



Agenda

Call to Order

National Anthem

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10.0	Adjournment	


WAIVER OF NOTICE FOR SPECIAL MEETING OF DRAYTON VALLEY TOWN COUNCIL

As per Section 194 of the M.G.A., Revised Statutes of Alberta 2000, Chapter M-26, the Drayton Valley Town Council hereby waives notice of a Special Meeting to be held on March 2, 2018, at 9:30 a.m. at the Clean Energy Technology Centre, 5400-24 Avenue, Rooms 115-116, for the following purpose:

Council to jointly discuss with Brazeau County and the Village of Breton:

- a. Recreation Board Update
- b. Recreation and Culture Cost-Sharing
- c. Senior's Handi Bus
- d. Ring Road – Brazeau County Design

The following consent to the "Waiver of Notice" for the above purpose, signed this 2th day of March, 2018.




Mayor Michael Doerksen



Councillor Bill Ballas



Councillor Eric Butz



Councillor Nancy Dodds



Councillor Amila Gammana



Councillor Corey Peebles

Absent

Councillor Fayrell Wheeler



Meeting Minutes

Members of Council signed the Waiver to hold the Special Meeting of Council on March 2, 2018.

THOSE PRESENT:

Mayor M. Doerksen
Councillor B. Ballas
Councillor E. Butz
Councillor N. Dodds
Councillor A. Gammaana
Councillor C. Peebles
R. Bijeau, Recording Secretary

D. Wiltse, Councillor, Brazeau County
S. Wheale, Councillor, Brazeau County
M. Gressler, Councillor, Brazeau County
A. Heinrich, Councillor, Brazeau County
K. Westerlund, Councillor, Brazeau County
J. Whaley, CAO, Brazeau County
L. Pritchard, Councillor, Village of Breton

OTHERS:

B. Guyon, Reeve, Brazeau County
H. Swan, Councillor, Brazeau County

ABSENT:

Deputy Mayor F. Wheeler

1.0 Call to Order

Mayor Doerksen called the meeting to order at 9:34 a.m.

The following were added to the Agenda:

- 3.3 Home Care at Brazeau Foundation
- 3.4 Aquatic Fund Development
- 3.5 Family Day
- 3.6 Fire Services
- 3.7 Cannabis Legalization
- 3.8 Demand Meters for Recreation and Culture Facilities
- 3.9 Recreation Centre Update - Breton

2.0 Old Business

2.1 Recreation Board Update

Purposes of the Board appointments were discussed; the Board is to generate Terms of Reference to be brought back to the Brazeau County Council and the Town of Drayton Valley Council at a future date.

2.2 Recreation and Culture Cost-Sharing

Clarification was provided on the name of the agreement.

3.0 New Business

3.1 Senior's Handi-Bus

A gap in services to seniors and/or mobility challenged individuals for personal, social, and medical trips was discussed for the region. With regard to the local proposal, a decision on level of support will be dependent on their fundraising success. Arrow Bussing may also be looking to provide regional services.

- 3.2 Ring Road – Brazeau County Design
Reeve Guyon requested Town consideration for partnering on the walking trail connection to potentially reduce costs for the project overall.
- 3.3 Home Care at Brazeau Foundation
Councillor Butz advised of an upcoming request from Brazeau Foundation to lobby against a change in procedure for providing clients medication at the Lodge.
- 3.4 Aquatic Fund Development
Municipal funding for a new aquatic facility was discussed with regard to encouraging fundraising efforts by the Aquatic Facility Fund Development Committee. Several variables were identified which would have an impact on timing of the project, the first of which being the finalization of the Net Zero Study.

A break was called at 10:47 a.m.

The meeting was reconvened at 10:59 a.m.

- 3.5 Family Day
The potential to expand existing events, like Family Day and DV100 (including marketing), was discussed.
- 3.6 Fire Services
The shift in fire services toward emergency services was discussed, specifically with regard to being first responders.
- 3.7 Cannabis Legalization
The upcoming changes to legislation on cannabis were discussed and recognized as items for future discussions.
- 3.8 Demand Meters for Recreation and Culture Facilities
Reeve Guyon provided information on potential cost savings in municipal buildings regarding demand meters which he will be bringing forward to future regional meetings to discuss with other municipalities.
- 3.9 Recreation Centre Update – Breton
Councillor Pritchard shared the design concept for the Breton Recreation Centre which is expected to begin construction this year.

5.0 Adjournment

Mayor Doerksen adjourned the meeting at 1:37 p.m.

MAYOR

RECORDING SECRETARY



Meeting Minutes

THOSE PRESENT:

Mayor Doerksen
Councillor Butz
Councillor Ballas
Councillor Dodds
Councillor Gammana
Councillor Peebles
Deputy Mayor Wheeler
Dwight Dibben, Chief Administrative Officer
Pam Livingston, Director of Corporate Services
Tom Thomson, Fire Chief
Annette Driessen, Director of Community Services
Kevin McMillan, Senior Financial Officer
Rita Bijeau, Executive Assistant
Chandra Dyck, Legislative Services Coordinator

Jennifer Stone, Records Management and Communications
Jennifer Martin, Planning and Development Officer
Martine Martindale, Acting Planning and Development Officer
Vishal Sharma, Network and Systems Administrator
Jerome Zheng, Junior System Administrator
Cathy Weetman, Drayton Valley Western Review
Members of the Public

ABSENT:

Sonya Wrigglesworth, Acting Director of Engineering and Development

CALL TO ORDER

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

1.0 Additions to the Agenda

There were no additions to the agenda.

2.0 Adoption of Agenda

RESOLUTION #030/18

Deputy Mayor Wheeler moved to adopt the Agenda for the March 21, 2018, Regular Meeting of Council, as presented.

CARRIED

3.0 Corrections or Amendments:

3.1. February 28, 2018, Regular Meeting of Council Minutes

The date referenced in Items 1.0 and 2.0 was amended to be February 28, 2018.

4.0 Adoption of:

4.1. February 28, 2018, Regular Meeting of Council Minutes

RESOLUTION #031/18

Councillor Ballas moved to adopt the Minutes of the February 28, 2018, Regular Meeting of Council, as amended.

CARRIED

5.0 Proclamations

5.1. Earth Month and Earth Day – April 22, 2018

Mayor Doerksen proclaimed the month of April, 2018 as Earth Month and April 22, 2018, as Earth Day in the Town of Drayton Valley.

5.2. National Volunteer Week – April 15-21, 2018

Mayor Doerksen proclaimed April 15-21, 2018, as “National Volunteer Week” in the Town of Drayton Valley.

5.3. Cancer Awareness Month

Mayor Doerksen proclaimed the month of April 2018 as “Cancer Awareness Month” in the Town of Drayton Valley.

6.0 Decision Items

6.1. Subdivision and Development Appeal Board Appointments

RESOLUTION #032/18

Deputy Mayor Wheeler moved that Council appoints Ms. Heather Anderson, Mr. Sheldon Fuson, Mr. Graham Long, Mr. Charlie Miner, and Mr. Benjamin Misener as members of the Subdivision Development and Appeal Board for a one year term commencing March 21, 2018 and ending October 31, 2018.

CARRIED

6.2. Mayor’s Advisory Council Appointment

RESOLUTION #033/18

Councillor Dodds moved that Council appoint Ms. Heather Anderson as a community member-at-large to the Mayor’s Advisory Council for a two-year term commencing March 21, 2018 and ending October 31, 2019.

CARRIED

6.3. Authorization of Chief Operating Officer of the Clean Energy Technology to sign Lease Agreement

RESOLUTION #034/18

Councillor Peebles moved that the Chief Operating Officer be authorized, on behalf of the Town of Drayton Valley, to enter into the lease and agreement with Ecocharge.

CARRIED

6.4. Development Permit – DV18-010, 5405-48 A Avenue

RESOLUTION #035/18

Councillor Gammana moved that Council approve Development Permit Application DV18-010, subject to the standard conditions noted in the Development Permit for manufactured homes.

CARRIED

6.5. Subdivision Application DV/17/03, Within NW 15-49-7-W5

RESOLUTION #036/18

Councillor Butz moved that Council approve Subdivision Application DV/17/03 with a variance of 1.2 acres – bringing the total subdivision area to 5.2 acres, subject to the six (6) conditions noted below:

1. The Developer is to engage an Alberta Land Surveyor to prepare a plan of subdivision utilizing the Town’s block numbering system for registration at Land Titles Office subject to the attached subdivision drawing dated December 18, 2017.

2. The Developer is to pay any offsite levies required by the Town of Drayton Valley's Bylaw.
3. The Developer must have the sewage disposal system on the proposed lot inspected by an accredited safety code agency and submit a copy of this report to the Town and West Central Planning Agency. If the system does not meet current standards, the developer must upgrade it and provide a report certifying that this has been done and meets the Province's *Alberta Private Sewage Disposal Regulations* and Provincial Safety Codes.
4. The Developer is to pay any outstanding taxes owing on the property to the Town.
 - a. The proposed lot will be taxed under the Town rate as per the assessment category and the remainder of the land would be based at Brazeau County rate as per the honoured 2012 Annexation Agreement.
5. The Developer is to pay an endorsement fee of \$100.00 per lot (two (2) lots total of \$200.00) to West Central Planning Agency when the plan is submitted for endorsement.
6. Municipal reserves owing will remain on the balance of the quarter section. West Central Planning Agency will prepare a partial discharge of the reserve caveat prior to the registration of the subdivision.

CARRIED

6.6. Childcare

RESOLUTION #037/18

Deputy Mayor Wheeler moved that the Regular Meeting of Council move to a closed session for Item 6.6 of the March 21, 2018, Regular Meeting of Council Agenda, pursuant to 21(1) of the *Freedom of Information and Protection of Privacy Act* at 9:29 a.m.

CARRIED

Present:

Mr. Dwight Dibben, CAO, to provide Administrative and legislative guidance to Council;
Ms. Annette Driessen, Director of Community Services, to provide information regarding childcare;
Mr. Kevin McMillan, Senior Financial Officer, to provide information regarding budget and financials; and
Ms. Rita Bijeau, Executive Assistant, to record outcomes of discussions, if required.

Deputy Mayor Wheeler exited the closed session at 9:56 a.m.

Deputy Mayor Wheeler returned to the closed session at 9:58 a.m.

RESOLUTION #038/18

Councillor Ballas moved that Council come out of closed session at 10:14 a.m.

CARRIED

RESOLUTION #039/18

Deputy Mayor Wheeler moved that Council approve to enter into the agreement with Alberta Children's Services (Province of Alberta) as presented to the Town of Drayton Valley and discussed in the closed session during the Regular Meeting of Council on March 21, 2018.

CARRIED

7.0 Department Reports

7.1. Engineering and Development

Ms. Livingston provided a report to Council regarding Engineering and Development.

7.2. Community Services and FCSS

Ms. Driessen provided Council with a report on activities within the Community Services Department and FCSS.

7.3. Emergency Services

Chief Thomson provided Council with a report on activities for the month of February 2018 as well as total calls for the 2017 year.

7.4. CAO/Administration

Mr. Dibben provided a report to Council regarding the AUMA Spring Municipal Leaders' Caucus and provincial budgetary information.

8.0 Council Reports

8.1. Deputy Mayor Wheeler

- February 5-8 – FCM Sustainability Conference
- February 24-March 2 – FCM Mission in Nicaragua

8.2. Councillor Butz

- March 2 – Meeting with Brazeau County Council
- March 2 – Recreation and Culture Ad-Hoc Committee Meeting
- March 5 - Yellowhead Regional Library Meeting
- March 6 – Brazeau Foundation Meeting
- March 7 – Economic Development Committee
- March 12 – IDP Internal Meeting
- March 13 – Brazeau Foundation Board Meeting
- March 16 – Engine 5 Ribbon Cutting

8.3. Councillor Ballas

- February 28 – Regular Meeting of Council and Governance and Priorities Committee Meeting
- March 2 – Meeting with Brazeau County Council
- March 7 – Economic Development Committee Meeting
- March 8 – Legacy Project Meeting
- March 12 – IDP Internal Meeting
- March 14 – Governance and Priorities Committee Meeting
- March 16 – Engine 5 Ribbon Cutting
- March 20 – Legacy Project Meeting

8.4. Councillor Peebles

- March 1 – Alberta Hemp Alliance Strategic Meeting
- March 2 – Meeting with Brazeau County Council
- March 7 – Economic Development Committee Meeting
- March 12 – IDP Internal Meeting

- March 14-15 – AUMA Spring Municipal Leaders' Caucus on behalf of the Mayor
- March 16 – Engine 5 Ribbon Cutting
- March 18 – Pembina Nordic Ski Club Cheque Presentation
- March 18-19 – Meeting with Highbury Energy in Vancouver

8.5. Councillor Dodds

- March 2 – Meeting with Brazeau County
- March 5 – Climate Change Conference
- March 7 – Economic Development Committee Meeting
- March 12 – IDP Internal Meeting
- March 13 – Sustainability Committee Meeting
- March 16 – Engine 5 Ribbon Cutting
- March 19 – Northern Alberta Mayors' and Reeves' Caucus on behalf of the Mayor

8.6. Councillor Gammana

- February 20 – Toastmaster Club Open House
- March 2 – Meeting with Brazeau County
- March 5 – Homelessness and Poverty Reduction Committee Meeting
- March 7 – Economic Development Committee Meeting
- March 12 – IDP Internal Meeting
- March 16 – Engine 5 Ribbon Cutting
- March 18 – Pembina Nordic Ski Club Cheque Presentation

8.7. Mayor Doerksen

- March 2 – Meeting with Brazeau County
- March 2 – Puck drop for Drayton Valley Thunder
- March 5 – Climate Change Conference
- March 7 – Economic Development
- March 8 – Attended the Throne Speech
- March 13 – Meeting with Pembina Pipeline Corporation
- March 16 – Engine 5 Ribbon Cutting
- March 18 – Pembina Nordic Ski Club Cheque Presentation
- March 18-19 – Meeting with Highbury Energy in Vancouver
- March 20 – Attended the Early Childhood Development Centre to talk to the older children

9.0 Information Items

9.1. STAR Catholic Board Highlights – February 2018

9.2. Governance and Priorities Committee Meeting Minutes

- January 10, 2018
 - January 17, 2018
 - January 31, 2018
 - February 21, 2018
 - February 28, 2018
-

9.3. Mayor's Advisory Council Meeting Notes – September 26, 2017

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-
- 9.4. Yellowhead Regional Library Board Meeting Minutes – November 6, 2017
-
- 9.5. Economic Development Committee Notes – February 14, 2018
-
- 9.6. Yellowhead Regional Library – 2017 Annual Report
-
- 9.7. Sustainability Committee Notes – February 20, 2018
-
- 9.8. Brazeau Foundation Minutes – December 15, 2017
-
- 9.9. Drayton Valley Brazeau County Fire Services
- February 2018 Statistics
 - 2017 Year End Statistics
-

RESOLUTION #040/18

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

CARRIED

10.0 Adjournment

Mayor Doerksen adjourned the meeting at 10:56 a.m.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

WAIVER OF NOTICE FOR SPECIAL MEETING OF DRAYTON VALLEY TOWN COUNCIL

As per Section 194 of the M.G.A., Revised Statutes of Alberta 2000, Chapter M-26, the Drayton Valley Town Council hereby waives notice of a Special Meeting to be held on March 21st, 2018, at 11:06 AM at the Civic Centre, 5120 – 52 Street, Council Chambers, for the following purpose:

Personnel Matters

The following consent to the "Waiver of Notice" for the above purpose, signed this 21st day of March, 2018.


Mayor Michael Doerksen


Councillor Bill Ballas


Councillor Eric Butz


Councillor Nancy Dodds


Councillor Amila Gammana


Councillor Corey Peebles


Councillor Payrell Wheeler



Meeting Minutes

Members of Council signed the Waiver to hold the Special Meeting of Council on March 21, 2018.

THOSE PRESENT:

Mayor Doerksen
Councillor Ballas
Councillor Butz
Councillor Dodds

Councillor Gammana
Councillor Peebles
Deputy Mayor Wheeler

CALL TO ORDER

Mayor Doerksen called the meeting to order at 11:06 a.m.

1.0 Personnel Matters

RESOLUTION #041/18

Deputy Mayor Wheeler moved that Council move in-camera to discuss personnel matters, pursuant to the *Freedom of Information and Protection of Privacy Act* section 17 at 11:07 a.m.

CARRIED UNANIMOUSLY

RESOLUTION #042/18

Councillor Gammana moved that Council move out-of-camera at 11:42 a.m.

CARRIED UNANIMOUSLY

RESOLUTION #043/18

Councillor Butz moved that the resignation of the Chief Administrative Officer, Mr. Dwight Dibben, with the Town of Drayton Valley be accepted effective March 22, 2018; and the Chief Administrative Officer, Mr. Dwight Dibben, be paid according to his settlement with the Town of Drayton Valley and in accordance with legal advice.

CARRIED UNANIMOUSLY

RESOLUTION #044/18

Deputy Mayor Wheeler moved that Ms. Pamela Livingston be appointed as the Acting Chief Administrative Officer, effective March 22, 2018, at 5:00 p.m., with all of the powers, duties and responsibilities of the Chief Administrative Officer.

CARRIED UNANIMOUSLY

2.0 Adjournment

Mayor Doerksen adjourned the meeting at 11:45 a.m.

MAYOR



Town of Drayton Valley Delegation Request Form

Name(s): _____

Organization: _____

Contact Number: _____ Contact E-mail: _____

Mailing Address: _____

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

Council Meeting

Governance & Priorities Committee Meeting

Special Meeting/Presentation

Administration Meeting

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

Reason for Requesting Delegation:

(information only, request for funding, concern, etc)

Additional Information Provided

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

Please indicate any preference you have for meeting:

Please submit your request by:

Fax: 780.542.5753

E-mail:

admin-support@draytonvalley.ca

In person:

5120-52 ST



Town of Drayton Valley Delegation Request Form

Name(s): Ryan Fynn, Diane Huska

Organization: Drayton Valley and District Chamber of Commerce

Contact Number: _____ Contact E-mail: 'draytonvalleychamber@outlook.com'

Mailing Address: _____

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

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

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

Reason for Requesting Delegation:

(information only, request for funding, concern, etc)
May 12, 2018 Trade Fair/Market - request for road closure and parking lot closure
information for Council on new Trade Fair/Market to coincide with Triathlon

Additional Information Provided

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

Please indicate any preference you have for meeting:

April 18, 2018

Please submit your request by:

Fax: 780.542.5753

E-mail:

admin-support@draytonvalley.ca

In person: 5120-52 ST

COUNCIL REQUEST FOR DECISION

SUBJECT:	Audited Financial Statements for 2017
MEETING DATE:	April 18, 2018
SUBMITTED BY:	Kevin McMillan, Senior Financial Officer

PROPOSAL AND BACKGROUND:

As is proper municipal protocol, the annual audit of the Town's Financial Statements is conducted by an independent accounting firm and the results of that audit are presented to Council. Following the presentation of the 2017 Audited Financial Statements by the representative of Metrix Group LLP (formerly Hawkings Epp Dumont LLP), Mr. Phil Dirks, CPA, CA, Council has the ability to accept the same as information.



Administration recommends that Council pass a Resolution to accept the 2017 Audited Financial Statements as information. Following the acceptance of the audit results, the Finance Department will finalize its year-end reporting and, once signed, publish the information on the Town's website.

POTENTIAL MOTIONS:

- A. That Council accept the 2017 Audited Financial Statements for the Town of Drayton Valley, as presented by Mr. Phil Dirks of Metrix Group LLP, as information.
- B. That Council does not accept the 2017 Audited Financial Statements for the Town of Drayton Valley, as presented by Mr. Phil Dirks of Metrix Group LLP, as information.



MOTION REQUESTED:

That Council accept the 2017 Audited Financial Statements for the Town of Drayton Valley, as presented by Mr. Phil Dirks of Metrix Group LLP, as information.

Report Prepared By:		Report Reviewed By:	
			
Name:	Kevin McMillan	Name:	Pamela Livingston
Title:	Senior Financial Officer	Title:	Acting Chief Administrative Officer

Report Routed to Council By:

A handwritten signature in blue ink, appearing to be 'J.A.', is written inside a rectangular box.

	BRAZEAU COUNTY & TOWN OF DRAYTON VALLEY REQUEST FOR COUNCIL DECISION		
SUBJECT:	IDP / ICF Core Team and Timeline		
DATE TO COUNCIL:	April 17, 2018		
SUBMITTED BY:	Jocelyn Whaley, Interim CAO Brazeau County <i>JW.</i>		
REVIEWED BY:	Pam Livingston, Acting CAO Town of Drayton Valley		
Report/Document	Attached _____	Available _____	Nil _____

RECOMMENDED ACTIONS:

That Council approve the new core team and suggested timelines for the IDP (Inter-municipal Development Plan) and that Council authorize the core team to write a request for proposal for consultant assistance for the ICF (Inter-municipal Collaboration Framework).

1. TOPIC DEFINED

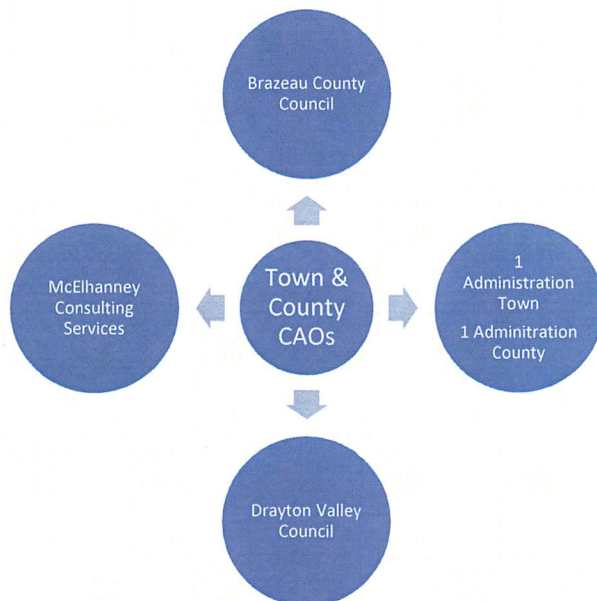
Executive Summary/Key Issue(s)/Concepts Defined:

Recent staff changes at the Town of Drayton Valley and Brazeau County, as well as feedback received from both Councils and the public, have prompted a revisit of the current IDP process. Additionally, both the Town of Drayton Valley and Brazeau County Administration have noticed certain disconnects in the current methodology. Acting Town CAO Pam Livingston and Interim County CAO Jocelyn Whaley have offered to streamline the process and thereby provide a cost savings and more communicative process to both Councils and the residents of each municipality. The IDP project would retain the current consultants from McElhanney Consulting Services Ltd. at a reduced scope and subsequent cost. Administration would assume primary management of the project, utilizing the consultants and advisory and for product finalization.

The ICF project would require a new request for proposal be posted after Council approves the new process as the scope of the project would no longer be managed as initially proposed. This would also save on costs for negotiating, as Administrations both feel that reviewing the current cost share agreements can be negotiated with in-house staff and taken to both Councils for approval.

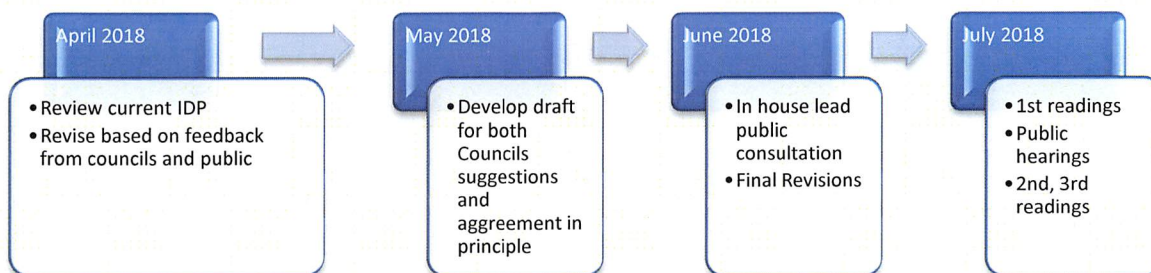
The core team is recommended as follows:

Proposed IDP Core Team



The two CAOs would work in conjunction to bring back relevant information to Councils for approval at which time that information would be sent to the current consultants from McElhanney Consulting Services Ltd. to write a final Inter-municipal Development document and add in the relevant figures and maps.

