

**TOWN OF GIBBONS  
AGENDA  
ORGANIZATIONAL MEETING  
OCTOBER 27, 2021  
TO BE HELD AT THE MUNICIPAL OFFICE AT 6:30 PM**

- 1.0 ROLL CALL
- 2.0 SWEARING IN OF MAYOR AND COUNCIL
  - 10 – MINUTE RECESS
- 3.0 APPOINTMENT OF DEPUTY MAYOR
  - 3.1 Appointment of Deputy Mayor
- 4.0 ESTABLISHING SIGNING AUTHORITIES
  - 4.1 Signing Authorities – Verbal Report
- 5.0 SETTING TIME AND PLACE OF REGULAR COUNCIL MEETINGS
  - 5.1 Proposed Council Meeting/Event Calendar
- 6.0 COMMITTEE APPOINTMENTS
  - 6.1 Local and Outside Bodies
- 7.0 APPOINTMENTS
  - 7.1 Municipal Auditor – Metrix Group LLP
  - 7.2 Municipal Assessor – Dan Kanuka, Municipal Assessment Services
- 8.0 REVIEW OF IMPORTANT DATES
  - 8.1 Alberta Urban Municipalities Association Convention
    - Regional Orientation – October 28, 2021
    - November 17-19, 2021 – Edmonton Convention Centre
    - Updated Strategic Plan & Internal Orientation - December 1, 2021
    - Elected Officials Emergency Management Course
    - Facility Tours
- 9.0 ADJOURNMENT

# Report to Council



**Date Submitted:** October 27, 2021  
**Submitted to:** Mayor Deck and Members of Council  
**Submitted by:** Farrell O'Malley, CAO  
**Report Topic:** Deputy Mayor Appointment

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## Introduction

In accordance with the Council Procedural Bylaw MOG 1/16:

1. At the annual organizational meeting, Council shall appoint one member of Council as Deputy Mayor to act as Mayor in the absence or in the capacity of Mayor for a term that is established through resolution.
2. Council can by resolution, at a council meeting, make changes to the Deputy Mayor schedule.

If Council so wishes, an appointment of Deputy Mayor for a period of 8 months would allow each of the 6 Councillors to each serve 1 term for a period of 8 months. In previous years, Council would appoint this position alphabetically based on last name.

## Options Available

1. That Council provide Administration with direction as to how it would like to proceed.
2. That Council accept this Report as Information.

## Recommendation for Action

Administration respectfully requests that Council give consideration to the following:

1. That Council advise Administration as to how it would like to proceed.

Submitted By:

A handwritten signature in blue ink that reads "Farrell O'Malley".

Farrell O'Malley

CAO

# Report to Council



**Date Submitted:** October 27, 2021  
**Submitted to:** Mayor Deck and Members of Council  
**Submitted by:** Farrell O'Malley  
**Report Topic:** Proposed Council Meeting/Event Calendar

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## Introduction

The purpose of this report is to respectfully request that Council give consideration to the attached 2022 Proposed Council Meeting/Event Calendar.

## Background

The attached proposed calendar lists the Council Meetings for 2022 as well as the dates for known Council conferences. According to the MGA, Council has the ability to change the date and time of any Council Meeting as long as it is advertised accordingly.

Council will also find attached the updated Calendar for 2021 showing the AUMA Conference in November. This information was previously not available at the time of the last organizational meeting.

## Options Available

1. That Council accept the 2022 Proposed Council Meeting/Event Calendar as presented.
2. That Council advise Administration as to how it would like to proceed.

## Recommendation for Action

Administration respectfully requests that Council give consideration to the following:

1. That Council accept the 2022 Proposed Council Meeting/Event Calendar as presented.

Submitted By:

A handwritten signature in blue ink that reads "Farrell O'Malley".

