



Town of Hinton
Organizational Meeting of Council
AGENDA
October 21, 2014, 5:00 PM
Council Chambers, Hinton Government Centre
2nd Floor, 131 Civic Centre Road
Hinton, Alberta

Page

CALL TO ORDER

1. Call to Order

ADOPTION OF AGENDA

1. Organizational Meeting of Council Agenda - October 21, 2014

BALLOT VOTING FOR CITIZEN APPOINTMENTS TO BOARDS & COMMITTEES

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

ACTION ITEMS

2 - 11

1. Draft Bylaw #1060-4 and 2014-2015 Council Meetings
2. Annual Organizational Meeting of Council
3. Council Representation on Town Boards & Committees
4. Citizen Appointments to Town Boards & Committees
5. Policy #055 - Federation of Canadian Municipalities (FCM) and AUMA Attendance

ADJOURNMENT



TOWN OF HINTON REQUEST FOR DECISION

DATE: October 14, 2013

TO: ORGANIZATIONAL MEETING OF COUNCIL OF OCTOBER 21, 2014

FROM: Rhonda West, Legislative & Administrative Services Coordinator
REVIEWED BY: Denise Parent, Director of Corporate Services
APPROVED BY: Mike Schwirtz, Town Manager

RE: 2014 ORGANIZATIONAL MEETING

Recommendation:

As indicated throughout the report 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 2015 (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. Draft Bylaw #1060-4 and 2014-2015 Council Meetings

Council Procedure Bylaw #1060-2 establishes that regular meetings of council are to be held on the 1st and 3rd Tuesday of each month beginning at 5:00 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 4:00 p.m. in the Committee Room. There is a desire to change the schedule of the regular and standing committee meetings. Accordingly, Bylaw #1060-4 has been prepared to reflect that Standing Committee meetings will be held on the first Tuesday of each month and Regular Meetings of Council will be held on the third Tuesday of each month (exceptions for the months of July and August).

The removal of paragraphs 11 (2) (3) (4) and (5) are due to the fact that they are administrative procedure clauses and do not need to be in the bylaw. In the event Bylaw #1060-4 is passed, Administration will be drafting a Council Agenda procedure to be communicated throughout the organization relating to agenda deadlines and timing of agenda distribution.

RECOMMENDATION: That Bylaw #1060-4 receive first reading.

RECOMMENDATION: That Bylaw #1060-4 receive second reading.

RECOMMENDATION: That Bylaw #1060-4 receive unanimous consent for third reading.

RECOMMENDATION: That Bylaw #1060-4 receive third and final reading.

FURTHER:

RECOMMENDATION: That Council adopts the 2014-2015 Meetings of Council as presented in Attachment #2.

2. 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 2015 Organizational Meeting of Council be held on Tuesday, October 20, 2015.

3. Council Representation on Boards and Committees

The Town of Hinton has a number of boards and committees created by council. In addition, there are a number of town partnership boards and external committees that have council representation. Council has recommended some changes to the council representation on the following committees:

- Removal of the Investment Review Committee for Community Futures West Yellowhead
- 1 Councillor appointment to CEAC (instead of 2)

Section 5(2) of Bylaw #1070-2 (CEAC bylaw) provides that Council may by resolution amend Schedule "A" (CEAC Terms of Reference for committee membership). Attachment #2 represents the change to appointing one (1) Councillor and one (1) Alternate to CEAC.

RECOMMENDATION: That Council approve Schedule "A" of Bylaw #1070-2 as presented in Attachment #3.

Attached is the Mayor's draft of the 2014-2015 Council Representation on Boards and Committees (Attachment #5) reflecting the changes.

RECOMMENDATION: That Council approves the 2014 - 2015 Council Representation on Boards and Committees as presented in Attachment #4.

4. Citizen Appointments to Town Boards & Committees

There are a number of council created boards and committees that have citizen members appointed by council. There are four (4) boards that have vacancies due to membership terms expiring in 2014. Advertising in the local newspaper has taken place over the past number of weeks and applications have been received. Citizen applications have been reviewed by Council. Ballots are distributed to council members for selection of committee members.

Community Engagement & Accountability Committee – 4 vacancies

Membership as per Schedule "A" of Bylaw #1070-2

- 1 Appointed Member of Council (if approved through bylaw amendment)
- 1 Appointment – Yellowhead County Councillor
- 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

Three (3) applications have been received and reviewed by the Nominations Review Committee.

RECOMMENDATION: Based on results of ballot voting members are appointed for a 2-year term to the 2016 Organizational Meeting of Council.

