

TOWN OF CALMAR REGULAR COUNCIL MEETING TO BE HELD  
VIRTUALLY ON JULY 18, 2022, COMMENCING  
AT 7:00 PM  
GoToMeeting  
Public Access Code: 211-016-493

AGENDA

<u>CODE</u>	<u>ITEM</u>	<u>SOURCE</u>
	1.	Call to Order
	2.	Adoption of Agenda
	3.	Public Hearings – None
	4.	Delegations – None
	5.	Adoption of Minutes a) Regular Council Meeting – June 20, 2022 b) Special Meeting of Council – June 27, 2022
	6.	Unfinished Business – None
	7.	Bylaws or Policies a) CDC Thomas – RFD – Adult Picnic Tables Policy
	8.	New Business a) CAO Losier RFD – Mental Health & Wellness Day b) CAO Losier – Amendment to Land Use Bylaw – Discussion Only c) DPW Melesko RFD – Sale of Wastewater d) CSM Bryans RFD - Late Payment Penalty Waiver e) Policing in Alberta – Discussion Only
	9.	Financial a) Budget Variance Report
	10.	Department Reports – None
	11.	Council and Committee Reports a) Councillor Gardner b) Councillor Faulkner c) Councillor McKeag
	12.	Action Items – None
	13.	Correspondence a) Millet Harvest Fair Parade b) Devon & District Chamber of Commerce Golf Tournament Aug 19,2022
	14.	Clarification of Agenda Business – (Open mic)
	15.	Closed Session – None
	16.	Adjournment

**REGULAR MEETING OF COUNCIL  
OF THE TOWN OF CALMAR WAS HELD VIRTUALLY  
ON MONDAY JUNE 20, 2022**

Access Code: 211-016-493

1. **CALL TO ORDER:** Mayor Carnahan called the Regular Council Meeting of June 20, 2022, to order at the hour of 7:01 pm.

**PRESENT:** Mayor Carnahan, Councillors Gardner, Faulkner, McKeag Reber, Benson, CAO Losier, DPW Melesko, CSM Bryans, & CDC Thomas

2. **ADOPTION OF AGENDA:**

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

**CARRIED  
R-22-06-0290**

3. **PUBLIC HEARINGS: None**

4. **DELEGATIONS: None**

5. **ADOPTION OF MINUTES:**

- a) **Regular Council Meeting** – June 06, 2022

*Moved by* Councillor Faulkner that the minutes of the Regular Council Meeting of June 06, 2022, are hereby approved as presented.

**CARRIED  
R-22-06-0291**

- b) **Committee of the Whole Meeting** – June 13, 2022

*Moved by* Councillor Gardner that the minutes of the Committee of the Whole Meeting of June 13, 2022, are hereby approved as presented.

**CARRIED  
R-22-06-0292**

6. **UNFINISHED BUSINESS: None**

7. **BYLAWS or POLICIES:**

- a) CDC Thomas RFD – Special Events Licensing Pilot

*Moved by* Councillor McKeag Reber that Council pass a motion to approve Policy #2022-100 - Special Event Permit Policy as amended as a pilot project expiring on September 11, 2022.

**CARRIED  
R-22-06-0293**

- b) CDC Thomas RFD – Fees & Charges Bylaw Amendment, Bylaw #2018-27

*Moved by* Councillor Gardner that the Amended Bylaw #2018-27 – Fees & Charges Bylaw is hereby given first reading as amended.

**CARRIED  
R-22-06-0294**

*Moved by* Councillor Benson that the Amended Bylaw #2018-27 – Fees & Charges Bylaw is hereby given second reading as amended.

**CARRIED  
R-22-06-0295**

**REGULAR MEETING OF COUNCIL  
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*Moved by* Councillor Faulkner that permission is hereby granted for the presentation of Amended Bylaw #2018-27 – Fees & Charges Bylaw, for all three readings at this meeting.

**CARRIED UNANIMOUSLY  
R-22-06-0296**

*Moved by* Councillor McKeag Reber that the Amended Bylaw #2018-27 – Fees & Charges Bylaw is hereby given third reading as amended.

**CARRIED  
R-22-06-0297**

**8. NEW BUSINESS:**

- a) CAO Losier RFD – Newport Manufacturing

*Moved by* Mayor Carnahan that Council pass a motion that for 2022 there will be no reduction in taxes for this property and for Administration to advise the owner of this decision. Furthermore, Council directs Administration to analyze the financial impact for the 2023 budget should a variation of separate taxation subclasses be created for properties within municipal boundaries.

**CARRIED  
R-22-06-0298**

- b) CAO Losier RFD – Thomas Six Tax Reduction

*Moved by* Councillor McKeag Reber that Council pass a motion to cancel 50% of the minimum tax levy for this parcel as it cannot be developed due to its location. Furthermore, Council directs CAO Losier to initiate a land partnership and/or acquisition discussion with the owners for the purpose of creating a municipal reserve (MR) that would become park space.

**CARRIED  
R-22-06-0299**

**Recess @ 8:37  
Reconvene @ 8:48**

- c) DPW Melesko RFD – Snow Removal Bylaw Enforcement Concern

*Moved by* Councillor Gardner that Council pass a motion to decline the request to forgive the second cleaning cost recovery charge and have Administration advise the owner of this decision.

**CARRIED  
R-22-06-0300**

- d) DWP Melesko RFD – Leduc County Land Purchase

*Moved by* Councillor Gardner that Council pass a motion to allow Leduc County to negotiate the purchase of the land (0.05ha) for the purpose of replacement of bridge culvert on Range Road 271.

**CARRIED  
R-22-06-0301**

- e) DPW Melesko RFD – Fortis Franchise Agreement

*Moved by* Councillor Faulkner that Council pass a motion to have Administration renew the Franchise Agreement with Fortis Alberta for the upcoming 5 years.

**CARRIED  
R-22-06-0302**

**REGULAR MEETING OF COUNCIL  
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f) MA Environmental Award – *Addition to Agenda*

*Moved by* Mayor Carnahan that Administration put forward a submission for the solar panel project at the Mike Karbonik Arena.

**CARRIED  
R-22-06-0303**

g) Downtown Banners – *Addition to Agenda*

*Moved by* Councillor Benson that Council directs Administration to order the downtown banners with the sayings and hang them in graduating colours alternating the Town of Calmar logo and the flowers with the sayings and to ensure that the correct sayings are used.

**CARRIED  
R-22-06-0304**

**9. FINANCIAL:**

a) Budget Variance Report

*Moved by* Councillor Faulkner that the budget variance report is hereby accepted as information.

