CITY COUNCIL – REGULAR MEETING
COUNCIL CHAMBERS
400 MAIN STREET SE
April 7, 2014

1. CALL TO ORDER – 6:00 P.M.

2. COMMITTEE OF THE WHOLE
2.1. Calgary Regional Partnership (Mayor Brown)

3. PUBLIC AGENDA – 7:00 P.M.

4. MINUTES
4.1. Minutes of the Regular Meeting of March 17, 2014
4.2. Acknowledgement of Other Minutes
     Community Services Advisory Board of February 10, 2014

5. APPOINTMENTS/PRESENTATIONS
5.1. Welcoming Airdrie Update (Robbie White)
     The Welcoming Airdrie Committee will present information on its activities over the past three years.

6. CONSENT AGENDA
6.1. Cash and Investment Summary for February 28, 2014 (Lucy Wiwcharuk)
6.2. 2014 Capital Projects Update (Bob Neale)
     Council is being provided with an update on the status of ongoing capital projects.
6.3. 2013 Election - Candidate Campaign Contributions and Expenses (Sharon Pollyck)
     Council is being provided with information on the 2013 Election candidate campaign contributions and expenses.
6.4. Change in Public Hearing Process (Sharon Pollyck)
     Council is being advised of a change in process for Public Hearings.

7. PUBLIC QUESTION PERIOD
8. PUBLIC HEARING/BYLAWS

Council is being asked to give final readings to Bylaw Nos. B-36/2013, B-37/2013, and B-38/2013, being bylaws to amend the Southeast Airdrie Community Area Structure Plan, the King’s Heights Neighbourhood Structure Plan, and the Land Use Bylaw, to expand the Kingsview Market area.

8.2. Bylaw No. B-19/2014 (Shannon Schindeler)
Council is being asked to give three readings to Bylaw No. B-19/2014, being a bylaw to amend Waste Bylaw No. 15/1992.

8.3. Bylaw No. B-20/2014 (Larry Laverty)
Council is being asked to give three readings to Supplementary Assessment Bylaw No. B-20/2014.

9. BUSINESS ARISING

9.1. Future Funding for Volunteer Airdrie (Clay Aragon)
As requested, staff is providing information on potential funding alternatives for Volunteer Airdrie.

10. AGENDA REPORTS

10.1. Quality Management Plan (Pertti Harkonen)
Council is being asked to adopt the revised Building Inspections Quality Management Plan as per correspondence received from the Alberta Safety Codes Council.

11. CORRESPONDENCE

11.1. Airdrie and District Hospice Society (Sharon Pollyck)
Council is being asked to proclaim the week of May 4 - 10, 2014, as Hospice Week.

11.2. Alberta One-Call and the Alberta Common Ground Alliance (Sharon Pollyck)
Council is being asked to proclaim April as Safe Digging Month.

12. BOARD/MEMBER REPORTS

13. REVIEW OF COUNCIL FOLLOW-UP (Paul Schulz)

14. ADJOURNMENT
Minutes of the Regular Meeting of the Municipal Council of the City of Airdrie, in the Province of Alberta, held in Council Chambers with the following:

PRESENT

Deputy-Mayor R. Chapman
Alderman D. Belyk
Alderman F. Burley
Alderman K. Hegg
Alderman C. Kolson

City Manager – P. Schulz
City Clerk - S. Pollyck
Assistant City Clerk/Recording Secretary – K. Kitiuk

ABSENT

Mayor P. Brown
Alderman A. Hunter

CALL TO ORDER

Deputy-Mayor Chapman called the meeting to order at 6:15 p.m.

COMMITTEE OF THE WHOLE

Alderman Burley moved that Council enters Committee of the Whole at 6:16 p.m.

Carried

2014-C-087
Leave Committee of the Whole

Alderman Burley moved that Council leaves Committee of the Whole at 6:51 p.m.

Carried

Recess/Reconvene

Deputy-Mayor Chapman declared a recess at 6:52 p.m. The meeting reconvened at 7:00 p.m.

MINUTES

Alderman Kolson moved that Council adopts the minutes of the regular meeting of Council of March 3, 2014, as presented.

Carried

2014-C-089
Acknowledge Minutes


Carried
APPOINTMENTS/PRESENTATIONS

*Airdrie Public Library Facility Needs Assessment*

Ms. Michelle Lock, Director of Community Services, reviewed the agenda report. She discussed potential visions for the project and reviewed the chart included in the Council agenda.

Mr. Dustin Fedun, Airdrie Library Board member, introduced Mr. Jon Hartenberger of HarGroup Research & Consulting Inc. to present the Library’s Facility Needs Assessment.

Mr. Hartenberger reviewed the community engagement process, trends in Library use in Alberta, demographics and growth, importance and value of the library, service priorities, assessing facility needs, and library spaces including public areas, community use areas, library work areas, and staff and volunteer work spaces. He discussed facility needs and provided two choices with respect to facility size. He commented on location considerations and central library versus branch libraries, and reviewed the preliminary estimates of revenues and expenses.

Alderman Belyk indicated his support for a larger library.

In response to a question, Mr. Hartenberger noted that there were no detailed discussions on the footprint, building size, or specific site; it will depend on what sites are available at the end of the process.

In response to a question, Mr. Hartenberger noted that revenue generating opportunities may be an option. He further noted that research included some criteria developed for the library, part of which related to organizations that might have an affiliation with the Library.

Ms. Lock reviewed the options set out in the agenda report.

Ms. J. Dufort, Chair of the Airdrie Library Board, thanked Council and indicated the Board is looking forward to the next steps in the process.

Alderman Hegg moved that Council directs staff to organize a Library visioning and collaborative planning workshop for Council and the Library Board.  

*Carried*

*Airdrie Public Library – The Avenue Documentary*

Ms. Veronica Funk, Art Program Coordinator of the Airdrie Public Library, appeared before Council to provide information on The Avenue Documentary being shown on March 27 in Council Chambers. She provided information regarding the benefits of a strong arts community and reviewed the businesses which have provided support.

Ms. Lynda Phelan, Team Leader of Corporate Communications, indicated her team would be happy to provide promotional support for the showing of the documentary.
2014 Alberta Summer Games Society

Ms. Lock introduced Ms. Val Simpson, Director of Administration, and Mr. Al Jones, Chair, of the 2014 Alberta Summer Games Society who appeared before Council to present an update on the preparation and planning for the 2014 Alberta Summer Games.

Mr. Jones noted it will take approximately 3,000 volunteers to host the games, and approximately 20% of the required commitments to volunteer have been received. Local businesses are being approached for sponsorship, and many have embraced the opportunity. He noted that there is still an opportunity to sponsor or donate to the event.

Ms. Simpson commented on the Society’s working budget, noting the community is really stepping forward with gift-in-kind donations. Currently there are a Games Manager, Office Coordinator, and Assistant Games Manager.

Mr. Jones introduced the 2014 Alberta Summer Games Manager, Mr. Russell Street. He provided Council with Alberta Summer Games shirts and discussed sports sponsorship and the pride the businesses and community take in the success of the Games.

Deputy-Mayor Chapman requested that there be some Games information brochures available at City Hall.

Alderman Belyk moved that Council accept for information the update from the 2014 Alberta Summer Games Society as presented.

Carried

CONSENT AGENDA

Alderman Belyk moved that Council accepts for information the following reports included in the consent agenda:
- Cash and Investment Summary for January 31, 2014
- Cat Ownership Education Campaign

Carried

PUBLIC QUESTION PERIOD

Mr. Richard Herdman, 1840 Meadowbrook Drive, addressed Council with respect to beekeeping in Airdrie. He discussed the bee pilot project and requested a notice of motion with respect to the definition of “bee” and the licensing of bee hives.

Mr. Paul Schulz, City Manager, noted that Council has directed staff to return with information and a recommendation regarding a pilot project on urban agriculture.

Mr. Herdman noted the City of Vancouver has a policy on honey beekeeping,
and asked that he and the Airdrie and District Beekeeping Association be consulted with respect to the pilot project and location of bee hives. He also advised that there is a provincial specialist that could be consulted. Deputy-Mayor Chapman indicated this would be taken under advisement.

**Recess/Reconvene**

Deputy-Mayor Chapman declared a recess at 8:00 p.m. The meeting reconvened at 8:06 p.m.

**PUBLIC HEARINGS**

Deputy-Mayor Chapman reviewed the process that would be followed.

**Bylaw No. 12/2014**

Mr. Jamie Dugdale, Team Leader of Planning & Development, reviewed Bylaw No. B-12/2014, being a bylaw to:

1. amend Section 2-8(3) Land Use Map of Land Use Bylaw No. B-09/2005 to redesignate Lot 1, Block 2, Plan 921 0838 from Business Highway Frontage District (B-HF) to Direct Control District as shown in the attached Schedule A; and

2. amend Part Eight of Land Use Bylaw No. B-09/2005 to include Section 8-40 Direct Control Thirty Nine (39) as shown in the attached Schedule B; to allow for recreational vehicle storage at 272210 Range Road 293 (Dandy RV).

Mr. Dugdale reviewed the context map, subject lands, adjacent lands, and an aerial photo of the site. He commented on the planning considerations and indicated that staff is not supportive of the bylaw.

Deputy-Mayor Chapman asked if there was anyone present who wished to speak in favour of Bylaw No. B-12/2014.

Mr. Christopher Davis of Davis Jensen Law, 315A - 39 Avenue SE, Calgary, introduced Mr. Peter Schryvers of Citytrend Planning, 310, 239 - 10 Avenue SE, Calgary. Both parties indicated support of the bylaw.

Mr. Davis noted that the bylaw would be consistent with Airdrie's plans and standards for gateway access. He indicated that he has received a letter from Mr. Dugdale indicating that the City had no issue, and asked Council to keep an open mind. He noted that the land was annexed in the last annexation, and his client has worked diligently to bring the site into compliance.

Mr. Schryvers noted that this is a temporary use which is only approved for a three-year period at a time. The temporary use within the DC district is transitional and does not preclude any long-range planning. When the long-term planning has been completed, the use can be easily ceased; Council would not be committing to any long-term development planning. He noted that Kent Rupert, Team Leader of Economic Development, indicated that the lands are not a priority for comprehensive planning and development in the near future, and that it is a challenging area for redevelopment.
He further noted that the site is well-screened from the highway with considerable landscaping in the form of evergreen trees. If required, additional screening can be part of a conditional development permit.

Mr. Schryvers advised that RV storage by nature is a transitional use that requires no servicing or permanent structures and can be easily removed with minimal cost and time; in that sense it does not preclude any future development once an area structure plan has been completed. In conclusion, he noted that this is a simple application that allows the site to be used as a storage facility until such time as comprehensive planning can take place.

Mr. Davis invited members of Council to discuss lot configurations and the response from Economic Development.

Three letters of support were distributed to Council.

Deputy-Mayor Chapman asked if there was anyone else present who wished to speak in favour of Bylaw No. B-12/2014.

Mr. Brian Bolson (phonetic), 88 Belleview Drive (phonetic), noted that it would be nice to have an RV facility in Airdrie rather than having to go outside of the city to find suitable storage facilities.

Deputy-Mayor Chapman asked if there was anyone else present who wished to speak in favour of Bylaw No. B-12/2014. There was no response.

Ms. Sharon Pollyck, Manager of Legislative Services and Corporate Communications, indicated that there are three letters in support of the application from Ms. Mildred Miller, Mr. Jim Williams, and Mr. Mike Anderson (filed with the agenda).

Deputy-Mayor Chapman asked three times if there was anyone else present who wished to speak in favour of Bylaw No. B-12/2014. There was no response.

Ms. Pollyck indicated there was a letter received from Peter and Brigitte Laschinsky of Airdrie Day Care (filed with the agenda) expressing concerns with RV storage in terms of hazardous materials, primarily propane and combustible fluids on the RV units, and asking what monitoring would be in effect by the City.

A second letter was received from Genevieve Samuel (filed with the agenda) expressing concerns that the location within the city is not appropriate for a storage facility and concerns about screening if the development was to go forward, and indicating the proposed use is inconsistent with the current area and that the site should be planned in terms of a broader master plan or vision for the area.

In response to a question regarding timeframes for developing the annexed area, it was noted that the first step would be the adoption of the municipal development plan which should be coming to Council within the next month. Mr. Dugdale described the engagement process for the planning of the recently annexed area, noting the timeframe can be difficult to determine. He noted that
with respect to the past location of RV storage on the southwest side of Airdrie, the main difference there was that the business was not in the midst of residential development at that time; once development started to occur around the site, steps were taken to terminate the use.

Deputy-Mayor Chapman declared the Public Hearing on Bylaw No. B-12/2014 closed.
BYLAWS

Alderman Burley moved that Council gives First Reading to Bylaw No. B-12/2014 being a bylaw to:

1. amend Section 2-8(3) Land Use Map of Land Use Bylaw No. B-09/2005 to redesignate Lot 1, Block 2, Plan 921 0838 from Business Highway Frontage District (B-HF) to Direct Control District as shown in the attached Schedule A; and

2. amend Part Eight of Land Use Bylaw No. B-09/2005 to include Section 8-40 Direct Control Thirty Nine (39) as shown in the attached Schedule B;

to allow for recreational vehicle storage at 272210 Range Road 293 (Dandy RV).

Defeated

Alderman Kolson moved that Council amends Bylaw No. B-15/2014, being a bylaw to amend Community Standards Bylaw No. B-09/2012 by revising Schedule A Fines to reflect the following changes in specified penalties for sidewalks:

<table>
<thead>
<tr>
<th>Section</th>
<th>Offence</th>
<th>Specified Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.31 to 3.38</td>
<td>Sidewalks</td>
<td>$50 for the first offence in a 12-month period</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$100 for the second offence in a 12-month period</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$150 for the third offence in a 12-month period</td>
</tr>
</tbody>
</table>

Carried

Alderman Hegg moved that Council gives First Reading to Bylaw No. B-15/2014.

Carried

Alderman Kolson moved that Council gives Second Reading to Bylaw No. B-15/2014.

Carried

Alderman Belyk moved that Council grants permission to give Third Reading to Bylaw No. B-15/2014.

Carried Unanimously

Alderman Burley moved that Council gives Third Reading to Bylaw No. B-15/2014.

Carried
BUSINESS ARISING

2014-C-099
Local Transit Service Alternatives
Endorse Recommendation of CSAB to Maintain Existing Service and Report Back in May 2014 with Revisions

Alderman Burley moved that Council endorses the recommendation of the Community Services Advisory Board with respect to Local Transit service alternatives to:

1. maintain the existing service delivery model for Local Transit; and
2. direct staff to report back in May 2014 with Local service revisions.

Carried

2014-C-100
CrossIron Mills Mall Transit Service
Endorse Recommendation of CSAB to Maintain Existing Service and Report Back in May 2014 with Alternatives

Alderman Hegg moved that Council endorses the recommendation of the Community Services Advisory Board with respect to CrossIron Mills Mall service to:

1. maintain existing Route 4 service levels;
2. direct staff to work with management from CrossIron Mills Mall on service extension opportunities; and
3. direct staff to report back to Council in May 2014 with trial service results and future service level alternatives.

Carried

AGENDA REPORTS

2014-C-101
Municipal Enforcement Building Second Floor Tenant Improvements
Endorse Recommendation of FAC to Amend 2014 Capital Budget

Alderman Belyk moved that Council endorses the recommendation of the Finance Advisory Committee to amend the 2014 Capital Budget to increase the leasehold improvement of the second floor of the Municipal Enforcement Building by One Million Five Hundred Ten Thousand ($1,510,000) Dollars, with this increase being funded by a contribution from the RCMP.

Carried

2014-C-102
AirdrieONE Sustainability Plan
Endorse Key Actions to Support Plan

Alderman Kolson moved that Council endorses the three key actions presented for supporting implementation of the AirdrieONE Sustainability Plan:

1. establish a biannual AirdrieONE progress report;
2. add an AirdrieONE Sustainability Implications section to report templates and reports taken to Council’s advisory boards, committees, and the Municipal Planning Commission; and
3. develop an AirdrieONE Plan review process.

Carried

2014-C-103
Bert Church Theatre Alcohol Management Policy/Service Delivery
Rescind Policy No. P-02/2013 and Adopt Alcohol Management Policy No. P-01/2014

Alderman Burley moved that Council:

1. rescinds the Alcohol Management Policy: Bert Church Theatre No. P-02/2013;
2. adopts Alcohol Management Policy No. P-01/2014;
3. endorses the current delivery model in providing for additional services; and
4. extends the deadline for direction of staff to report back with information regarding the implementation of the bar service from June 2014 to the first quarter of 2015.
Carried
CORRESPONDENCE

Alderman Kolson moved that Council proclaims the week of April 6 to 12, 2014, as National Volunteer Week.

Carried

Alderman Burley moved that Council directs staff to file the correspondence.

Carried

MEMBER/BOARD REPORTS

There were no updates.

Alderman Hegg moved that Council endorses the acquisition of the parcel of land located at 960 Hamilton Boulevard legally described as Lot 1, Block 5, Plan 081 0989, subject to the terms of the Offer to Purchase.

Carried

Alderman Hegg moved that Council forwards the request for the acquisition of the land located at 960 Hamilton Boulevard legally described as Lot 1, Block 5, Plan 081 0989 to the Finance Advisory Committee to determine a source of funding.

Carried

Alderman Hegg moved that Council excuses Mayor Brown and Alderman Hunter from the meeting.

Carried

Alderman Belyk moved that Council appoints Bob Blakeborough as a citizen representative to the Environmental Advisory Board.

Carried

ADJOURNMENT

Deputy-Mayor Chapman adjourned the meeting at 9:30 p.m.
COMMUNITY SERVICES ADVISORY BOARD  
FEBRUARY 10, 2014

Minutes of the Regular Meeting of the Community Services Advisory Board of the City of Airdrie, in the Province of Alberta, held in Council Chambers with the following:

PRESENT
Chair
Alderman K. Hegg

T. Brand
Alderman F. Burley
C. De Carlo
D. MacEeachen
R. McMullen
M. Scheible
R. Van Biezen

Members

Absent
Alderman D. Belyk

Staff
C. Aragon
L. Laface
M. Lock
R. White

Recording Secretary
S. Knight

CALL TO ORDER

Alderman Hegg called the meeting to order at 7:02 p.m.

AGENDA APPROVAL

2014-CSAB-006
Adoption of Agenda
February 10, 2014

C. De Carlo moved “that the Community Services Advisory Board agenda of February 10, 2014 is accepted as circulated.”

CARRIED

MINUTES

2014-CSAB-007
Adoption of Minutes
January 13, 2014

Alderman Burley moved “that the Community Services Advisory Board adopt the minutes of the regular meeting of January 13, 2014.”

CARRIED

PRESENTATIONS

There were no presentations.

PUBLIC QUESTION PERIOD

There were no questions.

BUSINESS ARISING

There was no Business Arising.
STAFF REPORTS

City of Airdrie Youth Strategy Update

R. White presented an update on the conclusion of the second phase of the Airdrie Youth Strategy. It is often said that "youth are the leaders of tomorrow", and while this is true it can be misleading. While today's youth will grow up to be adults, they are already fully functioning citizens with the capacity to provide input and lead. If only given the opportunity, youth could be the leaders of today.

Based on Airdrie's most recent census, 13.4% of Airdrie's population is between the ages of ten and nineteen, with an additional 13% under the age of ten. With such a young population, City Council approved the first Youth Strategy in 2009. The rationale behind this first phase was not to identify what new or different services the City could provide, but how to look at what the City currently offers and how it can be adapted to guide the City towards greater youth friendliness. In 2011 the second phase of the Youth Strategy set forth a vision to partner with the young people of Airdrie to engage in a dialogue that would result in lasting relationships.

A youth strategy is an example of preventive social services at its best. Focus is often put on the negative behaviour of youth. Negative behaviours are usually a result of feeling disconnected from their community. A youth strategy connects youth with their community. It gives them ownership, and allows them to be engaged. All phases of the youth strategy serve as a capacity building effort to create more engaged youth who will grow into engaged adults. The long-term effects are not easily measured, but the desired outcome would see people of all ages playing a greater role in developing the kind of community they wish to live in.

The second phase of the youth strategy identified four separate goals, which several initiatives that branched off from them. It should be noted that this phase of the youth strategy did not speak to services that the City of Airdrie provides to youth that exist outside of the four goals identified.

The following is a review of the outcomes of the second phase of the youth strategy from 2011 to 2013.

Empowering

Goal

To provide a variety of avenues in which youth can share their unique opinions and ideas on the future of Airdrie for Hyjinx Youth Council, Mayor for a Day Challenge, and Youth Outreach with the following recommendations;

- Continue Mayor for a Day Challenge as an annual event
- Finalize transition of Hyjinx Youth Council into advisory body in 2014
- Conduct youth outreach in such a way resulting in continual dialogue with local youth.
Involving

Goal

To provide opportunities for young people to become actively involved in the provision of services to the greater community for volunteering and employment with the following recommendation:

- Continue to offer volunteer and employment opportunities for Airdrie’s youth

Educating

Goal

To educate and inform the youth of Airdrie of the functions of municipal government, and the services provided by the City of Airdrie with the following recommendation:

- Continue to provide promotion of City of Airdrie career opportunities
- Grow mentoring partnership with Big Brothers & Big Sisters to include more staff

Valuing

Goal

To recognize and appreciate the talents and contributions of the youth of Airdrie, i.e. Airdrie’s Got Talent, Leader of Tomorrow, and Eco Awards with the following recommendations:

- Continue support for Airdrie’s Got Talent
- Continue awarding the Leader of Tomorrow Award with the support of the Hyjinx Youth Council
- Continue providing the Eco Youth Awards

Work has begun on the third phase of the Airdrie Youth Strategy which will be brought forward to Council in the second quarter of 2014. While the first two phases of the Youth Strategy were quite broad, the third phase will be narrowed to focus on youth consultation and engagement activities. The restructured Hyjinx Youth Council will serve as a tent pole for the initiatives that this third phase hopes to achieve. With the third phase, steps will be taken to allow for greater community and City Council involvement in connecting with our young people.

During discussion, R. McMullen inquired if a student or youth from Airdrie had been encouraged to become a member of the Community Services Advisory Board. R. White advised that the City of Airdrie has encouraged youth, in the past, to apply for a Board member seat. In some cases, youth would like to, however, they do not understand the function of operation of the boards. Members of Youth Council are invited to connect to a board that they may be interested in, attending some and not necessarily all meetings, and reporting back to the Youth Council on what they thought. He would like to work towards encouraging youth to attend. T. Brand thanked R. White for the well put together report, and also noted that the City of Airdrie needs to be commended on trying to connect with youth.
R. Van Biesen moved “that the Community Services Advisory Board accepts the update of the second phase of the Youth Strategy report for information.”

CARRIED

2008 and 2011 Community Needs Assessment Findings

C. Aragon presented a report of the 2008 and 2011 Community Needs Assessment Findings. In conjunction with the civic census, the City is conducting its triennial community needs assessment in 2014. A community needs assessment is a planned information gathering process to determine the current needs and service gaps in the community. It is important to conduct a community needs assessment for several reasons:

- To gather information about public attitudes or opinions about specific issues, problems, needs, opportunities in the community;
- To identify how residents rank issues in terms of importance and usage;
- To provide public input to policies, goals, priorities;
- To assess public support for initiatives;
- To end speculation about “what people are thinking” or “what people really want;” and most importantly
- To have the information needed to make fact-based decisions.

As the rate of population change in Airdrie is higher than comparable communities, the City conducts its Community Needs Assessment every three years to ensure services, programs and policies evolve and remain relevant for residents. The data findings collected from the Community Needs Assessment indicate residents’ satisfaction/dissatisfaction, and usage of current programs and services. The findings also indicate potential service gaps and needs. These indicators are used to address current issues and to forecast future trends. Forecasted trends allow the City to make short-term, immediate (high needs), and long term planning strategies for its operating and capital budgets. In some instances, data collected from the Community Needs Assessment are cross referenced with secondary data from other research such as the civic and federal census, the citizen satisfaction survey, market valuation and other economic indicators.

Consistently, the top three most important community support services mentioned by residents are youth support, senior support and public transit. From these findings, the City has used the information to invest resources to the following initiatives:

- Youth strategy (Community Developer-Youth, Hyjinx Youth Council, Mayor for a Day etc.);
- Two community resource officers to work with children and youth in schools;
- Leases provided to Boys and Girls Club in Ron Ebbesen Arena and to the Gymnastic Club in Genesis Place;
- Design and construction of the Chinook Winds Skate Park;
- Continued funding for the Boys and Girls Club and youth mentoring through FCSS;
- Continued funding for the Airdrie Seniors Outreach Program through FCSS;
• Improved internal connectivity of local transit;  
• Inter City Express bus to Calgary.

Since then, sustained employment growth and net migration has stabilized the housing market. The investment made by the City in affordable housing and encouraging the economic climate in Airdrie have positively impacted housing affordability. For example, since 2008 there has been a 33% increase in business growth (mostly service and retail) in Airdrie. Coupled with large developments in retail and warehousing in Balzac, more job opportunities have increased housing affordability in Airdrie. Likewise, there has been a noticeable increase in young people moving to Airdrie to take advantage of these job opportunities. The demand for more affordable new multi-family units has also increased due to this change in demographics (ie. condominiums, apartments, duplexes etc.). The demand for rental units in Airdrie has also increased. With a vacancy rate of less than 1%, low supply continues to drive the rental market price. On average, a 1 bedroom apartment could rent for over $1,068 per month. Approximately 34.3% of tenants in Airdrie spend over 30% of their household total income on rent. To support low income residents, Airdrie Housing Limited provides rental alternatives at $690 - $850 per month for a 1 bedroom apartment.

For the 2014 Community Needs Assessment, staff can predict the rating for affordable housing to remain low on the importance scale due to the favourable economic factors mentioned above. However, it is important to note that there is still a segment of the population who cannot afford housing in Airdrie. In fact, 81% of clients enrolled in Airdrie Housing Limited programs are unattached women with young dependents. There may be an opportunity in the 2014 Community Needs Assessment to drill down further about the needs of residents in terms of affordability of ownership versus renting homes.

Three new needs have emerged in the 2011 Community Needs Assessment—victim support, basic needs support and transportation for special needs. In addition, the sense of belonging declined from 97% in 2008 to 83% in 2011. Similarly, residents’ sense of safety has declined from 94% in 2008 to 78% in 2011.

In preparation for the 2014 Community Needs Assessment, Administration is gathering feedback from various City Departments and the Community Services Advisory Board in terms of identifying questions that could be asked in the survey. Although it is important to keep the questions consistent for comparability, there is an opportunity to include additional questions that could gather more information about community needs and issues. Additionally, since the City’s population grows at 8% annually, there might be an opportunity to explore whether or not to conduct the Community Needs Assessment biennially.

During discussion, C. Aragon noted that the way you ask the questions in the survey may change the answer. The City is now providing examples. C. De Carlo inquired if the survey could be rolled out online for citizens to complete rather than the Banister poll. C. Aragon did advise that it will also be available online.

Accept for Information  
2008-2011 Community Needs Assessment Findings Report  
Alderman Burley moved "that the Community Services Advisory Board accepts the 2008 and 2011 Community Needs Assessment Findings report for information."

CARRIED
CORRESPONDENCE

There was no correspondence.

COUNCIL SYNOPSIS

January 20, and February 3, 2014

Board Member Reports/Questions

Alderman Hegg reported that A. Aubut has resigned from the Community Services Advisory Board to complete his Master's degree. Staff are currently looking for a new member. On behalf of the Board, Alderman Hegg thanked A. Aubut for his many years of service as a Board member.

D. MacEachen moved "that a letter of thanks and appreciation be sent to A. Aubut for his number of years on the Community Services Advisory Board."

CARRIED

D. MacEachen also thanked A. Howatt for the kind message and treat this evening.

NEXT MEETING

The next regular meeting of the Community Services Advisory Board will be held on Monday, March 10, 2014 at 7:00 p.m. in Council Chambers.

ADJOURNMENT

The Chair adjourned the meeting of the Community Services Advisory Board at 8:21 p.m.

Chairman

Recording Secretary

smk
The Welcoming Airdrie Committee is presenting information on its activities over the past three years.

**Background:**

The AirdrieONE Sustainability plan aims to enhance the social sustainability of Airdrie by facilitating the creation of safe and caring communities. The Welcoming Airdrie committee has been working for the past three years on ensuring Airdrie is more welcoming and inclusive to newcomers. Like many communities in Alberta, Airdrie is growing at a considerable rate. This growth is bolstered by a growing immigrant population. The following statistics give an idea of the citizenship and cultural makeup of Airdrie:

- 32,640 people immigrated to Alberta in 2010 (Alberta Immigration Progress Report, 2011)
- 10.4% of Airdrie’s population is comprised of immigrants (Statistics Canada, 2011)
- 3.5% of Airdrie’s population is comprised of non-Canadian citizens (Statistics Canada, 2011)
- In 2012 there were 68,319 Temporary Foreign Workers in Alberta, with 255 residing in Airdrie (Citizenship and Immigration Canada, 2012)
- 7.1% of Airdrie residents speak a language other than English or French as their mother tongue (Statistics Canada, 2011)
17.9% of Airdrie’s population has lived here for less than two years (Municipal Census, 2012)

Of those that have lived in Airdrie for less than 2 years, 2.8% came from another country (Municipal Census, 2012)

Welcoming Airdrie

One of the challenges the changing demographics of Airdrie presents is ensuring that new residents experience a welcoming and inclusive environment. In March 2011, North Rocky View Community Links initiated the Welcoming Airdrie committee with a mission of creating a welcoming city where new residents feel included, connected and able to participate in their community. This includes providing easy access to resources for new residents in Airdrie, and encouraging the celebration and inclusion of diversity in Airdrie.

Welcoming Airdrie is currently composed of members from the following organizations:

- Airdrie Chamber of Commerce
- Airdrie Employment Services
- Airdrie Public Library
- Bow Valley College
- Calgary Catholic Immigration Society
- City of Airdrie
- Community Links
- Healthy Families (Children’s Cottage Society)
- Rocky View School Division

Over the past three years, Welcoming Airdrie has accomplished a number of outcomes, including a survey for new residents, a survey of local businesses, a promotional brochure, a Welcome to Canada workshop, participation in Artember, and co-hosting the Opening Doors Symposium with Calgary Catholic and Immigration Services (CCIS). A report on the findings of the Opening Doors Symposium is attached, but a key finding from this event was that there was a need to have a specific program or person in Airdrie dedicated to assisting immigrants and newcomers.