The timeline:



Relevant Policy:*Municipal Government Act***Strategic Relevance:**

Although mandated by the Provincial Government to collaborate; effective and cost efficient collaboration may lead to further jointly funded initiatives which would be grant accessible.

2. RESPONSE OPTIONS

Possible ways to achieve the main result with analysis highlights.

Option	Analysis
a. Council approves staff recommendation	<ul style="list-style-type: none"> - More cost effective - More efficient timeline for IDP
b. Council rejects the request as submitted	<ul style="list-style-type: none"> - More expensive - Not complete until fall / winter 2018

3. IMPLICATIONS OF RECOMMENDATIONS**Operational:**

Staff will be doing the majority of the work instead of consultants.

Financial:

Cost savings with work being done for the most part by staff in both the County and the Town.



COUNCIL REQUEST FOR DECISION

SUBJECT:	Community Grants, Second Quarter Allocation
MEETING DATE:	April 18, 2018
SUBMITTED BY:	Annette Driessen, Director of Community Services

PROPOSAL AND BACKGROUND:

Community Events Grant

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 to be reviewed on a quarterly basis. The second quarter deadline was April 3, 2018, and \$5,000 is available for distribution in this quarter.

A total of five (5) eligible applications were received for the Community Events Grant second quarter allocation:

- Drayton Valley Community Foundation - DV 100 - September 8, 2018, requesting \$10,000
- Drayton Valley Lamplighters Event Group - Drayton Valley Lamplighters Hockey Tournament - April 6, 7 and 8, 2018, requesting \$3,700
- Drayton Valley Pro Rodeo Society - Drayton Valley Pro Rodeo - May 3 to 6, 2018, requesting \$6,957
- Hearts and Hands Quilter's Guild - Quilt Show - April 20 and 21, 2018, requesting any amount of funding
- Humans Helping Humans Housing Foundation - Shakin' N Drayton - November 24, 2018, requesting \$3,000

Three additional applications were received by the Town. These applications were deemed ineligible by Administration, as the applications did not satisfy the Policy guidelines.

The five eligible applications are being submitted for Council consideration.

OPTIONS AND ALTERNATIVES, WITH ANALYSIS:

The balance available for allocation during this grant quarter for the Community Events Grant is \$5,000.00. Council may wish to consider partial granting of each application, as each meets the criteria established for funding.

The attached checklist for each application notes previous funding for these events provided by the Town.

BUDGET / RESOURCE IMPLICATIONS:

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 divided as \$5,000 per quarter.

LINKAGE TO MUNICIPAL POLICIES, PLANS, OR ESTABLISHED PRIORITIES:

The Community Events 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
- improve 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 by letter.

POTENTIAL MOTIONS:**OPTIONS FOR THE APPLICATION FROM THE DRAYTON VALLEY COMMUNITY FOUNDATION:**

1. That Council award the Drayton Valley Community Foundation \$ _____ to help cover costs associated with hosting the DV 100 on September 8, 2018.
2. That Council decline the funding request from the Drayton Valley Community Foundation to help cover costs associated with hosting the DV 100 on September 8, 2018.

OPTIONS FOR THE APPLICATION FROM DRAYTON VALLEY LAMPLIGHTERS EVENT GROUP:

1. That Council award the Drayton Valley Lamplighters Event Group \$ _____ to help cover costs associated with the Drayton Valley Lamplighters Hockey Tournament being held April 6, 7 and 8, 2018.
2. That Council decline the funding request from the Drayton Valley Lamplighters Event Group to help cover costs associated with the Drayton Valley Lamplighters Hockey Tournament being held April 6, 7 and 8, 2018.

OPTIONS FOR THE APPLICATION FROM THE DRAYTON VALLEY PRO RODEO SOCIETY:

1. That Council award the Drayton Valley Pro Rodeo Society \$ _____ to help cover costs in hosting the Drayton Valley Pro Rodeo being held from May 3 to 6, 2018.
2. That Council decline the funding request from the Drayton Valley Pro Rodeo Society to help cover costs in hosting the Drayton Valley Pro Rodeo being held from May 3 to 6, 2018.

OPTIONS FOR THE APPLICATION FROM HEARTS AND HANDS QUILTER'S GUILD:



1. That Council award the Hearts and Hands Quilter's Guild \$ _____ to help cover the costs in hosting the Quilt Show on April 20 and 21, 2018.
2. That Council decline the funding request from the Hearts and Hands Quilter's Guild to help cover the costs in hosting the Quilt Show on April 20 and 21, 2018.

OPTIONS FOR THE APPLICATION FROM HUMANS HELPING HUMANS HOUSING FOUNDATION:


1. That Council award the Humans Helping Humans Housing Foundation \$ _____ to help cover the costs in hosting the Shakin' N Drayton on November 24, 2018.
2. That Council decline the funding request from the Humans Helping Humans Housing Foundation to help cover the costs in hosting the Shakin' N Drayton on November 24, 2018.

ATTACHMENTS:

Attachment 1: Community Events Grant Applications and Checklists

Report Prepared By:		Report Approved By:	
			
Name:	Annette Driessen	Name:	Pam Livingston
Title:	Director of Community Services	Title:	Acting CAO

Report Routed to Council By:





TOWN OF DRAYTON VALLEY

COMMUNITY EVENT GRANT CHECKLIST

OFFICE USE ONLY

Name of Applicant: Drayton Valley Community Foundation

Name of Event: DV 100 - September 8, 2018

CRITERIA		
Policy Requirements:		Notes:
✓	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	Contributes funds to the Community Foundation, which supports local initiatives.
✓	not duplicate past or present local services (unless a need can be demonstrated)	Does not duplicate another local event.
✓	provide equal access to the service without discrimination	Open to all. Marketed across the province and attracts up to 400 participants - tourism potential
	not already be receiving direct or indirect support from the Town for the stated service	Some in-kind support from Public Works (street cleaning, barricades, CPO)
✓	address an identified need in the community or contribute to the common good of the community	Community Foundation contributes funds to local initiatives which address community needs
✓	recognize the Town's contribution to the event or service sponsored	Promotional posters, on-site recognition and post-event newspaper ad.
✓	other revenue sources have been sought or obtained	Sponsorships and grants being sourced but not identified in application
	is the applicant using the grant funds to leverage other grants or funds	Not indicated in application.

Additional Information		Notes:
✓	Has the Town directly sponsored this event before?	Yes - \$1,000 in 2015 - \$1,000 in 2016 - \$1,500 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.)?	Supported by Goals in the Social Development Plan (social and community service organizations)

Comments:

Requesting \$10,000

Recommendation to Council:

DRAYTON VALLEY



TOWN OF DRAYTON VALLEY

COMMUNITY EVENT GRANT APPLICATION FORM

Date: 03/29/18 Event Date: September 8, 2018Organization Name: Drayton Valley Community FoundationMailing Address: Box 6836 Drayton Valley, AB T7A 1S2Contact Name: Erin Hepper Title: Executive DirectorEmail: dvcf@incentre.net Telephone: 587-464-0400

ORGANIZATION MANDATE

Description of the organization's mandate:

Please see attached document.

STATED SERVICE

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

2018 will be the seventh year for DV100 Race or Ride. It is taking place on September 8, 2018, starting at the Drayton Valley Omniplex. We have routes for 40KM, 100KM and 160KM, please see attached map. The 160KM will start at 8:00am, while the 100KM and 40KM routes will start at 9:00am. We are expecting to have 350-400 participants in our event, coming from all over Alberta and neighbouring provinces of British Columbia, and Saskatchewan.

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

In 2017 there were 325 participants, of that, 259 were from outside of Drayton Valley. DV100 saw registrants from all across Alberta, Saskatchewan, British Columbia and Ontario. DV100 is a homegrown event that brings riders and their families to our community and showcases Drayton Valley and Brazeau County. DV100 brings a uniqueness to Drayton Valley and separates it from other rural communities, by hosting a high profile and a continually growing cycling event. Bringing riders from outside of Drayton Valley is very beneficial to our community as many of the riders spend money at local businesses which supports our local economy.

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

DV100 brings people from all over Alberta and neighboring provinces to our community and allows them to experience all the amenities that Drayton Valley and Brazeau County offers. In the past six years DV100 has seen close to 1000 out of town riders. These riders benefit our community and local economy by staying in hotels and campsites, eating at our restaurants and shopping in our stores.

DV100 also promotes a healthy lifestyle for all riders. We have seen an increase in our local riders in the past couple of years. Many who started doing the 40KM route and have progressed to the 100KM route and are encouraging their friends and family to join them.

SPONSORSHIP REQUEST

Reason for request from the Town:

To be to continue to grow our event. Our goal is to become the Premier Cycling Event in Western Canada. DV100 is very unique in the cycling community as it attracts racers and riders and gives away numerous prizes. Not only does our event draw top racers from across Alberta, it draws in riders who are looking for a well organized ride with beautiful scenery.

Nature of the request and/or amount requested:

We are requesting \$10,000 from the Town of Drayton Valley.

The money raised by DV100 goes back into the Drayton Valley Community Foundation into the DV100 Race or Ride Fund, where the investment income is granted back to community groups and organizations in our community. Not only does DV100 bring cyclists to our community, it also gives back to groups and organizations.

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 Town of Drayton Valley will be recognized on our promotional posters. The Town of Drayton Valley will also be recognized on the start/finish line arch and throughout the day announced during the event. After the DV100 the Town of Drayton Valley will have their logo appear in a thank you in the Western Review.

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: 03/29/18

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.



Board of Directors

Chairperson

Pat Vos

Vice Chair

Mike Ferrey

Secretary

Robert Mulligan

Treasurer

Barry Carlson

Directors -

Steve Holmstrom

Pat Jeffery

Mardi Dancey

John Mulligan

Alex Blais

Bev Broks

Glen Saunders

John Tkachuk

Brenda Christie

Administration

Erin Hepper

Accountant

Rob Feddema C.A.

Nominating Committee

- Mayor—Town of

Drayton Valley

- Reeve—Brazeau County

- S/Sgt.—Drayton Valley

R.C.M.P.

- M.L.A.—Drayton Valley

Constituency

Description of Event:

The DV100 Race or Ride is an annual fundraiser for the Drayton Valley Community Foundation. The event was founded on the principles shared by the Foundation: promote community vitality. The funds raised from DV100 are put into the Foundation's DV100 Race or Ride Fund and the investment income is given back to community groups and organization's in the form of grants.

The Drayton Valley Community Foundation is a registered charity that fundraises with the purpose of granting monies to local community groups. We are one of 191 Community Foundations and fall under the overarching umbrella of Community Foundations Canada.

Our event caters to all facets of our community and provincial population. DV100 brings people to our community for a unique, homegrown event. Any one 16 years or older is eligible to register for our event. Skill levels are just as diverse from the very elite to the "new to the sport". We have accommodated for this diversities with staggering our start positions based on skill level and ability.

We have three different routes, 40KM, 100KM and 160KM, so riders of all skill level and age can participate in our event. With the addition of the 160KM in 2017, it diversified our event and attracted riders who are accustomed to riding long routes, such as triathlon athletes.

Safety is our number one concern and we go to great lengths to ensure the safety of our athletes. We have 120 volunteers on the course directing traffic and cyclists. Each race route has a lead and trail vehicle and support trucks roaming along the course; all equipped with first-aid qualified attendants. On the 160KM route at the turnaround point on Hwy 753, we will have signage in both directions, alerting traffic they may have to stop and there will be trained flag people to stop traffic until the cyclists' pass. In addition to this we also have RCMP support and Community Peace Officers assisting along the routes and at the main traffic crossings over Hwy 22.

Hwy 22 and 50th Ave
Hwy 22 and Hwy 621

There are designated stop areas equipped with bathrooms, water, first-aid and volunteers with radios (view attached course map).

We will be placing appropriate signage throughout the race; notably at RR85, Hwy 753 and Hwy 620 and RR85 as well as at the above noted Hwy 22 intersections in an effort to alert traffic to the race in progress. All of the support trucks have DV100 signage in the back of them that let other traffic know they are with our event.

We are planning for 350-400 riders and there are no animals allowed on the course.

I hope you find that I have provided enough detail on our event if you have questions please feel free to contact Erin Hepper, Executive Director at dvcf@incentre.net or 587-464-0400.

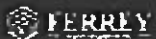
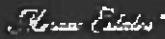
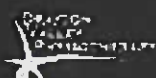
DV100 Revenue
DV100

Sponsorship	\$ 23,000.00
Grants	\$ 14,000.00
Registration	\$ 39,000.00
Merchandise	\$ 5,500.00
Beer Gardens	\$ 1,800.00
Donations	\$ 5,000.00
TOTAL	\$ 88,300.00

DV100 Expenses

Race Day	\$ 6,000.00
Awards	\$ 25,000.00
Sign Tific	\$ 1,800.00
Marketing & Advertising	\$ 14,000.00
Live Streaming	\$ 1,200.00
Zone 4	\$ 4,500.00
Prizes	\$ 5,000.00
Merchandise	\$ 5,000.00
Alcohol	\$ 1,400.00
Licensing	\$ 1,600.00
Miscellaneous	\$ 3,000.00
TOTAL DV100 EXPENSES	\$ 68,500.00

TOTAL PROFIT	\$ 19,800.00
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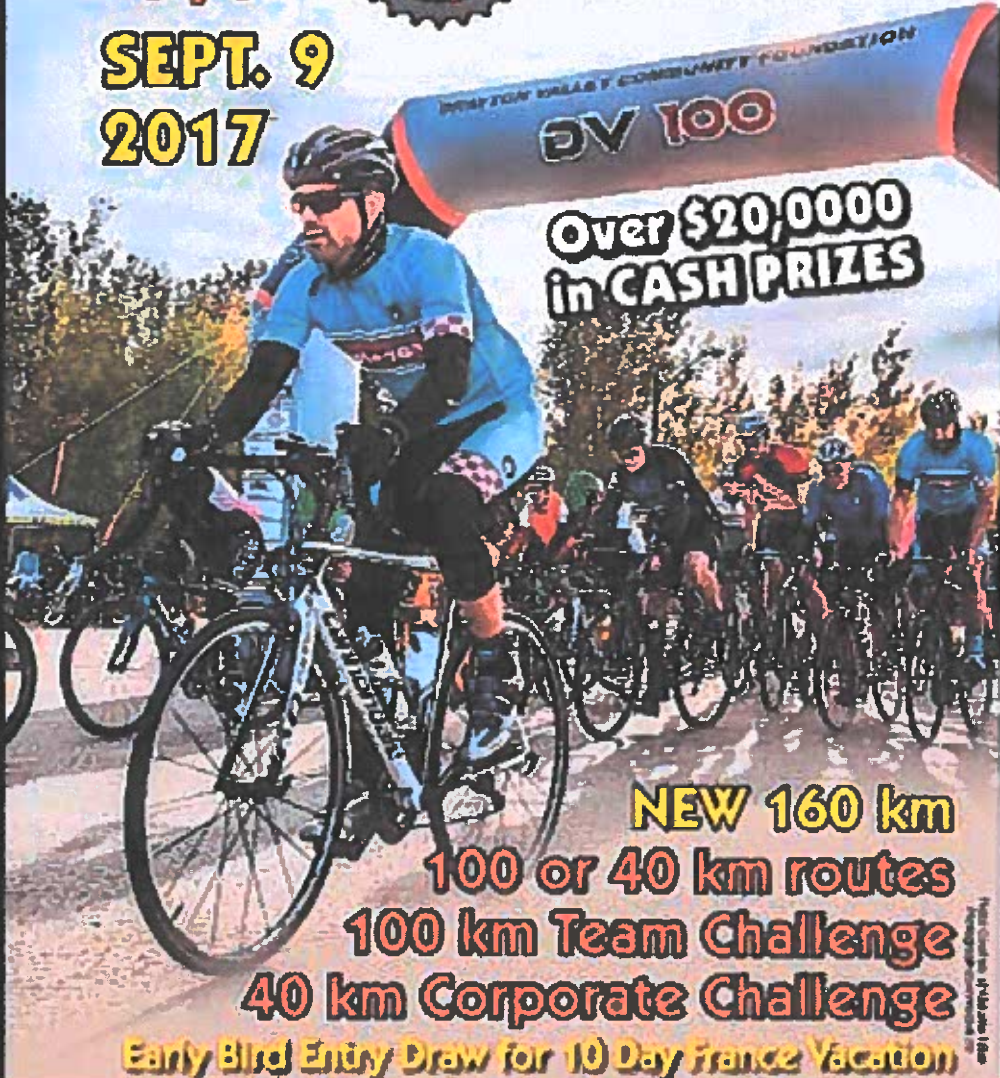


DV 100

RACE OR RIDE

Drayton Valley
Community
Foundation

SEPT. 9
2017



Over \$20,000
in CASH PRIZES

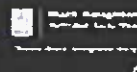
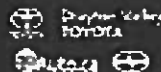
NEW 160 km
100 or 40 km routes
100 km Team Challenge
40 km Corporate Challenge
Early Bird Entry Draw for 10 Day France Vacation

Information: 780-542-0096

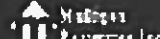
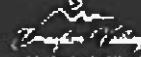
www.dv100.ca



DRAYTON VALLEY



Fountain Tire





TOWN OF DRAYTON VALLEY COMMUNITY EVENT GRANT CHECKLIST OFFICE USE ONLY

Name of Applicant: Drayton Valley Lamplighters Events Group

Name of Event: Drayton Valley Lamplighters Hockey Tournament - April 6, 7 and 8, 2018

CRITERIA		
Policy Requirements:		Notes:
✓	application (complete, signed and accompanied by supporting documents) received by deadline	Yes, however budget is based all on 2017 numbers.
✓	benefit the community as a whole or a specific major group within the community	Proceeds from the event are going to the Food Bank and Handibus initiative.
	not duplicate past or present local services (unless a need can be demonstrated)	Similar concept to other fundraising hockey tournaments.
✓	provide equal access to the service without discrimination	Open registration to adults.
✓	not already be receiving direct or indirect support from the Town for the stated service	No other support from the Town noted.
✓	address an identified need in the community or contribute to the common good of the community	Directly addresses need for Food Bank and Specialized Transportation.
✓	recognize the Town's contribution to the event or service sponsored	Slideshow presentation at event and in newspaper ad.
✓	other revenue sources have been sought or obtained	Budget implies funds will be sought from other sources.
	is the applicant using the grant funds to leverage other grants or funds	Not indicated in application.

Additional Information		Notes:
✓	Has the Town directly sponsored this event before?	Yes - \$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.)?	Supported by Goals in the Social Development Plan and Community Sustainability Plan (food security, specialized transportation)

Comments:

Requesting \$3,700 to help with ice user fees and facility rentals (Actual for these costs in 2017 totaled \$3,127)

Recommendation to Council:

REC'D/RECEIVED
28-02-2018



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

Date: February 28, 2018 Event Date: April 6, 7, 8, 2018

Organization Name: Drayton Valley Lamplighters Events Group

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

Contact

Email: _

ORGANIZATION MANDATE

Description of the organization's mandate:

Promote recreational sporting events within the community of Drayton Valley and surrounding area to improve social welfare and provide support to local charities, associations and community initiatives

STATED SERVICE

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

We are hosting a hockey tournament at the Omniplex April 6, 7, 8 with proceeds to be donated to the Drayton Valley food bank and the seniors handi bus initiative

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

Proceeds to be donated to the Drayton Valley Food Bank and the Seniors Handi-Bus Initiative.

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

Financial support for the Drayton Valley Food Bank to acquire food goods
Financial support for the Seniors Handi Bus Initiative

SPONSORSHIP REQUEST

Reason for request from the Town:

To maximize benefit to the benefactors by offsetting cost of using town facilities including Omniplex Ice, Sliders lounge and kitchen

Nature of the request and/or amount requested:

Request gift in kind to offset the estimated \$2700.00 in ice user fees and estimated \$1000.00 in lounge, kitchen and bar user fees.

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?

Sponsors will be recognized via power point slide show during the event and after the event via an advert in the Western Review thanking all the sponsors.

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: Feb 28, 2018

Terry Prinslow

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.

Lamplighters Spring Classic

Facilities	Estimated	Actual
Ice Rental	(\$2,250.00)	-2,207.89
Referees @ \$50	(\$450.00)	-450.00
Lounge Rental - Fri	(\$268.00)	-385.00
Lounge Rental - Sat	(\$385.00)	-385.00
Bar Rental - wknd	(\$200.00)	-150.00
Beer Garden - Sun	(\$143.00)	0.00
Totals	(\$3,696.00)	-3,577.89

Food	Estimated	Actual
Caterer - Sat	(\$3,690.00)	-3,987.90
Burgers - Sat	(\$150.00)	0.00
Burgers/Chilli - Sun	(\$150.00)	0.00
Food sales	\$450.00	0.00
misc	\$0.00	0.00
Totals	(\$3,540.00)	-3,987.90

Media	Estimated	Actual
Western Review	(\$325.00)	-418.95
Photos - Video		0.00
misc		0.00
Totals	(\$325.00)	-418.95

Player Items	Estimated	Actual
Jerseys	(\$2,112.00)	-3,294.00
Player Fees	\$12,000.00	11,875.00
Banquet Guests	\$2,500.00	2,600.00
Totals	\$12,388.00	11,181.00

Entertainment	Estimated	Actual
Music - DJ	(\$75.00)	-75.00
Auction Items Purchase	shotgun - texas mickey	-580.84
Drive Home Service	(\$300.00)	0.00
Totals	(\$375.00)	(\$655.84)

Sponsor and Donor Cash	Estimated	Actual
Vermillion Energy		5,000.00
The Ferry Group		500.00
Parkway Enterprises		500.00
Retro Oilfield Services		500.00
I Well Oilfield Services		400.00
Newforce		400.00
Stetson Motors		350.00
Epic Resources		300.00
Tarpon		300.00
Western Pipeline Compliance		300.00
Big West Dodge		250.00
Hayduk Picker Serv		250.00
KPA		250.00
Lindale Truck Service		250.00
Co Operators Ins		200.00
Darrel Baird		200.00
Pressure Services Inc		200.00
Lambs Trucking		100.00
Totals	0.00	10,250.00

Lamplighters Spring Classic

Sponsor and Donor Auction Items		
Raffle Licenses	(\$120.00)	-126.40
Misc raffle supplies	(\$50.00)	-121.96
Mr Mikes Rest	gift certificates - \$100	Referees
Independent Grocery	Gift Card - \$100	did not receive
Sobeys	beef for Chilli - \$100	did not receive
Chiantis Rest	Gift Cert - \$75	Crystal
Arlene Reid	Drive Home Serv - \$300	-
Boston Pizza	3 pizzas - \$50	-
Goldies Pizza	3 pizzas - \$50	-
Kel Tech	2 way radios for event - \$200	-
Mitch's Rest	3 pizzas - \$50	-
Poplar Ridge Liquor Store	liquor at cost - \$700	-
Pretty Pink Catering	save 3.00 /meal - \$600	-
Rocket Express	pick up and delivery - \$40	-
Three Knights	pizzas - \$75	-
George Cook - Lodge	\$1,000.00	1,900.00
Lamplighters Events Group	auction items - 580.84	820.00
Anthem Trucking	auction item - \$700	503.00
Poplar Ridge Liquor Store	Beer Fridge - \$300	375.00
Mixers Liquor Store	snowboard gear - \$100	365.00
Western Solutions	gift certificate - \$600	330.00
RPM	40" TV - \$500	320.00
Plazza Liquor	Texas Mickey - \$100	319.00
Intercon Messaging	slushi machine - \$200	235.00
Independent Electric	Barbecue - \$250	210.00
Gylander Insurance	PAL Insurance credit - \$200	200.00
Hack Hamdon	wood shelf - \$100	200.00
Brian & Amy Newberry	Camp Cooler - \$200	170.00
Value Drug Mart	Hockey Print - \$200	170.00
CanVac	McDavid Pic - \$150	160.00
Weyerhaeuser	McDavid Pic - \$150	140.00
Weyerhaeuser	Leafs Hockey prints - \$300	130.00
DV Funnral Services	Wine / Urn - \$300	120.00
Poplar Ridge Lumber	mens jacket - \$100	120.00
Pure Chem Services	propane fire pit- \$150	115.00
Home Hardware	ladies gift basket - \$100	100.00
Miktye Trucking	Oilers picture - \$75	100.00
Value Drug Mart	Chiefs Hockey print - 100	100.00
Your Choice Embroidery	Ogio duffle bag - \$300	100.00
Go West Wireless	Ear Buds - \$100	95.00
Calmar Fast Gas	fireworks - \$100	90.00
Community Foundation	2017 race entry - 150	90.00
Daryle Schmidt Dog Training	Gift Cert for 4 hrs - \$260	90.00
Black Cat Liquor Store	gift basket - \$50	80.00
Brian & Amy Newberry	butcher board - \$100	80.00
Labatts Brewery	misc - \$500	80.00
Baynes Family Chiropractic	gift certificate - \$100	70.00
Canadian Tire	Cooler - \$40	50.00
The Brick	wooden truck - \$100	50.00
United Truck & Machine	Hoody - \$25	50.00
South Side Petro Can	steeped tea basket - \$50	40.00
Horrizon Lawn & Garden	items \$100	25.00
Measurement Inc	screwdriver set - \$40	25.00
The Beer Locker	Gin basket - \$40	20.00
Canadian Brewhouse	Dinner - \$100	
DV Golf Club	round for 2 - \$140	
misc		
Totals	\$9,505.00	7,988.64

Lamplighters Spring Classic

Liquor		
Liquor	(\$2,300.00)	-3,580.54
Liquor Sales	\$4,600.00	7,360.00
Liquor Sales		646.98
Liquor License	(\$20.00)	-25.00
PAL Insurance	(\$225.00)	-462.00
Drive Home Service	(\$300.00)	0.00
Misc bar supplies	(\$150.00)	-640.90
Totals	\$1,605.00	3,298.54

Event Totals	\$15,562.00	\$24,077.60
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Drayton Valley Food Bank	\$13,227.70	\$20,465.96
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Lamplighters Hockey Club	\$778.10	\$1,203.88
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TOWN OF DRAYTON VALLEY

COMMUNITY EVENT GRANT CHECKLIST

OFFICE USE ONLY

Name of Applicant: Drayton Valley Pro Rodeo Society

Name of Event: Drayton Valley Pro Rodeo - May 3 to 6, 2018

CRITERIA		
Policy Requirements:		Notes:
✓	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	- Large spectator base - tourism potential - \$3,000 goes to local groups directly - Dirt in arena will serve other groups
✓	not duplicate past or present local services (unless a need can be demonstrated)	No other rodeo within Town limits.
✓	provide equal access to the service without discrimination	Yes
✓	not already be receiving direct or indirect support from the Town for the stated service	No other direct support.
✓	address an identified need in the community or contribute to the common good of the community	Supports agricultural community and local community directly and indirectly.
✓	recognize the Town's contribution to the event or service sponsored	Various forms of recognition, depending on date of contribution.
✓	other revenue sources have been sought or obtained	Yes. Brazeau County has contributed funds and in-kind totaling \$2,506
	is the applicant using the grant funds to leverage other grants or funds	Not indicated.