**CARRIED  
R-22-06-0305**

**10. DEPARTMENT REPORTS: None**

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

**12. ACTION ITEM: None**

**13. CORRESPONDENCE:**

- a) Town of High River – Coal Policy for Alberta
- b) Calmar Public Library– April 2022 Board Minutes
- c) Calmar Public Library – What’s Happening May 2022
- d) County of St. Paul – Rising Utility Fees
- e) MA – Local Government Fiscal Framework Survey
- f) Village of Breton – July 1, 2022 Anniversary Invitation to Council and Staff – *Addition to Agenda*
- g) Village of Warburg – Invitation to Attend Heritage Days June 25, 2022 – *Addition to Agenda*
- h) Resident Complaint – Calmar Public Library Funding - *Addition to Agenda*

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

**CARRIED  
R-22-06-0306**

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

CDC Thomas clarified the intentional omission of the Mega Market fees from the Fees & Charges Bylaw.

**15. CLOSED SESSION:**

- a) Personal Privacy - (Pursuant to Section 17(1) of the Freedom of Information and Protection of Privacy Act).

**REGULAR MEETING OF COUNCIL  
OF THE TOWN OF CALMAR WAS HELD VIRTUALLY  
ON MONDAY JUNE 20, 2022**

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*Moved by* Councillor Gardner that the Regular Council Meeting temporarily adjourn, and Council sit in Closed Session at this time being 9:52 pm.

**CARRIED  
R-22-06-0307**

CAO Losier, CSM Bryans and CDC Thomas remained in the meeting for the closed session.

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

**CARRIED  
R-22-06-0308**

*Moved by* Councillor Gardner that Council accepts these proposals as information and proceed with a workshop to be arranged by Administration to further discuss the concepts, direction, and proposals.

**CARRIED  
R-22-06-0309**

**16. ADJOURNMENT:**

The Regular Council Meeting adjourned at 10:13 pm.

These minutes signed this 18<sup>th</sup> day of July 2022.

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

\_\_\_\_\_  
CAO Losier

**SPECIAL MEETING OF COUNCIL TO BE HELD  
VIRTUALLY ON JUNE 27, 2022  
COMMENCING AT 7:00 PM  
GoToMeeting  
Public Access Code: 738-393-413**

1. **CALL TO ORDER:** Mayor Carnahan called the Special Meeting of Council of June 27, 2022, to order at the hour of 7:02 pm.

**PRESENT:** Mayor Carnahan, Councillors Gardner, Faulkner, Benson, McKeag Reber (late arrival at 7:28) and CAO Losier

2. **ADOPTION OF AGENDA:**

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

**CARRIED  
R-22-06-0310**

3. **BYLAW OR POLICIES**

- a) Bylaw #2022-18 – Amendment to Land Use Bylaw – First Reading

*Moved by* Councillor Gardner that Council give first reading to Bylaw #2022-18 Amendment to Land Use Bylaw and subsequently hold a public hearing regarding the amendment.

**CARRIED  
R-22-06-0311**

4. **NEW BUSINESS**

- a) Summer Get-Away – Discussion Only

*Moved by* Councillor Faulkner that Council accepts this as information.

**CARRIED  
R-22-06-0312**

- b) Leduc County Potential for Partnership – Discussion Only

*Moved by* Councillor Benson that Council accepts this as information.

**CARRIED  
R-22-06-0313**

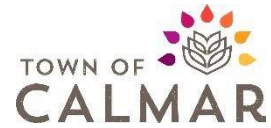
5. **ADJOURNMENT:**

The Special Council Meeting adjourned at 7:30 pm.

These minutes signed this 18<sup>th</sup> day of July 2022.

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

\_\_\_\_\_  
CAO Losier



Town of Calmar

Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	July 18, 2022
Originated By:	CDC Thomas
Title:	Adult Picnic Table Project Policy
Approved By:	CAO Losier
Agenda Item Number:	7 A

BACKGROUND/PROPOSAL:

Administration has amended policy #2022-097 Adult Friendly Parks Policy to include the schedule of park locations as required. Administration has also recommended a revision of the policy to include review terms to ensure accountability for the project.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Administration has recommend the following locations due to the ability to control access, distance from youth focused spaces, and possible best use:

- Centre Park
- Off leash Dog Park
- Main Street Park

Based on the selection of the above indicated parks alcohol consumption would be allowed at any table within these spaces as **outlined in the “Rules for Alcohol Consumption” section in policy #2022-097 pending sign postage.**

Option 1 –

Move to approve the updated policy #2022-097 Adult Friendly Parks Policy.

Option 2 –

Move to refer back to administration for further amendment or review.

COSTS/SOURCE OF FUNDING (if applicable)

NA

RECOMMENDED ACTION:

Council pass a motion to approve the updated policy #2022-097.



## POLICY

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POLICY NO: 2022-097 APPROVAL DATE: March 07, 2022  
TITLE: Adult Friendly Parks Pilot Policy REVISION DATE: July 18, 2022

DEPARTMENT: Council

Mayor: \_\_\_\_\_

C AO: \_\_\_\_\_

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### Policy Statement:

The Town of Calmar recognizes responsible consumption of alcohol in certain municipal parks may be allowed during the pilot project dates of July 01, 2022 to July 01, 2023

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### Reason for Policy:

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This policy provides for the rules governing responsible alcohol consumption in municipally owned parks.

### Definitions:

CAO means the Chief Administrative Officer for the Town of Calmar.

Council means the duly elected municipal Council.

Designated Picnic Area means a location that has been approved by Council resolution and where appropriate signage has been installed.

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### Policy:

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#### Responsibilities:

Council will identify designate picnic areas within the town limits where alcohol may be consumed as **identified in Schedule "A" of this policy.**

Council will establish rules for the consumption of alcohol in designated picnic areas. In accordance with the Alberta Gaming Liquor and Cannabis Act, specifically

- Section 89(2) Despite subsection (1), a person may consume liquor in a public park in a picnic area designated by the owner or operator of the public park during the hours designated by the owner or operator if a sign is posted that
  - o (a) states that a person may consume liquor in the designated picnic area,
  - o (b) sets out the designated picnic area, and
  - o (c) sets out the hours when liquor may be consumed.



The CAO will ensure appropriate signage is erected where directed by Council

#### Rules for Alcohol Consumption:

- Alcohol consumption will be allowed in designated picnic areas between the hours of 11:00 am and 9:00 pm daily.
- Drink in moderation and be a good neighbour.
- Public intoxication is not tolerated.
- Alcohol may only be consumed at tables in designated picnic areas.
- A person must stop consuming liquor in a designated area if a community peace officer believes that they are intoxicated and requests that they stop consuming liquor.
- All provincial legislation must be followed, including gathering limits and physical distancing requirements.
- Garbage and empty drink containers must be disposed of in the containers provided in the designated areas or otherwise removed from the site.

#### Pilot Project Review

Administration policy review will be schedule for July 2023 and project analysis presented to Council for consideration of project extension.

# Schedule "A"

## Designated Adult Friendly Parks

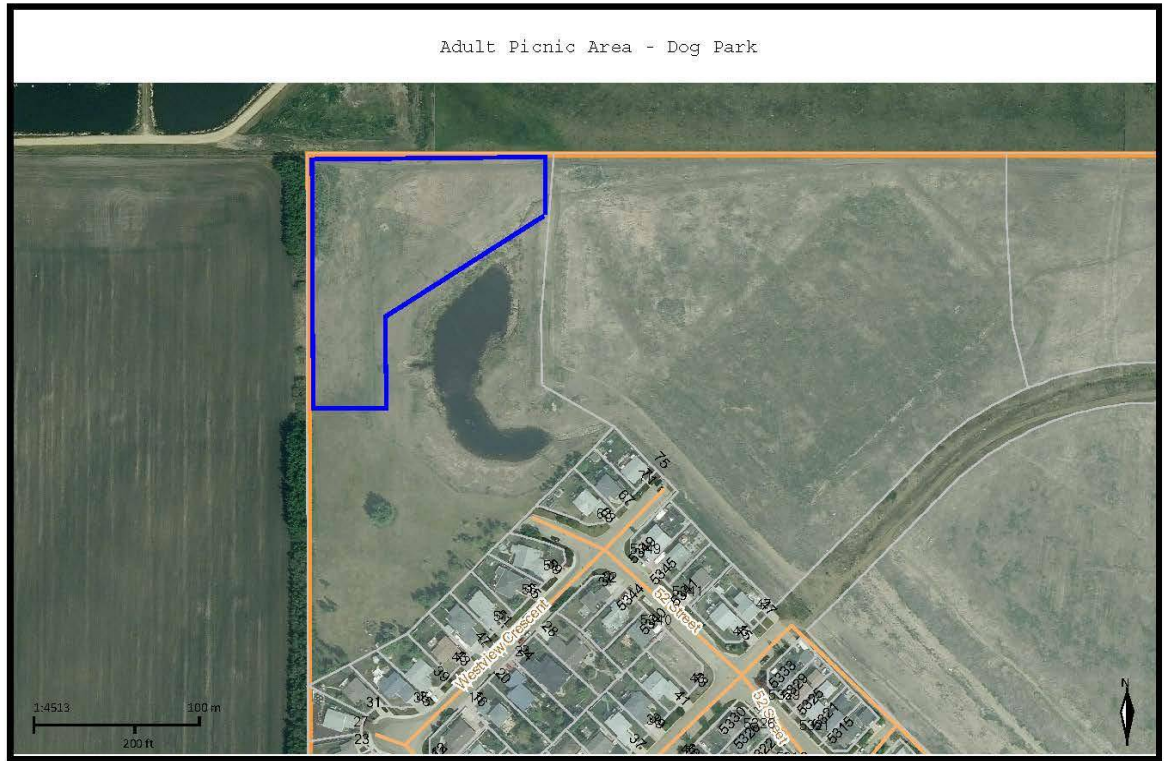
- Centre Park as indicated



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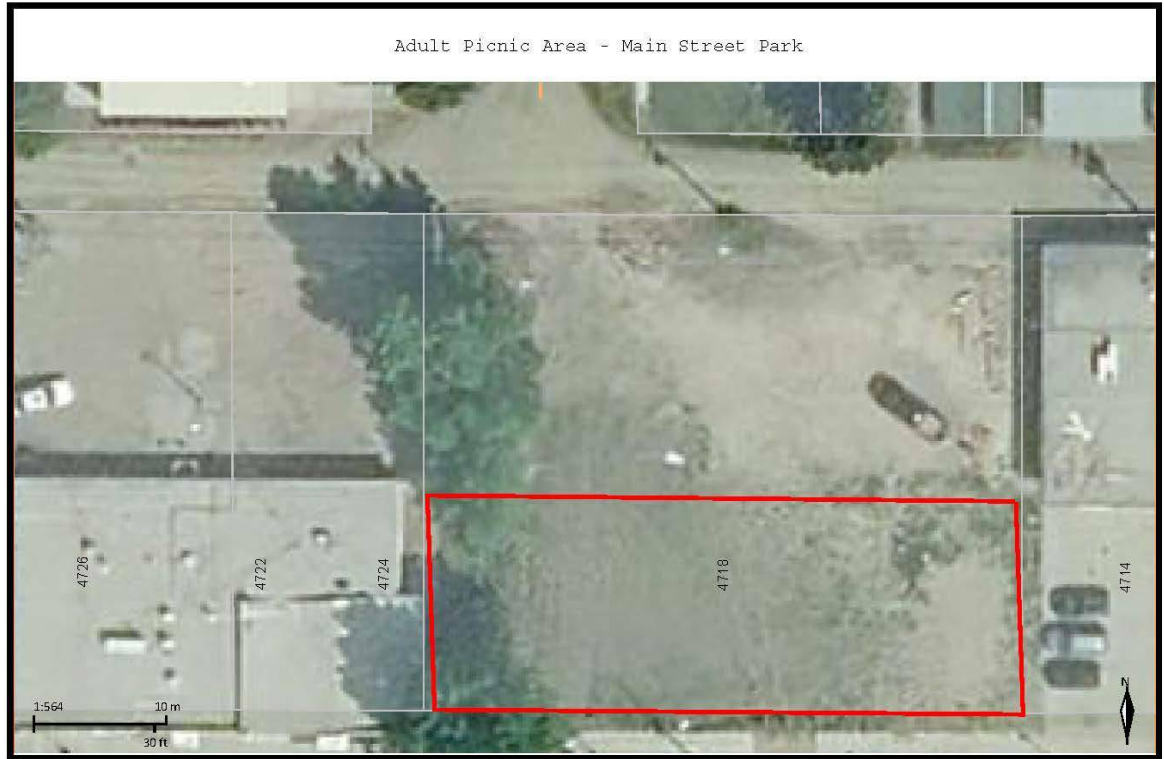
- Off leash Dog Park



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- Main Street Park



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Town of Calmar

Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	July 18, 2022
Originated By:	CAO Losier
Title:	Mental Health and Wellness Day
Approved By:	CAO Losier
Agenda Item Number:	8 A

BACKGROUND/PROPOSAL:

The work environment in which Administration operates is governed by the Municipal Government Act as well as the bylaws and policies adopted by Council. The relationship between employer and employee is defined by the HR policy (policy #2017-026), a document that complements the labour requirements in Alberta.

The HR policy provides the framework for items such as vacation entitlement, holidays, health benefits, sick leaves and many more. To remain competitive and ensure a positive work environment where productivity, creativity, collaboration, and communication are effective and supportive of strong customer service, it is important to review the HR policy on a regular basis.

