



**Regular and Closed Council Meeting Agenda
for Monday, June 26, 2023, at 1:00 p.m.
to be held in Council Chambers at the,
Municipal Office at 4512 – 46 Street, Olds, AB**

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

1. CALL TO ORDER

A.) ADDED ITEM(s)

B.) ADOPTION OF THE AGENDA

2. ADOPTION OF PREVIOUS MINUTES

Page 3 2A) Regular Council Meeting Minutes – June 12, 2023
Special Closed Council Meeting Minutes – June 13, 2023

3. DELEGATIONS AND PRESENTATIONS

4. BYLAWS

Page 9 4A) Bylaw 2023-15 Amendment to Miller Meadows Area Structure Plan
Bylaw 2023-16 Land Use Bylaw 01-23 Amendment
(Joint Public hearing and consideration for second and third reading for both bylaws.)

Page 35 4B) Bylaw 2023-17 Line of Credit Borrowing bylaw
(Consideration for first, second, unanimous consent and third reading.)

5. NEW BUSINESS

Page 38 5A) Policy Rescind Request

Page 46 5B) Fair Trade Donation Request

Development Permits

Page 49 5C) Development Permit DP23-083
Variance – Accessory Residential Building

Page 54 5D) Development Permit DP23-091
Change of Use – Instructional, Market & Repair Services

6. CORRESPONDENCE AND INFORMATION

Page 61 6A) Correspondence and Information

7. REPORTS FROM COUNCIL, BOARDS, COMMITTEES AND COMMISSIONS

Page 63 7A) Reports from Council, Boards, Committees, and Commissions

8. CLOSED SESSION

**Item #1 FOIP Section 16 Disclosure harmful to interests of a third party
(Land)**

9. RISE AND REPORT

10. ADJOURNMENT

PUBLIC INFORMATION:

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

CLOSED SESSION INFORMATION:

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

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

Minutes of the Town of Olds Regular Council meeting held on Monday, June 12, 2023, at 1:00 p.m. in the Council Chambers, at the Municipal Office at 4512 – 46 Street in Olds, with the public body present at meeting location and was live streamed out.

PRESENT – ELECTED OFFICIALS:

In the Chair, Mayor Judy Dahl

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

ABSENT– ELECTED OFFICIALS:

PRESENT for the Regular meeting of Council – STAFF:

Brent Williams, Chief Administrative Officer; Sheena Linderman, Director of Finance; Doug Wagstaff, Director of Community Services and Marcie McKinnon, Legislative Clerk.

1. CALL TO ORDER

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

A.) ADDED ITEM(s)

Nil

B.) ADOPTION OF THE AGENDA

Moved by Councillor Wilson, “to accept the Council regular council meeting agenda for the Monday, June 12, 2023, in council chambers.”

Motion Carried 23-210

2. ADOPTION OF PREVIOUS MINUTES

2A) Regular Council Previous Meeting Minutes

Council adopted the minutes of May 23, 2023, as presented.

3. DELEGATIONS AND PRESENTATIONS

3A) Delegation – LLP Avail – 2022 Financial Statements

Mr. Darren Adamson from LLP Avail participated virtually in the meeting and presented highlights of the 2022 Financial Statements as contained in the agenda package.

Moved by Councillor Blatz, “that the Town of Olds 2022 Audited Financial Statements and the 2022 Province of Alberta Financial Information Return be approved as presented.”

Motion Carried 23-211

3B) Delegation – Mountain View Seniors Housing (MVSH)

Stacey Stilling, Chief Administrative Officer and Debra Steiger, Controller for Mountain View Seniors’ Housing presented to Council the presentation as contained in the agenda package. (Handout provided will be held with minutes.)

Moved by Councillor Ryan, “that the Council thank the delegation from Mountain View Senior’s Housing for attending and presenting to council.”

Motion Carried 23-212

CAO Williams left the meeting at 2:04 p.m.

CAO Williams rejoined the meeting at 2:06 p.m.

3C) Delegation - Affordable Housing Committee

Chylla Nault, Executive Support to Council and CAO presented the research on affordable housing on behalf of the committee and fielded questions from Council.

Mayor Dahl left the meeting at 2:14 p.m.

Mayor Dahl rejoined the meeting at 2:16 p.m.

Moved by Councillor Daley, "that the Council thank the delegation from the Affordable Housing working group for attending and presenting to Council."

Motion Carried 23-213

Mayor Dahl recessed the meeting at 2:35 p.m.

Mayor Dahl reconvened the meeting at 2:42 p.m.

4. BYLAWS

4A) Bylaw 2023-06 Community Standards Bylaw

CAO Williams spoke to the Community Standards bylaw as contained in the agenda package.

Moved by Councillor Blatz, "that Council gives third reading to Bylaw 2023-06 Community Standards Bylaw, as presented."

Motion Carried 23-214

4B) Bylaw 2023-11 Election Bylaw

CAO Williams spoke to the Election bylaw as contained in the agenda package.

Moved by Councillor Cummings, "that first reading be given to Town of Olds Municipal Election Bylaw 2023-11, as presented."

Motion Carried 23-215

Moved by Councillor Wilson, "that second reading be given to Town of Olds Municipal Election Bylaw 2023-11, as presented."

Motion Carried 23-216

Moved by Councillor Daley, "that unanimous consent be given for third reading to the Town of Olds Municipal Election Bylaw 2023-11, as presented."

Motion Carried 23-217

Moved by Councillor Walsh, "that third reading be given to Town of Olds Municipal Election Bylaw 2023-11, as presented."

Motion Carried 23-218

5. NEW BUSINESS

5A) Nu2U Reserve Fund Transfer

Moved by Councillor Ryan, "that the balance of the Nu2U Reserve Fund of \$14,341.28 be transferred to the General Reserve and the Nu2U Reserve be closed."

Motion Carried 23-219

Director Wagstaff left the meeting at 2:53 p.m.

5B) Chief Administrative Officer Evaluation

Mayor Dahl spoke to completion of the evaluation of the Chief Administrative Officer.

Moved by Councillor Cummings, "that the following resolution on the subject of the chief administrative officer performance evaluation be approved:

Be it resolved that Council conducted the annual evaluation of the Town of Olds Chief Administrative Officer in May of 2023 in accordance with the Section 205.1 of the Municipal Government Act; and further, that Council approve the 2022-2023 performance evaluation for Mr. Brent Williams, the CAO of the Town of Olds.”

Motion Carried 23-220

5C) Public at Large Appointment – Olds Municipal Library Board

Moved by Councillor Wilson, “that the Council appoints Mountain View County Councillor Jennifer Lutz to the Olds Municipal Library Board (OML) with the term expiring at the 2023 Organizational Meeting.”

Motion Carried 23-221

5D) Residential Development Incentive Program Request

Moved by Councillor Blatz, “that Council move to approve the inclusion of Williams Avenue development in the Residential Development Incentive Program.”

Motion Carried 23-222

5E) Tax Cancellation Request

Director Linderman spoke to the tax cancellation request before council.

Moved by Councillor Blatz, “that the 2023 property taxes owing on roll #3818100 be written off.”

Motion Carried 23-223

Moved by Councillor Cummings, “that the 2023 property taxes owing on roll #4301800 be written off.”

Motion Carried 23-224

Director Linderman left the meeting at 3:00 p.m.

5F) Uptowne Olds Angle Parking Request

CAO Williams spoke to the request before council.

Moved by Councillor Daley, “that the Council direct the Chief Administrative Officer to implement angle parking on the north side of 50 Street from 50 Avenue to 51 Avenue.”

Motion Carried 23-225

Council Ryan recused herself, as a member of the Regional SDAB and left the meeting at 3:09 p.m.

Development Permits

5G) Development Permit DP23-052

Change of Use - Outdoor Storage Yard & Custodial Quarters/Office

Moved by Councillor Walsh, “that Council approve Development Permit application 23-052 as presented, subject to the conditions listed in the attached draft Development Permit.”

Motion Carried 23-226

5H) Development Permit DP23-054

Change of Use - Outdoor Storage Yard

Moved by Councillor Blatz, "that Council approve Development Permit application 23-054 as presented, subject to the conditions listed in the attached draft Development Permit."
Motion Carried 23-227

5I) Development Permit DP23-078
Variance – Accessory Building Exceeds 70m²

Moved by Councillor Blatz, "that Council approve Development Permit application 23-078 as presented, subject to the conditions listed in the attached draft Development Permit as amended." { 82.2m² (885ft²) }
Motion Carried 23-228

Council Ryan rejoined the meeting at 3:25 p.m.

6. CHIEF ADMINISTRATIVE OFFICER (CAO) REPORT

6A) CAO Report & Action List

CAO provided a report on the following items:

- *Reviewed the Action List*
- *Report a Problem Summary*
- *O-NET Shareholder Update*
- *Dog Fostering*
- *52nd Street update*
- *Off Site Levy bylaw being reviewed*

Moved by Councillor Ryan, "that the Chief Administrative Officer Report be accepted for information."

Motion Carried 23-229

7. CORRESPONDENCE AND INFORMATION

7A) Correspondence and Information

Moved by Councillor Wilson, "that the Correspondence and Information Report ending May 23, 2023, be received for information."

Motion Carried 23-230

8. ADJOURNMENT

Mayor Dahl adjourned the meeting at 3:41 p.m.

Judy Dahl,
Mayor

Brent Williams,
Chief Administrative Officer

These minutes were approved on the day of June 2023

Minutes of the Town of Olds Special Closed Council meeting held on Tuesday, June 13, 2023, at 9:00 a.m. in the Council Chambers, at the Municipal Office at 4512 – 46 Street in Olds, with the public body present at meeting location.

PRESENT – ELECTED OFFICIALS:

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

ABSENT– ELECTED OFFICIALS:

PRESENT for the Regular meeting of Council – STAFF:

Brent Williams, Chief Administrative Officer; Sheena Linderman, Director of Finance, Doug Wagstaff, Director of Community Services, Scott Grieco, Director of Operations, Chylla Nault, Executive Support Council/CAO, Ken Krueger, Manager of Parks and Recreation, and Marcie McKinnon, Legislative Clerk.

1. CALL TO ORDER

Mayor Dahl called the meeting to order at 9:02 a.m.

2. ADOPTION OF THE AGENDA

Moved by Councillor Blatz, “to accept the Council agenda for the Special Closed Council meeting on Tuesday, June 13, 2023, as presented.”
Motion Carried 23-231

3. BUSINESS FOR SPECIAL CLOSED MEETING

3A) Service Level Review

Moved by Councillor Wilson, “that Council moves into closed session in accordance with Section 197(2) of the Municipal Government Act at 9:02 a.m. to discuss matters exempt from disclosure under the FOIP Act as follows with required attendees CAO Williams, Directors Linderman, Wagstaff, Grieco, Chylla Nault, Ken Krueger, and Marcie McKinnon.

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

FOIP Section 17 – Disclosure harmful to personal privacy

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

FOIP Section 27 – Privileged Information

Motion Carried 23-232

Councillor Blatz left the meeting at 9:48 a.m.

Councillor Blatz rejoined the meeting at 9:52 a.m.

Councillor Daley left the meeting at 9:53 a.m.

Councillor Daley rejoined the meeting at 9:54 a.m.

Director Wagstaff left the meeting at 10:19 a.m.

Director Wagstaff rejoined the meeting at 10:21 a.m.

CAO Williams left the meeting at 10:36 a.m.

CAO Williams rejoined the meeting at 10:37

Director Linderman left the meeting at 10:38 a.m.

Director Linderman rejoined the meeting at 10:40 a.m.

Mayor Dahl left the meeting at 10:44 a.m.

*Mayor Dahl rejoined the meeting at 10:47 a.m.
Director Wagstaff left the meeting at 11:16 a.m.
Director Wagstaff rejoined the meeting at 11:18 a.m.
Mayor Dahl recessed the meeting at 11:56 a.m.
Mayor Dahl reconvened the meeting at 1:05 p.m.
Councillor Daley left the meeting at 1:14 p.m.
Councillor Daley rejoined the meeting at 1:18 p.m.
Heather Dixon joined the meeting at 2:00 p.m.
CAO Williams left the meeting at 2:01 p.m.
CAO Williams rejoined the meeting at 2:04 p.m.*

Moved by Councillor Blatz, "that the closed session reconvenes back to the special council meeting at 2:24 p.m."
Motion Carried 23-233

4. RISE AND REPORT

Moved by Councillor Ryan, "that Council accept the service level review presentation."
Motion Carried 23-234

Moved by Councillor Blatz, "that the Council hold a Special Closed Council meeting to discuss service levels, on August 28, 2023, at 9:00 a.m. in Council Chambers."
Motion Carried 23-235

5. ADJOURNMENT

Mayor Dahl adjourned the meeting at 2:28 p.m.

Judy Dahl,
Mayor

Brent Williams,
Chief Administrative Officer

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



Request for Decision

Bylaw No. 2023-15 – Amendment to Miller Meadows Area Structure Plan

Bylaw No. 2023-16 – Amendment to Land Use Bylaw

June 26, 2023

RECOMMENDATION

That Council holds a public hearing for Bylaw No. 2023-15 and 2023-16;

That Council gives second reading to Bylaw No. 2023-15; and

That Council gives third reading to Bylaw No. 2023-15; and

That Council gives second reading to Bylaw No. 2023-16; and

That Council gives third reading to Bylaw No. 2023-16.

STRATEGIC ALIGNMENT

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

LEGISLATIVE AUTHORITY

1. *Municipal Government Act* – Chapter M-26, Part 17, Division 4 Section 634(1) a council may adopt, by bylaw, an area redevelopment plan.
2. *Municipal Government Act* – Chapter M-26, Part 17, Division 5 Section 640(1) every municipality must pass a Land Use Bylaw.
3. *Municipal Government Act* – Chapter M-26, Part 5, Division 9, Section 191(1) the power to pass a bylaw...includes a power to amend or repeal the bylaw.

BACKGROUND

Bylaw 2023-15 proposes to update the Miller Meadows Area Structure Plan (ASP). The ASP was adopted in 2008 and received a series of amendments in 2019. The landowner of the north 16 ha (40 ac) of the plan area, being the LSD 4 SW 32-32-1-W5M, has proposed changes in order to update the ASP to their new desired development concept.

The major changes that have been made to the existing Miller Meadows plan include:

- Increasing the amount of Medium Density Residential (R3) District lands from 7.4 ha to 10.34 ha.
- Apartment buildings within the R3 District will have their ASP specific height restriction of 9.75 m (32 ft) removed. The general height restriction of the R3 zoning in the LUB will apply which allows for apartment buildings to be up to 15.25 m in height.
- All Low Density Residential (R1) District parcels will be removed.

- Increasing the gross residential density of the SW 32-32-1-W5M area from 7.35 units/acre to 12.85 units/acre.
- The gross density of the Miller Meadows plan area, being 41.9 ha (103.6 ac), with the proposed changes is 21.3 units/hectare. The current gross density of the Miller Meadows plan area is 16.04 units/hectare.
- The total number of dwelling units for the Miller Meadows plan area, being 41.9 ha (103 ac) with the proposed changes is 891 units, which is a measurable increase from the current plan projections of 672 units.
- Provision of 2 acres of additional Municipal Reserve to act as a buffer of greenspace between the R3 apartment buildings and the development adjacent to the North.

Bylaw 2023-16 proposes to amend the Town of Olds Land Use Bylaw No. 01-23 to increase the maximum density allowed in Phase 1 of the Miller Meadows ASP from 37 units/hectare to 75 units/hectare. The proposed Bylaw also seeks to re-designate a portion of SW 32-32-1-W5M to accommodate the proposed R3 developments.

