



Organizational Meeting
Council Chambers
October 22, 2018 at 5:30 p.m.

1. **Meeting To Order**
2. **Assignment of Seating**
3. **Deputy Mayor Appointment**
3.1 RFD Deputy Mayor Appointment - Page 1
4. **Signing Authority**
4.1 RFD Appointment of Signing Authority - Page 2
5. **Schedule of Meetings**
5.1 RFD 2018 and 2019 Regular Meeting Calendars - Page 3
6. **Council Committee Appointments**
6.1 RFD 2018 – 2019 Committee Appointments - Page 6
7. **Revert to Regular Council Meeting**

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REQUEST FOR DECISION

COUNCIL DATE: October 22, 2018 (Organizational Meeting of

Council) SUBJECT: Deputy Mayor Appointment

ORIGINATING DEPARTMENT: Legislative Services

AGENDA ITEM: 3.1

BACKGROUND/PROPOSAL:

Re: Municipal Government Act (MGA)

Deputy and acting chief elected officials

152(1) A council must appoint one or more councillors as deputy chief elected official so that

- (a) only one councillor will hold that office at any one time, and
- (b) the office will be filled at all time.

(2) A deputy chief elected official must act as the chief elected official

- (a) when the chief elected official is unable to perform the duties of the chief elected official, or
- (b) if the office of chief elected official is vacant.

(3) A council may appoint a councillor as an acting chief elected official to act as the chief elected official

- (a) if both the chief elected official and the deputy chief elected official are unable to perform the duties of the chief elected official, or
- (b) if both the office of chief elected official and the office of deputy chief elected official are vacant.

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ADMINISTRATION RECOMMENDATIONS:

That the Town of Sundre Council appoint a Deputy Mayor, effective immediately, and that this appointment be in effect until the 2019 Organizational Meeting of Council.

MOTION:

The Town of Sundre Council appoints _____ (a Councillor) to the position of Deputy Mayor, effective immediately, and that this appointment be in effect until the 2019 Organizational Meeting of Council.

Date Reviewed: <u>October 18, 2018</u> CAO: <u>Amie Nelson</u>
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REQUEST FOR DECISION

COUNCIL DATE: October 23, 2017 (Organizational Meeting of Council)

SUBJECT: Appointment of Signing Authorities

ORIGINATING DEPARTMENT: Corporate Services

AGENDA ITEM: 4.1

BACKGROUND/PROPOSAL:

Identification of approved designated administrative signatories is required for signing documents which will legally bind the Town.

MOTION:

That the Town of Sundre Council appoint Mayor Terry Leslie, and Deputy Mayor _____, along with the Chief Administrative Officer, Linda Nelson, and the Acting Director of Corporate Services, Chris Albert, as signing authorities for the Town of Sundre and;

That the Town of Sundre Council directs Administration to remove Vic Pirie, former Director of Finance and Administration, as a signing authority.

Date Reviewed: October 18, 2018 CAO: Linda Nelson



REQUEST FOR DECISION

COUNCIL DATE: October 22, 2018 (Organizational Meeting of Council)

SUBJECT: 2018 and 2019 Regular Council Meeting Calendars

ORIGINATING DEPARTMENT: Legislative Services

AGENDA ITEM: 5.1

BACKGROUND/PROPOSAL:

During the Organizational Meeting Council reviews the current Council Meeting information reflected on the November and December Meeting Calendars and recommends any changes to the Council Meeting dates. Additionally, Administration provides Council with the Meeting Calendar for the upcoming new year for review and the assignment of Council Meeting dates.

ADMINISTRATION RECOMMENDATIONS:

That Council review the 2018 Meeting Calendar to recommend any changes to the November and December 2018 Council Meeting dates, and that Council provide the Council Meeting dates for the 2019 Meeting Calendar for approval.

MOTION:

That the Town of Sundre Council provide and approve the Council Meeting dates for the balance of 2018.

That the Town of Sundre Council provide and approve the Council Meeting dates for the 2019 Meeting Calendar.

