

ORGANIZATIONAL MEETING OF THE COUNCIL OF
THE TOWN OF CALMAR TO BE HELD
IN PERSON AND VIRTUALLY ON OCTOBER 16, 2023,
COMMENCING AT 5:30 PM

GoToMeeting
Public Access Code: 211-016-493

AGENDA

ITEM SOURCE

1. Call to Order
2. Adoption of Agenda
3. Establish Regular Meeting Dates
4. Council Procedural Bylaw
5. Council Code of Conduct Bylaw
6. Establish Banking Institutions
7. Establish Council Remuneration
8. Appointment to Committees, Boards, etc.
9. Adjournment

Town of Calmar

Request for Decision (RFD)

Meeting:	Organizational Meeting
Meeting Date:	October 16, 2023
Originated By:	CAO Losier
Title:	Establishing Regular Meeting Dates 2023-2024
Approved By:	CAO 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 6 and 20, 2023
- December 4 and 18, 2023
- January 15, 2024
- February 5 and 20, 2024
- March 4 and 18, 2024
- April 2 and 15, 2024
- May 6 and 21, 2024
- June 3 and 17, 2024
- July 15, 2024
- August 19, 2024
- September 1 and 16, 2024
- October 7 and 21, 2024

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. Having a structured approach (1st and 3rd Monday of each month beside January, July and August) and applying consistently also makes it easier for interested parties to interact with Council. Furthermore, this structure provides opportunities to insert special meetings when needed.



COSTS/SOURCE OF FUNDING (if applicable)

N/A

RECOMMENDED ACTION:

Council adopts the Regular Council meetings schedule.



Town of Calmar

Request for Decision (RFD)

Meeting:	Organizational Meeting
Meeting Date:	October 16, 2023
Originated By:	CAO Losier
Title:	Procedural Bylaw, Bylaw 2022-21
Approved By:	CAO Losier
Agenda Item Number:	4

BACKGROUND/PROPOSAL:

Bylaw 2022-21 was discussed on a few occasions in 2022 and finally was passed at the November 21, 2022 meeting. The new bylaw has been since implemented. Administration does not believe that there are significant issues with the current version as the meetings appear to be running smoothly.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The Procedural Bylaw has been used since its adoption for a little more than 20 meetings. So far, it appears that the format of the meeting is functioning. Unless Council would like to explore alternatives, Administration doesn't see a need to amend it.

While preparing this report, the Mayor sent an email to Council wanting to explore/discuss the possibility of adding the consent agenda option for Council meetings. Should Council decide to add consent agenda to the order of business, then section 25 of the Procedural Bylaw should be amended.

The Consent agenda option does provide the ability to focus the discussion on agenda items that requires clarification, discussion, and/or additional actions.

Administration intends to use the communication strategy that is currently under development to hopefully boost public participation in Council meetings in 2024, which may allow Council to better evaluate if the format is working or if it requires changes.

Bylaw 2022-21 Council Procedural Bylaw is attached to this report. Administration is also attaching a draft bylaw containing potential amendments should Council decide to add consent agenda to the order of business.

COSTS/SOURCE OF FUNDING (if applicable)

N/A

RECOMMENDED ACTION:

Council decides to either maintain the current bylaw or amend it for the upcoming year.

**TOWN OF CALMAR
BYLAW 2022-21**

**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 Regular Council meetings will be held at 7h00 PM 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 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 four 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 four 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 libelous, 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
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 - e. Adoption of Minutes
 - f. Unfinished Business
 - g. Bylaws and/or Policies
 - h. New Business
 - i. Financial Information
 - j. Department Reports
 - k. Council Reports
 - l. Correspondence
 - m. Clarification of Agenda Business
 - n. Closed Session
 - o. 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 Thursday 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, i.e.: withdrawn at the request of the maker with the permission of all Members of Council present.
 - f. laid on the table, i.e.: laying a pending question aside temporarily
 - g. referred, i.e.: turning the question over to a committee or administration for study; or
 - h. postponed, i.e.: 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 (i.e. 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. Asset Management Committee
- v. Such other Commissions, Committees, Advisory 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.

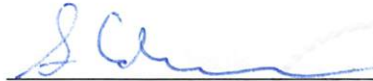
Part XI. EFFECTIVE DATE

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

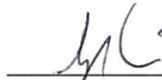
READ A FIRST TIME THIS 21 DAY OF NOVEMBER, 2022.

