

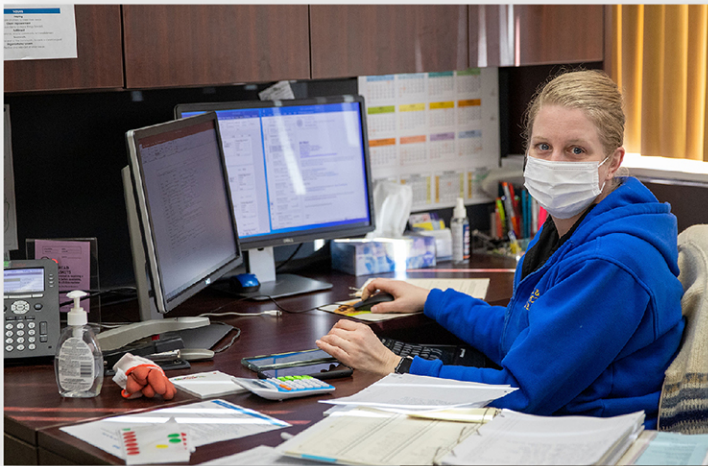
**TOWN OF CALMAR REGULAR COUNCIL MEETING TO BE HELD  
 VIRTUALLY ON APRIL 04, 2022, COMMENCING  
 AT 7:00 PM  
 GoToMeeting  
 Public Access Code: 211-016-493**

**AGENDA**

<u>CODE</u>	<u>ITEM</u>	<u>SOURCE</u>
	<b>1.</b>	<b>Call to Order</b>
	<b>2.</b>	<b>Adoption of Agenda</b>
	<b>3.</b>	<b>Public Hearings – None</b>
	<b>4.</b>	<b>Delegations</b>
		a) Nowhere to Run – Cheque Presentation
		b) Leduc & District Food Bank – Annual Update – Gert Reynan, Tony Robinson, Sieger Siderius Melanie McNess
	<b>5.</b>	<b>Adoption of Minutes</b>
		a) Regular Council Meeting – March 21, 2022
	<b>6.</b>	<b>Unfinished Business – None</b>
	<b>7.</b>	<b>Bylaws or Policies</b>
		a) Bylaw #2022-09 Urban Hens
		b) Bylaw #2022-10 Borrowing Bylaw
		c) Bylaw #2022-14 Development Authority Bylaw
	<b>8.</b>	<b>New Business</b>
		a) CDC Thomas RFD – Volunteer Week Proclamation
		b) DPW Melesko RFD – ECO Station Proposal
		c) CDC Thomas RFD – Recreation Board – Calmar Fair Days
		d) Market on Main Attendance – Verbal (Carey Benson)
		e) Thorsby Regional Water Grant Application Support Letter
		f) National Public Works Week Proclamation
	<b>9.</b>	<b>Financial – None</b>
	<b>10.</b>	<b>Department Reports – None</b>
	<b>11.</b>	<b>Council and Committee Reports</b>
		a) Mayor Carnahan
		b) Councillor Faulkner
		c) Councillor Gardner
		d) Councillor Benson
		e) Councillor McKeag Reber
	<b>12.</b>	<b>Action Items</b>
		a) Resolution Register as of March 30 <sup>th</sup> , 2022
	<b>13.</b>	<b>Correspondence</b>
		a) Black Gold Board Highlights – March 2022
		b) National Police Federation – Call to Action
		c) FCSS – Gathering Our Medicine Regional Event
		d) Town of Fox Creek – Concern Over Rising Utility Rates
		e) Leduc Housing Foundation Minutes
		f) Leduc Housing Foundation Annual Report
		g) Discover Leduc Region Updates
		h) Telus – Retiring Payphone Infrastructure
	<b>14.</b>	<b>Clarification of Agenda Business – (Open mic)</b>
	<b>15.</b>	<b>Closed Session</b>
		a) Development – (Pursuant to Section 25(1)(b) of the Freedom of Information and Protection of Privacy Act)
		b) Development – (Pursuant to Section 25(1)(b) of the Freedom of Information and Protection of Privacy Act)
	<b>16.</b>	<b>Adjournment</b>



# ANNUAL REPORT 2020





# COVID-19

**Covid changed the world.** There is not one individual young or old anywhere in the world that has not been touched and forever changed by this pandemic.

We, ourselves, had to quickly adjust the way we operate. We made changes that helped keep our clients, volunteers and staff safe, all while ensuring there was no disruption to our most fundamental food hamper program. We had to consider how we ask for monetary donations to purchase the needed food. We had to navigate a disrupted food chain. We had to consider the possibility of contaminated food donations. We had to change the way we work with clients, agencies, businesses and donors. We are proud of what we were able to accomplish as a team and as a community in 2020.

As part of an essential service we needed to make sure we continued to operate, that we were supporting those needing our services and programs while still keeping everyone safe.

Many things have changed. Covid brought with it lots of difficulties but it also brought out some amazing creativity that will continue to be part of our lives for years to come. We all learned just how advanced technology actually was and how it actually helped us adjust to new rolls within our lives. It taught all of us how to look at things differently, be creative, think outside the box and most of all it taught us how to work together and look out for each other.

We can't begin to tell you how blessed we have been with staffing and volunteers who did not even blink at what we had to do to keep operating. They forged ahead even though things changed daily and even though our volunteers were mainly in the highest risk group they still continued to come in for their regular shifts and when needed added shifts just to make sure we kept operational. They followed the rules and all safety protocols' and kept their bubbles tight at home and in the community just so that they could continue to volunteer and ensure everyone's safety.

Our volunteers were recognized in March/April by the Minister of Culture, Multiculturalism and Status of Women and were highlighted on the Alberta Northern Lights Volunteer Recognition Program web page. We as a community should be so very proud of each one of them. It takes a very special individual who selflessly gives of their time and potentially putting themselves at risk just to make sure others are taken care of. Not one of them wanted any recognition, they were just happy to help as best as they could.

We also learned how supportive this community/region is. You have been amazing. So many of you offered your services but unfortunately, we had to keep the bubble very small and just could not accept your generosity of time. Those who could give gave just that little bit more. You were so very understanding when we asked not to have food drives but to give monerary donatons instead. This helped keep everyone safe.

Businesses and corporations who could help be it PPE's or monetary donations also stepped up to the plate. It was very humbling to see the generosity and caring of so many who were willing to do what they could to help.

A huge thank you to the board for their support during the challenges that we faced while at the same time dealing with those challenging demands in their own lives.

Thank you all for your support, understanding and patience throughout this whole experience.

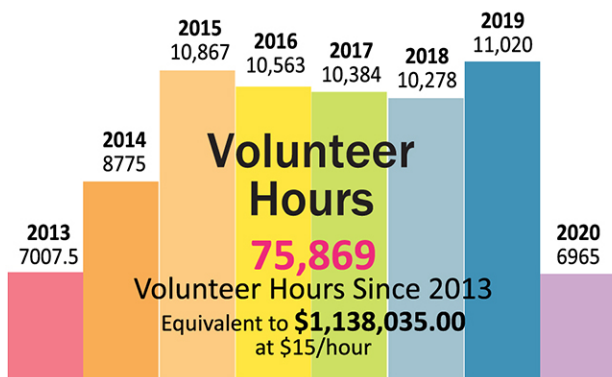
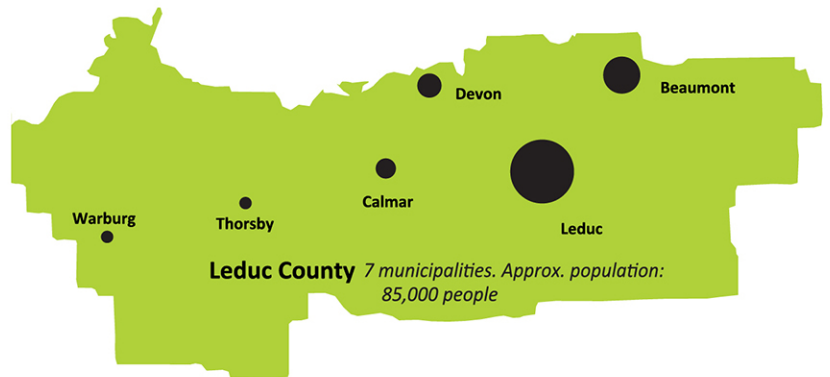
On behalf of the Board, Staff, Volunteers and Clients, thank you all for helping the LDFB continue to offer our services during the Covid-19 pandemic.



The LDFB is an organization that relies on community donations and volunteer support in order to provide short term assistance.

The LDFB is about building relationships to fill the gaps in the community.

[www.ldfb.ca](http://www.ldfb.ca)



## MISSION STATEMENT

To empower our community to aid those in need of food support through strategic:  
● Collaborations ● Educational programs, and ● Re-distribution of food and goods

## VISION STATEMENT

Where all individuals are empowered to achieve their full potential, by having the opportunity to access basic social needs.

## VALUES

- Helping** Taking care of others to meet their needs
- Client Empowerment** Enabling our clients to move things forward.
- Fulfillment** Personal, organizational and/or community accomplishment
- Teamwork** Effective collaboration, as part of the community, towards a common goal
- Organizational Growth** Being effective and relevant at what we do



# 2020 Food Hamper Statistics

## Leduc & District Food Bank Family Usage - 2020

	BEAUMONT	CALMAR	DEVON	LEDUC	THORSBY	WARBURG	LEDUC COUNTY	BREAD BASKET PROGRAM**	TOTALS
Total Families*	61	29	88	491	24	10	80	114	897
Total Hampers Accessed	147	70	198	1097	49	16	184	640	2401 <sup>†</sup>
Adults - Unique*	108	51	123	780	40	21	136	107	1366
Children - Unique*	116	22	106	521	33	4	69	90	961
Lbs Distributed Per Area	41,071	12,749	43,919	229,816	10,989	2,623	39,935	59,819	440,921
Approx \$ Amount Distributed Per Area	106,784.60	33,147.40	114,189.40	597,521.60	28,571.40	6,819.80	103,831.00	155,529.40	1,146,394.60

Count of adults and children with multiple hamper usage: Adults: 286<sup>†</sup> Children: 1292<sup>†</sup>

### Christmas Hampers distributed in 2020:

190 (Leduc Santa's Helpers), 132 (Leduc Food Bank), and 288 (County Elves Programs) **TOTAL: 643**

\* **Unique** - represents a family or person counted once regardless of how many times they use the service.

\*\* **The Bread Basket - Unique Clients: 114 in 2020.** Clients can register to receive a bread hamper in between or instead of a regular hamper that contains extra items when available (fruit, vegetables, dairy, potatoes, etc.)

<sup>†</sup> Clients with multiple usage.

## PRIMARY SOURCE OF INCOME

- 57% CPP, EI, AISH, WCB
- 24% Social Assistance
- 15% Full-time Employment
- 2.5% No Income
- 1.5% Self Employment

## 2020 Total Pounds

Received Value

957,808 lbs  
\$2,490,300.80

plus 59,819 lbs for the Bread Basket program

18,693 lbs for the Kitchen Learning Centre

Total **459,563 lbs** or \$1,194,863.80

This is equal to **38,300 lbs** or **19 tons** per month distributed in these 3 programs\*

\* This does not include Snack Attack or the School Nutrition Kits

Distributed Value

381,050 lbs  
in hampers



## Hamper Family Usage

783 families received a hamper in 2020

48% of the families receiving hampers needed support only 1 time in 2020.

Hampers	Families
1	372
2	182
3	103
4	48
5	22
6	17



0-5 years 26% TOTAL # OF CHILDREN: 871  
6-17 years 74%



## HOUSING TYPE

- 75% Rent
- 16% Own/Mortgage
- 8% Subsidized Housing
- 0.5% Homeless
- 0.5% Couch Surfing

## HOUSEHOLD COMPOSITION

- 35% Single Parent Families
- 35% Single Adults
- 22% Dual Parent Families
- 8% Couples

37% FRESH PRODUCE, MEATS, EGGS, DAIRY, ETC.  
141,132 lbs or \$366,943.20



13% CLIENT AREA

BREADS, BUNS, MUFFINS, PET FOOD, BABY FOOD, ETC.

49,942 lbs or \$129,849.20

50% NON-PERISHABLE

CANNED & PACKAGED SOUPS, STEWS, SALMON, TUNA, PANCAKE MIX, ETC.

190,028 lbs or \$494,072.80

## MONTHLY INCOME

- 2.5% None
- 11% \$1 - 1000
- 32.5% \$1001 - 2000
- 26% \$2001 - 3000
- 28% over \$3000

## DONATION BREAKDOWN

- 54% Businesses
- 29% Community
- 10% Grants
- 4% Airport Security Program
- 3% Other

## EXPENSE BREAKDOWN

- 54% Food
- 26% Community Redistribution
- 17% Operations
- 3% Building



# 2020 Programs

## United Way Tools for School



The LDFB, in partnership with United Way is the collection / distribution centre for the Tools for School program (TFS).

We work closely with local school divisions and all regional agencies. Families can register with the LDFB starting in May and receive TFS kits through September. School supply donations can be made to the LDFB any time of the year.

**263 Students supported.**



**123 Families helped.**

**\$28,930 + gift cards**

**Sponsors:** Leduc Black Gold Optimists Club, Coldwell Banker Haida Realty

## Snack Attack



The LDFB Snack Attack Program is a program designed to address the increasing need for snacks in our schools for children and youth who come to school hungry. The program will ensure the school districts have access to healthy snacks at school to support their students' success in education.

**30,080 Snacks**

**\$17,234.18**

**Sponsors:** Beaumont Columbus Alberta Association, Cargill Ltd, Meal Share

The **School Nutrition Kits** were developed to help schools continue to work with students & families with food insecurity during Covid-19. The Food Bank assembled & delivered the kits to the schools, and the schools arranged pick-up times for families.

Each kit contained snack bags (1 for each week) and produce. Each kit was for 1, 2, or 4 weeks depending on each school's requirement. In 4 months, 1959 kits were distributed to 89\* families, 179\* students.

**8618 lbs of produce**

**7320 lbs of kits**

**\$41,438 program cost**

## Bread Basket

Clients can register to receive a bread basket in between food hampers. Clients are contacted and given a time to pick up their basket.

A basket can consist of bread, buns, pastries, as well as a variety of any extra fruit, vegetables and dairy when available.

This program gives clients the flexibility of accessing a bread basket in between paycheques rather than a full monthly hamper.

Due to Covid, the Bread Basket operated only 8 out of the 12 months.

**640**  
baskets distributed  
(114 unique\*)  
**59,819 lbs or**  
**\$155,529.40**

*\* Represents a family or person counted once regardless of how many times they use the service.*



## Leduc Regional Community Connections Centre (LRCCC)

### Kitchen Learning Centre (KLC)

**106 unique\* participants made 6173 meals This is equivalent to 18,693 lbs or \$48,601.80. Total number of visits = 1277**

Located at the Gaetz Centre, this program is designed to work directly with LDFB clients, youth and low-income individuals who learn ways to:

- Prepare quick, easy, healthy, affordable meals using food hamper items
- Expand awareness of a broad range of foods and ways to prepare them
- Learn strategies to stretch their food dollar, food safety and nutritional food knowledge

Participants reported that they increased their knowledge regarding cooking, as well as strengthening their confidence and self-esteem, expanding their social network, help build natural supports into their lives, and increased Mental Health stability.

**Due to Covid, the kitchen operated only 8 out of the regular 12 months.**

### Life Skills Learning Centre

**85 participants**

A collaborative or coordinated service delivery to identify and close the gaps between agencies, their clients and low-income individuals was initiated. Following the concept that the KLC was able to identify, mainly life skills are a huge factor in being able to help individuals move forward. A multi-agency approach is the goal of the centre and has been proactive in fostering partnerships.

Participants reported that they increased their knowledge regarding employment, strengthened their confidence and self-esteem, expanded their social network, built natural supports into their lives, and increased their mental health stability.

**Due to Covid-19 restrictions, limited programs ran in 2020.**

**SPONSORS:** Warren Gaetz Family, John Deere Foundation, United Way Community Investment, Frank J. Flaman Foundation, Melcor Development



*Due to Covid-19, this year the LDFB did ask supporters to help by making monetary donations. We want to thank everyone for their kind support and understanding. These monetary donations allowed us to purchase food directly and helped keep our limited staff and volunteers safe.*

# Affiliated Programs

## Mealshare



Mealshare partners with top tier restaurants and puts their logo beside a few menu items. When a customer orders one of these Mealshare branded menu items, they get their meal, just like normal, and they are also providing one meal to a youth in need. There's no extra cost or action for the customer - just buy one, give one! A portion of the proceeds collected are directed to the Leduc & District Food Bank, only operational for January and February.

## WECAN Food Basket Society

Anyone can access and use this food co-op. Operated by the St. David's United Church, the food bank is a drop-off and pick-up point for monthly orders. We encourage client participation by offering a one-time free access to this program for first-time clients.

**In 2020, 184 WECAN orders were placed.**



## Food Donation Connection



Food Donation Connection manages food donation programs for food service companies interested in donating food to non-profits. They coordinate all aspects of their donor partner's food donation programs. **In 2020, LDFB received 2831 lbs of food (= \$7,360.60) from KFC.**

# Ways to Support Us

*A very big thank you to all the VOLUNTEERS who helped make the following successful during the Covid-19 pandemic:*



## United Way of the Alberta Capital Region

The Leduc & District Food Bank is a partner member. Designated donations through work or personal donations can be made directly through United Way to the LDFB.

United Way grants go towards our Food Hamper program, Kitchen Learning Centre and Life Skill Centre.

In 2020, due to Covid, on behalf of agencies within the region, we received a one-time technology grant to help those individuals who found themselves with no way to connect with helping agencies.



## RCMP Staff a Cruiser Christmas Campaign

A big thank you to the Leduc & Beaumont RCMP Detachments for taking the time to organize and host this campaign again this year.



**ATB Cares** is a way for donors to donate to the food bank and ATB matches up to 15% of the donation up to a maximum amount allotted for the month for all non profits.



## Bottle Recycling Program

Feel free to donate your empty bottles and milk cartons to the LDFB. A collection bin is located in these locations: Canadian Tire, The Food Bank, and Leduc Bottle Depot. These bins are for **BOTTLE RECYCLING ONLY**.



