Town of Olds

Policies and Priorities Committee Agenda
For Monday, June 18, 2018 at 1 p.m.
to be held in the Council Chambers,
Town Office at 4512 – 46 Street Olds, AB

Chair Deputy Mayor – Councillor Mary Anne Overwater

1. Call To Order

1.A) Added Items

1.B) Adoption of the Agenda

1. Adoption of Previous Minutes

Pages 2-9	**2A)**	**Policies and Priorities Committee Minutes – May 22, 2018**

2. Presentations and Delegations

Pages 10-15	**3A)**	**Primary Care Network Michelle Thompson & Dr. Foose Onsongo**

3. Business Arising from the Minutes

4. Bylaws

Pages 16-31	**4A)**	**Council Code of Conduct Bylaw 2018-01**
Pages 32-44	**4B)**	**LUB Amendment A Part 1 of Cannabis retail sales 2018-24** **LUB Amendment B Part 2 of Cannabis retail sales 2018-25**

5. Unfinished Business

6. New Business

Pages 45-60	**7A)**	**NU-2-U Grant Criteria**
Pages 61-72	**7B)**	**Destination Olds Collective Fund (DOCF)**

7. Monthly Statistics

Pages 73-76	**8A)**	**Municipal Enforcement Monthly and 1st Quarterly Statistics**

8. Question and Answer Period

9. ADJOURNMENT

Policies and Priorities Committee Bylaw No. 2017-23
Authority: 3. (1) The Policies and Priorities Committee is advisory in nature, making recommendations to Council by way of resolution. No decisions will be made by Council at a Council Policies and Priorities Committee meeting. These meetings serve as an opportunity for Council to be provided with information on governance and policy matters. These meetings serve as an opportunity for Council to seek clarification on matters relating to Council business.

Town of Olds

POLICIES AND PRIORITIES COMMITTEE REPORT

Date: June 18, 2018

From: Marcie McKinnon. Legislative Clerk

SUBJECT: Adoption of Previous Minutes

2A

BACKGROUND:

The minutes from the May 22, 2018 Committee of Council Policies and Priorities meeting are presented for approval.

Attachment: Policies and Priorities Committee Meeting Minutes of May 22, 2018.

PRIOR TO ADOPTION

Minutes of the Town of Olds Policies and Priorities Committee Meeting held on Tuesday, May 22, 2018 in the Council Chambers, Olds Town Office.

PRESENT – ELECTED OFFICIALS:
In the Chair, Deputy Mayor Mary Anne Overwater
Mayor Michael Muzychka; Councillor Debbie Bennett; Councillor Wade Bearchell; Councillor Heather Ryan and Councillor Wanda Blatz

Councillor Mary Jane Harper joined the meeting at 1:07 p.m.

ABSENT – ELECTED OFFICIALS:

PRESENT – STAFF:
Michael Merritt, Chief Administrative Officer; Doug Wagstaff, Director of Community Services: Scott Chant, Director of Operations, Sheena Linderman, Manager of Finance, Monica Leatherdale, Communications Coordinator and Marcie McKinnon, Legislative Clerk.

1. Call To Order
Chair Mary Anne Overwater called the meeting to order at 1:00 p.m.

1.A) Added Items
None

1.B) Adoption of the Agenda
Moved by Councillor Ryan, "to accept the Council agenda for April 16, 2018 Policies and Priorities Committee as presented."
Motion Carried PP18-37

2. Adoption of Previous Minutes
2A) Policies and Priorities Committee Minutes – April 16, 2018
Moved by Mayor Muzychka, "to accept the Policies and Priorities Committee Minutes – from April 16, 2018 as presented."
Motion Carried PP18-38

3. Presentations and Delegations
3A) Waste Connections Canada (WCC) Delegation (Review of winter service)
Director of Operations, Scott Chant introduced the delegation from Waste Connections Canada consisting of Mr.Joe Goltz & Mr Chris Aubin both with WCC. In January 2018 Waste Connections officially took over the contract to provide residential pick up, this consists of Garbage, Compost and Recycling. Also the collection from April 1st to October 31st of the 100 – 3 yard community compost bins.

Director Chant made special note of: WCC stepping in with one week's notice at the end of December – prior to the official contract beginning.

Discussion ensued on bins; most of which are out and in place and are being used and being used correctly; front loading bins versus side loading bins and challenges they face when emptying them. Currently there are 3, 170 homes that are serviced in the Town of Olds. WCC has an "Education Tag" they use to communicate with the home owner. WCC intends to come back to present to Council hard numbers on collection in the fall. CAO Merritt indicated that those numbers would help Council determine service levels.

Moved by Councillor Blatz, "to accept the Waste Connections Canada presentation for information."

Motion Carried PP18-39

Councillor Mary Jane Harper joined the meeting at 1:07 p.m.

3B) Olds Hospice Society Delegation
Director Wagstaff introduced Mrs. Marion Kasawal, Board Member with the Olds Hospice Society, was present at Council to speak to the need for hospice care in our community.

The Olds & District Hospice Society is a group of community members who support the availability of Hospice Palliative Care in our area. Our current board is a blend of members with varied professional and volunteer experience and those who have walked the palliative journey with their loved ones. Their mission is to provide quality, compassionate care in a home like setting for those facing death by offering physical, psychological, emotional, spiritual and educational support to individuals, their families and community at the end of life and during bereavement.

Volunteers are key to the success of the society. Everything the do is for free, but they do have costs associated to them. The society's revenue consists mostly of fundraising, donations and grants; and they are trying to obtain a steady income stream. Mrs. Kasawal indicated they are looking to hold a day hospice program, unsure on what the demand would be for it.

Council thanked Mrs. Kasawal and the Olds Hospice Society for all they do.

Moved by Councillor Bennett, "to accept the Olds Hospice Society presentation for information."
Motion Carried 18-40

3C) Oldstoberfest Delegation
Director Wagstaff introduced Mrs. Gillian Grant from C5 Rodeo, who presented an update on the 2018 Oldstoberfest Professional Rodeo taking place on September 14-15, 2018 to Council.

Mrs. Grant gave a PowerPoint presentation to Council as contained in the agenda package. This is the third annual event and overall they are deeming them successful. Lessons learned are used to improve the next year's event. This is unique event as it combines western prairie heritage and combine with German tradition creating a professionally sanctioned Bavarian Rodeo.

The Oldstoberfest committee is working to engage all key organizations in the community - Town of Olds, Olds Regional Exhibition, Olds College, Olds Institute, Olds Chamber, Everything Olds, Uptowne Olds, Mountain View County, Travel Alberta, local businesses and sponsors. They are hoping to expand fan base and engage new demographics ex. Craft beer demographics, Classic Rock fans and increase community activation - "Bavarian your Business", #whereswhilhelm, best dressed prize, school visits, senior visits, kid's activities.

Some key dates noted are:
May 30th Oldstoberfest Classic Rock Concert Artist Announcement
July 24th Oldstoberfest Country Artist Announcement
July 31st Oldstoberfest Media Launch
September 13th Pros vs Joes Oldstoberfest Kick off

The 2017 event saw over $30,000 invested directly back to local not for profit groups, sports clubs and post-secondary clubs, also through purchases made from local businesses for supplies for the event.

Looking forward, the committee hopes continued success will allow the event to expand within the community and area. Maybe a parade, or a community bbq, and perhaps increasing festival

duration. Increasing activity and attendance with tour groups, trade shows, and industry events. As well as improving the production quality with larger musical acts, and increased prize money.

Council thanked Mrs. Grant and the Oldstoberfest committee for their hard work and dedication to this event, and asked who some of the local not for profit groups they assisted. Mrs. Grant indicated that the Olds Boys & Girls Club, the Rotary Club, Olds Grizzlys, Olds College Broncos, Didsbury Skating Club, and the Air Cadets, were a few she noted.

Moved by Councillor Bearchell, "to accept the Oldstoberfest committee presentation for information."
Motion Carried 18-41

Chair Overwater moved item 3F) Mountain View Seniors Housing Delegation up the agenda.
~~3F)~~ 3D) Mountain View Seniors Housing Chair and CAO – Delegation
Mr. Sam Smalldon, CAO or MVSH requested time to present to Council for a brief introduction and presentation on the current MVSH Board, its work and priorities, their accountabilities as well as receive any specific concerns or issues raised by your Council.

MVSH has been in community since 1950, the Municipal Area Partners are owners/stakeholders; they take care of low income seniors and they also have marquis suites. Currently, they have 460 units within central Alberta and Sundre facility was recently updated. Over the last 7 years, they have doubled their equity from 30 million to 60 million in assets.

Mr. Smalldon indicated they are running as best as they can with rules/regulations that are in place, they face many challenges such as the province has continually reduced their requisitions; this year the residents faced 2 increases; wage freezes, and potential unionization. Governance is the major unresolved issue. Continually working to take care of residents, staff and facilities. Mr. Smalldon indicated he will return in September to update Council.

Moved by Councillor Ryan, "to accept the Mountain View Seniors Housing delegation presentation for information."
Motion Carried 18-42

CAO Merritt spoke to the letter from Alberta Municipal Affairs as contained in the agenda package under correspondence regarding Mountain View Senior Housing units in the Town of Olds.

Moved by Mayor Muzychka, "that this meeting go in-camera."
Motion Carried PP18-43

The chamber gallery was cleared and staff members Scott Chant, Sheena Linderman, Monica Leatherdale and Marcie McKinnon all left chambers.

The meeting went in-camera at 2:06 p.m.

Moved by Councillor Bearchell, "that this meeting reconvene to the regular Policies and Priorities meeting."
Motion Carried PP18-44

The regular Council meeting reconvened at 2:35 p.m.

Staff members Scott Chant, Sheena Linderman, Monica Leatherdale and Marcie McKinnon returned to chambers.

~~3D)~~ 3E) ParksPresentation

Ms. Sue Nelson, Operator III with the Parks Department, provided an update on the planning work being done in the Parks and green spaces around town. This includes an update on the work to date and to include tree plantings, and an overview to the operations of the parks function.

There are 309 acres of green space in the Town of Olds, they have been working on the 65 plus hanging baskets, 30 concrete planters and the 58 self-watering planters and they should be sent out and about town shortly. They have planted 271 trees, and have had to cut down 58 plus trees in town and on the Duncan Tree Reserve.

Some of the things they have on the go are: planting more Trembling Aspens at Hartman Green Park, planting 100 trees in new part of cemetery, complete the tree inventory, sodding and planting trees, redoing the large flower bed planter at the Administrative Building, and planting a new tree bed along highway 27. Landscaping to be done at Cornerstone once it is paved and lights are installed, the Sculpture pathway will be landscaped, and painting the gazebo in Centennial Park.

Council thanked Ms. Nelson and her crew for all their hard work to make our town look so good.

Moved by Councillor Blatz, "to accept the Parks Presentation for information."
Motion Carried 18-45

~~3E)~~ 3F) Winter Road Maintenance Update

Director Chant introduced Mr. Derrick Jacobsen, Manager of Operations, who presented statistics to Council, as contained in the agenda package on the 2017 / 2018 Winter Road maintenance.

2017 / 2018 Winter Operations Summary

Roads - 104 km
Trails - 18km
Highway 27 sidewalks and various other town owned lots
Parking lots cleared – 8 town owned parking lots and buildings
Cross Country ski parking lot – 1
Dog Park – parking lot and single trail around the 16 acres
Extra parking areas for winter light up parade and winter snow pitch

Contracted Trucks

- 12 trucking companies were hired
- Total number of days of hired trucks was 29 from November 15th 2017 to March 15th 2018
- Total hours 1675

Contracted Graders

- 2 companies were hired
- Total number of days hire was 10 from March 5th 2018 to April 4th 2018
- Total Hours 87

Equipment cost to pile snow at snow dump site

- 2 companies hired
- Number of days needed 6 days
- Total hours 32

Staff overtime cost from November 2017 to April 2018

- 499.25 staff hours
- $20,492.19

Salt / Sand material purchased

- Sand 563.68 tonnes
- Salt 47.5 tonnes
- Total cost of materials $17,953.24

Pothole material from the result of winter freeze thaw cycle

- 30 tonnes of pothole patch material
- Cost of materials $4,800.00
- 130 man hours to date
- Staff costs $2,080.00

2017 Snow Removal budget

- Budget amount $100,000
- Actual Spent $101,927

2018 Snow Removal Budget

- Budget amount $120,000
- Year to Date $126,000

5 year average for Snow removal is $140,000

Town owned Equipment to assist in snow removal
1 – Grader
2 – Loaders
2 – Plow Trucks with Sanders
2 – Dump Trucks
2 – Skid Steers
1 – MT trackless – trail clearing machine
1 – Bobcat Toolcat, helps with small areas and trails

Full time Public Works Staff - 5
Full time Parks Staff to assist with trials and other winter duties - 2

Director Chant and Finance Manager, Mrs. Linderman, advised Council that the current actual number for snow removal is $142,000 and there are few more invoices yet to come.

CAO Merritt indicated that next year the budget will need to consider that the Highlands and Vistas will now be the Town's responsibility.

Moved by Mayor Muzychka, "to accept the Winter Road Maintenance Update presentation for information."
Motion Carried 18-46

4. Business Arising from the Minutes
None

5. Bylaws
5A) Bylaw Cemetery Rate Amendment 2018-14 DRAFT
Director Wagstaff spoke to this item; the Town of Olds Rate Bylaw 01-06 governs Cemetery Rates on Schedule "D". The purpose of Bylaw 2018-14 is to amend Schedule D of Bylaw 01-06.

The Royal Canadian Legion #105, through the Town Cemetery Administrator, has advised that there will be an increase of $350 in the rate charged to purchase a niche in the Field of Honor columbarium effective June 1, 2018. The new rate would be $900.

The Town allows the Royal Canadian Legion #105 the right to install columbarium units within the area of the Olds Cemetery set aside for veterans in the Field of Honor. The Olds Legion is responsible for the purchase, maintenance and repair of the columbarium, as well as setting the rate for the purchase of a niche in their columbarium. The Town administers the sale of these niches and remits the fees collected back to the Olds Legion annually.

As the current columbarium was reaching capacity, a second columbarium was purchased by the Olds Legion. The cost of this columbarium was considerably higher than the original unit which was purchased approximately fifteen years ago. The Olds Legion has determined that a rate increase is needed to cover their costs.

Moved by Councillor Harper, "to accept Bylaw 2018-14 a bylaw for Cemetery Rate Amendments for information and to direct administration to bring back to a future council meeting."
Motion Carried 18-47

6. Unfinished Business
None

7. New Business
7A) Design Standard Guidelines – P&D present for information
Director Scott Chant, indicated that Mr. Ben McPhee, Engineering Technologist for the Town of Olds has been working on revising the town's minimum design standards along with construction documents, the last review was conducted in 2005 which did not include the construction documents. It is our intention to introduce a summary of the updates made to our design standards today, and to bring back to an upcoming council before the summer break. Mr. Chant thanked City of Red Deer for allowing us to use their minimum design standards copy.

Discussion ensued on arterial versus collector vs local roads; and continued into residential road width on residential divided local roadway (drawing no. 5.07) and residential undivided local roadways (drawing no. 5.08). Drawing no. 5.08 will be removed from the guidelines as per Council's direction.

Moved by Councillor Bearchell, "thanked Mr. McPhee for the report and moved to accept it for information and to bring the minimum design standards back to a regular council meeting without drawing no. 5.08."
Motion Carried 18-48

8. Monthly Statistics
8A) Municipal Enforcement Monthly Statistics
Director of Community Services, Doug Wagstaff presented to Council the monthly statistics and the 2018 first quarter statistics as contained in the agenda package.

Moved by Councillor Harper, "to accept the Municipal Enforcement monthly statistics report as presented for information."
Motion Carried PP18-49

9. Question and Answer Period

10. ADJOURNMENT
Moved by Councillor Ryan, 'that this meeting adjourn."
Motion Carried PP18-50

The meeting adjourned at 3:18 p.m.

Mary Anne Overwater
Chair

Michael Merritt,
Chief Administrative Officer

These minutes approved this day of , 2018.

Town of Olds

POLICIES AND PRIORITIES COMMITTEE REPORT

Date: June 18, 2018

From: Delegation from Primary Care Network Peaks to Prairies

SUBJECT: Update on Primary Care Network

3A

BACKGROUND

Executive Director, Michelle Thompson and Board Member, Dr. Foose Onsongo, with the Primary Care Network Peaks to Prairies; made request to provide an update on the network to Council.

