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## Agenda

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|-----|--|-------|
| 1.0 | Call to Order                              |       |
| 2.0 | Adoption of Agenda                         |       |
| 3.0 | Appointment of Deputy Mayor                | 2-3   |
| 4.0 | Approval of 2018 Meeting Schedule          | 4-6   |
| 5.0 | Approval of Signing Authorities            | 7-9   |
| 6.0 | Approval of Council Committee Appointments | 10-12 |
| 7.0 | Adjournment                                |       |

## COUNCIL REQUEST FOR DECISION

<b>SUBJECT:</b>	<b>Appointment of Deputy Mayor</b>
<b>MEETING DATE:</b>	October 25, 2017
<b>SUBMITTED BY:</b>	Administration at the request of Council

### PROPOSAL AND BACKGROUND:

The *Municipal Government Act (MGA) Section 152(1)* states that “[a] Council must appoint one or more councillors as deputy chief elected official so that (a) only one councillor will hold that office at any one time, and (b) the office will be filled at all times.”

As per Policy C-03-14, the position of Deputy Mayor for the Town of Drayton Valley is held on a rotating basis for a term of eight months. The order of rotation is based on the number of votes each Councillor received in the election in descending order as follows:



Councillor Eric Butz	October 25, 2017 – June 30, 2018
Councillor Fayrell Wheeler	July 1, 2018 – February 28, 2019
Councillor Bill Ballas	March 1, 2019 – October 31, 2019
Councillor Corey Peebles	November 1, 2019 – June 30, 2020
Councillor Nancy Dodds	July 1, 2020 – February 28, 2021
Councillor Amila Gammana	March 1, 2021 – October 31, 2021

Within Policy C-03-14, Council may choose to change the order of appointments. Accordingly, option B is presented with a potential change of the rotation for the Deputy Mayor role within the first sixteen (16) months.

### OPTIONS AND ALTERNATIVES, WITH ANALYSIS:

- A. That Council approve the appointment of Councillor Eric Butz as the Deputy Mayor for the period October 25, 2017 – June 30, 2018.
- B. That Council, pursuant to section 2 of Policy C-03-14, change the order of appointments for the first sixteen (16) months, and appoint Councillor Fayrell Wheeler as Deputy Mayor for the period of October 25, 2017 – June 30, 2018, after which Councillor Eric Butz will be appointed as Deputy Mayor.

<b>BUDGET / RESOURCE IMPLICATIONS:</b>
There are no anticipated budgetary implications connected with this decision.
<b>LINKAGE TO MUNICIPAL POLICIES, PLANS, OR ESTABLISHED PRIORITIES:</b>
<ul style="list-style-type: none"> <li>• Appointment of Deputy Mayor Policy C-03-14</li> </ul>
<b>FOLLOW-UP ACTION (PUBLIC ENGAGEMENT, COMMUNICATIONS STRATEGY, AND IMPLEMENTATION):</b>
Administration will notify the appropriate staff to ensure the mailing lists are updated based on Council's decision.
<b>POTENTIAL MOTIONS:</b>
<p>A. I move that Council approve the appointment of Councillor Eric Butz as the Deputy Mayor for the period October 25, 2017 – June 30, 2018.</p> <p>B. I move that Council, pursuant to section 2 of Policy C-03-14, change the order of appointments for the first sixteen (16) months, and appoint Councillor Fayrell Wheeler as Deputy Mayor for the period of October 25, 2017 – June 30, 2018, after which Councillor Eric Butz will be appointed as Deputy Mayor.</p>
<b>MOTION REQUESTED:</b>

Report Prepared By:		Report Reviewed By:	
			
Name:	Sabine Larcher	Name:	Dwight Dibben
Title:	Administrative Assistant	Title:	Chief Administrative Officer

Report Routed to Council By: Dwight Dibben 
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## COUNCIL REQUEST FOR DECISION

