

**ORGANIZATIONAL MEETING OF COUNCIL TO BE HELD  
IN PERSON AND VIRTUALLY ON OCTOBER 16, 2023  
COMMENCING AT 5:30 PM  
GoToMeeting  
Public Access Code: 211-016-493**

1. **CALL TO ORDER:** Mayor Carnahan called the Organizational Meeting of Council of October 16, 2023, to order at the hour of 5:37 pm.

**PRESENT:** Mayor Carnahan, Councillors Gardner, Faulkner, McKeag Reber and Benson, CAO Losier, ADCS Bryans & DIG Melesko

2. **ADOPTION OF AGENDA:**

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

**CARRIED  
R-23-10-0285**

3. **ESTABLISH REGULAR MEETING DATES**

*Moved by* Councillor Benson that Council pass a motion to adopt the scheduled meeting dates as amended (adjust September's meeting date to account for Labour Day).

**CARRIED  
R-23-10-0286**

4. **COUNCIL PROCEDURAL BYLAW**

*Moved by* Mayor Carnahan that Council pass a motion to give first reading to Bylaw #2023-27 - Procedural Bylaw as amended (start time adjusted to 6:30pm, removal of item B in Section 57).

**CARRIED  
R-23-10-0287**

5. **COUNCIL CODE OF CONDUCT BYLAW**

Discussion only

6. **ESTABLISH BANKING INSTITUTIONS**

*Moved by* Councillor McKeag Reber that Council pass a motion to continue to use ATB as our financial institution.

**CARRIED  
R-23-10-0288**

7. **ESTABLISH COUNCIL REMUNERATION**

*Moved by* Councillor Faulkner that Council pass a motion to direct Administration to include the 8% COLA increase for 2024 budget consideration, taking into account that there was no COLA adjustment for previous years.

**CARRIED  
R-23-10-0289**

8. **APPOINTMENT TO COMMITTEE AND BOARDS**

*Moved by* Councillor Gardner that Council appoints the members as outlined in the Organizational Members Table as per the attached list attached hereto and forming part of these minutes.

**CARRIED  
R-23-10-0291**

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*Moved by* Councillor Gardner that Councillor McKeag Reber be appointed Deputy Mayor from November 1, 2023 to October 2024.

**CARRIED  
R-23-10-0292**


*Moved by* Councillor McKeag Reber that Mayor Sean Carnahan and Councillor Carey Benson be appointed to the Library Board for a term of one year starting October 17, 2023.

**CARRIED  
R-23-10-0293**

**9. ADJOURNMENT:**

The Special Council Meeting adjourned at 6:57 pm.

These minutes signed this 06<sup>th</sup> day of November 2023.

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

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

**2023-2024 Organizational Appointment  
Committee's & Boards**

COMMITTEE/BOARD	Terms of Reference	Typical Meeting Schedule	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.	As required	<table border="1"> <tr> <td data-bbox="1263 1549 1317 1757">Councillor McKeag Reber</td> <td data-bbox="1149 1757 1317 1970" rowspan="3">N/A</td> </tr> <tr> <td data-bbox="1203 1549 1263 1757">Mayor Carnahan</td> </tr> <tr> <td data-bbox="1149 1549 1203 1757">Councillor Faulkner</td> </tr> </table>	Councillor McKeag Reber	N/A	Mayor Carnahan	Councillor Faulkner
Councillor McKeag Reber	N/A						
Mayor Carnahan							
Councillor Faulkner							
Subdivision & Development Appeal Board	The SDAB deals with subdivision and development appeals brought forth specific to discretionary use projects in the Town of Calmar. The SDAB acts in accordance with the provisions of the SDAB Bylaw and the MGA.	As required - Leduc County SDAB	N/A	N/A			
Local Assessment Review Board	The Board is established to hear and deal with complaints against assessment that have been received by the Assessment Appeal Clerk.	As Required	N/A	N/A			
Composite Assessment Review Board	The Board is established to hear and deal with complaints as outlined in the 'Matters Relating to Assessment Complaints Regulation' that have been received by the Assessment Appeal Clerk.	As Required	N/A	N/A			
Calmar Public Library Board	To govern and guide the Calmar Public Library through the 5 year Plan of Service.	Monthly, Last Thursday @ 7pm	<table border="1"> <tr> <td data-bbox="451 1549 565 1757">Mayor Carnahan</td> <td data-bbox="337 1757 565 1970" rowspan="2">N/A</td> </tr> <tr> <td data-bbox="337 1549 451 1757">Councillor Benson</td> </tr> </table>	Mayor Carnahan	N/A	Councillor Benson	
Mayor Carnahan	N/A						
Councillor Benson							