ATTACHMENTS

1. Primary Care Network Peaks to Prairies brochure "Ask your doctor if we can help you!"
2. Primary Care Network Peaks to Prairies brochure "Would you like to be more physically active?"
3. PCN Social Work Services post card

Group Programs

Peaks to Prairies offers group programs in Olds and Sundre.

These include:

Happiness Basics

7-week program that empowers you to live a happier life. YOU have the biggest influence over your present and future happiness!

QuitCore

6-week program designed to help you kick your tobacco habit.

Stress Management

4-week educational course where you will learn strategies and tools you can use daily to help prevent and control the stress in your life.

Walking Group

Weekly opportunity to get out and get active with our PCN team and fellow community members.

Information and Registration

Call 587.796.0765

Primary Care Network
PEAKS TO PRAIRIES

Want to know more

about our services, how to access them or chat about how we support your family doctor concerning your care?

Give us a call or visit us online.

Monday – Friday, 8:30 am – 4:30 pm
T 587.796.0765

www.peakstoprairiespcn.com

Peaks to Prairies
Primary Care Network
4920 50 Ave
Olds, AB T4H 1P5

Primary Care Network
PEAKS TO PRAIRIES 11

Your Health. Your Team.

Ask your doctor if we can help you!

We can help you:

Have a baby

You just found out that you are pregnant… so now what? The birth of your child is one of the most important events of your life. Our doctors and team work together to give you the care and information that you need to have a healthy pregnancy.

Handle life's challenges

Our PCN Social Workers are available to help you and your family with your physical, emotional and financial challenges. Depending on what is right for you, you can meet with a Social Worker at a one-on-one appointment or in a group setting.

Improve your chronic condition

Having a new or existing chronic condition can be a bit scary and confusing. Whether it is a chronic condition such as diabetes, high blood pressure or high cholesterol, your doctor and our PCN nurses work alongside you to help you realize your best health.

With your teen or young adult

The doctors and nurse at the Peaks to Prairies PCN Teen & Young Adult Clinic in Sundre can provide support and care to teens and young adults on any health issue, in a caring, sensitive, and confidential environment.

Live Your Healthiest Life

Active living means doing physical activity that you enjoy on a daily basis. Regular physical activity lowers your risk of developing heart disease, high blood pressure, diabetes and dementia, to name a few. Our PCN Exercise Specialist can help you learn how to exercise safely and introduce you to some of the excellent resources in our communities that will make you want to get out, get active and have fun!

Meet Our Team

- All of the family doctors in Olds and Sundre are members of the Peaks to Prairies Primary Care Network (PCN).
- PCN teams work together with your doctor, clinical staff and our team of healthcare professionals to help you improve your health.
- The PCN team of caring professionals includes nurses, social workers, an exercise specialist, and clinic and administrative support staff.

Our Mission

- Our mission is to be a health home where we provide patient-focused care, support and resources to enable you to achieve your best health.
- A health home is the place where you have developed a relationship with your doctor, and where you feel comfortable to share your physical, mental or emotional health concerns.
- In your health home, your doctor and team works with the PCN to provide you with access to medical and health care services that you need.

PrimaryCare Network
PEAKS TO PRAIRIES

T 587.796.0765
www.peakstoprairiespcn.com

Peaks to Prairies PCN wants to inspire people in Olds, Sundre, and surrounding area to make physical activity part of their lives.

OUR EXERCISE SPECIALIST will talk to you about the benefits of physical activity and help you find activities you enjoy.

What else can you expect?

- Talk about physical activity and nutrition in a non-threatening environment
- Understand the link between physical inactivity, nutrition, and chronic disease
- Set goals and make a physical activity and nutritional plan for home, work, or community
- Get an exercise prescription for home programs
- Participate in local group physical activity programs
- Ask about our *Prescription to Get Active*® program

CSEP | SCPE
THE GOLD STANDARD IN EXERCISE SCIENCE AND PERSONAL TRAINING

Exercise is Medicine® Canada

PRESCRIPTION TO GET ACTIVE

Primary Care Network
PEAKS TO PRAIRIES

Want to know more?

Peaks to Prairies
Primary Care Network
4920 50 Ave
Olds, AB T4H 1P5

T 587.796.0765
www.peakstoprairiespcn.com

Primary Care Network
PEAKS TO PRAIRIES

13

Would you like to be MORE physically active?

WHAT IS PHYSICAL ACTIVITY?

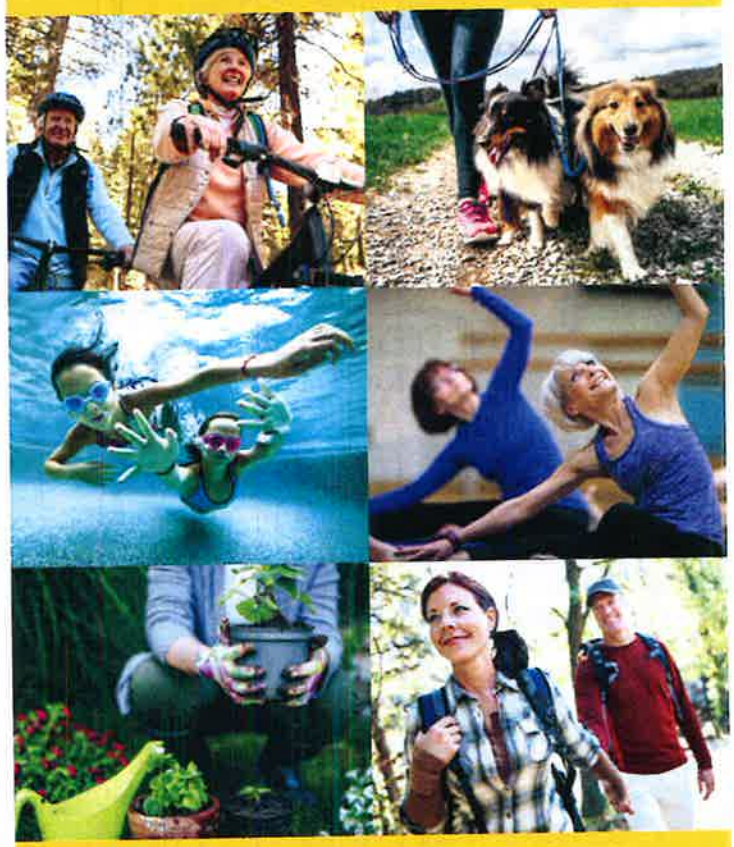
Physical activity is any activity that you enjoy which increases your heart rate, breathing and use of muscles.

WHAT IS ACTIVE LIVING?

Active Living is a way of life that includes physical activity on a daily basis.

"Your world is your gym, your life is your workout"

Anonymous



Regular physical activity (150 minutes per week) lowers your risk of developing heart disease, high blood pressure, diabetes, stroke and Alzheimer's disease.

What do you want physical activity to do for you?

Improve…

- ◯ Fitness
- ◯ Strength
- ◯ Energy
- ◯ Stress
- ◯ Sleep
- ◯ Mobility
- ◯ Mental Health & Mood
- ◯ Other

Help prevent and control…

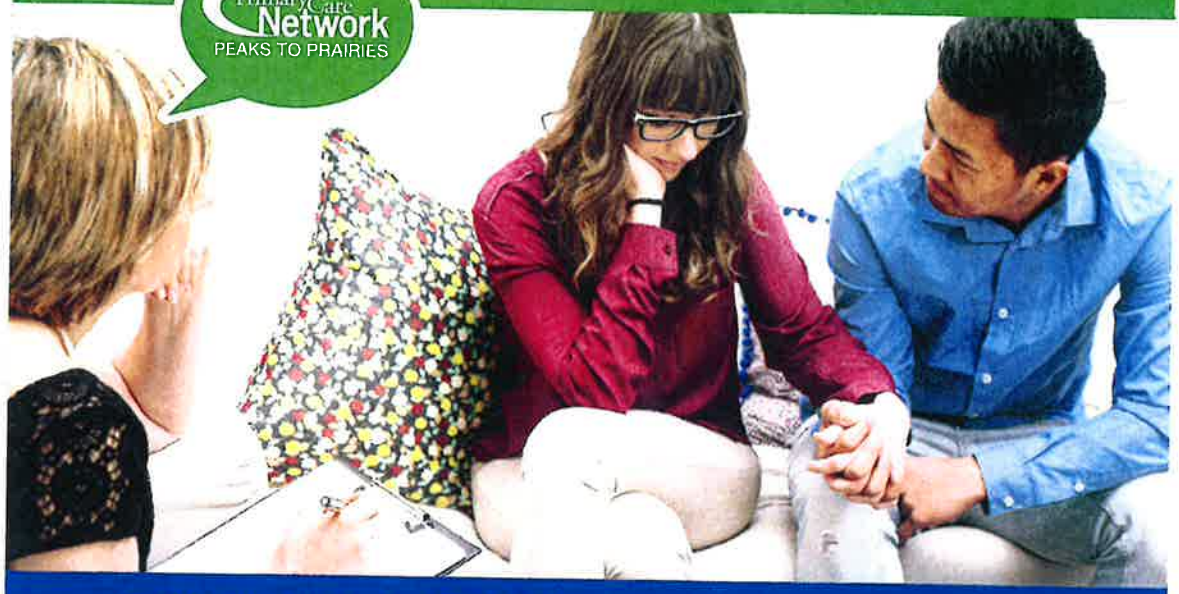
- ◯ Type II Diabetes
- ◯ Heart Disease
- ◯ High Blood Pressure
- ◯ Cholesterol/Triglycerides
- ◯ Stroke
- ◯ Other

IF YOU CHECKED ANY OF THE ABOVE please consult your physician for a referral to our exercise specialist at *Peaks to Prairies PCN!*

PrimaryCare Network
PEAKS TO PRAIRIES

T 587.796.0765
www.peakstoprairiespcn.com

PCN Social Work Services



T 587.796.0697 F 587.796.0767 www.peakstoprairiespcn.com

Peaks to Prairies Primary Care Network (PCN) is a network of family doctors in Olds and Sundre who work together with the PCN team of health care professionals to support your primary health care needs.

Social work services are available to our patients who need support and assistance with their health and life challenges.

HOW IT WORKS

Ask a family doctor to refer you to the PCN Social Worker, or you can self-refer.

Once the referral takes place you will be contacted by a PCN social worker to discuss your specific needs.

All services are provided by a registered social worker, at no charge to you.

HOW WE CAN HELP

Social Workers can help you with many things including:

- Adjustment to illness
- Application Assistance (AISH, Senior's benefits, etc.)
- Referrals to community resources
- Financial challenges
- Coping with grief and loss
- Relationship/Family dynamics
- Managing stress

Town of Olds

POLICIES AND PRIORITIES COMMITTEE REPORT

Date: June 18, 2018

From: Kelly Lloyd, Coordinator of Strategic Affairs

SUBJECT: Code of Conduct Bylaw 2018-01

5A

BACKGROUND

The draft Code of Conduct Bylaw 2018-01 was presented to Council at the March 19, 2018 Policies and Priorities meeting. At this meeting, Council created an Ad Hoc Committee that would be responsible for working with Administration to develop recommendations on the Council Code of Conduct Bylaw 2018-01 and the Council Policies 106C Remuneration and Benefits and 126C Council Convention Attendance and Council Professional Development Policy.

The Ad Hoc Committee has met four times and reached out to council for additional comments prior to submission of the draft bylaw and the Committee's work at this Policies & Priorities meeting.

Work on policies is forthcoming.

ATTACHMENTS

- Draft Code of Conduct Bylaw 2018-01
- Ad Hoc Committee Terms of Reference
- Policies & Priorities March 19, 2018 Report Cover

Town of Olds
Bylaw No. 2018-01

A BYLAW TO ESTABLISH A CODE OF CONDUCT FOR MEMBERS OF COUNCIL

WHEREAS, pursuant to section 146.1(1) of the *Municipal Government Act,* a council must, by bylaw, establish a code of conduct governing the conduct of councillors;

~~AND WHEREAS, pursuant to section 146.1(3) of the *Municipal Government Act,* a council may, by bylaw, establish a code of conduct governing the conduct of members of council committees and other bodies established by the council who are not councillors;~~

AND WHEREAS, pursuant to section 153 of the *Municipal Government Act*, councillors have a duty to adhere to the code of conduct established by the council;

AND WHEREAS the public is entitled to expect the highest standards of conduct from the members that it elects to council for the Town of Olds;

AND WHEREAS the establishment of a code of conduct for members of council is consistent with the principles of transparent and accountable government;

AND WHEREAS a code of conduct ensures that members of council share a common understanding of acceptable conduct extending beyond the legislative provisions governing the conduct of councillors;

AND WHEREAS the code of conduct or any sanctions imposed under a code of conduct must not prevent a Councillor from fulfilling the legislated duties of a Councillor;

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

1. Short Title

1.1. This Bylaw may be referred to as the "Council Code of Conduct Bylaw".

2. Definitions

2.1. In this Bylaw, words have the meanings set out in the Act, except that:

(a) "Act" means the Municipal Government Act, R.S.A. 2000, c. M-26, and associated regulations, as amended;

(b) "Administration" means the administrative and operational arm of the Municipality, comprised of the various departments and business units and including all employees who operate under the leadership and supervision of the Chief Administrative Officer;

(c) "CAO" means the chief administrative officer of the Municipality, or their delegate, who as per the Municipal Government Act, is the only employee of council;

(d) "Councillor(s)" includes the chief elected official;

(e) "FOIP" means the Freedom of Information and Protection of Privacy Act, R.S.A. 2000, c. F-25, any associated regulations, and any amendments or successor legislation;

(f) "Investigator" means Council or the individual or body established by Council to investigate and report on complaints;

(g) ~~"Member(s)" means Councillors or elected officials; as well as public members appointed to Authorities, Boards, Commissions, Committees, and Task Forces.~~

(h) "Municipality" means the municipal corporation of the Town of Olds.

3. Purpose and Application

3.1. The purpose of this Bylaw is to establish standards for the ethical conduct of ~~Members~~ Councillors relating to their roles and obligations as representatives of the Municipality and a procedure for the investigation and enforcement of those standards.

4. Representing the Municipality

4.1. ~~Members~~ Councillors shall:

(a) act honestly and, in good faith, serve the welfare and interests of the Municipality as a whole;

(b) perform their functions and duties in a conscientious and diligent manner with integrity, accountability and transparency;

(c) conduct themselves in a professional manner with dignity and make every effort to participate diligently in the meetings of Council, committees of Council and other bodies to which they are appointed by Council; and

(d) arrange their private affairs and conduct themselves in a manner that promotes public confidence and will bear close public scrutiny.

5. Communicating on Behalf of the Municipality

5.1. A ~~Member~~ Councillor must not claim to speak on behalf of Council unless authorized to do so.

5.2. Unless Council directs otherwise, the Mayor is Council's official spokesperson and in the absence of the Mayor it is the Deputy Mayor. All inquiries from the media regarding the official Council position on an issue shall be referred to Council's official spokesperson.

5.3. A ~~Member~~ Councillor who is authorized to act as Council's official spokesperson must ensure that their comments accurately reflect the official position and will of Council as a whole, even if the ~~Member~~ Councillor personally disagrees with Council's position.

5.4. ~~Members~~ Councillors shall not make a statement when they know that statement is false.

5.5. ~~Members~~ Councillors shall not make a statement with the intent to mislead Council or members of the public.

6. Respecting the Decision-Making Process

6.1. The appropriate forum for healthy and fulsome debate and discussion of matters before Council is in a Council meeting.

6.2. All Elected Officials should be given a full opportunity to address issues before Council in a full, open and professional manner to encourage and promote healthy debate of issues.

6.3. Decision making authority lies with Council, and not with any individual ~~Member~~ Councillor. Council may only act by bylaw or resolution passed at a Council meeting held in public at which there is a quorum present. No ~~Member~~ Councillor shall, unless authorized by Council, attempt to bind the Municipality or give direction to employees in Administration, agents, contractors, consultants or other service providers or prospective vendors to the Municipality.

6.4. ~~Members~~ Councillors shall conduct and convey Council business and all their duties in an open and transparent manner other than for those matters which by law are authorized to be dealt with in a confidential manner in ~~an in-camera~~ a closed session, and in so doing, allow the public to view the process and rationale which was used to reach decisions and the reasons for taking certain actions.

6.5. ~~Members~~ Councillors shall accurately communicate the decisions of Council, even if they disagree with Council's decision, such that respect for the decision-making processes of Council is fostered.

6.6. While an individual Councillor may publicly state that he/she did not vote with the majority of Council on an issue, this type of statement must be made in a manner that respects Council, Council's decision and other elected officials.

