



Organizational Meeting
Council Chambers
October 24, 2016 at 6:00 p.m.

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

2. **Modification to or Adoption of Agenda**
 - 2.1

3. **Adoption of 2014 Minutes**
 - 3.1 October 26, 2015 Organizational Meeting Minutes

4. **New Business**
 - 4.1 Schedule of 2017 Regular Meetings
 - 4.2 Appointment of Deputy Mayor
 - 4.3 Appointment of Signing Authorities
 - 4.4 Appointment of Committees of Council
 - 4.5 Appointment of SDAB Members
 - 4.6 Appointment of MPC Members

5. **Adjournment**

MINUTES OF THE ORGANIZATIONAL MEETING OF THE MUNICIPAL COUNCIL OF THE TOWN OF SUNDRE IN THE PROVINCE OF ALBERTA HELD MONDAY, OCTOBER 26, 2015, IN THE TOWN OF SUNDRE COUNCIL CHAMBERS

PRESENT

Mayor Terry Leslie, Councillors Paul Isaac, Cheri Funke, Verna McFadden, Jodi Orr, Myron Thompson, and Chris Vardas

STAFF

Dave Dubauskas, Chief Administrative Officer
Judy Edge, Legislative Assistant
Denica Crosbie, Planner
Jim Hall, Manager of Operations
Kyle Easton, Project Engineer, BSEI

CALL TO ORDER

Mayor Terry Leslie called the meeting to order at 6:00 p.m. with a moment of reflection.

Mayor Leslie welcomed and introduced Lavinia Henderson as the part-time interim accountant for the Town of Sundre until a Director of Finance is hired.

ADOPTION OF AGENDA

263/15 Councillor Orr moved that the Town of Sundre Council adopt the agenda as presented. **CARRIED**

ADOPTION OF MINUTES

264/15 Councillor Funke moved that the Town of Sundre Council adopt the minutes from October 20, 2014. **CARRIED**

NEW BUSINESS

Schedule of 2016 Regular Meetings

Dave Dubauskas, CAO reviewed the Schedule of 2016 Regular Meetings with Council. Mayor Leslie would like to call special meetings the same time as MPC Meetings. Councillor Vardas suggested it be discussed with Angie Lucas and Denica Crosbie to ensure MPC has enough time. Mayor Leslie would like it noted on the calendar MPC dates to show/proposed Council Workshop.

265/15 Councillor Funke moved that the Town of Sundre Council approve the motion as presented; whereas the 2016 meeting calendar for Council Meetings will be held on the first and third Monday of every month unless otherwise shown on the calendar; whereas Council Workshops are held on the fourth Monday of every month unless otherwise shown on the calendar; whereas MPC meetings are held on the second Monday of every month unless otherwise shown on the calendar. **CARRIED**

Appointment of Deputy Mayor

266/15 Councillor Thompson moved that the Town of Sundre Council appoint Councillor Vardas to the position of Deputy Mayor effective immediately until the October 2016 Organizational Meeting. **CARRIED**

Appointment of Signing Authorities

267/15 Councillor Isaac moved that Town of Sundre Council appoint Mayor Terry Leslie and Councillor Chris Vardas along with the Chief Administrative Officer, Dave Dubauskas and the Director of

Planning and Operational Services, Angie Lucas as signing authorities for the Town of Sundre.
CARRIED

Appointment of Committees and Boards of Council

268/15

Councillor Vardas moved that the Town of Sundre Council appoint Council members to the committees and boards shown in Attachment “A” for a one-year term. Council Committees and Boards were reviewed and discussed. The following decisions were made:

- Business Attraction Retention Expansion - Councillors Isaac, Vardas
- Central Alberta Economic Partnership – Councillor Orr, Mayor Leslie* as alternate
- Central Alberta Mayors’ Meetings – Mayor Leslie, Deputy Mayor Vardas
- Downtown Area Revitalization - Councillors Funke, McFadden* as alternate
- Fire Advisory Committee – Councillors Funke, Thompson, CAO
- Greenwood Area Planning Partnership - Mayor Leslie and Councillors Isaac, Funke Thompson* as alternate
- Greenwood Neighbourhood Place/FCSS – Councillors Funke and McFadden
- Hospital Liaison – Councillor Vardas, Mayor Leslie
- Intermunicipal MOA Committee – Mayor Leslie, Councillor Isaac
- Intermunicipal Planning Commission – Councillors Vardas, Isaac, Orr* as alternate

