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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. January 17, 2018, Regular Meeting of Council Minutes 3-7

4.0 Adoption of:

4.1. January 17, 2018, Regular Meeting of Council Minutes

5.0 Delegation

5.1. Mr. Mark Smith, MLA, Drayton Valley – Devon

6.0 Decision Items

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6.1. Mayor's Advisory Council Appointment 8-19

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6.2. Appointment to Exploratory Recreation and Culture Committee

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6.3. Community Grants, First Quarter Allocation 20-47

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7.0 Department Reports

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7.1. Engineering and Development Sonya Wrigglesworth

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7.2. Community Services and FCSS Annette Driessen

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7.3. Emergency Services Tom Thomson

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8.0 Council Reports

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8.1. Councillor Dodds

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8.2. Councillor Gammana

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8.3. Councillor Butz

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8.4. Councillor Ballas

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8.5. Councillor Peebles

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8.6. Mayor Doerksen

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9.0 Information Items

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9.1. Waste Management Committee Notes – September 12, 2017 49-50

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9.2. Sustainability Committee Notes 51-54

- September 19, 2017

- December 6, 2017
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9.3. Economic Development Committee Notes	55-60
• September 28, 2017	
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• January 3, 2018	
9.4. STAR Catholic Board Highlights – January 2018	61
9.5. Drayton Valley Legacy Project January 18, 2018, Meeting Notes	62-63
9.6. Drayton Valley Municipal Library Board Minutes – November 20, 2017	64-67
9.7. Letter to Honourable Kathleen Ganley, Minister of Justice and Solicitor General – RCMP Funding for Small Urban Communities	68-69
9.8. Budget and Asset Management Committee Meeting Notes – December 8, 2017	70-71

10.0 Adjournment



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## Meeting Minutes

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### **THOSE PRESENT:**

Mayor Doerksen  
Deputy Mayor Wheeler  
Councillor Butz  
Councillor Ballas  
Councillor Dodds  
Councillor Gammana  
Councillor Peebles  
Dwight Dibben, Chief Administrative Officer  
Pam Livingston, Director of Corporate Services  
Tom Thomson, Fire Chief  
Annette Driessen, Director of Community Services  
Sonya Wrigglesworth, Acting Director of Engineering and Development

Kevin McMillan, Senior Financial Officer  
Rita Bijeau, Executive Assistant  
Chandra Dyck, Legislative Services Coordinator  
Jennifer Stone, Records Management and Communications  
Leonard Rogers, Information Services Manager  
Jerome Zheng, Junior System Administrator  
S/Sgt. Malcolm Callihoo  
Laine Mitchell, CIBW Radio  
Cathy Weetman, Drayton Valley Western Review  
Members of the Public

### **ABSENT:**

### **CALL TO ORDER**

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

***Councillor Gammana entered the meeting at 9:02 a.m.***

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

There were no additions or deletions to the Agenda.

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

##### **RESOLUTION #001/18**

Deputy Mayor Wheeler moved to adopt the Agenda for the January 17, 2018, Regular Meeting of Council, as presented.

**CARRIED**

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

##### **3.1. December 20, 2017, Regular Meeting of Council Minutes**

There were no corrections or amendments to the December 20, 2017, Regular Meeting of Council Minutes.

**4.0 Adoption of:**

4.1. December 20, 2017, Regular Meeting of Council Minutes

**RESOLUTION #002/18**

Councillor Peebles moved to adopt the Minutes of the December 20, 2017, Regular Meeting of Council, as presented.

**CARRIED**

**5.0 Delegations / Administrative Updates**

5.1. S/Sgt. Callihoo – December 2017 Stats and Year to Date Report

S/Sgt. Callihoo provided a detailed report on the activity of the Drayton Valley RCMP Detachment for December of 2017 and the 2017 calendar year. Emphasis on the importance of locking vehicles and having an inventory of belongings, including the make, model, and serial number was expressed by S/Sgt. Callihoo.

5.2. Mr. Tom Hinderks – Drayton Valley Hospitality and Tourism Authority (DVHTA)

Mr. Hinderks provided Council with a detailed report on the activity of the DVHTA to date, requesting the Town's collaboration on attracting events to the community.

**6.0 Decision Items**

6.1. Alberta Community Partnership Grant Funding for Intermunicipal Collaboration Framework Negotiation

**RESOLUTION #003/18**

Councillor Dodds moved that Council endorse participation in an Alberta Community Partnership grant application for resources to be used in preparation and negotiation of the Intermunicipal Collaboration Framework between Brazeau County and the Town of Drayton Valley.

**CARRIED**

6.2. Intermunicipal Development Plan Council Advisory Committee Appointment

**RESOLUTION #004/18**

Councillor Gammana moved that Council appoint Councillor Nancy Dodds and Councillor Corey Peebles to the Brazeau County and Town of Drayton Valley Intermunicipal Development Plan Council Advisory Committee.

**CARRIED**

6.3. Brazeau Foundation Donation

**RESOLUTION #005/18**

Councillor Butz move that Council provide funding to Brazeau Foundation in support of the donation of a vehicle, not to exceed the amount of \$2,000.00, from the Grants to Community Organizations account.

**CARRIED**

6.4. Pembina Nordic Ski Club Funding Request

**RESOLUTION #006/18**

Councillor Peebles moved that Council approve financial assistance to the Pembina Nordic Ski Club in the amount of \$52,500 for the development of the outdoor Education and Event Centre.

**CARRIED**

6.5. Town of Drayton Valley Special Event Insurance

**RESOLUTION #007/18**

Deputy Mayor Wheeler moved that Council endorse the Family Day Event, on February 19, 2018; the Annual Triathlon, on May 12, 2018; Canada Day Festivities, July 1, 2018, that they be covered under the events insurance of the municipality.

**CARRIED**

6.6. Committee Appointments

- Mayor's Advisory Committee

**RESOLUTION #008/18**

Councillor Butz moved that Council appoint Ms. Laura Delesalle, Mr. Kevin Laiss, Ms. Susan Madill, and Ms. Wendy Snow as community members-at-large to the Mayor's Advisory Council for a two-year term commencing January 17, 2018, and ending October 31, 2019.

**CARRIED**

- Early Childhood Development Centre Board

**RESOLUTION #009/18**

Councillor Dodds moved that Council appoint Mrs. Sharon MacLellan as the Town Community-At-Large Representative for the Early Childhood Development Board for a term of two (2) years commencing January 17, 2018, and ending October 31, 2019.

**CARRIED**

***Mayor Doerksen called a break in the meeting at 10:15 a.m.***

***Mayor Doerksen reconvened the meeting at 10:27 a.m.***

**7.0 Department Reports**

7.1. Engineering and Development

Ms. Wrigglesworth provided Council with a report on the Engineering and Development Department.

7.2. Community Services and FCSS

Ms. Driessen provided Council with a detailed report on the Community Services Department.

7.3. Emergency Services

Fire Chief Thomson provided Council with a detailed report on the December 2017 stats for Fire Services.

7.4. CAO Report

Mr. Dibben provided Council with a report on the undertakings to finalize the 2018 budget.

**8.0 Council Reports**

8.1. Councillor Peebles

- December 31 – WinterFest
- January 3 – Economic Development Committee Meeting

8.2. Councillor Dodds

- December 31 – WinterFest

- January 3 – Economic Development Committee Meeting
- January 5 – 60<sup>th</sup> Anniversary Ad-Hoc Committee Meeting
- January 11-12 – Munis 101 Training
- January 16 – Sustainability Committee

8.3. Councillor Gammana

- December 28 – 60<sup>th</sup> Anniversary Ad-Hoc Committee Meeting
- December 31 – WinterFest
- January 3 – Economic Development Committee Meeting
- January 5 – 60<sup>th</sup> Anniversary Ad-Hoc Committee Meeting

8.4. Deputy Mayor Wheeler

- Healthy Communities Coalition Meeting

8.5. Councillor Butz

- December 31 – WinterFest
- January 3 – Economic Development Committee Meeting

8.6. Councillor Ballas

- Drayton Valley Community Foundation Board Meeting
- January 18 – Legacy Project Meeting

8.7. Mayor Doerksen

- January 3 – Economic Development Committee Meeting
- January 9 – NAIG (Northern Alberta Ideas Group of the APWA (Alberta Public Works Association)) Northern Chapter Meeting
- January 17 – Meeting with Wild Rose School Division

**9.0 Information Items**

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9.1 Drayton Valley Municipal Library Board Minutes – October 2017

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9.2 Brazeau Foundation Board Minutes

- October 12, 2017, Regular Board Meeting
  - November 9, 2017, Special Board Meeting
  - December 1, 2017, Regular Board Meeting
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9.3 Federation of Canadian Municipalities Innovation Network – Forum 3 Summary

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9.4 Drayton Valley Legacy Project Meeting Minutes – December 14, 2017

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9.5 St. Thomas Aquinas Roman Catholic School Division Board Highlights – December 2017

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9.6 RCMP December 2017 Stats

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9.7 Council Conference Reports

- Councillor Butz – Munis 101 Training, November 4-5, 2017
  - Councillor Dodds – AUMA Annual Conference, November 22-24, 2017
  - Councillor Gamma – Munis 101 Training, November 4-5, 2017
  - Councillor Peebles – AUMA Annual Conference, November 22-24, 2017
  - Deputy Mayor Wheeler – AUMA Annual Conference, November 22-24, 2017
- 

9.8 Drayton Valley Brazeau County Fire Services – December 2017 Stats

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**RESOLUTION #010/18**

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

**CARRIED**

**10.0 Adjournment**

Mayor Doerksen adjourned the meeting at 10:51 a.m.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

DRAFT

## COUNCIL REQUEST FOR DECISION

<b>SUBJECT:</b>	<b>Mayor's Advisory Council Appointment</b>
<b>MEETING DATE:</b>	February 7, 2018
<b>SUBMITTED BY:</b>	Administration on behalf of Council
<b>PROPOSAL AND BACKGROUND:</b>	
<p>Town Bylaw 2011/18/B requires that the Mayor's Advisory Council consist of thirteen (13) members who shall be appointed by Resolution of Town Council for either a two or three-year term. Advisory Council members include representation from the Town, County, Ministerial Association, youth (individuals up to age 21), seniors (individuals age 55+), and the Mayor and Deputy Mayor. When vacancies occur, applicants for the Advisory Council must meet the criteria stated within Bylaw 2011/18/B.</p> <p>Currently, there are three (3) vacancies, one of which is designated as a youth representative. The vacancies were advertised in the Drayton Valley Western Review and through the Town's website and social media. One (1) new application has been received from Ms. Astrid Mitchell and is attached for Council's review and information.</p>	
<b>OPTIONS AND ALTERNATIVES, WITH ANALYSIS:</b>	
<p>A. Appoint a member to the Advisory Council. This appointment, for a two-year period, would then expire on October 31, 2019, allowing for the continued operations of the Mayor's Advisory Council.</p> <p>B. Direct Administration to re-advertise the positions on the Mayor's Advisory Council. A delay in appointments will not impact the Advisory Council's ability to meet, as per the Bylaw, a quorum of the Advisory Council consists of a majority and this requirement is being met.</p>	
<b>BUDGET / RESOURCE IMPLICATIONS:</b>	
<p>The honorariums paid to Board members are considered within the departmental budgets. Accordingly, there are no additional budgetary implications.</p>	



**FOLLOW-UP ACTION (PUBLIC ENGAGEMENT, COMMUNICATIONS STRATEGY, AND IMPLEMENTATION):**



The applicant will be notified of Council's decision and the new member will begin their term as of February 7, 2018.

