

AGENDA

**SPECIAL MEETING OF COUNCIL TO BE HELD
IN-PERSON & VIRTUALLY ON
OCTOBER 23, 2023, COMMENCING AT 6:30 PM**

GoToMeeting

Public Access Code: 738-393-413

- | ITEM | SOURCE |
|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Call to Order |
| 2. | Adoption of Agenda |
| 3. | Bylaws or Policies
a) Council Procedural Bylaw 2023-27 |
| 4. | Financial
a) Budget 2024 Discussion |
| 5. | Department Report
a) Communication
b) Recreation
c) Asset Management
d) Growth Report |
| 6. | Council and Committee Reports
a) Mayor Carnahan
b) Councillor Faulkner
c) Councillor Gardner
d) Councillor McKeag Reber
e) Councillor Benson |
| 7. | Correspondence
a) Legion's invitation |
| 8. | Clarification of Agenda Business – (Open mic) |
| 9. | Closed Session
a) Personnel – (Pursuant to Section 24(1)(b)(i) of the Freedom of Information and Protection of Privacy Act)
b) Development - (Pursuant to Section 25(1)(b) of the Freedom of Information and Protection of Privacy Act) |
| 10. | Adjournment |

**TOWN OF CALMAR
BYLAW 2023-27**

**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 6h30 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
 - d. Delegations
 - 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. Capital Region Assessment Services Commission
 - c. Composite Assessment Review Board
 - d. Calmar Public Library Board
 - e. Yellowhead Regional Library Board
 - f. Calmar and District Recreation Committee
 - g. Leduc County FCSS Advisory Board

- h. Capital Regional Southwest Water Services Commission
- i. Communities In Bloom Committee
- j. Leduc County Fire Services Advisory Committee
- k. Leduc Regional Emergency Management Committee
- l. Leduc and District Regional Waste Management Commission
- m. Edmonton Metro Region Waste Advisory Committee
- n. Leduc Regional Housing Foundation
- o. Public Communication and Marketing Committee
- p. Senior Citizens Club Advisor Representative
- q. 39/20 Alliance
- r. Youth Council Committee
- s. Asset Management Committee
- t. 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 17 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

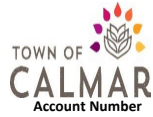
This Bylaw signed this ___ DAY OF OCTOBER, 2023.



Account Number	Account Description	2023 Budget	2023 - 2024 % Variation	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2024 Budget Comments
2-12-00-100	ADMIN - Annual Depreciation	0.00	#DIV/0!	0.00	0.00	0.00	0.00	Annual depreciation is not in the current budget
2-12-00-110	ADMIN - Wages & Salaries	288,185.00	22%	352,142.02	355,000.00	365,000.00	390,000.00	Per distribution
2-12-00-115	ADMIN - Overtime	500.00	0%	500.00	500.00	500.00	500.00	
2-12-00-130	ADMIN - Employer Contributions	40,500.00	30%	52,821.30	53,250.00	54,750.00	58,500.00	15% of Wages to cover variation of benefit coverage
2-12-00-136	ADMIN - Workers' Compensation Board Fees	7,200.00	0%	7,200.00	7,200.00	7,200.00	7,200.00	18% of \$40k premium based on wage distribution
2-12-00-140	ADMIN - Meals & Lodging	0.00	#DIV/0!	0.00	0.00	0.00	0.00	reallocated to training & development
2-12-00-148	ADMIN - Training & Development	12,500.00	-20%	10,000.00	10,000.00	12,000.00	12,500.00	GFOA x 1, SLGM x 1, NACLAA II x 1, CPA x 1 (courses, conferences, meals & rooms)
2-12-00-210	ADMIN - Vehicle Allowance	0.00	#DIV/0!	0.00	0.00	0.00	0.00	no budgeted vehicle allowance
2-12-00-212	ADMIN - Mileage	1,500.00	-33%	1,000.00	1,000.00	1,000.00	1,000.00	Gas reimbursement only as cruiser is expected to be used
2-12-00-215	ADMIN - Freight & Postage	5,500.00	-27%	4,000.00	4,000.00	4,000.00	4,000.00	Based on 2023 actuals, reduction based on success of ebilling
2-12-00-217	ADMIN - Telephone	5,500.00	42%	7,800.00	7,800.00	7,800.00	7,800.00	Phone, Internet, Cells, Toll Free based on \$650/month
2-12-00-220	ADMIN - Advertising	2,000.00	-50%	1,000.00	1,000.00	1,200.00	1,200.00	Employment Ads LGAA - \$300 x 1 SLGM-\$700 x 2 GFOA-\$170 x 1
2-12-00-222	ADMIN - Memberships & Subscriptions	2,500.00	0%	2,500.00	2,500.00	2,700.00	2,700.00	Subscriptions - \$500
2-12-00-231	ADMIN - Auditor	40,000.00	0%	40,000.00	40,000.00	45,000.00	45,000.00	Based on 2023 actual
2-12-00-232	ADMIN - Assessment Services	18,500.00	5%	19,500.00	19,500.00	20,000.00	20,000.00	Based on prior \$4488/quarter and an allowance of a CPI increase
2-12-00-233	ADMIN - Legal Fees	10,000.00	0%	10,000.00	10,000.00	10,000.00	10,000.00	Based on 5 year average
2-12-00-250	ADMIN - Building Repairs & Maintenance	8,000.00	25%	10,000.00	10,000.00	10,000.00	20,000.00	Based on 5 year average (including office repainting in 2027)
2-12-00-270	ADMIN - Insurance	6,000.00	8%	6,500.00	7,000.00	7,000.00	7,000.00	Annual Allocation for insurance cost
2-12-00-290	ADMIN - Entertainment & Hospitality	1,000.00	0%	1,000.00	1,000.00	1,000.00	1,000.00	Based on 5 year average
2-12-00-510	ADMIN - Printing & Stationery	4,500.00	0%	4,500.00	4,500.00	4,500.00	4,500.00	Based on 5 year average
2-12-00-511	ADMIN - Household Goods & Misc. Supplies	6,000.00	-33%	4,000.00	4,000.00	4,000.00	4,000.00	cleaner, washroom, water, etc. Based on 5 year average
2-12-00-512	ADMIN - Janitor Contract	12,225.00	8%	13,200.00	13,200.00	13,200.00	14,400.00	\$1,100 per month IT services \$62,400 / year Postage Machine \$2,000 (new lease) Photocopier \$5,000 Central Square Support \$24,500 (\$19.5k annual & \$5k year end updates) Software licenses (Adobe) \$2,500 Elite Marketing website hosting/maintenance \$6,000 Payroll
2-12-00-513	ADMIN - Equipment Leases & Contracts	115,000.00	-4%	110,000.00	110,000.00	110,000.00	110,000.00	outsourcing \$5,000 (July 2024)
2-12-00-516	ADMIN - Alarm Maintenance	500.00	0%	500.00	500.00	500.00	550.00	Based on 5 year average
2-12-00-520	ADMIN - Equipment Parts, Repairs & Maintenance	6,000.00	-17%	5,000.00	5,000.00	5,000.00	5,000.00	Based on 5 year average
2-12-00-540	ADMIN - Power	5,075.00	-9%	4,600.00	4,850.00	4,950.00	5,050.00	Based on quoted rate with Enmax contract renewal
2-12-00-541	ADMIN - Natural Gas	5,085.00	4%	5,300.00	5,400.00	5,500.00	5,600.00	Based on quoted rate with Enmax contract renewal
2-12-00-590	ADMIN - Other General Expenses	7,500.00	-13%	6,500.00	6,500.00	6,500.00	6,500.00	Based on 5 year average
2-12-00-761	ADMIN - Transfer to Reserves	319,000.00	-6%	300,000.00	300,000.00	300,000.00	300,000.00	50% of the revenue raised through franchise fees as per reserve policy Based on 2023 actual & increase of \$2500 to allow for cc payment of taxes & utilities
2-12-00-810	ADMIN - Bank Charges & Fees	8,200.00	34%	11,000.00	11,000.00	11,000.00	11,000.00	(offset in fees & charges)
2-12-00-831	ADMIN - Debenture Principle	0.00	#DIV/0!	0.00	0.00	0.00	0.00	No debentures anticipated
2-12-00-832	ADMIN - Debenture Interest	0.00	#DIV/0!	0.00	0.00	0.00	0.00	No debentures anticipated
2-12-00-910	ADMIN - Tax Cancellations	0.00	#DIV/0!	0.00	0.00	0.00	0.00	No tax cancellations included in budget
2-12-00-920	ADMIN - Bad Debts	0.00	#DIV/0!	0.00	0.00	0.00	0.00	No budget for bad debts
2-12-00-999	ADMIN - Contingency Fund	59,000.00	2%	60,000.00	60,000.00	60,000.00	60,000.00	Annual operating contingency for unexpected expenses
2-12-01-148	All Staff Training & Development	1,000.00	0%	1,000.00	1,000.00	1,000.00	1,000.00	Should we need special training for all staff
2-12-01-540	EV Power	0.00	#DIV/0!	10,000.00	11,000.00	12,000.00	13,000.00	Power to EV charger
		998,470.00		1,061,563.32	1,066,700.00	1,087,300.00	1,129,000.00	

