

Date: October 10, 2023

Agenda Item No: 02.00

Adoption of the Agenda

Recommended Motion

That the agenda for the October 10, 2023 Organizational Meeting be adopted as presented.

Background

The Municipal Government Act requires that a Municipal Council hold an Organizational Meeting on an annual basis.

The minutes of the Organizational Council Meeting will be presented to Council for approval at the next Regular Council meeting and will be retained as required.

Communications

Financial Implications

Operating:	_____ N/A _____	Capital Cost:	_____ N/A _____
Budget Available:	_____	Budget Available:	_____
Unbudgeted Costs:	_____	Unbudgeted Costs:	_____
Source of Funds:	_____	Source of Funds:	_____

Policy and/or Legislative Implications

1. Municipal Government Act
2. Town of Hanna Bylaw 1015-2021 Council Procedural Bylaw



Attachments

- 1. Agenda for October 10, 2023

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

Chief Administrative Officer



TOWN OF HANNA
ORGANIZATIONAL COUNCIL MEETING
AGENDA
October 10, 2023

- 1 **CALL TO ORDER - 6:00 P.M.**
- 2 **ADOPTION OF THE AGENDA**
 - 2.1 Agenda October 10, 2023 Organizational Meeting
- 3 **REGULAR COUNCIL MEETING DATES & TIMES**
- 4 **COUNCIL INFORMATION MEETING DATES & TIMES**
- 5 **SIGNING AUTHORITY**
- 6 **DEPUTY MAYOR APPOINTMENTS**
- 7 **COUNCIL COMMITTEE APPOINTMENTS**
- 8 **COUNCIL REPRESENTATIVE APPOINTMENTS**
 - 8.1 Council Representative Committee and Board Information
- 9 **MUNICIPAL STAFF APPOINTMENTS**
- 10 **ASSESSOR APPOINTMENT**
- 11 **COMMITTEE OR BOARD MEMBER APPOINTMENTS**
 - 11.1 Committee & Board Member Information
- 12 **ADJOURNMENT**

Date: October 10, 2023

Agenda Item No: 03.00

Regular Council Meeting Dates and Times

Recommended Motion

That Council approves that Regular Meetings of Council be held on the following dates:

November 14, 2023	May 14, 2024
December 12, 2023	June 11, 2024
January 9, 2024	July 9, 2024
February 13, 2024	August 13, 2024
March 12, 2024	September 10, 2024
April 9, 2024	October 8, 2024

At 6:00 p.m. in the Town Council Chambers, unless an alternate location or electronic method of meeting is agreed to by Council and advertised to the public.

Background

Previous practice has the time set for the regular council meetings at 6:00 p.m. on the second Tuesday of each month.

In the past and pre Covid 19 a meal has been provided at 5:00 p.m. for members of Council and Senior Staff that didn't have an opportunity to have a meal prior to the start of the meeting. This time also provides an opportunity to discuss items of mutual interest that do not necessarily need to be part of the regular meeting.

Bylaw 1015-2021 Section 3.13 states: Unless Council, by resolution from time to time otherwise determines, Regular Council meetings and Council Information meetings shall not exceed 4 hours in session unless the majority of Council members vote in favour of an extension of time.



Communications

Council Meeting dates, time and location are communicated through the Town of Hanna Social Media Programs and advertised in local newspapers in accordance with the Advertising Bylaw 1030-2023.

Financial Implications

Operating: _____	N/A	Capital Cost: _____	N/A
Budget Available: _____		Budget Available: _____	
Unbudgeted Costs: _____		Unbudgeted Costs: _____	
Source of Funds: _____		Source of Funds: _____	

Policy and/or Legislative Implications

1. Town of Hanna Bylaw 1015-2021 Council Procedural Bylaw

Attachments

N/A

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

Chief Administrative Officer

Date: October 10, 2023

Agenda Item No: 04.00

Council Information Meeting Dates and Times

Recommended Motion

That Council approves that Council Information Meetings be held on the following dates:

October 25, 2023	May 29, 2024
November 29, 2023	June 26, 2024
January 31, 2024	July 31, 2024
February 28, 2024	August 28, 2024
March 27, 2024	September 25, 2024
April 24, 2024	

At 8:30 a.m. in the Town Council Chambers, unless an alternate location or electronic method of meeting is agreed to by Council and advertised to the public.

Background

Since 2011, it has been the practice of Council to hold regular council information sessions on the last Wednesday of each month in the Council Chambers at 8:30 am.

