

**TOWN OF GIBBONS  
AGENDA  
ORGANIZATIONAL MEETING OF COUNCIL  
OCTOBER 23, 2024  
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 2025 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 – Travis Horne, Municipal Assessment Services Group Inc.
  - 4.3 Deputy Mayor Appointment
  - 4.4 Signing Authorities
- 5.0 ADJOURNMENT

# Report to Council



**Date Submitted:** October 23, 2024  
**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

If there is a requirement for a board or committee to have a "Member" and "Alternate" it is noted in the chart. 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"><li>1. That Council advise Administration as to how it would like to proceed.</li></ol> |
|---|

Submitted By:

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

Farrell O'Malley

CAO

# 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	A
Capital Region Wastewater Commission				M			
Community Futures Tawatinaw							
Edmonton Global	M						
Edmonton Regional Waste Advisory Committee							M
Edmonton Salutes							
Homeland Housing Foundation		M					
Northeast Edmonton Business Association				M			
Northern Lights Library System		M					
Provincial FCSSAA		M					
Recycling Council of Alberta				M			
Rosieridge Landfill Commission	M						A
Safe and Healthy Communities (AB Munis)	M						
Sturgeon Regional Emergency Management Advisory Commi	M				A		
Sturgeon Regional Partnership	M						
Sturgeon River Watershed Alliance					M		A
Sturgeon Victim Services							

\*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						
Disaster Services Committee							
Gibbons Fire Department					M		
Gibbons Trail Services Committee							M
Intermunicipal Subdivision and Development Appeal Board						M	
Library Board		M			A		
Subdivision Authority				M	M		M

# Report to Council



**Date Submitted:** October 23, 2024  
**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 2025 Proposed Council Meeting/Event Calendar.

## Background

The attached proposed calendar lists the Council Meetings for 2024 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 2025 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 2025 Proposed Council Meeting/Event Calendar as presented.

Submitted By:

A handwritten signature in black ink that reads "Farrell O'Malley". The signature is written in a cursive style with a long, sweeping tail on the letter "y".