The current policy contains provision for sick leaves but does not address or consider mental health as part of general wellness, it focuses on the physical aspect solely. This is a significant gap in the policy that will need to be addressed. Mental health is extremely important for general wellness and to ensure that employees can perform safely and efficiency. Mental health is often impacted by stress associated with and/or generated by the working environment as well as the **person's level of activity**. Health industry agrees that physical and mental health are necessary to achieve wellness.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Considering that updating the policy will require many months of work (probably looking at Q1/Q2, 2023 at best) and considering the significant amount of stress associated with the recent transition with upper management, it would be appropriate to provide an opportunity for Administration to take a 1 day break to assess, reflect, and/or work on their mental health/stress management/general wellness. The intent would be to enable staff to take a day off, pick one or more activities of their choice that would contribute to their overall wellness and health. At the next staff meeting following the health and wellness day, staff would share with each other their experience as part of a team building exercise.

Option 1 –

Move to approve that Administration should be entitled to a 1 health and wellness day in 2022, at the time of staff choosing. Should a staff choose to not take advantage of this day, it will not be carried over or paid out.

The benefit would be that staff would get to pick and choose which day would work better for them. However, the team building exercise might be challenging as we would have to wait for all staff to have done it before conducting the exercise.

Option 2 –

Move to approve that Administration should be entitled to a 1 health and wellness day and select August 26 as the day.

The benefit would be to have a day near the end of summer where staff could disconnect for 24 hours before we initiate the fall programs and services. It would also make it very easy to coordinate the team building exercise in September. The disadvantage would be that we would **close the Town's office for 1 day (August 26).**

Option 3 –

Move to wait until the HR policy is reviewed to address in a comprehensive manner the work environment.

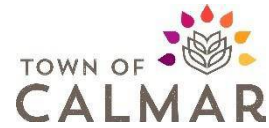
The benefit would be that changes to the HR policy would address every component of the work environment. The draw back is that it will be several months before staff could take advantage of a new work environment.

COSTS/SOURCE OF FUNDING (if applicable)

NA

RECOMMENDED ACTION:

Council pass a motion to approve August 26, 2022 as a mental health and wellness day. Furthermore, that Council directs the CAO to initiate the review of the HR policy towards Q4 of 2022 to enable improvements to the work environment in 2023.



Town of Calmar

Request for Discussion (RFD)

Meeting:	Council meeting
Meeting Date:	July 18, 2022
Originated By:	CAO Losier
Title:	Land Use Bylaw Potential Amendment
Approved By:	Chief Administrative Officer, Losier
Agenda Item Number:	8 B

BACKGROUND/PROPOSAL:

Administration has been approached recently by a potential investor for a commercial project. This prompted a discussion and a preliminary review of the Land Use bylaw. The exercise confirmed that the Land Use Bylaw will require significant updates in the short-medium term. These updates will target regulations that will help advance the strategic plan goal of diversifying the economy and support the value associated with Growth.

*“We will help create economic opportunities for our citizens by encouraging business development that makes our town attractive and sustainable.”*

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Considering the potential project, the initial efforts are concentrated on the C2 Commercial (Highway) district, section 7.19 Parking/Loading, and wall signs. The potential changes contemplated are as follow:

1. Loading space: Administration would propose to require a minimum of 1 per site instead of multiple loading spaces based on size of operation.

**Logic:** If there is one site provided, loading/unloading shouldn't occur in the street. Businesses know what they need and will build accordingly.

2. Parking: Administration would like to propose changing the requirement table to reduce requirements for industrial, commercial, and other non-residential uses.

**Logic:** Most municipalities are going away from regulating parking in non-residential uses to be more competitive and avoid unnecessary extra cost that can often kill projects. Because there is no transit and the town densities are lower than bigger urban municipalities, it would not be prudent at this time to remove all requirements. A potential table of requirement is at the end of this report.

3. Wall signs: Administration would like to propose that the requirement criteria be changed from linear (1m<sup>2</sup> per linear meter of façade) to a ratio (% of façade covered by wall sign). Administration is currently leaning towards a maximum of 10%.

Logic: using a ratio may allow for interesting visual products as an applicant will have more flexibility, especially on a taller façade. It may also allow applicants to break their façade with different material and/or combination of architectural element.

4. C2 Commercial (Highway) district: Administration would like to add Shopping Centre as a permitted use.

Logic: the use fits in the C2 district and will allow for additional opportunities in the Town's strategic corridor.

COSTS/SOURCE OF FUNDING (if applicable)

Administration's time to prepare an amending bylaw and the cost of publication.

RECOMMENDED ACTION:

Council receives this report as information.

Potential table

USE OF BUILDING OR DEVELOPMENT	MINIMUM NUMBER OF PARKING SPACES
<b>RESIDENTIAL USES – APARTMENTS, FOURPLEXES, ROW HOUSING, AND STREET ORIENTED TOWN HOUSING</b>	
1 bedroom dwelling units	1.25 per dwelling unit
2 bedrooms dwelling units	1.50 per dwelling unit
3+ bedrooms dwelling units	2 per dwelling unit
<b>RESIDENTIAL – OTHER USES</b>	
Boarding Houses	1 per sleeping unit
Senior citizen homes	2 per 3 dwelling units
In-law suites	1 per suite
All other dwelling units	2 per dwelling unit
Manufactured home units	2 per dwelling unit
<b>COMMERCIAL USES</b>	
Office uses, Retail, and Personal Services Shop	1 per 50 m <sup>2</sup> (538 ft <sup>2</sup> ) of gross leasable floor area
Eating and Drinking establishments	1 per 4 seating spaces
Drive-in restaurants	1 per 5 seating spaces, whichever is greater. This figure may be reduced at the sole discretion of the Development Authority where it can be <b>shown to the Development Authority's</b> satisfaction that a high proportion of clients will



	regularly consume food purchased at an off-site location.
Eating and drinking establishments (all food taken off-site to be consumed)	1 per 13 m <sup>2</sup> (140 ft <sup>2</sup> ) of gross leasable floor area
Other drive-in business	8
Hotels and motels	1 per rentable unit
Bed and breakfasts	1 per sleeping unit
Day homes	1
Day cares	1 per 15 capacity of in the day care
Home Occupations	1 in addition to the requirements for the residential use
<b>PLACES OF PUBLIC ASSEMBLY</b>	
Auditoriums, churches, halls, clubs, theatres and other amusement or recreation places	1 per 10 m <sup>2</sup> (108 ft <sup>2</sup> ) used by patrons
<b>SCHOOLS</b>	
Public, separate or private elementary and junior high schools	2 per classroom
Public, separate or private senior high schools	10 per classroom
<b>INDUSTRIAL USES</b>	
All industrial uses	3 Parking Spaces per tenant or establishment
<b>HOSPITAL AND SIMILAR USES</b>	
Hospitals, sanatoriums, convalescent homes, senior citizen lodges, nursing homes, etc.	1 per 100 m <sup>2</sup> (1076 ft <sup>2</sup> ) gross floor area



Town of Calmar

Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	July 18, 2022
Originated By:	Director of PW/Development Officer Melesko
Title:	Treated Wastewater Sales
Approved By:	CAO Losier
Agenda Item Number:	8 C

BACKGROUND/PROPOSAL:

A request has been received from Aspenleaf Energy Services to purchase treated wastewater from the Town of Calmar to be used in hydraulic fracturing operations.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Aspenleaf Energy Services is looking to purchase approximately 150,000m<sup>3</sup> of treated wastewater to be used for hydraulic fracturing. We have had discussions around the purchase price and have agreed upon \$3.00/m<sup>3</sup>, this will generate \$450,000.00 if the full 150,000m<sup>3</sup> is utilized. The contract is in place until May 2023 subject to earlier termination dependent on supply.

