



Town of Hinton
Organizational Meeting of Council
AGENDA
October 29, 2013, 6:30 PM
Council Chambers, Hinton Government Centre
2nd Floor, 131 Civic Centre Road
Hinton, Alberta

Page

CALL TO ORDER

- 2 - 6 1. Call the 2013 Organizational Meeting of Council to order by the Town Manager

ADMINISTRATION OF OATHS / AFFIRMATIONS OF OFFICE TO COUNCIL-ELECT BY THE HONOURABLE JUDGE DONALD NORHEIM

AFFIRMATION OF CODE OF CONDUCT

- 7 1. Code of Conduct

ADOPTION OF AGENDA

1. Organizational Meeting of Council Agenda - October 29, 2013

BALLOT VOTING FOR CITIZEN APPOINTMENTS TO BOARDS & COMMITTEES

1. Ballots to be distributed to Council for voting as required.

ACTION ITEMS

- 8 1. Draft Council Procedure Bylaw #1060-2
- 9 2. 2013-2014 Regular and Standing Committee Meeting Schedule
- 10 3. Annual Organizational Meeting of Council
4. 2013-2017 Deputy Mayor Terms
- 11 5. Hinton Grant Funding Advisory Committee
6. Council Representation on Town Boards & Committees
7. Citizen Appointments to Town Boards & Committees

ADJOURNMENT



TOWN OF HINTON REQUEST FOR DECISION

DATE: October 25, 2013

TO: ORGANIZATIONAL MEETING OF COUNCIL OF OCTOBER 29, 2013

FROM: Rhonda West, Legislative & Administrative Services Coordinator
REVIEWED BY: Denise Parent, Director of Corporate Services
APPROVED BY: Bernie Kreiner, Town manager

RE: 2013 ORGANIZATIONAL MEETING

Recommendation:

As indicated and based on results of ballot voting.

Concluding Statement

The purpose of the Annual Organizational Meeting of Council is to review and approve:

- a) Council Meeting Time & Dates for Regular, Standing, Organizational and Special Standing/Regular Committee Meetings;
- b) Council representation on various boards and committees; and
- c) Citizen applications and make appointments to fill vacancies on Town Committees;
- d) Conduct other business as may be necessary.

Acknowledging that some vacancies remain, we will continue to accept applications. Citizen applications will be brought forward to Council for consideration at the spring review in 2013 (or sooner should there be an immediate need or desire to fill a vacancy).

Conformance of recommendation to existing laws and Hinton Council plans

Conforms with:	Yes/No/ Partial	Comments
Municipal and Provincial Laws		<p>Municipal Government Act provides that a council must hold an organizational meeting annually not later than 2 weeks after the 3rd Monday in October</p> <p>Council Procedure Bylaw #1060 – establishes that council will make citizen appointments to Boards & Committees, review and formalize Mayor’s recommendation of councilor appointment to boards & committees and conduct other business as may be required.</p>
Community Sustainability Plan		<p>Committees will help to ensure implementation of CSP initiatives and support and facilitate achievement of Hinton’s goals and visions for a sustainable future. Hinton’s board structure supports the good governance pillar in the CSP.</p>

Council's Strategic Plan		Provides for and encourages public engagement and collaborative and transparent communication and feedback with the community in the areas of economic strength, social well-being, environmental stewardship and community sustainability initiatives and programs.
Long Term Capital Plan or Adopted budget	N/A	
Other plans or policies	N/A	

Background / Introduction

An Annual Organizational Meeting of Council is a statutory requirement pursuant to Section 192(1) of the *Municipal Government Act*, Chapter M-26, R.S.A. 2000 and amendments thereto.

Administration Assessment of Options and Conclusion

1. Code of Conduct for Municipal Councillors

The attached Code of Conduct is recommended by the Alberta Urban Municipalities Association for councils to use. In addition, the Town of Hinton has Policy #089 relating to Council Members and Town Manager Conduct, Standards & Responsibilities.

RECOMMENDATION: That Council adopts the Town of Hinton Code of Conduct for Municipal Councillors as presented in Attachment #1.

