

**Agenda**  
**Organizational Meeting**  
**October 26, 2023**  
**Municipal Office 10:00 A.M.**  
**Acadia Valley, Alberta**

**Agenda**

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1. **Call to Order**

Chief Administrative Officer

2. **Adoption of Agenda**

Motion to adopt the agenda.

3. **Method of Voting**

Section 185.1 of the Municipal Government Act allows for the use of a secret ballot to determine the Reeve and Deputy Reeve if requested by any councillor present at the meeting.

If this request is made a motion is to be passed. Following is a recommended wording for this motion:

“Councillor \_\_\_\_\_, that all voting for the Reeve and Deputy Reeve be done by secret ballot, and in the case of a tie vote, the person with the lowest vote count will be eliminated from the next round of voting.”

4. **Term of Office**

A motion should be passed establishing the term of office for the Reeve and Deputy Reeve.

“Councillor \_\_\_\_\_, that the term of office for the Reeve and Deputy Reeve be from October 26, 2023 until the next Municipal District of Acadia No. 34 Organizational Meeting.”

5. **Election of Officers**

a) **Reeve**

Chairman Wallsmith call for nominations for Reeve.

Second call for nominations

Third call for nominations

Require motion for nominations for Reeve to cease.

“Councillor \_\_\_\_\_, that nominations for Reeve cease.”

Election/Declaration of Reeve

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Official Oath for Reeve

**OFFICIAL OATH**

I \_\_\_\_\_, do swear that I will  
Diligently, faithfully, and to the best of my ability,  
Execute according to law,  
The office of Reeve for the  
Municipal District of Acadia #34.  
So Help Me God.

\_\_\_\_\_  
(Signature)

SWORN before me at the Hamlet of Acadia Valley  
In the Province of Alberta  
This 26<sup>th</sup> Day of October, 2023.

\_\_\_\_\_  
Jason Wallsmith (Chief Administrative Officer)

A Commissioner of Oaths in  
And for the Province of Alberta

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Reeve to take oath and assume the chair.

b) **Deputy Reeve**

Reeve to call for nominations for Deputy Reeve.

Second call for nominations

Third call for nominations

Require motion for nominations for Deputy Reeve to cease.

“Councillor \_\_\_\_\_, that nominations for Deputy Reeve cease.”

Election/Declaration of Deputy Reeve

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Official Oath for Deputy Reeve

**OFFICIAL OATH**

I \_\_\_\_\_, do swear that I will  
Diligently, faithfully, and to the best of my ability,  
Execute according to law,  
The office of Deputy-Reeve for the  
Municipal District of Acadia #34.  
So Help Me God.

\_\_\_\_\_  
(Signature)

SWORN before me at the Hamlet of Acadia Valley  
In the Province of Alberta  
This 26<sup>th</sup> Day of October, 2023.

\_\_\_\_\_  
Jason Wallsmith (Chief Administrative Officer)

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**6. Review of Councillor Code of Conduct Bylaw**

A copy of the Councillor Code of Conduct Bylaw will be provided to each councillor, with the Declaration of Acknowledgement to be signed.

**7. Meeting Dates**

**a) Regular Council Meetings**

A resolution is required to be passed to establish the dates and time of commencement for Regular Council meetings. Section 193 of the Municipal Government Act requires that all members of council are present for this resolution to be made.

“Councillor \_\_\_\_\_, that the Regular Council Meetings for the Municipal District of Acadia be held at the Municipal Office on the second Tuesday of every month, commencing at 9:00 am.”

**b) Agricultural Service Board**

Section 7(a) of the Agricultural Service Board Bylaw indicates that the Board shall meet at least three times per year, and Section 4(a)(iii)(7) of the Procedural Bylaw indicates that meeting dates for the Board will be established during the Organizational meeting by resolution.

In 2022 the ASB meetings were scheduled for 9:00am on the last Wednesday of the month in January, June and October.

“Councillor \_\_\_\_\_, that the Regular Agricultural Service Board meetings commence at 9:00 am on the last Wednesday of the month in January, June and October.”

**8. Appoint Meeting Chair**

**a) Council Meetings**

Section 4(a)(iii)(5) of the Procedural Bylaw requires that the chair for Council meetings be appointed.

