



**Regular and Closed Council Meeting Agenda
for Monday, September 11, 2023, at 1:00 p.m.
to be held in Council Chambers at the,
Municipal Office at 4512 – 46 Street, Olds, AB**

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

1. CALL TO ORDER

A.) ADDED ITEM(s)

B.) ADOPTION OF THE AGENDA

2. ADOPTION OF PREVIOUS MINUTES

Page 3 2A) Adoption of the previous Council meeting minutes

3. DELEGATIONS AND PRESENTATIONS

Page 10 3A) Delegation: Community Futures Central Alberta

4. BYLAWS

Page 25 4A) Bylaw 2023-21 General Penalty Bylaw
Page 29 4B) Bylaw 2023-23 Community Peace Officer Bylaw
 Bylaw 2023-24 Bylaw Officer Bylaw
Page 41 4C) Bylaw 2023-28 Economic Development Action Committee Bylaw
Page 48 4D) Bylaw 2023-29 Subdivision Authority Bylaw
Page 53 4E) Bylaw 2023-30 Development Authority
Page 56 4F) Bylaw 2023-31 Repealing Bylaw
Page 58 4G) Bylaw 2023-32 Vistas Area Structure Plan (ASP) Amendment
Page 88 4H) Bylaw 2023-33 Mountain View Power Committee Bylaw

5. NEW BUSINESS

Page 92 5A) Alberta Municipalities 2023 Resolutions Review
Page 96 5B) Policy 901C Recreational Facilities and Sports Fields Use
Page 102 5C) Bylaw 2023-22 Public Hearing Date Amendment Request
Page 103 5D) Olds Fibre Ltd. Unanimous Shareholder Agreement Amendment

Development Permits

Page 121 5E) Development Permit DP23-134

6. CAO REPORT AND ACTION LIST

Page 132 6A) Chief Administrative Officer (CAO) Report

7. CORRESPONDENCE AND INFORMATION

Page 133 7A) Correspondence and Information

8. CLOSED SESSION

Item #1

FOIP Section 17 Disclosure harmful to business interests of a third party

(Olds Fibre Ltd. Board of Directors)

9. RISE AND REPORT

10. ADJOURNMENT

PUBLIC INFORMATION:

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

CLOSED SESSION INFORMATION:

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

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

PRIOR TO ADOPTION

Minutes of the Town of Olds Regular and Closed Council meeting held on Monday, August 28, 2023, at 1:00 p.m. in the Council Chambers, at the Municipal Office at 4512 – 46 Street in Olds, with the public body present at meeting location and was live streamed out.

PRESENT – ELECTED OFFICIALS:

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

ABSENT– ELECTED OFFICIALS:

PRESENT for the Regular meeting of Council – STAFF:

Brent Williams, Chief Administrative Officer; Director of Finance, Sheena Linderman; Director of Protective Services, Justin Andrew, and Marcie McKinnon, Legislative Clerk.

1. CALL TO ORDER

Mayor Dahl called the meeting to order at 1:03 p.m.

A.) ADDED ITEM(s)

Nothing added.

B.) ADOPTION OF THE AGENDA

Moved by Councillor Blatz, “to accept the Council agenda for the Monday, August 28, 2023, Regular and Closed Council meeting as presented.”

Motion Carried 23-278

2. ADOPTION OF PREVIOUS MINUTES

2A) Adoption of the previous Council meeting minutes

Mayor Dahl confirmed consensus to adopt the July 10, 2023, regular council meeting minutes, as presented.

The minutes were adopted as presented by consensus of Council.

Motion Carried 23-279

3. DELEGATIONS AND PRESENTATIONS

3A) Corporate Services Quarterly Update

Moved by Councillor Ryan, “that the Corporate Services quarterly update for the six (6) month period January 1st, 2023 to June 30, 2023 be accepted for information.

Motion Carried 23-280

4. BYLAWS

4A) Bylaw 2023-18 Records and Information Management

Moved by Councillor Blatz, “that the Records and Information Management Bylaw 2023-18 be given first reading.”

Motion Carried 23-281

Moved by Councillor Daley, “that the Records and Information Management Bylaw 2023-18 be given second reading.”

Motion Carried 23-282

Moved by Councillor Wilson, “that the Records and Information Management Bylaw 2023-18 be given unanimous consent for presentation of third reading. “

Motion Carried 23-283

Moved by Councillor Ryan, "that the Records and Information Management Bylaw 2023-18 be given third reading."

Motion Carried 23-284

4B) Bylaw 2023-19 Land Use Bylaw 01-23 Amendment

Mayor Dahl confirmed with the gallery members that they did not wish to speak on this matter. They confirmed that they did not.

Mayor Dahl declared this public hearing for **Bylaw No. 2023-19 open, at 1:16 p.m.**

Mayor Dahl then asked Mr. Kyle Sloan, Municipal Land Use Planner for the Town of Olds, to explain the purpose and effect of the proposed bylaws.

Mr. Sloan gave a presentation on information as contained in the agenda package.

Mayor Dahl opened the floor to Council for comments or questions.
Council discussion ensued on proposed amendments.

Mayor Dahl asked Mr. Sloan if he had any further comments. Mr. Sloan did not.

Mayor Dahl declared the public hearing for **Bylaws No. 2023-19 closed at 1:22 p.m.**

Moved by Councillor Cummings, "that Council gives second reading to Bylaw No. 2023-19."

Motion Carried 23-285

Moved by Councillor Blatz, "that Council gives third reading to Bylaw No. 2023-19."

Motion Carried 23-286

4C) Bylaw 2023-20 Land Use Bylaw 01-23 Amendment

A Public hearing was held for Bylaw 2023-20.

Mayor Dahl declared this public hearing for **Bylaw No. 2023-20 open at 1:23 p.m.**

Mayor Dahl explained that Section 172 of the MGA says that you may not take part in the discussion and decision-making on any matter in which you have a pecuniary interest. The legislation attempts to ensure that you are not discriminated against either for or against by virtue of your membership of the council. If you have a pecuniary interest:

- You are to disclose that you have an interest and its general nature.
- You are to abstain from any discussion of the matter and from voting.
- You are to leave the room until the matter has been dealt with and you should make sure that your abstention is recorded in the minutes.

You are not to be discriminated against and are entitled to participate in a public hearing as a member of the public.

Mayor Dahl then asked Mr. Kyle Sloan, Municipal Land Use Planner for the Town of Olds, to explain the purpose and effect of the proposed bylaws.

Mr. Sloan gave a presentation on information as contained in the agenda package.

Mayor Dahl explained the procedure/rules to be followed as follows:

- Presentations before the council shall be brief and to the point – limited to five (5) minutes.
- The council shall not allow cross examination of the persons giving information and it will not be necessary for the persons giving information to verify his or her qualifications.
- The council may ask questions of the speakers after each presentation for clarification purposes.
- No debating or questions from the floor will be allowed.
- No written or verbal submissions will be received by Council after the Public Hearing is closed.
-

Mayor Dahl called for the first time for those “**in support** of the proposed bylaws” to make a presentation.

Ms. Mary Jane Harper a resident and relator of Olds, came forward in support of the proposed bylaw on behalf of a client.

No one else was in the gallery that wished to come forward.

Mayor Dahl opened the floor to Council for comments or questions.
Council discussion ensued on proposed amendments.

Mayor Dahl asked Mr. Sloan if he had any further comments. Mr. Sloan had none.

Mayor Dahl declared the public hearing for **Bylaws No. 2023-20 closed at 1:32 p.m.**

Moved by Councillor Daley, “that Council gives second reading to Bylaw No. 2023-19.”
Motion Carried 23-287

Moved by Councillor Wilson, “that Council gives third reading to Bylaw No. 2023-19.”
Motion Carried 23-288

4D) Bylaw 2023-22 Land Use Bylaw 01-23 Amendment

Moved by Councillor Walsh, “that Council gives first reading to Bylaw No. 2023-22.”
Motion Carried 23-289

Moved by Councillor Blatz, “that Council sets Monday, September 25, 2023 at 1:00 pm in Council Chambers as the date, time, and place for a Public Hearing on Bylaw No. 2023-22.”
Motion Carried 23-290

4E) Bylaw 2023-27 Town of Olds Library Board Bylaw

Moved by Councillor Ryan, “that the Town of Olds Library Board Bylaw 2023-27 be given first reading.”
Motion Carried 23-291

Moved by Councillor Daley, “that the Town of Olds Library Board Bylaw 2023-27 be given a second reading.”
Motion Carried 23-292

Moved by Councillor Walsh, “that the Town of Olds Library Board Bylaw 2023-27 be given unanimous consent for presentation of third reading.”
Motion Carried 23-293

Moved by Councillor Blatz, “that the Town of Olds Library Board Bylaw 2023-27 be given third

reading.”

Motion Carried 23-294

5. NEW BUSINESS

5A) Policy 1002C Economic Development

Moved by Councillor Daley, “that Council approve the revised Policy 1002C Economic Development, as presented.”

Motion Carried 23-295

5B) Director of Emergency Management Appointment

Moved by Councillor Wilson, “that Council rescind the appointment of Brian Powell, Director of Emergency Management (DEM) for the Town of Olds, effective August 28, 2023.”

Motion Carried 23-296

Moved by Councillor Blatz, “that Council appoint Stephanie Bibault to the position of Director of Emergency Management (DEM) for the Town of Olds, effective August 28, 2023.”

Motion Carried 23-297

Moved by Councillor Cummings, “that Council appoint Paul Wright to the position of Deputy Director of Emergency Management (DDEM) for the Town of Olds, effective August 28, 2023.”

Motion Carried 23-298

Director Andrew left the meeting at 1:51 p.m.

CAO Williams left the meeting at 1:51 p.m.

CAO Williams returned to the meeting at 1:53 p.m.

5C) Tax Penalty Cancellation Request

Moved by Councillor Walsh, “that the penalty of \$84.47 imposed on roll number 4012800 July 1, 2023, be cancelled.”

Motion DEFEATED 23-299

5D) Tax Recover Sale Conditions

Moved by Councillor Blatz, “that Council set the Terms and Conditions of the Tax Recovery Sale scheduled for Thursday October 26, 2023, at 2:00 p.m. in the Town of Olds Council Chambers as follows:

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

Motion Carried 23-300

Moved by Councillor Wilson, “that Roll #3343000 – Lot 12, Block 8, Plan 0312513 – have a reserve bid of \$579,330 placed on it for the public auction scheduled for Thursday October 26, 2023, at 2:00 p.m. in the Town of Olds Council Chambers.”

Motion Carried 23-301

Moved by Councillor Daley, “that Roll #3344800 – Lot 35, Block 3, Plan 0312513 – have a reserve bid of \$370,080 placed on it for the public auction scheduled for Thursday October 26, 2023, at 2:00 p.m. in the Town of Olds Council Chambers.”

Motion Carried 23-302

Moved by Councillor Ryan, “that Roll #7003500 – Lot A Unit 35, Plan 7063JK – have a reserve bid of \$25,840 placed on it for the public auction scheduled for Thursday October 26, 2023, at 2:00 p.m. in the Town of Olds Council Chambers.”

Motion Carried 23-303

Moved by Councillor Blatz, “that Roll #7006400 – Lot A Unit 64, Plan 7063JK – have a reserve bid of \$29,360 placed on it for the public auction scheduled for Thursday October 26, 2023, at 2:00 p.m. in the Town of Olds Council Chambers.”

Motion Carried 23-304

Moved by Councillor Walsh, “that Roll #8001600 – Lot Unit 16, Block 1, Plan 7710095 – have a reserve bid of \$27,680 placed on it for the public auction scheduled for Thursday October 26, 2023, at 2:00 p.m. in the Town of Olds Council Chambers.”

Motion Carried 23-305

Director Linderman left the meeting at 2:04 p.m.

Development Permits

5E) DP23-119 5342 57 Ave Variance – Deck

Moved by Councillor Ryan, “that council add a 6th Condition to Development Permit DP23-119 as follows: Maintain the same level of privacy that is currently established.”

Motion Carried 23-306

Moved by Councillor Wilson, “that Council approve the Development Permit application 23-119 as amended, subject to the conditions listed in the attached draft Development Permit.”

Motion Carried 23-307

5F) DP23-120 Discretionary Use Fitness Centre (Boxing/Exercise Gym)

Moved by Councillor Ryan, “that Council approve Development Permit application 23-120 as presented, subject to the conditions listed in the attached draft Development Permit.”

Motion Carried 23-308

5G) DP23-123 5402 43 Street – Day Care Facility – Neighbourhood

Moved by Councillor Daley, “that Council approve Development Permit application 23-123 as presented, subject to the conditions listed in the attached draft Development Permit.”

Motion Carried 23-309

6. REPORTS FROM COUNCIL, BOARDS, COMMITTEES AND COMMISSIONS

6A) Reports from Council, Boards, Committees, and Commissions

Moved by Councillor Blatz, “that the reports from Council, Authorities, Boards, Committees and Commissions ending August 28, 2023, be received for information.”

Mayor Dahl, Councillor Wilson and Councillor Ryan’s reports are contained in the agenda package.

Councillor Blatz and Councillor Daley, emailed their reports to Council prior to the meeting and a Councillor Walsh and Cummings gave verbal reports on events and meetings they attended.

Motion Carried 23-310

7. CHIEF ADMINISTRATIVE OFFICER REPORT

7A) Chief Administrative Officer (CAO) Report

CAO Williams spoke on the following:

- Report-A-Problem statistics
- Health and Safety: Incident and Near Miss Report
- Council Action items list
- O-NET Shareholder Update
- Grant applications and Request for Proposals (currently 12 are active)

Moved by Councillor Ryan, "that the Chief Administrative Officer Report be accepted as presented."

Motion Carried 23-311

8. CORRESPONDENCE AND INFORMATION

8A) Correspondence and Information

Moved by Councillor Walsh, "that the Correspondence and Information Report ending August 28, 2023, be received for information."

Motion Carried 23-312

9. CLOSED SESSION

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

Moved by Councillor Cummings, "that Council moves into closed session in accordance with Section 197(2) of the Municipal Government Act at 2:43 p.m. to discuss matters exempt from disclosure under FOIP Section 17 with CAO Williams and Marcie McKinnon to remain in attendance."

Item #1

FOIP Section 17 Disclosure harmful to business interests of a third party

(Olds Fibre Ltd. Board of Directors)

Motion Carried 23-313

Mayor Dahl recessed the meeting at 2:08 p.m.

The gallery was cleared, and staff left the meeting, and the live stream was paused.

Mayor Dahl reconvened the meeting at 2:17 p.m.

Moved by Councillor Blatz, "that the meeting reconvenes to the regular Council meeting at 2:44 p.m."

Motion Carried 23-314

10. RISE AND REPORT

Moved by Councillor Daley, "that Council withdraw the September 1, 2023 appointment of Jonathan Dennis and extend the term of Heather Ryan to the Olds Fibre Ltd. Board of Directors until October 1, 2023."

Motion Carried 23-315

Moved by Councillor Blatz, "that Council direct the Chief Administrative Officer (CAO) to bring forward an amended Unanimous Shareholder Agreement (USA) for Olds Fibre Ltd., that permits one (1) Town of Olds Councilor to be appointed to the Board of Directors."

Motion Carried 23-316

11. ADJOURNMENT

Mayor Dahl adjourned the meeting at 3:08 p.m.

Judy Dahl,
Mayor

Brent Williams,
Chief Administrative Officer

These minutes were approved on the day of September 2023

DRAFT



Request for Decision

Delegation Community Futures Central Alberta

September 11, 2023

RECOMMENDATION

That the Council thank the delegation from Community Futures Central Alberta for attending and presenting to Council.

STRATEGIC ALIGNMENT

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

LEGISLATIVE AUTHORITY

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

BACKGROUND

Ms. Kelly Kierluk, General Manager for Community Futures Central Alberta (CFCA) requested time before the council to provide information on the organization. Community Futures Central Alberta is a non-profit organization that's been operating for nearly 30 years. The office is funded by Prairies Economic Development Canada, as a part of the larger Community Futures organization.

FINANCIAL CONSIDERATIONS – N/A

ATTACHMENTS

1. Community Futures Central Alberta, Presentation to Olds Town Council.

Author:	Marcie McKinnon Legislative Clerk	Date: September 6, 2023
CAO Signature:	Brent Williams	Date: September 6, 2023

Community Futures



Central Alberta



Prairies Economic
Development Canada

Développement économique
Canada pour les Prairies



About Community Futures

The purpose of Community Futures is to help rural communities develop and implement local solutions to challenges and opportunities in the areas of: ¹²

- Economic stability, growth, and job creation
- Diversified and competitive local rural economies
- Economically sustainable communities

Each Community Futures office provides flexible and affordable small business loans, business coaching/training services and business management tools for people wanting to start, expand, franchise, or sell a rural business.

Community Futures of Canada has been supporting small business and rural economic diversification since 1986, and now has 267 offices across the country.

Your Local Community Futures

Community Futures Central Alberta office is a non-profit organization that's been operating for nearly 30 years. Our office is funded by Prairies Economic Development Canada, as a part of the larger Community Futures organization.

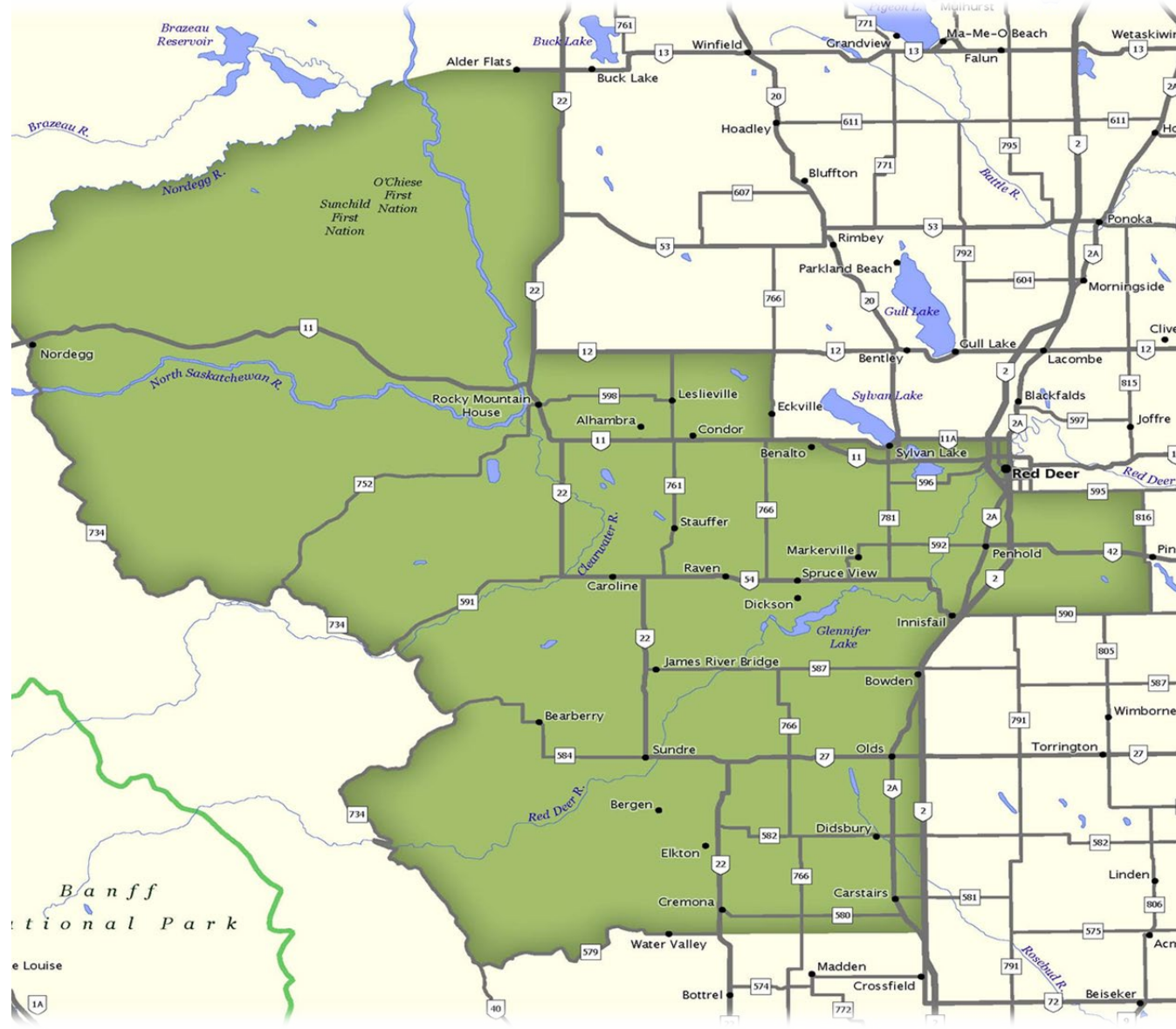
Our office employs five 1.0 FTE, staff.

We are guided by a Board of Directors comprised of a mix of elected officials and members at large.

Our Central Alberta Region

Communities served:

- Alhambra, Bearberry, Benalto, Bergen, Betula, Bowden, Burnstick Lake, Campaign, Caroline, Carstairs, Cline River, Condor, Cremona, Crump, Dickson, Didsbury, Doan, Eckville, Elkton, Harmattan, Innisfail, James River Bridge, Leslieville, Markerville, Nordegg, Olds, Penhold, Pine Lake, Red Deer, Rocky Mountain House, Shawtz, Spruce View, Stauffer, Sundre, Sylvan Lake, Water Valley, Wessex, and Westward Ho.



Programs & Services: Lending

Our business loans normally range up to \$150,000 and include:

- Loans for starting a business
- Business expansion loans
- Technology investment loans
- New business loans
- Buying an existing business

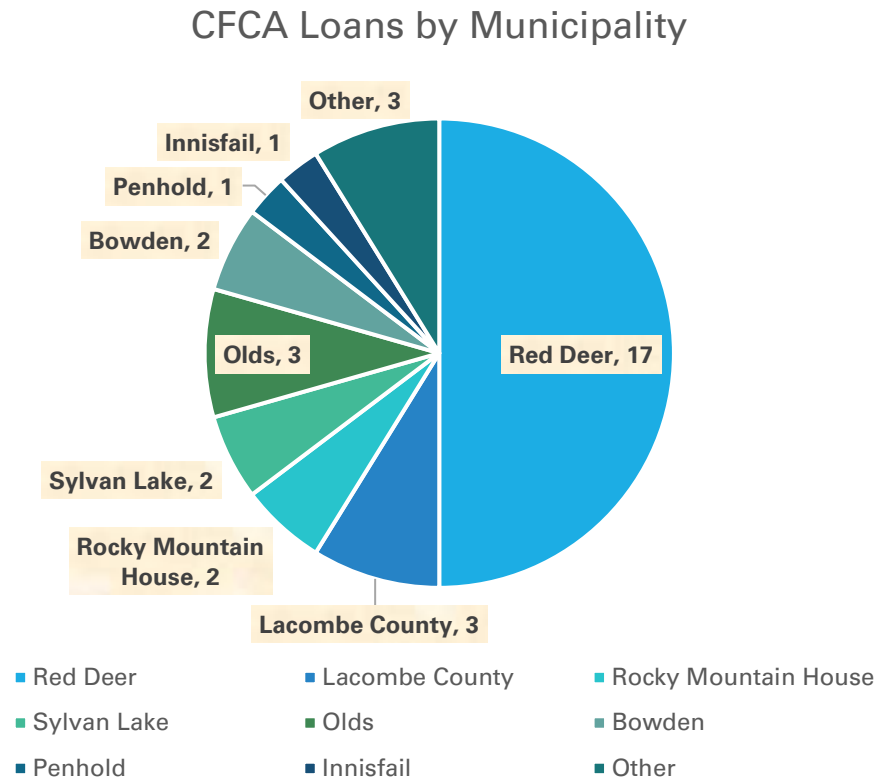
The Community Futures lending program does not compete with the banks. However, our flexible financing options and our ability to work with clients on a case-by-case basis means that we can help entrepreneurs access capital that may not be available through traditional financial institutions.

