** – Looking at replacement options for the current inline strainer.
- **Low Lift Pump #1** – Preparing a RFQ for the supply of a replacement pump.
- **WTP Main UPS** – Will be preparing a RFQ for the supply and installation of a new UPS for the WTP.

Tim Ainscough, P.Eng.
Director of Operations

Technical Services January 18/23

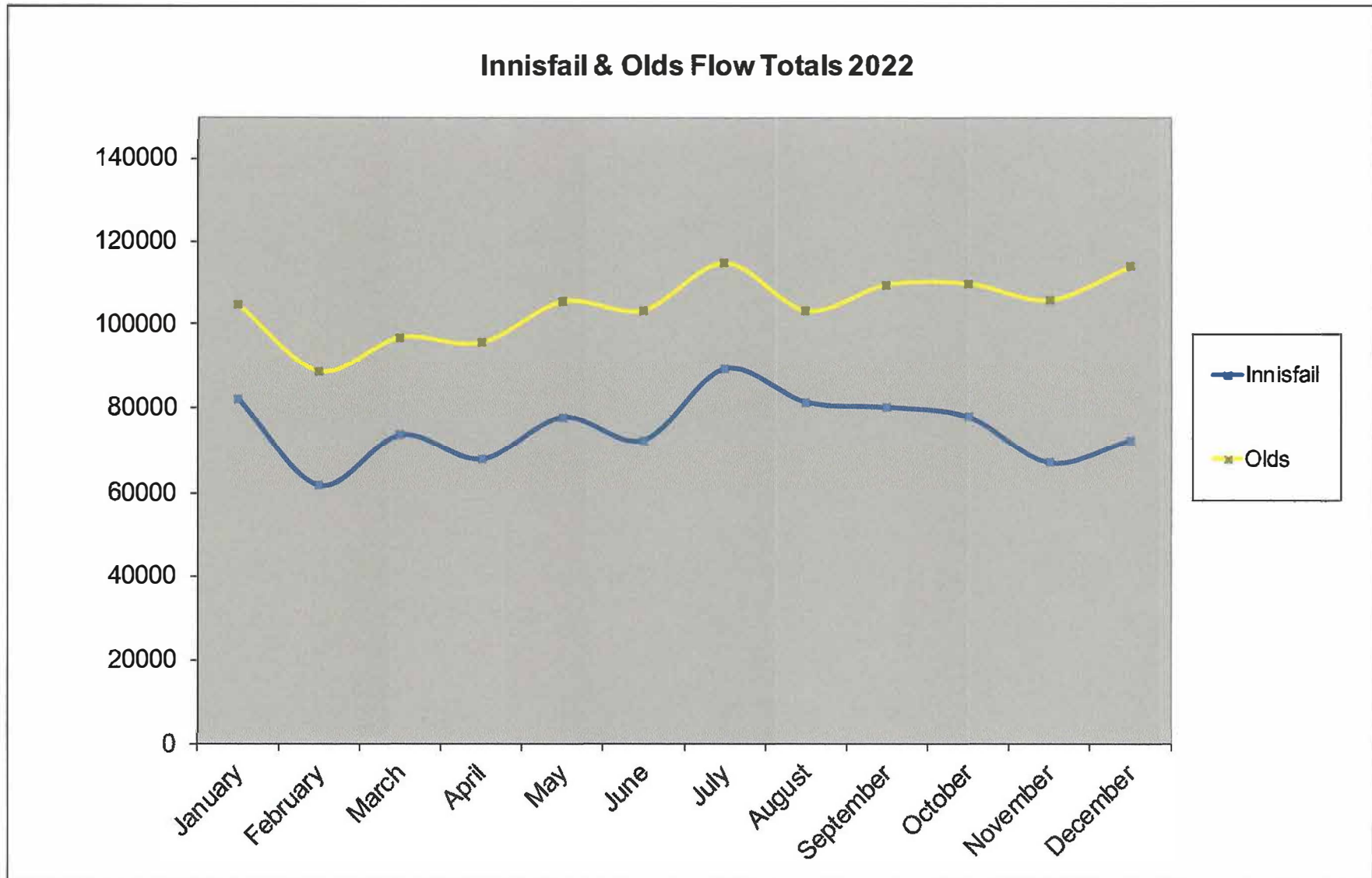
- Asset Management Program
- Environmental Management System Revision
- Annual Alberta Environment Report
- Plumbing UV Transmittance Analyzer

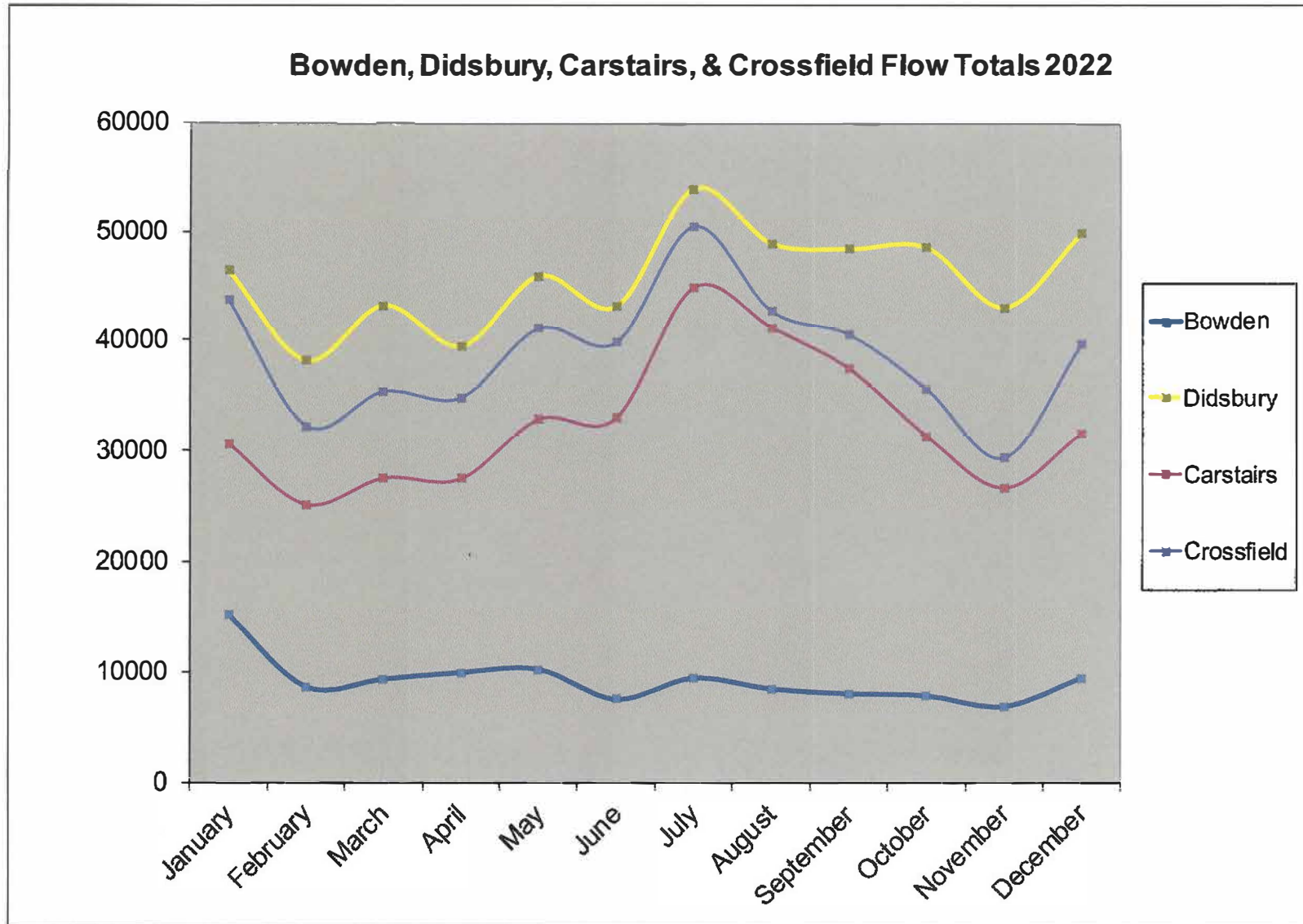
Mountain View Regional Water Services Commission
Flow Totals 2022



