



Organizational Meeting
Council Chambers
October 23, 2017 at 6:00 p.m.

1. **Oath of Office** **6:00 p.m.**

2. **Assignment of Seating**

3. **Deputy Mayor Appointment**
 - 3.1 Appointment of Deputy Mayor - Page 1

4. **Signing Authority**
 - 4.1 Appointment of Signing Authorities - Page 3

5. **Schedule of Meetings**
 - 5.1 Schedule of 2017 Regular Meetings (amended) - Page 4
 - 5.2 Schedule of 2018 Regular Meetings - Page 6

6. **Council Committee Appointments**
 - 6.1 RFD Council Committee and Boards Appointment – 2017 to 2018 - Page 8

7. **Revert to Regular Council Meeting**



REQUEST FOR DECISION

COUNCIL DATE: October 23, 2017 (Organizational Meeting)

SUBJECT: Appointment of the Deputy Mayor

ORIGINATING DEPARTMENT: Legislative Services

AGENDA ITEM: 3.1

BACKGROUND/PROPOSAL:

Re: Municipal Government Act

Deputy and acting chief elected officials

152 (1) A council must appoint one or more councillors as deputy 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 the chief elected official and the office of deputy chief elected official are vacant.

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ADMINISTRATION RECOMMENDATIONS:

That Council appoint a Deputy Mayor until the October 2021 Organizational Meeting of Council.

MOTION:

The Town of Sundre Council appoints _____ (a Councillor) to the position of Deputy Mayor, effective immediately until the October 2021 Organizational Meeting of Council.

Date Reviewed: _____ CAO: _____



REQUEST FOR DECISION

COUNCIL DATE: October 23, 2017 (Organizational Meeting)

SUBJECT: Appointment of Signing Authorities

ORIGINATING DEPARTMENT: Corporate Services

AGENDA ITEM: 4.1

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 payable entries
- 5) Grant applications
- 6) Statistical and environmental reports
- 7) Authority to contact the bank and recommend transfers

MOTION:

The Town of Sundre Council appoint Mayor Terry Leslie, and Councillor _____, along with the Chief Administrative Officer, Linda Nelson, and the Director of Finance and Administration, Vic Pirie, as signing authorities for the Town of Sundre.

Date Reviewed: _____ CAO: _____

Town of Sundre Meeting Calendar 2017 - Amended

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						

Council Meeting
Holidays
Council Hiatus

Monday, June 4	Council	
Monday, June 11	Governance	MPC if required
Monday, June 18	Council	
Monday, June 25	MPC	

Tuesday, July 3	Council	
Monday, July 9	Governance	MPC if required
Monday, July 16	Council	
Monday, July 23	MPC	Hiatus
Monday, July 30	NO MEETING	Hiatus

Tuesday, August 7	Council	Hiatus
Monday, August 13	Governance	MPC if required
Monday, August 20	Council	
Monday, August 27	MPC	

Tuesday, September 4	Council	
Monday, September 10	Governance	MPC if required
Monday, September 17	Council	
Monday, September 24	MPC	

Monday, October 1	Council	
Tuesday, October 9	Governance	MPC if required
Monday, October 15	Council	
Monday, October 22	MPC	
Monday, October 29	NO MEETING	

Monday, November 5	Council	
Tuesday, November 13	Governance	MPC if required
Monday, November 19	Council	
Monday, November 26	MPC	

Monday, December 3	Council	
Monday, December 10	Governance	MPC if required
Monday, December 17	Council	
Monday, December 24	MPC	Hiatus
Monday, December 31	NO MEETING	

Town of Sundre Meeting Calendar 2018

January						
S	M	T	W	TH	F	S
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28	29	30	31			

February						
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March						
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April						
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29	30					

May						
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June						
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July						
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August						
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September						
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October						
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28	29	30	31			

November						
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25	26	27	28	29	30	

December						
S	M	T	W	TH	F	S
						1
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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 19
Good Friday - Mar 30
Easter Monday - Apr 2
Victoria Day - May 21
Canada Day STAT - July 2
Council Hiatus - July 3 - Aug 24
Heritage Day - Aug 6
Labour Day - Sept 3
Thanksgiving - Oct 8
Remembrance Day STAT - Nov 12
Council Hiatus - Dec 17 - 28
Christmas Eve - Dec 24
Christmas Day - Dec 25
Boxing Day - Dec 26



REQUEST FOR DECISION

COUNCIL DATE: October 23, 2017 (Organizational Meeting)

SUBJECT: Appointment of Council Members to Committee and Boards

ORIGINATING DEPARTMENT: Legislative Services

AGENDA ITEM: 6.1

BACKGROUND:

Council members are appointed to Committees and Boards for a one-year term, or as otherwise stated, during the Council Organizational Meeting every October. These appointments become effective on the date of the approved Motion.