“Councillor \_\_\_\_\_, that the Reeve be appointed as the chair for all meetings of Council.”

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**9. Agricultural Service Board**

**a) Appoint Chairman**

Section 5(b) of the Agricultural Service Board Bylaw and Section 4(a)(iii)(6) of the Procedural Bylaw indicates that Council will appoint the Chairman of the ASB Board at the Organizational Meeting.

“Councillor \_\_\_\_\_, that \_\_\_\_\_ be appointed as the Chairman for the Agricultural Service Board.”

**b) Appoint Vice Chairman**

Section 5(b) of the Agricultural Service Board Bylaw and Section 4(a)(iii)(6) of the Procedural Bylaw indicates that Council will appoint the Vice Chairman of the ASB Board at the Organizational Meeting.

“Councillor \_\_\_\_\_, that \_\_\_\_\_ be appointed as the Vice Chairman for the Agricultural Service Board.”

**c) Appoint Committee Members**

Section 5(a) of the Agricultural Service Board Bylaw and Section 4(a)(iii)(8) of the Procedural Bylaw require that Council appoint all members of council to the ASB at the Organizational Meeting.

“Councillor \_\_\_\_\_, that all members of Council be appointed to the Agricultural Service Board.”

**d) Agricultural Service Board Appeal Board**

The Agricultural Service Board Act, Weed Control Act, Agricultural Pests Act and the Soil Conservation Act require that members be appointed to serve as an appeal board for the purposes described in each Act.

Suggested Appointments:

- Todd Turner
- Aaron Dillabough
- Ron Ibach

“Councillor \_\_\_\_\_, that the following individuals be appointed to the Appeal Board for the Agricultural Service Board Act, Weed Control Act, Agricultural Pests Act and the Soil Conservation Act.”



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e) **Inspectors**

The Weed Control Act, Soil Conservation Act, and Agricultural Pests Act allow for inspectors to be appointed to carry out the duties specified under each Act.

Suggested Appointments:

- Jordan Hoffman

“Councillor \_\_\_\_\_, that the following individuals be appoint as inspectors under the Weed Control Act, Soil Conservation Act, and the Agricultural Pests Act.”

**10. Marigold Regional Library Appointment**

As a member of the Marigold Regional Library, the Municipal District of Acadia No. 34 is obligated to appoint a representative. Under the Libraries Act, if a member is to be appointed for more than 3 consecutive terms, it is required that more than two thirds of council support the appointment.

“Councillor \_\_\_\_\_, that Maxine Booker be appointed as the representative to the Marigold Regional Library System, and that Leanna Meers be appointed as the alternate.”

**11. Acadia Municipal #34 Library Board**

Bylaw 688 establishes the municipal library board, as such appointments are required to this board.

Members at Large(4):

- Teresa Rafa
- Debbie Neilson
- Leanna Meers
- Maxine Booker
- Lenore Peers

Council Appointment (1):

“Councillor \_\_\_\_\_, that Teresa Rafa, Debbie Neilson, Leanna Meers, Maxine Booker, Lenore Peers and Councillor \_\_\_\_\_ be appointed to the Acadia Municipal #34 Library Board, effective immediately, with the term ending October 31<sup>st</sup>, 2023.

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## 12. Statutory Appointments

### a) Municipal Planning Commission

Section 3.1 of the Subdivision and Development Authority Bylaw requires three members be appointed to the MPC at the Organizational Meetings. Any member appointed to the MPC is not eligible to sit as the member of the Subdivision and Development Appeal Board. The Bylaw does allow for an alternate to be appointed.

“Councillor \_\_\_\_\_, that the following individuals be appointed to the Municipal District of Acadia No. 34 Municipal Planning Commission:”

### b) Palliser Intermunicipal Subdivision and Development Appeal Board

Bylaw 2020/772 authorizes the MD of Acadia to be a member of the Palliser Intermunicipal Subdivision and Development Appeal Board, and is able to appoint up to 3 members, with only 1 being an elected official.

Suggested Appointment:

- Councillor Skappak

Additionally, it also a requirement that a clerk be appointed;

Suggested Appointment: CEO of Palliser Regional Municipal Services – Devin Diano.

