

**MINUTES**  
**MUNICIPAL DISTRICT OF OPPORTUNITY NO. 17**  
**ORGANIZATIONAL COUNCIL MEETING**  
**OCTOBER 21, 2015 - WABASCA**

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The organizational meeting of the Municipal District of Opportunity Council was held on Wednesday, October 21, 2015 at the Wabasca Council Chambers.

**MEMBERS PRESENT:** Paul Sinclair (Reeve)      Everett Gottfried  
Hal Taron                      Louie Okemow  
Leo Alook                      Gerald Johnson  
Roy Yellowknee              Clarence Cardinal  
Dollie Anderson              Marcel D. Auger  
Dwayne Calliou

**IN ATTENDANCE:** Helen Alook                      Chief Administrative Officer  
Marjorie Auger                Deputy CAO  
Chantal Cardinal              Recording Secretary

**Call to Order:** Deputy Reeve, Dollie Anderson called the meeting to order at 10:00 a.m.

**Adoption of Agenda:** 0686-2015-17MDC  
Moved by Dwayne Calliou that the Agenda is adopted as presented.

CARRIED

**Selection of Deputy  
Reeve:**

The Reeve opened the floor for nominations of the Deputy Reeve position:

Everett Gottfried nominated Dollie Anderson; Dollie Anderson accepted the nomination.

The Reeve called for the second and third nominations; no other nominations were received.

0687-2015-17MDC  
Moved by Dwayne Calliou that nominations for the Deputy Reeve position cease.

CARRIED

**Declare Deputy Reeve:** 0688-2015-17MDC  
Moved by Dwayne Calliou that Dollie Anderson is declared the Deputy Reeve for the M.D. of Opportunity No. 17 for a term of one year becoming effective October 21, 2015 to October 2016.

CARRIED

**2015 – 2016 Meeting  
Schedule:**

0689-2014-17MDC  
Moved by Dwayne Calliou that the 2015 – 2016 Regular, Delegation & Budget meeting schedule is approved with amendments to add:

- Three Conference Dates
- Change conflicting Dates accordingly

CARRIED

**Signing Authority:****0690-2015-17MDC**

Moved by Dwayne Calliou that Helen Alook, Marjorie Auger, Terah Yellowknee, Simon Cardinal, Paul Sinclair, Dollie Anderson, Marcel D. Auger, Dwayne Calliou and Everett Gottfried are the signing authorities for cheque signing effective October 21, 2015 to October 2016.

CARRIED

**Remuneration Rates:****0691-2015-17MDC**

Moved by Dollie Anderson that the 2015 Council remuneration rates remain for 2016; the same at a salary rate of \$91,000.00 (\$7,583.00 per month).

CARRIED

**Council Boards &  
Committee****Appointments:****0692-2015-17MDC**

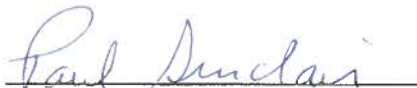
Moved by Dwayne Calliou that the Council Boards and Committee appointments remain as is for a term of one year effective October 21, 2015 to October 2016.

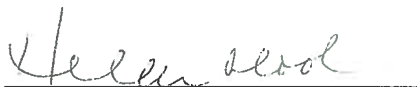
CARRIED

**Adjournment:****0693-2015-17MDC**

Moved by Marcel D. Auger that the organizational meeting is adjourned at 10:16 a.m.

CARRIED

  
Reeve

  
Chief Administrative Officer

**M.D. OF OPPORTUNITY COUNCIL MEETING  
2015 - 2016 SCHEDULE  
ALL MEETINGS COMMENCE AT 10:00 A.M. UNLESS SPECIFIED OTHERWISE**