Farrell O'Malley

CAO



# 2022 Council Meeting/Events Calendar

Calendar

edia

  
Your source for calendars

January	February	March	April	May	June	July	August	September	October	November	December
1 Sa <small>New Year's Day</small>	1 Tu	1 Tu	1 Fr	1 Su	1 We	1 Fr <small>Canada Day</small>	1 Mo <small>Civic Holiday</small>	1 Th	1 Sa	1 Tu	1 Th
2 Su	2 We	2 We	2 Sa	2 Mo	2 Th	2 Sa	2 Tu	2 Fr	2 Su	2 We	2 Fr
3 Mo <small>New Year's Day (obs.)</small>	3 Th	3 Th	3 Su	3 Tu	3 Fr	3 Su	3 We	3 Sa	3 Mo	3 Th	3 Sa
4 Tu	4 Fr	4 Fr	4 Mo	4 We	4 Sa	4 Mo	4 Th	4 Su	4 Tu	4 Fr	4 Su
5 We	5 Sa	5 Sa	5 Tu	5 Th	5 Su	5 Tu	5 Fr	5 Mo <small>Labour Day</small>	5 We	5 Sa	5 Mo
6 Th	6 Su	6 Su	6 We	6 Fr	6 Mo	6 We	6 Sa	6 Tu	6 Th	6 Su	6 Tu
7 Fr	7 Mo	7 Mo	7 Th	7 Sa	7 Tu	7 Th	7 Su	7 We	7 Fr	7 Mo	7 We <small>AM Council</small>
8 Sa	8 Tu	8 Tu	8 Fr	8 Su	8 We <small>AM Council</small>	8 Fr	8 Mo	8 Th	8 Sa	8 Tu	8 Th
9 Su	9 We <small>AM Council</small>	9 We <small>AM Council</small>	9 Sa	9 Mo	9 Th	9 Sa	9 Tu	9 Fr	9 Su	9 We <small>AM Council</small>	9 Fr
10 Mo	10 Th	10 Th	10 Su	10 Tu	10 Fr	10 Su	10 We	10 Sa	10 Mo <small>Thanks-giving</small>	10 Th	10 Sa
11 Tu	11 Fr	11 Fr	11 Mo	11 We <small>AM Council</small>	11 Sa	11 Mo	11 Th	11 Su	11 Tu	11 Fr <small>Remem-brance Day</small>	11 Su
12 We <small>PM Council</small>	12 Sa	12 Sa	12 Tu	12 Th	12 Su	12 Tu	12 Fr	12 Mo	12 We <small>AM Council</small>	12 Sa	12 Mo
13 Th	13 Su	13 Su	13 We <small>AM Council</small>	13 Fr	13 Mo	13 We	13 Sa	13 Tu	13 Th	13 Su	13 Tu
14 Fr	14 Mo	14 Mo	14 Th	14 Sa	14 Tu	14 Th	14 Su	14 We <small>AM Council</small>	14 Fr	14 Mo	14 We
15 Sa	15 Tu	15 Tu	15 Fr <small>Good Friday</small>	15 Su	15 We	15 Fr	15 Mo	15 Th	15 Sa	15 Tu	15 Th
16 Su	16 We	16 We	16 Sa	16 Mo	16 Th	16 Sa	16 Tu	16 Fr	16 Su	16 We	16 Fr
17 Mo	17 Th	17 Th	17 Su	17 Tu	17 Fr	17 Su	17 We	17 Sa	17 Mo	17 Th	17 Sa
18 Tu	18 Fr	18 Fr	18 Mo	18 We	18 Sa	18 Mo	18 Th	18 Su	18 Tu	18 Fr	18 Su
19 We	19 Sa	19 Sa	19 Tu	19 Th	19 Su	19 Tu	19 Fr	19 Mo	19 We	19 Sa	19 Mo
20 Th	20 Su	20 Su	20 We	20 Fr	20 Mo	20 We	20 Sa	20 Tu	20 Th	20 Su	20 Tu
21 Fr	21 Mo <small>Family Day</small>	21 Mo	21 Th	21 Sa	21 Tu	21 Th	21 Su	21 We <small>PM Council</small>	21 Fr	21 Mo	21 We <small>PM Council</small>
22 Sa	22 Tu	22 Tu	22 Fr	22 Su	22 We <small>AM Council</small>	22 Fr	22 Mo	22 Th	22 Sa	22 Tu	22 Th
23 Su	23 We <small>AM Council</small>	23 We <small>PM Council</small>	23 Sa	23 Mo <small>Victoria Day</small>	23 Th	23 Sa	23 Tu	23 Fr	23 Su	23 We <small>PM Council</small>	23 Fr
24 Mo	24 Th	24 Th	24 Su	24 Tu	24 Fr	24 Su	24 We <small>PM Council</small>	24 Sa	24 Mo	24 Th	24 Sa
25 Tu	25 Fr	25 Fr	25 Mo	25 We <small>PM Council</small>	25 Sa	25 Mo	25 Th	25 Su	25 Tu	25 Fr	25 Su <small>Christmas Day</small>
26 We <small>AM Council</small>	26 Sa	26 Sa	26 Tu	26 Th	26 Su	26 Tu	26 Fr	26 Mo	26 We <small>PM Council</small>	26 Sa	26 Mo <small>Boxing Day</small>
27 Th	27 Su	27 Su	27 We <small>AM Council</small>	27 Fr	27 Mo	27 We <small>PM Council</small>	27 Sa	27 Tu	27 Th	27 Su	27 Tu
28 Fr	28 Mo	28 Mo	28 Th	28 Sa	28 Tu	28 Th	28 Su	28 We	28 Fr	28 Mo	28 We
29 Sa		29 Tu	29 Fr	29 Su	29 We	29 Fr	29 Mo	29 Th	29 Sa	29 Tu	29 Th
30 Su		30 We	30 Sa	30 Mo	30 Th	30 Sa	30 Tu	30 Fr	30 Su	30 We	30 Fr
31 Mo		31 Th		31 Tu		31 Su	31 We		31 Mo		31 Sa