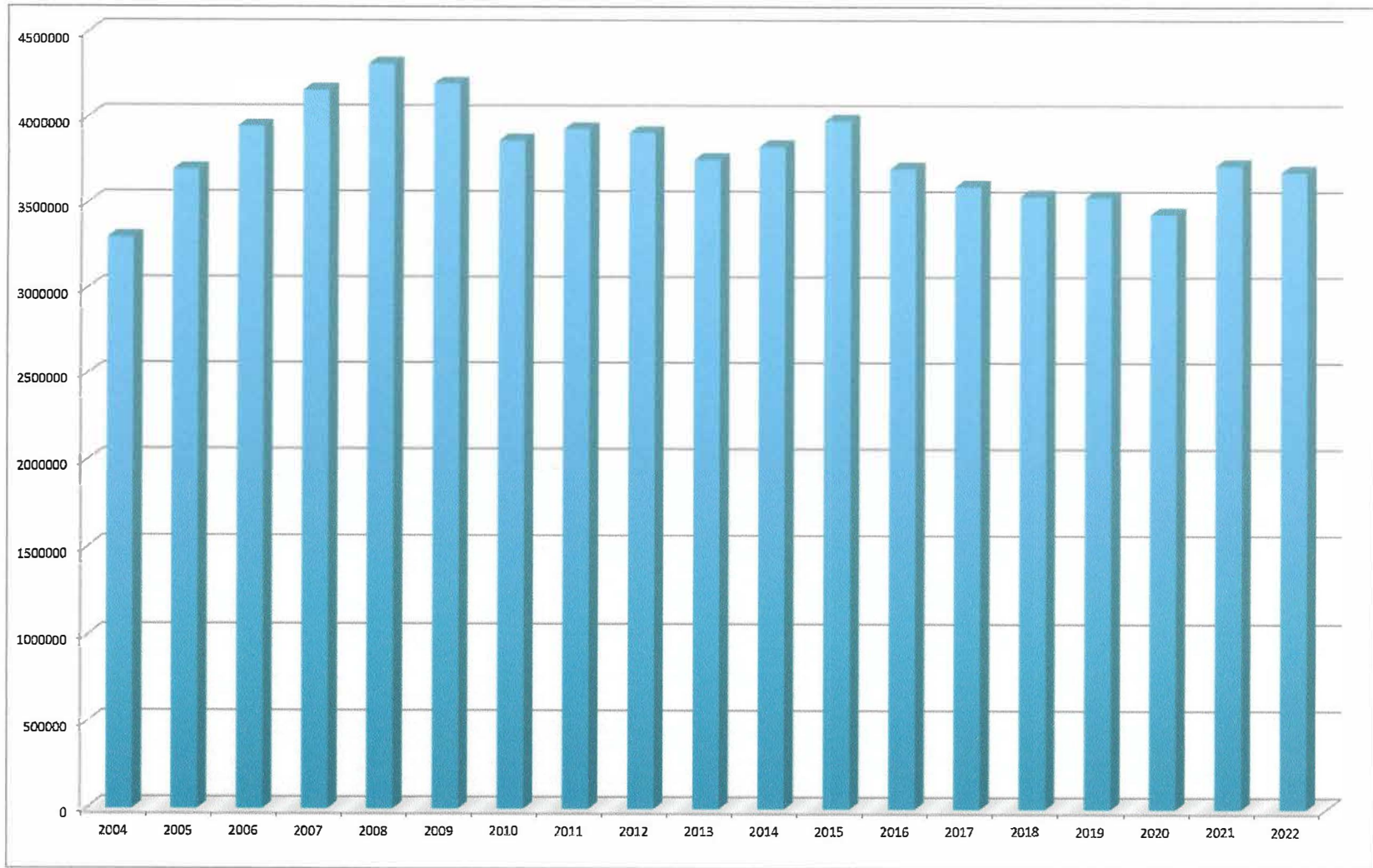
MVRWSC

| | January | February | March | April | May | June | July | August | September | October | November | December |
|------------|---------|----------|--------|--------|---------|---------|---------|---------|-----------|---------|----------|----------|
| Innisfail | 82,055 | 61,773 | 73,589 | 67,898 | 77,755 | 72,399 | 89,167 | 81,329 | 80,135 | 77,828 | 67,064 | 72,352 |
| Bowden | 15,252 | 8,703 | 9,387 | 9,989 | 10,287 | 7,582 | 9,513 | 8,525 | 8,101 | 7,928 | 6,966 | 9,579 |
| Olds | 104,640 | 88,553 | 96,704 | 95,444 | 105,342 | 103,289 | 114,696 | 103,170 | 109,432 | 109,697 | 105,715 | 113,841 |
| Didsbury | 46,384 | 38,082 | 43,199 | 39,444 | 45,927 | 43,122 | 53,920 | 48,903 | 48,396 | 48,526 | 43,053 | 49,857 |
| Carstairs | 30,585 | 25,140 | 27,529 | 27,469 | 32,808 | 32,944 | 44,871 | 41,196 | 37,405 | 31,309 | 26,693 | 31,611 |
| Crossfield | 43,685 | 32,187 | 35,282 | 34,720 | 41,083 | 39,804 | 50,457 | 42,686 | 40,538 | 35,543 | 29,360 | 39,708 |





MVRWSC Annual Flow Record



Mountain View Regional Water Services Commission

CAO Report –January 2023

1. Administration
 - a. Operations ongoing
 - b. Staff administration- 2023 salary and benefits adjustments
 - c. TCE Energy Project – in discussion with TCE weekly,
 - d. No new updates on developments in Bowden and Olds
 - e. Commission Agenda
 - f. Water Agreement review with Towns
2. Financial
 - a. Day to Day operation
 - b. 2023 Annual Budget start up
 - c. Mtg. with Royal Band Manager – Contract review
 - d. Bills and transfers
3. Legal-
 - a. Notices sent to Stantec for discovery dates
4. Operations
 - a. Normal
 - b. Working with Tim A on the Capital Projects
5. Communication
 - a. No new items from the Government
6. Next month
 - a. Operations
 - b. General Adm.
 - c. Stantec Legal information
 - d. Operations
 - e. Discussion with communities on Water Agreements
 - f. 2023 Budget



M.V.R.W.S.C.

Commission Board Report - Financial

Mountain View Regional Water Services Commission
For the period ended December 31, 2022

Prepared on
January 13, 2023

-
- Routine Duties: General Accounting, Acts. Payable, Acts. Receivable, Payroll, Benefits, Personnel, Board, Clerical etc
 - Year end duties: Pension reconciliation, Payroll reconciliation, GL review, Spreadsheet updating, Honorarium reconciliation, Audit prep

**Mountain View Regional Water Services Commission
Financial Statement December 2022**

116

Royal Bank General Account

| | | |
|--|--------------|---------------------|
| Statement Balance Forward as of December 1, 2022 | | \$ 3,639,779.62 |
| Transactions on or before December 31, 2022 | | |
| Deposits recorded in Statement | 734,748.28 | |
| Withdrawals recorded in Statement | - 463,288.41 | |
| Total Transactions | | 271,459.87 |
| Statement End Balance as of December 31, 2022 | | \$ 3,911,239.49 |
| Outstanding Transactions as of Month End | | |
| Outstanding Deposits | - | |
| Outstanding Withdrawals | | |
| Total Outstanding Transactions | | - |
| Adjusted Statement End Balance | | <u>3,911,239.49</u> |

General Ledger Account

| | | |
|--|--|------------------------|
| Uncleared Transactions as of December 31, 2022 | | - |
| Total Ledger Balance as of December 31, 2022 | | <u>\$ 3,911,239.49</u> |

Royal Bank Payroll Account

| | | |
|--|-------------|----------------------|
| Statement Balance Forward as of December 1, 2022 | | 209,522.51 |
| Transactions on or before December 31, 2022 | | |
| Deposits recorded in Statement | 100,955.55 | |
| Withdrawals recorded in Statement | - 88,324.40 | |
| Total Transactions | | 12,631.15 |
| Statement End Balance | | \$ 222,153.66 |
| Outstanding Transactions | | |
| Outstanding Deposits | 0 | |
| Outstanding Withdrawals | 0 | |
| Total Outstanding Transactions | | 0 |
| Adjusted Statement End Balance | | <u>\$ 222,153.66</u> |

General Ledger Account

| | | |
|--|--|----------------------|
| Uncleared Transactions as of December 31, 2022 | | 0 |
| Total Ledger Balance as of December 31, 2022 | | <u>\$ 222,153.66</u> |

| | | |
|--|--|-------------------------------|
| Total Funds on Hand December 31, 2022 | | <u><u>\$ 4,133,393.15</u></u> |
|--|--|-------------------------------|

**Mountain View Regional Water Services Commission
Comparative Income Statement
At December 31, 2022**

| Actual December 1, 2022 to December 31, 2022 | Year to Date | % YTD to YTD Budget | YTD Budget | Budget Jan 1, 2022 to Dec. 31, 2022 |
|---|--------------|------------------------|------------|--|
|---|--------------|------------------------|------------|--|

REVENUE

Sales Revenue

| | | | | | |
|-------------------------------------|----------------------|------------------------|-------------|------------------------|------------------------|
| Water Sales - Town of Innisfail | \$ 134,574.72 | \$ 1,656,303.97 | 0.96 | \$ 1,717,151.66 | \$ 1,717,151.66 |
| Water Sales - Bowden Institution | 17,652.50 | 194,164.68 | 1.05 | \$ 184,189.88 | 184,189.88 |
| Water Sales - Town of Bowden | 17,816.94 | 204,302.70 | 0.84 | \$ 242,374.95 | 242,374.95 |
| Water Sales - Town of Olds | 211,744.26 | 2,294,084.03 | 1.15 | \$ 1,997,107.06 | 1,997,107.06 |
| Water Sales - Town of Didsbury | 92,734.02 | 1,006,749.03 | 1.04 | \$ 965,902.88 | 965,902.88 |
| Water Sales - Town of Carstairs | 58,796.46 | 715,423.66 | 0.93 | \$ 770,167.59 | 770,167.59 |
| Water Sales - Town of Crossfield | 73,856.88 | 852,771.64 | 1.00 | \$ 852,627.75 | 852,627.75 |
| Water Sales - TAQA North Energy | 5,495.24 | 85,669.10 | 0.43 | \$ 199,779.05 | 199,779.05 |
| Water Sales - Carmen Jansen | 75.00 | 895.55 | 1.00 | \$ 900.00 | 900.00 |
| Water Sales - Perfecto Cocjin | 75.00 | 876.00 | 0.97 | \$ 900.00 | 900.00 |
| Water Sales - Wayne Cipperley | 155.60 | 1,034.55 | 1.15 | \$ 900.00 | 900.00 |
| Water Sales - Doug & Terry Makachek | 75.00 | 876.00 | 0.97 | \$ 900.00 | 900.00 |
| Water Sales - John Korschuk | 75.00 | 876.00 | 0.97 | \$ 900.00 | 900.00 |
| Water Sales -Enmax Green Power Inc. | - | 29,662.92 | 6.08 | \$ 4,879.84 | 4,879.84 |
| TOTAL Water Sales | \$ 613,126.62 | \$ 7,043,689.83 | 1.02 | \$ 6,938,680.66 | \$ 6,938,680.66 |
| Interest Income | 12,621.03 | 73,000.10 | 3.65 | \$ 20,000.00 | 20,000.00 |
| Other Income Outside Services | - | - | | \$ - | - |
| Grant Gov't of Alberta | - | 1,000,000.00 | 2.00 | \$ 500,000.00 | 500,000.00 |
| Gain or Loss on Sale of Assets | - | - | | \$ - | - |
| TOTAL Other Income | \$ 12,621.03 | \$ 1,073,000.10 | | \$ 520,000.00 | \$ 520,000.00 |
| Total Revenue | \$ 625,747.65 | \$ 8,116,689.93 | 1.09 | \$ 7,458,680.66 | \$ 7,458,680.66 |

Mountain View Regional Water Services Commission
Comparative Income Statement
At December 31, 2022

| Actual December 1, 2022 to December 31, 2022 | Year to Date | % YTD to YTD Budget | YTD Budget | Budget Jan 1, 2022 to Jan. 31, 2022 |
|---|--------------|------------------------|------------|--|
|---|--------------|------------------------|------------|--|

EXPENSE**Capital Expenditures**

PRV & Pumping Assessment - Service Water
 Pump - Job 2

Scada - Job 3

Low Lift Pump 2 - Job 5

Upgrade Lights (King's) - Job 6

Bowden Control Valve - Job 7

3D Asset Management - Job 8

Intake Liner - Inlet Piping Repair - Job 10

Incidental Capital

Contingency

Total Capital Expenditures

| | | | | |
|--------------|---------------|------|---------------|---------------|
| - | \$ 907.50 | 0.03 | 30,000.00 | \$ 30,000.00 |
| \$ 3,689.01 | 134,181.14 | 0.54 | 250,000.00 | 250,000.00 |
| 83,327.52 | 110,971.02 | | | N/A |
| Complete | 44,176.45 | 2.21 | 20,000.00 | 20,000.00 |
| Complete | 19,157.90 | | | N/A |
| 24.30 | 72,886.05 | 0.97 | 75,000.00 | 75,000.00 |
| - | 22,782.75 | 0.23 | 100,000.00 | 100,000.00 |
| - | 3,250.00 | 0.13 | 25,000.00 | 25,000.00 |
| 4,297.80 | 50,127.80 | 0.50 | 100,000.00 | 100,000.00 |
| \$ 91,338.63 | \$ 408,312.81 | 0.82 | \$ 500,000.00 | \$ 500,000.00 |

Payroll Expenses

Wages - Hourly

Employee RRSP Expense

EI Expense

CPP Expense

WCB Expense

Payroll Processing Fees Expense

Employee Benefits & Pension Plans

Total Payroll Expense

| | | | | |
|---------------|-----------------|------|-----------------|-----------------|
| \$ 95,858.57 | \$ 1,230,371.20 | 0.99 | \$ 1,239,980.17 | \$ 1,239,980.17 |
| 1,529.94 | 25,585.68 | 0.66 | \$ 38,542.37 | 38,542.37 |
| 281.55 | 15,938.69 | 1.06 | \$ 15,000.00 | 15,000.00 |
| 832.28 | 49,334.38 | 1.26 | \$ 39,000.00 | 39,000.00 |
| 3,058.62 | 19,729.19 | 1.28 | \$ 15,448.22 | 15,448.22 |
| 167.20 | 2,470.91 | 1.06 | \$ 2,324.10 | 2,324.10 |
| 19,551.41 | 223,454.42 | 0.71 | \$ 314,200.42 | 314,200.42 |
| \$ 121,279.57 | \$ 1,566,884.47 | 0.94 | \$ 1,664,495.28 | \$ 1,664,495.28 |

General & Administrative Expenses

Alberta First Call

Automobile Exp (gas, etc.)