Unique Lending Programs

- Covid-19 Business Support: Regional Relief and Recovery Program (RRRF)
- Alberta Women's Economic Recovery: Capital Growth Initiative
- Youth Entrepreneur Loans
- Entrepreneurs with Disabilities (EDP) Loans

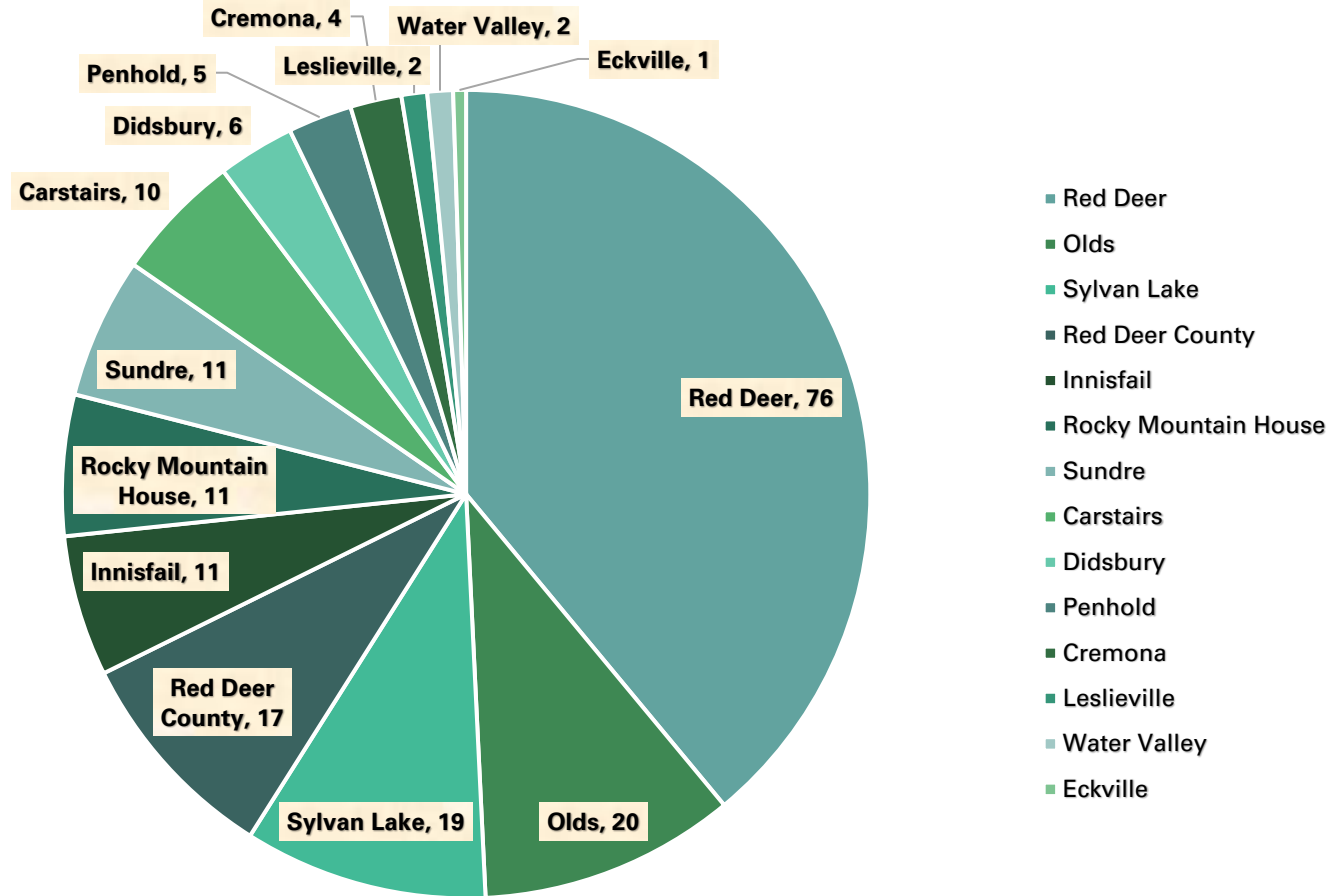
Our Impact 2022-23

- New Loans Advanced: \$624,000
- Total Number of new Client Loans: 14
- Number of Jobs Created/Maintained/Expanded through Lending: 71
- Training Session Participants: 416
- Business Advisory Services: 452
- Partners Engaged in Community Based Projects: 14
- Community Based Projects (new and ongoing): 16
- Number of Clients Served: 671



2022-23
Loan
Portfolio
\$1,483,461

RRRF Loans by Municipality



Covid Relief Loans

\$5,257,987

Programs & Services

Community Economic Development

Community Futures Central Alberta offers a wide variety of business coaching and training services, including:

- SMARTstart
- Entrepreneurs with Disabilities Program (EDP)
- Digital Service Squad
- Catalyst Early-Stage Incubator
- Rotary Alberta Youth Entrepreneurship Camp

Recent previous programs have included:

- Business Succession Planning and Matching
- Maskawisiw Indigenous Women's Start-up Program

• Central Alberta Regional Innovation Network	• Business Link
• Municipalities	• Central Alberta Economic Partnership
• Economic Development Committees (EDO's)	• Government of Alberta
• Alberta Innovates	• Red Deer Polytechnic
• Olds College	• Banks / Financial Institutions
• Chambers of Commerce	• Rotary Clubs
• Prairies Economic Development Canada	

Community Partners

Our Board of Directors

Our Board is comprised of 7 individuals, with the combined membership representing the municipalities of Clearwater County, Sylvan Lake, Rocky Mountain House, Penhold, Red Deer, Didsbury, and Jarvis Bay.

The Role of the Board is to establish our organization's priorities, monitor our performance, and be accountable to key stakeholders, such as local, provincial and federal governments.

Board Recruitment

Make a Difference for Local Entrepreneurs!

Want to Give Back to Your Community and Share Your Expertise?

Impact the growth of our communities and join our Board. We're always looking for great people to help better our business communities in our region and offer new growth opportunities to Central Alberta based entrepreneurs.

Should you have questions in regards to becoming a Director on the CFCA Board, please email:

Russell Crook, Board Chair at rjcrook186@gmail.com

or,

Kelly Kierluk, General Manager at kkierluk@albertacf.com.

Contact Us

Community Futures Central Alberta
5013 49 Avenue
Red Deer, AB T4N 3X1
(403) 342-2055
kkierluk@albertacf.com
<https://central.albertacf.com/>



Prairies Economic
Development Canada

Développement économique
Canada pour les Prairies



Request for Decision

Bylaw 2023-22 General Penalty

September 11, 2023

RECOMMENDATION

That the General Penalty Bylaw 2023- 22 be given first reading.

That the General Penalty Bylaw 2023- 22 be given second reading.

That the General Penalty Bylaw 2023- 22 be given unanimous consent for presentation of third reading.

That the General Penalty Bylaw 2023- 22 be given third reading.

STRATEGIC ALIGNMENT

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

Our community is supported and enabled through skillful governance.

Our thriving community is built on strong and collaborative relationships.

LEGISLATIVE AUTHORITY

Municipal Government Act

BACKGROUND

The General Penalty Bylaw is a new bylaw in which we intend to provide for the process of municipal violation tickets relative to the contravention of a provision of a Town of Olds Bylaw. This bylaw describes the procedure the Town will use from an option to pay in lieu of prosecution and includes how the Town may elevate a municipal violation ticket to a provincial violation ticket if it remains unpaid within the provided time frame.

FINANCIAL CONSIDERATIONS – n/a**ATTACHMENTS – Bylaw 2023-22 General Penalty Bylaw**

Author:	Marcie McKinnon Legislative Clerk	Date: September 6, 2023
CAO Signature:	Brent Williams	Date: September 6, 2023

TOWN OF OLDS BYLAW NO. 2023-21

Being a Bylaw of the Town of Olds, in the Province of Alberta, to provide for the process of municipal violation tickets relative to the contravention of a provision of a Town of Olds Bylaw.

WHEREAS Section 7(i) of the *Municipal Government Act*, RSA, 2000, c. M-26, that a Council may pass bylaws respecting the enforcement of bylaws;

UNDER AND BY VIRTUE OF THE AUTHORITY conferred upon it by the *Municipal Government Act*, RSA, 2000, c. M-26 and amendments thereto, the *Highway Traffic Act* and the *Off-Highway Vehicle Act* of the Revised Statutes of Alberta and amendments thereto and the *Provincial Offences Procedures Act* and amendments thereto.

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

1. **BYLAW TITLE:**

- 1.1 This Bylaw may be cited as the “**General Penalty Bylaw**”.

2. **DEFINITIONS**

- 2.1 “Bylaw” means a bylaw of the Municipality;
- 2.2 “Municipal Violation Ticket” means a municipal ticket issued under a Town of Olds Bylaw.
- 2.3 “Municipality” means the Town of Olds;
- 2.4 “Peace Officer” means a police officer under the Police Act; or a person who is employed or retained by a municipality whose duties include written authorization to issue violation tickets under Parts 2 and 3, while the person is in the exercise or discharge of that duty and while the person is serving a summons, offence notice or subpoena.
- 2.5 “Violation Ticket” means a violation ticket under Part 2 or Part 3 of the *Provincial Offences Procedures Act*.

3. **STATEMENT OF TO WHOM AND TO WHAT THE BYLAW APPLIES**

- 3.1 This bylaw applies to all persons and/or all businesses within the Town of Olds Corporate Limits.

4. **GENERAL RULES AND SPECIAL PROVISIONS**

- 4.1 A person who contravenes any provision of a Town of Olds Bylaw is considered guilty of an offence punishable on summary conviction as noted in the Bylaw. The General Penalty Bylaw determines the process to be used when issuing Municipal Violation Tickets.

5. **PENALTY CLAUSE**

- 5.1 A person served with a Municipal Violation Ticket, in the form used by the Town, may pay to the Town the penalty indicated thereon, out of court and in lieu of appearing in answer to a charge or information.
- 5.2 The voluntary payment option referred to in Point 5.1 shall be valid for no more than 21 days following the date of issue of the Municipal Violation Ticket.
- 5.3 A person who has neglected or failed to comply with the voluntary payment option provided for in Point 5.1 may be summoned to appear before a judge in answer to a charge or information.
- 5.4 Service of notice of an offence referred to in Point 5.1 shall be sufficient if it is:
- a) Personally served; or
 - b) Attached to, left in or on a vehicle in respect of which an offence has been committed; or
 - c) Mailed to the address of the registered owner of the vehicle or person in possession of a vehicle; or
 - d) Mailed by registered mail to or affixed to the last known address of the accused person; or
 - e) Left at the accused's usual place of abode with a resident hereof, who appears to be at least Sixteen (16) years of age; or
 - f) Left with a person who is employed or is an officer of the association, partnership, or corporation.
- 5.5 Notwithstanding Points 5.1 to 5.3 a Peace Officer may:
- a) Issue to a person a "summons" forming part of a Violation Ticket according to the *Provincial Offences Procedures Act* and indicate thereon the penalty applicable to the offence; or
 - b) Issue to a person an "Offence Notice" forming part of a Violation Ticket according to the *Provincial Offences Procedures Act* and indicate thereon the penalty applicable to the offence as prescribed by the "provincial fine schedule".

6. EFFECTIVE DATE

- 6.1 This Bylaw shall come into force and effect on the date of final passing thereof.

7. READINGS

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

Read a second time on the day of , 2023.

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

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

8. SIGNATURE LINE

Judy Dahl,
Mayor

Brent Williams,
Chief Administrative Officer

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

DRAFT



Request for Decision

**Bylaw 2023-23 Community Peace Officer Bylaw
Bylaw 2023-24 Bylaw Officer Bylaw**

September 11, 2023

RECOMMENDATION

Bylaw 2023-23: Community Peace Officer Bylaw

That Bylaw 2023-23 the Community Peace Officer Bylaw be given first reading.

That Bylaw 2023-23 the Community Peace Officer Bylaw be given second reading.

That Bylaw 2023-23 the Community Peace Officer Bylaw be given unanimous consent for presentation of third reading.

That Bylaw 2023-23 the Community Peace Officer Bylaw be given third reading.

Bylaw 2023-24: Bylaw Officer Bylaw

That Bylaw 2023-24 the Bylaw Officer Bylaw be given first reading.

That Bylaw 2023-24 the Bylaw Officer Bylaw be given second reading.

That Bylaw 2023-24 the Bylaw Officer Bylaw be given unanimous consent for presentation of third reading.

That Bylaw 2023-24 the Bylaw Officer Bylaw be given third reading.

STRATEGIC ALIGNMENT

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

LEGISLATIVE AUTHORITY

Municipal Government Act

BACKGROUND

The Town has existing bylaws for the Community Peace Officer (CPO) 2015-06 and the Bylaw Officer (BO) 2015-07. These bylaws explain the powers and duties of each of those roles including a process to handle complaints, discipline, and appeals.

These bylaws were recently reviewed and have been amended to bring bylaws into alignment with the current governing acts and reformatted into the drafts being presented to Council today; Community Peace Officer Bylaw No. 2023-23 and the Bylaw Officer Bylaw No. 2023-24.

FINANCIAL CONSIDERATIONS – n/a**ATTACHMENTS**

1. Bylaw 2023-23 Community Peace Officer Bylaw
2. Bylaw 2023-24 Bylaw Officer Bylaw

Author:	Marcie McKinnon Legislative Clerk	Date: September 6, 2023
CAO Signature:	Brent Williams	Date: September 6, 2023

TOWN OF OLDS BYLAW No. 2023-23

BEING A BYLAW OF THE TOWN OF OLDS IN THE PROVINCE OF ALBERTA, TO PROVIDE FOR THE APPOINTMENT, AND TO ESTABLISH THE POWERS AND DUTIES OF COMMUNITY PEACE OFFICER(S) PURSUANT TO THE MUNICIPAL GOVERNMENT ACT OF ALBERTA.

WHEREAS Section 7(i) of the *Municipal Government Act*, RSA, 2000, c. M-26, that a Council may pass bylaws respecting the enforcement of bylaws;

AND WHEREAS, Section 210(1) of the *Municipal Government Act*, provides that a council may by bylaw, establish one or more position to carry out the powers, duties, and functions of a designated officer;

AND WHEREAS, Section 555 of the *Municipal Government Act*, a person who is appointed as a Community Peace Officer is, in the execution of those duties, responsible for the preservation and maintenance of the public peace;

AND WHEREAS, Section 556 of the *Municipal Government Act*, a Council must pass a bylaw specifying the powers and duties of Community Peace Officers and establishing disciplinary procedures for misuse of power, including penalties and an appeal process application to misuse of power by Community Peace Officers;

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

1. **BYLAW TITLE:** This bylaw may be cited as the “**Community Peace Officer Bylaw**”.

2. **DEFINITIONS**

- 2.1 “Bylaw” means a bylaw of the Municipality.
- 2.2 “Bylaw Enforcement Officer” means a person appointed as such by the Council of the Town of Olds.
- 2.3 “Chief Administrative Officer / CAO” means the Chief Administrative Officer or designate of the Town of Olds.
- 2.4 “Community Peace Officer” means a person appointed as such by the Director of Law Enforcement for the Province of Alberta.
- 2.5 “Council” means Council of the Municipality.
- 2.6 “Director” means the Director of Law Enforcement appointed under the Police Act and any person authorized by the Director to act on the Directors behalf, as stated in the Peace Officer Act.

- 2.7 "Municipal Violation Ticket" means a municipal ticket issued under a Town of Olds Bylaw.
- 2.8 "Municipality" means the Town of Olds.
- 2.9 "Oath of Office" means the Oath of Office as prescribed by the Alberta Solicitor General and Public Security.
- 2.10 "Peace Officer" means a police officer under the Police Act; or a person who is employed or retained by a municipality whose duties include written authorization to issue violation tickets under Parts 2 and 3, while the person is in the exercise or discharge of that duty and while the person is serving a summons, offence notice or subpoena.
- 2.11 "Personnel Handbook" means the Town of Olds Personnel Policy as approved by Council and any amendments thereto.
- 2.12 "Regulation" means the Peace Officer (Ministerial) Regulation and any associated Provincial Statutes or Acts.
- 2.13 "Senior Community Peace Officer" means the officer responsible for the administration and delivery of Municipal Enforcement Services and supervision of the performance and conduct of the Bylaw Enforcement Officer(s) and Community Peace Officer(s) of the Municipality.
- 2.14 "Violation Ticket" means a violation ticket under Part 2 or Part 3 of the *Provincial Offences Procedures Act*.

3. STATEMENT OF TO WHOM AND TO WHAT THE BYLAW APPLIES

- 3.1 This bylaw applies to all persons and/or all businesses within the Town of Olds Corporate Limits.

4. PURPOSE

- 4.1 The purpose of the bylaw is to:
 - a) prescribe the requirements for Community Peace Officers;
 - b) delegate enforcement related powers, duties, and functions to Community Peace Officers;
 - c) specify the power, duties and function that may be delegated to Community Peace Officers;
 - d) establish disciplinary procedures for misuse of power by Community Peace Officers; and
 - e) deal with other matters respecting the enforcement of bylaws and other enactments.

5. GENERAL RULES AND SPECIAL PROVISIONS

- 5.1 The powers and duties of the Senior Community Peace Officer are as follows:
 - a) To ensure that the Provincial Statutes and Bylaws of the Municipality are enforced;

- b) To provide for the supervision of the performance and conduct of the Community Peace Officer (s);
- c) To discipline a Community Peace Officer or Officers;
- d) To establish standards of uniform, insignia, and identification for Community Peace Officers;
- e) To assist in the prosecution of breaches of Municipal Bylaws or other Provincial statutes including the gathering of evidence, the attendance of witnesses and any appearances in court that may be required; and
- f) To perform all other duties as assigned by the Chief Administrative Officer; and the Province of Alberta.

5.2 The powers and duties of a Community Peace Officer are as follows:

- a) To enforce the various Provincial Statutes and Bylaws which the Council and the Province of Alberta have authorized the Community Peace Officer to enforce;
- b) To follow the directions of the Senior Community Peace Officer and to report to them as required;
- c) To respond to and investigate complaints;
- d) To conduct routine patrols;
- e) To issue notices, tickets, or tags;
- f) To assist in the prosecution of Provincial Statutes, and Bylaw contraventions including appearances in court to provide evidence;
- g) To perform all other duties as assigned by the Senior Community Peace Officer; and the Province of Alberta; and
- h) To take the Oath of Office for Peace Officers upon being appointed as a Community Peace Officer and to carry upon his/her person at all times as he/she is acting as Community Peace Officer, evidence in writing of his/her appointment as a Community Peace Officer of the Town of Olds. The Oath of Office for Peace Officers will be obtained from the Alberta Justice and Solicitor General website.

5.3 Duty of the Municipality to Investigate

- a) Where the Municipality becomes aware, other than through a complaint provided for in section 5.4 of this Bylaw, that a Community Peace Officer has failed to comply with the terms of the Community Peace Officer's appointment, the Town must investigate and dispose of the matter in accordance with the procedures set out in the Act or the Regulation and notify the Director of the Municipality's investigation and disposition of the

matter.

5.4 Process for the Handling of Complaints and Administration of Discipline for Community Peace Officers.

- a) The Towns of Olds process for the handling of complaints and administration of discipline for Community Peace Officers is in accordance with the Peace Officer Act of the Province of Alberta.
- b) Making a Public Complaint:
 - i. Any person may make a complaint, **in writing**, regarding a Community Peace Officer(s) or a Senior Community Peace Officer(s) to the Chief Administrative Officer.
 - ii. The Municipality shall accommodate a complainant who is unable to provide a written statement for valid reason e.g.: a language barrier.
 - iii. The written complaint must provide the following:
 - Detailed circumstances giving rise to the complaint;
 - The actions of the Community Peace Officer that are being complained about;
 - Names of witnesses or other sources of information that would be of use to an investigation into the complaint.
- c) Anonymous Complaints
 - i. Written anonymous complaints do not allow the Town of Olds to discharge the required legal responsibilities under the Act and Regulation relating to complaint notification; therefore, are not considered a complaint.
- d) Investigation of Complaint:
 - i. Where a complaint is made, the Chief Administrative Officer (CAO) must investigate and dispose of the complaint.
 - ii. The CAO may refuse to investigate or may discontinue the investigation of a complaint if, in the Chief Administrative Officer's opinion, the complaint is frivolous, vexatious or made in bad faith, or having regard to all circumstances that no investigation is necessary.
 - iii. If an investigation is carried out in respect of a complaint, the CAO must, where the Director deems appropriate, give the Community Peace Officer details of the complaint. If the CAO is uncertain as to the appropriateness of informing a Community Peace Officer about a complaint, the Province of Alberta Public Security Division shall be consulted.
 - iv. The investigation may include, but not be limited to:
 - Interviewing the complainant; any witnesses, the Community Peace Officer(s) involved if they so consent, and any other person who may have knowledge relevant to the occurrence;
 - Review any relevant documents in existence pertaining to the occurrence including, but not limited to:

- Occurrence reports
- Dispatch logs
- Community Peace Officer notebooks
- Court reports
- Legal documents

e) Complaint Process:

The Chief Administrative Officer will:

- i. Within 30 days, in writing, acknowledge receipt of the complaint to the complainant;
- ii. Advise the Public Security Division of public complaints in accordance with Incident Report Form PS3535, within the appropriate reporting time limit provided for on Form PS3535. (Form PS3535 will be obtained from the Alberta Justice and Solicitor General website.)
- iii. Notify the complainant, the Community Peace Officer, if appropriate, and the Director in writing at least once every 45 days as to the status of the complaint until the disposition of the complaint.

f) Disposition of Complaint:

- i. The Chief Administrative Officer shall, in writing, notify the complainant, the Community Peace Officer and the Director of the disposition of the complaint and reasons for the disposition, including the right of the complainant to have the disposition reviewed by the Director.
- ii. The Chief Administrative Officer must dispose of the complaint by making one of the following decision and giving reasons for that decision:
 - (a) The complaint is unfounded;
 - (b) The complaint is unsubstantiated;
 - (c) Having regard to all of the circumstances of the complaint, no investigation is necessary;
 - (d) The complaint is found to have merit in whole or part;
 - (e) The complaint is frivolous, vexatious, or made in bad faith.

6. Discipline

- 6.1 If an investigation of the complaint is found to have merit in whole or in part, the disciplinary steps from the Town of Olds Personnel Policy shall be followed when delivering discipline to a Community Peace Officer.
- 6.2 To ensure that discipline is applied fairly, Town of Olds Human Resource Personnel will be present in all steps of the corrective action and/or discipline procedure when reasonably practical to be present.
- 6.3 If an investigation into a breach of the Town of Olds personnel policies or procedures, including health and safety procedures, is found to have merit in whole or in part, the disciplinary steps from the Town of Olds (Council approved) Personnel Policy shall be followed when delivering discipline to a Community Peace Officer.

- 6.4 Peace officers are not employees of the Director and accordingly, any decision made by the employer must be appealed through mechanisms established with the employer.

7. APPEAL - Peace Officers Right To Appeal

- 7.1 A Community Peace Officer has the right to appeal a decision regarding the disposition of a complaint to the Director of Law Enforcement for the Province of Alberta pursuant to Section 15(4) of the Act;
- 7.2 An appeal must be in writing and be initiated within 30 days from the receipt of the disposition from the Chief Administrative Officer;
- 7.3 Any decision reached by the Director of Law Enforcement on appeal is final.

Correspondence to the Director must be sent to:
Director of Law Enforcement
10th Floor, 10365 – 97 Street
Edmonton AB T5J 3W7

8. REPEAL

- 8.1 That Bylaw 2015-06 and all amendments thereto are hereby repealed.

9. EFFECTIVE DATE

- 9.1 This Bylaw shall come into force when it has received third and final reading and has been signed.

10. READINGS

Read for the first time on the day of , 2023.
Read a second time on the day of , 2023.
Unanimous consent given for third reading given on the day of , 2023.
Read a third and final time on the day of , 2023.

Judy Dahl,
Mayor

Brent Williams
Chief Administrative Officer

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

TOWN OF OLDS BYLAW NO. 2023-24

BEING A BYLAW OF THE TOWN OF OLDS IN THE PROVINCE OF ALBERTA, TO PROVIDE FOR THE APPOINTMENT, AND TO ESTABLISH THE POWERS AND DUTIES OF BYLAW ENFORCEMENT OFFICER(S) PURSUANT TO THE MUNICIPAL GOVERNMENT ACT OF ALBERTA.

WHEREAS, Section 7(i) of the *Municipal Government Act*, RSA, 2000, c. M-26, that a Council may pass bylaws respecting the enforcement of bylaws;

AND WHEREAS, Section 210(1) of the *Municipal Government Act*, provides that a council may by bylaw, establish one or more position to carry out the powers, duties, and functions of a designated officer;

AND WHEREAS, Section 555 of the *Municipal Government Act*, a person who is appointed as a Bylaw Enforcement Officer is, in the execution of those duties, responsible for the preservation and maintenance of the public peace;

AND WHEREAS, Section 556 of the *Municipal Government Act*, a Council must pass a bylaw specifying the powers and duties of Bylaw Enforcement Officers and establishing disciplinary procedures for misuse of power, including penalties and an appeal process application to misuse of power by Bylaw Enforcement Officers;

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

1. BYLAW TITLE: This Bylaw may be cited as the **“Bylaw Enforcement Officer Bylaw”**.

2. DEFINITIONS

- 2.1 “Bylaw” means a bylaw of the Municipality.
- 2.2 “Bylaw Enforcement Officer” means a person appointed as such by the Council of the Town of Olds.
- 2.3 “Chief Administrative Officer” means the Chief Administrative Officer of the Town of Olds.
- 2.4 “Community Peace Officer” means a person appointed as such by the Director of Law Enforcement for the Province of Alberta.
- 2.5 “Council” means the Council of the Municipality.
- 2.6 “Director” means the Director of Law Enforcement appointed under the Police Act and any person authorized by the Director to act on the Directors behalf, as stated in the Peace Officer Act.

- 2.7 "Municipal Violation Ticket" means a municipal ticket issued under a Town of Olds Bylaw.
- 2.8 "Municipality" means the Town of Olds.
- 2.9 "Oath of Office" means the Oath of Office as prescribed by the Alberta Solicitor General and Public Security.
- 2.10 "Peace Officer" means a police officer under the Police Act; or a person who is employed or retained by a municipality whose duties include written authorization to issue violation tickets under Parts 2 and 3, while the person is in the exercise or discharge of that duty and while the person is serving a summons, offence notice or subpoena.
- 2.11 "Personnel Handbook" means the Town of Olds Personnel Policy as approved by Council and any amendments there to.
- 2.12 "Regulation" means the Peace Officer (Ministerial) Regulation and any associated Provincial Statutes or Acts.
- 2.13 "Senior Community Peace Officer" means the officer responsible for the administration and delivery of Municipal Enforcement Services and supervision of the performance and conduct of the Bylaw Enforcement Officer(s) and Community Peace Officer(s) of the Municipality.
- 2.14 "Violation Ticket" means a violation ticket under Part 2 or Part 3 of the *Provincial Offences Procedures Act*.

3. STATEMENT OF TO WHOM AND TO WHAT THE BYLAW APPLIES

- 3.1 This bylaw applies to all persons and/or all businesses within the Town of Olds Corporate Limits.

4. PURPOSE

- 4.1 The purpose of the bylaw is to:
 - a) prescribe the requirements for appointing Bylaw Enforcement Officers;
 - b) delegate enforcement related powers, duties, and functions to Bylaw Enforcement Officers;
 - c) specify the power, duties and function that may be delegated to Bylaw Enforcement Officers;
 - d) establish disciplinary procedures for misuse of power by Bylaw Enforcement Officers; and
 - e) deal with other matters respecting the enforcement of bylaws and other enactments.