MDP Policy 10.2 Residential Density for New Neighbourhoods states, “The target residential density for new neighbourhoods shall be an average that falls between 11 to 13 dwelling units per gross developable hectare... Residential densities that are **higher** than the above target shall be encouraged where there is sufficient capacity in the major municipal utility infrastructure.” The MDP encourages higher density targets for new neighbourhoods provided they satisfy municipal infrastructure requirements.

TRAFFIC

The Town acknowledges that the development of Miller Meadows will result in increased traffic flows in the area. To alleviate the traffic flows, Phase 1 will be connected to both 57 and 53 Avenues. Additionally, 57 Avenue and 54 Street are designated for future signalization. Lastly, Alberta transportation has offered no objections to the proposed amendment and has maintained the recommendations set out in the 2018 Traffic Impact Assessment for the Miller Meadows ASP.

SERVICING

A 2023 sanitary modelling study confirmed the existing infrastructure has enough capacity for this development. Engineering staff have confirmed that sufficient water infrastructure is present, with no supply or pressure issues. Improvements to the Miller Meadows storm retention pond will be completed to address any concerns.

PUBLIC INPUT

Bylaw No. 2023-15 and Bylaw No. 2023-16 received first reading on May 8, 2023. A public hearing on the proposed bylaw is required prior to Council giving second reading. The public hearing was advertised in accordance with the Municipal Government Act Section 606. The proposed bylaw was also circulated to referral agencies and adjacent landowners for comment.

Two submissions were received from adjacent landowners. The first letter is in opposition to the proposed amendment, and the second is in favor. The letters are attached.

The letter in opposition is concerned with the potential increase of traffic volume. The letter in favor is pleased with the signalization of 57 Avenue and 54 Street and recommends a

roundabout for additional safety purposes, and expresses their desire for additional density in the Town of Olds.

The following comments have been received from referral agencies:

- Alberta Transportation: no objections
- Alberta Health Services: no objections
- Alberta Transportation: no objections
- ATCO Transmission High Pressure Pipelines: no objection
- ATCO Gas: no objections
- Fortis Alberta: No concerns
- Mountain View County: no comments or concerns
- Telus: no comments or concerns

Administration supports the requested amendment to the ASP and the Land Use Bylaw re-designation for the Miller Meadows area. Staff has deemed the existing services and infrastructure sufficient enough to support the proposed growth. The increased density would allow for additional and wider variety of housing while alleviating the growing housing crisis faced by Albertans.

RISK/CONSEQUENCES


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

FINANCIAL CONSIDERATIONS

N/A

ATTACHMENTS

1. Bylaw No. 2023-15
2. Bylaw No. 2023-16
3. Comments from agencies and adjacent landowners

Author:	Sarmad Abbasi – Planner, PCPS	Date: June 20, 2023
Director Signature:	Scott Grieco - Director of Operations	Date: June 21, 2023
CAO Signature:		Date: 21 June 2023

Miller Meadows Area Structure Plan Boundary



**TOWN OF OLDS
BYLAW NO. 2023-15**

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 Miller Meadows Areas Structure Plan, Bylaw No. 2008-09

WHEREAS Section 634 of the Municipal Government Act, Revised Statutes of Alberta 2000 Chapter M-26 and amendments thereto, allows Council of a Municipality to adopt an Area Redevelopment Plan; and

WHEREAS Section 191 of the *Municipal Government Act*, Revised Statutes of Alberta 2000 Chapter M-26 and amendments thereto, provides the Municipality with the authority to amend a bylaw; and

WHEREAS Council adopted the Miller Meadows Area Structure Plan to guide the future growth and development of lands within Ptn. SW 32-032-01-5, LSD 4, and Ptn. NW 29-032-01-5, West of Railway Right-of-Way;

WHEREAS the Council of the Town of Olds deems it necessary and expedient to amend the Miller Meadows Area Structure Plan, Bylaw 2008-09;

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

1. That Section 4.2 Residential be amended by replacing the sentence at the end of the first paragraph with the following:

“The total residential density of the SW 32-32-1-W5M shall be limited to 514 dwelling units.”

2. That Section 4.2.1 Low Density Residential District (R1) be deleted.
3. That Section 4.2.2 General Residential District (R2) be renumbered to Section 4.2.1
4. That Section 4.2.3 General Residential Narrow Lot (R2N) be renumbered to Section 4.2.2
5. That Section 4.2.4 Medium Density Residential District (R3) – SW 32-32-1-W5M be amended by being renumbered to Section 4.2.3 and replaced with the following text:

“Multi-family sites form a core component of the north 16.171 ha (39.96 ac) portion of the Miller Meadows ASP. The development concept (Figure 4.0) along with the amendment to Phase 1 in Figure 11.0 has identified five areas of Medium Density Residential (R3) within the SW 32. The identified areas will be developed with a mix of duplex, row house and apartment housing forms. The total number of dwelling units allocated to these R3 sites is 482. These R3 sites are intended to be developed as bare land condominiums, so each site will be developed as a single comprehensive design.

The minimum parcel area for any R3 parcel identified on Figure 4.0 or Figure 11.0 shall be 1.14 ha (2.81 ac). The maximum number of R3 parcels within the SW 32 shall be five. Further subdivision of the R3 parcels to create titles smaller than the minimum

parcel area shall only be permitted if the subdivision is in the form of a bareland condominium.

The identified areas will be developed at a higher density than the minimum density target outlined in the Town of Olds Municipal Development Plan. A buffer of additional green space to the North of the Phase 1 R3 parcels will mitigate any potential conflicts with the surrounding low density residential uses.”

6. That Section 4.2.5 Medium Density Residential District (R3) – NW 29-32-1-W5M be renumbered to Section 4.2.4.
7. That Figure 11 in the attached Schedule A is added.
8. That Table 2.0 is replaced with the table contained in the attached Schedule B.
9. That Table 3.0 is replaced with the table contained in the attached Schedule C.
10. This Bylaw comes into force on the date it is passed.

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

Public Hearing held on the ____ day of _____, 2023

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

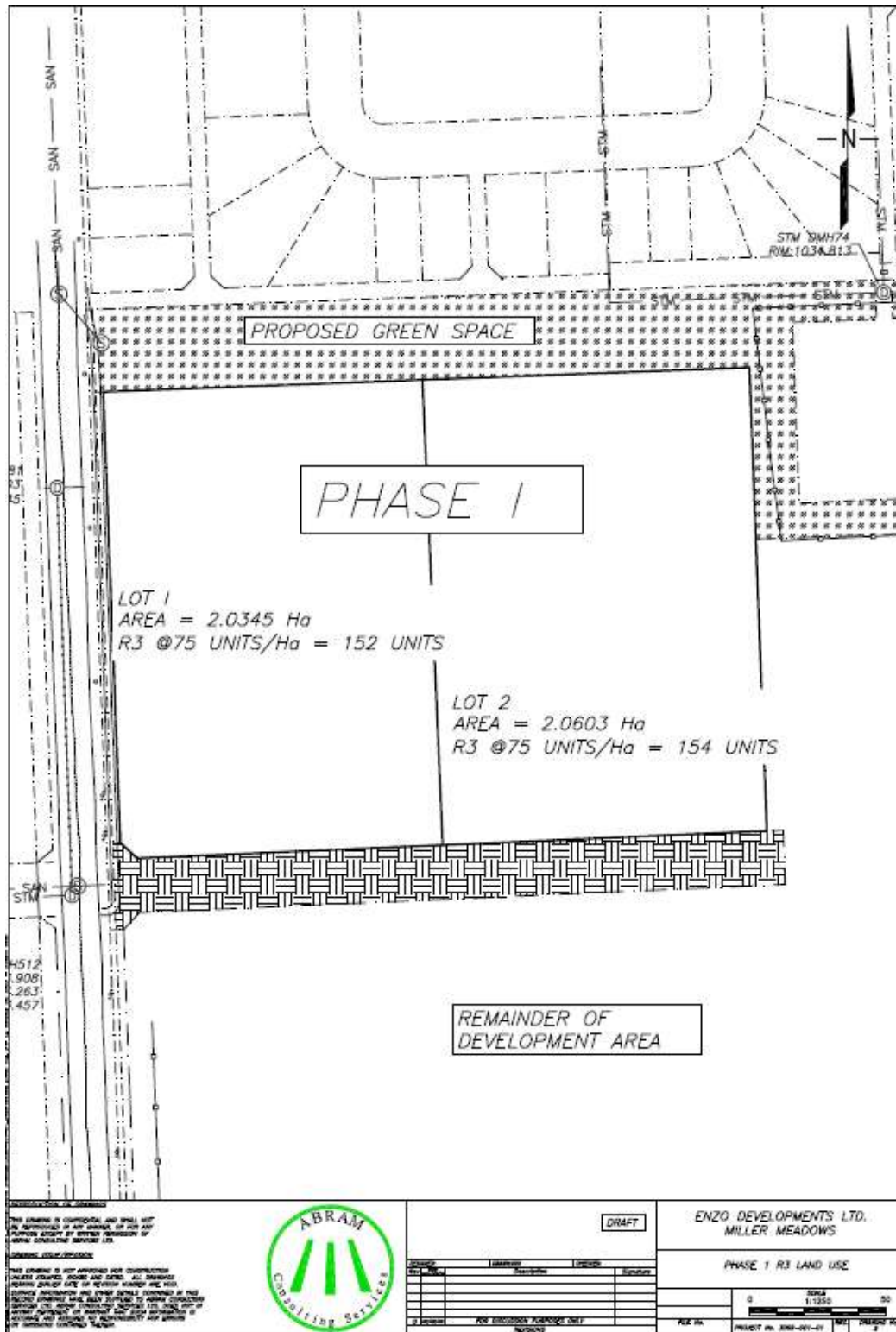
Read a third and final time on the ____ day of _____, 2023

Judy Dahl, Mayor

Chief Administrative Officer

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

Schedule A of Bylaw No. 2023-15



Schedule B of Bylaw No. 2023-15

Table 2.0 Land Use Statistics

Gross Developable Area	Area (ac)	Area (ha)	% of GDA
	103.6 ac	41.9 ha	100
Net Developable area	103.6 ac	41.9 ha	100
General Residential District (R2)	20.2	8.18	20%
General Residential Narrow Lot District (R2N)	14.4	5.82	14%
Medium Density Residential District (R3)	25.6	10.34	25%
Neighbourhood Commercial District (CN)	5.0	2.02	5%
Open Space – Municipal Reserve (MR)	19.2	7.78	19%
Public Utility Lot (PUL)	2.1	0.83	2%
Roads and Lanes	17.1	6.92	17%
Land Use Statistics SW 32-32-1-W5M	Area (ac)	Area (ha)	% of GDA
Gross Developable Area	40 ac	16.2 ha	100%
Net Developable area	40 ac	16.2 ha	100%
General Residential District (R2)	3.9	1.59	9.8
Medium Density Residential District (R3)	22.9	9.25	57.1
Open Space – Municipal Reserve (MR)	7.5	3.05	18.8
Public Utility Lot (PUL)	2.1	0.83	5.1
Roads and Lanes	3.6	1.47	9.1
Land Use Statistics NW 29-32-1-W5M	Area (ac)	Area (ha)	% of GDA
Gross Developable Area	63.6 ac	25.7 ha	100%
Net Developable area	63.6 ac	25.7 ha	100%
General Residential District (R2)	16.3	6.59	25.6%
General Residential Narrow Lot District (R2N)	14.4	5.82	22.6%
Medium Density Residential District (R3)	2.7	1.09	4.2%
Neighbourhood Commercial (CN)	5.0	2.02	7.9%
Open Space – Municipal Reserve (MR)	11.7	4.73	18.4%
Roads and Lanes	13.5	5.45	21.2%

Schedule C of Bylaw No. 2023-15

Table 3.0 Residential Units and Population

SW 32-32-1-W5M					
Land Use	Area acres (hectares)	Dwelling Units	Net Density - dwelling units/acre (units/ha)	Persons/ Dwelling Unit*	Population
All Residential Land	26.8 (10.84)	514	19.1 (47.4)	2.4	1234
Gross Density **	40 (16.2)		12.85 units per acre (31.73 units/ha)		
* 2016 Census data for the Town of Olds is 2.4 persons per household					
NW 29-32-1-W5M					
Land Use	Area acres (hectares)	Dwelling Units	Net Density - dwelling units/acre (units/ha)	Persons/ Dwelling Unit*	Population
All Residential Land	33.7 (13.65)	377	9.29 (22.8)	2.4	906
Gross Density **	63.6(25.7)		5.9 units per acre (14.7 units/ha)		
* 2016 Census data for the Town of Olds is 2.4 persons per household					
Plan Area Totals					
Potential Population of Miller Meadows			2140 Persons		
Total Dwelling Units of Miller Meadows			891 Units		
Gross Density of Miller Meadows			8.6 units per acre (21.3 units per hectare)		
** Town of Olds Municipal Development Plan is based upon gross developable hectare					

**TOWN OF OLDS
BYLAW NO. 2023-16**

A bylaw of the Town of Olds, in the Province of Alberta, pursuant to provisions of the Municipal Government Act, being Chapter M-26 of the revised statutes of Alberta 2000 and amendments thereto, to provide for the amendment of the Land Use Bylaw No. 01-23

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

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

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

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

1. That the Land Use District Map, being Schedule A of the Land Use Bylaw No. 01-23, be amended to remove the existing designations of Low Density Residential District (R1), General Residential District (R2) and re-designate the parcels to Medium Density Residential District (R3) and Recreational Facility District (RF) as shown on the attached Schedule A.
2. That Schedule C: Land Use District Regulations Medium Density Residential District (R3) of the Land Use Bylaw No. 01-23, be amended to replace the text for Development Standards in LSD 4 SW 32-32-1-W5M (North end of Miller Meadows) with the following:

*“Maximum density of the R3 parcel shown in Phase 1 of the Miller Meadows Area Structure Plan shall be 75 units per hectare.
Maximum density of the R3 parcel shown in Phase 2 of the Miller Meadows Area Structure Plan shall be 35 units per hectare.
Maximum density of the R3 parcels shown in Phase 3 of the Miller Meadows Area Structure Plan shall be 32 units per hectare.”*

