



REGIONAL MUNICIPALITY  
OF **WOOD BUFFALO**

## **Council Organizational Meeting**

Jubilee Centre Council Chamber  
9909 Franklin Avenue, Fort McMurray

Tuesday, October 28, 2008

---

### **Agenda**

**Call to Order** – Immediately following the regular Council Meeting

**Adoption of Agenda**

**Reports**

1. 2009 Council Schedule
2. Council Committee Representation – 2008/2009
3. Deputy and Acting Mayor Rosters – 2008/2009

**Adjournment**

<b>Subject: 2009 Council Schedule</b>
---------------------------------------

<b>APPROVALS:</b>
-------------------

Audrey Rogers, Senior Legislative Officer Rodney Burkard, Chief Administrative Officer
---

**Administrative Recommendation(s):**

1. THAT 2009 Community Engagement Initiatives be held in Fort Chipewyan, Anzac and Conklin, at a date to be determined by community leaders.
2. THAT a Summer Recess be held from July 15, 2009 – August 23, 2009, and a Holiday Recess be held from December 9, 2009 – January 10, 2010.

**Summary:**

Legislation requires that Council review and confirm its 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 addressed at the organizational meeting is the setting of Council's meeting schedule for the coming year. The Procedure Bylaw provides that that if the meeting is not preceded by a general municipal election and all members of Council are not present, regular meetings of Council will follow the current schedule until such time as they are changed by resolution passed at a meeting of Council at which all member are present.

**Rationale for Recommendation(s):**

As there are absences confirmed for the Organizational Meeting, the schedule of Council meetings will be held in abeyance until such time as a full complement of Council is in attendance. In the meantime, the current practice of holding regular Council meetings on the second and fourth Tuesday of each month will remain in effect.

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. 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.

Council's input was sought relative to these topics and their feedback is represented in the recommendations.

**Subject: Council Committee Representation – 2008/2009**

**APPROVALS:**

Audrey Rogers, Senior Legislative Officer  
 Kevin Greig, Deputy Chief Administrative Officer  
 Rodney Burkard, Chief Administrative Officer

**Administrative Recommendation(s):**

1. THAT Council Members be appointed to represent Council on Part 9 Corporations, as follows:
  - Fort McMurray Regional Airport Commission ..... Councillor Vyboh
  - MacDonald Island Park Corporation ..... Councillor Germain
  
2. THAT Council Members be appointed to represent Council on Council Committees, as follows:
  - Communities In Bloom Committee..... Councillors Blair and Meagher
  - Community Identification Committee..... Councillors Meagher and Rebus
  - Community Services Advisory Committee..... Councillor Blair
  - Regional Advisory Committee on Inclusion, Diversity  
and Equality ..... Councillor Rebus
  - Resource Development Review Committee..... Councillor Allen
  - Selection Committee ..... Councillors Allen, Germain,  
Rebus and Vyboh.
  
3. THAT Council Members be appointed to represent Council on external committees, as follows:
  - ALPAC Landscape Advisory Committee ..... Councillor Byron
  - Clearwater Heritage River Committee ..... Councillor Allen
  - Commuter Air Access Network of Alberta ..... Councillor Blair
  - Inter-City Forum on Social Policy ..... Councillor Clarkson
  - Leadership Wood Buffalo ..... Councillor Clarkson
  - Oil Sands Discovery Centre Advisory Committee..... Councillor Meagher
  - Senior Citizens Liaison ..... Councillor Byron

**Summary:**

Legislation requires that Council review and confirm its representation on various agencies, boards and committees on an annual basis at its organizational meeting.

**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.

**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.

Appointments to the Fort McMurray Regional Airport Commission and Wood Buffalo Housing and Development Corporation are for the duration of Council's term of office (3 years). However, due to Councillor Chadi's resignation an appointment to the Fort McMurray Regional Airport Commission is required for the balance of the current term of office. No appointment is required to be made to the Wood Buffalo Housing and Development Corporation based on Councillor Allen's appointment made at the October 2007 Council Organizational meeting.

A further change that should be noted is the deletion of the Business Revitalization Zone Committee which has been disbanded.

Council's input was then sought and their feedback is represented in the recommendations.

**Subject: Deputy and Acting Mayor Appointments – 2008/2009****APPROVALS:**

Audrey Rogers, Senior Legislative Officer  
Kevin Greig, Deputy Chief Administrative Officer  
Rodney Burkard, Chief Administrative Officer

**Administrative Recommendation(s):**

THAT the following Deputy and Acting Mayor Roster be adopted for the period November 1, 2008 until October 31, 2009:

- November 1, 2008 – January 31, 2009 .....Deputy Mayor – Germain; Acting Mayor - Clarkson
- February 1, 2009 – April 30, 2009.....Deputy Mayor – Allen; Acting Mayor – Meagher
- May 1, 2009 – July 31, 2009 .....Deputy Mayor – Clarkson; Acting Mayor - Vyboh
- August 1, 2009 – October 31, 2009 .....Deputy Mayor – Vyboh; Acting Mayor - Germain

**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 to 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 AEUB 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 above time commitment in mind, Council’s input was sought and their feedback is represented in the recommendations.