

**TOWN OF CALMAR REGULAR COUNCIL MEETING TO BE HELD  
VIRTUALLY ON May 02, 2022, COMMENCING  
AT 7:00 PM  
GoToMeeting  
Public Access Code: 211-016-493**

**AGENDA**

<u>CODE</u>	<u>ITEM</u>	<u>SOURCE</u>
	1.	<b>Call to Order</b>
	2.	<b>Adoption of Agenda</b>
	3.	<b>Public Hearings – None</b>
	4.	<b>Delegations</b> a) Leduc Regional Housing Foundation
	5.	<b>Adoption of Minutes</b> a) Regular Council Meeting – April 19, 2022 b) Special Council Meeting – April 26, 2022
	6.	<b>Unfinished Business – None</b> a) Council Remuneration Policy
	7.	<b>Bylaws or Policies</b> a) Policy #2022-099 Minimum Tax Rebate Policy
	8.	<b>New Business</b> a) CDC Thomas RFD – 2022 Summer Get-Away Rates b) Acting CAO Anderson RFD – Appointment of Officials to Regional ARB c) CDC Thomas RFD – Land Acknowledgement
	9.	<b>Financial - None</b>
	10.	<b>Department Reports – None</b>
	11.	<b>Council and Committee Reports</b> a) Mayor Carnahan b) Councillor Gardner c) Councillor Faulkner d) Councillor Benson e) Councillor McKeag Reber
	12.	<b>Action Items – None</b>
	13.	<b>Correspondence</b> a) FCSS Programs b) Fortis 2020 Franchise Presentation c) Black Gold Board Highlights – April 2022
	14.	<b>Clarification of Agenda Business – (Open mic)</b>
	15.	<b>Closed Session</b> a) Personnel - (Pursuant to Section 24(1)(b)(i) of the Freedom of Information and Protection of Privacy Act).
	16.	<b>Adjournment</b>



ADMINISTRATION OFFICE  
5118 - 50 AVENUE  
LEDUC, ALBERTA T9E 6V4  
PHONE: 780.986.2814  
FAX: 780.986.4881  
WWW.LEDUCREGIONALHOUSING.CA

April 10, 2022

Dear Ms. Donna Anderson:  
Town Manager, Town of Calmar  
Box 750, Calmar, AB  
T0C 0V0

**Re: Municipal Needs Assessment**

The Alberta Government has requested each Municipality to complete a Housing Needs Assessment in regards to their specific Municipality. Leduc Regional Housing Foundation (LRHF) continue to keep current housing statistics within each of the municipalities and has the ability to provide you with some information in completion of this request. Please do not hesitate to reach out to us for that information.

I have had the pleasure of being in the Executive Director position since October 1, 2020. Unfortunately, the COVID pandemic and accommodating restrictions affected the opportunity for me to come out and meet with you and/or your Councils. We recently released our 2021 LRHF Update and I would love the opportunity to attend one of your Council meetings to discuss the information in this document and answer any questions that you may have about Leduc Regional Housing Foundation and our programs and services that we offer.

Thank you for supporting Leduc Regional Housing Foundation and the important work we do. We look forward to hearing from you.

Sincerely yours,  
LEDUC REIGONAL HOUSING FOUNDATION

A handwritten signature in black ink that reads "Margot Hagarty". The signature is written in a cursive style.

Margot Hagarty  
Executive Director  
:mjh

cc Board of Directors

**REGULAR MEETING OF COUNCIL  
OF THE TOWN OF CALMAR WAS HELD VIRTUALLY  
ON MONDAY APRIL 19, 2022**

Access Code: 211-016-493

1. **CALL TO ORDER:** Mayor Carnahan called the Regular Council Meeting of April 19, 2022, to order at the hour of 7:02 pm.

**PRESENT:** Mayor Carnahan, Councillors Gardner, Faulkner, McKeag Reber, Benson, Acting CAO Anderson,

2. **ADOPTION OF AGENDA:**

*Moved by* Councillor Gardner that the agenda is hereby adopted as amended.

**CARRIED  
R-22-04-0195**

3. **PUBLIC HEARINGS: None**

4. **DELEGATIONS:**

- a) **MNP 2021 Audit Presentation** – Benji Waser

Mayor Carnahan thanked Mr. Waser for his presentation, the time being 8:39 pm.

5. **ADOPTION OF MINUTES:**

- a) **Regular Council Meeting** – April 04, 2022

*Moved by* Councillor Faulkner that the minutes of the Regular Council Meeting of April 04, 2022, are hereby approved as presented.

**CARRIED  
R-22-04-0196**

- b) **Special Council Meeting** – April 09, 2022

*Moved by* Councillor Benson that the minutes of the Special Council Meeting of April 09, 2022, are hereby approved as presented.

**CARRIED  
R-22-04-0197**

- c) **Special Council Meeting** – April 11, 2022

*Moved by* Councillor McKeag Reber that the minutes of the Special Council Meeting of April 11, 2022, are hereby approved as presented.

**CARRIED  
R-22-04-0198**

6. **UNFINISHED BUSINESS:**

- a) **2022 – 2025 Consolidated Operating Budget**

*Moved by* Councillor Faulkner that the 2022 – 2025 Consolidated Operating Budget be adopted as amended.

**CARRIED  
R-22-04-0199**

**REGULAR MEETING OF COUNCIL  
OF THE TOWN OF CALMAR WAS HELD VIRTUALLY  
ON MONDAY APRIL 19, 2022**

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**7. BYLAWS or POLICIES:**

- a) Bylaw #2022-11 – Special Tax Bylaw

*Moved by* Councillor McKeag Reber that Bylaw #2022-11, Special Tax Bylaw, is hereby given first reading as amended.

**CARRIED  
R-22-04-0200**

*Moved by* Councillor Gardner that Bylaw #2022-11, Special Tax Bylaw, is hereby given second reading.

**CARRIED  
R-22-04-0201**

*Moved by* Councillor Benson that permission is hereby granted for the presentation of Bylaw #2022-11, Special Tax Bylaw, for all three readings at this meeting.

**CARRIED UNANIMOUSLY  
R-22-04-0202**

*Moved by* Councillor Faulkner that Bylaw #2022-11, Special Tax Bylaw is hereby given third reading.

**CARRIED  
R-22-04-0203**

- b) Bylaw #2022-13 – Mill Rate Bylaw

*Moved by* Councillor McKeag Reber that Bylaw #2022-13, Mill Rate Bylaw, is hereby given first reading as amended to match the tax rate calculation from the Operating Budget Worksheet.

**CARRIED  
R-22-04-0204**

*Moved by* Councillor Gardner that Bylaw #2022-13, Mill Rate Bylaw, is hereby given second reading.

**CARRIED  
R-22-04-0205**

*Moved by* Councillor Faulkner that permission is hereby granted for the presentation of Bylaw #2022-13, Mill Rate Bylaw, for all three readings at this meeting.

**CARRIED UNANIMOUSLY  
R-22-04-0206**

*Moved by* Councillor Benson that Bylaw #2022-13, Mill Rate Bylaw is hereby given third reading.

**CARRIED  
R-22-04-0207**

Recess @ 8:40  
Reconvene @ 8:50

**8. NEW BUSINESS:**

- a) Acting CAO Anderson RFD – Regional ARB Agreement with CRASC

*Moved by* Councillor Faulkner that Council pass a motion for the Town of Calmar to sign the 3-year agreement with CRASC to provide ARB services.

**CARRIED  
R-22-04-0208**

**REGULAR MEETING OF COUNCIL  
OF THE TOWN OF CALMAR WAS HELD VIRTUALLY  
ON MONDAY APRIL 19, 2022**

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- b) Acting CAO Anderson RFD – Apex Franchise Fee Increase Proposal

*Moved by* Councillor Benson that Council pass a motion for the Town of Calmar increase the Apex Utilities Franchise Fees from 20% to 35% as per the 2022 – 2025 Operating Budget, for the remainder of the 2022 fiscal year and for future years.

**CARRIED  
R-22-04-0209**

- c) Acting CAO Anderson RFD – Designated Picnic Areas

*Moved by* Councillor Gardner that Council pass a motion to designate the Town of Calmar’s Picnic Table Gazebo’s with a six foot radius as designated Picnic Areas for the consumption of liquor in accordance with the Alberta Gaming, Liquor & Cannabis Act.

**CARRIED  
R-22-04-0210**

**9. FINANCIAL:**

- a) **Adoption of 2021 Financial Statement**

*Moved by* Councillor McKeag Reber that Council pass a motion to adopt the 2021 Financial Statement as presented by Benji Waser from MNP.

**CARRIED  
R-22-04-0211**

**10. DEPARTMENT REPORTS: None**

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

**12. ACTION ITEM: None**

**13. CORRESPONDENCE:**

- a) FCSS Programs
- b) Library Board Minutes – February 2022
- c) Rural Mental Health Project – Comedy Show
- d) Ocean’s Day Resolution
- e) Half Mast for Workers Safety - Masting period: From sunrise until sunset on Thursday, April 28, 2022.

*Moved by* Mayor Carnahan that the Town of Calmar match the half mast in honor of workers safety on April 28<sup>th</sup>, as well as posted on the Town’s website and social media outlets.