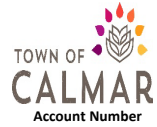


Account Number	Account Description	2023 Budget	2023 - 2024 % Variation	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2024 Budget Comments
1-11-00-590	COUNCIL - Other General Revenue	0.00	#DIV/0!	0.00	0.00	0.00	0.00	Will eliminate this GL
		<u>0.00</u>		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	

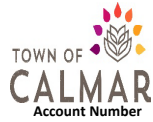


Account Number	Account Description	2023 Budget	2023 - 2024 % Variation	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2024 Budget Comments
2-11-00-110	COUNCIL - Wages & Salaries	0.00	#DIV/0!	0.00	0.00	0.00	0.00	
2-11-00-115	Overtime	0.00	#DIV/0!	0.00	0.00	0.00	0.00	
2-11-00-130	COUNCIL - Employer's Contributions	0.00	#DIV/0!	0.00	0.00	0.00	0.00	
2-11-00-136	COUNCIL - Workers' Compensation Board Fees	0.00	#DIV/0!	0.00	0.00	0.00	0.00	
2-11-00-148	COUNCIL - Training & Development	10,000.00	-84%	1,600.00	1,600.00	1,600.00	1,600.00	This budget line is for shared training sessions and not specific to individual Council members. Would include RMA, FCM, and other initiatives.
2-11-00-215	COUNCIL - Freight & Postage	700.00	0%	700.00	700.00	700.00	700.00	The primary expense to this line item is based on a percentage of cost for filling the postage meter
2-11-00-217	COUNCIL - Telephone	7,200.00	4%	7,500.00	7,500.00	7,500.00	7,500.00	Council Land Line \$100 x 12 Months = \$ 1,200 Council Communication Allowance \$100 Per month \$ 6,000
2-11-00-220	COUNCIL - Advertising	3,000.00	0%	3,000.00	3,000.00	3,000.00	3,000.00	Tax Assess. Mailout, Ad-Regional Maple Leaf, Ad-Salute to Farmers, Sponsor Ad-Fire Dept, Sponsor Ad-Remembrance Day, Sponsor Ad-Holiday Season, Remembrance Day, Other Advertisements
2-11-00-222	COUNCIL - Memberships & Subscriptions	4,700.00	72%	8,100.00	8,100.00	8,100.00	8,100.00	AB Munis Basic Membership fee \$3,500 39/20 Membership \$3,500 Chamber Membership \$263.10 FCM Membership \$700 Queens Printer Subscription \$125.00
2-11-00-223	COUNCIL - Special Projects	40,000.00	-75%	10,000.00	10,000.00	10,000.00	10,000.00	Significant Council project \$1,500 Leduc & District Food Bank \$1,490.40 NSWA \$1,000 Calmar Seniors Club
2-11-00-224	COUNCIL - Other Projects	3,614.00	149%	9,000.00	9,000.00	9,000.00	9,000.00	\$5,000 grant to other organizations
2-11-00-231	COUNCIL - Audit Fees	0.00	#DIV/0!	0.00	0.00	0.00	0.00	Allocation changed to be 100% Administration
2-11-00-250	COUNCIL - Building Repairs & Maintenance	1,000.00	0%	1,000.00	1,000.00	1,000.00	1,000.00	has been \$0 for last 5 years
2-11-00-270	COUNCIL - Insurance	3,100.00	0%	3,100.00	3,100.00	3,200.00	3,200.00	Council Chambers Insurance
2-11-00-510	COUNCIL - Printing & Stationery	1,500.00	-20%	1,200.00	1,200.00	1,200.00	1,200.00	Based on 5 year average Regional Municipal Meetings, Collaboration & Networking based on 5 year average (+ interaction with eastern municipalities)
2-11-00-511	COUNCIL - Special Events Hosting	4,000.00	-25%	3,000.00	3,000.00	3,000.00	3,000.00	
2-11-00-520	COUNCIL - Equipment, Parts, Repairs & Maintenance	1,000.00	0%	1,000.00	1,000.00	1,500.00	8,000.00	\$0 for previous 5 years, expecting new laptops in 2027
2-11-00-540	COUNCIL - Power	2,275.00	-21%	1,800.00	1,900.00	2,000.00	2,100.00	Council Chambers allocation
2-11-00-541	COUNCIL - Natural Gas	1,620.00	-26%	1,200.00	1,300.00	1,400.00	1,500.00	Council Chambers allocation
2-11-00-590	COUNCIL - Other General Expenses-Legislative	2,000.00	35%	2,700.00	4,000.00	2,700.00	2,700.00	Budget based on prior year expenses (adjusted in 2025 for election) Monthly Remuneration 12 @ \$ 735 60 - 0-3 Hour Meetings @ \$ 85.00 32 - 3-5 Hour Meetings @ \$ 135.00
2-11-01-110	COUNCIL - Councillor Faulkner - Remuneration & Fee	18,600.00	8%	20,100.00	20,100.00	20,100.00	20,100.00	10 - 5 Hours or More Meetings @ \$ 185.00
2-11-01-130	COUNCIL - Councillor Faulkner - Benefits	1,000.00	0%	1,000.00	1,000.00	1,000.00	1,000.00	Calculated at % of earnings (CPP & benefits @ \$14.95/month)
2-11-01-140	COUNCIL - Councillor Faulkner - Meals & Lodging	0.00	#DIV/0!	0.00	0.00	0.00	0.00	Out of Town Travel (combined with training) Conferences: AUMA, RMA etc.
2-11-01-148	COUNCIL - Councillor Faulkner - Training & Dev	3,700.00	0%	3,700.00	3,700.00	3,700.00	3,700.00	Training AB Emergency Management, Municipal Courses etc.
2-11-01-212	COUNCIL - Councillor Faulkner - Mileage	1,000.00	0%	1,000.00	1,000.00	1,000.00	1,000.00	Out of Town Travel Monthly Remuneration 12 @ \$ 735 60 - 0-3 Hour Meetings @ \$ 85.00 32 - 3-5 Hour Meetings @ \$ 135.00
2-11-13-110	COUNCIL - Councillor Gardner - Remuneration & Fee	19,800.00	2%	20,100.00	20,100.00	20,100.00	20,100.00	10 - 5 Hours or More Meetings @ \$ 185.00
2-11-13-130	COUNCIL - Councillor Gardner - Benefits	1,000.00	0%	1,000.00	1,000.00	1,000.00	1,000.00	Calculated at % of earnings (CPP & benefits @ \$14.95/month)
2-11-13-140	COUNCIL - Councillor Gardner - Meals & Lodging	0.00	#DIV/0!	0.00	0.00	0.00	0.00	Out of Town Travel (combined with training) Conferences: AUMA, RMA etc.
2-11-13-148	COUNCIL - Councillor Gardner - Training & Dev	3,700.00	0%	3,700.00	3,700.00	3,700.00	3,700.00	Training AB Emergency Management, Municipal Courses etc.
2-11-13-212	COUNCIL - Councillor Gardner - Mileage	1,000.00	0%	1,000.00	1,000.00	1,000.00	1,000.00	Out of Town Travel Monthly Remuneration 12 @ \$ 1,490 60 - 0-3 Hour Meetings @ \$ 85.00 32 - 3-5 Hour Meetings @ \$ 135.00
2-11-17-110	COUNCIL - Mayor Carnahan - Remuneration & Fees	27,000.00	8%	29,150.00	29,150.00	29,150.00	29,150.00	10 - 5 Hours or More Meetings @ \$ 185.00
2-11-17-130	COUNCIL - Mayor Carnahan - Benefits	1,350.00	0%	1,350.00	1,350.00	1,350.00	1,350.00	Calculated at % of earnings (CPP & benefits @ \$14.95/month)
2-11-17-140	COUNCIL - Mayor Carnahan - Meals & Lodging	0.00	#DIV/0!	0.00	0.00	0.00	0.00	Out of Town Travel

