

**Town of Bon Accord**  
**AGENDA**  
**Organizational Meeting**  
**October 4, 2022 6:15 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.** 2023 Regular Council Meeting Schedule (enclosure)
  - 4.2.** 2022-2023 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 4<sup>th</sup> day of October 2022.

\_\_\_\_\_

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 4, 2022
<b>Presented by:</b>	Jodi Brown, Town Manager
<b>Title:</b>	<b>2023 Regular 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**

This year, administration would like to propose a new time for the morning meetings: instead of 8:30 a.m. the meeting could begin at 9 a.m. This would allow administration additional preparation time prior to each Regular Council Meeting.

Council may wish to proactively amend the first Regular Council Meeting of 2023, as history has shown this meeting is typically cancelled or requires rescheduling. Administration has proposed an alternate date of Thursday, January 5. Council may wish to amend the date in the resolution or remove the first meeting of January altogether.

**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**

N/A

**RECOMMENDED ACTION (by originator)**

Choose one of the following actions:

1. THAT Council approves the 2023 Regular Meeting of Council Schedule as presented and circulated.
2. THAT Council approves the 2023 Regular Meeting of Council Schedule as amended with the first Regular Council Meeting in January 2023 to be held on [date here].
3. THAT Council approves the 2023 Regular Meeting of Council Schedule as amended by removing the first Regular Council Meeting in January 2023.
4. THAT Council direct administration to...

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 7:00 pm and the 2<sup>nd</sup> meeting of the month commences at 9 a.m.

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

January 5, 2023	7 p.m.
January 17, 2023	9 a.m.
February 7, 2023	7 p.m.
February 21, 2023	9 a.m.
March 7, 2023	7 p.m.
March 21, 2023	9 a.m.
April 4, 2023	7 p.m.
April 18, 2023	9 a.m.
May 2, 2023	7 p.m.
May 16, 2023	9 a.m.
June 6, 2023	7 p.m.
June 20, 2023	9 a.m.
July 4, 2023	7 p.m.
August 15, 2023	9 a.m.
September 5, 2023	7 p.m.
September 19, 2023	9 a.m.
October 3, 2023	7 p.m.
October 17, 2023	9 a.m.
November 7, 2023	7 p.m.
November 21, 2023	9 a.m.
December 5, 2023	7 p.m.
December 19, 2023	9 a.m.

**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>2022-2023 Council Appointments to 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 2022-2023 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 the Alberta Capital Region Wastewater Commission (ACRWC) 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.

With the changes to CRNWSC's bylaw in April 2022 (attached), Council is asked 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. Administration has replaced the former Councillor's roles with Councillor Larson's name; however, Council may designate a different Council member to fulfill these roles.

New, vacant positions are available this year such as an alternate for CRNWSC and two (2) members for the Veteran's Memorial Park Committee, as indicated on the list of 2022-2023 Council Appointments to Boards, Commissions and Committees.

## **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 2022-2023 Council Appointments to Boards, Commissions and Committees as amended, including ...
2. That Council direct administration to...

COMMITTEE	REP	FREQUENCY	STAFF	ALTERNATE
Alberta Capital Region Wastewater Commission	Lynn Bidney	Once / month 3rd Friday (Day)		
B.A.C.S. & Lilian Schick Joint-Use*	Timothy J. Larson	Once per quarter (Day)	Recreation & Community Services Manager & Town Manager	Lacey Laing
Bon Accord Public Library *	Tanya May Lacey Laing	Once per month – 2 <sup>nd</sup> Tuesday (evening)		<del>Lacey Laing</del> N/A
Northern Lights Library System	Tanya May	Quarterly (Saturday (Day) in Elk Point)		Lacey Laing
Capital Region Assessment Services Commission	Tanya May		Town Manager	All of Council
Capital Region Northeast Water Services Commission	Timothy J. Larson	Quarterly (Day)		VACANT
Community Services Advisory Board*	Tanya May	Once per Quarter	Recreation & Community Services Manager	Lacey Laing
Edmonton Salutes Committee (effective July 28, 2014)	Lacey Laing	Once per month		Tanya May
Homeland Housing Board*	Lynn Bidney	Last Thursday of each month (Day)		Lacey Laing
Intermunicipal Collaboration Framework (ICF) Committee (and IDP – Intermunicipal Development Plan)	Lacey Laing Lynn Bidney Brian Holden	Quarterly /Daytime	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 Mayor's Caucus	Mayor	Once/quarter		Deputy Mayor
Regional Emergency Advisory Committee	Timothy J. Larson	Once per quarter (Day)		All of Council
Rosieridge Waste Management Services	Mayor	Once / month 2nd Thursday (Evening)		Deputy Mayor
Sturgeon Regional Partnership Committee	Mayor			Lacey Laing
Veterans' Memorial Park Committee	VACANT VACANT		Recreation & Community Services Manager	

\*Indicates Public Members at large also appointed or approved by Council



## **TOWN OF BON ACCORD**

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

#### **Alberta Capital Region Wastewater Commission (ACRWC)**

The 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. The ACRWC is a corporation and its Board of Directors is responsible for conducting its affairs. ([www.acrw.ab.ca](http://www.acrw.ab.ca)). Member municipal Councils must appoint one member of their Council to the Board of the Commission for a specified term at their Organization Meetings. While it is not a requirement, the Commission strongly encourages municipal councils to appoint their member for more than one year given the resources and effort to provide orientation and training to make each Board member as effective as possible.

