



REGIONAL MUNICIPALITY
OF WOOD BUFFALO

Council Organizational Meeting

Jubilee Centre Council Chamber
9909 Franklin Avenue, Fort McMurray

Tuesday, October 29, 2013
6:00 p.m.

Agenda

Call To Order

Adoption of Agenda

1. Adoption of October 29, 2013 Organizational Meeting Agenda

Reports

2. Appointment of Deputy and Acting Mayor – 2013-2014
3. Council Committee Representation – 2013-2014
4. Council Schedule – 2013-2014

Adjournment

5. Adjournment of Organizational Meeting

Subject: Appointment of Deputy and Acting Mayor – 2013-2014

APPROVALS:

Surekha Kanzig, Director
Glen Laubenstein, Chief Administrative Officer

Administrative Recommendation:

THAT Council Members be appointed as Deputy and Acting Mayor in accordance with the following schedule:

- November 1, 2013 – January 31, 2014 Deputy Mayor Meagher; Acting Mayor Germain;
- February 1 – April 30, 2014 Deputy Mayor Chadi; Acting Mayor McGrath;
- May 1 – July 31, 2014 Deputy Mayor Vinni; Acting Mayor Ault;
- August 1 – October 31, 2014 Deputy Mayor Stroud; Acting Mayor Bussieres.

Summary:

The Municipal Government Act and the Municipality's Procedure Bylaw require that Council hold an annual organizational meeting within 15 days of the third Monday in October. One of the matters which must be considered at the organizational meeting is appointment of a Deputy and Acting Mayor for the coming year.

Background:

Both the Deputy and Acting Mayor positions may require an extensive time commitment, as the expectation is that the designated individual, in the absence of the Mayor, will step in and perform the Mayor's role as required. The Mayor's position is a full time position; therefore, the designate is expected to be readily available, on short notice, to perform the necessary duties, including chairing Council meetings, interacting with federal and provincial officials, public speaking, and attending various meetings, ceremonies and banquets, as required.

Rationale for Recommendation:

Council's Procedure Bylaw requires that the Deputy and Acting Mayor be appointed on a rotational basis for periods of three months, as determined at the annual organizational meeting. Keeping the required time commitment in mind, Council's input was sought and their feedback is represented in the recommendations.

Subject: Council Committee Representation – 2013-2014

APPROVALS:

Surekha Kanzig, Director
Glen Laubenstein, Chief Administrative Officer

Administrative Recommendations:

1. THAT Mayor Blake and Councillors Chadi, Germain, Stroud and Vinni be appointed to the Governance, Agenda and Priorities Standing Committee.
2. THAT Councillor Cardinal be appointed to represent Council on the Wood Buffalo Housing and Development Corporation.
3. THAT Council Members be appointed to represent Council on the following Council Committees:
 - Communities In Bloom Committee Councillors Ault and Bussieres
 - Community Identification Committee Councillors McGrath and Vinni
 - Community Services Committee..... Councillor Chadi
 - Regional Advisory Committee on Inclusion, Diversity and Equality..... Councillor Cardinal
 - Selection Committee Mayor Blake and Councillors Bussieres, Chadi, Stroud and Vinni.
4. THAT Council Members be appointed to represent Council on the following external committees:
 - ALPAC Landscape Advisory Committee Councillor Chadi
 - Inter-City Forum on Social Policy Councillor Stroud
 - Leadership Wood Buffalo Councillor Ault
 - Senior Citizens Liaison Councillors Bussieres and Meagher
 - Veterans Memorial Highway Councillors Meagher and Stroud.

Summary

Legislation requires that during an Organizational Meeting, one of the matters that must be dealt with is the appointment of Members of Council to Council Committees and Special Purpose Bodies on which Council has representation.

Background:

Both the Municipal Government Act and the Municipality’s Procedure Bylaw require that Council hold an annual organizational meeting within 15 days of the third Monday in October. One of the matters that must be considered at the organizational meeting is the appointment of Council members to various agencies, boards and committees.

Council representation is required on Council Standing Committees (Governance, Agenda and Priorities Standing Committee), Part 9 Corporation (Wood Buffalo Housing and Development Corporation), and a number of other internal committees which are established by bylaw or policy. In addition to the above, five external committees have requested Council representation on their respective committees.

Rationale for Recommendations:

Administration conducted a comprehensive review of the time requirements and meeting schedule of each of the agencies, boards and committees requiring or requesting Council representation to ensure that Council is fully informed of the mandate and obligations of members. This information has been reviewed by Council.

Appointments to the Wood Buffalo Housing and Development Corporation are for the duration of the term of office, while all other appointments are reviewed and determined by resolution on an annual basis.

Subject: Council Schedule – 2013-2014

APPROVALS:

Surekha Kanzig, Director
Glen Laubenstein, Chief Administrative Officer

Administrative Recommendations:

1. THAT regular Council meetings be held at 6:00 p.m. on the second and fourth Tuesday of each month in the Jubilee Centre Council Chamber, with the exception of Tuesday, November 11, 2014; and

THAT Council meetings conclude at 10:00 p.m., unless a resolution is passed to extend the meeting.

2. THAT 2014 Community Engagement Initiatives be held in Conklin, Fort Chipewyan and Saprae Creek, at a date to be determined in consultation with community leaders.
3. THAT a Summer Recess be held from July 9, 2014 – August 24, 2014, and a Holiday Recess be held from December 10, 2014 – January 11, 2015.

Summary:

Legislation requires that Council review and confirm its Council meeting schedule on an annual basis.

Background:

Both the Municipal Government Act and the Municipality's Procedure Bylaw require that Council hold an annual organizational meeting within 15 days of the third Monday in October. One of the matters that must be addressed at the organizational meeting is the setting of Council's meeting schedule for the coming year.

Rationale for Recommendations:

At this time, it has been determined that municipal business is being effectively conducted with the current schedule of two regular meetings per month. Should the need arise Council may also schedule special meetings to deal with urgent or emergent issues at any time throughout the year.

The community engagement model has provided a means of engaging residents in the various rural communities; therefore, Council wishes to schedule community engagement functions in 2014 on dates to be determined by the hosting community. Events are typically held in Fort Chipewyan annually, with functions occurring on a rotational basis in the remaining rural communities. In

keeping with the rotation initially started in 2002, the 2014 host communities would be Conklin and Saprae Creek.

Lastly, recess periods are typically scheduled during the summer month and the winter holiday season. In the event that an urgent or emergent issue should arise during a scheduled recess period, Council would still have the option of scheduling a special meeting to deal with the matter.

Council's input was sought relative to the scheduling of meetings, recess periods and community engagements, and their feedback is represented in the recommendations.