

**TOWN OF GIBBONS
AGENDA
ORGANIZATIONAL MEETING OF COUNCIL
OCTOBER 25, 2023
TO BE HELD AT THE MUNICIPAL OFFICE AT 6:30 PM**

- 1.0 CALL TO ORDER
- 2.0 COMMITTEE APPOINTMENTS
 - 2.1 Proposed Committee Chart
- 3.0 SETTING TIME AND PLACE OF REGULAR COUNCIL MEETINGS
 - 3.1 2024 Proposed Council Meeting/Event Calendar
- 4.0 APPOINTMENTS
 - 4.1 Appointment of the Municipal Auditor – Metrix Group LLP
 - 4.2 Appointment of the Municipal Assessor – Dan Kanuka, Municipal Assessment Services Group Inc.
 - 4.3 Deputy Mayor Appointment
- 5.0 ADJOURNMENT

Report to Council



Date Submitted: October 25, 2023
Submitted to: Mayor Deck and Members of Council
Submitted by: Farrell O'Malley
Report Topic: Committee Appointments

Introduction

The purpose of this report is to respectfully request that Council give consideration to the attached Committee Appointments.

Background

If there is a requirement for a board or committee to have a "Member" and "Alternate" it is noted in the chart. Administration respectfully requests that Council review the attached list and advise who will be sitting on which board/committee. For reference purposes, the current Committee Appointments chart is attached.

For Council's information, the latest update to the *Municipal Government Act*, has removed the section that stated the Mayor is an ex officio member of all boards and committees. The Mayor must now be appointed to a board or committee by their personal name.

Options Available

1. That Council advise Administration as to how it would like to proceed.

Recommendation for Action

Administration respectfully requests that Council give consideration to the following:

- | |
|---|
| <ol style="list-style-type: none">1. That Council advise Administration as to how it would like to proceed. |
|---|

Submitted By:

A handwritten signature in black ink that reads "Farrell O'Malley". The signature is fluid and cursive.

Farrell O'Malley

CAO

COMMITTEE APPOINTMENTS

M = Member

A = Alternate

| Outside Bodies | DAN DECK | LORAIN BERRY | AMBER HARRIS | WILLIS KOZAK | JAY MILLANTE | NORM SANDAHL | DALE YUSHCHYSHYN |
|--|----------|--------------|--------------|--------------|--------------|--------------|------------------|
| Alberta Industrial Heartland Association | | | | | | | |
| Capital Region Northeast Water Services Commission (alternate req'd) | | | | | | | |
| Arrow Utilities (formerly Capital Region Wastewater Commission) | | | | | | | |
| Community Futures Tawatinaw | | | | | | | |
| Edmonton Global | | | | | | | |
| Edmonton Regional Waste Advisory Committee | | | | | | | |
| Edmonton Salutes | | | | | | | |
| Homeland Housing Foundation | | | | | | | |
| Northeast Edmonton Business Association | | | | | | | |
| Northern Lights Library System | | | | | | | |
| Provincial FCSSAA | | | | | | | |
| Rosieridge Landfill Commission | | | | | | | |
| Sturgeon Regional Emergency Management Advisory Committee2 (alternate req'd) | | | | | | | |
| Sturgeon Regional Partnership | | | | | | | |
| Sturgeon River Watershed Alliance (alternate req'd) | | | | | | | |

*Alternate is current Deputy Mayor

| Local Bodies | DAN DECK | LORAIN BERRY | AMBER HARRIS | WILLIS KOZAK | JAY MILLANTE | NORM SANDAHL | DALE YUSHCHYSHYN |
|---|----------|--------------|--------------|--------------|--------------|--------------|------------------|
| Assessment Review Board | | | | | | | |
| Disaster Services Committee | | | | | | | |
| Gibbons Fire Department | | | | | | | |
| Gibbons Trail Services Committee | | | | | | | |
| Intermunicipal Subdivision and Development Appeal Board | | | | | | | |
| Library Board | | | | | | | |
| Subdivision Authority | | | | | | | |