5. GENERAL RULES AND SPECIAL PROVISIONS

5.1 Powers and Duties of the Senior Community Peace Officer are as follows:

- a) to ensure that Bylaws of the Municipality are enforced;
- b) to provide for the supervision of the performance and conduct of the Bylaw Enforcement Officer(s) of the Municipality;
- c) to discipline Bylaw Enforcement Officer(s) as authorized by this Bylaw;

- d) to establish standards of uniform, insignia, and identification for Bylaw Enforcement Officers of this Municipality; and
- e) to assist in the prosecution of breaches of municipal Bylaws including the gathering of evidence, the attendance of witnesses and any appearances in court that may be required.

5.2 Powers and Duties of a Bylaw Enforcement Officer(s) are as follows:

- a) to enforce the Bylaws which Council has authorized within the boundaries of the Municipality;
- b) to follow the directions of the Senior Community Peace Officer and to report to the Senior Community Peace Officer as required by them;
- c) to respond to and investigate complaints;
- d) to conduct routine patrols;
- e) issue Municipal Violations Tickets or Tags for offences under bylaws;
- f) exercise all the powers, duties, and functions of a designated officer to conduct any inspections, remedies or enforcement authorized or required by a bylaw or enactment in accordance with section 542 to the Municipal Government Act;
- g) exercise all the powers, duties, and functions of a designated officer to issued written orders pursuant to sections 545 and 546 of the Municipal Government Act;
- h) take whatever actions or measures are necessary to remedy a contravention or prevent a re-occurrence of a contravention of the Municipal Government Act, an enactment that the Town is authorized to enforce, or a bylaw in accordance with section 549 of the Municipal Government Act
- i) take whatever actions or measures that are necessary to eliminate a danger to public safety caused by a structure, excavation or hole or deal with the unsightly condition of property in accordance with section 550 of the Municipal Government Act;
- j) assist in the prosecution of Bylaw contraventions including appearances in court to provide evidence; and
- k) to perform all other duties as assigned by the Senior Community Peace Officer.

5.3 Oaths of Office

- a) Prior to commencing their duties, all Bylaw Enforcement Officers must take the official oath prescribed by the Oaths of Office Act upon being appointed as a Bylaw Enforcement Officer and to carry upon his/her person at all such times as he/she is acting as Bylaw Enforcement Officer evidence in writing of his appointment as a Bylaw Enforcement Officer of the Municipality.
- b) The Oath of Office for Peace Officers will be obtained from the Alberta Justice and Solicitor General website.

6. DISCIPLINE

- 6.1 Bylaw Enforcements Officers are subject to the Town of Olds Personnel Handbook, including section 2.17 Corrective Action and Discipline.
- 6.2 The goal of corrective action and/or discipline is improved performance. It is the responsibility of the immediate supervisor to manage the disciplinary process.

7. REPEAL CLAUSE

7.1 That Bylaw 2015-07 and all amendments thereto are hereby repealed.

8. EFFECTIVE DATE

8.1 This Bylaw shall come into force when it has received third and final reading and has been signed.

9. READINGS

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

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

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

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

10. SIGNATURE LINE

Judy Dahl
Mayor

Brent Williams
Chief Administrative Officer

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



Request for Decision

Bylaw 2023-28 Economic Development Action Committee

September 11, 2023

RECOMMENDATION

That Bylaw 2023-28 the Economic Development Action Committee Bylaw be given first reading.

That Bylaw 2023-28 the Economic Development Action Committee Bylaw be given second reading.

That Bylaw 2023-28 the Economic Development Action Committee Bylaw be given unanimous consent for presentation of third reading.

That Bylaw 2023-28 the Economic Development Action Committee Bylaw be given third reading.

STRATEGIC ALIGNMENT

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

LEGISLATIVE AUTHORITY

Municipal Government Act

BACKGROUND

The council of the Town of Olds wishes to establish a council committee that acts in an advisory role by making recommendations and providing strategic advice to the council on economic and business development in the Town of Olds.

The Economic Development Action Committee (EDAC) Bylaw is a new bylaw to establish the committee and provide the governance required for a council committee as per the *Municipal government Act*. This bylaw will include to whom and what the bylaw applies, membership, budget, procedure, and reporting.

FINANCIAL CONSIDERATIONS – n/a**ATTACHMENTS**

1. Bylaw 2023-28 Economic Development Action Committee (EDAC)

Author:	Marcie McKinnon Legislative Clerk	Date: September 6, 2023
CAO Signature:	Brent Williams	Date: September 6, 2023

TOWN OF OLDS BYLAW NO. 2023-28

BEING A BYLAW OF THE TOWN OF OLDS ESTABLISHING THE ECONOMIC DEVELOPMENT ACTION COMMITTEE

WHEREAS, pursuant to the *Municipal Government Act*, RSA 2000, cM-26 and amendments thereto, a municipality may pass bylaws in the relation to the establishment and functions of council committees, and to the procedures to be followed by council committees;

WHEREAS, pursuant to the *Municipal Government Act*, RSA 2000, cM-26 and amendments thereto, a council committee may consist of a combination of councillors and other persons;

AND WHEREAS, The council of the Town of Olds wishes to establish a council committee that acts in an advisory role by making recommendations and providing strategic advice to council on economic and business development in the Town of Olds;

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

1. BYLAW TITLE

- 1.1 This bylaw is called the “**Economic Development Action Committee Bylaw**”.

2. DEFINITIONS

- 2.1 “Act” means the *Municipal Government Act*, RSA 2000 cM-26 and amendments thereto.
- 2.2 “Administration” means the operational arm of the Town, comprised of the various departments and business units including all employees who operate under the leadership and supervision of the Chief Administrative Officer (CAO).
- 2.3 “Town” means the municipal corporation of the Town of Olds in the Province of Alberta.
- 2.4 “Chief Administrative Officer” means the administrative head of the Town of Olds.
- 2.5 “Committee” means the Economic Development Action Committee.
- 2.6 “Council” means the Council of the Town of Olds elected pursuant to the *Local Authorities Election Act*, RSA 2000 cL-21 and amendments thereto.

- 2.7 “Councillor” means an elected member of Council, including the Mayor.
- 2.8 “Economic Development” means activities that support business retention, growth, and diversification with the objective of fostering a positive business climate and attracting new investment, employment opportunities and increased assessment.
- 2.9 “Economic Development Strategy” means the strategy and action plan that guides economic development activities in the Town, and updates thereto.

3. STATEMENT OF TO WHOM AND TO WHAT THE BYLAW APPLIES

- 3.1 A council committee is hereby established and will be referred to as the Economic Development Action Committee (EDAC).
- 3.2 The mandate of the Economic Development Action Committee is to provide strategic advice and make recommendations to the Council on economic and business development matters in Olds.
- 3.3 The Committee will use an inclusive approach that contributes to strong partnerships and leverages community assets.
- 3.4 In order to fill its mandate, the Committee may:
 - (a) identify and engage stakeholder groups and seek their input into the Committee’s work;
 - (b) work with Administration to develop and maintain a dialogue about matters of concern or interest related to economic development;
 - (c) assist Council to conduct research, develop strategies and policies related to economic development; and
 - (d) respond to requests from Council for strategic advice on specific business and economic development issues.
- 3.5 The Committee will develop and present recommendations to the Council to enhance future growth, economic and business resiliency, and prosperity in the Town and if approved, the Council will provide direction to Administration.
- 3.6 The Committee will provide input into the review and updating of the Economic Development Strategy as needed to address changing economic circumstances.
- 3.7 The Committee will seek to create partnerships with community stakeholders in attracting investment and working with business to take advantage of

economic opportunities.

4. MEMBERSHIP

- 4.1 The Committee will be comprised of up to nine (9) members appointed by Council and will include:
- (a) up to two (2) Councillors;
 - (b) seven (7) public-at-large members to be recruited through a public application process.
 - (c) Considerations for public at large appointments for EDAC will include, when possible:
 - Business representative(s) of key industries (agriculture, oil and gas, retail, manufacturing, service)
 - Business & Industry service association representative
 - Educational / research and innovation institution representative
 - Financial institution, business development officer / advisor
- 4.2 Councillors appointed to the Committee are voting members.
- 4.3 When making appointments to the Committee, the Council will consider individuals that have a broad knowledge of the Town of Olds and a demonstrated interest in economic development.
- 4.4 Members must not be current employees of the Town and must not have been employed by the City for a minimum of 12 months prior to appointment.
- 4.5 Members shall be appointed for terms of two (2) years and can be renewed for an additional term of three (3) years at the pleasure of Council, with the exception of Councillors, who shall be appointed for a one-year (1) term at the annual organizational meeting of Council.
- 4.6 Should a vacancy arise, Council may appoint a replacement to fill the vacancy for the remainder of the term.
- 4.7 For the initial appointments only, one half of the members would be appointed for a 1 year term and the rest for a 2 year term, notwithstanding section 4.6.
- 4.8 The committee will appoint a Chairperson and Vice-Chairperson for the Committee from amongst the appointed members.
- 4.9 If a member is absent for three (3) consecutive meetings, the Council may declare the position vacant and appoint a successor.

4.10 The council may terminate the appointment of any member at any time.

4.11 Members appointed to this Committee will not receive remuneration. Councillors may receive remuneration in accordance with the Town's Council Remuneration Policy.

5. BUDGET

5.1 The EDAC budget will be included under the Economic Development Officer's budget. It may, however, identify a budget item subject to approval of the Council or as delegated through a reserve or operating budget.

6. PROCEDURE

6.1 Committee members are required to agree and maintain confidentiality and comply with all Town bylaws, policies, and procedures.

6.2 The Committee will:

- (a) establish an annual meeting schedule that specifies the date, time, and place of all regular Committee meetings;
- (b) meet on a quarterly basis; and
- (c) provide the annual meeting schedule to the Town's Legislative Clerk to be posted on the Town's website.

6.3 No additional notice of regularly scheduled meetings is required.

6.4 The Chair may call a special meeting by giving at least 24 hours' notice to:

- (a) members of the Committee by email; and
- (b) the public by posting a notice on the Town's website.

6.5 The Committee may vote to change the date, time, or place of a scheduled meeting, or schedule an additional meeting as long as the Committee provides at least 24 hours' notice of the change to the Committee members by email and to the public by notice on the Town's website.

6.6 A quorum at any regular meeting shall be six (6) members and must include one (1) Councillor. One member shall be the Chairperson or Vice- Chairperson.

6.7 The Committee will follow the meeting procedures set out in the Town's Council Procedure Bylaw. A tie vote shall constitute defeat of any motion considered by the Committee.

- 6.8 The Chairperson will preside over all Committee meetings and decide all points of order that may arise. If the Chair is unable to perform the Chairperson's duties, the Vice-Chairperson will perform those duties.
- 6.9 Committee meetings will be held in public unless the meeting is closed for reasons permitted by the Act.
- 6.10 The Committee may form sub-committees from among its members to assist in carrying out its objectives and responsibilities under this bylaw.
- 6.11 Sub-committees may be appointed and will report back to the Committee as necessary. It is not required that the Chairperson or Vice-Chairperson be a member of any sub-committee.
- 6.12 The Committee may invite subject matter experts to attend any meeting of the Committee on an as needed basis.

7. ANNUAL WORKPLAN AND REPORTING

- 7.1 The Committee will develop an annual work plan that identifies key priorities and goals based on its mandate.
- 7.2 The Committee may provide reports which include recommendations on matters related to the Committee's mandate and annual work plan to the Council, as appropriate.
- 7.3 At least once per year, the Committee will report to Council.

8. SEVERABILITY

- 8.1 Every provision of this bylaw is independent of all other provisions and if any provision is declared invalid by a Court, then the invalid provisions shall be severed and the remainder provisions shall remain valid and enforceable.

9. EFFECTIVE DATE

- 9.1 This bylaw shall come into force and effect when it receives third reading and is duly signed.

READINGS

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

Read a second time on the day of , 2023.

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

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

SIGNATURE LINE

Judy Dahl
Mayor

Brent Williams
Chief Administrative Officer

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

DRAFT



Request for Decision
Bylaw No. 2023-29 Subdivision Authority Bylaw
 September 11, 2023

RECOMMENDATION

- That Bylaw 2023-29 be given first reading as presented.
- That Bylaw 2023-29 be given second reading as presented.
- That Bylaw 2023-29 be given unanimous consent for third reading.
- That Bylaw 2023-29 be given third reading as presented.

BACKGROUND

In March 2023, the Town's membership with PCPS expired but they have still been providing this service because under the current Bylaw 2018-42, The Director of PCPS is designated as the signing authority for all subdivision related matters for the Town. Bylaw 2023-29 is part of the ongoing transition of internalizing planning and development processes within the Town of Olds administration. With this bylaw, all responsibilities for the administration and processing of applications, including full review and recommendations for the decision maker, will be provided by the Planning and Infrastructure department.

The bylaw also maintains the existing decision-making authority for time extensions on subdivision applications with the CAO. This could then be further delegated to the Director of Operations as the CAO's designate. These decisions are fairly common. Delegating these decisions to the CAO will avoid using Council agenda time. Council remains the subdivision approval authority as per the MGA.

Adoption of Bylaw No. 2023-29 will also repeal the current Subdivision Authority Bylaw, being Bylaw No. 2018-42, and any amendments that were made to it.

RISK/CONSEQUENCES

1. Council may pass the bylaw as presented or make amendments and pass it as amended;
2. Council may table the bylaw for consideration of additional information and/or amendments;
3. Council may defeat the bylaw.

FINANCIAL IMPLICATIONS

N/A

ATTACHMENTS

- Attachment 1 - Bylaw No. 2018-42 (current Subdivision Authority Bylaw)
- Attachment 2 - Bylaw No. 2023-29 (proposed Subdivision Authority Bylaw)

Submitted By:	Kyle Sloan, Municipal Planner	Date: August 30, 2023
Director of Operations:	Scott Greico	Date: September 6, 2023
CAO Signature:	Brent Williams	Date: September 7, 2023

Town of Olds**BYLAW NO. 2018-42
SUBDIVISION AUTHORITY BYLAW****A BYLAW TO ESTABLISH A SUBDIVISION AUTHORITY FOR THE TOWN OF OLDS**

WHEREAS, Council wishes to establish subdivision authority as required by the Municipal Government Act, Chapter M-26 of the Revised Statutes of Alberta 2000 and amendments thereto;

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

TITLE

1. This bylaw may be cited as the "Subdivision Authority Bylaw."

DEFINITIONS

2. The following words and terms are defined as follows:
 - a. "Act" means the Municipal Government Act, Chapter M-26 of the Revised Statutes of Alberta 2000, as amended;
 - b. "Chief Administrative Officer" means a person appointed to the position of the Chief Administrative Officer of the Town of Olds;
 - c. "Land Use Bylaw" means the Land Use Bylaw adopted by the Town of Olds pursuant to the Act;
 - d. "Town" means the Town of Olds.

ESTABLISHMENT OF AUTHORITY

3. The Subdivision Authority of the Town is the Chief Administrative Officer or their designate.

POWERS AND DUTIES

4. The Subdivision Authority has those powers and duties as set out in the Act and any regulations made thereunder with respect to rendering a decision on a subdivision application.
5. The Subdivision Authority has the power to:
 - a. Extend the time within which a registerable instrument is required to be submitted for endorsement; and
 - b. Following endorsement, extend the time within which a registerable instrument pertaining to a subdivision approval is required to be submitted to the Registrar of Land Titles.



ADMINISTRATION

6. The signing authority for all subdivision related matters is the Director of Parkland Community Planning Services or designate.
7. For the purposes of Section 630 of the Act, the Director of Parkland Community Planning Services shall be appointed as a designated officer.
8. When a registerable instrument is submitted for endorsement, the signing authority is authorized to accept minor modifications to the related registerable instrument from that approved by the Subdivision Authority provided:
 - a. The number of parcels does not increase;
 - b. Municipal, school, municipal and school or environmental reserves are not compromised;
 - c. Municipal roads and standards are not compromised;
 - d. Such adjustments comply with applicable statutory plans and municipal bylaws, except that minor changes to Land Use Bylaw standards may be included as provided for in Section 654(2) of the Act.

EFFECTIVE DATE

9. Bylaw No. 1492-95, and all amendments thereto, is hereby repealed.
10. This Bylaw takes effect on the date that third and final reading is given.

Read a first time this 26th day of November, 2018.

Read a second time this 26th day of November, 2018.

Received Unanimous Consent for presentation of third reading this 26th day of November, 2018.

Read a third and final time this 26th day of November, 2018.


 Michael Muzychka
 Mayor


 Michael Merritt
 Chief Administrative Officer

SIGNED by the Chief Elected Officer and the Chief Administrative Officer this 28th day of November, 2018



Town of Olds

BYLAW NO. 2023-29 SUBDIVISION AUTHORITY BYLAW

A BYLAW TO ESTABLISH A SUBDIVISION AUTHORITY FOR THE TOWN OF OLDS

WHEREAS section 623 of the *Municipal Government Act* requires that Council provide for a Subdivision Authority to exercise subdivision powers and duties on behalf of the municipality;

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

TITLE

1. This bylaw may be cited as the “Subdivision Authority Bylaw.”

DEFINITIONS

2. The following words and terms are defined as follows:
 - a. “Act” means the Municipal Government Act, Chapter M-26 of the Revised Statutes of Alberta 2000, as amended;
 - b. “Chief Administrative Officer” means a person appointed to the position of the Chief Administrative Officer of the Town of Olds;
 - c. “Land Use Bylaw” means the Land Use Bylaw adopted by the Town of Olds pursuant to the Act;
 - d. “Town” means the Town of Olds.

ESTABLISHMENT OF AUTHORITY

3. The Subdivision Authority of the Town is the Chief Administrative Officer or their designate.

POWERS AND DUTIES

4. The Subdivision Authority has those powers and duties as set out in the Act and any regulations made thereunder with respect to rendering a decision on a subdivision application.
5. The Subdivision Authority has the power to:
 - a. Extend the time within which a registerable instrument is required to be submitted for endorsement; and
 - b. Following endorsement, extend the time within which a registerable instrument pertaining to a subdivision approval is required to be submitted to the Registrar of Land Titles.

ADMINISTRATION

6. The signing authority for all subdivision related matters is the Chief Administrative Officer or designate.
7. For the purposes of Section 630 of the Act, the Chief Administrative Officer or designate shall be appointed as a designated officer.
8. When a registerable instrument is submitted for endorsement, the signing authority is authorized to accept minor modifications to the related registerable instrument from that approved by the Subdivision Authority provided:
 - a. The number of parcels does not increase;
 - b. Municipal, school, municipal and school or environmental reserves are not compromised;
 - c. Municipal roads and standards are not compromised;
 - d. Such adjustments comply with applicable statutory plans and municipal bylaws, except that minor changes to Land Use Bylaw standards may be included as provided for in Section 654(2) of the Act.

EFFECTIVE DATE

9. Bylaw No. 2018-42, and all amendments thereto, is hereby repealed.
10. This Bylaw takes effect on the date that third and final reading is given.

Read a first time this ____ day of _____, 2023.

Read a second time this ____ day of _____, 2023.

Received Unanimous Consent for presentation of third reading this ____ day of _____, 2023.

Read a third and final time this ____ day of _____, 2023.

Judy Dahl, Mayor

Chief Administrative Officer

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



Request for Decision
Bylaw No. 2023-30 Development Authority Bylaw
 September 11, 2023

RECOMMENDATION

That Bylaw 2023-30 be given first reading as presented.

That Bylaw 2023-30 be given second reading as presented.

That Bylaw 2023-30 be given unanimous consent for third reading.

That Bylaw 2023-30 be given third reading as presented.

BACKGROUND

In February 2023, the Town removed the Municipal Planning Commission as a Development Authority in the Land Use Bylaw. Since then, Council has acted as the Development Authority for most discretionary uses and for variances greater than the Development Officer could approve. The Municipal Planning Commission is still named as a Development Authority in bylaw 2019-28 despite no longer having any responsibilities. Bylaw 2023-30 proposes to remove the Municipal Planning Commission as a Development Authority for the Town of Olds.

Adoption of Bylaw No. 2023-30 will also repeal the current Development Authority Bylaw, being Bylaw No. 2019-28, and any amendments that were made to it.

RISK/CONSEQUENCES

1. Council may pass the bylaw as presented or make amendments and pass it as amended;
2. Council may table the bylaw for consideration of additional information and/or amendments;
3. Council may defeat the bylaw.

FINANCIAL IMPLICATIONS

N/A

ATTACHMENTS

Attachment 1 - Bylaw No. 2023-30

Submitted By:	Kyle Sloan, Municipal Planner	Date: August 30, 2023
Director of Operations:	Scott Grieco	Date: September 6, 2023
CAO Signature:	Brent Williams	Date: September 7, 2023

Town of Olds**BYLAW NO. 2023-30
DEVELOPMENT AUTHORITY BYLAW****A BYLAW TO ESTABLISH A DEVELOPMENT AUTHORITY FOR THE TOWN OF OLDS**

WHEREAS section 623 of the *Municipal Government Act* requires that Council provide for a Development Authority to exercise development powers and duties on behalf of the municipality;

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

TITLE

1. This Bylaw may be cited as the “Development Authority Bylaw.”

DEFINITIONS

2. The following words and terms are defined as follows:

- a. “Act” means the *Municipal Government Act*, R.S.A. 2000, Chapter M-26;
- b. “Authority” means the Development Authority established pursuant to this bylaw;
- c. “Council” means the Municipal Council of the Town of Olds;
- d. “Chief Administrative Officer” means a person appointed to the position of the Chief Administrative Officer of the Town of Olds;
- e. “Development” means
 - i. an excavation or stockpile and the creation of either of them, or
 - ii. a building or an addition to, or replacement or repair of a building and the construction or placing in, on, over or under land of any of them, or
 - iii. a change of use or land or a building or an act done in relation to land or a building that results in or is likely to result in a change in the use of the land or building, or
 - iv. a change in the intensity of use of land or a building or an act done in relations to land or a building that results in or is likely to result in a change in the intensity of use of the land or building;
- f. “Development Officer” means one of the persons appointed to the position of Development Officer pursuant to the current Town of Olds Land Use Bylaw;
- g. “Development Permit” means a document that is issued under the Land Use Bylaw that authorizes a development;

- h. "Land Use Bylaw" means the Town of Olds Land Use Bylaw, as amended or replaced from time to time;
- i. "Town" means the Municipal Corporation of the Town of Olds.

ESTABLISHMENT OF AUTHORITY

3. The Development Authority of the Town is:

- a. the person or persons appointed by the Chief Administrative Officer as Development Officer pursuant to the Land Use Bylaw;
- b. Council, as pursuant to the Land Use Bylaw and in the case of any Direct Control District that does not specify a Development Authority.

POWERS AND DUTIES

- 4. The Authority has those powers and duties as set out in the act, any regulations made thereunder and as further set out in the Land Use Bylaw.

The powers and duties of the Authority may be exercised by any one of the individuals appointed as "Development Authority" where so set out in the Land use Bylaw.

REPEAL

- 5. Development Authority Bylaw 2019-28 and all amendments thereto is hereby repealed.

EFFECTIVE DATE

- 6. This Bylaw shall come into force and effect when it receives third reading and is duly signed.

Read for a first time this ____ day of _____, 2023.

Read for a second time this ____ day of _____, 2023.

Received Unanimous Consent for presentation of third reading this ____ day of _____, 2023.

Read for a third and final time this ____ day of _____, 2023.

Judy Dahl, Mayor

Chief Administrative Officer

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



Request for Decision

Bylaw 2023-31 Repeal Bylaw

September 11, 2023

RECOMMENDATION

That the Repeal Bylaw 2023-31 be given first reading, as presented.

That the Repeal Bylaw 2023-31 be given second reading, as presented.

That the Repeal Bylaw 2023-31 be given unanimous consent for third reading.

That the Repeal Bylaw 2023-31 be given third reading, as presented.

STRATEGIC ALIGNMENT

Our community is supported and enabled through skillful governance.

LEGISLATIVE AUTHORITY

Municipal Government Act

BACKGROUND

The Municipal Government Act, Section 63(1) states a council of a municipality may, by bylaw, revise any of its bylaws or any one or more provisions of them in accordance with this section. (2) A bylaw under this section may (a) omit and provide for the repeal of a bylaw or a provision of a bylaw that is inoperative, obsolete, expired, spent or otherwise ineffective.

RISK/CONSEQUENCES

- By not repealing old and obsolete bylaws, Council could subject the Town to liabilities due to having outdated bylaws in place.

FINANCIAL CONSIDERATIONS – n/a**ATTACHMENTS**

1. Bylaw 2023-31 Repeal Bylaw - Draft

Author:	Kyle Sloan, Municipal Planner	Date: September 1, 2023
Director Signature:	Scott Grieco	Date: September 6, 2023
CAO Signature:		Date:

**TOWN OF OLDS
BYLAW NO. 2023-31
"REPEAL BYLAW"**

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.

WHEREAS the *Municipal Government Act*, Section 63(1) states a council of a municipality may, by bylaw, revise any of its bylaws or any one or more provisions of them in accordance with this section. (2) A bylaw under this section may (a) omit and provide for the repeal of a bylaw or a provision of a bylaw that is inoperative, obsolete, expired, spent or otherwise ineffective.

NOW THEREFORE the Municipal Corporation of the Town of Olds hereby enacts that the following bylaws are repealed.

Bylaw No.	Bylaw Name	Approval Date	Reason
2020-02	Intermunicipal Planning Agency Bylaw	February 24, 2020	Membership with PCPS expired, not renewed.
2019-23 (amended by 2020-10)	Municipal Planning Commission Bylaw	December 9, 2019 (amended August 24, 2020)	Role shifted to Council and Administration.

This Bylaw comes into force on the date it is passed and has been signed in accordance with the *Municipal Government Act*.