- Mountain View Regional Emergency Management Agency – Mayor Leslie, Councillors Funke, Thompson* as alternate
- Mountain View Regional Waste alternate Management Commission (MVRWMC) – Councillor McFadden and Mayor Leslie* as alternate
- Mountain View Seniors’ Housing – Mayor Leslie and Councillor McFadden* alternate
- Municipal Area Partnership – Mayor Leslie and Deputy Mayor Vardas
- Municipal Library Board – Councillors McFadden and Thompson* as alternate
- Municipal Planning Committee – Deputy Mayor Vardas, Councillors Isaac and Orr
- Parkland Regional Library Board – Jamie Syer, Manager Sundre Public Library
- Red Deer River Municipal Users Group (RDRMUG) – Mayor Leslie and Councillor Thompson*
- Red Deer River Watershed Alliance (RDRWA) - Mayor Leslie, Councillor McFadden* as alternate
- R.C.M.P. Liaison – Mayor Leslie, Councillor McFadden* as alternate, CAO
- Subdivision and Development Appeal Board -Councillors Thompson, Funke* as alternate
- Sundre and District Aquatic Society – Councillors McFadden, Funke* as alternate
- Sundre and District Cemetery Society – Councillor Isaac

Sundre and District Chamber of Commerce – Mayor Leslie, Councillor McFadden* as alternate

Sundre Petroleum Operators Group (S.P.O.G.) – Councillors Orr, Funke* as alternate

Sundre Schools Liaison – Mayor Leslie, Councillor Thompson* as alternate

Sundre Senior’s Housing and Care Committee – Councillor Thompson and Mayor Leslie

Sunpine Public Involvement Round Table – Councillors Orr and Isaac* as alternate

Appointment of SDAB Members

269/15 Councillor Isaac moved that the Town of Sundre Council appoint Willie Logan, Pat Campkin and Roy Cummings to the Subdivision and Development Appeal Board until the 2016 Organizational Meeting of Council,

AND

The Town of Sundre Council moves to appoint Councillor Thompson and Councillor Funke to the Subdivision and Development Appeal Board until the 2016 Organizational meeting of Council.

CARRIED

Appointment of MPC Members

270/15 Councillor Vardas moved that the Town of Sundre Council appoint Jason Spurrier, Gabrielle Grainger, Connie Anderson, and Robert Dales to the Municipal Planning Commission until the 2016 Organizational Meeting of Council. **CARRIED**

AND

That the Town of Sundre Council appoint Councillors Vardas, Isaac and Orr to the Municipal Planning Commission until the 2016 Organizational meeting of Council. **CARRIED**

ADJOURNMENT

271/14 Councillor Isaac moved to adjourn the meeting at 6:55 p.m. **CARRIED**

Mayor
I hereby certify these minutes are correct.

Interim Chief Administrative Officer

Town of Sundre Meeting Calendar 2017 - C No Paydays

3.1

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
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26	27	28				

March						
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26	27	28	29	30	31	

April						
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May						
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28	29	30	31			

June						
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July						
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30	31					

August						
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September						
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October						
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29	30	31				

November						
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26	27	28	29	30		

December						
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					1	2
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24	25	26	27	28	29	30
31						

Council
Workshops
MPC/Council Workshop
Holidays
Hiatus
Council (Tentative)
Election Day
Holidays
January 1: New Year's Day
February 13: Family Day
April 14: Good Friday
17-Apr Easter Monday
May 22: Victoria Day
July 1: Canada Day
July 3 - August 25: Council Hiatus
August 7: Heritage Day
September 4: Labour Day
October 9: Thanksgiving
November 11: Remembrance Day
December 19 - 30: Council Hiatus
December 25: Christmas Day
December 26: Boxing Day



REQUEST FOR DECISION

COUNCIL DATE: October 24, 2016

AGENDA ITEM: 4.2

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 2017 Organizational Meeting.

BACKGROUND/PROPOSAL: Municipal Government Act

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.

1994 cM-26.1 s152

REVIEWED AND APPROVED FOR SUBMISSION TO COUNCIL

Submitted By: Cynthia Robey

Date: October 24, 2016

Interim CAO Approval: Angie Lucas

Date: October 24, 2016



REQUEST FOR DECISION

COUNCIL DATE: October 24, 2016

AGENDA ITEM: 4.3

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 Interim Chief Administrative Officer, Angie Lucas, and the Director of Finance and Administration, Vic Pirie, 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.

DISCUSSION/OPTIONS:

None

COSTS/SOURCE OF FUNDING:

None

ATTACHMENTS:

None

REVIEWED AND APPROVED FOR SUBMISSION TO COUNCIL

Submitted By: Cynthia Robey

Date: October 24, 2016

Interim CAO Approval: Angie Lucas

Date: October 24, 2016



REQUEST FOR DECISION

COUNCIL DATE: October 24, 2016

AGENDA ITEM: 4.4

SUBJECT: Appointment of Council members to Committees and Boards

ORIGINATING DEPARTMENT: Legislative Services

MOTION:

Town of Sundre Council moves to appoint Council members to the committees and boards shown in Attachment "A" for a one-year term.