Additional Information		Notes:
✓	Has the Town directly sponsored this event before?	Yes - \$2,000 in 2015 - \$1,000 in 2016 - \$1,500 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.)?	Supported by Goals in the Social Development Plan (heritage, diversity of leisure opportunities)

Comments:

Requesting \$6,957 (\$2,000 in insurance, \$3,957 in Omniplex rent and \$1,000 ambulance)

Recommendation to Council:



TOWN OF DRAYTON VALLEY COMMUNITY EVENT GRANT APPLICATION FORM

Date: Feb 17, 2018 Event Date: May 3-6th, 2018

Organization Name: Drayton Valley Pro Rodeo Society

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

Contact:

Email:

ORGANIZATION MANDATE

RECU/RECEIVED
20-02-2018

Description of the organization's mandate:

The Drayton Valley Pro Rodeo Society is a non-profit organization, dedicated to bringing the very best in rodeo to Drayton Valley and the surrounding areas. We are bringing the best cowboys and stock in North America to our community for everyone's western entertainment.

STATED SERVICE

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

Slack(extra entries) May 3rd, 2018 10am-3pm
Perf #1 May 4th, 2018 7-10pm
Perf #2 May 5th, 2018 7-10pm
Perf #3 May 6th, 2018 2pm-5pm

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

We estimate that about 400 contestants, 4000 spectators, 4 4H groups at least 4 community groups (we are in contact with more), Local food bank, 20 local rodeo personnel and the businesses in the town of Drayton Valley will benefit from us putting on our rodeo. We are supporting many local businesses by buying our supplies at them. We also have a family admission rate so the whole family can come out and enjoy the fun for very little money.

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

They will benefit by us having a rodeo- Contestants will have a rodeo to participate at to help them make it to the Canadian and National finals. Spectators will have reasonably priced entertainment. Drayton Valley Thunder can fundraise at their dance and beergardens. DV food bank will receive food and money for the people that need it. The town can show case Drayton Valley and maybe have their Chili cook off and trade show supported by another complimentary event. Blazin Bridles 4H club will benefit by raising money by having a tack swap during our rodeo. The businesses in town will benefit by having more people in town to spend money.

SPONSORSHIP REQUEST

Reason for request from the Town:

We are looking at all levels of sponsorship and trying to pay for the rodeo which has a budget of over \$100 000, so anywhere we can get funds at this difficult time would be greatly appreciated.

Nature of the request and/or amount requested:

We would like money to cover the rent of the Omnplex and our insurance.
Insurance is \$2000
Meeting Rent- \$357.00
Rodeo Time Rent- \$3600.00
Ambulance - \$1000
The total we are applying for is \$6957 but we would appreciate any money you can give us.

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?

Depending on level of sponsorship the organizations will be recognized with

- Flag in Grand Entry (Supplied by sponsor)
- On poster if paid by March 1st and on radio/newspaper ads if paid by April 1st
- ad on Website and Company Logo on our website home page
- Full page ad in program
- Banner on announcer stand (Supplied by sponsor) or
- 1 Chute sign on the chutes
- VIP Passes to rodeo weekend and sponsor night

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: Carmen Pietsch

Date: Feb 17, 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.

<i>Revenue</i>				
Sponsorship Collected	\$3,000.00			
Sponsorship Committed	\$10,000.00	Sponsors that have said yes		
Admission from Spectators	\$25,000.00	about 600 people a day but hoping for more		
Grants and other sponsors	\$55,000.00			
	\$93,000.00			

Advertising	\$4,443.17	
Ambulance	\$604.98	
Approval Fees	\$2,670.05	
Banking	\$247.49	cheques & service fees
Community Donations	\$3,000.00	Santa's An, DV Food Bank, Kids with Cancer
Convention-CPRA	\$60.00	
Cowboy Therapy	\$0.00	Materials
Extra Help	\$300.00	Stripping chute help
Insurance	\$1,925.00	Director, Rodeo and WARMA
Lodging	\$4,216.94	Camping- Hotel rooms
Night Security	\$882.00	
Parking	\$600.00	
Prize Money	\$21,700.00	
Programs	\$89.25	
Putting dirt in	\$360.04	lunch for workers
Rent	\$3,746.89	Arena, Hall
Rental of bins, equipment, etc	\$4,000.00	
Rented Steel	\$7,350.00	
Rodeo Personnel	\$12,650.00	Jud, Tim, PU, Ann, Chut, Sec, BF
Rodeo Supplies	\$1,947.64	Office Supplies, posts, ribbons, tubs
Sound-speaker	\$78.75	Speaker out back
Sponsor Night	\$1,516.86	
Sponsor/thank you Letters	\$796.24	
Stock	\$23,750.00	Regular, Timed event & Sub contractor
Tarp for Dirt	\$666.74	
Tickets & stamps	\$31.82	
Trick Riders	\$1,000.00	
Website	\$130.00	

Total Expenses**\$94,320.69**



TOWN OF DRAYTON VALLEY

COMMUNITY EVENT GRANT CHECKLIST

OFFICE USE ONLY

Name of Applicant: Hearts and Hands Quilter's Guild

Name of Event: Quilt Show - April 20 and 21

CRITERIA		
Policy Requirements:		Notes:
✓	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	- Event draws in quilters from across the Province and between 500 - 750 spectators. - Event raffles benefit local non-profit organizations.
✓	not duplicate past or present local services (unless a need can be demonstrated)	Does not duplicate other events.
✓	provide equal access to the service without discrimination	Open to all.
✓	not already be receiving direct or indirect support from the Town for the stated service	No other support from the Town noted.
✓	address an identified need in the community or contribute to the common good of the community	Common good of the community, and also benefits local organizations which address specific community needs.
✓	recognize the Town's contribution to the event or service sponsored	- Utilizing Social Media. - Recognition at the event.
✓	other revenue sources have been sought or obtained	Brazeau County contributed \$1,000 and DVHTA contributed \$1,500
	is the applicant using the grant funds to leverage other grants or funds	Not indicated.

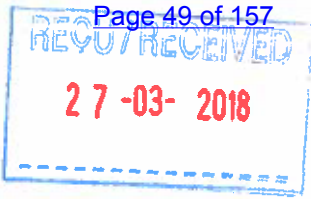
Additional Information		Notes:
	Has the Town directly sponsored this event before?	No
✓	does the organization work to achieve some of the community goals set out in statutory plans (Social Development Plan, Community Sustainability Plan, etc.)?	Supported by Goals in the Social Development Plan (volunteerism, partnerships between local organizations, supports to vulnerable populations).

Comments:

Requesting any amount of funding to help in covering costs of advertising, print materials, signage, and rent of facility.

Total expenditures of \$7,000 and \$10,310 in revenue.

Recommendation to Council:



TOWN OF DRAYTON VALLEY
COMMUNITY EVENT GRANT
APPLICATION FORM

Date: March 26, 2018 Event Date: April 20 & 21st, 2018

Organization Name: Hearts and Hands Quilter's Guild Registered Societies Number 50482929

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

Mailing

Contact

Email: s

ORGANIZATION MANDATE

Description of the organization's mandate:

To foster the art of quilting to all who show an interest, while creating an atmosphere of learning and friendship. The Guild also has the philanthropic objective to support individuals and communities during transitional periods through our quilting.

STATED SERVICE

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

This year our guild holds it biennial quilt show at the Mackenzie Conference Center, to celebrate 25 plus years of quilting in Drayton Valley. Our show has a reputation of being a premier quality show that attracts between 500 and 750 people as well as 12 quilting vendors from all over the province. We display around 200 quilts that have been crafted by our members , both adult and youth
April 20th - 11:00 to 7:00PM April 21st 10:00 to 4:00pm

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

We are raffling three quilts - the organizations that will benefit (in equal measure) this year are STARS, the Drayton Valley Food Bank, and the Warming Hearts Soup Kitchen.
And see below

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

Funds are also allocated to charity work – In the past two years we have donated 100 or more quilts to the following: Drayton Valley Long Term Care unit, DV Health Unit, Cardium Victim Services, DV Dialysis Unit, DV Cancer Clinic, the fire Victims of Fort MacMurray, 100 mile House in BC and in the past Fire victims of Slave Lake, Women's Emergency Shelters, Little Warriors Ranch

SPONSORSHIP REQUEST

Reason for request from the Town:

We have been successful in receiving funds from Brazeau County and the Drayton Valley Hospitality and Tourism Authority. It was suggested from MacKenzie Conference Center staff that we consider making an application to the Town.

Nature of the request and/or amount requested:

Any funding received goes to support many of costs incurred to put on the show including advertising, print materials, signage, rent of the facility.

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?

We will be utilizing social media to advertise and give credit to our supporters. There will be visual and print recognition at the show.

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: March 26/18

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.

Hearts and Hands Quilt Guild – Show 2018 Budget

Estimated Expenditures

Advertizing	1000.00
Rent and Services MCC	4000.00
Lunch Counter	2000.00
Total	7000.00

Estimated Revenue

Brazeau County	1000.00
DV Hospitality&Tourism	1500.00
Vendors	2810.00
Door receipts	3000.00
Lunch counter	2000.00
Total	10,310.00

Estimated profit 3310.00



TOWN OF DRAYTON VALLEY

COMMUNITY EVENT GRANT CHECKLIST

OFFICE USE ONLY

Name of Applicant: Humans Helping Humans Housing Foundation

Name of Event: Shakin' N Drayton - November 24, 2018

CRITERIA		
Policy Requirements:		Notes:
✓	application (complete, signed and accompanied by supporting documents) received by deadline	Yes, although no sources of revenues are noted on budget sheet.
✓	benefit the community as a whole or a specific major group within the community	Benefits tenants of built housing but also benefits whole community.
✓	not duplicate past or present local services (unless a need can be demonstrated)	Does not duplicate other events.
	provide equal access to the service without discrimination	Event is open to all. Beneficiaries of housing are from specific low-income bracket.
✓	not already be receiving direct or indirect support from the Town for the stated service	No other support from the Town noted.
✓	address an identified need in the community or contribute to the common good of the community	Addresses community need for affordable housing.
✓	recognize the Town's contribution to the event or service sponsored	Event program and verbal recognition at event.
	other revenue sources have been sought or obtained	Not indicated in the application.
	is the applicant using the grant funds to leverage other grants or funds	Not indicated in the application.

Additional Information		Notes:
✓	Has the Town directly sponsored this event before?	Yes - \$1,500 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.)?	Supported by Goals in the Social Development Plan and Community Sustainability Plan (Affordable and transitional housing).

Comments:

Requesting \$3,000 to help with facility costs and portable dance floor rental.

Recommendation to Council:



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

Date: Dec. 20/2017 Event Date: Nov. 24th /2018

Organization Name: Humans Helping Humans Housing Foundation

Mailing Address: P.O. Box 6735, Drayton Valley, AB. T7A-1S7

Contact Name: Hack Hamdon Title: President

Email: humanshelpinghumans@hotmail.com Telephone: -

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

ORGANIZATION MANDATE

Description of the organization's mandate:

Humans Helping Humans Housing Foundation's purpose is to create the opportunity for homeownership to low to medium income families. We do this through the Communities generosity & involvement, allowing us to focus local resources and skills to build homes below market cost for local families. The Foundation not only provides families with a home, but promotes volunteerism which creates a sense of community pride amongst all who are involved.

STATED SERVICE

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

Humans Helping Humans Housing Foundation is hosting Shakin N Drayton 2018 on Nov. 24, 2018. It will be held at the Mackenzie Centre. Shakin N Drayton 2018 is an event where community members get together put on a dance performance all in the name of helping others achieve their goals of home ownership.

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

This event has shown that both the Town & County Residents can bring a Community together to help reach a common goal. That goal being to help families of low to medium income achieve a dream of home ownership. ~~But~~ without this event that possibility may not be possible.

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

The manner in which individuals benefit from such an event is in being able to achieve a goal of owning their own home and the pride associated with that. Organizations benefit by working together in helping achieve the common goal of giving families a hand "up" in life.

SPONSORSHIP REQUEST

Reason for request from the Town:

The reason we are putting in this request is to aid in reducing the costs associated with putting on such an event. Therefore giving us more money to help in the building of these homes.

Nature of the request and/or amount requested:

We are requesting \$3000.00 to help cover the cost of renting a proper dance floor and cover the cost of the facility rental.

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?

Sponsoring Organizations are recognized during the event evening by our M.C.'s and are also printed in our evenings program that we present on the tables the night of the 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:

Dec 21 / 2017

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

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Shakin N Drayton 2018 Budget	Budget
Medallions & Trophys	341.86
PAL Insurance	325.00
L & R Light and Sound	840.00
DJ 1250-500.00(Sparx Ent)	750.00
Dance Floor Rental	1050.00
Drive Home Service	500.00
Photography	300.00
Programs	500.00
Live Video Production	6300.00
Compassion Video	0.00
Bartending	400.00
Catering	15000.00
Flowers	100.00
Booze &Extras	3853.55
Judges	800.00
Decorations	6500.00
Dancers (Mileage/Practice/Costumes)	17000.00
Rooms (3 Rooms Judges)	300.00
Facility	1360.00
Licenses(Raffles)	0.00
Liquor License	200.00
TOTAL=	<u>56420.41</u>

TABLE SALES=

Live Auction Profit=

Stars Profit=

Liquor Sales Total=

Sponsorship Total=

Donation frm Exposure Productions

TOTAL=

Minus expenses

TOTAL PROFIT =



COUNCIL REQUEST FOR DECISION

SUBJECT:	Aquatic Facility Municipal Contribution
MEETING DATE:	April 18, 2018
SUBMITTED BY:	Administration on behalf of Council

PROPOSAL AND BACKGROUND:

The Town of Drayton Valley and Brazeau County Municipal Councils have, over the past several years, jointly participated on the Aquatic Facility Fund Development Strategy Committee. This Committee was mandated with undertaking the feasibility of constructing a new aquatic facility for the greater community. The subsequent BarrRyder Report outlined the conceptual design, capital requirements, and operational parameters for a new aquatic facility. With the objectives of creating an innovative approach to facility operating costs and developing a proposal for grants programs focusing on energy efficiency, the Committee later commissioned the Net Zero Study through ReVolve Engineering.

As per Council's request, formal approval of the Town of Drayton Valley's financial commitment to the development of a new aquatic facility has been outlined below.

OPTIONS AND ALTERNATIVES, WITH ANALYSIS:

- A. Council may formalize its commitment for the proposed amount of \$5 Million contribution to the capital project. The Town of Drayton Valley has been allocating funds to an aquatic facility reserve since 2015 and this would be consistent with past practices.
- B. Council may commit a different amount of financial contribution to the capital project. The realization of any amount may be accommodated in one or several subsequent years of budgeting.

BUDGET / RESOURCE IMPLICATIONS:

The Town of Drayton Valley has generated a total of approximately \$1,697,000 in municipal reserves for the capital project. An additional \$300,000 has been committed by Lightstream Resources (now Ridgeback Resources).

A confirmed financial contribution will be included in the Town's capital budget plan, with Town Council making decisions on how these funds are generated within the overall capital budgeting process.

LINKAGE TO MUNICIPAL POLICIES, PLANS, OR ESTABLISHED PRIORITIES:

The BarrRyder Aquatic Facility Concept Design Report was accepted as information only by Town Council on February 1, 2012. The ReVolve Engineering Net Zero Study was adopted as information by Town Council on September 27, 2017.

Both reports speak to the capital budget requirements, with the BarrRyder Aquatic Facility Concept Design Report outlining potential funding sources, including that of Municipal Councils.

Additionally, Town Council adopted the Recreation and Culture Master Plan on September 14, 2016, which supports the development of a new aquatic facility.

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

Following Council's decision, Town Administration will prepare the capital budget(s) to accommodate the decision.

POTENTIAL MOTIONS:

- A. That Town Council commit to a total of \$5 Million in funding to the development of a new aquatic facility for the community.
- B. That Town Council commit to a total of \$ _____ in funding to the development of a new aquatic facility for the community.

Report Prepared By:



Name: Annette Driessen

Title: Director of Community Services

Report Approved By:



Name: Pam Livingston

Title: Acting Chief Administrative Officer

Report Routed to Council By:



COUNCIL REQUEST FOR DECISION

SUBJECT:	Street Closure 51 Street between 51 Avenue and 52 Avenue and Downtown Parking Lot Saturday, May 12, 2018, from 8:00 am to 5:00 pm
MEETING DATE:	April 18, 2018
SUBMITTED BY:	Pam Balke, Bylaw Enforcement
PROPOSAL AND BACKGROUND:	
<p>On Saturday, May 12, 2018 Drayton Valley will be hosting its 7th Annual Triathlon.</p> <p>The Drayton Valley Hospitality and Tourism Authority (DVHTA) has partnered with the Drayton Valley Triathlon Organizing Committee (Committee) with the objective of making the 2018 Triathlon a community-wide event. In response to the approach to broaden the reach of the event, the Drayton Valley and District Chamber of Commerce (Chamber) will be hosting a Trade Fair/Street Market (Market) on May 12, 2018, to coincide with the Triathlon. The Market is proposed to operate on 51 Street between 51 Avenue and 52 Avenue, and in the Downtown parking lot, from 10:00 am to 5:00 pm, highlighting local vendors and artists.</p> <p>In order to accommodate this event, the Chamber is asking Town Council to allow the closure of 51 Street between 51 Avenue and 52 Avenue and the Downtown Parking lot on May 12, 2018, from 8:00 am to 5:00 pm.</p> <p>The temporary closures will allow the Chamber to showcase Drayton Valley local vendors and artists to those attending the Triathlon from other communities and potentially draw local residents to the area to view the Triathlon.</p>	
OPTIONS AND ALTERNATIVES, WITH ANALYSIS:	
<p>A. Approve the temporary road closure as presented. This is a new event this year but if successful could become part of the Annual Triathlon event, showcasing Drayton Valley to out-of-Town visitors.</p> <p>B. Not approve the temporary road closure. This would result in the Chamber having to seek an alternative location which might cause the Market to be cancelled.</p>	

IMPLICATIONS OF RECOMMENDATION:

The road closure will only cause a minor inconvenience to any motoring public on the day of the event. Closing the road will allow the Market to occur in a centrally located area of Town with easy access for all who would like to attend.

Inclement weather or unforeseen circumstances may cause the event to be cancelled.

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

The Chamber will be responsible for their public engagement and advertising.

The Chamber has canvassed the Businesses along 51 Street and all have approved of the Market with the proposed road and parking lot closures.

The Town will post notifications of the road closure prior to the event and on the day of the event to ensure motorists are aware of the road closure.

POTENTIAL MOTIONS:

- A. That Council approve the temporary road closure of 51 Street between 51 Avenue and 52 Avenue, and the Downtown Parking lot, on Saturday, May 12, 2018, between 8:00 am and 5:00 pm to allow the Drayton Valley District Chamber of Commerce to hold a Trade Fair/Street Market.
- B. That Council refuse the temporary road closure of 51 Street between 51 Avenue and 52 Avenue, and the Downtown Parking Lot, on Saturday May 12, 2018, between 8:00 am and 5:00 pm and direct the Drayton Valley and District Chamber of Commerce to seek an alternate location.

ATTACHMENTS:

Attachment 1: Letter of request from Drayton Valley and District Chamber of Commerce

Report Prepared By:



Report Reviewed By:



Name: Pam Balke

Name: Pamela Livingston

Title: Bylaw Enforcement

Title: Acting Chief Administrative Officer

Report Routed to Council By:





April 10, 2018

Attn: Town of Drayton Valley Bylaw Officer

We, The Drayton Valley and District Chamber of Commerce, are requesting a road closure on May 12, 2018. This road closure request is due to our partnership with the Drayton Valley Triathlon, in the hopes of setting up a trade show and bringing foot traffic to the downtown core. Included in this road closure, we would like to request access to the parking lot behind the Eleanor Pickup Arts Centre for overflow of vendors as well. We will canvas the downtown core businesses and forward the general consensus to you as soon as it is completed.

Date: May 12, 2018

Road: 51 street (Between 51 Ave and 52 Ave) and Parking Lot (as described above)

Time: 8:00am to 5:00pm

Thank you,

Amanda Fynn

Drayton Valley and District Chamber of Commerce

51 Street Business Canvassing - April 5, 2018

Business Name	Yes	No	Comments	Signature
TobaccoLand	✓			
The Cleaners	✓			
The E.L.A. Centre			No one there	
Karma Collection				
Stitches & Dreams	X			
Cornerstone Denture			30 Sep + heat den-	
Oriental Perks & More	X			
Eleanor Pickup Arts Centre	X		Not open	
Indigo Petz	X			
Appara Shoes	X			
One Therapy			No one there	

FOIP Act, RSA 2000, Chapter F-25, section 1

FOIP Act, RSA 2000, Chapter F-25, section 1

FOIP Act, RSA 2000

FOIP Act, RSA 2000, Chapter F-25, section 1

Miss Joannes Dance Studio					closed that day	
Drayton Valley Insurance					closed that day	
Material Matters		✓				
Drayton Valley Outreach School					closed	
White Bull						
Puresense		✓				
The Weight Loss / Wellbeing Health						
Your Choice Embroidery		✓				
Proyama Fitness		✓				
Drayton Valley Hotel		✓				

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

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



CERTIFICATE OF INSURANCE

NAMED INSURED: Drayton Valley & District Agricultural Society
PO Box 6985
Drayton Valley, AB T7A 1S3

CERTIFICATE HOLDER: To Whom It May Concern

This is to certify that the policies of insurance listed below have been issued to the insured named above for the policy period indicated, notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the insurance afforded by the policies herein is subject to all the terms, exclusions and conditions of such policies.

LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

TYPE OF INSURANCE	POLICY NUMBER	POLICY TERM (MM/DD/YYYY)		LIMITS OF LIABILITY	
		FROM	TO		
GENERAL LIABILITY Per Occurrence • Contingent Employers Liability • Blanket Contractual Liability • Broad Form Property Damage • Cross Liability / Severability of Interest • Primary Non-Contributory	Everest Insurance Company			Inclusive Limit	\$ 5,000,000
	E2EX005435	March 31, 2018	March 31, 2019	General Aggregate	\$ 5,000,000
				Products/Completed Operations Aggregate	\$ 5,000,000
				Personal Injury & Advertising Liability	\$ 5,000,000
				Non-Owned Automobile	\$ 5,000,000
				SEF 94 - Hired Vehicle Damage	\$ 50,000
				Tenants Legal Liability	\$ 250,000

ADDITIONAL INSURED/LOSS PAYABLE/LESSOR

CANCELLATION:
Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will endeavor to mail 30 days written notice to the certificate holder named above, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.

ADDITIONAL INFORMATION
Agricultural Society

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

DATE: 03/21/2018

PER: Patricia Thomson
patricia.thomson@fosterpark.ca

COUNCIL REQUEST FOR DECISION



SUBJECT:	Cannabis Consultation Survey
MEETING DATE:	April 18, 2018
SUBMITTED BY:	Pam Livingston, Acting CAO
PROPOSAL AND BACKGROUND:	
<p>Pursuant to the direction of Council, Administration has prepared a survey to be rolled out to the community to receive feedback regarding the retail sale and consumption of cannabis in Drayton Valley.</p> <p>The attached Cannabis Consultation Survey is the result of research conducted by Administration into the various surveys which have or are currently being conducted by other municipalities across the Province. In reviewing the questions being posed in other communities, Administration has determined that the attached survey represents the questions which need to be addressed for the Town's review and possible revisions to its Bylaws.</p>	
BUDGET / RESOURCE IMPLICATIONS:	
There is no budgetary impact with the publication of the survey.	
LINKAGE TO MUNICIPAL POLICIES, PLANS, OR ESTABLISHED PRIORITIES:	
Consultation with the community is paramount in the Bylaws which are potentially impacted by the legalization of cannabis. Those Bylaws include the Land Use Bylaw, Business License Bylaw, Signage Bylaw and the Smoking Bylaw.	
FOLLOW-UP ACTION (PUBLIC ENGAGEMENT, COMMUNICATIONS STRATEGY, AND IMPLEMENTATION):	
Should Council approve the survey, Administration will launch the on-line survey and, through social media and the Western Review Town page, make the public aware of the ability to participate.	

POTENTIAL MOTIONS:


- A. That Council approve the Cannabis Consultation Survey for publication, as presented.
- B. That Council approve the Cannabis Consultation Survey for publication with amendments to _____.
- C. That Council direct Administration to revise the Cannabis Consultation Survey and bring forward to a future Council Meeting.

ATTACHMENTS:

Attachment 1: Cannabis Consultation Survey

Report Prepared By:		Report Reviewed By:	
			
Name:	Chandra Dyck	Name:	Pamela Livingston
Title:	Legislative Services Coordinator	Title:	Acting Chief Administrative Officer

Report Routed to Council By:



The Government of Canada has indicated that non-medical cannabis will become legal in 2018. The Provincial Government will decide how non-medical cannabis will be distributed and sold within Alberta; one such regulation is that cannabis will be sold in cannabis-only retail stores, which will not be allowed to sell alcohol, tobacco or pharmaceuticals. Cannabis will also be available for purchase on-line through the Province.

The Town has the responsibility of developing local Bylaws regarding where retail stores may be located and where public consumption will be allowed. Town Council is seeking the community's input regarding what the community wants to see in terms of the sale and consumption of cannabis within our municipal boundaries.

SALES

1. Do you support cannabis retail stores operating in Drayton Valley?

Yes No

If the decision is made to allow cannabis retail sales, the Town would like to ensure that the locations of these businesses best suit wants and needs of the community. We ask that each respondent offer their thoughts on the following, notwithstanding their response to Question 1.

2. The Province has decided that cannabis retail stores must be at least 100 metres from places that children and youth frequently visit. The Town can create additional setbacks (distances from specific land uses); please check all land uses that you believe cannabis retail stores should be set back from:

Schools	Hospitals	Parks and Playgrounds
Recreation Areas	Liquor Stores	Other Cannabis Stores
Residential Areas	There should not be any distance restrictions	
Other (please specify) _____		

3. If setbacks are necessary, what do you think they should be? For reference, the distance from the 51st Street Clock Tower to the front on Dollar Tree store is approximately 100 metres. [link to setback maps]

100 metres (about the width of 1 block) 150 metres (about the width of 1½ blocks)

200 metres (about the width of 2 blocks) 400 metres (about the width of 4 blocks)

Other (please specify): _____

4. Do you believe that a minimum distance between cannabis retail stores should be included in the Town's regulations?

No Yes, 100 metres Yes, 150 metres Yes, other: _____

5. Alberta Gaming and Liquor Commission has established some limitations for signage on cannabis retail stores [<https://aglc.ca/cannabis/retail-cannabis-store-licences/retail-cannabis-store-handbook/retail-cannabis-store>]. Should the Town establish stronger storefront signage and display restrictions?

No Yes (please specify): _____

Provincial regulations are expected to prohibit smoking cannabis in vehicles, on hospital, school or daycare property, near playgrounds, sports fields, skateboard or bicycle parks, outdoor theatres, outdoor pools or splash pads and anywhere smoking tobacco is prohibited. Municipal governments have the ability to further regulate where the smoking of cannabis can occur.

CONSUMPTION

6. What is your preferred approach to public cannabis consumption (smoke or vape)?

Adults can consume cannabis in public in areas not prohibited by the Province.

Adults may consume cannabis on private property but not on public lands (such as sidewalks, walking trails).

Other: _____

7. How do you think the Town should approach smoking or vaping cannabis at festivals or events?

Cannabis use should be banned entirely from these events

Cannabis use should only be allowed in designated areas at these events

Cannabis use should be allowed anywhere at these events

8. Do you want a public vote on these issues?

Yes No

CANNABIS AWARENESS

9. What aspects of cannabis legalization are you most interested in or concerned about? (check all that apply)

Education for youth and families
Operation of cannabis stores
Odours from smoking in public
Public health education

Cannabis-related crime
Business opportunities related to cannabis
Odours from cultivation facilities
Location of cannabis stores

Other: _____

PARTICIPANT INFORMATION

10. Which of the following age groups do you fall into?

Under 18	18 – 24	25 – 34	35 – 44
45 – 54	55 – 64	65 – 74	75+

11. Where do you live?

Drayton Valley Brazeau County Other: _____

12. If you have any comments that you would like to provide to Council for consideration, please do so here:

Thank you for completing our survey.

The development of the Town of Drayton Valley’s Bylaws and Policies surrounding the legalization of cannabis is dependent upon guidelines, regulations and recommendations provided by the provincial and federal governments.

It is expected that the Federal and Provincial governments will release additional legislative requirements in the coming months. As this information is provided, the Town of Drayton Valley will adjust the development of its Bylaws and Policies accordingly to determine the best course of action in managing the legalization of cannabis.

If you have any questions about the Town’s approach to cannabis legalization or this survey, please contact the Town of Drayton Valley by phoning 780-514-2200 or emailing legislation@draytonvalley.ca.

COUNCIL REQUEST FOR DECISION

SUBJECT:	Drayton Valley Municipal Community Peace Officer Policy PS-01-18
MEETING DATE:	April 18, 2018
SUBMITTED BY:	Pam Balke, Bylaw Enforcement

PROPOSAL AND BACKGROUND:

The Town currently has approval from the Alberta Solicitor General's Office for the hiring of Community Peace Officer Level 2 (CPO2). This approval was granted when the Town undertook the Automated Traffic Enforcement program, and only allows for the CPO2 to be utilized within the parameters of an Automated Traffic Enforcement program. No other authorities were granted to the CPO2 position.

Within the 2018 Interim Budget Council allocated funding toward the creation of a position for a Community Peace Officer Level 1 (CPO1). In order for the Town to create and fill such a position, the Town must obtain approval from the Alberta Solicitor General and follow all the recommendations of that office regarding policies and regulations.

The designation of CPO1 enables the Town to enforce Provincial Statutes as well as the Town's Bylaws. The Provincial Statutes which can be enforced include: *Traffic Safety Act, Off Highway Vehicle Act, Animal Protection Act, Dangerous Dog Act, Environmental Protection Act and Environment Act, Part 9, Division 2, Fuel Tax Act, Gaming and Liquor Act, Gaming and Liquor Regulation, Provincial Offences Procedure Act, Petty Trespass Act, Prevention of Youth Tobacco Act, and Trespass to Premise Act*. The jurisdiction of this position would be strictly confined to the Town of Drayton Valley municipal boundaries, including the portion of Highway 22 which runs through the municipal boundaries.

For this CPO1 position to be approved by the Alberta Solicitor General's Office the Town is required to submit an Application as well as policies specific to CPO1. The policy requirements are set out by the Alberta Solicitor General's Office and must be adopted by the Town as Town Policy. Administration has been working with the Alberta Solicitor General's Office on this Policy and the appropriate wording. The Policy presented today - Drayton Valley Municipal Community Peace Officer Policy PS-01-18 - is the result of that collaboration and is presented for adoption. Council adoption of the Policy will enable Administration to complete the submission package required in support of the CPO1 Application. Subject to approval, the recruitment of the CPO1 position would commence.

OPTIONS AND ALTERNATIVES, WITH ANALYSIS:

- A. Approve the Drayton Valley Municipal Community Peace Officer Policy PS-01-18, as presented. Administration will then complete the application process to the Solicitor General's Office.
- B. Recommend changes to the Drayton Valley Municipal Community Peace Officer Policy PS-01-18. Amendments will require the review and approval of the Solicitor General's Office prior to being brought back to Council for approval of the Policy.
- C. Do not approve the Drayton Valley Municipal Community Peace Officer Policy PS-01-18. If this Policy is not approved, as confirmed by the Solicitor General's Office, the application process will be delayed until such time as the Policy receives Council's endorsement.

BUDGET / RESOURCE IMPLICATIONS:

Funding was allocated within the 2018 Interim Budget for this CPO1 position.

IMPLICATIONS OF RECOMMENDATION:

This CPO1 position will allow enforcement of Provincial Statutes and Town Bylaws, thus supplementing existing enforcement services.

LINKAGE TO MUNICIPAL POLICIES, PLANS, OR ESTABLISHED PRIORITIES:



This position will further the tenets of the Community Sustainability Plan by enhancing our emergency and protective services delivery, and will contribute to the overall safety of the community.


POTENTIAL MOTIONS:


- A. Council approve Drayton Valley Municipal Community Peace Officer Policy PS-01-18, as presented.
- B. Council direct Administration to make the following amendments to the Drayton Valley Municipal Community Peace Officer Policy PS-01-18 and seek the review and approval of the Solicitor General's Office, after which the amended Policy will be presented to Council for consideration.
- C. Council refuse the approval of Drayton Valley Municipal Community Peace Officer Policy PS-01-18, as presented.

ATTACHMENTS:

Attachment 1: Drayton Valley Municipal Community Peace Officer Policy PS-01-18

Report Prepared By:		Report Reviewed By:	
			
Name:	Pam Balke	Name:	Pamela Livingston
Title:	Bylaw Enforcement	Title:	Acting Chief Administrative Officer

Report Routed to Council By:


Subject:	Drayton Valley Municipal Community Peace Officer Policy	Policy No.:	PS-01-18	
Department:	Protective Services			
Initial Approval Date:		Review and Revision Date:		
Associated Policies:	Employee Conduct Policy Employee Code of Ethics Working Alone Policy			

Drayton Valley Municipal Community Peace Officer Policy

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1.0 Purpose

This document is created to provide guidance for employees of the Town of Drayton Valley (hereinafter referred to as the "Town") Protective Services Department who hold Community Peace Officer appointments and their supervising staff. The Policy covers day-to-day operations, handling of rare occurrences, and how to deal with complaints against Community Peace Officers.

This guide is used as a supplement to the Public Security Peace Officer Program Policy and Procedures Manual (hereinafter referred to as the "Manual"), as may be updated or amended from time to time. In the event of conflicting directions or statements between this Policy and the Manual, the Manual shall prevail.

2.0 Definitions:

Within this Policy the following definitions shall apply:

- 2.1 *Bylaw* means any Bylaw approved by the Town of Drayton Valley;
- 2.2 *Calls for Service* means when a member receives a call for service the officer shall determine the level of response required;
- a. Emergency Priority means a delay in response would likely result in the continued or increased threat to life and/or serious property damage;
 - b. Urgent Priority means a delay in response would result in the loss of evidence or there is an immediate need for customer service; and
 - c. Low Priority means there are minimal risks in losing further evidence and no immediate need for customer service;
- 2.3 *closing the distance or catching up* means the act of a Community Peace Officer decreasing the distance between himself/herself and the violator in an attempt to stop a vehicle;
- 2.4 *Community Peace Officer (CPO)* means a person appointed by the Government of Alberta through the Solicitor General's office who is empowered to enforce all or part of the laws of Alberta and local Municipalities;
- 2.5 *Provincial Act* means any Act of the Province of Alberta;
- 2.6 *Provincial Tickets* means a paper document, issued by the Government of Alberta, that is given to a person who violates a Provincial Act, enunciating thereon the date, place and nature of the offence and the specified penalty that is assessed or Court attendance date;

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- 2.7 *pursuit* occurs when a CPO, in his/her marked emergency response vehicle, follows a vehicle with the intent to stop or identify the vehicle or driver, and the driver, being aware of the CPO's actions, fails to stop, initiates evasive action or ignores directions to stop/avoid apprehension.
- 2.8 *RCMP* means the Royal Canadian Mounted Police, as well as any sworn Peace Officer who is a regular member of that organization;
- 2.9 *Solicitor General's Office* means the division of the Provincial government referred to as the Ministry of Justice and Solicitor General;
- 2.10 *Supervisor* means the person tasked with providing front-line supervision, guidance and direction to all and any personnel employed in the Administrative or Operational component of Town of Drayton Valley Community Peace Officer service; and
- 2.11 *Violation Tags or Tags* means a paper document, issued by the Town of Drayton Valley through its various regulatory agents or the RCMP, that is given to a person who violates a Bylaw, enunciating thereon, the date, place and nature of the offence and the penalty that is assessed.

All other words have the meanings assigned to them by the Manual, or common dictionary definitions.

3.0 Administration

3.1 Administration General

a. Primary Function

The primary function of the CPO is to protect the safety of and serve the citizens of the Town through enforcement and education of regulatory Bylaws and select Provincial Acts, and to provide operational support to all Town Departments as required. .

b. Memorandum of Understanding – RCMP/Town of Drayton Valley

The Memorandum of Understanding, as may be amended from time to time, outlines the working agreement between the RCMP, the CPOs and the Town . CPOs are to be familiar with and guided by the contents of the Memorandum of Understanding. When necessary, CPOs have the ability to request and receive RCMP assistance while investigating or enforcing Bylaw matters.

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3.2 Appointment Requirements:

a. Minimum Employment Requirements

All applicants shall meet the requirements set out by the Town Human Resources Department for minimum employment requirements as well as those set out in the Manual

3.3 Employment Training

- a. To maintain professionalism and a high level of quality of service to its citizens, the Town, recognizes the need to ensure that all CPOs are trained on an ongoing basis, including recertification in required skills as prescribed by the Solicitor General's Office within the Manual.

3.4 Kit and Clothing

- a. CPOs shall be properly attired in safe and functional uniforms as prescribed by the Manual.

3.5 Code of Conduct, Public Complaints and Disciplinary Procedures

- a. All CPOs will adhere to the current policy set forth by the Solicitor General's Office defined in the Manual.
- b. The CPO Supervisor shall ensure that all CPOs are aware of the Town's Employee Conduct Policy and Employee Code of Ethics Policy.
- c. CPOs must comply with the terms and conditions of the employer's authorization.
- d. CPOs must comply with the terms of their appointment.
- e. CPOs must not engage in disorderly or inappropriate conduct.
- f. CPOs must not act in a way that would be harmful to the discipline of peace officers or that is likely to discredit the office of peace officer.
- g. CPOs must not withhold or suppress information, complaints or reports about any other peace officer.

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- h. CPOs must promptly and diligently perform their duties and responsibilities.
- i. CPOs must not make or sign false, misleading or inaccurate statements.
- j. CPOs must not, without lawful excuse, destroy, mutilate or conceal records or property, or alter or erase an entry in a record.
- k. CPOs respect confidentiality when in possession of personal data or
- l. CPOs must properly account for or return money or property that they receive in their capacity as a peace officer.
- m. CPOs must not engage in activities that may or will result in a conflict of interest or an apprehension of or a lack of integrity in the office of peace officer.
- n. CPOs must not use their position for their own advantage or another person's advantage.
- o. CPOs must not directly or indirectly solicit or receive a gratuity, present, pass, subscription or testimonial without the consent of the employer.
- p. CPOs must not exercise their authority as a peace officer when it is unnecessary to do so.
- q. CPOs must not consume alcohol while on duty.
- r. CPOs must not consume controlled drugs and controlled substances under the *Controlled Drugs and Substance Act* (Canada).
- s. CPOs must not possess controlled drugs and controlled substances which are prohibited by law, except in the performance of the peace officer's duties.
- t. CPOs must wear the appropriate uniform while on duty
- u. CPOs shall conform to the dress and personal grooming outlined in this policy.
- v. CPOs must not wear any part of their uniform while off duty.

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- w. CPOs must keep vehicles and equipment clean and in good working order.
- x. CPOs must follow all reasonable direction of the senior peace officer or supervisor or manager responsible for the CPOs.
- y. CPOs will not use rude, abusive, belittling, sexist or racist behaviour when dealing with the public or co-workers.
- z. CPOs must not associate with any person when that association could bring the office of peace officer into disrepute.
- aa. CPOs must not use force unnecessarily.
- bb. CPOs will not neglect any duty imposed upon them.

3.6 Public Complaints and Disciplinary Procedures

- a. Public complaints that allege Criminal Code violations (i.e. allegation of excessive force) must be turned over to the police service of jurisdiction. Agency investigations should be delayed so as to avoid contamination of the criminal investigation.
- b. Public complaints against a peace officer must be in writing unless a complainant is unable to make the complaint in writing due to a language barrier or disability. In this case the agency will record the complaint and treat it as if it was received in writing.
- c. Complaints against peace officers may be categorized as 'Complaint of Service' or 'Complaint of Conduct'.
- d. Complaints of service are normally considered less serious and may include:
 - i. Failing to respond to a complaint;
 - ii. Failing to complete an investigation;
 - iii. Improper application or interpretation of the law;
 - iv. Failing to update complainants and witnesses when required; or

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- v. Failing to exercise appropriate discretion when conducting enforcement.
- e. Complaints of conduct may be considered more serious and may include:
 - i. Breaches of the Code of Conduct;
 - ii. Breaches of the Peace Officer Appointment; or
 - iii. Breaches of municipal, provincial or federal laws.
- f. If a member of the public presents himself in person to make a verbal complaint about a peace officer but refuses to commit the complaint to writing, a report will be compiled outlining the circumstances and the employer will take what, if any, steps they deem necessary. These complaints are not captured under the provisions in section 14 of the Peace Officer Act.
- g. Verbal complaints made by phone may be subject of an occurrence report at the discretion of the employer.
- h. The employer must investigate written complaints against peace officers, except after a thorough review, they may discontinue the investigation if the complaint is found to be frivolous, vexatious or made in bad faith. The complainant must be notified in writing stating the reasons for not investigating or for discontinuing the investigation.
- i. The employer must investigate, when it receives information other than from public complaints, when a peace officer has failed to comply with the terms of his appointment and the reporting requirements are the same as if the complaint had been a public complaint.

3.6.1 Notifying Peace Officers about Complaints

- a. A Community peace officer will normally be advised of a public complaint of which he is the subject and provided with a copy of the written complaint.
- b. There are circumstances where the employer may choose to not disclose the complaint to the peace officer as it may have a negative impact on the investigation or it may cause the complainant excess discomfort or to fear for her safety. The following are some examples:

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- i. The complainant may be placed in physical danger
- ii. The complainant may face non-violent retaliation by the peace officer
- iii. There may be potential destruction of evidence during the investigation
- iv. If there is any likelihood of a criminal investigation being initiated
- v. Other situations determined by the employer

3.6.2 Complaint Process

Established pursuant to section 15 of the *Peace Officer Act*.

- a. A complaint must be in writing and received by the employer.
- b. The employer must, within 30 days and in writing, acknowledge receipt of the complaint to the complainant.
- c. Notify the CPO involved of the complaint if appropriate. (see section 21.6 of the Program Manual for details)
- d. The employer must submit details of complaints made to the Director of Law Enforcement in accordance with the Public Security Peace Officer Program Policy and Procedure Manual.
- e. The employer will investigate the allegations of the complaint by interviewing the complainant, any witnesses, the CPO(s) involved if they so consent, and any other person who may have knowledge relevant to the occurrence.
- f. The employer will review any relevant documents in existence pertaining to the occurrence including, but not limited to:
 - i. Occurrence reports
 - ii. Dispatch logs
 - iii. CPO notebook(s)
 - iv. Court reports

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- v. Legal documents
- g. The employer will notify the complainant, the CPO involved if appropriate, and Director as to the status of the investigation at least once every 45 days.
- h. Upon conclusion of the investigation the employer must notify the complainant, the peace officer involved, and the Director of the disposition of the complaint using wording found in Section 22 of the Peace Officer (Ministerial) Regulation, which reads as follows:
 - i. 'the complaint is unfounded.' This means that on the basis of a thorough investigation no reasonable belief exists that the complaint has merit or basis.
 - ii. 'the complaint is unsubstantiated.' This means that on the basis of a thorough investigation there is insufficient evidence to determine the facts of the complaint and that it may or may not have occurred.

'the complaint is found to have merit in whole or in part.' This means that on the basis of a thorough investigation that:

 - 1. 'in whole' a reasonable belief exists that the CPO has engaged in misconduct in regards to the entirety of the complaint or;
 - 2. 'in part' a reasonable belief exists that the CPO has engaged in misconduct in regards to a portion(s) of the complaint, but not in its entirety.
 - iii. 'the complaint is frivolous, vexatious or made in bad faith'. This disposition will be used when an authorized employer chooses not to investigate a complaint as per section 15(2) of the Act which allows no investigation to occur when the complaint is deemed to be frivolous, vexatious, or made in bad faith.
- i. The conclusion letter issued to the complaint must contain the following closing paragraph which communicates to the complainant that appeals of the decision reached by the authorized employer must be addressed to the Director as required in Section 15 of the act.

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PLEASE BE ADVISED YOU HAVE THE RIGHT TO APPEAL THESE FINDINGS TO THE DIRECTOR OF LAW ENFORCEMENT FOR THE PROVINCE OF ALBERTA PURSUANT TO SECTION 15(4) OF THE *PEACE OFFICER ACT*. AN APPEAL MUST BE IN WRITING AND INITIATED WITHIN 30 DAYS OF RECEIPT OF THIS DECISION, AND ANY DECISION REACHED BY THE DIRECTOR OF LAW ENFORCEMENT ON APPEAL IS FINAL.

Correspondence to the Director must be sent to: Director of Law Enforcement
10th Floor, 10365 - 97 Street
Edmonton AB T5J 3W7

3.6.3 Informal Resolution of Complaints

Informal Complaints Process

- a. Section 15(2)(b) of the Peace Officer Act allows for the Town to refuse to investigate or may discontinue the investigation of a complaint if, in the Town's opinion and having regard to all of the circumstances, no investigation is necessary.