**CARRIED  
R-22-04-0212**

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

**CARRIED  
R-22-04-0213**

**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 Benson that the Regular Council Meeting temporarily adjourn, and Council sit in Closed Session at this time being 9:30 pm.

**CARRIED  
R-22-04-0214**

**REGULAR MEETING OF COUNCIL  
OF THE TOWN OF CALMAR WAS HELD VIRTUALLY  
ON MONDAY APRIL 19, 2022**

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Acting CAO Anderson remained in the virtual meeting for the closed session.

*Moved by* Councillor Faulkner that the Regular Council Meeting reconvene from Closed Session at this time being 9:39 pm.

**CARRIED  
R-22-04-0215**

*Moved by* Councillor Gardner that Council authorizes Mayor Carnahan to proceed with the CAO hiring process, contract negotiations and legal consultation.

**CARRIED  
R-22-04-0216**

**16. ADJOURNMENT:**

The Regular Council Meeting adjourned at 9:45 pm.

These minutes signed this 02<sup>nd</sup> day of May 2022.

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

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

Un-Approved Minutes

**SPECIAL MEETING OF COUNCIL TO BE HELD  
VIRTUALLY ON APRIL 26, 2022  
COMMENCING AT 6:30 PM  
GoToMeeting  
Public Access Code: 738-393-413**

1. **CALL TO ORDER:** Mayor Carnahan called the Special Meeting of Council of April 26, 2022, to order at the hour of 6:33 pm.

**PRESENT:** Mayor Carnahan, Councillors Gardner, Faulkner, Benson, and McKeag Reber and Acting CAO Anderson

2. **ADOPTION OF AGENDA:**

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

**CARRIED  
R-22-04-0217**

3. **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 6:44 pm.

**CARRIED  
R-22-04-0218**

Acting CAO Anderson remained in the virtual meeting for the Closed Session.

*Moved by* Councillor Benson that the Special Meeting of Council reconvene from Closed Session at this time being 7:40 pm.

**CARRIED  
R-22-04-0219**

*Moved by* Councillor McKeag Reber that DPW Melesko is appointed as acting CAO from May 15, 2022 until such time as the new Town of Calmar CAO has commenced.

**CARRIED  
R-22-04-0220**

*Moved by* Councillor Gardner that Council accept the CAO Contract as amended and furthermore authorize Mayor Carnahan to amend contract with candidate further as discussed in closed session.

**CARRIED  
R-22-04-0221**

4. **ADJOURNMENT:**

The Special Council Meeting adjourned at 7:46 pm.

These minutes signed this 02<sup>nd</sup> day of May 2022.

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

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



Town of Calmar

Request for Discussion (RFD)

Meeting:	Regular Meeting of Council
Meeting Date:	March 14, 2022
Originated By:	Acting CAO Anderson
Title:	Policy #2022-027 Council Remuneration
Approved By:	Acting CAO Anderson
Agenda Item Number:	5 C

**BACKGROUND/PROPOSAL:**

In the Legislative Budget Workshop with Council and Acting CAO Anderson, the Council Remuneration Policy was discussed, and it was decided there were some updates required. The policy was brought to the March 14<sup>th</sup> Committee of the Whole meeting where revisions were proposed and then recommended for further discussion during the budget deliberation.

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

As discussed in the various meetings and workshops the most notable changes to the Council Remuneration Policy are:

Mayor Compensation – The compensation calculation for the Mayor has been modified to reflect additional duties, however reduced (from \$2,426.40 to \$1,389.24) to double that of a Council member. Meetings outside of the Regular Scheduled Council Meetings will be claimed on the same basis as other members of Council.

COLA – COLA will not be applied for the 2022 fiscal year; it will resume in January 2023.

Communications – Previously the Mayor received a monthly allowance of \$100 to go towards their cell phone usage. The updated policy has all members of Council receiving this allowance to be used for internet access and telephone compensation.

Benefits – Council has been provided the opportunity to join the Town’s benefit plan. The fees for this coverage will be split 50-50 between the Councillor and the Town. The budget dollars are calculated to cover all Councillors at a family rate.



**Option 1** – Council pass a motion to adopt Policy #2022-027 as presented.

**Option 2** – Council pass a motion to adopt Policy #2022-027 as amended.

**Option 3** – Council refers the matter back to administration for further information.

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

These items are incorporated into the 2022 annual operating budget.

- Mayor Compensation – (-) \$ 2,120.00
  - COLA – \$ 00.00
  - Communications Allowance - \$ 4,800.00
  - Benefits (Town portion @ 50%) - \$18,000.00
- Overall Change in Annual Budget \$20,680.00**

**RECOMMENDED ACTION:**

Council pass a motion to adopt Policy #2022-027 as presented.



## POLICY

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**POLICY No. 2022-027**  
**TITLE: Council Remuneration**

**APPROVAL DATE: MAY 2, 2022**

**DEPARTMENT: COUNCIL**

**REVISION DATE:**

**MAYOR:** \_\_\_\_\_

**C. A. O.:** \_\_\_\_\_

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### **Purpose:**

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To clearly define the compensation package that will be available for the elected officials of the Town of Calmar.

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### **Reason for policy:**

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Section 243 (1) of the Municipal Government Act, R.S.A., M26-1 and amendments thereto which states:

- (1) An operating budget must include the estimated amount of each of the following expenditures and transfers:
  - (a) the amount needed to provide for Council's policies and programs

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### **Policy**

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Members of Council shall receive remuneration, benefits and reimbursement of business expenses while undertaking their official role as an elected official for the Town of Calmar.

#### Guidelines

Members of Council shall receive compensation for their role as elected officials as follows:

- Honorarium
- Benefits
- Per Diem
- Expenses

Honorarium & Benefits – for Regular Meeting of Council as defined at the annual organizational meeting. This includes all preparation for the Council Meetings as well as the attendance. In addition to the meetings Calmar event attendance, volunteer hours and general communications are included.

Per Diem - For attendance at professional development, Regional Meetings, Committee Meetings, Committee Council Meetings, Special Meetings, Workshops and Town related activities not covered by the Honorarium. The amount spent will be limited by the amount budgeted each year. Within the overall budget set for each Councillor for per diems, and expenses which are based upon appointment to boards at the annual organizational meeting prior to formal annual budget approval, funds can be utilized between accounts to offset a short fall. However, the total budget for both accounts shall not be exceeded. If the Mayor or a Councillor is to be traveling out of Province or Country on Council business, they will advise their fellow Councillors and Administration of the purpose and time frame they will be away prior to leaving.

Expenses

Actual costs associated with any regular or approved Town business.

It is therefore established that compensation for the elected officials of the Town of Calmar be as follows:

1. In the discharge of the recognized “regular scheduled Council meetings”, and other regular duties associated with the position of an elected official. Remuneration commencing May 1, 2022 shall be as follows:

MAYOR	\$1,389.24 monthly allowance and maintain current meeting structure.
COUNCILLOR	\$ 694.62 monthly allowance and maintain current meeting structure.
DEPUTY MAYOR	\$100.00 per month.

DEFINITION “Called Meetings” are defined as duly constituted meetings of any Committee, Board, etc. to which members are appointed as Representatives by Council resolution and to which the members are asked to be in attendance.

COLA Cost of Living Allowance will not be applied for the 2022 fiscal year. Effective January 1<sup>st</sup>, 2023 and every January 1<sup>st</sup> in subsequent years, the Mayor’s and Councillor’s monthly allowance as well as the attendance per diem shall be increased by the Consumer Price Index, for Alberta, as calculated at October 31<sup>st</sup> of the previous year.

2. For actual attendance at all other recognized responsibilities associated with the position of an elected officials – Remuneration shall be as follows:
 

A) Meetings 3 hrs. or less	\$ 75.00
B) Meetings more than 3 hrs. up to 5 hrs.	\$ 125.00
C) Meetings more than 5 hrs.	\$ 175.00
3. Mileage, travel expenses shall be paid at the Canada Revenue Agency reasonable allowance rate of \$0.58 per kilometer excepting travel within the corporate boundaries of the Town of Calmar.
4. Meals: actual receipted costs for meals, excluding alcoholic beverages, to a maximum of \$120.00 per day.
5. Lodging: actual costs of Lodging.
6. Communications (cell & internet): Council shall be paid a \$100.00 monthly allowance for cell phone and internet use.

7. Benefits: Life Insurance and Accidental Death & Dismemberment benefits as provided through the Town's benefit package for elected officials at 50-50 split with the Town.
8. General:
  - i. Compensation to be completed and submitted to the Mayor or Designate for approval following the last day of each month.
  - ii. Expenses are to be completed and submitted to the Mayor or Designate for approval following the last day of each month.
  - iii. Prepayment of registration fees will be initiated by the Town Manager upon request and/or receipt of a completed registration form.
  - iv. A member of Council has the right to waive any of the remuneration at their discretion, however, should still record attendance for tracking purposes.
9. Review: This policy will be reviewed annually at the Organizational Meeting of Council.
10. Repeal: Previous Policy 2020-27, revised October 19, 2020 is hereby repealed.