Board Expenses

CAO Professional Development

Cassette Maintenance Contract

Cathodic Protection Expense

Chemicals Expense

Delivery & Freight Expense

Insurance Expense

Interest & Bank Charges Expense

Interest on Long Term Loans

ISO 14001 Expense

Janitorial Service & Supplies

Lab Supplies Expense

Legal Fees Expense

Lube & Oil - Pumps

Meals Expense

Memberships, Dues & Fees Expense

| | | | | |
|-----------|--------------|------|-----------------|--------------|
| | \$ 1,398.99 | 0.00 | \$ 2,500.00 | \$ 2,500.00 |
| 451.82 | 7,822.92 | 0.52 | \$ 15,000.00 | 15,000.00 |
| 4,279.48 | 58,550.05 | 0.98 | \$ 60,000.00 | 60,000.00 |
| - | - | - | \$ 3,000.00 | 3,000.00 |
| - | 392,846.79 | 0.99 | \$ 398,224.69 | 398,224.69 |
| - | - | - | \$ 8,240.00 | 8,240.00 |
| 6,821.37 | 183,461.99 | 0.73 | \$ 250,000.00 | 250,000.00 |
| 421.80 | 1,474.91 | 0.98 | \$ 1,500.00 | 1,500.00 |
| 6,666.67 | 80,000.04 | 0.94 | \$ 85,000.00 | 85,000.00 |
| 109.75 | 1,336.08 | 1.34 | \$ 1,000.00 | 1,000.00 |
| 74,096.48 | 1,043,205.02 | 1.00 | \$ 1,043,205.02 | 1,043,205.02 |
| - | 15,289.55 | 0.76 | \$ 20,000.00 | 20,000.00 |
| 2,008.49 | 24,303.31 | 0.90 | \$ 27,000.00 | 27,000.00 |
| - | 38,993.97 | 0.97 | \$ 40,000.00 | \$ 40,000.00 |
| 1,339.90 | 47,797.94 | 2.39 | \$ 20,000.00 | 20,000.00 |
| - | 3,010.34 | 0.46 | \$ 6,500.00 | 6,500.00 |
| 628.70 | 4,061.22 | 0.81 | \$ 5,000.00 | 5,000.00 |
| - | 82.79 | 0.93 | \$ 11,816.79 | 11,816.79 |

Office, Postage & General Expense
Professional Fees Expense
Rental Equipment Expense
Repairs & Main - Down Line
Repairs & Main - Grounds
Repairs & Main - Lagoon Cleanout
Repairs & Main - Plant
Repairs & Main - Vehicles & Equip
Small Tools & Supplies
Staff - Education, etc.
Safety
Telephone & Fibre Optics
Utilities - Meter Stations
Utilities - Mid Point Reservoir
Utilities - Plant Heating
Utilities - Power Plant
Waste Removal Expense
Debenture
Total General & Admin. Expenses

Trsf to Reserve

TOTAL EXPENSE

NET INCOME

| | | | | |
|---------------|-----------------|------|-----------------|-----------------|
| 1,504.80 | 24,025.88 | 1.20 | \$ 20,000.00 | 20,000.00 |
| - | 30,665.64 | 1.75 | \$ 17,500.00 | 17,500.00 |
| - | - | - | \$ 1,500.00 | 1,500.00 |
| - | 38,933.21 | 0.76 | \$ 51,000.00 | 51,000.00 |
| - | 5,758.06 | 2.30 | \$ 2,500.00 | 2,500.00 |
| - | 248,235.00 | 0.99 | \$ 250,000.00 | 250,000.00 |
| 16,418.25 | 187,412.35 | 0.75 | \$ 250,000.00 | 250,000.00 |
| 171.60 | 2,637.51 | 0.26 | \$ 10,000.00 | 10,000.00 |
| 126.87 | 1,851.66 | 0.62 | \$ 3,000.00 | 3,000.00 |
| 678.40 | 9,993.50 | 0.71 | \$ 14,000.00 | 14,000.00 |
| 539.04 | 16,048.21 | 0.73 | \$ 22,000.00 | 22,000.00 |
| 5,066.67 | 53,056.28 | 1.06 | \$ 50,000.00 | 50,000.00 |
| 801.07 | 10,519.25 | 0.64 | \$ 16,500.00 | 16,500.00 |
| 6,952.88 | 90,704.60 | 0.82 | \$ 110,000.00 | 110,000.00 |
| 4,631.04 | 29,649.91 | 0.93 | \$ 32,000.00 | 32,000.00 |
| 38,647.70 | 474,768.72 | 0.95 | \$ 500,000.00 | 500,000.00 |
| 635.81 | 4,282.99 | 1.07 | \$ 4,000.00 | 4,000.00 |
| 83,268.58 | 1,281,380.96 | 1.00 | \$ 1,281,380.96 | 1,281,380.96 |
| \$ 256,184.38 | \$ 4,424,505.86 | 0.95 | \$ 4,633,367.46 | \$ 4,633,367.46 |
| | | | | |
| \$ 45,833.33 | \$ 504,166.67 | 0.92 | \$ 550,000.00 | \$ 550,000.00 |
| | | | | |
| \$ 514,635.91 | \$ 6,903,869.81 | 0.94 | \$ 7,347,862.74 | \$ 7,347,862.74 |
| | | | | |
| \$ 111,111.74 | \$ 1,212,820.12 | | \$ 110,817.92 | \$ 110,817.92 |

119

January 11, 2023

MEMBERS OF THE BOARD OF DIRECTORS
MOUNTAIN VIEW REGIONAL WATER SERVICES COMMISSION
ANTHONY HENDAY WATER TREATMENT PLANT
35566 RANGE ROAD 10
RED DEER COUNTY, AB T4G 0H5

Dear Board Members:

RE: AUDIT OF THE FINANCIAL STATEMENTS OF MOUNTAIN VIEW REGIONAL WATER SERVICES COMMISSION FOR THE YEAR ENDED DECEMBER 31, 2022

The purpose of this report is to communicate to the Board of Directors certain aspects of the audit that we believe would be of interest to you. The Board of Directors can play an important part in the audit planning process and we look forward to discussing our proposed plan with you to determine whether there are additional areas of concern to the Board of Directors, which we should consider.

This report should not be distributed without our prior consent. We accept no responsibility to a third party who uses this communication.

Current Developments in the Profession

There have not been significant developments in the area of financial reporting, corporate governance and auditing this year.

Accounting Standards

There have been no new standards during the year that are expected to have a significant effect on the financial statements

Auditing and Assurance Standards

CPA Canada has issued several new or revised auditing standards, which affect the scope and nature of our auditing procedures. The most significant change in the current year include:

- CAS 315 Identifying and Assessing the Risks of Material Misstatement through Understanding the Entity and Its Environment

This revised standard will affect the current year's audit and our communications with you.

Legislative and Regulatory Requirements

We are not aware of any changes in legislation and/or regulations that may affect your Commission.

Independence

At the core of the provision of external audit services is the concept of independence. Canadian generally accepted auditing standards require us to communicate to the Board of Directors, at least annually, all relationships between our firm and your Commission (and its related entities), that, in our professional judgment, may reasonably be thought to bear on our independence for the forthcoming audit of the Commission.

In determining which relationships to report, we have considered the applicable legislation and relevant rules of professional conduct and related interpretations prescribed by the Institute of Chartered Professional Accountants of Alberta covering such matters as the following:

- holding of a financial interest, either directly or indirectly in a client;
- holding a position, either directly or indirectly, that gives the right or responsibility to exert significant influence over the financial or accounting policies of a client;
- personal or business relationships of immediate family, close relatives, partners or retired partners, either directly or indirectly, with a client;
- economic dependence on a client; and
- provision of services in addition to the external audit engagement.

Audit Approach

We have been engaged to perform the audit of the financial statements of Mountain View Regional Water Services Commission for the year ended December 31, 2022. We will adopt an audit approach that allows us to issue an audit opinion on the financial statements of the Commission in the most cost effective manner, while still obtaining the assurance necessary to support our audit opinion.

Our firm follows a risk-based approach. This approach focuses on obtaining sufficient appropriate audit evidence to reduce the risk of material misstatement in the financial statements to an appropriately low level. This means that we focus our audit effort in areas that we believe have a higher risk of being materially misstated and do less audit work in areas that are only low risk.

To assess risk accurately, we need to have a clear understanding of the Commission's business and the environment it operates in. Much of our understanding is obtained through discussions with Management and their staff. We would appreciate any information that you could provide to us about your business, industry, competitive marketplace, internal controls or anything else that you feel is important to the audit as it may corroborate what we have already learned from management and other sources, or it may be new information to us. We would also appreciate any insights that you could provide to us on what you perceive to be risky in your Commission, as that will make our audit more effective and efficient, which will benefit all concerned.

Audit Scope

We anticipate the scope of our audit of the financial statements of Mountain View Regional Water Services Commission for the year ended December 31, 2022 to include the following:

- An audit opinion on the financial statements of the Commission;
- Preparation of the Financial Information Return for submission to Alberta Municipal Affairs.

Requests by the Board of Directors

In the course of your duties as the Board of Directors, you may be aware of additional areas of concern from an audit perspective that you would like us to address. We want you to know that we welcome discussion on any areas of audit concern that you may have.

