

**Town of Bon Accord**  
**AGENDA**  
**Organizational Meeting**  
**October 3, 2023 5:15 p.m.**  
Live Streamed on Bon Accord YouTube Channel

- 1. CALL TO ORDER**
- 2. APPOINTMENT OF DEPUTY MAYOR**
- 3. ADOPTION OF AGENDA**
- 4. NEW BUSINESS**
  - 4.1.** 2024 Regular Council Meeting Schedule (enclosure)
  - 4.2.** 2023-2024 Council Appointments to Boards, Commissions, and Committees (enclosure)
  - 4.3.** Appointments
    - 4.3.1.** Subdivision Authority and Development Officer (enclosure)
    - 4.3.2.** Financial Institution (enclosure)
    - 4.3.3.** Municipal Assessor (enclosure)
    - 4.3.4.** Municipal Auditor (enclosure)
    - 4.3.5.** Legal Counsel (enclosure)
    - 4.3.6.** Engineers (enclosure)
  - 4.4.** Signing Authority (enclosure)
- 5. ADJOURNMENT**



**O F F I C I A L   O A T H**

I, \_\_\_\_\_ do hereby affirm that I will diligently, dutifully, and to the best of my ability, execute according to law, the office of Deputy Mayor for the Town of Bon Accord.

Declared before me at the Town of Bon Accord, in the Province of Alberta, this 3<sup>rd</sup> day of October 2023.

\_\_\_\_\_  
Deputy Mayor

\_\_\_\_\_  
A Commissioner for Oaths/Notary or Commissioner, etc.

**TOWN OF BON ACCORD  
REQUEST FOR DECISION**

<b>Meeting:</b>	Organizational Meeting
<b>Meeting Date:</b>	October 3, 2023
<b>Presented by:</b>	Jodi Brown, Town Manager
<b>Title:</b>	<b>2024 Council Meeting Schedule</b>
<b>Agenda Item No.</b>	4.1

**BACKGROUND/PROPOSAL**

Each year at the Organizational Meeting, Council sets the date and time for Regular Meetings of Council for the upcoming year.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

Administration has prepared the attached list of both Regular Council Meetings and Committee of the Whole Meetings for 2024.

The following dates on the chart have been proactively amended or removed:

- The first Regular Council Meeting of 2024 has been removed, as history has shown this meeting is typically cancelled or requires rescheduling.
- The September Committee of the Whole meeting has been moved from Wednesday, September 25, 2024, to Thursday, September 19, 2024 at 5 p.m. to accommodate the Alberta Municipalities Convention set to take place September 25 – 27, 2024.
- The December Committee of the Whole meeting has been removed, as this falls on Christmas Day for 2024 and will likely conflict with staff and Council holidays.

Alternatively, Council may wish to select alternate meeting dates for the above removed or amended meeting dates.

**STRATEGIC ALIGNMENT**

*Values Statement: Professionalism*

- Administration and Council manage the affairs of Bon Accord in a competent, reliable manner, to maintain a safe and prosperous community to work and live.

*Values Statement: Service Excellence*

- Administration and Council strive for the highest standard of service delivery and governance.

## 2024 COUNCIL MEETING SCHEDULE

Regular Meetings of Council are held on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month. The 1<sup>st</sup> meeting of the month commences at 6:00 p.m. and the 2<sup>nd</sup> meeting of the month commences at 9 a.m.

Committee of the Whole Meetings are held on the 4<sup>th</sup> Wednesday of each month from 5 p.m. to 7 p.m.

All meetings take place in Council Chambers, unless otherwise posted.

January 15, 2024	9 a.m.
January 24, 2024	5 p.m.
February 6, 2024	6 p.m.
February 20, 2024	9 a.m.
February 28, 2024	5 p.m.
March 5, 2024	6 p.m.
March 19, 2024	9 a.m.
March 27, 2024	5 p.m.
April 2, 2024	6 p.m.
April 16, 2024	9 a.m.
April 24, 2024	5 p.m.
May 7, 2024	6 p.m.
May 21, 2024	9 a.m.
May 29, 2024	5 p.m.
June 4, 2024	6 p.m.
June 18, 2024	9 a.m.
June 26, 2024	5 p.m.
July 2, 2024	6 p.m.
August 20, 2024	9 a.m.
August 28, 2024	5 p.m.
September 3, 2024	6 p.m.
September 17, 2024	9 a.m.
September 19, 2024	5 p.m.
October 1, 2024	6 p.m.
October 15, 2024	9 a.m.
October 23, 2024	5 p.m.
November 5, 2024	6 p.m.
November 19, 2024	9 a.m.
November 27, 2024	5 p.m.
December 3, 2024	6 p.m.
December 17, 2024	9 a.m.