ATTACHMENTS:

2018 Council Meeting Calendar (November & December)

2019 Council Meeting Calendar

Town of Sundre Meeting Calendar 2018

November						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Town of Sundre Meeting Calendar 2019

January						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April						
S	M	T	W	TH	F	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May						
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19	20	21	22	23	24	25
26	27	28	29	30	31	

June						
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23	24	25	26	27	28	29
30						

July						
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August						
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September						
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22	23	24	25	26	27	28
29	30					

October						
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27	28	29	30	31		

November						
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					1	2
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

December						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Council Meeting
Holidays
Council Hiatus
Holidays
New Year's Day - Jan 1
Family Day - Feb 18
Good Friday - April 19
Easter Monday - Apr 22
Victoria Day - May 20
Canada Day - July 1
Council Hiatus - July 2 - Aug 30
Heritage Day - Aug 5
Labour Day - Sept 2
Thanksgiving - Oct 14
Remembrance Day - Nov 11
Council Hiatus - Dec 16 - Jan 2
Christmas Day - Dec 25
Boxing Day - Dec 26



REQUEST FOR DECISION

COUNCIL DATE: October 22, 2017 (Organizational Meeting of Council)

SUBJECT: 2018 - 2019 Committee Appointments

ORIGINATING DEPARTMENT: Legislative Services

AGENDA ITEM: 6.1

BACKGROUND:

During the Organizational Meeting each year Council members are appointed to Committees and Boards for a one-year term, or as otherwise stated. Appointments become effective on the date of the approved Motion.

DISCUSSION:

In the Agenda package for this meeting, Council will receive a copy of the 2017 to 2018 Council Committees and Boards Listing (Schedule "A") for review and reference purposes. Additionally, Legislative Services will provide feedback received from Council Members pertaining to their current committee appointments, specifically the information regarding frequency, location and time commitments (Feedback List).

The following were additional comments received from Council Members:

Mayor Leslie suggests removing the *Hospital Liaison Committee* appointment and adding the *Hospital Futures Committee* because he receives invitations to this Committee. He indicates that he is passionate about his commitment to this Committee and would like to continue his appointment.

Councillor Preston indicates that she wishes to continue her appointment with the *Sundre Municipal Emergency Management Committee*.

During the Council Meeting of October 15, 2018, Council received correspondence from Sundre Coordinated Community Response and supported that this item be included for Council's consideration of an appointment of a Council Member to their Committee during the Organizational Meeting.

To ensure we meet requirements, Administration requests Council to approve of the new 2018 to 2019 Council Committees and Boards Listing, as per the Motion below.

MOTION:

That the Town of Sundre Council, during the Organizational Meeting of October 22, 2018, moves to appoint Council members to the Council Committees and Boards identified as the new 2018 to 2019 Council Committees and Boards Listing, for a one-year term, or as otherwise stated.

ATTACHMENTS:

2017 to 2018 Committees and Boards Listing - Schedule "A" (for review if required).
Feedback List (spreadsheet)

Date Reviewed: October 17, 2018 CAO: Andre Nebe

2017-2018 Appointments of Committees
Schedule "A"

Central Alberta Economic Partnership: Councillor Dalke

Central Alberta Mayors' Meetings: Mayor Leslie and Deputy Mayor Funke

Citizens on Patrol: Councillor Funke

Council Policies and Bylaw Review Committee: Councillors: Funke, Preston, Wolfe, CAO

Downtown Area Revitalization: Councillor Wolfe

Fire Advisory Committee: Councillors: Warnock, Funke, and CAO

Greenwood Neighbourhood Place/FCSS: Councillors: Dalke, alternate Wolfe

Hospital Liaison: Mayor Leslie, Councillors: Preston, alternate Isaac

ICF/IDP Committee: Mayor Leslie, Councillors: Funke, Warnock

Intermunicipal Planning Commission: Mayor Leslie, Deputy Mayor Funke, alternate Wolfe

Mountain View Regional Waste Management Commission (MVRWMC): Mayor Leslie, alternate Preston

Mountain View Seniors' Housing: Councillor Warnock, alternate Funke

Municipal Area Partnership: Mayor Leslie and CAO

Municipal Library Board: Councillor Dalke

R.C.M.P. Liaison: Mayor Leslie, and CAO

Red Deer River Municipal Users Group (RDRMUG): Mayor Leslie, alternate Warnock

Red Deer River Watershed Alliance (RDRWA): Mayor Leslie, alternate Warnock

Rural Physicians Action Plan Committee: Councillor Isaac, alternate Preston

Sundre and District Aquatic Society: Councillor Preston

Sundre and District Chamber of Commerce: Councillor Wolfe

Sundre and District Historical Society: Councillor Funke

Sundre Forest Products/West Fraser (Public Involvement Round Table): Councillor Isaac, alternate Dalke