Overall Audit Strategy

The general audit strategies available to us are a "combined" audit approach or a "substantive" audit approach.

In a combined audit approach, we would obtain our assurance from a combination of tests of controls (compliance procedures), and substantive procedures (such as analytical and test of details). The objective of the tests of controls to evaluate whether certain controls operated effectively. The objective of the test of details procedures is to detect material misstatements in the account balances and transaction streams. Substantive analytical procedures are used to identify differences between recorded amounts and predictable expectations in larger volumes of transactions over time. The combined strategy is more appropriate when there are a large number of transactions, and, when controls in the Commission are strong. By obtaining some of our assurance from tests of controls, we can reduce the substantive procedures that need to be done. Under a substantive audit approach, all of our audit evidence is obtained through substantive procedures like analysis, confirmation, examination of documentary or electronic evidence, etc.

Based on our knowledge and experience with your Commission, we anticipate using a substantive approach. Our preliminary knowledge of the Commission's internal control environment and procedures indicate that tests of controls would not prove efficient for us to obtain a portion of our audit evidence. Our audit evidence will be obtained through substantive procedures.

Materiality

Materiality can be defined as a misstatement or the aggregate of all misstatements in financial statements is considered to be material, if, in the light of surrounding circumstances, it is probable that the decision of a person who is relying on the financial statements, and who has a reasonable knowledge of business and economic activities (the user), would be changed or influenced by such misstatement or the aggregate of all misstatements. Ultimately, therefore, materiality decisions are based on professional judgment.

Materiality in an audit is used as a guide for planning the nature and extent of audit procedures and for assessing the sufficiency of audit evidence gathered. It is also used in evaluating the misstatements found and determining the appropriate audit opinion to express.

Since the determination of materiality is a matter of professional judgment, it is primarily dependent on our evaluation of the relative importance of accuracy in the financial statements to the various users of those statements.

Audit Team

In order to ensure effective communication between the Board of Directors and our firm, we briefly outline below the key members of our audit team and the role they will play:

| Key Member | Role |
|--------------------|-------------------|
| Stacey Poier | Primary Partner |
| Keith McPhedran | Secondary Partner |
| Jessica Marion | File Manager |
| Stephen Ohene | Audit Technician |
| Matthew Chattertin | Audit Technician |

Timing of the Audit

We anticipate the following schedule for the conduct of the audit:

| | |
|--|--------------------------|
| Board of Directors planning meeting | January 2023 |
| Year-end documents to Pivotal | January 30, 2023 |
| Year-end audit fieldwork | February 13-17, 2023 |
| Review of draft financial statements with the Board of Directors | March 2023 Board Meeting |
| Board of Directors post-completion meeting | April 2023 Board Meeting |

Page 5

Conclusion

We hope that this letter will provide you with an update on the current developments within the accounting profession, as well as clarify our independence, responsibility and audit approach.

We look forward to discussing these issues with you. Please contact Jessica Marion or Stacey Poier should you have any questions with respect to the above items or other matters of concern to the Board of Directors.

Yours truly,

A handwritten signature in black ink that reads "Pivotal LLP". The signature is written in a cursive, flowing style.

Chartered Professional Accountants



PRLS Board Meeting Minutes November 17, 2022

The regular meeting of the Parkland Regional Library System Board was called to order at 10:19 a.m. on Thursday November 17, 2022 via Zoom in the Small Board Room, Lacombe.

Present: Debra Smith (Board Chair), Gord Lawlor, and Ray Reckseidler

Present via Zoom: Alison Barker-Jevne, Jul Bissell, Deb Coombes, Jaime Coston, Edna Coulter, Teresa Cunningham, Cal David, Jeff Eckstrand, Dwayne Fulton, Barb Gilliat, Pam Hansen, Cody Hillmer, Connie Huelsman, Dana Kreil, Stephen Levy, Julie Maplethorpe, Ricci Matthews, Joyce McCoy, Shawn Peach, Norma Penney, Leonard Phillips, Lori Reid, Teresa Rilling, Sandy Shipton, Justin Stevens (alt. for Les Stulberg), Michelle Swanson, Delaney Thoreson, Patricia Toone, Carlene Wetthuhn, Shannon Wilcox, Darren Wilson, Janice Wing, Patricia Young

With Regrets: Elaine Fossen, Barbara Gibson, Marc Mousseau, Joy-Anne Murphy, Bill Rock, Diane Roth and Jackie Northey

Absent: Doug Booker, Amanda Derksen, Clark German, Michael Hildebrandt, Guy Lapointe, Darryl Motley, Doug Weir

Staff: Ron Sheppard, Tim Spark, Donna Williams, Kara Hamilton, Hailey Halberg, Olya Korolchuk, Jessica Dinan

Guests: Donna Engel

Call to Order

Meeting called to order at 10:19 a.m. by Smith.

As part of PRLS' legislative compliance procedures, board members who send regrets are excused at the beginning of each meeting.

Motion by Janice Wing to excuse Elaine Fossen, Barbara Gibson, Marc Mousseau, Joy-Anne Murphy, Bill Rock, and Diane Roth from attendance at the board meeting on November 17, 2022 and remain members of the Parkland Board in good standing.

CARRIED

PRLS 44/2022

1.1 Agenda

1.1.2 Adoption of the Agenda

Motion by Barb Gilliat to accept the agenda as presented.

CARRIED

PRLS 45/2022

1.2. **Approval of Minutes**

Smith asked if there were any amendments to the September 15, 2022 minutes. There were none.

Motion by Stephen Levy to approve the minutes of the September 15, 2022 meeting as presented.

CARRIED
PRLS 46/2022

1.3. **Business arising from the minutes of the September 15, 2022 meeting**

Smith asked if there was any business arising from the minutes. There was none.

2. **Business Arising from the Consent Agenda**

Smith asked if there was any business arising from the consent agenda. There was none.

Motion by Len Phillips to approve the consent agenda as presented.

CARRIED
PRLS 47/2022

3.1. **Election of Board Chair**

Each year at Parkland's November board meeting, the board chairperson is elected for a twelve-month term.

Smith turned the meeting over to Sheppard, who asked for nominations from the floor for the position of Board Chair. Barb Gilliat nominated Debra Smith. Norma Penney nominated Barb Gilliat. Darren Wilson nominated Teresa Rilling. Sheppard asked for other nominations a second time, and asked a third time for nominations.

Motion by Shannon Wilcox to cease nominations. A Zoom poll was presented and the results were: Deb Smith 9/35, Barb Gilliat 9/35, Teresa Rilling 17/35.

Teresa Rilling became the Board Chair. Rilling accepted the position and Smith resumed the duty of Chair until the end of the meeting. Sheppard turned the meeting back to Deb Smith.

Donna Engel left the meeting at 10:45 a.m.

3.2. **Election of Executive Committee**

Smith reviewed. PRLS' Executive Committee has the ten-member maximum allowed by the Libraries Regulation. The Board Chair accounts for one seat on the committee. In accordance with Parkland's master agreement with the municipalities, members of the Executive Committee shall be selected on a geographical basis. Such selection shall be made by PRLS Board members representing that geographical area.

Members were divided into "breakout rooms" on Zoom and a representative was chosen from each area. The Executive Committee was appointed as follows:

| | |
|-------------|---|
| Board Chair | Teresa Rilling – Town of Sylvan Lake |
| Seat 2 | Joy-Anne Murphy – City of Camrose |
| Seat 3 | Deb Coombs – Town of Bowden |
| Seat 4 | Len Phillips – Town of Rocky Mtn. House |
| Seat 5 | Jamie Coston – Town of Rimbey |
| Seat 6 | Norma Penney – Village of Clive |
| Seat 7 | Barb Gilliat – Village of Alix |
| Seat 8 | Debra Smith – Village of Lougheed |
| Seat 9 | Shannon Wilcox – Town of Carstairs |
| Seat 10 | Janice Wing – Town of Innisfail |

Motion by Len Phillips to accept the Executive Committee as appointed.

CARRIED

PRLS 48/2022

3.3 Marketing and Advocacy Report

Sheppard reviewed. Normally, Parkland's Advocacy Committee would have met once in October between the September and November board meetings. This meeting was cancelled to accommodate a meeting of the seven library systems to discuss a provincial advocacy strategy. The meeting occurred on October 13th and was co-chaired by PRLS Board Chair Deb Smith and YRL Board Chair Hank Smit.

Since 2017, provincial operating grants have been issued at \$4.70 per capita for systems and \$5.55 for municipal libraries using 2016 statistics. The seven systems are asking the provincial government for:

- An immediate increase in the per capita rate for funding
- Updated population figures for issuing grants and increase the base (minimum) rate for libraries serving smaller populations
- A commitment to look at COLA for library grants annually. Recently, the Government of British Columbia agreed in principle to do so.

The group agreed to include the following:

- A joint letter to be written from all seven system Board Chairs with our collective request.
- All seven system Directors and Board Chairs will visit all the MLAs in their respective areas. Where there is an overlap (one MLA has constituents in more than one system) visits by system representatives should be conducted jointly.
- Develop a step-by-step advocacy guide for member libraries in systems.
- Encourage municipalities to support provincial funding to support public libraries.

Subsequent to the systems meeting, a joint letter has been sent to Minister Rebecca Schulz with a specific funding request. Welcome letters for the new premier and Minister of Municipal Affairs have also been sent. For the welcome letters only Parkland and Yellowhead Regional Library agreed to a joint letter.

Details supporting the advocacy plan are currently under development.

Halberg continued. In September, Parkland delivered 3 advocacy workshops in Lougheed, Lacombe, and Olds. The workshops had 52 attendees total who learned about their role in advocacy and steps to create an advocacy plan for their library. The training was directed towards library and Parkland board members and library staff. Parkland has since solicited feedback from attendees and received positive reviews.

To celebrate Canadian Library Month, Parkland organized both a public and internal contest for the month of October for the second year. There were 7 prizes for patrons including Google Play gift cards, Bluetooth Headphones, and a Galaxy A7 Tablet. Prizes were distributed to patrons at the libraries in Sundre, Cremona, Water Valley, Penhold, Blackfalds, and Donalda. The library that signed on the most new members per capita was Bashaw Municipal library, getting 77 new members (3.25% of their population)! They have chosen to hold a magic show paid for by Parkland at their library as their prize.

Motion by Teresa Cunningham to accept the Marketing and Advocacy Report for information.

CARRIED
PRLS 49/2022

3.4. Election of Advocacy Committee

The volunteers for the Advocacy Committee for 2023 are:

Jul Bissell – Village of Elnora
 Deb Coombs – Town of Bowden
 Teresa Cunningham – Town of Penhold
 Barb Gilliat – Village of Alix
 Gord Lawlor -Town of Stettler
 Stephen Levy – Village of Sedgewick
 Joyce McCoy – Town of Didsbury
 Shawn Peach – Town of Castor
 Norma Penney – Village of Clive
 Debra Smith – Village of Lougheed

Motion by Ray Reckseidler to appoint Jul Bissell, Deb Coombes, Teresa Cunningham, Barb Gilliat, Gord Lawlor, Stephen Levy, Joyce McCoy, Shawn Peach, Norma Penney, and Debra Smith to the Advocacy Committee.