READ A SECOND TIME THIS 21 DAY OF NOVEMBER, 2022.

READ A THIRD TIME THIS 21 DAY OF NOVEMBER, 2022.



Mayor Carnahan



CAO Losier

This Bylaw signed this 21 day of NOVEMBER, 2022.

TOWN OF CALMAR
BYLAW 2023-27

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Regulate the Procedure of Council**

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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;
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Inaugural Meeting

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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

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Lack of Quorum

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 - b. Consent Agenda
 - c. Adoption of Agenda
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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 (i.e. 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. Leduc County Regional Subdivision & Development Appeal Board
 - c. Capital Region Assessment Services Commission
 - 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. Asset Management Committee
- v. Such other Commissions, Committees, Advisory 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 #2022-21 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 OCTOBER, 2023.

READ A SECOND TIME THIS __ DAY OF OCTOBER, 2023.

READ A THIRD TIME THIS __ DAY OF OCTOBER, 2023.

Mayor Carnahan

CAO Losier

This Bylaw signed this __ DAY OF OCTOBER, 2023.



Town of Calmar

Request for Decision (RFD)

Meeting:	Organizational Meeting
Meeting Date:	October 16, 2023
Originated By:	CAO Losier
Title:	Council Code of Conduct, Bylaw 2018-21
Approved By:	CAO Losier
Agenda Item Number:	5

BACKGROUND/PROPOSAL:

Bylaw 2018-21, Code of Conduct was approved by Council in October 2018. Section 17, Review, requires this bylaw to be reviewed by Council once per Council term.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Reviewing the bylaw during the organizational meeting provides an opportunity to bring forward amendments as needed. Other than identifying improvements on the template, Administration has not done an in-depth analysis of this bylaw or any cross-referencing with other municipalities to see how it would compare. Considering that the electoral term is 2021-2025, Council still has the time to review and amend the bylaw as it sees fit before the end of its term.

Bylaw 2018-2021 is attached to this report.

COSTS/SOURCE OF FUNDING (if applicable)

N/A

RECOMMENDED ACTION:

Council decides to either maintain the current bylaw and or provide direction to Administration about potential changes it would like to see.

Council could also direct Administration to investigate/review certain section(s) of the bylaw for the next organizational meeting (in 2024).

**TOWN OF CALMAR
BYLAW 2018-21**

**BEING A BYLAW OF THE TOWN OF CALMAR, IN THE PROVINCE OF ALBERTA, TO
ESTABLISH A COUNCIL CODE OF CONDUCT.**

WHEREAS, pursuant to Section 146.1, Division 1.1 of the *Municipal Government Act*, a Council must, by bylaw, establish a code of conduct governing the conduct of Councilors and such code shall apply to all Councilors equally;

AND WHEREAS, pursuant to Section 153 of the *Municipal Government Act*, Councilors have a duty to adhere to the code of conduct established by the Council;

AND WHEREAS the public is entitled to expect the highest standards of conduct from the members that it elects to Council for the Town of Calmar;

AND WHEREAS the establishment of a code of conduct for members of Council is consistent with the principles of transparent and accountable government;

AND WHEREAS a code of conduct ensures that members of Council share a common understanding of acceptable conduct extending beyond the legislative provisions governing the conduct of Councilors;

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

1. **Short Title** -This Bylaw may be referred to as the "Council Code of Conduct Bylaw".

2. **Definitions** - In this Bylaw, words have the meanings set out in the Act, except that:

(a) "Act" means the Municipal Government Act, R.S.A. 2000, c. M-26, and associated regulations, as amended;

(b) "Administration" means the administrative and operational arm of the Municipality, comprised of the various departments and business units and including all employees who operate under the leadership and supervision of the C.A.O.;

(c) "C.A.O." means the Chief Administrative Officer of the Municipality, or their delegate;

(d) "FOIP" means the Freedom of Information and Protection of Privacy Act, R.S.A. 2000, c. F-25, any associated regulations, and any amendments or successor legislation;

(e) "Investigator" means Council or the individual or body established by Council to investigate and report on complaints;

(f) "Member" means a member of Council and includes a Councillor or the Mayor;

(g) "Municipality" means the municipal corporation of the Town of Calmar.

