

**COUNCIL ORGANIZATIONAL MINUTES
WOODLANDS COUNTY
October 18, 2016**

The organizational meeting of the Council for Woodlands County was held on Tuesday, October 18, 2016 at the Regional Municipal Office in Fort Assiniboine, Alberta, commencing at 9:00 a.m.

**MEMBERS
PRESENT:**

C. Merrifield
D. McQueen
D. Kluin
D. Pritchard
J. Rennie
R. Govenlock
S. Bonnett

**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 9:00 a.m.

APPOINTMENT OF CHIEF ELECTED OFFICIAL

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

Councillor McQueen 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-15-625-16

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-15-626-16

MOVED by Councillor Pritchard that Council appoint Councillor Merrifield to serve from November 2016 to February 2017, Councillor McQueen to serve from March 2017 to June 2017 and Councillor Pritchard to serve from July 2017 to October 2017 as the deputy mayor.

UNANIMOUSLY CARRIED

DRAW FOR SEATING

C-15-627-16

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-15-628-16

MOVED by Councillor Merrifield that Council hold regularly scheduled meetings at the Whitecourt Municipal Office during the months of November 2016, January 2017, March 2017, May 2017, July 2017 and September 2017 and at the Fort Assiniboine Regional Municipal Office during the months of December 2016, February 2017, April 2017, June 2017, August 2017 and October 2017 as outlined below:

Woodlands County Council Meetings		
<u>Date</u>	<u>Time</u>	<u>Location</u>
2016:		
Nov 1	7 p.m.	Whitecourt
Nov 15 – rescheduled to Nov 22	9:30 a.m.	Whitecourt
Dec 6	7 p.m.	Fort Assiniboine
Dec 20	9:30 a.m.	Fort Assiniboine
2017:		
Jan 3	7 p.m.	Whitecourt
Jan 17	9:30 a.m.	Whitecourt
Feb 7	7 p.m.	Fort Assiniboine
Feb 21	9:30 a.m.	Fort Assiniboine
Mar 7	7 p.m.	Whitecourt
Mar 21	9:30 a.m.	Whitecourt
April 4	7 p.m.	Fort Assiniboine
Apr 18	9:30 a.m.	Fort Assiniboine
May 2	7 p.m.	Whitecourt
May 16	9:30 a.m.	Whitecourt
June 6	7 p.m.	Fort Assiniboine
June 20	9:30 a.m.	Fort Assiniboine
July 4	7 p.m.	Whitecourt
July 18	9:30 a.m.	Whitecourt
Aug 1	7 p.m.	Fort Assiniboine
Aug 15	9:30 a.m.	Fort Assiniboine
Sept 5	7 p.m.	Whitecourt
Sept 19	9:30 a.m.	Whitecourt
Oct 3	7 p.m.	Fort Assiniboine
Oct 17	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-15-629-16

MOVED by Councillor Kluin that Council adopt the 2016–2017 Woodlands County Committee List for the appointments of Councillors to committees as amended.

UNANIMOUSLY CARRIED

A copy of the Woodlands County 2016/2017 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 Pritchard.

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-15-630-16

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

UNANIMOUSLY CARRIED

C-15-631-16

MOVED by Councillor Kluin that Council appoint Councillor Pritchard 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-15-632-16

MOVED by Councillor Merrifield 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

ADJOURNMENT: C-15-633-16

MOVED by Councillor McQueen that the Woodlands County Organizational meeting be adjourned at 9:15 a.m.