Read for a first time on the ____ day of _____ 2023.
 Read a second time on the ____ day of _____ 2023.
 Unanimous consent for third reading was given on the ____ day of _____ 2023.
 Read a third and final time on the ____ day of _____ 2023.

 Judy Dahl, Mayor

 Chief Administrative Officer

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



Request for Decision

Bylaw No. 2023-32 – Amendment to The Vistas ASP

September 11, 2023

RECOMMENDATION

That Council gives first reading to Bylaw No. 2023-32 as presented;

That Council sets Tuesday, October 10, 2023 at 1:00pm in Council Chambers as the date, time, and place for a Public Hearing on Bylaw No. 2023-32.

STRATEGIC ALIGNMENT

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

LEGISLATIVE AUTHORITY

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

BACKGROUND

Bylaw 2023-32 proposes to update the Vistas Area Structure Plan (ASP). The ASP was adopted in 2006 and received amendments in 2008. The landowner has proposed changes in order to update the ASP to their new desired development concept.

The changes that have been made to the existing Vistas plan include:

- Changing Phase 7 from R1 single-family detached zoning to R2/R3 multi-family zoning to facilitate the development of duplexes and/or townhomes.
- Despite an increase in dwelling density, the overall projected population has decreased from 2834 to 2646 and the density from 44.3 people per ha to 42.6 people per ha. This is due to a decrease in average household size from 2.5 to 2.3 people per the 2021 census.
- Adding a second option for possible secondary water alignment, identified as "Potential Loop Connection 'A'." The Town has an established utility right-of-way (URW) at this location and there is an existing sanitary wastewater line using this URW.

MDP Policy 10.2 Residential Density for New Neighbourhoods states, "The target residential density for new neighbourhoods shall be an average that falls between 11 to 13 dwelling units per gross developable hectare..."

Residential densities that are **higher** than the above target shall be encouraged where there is sufficient capacity in the major municipal utility infrastructure." The MDP encourages higher

density targets for new neighbourhoods provided they satisfy municipal infrastructure requirements.

COMMUNICATION/PUBLIC ENGAGEMENT

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

RISK/CONSEQUENCES

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

FINANCIAL CONSIDERATIONS

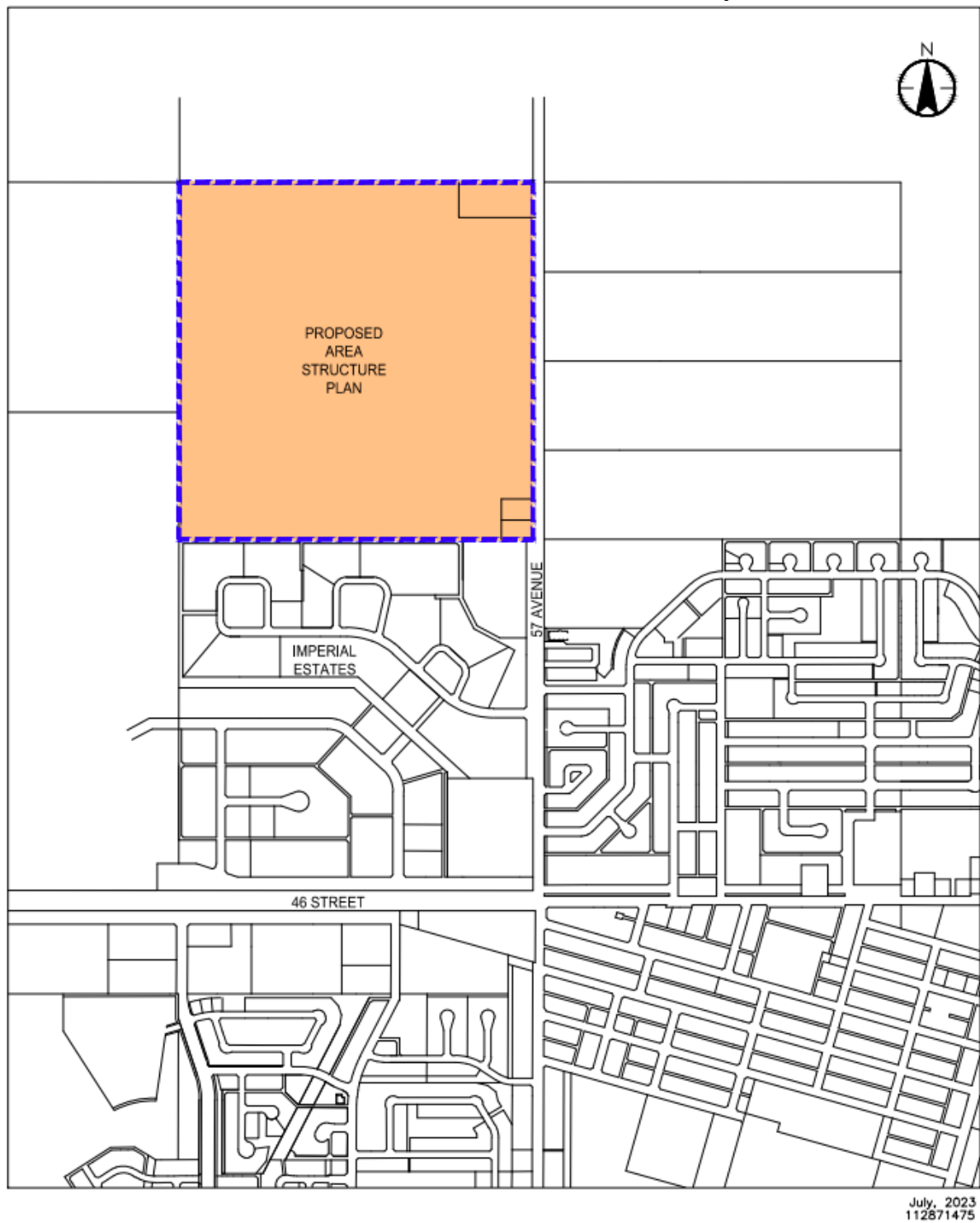
N/A

ATTACHMENTS

1. The Vistas Area Structure Plan boundary
2. Amended Area Structure Plan as proposed by the developer with textual changes highlighted in purple.
3. Bylaw No. 2023-32

Author:	Kyle Sloan, Municipal Planner	Date: August 30, 2023
Director Signature:	Scott Grieco, Director of Operations	Date: September 6, 2023
CAO Signature:	Brent Williams	Date: September 7, 2023

The Vistas Area Structure Plan Boundary



The Vistas - Olds, Alberta
NE ¼ 6-33-1-W5th
Area Structure Plan Report

Prepared for
Manor Investments Ltd.



Stantec Consulting Ltd.

Approved Bylaw 2006-02

Amended 2023

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1.0 Introduction

1.1 PURPOSE

The purpose of The Vistas Area Structure Plan Report (The Vistas ASP) is to describe the land use framework and development objectives for the quarter section of land at the northwest end of Olds located north of Imperial Estates and west of 57 Avenue. The Vistas property (NE ¼ of Section 6-33-1-W5) includes an area of approximately 64.3 hectares (158.8 acres) and identified by the Town as future residential development in the Municipal Development Plan.

Stantec Consulting Ltd. on behalf of Manor Investments Ltd has prepared The Vistas ASP.

Manor Investment's commitment through the area structure plan is to develop a balanced community of residential and recreational opportunities with complimentary land uses. In order to achieve this, Manor Investments intend to integrate the area with interconnected parks and open space linkages. Together, these aspects will provide the Town of Olds with a unique area for community development.

Approval of the area structure plan will provide the basis for proceeding with Manor Investments' and the Town of Olds' vision for this area. The plan provides the opportunity to develop components of the overall vision in the initial phases of development through a variety of housing forms and lifestyles, and by beginning the interconnected multi-use trail system incorporated as an integral part of the overall development concept.

The purpose of this document is to describe the land use pattern and development objectives for The Vistas ASP. The Vistas ASP will implement the land use framework and development objectives by identifying the following:

- the size and location of various land uses;
- the alignment of roadways, multi-use trail system and lanes;
- the open park system;
- the proposed development density;
- servicing concepts for deep utility servicing; and
- the development staging sequence.

The detailed design of each phase (redistrictings and plans of subdivision) will refine the concept presented by the Area Structure Plan for The Vistas development.

1.2 DEFINITION OF PLAN AREA

The Vistas ASP consists of land located within the NE ¼ Section 6-33-1-W5 and includes an area of approximately 64.3 hectares. As shown on Figure 1.0 – Location Context, The Vistas ASP is defined by the following boundaries, within the Town of Olds.

- **North Boundary** – Mountain View County, Town of Olds Boundary;
- **West Boundary** – NW ¼ Section 6-33-1-W5M;
- **East Boundary** – 57 Avenue;
- **South Boundary** – Existing Country Residential – Imperial Estates.

The Vistas ASP constitutes a logical planning unit with respect to identifiable plan boundaries and servicing considerations and is located entirely within the Town of Olds town limits.

1.3 BACKGROUND

Relevant Planning Documents:

The following relevant documents have been reviewed and referenced in preparation of this Area Structure Plan:

- The Town of Olds – Servicing Record Drawings; and
- Town of Olds Municipal Development Plan (MDP).
- Northwest Area Structure Plan.



PROPOSED
AREA
STRUCTURE
PLAN

IMPERIAL
ESTATES

57 AVENUE

46 STREET

July, 2023
112871475



#1100, 4900-50th Street, Red Deer, AB T4N1X7
Ph:(403) 341-3320 Fx:(403) 342-0969

Client/Project

MANOR INVESTMENTS LTD.
THE VISTAS
OLDS, AB

Figure No.

1.0

Title

LOCATION PLAN



LEGEND

■ ■ ■ ■ ■ ASP BOUNDARY

July, 2023
112871475



#1100, 4900-50th Street, Red Deer, AB T4N1X7
Ph:(403) 341-3320 Fx:(403) 342-0969

Client/Project

THE VISTAS SUBDIVISION STORMWATER
MASTER DRAINAGE PLAN
OLDS, AB

Figure No.

2.0

Title

SITE
TOPOGRAPHY

2.0 Site Context & Development Considerations

2.1 TOPOGRAPHY, SOILS & VEGETATION

As shown on Figure 3.0 – Existing Conditions, the topography of The Vistas lands slopes gently from the highest area in the north east of the plan down to the southwest and lowest area in the Plan. The high to low elevations have a total difference of approximately 4.5 m.

Soils in the area are underlain by silt or clay, underlain by shallow bedrock. The soil conditions do not present any impediment to urban development. This quarter section has remained as vacant agricultural land for a considerable length of time. There is limited vegetation existing on the site aside from an existing stand of trees located along the north boundary of the plan area.

2.2 HISTORICAL RESOURCES

There are no historical resources for this land identified in the current January 2001 publication (2nd Edition) of “A Listing of Significant Historical Sites and Areas” from the Alberta Historical Resources Foundation.

2.3 EXISTING FEATURES

There are three existing acreages located in this quarter section. Two are located in the southeast corner and the third in the northeast corner of the plan.

2.4 EXISTING LAND USE

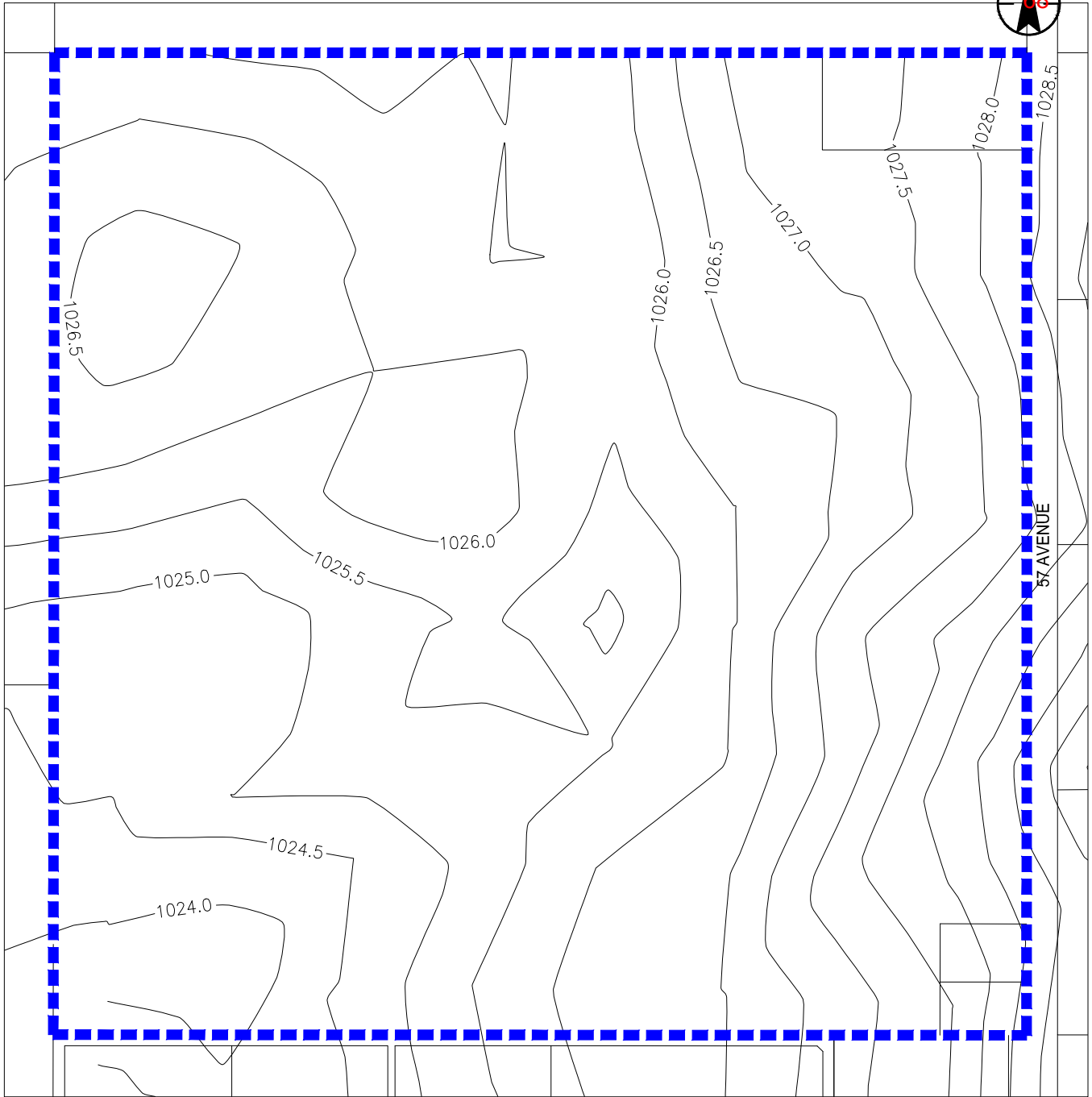
The subject area has been vacant agricultural land since the early 1900's. Utility right-of-ways are registered on the land for the Town of Olds sanitary sewer trunk, which parallels the west boundary in the southwest corner of the plan. This property is currently zoned as urban reserve with the exception of two acreages in the southeast corner, which are zoned R1.

2.5 SURROUNDING DEVELOPMENT

The existing Imperial Estates neighbourhood is located directly south of the proposed The Vistas Development. The adjacent lots are one acre in size and larger and are zoned R5A. There is also an existing church located directly to the southeast, which bounds the proposed development.

The Town of Olds Wastewater Treatment Facility is located in the southwest corner of the quarter section to the west. The remainder of this quarter section is vacant agricultural land.

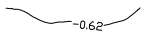
The lands to the east are also currently used for agricultural purposes with the exception of the two existing acreages, which bound 57 Avenue in the southwest corner. There is an existing intensive livestock operation located in the quarter section to the north.



LEGEND



ASP BOUNDARY



EXISTING GROUND CONTOURS

July, 2023
112871475



Stantec

#1100, 4900-50th Street, Red Deer, AB T4N1X7
Ph:(403) 341-3320 Fx:(403) 342-0969

Client/Project

THE VISTAS SUBDIVISION STORMWATER
MASTER DRAINAGE PLAN
OLDS, AB

Figure No.

2.0

Title

**SITE
TOPOGRAPHY**

3.0 Development Objectives & Principles

3.1 DEVELOPMENT OBJECTIVES

The Vistas Area Structure Plan has been prepared as a comprehensively planned residential neighbourhood taking advantage of both the natural topography, and local area attributes. The main objectives of The Vistas ASP are:

- to develop a plan consistent with the general intent and purpose of the Town of Olds Municipal Development Plan (MDP);
- to provide a framework to deliver high quality, comprehensively planned residential areas by defining the general pattern and composition of land uses, linkages, servicing designs and development staging;
- to ensure the implementation of the plan takes place in an orderly, phased manner.

Development of the various land uses within The Vistas ASP is defined through the following general principles:

3.1.1 Residential

- Encourage a variety of housing types; including single detached housing, row housing and possibly multi-story apartment buildings. All housing forms and options will recognize consumer preferences and be in conformance with municipal standards and policies set forth by the Town of Olds. It is expected that a large percentage of the homes in this development will be mid size and larger.
- Orient residential lots to take advantage of potential mountain views to the west.
- Encourage pedestrian friendly streetscapes and building siting.
- Provide direct and safe pedestrian linkages to the community nodes such as the open space areas, and the school site.
- Locate residential development to take advantage of features such as stormwater management facilities, parks / open spaces and a school site.
- Orient larger parcels of medium density residential development adjacent to the collector and / or major collector road system to provide easy access and, where appropriate, to provide a transitional land use between adjacent single family development and major roads.

3.1.2 Municipal Reserves and Educational / Community Facilities

- Provide a school and park site for educational and community association facilities within the neighbourhood and surrounding communities through the dedication of municipal reserves.
- Locate and size these sites to address the student and overall populations generated within designated catchment areas.
- Allow for the provision of dispersed park space within the neighbourhood to provide open space and opportunities for recreation for residents through the dedication of Municipal Reserves.

3.1.3 Transportation

- Provide a logical, safe and efficient transportation system within the plan area to address pedestrian, bicycle and other multi-use modes, and the transit / vehicular transportation needs of residents moving to, from and within The Vistas ASP as well as the adjacent areas.
- Provide access to 57 Avenue via two collector roadway connections.
- Provide non-vehicular circulation options throughout The Vistas area with special attention to linkages to the school / park site.
- Minimize walking distances by creating an interconnected street network and providing walkways where roadway connections are not feasible.

3.1.4 Ecological Stewardship

- Develop land in an efficient manner and encourage intensive urban development.
- Employ parallel land uses where possible by incorporating open spaces with the stormwater management facilities and the utility corridors to optimize the use of these areas.
- Encourage naturalized landscaping on public and private lands to the extent acceptable to the Town of Olds to minimize environmental and economic costs associated with their maintenance.
- Promote the development of open spaces and walkway linkages for pedestrian, bicycle and other multi-use travel, and connect them to the surrounding areas.
- Support the Town of Olds directive to mandate energy efficient construction and other innovative building and infrastructure techniques.

4.0 Development Concept

4.1 NEIGHBOURHOOD UNIT

The development concept for The Vistas ASP has been prepared in response to current and anticipated residential market trends within the Town of Olds and the Central Alberta region. An analysis of these trends and an assessment of their implications assist in shaping the plan with respect to the type, size and location of various land uses.

The Vistas ASP is comprised of 64.3 hectares of land and is bounded on the north by the Mountain View County boundary, to the east by 57 Avenue and future residential development, to the west by future development, and by existing residential development to the south. These boundary conditions create a logical planning unit and the basis for the design as shown on Figure 4.0 – Development Concept. The land use statistics and densities are represented in Table 1 and Table 2 following the Development Concept.

4.2 RESIDENTIAL

The majority of land within The Vistas ASP is intended for residential development. A mix of low and medium density residential dwelling units is described and will be implemented based on market conditions and consumer preferences at the time of development.

4.2.1 Low Density Residential

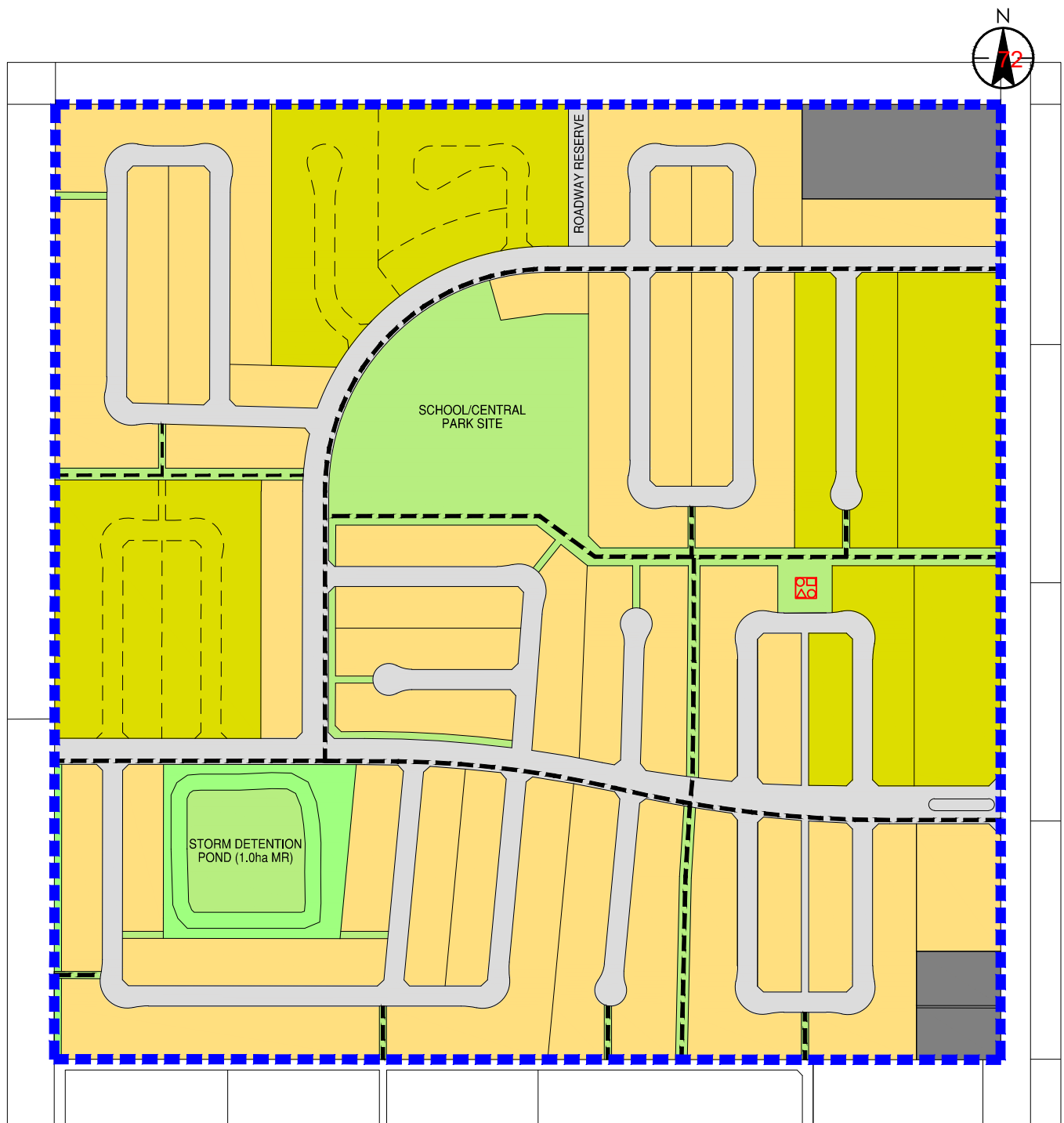
As shown on Figure 4.0, consideration has been given to the location of low density residential in proximity to the amenities offered by the stormwater management facilities, school / park sites and utility corridors. Within the low density residential areas identified in the plan, housing forms will consist of single detached housing catering to a variety of lot and home sizes. These lots will typically have an average lot depth of 36 meters. The lots contemplated along the southern boundary will be larger to provide a transition between the existing acreages to the south.

Large acreage style lots are proposed directly north of the two existing acreages, located on 57 Avenue at the southeast corner of the plan.









Where it can be accommodated by the grade of the land, lots will be designed for walkout basements.

4.2.2 Medium Density Residential (R2 / R3)

Three pockets of multi family areas are identified in the plan. The first is situated along the east boundary of the Plan. A second potential site for multi-family is identified in the northwest corner and a third along the west boundary.. Potential product type will be determined by market conditions, each site could be built with duplexes, row houses, or multi-story buildings. It is anticipated that the east parcel of multi family will have apartment style development directly adjacent to 57 Avenue and transition to duplex or row housing style development in the interior



LEGEND

	Single Family		Existing Acreage
	R2/R3 Multi Family		Play Structure
	Open Space (M.R.)		Trail System
	Open Space (P.U.L.)		ASP Boundary

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Figure No.

4.0

Title

DEVELOPMENT
CONCEPT

of the subdivision. Each parcel could be developed with public or private roadways and will be determined as part of a future development permit application.

The multi family sites are ideally situated to provide efficient pedestrian access and vehicle access throughout the development and to the rest of the Town. This is accommodated by direct access to collector roadways and the close proximity of the linear park system.

4.2.3 Commercial

Although there is no commercial specifically identified on the Plan Concept, as allowed within the Town's R2 / R3 zoning as a discretionary use, there may be consideration for a small neighborhood commercial site within the R2 / R3 areas adjacent to 57 Avenue. This would be driven by market conditions at the time of developing these areas.