In early 2014 Welcoming Airdrie successfully brought an Immigration and Settlement Coordinator to Airdrie through Calgary Catholic and Immigration Services (CCIS). This Coordinator provides settlement services to those in Airdrie, Cochrane, Chestermere, and in the Rocky View School Division. The coordinator works in Airdrie two days a week, Cochrane one day a week, with the remaining time split between Chestermere and supporting schools in Rocky View.

Most recently Welcoming Airdrie and the Social Planning Unit have placed a request through Legislative Services to have the following question included in the 2014 census:

What is your citizenship status?
• Canadian Citizen (citizenship by birth)
• Naturalized Canadian (acquired citizenship)
• Permanent Resident
• Refugee Claimant
• Visa
• Temporary Foreign Worker
• Other/Unknown

Most of the data currently available on immigrants in Airdrie comes from the 2011 Statistics Canada National Household Survey, which is now three years old. Given the rate of Airdrie’s growth, these numbers likely do not reflect the current population. Airdrie’s yearly municipal census continues to be the most relevant source of data on our population. The data itself will be useful to both the City of Airdrie and Welcoming Airdrie, as it will give insight into the level of need around immigration and settlement support. Furthermore, having accurate and relevant statistics will assist in attaining funding for the group or member organizations.

The City of Airdrie

The City of Airdrie has supported Welcoming Airdrie through the Social Planning Unit by being an active member of the committee. This is in alignment with the socially sustainable community components of AirdrieONE by facilitating the creation of safe and caring communities. This has included collecting data on immigration and citizenship statistics, and researching what other municipalities in Alberta do to support their newcomers. This included becoming a member of the Welcoming and Inclusive Communities Network through the Alberta Urban Municipalities Association (AUMA). Membership in this network has allowed staff to learn about other initiatives in Alberta, and to provide feedback to AUMA staff on opportunities and initiatives.

Next Steps

Although neither staff nor Welcoming Airdrie is making a formal request of Council at this time, the following is a list of initiatives that other municipalities in Alberta have explored:

• Several municipalities have implemented Immigrant Action Plans (IAPs) to set measurable targets, create a unified vision, and get people working collaboratively on immigration strategies.

• 13 Alberta municipalities have joined the Canadian Coalition of Municipalities Against Racism and Discrimination (CCMARD) through United Nations Educational, Scientific and Cultural Organization (UNESCO). Resources are available to municipalities to guide them on this process.

• The AUMA will soon release a municipal assessment and planning tool that communities can utilize to assess how welcoming and inclusive a municipality is. A
beta version of the fast-track version of this tool is attached, with a more comprehensive version available.

As Airdrie continues to grow there will be an even greater incentive to ensure that various demographics of the community are properly integrated and understood. Currently there are no provisions within AirdrieONE that explicitly reference newcomers, so there is an opportunity to begin acknowledging this community need. Regardless of the steps the City of Airdrie may take, it is in the best interests of the community to ensure that collective efforts are initiated by grassroots organizations such as Welcoming Airdrie.

**Boards Routed Through:**

This staff report and accompanying presentation were presented to the Community Services Advisory Board on March 10, 2014. Board members had no questions for administration or Welcoming Airdrie members. The Board thanked the Welcoming Airdrie members for their dedication and hard work.

**Alternatives/Implications:**

N/A

**Corporate Communications:**

N/A

**Recommendation:**

That Council accepts this report for information

Robbie White
Social Planner

Presenter: Laurie Jacob-Toews (Community Links), Charity Flowerday-Wilkinson (Healthy Families)
Attachments: Welcoming Airdrie Terms of Reference, Opening Doors Symposium Findings, AUMA Assessment Tool
Terms of Reference

Name
Welcoming Airdrie

Vision
To be a community that is welcoming, accessible and inclusive to newcomers.

Mission
Welcoming Airdrie is an interagency committee that strives to create a welcoming city where new residents feel included, connected and able to participate in our community.

Goals
1 - To provide easy access to resources for new residents in Airdrie
2 - To encourage the celebration and inclusion of diversity in our community

Guiding Principles
• Teamwork
  - encourage sharing ideas
  - have a common goal
  - everyone works together to implement agreed upon priorities
• Active/involved membership
• Respect diverse ideas

Members
• Airdrie Chamber of Commerce
• Airdrie Employment Services
• Airdrie Public Library
• Bow Valley College
• Calgary Catholic Immigration Society
• City of Airdrie
• Community Links
• Healthy Families (Children’s Cottage Society)
• Rocky View Schools Community Learning
• Community members
• Local business representatives

Term of Membership
• Ongoing membership by agency/organization as listed above. Agencies/organizations commit to always having a representative on the committee
• Sub-committees or ad hoc committees – could have different members

Membership Duties
• Attending monthly meetings (send a proxy if unable to attend) to ensure that the work of the committee can move forward.
• Providing input during meetings.
• Reporting back to agency/organization after meetings to ensure that committee information is disseminated to as wide a network of community leaders as possible so that there is an increased coordination of responses to welcoming newcomers.
• Assisting in funding proposal process to ensure sustainability of program development.
• Assisting with recruitment of new members for committee and sub/ad hoc committees.
• Actively promoting Vision, Mission, guiding principles, and activities.
• Actively participate in action items and committee projects as we are responsible to committee funders to follow through on what we have committed to accomplish.

Jurisdiction
• Airdrie

Structure
• Active members and/or members at large (email info to them to keep in loop)
• Sub-committees for specific projects
• Admin committee will chair the committee. Duties include:
  - prepare agenda
  - lead discussion
  - book room and equipment
  - bring/arrange for food
  - take and type minutes, distribute to members
  - meeting reminders
  - update membership list
• Committee spokesperson will be responsible for making statements regarding the committee to media.

Decision-making Process
• Decision making will be dependent on the focus of the decision to be made.
  o A decision that affects the entire committee will be decided by consensus.
  o A decision that affects the work related to an ad-hoc committee will be decided by those members.
Resources/Budget

- In kind-support
  - Committee members will be asked to provide in-kind meeting space for regular meetings

- Grant applications
  - Any potential grant opportunities will be explored by an ad-hoc committee, consisting of a minimum of 3 committee members and whose agency mandates compliment the opportunity being explored

- Fiscal agent
  - The fiscal agent for any project will be determined based on the fit of the project to the mandate of that agency.

Meetings

- Regularly scheduled on the second Tuesday of each month, 1:30 – 3:00pm. Meetings will be suspended for the summer (July, August).
- Location: Various (alternating between committee members)
- Annual Review meeting once a year.

Evaluation

- Yearly review of Terms of Reference and activities of committee to be scheduled in January.
Welcoming Communities Roundtable Discussion Findings

Introduction & Background
On March 14, 2013 and March 26, 2013, CCIS held two symposiums in High River and Airdrie, AB to explore the theme of “Newcomer Settlement and Cultural Competency in Smaller Centres”. This document was created to provide the participants with a tool to continue to “open doors” and create opportunities for immigrants as they transition into their new lives in Alberta. Findings were collected from the symposiums and compiled to provide participants feedback about areas of strengths, areas of development, and recommendations to progress towards a culturally inclusive community.

In High River, participants were engaged in an interactive workshop where they addressed questions prepared by Judy McMillan-Evans. These questions focused on strategies employers, service providers and communities would use to address barriers impacting newcomers’ from shifting from ‘Immigrant to Belonging.’ Participants identified supports and services available and unavailable in aiding newcomer settlement. Participants were also asked to share how newcomers navigated the system during their integration into smaller centres.

Conversations in both High River and Airdrie commenced after Dean Estrella’s presentation on ‘Cultural Competency and Welcoming Community Framework.’ The presentation described seven factors that fostered a welcoming community. Focusing on culture, guiding questions were provided at each table for participants to use as a reference. In reflection of the seven factors: respecting diversity, acknowledging faith and spirituality, the accessibility of public services and educational opportunities, promotion of health and wellness for all, and being a safe and social community, participants focused on the strengths, challenges, and recommendations for a welcoming community.

Findings
The chart below reflects the questions prepared by the speakers and underlying themes of what is currently working and what additional supports need to become available and accessible within smaller centres. Each symposium is clearly separated to help distinguish the availability of services, challenges being faced, and ideologies of what a culturally community looks like to each area. Within each category, participants from communities specifically listed what their areas’ strengths and needs area. Responses were ordered alphabetically, meaning, responses are all based on common needs and are not specifically prioritized. However, each category presents responses and/or themes that are commonly seen throughout the document. Each theme is described in further detail [on the left] to act as a reminder for participants, and guide dialogues when sharing information with other members of the community. To continue to promote community involvement, partnership and collaboration, a listing of resources has been included at the end of the document.
What are the beliefs and values of a culturally inclusive community?

The following statements were collected as underlying themes describing what a culturally competent and welcoming community looked like.

“How your region can become more responsive to the needs of new Canadians?”

“How can your region become a more welcoming community for our new Canadians?”

General High River Symposium Responses:

- All members and levels of community should be engaged, involved and invested in the community.
- Ask newcomers where they need help.
- Being good and welcoming neighbors.
- Client centered care.
- Community is involved and invested in making everyone feel like this is home for one another.
- Engage groups to develop and maintain culturally sensitive and inclusive mindset.
- Network with each other.
- No more “them,” “us,” “we.”
- People don’t know what they don’t know.
- Respecting Diversity: Celebrate the value of each person instead of judging him or her on outer appearance.
- Sustainable goals and plans.
- They aren’t strangers, just people/friends you haven’t met yet.
**General Airdrie Symposium Responses:**

- Becoming more diverse, aware, and educated.
- Creating a formal plan to eliminate racism.
- Consider two types of new Canadians: English as a 1st Language, English as a 2nd language.
- Employment opportunities.
- Getting business (for-profit) to advocate and support immigrant services in Airdrie (pressure on government).
- Good working knowledge of each other’s services.
- Inclusion and engagement of Temporary Foreign Workers.
- Increase in awareness (Cochrane).
- It feels like there is acceptance; our community is INCLUSIVE.
- Lower cost housing.
- More dealing than ignoring (Cochrane).
- More multicultural staff (Cochrane).
- Motto should be “Just do it.”
- Promotion of health and wellness.
- Safe community.
- Starting to have more multi-cultural activities/public events.
- The people of the city of Airdrie band together.
- There have been attempts to reach out.
- We are DIVERSE.

**Navigation of Resources and Information**

Here are some ways members of the community have learned and can learn about what resources are available in aiding newcomer settlement.

“How new Canadians learn about existing supports and services that are not within the community?”

**General High River Symposium Responses:**

- Advertising: newspapers, radio, television, internet, Facebook, community pamphlet, school newsletter
- Churches: dinner/ suppers held at churches
- Community agencies
- Crisis
- Employer
- Finding connections to others from the same cultural groups, especially in very small communities
- Immigrant Services
- Informally
- Inter-Agency collaboration
- Library
- Open house
- Other’s expertise: Leaders/ Champions
- Outreach
- Public Health Nurses
- Referrals
- Schools
- Volunteering
- Word of mouth
General Airdrie Symposium Responses:

- Inter-Agency meetings
- Media is involved in the community via radio, Twitter, Facebook
- Newcomers guide (Cochrane)
- Referrals
- Settlement services

General High River Responses:

Attitudes:
- Challenging unconscious for Canadians.
- Change attitudes about the world here.
- Culture/meaning.
- Human behavior (comfort zone).
- Lack of willingness to learn.
- Lack of understanding.
- Low vs. high (receptive host culture).
- Selective.
- System.

Navigating life’s daily tasks:
- Employment.
- Financial stress.
- Food.
- Health needs.
- Housing.
- Knowledge of cultural norms.
- Lack of understanding the system- 911, bills, paperwork, school.
- Language.
- Sense of “self” changes- self-perceptions and other perceptions.
- Transportation.

Need for social supports:
- Access to resources.
- Could use support groups to educate and advise them about credit cards and budgeting.
- Employer awareness.
- Insecurity.
- Lack of education.
- Lack knowledge of the other culture.
- Loss of family network.
- Isolation.
- Religious supports.
- Overwhelmed with changes.

Barriers to shifting from ‘Immigrant to Belonging’

Participants identified barriers at personal, structural, and community levels. These responses highlight opportunities in progressing towards a collaborative and proactive community to lower the effects of disparity.
General Airdrie Responses:

Awareness:
- Census: need to know the extent these ethnic, cultural groups are organized (i.e. not knowing there was a Filipino association in Airdrie).
- Cultural awareness.
- Different expectations.
- Knowing the questions to ask.
- Knowing when to collaborate at other events.
- Knowing whom the “immigrants” and people who need help.
- Lack of awareness when it comes to resources.
- Lack of understanding one another's cultural differences (gender roles, community participation, etc.).
- Resistance to growth (Cochrane).
- Understanding of personal boundaries (i.e. sensitivity needed for working with seniors from a different culture).

Making connections and involvement:
- Childcare support is needed for members of the community to be involved in these decision-making opportunities.
- Connecting with community leaders.
- “Free” may not be free for everyone. Especially for newcomers or temporary foreign workers who have to take time off from work to be involved.
- Getting all the services and people together.
- How to get connected (newcomers): Is it through word of mouth, do they have an in, what relationships do newcomers have?
- Less representation of new Canadians/minorities in leadership.
- Membership of Welcoming Airdrie needs newcomer involvement.
- Not a lot of community space for gatherings. A house is most often used in comparison to a public space. Public spaces can be costly.
- Not always reaching out in the most appropriate ways.
- There is a challenge to making connections if strong cliques are already established.
- Two-way streak.

Transportation:
- Access to getting driver's license.
- Health care.
- Isolation due to low numbers.
- Lack of public transportation.
- Limited care for seniors.
- Programs are not available as a mobile program (i.e. Healthy Families).

Systemic:
- Cultural beliefs in conflict with Canadian legal system.
- Expensive cost of living (Cochrane).
- FOIP: speaking or advocating for people.
- Funding.
- Lack of Diversity with respect to religion/spirituality.
- Limited access—CLB Testing.
General High River Symposium Responses:

Access to legal information.

Acknowledge and engage employers who practice inclusivity at diversity awards and by inviting them to speak at conferences.

Acknowledge faith and spirituality:

- Engage our faith-based communities to help them develop a better understanding of the local resources, services, etc. They are often a place newcomers connect, and would access more information.

Address the “Friction Point” - Concern about at what point concern about other cultures/inclusiveness takes away from “Canadian” identity.

- How do you balance “helpfulness” and “welcoming” while promoting all that is good about Canadian culture?
- How do we encourage cultural competency without threatening older, threatened Canadians/traditions?

Affordable and accessible recreational activities:

- Kids sport and extra fees need to cover more people.
- Need different measurements to determine who is in need.
- Programs and discounts that encourage families to connect to resources (i.e. 4cs).
- Recreation centres/organizations.

Affordable housing.

At a policy level, have an inclusivity statement.

Awareness of what is available:

- Focus groups.
- For newcomers
- For residents who may want to know
- Identify and create opportunities in accessing resources and services.
- Identify and remove barriers in accessing resources and services.
- Invite newcomers to share and be pro-active in building awareness.
- Is there a separate Welcome Wagon package for immigrants and newcomers?
- Marketing at different places (supermarket, community centre).
- More brochures translated into other languages.
- Surveys/ stats with housing/landlords.

Community Recommendations

Keeping the seven factors of a welcoming community in mind participants responded to the following questions.

“What challenges does your community face in regards to the seven factors?”

“What is lacking or missing from your community?”

In your line of work, what challenges do you face in regards to cultural diversity?”

“What specific projects could the community benefit from? Why?”

“Who could organize this?”

“How would it be implemented?”

Meeting checklist challenges: bank account, license, language referral, not enough resources to meet needs, increase case loads numbers (Red Deer and more), planning for issue is falling behind needs, transportation).

Minimal ELL options (e.g. full-time classes, network of translators).

Need “one stop” shopping (FCSS, library).

Newcomers not knowing where to go upon arrival.

No/limited government offices/services.

No skill/bridging training for new Canadians (all in Calgary).

Professional advancement for immigrants (Cochrane).

Racism (Cochrane).
• While grocery stores are adopting by stocking more cultural food, it is more expensive than in Calgary.

Become a more visually supportive community.

Better engagement for youth: ask our youth what their perspective is on our changing communities.

Businesses need to be mindful of international food.

Community based model.

Community Events:
• Coordination of summer activities: Love High River, vacation bible schools, library, museums
• Explore different cultural events/traditions.
• Host more events and/or information session in first languages.
• Including different cultures on Canada Day: “Swearing in” new Canadian citizens.
• Invite and include representatives of various ethnic groups during planning period.
• Promote cultural diversity within the town through family day activities, food fairs, cultural festivals, cultural activities, and garage sale day.
• “Sunday Fun-Days” concept: bring to Okotoks but as an avenue for introducing a specific culture to the greater community.

Employers who are willing to hire newcomers.

Encourage newcomers and community members to learn:
• About each other.
• Cultural understandings.
• Give public presentations.
• Language.
• Mentor.
• Hands on learning experiences (i.e. shopping to learn English and navigation to and around the grocery store).
• Volunteer.

Encourage respect:
• Encourage Canadians to respect newcomers/get to know them and welcome the good aspects of their culture.
• Encourage newcomers to respect Canadian culture/keep it wonderful (as that’s the reason people keep coming).
• Promotion of other cultures.

Engaging groups in developing and maintaining culturally sensitive and inclusive communities: service clubs, schools, families, employers, and agencies.

Funding for: libraries (which can be used as a resource of ELL), extension of services into smaller centres (Foothills region with a population 5000 or less), longer-term immigrants who have fallen through the cracks, funding that meets the needs.

Growing basic essential services: transportation “Diel a Bus,” walk-in clinics.
Mentorship.

More community involvement and engagement: better representation from council, businesses, Town committees (Family and Community Support Services, Policing), Chamber of Commerce, inter-agencies, MLA and other stakeholders.

More responsibility on media to share balanced/unbiased coverage.

More translation/interpreter options for Foothills communities (High River, Nanton, Okotoks, Blackie, Black Diamond):
- Awareness of language barriers.
- Hiring ESL employees.
- Hire people with 2nd/3rd languages.
- Listen.
- Multilanguage in the community.
- Plain language.

Partnership.

Program Evaluation.

Promote health and wellness for all:
- We need to ensure resources that are available in other languages (other than English) are available to other service providers as well.
- I.e. Foothills Children’s Wellness Network has a resource for families of young children regarding wellness and play in 1-10 languages.
- Access and increase of doctors, specifically, female doctors.
- Child care

Schools need to help families adapt into the new community, through education for newcomers and existing community residents.

Simple “Welcome” signs in various languages distributed through inter-agencies, Chamber of Commerce, and etc.

Transportation.

Utilize human resources: update website with foreign languages by making connections with those who know languages reflective of the population.

Validate someone else’s knowledge and experiences, ask questions, and show an interest.

Workshops and Lunch ‘n Learns on oral health, nutrition, cultural competency, and immigrant specific course.

**General Airdrie Symposium Responses:**

**Awareness:**
- Community members, church. Do referrals.
- Try to engage Temporary Foreign Workers and include them into our services because they are also community residents.
CCIS to organize.

Community involvement: schools, agencies, police, church, library, adult learning, councils, and volunteers.

Cultural gatherings:
- Cultural centre/meeting place
- Intentionally work multiculturalism in Airdriestown
- Libraries and schools to organize cultural activities
- Utilize the Community Kitchen at the Food Bank. It shows newcomers how to cook with Canadian ingredients and in exchange, newcomers can teach Canadians how to cook recipes from their own culture. Fosters reciprocity.

How to make the Temporary Foreign Worker program more permanent than making it a revolving door?

Needs assessment: to be done by an external company that focuses on what newcomers need. This is to address the need for more specific data to be collected that the census did not capture. This can also lead to attaining funding to do this work.

Programming:
- Anti-bullying: Teaching about culture to schools.
- Design programs and supports to meet their needs.
- Diversity training for: schools and employers to have them involved and engaged.
- English Language Learners: Expand the ELL program. The library may help. Start conversation programs.
- Gather groups together and ask what they need.
- Joint project, perhaps, between Inclusion Project and ECMAP to reach out to young families before 6 months have passed.
- Sessions for parents through learning connections.

Resource listing:
- An actual person or cultural centre to do this job instead of doing it off the side of our desks.
- City website links for newcomers and complete information.
- City resource fair (getting organizations together and learn what is out there).
- Easy English guide to Community Resources and Services (Essential).
- Have supports and resources listed for the community.
- One stop shop.
- Website connecting potential newcomers to local area/services and information.

Settlement services for more than existing. Need full-time presence.

Transportation: expand on the subsidized taxi program, start community carpooling (there is an online system in place), keep expressing the need to the Town (Cochrane).

Translation/Interpretation services:
- Business/translation services (written and oral)
- Formal avenue to communicate to people from organizations/businesses in other languages - to be used by organ.

Use the Regional Economic Development Alliance as a resource to attract newcomers.
General Responses from High River Symposium:

**Directions for Immigrants- Bow Valley College**
To book an appointment with a career coach: Ph: 403-297-2555 directions@bowvalleycollege.ca
To book an information session: Ph: 403-441-2259 Email: pfloros@bowvalleycollege.ca
Website: www.directionsforimmigrants.ca
Directions for Immigrants is a no-cost career service centre that helps internationally educated professionals secure professional employment and gain accreditation. We work with professionals in all occupations. Our services include: website, career coaching, workshops, study groups for licensing exams, and industry networking sessions.

**English Language Learning- Bow Valley College**
Carli-Anne Roberts
Ph: 403-923-8253
Email: croberts@bowvalleycollege.ca
Through a Regional Stewardship initiative Bow Valley College is creating English Language Learning opportunities for newcomers to Canada who live in small communities around Calgary. In addition to offering traditional classes, BVC is a service provider for the LINC Home Study program.

**Foothills Children’s Wellness Network**
Joyce Koisttra, Navigator
Ph: 403-595-2706
Email: joyce.koisttra@albertahealthservices.ca
Website: www.foothillsnetwork.ca
Helping families with young children connect to services.

**Foothills Community Immigrant Services (FCIS)**
Okotoks Office
87 Elizabeth Street
Okotoks, AB T1S 1B3
Ph: (403) 938-4689
Email: fcohotoks@ccis-calgary.ab.ca
High River Office
2nd Floor, Unit 1B 609 Centre Street
High River, AB T1V 2C2
Ph: (403) 852-5325
Email: highriver2@ccis-calgary.ab.ca
These two offices are branches of the Calgary Catholic Immigration Society and provide comprehensive settlement and integration services throughout the M.D of Foothills and Southern Alberta to meet the diverse needs of immigrants, refugees and community partners.

**Foothills SNAPS**
Roxanne Weger, Community Inclusion Coach, Transition Action Planning Program
Ph: 403-903-3732
Email: coach@foothillsnaps.org
Website: www.foothillsnaps.org
Transition to adult: post secondary, employment, housing, recreation/leisure, and volunteerism.
High River Library
Ph: 403-652-2917
The High River library is a full service public library serving residents of High River and area. We have a collection of materials that includes books, magazines, newspapers, audiobooks, music and eBooks that people may borrow. Free internet access is available. Valuable eresources such as Career Cruising and Mango (language learning software) may be accessed by patrons. The library also offers free programs such as resume writing and career development with our partner McBride Career Group.

Literacy for Life Foundation
Website: www.litforlife.com
Literacy for Life (LFL) is a registered charitable organization in the M.D. of Foothills that facilitates, designs, and delivers literacy and learning programs and services to improve the lives of community members and their families. The programs are open to all families and adults and we strive to provide flexible programming that meets the need of the family or individual no matter age, income, culture or literacy or learning

McBride Career Group
In Okotoks: #3, 87 Elizabeth Street/Ph: 403-995-4377/okotoks@mcbridecareergroup.com
In High River: 2nd Floor, 28 - 12th Avenue SE/Ph: 403-601-2660/highriver@mcbridecareergroup.com
In partnership with the provincial and federal government, provides employment support programs and services in Alberta. In the Foothills, there is a Career and Employment Centre in each of Okotoks and High River where Albertans may access fully funded job search centres and meet with coaches for job search preparation and career planning. We also provide some services to employers such as free job postings and annual Career and Employment Expos. In High River, there is a program called Experience Counts, which provides training and support to older job seekers.

Okotoks Healthy Family Resource Centre
Sherri Mullen, Coordinator
Ph: 403-995-2626
Email: familyresources@okotoks.ca
Information, support, and referral; toddler parenting group; basic needs assistance (emergency, Christmas, Back to School); recreation subsidy; access to income support, substance abuse counseling, and sexual abuse counseling.

Real Consulting, Family & Business Counselling and Mediation Services
Kim Rieger, Certified Counsellor, Certified Life Coach & Registered Family Mediator
Ph: 403-601-3088
Email: kim@realconsulting.ca
Website: www.realconsulting.ca
Marital family issues, separation/divorce, counseling-individual and family, and life skills coaching.

Red Deer Lake School
Ric Morales, Principal
Ph: 403-938-5984
Email: morales@fsd38.ab.ca

Opening Doors Symposium 2013: Understanding Newcomer Settlement and Cultural Competency in Smaller Centres
**Rowan House Emergency Shelter**
Pam Baudistel, Outreach Program
Ph: 403-807-1077
Email: outreach@rowanhouse.ca
Website: www.rowanhouse.ca

**Town of High River**
Cynthia Farrow, Community Program and Special Events Supervisor
Ph: 403-603-3502
Email: cfarrow@highriver.ca
Website: www.highriver.ca
Special events supervisor, community programs and recreation.

**Town of High River**
Iva Woodward, Community Programmer
Ph: 403-603-3507
Email: iwoodward@highriver.ca
Website: www.highriver.ca
Community programs for recreation, youth and preschool.

**Town of Okotoks**
Debbie Posey, Family and Community Support Services, Team Leader
Ph: 403-938-8935
Email: dposey@okotoks.ca
Website: www.okotoks.ca

**Welcome Wagon**
Danielle Labelle
Ph: 403-862-0724
Website: www.areyoumoving.ca
I am the local handshake to newcomers to High River. I also meet new babies, brides-to-be and new businesses. I provide information on the town and give lots of gifts from many businesses. High River is a small and friendly town. Welcome!

**Responses from roundtable discussions:**
- Alberta Health Services, Hospitals (language line)
- Alberta Works
- Bridging the Gap (Strathmore)
- Bow Valley College
- Churches
- Colleges
- Community Connections
- Community Services (Healthy mom, Healthy babies, FCSS, Women's shelter)
- Continuing Adult Education
- Financial Services: Banks
- LINC
- Library
- Literacy for Life
- McBride Career Group
- Networking, meetings
- Newcomer groups
- Okotoks Healthy Family Resource Centre
- Phone lines: 211 and 311
- Settlement Services: Foothills Community Immigrant Services
- Schools
- SNAPS
- Welcome Wagon

General Responses from the Airdrie Symposium:

Airdrie Public Library
111, 304 Main St. SE, Airdrie
Ph: 403-948-0500, ext. 8362
Website: www.airdrepubliclibrary.ca

Airdrie Public Library (APL) is well set to welcome newcomers to the community. APL offers:
- Programs (Conversational Languages course, English Language Learning with Rocky View Schools Community Learning);
- Online resources (Mango Languages, Press Display);
- Services (computer access; printing, photocopying, scanning and faxing);
- A foreign languages collection; and,
- Spaces to meet and study.

Barbara Pedersen Facilitation Services Inc.
403-288-9253
barbpedersen@shaw.ca
www.barbpedersen.ca

Facilitate many community groups in all aspects of community building and engagement, including diversity and inclusion.
Bethany Care Society (Airdrie)
Lise Blanchette
403-948-8430
blanchel@bethanycare.com
www.bethanycare.com
Volunteerism, career exposure, flexible opportunities, and an opportunity to connect with seniors.

Calgary Catholic Immigration Society (CCIS) & Foothills Community Immigrant Services (FCIS)
CCIS Main Office
5th Floor, 1111 – 11 Ave SE
Calgary, AB T2R 0G5
Ph: (403) 262-2006
Website: www.ccis-calgary.ab.ca
CCIS is a non-profit agency that is committed to making immigration a positive experience for refugees, immigrants and the community, through services and programs in education, training, settlement, employment, family and community development.

Canadian Youth Business Foundation
Rob Price
403-265-2923
rprice@cybf.ca
Focus on 18-35 year old entrepreneurship, business plan coaching, low interest loans, mentorship for two years, our “newcomer” program, allows landed immigrants with little or no credit history access as well.

Central Alberta Refugee Effort
403-346-8818
admin@care2centre.ca
www.immigrant-centre.ca
LINC- ESL Settlement support in schools, settlement support in libraries, international youth group, public awareness/education, immigrant family/seniors, translation/interpretation, information and referral, and connecting newcomers.

Chestermere Inclusion Committee
Chair: Diane Fisher
Ph: (403) 290-5751
Email: dfisher@ccis-calgary.ab.ca
An interagency committee formed in 2011 to identify the needs of newcomers and cultural groups living in Chestermere. Meeting on a monthly basis, the group identifies strategies for sustainable community engagement and opportunities for reaching the broader community for successful implementation. Interested collaborators are asked to contact the committee chair.

Community Links
Ph: 403-945-3900  
Website: www.nrvcl.ab.ca  
211, 125 Main St. NW, Airdrie  
Community Links is a non-profit organization that serves the residents of North Rocky View, which includes: Airdrie, Balzac, Beiseker, Crossfield, Irricana, Kathryn and the surrounding County of North Rocky View. We offer programs and services for all ages through our core services of Community Development, Counselling and Family Resources, with Outreach being a component of each of these areas.

**Directions for Immigrants- Bow Valley College**  
To book an appointment with a career coach: Ph: 403-297-2555 directions@bowvalleycollege.ca  
To book an information session: Ph: 403-441-2259 Email: gflores@bowvalleycollege.ca  
Website: www.directionsforimmigrants.ca  
Directions for Immigrants is a no-cost career service centre that helps internationally educated professionals secure professional employment and gain accreditation. We work with professionals in all occupations. Our services include: website, career coaching, workshops, study groups for licensing exams, and industry networking sessions.

**English Language Learning- Bow Valley College**  
Carl-Ann Roberts  
Ph: 403-923-8253  
Email: croberts@bowvalleycollege.ca  
Through a Regional Stewardship initiative Bow Valley College is creating English Language Learning opportunities for newcomers to Canada who live in small communities around Calgary. In addition to offering traditional classes, BVC is a service provider for the LINC Home Study program.

