

Type of Decision									
Meeting Date	Friday, September 15, 2017				Report Date	Wednesday, September 13, 2017			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	x	Information Only			Type of Meeting	X	Open		Closed
REPORT TITLE Council Appointments and Housekeeping Matters									
<b>Report #15/09/17/1202</b>									

**Subject:**

That Council adopt the following resolutions making appointments and cheque signing authorization for the remainder of this term.

**RECOMMENDATION:**

That Council adopt the following:

**Resolution #1**

**WHEREAS** it is common and appropriate to appoint an alternate Head of Council to facilitate the continuity of business of the Municipality in the absence of the Reeve;

**THEREFORE BE IT RESOLVED THAT** Councillor Dave Foote be named as alternate Head of Council for the remainder of this term of Council to end in 2018 unless otherwise amended by resolution of Council.

**Resolution #2**

**WHEREAS** it is in the best interest of the ratepayers of the United Townships of Head, Clara & Maria to be represented at various area committees that affect them and their well-being;

**THEREFORE BE IT RESOLVED THAT** the following individuals be appointed to the corresponding committees for the remainder of this term or until replaced through a resolution of Council:

- Family Health Team Committee – \_\_\_\_\_.
- Community Policing Advisory Committee - \_\_\_\_\_.
- Municipal Emergency Management Committee - Melinda Reith, Clerk/CEMC, Noella LeBreton, Alternate CEMC, Crystal Fischer, Administrative Assistant, and all members of Council.

**Resolution #3**

**WHEREAS** the purpose of this resolution is to provide the municipality with flexibility in the signing of various documents to improve the efficiency of business operations and yet maintain effective internal controls and approval processes.

**NOW THEREFORE** the Municipal Council of the Corporation of the Municipality of the United Townships of Head, Clara & Maria enacts as follows:

**THAT** for purposes of completing budgeted, emergency or specifically approved financial transactions for the United Townships of Head, Clara & Maria as well as to complete routine contracts, applications and agreements;

**THAT** signing is hereby authorized effective immediately and for the remainder of this term of Council or until changed by a resolution of Council;

**THAT** Mayor Reid is appointed as having signing authority for Council with Councillor Foote and Councillor \_\_\_\_\_ as alternates;

**THAT** the Clerk, Melinda Reith is appointed for administration with the Treasurer, Noella LeBreton as alternate.

**THAT** all cheques, pre-authorized payments or other forms of payment excepting municipal credit cards are to be signed by one representative of Council and one representative of administration;

**THAT** this authority becomes effective on the date of passing.

#### **Resolution #4**

**WHEREAS** the Council of the United Townships of Head, Clara & Maria has agreed to hold an average of one Council meeting per month;

**AND WHEREAS** with a change of Council a review of policies and by-laws is required to begin a new term;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby agree to set the remaining council meetings for 2017 at a different time to accommodate the work schedule of the new council members with as follows:

- October \_\_\_\_\_
- November \_\_\_\_\_
- December \_\_\_\_\_.

#### **BACKGROUND/EXECUTIVE SUMMARY:**

The above resolutions are quite self-explanatory; appointees need to be changed due to Council composition change.

#### **Meeting dates and times – remainder of 2017 and direction for staff to draft a calendar for 2018 for an upcoming meeting.**

Meeting dates will need to be changed. Only able to hold during day as most members were retired or had schedules which allowed Friday after 2:00. No that has changed, has council has to consider moving to evenings, it might also consider moving to the beginning of the week so that packages could be prepared by Friday of the week before, allowing more time to review prior to a Tuesday evening meeting.

Approved and Recommended by the Clerk

Melinda Reith,  
Municipal Clerk

*Melinda Reith*