

1. ALBERTA HEMP ALLIANCE (AHA)

As an external committee, the purpose/goals/membership is determined by the guiding bylaws/Terms of Reference of said committee.

2. AQUATIC FACILITY COMMITTEE

Purpose

The purpose of the Aquatic Facility Committee is to establish a plan that will result in the construction of a new aquatic facility for the Drayton Valley and Brazeau community. The Committee is tasked with establishing the conceptual design and capital business plan for the proposed facility. Integral to the design of the facility is the connection to the community and the identification of its needs. The Committee is, therefore, also tasked with engaging the community in the facility development process, including the initiatives to be adopted to acquire the necessary capital resources.

Goals

The Committee is established with the following goals:

- a) To prepare a conceptual plan for the proposed aquatic facility.
- b) To establish the capital and operating business plan for the proposed aquatic facility.
- c) To establish short-term and long-term strategies for generating required funds.
- d) To engage the community in the appropriate forums of facility design, marketing, fund acquisition, and partnership development.
- e) To create the necessary public relations plan that showcases the proposed outcome and the benefits to the community.
- f) To work collaboratively with the community with a clear understanding of the benefits that can be gained through community leadership.

Composition and operations

- 1) The Fund Development Strategy Committee shall consist of the following membership:
 - 2 Brazeau County Councillors
 - 2 Town of Drayton Valley Councillors
 - Up to 2 Community Members-at-Large
 - Administrative team: Director of Community Services, Town of Drayton Valley
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 joint approval of both Municipal Councils

- 2) The Committee shall appoint a Chair.
- 3) The Committee shall operate in a manner that is consistent with the Municipal Government Act.

- 4) The Committee shall normally meet once a month during the term of the Committee. Meetings may be cancelled from or added to the schedule at the discretion of the Chair.
- 5) Committee members are required to advise the Administrative team of their inability to attend a regular meeting or any additional meetings. Committee members may send an alternate member to the meetings.
- 6) The majority of members of the Committee will constitute a quorum, with at least one member represented from each Municipal Council.
- 7) 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.
- 8) The Committee shall report its discussions to Municipal Councils by maintaining minutes of its meetings and by Councillors providing oral reports at each respective Council meeting.
- 9) The Committee has no operating budget and shall forward any need for operating funds to the Municipal Councils for approval.
- 10) The Chair of the Committee shall be the official spokesperson of the Committee. Certain matters, however, may need to be referred to the Mayor and Reeve of the respective Councils.
- 11) The Aquatic Facility Committee is a standing Committee of Councils and the term of the Committee is determined by the Municipal Councils.

3. BRAZEAU FOUNDATION BOARD

Purpose/Mandate

The Board of Directors of the Brazeau 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 Foundation Board consists of the following membership (comprised of three (3) elected officials and two (2) appointed Members at Large):

- Two (2) members from the Town of Drayton Valley;
- Two (2) members from Brazeau County; and
- One (1) member from the Village of Breton.

Operations

The Brazeau Foundation operates under a Provincial Ministerial Order. All programs have separate budgets, with reporting requirements.

New members must contact Stella Keller, CAO, at 780-542-2712 or at bsf-cao@telusplanet.net to confirm dates and times and exchange contact information.

4. CHILDCARE OPERATIONAL BOARD (Early Childhood Development Centre Board)

Purpose/Mandate

The Board is enacted under the Town of Drayton Valley Bylaw #2008/01/C. 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 has delegated responsibility for and shall provide support and direction to the Early Childhood Development Centre Program Manager.

Goals/Objectives

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 Centre's programs to achieve the desired vision and goals of the Centre;
- 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 Centre;
- 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 Centre 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 Centre procedures including registration, assessments, collaborative programs, and marketing.

Committee Membership/Composition and Term:

The Childcare Operational Board consists of the following membership:

- Three (3) Community Members at Large

Administrative Team:

- Director of Community Services, Town of Drayton Valley
- Early Childhood Development Centre Program Manager, Town of Drayton Valley

The Mayor of the Town of Drayton Valley sits as an ex-officio member of the Committee. All community Members at Large shall be appointed by resolution of Town Council for a two (2) or three (3) year term.