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

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

Public Hearing held on the ____ day of _____, 2023

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

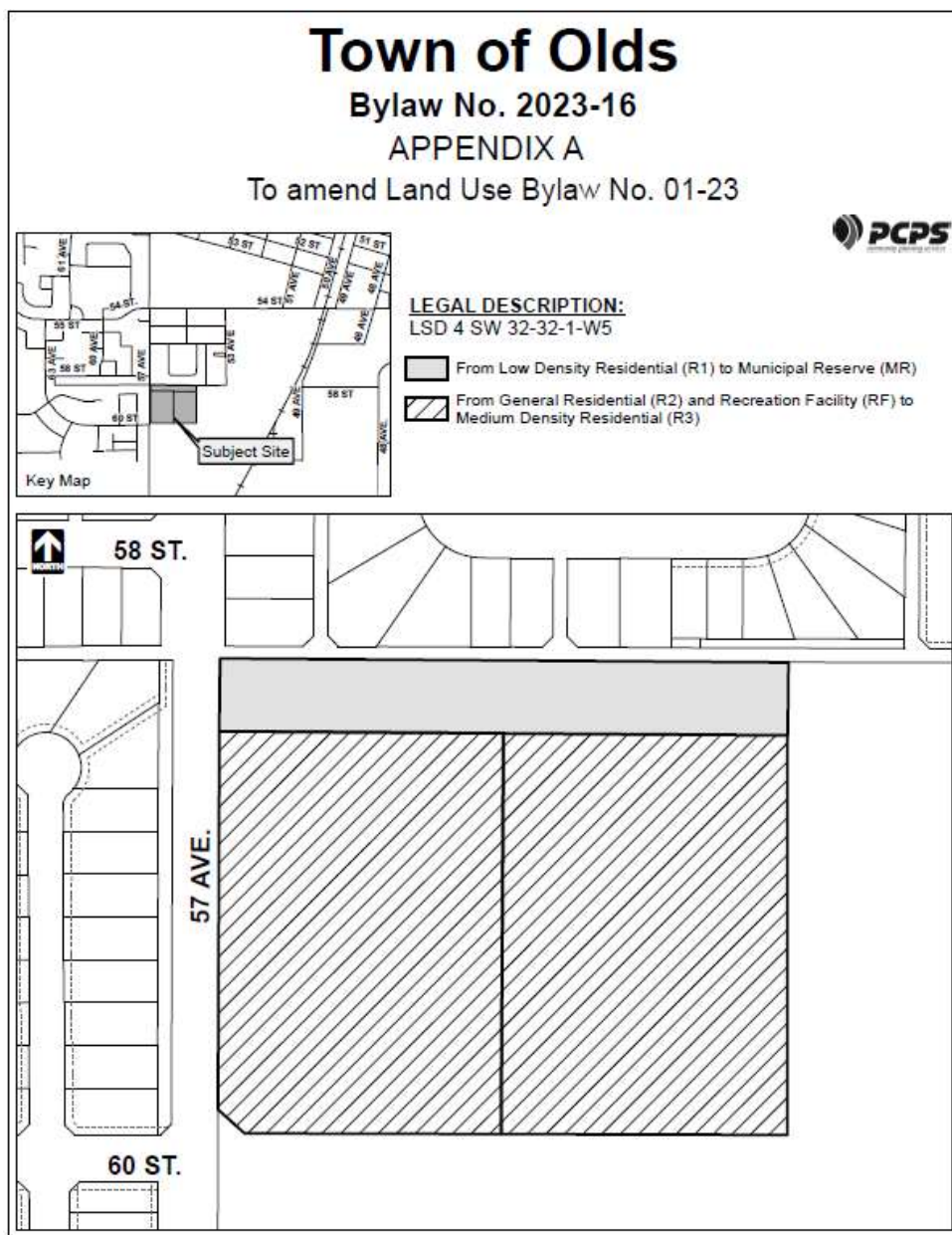
Read a third and final time on the ____ day of _____, 2023

Judy Dahl, Mayor

Chief Administrative Officer

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

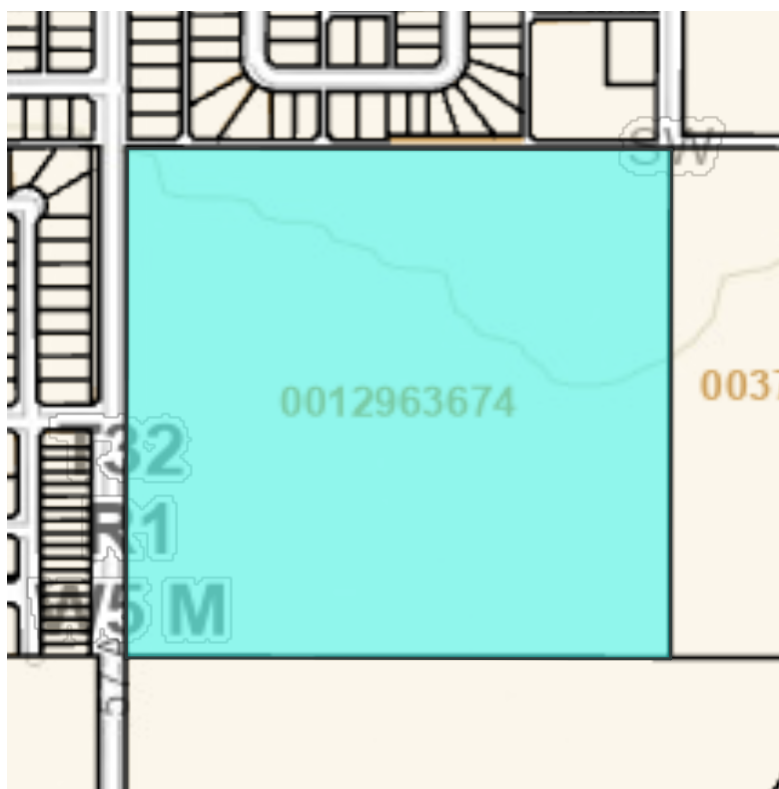
Schedule A Bylaw No. 2023-16



Alberta Transportation and Economic Corridors Notice of Referral Decision

Land Use Bylaw amendment in proximity of a provincial highway

Municipality File Number:	Bylaw 2023-15 & 2023-16	Highway(s):	2A, 27
Legal Land Location:	QS-SW SEC-32 TWP-032 RGE-01 MER-5	Municipality:	Olds
Decision By:	Charlene Johnson	Issuing Office:	Central Region / Red Deer
Issued Date:	2023-06-16 17:08:05	AT Reference #:	RPATH0035390
Description of Development:	Bylaw No. 2023-16 proposes to amend the Land Use Bylaw to increase the density numbers of Phase 1 of the Miller Meadows Area Structure Plan.		



This will acknowledge receipt of your circulation regarding the above noted proposal. Alberta Transportation

and Economic Corridors primary concern is protecting the safe and effective operation of provincial highway infrastructure, and planning for the future needs of the highway network in proximity to the proposed land use amendment(s).

Alberta Transportation and Economic Corridors offers the following comments and observations with respect to the proposed land use amendment (s):

1. Pursuant to Section 618.3(1) of the Municipal Government Act (MGA), the department expects that the municipality will comply with any applicable items related to provincial highways in an ALSA plan if applicable
2. Pursuant to 618.4(1) of the Municipal Government Act, the department expects that the Municipality will mitigate the impacts of traffic generated by developments approved on the local road connections to the highway system, in accordance with Policy 7 of the Provincial Land Use Policies.
3. Alberta Transportation and Economic Corridors has no objections to this proposed land use redesignation provided the following is followed: Alberta Transportation and Economic Corridors accepted the final Traffic Impact Assessment (TIA) for Miller Meadows dated August 3, 2018 and during ASP amendment in April 17, 2019 the following was indicated by our department: any impact to the recommendations TEC accepted in the TIA would be the responsibility of the Town of Olds. (see attached)

Please contact Alberta Transportation and Economic Corridors through the [RPATH Portal](#) if you have any questions, or require additional information



Issued by **Charlene Johnson**, , on **2023-06-16 17:08:05** on behalf of the Minister of Transportation and Economic Corridors pursuant to *Ministerial Order 52/20 – Department of Transportation Delegation of Authority*

June 20, 2023

Attention: Development Officer/Planner

File No: TOWN OF OLDS Bylaw 2023-15 & 2023-16 referral/public hearing.

Legal: SW 32-032-01-5 and NW 29-032-01-5.

The aforementioned application has been received by our office and we are satisfied that the application poses minimal risk to public health.

AHS recommends consideration of the following items be made in order to ensure that the development of this property does not create a nuisance as defined in the Public Health Act: *Nuisance and General Sanitation Regulation, NGS Reg.* (AR 243/2003):

- The setback distances outlined in Section 15(1) and (2) the *NGS Reg* must be met, these include:
 - No person shall locate a water well within:
 - a) **10 m** of a watertight septic tank, pump out tank or other water tight compartment of a sewage or waste water system,
 - b) **15 m** of a weeping tile field, evaporation treatment mound, or outdoor pit privy,
 - c) **30 m** of a leaching cesspool,
 - d) **50 m** of sewage effluent on the ground surface,
 - e) **100 m** of a sewage lagoon,
 - f) Or **450 m** of any area where waste is or may be disposed of at a landfill within the meaning of the Waste Control Regulation (AR 192/96)
 - Nor shall you locate any of the aforementioned items in a-f within the stipulated distances of an existing well.

Additional mapping of the current surrounding land use, existence of neighbor's wells and sewage systems should be done in order to ensure compliance with Section 15 of the *NGS Reg.* At this time we have no objections to the approval of this application.

If you have any questions or concerns regarding this application, please contact me.

Sincerely,

Environmental Public Health – Central Zone
1-833-476-4743

Subject: DUE JUNE 9, 2023 - TOWN OF OLDS Bylaw 2023-15 & 2023-16 referral

From: Minyukova, Veronika <veronika.minyukova@atco.com>

Sent: May 23, 2023 7:47 AM

To: Sarmad Abbasi <Sarmad.Abbasi@pcps.ab.ca>

Subject: RE: DUE JUNE 9, 2023 - TOWN OF OLDS Bylaw 2023-15 & 2023-16 referral

Good Morning,

ATCO Gas has no objections to the proposed.

Thanks!

Veronika Minyukova

Summer Student

ATCO Gas | Land

From: Circulations, HP <HP.Circulations@atco.com>
Sent: June 7, 2023 1:52 PM
To: Sarmad Abbasi
Subject: 23-1964 Response - DUE JUNE 9, 2023 - TOWN OF OLDS Bylaw 2023-15 & 2023-16 referral
Attachments: Agency Referral (May 2023).pdf; Referral Package.pdf

ATCO Transmission high pressure pipelines has no objections.

Questions or concerns related to ATCO high pressure pipelines can be forwarded to hp.circulations@atco.com.

Thank you,

Isabel Solis-Jarek

Sr. Administrative Coordinator | Operations Engineering
Natural Gas Transmission

P: 780 420 3896

A: 7210 42 Street, Edmonton, AB T6B 3H1

[ATCO.com](https://www.atco.com) [Facebook](#) [Twitter](#) [LinkedIn](#) [Instagram](#)

From: Sarmad Abbasi <Sarmad.Abbasi@pcps.ab.ca>
Sent: Friday, May 19, 2023 1:41 PM
To: Implan@gov.ab.ca; waterapprovals.reddeer@gov.ab.ca; setbackreferrals@aer.ca; historical.lup@gov.ab.ca; CentralZone.EnvironmentalHealth@albertahealthservices.ca; 3rdpartyrequests@altalink.ca; @ Gas Land Department <land.admin@atcogas.com>; Circulations, HP <HP.Circulations@atco.com>; Malcolm.Nevers@canadapost.postescanada.ca; circulations@telus.com; landserv@fortisalberta.com; srussell@cesd73.ca; rod.steeves@rdcrs.ca; plandev@mvcounty.com; osp@O-NET.ca; info@foothillsgas.ca; @ Electric Land Inquiries <LandInquiries@atcoelectric.com>
Subject: DUE JUNE 9, 2023 - TOWN OF OLDS Bylaw 2023-15 & 2023-16 referral

****Caution – This email is from an external source. If you are concerned about this message, please report using Phish Alert Button in your Outlook for analysis.****

Please see the attached files for your comments.

Sarmad Abbasi
Planner
Unit B 4730 Ross Street
Red Deer AB T4N 1X2

Phone: 403-343-3394
Web: pcps.ca



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Subject: FW: TOWN OF OLDS Bylaw 2023-15 & 2023-16 referral

From: Diana Pounall <diana.pounall@fortisalberta.com> **On Behalf Of** Land Service

Sent: June 5, 2023 10:01 AM

To: Sarmad Abbasi <Sarmad.Abbasi@pcps.ab.ca>

Subject: TOWN OF OLDS Bylaw 2023-15 & 2023-16 referral

Good day,

FortisAlberta has no concerns, please contact 310-WIRE for any electrical services.

Warm Regards,

Diana Pounall | Land Coordinator, Land Department

FortisAlberta | 15 Kingsview Rd. SE Airdrie, AB T4A 0A8 | p: 587-775-6264



We are FortisAlberta. We deliver the electricity that empowers Albertans to succeed. We keep the power on, not just because it's our job, but because we care about the people we serve. We are reliable, honest and dedicated to our work because our employees, customers and communities matter to us.

Subject: DUE JUNE 9, 2023 - TOWN OF OLDS Bylaw 2023-15 & 2023-16 referral

From: Susan Smyth <ssmyth@mvcounty.com>
Sent: June 15, 2023 2:09 PM
To: Sarmad Abbasi <Sarmad.Abbasi@pcps.ab.ca>
Subject: RE: DUE JUNE 9, 2023 - TOWN OF OLDS Bylaw 2023-15 & 2023-16 referral

Good afternoon,

No comments or concerns from Mountain View County.
Enjoy the afternoon.

Susan Smyth | Administrative Assistant
Planning & Development Services
403-335-3311 ext. 173 | ssmyth@mvcounty.com

Mountain View County Office: 403-335-3311 | Fax: 403-335-9207
1408 Twp Rd. 320 | Mountain View County, AB | TOM OWO
www.mountainviewcounty.com

Subject: DUE JUNE 9, 2023 - TOWN OF OLDS Bylaw 2023-15 & 2023-16 referral

From: circulations <circulations@telus.com>

Sent: May 19, 2023 2:37 PM

To: Sarmad Abbasi <Sarmad.Abbasi@pcps.ab.ca>

Subject: RE: DUE JUNE 9, 2023 - TOWN OF OLDS Bylaw 2023-15 & 2023-16 referral

Good afternoon,

TELUS Communications Inc. has no comments or concerns with the above notification.

Thank you,

Tanya Roberts

Sr Real Estate Specialist

Network Engineering & Operations (NEO) | TELUS | Rights of Way

2930 Centre Avenue NE, Calgary, AB T2A 4Y2

circulations@telus.com



[Facebook](#) [Instagram](#) [Twitter](#) [LinkedIn](#) [YouTube](#)

TELUS Restricted – Privileged & Confidential

Not to be forwarded or copied without express consent of the originator

From: Helmut Wollenberg <helmut.chwk@gmail.com>
Sent: June 3, 2023 11:48 PM
To: Sarmad Abbasi
Subject: Re: Comments Re: Miller Meadows ASP Amendments

Hi Sarmad,

Please amend my second comment as follows:

- Secondly, having lived in Olds for just over a year, I am okay with the prospect of signalization of the 57 Ave/54 Street intersection but would rather it be a roundabout instead. The reasons being improved safety for pedestrians and less costly infrastructure to build and maintain. There should be adequate space with minimal property acquisitions, which themselves should be easier to achieve since all of the corners are sidewalk and/or lawn. Both me and my wife have had too many close calls with drivers who either are not paying attention to others or not obeying the standard rules of 4-way stops. While roundabouts take some getting used to, it's harder to mess them up and the slower speeds certainly help lessen potential harm/damage from neglectful drivers.

Cheers,
Helmut W.

On Sat, Jun 3, 2023 at 7:15 PM Helmut Wollenberg <helmut.chwk@gmail.com> wrote:
Hi Sarmad,

I would like to submit the following comments regarding the Miller Meadows ASP amendments:

- Firstly, I'd like to say that I fully support these amendments. The density is certainly needed considering how little medium density housing exists in the town currently. The addition of a dedicated green space is also most welcome and is, I feel, an essential part of any new residential development.
- Secondly, having lived in Olds for just over a year, I am pleased by the prospect of signalization of the 57 Ave/54 Street intersection. Both me and my wife have had too many close calls with drivers who either are not paying attention to others or not obeying the standard rules of 4-way stops.
- Finally, I am also excited to hear that studying the feasibility of public transit within town is on the table. Owning more than one vehicle can be cumbersome in many ways and therefore out of reach for some families (such as mine). With my wife working out of town, that means I am left without a vehicle for most of her work days. Seeing as I live near Miller Meadows, at the southern edge of town, it is a fair distance to walk just to reach 46 Street or Uptown let alone anywhere closer to the other edges of town. Some form of public transit, whether it be a dedicated static route or something more flexible akin to Lethbridge's cityLINK, where citizens can request a bus on demand, would be of great value.
- While this may not be pertinent to the amendments being considered, I would like to add that higher density for the additional phases (2 and 3) would also be something the town should seriously consider as I see they are currently intended to be low density (from the posted documents regarding the bylaws).