## Town of Calmar

### 2022 Legislative Operating Budget & 2023 - 2025 Operating Budget Plan

Friday, April 29, 2022



		2022	2022 Budget Comments	2023	2024	2025
2-11-00-110	COUNCIL - Wages & Salaries	\$ 77,700.00	This is a percentage of administrative staff covering meeting preparation, bookings and event organization	\$ 78,900.00	\$ 80,100.00	\$ 81,400.00
2-11-00-115	Overtime	\$ 2,400.00	3% of Wages and Salaries used for calculation	\$ 2,500.00	\$ 2,600.00	\$ 2,700.00
2-11-00-130	COUNCIL - Employer's Contributions	\$ 11,700.00	Percentage for support employees benefits	\$ 11,900.00	\$ 12,100.00	\$ 12,300.00
2-11-00-148	COUNCIL - Training & Development	\$ 1,600.00	This budget line is for shared training sessions and not specific to individual Council members	\$ 1,700.00	\$ 1,800.00	\$ 1,900.00
2-11-00-215	COUNCIL - Freight & Postage	\$ 700.00	The primary expense to this line item is based on a percentage of cost for filling the postage meter	\$ 800.00	\$ 900.00	\$ 1,000.00
2-11-00-217	COUNCIL - Telephone	\$ 7,200.00	Council Land Line \$93 x 12 Months = \$ 1,116.00 Council Communication Allowance \$100 Per month \$ 6,000.00	\$ 7,400.00	\$ 7,600.00	\$ 7,800.00
2-11-00-220	COUNCIL - Advertising	\$ 4,600.00	Tax Assess. Mailout, Sponsor Ad-Bullying, , Ad-Regional Maple Leaf, Ad-Salute to Farmers, Sponsor Ad-Fire Dept, Sponsor Ad-Remembrance Day, Sponsor Ad-Holiday Season, Remembrance Day, Other Advertisements	\$ 4,700.00	\$ 4,800.00	\$ 4,900.00
2-11-00-222	COUNCIL - Memberships & Subscriptions	\$ 4,400.00	Basic Membership fee\$2,755.29 2021 Chamber Membership\$263.10 2021-22 Membership\$649.36 Muni Govt Act-Carey Benson\$35.00 Queens Printer Subscription\$125.00 Prepaid Adjustments\$195.00 2022 Membership\$664.73	\$ 4,500.00	\$ 4,600.00	\$ 4,700.00
2-11-00-223	COUNCIL - Special Projects	\$ 20,000.00	Consulting Fees for Projects such as Strategic Planning	\$ 20,300.00	\$ 20,700.00	\$ 21,100.00
2-11-00-224	COUNCIL - Other Projects	\$ 1,500.00	Donations from Council	\$ 1,600.00	\$ 1,700.00	\$ 1,800.00
2-11-00-231	COUNCIL - Audit Fees	\$ 1,800.00	Annual distribution for Audit Fees	\$ 1,900.00	\$ 2,000.00	\$ 2,100.00
2-11-00-270	COUNCIL - Insurance	\$ 3,100.00	Council Chambers Insurance	\$ 3,200.00	\$ 3,300.00	\$ 3,400.00
2-11-00-510	COUNCIL - Printing & Stationery	\$ 3,500.00	Based on Last Year Actuals	\$ 3,600.00	\$ 3,700.00	\$ 3,800.00
2-11-00-511	COUNCIL - Special Events Hosting	\$ 6,000.00	Regional Municipal Meetings, Collaboration & Networking	\$ 6,100.00	\$ 6,200.00	\$ 6,300.00
2-11-00-520	Equipment, Parts, Repairs & Maintenance	\$ 6,000.00	Council Chambers Media Upgrades	\$ 2,000.00	\$ 2,100.00	\$ 2,200.00
2-11-00-540	COUNCIL - Power	\$ 1,300.00	Council Chambers allocation	\$ 1,400.00	\$ 1,500.00	\$ 1,600.00
2-11-00-541	COUNCIL - Natural Gas	\$ 700.00	Council Chambers allocation	\$ 800.00	\$ 900.00	\$ 1,000.00





## Town of Calmar

### 2022 Legislative Operating Budget & 2023 - 2025 Operating Budget Plan

Friday, April 29, 2022



		2022	2022 Budget Comments	2023	2024	2025
2-11-00-590	COUNCIL - Other General Expenses-Legislative	\$ 2,000.00	Budget based on prior year expenses minus election costs	\$ 2,100.00	\$ 2,200.00	\$ 2,300.00
2-11-00-761			Transfer to Election Reserve for Next Election			
2-11-01-110	COUNCIL - Councillor Faulkner - Remuneration & Fee	\$ 18,600.00	Monthly Remuneration 12 @ \$ 694.62 60 - 0-3 Hour Meetings @ \$ 75.00 32 - 3-5 Hour Meetings @ \$ 125.00 10 - 5 Hours or More Meetings @ \$ 175.00	\$ 18,900.00	\$ 19,200.00	\$ 19,500.00
2-11-01-130	COUNCIL - Councillor Faulkner - Benefits	\$ 4,300.00	Calculated at % of earnings	\$ 4,400.00	\$ 4,500.00	\$ 4,600.00
2-11-01-140	COUNCIL - Councillor Faulkner - Meals & Lodging	\$ 1,200.00	Out of Town Travel	\$ 1,300.00	\$ 1,400.00	\$ 1,500.00
2-11-01-148	COUNCIL - Councillor Faulkner - Training & Dev	\$ 2,500.00	Conferences: AUMA, RMA etc. Training AB Emergency Management, Municipal Courses etc.	\$ 2,600.00	\$ 2,700.00	\$ 2,800.00
2-11-01-212	COUNCIL - Councillor Faulkner - Mileage	\$ 1,000.00	Out of Town Travel	\$ 1,100.00	\$ 1,200.00	\$ 1,300.00
2-11-13-110	COUNCIL - Councillor Gardner - Remuneration & Fee	\$ 19,800.00	Monthly Remuneration 12 @ \$ 694.62 Deputy Mayor 12 @ \$ 100.00 60 - 0-3 Hour Meetings @ \$ 75.00 32 - 3-5 Hour Meetings @ \$ 125.00 10 - 5 Hours or More Meetings @ \$ 175.00	\$ 20,100.00	\$ 20,500.00	\$ 20,900.00
2-11-13-130	COUNCIL - Councillor Gardner - Benefits	\$ 4,600.00	Calculated at % of earnings	\$ 4,700.00	\$ 4,800.00	\$ 4,900.00
2-11-13-140	COUNCIL - Councillor Gardner - Meals & Lodging	\$ 1,200.00	Out of Town Travel	\$ 1,300.00	\$ 1,400.00	\$ 1,500.00
2-11-13-148	COUNCIL - Councillor Gardner - Training & Dev	\$ 2,500.00	Conferences: AUMA, RMA etc. Training AB Emergency Management, Municipal Courses etc.	\$ 2,600.00	\$ 2,700.00	\$ 2,800.00
2-11-13-212	COUNCIL - Councillor Gardner - Mileage	\$ 1,000.00	Out of Town Travel	\$ 1,100.00	\$ 1,200.00	\$ 1,300.00
2-11-17-110	COUNCIL - Mayor Carnahan- Remuneration & Fees	\$ 27,000.00	Monthly Remuneration 12 @ \$ 1,389.24 60 - 0-3 Hour Meetings @ \$ 75.00 32 - 3-5 Hour Meetings @ \$ 125.00 10 - 5 Hours or More Meetings @ \$ 175.00	\$ 27,500.00	\$ 28,000.00	\$ 28,500.00
2-11-17-130	COUNCIL - Mayor Carnahan - Benefits	\$ 6,300.00	Calculated at % of earnings	\$ 6,400.00	\$ 6,500.00	\$ 6,600.00
2-11-17-140	COUNCIL - Mayor Carnahan - Meals & Lodging	\$ 1,200.00	Out of Town Travel	\$ 1,300.00	\$ 1,400.00	\$ 1,500.00
2-11-17-148	COUNCIL - Mayor Carnahan - Training & Dev	\$ 2,500.00	Conferences: AUMA, RMA etc. Training AB Emergency Management, Municipal Courses etc.	\$ 2,600.00	\$ 2,700.00	\$ 2,800.00
2-11-17-212	COUNCIL - Mayor Carnahan - Mileage	\$ 1,000.00	Out of Town Travel	\$ 1,100.00	\$ 1,200.00	\$ 1,300.00