CARRIED
PRLS 50/2022

3.5. Board Signing Authorities

Sheppard reviewed. Parkland Regional Library System requires that two trustees act as cheque signing authorities for cheques valued at \$45,000 or more, or, if the Director is unavailable to sign. It is most convenient if the Board signing authorities live or work close to PRLS headquarters.

Smith asked for two board members that live close to Parkland to volunteer be signing authorities.

Motion by Cal David to accept Barb Gilliat and Norma Penney as PRLS' board signing authorities.

CARRIED
PRLS 51/2022

3.6. Dates for 2023 Meetings

The Board reviewed the dates for PRLS' 2023 Board meetings. The Executive Committee will select their meeting dates at their December meeting.

| | |
|--------------------|--|
| February 23, 2023 | 10:00 a.m.- 12:00 p.m. (Annual Report, Year in Review) |
| May 18, 2023 | 10:00 a.m.- 12:00 p.m. (2022 Financial Statements presented) |
| September 14, 2023 | 10:00 a.m.- 12:00 p.m. (Budget presentation for 2024) |
| November 16, 2023 | 10:00 a.m.- 12:00 p.m. (Organizational meeting) |

Motion by Gord Lawlor to receive for information.

CARRIED
PRLS 52/2022

3.7. Board Meetings – Virtual or in-Person?

Sheppard reported. Parkland staff sent out a survey to board members to measure their appetite for in-person board meetings in 2023.

When board members have been surveyed before, most prefer virtual meetings by a narrow margin. Virtual board meetings certainly save on travel time and cost, but some board members miss the dynamic and personal contact from in-person meetings. As a rule, the virtual meetings have resulted in higher attendance.

Unfortunately, Parkland does not have the technology to host hybrid board meetings. Board meetings need to be either in-person or virtual.

The results of the survey were:

- Zoom – 14 votes
- In-person – 4 votes
- Some in-person and some Zoom – 13 votes

After some discussion, the Executive Committee recommended holding the November and February meetings virtually, and the May and September meetings in-person. This would avoid requiring board members to travel during poor weather.

Motion by Stephen Levy to accept recommendations for the meeting Zoom/in-person schedule by the Executive Committee as presented.

CARRIED
PRLS 53/2022

3.8. Draft Strategic Plan 2023-2025

Sheppard reviewed. Included in the package was a draft copy of Parkland's new strategic plan. Also included were two documents prepared by Shari Hansen who facilitated the focus group meetings held earlier this year. In addition to the focus groups, Parkland conducted a system services survey, examined plans of service for our libraries, and examined the strategic plans, where available, of our member municipalities. After all the analysis and investigation, the new strategic plan is strikingly similar to the last ones since many of Parkland's libraries needs have not changed.

At their October 13th meeting, the Executive Committee reviewed the new plan and recommended its adoption by the board.

Motion by Stephen Levy to adopt Parkland's 2023-2025 strategic plan as presented.

CARRIED
PRLS 54/2022

3.9. Policy Revisions

Sheppard reviewed. Due to changes in some of Parkland's procedures, it was necessary to change some of our governance policies related to records retention.

In policy statement 4.4.20, references to having a safety deposit box have been removed since Parkland no longer has one.

Other changes are policy statement 4.7.2. – *Personal Information Banks* where responsibility for a variety of records have been transferred from the Finance and Operations Unit to "Parkland Administration".

The final change is the removal of section 4.7.2.6. – *Sign in Sheets*. Parkland no longer uses these for any reason.

The Executive Committee reviewed these changes at their October 13th meeting and recommended that the board approve the changes as presented.

Motion by Ray Reckseidler to approve policy statement 4.4.20, 4.7.2.1, 4.7.2.2, and 4.7.2.3 as amended and repeal policy statement 4.7.2.6.

CARRIED
PRLS 55/2022

3.10. Budget Approval Update

Sheppard gave the budget update. The Parkland budget has been approved by 76.56% of the municipalities representing 71.22% of the population, with five municipalities declining. 55 of 64 municipalities have responded.

3.11.1. Director & Library Services Report

3.12.2. Finance & Operations Report

Smith asked if there were any questions regarding the Director & Library Services Report, or the Finance and Operations Report. There were none.

Motion by Barb Gilliat to receive the Director & Library Services Report and Finance and Operations Report for information.

CARRIED
PRLS 56/2022

3.12. Parkland Community Update

Sedgewick & District Municipal Library is excited to hold the grand opening of their new library building on November 24th.

Carstairs Public Library are partnering with the local high school and area FRN to offer free weekly tutoring for students K to 12. Also, Bob Green, a longtime advocate and board member, and past counsellor, has stepped down as of November from our local board to enjoy family time and retirement.

Innisfail Public Library has a new Board Chair

Penhold & District Public Library's manager won the QE2 Queen's Platinum Jubilee award. Their library also won the Minister's award. Also, one of their students won the golden ticket!

Hardisty Public Library has been working on wheelchair access to their facility.

Stettler Public Library gave a shout out to Parkland staff who all go above and beyond.

Delburne Municipal Library held a joint meeting of their library board and friends group with Ron Sheppard, who talked about the roles and responsibilities of the two groups. The library is also sponsoring a gingerbread house contest on December 10th.

Penhold & District Public Library is holding their community Christmas celebration on November 25th.

Motion by Stephen Levy to receive the Parkland Community Update for information.

CARRIED
PRLS 57/2022

4. Adjournment

Motion by Dana Kreil to adjourn the meeting at 11:46 a.m.

CARRIED
PRLS 58/2022

Meeting adjourned at 11:46 a.m.

Chair



Request for Decision

Request for tax exemption

January 23, 2023

RECOMMENDATION

That the Application for Property Tax Exemption submitted by Imagine Gymnastics Club be accepted for the 2023 Taxation Year.

That the Application for Property Tax Exemption submitted by The Friends of the Grizzly's be accepted for the 2023 Taxation Year.

That the Application for Property Tax Exemption submitted by Scouts Canada be accepted for the 2023 Taxation Year.

That the Application for Property Tax Exemption submitted by Mountain View Lodge No. 16 be accepted for the 2023 Taxation Year.

That the Application for Property Tax Exemption submitted by Boys and Girls Club be accepted for the 2023 Taxation Year.

That the Application for Property Tax Exemption submitted by Padnoma Support Services be accepted for the 2023 Taxation Year.

That the Application for Property Tax Exemption submitted by Central Alberta Pregnancy Care Centre be accepted for the 2023 Taxation Year.

STRATEGIC ALIGNMENT

Sound fiscal practices are balanced with a commitment to prioritizing value for our citizens

LEGISLATIVE AUTHORITY

MGA Section 362(1) The following are exempt from taxation under this Division:

(n) Property that is

(iii) – used for charitable or benevolent purpose that is for the benefit of the general public, and owned by

(b) by a non-profit organization

And that meets the qualification and conditions in the regulations and any other property that is described and that meets the qualifications and conditions in the regulations.

Community Organization Property Tax Exemption Regulation, Part 2, Qualifications for exemptions under section 362(1)(n)(iii)

Section 10(1)

Property referred to in section 362(1)(n)(iii) of the Act is not exempt from taxation unless

(a) The charitable or benevolent purpose for which the property is primarily used is a purpose that benefits the general public in the municipality in which the property is located, and

- (b) The resources of the non-profit organization that holds the property are devoted chiefly to the charitable or benevolent purpose for which the property is used.
- (2) Property is not exempt from taxation under section 362(1)(n)(iii) of the Act if, for more than 30% of the time that the property is in use, the use of the property is restricted within the meaning of section 7.

BACKGROUND

Property tax exemptions were presented to Council at the regular council meeting of January 9th, 2023. Council requested administration to bring this item back with only the Municipal portion of the property tax being made exempt. Municipal Affairs has clarified that when a property is made exempt, they are exempt from all taxes, including requisitions. Any properties that Council deems to qualify under section 362(1)(n)(iii) would qualify for an exemption of all property taxes.

The municipal government act allows for the exemption of property taxes, in whole or in part, when property is owned or leased, and operated by a non-profit organization and able to meet the conditions and qualifications in the Regulations (**Community Organization Property Tax Exemption Regulation AR 281/98**)

The basic requirements set out in the regulations are:

- The property must be owned or leased and operated by a non-profit organization.
- The facility must be used, at least 60% of the time that the facility is in use, for a charitable and benevolent purpose that benefits the general public in the community where the facility is located.
- The resources must be devoted chiefly to the charitable or benevolent purpose for which the facility is used.
- The facility must be unrestricted a minimum of 70% of the time that it is used.
- The property must not be restricted based on race, culture, ethnic origin, religious belief, property ownership, unreasonable fees or membership requirements.

The applicants have met the application timelines and the information requirements set forth in the Property Tax Exemption Regulation. The determination then needs to be made by Council if they believe that the regulation requirement that the property is being used for a 'charitable and benevolent purpose' that is for the benefit of the 'general public' is being satisfied for each application.

To assist Council in this decision the below table lists the applicants and their organizations objectives/purposes as submitted in their applications.

| Organization | Objective/Purpose |
|-----------------------------------|---|
| Imagine Gymnastics Club | <ul style="list-style-type: none"> • To promote and foster community spirit and better relations among the residents of the community and the community at large. • To facilitate the recreational, cultural, social, athletic, ecological, and educational activities of the residents of the community • Otherwise generally to serve and promote the interest of the community as appropriate |
| The Friends of the Grizzly | <ul style="list-style-type: none"> • Kitchen/Video Room |

| | |
|---|---|
| | <ul style="list-style-type: none"> • Provide a space to train teams together • Provide a space where groups & organizations can meet • Build a bridge between the Olds Grizzlys Jr. A team and all minor sports groups as well as other non-profits |
| Scouts Canada | <ul style="list-style-type: none"> • To help develop well rounded youth, better prepared for success in the world • Scouts builds resilience and skills in youth that set them up for life • Offer a variety of fun experiences, outdoor adventures, and contributions to their community • Our volunteers help us bring our vision of youth making meaningful contributions to creating better communities and neighborhoods |
| Mountain View Lodge No.16 | <ul style="list-style-type: none"> • Make good men better through fraternal fellowship and character building • Contribute to charitable organizations through funds or other means • Contribute positively to the community • Promote visitors to Olds (we have visiting members from across Alberta) • Ensure the longevity of Free Masonry in Olds and area |
| Boys and Girls Club (pre-school/pre-k, summer programs & community programming facility) | <ul style="list-style-type: none"> • To provide safe, supportive places where children and youth can experience new opportunities, overcome barriers, build positive relationships, and develop confidence and skills for life. • Our organization provides several age-appropriate programs that nurture healthy child and youth development from 0-25 years in the community. Many of our programs address multiple core areas such as physical activity, health and safety, leadership, growth, and empowerment, learning and career development and families and community. |
| Padnoma Support Services | <ul style="list-style-type: none"> • Support individuals with developmental disabilities in the community and their daily lives • Support the community by supporting our clients to provide services such as grocery fills and deliveries and shredding. |
| Central AB Pregnancy Care Centre Society | <ul style="list-style-type: none"> • To deliver accurate information to those facing an unexpected pregnancy • To offer support and health to those affected by a pregnancy loss or abortion • To educate about healthy relationships, positive parenting, and life skills • To connect clients with community resources |

All applicants have previously been granted exemptions. Exemptions may be granted for up to 3 years; however, administration would prefer to have all discretionary exemptions come to Council annually.

