

The Organizational Meeting of The Municipal District of Willow Creek No. 26 was held in the Administration Building on the above date with Councillors Alm, Berger, Kroetsch, Markle, Sundquist, Sandberg and Van Driesten, CAO Cynthia Vizzutti and Executive Assistant Arlene MacOdrum as recording secretary present.

**Lawrence Gleason – Reporter entered the meeting.**

1. CAO Vizzutti called the meeting to order at 9:05 a.m.
2. CAO Vizzutti administered the Official Oath to the Councillors.
3. CAO Vizzutti provided Schedule A of the Councillor Code of Conduct Bylaw No. 1730 for each Councillor to sign.
4. **Documents Provided to Council:**
  - (a) Now That You've Been Elected.
  - (b) Pecuniary Interest for Municipal Councillors
  - (c) In Camera Discussions of Council
  - (d) Procedure Bylaw 1696
  - (e) List of upcoming meetings for Council
5. CAO Vizzutti advised that in accordance with the provisions of the Municipal Government Act the first duty of Council is to elect a Reeve for the ensuing year.

Councillor Alm nominated Councillor Berger for the position of Reeve.

Councillor Markle nominated Councillor Alm for the position of Reeve.

Councillor Alm declined the nomination for Reeve.

Councillor Kroetsch nominated Councillor Sandberg for the position of Reeve.

CAO Vizzutti called three times for nominations.

Moved by Councillor Markle nominations cease.

Carried.

CAO Vizzutti handed out ballots to each Councillor to vote on the position of Reeve.

CAO Vizzutti and Executive Assistant MacOdrum left the room to count the votes.

CAO Vizzutti and Executive Assistant MacOdrum returned to the Council Chambers and CAO Vizzutti announced that Councillor Sandberg is elected to the position of Reeve for the ensuing year.

Moved by Councillor Alm the ballots for the position of Reeve be destroyed.

Carried.

The Official Oath was administered to Reeve Sandberg.

Reeve Sandberg assumed chairmanship of the meeting.

3. Reeve Sandberg advised that in accordance with the provisions of the Municipal Government Act the next duty of Council is to elect a Deputy Reeve for the ensuing year.

Councillor Kroetsch nominated Councillor Alm for the position of Deputy Reeve.

CAO Vizzutti called three times for nominations.

Moved by Councillor Sundquist nominations cease.

Carried.

The Official Oath was administered to Deputy Reeve Alm.
4. Moved by Deputy Reeve Alm regular Council meetings be held on the second and third Wednesdays of each month.

Carried.
5. Moved by Councillor Kroetsch the Municipal Planning Commission meetings be held on the third Wednesday of each month at 9:30 a.m., prior to the Council meeting.

Carried.

Moved by Councillor Kroetsch the Municipal Planning Commission meetings begin at 9:00 a.m. instead of 9:30 a.m.

Carried.
6. Moved by Councillor Sundquist the Agricultural Service Board meetings be held on the second Wednesday of each month at 9:00 a.m. prior to the Council meeting when required.

Carried.
7. Moved by Councillor Van Driesten that Councillor's remuneration is \$2,814.20 per month and the Reeve's remuneration is \$3,618.26 per month. Councillors be paid per diem of \$100.00 per ½ day (4 hrs) or \$200.00 per full day (over 4 hours) for attending conferences and training. Remuneration rates are effective to December 31, 2017.

Carried.
8. Moved by Deputy Reeve Alm to delete the mileage rate as it is covered under a Municipal Policy.

Carried.
9. Moved by Deputy Reeve Alm Members At Large on the Agricultural Service Board Weed and Soil Conservation Appeal Committee, Subdivision and Development Appeal Board be paid \$100.00 per ½ day and \$200.00 per full day plus actual expenses and mileage. Per diem rate is effective to December 31, 2017.

Carried.

10. Moved by Councillor Markle the Chief Administrative Officer and one of the following: Reeve, Deputy Reeve or Treasurer be authorized to have bank signing authority.