2. Draft Bylaw #1060-2 and 2013-2014 Council Meetings

Council Procedure Bylaw #1060 establishes that regular meetings of council are to be held on the 1st and 3rd Tuesday of each month beginning at 6:30 p.m in Council Chambers and that Standing Committee meetings are to be held on the 2nd and 4th Tuesday of each month beginning at 11:30 a.m. in the Committee Room. There is a desire to change the times of the regular and standing committee meetings. Accordingly, Bylaw #1060-2 has been prepared to reflect the amendment.

RECOMMENDATION: That Bylaw #1060-2 receive first reading.

RECOMMENDATION: That Bylaw #1060-2 receive second reading.

RECOMMENDATION: That Bylaw #1060-2 receive unanimous consent for third reading.

RECOMMENDATION: That Bylaw #1060-2 receive third and final reading.

FURTHER:

RECOMMENDATION: That Council adopts the 2013-2014 Meetings of Council as presented in Attachment #3.

3. Annual Organizational Meeting of Council

The Municipal Government Act states that a municipality must hold an organizational meeting every year not later than 2 weeks after the 3rd Monday in October.

RECOMMENDATION: That the 2014 Organizational Meeting of Council be held on Tuesday, October 21, 2014.

4. Deputy Mayor Terms

A draft of the 2013-2017 Deputy Mayor Terms has been prepared for Council's review and approval.

RECOMMENDATION: That Council adopts the 2013-2017 Deputy Mayor Terms as presented in Attachment #4.

5. Council Representation on Boards and Committees

Council reviewed the Mayor's recommendations for representation on boards and committees.

RECOMMENDATION: That Council approves the 2013 - 2014 Council Representation on Boards and Committees as presented in Attachment #5.

6. Hinton Grant Funding Advisory Committee

Membership as per Bylaw #1044-1

Three (3) citizens at large
 1 member from Hinton Policing Committee
 1 member from Hinton Municipal Library Board

Confirmation of members recommended by the Hinton Policing Committee and the Hinton Municipal Library Board

RECOMMENDATION: That Judy Waymark of the Hinton Municipal Library Board and Dan Rooks of the Hinton Policing Committee be appointed to the Hinton Grant Funding Advisory Committee to the 2014 Organizational Meeting of Council.

7. Citizen Appointments to Town Boards & Committees

Vacancies have arisen on three council boards and committees. Citizen applications have been reviewed by Council.

Community Engagement & Accountability Committee – 6 vacancies

Membership as per Bylaw #1070-1

2 Members of Council
 1 Appointment – Yellowhead County
 1 Appointment – Evergreen School Division

1 Appointment - Grande Yellowhead School Division
7 community residents (with backgrounds in culture, recreation, wellness, local economy, natural & built environments)
3 citizen members

5 applications have been received and reviewed by Council.

RECOMMENDATION: Based on results of ballot voting members are appointed for a 2-year term to the 2015 Organizational Meeting of Council.

Library Board – 4 vacancies

Membership as per Bylaw #1049

1 Member of Council & 1 alternate
5 - 7 Citizens-at-Large Members, 1 member of which may reside in Ward 8 of Yellowhead County

5 applications have been received and reviewed by Council.

RECOMMENDATION: Based on results of ballot voting.

Hinton Policing Committee – 2 vacancies

Membership as per Bylaw #1042

2 Members of Council & 1 alternate
5 - 7 Citizens-at-Large Members, 1 member of which may be a youth between the ages of 16 and 18 who attends school

2 applications have been received and reviewed by Council.

RECOMMENDATION: Based on results of ballot voting, members are appointed for a 2-year term to the 2015 Organizational Meeting of Council.

Town Manager Comments

Administration's role in the matters contained within this report ensure a sound process so council can make these important annual decisions of governance. The recommendations arise from dialogue amongst council primarily.