**TOWN OF BON ACCORD  
REQUEST FOR DECISION**

<b>Meeting:</b>	Organizational Meeting
<b>Meeting Date:</b>	October 3, 2023
<b>Presented by:</b>	Jodi Brown, Town Manager
<b>Title:</b>	<b>2023-2024 Council Appointments: Boards, Commissions and Committees</b>
<b>Agenda Item No.</b>	4.2

**BACKGROUND/PROPOSAL**

Council approves Council appointments to boards, commissions, and committees at the annual Organizational Meeting.

The following documents have been enclosed for reference during this process:

- A draft of the 2023-2024 List of Council Appointments to Boards, Commissions and Committees
- Background information on each of the boards, commissions and committees included on the list
- Information forwarded to the Town relevant to making appointments at the Organizational Meeting from Arrow Utilities (formerly Alberta Capital Region Wastewater Commission) and the Capital Region Northeast Water Services Commission (CRNWSC).

Current library legislation literature (attached) indicates municipal Council may appoint up to two (2) members of Council to the library board, however, alternates are not allowed.

The NLLS, as a library *system* board, is allowed alternates as per section 32(5) of the Libraries Regulations.

CRNWSC's bylaw (attached) requires Council to appoint both a director *and* an alternate director for the next year.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

Council may wish to appoint different Council members for currently held positions or maintain the roles from the previous year.

## **STRATEGIC ALIGNMENT**

### *Values Statement: Professionalism*

- Administration and Council manage the affairs of Bon Accord in a competent, reliable manner, to maintain a safe and prosperous community to work and live.

### *Values Statement: Service Excellence*

- Administration and Council strive for the highest standard of service delivery and governance.

### *Values Statement: Stewardship*

- Administration and Council embody the responsible planning and management of our resources.

## **COSTS/SOURCES OF FUNDING**

Annual budget per the Council Remuneration Policy.

## **RECOMMENDED ACTION (by originator)**

Choose one of the following actions:

1. That Council approves the 2023-2024 Council Appointments to Boards, Commissions and Committees as presented.
2. That Council approves the 2023-2024 Council Appointments to Boards, Commissions and Committees as amended.
3. That Council direct administration to...

COMMITTEE	REP	FREQUENCY	STAFF	ALTERNATE
<del>Arrow Utilities Alberta Capital Region Wastewater Commission</del>	Lynn Bidney	Once per month; 3rd Friday (Day)		
B.A.C.S. & Lilian Schick Joint-Use*	Timothy J. Larson	Quarterly (Day)	Community Services Representative & Town Manager	Lacey Laing
Bon Accord Public Library *	Tanya May Lacey Laing	Once per month; 2nd Tuesday (Evening)		N/A
Capital Region Assessment Services Commission	Tanya May		Town Manager	All of Council
Capital Region Northeast Water Services Commission	Timothy J. Larson	Quarterly (Day)		Brian Holden
Community Services Advisory Board*	Tanya May	Quarterly (Evening)	Community Services Coordinator	Lacey Laing
Edmonton Salutes Committee	Lacey Laing	Once per month		Tanya May
Homeland Housing Board*	Lynn Bidney	Once per month; Last Thursday (Day)		N/A
Infrastructure and Transportation	Lynn Bidney	Twice per year		
Intermunicipal Collaboration Framework (ICF) Committee (and IDP – Intermunicipal Development Plan)	Lacey Laing Lynn Bidney Brian Holden	Quarterly (Day)	Town Manager	
Intermunicipal Subdivision & Development Appeal Board*	Brian Holden (until next general election)		Town Manager, as required	
Municipal Emergency Advisory Committee	All of Council	Once per year (Day)	DEM & DDEM	
Northern Lights Library System	Tanya May	Quarterly; Saturday in Elk Point (Day)		Lacey Laing
Northern Mayor's Caucus	Mayor	Once per quarter		Deputy Mayor
Regional Emergency Advisory Committee	Timothy J. Larson	Once per quarter (Day)		All of Council
Rosieridge Waste Management Services	Mayor	Once per month; 2nd Thursday (Evening)		Deputy Mayor
Sturgeon Regional Partnership Committee	Mayor		Town Manager	Deputy Mayor
Sturgeon Victim Services Board	Tanya May	Once per month; 2nd Thursday (Evening)	None appointed	Lynn Bidney

Veterans' Memorial Park Committee	Timothy J. Larson Tanya May		Town Manager & Infrastructure Manager	
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\*Indicates Public Members at large also appointed or approved by Council

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# **TOWN OF BON ACCORD**

## **Boards, Commissions, and Committees**

### **COMMISSIONS**

#### **Arrow Utilities**

Arrow Utilities (formerly Alberta Capital Region Wastewater Commission) is a regional services commission established by regulation under the Municipal Government Act to provide wastewater transmission and treatment to its thirteen members.