**Healthy Families**  
Marianne Symons  
1847 48 Street SE  
Calgary, AB T2B 1L9  
Ph: 403-204-0800  
Website: www.calgaryhealthyfamiliescollaborative.ca  
The Calgary Healthy Families Collaborative (CHFC) promotes positive childhood outcomes, healthy child development, effective parenting skills and community connections through strength-based home visitation services. Home visitation is provided for newborns and very young children whose families are living in challenging circumstances. It is an intervention strategy considered to be most effective when it begins at the earliest possible time, preferably before or right after birth. CHFC begins work with families who have newborns less than 3 months of age. Families are referred to the program by a Public Health Nurse. The CHFC has developed a collaborative, regional home visitation program, known as the Calgary Healthy Families Program. It provides a network of comprehensive home visitation services based on the needs of families with children from birth to age five. This program is provided by six community agencies; Calgary Immigrant Women’s Association, Children’s Cottage Society of Calgary, Closer to Home Community Services, Family and Parent Services, Pathways Community Services Association and Salvation Army Community Services (Calgary). Calgary Healthy Families Program services 58 communities in Calgary, Airdrie and surrounding communities. Services are voluntary and the intervention strategies are based on the needs of the individual family.
Rocky View Employment Services
Airdrie Employment Services
#102-115 Center Avenue West
Airdrie, AB T4B 0P8
Ph: (403) 948-9711
Email: airdrie.employment@prospectnow.ca

Cochrane Employment Services
#203, 105 First St W
Cochrane, AB T4C 1A0
Ph: 403-709-0010
Email: Cochrane.employment@prospectnow.ca

Airdrie & Cochrane Employment Services are part of a CEIS contract between the Government of Alberta, Service Canada and Prospect for the provision of job search and career development assistance and resources to all residents of Rocky View, eligible to work in Alberta. These services are offered to the residents of Rocky View, free of charge.

Town of Cochrane FCSS
Cindy Weisner
403-851-2253
Cindy.weisner@cochrane.ca
www.cochrane.ca
Basic services and referrals.

Welcoming Airdrie
Chair: Laurie Jacob-Toews
Ph: (403) 945-3900
Email: laurie@hrvclab.ca

Welcoming Airdrie is an interagency committee that strives to create a welcoming city where new residents feel included, connected and able to participate in our community. The committee meets on a monthly basis. Interested collaborators are asked to contact the committee chair.

Welcoming and Inclusive Communities/Come Together Alberta
Tymmarah Zehr
780-643-5634
tzehr@auuma.ca
Ivana Radovic
780-643-5635
iradovic@auuma.ca
www.auuma.ca/newcomers

The webpage contains tools and resources that are used to attract and meet the needs of newcomers through services for newcomers; community engagement and dialogue; employment; strategies for small communities; and other municipal best practices.

Responses from roundtable discussions:

Community Events:
- ARTember (Airdrie)
- Culture at the Creek (Airdrie)
Community Supports:
- Businesses, particularly independent entrepreneurs
- CCIS
- Church groups
- Community Kitchen at the Food Bank
- FCSS
- Health Services
- Immigration awareness group
- Immigration centre (Red Deer)
- Inter-Agency
- Library
- Municipal/Town office
- Parental groups (Moms and Tots and Books for Babies)
- Prairie Waters Elementary School
- Recreation
- RCMP potential involvement (Cochrane)
- Rocky View Supports
- Scotia Bank and CIBC can conduct services in different languages
- Settlement Support in Schools (Red Deer)
- Urgent Care: Baby and You connects new parents together (Airdrie)
- Welcoming Communities

Inclusion Committees:
- Chestermere Inclusion Project- there is involvement from library, schools, ELL, seniors, etc.
- Early Childhood Mapping Project (ECMap)
- Welcoming Airdrie

Additional Assets:
- Access to good education
- Access to settlement services
- Agencies partner/collaborate/refer well
- ELL classes (Cochrane)
- Financial literacy programs
- Free services for families (Cochrane)
- Green space
- Language (ESL, meet up groups, line)
- Learning Connections for parents
- Location (Cochrane)
- Lower crime/safety issues compared to Calgary
- Public transit/access- ICE Bus/Bus and taxis
- Religious freedom
- Robust, local area labour market
- School systems have an open attitude, positive collaboration, and multicultural books
- The availability of sports leads to friendships
- Translators
- Well established social service foundation (non-profit/contract)
This document was prepared by Danielle Fermin & Dean Estrella, CCIS Cultural Diversity Services | April 4, 2013

For more information please contact diversity@ccis-calgary.ab.ca or 403.290.5134

Thank you to our funders:

[Logos of Citizenship and Immigration Canada and Alberta Human Services]
This Fast-Track Assessment Tool will help you quickly assess how welcoming and inclusive your municipality and community is currently. It can be used by a single person in a municipality or community, or be completed by a group (e.g., a senior leadership team or social services department staff) and the scores averaged. The Fast-Track Assessment can be completed in approximately 15 to 30 minutes. After you have completed the assessment, check out the Strategies tab for ideas on how to move your municipality to the next level.

**INSTRUCTIONS:** Select one (1) box per row (by placing an X) in the matching the level you think you’re at currently. Your summary results will automatically be shown in the bottom row of this tab.

### Municipal Areas of Focus

#### Leadership & Accountability
Leadership is involved and accountable for the purpose of validating the issue, and demonstrating commitment to building inclusion and equity.

#### Commitment of Resources
Municipal or external resources are consistently available to support initiatives that promote inclusion and equity.

#### Planning, Implementation & Measurement
A shared vision of an inclusive, equitable community provides a framework for planning, policy, and action. Measurement and evaluation are used to feed back into implementation.

#### Human Resource Policies & Practices
Policies and practices that promote equitable recruitment and retention ensure that the municipal workforce is representative of the diversity of the community and that employee diversity is respected and supported.

#### Employee Engagement & Education
Municipal employees receive training and support to enable them to respond to the needs of a diverse public and to foster an inclusive workplace. Employee perspectives inform planning and decision-making.
This **Fast-Track Assessment Tool** will help you quickly assess how welcoming and inclusive your municipality and community is currently. It can be used by a single person in a municipality or community, or be completed by a group (e.g., a senior leadership team or social services department staff) and the scores averaged. The Fast-Track Assessment can be completed in approximately 15 to 30 minutes. After you have completed the assessment, check out the Strategies tab for ideas on how to move your municipality to the next level.

**INSTRUCTIONS:** Select one (1) box per row (by placing an X) in the matching the level you think you’re at currently. Your summary results will automatically be shown in the bottom row of this tab.

<table>
<thead>
<tr>
<th>Procurement</th>
<th>Social &amp; Community Services</th>
<th>Other Municipal Services</th>
<th>Economic Development</th>
<th>Infrastructure &amp; Land Use</th>
<th>Citizen &amp; Community Engagement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Procurement processes provide equal opportunities for under-represented businesses, such as Aboriginal, newcomer and women owned companies. External business partners and contractors conform to municipal equity and inclusion standards.</td>
<td>The municipality provides high quality social and community services that address the needs of diverse communities and individuals (e.g. recreation, libraries, culture, social services).</td>
<td>The municipality provides other services that address the needs of diverse communities and individuals (e.g. transit, emergency and protective services, economic development, housing).</td>
<td>Economic development principles and strategies are created based on the understanding that diversity benefits the economy. Particular effort is taken to support the economic and business wellbeing of populations that have long been underrepresented in the sector.</td>
<td>Municipal infrastructure is inclusive and accessible. Land use planning takes into account the health, economics and history of all residents.</td>
<td></td>
</tr>
</tbody>
</table>
This Fast-Track Assessment Tool will help you quickly assess how welcoming and inclusive your municipality and community is currently. It can be used by a single person in a municipality or community, or be completed by a group (e.g., a senior leadership team or social services department staff) and the scores averaged. The Fast-Track Assessment can be completed in approximately 15 to 30 minutes. After you have completed the assessment, check out the Strategies tab for ideas on how to move your municipality to the next level.

**INSTRUCTIONS:** Select one (1) box per row (by placing an X) in the matching the level you think you’re at currently. Your summary results will automatically be shown in the bottom row of this tab.

Inclusive processes engage residents in municipal decision-making and promote participation in community life. Municipal resources are used to strengthen the capacity of existing community initiatives that promote equity and inclusion. Municipal communication is relevant and accessible to diverse community members.

### COMMUNITY AREAS OF FOCUS

#### Capacity of Community Organizations

Agencies and organizations in the community (e.g. schools, health services, libraries, community organizations) are able to build inclusion and address discrimination. Strategic alliances and partnerships between institutions and organizations jointly initiate and support action.

#### Social & Community Services

The community provides high quality social and community services that address the needs of diverse communities and individuals (e.g. recreation, libraries, culture, social services).

#### Public Attitudes & Awareness

Community residents display values, perceptions and behaviours that encourage diversity and inclusion and counter discrimination.

<table>
<thead>
<tr>
<th>LEVELS</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Invisibility</td>
<td>Awareness</td>
<td>Intentional Inclusion</td>
<td>Strategic Inclusion</td>
<td>Culture of Inclusion</td>
</tr>
</tbody>
</table>

---

**DRAFT**
### FAST-TRACK ASSESSMENT

This Fast-Track Assessment Tool will help you quickly assess how welcoming and inclusive your municipality and community is currently. It can be used by a single person in a municipality or community, or be completed by a group (e.g., a senior leadership team or social services department staff) and the scores averaged. The Fast-Track Assessment can be completed in approximately 15 to 30 minutes. After you have completed the assessment, check out the Strategies tab for ideas on how to move your municipality to the next level.

**INSTRUCTIONS:** Select one (1) box per row (by placing an X) in the matching level you think you’re at currently. Your summary results will automatically be shown in the bottom row of this tab.

<table>
<thead>
<tr>
<th>Responses to Incidents of Discrimination</th>
</tr>
</thead>
<tbody>
<tr>
<td>There are formal redress mechanisms to deal with incidents of individual and systemic discrimination and to provide support to those impacted. Community residents respond to incidents with compassion, support and an understanding of structural inequality.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OVERALL ASSESSMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add up how many Areas of Focus are at each Level, to give you an overall sense of where your municipality and community are at.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LEVELS</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
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<td></td>
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<td>Awareness</td>
<td>Intentional Inclusion</td>
<td>Strategic Inclusion</td>
<td>Culture of Inclusion</td>
</tr>
<tr>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
AGENDA REPORT

Meeting Date (M/D/Y): 4/7/2014

Subject: Cash and Investment Summary for February 28, 2014

Boards Routed Through: Date:
City Council 4/7/2014
Finance Advisory Committee 4/14/2014

Description:

Staff is presenting the Cash and Investment Summary for February 28, 2014.

Background:

At the end of February, the City’s cash and investment balance was $98,386,335, which was an increase from the balance at the end of January of $95,081,402 mainly due to the receipt of grant dollars.

The balance consists of:

<table>
<thead>
<tr>
<th>Account</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>General bank</td>
<td>$15,446,168</td>
</tr>
<tr>
<td>Genesis Place Account</td>
<td>$8,265</td>
</tr>
<tr>
<td>BMO Nesbitt Burns Cash Account</td>
<td>$277,690</td>
</tr>
<tr>
<td>TD Waterhouse Cash Account</td>
<td>$260,226</td>
</tr>
<tr>
<td>Total Cash</td>
<td>$15,992,349</td>
</tr>
<tr>
<td>TD Waterhouse Cash Account</td>
<td></td>
</tr>
<tr>
<td>Investments</td>
<td>$82,393,986</td>
</tr>
<tr>
<td>Total Cash and Investments</td>
<td>$98,386,335</td>
</tr>
</tbody>
</table>

The following provides details of the primary sources and uses of cash during the month.

Primary sources of cash:

- $5,278,850 Tax, Utility and City Hall daily payments
- $2,782,761 Basic Municipal Transportation Grant
• $ 638,000 Genesis Place transfer
• $ 465,999 Franchise fees
• $ 460,667 Developer levies
• $ 330,000 AMSQ dividend
• $ 154,625 Building Inspections revenue
• $ 97,910 Business License revenue
• $ 87,134 Fines

Primary uses of cash:

• $3,378,097 Payroll and benefits
• $2,000,000 Investment bond purchase
• $1,172,964 Other expenditures less than $100,000
• $ 744,920 City of Calgary water and sewer
• $ 423,177 BMO Pcard purchases
• $ 349,898 Power and gas expense
• $ 335,342 School tax requisition
• $ 308,046 Developer securities returned
• $ 173,561 RMW Consulting waste collection
• $ 104,744 AMSQ rent
• $ 93,861 Capital projects

Interest Earned

The following is a summary of the estimated interest earned compared to budget estimates:

<table>
<thead>
<tr>
<th></th>
<th>Budget</th>
<th>Projected</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating</td>
<td>$1,611,540</td>
<td>$1,611,540</td>
</tr>
<tr>
<td>Capital</td>
<td>$687,393</td>
<td>$687,393</td>
</tr>
<tr>
<td>Total</td>
<td>$2,298,933</td>
<td>$2,298,933</td>
</tr>
</tbody>
</table>

Rates of Return

The following table demonstrates that the annualized rates of return from the previous month have remained relatively unchanged.

<table>
<thead>
<tr>
<th>Annualized Rate of Return</th>
<th>January 2014</th>
<th>February 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bonds - TD</td>
<td>3.02%</td>
<td>3.08%</td>
</tr>
<tr>
<td>Bonds - BMO</td>
<td>2.93%</td>
<td>2.93%</td>
</tr>
<tr>
<td>Managed Funds – TD</td>
<td>4.03%</td>
<td>4.03%</td>
</tr>
<tr>
<td>Managed Funds – BMO</td>
<td>3.42%</td>
<td>3.42%</td>
</tr>
</tbody>
</table>
Boards Routed Through:

The Cash and Investment Summary for February 28, 2014 will be presented to the Finance Advisory Committee on April 14, 2014 for information.

Alternatives/Implications:

1. Accept the report for information.
2. Table the report and request additional information.

Recommendation:

That City Council accepts the Cash and Investment Summary for February 28, 2014 for information.

Lucy Wiwcharuk, BMgmt, CMA
Director of Corporate Services

Presenter: Lucy Wiwcharuk
Attachments: 2014-02 Investment Portfolio
2014-02 Cash Position Graph
## Investment Portfolio Summary

### February 28, 2014

### Asset Mix

<table>
<thead>
<tr>
<th>Investment Type</th>
<th>Book Value</th>
<th>Interest YTD</th>
<th>Annualized Rate of Return</th>
<th>% of Portfolio</th>
<th>Maximum % of Portfolio</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Operating Portfolio (Maturity less than 1 year)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash</td>
<td>537,916.49</td>
<td>408.52</td>
<td>0.65%</td>
<td>100.00%</td>
<td>100.00%</td>
</tr>
<tr>
<td>Bonds - TD</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
<td>15.00%</td>
<td>15.00%</td>
</tr>
<tr>
<td>Bonds - BMO</td>
<td>2,596,502.45</td>
<td>-</td>
<td>3.13%</td>
<td>15.00%</td>
<td>15.00%</td>
</tr>
<tr>
<td>Managed Funds - TD</td>
<td>591,922.14</td>
<td>(97.95)</td>
<td>0.71%</td>
<td>15.00%</td>
<td>15.00%</td>
</tr>
<tr>
<td>Managed Funds - BMO</td>
<td>244,144.61</td>
<td>5,940.00</td>
<td>4.80%</td>
<td>15.00%</td>
<td>15.00%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$3,970,485.69</td>
<td>$6,250.57</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Extendible Bonds</strong></td>
<td>43,000,000.00</td>
<td>230,508.34</td>
<td>3.25%</td>
<td>51.85%</td>
<td>80.00%</td>
</tr>
</tbody>
</table>

### Extendible Bonds

<table>
<thead>
<tr>
<th>Investment Type</th>
<th>Book Value</th>
<th>Interest YTD</th>
<th>Annualized Rate of Return</th>
<th>% of Portfolio</th>
<th>Maximum % of Portfolio</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bonds - TD</td>
<td>10,545,103.17</td>
<td>-</td>
<td>2.39%</td>
<td>12.72%</td>
<td>80.00%</td>
</tr>
<tr>
<td>Bonds - BMO</td>
<td>13,980,320.02</td>
<td>-</td>
<td>2.96%</td>
<td>16.86%</td>
<td>80.00%</td>
</tr>
<tr>
<td>Managed Funds - TD</td>
<td>4,081,204.55</td>
<td>(963.50)</td>
<td>3.85%</td>
<td>4.92%</td>
<td>20.00%</td>
</tr>
<tr>
<td>Managed Funds - BMO</td>
<td>7,354,788.51</td>
<td>16,078.96</td>
<td>3.38%</td>
<td>8.87%</td>
<td>20.00%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$35,961,416.25</td>
<td>$15,115.46</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Total

<table>
<thead>
<tr>
<th>Investment Type</th>
<th>Book Value</th>
<th>% of Portfolio</th>
<th>Maximum % of Portfolio</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total</strong></td>
<td>$82,931,901.94</td>
<td></td>
<td>100.00%</td>
</tr>
</tbody>
</table>

### Investment Mix - All funds

<table>
<thead>
<tr>
<th>Investment Vehicle</th>
<th>Book Value</th>
<th>% of Portfolio</th>
<th>Maximum % of portfolio</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash &amp; Cash Equivalents</td>
<td>537,916.49</td>
<td>0.65%</td>
<td></td>
</tr>
<tr>
<td>Federal / Provincial Government</td>
<td>18,882,871.51</td>
<td>22.77%</td>
<td>100.00%</td>
</tr>
<tr>
<td>Canadian Chartered Banks</td>
<td>48,975,875.81</td>
<td>59.06%</td>
<td>50.00%</td>
</tr>
<tr>
<td>Corporate Bonds</td>
<td>2,263,178.32</td>
<td>2.73%</td>
<td>25.00%</td>
</tr>
<tr>
<td>Managed Funds</td>
<td>12,272,059.81</td>
<td>14.80%</td>
<td>15.00%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$82,931,901.94</td>
<td></td>
<td>100.00%</td>
</tr>
</tbody>
</table>

### Cash & Investment Activity

31-Jan-14

<table>
<thead>
<tr>
<th>Investments Beginning Balance</th>
<th>$80,393,985.45</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sold Bond</td>
<td>-</td>
</tr>
<tr>
<td>Purchased Bond</td>
<td>2,000,000.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$82,393,985.45</td>
</tr>
</tbody>
</table>

28-Feb-14

<table>
<thead>
<tr>
<th>Investments Closing Balance</th>
<th>$82,931,901.94</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Investments &amp; Cash</strong></td>
<td>$82,931,901.94</td>
</tr>
</tbody>
</table>

31-Jan-14

<table>
<thead>
<tr>
<th>Cash Beginning Balance</th>
<th>442,296.62</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interest</td>
<td>TD investments</td>
</tr>
<tr>
<td>Transfer from Operating</td>
<td>TD investments</td>
</tr>
<tr>
<td>Fee</td>
<td>TD investments</td>
</tr>
<tr>
<td>Purchased Bond</td>
<td>TD investments</td>
</tr>
<tr>
<td>Interest</td>
<td>BMO investments</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>95,619.87</td>
</tr>
</tbody>
</table>

28-Feb-14

| Cash Closing Balance     | 537,916.49 |

28-Feb-14

<table>
<thead>
<tr>
<th>Total Investments &amp; Cash</th>
<th>$82,931,901.94</th>
</tr>
</thead>
</table>
City of Airdrie
Comparative Cash Position
As at February 28, 2014

Cash and Investment Balances

<table>
<thead>
<tr>
<th>Account</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>TD Main Account</td>
<td>15,446,168</td>
</tr>
<tr>
<td>Genesis Place Account</td>
<td>8,265</td>
</tr>
<tr>
<td>BMO Nesbitt Burns Account</td>
<td>277,690</td>
</tr>
<tr>
<td>TD Waterhouse Account</td>
<td>260,226</td>
</tr>
<tr>
<td>Investments</td>
<td>82,393,985</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>98,386,335</strong></td>
</tr>
</tbody>
</table>
AGENDA REPORT

Meeting Date (M/D/Y): 4/7/2014

Subject: 2014 Engineering Services Capital Projects Update

Boards Routed Through: City Council
Date: 4/7/2014

Description:

Council is being provided with an update on the status of ongoing Engineering Services capital projects.

Background:

YANKEE VALLEY BOULEVARD - EAST LAKE BOULEVARD TO KINGS HEIGHTS GATE (project 211)

This project consists of the constructing of a new four-lane divided roadway from East Lake Boulevard to Kings Heights Gate.

Goal: to increase east-west transportation capacity and connectivity for residential development in Kings Heights and Ravenswood.

Schedule Summary

<table>
<thead>
<tr>
<th>Project Start Date:</th>
<th>Original End Date:</th>
<th>Projected End Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 2014</td>
<td>October 2014</td>
<td>October 2014</td>
</tr>
</tbody>
</table>

Milestone Summary

- Preliminary design - 100% complete.
- Detailed design – 100% complete.
- Tender/award – awarded to Rubydale Asphalt Works 2006 Ltd.
- Construction – 0% complete – scheduled completion October 2014.
**Budget Summary**

<table>
<thead>
<tr>
<th>Approved Budget</th>
<th>Actual Cost to March 24, 2014</th>
<th>Committed and projected costs to project end</th>
<th>Total projected cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>$3,659,150</td>
<td>$256,200</td>
<td>$3,659,150</td>
<td>$3,659,150*</td>
</tr>
</tbody>
</table>

*Landscaping and asphalt toplift are budgeted separately in 2015 and 2016 respectively.

**Current Issues**

- Ongoing backsloping agreement negotiations with Rocky View County (RVC) affecting maintenance yard. The agreement provides permission to complete grading work within the maintenance yard.

**Risks**

- Unanticipated cost of retaining wall to minimize grading and reduce impact on RVC maintenance operations.

**40th AVENUE (EAST) – 8th STREET TO REYNOLDS GATE (project 212)**

Stage 1 - consists of constructing a new two lane divided road between 8th Street and Reynolds Gate. It is the first step towards a new connection to Highway 2.

Stage 2 - is a “design only” element for the future extension of 40th Avenue to Main Street across the CPR tracks. Stage 2 is being contemplated to be in the 2015 budget request.

Goal: to increase east-west transportation capacity and connectivity for development in Morningside, Coopers, Hillcrest, Windsong and future connection into Sierra Springs.

**Schedule Summary**

| Project Start Date: May 2014 | Original End Date: October 2014 | Projected End Date: October 2014 |

**Milestone Summary**

- Stage 1 - Construction of 40th Avenue (8th Street to Reynolds Gate)
- Stage 2 - Design of 40th Avenue (Reynolds Gate to Main Street) including CPR overpass
- Stage 1 - Preliminary design - 100% complete.
- Stage 1 - Detailed design – 100% complete.
- Stage 1 - Tender/award – 80% complete – Release: March 11 – Close: April 3
- Stage 1 - Construction – 0% complete – scheduled completion October 2014.
• Stage 2 - Detailed design – 10% complete – scheduled completion December 2014

Budget Summary

<table>
<thead>
<tr>
<th>Approved Budget</th>
<th>Actual Cost to March 24, 2014</th>
<th>Committed and projected costs to project end</th>
<th>Total projected cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>$6,577,060</td>
<td>$0</td>
<td>$6,577,060</td>
<td>$6,577,060</td>
</tr>
</tbody>
</table>

Current Issues

• Stage 2 - Detailed design – to be coordinated with Transit Terminal project.

Risks

• Normal marketplace/tendering risk

40 AVENUE (WEST) – 8 STREET TO WINDSONG DR (project 436)

This project involves construction of a two lane divided roadway between 8th Street and Windsong Boulevard. The Windsong developer constructed and front-ended costs of this project to facilitate build out of the Windsong (north) neighborhood. This is the first stage to connect 8th Street and 24th Street.

Goal: to create transportation capacity for the southwest neighborhoods.

Schedule Summary

<table>
<thead>
<tr>
<th>Project Start Date:</th>
<th>Original End Date:</th>
<th>Projected End Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 2013</td>
<td>October 2013</td>
<td>August 2014</td>
</tr>
</tbody>
</table>

Milestone Summary

• Design - 100% complete.
• Construction – 100% complete.
• Streetlights – 80% complete.
• Toplift paving - 0% complete
• Landscaping/pathway – 0% complete.

Budget Summary

<table>
<thead>
<tr>
<th>Approved per Front-ended Agreement</th>
<th>Actual Cost to March 24, 2014</th>
<th>Committed and projected costs to project end</th>
<th>Total projected cost</th>
</tr>
</thead>
</table>
Current Issues

- Coordinating shallow utility (Atco, Fortis, Shaw, Telus) infrastructure to be installed within boulevard
- Coordinating construction access to new reservoir site.

Risks

- Delay of south side pathway construction and landscaping due to reservoir construction

**CROSS CONNECT WATER SUPPLY CONSTRUCTION (project 597)**

This project consists of constructing a new water supply “cross connect” along 40th Avenue (East) between the new 600mm supply line and the 900mm supply line.

Goal: to increase security of supply and redundant capacity for Airdrie residents.

**Schedule Summary**

<table>
<thead>
<tr>
<th>Project Start Date: April 2014</th>
<th>Original End Date: October 2014</th>
<th>Projected End Date: October 2014</th>
</tr>
</thead>
</table>

**Milestone Summary**

- Preliminary design - 100% complete.
- Detailed design – 100% complete.
- Tender/award – 80% complete – Release – March 11 – Close – April 1
- Construction – 0% complete – scheduled completion October 2014.

**Budget Summary**

<table>
<thead>
<tr>
<th>Approved Budget</th>
<th>Actual Cost to March 24, 2014</th>
<th>Committed and projected costs to project end</th>
<th>Total projected cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1,365,000</td>
<td>$0</td>
<td>$1,365,000</td>
<td>$1,365,000</td>
</tr>
</tbody>
</table>

Current Issues


This project is being tendered with 40th Avenue (East) project.

Risks

- Normal marketplace/tendering risk

**RESERVOIR PUMPHOUSE – WEST AIRDRIE (project 213)**

This project consists of constructing a new Reservoir and Pump Station.

Goal: to increase water supply and capacity for growth.

**Schedule Summary**

| Project Start Date: April 2013 | Original End Date: October 2015 | Projected End Date: October 2015 |

**Milestone Summary**

- Preliminary design - 100% completed, (funded in 2013)
- Detailed design – 100% complete, (funded in 2013)
- Tender/award – 80% complete – Release: March 11 – Close April 3
- Construction – 0% complete – scheduled completion October 2015.

**Budget Summary**

<table>
<thead>
<tr>
<th>Approved Budget</th>
<th>Actual Cost to March 24, 2014</th>
<th>Committed and projected costs to project end</th>
<th>Total projected cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>$13,028,000</td>
<td>$421,805</td>
<td>$13,028,000</td>
<td>$13,028,000</td>
</tr>
</tbody>
</table>

**Current Issues**

- Coordination of project activities with adjacent development activities.
- Coordinating relocation of large topsoil pile that would inhibit excavation of reservoir tank.

**Risks**

- Normal marketplace/tendering risk
- Delay in mobilization of reservoir contractor caused by topsoil issue.
**ROAD REHABILITATION PROGRAM (various projects)**

These projects consist of the pavement rehabilitation, curb replacement (as necessary), and the re-application of line markings.

- Main Street – Allen Street to Elk Hill
- Elk Hill – Main Street to end of cul-de-sac
- Emberdale Way – Eldorado Road to Elk Hill
- Ridgegate Way – Ridgebrook Drive to Main Street
- East Lake Boulevard – Big Springs Drive to Big Hill Road (includes sanitary main replacement)
- East Lake Gate – Big Hill Circle to East Lake Boulevard
- East Lake Way – East Lake Rise to East Lake Crescent
- Veterans Boulevard and 8th Street
- Veterans Boulevard and Highland Park Boulevard – removal of dual left
- Centre Avenue and Towerlane Drive
- Centre Avenue – Towerlane Drive to Main Street
- Buffalo Rub Drive – Highway 567 to end of cul-de-sac
- Farries Road – Range Road 291 to end of cul-de-sac
- Stewart Road – Range Road 291 to end of cul-de-sac
- Yankee Valley Boulevard – 8 Street to Chinook Winds Drive – Pathway (south side)

**Schedule Summary**

| Project Start Date: May 2014 | Original End Date: October 2014 | Projected End Date: October 2014 |

**Milestone Summary**

- Preliminary design - 100% completed
- Detailed design – 50% complete.
- Tender/award – 0% complete, proposed release April 8 – Close April 29
- Construction – 0% complete
Budget Summary

<table>
<thead>
<tr>
<th>Approved Budget</th>
<th>Actual Cost to March 24, 2014</th>
<th>Committed and projected costs to project end</th>
<th>Total projected cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>$2,457,000</td>
<td>$0</td>
<td>$2,457,000</td>
<td>$2,457,000</td>
</tr>
</tbody>
</table>

Current Issues

- Scheduling of work to avoid conflict with Summer Games.

Risks

- Normal marketplace/tendering risk

2 AVENUE WATERMAIN REPLACEMENT/REHAB (project 624)

This project includes a watermain replacement, road rehabilitation, and new water services to residents.

Goal: Enhance water services and improve road quality to residents.

Schedule Summary

<table>
<thead>
<tr>
<th>Project Start Date: May 2014</th>
<th>Original End Date: October 2014</th>
<th>Projected End Date: October 2014</th>
</tr>
</thead>
</table>

Milestone Summary

- Preliminary design - 100% completed
- Detailed design – 90% complete.
- Tender/award – 0% complete proposed release April 8 – Close April 29
- Construction – 0% complete

Budget Summary

The project is currently forecasted to remain on budget.

<table>
<thead>
<tr>
<th>Approved Budget</th>
<th>Actual Cost to March 24, 2014</th>
<th>Committed and projected costs to project end</th>
<th>Total projected cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>$833,700</td>
<td>$0</td>
<td>$833,700</td>
<td>$833,700</td>
</tr>
</tbody>
</table>

Current Issues
• Develop communications plan as this project involves disconnection and re-connecting water services to houses.

**Risks**

• Ensuring reliable temporary water supply to affected residents.
• Normal marketplace/tendering risk

**TRAFFIC SIGNALS (project 23)**

This project involves construction new traffic signals and upgrades to existing traffic signals.

Goal: to provide warranted traffic control and introduce operational enhancements to improve safety and traffic flow on the transportation network.