## Holiday Train

The Holiday Train Program began in 1999. Every two years, the Holiday Train visits this community with hundreds of thousands of festive lights and a live show featuring well known performers. It is the only fundraiser of its kind for food banks in Canada. During Covid-19 pandemic, a virtual tour was held instead.



## Fall Food Round Up - 2020 Update

Held on the first Monday in October, this event is organized by community members who work with schools, churches, organizations and individuals within the community. No food drives were held in 2020. A virtual silent auction campaign was held instead and monetary donations were accepted.



A big thank you to the committee and community for their support of this campaign. A huge thank you to Coldwell Banker Haida Realty who helped sponsor our mail out campaign; Vivid Signs & Designs who donated the printing of the flyers; and all the business and individuals who donated items for the auction. We received such great support & feedback from all of you!



## Donating On-line

Canadahelps.org helps Canadian charities by enabling them to easily receive online donations. The LDFB is registered with this organization and donations can be made by accessing [www.canadahelps.org](http://www.canadahelps.org). Type in "Leduc & District Food Bank Association" and print out your receipt on-line.

## Country Christmas Lights Event

Look for Kinsmen Club of Leduc and Leduc Antique West Society's Christmas Lights event, held at their Antique West Society location. In 2020, 9003 lbs were collected.





# The Food Bank Community is Invaluable

If it were not for the community spirit of this region, the LDFB would not exist. We wish we could zero in on every function, organization, service club, school, church and the many personal and business supporters that provide us with goods and the funding to meet our goal of helping others. You are the backbone of the LDFB.

*Our apologies if we have missed thanking anyone*



## SPECIAL RECOGNITION

**Special recognition and thanks is given to those who donated \$1000 or more to the LDFB in 2020**

### CORPORATE

Adventures Foundation Fraserway  
RV Leduc  
Agrium Inc  
Al-Terra Engineering Ltd  
AltaGas Leduc / Apex Utilities Inc  
Ascendant Financial Inc  
Aspen Custom Trailers  
Aspen Custom Trailers staff  
ATB Financial - Leduc  
ATCO Electric & ATCO Gas  
Aurora Cannabis Enterprise  
Canadian Pacific (Holiday Train)  
Canadian Tire – Leduc  
Capital Power  
Cargill Ltd.  
Carmacks Enterprises Ltd  
City of Beaumont  
City of Leduc  
Coldwell Banker Haida Realty Leduc  
Elgert & Company Barristers  
Enterprise Holdings Group  
F.C.S.S.A.A.  
Fortis Alberta  
Frank J Flaman Foundation  
Gaetz Agency  
Gore Mutual  
Green Bottle Depot  
Hudson Group  
Integrated Solutions Peterborough  
Ironwood Management LTD.  
John Deere Foundation  
Johnson Agencies 1913 Ltd.

Kross Janitorial Ltd  
L&T Mix Sand & Gravel  
Leduc Industries & Employees  
Leduc Chrysler  
Leduc County  
Leduc Husky Gas Station  
Leduc Insurance Agency  
Medicine Shoppe - Leduc  
Melcor Developments  
NEP Canada ULC  
Aspenleaf Energy Ltd.  
Nisku Ford  
Northern Oil Tool Inc.  
Pembina Pipeline  
Premium Outlet Mall - EIA  
Ritchie Brothers  
Samuel, Son & Co.  
Sara Starko Professional  
Saradee Salon  
Schwab's RV World  
Second Glance  
Shoppers Drug Mart - Leduc  
Sperry Rail Canada  
SRT Motorsports Ltd  
Staples - Leduc  
TD Canada Trust Beaumont  
TD Canada Trust Leduc  
Thermo Design Insulation  
Town of Calmar  
Town of Devon  
Town of Thorsby  
Vallard Construction LP  
Village of Warburg  
Walmart

### COMMUNITY COLLECTIONS

Beaumont Columbus AB Association  
Beaumont Community Foundation, The  
Beaumont Lions Club  
Black Gold Optimist Club  
Black Gold Regional Schools  
Blackjacks Christmas Dinner  
Boston Pizza Foundation - Leduc  
Breakfast Club  
Canada Helps Care Fund  
Canadian Historical Arms Society  
Center Nord School Beaumont  
City Life Christian Centre  
Daystar Christian Assembly  
Devon Christmas Elves  
Devon General Hospital  
Devon Lions Club  
Eaglemount Church - Beaumont  
Ebenezer Christian Reformed Church  
Edmonton Community Foundation  
Edo Japan  
EIA Management & Staff  
Father Leduc Catholic School  
Food Banks Alberta  
Food Banks Canada  
Kevin Gaetz Foundation  
KFB Foundation Canada  
Leduc Charitable Foundation  
Leducor Group & Employees  
Leduc Lions Club  
Leduc Santa's Helpers

Leduc/Nisku Rotary Club  
Loblaws - Save it Forward  
Loblaws Spring & Fall Campaign  
Mazon Canada Foundation  
PayPal Giving Fund Canada  
Peter Gilligan Foundation  
Sobeys Beaumont  
St. Margaret's Anglican Church  
St. Thomas Aquinas RCSR  
United Nurses of Alberta  
UW of the AB Capital Region  
UW of the AB Capital Region - Community Investment  
Vision Loss Support Group  
Willow Park School  
Women of the United Church of Canada - Devon

### INDIVIDUALS

Abma, Lorrie & Family  
Albizzati, Ryan  
Berg, Adam & Bridget Maude  
Bergen, Dennis  
Brauer, Peter  
Chiesa, Talia  
Clearhout, Micheal  
Eshak, Rania  
Evans, Lisa  
Forest, Eric  
Gilchrist, Graham  
Grigat, Robin & Peter Brouer  
Halbach, Joe  
Huillery, Malissa & Quentin  
Jackie, John

John Maude & Susan Quinn Charitable Foundation  
Jory, Sandra  
Kachman, Marnie  
Kachowski, Cheryl  
Klapstein, Albert  
Kruger, Barbara  
Laidlaw, Brian  
Lake, Mike  
Lawlor, Douglas  
Lindstrand, Tyler & Bev  
Linton, Jeff & Linda  
Lowe, Rebecca & Jayson  
Marriott, David  
McLay, Jean  
Morrison, Bruce  
Mundt, Wayne  
Nahiriak, Susan  
Pearson, Shelley  
Perras, Paul  
Pringle, Donna  
Robinson, Tony & Val  
Rosenau, Mary-Ann  
Roy, Robert  
Saucier, Paris  
Seller Gordon  
Southam, Douglas  
Stiles, Karen  
Storeshaw, Janice  
Temple, Lance  
Turner, Wilfred  
Wiechert, Ralph & Daphne

**A HUGE THANK YOU TO:**  
**Black Gold Husky Gas and Liquor Store** for the generous donation of hams and turkeys again this year. **Myarc Electric** and **Leduc Overhead Door**, our neighbors, who have been so supportive by sharing the use of their forklifts.

### Vehicle Sponsors

- Walmart
- Food Banks Canada
- Edmonton Community Foundation
- Economical Groceries & Goods Society
- Food Banks Alberta
- Leduc Co-op
- Wilhawk Beef Jerky
- Coldwell Banker Haida Realty
- Vivid Signs & Designs
- Myarc Electric

## OUTSTANDING IN-KIND DONATIONS

**We would like to recognize the following for their in-kind donations in 2020**

### CORPORATE

49 North Lubricants  
Agropur Dairy Cooperative  
Air Canada  
Alta Tec Auto Glass & Windows  
AltaGas Utilities  
Beaumont News & Staff  
Bentley-Northchem LTD  
Black Gold Husky Gas and Liquor Stores  
Blackjacks Roadhouse & Staff  
Canadian Tire  
City of Leduc & staff  
City of Leduc LATS Drivers  
Clarence Shields & Family  
Cobs - Leduc  
Costco - EIA  
Craigs No Frills- Leduc  
Crispy Bakery  
DC Signs  
Devon Dispatch & Staff  
Edmonton Airports (Airport Security Program)  
Fas Gas Parkland  
Gate Gourmet  
Giant Tiger  
Grassy Lane Custom Meats  
Gruger Family Fungi Farm  
Hardy's Independent- Devon  
Home Sense

Hudson Group - EIA  
IGA Garden Market - Devon  
Jeb's No Frills - Beaumont  
John Deere Reman & Staff  
Ken's Furniture  
Kitch & Stitch  
Leduc Car & Truck Wash  
Leduc Co-op  
Leduc Co-op Food Store  
Leduc Overhead Doors  
Leduc Sheet Metal & Gas Fitting  
Little Potato Company  
Local Meats  
Maple Tech Consulting  
Marshall's EIA  
Medicine Shop- Leduc  
Micheals  
MNP  
Myarc Electric  
Nisku Digital Signs  
Oil Country Towing  
Pearson's Berry Farm  
Premium Outlet Mall  
Recochem  
Safeway - Leduc  
Saputo  
Shopper's Drug Mart - Leduc  
Sobey's Beaumont  
Staples - Leduc  
Super Sling

Superior Harvest Foods  
The Rep & Staff  
Tier-3 I.T. Solutions  
Urban Vinyl  
Val-mart Foods  
Vivid Signs & Designs  
Walmart – Leduc  
Westjet  
Winners

### COMMUNITY

Canadian Literature Resource Center  
DC Signs  
Devon Quilting Club  
Kinsmen & Leduc Antique Society - Country Lights  
Leduc Chamber of Commerce  
Norma Dee's Kitchen  
Paradies Lagardere  
Quincy's Quilting

### INDIVIDUALS

Mix, Lorne & Tina  
Moussa, Ed & Faiza  
Pitts, Ed  
Pomerleau, George  
Reynar, Syd  
Reynar, Josh  
Thompson, Perry

**REGULAR MEETING OF COUNCIL  
OF THE TOWN OF CALMAR WAS HELD VIRTUALLY  
ON MONDAY MARCH 21, 2022**

Access Code: 211-016-493

1. **CALL TO ORDER:** Mayor Carnahan called the Regular Council Meeting of March 21, 2022, to order at the hour of 7:03 pm.

**PRESENT:** Mayor Carnahan, Councillors Gardner, Faulkner, McKeag Reber, Benson, Acting CAO Anderson, Library Director Parkinson and CSP Thomas

2. **ADOPTION OF AGENDA:**

*Moved by* Councillor Faulkner that the agenda is hereby adopted as modified.

**CARRIED  
R-22-03-0142**

3. **PUBLIC HEARINGS: None**

4. **DELEGATIONS: None**

5. **ADOPTION OF MINUTES:**

- a) **Regular Council Meeting** – March 07, 2022

*Moved by* Councillor McKeag Reber that the minutes of the Regular Council Meeting, of March 07, 2022, are hereby approved as presented.

**CARRIED  
R-22-03-0143**

- b) **Committee of the Whole Meeting** – March 14, 2022

*Moved by* Councillor Benson that the minutes of the Committee of the Whole Meeting, of March 14, 2022, are hereby approved as presented.

**CARRIED  
R-22-03-0144**

6. **UNFINISHED BUSINESS: None**

7. **BYLAWS or POLICIES:**

- a) Bylaw #2022-10 – Borrowing Bylaw

*Moved by* Councillor Faulkner that Council give first reading to Bylaw 2022-10 Solar Panel Borrowing Bylaw. After first reading, the bylaw will be advertised in accordance with Section 606 of the Municipal Government Act.

**CARRIED  
R-22-03-0145**

- b) Bylaw #2022-09 – Urban Hens

*Moved by* Councillor Gardner that Council pass a motion to give first reading to Bylaw 2022-09 – Urban Hens. After first reading, the bylaw will be advertised on social media.

**CARRIED  
R-22-03-0146**

- c) Bylaw #2022-11 – Special Tax

*Moved by* Mayor Carnahan that Council pass a motion to refer the bylaw back to administration for integration with the 2022 Budget and furthermore bring back to Council for adoption along side the Property Tax Rate bylaw.

**CARRIED  
R-22-03-0147**



**REGULAR MEETING OF COUNCIL  
OF THE TOWN OF CALMAR WAS HELD VIRTUALLY  
ON MONDAY MARCH 21, 2022**

Access Code: 211-016-493

**d) Policy #2022-098 – Council Compensation**

*Moved by* Councillor McKeag Reber that Council pass a motion to table Policy #2022-098, Council Compensation as presented and review once more after budget consolidation.

**CARRIED  
R-22-03-0148**

**e) Acting CAO Anderson RFD – Rescind Policy #2021-092 – Mandatory Vaccinations**

*Moved by* Councillor Benson that Council pass a motion to rescind Policy #2021-092, Vaccination Policy.

**CARRIED  
R-22-03-0149**

**f) Bylaw #2022-12 – Fire Services**

*Moved by* Mayor Carnahan that Bylaw #2022-12 – Fire Services is hereby given first reading.

**CARRIED  
R-22-03-0150**

*Moved by* Councillor Faulkner that Bylaw #2022-12 – Fire Services is hereby given second reading.

**CARRIED  
R-22-03-0151**

*Moved by* Councillor Gardner that permission is hereby granted for the presentation of Bylaw #2022-12 – Fire Services for all three readings at this meeting.

**CARRIED UNANIMOUSLY  
R-22-01-0152**

*Moved by* Councillor McKeag Reber that Bylaw #2022-12 – Fire Services is hereby given third reading.

**CARRIED  
R-22-03-0153**

**8. NEW BUSINESS:**

**a) Leduc & District Regional Waste Management Commission Land Transfer**

*Moved by* Councillor Faulkner that Council pass a motion to pass a resolution to sign the Transfer Agreement for land held in trust by Leduc County to be transferred to the Leduc & District Regional Waste Management Commission.

**CARRIED  
R-22-03-0154**

**b) Library Director Parkinson RFD – Library Board Appointments w/Terms**

*Moved by* Councillor Gardner that Council move to accept the Library Board appointments as recommended and appoint the following as members of the Library Board:

- Edward Sharpe 3-year term starting May 1, 2022
- Patricia Hughes-Fuller 3-year term starting May 1, 2022
- George Egler 3-year term starting May 1, 2022

**CARRIED  
R-22-03-0155**

**REGULAR MEETING OF COUNCIL  
OF THE TOWN OF CALMAR WAS HELD VIRTUALLY  
ON MONDAY MARCH 21, 2022**

Access Code: 211-016-493

- c) Library Director Parkinson RFD – Cindy Miller Library Board Appointment

*Moved by* Councillor McKeag Reber that Council move to appoint Cindy Miller for a 1-year term starting May 1, 2022

**CARRIED  
R-22-03-0156**

- d) Leduc County Fire Service Agreement

*Moved by* Councillor Gardner that Council move to sign the 5-year agreement with Leduc County Fire Services.

**CARRIED  
R-22-03-0157**

- e) Council Corner (Replace Mayor's Corner) – Discussion

*Moved by* Councillor Benson that Council move to replace Mayor's Corner with Council Corner with a discussion at each Committee of the Whole Meeting to determine points to be published.

**CARRIED  
R-22-03-0158**

- f) CSP Thomas RFD – Volunteer Appreciation Ticket Prices

*Moved by* Councillor McKeag Reber that Council move to approve the Calmar Volunteer Appreciation Celebration fees as presented.

**CARRIED  
R-22-03-0159**

- g) Acting CAO Anderson RFD – EV Charging station Funding Agreement

*Moved by* Mayor Carnahan that Council move to enter into the funding agreement with AUMA for the Electric Vehicle Charging Program for the purchase and installation of an electric vehicle charging station at the Mike Karbonik Arena and furthermore fund the Town of Calmar cost of the project from the General Capital Reserve.

**CARRIED  
R-22-03-0160**

**9. FINANCIAL:**

- a) 2021 Reserve Transfers

*Moved by* Councillor McKeag Reber that Council move to authorize the attached 2021 proposed reserve transfers for the 2021 fiscal year end reconciliation.

**CARRIED  
R-22-03-0161**

**10. DEPARTMENT REPORTS: None**

**11. COUNCIL AND COMMITTEE REPORTS: None**

**12. ACTION ITEM: None**

**13. CORRESPONDENCE:**

- a) Leduc County FCSS – Volunteer Income Tax Impact 2021
- b) Black Gold Board Highlights – February 2022
- c) Alberta Health Services – Online Wellness Workshops
- d) Municipal Affairs – 2022 Budget
- e) Leduc County FCSS Programs
- f) Voltarix Group – Email Regarding March 16<sup>th</sup> Meeting



**REGULAR MEETING OF COUNCIL  
OF THE TOWN OF CALMAR WAS HELD VIRTUALLY  
ON MONDAY MARCH 21, 2022**

Access Code: 211-016-493

*Moved by* Councillor Benson that the correspondence is hereby accepted as information.

**CARRIED  
R-22-03-0162**

**14. CLARIFICATION OF AGENDA BUSINESS – (Open mic)**

**15. CLOSED SESSION:**

- a) **Personnel** - (Pursuant to Section 24(1)(b)(i) of the Freedom of Information and Protection of Privacy Act).

*Moved by* Councillor Gardner that the Regular Council Meeting temporarily adjourn, and Council sit in Closed Session at this time being 8:55 pm.

**CARRIED  
R-22-03-0163**

*Moved by* Councillor Faulkner that the Regular Council Meeting reconvene from Closed Session at this time being 10:33 pm.

**CARRIED  
R-22-03-0164**

*Moved by* Councillor Faulkner that the Committee of the Whole Meeting extend past 10:00 pm.

**CARRIED  
CR-22-03-0165**

*Moved by* Councillor McKeag Reber that a supper workshop of Council be organized for March 30, 2022 at 6:00 pm for the CAO Recruitment Committee to present options.

**CARRIED  
R-22-03-0166**

**16. ADJOURNMENT:**

The Regular Council Meeting adjourned at 10:40 pm.

These minutes signed this 4<sup>th</sup> day of April 2022.