Thanks for considering my comments/feedback in your deliberations on the Miller Meadows ASP amendments.

30

Cheers,
Helmut Wollenberg,
28 Destination Place, Olds, AB

James & Judy Wahlstrom
 5605 – 57 Avenue
 Olds, Alberta
 T4H 1K1

June 16, 2023

Parkland Community Planning Services
 Unit B, 4730 Ross Street
 Red Deer, Alberta
 T4N 1X2

Attention: Sarmad Abbasi

Dear Sir:

Re: Notice of Public Hearing regarding proposed bylaw 2023-15 & 2023-16
Town of Olds

We are residents of the Town of Olds, living at 5605 – 57 Avenue. We have owned this property since April 1, 1980. The proposed subdivision known as “Miller Meadows” is located directly to the south of our property.

Over the years as the Town of Olds has grown we have noted a significant increase in the amount of traffic on 57 Avenue. As each of the south/west subdivisions has been added, for the most part these additions comprise cul-de-sacs, closes and a collection of interconnecting streets and avenues, which only extend a few blocks, with no through streets. The bulk of the traffic flow is diverted back onto 57 Avenue to connect to the main traffic grid. Not until the subdivision of land to the west of Winter drive (which we believe is known as the Highlands subdivision), has there be an alternate main through fare, being 70 Avenue.

We have a driveway (which we use extensively) on 57 Avenue. It used to be there were periods of heavier traffic first thing in the morning, which made backing onto 57 Avenue difficult. Now the traffic flow is heavy at all times of the day and evening. A subdivision of single-family homes will already increase the amount of traffic, without the impact of increasing the zoning to higher density residential. We are not talking about one vehicle per household. Most couples each drive a vehicle, and if they have children who are licensed to drive, this may increase the number of vehicles even further. The proposed change to the bylaw will potentially see 514 family units in phase 1. That is likely an increase of another 1,000 vehicles or more accessing 57 Avenue! Yes, we see the Town proposes that this subdivision would also connect to 53 Avenue, however 53 Avenue is not a main through fare to the north; it only goes as far north as 54 Street, which also has a high level of traffic. Chances are very good the majority of this traffic will use 57 Avenue as the main access route as it goes north all the way to 46 Street (Hwy 27), it is a main through fare and is a wider road.

It is noted in the "Miller Meadows Area Structure Plan Amendment Information Sheet – May 2023":

"Why is Miller Meadows ASP being amended?

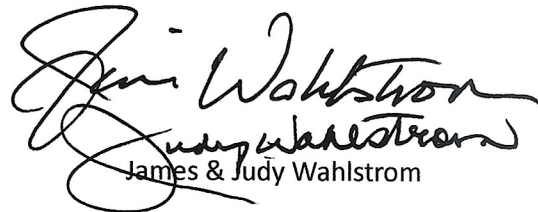
- Growth of our community and economy is hampered by a lack of available housing. And there is a need for a wider variety of housing for those who live, work, and study in Olds.
- There are currently two areas of higher density housing ready for development here (Miller Meadows and north of the Cornerstone shopping district)."

Why is the area to the north of Cornerstone not being pursued for high density housing development instead of Miller Meadows? The logical main access to this subdivision would 70 Avenue. An astronomical amount of money has just been spent to put in a traffic light at the intersection of 70 Avenue and 46 Street (Hwy 27), which would provide traffic control for the flow of traffic to and from this subdivision.

Please be very clear, we are not opposed to high density housing. We have high density housing to the north and south of us. Our objection is based 100% on the traffic situation, which continues to get progressively worse as the Town grows. Putting in traffic control devices helps to slow the speed of traffic by our residence, but it does not in any way, shape or form reduce the volume of traffic.

We object to the proposed bylaws 2023-15 and 2023-16.

Yours truly,



James & Judy Wahlstrom

Via email: Sarmad.abbasi@pcps.ab.ca

From: Mehul Patel <mehul@hotmail.ca>

Sent: Monday, June 19, 2023 5:54 PM

To: Brent Williams <BWilliams@Olds.ca>

Subject: Need for MultiUnit apartment buildings for family

33

CAUTION: This Email is from an external sender. Be alert for Phishing. Do not click links if you do not know the sender.

Hi Brent!

I hope this email finds you well.

I am writing to you today with some pain about local rental housing market that It has already cost me one employee (Manager) at MR MIKES due to lack of available options to Move into our town. and I am currently facing the same situation again with another Employee that I have recently hired. He is struggling to find an apartment or affordable housing that is decent enough to live in with young family. You may remember our conversation about our town's growth potential and how the housing market is restricting it at present last time we were at the same table during Rural Healthcare Professional discussion at Legion.

Many employers are facing troubles finding candidates to work for them. Invest Olds has partnered with Innisfail to support Rural Renewal Stream program to attract some foreign workers to make Olds their home to support local businesses. However, I believe that with housing shortages, it is going to be a challenge to accommodate them within our community. The manager candidate we lost had moved from Ontario, stayed here in Hotel for 1 week and went back just because she could not find any decent affordable apartment or Condo house. She was also looking for accommodation from Ontario online for at least 3 weeks before she had come. She even tried to find a rental house if there was any available and failed to find any that was decent enough for a non-smoker family of 3 within \$2000 a month rent. The candidate I have recently hired is moving from Edmonton and facing the same situation. Currently, only option he has is to stay at Motel 8. which is not an ideal place once his family moves to the town. I have faced similar complaints from College students that has worked with us in the past. They move back to their home in summer vacation if they can't find any offsite accommodations. It costs businesses some revenue to hire and train new employees and it also cost those people who keep moving back and forth.

I believe Town of Olds will benefit from some multi-unit family home buildings such as Condos and apartments that are affordable by the working-class families. I request our town Council to consider this as a crisis situation for accommodation and come up with some strategic planning to tackle this issue in a short term as well as long term.

If you require proof of my claims, I am more than happy to provide emails from both employees mentioned above as well as past employees that has moved out of town. I am certain if you did a survey, many other local owners would come up with similar concerns. Please feel free to reach out to me at 5878777867 if you have any questions about my request to you and the town Council.

Sincerely,

Mehul

Franchisee Owner for MR MIKES



June 26, 2023

Town Of Olds Council
4512 - 46 Street, Olds AB

RE: Miller Meadows Area Structure Plan Amendment

Honorable Mayor, Judy Dahl
Councillors for the Town of Olds

Thank you for this opportunity today to address you regarding the Miller Meadows Housing Development. I apologize that I am not able to attend the council meeting in person as I am out of the country at my Granddaughter's wedding. Please accept this written letter on behalf of myself, and Enzo Developments.

I am making this application to amend the Area Structure Plan for Miller Meadows to address the changing market needs for housing in the community of Olds. We have been in collaboration with leaders in the Olds community who have informed us of the great desire for multiple different types of family housing for rent or for purchase. While we recognize the reluctance to change, we have collaborated with builders and community members to address the objections to the Development. I am certain that these concerns will be positively addressed in the Development Agreement.

Our goal is to make Olds attractive to employees of various businesses and industry, as well as the students of Olds College, by providing safe and economical living solutions. There is an immediate need for multi family housing solutions in Olds. Many employees are commuting from Red Deer, Didsbury, Carstairs, Crossfield and even Calgary because of the limited supply of attainable housing in Olds. When adequate housing needs are met, the town will grow the tax base and prosper by welcoming new families who support local businesses and the community of Olds. We look forward to the positive impact that Miller Meadows will have for the Town Of Olds for present and future families!

Thank you for your time and consideration today.

Warm Regards,

A handwritten signature in black ink, appearing to read "Doug Bender", is written over a horizontal line.

Doug Bender
Enzo Developments Inc.
1-403-990-0571



Town of

Request for Decision

Borrowing Bylaw 2023-17 Line of Credit

June 26, 2023

RECOMMENDATION

That Bylaw 2023-17, being a borrowing bylaw to establish a line of credit with Alberta Treasury Branch (ATB) for the purpose of paying operating expenses be introduced and given first reading.

That Bylaw 2023-17, being a borrowing bylaw to establish a line of credit with Alberta Treasury Branch (ATB) for the purpose of paying operating expenses be given second reading.

That unanimous consent be given to present Borrowing Bylaw 2023-17 for third reading.

That Bylaw 2023-17, being a borrowing bylaw to establish a line of credit with Alberta Treasury Branch (ATB) for the purpose of paying operating expenses be given third reading.

LEGISLATIVE AUTHORITY


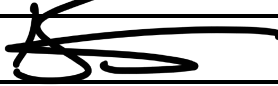
Section 256 (2) The amount to be borrowed, together with the unpaid principal of other borrowings made for the purpose of financing operating expenditures, must not exceed the amount the municipality estimates will be raised in taxes in the year the borrowing is made.

Section 256 (3) A borrowing bylaw that authorizes the borrowing does not have to be advertised if the term of the borrowing does not exceed 3 years.

BACKGROUND

ATB asks that we update our borrowing bylaw annually. The line of credit is \$500,000 and is there to provide a safety net that can be used if any unforeseen/unexpected or emergent situations should arise and the Town needs some additional bridge financing. To date the line of credit has never been used.

This bylaw would rescind borrowing bylaw 2022-16

Author:	Sheena Linderman	Date: June 19, 2023
Director Signature:		Date:
CAO Signature:		Date: 19 June 2023

TOWN OF OLDS BYLAW 2023-17

LINE OF CREDIT BORROWING BYLAW

THIS BYLAW AUTHORIZES THE COUNCIL OF THE MUNICIPALITY TO ESTABLISH AN OPERATING LINE OF CREDIT FOR THE PURPOSE OF FINANCING OPERATING EXPENDITURES.

WHEREAS, the Council of the Town of Olds (hereinafter called the "Corporation") in the Province of Alberta, considers it necessary to borrow certain sums of money for the purpose financing operating expenditures;

NOW THEREFORE, pursuant to the provisions of Section 256 of the Municipal Government Act, the Council of the Town of Olds, in the Province of Alberta, enacts as follows:

1. The Corporation borrow from Alberta Treasury Branches ("ATB") up to the principal sum of \$500,000 repayable upon demand at a rate of interest per annum from time to time established by ATB, and such interest will be calculated daily and due and payable monthly on the last day of each and every month.
2. The Chief Elected Officer and the Chief Administrative Officer are authorized for and on behalf of the Corporation:
 - (a) To apply to ATB for the aforesaid loan to the Corporation and to arrange with ATB the amount, terms, and conditions of the loan and security or securities to be given to ATB;
 - (b) As security for any money borrowed from ATB
 - (i) To execute promissory notes and other negotiable instruments or evidences of debt for such loans and renewals of all such promissory notes and other negotiable instruments or evidences of debt;
 - (ii) To give or furnish to ATB all such securities and promises as ATB may require to secure repayment of such loans and interest thereon; and
 - (iii) To execute all security agreements, hypothecations, debentures, charges, pledges, conveyances, assignments and transfers to and in favour of ATB of all or any property, real or personal, moveable or immovable, now or hereafter owned by the Corporation or in which the Corporation may have any interest, and any other documents or contracts necessary to give or furnish to ATB the security or securities required by it.
3. The source or sources of money to be used to repay the principle and interest owing under the borrowing from ATB are taxes, reserves and grants.
4. The amount to be borrowed and the term of the loan will not exceed any restrictions set forth in the Municipal Government Act.
5. In the event that the Municipal Government Act permits extensions of the term of the loan and in the event that the Council of the Town of Olds decides to extend the loan and ATB is prepared to extend the loan, any renewal or extension, bill, debenture, promissory note,

or other obligation executed by the officers designated in Paragraph 2 hereof and delivered to ATB will be valid and conclusive proof as against the Corporation of the decision of the Council to extend the loan in accordance with the terms of such renewal or extension, bill, debenture, promissory note, or other obligation and ATB will not be bound to enquire into the authority of such officers to execute and deliver any such renewal, extension document or security.

6. Bylaw 2022-16 is hereby repealed.

Read a first time this 26th day of June, 2023

Read a second time this 26th day of June, 2023

Unanimous consent given to present for third reading this 26th day of July, 2023

Read a third and final time this 26th day of June, 2023

Judy Dahl
Mayor

Brent Williams
Chief Administrative Officer

SIGNED by the Chief Elected Official and the Chief Administrative Officer this 26th day of June, 2023.



Request for Decision
Policy Rescind Request
June 26, 2023

RECOMMENDATION

That the following Council Policies be rescinded:

120C Public Art

401C Municipal Enforcement

402C Operation of the Fire Department

801C Nu2U Grant

STRATEGIC ALIGNMENT

Our community is supported and enabled through skillful governance.

LEGISLATIVE AUTHORITY

Municipal Government Act


BACKGROUND

As the Administration continues with the Town's policy review, we are bringing forward a request to the Council to rescind council policies; Council Policy 120C Public Art is an obsolete policy, as Council dissolved the Public Art Advisory Committee (PAAC) in 2022. Policy 401C Municipal Enforcement and Policy 402C Operation of the Fire Department are outdated and policy 801C Nu2U Grant is no longer required as the Town no longer operates the Nu2U Store; and were recommended to be rescinded in the Town of Olds Organizational Review Recommendations.

FINANCIAL CONSIDERATIONS – unknown.

ATTACHMENTS

1. Policy 120C Public Art
2. Policy 401C Municipal Enforcement
3. Policy 402C Operation of the Fire Department
4. Policy 801C Nu2U Grant

Author:	Marcie McKinnon Legislative Clerk	Date: June 14, 2023
CAO Signature:	Brent Williams 	Date: June 21, 2023



120C

Public Art

Supporting Procedure 220P

Prepared By: Community Services

Council Approval Date: January 14, 2019

Effective Date: Immediately

Council Resolution No.: 19-18

References:

POLICY STATEMENT

The Town of Olds is committed to the long-term development of Public Art. Communities gain value through Public Art – cultural, social, and economic value. Public Art is a distinguishing part of our public history and our evolving culture. The Town of Olds strives to be a place where people want to live and visit having a particular community identity with strong Public Art expressions.

PURPOSE

To incorporate a community-based process for the integration of Public Art in Town Spaces and support Public Art in Public Spaces with:

- a) Standards in place for the process of planning, funding acquisition, maintenance and promotion of a Public Art Collection;
- b) Fair and effective processes for the Town in selecting, purchasing, commissioning, placing, maintaining and documenting Public Art;
- c) Enhancement of Public Spaces for residents and visitors;
- d) Increased richness of the community by creating a cultural legacy through Public Art.

SCOPE

The acquisition, installation, maintenance, management, and stewardship of Public Art for the Town of Olds, and encouragement for the display of Public Art in private developments.

RESPONSIBILITIES

The Chief Administrative Officer shall:

- a) Ensure the implementation of this policy within the terms and conditions established;
- b) Establish a Public Art Advisory Committee;
- c) Report to Council annually on Town of Olds Public Art.

Town Council shall:

- a) Approve funding for Town of Olds Public Art through the budget process;
- b) Promote the public display of art throughout the community;
- c) Review additions or removals to the Town of Olds Public Art Collection.

DEFINITIONS

“Artist” means a practicing professional or amateur art-maker recognized by peers as such; commissioned specifically to create an artwork or design project, or to collaborate on a design team to complete Public Art.