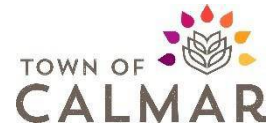
All approvals with Alberta Environment, and Alberta Energy Regulator are in place for this endeavor.

COSTS/SOURCE OF FUNDING (if applicable)

NA

RECOMMENDED ACTION:

Council pass a motion to approve the selling price of \$3.00/m<sup>3</sup> for the sale of Town of Calmar treated wastewater.



Town of Calmar

Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	July 18, 2022
Originated By:	CSM Bryans
Title:	Waiver of Penalties for Tax Roll #0072
Approved By:	CAO Losier
Agenda Item Number:	8 D

BACKGROUND/PROPOSAL:

A request has been received from the property owner of tax account #0072 to waive the late payment penalties on this account.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The property owner resides in the United States and mailed the payment prior to the June 30<sup>th</sup> due date. CSM Bryans can confirm that there was a verbal discussion prior to June 30<sup>th</sup> informing her as to when the payment was mailed.

On July 4<sup>th</sup> there was a penalty applied to the account in the amount of \$53.44. Payment was subsequently received in the mail on July 11<sup>th</sup>, with no post mark on the envelope. Section 341 of the MGA refers to the receipt of tax payments.

**Deemed receipt of tax payment**

**341 A tax payment that is sent by mail to a municipality is deemed to have been received by the municipality on the date of the postmark stamped on the envelope.**

1994 cM-26.1 s341

Administration took the envelope to the post office to see if they could determine the mailing date and the only information that they had available was 'that it was processed on July 7<sup>th</sup>, 2022'. But it is unknown if that processing was in Canada or the United States.

Option 1 – Council pass a motion to waive the penalty in the amount of \$53.44 and have administration advise the rate payer of the decision and that in future envelopes must be postmarked prior to June 30<sup>th</sup> to have any penalties waived.

Option 2 – Council pass a motion to leave the penalty stand and have administration advise the rate payer of the decision and that in future envelopes must be postmarked prior to June 30<sup>th</sup> to have any penalties waived.

COSTS/SOURCE OF FUNDING (if applicable)

\$53.44

RECOMMENDED ACTION:

Council pass a motion to leave the penalty stand and have administration advise the rate payer of the decision and that in future envelopes must be postmarked prior to June 30<sup>th</sup> to have any penalties waived.

## Heather Bryans

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**From:** Darryn Rose <drose@ghzis.com>  
**Sent:** Monday, July 11, 2022 3:46 PM  
**To:** Sean Carnahan  
**Cc:** Sylvain Losier; Heather Bryans  
**Subject:** FW: Tax Penalty

Mr. Carnahan,

As seen below, Ms. Bryans has brought to my attention the levy of a penalty for late payment of my property taxes. I wish to formally request that an appeal of any penalties applied to my tax payment be added to the next council agenda.

Ms. Bryans through our personal relationship was informed that my tax payment was mailed to the town on the 29<sup>th</sup> of June. Payment arrived today, less than 2 weeks later, which is actually pretty fast given experiences.

Never in all my years of paying have I been late submitting my payment and this year is no different. The only difference this year is that USPS failed to postmark the envelope and now I feel that I am being punished for their omission when my history proves otherwise. Additionally, Ms. Bryans is able to certify that I did inform her when payment was sent.

Thank you for your consideration in this matter. Please let me know if there is anything more you require from me.

Cheers,  
Darryn

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**From:** Heather Bryans <HBryans@calmar.ca>  
**Sent:** Monday, July 11, 2022 3:19 PM  
**To:** Darryn Rose <drose@ghzis.com>  
**Subject:** Tax Penalty

Hi Darryn,

Further to our conversation, because the envelope that you sent your property tax payment in does not have a postage date on it, we are unable to verify when payment was sent. Therefore, we are unable to reverse the penalty that was applied July 1<sup>st</sup> as we cannot confirm that payment was sent prior to that day.

I acknowledge that you and I did have a conversation where you confirmed payment was mailed on June 29<sup>th</sup>, 2022.

