



Town of Hinton
Organizational Meeting of Council
AGENDA
October 18, 2016, 4:00 PM
Council Chambers, Hinton Government Centre
2nd Floor, 131 Civic Centre Road
Hinton, Alberta

Page

ORDER

1. Call the 2016 Organizational Meeting of Council to order.

ADOPTION OF AGENDA

1. Organizational Meeting of Council Agenda - October 18, 2016

BALLOT VOTING FOR CITIZEN APPOINTMENTS TO BOARDS & COMMITTEES

1. Ballots distributed to Council for voting as required

ACTION ITEMS

2 - 6

1. Regular Council / Standing Committee Meeting Schedule
2. Annual Organizational Meeting of Council
3. Council Representation on Boards & Committees
4. Board Representation on Hinton Grant Funding Advisory Committee
5. Citizen at Large Board & Committee Appointments

ADJOURNMENT



TOWN OF HINTON REQUEST FOR DECISION

DATE: October 13, 2016

TO: ORGANIZATIONAL MEETING OF COUNCIL OF OCTOBER 18, 2016

FROM: Rhonda West, Executive & Legislative Assistant

APPROVED BY: Mike Schwartz, Chief Administrative Officer

RE: 2016 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 and Organizational Meetings;
- b) Council representation on various boards and committees;
- c) Citizen applications and make appointments to fill vacancies on Town Committees; and
- 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 during the spring of 2017 (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 councillor 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		Provides for and encourages public engagement and 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. 2016-2017 Council Meetings

Council Procedure Bylaw #1060 establishes that regular meetings of council are to be held on the 1st and 3rd Tuesday of each month in Council Chambers at 4:00 p.m. and that Standing Committee meetings are to be held on the 2nd and 4th Tuesday of each month in the Committee Room at 4:00 p.m. Attachment #1 reflects the meeting schedule as per the bylaw. Please note that the last Regular Meeting of Council will be held on October 3, 2017.

RECOMMENDATION: That Council adopts the 2016-2017 Meeting dates as presented in Attachment #1.

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 2017 Organizational Meeting of Council be held on Tuesday, October 24, 2017.

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.

Attachment #2 reflects the Mayor's draft of the 2016-2017 Council Representation on Boards and Committees.

RECOMMENDATION: That Council approves the 2016 - 2017 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. Citizen applications have been reviewed by Council. Ballots are distributed to council members for selection of committee members.

Hinton Grant Funding Advisory Committee – 1 vacancy
Membership as per Bylaw #1085-1

3 applications have been received and reviewed by Council.

RECOMMENDATION: Based on results of ballot voting.

There are fewer respective boards than positions on the Hinton Grant Funding Advisory Committee (5). Pursuant to Bylaw #1085-1, Council shall determine which of the respective boards shall appoint additional members (4).

RECOMMENDATION: That _____ members from CEAC and _____ members from the Town of Hinton Library Board _____ be appointed to the Hinton Grant Funding Advisory Committee for the 2017 Intake Sessions under the Community Grant Program.

Community Engagement & Advisory Committee – 10 vacancies

2 new applications have been received and reviewed by Council and 5 members have indicated they wish to re-apply.

RECOMMENDATION: Based on results of ballot voting.

Town of Hinton Library Board – 3 vacancies

No new applications were received. One member of the Library Board has indicated that they wish to re-apply.

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 made by Administration in this report.

Attachments

1. Council Meeting schedule for 2016-2017
2. Council Representation on Boards and Committees for 2016-2017

2016 / 2017 Council Meeting Schedule

October 25, 2016 – Standing Committee Meeting

November 2016							December							January 2017						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5	4	5	6	7	8	9	10	1	2	3	4	5	6	7
6	7	8	9	10	11	12	11	12	13	14	15	16	17	8	9	10	11	12	13	14
13	14	15	16	17	18	19	18	19	20	21	22	23	24	15	16	17	18	19	20	21
20	21	22	23	24	25	26	25	26	27	28	29	30	31	22	23	24	25	26	27	28
27	28	29	30											29	30	31				
February							March							April						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5	1	2	3	4	5	6	7	2	3	4	5	6	7	8
5	6	7	8	9	10	11	7	8	9	10	11	12	13	9	10	11	12	13	14	15
12	13	14	15	16	17	18	14	15	16	17	18	19	20	16	17	18	19	20	21	22
19	20	21	22	23	24	25	19	20	21	22	23	24	25	23	24	25	26	27	28	29
26	27	28	29	30			26	27	28	29	30	31		30						
May							June							July						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5	4	5	6	7	8	9	10	2	3	4	5	6	7	8
7	8	9	10	11	12	13	11	12	13	14	15	16	17	9	10	11	12	13	14	15
14	15	16	17	18	19	20	18	19	20	21	22	23	24	16	17	18	19	20	21	22
21	22	23	24	25	26	27	25	26	27	28	29	30		23	24	25	26	27	28	29
28	29	30	31											30	31					
August							September							October						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5	3	4	5	6	7	8	9	1	2	3	4	5	6	7
6	7	8	9	10	11	12	10	11	12	13	14	15	16	8	9	10	11	12	13	14
13	14	15	16	17	18	19	17	18	19	20	21	22	23	15	16	17	18	19	20	21
20	21	22	23	24	25	26	24	25	26	27	28	29	30	22	23	24	25	26	27	28
27	28	29	30	31										29	30	31				

Organizational Meeting

Holiday

General Municipal Election

FCM Conference

Standing – 4:00 pm

Regular – 4:00 pm

2016-2017 COUNCIL REPRESENTATION ON BOARDS & COMMITTEES

X = Member
A = Alternate

	Councillor Barrow	Councillor Maguhn	Councillor Michaels	Councillor Ostashek	Councillor Taylor	Councillor Young	Mayor Mackin
911 Call Centre Management Committee	X			A			
Community Engagement & Advisory Committee				X			A
Community Futures West Yellowhead	A		X		X		
Disaster Services Committee	X	X				A	X
Evergreen Foundation Board			A				X
Forest Resources Advisory Group				A	X		
Hinton Municipal Library Board		A				X	
Inter-Municipal Committee (Yellowhead County)	X	X	A				X
Hinton Regional Economic Development Coalition							X
Mary Reimer Park Society		A		X			
Nominations Review Committee	A	X	X			X	
Personnel/Council Liaison	X	X		X		A	
West Fraser Pulpmill Advisory Committee					X	A	
West Yellowhead Regional Waste Management			X		A	X	