Arrow Utilities is a corporation, and its Board of Directors is responsible for conducting its affairs. Member municipal Councils must appoint one member of their Council to the Board of Arrow Utilities for a specified term at their Organization Meetings. While it is not a requirement, the Commission strongly encourages municipal councils to appoint their members for more than one year given the resources and effort to provide orientation and training to make each Board member as effective as possible.

➤ *APPOINTMENT: 1 COUNCIL MEMBER*

#### **Capital Region Assessment Services Commission (CRASC)**

The Commission's primary function is to engage the services of an Assessment Company/Assessor who shall provide assessment services to the members of the Commission. CRASC employs Tanmar Consulting to fill this role.

Membership in this Commission includes 31 municipalities primarily from central Alberta. Following the municipal elections, the Councils of each of the member municipalities appoint a representative and an alternate to the Commission. The member representative attends and participates in the Annual General Meeting which is held in the fall of each year. At the Annual General Meeting the activities of the Commission are reported, and financial statements reviewed. The first Annual General Meeting held immediately after the municipal elections also includes the election of 4 Board of Directors of the Commission (one representative from Cities, Towns, Villages and Summer Villages).

➤ *APPOINTMENT: 1 COUNCIL MEMBER/1 ALTERNATE*

#### **Capital Region Northeast Water Services Commission (CRNWSC)**

The Capital Region Northeast Water Services Commission provides water to the City of Fort Saskatchewan, Strathcona County, Sturgeon County, the Town of Redwater, the Town of Gibbons and the Town of Bon Accord. CRNWSC purchases its water directly from EPCOR Water Services in coordination with the Regional Water Customers Group. The general purpose of the water commission is to ensure that its members are in receipt of sufficient clean, safe, potable water at a fair price. The water commission's duties are directly related to the activities surrounding the operations of a water transmission system. This organization sets an annual operations and capital budget, makes bylaws, provides for borrowing, sets rates and fees, makes policy, and approves finances.

➤ *APPOINTMENT: 1 COUNCIL MEMBER/1 ALTERNATE*

## **Rosieridge Regional Landfill Commission**

This Commission is responsible for the disposal of all non-toxic waste within Sturgeon County and the Towns of Redwater, Gibbons, Bon Accord, Legal and Morinville who also form the membership. The board is established through legislation and is required to set an annual operational and capital budget, make bylaws, provide for borrowing, set rates and fees, make policies, and approve finances.

- *APPOINTMENT: MAYOR AS REPRESENTATIVE /DEPUTY MAYOR AS ALTERNATE*

## **COMMITTEES**

### **Joint Use Committee (JUC)**

The purpose of this committee is to work collaboratively with local schools regarding the policies and operations relating to joint use of school and Town facilities. Members of the committee include the principal of each school, the school board trustee, one member from Town council and one representative of the Community Services Department or Town administration.

- *APPOINTMENT: 1 COUNCIL MEMBER/1 ALTERNATE*

### **Edmonton Salutes Committee**

This Committee promotes and recognizes our local military community contributions, both at home and abroad, toward world peace, security, and stability. It further reinforces the message that the military personnel and their families are valued members of the Edmonton Capital Region. Partner municipalities: Sturgeon County, Strathcona County, Cities of Edmonton and St. Albert, the Towns of Bon Accord, Gibbons, Legal, Morinville, Redwater, and Wetaskiwin.

- *APPOINTMENT: 1 COUNCIL MEMBER/1 ALTERNATE*

### **Intermunicipal Collaboration Framework (ICF) Committee**

ICF Frameworks are intended to provide for integrated and strategic planning, delivery, and funding of intermunicipal services, allocate scarce resources efficiently in the providing local services, and ensure municipalities contribute funding to services that benefit their residents.

This Committee is established under the ICF between Sturgeon County and the Town. The Committee will meet on an as-required basis and will develop recommendations to the Councils of their respective municipalities on matters of strategic direction and cooperation affecting their Municipal Services, including:

- a) Periodic review of this Framework as required under Section 3 of this Framework.
- b) Matters as required under Section 6 of this Framework; and
- c) Periodic review of the County and Town's existing Intermunicipal Development Plan.

- *APPOINTMENT: 3 COUNCIL MEMBERS*

### **Sturgeon Regional Emergency Advisory Committee**

The purpose of the Regional Committee is to review plans and programs of the Sturgeon Regional Emergency Management Partnership on a regular basis and advise all Councils on the status thereof at least once each year. This committee is delegated the authority to create policies relating to emergency preparedness, mitigation, response, recovery and the operation of the partnership and Agency. This committee is part of the Sturgeon Regional Emergency Management Partnership that was formed in 2017 to create a regional approach to emergency management. Sturgeon County, Morinville, Gibbons, Redwater, Bon Accord and Legal form this partnership.