As recommended by Municipal Affairs through the Municipal Accountability Program, our information sessions need to be recognized as formal meetings. The terms of reference for the Information meetings are included in Council Procedural Bylaw 1002-2019. Section 3.20 states: Council Information Meetings shall be conducted for the purpose of information sharing and Council shall have no power at such meetings to pass any bylaw or resolution apart from the resolution necessary to approve the agenda for the Meeting, accept items for information, the resolution to move in/out of closed session, or a resolution to refer an item to a Council Meeting.

By holding the information sessions on the last Wednesday of the month, staff is provided with time to prepare documents for the following Council meeting if an item needs to be brought forward for a resolution.

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As the meetings are set by a motion of Council, a motion is required to change the date or cancel the meetings. Administration recommends that the dates be set by resolution of Council at each Organizational Meeting, similar to the resolution to set Regular Council Meeting dates.

If there is a known conflict, the meeting date can be removed from the resolution prior to establishing the dates, rather than be brought to Council for a cancellation. The recommended motion does not include a meeting date for December as traditionally Councils have not held one in December as it falls between Christmas and New Years. In the past, the September date has been removed if it conflicted with the AB Municipalities convention and the July or August meeting dates have been cancelled due to vacation schedules, however that may not be the case for 2024 so both dates were included.

Communications

Council Meeting dates, time and location are communicated through the Town of Hanna Social Media Programs and advertised in local newspapers in accordance with the Advertising Bylaw 1030-2023.

Financial Implications

Operating:	_____ N/A _____	Capital Cost:	_____ N/A _____
Budget Available:	_____	Budget Available:	_____
Unbudgeted Costs:	_____	Unbudgeted Costs:	_____
Source of Funds:	_____	Source of Funds:	_____

Policy and/or Legislative Implications

1. Town of Hanna Bylaw 1015-2021 – Council Procedural Bylaw

Attachments

N/A



Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

Chief Administrative Officer



Date: October 10, 2023

Agenda Item No: 05.00

Signing Authority

Recommended Motion

No motion is required.

Background

All financial transactions for the Town of Hanna require two signatures.

In 2017 the following motion was approved:

That signing authority for the Town of Hanna is established as follows for all financial matters:

The Mayor OR Deputy Mayor, and if both are unavailable, any Councillor
AND

The Chief Administrative Officer OR
The Director of Corporate Services OR
The Corporate Services Assistant

Unless Council wants to make a change to the signing authority, no motion is required.

In the past, the Mayor or Deputy Mayor were the only members of Council authorized to sign financial documents. On a few occasions there were situations where the Mayor and Deputy Mayor were both unavailable to sign cheques. For this reason, administration recommended a change to the signing authority that in the event the Mayor and Deputy Mayor are unavailable, administration will arrange to have another Councillor sign in their absence.

Communications

N/A



Financial Implications

Operating:	_____ N/A _____	Capital Cost:	_____ N/A _____
Budget Available:	_____	Budget Available:	_____
Unbudgeted Costs:	_____	Unbudgeted Costs:	_____
Source of Funds:	_____	Source of Funds:	_____

Policy and/or Legislative Implications

N/A

Attachments

N/A

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

Chief Administrative Officer

Date: October 10, 2023

Agenda Item No: 06.00

Deputy Mayor Appointments

Recommended Motion

That as the Council Procedural Bylaw 1015-2021 provides for Councillors to serve an eight-month term as Deputy Mayor for the Town of Hanna. Councillor Beaudoin served the first term and Councillor Olsen served the second term, the members of Council be appointed as Deputy Mayor for the following terms:

Councillor Crowle	March 1, 2023 to October 31, 2023
Councillor Murphy	November 1, 2023 to June 30, 2024
Councillor Warwick	July 1, 2024 to February 28, 2025
Councillor Thuroo	March 1, 2025 to October 31, 2025

Background

The Municipal Government Act, Section 152 states as follows:

152(1) A council must appoint one or more councillors as deputy chief elected official so that

- (a) only one councillor will hold that office at any one time, and
 - (b) the office will be filled at all times.
- (2) A deputy chief elected official must act as the chief elected official
- (a) when the chief elected official is unable to perform the duties of the chief elected official, or
 - (b) if the office of chief elected official is vacant.
- (3) A council may appoint a councillor as an acting chief elected official to act as the chief elected official
- (a) if both the chief elected official and the deputy chief elected official are unable to perform the duties of the chief elected official, or
 - (b) if both the office of chief elected official and the office of deputy chief elected official are vacant.