## Town of Calmar

### 2022 Legislative Operating Budget & 2023 - 2025 Operating Budget Plan

Friday, April 29, 2022



		2022	2022 Budget Comments	2023	2024	2025
2-11-18-110	COUNCIL - Councillor Benson - Remuneration & Fees	\$ 18,600.00	Monthly Remuneration 12 @ \$ 694.62 60 - 0-3 Hour Meetings @ \$ 75.00 32 - 3-5 Hour Meetings @ \$ 125.00 10 - 5 Hours or More Meetings @ \$ 175.00	\$ 18,900.00	\$ 19,200.00	\$ 19,500.00
2-11-18-130	COUNCIL - Councillor Benson - Benefits	\$ 4,300.00	Calculated at % of earnings	\$ 4,400.00	\$ 4,500.00	\$ 4,600.00
2-11-18-140	COUNCIL - Councillor Benson - Meals & Lodging	\$ 1,200.00	Out of Town Travel	\$ 1,300.00	\$ 1,400.00	\$ 1,500.00
2-11-18-148	COUNCIL - Councillor Benson - Training & Dev	\$ 2,500.00	Conferences: AUMA, RMA etc. Training AB Emergency Management, Municipal Courses etc.	\$ 2,600.00	\$ 2,700.00	\$ 2,800.00
2-11-18-212	COUNCIL - Councillor Benson - Mileage	\$ 1,000.00	Out of Town Travel	\$ 1,100.00	\$ 1,200.00	\$ 1,300.00
2-11-19-110	COUNCIL - Councillor McKeag - Remuneration & Fees	\$ 18,600.00	Monthly Remuneration 12 @ \$ 694.62 60 - 0-3 Hour Meetings @ \$ 75.00 32 - 3-5 Hour Meetings @ \$ 125.00 10 - 5 Hours or More Meetings @ \$ 175.00	\$ 18,900.00	\$ 19,200.00	\$ 19,500.00
2-11-19-130	COUNCIL - Councillor McKeag - Benefits	\$ 4,300.00	Calculated at % of earnings	\$ 4,400.00	\$ 4,500.00	\$ 4,600.00
2-11-19-140	COUNCIL - Councillor McKeag - Meals & Lodging	\$ 1,200.00	Out of Town Travel	\$ 1,300.00	\$ 1,400.00	\$ 1,500.00
2-11-19-148	COUNCIL - Councillor McKeag - Training & Dev	\$ 2,500.00	Conferences: AUMA, RMA etc. Training AB Emergency Management, Municipal Courses etc.	\$ 2,600.00	\$ 2,700.00	\$ 2,800.00
2-11-19-212	COUNCIL - Councillor McKeag - Mileage	\$ 1,000.00	Out of Town Travel	\$ 1,100.00	\$ 1,200.00	\$ 1,300.00
<b>Total Legislative Expenses</b>		<b>\$ 306,100.00</b>	<b>Administration costs for legislative purposes are now allocated to this cost center and accounts for the majority of the cost increase</b>	<b>\$ 309,000.00</b>	<b>\$ 316,200.00</b>	<b>\$ 323,500.00</b>





**Town of Calmar**

Request for Decision (RFD)

Meeting:	Regular Meeting of Council
Meeting Date:	May 02, 2022
Originated By:	Acting CAO Anderson
Title:	Policy #2022-099 Minimum Tax Levy Rebate Policy
Approved By:	Acting CAO Anderson
Agenda Item Number:	7 A

**BACKGROUND/PROPOSAL:**

In the 2022 – 2025 operating budget there was revenue budgeted from a minimum tax levy and this minimum levy provision was included in Bylaw #2022-13 – Mill Rate Bylaw.

In an effort to gradually phase in the minimum tax levy Policy #2022-099, Minimum Tax Levy Rebate has been drafted.

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

The provision for a minimum tax is stated in the Municipal Government Act as follows:

**Special provision of property tax bylaw**

**357(1)** Despite anything in this Division, the property tax bylaw may specify a minimum amount payable as property tax.

**(1.1)** Despite section 353, a council may pass a bylaw separate from the property tax bylaw that provides for compulsory tax instalment payments for designated manufactured homes.

**(2)** If the property tax bylaw specifies a minimum amount payable as property tax, the tax notice must indicate the tax rates set by the property tax bylaw that raise the revenue required to pay the requisition referred to in section 326(1)(a)(ii).

Section 347(1) of the MGA also allows for the cancellation, reduction, refund or deferral of taxes as follows:

**Cancellation, reduction, refund or deferral of taxes**

**347(1)** If a council considers it equitable to do so, it may, generally or with respect to a particular taxable property or business or a class of taxable property or business, do one or more of the following, with or without conditions:





(b) cancel or refund all or part of a tax;

As per Section 347(1) the Rebate Policy has been drafted to allow for the gradual phase in of the minimum levy.

**Option 1** – Council pass a motion to adopt Policy #2022-099, Minimum Tax Levy Rebate Policy as presented.

**Option 2** – Council pass a motion to adopt Policy #2022-099, Minimum Tax Levy Rebate Policy as amended.

**Option 3** – Refer Policy #2022-099, Minimum Tax Levy Rebate Policy, back to administration for further information.

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

None.

**RECOMMENDED ACTION:**

Council pass a motion to adopt Policy #2022-099, Minimum Tax Levy Rebate Policy as presented.



## POLICY

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**POLICY NO:** 2022-099 **APPROVAL DATE:** May 02, 2022  
**TITLE:** Improved Residential Tax Rebate Policy

**DEPARTMENT:** Finance **REVISION DATE:**  
**Mayor:** \_\_\_\_\_ **C. A. O.:** \_\_\_\_\_

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### Policy Statement:

The Town of Calmar is committed to ensuring a consistent and transparent procedure to processing a tax rebate on residential improved properties affected by the minimum tax levy.

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### Reason for Policy:

This policy provides for the gradual implementation and calculation of the minimum tax levy rebate affecting **only** the taxable residential improved assessment class.

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### Policy:

Section 347(1)(b) of the Municipal Government Act states that:

#### **Cancellation, reduction, refund or deferral of taxes**

**347(1)** If a council considers it equitable to do so, it may, generally or with respect to a particular taxable property or business or a class of taxable property or business, do one or more of the following, with or without conditions:

(b) cancel or refund all or part of a tax;

In accordance with this section of the MGA, the Town is implementing the rebate in the following manner:

#### **Year One (2022)**

After calculating the current year (2022) tax levies Administration will calculate the amount of the rebate of municipal taxes resulting from the minimum tax levy being applied on all residential *improved* taxable properties.

The amount of the rebate will be calculated as follows:

Minimum tax levy - \$250.00 = amount of rebate (if the minimum tax levy is less than \$250.00 there will be no rebate applied to the property)

Administration will prepare a Request for Decision, for Council to pass a motion to apply the rebate to the affected qualifying properties. After Council passes the motion to apply the rebate it will then be automatically applied to the residential *improved* assessed taxable property.

**Year Two (2023)**

After calculating the current year (2023) tax levies Administration will calculate the amount of the rebate of municipal taxes resulting from the minimum tax levy being applied on all residential *improved* taxable properties.

The amount of the rebate will be calculated as follows:

Minimum tax levy - \$500.00 = amount of rebate (if the minimum tax levy is less than \$500.00 there will be no rebate applied to the property)

Administration will prepare a Request for Decision, for Council to pass a motion to apply the rebate to the affected qualifying properties. After Council passes the motion to apply the rebate it will then be automatically applied to the residential *improved* assessed taxable property.

**Year Three (2024)**

After calculating the current year (2024) tax levies Administration will calculate the amount of the rebate of municipal taxes resulting from the minimum tax levy being applied on all residential *improved* taxable properties.

The amount of the rebate will be calculated as follows:

Minimum tax levy - \$750.00 = amount of rebate (if the minimum tax levy is less than \$750.00 there will be no rebate applied to the property)

Administration will prepare a Request for Decision, for Council to pass a motion to apply the rebate to the affected qualifying properties. After Council passes the motion to apply the rebate it will then be automatically applied to the residential *improved* assessed taxable property.

**Year Four (2025 onwards)**

From year four onwards there will be no rebate applied to the property.



**Town of Calmar**

Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	May 02, 2022
Originated By:	CDC Thomas
Title:	Summer Camp "Getaway" 2022 Fees
Approved By:	Acting CAO Anderson
Agenda Item Number:	8 A

**BACKGROUND/PROPOSAL:**

Administration in response to community interest in expanded programming and services for children and youth has taken steps to grow the existing summer day camp into a full day / full week program. This is in alignment with the Recreation Master Plan Priority C. to "Expand and Enhance Programming for All Ages" this may be accomplished by engaging action item 1.C.1. to "Develop recreation and culture program plans and enhance programming for a wide variety of interests and ages."

With this in mind the current fees reflect a half day / 3-day week program and would not be appropriate for the expanded program.

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

Previous years fees were as follows:

- Program Registration Fee of **\$25 per week** and field trips are **\$30** for the full day for Calmar and Leduc County residents and **\$50/\$60** for other residents.
- Register for the entire program & field trips for just **\$250** (save \$80) for Calmar and Leduc County residents and **\$500** for other residents (save \$110).

The proposed new program Registration fees would be as follows:

- **\$100** per week for Calmar and Leduc County residents or **\$150** for non-residents.
- Register for the entire program & field trips for just **\$550** (save \$50) for Calmar and Leduc County residents and **\$850** for non-residents (save \$50).

The new fees would break down as follows:

- \$20.00 / \$19.00 per day for local participants
- \$30.00 / \$29.00 per day for nonlocal participants

These fees contribute to the following expenses:

- Getaway staff wages
- Field trip fees
- T-shirts
- Snacks/beverages



**Option 1** – Council pass a motion to approve the Calmar Summer Getaway fees as presented.

**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 Summer Getaway fees as amended.

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

NA

**RECOMMENDED ACTION:**

Council pass a motion to approve the Calmar Summer Getaway fees as presented.



