

**ORGANIZATIONAL MEETING OF COUNCIL TO BE HELD  
IN PERSON AND VIRTUALLY ON OCTOBER 21, 2024  
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 21, 2024, to order at the hour of 5:35 pm.

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

2. **ADOPTION OF AGENDA:**

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

**CARRIED  
R-24-10-0229**

3. **ESTABLISH REGULAR MEETING DATES**

*Moved by* Councillor McKeag Reber that Council pass a motion to adopt the scheduled meeting dates as amended and directs Administration to send out meeting dates for all meetings.

**CARRIED  
R-24-10-0230**

4. **COUNCIL PROCEDURAL BYLAW**

*Moved by* Councillor Gardner that Council pass a motion to give first reading to Bylaw #2024-08 - Procedural Bylaw as presented.

**CARRIED  
R-24-10-0231**

5. **COUNCIL CODE OF CONDUCT BYLAW**

*Moved by* Mayor Carnahan that Council directs the Policy and Bylaw Committee to review the bylaw and present its recommendations to Council within the first quarter of 2025. Should Council decide to not create the committee, then Council shall direct Administration to do the review and present its recommendations directly to Council in the same timeline.

**CARRIED  
R-24-10-0232**

6. **ESTABLISH BANKING INSTITUTIONS**

*Moved by* Councillor Benson that Council pass a motion to continue to use ATB as the Town's financial institution.

**CARRIED  
R-24-10-0233**

7. **ESTABLISH COUNCIL REMUNERATION**

*Moved by* Councillor Faulkner that Council directs Administration revise the policy and bring it back to Council at a later date.

**CARRIED  
R-24-10-0234**

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*Recess @6:22 pm  
Reconvene @ 7:58 pm*

**8. APPOINTMENT TO COMMITTEE AND BOARDS**

*Moved by* Councillor McKeag Reber that Councillor Gardner be appointed Deputy Mayor from November 1, 2024 to February 03, 2025 at which point the Procedural Bylaw will be brought back to Council to address changes to the Deputy Mayor position.

**CARRIED  
R-24-10-0235**

*Moved by* Councillor Gardner that Mayor Sean Carnahan and Councillor Carey Benson be appointed to the Library Board for a term of one year starting October 22, 2024.

**CARRIED  
R-24-10-0236**

*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-24-10-0237**

**9. ADJOURNMENT:**

The Organizational Meeting adjourned at 8:58 pm.

These minutes signed this 04<sup>th</sup> day of November 2024.

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

  
\_\_\_\_\_  
CAO Lesier



**2024-2025 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	Councillor Gardner Mayor Carnahan Councillor Faulkner	N/A
Subdivision & Development Appeal Board	The SDAB deals with subdivision and development appeals brought forth specific to discretionary use projects in the Town of Calmar. The SDAB acts in accordance with the provisions of the SDAB Bylaw and the MGA.	As required - 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	Mayor Carnahan Councillor Benson	N/A

<p><b>Yellowhead Regional Library Board</b></p>	<p>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.</p> <p><a href="https://yrl.ab.ca/">https://yrl.ab.ca/</a></p>	<p>Quarterly</p>	<p>Councillor McKeag Reber</p>	<p>Mayor Carnahan</p>
<p><b>Calmar &amp; District Recreation Board</b></p>	<p>An advisory board to Council to prepare and present information regarding short and long term parks and recreation goals and objectives.</p>	<p>Every other month, 2nd Wednesday, evenings and as required.</p> <p>Evening Meetings</p>	<p>Councillor Gardner</p> <hr/> <p>Councillor Benson</p>	<p>Councillor McKeag Reber</p>
<p><b>Leduc County F.C.S.S. Advisory Board</b></p>	<p>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 &amp; to ensure the F.C.S.S. Act and Regulations are adhered to.</p>	<p>Monthly</p> <p>5pm meeting - 4-5 times per year</p>	<p>Councillor McKeag Reber</p>	<p>Councillor Benson</p>

<p>Capital Region Southwest Water Services Commission</p>	<p>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.</p> <p><a href="http://crswsc.ca/">http://crswsc.ca/</a></p>	<p>Regular Meetings - January, March, May, September, November; Annual General Meeting - April; Organizational Meeting - November</p> <p>Evening Meetings</p>	<p>Councillor Faulkner</p> <p>Councillor Gardner</p>	<p>Councillor McKeag Reber</p>
<p>Communities in Bloom</p>	<p>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.</p> <p><a href="https://calmarcib.webs.com/">https://calmarcib.webs.com/</a></p>	<p>Monthly, 2nd Sundays, afternoon</p>	<p>Councillor McKeag</p>	<p>Councillor Benson</p>
<p>Leduc County Fire Services Advisory Committee</p>	<p>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.</p>	<p>Quarterly usually daytime meeting</p>	<p>Councillor Gardner Mayor Carnahan</p>	<p>Councillor Faulkner</p>



Leduc Regional Emergency Management Committee	<p>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.</p>	<p>Monthly, until an Agency model is created; then twice annually.</p>	<p>N/A</p>	<p>N/A</p>
Leduc & District Regional Waste Management Commission	<p>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></p>	<p>Monthly, 3rd Wednesday evening meeting - 5:30pm</p>	<p>Councillor Faulkner</p>	<p>Councillor Benson</p>
Edmonton Metro Region Waste Advisory Committee	<p>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></p>	<p>3-4 times per year and on a as required basis. Daytime meetings</p>	<p>Councillor Gardner</p>	<p>Councillor Faulkner</p>
Leduc Regional Housing Foundation	<p>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></p>	<p>Monthly, 4th Thursday, 5:30pm No meetings during the summer or in December.</p>	<p>Mayor Carnahan</p>	<p>Councillor Benson</p>

*See*

Youth Council Committee	Under Development	Monthly	Councillor Gardner	Councillor McKeag Reber
39/20 Alliance	<p>The Town of Calmar is involved in an unique partnership with the Villages of Breton and Warburg, the 39/20 Alliance.</p> <p>The purpose of the Alliance is to promote municipal cooperation in delivery of services to our respective residents and ratepayers.</p>	<p>quarterly</p> <p>Evening meetings</p>	<p>Mayor Carnahan</p> <p>Councillor Benson</p>	Councillor Gardner
Asset Management Committee	The Town of Calmar has adopted an AMP. The Committee will work toward its implementation.	Quarterly	Councillor Gardner	
Policy & Bylaw Committee		Monthly	<p>Councillor Gardner</p> <p>Councillor McKeag Reber</p> <p>Councillor Faulkner</p>	
Calmar Emergency Management Committee		As Needed	All	

Mayor's Signature

