

Town of Bon Accord
Supplemental Information Package
WITH ADDITIONS
Regular Council Meeting
November 7, 2023 6:00 p.m. in Council Chambers
Live streamed on Bon Accord YouTube Channel

- 1. CALL TO ORDER AND LAND ACKNOWLEDGEMENT**
- 2. ADOPTION OF AGENDA**
- 3. PROCLAMATIONS**
 - 3.1. Family Violence Prevention Month (enclosure)
- 4. ADOPTION OF MINUTES**
 - 4.1. Regular Meeting of Council; October 17, 2023 (enclosure)
 - 4.2. Committee of the Whole Meeting; October 25, 2023 (enclosure)
- 5. DELEGATION**
 - 5.1. 6:10 p.m. Tam Anderson – Prairie Gardens – Lily Lake Road Speed Limit (enclosure)
 - 5.2. 6:30 p.m. Brenda Gosbjorn – Library Budget Presentation (enclosure)
- 6. UNFINISHED BUSINESS**
 - 6.1. Economic Development and Planning Fees (enclosure)
 - 6.2. Budget Presentation (enclosure)
- 7. NEW BUSINESS**
 - 7.1. Notice of Motion: “The Last Post” Donation (enclosure)
 - 7.2. Community Services Advisory Board Appointments (enclosure)
 - 7.3. Library Board Appointment Corrections (enclosure)
- 8. BYLAWS/POLICIES/AGREEMENTS**
- 9. WORKSHOPS/MEETINGS/CONFERENCES**
 - 9.1. Sturgeon County State of the County Address
- 10. CORRESPONDENCE**
 - 10.1. Sturgeon Composite High School Awards Night Invitation (enclosure)
 - 10.2. 3rd Canadian Division Holiday Reception (enclosure)
- 11. NOTICE OF MOTION**
- 12. CLOSED SESSION**
 - 12.1. Development Updates – FOIP Act *Section 17 – Disclosure harmful to personal privacy* Section 24 Advice from officials and Section 27 Privileged information

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12.2. Offer to Purchase – L2-B2-P9022300 – FOIP Act – Section 24 Advice from officials and Section 25 Disclosure harmful to economic and other interests of a public body and Section 27 Privileged information

13. ADJOURNMENT

**TOWN OF BON ACCORD
REQUEST FOR DECISION**

Meeting:	Regular Meeting of Council
Meeting Date:	November 7, 2023
Presented by:	Jodi Brown, Town Manager
Title:	ADDITION: Library Board Appointment Corrections
Agenda Item No.	7.3

BACKGROUND/PROPOSAL

During recent training, administration had been made aware of recommended and best practices for member appointments to municipal library boards. After reviewing previous Council resolutions regarding our Bon Accord Public Library Board appointments, administration has discovered inconsistencies which require correction.

The benefits of correcting these inconsistencies include prevention of:

- Risk to the board and individuals (i.e.: The individual could be held personally liable for certain decisions)
- Invalid motions and decisions (i.e.: The votes of that board member would had been counted when they were not a valid member)

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

As per the attached sheet “Resolving Issues with Library Board Appointments”, best practice is to ensure the resolution contains:

- The first and last name of the individual who is being appointed,
- The legal name of the library board (Bon Accord Public Library Board),
- The word “appoint” rather than approve, and
- The term length or expiry date.

It is important to note that Council members are not appointed to the board as Council representatives but rather individuals. A Council member appointed to the board remains a member of that board even if they are no longer a member of Council, therefore, the first and last name of the appointed person as opposed to their title (i.e.: Mayor, Deputy Mayor, Councillor) should be used. It is also important to avoid the use of board positions (i.e.: officer, president, chair, etc.) as this would be determined by the board.

Deputy Mayor May’s appointment is annually renewed at the Town’s Organizational Meeting, therefore the expiry date for the appointment ending in 2024 has been extended until October 31, as our Organizational meeting will always be prior to this date and prevent any lapse in membership.

The Bon Accord Public Library Board has also made a request (letter attached) to have Christina Romaniuk appointed as a member for a second term which is included in the resolution below.

Please see below the compilation of previous term appointments for reference.