\_\_\_\_\_  
Mayor Carnahan

\_\_\_\_\_  
Acting CAO Anderson



**Town of Calmar**

Request for Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	April 4, 2022
Originated By:	Acting CAO Anderson
Title:	Urban Hens Bylaw #2022-09
Approved By:	Acting CAO Anderson
Agenda Item Number:	7A

**BACKGROUND/PROPOSAL:**

Currently the Town has an “All other species Bylaw” that includes chickens however, that bylaw is too comprehensive. Therefore, it was decided to create a bylaw solely for urban hens.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

There has been some confusion on whether the Town allows chickens. The hope is that with simplifying and creating a new bylaw solely for urban hens’ it will make it clear that the Town does allow urban hens. The revisions requested by council have been made and the proposed bylaw has been advertised on social media. The public comments are below.

1. So, this is not finalized that residents can have urban hens as of yet. Correct?
2. Why were ducks not included? During the consultation I provided many reasons why ducks would be equally or better suited to keep in an urban setting. Cleaner and quieter being the 2 main reasons.

**Option 1** – Council pass a motion to give the Urban Hens bylaw second and third readings.

- Move that Bylaw #2022-09, Urban Hens is hereby given second reading.
- Move that Bylaw #2022-09, Urban Hens is hereby given third reading.

**Option 2** – Council pass a motion to give the Urban Hens bylaw second and third readings as amended.

**Option 3** – Move to refer bylaw 2022-09 back to administration for further revision as discussed.

**COSTS/SOURCE OF FUNDING (if applicable)**

N/A



**RECOMMENDED ACTION:**

Council pass a motion to give the Urban Hens bylaw second and third readings.

- Move that Bylaw #2022-09, Urban Hens is hereby given second reading.
- Move that Bylaw #2022-09, Urban Hens is hereby given third reading.

**BYLAW 2022-09  
URBAN HENS BYLAW**

**BEING A BYLAW OF THE TOWN OF CALMAR, IN THE PROVINCE OF ALBERTA,  
TO REGULATE THE KEEPING OF HENS IN URBAN AREAS.**

WHEREAS pursuant to section 7 of the *Municipal Government Act* the council of a municipality may pass bylaws for municipal purposes respecting: the safety, health and welfare of people and the protection of people and property; wild and domestic animals, and activities in relation to them; and the enforcement of bylaws; and

WHEREAS pursuant to section 8 of the *Municipal Government Act* the council of a municipality may, in a bylaw, regulate or prohibit and to provide for a system of licences, permits and approvals.

NOW THEREFORE, COUNCIL OF THE TOWN OF CALMAR, IN THE PROVINCE OF ALBERTA, ENACTS AS FOLLOWS:

1. This bylaw may be called the “Urban Hens Bylaw.”
2. The purpose of this bylaw is to regulate and control the keeping of urban hens within the Town of Calmar.
3. For the purposes of this bylaw:
  - (a) “**Urban Hens License**” means a license issued by the Chief Administrative Officer or designate pursuant to this Bylaw authorizing the license holder to keep urban hens on a specific property within the Town of Calmar;
  - (b) “**Coop**” means a fully enclosed weatherproof structure and attached Outdoor Enclosure used for the keeping of urban hens, that is no larger than 10 m<sup>2</sup> in floor area, and no more than 2.4m in height;
  - (c) “**Hen**” means a domesticated female chicken;
  - (d) “**Municipal Tag**” means a document alleging an offence issued pursuant to the authority of a Bylaw of the Town;
  - (e) “**Outdoor Enclosure**” means a securely enclosed, roofed outdoor area attached to and forming part of a coop having a bare earth or vegetated floor for urban hens to roam;
  - (f) “**Bylaw Enforcement Officer**” means a person appointed Bylaw/Peace Officer by the Town of Calmar Chief Administrative Officer;
  - (g) “**Rooster**” means a domesticated male chicken;
  - (h) “**Urban Chicken**” means a Hen that is at least 16 weeks of age;
  - (i) “**Violation Ticket**” has the same meaning as in the *Provincial Offences Procedure Act*;
  - (j) “**Urban Area**” means lands located within the Municipal Boundary of the Town.

**Prohibitions**

4. In an Urban Area, no person shall:

- (a) keep a Rooster;
- (b) keep a hen, other than an urban hen for which a valid urban hen's license has been issued;
- (c) have no more than one coop on a property.

### **Urban Hens' License**

5. A person may apply to keep no more than (4) urban hens by:
  - (a) submitting a completed application, on the form approved by the Chief Administrative Officer or designate, and
  - (b) Applicants shall advise the adjacent landowners of their intention to keep urban hens;
  - (c) paying an application fee of \$50.00 and must be renewed yearly at a fee of \$10.00.
6. The Chief Administrative Officer or designate may not issue an urban hen license unless satisfied that:
  - (a) the applicant is the owner of the property on which the urban hens will be kept, or that the owner of the property has provided written consent to the application;
  - (b) the applicable fee has been paid; and
  - (c) all required information has been provided.
7. The maximum number of licenses that may be issued shall be one Urban Hen License per one hundred (100) persons based on the population of the Town of Calmar as determined in the most recent municipal census.
8. The Chief Administrative Officer or designate may refuse to grant an Urban Hen License for the following reasons:
  - (a) the applicant or license holder does not or no longer meets therequirements of this bylaw for an Urban Hen License;
  - (b) the applicant or license holder:
    - i. furnishes false information or misrepresents any fact or circumstance to the Chief Administrative Officer or a Bylaw/Peace Officer;
    - ii. has, in the opinion of the Chief Administrative Officer based on reasonable grounds, contravened this bylaw whether or not the contravention has been prosecuted;
    - iii. fails to pay a fine imposed by a court for a contravention of this Bylaw or any other applicable Bylaw related to the keeping of urban hens;
    - iv. fails to pay any fee required by this or any applicable Bylaw; or
  - (c) in the opinion of the Chief Administrative Officer based on reasonable grounds it is in the public interest to do so.



9. If the Chief Administrative Officer or designate refuses to grant an Urban Hen License, the applicant may appeal the decision to the Town Council.
10. An Urban Hen License is valid if the applicant resides on the property listed on the application.
11. An Urban Hen License is not transferable from one person to another or from one property to another.
12. A person to whom an Urban Hen License has been issued shall produce the license at the demand of the Chief Administrative Officer or designate or a Bylaw/Peace Officer.

### **Keeping of Urban Hens**

13. A person who keeps Urban Hens must:
  - (a) provide each Hen with at least 0.37 m<sup>2</sup> (3.98 ft<sup>2</sup>) of interior floor area, and at least 0.92 m<sup>2</sup> (9.9 ft<sup>2</sup>) of Outdoor Area and;
  - (b) supervise free range urban hens at all times;
  - (c) provide and maintain, in the Coop, at least one nest box per coop and one perch per Hen, that is at least 15 cm long;
  - (d) provide each Hen with food, water, shelter, light, ventilation, care, and opportunities for essential behaviours such as scratching, dustbathing, and roosting, all sufficient to maintain the Hen in good health;
  - (e) place the coop a minimum of 1.0 m (3.3 ft.) from each property boundary and located at the rear of the property;
  - (f) ensure the coop is no higher than 2.4 m (8 ft.) in height;
  - (g) maintain the coop in good repair and sanitary condition, and free from vermin and noxious or offensive smells and substances;
  - (h) construct and maintain the coop to prevent any rodent from harbouring underneath or within it or within its walls, and to prevent entrance by any other animal;
  - (i) keep a food container and water container in the coop;
  - (j) keep the coop secured from sunset to sunrise;
  - (k) remove leftover feed, trash, and manure in a timely manner;
  - (l) store feed within a fully enclosed container;
  - (m) store manure within a fully enclosed container, and store no more than 3 cubic feet of manure at a time;
  - (n) remove all other manure not used for composting or fertilizing and dispose of same in accordance with Town bylaws;

- (o) follow biosecurity procedures recommended by the Canadian Food Inspection Agency to reduce potential for disease outbreak; and
- (p) keep Hens for personal use only.

14. No person who keeps Urban Hens shall:

- (a) sell eggs, manure, meat, or other products derived from Hens;
- (b) slaughter a Hen on the property;
- (c) dispose of a Hen except by delivering it to a farm, abattoir, veterinarian, or other operation that is lawfully permitted to dispose of Hens; and
- (d) keep a Hen in a cage, kennel, or any shelter other than a coop.

### **Offence and Penalties**

15. A person who contravenes any provision of this Bylaw is guilty of an offence.

16. A person who is guilty of an offence is liable to a fine in an amount not less than \$100.00.

17. Without restricting the generality of section 16, the fine amount established for use on Municipal Tags and for Violation Tickets if a voluntary payment option is offered is \$150.00.

### **Municipal Tag**

18. A Bylaw/Peace Officer is authorized and empowered to issue a Municipal Tag to any person who the Bylaw/Peace Officer has reasonable and probable grounds to believe has contravened any provision of this Bylaw.

19. A Municipal Tag may be issued to such person:

- (a) either personally; or
- (b) by mailing a copy to such person at his or her last known post office address.

20. The Municipal Tag shall be in a form approved by the Chief Administrative Officer and shall state:

- (a) the name of the Person;
- (b) the offence;
- (c) the specified penalty established by this Bylaw for the offence;
- (d) that the penalty shall be paid within 14 days of the issuance of the Municipal Tag; and
- (e) any other information as may be required by the Chief Administrative Officer.

### **Payment in Lieu of Prosecution**

21. Where a Municipal Tag is issued pursuant to this Bylaw, the person to whom the

Municipal Tag is issued may, in lieu of being prosecuted for the offence, pay to the Town the penalty specified within the time period indicated on the Municipal Tag.

### **Violation Ticket**

22. If a Municipal Tag has been issued and if the specified penalty has not been paid within the prescribed time, then a Peace Officer is authorized and empowered to issue a Violation Ticket pursuant to the *Provincial Offences Procedure Act*.
23. Despite section 22, a Peace Officer is authorized and empowered to issue a Violation Ticket to any person who the Peace Officer has reasonable and probable grounds to believe has contravened any provision of this Bylaw.
24. If a Violation Ticket is issued in respect of an offence, the Violation Ticket may:
- (a) specify the fine amount established by this Bylaw for the offence; or
  - (b) require a person to appear in court without the alternative of making a voluntary payment.

### **Voluntary Payment**

25. A person who commits an offence may
- a) if a Violation Ticket is issued in respect of the offence; and
  - b) if the Violation Ticket specifies the fine amount established by this Bylaw for the offence;
  - c) make a voluntary payment by submitting to a Clerk of the Provincial Court, on or before the initial appearance date indicated on the Violation Ticket, the specified penalty set out on the Violation Ticket.

### **Obstruction**

26. No Person shall obstruct or hinder any person in the exercise or performance of the person's powers pursuant to this Bylaw.

### **Powers of Chief Administrative Officer**

27. Without restricting any other power, duty or function granted by this Bylaw, the Chief Administrative Officer or designate may:
- (a) carry out any inspections to determine compliance with this Bylaw;
  - (b) take any steps or carry out any actions required to enforce this Bylaw;
  - (c) take any steps or carry out any actions required to remedy a contravention of this Bylaw;
  - (d) establish forms for the purposes of this Bylaw; and
  - (e) delegate any powers, duties, or functions under this Bylaw to a Town employee.



**General**

28. Nothing in this Bylaw relieves a person from complying with any Federal or Provincial law or regulation, other Town Bylaw, or any requirement of any lawful permit, order, or licence.

**Severability**

29. Every provision of this Bylaw is independent of all other provisions and if any provision of this Bylaw is declared invalid for any reason by a Court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.

**Enactment**

30. This Bylaw shall come into effect upon third reading.

31. Bylaw #2020-17 "All other species Bylaw" is hereby rescinded.

THIS BYLAW GIVEN FIRST READING THIS	DAY OF MARCH, 2022.
THIS BYLAW GIVEN SECOND READING THIS	DAY OF APRIL, 2022.
THIS BYLAW GIVEN THIRD READING THIS	DAY OF APRIL, 2022.

\_\_\_\_\_  
Mayor Carnahan

\_\_\_\_\_  
Acting Chief Administrative Officer



**Town of Calmar**

Request for Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	April 04, 2022
Originated By:	Acting CAO Anderson
Title:	Borrowing Bylaw-Solar Panels
Approved By:	Acting Chief Administrative Officer, Anderson
Agenda Item Number:	7 B

**BACKGROUND/PROPOSAL:**

On March 21, 2022 Bylaw #2022-10, Borrowing Bylaw, was given first read and administration was instructed to advertise as per procedure and bring back to Council for second and third readings.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

Borrowing Bylaw #2022-10 was advertised on our media platforms following first read on March 21, 2022. As no feedback was received during the period, administration is recommending giving the bylaw second and third read.

**Option 1** – Council pass a motion to give the Borrowing Bylaw second and third readings.

- Move that Bylaw #2022-10, Borrowing Bylaw is hereby given second reading.
- Move that Bylaw #2022-10, Borrowing Bylaw is hereby given third reading.

**Option 2** – Council pass a motion to have administration amend bylaw #2022-10 as discussed.

**Option 3** – Move to refer bylaw #2022-10 back to administration for further revision as discussed.

**COSTS/SOURCE OF FUNDING (if applicable)**

None.

**RECOMMENDED ACTION:**

Council pass a motion to give the Borrowing Bylaw second and third readings.

- Move that Bylaw #2022-10, Borrowing Bylaw is hereby given second reading.
- Move that Bylaw #2022-10, Borrowing Bylaw is hereby given third reading.

**BYLAW 2022-10**

**BEING A BYLAW OF THE TOWN OF CALMAR  
TO ENTER INTO AN AGREEMENT WITH ENMAX GENERATION PORTFOLIO INC.  
FOR THE PURCHASE AND INSTALLATION OF SOLAR PANELS**

---

**This bylaw authorizes the Council of the Town of Calmar to incur indebtedness in the amount of \$214,476.00 for the purpose of installing solar panels on the Mike Karbonik Arena.**

**WHEREAS:**

The Council for the Town of Calmar has decided to enter into a payment purchase agreement with Enmax Generation Portfolio Inc. (Enmax) for the purchase of Solar Panels and;

Section 258 of the Municipal Government Act, authorizes the Town to borrow money for a capital purpose and;

The Council for the Town of Calmar has decided to issue a bylaw pursuant to Section 258 of the Municipal Government Act to complete the project and;

Plans and specifications have been prepared and the total cost of the project is estimated to be \$372,236.00 and the town estimates \$157,760.00 will be provided to the project by way of grants and;

In order to complete the project a payment purchase agreement in the amount of \$214,476.00 will be executed with Enmax for a period of fifteen (15) years and;

The estimated life of the project is twenty five (25) years and;

The principal amount of the outstanding debt of the Town as at December 31, 2020 is \$4,443,985.00 and no part of the principal or interest is in arrears and;

All required approvals for the project have been obtained and the project is in compliance with all Acts and Regulations of the Province of Alberta.

**NOW, THEREFORE, THE COUNCIL OF THE TOWN OF CALMAR, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, HEREBY ENACTS AS FOLLOWS:**

1. That for the purpose of purchasing and installing the solar panels the Town is authorized to enter into a purchase agreement with Enmax for an amount not to exceed \$214,476.00 of which the full sum is to be paid by the municipality at large.
2. The proper officers of the Town are hereby authorized to execute the agreement with Enmax.
3. The Town shall repay the indebtedness according to the repayment schedule in effect, namely in monthly payments of \$1,481.13 for a period of fifteen years. The interest rate shall not exceed three (3.0) percent.
4. The Town shall levy and raise in each year municipal taxes sufficient to pay the indebtedness.
5. The amount borrowed under this bylaw shall be applied only to the project specified by this bylaw.



**4. EFFECTIVE DATE:**

This bylaw comes into force on the day it is given final reading.

READ A FIRST TIME THIS 21 DAY OF MARCH 2022

READ A SECOND TIME THIS        DAY OF        2022

READ A THIRD TIME THIS        DAY OF        2022

---

MAYOR CARNAHAN

---

ACTING CAO ANDERSON



Town of Calmar

Request for Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	April 04, 2022
Originated By:	Acting CAO Anderson
Title:	Bylaw #2022-14 Development Authority Bylaw
Approved By:	Acting CAO Anderson
Agenda Item Number:	7 C

**BACKGROUND/PROPOSAL:**

The Town requires a Development Authority Bylaw to identify how the persons serving as a Development Authority Officer under the Land Use Bylaw are appointed. The major roles and levels of authority are spelled out in more detail in the Land Use Bylaw.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

**Option 1** – Council pass a motion to give the bylaw all three reads in four motions.

- Move that Bylaw #2022-14, Development Authority is hereby given first reading.
- Move that Bylaw #2022-14, Development Authority is hereby given second reading.
- Move that permission is hereby granted for the presentation of Bylaw #2022-14, Development Authority for all three readings at this meeting.
- Move that Bylaw #2022-14, Development Authority is hereby given third reading.

**Option 2** – Council pass a motion to give first reading to Bylaw #2022-14, Development Authority. After first reading, the bylaw will be advertised on social media.

**Option 3** – Council pass a motion to refer this bylaw back to administration for more information.

**COSTS/SOURCE OF FUNDING (if applicable)**

N/A

**RECOMMENDED ACTION:**

Council pass a motion to give the bylaw all three reads in four motions.

- Move that Bylaw #2022-14, Development Authority is hereby given first reading.
- Move that Bylaw #2022-14, Development Authority is hereby given second reading.
- Move that permission is hereby granted for the presentation of Bylaw #2022-14, Development Authority for all three readings at this meeting.
- Move that Bylaw #2022-14, Development Authority is hereby given third reading.



**BYLAW NO. 2022-14  
TOWN OF CALMAR**

**DEVELOPMENT AUTHORITY BYLAW**

---

A Bylaw of the Town of Calmar, in the Province of Alberta, pursuant to provisions of the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta 2000 and amendments thereto, to provide for the establishment of Development Authority in the Town of Calmar.

WHEREAS, the Municipal Council wishes to establish development authority as required by the Municipal Government Act and amendments thereto;

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

Titles

1. This Bylaw may be cited as the "Development Authority Bylaw"

Definitions

2. The following words and terms are defined as follows:
  - a. "Act" means the Municipal Government Act, R.S.A. 2000 c. M-26 as amended;
  - b. "Authority" means the Development Authority established pursuant to this bylaw;
  - c. "CAO" means the chief administrative officer of the Town appointed by Council pursuant to the CAO Bylaw and as defined in the Municipal Government Act;
  - d. "Commission" means the Municipal Planning Commission established by bylaw;
  - e. "Council" means the Council of the Town of Calmar;
  - f. "Development Authority Officer" means one of the persons appointed to the position of Development Authority Officer;
  - g. "Land Use Bylaw" means the Land Use Bylaw adopted by the Town of Calmar Council pursuant to the Municipal Government Act;
  - h. "Town" means the Town of Calmar.