### c) Joint Assessment Review Board

The Municipal District is required to appoint a member and a clerk to the Joint Assessment Review Board.

Current Appointments:

Member: Susan Grudecki

Clerk: Deena Dillabough

### d) Fire Chief

Bylaw 675 indicates that a Fire Chief and Deputy Fire Chief are to appointed.

Suggested Appointment:

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- Fire Chief – Roger Didychuk
- Deputy Fire Chief – Sabrina Gregorchuk

“Councillor \_\_\_\_\_, that \_\_\_\_\_ be appointed as Fire Chief and \_\_\_\_\_ be appointed as Deputy Fire Chief.

e) **Director of Emergency Management**

Bylaw 2010/715 requires that a Director of Emergency Management be appointed.

Suggested appointment: Jason Wallsmith

“Councillor \_\_\_\_\_, that \_\_\_\_\_ be appointed as the Director of Emergency Management.

f) **Deputy Director of Emergency Management**

Bylaw 2010/715 requires that a Deputy Director of Emergency Management be appointed.

Suggested appointment: Kent Meers

“Councillor \_\_\_\_\_, that \_\_\_\_\_ be appointed as the Deputy Director of Emergency Management.

g) **Municipal Assessor**

Section 4(a)(iii)(10) of the Procedural Bylaw, and Section 1 of Bylaw 693 require that the Municipal Assessor be appointed on an annual basis.

Suggested Appointment – Chris Snelgrove, Benchmark Assessments

“Councillor \_\_\_\_\_, that \_\_\_\_\_ be appointed as the Municipal Assessor.”

h) **Safety Codes Officers**

The MD of Acadia is required to appoint Safety Codes Officers.

Suggested Appointments:

- Roger Didychuk, MD of Acadia Fire Chief
- Paul Lijdsman

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“Councillor \_\_\_\_\_, that the following individuals be appointed as Safety Codes Officers under the Safety Codes Act Quality Management Plan in the Fire Discipline, for the Municipal District of Acadia No. 34.”

i) **Public Works Coordinator**

Bylaw 2010/714 established the position of Public Works Coordinator, and requires that an individual is appointed to this position annually.

Suggested Appointment: James Park

“Councillor \_\_\_\_\_, that \_\_\_\_\_ be appointed as Public Works Coordinator for the Municipal District of Acadia No. 34.

j) **Assistant Administrator**

Bylaw 2006/710 established the position of Assistant Administrator and requires that an individual is appointed to this position annually.

Suggest Appointment: Deena Dillabough

“Councillor \_\_\_\_\_, that \_\_\_\_\_ be appointed as the Assistant Administrator for the Municipal District of Acadia No. 34.

**13. Appoint Banking Institution**

Section 4(a)(iii)(9) of the Procedural Bylaw requires that a banking institution be appointed for the year.

Suggested Appointment – ATB Financial

“Councillor \_\_\_\_\_, that ATB Financial be appointed as the banking institution for the Municipal District of Acadia No. 34.”

**14. Signing Authorities**

Section 4(a)(iii)(9) of the Procedural Bylaw requires that Signing Authorities be appointed for banking transactions.

“Councillor \_\_\_\_\_, that the Reeve or Deputy Reeve and CAO or Assistant Administrator be appointing as signing authorities with ATB Financial.”

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**15. Appoint Auditor**

Section 4(a)(iii)(11) of the Procedural Bylaw requires that an auditor be appointed.

Suggested Appointment: Johnston, Morrison, Hunter & Co LLP

“Councillor \_\_\_\_\_, that Johnston, Morrison, Hunter and Co LLP be appointed as auditors for the 2023 fiscal year.

**16. Other Annual Appointments**

The following is a list of the appointments that Council is required or eligible to make. One motion can be made to appoint the entire list once members have been identified.

**a) Municipal Recreation Board**

Bylaw 2020/776 establishes the Community and Recreation Committee, which consists of members from the various clubs and organizations located with the MD of Acadia.