2-11-17-148	COUNCIL - Mayor Carnahan - Training & Dev	3,700.00	0%	3,700.00	3,700.00	3,700.00	3,700.00	3,700.00	Conferences: AUMA, RMA etc. Training AB Emergency Management, Municipal Courses etc.
2-11-17-212	COUNCIL - Mayor Carnahan - Mileage	1,000.00	0%	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	Out of Town Travel
2-11-18-110	COUNCIL - Councillor Benson - Remuneration & Fees	18,600.00	8%	20,100.00	21,300.00	20,100.00	20,100.00	20,100.00	Monthly Remuneration 12 @ \$ 735 60 - 0-3 Hour Meetings @ \$ 85.00 32 - 3-5 Hour Meetings @ \$ 135.00 10 - 5 Hours or More Meetings @ \$ 185.00
2-11-18-130	COUNCIL - Councillor Benson - Benefits	1,000.00	0%	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	Calculated at % of earnings (CPP & benefits @ \$14.95/month)
2-11-18-140	COUNCIL - Councillor Benson - Meals & Lodging	0.00	#DIV/0!	0.00	0.00	0.00	0.00	0.00	Out of Town Travel (combined with training)
2-11-18-148	COUNCIL - Councillor Benson - Training & Dev	3,700.00	0%	3,700.00	3,700.00	3,700.00	3,700.00	3,700.00	Conferences: AUMA, RMA etc. Training AB Emergency Management, Municipal Courses etc.
2-11-18-212	COUNCIL - Councillor Benson - Mileage	1,000.00	0%	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	Out of Town Travel
2-11-19-110	COUNCIL - Councillor McKeag - Remuneration & Fees	18,600.00	15%	21,300.00	20,100.00	20,100.00	20,100.00	20,100.00	Monthly Remuneration 12 @ \$ 694.62 Deputy Mayor 12 @ \$ 100.00 60 - 0-3 Hour Meetings @ \$ 75.00 32 - 3-5 Hour Meetings @ \$ 125.00 10 - 5 Hours or More Meetings @ \$ 175.00
2-11-19-130	COUNCIL - Councillor McKeag - Benefits	1,000.00	0%	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	Calculated at % of earnings (CPP & benefits @ \$14.95/month)
2-11-19-140	COUNCIL - Councillor McKeag - Meals & Lodging	0.00	#DIV/0!	0.00	0.00	0.00	0.00	0.00	Out of Town Travel (combined with training)
2-11-19-148	COUNCIL - Councillor McKeag - Training & Dev	3,700.00	0%	3,700.00	3,700.00	3,700.00	3,700.00	3,700.00	Conferences: AUMA, RMA etc. Training AB Emergency Management, Municipal Courses etc.
2-11-19-212	COUNCIL - Councillor McKeag - Mileage	1,000.00	0%	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	Out of Town Travel
		217,159.00		194,500.00	196,000.00	194,300.00	201,000.00		



Account Number	Account Description	2023 Budget	2023 - 2024 % Variation	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2024 Budget Comments
1-21-00-590	POLICING - Other Revenue	-88,000.00	50%	-132,100.00	-132,100.00	-132,100.00	-132,100.00	RCMP cost funding model as per estimate provided on launch
		0.00						
1-23-00-590	FIRE - Other General Revenue-Protective Services	0.00	#DIV/0!	0.00	0.00	0.00	0.00	No other revenue is anticipated
1-23-00-920	FIRE - Drawn from Reserves	0.00	#DIV/0!	0.00	0.00	0.00	0.00	No projects are planned for this year
		0.00						
1-24-00-590	DISASTER - Other General Revenues	0.00	#DIV/0!	0.00	0.00	0.00	0.00	No other revenue is anticipated
1-24-00-840	DISASTER - Provincial Grant	0.00	#DIV/0!	0.00	0.00	0.00	0.00	No Grants are planned for this year
1-24-00-920	DISASTER - Drawn from Reserves	0.00	#DIV/0!	0.00	0.00	0.00	0.00	No projects are planned for this year
		0.00						
1-26-00-350	ENFORCEMENT - Contract with Other Local Governments	0.00	#DIV/0!	0.00	0.00	0.00	0.00	
1-26-00-410	ENFORCEMENT - Municipal Fines	-15,000.00	0%	-15,000.00	-15,000.00	-15,000.00	-15,000.00	Anticipated revenue from weed enforcement to offset expense
1-26-00-510	ENFORCEMENT - Provincial Fines	-55,000.00	-27%	-40,000.00	-42,000.00	-42,000.00	-44,000.00	Based on anticipated ticket generation
1-26-00-520	ENFORCEMENT - Animal License Fee's	-1,000.00	0%	-1,000.00	-1,000.00	-1,000.00	-1,000.00	Based on 3 year average (after cost decreased)
1-26-00-521	ENFORCEMENT - Business License Fee	-18,100.00	2%	-18,400.00	-18,800.00	-18,800.00	-18,800.00	Based on 5 year average (we are charging twice the amount of other similar mun.)
1-26-00-522	ENFORCEMENT - Regional Business License	-100.00	-50%	-50.00	-50.00	-50.00	-50.00	Based on 2023 Actual
1-26-00-590	ENFORCEMENT - Other General Revenue	0.00	#DIV/0!	-44,500.00	-44,500.00	-44,500.00	-44,500.00	50% of 2nd CPO & associated costs as per agreement
1-26-00-840	ENFORCEMENT - Provincial Conditional Grants	0.00	#DIV/0!	0.00	0.00	0.00	0.00	No projects are planned for this year
1-26-00-920	ENFORCEMENT - Drawn from Reserves	0.00	#DIV/0!	0.00	0.00	0.00	0.00	No projects are planned for this year
1-26-01-410	ENFORCEMENT - Municipal Fines - Snow Removal	-15,000.00	0%	-15,000.00	-15,000.00	-15,000.00	-15,000.00	Anticipated revenue from snow removal enforcement to offset expense
		-192,200.00		-266,050.00	-268,450.00	-268,450.00	-270,450.00	



Account Number	Account Description	2023 Budget	2023 - 2024 % Variation	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2024 Budget Comments
2-21-00-745	POLICING - Provincial Policing	88,000.00	50%	132,100.00	132,100.00	132,100.00	132,100.00	RCMP cost funding model, offset with revenue for the same
2-23-00-250	FIRE - Building Repairs & Maintenance	0.00	#DIV/0!	0.00	0.00	0.00	0.00	No budget as this service is contracted out to regional service provider
2-23-00-270	FIRE - Insurance	2,400.00	0%	2,400.00	2,400.00	2,400.00	2,400.00	Old fire hall insurance allocation
								Regional Fire Fee for Service Total Expenses - (minus) Total Revenue = Total Budget 40% of Total Budget ÷ (divided) by 3 Year Average Call Volume = Fee per Incident
2-23-00-514	FIRE - Contracted Services & Communications	166,000.00	1%	168,000.00	170,000.00	172,000.00	172,000.00	Fee Per Incident X (times) Actual Incident Responses = Town's Annual Cost for Service
2-23-00-540	FIRE - Power	4,550.00	-100%	0.00	0.00	0.00	0.00	Correct distribution
2-23-00-541	FIRE - Natural Gas	13,860.00	-100%	0.00	0.00	0.00	0.00	Correct distribution
2-24-00-110	DISASTER - Wages & Salaries	43,204.80	13%	48,867.79	50,000.00	53,000.00	55,000.00	Per distribution
2-24-00-115	DISASTER - Disaster - Overtime Earnings	0.00	#DIV/0!	0.00	0.00	0.00	0.00	No Overtime expected
2-24-00-130	DISASTER - Employer Contributions	6,481.00	13%	7,330.17	7,500.00	7,950.00	8,250.00	15% of salary allocated to this cost center
2-24-00-136	DISASTER - Workers' Compensation Board Fees	1,200.00	0%	1,200.00	1,200.00	1,200.00	1,200.00	3% of \$40k premium based on wage distribution
2-24-00-140	DISASTER - Meals & Lodging	0.00	#DIV/0!	0.00	0.00	0.00	0.00	reallocated to training and development Disaster Services \$4,000 OH&S \$2,000 EOC training- DSS/ICS/EOC Management
2-24-00-148	DISASTER - Training & Development	10,000.00	5%	10,500.00	11,000.00	11,000.00	11,000.00	Basic Emergency Management - \$900
2-24-00-217	DISASTER - Disaster Services Emergency Line	1,000.00	0%	1,000.00	1,000.00	1,000.00	1,000.00	Based on porting to VOIP system once fibre is available
2-24-00-231	DISASTER - Audit Fees	0.00	#DIV/0!	0.00	0.00	0.00	0.00	Allocation changed to be 100% through Administration Build designated area for OH&S equipment & DS Equipment (shelving/cabinet) Disaster \$1,000 OH&S \$1,000
2-24-00-250	DISASTER - Building Repairs & Maintenance OH&S	4,000.00	0%	4,000.00	4,000.00	4,000.00	4,000.00	Plus regular annual expenses Stationary- Inspections forms/meetings/scribe log/PPE Disaster \$1,500 / Table Top exercises
2-24-00-520	DISASTER - Equipment Parts, Repairs & Maintenance	3,000.00	0%	3,000.00	3,000.00	3,000.00	3,000.00	OH&S \$1,500
2-24-00-522	DISASTER - Vehicle Parts, Repairs & Maintenance	500.00	0%	500.00	500.00	500.00	500.00	Vehicle maintenance for course trips
2-24-00-540	DISASTER - Power	0.00	#DIV/0!	1,000.00	1,100.00	1,200.00	1,300.00	*New GL*
2-24-00-541	DISASTER - Natural Gas	0.00	#DIV/0!	1,660.00	1,760.00	1,860.00	1,960.00	*New GL*
2-24-00-590	DISASTER - Other General Expenses	22,200.00	0%	22,200.00	12,200.00	12,200.00	12,200.00	Regional Disaster Services- \$20,000; develop town's form
2-24-00-761	DISASTER - Transfer to Reserves	0.00	#DIV/0!	0.00	0.00	0.00	0.00	No budget is anticipated
2-26-00-110	ENFORCEMENT - Wages & Salaries	141,211.20	18%	166,406.28	168,000.00	170,000.00	173,000.00	As per distribution and enhanced services
2-26-00-115	ENFORCEMENT - Overtime	0.00	#DIV/0!	0.00	0.00	0.00	0.00	no anticipated overtime
2-26-00-130	ENFORCEMENT - Employer Contributions	21,181.68	18%	24,960.94	25,200.00	25,500.00	25,950.00	15% of salary allocated to this cost center
2-26-00-136	ENFORCEMENT - Workers' Compensation Board Fees	2,000.00	0%	2,000.00	2,000.00	2,000.00	2,000.00	5% of \$40k premium based on wage distribution
2-26-00-140	ENFORCEMENT - Meals & Lodging	0.00	#DIV/0!	0.00	0.00	0.00	0.00	reallocated to training and development AACPO Conference (1) Recertification Baton/O.C./PPCT E-Ticketing Training Possible Rapid Force Training
2-26-00-148	ENFORCEMENT - Training & Development	6,300.00	59%	10,000.00	10,500.00	11,000.00	11,000.00	Mental Health Training
2-26-00-210	ENFORCEMENT - Vehicle Expense	300.00	0%	300.00	300.00	300.00	300.00	Vehicle maintenance for course trips
2-26-00-211	ENFORCEMENT - Vehicle Allowance	0.00	#DIV/0!	0.00	0.00	0.00	0.00	
2-26-00-215	ENFORCEMENT - Freight & Postage	1,200.00	0%	1,200.00	1,200.00	1,200.00	1,200.00	
2-26-00-217	ENFORCEMENT - Telephone	1,800.00	56%	2,800.00	2,800.00	2,800.00	2,200.00	Monthly charge for cell phone based on 5 year average & 2nd CPO phone
2-26-00-220	ENFORCEMENT - Advertising	500.00	0%	500.00	500.00	500.00	500.00	Based on prior year actual (\$200 Crime Report Publication) Radio License \$280 CPO Program License \$650
2-26-00-222	ENFORCEMENT - Memberships & Subscriptions	4,000.00	0%	4,000.00	4,000.00	4,000.00	4,000.00	Report Exec
2-26-00-223	ENFORCEMENT - Victims Services	2,400.00	0%	2,400.00	2,400.00	2,400.00	2,400.00	Annual allocation for Victim Services donation
2-26-00-225	ENFORCEMENT - Citizens on Patrol	0.00	#DIV/0!	0.00	0.00	0.00	0.00	No expenses allocated for this line
2-26-00-231	ENFORCEMENT - Audit Fees	0.00	#DIV/0!	0.00	0.00	0.00	0.00	Allocation changed to be 100% through Administration
2-26-00-233	ENFORCEMENT - Legal Fees	2,000.00	0%	2,000.00	2,000.00	2,000.00	2,000.00	Budget dollars are for possible legal advice on bylaw enforcement
2-26-00-235	ENFORCEMENT - Vet & Pound Fees	5,000.00	6%	5,300.00	5,300.00	5,300.00	5,300.00	Fees charged by kennels when an animal is picked up