<b>SUBJECT:</b>	<b>Approval of 2018 Meeting Schedule</b>
<b>MEETING DATE:</b>	October 25, 2017
<b>SUBMITTED BY:</b>	Dwight Dibben, Chief Administrative Officer
<b>PROPOSAL AND BACKGROUND:</b>	
<p>The following schedule is being proposed for the meetings listed below:</p> <p><i>Regular Meeting of Council</i></p> <ul style="list-style-type: none"> <li>Usually every third week on a Wednesday, normally starting at 9:00 a.m.</li> </ul> <p><i>Governance and Priorities Committee</i></p> <ul style="list-style-type: none"> <li>Wednesdays the week prior to the scheduled Regular Meeting of Council, normally starting at 9:00 a.m.</li> </ul> <p><i>Scheduled time for Internal Committee meetings or additional Governance and Priorities Committee meetings as required</i></p> <ul style="list-style-type: none"> <li>Wednesday afternoons, following the Regular Meeting of Council</li> </ul>	
<b>OPTIONS AND ALTERNATIVES, WITH ANALYSIS:</b>	
<p>A. That Council approve the attached 2018 schedule for Council/Committee meetings as presented.</p> <p>B. That Council approve the attached 2018 schedule for Council/Committee meetings with amendments to _____.</p>	
<b>BUDGET / RESOURCE IMPLICATIONS:</b>	
Remuneration shall be in accordance with Council Remuneration Policy C-01-00.	
<b>LINKAGE TO MUNICIPAL POLICIES, PLANS, OR ESTABLISHED PRIORITIES:</b>	
<ul style="list-style-type: none"> <li>C-01-00 Council Remuneration Policy</li> </ul>	

**FOLLOW-UP ACTION (PUBLIC ENGAGEMENT, COMMUNICATIONS STRATEGY, AND IMPLEMENTATION):**

Once approved, the 2018 Meeting Schedule will be forwarded to the applicable staff, as well as made publicly available on the Town's website.

**POTENTIAL MOTIONS:**


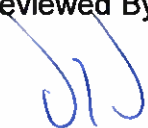
- A. I move that Council approve the attached 2018 schedule for Council/Committee meetings as presented.
- B. I move that Council approve the attached 2018 schedule for Council/Committee meetings with amendments to \_\_\_\_\_.

**MOTION REQUESTED:**

I move that Council approve the attached 2018 schedule for Council/Committee meetings as presented.

**ATTACHMENTS:**

- Proposed 2018 Meeting Schedule

Report Prepared By:		Report Reviewed By:	
			
Name:	Sabine Larcher	Name:	Dwight Dibben
Title:	Administrative Assistant	Title:	Chief Administrative Officer

Report Routed to Council By:  
Dwight Dibben 

# Proposed 2018 Meeting Schedule

January							February							March							April						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	1 <small>STAT</small>	2	3	4	5	6					1	2	3					1	2	3	1	2 <small>STAT</small>	3	4	5	6	7
7	8	9	10	11	12	13	4	5	6 <small>FCM</small>	7 <small>FCM</small>	8 <small>FCM</small>	9	10	4	5	6	7	8	9	10	8	9	10	11	12	13	14
14	15	16	17	18	19	20	11	12	13	14	15	16	17	11	12	13	14	15	16	17	15	16	17	18	19	20	21
21	22	23	24	25	26	27	18	19 <small>STAT</small>	20	21	22	23	24	18	19	20	21	22	23	24	22	23	24	25	26	27	28
28	29	30	31				25	26	27	28				25	26	27	28	29	30 <small>STAT</small>	31	29	30					

May							June							July							August						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5						1 <small>FCM</small>	2 <small>FCM</small>	1	2 <small>STAT</small>	3	4	5	6	7				1	2	3	4
6	7	8	9	10	11	12	3 <small>FCM</small>	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6 <small>STAT</small>	7	8	9	10	11
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
20	21 <small>STAT</small>	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
27	28	29	30	31 <small>FCM</small>			24	25	26	27	28	29	30	29	30	31					26	27	28	29	30	31	

September							October							November							December						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
						1		1	2	3	4	5	6					1	2	3							1
2	3 <small>STAT</small>	4	5	6	7	8	7	8 <small>STAT</small>	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
23	24	25	26 <small>AUMA</small>	27 <small>AUMA</small>	28 <small>AUMA</small>	29	28	29	30	31				25	26	27	28	29	30	23	24	25 <small>STAT</small>	26 <small>STAT</small>	27	28	29	
30																					30	31					

9:00 am Council Mtgs	Governance & Priorities Mtgs. (G&P) * Wed one week prior to a Regular Meeting of Council starting at 9:00 am	9:00 am Annual Organizational Mtg of Council and Council Mtg	FCM Sustainability Conference February 6-8, 2018, Ottawa	FCM Annual Conference May 31-June 3, 2018, Halifax
Committee Meetings or G&P if needed following Council			AUMA Annual Convention September 26-28, 2018, Red Deer	Revised: October 24, 2017

## COUNCIL REQUEST FOR DECISION

<b>SUBJECT:</b>	<b>Approval of Signing Authorities</b>
<b>MEETING DATE:</b>	October 25, 2017
<b>SUBMITTED BY:</b>	Dwight Dibben, Chief Administrative Officer

### PROPOSAL AND BACKGROUND:

A resolution of Council is required to set out the signing authorities for the Municipal Corporation of the Town of Drayton Valley.

