



Council Organizational Meeting

Jubilee Centre Council Chamber
9909 Franklin Avenue, Fort McMurray

Tuesday, October 28, 2014
6:00 p.m.

Agenda

Call To Order

Adoption of Agenda

1. Adoption of October 28, 2014 Organizational Meeting Agenda

Reports

2. 2014-2015 Deputy and Acting Mayor Roster
3. 2014-2015 Boards and Committee Representation
4. 2014-2015 Council Schedule

Adjournment

5. Adjournment of the Organizational Meeting



Subject: 2014-2015 Deputy and Acting Mayor Roster

APPROVALS:

Dave Leflar, Director
Brian Moore, Acting Chief Administrative Officer

Administrative Recommendation:

THAT the following Deputy and Acting Mayor Roster be adopted for the period November 1, 2014 until October 31, 2015:

- November 1, 2014 – January 31, 2015 Deputy Mayor Meagher; Acting Mayor Germain;
- February 1, 2015 – April 30, 2015 Deputy Mayor Stroud; Acting Mayor Bussieres;
- May 1, 2015 – July 31, 2015 Deputy Mayor McGrath; Acting Mayor Cardinal;
- August 1, 2015 – October 31, 2015 Deputy Mayor Ault; Acting Mayor Vinni.

Summary:

Both the Municipal Government Act and the Municipality’s Procedure Bylaw require that Council hold an annual organizational meeting within 2 weeks 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, and participating in ceremonies and banquets 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 on term preferences was sought and their feedback is represented in the administrative recommendations above.

Subject: 2014-2015 Boards and Committee Representation

APPROVALS:

Dave Leflar, Director
Brian Moore, Acting Chief Administrative Officer

Administrative Recommendations:

1. THAT Council Members be appointed to the following Council Committees:
 - a. Audit and Budget Committee – All Members of Council.
 - b. Governance, Agenda and Priorities Committee – Councillors Boutilier, Germain, McGrath and Vinni.
 - c. Public Engagement and Communications Committee – Councillors Ault, Cardinal, Germain, and McGrath.
 - d. Rural Development Committee – Councillors Ault, Cardinal, Stroud and Vinni.
 - e. Selection Committee – Councillors Boutilier, Bussieres, Cardinal, and Vinni.
 - f. Transportation Council Committee – Councillors Ault, Germain, McGrath and Stroud.
2. THAT Councillor Cardinal be appointed to represent Council on the Wood Buffalo Housing and Development Corporation.
3. THAT Councillors Boutilier and McGrath be appointed to represent Council on the Regional Recreation Corporation.
4. THAT Council Members be appointed to represent Council on the following internal committees:
 - a. Advisory Committee on AgingCouncillor Bussieres
 - b. Communities in Bloom Committee.....Councillors Ault and Vinni
 - c. Community Identification Committee.....Councillors McGrath and Vinni
 - d. Community Services Committee.....Councillor Cardinal
 - e. Regional Advisory Committee on
Inclusion, Diversity & Equality.....Councillor Cardinal
5. THAT Council Members be appointed to represent Council on the following external committees:
 - a. ALPAC Landscape Advisory CommitteeCouncillor Stroud
 - b. Inter-City Forum on Social PolicyCouncillor Cardinal
 - c. Senior Citizens Liaison PersonCouncillor Meagher
 - d. Veterans Memorial Highway Association Councillors Ault and Stroud

Summary

The Municipality's Procedure Bylaw requires that the appointment of Council Members to Council Committees and Special Purpose Bodies on which Council has representation be dealt with during the annual Organizational Meeting.

Background:

Both the Municipal Government Act and the Municipality's Procedure Bylaw require that Council hold an annual organizational meeting within 2 weeks 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 boards and committees.

Council representation is required on Council Committees (Audit and Budget Committee; Governance, Agenda and Priorities Committee; Public Engagement and Communications Committee; Rural Development Committee, Selection Committee; and Transportation Committee), Part 9 Corporations (Wood Buffalo Housing and Development Corporation), Non-Profit Organizations (Regional Recreation Corporation) and a number of other internal committees which are established by bylaw or policy. In addition to the above, four external committees have requested Council representation on their respective committees.

Rationale for Recommendations:

Appointments to all boards and committees are reviewed and determined by resolution on an annual basis.

Administration conducted a review of the time requirements and meeting schedule of each of the 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.

Administration has also solicited Council's input on their appointment preferences and their feedback is represented in the above administrative recommendations.



Subject: 2014-2015 Council Schedule

APPROVALS:

David Leflar, Director
Brian Moore, Acting 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.
2. THAT Audit and Budget Committee meetings be held on the first and third Tuesday of each month in the Jubilee Centre Council Chamber; and that Rural Development Committee meetings be held on the fourth Tuesday of each month in the Jubilee Centre Council Chamber, at a time to be determined by the Chair.
3. THAT 2015 Community Engagement Initiatives be held in Anzac, Fort Chipewyan and Fort MacKay, at a date to be determined in consultation with community leaders.
4. THAT a Summer Recess be held from July 15, 2015 – August 23, 2015, and a Christmas Recess be held from December 9, 2015 – January 10, 2016.

Summary:

The Municipality's Procedure Bylaw 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 2 weeks of the third Monday in October. One of the issues that must be addressed at the organizational meeting is the setting of Council's regular 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 Council 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.

Currently the Audit and Budget Committee meets bimonthly on the 1st and 3rd Tuesday of each month at 4:00 p.m., and the Rural Development Committee meets once per month on the 4th Tuesday of each month. Of the created Council Committees, these two have the most frequent

regular meetings, and administration is seeking direction from Council in affirming a formal schedule for these two Committees.

The community engagement model has provided a means of engaging residents in the various rural communities in the region; therefore, Council wishes to schedule community engagement functions in 2015 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. The proposed 2015 host communities are Anzac, Fort Chipewyan, and Fort MacKay.

Recess periods are typically scheduled upon Council approval during the summer months and the Christmas holidays. In the event that an urgent issue should arise during a scheduled recess period, Council would still have the option of scheduling a special meeting to deal with the matter.