2-26-00-270	ENFORCEMENT - Insurance	3,250.00	0%	3,250.00	3,250.00	3,250.00	3,250.00	Annual Allocation for insurance cost
2-26-00-510	ENFORCEMENT - Printing & Stationary	1,000.00	10%	1,100.00	1,200.00	1,200.00	1,200.00	Based on 5 year average Equipment
2-26-00-511	ENFORCEMENT - Household Goods & Miscellaneous Supplies	1,000.00	0%	1,000.00	1,000.00	1,000.00	1,000.00	Cat cages/animal food/leash/carriers/ Dispatch fees \$2,228 License (Program)- \$1,650
2-26-00-513	ENFORCEMENT - Contracted Services	6,000.00	33%	8,000.00	6,000.00	6,000.00	6,000.00	Animal Control- \$500/ (body cam and dashcam -2024) CPO Only - Uniforms, kits, boots, etc. Handcuffs Baton/(Body Armour-year 2024)
2-26-00-520	ENFORCEMENT - Equipment Parts, Repairs & Maintenance	5,000.00	100%	10,000.00	5,000.00	5,000.00	5,000.00	Speed & safety related equipment/(2nd AFFRCS radio -year 2024)
2-26-00-521	ENFORCEMENT - Fuel & Oil	5,000.00	20%	6,000.00	6,000.00	6,000.00	6,000.00	Cost of operating Peace Officer vehicle and cruiser
2-26-00-522	ENFORCEMENT - Vehicle Parts, Repairs & Maintenance	2,500.00	20%	3,000.00	3,000.00	3,000.00	3,000.00	Cost of operating Peace Officer vehicle and cruiser
2-26-00-540	ENFORCEMENT - Power	700.00	114%	1,500.00	1,600.00	1,700.00	1,800.00	Annual allocation for distributed costs - corrected distribution
2-26-00-541	ENFORCEMENT - Natural Gas	1,390.00	87%	2,600.00	2,700.00	2,800.00	2,800.00	Annual allocation for distributed costs - corrected distribution
2-26-00-590	ENFORCEMENT - Other General Expenses	0.00	#DIV/0!	0.00	0.00	0.00	0.00	
2-26-00-761	ENFORCEMENT - Transfer to Reserves	0.00	#DIV/0!	0.00	0.00	0.00	0.00	No budget allocation for the line
2-26-01-240	ENFORCEMENT - Bylaw Enforcement	30,000.00	0%	30,000.00	30,000.00	30,000.00	30,000.00	Offset for municipal fine revenue for weeds & snow removal
		610,128.68		692,075.18	681,710.00	690,360.00	695,810.00	



Account Number	Account Description	2023 Budget	2023 - 2024 % Variation	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2024 Budget Comments
1-12-00-490	ADMIN - Administration Costs Recovered	-6,000.00	42%	-8,500.00	-8,500.00	-8,500.00	-8,500.00	\$2/bill for printed water bill, NSF fee, etc & cost recovery for cc payments
1-12-00-495	ADMIN - Assessment Appeals	0.00	#DIV/0!	0.00	0.00	0.00	0.00	Unknown, these fees are collected only if an assessment appeal is requested and is not a budgeted amount
1-12-00-551	ADMIN - Tax Recovery Properties - Property Revenue	0.00	#DIV/0!	0.00	0.00	0.00	0.00	This revenue is only realized if the tax forfeiture exceeds 15 years of holding
1-12-00-590	ADMIN - Other Revenue - Administration	-10,000.00	-75%	-2,500.00	-2,500.00	-2,500.00	-2,500.00	Miscellaneous revenue for general purposes (reduced as no COR status with WCB) based on 2023 actuals
1-12-00-840	ADMIN - Provincial Conditional Grants	-27,300.00	-100%					Do not know status of operating grant for 2024
1-12-00-850	ADMIN - Conditional Grants - Other Governments	0.00	#DIV/0!	0.00	0.00	0.00	0.00	No other government contributions are expected that apply to general administration
1-12-00-920	ADMIN - Drawn from Reserves	0.00	#DIV/0!	0.00	0.00	0.00	0.00	
1-12-01-540	ADMIN - EV Charging Revenue	0.00	#DIV/0!	0.00	0.00	0.00	0.00	
		-43,300.00		-11,000.00	-11,000.00	-11,000.00	-11,000.00	

Town of Calmar

Council Priority Report (CPR) - Communication

Meeting:	Regular Council Meeting
Meeting Date:	October 16, 2023
Originated By:	S. Losier / H. Bryans
Title:	Council Priority – Communication Update Report
Approved By:	CAO Losier
Agenda Item Number:	5A

COUNCIL PRIORITY - COMMUNICATION

At its July 10 meeting, Council discussed the various projects and initiatives identified throughout the strategic and master plans. Acknowledging that resources are limited, Council decided to identify 3 priorities for Administration. One of these is communication.

STARTING POINT

Administration presented a short report to Council in August that identified the need to review the town’s current strategic documents to create an action plan. The review has been initiated, but more time will be needed. Once the review is completed, Administration will create a key elements document and send it by email to Council to obtain some feedback.

In parallel to this analysis, Council has adopted the alternative notification bylaw that established the town’s website as the primary vehicle to communicate with the residents. This does not prevent the Town from using other means to communicate but confirms the need to maintain the website as current as possible. To that effect, Administration is working with a consultant to clean the website by removing outdated/obsolete information. Once this is done, we will proceed to improving/enhancing the website. This shall be completed in 2024.

ACTION PLAN:

In reviewing the documentation, Administration has concluded that the action plan should be a concise document that contains both internal and external provisions. Furthermore, it should contain provisions for Administration as well as Council as it is important for Team Calmar members to have complementary and consistent approaches.

