



Town of Olds

Policies and Priorities Committee Agenda for Monday May 16, 2016 to be held at 3 p.m. in Council Chambers

Chair Deputy Mayor Debbie BENNETT

1. Call To Order

1.A) Added Items

1.B) Adoption of the Agenda

2. Adoption of Previous Minutes

Pages 2-6 2A) Policies and Priorities Committee Minutes – April 18, 2016

3. Presentations and Delegations

Pages 7-14 3A) Municipal Enforcement Q1 Reporting

Pages 15-55 3B) Deer Ridge Forest Management

Page 56 3C) Canada 150 Steering Committee Update

4. Business Arising from the Minutes

5. Bylaws

Pages 57-86 5A) Land Use Bylaw 01-23 Amended Bylaw 2016-10

6. Unfinished Business

7. New Business

Pages 87-102 7A) Olds Institute Bylaws

Pages 103-105 7B) Vehicle Replacement Policy 124

8. Reports From Council, Boards and Committees

Page 106 8A) Municipal Area Partnerships (MAP) – Agenda June 13th (Mayor Dahl)
1. Community Learning Campus (CLC) – delegate dual credits
2. MAP – Terms of Reference
3. MAP Regional ALL Council - Report Summary from June 9th
4. MGA Engagement - Report Summary
5. FCM Report Summary from Municipal Attendee

9. Question and Answer Period

10. ADJOURNMENT

Policies and Priorities Committee Bylaw No. 2008-21

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



Town of Olds

POLICIES AND PRIORITIES COMMITTEE REPORT

Date: May 16, 2016
From: Marcie McKinnon, Legislative Clerk
SUBJECT: Adoption of Previous Minutes

2A

BACKGROUND:

The minutes from the April 18, 2016 Committee of Council Policies and Priorities meeting are presented for adoption.

Attachment: Policies and Priorities Committee Meeting Minutes of April 18, 2016.

Minutes of the Town of Olds Policies and Priorities Committee Meeting held on Monday, April 18, 2016 at 3 p.m. in the Council Chambers, Olds Town Office.

PRESENT – ELECTED OFFICIALS:

In the Chair, Councillor M.J. Harper

Mayor J. Dahl; Councillor W. Bearchell; Councillor R. Durieux; Councillor D. Bennett; Councillor M.A. Overwater; and Councillor Harvey Walsh.

ABSENT –ELECTED OFFICIALS:

PRESENT – STAFF:

Acting CAO/Doug Wagstaff, Chief Operating Officer; Garth Lucas, Chief Financial Officer; Scott Chant, Chief Operating Officer; Monica Leatherdale, Communications Coordinator; Debbie Godfrey, Legislative Clerk.

1. Call To Order

Chair, Councillor Harper, called the meeting to order at 3 p.m.

1.A) Added Items

1.B) Adoption of the Agenda

Mayor Dahl requested item 7I) RCMP – 2015 Crime Statistics be moved to 3A)

Moved by Mayor Dahl, “that the agenda be adopted, for the Policies and Priorities Committee meeting of April 18, 2016 as amended.”

Motion Carried 16-148

2. Adoption of Previous Minutes

2A) Policies and Priorities Committee Minutes – March 21, 2016

Moved by Councillor Durieux, “to adopt the meeting minutes from the March 21, 2016 Policies and Priorities Committee meeting as presented.”

Motion Carried 16-149

3. Presentations and Delegations

3A) RCMP – 2015 Crime Statistics and Profile for Olds Municipal Detachment

Cpl. Mike Black presented report contained in agenda package on 2015 Crime Statistics and Profile for Olds.

Moved by Councillor Bearchell, “to accept the “2015 Crime Statistics and Profile for Olds Municipal Detachment” report as presented for information.”

Motion Carried 16-150

3B) Fire Department Delegation – 1st Quarter Report

Chief L. Thompson sends his regrets. COO Scott Chant spoke to Chief Thompsons’ “1st Quarter Report “report in his absence.

Lift assist is a provincial concern and will be addressed at the Provincial fire meeting.

Moved by Councillor Durieux, “to accept the report as presented for information.’

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Motion Carried 16-151

3B) LIONS Delegation - O.R. Hedges Campground Lease

Mr. Bob Graham, Mr. Al Taylor and Mr. Don Watkins recognize working with the Town of Olds and Olds Lions partnership. Advised of the many improvements that have been made to the campground. The Lions are firm believers that the youth are the future of our community. 73% of monies raised from the campground comes back to the Olds community. Lease is about to expire and the Lions ask Council to consider extending their yearly lease from 1 year to 15 years.

Council applauds the Lions Club for running the campground since 2004.

Moved by Councillor Bennett, "to thank the Olds Lions Club and to accept their information as presented."

Motion Carried 16-152

3C) United Way Delegation – 211 Phone Service

Mrs. Christine Curtis presented the 211 Phone Service to Council with PowerPoint presentation. Informational package handed out to Council.

Moved by Councillor Walsh, "to accept the presentation for information."

Motion Carried 16-153

3D) Olds Municipal Library Delegation – Library Update

Library Manager Lesley Winfield updated Council gave presentation about library event.

Moved by Councillor Durieux, "to accept the report and presentation for information."

Motion Carried 16-154

Chair Harper recessed meeting at 4:29 p.m.

Chair Harper reconvened meeting at 4:40 p.m.

4. Business Arising from the Minutes

5. Bylaws

6. Unfinished Business

7. New Business

7A) Certificates of Compliance - Policy 703C

Carey Keleman, Development Officer, came forward and reviewed the report contained in the agenda.

Moved by Mayor Dahl, "to direct Administration to bring Policy 703C – Certificates of Compliance back to regular Council meeting."

Motion Carried 16-155

7B) 2016 Tax Rate (Consideration)

Chief Financial Officer Lucas reviewed the report titled, '2016 Tax Rate Considerations'.

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Moved by Mayor Dahl, "to bring the 2016 Tax Rate as presented to the next regular Council meeting."

Motion Carried 16-156

7C) Town of Fox Creek – Letter of Support request

Motion Defeated

In Favor: Bennet, Overwater & Walsh

Opposed: Dahl, Bearchell, Durieux & Harper

7D) Trans Canada Trail Champions

Mayor Dahl will take to the next Mayor & Reeves Meeting to obtain further information.

7E) Use of Town Office Meeting Rooms and Office Space Administrative Policy 210 Schedule "C"

Moved by Mayor Dahl, "that Council direct Administration review policy 210 & bring back to council for discussion with options."

Motion Carried 16-157

7F) Purchasing Procedure – Administrative Procedure 218P

Discussion ensued about purchasing procedure as explained by COO Doug Wagstaff.

7G) Loonies for Lappage - Danielle Lappage (Canadian Wrestling Team 2016 Olympics in Rio, Brazil)

Moved by Councillor Durieux, "to direct Administration to move forward with Loonies for Lappage fundraising and bring back RFD to the next regular Council meeting in support."

Motion Carried 16-158

7H) Town of Olds – Report to the Community (2015)

Moved by Councillor Bearchell, "to accept the "2015 Annual Report for Town of Olds" as presented for information."

Motion Carried 16-158

8. Question and Answer Period

Chair Harper recessed the meeting at 5:38 p.m.

Garth Lucas, Chief Financial Officer; Scott Chant, Chief Operating Officer; Monica Leatherdale, Communications Coordinator; Marcie McKinnon, Legislative Clerk all left the meeting.

Chair Harper reconvened the meeting at 5:45 p.m.

9. IN-CAMERA

Moved by Mayor Dahl, "that this meeting move in-camera."

Motion Carried 16-159

The meeting moved in-camera at 5:46 p.m.

Policies and Priorities Committee Bylaw No. 2008-21

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Moved by Councillor Durieux, “that this meeting move back to the regular meeting.”
Motion Carried 16-160

The meeting moved to the regular meeting at 6:26 pm.

10. ADJOURNMENT

Moved by Councillor Bennett, “that this meeting adjourn.”
Motion Carried 16-161

The meeting adjourned at 6:26 p.m.

Mary Jane Harper, Councillor
Chair

Norm McInnis,
Chief Administrative Officer

These minutes approved this day of 2016.

Policies and Priorities Committee Bylaw No. 2008-21

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Town of Olds

POLICIES AND PRIORITIES COMMITTEE REPORT

Date: May 16, 2016
From: Doug Wagstaff, Chief Operating Officer
SUBJECT: Municipal Enforcement Report

3A

BACKGROUND:

Presentation to Council of first quarter statistics.

ATTACHMENT:

Power Point PDF of Municipal Enforcement Report to Council

Municipal Enforcement Report to Council

Policies and Priorities
May 16, 2016





Statistics Generator

- Report A Problem
 - Excellent portal for public to contact Town.
 - Recording complaint/comment and accounting for the communication with the complainant.
 - Statistically used as a basis for what type of complaints are received and how many are directed to Municipal Enforcement.
- Report Exec
 - Municipal Enforcement software.
 - Migrating toward having both CPO and BO inputting data.
 - **Generally speaking data output is only as useful as the data input**
 - Exploring the power of the program.
 - Exports to Excel
 - Set up variables for data collected (Incident Type, Location, etc).
 - No obvious solution for a Police Report Resolution Report at this time.

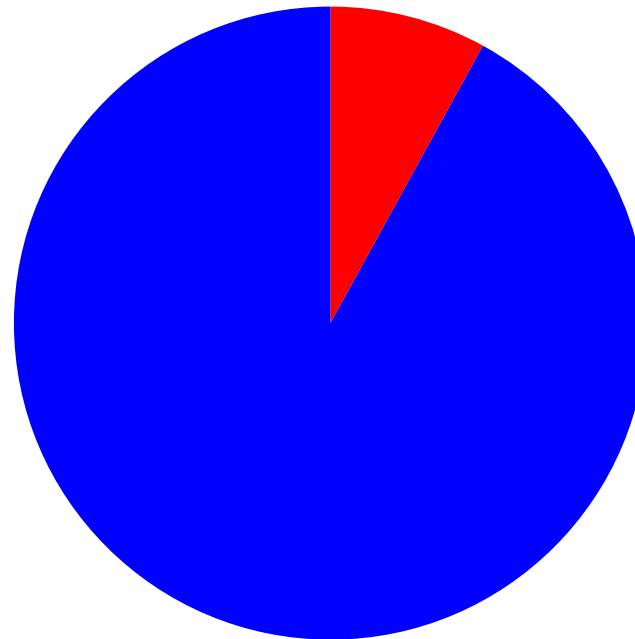




Quarterly Statistics

January - March

File Originated as Provincial or Bylaw



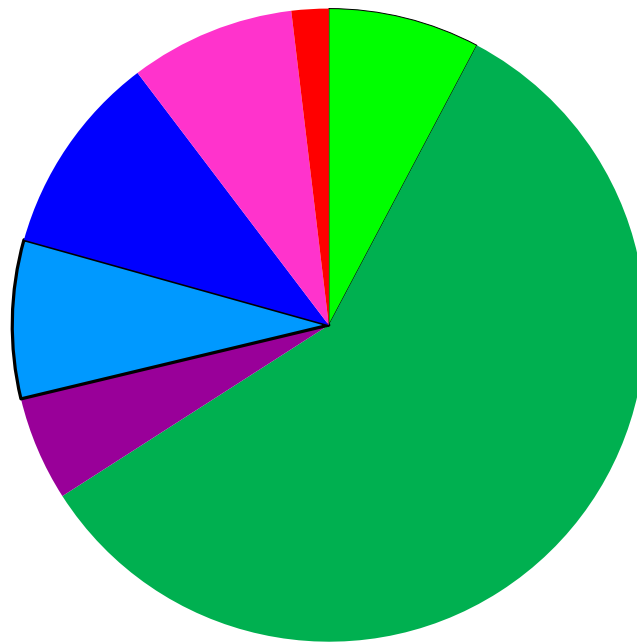
- Provincial 8%
- Bylaw 92 %





Quarterly Statistics January - March

Incident Type



- Traffic
- Parking
- Animal
- Unsightly - Snow
- Unsightly - Premise
- Other
- Assist Other

Categories: Other, Traffic, Animal will be split into Cats & Dogs, Unsightly, Traffic Noise, Public Behavior, Other





Quarterly Statistics January - March

Incident Time



- Traffic
- Parking
- Animal
- Unsightly - Snow
- Unsightly - Premise
- Other
- Assist Others

Categories: Other, Traffic, Animal will be split into Cats & Dogs, Unsightly, Traffic Noise, Public Behavior, Other





Moving Forward

- Report A Problem
 - Excellent portal for public to contact Town.
 - Recording complaint/comment and accounting for the communication with the complainant.
 - Statistically used as a basis for what type of complaints are received and how many are directed to Municipal Enforcement.
- Report Exec
 - Municipal Enforcement software.
 - Migrating toward having both CPO and BO inputting data.
 - **Generally speaking data output is only as useful as the data input**
 - Exploring the power of the program.
 - Exports to Excel
 - Set up variables for data collected (Incident Type, Location, etc).
 - No obvious solutions for A/R resolution at this time.



Thank you





Town of Olds

POLICIES AND PRIORITIES COMMITTEE REPORT

Date: May 16, 2016
From: Warren Smith and Bert Seehawer
SUBJECT: Deer Ridge Forest Management

3B

BACKGROUND:

Mr. Warren Smith has requested through the Mayor, that he and Mr. Bert Seehawer be allowed to speak to Council regarding forest concerns in the Deer Ridge area in the Town of Olds.

An Initiative Support Request Form has been completed by Mr. Smith for this. It could be argued that this is a Core Services matter and that the Town Core Services staff should take responsibility for developing and implementing a Forest Management strategy for the Deer Ridge Environmental Open Space. Administration of both the Town and the Olds Institute recommend that an engagement session(s) be initiated to develop a vision for the use and level of service in the Reserve. The Olds Institute is in favor of supporting an engagement session because the OI sees the opportunity to engage citizens that are passionate about environmental matters in our community and that this initiative may provide a springboard for this group to be involved in future initiatives around environmental matters.

It is recommended that a community facilitator be assigned to this initiative to move it through the Community Project Process Map.

Attachment: Initiative Support Request Form
Community Project Process Map
2009 Task Force Presentation
2009 Task Force Report and response

Initiative Support Request Form (DRAFT)

Initiative Overview

Name of Group (if applicable):

Name of Initiative:

Contact (Name, phone #, email):

Submission Date:

Brief Description of the initiative:

Deer Ridge Forest Management

Warren Smith 403.507.3565 wbsmith@oldstn.ca

May 11, 2016

To reduce the fuel load for Park and neighborhood safety:

Timeframe: (When will the initiative begin, and end.)

Emergent and ongoing.

Initiative Details

History of the initiative: (How did the initiative become important?) *This issue has been a concern of many residents for years - now Ft. Mac. fire heightens awareness.*

Vision: (Describe how thing will look/be different once the initiative is complete)

Forest fuel reduction - deadwood and debris removed.

Mission: (What does the initiative do to get us closer to the vision?)

Success: (What does success look like?) *like a healthy urban forest.*

Measurements (How will success be measured?) *Before and after pictures.*

Visual impact

Who is affected by this initiative (directly and indirectly) and how?

① Park near neighbors ② all Olds citizens

What needs in the community are met or served by this initiative? How does this project meet these needs? *① safety ② Park aesthetics*

What are the known challenges or risks to beginning, carrying out and completing this initiative?

Manpower. Leadership.

How does this project inter-relate to other Olds Institute projects and work done to date?

Involvement

Who is currently involved in the initiative (Organizations, agencies, expertise, representation)?

Citizens who live near Deer Ridge Park

Who else should be involved? (Are there other groups, agencies, expertise who could or must be included?) *Town*

Is there a resource person to provide additional background to this project, ie institutional memory for additional support in the decision screen process?

Does your group have Terms of Reference, a Project Charter or any other governance documents in place? (If so, please include with request)

Phases & Milestones

Describe the phases or steps of the initiative? (eg: planning, execution, Monitoring, Closing out)

Thoughts: 1. Town leads 2. volunteers invites. 3. Work Party 4. Ongoing attention by Town toward a fuel reduction and healthy forest strategy

What phase of the initiative is this request for? *All.*

What are the preceding initiatives/legislation/projects if any?