• Chinook Winds Drive and Yankee Valley Boulevard – new traffic signal
• Yankee Valley Boulevard and 8 Street – install left turn arrows
• Veterans Boulevard and Highland Park Boulevard – upgrade signal controller (this project is related to removal of dual left in rehab program)
• Pedestrian chirper signals - to assist the visually impaired

**Schedule Summary**

<table>
<thead>
<tr>
<th>Project Start Date: June 2014</th>
<th>Original End Date: September 2014</th>
<th>Projected End Date: September 2014</th>
</tr>
</thead>
</table>

**Milestone Summary**

• Preliminary design - 100% completed
• Detailed design – 60% complete.
• Tender/award – 0% complete - proposed release April 22 – Close May 13
• Construction – 0% complete

**Budget Summary**

<table>
<thead>
<tr>
<th>Approved Budget</th>
<th>Actual Cost to March 24, 2014</th>
<th>Committed and projected costs to project end</th>
<th>Total projected cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>$405,800</td>
<td>$0</td>
<td>$405,800</td>
<td>$405,800</td>
</tr>
</tbody>
</table>

**Current Issues**
Addressing issues associated with design, tender, and construction of new traffic signals in the absence of the City of Calgary as a vendor.

**Risks**

- Contractor availability - Traffic signal must be in place for new Chinook Winds school in September.

**TRANSIT TERMINAL (project 608)**

On behalf of Transit department, this project consists of constructing an off-street transit terminal for regional ICE and local buses.

Goal: Terminal will facilitate improved mobility and connectivity resulting in higher ridership and a better performing transit network.

**Schedule Summary**

<table>
<thead>
<tr>
<th>Project Start Date: July 2014</th>
<th>Original End Date: December 2014</th>
<th>Projected End Date: December 2014</th>
</tr>
</thead>
</table>

**Milestone Summary**

- Land acquisition – 100% complete
- Preliminary design - 50% complete.
- Detailed design – 0% complete.
- Tender/award – 0% complete, proposed release June – Close end of June
- Construction – 0% complete – December 2014.

**Budget Summary**

<table>
<thead>
<tr>
<th>Approved Budget</th>
<th>Actual Cost to March 24, 2014</th>
<th>Committed and projected costs to project end</th>
<th>Total projected cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>$2,253,400</td>
<td>$0.00</td>
<td>$2,253,400</td>
<td>$2,253,400</td>
</tr>
</tbody>
</table>

**Current Issues**

- The project must be coordinated with detailed engineering design of 40th Avenue (East) – Reynolds Gate to Main Street (project 212).
Risks

- Project must be completed in 2014 to realize grant funding.

CARRY-OVER CAPITAL PROJECTS UPDATE

NEW POTABLE WATER SUPPLY FROM CALGARY (project 93)

This project involves construction of a new 600mm water supply line from Calgary to Airdrie.

Goal: to accommodate growth and ensure a secure water supply.

Schedule Summary

<table>
<thead>
<tr>
<th>Project Start Date:</th>
<th>Original End Date:</th>
<th>Projected End Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 2012</td>
<td>October 2013</td>
<td>July 2014</td>
</tr>
</tbody>
</table>

Milestone Summary

- Pipe installation 100% complete.
- Vault installation 100% complete.
- Booster station 100% complete.
- Meter station – 100% complete
- Commissioning / Deficiencies – 100% complete.
- Topsoiling, Fine grading and seeding – 90% complete.
- Power line relocation and burial – 0% complete (by Fortis)

Budget Summary

<table>
<thead>
<tr>
<th>Approved Budget</th>
<th>Actual Cost to March 24, 2014</th>
<th>Committed and projected costs to project end</th>
<th>Total projected cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>$12,884,321</td>
<td>$12,102,374</td>
<td>$569,441</td>
<td>$12,671,815</td>
</tr>
</tbody>
</table>
Current Issues

- Develop a strategy for filling reservoirs that considers the recent flow rate limits being imposed by the City of Calgary – requires additional engineering consultant expense to optimize reservoir supply and depletion.

Risks

- Future storage requirements may increase - financial implications of constructing storage vs. paying penalties.

24th STREET ROAD CONSTRUCTION (project 163)

This project consists of upgrading 24th Street to a two-lane undivided roadway.

Goal: to increase north-south transportation capacity and provide a high quality paved arterial road connection between Yankee Valley Boulevard and Veterans Boulevard.

Schedule Summary

<table>
<thead>
<tr>
<th>Project Start Date:</th>
<th>Original End Date:</th>
<th>Projected End Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 2012</td>
<td>June 2013</td>
<td>July 2014</td>
</tr>
</tbody>
</table>

Milestone Summary

- Traffic signal – 90% complete.
- Landscaping/pathway – 50% complete.
- Top lift of road asphalt to be completed in 2014.

Budget Summary

<table>
<thead>
<tr>
<th>Approved Budget</th>
<th>Actual Cost to February 21, 2014</th>
<th>Committed and projected costs to project end</th>
<th>Total projected cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>$8,400,000</td>
<td>$5,173,335</td>
<td>$1,797,068</td>
<td>$6,970,403*</td>
</tr>
</tbody>
</table>

*Project savings due to scope reductions realized from refinement of design.

Current Issues

- Construction deficiencies including troubleshooting storm drainage system i.e. frozen catchbasins.
Risks

- No risks to report.

RAILWAY AVENUE ROAD CONSTRUCTION (project 219)

This project consists of constructing a new two-lane undivided roadway across the CPR tracks.

Goal: to increase east-west transportation capacity and connectivity.

Schedule Summary

<table>
<thead>
<tr>
<th>Project Start Date:</th>
<th>Original End Date:</th>
<th>Projected End Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 2012</td>
<td>November 2012</td>
<td>August 2014</td>
</tr>
</tbody>
</table>

Milestone Summary

- Asphalt – 100% complete.
- Concrete - 100% complete.
- Street lights - 100% complete.
- CP crossing signal – 100% complete.
- Landscaping/pathway – 100% complete.
- Toplift - 0% complete 2014

Budget Summary

<table>
<thead>
<tr>
<th>Approved Budget</th>
<th>Actual Cost to March 24, 2014</th>
<th>Committed and projected costs to project end</th>
<th>Total projected cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>$2,430,664</td>
<td>$2,139,515</td>
<td>$287,233</td>
<td>$2,426,748</td>
</tr>
</tbody>
</table>

Current Issues
Final Acceptance Certification (FAC) – warrantee work:
- Asphalt
- Concrete
- Underground
- FAC is expected to commence May 2014.

Risks
- Coordination of construction activities with CP.

8th STREET ROAD CONSTRUCTION (project 54)

This project consists of constructing a new two-lane divided roadway from 40th Avenue to the south City limit.

Goal: to increase north-south transportation capacity and connectivity.

Schedule Summary

| Project Start Date: April 2009 | Original End Date: October 2010 | Projected End Date: August 2014 |

Milestone Summary
- Construction – 95% complete.

Budget Summary

The project is currently forecasted to remain under budget.

<table>
<thead>
<tr>
<th>Approved Budget</th>
<th>Actual Cost to May 31, 2013</th>
<th>Committed and projected costs to project end</th>
<th>Total projected cost</th>
</tr>
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<tbody>
<tr>
<td>$1,888,087</td>
<td>$1,205,093</td>
<td>$279,094</td>
<td>$1,484,187*</td>
</tr>
</tbody>
</table>

*Project savings due to scope reductions realized from refinement of design.

Brief descriptions of the year-over-year budget carry forward:
- Original scope to complete two-lane divided roadway to City limit
• 2008 - project delayed by land requirement and utility conflicts
• 2009 - scope modified – north half divided road and south half undivided road
• 2010 - land became available by agreement on east side of 8th Street to allow for power line re-location and boulevard grading
• 2012 - land became available by agreement on west side of 8th Street to allow for power line re-location and boulevard grading
• 2013 - land became available by agreement in southwest quadrant of 8th Street and 40th Avenue to install storm sewer system to mitigate localized flood in intersection.

Current Issues

• Complete boulevard fine grading and landscaping along west side of 8th Street.
• Extend and complete pathway along east side of 8th Street.

Risks

• No risks to report.

Boards Routed Through: N/A

Alternatives/Implications: N/A

Corporate Communications: N/A

Recommendation: That Council accepts this report for information.

Bob Neale
Team Leader, Engineering Services

Presenter: Bob Neale
Attachments: 2014 Capital Roadworks power point
NEW ROAD AND INFRASTRUCTURE PROJECTS:

1. Yankee Valley Blvd - 4 lane divided road to Kings Heights Gate
2. 40th Avenue - 2 lane divided road, 8th Street to Reynolds Gate
3. Water Main Construction - 40th Avenue, 8th Street to C.P. Tracks
4. Water Reservoir - 40th Avenue, west of 8th Street
5. Yankee Valley Blvd - pathway from 8th Street to Chinook Winds Drive
6. Yankee Valley Blvd / Chinook Winds Drive - traffic signal

These projects are expected to commence Spring 2014. Please be alert to all signage and traffic control devices advertising alternate routes and parking restrictions. Construction delays and congestion will be kept to a minimum. Our goal is to provide improved and safer streets. Please direct any questions or comments to Engineering Services at 403-948-8835 or engineering.services@airdrie.ca.
CITY OF AIRDRIE 2014 CAPITALWORKS - Page 1

ROAD REHABILITATION AND INFRASTRUCTURE REPLACEMENT:

1. Main Street S. (Allen Street to Elk Hill)
2. Elk Hill and Emberdale Way
3. Ridgegate Way (Ridgebrook Dr to Main St.)
4. Center Ave (Main Street - west)
5. 8 Street / Veterans Blvd.
6. East Lake Way and East Lake Gate
7. Buffalo Rub Place, Farries Road, Stewart Road (repairs and chip seal)
8. Veterans Blvd / Highland Park Blvd (eastbound dual left turn)
9. Center Ave / Towerlane Dr (intersection upgrade)
10. East Lake Blvd (sewer replacement - Big Hill Rd to Big Springs Dr.)
11. 2nd Avenue & 1st Street (water main replacement)

This program is expected to commence Spring, 2014 with a duration of 4-6 months. Please be alert to all signage and traffic control devices advertising alternate routes and parking restrictions. Direct any questions or comments to Engineering Services at 403-948-8835 or engineering.services@airdrie.ca.
YANKEE VALLEY BOULEVARD – EAST LAKE BOULEVARD TO KINGS HEIGHTS GATE

Scope:  Construction of a new four-lane divided roadway from East Lake Blvd to Kings Heights Gate.

Purpose: Increase east-west transportation capacity and connectivity

Project #: 211

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Project Budget</th>
<th>Project Status</th>
</tr>
</thead>
</table>
| April 2014 | October 2014 | $3,659,150     | • Preliminary design – 100%  
                          • Detailed design – 100%  
                          • Tender/award – Awarded  
                          • Construction – 0%         |
Yankee Valley Blvd
Road Upgrade
40th AVENUE (EAST) – 8th STREET TO REYNOLDS GATE

Scope: Construction of a new two-lane divided road to connect to Highway #2
Stage 1: Construction of 40th Avenue – 8th Street to Reynolds Gate
Stage 2: Design of 40th Avenue - Reynolds Gate to Main Street including CPR overpass

Purpose: Increase east-west transportation capacity across the city
Project #: 212

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Project Budget</th>
<th>Project Status</th>
<th>% Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 2014</td>
<td>October 2014</td>
<td>$6,577,060</td>
<td>• Preliminary design – 100%</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Detailed design – 100%</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Tender/award – 80%</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Construction – 0%</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Detailed Design (Stage 2) – 10%</td>
<td></td>
</tr>
</tbody>
</table>
40th Avenue (East)
8 St. to Reynolds Gate.
40 AVENUE (WEST) – 8 STREET TO WINDSONG DRIVE

Scope: Construction of a new two-lane divided roadway. This is the first stage to connect 8th Street to 24th Street.

Purpose: Increase east-west transportation capacity to several adjacent neighborhoods and provide cross-city connections.

Project #: 436

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Project Budget</th>
<th>Project Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 2013</td>
<td>August 2014</td>
<td>$3,885,000 (Front Ending Agreement with Mattamy)</td>
<td>• Design – 100%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Construction – 100%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Streetlights – 80%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Top lift/paving – 0%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Landscaping/pathway – 0%</td>
</tr>
</tbody>
</table>

Engineering Services
CROSS CONNECT WATER SUPPLY CONSTRUCTION

Scope: Construction of a cross connect water supply along 40th Avenue east between the new 600mm supply line to the 900mm supply line.

Purpose: Enhance security of water supply and create redundancy to serve Airdrie residents.

Project #: 597

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Project Budget</th>
<th>Project Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 2014</td>
<td>October 2014</td>
<td>$1,365,000</td>
<td>• Preliminary design – 100%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Detailed design – 100%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Tender/award – 80%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Construction – 0%</td>
</tr>
</tbody>
</table>
Cross Connection
Water Supply
RESERVOIR PUMPHOUSE – WEST AIRDRIE

Scope: Construction of a new water Reservoir and Pump Station in South-West Airdrie

Purpose: Enhance security of water supply and increase capacity to serve a 80,000 population.

Project #: 213

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Project Budget</th>
<th>Project Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 2013</td>
<td>October 2015</td>
<td>$13,028,000</td>
<td>• Preliminary design – 100%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Detailed design – 100%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Tender/award – 80%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Construction – 0%</td>
</tr>
</tbody>
</table>
Reservoir Pumphouse
West Airdrie
ROAD REHABILITATION

Scope: Annual program of pavement rehabilitation, curb replacement, and re-application of line markings.
Purpose: Sustain high quality of pavement and extend life of infrastructure assets
Project #: various

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Project Budget</th>
<th>Project Status % Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 2014</td>
<td>October 2014</td>
<td>$2,457,000</td>
<td>- Preliminary Design – 100%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Detailed design – 50%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Tender/award – 0%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Construction – 0%</td>
</tr>
</tbody>
</table>

Engineering Services
ROAD REHABILITATION PROJECTS

2014

- Main Street. – Allen Street to Elk Hill
- Elk Hill – Main Street to end of cul-de-sac
- Emberdale Way – Eldorado Road to Elk Hill
- Ridgegate Way – Ridgebrook Drive to Main Street

- East Lake Boulevard – Big Springs Drive to Big Hill Road (includes sanitary main replacement)
- East Lake Gate – Big Hill Circle to East Lake Boulevard
- East Lake Way – East Lake Rise to East Lake Crescent

- Veterans Boulevard and 8th Street
- Veterans Boulevard and Highland Park Boulevard – removal of dual left

- Centre Avenue and Towerlane Drive
- Centre Avenue – Towerlane Drive to Main Street

- Buffalo Rub Drive – Highway 567 to end of cul-d-sac
- Farries Road – Range Road 291 to end of cul-d-sac
- Stewart Road – Range Road 291 to end of cul-d-sac

- Yankee Valley Boulevard – 8 Street to Chinook Winds Drive – Pathway (south side)
2 AVENUE WATERMAIN REPLACEMENT / REHABILITATION

Scope:  Watermain replacement and road rehabilitation.
Purpose: Enhance water services to residents and improve road quality.
Project #: 624

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Project Budget</th>
<th>Project Status % Complete</th>
</tr>
</thead>
</table>
| May 2014   | October 2014 | $833,700       | • Preliminary design – 100%  
|            |            |                 | • Detailed design – 90%     
|            |            |                 | • Tender/award – 0%          
|            |            |                 | • Construction – 0%          |

Engineering Services
2 Avenue Watermain Replacement
TRAFFIC SIGNALS

Scope:  Construction of traffic signals - Chinook Winds Dr. and Yankee Valley Blvd.  Signal Upgrades at select locations.
Purpose: Improve safety and traffic flow on the transportation network.
Project #: 23

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Project Budget</th>
<th>Project Status % Complete</th>
</tr>
</thead>
</table>
| June 2014  | Sept 2014| $405,800       | • Preliminary design – 100%  
|            |          |                | • Detailed design – 60%   |
|            |          |                | • Tender/award – 0%        |
|            |          |                | • Construction – 0%        |
Traffic Signals
TRANSIT TERMINAL

Scope: Construction of a new transit terminal
Purpose: Terminal will facilitate improved mobility and connectivity.
Project #: 608

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Project Budget</th>
<th>Project Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 2014</td>
<td>December 2014</td>
<td>$2,253,400</td>
<td>• Preliminary design – 50%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Detailed design – 0%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Tender/award – 0%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Construction – 0%</td>
</tr>
</tbody>
</table>
NEW POTABLE WATER SUPPLY LINE

Scope: Construction of a new 600 mm water supply line from Calgary to Airdrie.
Purpose: To accommodate growth and ensure a secure water supply.
Project #: 93

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Project Budget</th>
<th>Project Status % Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 2012</td>
<td>July 2014</td>
<td>$12,884,321</td>
<td>• Pipe installation – 100%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Vault installation – 100%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Booster station – 100%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Meter station – 100%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Commissioning – 100%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Topsoiling, fine grading &amp; seeding – 90%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Power line relocation – 0%</td>
</tr>
</tbody>
</table>

Engineering Services
600mm water line construction
24<sup>th</sup> STREET CONSTRUCTION

Scope: Upgrading 24<sup>th</sup> Street to a two-lane undivided roadway
Purpose: Increase north-south transportation capacity and connectivity.
Project #: 163

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Project Budget</th>
<th>Project Status % Complete</th>
</tr>
</thead>
</table>
| June 2012   | July 2014  | $8,400,000     | • Traffic signal – 90%
               |             |                |  Landscaping / pathway – 50%
               |             |                |  Top lift – 0% |
24th Street Construction
RAILWAY AVENUE ROAD CONSTRUCTION

Scope: Consists of constructing a new two-lane undivided roadway across CPR tracks.
Purpose: Increase east-west transportation capacity and connectivity.
Project #: 219

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Project Budget</th>
<th>Project Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 2012</td>
<td>August 2014</td>
<td>$2,430,664</td>
<td>• Asphalt – 100%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Concrete – 100%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Street Lights – 100%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• CP Crossing Signal – 100%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Landscaping/pathway – 100%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Toplift – 0%</td>
</tr>
</tbody>
</table>
Railway Avenue Crossing
8th STREET ROAD CONSTRUCTION

Scope: Upgrading 8th street to a two-lane divided roadway from 40th Avenue to south end of City limits.
Purpose: Increase north-south transportation capacity and connectivity.
Project #: 54

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Project Budget</th>
<th>Project Status % Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 2009</td>
<td>August 2014</td>
<td>$1,888,087</td>
<td>• Construction – 95%</td>
</tr>
</tbody>
</table>
8th Street Road Construction
Questions?
AGENDA REPORT

Meeting Date (M/D/Y): 4/7/2014

Subject: 2013 Election - Candidate Campaign Contributions and Expenses

Boards Routed Through: City Council

Date: 4/7/2014

Description:

Council is being provided with information on the 2013 Election candidate campaign contributions and expenses.

Background:

In 2010, the Local Authorities Election Act (LAEA) introduced amendments that required that council candidates in a general election who have received contributions to their campaign must file a Campaign Contribution & Expense Disclosure Statement on or before March 1, immediately following a general election. This year March 1 fell on a Saturday, allowing candidates to file papers up until the end of business on Monday, March 3, 2013.

The legislation compels all candidates to be responsible and accountable to electors for both the sources of their campaign contributions and the amount of their expenditures during their campaigns for public office. As well, it outlines how any campaign surpluses must be handled.

The current legislation requires that only those candidates receiving contributions to their campaigns are required to report. However, without knowing who did and didn't receive contributions, all candidates were requested to either file their documentation or reply by email indicating that their campaign was self-funded.

Boards Routed Through:

None
Alternatives/Implications:

This report is for information only.

Corporate Communications:

The Campaign Disclosure and Financial Statements are available online as part of tonight’s agenda package and will be posted to the Election section of the City’s website.

Recommendation: That City Council accepts for information the disclosure of 2013 Campaign Disclosure and Financial Statements as required under the Local Authorities Election Act.

K. Kitiuk
Team Leader, Legislative Services

Presenter: S. Pollyck
Attachments: Disclosure Statement
MUNICIPALITY: Airdrie, PROVINCE OF ALBERTA

Full Name of Candidate: Darrell Belyk

Candidate's Mailing Address: 68 Mayfair Close SE, Airdrie, Alberta
Postal Code: T4A 1T4

NOTE:
If a candidate's entire election campaign is funded exclusively out of the candidate's own funds and the candidate's funds are not more than $10,000, under Section 147.11 of the Local Authorities Election Act, the candidate is not required to file this document open and deposit the funds into a campaign account.

This form, including any contributor information from line 2, is a public document.

### Campaign Period Revenue

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total amount of contributions of $100.00 or less</td>
<td>$0.00</td>
</tr>
<tr>
<td>Total amount of all contributions of $100.01 and greater</td>
<td>$3,900.00</td>
</tr>
<tr>
<td>NOTE: For lines 1 and 2, include all money and valued personal property, real property or service contributions.</td>
<td></td>
</tr>
<tr>
<td>Deduct total amount of contributions returned</td>
<td>$0.00</td>
</tr>
<tr>
<td>NET CONTRIBUTIONS (line 1 + 2 - 3)</td>
<td>$3,900.00</td>
</tr>
</tbody>
</table>

### OTHER SOURCES:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total amount contributed out of candidate's own funds</td>
<td>$1,380.45</td>
</tr>
<tr>
<td>Total net amount received from fund-raising functions</td>
<td>$0.00</td>
</tr>
<tr>
<td>Transfer of any surplus or deficit from a candidate's previous election campaign</td>
<td>$0.00</td>
</tr>
<tr>
<td>TOTAL OTHER SOURCES (add lines 5, 6 and 7)</td>
<td>$1,380.45</td>
</tr>
<tr>
<td>Total Campaign Period Revenue (add lines 4 and 8)</td>
<td>$5,280.45</td>
</tr>
</tbody>
</table>

### Campaign Period Expenditures

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campaign Period Expenses</td>
<td>$5,280.45</td>
</tr>
<tr>
<td>Paid</td>
<td>$5,280.45</td>
</tr>
<tr>
<td>Unpaid</td>
<td>$0.00</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$5,280.45</td>
</tr>
</tbody>
</table>

### Campaign Period Surplus (Deficit)

(deduct line 10 from line 9)

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>ATTESTATION OF CANDIDATE</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Signature of Candidate: [Signature]

Date: Jan 2, 2014

Forward the signed original of this document to the address of the municipality in which the candidate was nominated for election.

IT IS AN OFFENCE TO SIGN A FALSE STATEMENT

LGF0002 (201304)
<table>
<thead>
<tr>
<th></th>
<th>Address</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mattamy Homes</td>
<td>2583-29st. NE Calgary, Ab.</td>
<td>$2500.00</td>
</tr>
<tr>
<td>Vitreous Glass Inc.</td>
<td>212 East Lake Blvd. Airdrie, Ab.</td>
<td>$1000.00</td>
</tr>
<tr>
<td>La Fonda Restaurant</td>
<td>2914-Kingsview Blvd. SE Airdrie, Ab.</td>
<td>$200.00</td>
</tr>
<tr>
<td>Louise Dolen</td>
<td>RE/MAX Rocky View Real Estate 540 - 2nd Ave. S.E., Airdrie, Alberta</td>
<td>$200.00</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>$3900.00</strong></td>
</tr>
</tbody>
</table>
**FORM 21**

**Campaign Disclosure Statement and Financial Statement**

**Local Authorities Election Act**
(Sections 147.11, 147.3, 147.4)

**MUNICIPALITY:** Airdrie  
**PROVINCE OF ALBERTA**

**Full Name of Candidate:** Peter Brown

**Candidate’s Mailing Address:** 204 Stonegate Place  
Airdrie, Alberta  
Postal Code: T4B 2P3

**NOTE:**
If a candidate’s entire election campaign is funded exclusively out of the candidate’s own funds and the candidate’s funds are not more than $10,000, under Section 147.11 of the **Local Authorities Election Act**, the candidate is not required to file this document or open and deposit the funds into a campaign account.

This form, including any contributor information from line 2, is a public document.

**Campaign Period Revenue**

<table>
<thead>
<tr>
<th>Campaign Contributions</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Total amount of contributions of $100.00 or less</td>
<td>$0.00</td>
</tr>
<tr>
<td>2. Total amount of all contributions of $100.01 and greater, together with the contributor's name and address (attach listing and amount)</td>
<td>$12,000.00</td>
</tr>
<tr>
<td><strong>NOTE:</strong> For lines 1 and 2, include all money and valued personal property, real property or service contributions.</td>
<td></td>
</tr>
<tr>
<td>3. Deduct total amount of contributions returned</td>
<td>$</td>
</tr>
<tr>
<td>4. <strong>NET CONTRIBUTIONS</strong> (line 1 + 2 - 3)</td>
<td>$12,000.00</td>
</tr>
</tbody>
</table>

**OTHER SOURCES:**

| 5. Total amount contributed out of candidate's own funds | $ |
| 6. Total net amount received from fund-raising functions | $ |
| 7. Transfer of any surplus or deficit from a candidate's previous election campaign | $1,115.24 |
| 8. TOTAL OTHER SOURCES (add lines 5, 6 and 7) | $1,115.24 |
| 9. Total Campaign Period Revenue (add lines 4 and 8) | $13,115.24 |

**Campaign Period Expenditures**

| 10. Campaign Period Expenses | Paid $743.94 | Unpaid $ | TOTAL $743.94 |

**Campaign Period Surplus (Deficit)**

(deduct line 10 from line 9)  
$12,371.30

**ATTESTATION OF CANDIDATE**

This is to certify that to the best of my knowledge, this document and all attachments accurately reflect the information required under section 147.4 of the **Local Authorities Election Act**.

**Signature of Candidate**  
**Date:** 01/21/2014

Forward the signed original of this document to the address of the municipality in which the candidate was nominated for election.

**IT IS AN OFFENCE TO SIGN A FALSE STATEMENT**
<table>
<thead>
<tr>
<th>Donor</th>
<th>Address</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Previous Election Balance</td>
<td>Scotiabank - 33061169</td>
<td>$1,115.24</td>
</tr>
<tr>
<td>Volker Stevin Canada</td>
<td>PO Box 5850 Station A, Calgary, AB T2H 2S6</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>Dick Buchanan</td>
<td></td>
<td>$1,500.00</td>
</tr>
<tr>
<td>Kidco Construction</td>
<td>4949 - 76 Avenue SE, Calgary, AB T2C 3C6</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>Marmot Concrete</td>
<td>636 Beaver Dam Road NE, Calgary, AB T2K 4W6</td>
<td>$2,500.00</td>
</tr>
<tr>
<td>Cooper's Crossing Joint Venture</td>
<td>7 Coopers Close, Airdrie, AB T4B 2X1</td>
<td>$500.00</td>
</tr>
<tr>
<td>Highview Communities</td>
<td>#900, 10310 Jasper Avenue, Edmonton, AB T5J 1Y8</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>WRD Borger Construction Ltd.</td>
<td>7719-40 Street SE, Calgary, AB T2C 2G9</td>
<td>$2,500.00</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>$13,115.24</strong></td>
</tr>
</tbody>
</table>
FORM 21

Campaign Disclosure Statement and Financial Statement
(Sections 147.11, 147.3, 147.4)

MUNICIPALITY: Airdrie

PROVINCE OF ALBERTA

Full Name of Candidate: Fred Burley

Candidate's Mailing Address: 116 Waterstone Place

Airdrie, Alberta T4B 2G1

NOTE:
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Campaign Period Revenue

CAMPAIGN CONTRIBUTIONS:

1. Total amount of contributions of $100.00 or less

$ __________________

2. Total amount of all contributions of $100.01 and greater, together with the contributor's name and address (attach listing and amount)

$ 4,200.00

NOTE: For lines 1 and 2, include all money and valued personal property, real property or service contributions.

3. Deduct total amount of contributions returned

$ __________________

4. NET CONTRIBUTIONS (line 1 + 2 - 3)

$ 4,200.00

OTHER SOURCES:

5. Total amount contributed out of candidate's own funds

$ __________________

6. Total net amount received from fund-raising functions

$ 1,753.26

7. Transfer of any surplus or deficit from a candidate's previous election campaign

$ __________________

8. TOTAL OTHER SOURCES (add lines 5, 6 and 7)

$ 1,753.26

9. Total Campaign Period Revenue (add lines 4 and 8)

$ 5,953.26

Campaign Period Expenditures

10. Campaign Period Expenses

Paid $4,650.15

Unpaid $ __________________

TOTAL $ 4,650.15

Campaign Period Surplus (Deficit)
(deduct line 10 from line 9)

$ 1,303.11

ATTESTATION OF CANDIDATE

This is to certify that to the best of my knowledge, this document and all attachments accurately reflect the information required under section 147.4 of the Local Authorities Election Act.

[Signature of Candidate] [Date]

Forward the signed original of this document to the address of the municipality in which the candidate was nominated for election.

IT IS AN OFFENCE TO SIGN A FALSE STATEMENT

LCS0002 (2013/04)
Mattamy Homes
907 Windsong Drive
Airdrie T4B 0N5

Diversified Insurance
2399 Morris Cres
Airdrie T4A 2B8

Hassett & Reid
221 1 Street
Airdrie T4B 3L8

Westmark Holdings
7 Coopers Close
Airdrie T4B 2X1

Total

2,500.00
200.00
1,000.00
500.00

4,200.00
FORM 21

Campaign Disclosure Statement and Financial Statement
Local Authorities Election Act
(Sectons 147.11, 147.3, 147.4)

MUNICIPALITY: Airdrie, PROVINCE OF ALBERTA

Full Name of Candidate: Ronald Scott Chapman

Candidate's Mailing Address: 81 Summerfield Road
Airdrie, Alberta T4B 1X8

NOTE:
If a candidate's election campaign is funded exclusively out of the candidate's own funds and the candidate's funds are not more than $10,000, under Section 147.11 of the Local Authorities Election Act, the candidate is not required to file this document or open and deposit the funds into a campaign account.

This form, including any contributor information from line 2, is a public document.

Campaign Period Revenue

CAMPAIGN CONTRIBUTIONS:
1. Total amount of contributions of $100.00 or less $ 0.00
2. Total amount of all contributions of $100.01 or greater, together with the contributor's name and address (attach listing and amount) $ 10,850.00
NOTE: For lines 1 and 2, include all money and valuable personal property, real property or service contributions.
3. Deduct total amount of contributions returned
4. NET CONTRIBUTIONS (line 1 + 2 - 3) $ 10,850.00

OTHER SOURCES:
5. Total amount contributed out of candidate's own funds
6. Total net amount received from fund-raising functions
7. Transfer of any surplus or deficit from a candidate's previous election campaign $ 0.00
8. TOTAL OTHER SOURCES (add lines 5, 6 and 7)
9. Total Campaign Period Revenue (add lines 4 and 8) $ 10,850.00

Campaign Period Expenditures

10. Campaign Period Expenses Paid $ 9,485.66 Unpaid $ 0.00 TOTAL $ 9,485.66

Campaign Period Surplus (Deficit)
(deduct line 10 from line 9) $ 1,364.34

ATTESTATION OF CANDIDATE
This is to certify that to the best of my knowledge, this document and all attachments accurately reflect the information required under section 147.4 of the Local Authorities Election Act.