It is necessary to determine who will act as Deputy Mayor in the event the Mayor is unavailable. There may be times the Deputy Mayor will be required to officiate at a meeting, sign cheques or attend a function as the Town representative.

Prior to 2017, Council members served six-month terms as Deputy Mayor. With the change to four-year Council terms, it was decided to set Deputy Mayor terms to be eight months, so each member of Council has the opportunity to serve as Deputy Mayor during their term on Council.

Bylaw 1015-2021 states:

3.1 Council, at the first Organizational Meeting following a Municipal Election, shall appoint Council members to serve terms of eight months as Deputy Mayor, to perform all the duties as permitted in the said Act. The order determined shall be limited only by the proviso that the first member to serve in a Council term shall not be a newly elected member of Council.

3.2 In the absence of the Mayor and Deputy Mayor, Council may appoint a Councillor as an Acting Chief Elected Official to act as the Chief Elected Official.

Once this motion is passed, a new motion will not be required unless a change is made to the rotation.

Communications

Deputy Mayor terms are communicated through the Town of Hanna Social Media programs.

Financial Implications

Operating:	_____ N/A _____	Capital Cost:	_____ N/A _____
Budget Available:	_____	Budget Available:	_____
Unbudgeted Costs:	_____	Unbudgeted Costs:	_____
Source of Funds:	_____	Source of Funds:	_____



Policy and/or Legislative Implications

- 1. Municipal Government Act RSA 2000 M-26, Part 5, Section 152
- 2. Town of Hanna Bylaw 1015-2021 - Council Procedural Bylaw

Attachments

N/A

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

Chief Administrative Officer

Date: October 10, 2023

Agenda Item No: 07.00

Council Committee Appointments

Recommended Motion

That Council approves the following appointments for a one-year period:

COMMITTEE

CURRENT MEMBERSHIP

Personnel Committee

Mayor Povaschuk
Councillors Murphy & Olsen

Emergency Advisory Committee

Mayor Povaschuk
Councillors Beaudoin & Warwick

Finance & Audit Committee

Mayor Povaschuk
Councillors Thuroo & Crowle

Background

Under Council Procedural Bylaw 1002-2019, Part III Section 3.21 there are three standing committees of Council, the Personnel Committee, the Emergency Management Committee and the Finance & Audit Committee. Council is to appoint two councillors to each standing committee with the Mayor as an ex-officio member. These committees are Council committees, without representation from the general public.

The Personnel Committee meets as required with the Chief Administrative Officer to review personnel items.

The Emergency Management Committee is referred to as the Emergency Advisory Committee in 2018 to be in line with the Provincial designation. This committee would be responsible for declaring a disaster if necessary.



The Finance and Audit Committee was added at the request of the Auditor. This committee may meet with the Auditor following the interim and final audit and at any other time if required.

Communications

Council Appointments are communicated through the Town of Hanna Social Media programs.

Financial Implications

Operating:	_____ N/A _____	Capital Cost:	_____ N/A _____
Budget Available:	_____	Budget Available:	_____
Unbudgeted Costs:	_____	Unbudgeted Costs:	_____
Source of Funds:	_____	Source of Funds:	_____

Policy and/or Legislative Implications

1. Bylaw 1015-2021 – Council Procedural Bylaw

Attachments

N/A

Reviewed by and Approved for Submission to Council

Reviewed by: _____
Financial Review by: _____

Chief Administrative Officer

Date: October 10, 2023

Agenda Item No: 08.00

Council Representative Appointments

Recommended Motion

That Council approves the following appointments for a one-year term:

COMMITTEE OR BOARD

APPOINTMENT

Acadia Foundation

Councillor Murphy

Big Country Waste Management Commission
Alternate

Councillor Crowle
Councillor Thuroo

Community Futures – Meridian Region
Board of Directors

Councillor Warwick

Community Services Board

Councillor Thuroo

Fred & Freda Geuder Education Bursary

Councillor Crowle

Hanna & District Chamber of Commerce

Mayor Povaschuk

Hanna & District Medical Corporation

Councillor Crowle

Hanna Golf & Country Club

Councillor Olsen

Hanna Learning Centre

Councillor Olsen

Hanna Municipal Library Board

Councillor Murphy

Hanna/Wake Student Exchange Committee

Councillor Crowle
Councillor Warwick

Harvest Sky Regional Economic
Development Corporation

Councillor Beaudoin
Councillor Warwick

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Henry Kroeger Regional Water Services Commission Alternate	Mayor Povaschuk Councillor Thuroo
Marigold Library Systems Board Alternate	Councillor Murphy Councillor Warwick
Municipal Planning Commission	Councillor Olsen Councillor Beaudoin
Palliser Economic Partnership Alternate	Councillor Warwick Councillor Thuroo Mayor Povaschuk
Palliser Regional Municipal Services Alternate	Councillor Olsen Councillor Beaudoin
Red Deer River Municipal Users Group Alternate	Mayor Povaschuk Councillor Thuroo
Veterans Memorial Highway Association	Councillor Crowle

Background

Several committees or boards have a member of Council appointed as the municipal representative. Mayor Povaschuk has attempted to provide each member of Council with one of their preferred committees while trying to balance the workload and appointments amongst the entire Council.

The Libraries Act allows for 2 council members to be appointed to the Hanna Municipal Library Board. Administration is recommending the appointment of only one Council member to the Library Board.

Communications

Council appointments are listed on the Hanna website as well as communicated through the Town of Hanna Social Media programs and letters are written to the various commission and boards as required.



Financial Implications

Operating:	_____ N/A _____	Capital Cost:	_____ N/A _____
Budget Available:	_____	Budget Available:	_____
Unbudgeted Costs:	_____	Unbudgeted Costs:	_____
Source of Funds:	_____	Source of Funds:	_____

Policy and/or Legislative Implications

N/A

Attachments

1. Committee & Board Information

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

Chief Administrative Officer

Council Representative Committee & Board Information

Date: October 10, 2023

Acadia Foundation Board

- One Council member appointed as representative.
- Management body established by Ministerial Order under the Alberta Housing Act
- Mission Statement – to provide affordable room and board for senior citizens who are functionally independent with the assistance available through existing community-based services and who would not otherwise be more appropriately provided for in a health care facility.
- Management Board for lodges in Hanna, Consort and Oyen.
- Board meets 3rd Tuesday of the month at 10 am
- Meetings rotate between Hanna, Consort and Oyen
 - Board members are appointed to other committees – finance, personnel, building etc. – these committees meet as required.

Big Country Waste Management Commission

- Two Council members appointed – representative and alternate.
- Provides waste management services to member municipalities.
- Manages 28 waste transfer stations (22 rural and 6 towns & villages) including recycling,
- Waste is transported from these transfer stations to the Youngstown Regional Landfill for disposal
- Meetings are held 4 times per year-in Youngstown
- Meetings usually 3 hours
- Meetings are in the evening.

Community Futures – Meridian Region Board of Directors

- One Council member appointed as representative.
- Mandate – to enhance economic development by assisting businesses through the provision of financial and technical services.
- Meetings are held quarterly
- Average 2-hour meetings - AGM 3-4 hours
- Meetings are during the day in Kindersley SK
 - Investment meeting held as needed – 1 to 8 / year for loan approvals
 - Usually less than an hour
 - Workshops held up to 7 dates per year



Community Services Board

- One Council member appointed as representative.
- Established by Bylaw 990-2017
- Serves jointly as a Recreation Board and a Family & Community Support Services Board
- Meets a minimum of 5 times per year, but usually held monthly.
- Evening meetings for about an hour.

Fred & Freda Geuder Education Bursary Committee

- One Council member appointed as representative.
- Policy 2014-04 established the parameters for the bursary
- Committee established to provide guidelines for the distribution of funds from the education bursary
- Meets as required annually to review applications
- Meets annually - Usually 1-2 meetings in September.
- Meetings last about an hour

Hanna & District Chamber of Commerce

- One Council member appointed as representative.
- Mission - dedicated to promoting, supporting, strengthening, and preserving Hanna's local business community.
- Meets monthly during the lunch hour

Hanna & District Medical Corporation

- One Council member appointed as representative.
- Alberta Crown Corporation owned by participating Municipal Governments of the Town of Hanna, Special Areas Board and Starland County.
- Five-member Board made up of the following:
 - 2 Members representing the Town of Hanna – 1 Council Member & 1 Member at Large
 - 2 Members from the Special Areas Board
 - 1 Member from Starland County
- Responsible for operating and managing the Hanna Medical Clinic including staffing
- Meets 3 – 4 times a year
- Meetings usually held on Fridays at 8:30 am and last 2 hours.
- Additional meetings may be required for Doctor recruitment or if emergent issues come up.