Farrell O'Malley

CAO

# Calendar 2025 Canada

January	February	March	April	May	June	July	August	September	October	November	December
1 We <sup>New Year's Day</sup>	1 Sa	1 Sa	1 Tu	1 Th	1 Su FCM	1 Tu <sup>Canada Day</sup>	1 Fr	1 Mo <sup>Labour Day</sup>	1 We	1 Sa	1 Mo
2 Th	2 Su	2 Su	2 We	2 Fr	2 Mo FCM	2 We	2 Sa	2 Tu	2 Th	2 Su	2 Tu
3 Fr	3 Mo	3 Mo	3 Th	3 Sa	3 Tu	3 Th	3 Su	3 We	3 Fr	3 Mo	3 We
4 Sa	4 Tu	4 Tu	4 Fr	4 Su	4 We	4 Fr	4 Mo <sup>Local holiday</sup>	4 Th	4 Sa	4 Tu	4 Th
5 Su	5 We	5 We	5 Sa	5 Mo	5 Th	5 Sa	5 Tu	5 Fr	5 Su	5 We	5 Fr
6 Mo	6 Th	6 Th	6 Su	6 Tu	6 Fr	6 Su	6 We	6 Sa	6 Mo	6 Th	6 Sa
7 Tu	7 Fr	7 Fr	7 Mo	7 We	7 Sa	7 Mo	7 Th	7 Su	7 Tu	7 Fr	7 Su
8 We <sup>AM COUNCIL</sup>	8 Sa	8 Sa	8 Tu	8 Th	8 Su	8 Tu	8 Fr	8 Mo	8 We <sup>AM COUNCIL</sup>	8 Sa	8 Mo
9 Th	9 Su	9 Su	9 We <sup>AM COUNCIL</sup>	9 Fr	9 Mo	9 We	9 Sa	9 Tu	9 Th	9 Su	9 Tu
10 Fr	10 Mo	10 Mo	10 Th	10 Sa	10 Tu	10 Th	10 Su	10 We <sup>AM COUNCIL</sup>	10 Fr	10 Mo	10 We <sup>AM COUNCIL</sup>
11 Sa	11 Tu	11 Tu	11 Fr	11 Su	11 We <sup>AM COUNCIL</sup>	11 Fr	11 Mo	11 Th	11 Sa	11 Tu <sup>Remembrance Day</sup>	11 Th
12 Su	12 We <sup>AM COUNCIL</sup>	12 We <sup>AM COUNCIL</sup>	12 Sa	12 Mo	12 Th	12 Sa	12 Tu	12 Fr	12 Su	12 We <sup>AB MUNIS</sup>	12 Fr
13 Mo	13 Th	13 Th	13 Su	13 Tu	13 Fr	13 Su	13 We	13 Sa	13 Mo <sup>Thanks-giving</sup>	13 Th <sup>AB MUNIS</sup>	13 Sa
14 Tu	14 Fr	14 Fr	14 Mo	14 We <sup>AM COUNCIL</sup>	14 Sa	14 Mo	14 Th	14 Su	14 Tu	14 Fr <sup>AB MUNIS</sup>	14 Su
15 We	15 Sa	15 Sa	15 Tu	15 Th	15 Su	15 Tu	15 Fr	15 Mo	15 We	15 Sa	15 Mo
16 Th	16 Su	16 Su	16 We	16 Fr	16 Mo	16 We	16 Sa	16 Tu	16 Th	16 Su	16 Tu
17 Fr	17 Mo <sup>FAMILY DAY</sup>	17 Mo	17 Th	17 Sa	17 Tu	17 Th	17 Su	17 We	17 Fr	17 Mo	17 We
18 Sa	18 Tu	18 Tu	18 Fr <sup>Good Friday</sup>	18 Su	18 We	18 Fr	18 Mo	18 Th	18 Sa	18 Tu	18 Th
19 Su	19 We	19 We	19 Sa	19 Mo <sup>Victoria Day</sup>	19 Th	19 Sa	19 Tu	19 Fr	19 Su	19 We	19 Fr
20 Mo	20 Th	20 Th	20 Su	20 Tu	20 Fr	20 Su	20 We	20 Sa	20 Mo <sup>ELECTION</sup>	20 Th	20 Sa
21 Tu	21 Fr	21 Fr	21 Mo	21 We	21 Sa	21 Mo	21 Th	21 Su	21 Tu	21 Fr	21 Su
22 We <sup>PM COUNCIL</sup>	22 Sa	22 Sa	22 Tu	22 Th	22 Su	22 Tu	22 Fr	22 Mo	22 We <sup>PM COUNCIL</sup>	22 Sa	22 Mo
23 Th	23 Su	23 Su	23 We <sup>PM COUNCIL</sup>	23 Fr	23 Mo	23 We <sup>PM COUNCIL</sup>	23 Sa	23 Tu	23 Th	23 Su	23 Tu
24 Fr	24 Mo	24 Mo	24 Th	24 Sa	24 Tu	24 Th	24 Su	24 We <sup>PM COUNCIL</sup>	24 Fr	24 Mo	24 We
25 Sa	25 Tu	25 Tu	25 Fr	25 Su	25 We <sup>PM COUNCIL</sup>	25 Fr	25 Mo	25 Th	25 Sa	25 Tu	25 Th <sup>Christmas Day</sup>
26 Su	26 We <sup>PM COUNCIL</sup>	26 We <sup>PM COUNCIL</sup>	26 Sa	26 Mo	26 Th	26 Sa	26 Tu	26 Fr	26 Su	26 We <sup>PM COUNCIL</sup>	26 Fr <sup>Boxing Day</sup>
27 Mo	27 Th	27 Th	27 Su	27 Tu FCM	27 Fr	27 Su	27 We <sup>PM COUNCIL</sup>	27 Sa	27 Mo	27 Th	27 Sa
28 Tu	28 Fr	28 Fr	28 Mo	28 We FCM	28 Sa	28 Mo	28 Th	28 Su	28 Tu	28 Fr	28 Su
29 We		29 Sa	29 Tu	29 Th FCM	29 Su	29 Tu	29 Fr	29 Mo	29 We	29 Sa	29 Mo
30 Th		30 Su	30 We	30 Fr FCM	30 Mo	30 We	30 Sa	30 Tu <sup>NDTR</sup>	30 Th	30 Su	30 Tu
31 Fr		31 Mo		31 Sa FCM		31 Th	31 Su		31 Fr		31 We

