



Agenda

1. Call to Order
2. Signing of Waiver
3. Adoption of Agenda
4. Decision Items:

4.1	Councillor Bossert – Employment Agreement between the Town of Drayton Valley and Manny Deol (in camera)
4.2	Councillor Fredrickson – Appointment of Clean Energy Technology Centre Chief Operating Officer
4.3	Councillor Nadeau – Employment Agreement between the Town of Drayton Valley and _____ (in camera)
4.4	Councillor Long – Appointment of Town of Drayton Valley Chief Administrative Officer
4.5	Councillor Wheeler – Signing Authority

5. Adjournment

AGENDA ITEM: 4.1	Employment Agreement
Department:	Administration
Presented by:	Councillor Bossert
Support Staff:	

BACKGROUND:

The Clean Energy Technology Centre Designated Officer Bylaw 2015/13/A and the Position Description for the Chief Operating Officer of that facility were adopted at the October 28th, 2015 Council Meeting. In keeping with those documents, Council is being asked to approve the Employment Agreement between the Town of Drayton Valley and Manny Deol.

MOTION:

That Council move to “In-Camera” at [insert time].

That Council move out of “In-Camera” at [insert time].

That Council approve the Employment Agreement between the Town of Drayton Valley and Manny Deol, as discussed in camera.

AGENDA ITEM: 4.2	CETC COO Appointment
Department:	Administration
Presented by:	Councillor Fredrickson
Support Staff:	

BACKGROUND:

With the approval of the Employment Agreement between the Town of Drayton Valley and Manny Deol, Council must pass a resolution to formally appoint Mr. Deol to the position of Designated Officer (also referred to as the Chief Operating Officer) for the Clean Energy Technology Centre.

MOTION:

That Council appoint Manny Deol as the Designated Officer (also referred to as the Chief Operating Officer) for the Clean Energy Technology Centre, pursuant to the Clean Energy Technology Centre Designated Officer Bylaw 2015/13/A.

AGENDA ITEM: 4.3	Employment Agreement
Department:	Administration
Presented by:	Councillor Nadeau
Support Staff:	

BACKGROUND:

An Employment Agreement between the Town of Drayton Valley and _____ is required in order for the role of Chief Administrative Officer (also referred to as the Town Manager) to be filled.

MOTION:

That Council move to “In-Camera” at [insert time].

That Council move out of “In-Camera” at [insert time].

That Council approve the Employment Agreement between the Town of Drayton Valley and _____, as discussed in camera.

AGENDA ITEM: 4.2	CAO Appointment
Department:	Administration
Presented by:	Councillor Long
Support Staff:	

BACKGROUND:

With the approval of the Employment Agreement between the Town of Drayton Valley and _____, Council must pass a resolution to formally appoint Mr. _____ to the position of Chief Administrative Officer for the Town of Drayton Valley.

MOTION:

That Council appoint _____ as the Chief Operating Officer for the Town of Drayton Valley, pursuant to the Chief Administrative Officer Bylaw 2009/12/A.

AGENDA ITEM: 4.5	Signing Authorities
Department:	Administration
Presented by:	Councillor Wheeler
Support Staff:	

BACKGROUND:

As a result of the change of Administration for the Town, a resolution of Council is required to set out the signing authorities for the Municipal Corporation of the Town of Drayton Valley.

MOTION:

I move the signing authorities for the Town of Drayton Valley be as follows:

The Municipal Corporation of the Town of Drayton Valley resolves that any one of the following – Glenn McLean, Mayor, Councillor Nicole Nadeau, Councillor Graham Long, Councillor Dean Shular, Councillor Fayrell Wheeler, Councillor Debra Bossert, Councillor Brandy Fredrickson; along with any one of the following from Administration – _____, Town Manager; Nesen Naidoo, Assistant Town Manager; Annette Driessen, Director of Community Services; Thomas Thomson, Director of Emergency Services, Ron Fraser, Director of Engineering and Development; or any person designated by the Town Manager, in writing - are hereby authorized for and in the name of the Corporation to draw, endorse, accept, sign and make all or any bills of exchange, cheques, promissory notes and order for the payment of money, and other instruments whether negotiable or not for deposit or collection for the credit of the Corporation only with the bankers of the Corporation, and that the Town Manager or any person designated by the Town Manager, in writing, may arrange, settle and certify all books and accounts between the Corporation and its bankers and sign receipts for vouchers; and,

1. That with regard to documents relating to Administration, the Town Manager or his designate be authorized, in writing, to sign such instruments.