17

Identify Milestones: (Points along the way that: - will require funding disbursements, - will be opportunities for reporting, - will be opportunities for celebrating/marketing)

Once this initiative is complete, what (if any) are the next steps?

Ongoing maintenance and management of Deer Ridge Park.

Resources

How many volunteers will be required and at what phases or steps?

as many as possible, as needed, etc.

How many volunteer hours are required to complete the initiative? (estimate)

What financial resources are required?

What administrative resources are required?

Leadership by Town → initial and ongoing!

Where will regular meetings take place? (do you require a meeting space?)

Who will take notes or minutes during meetings?

Will this initiative, or any phase of it require marketing to the community or to a particular group? How will it be marketed? At what phase will it be marketed? *Yes*

How will the initiative be celebrated (presented to the community, and to the other members of the Olds Institute)?

Assets

What assets will be purchased or developed?

- Physical: (eg: hardware, brochures, licensed material)
- Social: (eg: relationships, contacts, short-term volunteers etc.)
- Other: (eg: necessary training)

Once the initiative is complete, who will own the assets?

Town

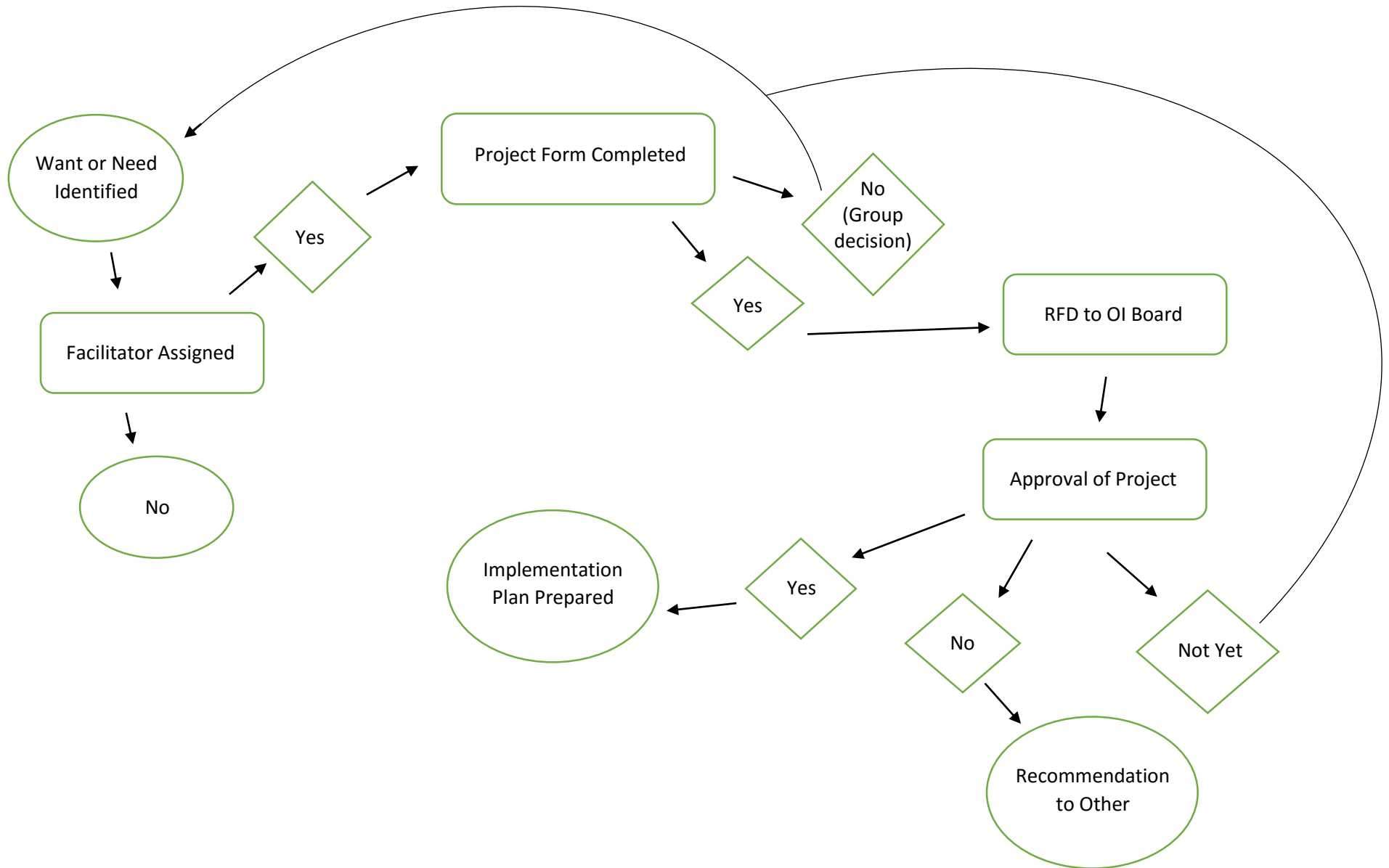
How will the assets be stored, managed, updated, disposed of?

What are the ongoing maintenance requirements for this initiative and its assets once complete?

- How will the assets be maintained? *① Annual assessment and fuel reduction. ② arborist attention to forest and tree health.*
- How will the ongoing expenses (if any) be managed?
- What are the strategies for project maintenance and renewal?
- How will the initiative be updated/renewed in the future (are there costs to updates and renewals, who will steward this into the future)?

Community Project Process Map

(March 8, 2016)





DEER RIDGE
ENVIRONMENTAL RESERVE

Historical Background

- Environmental Reserve Bylaw
- Municipal Government Act
 - Section 671 “must be left in its natural state or be used as a public park”
- Natural state no longer exists
- June 9, 2008 Council creates Task Force

Towards a Preferred Future of the Environmental Reserve

- Task Force Committee Members:
 - James Edwards
 - Sylvia Streitberger
 - Wayne Gould
 - Jan Skaluba
 - Stefan Tremblay
 - Mary Turner
 - Scott Chant
 - Warren Smith

Rationale

- 2004 Recreation Participation Study of Alberta Households
 - 93% walk for pleasure
 - 56% bicycle
- Strategy needed to preserve vegetation
- “Planned” development vs. “Random” development

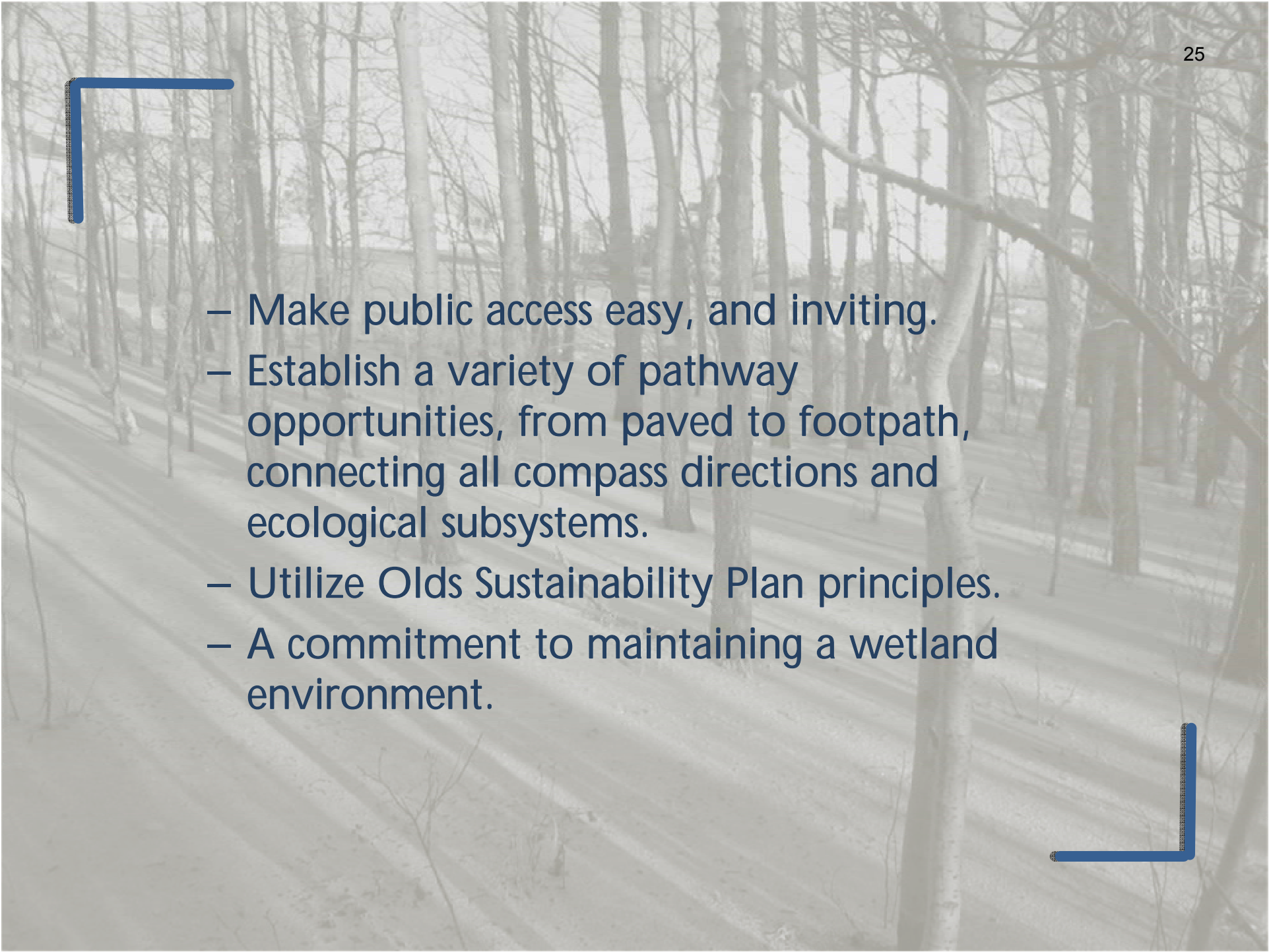
Mission Statement

- Provide recommendations to Town Council for the preferred future of the Deer Ridge Environmental Reserve (ER)

Guiding Principles

Statements that articulate shared committee values:

- Establish connectivity all directions, directing of traffic through established trails.
- Ensure the ER is maintained as a four-seasons environmental reserve.
- Non-removal of bio-mass.
- Limited use of heavy vehicles during and after development.

- 
- Make public access easy, and inviting.
 - Establish a variety of pathway opportunities, from paved to footpath, connecting all compass directions and ecological subsystems.
 - Utilize Olds Sustainability Plan principles.
 - A commitment to maintaining a wetland environment.

- 
- A commitment to protecting private property and privacy.
 - Give consideration to the safety of visitors.
 - Limit light pollution to enhance the night-time experience.
 - Engage in a public consultation process.

Goals

- Inventory of existing biodiversity
- Define role of water in the ER
- Utilize sound planning principles
- Enhance human experiences
- Protect privacy of homeowners
- Provide learning opportunities through design and signage

Existing Conditions

- Stakeholders Identified
- Defining Forces
- Biophysical Attributes
- Connectivity to Existing Trails

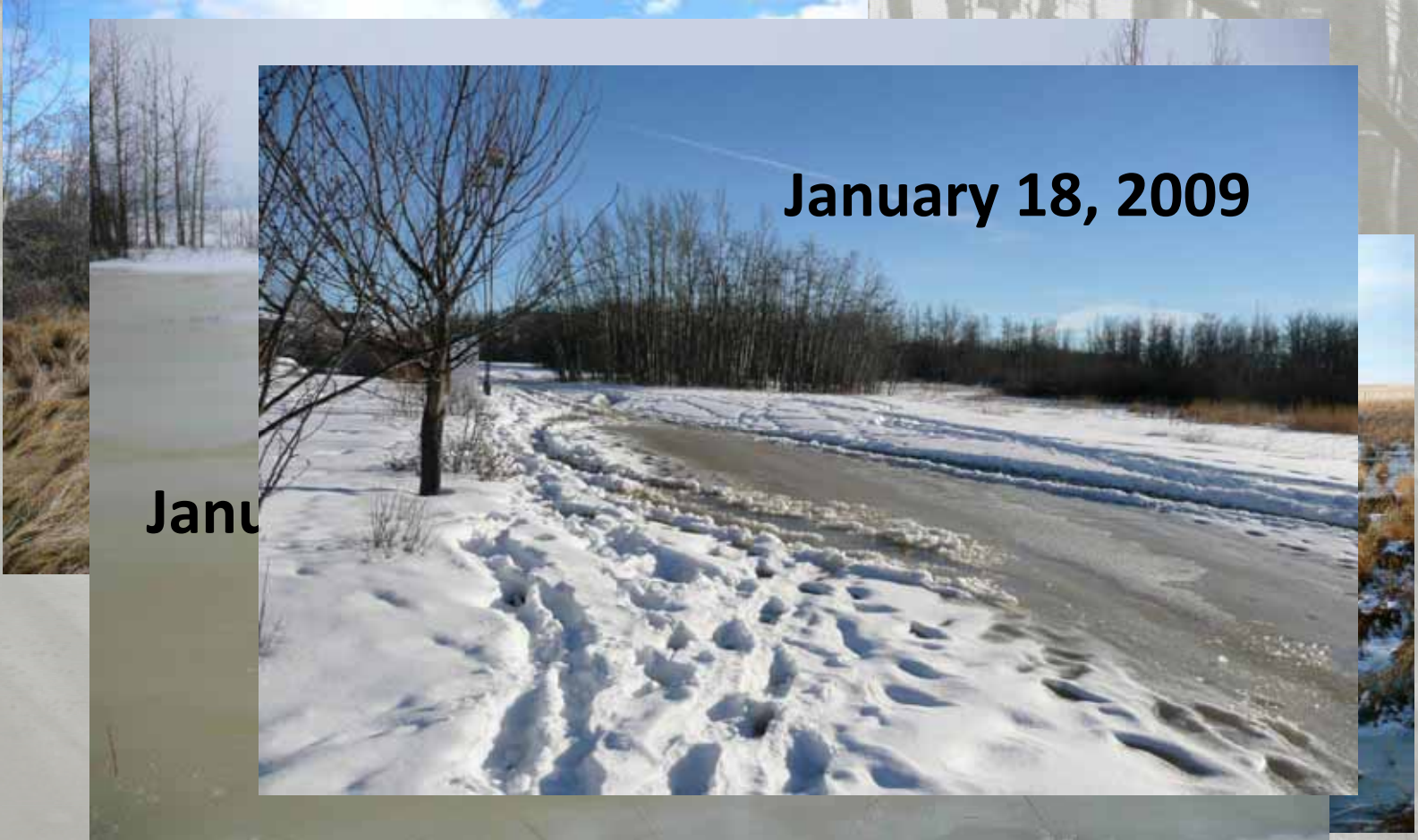
Issues Identified

- Drainage and pooling of storm water from Winter Lake
- Situating trails to ensure access and privacy
- Occasional use by horses and motorized vehicles
- Use of machines for construction in the ER
- Planting of native species able to handle varying conditions

Recommendations

- Storm Water Management
- Rejuvenate Vegetation
 - Clay Mounds and Dead Trees
- Trail Locations
- Bridges and Boardwalks
- Benches and Garbage Cans
- Educational Signage
- West Boundary Extension
- West Boundary Fencing

Storm Water Management



Janu


Manage the Outflow of Winter Lake





Current Boundaries



LEGEND

 Study Area Boundary

 Private Ownership

 Municipal Ownership

DEER RIDGE ENVIRONMENTAL RESERVE TRAIL PLAN

TITLE: OWNERSHIP / JURISDICTION

CLIENT: TOWN OF OLDS

DATE: 01.12.08

DRAWN BY: SDT



Trail Locations



LEGEND

-  Study Area Boundary
-  Vegetative Aerial Coverage
-  Waterbody
-  Watercourse
-  Class I – Paved Path
-  Class II – Mulch Path
-  Boardwalk
-  Bridge
-  Garbage Can
-  Bench

DEER RIDGE ENVIRONMENTAL RESERVE TRAIL PLAN

TITLE: OVERLAY ANALYSIS (3/3)