RISK/CONSEQUENCES

- Council should be mindful that property taxation is the means to equally distribute the total tax burden amongst property owners, any exemptions granted result in a redistribution over the remaining taxpayers.
- A council may by bylaw make any property that is exempt from taxation under subsection (1)(n) subject to taxation under this division to any extent the council considers appropriate. A bylaw would have no effect until one year after it is passed.


ATTACHMENTS

- Community Organization Property Tax Exemption Regulation (Alberta regulation 281/1998)

FINANCIAL CONSIDERATIONS

| Roll Number | Tax Exemption 2023 Estimated |
|-----------------------------|------------------------------|
| 4208500 | \$7,276.66 |
| 4607101 | \$6,498.94 |
| 4006200 | \$2,302.50 |
| 4016200 | \$2,072.25 |
| 3710200 | \$4,099.45 |
| 3819900 | \$2,864.61 |
| 4005400 | \$4,367.25 |
| Total 2023 Estimated | \$29,481.66 |

*based on 2022 tax levy

| | |
|--|------------------------|
| Author: Sheena Linderman Director of Finance | Date: January 13, 2023 |
| CAO Signature:  | Date: January 20, 2023 |



Province of Alberta

MUNICIPAL GOVERNMENT ACT

**COMMUNITY ORGANIZATION
PROPERTY TAX EXEMPTION
REGULATION**

Alberta Regulation 281/1998

With amendments up to and including Alberta Regulation 295/2020

Current as of December 18, 2020

Office Consolidation

© Published by Alberta Queen's Printer

Alberta Queen's Printer
Suite 700, Park Plaza
10611 - 98 Avenue
Edmonton, AB T5K 2P7
Phone: 780-427-4952
Fax: 780-452-0668

E-mail: qp@gov.ab.ca
Shop on-line at www.qp.alberta.ca

Copyright and Permission Statement

Alberta Queen's Printer holds copyright on behalf of the Government of Alberta in right of Her Majesty the Queen for all Government of Alberta legislation. Alberta Queen's Printer permits any person to reproduce Alberta's statutes and regulations without seeking permission and without charge, provided due diligence is exercised to ensure the accuracy of the materials produced, and Crown copyright is acknowledged in the following format:

© Alberta Queen's Printer, 20__.*

*The year of first publication of the legal materials is to be completed.

Note

All persons making use of this consolidation are reminded that it has no legislative sanction, that amendments have been embodied for convenience of reference only. The official Statutes and Regulations should be consulted for all purposes of interpreting and applying the law.

(Consolidated up to 295/2020)

ALBERTA REGULATION 281/98

Municipal Government Act

**COMMUNITY ORGANIZATION PROPERTY
TAX EXEMPTION REGULATION**

Table of Contents

- 1 Interpretation

Part 1

General Rules

- 2 Application
3 Part of a property
4 Primary use of property
5 Holding property
6 Non-profit organization
7 Meaning of restricted
8 Gaming and liquor licences

Part 2

**Qualifications for Exemptions Under Section
362(1)(n)(ii) to (v)**

- 9 Exemption under section 362(1)(n)(ii) of the Act
10 Exemption under section 362(1)(n)(iii) of the Act
11 Exemption under section 362(1)(n)(iv) of the Act
12 Exemption under section 362(1)(n)(v) of the Act

Part 3

Other Property Exempt Under Section 362(1)(n)

- 13 Definitions
14 Exemption for other property
14.1 Property of residents association
15 Day cares, museums and other facilities
16 Conditions for exemption
17 Waiver of application requirement
18 Retail commercial areas

Part 5 Repeal and Review

22 Repeal

23 Expiry

Interpretation

1(1) In this Regulation,

- (a) "Act" means the *Municipal Government Act*;
- (b) "charitable or benevolent purpose" means the relief of poverty, the advancement of education, the advancement of religion or any other purpose beneficial to the community;
- (c) "general public" means pertaining to the general community, rather than a group with limited membership or a group of business associates;
- (d) "professional sports franchise" means a professional sports franchise operating in the National Hockey League, the Canadian Football League, the National Professional Soccer League or the Pacific Coast League;
- (d.1) "subsidized accommodation" means
 - (i) rental accommodation where the Government of Alberta sets the rent at a maximum amount, sets the rent at a percentage of household income or provides the facility with ongoing operating funds,
 - (ii) rent to own units where the Government of Alberta sets the rent at a percentage of income or sets the rent at a maximum amount, and
 - (iii) accommodation where the Government of Alberta sets the mortgage payments as a percentage of income;
- (e) "taxation" means taxation under Division 2 of Part 10 of the Act.

(2) For the purposes of the Act and this Regulation, "community association" means an organization where membership is voluntary, but restricted to residents of a specific area, and that is formed for the purpose of

- (a) enhancing the quality of life for residents of the area or enhancing the programs, public facilities or services provided to the residents of the area, or
 - (b) providing non-profit sporting, educational, social, recreational or other activities to the residents of the area.
- (3) The definitions in sections 1 and 284 of the Act apply to this Regulation.

AR 281/98 s1;182/2008

Part 1 General Rules

Application

- 2** This Regulation applies to taxation in 1999 and later years.

Part of a property

- 3** An exemption under section 362(1)(n)(i) to (v) of the Act or Part 3 of this Regulation applies only to the part of a property that qualifies for the exemption.

Primary use of property

- 4(1)** Property is not exempt from taxation under section 362(1)(n)(iii), (iv) or (v) of the Act or Part 3 of this Regulation unless the property is primarily used for the purpose or use described in those provisions.

- (2)** For the purposes of this Regulation, a property is primarily used for a purpose or use if the property is used for the specified purpose or use at least 60% of the time that the property is in use.

Holding property

- 5** When section 362(1)(n)(i) to (v) of the Act or Part 3 of this Regulation requires property to be held by a non-profit organization, a society as defined in the *Agricultural Societies Act* or a community association for the property to be exempt from taxation, the property is not exempt unless

- (a) the organization, society or association is the owner of the property and the property is not subject to a lease, licence or permit, or
- (b) the organization, society or association holds the property under a lease, licence or permit.

Non-profit organization

6 When section 362(1)(n)(i) to (v) of the Act or Part 3 of this Regulation requires property to be held by a non-profit organization, community association or residents association as defined in section 13 for the property to be exempt from taxation, the property is not exempt unless

- (a) the organization or association is a society incorporated under the *Societies Act*, or
- (b) the organization or association is
 - (i) a corporation incorporated in any jurisdiction, or
 - (ii) any other entity established under a federal law or law of Alberta

that is prohibited, by the laws of the jurisdiction governing its formation or establishment, from distributing income or property to its shareholders or members during its existence.

AR 281/98 s6;204/2011

Meaning of restricted

7(1) In this Regulation, a reference to the use of property being restricted means, subject to subsections (2) and (3), that individuals are restricted from using the property on any basis, including a restriction based on

- (a) race, culture, ethnic origin or religious belief,
- (b) the ownership of property,
- (c) the requirement to pay fees of any kind, other than minor entrance or service fees, or
- (d) the requirement to become a member of an organization.

(2) The requirement to become a member of an organization does not make the use of the property restricted so long as

- (a) membership in the organization is not restricted on any basis, other than the requirement to fill out an application and pay a minor membership fee, and
- (b) membership occurs within a short period of time after any application or minor fee requirement is satisfied.

(3) Not permitting an individual to use a property for safety or liability reasons or because the individual's use of the property

would contravene a law does not make the use of the property restricted.

Gaming and liquor licences

8(1) For the purposes of section 365(2) of the Act, property described in section 362(1)(n) of the Act and Part 3 of this Regulation in respect of which a bingo licence, casino licence, pull ticket licence, Class C liquor licence or a special event licence is issued under the *Gaming, Liquor and Cannabis Regulation* (AR 143/96) is exempt from taxation if the requirements of section 362(1)(n) and this Regulation in respect of the property are met.

(2) Despite subsection (1), property in respect of which a casino facility licence is issued is not exempt from taxation.

AR 281/1998 s8;56/2019;295/2020

Part 2

Qualifications for Exemptions Under Section 362(1)(n)(ii) to (v)

Exemption under section 362(1)(n)(ii) of the Act

9(1) The following property is not exempt from taxation under section 362(1)(n)(ii) of the Act:

- (a) property to the extent that it is used in the operation of a professional sports franchise;
- (b) property that is used solely for community games, sports, athletics or recreation if, for more than 40% of the time that the property is in use, the majority of those participating in the activities held on the property are 18 years of age or older.

(2) Property is not exempt from taxation under section 362(1)(n)(ii) of the Act if, for more than 30% of the time that the property is in use, the use of the property is restricted within the meaning of section 7 as modified by subsection (3).

(3) For the purposes of subsection (2), limiting the participation in activities held on a property to persons of a certain age does not make the use of the property restricted.

Exemption under section 362(1)(n)(iii) of the Act

10(1) Property referred to in section 362(1)(n)(iii) of the Act is not exempt from taxation unless

- (a) the charitable or benevolent purpose for which the property is primarily used is a purpose that benefits the

general public in the municipality in which the property is located, and

- (b) the resources of the non-profit organization that holds the property are devoted chiefly to the charitable or benevolent purpose for which the property is used.

(2) Property is not exempt from taxation under section 362(1)(n)(iii) of the Act if, for more than 30% of the time that the property is in use, the use of the property is restricted within the meaning of section 7.

AR 281/98 s10;182/2008

Exemption under section 362(1)(n)(iv) of the Act

11 Property referred to in section 362(1)(n)(iv) of the Act is not exempt from taxation unless the accommodation provided to senior citizens is subsidized accommodation.