### OPTIONS AND ALTERNATIVES, WITH ANALYSIS:

Council move that the signing authorities for the Town of Drayton Valley be as follows, effective October 25, 2017:

The Municipal Corporation of the Town of Drayton Valley resolves that any one of the following – Mayor Michael Doerksen, Councillor Eric Butz, Councillor Fayrell Wheeler, Councillor Bill Ballas, Councillor Corey Peebles, Councillor Nancy Dodds, Councillor Amila Gammana; along with any one of the following individuals with the following titles from Administration – Chief Administrative Officer; Director of Community Services; Director of Emergency Services; Director of Engineering and Development; Director of Corporate Services; Senior Financial Officer; or any person designated by the Chief Administrative Officer 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 Chief Administrative Officer or any person designated by the Chief Administrative Officer in writing, may arrange, settle and certify all books and accounts between the Corporation and its bankers and sign receipts for vouchers;

and,

with regard to documents relating to Administration, the Chief Administrative Officer or designate be authorized in writing, to sign such instruments.

### FOLLOW-UP ACTION (PUBLIC ENGAGEMENT, COMMUNICATIONS STRATEGY, AND IMPLEMENTATION):

Administration will notify the appropriate staff to ensure the mailing lists are updated based on Council's decision.

**POTENTIAL MOTIONS:**

I move that the signing authorities for the Town of Drayton Valley be as follows, effective October 25, 2017:

The Municipal Corporation of the Town of Drayton Valley resolves that any one of the following – Michael Doerksen, Mayor, Councillor Eric Butz, Councillor Fayrell Wheeler, Councillor Bill Ballas, Councillor Corey Peebles, Councillor Nancy Dodds, Councillor Amila Gammana; along with any one of the following individuals with the following titles from Administration – Chief Administrative Officer; Director of Community Services; Director of Emergency Services; Director of Engineering and Development; Director of Corporate Services; Senior Financial Officer; or any person designated by the Chief Administrative Officer 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 Chief Administrative Officer or any person designated by the Chief Administrative Officer in writing, may arrange, settle and certify all books and accounts between the Corporation and its bankers and sign receipts for vouchers;

and,

with regard to documents relating to Administration, the Chief Administrative Officer or designate be authorized in writing, to sign such instruments.

**MOTION REQUESTED:**



I move that the signing authorities for the Town of Drayton Valley be as follows, effective October 25, 2017:

The Municipal Corporation of the Town of Drayton Valley resolves that any one of the following – Michael Doerksen, Mayor, Councillor Eric Butz, Councillor Fayrell Wheeler, Councillor Bill Ballas, Councillor Corey Peebles, Councillor Nancy Dodds, Councillor Amila Gammana; along with any one of the following individuals with the following titles from Administration – Chief Administrative Officer; Director of Community Services; Director of Emergency Services; Director of Engineering and Development; Director of Corporate Services; Senior Financial Officer; or any person designated by the Chief Administrative Officer 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 Chief Administrative Officer or any person designated by the Chief Administrative Officer in writing, may arrange, settle and certify all books and accounts between the Corporation and its bankers and sign receipts for vouchers;

and,

with regard to documents relating to Administration, the Chief Administrative Officer or designate be authorized in writing, to sign such instruments.



Report Prepared By:		Report Reviewed By:	
			
Name:	Sabine Larcher	Name:	Dwight Dibben
Title:	Administrative Assistant	Title:	Chief Administrative Officer

Report Routed to Council By: Dwight Dibben
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## COUNCIL REQUEST FOR DECISION

<b>SUBJECT:</b>	<b>Approval of Council Committee Appointments</b>
<b>MEETING DATE:</b>	October 25, 2017
<b>SUBMITTED BY:</b>	Administration at the request of the Mayor

### PROPOSAL AND BACKGROUND:

The attached list of Council Committee Appointments for October 2017-October 2018 is presented for review and approval of the appointment of Council representatives and alternates to each of these Committees.

It should be noted that at the May 17, 2000, Regular Meeting of Council, resolution #130/00 was passed, stating that the Mayor may designate any member of Council to attend any Committee meeting and vote on behalf of the Town. This Resolution was passed to ensure that all Committee meetings have a member of the Drayton Valley Town Council present and capable of voting on behalf of the Town. Rare instances do arise where both the appointed representative and the alternate are unable to attend a meeting.

Once approved, the list of Council Committee Appointments will be forwarded to the applicable organizations/groups.



### OPTIONS AND ALTERNATIVES, WITH ANALYSIS:

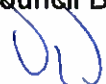
- A. That Council approve the attached list of Council members and alternates being appointed to the Committees as presented, taking into consideration that the Mayor can designate any member of Council to attend any Committee meeting and vote on behalf of the Town.
- B. That Council approve the attached list of Council members and alternates being appointed to the Committees as presented with amendments to \_\_\_\_\_, taking into consideration that the Mayor can designate any member of Council to attend any Committee meeting and vote on behalf of the Town.