CLIENT: TOWN OF OLDS






DATE: 01.19.08

DRAWN BY: SDT





LEGEND

-  Study Area Boundary
-  Phase 1
-  Phase 2
-  Phase 3
-  Phase Number

DEER RIDGE ENVIRONMENTAL RESERVE TRAIL PLAN

TITLE: IMPLEMENTATION PLAN

CLIENT: TOWN OF OLDS



DATE: 01.19.08

DRAWN BY: SDT





LEGEND

-  Study Area Boundary
-  Vegetative Aerial Coverage
-  Waterbody
-  Watercourse
-  Class I – Paved Path
-  Class II – Mulch Path
-  Garbage Can
-  Bench

DEER RIDGE ENVIRONMENTAL RESERVE TRAIL PLAN

TITLE: PHASE 1 IMPROVEMENTS

CLIENT: TOWN OF OLDS

DATE: 01.19.08

DRAWN BY: SDT





LEGEND

-  Study Area Boundary
-  Vegetative Aerial Coverage
-  Waterbody
-  Watercourse
-  Class I – Paved Path
-  Class II – Mulch Path
-  Boardwalk
-  Bridge
-  Bench

DEER RIDGE ENVIRONMENTAL RESERVE TRAIL PLAN

TITLE: PHASE 2 IMPROVEMENTS

CLIENT: TOWN OF OLDS

DATE: 01.19.08

DRAWN BY: SDT





LEGEND

-  Study Area Boundary
-  Vegetative Aerial Coverage
-  Waterbody
-  Watercourse
-  Class I – Paved Path
-  Class II – Mulch Path
-  Bridge
-  Bench
-  Garbage Can

DEER RIDGE ENVIRONMENTAL RESERVE TRAIL PLAN

TITLE: PHASE 3 IMPROVEMENTS

CLIENT: TOWN OF OLDS

DATE: 01.19.08




DRAWN BY: SDT



Water



LEGEND

-  Study Area Boundary
-  Waterbody
-  Watercourse

DEER RIDGE ENVIRONMENTAL RESERVE TRAIL PLAN

TITLE: HYDROLOGY

CLIENT: TOWN OF OLDS

DATE: 01.12.08


DRAWN BY: SDT




Vegetation



LEGEND

 Study Area Boundary

 Vegetative Aerial Coverage

DEER RIDGE ENVIRONMENTAL RESERVE TRAIL PLAN

TITLE: VEGETATION

CLIENT: TOWN OF OLDS

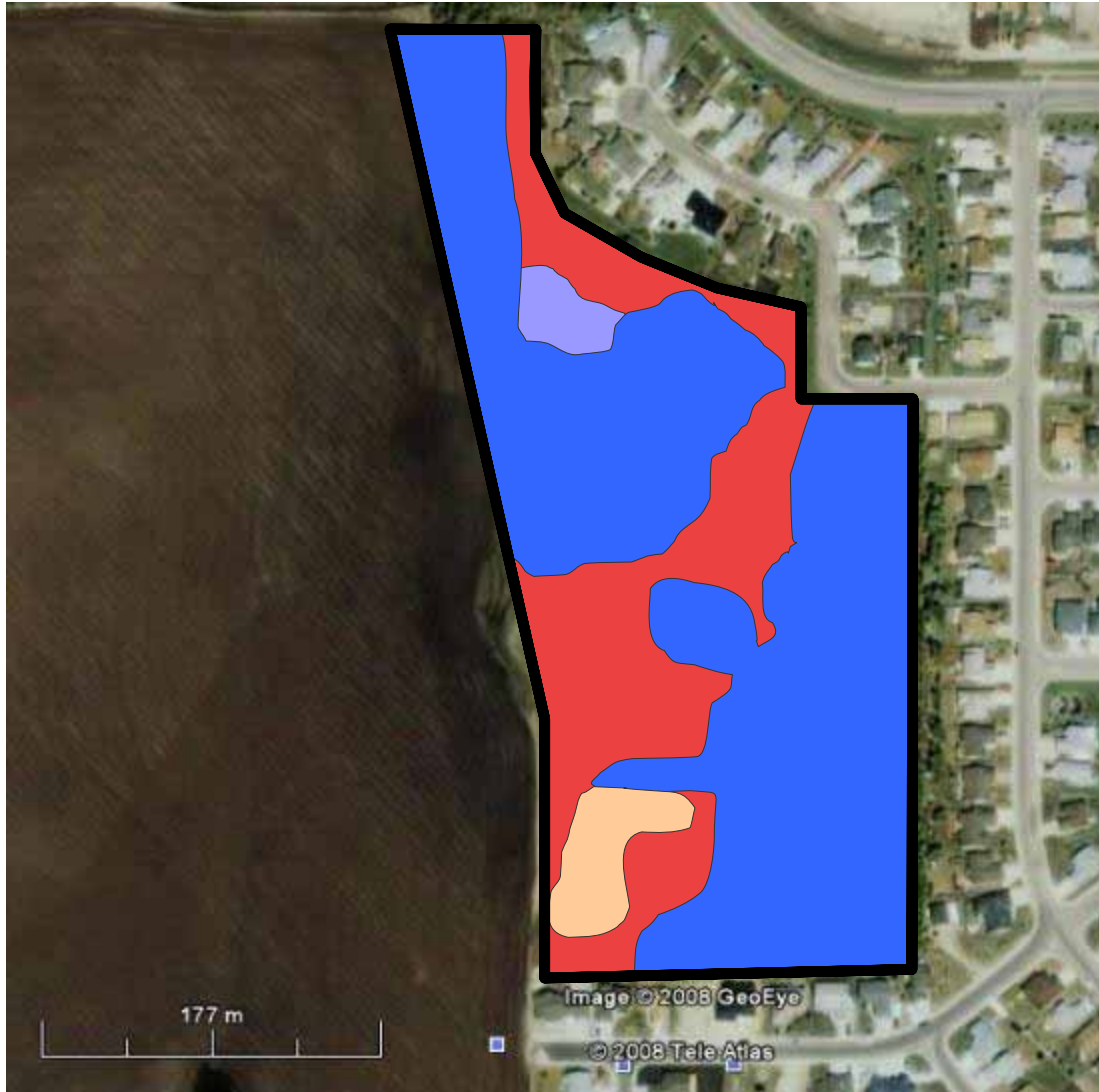
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




Microclimates

- Cold / Wet Area
- Cold / Dry Area
- Hot / Wet Area
- Hot / Dry Area



LEGEND

-  Study Area Boundary
-  Cold / Wet Area
-  Cold / Dry Area
-  Hot / Wet Area
-  Hot / Dry Area

**DEER RIDGE ENVIRONMENTAL
RESERVE TRAIL PLAN**

TITLE: MICROCLIMATES

CLIENT: TOWN OF OLDS

DATE: 01.12.08

DRAWN BY: SDT



Reclamation Zones



LEGEND

-  Study Area Boundary
-  Reclamation Zone 1
-  Reclamation Zone 2
-  Reclamation Zone 3
-  Reclamation Zone 4

DEER RIDGE ENVIRONMENTAL RESERVE TRAIL PLAN

TITLE: RECLAMATION ZONES

CLIENT: TOWN OF OLDS

DATE: 01.12.08

DRAWN BY: SDT



Phase 1 Budget

• Paved Trails 985 m x 2.5 m @ \$20 / m ² - excavation and screenings placement	\$17500
• Paving 985 m x 2.5 m @ \$25 / m ²	\$21 875
• One Bridge, materials only	\$ 1 400
• Benches and Trash Containers	\$ 3000
• Trail Mulch Hauling and Placement 200 m x 2 m @ \$5/m ²	\$ 2 000
• Signage	\$ 150
• Contingencies @ 10%	\$ 4593
 Phase One Total	 \$50 518

Phase 2 Budget

• Paved Trails 225 m x 2.5 m @ \$20 / m ² – excavation and screenings placement	\$ 11 250
• Paving 225 m x 2.5 m @ \$25 / m ²	\$ 14063
• One Bridge, materials only	\$ 1 400
• Benches and Trash Containers	\$ 3000
• Trail Mulch Hauling and Placement 175 m x 2 m @ \$5 / m ²	\$ 1750
• Signage	\$ 150
• Contingencies @ 10%	\$ 3171
 Phase Two Total	 \$34 784

Phase 3 Budget

- Phase One Total \$50 518
- Phase Two Total \$34 784
- Overall Total \$85 302
 - Excluding Phase Three TBA
 - Phase 1 – 3 ~ \$114000

Q & A



DEER RIDGE

ENVIRONMENTAL RESERVE

BACKGROUND / PROPOSAL:

On January 9, 2009 Town Council directed the establishment of an ad hoc committee for the forestry reserve. At the January 26, 2009 Council Meeting a task force report titled, 'Toward a Preferred Future for the Deer Ridge Environmental Reserve', was presented. The report contained several recommendations, of which Town Staff have taken time to review and provide the following comments for Council consideration:

Task Force Recommendation:

That the source of the continued water inflow into Winter Lake be found and a solution to the current winter flooding be effected as soon as possible.

Comment:

This item is priority and work is in progress. Work in Phase I is being done in conjunction with storm water work. The Town is seeking professional engineering data on a geodetic level of protection of 1 in 25 year rainfall event for the protection of homes in the area; and the evaluation of trail heights to protect homeowner privacy.

Task Force Recommendation:

That the storm water pipe draining water from the north end of the Reserve be extended southward to the edge of the wetland area, or that storm water from Winter Lake be diverted to the Equalization pond in the new residential sub-division.

Comment:

Part of the detailed design for storm water management is to extend the pipe for approximately three lots where the utility corridor is approximately 20 feet wide.

Task Force Recommendation:

That the storm water outlet from Winter Lake be extended north and then a few feet north-west, so that the trail can proceed north without need of a bridge. This has the added advantage of taking some risk away from two healthy existing aspen trees, and several spruce trees planted by a homeowner in the ER. The bridge to be relocated in the ER.

Comment:

A design check is required prior to extending the pipe (length of pipe; grade; volume of flow; size of pipe). An assessment of the elevation and capacity is required prior to making recommendation; for maintenance purposes it is best to have the bridge removed.

Task Force Recommendation:

- Trail hierarchy. Two trail standards are proposed:
 - Paved: 2.5 m. width. Black soil removed and relocated within the Reserve, base to be recycled pavement and concrete, smoothed and rolled. (It is expected that this base will provide decent access until paving is complete.)
 - Mulch: 1.5 m. width, with mulch from the Transfer Site spread and smoothed after the trail has been cleared of obstructions and debris.
- Bridges and boardwalks: constructed of preserved wood, 1.5 m width, located as per the map. two bridges, one boardwalk.
- Garbage Cans: 6-8 needed. At each of four entrances, plus strategically along the trails.
- Rest stop benches: 3-4.

- Signage at each entry point for wayfinding. Signage to have the logo and name of the Park. (Deer Ridge Environmental Reserve)
- Self-guided nature awareness signage.

Comment:

Recommend three trail classes: maintenance access (3 meter wide trail); class one (2.5 meter wide paved trail) and class two (1.5 meter wide natural trail).

- Definitions would need to be established.

Maintenance access requires 3 meter wide trails.

- Not in support of the use of mulch, as it is an added expense in equipment and materials.

- Black soil to be removed would be site specific.

- Standard for base construction would be defined

Use of culvert with paved path rather than preserved wooden bridges (liability exposure and maintenance matters)

Garbage cans: in ground containers located at headworks; In ground containers are working successfully at other locations in the Town.

Rest stop benches: Staff is recommending a second bench in the shady area approximately one half way though.

Signage: comments that it is not a big area, and perhaps a trail map is more advantageous; concerns of capital cost and maintenance of signage.

Self-guided Nature Awareness: Need to develop a strategy and budget for Council consideration.

Staff recommends a discussion with Council on the Area Name and Logo (Reference Park Naming Policy).

Task Force Recommendations:

- that the fill be done with soil from excavations and selected use of forest debris according to the remediation map.
- that as much of this as possible be done with local volunteer labour, with limited machinery use to limit compaction and other damage.
- That student work parties from the National Student Council Conference be utilized. (local participation in projects is a requirement for all participants).

Comment:

- Appropriate material is dependent on project need.

- Need to coordinate and supervise (Town Land; Town Liability; Town Prime Contractor).

- Identify work to be done with volunteer labour (site and groups). Have a call with a date and time to gather for the work to be done.

- Students have two hours that includes travel time, a safety discussion, adequate footwear is needed, volume of equipment for number of students, logistical problems, coordination difficulties.

- Put together a cross-functional team to do planning for a work bee.
- Work groups are being established for each of the 15 strategic areas during the Student Leadership Conference.

Task Force Recommendations:

- That a multi-year planting plan for trees and shrubs be established and implemented by town employees, volunteers, service clubs etc.
- That homeowners be disallowed from any plantings beyond their property boundaries.
- That citizens be disallowed from removing biomass from the Reserve.
- That an information program be established to inform homeowners of the above.

Comment:

- Committee is to further define multi year plan to include with budget discussions
- Encourage the public cooperation of planting trees and shrubs. There needs to be an approval process.
- Adding an educational piece that removing or adding biomass is not permitted

Task Force Recommendations:

- that the current field/grassland/forest boundary be maintained through the Town planning process.
- That the west boundary of the Reserve be fenced by the developer of the residential property, to a standard no less than 5' chain link fence.

Comment:

- The Richardson ASP will encroach on the western boundary.*
- If the Richardson ASP is approved as is, we are not protecting boundaries as defined by the Committee.
 - There is no authority to demand a 5' chainlink fence; it would have to be negotiated with the developer with detailed design; try to achieve fencing issue; not ask to be dedicated as MR.

Task Force Recommendations:

Off-street parking was discussed at the public consultation, but is not a part of this proposal.

Comment:

Parking to be discussed in conjunction with the new Catholic School Site and trail linkages.

Phase I – primary agreement

- questions on signage
- level 2 trails
- \$30,000 allocated in 2009
- Cross-functional team for planning student volunteers
- Potential community partners are seven: once plan is in place do a community call; develop language; strategy plan around partners for development.



Town of Olds

POLICIES AND PRIORITIES COMMITTEE REPORT

Date: May 16, 2016
From: Doug Wagstaff, Chief Operating Officer
SUBJECT: Canada 150 Steering Committee Update

3C

BACKGROUND:

In 2017, Canada will be celebrating 150 years since Confederation. 2017 also marks Centennial Park 50th Anniversary and the 110th Anniversary of the Battle of Olds.

Community Facilitator's Heather Dixon and Michelle Jorgensen will provide an update on the progress toward 2017.



Town of Olds
**POLICIES AND PRIORITIES
COMMITTEE REPORT**

Date: May 16, 2016
From: Scott Chant; Chief Operating Officer
Carey Keleman; Development Officer II
Subject: Land Use Bylaw 01-23 Amending Bylaw 2016-10

5A

BACKGROUND:

A Land Use Bylaw amendment submitted by Planning & Development staff is proposed in an effort to clarify architectural requirements required by residential developers building in the area of the East Olds Area Redevelopment Plan (ARP).

The following changes to Land Use Bylaw 01-23 are proposed:

- a) Adding the following regulation in the Low Density Residential (R1), General Residential (R2), Medium Density (R3) District, and Central Commercial (C1) Districts:
Architectural Requirements: Properties located in the East Olds Area Redevelopment Plan (Bylaw 2014-15) area must adhere to Schedule E: East Olds Architectural and Design Standards when developing residential developments.
- b) Adding Schedule E: East Olds Architectural and Design Standards.

CONCLUSION

The attached proposed draft East Olds Architectural & Design Standards are provided to the Committee for review. It is Administrations' intention to present the Land Use Bylaw amendment for Council's consideration at a future Council meeting.

Attachments:

1. Draft Bylaw 2016-10
2. Draft Schedule E: East Olds Architectural & Design Standards
3. Alternative Driveway/Parking Pad Solutions

TOWN OF OLDS
Bylaw 2016-10

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

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

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

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

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

(1) This Bylaw may be cited as the Land Use Amending Bylaw No. 2016-10.

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

- a) In Schedule C by adding the following regulation in the Low Density Residential (R1), General Residential (R2), Medium Density (R3) District, and Central Commercial (C1) Districts:

Architectural Requirements: Properties located in the East Olds Area Redevelopment Plan (Bylaw 2014-15) area must adhere to Schedule E: East Olds Architectural and Design Standards when developing residential developments.

