



**Town of Hinton  
Organizational Meeting of Council  
AGENDA  
October 24, 2017, 4:00 PM  
Council Chambers, Hinton Government Centre  
2nd Floor, 131 Civic Centre Road  
Hinton, Alberta**

Page

**ORDER**

1. Swearing in Council-Elect & Administration of Oaths
2. Affirmation of Code of Conduct

**ADOPTION OF AGENDA**

- 2 - 3
1. Organizational Meeting of Council Agenda - October 24, 2017

**ACTION ITEMS**

- 4
1. 2017 - 2018 Council Meeting Schedule
- 5
2. Deputy Mayor Terms
- 6 - 7
3. Council Representation on Boards & Committees
  4. Annual Organizational Meeting of Council

**ADJOURNMENT**



# TOWN OF HINTON REQUEST FOR DECISION

**DATE:** October 20, 2017

**TO:** ORGANIZATIONAL MEETING OF COUNCIL OF OCTOBER 24, 2017

**FROM:** Jenna Altrogge, Legislative & Administrative Assistant

**REVIEWED BY:** Denise Parent, Director of Corporate Services

**APPROVED BY:** Stephane Labonne, Chief Administrative Officer

**RE:** 2017 ORGANIZATIONAL MEETING

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## **Concluding Statement**

An annual Organizational Meeting of Council is a statutory requirement pursuant to Section 192(1) of the *Municipal Government Act*. The purpose of the Annual Organizational Meeting of Council is to review and approve:

- a) Council meeting time and dates for Regular Council and Standing Committee meetings;
  - b) Deputy Mayor Terms;
  - c) Council representation on various boards and committees;
  - d) 2018 Organizational Meeting; and
  - e) To conduct other business as may be necessary.
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## 1. 2017-2018 Council Meeting Schedule

Council Procedure Bylaw #1060-5 establishes that Regular Meetings of Council are to be held on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month beginning at 4:00 p.m. in Council Chambers and that Standing Committee meetings are to be held on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of each month beginning at 4:00 p.m. in the Committee Room.

There is a desire to change the times of the Regular Council and Standing Committee meetings from 4:00 p.m. to 5:00 p.m. As per section 5 of Bylaw #1060-5, Council may change the meeting time for Regular Council meetings and Standing Committee meetings by resolution.

**RECOMMENDATION: That Council adopts the 2017-2018 Meetings of Council as presented in Attachment #1.**

**RECOMMENDATION: That Council change the meeting time for Regular Council meetings and Standing Committee meetings from 4:00 p.m. to 5:00 p.m., effective November 7, 2017 until December 31, 2017.**

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## 2. Deputy Mayor Terms

A draft of the 2017-2021 Deputy Mayor Terms has been prepared for Council's review and approval.

**RECOMMENDATION: That Council adopts the 2017-2021 Deputy Mayor Terms as presented in Attachment #2.**

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### 3. Council Representation on Boards and Committees

Members of Council represent the Town of Hinton on various boards and committees. The Mayor has issued recommendations for representation on boards and committees.

**RECOMMENDATION: That Council approves the 2017-2018 Council Representation on Boards and Committees as presented in Attachment #3.**

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### 4. 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 3<sup>rd</sup> Monday in October.

**RECOMMENDATION: That the 2018 Organizational Meeting of Council be held on Tuesday, October 22, 2018.**

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### Chief Administrative Officer Comments

Administration's role is to support Council as it establishes a structure for governing the affairs for the Town of Hinton.

The *MGA* mandates municipalities in Alberta to hold organizational meetings. Section 201 (1) specifically states: "A council is responsible for

- (a) developing and evaluating the policies and programs of the municipality;
- (b) making sure that the powers, duties and functions of the municipality are appropriately carried out;
- (c) carrying out the powers, duties and functions expressly given to it under this or any other enactment."

According to Mr. George Cuff, effective Council leadership (Governance) starts with many aspects, including but not limited to:

- Clear mandate and authority (purpose)
- Effective orientation
- Clear decision-making processes
- Open and transparent processes
- Independence of the Governing Body
- Oversight of Policy Decisions
- Citizen Values and Concerns
- Ongoing and Effective Fiduciary Monitoring
- Continual Reporting of Results (Accountability)

### Attachments

1. Council Meeting schedule for 2017-2018
2. Deputy Mayor Terms for 2017-2021
3. Council Representation on Boards and Committees for 2017-2018



# 2017-18

## NOVEMBER 2017

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 2017

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 2018

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			

## FEBRUARY 2018

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			

## MARCH 2018

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

## APRIL 2018

S	M	T	W	T	F	S
1	2	3	4	5	6	7
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

## MAY 2018

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		

## JUNE 2018

S	M	T	W	T	F	S
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17	18	19	20	21	22	23
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## JULY 2018

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				

## AUGUST 2018

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

## SEPTEMBER 2018

S	M	T	W	T	F	S
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

## OCTOBER 2018

S	M	T	W	T	F	S
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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			