7. Adherence to Policies, Procedures and Bylaws

7.1. ~~Members~~ Councillors shall uphold the law established by the Parliament of Canada and the Legislature of Alberta and the bylaws, policies and procedures adopted by Council.

7.2. ~~Members~~ Councillors shall respect the Municipality as an institution, its bylaws, policies and procedures and shall encourage public respect for the Municipality, its bylaws, policies and procedures.

7.3. A ~~Member~~ Councillor must not encourage disobedience of any bylaw, policy or procedure of the Municipality in responding to a member of the public, as this undermines public confidence in the Municipality and in the rule of law.

8. Respectful Interactions with Council Members, Staff, the Public and Others

8.1. ~~Members~~ Councillors shall act in a manner that demonstrates fairness, respect for individual differences and opinions, and an intention to work together for the common good and in furtherance of the public interest.

8.2. ~~Members~~ Councillors shall treat one another, employees of the Municipality and members of the public with courtesy, dignity and respect and without abuse, bullying or intimidation.

8.3. ~~No Member~~ Councillors shall not use indecent, abusive, or insulting words or expressions toward another ~~Member~~ Councillor, any employee of the Municipality or any member of the public.

8.4. ~~No Member shall speak in a manner that is discriminatory to any individual based on the person's race, religious beliefs, colour, gender, physical disability, mental disability, age,~~

~~ancestry, place of origin, marital status, source of income, family status or sexual orientation.~~

8.5. Councillors will treat all people in good faith and without bias and shall not discriminate against any person on the basis of:

(a) differences in personal opinions; or

(b) race, ancestry, place of origin, colour, ethnic origin, culture, citizenship, religion, creed, language, gender, sexual orientation, age, family status, disability or occupation.

8.6. ~~Members~~ Councillors shall respect the fact that employees in Administration work for the Municipality as a corporate body and are charged with making recommendations that reflect their professional expertise and a corporate perspective and that employees are required to do so without undue influence from any ~~Member~~ Councillor or group of ~~Members~~ Councillors.

8.7. ~~Members~~ Councillors must not:

(a) involve themselves in matters of Administration, which fall within the jurisdiction of the CAO;

(b) use, or attempt to use, their authority or influence for the purpose of intimidating, threatening, coercing, commanding or influencing any employee of the Municipality with the intent of interfering in the employee's duties; or

(c) maliciously or falsely injure the professional or ethical reputation, or the prospects or practice of employees of the Municipality.

9. Confidential Information

9.1. ~~Members~~ Councillors must keep in confidence matters discussed in private at a Council or Council committee meeting until the matter is discussed at a meeting held in public.

9.2. ~~Members shall refrain from disclosing or releasing any confidential information acquired by virtue of their office except when required by law or authorized by Council to do so.~~

9.3. ~~No Member shall use confidential information for personal benefit or for the benefit of any other individual organization.~~

9.4. (moved from 9.5) Confidential information includes information in the possession of, or received in confidence by, the Municipality that the Municipality is prohibited from disclosing pursuant to legislation, court order or by contract, or is required to refuse to disclose under FOIP or any other legislation, or any other information that pertains to the business of the Municipality, and is generally considered to be of a confidential nature, including but not limited to information concerning:

(a) the security of the property of the Municipality;

(b) a proposed or pending acquisition or disposition of land or other property;

(c) a tender that has or will be issued but has not been awarded;

(d) contract negotiations;

(e) employment and labour relations;

(f) draft documents and legal instruments, including reports, policies, bylaws and resolutions, that have not been the subject matter of deliberation in a meeting open

to the public;

(g) law enforcement matters;

(h) litigation or potential litigation, including matters before administrative tribunals; and

(i) advice that is subject to solicitor-client privilege.

9.5. ~~[Alternative provision to section 9.2 and 9.3 above]:~~ Was 9.4
In the course of their duties, ~~Members~~ Councillors may also become privy to confidential information received outside of ~~an "in-camera"~~ a "closed" session ~~meeting~~. ~~Members~~ Councillors must not:

(a) disclose or release by any means to any member of the public, including the media, any confidential information acquired by virtue of their office, unless the disclosure is required by law or authorized by Council to do so;

(b) access or attempt to gain access to confidential information in the custody or control of the Municipality unless it is necessary for the performance of the ~~Member's~~ Councillors duties and is not otherwise prohibited by Council, and only then if the information is acquired through appropriate channels in accordance with applicable Council bylaws and policies;

(c) use confidential information for personal benefit or for the benefit of any other individual or organization.

10. Conflicts of Interest

10.1. ~~Members~~ Councillors have a statutory duty to comply with the pecuniary interest provisions set out in Part 5, Division 6 of the Act and a corresponding duty to vote unless required or permitted to abstain under the Act or another enactment.

10.2. ~~Members~~ Councillors are to be free from undue influence and not act or appear to act in order to gain financial or other benefits for themselves, family, friends or associates, business or otherwise.

10.3. ~~Members~~ Councillors shall approach decision-making with an open mind that is capable of persuasion.

10.4. It is the individual responsibility of each ~~Member~~ Councillor to seek independent legal advice, at the ~~Member's~~ Councillors sole expense, with respect to any situation that may result in a pecuniary or other conflict of interest.

11. Improper Use of Influence

11.1. ~~Members~~ Councillors shall not unduly use the influence of the ~~Member's~~ Councillors office for any purpose other than for the exercise of the ~~Member's~~ Councillors official duties.

11.2. ~~[Optional additional provision:]~~
~~No Member~~ Councillors shall not act as a paid agent to advocate on behalf of any individual, organization or corporate entity before Council or a committee of Council or any other body established by Council.

11.3. ~~[Optional additional provision:]~~
~~Members~~ Councillors shall not contact or otherwise attempt to influence members of any adjudicative body regarding any matter before it relating to the Municipality.

11.4. ~~[Optional additional provision:]~~
~~Members~~ Councillors shall refrain from using their positions to obtain employment with the Municipality for themselves, family members or close associates. ~~Members~~ Councillors are ineligible to apply or be considered for any position with the Municipality while they hold their elected position and for one year after leaving office.

12. Use of Municipal Assets and Services

12.1. ~~Members shall use municipal property, equipment, services, supplies and staff resources only for the performance of their duties as a Member.~~

12.2. ~~[Alternative Provision:]~~
~~Members~~ Councillors shall use municipal property, equipment, services, supplies and staff resources only for the performance of their duties as a ~~Member~~ Councillor, subject to the following limited exceptions:

(a) municipal property, equipment, service, supplies and staff resources that are available to the general public may be used by a ~~Member~~ Councillor for personal use upon the same terms and conditions as members of the general public, including booking and payment of any applicable fees or charges;

(b) electronic communication devices, including but not limited to desktop computers, laptops, tablets and smartphones, which are supplied by the Municipality to a ~~Member~~ Councillor, may be used by the ~~Member~~ Councillor for personal use, provided that the use is not for personal gain, offensive or inappropriate.

12.3. ~~No Member~~ Councillors shall not use any facilities, equipment, supplies, services, municipal logo or other resources of the Municipality for any election campaign or campaign-related activity.

13. Orientation and Other Training Attendance

13.1. ~~Every Member must attend the orientation training offered by the Municipality within 90 days after the Member takes the oath of office.~~

13.2. ~~Unless excused by Council, every Member must attend any other training organized at the direction of Council for the benefit of Members throughout the Council term.~~

~~[Alternate Provision]~~

13.3. Every ~~Member~~ Councillor must attend the orientation training offered by the Municipality within 90 days after the ~~Member~~ Councillor takes the oath of office. ~~Attendance at additional training sessions throughout the Council term is discretionary.~~

~~[Alternate Provision]~~

13.4. ~~Every Member must attend all orientation and other training organized at the direction of Council for the benefit of Members throughout the Council term.~~
Should an Authority, Board or Commission require orientation training, appointed Councillors attendance is mandatory ~~attendance Training related to Member Councillor appointments to Authorities, Boards and Commissions is mandatory~~. Attendance at additional training sessions throughout the Council term is discretionary.

13.5. ~~Members~~ Councillors are stewards of public resources and shall avoid waste, abuse

and extravagance in the use of public resources.

13.6. ~~Members~~ Councillors shall be transparent and accountable with respect to all expenditures and strictly comply with all municipal bylaws, policies and procedures regarding claims for remuneration and expenses.

13.7. ~~Members~~ Councillors shall not accept gifts, hospitality or other benefits that would, to a reasonable member of the public, appear to be in gratitude for influence, to induce influence, or otherwise to go beyond the necessary and appropriate public functions involved.

13.8. ~~Members~~ Councillors may accept hospitality, gifts or benefits that normally accompany the responsibilities of office and are received as an incident of protocol or social obligation, provided that the value of the hospitality, gift or benefit does not exceed ~~$100.00. $250.00~~ $500.00. In the event that the value of the hospitality, gift or benefit exceeds ~~$250.00~~ $500.00, it must be reported to Council prior to attendance at a regular Council meeting.

13.9. Gifts received by a ~~Member~~ Councillor on behalf of the Municipality as a matter of official protocol which have significance or historical value for the Municipality shall be left with the Municipality when the ~~Member~~ Councillor ceases to hold office.

~~14. Informal Complaint Process~~

~~14.1. Any person [or] Any Member who has identified or witnessed conduct by a Member that the person [or] Member reasonably believes, in good faith, is in contravention of this Bylaw may address the prohibited conduct by:~~

~~(a) advising the Member that the conduct violates this Bylaw and encouraging the Member to stop;~~
~~(b) requesting the Mayor to assist in informal discussion of the alleged complaint with the Member in an attempt to resolve the issue. In the event that the Mayor is the subject of, or is implicated in a complaint, the person may request the assistance of the Deputy Mayor.~~

~~14.2. Individuals are encouraged to pursue this informal complaint procedure as the first means of remedying conduct that they believe violates this Bylaw. However, an individual is not required to complete this informal complaint procedure prior to pursuing the formal complaint procedure outlined below.~~

15. ~~Formal~~ Complaint Process

15.1. Any person or any ~~Member~~ Councillor who has identified or witnessed conduct by a ~~Member~~ Councillor that the person or ~~Member~~ Councillor reasonably believes, in good faith, is in contravention of this Bylaw may file a formal complaint in accordance with the following procedure:

(a) All complaints shall be made in writing (Appendix A: Code of Conduct Breach Submission Form) and shall be dated and signed by an identifiable individual;
(b) All complaints shall be addressed to the ~~Investigator~~ Mayor or Deputy Mayor (if the complaint is against the Mayor);
(c) The complaint must set out reasonable and probable grounds for the allegation that the ~~Member~~ Councillor has contravened this Bylaw, including a detailed description of the facts, as they are known, giving rise to the allegation;

(d) If the facts, as reported, include the name of one or more ~~Members~~ Councillors who are alleged to be responsible for the breach of this Bylaw, the ~~Member or Members~~ Councillor or Councillors concerned shall receive a copy of the complaint submitted to the ~~Investigator~~ Mayor or Deputy Mayor;

(e) Upon receipt of a complaint under this Bylaw, the ~~Investigator~~ Mayor or Deputy Mayor shall review the complaint and decide whether to proceed to investigate the complaint or not. All proceedings regarding the investigation shall be confidential. A meeting with the Mayor or Deputy Mayor, ~~Member~~ Councillor and complainant may occur. If the ~~Investigator~~ Mayor or Deputy Mayor is of the opinion that a complaint is frivolous or vexatious or is not made in good faith, or that there are no grounds or insufficient grounds for conducting an investigation, the Investigator may choose not to investigate or, if already commenced, may terminate any investigation, or may dispose of the complaint in a summary manner. In that event, the complainant and Council, ~~if Council is not the Investigator,~~ shall be notified of the ~~Investigator's~~ Mayor or Deputy Mayor's decision;

(f) If either the Councillor or complainant do not agree with the findings of the Mayor or Deputy Mayor, both the ~~Member~~ Councillor and the complainant have the ability to request that their file be elevated to the Investigator.

(g) If the ~~Investigator~~ Mayor or Deputy Mayor decide~~s~~ to investigate the complaint, the investigation shall move to the role of an Investigator. The ~~Investigator~~ Mayor or Deputy Mayor shall take such steps as it may consider appropriate, which may include seeking legal advice. All proceedings of the Investigator regarding the investigation shall be confidential;

(h) ~~If the Investigator is not Council~~, The Investigator shall, upon conclusion of the investigation, provide the Council and the ~~Member~~ Councillor who is the subject of the complaint, the results of the Investigator's investigation;

(i) A ~~Member~~ Councillor who is the subject of an investigation shall be afforded procedural fairness, including an opportunity to respond to the allegations before Council deliberates and makes any decision or any sanction is imposed;

(j) A ~~Member~~ Councillor who is the subject of an investigation is entitled to be represented by legal counsel, at the ~~Member's~~ Councillors sole expense.

(k) In instances reporting the misconduct to the appropriate authority if potentially criminal or against Human Rights.

16. Compliance and Enforcement

16.1. ~~Members~~ Councillors shall uphold the letter and the spirit and intent of this Bylaw.

16.2. ~~Members~~ Councillors are expected to co-operate in every way possible in securing compliance with the application and enforcement of this Bylaw.

16.3. ~~Members~~ Councillors shall not:

(a) undertake any act of reprisal or threaten reprisal against a complainant or any other person for providing relevant information to Council or to any other person;

(b) obstruct Council, or any other person, in carrying out the objectives or requirements of this Bylaw.

16.4. Sanctions that may be imposed on a ~~Member~~ Councillor, by Council, upon a finding that the ~~Member~~ Councillor has breached this Bylaw may include:

- a letter of reprimand addressed to the ~~Member~~ Councillor, from the Mayor or Deputy Mayor;

- requesting the ~~Member~~ Councillor to issue a letter of apology;
- verbal apology with all parties in the Mayor's Office;
- public apology during a regular Council meeting;
- requiring additional sensitivity training;
- suspension of attendance at conferences, conventions, and special events;
- ~~publication of a letter of reprimand or request for apology and the Member's response;~~
- suspension or removal of the appointment of a ~~Member~~ Councillor as the chief elected official under section 150(2) of the Act;
- suspension or removal of the appointment of a ~~Member~~ Councillor as the deputy chief elected official or acting chief elected official under section 152 of the Act;
- suspension or removal of the chief elected official's presiding duties under section 154 of the Act;
- suspension or removal from some or all Council committees and bodies to which council has the right to appoint ~~Members~~ Councillors, followed by subsequent notification to those Authorities, Boards and Commissions;
- reduction or suspension of remuneration as defined in section 275.1 of the Act corresponding to a reduction in duties, excluding allowances for attendance at council meetings;
- reporting the misconduct to Municipal Affairs;
- any other sanction Council deems reasonable and appropriate in the circumstances provided that the sanction does not prevent a ~~Member~~ Councillor from fulfilling the legislated duties of a councillor and the sanction is not contrary to the Act;
- any retaliation against the complainant will not be tolerated and will be treated as a serious breach of the Bylaw.

16.4.1 The length of the aforementioned suspensions will be determined by the majority of council shall be based on the number of times a ~~Member~~ Councillor has been considered in breach of this Bylaw as follows:

(a) First Breach: One (1) to three (3) month suspension
(b) Second Breach: Three (3) to six (6) month suspension
(c) Third Breach: Six (6) months plus suspension

17. Review

17.1. This Bylaw shall be brought forward for review at the beginning of each term of Council, when relevant legislation is amended, and at any other time that Council considers appropriate to ensure that it remains current and continues to accurately reflect the standards of ethical conduct expected of ~~Members~~ Councillors.

READ a First time this_____day of_____2018.

READ a Second time this_____day of_____2018.

READ a Third time this_____day of_____2018.

Received Unanimous Consent for presentation of third reading this _____, 2018

SIGNED AND PASSED this_____day of_____2018.

_____	_____
Michael Muzychka, Mayor	Michael Merritt, Chief Administrative Officer

SIGNED by the Chief Elected Official and the Chief Administrative Officer this day of , 2018.

Appendix A: Code of Conduct Breach Submission Form

Code of Conduct Breach Submission Form

Town of Olds

4512 - 46 Street
Olds AB T4H 1R5
Main: 403.556.6981
Fax: 403.507.4856

INFORMATION	
Name	Phone
Mailing Address	Postal Code
Email	

REASON/S FOR SUBMISSION

Section14 of the *Code of Conduct Bylaw 2018-01* requires a written complaint be submitted.

(Attach a separate sheet if necessary)

DECLARATION

I, hereby submit this form and declare that all information provided by me is, to the best of my knowledge, true and accurate in all respects.