  
TOWN OF  
**CALMAR**  
Heather Bryans  
Corporate Services Manager

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780.985.3604 ext 232

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## Town of Calmar

### YTD Budget Variance Trial Balance

Wednesday, July 13, 2022



Account Number	Account Description	2022 Budget	2022 YTD	Amount Remaining	Budget Variance (%) Percent	2022 Budget Comments
<b>Operating Summary by Department</b>						
Account Number	Account Description	2022 Budget	2022 YTD	Amount Remaining	Budget Variance (%) Percent	2022 Budget Comments
1-00-**-***	General Administration (Includes Property Taxation)	\$ (3,780,000.00)	\$ (3,389,507.72)	\$ (390,492.28)	90%	
1-11-**-***	Legislative	\$ -	\$ -	\$ -	0%	
1-12-**-***	Administration	\$ (181,700.00)	\$ (12,005.09)	\$ (169,694.91)	7%	
1-21-**-***	Policing	\$ -	\$ -	\$ -	0%	
1-23-**-***	Fire	\$ -	\$ -	\$ -	0%	
1-24-**-***	Disaster Services	\$ -	\$ -	\$ -	0%	
1-26-**-***	Bylaw Enforcement	\$ (34,100.00)	\$ (42,289.19)	\$ 8,189.19	124%	
1-32-**-***	Infrastructure & Transportation	\$ (5,000.00)	\$ (12,055.57)	\$ 7,055.57	241%	
1-41-**-***	Water	\$ (689,000.00)	\$ (348,554.26)	\$ (340,445.74)	51%	
1-42-**-***	Sewer	\$ (511,900.00)	\$ (252,956.31)	\$ (258,943.69)	49%	
1-43-**-***	Garbage	\$ (265,000.00)	\$ (143,844.47)	\$ (121,155.53)	54%	
1-49-**-***	Environment	\$ -	\$ -	\$ -	0%	
1-51-**-***	FCSS (Family & Community Support Services)	\$ (47,500.00)	\$ (6,420.26)	\$ (41,079.74)	14%	
1-61-**-***	Planning & Development	\$ (78,000.00)	\$ (30,276.94)	\$ (47,723.06)	39%	
1-62-**-***	Community Services (Includes Economic Development)	\$ (1,000.00)	\$ (107.62)	\$ (892.38)	11%	
1-72-**-***	Parks & Recreation	\$ (366,200.00)	\$ (53,600.30)	\$ (312,599.70)	15%	
1-74-**-***	Culture (Includes Library)	\$ (103,600.00)	\$ (86.98)	\$ (103,513.02)	0%	
1-97-**-***	Requisitions (Education, RCMP and Leduc Foundation)	\$ (844,100.00)	\$ (843,756.62)	\$ (343.38)	100%	
	<b>Total Operating Revenue by Department</b>	<b>\$ (6,907,100.00)</b>	<b>\$ (5,135,461.33)</b>	<b>\$ (1,771,638.67)</b>	<b>74%</b>	
2-00-**-***	General Administration (Includes Property Taxation)	\$ -	\$ -	\$ -	0%	
2-11-**-***	Legislative	\$ 312,200.00	\$ 83,471.43	\$ 228,728.57	27%	
2-12-**-***	Administration	\$ 771,100.00	\$ 241,613.00	\$ 529,487.00	31%	
2-21-**-***	Policing	\$ -	\$ -	\$ -	0%	
2-23-**-***	Fire	\$ 175,800.00	\$ (1,937.88)	\$ 177,737.88	-1%	
2-24-**-***	Disaster Services	\$ 61,700.00	\$ 4,221.05	\$ 57,478.95	7%	
2-26-**-***	Bylaw Enforcement	\$ 186,000.00	\$ 111,491.06	\$ 74,508.94	60%	
2-32-**-***	Infrastructure & Transportation	\$ 1,091,300.00	\$ 460,572.32	\$ 630,727.68	42%	
2-41-**-***	Water	\$ 868,800.00	\$ 356,142.58	\$ 512,657.42	41%	
2-42-**-***	Sewer	\$ 399,600.00	\$ 217,140.37	\$ 182,459.63	54%	
2-43-**-***	Garbage	\$ 380,400.00	\$ 145,647.52	\$ 234,752.48	38%	
2-49-**-***	Environment	\$ -	\$ -	\$ -	0%	
2-51-**-***	FCSS (Family & Community Support Services)	\$ 156,000.00	\$ 64,473.08	\$ 91,526.92	41%	
2-61-**-***	Planning & Development	\$ 305,300.00	\$ 120,622.86	\$ 184,677.14	40%	
2-62-**-***	Community Services (Includes Economic Development)	\$ 362,500.00	\$ 145,738.15	\$ 216,761.85	40%	
2-72-**-***	Parks & Recreation	\$ 794,300.00	\$ 391,892.87	\$ 402,407.13	49%	
2-74-**-***	Culture (Includes Library)	\$ 198,000.00	\$ 92,939.50	\$ 105,060.50	47%	
2-97-**-***	Requisitions (Education, RCMP and Leduc Foundation)	\$ 844,100.00	\$ 253,980.72	\$ 590,119.28	30%	
	<b>Total Operating Expense by Department</b>	<b>\$ 6,907,100.00</b>	<b>\$ 2,688,008.63</b>	<b>\$ 4,219,091.37</b>	<b>39%</b>	
	<b>Net Operating by Department</b>	<b>\$ -</b>	<b>\$ (2,447,452.70)</b>	<b>\$ 2,447,452.70</b>		



## Krista Gardner Councillor Report

### May and June 2022

May 1<sup>st</sup>- Communal Garden Kickoff and Ground-breaking

Along with Mayor Carnahan, Councillors Reber, Benson and Faulkner, I attended the ground-breaking ceremony for this exciting initiative at Spruce View Park. I look forward to working with our local Rural Mental Animators on this project and future projects. It is lovely to see a community project like this occurring in our green spaces.

May 1<sup>st</sup>- Council Workshop

May 2<sup>nd</sup>- Regular Meeting of Council

May 4<sup>th</sup>- Special Meeting of Council

May 9<sup>th</sup>- Committee of the Whole Meeting

May 11<sup>th</sup>- Leduc Regional Housing Foundation Municipal Conversation

Councillor Faulkner and I attended this discussion along with several elected officials from member municipalities, community stakeholders and LRHF staff to discuss the challenges faced in affordable housing in our region. We received presentations from representatives of local municipalities providing an update on their work in this space. Emily Sangster, a long-range planner from the City of Beaumont presented regarding their Affordable Housing Strategy and Housing Supply Challenges. Amanda Ulrickson, the Manager of FCSS for the City of Leduc provided an update of their Homelessness Prevention and Poverty Framework and work to date. We also heard from Sandie Price with Canadian Mortgage Housing Corporation on new and continuing CMHC (Federal Funding) Tools. Each presentation was followed with roundtable discussions. This session was very informative and hopefully provided good feedback to guide LRHF in the future.

May 16<sup>th</sup>- Leduc County Economic Development Summit

Both Councillor Faulkner and I attended this event. It was a good opportunity to meet with our Leduc County colleagues and hear about the opportunities and challenges related to agriculture-related economic development occurring in our region. Presentations included Mayor Tanni Doblanko providing an update on their agriculture and food processing strategic priorities and plans, Dr Stan Blade from the University of Alberta presenting on Global Agriculture and the Investment Climate, Dr Kerri Holland presented her findings on Agriculture Opportunities in the Edmonton Region as well as panel discussions on the future of agriculture investment in the Edmonton Region and Industry Perspectives on the Agri-Food Industry. I can see lots of opportunities for Calmar to engage in Ag-related industry and look forward to finding ways to partner with Leduc County in this sector.

May 16<sup>th</sup>- Regular Meeting of Council

May 18<sup>th</sup>- Indigenous Awareness Event

Along with Mayor Carnahan, Councillors Reber and Benson, I attended this event held in partnership with the Creating Hope Society. I am pleased that the event was well attended and very informative.

May 19<sup>th</sup>- Capital Region Southwest Water Services Commission Board Meeting

Highlights from the meeting include an update to the Management and Operations Contract RFP process. Invitations to member municipalities to submit a proposal will be sent out by the end of May and any submissions received will be reviewed by Wally Yachimetz, former CRSWSC Commission Chair, and Jason Casault, Chair of the Regional Water Customers Group (RWCG). The RFP Submission Review Committee will then provide a recommendation of award to the Board of Directors at the September 15, 2022, Board Meeting. Following the presentation given to the Board by Brownlee LLP in March regarding Board Responsibilities and Liabilities, the Board directed administration to increase the amount of Directors and Officers Liability Insurance from \$1 Million coverage to \$3 Million coverage at an additional cost of \$520/year. Full minutes will be available on the Commission's website after approval by the Board at the September meeting.

