

**TOWN OF GIBBONS
AGENDA
ORGANIZATIONAL MEETING OF COUNCIL
OCTOBER 26, 2022
TO BE HELD AT THE MUNICIPAL OFFICE AT 6:30 PM**

- 1.0 CALL TO ORDER
- 2.0 COMMITTEE APPOINTMENTS
 - 2.1 Proposed Committee Chart
- 3.0 SETTING TIME AND PLACE OF REGULAR COUNCIL MEETINGS
 - 3.1 2023 Proposed Council Meeting/Event Calendar
- 4.0 APPOINTMENTS
 - 4.1 Appointment of the Municipal Auditor – Metrix Group LLP
 - 4.2 Appointment of the Municipal Assessor – Dan Kanuka, Municipal Assessment Services Group Inc.
- 5.0 REVIEW OF IMPORTANT DATES
 - 5.1 Federation of Canadian Municipalities – Toronto, ON May 25-28, 2023
 - 5.2 Alberta Municipalities Convention – Edmonton, AB Sept. 27-29, 2023
 - 5.3 Rural Municipalities of Alberta
 - Fall Convention November 7-10, 2022
 - Spring Convention March 20-22, 2023
- 6.0 ADJOURNMENT

Report to Council



Date Submitted: October 26, 2022
Submitted to: Mayor Deck and Members of Council
Submitted by: Farrell O'Malley
Report Topic: Committee Appointments

Introduction

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

Background

If there is a requirement for a board or committee to have a "Member" and "Alternate" it is noted in the chart. Attached, Council will find Bylaw 2022-002 for the Capital Region Northeast Water Services Commission to allow for an alternate to sit on this commission. Administration respectfully requests that Council review the attached list and advise who will be sitting on which board/committee. For reference purposes, the current Committee Appointments chart is attached.

For Council's information, the latest update to the *Municipal Government Act*, has removed the section that stated the Mayor is an ex officio member of all boards and committees. The Mayor must now be appointed to a board or committee by their personal name.

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">1. That Council advise Administration as to how it would like to proceed. |
|---|

Submitted By:

A handwritten signature in black ink that reads "Farrell O'Malley". The signature is written in a cursive, flowing style.

Farrell O'Malley

CAO

C·R·N·W·S·C

CAPITAL REGION NORTHEAST WATER SERVICES COMMISSION

BEING A BYLAW RESPECTING THE APPOINTMENT OF A BOARD OF DIRECTORS AND DESIGNATION OF THE CHAIRPERSON, THE PROCESS FOR CHANGING DIRECTORS AND CHAIRPERSONS, AND THE TERMS OF OFFICE FOR DIRECTORS AND CHAIRPERSONS

BYLAW NO. 2022-002

WHEREAS:

- A. the Commission has been established by Ministerial Order; and
- B. pursuant to Section 602.09(1)(c) of the *Municipal Government Act*, the Commission must pass a bylaw respecting the process for changing the Directors of the Board and the Chair of the Commission, and for setting the terms of office for the Directors of the Board and the Chair;

NOW THEREFORE the Board of Directors of the Commission enacts the following:

1. DEFINITIONS

- 1.1. **"Act"** means the *Municipal Government Act*, RSA 2000, c M-26, as amended from time to time;
- 1.2. **"Alternate Director"** means a person designated to act in place of a Director;
- 1.3. **"Board"** means the Board of Directors of the Commission;
- 1.4. **"Chair"** means the Chairperson of the Board;
- 1.5. **"Commission"** means the Capital Region Northeast Water Services Commission;
- 1.6. **"Director"** means a person appointed to the Board of Directors of the Commission in accordance with this Bylaw;
- 1.7. **"Member Municipality"** or **"Member Municipalities"** means a municipal authority, or the municipal authorities, as applicable, that is/are members of the Commission, which includes:
 - a. City of Fort Saskatchewan,
 - b. Strathcona County,
 - c. Sturgeon County,
 - d. Town of Bon Accord,

- e. Town of Gibbons, and
- f. Town of Redwater.

1.8. "Vice-Chair" means the Vice-Chairperson of the Board.

2. BOARD OF DIRECTORS

- 2.1. Each Member Municipality is entitled to appoint one (1) elected official as a Director of the Commission.
- 2.2. Each Member Municipality may designate an Alternate Director to act at meetings of the Board in the absence of a Director. When an Alternate Director acts in the place of a Director, the Alternate Director shall be considered a member of the Board for all purposes.
- 2.3. The term of office of each Director shall be for one (1) year from the fall board meeting or until such time that:
 - 2.3.1. The Director resigns;
 - 2.3.2. The Director ceases to be an elected official;
 - 2.3.3. The Director is replaced by their appointing Member Municipality; or
 - 2.3.4. A resolution is approved by two-thirds (2/3) of the Directors that the Director be removed from office for any of the following reasons:
 - a) unethical conduct; or
 - b) conduct that is detrimental to the good name of the Commission.
- 2.4. The Board shall, at its annual fall meeting appoint a Chair and a Vice-Chair of the Board. In the event that the Chair or Vice-Chair cannot fulfill their responsibilities, the Commission Manager may appoint an interim Chair and Vice-Chair until such time as the Board meets to appoint a new Chair or Vice-Chair.
- 2.5. The term of each office of the Chair shall be for one (1) year, subject to reappointment annually by the Board.