- *APPOINTMENT: 1 COUNCIL MEMBER/1 ALTERNATE*

### **Municipal Emergency Advisory Committee**

This Committee is established under the Regional Emergency Management Bylaw. The committee will review the Sturgeon Regional Emergency Management Plan and related plans and programs on an annual basis. The Municipal Emergency Advisory Committee is authorized to declare a State of Local Emergency under the *Act and* for the duration of such State of Local Emergency, do all acts and take all necessary proceedings to address the emergency pursuant to the *Act*. The Committee will also provide guidance and direction to the Municipal Emergency Management Agency.

- *APPOINTMENT: ALL OF COUNCIL/DEM/DEPUTY DEM*

### **Sturgeon Regional Partnership Committee**

The Sturgeon Regional Partnership Committee consists of the Mayor or a designate and the CAO from Sturgeon County, Bon Accord, Gibbons, Legal, Morinville and Redwater. It is an advisory Committee to the member municipalities that will provide recommendations to each of the six participating councils related to potential regional partnerships or collaboration.

- *APPOINTMENT: MAYOR AS REPRESENTATIVE /DEPUTY MAYOR AS ALTERNATE*

### **Sturgeon Victim Services Board**

Sturgeon Victim Services provides short-term crisis response, intervention and prevention services which are responsive to the needs of individuals, families, and communities in the immediate aftermath of crime and sudden tragedy.

- *APPOINTMENT: 1 COUNCIL MEMBER/1 ALTERNATE*

### **Veterans' Memorial Park Committee:**

This Committee was established by Council as per the Veterans' Memorial Park Committee Bylaw. shall act in an advisory role subject to the general policies of the Town, for all matters pertaining to Veterans' Memorial Park. This Committee meets once every year or as needed.

- *APPOINTMENT: 2 COUNCIL MEMBERS*

## **Infrastructure and Transportation Committee (provincial)**

MLA Dale Nally established this Committee in 2023. The Committee will meet 1 -2 times per year to review municipal infrastructure and transportation needs.

- *APPOINTMENT: 1 COUNCIL MEMBER*

## **BOARDS**

### **Bon Accord Library Board**

The Library Board is responsible for the operations of the Bon Accord Library by setting policies and procedures and establishing an annual budget. Their bylaws, budget and board membership are presented to Council for approval. The board is governed by the Alberta Libraries Act. Council may appoint up to two council members as representatives. No alternates are allowed.

- *APPOINTMENT: 2 COUNCIL MEMBERS*

### **Northern Lights Library Systems (NLLS)**

This is an external board known as a Library System. Its purpose is to enhance library services through membership in the “Alberta Library” which is a consortium of all Alberta Public and Academic Libraries. This “system” provides services such as bulk purchasing, resource sharing, technical support, programming, and reference services. Council may appoint one council member as a representative and one council member as an alternate.

- *APPOINTMENT: 1 COUNCIL MEMBER/1 ALTERNATE*

### **Community Services Advisory Board (CSAB)**

The Community Services Advisory Board provides input on community recreation-based, cultural, or social programs and events. The Board participates in assessing community needs, assists with budget planning, and makes recommendations to Council in these areas.

- *APPOINTMENT: 1 COUNCIL MEMBER/1 ALTERNATE*

### **Homeland Housing Board**

The Homeland Housing Board’s primary responsibility is to govern the activities of the senior housing facilities in the City of St. Albert, Municipal District of Lesser Slave River No. 124, Sturgeon County, Town of Bon Accord, Town of Gibbons, Town of Legal, Town of Morinville, Town of Redwater, Town of Westlock, Village of Clyde and Westlock County. The board is established through legislation and is required to set policy and set the annual budget.

- *APPOINTMENT: 1 COUNCIL MEMBER*

## **Intermunicipal Subdivision and Development Appeal Board (SDAB)**

The purpose of the Subdivision and Development Appeal Board is to hear appeals from any person affected by an order, decision, development permit issued or refused, or condition issued by the Development Authority Officer. This board was made up of 4 municipalities, each of which appointed one council member and one alternate member. Member municipalities are Gibbons, Bon Accord, Legal and Redwater. This type of board is required through legislation.

- *APPOINTMENT: 1 COUNCIL MEMBER*

## **OTHER:**

### **Northern Alberta Mayor's Caucus**

The purpose of this Caucus is to provide a positive environment for local leaders to discuss issues of concern, educate themselves on issues, and, where appropriate, to find ways to impact the decisions of the other orders of government for the benefit of the region.