**Town of Calmar**

Request for Decision (RFD)

Meeting:	Regular Meeting of Council
Meeting Date:	May 02, 2022
Originated By:	Acting CAO Anderson
Title:	Appointment of Regional ARB Officials
Approved By:	Acting CAO Anderson
Agenda Item Number:	8 B

**BACKGROUND/PROPOSAL:**

On April 19<sup>th</sup>, 2022 Council passed a resolution to join Capital Region Assessment Services Commission (CRASC) to provide Assessment Review Board (ARB) services to the Town of Calmar.

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

CRASC requires the Town to appoint by resolution the following as our ARB officials for 2022.

- ARB Chairman - Raymond Ralph
- Certified ARB Clerk - Gerryl Amarin
- Certified Panelists - Darlene Chartrand  
Tina Groszko  
Stewart Hennig  
Richard Knowles  
Raymond Ralph

These are the panelists that will hear any complaints that result in an ARB hearing.

**Option 1** – Council pass a motion to appoint the following as the Town of Calmar ARB officials for 2022:

- ARB Chairman - Raymond Ralph
- Certified ARB Clerk - Gerryl Amarin
- Certified Panelists - Darlene Chartrand  
Tina Groszko  
Stewart Hennig



Richard Knowles  
Raymond Ralph

**Option 2** – Council pass a motion to refer this back to administration for further information.

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

n/a

**RECOMMENDED ACTION:**

Council pass a motion to appoint the following as the Town of Calmar ARB officials for 2022:

ARB Chairman -	Raymond Ralph
Certified ARB Clerk -	Gerryl Amorin
Certified Panelists -	Darlene Chartrand Tina Groszko Stewart Hennig Richard Knowles Raymond Ralph



**Town of Calmar**

Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	
Originated By:	CDC Thomas
Title:	Treaty Six Land Acknowledgement
Approved By:	Acting CAO Anderson
Agenda Item Number:	8 C

**BACKGROUND/PROPOSAL:**

Administration in response to Council direction to increase organisational Indigenous awareness has partnered with Creating Hope Society, Leduc Family Resource Network, and the Calmar Public Library to organize Calmar’s first Treaty Six Land Acknowledgement Ceremony.

Administration would like to include the Treaty Six flag raising as part of the Land Acknowledgement Ceremony Scheduled for May 18<sup>th</sup> 2022. This would include a flag raising at the park on Main Street and relocation of the flag to the council chambers following the outdoor ceremony. This aligns with council commitments to regional collaboration, inclusive service delivery, and indigenous awareness.

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

**Option 1** – Council pass a motion to include the raising of the Treaty Six flag during the May 18<sup>th</sup> Land Acknowledgement ceremony.

**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 include the raising of the Treaty Six flag during the May 18<sup>th</sup> Land Acknowledgement ceremony as amended.

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

Indigenous Awareness Event expenses as approved in the 2022 budget

- Elder honorarium - \$200
- Drummer/Performer Honorariums - \$350
- Flag - \$150.00

**RECOMMENDED ACTION:**

Council pass a motion to include the raising of the Treaty Six flag during the May 18<sup>th</sup> Land Acknowledgement ceremony.



## Mayor Sean Carnahan

### Council Report April 2022

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

**April 5<sup>th</sup>** – Interview preparation with council. Drafted and organized interview questions for recruitment of new CAO for Calmar.

**April 6<sup>th</sup>, 10<sup>th</sup> & 12<sup>th</sup>** – Completed interviews with 7 candidates for the position of CAO for the town of Calmar. Each interview session was 90 minutes in length with 30 minutes post interview to discuss notes between councilors.

**April 9<sup>th</sup>** – Special meeting of Council – budget meeting 5 of 6 – review of consolidated 2022-2025 budget for Town of Calmar. Council worked through tough decision during this session to make our budget work, while trying to maintain as low of a tax increase as we could possibly maintain. With rising operating costs related to fuel price increase and supply chain issues in the global market place it, funding of debt payments and depreciation of our current town infrastructure it was impossible to avoid some sort of increase.

**April 10<sup>th</sup>** – Met with volunteers from the community to assemble the first of a number of picnic table gazebos which will be designated as adult friendly tables and placed in parks within the town of Calmar. The adult friendly tables will be our identification of areas in parks where Alberta gaming and liquor and the town will allow responsible liquor consumption. All liquor and highway traffic rules must be followed or fines can and will be issued.

**April 11<sup>th</sup>** – Special meeting of Council – Budget Session 6 of 6 – continued review of consolidated budget with final adjustments as suggested by council. Reviewed special tax bylaw – this special tax bylaw is designated to start the process of setting aside funds to replace out town infrastructure in the way of roads, sewer, water and other aging infrastructure as there are currently no funds being set aside each year, however the assets are depreciation by ~\$1.0M per year. Mill rate bylaw was reviewed and provide back to administration for addition to next regular council meeting.

**April 13<sup>th</sup>** – attended Calmar Recreation board meeting. Continued planning for the Calmar days ball tournament and Cabaret with proceeds from both events being tagged for future Calmar Outdoor Recreation Grounds expansion and upgrade. Reviewed the ball diamond and expansion plan drawings and rec board agreed on a concept drawing to present to council for approval and planning.

**April 21<sup>st</sup>** – Attended Edmonton Regional Waste Advisor Commission - selected new commission chair and vice chair. Round table introduction of all members of the commission in attendance. Updates from all communities on waste initiatives and environmental concerns.

**April 21<sup>st</sup>** – Attended Capital Region Southwest Water Services Commission annual general meeting. Leduc Regional Housing Foundation board meeting where the 2021 annual report was presented to all in attendance. It was a good 2021 for the commission. MNP LLP presented the 2021 annual audited financial statements were accepted as presented by commission board. Guest speaker Doug Griffiths of 13 ways inc. presented 5 sections of his book 13 ways to kill your community. It was an excellent presentation on how by not doing some things in your community you will watch your community struggle and eventually die.

**April 23<sup>rd</sup>** – Attended Leduc Regional Housing foundation board of directors retreat and strategic planning session. Retreat was geared to building a strong understanding of how a board works through governance and policy. It focused on how each board member thinks and works differently with each other. It was a great team building event. The strategic plan portion was geared to reviewing all of the foundations owned and managed properties with an emphasis on how to handle the potential GoA downloading of government funded buildings to housing foundations or the private sectors as the government moves out of the business of owning properties. There is lots of work to do around a plan to maintain affordable safe housing to all residents.

**April 26<sup>th</sup>** – Special council meeting – council met to continue with the recruitment of a new CAO for the Town.

**April 27<sup>th</sup>** – Attended Leduc regional leadership forum with the mayors from Leduc, Leduc County, Beaumont, Devon, Thorsby and Warburg. Round table discussion about events in each community, what is new, any challenges each community is facing. Discussed working together as region and sharing and helping each other when help is required.

**April 29<sup>th</sup>** – Attended Calmar Volunteer Celebration where recognition was given to all members of the community and region for the endless volunteer hours that everyone continues to contribute to ensure our community enjoys a number of events and opportunities, such as communities in bloom, dance, various sports, social support programs, and all other types of volunteers. Without these volunteers our communities would not have many of the programs that we do have. We thank all of you.

## Krista Gardner Councillor Report

### April 2022

#### April 3<sup>rd</sup>- Recruitment Meeting

Mayor Carnahan and I met to discuss Council's upcoming interview process and proposed questions to ask candidates.

#### April 4<sup>th</sup>- Regular Meeting of Council

#### April 5<sup>th</sup>- Workshop- Council Interview Review and Practice

#### April 6<sup>th</sup>, 10<sup>th</sup>, 12<sup>th</sup>, and 18<sup>th</sup>- CAO Candidate Interviews

#### April 9<sup>th</sup>- Special Council Meeting

Council and Administration met to discuss the 2022 consolidated operating budget. Further review is required, and the consolidated budget will be tabled to the Special Council Meeting on April 11<sup>th</sup> for more discussion.

#### April 11<sup>th</sup>- Special Council Meeting

In place of our usual Committee of the Whole Meeting, Council held a Special Council Meeting for the presentation of the 2022 Capital Budget as well as the further review of the Operating Budget. Highlights from the Capital Budget for 2022 include resurfacing of 52<sup>nd</sup> St South of 50<sup>th</sup> Ave- a long awaited project!

#### April 19<sup>th</sup>- Regular Council Meeting

#### April 20<sup>th</sup>- Communities in Bloom Meeting

CIB is beginning to thaw out from the winter and kick it into high gear as spring approaches! Our annual lease of the Seniors former bus garage was resigned and paid, allowing us a space to receive plants when they arrive from Golden Greenhouse. President Speed paid a visit to the greenhouse and is pleased to report that the flowers look great already and will be arriving at the end of May. Calmar's CIB Society has registered as a Friend of Communities in Bloom for the 2022 season. We plan to review in the Fall and prepare for competing next summer. Updated banking signatures and financial statements are being prepared. CIB discussed the request from our Rural Mental Health Animators to participate however we are able in the Communal Garden being planned in 2022 and would like to meet with Ms. Spurgeon to determine specific ways we can assist. CIB then approved the purchase of tickets for our volunteers and board members to attend the Town's Volunteer Appreciation Gala. We are looking forward to some camaraderie with other local groups!

