

ORGANIZATIONAL MEETING OF THE COUNCIL OF
THE TOWN OF CALMAR TO BE HELD
IN PERSON AND VIRTUALLY ON OCTOBER 17, 2022,
COMMENCING AT 5:30 PM

GoToMeeting
Public Access Code: 211-016-493

AGENDA

<u>ITEM</u>	<u>SOURCE</u>
1.	Call to Order
2.	Adoption of Agenda
3.	Establish Regular Meeting Dates
4.	Council Procedural Bylaw
5.	Establish Banking Institutions
6.	Establish Council Remuneration
7.	Appointment to Committees, Boards, etc.
8.	Adjournment



Town of Calmar

Request for Decision (RFD)

Meeting:	Organizational Meeting
Meeting Date:	October 17, 2022
Originated By:	CAO Losier
Title:	Regular Council meeting
Approved By:	Chief Administrative Officer, Losier
Agenda Item Number:	3

BACKGROUND/PROPOSAL:

At the Organizational meeting, Council establishes the schedule for the upcoming Regular Council meetings. In accordance with the current practice, Regular Council meetings are held on the 1st and 3rd Monday of each month, excepting January, July, and August where Council will only meet on the 3rd Monday of the month. Therefore, the schedule should be as follow:

- November 7 and 21, 2022
- December 5 and 19, 2022
- January 16, 2023
- February 6 and 20, 2023
- March 6 and 20, 2023
- April 3 and 17, 2023
- May 1 and 15, 2023
- June 5 and 19, 2023
- July 17, 2023
- August 21, 2023
- September 4 and 18, 2023
- October 2 and 16, 2023

Should any dates fall on a Holiday, Council Regular meeting will be held on the next day (Tuesday).

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

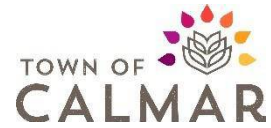
Adopting the schedule allows interested parties to plan should they want to participate/follow Council activities.

COSTS/SOURCE OF FUNDING (if applicable)

N/A.

RECOMMENDED ACTION:

Council adopts the Regular Council meetings schedule.



Town of Calmar

Request for Discussion (RFD)

Meeting:	Organizational Meeting
Meeting Date:	October 17, 2022
Originated By:	CAO Losier
Title:	Council Procedural Bylaw 2022-XX Potential changes and discussion
Approved By:	Chief Administrative Officer, Losier
Agenda Item Number:	4

BACKGROUND/PROPOSAL:

The procedural bylaw was discussed with Council on May 9th and June 13. From the last discussion, 3 elements were outstanding. These are:

- Confirmation that meetings will be held physically in Council Chamber and accessible virtually
- That a public commentary section be added in section 25 (order of business) and that a policy be developed
- That Councillors report was to be done monthly, not for every meeting.

The proposed draft bylaw appears to address Council's directives. The intent would be to allow Council a final opportunity to review before adopting the bylaw. It will also provide Council an opportunity to discuss the Committee of the Whole situation.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

This would allow Council to review the draft bylaw and the public commentary draft policy prior to rescinding bylaw 2021-28, Council Procedure Bylaw. This item could come back at the November 7 meeting.

COSTS/SOURCE OF FUNDING (if applicable)

None.

RECOMMENDED ACTION:

N/A

**TOWN OF CALMAR
BYLAW 2022-XX**

**Being a Bylaw of the Town of Calmar, in the Province of Alberta, to
Regulate the Procedure of Council**

WHEREAS, pursuant to Section 145 of the Municipal Government Act, Chapter M-26, RSA 2000, and amendments thereto, Council may pass a Bylaw to regulate the affairs of Council;

NOW THEREFORE, the Council of the Town of Calmar, in the Province of Alberta, duly assembled, enacts as follows;

Part I. TITLE AND PURPOSE

1. This Bylaw may be cited as the Council Procedural Bylaw.
2. The purpose of this Bylaw is to establish rules and regulations for the order and conduct in which the business of all Council meetings shall be transacted.