- *APPOINTMENT: MAYOR*

Updated: 28/09/23



## 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.

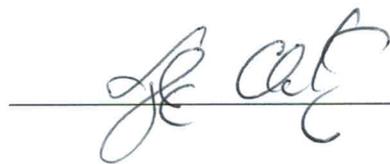
## **4. AMENDMENTS**

- 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

# Appointing Councillors to the Municipal or Intermunicipal Library Board

## A Fact Sheet for Alberta Public Library Boards

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Municipal councils select individuals from their communities to sit on the municipal or intermunicipal library board. These individuals are appointed to the library board to ensure comprehensive and efficient library services are provided to the community. Councils appoint individuals with unique skills and perspectives to create a competent, well-rounded library board.

### Councillor Appointments

Councils may appoint up to two councillors to a library board. It is not mandatory that council appoint any councillors to the library board. Councillors from neighbouring municipalities appointed to the board do not count against the two councillor limit. Only the municipal council that established the library board has the authority to appoint members.

Councillors, like any other board member, are appointed for a term not exceeding 3 years. If council wishes to have an individual on the board for longer than 3 terms, 2/3 of the majority of council must vote in favour of re-appointing that individual for another term. This 2/3 majority vote must occur every time the individual is re-appointed.

Councillors appointed to the library board have the same role and responsibilities as all other board members, and should not be referred to as “council representative” or similar. An individual on the library board who also happens to be a councillor does not automatically become the liaison to council.

Typically, the library board chair is the individual delegated to communicate with council. Board members who are also councillors can vote, may be elected by their fellow board members to positions (such as chair, secretary, treasurer, etc.), and are ultimately jointly responsible for managing the affairs of the library board.

### Board Member Responsibilities

Municipal councils appoint *individuals* to library boards, not representatives or positions. There is no seat on a municipal or intermunicipal library board reserved for council. All board members are responsible to act in the best interest of the library and the community it serves, regardless of any other roles or positions they may hold. They should not act as a representative of the municipality or any other group or organization. Board members may bring skills and knowledge from these other roles, but represent only themselves and their own views when it comes time to vote or make decisions.

Councils may not appoint alternates to these library boards because an alternate cannot represent the views of another individual.

The library board is an autonomous corporation. It is a separate body from the municipality, and has full management and control of library services in the community. When a councillor is appointed to the library board, they are appointed as an individual. Thus, should they cease to be on council, it is important to note that they remain appointed to the library board until their term expires or they are unappointed by council. Should a board member miss three consecutive library board meetings without approval by motion of the rest of the board, said board member will automatically be removed from the library board.

### Support and Resources

If you have any questions, please contact the Public Library Services Branch by phone at 780-427-4871 (toll free by dialing 310-0000 first), or by email at [libraries@gov.ab.ca](mailto:libraries@gov.ab.ca). Information is also available on the PLSB website at [www.albertalibraries.ca](http://www.albertalibraries.ca).

**TOWN OF BON ACCORD  
REQUEST FOR DECISION**

<b>Meeting:</b>	Organizational Meeting of Council
<b>Meeting Date:</b>	October 3, 2022
<b>Presented by:</b>	Jodi Brown, Town Manager
<b>Title:</b>	<b>Subdivision Authority and Development Officer</b>
<b>Agenda Item No.</b>	4.3.1

**BACKGROUND/PROPOSAL**

Section 623 of the Municipal Government Act (MGA) states:

**623** A council must, by bylaw, provide for

(a) a subdivision authority to exercise subdivision powers and duties on behalf of the municipality, and

(b) subject to section 641, a development authority to exercise development powers and perform duties on behalf of the municipality.

The Town’s Land Use Bylaw #2016-03 (Part 2 Agencies—subsection 1-3) establishes the Development Authority for the Town and further states that the Development Authority shall be the Development Officer. This section also stipulates that the Development Officer shall be appointed by Council. See attached excerpt from Land Use Bylaw #2016-03.

Secondly, the Land Use Bylaw #2016-03 states that the Subdivision Authority Bylaw #2016-02 establishes the Subdivision Authority and further states that the Subdivision Authority shall be appointed by resolution of Council.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

The Town of Bon Accord has contracted Municipal Planning Services to provide planning and development advice and acts as the Towns authority to approve or deny applications for subdivision of the Town. This contract remains in effect until 2025.

Municipal Planning Services offers a range of services. Planning work is supported by in-house services that include GIS mapping, graphics production, project management, research, advocacy, and community consultation.

Municipal Planning Services is committed to providing core planning services, expertise in developing and interpreting plans and bylaws and a commitment to developing long-term collaborative relationships.

The Planning and Economic Development Officer (Jennifer Larson) is the designate for the appointment of the Development Officer. Her role is to collaborate and consult with Municipal Planning Services on development and planning projects.

