

**COUNCIL ORGANIZATIONAL MINUTES
WOODLANDS COUNTY
October 24, 2017**

The organizational meeting of the Council for Woodlands County was held on Tuesday, October 24, 2017 at the Municipal Office in Whitecourt, Alberta, commencing at 3:00 p.m.

**MEMBERS
PRESENT:**

S. Bonnett	J. Burrows
R. Govenlock	D. Kluin
D. McQueen	B. Prestidge
J. Rennie	

**IN
ATTENDANCE:**

L. Mercier, Chief Administrative Officer
S. Wharton, Executive Assistant

**CALLED
TO ORDER:**

The meeting was called to order by L. Mercier, Chief Administrative Officer at 3:01 p.m.

L. Mercier reviewed the voting process with Council.

APPOINTMENT OF CHIEF ELECTED OFFICIAL

L. Mercier called a 1st time for nominations for the position of Mayor.

Councillor Govenlock nominated Councillor Rennie.

L. Mercier called a 2nd time for nominations for the position of Mayor.

L. Mercier called a 3rd time for nominations for position of Mayor.

C-15-550-17

MOVED by Councillor Kluin that nominations cease for the position of Mayor of Woodlands County.

UNANIMOUSLY CARRIED

L. Mercier declared Jim Rennie as Mayor of Woodlands County.

Mayor Rennie assumed the chair.

APPOINTMENT OF DEPUTY MAYOR – ROTATION SCHEDULE

C-15-551-17

MOVED by Councillor McQueen that Council approve a four month rotation for deputy mayor via alphabetical order and appoint Councillor Bonnett to serve from November 2017 to February 2018, Councillor Burrows to serve from March 2018 to June 2018 and Councillor Govenlock to serve from July 2018 to October 2018 as the deputy mayor.

UNANIMOUSLY CARRIED

DRAW FOR SEATING

C-15-552-17

MOVED by Councillor Bonnett that Council accept the current seating arrangements for this term.

UNANIMOUSLY CARRIED

ESTABLISHMENT OF REGULAR MEETING DATES, TIMES & LOCATIONS

Council reviewed L. Mercier’s report relative to the establishment of regularly scheduled meeting date, times and prospective locations.

C-15-553-17

MOVED by Councillor Burrows that Council hold regularly scheduled meetings at the Whitecourt Municipal Office during the months of November 2017, January 2018, March 2018, May 2018, July 2018 and September 2018 and at the Fort Assiniboine Regional Municipal Office during the months of December 2017, February 2018, April 2018, June 2018, August 2018 and October 2018 as outlined below:

Woodlands County Council Meetings		
<u>Date</u>	<u>Time</u>	<u>Location</u>
2017:		
Nov 7	7 p.m.	Whitecourt
Nov 21	9:30 a.m.	Whitecourt
Dec 5	7 p.m.	Fort Assiniboine
Dec 19	9:30 a.m.	Fort Assiniboine
2018:		
Jan 2	7 p.m.	Whitecourt
Jan 16	9:30 a.m.	Whitecourt
Feb 6	7 p.m.	Fort Assiniboine
Feb 20	9:30 a.m.	Fort Assiniboine
Mar 6	7 p.m.	Whitecourt
Mar 20	9:30 a.m.	Whitecourt
April 3	7 p.m.	Fort Assiniboine
Apr 17	9:30 a.m.	Fort Assiniboine
May 1	7 p.m.	Whitecourt
May 15	9:30 a.m.	Whitecourt
June 5	7 p.m.	Fort Assiniboine
June 19	9:30 a.m.	Fort Assiniboine
July 3	7 p.m.	Whitecourt
July 17	9:30 a.m.	Whitecourt
Aug 7	7 p.m.	Fort Assiniboine
Aug 21	9:30 a.m.	Fort Assiniboine
Sept 4	7 p.m.	Whitecourt
Sept 18	9:30 a.m.	Whitecourt
Oct 2	7 p.m.	Fort Assiniboine
Oct 16	9:30 a.m.	Fort Assiniboine

UNANIMOUSLY CARRIED

APPOINTMENT OF COUNCIL REPRESENTATIVES TO COMMITTEES

Council reviewed the Woodlands County Committee List and discussed their current appointments to each committee as well as those committees that are no longer in existence and/or defunct and should be removed from the list.

UNANIMOUSLY CARRIED

C-15-554-17

MOVED by Councillor Kluin that Council adopt the 2017–2018 Woodlands County Committee List for the appointments of Councillors to committees as amended.

UNANIMOUSLY CARRIED

A copy of the Woodlands County 2017/2018 Committee List is attached hereto and shall form a part of the Woodlands County Official Organizational Meeting minutes.

APPOINTMENT OF CHAIR FOR THE AGRICULTURE SERVICES BOARD

In accordance with Section 3 of the Agriculture Services Board Act Council discussed the appointment of a Chair for the Agriculture Services Board.

Mayor Rennie called a 1st time for nominations for the position of Chair of the Agriculture Services Board.

Councillor Kluin nominated Councillor McQueen.