# 2021 Council Meeting/Event Calendar



January	February	March	April	May	June	July	August	September	October	November	December
1 Fr <small>New Year's Day</small>	1 Mo	1 Mo	1 Th	1 Sa	1 Tu	1 Th <small>Canada Day</small>	1 Su	1 We	1 Fr	1 Mo	1 We
2 Sa	2 Tu	2 Tu	2 Fr <small>Good Friday</small>	2 Su	2 We	2 Fr	2 Mo <small>Civic Holiday</small>	2 Th	2 Sa	2 Tu	2 Th
3 Su	3 We	3 We	3 Sa	3 Mo	3 Th	3 Sa	3 Tu	3 Fr	3 Su	3 We	3 Fr
4 Mo	4 Th	4 Th	4 Su <small>Easter Sunday</small>	4 Tu	4 Fr	4 Su <small>Independence Day</small>	4 We	4 Sa	4 Mo	4 Th	4 Sa
5 Tu	5 Fr	5 Fr	5 Mo <small>Easter Monday</small>	5 We	5 Sa	5 Mo <small>Indep. Day (observed)</small>	5 Th	5 Su	5 Tu	5 Fr	5 Su
6 We	6 Sa	6 Sa	6 Tu	6 Th	6 Su	6 Tu	6 Fr	6 Mo <small>Labour Day</small>	6 We	6 Sa	6 Mo
7 Th	7 Su	7 Su	7 We	7 Fr	7 Mo	7 We	7 Sa	7 Tu	7 Th	7 Su	7 Tu
8 Fr	8 Mo	8 Mo	8 Th	8 Sa	8 Tu	8 Th	8 Su	8 We <small>AM Council</small>	8 Fr	8 Mo	8 We <small>AM Council</small>
9 Sa	9 Tu	9 Tu	9 Fr	9 Su	9 We <small>AM Council</small>	9 Fr	9 Mo	9 Th	9 Sa	9 Tu	9 Th
10 Su	10 We <small>AM Council</small>	10 We <small>AM Council</small>	10 Sa	10 Mo	10 Th	10 Sa	10 Tu	10 Fr	10 Su	10 We <small>AM Council</small>	10 Fr
11 Mo	11 Th	11 Th	11 Su	11 Tu	11 Fr	11 Su	11 We	11 Sa	11 Mo <small>Thanksgiving day</small>	11 Th <small>Remembrance Day</small>	11 Sa
12 Tu	12 Fr	12 Fr	12 Mo	12 We <small>AM Council</small>	12 Sa	12 Mo	12 Th	12 Su	12 Tu	12 Fr	12 Su
13 We <small>PM Council</small>	13 Sa	13 Sa	13 Tu	13 Th	13 Su	13 Tu	13 Fr	13 Mo	13 We <small>AM Council</small>	13 Sa	13 Mo
14 Th	14 Su	14 Su	14 We <small>AM Council</small>	14 Fr	14 Mo	14 We	14 Sa	14 Tu	14 Th	14 Su	14 Tu
15 Fr	15 Mo <small>Family Day</small>	15 Mo	15 Th	15 Sa	15 Tu	15 Th	15 Su	15 We	15 Fr	15 Mo	15 We
16 Sa	16 Tu	16 Tu	16 Fr	16 Su	16 We	16 Fr	16 Mo	16 Th	16 Sa	16 Tu	16 Th
17 Su	17 We	17 We	17 Sa	17 Mo	17 Th	17 Sa	17 Tu	17 Fr	17 Su	17 We <small>AUMA</small>	17 Fr
18 Mo	18 Th	18 Th	18 Su	18 Tu	18 Fr	18 Su	18 We	18 Sa	18 Mo <small>Civic Election</small>	18 Th <small>AUMA</small>	18 Sa