As part of the Town's agreement with Municipal Planning Services, Jane Dauphinee acts as the Town's subdivision authority and is therefore the designate for this position. She has the training, expertise, and experience to provide this service to the Town.

Both designations are to be appointed annually at the Organization Meeting of Council.

### **STRATEGIC ALIGNMENT (Councils Strategic Plan 2022-2026)**

*Value Statement: Collaboration*

- The Town of Bon Accord has strong, sustainable relationships to enhance municipal programs and service.

### **COSTS/SOURCES OF FUNDING**

Annual Operating Budget

### **RECOMMENDED ACTION (by originator)**

1. THAT Council appoints Jane Dauphine of Municipal Planning Services as the Subdivision Authority for the Town of Bon Accord and FURTHER that Council appoints Jennifer Larson as the Development Officer for the Town of Bon Accord.

## **PART 2 – AGENCIES**

### **1 | DEVELOPMENT AUTHORITY**

- 1) The Development Authority is hereby established.
- 2) The Development Authority shall be:
  - a. The Development Officer; and
  - b. Council for all development decisions within Direct Control Districts, unless otherwise delegated within the provisions of that District.
- 3) The Development Authority shall perform such duties that are specified in this Bylaw.
- 4) In all instances other than those indicated in **PART 2.1(2)** above, when used in this Bylaw, the term “Development Authority” shall be the Development Officer.

### **2 | DEVELOPMENT OFFICER**

- 1) The office of the Development Officer is hereby established and shall be filled by a person or persons appointed by Council.
- 2) The Development Officer shall perform such duties that are specified in this bylaw.
- 3) The Development Officer may sign, on behalf of the Development Authority, any order, decision, approval, notice or other thing made or given by the Development Authority or by the Development Officer.
- 4) The Development Officer shall keep and maintain for the inspection of the public during normal office hours, a copy of this Bylaw and all amendments thereto, and keep a register of all applications for development, the decisions, and the reasons therefore.
- 5) For the purposes of Section 542 of the Act, the Development Officer is hereby declared to be a designated officer.

### **3 | SUBDIVISION AUTHORITY**

- 1) The Subdivision Authority of the Town of Bon Accord shall be as established by the municipality’s Subdivision Authority Bylaw.
- 2) The Subdivision Authority shall be appointed by resolution of Council.
- 3) The Subdivision Authority shall perform such duties that are specified in this Bylaw and the Subdivision Authority Bylaw.

### **4 | COUNCIL**

- 1) The Council shall perform such duties that are specified for it in this Bylaw.

**TOWN OF BON ACCORD  
SUBDIVISION AUTHORITY BYLAW  
BYLAW #2016-02**

**A BYLAW OF THE TOWN OF BON ACCORD IN THE PROVINCE OF ALBERTA TO ESTABLISH THE SUBDIVISION AUTHORITY OF THE TOWN OF BON ACCORD**

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**WHEREAS**, Section 623 of the Municipal Government Act, S.A. 2000, as amended ("the Act") requires that a Municipal Council must establish a Subdivision Authority by bylaw.

**NOW THEREFORE** the Council for the Town of Bon Accord, duly assembled, enacts as follows:

**PART 1 - TITLE**

This bylaw may be cited as "The Bon Accord Subdivision Authority Bylaw".

**PART 2 – DEFINITIONS**

1. The following definitions shall apply to this Bylaw:
  - a) "*Act*" means the Municipal Government Act, S.A. 2000, as amended.
  - b) "*Council*" means the Mayor and Councilors of the Town of Bon Accord for the time being elected pursuant to the provisions of the Act, whose term is unexpired, who have not resigned and who continue to be eligible to hold office as such under the terms of the Act.
  - c) "*Municipal Government Board*" means the Board established under section 486 of the Act.
  - d) "*Regulations*" means the Regulations proclaimed pursuant to the Act.
  - e) "*Subdivision and Development Appeal Board*" means the Board established to hear development and subdivision appeals pursuant to section 3 of the Subdivision and Development Appeal Board Bylaw.
  - f) "*Subdivision Authority*" means the persons established under section 3 of this bylaw to perform the functions of a Subdivision Authority under the Act.

**PART 3 – ESTABLISHMENT OF THE SUBDIVISION AUTHORITY**

1. The Subdivision Authority of the Town of Bon Accord is hereby established.
2. The Subdivision Authority shall consist of one (1) person appointed by resolution of the Council.
3. If the appointed person shall die, retire or resign, another person may be appointed by resolution of the Council.
4. Council may remove the person from the position of Subdivision Authority by resolution at any time.