Administration also recently upgraded its Survey Monkey account to have full access to results and other analytical tools. Administration would like to take this opportunity to prepare an engagement survey to find out how the community would prefer to be engaged.



NEXT STEPS:

Administration will need to develop the action plan and report back to Council. As mentioned in the initial meeting, the intent is to update Council every two months, alternating with the Department Reports.

The current report is submitted for discussion. Administration is happy to answer questions from Council.

Town of Calmar

Council Priority Report (CPR) - Recreation

Meeting:	Regular Council Meeting
Meeting Date:	October 16, 2023
Originated By:	S. Losier / I. Miller, and R. Van Looy
Title:	Council Priority – Recreation
Approved By:	CAO Losier
Agenda Item Number:	5B

COUNCIL PRIORITY - RECREATION

At its July 10 meeting, Council discussed the various projects and initiatives identified throughout the strategic and master plans. Acknowledging that resources are limited, Council decided to identify 3 priorities for Administration. One of these is Recreation. The purpose of this priority is to identify a recreation project that will be defined, designed, and implemented.

Within the recreation priority, several major projects were initially identified. At its August meeting, Council narrowed the list of projects to three. The projects are now the Calmar Outdoor Recreational Grounds, the enhancement of the arena, and the development of a centralized recreational complex.

The intent of this initiative is to provide information to guide Council in prioritization of the projects. In this report, Administration is presenting the information that is known and identifying the information that is unknown that could have a significant impact on the project.

STARTING POINT

1. Calmar Outdoor Recreation Grounds.

What we know

- Significant Drainage issue within the area that impact the usability of the ball diamonds and surrounding area. Calmar received a multimillion-dollar proposal to redevelop the area. Administration has reached back to Select Engineering (the author of the report) to confirm the cost breakdown in order to know the cost for drainage.
- Many plans were done for the redevelopment, but none was officially selected.
- Two abandoned wells. One is located within diamond 3 and the other one is in the field being used for camping.
- People vehicles/properties are being hit by balls.

- It is a huge space that could be reconfigured to solve many issues. Size could also facilitate transition without having to close the diamonds.
- Addressing drainage could also solve drainage issue along 51st Street and the avenues in the areas.
- Netting along base lines would be required for safety for existing ball diamond grounds layout should Council decide to keep the configuration as it is. The current configuration would also require the extension of fence to stop homeruns, fixing of fences (curling), and the installation of missing dugouts.

What we do not know/need to know more about

- Not clear on what the public interest is regarding soccer, ball, camping at rec ground. In the past, it was identified as active area and Woodland Park as passive/cultural area. (need to validate survey and explain how it relates to the 3 projects still in the running). About outdoor space, trails, outdoor courts, community / multiuse space are the top contenders.
- Camping area – Is this something Calmar even wants to do? If so, we should have designated sites, proper camping amenities, proper booking and collection.
- Installation of soccer fields. Look at viability of multiuse field (turf, dome etc.)
- Proper parking area, gathering area, picnic area, trail.
- What would be the limitations on development created by the abandoned wells if the town wanted to redevelop the area for recreational or other uses.

2. Enhance/upgrade the arena.

What we know

- Grant might be available for retrofitting/improving the arena. – This will come at a 20% provided by us. Retrofit is 80% covered if approved but substantial money will have to go into this.
- Not enough dressing rooms. Currently 4.
- Needs female dressing room. Currently using a cleaning closet.
- Not insulated properly. Very cold in winter, unable to maintain ice in late spring / summer.
- Condenser is under rated for our temperature spikes. Cannot handle warm temperatures with current insulation if we want to extend the season.
- Bleachers are not accessible. Bleacher's area is not accessible for patrons with special needs and undersized for allowed building occupancy.
- Bathrooms and lobby are not capable of supporting the load capacity.
- No skate sharpening available.
- Storage is very limited.
- Floor is starting to settle which has created wall/floor stability issues.
- Arena is more than 60 years old.
- Last major renovation was 2016-2017 (ice plant and Zamboni room). The last structural upgrade or renovation is unknown to Administration.

- Slab is 45 years old. Was installed in 1978. Longest ever seen in the industry was 51 years. Shortest was 21 years. This will become an issue sooner than later. Total price with recommended contingency for floor replacement \$1,050,000.00 + Taxes (quoted in 2023).
- Non ice surface needs upgrade. Bleachers, storage, dressing rooms, team room, office etc....can be done at the same time as the floor slab...
- Limited in space. Arena expansion would have to go out and up.
- Updated Quote to remove and replace new ceiling insulation in arena \$52,170.00 +GST.
- Cimco engineers are reviewing plant design and will provide upgrade recommendations and costs associated with said plant.
- Paint stripping and application required sooner than later for arena rafter beams.
- Parking lot lighting and surrounding building not adequate for winter season.

What we do not know/need to know more about

- Why is the floor sinking?
- 3rd party needed to evaluate options (Analysis, Concept, Design, Scope, etc.) Furthermore, analysis needs to be done for structural stability and usability, life cycle, etc.
- Arena is near or at end of life. Administration expects this to be confirmed by 3rd party when they do evaluation.
- The usage should play a role in this decision as a significant portion of the arena usage is not by Calmar residents.
- Is there a chance to add gym, meeting rooms, court, or other amenities?

3. Develop centralized recreation complex/civic center Rec Complex / Civic

What we know

- We currently do not have a parcel big enough to accommodate all the Town's amenities.
- There are limited options regarding parcels that would have the appropriate size within the municipalities.
- It will require land acquisition.
- Public has shared interest in having pool, court, pickleball, tennis, etc., but no cost was presented in these discussions.
- Centralized site could allow for a twin arena, encompass the rec complex plus town hall, library, conference center and more.
- Leduc is building a recreational center in the future in the west site of the city (about 11 minutes from Calmar)
- We currently have a recreational agreement with Leduc County and would have to be discussed with them before any major projects.
- Could become a destination for recreational/cultural purposes. Would bring a lot more things to the Town.
- Would require could access/visibility from the Highway.

- People that attend the rec complex for event typically prefer to stay over night. Devon and Leduc are close enough at the moment for any out-of-town tournaments / events.
- Multi-use complex would address the needs of various groups in the community/region. This would significantly enhance the ability to deliver programming as well as have places for all ages.
- Could also enable the Town to sell the Program Center.
- The splash park is coming to the end of its life (within 5 years or so).

What we do not know/need to know more about

- What the condition of the new site are (above/under ground)
- Leduc County's interest in developing a regional project.
- Which owner would be interest in discussing with the Town?
- We do not have any concept costs.
- Probability of repurposing town's buildings
- 3rd party needed. Analysis, Concept, Design, Scope
- Decision regarding what will be included. Twin, Pool, Gym, court etc....
- How much land will need to be acquired and cost of said acquisition.

ACTION PLAN:

Once Council has reviewed and discussed this report, there should be a discussion about the process to narrow the priorities from 3 projects to the top project. Public engagement and usage should also be discussed as these amenities are and would be largely used by non-residents.

Should there be any specific information that Council would like to receive before advancing the discussion, direction will need to be provided to Administration as it prepares for the December update.

NEXT STEPS:

The next steps will be dictated by Councils' discussion and decision at the meeting.

The current report is submitted for discussion. Administration is available to answer questions from Council.

Town of Calmar

Council Priority Report – Asset Management

Meeting:	Regular Council Meeting
Meeting Date:	Oct 16, 2023
Originated By:	Director Ed Melesko
Title:	Asset Management Update Report
Approved By:	CAO Losier
Agenda Item Number:	5C

COUNCIL PRIORITY – ASSET MANAGEMENT PLAN

At its July 10 meeting, Council discussed the various projects and initiatives identified throughout the strategic and master plans. Acknowledging that resources are limited, Council decided to identify 3 priorities for Administration. One of these is the Asset Management Plan.

The Asset Management Plan will serve as a tool to help future Administrations and Councils to make decisions about the use and care of infrastructure to deliver services in a way that considers current and future needs, manages risks and opportunities, and make the best use of resources.

ACTION PLAN:

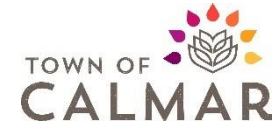
- 1.) Meeting with RMF Oct. 12, 2023, to discuss their Asset Management Software Program. We are currently using RMF software for our GIS. Throughout the summer, Administration added fire hydrant information such as location, year installed, etc. We are in process of adding cc's to the GIS as well.
- 2.) We will be meeting with Silversmith data, another asset management software in October. This is the company which Warburg & Breton are going to use. We will be comparing service, compatibility with existing program, etc.
- 3.) Discussed amongst members if this is the proper time to invest in software, (Approx. \$15,000 - \$20,000), or would it be better to invest this money into data collection. Perhaps the town could be using students for a couple years, then purchase software and transfer the data we have collected. Further discussions discussion on the sequencing is required.