Establishment of Authority

3. The Development Authority of the Town is:
  - a. the person or one of the persons appointed by the CAO as Development Authority Officer pursuant to the Land Use Bylaw; and
  - b. the Municipal Planning Commission established by bylaw.

Powers and Duties

4. The Authority has those powers and duties as set out in the Act, any regulations made thereunder and as further set out in the Land Use Bylaw and Municipal Planning Commission Bylaw.
5. The powers and duties of the Authority may be exercised by any one of the individuals appointed as Development Officer or by the Commission where so set out in the Land Use Bylaw and Municipal Planning Commission Bylaw.

Transition

6. All previous Development Authority Bylaws and any amendments thereto are hereby repealed.

READ A FIRST TIME THIS DAY OF , 2022.

READ A SECOND TIME THIS DAY OF , 2022.

READ A THIRD TIME THIS DAY OF , 2022.

---

MAYOR CARNAHAN

---

ACTING CAO ANDERSON



**Town of Calmar**

Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	April 04, 2022
Originated By:	CDC Thomas
Title:	National Volunteer Week Proclamation
Approved By:	Acting CAO Anderson
Agenda Item Number:	8 A

**BACKGROUND/PROPOSAL:**

As part of volunteer recognition municipalities across Alberta annually proclaim National Volunteer week in April. This year National Volunteer Week is April 24<sup>th</sup> – April 30<sup>th</sup>, 2022.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

Through recognition and participation in National Volunteer Week Calmar demonstrates a commitment to building our community and adhering to the Canadian Code of Volunteer Involvement previously adopted.

**Option 1** - Move to refer the National Volunteer Week Proclamation back to administration for revisions.

**Option 2** - Council move to approve the National Volunteer Week Proclamation as presented.

**Option 3** - Move to decline the National Volunteer Week Proclamation as presented.

**COSTS/SOURCE OF FUNDING (if applicable)**

N/A

**RECOMMENDED ACTION:**

Council move to approve the National Volunteer Week Proclamation as presented.

**REFERENCE:**

National Volunteer Week 2022 – Mayoral Proclamation



## MAYORAL PROCLAMATION TEMPLATE

WHEREAS, 24 million Canadians give their time through formal or informal types of volunteering, contributing close to 5 billion volunteer hours per year; and

WHEREAS, volunteers in Calmar mentor our children, support those feeling isolated, beautify our green spaces, and fundraise for our charitable organizations; and

WHEREAS, volunteers in Calmar have stepped up during the COVID-19 pandemic to support families, friends, neighbours, and strangers, people standing up to systemic racism, and people sharing insights on how to create a more just and equitable society; and

WHEREAS, Calmar's volunteers are individuals, families, workers, retirees, community members of all ages and backgrounds; and

WHEREAS, the collective result of the work done by our town's volunteers is that Calmar is a more desirable place to live; and

WHEREAS, Calmar volunteers bake, door knock, raise awareness, and make Calmar the real deal; and

WHEREAS, organizations in Calmar that rely on volunteers include such fundamental organizations as Leduc & District Food Bank, Calmar's Royal Canadian Legion, our many churches and the various sports groups our parents and guardians support; and

NOW, THEREFORE, I, Mayor Sean Carnahan, Mayor of Calmar, do hereby proclaim April 24-30, 2022, as National Volunteer Week, and urge my fellow citizens to recognize the crucial role played by volunteers in our community.

---

Mayor Sean Carnahan





**Town of Calmar**

Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	April 04, 2022
Originated By:	DPW Melesko
Title:	ECO Station Proposal
Approved By:	Acting CAO Anderson
Agenda Item Number:	8 B

**BACKGROUND/PROPOSAL:**

As trends change, and people pay more attention to the environment and building a greener community the Town needs to look at ways to promote and provide options for its residents.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

The City of Leduc currently operates an ECO Station in partnership with Leduc County, and the City of Beaumont. The Eco station is open daily and accepts Household hazardous waste, electronic waste, glass, etc.

The ECO Station is currently not operating at full capacity therefore the Town of Calmar has the opportunity to join the partnership. The fees applicable to join are based on size of community and estimated users per year.

**COSTS/SOURCE OF FUNDING (if applicable)**

2022 rate – \$3071.03

(This fee is based on estimated 500 users per year.) The additional funding will be allocated from the current Recycle Budget therefore the Town will not see any increase to the budget

**RECOMMENDED ACTION:**

Council authorize Administration to enter into the ECO Station Partnership as presented with funding to be allocated from the Current Recycle Budget.



The Eco Station offers residents, schools and **businesses (/commercial/waste-recycling-business)** from Leduc, Leduc County and Beaumont a staffed drop-off location designed to divert a range of material from the landfill. Materials are accepted free of charge for recycling, with the exception of general household waste, where the first bag is free and additional bags are \$2 each (exact change must be provided).

We welcome small loads of materials for recycling and safe disposal. Due to the size of the facility, the size of each load may be limited to material that fits in the trunk of a car or the back of a pickup truck. Large loads, construction or renovation waste and large items (furniture and appliances) can be taken to the **Leduc and District Waste Management Facility (<https://www.leduc.ca/waste-recycling-facilities/waste-management-facility>)** for disposal. Yard waste can be taken to the **Yard Waste Transfer Station (<http://www.leduc.ca/waste-recycling-facilities/yard-waste-transfer-station>)** for disposal.

## Materials Accepted



**Home (/) / Services : Residential (/residential) / Waste & Recycling (/waste-recycling) / Waste & Recycling Facilities (/curbside-cart-collection-recycling-program/waste-recycling-facilities) / Eco Station**

---

# Eco Station

**Household Hazardous Waste** Paint, batteries, chemicals, antifreeze, glycol, aerosol cans, used vehicle oil, oil filters, hair coloring, empty chemical containers, drain cleaners, insecticides, oven cleaners, solvents, turpentine, varnish, waxes and polishes

**Electronic Waste**

TV's, cell phones, computers, laptops, monitors, desktop printers, computer accessories, cables, digital cameras, radios, DVD/VCR players, microwaves, keyboards

**Blue Bag Recyclables**

Rigid plastic containers, clean tin cans, paper, cardboard, boxes (flattened), milk cartons, newspaper, tissue paper, plastic bottles, plastic tubs, plastic jugs (rigid), pop cans, tetra pak drink containers (juice boxes)

**Cardboard Recycling**

Please flatten cardboard.

**Organics**

Shredded paper, soiled cardboard and paper products (pizza boxes). Small loads of food waste and garden waste are accepted in approved compostable bags.

**General Household Waste**

First bag is free, additional bags are \$2 each. Exact change must be provided. Please ensure waste is bagged.

**Scrap Metal Recycling**

BBQs, old utensils, broken bicycles, auto parts, rebar, etc. (NO large items)

**Glass recycling**

Clean, clear glass containers only. Labels do not need to be removed. Please do not put glass in your blue bag.

*Ceramic, porcelain, cooking glass (Pyrex), windows and windshields are NOT accepted.*

**Tire Recycling**

Vehicle and motorcycle tires between 8" - 39", bike tires and tubes (no rims)

**Propane Tank Recycling**

Maximum size of 20 lbs accepted.

**Clothing and Textile Donations**

In partnership with Canadian Mental Health Association and Diabetes Canada.

**Cooking Oil Disposal**

Used oil and empty containers.



### Expanded Electronics Program

Small appliances, gaming equipment, audio and video equipment, electronic toys, wireless devices, power tools, electronic musical instruments, solar panels (residential sized, or on solar garden lights)

### Florescent Bulbs and Tubes

Compact Fluorescent Blubs (CFL), ballasts and florescent tubes.

### Compost and Mulch

Free giveaway. Limited to four 5 gallon pails per customer of each material.

### Styrofoam

White block Styrofoam, often used to package electronics, appliances and furniture. Styrofoam must be clean and all contaminants (i.e., tape and staples) must be removed.

## Materials Accepted Free of Charge

- **Blue bag recyclables** (</curbside-cart-collection-recycling-program/blue-bag-recycling>)
- Cardboard (flattened)
- **Organic waste** (</curbside-cart-collection-recycling-program/sorting-your-waste>)
- **Household hazardous waste** (</special-disposal-services>)
- **Electronic waste (e-waste)** (</special-disposal-services>)
- **Styrofoam**  
([https://www.leduc.ca/sites/default/files/2021%20Eco\\_NewItems\\_Styrofoam\\_10.33x10.405%20Ad\\_ARMAv3.pdf](https://www.leduc.ca/sites/default/files/2021%20Eco_NewItems_Styrofoam_10.33x10.405%20Ad_ARMAv3.pdf))

Page 34 of 81

# ECO STATION

## RECYCLING & DISPOSAL SERVICES

The Eco Station offers **free recycling** and safe disposal of a wide range of materials from local residents and businesses. Please note that limits may apply.

### Hours of Operation

Mon., Tue., Fri. & Sat.  
8 a.m. - 5 p.m.

Wed. & Thur.  
9 a.m. - 6 p.m.

Sun. - CLOSED



BLUE BAG  
RECYCLABLES

CLEAR, CLEAN  
GLASS

CLOTHING  
DONATION BOXES

COMPOST & MULCH  
PICKUP – bring your  
own shovel & pail

E-WASTE  
RESIDENTIAL  
ELECTRONICS

HOUSEHOLD  
HAZARDOUS  
WASTE

ORGANICS

PROPANE TANKS  
up to 20 lbs.

SCRAP METAL

TIRES – rim diameter  
of 8" up to 39"

USED OIL & PAINT  
RECYCLING

WASTE – first bag  
free, additional bags  
\$2 each

## NEW! STYROFOAM now accepted:

WHITE BLOCK STYROFOAM PACKAGING (typically marked as Grade #6) • STYROFOAM BLOCKS FROM ELECTRONICS, APPLIANCES & FURNITURE • MUST BE CLEAN WITH NO TAPE OR STAPLES

\*Styrofoam is **NOT ACCEPTED** in curbside blue bag collection.



For a full list of products accepted at the Eco Station check out [Leduc.ca](http://Leduc.ca).

We ask customers for their patience and cooperation as we continue to implement COVID-19 physical distancing and safety measures when processing materials.



PARTNERING with *nature*

Eco-smart Hotline: 780.980.7107 E-mail: [ecosmart@leduc.ca](mailto:ecosmart@leduc.ca)

## Hazardous & E-waste Options for Schools

The Eco Station accepts all e-waste and hazardous waste from Leduc schools, free of charge. School representatives can also drop off all e-waste at the **Regional Waste Management Facility (/waste-recycling-facilities/waste-management-facility)** free of charge. Please take larger loads of garden waste to the **Yard Waste Transfer Station (/waste-recycling-facilities/yard-waste-transfer-station)**.

## Location & Hours

**Monday** 8 a.m. – 5 p.m.

**Tuesday** 8 a.m. – 5 p.m.

**Wednesday** 9 a.m. – 6 p.m.

**Thursday** 9 a.m. – 6 p.m.

**Friday** 8 a.m. – 5 p.m.

**Saturday** 8 a.m. – 5 p.m.

**Sunday** CLOSED

**Holiday Hours** Check [leduc.ca](http://leduc.ca)  
for details



6102 - 46 Street, Leduc AB



Eco Smart Hotline:  
780-980-7107



[ecosmart@leduc.ca](mailto:ecosmart@leduc.ca)



*\*Please note that the Eco Station is closed on all Statutory Holidays.*

Site Map



**Town of Calmar**

Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	April 04, 2022
Originated By:	CDC Thomas
Title:	Recreation Board – Calmar Fair Days
Approved By:	Acting CAO Anderson
Agenda Item Number:	8 C

**BACKGROUND/PROPOSAL:**

The Calmar Recreation Board as directed by council has discussed the 2022 Calmar Days Ball tournament. The Recreation Board has determined the importance of planning for fundraising opportunities. As such administration recommends council pass a motion to provide the Recreation Board discretion in determining the 2022 Calmar Fair Days Fees. Including but not limited to:

- Ball tournament registration fees
- Beer gardens and cabaret ticket fees
- Concession fees
- Camping fees

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

By providing the recreation board this discretion, Calmar Days Ball tournament will benefit from community expertise and input.

**Option 1** – Council pass a motion to authorize the Calmar Recreation Board as the determining body for Calmar Days ball tournament fees.

**Option 2** - Council to pass a motion to refer this request back to Administration for further information.

**Option 3** - Council to pass a motion to authorize the Calmar Recreation Board as the determining body for Calmar Days ball tournament fees as amended.

**COSTS/SOURCE OF FUNDING (if applicable)**

NA

**RECOMMENDED ACTION:**

Council pass a motion to authorize the Calmar Recreation Board as the determining body for Calmar Days ball tournament fees.



Town of Calmar

Request for Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	April 04, 2022
Originated By:	Acting CAO Anderson
Title:	Thorsby Regional Water Grant Support Letter
Approved By:	Acting CAO Anderson
Agenda Item Number:	8 E

**BACKGROUND/PROPOSAL:**

The Town of Thorsby is exploring the idea of regionalizing their current water distribution. They are in the process of applying for a grant to help cover the cost of a feasibility study.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

Thorsby’s mayor has chatted with Mayor Carnahan regarding Thorsby regional water, and they chatted about a straw poll to support our engineering study to bring regional water to the region. Letters from Midhurst, Breton and Warburg have also been pursued. The goal is to create a regional system with a commission, and Thorsby has the capacity and water license at the River to facilitate this regional system. As you may already know, Esso left Thorsby with a 16” water line to Buford, lift stations and a license at the river that is very large capacity.

**Option 1** – Council pass a motion to authorize administration to send a letter of support to Thorsby for the purpose of obtaining the grant for a feasibility study while being clear that the letter in know way commits the Town of Calmar to joining the proposed regional commission.

**Option 2** – Council pass a motion to authorize administration to send a letter of support to Thorsby for the purpose of obtaining the grant for a feasibility study.

**COSTS/SOURCE OF FUNDING (if applicable)**

N/A

**RECOMMENDED ACTION:**

Council pass a motion to authorize administration to send a letter of support to Thorsby for the purpose of obtaining the grant for a feasibility study while being clear that the letter in know way commits the Town of Calmar to joining the proposed regional commission.





**Town of Calmar**

Request for Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	April 04, 2022
Originated By:	DPW Melesko
Title:	National Public Works Week Proclamation
Approved By:	Acting CAO Anderson
Agenda Item Number:	8 F

**BACKGROUND/PROPOSAL:**

Annually the Town acknowledges the valuable contributions made to the Town of Calmar by our Public Works staff by recognizing Nation Public Works Week.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

Public works professionals focus on infrastructure, facilities and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life and well-being of the people of Alberta.

And these infrastructure, facilities and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers, and employees at all levels of government and the private sector, who are responsible for rebuilding, improving, and protecting our nation's transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens.

**Option 1** – Council pass a motion for Mayor Carnahan to sign the National Public Works Proclamation, recognizing the week of May 15<sup>th</sup> – 21<sup>st</sup> 2022 as National Public Works Week.

**Option 2** – Council pass a motion to accept this as information.

**COSTS/SOURCE OF FUNDING (if applicable)**

N/A

**RECOMMENDED ACTION:**

Council pass a motion for Mayor Carnahan to sign the National Public Works Proclamation, recognizing the week of May 15<sup>th</sup> – 21<sup>st</sup> 2022 as National Public Works Week.



March 12, 2022

**Attention: Honourable Mayor,  
Members of Council and Chief Administrative Officers**

**Re: National Public Works Week, May 12-21, 2022 – “Ready & Resilient”**

The APWA Alberta Chapter is seeking your support to recognize and promote National Public Works Week (NPWW) by acknowledging May 15-21, 2022 as National Public Works Week in your community. This year’s theme is “Ready & Resilient.” Within every public works professional lies a superhero, which is dramatically represented in this year's poster. Public works professionals are always READY to serve their communities and RESILIENT as ever in their abilities to pick themselves up off the ground after encountering challenges.

The "Ready & Resilient" theme highlights the ability of these professionals to perform regular public works duties and be ready at a moment's notice to react as first responders during natural disasters and overcome trials seen in the field.

Public works superheroes help keep communities strong by providing an infrastructure of services in transportation, water, wastewater and stormwater treatment, public buildings and spaces, parks and grounds, emergency management and first response, solid waste, and right-of-way management. They are what make our communities great places to live and work. So join us in celebrating these superheroes!

National Public Works Week is observed each year during the third full week of May and this is the 62<sup>nd</sup> year. The APWA encourages public works agencies and professionals to take the opportunity to celebrate the week by parades, displays of public works equipment, high school essay contests, open houses, programs for civic organizations and media events. The occasion is marked each year with scores of resolutions and proclamations from Mayors and Premiers and raises the public’s awareness of public works issues and increases confidence in public works agencies like yours who are dedicated to improving the quality of life for present and future generations.

For your convenience, I have attached a sample Council proclamation that you may consider using. You may wish to go to [www.publicworks.ca](http://www.publicworks.ca) for a digital copy of the proclamation and information about this year’s theme and resources on making your Public Works Week a success. Also please consider entering your event for our annual awards as well as the National Public Works Week award from CPWA. [www.cpwa.net](http://www.cpwa.net) If you have any further questions or require any additional information, please do not hesitate to contact Jeannette Austin, Executive Director at 403.990.2792. Thank you for making a difference.