Part II. DEFINITIONS, APPLICATION AND INTERPRETATION

3. In this Bylaw,
 - a. “Chief Administrative Officer” means the Chief Administrative Officer of the Town of Calmar or his/her delegate;
 - b. “Council” means the Council of the Town of Calmar;
 - c. “Deputy Mayor” means the Member appointed pursuant to Section 7 of the Bylaw;
 - d. “Mayor” means the Chief Elected Official of the Town of Calmar;
 - e. “Member” means a member of Council of the Town of Calmar;
 - f. “MGA” means the Municipal Government Act, RSA 2000, c.M-26;
 - g. “Presiding Officer” means the person who has been given authority to direct the proceedings of a meeting;

Application

4. This Bylaw shall apply to all meetings of Council.

Interpretation

5. Any matter of meeting conduct which is not herein provided for, shall be determined in accordance with the Municipal Government Act, and then “Robert’s Rules of Order”, in that order.

Part III. ORGANIZATION OF COUNCIL

Organizational Meeting

6. Council shall hold an Organizational Meeting each year at any time within two (2) weeks of the third Monday in October.
7. At the Organizational Meeting, Council shall establish by resolution for the term of office:
 - a. the roster for each Member to act as Deputy Mayor on a rotating basis;

- b. the dates, time of commencement and adjournment and place of the regular Council meetings and Council Committee meetings;
- c. the Council Committee appointments and the rotating schedule for committee membership; and
- d. any other business described in the notice of the meeting.

Inaugural Meeting

- 8. The Organizational Meeting immediately following a general municipal election shall be called the inaugural meeting.
- 9. The Mayor and each Member shall take the prescribed oath of office as the first order of business at the inaugural meeting.
- 10. Until the Mayor has taken the oath of office, the Chief Administrative Officer shall chair the inaugural meeting.

Quorum

- 11. Quorum of Council is 3 Members present who are eligible to vote.

Lack of Quorum

- 12. If there is no quorum present within 15 minutes after the time appointed for a Regular Meeting of Council, the Chief Administrative Officer shall record the names of the Members of Council who are present, and the meeting shall be cancelled until the next Regular Meeting unless a Special Meeting has been duly called in the meantime. Notice of cancellation shall be posted on the outside door of access to the Council Chambers.

Absence of the Mayor and Deputy Mayor

- 13. In case the Mayor or Deputy Mayor is not in attendance within 15 minutes after the hour appointed for a meeting and a quorum is present, the Chief Administrative Officer shall call the meeting to order and a chairman shall be chosen by Members present, who shall preside during the meeting or until the arrival of the Mayor or Deputy Mayor, who may assume chair at his/her discretion, if all present are unanimous in continuing.

Regular Council Meetings

- 14. All Council meetings will be held in Council Chamber and accessible virtually (hybrid approach) unless otherwise decided by the majority of Council through a resolution.
 - a. Notice of the connection information for public access and participation in the meeting will be published on the agenda.
 - b. Public viewing and sound for the virtual connection will be displayed in Council chambers when open to the public.
 - c. Councillors participating physically or virtually in the meeting are deemed to be present at the meeting.
- 15. Extended absences from meetings will be managed as per the Municipal Government Act.

Part IV. DUTIES OF OFFICIALS

Duties of the Mayor

16. The Mayor at his/her discretion may allow the Deputy Mayor or another member of Council to preside over the meeting in his/her presence.
17. As soon after the hour of the meeting as there is a quorum present, the Mayor shall take the chair and call the meeting to order.
18. The Mayor or Presiding Officer shall:
 - a. preserve order and decorum; and
 - b. decide questions of order, subject to an appeal to the Council by resolution. The decision of the Mayor shall be final unless reversed or altered by a majority vote of Members present.

Duties of the Deputy Mayor

19. The Deputy Mayor shall act as the Presiding Officer:
 - a. when the Mayor is unable to perform his/her duties;
 - b. if the office of Mayor is vacant.