- b) Adding Schedule E: East Olds Architectural and Design Standards.

(3) This Bylaw comes into force the day it is passed.

Read for a first time on the ___ day of ___ 2016.

Public Hearing held on the ___ day of ___ 2016.

Read for a second time on the ___ day of ___ 2016.

Read for a third and final time on the ___ day of ___ 2016.

Judy Dahl, Mayor

Norman McInnis, Chief Administrative Officer

Signed by the Mayor and Chief Administrative Officer this _____ day of _____ 2016.

EAST OLDS ARCHITECTURAL AND DESIGN STANDARDS

General Purpose:

To provide Architectural and Design standards for residential districts in the East Olds Area Redevelopment Plan (ARP) area. These Standards are set to ensure residential development and redevelopment is compatible with the vision for the East Olds ARP area. The Development Authority may require a development to meet additional requirements to ensure development is sensitive to the scale, form, and character of the neighbourhood, with special considerations for the transition to existing adjacent buildings.

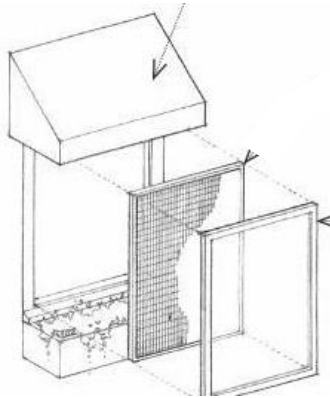
Conflicts with Other Sections of the Land Use Bylaw: Where the provisions of this Schedule conflict or provide differing requirements from another section of the Land Use Bylaw, the more stringent conditions will apply.

Objectives:

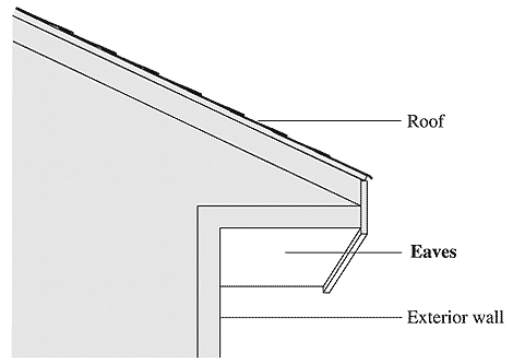
- To ensure that the integrity of the historical ambience of East Olds is protected and enhanced and that new developments and redevelopment are sensitive to the existing neighbourhoods.
 - To promote the retention of mature vegetation in developments, redevelopments, new duplex and multi-dwelling developments, or renovations to existing detached dwellings, duplex and multi-dwelling developments;
 - Establish a positive and memorable visual image for built form within new residential developments and contribute to the quality of life of citizens of Olds.
 - Promote harmonious and attractive residential developments through attention to the exterior appearance of new housing;
 - Encourage built form which results in safe, active and pedestrian-friendly communities by incorporating principles of CPTED (Crime Prevention Through Environmental Design).
 - Diminish the visual prominence of the garage within the streetscape;
 - To establish historically sensitive traditional design criteria for new detached dwellings, new duplex and multi-dwelling developments, redevelopment of duplex and multi-dwelling developments, or renovations to existing buildings; and
 - To preserve the mature character of existing residential streets.
-

Awning

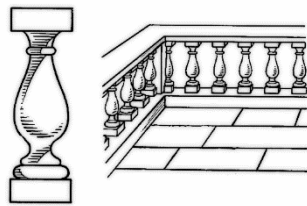
Awning: a structure that is mechanical and fabricated from plastic, canvas or metal that is spread across a frame designed to be attached to a wall and hung above a doorway or window, and may be retractable



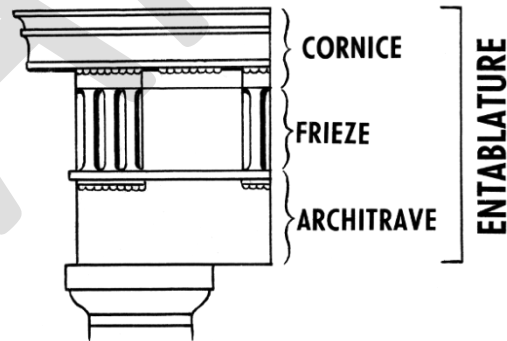
Eave: the lower edge of a roof which projects beyond the face of a wall, throwing water away from the wall.



Balustrade: an entire railing system including the top rail, its balusters and sometimes a bottom rail, used on balconies, terraces or staircases.

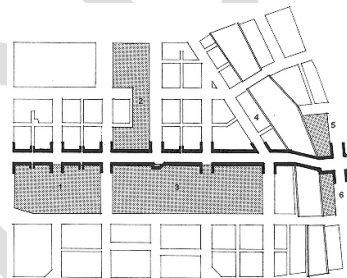


Entablature: a horizontal molding in classical architecture, made up of architrave, frieze and cornice which rests horizontally upon columns or pilasters.



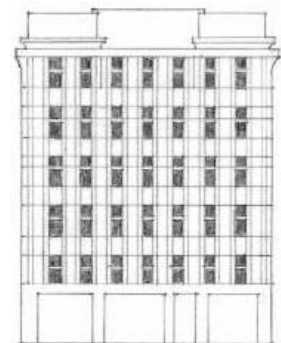
Block Face:

a single side of a street segment intersected by two features such as other streets, public lands, railroad right-of-way, waterways or other barriers breaking the continuity of development.

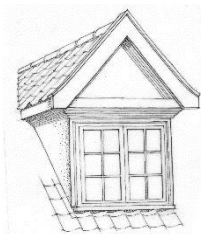


Fenestration:

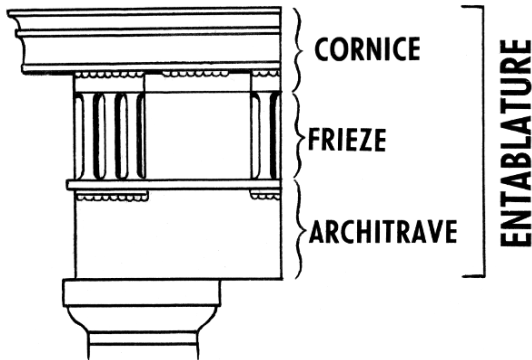
The design, proportioning, and disposition of windows and other exterior openings of a building.



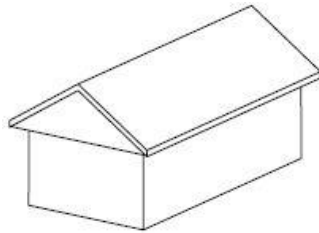
Dormer: a roofed structure projecting through a sloping main roof, containing windows.



Frieze: The horizontal part of a classical entablature between the cornice and architrave, often decorated with sculpture in low relief.



Gable: the triangular part of an end wall under the pitched roof.



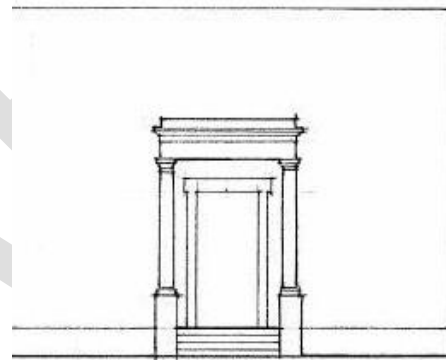
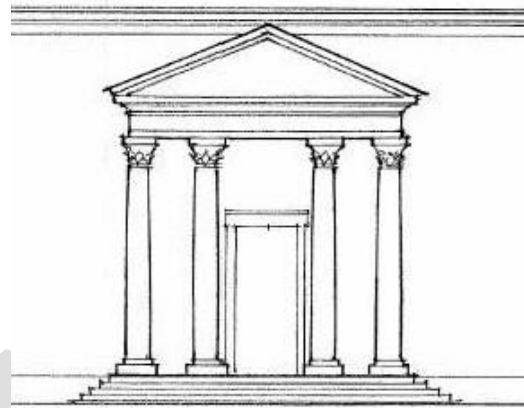
Gabled Roof: roofs sloped on all four sides.

Heritage Building: any building which kept in its original form by restoring its built form and architectural elements. For the Town of Olds heritage architectural style follow section 2.2 (Heritage Style).

Monolithic: Monolithic architecture covers buildings carved, cast or excavated from a single piece of material, in historic forms rock. The most basic form of monolithic architecture is a rock-cut buildings.

Parking Pad: means an area used for the parking or storing of a vehicle. A parking pad is meant for just one or two cars having no structural covering, and is hard surfaced with concrete, asphalt or other similar, material acceptable to development authority.

Portico: A porch having a roof supported by columns, often leading to the entrance of a building.



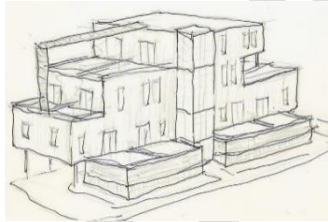
Pilaster: an architectural element used to give the appearance of a supporting column, with only an ornamental function.

Porch: a structure abutting a dwelling having a roof but with walls that are open and unenclosed to the extent of at least 50% thereof except for removable screens and storm sashes or awning, used as a private outdoor amenity space.

Architectural Design Sensitivities:

- 1) **Character:** Character refers to all those visual aspects and physical features that comprise the appearance of every historic/modern building. Character-defining elements include the overall shape of the building, its materials, craftsmanship, decorative details, interior spaces and features, as well as the various aspects of its site and environment.
- 2) **Form:** Form refers to the shape or configuration of a building. Form and its opposite, space, constitute primary elements of architecture.
- 3) **Scale:** Scale is the term used to describe the relationship between two things of different size. In architecture scale defines the relationship between spaces and the size of the human body.
- 4) **Mass:**

A unified composition of two-dimensional shapes or three-dimensional

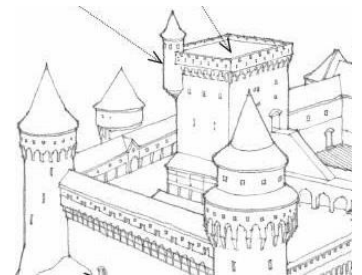


volumes, esp. one that has or gives the impression of weight, density and bulk.

Semi-detached: means a dwelling unit joined side-by-side to another dwelling unit sharing one common fire-rated wall, with each dwelling unit having at least one separate entrance.



Turret: a small, slender tower characteristically projecting from the corner of a building.



Example of infill unit which is NOT harmonious with the existing residential neighbourhood character.

Vertical Element: the distance from the ground plane to the top peak of a building's roofline.

Housing in the Town reflects a variety of development conditions, including builders' values and design sensibilities, prevailing architectural styles of different eras, and individual characteristics of particular sites. There are four (4) overarching principles that homeowners and their architects or developers should consider no matter which design style is considered, which particular neighborhood the project is in or existing site constraint.

2.1 Consistency of Style

In order to be faithfully rendered, an architectural style needs to be fully understood in terms of the building elements and details that contribute to the authenticity of that style. These include, but are not limited to—**building mass, roof form, proportion, façade symmetry and details, window proportion and design, building materials and ornamentation**. The designation of an architectural style requires total commitment to that style in the design of all components of the residence. Even in the case in which an architect or a developer develops a unique style or a composite of established styles, a consistent application of the rules and logic for the building design should be clearly and invariably evident.

2.2 Heritage Style

In addition to a sustained consistency in the design, replication of an historical style requires an accurate understanding and depiction of the style's heritage. The undertaking of heritage style requires a breadth of knowledge of the appropriate building elements that contribute to the properties of that style.

Examples of Architectural Design Elements of Heritage Style in Town of Olds:

a) Dr. Hartman Residence:

- The two side-by-side front-facing gable roof with double cross-gable wall dormers
- The clapboard siding with corner boards and trim boards
- The moulded fascia
- The exposed rafter ends
- The decorative trusses (gingerbread) in the gable ends
- The moulded lintels above most windows
- The bay window in the front facade
- The decorative bulkhead with a diagonal beaded wood slat design below the bay window.
- The open porch with a double-gabled shed roof supported by spindle pillars.



- The large, corbelled brick chimney, and the smaller brick chimney at the rear. 64
- The board and panel doors.
- The decorative brackets below the eaves on the enclosed side porch.
- The pattern, style and construction of all wooden windows, especially the two-by-two windows and the large, six-lite window in the front façade.

b) W.M. Craig Residence

- The hipped roof with intersecting pediment gables, and a tower with an octagonal conical roof.
- The clapboard siding with trim boards and skirting boards and wood shingles in the gable ends.
- The two-storey bay window on the side facade under the pediment gable.
- The wrap-around open verandah with open spindle railings and a hipped roof supported by round pillars with square capitals and bases.
- The brick chimney.



2.3 High Quality Architectural Details

Buildings of superior quality are well designed and deploy materials that exhibit the probability of a long lifespan consistent with the materials used over the style's history. The design and construction of homes should evoke a superior level of craftsmanship and building materials. By setting and achieving high standards for design and construction, new homes will augment the existing building stock and assure a continued stability in the representation of the town's identity.

2.4 Building Materials

Building materials have differing physical characteristics and uses. Glass, stone, wood, steel and tin each exhibit varying levels of weight, strength, elasticity and resistance to weather. The use of a building material should be consistent with the physical properties of that material. The use of natural materials is encouraged.

3.1 New Construction/Infill

Infill developments shall be sensitive to the historic design, character, scale, façade and materials of adjacent buildings within the East Olds neighbourhood. The following items address how infill in this District will consider its surroundings. As communities evolve and mature over time it is important to ensure that new infill housing supports the desired aesthetic value.

Objectives:

- To encourage new construction that is harmonious with existing homes in building massing, character, style, open space development and street presence;
- To maximize quality of life for all residents, existing or new, within a neighbourhood;
- To maintain privacy and encourage public safety; and
- To incorporate quality construction designed for durability and an attractive appearance over the long term.

3.2 Design Guidelines:

Larger multi-dwelling developments should resemble a series of smaller dwellings through sensitive massing and be designed with a variation of the façade, roof slopes, window treatments, unit entry, and other design elements to enhance the relationship with the street and public space. Monolithic, flat façades are not acceptable.

a) Site Features

- Prior to starting development all existing significant site characteristics should be identified including: slopes, rock outcroppings or shallow rock, native trees and shrubs, and drainage patterns.
- Where possible the building envelope should allow for the retention and incorporation of these site features. Modifications to the natural conditions should not adversely affect adjacent homes through increased water runoff, habitat destruction or elimination of views.

b) Building Massing, Scale and Proportion

- Infill houses design (style, form, scale and character) should respect the building massing, scale and proportion of neighbouring homes.
- Variety in building massing and form is encouraged through the use of projections, recesses and detailing, as opposed to monolithic solutions.
- New homes should not dominate neighbouring homes in size or form.

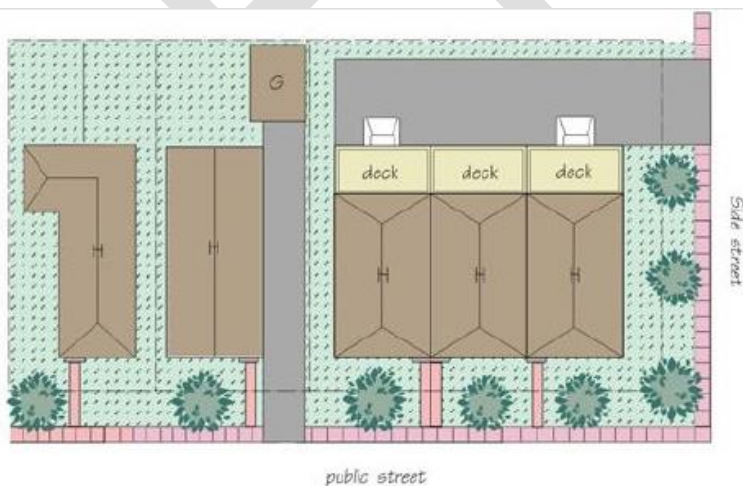
- The number of floors, building elevations and amount of glazing that is visible from the public realm should be compatible with existing values.
- Buildings should be designed harmoniously with the character of the lot.

c) Architectural Design & Building Elevations

- The exterior walls of a home are usually visible from the street and become part of the public domain. Using housing forms, exterior finishes and architectural details that are familiar can help to establish a comfortable fit between new housing and existing neighbours. Familiar elements to borrow from may include: roof slopes, window styles, dormers, cornices, eaves, and chimneys.
- Some variation on the standard house design practices is encouraged to create interest.
- Building elevations should emphasize the basic principle of creating a bottom, middle and top through the use of materials, colours and detailing.

d) Driveways, Parking and Garages

- Long driveways and garage doors should not dominate the view from the public street and should have landscaped edges.
- Driveways and garages should be located to work with existing grades and have the least impact on adjacent neighbours.
- Shared driveway accesses are encouraged where possible.

