



## Agenda

- |     |                                           |      |
|-----|-------------------------------------------|------|
| 1.0 | Call to Order                             |      |
| 2.0 | Adoption of Agenda                        |      |
| 3.0 | Approval of 2021 Council Meeting Schedule | 2-4  |
| 4.0 | External Council Committee Appointments   | 5-8  |
| 5.0 | Internal Council Committee Appointments   | 9-10 |
| 6.0 | Adjournment                               |      |

# TOWN OF DRAYTON VALLEY REQUEST FOR DECISION



<b>SUBJECT:</b>	Approval of 2021 Council Meeting Schedule
<b>MEETING:</b>	October 28, 2020 Organizational Meeting of Council
<b>PRESENTED BY:</b>	Winston Rossouw CAO

## 1. PROPOSAL AND BACKGROUND:

The following schedule (Attachment 1) is being proposed for the meetings listed below:

### *Regular Meeting of Council*

- Usually every third week on a Wednesday, normally starting at 9:05 a.m.

### *Governance and Priorities Committee Meeting*

- Wednesdays the week prior to the scheduled Regular Meeting of Council, normally starting at 9:00 a.m., as well as immediately following the Regular Meeting of Council.

### *Organizational Meeting of Council*

- October 27, 2021, normally starting at 9:00 a.m.

### *Scheduled time for the Economic Development Committee Meeting*

- Usually the second Tuesday of every month, normally starting at 9:00 a.m.

### *Scheduled time for Budget Meetings of Council*

- October 7, 2021, November 4, 2021, and November 23, 2021, normally starting at 9:00 a.m.
- December 8, 2021, Special Meeting of Council for 2022 Interim Budget, normally starting at 9:00 a.m.

## 2. BUDGET / GRANT / RESOURCE IMPLICATIONS:

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

## 3. ALIGNMENT WITH LEGISLATION AND TOWN PLANS:

Type of Document	Yes ~ N/A ~ Partial	Comments
Provincial Acts / Regulations	N/A	
Municipal Bylaws	N/A	
Municipal Development Plan	N/A	
Sustainability Vision 2019-2021	N/A	
Town of Drayton Valley Strategic Plan 2019-2021	N/A	
Other Plans or Policies	Yes	C-01-00 Council Remuneration Policy

## 4. POTENTIAL MOTIONS:




- A. That Council approve the proposed 2021 Meeting Schedule for Council/Committee meetings, as presented.
- B. That Council approve the proposed 2021 Meeting Schedule for Council/Committee meetings, with amendments to \_\_\_\_\_.

**5. RECOMMENDATION**

That Council approve the proposed 2021 Meeting Schedule for Council/Committee meetings.

**6. ATTACHMENTS:**

1. Proposed 2021 Meeting Schedule

REPORT PREPARED BY:		REVIEWED BY:	
APPROVED BY:			

# 2021

## Council Meeting Schedule

January						
S	M	T	W	T	F	S
					1 STAT	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15 STAT	16	17	18	19	20
21	22	23	24	25	26	27
28						

March						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April						
S	M	T	W	T	F	S
				1	2 STAT	3
4	5 STAT	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24 STAT	25	26	27	28	29
30	31					

June						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July						
S	M	T	W	T	F	S
				1 STAT	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August						
S	M	T	W	T	F	S
1	2 STAT	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September						
S	M	T	W	T	F	S
			1	2	3	4
5	6 STAT	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		




October						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11 STAT	12	13	14	15	16
17	18 GE	19	20	21	22	23
24	25	26	27	28	29	30
31						




  

November						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11 STAT	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27 STAT	28 STAT	29	30	31	

 9:00 a.m. Regular Council Mtgs  
 9:00 a.m. Annual Organizational Meeting of Council  
 Governance & Priorities Mtgs.\*Every Third Wed 9:00 am  
 \*\*Wed – Council Day (if needed) Following the Reg. Council Meeting