DATE:	TYPE:	LOCATION:	VENUE:
November 4, 2015	REGULAR	WABASCA	COUNCIL CHAMBERS
<b>November 5, 2015</b>	<b>PRELIMINARY BUDGET</b>	WABASCA	COUNCIL CHAMBERS
<b>November 23, 2015</b>	<b>2ND DRAFT BUDGET</b>	WABASCA	COUNCIL CHAMBERS
November 24, 2015	DELEGATION	WABASCA	COUNCIL CHAMBERS
December 9, 2015	REGULAR	WABASCA	COUNCIL CHAMBERS
<b>December 10, 2015</b>	<b>FINAL BUDGET</b>	WABASCA	COUNCIL CHAMBERS
January 13, 2016	REGULAR	WABASCA	COUNCIL CHAMBERS
<b>January 27, 2016</b>	<b>DELEGATION</b>	<b>RED EARTH CREEK</b>	<b>SPORTS CENTRE BOARDROOM</b>
February 10, 2016	REGULAR	WABASCA	COUNCIL CHAMBERS
<b>February 24, 2016</b>	<b>DELEGATION</b>	<b>CHIP LAKES</b>	<b>COMMUNITY HALL</b>
March 9, 2016	REGULAR	WABASCA	COUNCIL CHAMBERS
<b>March 23, 2016</b>	<b>DELEGATION</b>	<b>CALLING LAKE</b>	<b>COMPLEX BOARDROOM</b>
April 20, 2016	REGULAR	WABASCA	COUNCIL CHAMBERS
<b>April 25, 2016</b>	<b>DELEGATION</b>	<b>SANDY LAKE</b>	<b>COMMUNITY HALL</b>
May 11, 2016	REGULAR	WABASCA	COUNCIL CHAMBERS
<b>May 25, 2016</b>	<b>DELEGATION</b>	<b>PEERLESS LAKE</b>	<b>COMMUNITY HALL</b>
June 8, 2016	REGULAR	WABASCA	COUNCIL CHAMBERS
<b>June 22, 2016</b>	<b>DELEGATION</b>	<b>TROUT LAKE</b>	<b>COMMUNITY HALL</b>
July 13, 2016	REGULAR	WABASCA	COUNCIL CHAMBERS
<b>July 27, 2016</b>	<b>DELEGATION</b>	<b>WABASCA</b>	<b>COUNCIL CHAMBERS</b>
August 10, 2016	REGULAR	WABASCA	COUNCIL CHAMBERS
<b>August 24, 2016</b>	<b>DELEGATION</b>	<b>CALLING LAKE</b>	<b>COMPLEX BOARDROOM</b>
September 14, 2016	REGULAR	WABASCA	COUNCIL CHAMBERS
<b>September 28, 2016</b>	<b>DELEGATION</b>	<b>RED EARTH CREEK</b>	<b>SPORTS CENTRE BOARDROOM</b>
October 12, 2016	REGULAR	WABASCA	COUNCIL CHAMBERS
October 19, 2016	ORGANIZATIONAL	WABASCA	COUNCIL CHAMBERS
WABASCA OFFICE:	780-891-3778 (tele)	780-891-4283 (fax)	1-888-891-3778 (toll free)
RED EARTH OFFICE:	780-649-3427 (tele)	780-649-3440 (fax)	1-855-649-3427 (toll free)
CALLING LAKE OFFICE:	780-331-3860 (tele)	780-331-3950 (fax)	1-855-331-3860 (toll free)

**M.D. OF OPPORTUNITY COUNCIL MEETING  
2015 - 2016 SCHEDULE  
ALL MEETINGS COMMENCE AT 10:00 A.M. UNLESS SPECIFIED OTHERWISE**

<b>STAT HOLIDAYS:</b>		
October 12, 2015	Thanksgiving Day	Monday
November 11, 2015	Remembrance Day	Wednesday
December 25, 2015	Christmas Day	Friday
December 26, 2015	Boxing Day	Saturday
January 1, 2016	New Year's Day	Friday
February 15, 2016	Family Day	Monday
March 25, 2016	Good Friday	Friday
March 28, 2016	Easter Monday	Monday
May 23, 2016	Victoria Day	Monday
July 1, 2016	Canada Day	Friday
August 1, 2016	Civic Day	Monday
September 5, 2016	Labor Day	Monday
October 10, 2016	Thanksgiving Day	Monday
November 11, 2016	Remembrance Day	Friday
December 25, 2016	Christmas Day	Sunday
December 26, 2016	Boxing Day	Monday
<b>CAO Meeting Dates</b>	<b>10:00 a.m.</b>	<b>Wabasca Council Chambers</b>
March 10, 2016		
June 9, 2016		
September 15, 2016		
December 8, 2016		
<b>Convention</b>	<b>Dates</b>	<b>Location</b>
FCSS Conference	Nov 25-27, 2015	Edmonton
Growing the North	Feb 17-18, 2016	Grande Prairie
AAMDC	March 14-16, 2016	Edmonton
EDA	April 6-8, 2016	Kananaskis
Alberta Smart City	April 12-13, 2016	Banff
Alberta Community Crime	April 27-28, 2016	Calgary
AAMDC	Nov 17-19, 2016	Edmonton
AUMA	Oct 5-7, 2016	Edmonton
AFPA	Sep-16	Jasper
ARPA	Oct-16	Lake Louise
FCM	June 3-5, 2016	Winnipeg
Vitalize	Jun-15	Edmonton
<b>Scheduled Prior to Regular Council Meetings</b>	<b>Start Time</b>	<b>Wabasca Council Chambers</b>
Policy Committee Meeting	10:00 a.m.	
MPC	1:00 p.m.	
MD Housing Meeting	2:00 p.m.	
WDHA Meeting	3:00 p.m.	