Member	Terms Completed	Term Dates
Bonnie Hodge	1	May 5, 2015 through May 4, 2018
Bonnie Hodge	2	May 29, 2018 through May 28, 2021
Melanie Philbrick	1	April 18, 2017 through April 17, 2020
Melanie Philbrick	2	March 17, 2020 through March 16, 2023
Brenda Gosbjorn	1	May 7, 2019 through May 6, 2022
Christina Romaniuk	1	October 6, 2020 through October 5, 2023
Tanya May		October 24, 2017 through October 23, 2018
Tanya May		October 16, 2018 through October 15, 2019
Tanya May		October 15, 2019 through October 14, 2020
Tanya May		October 20, 2020 through October 19, 2021
Tanya May		October 25, 2021 through October 24, 2022
Tanya May		October 4, 2022 through October 3, 2023

STRATEGIC ALIGNMENT

Priority 5: Collaboration

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

COSTS/SOURCES OF FUNDING

N/A

RECOMMENDED ACTION (by originator)

THAT Council appoints the following individuals to the Bon Accord Public Library Board for the specified terms:

Bonnie Hodge – term expiry date July 5, 2024.

Shannon Loehr – term expiry date August 31, 2026.

Melanie Philbrick – term expiry date May 1, 2026.

Brenda Gosbjorn – term expiry date June 20, 2025.

Annette McManus – term expiry date April 4, 2025.

Carol MacKay – term expiry date February 20, 2026.

Sarah Redden – term expiry date February 20, 2026.

Vicki Foster – term expiry date May 1, 2026.

Tanya May – term expiry date October 31, 2024.

Christina Romaniuk – term expiry date November 6, 2026.

Resolving Issues with Library Board Appointments

A Guide for Municipal Library Boards and Municipalities

Introduction

Municipal library boards are independent corporations established and governed under the *Libraries Act*. In order for a board to carry out its business legally, and uphold its responsibilities as a corporation, it is crucial that all board members be appointed in accordance with legislation.

Improper appointments pose a significant legal risk to the library board, the individuals serving on the board, and the establishing municipality; therefore, it is necessary to correct any issues as soon as they become apparent. This resource will guide you through the process of ensuring your municipal library board is legally appointed now and in the future.

Appointment basics

As per the *Libraries Act*, section 4, a municipal library board shall consist of 5 to 10 members appointed by municipal council. Of those members, *up to 2* (i.e. 0, 1 or 2 members) may be councillors of the municipality that established the board. Council must appoint *all* members of the board, not just those members who are also councillors.

All members are appointed for a term of up to 3 years and an individual may be re-appointed for up to 2 additional consecutive terms. Should council wish to re-appoint an individual beyond 3 consecutive terms, a special resolution is required to authorize the re-appointment.

It is also important to note that the authority to appoint members to a municipal library board rests solely with the council of the municipality that established the board.

The council of a neighbouring municipality cannot appoint to a library board they did not have a formal legislated role in establishing, regardless of any other agreements that may be in place. A neighbouring municipality may *recommend* an individual to serve on the board but the appointment of that individual must be made by the council of the establishing municipality.

Similarly, a library board cannot appoint members on its own. The board may play a significant role in recruiting prospective members but no individual is legally a member of the board until appointed by council. Furthermore, an individual's term on the board is always based on the term as appointed by council and not their board elected term as chair (or any other officer position).

For more general information on appointments, please consult the Public Library Services Branch (PLSB) fact sheet *Appointments to the Municipal Library Board*.

Resolving appointment issues

When a potential issue with library board appointments is identified, it is important that it be addressed as soon as possible. Municipal library boards and their municipalities can work together through the following steps to ensure all board members are legally appointed.

1. Verify appointment status of current board members

The first step is to verify the appointment status of all current board members. Some or all of the individuals serving on the board may have already been properly appointed. At this stage, the goal is to confirm whether or not there is an issue to resolve and, if so, the extent of that issue.

In order for an individual to have been properly appointed, there must be record of a motion to appoint made by the council of the municipality that established the board. The motions must also appoint the individual for a term that has not yet expired. You will likely need to look back through council meeting minutes to find record of appointment motions for each board member.

If you do find evidence of board appointments in council meeting minutes, verify that the motions include the necessary components. If a motion to appoint an individual is unclear or incomplete, then the appointment is invalid and will need to be resolved. **At a minimum, the motion should:**

- Include the first and last name of the individual being appointed
- Use the legal name of the library board – as per the *Libraries Act*, section 3, the legal name of a municipal library board is always the “[Name of municipality] Library Board”
- Use the word appoint – language like approve, confirm, etc., is unclear and suggests an entity other than council has made the appointment
- Include a term length or term expiry date

The elements of a valid appointment apply to *all* individuals appointed to the municipal library board, including those individuals who are also councillors. While councillors will often be appointed to the board at council’s annual organizational meeting, it is important to note that the library board is not a committee of council and has its own appointment requirements defined by the *Libraries Act*.