 9:00 a.m. - 3:00 p.m. Economic Development Committee, the Second Tuesday of the month  
 9:00 a.m. Budget Meetings of Council  
 9:00 a.m. Special Meeting of Council for 2022 Interim Budget

 FCM Annual Conference June 3-6, 2021, Montreal  
 AUMA Annual Convention November 17-19, 2021, Edmonton

# TOWN OF DRAYTON VALLEY REQUEST FOR DECISION



<b>SUBJECT:</b>	External Council Committee Appointments
<b>MEETING:</b>	October 28, 2020 Organizational Meeting of Council
<b>PRESENTED BY:</b>	Winston Rossouw CAO

## 1. PROPOSAL AND BACKGROUND:

The list of External Council Committee Appointments for October 2020-October 2021 is presented for review and approval 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.

## 2. BUDGET / GRANT / RESOURCE IMPLICATIONS:

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

## 3. ALIGNMENT WITH LEGISLATION AND TOWN PLANS:

Type of Document	Yes ~ N/A ~ Partial	Comments
Provincial Acts / Regulations	N/A	
Municipal Bylaws	N/A	
Municipal Development Plan	N/A	
Sustainability Vision 2019-2021	N/A	
Town of Drayton Valley Strategic Plan 2019-2021	N/A	
Other Plans or Policies	Yes	C-01-00 Council Remuneration Policy C-05-14 Boards and Committees to Council Policy

## 4. POTENTIAL MOTIONS:

### Potential Motion for separate appointments to each Board/Committee:

- A. That Council appoint \_\_\_\_\_ 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.

### Potential Motion for the appointments if the list of external Boards/Committees is filled out completely:

- B. 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.




### Potential Motion for Drayton Valley Brazeau Recreation Board:

- C. That Council direct Administration to prepare a repealing bylaw for the Drayton Valley Brazeau Recreation Board Bylaw 2020/01/C and its amending Bylaw 2020/05/C.

**5. RECOMMENDATION**

**6. ATTACHMENTS:**

- 1) Blank List for External Council Committee Appointments October 2020-October 2021

REPORT PREPARED BY:		REVIEWED BY:	
APPROVED BY:			



## Town of Drayton Valley Council Committee Appointments October 2020-October 2021

External Committee	Council Member	Council Alternate	Meeting Frequency	Members
Alberta Hemp Alliance (AHA)			At the call of the chair	2 Town Council Rep
Brazeau Foundation (BF)		---	Monthly (daytime)	1 Town Council Rep, 1 County Council Rep, 1 Breton Council Rep, 2 Members at Large
Drayton Valley and District Chamber of Commerce			As required	1 Town Council Rep
Drayton Valley Community Foundation (DVCF)			3 <sup>rd</sup> Monday of every month	1 Town Council Rep
Drayton Valley Brazeau Recreation Board		---	As required	2 Town Council Rep, 2 County Council Rep
Drayton Valley Hospitality and Tourism Authority (DVHTA)	--- Admin Rep		Second Friday every other month	1 Town Council rep (vote is shared between the Admin rep)
Drayton Valley Multicultural Association			Monthly evening meetings or at the call of the Chair	1 non-voting Town Council rep
Drayton Valley Municipal Library (DVML) Board / Yellowhead Regional Library (YRL) Board			3 <sup>rd</sup> Thursday of every month	1 Town Council Rep, 1 County Council Rep, 3 to 8 Members at Large, Library Staff
Eagle Point Blue Rapids (EPBR) Parks Council			Monthly	1 Town Council Rep
Family and Community Support Services (FCSS) Advisory Board			Quarterly and/or as required (daytime)	1 Town Council Rep, 1 County Council Rep, FCSS Staff, Members at Large
Healthy Communities Coalition (HCC)			At the call of the chair	1 Town Council Rep
Homelessness and Poverty Reduction Strategy Committee			At the call of the chair	1 Town Council Rep, 1 County Council Rep, Members at Large
Municipal Development Plan Review Steering Committee			As required	2 Town Council Rep
North Saskatchewan Watershed Alliance (NSWA) / Headwaters		--- Admin Rep	approx. 9 times per year	1 Town Council Rep, 1 Town Admin
Pembina Area Synergy (PAS)			As required	1 Town Council Rep
Pembina Physician Recruitment and Retention Committee			4 <sup>th</sup> Monday of every month	1 Town Council Rep, 1 County Council Rep, Members at Large
RYSE Project (Resilient Youth in Stresses Environments)			As required	1 Town Council Rep

