

**GOVERNANCE & PRIORITIES COMMITTEE MEETING**  
Wednesday, January 19, 2022, 11:30 a.m.  
Town of Drayton Valley Council Chambers

**MINUTES**

**Present:**

Mayor Dodds  
Councillor Ballas  
Councillor Clarke  
Councillor Evans  
Councillor Gammana  
Deputy Mayor McGee  
Councillor Sherriffs  
Robert Osmond, CAO  
Elvera Thomson, General Manager of Finance  
Owen Olynyk, General Manager of Infrastructure  
Tom Thomson, Fire Chief  
Derek Starnes, Recreation Manager

Ken Woitt, General Manager of Planning and Development  
Bree Mastre, Executive Assistant  
Nathan Palovcik, Manager of Information Services  
Sabine Landmark, Administrative Assistant  
Lola Strand, Community Services Manager  
Jennifer Stone, Acting Economic Development Manager  
Graham Long, Drayton Valley and District Free Press (Call-In)  
Cathy Weetman, Western Review (Call-In)

**Absent:**

**1.0 Call to Order**

Deputy Mayor McGee called the meeting to order at 1:07 p.m.

**2.0 Additions or Deletions to Agenda**

Following items were added to the Agenda:

- 5.4. Combative Sports Bylaw Update (Mr. Osmond)
- 5.5. FCSS Phone Booth Update (Mr. Osmond)
- 5.6. Discussion Item around Staff Recognition (Mr. Osmond)

**3.0 Approval of**

- 3.1 January 12, 2022, Governance and Priorities Committee Meeting Minutes

The January 12, 2022, Governance & Priorities Committee Meeting Minutes were approved as presented.

**5.0 Administrative Items**

- 5.1 Strategic Plan and Corporate Business Plan (Mr. Osmond)

Mr. Osmond presented Council with a draft of the strategic plan and corporate business plan.

**RESOLUTION G010/22**

Councillor Sherriffs moved that Council accept the draft Corporate Business Plan report for information.

**CARRIED**

- 5.2 Policing/Safety/Fire Services Committee – Terms of Reference (Mr. Osmond)

Mr. Osmond noted that the proposed name for the internal committee is Community Safety Committee. He reviewed the draft Terms of Reference with Council.

*Councillor Clarke exited the meeting at 1:50 p.m.  
Councillor Clarke returned to the meeting at 1:53 p.m.*

## **RESOLUTION G011/22**

Mayor Dodds moved to discuss this further at the next Regular Council Meeting and that Administration is directed to bring the Terms of Reference for the Sustainability Committee, Environment and Climate Action Committee, and Community Safety Committee to the next Regular Council Meeting.

### **CARRIED**

- 5.3 Sustainability Committee – Terms of Reference (Mr. Osmond)  
The review of the Terms of Reference of the proposed Environment and Climate Action Committee was included above.
- 5.4 Combative Sports Bylaw Update (Mr. Osmond)  
Mr. Osmond provided Council with an update regarding the combative sports bylaw and arranging a potential trial event. He noted that a formal report will be prepared for a future Council meeting. Mr. Starnes shared additional information for the trial event, insurance, and waivers. Council asked Mr. Osmond to organize a meeting with SBG.
- 5.5 FCSS Phone Booth Update (Mr. Osmond)  
Mrs. Strand advised that both the purchase and development of the phone booth are within the FCSS budget. However, if the costs for installation exceed the reasonable, then the project would be cancelled.
- 5.6 Discussion Item around Staff Recognition (Mr. Osmond)  
Mayor Dodds noted that in the past Service Awards were handed out at recognition dinners. Mr. Osmond advised that Administration has been working on this in the last few months and has meetings set up in the upcoming week to present staff with their awards. Council suggested that staff be recognized at Council meetings and/or the Town's website/newspaper page.

## **6.0 Council Items**

- 6.1 Code of Conduct Bylaw 2013/17/B  
Councillor Ballas suggested having a policy committee to review the Town's policies. Administration will propose a policy review as part of the corporate business plan.

## **RESOLUTION G012/22**

Councillor Ballas moved that Council direct Administration to review the Council Code of Conduct Bylaw.

### **CARRIED**

*Deputy Mayor McGee called break at 3:04 p.m.  
Deputy Mayor McGee reconvened the meeting at 3:13 p.m.*

## **Council Standing Items**

- 6.2 Upcoming Meetings and/or Conferences  
There were no comments made under this item.
- 6.3 Committee Updates  
Councillor Clarke provided an update from the Drayton Valley Community Foundation meeting.

Council asked for updates regarding the new aquatic facility.

6.4 What Happened This Week – Various Thoughts and Ideas

Mayor Dodds asked about a timeline for the emergency management training. Mr. Osmond noted that due to the requirement of offering the training in-person, it was not possible to schedule it thus far.

6.5 Economic Development

This was covered during the Regular Council Meeting that morning.

6.6 Communications

Ms. Stone presented Council with an update from the Communications department.

**7.0 Information Items & Correspondence**

7.1 Project Tracking Sheet

Councillor Evans noted that it is important to realize how much Council is throwing at Administration to do.

7.2 Action Tracking Sheet

Rob noted that from last meeting had two motions: fill in project tracking sheet with dates; and to create an action tracking list now can track the progress that Administration makes on motions; Amila suggested colour coding what is completed

7.3 Letter from Crowsnest Pass re: Streamlining Foreign Physicians and Nurse Assessments

There were no comments made under this item.  
monika commented on the wording,  
amila important to support that initiative, support immigrants to have their qualifications recognized  
Tom suggested through PPRRC  
Bill how know what requirements in one country are same as here

7.4 Letter from Municipal Affairs re: Meeting during AUMA

There were no comments made under this item.

**8.0 Motion to Accept All Reports for Information (Standing Item)**

**RESOLUTION G013/22**

Councillor Evans moved that Council accept all reports for information.

**CARRIED**

**9.0 Items for Future Meetings**

There were no comments made under this item.

**RESOLUTION G014/22**

Councillor Clarke moved that the Governance and Priorities Committee move to a Closed Session at 3:33 p.m. for section 4.0 of the January 19, 2022, Governance and Priorities Committee Meeting Agenda, pursuant to FOIP section 24(1)(a) of the *Freedom of Information and Protection of Privacy Act*.

**CARRIED**

*Mr. Osmond was present for section 4.0 to provide Council advice.*

**4.0 Closed Session**

4.1. CAO & Council Debrief (Standing Item) – FOIP section 24(1)(a)

**RESOLUTION G015/22**

Councillor Ballas moved that the Governance and Priorities Committee move out of Closed Session at 4:29 p.m.

**CARRIED**

**RESOLUTION G016/22**

Councillor Sherriffs moved that Council direct Administration to prepare a report on urban beekeeping.

**CARRIED**

**10.0 Adjournment**

Deputy Mayor McGee adjourned the Governance and Priorities Committee Meeting at 4:34 p.m.

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COMMITTEE CHAIR

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CHIEF ADMINISTRATIVE OFFICER

APPROVED