3. **Purpose and Application**

3.1. The purpose of this Bylaw is to establish standards for the ethical conduct of Members relating to their roles and obligations as representatives of the Municipality and a procedure for the investigation and enforcement of those standards.

4. **Representing the Municipality**

4.1. Members shall:

(a) act honestly and, in good faith, serve the welfare and interests of the Municipality as a whole;

- (b) perform their functions and duties in a conscientious and diligent manner with integrity, accountability and transparency;
- (c) conduct themselves in a professional manner with dignity and make every effort to participate diligently in the meetings of Council, committees of Council and other bodies to which they are appointed by Council; and
- (d) arrange their private affairs and conduct themselves in a manner that promotes public confidence and will bear close public scrutiny.

5. Communicating on Behalf of the Municipality

- 5.1. A Member must not claim to speak on behalf of Council unless authorized to do so by a specific Resolution of Council that encompasses the topic or area in question.
- 5.2. Unless Council directs otherwise, the Mayor is Council's official spokesperson and in the absence of the Mayor it is the Deputy Mayor. All inquiries from the media regarding the official Council position on an issue shall be referred to Council's official spokesperson.
- 5.3. A Member who is authorized to act as Council's official spokesperson must ensure that their comments accurately reflect the official position and will of Council as a whole, even if the Member personally disagrees with Council's position.
- 5.4. No Member shall make a statement when they know that statement is false.
- 5.5. No Member shall make a statement with the intent to mislead Council or members of the public.

6. Respecting the Decision-Making Process

- 6.1. Decision making authority lies with Council, and not with any individual Member. Council may only act by bylaw or resolution passed at a Council meeting held in public at which there is a quorum present. No Member shall, unless authorized by Council, attempt to bind the Municipality or give direction to employees in Administration, agents, contractors, consultants or other service providers or prospective vendors to the Municipality.
- 6.2. Members shall conduct and convey Council business and all their duties in an open and transparent manner other than for those matters which by law are authorized to be dealt with in a confidential manner in an in-camera session, and in so doing, allow the public to view the process and rationale which was used to reach decisions and the reasons for taking certain actions.
- 6.3. Members shall, at all times and wherever and whenever asked, accurately communicate the decisions of Council, even if they disagree with Council's decision, such that respect for the decision-making processes of Council is fostered.

7. Adherence to Policies, Procedures and Bylaws

- 7.1. Members shall uphold the law established by the Parliament of Canada and the Legislature of Alberta and the bylaws, policies and procedures adopted by Council.
- 7.2. Members shall respect the Municipality as an institution, its bylaws, policies and procedures and shall encourage public respect for the Municipality, its bylaws, policies and procedures.

7.3. A Member must not encourage disobedience of any bylaw, policy or procedure of the Municipality in responding to a member of the public, as this undermines public confidence in the Municipality and in the rule of law.

8. Respectful Interactions with Council Members, Staff, the Public and Others

- 8.1. Members shall act in a manner that demonstrates fairness, respect for individual differences and opinions, and an intention to work together for the common good and in furtherance of the public interest.
- 8.2. Members shall treat one another, employees of the Municipality and members of the public with courtesy, dignity and respect and without abuse, bullying or intimidation.
- 8.3. No Member shall use indecent, abusive, or insulting words or expressions toward another Member, any employee of the Municipality or any member of the public.
- 8.4. No Member shall speak in a manner that is discriminatory to any individual based on the person's race, religious beliefs, colour, gender, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation.
- 8.5. Members shall respect the fact that employees in Administration work for the Municipality as a corporate body and are charged with making recommendations that reflect their professional expertise and a corporate perspective and that employees are required to do so without undue influence from any Member or group of Members.
- 8.6. Members must not:
- (a) involve themselves in matters of Administration, which fall within the jurisdiction of the C.A.O., as defined above;
 - (b) use, or attempt to use, their authority or influence for the purpose of intimidating, threatening, coercing, commanding or influencing any employee of the Municipality with the intent of interfering in the employee's duties; or
 - (c) maliciously or falsely injure the professional or ethical reputation, or the prospects or practice of employees of the Municipality.