UNANIMOUSLY CARRIED

Secretary

Mayor

**WOODLANDS COUNTY
2016/ 2017 COUNCIL COMMITTEE LIST**

COMMITTEE, BOARD, SOCIETY OR COMMISSION (Members, Restrictions & Term)	Chad Merrifield	Ron Govenlock	Dale McQueen	Dale Kluin	Dan Pritchard	Jim Rennie	Sylvia Bonnett
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 – 1 Year – Ann Org. Mtg.)</i>	A		X	X	X		X
Airport Advisory Committee Meets as required in Whitecourt <i>(2 Councillors – 1 Alternate, also has representatives from airport users)</i>	X	X				X	
Agriculture Services Board Appeals Committee Meets as required <i>(2 Councillors, 1 Alternate, 1 member at large)</i>		X				X	
Anselmo Agricultural Society Meets approx. 10 time/year <i>(1 Councillor - 1 Year – Annual Org. Meeting)</i>							X
Blue Ridge Community League <i>(1 Councillor – 1 Year – Annual Org. Meeting)</i>					X		
Economic Development Committee (EDC) Meets 3 rd Thursday @ 10am - follows Council schedule & alternates between Whitecourt & Fort Assiniboine <i>(3 Councillors, 4 Members at Large – 1 Year – Annual Org. Meeting)</i>	X	X			X	A	
Fort Assiniboine Agricultural Society <i>(1 Councillor - 1 Year – Annual Org. Meeting)</i>				X			
Fort Assiniboine School Liaison Committee Meets once a month as required <i>(2 Councillors – 1 Year – Annual Org. Meeting)</i>			A	X			
Goose Lake Community League Meets once a month <i>(1 Councillor - 1 Year – Annual Org. Meeting)</i>			X				
Human Resources Committee Meets as required <i>(3 Councillors – 1 Year – Annual Org. Meeting)</i>	X	X	X	X	X	X	X
Joint Liaison Committee Meet 3 rd Thursday @ 11:45 a.m. <i>(3 Councillors - 1 Year – Annual Org. Meeting)</i>	X	X				X	
Municipal Planning Commission Meets 1 st & 3 rd Wed. at 7pm as required – alternate between Whitecourt & Fort Assiniboine <i>(4 Councillors, 3 Members at Large – 1 yr. – Ann. Org. Meeting)</i>		X	X	X		X	
Topland Community League Meets once a month – adjourns in summer months <i>(1 Councillor - 1 Year – Annual Org. Meeting)</i>			X				

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

COMMITTEE, BOARD, SOCIETY OR COMMISSION <i>(Members, Restrictions & Term)</i>	Chad Merrifield	Ron Govenlock	Dale McQueen	Dale Kluin	Dan Pritchard	Jim Rennie	Sylvia Bonnett
Veterinary Services Incorporated (V.S.I) Committee Meets once in the Fall <i>(1 Councillor – 1 Year – Ann. Organizational Meeting – Must be an ASB Member)</i>			X				
Woodlands County Community Services Committee Meets 2 nd Thursday @ 5pm in Whitecourt <i>(3 Councillors, 4 Members at Large – 1 Year – Annual Org. Mtg.)</i>		X		X			X
Woodlands County Historical Society <i>(2 Councillors – 1 Year – Annual Org. Meeting)</i>			X		X		
Woodlands County Library Board Meets every 2 nd month <i>(Restrictions: no less than 5 & no more than 10 members, maximum 2 Councillors for a 3 yr. term)</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							
Mayerthorpe Regional Needs Assessment Committee Meets once a year at Town Office in Mayerthorpe <i>(2 Councillors – 1 Year – Annual Org. Committee)</i>					X		X
West End Bus Meets once per year at Town Office in Mayerthorpe <i>(1 Councillor – 1 Year)</i>			A		X		X
Whitecourt & Area Winter Recreation Committee <i>(1 Councillor - 1 Year – Annual Org. Meeting)</i>	X						A
Whitecourt Community Services Advisory Board Meets 2 nd Tues @ Millar Centre <i>(1 Councillor/1 Alternate - 1 Year – Annual Org. Meeting)</i>		X					A
Whitecourt & Woodlands Tourism (previously Joint Economic Tourism Committee -JETC) Meets 2 nd Tuesday @ noon @ Forest Interpretive Centre <i>(2 Councillors, 1 Alternate, 1 Member At Large)</i>	X					X	A
Whitecourt Performing Arts Steering Committee Monthly <i>(1 Councillor + 1 alternate)</i>		A					X
Whitecourt Protective Services Committee Meets once per month <i>(1 Councillor – 1 Alternate)</i>					X		
Whitecourt Regional Forest Advisory Committee Meets 4 th Tues of January, March, May Sept & November <i>(1 Councillor - 1 Year – Annual Org. Meeting)</i>		X					

