



Town of Hinton
Organizational Meeting of Council
AGENDA
October 20, 2020, 4:00 PM
Council Chambers, Hinton Government Centre
2nd Floor, 131 Civic Centre Road
Hinton, Alberta

Page

ORDER

1. Call the 2020/2021 Organizational Meeting of Council to order.

ADOPTION OF AGENDA

1. Organizational Meeting of Council Agenda - October 20, 2020

IN CAMERA

1. Citizen Appointment Application Review (FOIP Sections 17, 23, 24, 29)

BALLOT VOTING FOR CITIZEN APPOINTMENTS TO BOARDS & COMMITTEES

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

ACTION ITEMS

2 - 8

1. 2020 - 2021 Organizational Meeting of Council:
 - Council Meeting Schedule
 - Councillor Boards and Committee Appointments
 - Public Members Appointed to the Boards and Committees

ADJOURNMENT



TOWN OF HINTON Administrative Report

DIRECTION REQUEST REQUEST FOR DECISION INFORMATION ITEM

DATE: Organizational Meeting October 20, 2020

PRESENTED BY: Emily Olsen, Chief Administrative Officer

RE: **2020 – 2021 ORGANIZATIONAL MEETING**

Recommended Action

That Council approve the 2020-2021 Council Meeting Schedule, Option 2.

That Council approve the 2020-2021 Councillor Boards and Committee Appointments.

That Council appoint public members to the Boards and Committees as required.

Background

In accordance with the Municipal Government Act, Section 192(1), and Procedure Bylaw 1060-6 Section 5.4, Council must hold an Organizational Meeting annually. During an Organizational Meeting, Council will approve the Regular meeting schedule for the next year, appoint public members to Boards and Committees, and review and formalize the Mayor's recommendation for the appointment of Councillors to committees.

Analysis

Council Meeting Schedule

Town Council through their meeting schedule generally hold Regular Council Meetings on the first and third Tuesday of a month, and Standing Committee Meetings on the second and fourth Tuesdays of a month, aside from reductions during summer months, and where conflicts arise from AUMA and FCM conferences. There are times where meetings have been cancelled due to lack of items, and where additional meetings are scheduled to accommodate emergent items. In total, there are 40 meetings per year that require Council and Administrative time and preparation. A reduction in the number of meetings to a schedule consisting of one Regular Meeting per month, and two Standing Committee Meetings per month may create an opportunity for efficiency and a full use of Council and Administrative time during meetings. The fourth Tuesday in a month could be utilized for Emergency Advisory Meetings, FCSS Board Meetings, training sessions, workshops, and if needed, additional special meetings to address items. In the months of June and September, the meetings shift to allow for all three meetings to take place around the AUMA and FCM conferences.

Other regional municipalities have fewer meetings overall through the year. Drayton Valley has a similar schedule, though a few additional Regular Meetings are included during peak times for budget, and Whitecourt operates with two Regular Meetings and one Policy and Priority Meeting per month. A change to meeting frequency was included in the Organizational Meeting agenda in 2018; however, it was not passed during the vote.

Written by: Heather Waye, Interim Strategic Services Manager

There is no intended change to Council's remuneration through this schedule for Budget 2021, as additional meetings may be determined. In 2022 and beyond once impacts to the budget are understood, a reduction may be considered.

Administration has prepared two options for Council's consideration with respect to the Council Meeting schedule and frequency.

Option 1:

- Maintain the same number of meetings.
- Regular Council Meetings occurring on the first and third Tuesday of each month.
- Standing Committee Meeting occurring on the second and fourth Tuesday of each month.
- No advance scheduled meetings on the fifth Tuesday of the month.
- Regular and Standing Council Meetings begin at 4 pm.

Option 2:

- 3 scheduled Meetings a month rather than 4.
- Regular Council Meetings on the first Tuesday of each month.
- Standing Committee Meetings on the second and third Tuesdays of each month.
- Fourth Tuesday of the month may be utilized for Emergency Advisory Meetings, FCSS Board Meetings, training sessions, workshops, and if needed, additional special meetings.
- No advance scheduled meetings on the fifth Tuesday of the month.
- Regular and Standing Council Meetings Begin at 4pm.

Councillor Boards and Committee Appointments

Attachment 3 details the Mayor's recommendations for Councillor Boards and Committee Appointments. There are no recommended changes from the 2020 appointments. The Mayor's recommendation for 2021 is to keep all currently appointed Councillors assigned to the Boards and Committees that they currently sit on.

Public Members Boards and Committee Appointments

This year, the following Boards and Committees are requiring public membership appointment:

- Community Engagement & Advisory Committee (CEAC) – 9 Public Members, 2-year term.
 - Council previously only appointed CEAC members based on a 1-year term.
 - There are currently only 6 public members of CEAC
- Hinton Grant Funding Advisory Committee – 5 Public Members, 1-year term.
 - Only two applications from citizens at large have been received. Administration is recommending appointing a CEAC Member, a Library Board Member, and a member of the Youth Advisory Council.
- Hinton Municipal Library Board – 2 Public Members, 3-year term.
- Hinton Youth Advisory Council – 8 Students, 1-year term.
 - Only 6 applications have been received. Council may choose to move forward with a configuration of 6 students only, or Council may direct Administration to readvertise directly with the schools to seek an additional 2 students who

Administration has provided application forms to Council to review prior to voting and appointments.