Library Board – 3 vacancies

Membership as per Bylaw #1049

- 5 - 7 Citizens-at-Large Members (1 member of which may reside in Ward 8 of Yellowhead County; 1 may be a youth between the age of 16 and 18)
- 1 Member of Council & 1 alternate

1 application has been received and reviewed by Council.

RECOMMENDATION: Based on results of ballot voting.

Hinton Policing Committee – 5 vacancies

Membership as per Bylaw #1042-1

6 Citizens-at-Large

1 Member of Council & 1 alternate

5 applications have been received and reviewed by Council.

RECOMMENDATION: Based on results of ballot voting.

5. Policy #055 – Federation of Canadian Municipalities (FCM) and AUMA Attendance

The current policy states that a council member must provide a written report to Council within 2 weeks of attendance at either the FCM or AUMA Conferences. There is a desire to amend this clause and replace the requirement of a written report with a verbal report. Policy #055 has been amended (Attachment #6) to reflect this change.

RECOMMENDATION: That Council approves Policy #055 as presented in Attachment #5.

Town Manager Comments

These are annual procedural matters as required by the MGA. The recommendations have included Council input. I support the recommendations presented in this report.

Advisory Committee Comments / Public Feedback

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

Attachments

1. Draft Bylaw #1060-4
2. Council Meeting schedule for 2014-2015
3. Schedule "A" of Bylaw 1070-2
4. Council Representation on Boards and Committees for 2014-2015
5. Policy #055 Attendance at FCM/AUMA



TOWN OF HINTON
BYLAW #1060-4
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 third Tuesday of each month beginning at 5:00 p.m.. For the months of July and August of each year, the regular meeting of council shall be held on: July – second Tuesday; August – fourth Tuesday.*

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

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 first Tuesday of each month beginning at 4:00 p.m. For the months of July and August of each year, the standing committee meeting of council shall be held on: July – first Tuesday; August – third Tuesday.*

3. That paragraphs 11) (2) (3) (4) and (5) shall be deleted.

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

READ A FIRST TIME THIS _____ DAY OF OCTOBER, 2014.

READ A SECOND TIME THIS _____ DAY OF OCTOBER, 2014.

READ A THIRD TIME THIS _____ DAY OF OCTOBER, 2014.

MAYOR

DIRECTOR OF CORPORATE SERVICES

2014 / 2015 Council Meetings

November, 2014							December, 2014							2015						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	January						
						1		1	2	3	4	5	6	S	M	T	W	T	F	S
2	3	4	5	6	7	8	7	8	9	10	11	12	13					1	2	3
9	10	11	12	13	14	15	14	15	16	17	18	19	20	4	5	6	7	8	9	10
16	17	18	19	20	21	22	21	22	23	24	25	26	27	11	12	13	14	15	16	17
23	24	25	26	27	28	29	28	29	30	31				18	19	20	21	22	23	24
30														25	26	27	28	29	30	31
February							March							April						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	1	2	3	4	5	6	7				1	2	3	4
8	9	10	11	12	13	14	8	9	10	11	12	13	14	5	6	7	8	9	10	11
15	16	17	18	19	20	21	15	16	17	18	19	20	21	12	13	14	15	16	17	18
22	23	24	25	26	27	28	22	23	24	25	26	27	28	19	20	21	22	23	24	25
							29	30	31					26	27	28	29	30		
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		1	2	3	4	5	6				1	2	3	4
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	
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
						1			1	2	3	4	5					1	2	3
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31
30	31																			
Regular							Standing							Holiday						
AUMA / FCM Convention																				

**BYLAW #1070-2
SCHEDULE "A"**

**COMMUNITY ENGAGEMENT & ACCOUNTABILITY COMMITTEE ("CEAC")
TERMS OF REFERENCE**

COMPOSITION

- One (1) Town Council member and one (1) Alternate
- One (1) representative of Ward #8 appointed by Yellowhead County
- One (1) representative appointed by Grande Yellowhead Public School Division
- One (1) representative appointed by Evergreen Catholic School Division
- One (1) community resident – Culture
- One (1) community resident – Recreation
- One (1) community resident – Wellness
- Two (2) community residents – Local Economy
- Two (2) community residents – Natural & Built Environments
- Three (3) citizens at large

STATEMENT OF PURPOSE

This Advisory Committee, as individuals and collectively, will:

- Gather public input and share information to effectively advance the CSP and Governance;
- Ascertain and represent the overall collective interests of the Hinton Community.

