

Town of Bon Accord
AGENDA
Organizational Meeting
October 6, 2026 5:00 p.m.
Live Streamed on Bon Accord YouTube Channel

- 1. CALL TO ORDER AND LAND ACKNOWLEDGEMENT**
- 2. ADOPTION OF AGENDA**
- 3. APPOINTMENT OF DEPUTY MAYOR**
- 4. NEW BUSINESS**
 - 4.1.** 2027 Regular Council Meeting Schedule (enclosure)
 - 4.2.** 2026-2027 Council Appointments to Boards, Commissions, and Committees (enclosure)
- 5. ADJOURNMENT**



OFFICIAL OATH

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 6th day of October, 2026.

Deputy Mayor

A Commissioner for Oaths/Notary or Commissioner, etc.

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Organizational Meeting
Meeting Date:	October 6, 2026
Prepared by:	Jessica Spaidal, Legislative Services & Communications Supervisor
Title:	2027 Council Meeting Schedule
Agenda Item No.	4.1

BACKGROUND/PROPOSAL

Each year at the Organizational Meeting, Council sets the date and time for Regular Meetings and Committee of the Whole Meetings 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 2027.

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

- The first Regular Council Meeting of 2027 has been removed, as history has shown this meeting is typically cancelled or requires rescheduling.
- Regular Council Meetings that fall on the first and last days of Music in the Park have been moved to a morning meeting (9AM) to allow Council to attend MITP. Alternatively, Council may wish to hold these meetings in the evening, but at an earlier time.
- The Alberta Municipalities Convention typically takes place from September 22-24, 2027, and does not conflict with Regular Council Meetings dates.
- The FCM Convention takes place from June 10-13, 2027, in Halifax and does not conflict with Regular Council Meetings dates.
- The annual Organizational Meeting will require scheduling in accordance with the MGA: 192(1) *Except in a summer village, a council must hold an organizational meeting annually not later than 14 days after the 3rd Monday in October.* This means the last day for the organizational meeting in 2027 is November 1. In the

chart, administration has scheduled the Organizational Meeting for Tuesday, October 5, 2027, at 5:45pm, 15 minutes before the Regular Council Meeting.

- The December Committee of the Whole meeting has been removed, as this time of year typically has reduced staffing.

STRATEGIC ALIGNMENT

Priority 2: Great Governance

- Strong governance is foundational to municipal success. It improves decision-making, clarifies roles, supports staff effectiveness, and builds public confidence.

COSTS/SOURCES OF FUNDING

N/A

RECOMMENDED ACTION (by originator)

THAT Council approves the 2027 Regular Meeting of Council Schedule as presented.

Regular Meetings of Council are held on the 1st and 3rd Tuesday of each month. The 1st meeting of the month commences at 6:00 p.m. and the 2nd meeting of the month commences at 9 a.m. Committee of the Whole Meetings are held on the 4th Tuesday of each month from 4:15 p.m. to 6:15 p.m. All meetings take place in Council Chambers. Council may amend the date, time, and location of any meeting or cancel a meeting in accordance with the Procedural Bylaw.