May 24<sup>th</sup>- Special Council Meeting

May 30<sup>th</sup>- Special Council Meeting

June 1-4<sup>th</sup>- Canadian Water Summit

On behalf of the CRSWSC, Councillor Faulkner and I attended the Canadian Water Summit in Niagara Falls. The sessions were very informative, and I enjoyed the networking opportunities. I will include my report to the CRSWSC in the Sept edition of this report.

June 6<sup>th</sup>- Regular Meeting of Council

June 9<sup>th</sup>- Calmar Youth Council

I attended the Youth Council Meeting in place of Councillor Benson, who was unable to attend. The Youth Council enjoyed their last meeting of the school year as they are looking forward to summer break and returning in the fall with new ideas! They discussed opportunities for volunteer projects that may be eligible for school credit and narrowing the CYC logo options to 3 or 4 before allowing a school-wide vote on the logo. I am excited for this Council to get back to work in the fall and be able to influence the work the Town does for the betterment of our Youth! Thank you to Taylor as well as Susan from the Library for your work!



June 11<sup>th</sup>- Devon Days Parade

I was proud to attend the Devon Days parade alongside Councillor Benson, Parks Staff Mr. Van Looy and my children. My kids had a great time operating the squirt guns on the boat and I received many compliments on the Town's float! Lots of fun was had in Devon.

June 13<sup>th</sup>- Committee of the Whole Meeting

June 15<sup>th</sup> - Calmar's Community in Bloom Society Board Meeting

CIB met to finalize arrangements for the contract weeder position with the Town. We also discussed changes to future plant orders and ways to fill in gaps in various beds around town. CIB has been very busy outside of meetings and members provided updates on tasks completed during their many volunteer hours.

June 20<sup>th</sup>- Regular Council Meeting

June 24<sup>th</sup>- Market on Main

Councillor Reber and I manned the Town booth at the Market on Main. Despite the cool weather, we talked to several attendees and received some valuable feedback. CAO Losier dropped out evaluation forms for us and we filled out a couple with residents. I enjoy the opportunity to chat with people about the work the Town is doing and I'm looking forward to seeing the results of the evaluation forms throughout the summer.

June 25<sup>th</sup>- Warburg Heritage Days

My family and PW Foreman Neilson attended Warburg Heritage Days with the Town float. It was a beautiful evening and I managed to have a chat with MLA Smith, as well as Councillors from Leduc County and Warburg. Of note- float submissions received \$10 in "Warburg Bucks" which were redeemable at specific listed businesses and subsequently returned to the Village office for reimbursement to the business. I love this idea!

June 27<sup>th</sup>- Special Council Meeting

Council met to give first reading to a Land Use Bylaw update, which amends the zoning for areas in the Thomas Creek Subdivision.

## Council Report

Don Faulkner

July 18, 2022

June 1-3/22, Canadian Water Summit (CRSWSC) Conference

- This is the first time that the CWS was combined with the Remediation Technologies Symposium East. Sometimes trying to do two things, you don't do justice to either one.
- I chose this conference because it was felt that it had the opportunity to enhance my knowledge of providing water services in our community. If I were to select a conference knowing what this one had to offer, I would have chosen different.
- Although it offered some nuggets of information on what some communities were doing in providing and distributing water, it also was reaching on some of their other presentations.
- The Opening Keynote Breakfast was a presentation by Nik Nanos (Nanos Research) called "Inside the Minds of Canadians". Very interesting man, what most stood out to me was his cautionary advice to be wary of listening to the vocal minority, something to be part of council thought process.
- This was followed by "The Value of Water", this was a panel discussion, experts from across the water industry discussing how water is governed and valued, the challenges of a one water approach, and the drive to increase water's status on a national level.
- The next panel discussion was "Thirst for Innovation", research and data governance solutions, a few keyways the water industry is protecting the health of Canadians.
- Lunch keynote speaker Robert Swan "Leadership and Resilience: The Race to Save Antarctica". Motivation I suppose.
- Afternoon session "Lessons Learned from the Big Shots", Steve Desrochers and Don Forbes discussing the Port Lands Flood Protection and Enabling Infrastructure Project (Risk Management and Monitoring) (Flood Protection). Marek Rataczak, Iona Island Wastewater Treatment Plant.
- After breakfast on Friday, panel discussion on "Driving Diversity". This panel was a collection of visible minorities talking about their experiences in breaking into this industry. Didn't want it to be about tokenism, just not overlooking someone on looks alone.
- After lunch experts discussing a variety of topics from "Collaborating with Indigenous Communities", "Emerging Contaminants", "Young Water Professionals, Making Meaningful Connections", "The Role of Cleantech", "Coca Cola, Protecting Source Water" and "Sustainable Blue Economy Career Opportunities". I believe a lot of this was geared to the Student Networking that the conference was promoting.

June 6/22, Regular Council Meeting

- Refer to Calmar Web Site for Agenda and Minutes.

June 10/22, Market on Main

- Attended with Councillor Jaime.

June 13/22, Committee of the Whole

- Refer to Calmar Web Site for Agenda and Minutes.

June 15/22, LDRWMC Meeting

- The usual Manager's and Operator's Reports, Land Transfer Update (Calmar was the first with their council motion), EMRB Solid Waste Regional Collaboration, Policy Approval, and update on the PDO concerns.
- Information Items, Kerra and Mike reported on Waste Expo, some information on "Waste to Energy and Composting Companies/Facilities and Off Set Credits.
- More detail to be found in the minutes that will show up in our correspondence.

June 16/22, Meeting with Councillor Benson to Discuss 39/20

- We felt that we needed to get together and understand how we saw things that were transpiring with the group and affirm that we were on the same page. A debrief if you will of the previous meeting, preparing for the next meeting.

June 20/22, Regular Council Meeting

- Refer to Calmar Web Site for Agenda and Minutes.

June 22/22, 39/20, Monthly Meeting

- Thank you, Sylvain, for attending with Carrie and I, it was beneficial to have you with us.
- We discussed the Strategic Plan (Sept. 17/22) keeping it to board members so as not to get it unmanageable.
- Discussed the hiring of a staff member that will help in our organization by preparing agendas, taking minutes and various other duties as needed.
- I feel that we need to tread lightly until the Strategic Plan is completed and to that extent, I would like to have some discussion with council as whole on how much energy we put into this organization.

June 24&25/22, LDRWMC Strategic Planning Workshop

- Presentation to the commission in August and I will make that available to council.