If you are unsure whether or not a motion to appoint is satisfactory, please consult with Public Library Services Branch.

If you are able to locate motions appointing all individuals currently serving on the board, and all terms are current (i.e. not expired), then there is no issue to resolve and you can proceed to step 4.

If you are unable to locate motions appointing some or all individuals currently serving on the board, or the motions are unclear, incomplete, or have expired terms, proceed to step 2.

2. Prepare a list of individuals to be appointed

The next step is to compile a list of all individuals who are currently serving on the board but have not been properly appointed as identified in step 1. This list will help municipal administration prepare a request for council to make the appointments.

The list only needs to include names of the individuals to be appointed but you may also wish to include their desired term expiry dates. This can be helpful in ensuring that the eventual appointments align with the expectations of the individual board members and minimize disruption to board operations.

Council has full discretion as to who is appointed and for what length of term. Input from the board is ultimately a recommendation and there is no guarantee that it will be followed entirely or at all.

3. Present a request for council decision

With a list of individuals to be appointed, work can begin on preparing a request for a council decision. How the request is prepared will depend on local practice; however, it is likely that municipal administration will draft the motion(s) and compile background information for council.

When drafting the motion(s), consider the following:

- Appointments can be made in a single motion or separate motions for each individual
- Motions should include the minimum required components as described in step 1
- Motions *should not* include the assignment of any officer positions (e.g. chair, treasurer) – as per the *Libraries Act*, section 32, it is the board that elects a chair and any other officers
- It is not necessary for appointments to be backdated or otherwise made retroactive

Special consideration should be given to the appointment term. While suggested term expiry dates may have been provided by the board, municipal administration and council may wish to strategically assign terms to achieve various outcomes.

For example, there may be a desire to have library board appointments always expire in the same month to streamline the annual appointment process. Similarly, there may be an opportunity to stagger expiry years to promote board continuity and avoid instances of a mass turnover.

Whatever is decided in regards to term length, it is recommended that the term be expressed in the motion with an expiry date that includes the month, day, and year. Alternatively, the term length can be expressed simply as X years (e.g. 3 years). In the latter scenario, the expiry date would be interpreted as X years from the date of the council meeting. In all cases, a term cannot exceed 3 years.

Here is a sample motion that includes all the required components and best practices:

*Motion to appoint the following individuals to the Village of Mountain
Library Board for the specified terms:*

*Linda Black – term expiry date October 31, 2022
Doug Murray – term expiry date October 31, 2022
Mark Smith – term expiry date October 31, 2023
Jane White – term expiry date October 31, 2023
Barbara Wilson – term expiry date October 31, 2024*

If the motion or motions meet all requirements, and are successfully passed by council, you can consider the appointment issues resolved.

4. Follow up to confirm legal appointments

Once legal appointments have been confirmed—i.e., there is record of valid appointment motions for all board members—ensure the board has been notified. Both the board and municipality should note the motion number(s) and term expiry dates to assist in tracking when re-appointments or new appointments will be needed. Depending on the circumstances, you may also wish to inform other stakeholders (e.g. neighbouring municipality, PLSB) of the successful appointments.

Improving the appointment process

Ensuring your municipal library board is properly appointed is an ongoing process. Below are some further considerations to help municipalities and their library boards improve the appointment process.

Collaborate on recruitment

While appointments may only be made by municipal council, it is best practice for municipalities to collaborate with their library board on recruitment.

Library boards can offer a unique perspective on the appointment process that municipalities should seek and value. For example, the library board will likely know best what characteristics, qualifications, and skills will benefit its work. The board is also more likely to have direct contact with community members who are interested in volunteering and can recommend those individuals for appointment.

Although the input of the board is always valuable, it is recommended that municipalities still play an active role in the process rather than simply rubber-stamping appointments. The authority to appoint is one of the primary ways a municipality ensures accountability from its library board so the responsibility should not be taken lightly.

Municipalities can consider getting more involved by assisting with the development of a recruitment strategy, advertising openings through municipal channels, and/or participating in the vetting process.