## Krista Gardner Councillor Report

### April 2022

April 21<sup>st</sup> - Capital Region Southwest Water Services Commission Annual General Meeting

The Board and invited guests attended the AGM at the Leduc Golf Club. Special thanks given to Mayor Carnahan and MLA Mark Smith for attending along with many others. The Board approved the 2021 Annual Report as presented with the inclusion of the 2021 Financial Statement once approved. Copies will be sent out to Members shortly. The Board then received a presentation from Chris Cholak, Partner, MNP regarding the 2021 Audit and Financial Statement. The Commission remains in a strong financial position and continues to plan for future requirements. The Board then approved the Audited Financial Statement for 2021. Official documents are available at [www.crsWSC.ca](http://www.crsWSC.ca), if members of the public are interested in learning more. Guests then heard a shortened version of former MLA Doug Griffiths "13 Ways to Kill a Community" presentation. As always, it was a pleasure to hear Doug speak.

April 26<sup>th</sup>- Special Council Meeting

Council held a Special Meeting to address a closed session Personnel item.

## **Council Report**

**Don Faulkner**

May 2, 2022

Apr. 4/22, Regular Council Meeting.

- Refer to Calmar Web Site for agenda and approved minutes.

Apr. 5/22, CAO Interview Prep Workshop.

- Reviewed questions for candidates, general conversation about the process.

Apr. 6/22, First 2 CAO Interviews

Apr. 9/22, Consolidated Operating Budget Meeting.

- Our first look at the Consolidated Operating Budget, unable to finish and will look at again when reviewing the Capital Budget.

Apr. 10/22, Adult Friendly Park Picnic Table Assembly.

Apr. 10/22, Additional CAO Interviews.

Apr. 11/22, Special Council Meeting, Final Budget Meeting.

- Finished Consolidated Operating Budget and moved onto and completed Capital Budget.

Apr. 12/22, Finished off first round of CAO Interviews.

Apr. 18/22, Second round of CAO Interviews.

Apr. 19/22, Regular Council Meeting.

- Refer to Calmar Web Site for agenda and approved minutes.

Apr. 20/22, Leduc & District Regional Waste Management Commission Board Meeting.

- Managers, Operators and Financial Reports refer to correspondence for agenda and minutes of the LDRWMC.

Business Arising out of the minutes

- Strategic Planning, budget set at \$\$25,000 and date set for June 24<sup>th</sup>.
- Cost of Shredder/Baler vs Alternatives, discussion about the viability of this program, but since we are already into it, we'll let it continue, besides it seems to be the only way to deal with our "bird" attraction material in an area that can't have any.

- Land Transfer Update, members were reminded that they need to get their councils to pass this item and send it back to the Commission. At this point Calmar is the only member to do so, way to go Administration.
- Edmonton Metropolitan Regional Board, Solid Waste Regional Collaborative. This is an interesting program, as we (Calmar) are not members. There are also issues with the phrasing of how the Commission is to be engaged in the process and how information is to flow back to us. Clarification has been requested. For more information refer to the agenda and minutes in the correspondence.

#### New Business

- LDRWMC – Landfill Cards & Transfer Station Cards, ongoing issue with county residents due to their “Transfer Stations”, looking at solutions.

#### Apr. 21/22, Capital Region Southwest Water Service Commission AGM.

- Attended with Mayor Carnahan and Councillor Gardner.
- Happy to report Commission is doing well, full report can be found at [crswsc.ca](http://crswsc.ca).
- Doug Griffiths was our special guest speaker and had a very interesting chat regarding his 13 Ways topic.

#### Apr. 26/22, Special Council Meeting.

- Close session Review of Contract for New CAO position.

#### Apr. 27/22, 39/20 Alliance Meeting in Calmar.

- The Chair, Dwayne Mayr, sent out a collection of documents regarding the by-laws and strategic plans. The general thoughts were that we all go over them and come prepared to make comments on them at the next meeting. Pretty tall order because we need to be working on the budget as well. We will learn to focus our efforts on smaller more doable tasks.
- One of our priorities is to have a staff member that can do the minutes and agendas monthly, freeing all our members to focus on the meeting. There was some discussion on starting at about 20 hours a month at about \$20/hr. and that was felt to be something that we could afford. The conversation grew into someone to do our web site and social media, but that was felt something that we can evolve as we go.
- Next meeting, we will be discussing the budget (something that will incorporate the staff position) and our by-laws (which will set the stage for our examination of the strategic plan).
- Some discussion on the Promotional Video and how we will include Thorsby in this project and the dollars that may be needed to expand the scope.

- Looking to update our directory on our website but some communities need to develop a more complete list. This could be another project for a part time staff member to work on.
- CPO Leggio made a presentation to the group regarding our cameras in town and it was well received. Discussion on having him come out to the various communities to present to their councils. I have no problems with sharing success and helping our neighbours, but having Mr. Leggio travel out there, give a presentation and return will take his time which we pay for, council should have a discussion to see if we want to absorb this cost or find a way to bill this out to them. I'm ok with giving a couple of one offs, but we should be aware of this.
- We shared some information about what is happening in our communities, and we informed them that we will be bringing in a new CAO but couldn't comment any further as we wanted to tell the rest of the staff first. We also talked about our "Adult" friendly parks and there seemed to be interest in that.
- Carey can fill in the blanks regarding what I have missed.

Apr. 29/22, Paid Staff Meeting

- An opportunity for Council to chat with staff regarding new CAO appointment.

Apr. 29/22, National Volunteer Week Gala.

## Carey Benson Councilor Report April 2022

### April. 4<sup>th</sup> 2022 Regular Council Meeting

- Market on Main Council Attendance
- Cheque presentation from No Where to Run
- Leduc Food Bank presentation. Presenters said that Demand has gone up over the pandemic for food and programs offered by the food bank

### April 6<sup>th</sup>, 2022 CAO Interviews

- Conducted interviews with candidates for the position of Town of Calmar CAO

### April 9<sup>th</sup>, 2022 Special Council Meeting- Consolidated Operating Budget meeting

- Discussion and Review of the Town's Operating Budget for 2022

### April 10<sup>th</sup>, 2022 CAO Interviews

- Conducted interviews with candidates for the position of Town of Calmar CAO

### April 11<sup>th</sup>, 2022 Special Meeting of Council

- Capital Budget Meeting

### April 12<sup>th</sup>, 2022 CAO Interviews

- Conducted interviews with candidates for the position of Town of Calmar CAO

### April 18<sup>th</sup>, 2022, CAO Interviews

- Conducted interviews with candidates for the position of Town of Calmar CAO

### April 19<sup>th</sup>, 2022 Regular Meeting of Council

- Special Taxation/ Mill Rate Bylaw discussion and review
- Budget 2022-2025 passed all three readings
- Closed Session

### April 20<sup>th</sup>, 2022 Leduc District and Regional Waste Management Meeting

- Strategic Planning
- Cost of Shredder/Baler
- Land Transfer Update
- Gull Program



### April 23<sup>rd</sup>, 2022 Library Board Training

- Learnt about what the Library Board is responsible for and the role that towns/cities have with their library's.
- We learnt where the library gets its funds from

### April 26<sup>th</sup>, 2022 Special Meeting of Council

- Closed Session

### April 27<sup>th</sup>, 2022 39/20 Alliance Meeting

- Reviewed Strategic Plans
- Discussion on hiring a Scribe/Media person
- Presentation from Officer Leggio on Calmar's Cameras

### April 28<sup>th</sup> Library Board Meeting

- Discussions on Circulation of materials, what numbers are looking like for Program attendance
- Plan of service Review
- Invitation to participate in the Calmar Days Parade
- Calmar Public Library 2021 in Review

### April 29<sup>th</sup>, 2022 Staff Meeting and Volunteer Celebration

- Staff meeting with everyone in council chambers to introduce the new CAO
- Attending the Volunteer Celebration event at the Calmar Royal Canadian Legion

## Council Report April 2022

### Counciller Jaime McKeag Reber

April was a busy month with a lot of time dedicated to narrowing down our search for the Chief of Administration Officer for the Town of Calmar. We spent many days going through resumes, narrowing down our top candidates and interviewing them.

Just as exciting, we finished our budget process and were able to vote on the Consolidated Budget.

On April 13 I attended the Recreational Board committee meeting, and I am looking forward to all the fun planned for Calmar Days this year and the opportunity to use funds from the beer gardens and the evening events to help make a dent towards the potential plans for the Calmar Outdoor Recreation Grounds Park, or as I like to refer to it: CORGI Park.

After going through many different plans and ideas for this park, the Rec Board plans to present to council in the near future for feedback followed by announcing to the public for further feedback. After what seems like many years of talk of plans for this chunk of land, it is exhilarating to know that we are one step closer to finalizing a great plan that I think our town will be proud of.