The Director of Protective Services has the authority to informally resolve the public complaint. This shall be accomplished by meeting with the complainant to discuss their concerns, circumstances, facts and any information pertaining to the complaint. If a mutually agreeable solution can be reached by all parties involved the complaint shall be deemed to be resolved and no investigation is necessary.

All complaints resolved in this manner, pursuant to the Peace Officer Act, will be reported to the Director on a monthly basis.

3.6.4 Discipline for misconduct

- a. In the event a complaint is found to have merit in whole or in part, the employer must state what disciplinary action has been taken. Discipline practices as per Employee Conduct Policy in use by the Town must be filed with the Director of Law Enforcement.

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3.7 Personnel Records

- a. CPO Appointments are property of the Solicitor General and therefore all appointments of past employees shall be returned to Public Security Division.
- d. Personnel files related to the employment of CPOs shall contain at minimum:
 - i. the CPO's letter of appointment;
 - ii. the CPO's Oath of Office;
 - iii. certificates from required courses to become a CPO;
 - iv. recertification documents on applicable courses. (i.e. Baton, OC Spray, Officer Safety); and
 - v. copies of complaints against the CPO in addition to documentation showing Public Security Division has been notified of the complaint when required. Complaints must be kept on file a minimum of five (5) years.

4.0 Operational

4.1 Community Peace Officer Job Description

- a. Responsibilities of the CPO include, but are not limited to:
 - i. complying with and supporting Town enforcement policies, procedures, standards and guidelines;
 - ii. investigating inquiries or complaints from the general public into select Provincial Statutes and Municipal Bylaws, including animal control and animal protection complaints when a designated Animal Control Officer is unavailable;
 - iii. documenting investigations within comprehensive investigation reports;
 - iv. providing professional testimony in Court and preparing/producing evidence to support prosecutions;

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- v. promoting and enhancing traffic safety through conventional traffic enforcement, using radar, laser/LIDAR;
- vi. conducting directed or pro-active foot and vehicle patrols to enhance the security of the community;
- vii. liaising and collaborating with the RCMP as part of joint or mutual investigations, or during enforcement of Town and Provincial laws;
- viii. establishing and maintaining ongoing professional relations with the local Crown Prosecutors' office, and other Provincial or Town resources or agencies;
- ix. conducting or contributing to public education related to the mandate of CPO, including; law, animal welfare, youth and/or adult traffic safety, bicycle safety, community standards and related matters.. This may include distribution of brochures and printed materials, participating in school tours and visits, and public speaking engagements as assigned;
- x. reviewing and making recommendations for new or existing Town Bylaws;
- xi. providing support to Town departments and initiatives as they relate to law enforcement;
- xii. assisting in emergency/disaster responses under the direction of the Director of Emergency Management;
- xiii. attending any professional development courses, workshops, seminars, as approved or directed by the Supervisor;
- xiv. providing monthly summary reports on activities to Supervisor;
- xv. actively participating in and adhering to the Workplace Health and Safety Program; and
- xvi. all other related duties as required or assigned.

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4.2 Operational Records

- a. All CPOs will adhere to the current policy set forth by the Solicitor General's Office as defined in the Manual and pursuant to the Town's records management practices.

4.3 Exhibit Handling

- a. All CPOs will adhere to the current policy set forth by the Solicitor General's Office as defined in the Manual and pursuant to the Town's records management practices.
- b. When any type of exhibit comes into the possession of a CPO, care must be taken to preserve the exhibit in its original form. Further, it is the CPO's responsibility to make sure that the exhibit is safeguarded. The CPO making the seizure will cause the exhibit to be properly tagged or marked for future identification - that is to say, the date, occurrence file number, exhibit number, CPO's regimental number and his/her initials are on the exhibit itself or on the identification tag affixed to the exhibit.
- c. Whenever a seizure is made, the CPO making the seizure will, without delay, compile an Exhibit Report form listing the item or items with a full description of the item(s) to be contained in the body of the report.
- d. All items, whether seized by a CPO or handed in to the office will be shown on an Exhibit Report.
- e. Exhibits that have been properly tagged/labeled and recorded on an Exhibit Report will be secured in a locked cabinet with restricted access. One copy (or original) of the Exhibit Report will accompany the exhibit while another copy will be attached with the occurrence report.
- f. All exhibits placed into the exhibit locker or removed from the exhibit locker will have the movement recorded in the exhibit locker ledger that is kept in the area of the locker.
- g. All licenses and license plates seized in relation to any offence (e.g. theft, misuse, etc.) are to be properly marked for identification and Exhibit Report completed. These items are to be returned to Alberta Registries and the Exhibit Report receipted.

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- h. Lost or stolen bicycles found by a CPO will be turned over to the RCMP for processing
- i. If a CPO comes into contact with drugs during the normal course of their duties the CPO will advise the RCMP and turn over the exhibit to a sworn member of the RCMP. CPOs employed by the Town shall not store drug exhibits.
- j. **LIQUOR EXHIBITS**
 - i. In consultation with the local Crown Prosecutor and with their approval, liquor exhibits may be disposed of on site.
 - ii. If possible, have offender witness the disposal.
 - iii. Record in notebook or Police Copy of Violation Ticket the details and what was destroyed.
 - iv. If possible, utilize the In-Car Video System to record the seizure/destruction.
 - v. If necessary the empty bottle will be kept as an exhibit and stored as such.
- k. All exhibits will be stored in a locked cabinet upon completion of exhibit report.
CPOs shall mark all articles seized or found to ensure future identification for evidence purposes.
- l. When found property is turned in by a citizen, their name, address, telephone number and other information shall be placed on the Exhibit Report, with tag, and an occurrence report submitted.
- m. Exhibits related to criminal offences must be turned over to the RCMP.
- n. Upon court disposition and pending an appeal period, exhibits will be auctioned, destroyed or returned to the owner as per Town Policy. The method of disposition and name of recipient will be clearly documented on the Exhibit Reports and the follow up information will be added to the Occurrence Report.

4.4 Employer Reporting Requirements

- a. All CPOs and Supervisors are aware of the reporting responsibilities as set forth by the Solicitor General's Office defined in the Manual.

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b. Immediate Reporting

- i. Use of a firearm discharged at a person or not as part of CPO's duties;
- ii. CPO involved in serious injury or death of a person;
- iii. Complaint of excessive force (public or internal);
- iv. CPO involved where weapon was used by another person;
- v. CPO involved in serious or sensitive matter;
- vi. Charge or arrest of a CPO under the *Criminal Code, Controlled Drugs and Substances Act* or any other enactment of Canada;
- vii. Charge or arrest of a CPO under an enactment of Alberta (except minor traffic);
- viii. CPO found to have violated the employer's code of conduct;
- ix. Suspension, termination or resignation of a CPO.

c. Report within two (2) business days

- i. Use of baton;
- ii. Use of OC spray;
- iii. Use of Conducted Energy Weapon or tear gas;
- iv. Use of other weapon as detailed in policy.

d. Report within one (1) month

- i. Lesser public complaint about a CPO (not captured above);
- ii. Authorized employer-initiated investigation (not captured above);
- iii. Other type of report (not captured above);
- iv. Disposition of current or previous investigation or incident;

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v. (Optional) monthly update to advise that there were no incidents to report.

e. Report within 45 days

i. Update to the status of ongoing investigation until disposition.

f. Director, Designate or Police to Investigate

i. Use of a firearm discharged at a person or not as part of CPO's duties;

ii. CPO involved in serious injury or death of a person;

iii. Complaint of excessive force (public or internal);

iv. CPO involved where weapon was used by another person;

v. CPO involved in serious or sensitive matter.

g. Annual Report by Employer

i. Current name and position of the program contact person;

ii. Updated list of CPOs employed and their positions within the agency;

iii. A short summary describing the general nature of services provided by the CPOs, the operational practices of CPOs employed, and listing showing enforcement and enforcement-related activities that took place;

iv. The report due date will be January 31 each year unless the employer advises the Director of alternate annual report date.

(Incident reporting form J3535 for above situations, except annual report, can be found on the Public Security Peace Officer Program website).

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4.5 Community Peace Officer Reporting Requirements

- a. All CPOs are aware of the reporting responsibilities as set forth by the Solicitor General's Office defined in the Manual.
- b. Report within 24 hours**
 - i Any event in which the CPO has been charged or arrested for an offence under the *Criminal Code*, *Controlled Drugs and Substances Act* or any other enactment of Canada.
 - ii Any event in which the CPO has been charged or arrested for an offence under a provincial statute of Alberta.
 - iii Loss of a CPO ID card.

5.0 Emergency Response/Pursuit

- 5.1 The Town Protective Services Department authorizes the use of Emergency Response to calls for service utilizing emergency lights and/or siren. Members shall not operate the patrol vehicle in excess of the *Traffic Safety Act* requirements and shall not respond with emergency equipment active to low or urgent priority calls.
- 5.2 CPOs responding to calls for service in an Emergency Response capacity will only be conducted following the guidelines of the Manual.
- 5.3 The Town Protective Services Department prohibits the use of motor vehicle pursuits as set out in this Policy.
- 5.4 Training Requirements**
 - a. All CPOs wishing to have emergency response authority added to their Peace Officer Appointments must successfully complete the training requirements as set out in the Manual

Subject:	Drayton Valley Municipal Community Peace Officer Policy	Page:	Page 18 of 18
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5.5 Closing the Distance

All CPOs will adhere to the current policy set forth by the Solicitor General's Office defined in the manual in case of any conflict between this Policy and any provision of the Public Security Peace Officer Program Policy and Procedures Manual, the provisions of the Public Security Peace Officer Program Policy and Procedures Manual shall govern.

Mayor

Approval Date

I have read and understand the Town of Drayton Valley's Municipal Community Peace Officer Policy, and I agree to abide by the principles set out therein.

CPO Name (please print)

CPO Signature

Date

Supervisor Signature

COUNCIL REQUEST FOR DECISION

SUBJECT:	CETC Management Board
MEETING DATE:	April 18, 2018
SUBMITTED BY:	COO
PROPOSAL AND BACKGROUND:	
Request for Council to approve the forming of a management board through a bylaw for CETC.	
OPTIONS AND ALTERNATIVES, WITH ANALYSIS:	
Continue CETC operations status quo	
BUDGET / RESOURCE IMPLICATIONS:	
Board members expenses relating to business will be reimbursed as per Council's policy for board members. It will coming out of part of CETC's budget.	
RECOMMENDATION:	
That Council approve for first reading and start public consultation process.	
FOLLOW-UP ACTION (PUBLIC ENGAGEMENT, COMMUNICATIONS STRATEGY, AND IMPLEMENTATION):	
Proposed public engagement process. Post a call for applications for board members. Committee will do public engagement.	
MOTION REQUESTED:	
Motion that Council approves first reading of CETC Management Board Bylaw.	
ATTACHMENTS:	

Draft CETC Management Board Bylaw

Report Prepared By: Manny Deol		Report Reviewed By: Manny Deol	
Name:	Manny Deol	Name:	M-2
Title:	Chief Operating Officer of CETC	Title:	

Report Routed to Council By:



BYLAW NO. 2018/02/B

Name of Bylaw: CETC Management Board Bylaw

Being a Bylaw of the Town of Drayton Valley in the Province of Alberta to provide for the establishment of the Management Board for the Clean Energy Technology Centre (hereinafter referred to as the “CETC”) and set forth the duties and responsibilities of that Board.

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;

AND WHEREAS the Council of the Town of Drayton Valley desires that the CETC become the economic hub for the Town of Drayton Valley via providing education and training, applied research, research and development, and business development inclusive of but not limited to petroleum, forestry, agriculture industry, bio-industry tourism, and arts and culture;

AND WHEREAS the Council of the Town of Drayton Valley desires to create jobs in the Town of Drayton Valley through the CETC as an economic hub;

AND WHEREAS the Council of the Town of Drayton Valley believes the Management Board is critical in enhancing the services of CETC through community, industry and Government coordination in areas of petroleum, forestry, agriculture, tourism, and arts and culture.

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

TITLE

1. This Bylaw may be cited as the “CETC Management Board Bylaw” of the Town of Drayton Valley.

PURPOSE

2. The purpose of this Bylaw is to established a CETC Management Board for the Town of Drayton Valley and Brazeau County.

INTERPRETATION

3. In this Bylaw, including this section, unless the context otherwise requires:
 - 3.1 *Bio-Mile* means the commercial integrated bio-industrial business development park established by the Town of Drayton Valley;
 - 3.2 *CAO* means the individual appointed to the position of Chief Administrative Office by Town Council;
 - 3.3 *CETC* means the Town of Drayton Valley's Clean Energy Technology Centre;
 - 3.4 *CETC Management Board or Board* means the Clean Energy Technology Centre Management Board as established in this Bylaw;
 - 3.5 *community* means the area contained within the boundaries of the Town of Drayton Valley and Brazeau County;
 - 3.6 *COO* means the individual appointed to the position of Chief Operating Officer of the CETC by Town Council;
 - 3.7 *member(s)-at-large* means citizens of the Town of Drayton Valley or Brazeau County who are appointed by Town Council to serve on the Board;
 - 3.8 *Town* means the Town of Drayton Valley; and
 - 3.9 *Town Council* means the municipal Council for the Town of Drayton Valley.
4. Words used in the singular include the plural and vice-versa.
5. When a word is used in the masculine or feminine it will refer to either gender.
6. Words used in the present tense include the other tenses and derivative forms.

PURPOSE OF THE BOARD

7. The Board shall direct the COO of the CETC to facilitate, encourage, and assist in:
 - 7.1 the establishment of knowledge-based industry, including the bio-industry;
 - 7.2 activities related to the development, training and ownership of knowledge-based opportunities for conventional and bio-industry incubation and entrepreneurship;
 - 7.3 commercialization of bio-based products, businesses, business incubation centres and training resources;
 - 7.4 attraction of bio-industries and other industries to locate in the community;
 - 7.5 operation, administration, and management purposes of the CETC and the

- clients of the CETC, including the operation of the Drayton Valley Bio-Mile lands;
- 7.6 solicitation, on behalf of the CETC, of donations, bequests, gifts, funds or gifts-in-kind of any nature whatsoever;
 - 7.7 research and provision of opportunities and revenue generation for the CETC and the Town;
 - 7.8 facilitation of education, applied research, training, business information, seminars, current research, workforce training and networking resources;
 - 7.9 creation of marketing strategies, campaigns and products to ensure business incubations receive complimentary programs and services;
 - 7.10 focusing on areas of youth, entrepreneurship, startups, microbusinesses, mentorship and networking;
 - 7.11 liaising with consultants, project developers and venture capitalist to fund bio-based projects; and
 - 7.12 annual submission to Town Council of an estimate of the financial requirements for the CETC programs, administration, the capital and operating expenditures for approval, in alignment with the Town's budget cycle.

COMPOSITION OF THE BOARD

- 8. The Board shall consist of nine (9) members, who shall be appointed by resolution of Town Council for a term of two (2) or three (3) years, commencing November 1st.
- 9. The Board shall be comprised of:
 - 9.1 at least seven (7) member(s)-at-large, which may include representation from the following industries:
 - a. agriculture;
 - b. petroleum;
 - c. tourism;
 - d. arts and culture; and
 - e. forestry;

9.2 one (1) member appointed from Town Council; and

9.3 Town Mayor.

10. Board members shall be selected on the basis of an active interest in community economic development, the creation of new jobs, and retention of existing jobs and businesses. Board members shall have a long-term view of education and training, applied research, research and development, and business development.
11. All members of the Board must live within the boundaries of the community.
12. Appointments and re-appointments made by Town Council shall be based on information and advice of the Board and other relevant sources.
13. When the end of a Board member's term is approaching, the recruitment process will begin. Should the Board member wish to, he/she may reapply to serve the next term.
14. Should a Board member miss three (3) consecutive meetings, their membership will be reviewed by the Board. A recommendation may be made by the Board to Town Council to rescind the appointment of the member and initiate the recruitment process for that position.
15. Should a Board member resign his or her position, the process for recruitment will begin. Once the position is filled, the newly appointed Board member will complete the term that had become vacant

BOARD PROCEDURES

16. The COO is an ex officio member of the Board but is a non-voting member.
17. The Chair and Co-Chair will be selected at the first meeting of the Board following the Annual Organizational Meeting of Town Council in each year.
18. Meetings of the Board will be held monthly. Additional meetings may be called by the Chair if deemed necessary.
19. A quorum for regular and special meetings of the Board shall consist of a majority of voting Board members.
20. Board members will be reimbursed for expenses incurred on Board related business pursuant to Town Policy.
21. The Recording Secretary, as designated by the COO, shall prepare the Agendas for meetings of the Board, containing items submitted by the Board members or any other interested parties. The Agenda shall be circulated no less than three (3)

days in advance of the meeting.

22. A minute book shall be kept and minutes of all regular and special meetings shall be recorded therein by the Recording Secretary. Meeting minutes, once approved shall be provided to the CAO for inclusion in Council Agenda packages as information.
23. The Chair and Board members shall vote on all motions, except where authorization to abstain from voting, due to conflict of interest, has been obtained from the Chair. In the event of a tie, the motion shall be lost.
24. Meeting procedures shall be conducted in accordance with good meeting practices and disputes resolved in accordance with Robert's Rules of Order.

COMMITTEE PROCEDURES

25. Ad hoc or advisory groups to the Board may be formed to address specific issues. These groups may include individuals who are not members of the Board but who lend needed expertise to the issue. Such groups shall deal only with the matter of question referred to it for consideration and shall upon completion of this assignment be disbanded.
26. Ad hoc or advisory groups will provide advice and support related to their area of assignment at the regular meetings of the Board, as required.

LIMITATIONS

27. Neither the Board, nor any member thereof, shall have the power or authority to pledge the credit of the Town in connection with any matter whatsoever, nor shall the said Board or any member thereof have the power to authorize the expenditure to be charged against the Town or any of its agencies, corporations, managers or other committees of Town Council.

SEVERABILITY

28. If any provision of this Bylaw is held be invalid by a Court of competent jurisdiction, that decision will not affect the validity of the remaining provisions of the Bylaw.

AND THAT this Bylaw shall come into force and have effect from and after the date of third reading thereof.

READ a first time this ___ day of _____, 2018, A.D.

READ a second time this ___ day of _____, 2018, A.D.

READ a third and final time this ___ day of _____, 2018, A.D.

Mayor

Chief Administrative Officer

COUNCIL REQUEST FOR DECISION

SUBJECT:	Amendment to Budget and Asset Management Committee Terms of Reference
MEETING DATE:	April 18, 2018
SUBMITTED BY:	Administration on behalf of Council
PROPOSAL AND BACKGROUND:	
<p>Administration received direction from Council to amend the Terms of Reference for the Budget and Asset Management Committee to reflect a change in the Committee composition. Currently, the Terms of Reference note that the Committee is comprised of four (4) Town Councillors with the Mayor as ex-officio member of the Committee.</p> <p>Council requested to change the composition of the Committee to include all members of Town Council, including the Mayor.</p>	
BUDGET / RESOURCE IMPLICATIONS:	
<p>Members of Council serving on a Committee are eligible for per diems for time spent at meetings, as per Council Remuneration Policy C-01-00.</p>	
LINKAGE TO MUNICIPAL POLICIES, PLANS, OR ESTABLISHED PRIORITIES:	
<p>This Committee structure will assist the Town in moving forward in implementation of the Economic Development Strategy.</p>	
POTENTIAL MOTIONS:	
<p>A. That Council approve the amended Terms of Reference for the Budget and Asset Management Committee to a Committee of the Whole, as presented.</p> <p>B. That Council approve the amended Terms of Reference for the Budget and Asset Management Committee, as presented, with the additional amendments of _____.</p> <p>C. That Council direct Administration to make further changes to the Terms of Reference for the Budget and Asset Management Committee, specifically _____, and bring the Terms of Reference back for consideration at a future Council Meeting.</p>	

ATTACHMENTS:

Attachment 1: Amended Terms of Reference for the Budget and Asset Management Committee

Report Prepared By:



Report Reviewed By:



Name: Sabine Larcher

Name: Pamela Livingston

Title: Administrative Assistant

Title: Acting Chief Administrative Officer

Report Routed to Council By:





INTERNAL BUDGET AND ASSET MANAGEMENT COMMITTEE **TERMS OF REFERENCE**

Purpose/Mandate

The Committee reviews and makes recommendations to Town Council on:

- Council's annual Budget process;
- appointment of the Town's Auditor;
- the Annual Audited Financial Statements;
- the municipality's general tax approach;
- long-range financial planning;
- long-range capital and asset planning including the construction, maintenance and replacement of municipal assets/facilities;
- municipal reserve levels;
- municipal debt level;
- quarterly financial reports; and,
- capital project progress reporting.

Committee Membership/Composition and Term

The Budget and Asset Management Committee is comprised of all members of Town Council. The Committee shall be supported by an administrative team as appointed by the CAO. The Mayor of the Town of Drayton Valley sits as ex-officio member of the Committee. The Committee's composition and Terms of Reference will be reviewed on a yearly basis after the Organizational Meeting of Town Council that is held annually in October.

Committee Members are subject to the limitations imposed by the *Municipal Government Act*.

Operations

The Chair, which shall be one of the appointed Councillors, will be selected by the Committee at its first annual meeting. The Chair shall be responsible for presenting reports of the Committee, including recommendations, to Council.

The Committee will meet on a quarterly basis, or on an as needed basis at the call of the Chair.

Accountability and Transparency

- Guiding documents for the Committee include but are not limited to the *Municipal Government Act*, Board and Committees to Council Policy C-05-14, Accountability and Transparency Policy C-01-17, and other relevant Town Policies.

Information Items

9 Information Items

Pages 104-157

9.1	Drayton Valley Legacy Project Notes – March 8, 2018	105-106
9.2	Pembina Physician Recruitment and Retention Committee Meeting Minutes – January 22, 2018	107-108
9.3	Brazeau Foundation Board Minutes – February 22, 2018 • Brazeau Foundation Financial Statements	109-128
9.4	STAR Catholic Board Highlights – March 2018	129
9.5	Economic Development Committee Minutes – March 7, 2018	130-132
9.6	RCMP Stats – February and March 2018	133-150
9.7	YRL Board Executive Committee Highlights – April 9, 2018	151-152
9.8	Councillor Conference Report – Deputy Mayor Wheeler – FCM Sustainability Conference, February 6-8, 2018	153-157

MOTION:

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

**General Meeting
Drayton Valley Legacy Project
March 8, 2018**

Present:

Colleen Andersen	c_or_c@telusplanet.net	780-542-2787
Connie Stuhl	accutron56@gmail.com	780-542-9288
Bill Cavanagh	rockyrapids@gmail.com	780-621-9126
Councillor Bill Ballas	bballas@draytonvalley.ca	
Dana Crawford	illadv@draytonvalley.ca	780-514-2331
Graham Long	glong2@yahoo.com	780-898-5494

Guest:

Leonard Rogers	lrogers@draytonvalley.ca	780-514-2230
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Regrets:

Pamela Schaub	pamscha@yahoo.ca	780-542-1602
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Colleen welcomed everyone and introduced guest Leonard Rogers, Information Services Manager, Town of Drayton Valley.

1. Agenda:

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

MOVED BY Bill Cavanagh 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 Graham Long that the minutes be approved as presented.

3. Old Business

- a. Financial report – Current bank balance is \$21,846.65. An invoice has been received for the post office box rental. No news about the grant proposal from the Community Initiative fund.

MOVED by Bill Cavanagh that the amount of \$174.30 be paid for the post office box rental.

2nd by Dana Crawford

CARRIED

- b. Letter from Consentia – according to legal counsel for the Town of Drayton Valley there is no liability for the Town or Town involvement. We need to negotiate with Consentia to work this out. 1st step is to meet with Floyd Bjorgan, President of Consentia, not on Wednesdays. Colleen will arrange.
- c. Leonard Rogers looked at the DVDs from Consentia. They are not archival quality and need to be high quality (dpi). There is 0 searchable information. Pictures are in black and white, not gray scale so not easy to

see. There is no metadata (key words entered in database). OCR would be time consuming.