Operation:

The Committee normally meets every second month during the term of the Committee. Additional meetings will be scheduled as necessary.

5. **DRAYTON VALLEY COMMUNITY FOUNDATION**

Purpose/Mandate

Drayton Valley Community Foundation's mission is "to cultivate a culture of giving and to build and manage resources to enhance our community." The Foundation works with donors and the community to transform individual dreams of helping others into reality through permanent endowment funds. The Foundation connects donors to committed charitable organizations that enhance the quality of life in Drayton Valley and area.

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

The Foundation offers the following assistance in community building:

- 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.

Committee Membership/Composition and Term

As an external committee, the membership is determined by the guiding bylaws/Terms of Reference of said committee.

6. **DRAYTON VALLEY HOSPITALITY AND TOURISM AUTHORITY (DVHTA)**

The Drayton Valley Hospitality and Tourism Authority (DVHTA) are a non-profit industry association that strives to develop strategic partnerships and alliances in order to broaden and grow the Drayton Valley and area experience. Through their activities and leadership, they aim to provide financial and personal support to their membership base.

Vision

To be the catalyst in improving tourism in Drayton Valley through investment in activities and events which support the community and DVHTA's members.

Mission

Through DVHTA's efforts, the Drayton Valley region will be recognized as a desired get-away destination, providing memorable experiences.

Committee Membership/Composition and Term

As an external committee, the membership is determined by the guiding bylaws/Terms of Reference of said committee.

7. **DRAYTON VALLEY MULTICULTURAL ASSOCIATION**

The Drayton Valley Multicultural Association was formed in 2009 by a group of Drayton Valley residents who came together to share common interests and their unique cultures with each other and the community at large

Mission Statement/Goal

“To Bridge Countries and Enhance Communities”

Committee Membership/Composition and Term

As an external committee, the membership is determined by the guiding bylaws/Terms of Reference of said committee.

8. **DRAYTON VALLEY MUNICIPAL LIBRARY (DVML) BOARD**

Purpose/Mandate

The Drayton Valley Municipal Library (DVML) has been operating for over sixty 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 provides 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 DVML Board consists of the following membership:

- Two (2) members, being one each from the Town of Drayton Valley Council and Brazeau County Council;
- Five (5) or a minimum of three (3) Members at Large from the community

All community Members at Large shall be appointed by resolution of Council for a three year term.

9. **EAGLE POINT BLUE RAPIDS (EPBR) 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.

Goals/Objectives

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 sixteen (16) representatives from local municipalities, volunteer-based recreation and service organizations, industry, environmental organizations and the Government of Alberta. As an external committee, the membership is determined by the guiding bylaws/Terms of Reference of said committee.

10. FAMILY AND COMMUNITY SUPPORT SERVICES (FCSS) ADVISORY BOARD

Purpose/Mandate

The Board is enacted under the Town of Drayton Valley Bylaw #2018/14/B. The Mission Statement of Drayton Valley and District Family and Community Support Services (FCSS) Advisory Board 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.

Committee Membership/Composition and Term

The Board shall consist of seven (7) members, who shall be appointed by resolution of Town Council for a one, two or three year term. The FCSS Board consists of the following membership:

- One (1) member from Town of Drayton Valley Council;
- One (1) member from Brazeau County Council;
- One (1) member appointed from the Alberta Child and Family Services; and
- Four (4) members-at-large representing: Town of Drayton Valley, Brazeau County, seniors and youth.

Operations

The FCSS Board meets approximately three to four times per year for regular Board meetings.

11. HEALTHY COMMUNITIES COALITION (HCC)

Purpose/Mandate

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; and
- Advocate for the principles of the Social Development Plan and in support of moving goals forward.

Subcommittees and Supports:

- Mental Health Training the Community
- Traffic Safety/Injury Prevention
- Community Alcohol Committee
- Dr. Ungar Project – RYSE (Resilient Youth in Stressed Environments)
- Drayton Valley and Community Outreach School (DVCOS) Community Gardens
- Domestic Violence Prevention in the Workplace

Committee Membership/Composition and Term

As an external committee, the membership is determined by the guiding bylaws/Terms of Reference of said committee.

