

Organizational Meeting Council Chambers October 25, 2021 at 6:00 p.m.

1.	Oath of Office (CAO)	6:00 p.m.
2.	Call to Order	
3.	Adoption of Agenda	
4.	Assignment of Seating	Pg. 1
5.	Deputy Mayor Appointment 5.1 Appointment of Deputy Mayor	Pg. 3
6.	Signing Authority 6.1 Appointment of Signing Authorities	Pg. 4
7.	Schedule of Meetings 7.1 Schedule of 2022 Regular Meetings	Pg. 5
8.	Council Committee Appointments8.1RFD Council Committee and Boards Appointment – 2021-20228.2RFD Appointment of Public Members	Pg. 7 Pg. 15
9.	Adjournment (Open Regular Council Meeting)	



COUNCIL DATE	October 25, 2021
SUBJECT	Assignment of Seating
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	4

BACKGROUND/PROPOSAL:

Council's seating arrangement is reviewed each year in October at the annual organizational meeting.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES See attached.

ALIGNMENT WITH STRATEGIC PLAN

Strategic Plan Priority 1. Sustainable Governance

1.1 Improve communication and transparency with our stakeholders.

ALTERNATIVES:

N/A

MOTION:

N/A

Date Reviewed: October 21, 2021 CAO: donda Melson

CURRENT COUNCIL SEATING ARRANGEMENT (viewed from public gallery) October 2021 - October 2022

Councillor	Councillor	Councillor	Mayor Warnock	Councillor	Councillor	Councillor



COUNCIL DATE	October 25, 2021
SUBJECT	Deputy Mayor Appointment
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	5

BACKGROUND/PROPOSAL:

At the 2018 Organizational Meeting the following resolution was made with regards to the Deputy Mayor schedule:

Res. No. 429-18-10-22

MOVED by Councillor Warnock that the Town of Sundre Council appoints Councillors Isaac, Warnock, Funke, Dalke, Preston and Wolfe to each serve a six month Term as Deputy Mayor, effective immediately, with the rotation schedule to be re-evaluated at the 2019 Organizational Meeting.

Voted For: Mayor Leslie, Councillors: Warnock, Wolfe, Preston, Dalke Voted Against: Councillor Funke

CARRIED

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

As per the above, Council voted to re-evaluate the Deputy Mayor rotation schedule.

ALIGNMENT WITH STRATEGIC PLAN

Strategic Plan Priority 1. Sustainable Governance

1.1 Improve communication and transparency with our stakeholders.

ALTERNATIVES:

N/A

MOTION:

That Council determine the Deputy Mayor rotation schedule.

Date Reviewed: October 21, 2021

CAO: Londa Nelson



AGENDA ITEM	6.1
ORIGINATING DEPARTMENT	Corporate Services
SUBJECT	Signing Authority
COUNCIL DATE	October 25, 2021

BACKGROUND/PROPOSAL:

Section 213(4)(a) of the Municipal Government Act states:

Agreements and cheques and other negotiable instruments must be signed or authorized (a) by the chief elected official or by another person authorized by council to sign them, and (b) by a designated officer,

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

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

It is common practice that all members of Council have signing authority.

ALIGNMENT WITH STRATEGIC PLAN

Strategic Plan Goal 1: Sustainable Governance

1.1 Improve communication and transparency with our stakeholders.

ADMINISTRATION RECOMMENDATIONS:

That Council designate all of Council to have signing authority for the Town of Sundre.

MOTION:

That the Town of Sundre Council designate the following individuals to have signing authority for the Town of Sundre:

Mayor, Richard Warnock, Councillor Connie Anderson, Councillor Todd Dalke, Councillor Paul Isaac, Councillor Jaime Marr, Councillor Owen Petersen, Councillor Chris Vardas, Chief Administrative Officer Linda Nelson, and Director of Corporate Services Chris Albert.