9. Confidential Information

- 9.1. Members must keep in confidence matters discussed in private at a Council or Council committee meeting until the matter is discussed at a meeting held in public.
- 9.2. Members shall refrain from disclosing or releasing any confidential information acquired by virtue of their office except when required by law or authorized by Council to do so.
- 9.3. No Member shall use confidential information for personal benefit or for the benefit of any other individual organization.
- 9.4. In the course of their duties, Members may also become privy to confidential information received outside of an "in-camera" meeting. Members must not:
- (a) disclose or release by any means to any member of the public, including the media, any confidential information acquired by virtue of their office, unless the disclosure is required by law or authorized by Council to do so;

- (b) access or attempt to gain access to confidential information in the custody or control of the Municipality unless it is necessary for the performance of the Member's duties and is not otherwise prohibited by Council, and only then if the information is acquired through appropriate channels in accordance with applicable Council bylaws and policies;
- (c) use confidential information for personal benefit or for the benefit of any other individual or organization.

9.5. Confidential information includes information in the possession of, or received in confidence by, the Municipality that the Municipality is prohibited from disclosing pursuant to legislation, court order or by contract, or is required to refuse to disclose under FOIP or any other legislation, or any other information that pertains to the business of the Municipality, and is generally considered to be of a confidential nature, including but not limited to information concerning:

- (a) the security of the property of the Municipality;
- (b) a proposed or pending acquisition or disposition of land or other property;
- (c) a tender that has or will be issued but has not been awarded;
- (d) contract negotiations;
- (e) employment and labour relations;
- (f) draft documents and legal instruments, including reports, policies, bylaws and resolutions, that have not been the subject matter of deliberation in a meeting open to the public;
- (g) law enforcement matters;
- (h) litigation or potential litigation, including matters before administrative tribunals; and
- (i) advice that is subject to solicitor-client privilege.

10. Conflicts of Interest

- 10.1. Members have a statutory duty to comply with the pecuniary interest provisions set out in Part 5, Division 6 of the Act and a corresponding duty to vote unless required or permitted to abstain under the Act or another enactment.
- 10.2. Members are to be free from undue influence and not act or appear to act in order to gain financial or other benefits for themselves, family, friends or associates, business or otherwise.
- 10.3. Members shall approach decision-making with an open mind that is capable of persuasion.
- 10.4. It is the individual responsibility of each Member to seek independent legal advice, at the Member's sole expense, with respect to any situation that may result in a pecuniary or other conflict of interest.

11. Improper Use ^(if) Influence

- 11.1. No Member shall use the influence of the Member's office for any purpose other than for the exercise of the Member's official duties.
- 11.2. No Member shall act as a paid agent to advocate on behalf of any individual, organization or corporate entity before Council or a committee of Council or any other body established by Council.

11.3 Members shall not contact or otherwise attempt to influence members of any adjudicative body (ex: arbitrator) regarding any matter before it relating to the Municipality;

11.4 Members shall not use their positions to obtain employment with the Municipality for themselves, family members or close associates. Members are ineligible to apply or be considered for any position with the Municipality while they hold their elected position and for one year after leaving office.

12. Use of Municipal Assets and Services

12.1. Members shall use municipal property, equipment, services, supplies and staff resources only for the performance of their duties as a Member, subject to the following limited exceptions:

- (a) municipal property, equipment, service, supplies and staff resources that are available to the general public may be used by a Member for personal use upon the same terms and conditions as members of the general public, including booking and payment of any applicable fees or charges;
- (b) electronic communication devices, including but not limited to desktop computers, laptops, tablets and smartphones, which are supplied by the Municipality to a Member, may be used by the Member for personal use, provided that the use is not for personal gain, offensive or inappropriate.

13. Orientation and Other Training Attendance

13.1. Every Member must attend the orientation training offered by the Municipality within 90 days after the Member takes the oath of office.

13.2. Unless excused by Council, every Member must attend any other training organized at the direction of Council for the benefit of Members throughout the Council term.

13.3. Members are stewards of public resources and shall avoid waste, abuse and extravagance in the use of public resources.

13.4. Members shall be transparent and accountable with respect to all expenditures and strictly comply with all municipal bylaws, policies and procedures regarding claims for remuneration and expenses.

13.5. Members shall not accept gifts, hospitality or other benefits that would, to a reasonable member of the public, appear to be in gratitude for influence, to induce influence, or otherwise to go beyond the necessary and appropriate public functions involved.

13.6. No Member shall use any facilities, equipment, supplies, services, municipal logo or other resources of the Municipality for any election campaign or campaign-related activity.