Suggested Appointments: The Presidents, or designate, of the following clubs:

- Acadia Valley and District Recreation Club
- Acadia Valley Columbus Club
- Acadia Valley Community Club
- Acadia Valley ECS
- Acadia Valley Sunset Club
- Prairie Elevator Society
- Principal of Warren Peers School.
- Warren Peers School Parent Council
- Warren Peers School Students Union
- Acadia Valley Volunteer Fire Department

Council also appoints a Councillor as a member and Chairman of the Community and Recreation Committee.

Council Appointment (1):

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b) **Chinook Applied Research Association**

The MD of Acadia is able to appoint members to sit on the Chinook Applied Research Association, currently Council has appointed one member of Council, and one staff member.

Council Appointment (1):

Staff Appointment (1):

c) **Policy Committee**

The Policy Committee develops and presents policies to Council for approval and establishes the Terms of Reference and Mandates of all other Internal Committees.

It should be noted that this Committee has not met in recent years, and any policies have been discussed with Council during Regular Council Meetings.

Council Appointments (5):

Staff Appointments (2):

d) **Gordon Hittel Memorial Fund Scholarship Committee**

Establish the Terms of Reference, and make the selection of the recipients for the Gordon Hittle Memorial Scholarship.

Council Appointments (5):

Staff Appointments (1):

e) **Acadia Valley Fire Department**

Bylaw 1997/675 indicates that Council is to appoint one member as a representative to the Acadia Valley Volunteer Fire Department.

Council Appointment (1):

f) **Red Deer River Municipal Users Group**

As a member of the RDRMUG the Municipal District of Acadia may appoint a representative to this organization. In prior years we have appointed a representative to the RDRWA despite not being a member. We also have not been attending meetings, as such this organization was removed from the list for 2023-2024.

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Council Appointment (1):

g) **Vehicle Weight Committee**

Bylaw 1998/688 establishes the Vehicle Weight Committee, with membership to be a minimum of 3 members, and a maximum of 5 members.

Based on the previous composition of the committee, it is recommended that one member or council, and two staff members be appointed to this committee.

Council Appointment (1):

Staff Appointments (2):

h) **Municipal Dam Committee**

An Ad-Hoc committee has been established to oversee the activities at the Municipal Dam. The current composition has been one member of council and two members at large.

Suggested members at large (2): Dennis Lemare and Tim Heeg

Council Appointment (1):

i) **Oyen FCSS**

The Municipal District of Acadia appoints a representative to the Family and Community Support Services Board operated by and in a funding agreement with the Town of Oyen.

Council Appointment (1):

j) **Palliser Regional Municipal Services**

As a member of Palliser Regional Municipal Services the Municipal District of Acadia No. 34 is obligated to appoint a representative.

Council Appointment (1):

k) **Big Country Waste Management Commission**

As a member of the Big Country Waste Management Commission the Municipal District of Acadia No. 34 has the obligation to appoint one representative and one alternate to the Commission.

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Council Appointment (1):

Alternate (1):

**l) Surface Rights Committee**

Responsible for the negotiation of all Surface Rights, Pipeline and Seismic operations on land owned by the Municipal District of Acadia No. 34. To date membership has included one member of council and one staff member. Both members need not be present and either member may act/sign documents for said negotiations.

Council Appointment (1):

Staff Appointment (1):

**m) Oyen Medical Dental Board**

An Ad-Hoc committee has been established in partnership with the Municipal District of Acadia No.34, Town of Oyen and the Special Areas Board to support the recruitment of dental and medical professionals.

Council Appointment (1):

**n) Henry Kroeger Regional Water Commission**

As a member of the Henry Kroeger Regional Water Commission the Municipal District of Acadia No. 34 has the obligation to appoint one representative and one alternate to the Commission.

Council Appointment (1):

Alternate (1):

**o) Acadia Foundation**

As a member of the Acadia Foundation the Municipal District of Acadia No. 34 has the obligation to appoint one member to the Board of the Acadia Foundation.

Council Appointment (1):

**p) Palliser Economic Partnership**

As a member of the Palliser Economic Partnership the Municipal District of Acadia No. 34 may appoint up to two representatives. The first shall be an elected official of council, the second may be another member of council, a member from



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the business community or an individual at large. The MD may also appoint alternates.

Council Appointment (1):

Additional Appointment:

Alternates:

## 17. Adjournment