Table 1

**Area Structure Plan
Land Use Statistics**

	Area (ha)	% of GDA
Gross Area	64.3	100
3 existing acreages	1.99	
Net Developable Area	62.31	
Low Density Residential – single family detached	28.96	46.5%
Medium Density Residential (R2) – Duplex/Townhome	10.77	17.3%
Medium Density Residential (R3) - Apartment	3.38	5.4%
Open Space – Municipal Reserve	6.53	10.5%
Parks and Open Space (M.R. and P.U.L.)	1.43	2.3%
Roads and Lanes	11.24	18.0%

Table 2

Residential Units and Population

Land Use	Area (ha)	Density units/ha	Density persons/unit	Population
R1 – Single family detached	28.96	18	2.3	1199
R2/R3 – Medium density*	10.77	38	2.3	941
R3 – medium density**	3.38	65	2.3	505
Total				2646
Average Population				42.6 per ha*

* Medium density is proposed as duplex, townhomes or condominium development.

** Two parcels located along 57 Avenue is identified as apartment style development.

*** Density is determined based on proposed housing type and Land Use Bylaw Regulations. Density may differ based on final lotting and constructed housing type.

4.3 PARKS AND OPEN SPACES

4.3.1 School Central Park Site

Both the Red Deer Catholic School Board and Chinook's Edge School Division have indicated a need for new school sites in the Town of Olds within five to fifteen years. In order to facilitate this future need, one school site has been identified in The Vistas ASP. This site is approximately ten acres in size and will provide four acres for the building site plus an additional six acres to meet the recreational needs of the school and the entire community.

The school site / central park is adjacent to the main collector roadway. Therefore, efficient transportation linkage is provided for the many students that may be bused or dropped off at this school site.

This site is large enough to accommodate the school site plus at least one soccer field or ball diamond plus other recreational uses such as playgrounds, hockey rinks, or multi-use pads. The ultimate recreational uses and configurations will be determined, in the future, when this site develops.

There is a small parcel of residential identified at the north east corner of the school/parksite. During negotiation of the Development Agreement, it will be determined if this parcel should remain as residential or be converted to park space.

4.3.2 Linear Park Sites

There are two linear parks planned for this neighbourhood. The first is an east/west connection between 57 Avenue and the school site. The second is a north / south park that links the existing development to the south to the school site.

In order to provide a recreational amenity early in the development, a small parkette has been included at the north end of phase one. This park will be developed with a play structure to service phase one as well as future phases.

4.3.3 Walkways and Multi-Use Trail

The Vistas ASP is designed with an extensive neighbourhood pathway system to convey pedestrian and bike traffic throughout the neighbourhood and linking to adjacent major collectors roadways, adjacent developments, and the school / park site.

As shown on Figure 4.0, the proposed lineal park will be utilized for a multi-purpose path, which will typically be 2.50 m wide and paved with asphalt. This path will link with the existing neighborhood and pathway to the south as well as the school site, 57 Avenue, and the future development, to the west and east.

4.3.4 Utility Corridors and Stormwater Management Facilities

The stormwater management facility proposed in the southwest corner of the plan could be utilized for recreational activities. This facility will be designed to ensure a safe environment for all users while maintaining the integrity of the stormwater control function for which it is designed. It is anticipated that this facility will be a dry landscaped area and would only contain water during extreme rainfall events. The remainder of the time this facility will function as any other landscaped park.

4.4 TRANSPORTATION

The system of roads proposed for The Vistas neighbourhood provides its residents and the surrounding, traveling public with safe and efficient access from this area.

4.4.1 Collector Roads

Access to this development is provided via 57 Avenue, which is an existing major collector roadway that links this proposed development to Highway 27 (46 Street) and the rest of the Town. Until development proceeds to the west, this is the only access to and from the Vistas Lands. A 5.0 meter road widening has already been provided along the boundary of this development to facilitate future improvements to this roadway.

Two collector roadways are proposed for this development. The first will connect to 57 Avenue at the south end of the Plan and will then extend westerly to connect to future development to the west.

A second collector connection to 57 Avenue will be provided at the north end of the Plan. This collector road will swing southerly and connect to the south collector road at the southwest corner of the Plan.

The proposed collector roads will have a carriage width of 11.0 meters and a right-of-way width of 20.0 meters, and all collector roads will be designed as per Town of Olds design standards.

4.4.2 Local Roads

The system of local roads has been planned to provide access to individual development cells while at the same time discouraging outside traffic from short cutting through local roads. Local roads will have a 9.5 meter wide carriage way and a 15.0 meter wide right-of-way for any lots that have rear lanes. For lots that do not have rear lanes the local roads will be 10.5 meters wide complete with a 17.0 meter wide right-of-way. All local roads proposed will have monolithic curb and gutter sidewalks on one side of the roadway.

At the north end of the plan a roadway reserve has been identified as a potential connection to the land, to the north. Once development proceeds in this area, an assessment should be done to evaluate the likelihood of the lands to the north ever developing. If not, then consideration should be given to modifying the plan and changing this parcel to residential. If required in the future, this parcel should be landscaped until needed.

4.4.3 Laneways

Only two lanes are currently identified in the plan, which are both located in the southeast corner of the neighbourhood. As per town guidelines this lane will be 6.0 meters wide, and this lane will be paved with asphalt.

Lanes will be maintained for a two year period by the Developer until Final Acceptance by the Town.

Lots that do not have rear lanes, when backing onto another lot, will be constructed with a concrete drainage swale to convey drainage between these lots. At the detailed design stage a detail for this swale will be developed in consultation with the Town. This detail will likely include an easement for maintenance access for the Town.

5.0 Conceptual Servicing

5.1 STORMWATER DRAINAGE

One large Stormwater Management Facility (SWMF) will be incorporated into the layout for The Vistas Plan to properly manage and control major storm events. This facility will be located in the southwest corner of the neighbourhood. This facility will be sized to accommodate stormwater detention for 1:100 year storm events, and will be a dry storm detention pond that could be utilized for recreational use. Once a detailed servicing study is completed for The Vistas, the stormwater management requirements will be confirmed and if necessary this detention pond increased or reduced in size, or possibly a second small detention pond incorporated into the school site.

All storm sewers within the development will be sized to accommodate a 1 in 5 year stormwater event with the stormwater being conveyed on the streets to the stormwater detention facility during extreme stormwater events. An existing ditch located in the adjacent quarter section will be extended to the southwest corner of this development to convey stormwater from the storm detention pond. This stormwater will discharge into this ditch at pre-development runoff rates.

All stormwater facilities and storm sewers will be designed in accordance with the Town of Olds Design Guidelines and will be turned over to the Town of Olds after a two-year maintenance period. The storm system will also be designed to accommodate weeping tile connections to the homes either via a shallow or deep storm connection.

As discussed with the Town of Olds, 1.0 hectare of municipal reserve credit will be granted for the storm detention facility. The remainder of this facility will be zoned as a public utility lot.

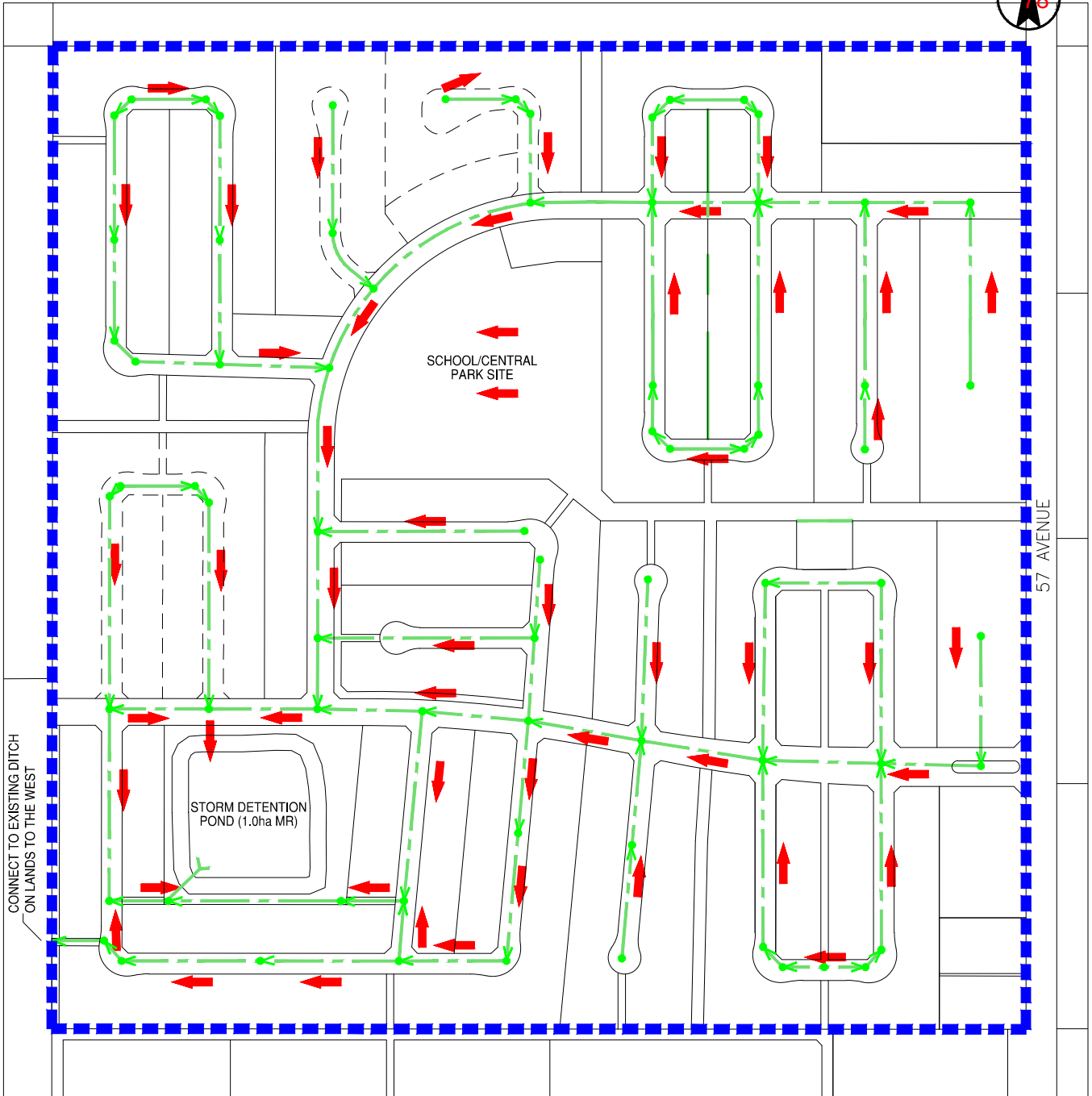
The major drainage and the overall storm system are shown in Figure 5.0.

5.2 SANITARY SERVICING





There is an existing 375 mm sanitary trunk that parallels the south boundary of the proposed development. There is also an existing 600 mm sanitary trunk that parallels the west boundary at the southwest corner of the Plan. Both of these gravity lines have excess capacity and a connection is contemplated to both of these trunks.

In order to service this development as well as future development to the east a 450 mm sanitary trunk will be extended from the existing 600 mm trunk in the southwest corner of the Plan, along the collector road alignment, to the northeast corner of the development. This trunk will eventually be pushed across 57 Avenue.

In order to service the first phase of development a connection will be made to the existing 375 mm trunk just west of the church. The remainder of the development will be serviced off of the sanitary trunks located in the collector roads.



LEGEND

-  ASP BOUNDARY
-  STORM PIPING
-  MAJOR OVERLAND DRAINAGE
-  MANHOLE AND FLOW DIRECTION

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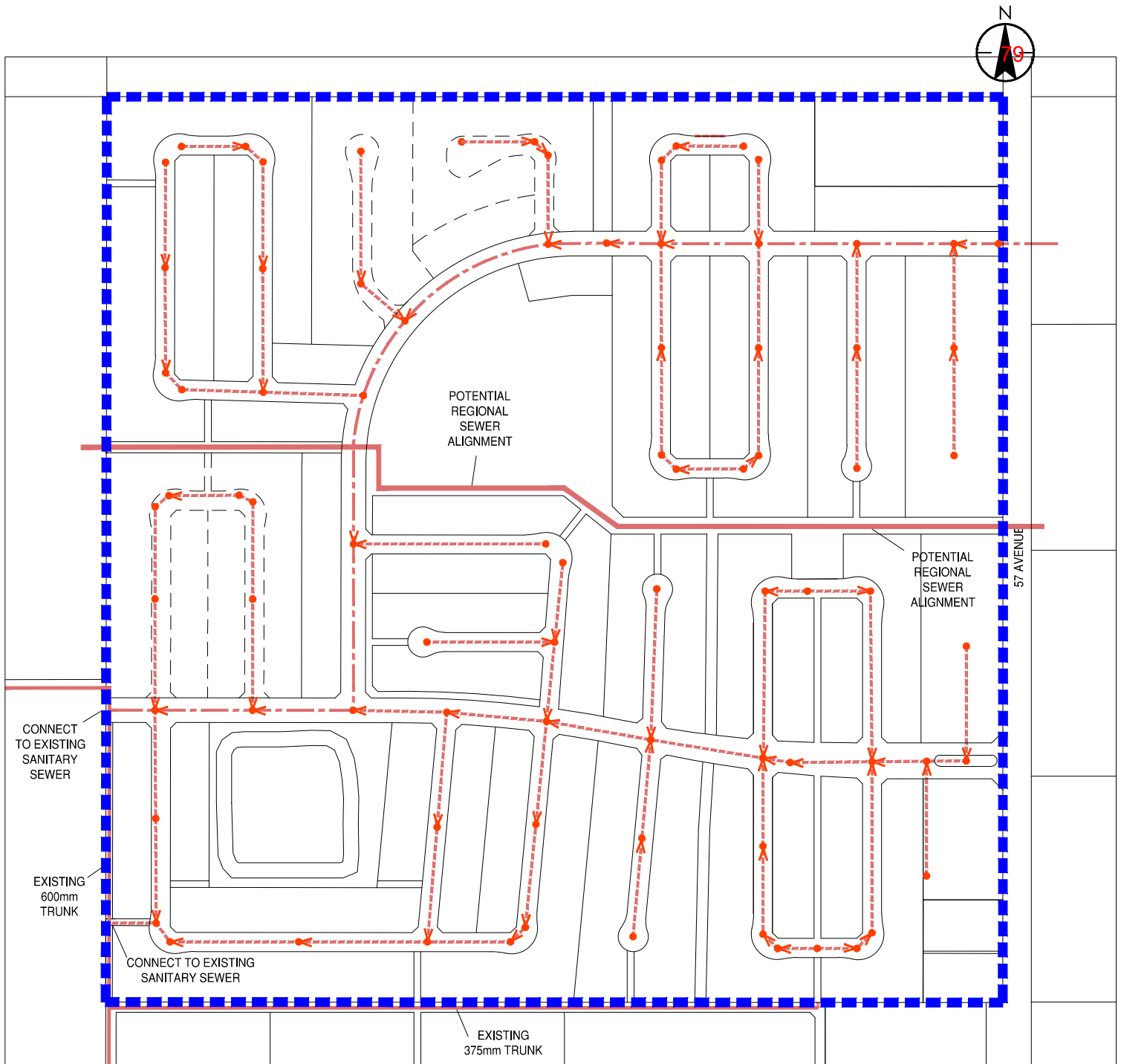
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Figure No.

5.0

Title

PROPOSED STORM WATER
MANAGEMENT PLAN



LEGEND

- ASP BOUNDARY
- PROPOSED SANITARY PIPING
- MANHOLE AND FLOW DIRECTION
- EXISTING SANITARY PIPING
- SANITARY TRUNK MAIN

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Figure No.

6.0

Title

PROPOSED SANITARY
SEWER PLAN

The majority of sanitary pipes in this development will be 200 mm diameter except for the sanitary trunks in the collector roadways. More detail on sanitary system will be provided when the detailed engineering stage is completed.

All sanitary sewer facilities will be designed in accordance with the Town of Olds Design Guidelines and will be turned over to the Town of Olds after the Developer has maintained them for two years. The overall sanitary sewer system is conceptual and is illustrated in Figure 6.0.

5.3 WATER DISTRIBUTION

There is an existing 250 mm watermain located in 57 Avenue, which will be utilized as the main water feed for the proposed development. This connection will be adjacent to the church and extended north up 57 Avenue to service The Vistas. This 250 mm main will then be extended west along the south collector road and then northeast up the other collector roadway.

Eventually a second feed will be provided to the Town of Olds with the extension of a new water trunk, which will be extended from the east side of town. This trunk will connect into the development at the northeast corner of the plan where the collector road connects to 57 Avenue. Similarly another loop connection to the development is contemplated in the southwest corner of the development. Two potential southwest water alignments been identified through the neighbourhood of Conerstone. The final alignment will be determined during detailed design of the associated phase.

The overall water distribution system needed to service the plan area is shown conceptually on Figure 7.0.

All watermains will be designed in accordance with the Town of Olds Design Guidelines and will be turned over to the Town of Olds after a two-year maintenance period.

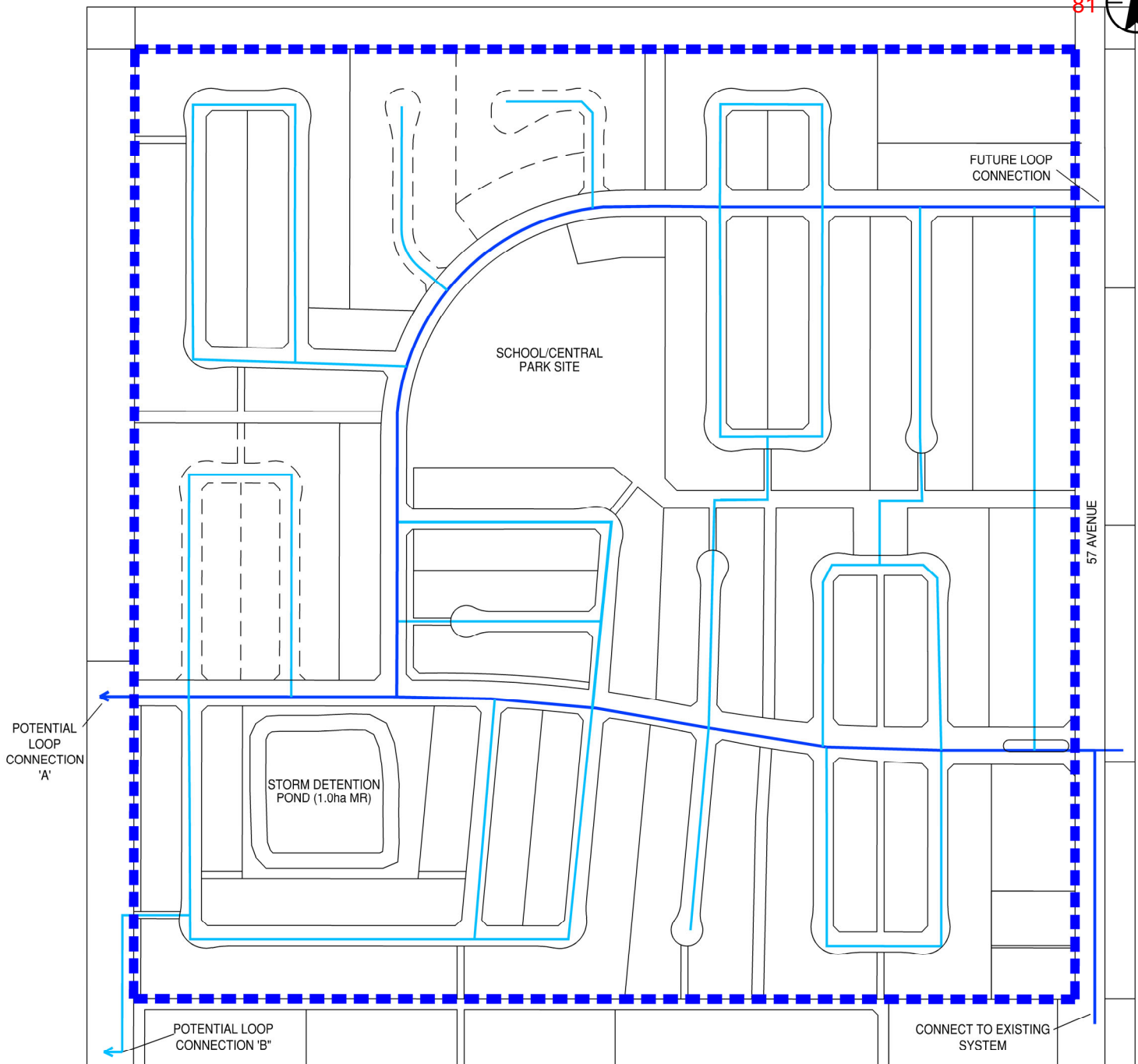
5.4 SHALLOW UTILITIES

There are no major servicing concerns regarding shallow utilities (gas, power, telephone super-net and cable). All shallow utilities will be extensions of those already in place in adjacent developments to the south.

Shallow utility servicing in the form of electricity, gas, cable, conduit for super-net and telephone will follow typical Town of Olds standards including shallow bury within easements paralleling the road rights-of-way.



81



LEGEND

- ■ ■ ■ ■ ASP BOUNDARY
- 150–200mm DIA WATER MAIN
- 250–300mm DIA WATER MAIN

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OLDS, AB

Figure No.

7.0

Title

PROPOSED WATER
DISTRIBUTION PLAN

6.0 Implementation

6.1 DEVELOPMENT STAGING

Infrastructure to service The Vistas development will be extended from the south and west into this development. Each successive stage will be developed with the logical economical extension of these municipal services with the intent of meeting the needs of the regional and local housing market.

Development phasing will proceed from the southeast corner of the plan and extend west until the southern half of the quarter section is developed. Then development will begin in the north half of the development starting on the west side. The phasing boundaries, as shown on Figure 8.0, are conceptual, and may vary when the actual re-districting and subdivision applications are made.

6.2 RE-DISTRICTING & SUBDIVISION

Re-districting and subdivision applications to conform to the land use designations described in The Vistas ASP will be undertaken as necessary. Guided by the Town of Olds MDP and The Vistas ASP, re-districting's and subdivisions will be required to adhere to the Town of Olds Land Use Bylaw and the informational requirements necessary for each application.

**TOWN OF OLDS
BYLAW NO. 2023-32**

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 Vistas Areas Structure Plan, Bylaw No. 2006-02

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

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

WHEREAS Council adopted the Vistas Area Structure Plan to guide the future growth and development of lands within NE 6-33-1-5, LSD 4;

WHEREAS the Council of the Town of Olds deems it necessary and expedient to amend the Vistas Area Structure Plan, Bylaw 2006-02;

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

1. That Section 4.2.2 Medium Density Residential (R2/R3) be replaced with the following text:

Three pockets of multi family areas are identified in the plan. The first is situated along the east boundary of the Plan. A second potential site for multi-family is identified in the northwest corner and a third along the west boundary. Potential product type will be determined by market conditions, each site could be built with duplexes, row houses, or multi-story buildings. It is anticipated that the east parcel of multi family will have apartment style development directly adjacent to 57 Avenue and transition to duplex or row housing style development in the interior of the subdivision. Each parcel could be developed with public or private roadways and will be determined as part of a future development permit application.

The multi family sites are ideally situated to provide efficient pedestrian access and vehicle access throughout the development and to the rest of the Town. This is accommodated by direct access to collector roadways and the close proximity of the linear park system.

2. That Section 5.3 Water Distribution be replaced with the following text:

There is an existing 250 mm watermain located in 57 Avenue, which will be utilized as the main water feed for the proposed development. This connection will be adjacent to the church and extended north up 57 Avenue to service The Vistas. This 250 mm main will then be extended west along the south collector road and then northeast up the other collector roadway.

Eventually a second feed will be provided to the Town of Olds with the extension of a new water trunk, which will be extended from the east side of town. This trunk will connect into the development at the northeast corner of the plan where the collector

road connects to 57 Avenue. Similarly another loop connection to the development is contemplated in the southwest corner of the development. Two potential southwest water alignments been identified through the neighbourhood of Cornerstone. The final alignment will be determined during detailed design of the associated phase.

The overall water distribution system needed to service the plan area is shown conceptually on Figure 7.0.

All watermains will be designed in accordance with the Town of Olds Design Guidelines and will be turned over to the Town of Olds after a two-year maintenance period.

3. That Figure 4.0 is replaced with the attached Schedule A.
4. That Figure 7.0 is replaced with the attached Schedule B.
5. That Table 1 is replaced with the table contained in the attached Schedule C.
6. That Table 2 is replaced with the table contained in the attached Schedule D.
7. This Bylaw comes into force on the date it is passed.

