

Big Lakes County

Organizational Meeting

October 24, 2016
1:00 p.m.
Council Chambers
Big Lakes County
Administration Building

1. CALL TO ORDER - By Chief Administrative Officer

Pg.11 a. Organizational Chart Approved February 26, 2014

Pg.12 b. Current Draft Organizational Chart

2. REVIEW OF PROCESS – By Chief Administrative Officer

All committee appointments need formal nomination.

a. Resolution of Council to Confirm Appointments by Secret Ballot (Section 185.1 M.G.A.)

b. Motion to Appointment returning officers

Pat Olansky _____

Mark Schonken _____

3. COUNCIL COMMITTEES

Pg.13-28 a. Procedural Bylaw 02-2015/ Committee Terms of Reference

4. POLICY/BYLAWS REVIEW

Pg. 29-32 a. Councillor and At-Large Honorarium Policy (Counc-04)

Pg. 33-36 b. Code of Ethics Policy (Counc-01)

Pg. 37-38 c. Christmas Staff Recognition Policy (Admin-21)

6. ELECTION OF REEVE - By Chief Administrative Officer

(Oath of Office)

7. ELECTION OF DEPUTY REEVE – By Chief Administrative Officer

(Oath of Office)

Upon election of Deputy Reeve, Reeve Assumes Chair

8. **REVIEW OF SEATING ARRANGEMENT**

STATUTORY/COUNCIL APPOINTMENTS – ALL INTERNAL

Past Members

9. Agricultural Service Board (4 year appointments)

No Action Required - Term Ends October 2017

Council Members: K. Killeen, A. Stewart, D. Marx, Matula, K. Matthews

Members at Large: A. Billings, D. Nichols, G. Gaschnitz, D. Meneice, L. Pratt, G. Blackhurst

10. Weed and Pest Control Appeal Board (4 year appointment)

No Action Required - Term Ends October 2017

Council Members: Nygaard

Members at Large: Tim Stokes, Vic Matula

11. Municipal Planning Commission (Subdivision and Development Authority) (4 year appointment)

No Action Required - Term Ends October 2017

Council Members: K. Matthews, D. Marx, R. Nygaard, F. Sutherland, A. Stewart, E. Podollan,
R. Matula, K. Killeen, D. Charrois

Members at Large: Randy Ehman, Duane Nichols

12. Subdivision and Development Appeal Board (4 year appointment Current Term Ends October 2017)

One Member At-Large Appointment Required

Current Members at Large: Helen Henderson, Christopher Brown, Lloyd Marshall & Wally Garrick

No Letters of Interest received administration will re-advertise

13. Assessment Review Board (4 year appointment)

Note: Members must receive training

Three Members At-Large Required

Current Members: K. Matthews, R. Nygaard, A. Stewart (Alternate)

Pg. 39-40 Letters of Interest Received from: Christopher W. Brown _____

Note: Administration will continue to advertise for more members at large.

14. Emergency Management Committee (1 year appointment)

Note: *Required under Public Safety Services Act.*

Current Appointments:

* Three members of County Council	David Marx	_____
	Ken Matthews	_____
	Robert Nygaard	_____

15. Economic Development Committee (External) (4 year appointment)

No Action Required - Term Ends October 2017

Council Members: R. Nygaard, K. Killeen, D. Charrois

Consultant: Lisa Baroldi, Progress Unlimited

16. Memorandum of Agreement with Peavine Metis Settlement (4 year appointment)

No Action Required - Term Ends October 2017

Council Members: D. Marx

Staff Member: V. Abel

17. Inter-Governmental Relations Committee (1 year appointment)

No Action Required - Term Ends October 2017

Current Members: K. Killeen, D. Marx, R. Matula, K. Matthews

18. High Prairie Airport Commission (1 year appointment)

Current Appointments:

* Three Members from County Council	Don Charrois	_____
	Ann Stewart	_____
	Ken Matthews	_____

Letters of Interest Received from:

<i>Pg. 41-42</i>	<i>Members's at Large</i>	<i>Roland Gauthier</i>	_____
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Note: *Administration will continue to advertise for more members at large.*

19. Finance Committee (1 year appointment)

Current Appointments:

* Three Members from County Council	Ann Stewart	_____
	Ron Matula	_____
	Don Charrois	_____

20. Regional Collaboration (1 year appointment)

Current Appointment:

* One Member from County Council	Ken Matthews	_____
* One Alternate Member	David Marx	_____

STATUTORY/AGREEMENT APPOINTMENTS - EXTERNAL

21. Heart River Housing Management Unit (1 year appointment)

Current Appointments:

i) One Member from Council	Frank Sutherland	_____
ii) One Alternate Member of Council	Ann Stewart	_____