A high res scanner (business copier) would do a good job. Quality is currently not there and would need to be downgraded to upload to website. Optimum to have a student from the museum scan images, OCR program can be added. Need someone else to check and enter in the OCR information.

To rebind the Western Review books would cost approx. \$300 - \$400 per book. Years 1966 – 1971 are in books that would need to be unbound, copied and then rebound.

- d. 100 Women Who Care presentation – Connie and Colleen are scheduled to make a presentation to the 100 Women Who Care group along with HW Pickup and The Jeff Zorn Memorial Bonspiel on March 19.
- e. Brochure – a copy of the brochure has been given to Pat at Frogbelly. 100 copies of the revamped brochure will be ready for the March 19 presentation.
- c. **Correspondence** – no correspondence

4. Reports

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

5. Adjournment

MOVED BY Colleen Andersen to adjourn the meeting at 8:15 p.m.

Next meeting: April 12, 2018 at 7:00 p.m. at the Royal Canadian Legion

Pembina Physician Recruitment and Retention Committee Meeting January 22, 2018

In Attendance: Keith Warren, Mike Peyton, Rebekah Seidel, Sune White, Amila Gammana, Donna Fausak, Bernice Schell, Fayrell Wheeler, Lesley Gigg, Jaclyn Zeljeznak, Heidi Swan, Nahia Khaled
Regrets: Vern Harrison, Jeannette Vatter, Pat Jeffery, Marti Pickett

1.) Fayrell Wheeler Called the meeting to order at 7:05pm

2.) 5.7 Article in Paper

5.8 Membership

Motion to adopt the agenda with additions made by Keith Warren- Carried

3.) *Motion to accept the November 27th 2017 minutes as presented by Amila Gammana – Carried*

4.) 4.1) Presentations to the municipal councils went very well. They seemed supportive. We will need to send funding request letters to both.

4.2) The Red Deer Transition to Practice was a good event to meet new physicians just finishing school. The event was well organized and the team present were able to answer all questions asked by the med students. Contact for the clinics was handed out to people looking for a locum spot. The feedback to the event organizers was if they had a way to follow up with the attendees to make a better connection.

4.3) The Appreciation Dinner invite guest list is 114 people. Cobblestones are catering and we are looking for RSVPs by Feb 3rd so we can choose a venue based on our size needs. We are also looking at spending \$200 on Door prizes. A few may be donated.

5.) 5.1) Marlene Young, Medical Affairs Director spoke to the committee on the role AHS plays and where they are at with our zone. AHS's role is to respond to and form policy for recruitment. They profile each community looking at services available, long-term care, emergency use, amount of work done but individual doctors.

Drayton Valley had 18,000 visits to the emergency room in 2016 and of that 14,000 were local postal codes. 23% were triage level 1-3. 71% were triage level 4-5. A big part of their profile numbers comes from walk-ins but they only count the hospital. With Drayton Valley having a walk-in clinic and the other clinics taking same-day appointments the numbers might go down to the hospital what will that do to our profile ratios?

When selecting a new position they look with a local lens, making sure the doctor will fit in with the patients, the doctor need a letter of eligibility from the college, what specific skills are needed in the community and has the doctor practiced those within the last three years.

AHS also works very closely with the physicians already in the community to determine if more are needed. At this current time the Drayton Valley area has decided there is not a need.

Our committee brought up the concern of retirement and does AHS plan ahead? They do not have set retirement timelines as such they wait until there's a retirement to fill a position.

5.2) RhPAP is not attending Carer Expo's anymore. They look to the regional collages that offer specific programs to attend. They would recommend doing a skills day for the high school students instead, it offers a hands on approach.

5.3) ***Motion by Keith Warren to accept the amended New Board Member Policy – Carried***

5.4) The board discussed the planning of a High school Skills day, it could look like 3-4 stations at the hospital (sutures, intubation, injections) and then health professionals talking about their roles. First thing to do is have contact made with the high schools and also with Norquest to see how they can fit in and what training they offer.

5.5) ***Motion to request \$3,500 from each municipality made by Mike Peyton- Carried***

5.6) The annual conference is in Brooks April 11-12 and Fayrell will send an email to all members asking if anyone wants to attend on our committees behalf.

5.7) There was a wonderful article on Dr. Peyton and Dr. Beacom in the Western Review. Here is the link for those who did not have a chance to read it. <https://www.facebook.com/DraytonValleyWesternReview/posts/10155707731790568>

5.8) Marti Pickett has moved to a Friends of PPRRC membership. He still wishes to be kept informed of what's happen he is just not able to make all the evening meetings.

6.) Reports

6.1) Treasurers

a) Balance is 2804.62

b) ***Motion to reimburse Fayrell Wheeler \$232.32 for the transition to practice made by Jaclyn Zeljeznak- Carried***

6.2) RhPAP – They have a grant available to all committees for up to \$3000 in assisting with an event. We could use this money to plan the high school skills day.

6.3) AHS- None

7.) Meeting adjourned at 8:38pm. The next meeting will be March 26th 2018 at 7pm.



Brazeau Foundation
Managing Housing Solutions

5208 -47 Avenue,
Drayton Valley, Alberta, T7A 1N7
Phone: (780) 542 2712 Fax: (780) 542 2765
E-mail: bsf@telusplanet.net

MEETING OF THE BOARD OF DIRECTORS
Shangri-La Lodge, Drayton Valley
February 22, 2018
10:00 am

ATTENDANCE:

Directors Present:

Eric Butz, Chairperson	Town of Drayton Valley
Janet Young, Vice-Chairperson	Village of Breton
Donna Wiltse	Brazeau County
Jeannette Vatter	Member at Large – Drayton Valley

Directors Absent:

Donna Gawalko	Member at Large – Brazeau County
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Administration Present:

Stella Keller	Chief Administrative Officer
Laura Delesalle	Finance Manager

1.0 CALL TO ORDER

E. Butz called the meeting to order at 10:02 AM

2.0 AGENDA

2.1 ADDITIONS TO THE AGENDA

6.3 Central Zone Meeting March 2 9:30 - 3:30

2.2 APPROVAL OF AGENDA

Resolution #18-02-01: Moved by J Vatter to approve the agenda with addition.

Motion ...Carried Unanimously

3.0 APPROVAL OF MINUTES

3.1 MINUTES FROM THE DECEMBER 15, 2017 REGULAR BOARD MEETING

Resolution #18-02-02: Moved by J Young to approve the minutes of the December 15,2017 Regular Board Meeting as presented.

Motion ...Carried Unanimously



3.2 BUSINESS ARISING OUT OF THE MINUTES

None at this time

4.0 FINANCIAL

4.1 FINANCIAL REPORTS - Foundation

4.1.1 Foundation Payable Disbursements for December 2017 & January 2018

Resolution #18-02-03: Moved by D Wiltse to accept the Payable Disbursements as information.

Motion ...Carried Unanimously

4.1.1.1 Visa Payable for December 2017 & January 2018

Resolution #18-02-04: Moved by J Young to accept the Visa Payable as information.

Motion ...Carried Unanimously

4.2 FINANCIAL REPORTS – Urban Housing

4.2.1 Urban Housing Payable Disbursements for December 2017 & January 2018

Resolution #18-02-05: Moved by J. Vatter to accept the Urban Housing Payable Disbursements as information.

Motion ...Carried Unanimously

4.3 BOARD MEMBER EXPENSE

4.3.1 Board Member Expenses

Resolution #18-02-06: Moved by D Wiltse to approve the Board Member Expenses of \$1962.32 for December 2017 & \$400.00 for January 2018

Motion ...Carried Unanimously

5.0 OLD BUSINESS

5.1 BRAZEAU FOUNDATION TRUCK

The Brazeau County and the Town of Drayton Valley came together to provide the Brazeau Foundation with a vehicle for the maintenance department use.

Resolution #18-02-07: Moved by J Young to have Administration send a letter of appreciation for the truck donation to both Municipalities.

Minutes of Regular Board Meeting
February 22, 2018
Page 3 of 4

Motion ...Carried Unanimously

6.0 NEW BUSINESS

6.1 2017 Auditor engagement letter

Resolution #18-02-08: Moved by J Young to accept Auditor engagement letter as information.

Motion ...Carried Unanimously

6.2 Home Care Letter- Medication Assistance Program delivery

6.3 Central Zone Meeting March 2 (9:30 - 3:30) Red Deer

Resolution #18-02-9: Moved by J Vatter to have the CAO attend the meeting as warranted.

Motion ...Carried Unanimously

Break for Lunch at 11:28

Resume Meeting at 12:23

7.0 REPORTS

7.1 OPERATIONS REPORT

7.1.1 Operation's Report

Resolution #18-02-10: Moved by J Young to accept Operation's Report as information

Motion ...Carried Unanimously

7.1.2 Vacancy Report

Resolution #18-02-11: Moved by J Vatter to accept report as information

Motion ...Carried Unanimously

7.1.3 Under Age Application

Resolution #18-02-12: Moved by J Vatter to approve the underage application for Spruce View Court.

Motion ...Carried Unanimously

Resolution #18-02-13: Moved by J Young to approve the underage application for the Lodge.

Motion ...Carried Unanimously

Resolution #18-02-14: Moved by D Wiltse to deny the underage (53 yr old) application for the lodge.

Motion ...Carried Unanimously



Minutes of Regular Board Meeting
February 22, 2018
Page 4 of 4

7.1.4 In-Private Session (Personnel/Legal)

Resolution #18-02-15: Moved by J Young to go in-private to discuss personnel matters at 1:03pm.

Motion ...Carried Unanimously

Resolution #18-02-16: Moved by J Vatter to come out of private at 2:30 pm.

Motion ...Carried Unanimously

Resolution #18-02-17: Moved by J Young for a board member to keep past board members informed of legal status.

Motion ...Carried Unanimously

7.2 POLICY REVIEW

None at this Time

8.0 CORRESPONDENCE

8.1 From: Michael Doerksen, Mayor Town of Drayton Valley- RE: Donation of Vehicle to Brazeau Foundation (January 17, 2018)

8.2 From: Dwight Dibben, CAO Town of Drayton Valley- RE: 2,000.00 Donation for the dodge truck from Brazeau County (February 1, 2018)

8.3 From Janet Parsons, Housing Advisor Government of Alberta- RE: Brazeau Foundations 2018 Budget

Resolution #18-02-18: Moved by J Vatter to accept correspondence as information.

Motion ...Carried Unanimously

9.0 FUTURE MEETING DATES

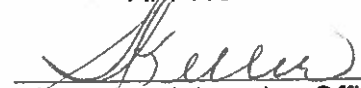
9.1 NEXT BSF REGULAR BOARD MEETING – Tuesday, March 23, 2018 at the Shangri-La Lodge @ 10:00am.

10.0 ADJOURNMENT

Resolution #18-02-19: Moved by D Wiltse to adjourn the meeting at 2:50pm.

Motion ...Carried Unanimously

APPROVED AT THE **March 13, 2018** MEETING OF THE BOARD



Chief Administrative Officer



Board Chair

**Brazeau Foundation
Financial Statements
December 31, 2017**

**Brazeau Foundation
Financial Statements
December 31, 2017**

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**Brazeau Foundation
Independent Auditors Report
December 31, 2017**

P.O. Box 6927
5508 Jubilee Avenue
Drayton Valley, AB
Canada T7A 1S3

Phone: (780) 542-4468
Fax: (780) 542-5275
Toll Free: (888) 542-4468
Email: office@crsllp.ca

To the Members of Brazeau Foundation:

We have audited the accompanying financial statements of Brazeau Foundation, which comprise the statement of financial position as at December 31, 2017 and the statements of combined operations, changes in net financial debt and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for public sector entities, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of Brazeau Foundation as at December 31, 2017 and the results of its operations, net financial debts and its cash flows for the year then ended in accordance with Canadian accounting standards for public sector entities.

Drayton Valley, AB
February 16, 2018


Carlson Roberts Seely LLP
CHARTERED ACCOUNTANTS

Brazeau Foundation
Statement of Financial Position
December 31, 2017

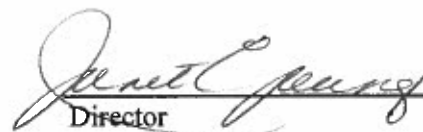
	Lodge	Housing	2017	2016
FINANCIAL ASSETS				
Cash (Note 3)	\$ 1,047,119	\$ 73,227	\$ 1,120,346	\$ 1,133,231
Accounts receivable (Note 4)	68,198	25	68,223	55,134
Funds held in trust (Note 5)	2,316	-	2,316	6,224
	<u>1,117,633</u>	<u>73,252</u>	<u>1,190,885</u>	<u>1,194,589</u>
LIABILITIES				
Accounts payable and accrued liabilities (Note 6)	244,212	38,376	282,588	285,889
Deferred revenue (Note 7)	9,663	6,556	16,219	11,604
Security deposits held	635	20,275	20,910	19,002
Trust liability (Note 5)	2,316	-	2,316	6,224
	<u>256,826</u>	<u>65,207</u>	<u>322,033</u>	<u>322,719</u>
NET FINANCIAL ASSETS	<u>860,807</u>	<u>8,045</u>	<u>868,852</u>	<u>871,870</u>
NON-FINANCIAL ASSETS				
Capital assets (Note 9)	5,994	-	5,994	8,327
	<u>5,994</u>	<u>-</u>	<u>5,994</u>	<u>8,327</u>
ACCUMULATED SURPLUS	<u>\$ 866,801</u>	<u>\$ 8,045</u>	<u>\$ 874,847</u>	<u>\$ 880,197</u>

See accompanying notes.

Approved on behalf of the Board:



 Director



 Director

Brazeau Foundation
Statement of Combined Operations
For the Year Ended December 31, 2017

	(Unaudited) Budget	2017 Actual	2016 Actual
REVENUES			
Rental income	\$ 1,568,000	\$ 1,528,463	\$ 1,523,150
Municipal requisitions <i>(Note 10)</i>	1,038,111	1,038,111	929,088
Lodge assistance grants	300,000	307,308	298,037
Utilities recovered	91,610	98,580	85,784
Management fees - Urban Housing	66,600	54,000	50,170
Meals on Wheels	12,000	13,992	11,297
Interest	5,000	12,274	10,957
Sundry	4,500	14,315	10,423
Grant	-	6,384	-
	<u>\$ 3,085,821</u>	<u>\$ 3,073,426</u>	<u>\$ 2,918,906</u>
EXPENSES			
Salaries and benefits	1,323,897	1,227,867	1,289,783
Central services <i>(Schedule 5)</i>	751,755	951,395	698,490
Repairs and maintenance	401,303	235,571	246,112
Utilities	294,338	333,774	271,060
Food	253,400	230,985	206,740
Operating	7,850	47,952	154,710
Janitorial supplies	28,000	28,436	40,462
Activity supplies	10,000	9,972	12,014
Vehicle	2,500	2,432	5,265
Amortization	-	2,333	2,905
Equipment purchases	2,000	1,599	2,670
Interest paid on long term debt	-	-	6,388
	<u>3,075,043</u>	<u>3,072,316</u>	<u>2,936,600</u>
ANNUAL SURPLUS (Deficit)	<u>\$ 10,778</u>	<u>1,111</u>	<u>(17,694)</u>
ACCUMULATED SURPLUS,			
BEGINNING OF YEAR	880,199	880,199	891,588
Funds directly reported through reserves	-	(6,463)	6,305
ACCUMULATED SURPLUS,			
END OF YEAR	<u>\$ 890,977</u>	<u>\$ 874,847</u>	<u>\$ 880,199</u>

See accompanying notes.

Brazeau Foundation
Statement of Changes in Net Financial Debt
For the Year Ended December 31, 2017

	2017	2016
ANNUAL SURPLUS (DEFICIT)	\$ 1,111	\$ (17,694)
Amortization of capital assets	2,333	2,905
CHANGE IN NET FINANCIAL ASSETS	3,444	(14,789)
NET FINANCIAL ASSET, BEGINNING OF YEAR	871,871	885,608
Funds directly reported through reserves	(6,463)	1,053
NET FINANCIAL ASSET, END OF YEAR	<u>\$ 868,852</u>	<u>\$ 871,871</u>

See accompanying notes.

Brazeau Foundation
Combined Statement of Cash Flows
For the Year Ended December 31, 2017

	2017	2016
OPERATING ACTIVITY:		
Annual (deficit) surplus	\$ 1,111	\$ (17,694)
Items not affecting cash:		
Amortization	2,333	2,905
	<u>3,444</u>	<u>(14,789)</u>
CHANGES IN NON-CASH WORKING CAPITAL:		
Increase in accounts receivable	(13,085)	(11,261)
Increase (decrease) in accounts payable	(3,301)	20,384
Increase in deferred revenue	4,615	11,604
Increase in security deposits	1,908	1,992
	<u>(9,863)</u>	<u>22,719</u>
INCREASE IN OPERATING ACTIVITIES:	<u>(6,420)</u>	<u>7,930</u>
FINANCING ACTIVITY:		
Repayment to AHSC	(17,757)	-
Repayment from AHSC	-	10,979
DECREASE IN FINANCING ACTIVITIES:	<u>(17,757)</u>	<u>10,979</u>
INVESTING ACTIVITY:		
Purchase of capital assets	-	(5,252)
Redemption of GIC	-	800,000
INCREASE IN INVESTING ACTIVITIES	<u>-</u>	<u>794,748</u>
INCREASE (DECREASE) IN CASH FLOW	<u>(24,177)</u>	<u>813,657</u>
CASH, BEGINNING OF YEAR	1,133,232	324,249
Funds directly reported through reserves	11,296	(4,674)
CASH, END OF YEAR	<u>\$ 1,120,352</u>	<u>\$ 1,133,232</u>

See accompanying notes.

Brazeau Foundation
Statement of Changes in Accumulated Surplus
For the Year Ended December 31, 2017
Schedule 1

	2017						
	Unrestricted Net Assets	Net Assets Invested In Capital Assets	Lodge Operating Reserve	Lodge Donation Reserve	Lodge Capital Reserve	Housing Operating & Renovation Reserve	Total
Balance, beginning of year	\$ 41,973	\$ 8,327	\$ 200,000	\$ 23,968	\$ 589,729	\$ 16,200	\$ 880,197
Annual surplus (deficit)	5,970	-	-	-	-	(4,859)	1,111
Accumulated deficit - prior years adjustment	(14,020)	-	-	-	-	(4,394)	(18,414)
Cable recovery adjustment	(441)	-	-	-	-	-	(441)
Excess of donations over disbursements (Note 12)	-	-	-	11,296	-	-	11,296
Amortization of equipment	2,333	(2,333)	-	-	-	-	-
Payable due to ASHC	-	-	-	-	-	1,098	1,098
Balance, end of year	\$ 35,815	\$ 5,994	\$ 200,000	\$ 35,264	\$ 589,729	\$ 8,045	\$ 874,847

	2016						
	Unrestricted Net Assets	Net Assets Invested In Capital Assets	Lodge Operating Reserve	Lodge Donation Reserve	Lodge Capital Reserve	Housing Operating & Renovation Reserve	Total
Balance, beginning of year	\$ 44,648	\$ 5,980	\$ 200,000	\$ 28,642	\$ 596,117	\$ 16,200	\$ 891,587
Annual deficit	(328)	-	-	-	(6,388)	(10,979)	(17,695)
Excess of donations over disbursements (Note 12)	-	-	-	(4,674)	-	-	(4,674)
Purchase of equipment	(5,252)	5,252	-	-	-	-	-
Amortization of equipment	2,905	(2,905)	-	-	-	-	-
Payable due to ASHC	-	-	-	-	-	10,979	10,979
Balance, end of year	\$ 41,973	\$ 8,327	\$ 200,000	\$ 23,968	\$ 589,729	\$ 16,200	\$ 880,197

See accompanying notes.

Brazeau Foundation
Statement of Operations - Lodge
For the Year Ended December 31, 2017
Schedule 2

	(Unaudited) Budget	2017 Actual	2016 Actual
REVENUES			
Rental income	\$ 1,090,000	\$ 1,049,869	\$ 1,045,856
Municipal requisitions <i>(Note 10)</i>	1,038,111	1,038,111	929,088
Lodge assistance grant	300,000	307,308	298,037
Management fees - Urban Housing	66,600	54,000	50,170
Utilities recovered	23,800	28,938	25,520
Meals on Wheels	12,000	13,992	11,297
Interest	5,000	12,274	10,957
Sundry	4,500	4,830	10,204
	<u>\$ 2,540,010.90</u>	<u>\$ 2,509,321.89</u>	<u>\$ 2,381,129.39</u>
EXPENSES			
Salaries and benefits	1,172,497	1,079,209	1,209,384
Central services (Schedule 5)	744,330	804,087	530,463
Food	253,400	230,985	225,649
Utilities	173,784	171,119	154,112
Repairs and maintenance	149,200	141,902	106,406
Operating	4,300	35,834	118,925
Janitorial supplies	28,000	26,312	18,903
Activity supplies	10,000	9,972	12,014
Amortization	-	2,333	2,905
Equipment purchases	2,000	1,599	2,275
Vehicle	2,500	-	421
	<u>2,540,011</u>	<u>2,503,352</u>	<u>2,381,457</u>
ANNUAL SURPLUS (DEFICIT)	<u>\$ -</u>	<u>\$ 5,970</u>	<u>\$ (328)</u>

See accompanying notes.

Brazeau Foundation
Statement of Operations - Housing
For the Year Ended December 31, 2017
Schedule 3

	(Unaudited) Budget	2017 Actual	2016 Actual
REVENUES			
Rental income	\$ 478,000	\$ 478,595	\$ 477,293
Utilities recovered	67,810	69,641	60,264
Sundry	-	9,485	-
Grants	-	6,384	219
	<u>\$ 545,810</u>	<u>\$ 564,104</u>	<u>\$ 537,776</u>
EXPENSES			
Central services (Schedule 5)	120,554	162,655	103,331
Utilities	151,400	148,658	144,581
Salaries and benefits	7,425	147,307	143,001
Repairs and maintenance	252,103	93,669	139,706
Operating	3,550	12,118	10,247
Vehicle	-	2,432	4,844
Janitorial supplies	-	2,124	2,649
Equipment purchases	-	-	395
	<u>535,032</u>	<u>568,964</u>	<u>548,754</u>
ANNUAL SURPLUS (DEFICIT)	<u>\$ 10,778</u>	<u>\$ (4,859)</u>	<u>\$ (10,979)</u>

See accompanying notes.

Brazeau Foundation
Statement of Operations - Renovation
For the Year Ended December 31, 2017
Schedule 4

	(Unaudited) Budget	2017 Actual	2016 Actual
REVENUES			
Municipal requisitions <i>(Note 10)</i>	\$ -	\$ -	\$ -
	-	-	-
EXPENSES			
Interest paid on long term debt	-	-	-
Survey - parking lot expansion	-	-	6,388
	-	-	6,388
ANNUAL DEFICIT	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (6,388)</u>

See accompanying notes.

Brazeau Foundation
Schedule of Central Service Expenses
For the Year Ended December 31, 2017
Schedule 5

	Lodge	Housing	2017 Actual	2016 Actual
Wages and benefits	\$ 680,038	\$ 79,076	\$ 759,114	\$ 578,567
Professional fees	56,888	56,403	113,290	33,206
Board honorariums	27,510	7,224	34,735	24,226
Telephone and postage	11,614	7,149	18,763	17,724
Office expenses	12,713	5,569	18,282	23,266
Training and conferences	6,053	1,430	7,483	7,635
Insurance	2,126	4,967	7,093	7,059
Furniture and equipment	4,061	-	4,061	2,745
Sundry	2,770	-	2,770	2,284
Travel	313	838	1,151	1,779
	<u>\$ 804,087</u>	<u>\$ 162,655</u>	<u>\$ 966,742</u>	<u>\$ 698,490</u>

See accompanying notes.

Brazeau Foundation
Notes to the Financial Statements
December 31, 2017

1. NATURE OF OPERATIONS:

Brazeau Foundation was established January 1, 1995 under Ministerial Order to consolidate the former Brazeau Foundation, The Purple Pansy Senior Citizens Association and the Village of Breton Senior Citizens Committee. The Foundation provides lodge and apartment accommodation to seniors sixty-five years of age and older and for low-income families in the communities within Brazeau County and the Town of Drayton Valley.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:

Public Sector Accounting Standards: These financial statements have been prepared in accordance with Public Sector Accounting Standards.