- 4.) I will be reviewing the AMP Policy which was created last year and reviewing the initial 3 year workplan. Also, Administration will be working to create the Asset Management Committee Bylaw. This should be completed within the next couple of months.

Next Steps

1. Decide if this is the time to purchase a Software or invest in data collection.
2. If purchasing Software is the next step, then we will determine which software is better suited for our needs, and budget accordingly. If data collection is selected, Administration will build a strategy to recruit human resources to help with data collection.

The current report is submitted for discussion. Administration is available to answer questions from Council.



Town of Calmar

Growth Report for Discussion

Meeting:	Regular Council Meeting
Meeting Date:	October 23, 2023
Originated By:	CAO Losier
Title:	Growth Report – September 2023
Approved By:	CAO Losier
Agenda Item Number:	5D

BACKGROUND:

The following table depicts the development permit activities in September 2023.

Permit #	Date applied	Civic Address	Applicant	Project	Value	Variance	Type	Authority	Comments
2023-025D	September 7	5021 - 45 Avenue	Robert & Rebecca Beettam	Guest Suite	\$ -	no	N/A	Development Officer	Discretionary use – existing building
2023-026D	September 8	4737 - 50 Avenue	Glenn Wurben	Commercial change of use	\$ 500.00	no	N/A	Development Officer	N/A
2023-027D	September 25	5026 - 42 Avenue	Allan Brodniansky	Commercial bulk water fill station	\$250,000.00	no	N/A	Development Officer	N/A

Mayor Sean Carnahan
Council Report September 2023

In addition to regular council meetings, Special council meetings and various correspondence and administration duties

September 6th - Calmar Library Celebration - attended the Calmar Library 50th birthday celebrations. 50 years is a great achievement for any operation. Congratulations to all of the staff, volunteers and users of the Library. Calmar has a 1st rate library and offers a wide variety of knowledge based, informative and fun services to our community. Literacy and learning is for sure a bright focus of the Library

September 11th – Developer meeting- attend a meet and greet dinner meeting with council and a landowner to learn more about each other and to learn about their future develop plans within the Town of Calmar. The plans are lofty and will likely take some time to happen, but the town looks forward to working with them to help them towards their goals and aspirations.

September 13th – Leduc Regional Housing Foundation - Attended the Leduc Regional Housing Foundation Wine & Cheese evening at Plainview Manor in Leduc. The evening recognizes the hard work of the staff and provides an opportunity for the residents to have family, friends, board members, members of government present for an evening of socialization and entertainment. The residents are always happy to meet new faces and make new friends and the staff do a great job of the evening.

September 14th – Leduc Regional Housing Foundation – attended the Leduc Regional Housing Foundation finance committee meeting as an appointed board member. Financial results for the past 3 months) June, July and August were reviewed against budget and variances were explained. The foundations administers Government of Alberta housing, rent subsidy programs and of course Housing foundation owned properties. All financial statements were approved and recommendation to present to the board was approved.

September 21 – Leduc Regional Housing Foundation – attended the Leduc Regional Housing Foundation regular board meeting. At this meeting we passed the financial results of the operations for June/July/ August, The governance committee provided an update on the board assessment tool which is a government requirement to ensure the board is comprised of members with various knowledge and backgrounds to run an effective board. Received an update on the Gaetz Landing expansion project along with recognition of all provincial and federal (CMHC) funding being in place. The board then discussed how to present funding request to the respective foundation member communities based on their prior approvals. Development strategies were reviewed with the guidance of Derek Wiess to

review and provide guidance to the future strategies around housing needs in a growing demand market place. Waitlists for housing of variety of housing options were reviewed and it is apparent that housing bodies require more units as the waitlists never seem to end. Cloverleaf Manor in Warburg is also experiencing an increase in utilization as citizens in need of affordable housing have very little options available to them.

September 26th – AB Munis Presidents Dinner – attended the AB Munis presidents dinner with councillors Faulkner, McKeag Reber and Gardner. This event hosts board members, past serving members, life time achievement members and provincial dignitaries to celebrate the achievements of communities, staff and administrative staff. Calmar was honored to be selected for an environmental award for Town under 5000 for our work with the solar panel array on on the Mike Karbonik arena. Thank you to the past council and administration for making this award possible

September 27-29th – AB Munis Fall Conference – attended the annual fall conference in Edmonton. This event is a full event with breakout workshops geared to enhancing elected officials knowledge and understanding of municipal trends, issues, law and requirements to operating a healthy viable community. It also houses conversation with provincial ministers, both the leaders of provincial parties and an opportunity to network with councils and administration from communities of all sizes from all around the province. This year I attended the following sessions – **Overcoming Roadblocks to Economic Development and Strategic growth** – This session focused on the need to develop affordable housing how to possible achieve this, ensuring daycare and access to healthcare is available. **When it Rains it Pours: Water and Disaster Planning** – where focus was on how to ensure planning is completed for large rain events, how to develop future water management systems and how to be prepared for disaster events. **The Council-CAO Bargain** – focus was on how councils and CAO's need to set the stage for positive working relations, set expectations and level of service for each party and how to ensure communications stay open. Two keynote speakers Kendal Netmaker and Bean Gill presented two very unique outlooks on life, challenges and how they each overcame the curve balls presented in their life. Both were very passionate about their experiences and both presentations were great. Listened to a panel of speakers on Building Respectful Municipal-Indigenous Relations which included St.Paul, Okotoks, City of Edmonton and Chief Ermineskin Confederation of Treaty 6 First Nations of Alberta. The resolutions portion of this event provide resolutions put forward by member communities to guide AB Munisipalities in their future work with governments and items that are important to many if not all communities. There were many resolutions this year which could have been rolled into a few, but each held its own merit to stand on its own as a sperate resolution.

The event was as always a very informative event with great learning and networking opportunities.

Council Report

Don Faulkner

October 16, 2023

High Performance Governance is all about our **Organizational Ability to Lead, Imagine New Possibilities and Achieve Operational Excellence.**

Sept. 5/23, Regular Council Meeting

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

Sept. 6/23, Library 59th Anniversary Celebration

- Attended the celebration and listened to the comments from the library manager, yellowhead, county, and town representatives.

Sept. 7/23, ERMB 15 Year Celebration

- Connected with some old friends and colleagues.
- Listened to the presentation by the EMRB and message from municipal affairs.

Sept. 13/23, Seniors Meeting

- Old Business: **Kitchen certification** will be done in October. L.E.D. lights have been installed. **Office** has been framed/drywalled and will be completed in October.
- New Business: **Bus use and/or bus sale to town**, they say they were waiting for a response from the town. They are currently trying to secure keys for the front door and mail. They were looking for volunteers for the community engagement (Sept. 21). Questions on **“community information”** to residents, regarding our information distribution moving from newspapers to on-line, local signage, postage, and chronicle (I spoke to this). They distributed the **club by-laws** for review, in preparation for the AGM.
- Reports: Bus committee as I stated before. **Maintenance** as said before, and in addition gas meter had been replaced and looking to replace front door. **Social committee** organizing Thanksgiving Pot Luk. **Financial:** Fund raising, Calmar Days hot dog sales \$300 profit and garage sale \$137.
- Next meeting and Pot Luk is on Oct. 11.

Sept. 15/23, Chambre Golf Tournament at Devon

- Shared a golf cart with Brandon Rutherford, former MLA for Leduc. He asked a lot of questions regarding Calmar; I got the sense that he’s not done with politics and his interest may benefit us in the future.

Sept. 18/23, Regular Council Meeting

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

Sept. 20/23, Leduc & District Regional Waste Management Commission Meeting

- Manager's Report: **Strategic Plan Priorities** to be brought forward at the Oct. 25th meeting. **PDO project** dealing with deficiencies. **Goodwill pilot project** concludes in May 2024, feedback has been mostly positive. **Organics contamination** remains an issue, we are assessing pre-processing methods on-site. **Cell 5 construction** has begun. Gull program was completed and are waiting for final report. **Daily cover** has improved since the Director of Operations has been on site.
- Director's Report: **GFL staff** have been informed of the **end of contract, Environmental 360 Solutions Ltd.** intends to distribute letters to existing site staff to extend interview opportunities. **Tonnage** waste in area 2 is up, more than offsetting a slight drop in area 1, representing the highest year to date numbers since post covid stabilization. **Opportunities**, currently researching scale software for possible adoption in 2024. **Watch Outs**, upcoming transition of on-site contractors. **Site improvements** include a updating of signage. **Collaboration with other regions** is ongoing to make sure we are current with activities and best practices. **Soil inventory** will need to be heavily monitored as we near the end of the current contract. **Tipping fee**, I've heard of a slight increase coming. **PDO bin purchase** was posted Sept. 4th and closes on Sept. 15th. **Site inspections** have been conducted on the PDO and the Landfill Improvements have been noted, but deficiencies still exist.
- Financial Report: **Period ending June 30** the commission will be very close to budget. **Revenue** may be slightly under budget. **Project Reporting**, period ending June 30, Cell 5 construction has just begun. **Site Master Plan** will be carried into 2024. Draft budget will be brought forward to the Oct. 25th board meeting.
- Business Arising: **Public Education and Communications Strategy**, which includes a school presentation will be finalized and distributed to member municipalities, once finalized the presentation will be distributed. **Leduc Eco station** services Leduc, Beaumont, Leduc County and Calmar, Devon runs their own. **Public communication and education** in recent years has included organics contamination, PDO, creating a landfill brochure and recent engagement with municipal communication advisors to confirm available resources.
- New Business: **Operator Agreement**, Mike Pieters and Lee Harris provided a verbal update regarding the Operator Agreement, the transition and kick-off meeting. **End of Life Recyclables**, the board requested that Administration prepare public information regarding end-of-Life Recyclables, to be posted on Landfill website.
- Information Items: **EMRB Solid Waste Collaborative**, verbal update included information on attendance by staff at various workshops on behalf of the commission. Organics update, update on the AI organics contamination detection project.