Please note that declarations should be forwarded to

[office@publicworks.ca](mailto:office@publicworks.ca) or by mail to:

APWA Alberta Chapter

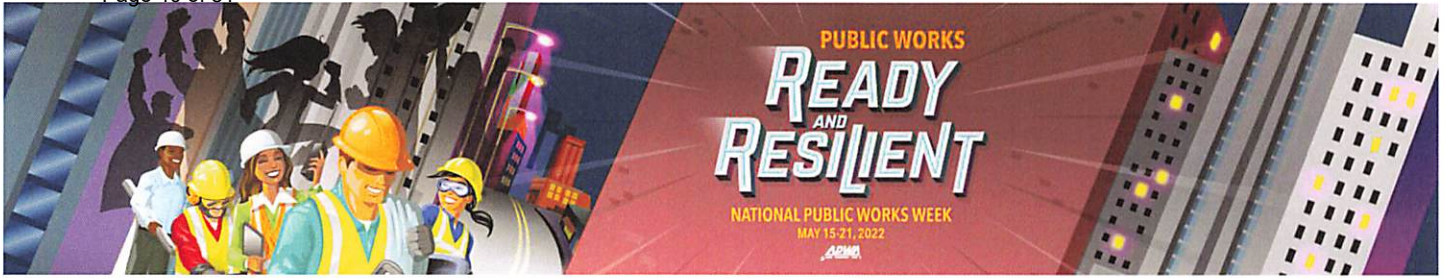
PO BOX 44095 Garside Postal Outlet

EDMONTON AB T5V 1N6

Yours truly,

A handwritten signature in blue ink, appearing to read 'Mike Haanen', is written over a light blue horizontal line.

Mike Haanen, APWA President



National Public Works Week

May 15 – 21, 2022

“Ready and Resilient”

Provincial/Territorial Proclamation (SAMPLE)

WHEREAS, public works professionals focus on infrastructure, facilities and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life and well-being of the people of **[insert Province/Territory]**; and,

WHEREAS, these infrastructure, facilities and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers, and employees at all levels of government and the private sector, who are responsible for rebuilding, improving, and protecting our nation’s transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and,

WHEREAS, it is in the public interest for the citizens, civic leaders and children in **[Insert Province/Territory]** to gain knowledge of and to maintain an ongoing interest and understanding of the importance of public works and public works programs in their respective communities; and,

WHEREAS, the year 2022 marks the 62<sup>nd</sup> annual National Public Works Week sponsored by the American Public Works Association be it now,

RESOLVED, I, **[Insert Full Name]**, **[Insert Premier -or- other title]** of **[Insert Province/Territory]**, do hereby designate the week May 15 – 21, 2022 as National Public Works Week; I urge all citizens to join with representatives of the American Public Works Association/Canadian Public Works Association and government agencies in activities, events, and ceremonies designed to pay tribute to our public works professionals, engineers, managers, and employees and to recognize the substantial contributions they make to protecting our national health, safety, and quality of life.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of **[Insert Province/Territory]** (to be affixed),

DONE at the **[City/Town/Rural Municipality]** of **[Insert City/Town/Rural Municipality]**, **[Insert Province/Territory]** this \_\_\_\_\_ day of \_\_\_\_\_ 2022.

**[Insert Full Name of Premier]**

**[SEAL]**





## Celebrate Public Works Week May 15-21, 2022 Ready & Resilient

### Proclamation

Ensure that your Municipality proclaims or recognizes NPWW! See our website for digital copy of proclamation [www.publicworks.ca](http://www.publicworks.ca)

## What You Can Do



Public works superheroes help keep communities strong by providing an infrastructure of services in transportation, water, wastewater and stormwater treatment, public buildings and spaces, parks and grounds, emergency management and first response, solid waste, and right-of-way management. They are what make our communities great places to live and work. So, join us in celebrating these superheroes!

Support your superheroes by sending them to compete in the Equipment Rodeo and participate in the "Stronger Together We are One" Annual Technical Conference & Snow Show June 6 – 9, 2022 at the River Cree Resort in Enoch AB.



See our website for details [www.publicworks.ca](http://www.publicworks.ca)

### Environmental Campaign

Develop a week of activities to improve the community's environment. Show the many ways public works departments contribute to your community's environmental health.

#### Thought starters:

- Invite garden clubs, civic groups, historic preservation societies, schools and scouting councils to join you in an environmental project or suggest a project of their own.
- Organize a tree-planting ceremony, recycling drive, public grounds clean-up or free, safe disposal of oversized items and household hazardous wastes.
- Launch a campaign to solicit organizations to adopt a highway or public park.

### Public Works Exhibit

Create an exhibit to spotlight your organization's recent successes and emphasize how they benefit all citizens. Arrange to display your exhibit at libraries, community centers and shopping malls. You may be able to take advantage of a captive audience by exhibiting at a scheduled community event.

#### Thought starters:

- Feature public works equipment, display photos of facilities and provide information on upcoming public works projects.
- Show a film or video of public works in action.
- When practical, have a representative from various departments staff the exhibit to answer questions and provide information.

### Rodeo/Equipment Shop

Display equipment your department uses in day-to-day operations. Give public works employees the opportunity to show the skill required to operate public works equipment.

#### Thought starters:

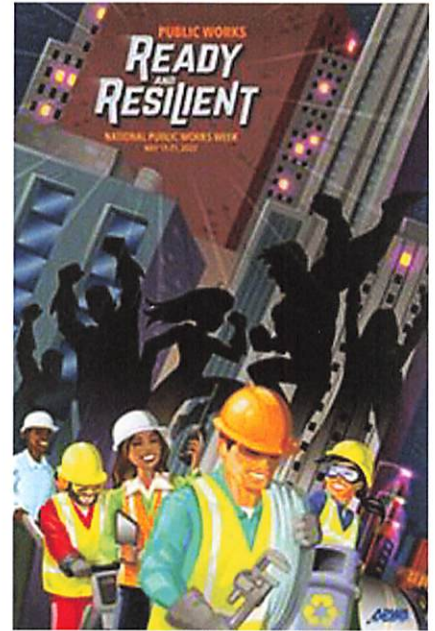
- Select a location with high visibility such as a parking lot, city park, or public gathering place. Allow adequate time to research and reserve a location.
- Invite elected officials to participate in an activity during the event.
- Sponsor a regional contest and challenge other municipalities to a test of skills necessary to operate a backhoe, garbage pickup, forklift and lawn tractor.
- Emphasize safety; highlight the cost-effective measures and unique features of your equipment and vehicles.
- Have representatives from various departments show equipment and answer questions.

### Open House or Tour

An open house or tour offers participants a new perspective on public works and gives professionals an opportunity to discuss the daily operation at their facility. It also is a good time to gather community members opinions of public works projects and services.

#### Thought starters:

- Plan the open house in conjunction with a dedication ceremony, an anniversary, or a celebration of a completed project.
- Select employees to serve as ambassadors or tour guides.
- Provide a forum for citizens to learn about various departments and their functions.
- Develop a survey to gather attendees' opinions about a public works project or service of importance to your organization.



### Employee Appreciation Day

Acknowledge the many accomplishments public works employees contribute throughout the year with a special recognition event.

#### Thought starters:

- Sponsor a banquet to recognize outstanding performance, special achievements, safety records and attendance. Award honourees with a gift registration to a seminar, an engraved plaque, a special proclamation or a cash award.
- Include family members of honourees.
- Invite elected officials.
- Hold your event in a public works facility. For example, host a barbecue in an equipment garage.

For further information see our website: [www.publicworks.ca](http://www.publicworks.ca)

Or contact Jeannette Austin

Executive Director

[admin@publicworks.ca](mailto:admin@publicworks.ca)

**READY  
AND  
RESILIENT**



## Mayor Sean Carnahan Council Report March 2022

In addition to regular council meetings, Committee of the Whole meetings and various correspondence and administration duties

**March 1<sup>st</sup>** – Met with Mr Hardie (Silverstar Oilfield Transportation) to discuss Hwy 39 Industrial park development and possible future development options.

**March 2<sup>nd</sup>** – Council workshop – Budget 2022-Legislative. Discussed council budget items for 2022, such as courses, conferences, special projects and remuneration & benefits. Tabled most discussion until consolidated budgets were completed

**March 6<sup>th</sup>** – Council chamber adjustments – met with council and acting Cao to adjust council chambers for improved presentation options. Installed audio equipment that will allow for council meetings to be streamed via virtual attendance as an option for the public versus attending chambers.

**March 10<sup>th</sup>** – Fire Services Advisory Committee – Committee met Keven Lefebvre introduced himself to new members. Reviewed and proposed minor changes to the Fire service agreement between Leduc County fire services and the town of Calmar, adjusted definition of Advisory committee and proposed change in water charge from flat fee to actual utilization

**March 17<sup>th</sup>** – Leduc Regional Housing Foundation Finance Committee – Met as committee to review 2021 Audit results with auditors with a recommendation to LRHF board to accept the results as presented. Finalized adjustments to LRHF investment policy for presentation to the board.

**March 18<sup>th</sup>** – Recruitment committee meeting – committee met to review and score applicants for the CAO position posting. Committee agreed on 6 applicants to present to council for interview process and requested a special meeting to present to council.

**March 24<sup>th</sup>** – Leduc Regional Housing Foundation board meeting – attended in person meeting where auditors presented their audit report to board. Finance committee recommendations on audit report and investment policy were accepted by the board. Governance committee presented their recommendation for the new member at large. Susan Young was accepted by the board to replace Shirley Jolly as Shirley retires from her position. Board reviewed and approved the LRHF 2021 Annual report. Government of Alberta Needs assessment was discussed and LRHF administration will reach out

to member communities as they have the information for a portion of the assessment. The needs assessments will likely be used to determine future funding levels for all communities.

**March 26<sup>th</sup>** – Rec board meeting - Recreation board meet to discuss planning of Calmar days ball tournament and cabaret. The town will host the cabaret and ball tournament with all proceeds being set aside for upgrades and improvements to the Calmar outdoor recreation grounds.

**March 30<sup>th</sup>** – Special council workshop – the recruitment committee presented their top 6 candidates, council reviewed together and accepted committee recommendations. Interviews will be scheduled accordingly and council prepared for interview process.

## Council Report

Don Faulkner

April 4, 2022

Mar. 2/22, Budget Meeting, Legislation

- Refer to web site for agenda and minutes

Mar. 7/22, Regular Council Meeting

- Refer to web site for agenda and minutes

Mar. 14/22, committee of the Whole

- Refer to web site for agenda and minutes

Mar. 16/22, Leduc & District Regional Waste Management Commission

- To start we received the Draft Audited Financial Statement as presented by METRIX along with their letter dated March 16, 2022. I took a brief look at the Town of Calmar web site and could not find the Audited Financial Statement from the past and I will be asking to create a space for the LDRWMC and the CRSWSC on our web site for review.
- Manager's Report:
  - Operations at the Public Drop Off (PDO) are going well.
  - Baler and Shredder, final training is being set up for May or June.
  - Organic Processing, AltRoot has indicated they are able to process our organics material despite the contamination levels.
  - Incoming Soils, GFL has bid on a 20,000-tonne soil job that would provide daily cover stockpile for approx. 1 year.
  - Gull Program RFP closed, and four bids were received.
  - Alternative Technologies providers List continues to grow, available upon request.
  - Annual Reports require under our operating approval are nearly complete.
  - EFT vs Cheques, the Treasure has obtained quotes from BMO, ATB and Servus to provide financial services including switching to EFT.
- Operator's Report:
  - Landfill Tonnage 2022 continues its slower start with a decrease in landfilled tonnage by 9%.
  - Vehicle Volumes 2022 continues to be lower than in past years.
  - Beneficial Soils continue to be sourced from area although at a reduced rate compared to past years.
  - On Site Incidents and Security has had no major incidents on sit since last reporting.
  - Organics, Leaf/Yard and Source separated (household) organics (SSO) continue to be segregated due to the high levels of contamination found in the SSO.

- PDO continues to receive rave reviews from the public and from the commercial haulers.
- Landfill data available upon request.
- 2021 Carry Forward Amounts were presented.
- Commission Policies, we formed a sub-committee to review and bring back to the commission.
- Remuneration for Board Members is still under review.
- Have agreed on Procedure Bylaw, available upon request.
- Next Meeting April 20<sup>th</sup>.

Mar. 17/22, Capital Region Southwest Water Service Commission

- Manager's Report:
  - Memorial Plaque in memory of Mayor Tony Wadsworth was presented to the Town of Millet Council.
  - Strategic Plan, High Priority Items have been drafted. Resulting from previous plans is the training session being done on this day.
  - Nisku Booster Station Land Acquisition and RFP are progressing.
  - Beaumont Piping Upgrades are progressing.
  - Public Commentary, it has been confirmed that Board Meetings should be open to the public.
  - EIA Reservoir 2, the commission is still waiting on the EIA to return the FAC documents for Reservoir 2.
  - Commission Facility Locates have been down compared with the start of 2021, due to providing Utility Safety Partners with a shape file last year.
  - Beaumont Digital Ball Camera arrangements are ongoing, some additional costs.
  - Orthophosphate Update, EPCOR will be adding orthophosphate to its treated water to reduce lead. Orthophosphate is an odorless, tasteless substance that creates a protective barrier on plumbing surfaces to reduce the release of lead in drinking water from all sources.
- Treasurer's Report:
  - 2022 Financial Update, reports have been prepared up to February 28, 2022. After two months of operations, there should be approximately 83% of the budget remaining and we are currently under budget with 91% remaining. This is due to the timing of expenses; we should see these things moderate through the year.
  - Water Sales and Purchases are on budget with 84% of budget remaining.
  - Revenue Variances, interest earned on bank deposits and investment is over budget due to the timing of interest earned.
  - Expenditure Variances are for the most part slightly over budget, will be watching to see if there is a moderation as we go through the year.
  - Capital Expenditures have yet to be spent.

- 2021 Audit will be presented at the Annual General Meeting on April 21, 2022.
- Amendment to the List of Appointed Members was made due to some changes in representation from Millet.
- Extensive Brownlee Board Training was given.
- AGM is scheduled for April 21/22 and next regular meeting is scheduled for May 19/22.

Mar. 21/22, Regular Council Meeting

- Refer to web site for agenda and minutes

Mar. 23/22, 39/20 Alliance Meeting,

- Unable to attend, thank you Krista for attending in my place as the alternate.

Mar. 30/22, Workshop for CAO Hire and Thorsby Water Proposal

- In closed session, nothing to report at this time.



## Krista Gardner Councillor Report

### March 2022

March 2<sup>nd</sup>- Council Workshop- Legislative Budget

March 7<sup>th</sup>- Regular Meeting of Council

March 10<sup>th</sup>- Leduc County Fire Services Advisory Committee Meeting

Mayor Carnahan and I met with Leduc County Fire Chief Keven Lefebvre as per the Fire Services agreement. We reviewed the agreement and proposed some amendments to be presented to Council, including changing the required attendees from Leduc County Councillors to Leduc County Fire Services staff. We discussed how the funding formula was determined as well as moving the renewal of the agreement to a midpoint between elections to allow new Councillors time to become familiar with the service.

March 14<sup>th</sup>- Committee of the Whole Meeting

March 16<sup>th</sup>- Communities in Bloom Annual General Meeting/Regular Meeting

The CIB Annual General Meeting was held at the Program Centre, and we are pleased to announce a new board was elected. The positions are as follows: President Gwen Speed, Vice-President Natasha Jones, Secretary/Treasurer Sharon Ruta, Town Representative Krista Gardner, Members at Large Michelle Monster and Elsa Sun. Our next AGM will be held before April 2023. Date to be determined next winter. During the regular meeting, the Board determined we wanted a reboot of our social media presence under the official society name. We will begin working on that prior to spring planting. Community Services Coordinator Thomas had approached CIB with the idea of getting the Youth Council involved in some CIB projects this Spring. The Board voted in favour of presenting some opportunities to the Youth Council at one of their upcoming meetings. We will be updating our sponsorship brochure and begin approaching our local business community in April. CIB also voted in favour of supporting the town's Adult Friendly Parks initiative by agreeing to sponsor 2 picnic tables.

March 17<sup>th</sup>- Capital Region Southwest Water Services Commission Board Meeting

The Board had photos taken to be included in the annual report prior to the meeting. The Board was informed that Commission regular Board meetings should be open to the public, similar to municipal Council meetings. To satisfy this requirement, Public Commentary has been added to the Board meeting agendas going forward, to allow opportunity for the public to request to formally speak to the Board during this portion of the meetings. Public members are also welcomed to attend Commission meetings as observers (following the dinner), so Administration will ensure there are several extra seats available at each regular meeting for this purpose. The list of 2022 regular Board meeting dates have been posted on the CRSWSC website for the public's awareness, along with the meeting time and location. Commission operators have completed 5 Utility Safety Partner (formerly Alberta One-Call) locates to date

this year on Commission facilities, as compared to 81 at the start of 2021. Administration believes the reduction in locates is due to providing Utility Safety Partners with a shape file last year, which refined and gave better certainty with respect to the areas that require Commission locates. John McDonnell from Brownlee LLP provided a personalized orientation and training session for the new Board. The presentation included the operational and legal difference between a Commission and a Municipality, including legal principles and statutory obligations that differ from those received from Municipal Members as a Councillor. The session also covered the legal structure of Commissions and Board of Director fiduciary responsibilities including obligations, expectations, personal liabilities, and their roles in reporting back to their respective Councils. John McDonnell also referred to anecdotal evidence from case law and provided examples of what happens when things go awry for a Regional Commission. The session was very informative and well-received.

#### March 18<sup>th</sup>- Calmar Recruitment Committee Meeting

Mayor Carnahan, Councillor McKeag-Reber and I met to review to applications for the open Chief Administrative Officer position. We then prepared our recommendations to present to Council. I appreciate all the time and efforts taken by the applicants and am excited to move forward with this initiative.

#### March 21<sup>st</sup>- Regular Council Meeting

#### March 23<sup>rd</sup>- 39/20 Alliance Meeting

I attended the 39/20 Alliance Meeting in Breton alongside Councillor Benson. The Board discussed bringing the Alliance up to speed after a period of inaction due to Covid and other challenges. We discussed the need for each municipality to review the Strategic Plan and see if the action items still make sense for their respective communities. Chair Dwane Mayr highlighted the need to assign items to board members to ensure timeliness and accountability in completing them. The Board agreed to meetings held the fourth Wednesday of each month, except July, August and December with an AGM in January. The location of meetings will follow a rotating schedule. The Budget meeting will be held in May to allow all members time to review the strategic plan. Other topics presented include the attendance of Point of View Media at Breton's St Patrick's Day/ Support for Ukraine Dinner and their Family Day Event. Point of View also attended a hockey tournament in Warburg. The filming luckily just happened to be Calmar vs Warburg! We also discussed the potential for partnership on security camera systems, with Calmar Community Peace Officer Leggio requested to join our next meeting to present to the members.