ALTERNATIVE ACTIONS:

The Town of Sundre Council moves to defeat the above Motion and provides direction to Administration to create an alternate committees and boards list.

BACKGROUND/PROPOSAL:

Council members are appointed to Committees and Boards for a one-year term during the Council Organizational Meeting each Fall. These appointments become effective on the date of the approved Motion.

DISCUSSION/OPTIONS:

Administration have provided a working copy of the Council Committees and Boards list as attached - "A" based on the appointments for 2015/2016. During this Organizational Meeting Administration would like to update this list as per Council's direction and then request Council approve it the same evening, as per the Motion above, to ensure we meet the requirements of the Council procedures.

COSTS/SOURCE OF FUNDING:

N/A

ATTACHMENTS:

Attachment "A" 2015/2016 Appointments of Committees and Boards of Council - working copy for 2016/2017

REVIEWED AND APPROVED FOR SUBMISSION TO COUNCIL

Submitted By: Cynthia Robey

Date: October 20, 2016

Interim CAO Approval: Angie Lucas

Date: October 20, 2016



2015/2016 APPOINTMENTS OF COMMITTEES AND BOARDS OF COUNCIL

ATTACHMENT "A" – to be used as a template to create new 2016/2017 Committees List to become effective as of the date of approved Motion.

Committee	# Reps Req'd	Current Appointee(s)	2017 Appointee(s)	Staff Appointee(s)	Frequency of Meetings	Terms of Reference
Broadband		Mayor Leslie, Vardas Alternate: McFadden			When Required	None at this time
Business Attraction Retention Expansion (BARE)		Isaac, Vardas,		CAO, Director of Planning and Operations and Economic Development Officer	Monthly	None at this time
Central Alberta Economic Partnership (CAEP)	1 / 1	Mayor Leslie Alternate: ??		Economic Development Officer	4x/Year	YES
Central Alberta Mayor's Meetings	1	Mayor Leslie, Alternate: Deputy Mayor Vardas			4x/Year	Unknown
Council Procedures Review Committee (New Committee proposed)	3	Mayor Leslie?, Funke, ?		To be determined	To be determined	To be created
Downtown Area Revitalization Committee (DARC)	1 / 1	Funke, McFadden (Blatchford - Proposed)		Economic Development Officer	Monthly, Evening	YES
Fire Advisory Committee (FAC)	3	Funke, Thompson, (Blatchford - Proposed)		CAO	Quarterly, Evening	YES
Greenwood Neighbourhood Place/FCSS	1	Funke Alternate: McFadden			Monthly, Evening	YES

*All terms are one year unless otherwise indicated.



2015/2016 APPOINTMENTS OF COMMITTEES AND BOARDS OF COUNCIL

ATTACHMENT “A” – to be used as a template to create new 2016/2017 Committees List to become effective as of the date of approved Motion.

Hospital Liaison		Deputy Mayor Vardas, Alternate: Mayor Leslie			Doesn't meet regularly	Unknown
Intermunicipal MOA Committee - based on existing Agreement	2	Mayor Leslie, Isaac Alternate: ?		CAO and Director of Planning and Operations	Meets at the call of Mayor	None at this time
Intermunicipal Planning Commission (IPC)	2	Vardas, Isaac, Alternate: Funke		Director of Planning and Operations	Never met	BYLAW
Intermunicipal Subdivision and Development Appeal Board (ISDAB)		Thompson, Alternate: Funke		Director of Planning and Operations	Never met	YES
Mountain View Regional Waste Management Commission (MVRWMC)	1 / 1	McFadden, Alternate: Mayor Leslie			Monthly, Daytime	YES
Mountain View Senior's Housing (MVSH)	1 / 1	Mayor Leslie, Alternate: McFadden			6x/Year	YES
Municipal Area Partnership (MAP)		Mayor Leslie, & Alternate: Deputy Mayor		CAO	Monthly	YES
Municipal Library Board	1 / 1	McFadden, Alternate: Thompson			Monthly	YES
Municipal Planning Committee	3	Deputy Mayor Vardas, Isaac, Funke		Planner and Development Officer	Monthly, Evening	BYLAW
	1 / 1				?	YES

* All terms are one year unless otherwise indicated.



2015/2016 APPOINTMENTS OF COMMITTEES AND BOARDS OF COUNCIL

ATTACHMENT "A" – to be used as a template to create new 2016/2017 Committees List to become effective as of the date of approved Motion.