Signature of Candidate

Date: 02 - 23 - 2014

Forward the signed original of this document to the address of the municipality in which the candidate was nominated for election.

IT IS AN OFFENCE TO SIGN A FALSE STATEMENT
### 2013 Campaign Disclosure for Ron Chapman Airdrie, Alberta

#### 2013 Campaign Contributors

<table>
<thead>
<tr>
<th>Name</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hugh Hamilton</td>
<td>$1000.00</td>
</tr>
<tr>
<td>Airdrie, Ab. Mckee Homes 406 1 Ave. NW</td>
<td>$1000.00</td>
</tr>
<tr>
<td>Airdrie, Ab. Lone Pine RV Box 10058</td>
<td>$500.00</td>
</tr>
<tr>
<td>Airdrie, Ab. Borger Construction 7719 40 St SE</td>
<td>$1500.00</td>
</tr>
<tr>
<td>Calgary, Ab. Westmark Holdings Ltd. 7 Coopers Close</td>
<td>$500.00</td>
</tr>
<tr>
<td>Airdrie, Ab. Shane Homes 5661 7 St NE</td>
<td>$2000.00</td>
</tr>
<tr>
<td>Calgary, Ab. Melcor Developments 300 - 1204 Kensington Road NW</td>
<td>$250.00</td>
</tr>
<tr>
<td>Calgary, Ab. Jim Hassit</td>
<td>$1000.00</td>
</tr>
<tr>
<td>Airdrie, Ab. Mattamy Homes Ltd. 2583 29 St NE</td>
<td>$2500.00</td>
</tr>
</tbody>
</table>

**Total Contributions** $10,850.00
FORM 21

Campaign Disclosure Statement
and Financial Statement

Local Authorities Election Act
(Sections 147.11, 147.3, 147.4)

MUNICIPALITY: City of Airdrie, PROVINCE OF ALBERTA

Full Name of Candidate: Kevin John Galley

Candidate's Mailing Address: 54 Sunridge Place N/W
Airdrie, Alberta T4B 2J1

NOTE:
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This form, including any contributor information from line 2, is a public document.

Campaign Period Revenue

CAMPAIGN CONTRIBUTIONS:
1. Total amount of contributions of $100.00 or less
   $ 0.00
2. Total amount of all contributions of $100.01 and greater, together with the contributor's name and address (attach listing and amount)
   $ 4,700.00

NOTE: For lines 1 and 2, include all money and valued personal property, real property or service contributions.

3. Deduct total amount of contributions returned
   $ 0.00
4. NET CONTRIBUTIONS (line 1 + 2 - 3)
   $ 4,700.00

OTHER SOURCES:
5. Total amount contributed out of candidate's own funds
   $ 0.00
6. Total net amount received from fund-raising functions
   $ 0.00
7. Transfer of any surplus or deficit from a candidate's previous election campaign
   $ 0.00
8. TOTAL OTHER SOURCES (add lines 5, 6 and 7)
   $ 0.00
9. Total Campaign Period Revenue (add lines 4 and 8)
   $ 4,700.00

Campaign Period Expenditures
10. Campaign Period Expenses
    Paid $ 4,704.72 Unpaid $ 0.00 TOTAL $ 4,704.72

Campaign Period Surplus (Deficit)
(deduct line 10 from line 9)

$ 0.00

ATTESTATION OF CANDIDATE

This is to certify that to the best of my knowledge, this document and all attachments accurately reflect the information required under section 147.4 of the Local Authorities Election Act.

Signature of Candidate

Date

Forward the signed original of this document to the address of the municipality in which the candidate was nominated for election.

IT IS AN OFFENCE TO SIGN A FALSE STATEMENT

LG0002 (2013-04)
<table>
<thead>
<tr>
<th>Contributor's</th>
<th>Contributions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calgary &amp; District Labour Council Suite 321-3132 26 Street NE</td>
<td>$500.00</td>
</tr>
<tr>
<td>Calgary, AB. T1Y 6Z1</td>
<td></td>
</tr>
<tr>
<td>Prosthetic Concepts 3515G -17th Avenue SW</td>
<td>$200.00</td>
</tr>
<tr>
<td>Calgary, AB. T3E 0B6</td>
<td></td>
</tr>
<tr>
<td>CUPE Calgary District Council Calgary Public Library Workers #307 - 508</td>
<td>$250.00</td>
</tr>
<tr>
<td>24 Avenue SW</td>
<td></td>
</tr>
<tr>
<td>Calgary, AB. T2S 0K4</td>
<td></td>
</tr>
<tr>
<td>CUPE Local 37 5112 - 3rd Street SE</td>
<td>$500.00</td>
</tr>
<tr>
<td>Calgary, AB. T2H 1J6</td>
<td></td>
</tr>
<tr>
<td>Amalgamated Transit Union (Local 583) 5325 - 1A Street SW</td>
<td>$500.00</td>
</tr>
<tr>
<td>Calgary, AB. T2H 0E5</td>
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</tr>
<tr>
<td>CUPE Alberta Division #300 10235 - 124th Street</td>
<td>$500.00</td>
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<tr>
<td>Edmonton, AB. T5N 1P9</td>
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<tr>
<td>UBC Local 2103 301 10th Street NW</td>
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<td>Calgary, AB. T2N 1V5</td>
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<tr>
<td>Alberta Federation of Labour Parkington Plaza, #300 - 10408 - 124th Street</td>
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<td>Edmonton, AB. T5N 1R5</td>
<td></td>
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<td>CUPE Local 709 5112 - 3rd Street SE</td>
<td>$250.00</td>
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<td>Calgary, AB. T2H 1J6</td>
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</tr>
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</table>
FORM 21

Campaign Disclosure Statement and Financial Statement
Local Authorities Election Act
(Sections 147.11, 147.3, 147.4)

MUNICIPALITY: City of Airdrie, PROVINCE OF ALBERTA

Full Name of Candidate: Kelly Harvey Hegg

Candidate’s Mailing Address: 221 Woodside Gate
Airdrie, Alberta
Postal Code: T4B 2E3

NOTE:
If a candidate’s entire election campaign is funded exclusively out of the candidate’s own funds and the candidate’s funds are not more than $10,000, under Section 147.11 of the Local Authorities Election Act, the candidate is not required to file this document or open and deposit the funds into a campaign account.

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Campaign Period Revenue

CAMPAIGN CONTRIBUTIONS:
1. Total amount of contributions of $100.00 or less
   $ 150.00
2. Total amount of all contributions of $100.01 and greater, together with the contributor’s name and address (attach listing and amount)
   $ 3,500.00
   NOTE: For lines 1 and 2, include all money and valued personal property, real property or service contributions.
3. Deduct total amount of contributions returned
   $ 0.00
4. NET CONTRIBUTIONS (line 1 + 2 - 3)
   $ 3,650.00

OTHER SOURCES:
5. Total amount contributed out of candidate’s own funds
   $ 4,935.38
6. Total net amount received from fund-raising functions
   $ 0.00
7. Transfer of any surplus or deficit from a candidate’s previous election campaign
   $ 0.00
8. TOTAL OTHER SOURCES (add lines 5, 6 and 7)
   $ 4,935.38
9. Total Campaign Period Revenue (add lines 4 and 8)
   $ 8,585.38

Campaign Period Expenditures
10. Campaign Period Expenses
    Paid $ 8,585.38
    Unpaid $ 0.00
    TOTAL $ 8,585.38

Campaign Period Surplus (Deficit)
(deduct line 10 from line 9)

ATTESTATION OF CANDIDATE
This is to certify that to the best of my knowledge, this document and all attachments accurately reflect the information required under section 147.4 of the Local Authorities Election Act.

Signature of Candidate: ____________________________
Date: February 11, 2014

Forward the signed original of this document to the address of the municipality in which the candidate was nominated for election.

IT IS AN OFFENSE TO SIGN A FALSE STATEMENT

LGS0002 (2013/04)
Kelly Hegg 2013 Municipal Election Campaign donors

<table>
<thead>
<tr>
<th>Donors</th>
<th>Amount $</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mattamy Homes Ltd</td>
<td>2500</td>
</tr>
<tr>
<td>Hopewell Management Ltd.</td>
<td>500</td>
</tr>
<tr>
<td>Westmark Holdings</td>
<td>500</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>3500</strong></td>
</tr>
</tbody>
</table>
FORM 21

Campaign Disclosure Statement
and Financial Statement

Local Authorities Election Act
(Sections 147.11, 147.3, 147.4)

MUNICIPALITY: Airdrie, PROVINCE OF ALBERTA

Full Name of Candidate: Kevin Hughes

Candidate's Mailing Address: 229 1st Ave
Airdrie, Alberta
Postal Code T4B 6R5

NOTE:
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Campaign Period Revenue

CAMPAIGN CONTRIBUTIONS:
1. Total amount of contributions of $100.00 or less

2. Total amount of all contributions of $100.01 and greater, together with the contributor's name and address (attach listing and amount)

$ 5,500.00

NOTE: For lines 1 and 2, include all money and valued personal property, real property or service contributions.

3. Deduct total amount of contributions returned

$ 0.00

4. NET CONTRIBUTIONS (line 1 + 2 - 3)

$ 5,500.00

OTHER SOURCES:
5. Total amount contributed out of candidate's own funds

$ 481.56

6. Total net amount received from fund-raising functions

$ 0.00

7. Transfer of any surplus or deficit from a candidate's previous election campaign

$ 0.00

8. TOTAL OTHER SOURCES (add lines 5, 6 and 7)

$ 481.56

9. Total Campaign Period Revenue (add lines 4 and 8)

$ 5,981.56

Campaign Period Expenditures

10. Campaign Period Expenses

Paid $ 5,981.56
Unpaid $ 0.00
TOTAL $ 5,981.56

Campaign Period Surplus (Deficit)

(deduct line 10 from line 9)

$ 0.00

ATTESTATION OF CANDIDATE

This is to certify that to the best of my knowledge, this document and all attachments accurately reflect the information required under section 147.4 of the Local Authorities Election Act.

Signature of Candidate

Date

Forward the signed original of this document to the address of the municipality in which the candidate was nominated for election.

IT IS AN OFFENCE TO SIGN A FALSE STATEMENT

LGS0002 (201304)
R & J Anderson

Airdrie, AB

Hopewell Development 1122 4th St SW

Calgary, AB

$500.00
MUNICIPALITY: City of Airdrie, PROVINCE OF ALBERTA

Full Name of Candidate: Allan James Hunter

Candidate's Mailing Address: 187 Sagewood Blvd. S.W., Alberta

Postal Code: T4B 3A1

NOTE:
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Campaign Period Revenue

CAMPAIGN CONTRIBUTIONS:
1. Total amount of contributions of $100.00 or less $ 200.20
2. Total amount of all contributions of $100.01 and greater, together with the contributor's name and address (attach listing and amount) $ 21585.20

NOTE: For lines 1 and 2, include all money and valued personal property, real property or service contributions.

3. Deduct total amount of contributions returned $ N/A
4. NET CONTRIBUTIONS (line 1 + 2 - 3) $ 21385.20

OTHER SOURCES:
5. Total amount contributed out of candidate's own funds $ 8168.54
6. Total net amount received from fund-raising functions $ N/A
7. Transfer of any surplus or deficit from a candidate's previous election campaign $ N/A
8. TOTAL OTHER SOURCES (add lines 5, 6 and 7) $ N/A
9. Total Campaign Period Revenue (add lines 4 and 8) $ 27453.44

Campaign Period Expenditures

10. Campaign Period Expenses Paid $ 27453.44 Unpaid $ TOTAL $ 27453.44

Campaign Period Surplus (Deficit)
(deduct line 10 from line 9) $ 0

ATTESTATION OF CANDIDATE
This is to certify that to the best of my knowledge, this document and all attachments accurately reflect the information required under section 147.4 of the Local Authorities Election Act.

Signature of Candidate: Allan James Hunter
Date: Feb 26/2014

Forward the signed original of this document to the address of the municipality in which the candidate was nominated for election.

IT IS AN OFFENCE TO SIGN A FALSE STATEMENT
<table>
<thead>
<tr>
<th>Donations</th>
<th>Amount</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alsa Road Construction</td>
<td>$500.00</td>
<td>321 50 Ave. S.E. Calgary</td>
</tr>
<tr>
<td>Advanced Refrigeration</td>
<td>$485.20</td>
<td>Royal Oak RPO Calgary</td>
</tr>
<tr>
<td>Apple Cleaning</td>
<td>$500.00</td>
<td>2906 2 Ave. S.E. Calgary</td>
</tr>
<tr>
<td>Community Natural Foods Ltd.</td>
<td>$5,000.00</td>
<td>6120-1 A St. S.W. Calgary</td>
</tr>
<tr>
<td>Coopers Crossing Joint Venture</td>
<td>$500.00</td>
<td>7 Coopers Close Airdrie</td>
</tr>
<tr>
<td>Desert Bakery and Café Inc.</td>
<td>$3,000.00</td>
<td>144-1830 52 St. N.E Calgary</td>
</tr>
<tr>
<td>Executive Mat Service</td>
<td>$250.00</td>
<td>6-115 28 St. S.E. Calgary</td>
</tr>
<tr>
<td>Freestone Produce</td>
<td>$100.00</td>
<td>10-3220 5 Ave. N.E Calgary</td>
</tr>
<tr>
<td>Highview Communities</td>
<td>$250.00</td>
<td>900 10310 Jasper Ave. Edmonton</td>
</tr>
<tr>
<td>Hopewell Development Master LP</td>
<td>$300.00</td>
<td>1122 4 St. S.W Calgary</td>
</tr>
<tr>
<td>Hopewell Residential Management</td>
<td>$500.00</td>
<td>1122 4 St. S.W Calgary</td>
</tr>
<tr>
<td>Hugh Hamilton</td>
<td>$250.00</td>
<td>Airdrie</td>
</tr>
<tr>
<td>Labin Cleaning</td>
<td>$500.00</td>
<td>420 Shore Dr. RR6 Lcd 9 Calgary</td>
</tr>
<tr>
<td>Mattamy Homes</td>
<td>$2,500.00</td>
<td>2583 29 St. N.E. Calgary</td>
</tr>
<tr>
<td>McKee Homes Ltd.</td>
<td>$1,000.00</td>
<td>406 1St Ave. N.W. Airdrie</td>
</tr>
<tr>
<td>Neptune Enterprises Ltd.</td>
<td>$250.00</td>
<td>26 East Lake Green N.E. Airdrie</td>
</tr>
<tr>
<td>Rick Tamimi</td>
<td>$300.00</td>
<td>5917 1 A St. S.W. Calgary</td>
</tr>
<tr>
<td>Shane Homes</td>
<td>$1,000.00</td>
<td>5661 7 St. N.E. Calgary</td>
</tr>
<tr>
<td>Soufan Realty</td>
<td>$100.00</td>
<td>11-3220 5 Ave. N.E. Calgary</td>
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<tr>
<td>Whitespot Janitorial Services</td>
<td>$2,000.00</td>
<td>9 3716 56 Ave. S.E. Calgary</td>
</tr>
<tr>
<td>Total Cash Donations</td>
<td>$19,285.20</td>
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</tr>
<tr>
<td>Bri-Mor Developments Donations in kind</td>
<td>$2,500.00</td>
<td>203 5112 47 St. N.E. Calgary</td>
</tr>
</tbody>
</table>
MUNICIPALITY: Airdrie Ab, PROVINCE OF ALBERTA

Full Name of Candidate: Angela Pitt

Candidate's Mailing Address: 1704 Luxstone Dr

Airdrie, Alberta, Postal Code T4B 0H4

NOTE:
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### Campaign Period Revenue

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Total amount of contributions of $100.00 or less</td>
<td>$180.00</td>
</tr>
<tr>
<td>2. Total amount of all contributions of $100.01 and greater, together with the contributor's name and address (attach listing and amount)</td>
<td>$5,700.00</td>
</tr>
<tr>
<td>NOTE: For lines 1 and 2, include all money and valued personal property, real property or service contributions.</td>
<td></td>
</tr>
<tr>
<td>3. Deduct total amount of contributions returned</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>4. NET CONTRIBUTIONS (line 1 + 2 - 3)</td>
<td>$4,380.00</td>
</tr>
</tbody>
</table>

### OTHER SOURCES:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>5. Total amount contributed out of candidate's own funds</td>
<td>$1,601.60</td>
</tr>
<tr>
<td>6. Total net amount received from fund-raising functions</td>
<td>$0.00</td>
</tr>
<tr>
<td>7. Transfer of any surplus or deficit from a candidate's previous election campaign</td>
<td>$0.00</td>
</tr>
<tr>
<td>8. TOTAL OTHER SOURCES (add lines 5, 6 and 7)</td>
<td>$1,601.60</td>
</tr>
<tr>
<td>9. Total Campaign Period Revenue (add lines 4 and 8)</td>
<td>$5,981.60</td>
</tr>
</tbody>
</table>

### Campaign Period Expenditures

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>10. Campaign Period Expenses</td>
<td>$5,981.60</td>
</tr>
</tbody>
</table>

Unpaid $0.00 TOTAL $5,981.60

### Campaign Period Surplus (Deficit)

(deduct line 10 from line 9)

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$0.00</td>
</tr>
</tbody>
</table>

### ATTESTATION OF CANDIDATE

This is to certify that to the best of my knowledge, this document and all attachments accurately reflect the information required under section 147.4 of the Local Authorities Election Act.

Signature of Candidate: 
Date: Feb. 25/14

Forward the signed original of this document to the address of the municipality in which the candidate was nominated for election.

**IT IS AN OFFENCE TO SIGN A FALSE STATEMENT**
<table>
<thead>
<tr>
<th><strong>Contributor</strong></th>
<th><strong>Address</strong></th>
<th><strong>Amount</strong></th>
<th><strong>Returned</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Willbrook Investments</td>
<td>117 Coopers Park T4N 3L7</td>
<td>$200</td>
<td></td>
</tr>
<tr>
<td>Hopewell</td>
<td>1122 4 St SW, Calgary, AB T</td>
<td>$500</td>
<td></td>
</tr>
<tr>
<td>Magic Mountain Daycals</td>
<td>513 First Ave NE Airdrie, AB</td>
<td>$5,000</td>
<td>$1,500</td>
</tr>
</tbody>
</table>
FORM 21

Campaign Disclosure Statement and Financial Statement
Local Authorities Election Act
(Sections 147.11, 147.3, 147.4)

MUNICIPALITY: Airdrie, PROVINCE OF ALBERTA

Full Name of Candidate: Rob Jamieson

Candidate's Mailing Address: 2051 Sagewood Rise

Airdrie, Alberta

Postal Code: T4B 3N7

NOTE:
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Campaign Period Revenue

CAMPAIGN CONTRIBUTIONS:

1. Total amount of contributions of $100.00 or less
   $ 455.00

2. Total amount of all contributions of $100.01 and greater, together with the contributor's name and
   address (attach listing and amount)
   $ 4,400.00

NOTE: For lines 1 and 2, include all money and valued personal property, real property or service contributions.

3. Deduct total amount of contributions returned

4. NET CONTRIBUTIONS (line 1 + 2 - 3)
   $ 4,855.00

OTHER SOURCES:

5. Total amount contributed out of candidate's own funds
   $ 1,117.20

6. Total net amount received from fund-raising functions
   $ 0.00

7. Transfer of any surplus or deficit from a candidate's previous election campaign
   $ 0.00

8. TOTAL OTHER SOURCES (add lines 5, 6 and 7)
   $ 1,117.20

9. Total Campaign Period Revenue (add lines 4 and 8)
   $ 5,972.20

Campaign Period Expenditures

10. Campaign Period Expenses Paid $ 5,647.95 Unpaid $ 0.00 TOTAL $ 5,647.95

Campaign Period Surplus (Deficit)
(deduct line 10 from line 9)

$ 324.25

ATTESTATION OF CANDIDATE

This is to certify that to the best of my knowledge, this document and all attachments accurately reflect the information required under section 147.4 of the Local Authorities Election Act.

Signature of Candidate

Date 02/23/04

Forward the signed original of this document to the address of the municipality in which the candidate was nominated for election.

IT IS AN OFFENCE TO SIGN A FALSE STATEMENT

LGS0002 (2013/04)
<table>
<thead>
<tr>
<th>Donor</th>
<th>Amount</th>
<th>&lt;$100</th>
<th>&gt;$100.00</th>
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<tbody>
<tr>
<td>Karen MacDonald</td>
<td>200.00</td>
<td>200.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>100.00</td>
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</tr>
<tr>
<td>Hair Lounge</td>
<td>200.00</td>
<td>200.00</td>
<td>113 1st Street NW, Airdrie AB</td>
</tr>
<tr>
<td>McKee Homes</td>
<td>1000.00</td>
<td>1000.00</td>
<td>406 1 Ave NW, Airdrie AB</td>
</tr>
<tr>
<td>Hugh Hamilton</td>
<td>250.00</td>
<td>250.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>100.00</td>
<td>100.00</td>
<td></td>
</tr>
<tr>
<td>Hassett &amp; Reid</td>
<td>1000.00</td>
<td>1000.00</td>
<td>221 1 St SW, Airdrie AB</td>
</tr>
<tr>
<td></td>
<td>80.00</td>
<td>80.00</td>
<td></td>
</tr>
<tr>
<td>Boston Pizza Airdrie</td>
<td>250.00</td>
<td>250.00</td>
<td>106 Sierra Springs Dr SE, Airdrie AB</td>
</tr>
<tr>
<td></td>
<td>25.00</td>
<td>25.00</td>
<td></td>
</tr>
<tr>
<td>Shane Homes</td>
<td>1500.00</td>
<td>1500.00</td>
<td>5661 7 St NE, Calgary AB</td>
</tr>
<tr>
<td></td>
<td>75.00</td>
<td>75.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>75.00</td>
<td>75.00</td>
<td></td>
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<tr>
<td>Total</td>
<td>4875.00</td>
<td>455.00</td>
<td>4400.00</td>
</tr>
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</table>
AGENDA REPORT

Meeting Date (M/D/Y): 4/7/2014

Subject: Change in Public Hearing Process

Boards Routed Through: City Council
Date: 4/7/2014

Description:

Council is being advised of a change in the process for Public Hearings.

Background:

City staff recently attended a law seminar that indicated many municipalities were changing or had changed the steps in the process for public hearings. Further, there have been a few instances over the past number of years where Council has struggled with providing first reading to a bylaw solely for the purpose of getting the bylaw into the public arena. The public does not necessarily understand that first reading is often procedural and will interpret a vote in favour of first reading as a vote in favour of the proposed bylaw.

The Municipal Government Act (MGA) states at Sections 230 and 692 that a Council must hold a public hearing before second reading of a bylaw. It does not state that first reading must have occurred prior to the public hearing.

Historically, Airdrie has followed the process of:

- First reading to get the bylaw into the public arena
- Public hearing in accordance with the MGA
- Final readings

Staff are advising Council that the process for public hearings will be changed and follow the process of:

- Public hearing in accordance with the MGA
- Three readings of the bylaw
This particular process will result in efficiencies for staff as only one Agenda Report will need to be prepared and presented. The public hearing and readings of the bylaw can occur on the same evening, which results in efficiencies for both staff and any parties interested in the bylaw, be they developers or public, as they only need attend the one meeting. Should permission for third reading not be received in a given Council meeting, the bylaw would move to the next Council meeting for third reading as a matter of process.

**Boards Routed Through:** N/A

**Alternatives/Implications:** N/A

**Corporate Communications:**

Legislative Services staff will work with both Planning and Corporate Communications to ensure this change in process is communicated to the development community.

**Recommendation:** That City Council accepts the report for information.

Sharon Pollyck  
Manager of Legislative Services  
and Corporate Communications

<table>
<thead>
<tr>
<th>Presenter:</th>
<th>Sharon Pollyck</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attachments:</td>
<td>N/A</td>
</tr>
</tbody>
</table>
AGENDA REPORT

Meeting Date (M/D/Y): 4/7/2014

Subject: Bylaw No. B-36/2013: Southeast Airdrie CASP Amendment  
Bylaw No. B-37/2013: King’s Heights NSP Amendment  
Bylaw No. B-38/2013: Land Use Amendment

Boards Routed Through: Date:
Municipal Planning Commission 12/19/2013  
City Council First Reading 2/3/2014  
City Council Public Hearing/Final Readings 4/7/2014

Description:

Staff is presenting a proposal to expand the Kingsview Market area with three bylaws:

1. Bylaw No. B-36/2013 would amend the Southeast Airdrie Community Area Structure Plan (CASP) (Bylaw No. B-29/2004);
2. Bylaw No. B-37/2013 would amend the King’s Heights Neighbourhood Structure Plan (NSP) (Bylaw No. B-15/2005);
3. Bylaw No. B-38/2013 would amend the Land Use Bylaw (Bylaw No. B-09/2005) by re-designating a total of 9.7 acres from Industrial Business Park One District (IB-1) to Commercial Mixed Use District (CMU) and Residential High Density Multi-Dwelling District (R-5).

Background:

Proposal

The subject area, located adjacent to the existing Kingsview Market, is currently designated as IB-1. Kingsview Market and the subject parcel are both owned by Melcor Developments. The Market is a commercial mixed use project that is intended to provide a pedestrian-oriented shopping district that can accommodate multi-family residential uses. The applicant is proposing to expand the current Market area to include more retail space and a high density residential building. In order to do so, the applicant was informed by administration they would need to amend the current IB-1 zoning of the subject area to CMU and R-5. In doing so, the applicant is first required to amend the two governing statutory documents (the CASP and the NSP) to be consistent with the proposed land use amendments. The applicant has applied for all three bylaw amendments concurrently.
Application Summary

<table>
<thead>
<tr>
<th><strong>Applicant</strong></th>
<th>Brown &amp; Associates Planning Group</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Owner</strong></td>
<td>Melcor Developments</td>
</tr>
<tr>
<td><strong>Legal Description</strong></td>
<td>Plan 1014494; Block 1; Lot 12</td>
</tr>
<tr>
<td><strong>Location</strong></td>
<td>Directly south of the existing Kingsview Market, situated on the northeast corner of Kingsview Boulevard and Kingsview Road.</td>
</tr>
</tbody>
</table>

Planning Designation Summary

| **Airdrie City Plan (Municipal Development Plan)** | The location of the subject area on the City Plan’s Land Use Concept is identified as “Mixed Use Commercial”, which is consistent with the proposed amendment. |
| **Southeast Airdrie Community Area Structure Plan (CASP)** | The subject area is shown partially as “Mixed Use Commercial” and partially as “Industrial” within the CASP’s Concept Plan. The proposed CASP amendment would change the industrial portion to “Residential (Townhouse and Apartment)”. |
| **King’s Heights Neighbourhood Structure Plan** | The subject area is currently shown in the NSP as “Industrial Business Park”. The proposed NSP amendment would modify the concept map and all related tables and figures to show the subject area as “Commercial – Mixed Use” and “Residential R-5”. |
| **Land Use Bylaw (LUB) District** | The subject area is currently shown in LUB (Bylaw No. B-09/2005) land use map as “Industrial Business Park One District” (IB-1). The proposed land use amendment would re-designate 5.26 acres to “Commercial Mixed Use District” (CMU) and 4.42 acres to “Residential High Density Multi-Dwelling District” (R-5). |
| **Existing Uses** | Vacant |

Location Map
Bylaw No. B-36/2013 – Southeast Airdrie CASP Amendment Summary

The proposed modifications to the CASP would mainly be reflected in the CASP’s Concept Plan (as shown below), where the residential designation – including the “M” for multi-family – would replace the industrial designation. All text and tables related to this change will also be amended (as shown in Appendix I of the “Applicant’s Submission” attachment).

Current CASP Concept

Proposed CASP Concept

Bylaw No. B-37/2013 – King’s Heights NSP Amendment Summary

The proposed modifications to the NSP would reflect the changes made in the CASP, and would mainly be shown in the NSP’s Concept Plan (as shown below), changing from “Industrial Business Park” to “Commercial – Mixed Use” and “Residential R-5”. These changes would be reflected in all text and tables (as shown in Appendix II of the “Applicant’s Submission” attachment).

Current NSP Concept

Proposed NSP Concept
Bylaw No. B-38/2013 – Land Use Amendment Summary

The current land use designation for the subject site is Industrial Business Park One District (IB-1). The proposed land use amendment would re-designate 5.26 acres to Commercial Mixed Use District (CMU) and 4.42 acres to Residential High Density Multi-Dwelling District (R-5), as illustrated below.

**Stakeholder Review**

The amendment application package was circulated to City departments, utility companies and Provincial agencies. The comments from the circulation are reflected in the following Planning Considerations.

**Planning Considerations**

Integration of Development – There was a concern stated in the circulation comments that the residential component felt out of place and isolated from other residential developments. This is a valid comment, considering that the R-5 site is surrounded by commercial activities to the north and west – which includes the Home Hardware lumber yard – and industrial business park uses to the south. Kingsview Boulevard physically separates the R-5 site from surrounding multi-family residential areas to the east.

Planning considered the isolation argument. Ideally, CMU integrates commercial and residential uses vertically within the same buildings. However, CMU can also take a horizontal form. The main purpose for mixing residential uses with commercial uses is to establish conveniences for those residents by having shopping and employment opportunities within walking distance. In this case, the R-5 site would be within very close proximity to retail and employment centres at Kingsview Market and the King’s Heights Business Park.
**Site Planning** – The other main concern from the circulation comments focused on the preliminary site plan that was provided in the circulation package (refer to Appendix III). In particular, the issues focused on the R-5 site only providing one access point for vehicles. The other comment focused on ensuring that there are clear pedestrian routes established between the R-5 site and the CMU site.

Although Planning requested that the developer show a preliminary site plan to illustrate how the project could be conceived, the actual evaluation of the site plan comes under the scrutiny of the development permit process. If the proposed land use amendment is adopted, Planning will take these valid comments into consideration when the applicant applies for a development permit.