8/15

**2023-2024 Organizational Appointment  
Committee's & Boards**

COMMITTEE/BOARD	Terms of Reference	Typical Meeting Schedule	MEMBERS	ALTERNATE
Yellowhead Regional Library Board	As a member of the YRL, the Town shall appoint one representative to the Board. The Board manages and controls the library system through organizing, promoting and maintain comprehensive and efficient library services. <a href="https://yrl.ab.ca/">https://yrl.ab.ca/</a>	Quarterly	Mayor Carnahan	Councillor Gardner
Calmar & District Recreation Board	An advisory board to Council to prepare and present information regarding short and long term parks and recreation goals and objectives.	Every other month, 2nd Wednesday, evenings and as required. Evening Meetings	Councillor Gardner Councillor McKeag Reber	Councillor Benson
Leduc County F. C.S.S. Advisory Board	As a municipal partner attendance is required to oversee the development and operation of the program, to act in an advisory capacity to County Council and to the F. C.S.S. Director, to make recommendations to County Council regarding the direction of the Program & to ensure the F. C.S.S. Act and Regulations are adhered to.	Monthly 5pm meeting - 4-5 times per year	Councillor Benson	Councillor Gardner

**2023-2024 Organizational Appointment  
Committee's & Boards**

COMMITTEE/BOARD	Terms of Reference	Typical Meeting Schedule	MEMBERS	ALTERNATE
Capital Region Southwest Water Services Commission	The CRSWSC is a regional co-operation providing clean and safe drinking water to the membership which includes the City of Leduc, Leduc County, City of Beaumont, the Edmonton International Airport (EIA), the Town of Calmar, the Village of Hay Lakes, Camrose County and the Town of Millet. The commission purchases its water from Epcor. The commission membership works together on long range planning, rate negotiation, and coordination of water supply.  <a href="http://crswsc.ca/">http://crswsc.ca/</a>	Regular Meetings - January, March, May, September, November; Annual General Meeting - April; Organizational Meeting - November  Evening Meetings	Councillor Faulkner  Councillor Gardner	Councillor McKeag Reber
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.  <a href="https://calmarci.b.webs.com/">https://calmarci.b.webs.com/</a>	Monthly, 2nd Sundays, afternoon	Councillor McKeag	Councillor Benson
Leduc County Fire Services Advisory Committee	Members of administration and Council meet quarterly with the Leduc County Fire Services senior team to review local fire service activities and items in relation to the Town of Calmar.	Quarterly  usually daytime meeting	Councillor Gardner Mayor Carnahan	Councillor Benson



**2023-2024 Organizational Appointment  
Committee's & Boards**

COMMITTEE/BOARD	Terms of Reference	Typical Meeting Schedule	MEMBERS	ALTERNATE
Leduc Regional Emergency Management Committee	Representatives from Calmar, Thorsby, Warburg, and Leduc County came together to explore options to develop a regional emergency management agency. This committee began pre-covid, and has been delayed due to the pandemic. Plans to reconvene in 2022.	Monthly, until an Agency model is created; then twice annually.	Councillor Gardner Mayor Carnahan	Councillor Benson
Leduc & District Regional Waste Management Commission	To ensure that the affairs of the Authority are managed in accordance with the terms of the Incorporation Agreement, in compliance with regulatory requirements, and to ensure appropriate direction is provided to the Administration. <a href="https://leducregionallandfill.ca/">https://leducregionallandfill.ca/</a>	Monthly, 3rd Wednesday evening meeting - 530pm	Councillor Faulkner	Councillor Benson
Edmonton Metro Region Waste Advisory Committee	The Edmonton Region Waste Advisory Committee provides a forum for information sharing and to assume a leadership role in bringing together stakeholders in cooperative, collaborative efforts to facilitate joint waste minimization strategies and solutions. <a href="https://www.edmonton.ca/city_government/city_organization/capital-region-waste-minimization-advisory-committee">https://www.edmonton.ca/city_government/city_organization/capital-region-waste-minimization-advisory-committee</a>	3-4 times per year and on a as required basis. Daytime meetings	Councillor Gardner	Councillor Faulkner
Leduc Regional Housing Foundation	LRHF is a not-for-profit, charitable organization that provides a variety of quality housing solutions and services to individuals, and families throughout the Leduc Region. The Foundation is 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. <a href="https://www.leducregionalthousing.ca/index.php">https://www.leducregionalthousing.ca/index.php</a>	Monthly, 4th Thursday, 5:30pm No meetings during the summer or in December.	Mayor Carnahan	Councillor Benson

*25*

**2023-2024 Organizational Appointment  
Committee's & Boards**

COMMITTEE/BOARD	Terms of Reference	Typical Meeting Schedule	MEMBERS	ALTERNATE
Senior Citizen Club Advisor Representative	Support and guidance of activities and operations of the Calmar and District Senior Citizen's Centre.	Quarterly	Councillor Faulkner	Mayor Carnahan
Youth Council Committee	Under Development	Monthly	Councillor Gardner	Mayor Carnahan
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.	quarterly  Evening meetings	Mayor Carnahan Councillor Benson	Councillor Gardner
Asset Management Committee	The Town of Calmar has adopted an AMP. The Committee will work toward its implementation.	Quarterly	Councillor Gardner	

Mayor's Signature