“Public Art” means visual works, which are displayed in public spaces including, but not limited to:

- a) Sculpture - free standing, wall supported or suspended, kinetic, electronic in any material or combination of materials;
- b) Paintings, drawings, prints, or murals in any variety of materials;
- c) Photography or prints;
- d) Crafts and folk art works in clay, fiber, textiles, glass, wood, metal, mosaics, plastics and other materials;
- e) Architectural embellishments, imbedded forms, street inlays or landscaping features with artistic intent, while architecture, interior design, and landscaping are artistic in nature and have artistic components, this policy defines Public Art as a distinct component of a project that, while it may be integrated to the site or project, is created by a person engaged as an Artist or its creation is directed by an Artist.

“Public Art Advisory Committee” means a committee comprised of but not limited to: individuals qualified to ensure an artwork’s suitability to the community and who are visual artists, curators, community representatives, architects; a Councilor as appointed by Council; and gift donor representatives and Town staff representatives as required. The Committee will make recommendations to Council for final approval.

“Public Art Collection” means all visual art assets recognized as being owned or held in trust by The Town of Olds.

“Public Place” means any place to which the public may have either express or implied access, including, but not limited to, areas such as streets, boulevards, sidewalks, pathways, trails, parks, exteriors of buildings, interiors of Town-owned buildings, and any fixture or sculpture located in such area.

“Town Space” means Town owned and/or operated property.

STANDARDS

Administration is responsible for implementing a management strategy that shall:

- a) Align Public Art to the overall direction and priorities determined by Council to act as a blueprint for the implementation and administration of the Policy;
- b) Clearly outline the administrative processes and procedures, roles and responsibilities, lines of communication, accountability, and defined outcomes.

FUNDING

Funding for acquisition and management of Public Art in, or adjacent to, new or existing municipal buildings, infrastructure projects, parks and other Town owned land and facilities shall be considered annually through the budget process and/or Council approval.

PUBLIC ART ADVISORY COMMITTEE

The purpose of the Public Art Advisory Committee is to provide expert and community input on Public Art for The Town of Olds. The Committee may provide recommendations and advice to Town Administration on policies, guidelines, plans and issues as they relate to Public Art.



401C Municipal Enforcement

Supporting Procedure: Municipal Enforcement Manual

Prepared By: Municipal Enforcement

Council Approval Date: June 8, 2020

Effective Date: Immediately

Council Resolution No.: 20-217

References:

Alberta Solicitor General and Public Security Policy and Procedures
Town of Olds Community Peace Officer Bylaw
Town of Olds Bylaw Enforcement Officer Bylaw
Records Management Retention Schedule Bylaw

POLICY STATEMENT

The Town of Olds provides quality municipal services to its citizens. The Community Peace Officers are committed to serving the residents, businesses and visitors to the Town of Olds by providing effective municipal and provincial enforcement. They are committed to the protection of the Town of Olds interests and the safe transportation of people and goods.

PURPOSE

To clearly outline the service levels and expectations that Council supports in the provision of service of the Municipal Enforcement Department.

To ensure the Senior Community Peace Officer has a clear mandate of service and expectation from Council in order to adequately manage and enhance the provision of Municipal Enforcement.

To ensure that the public are informed of the mandate and function of Municipal Enforcement, and the scope of services offered.

SCOPE

The Town of Olds Municipal Enforcement Peace Officers are governed by Federal, Provincial and Municipal legislation in addition to the aforementioned Provincial and Municipal policies. This policy reflects these laws.

DEFINITIONS

Bylaw means any bylaw approved by the Town of Olds Council.

Council means the elected officials of the Town of Olds, including the Mayor and Councillors.

Peace Officer means a person employed or engaged by the Town of Olds, which is an authorized employer, in the capacity of a Community Peace Officer under the Peace Officer Act of Alberta, and complies with any other conditions approved in the Peace Officer Regulations, Policy and Manual.

RESPONSIBILITIES

The Chief Administrative Officer (CAO) or designate(s) is responsible for administering this policy within the standards established. All managerial and supervisor administration are

responsible for ensuring that their employees are familiar with, and comply with the standards of this policy.

The Senior Community Peace Officer, or designate(s), is responsible to ensure the mandate and function of the Municipal Enforcement Department adheres to this policy, the Community Peace Officer Bylaw, the Bylaw Enforcement Officer Bylaw, and any other Town of Olds Council Policies.

STANDARDS

1. The Town of Olds is an authorized employer of Community Peace Officers and the Province of Alberta has set in legislation the Peace Officer Act (Statutes of Alberta 2006, Chapter P-3.5); The Peace Officer (Ministerial) Regulation (AR 312/2006); and the Peace Officer Regulation (AR 291/2006).
2. The Alberta Solicitor General and Public Security Department has enacted the Peace Officer Policy and Procedures Manual, as amended from time to time, which applies to both employers of Peace Officers and to Peace Officers themselves, and further makes compliance to this policy a requirement in law.
3. Peace Officer Act (Statutes of Alberta 2006, Chapter P-3.5); The Peace Officer (Ministerial) Regulation (AR 312/2006); and the Peace Officer Regulation (AR 291/2006).
4. Section 226 of the Municipal Government Act, being Chapter m-26, Revised Statutes of Alberta, 2000, and amendments thereto, the Council of the Town of Olds must pass a Bylaw to specify the powers and duties of Bylaw Enforcement Officers to establish disciplinary procedures for misuse of power, including penalties and an appeal process applicable to the misuse of power by Community Peace Officers who provide bylaw enforcement.



402C
Operation of the Town of Olds Fire Department

Prepared By: Fire Department

Effective Date: April 8, 2019

Council Resolution No.: 19-113

References: Federal/Provincial Guidelines and Regulations
Occupational Health and Safety Code
Fire Bylaw
Town of Olds Quality Management Plan
Olds Fire Department Procedures and Guidelines Manual
Olds Fire Department Training Manual

POLICY STATEMENT

Town of Olds Fire Bylaw provides for the establishment and operation of a Fire Department for the protection of people and property, and identifies the emergency services that the Fire Department will be authorized to provide and the level of service or standard to which each emergency service will be performed.

PURPOSE

To clearly outline the service levels and expectations that Council supports in the provision of service of the Fire Department.

To ensure the Fire Chief has a clear mandate of service and expectation from Council in order to adequately manage and enhance the provision of Fire/Rescue services.

To ensure that the public are informed of the mandate and function of the Fire Department, and the scope of services offered.

SCOPE

This policy applies to the Fire Chief, and the Town of Olds Fire Department members.

RESPONSIBILITIES

The Fire Chief or designate(s) is responsible to ensure that the mandate and function of the Fire Department adheres to this and any other Council Policies and the Town of Olds Fire Bylaw.

Amended: March 11, 2013
Council Approval Date: February 27, 2006
Re-write 2003-01



801C
Nu2U Grant Guidelines

Supporting Procedure: n/a

Prepared By: Community Services

Council Approval Date: Nov. 9, 2020

Effective Date: Upon Approval

Council Resolution No.: 20-465

References: MGA Natural Person Powers
Records Management Retention Bylaw
Reserves Policy

POLICY STATEMENT

The Town of Olds recognizes community and volunteer efforts contribute to the success of the Nu2U Thrift Store and fund community grants.

PURPOSE

To establish grant guidelines for the distribution back to the community of proceeds from the Nu2U 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 Chief Administrative Officer or his delegate is responsible to administer this policy within the terms and conditions established.

STANDARDS

Operating surplus will be placed in reserve to be redirected back to the community via grants.

The reserve shall be maintained as per the Reserve Policy.

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 take into consideration potential duplication with other known programs/projects/services.
- Funding would be considered for a defined project that preferably can be completed within the calendar year in which the funds are granted.
- Funds will only be provided to not-for-profit organizations.

Funding Parameters:

- Funding may be considered annually when available;
- 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.

Approved; June 25, 2018 Motion: 18-270

Amended; November 9, 2020 Motion 20-465



Request for Decision

Fair Trade Sponsorship Request

June 26, 2023

RECOMMENDATION

That Council approve a sponsorship in the amount of \$1,500, to Fair Trade Olds in support of bringing a cacao producer to Olds in Fall 2023.

STRATEGIC ALIGNMENT

Our thriving community is built on strong and collaborative relationships.

LEGISLATIVE AUTHORITY

Policy 803C Requests for Donations, Sponsorships and Promotional Items

BACKGROUND

The Olds Fair Trade Committee is excited and proud to be celebrating the 15th anniversary of Olds being designated a Fair Trade Town by Fair Trade Canada - the global gold standard fair trade certifier.

Bev Toews presented at the June 5 Policies and Priorities Committee meeting and as per attached letter requested support in again bringing a cacao producer to Olds. With the goal of growing appreciation and demand for fair trade in Olds they will give presentations and tastings at community events and in schools. This exposure will increase understanding of Fair Trade and in turn increase the availability of products so individuals who support fair trade can purchase products locally.

RISK/CONSEQUENCES


1. Council can receive this request as information only, thus not approving the request for a sponsorship.
2. Council can make another recommendation being specific in what they wish to direct as an alternate follow up.

FINANCIAL CONSIDERATIONS

Cost	Funding Source (budget/in kind/grant) with G/L Code	
\$1,500	2-1103-221-01	
Total Cost	\$1,500	Within existing budget.

ATTACHMENTS

1. Letter of Request

Author:	Janice Locke Administrative Assistant - Directors	Date: June 16, 2023
Director Approval:	Electronically Approved	Date: June 16, 2023
CAO Approval:	Brent Williams 	Date: June 21, 2023

June 1, 2023

Mayor Dahl and Town Councilors,

Greetings from the Fair Trade Olds committee.

I, Bev Toews, will be making a presentation to you at your next meeting on June 5, on behalf of the Fair Trade Olds committee, and I would like to share a bit of information as a preview.

Fair trade is a way of doing business with small producers in the global south who work together in democratic cooperatives. Fair trade ensures a living wage for producers, gender equity, no child exploitation/slavery, environmental sustainability, training, long term contracts and third party auditing.

The first Canadian company to import and wholesale fair trade products was La Siembra or more commonly known as Camino Amigos. Olds has a longstanding relationship with Camino Amigos and this March, Renu Mathew and I, Bev Toews, had the privilege of joining a delegation of Camino investors on a cacao producer trip to the Dominican Republic. We visited farms and met many farmers who sell through the International Fairtrade system, which is the international gold standard fair trade organization. We also saw how the democratic cooperative structure works and were especially impressed with the accountability and transparency that is evident throughout the Fairtrade supply chain. I will be sharing a few highlights of our trip to you on Monday June 5.

One of those highlights is our visit to the farm of Pillar Ramirez. Some of you will remember that in March of 2020, Fair Trade Olds helped organize and co-host the 8th annual Canadian Fair Trade Network (CFTN) conference with Fair Trade Calgary. At CFTN conferences, there is always at least 1 producer who delivers a keynote address to the delegates. At the conference in Calgary it was Pillar. During Pillar's visit to Alberta, Fair Trade Olds hosted him in Olds along with representatives of Camino, where he visited businesses and shared presentations with our community and with staff and students at Ecole Olds High School, a Fair Trade School. It was a highlight for us and as you will see in my presentation on Monday, it was very memorable for Pillar as well.

When Pillar and Camino reps came to Olds, it was our 10th year of being a Fair Trade Town and we were enjoying a synchronicity of events that was building momentum for fair trade in Olds. Renu Mathew was a contestant on the Food Network's Great Chocolate Showdown and

weekly episodes were viewed by community members at the Trans Canada Theatre with Fair Trade Olds serving Camino hot chocolate each week before the show. Renu had started a small business, Rococoa making bonbons and chocolate bars with Fairtrade chocolate from Camino, Olds College brewery had made their seasonal winter beer - Yule Love It - out of local barley and Fairtrade certified Reciprocal coffee and Camino cocoa powder. The Town of Olds, Ecole Olds High School, Rococoa and Olds College brewery and beer were all featured throughout the conference in a variety of ways.

Besides celebrating our successes with you, we would also like to offer you an opportunity to partner with us. This coming fall we will be entering our 15th year of being a Fair Trade Town and one of the ways we would like to celebrate this milestone is to bring a cacao producer to Olds once again. Maybe someday a community producer trip. We are working with Kelly Storie from Camino to choose a producer who will be informative and engaging. They will give presentations and tastings at community events and at schools in our town. Fair Trade Olds will bring local businesses together to participate in and benefit from these events, with the goal of growing appreciation and demand for fair trade in Olds and in turn increasing the availability of products so that citizens who support fair trade can purchase products locally. To help with this venture we are asking if the Town of Olds will help with expenses in the amount of \$1500.00. We hope you will partner with us.

Fair Trade Olds is excited to be engaged and active and looking forward to whatever unexpected opportunities come as we continue to participate in networks in our town, our country and the global south.

Sincerely,

Bev Toews

Fair Trade Olds Committee Chairperson



Town of

Request for Decision

DP23-083 Accessory Residential Building

Council Meeting Date: June 26, 2023

RECOMMENDATION

That Council refuse Development Permit application 23-083 as presented, for the reasons listed in the attached draft Development Permit.

STRATEGIC ALIGNMENT

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

LEGISLATIVE AUTHORITY

1. *Municipal Government Act* – Chapter M-26, Part 17, Division 3 Section 623(a) Subject to section 641, a council must by bylaw provide for a development authority to exercise development powers and perform duties on behalf of the municipality.
2. *Municipal Government Act* – Chapter M-26, Part 17, Division 5 Section 640(6) A land use bylaw may authorize a development authority to decide on an application for a development permit even though the proposed development does not comply with the land use bylaw or is a non-conforming building if, in the opinion of the development authority, the proposed development would not unduly interfere with the amenities of the neighbourhood, or materially interfere with or affect the use, enjoyment or value of neighbouring parcels of land, and the proposed development conforms with the use prescribed or that land or building in the land use bylaw.
3. *Municipal Government Act* – Chapter M-26, Part 17, Division 5 Section 642(2) At the discretion of the Development Authority, permitted pursuant to section 640(2)(b)(ii) issue a development permit with or without conditions.

BACKGROUND

The Town of Olds Land Use Bylaw 01-23 designated the subject property as Urban Reserve (UR) which is a land use district to reserve land for future subdivision and development until an overall plan is prepared and approved by Council. It was annexed by the Town in 2021 and there were 3 dwelling units existing on the property. Council is the Development Authority for Discretionary Uses in the UR District. The applicant is requesting that a fourth dwelling unit be allowed where they would tie into an existing onsite well be approved at 3201 50th Avenue. Accessory residential buildings are a discretionary use in this District.

There was a previous application for the use of an RV storage yard which was approved because there were not any building structures proposed that would hinder the future development of the site.

In the Municipal development plan the future land use concept is mostly identified as being Highway Commercial at the site where the dwelling is proposed and the northerly portion of the site is identified as being industrial.

The Land Use Bylaw 01-23, Schedule B, Section 1(3)(b) limits the number of dwelling units on an unsubdivided parcel.

PROPOSAL

The proposed accessory residential building would be the fourth residence on this property.

The parcel of land north of this is not within the Town of Olds as it is located in Mountain View County, land east of the railway and Highway 2A is designated as UR, land to the south is IB Industrial Business District and west of Range Road 14A (50 Avenue) has multi land uses and is currently used as farmland.

RISK/CONSEQUENCES


1. Council may refuse Development Permit 23-083 and provide a detailed rationale for their decision.
2. Council may approve Development Permit 23-083 and provide a list of conditions for the approval.
3. Council may provide direction to Administration to gather more information about this application and table it until a future Council meeting, providing the applicant agrees to sign an extension of the application timeline.

FINANCIAL CONSIDERATIONS

N/A

ATTACHMENTS

1. Urban Reserve (UR) Excerpt from Land Use Bylaw
2. Site Context/Aerial Imagery
3. Site Plan
4. Draft Development Permit 23-083

Author: Shari Edgington CET, Development Officer	Date: June 19, 2023
Director Signature: Scott Grieco Director of Operations	Date: June 21, 2023
CAO Signature: 	Date: 21 June 2023

Town of Olds



Legend

- Town Boundary
- Hwy 2A Symbol
- Hwy 2A
- Hwy 27 Symbol
- Hwy 27
- Railway
- Road Labels
- Block Text Line
- Title Linework
- Parcels

1: 2,257



0.1 0 0.06 0.1 Kilometers

WGS_1984_Web_Mercator_Auxiliary_Sphere
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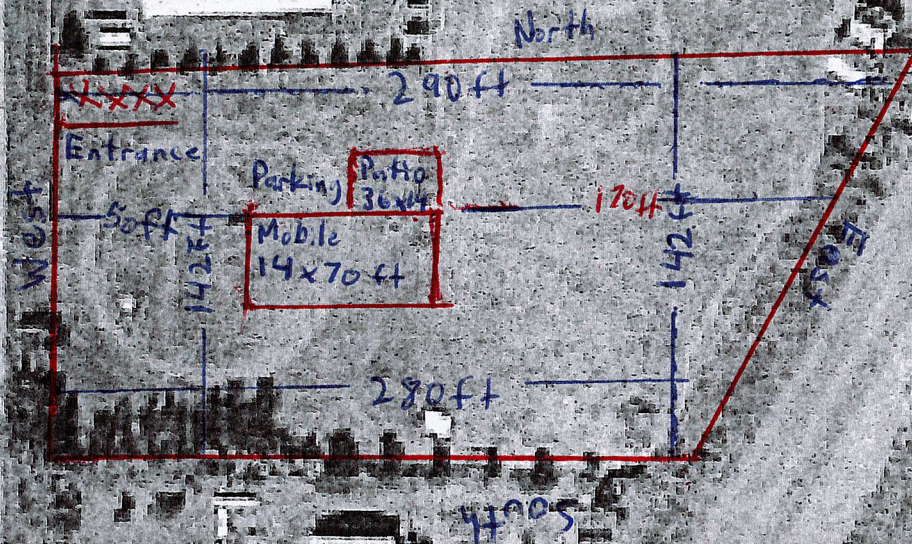
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THIS MAP IS NOT TO BE USED FOR NAVIGATION

Notes

3201 50 Avenue

Range Rd 123



DEVELOPMENT PERMIT DP23-083

Proposal: Accessory Residential Building

Deemed Use: Discretionary Use – Accessory Residential Building

Land Use Bylaw Designation: Urban Reserve District (UR)

Civic Address: 3201 50th Avenue

Legal Description: NW 4-33-1 w of 5

Applicant: Gary Chong & Lizhen Lily Wu

Decision: **REFUSED** for the reasons outlined below:

1. The proposed Development Permit does not meet the requirement of Schedule B 1(3)(b) no permit shall be issued for more than one main building on an unsubdivided parcel.
2. This proposed Development does meet the Municipal Development Plan for future land use concept at this location.
3. This proposed Development does not meet the intent of the long-term plans for this property and would hinder future development.
4. This development would tie into an existing well where special permission is required, and no permits are allowed to be issued as per the date that Water and Wastewater Bylaw 2018-45 became effective.
5. Wastewater may be in contravention of Federal, Provincial or Municipal legislation including approvals.



Shari Edgington, Development Officer

Date of Decision: June 26, 2023

End of 21-day appeal period: July 11, 2023



Town of

Request for Decision

DP23-091 Change of Use – Instructional, Market & Repair Services

Council Meeting Date: June 26, 2023

RECOMMENDATION

That Council approve Development Permit application 23-091 as presented, subject to the conditions listed in the attached draft Development Permit.

STRATEGIC ALIGNMENT

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

LEGISLATIVE AUTHORITY

1. *Municipal Government Act* – Chapter M-26, Part 17, Division 3 Section 623(a) Subject to section 641, a council must by bylaw provide for a development authority to exercise development powers and perform duties on behalf of the municipality.
2. *Municipal Government Act* – Chapter M-26, Part 17, Division 5 Section 640(6) A land use bylaw may authorize a development authority to decide on an application for a development permit even though the proposed development does not comply with the land use bylaw or is a non-conforming building if, in the opinion of the development authority, the proposed development would not unduly interfere with the amenities of the neighbourhood, or materially interfere with or affect the use, enjoyment or value of neighbouring parcels of land, and the proposed development conforms with the use prescribed or that land or building in the land use bylaw.
3. *Municipal Government Act* – Chapter M-26, Part 17, Division 5 Section 642(2) At the discretion of the Development Authority, permitted pursuant to section 640(2)(b)(ii) issue a development permit with or without conditions.

BACKGROUND

The Town of Olds Land Use Bylaw 01-23 designated the subject property as Light Industrial District (I1) which provides an area for light industrial uses. The Repair Services and Market are permitted uses, and the Development Officer is the Development Authority. Instructional use is a discretionary use in this District and Council is the Development Authority.

PROPOSAL

The applicant is proposing to offer furniture refinishing and décor (repair services), sale of art supplies and furniture (selling goods that are finished consumer goods) and offering classes that pertain to these (art classes). The land use district to north and west of this building is I1, to the east is R3 (Medium Density Residential t) and to the south is R2 (General Residential).

The Municipal Development Plan as per the Future Land Use Concept for these properties is Uptown Commercial/Mixed Use.

RISK/CONSEQUENCES


1. Council may approve Development Permit 23-091 as presented, subject to the conditions listed in the attached draft development permit or with amendments.
2. Council may refuse Development Permit 23-091 and provide a detailed rationale for their decision.
3. Council may provide direction to Administration to gather more information about this application and table it until a future Council meeting, providing the applicant agrees to sign an extension of the application timeline.

FINANCIAL CONSIDERATIONS

N/A

ATTACHMENTS

1. Light Industrial District (I1) Excerpt from Land Use Bylaw
2. Site Context/Aerial Imagery
3. MDP Future Land Use Concept Map, Sept. 2020, Map 2
4. Draft Development Permit Conditions 23-091

Author: Shari Edgington CET, Development Officer	Date: June 19, 2023
Director Signature: Scott Grieco Director of Operations	Date: June 21/2023
CAO Signature: 	Date: 21 June 2023

LIGHT INDUSTRIAL DISTRICT (I1)

General Purpose: 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.

Permitted Uses:	Accessory buildings	[2014-17]
	Automotive repair & service	[2014-17]
	Canola Crushing Plant	
	(Ptn. NW 29-32-02-5 and Ptn. NE29-32-01-5 only)	[2017-21]
	Greenhouse, wholesale	[2006-23]
	Industrial-Light	[2013-06]
	Market	[2015-21]
	Mechanized excavation, stripping and grading	[2014-17]
	Medical Marijuana Facility (Lot 3, Block 1, Plan 801 0797 only)	[2016-16]
	Repair services	
	Taxi service	[2015-21]
	Transportation service	[2015-21]
	Warehousing	
Discretionary Uses:	Accessory uses	
	Adult entertainment establishments	
	Animal Services	[2016-12]
	Asphalt aggregate and concrete plant	[2013-06]
	Beverage container drop off depot	[2013-06]
	Billboard signs – where no other principal use, other than parking facilities, exists	
	Building supply store	[2013-06]
	Bulk fuel supply	[2013-06]
	Car wash	[2013-02]
	Commercial Dog Breeding	[2019-31]
	Crematorium	[2013-06]
	Custodial quarters	[2013-06]
	Equipment rentals	[2013-06]
	Feed mill and grain elevator	[2013-06]
	Fitness centre	[2014-17]
	Fleet service	[2013-06]
	Freight yard	[2013-06]
	Garden center	[2013-06]
	Greenhouse, commercial	[2013-06]
	Heavy equipment assembly, sales and service	
	Instructional Facility	[2013-07]
	Kennels	[2019-31]
	Livestock auction markets	
	Municipal shops and storage yards	
	Non-renewable resource extraction	
	Outdoor storage yard	[2013-06]
	Parking facilities for uses in this District	
	Public and quasi-public uses	
	Public utility buildings	
	Railway uses	

Recreation facilities	
Recycling drop off	[2013-07]
Sales and service outlets for automobiles, trucks, recreation vehicles, farm equipment and manufactured homes	
Salvage yard	[2013-06]
Sea can	[2014-17]
Seed cleaning plant	[2013-06]
Self storage facility	[2013-06]
Signs	
Solid waste transfer station	
Temporary buildings	
Truck wash	[2013-02]
Veterinary Clinic	
Veterinary Hospital	
Any use that is similar, in the opinion of the development authority, to the permitted or discretionary uses described above.	

The following regulations apply to all uses:

Minimum Parcel Frontage: 15 m (49 ft), except where abutting a highway without a service road, in which case 30 m (98 ft) shall be required.

Minimum Front Yard: 9 m (29.5 ft)

Minimum Side Yard: 3 m (9.84 ft), or as required in the Alberta Building Code, whichever is greater.

Maximum Parcel Coverage: 80%

Minimum Rear Yard: 6 m (20 ft)

Landscaped Area: The minimum amount of site area to be landscaped shall be the front yard, excluding driveways and parking areas, and the side yard abutting a street, or 10 percent of the site area, whichever is more. A landscaping plan shall be submitted with the development permit application.

At the discretion of the Development Authority, landscaping and/or screening may be required in any side or rear yard adjacent to a residential district. [2016-02]

Custodial Quarters: The maximum floor area of the dwelling unit shall be no larger than 85 m² (915 ft²)

Supplementary Regulations:

All uses must also comply with the regulations in Schedule B and Schedule D.





A permitted use or a discretionary use must comply with the following requirements:

- (a) no excessive dust, vibration, or odor is seen or felt outside the building containing the use; and
- (b) noise, smoke and other potentially detrimental impacts on adjoining properties and roadways are managed to the satisfaction of the Development Authority. [2013-06]

Town of Olds



Legend

- Town Boundary
-  Hwy 2A Symbol
- Hwy 2A
-  Hwy 27 Symbol
- Hwy 27
-  Railway
- Road Labels
- Block Text Line
- Title Linework
-  Parcels

Notes

5321 49 Avenue

0.3 0 0.13 0.3 Kilometers

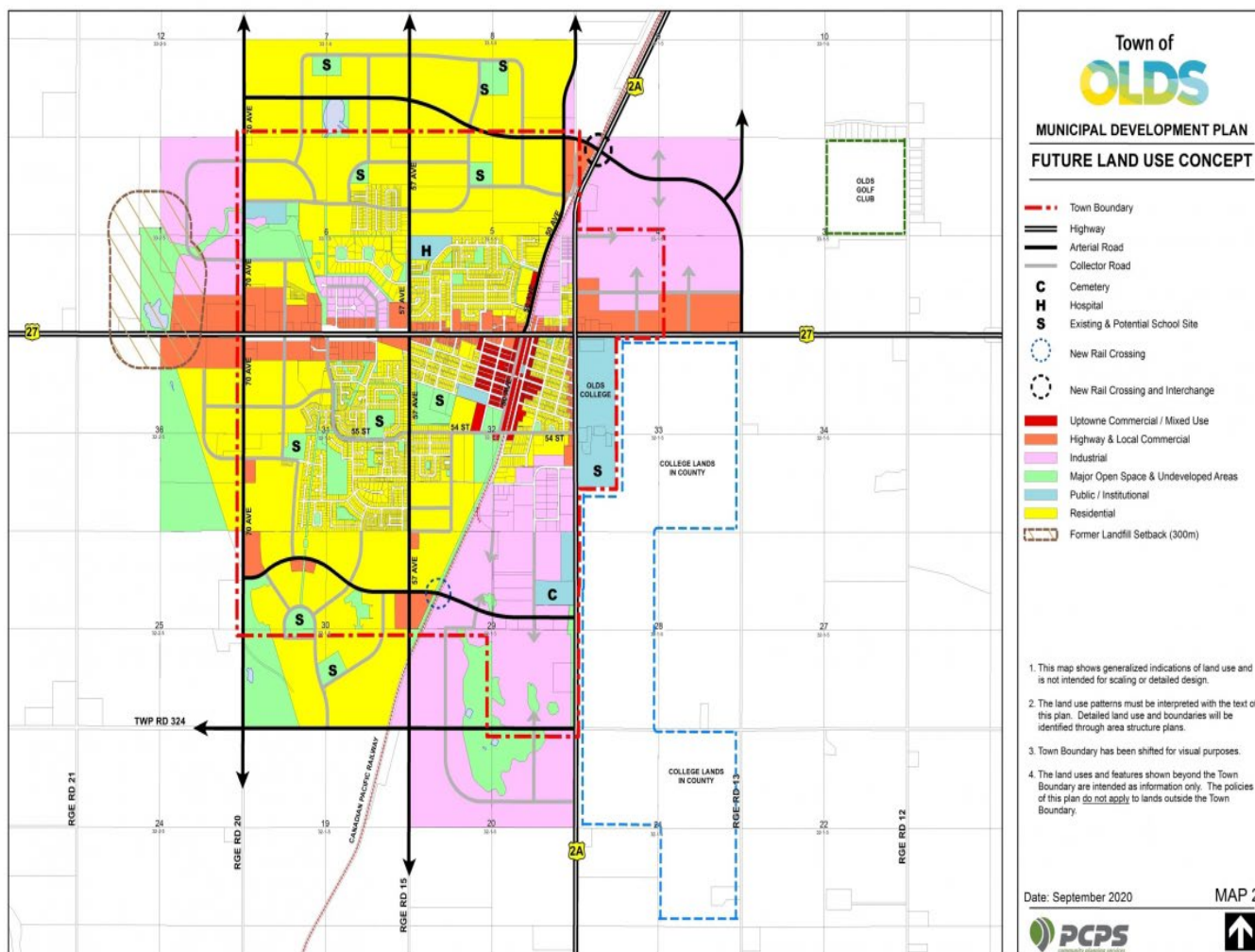
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THIS MAP IS NOT TO BE USED FOR NAVIGATION

DP23-091 5321 49 Ave

MDP - Map 2 Sept. 2020



DEVELOPMENT PERMIT DP23-091

Proposal: Instructional, Market & Repair Services

Deemed Use: Discretionary Use – Instructional
Permitted Use – Market & Repair Services

Land Use Bylaw Designation: Light Industrial District (L1)

Civic Address: 5321 49th Avenue

Legal Description: Lot 10, Block 13, Plan 2396HE

Applicant: Tina Franke

Decision: **APPROVED** subject to the conditions outlined below:

1. The development must be constructed in accordance with the approved plans and conditions. Any revisions to the approved plans (including non-completion of the development) must be submitted for approval to the Development Authority.
2. If the development authorized by a development permit is not commenced within 12 months from the date of issue, nor carried out with reasonable diligence, such permit approval ceases and the permit itself is deemed void, expired, and without effect, unless an extension of this period has been previously granted.
3. The Development Officer may, by notice in writing, suspend a Development Permit where development has occurred in contravention to the terms and conditions of the permit and/or Land Use Bylaw.
4. Use and development of the subject site shall conform to all other applicable requirements of the Town of Olds Land Use Bylaw 01-23 except where a relaxation has been expressly granted.