**Council Remuneration Rates – 2015-2016**  
**Approved on October 21, 2015**

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TYPE	ALL COUNCIL
Annual Salary.....	\$91,000.00
Monthly Preparation.....	\$7583.00
Committee Members at Large.....	\$250/day
Kilometer Rate (per KM).....	\$0.75
Subsistence..... Breakfast - \$25.00, Lunch - \$30.00 & Dinner - \$45.00	\$100/day
a) Lodging (receipts).....	At cost
b) Non-commercial..... (Private Lodging, not hotel i.e. family, friend)	\$100/night
c) 24 Hr. Period..... (Incidentals)	\$30/night
Telephone (month)..... Submit receipts if Municipal District business expenses exceed the rate.	\$200

**Notes:** The kilometer, subsistence & lodging expense rates are also applicable for “committee members at large” and staff.

As per Motion #0691-2015-17MDC – October 21, 2015 Organizational Meeting

## M.D. OF OPPORTUNITY

### **COUNCIL BOARDS & COMMITTEES - ORGANIZATION COMMITTEE STRUCTURE**

Whereas, the Municipal Government Act gives Council the authority to establish committees and determine functions of Council Committees, as well as regulates the procedure and conduct of those Committees.

REEVE shall be "ex-officio" a Council member of all committees

CHIEF ADMINISTRATIVE OFFICER shall be "ex-officio staff member on all committees"

ADMINISTRATION appointed as Resource staff to prepare Agendas and record Minutes

MEMBER-AT-LARGE appointed to committees by Council through Motion

#### **COUNCIL COMMITTEE OF THE WHOLE**

Entire Council participates on this Committee and the Mayor steps down to an appointed Chairperson. It is a convenient method of considering a question when it is desired to allow each member to speak an unlimited number of times in debate.

#### **Finance Committee – All Council** (On "as need" basis)

The Committee is composed of all members of the M.D. of Opportunity Council. It is responsible for the management of expenditure and revenue of MD funds according to General Accounting Principles while assuring adherence to an approved annual budget.

Resource Staff: Finance Services Manager, Chief Administrative Officer, Finance Officers

#### **Emergency Management Agency– All Council** (On "as need" basis)

Resource Staff: Legislative Services Manager, Chief Administrative Officer & Administrative Staff

#### **FCSS (Family & Community Support Services) – All Council** (On "as need" basis)

This board looks after various community programs and may work jointly with other agencies in the community. They have their own budget which is funded by the Province and the MD. FCSS business is conducted during regular council meetings.

Resource Staff: Community Services Manager, Chief Administrative Officer, Administrative Support

#### **East/West Task Force Committee/Connector Road – All Council** (On "as need" basis)

This committee participates in meetings upon invitation from the task force that is spearheading the projects they are involved in. The main interest our Council were focussing on is the east/west connector road that was being proposed.

Resource Staff: Transportation Manager, Chief Administrative Officer, Economic Development Officer

#### **MD of Opportunity No. 17 Historical Board – All of Council**

Council Motion 0741-2014-17MDC

Meetings held Monthly

Resource Staff: Tourism and Economic Development Officer, Votham Anastasiadis

### **BCN/MD Council** (Meet on a quarterly basis) - **All of Council**

A process is in place whereby both “local governments” can work together on mutual issues & concerns.