Hanna Golf & Country Club

- One Council member appointed as representative.
- Meetings - Monthly during April to October
- Two meeting during the winter season.
- Meetings are in the evening
- Meetings average 1 ½ hours

Hanna Learning Centre Board of Directors

- One Council member appointed as representative.
- The Hanna and District Association for Lifelong Learning – a registered not-for-profit society, operates as the Hanna Learning Centre.
- A hub to learning, individual development and community enhancement. Provides lifelong learning and leadership. Provides projects, programs and services to the community.
- Meetings held quarterly – ZOOM is generally an available option.
- Meetings are held afternoon and evenings
- Meetings usually last 2 hours.
- Sub-committees have additional meetings a couple of time a year.

Hanna Municipal Library Board

- One Council member appointed as representative (same member is appointed to Marigold Library Systems Board).
- Established by Bylaw 407 in 1971 under the authority of The Libraries Act
- Meetings are held monthly
- Meetings are held 4:00 p.m.
- Meetings usually last 1 ½ hours
- Fundraising may be involved

Hanna/Wake Student Exchange Committee

- Two Council members appointed as representatives.
- Committee established to assist with the student exchange program with Wake, Japan
- Meetings held as needed – has been inactive due to Covid
- Requires 1 -3 meetings a year to interview applicants and coordinate home stay families



Harvest Sky Economic Development Corporation

- Two Council members appointed as representatives.
- Incorporated as Cactus Corridor Economic Development Corporation in 2012
- Includes the Town of Hanna, Village of Youngstown, Special Areas, and Hanna Learning Centre
- Priorities are to attract business investment, support the growth and expansion of tourism and attract new residents.
- Meetings are held every second month during the day
- Meetings usually last about 2 hours.

Henry Kroeger Regional Water Services Commission

- Two Council members appointed – representative and alternate.
- Regional services commission established under Alberta Regulation 30/88
- Established to access water from Red Deer River, maintain the water treatment facility, supply lines and pump stations owned by the commission
- Supplies water services to customers within
 - Town of Hanna
 - Village of Youngstown
 - Village of Delia
 - Special Areas 2, 3 & 4
 - Town of Oyen
 - Village of Cereal
 - Starland County
 - Municipal District of Acadia
- Each community that is served with water has one representative on the Commission
- Meetings held every second month – in Youngstown
- Meeting in the evening
- Meeting usually 1 ½ hours long

Marigold Library Systems Board

- Two Council members appointed - representative (same member appointed to Hanna Library Board) and alternate.
- Authorized under The Alberta Libraries Act & Regulations
- Marigold Library Board assumes the responsibility of developing policy related to framework, governance, advocacy, and operational management of Marigold and of its library service points (community libraries).
- Meets bi-monthly – 4th Saturday at 9:00 am
- Meetings average 3 hours.



Municipal Planning Commission

- Two Council members appointed as representatives
- The Commission advises and assists Council on the planning for orderly, economical, and beneficial development and use of land within the municipality.
- Serves as the subdivision authority to exercise subdivision powers and duties
- Serves as the development authority to exercise development powers and duties for those matters referred by the Development Officer pursuant to the Land Use Bylaw
- Meetings called as needed
- Average of 3 – 4 per year
- Held at noon and last 15 – 30 minutes.
- 5 Members – 2 Councillors & 3 Members at Large
- Council appoints the Chairperson for the MPC from the members appointed.
- MPC appoints a Vice Chairperson

Palliser Economic Partnership

- Three Council members are appointed – two representatives and one alternate.
- Vision – Creative and diverse communities growing together in Southeast Alberta.
- Mission – To facilitate regional cooperation to position Southeast Alberta as an ideal location for business investment.
- Mandate – To assist communities in regional projects and economic development activities that cannot be completed by communities on their own.
- Board meets quarterly in various locations throughout the region.
- Meetings start at 10:00 but can require up to a two-hour drive
- Meetings last 2 – 3 hours.

Palliser Regional Municipal Services Board of Directors

- Two Council members appointed – representative and alternate.
- Provide overall direction and guidance for the operation of the agency
- Board meets 6 times per year or as required
- Meetings start at 10 am
- As Hanna is the second largest urban municipality, the Councillor appointed to the Board will be on the executive committee
- Hanna representative will need to sign cheques twice a month
- 7 members of the Board - representing 26 municipalities
 - 2 members from the Urban Municipal Authorities who pay the highest requisitions.
 - 2 members from the Rural Municipal Authorities who pay the highest requisitions
 - 3 representatives elected by shareholders.



Red Deer River Municipal Users Group

- Two Council members appointed – representative (same member appointed to Henry Kroeger Regional Water Services Commission) and alternate.
- An association of rural and urban municipalities within the Red Deer River Basin and communities who access water from the Red Deer River for their potable water supply.
- Meetings held every second month.
- Meetings usually held in Drumheller during the day.
- Usually 3 ½ - 4 hours

Veterans Memorial Highway Association

- One Council member appointed as representative
- Mission statement is to advocate and promote the improvement and development of the Veterans Memorial Highway #36 as a local, regional and international transportation route, so as to maximize upon the resulting benefits to the eastern corridor communities. The Association shall support all efforts to improve safety and encourage economic development and expansion of Highways 63 and 881 which are integral to the future of Highway 36.
- Meetings are called as required
- Meetings are held during the day
- Meeting average 2-3 hours

Date: October 10, 2023

Agenda Item No: 09.00

Municipal Staff Appointments

Recommended Motion

1. That Council appoints David Mohl as Development Officer and Winona Gutsche, Director of Corporate Services, as Assistant Development Officer for the Town of Hanna for a one-year term.
2. That Council appoints David Mohl as Director of Emergency Management for the Town of Hanna for a one-year term.

Background

1. APPOINT DEVELOPMENT OFFICER & ASSISTANT

January 1, 2022 Town Council entered into an agreement with David Mohl to perform the duties of Development Officer. Under the provisions of the Land Use Bylaw, the Development Officer means an official of the Town of Hanna authorized to administer the Bylaw and to decide upon applications for development permits in accordance with the provision of the Bylaw. This appointment is renewed on a yearly basis.

2. DIRECTOR OF EMERGENCY MANAGEMENT APPOINTMENT

January 1, 2022 Town Council entered into an agreement with David Mohl to perform the duties of Director of Emergency Management and as such requires an official appointment by Council. This appointment is renewed on a yearly basis.

Communications

N/A



Financial Implications

Operating:	_____ N/A	Capital Cost:	_____ N/A
Budget Available:	_____	Budget Available:	_____
Unbudgeted Costs:	_____	Unbudgeted Costs:	_____
Source of Funds:	_____	Source of Funds:	_____

Policy and/or Legislative Implications

1. Town of Hanna Bylaw 967-2012 – Land Use Bylaw
2. Town of Hanna Bylaw 1012-2020 – Regional Emergency Management Bylaw

Attachments

N/A

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

Chief Administrative Officer

Date: October 10, 2023

Agenda Item No: 10.00

Assessor Appointment

Recommended Motion

That Council appoints Mr. Terry Willoughby, Accredited Municipal Assessor of Alberta, as Municipal Assessor for the Town of Hanna until the October 2024 Organizational Meeting in accordance with Bylaw 1003-2019, the Designated Officer Bylaw.

Background

At the June 14, 2022 Council Meeting, the Chief Administrative Officer was authorized to enter into an agreement with Municipal Property Consultants (2009) Ltd. for the provision of assessment services for the Town of Hanna for a five-year term ending June 12, 2027.

Even with a five-year term agreement in place the practice of Council has been to annually appoint Mr. Willoughby of Municipal Property Consultants (2009) for a one-year term to coincide with the Organizational Meeting of Council.

The Municipal Government Act Section 284.2(1) requires that a municipality 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 under this Act. Bylaw 1003-2019, the Designated Officer Bylaw, establishes the municipal assessor as a designated officer for the municipality.

The Municipal Government Act Section 289(1) requires that assessments for all property in a municipality, other than designated industrial property, must be prepared by the municipal assessor.