Sundre Schools Liaison: Deputy Mayor Funke, alternate Dalke

Sundre Municipal Emergency Management Committee: Councillor Preston, alternate Funke

Sundre Petroleum Operators Group (S.P.O.G.): Councillor Preston, alternate Funke

Sustainability / Vision for Sundre Committee: Councillors: Isaac, Funke, and CAO

Committee Name	No. of Reps	Frequency	Location	Time / Length	Commitment - Monthly	Comments
Central Alberta Economic Partnership	1	Monthly		Day Time		Jon Allan has been attending
Central Alberta Mayors' Meetings	2	4-5 times/year	Red Deer	Wednesday evenings 4-5 hours	16 - 25 hours plus travel time	
Citizens on Patrol	1	Monthly		Evening	1 hour	
Council Policies and Bylaw Review	3 & CAO	As required	Town Office	Council's choice of time	1-3 hours	Committee of Council
Downtown Area Revitalization	1	Monthly	Town Office	Council's choice of time	2 hours	Committee of Council
Fire Advisory Committee	1 & 1 alternate	Quarterly		Evening	2-3 hours	**Next meeting scheduled February 26, 2019
Greenwood Neighbourhood Place/FCSS	1 & 1 alternate	Monthly	Community Centre	Evening	2-3 hours	
Hospital Liaison	2 & 1 alternate	Drop in once or twice yearly	Some out of town meetings	Day time	fluctuates	There is a need for various day meetings with varying monthly to quarterly commitments
ICF/IDP	3	As required every month - 6 weeks	Town Office	Council's choice of time		Committee of Council. Further day time commitments necessary for meeting prep.
Intermunicipal Planning Commission	2 & 1 alternate	Not met		Council's choice of time		Committee of Council. Day time meetings will be required.
Mountain View Regional Waste Management Commission (MVRWMC)	1 & 1 alternate	Monthly	Olds or MVC Office	Day Time 1-3 meetings		Commission considering quarterly meetings
Mountain View Seniors' Housing	1 & 1 alternate	5 meetings/year		Thursday Evenings 6:30 - 9:00 p.m.		Additionally, Board member is required to sit on 2 committees. Each committee/ 5 meetings per year. **Next meeting scheduled November 29, 2018
Municipal Area Partnership (MAP)	Mayor & CAO	4-5 times/year	MVC Office	Day Time		
Municipal Library Board	1	Monthly	Community Centre	Day Time	1.5 - 2 hours	
R.C.M.P. Liaison	Mayor & CAO	1-2 meetings/year		Day Time		Meetings at the call of detachment commander

Committee Name	No. of Reps	Frequency	Location	Time / Length	Commitment - Monthly	Comments
Red Deer River Municipal Users Group (RDRMUG)	1 & 1 alternate	5-6 times/year	Drumheller	Day Time		Executive Committee meets 10:30 a.m. - 12:00 p.m., Regular Meeting 1:00 p.m. - 3:00 p.m.
Red Deer River Watershed Alliance (RDRWA)	1 & 1 alternate	5-6 times/year	Red Deer	Day Time		No meetings attended
Rural Physicians Action Plan	1 & 1 alternate			Day Time		No meetings since last election
Sundre and District Aquatic Society	1	Monthly		Evening	2 hours	Plus additional volunteering activities, eg. Golf tournament
Sundre and District Chamber of Commerce	1	Monthly	VIC	Evening	3 hours	
Sundre Forest Products/West Fraser	1 & 1 alternate					No info received
Sundre Schools Liaison	1 & 1 alternate	As required		Day Time		
Sundre Municipal Emergency Management	1 & 1 alternate	As required		Council's choice of time	fluctuates	Committee of Council
Sundre Petroleum Operators Group (SPOG)	1 & 1 alternate	Monthly		Day Time	3 hours	Additional activities / evening presentations