14. Formal Complaint Process

14.1. Any person who has identified or witnessed conduct by a Member that the person reasonably believes, in good faith, is in contravention of this Bylaw may file a formal complaint in accordance with the following procedure:

- (a) All complaints shall be made in writing and shall be dated and signed by an identifiable individual;
- (b) All complaints shall be addressed to the Investigator;

- (c) The complaint must set out reasonable and probable grounds for the allegation that the Member has contravened this Bylaw, including a detailed description of the facts, as they are known, giving rise to the allegation;
- (d) If the facts, as reported, include the name of one or more Members who are alleged to be responsible for the breach of this Bylaw, the Member or Members concerned shall receive a copy of the complaint submitted to the Investigator;
- (e) Upon receipt of a complaint under this Bylaw, the Investigator shall review the complaint and decide whether to proceed to investigate the complaint or not. If the Investigator is of the opinion that a complaint is frivolous or vexatious or is not made in good faith, or that there are no grounds or insufficient grounds for conducting an investigation, the Investigator may choose not to investigate or, if already commenced, may terminate any investigation, or may dispose of the complaint in a summary manner. In that event, the complainant and Council, if Council is not the Investigator, shall be notified of the Investigator's decision;
- (f) If the Investigator decides to investigate the complaint, the Investigator shall take such steps as it may consider appropriate, which may include seeking legal advice. All proceedings of the Investigator regarding the investigation shall be confidential;
- (g) If the Investigator is not Council, the Investigator shall, upon conclusion of the investigation, provide the Council and the Member who is the subject of the complaint, the results of the Investigator's investigation;
- (h) A Member who is the subject of an investigation shall be afforded procedural fairness, including an opportunity to respond to the allegations before Council deliberates and makes any decision or any sanction is imposed;
- (i) A Member who is the subject of an investigation is entitled to be represented by legal counsel, at the Member's sole expense.

15. Compliance and Enforcement

- 15.1. Members shall uphold the letter and the spirit and intent of this Bylaw.
- 15.2. Members are expected to co-operate in every way possible in securing compliance with the application and enforcement of this Bylaw.
- 15.3. No Member shall:
 - (a) undertake any act of reprisal or threaten reprisal against a complainant or any other person for providing relevant information to Council or to any other person;
 - (b) obstruct Council, or any other person, in carrying out the objectives or requirements of this Bylaw.

16 Sanctions

Sanctions that may be imposed on a Member, by Council, upon a finding that the Member has breached this Bylaw may include:

- (a) a letter of reprimand addressed to the Member;
- (b) requesting the Member to issue a letter of apology;
- (c) publication of a letter of reprimand or request for apology and the Member's response;

- (d) suspension or removal of the appointment of a Member as the chief elected official under section 150(2) of the Act;
- (e) suspension or removal of the appointment of a Member as the deputy chief elected official or acting chief elected official under section 152 of the Act;
- (f) suspension or removal of the chief elected official's presiding duties under section 154 of the Act;
- (g) suspension or removal from some or all Council committees and bodies to which Council has the right to appoint members;
- (h) reduction or suspension of remuneration as defined in section 275.1 of the Act corresponding to a reduction in duties, excluding allowances for attendance at Council meetings;
- (i) any other sanction Council deems reasonable and appropriate in the circumstances provided that the sanction does not prevent a Member from fulfilling the legislated duties of a Councillor and the sanction is not contrary to the Act.

17. Review

17.1 This Bylaw shall be brought forward for review throughout each term of Council, when relevant legislation is amended, and at any other time that Council considers appropriate to ensure that it remains current and continues to accurately reflect the standards of ethical conduct expected of Members.

17.2 Town of Calmar Policy 2013-36 is hereby rescinded.

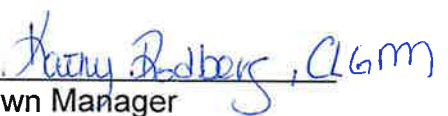
READ A FIRST TIME THIS 24th DAY OF OCTOBER, 2018.

READ A SECOND TIME THIS 24th DAY OF OCTOBER, 2018.

READ A THIRD TIME, BY UNANIMOUS CONSENT, THIS 24th DAY OF OCTOBER, 2018.



Mayor



Town Manager

This Bylaw signed this 24th day of October, 2018.