Implications of Decision

Financial Implications	
Items	Comments
Operating Cost/Implications	None
Capital Cost	None
Budget Available	As per Council Remuneration
Source of Funds	Operational Budget
Unbudgeted Costs	

Level of Service Implications:

None.

Public Engagement

There is no public engagement required for an Organizational meeting.

Communications

Organizational meeting is advertised on the Town of Hinton website.

Public members appointed to boards and committees will be notified.

Boards were advised for members to reapply if applicable.

A call for applications was placed in the Voice news paper for 1.5 weeks.

Risk / Liability

Failure to conduct an organizational meeting is a violation of Section 192(1) of the Municipal Government Act and Section 5.4 of the Procedure Bylaw.

Legislative Implications		
Conforms with:	Yes/No/Partial	Comments
Council's Strategic Plan	Yes	Supports Key Strategy 3.1.3: Develop a more consultative approach to operational planning and Key Strategy 3.1.4: Build relationships with community connectors.
Community Sustainability Plan	Yes	The Town of Hinton board structure supports the good governance pillar of the Community Sustainability Plan.
Municipal Policies or Bylaws	Yes	Aligns with Council Committees Bylaw 1070-4 and Council Procedure Bylaw 1060-6.
Provincial Laws or MGA	Yes	Municipal Government Act Section 192(1)
Other Plans or Policies	No	

Options / Alternatives

1. That Council approve the 2020-2021 Council Meeting Schedule, Option 2.

That Council approve the 2020-2021 Councillor Boards and Committee Appointments.

That Council appoint public members to the Boards and Committees.

2. That Council approve the 2020-2021 Council Meeting Schedule, Option 2.

That Council approve the 2020-2021 Councillor Boards and Committee Appointments as amended.

That Council appoint public members to the Boards and Committees.

3. That Council approve the 2020-2021 Council Meeting Schedule, Option 1.

That Council approve the 2020-2021 Councillor Boards and Committee Appointments.

That Council appoint public members to the Boards and Committees.

4. That Council approve the 2020-2021 Council Meeting Schedule, Option 1.

That Council approve the 2020-2021 Councillor Boards and Committee Appointments as amended.

That Council appoint public members to the Boards and Committees.

Attachment(s)

Attachment 1: Council Meeting Schedule Option 1

Attachment 2: Council Meeting Schedule Option 2

Attachment 3: Mayor's Recommendations for Councillor appointment to Boards and Committees



2020-21

NOVEMBER 2020

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Regular Council

Standing Committee

Stat Holidays

Organizational

AUMA

FCM



2020-21

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- Regular Council
- Organizational
- EAC

- Standing Committee
- AUMA
- FCSS

- Stat Holidays
- FCM

Council Representation

Board Title	Marcel Michaels	Trevor Haas	Ryan Maguhn	Dewly Nelson	Albert Ostashek	JoAnn Race	Tyler Waugh
Beaver Boardwalk Committee -Mayor and Two Councillors -One Alternate Councillor and 3 Administration	✓			✓	✓	ALT	
CAO Performance Review/ Recruitment Committee -Mayor -Two Councillors -One Alternate	✓		ALT		✓	✓	
Community Engagement & Advisory Committee (CEAC) -One Councillor -One Alternate					ALT		✓
Community Futures West Yellowhead - Two Councillors -One Alternate	ALT			✓			✓
Emergency Services Committee -Three Councillors -One Alternate		✓	✓	ALT		✓	
Evergreen Foundation Board -One Councillor -One Alternate	✓						ALT
Forest Resources Advisory Group -One Councillor -One Alternate			✓				ALT
Hinton Golfing Society -One Councillor -One Alternate		ALT	✓				
Hinton Municipal Library Board -Up to two Councillors -One Alternate		✓	ALT				
Hinton Police/Town Liaison Committee -Mayor, one Councillor -One Alternate	✓				ALT		✓
Hinton Regional Economic Development Coalition -One Councillor -One Alternate	ALT				✓		
Hinton Youth Advisory Council -Two Councillors -One Alternate	ALT			✓		✓	
Home for Fine Arts Society of Hinton (ASH) -One Councillor OR Town Administrator -One Alternate		ALT				✓	
Procedure Bylaw Review Committee -Mayor, One Councillor -One Alternate	✓		ALT	✓			
West Fraser Pulpmill Advisory Committee -One Councillor -One Alternate		✓		ALT			
West Yellowhead Regional Waste Management -Two Councillors -One Alternate	✓	✓				ALT	

October 16, 2020