### BUDGET / RESOURCE IMPLICATIONS:

Remuneration shall be in accordance with Council Remuneration Policy C-01-00.

<b>LINKAGE TO MUNICIPAL POLICIES, PLANS, OR ESTABLISHED PRIORITIES:</b>
<ul style="list-style-type: none"> <li>• C-01-00 Council Remuneration Policy</li> <li>• C-05-14 Boards and Committees to Council Policy</li> </ul>
<b>FOLLOW-UP ACTION (PUBLIC ENGAGEMENT, COMMUNICATIONS STRATEGY, AND IMPLEMENTATION):</b>
Administration will notify the appropriate staff and organizations to ensure the lists are updated based on Council's decision.
<b>POTENTIAL MOTIONS:</b>
<p>A. I move that Council approve the attached list of Council members and alternates being appointed to the Committees as presented, taking into consideration that the Mayor can designate any member of Council to attend any Committee meeting and vote on behalf of the Town.</p> <p>B. I move that Council approve the attached list of Council members and alternates being appointed to the Committees as presented with amendments to _____, taking into consideration that the Mayor can designate any member of Council to attend any Committee meeting and vote on behalf of the Town.</p>
<b>MOTION REQUESTED:</b>
<p>A. I move that Council approve the attached list of Council members and alternates being appointed to the Committees as presented, taking into consideration that the Mayor can designate any member of Council to attend any Committee meeting and vote on behalf of the Town.</p>
<b>ATTACHMENTS:</b>
<ul style="list-style-type: none"> <li>• Council Committee Appointments October 2017-October 2018</li> </ul>

Report Prepared By:		Report Reviewed By:	
			
Name:	Sabine Larcher	Name:	Dwight Dibben
Title:	Administrative Assistant	Title:	Chief Administrative Officer

Report Routed to Council By: Dwight Dibben 
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## Town of Drayton Valley Council Committee Appointments October 2017-October 2018

External Committee	Council Member	Council Alternate	Meeting Frequency	Members
Alberta Hemp Alliance (AHA)	Corey Peebles	Amila Gammana	At the call of the chair	1 elected official rep from each of the 9 municipalities within the Steering Committee region
Aquatic Facility Fund Development Strategy Committee	Fayrell Wheeler Nancy Dodds	Bill Ballas	Monthly as required	2 Town Council Reps, 2 County Council Reps, 2 Members at Large, Town & County Admin
Brazeau Foundation (BF)	Eric Butz	Fayrell Wheeler	Monthly (daytime)	1 Town Council Rep, 1 County Council Rep, 1 Breton Council Rep, 2 Members at Large
Drayton Valley & District Legacy Committee Society	Bill Ballas	Fayrell Wheeler	At the call of the chair	Sunset in 2017, 1 Council Rep
Drayton Valley Community Foundation (DVCF)	Bill Ballas	Mayor Michael Doerksen	3 <sup>rd</sup> Monday of every month	1 Town Council Rep
Drayton Valley Municipal Library (DVML) Board / Yellowhead Regional Library (YRL) Board	Fayrell Wheeler	Eric Butz	2 <sup>nd</sup> Tuesday of every month	1 Town Council Rep, 1 County Council Rep, 3 to 5 Members at Large, Library Staff
Eagle Point-Blue Rapids (EPBR) Parks Council	Corey Peebles	Nancy Dodds	Monthly	1 Town Council Rep
Eleanor Pickup Arts Centre (EPAC)	Nancy Dodds	Corey Peebles	Monthly (except Jul and Aug)	1 Town Council Rep, 1 Town Admin
Family and Community Support Services (FCSS) Advisory Board	Eric Butz	Bill Ballas	Quarterly and/or as required (daytime)	1 Town Council Rep, 1 County Council Rep, FCSS Staff, Members at Large
Healthy Communities Coalition (HCC)	Fayrell Wheeler	Nancy Dodds	At the call of the chair	1 Town Council Rep
Homelessness and Poverty Reduction Strategy Committee	Amila Gammana	Eric Butz	At the call of the chair	1 Town Council Rep, 1 County Council Rep, Members at Large
North Saskatchewan Watershed Alliance (NSWA) / Headwaters	Eric Butz	--- Admin Rep	approx. 9 times per year	1 Town Council Rep, 1 Town Admin
Pembina Physician Recruitment and Retention Committee	Amila Gammana	Corey Peebles	4 <sup>th</sup> Monday of every month	1 Town Council Rep, 1 County Council Rep, Members at Large