#### March 30<sup>th</sup>- Council Workshop- CAO Recruitment

## Carey Benson Councilor Report March 2022

### March 2<sup>nd</sup>, 2022

Legislation Meeting. Discussion on Standing Committee, COLA, AUMA and RMA

### March 7<sup>th</sup>, 2022

Regular Council meeting. FCSS Delegation came to the meeting and discussed grants they have received to help with paying for programs and their operations. Council went over the LED light upgrades in the town office. Calmar received a grant to pay for the lights. Council passed a motion to getting a Dog Park in town.

### March 14<sup>th</sup>, 2022

Committee of the Whole meeting. Council discussed some new bylaws in town. Town is looking at allowing Urban Hens and Adult friendly parks in designated areas in town. The meeting was finished with a discussion on Council Benefits.

### March 16, 2022

Leduc & District Regional Waste Management Commission Board Meeting. commission talk about its new dump area and from feedback things seem to be running more smoothly for drop offs.

### March 21<sup>st</sup>, 2022

Regular Council Meeting. Council has past a few new bylaws this meeting. Bylaw #2022-10 Payment plan for Solar Panels, Bylaw #2022-09 Urban Hen and Bylaw #2022-11 Special Tax. Council discussed about Town Council having benefits. Council removed the false alarm section from Fire Services and will keep the town's False Alarm Bylaw. Leduc & District Regional Waste Management has motioned to authorize the transfer of land from Leduc t the commission itself. Library Board has presented representatives for renewal on the Library Board.

### March 23<sup>rd</sup>, 2022

39/20 Alliance Meeting. Discussion on Bylaws and Procedures for meetings. Next meeting will be in Calmar on April 27<sup>th</sup>.

## March 24<sup>th</sup>, 2022

Library Board Meeting. We have Dean Ohnysty from Leduc County come and talk about how grants that they receive as a county help the Calmar Library to support the Leduc County residence that reside near our Town. Because we are the closest library to them. The Men's Shed Program will be coming back to the Calmar Library every second month. The Library received two Naloxone Kits (Nasal Spray). There will be Library Board Training for there new members coming up in late April.

## March 30<sup>th</sup>, 2022

Council Workshop. CAO recruitment meeting

## Councilor Jaime McKeag Reber

### March 2022 Council Report

March 2- Legislative Budget- continuing the budget process to prepare for the consolidated budget.

March 6<sup>th</sup>- Helped set up the Council chambers so we can now offer a hybrid of both in person and virtual attendance options for meetings.

March 7- Regular council meetings

March 10- Attended Violence and Threat Assessment Protocol Presentation put on by the FCSS. I found this workshop on a serious topic to be well put together. One thing that really stuck with me is that after the Columbine Shootings, they expected an increase in reporting on kids who appeared to be trouble or dangerous but quite the opposite happened. Instead, reporting went down as it made teachers or support adults wary of reporting on minor incidents. In this workshop they talked about all the small signs that a person could watch out for to aid in prevention of violence and threats in the schools and community.

March 14<sup>th</sup>- YRL Board meeting- The YRL Audit had returned and this meeting was largely based on asking questions of their audit team. Since I am fairly new to this board and to this position on council, I did not have any questions but was happy to witness how an audit was performed. I am happy to report that their audit went well with no dubious findings amongst the information.

March 14- Committee of the whole meeting

March 18<sup>th</sup>- CRC Recruitment committee met to go over and discuss the 62 resumes that we received for the current CAO position that we have open. I am very pleased with the number of highly skilled applicants and I look forward with this process.

March 21- Regular Council Meeting

March 24- I regret I was unable to make it to the Library board meeting last minute due to a car issue. I look forward to attending the next one.

March 29- Recreation Board Meeting- Taylors first Rec Board meeting went very well. We spoke mostly about the Calmar Days Ball tournament. I am very excited about the preliminary plans that the rec board has started and look forward to the lively and exciting event that we plan to put on.

March 30<sup>th</sup> – CAO Recruitment meeting. The CRC Committee presented the top 15 percent of candidates to the rest of council. We then agreed on the top 10 percent who will interviewed in the coming weeks.



**Action Item List**  
**April 1, 2022**

Motion Number	Motion	Carried/Defeated	Comments/Action Required	Action Assignment	Published	Completed
R-22-03-0119	Moved by Councillor Gardner that Mayor Carnahan is authorized to sign VTRA Protocol on behalf of the Town of Calmar.	Carried			No	Yes
R-22-03-0121	Moved by Councillor Faulkner that Council pass a motion to adopt Policy #2022-096 – Tax Deferral Policy as presented.	Carried	CSM Bryans to get policy signed and distributed	CSM Bryans	No	Yes
R-22-03-0122	Moved by Councillor Benson that Council pass a motion to adopt Policy #2022-097 – Adult Friendly Parks Policy, as presented.	Carried	CSM Bryans to get policy signed and distributed	CSM Bryans	No	Yes
R-22-03-0123	Moved by Councillor Faulkner that Council pass a motion to approve the lighting upgrade for the Town Office utilizing the "Save Energy Grant Program Funding"	Carried	DPW Melesko to get prices for the conversion and PW to install	DPW Melesko	No	In Progress
R-22-03-0124	Moved by Mayor Carnahan that Council pass a motion authorizing administration to post the prepared message on their behalf on the Town's website and social media platforms along with the link the Canada-Ukraine Foundation website <a href="https://www.cufoundation.ca/">https://www.cufoundation.ca/</a> for those who wish to provide donations and furthermore authorize administration to research the idea of flying a Ukrainian flag or other such recognition in cooperation with our local groups.	Carried		Acting CAO Anderson	No	Yes
R-22-03-0125	Moved by Councillor Faulkner that Council pass a motion to approve the Adult Friendly Picnic Table Project as presented and commit to supporting the volunteer teams in this endeavour.	Carried	Acting CAO Anderson and CSP Thomas to liase with Council to find volunteers to aid in the building of the picnic tables	Acting CAO Anderson	No	In Progress
R-22-03-0126	Moved by Councillor McKeag Reber that Council pass a motion for Administration to prepare and send adjacent homeowners notifications, get firm prices for Budget 2022, make arrangements to have completed in early spring.	Carried	DPW Melesko do send letters to adjacent homeowners and get firm budget prices	DPW Melesko	No	In Progress
R-22-03-0132	Moved by Councillor McKeag Reber that administration proceeds with the letter of intent as discussed in closed session.	Carried		Acting CAO Anderson	No	In Progress





**Action Item List**  
**April 1, 2022**

Motion Number	Motion	Carried/Defeated	Comments/Action Required	Action Assignment	Published	Completed
CR-22-03-0134	Moved by Councillor Gardner to bring back to the next regular meeting of Council modified to include "CAO or designate", Bylaw/Peac Officer, one coop per property, free range when supervised, notification to neighbours, permits to be renewed annually \$10, refuse and/or revoke at owners cost and detailed setbacks for chicken coops and furthermore bring the cat and dog bylaw to the next committee meeting for review.	Carried		Acting CAO Anderson	No	Yes
CR-22-03-0135	Moved by Councillor Faulkner to proceed with the project using a sponsorship rate of \$1,200 per picnic table gazebo.	Carried		Council	No	In Progress
CR-22-03-0136	Moved by Councillor Benson to bring Policy #2022-027 back to the next regular meeting of Council for adoption as modified to update the CRA rate for mileage, Update benefits to include optional Extended Health and Dental at 50% paid by ER/EE (Confirm people can join after opting out), update the Mayor remuneration to be double the Council plus meetings for per diems, Town Manager needs to change to CAO.	Carried		Acting CAO Anderson	No	In Progress
CR-22-03-0137	Moved by Councillor McKeag Reber to authorize administration to register Council for the parades as listed with exception of the Leduc Canada Day parade, as well as research attendance at the Edmonton and Calgary summer festivals.	Carried		Town Clerk Buss/Council	No	In Progress
CR-22-03-0138	Moved by Mayor Carnahan that we engage Strategic Steps to refresh the Town of Calmar strategic plan at a cost not exceeding \$1,500.	Carried		Acting CAO Anderson	No	In Progress
CR-22-03-0139	Moved by Councillor Faulkner that Council is aware of the situation and authorizes administration to proceed with Tax Recovery.	Carried	CSM Bryans has arranged for an appraisal. Will be completed on March 21, 2022. Acting CAO Anderson also mentioned having home inspections done as well. She will advise as to proceeding with the sale. Since initial reporting 1 property has paid in full and paperwork has been submitted to revive title in the previous owners name.	Acting CAO Anderson	No	In Progress
CR-22-03-0140	Moved by Councillor McKeag Reber that the Town of Calmar host an annual Calmar Days ball tournament, 50-50, cabaret, and beer gardens with proceed to be allocated to the Calmar Recreation Park.	Carried		CSP Thomas	No	Not Started





**Action Item List**  
**April 1, 2022**

Motion Number	Motion	Carried/Defeated	Comments/Action Required	Action Assignment	Published	Completed
CR-22-03-0141	Moved by Councillor Faulkner to have the last pay phone moved to the Town Administration and connected to local calls only service.	Carried		DPW Melesko	No	In Progress
R-22-03-0145	Moved by Councillor Faulkner that Council give first reading to Bylaw 2022-10 Solar Panel Borrowing Bylaw. After first reading, the bylaw will be advertised in accordance with Section 606 of the Municipal Government Act.	Carried		Town Clerk Buss	No	Yes
R-22-03-0146	Moved by Councillor Gardner that Council pass a motion to give first reading to Bylaw 2022-09 – Urban Hens. After first reading, the bylaw will be advertised on social media.	Carried		Town Clerk Buss	No	Yes
R-22-03-0147	Moved by Mayor Carnahan that Council pass a motion to refer the bylaw back to administration for integration with the 2022 Budget and furthermore bring back to Council for adoption along side the Property Tax Rate bylaw.	Carried		Acting CAO Anderson	No	In Progress
R-22-03-0148	Moved by Councillor McKeag Reber that Council pass a motion to table Policy #2022-098, Council Compensation as presented and review once more after budget consolidation.	Carried		Acting CAO Anderson	No	No
R-22-03-0149	Moved by Councillor Benson that Council pass a motion to rescind Policy #2021-092, Vaccination Policy.	Carried		CSM Bryans	No	Yes
R-22-03-0154	Moved by Councillor Faulkner that Council pass a motion to pass a resolution to sign the Transfer Agreement for land held in trust by Leduc County to be transferred to the Leduc & District Regional Waste Management Commission.	Carried	Transfer agreement is in the signature folder in the Mayor's office. Once signed CSM Bryans will forward the agreement on.	CSM Bryans	No	Yes
R-22-03-0155	Moved by Councillor Gardner that Council move to accept the Library Board appointments as recommended and appoint the following as members of the Library Board: -Edward Sharpe 3-year term starting May 1, 2022 -Patricia Hughes-Fuller 3-year term starting May 1, 2022 -George Egler 3-year term starting May 1, 2022	Carried		Library Director Parkinson	No	Yes





### Action Item List

April 1, 2022

Motion Number	Motion	Carried/Defeated	Comments/Action Required	Action Assignment	Published	Completed
R-22-03-0156	Moved by Councillor McKeag Reber that Council move to appoint Cindy Miller for a 1-year term starting May 1, 2022	Carried		Library Director Parkinson	No	Yes
R-22-03-0157	Moved by Councillor Gardner that Council move to sign the 5-year agreement with Leduc County Fire Services.	Carried	Agreement is in the Mayor's office for signature. Once signed CSM Bryans will forward it on. Mayor signed and was given to Acting CAO Anderson for signature	CSM Bryans	No	In Progress
R-22-03-0159	Moved by Councillor McKeag Reber that Council move to approve the Calmar Volunteer Appreciation Celebration fees as presented.	Carried		CSP Thomas	No	Yes
R-22-03-0160	Moved by Mayor Carnahan that Council move to enter into the funding agreement with AUMA for the Electric Vehicle Charging Program for the purchase and installation of an electric vehicle charging station at the Mike Karbonik Arena and furthermore fund the Town of Calmar cost of the project from the General Capital Reserve.	Carried	Funding agreement is in the Mayor's office for signature. Once signed CSM Bryans will forward on.	CSM Bryans	No	Yes
R-22-03-0161	Moved by Councillor McKeag Reber that Council move to authorize the attached 2021 proposed reserve transfers for the 2021 fiscal year end reconciliation.	Carried	Interim DCS Welsh to make year end reserve transfers as shown	Interim DCS Welsh	No	Yes
R-22-03-0166	Moved by Councillor McKeag Reber that a supper workshop of Council be organized for March 30, 2022 at 6:00 pm for the CAO Recruitment Committee to present options.	Carried		Acting CAO Anderson	No	Yes





# BOARD HIGHLIGHTS

March 16, 2022



## COVID-19 UPDATE



Associate Superintendent Monty presented an update on COVID-19 in BGSD schools. BGSD is following and will continue to follow the steps laid out by the Government of Alberta in easing COVID-19 public health measures. Student absences have returned to normal; however, we've seen a moderate increase in staff absences.

## BEAUMONT SCHOOL UTILIZATION REVIEW UPDATE

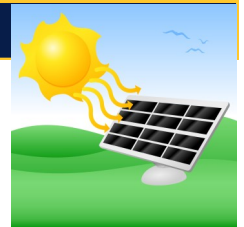


Associate Superintendent Dargis provided an update on the review of school utilization rates in the City of Beaumont. The Working Committee has completed their review of the boundaries and transition points between the three impacted schools of École Champs Vallée School (ECVS), École Bellevue School (EBS) and École J.E. Lapointe School (EJELS). The Working Committee has engaged an advisory committee comprised of the Working Committee, Ward 4 Trustees and representatives from the relevant School Councils to review the gathered information.

The advisory committee has proposed rerouting students from the most affected neighborhoods in the City of Beaumont with French Immersion Program students from EBS transitioning into EJELS and the English Program students transitioning into ECVS. The advisory committee has created a survey designed to solicit feedback from the public on the proposed solution to alleviating the capacity issues at ECVS. The survey will be open to parents and teachers within the affected schools and communities until April 5, 2022.

## SOLAR PROJECT CONTRACT UPDATE

Associate Superintendent Volkman provided an update on the contract for the solar project at West Haven Public School. At the August 2021 Regular Board meeting, the Board of Trustees passed a motion directing Administration to pursue the solar project for West Haven Public School at a cost to the Board of \$280,000 contingent on BGSD receiving grant funding.



The Division has now been approved for an estimated \$232,927 in grant funding from the Municipal Climate Change Action Centre Solar for School Program. The total projected cost of the project (including consulting fees) is \$481,355. Therefore, the total cost to the Board is currently estimated to be under the approved \$280,000. Alta Pro Electric Ltd. has been selected as the successful contractor for this project.

The Board approved entering into a contract with Alta Pro Electric Ltd. in the amount of \$461,855 for the solar project at West Haven Public School to be completed over the summer months.

## THREE YEAR CAPITAL PLAN

School boards are required each year to assess their school capital needs and submit their approved Three Year Capital Plan to Alberta Education by April 1. The Division is requesting funding for five projects in the next three years - three modernizations, one new school and a replacement school.

The Board approved the 2022-2023 Three Year Capital Plan as presented.





## 2022-2023 TRANSPORTATION & TECHNOLOGY FEES

Associate Superintendent Volkman explained that BGSD's transportation system endeavors to operate on a break even basis. Costs related to transportation, such as fuel and insurance, have increased significantly in the last two years. Due to these rising costs, Administration is recommending an increase to transportation fees for the 2022-2023 school year to maintain a cost neutral service.

The Board approved the increase to transportation fees for the 2022-2023 school year as presented.



Educational Technology Consultant, Ray McCubbing, requested an increase to the Division's technology fee in order to cover the cost of Chromebooks in BGSD schools. The fee increase will apply to the purchasing of the Chromebooks and the Google licensing for each device and will ensure that as many students as possible will have access to Chromebooks in the classroom.

The Board approved the increase to the Division's technology fee for the 2022-2023 school year as presented.

## NAMING OF LEDUC HIGH SCHOOL

According to Administrative Procedure 541 – Naming Facilities, it is the responsibility of the Board of Trustees to provide a name for new Division facilities. The name must have significance for students, staff and the community. A total of 85 names for the new Leduc High School were submitted to the Naming Committee, which selected the following five names for the Board's consideration:

- ◆ Jordan Hill Composite High School
- ◆ Prairie View High School
- ◆ Westview High School
- ◆ Ohpaho
- ◆ Alleen Faller High School/Faller Secondary School



The Board approved Ohpaho Secondary School as the name for the new Leduc High School.

## POLICY DEVELOPMENT



The Board approved the updated version of [Board Policy 1 – Division Foundational Statements](#) and [Board Policy 1 Appendix—Logo and Identity](#) as presented.

The Board approved the updated version of [Board Policy 3 – Role of the Trustee](#) and [Board Policy 3 Appendix—Services, Materials and Equipment Provided to Trustees](#) as presented.

The Board approved [Board Policy 10—Policy Making](#) as presented.

## FINANCIAL REPORT

Associate Superintendent Volkman provided BGSD's 2021-2022 Financial Report for Quarter 2. As of February 28, 2022 BGSD's total revenues were \$69.8 million (50.6% of budget) and total expenditures were \$70.9 million (50.6% of budget) for a deficit of \$1.1 Million.

The Division is currently on track compared to the 2021-2022 fall revised budget, where the Board of Trustees approved a \$2.2 million deficit for the 2021-2022 school year.



## COMMUNITY ENGAGEMENT/ADVOCACY

The data collected from the Council of School Communities event will be provided to the event participants and Board prior to the Board Planning Session in May.

BGSD is a member of the Rural Caucus of Alberta School Boards. This group is comprised of like-minded school boards and aims to collaborate and advocate on those issues that affect rural schools.

## CELEBRATING SUCCESS

The [March 2022 School News](#) was presented recognizing schools, students and staff from across the Division.



## VTRA PROTOCOLS

The Board signed off on the Violence Threat Risk Assessment Protocols for 2022.



