



**Town of Hinton
Organizational Meeting of Council
AGENDA
October 27, 2015, 4:00 PM
Committee Room, Hinton Government Centre
2nd Floor, 131 Civic Centre Road
Hinton, Alberta**

Page

ORDER

1. Call the 2015 Organizational Meeting of Council to order.

ADOPTION OF AGENDA

1. Organizational Meeting of Council Agenda - October 27, 2015

BALLOT VOTING FOR CITIZEN APPOINTMENTS TO BOARDS & COMMITTEES

1. Ballots to be distributed to Council for voting as required.

ACTION ITEMS

- 2 - 7 1. 2015 Organizational Meeting of Council:
 - 1) Regular Council /Standing Committee Meeting Dates / Times
 - 2) Annual Organizational Meeting of Council
 - 3) Council Representation on Boards & Committees
 - 4) Citizens at Large Committee and Board Appointments

ADJOURNMENT



TOWN OF HINTON REQUEST FOR DECISION

DATE: October 22, 2015

TO: ORGANIZATIONAL MEETING OF COUNCIL OF OCTOBER 27, 2015

FROM: Rhonda West, Executive & Legislative Assistant

REVIEWED BY: Mike Schwartz, Chief Administrative Officer

APPROVED BY: Mike Schwartz, Chief Administrative Officer

RE: 2015 ORGANIZATIONAL MEETING

Recommendation:

As indicated throughout the report and based on results of ballot voting.

Concluding Statement

The purpose of the Annual Organizational Meeting of Council is to review and approve:

- a) Council Meeting Time & Dates for Regular, Standing, Organizational and Special Standing/Regular Committee Meetings;
- b) Council representation on various boards and committees; and
- c) Citizen applications and make appointments to fill vacancies on Town Committees;
- d) Conduct other business as may be necessary.

Acknowledging that some vacancies remain, we will continue to accept applications. If required, citizen applications will be brought forward to Council for consideration at the spring review in 2016 (or sooner should there be an immediate need or desire to fill a vacancy).

Conformance of recommendation to existing laws and Hinton Council plans

Conforms with:	Yes/No/ Partial	Comments
Municipal and Provincial Laws		<p>Municipal Government Act provides that a council must hold an organizational meeting annually not later than 2 weeks after the 3rd Monday in October</p> <p>Council Procedure Bylaw #1060 – establishes that council will make citizen appointments to Boards & Committees, review and formalize Mayor’s recommendation of councilor appointment to boards & committees and conduct other business as may be required.</p>
Community Sustainability Plan		<p>Committees will help to ensure implementation of CSP initiatives and support and facilitate achievement of Hinton’s goals and visions for a sustainable future. Hinton’s board structure supports the good governance pillar in the CSP.</p>
Council’s Strategic Plan		<p>Provides for and encourages public engagement and</p>

		collaborative and transparent communication and feedback with the community in the areas of economic strength, social well-being, environmental stewardship and community sustainability initiatives and programs.
Long Term Capital Plan or Adopted budget	N/A	
Other plans or policies	N/A	

Background / Introduction

An Annual Organizational Meeting of Council is a statutory requirement pursuant to Section 192(1) of the *Municipal Government Act*, Chapter M-26, R.S.A. 2000 and amendments thereto.

Administration Assessment of Options and Conclusion

1. 2015-2016 Council Meetings

Council Procedure Bylaw #1060-3 establishes that regular meetings of council are to be held on the 1st and 3rd Tuesday of each month and that Standing Committee meetings are to be held on the 2nd and 4th Tuesday of each month in the Committee Room. Council would like to propose a 4:00 p.m. start for both Regular and Standing Committee meetings and are asking the community for feedback which will be received until November 13, 2015. Attachment #1 reflects the meeting requirements as set out in the bylaw. Please note that the October 4, 2016 Regular Meeting of Council has not been scheduled to allow council members to travel to the AUMA Conference.

RECOMMENDATION: That Council adopts the 2015-2016 Meeting dates as presented in Attachment #1.

RECOMMENDATION: That Regular and Standing Committee meetings commence at 4:00 p.m. with public feedback received on the change to Regular Council until November 13, 2015.

2. Annual Organizational Meeting of Council

The Municipal Government Act states that a municipality must hold an organizational meeting every year not later than 2 weeks after the 3rd Monday in October.

RECOMMENDATION: That the 2016 Organizational Meeting of Council be held on Tuesday, October 18, 2016.