- Professional Development: Alberta CARE Conference Debrief.
- Round Table: **Beaumont** reported on their organic's audits. **Leduc** reported that Glen Finstad is the Chair of the Alberta CARE Board. **Leduc County** commented that the Alberta CARE was a valuable educational opportunity. **Devon** commented on the tenting of their recycling centre. **I said** that I am still pressing for residential leaf and yard waste collection.

Sept. 21/23, Capital Region Southwest Water Service Commission Meeting

- Manager's Report: **Nisku Booster Station Land Acquisition and RFP**, construction is proceeding, this includes the tunneling under QEII, demolition of old booster station and other related activities. **EPCOR Amending Agreement**, as part of the EPCOR amending agreement, an amendment was signed for the Water Supply Agreement given the change in points of service. **EPCOR Secondary Supply Line to Beaumont**, in the spring of 2023, administration had Associated Engineering review and confirm the requirement timelines for the secondary City of Beaumont water supply line. **City of Beaumont Utility Master Plan**, administration received an inquiry from WSP regarding their supply connection and related information relating to their planned 2028 expansion. **EPCOR Looping**, on May 23rd, Leduc County forwarded a map received from EPCOR for proposed line routing along 41Ave., Associated Engineering confirmed that it is a benefit to the commission. **Leduc County Property Assessment and Tax Notice**, regarding Nisku Booster Station in the amount of \$0. **Leduc County Park Space Development** (Yardley Jones), administration directed the County to the Commission website for crossing/ground disturbance requirements. **City of Beaumont Developments**, administration made comment and/or had no concerns. Statistics Canada Job Vacancy Surveys, completed shortly after being received. **Calmar IDP**, the Commission reviewed, but had no comments. **City of Leduc Expropriation**, Administration has no concerns. **Village of Hay Lakes Reservoir Capacity** was reassessed and found to be sufficient. **Town of Calmar Truck Fill Station**, information/agreements were shared (full transparency) and left at that. **Town of Calmar Land Use Bylaws**, no concerns. CRSWSC Policies were provided, some concerns about formatting and review requirements, conversation led to a committee to review these. **Building Valuation & Loss Control Program**, visit was set up and completed, still waiting for the results. **EIA Reservoir 2**, EIA has agreed to cover the cost of an assessment, with the aim of mitigating risks associated with CRSWSC taking ownership of the asset. **Commission Facility Locates**, commission operators have completed 479 Utility Safety Partner locates in 2023 on Commission facilities, as compared to 241 at this time in 2022.
- Treasurer's Report: **2023 Financial Update**, after eight months of operations there should be approx. 67% of budget spent/earned, management expenses are under budget with 56% of the budget spent and operating expenses are on track for the with 68% of the budget spent. Water sales and purchases, water sales slightly over with 72%

of budget earned and water purchases slightly over with 74% of budget spent.

Reminder from the April Board meeting, as of July 1, the commission is purchasing water at \$0.90/m³ to utilize money in the balancing fund. Revenue Variances and Expenditure Variances, no unexplained abnormalities. **Capital Expenditures** are below budget with 11% of budget spent due to timing of capital projects.

Sept. 23/23, No Where to Run Event

- Cancelled.

Sept. 26-29/23, Alberta Munis Conference

- Sessions I attended: **Overcoming Roadblocks to Economic Development and Strategic Growth**, this session explored key challenges related to housing affordability, workforce attention/retraction and quality, affordable childcare. **Fight For Your Right Not to Party**, defending the local in local elections, the consensus is that we need to keep non-partisan politics on the municipal level. **Deciphering the Code for Council Behavior**, great presentation, (leading to our current review), reminding us of our minimum obligations to review every four years, but something we should do more often.
- Resolutions and their outcomes can be found on the AB Munis website.
- Networking and social events were worth our time.
- The trade show as always, full of good ideas and possibilities, for example Footbridge (StructureCraft) stimulated some thought regarding our future foot path along the creek. Dominion Precast has some great products, such as concrete tables, concrete memorial benches and concrete picnic tables.
- In summary, this event lends itself to growth as individual council members and it is as always, a great opportunity for bonding for our council and connections with our neighbours.

Sept. 30/23, Leaving for Water Commission Conference in Chicago

- Full report in next month's report.

Krista Gardner Councillor Report

September 2023

Sept 1st- Calmar Elementary School and Loganberry's Antiques News Interview

I attended the donation of a significant amount of school supplies to CES from Dawn Potter, Owner of Loganberry's Antiques and Curiosities. Global News was there to interview Dawn and CES Principal Bernadette Hawkins. As a parent of students at CES and Council member, I am grateful for the investment in our community and support for our families from Dawn.

Sept 5th- Regular Council Meeting

Sept 6th- Calmar Public Library's 50th Anniversary Celebration

I was pleased to attend the library's celebration and bring greetings on behalf of the Mayor and Council. I was happy to see many local area stakeholders and library users in attendance. Thank you to the library staff and Board for hosting. I hope the library continues to be a significant service in our community for many years to come.

Sept 11th- RMC Dinner

Sept 13th- Recreation Board Meeting

The rec board discussed input into the budget submission for 2024, upcoming events including Community Connections, sports programs through our joint use agreement and the Back-to-School movie. We also heard an update of usage, advertising and state of the ice surface at the arena.

Sept 16th- Back to School Movie

I attended the drive-in movie (as a pedestrian!) with my family. I was thrilled to see so many people in attendance! I heard lots of good feedback from parents and kids alike. I hope we do more of these types of events in our community. Shout out to our sponsors- Calmar Baptist Church and Jenn Kowalchuk, Re/Max Realty. Thank you for your support!

Sept 18th- Minister of Municipal Affairs' Municipal Excellence Awards Advisory Committee

Sept 18th- Regular Council Meeting

Sept 21st- Capital Region Southwest Water Services Commission Meeting

Sept 22nd- Alberta Municipalities Board Meeting

Sept 25th- Rural Municipalities of Alberta Pembina River District Meeting

Sept 26th- Elected Official's Education Program Course: Effective Meetings

This new edition to the EOEP lineup was fantastic! I actually think this course is a must-do for newly elected officials. Of particular interest to our Council were some tips and tricks on keeping meetings efficient and on topic! I'm looking forward to implementing some of Parliamentarian Todd Brand's suggestions.

Sept 26th- Alberta Municipalities President's Dinner for Municipal Awards

Mayor Carnahan, Councillors McKeag-Reber, Faulkner and I attended the President's Dinner to accept the Town of Calmar's award for Municipal Environmental Award for populations under 2500. The Town won this for our solar arena project.

Sept 27-29th- Alberta Municipalities Annual Convention

This year's convention was chock full of excellent information, educational seminars and networking. I attended sessions on Net-Zero Infrastructure, Code of Conduct updates, Municipal Indigenous Relations and moderated a panel on keeping party politics out of municipal elections. I also participated in a number of events for members of the ABmunis Board. I am pleased to announce that I won my election for Vice-President Towns on the ABmunis board and am thrilled to continue to represent Calmar, towns in our area and now all Towns in Alberta at the ABmunis Board. Thank you to Mayor Carnahan and Councillors Faulkner and McKeag-Reber for their tireless support and encouragement!

Aug 9th & 10th- Maskekoshk Treaty Partners Educational Gathering

I attended a two-day session at Enoch Pow Wow Grounds hosted by Maskekoshk Treaty House that provided education around what it means to be treaty people for both settlers and indigenous communities. The sessions included ceremonies, cultural learning and education sessions from speakers. Thank you for the opportunity to learn.

Aug 12th- Community Tour with the "Munici-PALS"

The "Munici-PALS" conducted a tour across Alberta in an electric car to demonstrate the ease of a road trip in an electric vehicle and to highlight communities of all sizes. Calmar was thrilled to be chosen and I enjoyed the opportunity to show off our Town. Keep an eye out for social media posts and promotional materials from the "Munici-PALS" talking about their time in Calmar!