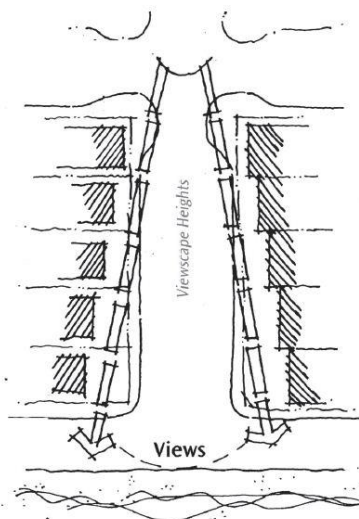


A single shared access driveway for a multitude of infill units matches the neighbourhood pattern of parking at the back. It reduces pavement area, vehicle/pedestrian conflicts and allows softer landscaping and on-street parking.

- Creative solutions to driveway and parking surfaces may be considered including permeable paving such as interlocking pavers or 'grasscrete' (reinforced paving/grass) to increase on-site water retention.
- Garages and carports should be recessed into the building face, angled away from the public street, or screened with trellises and arbours.
- Stand-alone garages should be designed in the same style as the home including roof slopes, building materials and colour choices.

e) Views and Privacy

- When developing infill housing, view corridors should be maintained wherever possible.
- Impacts of new housing on existing neighbourhoods should be minimized through careful building siting and design, natural feature retention and the addition of suitable landscaping.
- The location of building doors, windows, patios and decks should take privacy concerns into consideration.



f) Landscape Character

- Lot landscaping should be considered in the initial planning stages of the project.
- The design of the open spaces should be carefully considered in the context of the greater neighbourhood and specific lot characteristics.
- Initially, a review of the character of the neighbourhood landscaping should be undertaken with emphasis on open spaces visible from the public street. Elements to consider include: degree of openness or privacy of homes at the street edge, amount, type and maturity of planting, occurrence of landscape structures, walls, fencing/gates and lighting.
- Special attention should be afforded to maintaining privacy with adjacent neighbours through the retention or addition of privacy screens such as hedges, fences or walls.
- Landscaping utilizing plants native to the region and should reflect the value and beauty of local flora and fauna.

Consider view corridors when determining setback distances for new single or multi-family infill housing.

4.0 Neighbourhood Design Criteria

The visual appeal of the streetscape can be enhanced when the arrangement of dwellings is ordered with respect to model variety, massing, height and repetition within a street block. The goal of this section is to provide direction for the siting and arrangement of new ground-related detached, semi-detached (duplex) and townhouse building types within the streetscape.

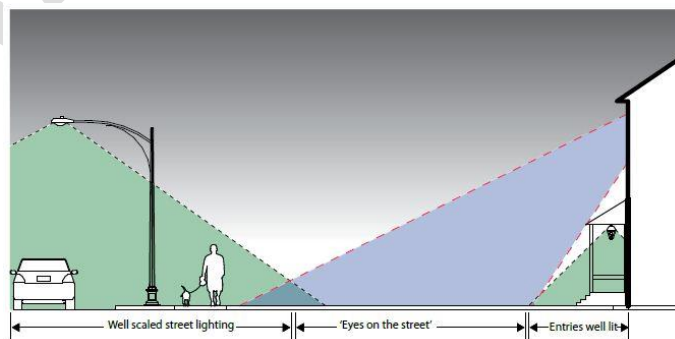
4.1 Neighbourhood Safety

In order to promote safe, comfortable and pedestrian-friendly communities the design and siting of dwellings shall incorporate principles of Crime Prevention Through Environmental Design (CPTED).

- a) A clear definition between public and private space should be provided through the design and placement of buildings, fencing and landscaping.
- b) Dwellings should be designed and sited to maximize observation of public areas (streets, open spaces and recreation areas).
- c) Ample fenestration facing public areas should be incorporated into dwelling designs to foster natural surveillance.
- d) The front door should be fully visible from the street or public area such as a park or walkway.
- e) All entrances to the dwelling and garage should be well lit.
- f) Walkways on the lot should be located to provide clear and direct pedestrian routes. Linkages between the front entrance and the sidewalk and/or driveway are required.
- g) Garage projection within the streetscape should be limited, providing for better visibility of the street from within the dwelling.
- h) Municipal addresses should be prominently displayed on the dwelling in a well-lit location.



Dwellings should be designed to provide safe, pedestrian-friendly streetscapes



Diagrammatic demonstration of the CPTED principles

4.2 Street & Building Relationship

A well-defined street edge, created through an appropriate relationship between the building and the street, contributes to an attractive and active, pedestrian supportive streetscape.

- a) Dwellings should be sited to define the street edge. This is typically achieved by placing the habitable portion of the dwelling close to the minimum front yard setback to promote a pedestrian-friendly sense of scale and provide enclosure to the public space of the street.

- b) Controlled variation in front yard setbacks is desirable on long, straight street blocks to provide visual relief, where lot depths permit. Setback variations should follow a curving pattern occurring across a grouping of dwellings. Haphazard variation in setbacks should be avoided.



Variety of front setbacks is desirable where lot depths and block lengths permit

- c) Porches and verandas are encouraged in the front yard.
- d) On corner lots, both street frontages should be addressed in an appropriate and consistent manner through provision of ample fenestration, wall/roofline articulation and architectural detailing.
- e) Street-facing elevations should incorporate appropriate massing, wall articulation, roofline variation and wall openings (i.e. window, doors, porches, etc.) to avoid blank, uninteresting façades.



Corner dwellings shall address both street frontages consistently

4.3 Massing Within the Streetscape

The arrangement of buildings, with respect to massing within the street block, is another key component in providing an attractive and visually ordered streetscape.

- a) Compatibility in height and massing between adjacent dwellings on the street is required.
- b) Bungalows should be designed with raised front façades, steeper roof pitches and increased roof massing (side gables/dormers where appropriate) to provide for better transition with any adjacent 2-storey dwellings.

c) Abrupt variations in building massing, height and size of adjacent structures should be minimized. For massing compatibility within the streetscape, the following criteria should apply:

- Bungalows shall not be sited adjacent to 3-storey dwellings.
- Where bungalows are sited adjacent to 2-storey dwellings, they should occur in groupings of at least two units.



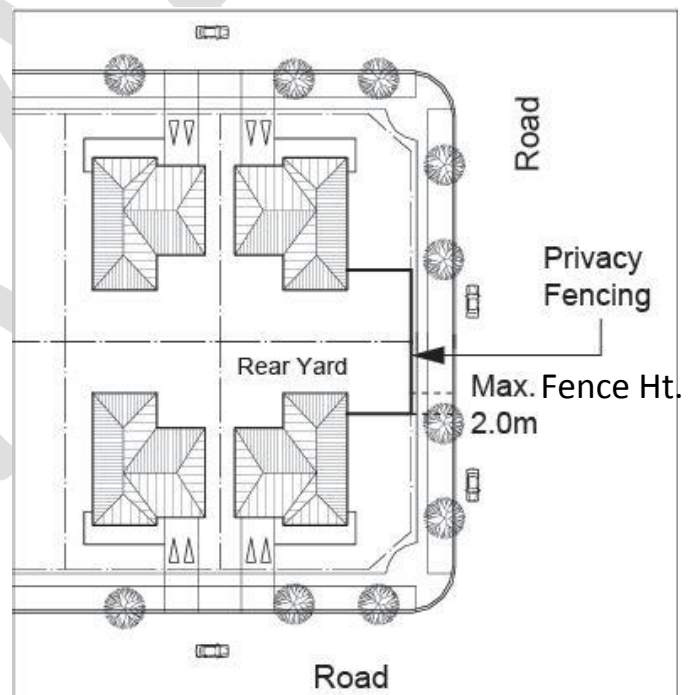
Abrupt variations in building massing, height and size of adjacent structures should be avoided

- Where 2-storey dwellings are sited adjacent to bungalows or 3-storey dwellings, they should occur in grouping of at least two units.
- Where 3-storey dwellings are located adjacent to 2-storey dwellings, they should occur in grouping of at least two units.

4.4 Fencing

Fencing helps to define the private rear yard amenity space for corner lot dwellings and assists in establishing sense of place and contributing to the character of the community. Properly designed fencing helps to create a better, more visually pleasing streetscape.

- a) Fences, hedges, and walls should be a maximum height of 2.0m to maintain visibility along a street.
- b) Front yard fences, hedges, and garden walls are encouraged, and should be limited to a maximum of 1.0 m in height and be of permeable construction to allow views from/to public spaces;
- c) Fences visible from the street should present a variety of styles used consistently throughout the neighbourhood.
- d) Where corner lot privacy fencing is provided in the rear yard, their height shall be 2.0 m.
- e) Where possible, a privacy fence should project from the dwelling at a recommended minimum 1.5-2.0m distance beyond the end corner of the unit.



5.0 Architectural Design Criteria

The goal of this section is to provide requirements and recommendations for the design of new ground related single detached, duplex, semi-detached, corner and T intersection building types. The following guidelines are intended as a reference point for the minimum qualitative design expectations for new housing.

5.1 Architectural Style

Builders will be encouraged to employ a variety of architectural styles and building forms to create unique communities which have an identifiable sense of place within the Town. The architectural style of buildings within the streetscape, in conjunction with the streetscape elements found within the public realm, plays a vital role in establishing the character and identity of a street, a neighbourhood and a community.

The Town of Olds has many fine examples of traditional residential architectural styles which can offer design reference for new residential construction. Although not required, architectural styles adapted from local historical architectural influences are encouraged.

Specific architectural styles should be addressed in the Community Design Guidelines or Urban Design Brief. The goal is to ensure design compatibility among architectural styles within community character areas and each individual subdivision.

Guidelines:

- a) The design of any building should have distinguishing elements characteristic of a single architectural style. Mixing discordant architectural styles within a single building is to be avoided.
- b) Housing within each street block should be designed with architectural styles that are harmonious when used together. Architectural variety needs to be balanced with harmony.
- c) Builders should employ a palette of compatible architectural styles and building forms to ensure visual interest and continuity within the streetscape. This will help foster distinct identities for each neighbourhood within the community.

5.2 Dwellings

5.2.1 Detached Dwellings generally represent the largest proportion of new housing construction. The design of detached dwellings should individually and collectively contribute to the character of the community. The following guidelines should apply to enhance the architectural character of the neighbourhood:

- a) A variety of architectural expressions and elevation treatments should be required to provide visual diversity within the streetscape.
- b) Individual buildings should combine to create visual harmony when sited collectively with other dwellings within the streetscape. This can be reinforced by use of complementary, but not identical, exterior materials, colours and architectural elements.

- c) Each dwelling should have façade detailing consistent with its intended architectural style.
- d) For corner units, the flanking side elevation should be given a similar level of architectural detailing as the front elevation. Entries for these dwellings are encouraged to be oriented to the flanking lot line.



Corner unit with similar level of architectural detailing as the front elevation

5.2.2 Duplex and Semi-Detached Developments contribute to the mix of housing types within the community. The combined width of two semi-detached dwellings creates a wider building, adding to the diversity of the streetscape character and built form. To achieve this architectural balance following guidelines stated for duplex and semi-detached dwellings, should apply:

- a) New duplex, semi-detached developments or redevelopments should be designed to resemble two separate dwellings or one large dwelling.
- b) Mirror image new duplex development or redevelopment are not permitted unless there is substantial façade treatment to give the illusion of different design.
- c) A variety of symmetrical and/or asymmetrical elevation treatments should be provided for semi-detached dwellings.
- d) The main front entry should be clearly identifiable for each semi-detached unit within the building. It should be oriented to the front lot line for interior lot units and should face the flanking lot line for corner units.



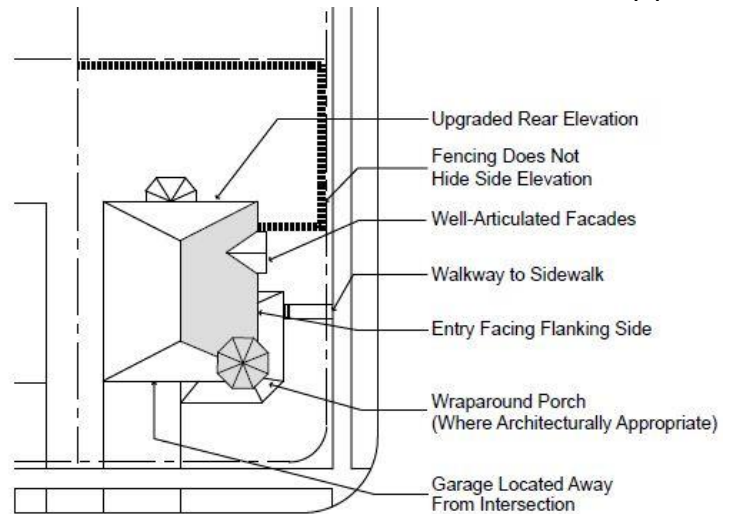
Example of semi-detached dwelling

5.2.3 Duplex and Multi-Dwelling Corner Lot Units

Corner lot dwellings play a significant role in setting the image, character and quality of the street and acting as landmark buildings within the neighbourhood. Both street-facing façades should be treated in a consistent manner with sufficient detailing to relate to the pedestrian scale at the street.

a) The exterior treatment of all sides of new duplex and multi-dwelling developments or redevelopments facing onto a highway or street should reflect its dual frontage and incorporated elements such as window treatment, building projections, wrap around porches and decks, on both frontages.

b) Dwellings should be sited close enough to the street to give definition to the street edge at the corner.



Conceptual plan view of a Corner Lot Dwelling

c) Dwelling designs should be appropriate for corner lot locations. Dwelling designs intended for internal lots will not be permitted unless modified to provide adequate enhanced flanking wall treatment.

d) Both street frontages for corner lot dwellings should have complementary levels of architectural design and detail with attention given to the dwelling's massing, height, roof lines, fenestration, materials and details. The following architectural elements are encouraged:



Conceptual image of a Corner Lot Dwelling

- A prominent porch or portico is encouraged (wraparound porches are preferred).
- Sufficient fenestration on front and flanking elevations displaying balanced proportions.
- Highly articulated flanking elevations are required to avoid flat, blank, uninteresting facades.
- Gables, dormers, or tower features are desirable to articulate and enhance the roof form.

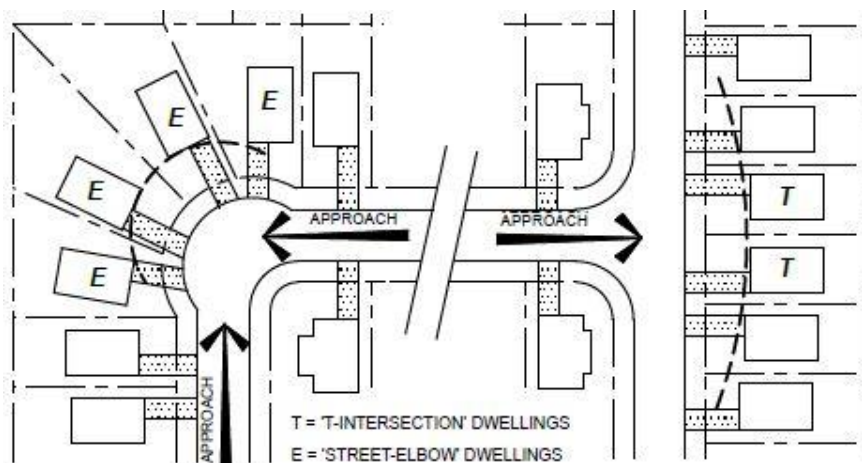
e) Building designs which have compatible architectural style, massing, elements and details are encouraged on abutting or directly opposite corner lots to provide both harmony and variety to the streetscape.

f) The main entry to the dwelling should be located on the long elevation facing the flanking street or angled to face the corner.