Good governance is a pillar of sustainability, and being well organized and having predictable, transparent meetings including meeting times etc. is valued. Participation by citizens in committees which develop recommendations or in some cases have operating responsibility like Library Board is important, and the ballot process of council selecting these appointees recently refined thru the updated council procedures bylaw is a sound process. It still remains a challenge to get "a lot of interest" in many Town committees, even though our refined structure requires fewer people to be involved. The current structure of Town committees is more cross-disciplinary and requires more strategic level of thinking, engagement and advice.

Advisory Committee Comments / Public Feedback

The Town's nomination committee and Council-Elect have reviewed the CEAC committee and associated committees' nominees.

Attachments

1. Town of Hinton Code of Conduct for Municipal Councillors
2. Draft Bylaw #1060-2
3. Council Meeting schedule for 2013-2014
4. 2013-2017 Deputy Mayor Terms
5. Council Representation on Boards and Committees for 2013-2014



TOWN OF HINTON
CODE OF CONDUCT
FOR MUNICIPAL COUNCILLORS

It is imperative that councillors remember that they were elected by the public in order to serve a public purpose. Councillors must therefore act in the public interest, and put the public's interests ahead of their own personal interests, or the interests of other private individuals or groups.

It is also extremely important that elected officials understand that the public must have confidence in the integrity of its public institutions and government, and the ethical conduct of their local government officials.

Accordingly, it is the purpose of this Code of Conduct to set out certain ethical guidelines which are in addition to any statutory or other legal requirements imposed upon elected officials. In the event of any conflict, any law or legal requirement shall have priority over these guidelines.

The Code of Conduct for Municipal Councillors is as follows.

Municipal Councillors shall:

1. Not use their position to secure special privileges, favours, or exemptions, for themselves, their relatives, or any other person, but shall at all times serve the public interest.
2. Discharge their powers, duties and functions honourably, faithfully, and conscientiously.
3. Have respect for and endeavour to conduct all of the municipality's business in accordance with applicable legislation, legal requirements, bylaws, regulations and policies.
4. Become familiar with any procedural bylaws or general policies applicable to council or councillors, and endeavour to become knowledgeable about legal and policy issues applicable to municipalities.
5. Respect the powers, duties, and functions of other councillors, administration and employees.
6. Treat fellow councillors, committee members, employees, and members of the public with respect, honesty and fairness.
7. Declare any pecuniary interest when it is appropriate to do so.
8. Safeguard confidential information, including that of the municipality, council, and employees, and in that regard, respect the requirements of both the *Municipal Government Act*, R.S.A. 2000, c. M-26, and the *Freedom of Information and Protection of Privacy Act*, R.S.A. 2000, c. F-25.

Adopted by resolution this 29th day of October, A.D. 2013.

TOWN OF HINTON

Mayor

Councillor

Councillor

Councillor

Councillor

Councillor

Councillor





TOWN OF HINTON
BYLAW #1060-2
BYLAW OF THE TOWN OF HINTON IN THE PROVINCE OF ALBERTA
FOR THE ORDERLY PROCEEDINGS OF COUNCIL MEETINGS
AND THE TRANSACTING OF BUSINESS BY COUNCIL
OF THE TOWN OF HINTON

WHEREAS it is Council's desire to establish and follow a process and procedure of municipal governance that reflects an open, transparent government where decisions are made after all information has been provided;

NOW THEREFORE the Municipal Council of the Town of Hinton in session duly assembled hereby enacts as follows:

1. That paragraph 5) A. 1) be replaced with the following paragraph:

5) *A. Regular Council Meetings*

1) *Unless council by resolution from time to time otherwise determines, regular meetings shall be held in the Government Centre Council Chambers on the first and third Tuesday of each month beginning at 5:00 p.m.. For the months of July and August of each year, there shall be one regular meeting of council held on the third Tuesday of each month.*

2. That paragraph 5) B. 1) be replaced with the following paragraphs:

5) *B. Standing Committee Meetings*

1) *Unless council by resolution from time to time otherwise determines, standing committee meetings shall be held in the Government Centre Committee Room on the second and fourth Tuesday of each month beginning at 4:00 p.m.. For the months of July and August of each year, there shall be one standing committee meeting of council held on the second Tuesday of each month.*

2) *All public Standing Committee meetings of Council shall be videotaped and provided to the public for viewing on the Town of Hinton website.*

3. This bylaw shall take effect on the final day of passing.

READ A FIRST TIME THIS _____ DAY OF _____, 2013.