Revenue recognition: The Foundation follows the deferral method of accounting for contributions. Restricted contributions and restricted investment income are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions and unrestricted investment income are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonable assured.

Fund accounting: The Foundation uses the following funds and reserves:

Unrestricted Net Assets: These funds are unrestricted and available for the Foundation's use.

Net Assets Invested in Capital Assets: These funds are restricted in the capital assets the Foundation owns.

Lodge Operating Reserve: These funds have been restricted by the Board of Directors for lodge operations.

Lodge Donation Reserve: The Foundation receives donations for its resident's comfort fund. Contributions and expenditures are recorded directly through this fund.

Lodge Capital Reserve: This fund represents the Foundation's capital projects associated with the Lodge.

Housing Operating & Renovation Reserve: This fund represents the equity allowed to be retained by the Alberta Social Housing Corporation.

Contributed services: The society would not be able to carry out its activities without the services of the many volunteers who donate a considerable number of hours. Because of the difficulty of compiling these hours, contributed services are not recognized in the financial statements.

Cash and cash equivalents: The Foundation's cash includes petty cash as well as balances held in bank accounts.

Capital assets: Effective February 1, 2002, the Foundation's capital assets policy is to record at cost capital assets costing greater than \$5,000 and lasting more than one year. No provision has been made for retroactive application as the necessary information is not readily available. Capital assets are amortized on a declining balance basis over their estimated useful life. Buildings and land owned by the Alberta Government are not shown in the accounts.

Brazeau Foundation
Notes to the Financial Statements
December 31, 2017

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CON'T):

Income taxes: The Foundation is a municipal organization, therefore no income taxes have been recorded.

Budget figures: Budget figures are provided by management for information purposes only. We have not audited, reviewed or otherwise attempted to verify the accuracy or completeness of such information.

Measurement Uncertainty: The preparation of financial statements in conformity with Canadian accounting standards for public sector entities requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates.

The amount recorded for amortization of equipment is based on an estimate of the remaining useful life and period of future benefit of the related assets. By their nature, these estimates are subject to measurement uncertainty and the effect on the financial statements from changes in such estimates on future periods could be significant.

3. CASH:

Included in cash is \$20,075 (2016 - \$18,353) restricted to use as security deposits.

4. ACCOUNTS RECEIVABLE:

Accounts receivable consists of the following:

	<u>2017</u>	<u>2016</u>
G.S.T. receivable	\$ 42,518	\$ 40,155
Miscellaneous / tenants	24,793	3,881
AHSC receivable	-	10,979
Direct Rent supplement	-	119
	<u>\$ 67,310</u>	<u>\$ 55,134</u>

5. FUNDS HELD IN TRUST:

During the year the Foundation received funds from the Shangri-la Lodge Social Club Bingo Fund. The Foundation will continue to hold these funds in trust.

	<u>2017</u>	<u>2016</u>
Opening balance	\$ 6,224	\$ 10,178
Contributions	1,764	2,102
Expenditures	<u>(5,672)</u>	<u>(6,056)</u>
Closing balance	<u>\$ 2,316</u>	<u>\$ 6,224</u>

Brazeau Foundation
Notes to the Financial Statements
December 31, 2017

6. ACCOUNTS PAYABLE:

Accounts payable consists of the following:

	<u>2017</u>	<u>2016</u>
Payroll payables	\$ 199,540	\$ 180,421
Trade payables	69,459	98,658
AHSC payable	13,589	6,810
	<u>\$ 282,588</u>	<u>\$ 285,889</u>

7. LABOUR RELATIONS COMPLAINTS:

At the year end date, there was outstanding labour relations complaints. The known liability is \$35,000 and is included in the accounts payable total. Although there's a possibility of the liability increasing, the likelihood of this happening is not known and there's no likely amount to disclose.

8. DEFERRED REVENUE:

Deferred revenue occurs when tenants pay rent in advance. Typically this prepaid rent is for the next month.

9. CAPITAL ASSETS:

	Cost	Accumulated Amortization	Net Book Value 2017	Net Book Value 2016
Equipment	<u>\$ 72,133</u>	<u>\$ (66,139)</u>	<u>\$ 5,994</u>	<u>\$ 8,327</u>

10. MUNICIPAL REQUISITIONS:

The Foundation normally requisitions the municipalities to fund current operations and prior year deficits. They consist of the following:

	<u>2017</u>	<u>2016</u>
Requisitions for operations:		
Brazeau County	\$ 750,954	\$ 678,784
Town of Drayton Valley	276,665	241,936
Village of Breton	10,492	8,368
Total amount requisitioned	<u>\$ 1,038,111</u>	<u>\$ 929,088</u>

Brazeau Foundation
Notes to the Financial Statements
December 31, 2017

11. LOCAL AUTHORITIES PENSION PLAN:

Employees of the Foundation participate in the Local Authorities Pension Plan (LAPP), which is one of the plans covered by the Alberta Public Sector Pension Plans Act. The LAPP is financed by employer and employee contributions and by investment earnings of the LAPP Fund.

Contributions for current service are recorded as expenditures in the year in which they become due.

The Foundation is required to make current service contributions to the LAPP of 11.39% of pensionable earnings. Employees of the Foundation are required to make current service contributions of 10.39% of pensionable salary.

Total current service contributions by the Foundation to the LAPP in 2017 were \$104,140 (2016 - \$90,925). Total current service contributions by the employees of the Foundation to the Local Authorities Pension Plan in 2017 were \$95,871 (2016 - \$82,965).

At December 31, 2016, the LAPP disclosed an actuarial deficiency of \$637 million (2015 - \$923 million).

12. LODGE DONATION RESERVE:

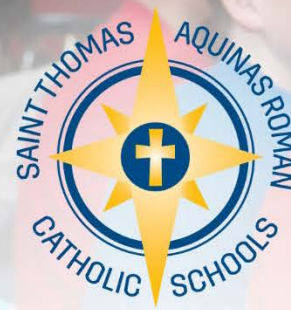
Lodge donation reserve for the Shangri-La Lodge consists of:

	<u>2017</u>	<u>2016</u>
Comfort Fund:		
Opening balance	\$ 23,968	\$ 28,642
Contributions	12,793	3,406
Expenditures	(1,496)	(8,080)
	<u>35,264</u>	<u>23,968</u>
Closing balance	<u>\$ 35,264</u>	<u>\$ 23,968</u>

13. FINANCIAL INSTRUMENTS:

Fair Value: Financial instruments of the Foundation consist of cash, accounts receivable, accounts payable and accrued liabilities. Renovation requisitions are receivable over the next five years and are recorded at their fair market value. The carrying values of other items approximate their fair value due to their short maturities.

Interest risk: Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. In seeking to minimize the risks from interest rate fluctuations, the foundation manages exposure through its normal operating and financing activities. The foundation is exposed to interest rate risk primarily through its floating interest rate bank indebtedness and credit facilities.



Souls Seeking Christ

ON A JOURNEY OF FAITH, LEARNING AND LOVE

Board Meeting Highlights – March 2018

DATES TO REMEMBER

Next Board Meeting

Wednesday,

April 18

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 Svitich

Ponoka

Donna Tugwood

Lacombe

Policies Reviewed

As part of its annual review of policies, the Board reviewed Policy 7, Policy 8 and Policy 10.

Graduation Intention

The Board approved support for special mass intentions and recognition of high school graduates at the local parish of STAR Catholic graduating classes.

Elk Island Catholic School Busing

The Board approved an annual request regarding busing with Elk Island Catholic School Division for the 2018-2019 school year.

STAR Science Olympics

The Board heard an update on STAR Catholic's inaugural STAR Science Olympics that saw grades 7 to 9 students from around the Division use science skills to complete challenges. Father Leduc Catholic School was the overall winner.

Edwin Parr Nomination

The Board nominated Molly Ballhorn of St. Augustine School in Ponoka for the Edwin Parr award.

Capital Plan Approved

The Board approved its 2018-2019 Capital Plan, with its top capital priorities.

The top three priorities are:

- A modernization for Father Lacombe Catholic School.
- A modernization for Christ the King School.
- A Catholic High School for Beaumont.

For more information visit: www.starcatholic.ab.ca, or call 780.986.2500



Economic Development Committee Meeting
Wednesday, March 7, 2018, 9:00 a.m.-12:00 p.m.
Clean Energy Technology Centre

Meeting Notes

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

Absent: Councillor Fayrell Wheeler

1.0 Call to Order

Mayor Doerksen called the meeting to order at 9:09 a.m.

2.0 Additions or Deletions to Agenda

The following was added to the agenda:

6.4 Figure Skating Club

3.0 Adoption of Agenda

Councillor Dodds moved to adopt the agenda as amended. Seconded by Councillor Butz.

Carried

Resolution ED014/18

4.0 Review of Notes

4.1 February 14, 2018, Committee Meeting Notes

Councillor Dodds was present for the February 14, 2018, Committee Meeting so she will be added as present.

Councillor Peebles moved to adopt the notes as amended. Seconded by Councillor Dodds.

Carried

Resolution ED015/18

5.0 Delegations

5.1 Greenplanet (Mr. Clayton Stafford)

Mr. Stafford provided an update on their project and explained that he will circulate materials to the Committee.

Economic Development Committee Meeting

March 7, 2018

Mr. Stafford left the meeting at 10:23 a.m.

Councillor Dodds stepped out at 10:21 a.m.

Mr. Deol stepped out at 10:21 a.m.

Councillor Ballas stepped out at 10:22 a.m.

Councillor Dodds returned at 10:25 a.m.

Mr. Deol returned at 10:25 a.m.

Councillor Ballas returned at 10:26 a.m.

Mr. Hinderks entered meeting at 10:28 a.m.

5.2 Drayton Valley Hospitality & Tourism Authority (Mr. Tom Hinderks)

Mr. Hinderks presented on the Authority's successes and current projects. Mr. Hinderks asked that the Brazeau Tourism signs be removed as the organization is no longer in operation.

Mr. Hinderks left meeting at 11:06 a.m.

6.0 Discussion Items

6.1 Strategic Direction of the CETC

Mr. Deol explained that he would like the Committee to take some time to discuss the direction of CETC. Next Committee Meeting was changed to CETC discussions only and was rescheduled to 9:00 a.m. to 3:00 p.m. on March 28, 2018.

6.2 CETC/Bio-Mile Governance Model

Mr. Deol presented the Committee with examples of different governance models.

6.3 Signing of Ecocharge Agreement

Mr. Deol explained that the Chief Operating Officer Bylaw does not allow the COO to sign leases for Town land.

Councillor Peebles moved that the Committee recommend to Council to pass a resolution that the Chief Operating Officer be authorized to enter into the lease and agreement with Ecocharge. Seconded by Councillor Gammana.

Carried

Resolution ED016/18

Councillor Peebles stepped out at 11:13 a.m.

Councillor Gammana stepped out at 11:14 a.m.

Councillor Peebles returned at 11:17 a.m.

Councillor Gammana returned at 11:17 a.m.

6.4 Figure Skating Club

Mr. Deol explained that the CETC has been looking into partnering with the Figure Skating Club to bring 2018 Olympic Figure Skater Kaetlyn Osmond to CETC for a speaking engagement.

Economic Development Committee Meeting

March 7, 2018

7.0 Reports

7.1 Economic Development

Mr. Burton provided the Committee with an update on the status of his projects.

7.2 CETC

This item was moved to the March 28, 2018, Economic Development Committee Meeting.

8.0 Information

8.1 Hemp Feasibility Study RFP

The RFP was accepted for information.

9.0 Other Business

10.0 Items for Next Meeting

11.0 Next Meeting Date

March 28, 2018, 9:00 a.m. – 3:00 p.m. Clean Energy Technology Centre

12.0 Adjournment

Mayor Doerksen adjourned the meeting at 11:56 a.m.

APPROVED

Drayton Valley Municipal Detachment
Crime Statistics (Actual)
January to February: 2014 - 2018

All categories contain "Attempted" and/or "Completed"

March-08-18

CATEGORY	Trend	2014	2015	2016	2017	2018
Homicides & Offences Related to Death		0	0	0	0	0
Robbery		5	1	0	1	0
Sexual Assaults		0	1	4	6	0
Other Sexual Offences		0	1	7	1	1
Assault		40	22	16	14	19
Kidnapping/Hostage/Abduction		1	1	1	0	1
Extortion		1	0	0	0	1
Criminal Harassment		1	5	4	3	2
Uttering Threats		8	7	7	4	6
Other Persons		0	0	0	0	0
TOTAL PERSONS		56	38	39	29	30
Break & Enter		13	9	16	8	49
Theft of Motor Vehicle		15	10	9	7	31
Theft Over \$5,000		4	1	1	1	5
Theft Under \$5,000		55	35	54	48	67
Possn Stn Goods		9	2	3	4	10
Fraud		9	5	5	19	10
Arson		0	0	0	0	0
Mischief To Property		42	57	39	34	23
TOTAL PROPERTY		147	119	127	121	195
Offensive Weapons		8	2	2	1	2
Disturbing the peace		15	20	7	10	19
OTHER CRIMINAL CODE		43	44	29	27	46
TOTAL OTHER CRIMINAL CODE		66	66	38	38	67
TOTAL CRIMINAL CODE		269	223	204	188	292

Drayton Valley Municipal Detachment
Crime Statistics (Actual)
February: 2014 - 2018

All categories contain "Attempted" and/or "Completed"

March-08-18

CATEGORY	Trend	2014	2015	2016	2017	2018
Homicides & Offences Related to Death		0	0	0	0	0
Robbery		4	0	0	1	0
Sexual Assaults		0	1	4	4	0
Other Sexual Offences		0	1	7	1	0
Assault		16	6	5	7	11
Kidnapping/Hostage/Abduction		0	0	1	0	1
Extortion		1	0	0	0	0
Criminal Harassment		0	3	3	0	1
Uttering Threats		3	5	2	3	5
Other Persons		0	0	0	0	0
TOTAL PERSONS		24	16	22	16	18
Break & Enter		5	4	10	5	17
Theft of Motor Vehicle		7	6	6	3	21
Theft Over \$5,000		2	0	1	1	3
Theft Under \$5,000		26	9	38	19	32
Possn Stn Goods		2	0	3	2	5
Fraud		2	4	3	9	4
Arson		0	0	0	0	0
Mischief To Property		22	35	26	18	19
TOTAL PROPERTY		66	58	87	57	101
Offensive Weapons		5	0	0	1	1
Disturbing the peace		6	9	5	5	10
OTHER CRIMINAL CODE		22	20	14	17	22
TOTAL OTHER CRIMINAL CODE		33	29	19	23	33
TOTAL CRIMINAL CODE		123	103	128	96	152

**Drayton Valley Municipal Detachment
Crime Statistics (Actual)
January to February: 2014 - 2018**

All categories contain "Attempted" and/or "Completed"

March-08-18

CATEGORY	Trend	2014	2015	2016	2017	2018
Drug Enforcement - Production		0	0	0	0	0
Drug Enforcement - Possession		6	7	4	5	4
Drug Enforcement - Trafficking		1	3	0	3	2
Drug Enforcement - Other		0	0	0	0	0
Total Drugs		7	10	4	8	6
Federal - General		1	0	1	0	1
TOTAL FEDERAL		8	10	5	8	7
Liquor Act		2	2	0	1	4
Other Provincial Stats		15	16	25	10	25
Total Provincial Stats		17	18	25	11	29
Municipal By-laws Traffic		1	2	0	1	0
Municipal By-laws		9	9	16	6	8
Total Municipal		10	11	16	7	8
Fatals		0	0	0	0	0
Injury MVC		1	0	2	0	2
Property Damage MVC (Reportable)		62	56	44	40	44
Property Damage MVC (Non Reportable)		5	6	5	6	5
TOTAL MVC		68	62	51	46	51
Provincial Traffic		96	54	60	50	87
Other Traffic		0	2	1	1	3
Criminal Code Traffic		15	12	12	8	15
Common Police Activities						
False Alarms		29	42	44	33	32
False/Abandoned 911 Call and 911 Act		9	18	16	9	16
Suspicious Person/Vehicle/Property		6	15	21	17	15
Persons Reported Missing		0	3	6	2	1
Spousal Abuse - Survey Code		16	24	27	18	17






Drayton Valley Municipal Detachment
Crime Statistics (Actual)
February: 2014 - 2018







All categories contain "Attempted" and/or "Completed"

March-08-18

CATEGORY	Trend	2014	2015	2016	2017	2018
Drug Enforcement - Production		0	0	0	0	0
Drug Enforcement - Possession		3	3	1	3	1
Drug Enforcement - Trafficking		0	1	0	3	1
Drug Enforcement - Other		0	0	0	0	0
Total Drugs		3	4	1	6	2
Federal - General		0	0	0	0	1
TOTAL FEDERAL		3	4	1	6	3
Liquor Act		1	2	0	1	1
Other Provincial Stats		11	9	11	4	8
Total Provincial Stats		12	11	11	5	9
Municipal By-laws Traffic		0	1	0	1	0
Municipal By-laws		5	7	8	3	7
Total Municipal		5	8	8	4	7
Fatals		0	0	0	0	0
Injury MVC		1	0	1	0	0
Property Damage MVC (Reportable)		26	24	18	24	11
Property Damage MVC (Non Reportable)		2	0	2	2	4
TOTAL MVC		29	24	21	26	15
Provincial Traffic		51	30	28	25	35
Other Traffic		0	1	0	0	1
Criminal Code Traffic		4	6	7	4	6
Common Police Activities						
False Alarms		15	22	20	13	8
False/Abandoned 911 Call and 911 Act		4	8	8	7	8
Suspicious Person/Vehicle/Property		2	6	10	11	6
Persons Reported Missing		0	2	5	1	0
Spousal Abuse - Survey Code		8	12	9	10	9

Drayton Valley Municipal Detachment 5 Year Traffic Summary - January to February

January to February	Trend	2014	2015	2016	2017	2018
Fatals		0	0	0	0	0
Injury MVC		1	0	2	0	2
Property Damage MVC (Reportable)		62	56	44	40	44
Property Damage MVC (Non Reportable)		5	6	5	6	5
Total MVC		68	62	51	46	51

January to February	Trend	2014	2015	2016	2017	2018
Roadside Suspensions - alcohol related - No charge**		0	2	1	1	3
Occupant Restraint/Seatbelt Violations**		1	1	0	0	9
Speeding Violations**		4	0	3	9	3
Intersection Related Violations**		1	1	2	3	4
Other Non-Moving Violation**		16	9	17	7	38
Other CC Traffic***		1	1	4	1	0

*include "Cleared by Charge" and "Cleared Other" **"Actual" ****"Reported"

Drayton Valley Municipal Detachment 5 Year Traffic Summary - Month of February

February	Trend	2014	2015	2016	2017	2018
Fatals		0	0	0	0	0
Injury MVC		1	0	1	0	0
Property Damage MVC (Reportable)		26	24	18	24	11
Property Damage MVC (Non Reportable)		2	0	2	2	4
Total MVC		29	24	21	26	15

February	Trend	2014	2015	2016	2017	2018
Roadside Suspensions - alcohol related - No charge**		0	1	0	0	1
Occupant Restraint/Seatbelt Violations**		0	1	0	0	1
Speeding Violations**		0	0	2	8	0
Intersection Related Violations**		0	0	1	2	0
Other Non-Moving Violation**		0	6	8	2	20
Other CC Traffic***		1	0	2	0	0

*include "Cleared by Charge" and "Cleared Other" **"Actual" ****"Reported"

Drayton Valley Municipal Detachment

January to February: 2014 - 2018

All categories contain "Attempted" and/or "Completed"

Category	Trend	2014	2015	2016	2017	2018	Mean	Std Deviation	Mean + 1 Std Dev	FLAG	Slope
Theft Motor Vehicle (Total)		15	10	9	7	31	14.4	8.7	23.1	Issue	2.9
Auto		1	1	1	0	6	1.8	2.1	3.9	Issue	0.9
Truck/SUV/Van		12	8	6	5	21	10.4	5.8	16.2	Issue	1.5
Motorcycle		0	0	0	0	2	0.4	0.8	1.2	Issue	0.4
Other		1	1	2	2	2	1.6	0.5	2.1	Within Norm	0.3
Take Auto without Consent		1	0	0	0	0	0.2	0.4	0.6	Within Norm	-0.2
Break and Enter (Total)*		13	9	16	8	49	19.0	15.3	34.3	Issue	7.1
Business		7	3	15	2	18	9.0	6.4	15.4	Issue	2.1
Residence		4	6	1	4	10	5.0	3.0	8.0	Issue	1
Cottage or Seasonal Residence		0	0	0	0	0	0.0	0.0	0.0	Within Norm	0
Other		1	0	0	1	20	4.4	7.8	12.2	Issue	3.9
Theft from a motor vehicle		21	4	23	16	32	19.2	9.2	28.4	Issue	3.4
Shoplifting		4	8	6	11	6	7.0	2.4	9.4	Within Norm	0.7
Mail Theft		0	1	0	1	2	0.8	0.7	1.5	Issue	0.4
Theft of bicycle		1	0	0	0	1	0.4	0.5	0.9	Issue	0
Other Theft		33	23	26	21	31	26.8	4.6	31.4	Within Norm	-0.6
Mischief To Property		42	57	39	34	23	39.0	11.1	50.1	Within Norm	-6.1
Suspicious Person/ Vehicle/ Property		6	15	21	17	15	14.8	4.9	19.7	Within Norm	2
Fail to Comply/Breach		29	21	18	16	24	21.6	4.6	26.2	Within Norm	-1.5
Person Reported Missing		0	3	6	2	1	2.4	2.1	4.5	Within Norm	0.1
Wellbeing Check		N/A	N/A	0	8	11	6.3	4.6	11.0	Issue	5.5
Mental Health Act		15	14	17	9	19	14.8	3.4	18.2	Issue	0.3
False Alarms		29	42	44	33	32	36.0	5.9	41.9	Within Norm	-0.3
911 Act		9	18	16	9	16	13.6	3.8	17.4	Within Norm	0.5
K Div - Front Counter Complaints		284	111	87	80	86	129.6	77.9	207.5	Within Norm	-42.7

Traffic	Trend	2014	2015	2016	2017	2018	Mean	Std Deviation	Mean + 1 Std Dev	FLAG	Slope
Roadside Suspensions - alcohol related - No grounds to charge**		0	2	1	1	3	1.4	1.0	2.4	Issue	0.5
Occupant Restrain/Seatbelt Violations**		1	1	0	0	9	2.2	3.4	5.6	Issue	1.5
Speeding Violations**		4	0	3	9	3	3.8	2.9	6.7	Within Norm	0.7
Intersection Related Violations**		1	1	2	3	4	2.2	1.2	3.4	Issue	0.8
Other Non-Moving Violation**		16	9	17	7	38	17.4	11.0	28.4	Issue	4.2
Other CC Traffic***		1	1	4	1	0	1.4	1.4	2.8	Within Norm	-0.2

*Include "Cleared by Charge" and "Cleared Other" **Actual ***Reported

Drayton Valley Municipal Detachment
 Selected Crime Categories - 2017 and 2018

	2017 (Calendar Year)				2018 (Calendar Year)			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Robbery								
	1	0	3	1				
Running Total	1	1	4	5				
	Year over Year % Change:							

	2017 (Calendar Year)				2018 (Calendar Year)			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Assault								
	27	21	37	18				
Running Total	27	48	85	103				
	Year over Year % Change:							

	2017 (Calendar Year)				2018 (Calendar Year)			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Spousal Abuse								
	27	29	41	26				
Running Total	27	56	97	123				
	Year over Year % Change:							

**Drayton Valley Municipal Detachment
Crime Statistics (Actual)
January to March: 2014 - 2018**

All categories contain "Attempted" and/or "Completed"