# Report to Council



**Date Submitted:** October 23, 2024  
**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 2024 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 2024 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 23, 2024  
**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 Travis Horne from Municipal Assessments Services Group Inc. as the Municipal Assessor for the 2025 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 Travis Horne from Municipal Assessment Services Group Inc. as the Municipal Assessor for the 2025 Tax Assessment year.

Submitted By:

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

Farrell O'Malley

CAO

# Report to Council



**Date Submitted:** October 23, 2024  
**Submitted to:** Mayor Deck and Members of Council  
**Submitted by:** Farrell O'Malley, CAO  
**Report Topic:** Deputy Mayor Appointment

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## Introduction

The purpose of this report is to respectfully request that Council give consideration the Deputy Mayor Appointments for 2025.

According to 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 incapacity of the 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.

Historically, Council has appointed the Deputy Mayor position alphabetically and for a period of 8 months which allows each Council Member to serve as Deputy Mayor for an equal time period over the course of the election term. Based upon this, the Deputy Mayor appointments for the 2025 year would be:

Councillor Dale Yushchyshyn

February 26, 2025 – October 19, 2025

## 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 black ink that reads "Farrell O'Malley". The signature is written in a cursive style.

Farrell O'Malley

CAO

# Report to Council

**Date Submitted:** October 23, 2024  
**Submitted to:** Mayor Deck and Members of Council  
**Submitted by:** Monique Jeffrey, Director of Corporate Services  
**Report Topic:** Signing Authorities

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## Introduction

The purpose of this report is to respectfully request that Council appoint the signatories for the Town of Gibbons in the following manner.

## Background

Section 213(4) states as follows: *Agreements and cheques and other negotiable instruments must be signed or authorized (a) by the chief elected official or by another person authorized by Council to sign them and, (b) a designated officer, or by a designated officer acting alone if so authorized by Council.*"

It has been recommended by legal counsel that signing authorities be designated each year by Council resolution at the Organizational meeting.

## Options Available

The options for consideration by Council include the following:

1. That Council appoints the following persons as authorized signatories; Mayor Dan Deck, Councillors Loraine Berry, Amber Harris, Jaycynth Millante, Willis Kozak, Norm Sandahl, Dale Yushchyshyn, CAO Farrell O'Malley, Director of Corporate Services Monique Jeffrey, and Assistant CAO Eric Lowe. That cheques require two signatures, one from a member of Council and the other from Administration.
2. That Council provide direction to Administration as to how it wishes to proceed.

## Recommendation for Action

Administration would like to respectfully request that Council consider the following recommendation:

1. That Council appoints the following persons as authorized signatories; Mayor Dan Deck, Councillors Loraine Berry, Amber Harris, Jaycynth Millante, Willis Kozak, Norm Sandahl, Dale Yushchyshyn, CAO Farrell O'Malley, Director of Corporate Services Monique Jeffrey, and Assistant CAO Eric Lowe. That cheques require two signatures, one from a member of Council and the other from Administration.

Submitted by:



Monique Jeffrey  
Director of Corporate Services

Approved by:



Farrell O'Malley  
CAO