Duties of the Chief Administrative Officer

20. The Chief Administrative Officer shall, subject to the Act:
 - a. provide Council with information and advice with respect to the operation of the Town;
 - b. when requested, provide information and advice to the Mayor and Council on procedural matters in Council; and
 - c. keep on file copies of Bylaws which have been read a third time and passed.

Part V. AGENDAS FOR COUNCIL MEETINGS

21. The agenda for each Regular, Committee of the Whole and Special Meetings shall be approved by the Chief Administrative Officer in cooperation with the Mayor and submitted together with copies of all pertinent correspondence, statements and reports to each Member of Council at least three days prior to each Regular Meeting.
22. Any Member of Council, Town Official or any other person wishing to have an item of business placed on the agenda, shall make their written submission to the Mayor and Chief Administrative Officer not later than 10:00 am four business days prior to the meeting. The submissions shall contain adequate information to the satisfaction of the Chief Administrative Officer to enable Council to deal with the matter.
23. Council reports must be submitted as information in writing for the 3rd Monday of the month's meeting. Report must be submitted three business days prior to the meeting.
24. When a communication intended for Council is received by the Chief Administrative Officer, he/she shall place it on the agenda of Council unless the Chief Administrative Officer considers the matter libellous, or administrative in nature, in which case the Chief Administrative Officer shall advise the originator that the communication is not being sent to Council.
25. The order of business on the agenda shall be as follows:
 - a. Call to Order

- b. Adoption of Agenda
 - c. Public Hearings
 - d. Delegations
 - e. Public commentary
 - f. Adoption of Minutes
 - g. Unfinished Business
 - h. Bylaws and/or Policies
 - i. New Business
 - j. Financial Information
 - k. Department Reports
 - l. Council Reports
 - m. Correspondence
 - n. Clarification of Agenda Business
 - o. Closed Session
 - p. Adjournment
26. No item of business shall be considered by the Council if the item has not been placed on the agenda unless the Members of Council present, by a two-thirds majority vote, agree to the item being placed on the agenda. The Mayor, Members of Council and the Chief Administrative Officer shall be given an opportunity to state why an item should receive consideration on the agenda because its time sensitivity before the motion is put to vote.
27. On Friday afternoon preceding a Regular Council Meeting, the official notice of the agenda shall be posted on the Town Office front door and Council Chambers door for public viewing. The agenda package may also be posted on the Town's media platforms.

Part VI. GENERAL RULES OF COUNCIL

28. Upon the Meeting being called to order, motion shall be presented to adopt all or part of the circulated agenda for the meeting. Upon adoption of the meeting's agenda, the Mayor shall call for a motion adopting the minutes of the preceding meeting or meetings as circulated or as read, which motion shall be voted on, either by consent or amendment of any errors or omissions contained.
29. All reports made by a Council Member shall be placed on file and outlined in the minutes only if presented in a written format, otherwise recorded in the minutes only as "oral report presented".
30. Meetings of Council shall adjourn no later than three hours after the start unless Members of Council present, by a four-fifths majority vote, agree to an extension of time.
31. When the Presiding Officer is called on to decide a point of order or practice, the Presiding Officer shall do so without argument or comment and shall state the rule of authority applicable to the case.
32. Every Member wishing to speak to a question or motion shall address the Presiding Officer. The Address to the Presiding Officer shall be "Chair" when a topic is opened, subsequent discussion may be less formal with the use of given names and shall be respectful.
33. No person shall be permitted to speak unless, and until, that person has been recognized by the Presiding Officer and then only so long as all remarks are addressed to the Presiding Officer. The Presiding Officer will address other Council Members in a formal and respectful manner.