**From:** [Donna Anderson](#)  
**To:** [Heather Bryans](#)  
**Subject:** FW: Proposal to Join Our Call to Action - NPF  
**Date:** Monday, March 28, 2022 11:29:38 AM  
**Attachments:** [image041195.png](#)  
[image736317.png](#)  
[image902621.png](#)  
[image514327.png](#)  
[image168979.png](#)  
[GoA Call to Action.pdf](#)  
[image002.png](#)  
[image004.png](#)  
[image006.png](#)  
[image007.png](#)

---

For the April 4<sup>th</sup> agenda package under information

  
TOWN OF  
**CALMAR**  
**Donna Anderson**  
**Acting Chief Administrative Officer**

---

780.985.3604 ext 229  
c 587-589-2898  
[danderson@calmar.ca](mailto:danderson@calmar.ca)

---

**From:** Karen Buss <[KBuss@calmar.ca](mailto:KBuss@calmar.ca)>  
**Sent:** Monday, March 28, 2022 11:03 AM  
**To:** Donna Anderson <[DAAnderson@calmar.ca](mailto:DAAnderson@calmar.ca)>; Heather Bryans <[HBryans@calmar.ca](mailto:HBryans@calmar.ca)>  
**Cc:** Sean Carnahan <[SCarnahan@calmar.ca](mailto:SCarnahan@calmar.ca)>  
**Subject:** FW: Proposal to Join Our Call to Action - NPF

---

**From:** Colin Buschman <[cbuschman@npf-fpn.com](mailto:cbuschman@npf-fpn.com)>  
**Sent:** Monday, March 28, 2022 11:00 AM  
**To:** Sean Carnahan <[SCarnahan@calmar.ca](mailto:SCarnahan@calmar.ca)>  
**Cc:** Karen Buss <[KBuss@calmar.ca](mailto:KBuss@calmar.ca)>  
**Subject:** Proposal to Join Our Call to Action - NPF

Dear Mayor Carnahan and Town of Calmar Council,

I am writing to you today, with a proposal to join our Call to Action to the Government of Alberta to halt the idea of a new provincial police service and to invest the proposed new monies into underfunded critical services within Alberta. This injection of funding would have a larger and more immediate impact within our communities to improve community safety and the health and well-being of all Albertans.

As you are aware, the Government of Alberta is reviewing the possibility of transitioning away from the RCMP to a new Alberta Provincial Police Service (APPS). Last year, they released a [Transition Study](#),

which outlined potential exorbitant costs, including \$366 million in one-time transition costs over six-years and \$139 million in additional policing costs annually, increasing with inflation. With that said, over just a six-year period costs would total over \$1.2 billion.

Through polling that the NPF has conducted over the past year, it is clear that Albertans feel the same with. An overwhelming 84% of Albertans support retaining the RCMP and believe the Government of Alberta should instead focus on addressing the root causes of crime and improving social services.

As the Government of Alberta continues to consult and push the idea of a new and expensive police service forward, now is the time for all impacted stakeholders to come together to tell the government that the proposed money would be better invested into critical services to address under resourcing, staffing shortages, and the lack of social support programs.

Attached to this email is a draft of the Call to Action to the government for your review.

Our goal is to have stakeholders sign on and to release publicly at the end of April in a joint effort.

**If you are interested in signing onto the Call to Action, please reply to this email and include your logo for use which will be added to the Call to Action, before April 15, 2022.**

If you have any questions, comments, or concerns, please don't hesitate to contact me.

## Colin Buschman

Western Government Relations Advisor | Conseiller, Relations Gouvernementales de l'ouest

**National Police Federation | Fédération de la Police Nationale**

(236) 233-8100

<https://npf-fpn.com>



NATIONAL  
POLICE  
FEDERATION

FÉDÉRATION  
DE LA POLICE  
NATIONALE

 @NPFFPN

 NPF\_FPN

 nationalpolicefederation

 National Police Federation

The mission of the National Police Federation is to provide strong, professional, fair and progressive representation to promote and enhance the rights of RCMP members. La mission de la Fédération de la police nationale est de fournir une représentation forte, professionnelle, juste et progressive afin de promouvoir et faire avancer les droits des membres de la GRC. This email may contain PRIVILEGED AND/OR CONFIDENTIAL INFORMATION intended only for the use of the addressee. If you are not the addressee or the person responsible for delivering it to the person to whom it was addressed, you may not copy or deliver this to anyone else. If you receive this email by mistake, please immediately notify us.

Ce courriel peut contenir des informations CONFIDENTIELLES ET/OU PRIVILÉGIÉES exclusivement restreintes à l'usage du/de la destinataire. Si vous n'êtes ni le/la destinataire, ni la personne responsable pour la livraison au/à la destinataire, il ne vous est pas permis de copier ou d'acheminer ceci à toute autre personne. Si vous avez reçu ce courriel par erreur, nous vous serions reconnaissants de bien vouloir nous faire part par téléphone ou courriel immédiatement.

April XX, 2022

Dear Premier,

We are committed to ensuring Albertans live in safe communities that support their health and well-being. Communities where people have reliable access to critical health, social, public safety, and educational services. Ultimately, Albertans living in a safe and healthy community communicate those needs to the Government of Alberta, who listen and respond.

The Government of Alberta has lost the trust of its constituents in its pursuit of an Alberta Provincial Police Service (APPS) by not undertaking fulsome, open, and transparent consultations with all those affected. Albertans have stated loud and clear that they do not want a costly new police service, with an overwhelming 84% of Albertans wanting to keep and improve the Alberta RCMP.

In addition, the Government of Alberta has not released a detailed funding model explaining who would be paying the costs of this proposed transition. The vague Transition Study noted initial transition costs of \$366 million over six years, and, at minimum, an additional \$139 million each year, increasing with inflation. Municipalities know that most of these costs will be downloaded directly to them, forcing them to significantly increase residents' and businesses' taxes.

Municipalities and engaged Albertans continue to call on the Government of Alberta to improve rural police response times and increase resources available to the justice system. The Province's \$2 million Transition Study did not highlight how a new APPS would address any of these issues.

**We, the undersigned, call on the Government of Alberta to stop efforts and investment to advance the creation of an Alberta Provincial Police Service and instead invest in resources needed to:**

- *Improve current policing services to reduce response times and address rural crime by increasing the number of RCMP officers within communities*
- *Improve social services to address the root causes of crime (health, mental health, social and economic supports)*
  - *Expand Police and Crisis Teams with police and Alberta Health Services*
  - *Work with communities to provide targeted social supports*
- *Increase resources within the justice system*
  - *Ensure timely trials by prioritizing violent over non-violent crimes*
  - *Hire more Crown prosecutors and appoint more Provincial Court Judges*

**From:** [Donna Anderson](#)  
**To:** [Heather Bryans](#); [Karen Buss](#)  
**Subject:** FW: Gathering Our Medicine regional event  
**Date:** Tuesday, March 29, 2022 9:37:06 AM  
**Attachments:** [image001.png](#)  
[image003.png](#)  
[image005.png](#)  
[image007.png](#)  
[image008.png](#)

---

For next Council, website and social media

  
TOWN OF  
**CALMAR**  
**Donna Anderson**  
**Acting Chief Administrative Officer**

---

780.985.3604 ext 229  
c 587-589-2898  
[danderson@calmar.ca](mailto:danderson@calmar.ca)

---

**From:** Eugena Maguire <[Eugena@leduc-county.com](mailto:Eugena@leduc-county.com)>  
**Sent:** Monday, March 28, 2022 5:02 PM  
**Subject:** Gathering Our Medicine regional event

Hello all,

I wanted to share this exciting opportunity with all of you. This is the result of a regional partnership initiative from the following partners: FRN (Leduc and Leduc County), Town of Devon, City of Leduc, Beaumont, Leduc County, Creating Hope Society, Calmar and Warburg. We are excited to host two speaker/facilitators from the **Neufeld Institute** with their new project: Gathering Our Medicine. The Friday will be a full day conference open to anyone (families or professionals). Tickets are free via the Eventbrite link below and there is plenty of space. For the Thurs evening space is limited so I would suggest grabbing a ticket early or inviting the families you work with to get a ticket early. The Thurs evening is a kinship circle event created specifically for parents, grandparents and anyone with children and youth in their lives. I have attached the poster. Please feel free to share this on social media, print and post or circulate it within your networks.

[www.kinshipcircle.eventbrite.ca](http://www.kinshipcircle.eventbrite.ca)  
[www.GOMConference.eventbrite.ca](http://www.GOMConference.eventbrite.ca)

in gratitude,

**Eugena Maguire** (*pronouns: she/her*), RSW  
Community Support Services Coordinator, Family and Community Support Services (FCSS)  
p: **780-955-6421** c: **780-446-2042**



*This email may contain confidential, personal and/or privileged information. If you are not the intended recipient of this email, please notify me as soon as possible and delete the email.*



## STRENGTHENING THE KINSHIP CIRCLE

Children thrive when they are in 'right relationship' within their natural village of connection. We invite parents, extended family, grandparents and other caring adults to participate in this circle designed to give adults the confidence to begin to see themselves as the answer to their children's needs.

**Thursday, June 16, 6 - 8:30pm**

## GATHERING OUR MEDICINE CONFERENCE

Alberta  
Provincial Family  
Resource Networks

Developmental science and traditional Indigenous teachings acknowledge that humans are social, emotional and spiritual beings who thrive in relationship to each other, the land and all of creation. In conjunction with attachment theory and affective neuroscience, **Gathering Our Medicine** offers a framework for understanding human development, focusing on community and kinship within cultural ways of knowing and being.

**Friday, June 17, 9am - 4pm**

Hosted in Partnership with Leduc County FRN, Beaumont, Devon & Leduc FCSS Departments

**Register: [KinshipCircle.eventbrite.ca](https://www.eventbrite.ca) &  
[GOMConference.eventbrite.ca](https://www.eventbrite.ca)**  
Both Sessions are free and held at Devon Community Centre





March 23, 2022

Alberta Utilities Commission  
106 Street Building  
10<sup>th</sup> Floor, 10055 106 Street  
Edmonton, AB T5J 2Y2

**RE: INCREASING UTILITY FEES**

Dear Utilities Commission,

There has been a growing concern in our community, and likely across the province, of the rising utility fees for both natural gas and electricity.

Over the course of the past two years, our residents have dealt with the strain of the pandemic, rising costs of groceries, rising gas prices, and job insecurity. Now they can add the stress of maintaining utilities in their homes to that list.

But it is not just residents that are struggling with these rising costs. Also greatly effected are the non-profits of our community and our province. Our non-profits offer us services that are greatly needed for our physical, mental, and social wellbeing however these services are now in jeopardy as they focus what funds they have on paying utility fees.

Instead of retaining funds for savings, for food, to pay rent or a mortgage, or to offer services that improve a community's wellness, people are being forced to pay exorbitant delivery charges to maintain utility services.

We at the Town of Fox Creek believe now is not the time to be taking more and more money from the pockets of Albertans, now is the time to support our people.

So, with the abovementioned in mind, the Town of Fox Creek would like to strongly encourage the Commission to perform a review of the fees being charged on top of the actual usage fees all the while giving strict attention to the amount of profit the corporations are making off Albertans.

Your time and consideration of our residents and non-profits is greatly appreciated.

Sincerely,

A handwritten signature in blue ink that reads 'Sheila Gilmour' with a long, sweeping underline.

Mayor Sheila Gilmour  
Town of Fox Creek  
[sheila@foxcreek.ca](mailto:sheila@foxcreek.ca)

cc The Honourable Sonya Savage, Minister of Energy  
Todd Loewen, MLA  
Alberta Municipalities

**LEDUC REGIONAL HOUSING FOUNDATION  
MINUTES OF THE BOARD MEETING  
ADMINISTRATION BOARDROOM  
Thursday, March 24, 2022**

**ATTENDANCE:**

Directors Present:

Bill Hamilton	City of Leduc
Sean Carnahan	Town of Calmar
Cory Gilbert	Town of Thorsby
Rick Hart	Village of Warburg
Shirley Jolly	Member at Large
Ray Scobie	Leduc County
Rick Smith	Leduc County
Kathy Barnhart	City of Beaumont
Brian Bowles	Town of Devon (left meeting at 7:20pm)

Auditors:

Rob Heron	KRP Chartered Accountants
Kambez Niaz	KRP Chartered Accountants

Administration Present:

Margot Hagarty	Executive Director
Donna Cygan	Administrative Assistant
Raymond Chan	Finance Manager (Attended Presentation)

---

**1.0 CALL TO ORDER**

K. Barnhart, called the meeting to order at 5:30 p.m.

**2.0 ADOPTION OF AGENDA**

M. Hagarty noted that items 6.1.2 and 6.1.3 have been removed from the Agenda and items 3.0 and 4.0 have been reversed.

**Resolution 6315/22:** Moved by S. Carnahan to adopt the agenda with the noted changes.

**Motion . . . Carried**

**3.0 Audited Financial Statements Presentation – KRP**

Mr. Niaz and Mr. Heron presented the board with a high level assessment of the Audited Financial Statement for 2021.

**Resolution 6316/22:** Moved by R. Scobie to accept the Audited Financial Statement as presented.

**Motion . . . Carried**

A short break was taken at this time to thank S. Jolly for the past 6 years of hard work and dedication she has shown to this Board. Meeting resumed at 6:15pm

## Minutes

### 3.1 Board Meeting – February 24, 2022

**Resolution 6317/22:** Moved by R. Smith to accept the minutes of February 24<sup>th</sup>, 2022 as presented.

**Motion . . . Carried**

### 4.0 Consent Agenda

- 4.1 2022-02-22 – ASCHA Weekly Rollout Issue 8
- 4.2 2022-02-28 – ASCHA Weekly Rollout Issue 9
- 4.3 2022-03-07 – ASCHA Weekly Rollout Issue 10
- 4.4 2022-03-14 – ASCHA Weekly Rollout Issue 11
- 4.5 2022-03-01 – 2022 ASCHA Membership Information
- 4.6 2022-03-11 – 2022 ASCHA HMB Board Competencies

Moved by K. Barnhart to accept Consent agenda items

**Motion . . . Carried**

### 5.0 Business

#### 5.1 Finance Committee Update:

##### 5.1.1 Investment Strategy Policy

R. Scobie noted that the wording in the Investment Strategy Policy had been amended to clarify the Board's role and the Executive Director's role.

**Resolution 6318/22:** Motion by R. Scobie to accept the new Investment Strategy Policy as presented.

**Motion . . . Carried**

##### 5.1.2 Financial Snapshot

M. Hagarty spoke to the Financial Snapshot. Planeview Place has improved on the number of vacancies – currently 13 from 21 in January. We continue to struggle with Cloverleaf as they are now under 50% occupied. R. Hart suggested looking into the possibility of housing Ukraine immigrants temporarily. M. Hagarty said she will look into this possibility. Overall we are in good shape. S. Carnahan' Suggestion of prorating the property tax on a monthly basis for reporting Procedures more than a one-time expense will be adopted.

**Resolution 6319/22:** Motion by R. Scobie to accept the Financial Snapshot as presented.

**Motion . . . Carried**

## **5.2 Governance Committee**

### **5.2.1 Member at Large Candidate**

M. Hagarty compiled the resumes received for the Member at Large Position. They were put through the matrix and from there, 3 candidates were chosen for interviews. 2 were in person and 1 was virtual. B. Hamilton, C. Gilbert, K. Barnhart, and M. Hagarty conducted interviews and from this process, a successful applicant was chosen.

**Resolution 6320/22:** Motion by B. Hamilton to appointment S. Young as the Member at Large for a 3 year term.

**Motion . . . Carried**

K. Barnhart will contact S. Young and notify her of her acceptance and proceed with the orientation.

### **5.2.2 Municipal Conversation VI – May 11<sup>th</sup>, 2022**

Invitations have been sent out. There will be 3 presenters – 40 minutes each with 20 minute break out sessions following each presenter. B. Hamilton suggested a reminder invite be sent out in April. It was also noted that each board member take the 2021 Annual Report to their municipality so that they are able to familiarize themselves with LRHF and bring their questions and input to the Municipal Conversation.

### **5.2.3 2021 Annual Report**

**Resolution 6321/22:** Motion by B. Hamilton to accept the Annual Report with the changes as noted, identify in the report it is referencing the Leduc Fire Hall and distribute to all service providers and municipalities.

**Motion . . . Carried**

### **5.2.4 Board Retreat/Strategic Planning – April 8<sup>th</sup> & 9<sup>th</sup>**

Planning with the Consultants will take place on April 1<sup>st</sup> with Kathy and Margot. Current plans include a focus on each of our properties in order to develop a Master Capital Plan for the organization. Agenda will be distributed after the meeting on the 1<sup>st</sup>.

### **5.2.5 Health & Safety Policy**

M. Hagarty noted the reason we shared the Health and Safety Policy at the February board meeting is to ensure we visit the policy on an annual basis. This policy was brought forward as a matter of information. Changes to the policy will be reviewed by the Governance Committee. We have an OH&S audit in April 2022.

### **6.3 GoA Needs Assessment**

GOA has put forward a request to each municipality to complete a Needs Assessment. M. Hagarty wanted this brought forward to the Board Members as the Housing management body has some information that they will require in order to complete the needs assessment. To date we have not heard from any of the municipalities. Thorsby municipality has not received it. Calmar municipality has received theirs. There was round table discussion as to how this should be done as the needs of each municipality are varying and unique to themselves but the end result has potential to have an impact on GoA decisions in regards to the devolving of their buildings/assets.

**Resolution 6322/22:** Motion by B. Bowles that we provide a letter to each administration if they require information to complete their needs assessment to let us know and we can supply housing statistics.

**Motion . . . Carried**

### **6.4 GoA Board Competency - Matrix**

GoA HMB Board Competency matrix was distributed to all Board members in an email from K. Barnhart to complete. It is not an expectation that each member is required to have all the competencies. We were advised in a GoA meeting that we have 1 year to transition if necessary to meet competency on our board and to develop a policy on how each municipality should select board members from their council going forward. M. Hagarty stated that LRHF board is in good shape meeting the competencies. We have a diverse board meeting our competencies.

7:20pm B. Bowles excused himself from the remainder of the meeting.

