Organizational Meeting
Council Chambers
October 20, 2014 at 6:00 p.m.

1. Call to Order **6:00 p.m.**

2. Modification to or Adoption of Agenda

2.1

3. New Business

3.1 Schedule of 2015 Regular Meetings
3.2 Appointment of Deputy Mayor
3.3 Appointment of Signing Authorities
3.4 Appointment of Committees of Council
3.5 Appointment of SDAB Members
3.6 Appointment of MPC Members

4. Adjournment

Town of Sundre Meeting Calendar 2015

Council
Workshops
MPC
Holidays
Hiatus
Payday

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

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March

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29	30	31				

April

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12	13	14	15	16	17	18
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26	27	28	29	30		

May

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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June

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28	29	30				

July

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26	27	28	29	30	31	

August

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23	24	25	26	27	28	29
30	31					

September

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27	28	29	30			

October

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18	19	20	21	22	23	24
25	26	27	28	29	30	31

November

S	M	T	W	TH	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

December

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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Holidays

January 1:
New Year's Day

February 16:
Family Day

April 3:
Good Friday

April 6:
Easter Monday

May 18:
Victoria Day

July 1:
Canada Day

July 7 - August 28:
Council Hiatus
Tentative

August 3:
Heritage Day

September 7:
Labour Day

October 12:
Thanksgiving Day

November 11:
Remembrance Day

December 22 - 31
Council Hiatus

December 25:
Christmas Day

December 26:

Boxing Day

REQUEST FOR DECISION

COUNCIL DATE: October 28, 2013 **AGENDA ITEM:** 3.2

SUBJECT: Appointment of the Deputy Mayor

ORIGINATING DEPARTMENT: Legislative Services

MOTION:
The Town of Sundre Council appoints _____(a Councillor) to the position of Deputy Mayor effective immediately until the October 2014 Organizational Meeting.

BACKGROUND/PROPOSAL:

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 times.

(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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REVIEWED AND APPROVED FOR SUBMISSION TO COUNCIL

Submitted By: Anne-Marie Wolfe Date: October 22, 2013

CAO Approval: Doug Wright Date: October 25, 2013

REQUEST FOR DECISION

COUNCIL DATE: October 20, 2014 **AGENDA ITEM:** 3.3

SUBJECT: Appointment of Signing Authorities

ORIGINATING DEPARTMENT: Corporate Services

MOTION:
That Town of Sundre Council appoint the Mayor Terry Leslie and Councillor _____ along with the CAO, Dave Dubauskas, and Director of Corporate Services, Wanda Watson-Neufeld and the Director of Operational Services, David Hill as signing authorities for the Town of Sundre.

ALTERNATIVE ACTIONS:
The Town of Sundre Council moves to defeat the above motion.

BACKGROUND/PROPOSAL:
A designated Administrative signatory is used for the following reasons: 1) To negotiate and sign contracts/agreements, 2) to sign accounts payable cheques over $30,000, 3) to approve payroll, 4) to approve accounts payable entry 5) grant applications, 6) statistical and environmental reports and 7) have rights to phone the bank and recommend transfers.

Which designated signatory is used when?

1) Contracts/Agreements – Typically are signed by the CAO but if unavailable will be signed by DCS. DOS will sign if both are unavailable.

2) Finance related items such as bank transfers, cheques, payroll, grant applications – Signed by DCS. If unavailable signed by CAO. If both are unavailable the DOS signs. DOS signs as program engineer on grant applications.

3) Accounts Payable – DOS approves all Public Works invoices; DCS approves all other invoices and all Capital Public Works invoices. CAO would approve these should the DCS not be available.

4) Statistical and Environmental Reports – DOS will sign Water and Waste Water reports, DCS will sign financial and municipal reports. In the absence of either the DOS or DSC, the CAO will sign these types of reports. It is imperative that these reports be signed by the person filling out and understanding the report as most reporting agencies will call to verify and clarify information and they always call the signatory. Examples of these reports are: Statistics Canada reporting on Gas Capital and other financial details, Environment Canada and water sampling, Municipal Affairs - Municipal statistical and tax information.