MD & BCN Councils as a whole

### **Ad Hoc Committee – Senior Housing Task Force – All Council** (On “as need” basis)

Council as a whole to deal with Senior Housing initiatives such as Long Term Care and Assisted Living issues & plans.

Process/Update: this committee has not met; consider removing from the list as these issues can be dealt with by the new structure.

### **Policy Committee** (On “as need” basis)

This committee was established on May 11<sup>th</sup>, 2011. The committee's task is to review existing Policies for amendments and to establish new Policies as required from time to time. Committee meetings are scheduled every month to review Policies.

New appointee- Leo Alook, Gerald Johnson, Dollie Anderson, Louie Okemow, Everett Gottfried, Roy Yellowknee, and Hal Taron.

Resource Staff: Chief Administrative Officer & Applicable Department Managers

Progress/Update: Regular monthly meetings are held and is progressing well.

### **Agricultural Service Board (ASB)**

This committee was established on January 22, 2014. The agricultural Service Board who would be responsible to develop a weed control and pest program as well as soil and water conservation programs as per the Agricultural Service Board Act and its Regulations.

New appointee – Dollie Anderson, Hal Taron, and Clarence Cardinal

Resource Staff: Chief Administrative Officer and Legislative Services Manager

## **STANDING COMMITTEES OF COUNCIL**

Standing committees are constituted to perform a continuing function and remain in existence permanently or for the life of the assembly that establishes them.

### **Slave Lake Housing Authority**

This board works with the appropriate regional housing authority to administer various housing projects which includes senior citizen housing namely Vanderwell Senior Lodge. Our MD is involved with the committee as all our communities, except Calling Lake falls in this district and some of our MD residents are able to access senior citizen lodging and homes. This committee calls for a “member at large” appointment but was changed to a Council member to improve communications and attendance to their regular meetings. This authority requisitions our MD for budget operations.

New appointee – Paul Sinclair & (Hal Taron-Alternate)

Resource Staff: Chief Administrative Officer

### **Lesser Slave Lake Economic Alliance Committee**

This committee is structured that we have one Council member appointed; this alliance consists of several appointments from neighbouring MDs and Towns who work together to promote economic development in all areas. This committee meets on a regular basis.

Current appointee – Leo Alook & Dwayne Calliou (May 2015)

Resource Staff: Economic Development & Tourism Development Officer, Chief Administrative Officer  
MD became a Member to LSLEA per Motion of Nov. 16<sup>th</sup>/11.

### **Lesser Slave Lake Community Futures (Development Corporation)**

This board is structured that we have one Council member appointed to their Board. They work with business investment initiatives; approve loans and activities respecting business ventures. A Council member appointment is required; the board meets on a monthly basis.

New appointee – Everett Gottfried (Nov 12/14)

Resource Staff: Economic Development Officer

Progress/Update: This board meets regularly throughout the year.

### **Greater North Foundation**

This board works with the appropriate regional housing authority to administer the senior citizen lodges and housing in Athabasca and Lac La Biche. Our MD is involved with the committee as Calling Lake falls within their district and some MD residents use their lodges/homes. This board also requisitions our MD for operational funding. This committee calls for a “member at large” but was changed to a Council member to improve communications and attendance to their regular monthly meetings.

New appointee – Clarence Cardinal

Resource Staff: Chief Administrative Officer

Progress/Update: This board meets regularly throughout the year.

### **Community Education Committee (NLC – Wabasca)**

This committee involves 2 “members at large” which are appointed by Council. They work with the Stony Point Campus in Wabasca and Northern Lakes College. They have a budget of their own, are involved in the student selection process and recommend the types of training programming that should be brought into the communities. They meet regularly every month.

New appointees – Everett Gottfried & Marcel D Auger

Resource Staff: Chief Administrative Officer

Progress/Update: This board meets regularly throughout the year.

### **Road Committee** (On “as need” basis)

Reeve and staff appointments only are required, current procedure is that the Reeve, MD Chief Administrative Officer and Transportation Services manager are members to this committee. This committee determines and recommends road bans for municipal roads and meets on “as need” basis.

New appointees – Paul Sinclair, Cyndi Taron & Helen Alook

Resource Staff: Transportation Manager, Chief Administrative Officer

Progress/Update: Meeting twice a year, put on road bans, take off road bans.