Updated

October 17, 2023

COMMITTEE APPOINTMENTS

M = Member

A = Alternate

| Outside Bodies | DAN DECK | LORAIN BERRY | AMBER HARRIS | WILLIS KOZAK | JAY MILLANTE | NORM SANDAHL | DALE YUSHCHYSHYN |
|---|----------|--------------|--------------|--------------|--------------|--------------|------------------|
| Alberta Industrial Heartland Association | M | | | | | | |
| Capital Region Northeast Water Services Commission | | | | | | M | A |
| Capital Region Wastewater Commission | | | | M | | | |
| Community Futures Tawatinaw | | | M | | | | |
| Edmonton Global | M | | | | | | |
| Edmonton Regional Waste Advisory Committee | | | | | | | M |
| Edmonton Salutes | | | M | | | | |
| Homeland Housing Foundation | | M | | | | | |
| Northeast Edmonton Business Association | | | | M | | | |
| Northern Lights Library System | | M | | | | | |
| Provincial FCSSAA | | M | | | | | |
| Recycling Council of Alberta | | | | M | | | |
| Rosieridge Landfill Commission | M | | | | | | A |
| Safe and Healthy Communities (AB Munis) | M | | | | | | |
| Sturgeon Regional Emergency Management Advisory Commi | M | | | | A | | |
| Sturgeon Regional Partnership | M | | | | | | |
| Sturgeon River Watershed Alliance | | | | | M | | A |
| Sturgeon Victim Services | | | M | | | | |

*Alternate is current Deputy Mayor

| Local Bodies | DAN DECK | LORAIN BERRY | AMBER HARRIS | WILLIS KOZAK | JAY MILLANTE | NORM SANDAHL | DALE YUSHCHYSHYN |
|---|----------|--------------|--------------|--------------|--------------|--------------|------------------|
| Assessment Review Board | M | | M | | | | |
| Disaster Services Committee | | | | | | | |
| Gibbons Fire Department | | | | | M | | |
| Gibbons Trail Services Committee | | | | | | | M |
| Intermunicipal Subdivision and Development Appeal Board | | | | | | M | |
| Library Board | | M | | | A | | |
| Subdivision Authority | | | | M | M | | M |

Report to Council



Date Submitted: October 25, 2023
Submitted to: Mayor Deck and Members of Council
Submitted by: Farrell O'Malley
Report Topic: Proposed Council Meeting/Event Calendar

Introduction

The purpose of this report is to respectfully request that Council give consideration to the attached 2024 Proposed Council Meeting/Event Calendar.

Background

The attached proposed calendar lists the Council Meetings for 2024 as well as the dates for known Council conferences. According to the MGA, Council has the ability to change the date and time of any Council Meeting as long as it is advertised accordingly.

Options Available

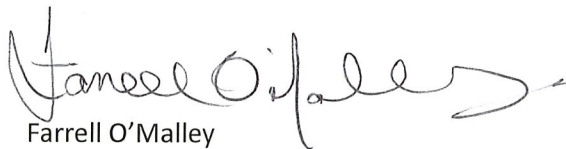
1. That Council accept the 2024 Proposed Council Meeting/Event Calendar as presented.
2. That Council advise Administration as to how it would like to proceed.

Recommendation for Action

Administration respectfully requests that Council give consideration to the following:

1. That Council accept the 2024 Proposed Council Meeting/Event Calendar as presented.

Submitted By:


Farrell O'Malley

CAO

Calendar 2024 Canada

| January | February | March | April | May | June | July | August | September | October | November | December |
|------------------------|---------------------|----------------------|---------------------|-----------------------|---------------------|---------------------|-----------------------|--------------------------|-----------------------|--------------------------|------------------------|
| 1 Mo New Year's Day | 1 Th | 1 Fr | 1 Mo | 1 We | 1 Sa | 1 Mo Canada Day | 1 Th | 1 Su | 1 Tu | 1 Fr | 1 Su |
| 2 Tu | 2 Fr | 2 Sa | 2 Tu | 2 Th | 2 Su | 2 Tu | 2 Fr | 2 Mo Labour Day | 2 We | 2 Sa | 2 Mo |
| 3 We | 3 Sa | 3 Su | 3 We | 3 Fr | 3 Mo | 3 We | 3 Sa | 3 Tu | 3 Th | 3 Su | 3 Tu |
| 4 Th | 4 Su | 4 Mo | 4 Th | 4 Sa | 4 Tu | 4 Th | 4 Su | 4 We | 4 Fr | 4 Mo | 4 We |
| 5 Fr | 5 Mo | 5 Tu | 5 Fr | 5 Su | 5 We TRAVEL FCM | 5 Fr | 5 Mo Civic Holiday | 5 Th | 5 Sa | 5 Tu | 5 Th |
| 6 Sa | 6 Tu | 6 We | 6 Sa | 6 Mo | 6 Th FCM | 6 Sa | 6 Tu | 6 Fr | 6 Su | 6 We | 6 Fr |
| 7 Su | 7 We | 7 Th | 7 Su | 7 Tu | 7 Fr FCM | 7 Su | 7 We | 7 Sa | 7 Mo | 7 Th | 7 Sa |
| 8 Mo | 8 Th | 8 Fr | 8 Mo | 8 We AM Council | 8 Sa FCM | 8 Mo | 8 Th | 8 Su | 8 Tu | 8 Fr | 8 Su |
| 9 Tu | 9 Fr | 9 Sa | 9 Tu | 9 Th | 9 Su FCM | 9 Tu | 9 Fr | 9 Mo | 9 We AM Council | 9 Sa | 9 Mo |
| 10 We AM Council | 10 Sa | 10 Su | 10 We AM Council | 10 Fr | 10 Mo | 10 We | 10 Sa | 10 Tu | 10 Th | 10 Su | 10 Tu |
| 11 Th | 11 Su | 11 Mo | 11 Th | 11 Sa | 11 Tu | 11 Th | 11 Su | 11 We AM Council | 11 Fr | 11 Mo Remembrance Day | 11 We AM Council |
| 12 Fr | 12 Mo | 12 Tu | 12 Fr | 12 Su | 12 We AM Council | 12 Fr | 12 Mo | 12 Th | 12 Sa | 12 Tu | 12 Th |
| 13 Sa | 13 Tu | 13 We AM Council | 13 Sa | 13 Mo | 13 Th | 13 Sa | 13 Tu | 13 Fr | 13 Su | 13 We AM Council | 13 Fr |
| 14 Su | 14 We AM Council | 14 Th | 14 Su | 14 Tu | 14 Fr | 14 Su | 14 We | 14 Sa | 14 Mo Thanksgiving | 14 Th | 14 Sa |
| 15 Mo | 15 Th | 15 Fr | 15 Mo | 15 We | 15 Sa | 15 Mo | 15 Th | 15 Su | 15 Tu | 15 Fr | 15 Su |
| 16 Tu | 16 Fr | 16 Sa | 16 Tu | 16 Th | 16 Su | 16 Tu | 16 Fr | 16 Mo | 16 We | 16 Sa | 16 Mo |
| 17 We | 17 Sa | 17 Su | 17 We | 17 Fr | 17 Mo | 17 We | 17 Sa | 17 Tu | 17 Th | 17 Su | 17 Tu |
| 18 Th | 18 Su | 18 Mo | 18 Th | 18 Sa | 18 Tu | 18 Th | 18 Su | 18 We | 18 Fr | 18 Mo | 18 We |
| 19 Fr | 19 Mo Family Day | 19 Tu | 19 Fr | 19 Su | 19 We | 19 Fr | 19 Mo | 19 Th | 19 Sa | 19 Tu | 19 Th |
| 20 Sa | 20 Tu | 20 We | 20 Sa | 20 Mo Victoria Day | 20 Th | 20 Sa | 20 Tu | 20 Fr | 20 Su | 20 We | 20 Fr |
| 21 Su | 21 We | 21 Th | 21 Su | 21 Tu | 21 Fr | 21 Su | 21 We | 21 Sa | 21 Mo | 21 Th | 21 Sa |
| 22 Mo | 22 Th | 22 Fr | 22 Mo | 22 We PM Council | 22 Sa | 22 Mo | 22 Th | 22 Su | 22 Tu | 22 Fr | 22 Su |
| 23 Tu | 23 Fr | 23 Sa | 23 Tu | 23 Th | 23 Su | 23 Tu | 23 Fr | 23 Mo | 23 We PM Council | 23 Sa | 23 Mo |
| 24 We PM Council | 24 Sa | 24 Su | 24 We PM Council | 24 Fr | 24 Mo | 24 We PM Council | 24 Sa | 24 Tu TRAVEL AB MUNIS | 24 Th | 24 Su | 24 Tu |
| 25 Th | 25 Su | 25 Mo | 25 Th | 25 Sa | 25 Tu | 25 Th | 25 Su | 25 We AB MUNIS | 25 Fr | 25 Mo | 25 We Christmas Day |
| 26 Fr | 26 Mo | 26 Tu | 26 Fr | 26 Su | 26 We PM Council | 26 Fr | 26 Mo | 26 Th AB MUNIS | 26 Sa | 26 Tu | 26 Th Boxing Day |
| 27 Sa | 27 Tu | 27 We PM Council | 27 Sa | 27 Mo | 27 Th | 27 Sa | 27 Tu | 27 Fr AB MUNIS | 27 Su | 27 We PM Council | 27 Fr |
| 28 Su | 28 We PM Council | 28 Th | 28 Su | 28 Tu | 28 Fr | 28 Su | 28 We PM Council | 28 Sa | 28 Mo | 28 Th | 28 Sa |
| 29 Mo | 29 Th | 29 Fr Good Friday | 29 Mo | 29 We | 29 Sa | 29 Mo | 29 Th | 29 Su | 29 Tu | 29 Fr | 29 Su |
| 30 Tu | | 30 Sa | 30 Tu | 30 Th | 30 Su | 30 Tu | 30 Fr | 30 Mo NDTR | 30 We | 30 Sa | 30 Mo |
| 31 We | | 31 Su | | 31 Fr | | 31 We | 31 Sa | | 31 Th | | 31 Tu |