**Continuation of CMU** – The proposed land use amendment would locate CMU adjacent to existing CMU lands. In doing so, the developer is able to reflect the style and character of retail development that is planned along the north side of Market Boulevard, which will be reminiscent of traditional “Main Street” commercial. The preliminary site concept plan (Appendix III in the circulation package) illustrates this. Planning views this as a desirable pedestrian-friendly retail environment, and the proposed land use amendment will make this vision possible because the CMU designation requires higher quality design than any other commercial district.

**Land Use Compatibility** – In addition to the expansion of the CMU, it could be argued that the R-5 site is appropriately located at the intersection of Kingsview Boulevard and Kingsview Road because it reflects the multi-family residential developments along the east side of Kingsview Boulevard. A residential seniors building is also planned to be situated within the existing CMU on the northwest corner of Kingsview Boulevard and Market Boulevard. As a result, if the land use amendment is adopted, there will be a corridor of high and medium density residential developments along Kingsview Boulevard between Yankee Valley Boulevard and Kingsview Road. This scenario would locate a large number of residents within walking distance of a major retail centre, while having convenient access to public transit and main transportation routes.

**Commercial/Residential Use vs. Industrial Use** – Whenever there is a proposal to change the land use designation from industrial to a different land use, there is a concern that the City is losing too much of its industrial land inventory. This is a legitimate concern, as there is demand for office space in business park developments. The same argument can be made for the appropriate distribution of commercial and residential sites. The consideration of suitably locating these land uses must be equally taken into account. In this particular case, the subject site is located immediately adjacent to Kingsview Market, a major regional commercial centre. The proximity to the Highway #2 – Yankee Valley Boulevard interchange makes this site’s location more desirable as a commercial site than an industrial site. Because of this desirability, there is a high likelihood that the remaining lands adjacent to the Kingsview Market – situated between Yankee Valley Boulevard and Kingsview Road – will also be rezoned to a commercial district. Kingsview Road is a more appropriate boundary between commercial and industrial uses because of the existing light industrial/business park buildings (such as Fortis) on the south side of the street.
Therefore, Planning can support the loss of Ib-1 lands in favour of the proposed land uses for this particular location.
**Municipal Planning Commission Meeting**

The proposed bylaws were presented to the Municipal Planning Commission (MPC) on December 19, 2013. The major concern that was expressed by MPC was the loss of IB-1 lands. It was felt that too many residential and commercial projects are being approved at the expense of the City’s industrial land supply. Another concern questioned if the proposed R-5 site was an appropriate place to locate a residential development, given the surrounding uses located within Kingsview Market. MPC recommended that Council should adopt the proposed bylaws by a vote of six in favour and three against.

In the following meeting held on January 9, 2014, MPC re-visited the proposed project. A comment was made that there are many examples of apartment sites being constructed throughout Airdrie that have underground parking and wondered if that could be an option for the proposed R-5 project. Planning thought that this was a fair comment since the apartment would be built as part of a mixed use development which encourages more amenity space in the public realm, rather than having space dedicated to motor vehicles.

**Alternatives:**

Council has three alternatives with respect to the proposed bylaws:

**Alternative One:** That Council adopts Bylaw No. B-36/2013 (being the CASP amendment), Bylaw No. B-37/2013 (being the NSP amendment) and Bylaw No. B-38/2013 (being the land use amendment) as presented.

- Choosing this option means that Kingsview Market is allowed to expand south and will include a high density residential component.


- Choosing this option means that Council feels that additional information is required from staff. The proposal would be delayed indefinitely before returning to another Public Hearing and final readings.


- Choosing this option means that the IB-1 zoning will remain in place.

**Recommendation:** That Council adopts Bylaw No. B-36/2013 (being the CASP amendment), Bylaw No. B-37/2013 (being the NSP amendment), and Bylaw No. B-38/2013 (being the land use amendment) as presented.

Mark Spence
Senior Planner
BYLAW NO. B-36/2013
OF THE CITY OF AIRDRIE
IN THE PROVINCE OF ALBERTA

BEING A BYLAW of the City of Airdrie, in the Province of Alberta, to amend Bylaw No. B-29/2004, being the Southeast Airdrie Community Area Structure Plan.

WHEREAS under the authority and subject to the provisions of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, and amendments thereto, the Council of the City of Airdrie may adopt an Area Structure Plan; and

WHEREAS Council has adopted the Southeast Airdrie Community Area Structure Plan as Bylaw No. B-29/2004; and,

WHEREAS Council deems it desirable to enact that the said Bylaw be amended in the manner outlined below;


READ a first time this ___________ day of ____________________, 2014.
READ a second time this ___________ day of ____________________, 2014.
READ a third time this ___________ day of ____________________, 2014.

EXECUTED this ___________ day of ____________________, 2014

________________________________________
MAYOR

________________________________________
CITY CLERK
BYLAW NO. B-36/2013
SCHEDULE ‘A’

Section 3.2 Residential, page 16:

Current wording:

“Approximately 255 hectares / 630 acres of the Southeast Airdrie CASP is proposed for residential purposes, including a wide variety of residential housing types, public open spaces, and roads located within the residential portion of the plan area.”

Proposed wording:

“Approximately 257 hectares / 635 acres of the Southeast Airdrie CASP is proposed for residential purposes, including a wide variety of residential housing types, public open spaces, and roads located within the residential portion of the plan area.”

Section 3.3 Commercial, page 17:

Current wording:

“Approximately 12 hectares / 30 acres (Airdrie GAMP range of 25 – 30 acres) is proposed as Commercial to be located at the southwest quadrant of the intersection of Yankee Valley Road and East Lake Boulevard.”

Proposed wording:

“Approximately 14 hectares / 35 acres is proposed as Commercial to be located at the southwest quadrant of the intersection of Yankee Valley Road and East Lake Boulevard.”

Section 3.4 Industrial, page 18:

Current wording:

“Approximately 147 hectares / 364 acres is proposed to be allocated to Industrial uses.”
“Approximately 143 hectares / 354 acres is proposed to be allocated to Industrial uses.”

**Table 3: Southeast Airdrie CASP Land Use Summary, page 27:**

**Current:**

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<td>Quasi-Public</td>
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Total Gross Residential Area Overall Density: 18.5 units per hectare / 7.5 units per acre

**Proposed:**

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<tr>
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<td>Net Developable Area</td>
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<td>• Stormwater Management Facilities</td>
<td>14.16</td>
<td>35.00</td>
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</tr>
<tr>
<td>• High Pressure Gas Line</td>
<td>1.46</td>
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<tr>
<td>Quasi-Public</td>
<td>4.05</td>
<td>10.00</td>
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</tr>
</tbody>
</table>

Total Gross Residential Area Overall Density: 19.2 units per hectare / 7.8 units per acre
BYLAW NO. B-37/2013
OF THE CITY OF AIRDRIE
IN THE PROVINCE OF ALBERTA

BEING A BYLAW of the City of Airdrie, in the Province of Alberta, to amend Bylaw No. B-15/2005, being the King’s Heights Neighbourhood Structure Plan.

WHEREAS under the authority and subject to the provisions of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, and amendments thereto, the Council of the City of Airdrie may adopt an Area Structure Plan; and

WHEREAS Council has adopted the King’s Heights Neighbourhood Structure Plan as Bylaw No. B-15/2005; and,

WHEREAS Council deems it desirable to enact that the said Bylaw be amended in the manner outlined below;


READ a first time this __________ day of ____________________, 2014.

READ a second time this __________ day of ____________________, 2014.

READ a third time this __________ day of ____________________, 2014.

EXECUTED this __________ day of ____________________, 2014

________________________________________
MAYOR

________________________________________
CITY CLERK
### Table 1: Land Use Summary, page 8:

#### Current:

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<tr>
<td>R-2</td>
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#### Proposed:

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<tr>
<td>R-1SL</td>
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<td>0.9%</td>
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<td>R-1N</td>
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<td>27.43</td>
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</tr>
<tr>
<td>R-2</td>
<td>3.38</td>
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<td>Roads</td>
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<td><strong>Total</strong></td>
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Table 3: Housing Mix Summary (Anticipated Units), page 9:

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</tr>
<tr>
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Proposed:

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<th>Acres</th>
<th>No. of units</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>R-1</td>
<td>8.78</td>
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<td>8%</td>
</tr>
<tr>
<td>R-1S</td>
<td>33.17</td>
<td>81.69</td>
<td>816</td>
<td>34%</td>
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<tr>
<td>R-1SL</td>
<td>1.77</td>
<td>4.37</td>
<td>60</td>
<td>2%</td>
</tr>
<tr>
<td>R-1N</td>
<td>11.10</td>
<td>27.43</td>
<td>319</td>
<td>13%</td>
</tr>
<tr>
<td>R-2</td>
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<td>117</td>
<td>5%</td>
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<td>R-4</td>
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</tbody>
</table>

Density, page 9:

Current wording:

“The residential density for the King’s Heights NSP is anticipated at 19.0 units per hectare or 7.7 units per acre (see table below).”

Proposed wording:

“The residential density for the King’s Heights NSP is anticipated at 20.6 units per hectare or 8.4 units per acre (see table below).”
### Table 4: Housing Mix Breakdown (Units), page 9:

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<tr>
<td>R-1N</td>
<td>319</td>
</tr>
<tr>
<td>R-2</td>
<td>117</td>
</tr>
<tr>
<td>R-4</td>
<td>452</td>
</tr>
<tr>
<td>R-5</td>
<td>250</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>2,198</strong></td>
</tr>
</tbody>
</table>

**Proposed:**

<table>
<thead>
<tr>
<th>Land Use</th>
<th>Number of Units Anticipated</th>
</tr>
</thead>
<tbody>
<tr>
<td>R-1</td>
<td>184</td>
</tr>
<tr>
<td>R-1S</td>
<td>816</td>
</tr>
<tr>
<td>R-1SL</td>
<td>60</td>
</tr>
<tr>
<td>R-1N</td>
<td>319</td>
</tr>
<tr>
<td>R-2</td>
<td>117</td>
</tr>
<tr>
<td>R-4</td>
<td>452</td>
</tr>
<tr>
<td>R-5</td>
<td>462</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>2,410</strong></td>
</tr>
</tbody>
</table>

### Table 5: Density Summary, page 10:

**Current:**

<table>
<thead>
<tr>
<th></th>
<th>Hectares</th>
<th>Acres</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Residential Area</td>
<td>115.48</td>
<td>285.35</td>
</tr>
<tr>
<td>Density Range</td>
<td>15.6 – 20.3 UPF</td>
<td>6.3 – 8.2 UPA</td>
</tr>
<tr>
<td>Anticipated Units</td>
<td></td>
<td>2,198</td>
</tr>
<tr>
<td>Anticipated Density</td>
<td>19.0 UPF</td>
<td>7.7 UPA</td>
</tr>
</tbody>
</table>

**Proposed:**

<table>
<thead>
<tr>
<th></th>
<th>Hectares</th>
<th>Acres</th>
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<tbody>
<tr>
<td>Total Residential Area</td>
<td>117.27</td>
<td>289.77</td>
</tr>
<tr>
<td>Density Range</td>
<td>13.6 – 22.2 UPF*</td>
<td>5.5 – 9.0 UPA*</td>
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<tr>
<td>Anticipated Units</td>
<td></td>
<td>2,410</td>
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<tr>
<td>Anticipated Density</td>
<td>20.6 UPF</td>
<td>8.4 UPA</td>
</tr>
</tbody>
</table>

*Note: amended to reflect the numbers outlined on page 27.
Section 3.1 Population and Density Policy 1, page 27:

Current wording:

“The proposed density for the King’s Heights NSP is 19.0 units per hectare, which falls within the density range of 13.6 to 22.2 units per gross developable residential hectare.”

Proposed wording:

“The proposed density for the King’s Heights NSP is 20.6 units per hectare, which falls within the density range of 13.6 to 22.2 units per gross developable residential hectare.”
BYLAW NO. B-38/2013
OF THE CITY OF AIRDRIE
IN THE PROVINCE OF ALBERTA

BEING A BYLAW of the City of Airdrie, in the Province of Alberta, to amend Bylaw No. B-09/2005, the City of Airdrie Land Use Bylaw.

WHEREAS under the authority and subject to the provisions of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, and amendments thereto, the Council of the City of Airdrie has adopted Land Use Bylaw No. B-09/2005; and

WHEREAS Council deems it desirable to enact that the said Land Use Bylaw be amended in the manner outlined below, and illustrated in the attached Schedule ‘A’;

NOW THEREFORE the Municipal Council of the City of Airdrie in Council duly assembled enacts that Bylaw No. B-38/2013 amend Section 2-8 (3) (b) (Land Use Map) of Land Use Bylaw No. B-09/2005 by re-zoning a total of 3.92 hectares (9.69 acres) in portions of Plan 1014494, Block 1, Lot 12 from Industrial Business Park One District (IB-1) to:

• 2.13 hectares (5.26 acres) of Commercial Mixed Use District (CMU); and
• 1.79 hectares (4.42 acres) of Residential High Density Multi-Dwelling District (R-5)

as shown in the attached Schedule ‘A’.

READ a first time this __________ day of ____________________, 2014.

READ a second time this ______ day of ____________________, 2014.

READ a third time this __________ day of ____________________, 2014.

EXECUTED this ______ day of _______________, 2014

________________________________________
MAYOR

________________________________________
CITY CLERK
Bylaw No. B-38/2013
Schedule ‘A’
Airdrie, Alberta

KING’S HEIGHTS

Supporting Information for Public Hearing

SOUTHEAST AIRDRIE COMMUNITY AREA STRUCTURE PLAN AMENDMENT; KING’S HEIGHTS NEIGHBOURHOOD STRUCTURE PLAN AMENDMENT; & LAND USE REDESIGNATION

Prepared for:
CITY OF AIRDRIE

Prepared on behalf of:
MELCOR DEVELOPMENTS LTD.

Prepared by:
BROWN & ASSOCIATES PLANNING GROUP
KING’S HEIGHTS

Introduction

Brown & Associates Planning Group is working on behalf of Melcor Developments Ltd in order to amend 3.92 ha (9.69 ac) of land within King’s Heights for commercial and residential uses. The site is located on the northwest corner of Kingsview Boulevard and Kingsview Road. The Market Boulevard commercial main street, a private road, is to the north. Numerous retail uses will be located along Market Boulevard, and the first Development Permit for a building on this main street was recently submitted. Multi-family residential development is located to the east, a retail Home Hardware is located to the west, and offices are located to the south.

Aerial view of the site, looking south
The land is undeveloped and currently designated as Industrial Business Park District One (IB-1). The proposed land uses are Commercial Mixed Use District (CMU) and Residential High Density Multi-Dwelling District (R-5). Approximately 2.13 ha (5.26 ac) are proposed for CMU and 1.79 ha (4.42 ac) are proposed for R-5.
The CMU site is part of the existing Kingsview Market Master Site Plan (MSP), approved in June 2010. This area is 50% built out and contains, among others, the following users:

- Shoppers Drug Mart;
- RBC;
- Esso;
- Toad and Turtle;
- Starbucks; and
- Bow Valley Credit Union.

The proposed CMU redesignation will bring the land in conformance with the approved MSP, which shows these lands with offices and live/work buildings facing Kingsview Boulevard and Market Boulevard. Market Boulevard is envisioned as the main street in a vibrant, pedestrian-friendly commercial area that will be the heart of the King’s Heights commercial area.
The proposed R-5 parcel is envisioned to contain +/- 142 residential units within two buildings. Given the property’s corner location, orientation, and external influences, the site lends itself to two four storey buildings framing the CMU site and complementing the multi-family residential buildings across Kingsview Boulevard (see below). As per the King’s Height Neighbourhood Structure Plan (NSP) and the Airdrie Municipal Development Plan (MDP), Policy 2-1.15 states that “the City shall encourage multi unit high density development to locate in proximity to shopping facilities, institutions, parks or open space and have good access to arterial roadways and public transit service.”
One building is envisioned on the south end of the site, facing Kingsview Road, and the other building will be positioned on the east side along Kingsview Boulevard. The anticipated layout and building size would work out to a density of 32 units per acre, which is within the 26 – 48 units per acre permitted within the R-5 District.

Proposed apartment building elevations

Melcor’s vision for the apartment buildings is for a development which will contain complementary architectural styles and maintain the integrity of the surrounding development. The design of the buildings will be well-scaled, articulated, and attractive. The buildings will fit with the character of surrounding residential, commercial, and business developments in the area. Some parking will be located underground in order to allow for a significant portion of the site to be landscaped.
Rationale

A key component of mixed use development is the integration of residential and commercial uses. This provides for a mutual benefit, allowing residents to easily take advantage of shopping and services and businesses to have customers right on their doorstep. Vehicle traffic is also reduced, and a stronger sense of community is established in these areas.

The site proposed to be redesignated to CMU has always been shown as part of the approved 2010 Kingsview Market Master Site Plan, as shown below. The site is adjacent to the larger, developing CMU properties located to the north, and this site will complete the southern facade of the Market Boulevard main street leading into the Kingsview Market. Therefore, only a CMU land use is appropriate for the site.
The corner of Kingsview Boulevard and Kingsview Road offers a prime opportunity to build a high-quality, vibrant, interactive residential development. While we recognize the importance of industrial land for the City, we believe a residential use on this particular site is more appropriate for the following reasons:

- The location is perfect for a higher density multi-dwelling development. The site is within walking distance to Kingsview Market, a major commercial node, but is not in proximity to any low density residential areas. There are no conflicting land uses surrounding the site, such as single family homes or heavy industrial uses. The Home Hardware retail store located to the west will be appropriately screened with landscaping and fencing. Additionally, the site offers excellent views of the Rocky Mountains to the west that residents could take advantage of.

- The site is within convenient walking distance to many amenities for future residents to use, including shopping, restaurants, employment, multi-use trails, and parks. The design and location of the site creates an environment where people will be encouraged to walk. The commercial and residential uses would be complementary to one another and derive a mutual benefit.
“Industrial” office building southwest of the site, other side of Kingsview Road

New multi-family residential on other side of Kingsview Boulevard
• Higher-density residential uses are already located in this area, along the east side of Kingsview Boulevard. Lower density is located in the remainder of King’s Heights. In particular, an R-5 parcel would act as a nice bookend at this intersection, mirroring the R-5 parcel to the southeast.
A residential development would create an attractive presence on the street corner and would mirror the existing medium density residential development on the southeast side of Kingsview Boulevard. The design proposed is well-scaled and visually appealing. Some parking will be located underground, allowing for a significant portion of the property to be landscaped and contain amenity space. This amenity space will be available for use by members of the general public, allowing nearby shoppers and office workers a green space to utilize.

There is currently a strong need for residential development in Airdrie. According to the City’s website, “Airdrie continues to be one of the fastest growing communities in Alberta and Canada. Over the past five years, Airdrie has experienced an average annual growth rate of 7.78%.” Therefore, the City would realize a more immediate benefit with the land being developed for residential purposes.

Population growth in Airdrie, 1973 - 2013 (from City’s website)
Plan Amendments

In order for the land use amendment to occur, modifications are also required for the South-east Airdrie Community Area Structure Plan (CASP) and the King’s Heights Neighbourhood Structure Plan (NSP) in order to align these plans with the proposed land uses. The land use statistics and land use maps will be updated for both of these plans to reflect a 3.92 ha (9.69 ac) increase in commercial and residential lands.
Land Use Amendment

The proposed land uses are Commercial Mixed Use District (CMU) and Residential High Density Multi-Dwelling District (R-5). Approximately 2.13 ha (5.26 ac) are proposed for CMU and 1.79 ha (4.42 ac) are proposed for R-5.
Traffic Impact Assessment

A Traffic Impact Assessment (TIA) was prepared by ISL Engineering and Land Services Ltd on September 20, 2013. The TIA found that traffic is currently operating at an acceptable level. However, the report recommended that several improvements should be made in the future, including:

- 2015 (Stage 1): install traffic signals at the Kingsview Boulevard and King’s Heights Boulevard / Market Boulevard intersection.
- 2018 (Stage 2): several turning lane changes at the Yankee Valley Boulevard and Yankee Valley Crossing / Market Street intersection.

Melcor will be putting in traffic signals at the Kingsview Boulevard and King’s Heights Boulevard / Market Boulevard intersection soon and is committed to the other recommendations of the TIA. The full TIA was included with our submission.

Conclusion

The CMU site will provide for the logical extension from the current CMU uses to the north, and this site has already been intended for CMU purposes and the fulfillment of the Master Site Plan. The R-5 site will provide for attractive, alternative housing options in the area located in proximity to numerous amenities residents could utilize, in accordance with the intent of the NSP and MDP. With the site’s publically-accessible private amenity space, a mutual benefit will be derived between future residents of this site, surrounding uses, and the City of Airdrie.

On behalf of Melcor, Brown & Associates respectfully seeks the support of Airdrie City Council for our land use redesignation to CMU and R-5.
AGENDA REPORT

Meeting Date (M/D/Y): 4/7/2014

Subject: Bylaw No. B-19/2014 Waste Bylaw Amendment

Boards Routed Through: City Council

Date: 4/7/2014

Description:

Council is being asked to give three readings to Bylaw No. B-19/2014, being a bylaw to amend the Airdrie Waste Bylaw No. 15/1992.

Background:

Monthly billing was approved with the 2014 budget and was launched on March 17th. An amendment to the Waste Bylaw is now required to ensure any reference to bi-monthly billing is updated to reflect the change to monthly billing.

Boards Routed Through: N/A

Corporate Communications:

Monthly billing has been advertised on the City website. An information letter, which has been attached to this report, is being sent to all residents along with their utility bill.

Alternatives/Implications:


Choosing this option would amend the waste bylaw effective April 7, 2014.


Choosing this option would suggest that Council requires further information prior to making a decision regarding the proposed bylaw amendment.


Choosing this option would suggest that Council does not accept the recommended amendment which would contradict the approved 2014 budget.
Recommendation:

That City Council gives three readings to Bylaw B-19/2014.

Shannon Schindeler, CGA
Team Leader, Utility Administration

**Attachments:**
- Waste Bylaw Amendment
- Transition to Monthly Billing
Transition to Monthly Billing

We are pleased to announce that we are transitioning to a monthly billing cycle from our current bi-monthly cycle.

How will this affect you?

- You will now receive your utility bill every month
- Your fixed rates will be prorated based on the number of days in your billing cycle
- The due date will vary based on when your water meter was read

Preauthorized Payment Plan (full bill amount withdrawn on the due date)

- Your preauthorized payment will be withdrawn on the due date of each bill.
- **This date will vary – it is based on the date your water meter is read.**

Monthly Budget Payment Plan (monthly budget amount withdrawn on the last day of every month)

- Your monthly budget payment plan will not change; the average monthly amount will still be withdrawn from your bank account on the last day of every month.

Benefits of Monthly Billing:

- more frequent and timely information about water usage
- assists with detecting leaks sooner
- allows residents to adjust water habits
- smaller monthly bills will assist residents with managing finances
- 72% of residents that responded to the website poll stated that they would prefer monthly billing over bi-monthly billing.

If you have any questions in regards to monthly billing, please call the Utility Department.

City of Airdrie
Utility Department
(403) 948-8859
BYLAW NO. B-19/2014
OF THE CITY OF AIRDRIE
IN THE PROVINCE OF ALBERTA

Being a bylaw to amend the City of Airdrie Waste Bylaw No. 15/1992.

WHEREAS under the authority and subject to the provisions of the Municipal Government Act, Revised Statutes of Alberta, 2000, Chapter M-26 and amendments thereto, Council has adopted the City of Airdrie Waste Bylaw No. 15/1992; and

WHEREAS Council deems it desirable to amend the City of Airdrie Waste Bylaw No. 15/1992;

NOW THEREFORE the Municipal Council of the City of Airdrie in Council duly assembled enacts that:

1. Section 2(1)(d) be amended to read:

   “billing period” shall be the same as the one-month period for which the consumer is charged for water and sewer services.

2. Section 22(a) is amended to replace the wording “bi-monthly utility charges” with the wording “monthly utility charges”

READ a first time this 7th day of April, 2014.

READ a second time this 7th day of April, 2014.

READ a third time this 7th day of April, 2014.

EXECUTED this 7th day of April 7, 2014.

___________________________
Mayor

___________________________
City Clerk
AGENDA REPORT

Meeting Date (M/D/Y): 4/7/2014

Subject: 2014 Supplementary Assessment Bylaw No. B-20/2014

Boards Routed Through: City Council

Date: 4/7/2014

Description:

Council is being asked to give three readings to By-law No. B20/2014 being the Supplementary Assessment Bylaw.

Background:

The City of Airdrie wishes to conduct supplementary assessments in 2014, as it has done in previous years. Supplementary assessments are prepared for those properties that have new buildings completed, occupied or moved into the municipality during the course of the year. Supplementary assessments contemplates fairness and equity for all property owners and recognizes that these new properties use City of Airdrie amenities and services just like existing property and therefore should participate in funding these amenities and services on a prorated basis.

As per Section 313 of the Municipal Government Act, a supplementary assessment bylaw must be approved prior to May 1st of each year. This bylaw gives authorization for the assessments to be prepared for the purpose of imposing taxes in the same year.

In 2012 supplemental assessment taxes generated $507,792 in additional tax revenue, while 2013 supplemental assessment taxes generated $595,669 in additional tax revenue. In 2014 supplemental assessment tax revenue is budgeted at $396,730.

Boards Routed Through:

Not applicable.
**Alternatives/Implications:**

1. That Council passes the 2014 Supplementary Assessment Bylaw No. B-20/2014. There are no costs directly allocated to completing the supplementary property assessments, since the assessment function is completed in-house. Supplementary notices would be sent out July 28, 2014 and October 31, 2014.

2. That Council tables Supplementary Assessment Bylaw No. B-20/2014. Any points of clarity would require resolution prior to May 1, 2014. If the Bylaw has not be passed by May 1, 2014, the City of Airdrie would not be permitted to prepare supplementary assessments in 2014.

3. That Council defeats the 2014 Supplementary Assessment Bylaw No. B-20/2014. If Council chooses to defeat Bylaw No. B-20/2014, the City will not be able to prepare supplementary assessments, and it will negatively affect the tax revenue and transfers to reserves. If the Supplementary Assessment Bylaw is not passed, it will create inconsistencies with previous years’ processes. Since 1997, property owners of new improvements have been taxed for the portion of the year that the property has been finished or occupied. If the Bylaw is defeated, the property owners of newly constructed property will not pay their fair share of the property taxes for the current year.

**Public Relations/Marketing Plan:**

The citizens of Airdrie are notified of supplementary assessments and taxation through a number of methods during the course of the year. These methods include publications in a local paper, brochures, a notice published within the In the City Guide, inserts with the annual assessment and taxation notices, and the supplementary assessment and taxation notices.

**Recommendation:**

That City Council gives three readings to Bylaw No. B-20/2014, the 2014 Supplementary Assessment Bylaw.

Larry Laverty
Assessment Team Leader
WHEREAS under the authority and subject to the provisions of the Municipal Government Act, Revised Statutes of Alberta, 2000, Chapter M-26, and amendments thereto, Council may authorize a supplementary assessment of improvements to property within the municipality for the purpose of imposing a tax;

AND WHEREAS if Council wishes to authorize the preparation of supplementary assessments Council must pass a supplementary assessment bylaw authorizing the assessments to be prepared for the purpose of imposing a tax in the same year;

AND WHEREAS a supplementary assessment bylaw or any amendment to it applies to the year in which it is passed, only if it is passed before May 1st of that year;

AND WHEREAS the supplementary assessment must not authorize assessments to be prepared for linear property;

AND WHEREAS the municipality wishes to pass a supplementary assessment bylaw to provide for the preparation of supplementary assessments for all improvements for the taxation year 2014;

NOW THEREFORE the Municipal Council of the City of Airdrie in Council duly assembled enacts as follows that:

1. This bylaw may be cited as “The 2014 Supplementary Assessment Bylaw.”

2. In this Bylaw,

3. A Supplementary Assessment shall be prepared for all improvements to property in 2014 for the purpose of imposing a tax in the same year and in accordance with Part 10 of the Act.

4. Subject to the provision of Section 314 of the Act, the Assessor must prepare supplementary assessments:
   (1) for machinery and equipment used in manufacturing and processing if those improvements are completed or begin to operate in 2014.
   (2) for all other improvements if they are completed in 2014, are occupied during all or any part of 2014, or are moved into the municipality during 2014 and will not be taxed in the same year by another municipality.
   (3) in the same manner as the assessments are prepared under Part 9, Division 1 of the Act.

5. A supplementary assessment roll must be prepared in accordance with the Act.

6. (1) A supplementary assessment notice must be prepared in accordance with the Act for every assessed improvement shown on the supplementary assessment roll.
   (2) The supplementary assessment notices shall be sent in accordance with the Act to the assessed persons.
READ a first time this ______ day of April, 2014.

READ a second time this ______ day of April, 2014.

READ a third time this ______ day of April, 2014.

EXECUTED this ______ day of April, 2014.

____________________________________
MAYOR

____________________________________
CITY CLERK
AGENDA REPORT

Meeting Date (M/D/Y): 4/7/2014
Subject: Future Funding for Volunteer Airdrie

Boards Routed Through: City Council
Date: 4/7/2014

Description:

To provide a response to Council’s request to research potential funding alternatives for Volunteer Airdrie.

Background:

The History of Volunteer Airdrie

Volunteer Airdrie can trace its roots back to the 1990’s. At this time, Airdrie used to have a volunteer bureau that brokered volunteers for not-for-profit agencies and associations. They were located in the old Towerlane Mall until they closed their doors later in the decade. In 2002, the City of Airdrie revived the program and operated it as a direct service. It had two components, the Volunteer of the Year Appreciation during Volunteer Week, and the Volunteer Bank which was integrated into the City website. In 2007, the City restructured Social Planning which involved an evaluation of all internally delivered programs: Volunteer of the Year Award, Volunteer Bank and Airdrie Seniors Outreach Program. With a move towards a funding model FCSS, the City knew it would be ideal for community programs to be run by the community rather than Administration. Because the City funded several volunteer programs in various agencies, it seemed rather redundant that the City would be managing the Volunteer Bank. Therefore, the City consulted with its FCSS funded volunteer programs in regards to the best way to administer this Volunteer Bank. Together with several community representatives, FCSS funded volunteer coordinators and representatives from the Chamber of Commerce, Rocky View Adult Education and Rocky View School Division, this ad hoc committee met for six months and brought forward a recommendation to the City. Their recommendation included the following:
**Goals:**
- To understand and gain awareness of volunteer needs; and
- To increase lifelong volunteerism.

**Strategies:**

Volunteer Network - a Hub—
- A network that will develop support for volunteer users, provide program recruitment, training, education and screening;
- A network that will promote the value of volunteerism; and
- A network that will increase the awareness of opportunities.