Date Reviewed: October 21, 2021 CAO: Inda Mebon



COUNCIL DATE	October 25, 2021
SUBJECT	Schedule of Council Meetings
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	7.1

BACKGROUND/PROPOSAL:

Council approves the meeting calendar for the following year at the annual Organization meeting held in October.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

See attached.

ALIGNMENT WITH STRATEGIC PLAN

Strategic Plan Priority 1. Sustainable Governance

1.1 Improve communication and transparency with our stakeholders.

ALTERNATIVES:

That Council approve the 2022 Meeting Calendar as presented.

MOTION:

That Council approve the 2022 Meeting Calendar as presented.

ATTACHMENTS:

2022 Council Meeting Calendar

Date Reviewed: October 21, 2021	CAO:	Londa	Nelson
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7.1a

Town of Sundre Meeting Calendar 2022

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Holidays				
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Family Day - Feb 21				
Good Friday - April 15				
Easter Monday - Apr 18				
Victoria Day - May 23				
Canada Day - July 1				
Council Hiatus - July 2 - Aug 31				
Heritage Day - Aug 1				
Labour Day - Sept 5				
NDT&R - Sept 30				
Thanksgiving - Oct 10				
Remembrance Day - Nov 11				
Boxing Day - Dec 26				
In Lieu of Christmas Day - Dec 2	27			
Organizational Meeting				
Spring Workshop				
Fall Workshop				
Open House				



COUNCIL DATE	October 25, 2021
SUBJECT	Council Appointments
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	8.1

BACKGROUND/PROPOSAL:

Council members are appointed to Committees, Boards and Commissions annually at the Organizational meeting in October.

Committees, Boards and Commissions have been separated into 3 categories as noted in the attached information.

Category One is the Committees of Council. It is important for Council to rotate appointments on these committees as they are created by Council and each Councillor should have the opportunities to participate.

Category Two is Boards, Commissions or Partnerships with other Agencies.

Category Three is Organizations requesting Council Participation. Participation on these is at the discretion of Council.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

See attached.

ALIGNMENT WITH STRATEGIC PLAN

Strategic Plan Priority 1. Sustainable Governance

1.1 Improve communication and transparency with our stakeholders.

MOTIONS:

That Council appoint members of Council to the Committees identified on the Chart attached as Schedule "A".

ATTACHMENTS:

Report to Council (a) 2021-2022 Appointment List (b) Schedule "A" - Motions (c)

Date Reviewed: October 21, 2021

CAO: Londa Nelson



COUNCIL DATEOCTOBER 25, 2021SUBJECT:COMMITTEE/BOARD/COMMISSION APPOINTMENTSREPORT WRITER:CHIEF ADMINISTRATIVE OFFICER

BACKGROUND/PROPOSAL:

Councillors are appointed to Committees, Boards and Commissions for a one (1) year term annually at the Organizational Meeting.

DISCUSSION:

Committee have been separated into three categories for clarity. Each category has distinct requirements, which should be taken into consideration when deciding on Council participation. The following committees are specific to the Mayor:

- Municipal Area Partnership (MAP)
- Central Alberta Mayors Meeting
- RCMP Liaison

Committees of Council

Committees of Council are committees created by the municipality, and the committee must be established by Bylaw. The Bylaw sets out the terms of reference, which must describe at the very least the purpose of the committee, composition of the committee, duties and powers of the committee, roles and responsibilities, term, and frequency of meetings. Council may delegate some of its powers to its committees. Any powers delegated must be outlined in the bylaw establishing the committee. Many council responsibilities, such as passing bylaws or adopting the budget, cannot be delegated. A Committee of Council may be required by legislation, (such as the emergency management committee). The committee may or may not have representation by Council. Terms are for one year, and Council appointments should be on an annual rotational basis to give each Councillor an opportunity to participate. The municipality is required to advertise the committee. The committee is bound by the Council Procedural Bylaw, and the Council Code of Conduct and Ethics Bylaw. These committees do not require alternate members.