Mayor Rennie called a 2nd time for nominations for the position of Chair of the Agriculture Services Board.

Mayor Rennie called a 3rd time for nominations for position of Chair of the Agriculture Services Board.

C-15-555-17

MOVED by Councillor Govenlock that nominations cease for the position of Chair of the Agriculture Services Board.

UNANIMOUSLY CARRIED

C-15-556-17

MOVED by Councillor Kluin that Council appoint Councillor McQueen as Chair of the Agriculture Services Board for a term of one year.

UNANIMOUSLY CARRIED

APPOINTMENT OF SIGNING OFFICERS

Council reviewed L. Mercier's report with respect to the official appointment of signing officers for Woodlands County.

C-15-557-17

MOVED by Councillor McQueen that Council authorizes the Mayor, or in the absence of the Mayor, the Deputy Mayor, or in the absence of the Deputy Mayor, any Councillor to sign negotiable instruments on behalf of Woodlands County.

UNANIMOUSLY CARRIED

ELECTED OFFICIALS EDUCATION PROGRAM – MUNIS 101

Council reviewed the scheduled dates for Munis 101 as well as the new addition taking place on January 11 and 12 in the Spruce Grove area.

C-15-558-17

MOVED by Councillor Bonnett that Council authorizes the attendance of Council at Munis 101 Elected Officials Education Program on January 11 & 12, 2018.

UNANIMOUSLY CARRIED

C-15-559-17

MOVED by Councillor McQueen that Council authorizes the attendance of Councillor Burrows at ECHO Society's AGM on Monday, October 30, 2017 at the Whitecourt Golf & Country Club.

UNANIMOUSLY CARRIED

C-15-560-17

MOVED by Councillor Bonnett that Council authorizes the attendance of Mayor Rennie and Councillor Govenlock to attend the 90th Birthday celebration of Adell Baxter on November 4th in St. Albert.

UNANIMOUSLY CARRIED

C-15-561-17

MOVED by Councillor Kluin that Council authorizes the attendance of Councillor Burrows and Govenlock at the Whitecourt Seniors Halloween Celebration on October 27, 2017 at the Senior Centre.

UNANIMOUSLY CARRIED

ADJOURNMENT: C-15-562-17

MOVED by Councillor Burrows that the Woodlands County Organizational meeting be adjourned at 3:47 p.m.

UNANIMOUSLY CARRIED

Secretary

Mayor

**WOODLANDS COUNTY
2017/ 2018 COUNCIL COMMITTEE LIST**

COMMITTEE, BOARD, SOCIETY OR COMMISSION (Members, Restrictions & Term) <i>1 year term unless noted otherwise</i>	Sylvia Bonnett	John Burrows	Ron Govenlock	Dale Kluin	Dale McQueen	Bruce Prestidge	Jim Rennie
WOODLANDS COUNTY COMMITTEES							
Agriculture Services Board (ASB) Meets 2 nd Tuesday – 2 nd month alternates between Whitecourt & Fort Assiniboine <i>(4 Councillors, 1 Alternate, 3 Members at Large)</i>	X		X	X	X		
Agriculture Services Board Appeals Committee Meets as required <i>(2 Councillors, 1 Alternate, 1 member at large)</i>		X				X	
Airport Advisory Committee Meets as required in Whitecourt <i>(2 Councillors – 1 Alternate, also has representatives from airport users)</i>		X	X				A
Anselmo Agricultural Society Meets approx. 10 time/year <i>(1 Councillor)</i>	X						
Blue Ridge Community League Meets 2 nd Monday @ 7pm at Blue Ridge Hall <i>(1 Councillor)</i>						X	
Economic Development Committee (EDC) Meets 3 rd Thursday @ 10 am at Woodlands County Municipal Office Whitecourt <i>(3 Councillors, 4 Members at Large)</i>		X		X		X	A
Fort Assiniboine Agricultural Society <i>(1 Councillor)</i>				X			
Fort Assiniboine School Liaison Committee Meets as required <i>(1 Councillors, 1 alternate)</i>				X	A		
Goose Lake Community League Meets once a month <i>(1 Councillor)</i>					X		
Human Resources Committee Meets as required <i>(3 Councillors)</i>	X		X				
Joint Liaison Committee Typically meets at 7:00 am at Green Gables Restaurant once a month <i>(3 Councillors)</i>		X	X				X
Municipal Planning Commission Meets 1 st & 3 rd Wed. at 5 pm <i>(4 Councillors, 3 Members at Large)</i>			X	X	X	X	
Topland Community League Meets once a month – adjourns in summer months <i>(1 Councillor)</i>					X		