**POTENTIAL MOTIONS:**


- A. That Council appoint Ms. Astrid Mitchell as a community member-at-large to the Mayor's Advisory Council for a two-year term commencing February 7, 2018, and ending October 31, 2019.
- B. Direct Administration to re-advertise one or all of the positions for the Mayor's Advisory Council.

**ATTACHMENTS:**

- Attachment 1: Ms. Astrid Mitchell
- Attachment 2: Mayor's Advisory Council Bylaw 2011/18/B

Report Prepared By:		Report Reviewed By:	
			
Name:	Sabine Larcher	Name:	Pam Livingston
Title:	Administrative Assistant	Title:	Director of Corporate Services

Report Routed to Council By:





## TOWN OF DRAYTON VALLEY

### Application for Board/Committee Membership

FOIP Act; RSA 2000; Chapter F-25; section 17(1) & (4)

NAME: Astrid Mitchell PHONE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
FOIP Act; RSA 2000; Chapter F-25; section 17(1) & (4)

STREET ADDRESS: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

OCCUPATION: OCCUPATIONAL HEALTH & SAFETY CONSULTANT

I AM INTERESTED IN (SELECT ONE):

- 1 Year Term     2 Year Term  
 3 Year Term     No Preference

SOME BOARDS/COMMITTEES HAVE SPECIFIC POSITIONS FOR CERTAIN DEMOGRAPHICS, PLEASE ANSWER THE FOLLOWING:

AGE:     Under 21     21-35     35-55     Over 55

MUNICIPALITY OF RESIDENCE:  
 Town of Drayton Valley     Brazeau County     Other(Please State):

BOARD/COMMITTEE MEMBERSHIP APPLIED FOR: (Please Choose)

- |  |   |
|--|---|
| <input type="checkbox"/> Aquatic Fund Development Strategy Committee                 | <input type="checkbox"/> Brazeau Seniors Foundation             |
| <input type="checkbox"/> Childcare Operational Board                                 | <input type="checkbox"/> Drayton Valley Municipal Library Board |
| <input type="checkbox"/> Family and Community Support Services (FCSS) Advisory Board | <input checked="" type="checkbox"/> Mayor's Advisory Committee  |
| <input type="checkbox"/> Subdivision and Development Appeal Board                    | <input type="checkbox"/> Traffic Advisory Committee             |
| <input type="checkbox"/> Other: (Please state)                                       |   |

I hereby give permission to have my name stand for other vacant positions on Town of Drayton Valley Boards or Committees, should I not be selected to serve on this Board or Committee.

The personal information requested on this form is being collected for the purpose of assessing suitability for appointment to a Board or Committee constituted or formed by the Town of Drayton Valley. It is collected under the authority of Section 33 of the *Freedom of Information and Protection of Privacy Act*, RSA 2000, Chapter F-25, and is used exclusively and expressly for the purpose mentioned above. If you have any questions on disclosure or the use of information, please contact the FOIPP Coordinator at (780) 514-2200.

**RELATED EXPERIENCE AND QUALIFICATIONS:**

- INVOLVED IN THE COMMUNITY FOR 29 YEARS
- HELD POSITIONS ON VARIOUS BOARDS THROUGH OUT
- KEEN INTEREST IN THE BETTERMENT OF OUR COMMUNITY
- SAW THE FUNDRAISING & COMPLETION OF THE SKATE PARK THROUGH TO ~~FR~~ COMPLETION (CO-CHAIR FUNDRAISING COMMITTEE)

**BRIEFLY STATE YOUR REASONS FOR APPLYING FOR MEMBERSHIP:**

STRONGLY FEEL THE MAYOR NEEDS INPUT FROM ACTIVE MEMBERS OF THE COMMUNITY AS WELL, SHOULD RECEIVE INPUT FROM VARIOUS SOURCES & OPINIONS. MOST IMPORTANTLY OUR COMMUNITY IS A WONDERFUL PLACE TO LIVE & I WANT TO CONTRIBUTE TO THE PROMOTION OF IT.

**OTHER PERTINENT INFORMATION:**

- CURRENTLY SITTING ON THE HCC SUBCOMMITTEE FOR INJURY PREVENTION
- ACTIVE VOLUNTEER FOR THE DV100
- FORMER BOARD MEMBER OF THE DRAYTON VALLEY HEALTH SERVICES FOUNDATION
- HEALTH & SAFETY CONSULTANT & BUSINESS OWNER.

Will you be able to attend all regular meetings and attend to matters which may require allocation of personal time?

YES  NO

PLEASE PROVIDE TWO (2) LETTERS OF REFERENCE.

(INCLUDED)

FOIP Act; RSA 2000; Chapter F-25; section 17(1) & (4)

**SIGNATURE**

**DATE:** JANUARY 15, 2018

Please return the completed form marked

**ATTENTION: Administration Department**

In Person 5120-52 Street, Drayton Valley  
 Mail Box 6837, Drayton Valley, AB, T7A 1A1  
 E-mail admin-support@draytonvalley.ca

The personal information requested on this form is being collected for the purpose of assessing suitability for appointment to a Board or Committee constituted or formed by the Town of Drayton Valley. It is collected under the authority of Section 33 of the *Freedom of Information and Protection of Privacy Act*, RSA 2000, Chapter F-25, and is used exclusively and expressly for the purpose mentioned above. If you have any questions on disclosure or the use of information, please contact the FOIPP Coordinator at (780) 514-2200.

# Astrid Catherine Mitchell Biography

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## Personal

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- Born and raised in Edmonton, Alberta.
- Moved to Drayton Valley, AB in 1989.
- Married to Dave Mitchell for 25 years
- 3 Adult kids: Jessica, Erin and Bradly.

## Professional

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- Registered Day Home in Drayton Valley from 1993-1997
- Modern Office Specialist Diploma from NAIT 1996
- Artie T. Kos Trucking from 2000-2010
  - Accounting
  - Contracts Coordinator
  - Executive Assistant
  - Safety Administrator
- Occupational Health and Safety Consultant 2010 to present
  - Occupational Health and Safety Diploma from the University of Alberta with Distinction
  - National Safety Code Compliance
  - Incident Investigation
  - WCB reporting
  - Alberta Motor Transportation Association COR auditor (Internal)
  - Various Industry Training Certificates
- Pembina Crisis Connection Society
  - Domestic Violence and the Workplace trainer
- Alberta Council of Women's Shelters
  - Contracted to develop and implement strategies to train Health and Safety Professionals regarding Domestic Violence and the Workplace.

## Volunteerism

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### Current

- Drayton Valley Health Communities Coalition
  - Injury Prevention Subcommittee member
  - Alcohol Strategy Subcommittee member
- DV100 Bike Race/Ride for the Drayton Valley Community Foundation 2014-Present

## Astrid Catherine Mitchell Biography

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### Past

Volunteerism and altruism was instilled in me by my parents from a very young age. I have volunteered in some capacity somewhere my entire life. Some previous commitments I've had in Drayton Valley are:

- Mom and Tots Group. Brought my day home children to the Drayton Valley extended care once a week to visit residents
- Drayton Valley Playschool Board Member 4 years
- Classroom volunteer for all of my kids, each year
- Grade 9 Ski Trip Chaperone
- St. Anthony Warm Lunch Program
- Drayton Valley Health Services Foundation Board member 8 years
- Drayton Valley Skate Park Fundraising Co Chair

### Hobbies

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- Level I Ski Instructor
- Yoga
- Reading
- Travel
- Cycling

# Dana Sharp-McLean

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FOIP Act; RSA 2000; Chapter F-25; section 17(1) & (4)

January 16, 2018

Mayor and Council  
Town of Drayton Valley  
PO Box 6837  
Drayton Valley, Alberta  
T7A 1A1

Mayor and Council,

**RE: Astrid Mitchell, Applicant, Mayor's Advisory Committee**

I send this letter as a reference for Astrid Mitchell, recommending her as a member of the Mayor's Advisory Committee.

Astrid has been an active member of this community since moving here with her husband, Dave, in the late 1980's. She has raised her three children in this community and has been an active volunteer throughout her time here. Since her children have grown and successfully launched themselves into their respective careers, Astrid has done so as well.

Astrid became involved with the Healthy Communities Coalition (HCC) a few years ago as a member of our Alcohol Policy Committee. I approached Astrid as I knew of her work in industry as an Occupational Health and Safety Consultant. She has a unique perspective on the community, as a resident, parent, volunteer and business owner. Her work allows her to develop unique relationships with people from many walks of life and she has been able to leverage these relationships in ways that benefit her community. She became involved with Leading Change, an initiative through the Alberta Council of Women's Shelters to spread awareness of domestic violence and its impact on the workplace. She works with employers to better prepare them to respond to domestic violence in the workplace and to ensure they have policies and procedures in place. She is a much "in-demand" presenter on the topic across the province. She continues to serve HCC on the Injury Prevention and Emergency Preparedness Subcommittee and is an active and thoughtful participant in our conversations as well as in the execution of plans. Astrid is passionate, dedicated, well-informed and prepared.

She has a broad vision of the community and the potential of our residents and is committed to doing what she can to improve our collective health and well-being. She also has a solid

understanding of the history and work ethic of our community and how our business and human/health service communities can and do work well together. Astrid would be an asset to the Mayor's Advisory Committee and I give her my full support and strongest possible recommendation! Please feel free to contact me if you have any questions regarding this letter.

Sincerely,

FOIP Act; RSA 2000; Chapter F-25; section 17(1) & (4)

Dana Sharp-McLean BSW, RSW

January 17, 2018

To whom it may concern,

I have known Astrid Mitchell for many years. Astrid by any measure is a person who has a great concern for the Town of Drayton Valley. She and her family have a long history of volunteering selflessly for our community, pitching in for numerous Drayton Valley and area organizations.

Astrid Mitchell is very comfortable taking a leading role as she is a person of action, a person that gets things done and I can tell you first hand that she has been a valuable contributor to our annual DV100 cycling event.

I know Astrid to be an enthusiastic and tireless worker, her passion for this community is evidenced by her long record of service. Astrid Mitchell is about integrity, I would confidently recommend her to any organization or employer.

Sincerely,

FOIP Act; RSA 2000; Chapter F-25; section 17(1) & (4)

Michael Ferrey





## DRAYTON VALLEY

*'Pulling Together'*

### BYLAW NO. 2011/18/B

**BEING A BY-LAW OF THE TOWN OF DRAYTON VALLEY IN THE PROVINCE OF ALBERTA TO PROVIDE FOR THE ESTABLISHMENT OF A MAYOR'S ADVISORY COUNCIL AND SET FORTH THE DUTIES AND RESPONSIBILITIES OF THAT COMMITTEE.**

**WHEREAS** the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta 2000 and amendments thereto, provides for the establishment of any Board considered desirable for the purpose of managing and operating, and advising in the management and operation of, any branch or any department of the Municipality's services, and in the extension and improvement thereof;

**NOW THEREFORE**, the Council of the Town of Drayton Valley, duly assembled, hereby enacts as follows:

- There is hereby established an advisory body which shall be known as the Mayor's Advisory Council for the Town of Drayton Valley.
- The By-law shall be cited as the Mayor's Advisory Council By-law.

1. Interpretation:

- a) Town- means the Town of Drayton Valley
- b) County means Brazeau County
- c) Community means the Town of Drayton Valley and Brazeau County
- d) Advisory Council means the Mayor's Advisory Council
- e) Council means the Council of the Town of Drayton Valley
- f) Public means residents of the Town of Drayton Valley and Brazeau County
- g) Ministerial Association means member churches of the Drayton Valley Ministerial Association
- h) Seniors means individuals age 55+
- i) Youth means individuals up to age 21

2. Purpose of the Advisory Council

The purpose of the Mayor's Advisory Council is to:

- a) Provide feedback on local needs, areas of improvement and issues to be addressed by Council.
- b) Enhance communication between the Public and Council towards common goals.
- c) Provide Council with ideas to promote the community – its continued stability, growth and overall quality of life.