**Marketing**
- Name and brand it as Volunteer Airdrie;
- To acquire corporate sponsorship; and
- Create a website with a new volunteer database.

This ad hoc committee would later become Volunteer Airdrie. The aim of Volunteer Airdrie was to eventually become an independent agency supporting volunteer managers by increasing volunteerism in the community. With Community Links acting as their fiscal agent, Volunteer Airdrie became an FCSS funded program in 2009. Granted with $31,000 in FCSS funding, they hired a part-time volunteer coordinator. This coordinator helped build the website and populate the volunteer database and agency membership roster. In addition, this volunteer coordinator ran the Volunteer Manager’s support group which was made up of mostly FCSS funded volunteer programs. In terms of reporting, Volunteer Airdrie would submit statistics such as the number of hits on their website and inquiries from residents about volunteer opportunities.

In 2011, Volunteer Airdrie received their society status and detached themselves from Community Links. Because they were no longer under the umbrella of Community Links, they had to increase their FCSS funding request to cover their operating costs. As well, they had started to invest in media campaigns in the hopes of increasing the profile of volunteerism in Airdrie and attract residents to their website. Their volunteer coordinator left and so they hired a new one who would stay for one year. In fact, this cycle repeats itself to this day. Almost yearly since its inception, Volunteer Airdrie would lose their volunteer coordinator to other job/life opportunities.

In 2012, Volunteer Airdrie approached the City to create an event during Volunteer Week different from the City’s Volunteer of the Year Awards. Their main proposition was to create a non-competitive city-wide volunteer appreciation event. Therefore, the City made an arrangement to let them apply for the $1,000 Volunteer Week funds from Volunteer Alberta to run *Cheers for Volunteers*. The City would then move the annual Volunteer of the Year Awards to the month of May to reduce confusion. As an event, Volunteer Airdrie’s Cheers for Volunteers seemed to be well attended by the community. In this same year, Volunteer Airdrie shifted their focus once again. They believed that what was needed in the community was a strategy to build capacity in not-for-profit agencies. This new strategy
would be geared towards not just FCSS funded agencies, but other organizations in Airdrie that needed support in building their board governance, managing their risks, policy making and strategic planning. They rolled out a series of workshops with topics such as family volunteering, fund development and board governance. As in previous years, Volunteer Airdrie submitted their website hits and phone contacts as their report. In 2012, they reported attendees of Cheers for Volunteers to the City as an addition to their FCSS report. Still, they were unable to submit an outcomes report detailing how the workshops or any of their other activities had made a difference to the organizations that they supported. With a new direction from the Province to report outcomes, Volunteer Airdrie had to somehow report preventive social outcomes. The City provided outcome indicators/measures for all of its funded agencies. However, because Volunteer Airdrie did not work directly with volunteers, individuals or families but rather with agencies, they experienced severe challenges in evaluating their impact.

Therefore, for the 2013 funding year, on the recommendation of the Community Services Advisory Board, Council attached a condition to their funding which was to undergo a program review prior to the 2014 FCSS allocation. Volunteer Airdrie was resistant to the FCSS reporting requirements that in spring of 2013, they appealed to the Community Services Advisory Board to make an exception for them and to create a different reporting mechanism. The Board denied their request and instructed Volunteer Airdrie to use the same FCSS reporting structure used by all other funded programs. Finally, in August 2013, Volunteer Airdrie surveyed their workshop participants. Approximately 12 participants completed two surveys prescribed by the City. The results yielded high marks; but with a very small sample, it was challenging for the City to determine the effectiveness of the workshops.

For the 2014 funding year, Volunteer Airdrie presented another shift in their mandate. This time they presented three new initiatives in their business plan: first, to venture into a mentoring program where they would work one-on-one with not-for-profit organizations to build capacity; second, to engage youth at school by presenting to them about the value of volunteering; and lastly, to increase corporate volunteerism by connecting businesses to not-for-profits needing volunteers. With such a moving target, it became increasingly challenging for the Community Services Advisory Board to evaluate the services being delivered by Volunteer Airdrie. Some Board members felt that their service delivery model has shifted too much since they first presented their business plan in 2009. Although Volunteer Airdrie qualified under FCSS, the Board wondered whether or not it would be a priority program to continue funding considering the following:

- There is limited FCSS funding to allocate.
- All other FCSS programs have measurable, direct interactions with clients (individuals and families) whereas Volunteer Airdrie does not.
- The social return on investment in funding programs with clients can be measured in the short- and mid-term while building capacity of not-for-profit organizations can only be actualized in the long-term.
For these reasons, the Board recommended to Council to look for alternative funding within the City budget for Volunteer Airdrie.

At the regular Council meeting on December 16, 2013, Council made a motion different from the recommendation of the Board.

*Alderman Burley moved that Council amends the Finance Advisory Committee’s recommended 2014 Operating Budget to increase Airdrie’s Family and Community Support Services (FCSS) contribution to fund Volunteer Airdrie under the umbrella of FCSS in the amount of forty-four thousand ($44,000) dollars, and endorses the recommendation of the Community Services Advisory Board to allocate the 2014 FCSS.*

In January of this year, Mayor Brown and Administration met with Airdrie Cares (a group composed of FCSS agency executive directors whose role is to advocate for more funding) to discuss the possibility of combining all of the FCSS funded volunteer programs into one service. Members of Airdrie Cares voiced their concerns about this idea. Others stated that they recruit and train volunteers specific to their programs’ needs. In fact, one executive director indicated their volunteer program is so specific that they needed to hire volunteers with the right personality and skills to become part of their team. These agencies did not see a need for Volunteer Airdrie in regards to volunteer recruitment. However, they voiced that if Volunteer Airdrie managed all of the volunteers needed to coordinate their individual agency fundraisers that would be beneficial. The other concern that some members of Airdrie Cares brought up was in regards to the City funding Volunteer Airdrie directly from the tax base. They felt that they have not been given an equal opportunity to be funded for their requests above the FCSS budget. Others noted that if the City could fund a program that was unable to prove their outcomes, certainly the City could fund other community initiatives as well.

On February 20, 2014, the Volunteer Airdrie Board requested a meeting with Administration to provide the City with an update about their organization. They declared that their Volunteer Coordinator (paid staff), Chair, Vice Chair, Secretary, and three Directors have resigned their positions. They presented the City with a 100 Day Action Plan to recruit a new Volunteer Coordinator and Board Members while still continue to deliver their services including Cheers for Volunteers on April 13, 2014.

**The Status of Volunteer Centres**

<table>
<thead>
<tr>
<th>Volunteer Centre</th>
<th>Percentage of total operating funds supported by FCSS</th>
<th>Funding Status</th>
</tr>
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<tbody>
<tr>
<td>Volunteer Airdrie</td>
<td>95% of operating cost</td>
<td>Active/Review</td>
</tr>
<tr>
<td>Medicine Hat Volunteer and Community</td>
<td>50% of operating cost</td>
<td>Discontinued</td>
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</tbody>
</table>

Closed 2012.
<table>
<thead>
<tr>
<th>Information Centre</th>
<th>2013, 50% of total operating cost and 50% was to be disbursed on a fee-for-service basis. In 2014, FCSS Calgary will only pay 100% fee-for-service. Development of new training modules and operating costs will not be funded.</th>
<th>Active</th>
</tr>
</thead>
<tbody>
<tr>
<td>Propell:us (formerly Volunteer Calgary)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Community Information and Volunteer Centre (CIVC) St. Albert</td>
<td>50% of total operating cost.</td>
<td>Active/Review</td>
</tr>
<tr>
<td>Town of Okotoks Volunteer Centre</td>
<td>100% of salary costs funded under FCSS.</td>
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</tr>
<tr>
<td>Grand Prairie Volunteer Services Bureau</td>
<td>unavailable</td>
<td>Active/Review</td>
</tr>
<tr>
<td>Volunteer Red Deer (Community Information and Referral Society)</td>
<td>unavailable</td>
<td>Discontinued/Active</td>
</tr>
<tr>
<td>Volunteer Centre of Camrose</td>
<td>35% of total operating cost.</td>
<td>Discontinued Closed in 2011</td>
</tr>
<tr>
<td>Volunteer Lethbridge</td>
<td>40% of total operating cost.</td>
<td>Active</td>
</tr>
<tr>
<td>Volunteer Vegreville</td>
<td>unavailable</td>
<td>Active</td>
</tr>
</tbody>
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**Discontinuation of Funding for Volunteer Centres**

To learn how other communities fund volunteer centres, the City consulted with the following FCSS Programs: Calgary, Red Deer, Edmonton, St Albert, Grande Prairie, Camrose, Lethbridge, Vegreville and Okotoks. Of these communities, three have discontinued FCSS funding for the following volunteer centres:

- The Volunteer Centre of Camrose (2011)
- Medicine Hat Volunteer and Community Information Centre (2012)

The decision to end FCSS funding for the Camrose, Red Deer and Medicine Hat volunteer centres could be attributed to the inability of these programs to pinpoint their target population, adhere to their original mandate, maintain workshop/program participation, and clearly define their service delivery plans. When stacked against evidence-based programs or at least ones with individual and family clients, these volunteer centres failed
to demonstrate their impact in community. Of these communities, the only volunteer centre that is still operational is Volunteer Red Deer. They are able to operate without FCSS funding through a combination of corporate support and solid individual donors.

Case in point, when Camrose and District FCSS decided to end funding for the Volunteer Centre of Camrose, they took into consideration what would happen if the volunteer centre did not exist in their community. Would it adversely affect volunteerism? They tested this theory. If Camrose and District FCSS could fill in some if not most of what the volunteer centre was effectively doing, then that supported the decision to stop funding the volunteer centre and use the FCSS funds for programs with larger client outputs and more relevant, meaningful outcomes.

To assess the effectiveness of the Camrose Volunteer Centre as a conduit for volunteer management information, Camrose and District FCSS took over the management and maintenance of the Volunteer Centre’s searchable online database. Much like when it was housed under the Volunteer Centre, very few agencies took this opportunity as an approach to recruit volunteers. It was promoted through various avenues but agencies just were not interested in using the database. What they have learned was that agencies were more effective in recruiting their own volunteers using their local resources. On the other hand, people searching for volunteer opportunities were more likely to directly contact the agencies of interest to them. In addition, although there was an attempt to measure the effectiveness of the newspaper volunteer ads that the Volunteer Centre ran, it was difficult to ascertain their true value.

In regards to the Volunteer Centre’s community capacity-building workshops offered to community agencies, Camrose and District FCSS have learned most agencies could access a lot of the information being provided online. This availability of information online likely explained the gradual decline in workshop participation rates for the Volunteer Centre. Camrose and District FCSS has even offered to promote the workshops through their inter-agency meeting, but with very little uptake.

In terms of youth volunteerism, the Volunteer Centre had for years promoted youth volunteerism through Leaders of Tomorrow, which involved school presentations. There was some great success and community engagement, but it was hard to sustain on an annual basis. To go every two years made the Centre’s ‘raison d’etre’ a bit more questionable. There were other opportunities to facilitate youth volunteerism as well. Augustana University and the Boys and Girls Club were engaging youth in volunteering, thus, negating the need for the Volunteer Centre to fill a gap in youth volunteerism.

Regarding the Volunteer Centre’s role in appreciating volunteers during National Volunteer Week, Camrose FCSS have found that most agencies were self-sufficient and recognized their own volunteers, negating the need to do a community-wide volunteer appreciation event. There was also a question as to whether or not participation in National Volunteer Week activities impacted people’s decision to volunteer or continue to volunteer.
In our consultation, we have identified two volunteer centres that seem to show promise: Volunteer Vegreville and Volunteer Okotoks are both internally driven programs. As a program of the Town, Volunteer Vegreville is successful in managing volunteers for the Town and recruiting volunteers for community agencies. Volunteer Okotoks runs a similar program. They recruit, screen and place special events volunteers for the Town of Okotoks including volunteers for their business centres such as Aquatics, Open Spaces and Arts and Culture. Although they do not recruit nor screen for external agencies, they promote volunteer opportunities in the community by running newspaper ads. While only anecdotal, both Vegreville and Okotoks have indicated success in continuously involving and engaging residents in volunteerism. Both programs have yet to conduct FCSS outcome measures at the time of this report.

When Administration sent this email query to other municipalities, Administration received an overwhelming response from others requesting to be notified of the results. Many of these FCSS programs are also evaluating the relevance and need for a volunteer centre in their community.

One example of a community that has undergone a review of its volunteer centre is FCSS Calgary. Volunteer Calgary is probably one of the oldest and largest volunteer centres in Alberta. Since the late 1990’s, FCSS Calgary has funded Volunteer Calgary’s operating costs and community engagement workshops. In 2008, with the launch of FCSS Calgary’s Social Sustainability Framework and new funding priorities, it was determined that the programs Volunteer Calgary was providing were misaligned with their two priority funding areas (i.e., increasing social inclusion for vulnerable Calgarians and strengthening neighbourhoods). It was evident that Volunteer Calgary did not have any direct contact with volunteers and lacked an intentional approach to engaging vulnerable Calgarians. Like all of their funded agencies, FCSS Calgary supported Volunteer Calgary to align some of its programs to these funding priorities, but it was not possible without a significant mission drift for the agency which Calgary did not want to promote. FCSS Calgary believed that an agency should not change their mandate just to fit a funding requirement.

In 2012/2013, two significant developments happened: Volunteer Calgary acquired Centre Point (a capacity-building organization) and expanded from being a volunteer centre to a non-profit management centre. It rebranded itself as Propell:us. Volunteer management became only one of its lines of business under 'human resources'. The second development was FCSS Calgary reduced their funding at 50% for operating costs and the remaining 50% was to be disbursed on a fee-for-service basis. Since Propell:us expanded its services to offer to the community, FCSS Calgary decided that they could customize what they would ‘buy’ from them based on the needs of their FCSS funded agencies. Based on this new relationship, in 2013 FCSS Calgary has paid for the development of new training modules in the area of governance, financial sustainability,
Discussions

With limited FCSS funds and a movement towards only funding evidence-based preventive social services, FCSS programs are pondering whether or not volunteer centres substantially contribute to the overall social well-being of communities. No one questions that volunteerism is extremely important in the community. In fact, much of the work that needs to get done in vulnerable times rests on the backs of volunteers. But people rise to the occasion regardless of a volunteer centre existing or not, which begs the question of a need for such a community program.

Moreover, there is now a plethora of not-for-profit and volunteer management training options for community agencies to choose from. With colleges and universities offering not-for-profit management studies, would it be more cost effective to allow agencies to access training from these accredited institutions rather than a volunteer centre? Likewise, with the penetration of high speed internet in even the most remote communities in Alberta, many organizations could access information online about volunteer management, not-for-profit management, board development, and strategic planning at no or low costs.

Perhaps there is a struggle for many FCSS programs to measure the impact of volunteer centres because of the lack of understanding of the impact of social networking and technology in the community. Some have argued that maybe people looking for volunteer opportunities or social support are now turning to places like Facebook and chat rooms to acquire information. Nevertheless, one theme seems to be consistent amongst volunteer centres; and that is, they are constantly on the lookout for ways to evolve in an ever changing world.

With the demise of the Wild Rose Foundation grant funding in 2009, several volunteer centres have slowly closed their doors. Of those that have survived, many are partially or fully supported by FCSS or have strong corporate donors. There are several questions that many FCSS Programs funding volunteer centres are attempting to answer: first, based on identified community needs and research on evidence-based programming, are volunteer centres a community priority to fund? Do they provide a sound return on social investment? With low participation in workshops and other programs offered by volunteer centres, are FCSS dollars better spent on other initiatives? Second, if support is still needed for volunteer centres, are municipalities (FCSS) the appropriate funders?

Alternatives/Implications

1. Discontinuation of FCSS funding. With other funding priorities, Council could discontinue FCSS funding for Volunteer Airdrie in 2015 and reinvest in other community preventive social programs. In communities where the volunteer centres
have closed down, it did not seem to have adversely affected the level of community volunteerism or the ability of community agencies to recruit and train volunteers. In fact, discontinuation of funding could result in much stronger community support for Volunteer Airdrie much like what occurred in Red Deer.

2. Internally driven program. Council could direct Administration to absorb the program as a community development initiative beyond the mandate of FCSS. It could be a two-pronged role. A community developer could be hired to work with not-for-profit and community groups focused on building capacity in organizations such as organizational and volunteer management. This role could recruit and manage volunteers for internal City programs such as those offered at Genesis Place and the Bert Church Theatre. Additionally, this role could assist not-for-profit and community groups navigate through City resources such as booking of facilities, and applying for permits and resources needed for community festivals and events. It is important to note that internally driven programs generally cost higher than funding an external group. One of the advantages of a municipality run program would be better control of the outcomes without having to subject it to FCSS outcome measures.

3. Fee-for-Service Model. Council could adopt the Calgary model and only fund costs related to the delivery of workshops and exclude operating costs. This would mean the City would not fund staffing, advertising and other programming costs of Volunteer Airdrie. Council could buy a series of workshops which any community groups could attend free of charge or for a nominal cost. Another option is for Volunteer Airdrie to invoice the City per workshop participant on an agreed on price. This funding option is dependent on the ability of the Volunteer Airdrie Board to become purely volunteer run without the support of a paid staff.

4. Create a new funding program. Council could create a new funding program to support community initiatives that fall outside the FCSS mandate. One example that Council could mimic is the Community Investment Operating Grant (CIOG) of the City of Edmonton. Governed by a bylaw, this grant provides operating assistance to Edmonton’s non-profit organizations whose activities benefit citizens of Edmonton. Social services, multicultural organizations and recreational/amateur sports associations are eligible to apply for operating funds. An organization is eligible to apply up to $20,000 of operating funds annually. In 2013, the City of Edmonton funded 231 organizations at $3,346,976 or $4.10 per capita. If the City of Airdrie is to set up a similar program it would need to establish $200,000 of grant funds to be in line with the per capita spending of Edmonton. This would allow the City to fund the operating costs of up to 20 not-for-profit organizations. For more information about the City of Edmonton’s CIQG program: http://www.edmonton.ca/for_residents/community-investment-operating-grant.aspx

5. Maintain the status quo. Council could keep Volunteer Airdrie funded under the FCSS Program through FCSS Plus funding. The advantage to this approach is that it allows Volunteer Airdrie to continue to offer community engagement and volunteer management
training and services. The disadvantage to this approach is that because there is a lack of effective measurement tools to evaluate Volunteer Airdrie, there is no way to know whether or not there is an actual community need for the services that they are providing. Without proper comparable measurement tools, the Community Services Advisory Board and Administration will continue to have challenges allocating FCSS funding for this program.

Recommendation:

That City Council discontinues funding for Volunteer Airdrie in 2015 and reinvests in other evidence-based preventive social programs.

Clay Aragon
Social Planning Coordinator

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Presenter: Clay Aragon
Attachments: N/A
AGENDA REPORT

Meeting Date (M/D/Y): April 7, 2014
Subject: Quality Management Plan (QMP)
Boards Routed Through: Date:

Description:

Council is being presented with a revision to the Building Inspections Quality Management Plan (QMP).

Background:

Staff is presenting a mandatory amendment to Airdrie’s QMP as per correspondence received from the Alberta Safety Codes Council on February 5, 2014.

This amendment consists of a modification to the paragraph annual review now incorporated in page 6 of the City of Airdrie QMP.

Airdrie’s past building permit audit process includes audits directed by the Alberta Safety Codes Council which may be conducted yearly or once every two years. In the past Airdrie has received correspondence on these audits identifying areas which require closer monitoring annually within Airdrie’s QMP. The amendment defines stricter parameters for conducting internal audit reviews for each year by the Safety Codes Council.

The Safety Codes Council is responsible in ensuring that all accredited organizations like Airdrie meet or exceed the compliance obligations of their approved QMP in order to achieve safety in their communities.

This revision will now require the City of Airdrie to perform an annual internal review to ensure that the City is meeting our obligations under the City’s QMP. This review will be completed each year by the Team Leader of Building Inspections with sign off by the Manager of Building Inspections. After the review is completed the City will be responsible to forward documentation to the Safety Codes Council for review.

Alternatives/Implications:

1. Approve the revised QMP by resolution of Council.
2. Do not approve the proposed revision. Failure to implement this change may result in cancellation or suspension of the City of Airdrie’s accredited designation as an authority having jurisdiction under the Safety Codes Act.

Communication Plan: N/A

Recommendation:

That Council adopts the revised .

Pertti Harkonen
Team Lead, Building Inspections

| Presenter: | Pertti Harkonen |
| Review ed: | Darryl Poburan |
| Review ed: | Mark Locking |
| Attachments: | Amended City of Airdrie Quality Management Plan |
|             | February 05, 2014 letter from Safety Codes Council |
February 5, 2014

Darryl Poburan
QMP Manager for
City of Airdrie
400 MAIN ST SE
AIRDRIE, AB T1B 3C3

Dear Darryl Poburan:

RE: Mandatory Amendment Required - Quality Management Plan (QMP)
City of Airdrie - M000133

As an accredited municipality, you are already aware that an accreditation designation allows the municipality to administer all or part of the Safety Codes Act with respect to any or all things, processes or activities to which the Act applies and that are within the jurisdictional boundaries of the municipality. The Safety Codes Council has the responsibility in ensuring that all accredited organizations meet or exceed the compliance obligations of their approved quality management plan in order to achieve safety in their communities.

Currently, the Safety Codes Council has two systematic methods for compliance monitoring. The first method is a formal audit/ review process that is conducted by the Safety Codes Council Audit department and the second method is a self-assessment method via an internal review requirement.

All accredited municipalities will require their approved Quality Management Plan be amended to include an Internal review provision. If you have recently updated your Quality Management Plan, this is already a requirement of your municipality. However, if your Quality Management Plan has not been recently updated and/ or does not include this provision, the following section is now required to be included:

Annual Review

Internal reviews will be carried out annually by the QMP Manager or the Manager’s delegate to evaluate whether or not compliance of the Quality Management Plan is being achieved. At the conclusion of the internal review, the QMP Manager will provide, to the Safety Codes Council, a letter of QMP compliance that has been signed off by the municipality’s executive authority. The letter must be comprised of all findings of the review including any successes, areas for improvement and the methodology used to achieve improvement or correction as it relates to the approved Quality Management Plan.

Be advised that this is a mandatory requirement and failure to comply may result in cancellation or suspension of a municipalities’ accreditation designation. All findings for the annual internal reviews are due to the Safety Codes Council no later than the last day of March of the following year that is being reviewed.

In order to assist with this process, I have enclosed a copy of a template that contains all of the information that should be reviewed and that aligns with terms and conditions of the uniformed quality management plan. Should you have any questions, please feel free to contact Peter Burrows, Accreditation Associate at 780 959-1006.

Thank you for your continued support and participation in keeping Alberta safe.

Sincerely,

[Signature]

Michelle Pfanzelter, MBA
Administrator of Accreditation

End:
City of Airdrie
Quality Management Plan

(City of Airdrie Fire Department has a separate QMP)
City of Airdrie
Quality Management Plan
(City of Airdrie Fire Department operates under a separate QMP)

This Quality Management Plan that includes Schedule A – Scope and Administration, and Schedule B – Service Delivery Standards has been accepted by the Administrator of Accreditation.

__________________________________________
Administrator of Accreditation

__________________________________________
Date

SAFETY CODES COUNCIL
# QUALITY MANAGEMENT PLAN
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Schedule A

Scope and Administration

The Municipality will administer the Safety Codes Act (SCA) including all pursuant regulations applicable to the following indicated discipline(s), within the municipal jurisdiction:

Building

☒ All parts of the Alberta Building Code, or

☐ Only those parts of the Alberta Building Code pertaining to housing and small buildings being 3 storeys or less in height, having a building area of 600m² or less and used as major occupancies classified as Group C - residential, Group D - business and personal services, Group E - mercantile, or Group F2 and F3 - medium and low hazard industrial.

Electrical

☒ All parts of the Canadian Electrical Code and all parts of the Code for Electrical Installations at Oil and Gas Facilities, and/or

☒ All parts of the Alberta Electrical and Communication Utility Code.

Plumbing

☒ All parts of the National Plumbing Code of Canada, applicable Alberta amendments and regulations, and Private Sewage Disposal System Regulation.

Gas

☒ All parts of the Natural Gas and Propane Installations Code and Propane Storage and Handling Code and applicable Alberta amendments and regulations, excluding natural and propane gas highway vehicle conversions.
Adherence to the Quality Management Plan
City of Airdrie herein referred to as “The Municipality” is responsible for the administration, effectiveness, and compliance with this Quality Management Plan (QMP) that includes Schedule A – Scope and Administration and Schedule B - Service Delivery Standards.

The Municipality will provide services under Schedule B – Service Delivery Standards through their own staff or one or more accredited agencies. When providing services through an agency(s), the Municipality will contract with the agency(s) to provide services in accordance with Schedule B – Service Delivery Standards. The Municipality is responsible for monitoring the contracted agency’s compliance with Schedule B – Service Delivery Standards.

The Municipality recognizes that the Safety Codes Council (SCC) or its representative may review/audit for compliance to this QMP and will give full cooperation to the SCC or its representative in business related to the administration of the SCA including the conduct of reviews/audits. The Municipality will implement the recommendations of the reviewer/auditor.

The Municipality will encourage and maintain an atmosphere that supports objective and unbiased decisions. All Safety Codes Officers (SCOs) working in the Municipality have the ability and opportunity to make decisions relative to compliance monitoring independently, without undue influence of management, appointed or elected officials.

The Municipality, in the event that it ceases to administer the SCA for any new thing, process, or activity under the SCA, retains responsibility for services provided under the SCA while accredited, including the administration and completion of services for permits issued.

The Municipality recognizes that failure to follow this QMP may result in suspension or cancellation of the Municipality's accreditation.

Policy for Personnel Training
The Municipality will ensure that SCOs of the Municipality attend updating seminars required by the SCC to maintain current SCO certification.

Freedom of Information
The Canadian Charter of Rights and Freedoms applies to all activities undertaken in the administration of this Quality Management Plan. The Freedom of Information and Protection of Privacy Act apply to all information and records relating to, created, or collected under this QMP.

Records Retention & Retrieval
The Municipality will retain the files of all projects including those where an accredited agency(s) was involved, for at least three years (3) or in accordance with the Municipality’s record retention policy. Such files will be available at the Municipality’s office. Files where an accredited agency was involved are the property of the Municipality and will be returned to the Municipality within a reasonable time after completion of the services, or upon request.
Declaration of Status
The SCOs, staff, officers, and accredited agency(s), whether employed, retained or otherwise engaged by the Municipality will not participate in any safety codes administration, inspection, or investigation of properties or fires where they may have pecuniary interest.

Annual Review
Internal reviews will be carried out annually by the QMP Manager or the Manager’s delegate to evaluate whether or not compliance of the Quality Management Plan is being achieved. At the conclusion of the internal review, the QMP Manager will provide, to the Safety Codes Council, a letter of QMP compliance that has been signed off by the municipality’s executive authority. The letter must be comprised of all findings of the review including any successes, areas for improvement and the methodology used to achieve improvement or correction as it relates to the approved Quality Management Plan.

Revisions
Revisions to this QMP may only be made to the Scope and will only be made by the Chief Administrative Officer responsible for this QMP. A Resolution from the Municipal Council will be included with a revision. The SCC must approve any change in the QMP.

Revision Control System
The Municipality will ensure its SCOs have ongoing access to a copy of this QMP and contracted accredited Agencies are provided with a copy of this QMP and any amendments.

The Municipality will maintain a registry of the SCOs and Agency(s) that have been provided with a copy of this QMP and amendments. The Municipality will immediately distribute copies of approved amendments to all registered holders of this QMP.

Notices
Any correspondence in regards to this QMP will be forwarded to:

Darryl Poburan               darryl.poburan@airdrie.ca
Manager of Building Inspections    E-mail address

City of Airdrie
400 Main Street SE, Airdrie, AB T4B 3C3
Name of Municipality    Address of Municipality

1-403-948-8800               1-403-948-8834
Phone number of Municipality    Fax number of Municipality

Municipality Agreement
In accordance with Council Resolution #________________ of (, 2014) the City of Airdrie hereby provides agreement and signature to this QMP.

__________________________________  ______________________________
Signature of Chief Administrative Officer  Signature of Chief Elected Official

Paul Schulz – City Manager               Peter Brown - Mayor
Name & title of Chief Administrative Officer    Name & title of Chief Elected Official
Service Delivery Standards
Section 1: Scope of Services
The Service Delivery Standards establishes responsibilities and minimum performance criteria for providing compliance monitoring services under the SCA including:
- code advice,
- permit issuance,
- plans examinations,
- site inspections,
- site investigations,
- alternative solutions/variances,
- orders,
- verification of compliance,
- identification and follow-up of deficiencies and unsafe conditions,
- collection and remittance of SCC fees,
- issuance of Permit Services Reports, and
- maintaining files and records.

Section 2: Performance
The Municipality will:
- perform the services in an effective and timely manner,
- endeavour to work co-operatively with the owner and/or the owner’s representative(s) to achieve compliance with the SCA and applicable Regulation(s),
- perform the services with impartiality and integrity, and
- provide services in a professional and ethical manner.

Section 3: Personnel
The Municipality will:
- employ persons knowledgeable about the applicable codes, standards and regulations, relative to the services it provides,
- employ SCOs who are certified and designated at an appropriate level to provide compliance monitoring and investigations relative to service levels the Municipality provides, and
- maintain a registry of all SCOs they employ, their level(s) of Certification, and Designation of Powers.

Section 4: Quality Management Plan Training
The Municipality will:
- train its SCOs and other involved staff in the requirements of this QMP, and
- maintain the training records on the employer’s file.

Section 5: Records
The Municipality will maintain a file system for all the records associated with performing the services including:
- permit applications and permits,
- plans, specifications, and other related documents,
- plans review reports,
- inspection reports,
- investigation reports,
- verifications of compliance,
- Alternative Solutions / Variances,
- Orders,
• Permit Services Reports, and
• related correspondence and/or other relevant information.

Section 6: SCC Operating Fees
The Municipality will collect the SCC operating fee for each permit issued under authority of the SCA, and remit those fees to the SCC in the manner and form prescribed by the SCC.

Section 7: Orders
Will be issued and served in accordance with the SCA, the Administrative Items Regulation, and SCC policy. Orders will be in the format as provided on the SCC web site: www.safetycodes.ab.ca. Upon compliance with an Order, a notice of compliance will be provided to the person(s) to whom the Order was served and to the SCC.