I had the opportunity on April 14 to attend the Youth Council meeting as Cllr Carey Benson was unable too. I see such potential for this program and hope too see some traction from them soon.

The Library board submitted their year in review and I was impressed to see the number of people who utilize our library this past year. The Library has also finished up their 2016-2021 service plan and it was awesome to see that even in covid they were able to knock their goals out of the park and have an increase of service by over 50%. 2022 will be a great year for them. With the inability to provide the Library board with the requested funding, and with some changes to their budget, I have recommended that the Library Board and Council meet in a workshop to go over the plans of service, and previous understandings to build a healthier foundation with improved understanding and relationships to better serve the community of Calmar going forward.



# Getting to Know Your Grief

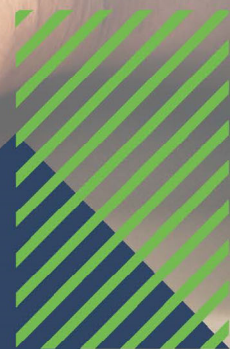
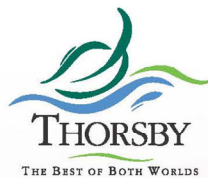
## Online support group

Have you experienced the loss of a loved one? Join us for a free online grief support group where you will learn about the nature of the grief process, emotion and healing. Build an online community of individuals experiencing similar challenges, gain practical strategies for navigating grief and emerge with a clearer direction for moving forward. This will be a safe space to support one another by honouring our emotions and sharing our stories.

In partnership with Karunia Counselling, sessions will be facilitated by a Registered Psychologist and a Registered Social Worker.

*This program is open to residents of Calmar, Thorsby, Warburg, New Sarepta, Leduc County, Devon and the County of Wetaskiwin.*

- ▶ **Dates:** Mondays, April 25, May 2, 9, 16, 30, June 6, 13 and 27
- ▶ **Time:** 7 to 8:30 p.m.
- ▶ **Location:** online program
- ▶ **Technology needed:** participants will require internet access by computer, laptop or smartphone.
- ▶ **Register:** please register by contacting Eugena at **780-955-6421** or **eugena@leduc-county.com**.





# How can you identify abuse and help older adults at risk?

## IT'S NOT RIGHT PRESENTATIONS

*Presented by Sheryl Krill*

Leduc County Family and Community Support Services (FCSS), the County of Wetaskiwin FCSS and AEAAC are hosting **two online presentations** — one for professionals and one for the general public — on how the little things that YOU do can make a BIG DIFFERENCE in recognizing warning signs of abuse and neglect, how to respond safely and where to find help.



### PRESENTATION FOR PROFESSIONALS

- ▶ **Date:** Tuesday, June 14
- ▶ **Time:** 2 to 4:15 p.m.
- ▶ **Location:** online via Zoom
- ▶ **Technology needed:** internet access by computer, laptop, tablet, or smartphone
- ▶ **Register:** online at [www.leduc-county.com/its-not-right-presentation-for-professionals](http://www.leduc-county.com/its-not-right-presentation-for-professionals)

### PRESENTATION FOR THE GENERAL PUBLIC

- ▶ **Date:** Thursday, June 16
- ▶ **Time:** 2 to 3:30 p.m.
- ▶ **Location:** online via Zoom
- ▶ **Technology needed:** internet access by computer, laptop, tablet, or smartphone
- ▶ **Register:** online at [www.leduc-county.com/its-not-right-presentation-for-public](http://www.leduc-county.com/its-not-right-presentation-for-public)

For more information, contact Carla with Leduc County at **780-955-4554** or [carla@leduc-county.com](mailto:carla@leduc-county.com) or Erin with the County of Wetaskiwin at **780-352-3321 ext. 2292** or [eballhorn@county10.ca](mailto:eballhorn@county10.ca).





**Family Resource Network**  
leduc-county.com  
780-979-2385 | frn@leduc-county.com

# AGES AND STAGES DEVELOPMENTAL CHECK IN

## *Online*

Have you ever wondered about your child’s development? The Ages and Stages Questionnaire provides a fast and helpful look at how your child is doing in important areas like communication, social skills, motor skills and problem solving skills. Screening can identify your child’s strengths, uncover new milestones to celebrate and reveal any areas where your child may need support. It helps you understand your child’s development and know what to look for next.

The ASQ and ASQ:SE questionnaires are designed to help you monitor your child’s development at regular intervals from 2 months to 5 years of age. To access these questionnaires, go to our website below.

[www.leduc-county.com/en/living-here/early-learning-and-care.aspx](http://www.leduc-county.com/en/living-here/early-learning-and-care.aspx)

For more information, please call 780-979-2385 or email [frn@leduc-county.com](mailto:frn@leduc-county.com).





# Leduc County Family Resource Network

## Spring program schedule

Leduc County Family Resource Network (FRN) is hosting a number of programs this spring. Programs are designed to enhance child and youth development, increase caregiver capacity and support socialization. Programs are open to all Albertans.

### Programs for parents and children

**Riding the emotional wave with your child**  
(online program)

- ▶ Wednesdays, March 2 to 23

**Family fun night with FRN** (online program)

- ▶ Wednesday, April 13

**Home Alone: parent and child** (online program)

- ▶ Wednesday, May 11

### Programs for parents

**Circle of Security** (online program)

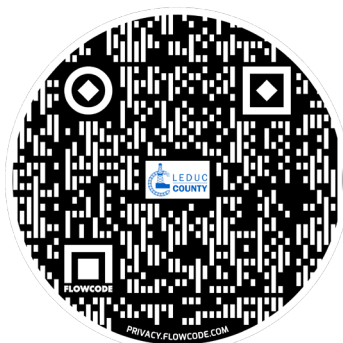
- ▶ Wednesdays, March 2 to April 13

### Programs for new parents

**Swaddled in Support** (online program)

- ▶ Thursdays, April 14 to May 12

Learn more at [www.leduc-county.com/FRN-spring-programs](http://www.leduc-county.com/FRN-spring-programs)





# Leduc County Family Resource Network

## Time-in bags

Are you looking for an opportunity to pause and enjoy some family time that doesn't include screens? Leduc County Family Resource Network (FRN) can help with that!

In March, April and May, you can register for and pick up a **“time-in bag”** that is filled with activities and ideas that will add fun, encourage creativity and help you connect to your child and family.

Different bags are available for different age groups, including 2 to 6 years, 7 to 13 years and 14 to 17 years.

### Register now

There are a limited number of bags available each month, so you must call ahead to pre-register.

To register, contact Leduc County FRN at **780-979-2385** or email **frn@leduc-county.com**. Bags will be available for pick up at the locations listed below.

### MARCH time-in bags pick up locations

- ▶ New Sarepta Library (5150 Centre St., New Sarepta, AB)
- ▶ Warburg Library (5212 50 Ave., Warburg, AB)

### APRIL time-in bags pick up location

- ▶ Calmar Library (4705 50 Ave., Calmar, AB)

### MAY time-in bags pick up location

- ▶ Thorsby Library (4720 48 Ave., Thorsby, AB)

Learn more at [www.leduc-county.com/time-in-bags](http://www.leduc-county.com/time-in-bags)





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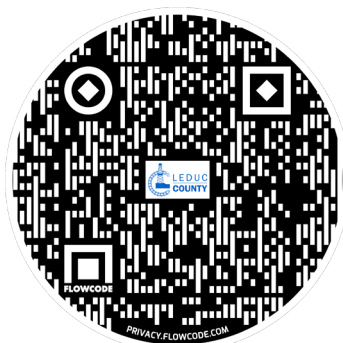
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# Town of Calmar



It may not always be obvious, but we're working in your community every day. We believe in having a positive impact where we live and work. We're Alberta-proud and we operate across the province in 240 communities with a team of over 1,100 Albertans. Having area offices throughout Alberta with employees living and working in the surrounding area allows us to improve reliability and be more responsive in your community.

**Our community investment program is based on the guiding principle that our organization's success depends on the well-being of the communities in which we operate, and where our employees live and work.** Our employees take pride in not only delivering an essential service that is both safe and reliable, but also in how our company gives back in meaningful ways that benefit our customers. We strive to be good neighbors and we are committed to creating positive change where we live and work.

**In Calmar, some of our partnerships and activities include:**

- Annual community food bank donations - providing food to those in need.
- Being an active member of the area Chamber of Commerce - to stay closely connected to what matters to the business community.



**Primary Causes of Interruptions:**

**Adverse Environment** - equipment being subjected to abnormal environment i.e., salt spray, industrial contamination, humidity, corrosion, vibration, fire, or flooding.

**Adverse Weather** - from rain, ice storms, snow, winds, extreme ambient temperatures, freezing fog, or frost and other extreme conditions.

**Equipment Failure** - equipment failures due to deterioration from age, incorrect maintenance, or imminent failures detected by maintenance. Does not include outages where equipment failed but the root cause was another primary cause. E.g., transformer fail due to lightning.

**Foreign Interference** - beyond the control of the utility such as birds, animals, vehicle, dig-ins, vandalism/sabotage, and other foreign objects.