19 Tu	19 Fr	19 Fr	19 Mo	19 We	19 Sa	19 Mo	19 Th	19 Su	19 Tu	19 Fr <small>AUMA</small>	19 Su
20 We	20 Sa	20 Sa	20 Tu	20 Th	20 Su	20 Tu	20 Fr	20 Mo	20 We	20 Sa	20 Mo
21 Th	21 Su	21 Su	21 We	21 Fr	21 Mo	21 We	21 Sa	21 Tu	21 Th	21 Su	21 Tu
22 Fr	22 Mo	22 Mo	22 Th	22 Sa	22 Tu	22 Th	22 Su	22 We <small>PM Council</small>	22 Fr	22 Mo	22 We <small>PM Council</small>
23 Sa	23 Tu	23 Tu	23 Fr	23 Su	23 We <small>AM Council</small>	23 Fr	23 Mo	23 Th	23 Sa	23 Tu	23 Th
24 Su	24 We <small>AM Council</small>	24 We <small>PM Council</small>	24 Sa	24 Mo <small>Victoria Day</small>	24 Th	24 Sa	24 Tu	24 Fr	24 Su	24 We <small>PM Council</small>	24 Fr <small>Christmas Day (obs.)</small>
25 Mo	25 Th	25 Th	25 Su	25 Tu	25 Fr	25 Su	25 We <small>PM Council</small>	25 Sa	25 Mo	25 Th	25 Sa <small>Christmas Day</small>
26 Tu	26 Fr	26 Fr	26 Mo	26 We <small>PM Council</small>	26 Sa	26 Mo	26 Th	26 Su	26 Tu	26 Fr	26 Su <small>Boxing Day</small>
27 We <small>AM Council</small>	27 Sa	27 Sa	27 Tu	27 Th	27 Su	27 Tu	27 Fr	27 Mo	27 We <small>PM Council</small>	27 Sa	27 Mo
28 Th	28 Su	28 Su	28 We <small>AM Council</small>	28 Fr	28 Mo	28 We <small>PM Council</small>	28 Sa	28 Tu	28 Th	28 Su	28 Tu
29 Fr		29 Mo	29 Th	29 Sa	29 Tu	29 Th	29 Su	29 We	29 Fr	29 Mo	29 We
30 Sa		30 Tu	30 Fr	30 Su	30 We	30 Fr	30 Mo	30 Th	30 Sa	30 Tu	30 Th
31 Su		31 We		31 Mo		31 Sa	31 Tu		31 Su		31 Fr <small>New Year's Eve</small>

# Report to Council



**Date Submitted:** October 27, 2021  
**Submitted to:** Mayor Deck and Members of Council  
**Submitted by:** Farrell O'Malley  
**Report Topic:** Committee Appointments

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## Introduction

The purpose of this report is to respectfully request that Council give consideration to the attached Committee Appointments.

## Background

Each board or committee in the attached list has a requirement for a "Member" and "Alternate" should the Member not be able to attend a meeting. Administration respectfully requests that Council review the attached list and advise who will be sitting on which board/committee.