Signature _____ Date _____

OFFICE USE ONLY Date Received _____

The personal information on this form is collected under the Freedom of Information and Protection of Privacy Act and will be used in order to process this form. Please forward questions or concerns to the FOIPP Coordinator at 4512 - 46 Street, Olds, AB T4H 1R5. Phone 403-556-6981, Fax 403-556-6537, or email FOIP@olds.ca

Town of Olds

Code of Conduct Ad Hoc Committee

March 26, 2018

Purpose
The Code of Conduct Ad Hoc Committee was formed to review the newly mandated Code of Conduct Bylaw requirement as a result of the revised Municipal Government Act (October 2017).

Membership
Moved by Councillor Harper, "that Councillors Blatz, Bennett and Ryan, be appointed to form an Ad Hoc Committee in order to work with administration on the draft Council Code of Conduct Bylaw 2018-01 and affiliated policies." Motion Carried 18-108

The Mayor may also attend as ex-officio.

Member Responsibilities
The Ad Hoc Committee is responsible for reviewing the draft Code of Conduct Bylaw, complete any revisions, develop a complaint process and submit to Council for final approval prior to the mandated deadline of July 23, 2018.

The Ad Hoc Committee will also determine Council policies associated with this new Bylaw that also require revision and will be tasked with completing this review process.

Frequency of Meetings
Meetings will be called at the will of the committee on an as needed basis. However, the Code of Conduct Bylaw must be in place by the July 9th Regular Council meeting to fulfill the Municipal Government Act requirements.

Authority
The Ad Hoc Committee has been formed under the auspices of Council Policy 107C: Council Member Appointment and Conduct.

Ad Hoc or Task Force, means a committee with a specific task or objective, and dissolved after the completion of the task or achievement of the objective.

Term
The term for this Committee regarding the Code of Conduct Bylaw, will be considered complete by July 23, 2018.

The term for this Committee regarding affiliated policies will be considered complete _____.

Receiving Body
The Ad Hoc Committee will prepare final recommendations to Council.

Resource and Budget
The Ad Hoc Committee will supported by members of administration to ensure legislative requirements are fulfilled.

This Committee does not require a budget.

Implementation Schedule:

Activity	Sub-activity	Objective	Resources	Lead	Timeline
What is happening?		*What is the step intended to accomplish?*	*What financial, physical, staff or IT resources are involved?*	*Who is leading this activity?*	*What are the anticipated start and end dates?*
Creation of Ad Hoc Committee				Council	March 26
Creation of Terms of Reference		Developed as a guiding post for the Ad Hoc Committee for the review.	Legislative Clerk and the Coordinator of Strategic Affairs	Administration will lead the meeting.	May 3
Review of draft Code of Conduct Bylaw		Members of Council complete the review.	Legislative Clerk and the Coordinator of Strategic Affairs	Administration will lead the process, Council will lead in the revisions.	May 3
Outline step by step process for complaints	This Bylaw is for Council, developed by Council and will be enforced by Council.	To provide a step by step process for council to enforce breaches of the Code of Conduct	Legislative Clerk and the Coordinator of Strategic Affairs	Administration will lead the process, Council will lead in the development of the complaint process	May 16
Determine next steps in reviewing affiliated policies	Identify which policies require review.	Complete revision of policies that relate to the Code of Conduct.	Legislative Clerk and the Coordinator of Strategic Affairs	Administration will lead the process, Council will lead in the revisions.	May 16
Final review of draft bylaw Begin policy review					May 29
Draft Bylaw presentation at P&P		Approval to bring back draft Bylaw for final acceptance at a regular council meeting.	Legislative Clerk and the Coordinator of Strategic Affairs		June 18
Approved Code of Conduct Bylaw		An approved Code of Conduct Bylaw prior to the July 23rd deadline as per the MGA.	Legislative Clerk and the Coordinator of Strategic Affairs	Council	July 9

Town of Olds

POLICIES AND PRIORITIES COMMITTEE REPORT

Date: March 19, 2018

From: Kelly Lloyd, Coordinator of Strategic Affairs

SUBJECT: Council Code of Conduct Bylaw 2018-01

BACKGROUND:

In 2016, when the Government of Alberta sought feedback on the current *Municipal Government Act,* it received submissions about councillor conduct. These included submissions that Codes needed to be updated and enforced; that disciplinary sanctions, systems and tools to discourage inappropriate conduct needed to be considered in order to hold councillors accountable; and, that municipalities should have the power to determine the accountability of their councillors through the creation and enforcement of a Code. Submissions were also made about mechanisms to remove councillors and disallowing disqualified councillors from seeking re-election. The result of these consultations led to the provisions in Bill 20, *Municipal Government Amendment Act, 2015*.a.

Council may choose to adopt some or all the sanctions listed in the Regulation. Arguably, Council may also choose to adopt other sanctions more directly related to addressing the breach of the Code, such as limiting council related travel and/or expenses, requiring the return of certain municipal property, limiting access to certain municipal facilities or restricting how documents are provided to the councillor. If Council decides to adopt any of these sanctions, it is important to remember that any sanctions that are imposed cannot have the effect of preventing a councillor from carrying out his or her legislated responsibilities under the Municipal Government Act. Additionally, Council does not have the authority to remove a councillor from office; only a Court or the Minister of Municipal Affairs can do so.

Although the recent amendments to the *Municipal Government Act* have made Codes mandatory, the provisions still respect the autonomy of Councils to govern themselves. Council, as a whole, is expected to enforce its Code. It is not appropriate for a member of Administration, such as the CAO, to enforce the Code or impose sanctions against a councillor.

The following has been taken from the Code of Conduct Regulations. These items are **mandatory** sections for inclusion into the newly required bylaw.

Code of Conduct contents

- Representing the municipality
- Communicating on behalf of the municipality
- Respecting the decision making process

- Adherence to policies, procedures and bylaws
- Respectful interactions with councillors, staff, the public and others
- Confidential information
- Conflicts of interest
- Improper use of influence
- Use of municipal assets and services
- Orientation and other training attendance

Complaints
This is a list of sanctions that councils may consider; however, does not preclude councils from using other types of sanctions.
(a) who may make a complaint alleging a breach of the code of conduct,
(b) the method by which a complaint may be made,
(c) the process to be used to determine the validity of a complaint, and
(d) the process to be used to determine how sanctions are imposed if a complaint is determined to be valid.

Sanctions for breaching code of conduct
If a councillor has failed to adhere to the code of conduct, sanctions may be imposed including any of the following:
(a) a letter of reprimand addressed to the councillor;
(b) requesting the councillor to issue a letter of apology;
(c) publication of a letter of reprimand or request for apology and the councillor's response;
(d) a requirement to attend training;
(e) suspension or removal of the appointment of a councillor as the chief elected official under section 150(2) of the Act;
(f) suspension or removal of the appointment of a councillor as the deputy chief elected official or acting chief elected official under section 152 of the Act;
(g) suspension or removal of the chief elected official's presiding duties under section 154 of the Act;
(h) suspension or removal from some or all council committees and bodies to which council has the right to appoint members;
(i) reduction or suspension of remuneration as defined in section 275.1 of the Act corresponding to a reduction in duties, excluding allowances for attendance at council meetings.

Requirement to fulfill duties
A code of conduct or any sanctions imposed under a code of conduct must not prevent a councillor from fulfilling the legislated duties of a councillor.

Review of code of conduct
Each council must review and update its code of conduct and any related bylaws that have been incorporated by reference into the code of conduct in accordance with section 3, every 4 years starting from the date when the code of conduct is passed.

Establishment of bylaw
Municipalities must establish a code of conduct bylaw by July 23, 2018 (270 days or 9 months) from the date it came into force.

ATTACHMENTS:
- Council Code of Conduct Bylaw 2018-01

Town of Olds

POLICIES AND PRIORITIES COMMITTEE REPORT

Date: **June 18, 2018**

From: Scott Chant; Director of Operations
Carey Keleman; Development Officer II

5B

Subject: **Land Use Bylaw Amendments to Enable Legalized Cannabis Businesses in Olds**

BACKGROUND:

With the anticipated legalization of cannabis by the Government of Canada and the cannabis framework set by the Government of Alberta, the Town of Olds must address and prepare for the upcoming legislation of non-medicinal cannabis. When the Federal and Provincial governments legalize the growing, distribution, sale and use of non-medicinal cannabis, municipalities individually must amend their land use bylaws to enable cannabis businesses in their communities.

The Federal and Provincial Governments share responsibility for overseeing the system for legalized cannabis. The Federal Government is responsible for the regulations around manufacturing and production of cannabis. The Province is responsible for regulations for the licensing, distribution and sale of cannabis.

The Government of Canada introduced *Bill C-45: Cannabis Act* in 2017. The bill is legislation that would legalize access to cannabis nationwide. It outlines a legal framework for controlling the production, distribution, sale and possession of cannabis across Canada. Bill C-45 also clarifies what aspects of the regulations are the responsibility of provincial governments. Bill C-45 was introduced in the Senate and given first reading on November 28, 2017. It was passed in the House of Commons on November 27, 2017. It passed a second reading in the Senate of Canada on March 22, 2018 and a third reading on June 7, 2018. Bill C-45 now returns to the House of Commons where Members of Parliament will review amendments that were made in the Senate. Once the House has approved, rejected or modified the changes, the Bill will go back to Senate for another vote. Cannabis will not be legal in Canada until the House of Commons approves it and the Bill has been given royal assent.

In November 2017, the Government of Alberta introduced *Bill 26: An Act to Control and Regulate Cannabis* to further control and regulate cannabis based on the Federal Government's framework. In February of 2018, the Government of Alberta announced the regulations for cannabis retail sales. These regulations govern how cannabis retailers will operate, with Alberta Gaming, Liquor & Cannabis Commission (AGLC) carrying out the licensing, oversight and compliance functions.

AGLC began accepting applications for cannabis retailers on March 6, 2018. This allows AGLC time to do the initial screening process. No licenses are being issued until the proposed Acts come into force. Municipal approval was not required to submit an application to AGLC for eligibility, but the requirement for municipal approval through a development permit is required prior to the issuance of the provincial license.

DISCUSSION

Do we have to have legalized cannabis related businesses in our Town?

Section 28 of the Provincial *Act to Control and Regulate Cannabis* amends Section 640 of the *Municipal Government Act.* The new subsection (7) states:

*A land use bylaw **must** be consistent with the applicable requirements of the regulations under the Gaming, Liquor and Cannabis Act respecting the location of premises described in a cannabis license and distances between those premises and other premises.*

As per the Province of Alberta's *Interpretation Act*, 'must' shall be construed as imperative. The mandatory language, using the word 'must' means that a municipality cannot 'ban' cannabis related businesses. So the short answer to the question is '**yes**' - once recreational cannabis has become legal in Canada.

The land use bylaw cannot be used to create an outright ban on federally and provincially lawful activities. Cannabis uses can be regulated and controlled to address valid planning concerns and considerations, such as the possible negative impacts on adjacent properties. This can involve consideration of the economic and social implications of a potential land use or development and can result in a limitation on the number and locations of those uses. The land use bylaw cannot address moral issues or matters of personal belief that one may have about a particular use or activity.

Should cannabis related businesses be listed as a Permitted Use or Discretionary Use?

A *permitted use* means that if a proposed development complies with all applicable regulations of the Land Use Bylaw, the Development Authority must approve it. Notification prior to a decision of the Development Authority is not sent to adjacent landowners. The decision of the Development Authority is advertised in the local newspaper. Appeal of the decision is narrow and limited to matters of law or interpretation of the Land Use Bylaw. Applications for *permitted uses* are typically decided by the Development Officer.

A *discretionary use* means that even if a proposed development complies with all applicable regulations of the Land Use Bylaw, the Development Authority (in this case the Municipal Planning Commission) has the option to approve it or refuse it. The Development Authority can take into account the local setting and potential impacts, and a broader range of planning considerations in making their decision. It is common practice for the Town of Olds that a notification, prior to a decision of the Development Authority, is sent to adjacent landowners. If the Development Authority chooses to approve the development they may attach a broad range of conditions to address any planning issues and concerns. The decision of the Development Authority is advertised in the local newspaper. Appeal of the decision is open to any valid planning consideration.

It should be noted that there are pros and cons to each approach. The case for making cannabis businesses a *permitted use* could include:

- Cannabis retail sales are expected to have similar land use impacts as alcohol sales or convenience retail which are typically permitted uses in commercial districts
- The separation distances and removal of variance power for the separation distance limits the possible locations
- Provincial and Federal regulations regarding advertising, product display, and security requirements will limit potential negative impacts on adjacent property
- Treating cannabis retail sales as a discretionary use may result in appeals due to the nature of the new industry
- More certainty for applicants and general public about where cannabis stores are allowed

The case for making it a discretionary use could include:

- Despite meeting all requirements set out in the Land Use Bylaw, not all proposed locations may

be considered acceptable if there are unique circumstances for a particular site.
- The ability to scrutinize a particular location may make the new use more palatable to the general public.
- More ability to attach conditions on the development permit approval in response to issues and concerns.

Do we have to allow cannabis retail stores be open until 2:00 am?

The Provincial regulation permits the cannabis stores to be open between the hours of 10:00 am and 2:00 am. However, as per Section 121(2) of the Provincial Gaming, Liquor and Cannabis Regulations, AR 13/2018, the municipality has the right to limit the hours further. This would need to be noted as a requirement in the land use bylaw.

Will cannabis stores emit an odour of cannabis?

The Provincial Gaming, Liquor and Cannabis Regulations, AR 13/2018 require that cannabis product for sale be in 'sealed packaging'.

Do we have to impose the separation distances set out by the Province?

Current AGLC regulations state the following:

*A cannabis licence will not be issued if the premise is located within **100 metres** of:*

1. *a **provincial health care facility**, or a boundary of the parcel of land on which the facility is located, or*
2. *a building containing a **school** or a boundary of the parcel of land which the facility is located, or*
3. *a boundary of a parcel of land that is designated as a **school reserve** or **municipal and school reserve** under the Municipal Government Act.*

These separation distances set by the AGLC are intended to be Province wide but allow for variation from municipality to municipality. As per Section 105(5) of the Provincial Gaming, Liquor and Cannabis Regulations, AR 13/2018, the municipality has the right to increase and decrease the separation distances, and possibly impose additional ones. Each Municipality may define a separation distance as is appropriate to their circumstances and how it is to be applied. See attached Comparison of Separation Distances document demonstrating what some other municipalities are proposing. However, it should be noted that excessive separation distances that severely limit the number of potential locations could be legally challenged and viewed as punitive or an attempt to ban a legal activity.

PROPOSAL

Administration proposes new rules to regulate these uses in the Town of Olds. This is being presented as amendments to Land Use Bylaw 01-23. Administration is proposing two amending bylaws for Council's consideration. The first bylaw adds the definitions and regulations which include the separation distances. The second lists the new uses in the appropriate districts. Administration recommends the first bylaw (2018-24) be given three readings, while the second bylaw (2018-25) be given only first reading, a public hearing and second reading. This approach gives businesses an understanding of how and where cannabis retail sales and cannabis production and distribution facilities can eventually be located once Bill C-45 and the land use bylaw amending bylaws have been passed. Once Bill C-45 is passed, Council could then give the second bylaw (2018-25) the third and final reading, noting in the bylaw, an effective date to coincide with the effective date of Bill C-45.

Part 1: Land Use Bylaw Amending Bylaw 2018-24

Administration proposes Bylaw 2018-24 which will propose the following:

1. Definitions to be added to the Land Use Bylaw will include (but not limited to) the following:

   - **"cannabis"** means cannabis plant, fresh cannabis, dried cannabis, cannabis oil and cannabis plant seeds and any other substance defined as cannabis in the Cannabis Act (Canada) and its regulations, as amended from time to time, and includes edible products that contain cannabis.

   - **"cannabis accessory"** means a thing, including but not limited to, rolling paper or wraps, holders, pipes, water pipes, bongs and vaporizers, or any other thing described in the Cannabis Act (Canada) that is used in the consumption or production of cannabis.

   - **"cannabis License"** means a license under the Province of Alberta statute, An Act of Control and Regulate Cannabis, that authorizes to purchase, sale, transport, possession, storage or use of cannabis.

   - **"cannabis lounges"** means an establishment where the primary purpose of the facility is the sale of cannabis and cannabis accessories to the public, for consumption of cannabis within the premises that is authorized by provincial or federal legislation. This use does not include "Cannabis Production and Distribution."