**Human Element** - interface of the utility staff with the system such as incorrect records, incorrect use of equipment, incorrect construction or installation, incorrect protection settings, switching errors, commissioning errors, deliberate damage, or sabotage by employees/contractors.

FortisAlberta's PLT strategic locations ensure outage time is minimal ensuring your constituents are up and running quicker

**Lightning** - lightning striking the Distribution System, resulting in an insulation breakdown and/or flashovers.

**Loss of Supply** - problems in the bulk electricity supply system such as under-frequency load shedding, transmission system transients, or system frequency excursions. During a rotating load shedding cycle, the duration is the total outage time until normal operating conditions resume, while the number of customers affected is the average number of customers interrupted per rotating cycle.

**Prearranged Outage** - disconnection at a selected time for the purpose of construction or preventive maintenance.

**Tree Contacts** - trees or tree limbs contacting energized circuits.

**Unknown**- no apparent cause or reason which could have contributed to the outage.



**Linear Tax by Rate Class** – the A-1 Municipal Assessment Rider is the collection of taxes assessed to FortisAlberta by each municipality for its distribution facilities (poles, wires, and transformers) within their boundaries, which is administered in accordance with the Municipal Government Act. FortisAlberta's distribution facilities are classified as "regulated property" within the Alberta taxation model and fall into the "linear property" category. The A-1 Municipal Assessment Rider is commonly referred to as "linear taxes". **The linear taxes are determined by a taxation authority working on behalf of the municipality.**

**Linear Taxes** (why was there a fluctuation in revenues)? See calculation information below:

Basically, it's based on the info provided regarding tax and revenue amounts. Tax and revenue amounts had varied from year to year and may involve under- or over-collection from the previous year.

#### **Calculation**

The A-1 Municipal Assessment Rider is calculated annually based on updated tax and revenue amounts. Any under- or over-collection from the previous year would be included as an adjustment to the current year's calculation. This rider is calculated as a percentage of the distribution component of the tariff.



Cable rejuvenation is no longer maintained by feeder it is now by service point.

**Line Patrols** - The distribution system is patrolled at least once annually. The intent of the patrol is to look for obvious or potential problems (e.g., broken insulator, lightning damage).

**Detailed Line Patrols** - detailed line patrols are conducted, on each feeder, once every seven years. Deficiencies are prioritized: High priority is fixed immediately; Medium priority is completed within two to six months; and Low priority is completed the following year.

**Pole Testing** - pole testing is conducted once every seven years, on each feeder, in conjunction with the detailed line patrol. Wood poles with streetlights are included in the feeder pole test program.

Poles that are fifteen years old, and older, receive a three-hole drill test to check for decay. Poles are also assessed for stubbing and replacement based on decay and/or damage.

All grounding replacement work that is identified is completed in the following year.

Pole replacement, stubbing, and external treatment work is normally completed in the year following the pole test.

**Ground Testing** - resistance testing of distribution system grounds is conducted on a sampling basis, in conjunction with the pole test. All grounding replacement work that is identified is completed in the following year.

**Vegetation Management** – a vegetation management program is conducted, on each feeder, on a three-year cycle. Emergency trimming takes place annually, where required.

Consenters perform the patrol and obtain landowner permission where vegetation management is required. The brushing crew completes the work within the same year as the patrol.

**Repainting** – once identified/reported, facilities such as steel streetlight poles, pad mount transformers, and pedestals that require periodic repainting are normally completed with the year identified/reported (weather permitting).

***\*Please note that the forecasted maintenance for 2021 may change – it is a forecast only.***

Nicole Smith

780-544-3307

[nicole.smith@fortisalberta.com](mailto:nicole.smith@fortisalberta.com)

[FortisAlberta Website](#)

[Indigenous Engagement](#)

[Power Outage Alerts | FortisAlberta](#)

[Outage Map](#)

[Facility Map](#)

[Street Light Repair Map](#)

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# BOARD HIGHLIGHTS

April 20, 2022



## COVID-19 UPDATE



Associate Superintendent Monty presented an update on COVID-19 in BGSD schools. Staff absence rates have continued to fluctuate over time, with absences occurring for a variety of reasons not solely centered on COVID-19 related illness. BGSD will continue to follow public health guidelines and monitor staff absences.

## BEAUMONT SCHOOL UTILIZATION REVIEW UPDATE

Associate Superintendent Dargis presented the final recommendations for the City of Beaumont school utilization review. Due to the consistent growth experienced by the City of Beaumont over the last 17 years, reviewing attendance boundaries and school utilization rates on a regular basis (Board Policy 15) ensures effective resource management. The recommendation addresses the utilization concerns and strikes a balance in maintaining the viability of the programs associated with the three impacted Beaumont schools of École J.E. Lapointe School (ÉJELS), École Bellevue School (ÉBS) and École Champs Vallée School (ÉCVS).

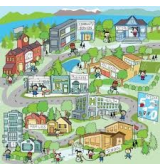


ÉJELS Principal Marla Tonita, ÉCVS Principal Patrick Gamache Hutchison, and ÉBS Principal Jennifer El-Khatib provided insights into how the changes and transitions of students would be managed by their respective schools to best minimize disruptions to students and families.

The Board approved redirecting the École Bellevue School graduating Grade 6 French Immersion students from École Champs Vallée School to École J. E. Lapointe School effective the commencement of the 2022-2023 school year.

The Board approved redirecting students from the subdivision of Royal Oaks, Lukas Estates and Diamond Estates from École Champs Vallée School to École Bellevue School for Kindergarten to Grade 6.

The Board approved the following transition plan: To achieve the recommendation associated with the Royal Oaks, Lukas Estates, and Diamond Estates subdivisions, and to limit disruptions to student learning, the initial transition will be Kindergarten to Grade 4 students from Royal Oaks, Lukas Estates, and Diamond Estates to be redirected to École Bellevue School effective the commencement of the 2022-2023 school year.



The Board approved associating the initial neighbourhood phases of the ELAN development with École Bellevue School for Kindergarten to Grade 6.

## OUT OF PROVINCE TRAVEL

Administrative Procedure 260 – Student Excursions explains the process BGSD follows in organizing and approving student excursions. Appendix A – Student Excursions Approving Authorities establishes the designated approving authority for student excursions dependent on the duration and location of the excursion.

In June 2020, the Board of Trustees passed a motion to cancel all international and domestic student excursions that required Board approval due to the COVID-19 pandemic. The Board of Trustees will discuss reopening international and domestic student excursions at the June 2022 Committee of the Whole, with a final decision to be presented at the June 2022 Regular Board meeting.





## BOUNDARY CHANGES FOR CORINTHIA/CALEDONIA PARK

Associate Superintendent Dargis explained that the Southfork neighbourhood, located in the South East section of Leduc, will soon grant residents occupancy for Phase 11 of the development. The Southfork neighbourhood is currently within the Caledonia Park School (CPS) K-9 English attendance boundary and the École Corinthia Park School (ECPS) K-6 French Immersion attendance boundary.



CPS is currently operating near a 100% utilization rate, with further residential development expected within the Meadowview and Tribute neighbourhoods. ECPS is presently operating at a 62% utilization rate. Currently, the ECPS attendance boundary includes the neighbourhoods of Corinthia Park and Blackstone for English and French programming as well as the neighbourhood of Woodbend and all the neighbourhoods, including rural residents, east of Highway 2 for French Immersion programming.

CPS will need the capacity to accommodate future development of the neighbourhoods of Meadowview and Tribute, and ECPS can accommodate this boundary change. Bussing to the schools will be available to residents more than 2.4 km away from the designated schools. All residents impacted by this recommendation would qualify for transportation.

The Board approved immediately assigning all future development within the neighbourhood of Southfork, starting with Phase 11, to École Corinthia Park School (K-6) for both English and French Immersion programming.

## GROUNDBREAKING—OHPAHO SECONDARY SCHOOL

Superintendent/CEO Romanchuk advised that the Ministry of Infrastructure will schedule a groundbreaking ceremony at the site of the future Ohpaho Secondary School on May 25, 2022. Planning is underway and more details will follow in the coming month.



## POLICY DEVELOPMENT

The Policy Committee is currently reviewing the following policies:

- ◆ Policy 2 Appendix B—BGSD Board Self-Evaluation Performance Assessment Guide
- ◆ Policy 12—Role of the Superintendent and Appendix—BGSD Superintendent Performance Assessment Guide
- ◆ Policy 15 Appendix—School Reconfiguration



## MLA LUNCH & LEARN

The Board of Trustees hosted MLA Brad Rutherford, MLA Mark Smith and MLA Rick Wilson, Minister of Indigenous Relations for lunch at the April 6, 2022 Committee of the Whole meeting.

The Board considers networking with our MLAs to be an important opportunity for collaboration and extended their thanks to MLAs Rutherford and Smith and Minister Wilson for the chance to connect and strengthen relationships.



## LEDUC CHAMBER OF COMMERCE



Trustees provided a report on their experiences at the Leduc Chamber of Commerce Expo and provided comments regarding their experiences.

Trustees appreciated the opportunity to network and engage with parents, students, businesses and community members to build stronger relationships.

## CELEBRATING SUCCESS

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

