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## Agenda

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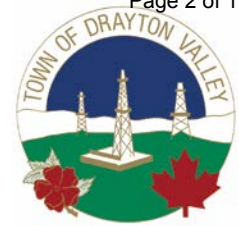
1. Call to Order
2. Signing of Waiver
3. Adoption of Agenda
4. Decision Items:

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4.1	Clean Energy Technology Centre Designated Officer Bylaw 2017/10/A	2-11
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5. Adjournment



**BYLAW NO. 2017/10/A**

**Name of Bylaw:**           **Clean Energy Technology Centre Designated Officer Bylaw**

**WHEREAS** the Council of the Town of Drayton Valley is desirous of creating a position for the Chief Operating Officer of the Clean Energy Technology Centre;

**NOW THEREFORE** pursuant to section 210 of the *Municipal Government Act*, R.S.A. 2000 the Council of the Town of Drayton Valley, duly assembled, hereby enacts as follows:

**1.     TITLE**

This Bylaw may be cited as the “Clean Energy Technology Centre Designated Officer Bylaw” of the Town of Drayton Valley.

**2.     PURPOSE**

The purpose of this Bylaw is to establish the powers, duties and functions of the Chief Operating Officer of the Clean Energy Technology Centre of the Town of Drayton Valley.

**3.     DEFINITIONS**

3.1     In this Bylaw, including this section, unless the context otherwise requires:

- a.     *Act* means the *Municipal Government Act*, Revised Statutes of Alberta, 2000, Chapter M-26 and any other amendments thereto;
- b.     *CAO* means the Chief Administrative Officer of the Town or his/her designate;
- c.     *Clean Energy Technology Centre (CETC)* means the facility owned and operated by the Town of Drayton Valley, which offers skills and development training, post-secondary education, business incubation and resources for the pursuit of alternative energy practices;
- d.     *Committee* means a committee, board, commission, authority, task force or any other public body established by Council, whether on a standing or ad hoc basis, for the operation of the CETC;
- e.     *COO* means any person who has been hired from time to time, for the purpose of operating the Clean Energy Technology Centre pursuant to this Bylaw;
- f.     *Council* means the Municipal Council for the Town of Drayton Valley; and
- g.     *Town* means the Town of Drayton Valley, in the Province of Alberta.

#### **4. ESTABLISHMENT OF POSITION**

- 4.1 The CAO shall establish the terms and conditions of employment of the COO.
- 4.2 The COO is subject to the supervision of and is accountable to the CAO.

#### **5. DUTIES OF THE CHIEF OPERATING OFFICER OF THE CLEAN ENERGY TECHNOLOGY CENTRE**

- 5.1 Without limiting the generality of section 4, the COO shall, within the operational objectives of the CETC:
- a. facilitate, encourage and assist in:
    - i. the establishment of knowledge-based industry, including the bio-industry;
    - ii. activities related to the development, training and ownership of knowledge-based opportunities for conventional and bio-industry incubation and entrepreneurship; and
    - iii. commercialization of bio-based products, businesses, business incubation centres and training resources;
  - b. attract bio-industries and other industries to locate in the community;
  - c. operate, administer and manage such principal building, land, utilities or additional buildings and improvements to effectively serve the purposes of the CETC and the clients of the CETC, including the operation of the Drayton Valley Bio-Mile;
  - d. solicit, on behalf of the Town, donations, bequests, gifts, funds or gifts-in-kind of any nature whatsoever;
  - e. research and provide recommendations to the CAO on opportunities and revenue generation for the municipality;
  - f. facilitate education, applied research, training, business information, seminars, current research, workforce training and networking resources;
  - g. create marketing strategies, campaigns and products to ensure business incubations receive complimentary programs and services;

- h. focus on areas of youth entrepreneurship, startups, microbusinesses, mentorship and networking;
  - i. liaise with consultants, project developers and venture capitalist to fund bio-based projects.
- 5.2 The COO reports to the CAO, and is responsible for the overall planning, coordination and control of all CETC and Bio-Mile operations, in compliance with the operational objectives of the CETC;
- 5.3 The COO shall have the authority to, in accordance with the Policies and operational practices of the Town:
- a. direct, supervise, oversee, manage and review the performance of the employees and personnel at the CETC;
  - b. within the scope of the approved budget, manage the personnel and administration of the CETC necessary for its safe, efficient, economic and effective operation;
- 5.4 The COO directs the preparation of capital and operating budgets and submits them, with supporting documentation, to the CAO for Council review and approval.
- 5.5 The COO authorizes the processing of payment of accounts within established practices and budget of the Town.
- 5.6 The COO coordinates the prompt and proper handling of all requests, inquiries and complaints by the public with respect to the CETC.
- 5.7 The COO attends meetings and advises Council as required and other meetings as directed by the CAO.
- 5.8 The COO shall perform all other duties and functions for the safe, efficient, economic and effective operation of the CETC as may be required from time to time, provided that no such action requires an expenditure of money which:
- a. has not been approved by Council; or
  - b. has not been included and specifically identified in an operating budget, interim operating budget or capital budget;
  - c. does not conform with the expenditures and limitations established within the Town's Purchasing and Tendering Policy;
- except in the case of immediate action which is required to respond to an emergency or disaster, and only then with the expressed written permission of the CAO.
- 5.9 The COO performs other duties as required by the CAO.