Current Committees of Council are:

- Bylaw & Policy Review Committee
- Grant Review Committee
- Sundre Emergency Management Committee
- Vision for Sundre Committee
- Sundre wellness Advocacy Committee

Boards, Commissions, or Partnerships with other Agencies/Municipalities

Boards or Commissions where municipalities are involved are independent bodies, consisting of members where some or all may be appointed by Municipal Councils.

A Board or Commission is established through legislation that specifically addresses how the leadership structure is to be organized. The majority of appointments are open to the general public, but it should be noted that the enabling legislation sometimes requires certain positions to be filled by public servants or representatives of a particular professional body. Members are appointed for a term coinciding with that of the appointing Councils, except unless otherwise dictated by legislation or there is a desire or requirement for staggered terms. Commissions or boards may request the same Councillor appointment for consistency, or where a transition may be complicated.

In the context of the Town of Sundre, Other Agencies are identified as independent bodies consisting of members where some or all are appointed by the Council, where the Municipality may contribute substantial financial contributions to the organization. Typically, this requires all parties to enter into a formal agreement.

This category also includes Committees where the Town is in a partnership arrangement with another municipality, where its members are appointed by Council, and may include Councillors and/or staff, or the public at large. These committees may or may not require alternate members.

Current Boards, Commissions, or Partnerships with other Agencies/Municipalities are:

- Sundre Emergency Management Agency (No Council Representation)
- FCSS (Greenwood Neighborhood Place)
- Sundre Municipal Library Board
- Assessment Review Boards (No Council Representation)
- Intermunicipal Subdivision & Development Review Board (No Council Representation)
- Intermunicipal Collaboration Committee
- Mountain View Seniors Housing
- Mountain View Regional Waste Commission
- Intermunicipal Planning Commission

Organizations Requesting Council Participation

Independent agencies or organizations may request Council participation/representation on their committees or boards. Representation on these committees is not mandatory, nor is there a legislated requirement for Council to represent the municipality. Council does not have authority over the terms of reference, mandate, roles and responsibilities, etc. Council representation on these committee is usually at the request of the agency/organization. Committee appointments are at Council's discretion, and should be reviewed for participation at the organizational meeting annually. Council representation on these committees or boards is essential if the municipality contributes substantial financial support to the organization. Alternate member appointments are at Council's discretion.

Current Organizations Requesting Council Participation are:

- Sundre & District Aquatic Society (Financial contribution is substantial)
- Central Alberta Economic Partnership
- Citizens on Patrol
- Sundre Search & Rescue
- Red Deer River Municipal Users Group
- Red Deer River Watershed Alliance
- Sundre & District Chamber of Commerce
- Sundre & District Historic Society
- Sundre Forest Products/West Fraser
- Sundre School Liaison
- Sundre Petroleum Operators Group
- Sundre Coordinated Community Response

ALIGNMENT WITH STRATEGIC PLAN

Council participation on Committees, Boards and Commissions aligns with the following Strategic Plan Priorities:

- 1.1 Improve communication and transparency with our stakeholders.
- 3.3 Continue to work with and value community groups.
- 6.1 Build upon and improve our relationships with our regional partners.

MOTION:

That Council Appoint members of Council to the Committees identified on the Chart attached as <u>Schedule "A"</u>

Linda Nelson, CLGM, CTAJ, EMR Chief Administrative Officer

Date Reviewed: October 21, 2021 CAO:	Londa	Nebon
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2021-2022 Council Appointments

Committees of Council

	Oct. 2021 to Oct. 2022	
Committees of Council	Member(s)	Meetings / Time Commitment
Bylaw & Policy Review Committee	All Members of Council	As required
Events and Festivals Committee	1 Council Member	As required
Grant Review Committee	3 Councillors	As required
Sundre Emergency Management	All Members of Council	As required
Advisory Committee		
Vision for Sundre	1 Councillor Dalke	As required
Sundre Wellness Advocacy	Mayor	Normally meet during regular
Committee	1 Councillor	business hours on a weekday, on
	2 MVC Councillors	such dates and locations as
		determined at the discretion of the
		committee