- d) Make recommendations for celebrations, recognition of people and events.
- e) Provide feedback on Council's decision making practices in terms of fairness and equity.

3. Composition and Appointments of the Mayor's Advisory Council

- a) The Advisory Council shall consist of representatives from the Town and area, who shall be appointed by resolution of Council for a term of two or three years terms.
- b) The representatives shall consist of 11 members from the Town, County, the Ministerial Association, the youth, the seniors; and the Mayor and Deputy Mayor.
- c) Advisory Council Members shall be selected on the basis of an active interest in the Community.
- d) All Advisory Council Members appointments are to be made/approved by Council for a term of two or three years, commencing November 1<sup>st</sup>, with the exception of the Deputy Mayor's position.
- e) Appointments/re-appointments made by Town Council shall be based on information/advice of the Council and other relevant sources.
- f) All members of the Advisory Council must live within the boundaries of the Town and/or County.
- g) Absenteeism – should a member miss three consecutive meetings, their membership will be reviewed by the Advisory Council and will be terminated by Council at their sole discretion.
- h) In the event a member of the Advisory Council resigns, the Mayor and Council will have the option to replace and/or appoint a new member to the Advisory Council to complete the vacant term.

4. Advisory Council Procedures

- a) The Mayor shall preside at the meetings, with the Deputy Mayor presiding in the absence of the Mayor.
- b) Meetings will be held four (4) times per year as set out by the Chair.
- c) The Chair can schedule additional meetings as necessary.
- d) A quorum for meetings of the Advisory Council shall consist of a majority of Advisory Council members, with recommendations being made on a consensus basis.
- e) The Recording Secretary, as designated by the Chair, shall prepare an agenda for upcoming meetings, containing items submitted by the Advisory Council members or referred by Council, and shall be circulated in advance of the meeting.
- f) Notes of all meetings shall be recorded by the Secretary and kept in the Committee Meeting Minute File of the Town.
- g) Meeting procedures shall be conducted in accordance with good meeting practices.

5. Limitations

Neither the Advisory Council, nor any of its members, shall have the power to pledge the credit of the Town in connection with any matters whatsoever, nor shall the Advisory Council or any

member thereof have any power to authorize any expenditure to be charged against the Town any of the Parties without prior approval by the Town.

**AND THAT** this bylaw shall come into force and have effect from and after the date of third reading thereof. Bylaw No. 99-03 and any Amending Bylaws are repealed upon enactment of this bylaw.

Read a first time this 14<sup>th</sup> day of Decemeber, 2011, A. D.



MAYOR



TOWN MANAGER

Read a second time this 14<sup>th</sup> day of December, 2011, A. D.

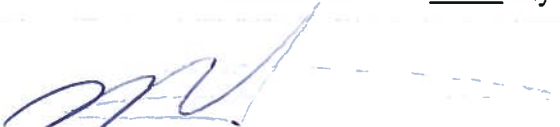


MAYOR



TOWN MANAGER

Read a third and final time this 14<sup>th</sup> day of December, 2011, A. D.



MAYOR



TOWN MANAGER

## COUNCIL REQUEST FOR DECISION

<b>SUBJECT:</b>	<b>Community Grants, First Quarter Allocation</b>
<b>MEETING DATE:</b>	February 7, 2018
<b>SUBMITTED BY:</b>	Annette Driessen, Director of Community Services
<b>PROPOSAL AND BACKGROUND:</b>	
<p><u>Community Events Grant</u></p> <p>The Town of Drayton Valley recognizes there are non-profit organizations that host community events to raise funds or require donations for worthwhile projects, programs, or services. In an effort to support these organizations, the Town may provide grants to assist with the hosting of community events and initiatives. Funding applications are allocated quarterly, the first quarter closed on January 2, 2018.</p> <p>A total of three (3) eligible applications were received for the Community Events Grant first quarter allocation:</p> <ul style="list-style-type: none"> <li>• Aim for Success - I am Empowered Women's Conference - April 14, 2018, requesting \$3,000.00</li> <li>• Drayton Valley Skating Club - Annual Figure Skating Competition and Carnival - February 2 – 4, 2018, and February 24, 2018, respectively; requesting a total of \$1,500.00</li> <li>• Toronto Maple Leafs Alumni Hockey Game Committee – February 17, 2018, requesting \$16,500.00 including in-kind contributions</li> </ul> <p>Two (2) additional applications were received by the Town. One was deemed ineligible by Administration, as the application was incomplete. The second received funding through an alternate source and no longer requires grant funding from the Town.</p>	
<b>OPTIONS AND ALTERNATIVES, WITH ANALYSIS:</b>	
<p>The balance available for allocation during this grant quarter for the Community Event Grants is \$5,000.00. Council may wish to consider partial granting of each application, as each meets the criteria established for funding in Policy A-01-01, Support Grants for Community Events.</p> <p>The attached checklist for each application notes previous funding for these events provided by the Town.</p>	
<b>BUDGET / RESOURCE IMPLICATIONS:</b>	
<p>The Town identifies in its yearly administration budget a set amount of funding available for grants. The Community Events Grant was allocated \$20,000 for the 2018 Interim Budget , which is \$5,000 per quarter</p>	

**LINKAGE TO MUNICIPAL POLICIES, PLANS, OR ESTABLISHED PRIORITIES:**

The Community Event Grant helps organizations and individuals achieve some of the community goals set out in the Social Development Plan, and all applications are reviewed under the guidelines contained within the Policy No. A-01-01 Support Grants for Community Events.

The Social Development Plan, through its objectives, sets out to:

- support individual abilities by encouraging citizen engagement;
- use the power of local organizations, including service clubs and private enterprises;
- make the most of non-traditional assets such as parks, green spaces, and community pride;
- build resilience in the community; and
- improves the community's quality of life.

Each of these applications serves to foster one or more of the above goals.

**FOLLOW-UP ACTION (PUBLIC ENGAGEMENT, COMMUNICATIONS STRATEGY, AND IMPLEMENTATION):**

Following Council's decision the applicants will be notified.

**POTENTIAL MOTIONS:****OPTIONS FOR THE APPLICATION FROM AIM FOR SUCCESS:**

1. That Council award Aim for Success \$ \_\_\_\_\_ to help cover costs associated with the I am Empowered Women's Conference on April 14, 2018.
2. That Council decline the funding request from Aim for Success to help cover costs associated with the I am Empowered Women's Conference on April 14, 2018.

**OPTIONS FOR THE APPLICATION FROM THE DRAYTON VALLEY SKATING CLUB:**


1. That Council award the Drayton Valley Skating Club \$ \_\_\_\_\_ to help cover costs associated with hosting the Annual Figure Skating Competition being held on February 2 – 4, 2018 and the Annual Carnival being held on February 24, 2018.
2. That Council decline the funding request from the Drayton Valley Skating Club to help cover costs associated with hosting the Annual Figure Skating Competition being held on February 2 – 4, 2018 and the Annual Carnival being held on February 24, 2018.


**OPTIONS FOR THE APPLICATION FROM THE TORONTO MAPLE LEAFS ALUMNI HOCKEY GAME COMMITTEE:**

1. That Council award the Toronto Maple Leafs Alumni Hockey Game Committee \$ \_\_\_\_\_ to help cover the costs associated with hosting the Toronto Maple Leafs Alumni Hockey Game - February 17, 2018.
2. That Council decline the funding request from the Toronto Maple Leafs Alumni Hockey Game Committee to help cover the costs associated with hosting the Toronto Maple Leafs Alumni Hockey Game - February 17, 2018.

**ATTACHMENTS:**

Attachment 1: TODV Grants\_PKG\_Attachments

Report Prepared By: <i>Cora Appley</i>		Report Approved By: 	
Name:		Name:	
Title:		Title:	

Report Routed to Council By: 
---



## TOWN OF DRAYTON VALLEY

### COMMUNITY EVENT GRANT CHECKLIST

**OFFICE USE ONLY**

Name of Applicant: Aim for Success

Name of Event: I am Empowered Women's Conference - April 14, 2018

<b>CRITERIA</b>		
<b>Policy Requirements:</b>		<b>Notes:</b>
	application (complete, signed and accompanied by supporting documents) received by deadline	Application not signed
✓	benefit the community as a whole or a specific major group within the community	Attendance estimated at 150 - local and non-local
✓	not duplicate past or present local services (unless a need can be demonstrated)	Annual Conference
✓	provide equal access to the service without discrimination	Yes
	not already be receiving direct or indirect support from the Town for the stated service	FCSS has awarded \$4,000 in Grant Funding
✓	address an identified need in the community or contribute to the common good of the community	Empowerment and Self-esteem among females
✓	recognize the Town's contribution to the event or service sponsored	Conference booklet, website, powerpoint, promotional items
✓	other revenue sources have been sought or obtained	Yes - 13 sponsorships acquired (\$9,500) No indication of application to Brazeau County.
	is the applicant using the grant funds to leverage other grants or funds	Not indicated

<b>Additional Information</b>		<b>Notes:</b>
✓	Has the Town directly sponsored this event before?	Yes, Awarded \$750 in 2016 from the Community Event Grant. Awarded \$6,000 in 2017 from Safe & Healthy Communities Grant
✓	does the organization work to achieve some of the community goals set out in statutory plans (Social Development Plan, Community Sustainability Plan, etc.)?	Yes. Conference supports goals and strategies in both the Social Development Plan and the Community Sustainability Plan

Comments:

Requesting \$3,000 to help with cost of honorariums to workshop facilitators and their travel.  
Budgeting \$16,310 for Conference - \$13,000 expected in confirmed sponsors and registration fees

Recommendation to Council:

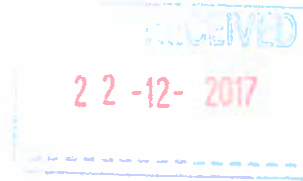
For consideration by Town Council.

Sponsorship Approved:                      Yes                      No

If yes, indicate amount: \$ \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_





## TOWN OF DRAYTON VALLEY COMMUNITY EVENT GRANT APPLICATION FORM

Date: December 22nd Event Date: April 14th 2018

Organization Name: Aim for Success

Mailing Address: 4762 50th street Drayton Valley, ab

Contact Name: christopher Lees Title: Project Coordinator

FOIP Act; RSA 2000; Chapter F-25; section 17(1) & (4)

Email: christopher.lees@wrsd.ca Telephone: \_\_\_\_\_

### ORGANIZATION MANDATE

Description of the organization's mandate:

Aim for Success works to advance cultures that strengthen the capacity of schools and communities to promote mental health and wellness in its children, youth and families through capacity building, universal programming, mentorship and bullying prevention initiatives. Aim for Success provides services to 7 schools within Drayton Valley. Utilizing evidence-based materials, tools and online media, the Aim for Success team works to empower educators directly and provide direct educational programming to support children and youth focusing on mental health and wellness. Together we are helping to build a community of youth who are resilient, mentally well and enjoy life.

### STATED SERVICE

Details of the stated service or initiative (including date(s), time(s), location(s) and activities):

This year we are hosting the third annual "I Am Empowered Womens Conference" on April 14 in Drayton Valley at the MAX and Frank Maddock High School, in celebration of women across our communities. This one day conference will engage and empower women of all ages (ages 10 to 100 years) through a variety of workshops and inspirational messages - building confident, powerful, and passionate women. The conferences underlying goals focus on self-esteem, body image and enhancing relationships and will feature Dr. Jody Carrington as keynote, Dr Jody is a Clinical Psychologist

Number of individuals and/or organizations (please specify) that will benefit from the stated service:

Last year we had 148 women attend the conference, we over 40 of those being youth. The conference was led by Aim for Success in partnersip with over 20 other local organizations. Participants completed an evaluation of the conference and below are the results: 100% of the attendees reported feeling more confident after the conference 94% of the attendees left feeling that they had learnt more about themselves 100% reported that the keynote relevant to the confence 95% of the attendees would recommend their workshop to a friend

Manner in which those individuals and/or organizations will benefit:

When girls hold themselves back because of the way they think they look, society misses out. Research shows that girls relationship with the way they look has a direct impact on their academic performance: girls who think they are overweight, irrespective of their actual weight, have lower grades, and the negative impact of low body confidence continues later on in life. We believe beauty should be a source of confidence, not anxiety. We want to see a community free of appearance-related anxiety so that girls women can have true inner beauty and grow up to be confident, strong and active members of society

### SPONSORSHIP REQUEST

Reason for request from the Town:

This years we celebrate our third annual I Am Empowered women's conference. At this years conference we are offering 40 workshops through out the day, Dr Jody Carrington as our keynote and an special evening event. The event brings together over 150 women from across our community, and as far a field as Calagry, medicine hat and beyond. This conference has grown to become a great opportunity to not only invest in women but also to showcase our town and demonstate to the rest of the province, how great things often come from small places.

Nature of the request and/or amount requested:

We are requesting \$3,000 to help with the cost of the honariums that we will be providing to the workshop faciliatators on the day of the workshop and the costs of their travel to the conference

Please attach:

a budget or business plan (showing anticipated revenue sources and expenditures) for the specific service/function requiring sponsorship

a list of other organizations that have been or will be approached for sponsorship

How will sponsoring organizations be recognized?

Recognition of sponsoring organizating is given by the following:

- Recognition of sponsership and level on conference program booklet
- Organization logo on website and registration page
- Organization logo on powerpoint on the day of the conference
- Access to add promotional items to the conference day tote bags, that are given to every attendee
- Special thanks to the organization on the day of the conference

**BY AFFIXING HIS/HER SIGNATURE BELOW, THE APPLICANT CONFIRMS THAT THE FOLLOWING STATEMENTS ARE TRUE, TO THE BEST OF HIS/HER KNOWLEDGE.**

1. The information provided is accurate.
2. The signature below is that of the registered director, board member or authorized designate of the organization requesting sponsorship.
3. I understand and agree that this application for municipal sponsorship, or any information related there to, is not confidential information and may be released by the Town of Drayton Valley.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**MAIL TO:**  
Town of Drayton Valley  
Community Event Grant  
Box 6837  
Drayton Valley, AB T7A 1A1

**DELIVER TO:**  
Town of Drayton Valley  
Community Event Grant  
5102 - 52 Street  
Drayton Valley, AB

**FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY (FOIP) STATEMENT**

The personal information on the Community Event Grant Application is being collected under authority of Section 33(c) of the *Freedom of Information and Protection of Privacy (FOIP) Act* and will be used to administer Grant Funding. The Town of Drayton Valley will use the aggregate data for program planning and evaluation. All personal information will be protected in accordance with the privacy provision of the *FOIP Act*. If you have any questions about the Grant or questions about the collection, use or disclosure of our personal information, please contact the Town of Drayton Valley at (780) 514-2200.



## I Am Empowered Organizations/Partners for 2018 Conference

### Confirmed Partnerships

1. Petro Canada
2. Community Foundation
3. FCSS
4. Mental health capacity building Projects
5. Wild rose school division
6. Aim for Success
7. Serenity Funeral services
8. The Max
9. Big West Country Radio
10. Frank Maddock High School
11. Best western Plus
12. 100 women who care
13. TicketPro

### Partnerships approached and awaiting confirmation

1. Weyheuser
2. Intercom messaging
3. Women in business network
4. Darkai Valve specialists
5. Pembina
6. Zinger rentals
7. Servus Credit union
8. Valley fleet Automotive
9. Women in business network
10. Darkai Valve specialists
11. Pembina
12. Home hardware
13. Duncan and Craig
14. Carol Lapointe
15. Telus
16. Distribution now

17. Willows
18. Vermillion
19. Wayne McKinnon
20. ACR
21. Nelson Bros
22. HVO



## I AM - Mother/Daughter Conference 2018 Budget

Expenses Budgetted	Cost	Funding Confirmed	Amount
Catering	\$3,650.00	Grants	
Keynote speaker costs	\$2,850.00	Community Foundation	\$4,500.00
Workshop Honorariums	\$3,600.00	FCSS	\$4,000.00
Marketing	\$1,200.00		
Max Venue costs	\$960.00	<b>Funding Expected</b>	<b>Amount</b>
School costs	\$500.00	Registration - tickets	\$3,500.00
Advertising	\$1,100.00	Business Funding	\$1,000.00
Travel costs for workshop presentors	\$600.00		
Supplies	\$600.00		
Photographer	\$500.00		
Hotels for workshops presentors	\$350.00		
Drinks and Snacks	\$250.00		
Meeting costs	\$150.00		
<b>Total</b>	<b>\$16,310.00</b>	<b>Total</b>	<b>\$13,000.00</b>
		Shortfall for 2018 conference	-\$3,310.00
<hr/>			
<b>Dinner Evening (50 people)</b>		<b>Revenue</b>	<b>Amount</b>
Catering	\$1,800.00	Ticket sales (@\$40 or \$50 per ticket)	\$2,250.00
Venue costs	\$0.00		
Game and supplies	\$250.00		
Advertising	\$200.00		
<b>Total</b>	<b>\$2,250.00</b>	<b>Total cost for evening</b>	<b>\$0.00</b>

**Aim *FOR* Success**  
Presents

3rd Annual

*I Am*  
**EMPOWERED**  
CONFERENCE

**April 14, 2018**  
*For ages 10 to 100 years young!*  
**The MAX, FMHS, Drayton Valley**

**Special Guest Speaker:**  
Dr. Jody Carrington



Tickets on Sale Starting Dec. 1st  
Tickets \$30 each (\$40 after January 1st)  
Over 30 workshops available  
Lunch and workshops included  
For more info and to  
Purchase tickets go to:

*Be  
Inspired!*



[www.iamempoweredconference.ca](http://www.iamempoweredconference.ca)

**\$40**

**A  
MURDER  
MYSTERY  
EVENING**

- Exclusive to conference attendees until January 2018
- Early Bird Ticket Rate only \$40
- Includes Dinner & Dessert
- Women 18 and up
- Doors open 6pm



## TOWN OF DRAYTON VALLEY COMMUNITY EVENT GRANT CHECKLIST OFFICE USE ONLY

Name of Applicant: Drayton Valley Skating Club

Name of Event: Annual Figure Skating Competition (February 2-4) and Carnival (February 24)

<b>CRITERIA</b>		
<b>Policy Requirements:</b>		<b>Notes:</b>
✓	application (complete, signed and accompanied by supporting documents) received by deadline	Yes
✓	benefit the community as a whole or a specific major group within the community	Attendance estimated at 415 for Competition - local and non-local Carnival consists of local skaters (90)
	not duplicate past or present local services (unless a need can be demonstrated)	Annual events
✓	provide equal access to the service without discrimination	Yes
	not already be receiving direct or indirect support from the Town for the stated service	Town provides subsidized fee for ice rental for full season
✓	address an identified need in the community or contribute to the common good of the community	Diverse opportunities for participation in recreation and sport
✓	recognize the Town's contribution to the event or service sponsored	Local newspaper ad, Facebook and program guide
✓	other revenue sources have been sought or obtained	Yes, \$950 obtained to date
	is the applicant using the grant funds to leverage other grants or funds	Not indicated

<b>Additional Information</b>		<b>Notes:</b>
✓	Has the Town directly sponsored this event before?	Yes, Awarded \$524 in 2015, \$500 in 2016 and \$600 in 2017
✓	does the organization work to achieve some of the community goals set out in statutory plans (Social Development Plan, Community Sustainability Plan, etc.)?	Meets some strategies and goals in both the Social Development Plan and Community Sustainability Plan



Comments:

Requesting \$1,000 for the February 2-4 Competition and \$500 for the Carnival on February 24 to offset ice rental and facility set-up costs.

Competition budgeted at \$44,425 in revenues and \$27,122 in expenses (\$17,303 surplus).

Carnival budgeted at \$17,965 in revenues and \$15,685 in expenses (\$2,280 surplus).

The Drayton Valley Figure Skating Club has received funding for the Carnival in the past three years.

The Drayton Valley Figure Skating Club is requesting funding for the February 2 - 4 Competition for the first time.

Recommendation to Council:

For consideration by Town Council.

Sponsorship Approved:                      Yes                      No

If yes, indicate amount: \$ \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**TOWN OF DRAYTON VALLEY**  
**COMMUNITY EVENT GRANT**  
**APPLICATION FORM**

Date: Jan 2 2018 Event Date: Feb 2-4 2018 / Feb 24, 2018  
Competition Carnival

Organization Name: Drayton Valley Skating Club

FOIP Act; RSA 2000; Chapter F-25; section 17(1) & (4)

Mailing Address: \_\_\_\_\_

Contact Name: Kristin Butz Title: Treasurer

Email: FOIP Act; RSA 2000; Chapter F-25; section 17(1) & (4)

**ORGANIZATION MANDATE**

Description of the organization's mandate:

We provide high quality coaching + programs for all ages:  
 Pre - can skate (ages 2+) ~~pre - can skate (ages 2+)~~  
 Can skate (ages 5+)  
 star skate  
 Adult skating

**STATED SERVICE**

Details of the stated service or initiative (including date(s), time(s), location(s) and activities):

① Hosting a competition Feb 2-4 at the Omniplex. We have an estimated 415 skaters coming from all over Alberta.  
 ② carnival - Feb 24 at the Omniplex. Our yearly year end show. This event showcases all that our skaters have learned this year.

Number of individuals and/or organizations (please specify) that will benefit from the stated service:

- Drayton Valley Skating Club (90 skaters)  
 - Omniplex - significant usage of the concession and ice usage  
 - local hotels / restaurants - bringing in non local skaters + family that will be staying in town for the weekend.

Manner in which those individuals and/or organizations will benefit:

See above.

### SPONSORSHIP REQUEST

Reason for request from the Town:

To off set the cost of ice rental + set up assistance that was previously provided in-kind.

Nature of the request and/or amount requested:

Competition - \$1000  
Carnival - \$500

Please attach:

a budget or business plan (showing anticipated revenue sources and expenditures) for the specific service/function requiring sponsorship

a list of other organizations that have been or will be approached for sponsorship

How will sponsoring organizations be recognized?

An ad in the local paper, Facebook, thank you cards, an ad in the program for either both or one event.

**BY AFFIXING HIS/HER SIGNATURE BELOW, THE APPLICANT CONFIRMS THAT THE FOLLOWING STATEMENTS ARE TRUE, TO THE BEST OF HIS/HER KNOWLEDGE.**

1. The information provided is accurate.
2. The signature below is that of the registered director, board member or authorized designate of the organization requesting sponsorship.
3. I understand and agree that this application for municipal sponsorship, or any information related there to, is not confidential information and may be released by the Town of Drayton Valley.

FOIP Act; RSA 2000; Chapter F-25; section 17(1) & (4)

Applicant's Signature: \_\_\_\_\_

Date: Jan 2, 2018

**MAIL TO:**

Town of Drayton Valley  
Community Event Grant  
Box 6837  
Drayton Valley, AB T7A 1A1

**DELIVER TO:**

Town of Drayton Valley  
Community Event Grant  
5102 - 52 Street  
Drayton Valley, AB

**FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY (FOIP) STATEMENT**

The personal information on the Community Event Grant Application is being collected under authority of Section 33(c) of the *Freedom of Information and Protection of Privacy (FOIP) Act* and will be used to administer Grant Funding. The Town of Drayton Valley will use the aggregate data for program planning and evaluation. All personal information will be protected in accordance with the privacy provision of the *FOIP Act*. If you have any questions about the Grant or questions about the collection, use or disclosure of our personal information, please contact the Town of Drayton Valley at (780) 514-2200.

Drayton Valley Figure Skating Club - Competition Budget
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**REVENUE**

				Notes
Registration fees (est)				
Team	27	60	1,620	
Individual - Primary	329	105	34,545	
Individual - Secondary	86	85	7,310	Younger skaters
			43,475	
Sponsorships (to December 30)				
Global Well Servicing			250	Multiple additional sponsorship responses outstanding Applied for \$1,000 grant from Walmart Approached DVHTA for granting opportunity
Newforce Energy			100	
Norette Oilfield			300	
RodeCo Ltd.			100	
The Brick			100	
Anytime Fitness			100	
			950	
<b>TOTAL REVENUES</b>			<b>44,425</b>	

**EXPENSES**

Organizational dues							
Skate Canada - Base	329	5	1,645				
Skate Canada - Variable			3,053	est			
			4,698				
Omniplex charges							
Omni 1 Ice Rental			2,669				
Omni 2 Ice Rental			2,623				
Meeting room			155				
Curling lounge and kitchen			870				
Set up fees (est)			1,200				
			7,517				
Equipment rental							
Handsets			250				
Coffin			200				
Music player			150				
			600				
Contractors					Hotel	Honoraria	Gift Cards
Judges - Hotel	112	2	5	1,120	1,120		
Judges - Honoraria	50	2	5	500		500	
Judges - Gift Card	50	1	5	250			250
Judges - Mileage	300	0.54	5	810			
Tech Staff - Hotel	112	3	12	4,032	4,032		
Tech Staff - Honoraria	50	3	12	1,800		1,800	
Tech Staff - Gift Card	50	1	12	600			600
Tech Staff - Mileage	300	0.54	12	1,944			
			9,112		5,152	2,300	850
Supplies							
Food			2,000				
Medals/Awards			1,625				
Music player			600				
Misc			500				
			4,725				
Other							
Technical Rep review			270				
Sanctuary fee			200				
			470				
<b>TOTAL EXPENSES</b>			<b>27,122</b>				

<b>NET PROFIT</b>	<b>17,303</b>
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**Drayton Valley Figure Skating Club**  
**Budget - 2018 Ice Show Carnival**

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**REVENUE**

		Notes
Ticket sales	\$ 7,600	
Costumes	5,280	
Contributions and advertising	3,100	For 2017 received \$1,200 community grant
Merchandise and other	1,985	Programs, 50/50, DVD's
	<u>17,965</u>	

**EXPENSES**

Costumes	5,280	Assume break-even on costumes
Lighting	3,700	
Coaching fees	2,700	
Ice fees	1,200	Paid to Town of Drayton Valley
Supplies	1,050	Includes set-up costs for Town of Drayton Valley (previously in-kind)
Cost of merchandise sold	755	
Advertising	500	
Guest skater	500	
	<u>15,685</u>	

**NET INCOME**

\$ 2,280



## TOWN OF DRAYTON VALLEY

### COMMUNITY EVENT GRANT CHECKLIST

**OFFICE USE ONLY**

Name of Applicant: Toronto Maple Leafs Alumni Hockey Game Committee

Name of Event: Toronto Maple Leafs Alumni Hockey Game - February 17, 2018

<b>CRITERIA</b>		
<b>Policy Requirements:</b>		<b>Notes:</b>
✓	application (complete, signed and accompanied by supporting documents) received by deadline	Yes
✓	benefit the community as a whole or a specific major group within the community	Community as a whole
✓	not duplicate past or present local services (unless a need can be demonstrated)	Event does not duplicate any current service
✓	provide equal access to the service without discrimination	Yes
	not already be receiving direct or indirect support from the Town for the stated service	Received \$1,356 in Grant Funding in last round of applications
✓	address an identified need in the community or contribute to the common good of the community	Common good of the community. Local organizations will benefit from profit of event.
✓	recognize the Town's contribution to the event or service sponsored	Promotional material and Meet and Greet event
✓	other revenue sources have been sought or obtained	Yes. Several noted. Brazeau County not included
	is the applicant using the grant funds to leverage other grants or funds	Not indicated.

<b>Additional Information</b>		<b>Notes:</b>
✓	Has the Town directly sponsored this event before?	Yes, Awarded \$1,356 in previous 4 <sup>th</sup> quarter of 2017
✓	does the organization work to achieve some of the community goals set out in statutory plans (Social Development Plan, Community Sustainability Plan, etc.)?	Supported by strategies in Social Development Plan

**Comments:**

Requesting \$15,000 from the Town to help cover hosting costs and in-kind contribution of Omni Ice and MacKenzie Conference Centre for event hosting. (In-kind contribution is equivalent to \$1,500)

Event budgeted at \$89,350 in revenues and \$53,100 in expenses (\$36,250 surplus)

**Recommendation to Council:**

For consideration by Town Council.

Sponsorship Approved:                      Yes                      No

If yes, indicate amount: \$ \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_



21-12-2017



## TOWN OF DRAYTON VALLEY COMMUNITY EVENT GRANT APPLICATION FORM

Date: December 20, 2017 Event Date: February 17, 2018

Organization Name: Toronto Maple Leafs Alumni Hockey Game Committee

Mailing Address: FOIP Act; RSA 2000; Chapter F-25; section 17(1) & (4)

Contact Name: Brian Noad Title: Committee Chair

Email: FOIP Act; RSA 2000; Chapter F-25; section 17(1) & (4)

### ORGANIZATION MANDATE

Description of the organization's mandate:

To be a dynamic and proactive committee, dedicated to building on the support and character of being a Drayton Valley community member, through personal or business donations. This will be accomplished by:

- Giving back to the community by hosting a fun, family event;
- Providing funds for local charities and organizations to continue to support the needs of our community;
- Enhance the partnership of business and personal relationships.

### STATED SERVICE

Details of the stated service or initiative (including date(s), time(s), location(s) and activities):

February 18, 2018; 7:00 pm @ Drayton Valley Omniplex.  
Hockey players from the Toronto Maple Leafs alumni are coming to Drayton Valley to play against 22 community members. Two people have also be selected to play with the former Leafs. Autograph sessions will occur between periods at the arena and during a "Meet and Greet" at the Mackenzie Centre where participants can casually meet the players and have some small snacks provided by a number of local vendors. A silent auction will be also be on site, as well as a cash bar.

Number of individuals and/or organizations (please specify) that will benefit from the stated service:

The following organizations have been selected by our major sponsors: Drayton Valley and District Cancer Support Group, 4-H Club of Drayton Valley, Drayton Valley Food Bank, Drayton Valley Community Foundation, Drayton Valley Thunder and Pembina Nordic Ski Club (Outdoor Education Centre); one charity to come. Volunteer groups, such as the Riggers Rugby Club will also benefit. Local Grade 6 students were involved in the jersey logo design, and Atom hockey players will get to scrimmage prior to the main event, which itself is a family-friendly event for the whole community.

**Manner in which those individuals and/or organizations will benefit:**

Financially speaking, six major corporate sponsors each chose a local charity or organization, and profits from this event will be divided evenly among them. Intangibles include the opportunity for a wide variety of local individuals, organizations and businesses to share and interact in a fun event as volunteers, spectators and participants.

**SPONSORSHIP REQUEST**

**Reason for request from the Town:**

This event is being hosted in the town of Drayton Valley with all proceeds going towards at least 6 local community organizations. In order to assist in the many costs associated with putting on such a major event and hence maximize the amount of proceeds to be disbursed, we are asking that the Town contribute a combination of funds and in-kind sponsorship.

**Nature of the request and/or amount requested:**

While the costs of bringing-in the alumni players is being shared with another Alberta community, it is nonetheless anticipated that the total cost, including all transportation and hotel, will exceed \$30,000. Therefore we are hoping to partner with the Town on sharing this cost, and kindly request a contribution of \$15,000 to support these expenses. In addition, it is hoped that the Town could make an in-kind contribution, whereby it absorbs the cost of renting both Omni 1 and the Mackenzie Centre that evening.

**Please attach:**

a budget or business plan (showing anticipated revenue sources and expenditures) for the specific service/function requiring sponsorship

a list of other organizations that have been or will be approached for sponsorship

**How will sponsoring organizations be recognized?**

The 6 major sponsors will have their logos included on player jerseys, poster advertisements, as well as jerseys and t-shirts sold at the event. Anyone can advertise in the game program and all sponsors and volunteer businesses and organizations will be recognized at the game as well as at the Meet & Greet event afterwards via signs, banners and announcements. As a follow-up, all sponsors will be further acknowledged in the Drayton Valley Western Review. A local Grade 6 student who won a contest to design our logo, will drop the puck for the ceremonial face-off.

**BY AFFIXING HIS/HER SIGNATURE BELOW, THE APPLICANT CONFIRMS THAT THE FOLLOWING STATEMENTS ARE TRUE, TO THE BEST OF HIS/HER KNOWLEDGE.**

1. The information provided is accurate.
2. The signature below is that of the registered director, board member or authorized designate of the organization requesting sponsorship.
3. I understand and agree that this application for municipal sponsorship, or any information related there to, is not confidential information and may be released by the Town of Drayton Valley.

FOIP Act; RSA 2000; Chapter F-25; section 17(1) & (4)

Applicant's Signature: \_\_\_\_\_ Date: 20/12/2017  
Glen Saunders for Brian Noad

**MAIL TO:**  
Town of Drayton Valley  
Community Event Grant  
Box 6837  
Drayton Valley, AB T7A 1A1

**DELIVER TO:**  
Town of Drayton Valley  
Community Event Grant  
5102 - 52 Street  
Drayton Valley, AB

**FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY (FOIP) STATEMENT**

The personal information on the Community Event Grant Application is being collected under authority of Section 33(c) of the *Freedom of Information and Protection of Privacy (FOIP) Act* and will be used to administer Grant Funding. The Town of Drayton Valley will use the aggregate data for program planning and evaluation. All personal information will be protected in accordance with the privacy provision of the *FOIP Act*. If you have any questions about the Grant or questions about the collection, use or disclosure of our personal information, please contact the Town of Drayton Valley at (780) 514-2200.

**SUMMARY**

Total Income	\$ 89,350.00
Total Expenses	\$ 53,100.00
Difference	\$ 36,250.00

**BUDGET**

**BUDGET**

**REVENUE**

<b>Sponsorship</b>		
Major Sponsors	6 @ \$5,000	\$ 30,000.00
Jersey & Sock Sponsor		\$ 3,500.00
Bus Sponsor		\$ 3,000.00
Banquet Sponsor		\$ 1,000.00
Dessert Sponsor		\$ 1,000.00
Program Sponsors	\$500/\$300/\$175 ads; \$2,000	\$ 5,000.00
Flight Sponsor		\$ 2,000.00
T-shirt Sponsor		\$ 2,000.00
Player auction	18 @ \$200	\$ 3,600.00
Gate (game only)	250 @ \$20	\$ 5,000.00
VIP Package (meet & greet)	250 @ \$60	\$ 15,000.00
Bar		\$ 5,000.00
Live / Silect Auction		\$ 4,000.00
50/50 Draw	\$10 each / 3 for \$20	\$ 2,000.00
Raffle	250 @ \$5	\$ 1,250.00
T-shirts	150 @ \$20	\$ 3,000.00
Autographed jerseys	15 @ \$150	\$ 2,250.00
Program	150 @ \$5	\$ 750.00
<b>TOTAL</b>		<b>\$ 89,350.00</b>

Scotia, North Fork, Country Style, Vermillion, ACR, Brandette  
 Parkway Enterprises  
 Duncan Craig LLP  
 Zinger Rentals  
 TD Canada Trust  
 Sun Life Financial  
 Ferry Group Holdings  
 Pembina Pipelines

**EXPENSES**

Alumni Players		\$ 25,000.00
Flights	1/2 of \$8,000	\$ 4,000.00
Hotel		\$ 1,000.00
Transporation		\$ 3,000.00
Hall / Arena		\$ 1,500.00
Reception Food	250 @ \$20	\$ 5,000.00
Printing		\$ 1,500.00
Concession		\$ 2,000.00
Advertising	\$300 radio	\$ 2,000.00
Bar		\$ 2,000.00
Jerseys / Socks		\$ 1,500.00
Jersey logo final design		\$ -
T-shirts		\$ 1,700.00
DJ		\$ 500.00
Video		\$ 200.00
Photos	Carmen	\$ 1,000.00
Security		\$ 1,000.00
Alumni picture (raffie)		\$ 200.00
<b>TOTAL</b>		<b>\$ 53,100.00</b>

**Toronto Maple Leafs Alumni Hockey Game Committee**

**Brian Noad**, Chair

FOIP Act; RSA 2000; Chapter F-25; section 17(1) & (4)

Mae Chow

Mardi Dancey

Dan Forbes

Glen Saunders

Corissa Schierman

Cindy Waronek

**Organizations that have been or will be approached**

**Sponsors and donations:**

- Advantage Manufacturing
- All Choice Rentals (ACR) - \$5,000 major sponsor
- Anytime Fitness
- Apex Distribution
- Arc Resources
- Associated Aggregates
- ATB
- Bailey's Welding
- Bald Eagle Plumbing
- Bellatrix
- Best Western
- Big West Dodge
- BMO
- Bod Dale Oilfield Services
- Brandette Well Servicing - \$5,000 major sponsor
- Canadian Tire - \$3,500 jersey and sock sponsor
- Canvac
- Carlson Roberts Sealy Chartered Accountants
- Cause for Critters
- Century 21 Hi-Point Realty
- Chopko Environmental
- Co-operators Insurance
- Country Style Mobile Park - \$5,000 major sponsor
- Cream Compression
- Distribution Now
- Drayton Sand and Gravel
- Drayton Valley Toyota / Go Auto
- Drayton Valley Ford
- Drayton Valley Insurance Agency
- Drayton Valley Western Review
- Duncan Craig LLP - \$3,000 bus sponsor

- DV Oilfield Services
- DV Rentals
- Earth and Iron
- Entwistle Concrete
- Ferry Group Holdings - \$2,000 flight sponsor
- Gen7 Environmental Solutions
- Hayduk Picker Service
- Hodgson Contracting
- Home Hardware
- Hubb International
- Husky
- Investors Group
- I-Well Oilfield Services
- Jocelyn's Your Independent Grocer
- Kandrea Insulation
- Kenspen Energy Services
- Keyera Energy
- LaFarge
- Lakeview Homes
- Lewcam Holdings
- Lincoln County Oilfield Services
- Lydell Group
- Nelson Bros
- Newforce Energy Services
- North Folk Oilfield Services - \$5,000 major sponsor
- NTL Pipelines
- Option Industries
- Parkway Enterprises - \$3,500 jersey and sock sponsor
- Pembina Pipeline - \$2,000 t-shirt sponsor
- Petro Canada North
- Pile Base
- Popular Ridge Grocery Store
- RBC
- Reid Law Office
- ReMax
- Sabine Webb LLP
- Scotiabank - \$5,000 major sponsor
- Sekura Auctions
- Servus Credit Union
- Str8-Up-Inc
- Summit Safety
- Sun Life - \$2,000 program sponsor
- TD Canada Trust - \$1,000 dessert sponsor
- Techmation Electric and Controls
- Telus
- Total Oilfield

- Trestle Creek
- Valley Concrete
- Value Drug Mart
- Vermillion Energy - \$5,000 major sponsor
- Westbrick Energy
- Western Solutions
- Weyerhaeuser
- Willows Construction
- Witten LLP
- Zelman Enterprises
- Zinger Rentals - \$1,000 banquet sponsor

**Volunteers:**

- Cause For Critters
- Drayton Valley Community Bus Association
- Drayton Valley Community Foundation
- Drayton Valley Riggers Rugby Club
- Drayton Valley Thunder

**“Meet & Greet” Food Vendors:**

- Mitches
- Boston Pizza
- Dairy Queen
- Panago Pizza
- Mr. Mike’s
- Goldies
- IGA
- Roustabouts Restaurant

## Information Items

9	Information Items	Pages 48-71
9.1	Waste Management Committee Notes – September 12, 2017	49-50
9.2	Sustainability Committee Notes <ul style="list-style-type: none"> <li>• September 19, 2017</li> <li>• December 6, 2017</li> </ul>	51-54
9.3	Economic Development Committee Notes <ul style="list-style-type: none"> <li>• September 28, 2017</li> <li>• December 6, 2017</li> <li>• January 3, 2018</li> </ul>	55-60
9.4	STAR Catholic Board Highlights – January 2018	61
9.5	Drayton Valley Legacy Project January 18, 2018, Meeting Notes	62-63
9.6	Drayton Valley Municipal Library Board Minutes – November 20, 2017	64-67
9.7	Letter to Honourable Kathleen Ganley, Minister of Justice and Solicitor General – RCMP Funding for Small Urban Communities	68-69
9.8	Budget and Asset Management Committee Meeting Notes – December 8, 2017	70-71

**MOTION:**

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





*Waste Management Committee Meeting  
Tuesday, September 12, 2017, 1:00-2:30 p.m.  
Town of Drayton Valley Conference Room #1*

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**Meeting Notes**

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**Present:** Councillor Brandy Fredrickson, Councillor Deb Bossert, Dwight Dibben, Pam Livingston, Sabine Larcher

**Absent:** Mayor Glenn McLean (Ex Officio), Sonya Wrigglesworth

**1.0 Call to Order**

Councillor Fredrickson called the meeting to order at 1:37 p.m.

**2.0 Additions or Deletions to Agenda**

There were no additions or deletions to the agenda.

**3.0 Adoption of Agenda**

The agenda was adopted as presented.

**4.0 Approval of Committee Meeting Notes**

**4.1 July 6, 2017, Committee Meeting Notes**

Councillor Bossert moved to approve the July 6, 2017, Committee Meeting Notes as presented.

Carried

**5.0 Discussion Items**

**5.1 Educational Waste Management**

Ms. Livingston advised that Green For Life (GFL Environmental Inc.) is scheduled as a delegation for the Council Meeting on September 13, 2017, and of the Curb It! promotional campaign during the month of October, which was proclaimed Materials and Waste Management Month.

**5.2 Curb It! and Fall Cleanup Update**

Ms. Livingston informed the Committee about the planned advertisement for this initiative.

**5.3 Committee Year-End Report**

The Committee provided feedback for implementation in the Committee Year-End Report.

September 12, 2017

---

**6.0 Other Business**

There was no other business discussed.

**7.0 Information Items**

**7.1 Bylaw Review (standing information item)**

Mr. Dibben advised that the Bylaw review is pending.

*Councillor Bossert exited the meeting at 2:05 p.m.*

*Councillor Bossert returned to the meeting at 2:05 p.m.*

**7.2 Alberta Innovates Update**

Mr. Dibben provided an update on this item.

**8.0 Items for Next Meeting**

- Provide email updates on:
  - o Committee Year-End Report
  - o Curb It!

**9.0 Next Meeting Date**

TBA

**10.0 Adjournment**

The meeting was adjourned at 2:13 p.m.

APPROVED



*Celebrating 60 Years 1957-2017*

**Sustainability Committee Meeting**  
Tuesday, September 19, 2017, 9:00 a.m.-11:00 a.m.  
Town of Drayton Valley Conference Room #2

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## Meeting Notes

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**Present:** Councillor Fayrell Wheeler, Councillor Deb Bossert, Pam Livingston, Leonard Rogers, Sabine Larcher

**Absent:** Mayor Glenn McLean (Ex Officio), Dwight Dibben, Sonya Wrigglesworth, Denis Poulin

**1.0 Call to Order**

Councillor Wheeler called the meeting to order at 9:05 a.m.

**2.0 Additions or Deletions to Agenda**

There were no additions or deletions to the agenda.

**3.0 Adoption of Agenda**

The agenda was adopted as presented.

**4.0 Approval of Committee Meeting Notes**

**4.1 July 31, 2017, Committee Meeting Notes**

The July 31, 2017, Committee Meeting Notes were approved as presented.

**5.0 Discussion Items**

**5.1 Youth Engagement – Update**

Mr. Rogers shared the assessment for a youth engagement initiative with the Committee.

**5.2 Community Sustainability Plan – Achievements Review and Gaps**

The Committee agreed that Administration complete a final review of the document before sharing it with Council for information.

*Mr. Rogers exited the meeting at 9:25 a.m.*

**5.3 Committee Year-End Report**

The Committee provided feedback for implementation in the Committee Year-End Report.

*September 19, 2017*

---

**6.0 Other Business**

There was no other business to discuss.

**7.0 Information items**

**7.1 Youth Engagement Preparedness Brochure by FEMA**

No comments were made under this item.

**8.0 Items for Next Meeting**

Provide update via email:

- Committee Year-End Report

**9.0 Next Meeting Date**

TBA

**10.0 Adjournment**

The meeting was adjourned at 10:07 a.m.

APPROVED



*Celebrating 60 Years 1957-2017*

**Sustainability Committee Meeting**

Wednesday, December 6, 2017, 10:30 a.m.-12:00 p.m.  
Town of Drayton Valley Conference Room #2

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## Meeting Notes

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**Present:** Councillor Fayrell Wheeler, Councillor Nancy Dodds, Pam Livingston, Sabine Larcher  
**Absent:** Mayor Michael Doerksen (Ex Officio), Sonya Wrigglesworth

**1.0 Call to Order**

Councillor Wheeler called the meeting to order at 10:36 a.m.

**2.0 Additions or Deletions to Agenda**

Following item was added to the agenda:  
4.3 Community Sustainability Plan

**3.0 Adoption of Agenda**

The agenda was adopted as amended.

**4.0 Discussion Items**

**4.1 Appointment of Chairperson**

Councillor Dodds was appointed as chairperson for the Sustainability Committee.

**4.2 Review of Draft Terms of Reference**

The Committee reviewed the Draft Terms of Reference and provided feedback.

**4.3 Community Sustainability Plan**

The Committee briefly discussed the Community Sustainability Plan.

**5.0 Other Business**

There was no other business to discuss.

**6.0 Information items**

There were no information items to review.

**7.0 Items for Next Meeting**

- Waste Management and Sustainability Committee Year End Report
- Waste 101

*December 6, 2017*

---

**8.0 Next Meeting Date**  
TBA

**9.0 Adjournment**  
The meeting was adjourned at 11:25 a.m.

APPROVED



*Celebrating 60 Years 1957-2017*

**Economic Development Committee Meeting**

Thursday, September 28, 2017, 1:00 p.m.