5.10 The COO is charged with developing strategies and working effectively, in consultation with the CAO, with other parties, including other levels of government, industry, post-secondary institutions or private educational institutes and associations.

**6. INTERPRETATION**

6.1 Words used in the singular include the plural and vice-versa.

6.2 When a word is used in the masculine or feminine it will refer to either gender.

6.3 Words used in the present tense include the other tenses and derivative forms.

**7. SEVERABILITY**

If any provision of this Bylaw is held be invalid by a court of competent jurisdiction, that decision will not affect the validity of the remaining provisions of the Bylaw.

AND THAT this Bylaw shall rescind Bylaw No. 2015/13/A of the Town of Drayton Valley, and shall have force and come into effect from and after the date of third reading thereof.

AND THAT this Bylaw shall automatically expire and be repealed on the 14<sup>th</sup> day of November, 2017 .

Read a first time this \_\_\_\_ day of \_\_\_\_\_, 2017, A. D.

Read a second time this \_\_\_\_ day of \_\_\_\_\_, 2017, A. D.

Read a third and final time this \_\_\_\_ day of \_\_\_\_\_, 2017, A. D.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER



**BYLAW NO. 2015/13/A**

**Name of Bylaw:**            **Clean Energy Technology Centre Designated Officer Bylaw**

**WHEREAS** pursuant to the provisions of the *Municipal Government Act*, being Chapter M-26 of the Revised Statutes of Alberta, 2000 and amendments thereto, the Council of the Town of Drayton Valley may by Bylaw, establish one or more positions of Designated Officer and outline the powers, duties and functions of those positions;

**AND WHEREAS** the Council of the Town of Drayton Valley is desirous of creating a Designated Officer position for the Chief Operating Officer of the Clean Energy Technology Centre;

**NOW THEREFORE** the Council of the Town of Drayton Valley, duly assembled, hereby enacts as follows:

1.    **TITLE**

This Bylaw may be cited as the “Clean Energy Technology Centre Designated Officer Bylaw” of the Town of Drayton Valley.

2.    **PURPOSE**

The purpose of this Bylaw is to establish the powers, duties and functions of the Chief Operating Officer of the Clean Energy Technology Centre of the Town of Drayton Valley.

3.    **DEFINITIONS**

In this Bylaw, including this section, unless the context otherwise requires:

*Act* means the *Municipal Government Act*, Revised Statutes of Alberta, 2000, Chapter M-26 and any other amendments thereto;

*CAO or Town Manager* means the Chief Administrative Officer of the Town or his/her designate;

*Clean Energy Technology Centre (CETC)* means the facility owned and operated by the Town of Drayton Valley, which offers skills and development training, post-secondary education, business incubation and resources for the pursuit of alternative energy practices;

*Committee* means a committee, board, commission, authority, task force or any other public body established by Council, whether on a standing or ad hoc basis, for the operation of the CETC;

*Council* means the Municipal Council for the Town of Drayton Valley;

*COO* means a Designated Officer, or any other person who has been appointed by Council from time to time, for the purpose of operating the Clean Energy Technology Centre pursuant to this Bylaw;

*Town* means the Town of Drayton Valley, in the Province of Alberta;

**4. ESTABLISHMENT OF POSITION**

- 4.1 The position of Chief Operating Officer of the CETC (hereinafter referred to as the "COO") is established pursuant to section 210 of the Act.
- 4.2 Council shall by resolution appoint an individual to the position of COO.
- 4.3 Council shall establish the terms and conditions of employment of the COO.
- 4.4 The COO is subject to the supervision of and accountable to Council.
- 4.5 The Town will indemnify the COO, provided that the COO acts in the course and scope of his or her employment and acts in good faith to comply with any applicable resolution, Bylaw, statute, regulation or enactment

**5. DUTIES OF THE CHIEF OPERATING OFFICER OF THE CLEAN ENERGY TECHNOLOGY CENTRE**

- 5.1 Without limiting the generality of section 4, the COO shall:
  - a. facilitate, encourage and assist in the establishment of knowledge based industry, including the bio-industry and all activities related to the development, training, ownership of knowledge based opportunities for conventional & bio-industry incubation and entrepreneurship, including education, applied research, workforce training and development, encouragement of commercialization of bio-based products and businesses, business incubation centre and training resources;