COMMITTEE, BOARD, SOCIETY OR COMMISSION <i>(Members, Restrictions & Term)</i>	Chad Merrifield	Ron Govenlock	Dale McQueen	Dale Kluin	Dan Pritchard	Jim Rennie	Sylvia Bonnett
Whitecourt Regional Solid Waste Management Authority Meets 1 st Thursday of every 3 rd month <i>(2 Councillors – 1 yr – Annual Org. Meeting)</i>			X				X
Hospice Ad Hoc Committee <i>Monthly meetings</i>		X				A	
Whitecourt Business Support Network <i>Monthly - Every third Wednesday</i> <i>(1 Councillor)</i>	X						
Mayor & Town Health Committee <i>(1 Councillor - 1 Year – Annual Org. Meeting)</i>		X			X		
Golden Triangle Meets 2-3 times a year <i>(1 Councillor - 1 Year)</i>						X	
Children's Festival Meets once per month <i>(1 Councillor)</i>							X
Pride Valley Area Structure Plan Steering Committee		X		X			X
OUTSIDE AGENCIES							
Alberta CARE Committee Meets 1-2 times per year <i>(1 Councillor, 1 Alternate)</i>			X	A			
Barrhead & District Social Housing Authority Meets 4 th Tuesday @ 1pm monthly in Barrhead <i>(1 Councillor, 1 Alternate – 1 Year - Annual Org. Meeting)</i>			A	X			
Mountain/BMX Committee <i>(2 Councillors)</i>		X				X	
Community Futures Board (Formerly YEBDC) Meets every 2 nd month on the 3 rd Thurs @ 6pm supper provided – alternates through communities <i>(1 Councillor/1 Alternate - 1 Year – Annual Org. Meeting)</i>	X						A
Eagle Tower Victim Services <i>(1 Councillor - 1 Year)</i>					X		
Enbridge Pipeline Community Advisory Board <i>(1 Councillor - 1 Year – Annual Org. Meeting)</i>						X	
Grizzly Reg. Economic Alliance General Assembly (GROWTH) Meets once/month & rotates through the various communities <i>(1 Councillor, 1 Alternate - 1 Year – Annual Org. Meeting)</i> • WILD Alberta	X			A			
Lac Ste. Anne Foundation Meets 2 nd Wed. @ 5pm alternates between Whitecourt & Mayerthorpe <i>(1 Councillor – 1 Year - Ann. Org. Meeting)</i>				X			
		A			X		

COMMITTEE, BOARD, SOCIETY OR COMMISSION <i>(Members, Restrictions & Term)</i>	Chad Merrifield	Ron Govenlock	Dale McQueen	Dale Kluin	Dan Pritchard	Jim Rennie	Sylvia Bonnett
Millar Western Forest Products Public Advisory Group Meets once per month (date is flexible) <i>(1 Councillor - 1 Year – Annual Org. Meeting)</i>		X					
Whitecourt & District Agricultural Society <i>(1 Councillor - 1 Year – Annual Org. Meeting)</i>	X						
Whitecourt & District Chamber of Commerce Meets 2 nd Weds. @ noon <i>(1 Councillor – 1 Year – Annual Org. Meeting)</i>	A					X	
Whitecourt & District Library Board Meets once per month at Library <i>(1 Councillor - 3 Year – Annual Org. Meeting)</i>					X		
Yellowhead Regional Library Board (YRL) <i>(1 Councillor - 1 Year – Annual Org. Meeting)</i>					X		
Youth Advisory Committee <i>(1 Councillor + 1 alternate)</i>	X					A	
Water North Coalition <i>(1 Councillor, 1 Alternate)</i>			X				