3. REPEAL AND ENACTMENT


- 3.1. Bylaw 2021-002 is repealed and replaced by this Bylaw.
- 3.2. This Bylaw shall become effective upon approval of the Board.

4. AMENDMENTS

- 3.1. A bylaw to amend this Bylaw does not come into force until the bylaw is passed by a majority of the Board.

**ADOPTED BY THE CAPITAL REGION NORTHEAST WATER SERVICES COMMISSION
THIS 25th DAY OF April 2022.**


_____ Commission Chair


_____ Commission Manager

COMMITTEE APPOINTMENTS

M = Member

A = Alternate

Outside Bodies	DAN DECK	LORAIN BERRY	AMBER HARRIS	WILLIS KOZAK	JAY MILLANTE	NORM SANDAHL	DALE YUSHCHYSHYN
Alberta Industrial Heartland Association	M						
Capital Region Northeast Water Services Commission						M	
Capital Region Wastewater Commission				M			
Community Futures Tawatinaw			M				
Edmonton Global	M						
Edmonton Regional Waste Advisory Committee							
Edmonton Salutes			M				
Homeland Housing Foundation		M					
Northeast Edmonton Business Association				M			
Northern Lights Library System		M					
Provincial FCSSAA		M					
Rosieridge Landfill Commission	M						
Sturgeon Regional Emergency Management Advisory Committee	M				A		
Sturgeon Regional Partnership	M						
Sturgeon River Watershed Alliance			A		M		

*Alternate is current Deputy Mayor

Local Bodies	DAN DECK	LORAIN BERRY	AMBER HARRIS	WILLIS KOZAK	JAY MILLANTE	NORM SANDAHL	DALE YUSHCHYSHYN
Assessment Review Board	M		M				
Disaster Services Committee							
Gibbons Fire Department					M		
Gibbons Trail Services Committee							
Intermunicipal Subdivision and Development Appeal Board						M	
Library Board			M		A		
Subdivision Authority				M	M		

Updated

October 18, 2022

COMMITTEE APPOINTMENTS

M = Member

A = Alternate

Outside Bodies	DAN DECK	LORAIN BERRY	AMBER HARRIS	WILLIS KOZAK	JAY MILLANTE	NORM SANDAHL	DALE YUSHCHYSHYN
Alberta Industrial Heartland Association							
Capital Region Northeast Water Services Commission (alternate req'd)							
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 Committee2 (alternate req'd)							
Sturgeon Regional Partnership							
Sturgeon River Watershed Alliance (alternate req'd)							

*Alternate is current Deputy Mayor

Local Bodies	DAN DECK	LORAIN BERRY	AMBER HARRIS	WILLIS KOZAK	JAY MILLANTE	NORM SANDAHL	DALE YUSHCHYSHYN
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 18, 2022

Report to Council



Date Submitted: October 26, 2022
Submitted to: Mayor Deck and Members of Council
Submitted by: Farrell O'Malley
Report Topic: Proposed Council Meeting/Event Calendar

Introduction

The purpose of this report is to respectfully request that Council give consideration to the attached 2023 Proposed Council Meeting/Event Calendar.

Background

The attached proposed calendar lists the Council Meetings for 2023 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.

Options Available

1. That Council accept the 2023 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 2023 Proposed Council Meeting/Event Calendar as presented.

Submitted By:

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

Farrell O'Malley

CAO

Calendar 2023 Canada

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

Report to Council



Date Submitted: October 26, 2022
Submitted to: Mayor Deck and Members of Council
Submitted by: Farrell O'Malley, CAO
Report Topic: Appointment of the Municipal Auditor

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 2022 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 2022 Financial Audit

Submitted By:

A handwritten signature in black ink that reads "Farrell O'Malley". The signature is written in a cursive, flowing style.

Farrell O'Malley

CAO

Report to Council



Date Submitted: October 26, 2022
Submitted to: Mayor Deck and Members of Council
Submitted by: Farrell O'Malley, CAO
Report Topic: Appointment of the Municipal Assessor

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 2023 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 2023 Tax Assessment year.

Submitted By:

A handwritten signature in black ink that reads "Farrell O'Malley". The signature is written in a cursive, flowing style.

Farrell O'Malley

CAO