   - **"cannabis production and distribution"** means an establishment used principally for one or more of the following activities as it relates to "Cannabis";
     (a) The production, cultivation, and growth of cannabis;
     (b) The processing of raw materials;
     (c) The making, testing, manufacturing, assembling or in any way altering the chemical or physical properties of semi-finished or finished goods and products;
     (d) The storage or transshipping of materials, goods and products; or
     (e) The distribution and sale of materials, goods and products to "Cannabis Retail Sales" stores or to individual customers.

   - "**cannabis retail sales**" means a retail store licensed by the Province of Alberta (a cannabis license) where cannabis and cannabis accessories are sold to individuals who attend at the premises. This Use does not include Cannabis Production and Distribution.

   A 'cannabis lounge' definition has been created and proposed so that it is clearly not contemplated as part of the 'cannabis retail sales' use. This use is defined but, until Federal and Provincial legislation has been created that allows this activity, the 'cannabis lounge' use should not be assigned to any land use district. This means a development permit application for a cannabis lounge will not be approved.

   Some other definitions are proposed to be changed in order to make it clear that they cannot involve any aspect of cannabis retail sales or cannabis production and distribution. The definitions of 'indoor merchandise sales' and 'home occupation' are examples of this.

   Additional definitions are proposed to be added to make sure the regulations can be properly and consistently interpreted. Examples of these definitions include 'municipal reserve' and 'school reserve'.

2. Rules and regulations for cannabis retail sales operations. Administration is proposing separation distances that are consistent with the regulations of the Government of Alberta's *Gaming, Liquor and Cannabis Act* – a 100 metre buffer zone between cannabis retail stores and Provincial health facilities, schools and municipal and/or school reserves. See other regulations proposed in the draft Bylaw.

Part 2: Land Use Bylaw Amending Bylaw 2018-25

Administration also proposes Bylaw 2018-25 which will list the new uses of 'cannabis retail sales' and 'cannabis production and distribution' in the appropriate land use district. Administration proposes that the following uses be listed as discretionary in the following land use districts:

Cannabis Retail Sales

Central Commercial (C1)
Highway Commercial (CH)
Highway Commercial (CHA)
Shopping Centre Commercial (CSC)
Industrial Business (IB)

Cannabis Production and Distribution

Light Industrial (I1)
Heavy Industrial (I2)

For reference, the following are the purpose statements for the listed land use districts:

- Central Commercial (C1) – General purpose is to provide an area for intensive commercial use, offering a wide variety of goods and services, and other uses, herein listed, which are compatible with the area, which will create an attractive environment for pedestrians, but which will be accessible to motor vehicles.

- Highway Commercial (CH) – General purpose is to provide an area for commercial uses and other uses, herein listed, which are compatible with the area, adjacent to a major thoroughfare, which requires large open areas for parking by clientele, for display of merchandise, or both, which will create an attractive environment, primarily accessible to motor vehicles.

- Highway Commercial (CHA) - General purpose is to provide an area for commercial uses and other uses, herein listed, which are compatible with the area, adjacent to a major thoroughfare, which will create an attractive environment, primarily accessible to motor vehicles. This District is located adjacent to residential uses and, as such, any external, objectionable or dangerous conditions beyond the parcel boundary shall be minimized so as to reduce impacts to neighbouring parcels.

- Shopping Centre Commercial (CSC) – General purpose is to provide for the development of large district shopping centres adjacent to a major thoroughfare and intended to service both the Town and the surrounding area. Shopping centres shall be comprehensively designed and utilize shared parking and access as well as a high standard of landscaping and appearance.

- Industrial Business (IB) - General Purpose is to provide an area for industrial business uses, herein listed, which are compatible to the area, which are located in an attractive environment; to accommodate uses which do not cause any external, objectionable or dangerous conditions beyond the parcel boundary. This District is intended to serve as a buffer between industrial and residential or other non-industrial uses.

- Light Industrial (I1) – General purpose is to provide an area for light industrial uses, and other uses, herein listed, which are compatible to the area which are located in an attractive environment; to accommodate uses which do not cause any external, objectionable or dangerous conditions beyond the parcel boundary.

- Heavy Industrial (I2) - General Purpose is to provide an area for heavy industrial uses, and other uses, herein listed, which are compatible with the area with heavy industry permitted in approved locations at the discretion of the development authority.

The complete draft bylaws are attached.

PUBLIC ENGAGEMENT

As per the Town of Olds Engagement Policy 117C, should Council wish to initiate a public engagement strategy to involve community stakeholders to provide input and advice to support Council's decision making regarding cannabis related businesses, Community Services is prepared to lead the process.

Proposed Timeline

June 18, 2018 – Policies & Priorities Committee

June 25, 2018 Council Meeting – Present Bylaws 2018-24 and 2018-25 to Council for first reading consideration.

June 26 – August 31, 2018 – Public Engagement (Strategy TBD)
- Public Hearing Advertising and Referral of Draft Bylaws

September 10, 2018 Council Meeting
- Bylaws 2018-24 and 2018-25 Public Hearing.
- Bylaw 2018-24 – Second and Third Reading
- Bylaw 2018-25 – Second Reading

Date TBA, 2018 Council Meeting – Bylaw 2018-25 –Third Reading
(depending on Federal legalization date)

Recommendation: **That Council direct administration to proceed with presenting Bylaws 2018-24 and 2018-25 for consideration for first reading at the regular Council meeting scheduled for June 25, 2018.**

Attachments: Draft Bylaw 2018-24
Draft Bylaw 2018-25
Land Use District Map
Comparison of Separation Distances

TOWN OF OLDS
BYLAW NO. 2018-24

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 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,

AND WHEREAS the requirements of the *Municipal Government Act* RSA 2000, Chapter M-26 regarding the advertising of this Bylaw and public hearing have been complied with;

NOW THEREFORE THE MUNICIPAL CORPORATION OF THE TOWN OF OLDS IN COUNCIL DULY ASSEMBLED, ENACTS THE FOLLOWING:

1. This Bylaw may be cited as the Land Use Amending Bylaw 2018-24.

2. Bylaw No. 01-23, being the Town of Olds Land Use Bylaw, is hereby amended as follows:

   a) In Part One Section 1.3 Definitions by deleting the following definitions:

   "greenhouse, commercial" means a building for the growing of flowers, plants, shrubs, trees, and similar vegetation which are sold directly from the parcel at retail or wholesale and may include the accessory sale of related supplies.

   "greenhouse, wholesale" means a building for the growing of flowers, plants, shrubs, trees and similar vegetation, except for marijuana grown for medical purposes, which are sold from the parcel at wholesale and does not include the accessory sale of related goods.

   "home occupation' means any occupation, trade, profession, or craft carried on by an occupant of a residential building as a use secondary to the residential use of the building.

   "indoor merchandise sales" means the indoor sale and display of merchandise, including indoor storage of merchandise in quantities limited to the needs of the outlet. This includes but is not limited to grocery stores, retail stores, department stores, furniture stores, home improvement stores and liquor stores.

   "school" means facility where the curriculum from kindergarten to grade 12 is taught pursuant to the School Act and that may provide other educational programs pursuant to the School Act.

   b) In Part One Section 1.3 Definitions by adding the following definitions:

   "building envelope" means the outer perimeter of the building in which an existing business is located and includes space rented, leased, subleased, sold or otherwise provided to others in the same building.

   "**cannabis**" means cannabis plant, fresh cannabis, dried cannabis, cannabis oil and cannabis plant seeds and any other substance defined as cannabis in the *Cannabis Act* (Canada) and its regulations, as amended from time to time and includes edible products than contain cannabis.

   "cannabis accessory" means a thing, including but not limited to, rolling paper or wraps, holders, pipes, water pipes, bongs and vaporizers, or any other thing described in the Cannabis Act (Canada) that is used in the consumption or production of cannabis.

"**cannabis license"** means a license under the Province of Alberta statute, *An Act of Control and Regulate Cannabis,* that authorizes to purchase, sale, transport, possession, storage or use of cannabis.

"cannabis lounge" means an establishment where the primary purpose of the facility is the sale of cannabis and cannabis accessories to the public, for consumption of cannabis within the premises that is authorized by provincial or federal legislation. This use does not include *"cannabis production and distribution."*

"cannabis plant" means a plant that belongs to the genus *cannabis*. (*plante de cannabis*)

"**cannabis retail sales**" means a retail store licensed by the Province of Alberta (a cannabis license) where cannabis and cannabis accessories are sold to individuals who attend at the premises. This use does not include cannabis production and distribution.

"**cannabis production and distribution**" means a development used principally for one or more of the following activities as it relates to cannabis:

a. the production, cultivation, and growth of cannabis;
b. the processing of raw materials;
c. the making, testing, manufacturing, assembling or in any way altering the chemical or physical properties of semi-finished or finished goods and products;
d. the storage or transshipping of materials, goods and products; or
e. the distribution and sale of materials, goods and products to cannabis retail sales stores or to individual customers.

"greenhouse, commercial" means a building for the growing of flowers, plants, shrubs, trees, and similar vegetation which are sold directly from the parcel at retail or wholesale and may include the accessory sale of related supplies. This shall not include any cannabis retail sales or cannabis production & distribution uses.

"greenhouse, wholesale" means a building for the growing of flowers, plants, shrubs, trees and similar vegetation, except for marijuana grown for medical purposes, which are sold from the parcel at wholesale and does not include the accessory sale of related goods. This shall not include any cannabis retail sales or cannabis production & distribution uses.

"home occupation' means any occupation, trade, profession, or craft carried on by an occupant of a residential building as a use secondary to the residential use of the building. This shall not include any cannabis retail sales or cannabis production & distribution uses.

"indoor merchandise sales" means the indoor sale and display of merchandise, including indoor storage of merchandise in quantities limited to the needs of the outlet. This includes but is not limited to grocery stores, retail stores, department stores, furniture stores, home improvement stores and liquor stores. This definition does not include cannabis retail sales.

"municipal reserve" means land designated as municipal reserve under Division 8 of the *Municipal Government Act*.

"provincial health care facility" means an approved hospital as defined in the *Hospitals Act.*

"school" means a school as defined in the *School Act*, which defines school as a structured learning environment through which an education program is offered to a student by

(i) a board,
(ii) an operator of a private school,
(iii) an early childhood services program private operator,
(iv) a parent giving a home education program, or
(v) the Minister;

"school reserve" means land designated as school reserve under Division 8 of the *Municipal Government Act.*

c) In Schedule B: Supplementary Regulations add:

12. Cannabis: Regulations for Cannabis Uses

12(1) Cannabis Retail Sales

The following regulations apply for the use of cannabis retail sales:

a) Any cannabis retail sales store shall not be located less than 100 metres from:
   i. a public health care facility,
   ii. a building containing a school, or
   iii. a boundary of a parcel of land that is designated as school reserve or municipal and school reserve under the *Municipal Government Act.*

The separation distance between cannabis retail sales use and a public health care facility or a building containing a school, shall be measured from the closest point of the exterior wall of the building, or bay in a building, in which the proposed cannabis retail sales use is located to the closest point of the exterior wall of the building, in which the other use is located. The separation distance shall not be measured from parcel boundaries.

The separation distance between cannabis retail sales use and a boundary of a parcel of land that is designated as school reserve or municipal and school reserve under the *Municipal Government Act,* shall be measured from the closest point of the exterior wall of the building, or bay in a building, in which the proposed cannabis retail sales use is located and the closest point on the parcel (property boundary) which the school and/or municipal reserve is located.

The Development Authority shall not grant a variance to any distance separation that applies to cannabis retail sales use.

b) Customer access to the store is limited to a store front that is visible from the street, or a parking lot.
c) The exterior of all stores shall have as much transparency from the street as possible.
d) Landscaping shall consist of low-growing shrubs or trees with a canopy low enough to maintain natural surveillance between the heights of 1 metre and 2 metres above grade.
e) No outdoor storage relating to cannabis retail sales shall be allowed.
f) No nuisances, including, but not limited to, odour, noise, or light shall be emitted.
g) Drive through facilities and windows are not permitted.
h) Onsite parking shall be provided at a rate of 4 parking stalls per 110m^2 (1,076 ft^2) of floor area.
i) Hours of operation for cannabis retail sales shall be limited to the hours between 10:00 am and 2:00 am.
j) An applicant for a cannabis retail sales use shall provide written confirmation from the Alberta Gaming, Liquor and Cannabis Commission (AGLC) that the applicant has satisfied the AGLC requirements to be a person eligible to sell cannabis in Alberta.

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

Read for a first time on the day of , 2018
Public Hearing held on the day of , 2018
Read a second time on the day of , 2018
Read a third and final time on the day of , 2018

Michael Muzychka, Mayor

Michael Merritt, Chief Administrative Officer

Signed by the Mayor and Chief Administrative Officer this day of 2018.

TOWN OF OLDS
BYLAW NO. 2018-25

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 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,

AND WHEREAS the requirements of the *Municipal Government Act* RSA 2000, Chapter M-26 regarding the advertising of this Bylaw and public hearing have been complied with;

NOW THEREFORE THE MUNICIPAL CORPORATION OF THE TOWN OF OLDS IN COUNCIL DULY ASSEMBLED, ENACTS THE FOLLOWING:

1. This Bylaw may be cited as the Land Use Amending Bylaw 2018-25.

2. Bylaw No. 01-23, being the Town of Olds Land Use Bylaw, is hereby amended by:

   a) In Schedule C as follows:

   Add '**cannabis retail sales**' as a discretionary use in the following districts:
   Central Commercial (C1)
   Highway Commercial (CH)
   Highway Commercial A (CHA)
   Shopping Centre Commercial (C-SC)
   Industrial Business (IB)

   b) In Schedule C as follows:

   Add '**cannabis production & distribution'** as a discretionary use in the following districts:
   Light Industrial (I1)
   Heavy Industrial (I2)

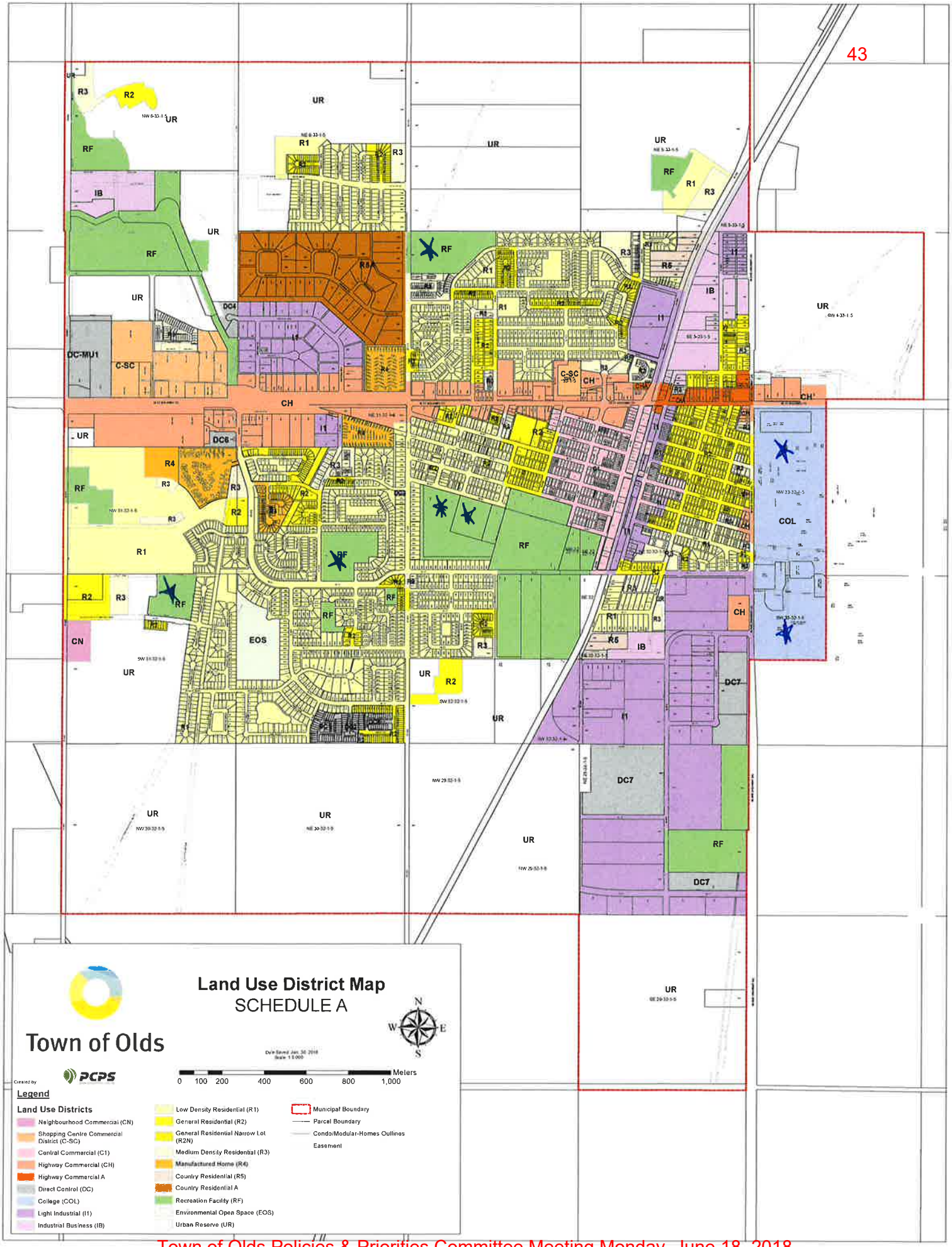
3. This Bylaw comes into effect on the effective date of the Government of Canada's Bill C-45.