Town of Calmar

Request for Decision (RFD)

Meeting:	Organizational Meeting
Meeting Date:	October 16, 2023
Originated By:	CAO Losier
Title:	Establish Banking Institutions
Approved By:	CAO Losier
Agenda Item Number:	6

BACKGROUND/PROPOSAL:

The Town of Calmar currently uses the Alberta Treasury Branch (ATB) for the purpose of administrating Calmar’s general account. This partnership has been effective for many years and the relationships between both administrations are definitively a key part of the success. This was proven again last year when the town was the target of fraudulent activities. Through quick actions using their network and their expertise, ATB was able to recuperate the town’s asset.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The current relationship provides benefits to the Town of Calmar and the current environment is competitive. Administration does not believe that there is a need to explore other avenues at this time.

COSTS/SOURCE OF FUNDING (if applicable)

N/A

RECOMMENDED ACTION:

Council pass a motion to authorize Administration to continue the Town’s banking with ATB.

Town of Calmar

Request for Decision (RFD)

Meeting:	Organizational Meeting
Meeting Date:	October 16, 2023
Originated By:	CAO Losier
Title:	Establish Council Remuneration
Approved By:	CAO Losier
Agenda Item Number:	7

BACKGROUND/PROPOSAL:

At its May 2, 2022 Council meeting, Council adopted policy 2022-027, Council Remuneration. This new policy provided for adjustments for Council remuneration and set the framework for its review at the Organizational Meeting.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Section 1 of the policy contains the provisions for the regular scheduled Council meetings, which Council approved earlier in tonight’s agenda. The second component of this section is about the Cost-of-Living Adjustment (COLA). The policy stipulates that on January 1st, remuneration including the monthly allowance and the attendance per diem shall be increased by the Consumer Price Index (CPI) for Alberta from October 31st of the previous year. For 2023, the adjustment was not done as Council directed Administration to look at other municipalities and come back with recommendations for 2024.

In October 2022, the CPI in Alberta was at 161.8 and the Yearly Inflation Rate (YIR %) was 6.8% (Source: <https://inflationcalculator.ca/2022-cpi-and-inflation-rates-for-alberta/>). The CPI as of August 2023 was at 166.8 with a YIR of 4.3%. (Source: <https://inflationcalculator.ca/2023-cpi-and-inflation-rates-for-alberta/>).

In preparation for the 2024 operating budget, Administration investigated the remuneration framework for Bon Accord, Coalhurst, Millet, Provost, Redwater, and Tofield. The table below gives a summary of the findings.

Municipality	Monthly/Annual Salary	Extra duties or per diem	Mileage	Meals
Bon Accord	Mayor \$19,259/y Councillor \$9,630/y	\$150 / day \$75 / half day	\$0.61 / km	Max \$100 per day
Coalhurst	Mayor \$25,000/y	\$250 / day	Unknown	Unknown

	Councillor \$20,000/y	\$125 / half day		
Millet	Mayor \$1,306/M Deputy Mayor \$1,141.50/M Councillor \$1,088/M	\$200 / day \$100 / half day	As per CRA prescribed rate (Annually)	Max \$65 per day
Provost	Stipend of \$350/meeting if there from start. If late, \$175	Duties other than regular meeting, \$40/hour	Unknown	Unknown
Red Water	Mayor \$3,125.91/M Deputy Mayor \$2,345.93 /M Councillor \$1,562.97/M	\$150 / day \$75 / half day	As per CRA prescribed rate (Annually)	As per CRA prescribed rate (Annually)
Tofield	Structured system using per Diems Mayor 5 per diems Deputy Mayor 1 per diem Per diem: value establish by motion of Council (Unknown for 2023) Alternate 0.25 per diem Incidental 0.50 per diem Virtual meeting 0.25 per diem		\$0.50 / km or current CRA	Max \$50 per day

The outcomes illustrate that municipalities may use various system that may include salaries, per diem, allowance, and/or other means of remuneration. Another level of complexity resides in the fact that some include only regular meeting, others include all functions beside training, and other have hybrid system that include or exclude very specific activities.

As a place holder in the draft budget, Administration had adjusted the salaries by approximately 8%.



COSTS/SOURCE OF FUNDING (if applicable)

Any cost would be associated with the direction that Council will choose.