Report to Council



Date Submitted: October 25, 2023
Submitted to: Mayor Deck and Members of Council
Submitted by: Farrell O'Malley, CAO
Report Topic: Appointment of the Municipal Auditor

Introduction

The purpose of this report is to respectfully request that Council give consideration to the appointment of the Municipal Auditor.

Background

As required by the MGA, Council must hold an annual Organizational Meeting. During this meeting, the appointment of the Municipal Auditor must be made through a motion of Council.

Metrix Group LLP has been the Municipal Auditor for the Town of Gibbons for the last few years and Administration has maintained a very good working relationship with this organization. Metrix Group LLP has continuously demonstrated their knowledge and capabilities as well as displayed excellent customer service during this time.

Options Available

1. That Council appoint Metrix Group LLP as the Municipal Auditor for the 2023 Financial Audit
2. That Council advise Administration as to how it would like to proceed.

Recommendation for Action

Administration respectfully requests that Council give consideration to the following:

1. That Council appoint Metrix Group LLP as the Municipal Auditor for the 2023 Financial Audit

Submitted By:

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

Farrell O'Malley

CAO

Report to Council



Date Submitted: October 25, 2023
Submitted to: Mayor Deck and Members of Council
Submitted by: Farrell O'Malley, CAO
Report Topic: Appointment of the Municipal Assessor

Introduction

The purpose of this report is to respectfully request that Council give consideration to the appointment of the Municipal Assessor.

Background

As required by the MGA, Council must hold an annual Organizational Meeting. During this meeting, the appointment of the Municipal Assessor must be made through a motion of Council.

Dan Kanuka of Municipal Assessment Services Group Inc. is the current Municipal Assessor for the Town of Gibbons. Administration has found Mr. Kanuka to be very confident and knowledgeable as an Assessor. He is very approachable and is always willing to speak to our residents if they have a concern or question.

Options Available

1. That Council appoint Dan Kanuka from Municipal Assessments Services Group Inc. as the Municipal Assessor for the 2024 Tax Assessment year.
2. That Council advise Administration as to how it would like to proceed.

Recommendation for Action

Administration respectfully requests that Council give consideration to the following:

1. That Council appoint Dan Kanuka from Municipal Assessment Services Group Inc. as the Municipal Assessor for the 2024 Tax Assessment year.

Submitted By:

A handwritten signature in black ink, appearing to read "Farrell O'Malley".

Farrell O'Malley

CAO

Report to Council



Date Submitted: October 25, 2023
Submitted to: Mayor Deck and Members of Council
Submitted by: Farrell O'Malley, CAO
Report Topic: Deputy Mayor Appointment

Introduction

The purpose of this report is to respectfully request that Council give consideration the Deputy Mayor Appointments for 2024.

According to Council Procedural Bylaw MOG 1/16:

1. At the annual organizational meeting, Council shall appoint one member of Council as Deputy Mayor to act as Mayor in the absence or incapacity of the Mayor for a term that is established through resolution.
2. Council can by resolution, at a council meeting, make changes to the Deputy Mayor schedule.

Historically, Council has appointed the Deputy Mayor position alphabetically and for a period of 8 months which allows each Council Member to serve as Deputy Mayor for an equal time period over the course of the election term. Based upon this, the Deputy Mayor appointments for the 2024 year would be:

Councillor Jay Millante October 25, 2023 – June 26, 2024

Councillor Norm Sandahl June 26, 2024 – February 26, 2025

Options Available

1. That Council provide Administration with direction as to how it would like to proceed.
2. That Council accept this Report as Information.

Recommendation for Action

Administration respectfully requests that Council give consideration to the following:

1. That Council advise Administration as to how it would like to proceed.

Submitted By:

A handwritten signature in black ink, appearing to read "Farrell O'Malley".

Farrell O'Malley

CAO