Boards, Commissions, or Partnerships with other Agencies

	Oct. 2021 to Oct. 2022	
Boards/Commissions/Partnership s	Member & Alternate	Meetings / Time Commitment
FCSS (Greenwood Neighbourhood Place)	1 Councillor	1 st Wednesday every month, approx. 2 hours
	Alternate:	
Sundre Municipal Library Board	1 Councillor	1 meeting per month, Daytime, approx. 1 – 3 hours
	Alternate:	
Assessment Review Board	(No Council Representation)	
Intermunicipal Subdivision & Development Review Board	(No Council Representation)	
Intermunicipal Collaboration Committee	Mayor	As required
	2 Councillors:	
Mountain View Seniors' Housing	1 Councillor	1 monthly meeting (except July & Dec.), Evening 6:30 pm, approx. 1 –
	Alternate:	3 hours, ASHA Conference – 3 days in November; possible daytime subcommittee meetings as required.
Mountain View Regional Waste Management Committee	1 Councillor	1 monthly meeting, approx. 5-6 hours daytime; possible
	Alternate: Councillor Preston	subcommittee meeting as required, approx. 4-5 hours daytime.
Intermunicipal Planning Commission	2 Councillors	As required, normally daytime, notification from MVC.

Organizations	Oct. 2021 to Oct. 2022	Meetings / Time Commitment
Sundre & District Aquatic Society	1 Councillor	1 monthly meeting, evenings 2 – 3 hours
	Alternate:	
Central Alberta Economic Partnership	1 Councillor	June AGM & Fall General Meeting
Citizens on Patrol	1 Councillor	3^{rd} Thursday per month at 7 p.m. for approx. $1 - 1 \frac{1}{2}$ hrs., yearly AGM in October
Sundre Search & Rescue	1 Councillor	1 st Wednesday / per month, 7-10 p.m. Council Chambers (subject to change)
Sundre Hospital Futures Advisory Committee	1 Councillor	Once a month, evenings Yearly fund raiser - Gala
Red Deer River Municipal Users Group	1 Councillor Alternate:	1 per month, 5 – 6 hours afternoon
Red Deer River Watershed Alliance	1 Councillor	1 meeting per month,
	Alternate:	9 - Noon
Sundre & District Chamber of Commerce	1 Councillor	2 nd Wednesday per month, 7:00 p.m. at VIC
	Alternate:	
Sundre & District Historical Society	1 Councillor	3 rd Tuesday per month at 7:00 p.m. at Museum
	Alternate:	
Sundre Forest Products/West Fraser	1 Councillor	Bi-monthly, 2 -3 hrs. evenings, alternating between RMH and Sundre
Sundre School Liaison	1 Councillor	On request
Sundre Petroleum Operators Group	1 Councillor	2 nd Wednesday Monthly, 2 -3 hrs. (except Aug. & Dec.)
Sundre Coordinated Community Response	1 Councillor	No Information

Organizations Requesting Council Participation (Not Mandatory)

APPOINTMENT OF PUBLIC MEMBERS TO COMMITTEES or BOARDS

Parkland Regional Library Board: Mrs. Patricia Toone until the organizational meeting in 2022.

Intermunicipal Subdivision & Development Board (regional): Mike Beukeboom & Shelley Kohut (2-year term ending in October 2022)



Schedule "A"

That the Town of Sundre Council appoint Councillor ______, Councillor _____, and Councillor ______, to the Grant Review Committee for a one-year term, 2021-2022.

That the Town of Sundre Council appoint Councillor _______ to the Vision for Sundre Committee for a one-year term, 2021-2022.

That the Town of Sundre Council appoint Councillor ______ and Councillor ______ as Alternative, to the FCSS (Greenwood Neighbourhood Place) Board for a one-year term, 2021-2022.

That the Town of Sundre Council appoint Councillor ______ and Councillor ______ as Alternative, to the Sundre Municipal Library Board for a one-year term, 2021-2022.

That the Town of Sundre Council appoint the Mayor, Councillor _____, and Councillor _____, to the Intermunicipal Collaboration Committee for a one-year term, 2021-2022.