Communications

N/A

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Financial Implications

Operating:	_____ N/A _____	Capital Cost:	_____ N/A _____
Budget Available:	_____	Budget Available:	_____
Unbudgeted Costs:	_____	Unbudgeted Costs:	_____
Source of Funds:	_____	Source of Funds:	_____

Policy and/or Legislative Implications

1. Municipal Government Act Sections 284.2(1) & 289(1).
2. Town of Hanna Bylaw 1003-2019 – Designated Officer Bylaw

Attachments

N/A

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

Chief Administrative Officer

Date: October 10, 2023

Agenda Item No: 11.00

Committee or Board Member Appointments

Recommended Motion

That Council approves the following appointments to Committees and Boards:

<u>COMMITTEE</u>	<u>APPOINTMENT</u>	<u>TERM ENDING</u>
Big Country Housing Authority Two-year term	Pat Mainman	Oct 31, 2025
Community Services Board Three-year term	Erica Johnston	Oct 31, 2026
Hanna & District Medical Clinic Corporation Board Two-year term	Ken Hansen	Oct 31, 2025
Fred & Freda Geuder Bursary Two-year term	Connie Deadlock	Oct 31, 2025
Hanna Library Board Three-Year term	Peggy Sauter Karen Gordon	Oct 31, 2026 Oct 31, 2026

Background

The Town of Hanna annually advertises for people to fill vacancies on any of the committees or boards that require Council to appoint members from the public for a specified term. The terms vary depending upon the board or council bylaws.

The applications will be available at the Council meeting as they contain personal information.



To make the appointment terms clear, administration is suggesting that the term of the appointments end on October 31st, rather than at the Organizational Meeting date which is not confirmed for future years.

The advertisement for 2023 included vacancies on the following boards or committees:

Big Country Housing Authority	1 member
Community Services Board	4 members
Hanna & District Medical Corporation	1 member
Hanna Municipal Library Board	3 members
Fred & Freda Geuder Bursary	1 member

Unfortunately, there were not enough applications received to fill the positions available on the Community Services Board and the Hanna Library Board and the advertising of a vacancy on MPC was missed. Administration will continue to advertise for those Committees with vacancies and bring any recommendations for appointment to Council as the applications are received.

Big Country Housing Authority

- Patricia Mainman was appointed in 2021 for a two-year term ending October 2023.
- Two applications were received for the one vacant Board position.
Patricia Mainman – re-appointment
Fred Crowle
- The Big Country Housing Authority is recommending that Patricia Mainman be appointed to the Board.

Community Services Board

- One application was received for the five vacant positions for a three-year term
Erica Johnston
- The Community Services Board is recommending that Erica Johnston be appointed.
- Sam Lockhart resigned effective May 15, 2023
- Cody Dale McNair resigned effective May 15, 2023

Hanna & District Medical Corporation Board

- Three applications were received for one position for a two-year term
Ken Hansen – reappointment
Cori Westcott
Robert Yatkowsky
- The Hanna & District Medical Corporation Board is recommending that Ken Hansen be appointed



Hanna Municipal Library Board

- Two applications were received for four positions for a three-year term
Peggy Sauter – re-appointment
Karen Gordon
- The Library Board is recommending that Peggy Sauter and Karen Gordon be appointed.

The following list provides the membership of the above Boards if the recommended appointments are approved. The 2023 applicant's names are in red.

<u>COMMITTEE OR BOARD MEMBER</u>	<u>INITIAL APPOINTMENT</u>	<u>CURRENT APPOINTMENT</u>	<u>TERM ENDING</u>
BIG COUNTRY HOUSING AUTHORITY (2-year term)			
Michelle Haag	Oct 2020	Oct 2022	Oct 2024
Angela McGillion	Oct 2022	Oct 2022	Oct 2024
Patricia Mainman	Oct 2001	Oct 2023	Oct 2025
COMMUNITY SERVICES BOARD (3-year term)			
One Town Councillor			
Elaine Johnson	Nov 2021	Nov 2021	Oct 2024
Kalli Cooper	June 2022	Jun 2022	Oct 2024
Deanna Derbyshire	Oct 2022	Oct 2022	Oct 2025
Darlene Herzog	Oct 2017	Oct 2022	Oct 2025
Nadine Wood	Apr 2020	Oct 2022	Oct 2025
Erica Johnston	Oct 2023	Oct 2023	Oct 2026
FRED & FREDA GEUDER EDUCATIONAL BURSARY (2-year term)			
One Town Councillor			
Audra Limpert	Oct 2022	Oct 2022	Oct 2024
Connie Deadlock	Oct 2021	Oct 2023	Oct 2025
HANNA LIBRARY BOARD (3-year term)			
One Town Councillor			
Elaine Johnson	Nov 2021	Nov 2021	Oct 2024
Ricardo Hoar	Nov 2018	Oct 2021	Oct 2024
Carolyn Mammel	Nov 2018	Oct 2021	Oct 2024
Jean Lypka	Oct 2019	Oct 2022	Oct 2025
Sheila Taylor	Oct 2022	Oct 2022	Oct 2025
Andrea Wheat	Oct 2022	Oct 2022	Oct 2025