Parkland Regional Library Board		None				
Red Deer River Municipal Users Group (RDRMUG)	1 / 1	Mayor Leslie, Thompson			?	YES
Red Deer River Watershed Alliance (RDRWA)		Mayor Leslie, Alternate: McFadden			?	Unknown
R.C.M.P. Liaison		Mayor Leslie, Alternate: McFadden		CAO	Doesn't meet regularly	Unknown
Southern Alberta Energy-from Waste Association (SAEWA)		Vardas, Alternate: Isaac			Unknown	BYLAW
Subdivision and Development Appeal Board	2	Thompson, Alternate: McFadden			Met once in 4 years	BYLAW
Sundre and District Aquatic Society	1 / 1	McFadden, Alternate: Funke			Monthly, Evening	YES
Sundre and District Chamber of Commerce (SDCC)	1 / 1	Mayor Leslie, Alternate: McFadden			Monthly?	YES
Sundre Municipal Emergency Management		Funke, Alternate: Vardas		CAO, Director and Deputy of Emergency Management, Fire Chief	Meets at the call of Director, Daytime	Unknown
Sundre Petroleum Operators Group (S.P.O.G.)	1 / 1	Vardas, Alternate: Funke			Monthly, Daytime	YES
Sundre Schools Liaison		Leslie, Alternate: Thompson			Does not meet regularly	Unknown
Sunpine Public Involvement Round Table	1 / 1	Mayor Leslie, Alternate: Isaac			Unknown	Unknown

*All terms are one year unless otherwise indicated.



REQUEST FOR DECISION

COUNCIL DATE: October 24, 2016

AGENDA ITEM: 4.5

SUBJECT: Appointment of members to Subdivision and Development Appeal Board

ORIGINATING DEPARTMENT: Planning & Development

MOTION:

The Town of Sundre Council moves to appoint Christel Shropshall, Jaime Marr and Elycia Mcdermott to the Subdivision and Development Appeal Board until the 2017 Organizational meeting of Council.

AND

The Town of Sundre Council moves to appoint Councillor _____ and Councillor _____ to the Subdivision and Development Appeal Board until the 2017 Organizational meeting of Council.

ALTERNATIVE ACTIONS:

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

BACKGROUND/PROPOSAL:

As per Bylaw 808, the Subdivision and Development Appeal Board (SDAB) shall consist of five (5) persons: two (2) representatives from Council and three (3) members of the public-at-large.

Section 11 of Bylaw 808 indicates, "a quorum of the Board shall consist of a majority of the Members, but Councillors may not form the majority of the quorum." Given the timelines of the Municipal Government Act for a SDAB hearing, Administration will pursue additional public members to ensure we meet quorum.

DISCUSSION/OPTIONS:

One (1) of the three (3) public members have been members of the Subdivision and Development Appeal Board for one year.

COSTS/SOURCE OF FUNDING:

None

ATTACHMENTS:

None

REVIEWED AND APPROVED FOR SUBMISSION TO COUNCIL

Submitted By: Michelle Smith

Date: October 24, 2016

Director of Planning & Operational Services: Angie Lucas

Date: October 24, 2016

Interim CAO Approval: Angie Lucas

Date: October 24, 2016



REQUEST FOR DECISION

COUNCIL DATE: October 24, 2016

AGENDA ITEM: 4.6

SUBJECT: Appointment of members to Municipal Planning Commission

ORIGINATING DEPARTMENT: Planning & Development

MOTION:

The Town of Sundre Council moves to appoint Gabrielle Grainger, Robert Dales, Richard Warnock, Connie Anderson and Brad Lindeburgh to the Municipal Planning Commission until the 2017 Organizational meeting of Council.

AND

The Town of Sundre Council moves to appoint Councillor _____, Councillor _____ and Councillor _____ to the Municipal Planning Commission until the 2017 Organizational meeting of Council.

ALTERNATIVE ACTIONS:

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

BACKGROUND/PROPOSAL:

As per Bylaw 02.11, Municipal Planning Commission shall consist of no less than seven (7) and no more than nine (9) persons. Further to Council resolution 182/12 and 183/12, a maximum of (6) public members and a maximum of three (3) Councillors will be appointed.

DISCUSSION/OPTIONS:

Four (4) of the five (5) public members have been on the MPC Committee before.

COSTS/SOURCE OF FUNDING:

None

ATTACHMENTS:

None

REVIEWED AND APPROVED FOR SUBMISSION TO COUNCIL

Submitted By: Michelle Smith

Date: October 24, 2016

Director of Planning & Operational Services: Angie Lucas

Date: October 24, 2016

Interim CAO Approval: Angie Lucas

Date: October 24, 2016