5.4 Units at 'T' Intersections

"T" Intersection units occur at the top of a 'T' intersection, where one road terminates at a right angle to the other and at street elbows. These dwellings are prominent in the streetscape in their role of terminating a view corridor and shall be designed to provide visual interest.

- a) Where lot depths permit, View Terminus Dwellings should have a greater front yard setback than adjacent dwellings.
- b) Driveways should be located to the outside of a pair of View Terminus Dwellings, where feasible, to increase landscaping opportunities and reduce the prominence of the garage.



Conceptual Plan view of View 'T' Intersection Dwellings

- c) Special architectural features such as a second storey porch, bay window, or gable elements, should be incorporated into the homes at the view terminus of a 'T' intersection.



Conceptual images of View Terminus Dwellings at T-Intersections



Conceptual image of View Terminus Dwellings at a Street Elbow

5.5 Dwellings Adjacent to Heritage Buildings

Heritage buildings provide an important link between the past and the present. They act as a focal point within the community and assist in establishing a 'sense of place'. New developments need to support their presence through the use of appropriate architectural treatments in the buildings that surround them.

- a) When possible, every effort will be put towards retaining and incorporating heritage elements into the community in their original location.

- b) New housing on lots adjacent to heritage buildings shall be respectful to the adjacent heritage by having appropriate regard for design, massing, setbacks, building materials and colours.
- c) Model types/elevations to be sited adjacent to a heritage building shall exhibit the highest degree of compatibility.
- d) Enhanced elevation treatments will be required for façades facing a heritage building.



Conceptual image of new dwelling adjacent to heritage building

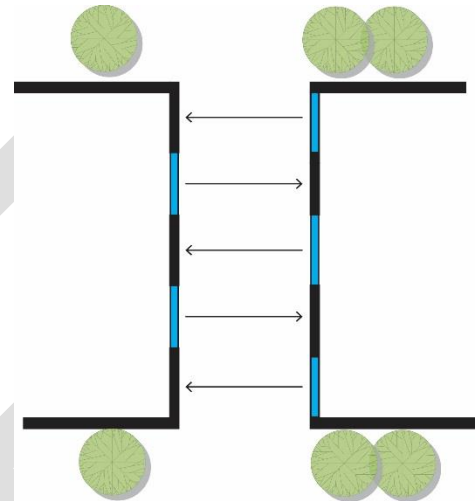
DRAFT

6.0 Building Components

6.1 Windows

Ample fenestration, consistent with the dwelling’s architectural style, is required for publicly exposed elevations to enhance a dwelling’s appearance and to promote natural surveillance of the street from within the dwelling.

- a) New developments and redevelopments shall be designed so that they are sensitive to the window location of adjacent properties to protect privacy.
- b) Window type, material, shape and proportions should complement the architectural style of the dwelling.
- c) Large ground floor windows are encouraged wherever feasible to promote “eyes on the street”.
- d) Windows should have a consistent sill and lintel treatment which is authentic to the architectural style.
- e) Basement windows located on front and flanking elevations should match the main floor windows in terms of style and detail where grade permits.



Example of placement of windows to their adjacent lots

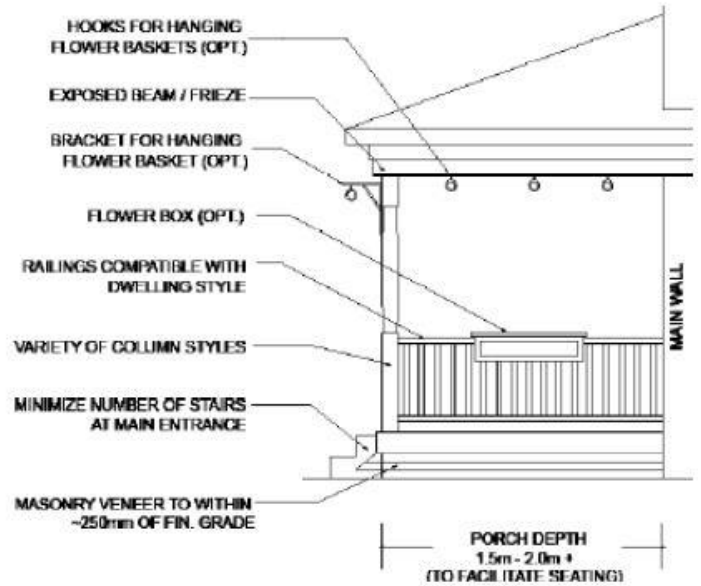


Examples of a variety of traditional window styles

6.3 Veranda / Porches/Balconies:

Front porches, porticos, verandas, balconies, courtyards and/or patios help to promote safe, socially interactive and pedestrian-friendly residential streets by providing an outdoor amenity area, shelter from inclement weather, and a linkage between the public and private realm.

- a) The design of the porch, portico and/or balcony should be consistent with the architectural style of the dwelling.
- b) Porch depths should be sufficient to facilitate comfortable seating. Depths of 1.5m-2.0m+ are recommended.
- c) The size of the porch/portico and its components (columns, piers, brackets or moldings) should be proportional to the scale of the dwelling and consistent with the character of the house.
- d) Porch/portico columns should generally be no less than 200 mm square or diameter.
- e) Porch/portico roofs should generally be supported on a continuous frieze resting on the columns.
- f) Where railings are required, they should be of traditional design appropriate to the style of the dwelling with pickets between top and bottom rails. The use of prefinished aluminum, vinyl, wrought iron or painted wood is required.
- g) Wraparound porches are encouraged for corner lot dwellings where appropriate to the architectural style.
- h) Roofed, but not enclosed front verandas, columns, guard rails of wood construction, and piers of wood, brick or stone construction are encouraged.
- i) If the front porch is two (2) stories in height, there should be an eave at the single story level.
- j) The Development Authority may consider a reduced front yard setback where a front porch will be constructed on a detached dwelling.



Typical porch detail



Covered front porch treatment

6.4 Entrances:

The main entrance to the dwelling should be designed to convey its importance as a focal feature of the façade as well as an important streetscape element which supports the pedestrian-friendly goals for all new residential developments. Principal building entrances shall front onto the primary roadway. Residential developments shall have an easily identifiable entrance that fronts onto each street.

- a) Detached Dwellings, Duplexes/ Semi-Detached Dwellings: Rear principal entrances are prohibited for duplexes and semi-detached dwellings.
- b) Multi-Dwellings: New multi-dwelling developments or redevelopments should be oriented to the street with the main entry to the front of the property oriented in a prominent and visible manner;
- c) All main floor residential dwelling units that front onto a street shall have an individual front entry that can be accessed directly from the sidewalk, through a private front yard, or in the case of a corner parcel, one entrance should face the front yard and the other should face the side yard. Rear and side main entries are required for multi-dwellings.
- d) Apartments shall have a central entry point directly accessible at ground level fronting onto the street. Where multiple street frontages exist (e.g. corner lots) an additional central entry point shall be developed.



The main entrance to the dwellings should be designed as a focal point

6.5 Building Facade / Building Materials

High quality, low maintenance materials should be employed to convey a sense of permanence and quality within the community. A harmonious blend of materials, textures and colours should be provided to reduce monotony in the streetscape.

- a) All exposed building facades shall be architecturally treated to create a unified building exterior. The building shall include the following design elements to reduce the perceived mass and add architectural interest:
 - i. Articulation of the building façade;
 - ii. Creation of architectural pattern;
 - iii. The use of recessions and projections such as porches, bay windows and entrance features;
 - iv. The use of a variety of exterior building cladding materials; and
 - v. Trim work around windows and doors shall be delineated through wider framing or different colours from the main building.

- b) The choice of exterior cladding materials should be compatible with the architectural style of the house.



Harmonious blend of materials, textures and colours provides visual interest in the streetscape

- c) Exterior cladding on all dwelling elevations should be harmonious with the cladding on the front elevation. False fronting (i.e. all brick front with siding on the sides and rear) should be avoided.
- d) The use of secondary or accent materials such as stone, stucco, precast or siding is encouraged where consistent with the architectural style of the dwelling. Its use should be complementary to the primary cladding materials.

- e) All building facades shall use high quality, compatible and harmonious exterior finishing materials. The material should seek to compliment the surrounding neighbourhood.



Avoid this: Inconsistent, materials or paint on side façade



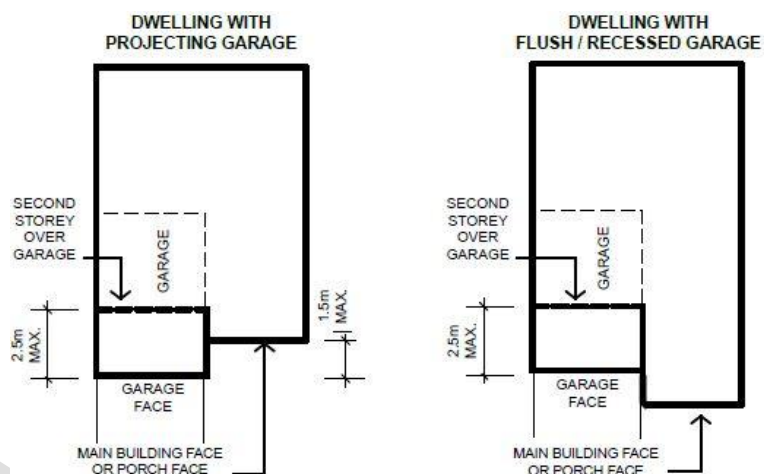
Encourage this: Consistent, materials or paint on side façade

- i. Windows facing a street shall have a delineated trim (different shade or use of framing material);
- ii. Facade trim work, including window and door frames, cornices, pilasters, awnings, canopies and other elements may be any colour, with the exception of luminescent, fluorescent or metallic colours; and
- iii. Trim work around windows shall be delineated through wider framing or different colours from the main building.
- f) Accessory Buildings shall use the same façade treatment, finishing, materials, and colours as primary buildings.

6.6 Front Attached Garages:

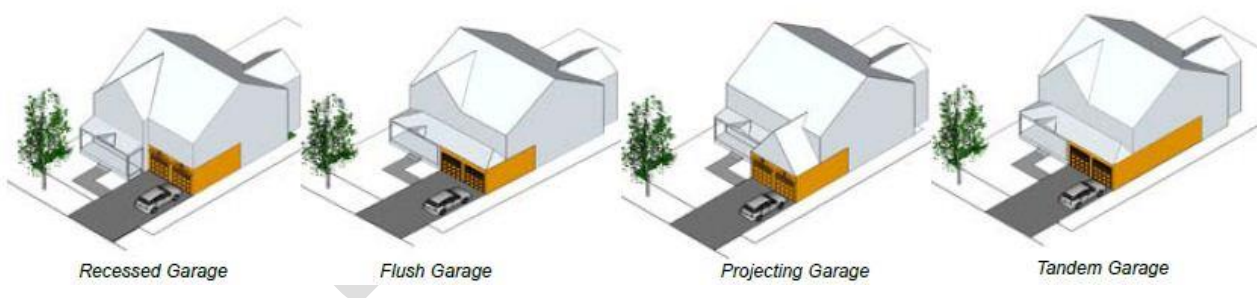
The automobile has greatly influenced the design of modern communities. It is important to ensure that new housing is designed to accommodate the needs of a car-oriented society while at the same time minimizing the visual impact of the garage and driveways on the streetscape. A variety of garage options should be used to contribute to the diversity of dwelling designs.

- Attached garages should not dominate the massing of the street-facing façade and should be complementary in terms of character and quality to the principal dwelling.
- The streetscape should include a combination of garage door styles to avoid repetition and dominance by a single door type.
- The use of upgraded garage door styles, characteristic of the architectural style of the dwelling, will be encouraged.



Example of Garage Projection Criteria

- Other design solutions which minimize the presence of the garage, such as recessing the garage doors into the wall or provision of a roofed colonade treatment in front of the garage will be encouraged.
- A variety of lintel (header) treatments appropriate to the architectural style of the dwelling should be provided above the garage doors.
- Lighting fixtures can be mounted either beside the garage door or above the garage door where space permits.



Examples of Attached Front Facing Garage Options

- Where front attached garages are proposed, prominence should be given to the front door of the dwelling, not the garage door which includes but is not limited to, setting the garage back into or flush with the front façade of the dwelling where possible, or using muted colours for the garage door and bright colours for the front door.



The majority of attached garages in the streetscape shall be flush or recessed behind the porch or wall

6.6.1 Garage Widths for Attached Front Facing Garages

Garage widths should relate to the width of the lot to ensure a proportional balance between the habitable portion of the dwelling and the garage is achieved. Large garages on narrow lots are to be avoided.

Guidelines:

6.6.1.1 Detached Dwellings

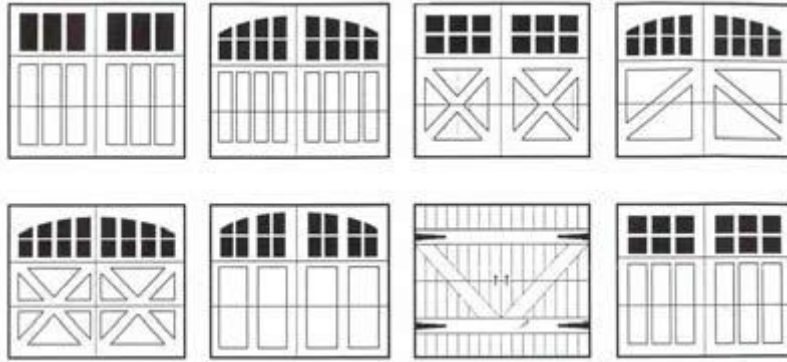
Where two-car garages are permitted, the use of two single bay garage doors (2.5m wide) separated by a masonry pier is generally preferred over the use of a double-wide (4.9m wide) single bay door.



Example of colonnade garage treatment

6.6.1.2 Semi-Detached and Townhouse Dwellings

- a) For dwelling widths greater than or equal to 6.0m and less than 7.0m, attached garages shall be sized for one car. The maximum interior garage width shall be 3.1m with a maximum garage door width of 2.5m.
- b) For dwelling widths greater than or equal to 7.0m and less than 8.0m, attached garages shall be sized for one car. The maximum interior garage width shall be 3.7m with a maximum garage door width of 3.1m.
- c) For dwelling widths greater than or equal to 8.0m, attached garages shall be sized for one car with room for storage. The maximum interior garage width shall be 4.3m with a maximum garage door width of 3.7m.



Variety of upgraded garage door styles is encouraged

6.6.2 Criteria for Side Facing Garages

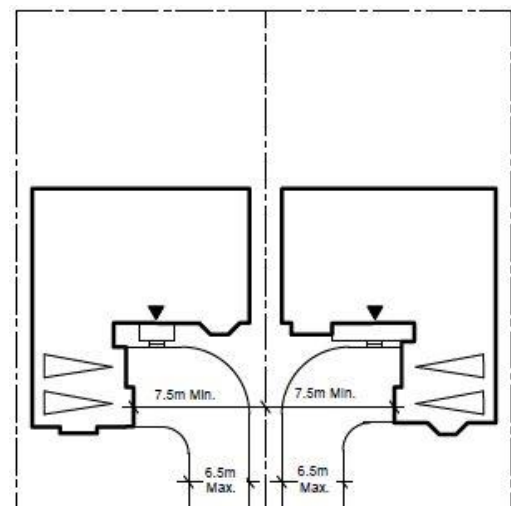
Side facing garages which project in front of the dwelling are generally discouraged because of the significant projection of the garage from the main building façade. Their use may be permitted on a limited basis for lots widths 21.5 m or greater subject to the following:

Guidelines:

- a) Only small groupings of these dwellings may be permitted to a maximum of 4 in a row separated by at least 6 dwellings with non-side facing garages.
- b) The treatment of the front wall of the garage facing the street should exhibit design variety, ample fenestration (with no blackened glass) and detailing consistent with that of the front façade of the habitable portion of the dwelling.
- c) Side facing garages shall not be sited on corner lots.
- d) Dwellings must be designed to allow for entry steps to project without interfering with vehicular access to the garage nearest to the house.
- e) Dwellings of this nature shall be sited in pairs with the garages located to the outside of the pair to create a courtyard effect between dwellings.
- f) The garage doors should be setback a minimum of 7.5m from the side lot line.
- g) A window(s) should be provided in the wall facing the nearest interior side yard
- h) The maximum driveway width at the street line should be 6.5m.
- i) Roofline variation above the garage doors should be provided through the use of habitable rooms, dormers and/or gables.