June 27/22, Special Council Meeting

- Refer to Calmar Web Site for Agenda and Minutes.

## Council Report June 2022

### Councillor Jaime McKeag Reber

June 06<sup>th</sup>- Regular Meeting of Council

June 10<sup>th</sup> – Attended the Mainstreet Market along with Councillor Don and spoke with vendor, visitors and residents

June 13- Committee of the Whole Meeting

June 20<sup>th</sup>- YRL Board of Trustee Meeting- The YRL is celebrating 50 years, this meeting was largely based on looking over the year in review. While I have so far only the seen the draft report, I look forward to sharing their completely report in the future. Their main accomplishments for 2021 was Rebranding to better reflect their community, Created history and service videos, Created a learning lab and purchased additional eResources.

June 20<sup>th</sup> Regular Meeting of Council

June 27<sup>th</sup>- I was unable to attend the Special Meeting of council.

June 28<sup>th</sup>- While this is not a Council responsibility, I did attend the No Where to Run board meeting and I am very excited about this collaboration between this event and the Market on Main. I really think that this is an event that could grow and “One of the things” that Calmar is known for.

June 29<sup>th</sup>- Recreational Board Meeting- As we prepare for Calmar days we are dedicated to working with our local businesses and making this the best event yet. It was sad news to hear that the midway would not be back for this event and I would like to see better contracts going forward with financial repercussions if businesses/attractions, like the Midway, back out on their deals after we have already marketed the event.



OUR COMMUNITY WORKING TOGETHER  
*Our Community Working Together*

June 28, 2022

Mayor Sean Carnahan  
Town of Calmar  
4901-50 Ave  
Calmar, Alberta  
T0C 0V0

Dear Sean;

RE: *2022 Millet Harvest Fair Parade*

I am pleased to invite you to partake in the Millet Harvest Fair Parade on August 27, 2022. Please advise if you will be requiring a vehicle and please bring signage for the vehicle.

We will be having a small meet and greet with refreshments at 9:30am at the Millet Civic Center in the Council Chambers prior to the parade.

We will then meet on 53 Avenue, 1 block west of the Millet Fresh Market, at approximately 10:30 a.m. as the parade starts at 11:00 am.

Please R.S.V.P. to [millet@millet.ca](mailto:millet@millet.ca) by August 1, 2022, hope to see you there!

Yours truly,

Lisa Schoening, CLGM  
Chief Administrative Officer

## Heather Bryans

---

**From:** Sylvain Losier  
**Sent:** Tuesday, July 5, 2022 4:16 PM  
**To:** Heather Bryans  
**Subject:** FW: Devon Chamber Golf Tournament!

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

  
TOWN OF  
**CALMAR**  
Sylvain Losier  
Chief Administrative Officer

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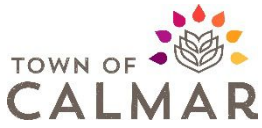
**From:** Don Faulkner <DFaulkner@calmar.ca>  
**Sent:** Tuesday, July 5, 2022 3:39 PM  
**To:** Sylvain Losier <SLosier@calmar.ca>  
**Cc:** Sean Carnahan <SCarnahan@calmar.ca>; Krista Gardner <KGardner@calmar.ca>; Jaime McKeag Reber <JMcKeagreber@calmar.ca>; Carey Benson <CBenson@calmar.ca>; Don Faulkner <DFaulkner@calmar.ca>  
**Subject:** FW: Devon Chamber Golf Tournament!

Good Afternoon Sylvain,

Could you please register Krista and myself in this tournament, we feel that it would be an excellent opportunity for networking and relationship building in our region.

In that regard, could you please place it on our next agenda for ratification by council.

Thank you,



TOWN OF  
**CALMAR**

**Don Faulkner**

Councillor

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**From:** The Chamber <[info@yourchamber.ca](mailto:info@yourchamber.ca)>

**Sent:** June 28, 2022 9:23 AM

**To:** Don Faulkner <[DFaulkner@calmar.ca](mailto:DFaulkner@calmar.ca)>

**Subject:** Devon Chamber Golf Tournament!

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**THE**  
**CHAMBER GOLF**  
**tournament**

**August 19, 2022**

**In partnership with the Leduc, Nisku & Wetaskiwin Regional Chamber of Commerce**





**Devon Golf &  
Conference Centre**  
1130 River Valley,  
Devon, AB



**7:00 am - 8:00 am**  
Registration/Breakfast  
**8:30 am**  
Shot Gun Start



**Member**  
\$135+ GST  
**Non-Member**  
\$155+ GST

This is a fore-fun tournament (Texas Scramble/Best Ball format) for golfers of all skill levels.

Connect with regional businesses + community! Golfers receive green fees & shared power cart, meal, snacks & drinks. Plus, the opportunity to win great prizes!

**Member rates for Leduc, Nisku & Wetaskiwin members + Devon members!**

[Register Here](#)

## **SPONSORSHIP OPPORTUNITIES**

### **BREAKFAST SPONSOR: \$1,000 RECEIVE:**

- Exclusive rights to brand and host the pre-golf breakfast!
- Two rounds of golf to be used during the tournament.
- Logo on a 30 x 24 sign with metal stakes outside of venue.
- Logo stickers on breakfast items.
- (Optional) Pop-up banners inside venue.
- Logo recognition on Chamber website and in post-event email.

### **THE TURN SPONSOR: \$1,000 RECEIVE:**

- Exclusive rights to brand "The Turn" located at #10 providing a Hot Dog, Chips & Beverage.
- Two rounds of golf to be used during the tournament.
- Logo on a 30 x 24 sign with metal stakes outside of the snack shack.
- Logo stickers on hot dog wraps.
- (Optional) Pop-up banners outside shack.
- Logo recognition on Chamber website and in post-event email.

**HOLE SPONSORS: \$1,000 RECEIVE:**

Maximize exposure with exclusive rights to brand one hole on the course!

- Two rounds of golf to be used during the tournament
- Logo on a 30 x 24 sign with metal stakes
- Logo recognition on Chamber website and in post-event email
- The options are endless. We can partner you with other members to offer food/drink, games/activities, charitable gives, etc.

**CART SPONSORS: \$500 RECEIVE:**

- One round of golf to be used during the tournament.
- Logo on sign posted on ALL carts.
- Logo recognition on Chamber website and in post-event email.

**PLAYER GIFT BAG SPONSORS: \$250 RECEIVE:**

- Get recognized on the course, and afterwards with your promo item in player's gift bags.
- Logo recognition on Chamber website.

**PRIZE DONORS RECEIVE:**

- Prize displayed with your business card during the tournament.

Looking for unique partnerships or ideas?

Contact us to discuss sponsorship [HERE](#)



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



Leduc Regional Chamber of Commerce | 6420 50 Street, Leduc, T9E 7K9 Canada

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