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

Public Hearing held on the ____ day of _____, 2023

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

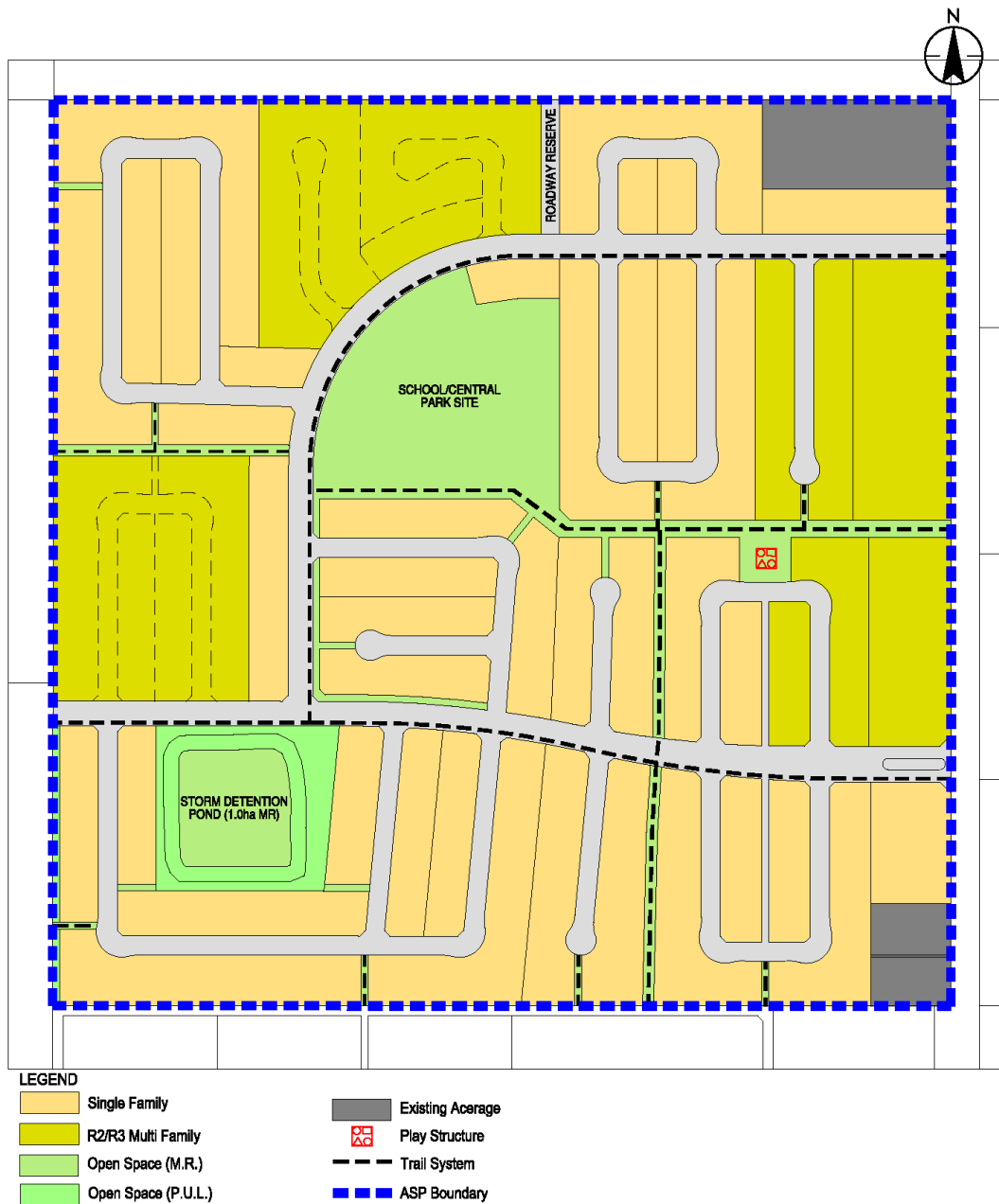
Read a third and final time on the ____ day of _____, 2023

Judy Dahl, Mayor

Chief Administrative Officer

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

Schedule A of Bylaw No. 2023-32



July, 2023
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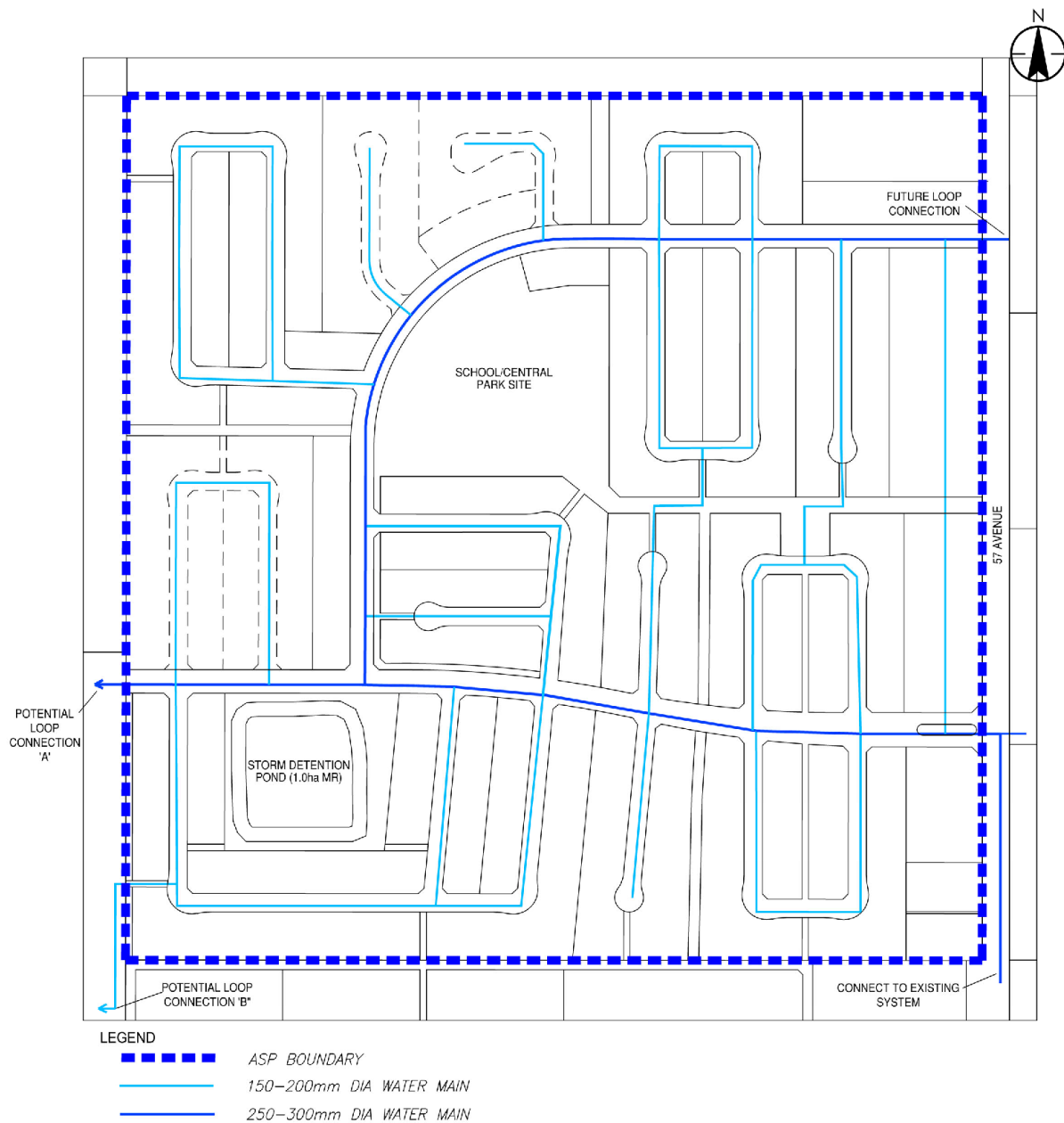
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4.0

Title

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Schedule B of Bylaw No. 2023-32



July, 2023
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Figure No.

7.0

Title

PROPOSED WATER
DISTRIBUTION PLAN

Schedule C of Bylaw No. 2023-32

Table 1

Area Structure Plan Land Use Statistics

	Area (ha)	% of GDA
Gross Area	64.3	100
3 existing acreages	1.99	
Net Developable Area	62.31	
Low Density Residential – single family detached	28.96	46.5%
Medium Density Residential (R2) – Duplex/Townhome	10.77	17.3%
Medium Density Residential (R3) – Apartment	3.38	5.4
Open Space – Municipal Reserve	6.53	10.5%
Parks and Open Space (M.R. and P.U.L.)	1.43	2.3%
Roads and Lanes	11.24	18.0%

Schedule D of Bylaw No. 2023-32

Table 2

Residential Units and Population

Land Use	Area (ha)	Density units/ha	Density persons/ unit	Population
R1 – Single family detached	28.96	18	2.3	1199
R2/R3 – Medium density*	10.77	38	2.3	941
R3 – Medium density**	3.38	65	2.3	505
Total				2646
Average Population				42.6 per ha***

*Medium density is proposed as duplex, townhomes or condominium development.

**Two parcels located along 57 Avenue is identified as apartment style development.

***Density is determined based on proposed housing type and Land Use Bylaw regulations.
Density may differ based on final lotting and constructed housing type.



Request for Decision

Bylaw 2023-33 Mountain View Power Committee

September 11, 2023

RECOMMENDATION

That Bylaw 2023-33 the Mountain View Power Committee Bylaw be given first reading.

That Bylaw 2023-33 the Mountain View Power Committee Bylaw be given second reading.

That Bylaw 2023-33 the Mountain View Power Committee Bylaw be given unanimous consent for presentation of third reading.

That Bylaw 2023-33 the Mountain View Power Committee Bylaw be given third reading.

STRATEGIC ALIGNMENT

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

LEGISLATIVE AUTHORITY

Municipal Government Act

BACKGROUND

The council of the Town of Olds wishes to establish a council committee that acts in an advisory capacity by making recommendations regarding Mountain View Power grant applications. This committee will act within the parameters of this bylaw and the Community Grants Policy already established by council.

The Mountain View Power Committee Bylaw is a new bylaw to establish the committee and provide the governance required for a council committee as per the *Municipal government Act*. This bylaw will include to whom and what the bylaw applies, membership, budget, procedure, and reporting.

FINANCIAL CONSIDERATIONS – N/A**ATTACHMENTS**

1. Bylaw 2023-33 Mountain View Power Committee - DRAFT

Author:	Marcie McKinnon Legislative Clerk	Date: September 6, 2023
CAO Signature:	Brent Williams	Date: September 6, 2023

**TOWN OF OLDS
BYLAW NO. 2023-33
BEING A BYLAW OF THE TOWN OF OLDS ESTABLISHING THE MOUNTAIN VIEW
POWER COMMITTEE**

WHEREAS, pursuant to the *Municipal Government Act*, RSA 2000, cM-26 and amendments thereto, a municipality may pass bylaws in the relation to the establishment and functions of council committees, and to the procedures to be followed by council committees;

WHEREAS, pursuant to the *Municipal Government Act*, RSA 2000, cM-26 and amendments thereto, a council committee may consist of a combination of councillors and other persons;

AND WHEREAS, the council of the Town of Olds wishes to establish a council committee that makes recommendations to council on the distribution of funds via the Community Grant Program;

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

1. BYLAW TITLE

1.1 This Bylaw may be cited as the “**MVP Committee Bylaw**”.

2. DEFINITIONS

- 2.1 “Act” means the *Municipal Government Act*, RSA 2000 cM-26 and amendments thereto.
- 1.2 “Administration” means the operational arm of the Town, comprised of the various departments and business units including all employees who operate under the leadership and supervision of the Chief Administrative Officer (CAO).
- 1.3 “Town” means the municipal corporation of the Town of Olds in the Province of Alberta.
- 1.4 “Committee” means the Mountain View Power Committee.
- 1.5 “Community” means the geographic area established as the recreation boundary surrounding Olds (the lands legally described within the boundaries of Mountain View County as per Schedule 5, in the Intermunicipal Cooperation Committee Master Agreement).
- 1.6 “Council” means the Council of the Town of Olds elected pursuant to the *Local Authorities Election Act*, RSA 2000 cL-21 and amendments thereto.

2. COMMITTEE COMPOSITION

- 3.1. The committee shall be appointed at the annual organization meeting of Council.
- 3.2. Only individuals who are Mountain View Power customers are eligible to sit on the committee. This includes individuals who own or reside at any property that is a Mountain View Power customer.
- 3.3 The council may terminate the appointment of any member at any time.
- 3.4 Members appointed to this Committee will not receive remuneration.

3. STATEMENT OF TO WHOM AND TO WHAT THE BYLAW APPLIES

- 4.1 This bylaw shall apply to the Town Council, administration, and appointed members of the committee.

5. COMMITTEE MEETINGS

- 5.1 The committee shall be called upon following the close of grant intake periods.
- 5.2. The committee shall receive administrative support from Town staff as required.
- 5.3 The committee shall appoint a chairperson at the start of each meeting.

6. GENERAL RULES AND SPECIAL PROVISIONS

- 6.1 Council Policy 804C shall govern the Mountain View Power Community Grants Program and the process the committee follows when adjudicating grant applications.
- 6.2. The committee shall operate within the parameters of Town bylaws and policies.

7. SEVERABILITY

- 7.1 Every provision of this bylaw is independent of all other provisions and if any provision is declared invalid by a Court, then the invalid provisions shall be severed and the remainder provisions shall remain valid and enforceable.

8. EFFECTIVE DATE

- 8.1 This bylaw shall come into force and effect when it receives third reading and is duly signed.

READINGS

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

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

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

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

SIGNATURE LINE

Judy Dahl
Mayor

Brent Williams
Chief Administrative Officer

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



Request for Decision

Alberta Municipalities 2023 Resolutions Review

September 11, 2023

RECOMMENDATION

That Council accepts for information the administrative input on the Alberta Municipalities 2023 Resolutions for the fall convention, as presented.

STRATEGIC ALIGNMENT

*Our residents and town staff actively communicate and engage with us through open dialogue.
 Our community is supported and enabled through skillful governance.
 Our thriving community is built on strong and collaborative relationships.
 Sound fiscal practices are balanced with a commitment to prioritizing value for our citizens.*

LEGISLATIVE AUTHORITY

Municipal Government Act

BACKGROUND

Alberta Municipalities (ABmunis) conducts an annual resolutions process that enables member municipalities to identify and prioritize common issues and solutions while also empowering Alberta Municipalities Board of Directors to advocate to the federal and provincial governments on members' behalf. This process includes a Resolutions Session at the Alberta Municipalities Convention where members vote on the resolutions submitted and are carried forward to the Provincial Government through AB Munis advocacy efforts. The administration has reviewed the annual resolutions and provided input for the council on each resolution.

Resolutions adopted by members annually at Convention are typically active for three years. Alberta Municipalities administration, standing committees, and the Board take action to develop and implement advocacy strategies for each resolution. Given the scope, complexity, and volume of issues facing municipalities, ABmunis uses a framework to prioritize where it invests our collective efforts.

FINANCIAL CONSIDERATIONS – n/a**ATTACHMENTS**

1. Administration review and input on the AB Munis 2023 Resolutions

Author:	Marcie McKinnon Legislative Clerk	Date: September 6, 2023
CAO Signature:	Brent Williams	Date: September 6, 2023

2023 AB Munis Resolutions

Resolution Name	Direct or Indirect Impact	Recommended Vote
B1: Protection for Vulnerable Residential Tenants	Direct - residential tenants in AB are vulnerable to unregulated annual rent increases, which can result in negative outcomes for Albertans and for the communities they live in.	Support
B2: Enhanced Funding for the Rent Assistance and Temporary Rent Assistance Benefits	Direct - Access to stable, adequate housing is foundational to community wellbeing and prosperity of all Albertans. Adequately funding the rent supplement program has a direct impact on building thriving, safe and welcoming communities for all.	Support
B3: Homelessness and Associated Social Needs in Rural Communities	Direct - addressing homelessness and affordable housing falls within Federal and Provincial jurisdiction.	Support
B4: Rural Access to Supports for Addictions, Homelessness and Mental Health	Direct - municipalities of all populations in Alberta require collaboration and coordination, as they are in dire need of assistance to deal with addiction, homelessness, and mental health.	Support
B5: Supporting Long-Term Sustainability of Affordable Housing in Alberta	Direct - adequate housing is a fundamental human right affirmed in international law, and is a critical element to building vibrant and inclusive	Support
B6: Capital Funding Support for Housing Management Bodies	Indirect - the Government of Alberta needs to increase funding to Housing Management Bodies to alleviate the affordability crisis and provide funding for capital upkeep or replacement needed	Support

B7: Post-Traumatic Stress Disorder (PTSD) Coverage for Community Peace Officers Under the Workers Compensation Act	Indirect - Community Peace Officers are in communities and institutions to “preserve and maintain the public peace”. To that end, these dedicated Community Peace Officers can become involved in serious, traumatic, and life altering events.	Support
B8: Provincial funding for Medical First Response	Direct - the Government of Alberta should compensate municipalities that operate a fire service with employees or volunteers who are qualified as Medical First Responders in instances when those firefighters respond to emergencies due to the absence or delay of provincial paramedics in their service area.	Support
B9: Integration of Nurse Practitioners into the Alberta Healthcare System	Direct - smaller municipalities in Alberta experience challenges accessing essential healthcare services and therefore need access to alternative options to a traditional physician-oriented service delivery model	Support
B10: Expand Capacity to Train Combined Laboratory and X-Ray Technologists for Rural Alberta Moved by: Town of Sundre Seconded by: Town of Olds	Direct - rural healthcare facilities require staff with a wider, multi-disciplinary skill set, known as a Combined Laboratory and X-Ray Technologist (CLXT), than the staff that are required in conventional urban settings	Support
B11: Maintaining Non-Partisan Municipal Elections	Direct - For our municipalities to remain efficient, effective and accountable, it is critical that we leave no room for partisan politics.	Support

B12: Inclusion of Libraries in Intermunicipal Collaboration Frameworks	Direct - the purpose of Intermunicipal Collaboration Frameworks (ICFs) is to ensure municipalities contribute funding to services that benefit their residents	Support
B13: Provincial Funding for Growing Municipalities	Direct - the Government of Alberta should actively partner with municipalities absorbing the population growth required to support a vibrant, diverse and thriving provincial economy through the creation of a dedicated funding program to support the capital investment pressures of growth.	Support
B14: Provincial Lending Rates to Municipalities	Direct - the increase in debt servicing costs has created greater strains on municipal finances, forcing municipalities to make difficult financial decisions in order to provide well-managed, accountable local government to Albertans; and the burden of increased debt servicing costs has resulted in Albertan property owners paying more to fund the building of community infrastructure.	Support
B15: Infrastructure Servicing and Construction Costs of School Sites	Direct - encumbering municipal reserves and borrowing capacity to facilitate school-site servicing is not sustainable and renders these financial resources unavailable for municipalities to make other much-needed community investments	Support
B16: Provincial Support for Downtowns, Business Districts and Mainstreets	Direct - Downtowns, business districts and mainstreets are the focal point of businesses, retail, tourism, and the hospitality industry in communities of all scales.	Support

B17: Changes to the Clean Energy Improvement Program	Direct - changes to CEIP are required to scale up and expand the program so it can reach its full potential	Support
C1: Sustainable Community Hospice Funding Model	Direct - Government of Alberta should implement a sustainable operational funding model for the provision of hospice services by community hospice societies across the province.	Support
C2: Review of Vehicle Collision Reporting Damage Threshold	Indirect - Government of Alberta to engage stakeholders and review the \$2,000 collision reporting damage threshold to reflect current repair costs, while reducing red tape and administrative work for municipal police departments	Support
C3: E-Scooters and Modernizing the Alberta Traffic Safety Act for Personal Use	Indirect - the Government of Alberta to amend the Traffic Safety Act to accommodate the daily use of e-Scooters Alberta wide, for rental and personal use.	Support
C4: Use of Golf Carts on Designated Municipal Roads	Direct - the Government of Alberta to make changes to the Alberta Traffic Safety Act and regulations plus the Use Of Highway And Rules Of The Road Regulation that would allow Municipalities, if they so desire, to approve the use of golf carts on certain approved roads and public lands within their municipality.	Support

C5: Access to Mobile Wireless (Cellular) Services	Indirect - access to landlines and high-speed internet is challenging in rural and remote areas which further increases the importance of reliable mobile wireless (cellular) services	Support
C6: Capital Budget Disclosures Negatively Impacting Procurement Processes	Direct - GoA should amend Part 8 of the MGA to provide that detailed phasing and costing of projects are protected information from disclosure in public budget documents and off-site levy bylaw requirements until after those projects have been awarded under the applicable procurement process.	Support
C7: Trade Agreement Impacts on Municipal Procurement Processes	Direct - the provincial government should abolish the NWPTA, as it would permit greater opportunities for local sourcing	Support
E1: Enhancing Amusement Ride Safety	Indirect - Ensuring safe and healthy communities is a cornerstone role for Alberta municipalities	Support



Request for Decision

Policy #901C

September 11, 2023

RECOMMENDATION

That Council approve the revised Policy 901C – Recreational Facilities and Sports Fields Use, as presented.

STRATEGIC ALIGNMENT

Our community is supported and enabled through skillful governance.

Sound fiscal practices will be balanced with a commitment to prioritizing value for citizens.

LEGISLATIVE AUTHORITY

Municipal Government Act, Council's principal role in municipal organization: Section 201(1)(a): A council is responsible for developing and evaluating the policies and programs of the municipality; and General Duties of Councillors: Section 153(b) Councillors have the following duties to participate generally in developing and evaluating the policies and programs of the municipality.

BACKGROUND

Council requested the Chief Administrative Officer bring to Council a revised policy to adjusted service levels regarding the utilization of recreation facilities. Implementing changes to off-season hours of operation and exploring greater off-season utilization of facilities has prompted a review of Policy 901C. The revised policy was presented to COuncil at the September 5, 2023, Policies and Priorities Committee Meeting.

An added clause explicitly states the Town is not responsible for failure to provide space due to unforeseen circumstances and user may lose their allocation privileges if non-usage of allocated space is recurring. Further, verbiage has been amended to clarify facility utilization is of the utmost consideration and allocation of space is at the sole discretion of the Town prior to the booking prioritization process. Following the passing of a revised policy the existing approved procedures will be updated according to adjust booking of ice and dry surfaces during the April-June period. Note that the attached definitions are the same for Ice Booking and Dry Floor Rental procedures. This revised policy also conforms to the recent changes to formatting and content of Council Policies.

FINANCIAL CONSIDERATIONS

Changes clarify the prioritization of bookings and off-season facility allocations to provide opportunities for increased facility utilization and revenue generation.

ATTACHMENTS

1. Draft Policy 901C Recreational Facilities and Sports Fields Use
2. Current Policy 901C Recreational Facilities and Sports Fields Use
3. Definitions from Draft 901P, p.1

Author:	Janice Locke	Date: August 15, 2023
Director Signature:	Doug Wagstaff - <i>Electronically Approved</i>	Date: September 6, 2023
CAO Signature:		Date:

POLICY #901C

4512 – 46 Street, Olds, AB Canada T4H 1R5
T 403-556-6981 F 403-559-6537
www.olds.ca

Policy Title:	Recreational Facilities and Sports Fields Use
Number:	901C
Approval:	Town Council Motion # _____
Effective Date:	July 10, 2023
Review Date:	July 4, 2023, Motion # _____
Approved Date:	July 10, 2023, Motion # _____
Supersedes Policy No.:	New

Policy Statement:

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

Purpose:

To provide a standard for Town owned and/or operated Recreational Facilities and Sports Fields that is fair and equitable for all existing and potential users.

Scope:

This policy applies to all users, user groups, patrons, organizations, and individuals wishing to access Town owned and/or operated Recreational Facilities and Sports Fields.

Standards:

1. General

- 1.1. The Chief Administrative Officer, or designate, is responsible for administering this policy within the terms and conditions established herein.
- 1.2. The CAO has the authority to temporarily adjust the service level. Temporary adjustments to the service level shall be communicated to Council.
- 1.3. Complaints shall be responded to as per Council Policy 105C Communication and Response, as amended from time to time.
- 1.4. It is recognized that needs vary between facility users and allocation of facility use must balance such needs with the economics of operating facilities and sports fields.
- 1.5. The Town will:
 - 1.5.1. Strive for the highest utilization of facility use for establishing levels of service and space allocation of site specific activity.
 - 1.5.2. Establish and maintain ongoing preventative maintenance programs for facilities.
 - 1.5.3. Ensure all construction, maintenance, custodial, and operational duties will be carried out in a safe and efficient manner to the benefit of the User Groups, Patrons, and Staff.

1.5.4. Maintain appropriate standards of behaviour at Town Recreational Facilities and Sports Fields.

1.5.5. Establish a set of fees for charges that are fair and equitable for users.

1.5.6. Provide guidelines for the use and scheduling of activities.

2. Prioritization of Booking

2.1. Regular Season prioritization for facility booking shall be as follows:

2.1.1. Town programs and/or services that are endorsed by the Town of Olds Council and/or are directly funded by the Town.

2.1.2. Regular Season Programs and/or services provided by Primary User Groups.

2.1.3. Programs and/or services provided by schools within Chinook's Edge School Division and/or Red Deer Catholic Regional Schools within the Olds Recreation Area.

2.1.4. Programs and/or services provided by registered non-profit organizations and societies in good standing with the Town and where majority of participants reside in the Town Recreation Boundary and are under the age of 18; and where rental end time is prior to 9:30 p.m.

2.1.5. Programs and/or services provided by a group, organization or individual associated with a recognized national, provincial, or regional governing body.

2.1.6. Participant use by local groups or individuals for not-for-profit recreational activity and where majority of participants reside in the Olds Recreation Area.

2.1.7. Programs and/or services offered by private groups, organizations, or individuals whose primary purpose is to make a profit (i.e., commercial users).

2.2. Off Season prioritization for facility booking shall be determined by Town administration and be based on the goal of maximizing facility utilization.

2.3. Users that cancel bookings may lose their right to secure future space and the loss of priority consideration.

2.3.1. The Town does not guarantee the renewal of annual rental time.

2.3.2. The Town will not be held responsible for any failure to provide space due to circumstances beyond its control.

2.3.3. Loss of facility space due to unforeseen circumstances (i.e., maintenance and closures) following the initial facility allocation will not be borne by user and will not impact other user's allocation.



901C Recreational Facilities and Sports Fields Use

Prepared By: Community Services

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

POLICY STATEMENT

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

PURPOSE

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

DEFINITIONS

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

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

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

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

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

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

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

SCOPE

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

RESPONSIBILITIES

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

STANDARDS

The Town will:

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

Priority allocation is as follows:

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

PROCEDURE #901.2P

4512 – 46 Street, Olds, AB Canada T4H 1R5

T 403-556-6981

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Procedure Title:	Sportsplex Dry Floor Rental
Procedure Number:	901.2P
Approval: Chief Administrative Officer	Date: xxx, xx, xxxx
Leadership Team Approval Date:	xxx, xx, xxxx
Supersedes Policy No.:	901C Recreational Facilities and Sports Fields Use

1. Purpose

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

2. Definitions

“Off-season” shall mean a period extending from the end of the Primary User group regular season until 30 days before the commencement of the next regular season.

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

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

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

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

“Regular Season” shall mean a period based on historical patterns assigned by the Town to each Primary User Group as identified annually in writing (User Agreement and/or letter).

