



REGIONAL MUNICIPALITY
OF **WOOD BUFFALO**

Council Organizational Meeting

Jubilee Centre Council Chamber
9909 Franklin Avenue, Fort McMurray

Tuesday, October 26, 2010
6:00 p.m.

Agenda

Call to Order

Adoption of Agenda

Reports

1. 2011 Council Schedule
2. Council Committee Representation – 2010/2011
3. Deputy and Acting Mayor Rosters – 2010/2011
4. Change in Commencement Date of Chief Administrative Officer

Adjournment

Subject: 2010/2011 Council Schedule

APPROVALS:

Kelly Kloss, Chief Administrative Officer – Interim
Surekha Kanzig, Director

Administrative Recommendations:

1. THAT regular Council meetings be held at 5:00 p.m. on the second and fourth Tuesday of each month in the Jubilee Centre Council Chamber;

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

THAT Council meetings be held on November 18, 2010, from 5:00 p.m. to 9:00 p.m. and on November 19, 2010, from 8:30 a.m. to 4:30 p.m. for the purpose of receiving information from Administration relative to the proposed 2011 Capital and Operating Budgets; and

THAT the Council meeting scheduled for November 23, 2010 be re-scheduled to November 30, 2010.

2. THAT the Governance, Agenda and Priorities Standing Committee meetings be held on the Monday immediately preceding the 1st and 3rd Tuesday of each month, commencing at 3:00 p.m., starting November 15, 2010.
3. THAT 2011 Community Engagement Initiatives be held in Anzac, Fort Chipewyan and Saprae Creek, at a date to be determined by community leaders.
4. THAT a Summer Recess be held from July 13, 2011-August 21, 2011, and a Holiday Recess be held from December 14, 2011-January 8, 2012.

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 issues which must be addressed at the organizational meeting is the setting of Council's meeting schedule for the coming year.

Rationale for Recommendation(s):

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. Additional Council meetings are required to facilitate presentation of the proposed 2011 Capital and Operating Budgets. Additionally, the schedule of meetings for the Governance, Agenda and Priorities (GAP) Standing Committee must also be set. These are public meetings and a resolution of Council is required.

The 2010 Alberta Urban Municipalities Association (AUMA) Conference is scheduled to be held from Monday, November 22, to Thursday, November 25, inclusive. This conference typically offers a number of educational and information sessions that are particularly relevant to new Council Members. In order to facilitate attendance by Council Members, it is recommended that the November 23, 2010 meeting be re-scheduled to November 30, 2010.

Council is also periodically required to attend Administrative Briefings to receive information from Administration relative to sensitive/ confidential items. It should be noted that Administrative Briefings must comply with the provisions of the *Freedom of Information and Protection of Privacy Act (FOIP)*; therefore, no decisions can be made. It is recommended that Council formalize the setting of these meetings as part of the Organizational Meeting to ensure that business dealings are being conducted in an open and transparent manner.

The community engagement model has proven to be an effective means of engaging residents in the various rural communities; therefore it is recommended that Council continue this function, with the date of the event being 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 2011 host communities would be Anzac and Sapræ Creek.

Lastly, recess periods are typically scheduled during the summer months 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.

Section 174(1) of the Municipal Government Act states that a councillor is deemed to be disqualified from council if the councillor is absent from all regular council meetings held during any period of 8 consecutive weeks, starting with the date that the first meeting is missed. Previously, questions have been raised as to whether or not recess periods impact the disqualification period; however, an independent legal opinion has provided confirmation that scheduled recess periods should not be taken into consideration when determining potential disqualifications.

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

Subject: 2010/2011 Council Committee Representation – 2010/2011

APPROVALS:

Kelly Kloss, Chief Administrative Officer, Interim
Surekha Kanzig, Director

Administrative Recommendation(s):

1. THAT Mayor Blake and Councillors Blair, Kirschner, Scott and Vinni be appointed to the Governance, Agenda and Priorities Standing Committee.
2. THAT Council Members be appointed to Part 9 Corporations as follows:
 - MacDonal Island Park CorporationCouncillor Germain
 - Wood Buffalo Housing & Development CorporationCouncillor Scott.
3. THAT Council Members be appointed to represent Council on the following:
 - Communities In Bloom Committee Councillors Meagher and Stroud
 - Community Identification Committee Councillors Allen and Thomas
 - Community Services Advisory Committee Councillor Flett
 - Regional Advisory Committee on Inclusion, Diversity
and Equality Councillor Vinni
 - Selection Committee Mayor Blake and Councillors
Blair, Germain and Kirschner.
4. THAT Council Members be appointed to represent Council on the following external committees:
 - ALPAC Landscape Advisory Committee Councillor Stroud
 - Clearwater Heritage River Committee Councillor Stroud
 - Inter-City Forum on Social Policy Councillor Allen
 - Leadership Wood Buffalo Councillor Thomas
 - Oil Sands Discovery Centre Advisory Committee Councillor Meagher
 - Senior Citizens Liaison Councillor Meagher.

Summary

Legislation requires that when the Organizational Meeting immediately follows a general municipal election, 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 which 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 Corporations (MacDonald Island Park Corporation and 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, six external committees have requested Council representation on their respective committees.

Rationale for Recommendation(s):

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.

With the exception of Wood Buffalo Housing and Development Corporation and the Oil Sands Discovery Centre Advisory Committee, which are for the duration of the Councillor's term of office, all appointments are reviewed and determined by resolution on an annual basis.

Subject: 2010/2011 Deputy and Acting Mayor Appointments

APPROVALS:

Kelly Kloss, Chief Administrative Officer, Interim
Surekha Kanzig, Director

Administrative Recommendation(s):

THAT the following Deputy and Acting Mayor Roster be adopted for the period November 1, 2010 until October 31, 2011:

- November 1, 2010 – January 31, 2011 Deputy Mayor Allen; Acting Mayor Thomas;
- February 1, 2011 – April 30, 2011 Deputy Mayor Meagher; Acting Mayor Allen;
- May 1, 2011– July 31, 2011 Deputy Mayor Scott; Acting Mayor Germain;
- August 1, 2011 – October 31, 2011 Deputy Mayor Kirschner; Acting Mayor Stroud.

Summary:

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 which must be considered at the organizational meeting is the establishment of a Deputy and Acting Mayor Roster 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, attending various meetings, ceremonies and banquets, addressing Energy Resource Conservation Board (ERCB) hearings and/or other provincial bodies as required.

Rationale for Recommendation(s):

Council's Procedure Bylaw requires that the Deputy and Acting Mayor roster be established 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: Change in Commencement Date of Chief Administrative Officer

APPROVALS:

Surekha Kanzig, Chief Legislative Officer

Administrative Recommendation:

THAT the commencement date for Mr. Glen Laubenstein as Chief Administrative Officer for the Regional Municipality of Wood Buffalo be changed from November 15, 2010 to November 1, 2010.

Summary:

It has been requested that the start date for the Municipality's new Chief Administrative Officer be amended. A resolution of Council is required to effect a change.

Background:

At the September 14th Council meeting, Mr. Glen Laubenstein was appointed as Chief Administrative Officer for the Regional Municipality of Wood Buffalo, effective November 15, 2010. Subsequently, Mr. Laubenstein indicated that he is available earlier and would like to commence employment with the Municipality on November 1, 2010.

Rationale for Recommendation(s):

Mr. Laubenstein's amended start date would be instrumental in solidifying the working relationship between the newly elected Council and Chief Administrative Officer.