MANDATE

Community Sustainability Plan

- Monitor implementation of the Community Sustainability Plan and ensure initiatives are followed in accordance with the governance principles including:
- Establish priorities for implementation
- Guide and monitor progress
- Publish progress updates and outcome reports that are evaluated against a measurement framework
- Review the Community Sustainability Plan every five (5) years

Governance

- Review remuneration policy and rates and recommend appropriate honorariums, meeting fees, expenses and benefits for the Mayor and Councillors
- Review and recommend on interfaces with other levels of government to optimize community governance and service
- Review, monitor and recommend opportunities for good governance to local authorities, partners and stakeholders

MEETINGS

The Community Engagement & Accountability Committee shall hold a minimum of four (4) meetings per year or as determined by the CEAC.

2014-2015 COUNCIL REPRESENTATION ON BOARDS & COMMITTEES

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 (1 of 3)	Hinton Municipal Library Board	Disaster Services Committee (2 of 3)	Disaster Services Committee (3 of 3)	Nominations Review Committee (2 of 3)	Community Futures West Yellowhead (CFWY)	Northern Alberta Mayors
911 Call Centre Mgmt Committee	Post Secondary Education	Mary Reimer Park Society	Forest Resources Advisory Committee (FRAG)	West Yellowhead Regional Waste Management (1 of 2)	Inter-Municipal Committee / Yellowhead County (2 of 3)	Evergreen Foundation Board
Personnel/Council Liaison (of 3)	Personnel/Council Liaison (2 of 3)	Personnel/Council Liaison (3 of 3)	Athabasca Watershed Council	CEAC	West Yellowhead Regional Waste Management (2 of 2)	Inter-Municipal Committee / Yellowhead County (3 of 3)
Hinton Policing Committee	Nominations Review Committee (1 of 3)	Grievance Committee (1 of 2)	West Fraser Pulpmill Advisory Committee	Grievance Committee (2 of 2)	Long Term Care Working Group	Nominations Review Committee (3 of 3)
Inter-Municipal Committee / Yellowhead County (1 of 3)						
ALTERNATE: -West Fraser Pulpmill Advisory -Grievance Committee	ALTERNATE: -Mary Reimer Park Society -Long Term Care Facility	ALTERNATE: -CEAC -Hinton Policing Committee -Hinton Municipal Library Board -Athabasca Watershed Council -Nominations Review Committee -Inter-Municipal Committee / Yellowhead County	ALTERNATE: -West Yellowhead Regional Waste Management	ALTERNATE: -Community Futures West Yellowhead -Forest Resources Advisory Committee (FRAG)	ALTERNATE: -911 Call Centre Management -Disaster Services Committee -Personnel/Council Liaison	ALTERNATE: -Post Secondary Education -Community Futures West Yellowhead (CFWY)

Updates:

- **Removal of IRC of Community Futures West Yellowhead (CFWY)**
- **Appointment of 1 Councillor to CFWY**
- **Appointment of 1 Councillor to CEAC**
- **Appointment of 1 Councillor to Hinton Policing Committee**
- **Removal of Hinton Grant Funding Advisory Committee**



TOWN OF HINTON

POLICY TITLE:	Federation of Canadian Municipalities (FCM) & AUMA Council Attendance Policy
POLICY #:	055
EFFECTIVE DATE:	
ADOPTED BY COUNCIL ON:	July 16, 2013; Revised January 7, 2014

POLICY STATEMENT

The Town of Hinton wants to ensure consistency of attendance at the Federation of Canadian Municipalities and AUMA conferences, held on an annual basis at locations across Canada.

1. REASON FOR POLICY

Advocacy on policy and program matters that fall within federal/provincial jurisdiction.

2. DEFINITIONS/STANDARDS

Establish FCM/AUMA policy on key issues and learn from fellow Canadian/provincial municipal leaders.

3. PROCEDURES

With respect to attendance at the annual FCM Conference, the maximum allowable attendance by members of council shall be the Mayor, annually, and each Council member once during their four-year term (two councilors would attend the two least costly/closest FCM Conferences in each electoral term) with per diem and expenses paid.

That, each mayor and council member attending a conference, ~~provide submit~~ a verbal written report of conference learnings and activities within 2 weeks of attending to be included at the next meeting of Council following their return in a Regular Council agenda package.

With respect to attendance at the annual AUMA Conference, outside of an election year, Council shall send two delegates to the annual AUMA Conference (by Council resolution 2014 01 07).

That all Councillors may attend the annual AUMA Conference and will charge a meeting fee rate of \$108 per day (July 15, 2014 by resolution).