Read for a first time on the day of , 2018
Public Hearing held on the day of , 2018
Read a second time on the day of , 2018
Read a third and final time on the day of , 2018

Michael Muzychka, Mayor

Michael Merritt, Chief Administrative Officer

Signed by the Mayor and Chief Administrative Officer this day of 2018.


Land Use District Map
SCHEDULE A
Town of Olds
Created by PCPS
Date Saved Jan 30 2018
Scale 1:5 000
0 100 200 400 600 800 1,000 Meters
N
W
E
S
Legend
Land Use Districts
Neighbourhood Commercial (CN)
Shopping Centre Commercial District (C-SC)
Central Commercial (C1)
Highway Commercial (CH)
Highway Commercial A
Direct Control (DC)
College (COL)
Light Industrial (I1)
Industrial Business (IB)
Low Density Residential (R1)
General Residential (R2)
General Residential Narrow Lot (R2N)
Medium Density Residential (R3)
Manufactured Home (R4)
Country Residential (R5)
Country Residential A
Recreation Facility (RF)
Environmental Open Space (EOS)
Urban Reserve (UR)
Municipal Boundary
Parcel Boundary
Condo/Modular-Homes Outlines
Easement

Separation Distances Comparison

	Other Cannabis Store	Liquor Stores	Schools (min 100m)	Post Secondary Schools	Prov Health Care (min 100m)	Library	Community Recreation Centres (indoor)	Public Parks, Playgrounds & Outdoor Recreation Facilities	Emerg Shelter	Payday Loan	Pawn Shop	Child Care Service /Reg'd Daycares	SR/ MSR (min 100m
AGLC min requirements			100m		100m								100m
Olds (proposed)			100m		100m								100m
Calgary	300m	30 m	150m	150m	100m				150m	10m	10m	10m	100m
Edmonton	200m		200m		100m	200m	100m	100m					100m
Red Deer	300m		300m		300m		300m					300m	100m
Lethbridge			100m		100m								100m
Sylvan Lake	150m		150m		150m	150m	150m						150m
AB Health Services Recommendation	300-500m	100m	300m				300m					300m	

Town of Olds

POLICIES AND PRIORITIES COMMITTEE REPORT

Date: June 18, 2018

From: Doug Wagstaff, Director of Community Services

SUBJECT: Nu2u Grant Guidelines

7A

BACKGROUND

The NU2U Thrift store is a community based program operating as a retail store that resells goods donated through donations. The store is a place to get discounted used items and sales are targeted toward those in the community whom needed assistance with household goods. It would not be successful without the generous donations from community members and the team of committed volunteers that run the store.

Nu2u became a Town enterprise in 2010. Previous to that time the funds generated from the store supported the administration costs of the Olds Neighborhood Place. When Olds Neighborhood Place Society closed Neighborhood Place and the board dissolved the Town of Olds took on various programs run by the Society, and the NU2U Store is one of the projects the Town continues to operate.

Since that time administration has hired a store supervisor and worked very closely with the volunteers to build the business of NU-2-U into a going concern. The goal of providing economical items to those in need has remained, while the store has also become a primary place for the community to recycle and repurpose household goods and divert them from the landfill.

The NU-2-U Grant guidelines were developed with consultation of the volunteer contingent at the store and the general public. In October 2011 Council approved the principles to allocate funds via Policy 801C.

The attached documents introduce some recommendations for changes to the Policy. Primarily the reformatting Policy to have a corresponding Administrative Procedure. Presented for initial consideration and as directed by Council will return to either return to a future Policies and Priorities Meeting or to a Regular Council meeting for policy approval.

ATTACHMENTS

Attachment 1 Nu2u Grant Guidelines 801C CLEAN DRAFT
Attachment 2 Nu2u Grant Guidelines 801C MARKEDUP
Attachment 3 Nu2u Grant Guidelines Administrative Procedure 801P

DRAFT

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A1

Town of Olds

801C
NU-2-U Grant Guidelines

Prepared By:	Community Services	Council Approval Date:	
Effective Date:		Council Resolution No.:	
References:	MGA Natural Person Powers	Previous Revision Date:	
Function:	Administrative		

POLICY STATEMENT

The Town of Olds recognizes community and volunteer efforts contribute to the success of the NU-2-U Thrift Store and fund community grants.

PURPOSE

To establish grant guidelines for the distribution back to the community of proceeds from the NU-2-U Thrift Store operation.

SCOPE

While the store remains part of municipal operations grant consideration will be dependent on the amount of surplus generated annually by the Thrift Store operations.

RESPONSIBILITIES

The Director of Community Services is accountable to administer this policy within the terms and conditions established within the policy.

STANDARDS

Generated surplus of the cost of sales over operations are to be placed in a reserve and that these funds would be redirected back to the community via grants.

The reserve will continue from year to year with the proceeds from the Thrift Store operation being allocated into the reserve at year end to be distributed in the following years.

Funds from reserves may be utilized for renovations to the Thrift Store.

Funding Distribution Principles:

- Funds will be used, where possible to support programs and services that cannot to be funded by Family and Community Support Services (FCSS). FCSS regulations prescribe what may be funded.
- Funding to organizations with a good standing and demonstrated contribution to the community is highly desirable.
- Funding shall limit duplication with other known programs/projects/services.
- Funding would typically be considered for a defined project that can be completed within the calendar year in which the funds are granted.
- Funds will only be provided to not-for-profit organizations.

DRAFT

Types of projects that may be considered for funding:

- Program components and services not eligible for FCSS funding.
- Funds will be used to support active lifestyles, health and wellness initiatives.
- Programs and services that support children in need.
- Programs and services that support children to participate in recreation and culture.
- Programs and services that support seniors to participate in recreation and culture.
- Furnishings, programs and services for capital of social service initiatives such as a hospice, or an emergency shelter.
- Programs and services that require start-up funding or a financial infusion to keep going.
- Programs and services that support building individual and organizational capacity.
- Programs and services for people who might be victims of family violence or family breakdown.
- Funds will be used to support active lifestyles, health and wellness initiatives for families in the community (Olds and area).
- Funds will be used to supplement initiatives of other organizations that are supporting active lifestyles, health and wellness for the community.
- Funds will be used to support initiatives that augment major initiatives – bricks and mortar projects would not typically be eligible, but furnishings, services and program support for these initiatives would be considered.

Funding Parameters:

- Two rounds of funding may be considered annually:
- Round 1 would have an application deadline of March 15 annually, once the amount of the preceding year's surplus is known.
- Round 2 would have an application deadline October 15 annually.
- A minimum of $ 10,000 will be maintained in the NU2U reserve.
- Funds recommended by the committee require approval of Olds Town Council.
- Future grant applications will be contingent on completion of reporting to the Town.

Application Review

A Grant Review Team will be established annually that consists of:

- Director of Community Services (or designate) of The Town of Olds
- NU2U Store Supervisor
- Minimum of Two NU2U volunteer representatives

The recommendations of the Grant Review Team will be forwarded to Olds Town Council for approval before funding is dispersed.

Organizations may be asked to sign an agreement for any funding allocated under this program and provide accounting for the funds allocated under this grant program.

DRAFT

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Town of Olds

801C
NU-2-U Grant Guidelines

Prepared By: Community Services
Effective Date: October 11, 2011
References: MGA Natural Person Powers
Function: Administrative

Council Approval Date: October 11, 2011
Council Resolution No.: 11-307
Previous Revision Date:

POLICY STATEMENT

The Town of Olds recognizes community and volunteer efforts contribute to the success of the NU-2-U Thrift Store and fund community grants.

PURPOSE

To establish grant guidelines for the distribution back to the community of proceeds from the NU-2-U Thrift Store operation.

SCOPE

While the store remains part of municipal operations grant consideration will be dependent on the amount of surplus generated annually by the Thrift Store operations.

RESPONSIBILITIES

The Director of Community Services is accountable to administer this policy within the terms and conditions established within the policy.

STANDARDS

Generated surplus of the cost of sales over operations are to be placed in a reserve and that these funds would be redirected back to the community via grants.

The reserve will continue from year to year with the proceeds from the Thrift Store operation being allocated into the reserve at year end to be distributed in the following years.

Funds from reserves may be utilized for renovations to the Thrift Store.

Funding Distribution Principles:

- Funds will be used, where possible to support programs and services that cannot to be funded by Family and Community Support Services (FCSS). FCSS regulations prescribe what may be funded.
- Funding to organizations with a good standing and demonstrated contribution to the community is highly desirable.
- Funding shall limit duplication with other known programs/projects/services.
- Funding would typically be considered for a defined project that can be completed within the calendar year in which the funds are granted.
- Funds will only be provided to not-for-profit organizations.

A2

Types of projects that may be considered for funding:

- Program components and services not eligible for FCSS funding.
- Funds will be used to support active lifestyles, health and wellness initiatives.
- Programs and services that support children in need.
- Programs and services that support children to participate in recreation and culture.
- Programs and services that support seniors to participate in recreation and culture.
- Furnishings, programs and services for capital of social service initiatives such as a hospice, or an emergency shelter.
- Programs and services that require start-up funding or a financial infusion to keep going.
- Programs and services that support building individual and organizational capacity.
- Programs and services for people who might be victims of family violence or family breakdown.
- Funds will be used to support active lifestyles, health and wellness initiatives for families in the community (Olds and area).
- Funds will be used to supplement initiatives of other organizations that are supporting active lifestyles, health and wellness for the community.
- Funds will be used to support initiatives that augment major initiatives – bricks and mortar projects would not typically be eligible, but furnishings, services and program support for these initiatives would be considered.

Funding Parameters:

- Two rounds of funding may be considered annually:
- Round 1 would have an application deadline of March 15 annually, once the amount of the preceding year's surplus is known.
- Round 2 would have an application deadline October 15 annually.
- A minimum of $ 10,000 will be maintained in the NU2U reserve.
- Funds recommended by the committee require approval of Olds Town Council.
- Future grant applications will be contingent on completion of reporting to the Town.

Application Review

A Grant Review Team will be established annually that consists of:

- Director of Community Services (or designate) of The Town of Olds
- NU2U Store Supervisor
- Minimum of Two NU2U volunteer representatives

The recommendations of the Grant Review Team will be forwarded to Olds Town Council for approval before funding is dispersed.

Organizations may be asked to sign an agreement for any funding allocated under this program and provide accounting for the funds allocated under this grant program.

Council POLICY 801C

Town of Olds

801C
NU-2-U Grant Guidelines

Prepared By: Community Services	Council Approval Date: October 11, 2011
Effective Date: October 11, 2011	Council Resolution No.: 11-307
References: MGA Natural Person Powers	Previous Revision Date:
Function: Administrative ~~Strategic~~	

POLICY STATEMENT
The Town of Olds ~~honours the contributions of the~~recognizes community and volunteer efforts contribute to the success of the NU-2-U Thrift Store and fund community grants.

PURPOSE
~~The purpose of this policy is to~~To establish grant guidelines for the distribution back to the community of proceeds from the NU-2-U Thrift Store operation ~~back to the Community~~.

SCOPE
While the store remains part of municipal operations ~~G~~grant consideration~~s~~ will be dependent~~, annually,~~ on the amount of surplus generated annually by the Thrift Store operations ~~while the store remains part of municipal operations~~.

RESPONSIBILITIES
The Director of Community Services is ~~responsible~~accountable to administer this policy within the terms and conditions established within the policy.

STANDARDS
Generated surplus of the cost of sales over operations~~,~~ are to be placed in a reserve and ~~that~~ these funds would be redirected back to the community via grants.

The reserve will continue from year to year with the proceeds from the Thrift Store operation being allocated into the reserve at year end to be distributed in the following years.

Funding ~~Program~~ Distribution Principles:

- ~~Funds available will be distributed annually based on applications received. from community organizations.~~
- ~~Funds will be used to support active lifestyles, health and wellness initiatives for families in the community (Olds and area).~~
- Funds will be used, where possible to support programs and services that cannot to be funded by Family and Community Support Services (FCSS). FCSS regulations prescribe what may be funded.
- Standing within and contribution to the community
- Duplication with other known programs/projects/services.
-
- ~~Funds may be used to supplement initiatives of other organizations that are supporting active lifestyles, health and wellness for the community such as, but not~~

limited to, Canadian Tire Jump Start, Kids Sport or the Olds Community Assistance Foundation.

- Funds will be used to support initiatives that augment major initiatives – bricks and mortar projects would not typically be eligible, but furnishings, services and program support for these initiatives would be considered.
- Funding would typically be considered for a defined project that can be completed within the calendar year in which the funds are granted.
- Funds will only be provided to not-for-profit organizations.

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Funding parameters:

Two rounds of funding may be considered annually:

1. Round 1 would have an application deadline of February 14 annually, once the amount of the preceding year's surplus is known.
2. Round 2 would have an application deadline October 01 annually.
3. Annually, $ 3-5,000 will be maintained in the NU2U reserve to provide funds to address emerging needs that might come up at any time of the year. Funds recommended by the committee out of these monies would require approval of Olds Town Council.
4. Applications must be from a registered not-for-profit organization.
5. Applications must contain:

- Description of the initiative.
- Explanation of the need for this initiative in the community and how the funds being requested will help meet that need.
- Explanation of how the organization plans to continue the initiative after the funding is finished.
- Budget (all revenues and expenditures including the NU2U Grant to present a balanced budget).
- A copy of the organizations most recent financial statement, annual return to the registrar of companies and a list of the members of the Board of Directors.

6. Successful grant applicants must agree to provide an accounting for the funds provided within one year.

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Types of projects that may be considered for funding:

- Furnishings, programs and services for capital initiatives such as a hospice, an emergency shelter.
- Funds will be used to support active lifestyles, health and wellness initiatives.
- Programs and services that support children in need, such as food programs for children or support for children to participate in recreation and culture programs.
- Programs and services that support children to participate in recreation and culture.
- Programs and services that support seniors to participate in recreation and culture.
- Furnishings, programs and services for capital of social service initiatives such as a hospice, or an emergency shelter.
- Programs and services that require start start-up funding or a financial infusion to keep going.
- Programs and services that support building individual and organizational capacity.

- Programs and services for people who might be victims of family violence or family breakdown.
- Program components and services not eligible for FCSS funding.
- Funds will be used to support active lifestyles, health and wellness initiatives for families in the community (Olds and area).
- Funds will be used to supplement initiatives of other organizations that are supporting active lifestyles, health and wellness for the community.
- Funds will be used to support initiatives that augment major initiatives – bricks and mortar projects would not typically be eligible, but furnishings, services and program support for these initiatives would be considered.
-

Funding Parameters:

- Two rounds of funding may be considered annually:
- Round 1 would have an application deadline of March 15 annually, once the amount of the preceding year's surplus is known.
- Round 2 would have an application deadline October 15 annually.
- A minimum of $ 10,000 will be maintained in the NU2U reserve.
- Funds recommended by the committee require approval of Olds Town Council.
- Future grant applications will be contingent on completion of reporting to the Town.

Application Review

A Grant Review Team will be established annually that consists of:

- Director of Community Services (or designate) of The Town of Olds
- NU2U Store Supervisor
- Minimum of Two NU2U volunteer representatives
- ~~One representative of the Olds Institute, Community Lifestyles Committee.~~

~~Administrative support to this process will be provided by the Town of Olds Community Services Department, while the store remains as part of municipal operations.~~

~~Applications will be evaluated based on need for the initiative in the community and the ability of the organization to complete the initiative as it is proposed.~~

~~In an effort to maximize funds supporting community initiatives, applications will be vetted against the allocations of the Olds Community Assistance Foundation and Olds FCSS to strive to eliminate duplication and to aim for wide distribution of funds in the community.~~

~~Level of funding will be dependent, annually, on the amount of surplus generated by the Thrift Store operations.~~

The recommendations of the Grant Review Team will be forwarded to Olds Town Council ~~by the Director of Community Services,~~ for approval ~~no later than March 31 and November 15 annually~~before funding is dispersed.