Carried.

11. **COMMITTEES TO BE ESTABLISHED BY COUNCIL:**

1. **Agricultural Service Board:**

Moved by Deputy Reeve Alm all seven Councillors be appointed to the Agricultural Service Board until such time a board is established consisting of 4 Council members and 3 Members at Large.

Carried.

2. **Agricultural Service Board Weed Appeal Committee:**

Moved by Deputy Reeve Alm the Agricultural Service Board Weed, Pest and Soil Conservation Appeal Committee consist of the three Members at Large.

Evert Vandenberg

Doug Leeds

John Berger

Carried.

3. **Emergency Management Committee:**

Reeve Sandberg

Councillor Sundquist

Councillor Van Driesten

Director of Emergency Management Coleman

Deputy Director of Emergency Management Vizzutti

Moved by Councillor Berger.

Carried.

4. **Assessor for the Municipality:** Benchmark Assessment Consultants Inc.

Moved by Councillor Sundquist.

Carried.

5. **Auditor for the Municipality:** Meyers Norris Penny LLP

Moved by Councillor Markle.

Carried.

Moved by Deputy Reeve Alm the following committees be approved as presented.

6. **Audit Committee**

Reeve Sandberg

Deputy Reeve Alm

CAO Vizzutti

Treasurer Hannas

7. **Municipal Business License Inspector:** CAO Vizzutti or her designate

8. **Chinook Arch Regional Library:**
  - Reeve Sandberg – Designate
  - Councillor Markle – Alternate
9. **Claresholm Hall Board:** Deputy Reeve Alm
10. **Claresholm Joint Economic Development Initiative – Claresholm Industrial Area (Airport)**
  - Deputy Reeve Alm
  - Councillor Markle
11. **Claresholm Library Board:** Councillor Markle
  - Anna Pollock – Member at Large
- Granum Library Board:** Councillor Kroetsch
- Stavely Library Board:** Councillor Sundquist
- Nanton Library Board:** Gordon Given – Member At Large
- Fort Macleod Library Board:**
  - Reeve Sandberg
  - Edith Evans– Member at Large
  - Janet Walker – Member at Large
  - Marthe Carmichael - Member at Large
12. **FCSS Boards**
  - Nanton –Councillor Berger
  - Stavely – Councillor Sundquist
  - Claresholm – Councillor Markle
  - Granum – Councillor Kroetsch
  - Fort Macleod – Councillor Van Driesten
  - Fort Macleod Public Member – Dona Guyette
13. **Appoint Fire Chiefs**
  - Nanton - Doug Arkes – Fire Chief
  - \_\_\_\_\_ - Deputy Chief
  - Stavely – Jim Watson – Fire Chief
  - Ray Malchow – Deputy Fire Chief
  - Claresholm – Todd Heggie – Fire Chief
  - Sean Kelly – Deputy Fire Chief
  - Granum – Justin Vandervalk – Fire Chief
  - \_\_\_\_\_ – Deputy Fire Chief
  - Fort Macleod – Allan Zoeteman –Fire Chief
  - Perry Fraser - Deputy Fire Chief

13(a). **Municipal Fire Guardians (Pursuant to Sec. 4 Forest and Prairie Protection Act)**

Emergency Services Manager Coleman

CPO 1 - Kelly Starling

Fieldman Carla Preachuk (Soil Conservation Officer)