April-04-18

CATEGORY	Trend	2014	2015	2016	2017	2018
Homicides & Offences Related to Death		0	0	0	0	1
Robbery		5	2	0	1	0
Sexual Assaults		2	2	4	7	0
Other Sexual Offences		2	1	7	2	1
Assault		48	36	31	27	34
Kidnapping/Hostage/Abduction		1	1	1	0	1
Extortion		1	0	0	0	1
Criminal Harassment		1	5	5	3	7
Uttering Threats		11	9	10	5	7
Other Persons		0	0	0	0	0
TOTAL PERSONS		71	56	58	45	52
Break & Enter		22	10	28	22	62
Theft of Motor Vehicle		27	14	13	9	38
Theft Over \$5,000		5	2	1	1	6
Theft Under \$5,000		81	50	70	72	108
Possn Stn Goods		14	3	4	8	18
Fraud		11	7	10	25	16
Arson		0	1	0	0	1
Mischief To Property		63	70	52	43	42
TOTAL PROPERTY		223	157	178	180	291
Offensive Weapons		11	3	2	2	5
Disturbing the peace		23	25	8	15	26
OTHER CRIMINAL CODE		57	66	49	42	72
TOTAL OTHER CRIMINAL CODE		91	94	59	59	103
TOTAL CRIMINAL CODE		385	307	295	284	446


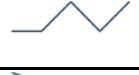



Drayton Valley Municipal Detachment
Crime Statistics (Actual)
January to March: 2014 - 2018

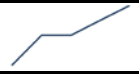
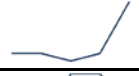


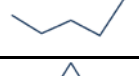

All categories contain "Attempted" and/or "Completed"

April-04-18

CATEGORY	Trend	2014	2015	2016	2017	2018
Drug Enforcement - Production		0	0	0	0	0
Drug Enforcement - Possession		12	9	6	8	12
Drug Enforcement - Trafficking		6	7	0	7	4
Drug Enforcement - Other		0	0	1	0	0
Total Drugs		18	16	7	15	16
Federal - General		1	1	1	0	1
TOTAL FEDERAL		19	17	8	15	17
Liquor Act		3	2	0	3	5
Other Provincial Stats		26	25	30	14	46
Total Provincial Stats		29	27	30	17	51
Municipal By-laws Traffic		2	2	0	1	0
Municipal By-laws		12	18	19	10	17
Total Municipal		14	20	19	11	17
Fatals		0	0	0	0	0
Injury MVC		1	1	2	1	2
Property Damage MVC (Reportable)		101	83	67	57	56
Property Damage MVC (Non Reportable)		8	10	7	9	8
TOTAL MVC		110	94	76	67	66
Provincial Traffic		150	87	107	87	131
Other Traffic		0	2	2	3	4
Criminal Code Traffic		25	18	16	16	22
Common Police Activities						
False Alarms		44	65	71	51	63
False/Abandoned 911 Call and 911 Act		13	24	26	16	27
Suspicious Person/Vehicle/Property		9	24	30	24	31
Persons Reported Missing		1	3	9	5	4
Spousal Abuse - Survey Code		33	36	44	27	35

Drayton Valley Municipal Detachment 5 Year Traffic Summary - January to March

January to March	Trend	2014	2015	2016	2017	2018
Fatals		0	0	0	0	0
Injury MVC		1	1	2	1	2
Property Damage MVC (Reportable)		101	83	67	57	56
Property Damage MVC (Non Reportable)		8	10	7	9	8
Total MVC		110	94	76	67	66

January to March	Trend	2014	2015	2016	2017	2018
Roadside Suspensions - alcohol related - No charge**		0	2	2	3	4
Occupant Restraint/Seatbelt Violations**		2	2	0	2	16
Speeding Violations**		8	1	11	11	4
Intersection Related Violations**		3	2	4	7	5
Other Non-Moving Violation**		29	14	25	12	50
Other CC Traffic***		3	1	5	1	0

*include "Cleared by Charge" and "Cleared Other" **"Actual" ***"Reported"

**Drayton Valley Municipal Detachment
Crime Statistics (Actual)
March: 2014 - 2018**

All categories contain "Attempted" and/or "Completed"

April-04-18

CATEGORY	Trend	2014	2015	2016	2017	2018
Homicides & Offences Related to Death		0	0	0	0	0
Robbery		0	1	0	0	0
Sexual Assaults		2	1	0	1	0
Other Sexual Offences		2	0	0	1	0
Assault		8	14	15	13	15
Kidnapping/Hostage/Abduction		0	0	0	0	0
Extortion		0	0	0	0	0
Criminal Harassment		0	0	1	0	5
Uttering Threats		3	2	3	1	1
Other Persons		0	0	0	0	0
TOTAL PERSONS		15	18	19	16	21
Break & Enter		9	1	12	14	9
Theft of Motor Vehicle		12	4	4	2	7
Theft Over \$5,000		1	1	0	0	2
Theft Under \$5,000		26	15	16	24	39
Possn Stn Goods		5	1	1	4	7
Fraud		2	2	5	6	5
Arson		0	1	0	0	1
Mischief To Property		21	13	13	9	17
TOTAL PROPERTY		76	38	51	59	87
Offensive Weapons		3	1	0	1	3
Disturbing the peace		8	5	1	5	7
OTHER CRIMINAL CODE		14	22	20	15	26
TOTAL OTHER CRIMINAL CODE		25	28	21	21	36
TOTAL CRIMINAL CODE		116	84	91	96	144



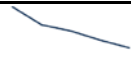
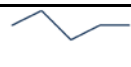

Drayton Valley Municipal Detachment Crime Statistics (Actual) March: 2014 - 2018

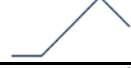
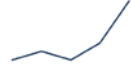

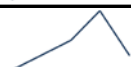
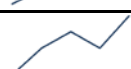

All categories contain "Attempted" and/or "Completed"

April-04-18

CATEGORY	Trend	2014	2015	2016	2017	2018
Drug Enforcement - Production		0	0	0	0	0
Drug Enforcement - Possession		6	2	2	3	6
Drug Enforcement - Trafficking		5	4	0	4	2
Drug Enforcement - Other		0	0	1	0	0
Total Drugs		11	6	3	7	8
Federal - General		0	1	0	0	0
TOTAL FEDERAL		11	7	3	7	8
Liquor Act		1	0	0	2	1
Other Provincial Stats		11	9	5	4	20
Total Provincial Stats		12	9	5	6	21
Municipal By-laws Traffic		1	0	0	0	0
Municipal By-laws		3	9	3	4	9
Total Municipal		4	9	3	4	9
Fatals		0	0	0	0	0
Injury MVC		0	1	0	1	0
Property Damage MVC (Reportable)		39	27	23	17	12
Property Damage MVC (Non Reportable)		3	4	2	3	3
TOTAL MVC		42	32	25	21	15
Provincial Traffic		54	33	47	37	39
Other Traffic		0	0	1	2	1
Criminal Code Traffic		10	6	4	8	5
Common Police Activities						
False Alarms		15	23	27	18	31
False/Abandoned 911 Call and 911 Act		4	6	10	7	11
Suspicious Person/Vehicle/Property		3	9	9	7	16
Persons Reported Missing		1	0	3	3	3
Spousal Abuse - Survey Code		17	12	17	9	17

Drayton Valley Municipal Detachment 5 Year Traffic Summary - Month of March

March	Trend	2014	2015	2016	2017	2018
Fatals		0	0	0	0	0
Injury MVC		0	1	0	1	0
Property Damage MVC (Reportable)		39	27	23	17	12
Property Damage MVC (Non Reportable)		3	4	2	3	3
Total MVC		42	32	25	21	15

March	Trend	2014	2015	2016	2017	2018
Roadside Suspensions - alcohol related - No charge**		0	0	1	2	1
Occupant Restraint/Seatbelt Violations**		0	1	0	2	7
Speeding Violations**		0	1	8	2	1
Intersection Related Violations**		0	1	2	4	1
Other Non-Moving Violation**		0	5	8	5	11
Other CC Traffic***		2	0	1	0	0

*include "Cleared by Charge" and "Cleared Other" **"Actual" ***"Reported"

Drayton Valley Municipal Detachment

January to March: 2014 - 2018

All categories contain "Attempted" and/or "Completed"

Category	Trend	2014	2015	2016	2017	2018		Mean	Std Deviation	Mean + 1 Std Dev	FLAG	Slope
Theft Motor Vehicle (Total)		27	14	13	9	38		20.2	10.8	31.0	Issue	1.7
Auto		2	1	1	0	6		2.0	2.1	4.1	Issue	0.7
Truck/SUV/Van		21	12	10	7	28		15.6	7.8	23.4	Issue	0.9
Motorcycle		0	0	0	0	2		0.4	0.8	1.2	Issue	0.4
Other		2	1	2	2	2		1.8	0.4	2.2	Within Norm	0.1
Take Auto without Consent		2	0	0	0	0		0.4	0.8	1.2	Within Norm	-0.4
Break and Enter (Total)*		22	10	28	22	62		28.8	17.6	46.4	Issue	9.2
Business		14	3	22	8	27		14.8	8.8	23.6	Issue	3.1
Residence		4	7	5	10	12		7.6	3.0	10.6	Issue	1.9
Cottage or Seasonal Residence		0	0	0	0	0		0.0	0.0	0.0	Within Norm	0
Other		2	0	1	2	22		5.4	8.3	13.7	Issue	4.2
Theft from a motor vehicle		28	5	28	26	51		27.6	14.6	42.2	Issue	6.7
Shoplifting		6	10	10	18	13		11.4	4.0	15.4	Within Norm	2.2
Mail Theft		0	1	0	1	4		1.2	1.5	2.7	Issue	0.8
Theft of bicycle		1	0	0	1	1		0.6	0.5	1.1	Within Norm	0.1
Other Theft		51	36	33	27	45		38.4	8.6	47.0	Within Norm	-2.1
Mischief To Property		63	70	52	43	42		54.0	11.0	65.0	Within Norm	-6.9
Suspicious Person/ Vehicle/ Property		9	24	30	24	31		23.6	7.9	31.5	Within Norm	4.4
Fail to Comply/Breach		36	31	27	22	36		30.4	5.4	35.8	Issue	-0.9
Person Reported Missing		1	3	9	5	4		4.4	2.7	7.1	Within Norm	0.8
Wellbeing Check		N/A	N/A	3	10	19		10.7	6.5	17.2	Issue	8
Mental Health Act		24	21	21	12	38		23.2	8.4	31.6	Issue	1.9
False Alarms		44	65	71	51	63		58.8	9.8	68.6	Within Norm	2.4
911 Act		13	24	26	16	27		21.2	5.6	26.8	Issue	2
K Div - Front Counter Complaints		431	161	134	126	126		195.6	118.4	314.0	Within Norm	-64.5



YRL Board Executive Committee Highlights

April 9, 2018

Acknowledgement

- A moment of silence was held for the Humboldt Broncos accident victims and survivors.

System Center Configuration Manager (SCCM)

- The current SCCM, a management console, requires replacement.
- The Executive Committee approved a \$40,000 capital expenditure and directed Administration to purchase a System Center Configuration Manager.

Uninterruptible Power Supply (UPS) Replacement Batteries

- The UPS batteries safeguard Polaris operations during power outages.
- The Executive Committee approved a \$3,000 capital expenditure and directed Administration to purchase uninterruptible power supply replacement batteries.

Indigenous Grant Report

- As part of the grant requirements, YRL must submit a report to Municipal Affairs Public Library Services Branch detailing how the funds were spent and the resulting outcomes.
 - The Executive Committee approved the report for submission to the province.
- Commendations were given for the successful YRL member library projects.
 - Alberta Beach Municipal Library, Onoway Public Library, Rich Valley Public Library, and Stony Plain Public Library
 - Barrhead Public Library
 - Hinton Municipal Library
 - Parkland County Libraries, Spruce Grove Public Library and Stony Plain Public Library
 - Stony Plain Public Library
 - Swan Hills Municipal Library
 - Warburg Public Library
 - Wetaskiwin Public Library

2018 Needs Assessment

- The results will assist administration in formulating the 2019-2021 Plan of Service.
- The 2015 stakeholder survey questions will be sent to the executive and further discussion will occur at the May meeting.

Infrastructure Grant Update

- Administration provided feedback to Kemway Builders on the preliminary plans.

Financial Statements

- The financial statements to February 28 were reviewed; there were no anomalies.

Alberta Library Conference

- April 26 to 29 at the Fairmont Jasper Park Lodge.
 - The reservation details will be sent mid-April to YRL-sponsored trustees.

Director's Report – Kevin Dodds

- A presentation was done for the Village of Wabamun Council and Library Board and will be done for the City of Spruce Grove Council.
 - Contact [Laurie](#) for a presentation to your municipal council and/or library board about YRL membership, governance, services, and collections.
- The Boopsie contract will expire soon therefore the TRACpac app will not be available.
 - The [TRACpac website](#) is built with responsive design to be mobile-friendly.
- The Public Library Services Branch (PLSB) has:
 - Replaced language learning software Mango with [Pronunciator](#);
 - Provided extra, one-time only funding for [hoopla](#); and
 - Posted an RFP for an eAudio service.

Assistant Director's Report – Wendy Sears Ilnicki

- YRL's health and safety policies will be revised to align with provincial legislation changes.

Client Services Manager's Report – Stephanie Thero

- YRL has subscribed to two new eResources:
 - [AtoZ World Food](#) features recipes and food culture articles from 174 countries as well as information on more than 500 ingredients and a personal recipe book.
 - Niche Academy offers training resources for staff and patrons.
 - YRL's custom online courses will be migrated this month.
 - eResource training videos for patrons will be available in May.

Correspondence

- Tim Janewski is the permanent CEO of The Alberta Library (TAL) effective April 1.

YRL Staff Association (SA) Meeting

- The 2018 SA representatives are:
 - Janet Killips, Cataloguing Technician,
 - Rob Tuininga, Desktop and Network Administrator, and
 - Scott Morrey, Bibliographic Services Technician.

KEY DATES

- YRL Board Executive Committee Meeting..... Monday, May 7
- YRL Board Meeting Monday, June 11
- YRL Board Executive Committee Meeting.....Monday, September 10
- [Everyone's Welcome: The Power of Libraries](#) Conference Friday, September 14
- YRL Board Executive Committee Meeting.....Monday, September 24
- YRL Board Organizational MeetingMonday, November 5

Conference Report

Council Member: Fayrell Wheeler

Conference/Workshop Attended: FCM- Sustainable Communities

Date of Conference: Feb 6-8th 2018



Information Presented:

Session 1: Innovation Network- The Future

Economic development- What makes our region unique, how we size up regionally in the province? This is the approach for our future innovation. We live in a world of start-ups and transient workers; we need to be empowering our community as well as our region. The Digital Economy is a huge part of the future and looks at how our local businesses are connected in the online world. Enabling and enhancing their online presences is what will keep them viable in an ever increasing digital world. A Canadian company that helps small business get their products online is called Shopify. When smaller communities talk about economic development they should be including the Digital Economy.

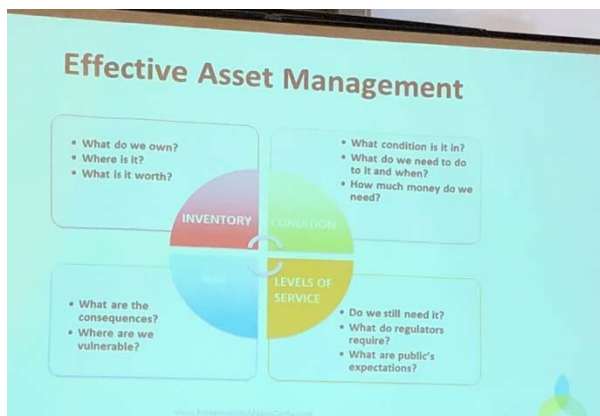
100In1Day Canada is part of a growing global movement that is changing how people interact with their cities. What if hundreds of people united together, each taking one small action to improve their city, all on the same day? <https://www.100in1day.ca/#interventions>

For our future sustainability plans we should be looking at One Planet Living (OPL) framework, it is a guide on how to create an action plan. It goes through an assessment, visioning, planning and implementing, monitoring and reporting. <https://www.bioregional.com/oneplanetliving/>

Session 2: Asset Management for a Climate Resilient Future

Kim Fowler- www.sustainabilitymakescents.com

Quality of life depends upon services provided by infrastructure, which includes our natural assets.



Asset Management (AM) is a practical risk assessment, every decision council makes affects your asset inventory and your risk. AM is about the big picture and making sure the organization is looking at the road map for the future and strategically including the financial planning on how we get there.

Most towns have designed their roads for 1:10 year rain storms, but we are seeing more storms, more often, sometimes 1:100 year rain storms are happening multiple times a year. We can't afford to rip up the roads and replace all the pipes, so how can we enhance the current system to help enable more extreme weather resistant infrastructure? One example would be to add a bio swale; the water then enters the infrastructure system slower and allows for better management of the water.

The place to start AM is an asset management policy; look up Edmonton's policy it sets the lens that all their decisions for budget go through. Setting a policy helps the public start to understand the service levels and what they cost. It allows the public to engage and start making comparisons of what service level they currently get and for what costs versus what the next option and cost would be. It creates good public conversation and enables people to feel like they are educated and able to have a voice. People are resilient and when given the opportunity they want to be a part of the discussions to enhance the community in a realistic way.

As we get further along in our asset management the Town's engineer should look into the PIEVC Protocol. www.pievc.ca/protocol They help assess the infrastructure vulnerabilities to extreme weather. They offer 1 day courses geared towards engineers, planners, emergency response planners and asset managers on how to assess the risk level on infrastructure from climate change.

Session 3: Integrating Climate Change into Asset Management

Karina Richters-

It would be beneficial to have a climate change adaptation plan done at the same time an Asset management (AM) plan. The effects of climate change need to be imbedded and addresses in the asset management plan as it will have the most damage and cost on our infrastructure.

Patrick Brisson-

The AM plan simply put gives you a report card, with all Town's assets listed and their level from very poor, poor, fair, good, excellent. Council discussion had a major shift once they had a plan, from "why is it in poor shape" to how do we prevent the assets from dropping into the poor category in order to maintain the level of services people are used to at a reasonable cost?

Emanuel Machado-

Natural AM has a huge mitigation effect that most Towns don't take into consideration. They recommend planning on a water shed scale as nature knows no bounds. It is our most valuable asset. Looking at natural water filtration versus man made cleaning solutions, nature is very

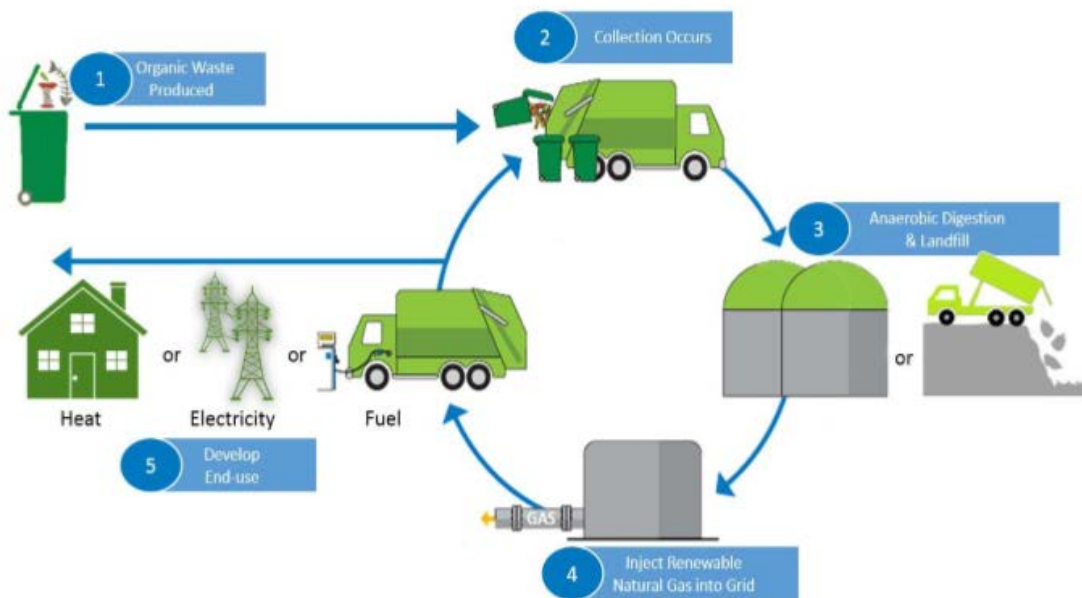
cost effective and there are no depreciation or replacement costs. Nature is also more resilient in storms and recovers quicker. The Town of Gibsons have categorized their resources into 3 asset management areas, Manmade, semi natural (green roofs, ditches) and natural.

Session 4: The Circular Economy

Look at Waterloo's engage platform they use to connect to citizens. <http://www.waterloo.ca/en/government/engageWaterloo.asp>

The circular economy means the full lifecycle of a project/product. How do we put more emphasis on the whole lifecycle at the beginning of the project vs dealing with it at the end? We reduce and reuse to be cost effective, socially acceptable and environmentally sustainable, but are there ways to be more proactive and think of the second or third use of the product before we even begin to produce it. Can we form more partnerships that help deliver better services and different services along the many changes in the products life? Thinking about repair, is there a waste management division that does repair? Would it be more cost effective to have someone fix broken items than pay for more space at the land fill? Production of products and services should look at with KPI's (key performance indicators) in all 3 measures, environmental, social and economic. Organics are a bountiful resource, they are underutilized in most communities yet everyone has them, all municipalities need to think how to use them to their advantage.

Project Example – RNG Development



Using of the idle capacity- A car sit idle for 90% of the time. Over the vehicles lifespan how much time is that car not being used, from the extraction of the metal to make the car, to the factory, to the shipping in Montreal every day there are 40 million empty seats being driven around.

Before we build something new we need to look into what we have and the usage facilities/spaces get. Could a church parking lot be used for something Mon-Fri? Can our library have a tool share? Could our council chambers be used for something else, multipurpose needs to be thought of from the beginning. We need to do more with what we already have. People want to Air B&B their parking spots at their home but because it's residential do we allow it? Would parking a car there all day make a difference? We should be looking at our local policies with a sharing economy in mind.

Can we put a price on idle time? We normally buy an item with a price on it then depreciate it over time. Instead we should take the amount of lifecycle time the item can be used and divide it by the amount of time it's actually used and then try to find a better way to get that number down. If we did an inventory of what the Town has and how much we use it, would we be satisfied?

A lot of stuff is designed for single use/disposal, so how are we educating our residents on the benefits of a more expensive but longer lifecycle product? How do you explain the long term cost to put 7 of something in the landfill versus 1? It is a cost that is paid either way by the residents; it's just a question of when. If 2 products are similar but one has less packaging, which do they choose? Education of the public will have a million dollar, long term effect on the cost of a community's landfill.

Session 5: Digital Government

A digital government/smart city is the idea that every asset the municipality owns is connected to one another.

Miami-Dade County has a COP app (COPA), to enhance the community safety. Citizens can be anonymous if they want and still deliver real time tips on criminal activity. This app can also call 911 and it lets them know exactly where you are. With COPA the police manage the site and pays for the Command centre. <https://www.youtube.com/watch?v=BNV3VsMJzTE>

Drones are now being used for search and rescue, with AI technology. It takes photographs and then uses AI to analyse the photos for anomalies. Does Drayton Valley have a drone policy?

Correlation to Approved Town Plans/Policies and Council Vision

Ex. Social Development Plan (SDP), Community Sustainability Plan (CSP), Economic Development Strategy (EDS), Municipal Development Plan (MDP), Housing Index Study (HIS), Recreation & Culture Master Plan (RCP), etc.

- Session 1: CSP: Built Environment
- Session 2: CSP: Built Environment & Natural Environment
- Session 3: CSP: Waste Management
- Session 4: CSP: Governance and partnerships
- Session 5: CSP: Communication

Recommendation(s) for Council consideration:

- 1) Council adopt an asset management policy that sets the frame work for the asset management plan.
- 2) Look into other municipal drone policies for the most up to date policies.
- 3) It would be beneficial to have a climate change adaptation plan done at the same time an Asset management plan. Admin look into what that entails and cost. Brazeau County just did a Climate Resilience Action Plan, would that info be valuable to this?

Identify Partners and/or External Resources:

Links are in the Session Sections.

For Administrative Use Only:

Date
Received:

Date
Reviewed:

Item(s) for Administration policy or procedural consideration:

- 1)
- 2)