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

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

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

3. Responsibilities

Parks and Recreation Facilities is responsible for the implementation of Policy 901C within the standards established.



Request for Decision

Bylaw No. 2023-22 Amendment to Land Use Bylaw

September 11, 2023

RECOMMENDATION

That Council sets Tuesday, October 10, 2023 at 1:00 pm in Council Chambers as the date, time and place for a Public Hearing on Bylaw No. 2023-22.

STRATEGIC ALIGNMENT

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

LEGISLATIVE AUTHORITY

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

BACKGROUND

On August 28, Council set a public hearing date for September 25th for Bylaw 2023-22. Administration did not publish an advertisement in the September 5th newspaper for this hearing. The required 14 days of advertising cannot be achieved in the September 12th and 19th newspapers as the scheduled public hearing is only 13 days after that first date. Therefore, a new public hearing date will need to be set in order to fulfill the advertising requirements.

COMMUNICATION/PUBLIC ENGAGEMENT

A public hearing is required prior to considering second and third reading of the bylaw. The proposed bylaw will be advertised in accordance with the Municipal Government Act to allow the public an opportunity to comment. Letters will be sent to adjacent landowners and the proposed bylaw will be circulated to referral agencies for comment.

RISK/CONSEQUENCES

1. Council may provide direction to Administration on changes to the proposed bylaw with the amended bylaw coming before Council for first reading at a later date.
2. Council may set a new public hearing date for this bylaw.

FINANCIAL CONSIDERATIONS - N/A**ATTACHMENTS - N/A**

Author: Kyle Sloan, Municipal Planner	Date: August 17, 2023
Director Signature: Scott Grieco	Date: September 6, 2023
CAO Signature: Brent Williams	Date: September 6/23



Request for Decision

Olds Fibre LTD Unanimous Shareholder Agreement Amendment

September 11, 2023

RECOMMENDATION

That Council approve the updated Unanimous Shareholder Agreement between the Town of Olds and Olds Fibre Ltd., as presented.

STRATEGIC ALIGNMENT

Our residents and town staff actively communicate and engage with us through open dialogue
 Our community is supported and enabled through skillful governance.
 Our thriving community is built on strong and collaborative relationships.
 Sound fiscal practices are balanced with a commitment to prioritizing value for our citizens.

LEGISLATIVE AUTHORITY

Municipal Government Act
 Business Corporations Act

BACKGROUND

The Olds Fibre Ltd. Shareholder has determined the need to make changes to the OFL Governance document, specifically the Unanimous Shareholders Agreement (USA) membership structure and requirements. This document is being presented to the Shareholder for consideration and approval. This is not a material change to the MCC and does not require public hearing nor advertising.

RISK/CONSEQUENCES

- If the Council decides not to approve this amendment to the USA, no changes will be made to the USA, and the membership will remain the same.

FINANCIAL CONSIDERATIONS – n/a

ATTACHMENTS

1. Unanimous Shareholder Agreement (USA) Draft

Author:	Marcie McKinnon Legislative Clerk	Date: September 6, 2023
CAO Signature:	Brent Williams	Date: September 6, 2023

Unanimous Shareholder Agreement - Olds Fibre Ltd.

UNANIMOUS SHAREHOLDER AGREEMENT
(the "USA")

THIS AGREEMENT made effective the _____, 2022

BETWEEN:

TOWN OF OLDS
(hereinafter collectively referred to as the "Town")

**OF THE FIRST
PART**

AND:

OLDS FIBRE LTD.
a body corporate duly incorporated pursuant to the laws of the
Province of Alberta, (hereinafter referred to as the "Corporation")

OF THE SECOND PART

WHEREAS:

- A.** The parties wish to enter into this Agreement for the purpose of defining and qualifying their respective rights and obligations to each other and the terms and conditions under which they will carry on their activities under the corporate structure of the Corporation;
- B.** The Town acquired all shares of the Corporation on October 1, 2021;
- C.** The applicable legislation requires all municipalities who acquire shares in a corporation incorporated pursuant to the Act to enter into a unanimous shareholder agreement which addresses those matters as set forth in the legislation, namely that the USA must address the following matters:
 - (a)** The matters referred to in section 146(1) of the Act;
 - (b)** The Corporation's service delivery standards and decision-making structure;
 - (c)** A dispute resolution process for the management of disputes between Shareholder(s);

-
- (d) The method by which the Shareholder(s) must provide direction to the corporation with respect to what action, if any, the controlled corporation is to take regarding a proposed Material Change in response to one or more report received under Section 7(5) of the Regulation.
- D. The parties wish to enter into this Agreement for the purpose of defining and qualifying their respective rights and obligations to each other and the terms and conditions under which they will carry on their activities under the corporate structure of the Corporation;
- E. The parties intend that this Agreement shall operate and be construed as a Unanimous Shareholder Agreement under the Business Corporations Act and that all other Unanimous Shareholder Agreements are null and void.

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of these premises and of the mutual covenants, agreements and conditions herein contained the parties hereby agree and declare as follows:

ARTICLE 1 - DEFINITIONS AND INTERPRETATION

1.01 Definitions

For the purposes of this Agreement and the Schedules hereto or any certificate, opinion or other document agreement, undertaking or assurance delivered in accordance with or in furtherance of the purposes and intent of this Agreement, unless there is something in the context inconsistent therewith, the following words and phrases will have the following meanings:

- (a) "**Act**" means the *Business Corporations Act*, R.S.A. 2000, and all regulations thereunder as amended from time to time and every statute that may be substituted therefor, and in the case of any such amendment and substitution, any reference in this Agreement to the Act shall be read as referring to such amended or substituted provisions;
- (b) "**Agreement**" means this Agreement as may be amended from time to time in accordance with the terms hereof, and the expressions "**herein**", "**hereof**", "**hereto**", "**above**", "**below**" and similar expressions if used in any sub-paragraph, paragraph, sub-section, Section or Article of this Agreement refer and relate back to the whole of this Agreement and not to that sub-paragraph, paragraph, sub-section, Section or Article only, unless otherwise expressly provided;
- (c) "**Appoint**" includes "**elect**" and vice versa;
- (d) "**Articles**" means the Articles of Incorporation of the Corporation filed on the 7th day of September, 2010 as from time to time amended or restated;
-

-
- (e) **"Board"** means the Board of Directors of the Corporation;
- (f) **"Business"** means the operation of broadband services carried on or to be carried on by the Corporation and all activities necessarily related thereto;
- (g) **"Business Day"** means every day except Saturday, Sunday, and a statutory holiday effective in the Province of Alberta;
- (h) **"Business Plan"** means the Business Plan of the Corporation in accordance with Section 75.1(4) the MGA which shall address the following matters:
- the costs incurred by the Town related to establishing and controlling the Corporation;
 - the value of any assets of the Town that are being or have been transferred to the Corporation;
 - a cash flow projection for the next 3 years of the Corporation's operation;
 - the Corporation's the financial statements and operating and capital budgets for each year the Corporation has existed; and
 - any other matter that is prescribed by the Regulation.
- (i) **"Bylaws"** means any Bylaws of the Corporation as may be amended from time to time and in force and effect;
- (j) **"Core Policies"** means those Board policies that the Shareholder(s) has deemed to be essential to the operation of the Corporation and to which the Board is responsible for creating and maintaining.
- (k) **"Director(s)"** means the person(s) who is/are from time to time, in accordance with the terms of this Agreement, duly appointed director(s) of the Corporation;
- (l) **"Financial Statements"** means those audited financial statements of the financial operation of the Corporation, including monthly statements of the Corporation's revenues and expenses, as they are kept by the Corporation, and which comply with generally accepted accounting principles;
- (m) **"Material Change"** means a Material Change as such term is defined in Section 7(1) of the Regulation and includes:
- a change in the type of services offered by the Corporation;
 - the purchase, sale, transfer, or issuance of any Shares in the Corporation
-

that would result in a change to the controlling interest of the Town;

- a change in the geographic locations where the controlled corporation offers services, if that change was not contemplated in the business plan under section 75.1(3)(a) of the MGA; or
 - a change in the business, financing, operations, or affairs of the Corporation that would be considered important by a reasonable person taking into account the circumstances of the Corporation in its entirety;
- (n) **"MGA"** means the *Municipal Government Act*, RSA 2000, c.M-26 and all regulations thereunder as amended from time to time and every statute that may be substituted therefor, and in the case of any such amendment and substitution, any reference in this Agreement to the MGA shall be read as referring to such amended or substituted provisions;
- (o) **"Officer(s)"** means any officer(s) of the Corporation;
- (p) **"Ordinary Resolution"** has the meaning as set forth in the Act;
- (q) **"Parties"** means the initial parties to this Agreement and includes any person who may hereafter execute a counterpart of this Agreement upon becoming a shareholder and **"Party"** means any one of them;
- (r) **"Regulation"** means the *Municipally Controlled Corporations Regulation*, A.R. 112/2018;
- (s) **"Share(s)"** means at all relevant times an issued Share or issued Shares, as the case may be, of the Corporation;
- (t) **"Shareholders"** means all of the shareholders of the Corporation.
- (u) **"Special Resolution"** has the meaning as set forth in the Act;

1.02 **Derivative Meanings**

All derivatives of any of the definitions set forth in Section 1.01 hereof shall have the meanings appropriate to the derivation of such definition.

1.03 **Words that Reference Defined Terms in Legislation**

Words and phrases used in this Agreement and not defined herein have the meaning assigned to them in the MGA.

1.04 **Effect of Unanimous Shareholder Agreement**

This Agreement shall operate and be construed as a Unanimous Shareholder Agreement under the Act provided that if for whatever reason this Agreement is determined not to be a Unanimous Shareholder Agreement under the Act, the terms and provisions hereof shall be binding upon the Parties. Should a conflict exist between this Agreement and the Corporation's Articles or Bylaws, this Agreement shall take precedent.

ARTICLE 2 - GOVERNANCE OF THE CORPORATION

2.01 Board of Directors

- (a) The Board shall consist of up to seven (7) Directors based on the following criteria:
 - (i) One (1) current Town councillor, who shall not be eligible to sit as Chairperson.
 - (ii) Six (6) public at large directors appointed.
 - (b) The following individuals are ineligible for appointment to the Board:
 - (i) current Town employees.
 - (ii) Former councillors or former employees of the Town within the preceding five (5) years; or
 - (iii) Former board members of previous iterations of the Corporation or of the Olds Institute for Community and Regional Development
 - (c) Directors shall not be permitted to have a Material interest in any contract or agreement which the Corporation is involved in, and any Director which has such interest shall immediately declare such interest to the Board and the matter referred to the Shareholder(s) for a decision on the Director's eligibility to continue on the Board.
 - (d) Notwithstanding anything in this Agreement to the contrary, the maximum total term limit for any Director is eight (8) years.
 - (e) Notwithstanding anything in this agreement, the first board of directors (the "**First Board**") shall comprise the current councillors of the Town for a period not to extend past October 31, 2023, unless extended by the Shareholder(s).
 - (f) Unless extended by the Shareholder(s), the second board (the "**Second Board**") shall be appointed as soon as practicable and in any event, no later than November 1, 2023, as follows:
-

- (1) the Shareholder(s), through the Board's Governance Committee created for the purpose of governing the transition from the First Board to the Second Board, shall approve a competencies matrix for the selection of the Second Board, including the selection of the Chair of the Board (the "**Chair**");
 - (2) notwithstanding the above, unless otherwise approved by the Shareholder(s), the Second Board Directors' terms shall not exceed four (4) years and Second Board Directors' shall be appointed for staggered terms alternating between two (2) and four (4) year terms such that at no point shall there be a full turnover of the Second Board in one year;
 - (3) notwithstanding the above, unless otherwise approved by the Shareholder(s), the Second Board Directors shall all be compensated the same amount except for the Chair, who may receive greater compensation than the other Second Board Directors. The governance committee shall be responsible for shortlisting potential Second Board Directors based on the competencies matrix, remuneration and terms approved by the Shareholder(s).
 - (4) the governance committee shall conduct interviews with potential Second Board Directors and shall identify the potential individuals to the First Board;
 - (5) the First Board shall prepare a list of candidates for the Shareholder(s) to consider for appointment to the Second Board.
 - (6) The Shareholder(s) has the final decision to appoint members to the Second Board.
- (f) following the appointment of the Second Board, all subsequent Board members shall be appointed as follows:
- (1) the then-current Board shall, using the competencies matrix, come up with recommendations to the Shareholder(s) for replacement Board members as the then-current Board members' terms come to an end or they retire, die, or are removed by the Shareholder(s) pursuant to the terms hereof;
 - (2) the Shareholder(s) shall determine the remuneration of Directors and the Chair and the length of term for the Directors and the Chair;
-

- (3) notwithstanding the above, unless otherwise approved by the Shareholder(s), Directors' terms shall not exceed four (4) years and Directors shall be appointed for staggered terms such that at no point shall there be a full turnover of the Board in one year;
 - (4) notwithstanding the above, unless otherwise approved by the Shareholder(s), Directors shall all be compensated the same amount except for the Chair, who may receive greater compensation than the other Directors;
 - (5) upon receiving the recommendation(s) for new Directors from the then-current Board, the Shareholder(s) shall decide whether to approve the recommended Directors. This process shall apply to all replacement Directors, whether they are required due to term(s) coming to an end, retirement, death, or removal of a Director by the Shareholder(s) in accordance with the terms hereof;
 - (6) the Shareholder(s) shall always select the Chair of the Board from the Directors; and
 - (7) All appointments shall be filled by Council resolution.
- (g) the Shareholder(s) shall remove any Director who refuses to comply with the terms of this Agreement.

2.02 Vacancies on the Board

Notwithstanding anything in this Agreement to the contrary, a Director will be removed from the Board if he or she:

- (a) dies;
- (b) resigns; or
- (c) is otherwise removed by operation of law.

2.03 Reporting to the Shareholder(s)

- (a) The Board shall be required to present regularly to the Shareholder(s) as determined by the Mandates and Roles document.
 - (b) The Town will be entitled to make the annual financial statements and any other reports that it receives from the Corporation as required by the Regulation available to the public for inspection.
-

2.04 **Annual General Meeting**

Notwithstanding and in addition to all requirements in the Act and within this Agreement related to a Shareholder(s)' meeting, the Corporation shall call a Shareholder(s) annual general meeting once a year (the "**Annual Meeting**") during which it will, without limitation:

- (a) have its auditor present the audited financial statements in accordance with GAAP for the preceding year for information to the Shareholder(s);
- (b) present any bylaws and policies implemented by the Board which are not Core Policies and any proposed amendments to the Core Policies;
- (c) present an updated Business Plan including all the requirements outlined herein and in the MGA for discussion and, if necessary, approval by the Shareholder(s) in accordance with the terms hereof;
- (d) review the Mandate and Roles Document with the Shareholder(s) and, if necessary, approve any amendments in accordance with the terms hereof; and
- (e) consider Board appointments; and provide a general operations report and update to the Shareholder(s) with respect to any key developments and future plans.

ARTICLE 3 CORPORATION OPERATIONAL MATTERS

3.01 **Conduct**

Unless otherwise authorized by the Shareholder(s), the Board shall not authorize the Corporation to:

- (a) **Operational Matters:**
 - (i) sell, lease or exchange all or substantially all of the property of the Corporation other than in the ordinary course of business;
 - (ii) be continued as a body corporate under the laws of another jurisdiction;
 - (iii) carry on any business or activity other than the Business;
- (b) **Corporate Matters:**
 - (i) amalgamate or merge with any other corporation;
 - (ii) issue or transfer any Shares of any class, increase, or decrease the

authorized or issued capital of the Corporation, or alter the Corporation's Share structure and/or Articles in any way;

- (iii) issue stock options;
- (iv) redeem or purchase any of the Corporation's Shares otherwise than allowed by the terms of this Agreement;
- (v) reorganize the Share capital of the Corporation;
- (vi) purchase shares or securities in any other corporation, firm or entity;

(c) **Financial Matters:**

- (i) give financial assistance to any person outside the regular operations of the business;
- (ii) make a general assignment for the benefit of creditors;
- (iii) make a voluntary assignment to a trustee in bankruptcy;
- (iv) subject to the provisions of the Act, give a guarantee on behalf of the Corporation to secure performance of an obligation of any person;
- (v) mortgage, hypothecate, pledge, or otherwise create a security interest in all or any property of the Corporation owned or subsequently acquired, to secure any obligation of the Corporation;
- (vi) pay dividends of the Corporation to any Shareholder(s);
- (vii) default on its debt obligations.

(d) **Governance Matters:**

- (i) take or institute any proceedings for the winding up, reorganization or dissolution of the Corporation;
 - (ii) register to carry on business in other jurisdictions;
 - (iii) enter into any partnerships or joint ventures.
-

3.02 **Material Change**

- (a) Notwithstanding anything contained herein to the contrary, if a Material Change to the Corporation is proposed, the Corporation shall not and the Board shall not cause the Corporation to implement this Material Change without approval of the Town pursuant to the MGA and the Regulation.
- (b) The Corporation will cooperate with the Town to implement the required legislative process in the event of a proposed Material Change.
- (c) The Town shall provide a report to the Corporation summarizing the Public Feedback received during the Engagement Process.
- (d) After the Town's receipt and consideration of Public Feedback, the Town shall provide direction to the Corporation of any matter regarding the proposed Material Change
- (e) Only after there has been compliance with Section 75.3 of the MGA and the Town has provided approval in accordance with Section 3.02(d) shall the Corporation be entitled to implement any proposed Material Change.

3.03 **Mandates and Roles Document**

The Mandate and Roles Document shall be a binding document that shall set out, among other things, the following:

- (a) the Core Policies of the Corporation;
- (b) the mandate of the Corporation; and
- (c) any other matters which the Corporations, with the approval of the Shareholder(s) as outlined herein, deem advisable to include in the Mandate and Roles Document.

At each Annual Meeting the Mandate and Roles Document shall be reviewed by the Shareholder(s) and Corporation to determine if any amendments are required.

3.04 **Business Operations**

The Parties acknowledge and agree that the Corporation shall operate the Business in accordance with this USA, the Business Plan, and the Mandate and Roles Document, and the service delivery standards.

3.05 **Financial Assistance**

The Parties acknowledge and agree that the intent of the Business is for the Corporation to be funded by revenue generated from the Business as much as is possible. Notwithstanding the foregoing, the Parties acknowledge and agree that the Town has provided financial assistance to the Corporation, as detailed in the Promissory Note, dated 29 June 2022 as set out in Schedule A (the “Financial Assistance”).

ARTICLE 4 - SHARES

4.01 Restriction on Issuance of New Shares

The Parties agree that no additional Shares in the Corporation shall be allotted without Shareholder(s) approval.

4.02 Sale of Business

No Sale of the Corporation, its Assets or the Business is permitted without the consent of the Shareholder(s). The proceeds of any sale shall be applied first to the repayment of the Financial Assistance.

ARTICLE 5 - OTHER PROVISIONS

5.01 Investments

All investments made by the Corporation shall be made in accordance with Section 250(2) of the MGA.

5.02 Dispute Resolution

At any time that there is more than one Shareholder in the Corporation, disputes between the Shareholders shall be resolved in accordance with the Dispute Resolution procedure attached hereto as Schedule B.

5.02 Service Delivery Standards

The Corporation's service delivery standards shall be incorporated into the Business Plan, as amended. It will be the Board's duty to establish and amend the service standards as required.

ARTICLE 6 - GENERAL PROVISIONS

6.01 Further Assurances

The Parties and each of them do hereby covenant and agree to do such things and execute such further documents, agreements and assurances as may be necessary or advisable from

time to time in order to carry out the terms and conditions of this Agreement in accordance with their true intent.

6.02 **Singular, Plural, and Gender**

Wherever the singular, plural, masculine, feminine or neuter is used throughout this Agreement the same shall be construed as meaning the singular, plural, masculine, feminine, neuter, body politic or body corporate where the fact or context so requires and the provisions hereof and all covenants herein shall be construed to be joint and several when applicable to more than one Party.

6.03 **Notices**

- (a) Whether or not so stipulated herein, all notices, communication, requests, and statements (the "**Notice**") required or permitted hereunder shall be in writing.
- (b) Any Notice required or permitted hereunder shall be sent to the intended recipient at its address as follows:
 - (i) to the Town:
Town of Olds
4512- 46 Street Olds, Alberta T4H 1R5
Email: admin@olds.ca
 - (ii) to the Corporation:
Olds Fibre Ltd.
#1 5102 – 51st Street
Olds, Alberta
Email: customerexperience@o-net.ca

or to such other address as each Party may from time to time direct in writing.

- (c) Notice shall be served by one of the following means:
 - (i) by delivering it to the Party on whom it is to be served. Notice delivered in this manner shall be deemed received when actually delivered to such Party;
 - (ii) if delivered to a corporate party, by delivering it to the address specified in (b) during normal business hours. Notice delivered in this manner shall be deemed received when actually delivered;
 - (iii) by email to the Party on whom it is to be served. Notice delivered

in this manner shall be deemed received on the earlier of:

- (A) if transmitted before 3:00 p.m. on a Business Day, on that Business Day; or
 - (B) if transmitted after 3:00 p.m. on a Business Day, on the next Business Day after the date of transmission; or
- (iv) by mailing via first class registered post, postage prepaid, to the party to whom it is served. Notice so served shall be deemed to be received five (5) days after the date it is postmarked. In the event of postal interruption, no notice sent by means of the postal system during or within seven (7) days prior to the commencement of such postal interruption or seven (7) days after the cessation of such postal interruption shall be deemed to have been received unless actually received.

6.04 **Unenforceable Terms**

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

6.05 **Amendments**

This Agreement may only be altered or amended in any of its provisions when any such changes are reduced to writing and signed by the Parties.

6.06 **Remedies Not Exclusive**

No remedy herein conferred upon any Party is intended to be exclusive of any other remedy available to that Party, but each remedy shall be cumulative and shall be in addition to every other remedy given hereunder or now or hereafter existing by law or in equity or by statute.

6.07 **Preamble**

The Parties hereby confirm and ratify the matters contained and referred to in the preamble to this Agreement and agree that same is expressly incorporated into and form part of this Agreement.

6.08 No Waiver

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

6.09 Counterparts

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

6.10 Division

The division of this Agreement into Articles, Sections, paragraphs, or subparagraphs forms no part of this Agreement and shall be deemed to have been inserted and done for convenience.

6.11 Headings

The headings in this Agreement have been inserted for reference and as a matter of convenience only and in no way define, limit, or enlarge the scope or meaning of this Agreement or any provision hereof.

6.12 Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the Province of Alberta and the laws of Canada applicable therein. Each of the parties hereby irrevocably attorns to the exclusive jurisdiction of the courts of the Province of Alberta.

6.13 Time

Time shall be of the essence of this Agreement.

6.14 Survival

The provisions of this Agreement which by their respective context are meant to survive closing of a purchase or sale and/or termination of this Agreement shall respectively survive such closing or termination. as the case may be, for the benefit of the Party or Parties relying thereon and shall not be merged therein or therewith.

6.15 Business Day

In any case where time limited by this Agreement expires on a day that is not a Business Day the time

shall be extended to and shall include the next succeeding Business Day.

6.16 Statutory Reference

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

6.17 Non-Merger

Unless subsequently agreed in writing, the provisions of this Agreement shall not merge on but shall survive execution of supplementary documents and otherwise howsoever.

6.18 Enurement

This Agreement shall enure to the benefit of and be binding upon the Parties hereto, their heirs. Executors, administrators, successors and permitted assigns.

IN WITNESS WHEREOF the corporate parties have hereunto executed this Agreement by the hands of their duly authorized officers in that behalf and the individual parties have set their hands and seals effective the day and year first above written notwithstanding the actual date or dates of execution hereof.

Town of Olds

Olds Fibre LTD.

Per: _____

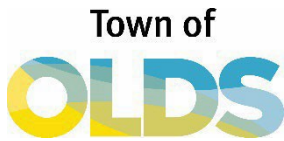
Per: _____

Appendix A

Financial Assistance

Appendix B

Dispute Resolution Procedure



Request for Decision

DP23-134 Business Support Services – Janitorial Office

Council Meeting Date: September 11, 2023

RECOMMENDATION

That Council approve Development Permit application 23-134 as presented, subject to the conditions listed in the attached draft Development Permit.

STRATEGIC ALIGNMENT

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

LEGISLATIVE AUTHORITY

1. *Municipal Government Act* – Chapter M-26, Part 17, Division 3 Section 623(a) Subject to section 641, a council must by bylaw provide for a development authority to exercise development powers and perform duties on behalf of the municipality.
2. *Municipal Government Act* – Chapter M-26, Part 17, Division 5 Section 640(6) A land use bylaw may authorize a development authority to decide on an application for a development permit even though the proposed development does not comply with the land use bylaw or is a non-conforming building if, in the opinion of the development authority, the proposed development would not unduly interfere with the amenities of the neighbourhood, or materially interfere with or affect the use, enjoyment or value of neighbouring parcels of land, and the proposed development conforms with the use prescribed or that land or building in the land use bylaw.
3. *Land Use Bylaw No. 01-23* – Schedule B, Section 2.3(13) Upon receipt of an application for a development permit in a Direct Control District, the Development Authority shall review the application and forward its comments and recommendations thereon to Council.

BACKGROUND

Land Use Bylaw amending Bylaw 2018-12 designated the subject property Direct Control 7 (DC7) which is a land use district to provide development regulations specifically for medical and/or recreational cannabis production and distribution development. The applicant is requesting that a Business Support Services (Janitorial Office) be approved. A Business Support is considered a discretionary use in this District at 203, 4218 46 Avenue.

PROPOSAL

The proposed Business Support Services (Janitorial Office) will consist primarily as an office with some non-toxic janitorial supplies.

This building is located on two separate parcels, with separate titles and different uses. Some of the uses at 4218 46 Ave include an Autobody repair and tire services.