DISCUSSION/OPTIONS:
None

COSTS/SOURCE OF FUNDING:
None

ATTACHMENTS:
None

REVIEWED AND APPROVED FOR SUBMISSION TO COUNCIL

Submitted By: Wanda Watson-Neufeld Date: October 20, 2014

CAO Approval: Dave Dubauskas Date: October 20, 2014

REQUEST FOR DECISION

COUNCIL DATE: October 20, 2014 **AGENDA ITEM:** 3.4

SUBJECT: Appointment of Committees of Council

ORIGINATING DEPARTMENT: Council

MOTION:
Town of Sundre Council moves to appoint Council members to the committees and boards shown in the attached list for a one-year term.

ALTERNATIVE ACTIONS:
The Town of Sundre Council provides alternative appointments to the committees and boards.

BACKGROUND/PROPOSAL:
Council is appointed to Committees and Boards each year during the Organizational Meeting for a one-year term.

DISCUSSION/OPTIONS:
None

COSTS/SOURCE OF FUNDING:
None

ATTACHMENTS:
Committees and Boards Appointments List for 2013

REVIEWED AND APPROVED FOR SUBMISSION TO COUNCIL
Submitted By: Karla Eagles Date: October 20, 2014

CAO Approval: Date: October 20, 2014

Central Alberta Economic Partnership	Mayor Leslie, Councillor Orr	One Council Member and One Alternate
Central Alberta Mayors' Meetings	Mayor Leslie, Deputy Mayor Isaac	Mayor and Deputy Mayor as Alternate
Corridor Enhancement Committee	Councillors Vardas and Jordan	One Council Member
*Economic Development Committee	This Committee is On Hold for another Year (as of 2013)	
Fire Advisory Committee	Councillors Jordan and Isaac	One Council Member
Greenwood Area Planning Partnership	Mayor Leslie and Councillors Isaac and Jordan	Mayor and 2 Council Members
Greenwood Neighbourhood Place/FCSS	Councillors McFadden and Thompson	One Council Member
Hospital Liaison	Mayor Leslie and Councillor Isaac	
Intermunicipal MOA Committee	Mayor Leslie and Councillors Jordan and Isaac	
Intermunicipal Planning Commission	Mayor Leslie and Councillor Thompson	
Intermunicipal Subdivision and Development Appeal Board	Councillors Thompson and Jordan	Two Council Members
Mountain View Regional Emergency Management Agency	Mayor Leslie and Councillor Jordan; Councillor Thompson as alternate	One Council Member
Mountain View Regional Waste Management Commission	Councillors McFadden and Isaac	One Council Member and one Alternate
Mountain View Seniors' Housing	Mayor Leslie and Councillor McFadden	One Council Member

Municipal Area Partnership	Mayor Leslie and Councillors Orr and Vardas	One Council Member
Municipal Library Board	Councillors McFadden and Orr	One Council Member
Municipal Planning Committee	Councillors Vardas, Isaac and Orr	5 Council Members
Parkland Regional Library Board	Councillors McFadden and Orr	One Council Member
Red Deer River Municipal Users Group	Mayor Leslie and Councillor Thompson	One Council Member
R.C.M.P. Liaison	Mayor Leslie, CAO and Councillor McFadden	
Sundre and District Aquatic Society	Councillor Jordan and Mayor Leslie	One Council Member and One Alternate
Sundre and District Cemetery Society	Councillor Isaac	
Sundre and District Chamber of Commerce	Councillor Vardas	One Council member and One Alternate
Sundre Petroleum Operators Group (S.P.O.G.)	Councillors Orr and McFadden	One Council Member
Sundre Schools Liaison	Mayor Leslie and Councillor Thompson	
Sundre Seniors' Housing and Care Committee	Mayor Leslie and Councillor Thompson	
Sunpine Public Involvement Round Table	Councillors Orr and Isaac	
Sustainable Sundre Committee	This committee will remain on hold for another year (2013)	
Sundre Regional Recreation Advisory Committee	Councillor Orr	One Council Member