AR 281/98 s11;182/2008

Exemption under section 362(1)(n)(v) of the Act

12(1) The following property is not exempt from taxation under section 362(1)(n)(v) of the Act:

- (a) property to the extent that it is used in the operation of a professional sports franchise;
- (b) property if, for more than 40% of the time that the property is in use, the majority of those participating in the activities held on the property are 18 years of age or older;
- (c) property in Calgary or Edmonton that is held by and used in connection with a community association if the association is not a member of the Federation of Calgary Communities or the Edmonton Federation of Community Leagues.

(1.1) Notwithstanding subsection (1)(c), property held by a community association referred to in that provision is exempt from taxation under section 362(1)(n)(v) of the Act where that community association was a member of the Federation of Calgary Communities or the Edmonton Federation of Community Leagues on January 1, 1999 but cancelled its membership after that date.

(1.2) Subsection (1.1) applies with respect to 2004 and subsequent years.

(2) Property is not exempt from taxation under section 362(1)(n)(v) of the Act if, for more than 30% of the time that the

property is in use, the use of the property is restricted within the meaning of section 7 as modified by subsection (3).

(3) For the purposes of subsection (2), limiting the participation in activities held on a property to persons of a certain age does not make the use of the property restricted.

AR 281/98 s12;283/2003

Part 3

Other Property Exempt Under Section 362(1)(n)

Definitions

13 In this Part,

- (a) “arts” means theatre, literature, music, painting, sculpture or graphic arts and includes any other similar creative or interpretive activity;
- (b) “chamber of commerce” means a chamber of commerce that is a non-profit organization and is a member of the Alberta Chamber of Commerce;
- (c) “ethno-cultural association” means an organization formed for the purpose of serving the interests of a community defined in terms of the racial, cultural, ethnic, national or linguistic origins or interests of its members;
- (d) “linguistic organization” means an organization formed for the purpose of promoting the use of English or French in Alberta;
- (e) “museum” means a facility that is established for the purpose of conserving, studying, interpreting, assembling and exhibiting, for the instruction and enjoyment of the general public, art, objects or specimens of educational and cultural value or historical, technological, anthropological, scientific or philosophical inventions, instruments, models or designs;
- (e.1) “residents association” means a non-profit organization that requires membership for residential property owners in a specific development area, that secures its membership fees by a caveat or encumbrance on each residential property title and that is established for the purpose of
 - (i) managing and maintaining the common property, facilities and amenities of the development area for the benefit of the residents of the development area,

- (ii) enhancing the quality of life for residents of the development area or enhancing the programs, public facilities or services provided to the residents of the development area, or
- (iii) providing non-profit sporting, educational, social, recreational or other activities to the residents of the development area;
- (f) "retail commercial area" means property used to sell food, beverages, merchandise or services;
- (g) "sheltered workshop" means a facility designed to provide an occupation for and to promote the adjustment and rehabilitation of persons who would otherwise have difficulty obtaining employment because of physical, mental or developmental disabilities;
- (h) "thrift shop" means a retail outlet operated for a charitable or benevolent purpose that sells donated clothing, appliances, furniture, household items and other items of value at a nominal cost to people in need.

AR 281/98 s13,283/2003;204/2011

Exemption for other property

14 This Part describes property that is exempt from taxation under section 362(1)(n) of the Act that is not exempt under section 362(1)(n)(i) to (v) of the Act.

Property of residents association

14.1(1) Property that is owned and held by and used in connection with a residents association is exempt from taxation.

(2) Despite subsection (1), the following property owned and held by and used in connection with a residents association is not exempt from taxation under section 362(1)(n) of the Act:

- (a) property to the extent that it is used in the operation of a professional sports franchise;
- (b) property if, for more than 40% of the time that the property is in use, the majority of those participating in the activities held on the property are 18 years of age or older;
- (c) property if, for more than 30% of the time that the property is in use, the use of the property is restricted within the meaning of section 7 as modified by subsection (3).

(3) For the purposes of subsection (2)(c), limiting the participation in activities held on a property to persons of a certain age does not make the use of the property restricted.

AR 204/2011 s4

Day cares, museums and other facilities

15 A non-profit organization that holds property on which any of the following facilities are operated may apply to the municipality within whose area the property is located for an exemption from taxation:

- (a) a facility used for sports or recreation to the extent that the facility is not used in the operation of a professional sports franchise;
- (b) a facility used for fairs or exhibitions, including agricultural exhibitions;
- (c) a facility used for the arts or a museum;
- (d) a program premises as defined in the *Child Care Licensing Regulation* (AR 143/2008);
- (e) a facility used by a linguistic organization if
 - (i) the use of the property by the general public is actively encouraged, and
 - (ii) a sign is prominently posted in the facility indicating the hours that the whole or part of the facility is accessible to the public;
- (f) a facility used by an ethno-cultural association for sports, recreation or education or for charitable or other benevolent purposes if
 - (i) the use of the property by the general public is actively encouraged, and
 - (ii) a sign is prominently posted in the facility indicating the hours that the whole or part of the facility is accessible to the public;
- (g) a facility in a municipality operated and used by an organization for a charitable or benevolent purpose where the majority of the organization's beneficiaries do not reside in the municipality;
- (h) a facility used as a thrift shop;
- (i) a facility used as a sheltered workshop;

- (j) a facility operated and used by a chamber of commerce;
- (k) a facility used for a charitable or benevolent purpose that is for the benefit of the general public if
 - (i) the charitable or benevolent purpose for which the facility is primarily used is a purpose that benefits the general public in the municipality in which the facility is located, and
 - (ii) the resources of the non-profit organization that holds the facility are devoted chiefly to the charitable or benevolent purpose for which the facility is used.

AR 281/98 s15;283/2003;182/2008;77/2010

Conditions for exemption

16(1) A municipality must grant a non-profit organization an exemption from taxation in a taxation year in respect of property referred to in section 15 that is held by the organization if

- (a) the non-profit organization makes an application for an exemption to the municipality by September 30 of the year preceding the taxation year and supplies the municipality with the following by November 30 of the year preceding the taxation year:
 - (i) any information the municipality requires to determine if the organization meets the conditions for the exemption, and
 - (ii) a description of any retail commercial areas in the facility,
- (b) the facility on the property is one of the facilities described in section 15 and the non-profit organization operates the facility on a non-profit basis,
- (c) the funds of the non-profit organization are chiefly used for the purposes of the organization and not for the benefit of the organization's directors and employees,
- (d) the property is not disqualified by virtue of subsection (2) or (3), and
- (e) the requirements of subsections (4) and (5), if applicable, are met.

(2) Property referred to in section 15(a), (b), (c), (e), (f), (j) or (k) is not exempt from taxation if, for more than 30% of the time that the property is in use, the use of the property is restricted within the meaning of section 7.

(3) Property referred to in section 15(d) or (g) to (i) is not exempt from taxation if an individual is not permitted to use the property because of the individual's race, culture, ethnic origin or religious belief.

(4) Before granting an exemption under this section in respect of a property that is held by a non-profit organization, the municipality may require that an agreement between the organization and the municipality be in force that sets out that

- (a) the organization will provide the municipality with a report by a time and in a manner specified in the agreement that sets out the information the municipality requires to determine if the organization met the conditions for the exemption during the taxation year, and
- (b) if the organization does not comply with the provisions referred to in clause (a), the organization will pay the municipality an amount equivalent to the property taxes that would be payable in respect of the property for the taxation year if the property was not exempt.

(5) Before granting an exemption under this section in respect of a property that is owned by a non-profit organization, the municipality may require that an agreement between the organization and the municipality be in force that sets out that

- (a) no disposition of the property may be made without the approval of the municipality, and
- (b) if the organization is being wound-up and dissolved, the organization must, if required by the municipality, transfer the property to the municipality.

(6) If a municipality grants an exemption to a non-profit organization and later determines that the organization did not meet the conditions that applied to the organization for the exemption for all or part of the taxation year, the municipality may in the taxation year cancel the exemption for all or part of the taxation year, as the case may be, and require the organization to pay property tax in respect of the property for the period that the exemption is cancelled.

AR 281/98 s16;4/2010;77/2010

Waiver of application requirement

17(1) If a municipality has granted a non-profit organization an exemption from taxation under section 16 in respect of a property, the municipality may grant the non-profit organization an exemption from taxation in the following taxation year under

section 16 in respect of the property without requiring the organization to apply for the exemption.

(2) A municipality that has waived an application requirement under subsection (1) in respect of a property for a taxation year may

- (a) require the non-profit organization that holds the property to provide any information that the organization may be required to provide if it was applying for an exemption, and
- (b) if the non-profit organization does not provide the information, cancel in that taxation year the exemption for all or part of that taxation year and require the organization to pay property tax in respect of the property for the period that the exemption is cancelled.

(3) A municipality may not waive the application requirement under subsection (1) in respect of a property for more than 3 consecutive taxation years.

Retail commercial areas

18(1) In this section, "exempt facility" means a facility or part of a facility

- (a) that is held by a non-profit organization, a society as defined in the *Agricultural Societies Act* or a community association and that is exempt from taxation under section 362(1)(n)(i) to (v) of the Act or section 16 of this Regulation, or
- (b) that is owned and held by a residents association and that is exempt from taxation under section 362(1)(n) of the Act.

(2) A retail commercial area that is located within an exempt facility is exempt from taxation if

- (a) the non-profit organization, society as defined in the *Agricultural Societies Act*, community association or residents association that holds the exempt facility also holds and operates the retail commercial area, and
- (b) the net income from the retail commercial area is used
 - (i) to pay all or part of the operational or capital costs of the exempt facility, or

- (ii) to pay all or part of the operational or capital costs of any other facility that is held by the non-profit organization, society, community association or residents association and that is exempt from taxation under section 362(1)(n) of the Act or section 16 of this Regulation.

AR 281/98 s18;204/2011

Part 4 Repealed AR 283/2003 s5.

Part 5 Repeal and Review

Repeal

22(1) The *Community Organization 1998 Property Tax Exemption Regulation* (AR 289/97) is repealed.

(2) Repealed AR 182/2008 s6.

AR 281/98 s22;182/2008

Expiry

23 For the purpose of ensuring that this Regulation is reviewed for ongoing relevancy and necessity, with the option that it may be repassed in its present or an amended form following a review, this Regulation expires on December 31, 2023.

AR 281/98 s23;283/2003;182/2008;4/2010;9/2015;
257/2017;220/2018



Printed on Recycled Paper 



Request for Decision

Correspondence and Information

January 23, 2023

RECOMMENDATION

That the Correspondence and Information Report ending January 23, 2023, be received for information.

STRATEGIC ALIGNMENT

*Our residents and town staff actively communicate and engage with us through open dialogue.
Our community is supported and enabled through skillful governance.
Our thriving community is built on strong and collaborative relationships.*

LEGISLATIVE AUTHORITY

Council Communication Response Policy

BACKGROUND

The Correspondence and Information Report is a collection of general information received at the Town Office and is provided to Council as information. Council may choose to provide direction to Administration on any item contained in this report.