READ A SECOND TIME THIS _____ DAY OF _____, 2013.

READ A THIRD TIME THIS _____ DAY OF _____, 2013.

MAYOR

DIRECTOR OF CORPORATE SERVICES



2013-2014 COUNCIL MEETING DATES

November - 2013							December - 2013							January - 2014							
M	T	W	T	F	S		S	M	T	W	T	F	S		S	M	T	W	T	F	S
				1	2		1	2	3	4	5	6	7		5	6	7	1	2	3	4
4	5	6	7	8	9		8	9	10	11	12	13	14		12	13	14	15	16	17	18
11	12	13	14	15	16		15	16	17	18	19	20	21		19	20	21	22	23	24	25
18	19	20	21	22	23		22	23	24	25	26	27	28		26	27	28	29	30	31	
25	26	27	28	29	30		29	30	31												

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

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

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



DEPUTY MAYOR TERMS

DATE	COUNCILLOR
Oct. 29, 2013 - January 31, 2014	Dale Currie
February 1, 2014 - April 30, 2014	Ryan Maguhn
May 1, 2014 - July 31, 2014	Glen Barrow
August 1, 2014 - October 31, 2014	Matthew Young (Marcel)
November 1, 2014 - January 31, 2015	Stuart Taylor
February 1, 2015 - April 30, 2015	Marcel Michaels (Matthew)
May 1, 2015 - July 31, 2015	Dale Currie
August 1, 2015 - October 31, 2015	Ryan Maguhn
November 1, 2015 - January 31, 2016	Glen Barrow
February 1, 2016 - April 30, 2016	Marcel Michaels
May 1, 2016 - July 31, 2016	Stuart Taylor
August 1, 2016 - October 31, 2016	Matthew Young
November 1, 2016 - January 31, 2017	Dale Currie
February 1, 2017 - April 30, 2017	Ryan Maguhn
May 1, 2017 - July 31, 2017	Glen Barrow
August 1, 2017 - 2017 Municipal Election Day	Marcel Michaels

2013-2014 COUNCIL REPRESENTATION ON BOARDS & COMMITTEES

Council Representation on Town

GLEN BARROW	RYAN MAGUHN	DALE CURRIE	STUART TAYLOR	MATTHEW YOUNG	MARCEL MICHAELS	ROB MACKIN
PROTECTIVE SERVICES	COMMUNITY & SOCIAL SUPPORTS	PARKS / RECREATION / CULTURE	ENVIRONMENT	OPPORTUNITY	INTER-GOVERNMENTAL RELATIONS	MAYOR
Disaster Services Committee (3)	Hinton Municipal Library Board	Disaster Services Committee (3)	Disaster Services Committee (3)	Community Futures West Yellowhead (2)	Community Futures West Yellowhead (2)	Northern Alberta Mayors
Hinton Policing Committee (2)	Hinton Policing Committee (2)	Mary Reimer Park Society	Forest Resources Advisory Committee	Investment Review Committee re CFYW	Hinton Policing Committee (alternate)	Evergreen Foundation Board
311 Call Centre Mgmt Committee	Post Secondary Education	Grievance Committee (2)	Athabasca Watershed Council	CEAC	Inter-Municipal Committee – Yellowhead County	Inter-Municipal Committee – Yellowhead County
Personnel/Council Liaison (3)	Personnel/Council Liaison (3)	Personnel/Council Liaison (3)	West Fraser Pulpmill Advisory Committee	Nominations Review Committee	Long-Term Care Working Group	Nominations Review Committee
Grievance Committee (2)	Nominations Review Committee	CEAC	West Yellowhead Regional Waste Management (2)		West Yellowhead Regional Waste Management (2)	
Inter-Municipal Committee – Yellowhead County						