Work with neighbouring municipalities

Municipal library boards often service an area that extends beyond their municipal boundaries. Residents of a rural municipality, for example, may access public library service in a neighbouring town or village. In such cases, there may be a desire for participation from that neighbouring municipality.

While the council of a neighbouring municipality cannot appoint to the library board, they can make a *recommendation* and forward the name of the individual (or individuals) they would like to see appointed. The details of such an arrangement can be worked out between the municipalities as long as all board members are appointed by the council of the establishing municipality.

Track and communicate appointment terms

Both boards and municipalities should keep up-to-date records on the status of all library board appointments. Consider using or adapting the tracking template attached to this guide.

When an appointment is made, it's a good practice for the municipality to send a letter to both the board and individual board member informing them of the appointment and its terms. You will find a sample letter attached to this guide.

Finally, arrangements for re-appointments and new appointments should be made in advance of the current members' term expiry dates. This ensures no lapse in term for continuing members and helps avoid a situation where a board is operating with fewer members than intended for any period of time.

Support and resources

If you have questions, please contact 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. Information is also available at www.albertalibraries.ca



Box 749
Bon Accord, AB T0A 0K0
Phone: 780-921-2540
Fax: 780-921-2580
Web: www.bonaccordlibrary.ab.ca

November 3, 2023

Town of Bon Accord
Mayor and Council
Box 779
Bon Accord, AB
T0A 0K0

Dear Mayor Holden and Councillors,

We are writing to request approval for a second term as a Library Board Trustee for Christina Romanowski.

Christina has served on our Board of Trustees for the past three years and has proven to be a reliable and dedicated trustee. She has a passion for our community library and it shows in her willingness to help wherever she is needed.

Thank you for your consideration on this matter. If you require further information, please do not hesitate to contact me at 780-218-1037 or email me at bgosbjorn@yahoo.com.

Kindest Regards,

Brenda Gosbjorn
Chairperson
On behalf of the entire Town of Bon Accord Library Board

From: [Jessica Caines](#)
To: [Jessica Caines](#)
Subject: FW: Invitation
Date: November 7, 2023 1:55:25 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)

From: Natalie Korpan <Natalie.Korpan@stalbertchamber.com>
Date: November 3, 2023 at 3:11:16 PM MDT
To: Info <info@bonaccord.ca>
Subject: Invitation

YOU'RE INVITED

State of the County with Mayor Alanna Hnatiw

November 15, 2023
11:30 AM MST

[Register](#)

Join us for the State of the County with Sturgeon County Mayor Alanna Hnatiw.

Date/Time

11:30 am - Arrival and Networking
11:50 am - Commencement of Meeting and Lunch
1:30 pm - Scheduled End Time

Fees/Admission

\$45 - Members
\$55 - Non-Members
Cancellation must be received in writing prior to Friday, November 10, 2023, in order to avoid charges.

Location

Sturgeon Valley Golf and Country Club

[Register](#)

Hope you'll join us!

natalie.korpan@stalbertchamber.com

St. Albert and District Chamber of Commerce
[State of the County with Mayor Alanna Hnatiw](#) | [Add to Calendar](#) | [Decline Invite](#) | [Register](#)

<https://calendly.com/natalie-korpan/30-minutes-meeting>

Best Regards,



**Natalie
Korpan**
MANAGER OF
MEMBER SERVICES



natalie.korpan@stalbertchamber.com

[780-458-2833](tel:780-458-2833)

www.stalbertchamber.com

Business @Lunch
State of the County: Mayor Alanna Hnatiw
Sturgeon Valley Golf and Country Club
Wednesday Nov 15 | 11:30 AM - 1:30 PM
St. Albert Chamber of Commerce | St. Albert Public Schools

Business AfterHours
Thursday | October 16 | 4:30 - 6:30 pm
Hosted at and Sponsored by the Glasshouse
Kitchen & Bar | 101 Riel Drive St. Albert



Learn with Us

CREATE, INNOVATE, GENERATE

Learn Cayva Design, Content Creation and AI

This banner features two circular headshots of individuals, a man on the left and a woman on the right, set against a dark background. The text is centered between the portraits.



Canada's #1 Plan
for Employee Benefits

Chambers Plan
Employee Benefits

The banner shows a group of diverse professionals in business attire. The text is positioned to the left of the group.