As per the previously approved permit DP23-056 for a Fitness Centre at 103, 4218 46 Ave, one of conditions remains outstanding. These conditions run with the land and have not been cancelled or expired. The condition to consolidate both of the lots into one has not been met (July 31, 2023) and the permit has not been cancelled. Therefore, the Development Authority is requesting the following:

- 1) That the owner consolidate the two lots into one lot to ensure there is property protection when interior renovations or a change of uses are proposed are met prior to September 30, 2023.

RISK/CONSEQUENCES

1. Council may approve Development Permit 23-134 as presented, subject to the conditions listed in the attached draft development permit or with amendments.
2. Council may refuse Development Permit 23-134 and provide a detailed rationale for their decision.
3. Council may provide direction to Administration to gather more information about this application and table it until a future Council meeting, providing the applicant agrees to sign an extension of the application timeline.

FINANCIAL CONSIDERATIONS

N/A

ATTACHMENTS

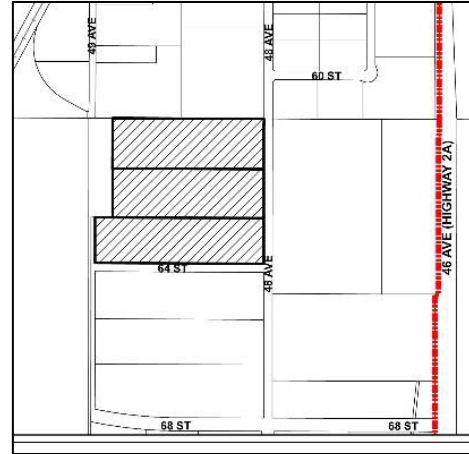
1. Direct Control 7 (DC7) Excerpt from Land Use Bylaw
2. Site Context/Aerial Imagery
3. Draft Conditions - Development Permit 23-134

Author: Shari Edgington CET, Development Officer	Date: Sept. 5, 2023
Director Signature: Scott Grieco, Director of Operations	Date: Sept. 6, 2023
CAO Signature:	Date:

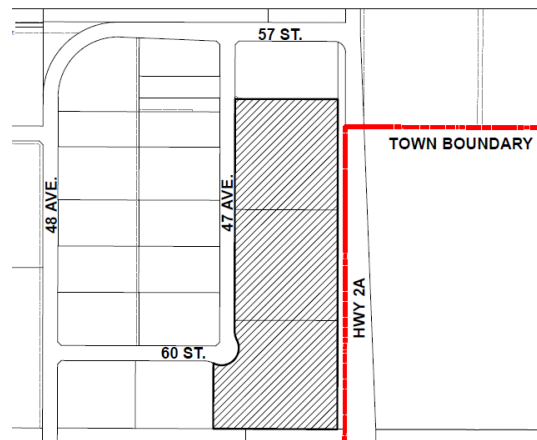
DIRECT CONTROL DISTRICT 7 (DC 7)

General Purpose: To provide a land use district and development regulations specifically for medical and/or recreational cannabis production and distribution developments. [2018-51]

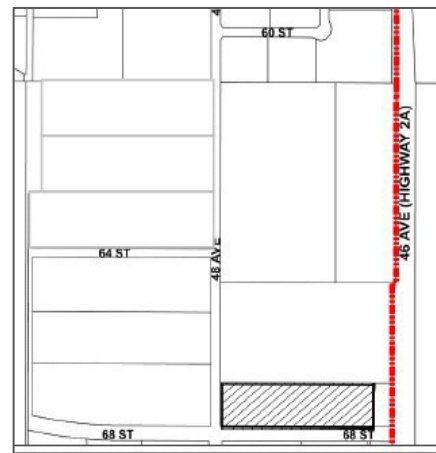
Lots 1, 2 & 3, Block 1, Plan 151 1656 as shown on the sketch, is designated Direct Control 7 (DC7). [2015-15] [2017-04]



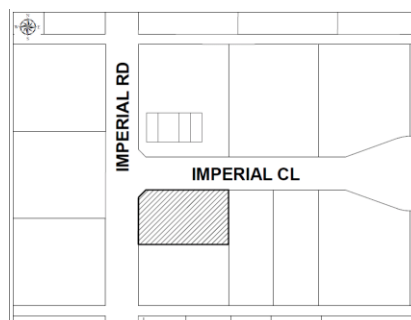
Lots 3, 4 & 5; Block 1, Plan 801 0797 as shown on the sketch is designated Direct Control 7 (DC7). [2017-09]



Lot 12, Block 1, Plan 151 1656, as shown on the sketch, is designated Direct Control 7 (DC7). [2017-17]



Lot 18A, Block 11, Plan 081 4721, as shown on the sketch, is designated Direct Control 7 (DC7). [2018-12]



Lot 6, Block 1, Plan 151 1656, as shown on the sketch, is designated Direct Control 7 (DC7). [2018-13]



Lot 4, Block 1, Plan 151 1656 and all that portion of 20 metres (of former road allowance) lying north of the north boundary of Lot 4, Block 1, Plan 151 1656 as shown on the sketch, is designated Direct Control 7 (DC7). [2018-33]



Lot 5, Block 3, Plan 101 2999; as shown on the sketch below, is designated Direct Control 7 (DC7). [2019-02]



Permitted uses: medical marijuana facility
cannabis production and distribution
custodial quarters
accessory buildings

[2018-51]

Discretionary uses: Such uses as deemed by Council to be compatible with the general purpose of the District.

The following regulations apply the development of a Medical Marijuana Facility:

Minimum Front Yard: 9 m (29.5 ft)

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

Minimum Rear Yard: 6 m (20 ft)

Maximum Parcel Coverage: 80%

Maximum Driveway Width: 12 m (39.4 ft)

Parking:	Office Area	2.0 / 100 m ² (1,076 ft ²)
	Grow Area	1.0 / 100 m ² (1,076 ft ²)

Plus must provide Barrier-Free parking space/s as per Section 3(1)(m).

Landscaping: The minimum amount of site area to be landscaped shall be the minimum front yard excluding driveways and parking areas.

Maximum Fence Height: 2 m (6.5 ft)

Custodial Quarters Maximum Gross Floor Area: 130 m² (1,400 ft²)

Supplementary Regulations: Unless otherwise specified by Council, all uses must also comply with the regulations in Schedule B and Schedule D.

Development Authority: The Development Authority for all development permits in DC7 shall be Council.

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

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

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

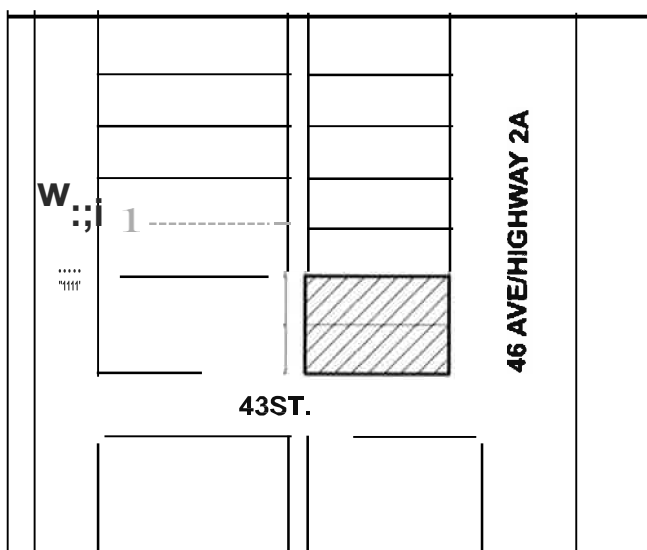
WHEREAS the *Municipal Government Act*, Revised Statutes of Alberta 2000 Chapter M-26 and amendments thereto, permit a Council by bylaw to amend the Land Use Bylaw; and

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

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

1. This Bylaw may be cited as the Land Use Amending Bylaw 2023-03
2. Bylaw 01-23, being the Town of Olds Land Use Bylaw, is hereby amended
 - a. That the Land Use District Map, being Schedule A of the Land Use Bylaw No. 01-23, be amended to change the designation of Lots 23 and 24, Block 56, Plan 4227GH from Light Industrial District (11) to Direct Control District 7 (DC7) as shown on the attached map (Appendix A).
 - b. That Schedule C: Direct Control District 7 (DC7) be amended to add the following legal land description and map:

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



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

Read for a first time on the 23 day of January, 2023

Public Hearing held on the 27 day of February, 2023

Read a second time on the 27 day of February 2023

Read a third and final time on the 27 day of February, 2023


Judy Dahl, Mayor


Chief Administrative Officer

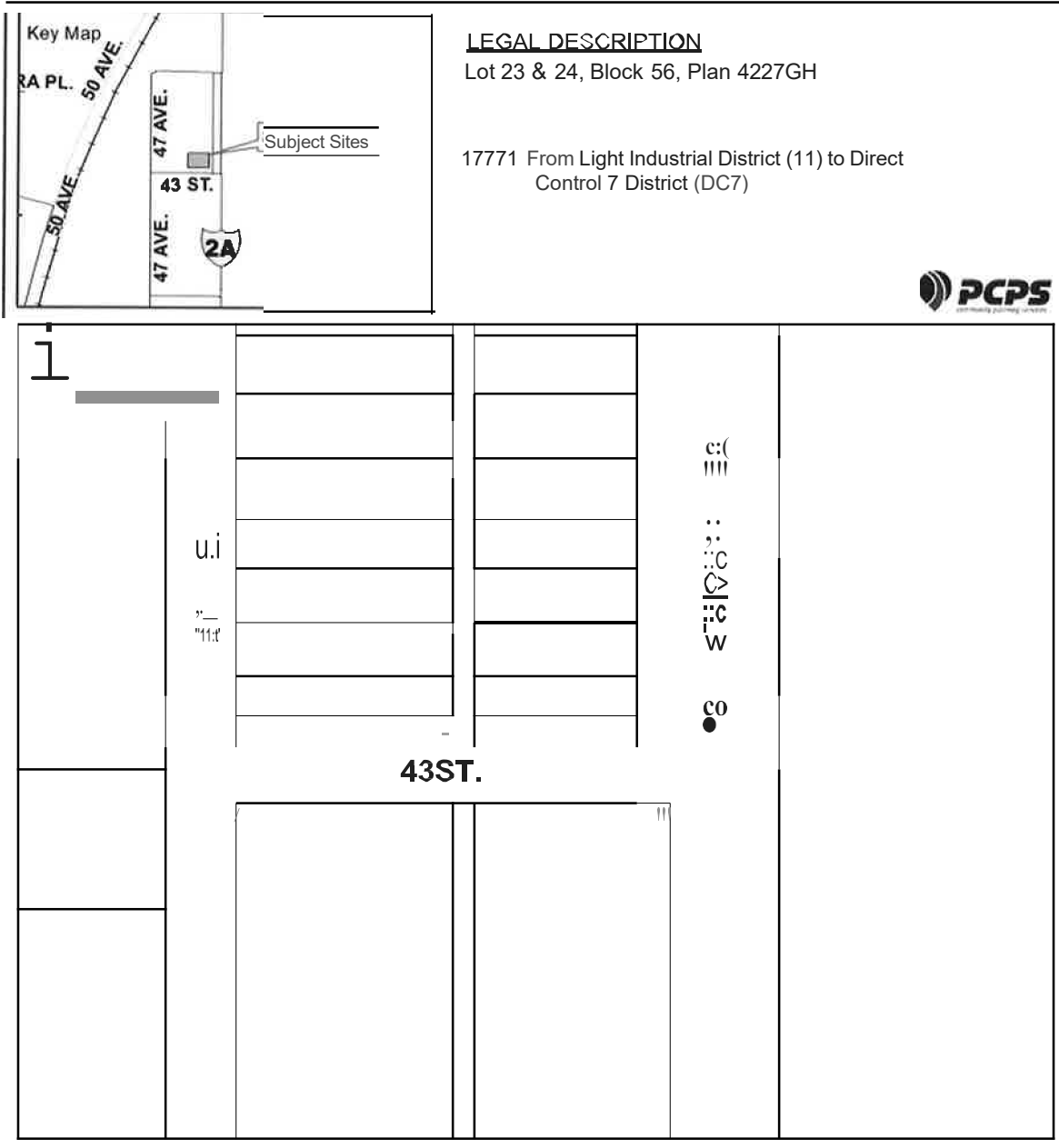
SIGNED by the CHef Elected Official and the Chief Administrative Officer this Jsr day of
m11-gc., 2023.

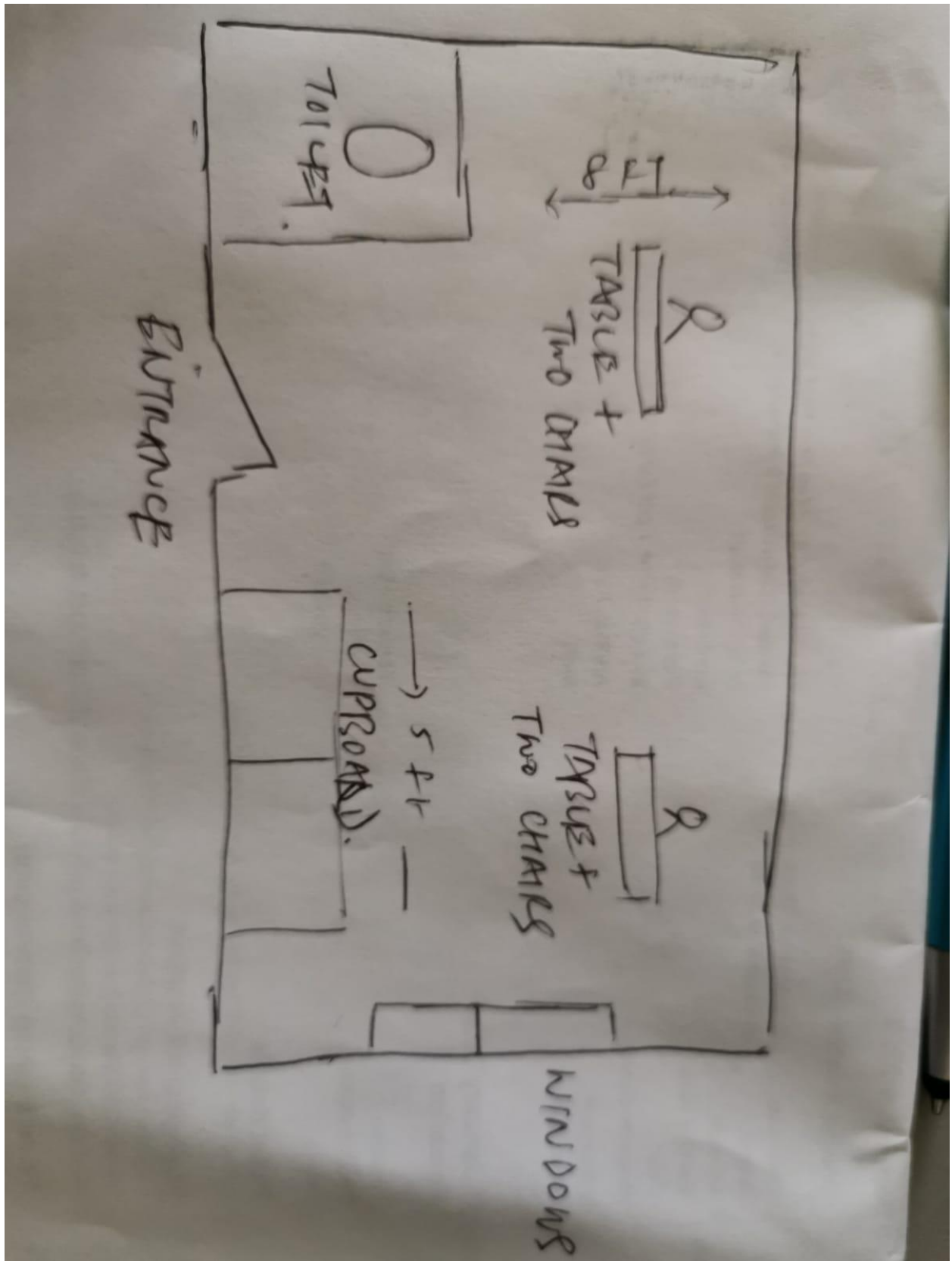
Town of Olds

Bylaw No. 2023-03

APPENDIX A

To amend Land Use Bylaw No. 01-23





4218 46 Avenue



Legend

- Hwy 2A Symbol
- Hwy 2A
- Hwy 27 Symbol
- Hwy 27
- Railway
- Road Labels
- Block Text Line

1: 3,000



0.2 0 0.08 0.2 Kilometers

WGS_1984_Web_Mercator_Auxiliary_Sphere

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

THIS MAP IS NOT TO BE USED FOR NAVIGATION

Notes

© Town of Olds

DEVELOPMENT PERMIT DP23-134

Proposal: Janitorial Office

Deemed Use: Discretionary Use – Business Support Service

Land Use Bylaw Designation: DC7 – Direct Control 7 District

Civic Address: 203, 4218 46 Avenue

Legal Description: Lot 23 & 24, Block 59, Plan 4227GH

Applicant / Owner: Shaima Usama/Bhupinder Singh

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

1. The development must be constructed in accordance with the approved plans and conditions. Any revisions to the approved plans (including non-completion of the development) must be submitted for approval to the Development Authority.
2. If the development authorized by a development permit is not commenced within 12 months from the date of issue, nor carried out with reasonable diligence, such permit approval ceases and the permit itself is deemed void, expired, and without effect, unless an extension of this period has been previously granted.
3. The Development Officer may, by notice in writing, suspend a Development Permit where development has occurred in contravention to the terms and conditions of the permit and/or Land Use Bylaw.
4. The property owner shall consolidate Lot 23 & 24, Block 59, Plan 4227GH into one lot prior to September 30, 2023.
5. Any janitorial supplies stored on-site shall be non-toxic.



Shari Edgington CET, Development Officer

Date of Decision: Regular Council Meeting, September 11, 2023

Date of Notice in Newspaper: September 12, 2023

Effective Date of Development Permit: October 2, 2023



Request for Decision

Chief Administrative Officer Report

September 11, 2023

RECOMMENDATION

That the Chief Administrative Officer Report be accepted for information.

STRATEGIC ALIGNMENT

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

Our community is supported and enabled through skillful governance.

Our thriving community is built on strong and collaborative relationships.

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

LEGISLATIVE AUTHORITY

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

BACKGROUND

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

RISK/CONSEQUENCES

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

FINANCIAL CONSIDERATIONS – N/A

ATTACHMENTS

Author:	Chylla Nault Executive Support-CAO & Council	Date: September 6 ,2023
CAO Signature:	Brent Williams	Date: September 6 , 2023



Request for Decision

Correspondence and Information

September 11, 2023,

RECOMMENDATION

That the Correspondence and Information Report ending September 11, 2023, be received for information.

STRATEGIC ALIGNMENT

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

LEGISLATIVE AUTHORITY

Council Communication Response Policy

BACKGROUND

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

LIST OF CORRESPONDENCE AND INFORMATION PRESENTED:

ITEM #	FROM / TO	REGARDING
A	Town of Olds: Communications	Community Connector
B	Town of Olds: Community Development	Community Connections Centre

RISK/CONSEQUENCES

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

FINANCIAL CONSIDERATIONS – n/a

ATTACHMENTS - Correspondence and Information packet is attached.

Author:	Chylla Nault Executive Support-CAO & Council	Date: September 6, 2023
CAO Signature:	Brent Williams	Date: September 6, 2023

Important Dates

September 1

Watch for new 30 km/h Play-ground Zones around schools and in Uptowne Olds

September 6

Community Connection Centre opens!

September 7

Community Showcase
@ Olds Sportsplex

Coffee with Councillors
@ The Crossing College Pub

September 12

Coffee with Councillors
@ Bean Brokers

September 13—22

Town-Wide Vapour Testing of
Sewer Lines

September 15

2023 Budget Survey ends

September 23 & 24

Alberta Culture Days

September 30

International Truth & Reconciliation Day #orangeshirtday

Community Calendar:

[www.olds.ca/
comm-calendar](http://www.olds.ca/comm-calendar)

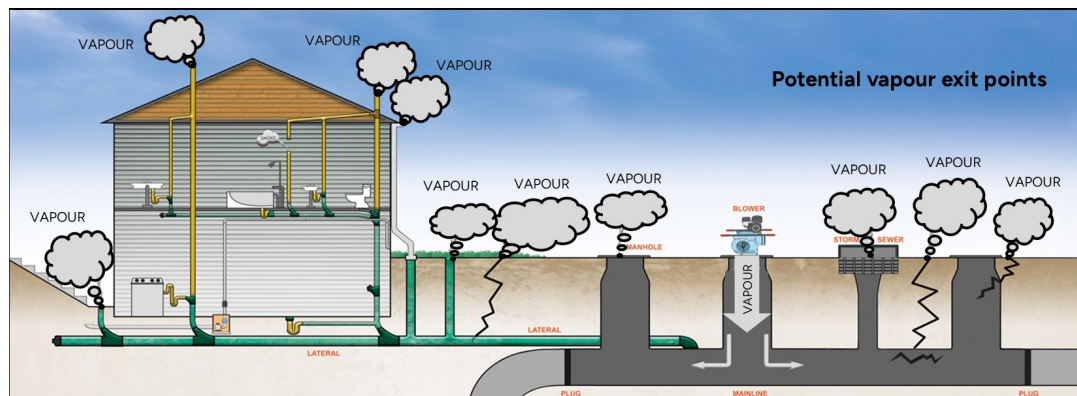
Vapour Testing of Sewer Lines

Wed Sept 13—Fri Sept 15
Mon Sept 18—Fri Sept 22

7:30am-5:30pm

Vapour is being released into the sewer system to find leaks, cracks and defects. It is a proactive, safe, and non-invasive method to find sewer line leaks for repairs. There will be no service disruptions and minimal traffic impact. Watch for notice boards in your area.

You may see vapour exiting from manhole covers, drains or the ground. **This is normal. The vapour does not pose a fire hazard.**



ACTION REQUIRED: Prior to testing, please pour 2-3 cups of water down all drains, especially rarely used drains.



CONTACT INFORMATION:

vapourtesting@olds.ca

403-556-6981

If vapour enters your home or business call: 403-507-4828

For more details and up-to-date information:

www.olds.ca/vapourtesting

NEW RESOURCE!

The **Community Connection Centre** is a local and centralized space to connect the community with information, preventative social services, programming, referrals and more. We serve individuals, seniors, youth and families.

You will find services from Mountain View Emergency Shelter Society (MVESS), Mountain View Moccasin House, BGC of Olds and Area, Family and Community Support Services (FCSS) as well as the Town of Olds Cemetery and Sunshine Bus services

A bookable office and programming space are available for nonprofit or community organizations.

Learn more:
www.olds.ca/cc

**SEE A PROBLEM?
REPORT A PROBLEM!**

www.olds.ca/rap

**COFFEE WITH
COUNCILLORS**

Share your thoughts, concerns and ideas about our community with the Town Councillors!

September 7—11:00AM-2:00PM

The Crossing College Pub Bell E.

Learning Centre: 4500-50th ST, Rm 924

September 12—8:00AM-10:00AM

Bean Brokers 5014-46th AVE

www.olds.ca/coffeewithcouncillors



ALBERTA CULTURE DAYS

**Saturday, September 23 2023—
Cultural Showcase**

11:00 am –2:00pm: Werklund Agriculture and Technology Centre Olds College—4500-50th Street Olds, AB Parking Lot B

**Sunday, September 24 2023—
Cultural Films & Perspectives**

1:00pm - 3:00pm: Mayfair Cinema—4910 50 Ave, Olds AB
Presented by The Town of Olds & Olds Municipal Library

www.olds.ca/alberta-culture-days

OLDS 135
**COMMUNITY
SHOW
CASE**

September 7—5:00PM-8:00PM
Olds Sportsplex Admission: Free

See what local organizations and groups have to offer for their upcoming programming, events or services.

www.olds.ca/communityshowcase



Complete the 2023 Budget Survey and share your opinion on important Town decisions and share your feedback.
August 15- September 15

www.olds.ca/engagement

**NATIONAL DAY FOR
TRUTH AND
RECONCILIATION**
#OrangeShirtDay



September 30— Orange Shirt Day: www.olds.ca/tr

Please consider switching to e-billing by visiting the Town. As of May 10, 2023, a \$1.00 surcharge is applied to paper utility bills. www.olds.ca/utility-e-bill

Questions, errors or feedback on this newsletter: communications@olds.ca

Town of Olds Regular Council Meeting Monday, September 11, 2023

COMMUNITY CONNECTION CENTRE

What is the Community Connection Centre?

Located in the Uptowne Olds core, the Community Connection Centre links people in the community with social preventative services, programming, and information. We serve individuals, seniors and families.

What services will I find there?

- Support for seniors, such as support with filling out forms for Provincial Support programs, transportation through the Sunshine Bus, subsidized housekeeping and connection to other resources for seniors in our community.
- Connection to child and youth services and programs in Olds.
- Services provided by the Mountain View Emergency Shelter Society.
- Connection for those seeking to connect with their Indigenous roots or seeking to increase their knowledge on Indigenous Culture.
- Town of Olds Cemetery Services.
- Information and referrals for families including parenting support, children's programs and subsidized counselling programs.
- Bookable office and programming space available for nonprofit or community organizations.

How to connect to our services?

Drop-in's welcome, appointments encouraged.

If you are looking to book Jean's Place, or an office space, contact

Facility Booking at facilitybookings@olds.ca or (403)556-3244 or www.olds.ca

OPENING SEPTEMBER 5

HOURS: Monday - Friday

9:00am -12:00pm and 1:00pm - 4:00pm

OFFICE ADDRESS: Lone Pine Professional Centre
4911 51st Avenue, Olds, Alberta

CONNECT WITH US



(403) 556-6981



fcss@olds.ca or cemetery@olds.ca



www.olds.ca

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MOUNTAIN VIEW MOCCASIN HOUSE



BGC of
Olds & Area