That the Town of Sundre Council appoint Councillor ______ and Councillor ______as Alterative, to Mountain View Seniors' Housing for a one-year term, 2021-2022.

That the Town of Sundre Council appoint Councillor _____, and Councillor ______, as Alternative, to the Mountain View Regional Waste Management Committee for a one-year term, 2021-2022.

That the Town of Sundre Council appoint Councillor _____, and Councillor _____, and Councillor _____, to the Intermunicipal Planning Commission for a one-year term, 2021-2022.

That the Town of Sundre Council appoint Councillor _____, and Councillor _____, as Alternative, to the Sundre & District Aquatic Society for a one-year term, 2021-2022.

That the Town of Sundre Council appoint Councillor ______ as the Liaison between Council and the Central Alberta Economic Partnership for a one-year term, 2021-2022.

That the Town of Sundre Council appoint Councillor ______ to Citizens on Patrol for a one-year term, 2021-2022.

That the Town of Sundre Council appoint Councillor ______ to Sundre Search & Rescue for a one-year term, 2021-2022.



That the Town of Sundre Council appoint Councillor ______ and Councillor ______ as Alternative, to the Red Deer River Municipal Users Group for a one-year term, 2021-2022.

That the Town of Sundre Council appoint Councillor ______ and Councillor ______ as Alternative, to Red Deer River Watershed Alliance for a one-year term, 2021-2022.

That the Town of Sundre Council appoint Councillor ______ and Councillor ______ as Alterative, to the Sundre & District Chamber of Commerce for a one-year term, 2021-2022.

That the Town of Sundre Council appoint Councillor ______ and Councillor ______ as Alternative, to the Sundre & District Historical Society for a one-year term, 2021-2022.

That the Town of Sundre Council appoint Councillor _____ to Sundre Forest Products / West Fraser for a one-year term, 2021-2022.

That the Town of Sundre Council appoint Councillor ______ as Sundre School Liaison for a one-year term, 2021-2022.

That the Town of Sundre Council appoint Councillor ______ to the Sundre Petroleum Operators Group for a one-year term, 2021-2022.

That the Town of Sundre Council appoint Councillor ______ to Sundre Coordinated Community Response for a one-year term, 2021-2022.



COUNCIL DATE	October 25, 2021
SUBJECT	Appointment of Public Members
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	8.2

BACKGROUND/PROPOSAL:

The Town of Sundre Council appoints a representative to Parkland Regional Library Board each year at the Organizational Meeting.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

In an email dated October 21, 2021, Pat Toone stated she would like to remain as Council's representative on the Parkland Regional Library Board for one more year, with the term ending in October 2022.

ALIGNMENT WITH STRATEGIC PLAN

Strategic Plan Priority 1. Sustainable Governance

1.1 Improve communication and transparency with our stakeholders.

Strategic Plan Priority 3. Community Well-being

3.3 Continue to work with and value community groups.

MOTION:

That the Town of Sundre Council appoint Pat Toone to the Parkland Regional Library Board for a term ending at the Organizational meeting in October 2022.

ATTACHMENTS:

Copy of October 21, 2021 email.

Date Reviewed: October <u>2</u> , 2021	CAO: Amide Maba	
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------ Forwarded message ------From: Pat Toone <gptoone@telusplanet.net> To: annemarir.j@sundre.com

To: anner Cc:

Bcc:

Date: Thu, 21 Oct 2021 12:53:39 -0600

Subject: Trustee appoint to Parkland Regional Library Board

Anne Marie, I'm writing to submit my name to be appointed as a Trustee to the Parkland Regional Library Board. I have been your Trustee for the last 2 years. The Parkland Board would like every Municipality to submit an alternative Trustee at this time. Our next meeting is November 4, 2021. There is 4 meetings a year in Lacombe. This year we have been doing zoom meetings. There are some committees you can be a part of which the municipality would pick up some the costs.

Please consider me again. Thankyou Pat Toone