Peggy Sauter	Mar 2021	Oct 2023	Oct 2026
Karen Gordon	Oct 2023	Oct 2023	Oct 2026

HANNA & DISTRICT MEDICAL CORPORATION (2-year term)

One Town Councillor

Ken Hansen	Oct 2013	Oct 2023	Oct 2025
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MUNICIPAL PLANNING COMMISSION (2-year term)

Two Town Councillors

Larry Stickel	Oct 2021	Oct 2021	Oct 2024
Bill Paisley	Jul 11, 2023	Jul 11, 2023	Oct 2025

Chris Warwick - Resigned Feb 22, 2023

Communications

Letters are written to each applicant and the Board or Committee chair to confirm the appointments.

Committee & Board Appointments are communicated through the Town of Hanna Social Media programs.

Financial Implications

Operating:	N/A	Capital Cost:	N/A
Budget Available:	_____	Budget Available:	_____
Unbudgeted Costs:	_____	Unbudgeted Costs:	_____
Source of Funds:	_____	Source of Funds:	_____

Policy and/or Legislative Implications

N/A



Attachments

- 1. Committee & Board Information

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

Chief Administrative Officer



Date: October 10, 2023

Big Country Housing Authority

- Operates affordable housing in Hanna, Cereal and Oyen
- Hanna operates Parkview Manors 1 & 2, Parkview Villas and 10 duplexes.
- The Board consists of five members, 3 from Hanna, 1 from Oyen and 1 from Cereal.
- Members are appointed for two-year terms.
- No restriction on the number of terms served.
- Daytime meetings four times per year

Community Services Board

- Established by Bylaw 990-2017
- Provides advice, recommendations, and assistance to Council regarding matters relating to culture, recreation, and Family & Community Support Services
- Maximum of 10 members, including 1 Councillor, 1 Special Areas representative & 8 members of the public (preference given to 1 youth member and 1 senior member).
- Members are appointed for three-year terms.
- Members serve two consecutive terms (as far as practical).
- Meets a minimum of 5 times per year, but usually held monthly.
- Evening meetings for about an hour.

Fred & Freda Geuder Education Bursary Committee

- Policy 2014-04 established the parameters for the bursary
- Committee established to provide guidelines for the distribution of funds from the education bursary
- Meets as required annually to review applications
- The Committee consists of three members, 1 Councillor and 2 from public.
- Members are appointed for two-year terms.
- No restriction on number of terms served.
- Meets annually - Usually 1-2 meetings in September.
- Meetings last about an hour



Hanna & District Medical Corporation

- Alberta Crown Corporation owned by participating Municipal Governments of the Town of Hanna, Special Areas Board and Starland County.
- Five-member Board made up of the following:
 - 2 Members representing the Town of Hanna – 1 Council Member & 1 Member at Large
 - 2 Members from the Special Areas Board
 - 1 Member from Starland County
- Responsible for operating and managing the Hanna Medical Clinic including staffing
- Meets 3 – 4 times a year
- Meetings usually held on Fridays at 8:30 am and last 2 hours.
- Additional meetings may be required for Doctor recruitment or if emergent issues come up.

Hanna Municipal Library Board

- Established by Bylaw 407 in 1971 under the authority of The Libraries Act
- Maximum 10 members, minimum of 5 members.
- The Board consists of a minimum of 5 members, maximum of 10 members, 1 of which is a Councillor.
- Members are appointed for a three-year term.
- Members may hold three consecutive terms, except by special appointment by Council
- Meetings are held monthly, during the day.
- Meeting usually last 1 ½ hours
- Fundraising may be involved

Municipal Planning Commission

- The Commission advises and assists Council on the planning for orderly, economical, and beneficial development and use of land within the municipality.
- Serves as the subdivision authority to exercise subdivision powers and duties
- Serves as the development authority to exercise development powers and duties for those matters referred by the Development Officer pursuant to the Land Use Bylaw
- The Commission consists of 5 members, 2 Councillors and 3 public.
- Members from the public are appointed for a three-year term
- Members may hold two consecutive terms.
- Meetings called as needed.
- Average of 3 – 4 per year
- Held at noon and last 15 – 30 minutes.