



REGIONAL MUNICIPALITY  
OF WOOD BUFFALO

## **Council Organizational Meeting**

Jubilee Centre Council Chamber  
9909 Franklin Avenue, Fort McMurray

Tuesday, October 23, 2012  
8:00 p.m.

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### **Agenda**

#### **Call To Order**

#### **Adoption of Agenda**

1. Adoption of October 23, 2012 Organizational Meeting Agenda

#### **Reports**

2. 2012-2013 Council Schedule
3. 2012-2013 Committee Representation
4. 2012-2013 Deputy and Acting Mayor Roster

#### **Adjournment**

5. Adjournment of October 23, 2012 Organizational Meeting



## **Subject: 2012-2013 Council Schedule**

### **APPROVALS:**

Surekha Kanzig, Director  
Brian Makey, Deputy Chief Administrative Officer  
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; and  
  
THAT Council meetings conclude at 10:00 p.m., unless a resolution is passed to extend the meeting.
2. THAT 2013 Community Engagement Initiatives be held in Anzac, Fort Chipewyan and Janvier, at a date to be determined in consultation with community leaders.
3. THAT a Summer Recess be held from July 10, 2013 – August 25, 2013, and a Holiday Recess be held from December 11, 2013 – January 12, 2014.
4. THAT a Recess be held from Nomination Day (September 23, 2013) to Election Day (October 21, 2013).

### **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 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 2013 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 2013 host communities would be Anzac and Janvier.

Lastly, recess periods are typically scheduled during the summer months, the winter holiday season and between nomination day and election day. Administration supports a recess between nomination day and election day as it allows candidates to focus on campaign activities and administration focus on electoral responsibilities. A recess also provides a level playing field for all candidates, regardless of whether the candidate is new or seeking re-election. Council meetings and issues may give incumbent candidates more public exposure and may be perceived as an advantage to those seeking re-election.

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.

**Subject: 2012-2013 Committee Representation**

**APPROVALS:**

Surekha Kanzig, Director  
Brian Makey, Deputy Chief Administrative Officer  
Glen Laubenstein, Chief Administrative Officer

**Administrative Recommendations:**

1. THAT Mayor Blake and Councillors Burton, Kirschner, Stroud and Vinni be appointed to the Governance, Agenda and Priorities Standing Committee.
2. THAT Councillor Germain be appointed to represent Council on the MacDonald Island Park Corporation.
3. THAT Councillor Blair be appointed to represent Council on the Wood Buffalo Housing and Development Corporation.
4. THAT Council Members be appointed to represent Council on the following:
  - Communities In Bloom Committee ..... Councillors Meagher and Stroud
  - Community Identification Committee ..... Councillors Thomas and Vinni
  - Community Services Committee..... Councillor Flett
  - Regional Advisory Committee on Inclusion, Diversity and Equality ..... Councillor Tatum
  - Selection Committee ..... Mayor Blake and Councillors Blair, Germain, Meagher and Vinni.
5. THAT Council Members be appointed to represent Council on the following external committees:
  - ALPAC Landscape Advisory Committee ..... Councillor Stroud
  - Inter-City Forum on Social Policy ..... Councillor Burton
  - Leadership Wood Buffalo ..... Councillor Germain
  - Senior Citizens Liaison ..... Councillor Meagher.

**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 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 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.

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. In October 2010, Councillor Meagher was appointed to the Oil Sands Discovery Centre Advisory Committee and therefore, no new appointment for this Committee is required. Since former Councillor Scott was appointed to the Wood Buffalo Housing and Development Corporation, the appointment must be made for the balance of the existing term of office.



**Subject: 2012-2013 Deputy and Acting Mayor Roster**

**APPROVALS:**

Surekha Kanzig, Director  
Brian Makey, Deputy Chief Administrative Officer  
Glen Laubenstein, Chief Administrative Officer

**Administrative Recommendation:**

THAT the following Deputy and Acting Mayor Roster be adopted for the period November 1, 2012 until October 31, 2013:

- November 1, 2012 – January 31, 2013 Deputy Mayor Thomas; Acting Mayor Meagher;
- February 1, 2013 – April 30, 2013 Deputy Mayor Burton; Acting Mayor Tatum;
- May 1, 2013 – July 31, 2013 Deputy Mayor Germain; Acting Mayor Vinni;
- August 1, 2013 – October 31, 2013 Deputy Mayor Vinni; 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:**

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.