Presiding Officer's Initials _____
Designated Officer's Initials _____

COMMITTEE, BOARD, SOCIETY OR COMMISSION <i>(Members, Restrictions & Term)</i> <i>1 year term unless noted otherwise</i>	Sylvia Bonnett	John Burrows	Ron Govenlock	Dale Kluin	Dale McQueen	Bruce Prestidge	Jim Rennie
Veterinary Services Incorporated (V.S.I) Committee Meets once in the Fall <i>(1 Councillor– Must be an ASB Member)</i>					X		
Woodlands County Community Services Committee Meets 2 nd Thursday @ 5 pm in Whitecourt <i>(3 Councillors + 1 alternate, 4 Members at Large)</i>		A		X	X	X	
Woodlands County Library Board Meets every 2 nd month <i>maximum 2 Councillors</i>	X				X		
Subdivision Development Appeal Board Meets as required <i>(1 Councillors, , 4 member at large)</i>	X						
West Whitecourt/Airport Area – Area Structure Plan Committee Meets as required <i>(3 Councillors)</i>		X	X				X
OTHER MUNICIPALITY COMMITTEES							
West End Bus Meets quarterly at Town Office in Mayerthorpe <i>(2 Councillor s)</i>	X					X	
Whitecourt & Area Winter Recreation Committee As required <i>(1 Councillor)</i>							X
Whitecourt Community Services Advisory Board Meets 2 nd Tues @ Millar Centre <i>(1 Councillor/1 Alternate)</i>	X		A				
Whitecourt & Woodlands Tourism Meets 2 nd Tuesday every 2 nd month @ 11 am at FIC <i>(2 Councillors, 1 Alternate, 1 Member At Large)</i>		X		A			X
Whitecourt Performing Arts Steering Committee Monthly – as required <i>(1 Councillor + 1 alternate)</i>	X						A
Whitecourt Protective Services Committee Meets once per month <i>(1 Councillor – 1 Alternate)</i>	A		X				
Whitecourt Regional Forest Advisory Committee Meets 4 th Tues of January, March, May Sept & November <i>(1 Councillor)</i>						X	
Whitecourt Regional Solid Waste Management Authority Meets 1 st Thursday of every 3 rd month <i>(2 Councillors)</i>	X				X		
Hospice Ad Hoc Committee <i>Monthly meetings</i> <i>(2 Councillors)</i>			X				X

<p align="center">COMMITTEE, BOARD, SOCIETY OR COMMISSION <i>(Members, Restrictions & Term)</i></p> <p align="center"><i>1 year term unless noted otherwise</i></p>	Sylvia Bonnett	John Burrows	Ron Govenlock	Dale Kluin	Dale McQueen	Bruce Prestidge	Jim Rennie
Museum & Black Smith Shop Ad Hoc Committee <i>(1 Councillor)</i>		X					
Golden Triangle Meets 3-4 times a year <i>(1 Councillor)</i>							X
<p>OUTSIDE AGENCIES</p>							
Alberta CARE Committee Meets 1-2 times per year <i>(1 Councillor, 1 Alternate)</i>	A				X		
Barrhead & District Social Housing Authority Meets 4 th Tuesday @ 1 pm monthly in Barrhead <i>(1 Councillor) – NO Alternate Allowed</i>				X			
Community Futures Board (Formerly YEBDC) Meets every 2 nd month on the 4 th Thurs @ 6pm supper provided at their office in Whitecourt <i>(1 Councillor/1 Alternate)</i>		X					
Eagle Tower Victim Services Meets 3 rd Tuesday fr. 4:30-6 pm McLeod Room at Woodlands County <i>(1 Councillor)</i>						X	
Grizzly Reg. Economic Alliance General Assembly (GROWTH) Meets once/month & rotates through the various communities <i>(1 Councillor, 1 Alternate)</i>				X			
Lac Ste. Anne Foundation Meets 2 nd Wed. @ 5pm alternates between Whitecourt & Mayerthorpe <i>(1 Councillor)</i>	X						
Millar Western Public Advisory Committee (PAC) Meets 4x/yr @ Millar training centre, on Whitecourt mill site. <i>(1 Councillor)</i>						X	
Whitecourt Mountain Bike Association As required. <i>(2 Councillors)</i>			X				X
Whitecourt Business Support Network <i>Monthly - Every 3rd Wednesday</i> <i>(1 Councillor)</i>							X
Whitecourt & District Agricultural Society <i>(1 Councillor)</i>		X					
Whitecourt & District Chamber of Commerce Meets 2 nd Weds. @ 11:30-1 at Mama Grays Catering – Scott Safety Arena <i>(1 Councillor)</i>		X					X
Whitecourt & District Library Board Meets 3 rd Tuesday at 7 pm at Library <i>(1 Councillor - 3 Year)</i>	X						
Yellowhead Regional Library Board (YRL) Meets 3x/ year in March, June and November at their Spruce Grove office	X						

COMMITTEE, BOARD, SOCIETY OR COMMISSION <i>(Members, Restrictions & Term)</i> <i>1 year term unless noted otherwise</i>	Sylvia Bonnett	John Burrows	Ron Govenlock	Dale Kluin	Dale McQueen	Bruce Prestidge	Jim Rennie
from 10:00 a.m. - 1:00 p.m. (lunch is provided). <i>(1 Councillor)</i>							
Youth Advisory Committee Meetings every 2 months at 4 pm at Millar Centre with additional meetings for Career and Education Expo <i>(1 Councillor + 1 alternate)</i>		X					A