Conceptual image of a Side Facing Garage



Conceptual plan of Side Facing Garages

Alternative Driveway / Parking Pad Solutions



Grassroad





Town of Olds

POLICIES AND PRIORITIES COMMITTEE REPORT

Date: May 16, 2016
From: Norm McInnis
SUBJECT: Olds Institute Bylaws

7A

BACKGROUND:

The Policies and Priorities Committee were presented with a draft of the proposed amendments to the Olds Institute (OI) Bylaws. The amendments to the Bylaws were not approved at the OI Annual General Meeting on April 26, 2016. Section 4 changes to Membership were sent back to the Bylaw Review Committee with a recommendation to bring suggested changes to the OI planning retreat scheduled for June 10-12, 2016.

The P&P Committee had two concerns that were discussed at the OI AGM; geographic area of membership and disbursement of assets of the OI if the society dissolves. Protection from decisions unacceptable to the Town of Olds are provided in section 10 where the Town has veto powers to overturn decisions.

OI Bylaws will be presented to the Town after the OI retreat in June.

Attachment:

Schedule “A” to Special Resolution dated April 26th, 2016

OLDS INSTITUTE FOR COMMUNITY & REGIONAL DEVELOPMENT

BY-LAWS

ARTICLE 1 – PREAMBLE

1. The Society

- 1.1 The name of the Society is the *Olds Institute for Community & Regional Development*.
- 1.2 The Society was originally comprised of four **Founding** Members, namely the Olds College, the Olds & District Chamber of Commerce, the Olds Regional Exhibition (formerly the Olds Agricultural Society) and the Town of Olds and these organizations remain essential to the Society.

ARTICLE 2 - THE BY-LAWS

2. The Bylaws

The following articles set forth the Bylaws of the Olds Institute for Community & Regional Development.

ARTICLE 3 - DEFINING AND INTERPRETING THE BYLAWS

3.1. Definitions

In these Bylaws, the following words have these meanings:

- 3.1.1. *Act* means the Societies Act R.S.A. 2000, Chapter S-14 as amended, or any statute substituted for it.
- 3.1.2. *Annual General Meeting* means the annual general meeting described in Article 5.1
- 3.1.3. *Board* means the Board of Directors of this Society.
- 3.1.4. *Bylaws* means the Bylaws of this Society as amended.
- 3.1.5. *Director* means any person elected or appointed to the Board.
- 3.1.6. *General Meeting* means the Annual General Meeting and a Special General Meeting.
- 3.1.7. *Member* means a Member of the Society.
- 3.1.8. *Officer* means any Officer listed in Article 6.2.
- 3.1.9. *Registered Office* means the registered office for the Society.
- 3.1.10. *Register of Members* means the register maintained by the Board of Director listing the names of

the Founding, Core and Public Members of the Society.

3.1.11. *Society* means the Olds Institute for Community & Regional Development

3.1.12. *Special meeting* means the special general meeting described in Article 5.2.

3.1.13. *Special Resolution* means:

- (a) a resolution passed at a General Meeting of the membership of this Society. There must be twenty-one (21) days' notice for this meeting. The notice must state the proposed resolution. There must be approval by a vote of **75 %** of the voting Members who vote in person;
- (b) a resolution proposed and passed as a Special Resolution at a General Meeting with less than twenty-one (21) days' notice. All the Voting Members eligible to attend and vote at the General Meeting must agree; or
- (c) a resolution agreed to in writing by all the Voting Members who are eligible to vote on the resolution in person at a General Meeting.

3.1.14. *Voting Member* means a Member entitled to vote at the meetings of the Society.

3.2. Interpretation

The following rules of interpretation must be applied in interpreting these Bylaws:

3.2.1. *Singular and Plural*: words indicating the singular number also include the plural, and vice-versa.

3.2.2. *Corporation*: words indicating persons also include corporations.

3.2.3. *Headings* are for convenience only. They do not affect the interpretation of these Bylaws.

3.2.4. *Liberal Interpretation*: these Bylaws must be interpreted broadly and generously.

ARTICLE 4 - MEMBERSHIP

4.1. Classification of Members

There are three categories of Members of the Society: (a) **Founding Members**, (b) **Public Members** and (c) **Core Members**. Membership in the Society is not transferable.

4.1.1. Founding Members

The Founding Members of the Society are the Town of Olds, the Olds & District Chamber of Commerce, Olds College and the Olds Regional Exhibition.

4.1.2. Public Members

Any individual sixteen years of age or older, a legally constituted organization or institution who has an interest in and is dedicated to supporting the objects and policies of the Society is qualified to become a Public Member of the Society, upon payment of the required membership fee as determined by the Board of Directors and upon an application for membership being accepted by the Board which may, at its sole discretion, approve or refuse an application and may postpone consideration of an application for membership.

4.1.3. **Core Members**

To qualify to become a Core Member of the Society, a legally constituted organization or institution must:

- (a) pay the annual membership fees as determined by the Board of Directors for Core Members;
- (b) pay such special assessment as determined by the Board of Directors which shall not be less than \$5,000.00;
- (c) be approved by a special resolution of the Board of Directors;
- (d) have an interest in and be dedicated to supporting the objects and policies of the Society; and,
- (e) agree to comply with any stipulations on membership required by the Board in writing.

4.2. Register of Members

The names of any qualified and approved Member, Founding, Public or Core will be entered as a Member under the appropriate category in the Register of Members.

4.3 Membership

4.3.1 **Membership Year**

The membership year is **May 1 to April 30.**

4.3.2 **Membership Fees**

The Board, from time to time, decides the annual membership fees, if any, for each category of Members which may be different for each category of membership.

4.3.3 **Payment Date for Fees**

The annual membership fees must be paid on or before Annual General Meeting of every year.

4.4. Rights and Privileges of Members

4.4.1 Any Member in good standing is entitled to:

- (a) receive notice of meetings of the Society;
- (b) attend any meeting of the Society;
- (c) speak at any meeting of the Society at the sole discretion of the Chairman; and
- (d) exercise other rights and privileges given to Members in these bylaws.

4.4.2 **Voting Members**

The only Members who can vote at meetings of the Society are:

- (a) Founding Members;
- (b) Public Members in good standing who are at least sixteen (16) years old; and
- (c) Core Members in good standing.

4.4.3 **Number of Votes**

A Voting Member is entitled to one (1) vote at a meeting of the Society.

4.4.4 **Member In Good Standing**

A Member is in good standing when:

- (a) for public members, if their membership application is approved by the Board;
- (b) the Member has paid membership fees or other required fees or assessments to the Society;
and,
- (c) the Member is not suspended as a Member as provided for under Article 4.5.

4.5. Suspension of Membership

4.5.1. **Decision to Suspend**

The Board, at a Special Meeting called for that purpose, may suspend a Member's Membership for not more than three (3) months, for one or more of the following reasons:

- (a) if the Member has failed to abide by the Bylaws;
- (b) if the Member has been disloyal to the Society;
- (c) if the Member has disrupted meetings or functions of the Society; or
- (d) if the Member has done or failed to do anything judged to be harmful to the Society.

4.5.2. **Notice to the Member**

4.5.2.1. The affected Member will receive written notice of the Board's intention to deal with whether that Member should be suspended or not. The Member will receive at least two (2) weeks' notice before the Special Meeting.

4.5.2.2. The notice will be sent by single registered mail to the last known address of the Member shown in the records of the Society. The notice may also be delivered by an Officer of the Board.

4.5.2.3. The notice will state the reasons why suspension is being considered.

4.5.3 **Decision of the Board**

4.5.3.1. The Member will have an opportunity to appear before the Board to address the matter. The Board may allow another person to accompany the Member.

4.5.3.2. The Board will determine how the matter will be dealt with, and may limit the time given the Member to address the Board.

4.5.3.3. The Board may exclude the Member from its discussion of the matter, including the deciding vote.

4.5.3.4. The decision of the Board is final.

4.6. Termination of Membership

4.6.1. **Resignation**

4.6.1.1. Any Member may resign from the Society by sending or delivering a written notice to the

Secretary or Chairman of the Society.

4.6.1.2. Once the notice is received, the Member's name is removed from the Register of Members. The Member is considered to have ceased being a Member on the date his or her name is removed from the Register of Members.

4.6.2. Death

The membership of a Member is ended upon his or her death or if an organization or institution if it's incorporating charter is cancelled.

4.6.3. Deemed Withdrawal

4.6.3.1. If a Member has not paid the annual membership fees within three (3) months following the date the fees are due, the Member is considered to have submitted his or her resignation.

4.6.3.2. In this case, the name of the Member is removed from the Register of Members. The Member is considered to have ceased being a Member on the date his or her name is removed from the Register of Members.

4.6.4. Expulsion

4.6.4.1. The Society may, by Special Resolution at a Special General Meeting called for such a purpose, expel any Member for any cause which is deemed sufficient in the interests of the Society.

4.6.4.2. This decision is final.

4.6.4.3. On passage of the Special Resolution, the name of the Member is removed from the Register of Members. The Member is considered to have ceased being a Member on the date his or her name is removed from the Register of Members.

4.7. Transmission of Membership

No right or privilege of any Member is transferable to another person. All rights and privileges cease when the Member resigns, dies, or is expelled from the Society of the application for membership is not approved by the Board.

4.8. Continued Liability for Debts Due

Although a Member ceases to be a Member, by death, resignation or otherwise, he or she is liable for any debts owing by the Member to the Society at the date of ceasing to be a Member.

4.9. Limitation on the Liability of Members

No Member is, in his or her individual or other institutional or representative capacity, liable for any debt or liability of the Society.

ARTICLE 5 - MEETINGS OF THE SOCIETY

5.1. The Annual General Meeting

5.1.1. The Society holds its Annual General Meeting no later than **May 15** of each calendar year, in **Olds**, Alberta. The Board sets the place, day and time of the meeting.

5.1.2. The Secretary mails or delivers a notice to each Member at least twenty-one (21) days before the Annual General Meeting. This notice states the place, date and time of the Annual General Meeting, and any business requiring a Special Resolution.

5.1.3. Agenda for the Meeting

The Annual General Meeting deals with the following matters:

- (a) adopting the agenda;
- (b) adopting the minutes of the last Annual General Meeting;
- (c) considering the Chairman's report;
- (d) reviewing the financial statements setting out the Society's income, disbursements, assets and liabilities and the auditor's report;
- (e) appointing the auditors;
- (f) electing the Public Members of the Board; and,
- (g) considering matters specified in the meeting notice.

5.1.4. Quorum

Attendance by at least five (5) of the registered Members at the Annual General Meeting is a quorum.

5.2. Special General Meeting of the Society

5.2.1 Calling of Special General Meeting

- (a) A Special General Meeting may be called at any time;
- (b) by a resolution of the Board of Directors to that effect; or
- (c) on the written request of at least five (5) Directors. The request must state the reason for the Special General Meeting and the motion(s) intended to be submitted at this Special General Meeting; or
- (d) on the written request of at least one-third (1/3) of the Voting Members. The request must state the reason for the Special General Meeting and the motion(s) intended to be submitted at such Special General Meeting.

5.2.2 Notice

The Secretary or designate delivers a notice to each member at least twenty-one (21) days before the Special General Meeting. This notice states the place, date, time and purpose of the Special General Meeting and may be served personally or by electronic means.

5.2.3 Agenda for Special General Meeting

Only the matter(s) set out in the notice for the Special General Meeting are considered at the Special

General Meeting.

5.2.4 **Procedure at the Special General Meeting**

Any Special General Meeting has the same method of voting and the same quorum requirements as the Annual General Meeting.

5.3. Proceedings at the Annual or a Special General Meeting

5.3.1. **Attendance by the Public**

General Meetings of the Society are open to the public. A majority of the Members present may ask any persons who are not Members to leave.

5.3.2. **Failure to Reach Quorum**

The Chairman cancels the General Meeting if a quorum is not present within one-half (1/2) hour after the set time. If canceled, the meeting is rescheduled for one (1) week later at the same time and place and notice is so given to the registered members. If a quorum is not present within one half (1/2) hour after the set time of the second meeting, the meeting will proceed with the Members in attendance and any business conducted at this meeting will have the same force and effect as if a quorum had been reached.

5.3.3. **Presiding Officer**

5.3.3.1. The Chairman chairs every General Meeting of the Society. The Vice Chairman chairs in the absence of the Chairman.

5.3.3.2. If neither the Chairman nor the Vice-Chairman is present within one-half (1/2) hour after the set time for the General Meeting, the Members present choose one (1) of the Members to chair.

5.3.4. **Adjournment**

5.3.4.1. The Chairman may adjourn any General Meeting with the consent of the Members at the meeting. The adjourned General Meeting conducts only the unfinished business from the initial Meeting.

5.3.4.2. No notice is necessary if the General Meeting is adjourned for less than thirty (30) days.

5.3.4.3. The Society must give notice when a General Meeting is adjourned for thirty (30) days or more. Notice must be the same as for any General Meeting.

5.3.5. **Voting**

5.3.5.1. Each Voting Member has one (1) vote. A show of hands decides every vote at every General Meeting. A ballot is used if at least five (5) voting Members request it.

5.3.5.2. A Voting Member may vote by proxy if a written confirmation of the proxy is delivered to the Chairman or the Executive Director three (3) business days prior to the meeting.

5.3.5.3. A **majority** of the votes of the Voting Members present decides each issue and resolution, unless the issue needs to be decided by a Special Resolution. The Chairman does not have a second or casting vote in the case of a tie vote.

5.3.5.4. The Chairman declares a resolution carried or lost. This statement is final, and does not have to include the number of votes for and against the resolution.

5.3.5.5. Five Voting Members may request a ballot vote. In such case, the Chairman or the presiding officer may set the time, place and method for a ballot vote. The result of the ballot is the resolution of the General Meeting.

5.3.5.6. Members may withdraw their request for a ballot.

5.3.5.7. The Chairman decides any dispute on any vote. The Chairman decides in good faith, and this decision is final.

5.3.6. **Failure to Give Notice of Meeting**

No action taken at a General Meeting is invalid due to:

- (a) accidental omission to give any notice to any Member;
- (b) any Member not receiving any notice; or
- (c) any error in any notice that does not affect the meaning.

5.3.7. **Written Resolution of All the Voting Members**

All Voting Members may agree to and sign a resolution. This resolution is as valid as one passed at a General Meeting. It is not necessary to give notice or to call a General Meeting. The date on the resolution is the date it is passed.

ARTICLE 6 - GOVERNANCE OF THE SOCIETY

6.1. The Board of Directors

6.1.1. Governance and Management of the Society

The Board governs and manages the affairs of the Society. The Board may hire a paid Executive Director to carry out management functions under the direction and supervision of the Board.

6.1.2. Powers and Duties of the Board

The Board has the powers of the Society, except as stated in the Societies Act. The powers and duties of the Board include:

- (a) Promoting the objects of the Society;
- (b) Promoting membership in the Society;
- (c) Hiring employees, to operate the Society;
- (d) Regulating employees' duties and setting their salaries;
- (e) Maintaining and protecting the Society's assets and property;
- (f) Approving an annual budget for the Society;
- (g) Paying all expenses for operating and managing the Society;

- (h) Paying persons for services and protecting persons from debts of the Society;
- (i) Investing any extra monies;
- (j) Financing the operations of the Society, and borrowing or raising monies;
- (k) Making policies for managing and operating the Society;
- (l) Approving all contracts for the Society;
- (m) Maintaining all accounts and financial records of the Society;
- (n) Appointing legal counsel as necessary;
- (o) Making policies, rules and regulations for operating the Society and using its Facilities and assets;
- (p) Selling, disposing of, or mortgaging any or all of the property of the Society; and
- (q) Without limiting the general responsibility of the Board, delegating its powers and duties to the Executive Committee or the paid administrator of the Society.

6.1.3. **Composition of the Board**

The Board consists of a minimum of eleven (11) and a maximum of fifteen (15) Directors which shall include the following:

- (a) the Chairman as appointed by the Board;
- (b) a minimum of **Six (6)** Directors-at-large elected at the Annual General Meeting from among the Voting Members and shall be referred to as the Public Directors;
- (c) **Four (4)** Directors with one each as designated by each of the Founding Members and these Directors may serve such term or terms as the Founding Member that designated them determines; and,
- (d) a Director as designated by each Core Member and these Directors may serve such term or terms as the Core Member that designated them

6.1.4. **Election of the Directors and the Chairman**

6.1.4.1. Any member elected or appointed as Public Director to the Board prior to the filing of the current amendments to these By-laws shall serve out the length of the term remaining on their current appointments plus any time after the expiry of their term to the date of the next Annual meeting.

6.1.4.2. At any subsequent Annual General Meeting of the Society, the Voting Members shall elect Public Directors to replace any Public Director whose term has expired. The newly appointed Public Director shall serve for a term of three (3) years.

6.1.4.3. Voting members may re-elect any Public Director of the Board for an additional one (1) consecutive 3 year term.

6.1.4.4. The Chairman shall only serve for a three (3) year term unless the Board approves a second consecutive term of 3 years, which includes any consecutive terms as a Director or Officer of the Board.

6.1.4.5. Only those persons who are current members in good standing in the Society are eligible to run for election as a Public director on the Board of Directors of the Society.

6.1.4.6. Anyone wishing to be run for election as a Public director on the Board of Directors of the Society, must serve written notice to the Secretary of the Society of such intention no later than three (3) business days prior to the Annual Meeting to be eligible to elect unless such

notice is waived by the Chairman.

6.1.5. **Resignation, Death or Removal of a Director**

6.1.5.1. A Director including the Chairman, may resign from office by giving one (1) months' notice in writing. The resignation takes effect either at the end of the months' notice, or on the date the Board accepts the resignation.

6.1.5.2. Board Members may remove any Public Director including the Chairman and the immediate Past Chairman, before the end of his term. There must be a majority vote at a Special Meeting of the Board called for this purpose.

6.1.5.3. If there is a vacancy on the Board, the remaining Directors may appoint a Member in good standing to fill that vacancy for the remainder of the term. This does not apply to the position of immediate Past Chairman. This position remains vacant until the next AGM.

6.1.6. **Meetings of the Board**

6.1.6.1. The Board holds at least nine (9) meetings each year.

6.1.6.2. The Chairman calls the meetings. The Chairman also calls a meeting if any two (2) Directors make a request in writing and state the business for the meeting.

6.1.6.3. Ten (10) days' notice for Board meetings is mailed to each Board Member. There may be five (5) days' notice by telephone or fax. Board Members may waive notice.

6.1.6.4. A majority of the Directors present at any Board meeting is a quorum.

6.1.6.5. If there is no quorum, the Chairman adjourns the meeting to the same time, place, and day of the following week. At least five (5) Directors present at this later meeting is a quorum.

6.1.6.6. Each Director, including the Chairman, has one (1) vote.

6.1.6.7. The Chairman does *not* have a second or casting vote in the case of a tie vote. A resolution of the Board (other than a special resolution) to be passed requires fifty percent (50%) of the Directors voting plus one (1) Director.

6.1.6.8. Meetings of the Board are open to Members of the Society, but only Directors may vote. A majority of the Directors present may ask any other Members, or other persons present, to leave.

6.1.6.9. All Directors may agree to and sign a resolution. This resolution is as valid as one passed at any Board meeting. It is not necessary to give notice or to call a Board meeting.. The date on the resolution is the date it is passed.

6.1.6.10. Irregularities or errors done in good faith do not invalidate acts done by any meeting of the Board.

6.1.6.11. A Director may waive formal notice of a meeting.

6.1.6.12. The Chairman, or another person authorized by the Chairman, may call for a vote on a

general or special resolution by electronic means. The result of such vote whether or not the resolution passes shall have the same validity if such vote had taken place at a Board meeting. If the resolution passes, it is not necessary for the resolution to be further ratified at a Board meeting. The date of the passing the resolution shall be the date and time when the number of electronic votes needed to pass the resolution have been cast and received.

6.2. Officers

- 6.2.1. The Officers of the Society are the Chairman, Vice-Chairman, Secretary and Treasurer.
- 6.2.2. Board Members elect the Vice-Chairman, Secretary and Treasurer from among the Directors, for the following year. Such election shall be by a majority vote of the Directors and be accomplished by a show of hands unless a ballot is demanded by any member.
- 6.2.3. The Vice-Chairman, Secretary and Treasurer hold office for a term of one (1) year or until the next duly called Annual General Meeting of the Society or until a successor is elected.

6.3. Resignation, Death or Removal of an Officer

- 6.3.1. An officer may resign from office by giving one (1) months' notice in writing to the Board of Directors. The resignation takes effect either at the end of the months' notice or on the date the Board accepts the resignation.
- 6.3.2. Voting Members may remove any Officer before the end of his term. There must be a majority vote at a Special General Meeting called for this purpose.
- 6.3.3. If there is a vacancy for any office, the Voting Members may appoint a Member in good standing to fill that vacancy from among the Board of Directors

6.4. Duties of the Officers of the Society

6.4.1. The Chairman:

- supervises the affairs of the Board,
- when present, chairs all meetings of the Society, the Board and the Executive Committee;
- is an *ex officio* member of all Committees, except the Nominating Committee;
- acts as the spokesperson for the Society;
- chairs the Executive Committee; and
- carries out other duties assigned by the Board.

6.4.2. The Vice-Chairman:

- presides at meetings in the Chairman's absence. If the Vice-Chairman is absent, the Directors elect a Chairperson for the meeting.
- replaces the Chairman at various functions when asked to do so by the Chairman or the Board;
- chairs the Personnel Committee; and,
- carries out other duties assigned by the Board.

6.4.3. The Secretary:

- attends all meetings of the Society, the Board, ensures that someone is delegated to take accurate minutes of these meetings;
- has charge of the Board's correspondence;

- ensure a record of names and addresses of all Members of the Society is kept;
- ensure all notices of various meetings are sent;
- ensure annual fees are collected and deposited;
- ensures that all required government filings are complied with and are up-to-date;
- Corporate Registry; and
- carries out other duties assigned by the Board.

6.4.4. **The Treasurer:**

- ensures all monies paid to the Society are deposited in a chartered bank, treasury branch or trust company chosen by the Board;
- ensures a detailed account of revenues and expenditures is presented to the Board as requested;
- ensures an audited statement of the financial position of the Society is prepared and presented to the Annual General Meeting;
- chairs the Finance Committee of the Board, if any; and,
- carries out other duties assigned by the Board.

6.4.5. **The Past Chairman:**

- chairs the nominating committee; and
- carries out other duties assigned by the Board.

6.5. Board Committees

6.5.1. **Establishing Committees**

The Board may appoint such Committees or Project Groups to advise, assist or otherwise carry out the wishes of the Board and for such purpose or purposes as determined by the Board

6.6. The Executive Director

6.6.1. The Board may hire an Executive Director to carry out assigned duties.

6.6.2. The Executive Director reports to and is responsible to the Board, and acts as an advisor to the Board and to all Board Committees or Project Groups. The Executive Director does not vote at any meeting.

6.6.3. The Executive Director acts as the administrative officer of the board in:

- attending board, and other meetings, as required;
- hiring, supervising, evaluating and releasing all other paid staff;
- interpreting and applying the Board's policies;
- keeping the Board informed about the affairs of the Society;
- maintaining the Society's books;
- preparing budgets for Board approval;
- planning programs and services based on the Board's priorities; and
- carrying out other duties assigned by the Board

ARTICLE 7 - FINANCE AND OTHER MANAGEMENT MATTERS

7.1. The Registered Office

The Registered Office of the Society is located in **Olds, Alberta**. Another place may be established at the Annual General Meeting or by resolution of the Board.

7.2. Finance and Auditing

- 7.2.1. The fiscal year of the Society ends on **December 31st** of each year.
- 7.2.2. There must be an audit of the books, accounts and records of the Society at least once each year. A qualified accountant appointed at each Annual General Meeting must do this audit. At each Annual General Meeting of the Society, the auditor submits a complete statement of the books for the previous year.

7.3. Seal of the Society

- 7.3.1. The Board may adopt a seal as the Seal of the Society.
- 7.3.2. The Secretary has control and custody of the seal, unless the Board decides otherwise.
- 7.3.3. The Seal of the Society can only be used by Officers authorized by the Board. The Board must pass a motion to name the authorized Officers.

7.4. Cheques and Contracts of the Society

- 7.4.1. The designated Officers of the Board sign all cheques drawn on the monies of the Society. Two signatures are required on all cheques. The Board may authorize the Executive Director to sign cheques for certain amounts and circumstances. The Executive Director may not sign his own pay cheque.
- 7.4.2. All contracts of the Society must be signed by the Officers or other persons authorized to do so by resolution of the Board.

7.5. The Keeping and Inspection of the Books and Records of the Society

- 7.5.1. The Secretary keeps a copy of the Minute Books and records minutes of all meetings of the Members and of the Board.
- 7.5.2. The Secretary keeps the original Minute Books at the Registered Office of the Society. This record contains minutes from all meetings of the Society, the Board and the Executive Committee.
- 7.5.3. The Board keeps and files all necessary books and records of the Society as required by the Bylaws, the Societies Act, or any other statute or laws.
- 7.5.4. A Member wishing to inspect the books or records of the Society must give reasonable notice to the Chairman or the Secretary of the Society of his intention to do so.
- 7.5.5. Unless otherwise permitted by the Board, such inspection will take place only at the Registered Office, or other regular business premises operated by the Society, during normal business hours.
- 7.5.6. All financial records of the Society are open for such inspection by the Members.
- 7.5.7. Other records of the Society are also open for inspection, except for records that the Board designates

as confidential.

7.6. Borrowing Powers

- 7.6.1. The Society may borrow or raise funds to meet its objects and operations. The Board decides the amounts and ways to raise money, including giving or granting Security over the Society's asset.
- 7.6.2. The Society may issue security to borrow only by resolution of the Board confirmed by a Special Resolution of the Society.

7.7. Payments

- 7.7.1. No Member, Director or Officer of the Society receives any payment for his services as a Member, Director or Officer.
- 7.7.2. Reasonable expenses incurred while carrying out duties of the Society may be reimbursed upon Board approval.

7.8. Protection and Indemnity of Directors and Officers

- 7.8.1. Each Director or Officer holds office with protection from the Society. The Society indemnifies each Director or Officer against all costs or charges that result from any act done in his role for the Society. The Society does not protect any Director or Officer for acts of fraud, dishonesty, or bad faith.
- 7.8.2. No Director or Officer is liable for the acts of any other Director, Officer or employee. No Director or Officer is responsible for any loss or damage due to the bankruptcy, insolvency, or wrongful act of any person, firm or corporation dealing with the Society. No Director or Officer is liable for any loss due to an oversight or error in judgment, or by an act in his role for the Society, unless the act is fraud, dishonesty or bad faith.
- 7.8.3. Directors or Officers can rely on the accuracy of any statement or report prepared by the Society's auditor. Directors or Officers are not held liable for any loss or damage as a result of acting on that statement or report.

ARTICLE 8 - AMENDING THE BYLAWS

- 8.1. These Bylaws may be cancelled, altered or added to by a Special Resolution at any Annual General or Special General Meeting of the Society or its Board of Directors or pursuant to the provisions of the Societies Act of Alberta.
- 8.2. The twenty-one (21) days' notice of the Annual General or Special General Meeting of the Society must include details of the proposed resolution to change the Bylaws.
- 8.3. The amended bylaws take effect after approval of the Special Resolution at the Annual General Meeting or Special General Meeting of the society or its Board of Directors and accepted by the Corporate Registry of Alberta.

ARTICLE 9 - DISTRIBUTING ASSETS AND DISSOLVING THE SOCIETY

- 9.1. The Society shall not pay any dividends or distribute its property among its Members.
- 9.2. If the Society is dissolved, any funds or assets remaining after paying all debts are paid to a registered and incorporated charitable organization. Members select this organization by Special Resolution. In no event do any Members receive any assets of the Society.

ARTICLE 10- SPECIAL POWERS OF FOUNDING MEMBERS

- 10.1. In recognition of the past and ongoing contributions to the Society of the Founding Members, the Director appointed by the Town of Olds or any two (2) Directors appointed by the other Founding Members shall have the right to veto and to overturn any regular or special resolutions passed at an Annual or Special Meeting of the Members and any regular or special resolutions passed at a Regular or Special Meeting of the Board of Directors in relation to any of the following:
 - (a) the Appointment of the Board Chairman or Vice-Chairman;
 - (b) the approval or designation of a Member to the status of Core Member or Public Member;
 - (c) the Sale of any non-share asset of the Corporation with a fair market value over \$1,000.00;
 - (d) the Sale of any shares or other legal interest held by the Society in any Corporation or other business venture or partnership;
 - (e) the expenditure on any project over \$5,000.00;
 - (f) the donation or payment to any other organization over \$5,000.00; and,
 - (g) the liquidation of the Society's asset or the winding-up or dissolution of the Society.



Town of Olds

POLICIES AND PRIORITIES COMMITTEE REPORT

Date: May 16, 2016

Prepared by: Garth Lucas, Chief Financial Officer

SUBJECT: Vehicle Replacement Policy

7B

BACKGROUND:

Council has requested Administration bring to Council a written policy for the replacement of Town vehicles.

During almost every budget discussion there are some requests to replace one or more of the vehicles in the Town fleet. Council has requested information regarding how the decision to include the request in the budget is made and how those requests could be justified. This policy puts into writing the process and reasons for justification for those requests.

ATTACHMENTS

- Administrative Procedure 124: Vehicle Replacement Policy - DRAFT
- Vehicle Replacement Evaluation Check List



Town of Olds

124

104

VEHICLE REPLACEMENT

Prepared By: Finance

Effective Date: _____

References: Leadership Team Terms
of Reference; CAO Bylaw 99-013;
Municipal Government Act

Function: Administrative

APPROVALS:

CAO: _____

Date signed: _____

Leadership Approval Date: _____

POLICY STATEMENT

The Town of Olds recognizes the value of maintaining an effective, efficient, useful fleet of vehicles that will be available to meet the needs of the residents of Olds in a timely and cost efficient manner.

PURPOSE

In order to maintain the vehicle fleet to the best possible advantage regular replacement of fleet vehicles is necessary. The purpose of this policy is to provide a guideline for replacement of fleet vehicles in a manner that allows the Town to realize the maximum value of each vehicle purchased or leased, minimizes excessive repair costs and downtime, and brings the element of predictability to the budgeting process.

DEFINITIONS

1. Vehicle Replacement – the removal of a vehicle from service in the Town fleet. The vehicle might or might not be replaced with another vehicle as the needs of the Town change.
2. Vehicle – sedan, SUV or truck with a GVW rating of less than 1,000 kg.

SCOPE

This policy applies to all Town of Olds fleet vehicles used in the normal daily or annual operation of the Town and includes vehicles used and maintained by the Core, Support and Finance departments.

MANAGEMENT RESPONSIBILITIES

The Chief Operating Officers, the Chief Finance Officer and the managers the Core, Support and Finance departments are responsible for completing an evaluation of each vehicle in the Town fleet is completed each year and any recommendation for replacement that results from that evaluation is submitted to Council for consideration as part of the annual budget process.

STANDARDS

1. The criterion for evaluating shall be as follows:



Town of Olds

POLICIES AND PRIORITIES COMMITTEE REPORT

Date: May 16, 2016
From: Mayor Judy Dahl
SUBJECT: Municipal Area Partnerships (MAP) – Agenda June 13th

8A

BACKGROUND:

Municipal Area Partnerships (MAP) – Agenda June 13th (Mayor Dahl)

1. Community Learning Campus (CLC) – delegate dual credits
2. MAP – Terms of Reference
3. MAP Regional ALL Council - Report Summary from June 9th
4. MGA Engagement - Report Summary
5. FCM Report Summary from Municipal Attendee

Attachment: n/a