34. The Presiding Officer shall have authority to set a time limit and the number of times that a Member may speak on the same question or resolution having due regard to the importance of the matter.
35. After a motion is read by the Presiding Officer it shall be deemed to be in possession of the Council but may be withdrawn at any time before decision or amendment with the permission of the mover.
36. When a motion is regularly before the meeting it may be:
 - a. carried
 - b. debated
 - c. amended
 - d. defeated
 - e. withdrawn, ie: withdrawn at the request of the maker with the permission of all Members of Council present.
 - f. laid on the table, ie: laying a pending question aside temporarily
 - g. referred, ie: turning the question over to a committee or administration for study; or
 - h. postponed, ie: postpone indefinitely or to a certain time, a means of avoiding a direct vote until a later time.
37. No motion shall be offered that is substantially the same as one on which the judgement of the meeting has already been expressed during the same meeting. Where a question under consideration contains distinct propositions, each proposition shall be made as a separate motion when any Member so requests, or the Presiding Officer so directs. If the vote is taken on each proposition it then becomes unnecessary to vote on the question which was separated.
38. A motion to refer, until it is decided, shall preclude all amendments to the main question. The motion is debatable.

Amendments

39. Every amendment must be relevant to the question on which it is proposed. Any amendment offered which raises a new question can only be considered as a new distinct motion after notice.
40. An amendment proposing a direct negative is out of order.
41. All amendments shall be put in the reverse order to that in which they are moved; and every amendment shall be decided upon or withdrawn before the main question is put to vote. Only one amendment to the main motion at one time shall be allowed, and only one amendment shall be allowed to an amendment at one time.
42. No Member may move to amend his/her own motion.
43. All motions shall be stated by the Presiding Officer or Chief Administrative Officer before being debated or voted on.

Voting

44. After any question is finally put by the Presiding Officer, no Member shall speak to the question, nor shall any other motion be made until after the result of the vote has been declared. The decision of the Presiding Officer as to whether the question has been finally put shall be conclusive.
45. Voting on all matters shall be done by raising of the hand in such a clear manner that they may be easily counted by the Presiding Officer. Members attending virtually shall do the same unless technologically

challenged (ie audio only). In such instance, the member will have to verbally express their vote.

46. After the Presiding Officer has counted the vote, the Presiding Officer shall declare whether it was “carried” or “defeated”.
47. Except where provided for in this Bylaw or by the applicable legislation, a majority vote of the Members present who are eligible to vote, shall decide a question or motion before Council. A tie vote results in a “defeated” motion.

Adjournment

48. When a member(s) of the public is in attendance and Council temporarily adjourns to sit in Closed Session:

In Chambers - Council shall leave the Council Chambers and convene the Closed Session in the Board Room along with any persons and staff that Council deem necessary to be included in the Closed Session. Following discussions in Closed Session, Council shall return to the Council Chambers to reconvene and resume the Council or Committee Meeting.

Virtual – Council shall leave the meeting with the connection open and convene in a separate private meeting connection.

49. Council may adjourn from time to time to a fixed future date any regular or special meeting of Council which has been duly convened but not terminated. The object of adjourning is to finish the business which the meeting was called to transact in the first place, but which has not been completed.

Bylaws

50. The question that “Bylaw # be read a first time”, shall be decided without amendment or debate, but not motions for subsequent reading.
51. Every bylaw shall be read a third time before it is signed by the Mayor and Chief Administrative Officer.

General Discussion Meetings

52. The business of standing and special committees including Council Committee Meetings shall be conducted in accordance with the rules governing procedure in the Council, except that:
 - a. no motion need be recorded;
 - b. no Member shall be as to the number of times allowed to speak to the question under construction; and
 - c. no Member may move the previous question.

Part VII. PETITIONS AND DELEGATIONS

53. When a person wishes to appear before the Council to present a petition or speak on behalf of a delegation, he/she shall send a request in writing in accordance with Section 22 of this Bylaw. Such appearances before the Council shall be limited to ten (10) minutes unless the Council, by a majority vote, agrees to extend the time.
54. Council shall hear all delegations who have brought their items of business on to the agenda in accordance with Part VI in the order in which they are placed on the agenda or the order may be changed by a majority vote

of Members present. All rules of Council in this Bylaw shall apply to each and every Member of the delegation.