**PART 4 – TERMS OF OFFICE**

1. Subject to Section 3.4 of this bylaw, the Subdivision Authority shall be appointed at the pleasure of the Council for a term of one (1) year and may be reappointed upon the expiry of the term at the pleasure of Council.

**TOWN OF BON ACCORD  
REQUEST FOR DECISION**

<b>Meeting:</b>	Organizational Meeting
<b>Meeting Date:</b>	October 3, 2023
<b>Presented by:</b>	Falon Fayant, Corporate Services Manager
<b>Title:</b>	<b>Financial Institution</b>
<b>Agenda Item No.</b>	4.3.2

**BACKGROUND/PROPOSAL**

ATB Financial is the only financial institution in Bon Accord and the Town has been supporting this local branch and utilizing this financial institution for many years. The majority of the daily banking service fees are waived except for the electronic funds transfer fees (EFT) fees. On average, the cost for banking services is \$2,340 per year.

The Town makes daily banking deposits; therefore, the location of this financial institution is optimal for efficiency and cost.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

As per Section 270 (2) of the Municipal Government Act requires all municipalities to designate a financial institution ensuring that all money, belonging to or held by the municipality is deposited in a bank, credit union, loan corporation, treasury branch or trust company.

**STRATEGIC ALIGNMENT**

Stewardship: Administration and Council embody the responsible planning and management of our resources.

**COSTS/SOURCES OF FUNDING**

Annual budget

**RECOMMENDED ACTION (by originator)**

THAT ... Council designates ATB Financial as the financial institution for the Town of Bon Accord.

**TOWN OF BON ACCORD  
REQUEST FOR DECISION**

<b>Meeting:</b>	Organizational Meeting
<b>Meeting Date:</b>	October 3, 2023
<b>Presented by:</b>	Falon Fayant, Corporate Services Manager
<b>Title:</b>	<b>Municipal Assessor</b>
<b>Agenda Item No.</b>	4.3.3

**BACKGROUND/PROPOSAL**

The Town of Bon Accord uses the assessment services of Tanmar Consulting Inc. retained through membership with the Capital Region Assessment Services Commission (CRASC). CRASC has negotiated competitive terms with the assessment firms they employ. The Town has an efficient and reliable working relationship with Tanmar Consulting Inc.

All assessors, regardless of their firm affiliation are governed by Municipal Affairs and must follow standard assessment practices.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

The cost of assessment services for the year is \$13,840 (2022 *actual*). As per section 284.2(1) A municipality must appoint a person having the qualifications set out in the regulations to the position of designated officer to carry out the functions, duties and powers of a municipal assessor.

**STRATEGIC ALIGNMENT**

Stewardship: Administration and Council embody the responsible planning and management of our resources.

**COSTS/SOURCES OF FUNDING**

Annual budget

**RECOMMENDED ACTION (by originator)**

THAT ... Council affirms the appointment of Mike Krim from Tanmar Consulting Inc. as the Town's municipal assessor.

**TOWN OF BON ACCORD  
REQUEST FOR DECISION**

<b>Meeting:</b>	Organizational Meeting
<b>Meeting Date:</b>	October 3, 2023
<b>Presented by:</b>	Falon Fayant, Corporate Services Manager
<b>Title:</b>	<b>Municipal Auditor</b>
<b>Agenda Item No.</b>	4.3.4

**BACKGROUND/PROPOSAL**

In July 2023, administration posted a formal Request for Proposals through Alberta Purchasing Connection. Three firms sent proposals back and Council reviewed these proposals on September 6, 2023.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

Council directed administration to sign the agreement with the auditing firm as discussed in the closed session per Resolution #23-377. Administration signed the agreement for the three-year term 2023-2025 with JDP Wasserman LLP.

**STRATEGIC ALIGNMENT**

Value Statement: Transparency:

- Open and accountable to our residents and encourage open communication.

Value Statement: Stewardship

- Administration and Council embody the responsible planning and management of our resources.

**COSTS/SOURCES OF FUNDING**

Annual budget

The total cost for will be \$38,100 for the three-year term.

**RECOMMENDED ACTION (by originator)**

THAT ... Council affirms the appointment of JDP Wasserman LLP as the Town of Bon Accord's Municipal Auditor.

**TOWN OF BON ACCORD**  
**REQUEST FOR DECISION**

<b>Meeting:</b>	Organizational Meeting of Council
<b>Meeting Date:</b>	October 4, 2022
<b>Presented by:</b>	Jodi Brown, Town Manager
<b>Title:</b>	<b>Legal Counsel</b>
<b>Agenda Item No.</b>	4.3.5

**BACKGROUND/PROPOSAL**

It is recommended that Council officially appoint legal counsel each year at the Organizational Meeting.