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

The purpose of this committee is to work with the schools in the community on policies and operations relating to joint use of the schools and town facilities. Members of the committee include the principal of each of the two schools, the divisional school board Trustee, one member from Town council and the Recreational and Community Services Manager.

#### **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.

#### **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. Members of the member library boards have the opportunity to access books from across the province.

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

In general, this 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. Membership includes 31 municipalities from primarily central Alberta. One council member from each member municipality is invited to attend the Annual General Meeting held right after the general elections. At this meeting the municipalities of same status pick one representative to sit on the board. There are therefore, 4 official board members (one from Cities, Towns, Villages and Summer Villages). Once a year, all membership is invited to an update meeting. It is recommended that an alternate be appointed so as to ensure the Town is represented at the annual meeting.

#### ➤ **Assessment Review Board (ARB)**

In general, the purpose of the Assessment Review Board is to hear assessment complaints and make decisions whether to uphold the assessment provided by the town’s assessors or to make adjustments. This board is required through legislation. The Capital Region Assessment Services Commission (CRASC) has been authorized to perform the duties of administrating the Assessment Review Board functions. CRASC assembles trained ARB panelists and when a complaint is filed, facilitates the necessary compliant hearing. Municipalities can nominate panelists but specific training is required prior to hearing any assessment complaints. Nominees do not have to be a

member of council. There is no requirement for each CRASC member to nominate a panelist. Should an assessment appeal from the Town of Bon Accord be filed, the pool of panelists is large enough that no local panelist should ever have to hear an appeal from their own jurisdiction. This provides for complete objectivity.

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

The Capital Region Northeast Water Services Commission was established on September 1, 1984 and 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.

### **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. This Board currently has six board members and may have up to 9 (nine) members including 1 (one) Council representative, 2 (two) youth representatives, 1 (one) senior's representative, 1 rural representative and 4 (four) members at large.

### **Edmonton Salutes Committee**

Edmonton Salutes 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.

### **Homeland Housing Board**

Homeland Housing is an amalgamation of Sturgeon Foundation and Westlock Foundation, which took effect on January 1, 2017. This 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.

### **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.

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

In general, 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 however recent changes to the MGA state that no more than one elected official may be on this board, regardless of where that elected official comes from. The number of times this board meets is dependent upon the number of appeals received by the member municipalities.

### **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.

### **Sturgeon Regional Emergency Management Partnership (SREMP)**

Sturgeon County and the Towns of Morinville, Gibbons, Redwater, Bon Accord, and Legal formed a unified emergency management partnership. As active members, the committee has an emergency response role and is responsible for completing annual municipal and regional Hazard Risk and Vulnerability Analyses, emergency management training, and regional resource allocations. The committee will convene for the purpose of supporting the implementation of a State of Local Emergency (SOLE) for two or more member municipalities. In the event of an emergency entirely within the boundaries of and affecting only one of the Partner municipalities and that Partner's Municipal Emergency Advisory Committee cannot be reached, the authority has the power to declare or renew a SOLE.

Additionally, the partnership developed a Regional Emergency Management Plan (REMP) to promote increased co-ordination, co-operation, collaboration, capacity, and integration by all six member municipalities and the province during all phases of emergency management: planning and preparedness; response; recovery and mitigation. The REMP enhances and builds upon localized emergency management plans.

#### ➤ **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.

#### ➤ **Municipal Emergency Advisory Committee**

The purpose of this local committee is to review the Sturgeon Regional Emergency Management Plan and related plans and programs on an annual basis. This committee will advise Council on the status of the Sturgeon Regional Emergency Management Plan at least once per year. This committee is delegated the authority to declare a State of Local Emergency under the Emergency Management Act.

### **Rosieridge Regional Landfill Commission**

Generally, this board 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.

### **Sturgeon Regional Partnership Committee**

The Sturgeon Regional Partnership Committee is made up one member (the Mayor or a designate) from Sturgeon County, Bon Accord, Gibbons, Legal, Morinville and Redwater. It is an advisory board to the member municipalities that will provide recommendations to each of the six participating councils for their consideration. The Committee is intended to enhance the process relative to issues of a regional nature. This committee was formed and made possible through the Regional Partnership Initiative Grant funding from the province.

Updated: 20/10/21

# 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



## ACRWC BOARD OF DIRECTORS

The 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. The ACRWC is a corporation and its Board of Directors is responsible for conducting its affairs. ([www.acrw.ab.ca](http://www.acrw.ab.ca))

Member municipal Councils must appoint one member of their Council to the Board of the Commission for a specified term at their Organization Meetings.

