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# Agenda

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Call to Order

National Anthem

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1.0 Additions to the Agenda

2.0 Adoption of Agenda

3.0 Corrections or Amendments:

3.1. March 15, 2017, Regular Meeting of Council Minutes 3-8

4.0 Adoption of:

4.1. March 15, 2017, Regular Meeting of Council Minutes

5.0 Proclamations

5.1. Earth Day 9

6.0 Delegations

6.1. 2017 Drayton Valley Triathlon – Leah Bathgate 10

7.0 Decision Items

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7.2. Councillor Fredrickson Federation of Canadian Municipalities –  
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8.0 Department Reports

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8.1. Engineering & Development Ron Fraser

8.2. Economic Development Eric Burton

8.3. Emergency Services Tom Thomson

8.4. Administration

- Communications and Marketing Tyler Russell
  - CAO Report Dwight Dibben
- 

9.0 Council Reports

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9.1. Councillor Doerksen

9.2. Councillor Fredrickson

9.3. Councillor Wheeler

9.4. Councillor Bossert

9.5. Councillor Long

9.6. Mayor McLean

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**Regular Meeting of Council**  
**April 5, 2017**  
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	10.2. YRL Annual Report 2016	23-24
	10.3. Brazeau Senior Foundations Minutes – February 2017	25-28
	10.4. STAR Catholic Board Highlights – March 2017	29
11.0	Adjournment	



## Meeting Minutes

### **THOSE PRESENT:**

Deputy Mayor Fredrickson  
Councillor Doerksen  
Councillor Long  
Councillor Wheeler  
Dwight Dibben, Chief Administrative Officer  
Annette Driessen, Director of Community Services  
Pam Livingston, Director of Corporate Services  
Tom Thomson, Director of Emergency Services  
Sonya Wrigglesworth, Infrastructure Manager  
Kevin McMillan, Senior Financial Officer  
Jenn Martin, Planning and Development Officer  
Chandra Dyck, Legislative Services Coordinator

Rita Bijeau, Executive Assistant  
Tyler Russell, Communications and Marketing Coordinator  
Michelle Nickel, Human Resources Coordinator  
Eric Burton, Economic Development Officer  
Christian Richman, Audio/Visual  
Justine Kimoden, Drayton Valley Western Review  
Laine Mitchell, CIBW Radio  
S/Sgt. Malcolm Callihoo, Drayton Valley RCMP

### **ABSENT:**

Mayor McLean  
Councillor Bossert  
Ron Fraser, Director of Engineering and Development

### **CALL TO ORDER**

Deputy Mayor Fredrickson called the meeting to order at 9:00 a.m.

#### **1.0 Additions to the Agenda**

There were no additions or deletions.

#### **2.0 Adoption of Agenda**

##### **RESOLUTION #049/17**

Councillor Long moved to adopt the March 15, 2017, Regular Meeting of Council Agenda, as presented.

**CARRIED**

#### **3.0 Corrections or Amendments:**

##### **3.1. February 22, 2017, Regular Meeting of Council Minutes**

There were no corrections or amendments to the February 22, 2017, Regular Meeting of Council Minutes.

##### **3.2. March 9, 2017, Special Meeting of Council Minutes**

There were no corrections or amendments to the March 9, 2017, Special Meeting of Council Minutes.

#### **4.0 Adoption of:**

##### **4.1. February 22, 2017, Regular Meeting of Council Minutes**

##### **4.2. March 9, 2017, Special Meeting of Council Minutes**

**RESOLUTION #050/17**

Councillor Wheeler moved to adopt the February 22, 2017, Regular Meeting of Council Minutes and the March 9, 2017, Special Meeting of Council Minutes, as presented.

**CARRIED**

**5.0 Proclamation**

5.1. Cancer Awareness Month

Deputy Mayor Fredrickson proclaimed the month of April 2017, as Cancer Awareness Month in the Town of Drayton Valley.

5.2. International Day for the Elimination of Racial Discrimination

Deputy Mayor Fredrickson proclaimed March 21, 2017, as "International Day for the Elimination of Racial Discrimination" in the Town of Drayton Valley.

**6.0 Delegations**

6.1. RCMP Stats – February 2017 – S/Sgt. Malcolm Callihoo

S/Sgt. Callihoo presented Council with the RCMP statistics from the month of February 2017, noting the need for the public to be vigilant when solicited for funds as they may be the target of a scam.

**7.0 Decision Items**

7.1. Amended Committee Structure

Councillor Long amended the Committee Structure regarding the Drayton Valley Hospitality and Tourism Authority appointments which should reflect Councillor Fredrickson as the primary member with Councillor Doerksen as the alternate.

**RESOLUTION #051/17**

Councillor Long moved that Council approve the amended Committee Structure as presented.

**CARRIED**

7.2. Signing Authorities

**RESOLUTION #052/17**

Councillor Doerksen moved that

- a. The signing authorities for the Town of Drayton Valley be as follows, effective March 15, 2017: The Municipal Corporation of the Town of Drayton Valley resolves that any one of the following – Glenn McLean, Mayor, Councillor Graham Long, Councillor Fayrell Wheeler, Councillor Michael Doerksen, Councillor Debra Bossert, Councillor Brandy Fredrickson; along with any one of the following individuals with the following titles from Administration – Chief Administrative Officer; Director of Community Services; Director of Emergency Services; Director of Engineering and Development; Director of Corporate Services; Senior Financial Officer; or any person designated by the Chief Administrative Officer in writing – are hereby authorized for and in the name of the Corporation to draw, endorse, accept, sign and make all or any bills of exchange, cheques, promissory notes and order for the payment of money, and other instruments whether negotiable or not for deposit or collection for the credit of the Corporation only with the bankers of the Corporation, and that the Chief Administrative Officer or any person designated by the Chief Administrative Officer in writing, may arrange, settle and certify all books and

- accounts between the Corporation and its bankers and sign receipts for vouchers; and,
- b. with regard to documents relating to Administration, the Chief Administrative Officer or designate be authorized in writing, to sign such instruments.

**CARRIED**

7.3. Subdivision Application DV/16/02, Lot 41, Block 25, Plan 5421 KS

**RESOLUTION #053/17**

Councillor Wheeler moved that Council approves Subdivision Application DV/16/02 subject to the six conditions noted below:

1. The Developer is to engage an Alberta Land Surveyor to prepare a plan of subdivision for registration at Land Titles Office subject to the attached subdivision drawing dated August 25, 2016.
  - Please instruct your surveyor to use the Town's block numbering system.
  - If the property is to be sold or mortgaged in the near future, it might be advisable to have the surveyor do a Real Property Report when they visit the site to deal with the subdivision. However, that is not a condition of subdivision approval.
2. The landowners shall register "Party Wall Agreements" concurrently with the subdivision.
3. The Developer is to pay any offsite levies required by the Town of Drayton Valley's Land Use Bylaw.
4. The Developer is to contact the utilities (Fortis & ATCO GAS) to determine whether any new utility services and/or easements are required, and provide written confirmation from the utilities that any necessary arrangements have been made.
5. The Developer is to pay any outstanding taxes owing on the property to the Town.
6. The Developer is to pay an endorsement fee of \$100 per lot (2 lots total of \$200) to West Central Planning Agency when the plan is submitted for endorsement.

**CARRIED**

7.4. Rezoning Bylaw No. 2017/03/D, Presented for First Reading; Lot 66, Block 28, Plan 2093 KS

**RESOLUTION #054/17**

Councillor Long moved that Council give First Reading to Bylaw 2017/03/D for Amendment of the Land Use Bylaw for Rezoning of Lot 66, Block 28, Plan 2093 KS, after which public consultation process will begin.

**CARRIED**

7.5. Repealing Bylaw 2017/04/A

**RESOLUTION #055/17**

Councillor Doerksen moved that Council give First Reading to Bylaw 2017/04/A.

**CARRIED**

**RESOLUTION #056/17**

Councillor Doerksen moved that Council give Second Reading to Bylaw 2017/04/A.

**CARRIED**

**RESOLUTION #057/17**

Councillor Doerksen moved that Council consider giving Third and Final Reading to Bylaw 2017/04/A.

**CARRIED**

**RESOLUTION #058/17**

Councillor Doerksen moved that Council give Third and Final Reading to Bylaw 2017/04/A.

**CARRIED**

7.6. Amending Bylaw 2017/02/F, Presented for Second and Third Readings

**RESOLUTION #059/17**

Councillor Wheeler moved that Council approve Second Reading of Amending Bylaw 2017/02/F, as presented.

**CARRIED**

**RESOLUTION #060/17**

Councillor Wheeler moved that Council approve Third and Final Reading of Amending Bylaw 2017/02/F, as presented.

**CARRIED**

**8.0 Department Reports**

8.1. Engineering and Development

Mrs. Martin provided Council an update of activity within Planning and Development in February 2017.

Ms. Wrigglesworth provided Council updates on activities within Engineering, Public Works, Utilities, and Facilities. Deputy Mayor Fredrickson inquired to the impact on infrastructure with the freeze/thaw cycle and snow removal. Mr. Dibben advised that Public Works is monitoring the weather and its impact on infrastructure and will plan according.

8.2. Community Services & FCSS

Ms. Driessen provided Council with an update on the programs and services within Community Services and FCSS, as well as the review of cost-sharing agreements with Parkland County and Brazeau County.

8.3. Economic Development

Mr. Burton advised Council of the following:

- Drayton Valley Chamber of Commerce AGM is on June 1, 2017;
- working with the Grow Eat Together organization towards sustainable operations. The organization is currently working towards the development of a commercial greenhouse;
- a follow-up meeting from the Tourism Roundtable is scheduled for March 28, 2017; and a training session regarding tourism will be coordinated afterwards; and
- CARES (Community and Regional Economic Support) has awarded a grant to the Town to assist in developing a hemp cluster project.

8.4. Emergency Services

Fire Chief Thomson provided Council a detailed report on the calls and activities within Fire Services for the month of February 2017.

**8.5. Administration**

- Communications and Marketing  
Mr. Russell advised Council of activity and projects within Communications and Marketing.
- CAO Report  
Mr. Dibben welcomed Councillor Doerksen to Council and advised of the following:
  - March 3 – meeting with CAOs of Parkland County and Brazeau County regarding the economic development of the region
  - March 9 – Special Council Meeting
  - March 9 – Staff sessions on estate planning provided by Duncan Craig LLP
  - March 9 – State of the City address for Spruce Grove, Parkland County also presented
  - March 13 – Water and Sewer Rates Public Information Session with CORVUS Business Advisors

**9.0 Council Reports**

**9.1. Councillor Wheeler**

- March 3 – Service Awards Dinner
- Aquatic Committee Meeting

**9.2. Councillor Long**

- February 27 – Eagle Point Blue Rapids Parks Council Meeting
- February 28 – Energy Efficiency Workshop at the Clean Energy Technology Centre
- March 3 – Service Awards Dinner
- Yellowhead Regional Library Board Meeting
- March 9 – Special Meeting of Council
- March 9 – Legacy Project Committee Meeting
- March 13 – Water and Sewer Rates Public Information Session with CORVUS Business Advisors
- March 14 – Clean Energy Technology Centre Committee Meeting
- March 14 – Drayton Valley Municipal Library Board

**9.3. Councillor Doerksen**

- Thanked everyone for the warm welcome.

**9.4. Deputy Mayor Fredrickson**

- March 13 – Water and Sewer Rates Public Information Session with CORVUS Business Advisors
- Brazeau Seniors Foundation Board Meeting
- Aquatic Committee Meeting
- Spring Mayor's Caucus
- Alberta Forestry Products Association Meeting
- Waste Management Committee Meeting
- 60<sup>th</sup> Anniversary Ad-Hoc Committee Meeting

**10.0 Information Items**

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10.1. STAR Catholic February 2017 Newsletter

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10.2. Brazeau Seniors Foundation Minutes – January 2017

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10.3. YRL Board Meeting Minutes – November 2016

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10.4. Waste Management Committee Meeting – January 2017

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10.5. Drayton Valley Brazeau County Fire Services Stats – February 2017

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10.6. Drayton Valley Brazeau County Fire Services Stats – February 2017

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**RESOLUTION #061/17**

Councillor Long moved that Council accept the above items as information.

**CARRIED**

**11.0 Adjournment**

**RESOLUTION #062/17**

Councillor Long moved that Council adjourn the March 15, 2017, Regular Meeting of Council at 10:26 a.m.

**CARRIED**

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MAYOR

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CHIEF ADMINISTRATIVE OFFICER



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# Town of Drayton Valley

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## *Proclamation*

### **Earth Day**

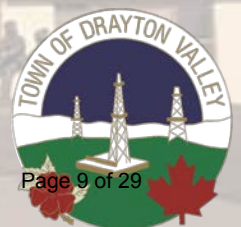
**April 22, 2017**

- WHEREAS** the global community now faces extraordinary challenges such as environmental degradation, climate change, food and water shortages, and global health issues; and
- WHEREAS** all people, regardless of race, gender, income, or geography, have a basic right to a healthy, sustainable environment; and
- WHEREAS** individual citizens have an essential role in creating positive environmental change; and
- WHEREAS** a sustainable environment can be achieved on an individual level through educational efforts, public policy, and consumer participation; and
- WHEREAS** our communities benefit when we develop a deeper understanding and awareness of environmental issues;
- THEREFORE** I, Mayor Glenn McLean, do hereby proclaim April 22, 2017 as “Earth Day” in the Town of Drayton Valley.

DATED at the Town of Drayton Valley,  
in the Province of Alberta,  
this 5<sup>th</sup> day of April, 2017.

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Mayor Glenn McLean





# Town of Drayton Valley

## Delegation Request Form

Name(s): Leah Bathgate  
Organization: 2017 Drayton Valley Triathlon  
Contact Number: (180) 514-2393 Contact E-mail: fitnessmanager@draytonvalley.ca  
Mailing Address: Box 6837 Drayton Valley, AB T7A 1A1

Meeting you would like to attend as a Delegation (please check all that apply)\*:

- Council Meeting
- Governance & Priorities Committee Meeting
- Special Meeting/Presentation
- Administration Meeting

\* Request must be received a minimum of TWO WEEKS prior to the meeting being requested for; please refer to the Meeting Schedule for dates

Reason for Requesting Delegation:  
(information only, request for funding, concern, etc)

Would like to give an update on the upcoming Annual 2017 Drayton Valley Triathlon.

Additional Information Provided

*Please list the information you attached or included with your delegation request:*

Please indicate any preference you have for meeting:

April 5th, 2017.

Please submit your request by:

Fax: 780.542.5753

E-mail:

admin-support@draytonvalley.ca

In person:

5120-52 ST

<b>AGENDA ITEM: 7.1.</b>	2017 Drayton Valley Triathlon Insurance
<b>Department:</b>	Community Services Department
<b>Presented by:</b>	Councillor Doerksen
<b>Support Staff:</b>	Annette Driessen, Director of Community Services

**BACKGROUND:**

On Saturday, May 13<sup>th</sup>, 2017, the Town of Drayton Valley and community volunteers will host the 6<sup>th</sup> Annual Drayton Valley Triathlon.

Annually, the Drayton Valley Triathlon brings in approximately 200 participants, which enhances tourism and our local economy. This event is for people of all ages and encourages individuals or teams to participate, and by participating supports the importance of physical and mental health for everyone.

The Town’s insurer has indicated that activities or events endorsed by a resolution of Council will be recognized as an insured event, thereby minimizing the need for Special Event Insurance. Administration is therefore recommending that the 6<sup>th</sup> Annual Drayton Valley Triathlon be endorsed by Town Council as an insured event of the municipality.

**OPTIONS:**

1. That Council endorse the “6<sup>th</sup> Annual Drayton Valley Triathlon” event to be recognized as an insured event of the municipality.
2. That Council not endorse the “6<sup>th</sup> Annual Drayton Valley Triathlon” event to be recognized as an insured event, requiring the event organizers to obtain Special Event Insurance Coverage.

**MOTION:**

That Council \_\_\_\_\_ .

<b>AGENDA ITEM: 7.2.</b>	Federation of Canadian Municipalities Memorandum of Understanding re: Partnership for Municipal Innovation
<b>Department:</b>	Administration
<b>Presented by:</b> <b>Support Staff:</b>	Councillor Fredrickson Dwight Dibben, CAO

**BACKGROUND:**

Since the Town of Drayton Valley became involved with the Federation of Canadian Municipality's (FCM) Municipal Partnership Program nearly two decades ago, the Town has seen three successful relationships develop with the municipalities of Redcliff (Zimbabwe), Lushoto (Tanzania), and Matagalpa (Nicaragua).

The Town of Drayton Valley has again been selected by FCM to partner with a community which would benefit the Town's involvement in FCM's Partnership for Municipal Innovation program. The FCM program will cover participant travel costs, accommodation, insurance, and meal expenses through funding from Global Affairs Canada and as per Treasury Board of Canada guidelines.

The partnership with FCM is for a four year period and the Town of Drayton Valley will be partnering with a municipality in Nicaragua.

Before us today is the draft Memorandum of Understanding (MOU) which the Town of Drayton Valley is required to complete and Administration is requesting Council's ratification of the continued partnership with FCM.

**OPTIONS:**

- A. That Council authorize Administration to execute the Memorandum of Understanding with the Federation of Canadian Municipalities as presented.
- B. That Council authorize Administration to execute the Memorandum of Understanding with the Federation of Canadian Municipalities with amendments to \_\_\_\_\_.
- C. That Council direct Administration to communicate with Federation of Canadian Municipalities advising that the Town is not prepared to enter into the Memorandum of Understanding.

**MOTION:**

That Council \_\_\_\_\_.

**Memorandum of Understanding  
Between  
The Municipality of the Town of Drayton Valley  
and  
The Federation of Canadian Municipalities**

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This Memorandum of Understanding (hereinafter referred to as the "MOU") is signed between:

The Municipality of the Town of Drayton Valley  
5120-52 Street  
PO Box 6837  
Drayton Valley AB T7A 1A1  
Tel: 780-514-2200  
Fax: 780-542-5753  
E-mail: info@draytonvalley.ca  
www.draytonvalley.ca  
(hereinafter referred to as "**Drayton Valley**")

and:

The Federation of Canadian Municipalities  
24 Clarence  
Ottawa, ON K1N 5P2  
Tel: 613-241-5221  
Fax: 613-241-7117  
www.fcm.ca  
(hereinafter referred to as "**FCM**")

**Article 01: Purpose of This Memorandum of Understanding**

- 1.1 Drayton Valley and FCM (which may be hereinafter referred to collectively as "the parties") have agreed to establish a formal relationship to support the implementation of the Partnerships for Municipal Innovation: Local Economic Development (hereinafter referred to as the "PMI-LED" Program).
- 1.2 This MOU is intended to formalize the principles of cooperation between Drayton Valley and FCM, as outlined below.

## Article 02: Parties

- 2.2 **Drayton Valley** is a community with a population of more than seven thousand people. Drayton Valley works towards building a resilient community by engaging all citizens and representative groups. Currently, Drayton Valley is focusing in particular on social and economic opportunities through innovative strategies which focus on sustainable and variable efforts. Most recently, the Economic Development Strategy called “Powered by Entrepreneurs” was adopted and lays the groundwork for strengthening the local entrepreneurship ecosystem and supporting local entrepreneurs to launch and expand businesses. This facilitates the creation of synergy among a wide range of partners, while at the same time leveraging local talent, creativity and support to innovate and diversify the local economy. As a result, emerging sectors, local investment, utilization of the local workforce and sustainable growth of the community will intensify.

Moreover, the opening of the Clean Energy Technology Centre (CETC) provided Drayton Valley with a new opportunity in the field of bio-industry, in conjunction with the well-established industries of oil and gas, agriculture, and forestry. The CETC’s mandate is to enhance the needs of industry, by providing education and training for existing and new emerging industries, with the vision to create a niche in the area of clean and green energy. One of the CETC’s keystones is furthering education, especially in the field of green technology, for Drayton Valley’s working citizens as well as those outside of our community and, subsequently, a launchpad into the green-tech industry environment.

Drayton Valley is constantly developing local, regional, and international relationships with other organizations, individuals, and/or other levels of government in order to maximize the access to programs and services for the benefit of Drayton Valley’s citizens as well as relationship partners.

Altogether, Drayton Valley emphasizes the importance of a sustainable community and social development by promoting Drayton Valley’s Community Sustainability Plan as well as Drayton Valley’s Social Development Plan. Both Plans increase social awareness and sustainable practices and add to an overall enhancement of quality of life for Drayton Valley’s residents. One excellent example of Drayton Valley’s programming efforts is the Women in Leadership Program that allows young women to be mentored in leadership roles in various areas of interest. As the focus of this program lies on youth, Drayton Valley provides mentoring opportunities in leadership to build the strength of community and future leaders.

- 2.3 FCM has been the national voice of municipal governments in Canada since 1901. FCM is dedicated to improving the quality of life and sustainability of local communities by promoting strong, effective and accountable municipal government. Its members include more than 2,000 municipal governments, which represent over 90 per cent of Canada’s population, and 19 major provincial and territorial municipal associations. FCM has delivered international programs to support partnerships and exchanges between municipal governments in Canada and other countries since 1987.

FCM's strength is its ability to draw upon its municipal members, a network of consultants specialized in municipal development, its corporate partners and civil society networks for the technical and professional expertise required in its international and domestic programs. At the local level, FCM programs aim to help strengthen local democratic and good governance, economic development including poverty reduction and private sector development, environmental sustainability, gender equality, and peace and security. FCM programs also concentrate on supporting other local governance enabling institutions including relevant national or sub-national government agencies but especially national associations of local government and their support networks at global and regional levels as well as the creation and dissemination of knowledge about municipal governance and services.

### **Article 03: Program Description**

- 3.1 The PMI-LED seeks to increase sustainable economic growth at the local level by strengthening the capacity of municipal governments in Mali, Burkina Faso, Cote d'Ivoire, Vietnam, Cambodia, Bolivia, and Nicaragua. This \$24.5M Can Project is delivered by FCM in cooperation with its partners, the local government associations. Based on key local economic development gaps and opportunities identified by the target beneficiary countries, the project introduces and reinforces innovative approaches such as city branding, marketing for trade and investment attraction, business support centres and economic empowerment projects for poor and marginalized women and youth. The PMI-LED project follows and is built on the experience and the lessons learned from FCM's predecessor partnership project, the "Municipal Partners for Economic Development" project that successfully built foundations for LED municipal partners in six (6) of the seven (7) countries selected for PMI-LED. PMI-LED has mobilized Canadian municipalities and municipal associations to support the implementation of the program in its partner countries, projecting a total in-kind contribution of \$5,179,073 Can.

### **Article 04: Principles of Cooperation**

- 4.1 The parties accept that the following principles are essential to the effective implementation of and achievement of results in the PMI-LED program and commit themselves to adhering to these principles in their relationship:
- a. Commitment to build the capacity of municipal governments as the preferred means to achieve effective governance and sustainable development.
  - b. Openness, honesty, transparency and professionalism in the working relationship between Drayton Valley and FCM program management and delivery teams.
  - c. Seeking to be collectively effective, a commitment to coordination and mutual accountability between the parties.
  - d. Cooperation in the planning and implementation of joint areas of work as outlined in PMI-LED annual work plans.
  - e. Commitment to share and use information confidentially and to share other resources as applicable to achieve the desired results in the areas of joint work.

- f. Commitment to the development of local-level institutions as key agents of change, knowledge and expertise.
- g. Recognition that accountable municipal service delivery, regardless of gender, ethnicity, sexual orientation, religion, language, disability, age, political and/or social status, is at the core of sustained improvements in diverse and inclusive local governance, and in the quality of community life as a whole.
- h. Commitment to work within a model that integrates the social, economic, environmental, and cultural dimensions of development.
- i. Commitment to share information on communication activities related to the cooperation between the parties, this includes acknowledging the contribution of the Canadian government in communication materials.

#### **Article 05: Objectives and Scope of Cooperation**

- 5.1. For the successful mobilization of this Canadian municipal expertise program, Drayton Valley and FCM agree to work as partners for the duration of four (4) years from the month of signing in 2017 until November, 2020.
- 5.2. The main objective of the cooperation between Drayton Valley and FCM is to engage Canadian municipal expertise to assist in the provision of technical assistance, advice, training and sharing of best practices with partner municipalities in PMI-LED's seven (7) countries of focus. This Memorandum provides an umbrella for the cooperation between the two (2) organizations.
- 5.3. The parties recognize that they are organizations that represent different constituencies and that each has particular strengths and insights to contribute to the implementation of PMI-LED.
- 5.4. Under this MOU, **municipal contributions** could take the form of:
  - a. sourcing of its municipal practitioners (elected officials and staff members) on a volunteer basis for technical assistance missions overseas;
  - b. hosting delegations from one or more of the PMI-LED's countries of focus;
  - c. assigning a lead Canadian coordinator to:
    - i. facilitate the interphase between the PMI-LED program manager and other members of the municipal team;
    - ii. assist in the recruitment of other sources of expertise in the local Canadian community; and
    - iii. monitor the progress of partnership objectives as set out in Article 07 of this MOU.
- 5.5. Under this MOU, the **individual municipal expert** contributions include:



- a. Delivering specific PMI-LED project objectives and reporting on said objectives as specified in their individual mission plans and/or terms of reference.
  - b. Providing technical advice and coaching as needed to project partners in PMI-LED focus countries.
  - c. Identifying and participating in community outreach activities to promote the contributions of their municipality in the PMI-LED project.
  - d. Demonstrate high level of work ethics and respect to local partners and their personnel.
  - e. Committing to learn and adapt interventions to the local context.
  - f. Committing to share his/her experience with their organization.
  - g. Committing to share communication materials with PMI-LED program and acknowledge the contribution of the Canadian government in all communication activities.
  - h. Perform one or several technical assistance assignment with high level of integrity, professionalism and behavior.
  - i. Adhere to all safety and security guidelines of the program.
- 5.4 Under this MOU, **FCM and PMI-LED** contributions include:
- a. Pre-deployment orientation and post-deployment briefings.
  - b. Travel support (flights, hotels, insurance, per diems).
  - c. Local field support during deployment.
  - d. Setting objectives and work planning for volunteers.
  - e. Monitoring and reporting for the overall program.
  - f. Project management advice and coaching.
  - g. Assisting with knowledge sharing events.
  - h. Ensuring all measures are in place to minimize security risks.

## **Article 06: Financial arrangements**

- 6.1 Drayton Valley will provide an in-kind salary contribution for the volunteer time of their municipal staff.
- 6.2 FCM and the PMI-LED program will cover participant travel, accommodation, insurance, and meal expenses through funding from Global Affairs Canada. FCM will also cover any expenses related to the volunteer's PMI-LED work (including local transportation, training material, communication products, etc.) as per Treasury Board of Canada guidelines.

**Article 07: Canadian Partner Objectives**

- 7.1 Drayton Valley would like to achieve the following objectives by the end of the partnership:
  - a. The opportunity to learn from the experiences of others and apply learnings to the community of Drayton Valley.
  - b. The establishment of a cohesive relationship with an international partner.
  - c. Successfully sharing economic strategies with Drayton Valley's international partner through this program and thus enhance the local economic development of said partner.
  - d. The knowledge that the exchange of expertise has improved livelihoods and quality of life for residents.
  - e. Strengthening the local entrepreneurial eco-system in order to support the endeavours of local entrepreneurs.
  - f. Increasing and strengthening the mentorship opportunities for women and youth in order to facilitate an easier entrance into entrepreneurship and other leadership roles.

**Article 08: Amendments**

- 8.1 This MOU, or any section thereof, may be modified, amended or altered at any time with the consent of both parties and shall be effected through exchange of correspondence between the parties.

**Article 09: Representatives**

- 9.1 For matters related to this MOU, the Drayton Valley delegates Mr. Dwight Dibben, Chief Administrative Officer, as its representative, and FCM delegates Mr. Jacques Carrière, PMI-LED Program Director, as its representative.

**Article 10: Effective Date**

10.1 This MOU shall be considered to be in effect and binding on both parties from the date of the last signature, and will remain in effect until termination of the PMI-LED program or by either party on the issuance of written notice of six (6) months or by mutual consent.

**Signatories**

*For the Municipality of the Town of Drayton Valley*

*For the Federation of Canadian Municipalities:*

\_\_\_\_\_  
Name:

\_\_\_\_\_  
Name:

Date:

Date:

## Information Items

10.0 Information Items

Pages 20-29

10.1. Drayton Valley & Area Legacy Project Society Minutes – February 2017	21-22
10.2. YRL Annual Report 2016	23-24
10.3. Brazeau Senior Foundations Minutes – February 2017 – and Financial Statements 2016	25-28
10.4. STAR Catholic Board Highlights – March 2017	29

**MOTION:**

I move that Town Council accept the above items as information.

**General Meeting  
Drayton Valley Legacy Project  
February 9, 2017**

**Present:**

Colleen Andersen	<a href="mailto:c_or_c@telusplanet.net">c or c@telusplanet.net</a>	780-542-2787
Connie Stuhl	<a href="mailto:accutron56@gmail.com">accutron56@gmail.com</a>	780-542-9288
Councilor Graham Long	<a href="mailto:glong@draytonvalley.ca">glong@draytonvalley.ca</a>	780-898-5494
Pamela Schaub	<a href="mailto:pamscha@yahoo.ca">pamscha@yahoo.ca</a>	780-542-1602

**Regrets:**

Bill Cavanagh	<a href="mailto:rockyrapids@gmail.com">rockyrapids@gmail.com</a>	780-621-9126
Councilor Nicole Nadeau	<a href="mailto:nnadeau@draytonvalley.ca">nnadeau@draytonvalley.ca</a>	780-514-5864
Dana Crawford	<a href="mailto:illadv@draytonvalley.ca">illadv@draytonvalley.ca</a>	780-514-2331
Sabine Larcher	<a href="mailto:admin-support@draytonvalley.ca">admin-support@draytonvalley.ca</a>	780-514-2213

1. **Welcome** Colleen Andersen welcomed everyone and called the meeting to order at 7:01 pm.
2. **Agenda:**
  - a. Addition/Deletions – There were no additions or deletions to the agenda.
  - b. Approval of the Agenda  
Pamela Schaub moved that the agenda be accepted as presented.
3. **Minutes of Last General Meeting**
  - a. Errors or Omissions – no errors or omissions were noted,
  - b. Approval of the Minutes  
Graham Long moved that the minutes of the January 12, 2017 be approved as presented,
4. **Old Business**
  - a. Bylaws & Incorporation – Bill – This is still not completed.
  - b. Financial report – Bill – The bank balance is \$1814.49 in the general account. Graham will check with the Town of Drayton Valley about the cheque. It was signed but has not been received as of the date of this meeting.
  - c. Western Review Project – update – Colleen – The microfilm and discs have been returned and placed in the Drayton Valley Municipal Library. The Western Review books have been returned and put back in place. Colleen called Carolyn at Consentia to separate the bill to have the microfilming separate from digitizing. An invoice dated January 12 was received for 23,833.31 but this is not split as Colleen requested. Colleen will follow up. The Library is planning to purchase a locked cabinet for the microfilm rolls.
  - d. Lions meeting – Pam & Colleen. The Lions meeting is held the last Wednesday of each month. Any history that is donated to the museum will be kept private.
  - e. County grants & Pictures meeting – Colleen met with Jodi Benoit regarding grants with the County. Aerial photos from 1976 are at the County Office. There may be a grant through Community Initiatives. Jodi will get more information.
  - f. List of meeting dates – February 28 at 10:30 am. – Colleen and Connie will be presenting to the Ministerial Association. Also on February 28, 6:45 –

7:00 pm. Colleen and Connie will present to the Writers Group at the Library. The Writers group are planning to go to Sunrise Village to record stories of the residents and write them up.

Connie is working on the history book at the Drayton Valley Hospital. Colleen's sister, Donna originally worked on the history book. Connie will talk with the Volunteer Coordinator about possible recording the information for the Legacy Project.

Colleen has contacted the Ag. Society about presenting there.

An application has been submitted to the Community Foundation for a possible presentation to the 100 Women Who Care DV.

Graham will gather the head office contacts of the companies in town.

**5. New Business**

a. Voice recorders and hard drives – External backup drives are required.

We need to look ahead to what is needed and bring ideas about our next steps to the next meeting.

b. Dean Shular's name will be removed from the email list. He has moved to Edmonton and resigned from Town Council.

**6. Correspondence**

The bank statement was received in the mail.

**7. Reports**

a. Volunteer Hours – reminder to continue to record volunteer hours.

**8. Adjournment**

Graham moved that the meeting be adjourned at 7:45 pm

# 2016 YRL ANNUAL REPORT

Yellowhead Regional Library's successes in 2016 are a result of the outstanding contributions of our stakeholders. The strong governance and strategic direction of our municipal and school division trustees have led to better service for our member libraries. Our member libraries' staff have continued to provide the excellent service that keeps patrons entertained, informed, and maintains libraries as centres of enrichment for Yellowhead region communities.

We saw exciting developments over the past year including new funding from the Public Library Services Branch to extend library services to residents of First Nations communities. For the first time, these residents can access all local and system library services at YRL member libraries. We are proud to be providing several member libraries with funding and assistance to achieve this effort and providing all member library staff with professional development on First Nations culture.

Here at YRL, faces have changed, but service remains consistent. We've seen a longtime staff member retire, other team members go on maternity leave and new employees join the team. Together we've learned, adapted, and have continued to offer the assistance and support that we pride ourselves on.

We remain financially stable and sustainable with membership appropriations unchanged since 2009. Yet we have built up reserves to allow for capital improvements to the headquarters, to meet unanticipated financial challenges that may arise in the future, and to maintain or upgrade the technical infrastructure our member libraries depend upon.

Collaboration, cooperation and dedication to providing excellent library services are the strengths of everyone involved in our region. We look forward to continued success in 2017.

**Kevin Dodds,**  
**YRL Director**

## CLIENT SERVICES

**147** IN-PERSON VISITS

**16** WEBINARS

**6** WORKSHOPS

## TECHNOLOGY

- Implemented Office 365, migrating 272 accounts and 1.3 million items.
- Purchased and installed 38 new Fortigate devices in libraries on the YRL network.
- Upgraded 23 sites to NGN (Next Generation Network) SuperNet service.
- Increased Internet bandwidth from 100 Mbps to 150 Mbps to satisfy increased demands.

## BIBLIOGRAPHIC SERVICES

ITEMS ORDERED

**29,259**

KITS CIRCULATED

**179**

CURRICULUM SUPPORT REQUESTS

**151** ↑ 30%

TITLES CATALOGUED

**50,208**

VAN DELIVERIES

**2,688**

PROVINCIAL ILL REQUESTS

**6,289** ↑ 24%

# eRESOURCES

## ZINIO

**18,763**  DOWNLOADS

**↑ 14%** IN CIRCULATION

ADDED 14 NEW MAGAZINES

## HOOPLA

**27,134**  DOWNLOADS

**↑ 75%** IN CIRCULATION

## OVERDRIVE

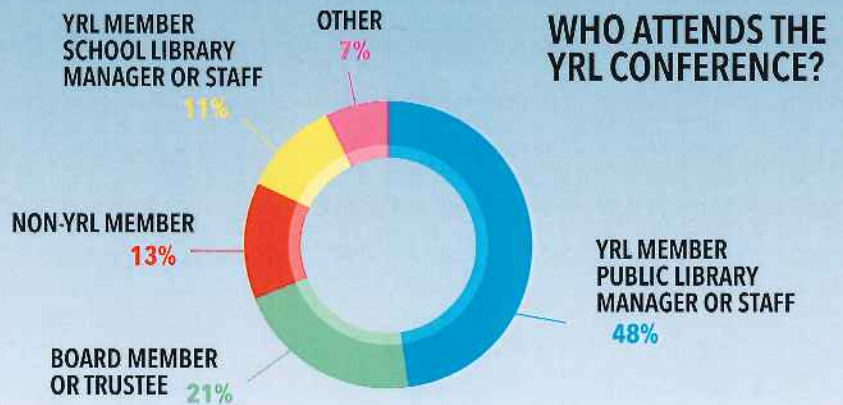
**130,295**  DOWNLOADS

**↑ 7%** IN CIRCULATION

# 2016 YRL CONFERENCE

IGNITING CURIOSITY: THE POWER OF LIBRARIES

- 166** ATTENDEES
- 53** FIRST-TIMERS
- 16** SESSIONS
- 21** PRESENTERS



# FINANCIALS

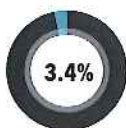
## REVENUES:



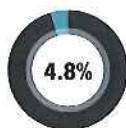
PROVINCE OF ALBERTA



MUNICIPAL LEVIES



CONTRACT SERVICES AND OTHER



SCHOOL LEVIES

## EXPENSES:

STAFFING  56.6%

DIRECT SERVICES  33.4%

BUILDING AND CAPITAL  5.4%

ADMINISTRATION  4.6%





*Brazeau*  
Seniors Foundation

5208 – 47 Ave Drayton Valley, AB T7A 1N7  
Phone: (780) 542 – 2712  
Fax: (780) 542 – 2765  
E-mail: [bsf@telusplanet.net](mailto:bsf@telusplanet.net)

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MEETING OF THE BOARD OF DIRECTORS  
Lakeview Inn, Drayton Valley  
February 17, 2017  
10:00 am

**ATTENDANCE:**

**Directors Present:**

Jeannette Vatter, Chairperson  
Janet Young, Vice-Chairperson  
Shirley Mahan  
Sylvia Strathern

Member at Large – Drayton Valley  
Village of Breton  
Brazeau County  
Member at Large – Brazeau County

**Directors Absent:**

Brandy Fredrickson,

Town of Drayton Valley

**Administration Present:**

Stella Keller  
Cindy Trudgian

Chief Administrative Officer  
Executive Assistant

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**1.0 CALL TO ORDER**

J. Vatter called the meeting to order at 10:08am

**2.0 AGENDA**

**2.1 ADDITIONS TO THE AGENDA**

Delete 6.1.3 Under-Age Applicant  
3.2.1 – ASCHA Resolution

**2.2 APPROVAL OF AGENDA**

**Resolution #17-02-01: Moved by J. Young to approve the agenda with additions.**

**Motion ...Carried Unanimously**

### **3.0 APPROVAL OF MINUTES**

#### **3.1 MINUTES FROM THE JANUARY 20, REGULAR BOARD MEETING**

**Resolution #17-02-02: Moved by S. Mahan** to approve the minutes of the January 20, 2017 Regular Board Meeting as amended.

**Motion ...Carried Unanimously**

#### **3.2 BUSINESS RISING OUT OF THE MINUTES**

##### **3.2.1 ASCHA Resolution**

A resolution was not prepared for the ASCHA Annual General Meeting. More facts need to be gathered.