Organizations may be asked to sign an agreement for any funding allocated under this program and provide accounting for the funds allocated under this grant program.

Nu2U Grant Application Form

Name of Organization applying for funding:
Address of Organization;
Contact for Organization (Name and Phone number):
Name of the Initiative for which funding is being requested:
Description of the Initiative:
What community needs will be addressed by this initiative?
How will your organization support this initiative after the NU2U grant funds are expended?

Budget: Identify the revenue and expenditures that are anticipated for this initiative. (Add your own categories. Remember, your budget should be balanced.)			
Anticipated Revenue by source		Anticipated Expenditure by category	
Membership fees		Wages and Salary	
Fundraising		Contracted Services	
		Supplies	
NU2U Grant request			
Total		Total	

Application Check List:
Please check to make sure you application contains the required information:

- ☐ Initiative description
- ☐ Explanation of need
- ☐ Plans for the future
- ☐ Balanced budget
- ☐ Amount of NU2U Grant request

Financial information

- ☐ Most recent financial statement of the applicant organization
- ☐ Most recent annual return to the registrar of companies for the applicant organization
- ☐ List of Board of Directors of the applicant organization

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Town of Olds

801P

NU-2-U Grant Guidelines

Prepared By: Community Services

Responsibility:

Effective Date:

References: 810C NU-2-U Grant Guidelines

Function: Administrative

APPROVAL:

CAO: _____

Date Signed by CAO: _____

Leadership Approval Date: _____

Related Policy: _____

PURPOSE

To implement grant guidelines for the distribution back to the Community of proceeds from the NU-2-U Thrift Store operation.

SCOPE

Generated surplus of the cost of sales over operations placed in reserve distributed as grants to the community.

RESPONSIBILITIES

The Manager of Community Services is responsible to administer this policy within the terms and conditions established within the policy.

STANDARDS

The reserve will continue from year to year with the proceeds from the Thrift Store operation being allocated into the reserve at year end to be distributed in the following year.

Funding Distribution Principles:

- Funds will be used, where possible to support programs and services that cannot to be funded by Family and Community Support Services (FCSS). FCSS regulations prescribe what may be funded.
- Funding to organizations with a good standing and demonstrated contribution to the community is highly desirable.
- Funding shall consider limiting duplication with other known programs/projects/services.
- Funding would typically be considered for a defined project that can be completed within the calendar year in which the funds are granted.
- Funds will only be provided to not-for-profit organizations.

Types of projects that may be considered for funding:

- Program components and services not eligible for FCSS funding.
- Funds will be used to support active lifestyles, health and wellness initiatives.
- Programs and services that support children in need.
- Programs and services that support children to participate in recreation and culture.

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- Programs and services that support seniors to participate in recreation and culture.
- Furnishings, programs and services for capital of social service initiatives such as a hospice, or an emergency shelter.
- Programs and services that require start-up funding or a financial infusion to keep going.
- Programs and services that support building individual and organizational capacity.
- Programs and services for people who might be victims of family violence or family breakdown.
- Funds will be used to support active lifestyles, health and wellness initiatives for families in the community (Olds and area).
- Funds will be used to supplement initiatives of other organizations that are supporting active lifestyles, health and wellness for the community.
- Funds will be used to support initiatives that augment major initiatives – bricks and mortar projects would not typically be eligible, but furnishings, services and program support for these initiatives would be considered.

Funding Parameters:

- Two rounds of funding may be considered annually:
- Round 1 would have an application deadline of March 15 annually, once the amount of the preceding year's surplus is known.
- Round 2 would have an application deadline October 15 annually.
- A minimum of $ 10,000 will be maintained in the NU2U reserve.
- Funds recommended by the committee require approval of Olds Town Council.
- Future grant applications will be contingent on completion of reporting to the Town.

Application Review

A Grant Review Team will be established annually that consists of:

- Director of Community Services (or designate) of The Town of Olds
- NU2U Store Supervisor
- Minimum of Two NU2U volunteer representatives

Administrative support to this process will be provided by the Town of Olds Community Services Department.

Applications will be evaluated based on need for the initiative in the community and the ability of the organization to complete the initiative as it is proposed.

In an effort to maximize funds supporting community initiatives, applications will be vetted against the allocations of Olds FCSS to strive to eliminate duplication and to aim for wide distribution of funds in the community. Requests that meet the funding requirements for FCSS will be forwarded to the FCSS grant for consideration for funding.

Level of funding will be dependent, annually, on the amount of surplus generated by the Thrift Store operations. Not all surplus fund need to be distributed annually. A reserve may be built up if not enough eligible or qualifying applications are received.

The recommendations of the Grant Review Team will be forwarded to Olds Town Council for approval before funding is dispersed.

Grant Accountability

Organizations may be asked to sign an agreement for any funding allocated under this program and provide accounting for the funds allocated under this grant program.

All applications shall have an electronic copy saved

The Manager of Community Service shall document an electronic copy of all grants allocated with record of reporting from successful grant recipients.

Acknowledgement of the Nu2u Thrift Store contributions shall be demonstrated by all recipients.

Grant recipients are strongly encouraged to attend a grant allocation ceremony.

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Nu2U Grant Application Form

Name of Organization applying for funding:
Address of Organization;
Contact for Organization (Name and Phone number):
Name of the Initiative for which funding is being requested:
Description of the initiative:
What community needs will be addressed by this initiative?
How will your organization support this initiative after the NU2U grant funds are expended?

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Budget: Identify the revenue and expenditures that are anticipated for this initiative. (Add your own categories. Remember, your budget should be balanced.)			
Anticipated Revenue by source		Anticipated Expenditure by category	
Membership fees		Wages and Salary	
Fundraising		Contracted Services	
		Supplies	
NU2U Grant request			
Total		Total	

Application Check List:
Please check to make sure you application contains the required information:

- ☐ Initiative description
- ☐ Explanation of need
- ☐ Plans for the future
- ☐ Balanced budget
- ☐ Amount of NU2U Grant request

Financial information

- ☐ Most recent financial statement of the applicant organization
- ☐ Most recent annual return to the registrar of companies for the applicant organization
- ☐ List of Board of Directors of the applicant organization

Town of Olds

POLICIES AND PRIORITIES COMMITTEE REPORT

Date: June 18, 2018

From: Doug Wagstaff, Director of Community Services

SUBJECT: Destination Olds Collective Fund

7B

BACKGROUND

The intent of the Destination Olds Collective Fund is to dedicate resources for implementing a destination management strategy for Olds. The goal is to position Olds as an event hosting community and to support tourism attraction related initiatives.

At the December 14, 2015 Council Meeting Bylaw 2015-27 - Taxation of College Dormitories was given third and final reading. Following the Bylaw coming into force, Council directed Administration to develop a Tourism Strategy that would use the taxes from the new College Housing Olds Corporation (Student Housing) and the Pomeroy Inn and Suites as the funding source for the Strategy. Council directed that the Strategy had to be developed to benefit both Olds College and the Community of Olds.

September 19, 2016 Policies and Priorities Committee meeting Council received for information the Discover Olds Tourism Strategy focusing on a framework for a tourism fund created from revenues derived from on-campus taxable properties. This strategy was developed by a committee with representation from the Olds Institute, Town of Olds, Olds College, Chamber of Commerce, Olds Regional Exhibition. The strategy subsequently became the goals and objects for Procedure 230P. March 27, 2017, the Destination Olds Collective Fund Council Policy 130C was approved.

Policy 130C is attached for reference as there are no recommended changes. Administrative Procedure 230P with changes is presented for information. The procedure changes intend to adapt the manner for which the CAO will administer the policy by streamlining the application and evaluation process.

ATTACHMENTS

Attachment 1 Destination Olds Collective Fund 230P CLEAN DRAFT
Attachment 2 Destination Olds Collective Fund 230P MARKEDUP
Attachment 3 Council Policy 130C - Destination Olds Collective Fund

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Town of Olds

230P

Destination Olds Collective Fund

Prepared By: Support Services

Effective Date:

References:

Function: Administrative

APPROVAL:

CAO: _____

Date Signed

Leadership Approval Date: March 21, 2017

Related Policy: 130C

POLICY STATEMENT

Revenues collected from private commercial enterprise on Olds College campus are dedicated to support the development and implementation of destination management strategies for Olds.

PURPOSE

The purpose for tax dollars generated on campus from Private Commercial Enterprise is to focus on continued long term growth and prosperity for the community of Olds through tourism related initiatives.

SCOPE

The Chief Administrative Officer (CAO) is authorized by Council to have authority to make financial allocations from the Destination Olds Collective Fund.

GUIDELINES

The fund provides targeted resources aimed at developing and implementing a tourism strategy, to position Olds as an event hosting community.

The fund shall support tourism related initiatives that create value and prosperity for the region. The fund is created to supplement operating expenditures, not capital expenditures. Expenditures may include:

- Public relations endeavors;
- Regional advertising programs;
- Marketing initiatives;
- Media relations/promotions;
- Sponsorships/bursaries; and
- Procurement of new clients (events).

A call for applications will be advertised to provide the public an opportunity to submit proposals for consideration prior to an application deadline of November 30th annually.

DEFINITIONS

"Destination Olds Collective Fund" (DOCF) means revenues collected from private commercial enterprise on Olds College campus.

"Stakeholders" include the Olds Institute, Town of Olds, Olds College, Chamber of Commerce, and Olds Regional Exhibition.

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RESPONSIBILITIES

1. The CAO shall report to Council quarterly on the DOCF.
2. The Director of Financial (DF) shall place all taxation revenues generated from private commercial enterprise on the Olds College campus into a dedicated reserve.
3. The Director of Community Services (DCS) shall accept requests for recommendations to the CAO (see Action Step 1).

STANDARDS

The CAO is responsible to administer this policy within the terms and conditions established.

ACTION STEPS

1. **Request for support are forwarded to the Director of Community Services.**

   a) All requests for support must be made in writing, and provide supporting details to demonstrate how the project/event is a tourism benefit for stakeholders and community.

   b) All requests for support received by the Town shall be reviewed to ensure the request includes the information required.

2. **Criteria for consideration.**

   To focus on continued long term growth and prosperity of the community of Olds that meet the following goals:

   Goal: To create sustainable economic benefits for the community of Olds" through Tourism.

   Objective 1: To increase the number of people who choose to visit Olds.

   Strategy: Supporting anchor attractions and marketing them.

   Objective 2: To increase revenue producing facility utilization.

   Strategy: Developing and marketing facilities for visitor use.

   Objective 3: To increase the amount of money spent by visitors in the community of Olds.

   Strategy: Understanding who is visiting and offering them more of what they want.

   Objective 4: To create great visitor experiences that result in visitor referrals and return visits.

   Strategy: Becoming more visitor friendly.

   Request submissions shall include:

   a) Project/Event description;

   b) Stated benefit to the Stakeholders and the community;

   c) Indication of how project/event matches goals and objectives;

   d) A detailed budget showing proposed revenues and expenditures for the event,

   e) A statement declaring how any surplus/profits will be used; and

   f) An audited financial statement or financial review, for the previous year, may be required at Administration's discretion.

3. **The CAO approves all DOFC allocations.**

   a) The CAO shall align Council commitments and recommendations.
      a. The CAO or designate shall communicate in writing to successful requests.
      b. The CAO or designate shall communicate in writing to denied requests.
      c. The DCS or designate shall coordinate supplementary support, if any.

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Town of Olds

230P

Destination Olds Collective Fund

Prepared By: Support Services

Effective Date:

References:

Function: Administrative

APPROVAL:

CAO: _____

Date Signed

Leadership Approval Date: March 21, 2017

Related Policy: 130C

POLICY STATEMENT

Revenues collected from private commercial enterprise on Olds College campus are dedicated to support the development and implementation of destination management strategies for Olds.

PURPOSE

The purpose for tax dollars generated on campus from Private Commercial Enterprise is to focus on continued long term growth and prosperity for the community of Olds through tourism related initiatives.

SCOPE

The Chief Administrative Officer (CAO) is authorized by Council to have authority to make financial allocations from the Destination Olds Collective Fund.

GUIDELINES

The fund provides targeted resources aimed at developing and implementing a tourism strategy, to position Olds as an event hosting community.

The fund shall support tourism related initiatives that create value and prosperity for the region. The fund is created to supplement operating expenditures, not capital expenditures. Expenditures may include:

- Public relations endeavors;
- Regional advertising programs;
- Marketing initiatives;
- Media relations/promotions;
- Sponsorships/bursaries; and
- Procurement of new clients (events).

DEFINITIONS

"Destination Olds Collective Fund" (DOCF) means revenues collected from private commercial enterprise on Olds College campus.

"Stakeholders" include the Olds Institute, Town of Olds, Olds College, Chamber of Commerce, and Olds Regional Exhibition.

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RESPONSIBILITIES

1. The CAO shall report to Council quarterly on the DOCF.
2. The Director of Financial (DF) shall place all taxation revenues generated from private commercial enterprise on the Olds College campus into a dedicated reserve.
3. The Director of Community Services (DCS) shall accept requests for recommendations to the CAO (see Action Step 1).

STANDARDS

The CAO is responsible to administer this policy within the terms and conditions established.

ACTION STEPS

1. Request for support are forwarded to the Director of Community Services.

a) All requests for support must be made in writing, and provide supporting details to demonstrate how the project/event is a tourism benefit for stakeholders and community.

b) All requests for support received by the Town shall be reviewed to ensure the request includes the information required.

2. Criteria for consideration.

To focus on continued long term growth and prosperity of the community of Olds that meet the following goals:

Goal: To create sustainable economic benefits for the community of Olds" through Tourism.

Objective 1: To increase the number of people who choose to visit Olds.

Strategy: Supporting anchor attractions and marketing them.

Objective 2: To increase revenue producing facility utilization.

Strategy: Developing and marketing facilities for visitor use.

Objective 3: To increase the amount of money spent by visitors in the community of Olds.

Strategy: Understanding who is visiting and offering them more of what they want.

Objective 4: To create great visitor experiences that result in visitor referrals and return visits.

Strategy: Becoming more visitor friendly.

Request submissions shall include:

a) Project/Event description;

b) Stated benefit to the Stakeholders and the community;

c) Indication of how project/event matches goals and objectives;

d) A detailed budget showing proposed revenues and expenditures for the event,

e) A statement declaring how any surplus/profits will be used; and

f) An audited financial statement or financial review, for the previous year, may be required at Administration's discretion.

3. The CAO approves all DOFC allocations.

a) The CAO shall align Council commitments and recommendations.
   a. The CAO or designate shall communicate in writing to successful requests.
   b. The CAO or designate shall communicate in writing to denied requests.
   c. The DCS or designate shall coordinate supplementary support, if any.

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Appendix A

Destination Olds Collective Fund - Request for Sponsorship or Grant

All requests for support must be made in writing, and provide supporting details to demonstrate how the project/event is a tourism benefit for stakeholders and community.

Organizations requesting funds from the Destination Olds Collective Fund are to provide the following information:

a) Name of Organization

b) Name of Project/Event

c) Brief Description

d) Benefit to the to the fund Stakeholders and the Community of Olds

e) Indication of how project/event matches DOCF goals and objectives;

f) Name, phone number and, email address of applicant contact

g) Date donation required by

h) Project Budget

   i. A detailed budget showing proposed revenues and expenditures for the event,

   ii. A statement declaring how any surplus/profits will be used;

   iii. An audited financial statement or financial review, for the previous year, may be required at Administration`s discretion.

☐ **Funds Requested** AMOUNT $_____

☐ **Grant** ☐ **Sponsorship**

"Grant" means an amount of money as approved by the Town transferred to a Community Organization to pay for or partially pay for the activity of that organization, including but not limited to administrative costs and program-related expenses.

"Sponsorship" means a transactional relationship with an expectation by the Town of some measure of overt publicity, financial benefit, or return on investment.

A request for funds must be received by the Town in a timely manner in order for the Town to respond. Preference is a minimum of 3 months prior to the date the applicant requires a response. Consideration of requests may be considered with less than three month notice but cannot be guaranteed.

Fund allocations are approved by Chief Administrative Officer.

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GUIDELINES

The Destination Olds Collective Fund provides targeted resources aimed at developing and implementing a tourism strategy and to position Olds as an event hosting community.