Mayor's Committees	Dates
<b>Central Alberta Mayors/Reeves</b> <b>Northern Alberta Mayors and Reeves</b> <b>West Central Mayors/Reeves</b>	Meet 4 – 5 times a year

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# TOWN OF DRAYTON VALLEY REQUEST FOR DECISION



<b>SUBJECT:</b>	Internal Council Committee Appointments
<b>MEETING:</b>	October 28, 2020 Organizational Meeting of Council
<b>PRESENTED BY:</b>	Winston Rossouw CAO

## 1. PROPOSAL AND BACKGROUND:

Further to the external Committees which Council reviewed and established appointments to earlier today, there are internal Committees which Council established by Resolution or Bylaw. The following is a summary of those Committees, noting that Resolution 130/00 stands for these Committees as well:

Sustainability Committee, Terms of Reference established by Resolution 091/16 and Resolution 235/17, from the May 11, 2016, and December 20, 2017, Regular Meetings of Council respectively; no members at large appointed, Council appointed representation only; and

Economic Development Committee, established by Bylaw 2017/14/C and amended by Bylaw 2019/14/C; no members at large appointed, all of Council are part of the Committee; and

At the Organizational Meeting on October 28, 2018, Council expressed interest in an internal Fire Services Committee and an internal Policing/Security Committee. Further, in 2020, Council expressed interest in an internal Recreation Committee.

## 2. BUDGET / GRANT / RESOURCE IMPLICATIONS:

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

## 3. ALIGNMENT WITH LEGISLATION AND TOWN PLANS:

Type of Document	Yes ~ N/A ~ Partial	Comments
Provincial Acts / Regulations	N/A	
Municipal Bylaws	N/A	
Municipal Development Plan	N/A	
Sustainability Vision 2019-2021	N/A	
Town of Drayton Valley Strategic Plan 2019-2021	N/A	
Other Plans or Policies	Yes	C-01-00 Council Remuneration Policy C-05-14 Boards and Committees to Council Policy

## 4. POTENTIAL MOTIONS:

Sustainability Committee

A. That Council appoint \_\_\_\_\_ and \_\_\_\_\_ to the Sustainability Committee and approve that the Committee revises its Terms of Reference which will be brought to another Regular Meeting of Council for a motion.

B. That Council rescind Resolutions 091/16 and 235/17 which established the Terms of Reference for the Sustainability Committee and, therefore, dissolve the Committee.

Economic Development Committee (if any changes are requested by Council)



- A. That Council direct Administration to prepare an Amending Bylaw for a motion at another Regular Meeting of Council with the following changes: \_\_\_\_\_.

Other Committees

- A. That Council appoint \_\_\_\_\_ to the Fire Services Committee with the first task being the development of Terms of Reference and/or a Bylaw that governs the Fire Services Committee and which will be brought to another Regular Meeting of Council for a motion.
- B. That Council appoint \_\_\_\_\_ to the Policing/Security Committee with the first task being the development of Terms of Reference and/or a Bylaw that governs the Policing/Security Committee and which will be brought to another Regular Meeting of Council for a motion.
- C. That Council determine to no longer pursue the development of a Fire Services Committee or a Policing/Security Committee.
- D. That Council establish an internal Recreation Committee and appoint \_\_\_\_\_ to the Recreation Committee with the first task being the development of Terms of Reference and/or a Bylaw that governs the Recreation Committee and which will be brought to another Regular Meeting of Council for a motion.

**5. RECOMMENDATION**

**6. ATTACHMENTS:**

REPORT PREPARED BY:		REVIEWED BY:	
APPROVED BY:	