Options to give to the property owner

1. Consolidate Lot 9 & 10, Block 13, Plan 2396HE into one lot prior to August 31, 2023.
2. Register a Caveat against both Lot 9 & 10, Block 13, Plan 2396HE stating that Lot 9 or 10, Block 13, Plan 2396HE cannot be sold separately from the other and that the caveat cannot be discharged without the consent of both parties.



Shari Edgington, Development Officer

Date of Decision: June 26, 2023

Date of Notice in Paper: July 4, 2023

Effective Date of Permit: July 17, 2023 (after 3-week appeal period)



Request for Decision

Correspondence and Information

June 26, 2023,

RECOMMENDATION

That the Correspondence and Information Report ending June 26, 2023, be received for information.

STRATEGIC ALIGNMENT

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

LEGISLATIVE AUTHORITY

Council Communication Response Policy

BACKGROUND

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

LIST OF CORRESPONDENCE AND INFORMATION PRESENTED:

ITEM #	FROM / TO	REGARDING
A	Alberta Municipal Affairs	Minister: Ric McIver

RISK/CONSEQUENCES

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

FINANCIAL CONSIDERATIONS – n/a

ATTACHMENTS - Correspondence and Information packet is attached.

Author:	Chylla Nault Executive Support-CAO & Council	Date: June 22, 2023
CAO Signature:	Brent Williams	Date: June 22, 2023



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

AR111695

June 20, 2023

Dear Chief Elected Officials:

I am pleased and excited to return as the Minister of Municipal Affairs. It is an honour and a privilege to serve in this role, and I am eager to work together to build stronger, safer local communities that contribute to greater economic prosperity for all Albertans.

As Minister of Municipal Affairs, I continue to believe in the importance of supporting our local communities, as they play a significant role in creating the economic and social conditions that contribute to Alberta's vibrancy and prosperity. My ministry will continue to develop the tools, training, and programs to support fiscally responsible, accountable, and sustainable local government, and improve the long-term viability of municipalities. I am also committed to my ministry's role in providing Albertans with safe buildings, homes, and communities through the province's safety codes system.

Together, we can continue to reduce unnecessary government oversight with regulatory approaches and program delivery that emphasize outcomes, in order to attract investment, support innovation, and grow Alberta's businesses.

I look forward to once again working together to strengthen Alberta's municipalities and collaborating on areas of mutual interest.

Sincerely,

A handwritten signature in black ink that reads "Ric McIver".

Ric McIver
Minister

cc: Chief Administrative Officers



Request for Decision

Reports from Council, Authorities, Boards Committees and Commissions

June 26, 2023

RECOMMENDATION

That the reports from Council, Authorities, Boards, Committees and Commissions ending June 26, 2023, be received for information.

STRATEGIC ALIGNMENT

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

LEGISLATIVE AUTHORITY

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

BACKGROUND

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

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

RISK/CONSEQUENCES

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

FINANCIAL CONSIDERATIONS

✓ **Approved by budget**

☐ **New = Budget Adjustment**

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

ATTACHMENTS

Various minutes are attached

Author:	Marcie McKinnon Legislative Clerk	Date: June 15, 2023
CAO Signature:	Brent Williams Electronically Approved	Date: June 21, 2023

MAYOR JUDY DAHL

Annual STANDING MEETINGS / conferences

- MAY 24 Committee of Whole “all council”
- MAY 25 Olds College Board of Governors Annual “JOINT” meet & greet with Town Council
- MAY 25 Olds Air Cadets & Officers Annual Inspection and Awards
- JUN 03 Convocation Olds College of Agriculture & Technology 108th Graduation class
- JUN 05 *COUNCIL* Policies & Priorities Committee meeting
- JUN 09 Horizon School Annual Graduation Greetings
- JUN 12 *COUNCIL* Regular meeting
- JUN 13 *COUNCIL* Special meeting Service Level Review

- JUN 14 Annual Summer Municipal Leaders Caucus ABMunis – along with Councillors Blatz, Cummings, Daley and Ryan, I attended in Delburne for the summer caucus. Devin Dreeshen was re-sworn in as Minister of Transportation and Economic Corridors on June 9, 2023, and opened with comments. We had an icebreaker session activity to get to know other municipalities. President’s report, session on future of municipal government recommendations to enhance Intermunicipal Collaboration. Session on municipal water management principles, brief on Alberta Municipalities climate risk assessment and adaptation considerations for municipal governance the “Mary-Ellen Tyler” report. Overall very informative to Olds council.

- JUN 19 CAO/COUNCIL Conversation
- JUN 21 Central AB Mayors & Reeves Group (Quarterly)
- JUN 26 *COUNCIL* Regular meeting

HIGHLIGHTS

- MAY 26 Ecole Olds High School Graduation Greetings & Cap & Gown Ceremony
- MAY 27 Mountain View Museum Memorial Garden dedication Greetings
- JUN 02 Order of the Eastern Star Grand Chapter of AB 112th Annual Grand Session Greetings
- JUN 04 Olds Lions Clubs of southern AB memorial forest dedication for deceased members and their families Greetings
- JUN 05 Seniors Week kick-off Greetings & volunteer
- JUN 17 Mountain View Pistons show and shine Mayors Choice Award (new)

Council Report – June 2023

Submitted by Councillor Heather Ryan

Mountain View Seniors Housing

On June 1, I attended the MVSH board meeting. Key highlights include: MVSH board approved utilizing reserve funds for the repayment of a long-term loan eliminating \$500,000 of current debt and improving the debt services ratio; the board adopted a comprehensive 5-year IT strategic plan that helps with future budgeting, and the board reviewed the 2023-26 Business Plan, which will be formalized for submission to the province. The board was also busy in June undertaking the CAO evaluation.

Alberta Municipalities Summer Leaders' Caucus

Attended the Alberta Municipalities Summer Leaders' Caucus on June 14 along with other members from Council. Two informative sessions were held on water management/conservation and on inter-collaboration with an aim of the latter to provide input to the province to improve the ICF process. AB Munis is surveying municipal leaders on its recommendations until July 14 with a report expected by fall.

In her President's Report Cathy Heron noted AB Munis is requesting a significant increase from \$722 million to \$1.75 billion to the LGFF dollar pot that municipalities share (this replaces MSI). Why? Since 2010 municipalities have seen an almost 50% drop in provincial infrastructure funding.

On the policing front, AB Munis passed a resolution opposing an Alberta Police Service and believes if the province were to proceed this should go to a public vote. AB Munis continues to advocate that municipalities have a say in RCMP pay and also continues to have a voice in policing as part of the AB Police Advisory Board.

As a follow up to the provincial election, AB Munis encourages municipal leaders to build relationships with the new government. Connect with MLAs by focussing on common ground, shared interest and priorities and be willing to engage and be positive.

Also attended: Partnership engagement with Olds College Board; Garden dedication at the Museum; CAO evaluation committee meetings; Air Tour at the Olds-Didsbury Airport; Summer Oldstice in Uptown Olds; Service Level Review; and P&P, regular council and CAO conversation.

Darren Wilson report to council June 26, 2023

- 1) As Council representative I attended the Olds & District Chamber of Commerce monthly Board meeting Wednesday June 21, 2023.
- 2) On June 2 I attended the Relay for Life Cancer awareness event hosted by the Ecole Olds High School. Purpose of the event was to fundraise as well as support those battling cancer, recognize cancer survivors and remember those that have lost their battle with cancer.
- 3) On May 29 I attended the 3-hour Open House at the Bowden Correctional Services Institution.

OLDS AND DISTRICT CHAMBER OF COMMERCE MONTHLY BOARD MEETING

Chamber Platform which is an online marketing and data repository, is close to going 'live'. Looking for photos of Olds Chamber businesses/events, to place on the website. Send to chamber@oldsnet.ca. as well, anyone interested in providing an Olds Chamber testimonial send your comments to the above-noted email.

New Olds Chamber Member2Member discount/promotion cards are in the process of distribution. No cost for Chamber business members to participate....provides discounts to Chamber member businesses.

Small Business awards banquet scheduled for October 19 at the Legion in Olds. Beer and Blue Jeans event scheduled for September 27 at the Werkland Centre on College grounds. Deadline for award nominations is August 23. More information including award categories and nomination forms are available on the Olds & District Chamber of Commerce website: [\(oldsalberta.com\)](http://Olds & District Chamber of Commerce (oldsalberta.com))

Chamber mix and mingle golf event Wednesday August 2 at Olds Highland Golf Course. Fun event scheduled for 9 holes. Tee-off 4:30pm followed by meal. For more information or to register contact Jennifer at the Olds Chamber office tues-thurs @ 403-556-7070. Also looking for event sponsors @ \$100.00

Perrin Beatty, President and CEO of the 200,000-member Canadian Chamber of Commerce, keynote speaker at the recent Alberta Chamber of Commerce AGM in Fort McMurray. Key messages: strength in numbers; many areas in Canada having tough time economically. Factors include skilled labour deficit; limited/lack of affordable housing and housing strategy; increasing costs/inflation. Alberta businesses known for their leadership in innovation, creativity in terms of identifying opportunities and over coming challenges.

Discussion beginning within Alberta Chamber members related to upcoming year-end deadline for repayment of CEBA loans and the challenges for business to meet end of 2023 repayment.

Olds Chamber will assist with coordination and collection of data for the Olds Fashioned Christmas events calendar, but will not be able to cover cost for production and distribution of the calendar.

Discussion concerning risk of winter outdoor event without access to ORE as in previous years. Reality is we are a 'winter community' and need to be flexible and adaptable.

BOWDEN INSTITUTION FACILITY INFORMATION SESSION AND FACILITY TOUR MAY 29

Lawrence Hartigan is the Bowden Warden. The Bowden Institution first opened as a medium-security facility in 1974 and employs approximately 400 staff and can accommodate up to 600 offenders.

Various correctional services staff made presentations to the attendees of the Open House which included elected officials from neighboring municipalities as well as several community support organizations such as John Howard Society and the Mustard Seed. Following the informal presentations, there was a guided facility tour.

With the pandemic, it had been a couple of years since the last Open House. The intent was to re-establish connections and networks within the surrounding communities as well as inform, educate and develop relationships and partnerships.

One focus area of the Open House was the SIU (Structured Interventions Unit). Parliamentary Bill C-83 in 2018 essentially ended administrative and disciplinary segregation (solitary confinement) and replaced with 'structured intervention units'.

Included in the Bill was establishing a process for reviewing the decision to confine an inmate in such a unit.

Transfers to SIUs is as a last resort and are authorized/approved when 1 of the following legal criteria are met: remaining in mainstream offender population would jeopardize the safety of others; remaining in mainstream offender population would jeopardize the safety of the offender; or would interfere with an investigation

On average, in Canada there are approximately 150 inmates in an SIU on any given day, which represents 1.2% of federal inmates in Canada. Bowden is the only medium risk institution with an SIU. There are 4 inmates in Bowden in SIU currently; average length of time in SIU program is 30 days.

At the core of SIU inmates have the opportunity for a minimum of 4 hours each day for time outside of their cell for programs and activities and contact with Chaplains, Elders, CSC staff and visits with family. Inmates have the opportunity for 2 hours each day of meaningful human contact, which includes programs, services, interventions, cultural, religious and spiritual practices. Opportunities include: personal development and education; physical well being; hobbies; arts/crafts; yoga; meditation.

SIUs are subject to external oversight by the SIU Implementation Advisory Panel (IAP) and Independent External Decision Makers (IEDM).

Some inmates 'seek' out placement in SIU for their own safety.

Minutes of the Olds Fibre Ltd. – Board of Directors meeting held on Monday, March 21st, 2023, at 7:00 p.m. at the Town of Olds Municipal Office, 4512 46 Street, Olds, AB.

DIRECTORS Present

In the Chair: Director Darren Wilson, Director Blatz, Director Ryan, Director Daley, Director Ormann, Director Cummings

REGRETS: Director Randy Yablonski

O-NET ADMINISTRATION Present

Chief Operating Officer, Matthew Anderson, Chief Executive Officer Scott Hayward and General Manager, Chris Thompson

TOWN ADMINISTRATION Present

Chief Administrative Officer, Brent Williams

1. CALL TO ORDER

Chair Wilson called the meeting to order at 7:03 p.m.

A) ADDED ITEMS

Closed session: Board Transition

B) ADOPTION OF AGENDA

Moved by Director Blatz, "that the Board accept the agenda as amended for the Monday March 21, 2023, OFL Board of Directors meeting."

Carried Unanimously

2. ADOPTION OF PREVIOUS MINUTES

2A) Adoption of Previous Meeting Minutes

Moved by Director Ryan, "that the Board of Directors meeting minutes from February 13, 2023, be accepted, as presented."

Carried Unanimously

3. PRESENTATIONS AND DELEGATIONS

4. NEW BUSINESS

CLOSED SESSION

Moved by Director Daley, "that the Board move to closed session to discuss matters exempt from disclosure under FOIP Section 16 (x6) at 7:05p.m. with all present to remain in attendance."

Carried Unanimously

Item #1 FOIP – Section 16 – Disclosure harmful to business interests of third-party. Matthew Anderson provided an update on the ESPIAL TV Transition.

Item #2 FOIP – Section 16 – Disclosure harmful to business interests of third party: Chris Thompson provided a summary of February KPIs.

Item #3 FOIP – Section 16 – Disclosure harmful to business interests of a third-party: Matthew Anderson provided an update on ongoing business development efforts.

Item #4 FOIP – Section 16 – Disclosure harmful to business interests of a third-party: Chris Thompson updated the board on the preparation of the 2022 Financial Statements.

Item #5 FOIP – Section 16 – Disclosure harmful to business interests of a third-party: Matthew Anderson updated the board on recent issues with Shaw Marketing Tactics in Olds.

Item #6 FOIP – Section 16 – Disclosure harmful to business interests of a third-party: Chief Administrative Officer Brent Williams provided an update on the ongoing board transition efforts.

Moved by Director Daley, "that the meeting reconvenes to the regular board meeting at 8:42 p.m."

Carried Unanimously

RISE AND REPORT

Moved by Director Ryan, "Accepts the closed session points as discussed."

Carried Unanimously

5. NEXT MEETING

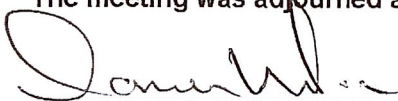
To be determined.

6. ADJOURNMENT

Moved by Director Daley, "to adjourn the meeting at 8:42p.m."

Carried Unanimously

The meeting was adjourned at 8:42 p.m.



Chairperson of OFL – BoD
Darren Wilson



Chief Operating Officer
Matthew Anderson

These minutes were approved on the 25th day of May 2023.



BOARD MEETINGS | KEY MESSAGES

Mountain View Seniors' Housing (MVSH) Regular Board Meeting of June 1, 2023

Key Messages

- The Board held their scheduled meeting in-person at the MVSH Administration Office Boardroom in Olds, Alberta from 1:00-5:00 pm.
- The Board reviewed and adopted the comprehensive 5-year Information Technology Strategic Plan presented in person by Stan Ball from Onward Integrated Solutions.
- The Board was pleased to extend the appoint of RSM Canada as the Auditors for the 2023 fiscal year.
- The Board reviewed and discussed the 2023-2026 Business Plan and provided direction to administration to proceed with drafting the formal business plan for submission to the Government of Alberta.
- The Board was presented a review of the Lodge Rental Rates and approved an adjustment to the Second Person Services Fee.
- The Board was pleased to approve the repayment of a long-term loan, thereby eliminating \$500,000 of the current debt by utilizing reserve funds. Reduction of this debt will also improve the current debt services ratio.

Next MVSH Board Meetings

The next regular Board meeting will be held on Thursday, July 6, 2023 starting at 1:00 PM in the MVSH Administration Offices boardroom in Olds, Alberta (or by Zoom Conference Call if required).