12. HOMELESSNESS AND POVERTY REDUCTION STRATEGY COMMITTEE**Purpose/Mandate**

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

Goals/Objectives

- To advise the 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.

Committee Membership/Composition and Term

The Homelessness and Poverty Reduction Strategy Committee consists of the following membership:

- 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.

Operations

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

13. MAYOR'S ADVISORY COMMITTEE

The Committee is enacted under the Town of Drayton Valley Bylaw #2018/04/B.

Purpose/Mandate

The purpose of the Mayor's Advisory Committee is to:

- provide feedback to the Mayor on local needs, areas of improvement and issues to be addressed by Council;
- enhance communication between the public, Mayor and Council toward common goals;
- provide Council, through the Mayor, ideas to promote the community, its continued stability, growth and overall quality of life; and
- make recommendations and provide feedback on matters brought forward to the Committee by the Mayor from time-to-time.

The duties of the Committee members are to:

- attend and participate in meetings;
- work co-operatively with other members in achieving the objectives of the Committee;
- contribute advice, ideas and suggestions relating to items on the Agenda; and
- show respect for their peers, Councillors, Town staff and others during the process.

Committee Membership/Composition and Term

- The Committee shall consist of representatives from the community, who shall be appointed by resolution of Council for a term of two (2) or three (3) years.
- Committee representatives shall consist of up to eleven (11) members from the Town, County, faith-based groups, youth, seniors, as well as the Mayor and Deputy Mayor.
- Committee members shall be selected on the basis of an active interest in the community.
- All Committee member appointments are to be made/approved by Council for a term of two or three years, commencing November 1st, with the exception of the Deputy Mayor's position.
- Appointments/re-appointments made by Town Council shall be based on information/advice of the Committee and other relevant sources.
- All members of the Committee must live within the boundaries of the community.

Operations

- The Mayor shall preside at the meetings, with the Deputy Mayor presiding in the absence of the Mayor.
- Meetings will be held four (4) times per year as set out by the Chair.
- The Chair can schedule additional meetings as necessary.
- A quorum for meetings shall consist of a majority of Committee members, with recommendations being made on a consensus basis.
- The Secretary, as designated by the Chair, shall prepare an Agenda for upcoming meetings, containing items submitted by the Committee members or referred by Council, and shall be circulated in advance of the meeting.
- Notes of all meetings shall be recorded by the Secretary and kept in the Town's records management system.
- Meeting procedures shall be conducted in accordance with good meeting practices as established under Roberts Rules of Order.

14. **NORTH SASKATCHEWAN WATERSHED ALLIANCE (NSWA)**

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 (11) 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; and
- Opportunity to contribute to various projects and initiatives.

Committee Membership/Composition and Term

The Town currently appoints one (1) Councillor to sit on the NSWA as well as the Town's Infrastructure Manager. 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.

15. **PEMBINA PHYSICIAN RECRUITMENT AND 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; and
- To reduce the workload on doctors by helping to set up other support services (i.e: Primary Care Network).

Committee Membership/Composition and Term

The Committee shall consist of up to twelve (12) members, including:

- One (1) Town of Drayton Valley Councillor;
- One (1) Brazeau County Councillor;
- Two (2) to three (3) physician representatives;
- One (1) Alberta Health Services representative;
- One (1) Clinic / Hospital staff representative; and
- Six (6) to seven (7) community representatives (business/leisure/culture/volunteers).

The Committee will appoint from in its members, through consensus, the Chair, Vice-Chair, Secretary, and Treasurer.

Operations

Meetings shall be held once a month or at the call of the Chair, and shall be open to the public. A majority plus one (1) of all regular Committee members shall constitute a quorum.

16. **SUBDIVISION AND DEVELOPMENT APPEAL BOARD (SDAB)**

Purpose/Mandate

The Board is enacted under the Town of Drayton Valley Bylaw #2018/03/D. 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).

17. YELLOWHEAD REGIONAL LIBRARY BOARD (YRL)**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 of Council to sit on the YRL Board.

Operations

The YRL Board meets three (3) times per year in Spruce Grove. 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 Policies.

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.