Secondly, it is also recommended that a municipality appoint a secondary law firm. This addresses situations when the Town’s primary legal counsel is being utilized by the other party or when the Subdivision and Development Appeal Board requires legal counsel.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

**Primary Legal Counsel:**

Lidstone and Company (Barristers and Solicitors) is a municipal law firm that is experienced in providing legal services to municipalities.

Staff have consulted with lawyers from Lidstone over the past year and have attended workshops provided by one of their lawyers. The quality of the information provided and prompt response to inquiries has been both helpful and impressive. Additionally, their fee structure and billing practices are in alignment with the Town’s budget capacity.

Therefore, administration recommends that Council appoint Lidstone and Company (Barristers and Solicitors) as primary legal counsel for the Town for a second year.

**Alternate Solicitors:**

For the past several years, the Town has appointed Reynolds, Mirth, Richards, and Farmer LLP as alternate legal counsel. This firm is also an experienced and respected municipal law firm.

Additionally, the Town may consult with other legal firms for a second opinion as needed or for an area requiring specific expertise and Council will be advised accordingly.

## **STRATEGIC ALIGNMENT**

### *Value Statement: Professionalism*

- Administration and Council manage the affairs of Bon Accord in a competent, reliable manner, to maintain a safe and prosperous community to work and live.

### *Value Statement: Stewardship*

- Administration and Council embody the responsible planning and management of our resources.

## **COSTS/SOURCES OF FUNDING**

Annual Operating Budget

## **RECOMMENDED ACTION (by originator)**

1. THAT Council appoint Lidstone and Company (Barristers and Solicitors) as the primary solicitors to represent the interests of the Town of Bon Accord and that Reynolds, Mirth, Richards, and Farmer LLP be appointed as alternate solicitors.

**TOWN OF BON ACCORD**  
**REQUEST FOR DECISION**

<b>Meeting:</b>	Organizational Meeting
<b>Meeting Date:</b>	October 4, 2022
<b>Presented by:</b>	Jodi Brown, Town Manager
<b>Title:</b>	<b>Engineers</b>
<b>Agenda Item No.</b>	4.3.6

**BACKGROUND/PROPOSAL**

At the Organizational Meeting, Council may make appointments for other business as is required by Council. Therefore, it is recommended that Council officially appoint an engineering firm during this meeting.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

It is beneficial for the Town to engage the services of an engineering firm that knows and understands their infrastructure. Associated Engineering has been the Town's engineers for several years. They have an excellent data base of the Town's infrastructure having recently completed several key assessments including the Transportation Plan (2019), Stormwater Master Plan (2019), the Wetlands Engineering Study (2021), and the Arena Inspection (2021). Associated Engineering has also provided oversight of the 2023 new Ice Plant project and the 2023 Road Rehabilitation Projects.

The Town may seek other engineering services from alternate firms as shown below:

- Specialized engineering services for projects that are outside the scope the services provided by Associated Engineering
- Administration may seek a second opinion or consultation form other engineering firms or may tender for this service and will advise Council accordingly.

**STRATEGIC ALIGNMENT**

*Priority 3: Infrastructure*

- The Town of Bon Accord is maintaining and improving all infrastructure in a fiscally responsible manner.

**COSTS/SOURCES OF FUNDING**

N/A

**RECOMMENDED ACTION (by originator)**

1. THAT Council appoint Associated Engineering as the Town of Bon Accord's primary engineering firm for building, infrastructure, and utility areas of operations.

**TOWN OF BON ACCORD  
REQUEST FOR DECISION**

<b>Meeting:</b>	Organizational Meeting
<b>Meeting Date:</b>	October 3, 2023
<b>Presented by:</b>	Falon Fayant, Corporate Services Manager
<b>Title:</b>	<b>Signing Authority</b>
<b>Agenda Item No.</b>	4.4

**BACKGROUND/PROPOSAL**

Per Section 213 of the Municipal Government Act, each year Council is to establish who is authorized to sign for banking matters.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

Administration recommends that all Councillors, the Town Manager, and Managers have signing authority.

The following procedure can be used: for the signing of cheques, the two designated signors shall be the Mayor and the Town Manager, however, in their absence the Deputy Mayor or another Councillor and the Acting CAO or other Manager may sign as designate. This will allow for the business of the Town to continue should the Mayor or Town Manager be unavailable for signing.

Please note that accounts payable invoices must also be signed by a department manager.

**STRATEGIC ALIGNMENT**

Value Statement: Stewardship

- Administration and Council embody the responsible planning and management of our resources.

**COSTS/SOURCES OF FUNDING**

NA

**RECOMMENDED ACTION (by originator)**

THAT ... Council appoints the Mayor and all Councillors, the Town Manager, and all Managers as signing authority for the Town of Bon Accord.