If you require any information or there are any questions related to this communication please contact a Board Director, Alternate Director or Stacey Stilling, CAO for MVSH at 403-556-2957 or by email at stacey.stilling@mvsh.ca



PRLS Board Meeting Minutes

May 18, 2023

The regular meeting of the Parkland Regional Library System Board was called to order at 10:05 a.m. on Thursday May 18, 2023 in the Combined Board Room, Lacombe.

Present: Teresa Rilling (Board Chair), Alison Barker-Jevne, Jul Bissell, Doug Booker, Deb Coombes, Jaime Coston, Edna Coulter, Teresa Cunningham, Jeff Eckstrand, Richard Forsberg, Elaine Fossen, Dwayne Fulton, Clark German, Barbara Gibson, Barb Gilliat, Twyla Hale, Pam Hansen, Dana Kreil, Stephen Levy, Julie Maplethorpe, Joy-Anne Murphy, Norma Penney, Leonard Phillips, Ray Reckseidler, Deb Smith, Les Stulberg, Delaney Thoreson, Carlene Wetthuhn, Angie Fricke (alt. for Shannon Wilcox), Darren Wilson

With Regrets: Cody Hillmer, Connie Hueslman, Gord Lawlor, Marc Mousseau, Bill Rock, Pat Toone, Shannon Wilcox, Bill Windsor, Janice Wing

Absent: Cal David, Amanda Derksen, Kathy Hall, Michael Hildebrandt, Ricci Matthews, Jackie Northey, Shawn Peach, Diane Roth, Sandy Shipton, Michelle Swanson, Doug Weir, Patricia Young

Staff: Kara Hamilton, Andrea Newland, Ron Sheppard, Tim Spark, Donna Williams

Guests: Lindsey Bauman and Erin Switenky (MNP)

Call to Order

Meeting called to order at 10:05 a.m. by Teresa Rilling.

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

Motion by Stephen Levy to excuse Cody Hillmer, Connie Hueslman, Gord Lawlor, Marc Mousseau, Bill Rock, Pat Toone, Shannon Wilcox, Bill Windsor, and Janice Wing from attendance at the board meeting on February 23, 2023 and remain members of the Parkland Board in good standing.

CARRIED
PRLS 24/2023

1.1 Agenda

1.1.2 Adoption of the Agenda

Rilling asked if there were any additions or deletions to the agenda. There were none.



Motion by Len Phillips to accept the agenda as presented.

CARRIED

PRLS 25/2023

1.2. **Approval of Minutes**

Rilling asked if there were any amendments to the February 23, 2023 minutes. There were none.

Motion by Ray Reckseidler to approve the minutes of the February 23, 2023 meeting as presented.

CARRIED

PRLS 26/2023

1.3. **Business arising from the minutes of the February 23, 2023 meeting**

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

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

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

Motion by Barb Gilliat to approve the consent agenda as presented.

CARRIED

PRLS 27/2023

3.1. **Approval of the 2022 Parkland Audit**

Lindsey Bauman and Erin Switenky from Parkland's audit company, MNP, presented Parkland's audit. In their report, the auditors state:

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Library as at December 31, 2022, and the results of its operations, changes in its net debt, and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Parkland received a clean audit. Bauman noted the three items in the management letter from last year have been resolved, which shows the commitment of Parkland Staff to ensuring financial management is sound.

Motion by Elaine Fossen to approve the Parkland Regional Library Board 2022 Audit Findings, Report to the Board of Directors/Executive Committee for December 31, 2022, and the Financial Statements for December 31, 2022, as presented.

CARRIED

PRLS 28/2023

3.2 **Audit Policy**

Sheppard reviewed the potentially changed audit policy from the Parkland Policies and Bylaws document. At the March 16th Executive Committee meeting, staff were directed to create a draft policy allowing the Executive Committee of the board to approve the audit. Parkland's auditors



stated it is typical practice to approve financial statements at the initial presentation to a board or Executive Committee representing the board. Parkland's auditors are required to perform audit testing with the Parkland staff until the audit is approved.

Staff inquired with the Public Library Services Branch (PLSB) whether there were any legislative requirements that would impede the Executive Committee from being the body responsible for approving Parkland's audit. They responded that there is "*nothing explicit in the legislation. However, it is implied that finances are the responsibility of the corporate board as a whole, not the Executive.*"

One advantage of having the audit approved earlier is that Parkland might receive its government operating grant and the rural library services grant earlier. Submitting an approved audit is one of the Government of Alberta's annual grant requirements.

After some discussion, a motion was made:

Motion by Joy-Anne Murphy to hold a special online meeting of the full board to coincide with the completion of the audit for the full purpose of approving the Parkland Audit.

DEFEATED

PRLS 29/2023

Motion by Deb Smith to change PRLS Executive Committee policy to read "*The Executive Committee is responsible for reviewing and approving Parkland's audit which will be forwarded to the board at the board's next meeting.*"

CARRIED

PRLS 30/2023

Lindsey Bauman and Erin Switenky left the meeting at 11:09 a.m.

11:10 – 11:19 Comfort break

3.3. 2024 Budget/Requisition Increase

Sheppard reviewed a preliminary budget for 2024 for information. In the budget, there were no changes made to the requisition, or salary and benefits lines, excepting to adjust for current staffing levels. In the case of provincial operating funding, staff assumed the increases announced this year will continue next year.

All other adjustments to specific lines throughout the budget are a reflection of estimates based on inflation or actual costs over previous years.



Without addressing salaries, there is an initial balance of +\$30,256 at this time.

Motion by Deb Coombes to receive for information.

CARRIED

PRLS 31/2023

3.4. Salary Grid

Sheppard explained. At the September 15, 2022 board meeting, following the Compensation Review presented by Dr. Margaret Law, a motion was made *"to direct Ron Sheppard to work with Dr. Law to develop a seven-step payroll grid to replace Parkland's current grid"*. This motion was a result of a recommendation from the Compensation Review which stated: *"The salary grid has an unusual number of steps. The recommendation is 5-8 steps, which is an estimate of the number of years that it takes to master the job."* Currently, there are fifteen steps on Parkland's salary grid with uniform increments of 2.5%.

Based on Law's Compensation Review, Parkland's salary ranges were acceptable. However, the Executive Committee was unable to provide direction to staff regarding the adoption of a new salary grid.

The complexity of reducing the steps of the salary grid were such that the Executive Committee could not resolve the issue at their last two meetings. Instead, they decided to form a subcommittee which would examine this issue comprehensively. Reducing the steps of the grid encompasses Parkland's whole compensation philosophy, policy, and budget.

Since Parkland still has to develop a budget for 2024, the Executive Committee recommended using the current salary grid and compensation policy for one more year since it is unlikely a new grid can be established before the budget needs to be approved by the board in September.

Volunteers from the Executive Committee for the subcommittee include Deb Smith, Barb Gilliat, Len Phillips, and Janice Wing.

Motion by Deb Smith to use the current compensation policy to create the 2024 budget, and to create a subcommittee to work on creating a new compensation policy and salary grid.

CARRIED

PRLS 32/2023

Motion by Les Stulberg to appoint Twyla Hale, Jul Bissell, and Stephen Levy to join the compensation review subcommittee.

CARRIED

PRLS 33/2023

Twyla Hale left the meeting at 12:00 p.m.



3.5. Marketing and Advocacy Committee Report

Norma Penney reviewed the Advocacy Committee report. She explained the history of the committee, its expansion to the other library systems, and its many recent efforts, especially those associated with the provincial election.

Despite recent increases to library grants from the Government of Alberta, the Advocacy Committee believes library boards need to still be visiting current MLAs to thank them for the additional grant funding with an undertone that ideally more needs to be done to sustain rural public library service in particular.

Many materials have been created to assist library boards with this advocacy effort.

After Penney's update, Sheppard reviewed the Marketing Report, and indicated where to find the latest Municipal ROIs on Parkland's website at the following URL:

[Return on Investment - Parkland Regional Library System \(https://www.prl.ab.ca/about-us/return-on-investmentprl.ab.ca\)](https://www.prl.ab.ca/about-us/return-on-investmentprl.ab.ca)

Board members are strongly encouraged to download and print their municipal ROIs and present them to council.

In addition, Parkland has created a marketing strategy to contribute to the success of the main priorities that directly relate to the main goals of the Strategic Plan 2023-2025. This plan is meant to be a general guiding document, with detailed action items to be determined by Parkland staff.

Motion by Doug Booker to receive the Marketing and Advocacy Committee report for information.

CARRIED

PRLS 34/2023

3.6. ALTA Representative

Sheppard reviewed. Former Parkland Board member Bob Green is stepping down from his long-time position as the Parkland representative on the board of the Alberta Library Trustee Association (ALTA). His term will be ending on May 31st this year. Green has asked for nominations or volunteers to serve on the ALTA board.

Sheppard asked for nominations or volunteers. Barb Gilliat volunteered to be Parkland's new ALTA representative.

3.7.1. Director's Report

3.7.2. Library Services Report

3.7.3. I.T. Report

3.7.4. Finance & Operations Report



Rilling asked if there were any questions regarding the Director's Report, Library Services Report, I.T. Report, or the Finance and Operations Report. There were none.

Motion by Len Phillips to receive the Director's Report, Library Services Report, I.T. Report, and Finance and Operations Report for information.

CARRIED
PRLS 35/2023

3.12. **Parkland Community Update**

Stettler and Stettler County formed an intermunicipal library board agreement three years ago, which has just expired. They have renewed the agreement for five more years and celebrated that fact on May 4th.

The Penhold & District Public Library have been running programs with the assistance of children from the community. In addition, their friends of the library group will hold an artisan gala with a chocolatier, caricature artist, and more.

The Sedgewick & District Municipal Library has been in their new location downtown for six months and support/demand for the library has continued to increase.

The Village of Cremona recommends a CBC podcast by Terry O'Reilly about marketing for libraries. They have also set up a small free library in their community and encourages others to do the same.

The Clive Public Library is holding a program called "Books and Cooks" for pre-school aged children that has been very popular.

The Caroline Municipal Library has been holding a program called "Sensory Wednesday" featuring sand and water play that has been extremely popular. They are also holding film nights through the summer.

Motion by Dana Kreil to receive the Parkland Community Update for information.

CARRIED
PRLS 36/2023

4. **Adjournment**

Motion by Norma Penney to adjourn the meeting at 12:17 p.m.

CARRIED
PRLS 37/2023

Chair



PRLS BOARD TALK

Highlights of the Parkland Regional Library Board Meeting MAY 18, 2023

Audit Report Approved

Parkland's audit was presented to the board by MNPs Lindsey Bauman and Erin Switenky.

Parkland received a clean audit. Bauman noted that three of the five items in the management letter from last year have been resolved.

A copy of the Auditor's Report and Report to the Board has been sent to your municipality.

Audit Policy

Sheppard reviewed the potentially changed audit policy from the Parkland Policies and Bylaws document. At the March 16th Executive Committee meeting, staff were directed to create a draft policy allowing the Executive Committee of the board to approve the audit. Parkland's auditors stated it is typical practice to approve financial statements at the initial presentation to a board or Executive Committee representing the board. Parkland's auditors are required to perform audit testing with the Parkland staff until the audit is approved.

One advantage of having the audit approved earlier by the Executive Committee is that Parkland might receive its government operating grant and the rural library services grant earlier. Submitting an approved audit is one of the Government of Alberta's annual grant requirements.

After much discussion, the board agreed to the policy change.

ALTA Representative

Former Parkland board member, Bob Green, has stated his intention to step down from his long-time role as ALTA board member and Area 3 representative on May 31st. A call for nominations or volunteers resulted in Barb Gilliat, from the Village of Alix, volunteering for the position. Thank you, Barb!

2024 Budget/Requisition Increase

Sheppard reviewed the proposed budget for 2024. Even without taking into account salary increases, it will be a tight budget year despite additional provincial funding.

Salary Grid

In September of 2022, a compensation review was performed by Dr. Margaret Law. Out of that review a motion was made by the board "to direct Ron Sheppard to work with Dr. Law to develop a seven-step payroll grid to replace Parkland's current grid". This motion was a result of a recommendation from the Compensation Review which stated: "The salary grid has an unusual number of steps. The recommendation is 5-8 steps, which is an estimate of the number of years that it takes to master the job."

The complexity of reducing the steps of the salary grid were such that the Executive Committee could not resolve the issue at their last two meetings. Instead, they decided to form a subcommittee which would examine the issue comprehensively. Reducing the steps of the grid encompasses Parkland's whole compensation philosophy, policy, and budget.

Seven volunteers for the subcommittee include Deb Smith, Barb Gilliat, Len Phillips, Janice Wing, Twyla Hale, Jul Bissell, and Stephen Levy.

It is hoped that the new Compensation Policy will be completed in time to be incorporated into Parkland's 2025 budget.

Marketing and Advocacy Report

Norma Penney reviewed the Advocacy Committee report. She explained the history of the committee, its expansion to the other library systems, and its many recent efforts, especially those associated with the provincial election.

Despite recent increases to library grants from the Government of Alberta, the Advocacy Committee believes library boards need to still be visiting current

MLAs to thank them for the additional grant funding with an undertone that ideally more needs to be done to sustain rural public library service in particular. Many materials have been created to assist library boards with this advocacy effort.

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Board members are strongly encouraged to download and print their municipal ROIs and present them to council.

In addition, Parkland has created a marketing strategy to contribute to the success of the main priorities that directly relate to the main goals of the Strategic Plan 2023-2025. This plan is meant to be a general guiding document, with detailed action items to be determined by Parkland staff.

Committee News from Trustees

Stettler and Stettler County formed an intermunicipal library board agreement three years ago, which has just expired. They have renewed the agreement for five more years and celebrated that fact on May 4th.

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The Village of Cremona recommends a CBC podcast by Terry O'Reilly about marketing for libraries. They have also set up a small free library in their community and encourages others to do the same.

The Clive Public Library is holding a program called "Books and Cooks" for pre-school aged children that has been very popular.

The Caroline Municipal Library has been holding a program called "Sensory Wednesday" featuring sand and

water play that has been extremely popular. They are also holding film nights through the summer.

Board Members Present

Teresa Rilling (Board Chair), Alison Barker-Jevne, Jul Bissell, Doug Booker, Deb Coombes, Jaime Coston, Edna Coulter, Teresa Cunningham, Jeff Eckstrand, Richard Forsberg, Elaine Fossen, Dwayne Fulton, Clark German, Barbara Gibson, Barb Gilliat, Twyla Hale, Pam Hansen, Dana Kreil, Stephen Levy, Julie Maplethorpe, Joy-Anne Murphy, Norma Penney, Leonard Phillips, Ray Reckseidler, Deb Smith, Les Stulberg, Delaney Thoreson, Carlene Wetthuhn, Angie Fricke (alt. for Shannon Wilcox), Darren Wilson

Regrets

Cody Hillmer, Connie Hueslman, Gord Lawlor, Marc Mousseau, Bill Rock, Pat Toone, Shannon Wilcox, Bill Windsor, Janice Wing

Absent

Cal David, Amanda Derksen, Kathy Hall, Michael Hildebrandt, Ricci Matthews, Jackie Northey, Shawn Peach, Diane Roth, Sandy Shipton, Michelle Swanson, Doug Weir, Patricia Young

Staff

Kara Hamilton, Andrea Newland, Ron Sheppard, Tim Spark, Donna Williams

Next Meeting: September 14, 2023 (in-Person)

For more information, or if you want a copy of the draft minutes from this board meeting, please contact PRLS.