### **6.5 Annual Mandatory Vaccination Policy**

M. Hagarty shared that the Senior Leadership team discussed their views on whether to recommend changing the policy or maintaining it. The recommendation to the board is to keep in place for the time being as we continue to experience Covid and what may still come. M. Hagarty shared that T. van Ooyen attended a virtual conference on this subject. Participants were from B.C, AB. and Sask. 54% were not changing their current policy in regards to vaccination.

**Resolution 6315/22:** Motion by R. Hart that we keep the current vaccination policy in effect and review in 6 months' time.

R. Scobie refrained from voting.

**Motion . . . Carried**

## **6.6 Wine & Cheese – Planeview Place – September 14, 2022**

One of our strategic pillars is Partnerships and Collaboration – we struck up a committee to review the option of a summer BBQ and it was agreed to change things up and instead we will host a Wine and Cheese event at Planeview Lodge. Invitations will include Residents and their family members, Board Members and strategic invitations to encourage partnerships in our community. Invitations will be coming out closer to the event. We will update the Board Meeting Calendar. M. Hagarty will be following up with C. Littman and the team at Cloverleaf to determine how they would like to proceed.

## **6.0 Reports:**

**6.1** Board Chair Report – verbal update; busy with recruitment to the Member at Large position, attended the committee meetings this month, busy with LRHF activities.

**6.2** Executive Director Report – highlighted the written report

**6.3** Waitlist – February 28<sup>th</sup>, 2022 – M. Hagarty reviewed report at a high level

**6.4** Municipal Updates:

B. Hamilton – Leduc has had their 1<sup>st</sup> presentation of their homeless strategy framework

C. Gilbert – not much new in Thorsby- except ice and snow run off

R. Hart – Warburg letter of morale support to Ukraine and flying the flag below the Canadian flag

S. Carnahan – working with a new CAO, new council

K. Barnhart – Landrex doing a new development in Beaumont with some CMHC funding offering affordable housing option.

## **8.0 In-Camera Session – nothing at this time**

## **9.0 Next Meetings & Events**

### **Strategic Planning Sessions**

**April 8<sup>th</sup> 1:00 – 4:00 pm**

**April 9<sup>th</sup> 9:00 – 12:00 pm**

Best Western Denham Inn, Leduc

### **Governance Committee Meeting**

**Thursday, April 14, 2022**

Administration Office, Leduc

Meeting at 5:30 p.m.

### **Board Meeting**

**Thursday, April 21, 2022**

Administration Office, Leduc

Meeting at 5:30 p.m.

### **Municipal Conversation**

**May 11<sup>th</sup> 9:00 – 12:00 pm**

Best Western Denham Inn, Leduc



**Board Meeting**  
**Thursday, May 26, 2022**  
Administration Office, Leduc  
Meeting at 5:30 p.m.

**Finance Committee Meeting**  
Thursday, June 9, 2022  
Administration Office, Leduc  
Meeting at 5:00 p.m.

**Governance Committee Meeting**  
**Thursday, June 16, 2022**  
Administration Office, Leduc  
Meeting at 5:30 p.m.

**Board Meeting**  
**Thursday, June 23, 2022**  
Administration Office, Leduc  
Meeting at 5:30 p.m.

**10.0 Adjournment**

R.Hart adjourned the meeting at 7:50 p.m.

---

MINUTES APPROVED BY BOARD OF DIRECTORS  
**24<sup>th</sup> DAY OF March 2022**

---

Margot Hagarty, Executive Director

---

Kathy Barnhart, Board Chair



# LEDUC REGIONAL HOUSING FOUNDATION 2021 ANNUAL REPORT

## OUR VISION

Every individual and family in our region lives in comfortable, safe and affordable housing.

### Message from the Executive Director



2021 has been a busy and remarkable year at Leduc Regional Housing Foundation. Some of our highlights include:

- As we continued to navigate the uncertainty of the Covid-19 pandemic and the necessary public health restrictions, our amazing staff rose to every challenge. We are grateful for their resilience and innovation in finding new and innovative ways to make our residents and tenants feel safe, connected and special - making a difference every day! Thank you to all our staff for your hard work keeping the residents, tenants and each other safe from Covid-19!
- The 2021 - 2025 Strategic Plan was developed including the introduction of refreshed [Vision](#), [Mission and Values](#) and four (4) [strategic priorities](#):
  - Branding / Building Awareness
  - Partnerships and Collaboration
  - Infrastructure, Inventory and Growth
  - Financial Opportunities
- Efforts continued in the search for opportunities to grow affordable housing solutions within our region. In preparation for this growth the demolition of the Leduc Old Fire Hall was completed.
- Collaborative work continued with key partners within our region through the Municipal Conversation V which brought together several presenters to share creative housing solutions that worked within their specific regions.
- Connections between our programs and our internal communities were strengthened through having our seniors living in the Supportive Living Program knitting/crocheting mitts, hats, and scarves for the children living in our Affordable Housing Communities.
- A central [volunteer program](#) has been developed to enrich our communities.

We are looking forward to the opportunities and growth that 2022 will bring.

**Margot Hagarty BA, BComm**  
Executive Director

For more information on our [Strategic Priorities](#) or to find out more about our [Board of Directors](#) visit [www.leducregionalhousing.ca](http://www.leducregionalhousing.ca)

## OUR MEMBERS



**“We make a difference everyday.”**



# LEDUC REGIONAL HOUSING FOUNDATION 2021 ANNUAL REPORT

## OUR MISSION

*Through partnerships and programs, we support communities by providing quality housing solutions and services to individuals and families.*

## OUR VALUES

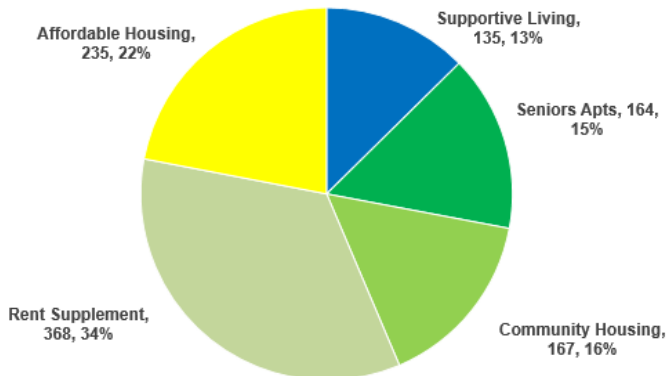
**Professional Accountability \* Diversity, Equity and Inclusion \* Collaboration \* Empathy  
Innovation \* Engagement**

<b># of People Served</b>	<b>1069 (increase of 5% from 2020)</b>		
<b>Who We Served</b>	Seniors	365	<b>34%</b>
	Adults	415	<b>39%</b>
	Children	289	<b>27%</b>
<b># of People Served by Program</b>	Seniors Lodge	135	<b>13%</b>
	Seniors Apartments	164	<b>15%</b>
	Community Housing	167	<b>16%</b>
	Affordable Housing	235	<b>22%</b>
	Rent Supplement	368	<b>34%</b>

**Employee Average Age**  
2021 = 47.7  
2020 = 49.7

**Employee Average Years of Service**  
2021 = 6.8  
2020 = 7.0

Leduc Regional Housing Foundation  
1069 People Served @ December 31, 2021



	Current Balance
<b>ASSETS</b>	
Current Assets	\$ 8,359,296
Long-Term Assets	\$ 27,226,244
<b>Total Assets</b>	<b>\$ 35,585,540</b>
<b>LIABILITIES &amp; EQUITY</b>	
Current Liabilities	\$ 1,799,156
Long-Term Liabilities	\$ 17,510,868
<b>Total Liabilities</b>	<b>\$ 19,310,024</b>
<b>EQUITY</b>	
Accumulated Surplus	\$ -
Reserves	\$ 6,952,336
Equity in Fixed Assets	\$ 9,323,180
<b>Total Equity</b>	<b>\$ 16,275,516</b>
<b>Total Liabilities &amp; Equity</b>	<b>\$ 35,585,540</b>

## OUR PARTNERS



For more information on Leduc Regional Housing Foundation contact us at  
5118 – 50 Avenue, Leduc, AB T9E 6V4 P: 780.986.2814 F: 780.986.4881

[www.leducregionalhousing.ca](http://www.leducregionalhousing.ca)

Follow us on [Facebook](#), [Twitter](#) and [Instagram](#)

Registered Charity: RR0001 13029 5561

## Executive Summary \*

*Maximum of 150 words.*

Since it's launch in April, 2020, Discover Leduc Region became the collective voice of tourism for the Leduc Region, bringing together the Leduc, Nisku & Wetaskiwin Regional Chamber of Commerce, the City of Leduc, Leduc County, the City of Beaumont, the Towns of Calmar and the Town of Devon under one united brand. With a variety of front facing, interactive listings for the regional tourism assets, an engaging social media presence, and a variety of business development offerings for local businesses, Discover Leduc Region is committed to showcasing and growing our regional tourism community. Designed for both first time visitors and locals alike, we encourage everyone to explore and (re)discover Leduc Region. Let's explore together and #DiscoverLeducRegion!

(109 Words)

## Project Information

### Project Summary

*In 500 words or less, please describe the project activities related to the following topics:*

- *Outcomes, effectiveness in achieving objectives, goal achievements, impacts – 40%*
- *Creativity and uniqueness of approach, innovation and originality – 20%*
- *Stakeholder development, community/partnership engagement – 20%*
- *Effective use of media in a project – 20%.*

### Project Abstract \*

Discover Leduc Region (<https://discoverleduc.ca/>) is the collective voice of tourism for the Leduc Region. The Leduc, Nisku & Wetaskiwin Regional Chamber of Commerce, along with founding community partners, the City of Leduc and Leduc County are committed to supporting visitors and locals alike as they (re)discover the region. Discover Leduc Region can be summarized with four major values: Discovery, Authenticity, Exploration and Collaboration. These values shine through, accurately reflecting the beauty, vibrancy, and stories of our diverse region. The early success soon led to growth, welcoming the Town of Calmar, the Town of Devon, and the City of Beaumont, along with their unique assets, to the expanding offerings. By seeking out partnerships and creating a collective voice, we become stronger, and celebrate shared success.

With five municipalities covering 2,700 square km, and a growing list of over 450 tourism assets, our portal provides users everything from day trip itineraries to à la carte local options including dining, attractions, accommodations, retail, events, agritourism, culture, and more. The authenticity of our offerings is one of our greatest strengths– we help to create moments that cannot happen anywhere else. We invite visitors to discover the best of our region, just as we invite locals to rediscover the activities, events, and experiences we have to offer. An active social media presence on Facebook, Instagram, Twitter and blog engages users, encouraging them to share their favorite images and experiences in the region. At the end of 2021, Discover Leduc Region had a remarkable reach of:

- 66,000 website pageviews
- 40,000 unique website visitors
- 76 blog posts - most successful: 2,041 views

- 5,600 monthly email subscribers - 13,093 opens and 2,275 clicks
- Nearly 6,500 social media likes/follows on IG, FB, Twitter
- Combined social media reach of nearly 630,000

Businesses are provided services with little to no cost, including listing on the interactive map, in the travel guides and blog posts where appropriate, and listing of events, sales and partnership specials. With both tourism centered as well as business development opportunities, Discover Leduc Region not only promotes the assets, but helps them grow and develop from within. Business owners, within the Industry Hub, can access a variety of assets (high resolution photos, logos, and draft social media content), information on networking opportunities, as well as content and virtual lunch & learn sessions featuring topics such as marketing, HR, finance, project management, and product development support.

Our businesses say it best:

"The very premise of the Renaissance Hotel brand is all about local discovery. We strive to provide our guests who travel to the area a locally inspired experience in our own backyard. Discover Leduc provides us an outlet to highlight our options available to local residents and at the same time, brings to our attention many of the hidden jewels within a short distance of the International Airport. We are proud to partner with them on highlighting all the local businesses for our guests to experience." – Kylie Zilinski, Director of Sales & Marketing, Renaissance Edmonton Airport Hotel

(499 Words)

**From:** [Donna Anderson](#)  
**To:** [Heather Bryans](#)  
**Subject:** FW: Discover Leduc Region Updates  
**Date:** Friday, April 1, 2022 9:25:47 AM  
**Attachments:** [Outlook- Users\\_mel](#)  
[Outlook- var folde](#)  
[Outlook- var folde](#)  
[Outlook- var folde](#)  
[Outlook-cid\\_image0](#)  
[RE\\_EDA\\_2022\\_DLR\\_Submission\\_Project\\_Draft.docx.zip](#)  
[image002.png](#)  
[image004.png](#)  
[image006.png](#)  
[image007.png](#)

---

Annual Report as information on the April 4<sup>th</sup> meeting

  
TOWN OF  
**CALMAR**  
**Donna Anderson**  
**Acting Chief Administrative Officer**

---

780.985.3604 ext 229  
c 587-589-2898  
[danderson@calmar.ca](mailto:danderson@calmar.ca)

---

**From:** Jessica Roth <jroth@yourchamber.ca>  
**Sent:** Friday, April 1, 2022 9:22 AM  
**To:** Donna Anderson <DAnderson@calmar.ca>  
**Subject:** Discover Leduc Region Updates

Good morning Partners,

We are happy to share our 2021 Annual Report, [here](#):

[https://issuu.com/leducniskuwetaskiwinchamber/docs/dlr\\_ar\\_2021\\_v6](https://issuu.com/leducniskuwetaskiwinchamber/docs/dlr_ar_2021_v6)

This is also living on our Industry Hub page, [here](https://discoverleduc.ca/industry-hub/): <https://discoverleduc.ca/industry-hub/> and will be shared on our socials. Thanks to Tourism Content Marketing Lead, Cheryl Adelle!

We also inform you that we have submitted DLR for an Economic Developers Alberta Award, [here](#):

<https://www.edaalberta.ca/page-1861466>

Regional Collaboration and Partnership Project: This category allows for a broad scope of projects where partnerships and/or collaboration contributed to the success of a project.

See attached submission. We thank Carley Graham for leading and completing this submission.

Don't hesitate with any questions you may have. We are looking forward to seeing you all soon!

Thanks,



**Jessica Roth**  
Director of Communications

E. [jroth@yourchamber.ca](mailto:jroth@yourchamber.ca)

P. **780.986.5454** Leduc | P. **780.312.0657** Wetaskiwin

**Confidentiality Notice:** This message may contain confidential information. Unless you are the addressee, you may not copy, use or distribute this information.

If you have received this message in error, please advise us immediately by replying to this email.

## UPCOMING EVENTS

- April 9 & 10: [Business EXPO & Job Fair](#)

**THE  
CHAMBER**  
LEDUC • NISKU • WETASKIWIN REGIONS



**While you're taking care of business,  
who's taking care of you?**

Chambers Plan  
Employee Benefits



# Regional Collaboration & Partnerships

## Leduc Regional Partners

Discover Leduc Region is the collective voice of tourism dedicated to regional promotion around Leduc, AB, committed to connecting visitors and locals alike as they (RE)DISCOVER the Leduc Region.

**Discovery** **Authenticity** **Exploration** **Collaboration**

# DISCOVER LEDUC REGION



<https://discoverleduc.ca/>

**From:** [Donna Anderson](#)  
**To:** [Heather Bryans](#)  
**Subject:** FW: TELUS | Honouring a Legacy of Uniting People Across Canada: Retiring Our Payphone Infrastructure  
**Date:** Friday, April 1, 2022 11:14:18 AM  
**Attachments:** [image002.png](#)  
[image004.png](#)  
[image006.png](#)  
[image007.png](#)

---

For the April 4<sup>th</sup> Council meeting as information

  
TOWN OF  
**CALMAR**  
**Donna Anderson**  
**Acting Chief Administrative Officer**

---

780.985.3604 ext 229  
c 587-589-2898  
[danderson@calmar.ca](mailto:danderson@calmar.ca)

---

**From:** Brian Bettis <brian.bettis@telus.com>  
**Sent:** Friday, April 1, 2022 11:02 AM  
**Subject:** TELUS | Honouring a Legacy of Uniting People Across Canada: Retiring Our Payphone Infrastructure

To our valued Municipal Partners,

TELUS is committed to connecting Canadians to the people they care about by building world-class cellular and wireline networks. We have made generational investments in connectivity for nearly a century across Canada. As technology standards change, so do the needs of our customers—and as we look to support ever-evolving customer needs, this means we will be transitioning away from payphone-based communications while investing heavily in the deployment of 5G connectivity solutions.

We acknowledge the important role that payphones have played in your community and would like to celebrate the transition from one technology to another. Recently, your administration received a notice from our approved vendor (WiMacTel) that we will be decommissioning the last payphone in your community. If, for any reason, you have not received notice or have any questions about this process, please do not hesitate to reach out to me to discuss the payphone decommissioning plans.

### **Our Heritage: Celebrating the Payphone**

Everyone has a payphone story. While I might be showing my age, I recall the first time I used a payphone to make a phone call and the magic of hearing the person on the other end say “Hello!”. Whether needed for a check-in with a parent, or a phone call to a close friend to say “I’m at the mall.”, payphones were the connective tissue that kept society in touch through much of the late twentieth century.

The retirement of legacy technology and an investment in programs to support the next generation is one way we can collectively acknowledge the important role payphones played for many generations. TELUS will be automatically making a donation to the [TELUS Friendly Future Foundation](#) on behalf of your community in the amount of \$1000. The TELUS Friendly Future foundation is an independent registered charity dedicated to funding health, education and technology focused charitable programs for youth in communities across Canada.

### **Our Continued Investment in Connectivity**

At TELUS, connectivity is critical in everything we do. That's why we are continuing to make investments in connectivity and new technology across Western Canada. TELUS also offers [a support program for Indigenous at risk or women surviving violence, low-income seniors and young adults transitioning from foster care with free phones](#) and subsidized plans to help communities stay healthy, connected, and safe.

Lastly, if your community or an organization within would like to keep the decommissioned payphone for display purposes, we would be happy to work with you to ensure that it stays within the community as an acknowledgement of a shared piece of technology history.

Thank you for your consideration and please do not hesitate to reach out if you have any questions.

Sincerely,

Brian Bettis

General Manager, Northern Alberta and BC Interior | Customer Solutions Delivery | TELUS  
Mobile 780-868-6837 | [Brian.Bettis@telus.com](mailto:Brian.Bettis@telus.com)