- Regular Council
- 2018 Operating & Capital Budget

- Standing Committee
- AUMA

- Stat Holidays
- FCM

## DEPUTY MAYOR TERMS 2017-2021 TERM

<b>Date</b>	<b>Councillor</b>
October 24, 2017 – January 31, 2018	Ryan Maguhn
February 1, 2018 – April 30, 2018	Albert Ostashek
May 1, 2018 – July 31, 2018	Tyler Waugh
August 1, 2018 – October 31, 2018	Dewly Nelson
November 1, 2018 – January 31, 2019	Trevor Haas
February 1, 2019 – April 30, 2019	JoAnn Race
May 1, 2019 – July 31, 2019	Ryan Maguhn
August 1, 2019 – October 31, 2019	Albert Ostashek
November 1, 2019 – January 31, 2020	Tyler Waugh
February 1, 2020 – April 30, 2020	Dewly Nelson
May 1, 2020 – July 31, 2020	Trevor Haas
August 1, 2020 – October 31, 2020	JoAnn Race
November 1, 2020 – January 31, 2021	Ryan Maguhn
February 1, 2021 – April 30, 2021	Albert Ostashek
May 1, 2021 – July 31, 2021	Tyler Waugh
August 1, 2021 – 2021 Municipal Election	Dewly Nelson

# OVERVIEW OF COUNCIL-APPOINTED COMMITTEES

BOARD	OVERVIEW	APPOINTED
<b>911 Call Centre Management Committee</b> -One Councillor -One Alternate	Intermunicipal Committee consisting of members of Council and Administration to address emergency services.	<b>Trevor Haas</b> <i>Alternate: Tyler Waugh</i>
<b>CAO Performance Review Committee</b> -Mayor -Two Councillors -One Alternate	Consists of Members of Council; develops the process for evaluation of the Chief Administrative Officer. Actual review process to be performed by all Council members.	<b>Marcel Michaels</b> <b>Ryan Maguhn</b> <b>Albert Ostashek</b> <i>Alternate: Trevor Haas</i>
<b>Community Engagement &amp; Advisory Committee (CEAC)</b> -One Councillor -One Alternate	Consists of Council representatives and Council-appointed members of the public; monitors the implementation of the Community Sustainability Plan and represents the Hinton community.	<b>Tyler Waugh</b> <i>Alternate: Albert Ostashek</i>
<b>Community Futures West Yellowhead</b> - Two Councillors -One Alternate	Intermunicipal committee consisting of members of Council; represents the region's population and establishes/monitors organization's priorities.	<b>Tyler Waugh</b> <b>Dewly Nelson</b> <i>Alternate: Marcel Michaels</i>
<b>Disaster Services Committee</b> -Three Councillors -One Alternate	Consists of Members of Council; advises Council on the development of emergency plans and programs.	<b>Dewly Nelson</b> <b>JoAnn Race</b> <b>Trevor Haas</b> <i>Alternate: Ryan Maguhn</i>
<b>Evergreen Foundation Board</b> -One Councillor -One Alternate	Intermunicipal committee consisting of members of Council; management of the Evergreen Foundation.	<b>Marcel Michaels</b> <i>Alternate: Dewly Nelson</i>
<b>Forest Resources Advisory Group</b> -One Councillor -One Alternate	Consists of Council representatives and members of the public; input for forest resources.	<b>Marcel Michaels</b> <i>Alternate: Albert Ostashek</i>
<b>Hinton Golfing Society</b> -One Councillor -One Alternate	Consists of Council representatives and members of the public; management of the Hinton Golfing Society.	<b>Ryan Maguhn</b> <i>Alternate: Tyler Waugh</i>
<b>Hinton Historical Society</b> -One Councillor -One Alternate	Consists of Council representatives and members of the public; management of the Hinton Historical Society.	<b>JoAnn Race</b> <i>Alternate: Ryan Maguhn</i>
<b>Hinton Municipal Library Board</b> -Two Councillors -One Alternate	Consists of Council representatives and Council-appointed members of the public; management of the Hinton Municipal Library.	<b>Tyler Waugh</b> <b>Trevor Haas</b> <i>Alternate: Albert Ostashek</i>

## OVERVIEW OF COUNCIL-APPOINTED COMMITTEES

<b>Hinton Regional Economic Development Coalition</b> -One Councillor -One Alternate	Intermunicipal committee consisting of members of Council; focus on economic development for the region.	<b>Albert Ostashek</b> <i>Alternate: Marcel Michaels</i>
<b>Home for Fine Arts Society of Hinton (ASH)</b> -One Councillor/Town Admin. -One Alternate	Consists of Council representative and members of the public; management of the Home for Fine Arts Society of Hinton.	<b>JoAnn Race</b> <i>Alternate: Trevor Haas</i>
<b>Inter-Municipal Committee (Yellowhead County)</b> (Under Review)	Intermunicipal committee consisting of members of Council; focuses on building strong relations with Yellowhead County.	<b>Under Review</b>
<b>Mary Reimer Park Society</b> -One Councillor -One Alternate	Consists of Council representatives and members of the public; management of Mary Reimer Park.	<b>Ryan Maguhn</b> <i>Alternate: JoAnn Race</i>
<b>Nominations Review Committee</b> (Under Review)	Consists of Members of Council; reviews applications for residents/citizens-at-large for Advisory/Working Committees.	<b>Under Review</b>
<b>West Fraser Pulpmill Advisory Committee</b> -One Councillor -One Alternate	Consists of Council representatives and members of the public; input for West Fraser Pulpmill.	<b>Marcel Michaels</b> <i>Alternate: Dewly Nelson</i>
<b>West Yellowhead Regional Waste Management</b> -Two Councillors -One Alternate	Intermunicipal committee consisting of members of Council; management of the region's waste management.	<b>Dewly Nelson</b> <b>Albert Ostashek</b> <i>Alternate: JoAnn Race</i>