Town of Drayton Valley Conference Room #1

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## Meeting Notes

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**Present:** Councillor Graham Long, Councillor Michael Doerksen, Dwight Dibben, Eric Burton, Sabine Larcher

**Absent:** Mayor Glenn McLean (Ex Officio), Pam Livingston

**1.0 Call to Order**

Councillor Long called the meeting to order at 1:05 p.m.

**2.0 Additions or Deletions to Agenda**

Following item was added to the agenda:

7.1. Labour Planning

**3.0 Adoption of Agenda**

Councillor Doerksen moved to adopt the agenda as amended.

Carried

**4.0 Approval of Committee Meeting Notes**

**4.1 August 28, 2017, Committee Meeting Notes**

The August 28, 2017, Committee Meeting Notes were approved as presented.

**5.0 Discussion Items**

**5.1 Alberta Hemp Alliance Update**

Councillor Long provided an update on the Alberta Hemp Alliance.

**5.2 Committee Year End Report**

The Committee reviewed the draft report which will be on the agenda of the next Governance and Priorities Meeting.

**5.3 Alberta Innovates Update (re: former Valley Power)**

Mr. Dibben provided an update on the Alberta Innovates grant and project for the former Valley Power facility.

**6.0 Other Business**

There was no item to discuss.

*September 28, 2017*

---

**7.0 Information Items**

**7.1 Labour Planning**

Mr. Burton advised that a Small Business Week Luncheon focused on the issue of labour force is planned in collaboration with the Chamber of Commerce.

**8.0 Items for Next Meeting**

**9.0 Next Meeting Date**

TBD

**10.0 Adjournment**

Councillor Doerksen moved to adjourn the meeting at 1:42 p.m.  
Carried

APPROVED





*Celebrating 60 Years 1957-2017*

**Economic Development Committee Meeting**  
Wednesday, December 6, 2017, 1:30 p.m.-3:30 p.m.  
Town of Drayton Valley Conference Room #2

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## Meeting Notes

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**Present:** Mayor Michael Doerksen, Councillor Bill Ballas, Councillor Eric Butz, Councillor Nancy Dodds, Councillor Amila Gammama, Councillor Corey Peebles, Councillor Fayrell Wheeler, Pam Livingston, Kristina Vallee, Eric Burton, Sabine Larcher

**Absent:** Dwight Dibben

**1.0 Call to Order**

Mayor Doerksen called the meeting to order at 1:43 p.m.

**2.0 Additions or Deletions to Agenda**

There were no additions or deletions to the agenda.

**3.0 Adoption of Agenda**

Councillor Ballas moved to adopt the agenda as presented.  
Carried

**4.0 Discussion Items**

**4.1 Review of Draft Terms of Reference**

The Committee reviewed the draft Terms of Reference and provided feedback. The Committee agreed to have meetings on the Wednesdays that are not scheduled for Council or Governance & Priorities, starting on January 3, 2018, at 1:00 p.m. A bylaw for this Committee will come to an upcoming Regular Meeting of Council.

**5.0 Other Business**

Mr. Burton provided an update on the recent Hemp Social event and informed about the hemp industry in the region as well as the Province.

*Ms. Livingston exited the meeting at 2:34 p.m.*

*Ms. Livingston returned to the meeting at 2:37 p.m.*

*Mrs. Vallee exited the meeting at 2:43 p.m.*

*Councillor Gammama exited the meeting at 2:54 p.m.*

*Councillor Wheeler exited the meeting at 2:55 p.m.*

*Councillor Gammama returned to the meeting at 2:56 p.m.*

*Councillor Dodds exited the meeting at 3:03 p.m.*

*December 6, 2017*

---

**6.0 Information Items**

There were no information items to review.

**7.0 Items for Next Meeting**

- Joint Economic Projects with Brazeau County
- Joint Economic Development Strategy
- Decortication Business Case Proposal

**8.0 Next Meeting Date**

January 3, 2018, 1:00 p.m.-3:00 p.m., Boardroom 2

**9.0 Adjournment**

Mayor Doerksen adjourned the meeting at 3:04 p.m.

APPROVED



*Economic Development Committee Meeting*  
*Wednesday, January 3, 2018, 1:00 p.m.-3:30 p.m.*  
*Clean Energy Technology Centre*

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**Meeting Notes**

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**Present:** Mayor Michael Doerksen, Councillor Bill Ballas, Councillor Eric Butz, Councillor Nancy Dodds, Councillor Amila Gammara, Councillor Corey Peebles, Councillor Fayrell Wheeler, Manny Deol, Eric Burton, Krystle Kotyk

**1.0 Call to Order**

Mayor Doerksen called the meeting to order at 1:01 p.m.

**2.0 Additions or Deletions to Agenda**

There were no additions or deletions to the agenda.

**3.0 Adoption of Agenda**

Councillor Wheeler moved to adopt the agenda as presented. Councillor Gammara seconded motion.

Carried

**4.0 Review of Notes**

**4.1 September 28, 2017, Committee Meeting Notes**

The September 28, 2017, Economic Development Committee Meeting Notes were approved as presented.

**4.2 December 6, 2017, Committee Meeting Notes**

The December 6, 2017, Economic Development Committee Meeting Notes were approved as presented.

**5.0 Delegation**

**5.1 Greenplanet (Mr. Clayton Stafford and Mr. Rob Macintosh)**

Mr. Macintosh and Mr. Stafford presented a PowerPoint to the Committee and explained that they will be progressing to the next phase of their project.

Councillor Wheeler moved to approve Green Planet Energy to move into phase II of their project.

Carried

January 3, 2018

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**6.0 Discussion Items**

**6.1 Hemp Cluster Project (Mr. Burton)**

Mr. Burton provided an outline of the Hemp Cluster Project and asked for direction from the Committee on how to proceed.

The Committee asked for more detail and a broad overview of costs for Cluster Project objectives to be presented at the next Economic Development Committee meeting.

**6.2 Norquest College MOU (Mayor Doerksen)**

The Committee will review the MOU and vote at the next Economic Development Committee meeting.

**6.3 CETC / Bio-Mile (Mr. Deol)**

Item was moved to the next Economic Development Committee meeting.

**7.0 Other Business**

Mayor Doerksen advised the invitation from Crystal Foundation in Bahrain for possible collaboration with CETC. Mr. Deol will attend this conference and explore business relationship opportunities.

**8.0 Items for Next Meeting**

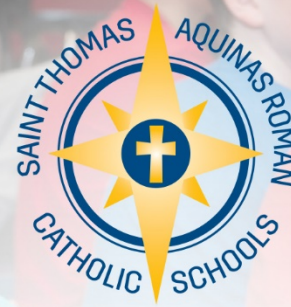
- Joint Economic Projects with Brazeau County
- Joint Economic Development Strategy
- Drayton Valley Labour Association Proposal
- Decortication Business Case Proposal
- Hemp Market Assessment

**9.0 Next Meeting Date**

January 24, 2018, 1:00 p.m. – 3:00 p.m., Clean Energy Technology Centre

**10.0 Adjournment**

Mayor Doerksen adjourned the meeting at 4:14 p.m.



# Souls Seeking Christ

ON A JOURNEY OF FAITH, LEARNING AND LOVE

## Board Meeting Highlights – January 2018

### **DATES TO REMEMBER**

#### **Next Board Meeting**

**Wednesday,**

**February 21**

**10:30 a.m.**

STAR Central Office  
4906 50 Ave., Leduc, AB  
*The public is welcome at all Board meetings.*

#### **Board of Trustees**

##### Michelle Lamer

Chair  
Leduc

##### Henry Effon

Vice Chair  
Wetaskiwin

##### Sandra Bannard

Drayton Valley

##### Shaun Meaden

Leduc

##### Liz Taylor-Sirois

Beaumont

##### Dan Svitch

Ponoka

##### Donna Tugwood

Lacombe

### **Drayton Valley Community Scholarship Trust Society**

The Board approved a donation to the Drayton Valley Community Scholarship Trust Society. The Community Scholarship Trust Society in Drayton Valley has been operating for more than 25 years. They provide broad based funding to all students who proceed on to full-time post-secondary education within two years of graduating from schools in the community of Drayton Valley.

### **3YEP Planning and Reporting Timelines and Processes**

The Board approved the 2018 Combined Three Year Educational Plan (3YEP) / Annual Education Results Report (AERR) planning and reporting timelines and processes.

### **Board Retreat**

The Board reviewed and approved its agenda for its annual retreat, February 25-26, 2018.

### **Locally Developed Course**

The Board approved the following Locally Developed Course and the resources required to teach it: Aviation 35 for three (3) credits for a maximum of one (1) year from February 1, 2018 to August 31, 2019.

### **3YEP Planning Day**

The Board received an update on plans for the 3YEP Planning Day Feb. 6, 2018 in Wetaskiwin at Sacred Heart Parish. Nearly 70 stakeholders from around STAR Catholic will be part of the comprehensive annual consultation process.

### **3YEP Student Consultations**

The Board heard a report of recent student consultations as part of STAR Catholic's 3YEP stakeholder consultations. High school students at St. Augustine School in Ponoka, Holy Trinity Academy in Drayton Valley and Christ the King in Leduc were consulted.

For more information visit: [www.starcatholic.ab.ca](http://www.starcatholic.ab.ca), or call 780.986.2500

**General Meeting  
Drayton Valley Legacy Project  
January 18, 2018**

**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
Pamela Schaub	<a href="mailto:pamscha@yahoo.ca">pamscha@yahoo.ca</a>	780-542-1602
Councillor Bill Ballas	<a href="mailto:bballas@draytonvalley.ca">bballas@draytonvalley.ca</a>	
Dana Crawford	<a href="mailto:illadv@draytonvalley.ca">illadv@draytonvalley.ca</a>	780-514-2331
Graham Long	<a href="mailto:glong2@yahoo.com">glong2@yahoo.com</a>	780-898-5494

**Regrets:**

Bill Cavanagh	<a href="mailto:rockyrapids@gmail.com">rockyrapids@gmail.com</a>	780-621-9126
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**1. Agenda:**

- a. Addition/Deletions – there were no additions or deletions to the agenda.
- b. Approval of the Agenda

**MOVED BY Pam Schaub that the agenda be approved as presented.**

**2. Minutes of Last General Meeting**

- a. Errors or Omissions – no errors or omissions noted.
- b. Approval of the Minutes

**MOVED BY Pam Schaub that the minutes be approved as presented.**

**3. Old Business**

- a. Financial report – Bill is unavailable for this meeting, no report available.
- b. U of A library microfilm of newspapers – a copy of emails between Colleen and Martha @ Commonwealth Imaging and Peggy Sue from the U of A (Peel's Prairie Provinces) were shared. West Canadian Digital Imaging provided a quote with two different options to complete the newspaper project, with the first quote using the acceptable pdf images done by Consentia and the second quote rescanning and microfilming the images. The costs include OCR. They do not scan books so any supplied books would need to be split and then rebound. The approximate cost of rebinding would be \$100. Copies of images of 4 pages from a DVD supplied by Consentia were sent to Martha @ Commonwealth Imaging to share with their IT person to find out if the images would be acceptable. Peel's Prairie Provinces website is currently experiencing a backlog of material that is not yet available on the website, so there would be a delay to have our newspapers added and uploaded to this site.

Next steps:

- 1) Bill Ballas will take the proposal from Consentia to Dwight at the Town of Drayton Valley to seek an opinion from legal counsel to see if we can leave the contract with Consentia.

2) Colleen will set up a meeting with Leonard in IT at the Town of Drayton Valley to discuss hosting the large number of images from the newspaper project and for his opinion.

**4. New Business**

- a. 100 Women Who Care presentation – Our group is scheduled to make a presentation to the 100 Women Who Care group along with HW Pickup and The Jeff Zorn Memorial Bonspiel. Connie will update the PowerPoint to include images of newspaper pages and email to Graham.
- b. Brochure – Bill Cavanagh to send a copy of the brochure to Graham.
- c. Family Literacy Day – is on January 25 and an event is being held at the CETC. The Museum is booked to have a display. Colleen will take the Legacy display to this event.

**5. Correspondence – no correspondence**

**6. Reports**

- a. Volunteer Hours – continue to record your volunteer time.

**7. Adjournment**

**MOVED BY Colleen Andersen to adjourn the meeting at 8:10 p.m.**

Next meeting: February 8, 2018 at 7:00 p.m. at the Royal Canadian Legion

**DRAYTON VALLEY MUNICIPAL LIBRARY BOARD MINUTES**

The minutes of the Drayton Valley Municipal Library Board regular meeting held November 30, 2017 at 4:30pm, in Conference room #1

**PRESENT** Lyndara Cowper-Smith (Chair), Rose Mayan, Pat Adamson, Donna Gawalko, Councillor Fayrell Wheeler, Councillor Kara Westerlund, Sandy Faunt (Retiring Director), Marge Eliuk (Manager), Doug Whistance-Smith (Incoming Director), Dana Crawford (Recording Secretary)

**ABSENT** Colleen Andersen

**CALL TO ORDER**

Lyndara Cowper-Smith called the meeting to order at 4:28 pm.

Additions: 5.3: COLA 2018  
8.9: Board Chair  
8.10: Vice Chair

Pat Adamson moved to approve the agenda as amended.  
**MOTION CARRIED.**

**ADOPTION OF MINUTES**

Rose Mayan moved to adopt the minutes of the October 10, 2017 meeting as presented.  
**MOTION CARRIED.**

**Introduction of incoming Director, Doug Whistance-Smith**

Introduce new director to the Board and introduction of the Board to the new director.

**BUSINESS ARISING**

Capital Grants

Doug will write letters of requests to Legion, Kinnettes, Lions, etc to ask for money donations to purchase the 3D Printer. A plaque would be displayed near the 3-D printer to acknowledge the donor.

Councillor Fayrell Wheeler moved to ask Doug to write a letter of request to each of the groups mentioned above.  
**MOTION CARRIED.**

Grants (Other)

The Library had applied for the STEP Grant to cover the cost of the Summer Student employed as the Summer Reading Programmer. The grant was approved for \$2681.00. The Cheque is on its way to the Board.

There may be other grants available to partially cover the cost of projects such as CIP (Capital Improvement Project), CFEP (Capital Facility Enhancement Project/ Programs), or Telus technology grants.



COLA 2018

Donna Gawalko moved to reaffirm a cost of living allowance of 2% in 2018  
**MOTION CARRIED**

**FINANCIAL**

Monthly Financial Report – October 2017

Donna Gawalko moved to receive the October 2017 financial reports as information.  
**MOTION CARRIED.**

2018 Draft Budget

Discussions took Place

Funds from Supplies were moved to memberships to cover the costs of continuing our memberships for ACF and Criterion movie licenses.

Marge shared the county agreement.

Pat Adamson moved to approve the 2018 Draft Budget.

**MOTION CARRIED**

**REPORTS**

Members

Lyndara Cowper-Smith welcomed Donna Gawalko as a new board member and welcomed Pat Adamson and Colleen Andersen as returning members.

Councillor Fayrell Wheeler stated that according to the Get On Board newsletter, put out by the Yellowhead Regional Library Board, there has been no fee change for 2018.

Director

Doug Presented to Town Council on November 29<sup>th</sup> for the reappointments of Pat Adamson and Colleen Andersen as well as the appointment of Donna Gawalko.

Doug has been attending many meetings including interagency meetings and programs and marketing discussions with library staff.

Doug has requested that all staff receive First Aide training in 2018. He has also requested that an AED be installed in the foyer of the civic centre. An emergency generator has been installed in the civic centre providing emergency power within 10 seconds of a power outage.

Doug has started a collection inventory and clean-up. Old and non-circulating materials will be weeded as the shelves are overcrowded. The lost items list is currently 53 pages long for ADV; a lost items list hasn't been assessed yet for ADVR.

The library has many patron records that have expired but have fines. These records need to be dealt with. Doug will provide a dollar value for the fines by next meeting.

The Library has a budget to attend the Alberta Library Conference (ALC) in 2018. 2 rooms will be reserved at a hotel in Jasper. The Jasper Lodge is booked for the conference and we may be able to book a room only if there is a cancellation or another library is willing to give us their room.

Rose Mayan moved to receive the Directors Report as information  
**MOTION CARRIED**

## NEW BUSINESS

### Corporate Name

The name on the library policies and bylaws does not match the official name of the Town of Drayton Valley Library Board. As the policies and bylaws are updated the information will be changed to reflect the official name. In 1 to 2 years' time, all policies and bylaws will be changed.

### Bylaw Review

The Bylaws have not been updated in 10 years. Doug will make a first draft bylaw revision by next meeting.

### Policies

Personal Policies will be reviewed in 2018. A draft volunteer policy (4.1.1.2.10) has been written for the board to review.

### Unifirst Carpet Contract Buy-out

The Library currently pays \$42.00 bi-weekly. We are in a 5 year contract with Unifirst with 1 year and 6 months left. A buy-out will cost \$1964.00.

Concerns about cancelling the contract were shared.

Councillor Fayrell Wheeler Moved to cancel the contract with Unifirst.

**MOTION DEFEATED**

Business differed to spring 2018

### Author Talk Program Expense

Pat Prodaniuk would like to plan a program with award winning author Rudy Wiebe. He charges \$500.00. Expenses for the program will cost another \$500.00 maximum making the total estimated cost for the program \$1000.00. This will be taken from the programming budget in 2018.

### Lost Item Write-offs

The dollar amount for Lost item write-offs will be quite significant.

### Contact with Collection Agency

Doug would like to start a contract with a collection agency such as Bison Collection Agency. They would charge 50% for items that are recovered or payed for. With the start of a contract Doug would like to implement a 3 step recovery process with collections as the last step. Doug will create a policy for perusing lost items and fines.

Pat Adamson moved to start a contract with a collection agency

**MOTION CARRIED**

Patrons are now limited to 10 DVD and 10 Blu-ray items at once.

### Election of Board Chair

Councillor Kara Westerlund moved to appoint Lyndara Cowper-Smith as board chair in 2018

**MOTION CARRIED**

Election of Board Vice Chair

Councillor Kara Westerlund moved to appoint Pat Adamson as Board Vice Chair in 2018  
**MOTION CARRIED**

**CORRESPONDENCE**

Email from Drayton Valley Community Fund – Grant Unsuccessful  
Email regarding information about Board member pay  
Brazeau County Agreement  
Email from Jodie regarding 3D Printer Grants  
Email from Town of Drayton Valley informing the board of the appointment of Fayrell Wheeler and Eric Buttz  
Email from Brazeau County informing the board of the appointment of Kara Westerlund and Heidi Swan  
Email from Ken Allen including a Policy and Bylaw guide.  
Invitation to the Public Library Services Branch Symposium  
Correspondents from Mayor appointing Pat Adamson, Colleen Andersen, and Donna Gawalko to the Library Board

Donna Gawalko moved to receive the correspondence as information.  
**MOTION CARRIED.**

**NEXT MEETING DATE**

Next meeting date: **January 9, 2018 at 1:15 pm** in Conference room #1.

**ADJOURNMENT**

Rose Mayan moved to adjourn the meeting at 5:50pm.  
**MOTION CARRIED.**

  
Recording Secretary

Adopted on the 9 day of Jan, 2017 ~~2017~~ 2018

  
Board Chair



DRAYTON  
VALLEY

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## OFFICE OF THE MAYOR

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February 1, 2018

Honourable Kathleen Ganley  
Minister of Justice and Solicitor General  
424 Legislature Building  
10800 - 97 Avenue  
Edmonton, AB T5K 2B6

Dear Minister Ganley:

As the Mayor of the Town of Drayton Valley, I would like to draw your attention to the circumstance that some municipalities in Alberta receive policing services at no direct cost. Under the current police funding model, policing costs are only paid by urban municipalities, such as Drayton Valley, with a population greater than 5,000, and those municipalities with their own police forces. Small urban municipalities, as well as all municipal districts and counties, are exempt from paying for policing. Additionally, although the province provides support to offset policing costs through the Municipal Police Assistance Grant Program, there have been chronic shortfalls in funding as this program has not kept pace with growing populations and increasing crime rates.

The Town of Drayton Valley believes that this police funding model is both unfair and unsustainable. We support the "everyone should pay" concept, using a formula based on population and property assessment, with any resulting surplus funds being reinvested in crime prevention and response. Furthermore, a more equitable funding model could potentially generate additional revenue to address the current rural crime epidemic.

Thank you for committing in 2017 to begin a review of funding models this fall. Although Ministry staff have researched options for a new, more equitable funding model, we understand that any consultations on police funding are not likely to take place until after the 2019 provincial election.

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Honourable Minister Kathleen Ganley  
February 1, 2018  
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The Town of Drayton Valley feels that we have already waited too long for the province to resolve the inequities in police funding, and that an issue this urgent in nature should not be put off any longer. We are therefore calling on the Government of Alberta to immediately begin public consultations on a new police funding model, and for implementation to take place before the next provincial election. As our MLA, we hope you will join us in championing the need for a new, more equitable funding model for police services in the province of Alberta.

Sincerely,



Michael Doerksen  
Mayor  
Town of Drayton Valley

cc: The Honourable Shaye Anderson, Minister of Municipal Affairs  
Mark Smith, MLA Drayton Valley – Devon  
Barry Morishita, President, Alberta Urban Municipalities Association



*Celebrating 60 Years 1957-2017*

**Budget and Asset Management Committee Meeting**

Friday, December 8, 2017, 11:00 a.m.-12:30 p.m.

Town of Drayton Valley Conference Room #2

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**Meeting Notes**

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**Present:** Councillor Fayrell Wheeler, Councillor Eric Butz, Councillor Amila Gammana, Councillor Corey Peebles, Dwight Dibben, Pam Livingston, Rita Bijeau

**Absent:** Mayor Michael Doerksen (Ex Officio)

**1.0 Call to Order**

Ms. Bijeau called the meeting to order at 11:13 a.m.

**2.0 Additions or Deletions to Agenda**

No changes were made to the Agenda.

**3.0 Adoption of Agenda**

Councillor Gammana approved the Agenda for the December 8, 2017, Budget and Asset Management Committee Agenda.

**4.0 Discussion Items**

**4.1 Appointment of Chairperson**

Councillor Butz was appointed as Chairperson to the Committee and assumed Chairing of the meeting.

**4.2 Review of Draft Terms of Reference**

The Committee reviewed the Draft Terms of Reference and provided feedback. The document will be brought forward to the next Governance and Priorities Committee Meeting for information prior to proceeding to a Regular Meeting of Council.

**5.0 Other Business**

The Committee discussed the goals of the Committee which will focus on budget, capital including long-term capital planning and asset management planning.

**6.0 Items for Next Meeting**

- Budget Process

*December 8, 2017*

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**7.0 Next Meeting Date**

- Friday, February 2, 2018, from 9:00 a.m. – 12:00 p.m.

**8.0 Adjournment**

The meeting was adjourned at 12:14 p.m.

APPROVED