## Options Available

1. That Council advise Administration as to how it would like to proceed.

## Recommendation for Action

Administration respectfully requests that Council give consideration to the following:

- |   |
|---|
| <ol style="list-style-type: none"><li>1. That Council advise Administration as to how it would like to proceed.</li></ol> |
|---|

Submitted By:

  
Farrell O'Malley

CAO



# COMMITTEE APPOINTMENTS

M = Member

A = Alternate

Outside Bodies	Loraine Berry	Dan Deck	Amber Harris	Willis Kozak	Darren McCann	Jaycinth Millante	Norman Sandahl
Alberta Industrial Heartland Association							
Capital Region Northeast Water Services Commission							
Capital Region Wastewater Commission							
Community Futures Tawatinaw							
Edmonton Global							
Edmonton Regional Waste Advisory Committee							
Edmonton Salutes							
Homeland Housing Foundation							
Northeast Edmonton Business Association							
Northern Lights Library System							
Provincial FCSSAA							
Rosieridge Landfill Commission							
Sturgeon Regional Emergency Management Advisory Committee							
Sturgeon Regional Partnership							
Sturgeon River Watershed Alliance							

Local Bodies	Loraine Berry	Dan Deck	Amber Harris	Willis Kozak	Darren McCann	Jaycinth Millante	Norman Sandahl
Assessment Review Board							
Disaster Services Committee							
Gibbons Fire Department							
Gibbons Trail Services Committee							
Intermunicipal Subdivision and Development Appeal Board							
Library Board							
Subdivision Authority							

Updated

October 25, 2021

# Report to Council



**Date Submitted:** October 27, 2021  
**Submitted to:** Mayor Deck and Members of Council  
**Submitted by:** Farrell O'Malley, CAO  
**Report Topic:** Appointment of the Municipal Auditor

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## Introduction

The purpose of this report is to respectfully request that Council give consideration to the appointment of the Municipal Auditor.

## Background

As required by the MGA, Council must hold an annual Organizational Meeting. During this meeting, the appointment of the Municipal Auditor must be made through a motion of Council.

Metrix Group LLP has been the Municipal Auditor for the Town of Gibbons for the last few years and Administration has maintained a very good working relationship with this organization. Metrix Group LLP has continuously demonstrated their knowledge and capabilities as well as displayed excellent customer service during this time.

## Options Available

1. That Council appoint Metrix Group LLP as the Municipal Auditor for the 2021 Financial Audit
2. That Council advise Administration as to how it would like to proceed.

## Recommendation for Action

Administration respectfully requests that Council give consideration to the following:

1. That Council appoint Metrix Group LLP as the Municipal Auditor for the 2021 Financial Audit

Submitted By:

A handwritten signature in blue ink, appearing to read "Farrell O'Malley".

Farrell O'Malley

CAO



# Report to Council



**Date Submitted:** October 27, 2021  
**Submitted to:** Mayor Deck and Members of Council  
**Submitted by:** Farrell O'Malley, CAO  
**Report Topic:** Appointment of the Municipal Assessor

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## Introduction

The purpose of this report is to respectfully request that Council give consideration to the appointment of the Municipal Assessor.

## Background

As required by the MGA, Council must hold an annual Organizational Meeting. During this meeting, the appointment of the Municipal Assessor must be made through a motion of Council.

Dan Kanuka of Municipal Assessment Services Group Inc. is the current Municipal Assessor for the Town of Gibbons. Administration has found Mr. Kanuka to be very confident and knowledgeable as an Assessor. He is very approachable and is always willing to speak to our residents if they have a concern or question.

## Options Available

1. That Council appoint Dan Kanuka from Municipal Assessments Services Group Inc. as the Municipal Assessor for the 2022 Tax Assessment year.
2. That Council advise Administration as to how it would like to proceed.

## Recommendation for Action

Administration respectfully requests that Council give consideration to the following:

1. That Council appoint Dan Kanuka from Municipal Assessment Services Group Inc. as the Municipal Assessor for the 2022 Tax Assessment year.

Submitted By:

A handwritten signature in blue ink that reads "Farrell O'Malley".

Farrell O'Malley

CAO