Part VIII. COMMISSIONS, COMMITTEES AND BOARDS

55. The following Council committee is hereby established:
 - a. Committee of the Whole
56. This Committee shall be comprised of all Members of Council. The Chairperson shall be the Mayor unless the Members present by majority vote agree to any change.
57. The Mayor shall appoint representatives and appoint alternates, where applicable, to the following Commissions, Committees and Boards at the Organizational meeting each year, in a fair and equitable manner with consultation from the Members:
 - a. Municipal Planning Commission
 - b. Subdivision & Development Appeal Board
 - c. Local Assessment Review Board
 - d. Composite Assessment Review Board
 - e. Calmar Public Library Board
 - f. Yellowhead Regional Library Board
 - g. Calmar and District Recreation Committee
 - h. Leduc County FCSS Advisory Board
 - i. Capital Regional Southwest Water Services Commission
 - j. Communities In Bloom Committee
 - k. Leduc County Fire Services Advisory Committee
 - l. Leduc Regional Emergency Management Committee
 - m. Leduc and District Regional Waste Management Commission
 - n. Edmonton Metro Region Waste Advisory Committee
 - o. Leduc Regional Housing Foundation
 - p. THE CHAMBER – Leduc, Nisku, Wetaskiwin Regions
 - q. Public Communication and Marketing Committee
 - r. Senior Citizens Club Advisor Representative
 - s. 39/20 Alliance
 - t. Youth Council Committee
 - u. Such other Commissions, Committees and Boards as Council may deem appropriate or necessary from time to time.
58. It shall be the duty of the Chairman of each standing or special committee, or in case of his/her illness or absence for the Town, it shall be the duty of the Legislative Assistant to summon Members for meetings and for special meetings when necessary or whenever requested in writing to do so by a majority of Members of any such committee. The Mayor shall be advised in a similar manner as other Members when any meetings are called.

Part IX. DUTIES OF REPRESENTATIVES OF COMMISSIONS, COMMITTEES AND BOARDS

59. The members of Commissions, Committees and Boards have the following duties:
 - a. to report to the Council whenever desired by the Council and as often as the interest of the Town may require on all matters connected with the duties imposed upon such committee and to recommend such action by Council as it deems necessary within its term of reference;
 - b. to observe, unless otherwise specifically permitted, the rules prescribed by the Bylaws of the Council.
 - c. to make reports of all committees to Council prior to the same being given to the public.

Part X. OTHER

- 60. Council compensation will be reviewed as part of the annual Organizational Meeting of Council.
- 61. Administration to provide Council with a quarterly budget variance report.
- 62. That Bylaw #2021-28 is hereby repealed.

Part XI. EFFECTIVE DATE

63. This Bylaw shall come into full force and effect on final reading.

READ A FIRST TIME THIS __ DAY OF _____, 2022.

READ A SECOND TIME THIS __ DAY OF _____, 2022.

READ A THIRD TIME THIS __ DAY OF _____, 2022.

Mayor Carnahan

CAO Losier

This Bylaw signed this __ day of _____, 2022.



POLICY

POLICY No. 2022-XXX
TITLE: Public Commentary

APPROVAL DATE: , 2022

DEPARTMENT: ADMINISTRATION
MAYOR: _____

REVISION DATE:
CAO: _____

Purpose:

The purpose of this Policy is to establish a protocol that:

1. will allow residents, members of the business community, and other external parties to present information, concerns, and/or inquiries to Council in an orderly manner;
2. will ensure proper decorum in Council Chamber; and
3. allow Council to conduct its business efficiently and transparently.

Scope

This policy applies to individuals wishing to participate physically or virtually in the Public Commentary portion of the agenda during a Regular Council Meeting (RCM).

Definitions

- **Chair** ☐ means the Mayor or the Deputy Mayor in the case of the Mayor's absence, who is presiding Council Regular Meeting.
- **Council** ☐ means the Town of Calmar's Council duly assembled.
- **Participant** ☐ means an individual taking advantage of the Public Commentary to interact with Council.
- **Public Commentary** ☐ means the portion of the agenda when participants may address Council.
- **Regular Council Meeting (RCM)** ☐ means the official Town Council meetings held in accordance with the Municipal Government Act. RCM are currently held on the 1st and 3rd Monday of each month, excepting July and August whereas the RCM's are only held on the 3rd Monday.
- **Town** ☐ means the Town of Calmar

Responsibilities

The Chair will open the Public Commentary portion of the agenda and briefly explain the procedures.