Aug 15th- Special Meeting of Council

Aug 18th – ABmunis & RMA Joint Board Meeting

Aug 19th – Calmar Days

After a rocky (rainy) start to the Calmar Days weekend, I was thrilled to see the weather clear up for Saturday! I joined the Rec Board in serving pancakes at the arena. What a well-run

(and well attended!) breakfast! The ladies at the pancake station had it on lock! After the pancake breakfast, I headed over to the Elementary School to judge the contestants for best parade entry. Shout out to our grand prize winner- Calmar Art Society! Council then handed out candy along the parade route. I love walking in the parade- it is one of my highlights for the year! After the parade, I enjoyed the Mega Market and Family Fun Zone with my family! I look forward to seeing how we can make Calmar Days bigger and better in the future. Lastly, I volunteered at the Cabaret Dance from 8 pm until 3 in the morning, selling tickets and serving drinks. This initiative was organized by a local community member as a fundraiser for recreation initiatives and I am so happy it was a resounding success. Thank you to Jaiden Energy for organizing everything and thank you to all the volunteers for the weekend! We can't do it without you!

Aug 21st- Regular Meeting of Council

Aug 23rd- Treaty 6 Day Celebration

Councillor McKeag-Reber and I attended the Town of Devon's Treaty 6 Day Celebration. We participated in a pipe ceremony and listened to a speaker talk about the significance of Treaty 6. Thank you to Devon for hosting this event and allowing us to participate.

Aug 23rd- Aug 25th- ABmunis & AMSC Joint Strategic Planning Retreat

Council Report September 2023

Councillor Jaime McKeag Reber

September 5th - Regular Meeting of Council – Please see meeting minutes

September 6th - Library 50th Anniversary – Thank you and Congratulations to the Town of Calmar Library on their celebration of 50 years. It was well attended by Calmar and the County with delicious cake and residents of all ages. I was grateful to attend with both my children.

September 13th - Recreation Board Meeting- Another great meeting with the rec board! This meeting was largely centered around debriefing Calmar Days. Most of the feedback with quite positive but we always strive to improve where we can. One area is improving our counting of participants at the pancake breakfast.. whether it was 600 or 800 or more the team did an awesome job and kept the flow going. I'm biased as one of the main pancake flippers.

We also spent quite a bit of time discussing fees for next year and drawing attention to non-local and local fees around the arena and how we can improve the numbers. I always appreciate the feedback we get from our volunteers and looking forward to our continued progress towards cost recovery and healthier spending practices of tax dollars in the rec department.

Preliminary discussions have begun for Christmas in the Park and First night. Two events that were especially well attended last year and we look forward to bringing those incredible events back again this year. Volunteers will be appreciated. Check in with Rec Coordinator Miller on where you can help.

September 18th - Regular Meeting of Council- Please see meeting minutes

September 24th - Communities in Bloom – CIB had an incredible season this year with an overwhelming support from the business community (Thank you Ec Dev Officer McIntosh for your help) this meeting we discussed strategies on how to improve for next year and started initial ideas for Communities in Bloom's annual report that will be given to Council on October 16th. I am really proud of the work this passionate team of volunteers have done and have shared with them Councillor Faulkner's interest in Urban Forestry. On behalf of CIB, they have expressed their wishes to purchase and plant trees more trees along trail sites much like the section on 52nd street. I won't spoil their update but I look forward to seeing what this committee does next year.

September 26th Presidents Dinner – On behalf of Calmar, along with Mayor Carnahan, Councillor Gardner and Councillor Faulkner we received the **Municipal Environmental Award 2023**. Thank you to previous councils/administrators for their hard work to make the arena and solar project something to be proud of.

The evening was really wonderful with a lovely chance to network and bounce ideas off fellow elected officials and the CFO of AB Munis. I found myself largely in the company of the AB Munis board and it was really great to hear of the work they are doing.

September 27th-29th- Alberta Municipalities Conference

This year was probably the best year for AB Munis in my opinion. I found it difficult to decide which education seminar I wanted to attend as I found most of them to be relevant to Towns of our size.

I had the luxury of attending three seminars throughout the weekend. **Help Wanted: Staffing and the Future of Small Communities, Fight for your Right Not to Party: Defending the LOCAL in Local elections and Deciphering the Code of Council Behaviour.** I found interesting and applicable information in all three of these of Sessions on how I feel I can improve as an Elected official and prepare for the future of municipal politics. Special shout out to Councillor Gardner for leading the Fight for Your Right NOT to Party. She did an excellent job hosting her seminar.

We had the privilege of hearing from both Kendall Netmaker and Bean Gill who both shared two incredibly different stories of overcoming hardships and tragedy and ways we can be better allies to both our indigenous partners and the Higher Needs community. My biggest take-away from hearing from both speakers is that conversation is always better than assuming or avoiding and it is important to keep conversations going.

This years round of Resolutions seemed to be less controversial than other years with lots of Resolutions that seemed to overlap but were still relevant to stand on their own. The Housing crisis in Alberta for many communities is quite dire and they are in need of support in various different ways. AB Munis Board has put a resolution forward to lobby to the government for a more responsible LGFF Contribution. Currently the pot is too low and every summer village to city over 500,000 will feel the consequences in the lack of funding currently being proposed by the Provincial Government.

As usual, it was interesting to hear from both the Leader of the Opposition Rachel Notley and our Premier Danielle Smith. Both had interesting things to say and took questions from the crowd of Elected Officials. I was actually impressed with P. Danielle Smiths understanding of many issues that were presented to her and her ability to speak to them.. whether it was what that person wanted to hear or not for only being in her position for a short period of time.

The Bears Den (I am not sure I got that right) was well attended by close to, if not over, a dozen Ministers. There is never enough time to get to everyones questions but I was impressed with the variety of questions asked and to hear of the same and different concerns our neighboring communities have.

All in all, it was a great conference that left me inspired and feeling even more ready for budget season this year. I went into our networking sessions with clear direction: help our

Councillor Krista Gardner campaign for her next level of Leadership on the AB Munis board as the **Vice President of Towns** and to inquire to other E/O's of our size or just bigger about process they use to be an efficient and effective Council. This inspired a lot of really great conversations and food for thought in how we can improve as a team.

Thank you Mayor Carnahan, Councillor Gardner and Councillor Faulkner for another great year of team building and campaigning. **CONGRATULATIONS TO COUNCILLOR GARDNER FOR YOUR MUCH DESERVED WIN.** You continue to elevate Calmar's reputation, keep us in the know, and fight for Towns like ours for a brighter future.

Carey Benson Councilor Report September 2023

Sept 5th Regular Meeting of Council

- Please review the agenda and minutes on The Town of Calmar website for more information

Sept 11th Dinner Meeting with RMC

- Wonderful evening with the representatives from RMC (Rolling Mix Concrete). We had informal chat about ourselves and them. We also let them know that we are excited for the future of RMC and the Town of Calmar and look forward to their success.

Sept 18th Regular Meeting of Council

- Please review the agenda and minutes on The Town of Calmar website for more information

Sept 20th FCSS Advisory Committee Meeting

I attended the committee meeting and the team at FCSS had lots of really great information. Some of the topics we discussed were:

- Business Plan- Leduc County FCSS will have workshops across the region they will focus on healthy relationships for adults, youth, and seniors. More information can be found at: leduc-county.com/community-family
- Seniors assisted transportation subsidy will be evaluated as time goes by to see if it's been successful. The county will be looking for funding from municipalities located within the county who have residents that take advantage of this program. Individuals and businesses can also donate to this program. This program is provided in partnership with Drive Happiness. They can be reached either by phone (780-424-5438) or online at drivehappines.ca.

Sept 26th Library Board Meeting

- At this board meeting we went over the draft code of conduct for users of the library. It's great to see this document being put forward for how the library to have rules on having a safe and welcoming space for everyone's enjoyment.
- We received two letters from board members. One was asking for another term on the library board, and one was for a resignation from the board, as this member has served on the board for quite some time.
- A Device Replacement report was presented during the meeting. Looks like two computers are scheduled for replacement as they are over 10 years old. As well as a public print from 2008.

RECEIVED

OCT 05 2023

TOWN OF CALMAR - INT. AB

To: Mayor Sean Carnahan
Town of Calmar

From: President Bob McKerracher
RCL Branch #266 Calmar Ab
PO Box 574
TOC 0V0

You and your family are cordially invited to our Remembrance Day Ceremonies to be held at the Legion Hall on 11 November 2023. Would you please be seated by 10:45. You would be expected to lay a wreath in honour of all those from Calmar and area who lost their lives in the line of duty. The wreath will be supplied by the Branch. Due to the number and age of our participants, we hold our ceremonies inside the hall.

There will be a light lunch after the ceremonies are concluded, please stay and enjoy the meal and the camaraderie.

If you should find yourself unable to attend, please have a member of your Town Council attend in your place. The Poppy campaign will begin as usual on the last Friday of October and so the Branch would like an opportunity to pin the first poppy on you prior to this date in order to get it into the local newspapers. The morning of 27 Oct would be suitable. Time will be at your discretion. Please call me to confirm (780 993-1309).

Thank you

Bob McKerracher
President
RCL Branch #266 Calmar