Section 8: Alternative Solutions / Variances
Will be issued in accordance with the SCA and SCC policy. An Alternative Solution / Variance will be in the format directed by the SCC (available on the SCC web site: www.safetycodes.ab.ca).

A SCO may issue an Alternative Solution / Variance from a code or referenced standard if the SCO is of the opinion that the Alternative Solution / Variance provides approximately equivalent or greater safety performance than that prescribed by the code or standard.

A request for Alternative Solution / Variance must be made in writing and include support documentation. A SCO will only make a decision respecting an Alternative Solution / Variance after having researched the subject matter.

A copy of an Alternative Solution / Variance issued will be provided to the:
• owner,
• contractor if applicable,
• SCC, and
• the Municipality’s file.

Section 9: Compliance Monitoring

General
The Municipality will monitor compliance through a program of permit issuance, plans examination (when applicable), site inspection, and follow-up inspections or verification of compliance (when applicable); using appropriately certified and designated SCOs to provide compliance monitoring in accordance with the SCA and associated codes and standards.

Permits / Permissions
The Municipality will collect all information required by the SCC to be collected as part of each permit application.

The Municipality will issue permits that include:
• name of the issuing Municipality,
• permit number,
• permit discipline type,
• date of issue,
• applicant’s name, address, and phone number,
• contractor’s name, address, and phone number,
• owner’s name, address, and phone number,
• project location by legal description, civic address, and municipality,
• description of the work,
• permit conditions,
• issuer’s name, signature, and designation number, and
• a Freedom of Information and Protection of Privacy Act (FOIPP) statement that meets the requirements of FOIPP as per the following example:

“The personal information provided as part of this application is collected under the SCA and the Municipal Government Act and in accordance with the Freedom of Information and Protection of Privacy Act. The information is required and will be used for issuing permits, safety codes compliance verification and monitoring and property assessment purposes. The name of the permit holder and the nature of the permit is available to the public upon request. If you have any questions about the collection or use of the personal information provided, please contact the municipality.”

Site Inspections
A SCO will inspect:
• to determine if the use, occupancy, sites or work complies with the SCA and relevant codes and standards, permits, and conditions,
• within the time frames noted in the discipline specific sections of this QMP,
• in a timely fashion (endeavour to inspect within 2 working days and will not exceed 5 working days, when contacted for a required inspection unless otherwise noted in this QMP),
• at the stage(s) indicated in the discipline specific sections of this QMP, and
• all work or occupancy(s) in place at the time of the inspection.

The Municipality may, at their discretion, extend the time frame for a required site inspection(s) by documenting in the file:
• the reason for the extension, and
• the new time frame or date for conducting the inspection(s).

Inspection Reports
A SCO will, for each inspection required by this QMP, complete an inspection report noting:
• permit number and file number (if applicable),
• discipline,
• municipality name,
• date,
• owner name, address, phone number, and email,
• contractor name, address, phone number, and email,
• legal description, address (if applicable), and municipality,
• stage(s) of work being inspected,
• a description of the work in place at the time of inspection,
• all observed deficiencies (any condition where the work is incomplete, or does not comply with the SCA or an associated code or regulation and in the opinion of the SCO is not an unsafe condition),
• all observed unsafe conditions (any condition that, in the opinion of a SCO, could result in property loss, injury, or death, and is not a situation of imminent serious danger),
• all observed situations of imminent serious danger and the action taken by the SCO to remove or reduce the danger, and
• name, signature, and designation number of the SCO conducting the inspection.

The Municipality will, for each required inspection:
• provide copies of Inspection Reports to the permit applicant, contractor, and Municipality's file; and if requested to the owner, project consultant, architect, or consulting engineers, and
• follow-up on noted deficiencies or unsafe conditions through re-inspection(s) (or at the discretion of the SCO verification of compliance may be accepted as follow-up).

Verification of Compliance
A SCO may, at their discretion, accept a verification of compliance (reasonable assurance provided from a third party that work complies):
• as follow-up to deficiencies or unsafe conditions noted on a site inspection, or
• in lieu of a site inspection when permitted in this QMP (eg. labelled mobile home sitting, minor residential improvements).

A SCO, when accepting a verification of compliance, will document the information to the permit file including:
• identification of the document as a verification of compliance,
• permit number and discipline,
• name and title of the person who provided the verification of compliance and how it was provided (i.e. written assurance, verbal assurance, site visit by designate, etc.),
• date accepted by the SCO, and
• signature and designation number of the SCO.

No-Entry Policy
When a SCO is unable to gain entry to a site for a required inspection, the SCO will leave a notification on-site in a visible location, or forward notification to the Owner or permit applicant (as appropriate), advising of the inspection attempt and requesting that the Municipality be contacted to arrange for the site inspection.

If the Municipality does not receive a response within 30 days of notification, the Municipality will mail the Owner or permit applicant (as appropriate), a second notification (PSR will be sent as second notification when a final inspection is required) requesting that the Municipality be contacted within 30 days to arrange for a site inspection.

If the Municipality is not contacted within 30 days of the second notification, the inspection stage may be considered a “no-entry” and counted as the required interim or final inspection.
**Permit Services Report**

The Municipality will issue a Permit Services Report:

- within 30 days of completing the compliance monitoring services as required in this QMP (completion of compliance monitoring services means; after the final or only required inspection, after acceptance of a verification of compliance in lieu of an inspection when permitted, or as part of compliance with the no-entry policy with respect to the final or only required inspection),

- to the Owner (the Owner, for the purposes of this QMP means, in order of preference; the Owner of the project at the time the permit was purchased, at the time the compliance monitoring services were provided, or at the time the Permit Services Report was issued).

The Municipality will not issue a Permit Services Report or close a file if there is an unsafe condition, until such time as the unsafe condition is corrected.

The Municipality will, for administrative purposes, consider the file closed when the Permit Services Report is issued, however:

- will reactivate the file if any further activity related to the permit is initiated within 30 days, and

- may reactivate the file at any time.
APPENDIX “A”: BUILDING DISCIPLINE

Building Permits
The Municipality will, prior to permit issuance:
- obtain two complete sets of construction documents as outlined in the Alberta Building Code (ABC), or one set of complete construction documents for single and two dwelling units as outlined in the Alberta Building Code.
- obtain any letters or schedules required to be provided by the ABC,
- conduct a preliminary review of the construction documents to determine if professional involvement is required or if there are any potentially significant code compliance issues, and
- obtain documents with the seal and signature of a registered architect and/or professional engineer(s), when required by the ABC.

Construction Document Review
The Municipality will, complete the following within 5 days of receiving a completed permit application:
- complete a review of the plot plan in compliance with the City of Airdrie Land Use By-law.
- prepare a Start Work Early Permit that will be issued to applicants in good standing to allow for installation of site services and construction of the foundation, framing and rough-in’s of electrical, plumbing, gas and HVAC.
- inform the applicant (as part of Start Work Early approval) that the drawings and specifications submitted with the permit application have not been examined and any work started prior to a plan review is the responsibility of the owner to ensure that all work conforms to the required legislation.

The Municipality will, complete the following within 20 days of receiving a completed permit application:
- complete a review of the construction documents in accordance with the requirements of the ABC,
- prepare a Plans Review Report,
- provide the Plans Review Report to the permit applicant, contractor, and Municipality’s file; and if requested, to the owner, project consultant, architect, or consulting engineers, and
- provide one set of construction documents to the permit applicant for retention and review at the project site, and retain one set on the Municipality’s file.

Compliance Monitoring on Projects requiring Professional Involvement
The Municipality will collect and maintain on file, a letter(s) of compliance from the professional architect or engineer when a part or parts of the building require a professional architect or engineer.

The Municipality will collect and maintain on file all letters of compliance required in accordance with the ABC when overall professional architect and/or engineer involvement is required for the work covered under a permit.
**Building Site-Inspections**

A SCO will conduct site inspections at the stages indicated in the following tables:

### Site Inspection Stages for Part 9 Buildings

<table>
<thead>
<tr>
<th>Type Of Project</th>
<th>Type of Building &amp; Major Occupancy</th>
<th>Minimum # of Inspections</th>
<th>Inspection Stage (NOTE: inspect all work in place at time of inspection)</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy, (with a value of work of more than $100,000)</td>
<td>Single &amp; Two Family Dwellings (Group C)</td>
<td>3</td>
<td>○ complete foundation (prior to backfill) OR ○ solid or liquid fuelled appliance(s) &amp; framing including HVAC rough-in (prior to covering up with insulation and vapour barrier) OR ○ insulation and vapour barrier (prior to drywall) AND ○ final, including HVAC completion (Within 365 Days of permit issuance)</td>
</tr>
<tr>
<td>New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy, (with a value of work of more than $100,000)</td>
<td>Multi-family Residential, Townhouses, Small Apartments (Group C)</td>
<td>2</td>
<td>○ complete foundation (prior to backfill) OR ○ solid or liquid fuelled appliance(s) &amp; framing including HVAC rough-in (prior to covering up with insulation and vapour barrier) OR ○ insulation and vapour barrier (prior to drywall) AND ○ final, including fire alarm and HVAC completion (Within 365 Days of permit issuance)</td>
</tr>
<tr>
<td>New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy, (with a value of work of more than $100,000)</td>
<td>Business &amp; Personal Services, Mercantile, Med. &amp; Low Hazard Industrial (Group D, E, F2, F3)</td>
<td>2</td>
<td>○ complete foundation (prior to backfill) OR ○ HVAC rough-in OR ○ framing, structure (prior to insulation and vapour barrier) AND ○ final, including HVAC completion (Within 365 Days of permit issuance)</td>
</tr>
<tr>
<td>Alteration, addition, renovation, reconstruction, decks, detached garages, basement developments, change of occupancy, (with a value of work of $100,000 or less) OR Other types of permits not covered in this table.</td>
<td>All types of Part 9 Buildings (Group C, D, E, F2, F3)</td>
<td>1</td>
<td>○ framing &amp; HVAC rough-in OR ○ final (Within 180 days of permit issuance)</td>
</tr>
</tbody>
</table>

Other than listed in above table the first inspection will be completed within 6 months of the plan review date. The final inspection will be completed prior to the permit expiry date set by the SCO in accordance with the Alberta Permit Regulation, but no longer than the time lines indicated in the above table.
### Site Inspection Stages for Part 3 Buildings

<table>
<thead>
<tr>
<th>Type Of Project</th>
<th>Major Occupancy</th>
<th>Minimum # of Inspections</th>
<th>Inspection Stages</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy (with a value of work more than $150,000)</td>
<td>A, B, C, D, E, F</td>
<td>3</td>
<td>o *foundation OR o *framing, structure OR o *HVAC rough-in OR o *fire suppression systems OR o *fire alarm system OR o *HVAC completion OR o *interior partitioning OR o *interim inspection at approximately the mid-term of the work AND o *final (Within 365 Days of permit issuance) * NOTE: Any of these site inspections may be combined when it’s reasonable to do so, and if site conditions permit.</td>
</tr>
<tr>
<td>New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy (with a value of work $150,000 or less) OR Other types of permits not covered in this table</td>
<td>A, B, C, D, E, F</td>
<td>1</td>
<td>o framing, structure OR o HVAC rough-in OR o final (Within 180 days of permit issuance)</td>
</tr>
</tbody>
</table>

Other than listed in above table the first inspection will be completed within 6 months of the plan review date. The final inspection will be completed prior to the permit expiry date set by the SCO in accordance with the Alberta Permit Regulation, but no longer than the time lines indicated in the above table.

**Site Inspection of Part 10 buildings** will consist of at least one on-site inspection at the final set-up stage within 90 days of permit issuance.

**Site Inspection of Solid or Liquid Fuelled Heating Appliances (under separate permit)** will consist of at least one on-site inspection, prior to covering, within 90 days of permit issuance.

**Site Inspection of Mechanical, Heating, or Ventilation Systems (under separate permit)** will consist of at least one on-site inspection at the completion stage, prior to covering, within 90 days of permit issuance.

**Site Inspection for Demolition permits (under separate permit)** will be at the discretion of the SCO responsible for permit issuance for single family dwellings and their accessory buildings, and will consist of at least one on-site inspection prior to demolition for all other buildings.

**Site Inspection of Non-flammable Medical Gas Piping Systems** will be at the discretion of the SCO responsible for permit issuance. The SCO will follow up all ABC deficiencies identified by the testing Agency, to ensure compliance.
APPENDIX “B”: ELECTRICAL DISCIPLINE

Electrical Permits
The Municipality will issue Electrical Permits.

Construction Document Review
A SCO may, as a condition of the permit, require the permit applicant to submit construction documents (including plans and specifications) describing the work for any proposed electrical installation.

Electrical Site-Inspections
A SCO will conduct site inspections at the stages indicated in the following table:

Site Inspections for Electrical Installations

<table>
<thead>
<tr>
<th>Type of Project</th>
<th>Minimum # of Inspections</th>
<th>Inspection Stages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Institutions, Commercial, Industrial, Multi-Family Residential (with value of work over $4,000)</td>
<td>2</td>
<td>o underground Service OR o rough-in inspection (prior to cover-up) AND o final inspection (Within 365 Days of permit issuance)</td>
</tr>
<tr>
<td>Public Institutions, Commercial, Industrial, Multi-Family Residential (with value of work $4,000 or less)</td>
<td>1</td>
<td>o rough-in inspection (prior to cover-up) OR o final inspection (Within 365 days of permit issuance)</td>
</tr>
<tr>
<td>Single Family Residential or Farm Buildings (with value of work over $2,000)</td>
<td>2</td>
<td>o underground Service OR o completed rough-in inspection (prior to cover-up) AND o final inspection (Within 365 Days of permit issuance)</td>
</tr>
<tr>
<td>Single Family Residential or Farm Buildings (with value of work $2,000 or less)</td>
<td>1</td>
<td>o completed rough-in inspection (prior to cover-up) OR o final inspection (Within 365 days of permit issuance)</td>
</tr>
<tr>
<td>Skid Units, Relocatable Industrial Accommodation, Manufactured Housing, Oilfield Pump-Jacks, Temporary Services</td>
<td>1</td>
<td>o final inspection (within 90 days of permit issuance), including all additional wiring for Relocatable Industrial Accommodation and Manufactured Housing</td>
</tr>
<tr>
<td>Annual Permit (for minor alterations/additions conducted on one site)</td>
<td>2</td>
<td>o mid term AND o final inspection (within 60 days of expiry of permit)</td>
</tr>
</tbody>
</table>

Other than listed in above table the first inspection will be completed within 6 months of the plan review date. The final inspection will be completed prior to the permit expiry date set by the SCO in accordance with the Alberta Permit Regulation, but no longer than the time lines indicated in the above table.
APPENDIX “C”: PLUMBING DISCIPLINE

Plumbing Permits
The Municipality will issue Plumbing permits.

Construction Document Review
A SCO may, as a condition of the permit, require the permit applicant to submit construction documents (including plans and specifications) describing the work for any proposed plumbing installation.

Plumbing Site-Inspections
A SCO will conduct site inspections at the stages indicated in the following table:

<table>
<thead>
<tr>
<th>Installation Type</th>
<th>Minimum # of Inspections</th>
<th>Plumbing Installation Stage (NOTE: inspect all work in place at time of inspection)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Institutions, Commercial, Industrial, Multi-Family Residential (with value of work over $4,000)</td>
<td>2</td>
<td>o rough-in below grade prior to covering OR o rough-in above grade prior to covering AND o final completion (Within 365 Days of permit issuance)</td>
</tr>
<tr>
<td>Public Institutions, Commercial, Industrial, Multi-Family Residential (with value of work under $4,000)</td>
<td>1</td>
<td>o rough-in below grade prior to covering OR o rough-in above grade prior to covering OR o final completion (Within 365 days of permit issuance)</td>
</tr>
<tr>
<td>Single Family Residential or Farm Buildings (with value of work over $3,000)</td>
<td>2</td>
<td>o completed rough-in below grade OR o completed rough-in above grade prior to covering AND o final completion (Within 365 Days of permit issuance)</td>
</tr>
<tr>
<td>Single Family Residential or Farm Building (with value of work under $3,000)</td>
<td>1</td>
<td>o rough-in below grade prior to covering OR o final completion (Within 180 days of permit issuance)</td>
</tr>
</tbody>
</table>

Other than listed in above table the first inspection will be completed within 6 months of the plan review date. The final inspection will be completed prior to the permit expiry date set by the SCO in accordance with the Alberta Permit Regulation, but no longer than the time lines indicated in the above table.

Permits for Private Sewage Disposal Systems
The Municipality will issue permits for Private Sewage Disposal System installations.

Permit Issuance for Private Sewage Disposal Systems
The Municipality will, prior to permit issuance:
- require the permit applicant to provide all relevant installation details including:
  - a site plan,
  - the expected volume of sewage per day,
  - the criteria used to determine the expected volume of sewage per day,
  - description and details of all sewage system treatment and effluent disposal component(s),
  - details of the method(s) used to determine the soil effluent loading rate, including the results of the method(s) and who they were conducted by, and
  - the depth to the water table if less than 2.4 m from ground surface,
and

- require a Plumbing Level 2 SCO to complete a review of the information for compliance with the requirements of the Private Sewage Disposal System regulations.

**Private Sewage Disposal System Site Inspections**

A Plumbing Level 2 SCO will:

- conduct a minimum of one site inspection during installation, or
- if unable to conduct the inspection during installation, note the reason on file and conduct a final inspection within 30 days of permit issuance.
APPENDIX “D”: GAS DISCIPLINE

Gas Permits
The Municipality will issue Gas Permits.

Construction Document Review
A SCO may, as a condition of the permit, require the permit applicant to submit construction documents (including plans and specifications) describing the work for any proposed gas installation.

Gas Site-Inspections
A SCO will conduct site inspections at the stages indicated in the following table:

Required Site Inspections for Gas Installations

<table>
<thead>
<tr>
<th>Installation Type</th>
<th>Minimum # of Inspections</th>
<th>Gas Installation Stages (NOTE: inspect all work in place at time of inspection)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Institutions, Commercial, Industrial, Multi-Family Residential (more than 400,000 BTU)</td>
<td>2</td>
<td>o rough-in AND o final completion (Within 365 Days of permit issuance)</td>
</tr>
<tr>
<td>Public Institutions, Commercial, Industrial, Multi-Family Residential (400,000 BTU or less)</td>
<td>1</td>
<td>o rough-in OR o final completion (Within 365 days of permit issuance)</td>
</tr>
<tr>
<td>Single Family Residential or Farm Buildings</td>
<td>2</td>
<td>o rough-in OR o final completion (Within 365 days of permit issuance)</td>
</tr>
<tr>
<td>Temporary Heat Installations, fireplaces, unit heaters, furnace installations, or minor installations not indicated above (under separate permit)</td>
<td>1</td>
<td>o final inspection (within 90 days of permit issuance)</td>
</tr>
</tbody>
</table>

Other than listed in above table the first inspection for the above projects will be completed within 6 months of the plan review date. The final inspection will be completed prior to the permit expiry date set by the SCO in accordance with the Alberta Permit Regulation, but no longer than the time lines indicated in the above table.
APPENDIX “E”: Permit Services Report (sample)

Issue Date:        Permit No:

Property Owner:      Primary Phone: 
                      Cell Phone:  
                      Fax:        

Property Address: __________________________ Lot _____ Block____

Plan_____________ 

Type of Permit:    ☐ Building   ☐ Electrical   ☐ Plumbing   ☐ Gas

Description of Work:

Contractor:

Comments:

Status:
City of Airdrie has provided compliance monitoring services as required by the Safety Codes Act and Codes, regulations an policies pursuant to the Act. It is the opinion of the City of Airdrie that:

☐ work complies with the intent of the Safety Codes Act and applicable regulations.

☐ work may not comply as;
  ☐ a Safety Codes Officer was unable to gain entry for the required site inspection(s) and we are requesting that the City of Airdrie Building Inspection Department be contact- ed within 30 days to arrange for a site inspection.
  ☐ an inspection for the above construction has not been called, contact the Building Inspections Department within 30 days to arrange for a site inspection.
  ☐ the permit has expired.
  ☐ the permit was cancelled.

☐ deficiencies must be corrected for the work to meet the intent of the Safety Codes Act and applicable regulations (refer to attached list, comments listed on this report or inspection report). Please contact the City of Airdrie Building Inspections Department within 30 days of this report if you wish to make arrangements to verify that deficiencies are corrected.

Respectfully:

__________________________________
Signature of City of Airdrie Representative

Note: This report remains on file as record of compliance or non-compliance with the provisions of the SCA, regulations, Codes, and standards. Pursuant to the SCA, the “Owner” is responsible for meeting the requirements of the Act.
March 6, 2014

Dear Council Members,

The Canadian Hospice and Palliative Care Association has proclaimed the week of May 4th – 10th, 2014 as National Hospice and Palliative Care Week.

The Airdrie and District Hospice Society is a growing organization with the goal of increasing community capacity and providing assistance both to those who are completing life’s journey and for their loved ones.

Our vision states: "no one dies alone..."

This is a twofold statement that reflects:
1. Our understanding that no one should have to face this time in their life without support.
2. The statistics show that when one person dies it directly affects five other people.

We also know that only 16 – 30 % of Canadians who die currently have access to, or receive Hospice Palliative and End-of-Life care services. Even fewer receive Grief and Bereavement services.

“Doing the Math”, that leaves 70 – 84% of Canadians with minimal to zero support!
End-of-life is not an easy topic to think about, much less talk about, however, raising awareness, educating and supporting our citizens and neighbors, either by monetary means or gifts of time and service can make a difficult road much easier to navigate.

We will all face the loss of a loved one at some time in our lives, let us as a community, learn how to help each other and honor those who have passed before us.

We are planning events to help educate our community about hospice, palliative care, bereavement, and resources for help.

Kindly consider proclaiming the week of May 4th- May 10th, 2014 as National Hospice Week in Airdrie.

Sincerely,
Michele Gray
Chairperson
Airdrie and District Hospice Society
403 880-0424
This memo is in reference to our earlier conversation about the Alberta Common Ground Alliance (ABCGA) working in concert with Alberta One-Call to proclaim safe digging month in April as the start of safe digging awareness for the digging season in the province of Alberta.

**Who supports this initiative?**
- The Provincial Government where the initiative will be brought to the floor of the legislature in April 2014,
- The National Energy Board,
- The Alberta Energy Regulator,
- The Alberta Occupational Health and Safety and;
- Many of the industry partners involved with buried infrastructure in the province of Alberta.

**What can you do in support of the ABCGA and this initiative?**
- Have the attached scroll signed by your organization using the blank area provided alongside the Chair of the ABCGA (Brad Watson) signature for the signer’s name to be placed on the scroll.
- Return the proclamation, by clicking the 'Click Here to Submit' button on the proclamation or by printing, signing, scanning & emailing to safediggingmonth@yahoo.ca or by fax at 403-531-3703.
- Posting the proclamation on your website and advising to your audience your support for it. It could be as generous as media advertising, press release, public statements, special events or whatever you can come up with.

Support from organizations such as yours is critical to increasing awareness of the need to *Click Before You Dig*. Reducing damages to buried facilities is imperative to worker & public safety, protection of the environment and preservation of the integrity of the infrastructure that supplies essential goods and services to all Albertans.

Please find attached the Safe Digging Month Rationale, Proclamation template (available for a signature by your department head), and a Safe Digging Month PowerPoint presentation (can be used as a tool kit for presentations at team meetings).
April is Safe Digging Month

“One click costs you nothing; not clicking could cost you everything”

Alberta One-Call and the ABCGA want you to remember that before you begin any activities which may disturb the ground, such as construction or home improvement activities, you need to:

Click
Before
You Dig.com

In Case of Emergency or if you do not have access to a computer, you can call:
1-800-242-3447

ABCGA
Alberta Common Ground Alliance

For information on how your organization can support Safe Digging Month and promote Buried Facility Damage Prevention in Alberta visit http://www.albertaconga.ca
SAFE DIGGING MONTH RATIONALE

Alberta has a very comprehensive and complex infrastructure that provides essential goods and services to all Albertans. Each year there are numerous instances where the integrity of this infrastructure is jeopardized by improperly conducted ground disturbances. Failure to **Click Before You Dig** to have buried facilities identified and their locations marked prior to disturbing the ground is the most frequent cause of buried facility damages.

The consequences of damage to buried facilities can include service disruptions, environmental contamination, property damage, personal injury and death.

All ground disturbers, including contractors, excavators, homeowners and land owners, can save time, money and keep themselves and our province safe and connected by following ground disturbance and buried facility damage prevention Best Practices. These include making that simple contact with Alberta One-Call at [www.ClickBeforeYouDig.com](http://www.ClickBeforeYouDig.com) in advance of any ground disturbance project, allow for buried facilities to be located, respecting the locate marks, exposing any conflicting buried facilities before using mechanical excavation equipment and digging with C.A.R.E..

The stakeholders in the buried facility damage prevention process – the digging community, buried facility owners and operators, buried facility locators, regulatory agencies, training providers and the one-call centre – all agree that the prevention of damage to buried facilities is a shared responsibility.

The organizations endorsing this initiative strongly advocate:

- [ClickBeforeYouDig.com](http://ClickBeforeYouDig.com)
- Membership in Alberta One-Call by all buried facility owners and operators;
- Formal ground disturbance training for commercial ground disturbers; and
- Contact Alberta One-Call to request buried facility locates; **Click Before You Dig**;

In Case of Emergency or if you do not have access to a computer you can call 1-800-242-3447

As April is the traditional start-up of the annual digging season, the Alberta Common Ground Alliance proclaims April as **SAFE DIGGING MONTH** and encourages all ground disturbers to always **Click Before You Dig**.
WHEREAS,
Each year the integrity of Alberta’s underground infrastructure is jeopardized by damage during ground disturbance activities by those who fail to \textit{Click Before You Dig}; and

WHEREAS,
The consequences of damage to buried facilities can include service disruptions, environmental contamination, property damage, personal injury and even death; and

WHEREAS,
The Alberta Common Ground Alliance and its members promote the principles of Damage Prevention Best Practices, including the need to \textit{Click Before You Dig}; and

WHEREAS,
Ground disturbers, including contractors, homeowners and landowners can save time and money and keep our province safe and connected by following Damage Prevention Best Practices including making contact with Alberta One-Call at www.ClickBeforeYouDig.com; and

WHEREAS,
The stakeholders in the buried facility damage prevention process – the digging community, buried facility owners/operators, buried facility locators, regulatory agencies, training organizations and the one-call centre – all agree that the prevention of damage to buried facilities is a shared responsibility.

NOW, THEREFORE,
I do hereby proclaim, on behalf of my organization, the month of April 2014 as

SAFE DIGGING MONTH

and encourage all ground disturbers to always \textit{Click Before You Dig}.
Safe digging is no accident.

\underline{Declaration}

\underline{Bradley Watson}
Chair
Alberta Common Ground Alliance

\underline{Name}
\underline{Position}
\underline{Company/Organization}
<table>
<thead>
<tr>
<th>Item</th>
<th>Director Contact</th>
<th>Alderman and Date Originated</th>
<th>Expected Return Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report back re potential for a video featuring life in Airdrie</td>
<td>P. Schulz</td>
<td>Hegg – Jan 20/14</td>
<td>June 2014</td>
</tr>
<tr>
<td>Report back re school bus use of flashing lights/ stop signs</td>
<td>M. Locking</td>
<td>Brown - Jan 20/14</td>
<td>May 2014</td>
</tr>
<tr>
<td>Report back on Bylaw regarding use of motorized vehicles for snow clearing</td>
<td>M. Locking</td>
<td>Brown – Jan 20/14</td>
<td>May 2014</td>
</tr>
<tr>
<td>Report back on development of public consultation/ education process for closure of Main St. Fire Hall</td>
<td>P. Schulz</td>
<td>Hegg – Feb 3/14</td>
<td>April 2014</td>
</tr>
<tr>
<td>Explore options for an urban agriculture pilot project, report back with a potential implementation strategy, and to consider The Village as a potential neighbourhood for the pilot project</td>
<td>L. Stevens</td>
<td>Hunter – Feb 18/14</td>
<td>May 2014</td>
</tr>
<tr>
<td>Report back with respect to the feasibility, including costs, for a reader board to be located at City Hall as a way of communicating to the City’s residents, and to use existing reader boards at City facilities</td>
<td>M. Locking</td>
<td>Hunter – Feb 18/14</td>
<td>June 2014</td>
</tr>
<tr>
<td>Report back in May 2014 with Local Service revisions</td>
<td>M. Lock</td>
<td>Burley – Mar 17/14</td>
<td>May 2014</td>
</tr>
<tr>
<td>Report back in May 2014 with trial service results and future service level alternatives (CrossIron Mills Mall)</td>
<td>M. Lock</td>
<td>Hegg – Mar 17/14</td>
<td>May 2014</td>
</tr>
<tr>
<td>Report back with information regarding the implementation of bar service at Bert Church Theatre in first quarter 2015</td>
<td>M. Lock</td>
<td>Burley – Mar 17/14</td>
<td>March 2015</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item</th>
<th>Director Contact</th>
<th>Alderman and Date Originated</th>
<th>Expected Return Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meet with the Airdrie and Area Community Learning Centre Project committee, determine staff's involvement and the financial contribution required, and report back with a recommendation</td>
<td>M. Lock</td>
<td>Alexander – Jul 15/13</td>
<td>January 2014 (Revised-June 2014)</td>
</tr>
<tr>
<td>Report back to Council with further alternatives for ethical guidelines from other communities</td>
<td>P. Schulz</td>
<td>Burley – Nov 4/13 Org</td>
<td>January 2014 (Revised – April 2014)</td>
</tr>
<tr>
<td>Report back on limiting the number of election signs on public property and what is being done in other communities with respect to election signage as part of the development of the new Land Use Bylaw</td>
<td>L. Stevens</td>
<td>Hegg – Nov 18/13</td>
<td>March 2014 (Revised – May 2014)</td>
</tr>
<tr>
<td>Report back on proposed storm pond service levels for formal Council endorsement</td>
<td>L. Stevens</td>
<td>Burley – Nov 18/13</td>
<td>May 2014</td>
</tr>
<tr>
<td>Report back to Council regarding how the City of Calgary funds affordable housing</td>
<td>M. Lock</td>
<td>Brown – Dec 2/13</td>
<td>March 2014 (Revised – May 2014)</td>
</tr>
<tr>
<td>Conduct review and report back with respect to the Snow and Ice Control Policy for the 2014-2015 Winter Season</td>
<td>L. Stevens</td>
<td>Chapman – Dec 16/13</td>
<td>September 2014</td>
</tr>
</tbody>
</table>