Participants will be allocated no more than 5 minutes to express their comments, concerns, information, and/or inquiry to Council.

To ensure a constructive process, Participant will:

- a) Provide his/her name and address for the record and for follow-up as necessary,
- b) Address only Council,
- c) Be concise and respectful, and
- d) Respect the time allotment.

Should more than 1 Participant desire to discuss the same topic, only new information shall be shared with Council to be respectful of everyone's time. Participants having interest in a topic can simply add their name to the records of the meeting.

Should a participant decide to not follow the proper etiquette for a constructive process, the Chair may:

- a) Instruct the participant to follow the rules,
- b) Revoke the Participant current privilege and move on to another participant, and/or
- c) close the Public Commentary and move on to the next agenda item.

Participants, Council, and Employees are responsible for understanding and complying with this policy.

Outcomes and follow-up with the policy

Upon receiving the information form a Participant, Council may:

- a) Ask questions for clarification,
- b) Receive the information for further considerations,
- c) Provide a response if the information is already available,
- d) Direct the CAO to coordinate with the Participant, and/or
- e) Inform the public that the topic will be subject to a future Council agenda.

This policy shall be reviewed from time to time to ensure that it meets the need of the Community.



Town of Calmar

Request for Discussion (RFD)

Meeting:	Organizational Meeting
Meeting Date:	October 17, 2022
Originated By:	CAO Losier
Title:	Council remuneration
Approved By:	Chief Administrative Officer, Losier
Agenda Item Number:	6

BACKGROUND/PROPOSAL:

Council should review its remuneration as part of the organizational meeting. Exceptionally on May 2, 2022, Council amended the remuneration policy. If Council is satisfied with the current version, no additional action is required. Should Council desire to amend the policy, direction shall be given to Administration to bring an amended policy to Council during budget deliberation.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Should any changes be required, the timing is appropriate as Council will have to review all information for the budget.

COSTS/SOURCE OF FUNDING (if applicable)

Pending Council's direction.

RECOMMENDED ACTION:

N/A



Town of Calmar

Request for Decision (RFD)

Meeting:	Organizational Meeting
Meeting Date:	October 17, 2022
Originated By:	CAO Losier
Title:	Appointments to Committees and Boards; Deputy Mayor
Approved By:	CAO Losier
Agenda Item Number:	7

BACKGROUND/PROPOSAL:

As part of the Town’s procedure, Council needs to review its appointments on an annual basis. Administration has provided with this report the appointments made for October 2021 to October 2022. Council needs to decide what changes, if any, it would like to make for the upcoming year.

Council also needs to appoint a Deputy Mayor for the upcoming term (Nov. 1, 2022 to October 31st, 2023). Councillor Gardner was appointed from November 1st, 2021 to October 31st, 2022 at the last organizational meeting.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Reviewing the appointments allow Council the opportunity to address specific needs and build internal capacity/learning opportunities.

COSTS/SOURCE OF FUNDING (if applicable)

There are no additional cost.

RECOMMENDED ACTIONS:

Council passes a motion to appoint a Deputy Mayor.

Council passes a motion to appoint members to the various committees and boards.