DISCUSSION:

Administration is providing Council with an attached copy of the 2016 to 2017 Appointments to Council Committees and Boards (Schedule "A"), for review and reference. **Council is reminded that some of the committees and boards listed on this document are no longer applicable.**

During the Organizational Meeting of October 23, 2017, Administration can provide a visual working copy of the new 2017 to 2018 Appointments to Committees and Boards (Schedule "E"), and at Council's direction, Legislative Services will input the appointments onto the list during the meeting.

Once completed, Administration requests Council to approve of the new 2017 to 2018 Appointment to Council Committees and Boards (Schedule "E"), as per the Motion below, to ensure we meet requirements.

MOTION:

The Town of Sundre Council moves to appoint Council members to the Committees and Boards identified on the attached 2017 to 2018 List of Appointment to Committees and Boards (Schedule "E"), for a one-year term, or as otherwise stated.

ATTACHMENTS:

2016 to 2017 Appointments to Committees and Boards of Council Schedule "A" (for review if required).

2017 to 2018 Committees and Boards of Council Schedule "E".

2016 to 2017 APPOINTMENTS OF COMMITTEES AND BOARDS OF COUNCIL

Broadband Committee	- Mayor Leslie, Councillors Vardas, McFadden *as alternate
Central Alberta Economic Partnership	- Councillors Isaac, Vardas, Thompson *as alternate
Central Alberta Mayors' Meetings	- Mayor Leslie, Deputy Mayor Vardas
Council Policies & Bylaw Committee	- Mayor Leslie, Councillors Funke, Blatchford, CAO
Downtown Area Revitalization	- Councillors Blatchford, McFadden* as alternate
Fire Advisory Committee	- Councillors Blatchford, Funke, CAO
Greenwood Neighbourhood Place/FCSS	- Councillors Funke and McFadden* as alternate
Hospital Liaison	- Deputy Mayor Vardas, Mayor Leslie* as alternate
Intermunicipal Planning Commission	- Councillors Vardas, Isaac, Funke * as alternate
Intermunicipal Subdivision and Development Appeal Board	- Councillor Thompson, Blatchford * as alternate, CAO
Mountain View Regional Waste 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* as alternate, CAO
Municipal Library Board	- Councillor McFadden
Municipal Planning Committee	- Deputy Mayor Vardas, Councillors Isaac and Funke
Parkland Regional Library Board	- Jamie Syer, Manager Sundre Public Library
Red Deer River Municipal Users Group (RDRMUG)	- Mayor Leslie and Councillor Thompson* as alternate
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, McFadden* as alternate
Sundre and District Aquatic Society	- Councillor McFadden
Sundre and District Chamber of Commerce	- Mayor Leslie, Councillor McFadden* as alternate
Sundre Schools Liaison	- Mayor Leslie, Councillor Thompson * as alternate
Sundre Municipal Emergency Management Committee	- Councillor Funke, Vardas* as alternate
Sundre Petroleum Operators Group (S.P.O.G.)	- Councillor Vardas
Sunpine Public Involvement Round Table	- Mayor Leslie and Isaac* as alternate

****The last named Councillor is the alternate unless otherwise indicated.***

Amended February, 2017

(All terms are one year unless otherwise indicated)

2017 – 2018 Committees and Boards of Council
SCHEDULE “E”

Audit Committee
Broadband Committee
Central Alberta Economic Partnership
Central Alberta Mayors’ Meetings
Citizens on Patrol
Council Policies and Bylaw Review Committee
Downtown Area Revitalization
Fire Advisory Committee
Greenwood Neighbourhood Place/FCSS
Hospital Liaison
ICF Committee
Intermunicipal Planning Commission
Intermunicipal Subdivision and Development Appeal Board
Mountain View Regional Waste Management Commission
Mountain View Seniors’ Housing
Municipal Area Partnership
Municipal Library Board
R.C.M.P. Liaison
Red Deer River Municipal Users Group
Red Deer River Watershed Alliance
Rural Physicians Action Plan Committee
Sundre and District Aquatic Society
Sundre and District Chamber of Commerce
Sundre Schools Liaison
Sundre Municipal Emergency Management Committee
Sundre Petroleum Operators Group
Sustainability Committee
Vision for Sundre Committee