



REGIONAL MUNICIPALITY
OF **WOOD BUFFALO**

Council Organizational Meeting

Jubilee Centre Council Chamber
9909 Franklin Avenue, Fort McMurray

Tuesday, October 25, 2011
*Approximately 8:00 p.m.

Agenda

Call to Order

Adoption of Agenda

Reports

1. 2011 – 2012 Council Schedule
2. 2011 – 2012 Deputy and Acting Mayor Roster
3. 2011 – 2012 Committee Representation

Adjournment

** Organizational Meeting to begin once the regularly scheduled Council Meeting adjourns*

Subject: 2011-2012 Council Schedule

APPROVALS:

Elsie Hutton, Acting Chief Administrative Officer
Kelly Kloss, Divisional Manager
Surekha Kanzig, Chief Legislative Officer

Administrative Recommendation(s):

1. THAT regular Council meetings be held in the Jubilee Centre Council Chamber, at 6:00 p.m. on the second and fourth Tuesday of each month, with the exception of September 25, 2012.
2. THAT Council meetings conclude at 10:00 p.m., unless a resolution is passed to extend the meeting.
3. THAT 2012 Community Engagement Initiatives be held in Conklin, 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 11, 2012 – August 26, 2012, and a Holiday Recess be held from December 12, 2012 – January 6, 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 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.

The 2012 Alberta Urban Municipalities Association (AUMA) Convention is scheduled to be held from Wednesday, September 26, 2012 to Friday, September 28, 2012, inclusive and in order to facilitate attendance by Council Members, it is recommended that the September 25, 2012 meeting be cancelled.

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 2012 host communities would be Conklin and Fort MacKay.

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: 2011-2012 Deputy and Acting Mayor Roster**APPROVALS:**

Elsie Hutton, Acting Chief Administrative Officer
Kelly Kloss, Divisional Manager
Surekha Kanzig, Chief Legislative Officer

Administrative Recommendation:

THAT the following Deputy and Acting Mayor roster be adopted for the period November 1, 2011 until October 31, 2012:

- November 1, 2011 – January 31, 2012 Deputy Mayor Allen; Acting Mayor Thomas;
- February 1, 2012 – April 30, 2012 Deputy Mayor Scott; Acting Mayor Germain;
- May 1, 2012 – July 31, 2012 Deputy Mayor Meagher; Acting Mayor Blair;
- August 1, 2012 – October 31, 2012 Deputy Mayor Thomas; 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 recommendation.

Subject: 2011-2012 Committee Representation

APPROVALS:

Elsie Hutton, Acting Chief Administrative Officer
 Kelly Kloss, Divisional Manager
 Surekha Kanzig, Chief Legislative Officer

Administrative Recommendation(s):

1. THAT Mayor Blake and Councillors Allen, Kirschner, Scott and Stroud 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 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, Kirschner and Vinni.
4. 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 Allen
 - Leadership Wood Buffalo Councillor Thomas
 - 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 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, Part 9 Corporations, 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 Recommendation(s):

A comprehensive review was conducted 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, which 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 Councillor Scott was appointed to the Wood Buffalo Housing and Development Corporation, therefore, no new appointments for either of these are required at this time.