3. Council Representation on Boards and Committees

The Town of Hinton has a number of boards and committees created by council. In addition, there are a number of town partnership boards and external committees that have council representation. Council has recommended some changes to the council representation on the following committees:

- Removal of Hinton Policing Committee

Attached is the Mayor's draft of the 2015-2016 Council Representation on Boards and Committees (Attachment #2) reflecting the changes.

RECOMMENDATION: That Council approves the 2015 - 2016 Council Representation on

Boards and Committees as presented in Attachment #2.

4. Citizen Appointments to Town Boards & Committees

There are a number of council created boards and committees that have citizen members appointed by council. Advertising in the local newspaper has taken place over the past number of weeks and three (3) applications have been received. Citizen applications have been reviewed by Council. Ballots are distributed to council members for selection of committee members.

Library Board – 3 vacancies

Membership as per Bylaw #1049

5 - 7 Citizens-at-Large Members (1 member of which may reside in Ward 8 of Yellowhead County; 1 may be a youth between the age of 16 and 18)

1 Member of Council & 1 alternate

1 application has been received and reviewed by Council.

RECOMMENDATION: Based on results of ballot voting.

Inter-Municipal Assessment Review and Subdivision & Development Appeal Board

2 applications have been received and reviewed by Council.

RECOMMENDATION: Based on results of ballot voting.

Town Manager Comments

These are annual procedural matters as required by the MGA. The recommendations have included Council input. I support the recommendations presented in this report.

Attachments

1. Council Meeting schedule for 2015-2016
2. Council Representation on Boards and Committees for 2015-2016

2015 / 2016 Council Meetings

November, 2015

S	M	T	W	T	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, 2015

S	M	T	W	T	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		

January, 2016

S	M	T	W	T	F	S
					1	2
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February, 2016

S	M	T	W	T	F	S
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14	15	16	17	18	19	20
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28	29					

March, 2016

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

April, 2016

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

May, 2016

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

June, 2016

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12	13	14	15	16	17	18
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July, 2016

S	M	T	W	T	F	S
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August, 2016

S	M	T	W	T	F	S
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September, 2016

S	M	T	W	T	F	S
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October, 2016

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

Regular Organizational Meeting – October 18, 2016
AUMA / FCM Convention

Standing

Holiday

**Proposed 2016 COUNCIL REPRESENTATION ON BOARDS & COMMITTEES
(October 27, 2015)**

2015 Organizational

Meeting of Council
1) Regular Council

2) Grievance Committee
3) Nominations Review Committee
4) Community Futures West Yellowhead (CFWY)

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GLEN BARROW	RYAN MAGUHN	DALE CURRIE	STUART TAYLOR	MATTHEW YOUNG	MARCEL MICHAELS	ROB MACKIN
Disaster Services Committee (3 of 3)	Disaster Services Committee (3 of 3)	Hinton Municipal Library Board	West Fraser Pulp-mill Advisory Committee	Nominations Review Committee (2 of 3)	Nominations Review Committee (1 of 3)	Evergreen Foundation Board
911 Call Centre Mgmt Committee	Inter-Municipal Committee / Yellowhead County (1 of 3)	Mary Reimer Park Society	Forest Resources Advisory Committee (FRAG)	West Yellowhead Regional Waste Management (1 of 2)	West Yellowhead Regional Waste Management (2 of 2)	Inter-Municipal Committee / Yellowhead County (3 of 3)
Personnel/Council Liaison (3 of 3)	Personnel/Council Liaison (2 of 3)	Personnel/Council Liaison (3 of 3)	Community Futures West Yellowhead (2 of 2)	Grievance Committee (2 of 2)	Community Futures West Yellowhead (CFWY) (1 of 2)	CEAC
Inter-Municipal Committee / Yellowhead County (3 of 3)	Nominations Review Committee (3 of 3)	Grievance Committee (1 of 2)				Disaster Services Committee (2 of 3)
						Northern AB Mayors
ALTERNATE: -Grievance Committee -Nominations Review Committee -Community Futures West Yellowhead (CFWY)	ALTERNATE: -Mary Reimer Park Society -Hinton Municipal Library Board	ALTERNATE: -Forest Resources Advisory Committee (FRAG) -911 Call Centre Management	ALTERNATE: -West Yellowhead Regional Waste Management	ALTERNATE: -Personnel/Council Liaison -West Fraser Pulpmill Advisory -Disaster Services Committee	ALTERNATE: -Inter-Municipal Committee / Yellowhead County - Evergreen Foundation Board	ALTERNATE: