



1. **AGRIPLEX COMMITTEE**

Purpose/Mandate

The purpose of the Agriplex Committee is to discuss the feasibility of constructing an Agriplex to serve the needs of the Agricultural Society and also be a venue for other related indoor events.

Goals/Objectives

The building of the Agriplex would free the Omniplex in the summer for other events and the retention of one ice surface.

Committee Membership/Composition and Term

The Agriplex Committee Town representatives are the Mayor and the Town Manager.

The Agriplex Committee consists of the following membership:

- two (2) Brazeau County representatives;
- two (2) Town of Drayton Valley representatives;
- two (2) Agricultural Society representatives; and
- two (2) Business representatives.

2. **AQUATIC FACILITY FUND DEVELOPMENT STRATEGY COMMITTEE**

Purpose/Mandate

The purpose of the Fund Development Strategy Committee is to establish a plan that will result in the acquisition of the necessary funds and financing in order to proceed with the construction of a new aquatic facility for the Drayton Valley and Brazeau community. The individual strategies in the plan are expected to be implemented over the next five to ten year period.

Goals/Objectives

The Committee is established with the following goals:

- to create the necessary public relations plan that clearly showcases the proposed outcomes and the benefits to the community;
- to establish short-term and long-term strategies for generating funds; and
- to work collaboratively with the community with a clear understanding of the benefits that can be gained through community leadership.

Committee Membership/Composition and Term

The Fund Development Strategy Committee shall consist of the following membership:

- two (2) Brazeau County Councillors;
- two (2) Town of Drayton Valley Councillors;
- two (2) Community members-at-large;
- Administrative team: Annette Driessen, Director of Community Services
Town of Drayton Valley; and
Rick Ennis, Director of Community Services
Brazeau County.

The Mayor of the Town of the Drayton Valley and the Reeve of Brazeau County sit as ex-officio members of the Committee.

The membership of the Committee may be increased at the discretion and approval of both Municipal Councils

Operations

The Committee shall normally meet once a month during the term of the Committee. Additional meetings will be scheduled as necessary.

The Committee's decision-making process shall be based on consensus-making. All decisions at the Committee level affecting the operations of either or both Municipal Councils shall be forwarded to both Municipal Councils for recommendation and/or approval.

The Committee has no operating budget and shall forward any need for operating funds to the Municipal Councils for approval.

3. BRAZEAU SENIORS FOUNDATION BOARD

Purpose/Mandate

The Board of Directors of the Brazeau Seniors Foundation is a governance Board. The Foundation manages the Social Housing Programs in Drayton Valley and surrounding area, including the Shangri-La Lodge; Senior Apartments Projects and also Family/Individual Housing Programs; Plus the Direct to Tenant Rent Supplement Program.

Committee Membership/Composition and Term

The Board meets monthly, or as needed, at the Shangri-La Lodge.

The Brazeau Seniors Foundation operates under a Provincial Ministerial Order.

The Foundation Board has five (5) members from:

- two (2) Town of Drayton Valley;
 - two (2) Brazeau County; and
 - one (1) Village of Breton.
- [comprised of three (3) elected officials and two (2) appointed members at large]

Operations

All programs have separate budgets, with reporting requirements.

New members must contact Stella Keller, CAO, at 780-542-2712 to confirm dates and times and exchange contact information.

4. CLEAN ENERGY & TECHNOLOGY CENTRE (CETC) COMMITTEE

Purpose/Mandate

The Clean Energy and Technology Centre (CETC) Committee is tasked with the responsibility of guiding the development of the CETC and Bio-Mile initiatives undertaken by the Town of Drayton Valley.

Background

Since 2008, the Town of Drayton Valley has worked to establish the Bio-Mile project to encourage diversified economic development of varying types of businesses and technologies. Most significantly, acquiring an anchor tenant for the Bio-Mile has been a challenge, particularly in the past global economic climate. In an effort to position the community for sustainable economic development, the Bio-Mile continues to reach milestones, such as the purchase of lands by the Town of Drayton Valley for bio-industrial development and the site of the Clean Energy and Technology Centre that is soon to be constructed. The Bio-Mile has been working with industry including companies such as Weyerhaeuser Canada, Valley Power, Bio Composites Group, TTS Inc, Mascoma Corporation and is continuously approaching companies and technology providers for possibly locating to Drayton Valley.

Goals/Objectives

The CETC Committee will endeavor to accomplish the following objectives:

- review relevant information and status of current and emerging projects to determine recommendations for the Bio-Mile to develop successfully;
- provide on-going communication between Bio-Mile project and Council through regular meetings focused on the specifics of Bio-Mile developments, including the Clean Energy and Technology Centre; and
- establish and maintain stakeholder engagement that should be involved.

Committee Membership/Composition and Term

The Drayton Valley Bio-Mile Committee is an ad-hoc Committee and is comprised of two (2) Town Councillors. These Terms of Reference will be reviewed on a quarterly basis.

The Committee shall be supported by an administrative team consisting of:

- Manny Deol;
- Kristina Vallee; and
- Bio-Mile employees under contract.

The Mayor of the Town of Drayton Valley sits as an ex-officio member of the Committee.

Operations

The Town of Drayton Valley shall establish the regular meetings of the Committee. Committee members may send an alternate member to the meetings.

Advisory Committee

The Committee is advisory in nature and shall be responsible for making recommendations to Town Council for approval on any items requiring decision.

5. COMMUNITIES IN BLOOM COMMITTEE

Purpose/Mandate

Communities in Bloom is a Canadian non-profit organization committed to fostering civic pride, environmental responsibility and beautification through community involvement and the challenge of a national program, with a focus on enhancing green spaces in communities.

Goals/Objectives

The Drayton Valley Communities in Bloom Committee strives to accomplish the following goals:

- increased civic pride and community involvement;
- increased participation from all ages and walks of life;
- citizens, groups, organizations, businesses, and municipal government all mobilized and working together;
- year-round projects and continuous improvements for the entire community;
- increased economic development and property values; and
- improved quality of life for residents.

Committee Membership/Composition and Term

The Committee consists of public members from the Drayton Valley and Brazeau community, as well as one Councillor appointed by the Town of Drayton Valley.

The Director of Community Services serves as the Administrative liaison for the Committee.

Operations

The Committee is a community-based Committee and, as such, is a working Committee. The majority of the initiatives of the Committee are carried out by its members.

The Town of Drayton Valley allocates ten thousand dollars (\$10,000) in its annual operating budget to cover the expenses of the Committee.

The Committee meets generally once a month throughout the year. Particular initiatives have required subcommittees.

6. COMMUNITY ADULT EDUCATION COUNCIL (CAEC)

Community Adult Education Councils (CAECs) are advisory bodies that provide perspectives and advice on community learning needs. They assist NorQuest College as the Comprehensive Community Institution (CCI) of the Edmonton Stewardship Region, to develop its Institutional Access Plan (IAP). The overarching principle is to increase accessibility of formal and informal adult learning within the communities in the Edmonton Stewardship Region. Inherent in the design of the committee is the provision for two-way flow of information between the community and the CEAC.

Objectives

- Provide advice on community learning needs to help facilitate a comprehensive community access strategy.
- Work with communities to strengthen linkages and enhance collaboration across a diverse range of local stakeholders to meet the adult learning needs.

Provide a mechanism for the exchange of information and dialogue between communities and NorQuest College.

7. COMMUNITY SCHOOL RESOURCE OFFICER (CSRO) STEERING COMMITTEE

Purpose/Mandate

Background

Goals/Objectives

Committee Membership/Composition and Term

Operations

8. DRAYTON VALLEY COMMUNITY FOUNDATION

Purpose/Mandate

The Drayton Valley Community Foundation works with donors and the community to transform individual dreams of helping others into reality. Through permanent endowment funds we are able to accomplish this now ... and forever. We celebrate the opportunity to connect donors to committed charitable organizations that enhance the quality of life in Drayton Valley and area a better place to live and work. Drayton Valley Community Foundation's mission is "to cultivate a culture of giving and to build and manage resources to enhance our community."

Background

The Drayton Valley Community Foundation, incorporated in 1994, is a registered charitable Foundation that accepts donations to establish permanent endowment funds for the Drayton Valley community. It is creating a community savings account.

Goals/Objectives

Helping you do great work forever—your Drayton Valley Community Foundation. We are here to help you support the issues you care about the most.

We can:

- work with you to develop a tailored approach to giving that meets your charitable dreams;
- help you understand your choices for giving—whether you are prepared to give now or as a part of your estate;
- connect you with people and organizations with similar interests;
- help involve your family in establishing a tradition of giving that will pass on to future generations; and
- provide insight on community issues and opportunities.

9. DRAYTON VALLEY MUNICIPAL LIBRARY (DVML) BOARD.

Purpose/Mandate

The Drayton Valley Municipal Library has been operating for over fifty-five (55) years, and is governed by the DVML Board. The Board is enacted under the Town of Drayton Valley Bylaw #99-15. The Board is responsible for the Drayton Valley Municipal Library, Rotary Children's Library, and Words on Wheels van which does library programs in the community.

The Library Board has legal responsibilities and many learning opportunities. It is a governance board that meets, on average, once a month. It is given authority through the *Alberta Libraries Act*. DVML serves residents in the Town of Drayton Valley and Brazeau County. Major funding partners are the Town of Drayton Valley and Brazeau County.

Committee Membership/Composition and Term

The Board has up to two (2) Council representatives, one (1) from the Town and one (1) from Brazeau County Council, and between three (3) and five (5) members of the community-at-large.

10. **EAGLE POINT-BLUE RAPIDS PARKS COUNCIL**

Purpose/Mandate

The Eagle Point-Blue Rapids Parks Council (“Parks Council”) is a unique, non-profit organization that utilizes a creative and innovative approach towards community-based park and recreation planning, funding and management.

The Parks Council is a unique model of collaboration, the first of its kind for Alberta Tourism, Parks and Recreation, and one that exemplifies a consensus-seeking approach to decision making. Through an established Memorandum of Understanding the Parks Council and its sixteen (16) member board work in collaboration with the Government of Alberta addressing conflicting land uses and balancing these with the social, environment and economic impacts along the Drayton Valley/Brazeau County portion of the North Saskatchewan River.

Through a committed network of local non-profit organizations, industry and government agencies the Parks Council pursues a vision of healthy living and coordinated land use through managed recreation within both the Eagle Point Provincial Park and Blue Rapids Provincial Recreation Area.

Our Mission

To enhance and protect the Eagle Point Provincial Park and the Blue Rapids Provincial Recreation Area by working collaboratively with our partners to implement innovative park planning, funding and management for the benefit and public enjoyment of current and future generations.

Our Vision

A sustainable balance of diverse recreational opportunities and environmental protection for all to enjoy in the Eagle Point Provincial Park and Blue Rapids Provincial Recreation Area.

Our Business

Our responsibility is to both the land and the organizations upon which we represent. Providing administrative support services to our member organizations, the Parks Council aims to represent the local community and encourage tourism and economic development through environmental stewardship, educational pursuits and coordinating with community and regional agencies upstream and downstream of our protected areas.

Our Memorandum of Understanding with Alberta Parks provides a solid foundation for responsible growth and speaks to our founding commitments of responsible recreation, adaptive land management and conservation while still ensuring the necessary regulatory approvals are in place for recreational development occurring within our protected areas. The Parks Council is collectively committed to ensuring that the local community is engaged in many aspects of protected area management and that we become leaders in outdoor recreation.

Committee Membership/Composition and Term

Our collaborative multi-stakeholder organization is comprised of representatives from local municipalities, volunteer-based recreation and service organizations, industry, environmental organizations and the Government of Alberta.

11. **EARLY CHILDHOOD DEVELOPMENT CENTRE (ECDC) CHILDCARE OPERATIONAL BOARD**

Purpose/Mandate

The Board shall direct the operations of the Early Childhood Development Centre based on the annual budget and policies established by the Town of Drayton Valley.

Specifically, the Board is delegated responsibility for and shall provide support and direction to the Early Childhood Development Centre Program Manager.

In accordance with the policies set by Town Council, the Board shall:

- formulate the plans, priorities and procedures regarding Childcare Services with a view to the establishment of a comprehensive program;
- formulate the ECDC's programs to achieve the desired vision and goals of the ECDC;
- make recommendations to Council for the development and approval of the annual operating budget;
- direct and support the coordination and administration of Childcare Services within approved budgets and policies;
- provide direction on and recommends to Council the policies and procedures that guide the operation of the ECDC;
- consult with professional groups, social agencies (public or private) or other groups as it may determine advisable;
- cooperate, for joint planning, with related community groups and agencies;
- make recommendations to Council on policy governing grants and implementation of Town Council policy for grants and specific grant applications for the ECDC and its operations;
- make recommendations to Council for the level of staffing, and approval of the staff level recruitments within the approved budget; and
- oversee implementation of ECDC procedures including registration, assessments, collaborative programs, and marketing.

Committee Membership/Composition and Term

The Childcare Operational Board shall consist of the following membership:

two (2) Town of Drayton Valley Councillors;

three (3) community members-at-Large;

Administrative team: Annette Driessen, Director of Community Services

Town of Drayton Valley; and

Bernice Taylor, ECDC Program Manager

Town of Drayton Valley.

The Mayor of the Town of the Drayton Valley sits as a ex-officio member of the Committee.

All Board appointments are to be made by Town Council for specified terms, and may be terminated by Town Council.

Operation

The Committee shall normally meet once a month during the term of the Committee. Additional meetings will be scheduled as necessary.

12. **ECONOMIC DEVELOPMENT COMMITTEE**

Purpose/Mandate

Background

Goals/Objectives

Committee Membership/Composition and Term

Operations

13. **ELEANOR PICKUP ARTS CENTRE SOCIETY**

Purpose/Mandate

The Eleanor Pickup Arts Centre Society exists to operate the centre. While the facility is owned by the Town of Drayton Valley, the Society is charged with developing its annual budget, establishing policies, and determining the direction for the Centre.

Goals/Objectives

The following objects guide the Society in the operation of the Eleanor Pickup Arts Centre:

- to develop, maintain, promote and manage the Centre;
- to promote culture and the arts, particularly the performing arts;
- to encourage and promote the use of the Centre by all potential groups, clubs, organizations, performers, and businesses; and
- to actively raise funds from all levels of government, non-government foundations and organizations, and private business.

Committee Membership/Composition and Term

The Eleanor Pickup Arts Centre Society is registered through Alberta Corporate Registry as a non-profit organization, a status that has been maintained since 2006. Its membership is governed by the Bylaws of the Society. Within these Bylaws, the Town of Drayton Valley is entitled to appoint a maximum of two (2) Directors. The Town currently appoints one (1) Councilor to sit on the Society.

Operations

The Society meets generally once a month and holds an Annual General Meeting prior to June 30 of each year.

14. **FCSS ADVISORY BOARD**

Purpose/Mandate

The Mission Statement of Drayton Valley and District Family and Community Support Services (FCSS) is to enhance the well being and resiliency of the community through:

- partnering;
- coordinating;
- networking;
- providing information, education and funding to groups and organizations who provide preventative social services; and
- encouraging and promoting volunteerism.

Through a strength based approach, FCSS provides preventative social programs and services for seniors, families, children, and youth, as well as serving as the central referral agent for social services. FCSS is a funding organization and provides approximately one hundred and ten thousand dollars (\$110,000.00) per year to external programs and projects that fit its mandate. One of the major focuses of FCSS is building relationships among community agencies and individuals so that they can share resources and work towards a common goal. As a result of those partnerships, many new initiatives have developed such as the Homelessness and Poverty Reduction Strategy and the Boys and Girls Club of Drayton Valley.

Operations

The FCSS Board meets approximately four (4) times per year for regular Board meetings which are typically scheduled to start at noon until 3:30 pm. In addition to regular meetings, there is one (1) full-day strategic planning session in January and one (1) summer retreat in July/August. Board members have the opportunity to attend the FCSSAA Conference each November.

15. **HEALTHY COMMUNITY COALITION**

Purpose/Mandate

We are committed to collaborating towards a healthy community where people are resilient, connected, supported and safe.

The purpose of the Healthy Communities Coalition is to provide a platform for collaborative relationships that work towards preventing health and social issues by reducing risk factors, increasing protective factors and enhancing resiliency.

Goals/Objectives

Roles and Responsibilities:

- Facilitate the development of sustainable healthy community strategies and collaborative relationships
- Address identified community gaps through existing means or through the development of new strategies/partnerships etc.
- Collaborate with community stakeholders and residents in developing community based solutions

- Enhance existing community strategies, events, groups and assets
- Share information and resources with community partners.
- Review and communicate with community projects and initiatives as needed.
- Advocate for the principles of the Social Development Plan and in support of moving goals forward.

Committee Membership/Composition and Term

Subcommittees and Supports

- Mental Health Training the Community
- Traffic Safety/Injury Prevention
- Community Alcohol Committee
- Dr. Ungar Project
- DVCOS Community Gardens
- Domestic Violence Prevention in the Workplace

16. HOMELESSNESS AND POVERTY REDUCTION STRATEGY COMMITTEE

Purpose/Mandate

The Committee’s primary purpose is now to support the implementation of the Homelessness and Poverty Reduction Strategy, as well ensure that it continues to meet the needs of the community.

Background

The Homelessness and Poverty Reduction Team was formed in early 2013 as part of the Homelessness and Poverty Research Project. The aim of the Committee was to determine the nature of homelessness in our community as well as identify gaps in our ability to serve individuals and families facing homelessness. With that information they developed the Homelessness and Poverty Reduction Strategy. With the completion of the initial research project the purpose of the Team has shifted.

Administration

The Homelessness and Poverty Reduction Coordinator is:

- employed by the Town of Drayton Valley and supervised by the FCSS Program Coordinator;
- responsible for the strategic direction in consultation with the Homelessness and Poverty Team;
- responsible for facilitating the implementation of the Homelessness and Poverty Reduction Strategy;
- responsible to take accurate meeting notes and circulate minutes to Committee members within two (2) weeks of the meeting; and
- shall assist Chair in developing and distributing an Agenda for each meeting a minimum of one (1) week before the meeting.

Goals/Objectives

- To advise Homelessness and Poverty Reduction Coordinator and provide input to the strategic direction for the purpose of:
 - identifying gaps in service;
 - establishing priorities and goals; and
 - engaging community partners;
- Provide support in Fundraising initiatives
- To share expertise and best practices.
- The Committee is advisory in nature and not operational.
- We do not:
 - supervise or direct staff; or
 - manage budgets.

Committee Membership/Composition and Term

The Committee will consist of no more than fourteen (14) people. Membership in the Committee will be formal upon approval of the Terms of Reference by the Ad Hoc Coalition and by the Drayton Valley Town Council.

Committee members consist of representatives from:

- one (1) Drayton Valley Town Council
- one (1) Brazeau County Council
- one (1) Drayton Valley and District FCSS
- two (2) Mental Health and Community Addictions Services
- two (2) Clergy
- one (1) McMan Youth Family and Community Services
- one (1) Drayton Valley RCMP
- one (1) Family Wellness; and
- four (4) Members at Large

If unable to attend a meeting, members may select an alternate from the organization they are representing to attend in their stead.

Committee members will cease to be a member when they:

- resign from the committee; or
- fail to attend three (3) consecutive meetings without providing notice to the chair.

Operations

Committee Meetings

- The “Chair” will be chosen by the Team for a term of one (1) year.
- Directives will be made through consensus.
- Meetings will be held a minimum of ten (10) times per year and/or at the call of the Chair (in consultation with committee members).
- A strategy evaluation and review meeting will be held once a year.
- Meeting date will be the first Friday of the month at 10 am in the Rotary House Board Room unless otherwise specified.
- Terms of Reference to be reviewed annually.

- The Committee will not operate with less than five (5) members present, not including the Homelessness and Poverty Reduction Coordinator.

Duration of Meetings

Regular meetings will not exceed ninety (90) minutes in length. Strategy review and evaluation meeting will not exceed one-hundred-and-eighty (180) minutes.

Responsibilities of the Chair

- Develop and distribute an Agenda for each meeting in consultation with the Homelessness and Poverty Reduction Coordinator a minimum of two (2) weeks before the meeting.
- Guiding the meeting according to the Agenda and time available and ensure all discussion items end with a decision, action or definite outcome.
- If the Chair is unable to act as such, they may appoint another member to chair in their absence.

Accountability

- The Homelessness and Poverty Reduction Coordinator is accountable to the FCSS Program Coordinator and Town of Drayton Valley Director of Community Services.
- The Committee is accountable to participating partners and the funders.

Meeting Guests

Guests may attend all meetings but will not be included in decision making

Dissolution of Committee

The Committee will cease to operate if any of the following occurs:

- there is a change in the Grant requirement regarding governance structure;
- the Town of Drayton Valley deems that there is no longer a need for a Homelessness and Poverty Reduction Team; or
- the supports put in place by the Committee are self-sustaining.

17. **HOUSING COMMITTEE**

Purpose/Mandate

The mandate of the Ad Hoc Committee is to work with the appointed Town and County Administration to make recommendations to both Councils regarding the formation of a Housing Authority.

Background

The Town of Drayton Valley and Brazeau County have developed a Joint Community Economic Development Plan for final approval. One of the strategies within the Plan is the need to resolve the housing and accommodation issue for the joint community. In order to address this issue, both municipalities need to understand the current condition of housing and the gaps that exist.

Goals/Objectives

The Housing Committee is tasked with the responsibility to complete the following as part of their mandate:

- provide an analysis of different forms of housing authorities which can be established to administer affordable housing options for the community; and
- make recommendations to joint Council regarding the formation of a housing authority.

The Committee is to provide guidance to joint Administration and any expertise retained to complete the work and specifically explore housing authority options.

Committee Membership/Composition and Term

The Ad Hoc Committee is comprised of four (4) members; two (2) each from the Town and County. The term of the Committee shall end when the final two (2) Councils have made a decision regarding the formation of a housing authority.

The Mayor of the Town of Drayton Valley and the Reeve of Brazeau County sit as ex-officio members of the Committee.

Operations

Roles and Responsibilities

Town of Drayton Valley:

The Town of Drayton Valley shall be responsible for the payment of any expenditures endorsed by the Committee and shall collect the appropriate share from Brazeau County.

Advisory Committee

The Committee is advisory in nature and shall be responsible for ensuring that the housing authority options are explored and that a recommendation is completed in a timely manner. Further, the Committee shall ensure that information regarding the process of the project is shared with their respective Councils.

Meetings of the Committee

The Town of Drayton Valley shall establish the regular meetings of the Committee. The Committee shall use consensus as its decision-making process. All decisions at the Committee level affecting the operations of either or both municipal Councils shall be forwarded to both municipal Councils for recommendation and/or approval. The Committee shall ensure that records of its meetings are kept and appropriately distributed. Committee members may send an alternate member to the meetings.

Authority of the Committee

The Committee does not have the authority to expend any additional funds beyond the approved budget or to go beyond the scope of work agreed to by the two (2) municipalities. The Committee shall operate in a manner that is consistent with the *Municipal Government Act*. A Chair shall be appointed and shall become the official spokesperson of the committee. Certain matters, however, may need to be referred to the Mayor and Reeve of the respective Councils.

18. LEGACY COMMITTEE

Purpose/Mandate

This Society will serve to patrons/inhabitants of Drayton Valley and surrounding District by preserving and presenting the history of the area. The program of the Society is available to all non-profit organizations, with permission of the President, to present complimentary activities, events, cultural and educational programs providing those events are not detrimental to the integrity of its collections.

Mission Statement:

The Drayton Valley and District Legacy Project Society, situated in the town of Drayton Valley, Alberta, has been established for the enrichment of its patrons to collect, preserve, depict, research, exhibit and interpret a collection of historical oral, written and pictorial records of Drayton Valley and its surrounding area, for the purpose of study, record, education and enjoyment of people and their environment from early 1900's to the present.

This Statement of purpose and Mission Statement may not be changed without the approval of the Board of Directors of the Drayton Valley & District Legacy Project Society.

It is important that the Society's goals and objectives are recorded in a written Statement of Purpose. Because of the importance of this document the governing body should review the Statement annually. This Statement of Purpose is probably the Society's most influential document and must adequately express the structure, goals and objectives of the Society's endeavors.

This Statement of Purpose must be adhered to at all times and may be amended only with the approval of the Board of Directors.

Mandate:

The Society will collect, preserve, depict, research, record, exhibit and interpret archival and other materials that become available to it and which are consistent with the Collections Management Policy of the Society.

Accordingly, this Society will serve the public by using its collections to provide a basis for its exhibits and educational programs, for research and study, and for the cultural and educational enrichment of its patrons.

Goals/Objectives

The object of the Society is to record and preserve the history of the District.

19. NORTH SASKATCHEWAN WATERSHED ALLIANCE**Purpose/Mandate**

The North Saskatchewan Watershed Alliance (NSWA) supports stakeholder and public discussion concerning all aspects of Integrated Watershed Management for the North Saskatchewan River watershed in Alberta. NSWA is one of eleven Watershed Planning and Advisory Councils (WPACs) in Alberta.

Background

The NSWA was founded in 1999 by EPCOR and Trout Unlimited Canada with funding from the Prairie Farm Rehabilitation Administration, TransAlta, City of Edmonton Drainage Services and others. Members include: municipalities, provincial and federal government departments, industry, educational institutes, and organizations representing environmental, conservation, agricultural, recreational and tourism interests.

Goals/Objectives***Vision***

People working together for a healthy and functioning North Saskatchewan River watershed - today and tomorrow.

Mission

To protect and improve water quality, water quantity (instream flow) and the health of our watershed by: seeking, developing and sharing knowledge; facilitating partnerships and collaborative planning; and working in an adaptive management process.

Benefits

NSWA partners with groups, organizations and governments on watershed related projects. NSWA provides assistance with ensuring provincial and federal elected representatives become more familiar with watershed management issues and initiatives.

The NSWA provides

- Regular newsletters
- Regular updates regarding NSWA activities
- Opportunity to become an elected member of the Board of Directors
- Opportunity to serve on a variety of working groups
- Opportunity to share ideas and concerns
- Opportunity to exchange information
- Opportunity to contribute to various projects and initiatives

Committee Membership/Composition and Term

Currently one (1) elected council member and one (1) staff member from the Town of Drayton Valley are members of the NSWA. These two (2) members act as liaisons for the Town

Operations

NSWA is guided by a Board of Directors elected annually from member organizations within the watershed. It is designated a Watershed Planning and Advisory Council (WPAC) for the North Saskatchewan River under the Government of Alberta's Water for Life Strategy.

20. PEMBINA AREA SYNERGY

21. PEMBINA PHYSICIAN RECRUITMENT & RETENTION COMMITTEE

Purpose/Mandate

The purpose of the Committee is to build a sustainable system for physician recruitment and retention in collaboration with hiring physicians that will ensure ongoing physician services to the Drayton Valley area.

Goals/Objectives

- To coordinate attraction and recruitment of needed physicians, with a focus on retaining them as long as possible with hiring physicians.
- To reduce the need for recruitment through retention:
 - integration into the medical practice;
 - family integration into the community; and
 - family quality of life.
- To facilitate community involvement on the recruitment and retention process together with physicians and Regional Health Authority.
- To reduce the workload on doctors by helping to set up other support services (ie: PCN).

Committee Membership/Composition and Term

The Committee shall consist of approximately twelve (12) members. Suggested membership should include:

- two (2) to three (3) physician representatives;
- one (1) Alberta Health Services representative;
- one (1) Clinic / Hospital staff representative;
- six (6) to seven (7) community representatives (business / leisure / culture / volunteers); and
- one (1) each Town and County Councillor representative.

The Committee will appoint from in its members, through consensus, the following positions:

Chair, Vice-Chair, Secretary, Treasurer

Should a Committee member miss three (3) meetings in a row without reason, the Secretary will send out notice that if they do not come to the next meeting the Committee will accept that as their tendered resignation.

Members of the Committee should commit to involvement of at least one (1) year. Committee should look at staggered term commitments to allow for stability of the Committee.

Operations

1. Meetings shall be held once a month for effective functioning of the Committee, or at the call of the Chair.
2. Meetings of the Committee shall be open to the public.
3. A majority plus one (1) of all regular Committee members shall constitute a quorum.
4. Minutes of each Committee meeting shall be circulated to all members within two (2) weeks following the meeting. Minutes will not be made public until approved by the Committee at a subsequent meeting.

Communications

The Chair should act as the spokesperson for the Committee, unless there is an alternate designate.

Governance Structure

1. The Committee should function on a collaborative/consensus committee process. This means that all parties should participate equally and that decision-making will aim to have full agreement on the course of action to be followed. Only as a last option should there be a need for formal voting.
2. The Committee may decide to appoint sub-groups to work on specific functions, such as physician recruitment, clinic issues, communication, marketing and retention, site visit, spouse employment, etc. Such sub-groups will be chaired by one (1) member of the Committee and may include additional members outside of the Committee. All sub-groups will report back on a regular basis.

22. **SUBDIVISION AND DEVELOPMENT APPEAL BOARD**

Purpose/Mandate

A municipal Council is required to establish a Subdivision and Development Appeal Board to act as a quasi-judicial body to deal with subdivision and development appeals. Appeals are usually made by the applicant for a subdivision approval or a development permit, or by persons affected by the development authority's decision. The Board must hold a public hearing to deal with an appeal. A Council cannot form the majority of membership on these Boards.

Committee Membership/Composition and Term

The Board is comprised entirely of Members at Large.

Operations

The Board meets as required (when Appeals are filed with the Board Secretary).

23. **SUSTAINABILITY COMMITTEE**

Purpose/Mandate

The purpose of the Sustainability Committee is to oversee the Community Sustainability Plan and to see the components of that Plan implemented within the community.

Goals/Objectives

In accordance with the policies set by Town Council, the Board shall:

- continually refer to the Plan, with a view to achieving the priorities and benchmarks set out therein;
- make recommendations to Administration and Council for the development and approval of the sustainability-focussed practices and programs;
- consult with professionals, community agencies or other groups as it may determine advisable;
- identify and examine issues and opportunities and make recommendations to Council for action; and
- Council may provide additional direction and/or terms of reference to assist in the effectiveness of the Committee.

Committee Membership/Composition and Term

The Sustainability Committee consists of the following membership:
two (2) Town of Drayton Valley representatives

Operations

All costs associated with the work of this Committee shall be absorbed within the annual Council budget.

The effectiveness of this Committee shall be evaluated by Council annually, coincident with the Organizational Meeting.

The Committee shall report to Governance and Priorities on its work/activities on a quarterly basis, at a minimum.

24. **Traffic Advisory Committee**

Background

With the implementation of automated traffic enforcement, it is recommended that a Committee be established to bring forward and discuss items of concern regarding traffic and traffic safety within the Town.

Goals/Objectives

The Committee is established to increase traffic safety, address areas of concern regarding traffic, and provide advice to Administration and Council regarding various courses of action, initiatives and troubleshooting. The Committee shall also be tasked with establishing a consistency of standards and criteria for the application of procedures regarding traffic concerns.

Committee Membership/Composition and Term

The Traffic Advisory Committee will be comprised of:

- Members at Large (3)
- Director of Emergency Services or designate
- RCMP Detachment Commander or designate
- Bylaw Officer

Subject matter experts the Committee deems required for meetings will be invited and shall include, but are not limited to, Regional Traffic Safety Coordinator, ITS, Global Traffic Group Ltd., CPOs, Department Directors.

A Member at Large will be designated as the Chair of the Traffic Advisory Committee.

The CAO, Director of Engineering and Development, and Director of Corporate Services are ex-officio members of the Traffic Advisory Committee.

Members at large are appointed by Council for a up to a three (3) year term on a rotating basis so as not to have all members at large departing the committee at the same time.

The term of office of members at large may be renewed by Council but in no event shall a member at large serve more than 3 consecutive terms.

Remuneration for Members at Large shall be in accordance with the Council Remuneration Policy C-01-00

Quorum shall be the majority of the Committee members and decisions shall be made by consensus.

Operations

The Committee may:

- review traffic and pedestrian safety programs and concerns through education, awareness, and public relations;
- explore, identify, and assess feasibility of strategies; and
- endorse strategies to Council that will promote traffic safety within the Town of Drayton Valley.

The Chair shall:

- chair Committee meetings;
- work with the Bylaw Officer to set meeting Agendas; and
- liaise with Council by attendance at meetings upon request of the Mayor and/or Council.

Accountability

The Chair of the Committee, or designate, shall report to Council on behalf of the Committee.

The Committee shall make recommendations which shall be reviewed by Administration and proceed on to Council, unless an operational situation can be solved within Administration's mandate.

The Committee shall keep a record of its meetings and provide minutes of all meetings to Committee members prior to the next regularly scheduled meeting.

The Committee will meet as scheduled annually and with additional frequency if desired by the Committee.

Expiry Date

The Committee shall review the Terms of Reference annually.

25. WASTE MANAGEMENT COMMITTEE

Purpose/Mandate

The purpose of the Waste Management Committee is to assist Administration in overseeing the operation of the Aspen Waste Landfill and its contract service provider.

Goals/Objectives

- Identify and examine issues and opportunities and make recommendations to Council for action.
- Council may provide additional direction and/or terms of reference to assist in the effectiveness of the Committee.

Committee Membership/Composition and Term

The Waste Management Committee consists of the following membership:
two (2) Town of Drayton Valley representatives

Operations

All costs associated with the work of this Committee shall be absorbed within the annual Council budget.

The effectiveness of this Committee shall be evaluated by Council annually, coinciding with the Organizational meeting.

The Committee shall report to Governance and Priorities on its work/activities on a quarterly basis, at a minimum.

26. WOMEN IN LEADERSHIP

Purpose / Mandate

The Women in Leadership Program is an initiative that is designed to help young women develop skills that will give them exposure to leadership opportunities in their community.

Background

Women still face challenges realizing positions of authority and competing in the business world both here in Drayton Valley, and in the world in general. Despite there being examples of women in positions of authority scattered throughout Alberta, Canada, and the world, the number of women in these positions compared to the number of men in such positions is still relatively low.

Goals / Objectives

This Program is focused on helping young women develop their leadership skills through exposing them to business, non-profit work, and municipal affairs. The Program has three pillars:

1. Mentorship by Councillors;
2. Mentorship by leaders in the business community; and
3. Mentorship by leaders working in not for profit / other levels of government.

Operations

The Women in Leadership Program is targeted at high school girls (girls in grades 10-12), but will allow for young adults in their twenties to participate if there is interest. The Program will run in four (4) month periods, from September to December, and from February to May. During this time, the young women will complete all three pillars ideally once per month (therefore completing four sessions for each pillar). If time does not permit engagement in all three pillars every month, it may be possible to combine two sessions into one. Completing the pillars will require:

- attending a Council meeting, G&P, or Committee meeting at least once, and accompanying Councillors to other commitments as part of their civic roles;
- meeting with a professional business woman and working alongside her for a minimum of two (2) hours each session; and
- meeting with a woman working in the not-for-profit sector or other level of government and working alongside her for a minimum of two (2) hours each session

Pillar 1: Mentorship by Councillors

Under this pillar, the participants would attend a Council meeting, G&P, or a Committee meeting at least once. They may also accompany the Councillors as they perform their civic duties; this may include events, speaking engagements, etc. At the end of the four (4) months, participants will do a casual presentation to Council highlighting their experience, and noting something they'd like Council to consider for the community.

Participants will be paired with one (1) or two (2) Councillors for the duration of their experience, and the Councillors will decide collaboratively with participants how they will engage in the civic process. This will depend largely on the participant's interests. The Mayor and Council will facilitate access to any Town departments that would be of interest to them.

Pillar 2: Mentorship by leaders in the business community

Under this pillar, the young women will meet with a female member of the business community once per month, for a minimum of two (2) hours each session, and for three (3) to four (4) times total. Meeting time would be chosen at the discretion of the mentor and mentee. During their time together, the mentor would expose the mentee to the professional working world, allowing them to shadow her and teaching them about things such as:

- a typical day in the office (staffing requirements, pay roll, doing taxes, confidentiality agreements, etc.);
- developing a business plan, or understanding / implementing one already written;
- understanding the marketplace;
- event planning;
- how to enter the working world; and
- other things specific to your position

The Town would work with the mentor and mentee to develop appropriate milestones for each internship, to ensure that both participants are benefitting from the experience.

Pillar 3: Mentorship by leaders working in not-for-profit

Under this pillar, the young women will meet with either a woman in the local non-profit sector or other level of government once per month, for a minimum of two (2) hours each session, and for three (3) to four (4) times total. Meeting times would be chosen at the discretion of the mentor and mentee. During their time together, the mentor would expose the participants to the world of community organizations / public service, allowing them to shadow the mentor and teaching them about things such as why community service is important, how their organization operates, and what they provide to the community. The Town would work with the mentor and mentee to develop appropriate milestones for each mentorship, to ensure that both participants are benefitting from the experience.

Youth Advisory Council

The Youth Advisory Council is a separate Program, but will tie into the Women in Leadership Program, which will run parallel. From the pool of youth in the Women in Leadership Program, young women will be recruited to join a Youth Advisory Council, which will be made up of both boys and girls.

27. YELLOWHEAD REGIONAL LIBRARY BOARD

Purpose/Mandate

Yellowhead Regional Library (YRL) is a co-operative library system that provides services to almost two-hundred-and-seventy thousand (270,000) Albertans in fifty-six (56) municipalities including nine (9) counties, numerous villages, towns, cities, and summer villages. YRL also serves more than eleven thousand (11,000) full-time equivalent students in three (3) school districts. Each member municipality can have a representative to the YRL board.

Committee Membership/Composition and Term

The Town of Drayton Valley belongs to the YRL and Council appoints a member to sit on the YRL Board.

Operations

The YRL Board meets three (3) times per year in Spruce Grove. Meetings last about two (2) hours. The role of the YRL Board is to handle the governance of the Yellowhead Regional Library community.

The Board approves the budget and financial statements, and sets policy.

Municipalities and school boards pay a fee to be members of YRL. This fee covers access to a province-wide borrowing of library resources, an allotment of books and e-resources, and access to other services that are listed on the YRL web site. This fee for membership is separate from the library's budget, and comes from the municipality.