### **4.0 FINANCIAL**

#### **4.1 FINANCIAL REPORTS - Foundation**

##### **4.1.1 Foundation Payable Disbursements for January 2017**

**Resolution #17-02-03: Moved by S. Strathern** to accept the Payable Disbursements as information.

**Motion ...Carried Unanimously**

##### **4.1.1.1 Visa Payable for December 2016**

**Resolution #17-02-04: Moved by J. Young** to accept the Visa Payable as information.

**Motion ...Carried Unanimously**

#### **4.2 FINANCIAL REPORTS – Urban Housing**

##### **4.2.1 Urban Housing Payable Disbursements for January 2017.**

**Resolution #17-02-05: Moved by S. Mahan** to accept the Urban Housing Payable Disbursements as information.

**Motion ...Carried Unanimously**

#### **4.3 BUDGET 2017**

##### **4.3.1 Provincial Housing Budget 2017**

**Resolution #17-02-06: Moved by S. Mahan** to have S. Keller respond to the letter presented, asking to reduce the revenue in the budget to make it attainable.

**Motion ...Carried Unanimously**



**4.4 BOARD MEMBER EXPENSE**

**4.4.1 Board Member Expenses for January 2017**

**Resolution #17-02-07: Moved by J. Young to approve the Board Member Expenses for January 2017, in the amount of \$1129.38.**

**Motion ...Carried Unanimously**

**5.0 OLD BUSINESS**

*None at this time*

**6.0 REPORTS**

**6.1 OPERATIONS REPORT**

**6.1.1 Operation's Report**

Operations Report was verbally reviewed by S. Keller.

**6.1.2 Vacancy Report**

**Resolution #17-02-08: Moved by S. Strathern to accept the Vacancy Report as information.**

**Motion ...Carried Unanimously**

**6.1.3 In-Private Session (Personnel)**

**Resolution #17-02-09: Moved by S. Mahan to go in-private to discuss personnel matters at 11:36pm.**

**Motion ...Carried Unanimously**

*Break for Lunch at 12:15pm*

*Resume Meeting at 1:00pm*

**Resolution #17-02-10: Moved by S. Strathern to come out of private at 1:44pm.**

**Motion ...Carried Unanimously**

**6.2 POLICY**

**6.2.1 Health and Safety Policy**

**Resolution #17-02-11: Moved by S. Strathern to approve the Health and Safety Policy as amended.**

**Motion ...Carried Unanimously**



**7.0 NEW BUSINESS**

**7.1 2016 Audit Planning**

Presented as information

**8.0 CORRESPONDENCE**

**8.1 To: Terry Molencamp, CAO Village of Breton – 2017 Requisitions (February 6, 2017)**

**8.2 To: Dwight Dibbens, CAO Town of Drayton Valley – 2017 Requisitions (February 6, 2017)**

**8.3 To: Marco Schoeninger, CAO Brazeau County – 2017 Requisitions (February 6, 2017)**

**8.4 From: John Thomson Alberta Seniors and Housing – 2017 Budget and Housing Division Update, 2017 Portfolio Advisor List and Organizational Chart (December 22, 2016) Email**

**Resolution #17-02-12: Moved by S. Mahan to accept the correspondence as information.**

**Motion ...Carried Unanimously**

**9.0 FUTURE MEETING DATES**

**9.1 NEXT BSF REGULAR BOARD MEETING – Friday, March 10, 2017 at the Shangri-La Lodge @ 10:00am.**

**10.0 ADJOURNMENT**

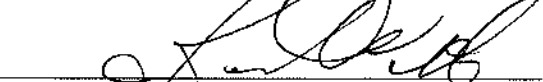
**Resolution #17-02-13: Moved by S. Mahan to adjourn the meeting at 2:15pm.**

**Motion ...Carried Unanimously**

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APPROVED AT THE March 10, 2017 MEETING OF THE BOARD

  
\_\_\_\_\_  
Chief Administrative Officer

  
\_\_\_\_\_  
Board Chair

# Board Meeting Highlights

March  
2017



## First Nations, Métis & Inuit Education Gathering

The Board supported the sponsorship of two elders/parents to attend the CASS & Alberta Education First Nations, Métis & Inuit Education Gathering, April 26-28, 2017.

## Graduation Mass Intentions

The Board approved special mass intentions and individual recognition of the Division high school graduates for the 2016-2017 school year.

## Board Updates

The Board received updates on the Division's forthcoming redesign of school websites, progress at the Mother d'Youville school construction site, a recent regional busing survey and the Superintendent's meeting with the Vatican's Canadian Ambassador.

## Edwin Parr Teaching Nomination

The Board approved the ASBA 2017 Edwin Parr First Year Teacher Award Nomination of Notre Dame Teacher Pierrette Folefack, as STAR Catholic's nominee.

## Divisional Chaplaincy

The Board reviewed the role and position summary for a Divisional Chaplain/Youth Minister.

## Updated Policies

As per the Board's continual review of its policies. The revised Policy 5 and 7 were given first and second reading, while revisions to Policy 9 were given first, second and third reading.

## Capital Plan

The Board approved its 2017-2018 Capital Plan as presented. A modernization of Father Lacombe Catholic School, a new Catholic High School in Beaumont, and the modernization of Christ the King School in Leduc are top priorities.

## DATES TO REMEMBER

### Next Board Meeting

Wednesday, April 19

10:30 a.m.

STAR Central Office

4906 50 Ave., Leduc, AB

*The public is welcome at all*

*Board meetings.*

## Board of Trustees

[Thalia Hibbs](#), Chair

Lacombe

[John Tomkinson](#), Vice Chair

Wetaskiwin

[Dan Chalifoux](#)

Beaumont

[Sandra Bannard](#)

Drayton Valley

[Susan Kathol](#)

Drayton Valley

[Karen Richert](#)

Leduc

[Michelle Lamer](#)

Leduc

[Dan Svitich](#)

Ponoka

[Henry Effen](#)

Wetaskiwin