While it is not a requirement, the Commission strongly encourages municipal councils to appoint their member for more than one year given the resources and effort to provide orientation and training to make each Board member as effective as possible.

There are two distinct roles and responsibilities for Directors.

- To act as an independent corporate director of the Commission whose duty is to consider issues and make decisions that are in the best interest of the Commission.
- To represent their municipality by communicating to the Board on wastewater issues affecting their community and to explain Board decisions and policies to their councils.

Dates for Board meetings are confirmed for the year at the Commission's Organization Meeting held in November. Meetings are typically scheduled monthly and are typically 1.5 to 2 hours long.

Agendas for meetings are sent to each Director electronically several days in advance of the meeting. Un-adopted minutes are distributed electronically promptly following the meeting. Prior to adjournment of Board meetings, the Board will summarize what information and decision they wish to be communicated to their municipal councils and administration and the General Manager will prepare a "Board Highlights" summary for distribution. Board meeting highlights and adopted minutes are distributed to member municipalities and are posted on the Commission web site at [www.acrwc.ab.ca](http://www.acrwc.ab.ca).

The Board may from time to time create committees to address matters it feels require more attention than can be provided by the entire Board. Members are assigned to committees on a voluntary basis. Committee Charters are approved by the Board to clarify the mandate and authority of each Committee.



There are currently four standing committees of the Board:

- Board Workshop Committee
- General Manager Performance Management Committee
- Communications & Advocacy Committee
- Leadership Transition Committee

To increase the effectiveness of the Board, strategic planning workshops are held periodically, usually annually in the spring, for Board Members and Staff. The Board Workshop Committee oversees the planning of this workshop.

Board Members are paid honorariums and expenses in accordance with our Remuneration and Expense Policy for attendance at:

- regular and special Board meetings
- Board Committee meetings
- Other meetings or events authorized by the Board
- Board Annual Workshops
- Conferences, conventions, seminars, and workshops as per the Board Development Policy

The ACRWC encourages education and development by making available an annual allowance for each member of the board to assist that director in their development as effective members of the Board. This allowance amount includes honorariums and completed expense claims must be supported by receipts and in accordance with the Commission's Remuneration and Expense Policy.

For further information, please contact Kate Polkovsky at (780) 920-7775 or [kpolkovsky@acrwc.ab.ca](mailto:kpolkovsky@acrwc.ab.ca)

# 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
<b>Meeting Date:</b>	October 4, 2022
<b>Presented by:</b>	Dianne Allen, Manager Planning & Development
<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.

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 professional relationship established with MPS is successful and of great value to the community.

The Manager of Planning and Economic Development is the designate for the appointment of Development Officer who collaborates and consults with Municipal Planning Services on development and planning projects.

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

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

#### *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 designated officer for the Subdivision Authority and Dianne Allen of the Town of Bon Accord as the Development Officer.

# Excerpt from Land Use Bylaw 2016-03

## **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.

Excerpt from Subdivision Authority Bylaw  
2016-02

**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 4, 2022
<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.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

As per Section 270 (2) of the Municipal Government Act, all municipalities are required 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**

*Values Statement: 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 4, 2022
<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 \$13,388. As per section 284.2(1) of the Municipal Government Act, “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**

*Value Statement: 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 4, 2022
<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**

The Town of Bon Accord has appointed Metrix Group LLP in the past and as such they are familiar with the financial history, documentation, and internal controls of the Town, as well as with administrative bylaws, policies, and procedures. As is customary with smaller municipalities, Metrix Group LLP often provides additional financial services and consultation during the auditing process. Continuity of service translates to efficiency for the audit team and for Town staff. Metrix Group LLP provides the following services:

- Preparation and auditors' report on the audited financial statements.
- Preparation and auditors' report on the Municipal Financial Information Return.
- Audit planning document to Council.
- Audit findings report to Council.
- Management letter.
- Meeting with management to review the financial statements and audit findings.
- Attendance at Council meeting to discuss the audited financial statements and audit findings.
- Availability to answer questions throughout the entire year.

In addition to these services Metrix has historically provided the following services common to smaller municipalities: accounting for / analyzing government grants including related operating and capital expenditures and deferred revenue, as well as recording amortization.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

In 2021, Metrix Group LLP provided a quote for services per the following:

- 2021 - \$17,000
- 2022 - \$17,400
- 2023 - \$17,800
- 2024 - \$18,200

2025 - \$18,600

## **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

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

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

**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>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:**

The Town has appointed Brownlee LLP as their primary legal counsel for several years.

This year, administration has conducted research into other legal firms with experience and expertise in representing municipalities.

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 informally over the past year and have attended workshops provided by 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 legal counsel for the Town.

**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.

## **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).

For any specialized engineering services (outside of the scope provided by Associated Engineering) or if a second opinion or consultation is needed administration will seek appropriate 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 4, 2022
<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**

N/A

**RECOMMENDED ACTION (by originator)**

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