22. Barrhead Social Housing Management Unit (1 year appointment)

Current Appointments:

i) One Member from M.D. Council	Ken Killeen	_____
ii) One Alternate Member from Council	Robert Nygaard	_____

23. FCSS Advisory Committee (Town of High Prairie) (4 year appointment)

No Action Required - Term Ends October 2017

Council Members: A. Stewart, R. Matula

Members at-Large: C. Bittman, K. Killoran, K. Ferguson

30. Big Lakes County Library Board (3 year appointments)

* Two Council Members to be appointed

* One Staff Member to be appointed as Secretary

Current Appointments:

i) Two Members of Council Ann Stewart _____

David Marx _____

ii) One Staff Member Jessica Martinson _____

iii) Members at Large

* Two Members at-Large to be appointed

Current Appointments:

* 1 member for 1 year term J. Sheldon _____

* 1 member for 2 year term S. Blacha _____

* 2 members for a 3 year term

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iv) Letters of Interest Received from: Lorrie Shelp _____

Christopher Brown _____

* Appointments are in Accordance with the Libraries Act Section 4 (6)

31. High Prairie Library Board (Staggered appointments)

* One Member at-Large to be appointed

*Council Member appointment is for a 4 year term with the current term ending October 2017.

Current Appointments:

i. One Member from Council Ann Stewart _____

ii. Two At-Large Members P. Sware _____

iii. Joint Member Simone Blacha _____

* appointed by the Town of High Prairie and the County

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iv. Letters of Interest Received from: Corilee Bugar _____

Rose Toner _____

32. Peace Library System (1 year appointment)

Current Appointments:

- i) One At – Large Member Lorrie Shelp _____
- ii) One Alternate Member of Council Ann Stewart _____

33. High Prairie Recreation Board (1 year appointment)

Current Appointments:

- i) Two Members of Council David Marx _____
Don Charrois _____
- ii) One Alternate Member of Council to H.P.R.B. Ron Matula _____

34. High Prairie Regional Landfill Authority (1 year appointment)

Note: Will also be member of Alberta CARE

Current Appointments:

- i) One Member from Council David Marx _____
- ii) One Alternate Member of Council to H.P.R.L.A. Don Charrois _____

35. High Prairie Seed Cleaning Plant (1 year appointment)

Current Appointments:

- i) One Member from Council Ron Matula _____
- ii) One Alternate Member of Council David Marx _____

36. S.A.R.D.A. (Agriculture Research Group) (1 year appointment)

Current Appointments:

- i) One Member from Council Ron Matula _____
- ii) One Member from ASB G. Gaschnitz _____

37. Veterinary Services Incorporated (4 year appointment)

No Action Required - Term Ends October 2017

Members: G. Blackhurst, L. Pratt

38. L.S.L. Forest Resource Advisory Committee (1 year appointment)

Note: Appointment by M.L.A. upon council recommendation. (Status questionable.)

Current Appointment:

i) One Member of Council Ken Killeen _____

39. Tolko Forest Resource Advisory Committee (1 year appointment)

Current Appointment:

i) One Member of Council David Marx _____

40. Swan Hills Waste Treatment Centre Advisory Committee (1 year appointment)

Current Appointment:

i) One Member of Council Ken Killeen _____

41. High Prairie Health Facility Ad Hoc Committee (1 year appointment)

Current Appointment:

i) One Member of Council Ken Matthews _____

42. Children's Resource Council (1 year appointment)

Current Appointment:

i) One Member of Council Ann Stewart _____

43. Northern Alberta Elected Leaders (1 year appointment)

Current Appointments:

i) Reeve Ken Matthews _____

ii) Deputy Reeve Alternate Member David Marx _____

44. High Prairie & Area Chamber of Commerce

Current Appointment:

i) One Member from Council Ken Matthews _____

45. Northern Lakes College – Community Education Committee (CEC)

Current Appointment:

i) One Member from Council Ann Stewart _____

46. Golden Triangle Consortia (1 year appointment)

Current Appointment:

* One Member from County Council Don Charrois _____

47. Community Health and Wellness Community (CHWC) Partnership Committee (1 year appointment)

Current Appointment:

* One Member from County Council Ken Matthews _____

INTER-MUNICIPAL AD HOC COMMITTEES

48. Town of High Prairie

Current Appointments:

i) Three Members of Council Ken Matthews _____

Don Charrois _____

David Marx _____

49. Town of Swan Hills

Current Appointments:

i) Three Members of Council Robert Nygaard _____

Ken Killeen _____

Ken Matthews _____

SCHEDULE OF MEETINGS

- 50. **Regular Council Meetings** (2nd and 4th Wednesdays) _____
- 51. **Municipal Planning Commission** (Third Tuesday of each month at 10 am) _____
- 52. **MOTION TO DESTROY BALLOTS**
- 53. **ADJOURNMENT**