**2021-2022 Organizational Appointment
Committee's & Boards**

COMMITTEE/BOARD	Terms of Reference	Typical Meeting Schedule	Consolidate to Committee of the Whole	MEMBERS	ALTERNATE
Committee of the Whole	<p>The Committee of the Whole enables committee members (Elected Officials) to review upcoming and important issues and opportunities with members of administration when deemed appropriate, where the focus is on understanding the broader policy implications of the items being considered.</p> <p>The purpose of the Committee of the Whole is to: Receive updates on emerging and ongoing projects and initiatives.</p> <p>Meet principally as a forum for discussion rather than as a decision-making arena, enabling all committee members to discuss key items without the requirement to make a decision.</p> <p>This Committee also acts as the official Emergency Management Committee that is required by the Emergency Management Act.</p>	Second Monday of the Month	-	All Council	N/A
Municipal Planning Commission (MPC)	The MPC will advise and assist Council on the planning and development within the Town; and acts as the Development Authority in accordance with the Town of Calmar Land Use Bylaw.	As required	No	Councillor Benson Mayor Carnahan Councillor Faulkner	N/A
Subdivision & Development Appeal Board	The SDAB deals with subdivision and development appeals brought forth specific to discretionary use projects in the Town of Calmar. The SDAB acts in accordance with the provisions of the SDAB Bylaw and the MGA.	As required	No	N/A	N/A
Local Assessment Review Board	The Board is established to hear and deal with complaints against assessment that have been received by the Assessment Appeal Clerk.	As Required	No	N/A	N/A



**2021-2022 Organizational Appointment
Committee's & Boards**

COMMITTEE/BOARD	Terms of Reference	Typical Meeting Schedule	Consolidate to Committee of the Whole	MEMBERS	ALTERNATE
Composite Assessment Review Board	The Board is established to hear and deal with complaints as outlined in the 'Matters Relating to Assessment Complaints Regulation' that have been received by the Assessment Appeal Clerk.	As Required	No	N/A	N/A
Calmar Public Library Board	To govern and guide the Calmar Public Library through the 5 year Plan of Service.	Monthly, Last Thursday @ 7pm	No	Councillor McKeag Councillor Benson	N/A
Yellowhead Regional Library Board	As a member of the YRL, the Town shall appoint one representative to the Board. The Board manages and controls the library system through organizing, promoting and maintain comprehensive and efficient library services. https://yrl.ab.ca/	Quarterly	No	Councillor McKeag	Councillor Gardner
Calmar & District Recreation Board	An advisory board to Council to prepare and present information regarding short and long term parks and recreation goals and objectives.	Every other month, 2nd Wednesday, evenings and as required.	No	Councillor McKeag Mayor Carnahan	Councillor Benson

**2021-2022 Organizational Appointment
Committee's & Boards**

COMMITTEE/BOARD	Terms of Reference	Typical Meeting Schedule	Consolidate to Committee of the Whole	MEMBERS	ALTERNATE
Leduc County F.C.S.S. Advisory Board	As a municipal partner attendance is required to oversee the development and operation of the program, to act in an advisory capacity to County Council and to the F.C.S.S. Director, to make recommendations to County Council regarding the direction of the Program & to ensure the F.C.S.S. Act and Regulations are adhered to.	Monthly	No	Councillor Benson	Councillor McKeag
Capital Region Southwest Water Services Commission	The CRSWSC is a regional co-operation providing clean and safe drinking water to the membership which includes the City of Leduc, Leduc County, City of Beaumont, the Edmonton International Airport (EIA), the Town of Calmar, the Village of Hay Lakes, Camrose County and the Town of Millet. The commission purchases its water from Epcor. The commission membership works together on long range planning, rate negotiation, and coordination of water supply. http://crswsc.ca/	Regular Meetings - January, March, May, September, November; Annual General Meeting - April; Organizational Meeting - November	No	Councillor Gardner Councillor Faulkner	Mayor Carnahan
Communities in Bloom	Calmar's Community in Bloom is a Canadian non-profit organization committed to fostering civic pride, environmental responsibility and beautification through community involvement and the challenge of a national program, with focus on enhancing green spaces in communities. https://calmarcib.webs.com/	Monthly, 2nd Tuesday, Evenings	No	Councillor Gardner	Mayor Carnahan