- b. initiate and promote activities related to organization, training, support, development and education for the purposes of economic development and attracting of bio industries and other industries to locate in the community;
- c. develop, construct, acquire, operate, administer, manage and maintain such land, utilities, or additional buildings and improvements to effectively serve the purposes of the Clean Energy Technology Centre and the clients of the Centre, including the management of the Town of Drayton Valley Bio-Mile;
- d. solicit, on behalf of the Town of Drayton Valley donations, bequests, gifts or funds or gifts in kind of any nature whatsoever for such purposes that will effectively assist, encourage, promote and advance the vision of a sustainable community;
- e. research and provide recommendations to Council on available opportunities and revenue generation for the municipality;
- f. coordinate the economic, social, and sustainable functions of the municipality;
- g. encourage the development and enhancement of hospitality industry in the municipality;
- h. explore and research opportunities and develop a Business Case for the creation of a for-profit utility company;
- i. together with the Chief Administrative Officer for the Town of Drayton Valley, coordinate the development and establishment of fire training centre, as well as programs, for the region;
- j. coordinate Human Resource Training for RCMP and other agencies;
- k. facilitate one stop source for education, training, business information, seminars, current research and all important network resources;
- l. create marketing strategies, campaigns and products to ensure business associations incubation receive complimentary programs and services;
- m. focus on areas of youth entrepreneurship, startups, micro businesses, mentorship, and networking;
- n. manage liaison of consultants, project developers, and venture capitalists to fund projects;

- o. work towards the realization of paradigm shift in education and training development, both public and private; and
  - p. develop impact strategies to engage stakeholders internal and external (government agencies; Provincial, Federal and International).
- 5.2 The COO reports to the Mayor and Council, and directs the overall planning, coordination and control of all Clean Energy Technology Centre and Bio-Mile operations;
- 5.3 As the Chief Operating Officer of the CETC, the individual appointed to the position by resolution of Council shall have the authority to:
- a. establish administrative policies, procedures, programs, rules and guidelines as deemed necessary for the safe, efficient, economic and effective operation of the Clean Energy Technology Centre;
  - b. within the scope of the approved budget, hire, appoint, suspend, remove, layoff or terminate any employee under his mandate with or without just cause;
  - c. set the terms of employment for employees at the CETC.
  - d. direct, supervise, oversee, manage and review the performance of the employees and personnel at the CETC;
  - e. within the scope of the approved budget, establish the structure and organization of the management, personnel and administration of the CETC necessary for the safe, efficient, economic and effective operation;
- 5.4 The COO shall coordinate with the CAO the development of policies and procedures related to budget expenditures and financial controls. The COO in coordination with the CAO directs the preparation of capital and operating budgets and submits them to Council for approval with supporting documentation.
- 5.5 The COO authorizes the payment of accounts within established guidelines and budget of the Town.
- 5.6 The COO coordinates the prompt and proper handling of all requests, inquiries and complaints by the public.
- 5.7 The COO attends meetings of Council as required and other meetings as requested.
- 5.8 The COO advises Council on relevant matters.

- 5.9 The COO, in coordination with the CAO, may take whatever actions or measures which are necessary to respond to an emergency or disaster at the CETC.
- 5.10 The COO shall perform all other duties and functions for the safe, efficient, economic and effective operation of the CETC as may be required from time to time including, but not limited to, retaining and instructing legal counsel, settling claims, actions and demands, paying any amounts the Town is legally required to pay pursuant to an order, directive or judgement of a court, tribunal or board of competent jurisdiction, enter into contracts, agreements and transactions, provided that no such action requires an expenditure of money which has not been approved by Council or which has not been included in an operating budget, interim operating budget or capital budget except in the case of immediate action required to respond to an emergency or disaster.
- 5.11 The COO performs other duties as required by Council.
- 5.12 The COO works independently, within the scope of the powers delegated to him, on administrative and planning activities and shows considerable original and independent thinking in developing organizational objectives and broad policies.
- 5.13 The position is charged with working effectively with Council and the CAO and with other municipalities, as well as other levels of government/industry including Post-Secondary Institutions or Private Educational Institutes and Associations.

**6. DELEGATION OF AUTHORITY**

The COO is hereby authorized to further delegate, and to authorize for the delegation of any responsibility of the COO by Council under this Bylaw, to employees of the Town under the direct supervision of the COO.

**7. INTERPRETATION**

- 7.1 Words used in the singular include the plural and vice-versa.
- 7.2 When a word is used in the masculine or feminine it will refer to either gender.
- 7.3 Words used in the present tense include the other tenses and derivative forms.

8. **SEVERABILITY**

If any provision of this Bylaw is held be invalid by a court of competent jurisdiction, that decision will not affect the validity of the remaining provisions of the Bylaw.

**AND THAT** this Bylaw shall come into force and have effect from and after the date of third reading thereof.

Read a first time this 28<sup>th</sup> day of October, 2015, A. D.

Read a second time this 28<sup>th</sup> day of October, 2015, A. D.

Read a third and final time this 28<sup>th</sup> day of October, 2015, A. D.

\_\_\_\_\_  
MAYOR

  
\_\_\_\_\_  
TOWN MANAGER