January 19, 2027	Regular Meeting	9 a.m.
January 26, 2027	Committee of the Whole	4:15 p.m.
February 2, 2027	Regular Meeting	6 p.m.
February 16, 2027	Regular Meeting	9 a.m.
February 23, 2027	Committee of the Whole	4:15 p.m.
March 2, 2027	Regular Meeting	6 p.m.
March 16, 2027	Regular Meeting	9 a.m.
March 23, 2027	Committee of the Whole	4:15 p.m.
April 6, 2027	Regular Meeting	6 p.m.
April 20, 2027	Regular Meeting	9 a.m.
April 27, 2027	Committee of the Whole	4:15 p.m.
May 4, 2027	Regular Meeting	6 p.m.
May 18, 2027	Regular Meeting	9 a.m.
May 25, 2027	Committee of the Whole	4:15 p.m.
June 1, 2027	Regular Meeting	6 p.m.
June 15, 2027	Regular Meeting	9 a.m.
June 22, 2027	Committee of the Whole	4:15 p.m.
July 6, 2027	Regular Meeting	9 a.m.
August 17, 2027	Regular Meeting	9 a.m.
August 24, 2027	Committee of the Whole	4:15 p.m.
September 7, 2027	Regular Meeting	9 a.m.
September 21, 2027	Regular Meeting	9 a.m.
September 28, 2027	Committee of the Whole	4:15 p.m.
October 5, 2027	Organizational Meeting	5:45 p.m.
October 5, 2027	Regular Meeting	6 p.m.
October 19, 2027	Regular Meeting	9 a.m.
October 26, 2027	Committee of the Whole	4:15 p.m.
November 2, 2027	Regular Meeting	6 p.m.
November 16, 2027	Regular Meeting	9 a.m.
November 23, 2027	Committee of the Whole	4:15 p.m.
December 7, 2027	Regular Meeting	6 p.m.
December 21, 2027	Regular Meeting	9 a.m.

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Organizational Meeting
Meeting Date:	October 6, 2026
Presented by:	Jessica Spaidal, Legislative Services and Communications Supervisor
Title:	2026-2027 Council Appointments: Boards, Commissions and Committees
Agenda Item No.	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 2026-2027 List of Council Appointments to Boards, Commissions and Committees
- Background information on each of the boards, commissions and committees included on the list

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 Regulation.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

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

There is a separate resolution for the library board appointment developed in accordance with the provincial recommendations. 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.

STRATEGIC ALIGNMENT

Priority 2: Great Governance

- Strong governance is foundational to municipal success. It improves decision-making, clarifies roles, supports staff effectiveness, and builds public confidence.

COSTS/SOURCES OF FUNDING

Annual budget per the Council Remuneration Policy.

RECOMMENDED ACTION (by originator)

Both of the following:

THAT Council approves the 2026-2027 Council Appointments to Boards, Commissions and Committees as presented.

AND

THAT Council appoints Tanya May to the Bon Accord Public Library Board for a term expiring October 31, 2027.

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*

Veterans' Memorial Park Committee:

This Committee was established by Council as per the Veterans' Memorial Park Committee Bylaw. The Committee 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. The purpose of this board 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*

Appointing Councillors to the Municipal or Intermunicipal Library Board

A Fact Sheet for Alberta Public Library Boards

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. Information is also available on the PLSB website at www.albertalibraries.ca.

COMMITTEE	REP	FREQUENCY	STAFF	ALTERNATE
Arrow Utilities	Lynn Bidney	6 times per year; 3rd Friday (Day)		
B.A.C.S. & Lilian Schick Joint-Use*	Timothy J. Larson	Quarterly (Day)	Community Services Representative & Town Manager	Cindy Gallant
Bon Accord Public Library*	Tanya May Cindy Gallant	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*	Brian Holden	Quarterly (Evening)	Community Services Coordinator	Cindy Gallant
Edmonton Salutes Committee	Cindy Gallant	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)	Cindy Gallant Lynn Bidney Brian Holden	Quarterly (Day)	CAO	
Intermunicipal Subdivision & Development Appeal Board*	Brian Holden (until next general election)		CAO, 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)		Cindy Gallant
Northern Mayor's Caucus	Mayor	Once per quarter		Deputy Mayor
Regional Emergency Advisory Committee	Timothy J. Larson	Once per quarter (Day)		Tanya May
Rosieridge Waste Management Services	Mayor	Once per month; 2nd Thursday (Evening)		Deputy Mayor
Sturgeon Regional Partnership Committee	Mayor		CAO	Deputy Mayor
Veterans' Memorial Park Committee	Timothy J. Larson Tanya May		CAO & Infrastructure Manager	

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