### Alberta Transportation/ISL Engineering – Technical Review Committee

ISL Engineering & Land Services was hired by Alberta Transportation to carry out a planning study for Highway 686, from Highway 88 to north of Peerless Lake. In addition to geometrics, environmental issues, access management and cost estimates, a public consultation process will be included to gather input from the communities.

Appointees: Dollie Anderson, Louie Okemow & Leo Alook

Resource Staff: Transportation Manager & Chief Administrative Officer

Progress/Update: The Committee Meets on an “as required” basis.

### BOARDS & COMMISSIONS

A Board is an administrative, managerial, or quasi-judicial body of elected or appointed persons that has the character of a deliberative body.

#### Assessment Review Board (Term 1 Year)

The Board hears tax assessment appeals from concerned property owners disputing the calculation of the Assessment Officer. This Board meets on an “as need” basis and requires three appointments. Changes to legislation requires that the appointees are licensed and trained and must obtain a certificate in order to become a member of the Board.

New appointees –Gerald Johnson, Everett Gottfried & Dollie Anderson

Resource Staff: Finance Services Manager, Chief Administrative Officer

Legislated Board- Section 454 MGA

#### Municipal Planning Commission (Term 1 Year)

This five member commission is responsible for decisions regarding development according to the Land Use Bylaw. They meet regularly every month to deal with development permit applications and must be familiar with the Land Use Bylaw, Area Structure Plan and Municipal Development Plan.

New appointees – Dollie Anderson, Hal Taron, Everett Gottfried, Gerald Johnson & Dwayne Calliou

Resource Staff: Lands & Planning Manager, Chief Administrative Officer

Legislated- Section 626 (1) MGA

#### Subdivision and Development Appeal Board (Term 1 Year)

The Board hears appeals regarding decisions of the Development Officer or the Municipal Planning Commission regarding zoning and development decisions. This board meets on “as need” basis and requires three “at large” appointments and two Council members.

New “at large” appointees –Eric Twardzik, Doug Fisher & Ernie Grach

New “council” appointees –Clarence Cardinal, Marcel D. Auger

Resource Staff: Chief Administrative Officer, Secretary to SDAB–Suzanne Bennett

Legislated –Section 627 (1) MGA

### **Library Board** (Staggered terms for Members at Large & 1 Year Term for Council Members)

A bylaw was enacted to establish a Municipal Library (Bylaw 2002 – 04); Council appoints “members at large” to this board and also includes members of Council (Sections 4 & 5 Libraries Act). This board is governed by the libraries act, operate libraries located within the district and also is a member of the Peace Library System of Grande Prairie.

“At large” appointees –Brenda Bladon (2015-18) Avard Mann (2015-18) Raymond Schaffer (March 2015-18)

New “Council” appointees - Dollie Anderson (1 year) & Marcel D. Auger (1 year)

Resource Staff: Community Services Manager & Chief Administrative Officer

Legislated-Libraries Act

### **Peace Regional Library Board Representative**

The MD appoints a representative to the Peace Regional Library System (Section 16(a) Libraries Act); Council accepts the Municipal Library Board’s recommended representative which is usually the Chairperson. The Peace Regional Library System is responsible for assisting municipalities in meeting the information, educational and cultural needs of their residents in the most cost-effective and efficient way possible by the sharing of resources and expertise among public and school libraries.

New appointee – Dollie Anderson (Marcel D. Auger-alternate)

Resource Staff: Manager of Community Services

Legislated-Libraries Act

### **MD of Opportunity No. 17 Housing Corporation Board of Directors**

This committee was established on December 14, 2011. Their mandate is to provide housing to senior citizens, individuals and families who qualify under approved criteria for the hamlets of Calling Lake, Sandy Lake, Wabasca and Red Earth Creek.

Appointees – Everett Gottfried, Dollie Anderson, Hal Taron, Gerald Johnson, & Dwayne Calliou

(Chairman/President Dollie Anderson); (Secretary Dwayne Calliou); (Treasurer Hal Taron)

Corporate Terms of Reference

### **MD of Opportunity No. 17 Traffic Safety Committee**

*Everett Gottfried*

Progress/Update: Meet every 4 Months at Fire hall.

