



TOWN OF DRAYTON VALLEY

Subject:	Automated Traffic Enforcement Fund Allocation Policy	Policy No.:	A-04-14
Department:	Administration		
Approval Date:	August 6, 2014	Review Date:	April 20, 2016
Associated Policies:			

Automated Traffic Enforcement Fund Allocation Policy

Purpose

Council for the Town of Drayton Valley (hereinafter referred to as the "Town") has determined that the implementation of Automated Traffic Enforcement will provide for the safe flow of vehicles and pedestrians, resulting in safer roadways.

All net municipal revenues from Automated Traffic Enforcement (hereinafter referred to "ATE") are to be distributed in a manner that enhances and preserves the safety and health of our community and takes into consideration longer-term needs community assets. This Policy also considers the possibility that this revenue stream may be significantly reduced or discontinued at any point in time and in a way that is beyond the control of the Town.

General Policy

1. It is Council's intention that all funds received from ATE will be held in reserves and allocated to enhancing a safe and healthy community. Funding, through the Safe and Healthy Community Reserve, may be provided for Town programs or projects such as, but not limited to, the following:
 - a. community safety initiatives;
 - b. community health and resiliency initiatives; and
 - c. activities geared towards communities of interest (such as, but not limited to, youth summer camps and adult defensive driver programs).

Subject:	Automated Traffic Enforcement Fund Allocation Policy	Sign off:	
Department:	Administration		
Approval Date:	August 6, 2014	Review Date:	April 20, 2016

Definitions

2. Within this Policy the following definitions shall apply:

Life-cycle Capital Replacement Plan – means a long-range financial program established to manage the ongoing needs of the Town’s existing and future physical assets, to ensure the economical, efficient and effective performance of the assets and focused on assets relative to the safety and health of the community;

participatory budget - a democratic process where community members directly recommend how to allocate part of the ATE funds.

Safe and Healthy Community Allocation – means annual monies issued by the Town from ATE net revenues which support programs or projects primarily designed and delivered for the general public, including but not limited to:

- community safety initiatives;
- community health and resiliency initiatives; and
- activities geared towards defined portions of the community (such as, but not limited to, youth summer camps and adult defensive driver programs).

(hereinafter collectively referred to as a “service”);

Safe and Healthy Community Reserve or Reserve– the specific reserve chosen by Council to receive that portion of the ATE funds for any given year or years;

Responsibilities

3. Town Council will review and approve any revisions to this Policy.
4. The CAO will review and approve any procedures related to this Policy.
5. Administration will:
 - a. carry out the Policy based on established procedures; and

Subject:	Automated Traffic Enforcement Fund Allocation Policy	Sign off:	
Department:	Administration		
Approval Date:	August 6, 2014	Review Date:	April 20, 2016

b. have the responsibility of reviewing proposals for the Safe and Healthy Community Allocation and make recommendations to Council.

6. The organization requesting support must:

- a. be based in Drayton Valley;
- b. be supported by the Drayton Valley community at large;
- c. not duplicate already existing services in the community, or show that duplication is necessary in order to meet community needs;
- d. provide opportunities for community access and involvement within their organization, without regard to race, sexual orientation, religion, creed, gender, or disability;
- e. carry adequate insurance to protect any sponsoring agency; and
- f. show continuing effort in remaining financially independent and viable.

7. Organizations or services that will not be considered for allocation include, but are not limited to:

- a. services that take place outside of the community or remove funds from the community;
- b. religious institutions or organizations;
- c. commercial (for-profit) services;
- d. ongoing operational budgets for organizations;
- e. organizations that have restricted membership; and
- f. Provincially or nationally-based organizations that do not have an organized presence in the community.

Subject:	Automated Traffic Enforcement Fund Allocation Policy	Sign off:	
Department:	Administration		
Approval Date:	August 6, 2014	Review Date:	April 20, 2016

8. The Town recognizes that certain major community events may be organized and hosted for the Town and its surrounding communities by local organizations or committees. These events may fall within the auspices of the general operations of the Town and may be excluded from receiving support allocation. The approval of these events is at the discretion of Town Council.

Procedure

9. All net Municipal revenue from automated traffic enforcement shall be designated from time to time by Council, but initially as follows:
- a. Up to fifty percent (50%) – Safe and Healthy Community Allocation;
 - b. No less than forty percent (40%) – Life-cycle Capital Replacement Plan; and
 - c. Up to ten (10%) - participatory budget (PB)
10. All net revenue from ATE not allocated in any year will be maintained in the Safe and Healthy Community Reserve. Town Council will make all decisions regarding use of this Reserve in accordance with this Policy, through the budget process or otherwise.

Safe and Healthy Community Allocation

11. Organizations or individuals desiring support from the Town through the Reserve must submit a written proposal to the Town in the form prescribed by the Town. The proposal must provide, but may not be limited to, the following:
- a. details of the service, listing any date(s), time(s), location(s), and activity(ies) to be undertaken;
 - b. the number of individuals or organizations that will benefit from the service;
 - c. the manner in which individuals or organizations will benefit from the service;
 - d. evidence of support from the community;
 - e. the reason for requesting support from the Town;

Subject:	Automated Traffic Enforcement Fund Allocation Policy	Sign off:	
Department:	Administration		
Approval Date:	August 6, 2014	Review Date:	April 20, 2016

- f. the nature of the support, including the amount of funds requested;
 - g. a budget or business plan for the service requiring support, showing anticipated revenue sources and expenditures;
 - h. contact information, including name, address, telephone number and email address;
 - i. a list of other organizations that have been, or will be, approached for sponsorship;
 - j. how the organization or individual will show evidence of the service achieving its intended goals; and
 - k. a description of how sponsoring organizations will be recognized.
12. Administration shall review each proposal for support through the Safe and Healthy Community Allocation. Decisions to support applications will be based on the individual or organization's ability to address the following criteria, whereby the stated service must:
- a. benefit the safety or health of the community as a whole, or a specific major group within the community;
 - b. not duplicate past or present local services, unless a need to do so can be demonstrated;
 - c. provide equal access to the service, without discrimination;
 - d. not already be receiving direct or indirect support from the Town for the service;
 - e. address an identified safety or health need in the community and contribute to the common health or safety of the community; and
 - f. recognize the Town's contribution to the stated service.

Subject:	Automated Traffic Enforcement Fund Allocation Policy	Sign off:	
Department:	Administration		
Approval Date:	August 6, 2014	Review Date:	April 20, 2016

13. Allocation may be provided for the full amount of the request, or for any portion of the requested contribution. Use of the allocated funds shall be completed within a period of time determined by the Town on a case-by-case basis (such as within thirty days of the completion of a safe driving program); unused funds shall be returned to the Town for reallocation through the Safe and Healthy Community Allocation.
14. The amount of funds to be distributed in a fiscal year may not exceed the total amount identified by the Town in its annual budget. Any remaining funds in this allocation will remain in the Safe and Healthy Community Reserve and may be accruable to the next fiscal period.
15. At its discretion, the Town retains the right to refuse any request or to make an exception should a request not meet all of the Policy criteria but still be deemed to be worthy of review.
16. Allocation recipients must submit a final report, with a Financial Statement, to the Town within ninety (90) days of the stated service end date. No subsequent allocation application will be considered until such time as the report has been received by the Town.

Mayor

April 20, 2016

Approval Date