The fund shall support tourism related initiatives that create value and prosperity for the region. The fund is created to supplement operating expenditures, not capital expenditures. Expenditures may include:

a. Public relations endeavors;

b. Regional advertising programs;

c. Marketing initiatives;

d. Media relations/promotions;

e. Sponsorships/bursaries; and

f. Procurement of new clients (events).

A focus of the fund is on continued long term growth and prosperity of the Community of Olds that meet the following goals and ojectives:

Goal: To create sustainable economic benefits for the community of Olds through Tourism.

Objective 1: To increase the number of people who choose to visit Olds.

Strategy: Supporting anchor attractions and marketing them.

Objective 2: To increase revenue producing facility utilization.

Strategy: Developing and marketing facilities for visitor use.

Objective 3: To increase the amount of money spent by visitors in the community of Olds.

Strategy: Understanding who is visiting and offering them more of what they want.

Objective 4: To create great visitor experiences that result in visitor referrals and return visits.

Strategy: Becoming more visitor friendly.

Administrative Procedure 230P

Town of Olds

230P

Destination Olds Collective Fund

Prepared By: Support Services	**APPROVAL:**
Effective Date:	CAO: _____
	Date Signed
References:	Leadership Approval Date: March 21, 2017
Function: Administrative	Related Policy: 130C

POLICY STATEMENT

Revenues collected from private commercial enterprise on Olds College campus are dedicated to support the development and implementation of destination management strategies for Olds.

PURPOSE

The purpose for tax dollars generated on campus from Private Commercial Enterprise is to focus on continued long term growth and prosperity for the community of Olds through tourism related initiatives.

SCOPE

The Chief Administrative Officer (CAO) is authorized by Council to have authority to make financial allocations from the Destination Olds Collective Fund.

GUIDELINES

The fund provides targeted resources aimed at developing and implementing a tourism strategy, to position Olds as an event hosting community~~, and be recognized as an event management training centre.~~.

The fund shall support tourism related initiatives that create value and prosperity for the region. The fund is created to supplement operating expenditures, not capital expenditures. Expenditures may include:

- Public relations endeavors;
- Regional advertising programs;
- Marketing initiatives;
- Media relations/promotions;
- Sponsorships/bursaries; and
- Procurement of new clients (events).

DEFINITIONS

"Destination Olds Collective Fund" (DOCF) means revenues collected from private commercial enterprise on Olds College campus.

~~"Discover Olds Tourism Committee" (DOTC) is an advisory committee to focus on how to allocate funds to support the goals of the Discover Olds Tourism Strategy, and when requested provide input on tourism initiatives.~~

"Stakeholders" include the Olds Institute, Town of Olds, Olds College, Chamber of Commerce, and Olds Regional Exhibition.

RESPONSIBILITIES

1. The CAO shall report to Council quarterly on the DOCF.
2. The ~~Chief~~ Director of Financial ~~Officer (CFO~~DF) shall place all taxation revenues generated from private commercial enterprise on the Olds College campus into a dedicated reserve.
3. The Director of Community Services (~~COO~~DCS) shall ~~liaise with the Discover Olds Tourism Committee and coordinate~~ requests for recommendations to the CAO.

STANDARDS

The CAO is responsible to administer this policy within the terms and conditions established.

ACTION STEPS

1. **Request for support are forwarded to the Director of Community Services.**
   a) All requests for support must be made in writing, and provide supporting details to demonstrate how the project/event is a tourism benefit for stakeholders and community.
   b) All requests for support received by the Town shall be reviewed to ensure the request includes the information required.

2. **~~Discover Olds Tourism Committee examines submissions for adequate c~~Criteria for consideration.**

   To focus on continued long term growth and prosperity of the community of Olds that meet the following goals:

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   Goal: To create sustainable economic benefits for the community of Olds" through Tourism.

   Objective 1: To increase the number of people who choose to visit Olds.

   Strategy: Supporting anchor attractions and marketing them.

   Objective 2: To increase revenue producing facility utilization.

   Strategy: Developing and marketing facilities for visitor use.

   Objective 3: To increase the amount of money spent by visitors in the community of Olds.

   Strategy: Understanding who is visiting and offering them more of what they want.

   Objective 4: To create great visitor experiences that result in visitor referrals and return visits.

   Strategy: Becoming more visitor friendly.

   Request submissions shall include:

   a) Project description;
   b) Stated benefit to the Stakeholders and the community;
   c) Brief description of the event/project;
   d) A detailed budget showing proposed revenues and expenditures for the event,
   e) A statement declaring how any surplus/profits will be used; and
   f) An audited financial statement or financial review, for the previous year, may be required at Administration's discretion.

~~a) Events/projects are expected to support the goals of the Discover Olds Tourism Strategy.~~

~~b) Events/projects that are mutually beneficial for all stakeholders are desirable.~~

~~c) The DOTC shall report its recommendations to the COO.~~

~~d) The CAO shall make the final decision.~~

~~**Criteria for consideration.**~~

~~Request submissions shall include:~~

~~a. Project description;~~
~~b. Stated benefit to the Stakeholders and the community;~~
~~c. Brief description of the event/project;~~
~~d. A detailed budget showing proposed revenues and expenditures for the event,~~
~~i. A statement declaring how any surplus/profits will be used; and~~
~~e. An audited financial statement or financial review, for the previous year, may be required at Administration's discretion.~~

~~2.~~3. The CAO approves all DOFC allocations.

a) The CAO shall align Council commitments and ~~DOTC~~ recommendations.
   a. The CAO or designate shall communicate in writing to successful requests.
   b. The CAO or designate shall communicate in writing to denied requests.
   c. The COO or designate shall coordinate supplementary support, if any.

Appendix A

TERMS OF REFERENCE ~ DISCOVER OLDS TOURISM COMMITTEE

Discover Olds Tourism Committee (DOTC)

DOTC is an advisory group to focus on how to allocate the Destination Olds Collective Fund, and provides input for the implementation of Discover Olds Tourism Strategy.

The DOTC reports to the Director of Community Services of the Town of Olds.

MEMBERSHIP

DOTC is comprised of a minimum of six members with representation from the Town of Olds, Olds College, Chamber of Commerce, Olds Regional Exhibition and Olds Institute.

The DOTC shall meet quarterly.

A majority of the members of the committee shall constitute a quorum at any meeting.

On behalf of the DOTC, the Chairperson may invite internal or external persons to attend meetings to provide advice and assistance where necessary.

The DOTC shall not pledge credit with any matters whatsoever, nor shall it have any power to authorize any expenditure to be charged against the Town of Olds.

Minutes shall be kept for meetings. Copies of all minutes shall be filed with the Town of Olds.

The Chair shall be appointed at the first meeting of the committee following January 1st and will sit for a term of one year.

Decisions shall be made by consensus wherever possible. In the event a vote is required, a motion shall be made by one of the members and a simple majority of those in attendance at any meeting will result in the motion being carried.

PURPOSE

To promote, encourage, co-ordinate, and stimulate interest and co-operation among the membership on tourism initiatives.

To make recommendations to Chief Administrative Officer through the Director of Community Services.

To coordinate the implementation and evaluation of the projects approved by the CAO.

To focus on continued long term growth and prosperity of the community of Olds that meet the following goals:

Goal: To create sustainable economic benefits for the community of Olds" through Tourism.

Objective 1: To increase the number of people who choose to visit Olds.

Strategy: Supporting anchor attractions and marketing them.

Objective 2: To increase revenue producing facility utilization.

Strategy: Developing and marketing facilities for visitor use.

Objective 3: To increase the amount of money spent by visitors in the community of Olds.

Strategy: Understanding who is visiting and offering them more of what they want.

Objective 4: To create great visitor experiences that result in visitor referrals and return visits.

Strategy: Becoming more visitor friendly.

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A3

Town of Olds

130C Destination Olds Collective Fund

Prepared By: Support Services
Effective Date: Immediately
Supporting Procedure: 230P

Council Approval Date: March 27, 2017
Council Resolution No.: 17-119
Previous Revision Date: n/a

POLICY STATEMENT

Taxation revenues collected from Private Commercial Enterprise on Olds College campus are dedicated to support the development and implementation of tourism strategies for Olds.

PURPOSE

The purpose for tax dollars generated on campus from private commercial enterprise is to focus on continued long term growth and prosperity for the Community of Olds through tourism related initiatives that benefit both the College and Community.

SCOPE AND GUIDELINES

This policy applies to the Chief Administrative Officer of the Town of Olds who has been authorized by Council to have authority to make financial allocations from the Destination Olds Collective Fund.

DEFINITIONS

"Destination Olds Collective Fund" (DOCF) means taxation revenues collected from Private Commercial Enterprise on Olds College campus.

"Private Commercial Enterprise" means property assessable for property tax purposes and as identified by the Chief Administration Officer reported to Council quarterly.

RESPONSIBILITIES

The Chief Administration Officer is responsible to administer this policy within the terms and conditions established.

STANDARDS

1. The Chief Administration Officer shall report to Council quarterly on the Destination Olds Collective Fund.
2. Through service level reviews Council shall provide strategic direction to the Chief Administrative Officer on the use of the Destination Olds Collective Fund.

Town of Olds

POLICIES AND PRIORITIES COMMITTEE REPORT

Date: June 18, 2018

From: Doug Wagstaff, Director of Community Services

SUBJECT: Municipal Enforcement Report

8A

BACKGROUND:

Presentation to Council of monthly stats.

ATTACHMENT:

2018 Municipal Enforcement Stats – Monthly Breakdown

2018 Municipal Enforcement STATS - Monthly and Year to Date

OCCURRENCES

	Year to Date	JAN	FEB	MAR	Q1	APR	MAY	JUN	Q2	JUL	AUG	SEP	Q3	OCT	NOV	DEC	Q4	YTD
Traffic (Provincial)	16	2	1	5	8	6	2		8				0				0	16
Non-Traffic (Provincial)	321	0	0	0	0	0	0		321				0				0	321
Traffic - Non -parking (Bylaw)	36	3	1	1	5	0	31		31				0				0	36
Traffic - Parking (Bylaw)	226	45	53	74	172	28	26		54				0				0	226
Animal - Dogs	26	4	2	5	11	8	7		15				0				0	26
Animal - Cats	9	0	1	5	6	1	2		3				0				0	9
Unsightly - Premise	52	2	2	1	5	47			47				0				0	52
Unsightly - Snow	139	58	42	19	119	20			20				0				0	139
Other (Bylaw)	65	6	2	37	45	9	11		20				0				0	65
Other (Non-Bylaw)	20	6	3	3	12	5	3		8				0				0	20
Assist Other	6	2	1	2	5	0	1		1				0				0	6
TOTALS	595	128	108	152	388	124	83	0	207	0	0	0	0	0	0	0	0	595

TICKETS

	Year to Date	JAN	FEB	MAR	Q1	APR	MAY	JUN	Q2	JUL	AUG	SEP	Q3	OCT	NOV	DEC	Q4	YTD
Provincial Tickets Issued	44	3	2	21	26	8	10	0	18	0	0	0	0	0	0	0	0	44
Traffic (Provincial)	65	3	2	21	26	8	10		39				0				0	65
Non-Traffic (Provincial)	0				0		0		0				0				0	0
Bylaw Tickets Issued	101	1	33	28	62	30	9	0	39	0	0	0	0	0	0	0	0	101
Traffic - Non -parking (Bylaw)	12			12	12				0				0				0	12
Traffic - Parking (Bylaw)	87	1	32	15	48	30	9		39				0				0	87
Animal - Dogs	1		1		1				0				0				0	1
Animal - Cats	0				0				0				0				0	0
Unsightly - Premise	0				0				0				0				0	0
Unsightly - Snow	1			1	1				0				0				0	1
Other (Bylaw)	0				0				0				0				0	0
Other (Non-Bylaw)	0				0				0				0				0	0
Assist Other	0				0				0				0				0	0
TOTALS	145	4	35	49	88	38	19	0	57	0	0	0	0	0	0	0	0	145

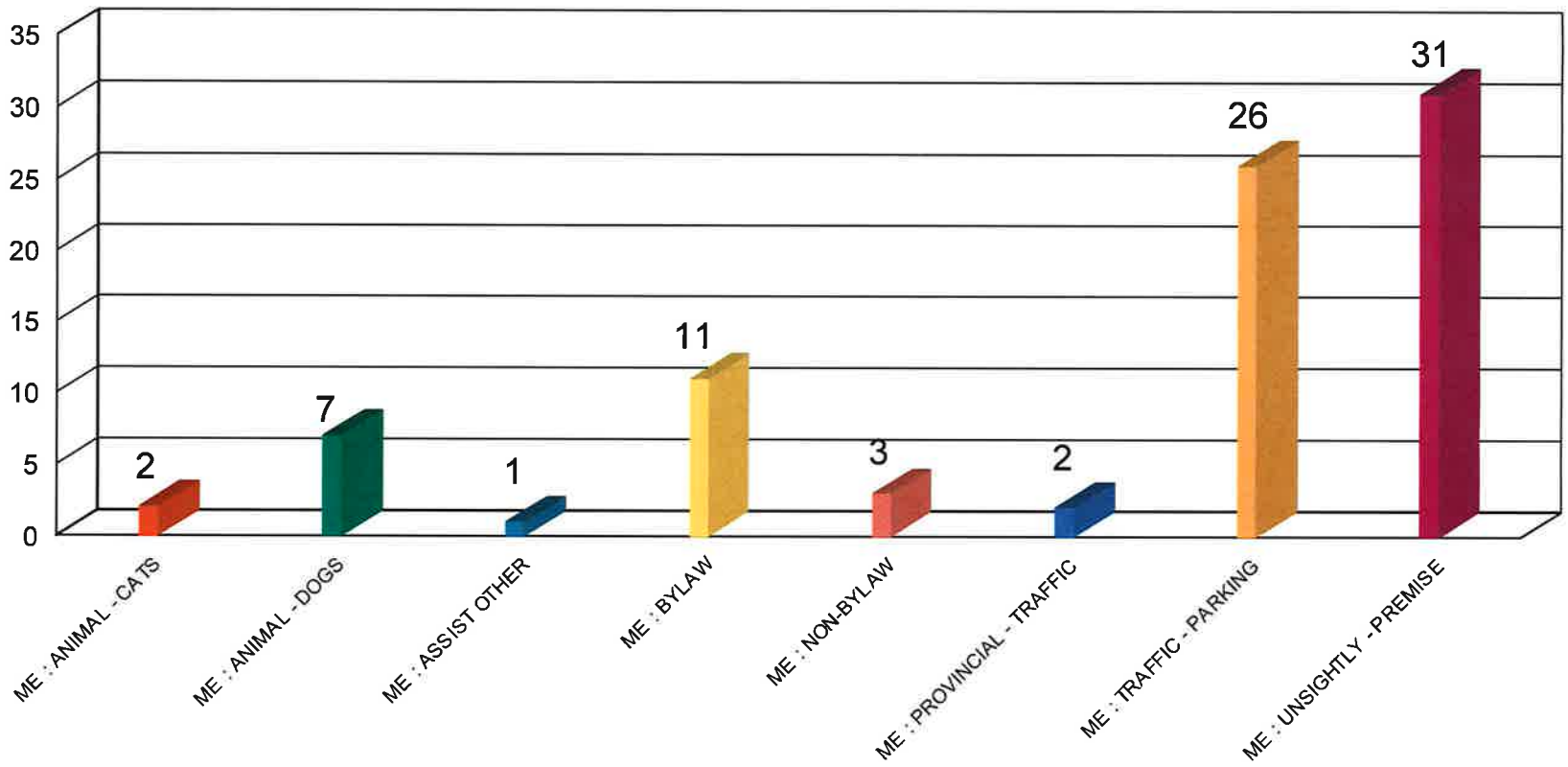
Animals Impounded	Year to Date	JAN	FEB	MAR	Q1	APR	MAY	JUN	Q2	JUL	AUG	SEP	Q3	OCT	NOV	DEC	Q4	YTD
Dogs Impounded	2	1	0	0	1	0	1		1				0				0	2
Cats Impounded	13	0	0	5	5	7	1		8				0				0	13

Budget For the Year Ending 12/31/2018	2017 Actual	2018 Budget	2018 YTD
BYLAW FINES	(8,961)	(10,000)	(3,336)

Town of Olds

INCIDENT TYPE - MONTHLY Statistics from Occurred Date: 5/1/2018 12:00:00AM to 5/31/2018 11:59:59PM

Count of IncidentType



DISPOSITION - CLOSED, OPEN, STAYED Statistics from Reported Date: 5/1/2018 12:00:00AM to 5/31/2018 11:59:59PM

Report By Disposition Listing