## **AD HOC COMMITTEES OF COUNCIL**

Ad hoc committees are often referred to as a special committee appointed, as the need arises, to carry out as specific task, at the completion of which, on presentation of its final report to Council, it automatically ceases to exist.

### **Wabasca Physician Retention Committee**

The mandate of this committee includes but is not limited to the recruitment of doctors and medical services to the MD of Opportunity hamlets (Wabasca/Calling Lake/Red Earth Creek) and possibly lead up to other regular medical/doctor services in the other communities.

New appointees – Administrative

Resource Staff: Chief Administrative Officer

### **Ad Hoc Committee – Pond Hockey Committee**

This committee was established by Council to deal with issues related to the establishment of an MD hockey league and pond hockey to ensure that all youth have access to playing hockey. The Committee may also work with minor hockey associations as required.

New appointees – Leo Alook, Gerald Johnson, Marcel Auger, Louie Okemow, Clarence Cardinal & Dollie Anderson

Resource Staff: Recreation Manager

Progress/Update: Inactive, Committee has not met.

### **Ad Hoc Committee – Land Development Committees**

These committees were established on June 8<sup>th</sup>, 2011. The committee's task is to review and meet with developers to review proposed development agreements.

Wabasca & Sandy Lake: Paul Sinclair, Dwayne Calliou, Marcel D. Auger, Everett Gottfried & Hal Taron

Red Earth: Dollie Anderson, Leo Alook & Louie Okemow

Calling Lake: Gerald Johnson, Clarence Cardinal & Roy Yellowknee

Resource Staff: Chief Administrative Officer, Lands & Planning Manager, Development Officers

### **Ad Hoc Committee – Atoske Action Group**

This committee was established on November 6 2012. The committee's task is to develop a stronger and larger local work force to build the skills of local residents and meet the upcoming needs of the oil & gas industry

New appointee – Everett Gottfried

Resource Staff: Tourism and Economic Development Officer, Votham Anastasiadis

### **Ad Hoc Committee – Counselling Advisory Committee (On-Site Psychologist Pilot Project)**

Marcel D. Auger is currently volunteering Member of Council; no official appointment made by Council as yet.

## STAFF/CONTRACTORS/MEMBERS AT LARGE

### Emergency Management Committee – Consists only of MD Staff

This committee is established as per MD bylaw. This committee assists, provides advice and recommendations to Council to carry out their mandate and service to the communities of the municipality with respect to disaster services. This includes training and table top exercises that may be required from time to time; regular review and update of the Emergency Management Plan.

Current appointees – Director –Cyndi Taron, Deputy Director - Marjorie Auger

Current appointees – Alternate Deputy Director Red Earth - Gary Yorke

Current appointees - Alternate Deputy Director Calling Lake – Angela Lightning

### Subdivision Authority – Consists of Contractor & Staff

MD contracted services with Municipal Planning Services; they review, recommend approvals and provide professional services with respect to subdivision applications. No councillor appointments are required for this authority.

New appointee – Jane Dauphnee

Resource Staff: Lands & Planning Manager, Chief Administrative Officer

### Wabasca/Desmarais Housing Authority - MD of Opportunity No. 17 “Members at Large”

As per Ministerial Order, the municipality may appoint members to the W/D Housing Authority (Management Body).

Current appointees are Everett Gottfried, Clarence Cardinal, Marcel D. Auger, Hal Taron and Dwayne Calliou

Métis Members: Raymond Schaffer, Kim Courtorielle, Rene Auger & Tracey Gladue/Rathbone

Resource Staff: Chief Administrative Officer & Dave Turk, Manager of Facilities

### Land & Development Authority

New appointee – Chad Tullis, Raven Cardinal

### Wabasca Regional Victim Services

This board was established on March 13, 2012. The board is a not for profit society that provides support, information and referral to persons affected by crime or tragedy.

New appointee – Hal Taron

### Water North Coalition

This board was established on February 11, 2015.

New appointee's – Marcel D. Auger, Dwayne Calliou & Dollie Anderson

Resource Staff: Simon Cardinal Manager of Public Works

**Athabasca Water Shed**

Clarence Cardinal was appointment to sit on this board on May 13, 2015

Resource Staff: Simon Cardinal Manager of Public Works