LIST OF CORRESPONDENCE AND INFORMATION PRESENTED:

| ITEM # | FROM / TO | REGARDING |
|----------|---|--|
| A | Canadian Federation of Independent Business | Upcoming release of our 2023 Municipal Business Report |
| B | Mayors of South-Central Alberta | Alberta Provincial Police Service: Draft Letter |
| C | Mayor Brian Holden- Town of Bon Accord to Honorable Jason Copping | Ambulance Crisis |
| D | Olds Citizen | Off Leash Dog Park |

RISK/CONSEQUENCES

1. Council can provide further direction on any of the correspondence or information items.
2. Council can pass/make another recommendation being specific in what it wishes to direct as an alternate follow up.

FINANCIAL CONSIDERATIONS – n/a

ATTACHMENTS - Correspondence and Information packet is attached.

| | | |
|----------------|---|------------------------|
| Author: | Chylla Nault Executive Support-CAO & Council | Date: January 16, 2023 |
| CAO Signature: | Brent Williams bw | Date: January 20, 2023 |

Signature:

Email: bwilliams@olds.ca

January 9, 2023

Subject: Upcoming release of our 2023 Municipal Business Report

Dear Mayor and council,

As you know, the Canadian Federation of Independent Business (CFIB) is Canada's largest business association, representing 95,000 small- and medium-sized enterprises (SME) across Canada, and 9,300 here in Alberta. In the province, we represent small businesses across all industries, with a large share in the retail, construction, personal services, and hospitality sectors. Most of our members in the province have 10 or less employees and generate less than \$1 million in sales a year.

We are writing today to draw your attention to the upcoming release of our *2023 Municipal Business Report*, which discusses the top municipal priorities of small businesses across eight western Canadian cities, including Calgary and Edmonton. This report evaluates three areas: municipal taxation of businesses, red tape reduction, and small business-friendliness policies. The report offers recommendations for best practices and ways to improve the small business environment within your municipality. It is our hope that this report is used as a benchmark for municipal governments to improve in these three areas and learn from other municipalities.

Small businesses are an integral part of the local economy with 88% of Alberta businesses stating that they employ members of the community, use products or materials from another local businesses (79%), and donate goods and services to charities or causes (70%). Businesses have also been coping with slow economic recovery, inflationary pressures, rising interest rates, overwhelming stress, and government cost increases. With these realities in mind, this year is an opportunity for council to focus on the priorities and challenges facing Alberta small businesses.

CFIB is pleased to offer its insights on the current state of small businesses in your municipality that will help guide policy decisions and programs that support economic growth. We hope we can continue to work together on these matters and request a meeting to share with you the report. To arrange a meeting please contact us directly at ms.alberta@cfib.ca.

Sincerely,



Annie Dormuth
Alberta Provincial Affairs Director



Andrew Sennyah
Senior Policy Analyst, Legislative Affairs - Alberta

On behalf of our residents, we congratulate you on your election as Premier of Alberta. We realize that you have important decisions to make and one of them is regarding the proposed Alberta Provincial Police Service versus the R.C.M.P. It is the proposed APPS, status of the RCMP, and, as well, Alberta's faltering court system that we write to you about.

You are aware most Municipalities and Counties are not in favor of moving from the RCMP to an Alberta Police Service. Most elected officials have listened to the Alberta Government proposal about how they intend to implement this and the costs of doing so but do not agree with the costs and the viability of the proposal. The residents of Alberta deserve the opportunity to express their voice in this matter as it directly affects them. As provincial and municipal elected officials we owe it to our residents to ensure they have a say in something of this magnitude, and the only way to do this is by putting it on the ballot next spring.

There continue to be many, many questions and concerns left unanswered by the Alberta Government as to the proposed APPS. To clarify the province's stand on this, is there a study by the Alberta Government that shows most Albertans approve of this proposal?

Look at Surrey B.C. and learn from their experience. What they thought was a good decision to move away from the RCMP turned out not to be as their City Council has now published a report that proposes a framework to maintain the Surrey RCMP as the city's police of jurisdiction. Thinking that most RCMP members would simply leave and join a Surrey Municipal Police Service was an incorrect assumption. Recruiting Police Officers is not as easy as it sounds. Most departments are having trouble recruiting officers just to replace the ones that are retiring.

- Has the Alberta Government met with the Council and Administration of Surrey to hear from them what they saw as the major flaw in the previous decision?
- Why the Surrey transition failed?
- How many RCMP members crossed over to the new Surrey Police Service vs what they expected?
- Was their public in favor of the transition or was it simply a Council decision with no public consultation?

Why is the Alberta Government so intent on setting up an Alberta Police Service? The idea of having better policing? The Alberta Government's proposal is to increase the numbers from 3,097 RCMP officers to 3,153 APPS officers, **is** an increase of only 56 officers. These numbers will not make a significant difference in the ability of the APPS to offer better service to the rural communities. In making this change:

- Where is the Government expecting to recruit police personnel with experience in Forensics, Major Crimes, Traffic Investigations (Fatal and Serious Injury accidents), General Investigations, Tactical and General Duties.

It takes training and years of experience to acquire the skills needed to effectively do the aforementioned duties.

- Where does the Government expect to recruit the 4,139 officers and civilian members from? If the government is expecting a massive exodus from the current RCMP and Municipal Police Departments, they need to rethink this idea.
- Did anyone doing the study reach out to current police members from the RCMP and Municipal Departments to try and determine the percentage of members who would cross over?

The APPS model suggests they would hire their own Mental Health and Social Worker professionals to work directly with the APPS.

- Why not do this now with the RCMP?
- The report talks about using HUBS, why not encourage and work with the RCMP to seriously look at Regional Policing?
- The report talks about setting up Forensic Labs, why not do that now?
- The report is speculating how much better the citizens of Alberta would be under the proposed APPS model instead of looking at ways to enhance the services provided by the RCMP; why not first look at how to enhance the current policing model vs tear it down?

The report suggests that Albertans would receive better policing in the rural area and more officers would be available. This idea is good in theory but not necessarily true. The RCMP have a vast amount of territory to cover, and this would be the same for the APPS as there will not be a detachment in every community in Alberta. The HUB model will deploy APPS members from the larger municipalities to the small communities and the rural areas so basically nothing will change.

- Will the APPS always be fully staffed? Probably not.

There are many assumptions in the report, and it needs to be examined more thoroughly. The following statement was made in the report referring to the RCMP members being transferred out of communities: “This lack of continuity means that knowledge and experience never accumulate properly within local law enforcement. This results in criminals having the “upper hand.” Members of the law enforcement community would disagree with this statement as the problem is with the Justice System.

The Government also needs to seriously look at the Court System. The Justice system in Alberta needs repair. We need to hire more prosecutors, pay them more and provide them with more support personnel. Prosecutors have too many cases and this matter needs to be addressed. If more Court Rooms and Judges are necessary, then let us address the Judicial side before we spend money on the APPS model.

There have been rumors and reports that the Government of Canada is looking at the viability of the RCMP staying in contract policing. The Alberta Government may have more information about this and if they have, we as taxpayers should also be privy to this information. If Ottawa is going to transition out of contract policing and there is a timetable for this to happen, please tell us.

Should the Federal Government decide they are ending contracts with the provinces for policing then the people of Alberta would recognize the need for an Alberta Police Service. Until then why not work to enhance the ability of the RCMP to police our province.

The APP Service Transition Study stated no decision has been made on whether Alberta will create a provincial police service. If this statement is true, then please do not move forward without further consultation with Albertans. It is critical that the Provincial Government provide more clarity in the costing, the recruiting, and the training for an Alberta Police Service.

In closing, the Government of British Columbia and Nova Scotia were looking at replacing the RCMP with a provincial police service.

- Do we know how their studies are going?
- What plans, if any, have they to move forward and replace the RCMP?
- Has the fact that Surrey B.C. stopped the transition from the RCMP to their own municipal police service affected the decision of the B.C. Government to move forward?
- Why push forward with the APPS when it is not necessary at this time and not supported by the public.

We would suggest that Alberta has more critical issues to deal with, like Health Care and the Economy.

Respectfully,

January 12th, 2023

The Honourable Jason Copping
Minister of Health
204, 10800 – 97 Avenue
Edmonton, AB T5K 2B6

VIA EMAIL health.minister@gov.ab.ca

Re: Ambulance Crisis

Dear Minister Copping:

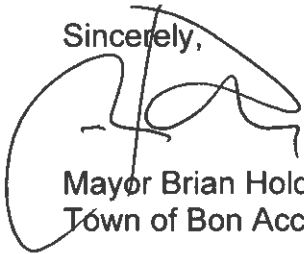
At the Regular Bon Accord Council Meeting on December 6, 2022, Council received a copy of correspondence from the Town of Ponoka to the Ministry of Health requesting support for their local fire department as first responders for emergency ambulance calls. Bon Accord Town Council fully stand with Ponoka in support of their request for better delivery of ambulance services across the province.

The incidents described in the letter show that ambulance service for rural Albertans is in severe crisis. What steps are being taken to remedy this detrimental situation for our communities? As Canadians, our section 7 Charter right to life, liberty, and security of person should be top priority. The current state of our ambulance service, or lack thereof, affirms instead that these rights hang in the balance.

These incidents, and others across the province, also show the value local fire departments bring to our communities. The lack of adequate ambulance service is placing unfair stress and expectations on volunteer firefighters and further putting the health and safety of Albertans in jeopardy.

These community volunteers and our communities deserve better. We hope your Ministry will make positive changes moving forward to uplift our communities during these difficult times.

Sincerely,



Mayor Brian Holden
Town of Bon Accord

cc: Premier Danielle Smith
Rachel Notley, Leader of the Opposition
Alberta Municipalities
Dale Nally, MLA – Morinville-St. Albert
Pat Mahoney, Fire Chief – Town of Bon Accord

From: Peter Premachuk [REDACTED]
Sent: January 17, 2023 4:41 PM
To: Judy Dahl <jdahl@olds.ca>
Subject: Off Leash Park



Hi Judy,

I just wanted to send you a quick note to pass on to your operations department in regards to the off-leash park. This year, they have plowed a route around the park, down the middle and cutting access from east to west. Over the holiday season the snowfall and winds made the park challenging to walk to both dogs and their owners. The plowing that was done in early January made a big difference for humans and dogs. It took a very dangerous walk and made it safer and more enjoyable. Dogs loved their new playground - the many mounds of snow.

I have walked our dog at the park over the last 3 years. And this is the first year the clearing of what is essentially a road, has happened. The dog park "community" is a very strong one. We likely know other people's dog's names more than the owner's name. We have all met many others we didn't know in Olds while walking our dogs. The ploughing and clearing has made a significant difference in the health and happiness of both the two legged and four legged walkers.

Please thank those responsible for this needed and extremely useful change at the off-leash park. It is greatly appreciated.

Peter.