**2021-2022 Organizational Appointment
Committee's & Boards**

COMMITTEE/BOARD	Terms of Reference	Typical Meeting Schedule	Consolidate to Committee of the Whole	MEMBERS	ALTERNATE
Leduc County Fire Services Advisory Committee	Members of administration and Council meet quarterly with the Leduc County Fire Services senior team to review local fire service activities and items in relation to the Town of Calmar.	Quarterly	No	Councillor Gardner Mayor Carnahan	Councillor Gardner
Leduc Regional Emergency Management Committee	Representatives from Calmar, Thorsby, Warburg, and Leduc County came together to explore options to develop a regional emergency management agency. This committee began pre-covid, and has been delayed due to the pandemic. Plans to reconvene in 2022.	Monthly, until an Agency model is created; then twice annually.	No	Councillor McKeag Mayor Carnahan	Councillor Benson
Leduc & District Regional Waste Management Commission	To ensure that the affairs of the Authority are managed in accordance with the terms of the Incorporation Agreement, in compliance with regulatory requirements, and to ensure appropriate direction is provided to the Administration. https://leduregionallandfill.ca/	Monthly, 3rd Wednesday	No	Councillor Faulkner	Councillor Benson
Edmonton Metro Region Waste Advisory Committee	The Edmonton Region Waste Advisory Committee provides a forum for information sharing and to assume a leadership role in bringing together stakeholders in cooperative, collaborative efforts to facilitate joint waste minimization strategies and solutions. https://www.edmonton.ca/city_government/city_organization/capital-region-waste-minimization-advisory-committee	3-4 times per year and on a as required basis.	No	Mayor Carnahan	Councillor Gardner

**2021-2022 Organizational Appointment
Committee's & Boards**

COMMITTEE/BOARD	Terms of Reference	Typical Meeting Schedule	Consolidate to Committee of the Whole	MEMBERS	ALTERNATE
Leduc Regional Housing Foundation	LRHF is a not-for-profit, charitable organization that provides a variety of quality housing solutions and services to individuals, and families throughout the Leduc Region. The Foundation is goverend by a board of the nine member municipalities Leduc County, City of Leduc, City of Beaumont, Town of Devon, Town of Calmar, Town of Thorsby, and the Village of Warburg. https://www.leducregionalhousing.ca/index.php	Monthly, 4th Thursday, 5:30pm No meetings during the summer or in December.	No	Mayor Carnahan	Councillor Gardner
THE CHAMBER - Leduc, Nisku, Wetaskiwin Regions	The Chamber connects, supports and promotes local businesses to strengthen the regional economy. A board of directors sets strategic direction to meet the needs of the members.	Attendace at monthly networking luncheons, or Chamber events if applicable.	No	Councillor McKeag	Councillor Faulkner
Public Communication & Marketing Committee (PCM)	The committee which consists of members of the public, administration and Council will guide the PC & M project which includes: <ul style="list-style-type: none"> •Development of a communications strategic framework •Refreshed Brand •Re-development of the Town's website 	Bi-Weekly - Wednesday, 1:15pm - 2:30 and as needed for engagement elements	No	Councillor Gardner Councillor Faulkner	Councillor McKeag
Senior Citizen Club Advisor Representative	Support and guidance of activities and operations of the Calmar and Disrict Senior Citizen's Centre.	Quarterly	No	Councillor Faulkner	Mayor Carnahan

**2021-2022 Organizational Appointment
Committee's & Boards**

COMMITTEE/BOARD	Terms of Reference	Typical Meeting Schedule	Consolidate to Committee of the Whole	MEMBERS	ALTERNATE
Community Services Master Planning Committee	The purpose of this committee is to guide the formation of a Town of Calmar Community Services Master Plan (CSMP). To provide advice, expertise, and strategic direction in the CSMP creation to ensure community services, actions, and decisions align with community needs and responds to previously identified goals for town programming and service delivery.	Monthly	No	Councillor Gardner	Mayor Carnahan
Youth Council Committee	Under Development	Monthly	No	Councillor Benson	Councillor McKeag
39/20 Alliance	The Town of Calmar is involved in an unique partnership with the Villages of Breton and Warburg, the 39/20 Alliance. The purpose of the Alliance is to promote municipal cooperation in delivery of services to our respective residents and ratepayers.	Monthly	No	Councillor Benson Councillor Faulkner	Councillor Gardner

Mayor's Signature