Superintendent of Public Works Johnson - Alternate

Assistant Superintendent of Public Works Cochlan - Alternate

14. **Fort Macleod Community Hall** Councillor Van Driesten

15. **Community Futures - Highwood Committee:**

Councillor Berger

Don McRae – Member at Large

16. **Highwood Management Plan Core Group:** Councillor Sundquist

Councillor Berger - Alternate

17. **Alberta Southwest Group:**

Councillor Van Driesten

18. **Municipal Planning Commission:**

Councillor Van Driesten

Deputy Reeve Alm

Councillor Markle

Councillor Kroetsch

Councillor Sundquist

Councillor Berger

Reeve Sandberg

19. **Subdivision & Development Appeal Board:**

Evert Vandenberg

John Berger

Lory Moore

Lexi Levair

Howard Paulsen

Town of Stavely - \_\_\_\_\_

Town of Fort Macleod - \_\_\_\_\_

Secretary to the Board – Oldman River Regional Services Commission

20. **Intermunicipal Development Plan Committees**

**MD Foothills**

Councillor Berger

Councillor Sundquist

**Vulcan County**

Councillor Sundquist

Councillor Berger

**MD Ranchland**

Councillor Berger

Deputy Reeve Alm

**Cardston County**

Councillor Van Driesten

Councillor Kroetsch

21. **Oldman Watershed Council:** Deputy Reeve Alm
22. **O.R.R.S.C. Board of Directors:** Councillor Sundquist - Delegate  
Reeve Sandberg – Alternate  
Councillor Berger – Alternate
23. **Claresholm Physician Recruitment & Retention Committee:**  
Deputy Reeve Alm
24. **Nanton Health Centre Management Committee:**  
Councillor Berger  
Councillor Sundquist  
CAO Vizzutti
25. **Nanton Health Clinic Construction Committee:**  
Councillor Berger
26. **Recreation Boards:**  
**Stavely & District Recreation Board -** Councillor Sundquist  
**Granum & District Recreation Society -** Councillor Kroetsch
27. **Safety Committee:**  
Travis Coleman  
Gentry Hall  
Roy Neault  
Keith Hasselman  
Stafford Bezak  
Larry Gibb  
Gary Murray  
Darrell DeClercq
28. **Seniors Foundations:**  
**Mosquito Creek Foundation** Councillor Berger  
\_\_\_\_\_-Member at Large  
**Porcupine Hills Foundation** Deputy Reeve Alm  
Jan Jeske – Member at Large  
**Willow Creek Foundation** Reeve Sandberg  
Ailsa Kotke – Member at Large
29. **WCRWMS Commission:**  
Councillors Kroetsch and Van Driesten volunteered for the position of Delegate.  
CAO Vizzutti handed out ballots to each Councillor to vote on the Delegate.  
CAO Vizzutti and Executive Assistant MacOdrum left the room to count the votes.  
CAO Vizzutti and Executive Assistant MacOdrum returned to the Council Chambers and CAO Vizzutti announced that Councillor Kroetsch is the Delegate and Councillor Van Driesten is the alternate on the WCRWMS Commission for the ensuing year.

Moved by Councillor Sundquist the ballots for the position of Delegate be destroyed.

Carried.

Councillor Kroetsch - Delegate

Councillor Van Driesten - Alternate

30. **Waterton Biosphere Advisory Committee (Large Carnivore – LCCC):**

Deputy Reeve Alm

Carried.

12. **OPEN HOUSE**

Moved by Councillor Markle the Municipal District Annual Open House be held on March 14, 2018 at 7:00 p.m.

Carried.

13. **CAO Vizzutti provided the following information:**

- Retirement Supper for Councillors – December 8, 2017, Silver Slate Arena (proposed date)
- Town of Claresholm – Supper meeting October 30<sup>th</sup>, 6:00 p.m. – Claresholm Golf Course
- November 2<sup>nd</sup>, 9:00 a.m. – George Cuff – Claresholm Community Hall
- November 8<sup>th</sup> – Regular ASB meeting at 9:00 a.m. & Council meeting to follow
- November 15 – 17 AAMDC Convention - Edmonton
- January 8 & 9, 2018 – Muni 101 - Lethbridge

14. **Town of Fort Macleod – Subdivision and Development Appeal Board**

Moved by Councillor Sundquist Deputy Reeve Alm be appointed as a member of the Town of Fort Macleod Subdivision and Development Appeal Board.

Carried.

14. **ADJOURNMENT:**

Moved by Councillor Sundquist to adjourn the Organizational Meeting at 10:04 a.m.

Carried.

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Reeve

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CAO