RECOMMENDED ACTION:

Council pass a motion to receive this report as information to be included in the budget deliberation.

Town of Calmar

Request for Decision (RFD)

Meeting:	Organizational Meeting
Meeting Date:	October 16, 2023
Originated By:	CAO Losier
Title:	Appointments to Committees and Boards
Approved By:	CAO Losier
Agenda Item Number:	8

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 2022 to October 2023. 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. 1st, 2023 to October 31st, 2024). Councillor Gardner was appointed from November 1st, 2021 to October 31st, 2022 and Councillor Faulkner was appointed from November 1st 2022 to October 31st, 2023.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

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

On a few occasions during discussion in 2023, Council brought up the idea of potentially adding a committee to address specific items such as an urban forest management plan, the memorial elements (bench, names, plaques, etc.), and naming community assets. Currently, these are the boards and committees:

- a. Municipal Planning Commission
- b. Leduc County Regional Subdivision & Development Appeal Board
- c. Capital Region Assessment Services Commission
- 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. Senior Citizens Club Advisor Representative
- r. 39/20 Alliance
- s. Youth Council Committee
- t. Asset Management Committee
- u. Such other Commissions, Committees, Advisory Committees, and Boards as Council may deem appropriate or necessary from time to time.

COSTS/SOURCE OF FUNDING (if applicable)

There wouldn't be cost implication unless Council decides to create new Committees/Boards and/or change the scope of work/mandate of 1 or more of these entities. Having said this, should a committee be mandated to produce an urban forestry plan, it will require a small budget of approximately \$10,000 to conduct a canopy analysis unless Council decide to not include that element into its plan.

RECOMMENDED ACTION:

Council passes a motion to appoint a Deputy Mayor.

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

Council passes a motion to appoint the Library Board members in a separate motion.

2023 - 2024 Organizational Appointment

COMMITTEE/BOARD	Terms of Reference	Chair	MEMBERS	ALTERNATE
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.	Don Bartlett email: bartlettscalmar@gmail.com >	Bob McKerracher	N/A
Leduc County Regional Subdivision & Development Appeal Board				
Capital Region Assessment Services Commission 11810 Kingsway Avenue Edmonton, AB T5G 0X5				
Composite Assessment Review Board				
Yellowhead Regional Library Board 433 King Street 4270 Spruce Grove, AB T7X 3B4	As a member of the YRL, the Town shall appoint one respresetative 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/	Hank Smit email: lhaak@yrl.ab.ca Laurie		
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.	Rhonda Kanis email: rhonda.kanis@epsb.ca	Ian Miller, Michelle Olynk, Chris Fiest	
Leduc County F.C.S.S. Advisory Board 101, 1101 - 5th Street AB T9E 2X3	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.	Dean Ohnysty, Director of Community Services email: dean@leduc-county.com		
Capital Region Southwest Water Services Commission c/o City of Leduc Civic Centre, #1 Alexandra Park Leduc, AB T9E 4C4	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/	Bill Daneluik email: Katherine O'Dwyer Kodwyer@leduc.ca		
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/	President: Gwen Speed Secretary/Treasurer: Sharon Ruta email: sruta53@gmail.com		

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.			
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.			
Leduc & District Regional Waste Management Commission c/o City of Leduc #1 Alexandra Park Leduc, AB T9E 4C4	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://leducregionallandfill.ca/	Commission Manager: Mike Pieters Executive Assistant - Shannon Bremner email: sbremner@leduc.ca		
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	Shelleen Lakusta email: shelleen.lakusta@gov.ab.ca		
Leduc Regional Housing Foundation 5118 50 Avenue Leduc AB T9E 6V4	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 governed 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	Kathy Barnhart email: kathybarnhart@telus.net also email Donna Cygan: dcygan@leducregionalhousing.ca		
THE CHAMBER - Leduc, Nisku, Wetaskiwin Regions 6420 - 50 Street Leduc, AB T9E 7K9 780-986-5454	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. https://www.yourchamber.ca/	President: Tanis Techer email: info@yourchamber.ca		
Senior Citizen Club Advisor Representative Box 505 Calmar, AB T0C 0V0	Support and guidance of activities and operations of the Calmar and District Senior Citizen's Centre.	President is Ed Roskewich email: 48edward@telus.net		
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.			

Youth Council Committee				
Asset Management Committee				