



## ORGANIZATIONAL MEETING AGENDA

**Date:** October 23, 2017  
**Time:** 7:00 p.m.  
**Place:** Town Hall, Council Chambers

1. CALL TO ORDER
2. ADOPTION OF AGENDA
3. PROCEDURAL INFORMATION
  - 3.1 RFD – Oath of Office: Elected Officials
  - 3.2 RFD – Election of Deputy Chief Elected Officer (Deputy Mayor)
  - 3.3 Management and Staff Introductions and Organizational Chart
    - a) Holly Habiak, Chief Administrative Officer
    - b) Lyle Hannan, General Manager of Community & Protective Services
    - c) Aline Brousseau, Planner/Legislative Services Coordinator
    - d) Martin Belanger, Public Works Foreman
    - e) Bert Pruneau, Utilities Director
    - f) Rob Duffy, Regional Director of Emergency Management and Occupational Health & Safety
    - g) Rod Griffiths, Director of Corporate Services (Finance)
  - 3.4 RFD – Remuneration
    - a) Council Remuneration
    - b) Public Member Remuneration
  - 3.5 RFD – Bylaw 1219: Procedural Bylaw
    - a) RFD – Date and Time of Regular Council Meetings
    - b) RFD – Council Orientation and Strategic Planning Session
  - 3.6 RFD – Upcoming Meetings/Events
  - 3.7 RFD – Appointment of Auditors
  - 3.8 RFD – Appointment of Signing Authorities
  - 3.9 RFD – Appointment of Solicitor
  - 3.10 RFD – Appointment of Engineering Firm
  - 3.11 RFD – Appointment of Assessor
  - 3.12 RFD – Appointment of Subdivision Authority

- 3.13 RFD – Committee Listing Representatives
- 3.14 RFD – Modernized Municipal Government Act (MMGA)
- 3.15 RFD – Annual General Meeting (Town Hall Meeting)
- 3.16 RFD – Advertising
- 3.17 Other Information for Reference
  - a) Now That You've Been Elected: A Handbook for Elected Officials – Alberta Municipal Affairs
  - b) Pecuniary Interest for Municipal Councillors – Alberta Municipal Affairs
  - c) In-Camera Discussions of Council – Alberta Municipal Affairs
  - d) Asset Management
  - e) Bylaw 1242: Land Use Bylaw
  - f) Municipal Profile – Government of Alberta
  - g) Freedom of Information and Protection of Privacy Act (FOIP) – Frequently Asked Questions For Municipalities
  - h) Municipal Government Act
  - i) Personnel Handbook-DRAFT
  - j) Rules of Order At-A-Glance

#### 4. ADJOURNMENT