



REGIONAL MUNICIPALITY  
OF **WOOD BUFFALO**

## **Council Organizational Meeting**

Jubilee Centre Council Chamber  
9909 Franklin Avenue, Fort McMurray

Tuesday, October 27, 2009

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### **Agenda**

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

**Adoption of Agenda**

**Reports**

1. 2010 Council Schedule
2. Council Committee Representation – 2009/2010
3. Deputy and Acting Mayor Rosters – 2009/2010

**Adjournment**

**Subject: 2010 Council Schedule**

**APPROVALS:**

Surekha Kanzig, Chief Legislative Officer  
Kevin Greig, Deputy Chief Administrative Officer  
Kelly Kloss, Acting Chief Administrative Officer

**Administrative Recommendation(s):**

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 2010 Community Engagement Initiatives be held in Fort MacKay, Fort Chipewyan and Janvier, at a date to be determined by community leaders.
3. THAT a Summer Recess be held from July 14, 2010 – August 22, 2010, and a Holiday Recess be held from December 15, 2010 – January 9, 2011.

**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 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, as recommended by the Community Services Department.

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 the scheduling of meetings, recess periods and community engagements, and their feedback is represented in the recommendations.

**Subject: Council Committee Representation – 2009/2010**

**APPROVALS:**

Surekha Kanzig, Chief Legislative Officer  
 Kevin Greig, Deputy Chief Administrative Officer  
 Kelly Kloss, Acting Chief Administrative Officer

**Administrative Recommendation(s):**

1. THAT Councillor Germain be appointed to represent Council on the MacDonalD Island Park Corporation.
  
2. THAT Council Members be appointed to represent Council on Council Committees, as follows:
  - Communities In Bloom Committee ..... Councillors Byron and Meagher
  - Community Identification Committee ..... Councillors Byron and Meagher
  - Community Services Advisory Committee ..... Councillor Blair
  - Regional Advisory Committee on Inclusion, Diversity and Equality ..... Councillor Blair
  - Selection Committee ..... Councillors Allen, Germain 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
  - Inter-City Forum on Social Policy ..... Councillor Clarkson
  - Leadership Wood Buffalo ..... Councillor Clarkson
  - 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 to ensure that Council is fully informed of the mandate and obligations of members. This information has been reviewed by Council.

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 (2007-2010) therefore, no appointments are required to be made at this time.

**Subject: Deputy and Acting Mayor Appointments – 2009/2010****APPROVALS:**

Surekha Kanzig, Chief Legislative Officer  
Kevin Greig, Deputy Chief Administrative Officer  
Kelly Kloss, Acting Chief Administrative Officer

**Administrative Recommendation(s):**

THAT the following Deputy and Acting Mayor Roster be adopted for the period November 1, 2009 until October 31, 2010:

- November 1, 2009 – January 31, 2010 Deputy Mayor Meagher; Acting Mayor Clarkson;
- February 1, 2010 – April 30, 2010 Deputy Mayor Germain; Acting Mayor Allen;
- May 1, 2010 – July 31, 2010 Deputy Mayor Allen; Acting Mayor Vyboh;
- August 1, 2010 – October 31, 2010 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 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.