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## Meeting Minutes

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### **THOSE PRESENT:**

Mayor McLean  
Deputy Mayor Long  
Councillor Nadeau  
Councillor Shular  
Councillor Bossert  
Councillor Wheeler  
Manny Deol, Town Manager  
Annette Driessen, Director of Community Services  
Jill Buehler, Communications & Marketing Coordinator  
Jenn Martin, Planning & Development Officer  
Chandra Dyck, Legislative Services Coordinator  
Sonya Wrigglesworth, Director of Engineering  
Clayton Seely, Director of Corporate Services  
Tracy Johnson, Assistant Director of Corporate Services  
Rita Bijeau, Executive Assistant  
Krystle Kotyk, Administrative Assistant  
Jason Thompson, Audio/Video  
Tom Thomson, Fire Chief  
S/Sgt. Malcolm Callihoo, RCMP  
Courtney Whalen, Drayton Valley Western Review  
Reinisa MacLeod, CIBW Radio  
Members of the Public

### **ABSENT:**

Nesen Naidoo, Assistant Town Manager

### **CALL TO ORDER**

Mayor McLean called the meeting to order at 9:10 a.m.

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

The following information items were added to the December 10, 2014 Regular Meeting of Council agenda:

- 8.3. RCMP Policing Report – November 2014
- 8.4. Fire Services Report – November 2014

### **RESOLUTION #318/14**

Councillor Bossert moved to accept the items as additions to the December 10, 2014 Regular Meeting of Council.

**CARRIED UNANIMOUSLY**

## **2.0 Adoption of Agenda**

### **RESOLUTION #319/14**

Councillor Shular moved to adopt the agenda for the December 10, 2014 Regular Meeting of Council as amended.

**CARRIED UNANIMOUSLY**

## **3.0 Corrections or Amendments:**

### **3.1. November 19, 2014 Regular Meeting of Council Minutes**

The following correction was made to the November 19, 2014 Regular Meeting of Council Minutes:

*Councillor Long explained that he did not attend the RCMP Information Session on November 4; therefore, it needs to be removed from his Council Report.*

### **3.2. November 19, 2014 Public Hearing Minutes for Bylaw 2014/18/D**

There were no corrections or amendments to the November 19, 2014 Public Hearing Minutes for Bylaw 2014/18/D.

## **4.0 Adoption of:**

### **4.1. November 19, 2014 Regular Meeting of Council Minutes**

### **4.2. November 19, 2014 Public Hearing Minutes for Bylaw 2014/18/D**

### **RESOLUTION #320/14**

Councillor Nadeau moved to adopt the Minutes of the November 19, 2014 Regular Meeting of Council as amended.

**CARRIED UNANIMOUSLY**

### **RESOLUTION #321/14**

Councillor Bossert moved to adopt the November 19, 2014 Public Hearing Minutes for Bylaw 2014/18/D as presented.

**CARRIED UNANIMOUSLY**

## **5.0 Delegations**

### **5.1. Marti Pickett – Primary Care Network**

Mr. Pickett was unable to attend.

### **5.2. Sandy Faunt – Drayton Valley Municipal Library**

Ms. Faunt explained that the “Me Card”, a program which has been launched by the Alberta Government to allow patrons to borrow materials from any Alberta Public Library through melibraries.ca is now active at the Drayton Valley Municipal Library

### **5.3. S/Sgt. Malcolm Callihoo – RCMP Report for November**

S/Sgt. Callihoo reviewed the November policing statistics and explained that the percentage increase for assaults in incorrect due to a typo. He advised that recently there was a joint ALERT and Drayton Valley GIS enforcement action where three persons were arrested. S/Sgt. Callihoo advised that there will be an increase in traffic enforcement during the holiday season.

5.4. Fire Chief Tom Thomson – Report for November

Mr. Thomson reviewed the November Fire Services Report and explained that they received a total of 26 calls. He added that Fire Services are still receiving a high number of false alarms but the fines to repeat offenders are being more heavily enforced.

**6.0 Public Time**

Pastor Randy Rye, representing the Ministerial Association, requested that Council consider re-instating invocation to be a part of the Council Agenda in the new year.

**7.0 Decision Items**

7.1. Subdivision Application DV-14-10 3417-50 St

Councillor Nadeau explained that Administration has received a request for a lot line adjustment for a commercial property municipally described as 3417-50 Street.

**RESOLUTION #322/14**

Councillor Nadeau moved that Council approve subdivision application DV/14/10 with the conditions as attached below.

1. The Developer is to engage an Alberta Land Surveyor to prepare a plan of subdivision for registration at Land Titles Office subject to the attached subdivision drawing dated September 24, 2014 and revised November 17, 2014.
  - a. Please instruct your surveyor to use the Town's block numbering system.
  - b. If the property is to be sold or mortgaged in the near future, it might be advisable to have the surveyor do a Real Property Report when they visit the site to deal with the subdivision. However, that is not a condition of subdivision approval.
2. The Developer is to pay any outstanding taxes owing on the property to the Town.
3. No reserves are due as this is a lot line adjustment.

**CARRIED UNANIMOUSLY**

7.2. Business License #4042 5016-47 St

Councillor Long explained that Administration has received an application for a dog grooming business to be operating at 5016-47 Street. The business will operate on an appointment basis only and a sign permit will follow following a decision on the business license.

**RESOLUTION #323/14**

Councillor Long moved that Council approve Business License #4042, with the standard conditions as attached. as well as the special condition noted below:

1. Prior to operation of the business, the yard is to be securely fenced and inspected by the Bylaw Authority to ensure any dogs within the premises are not able to escape.

2. The Applicant shall, at the end of each business day, clean the dog feces from her property and ensure that same is properly disposed of (double-bagged and disposed of with commercial waste). The Applicant shall ensure that no odor is created from same, which may affect surrounding landowners.
3. The applicant shall control the noise to a minimal from the dogs on site, as to not disturb adjacent landowners.
4. The home occupation is subject to review by the Licensing Officer. The Licensing Officer, or her designate, may contact adjacent property owners to determine whether or not the home occupation is causing concern for those residents.
5. The home occupation shall be conducted within the detached garage only.
6. There shall be no more than five (5) dogs per day. Only one (1) dog may be in the shop at any given time. Any increase in the number of dogs attending at the residence for services provided by the Applicant will require the authorization of the Licensing Officer.
7. The dogs in attendance at the residence for grooming purposes shall not be permitted to venture outside unless supervised by the Applicant. The Applicant shall ensure that dogs are not permitted on adjacent lands or Town property to relieve themselves, but on the Applicant property only.
8. The Applicant is not permitted to provide boarding of any animals.
9. Hours of operation of the home occupation shall be between 9:00 a.m. and 5:00 p.m. Monday to Friday.
10. The applicant must comply with any or all bylaws that pertain to this type of business. Failure to comply may result in revocation of this license.

**CARRIED UNANIMOUSLY**

- 7.3. Rezoning Bylaw 2014/18/D 4847-54 Ave  
Councillor Shular explained that Administration has received an application to rezone a parcel of land, 4847-54 Avenue, from R2 – General Residential District to R3-Medium Density Residential District. Such rezoning would allow the landowner to develop a fourplex on these lands.

**RESOLUTION #324/14**

Councillor Shular moved that Council give Third and Final Reading to Rezoning Bylaw 2014/18/D for amendment of the Land Use Bylaw and subsequent rezoning to allow development to proceed.

**CARRIED UNANIMOUSLY**

7.4. Corrections and Consolidations Bylaw 2014/23/B

Councillor Wheeler explained that from time to time typos, grammatical errors or clerical errors are discovered within Bylaws which have been adopted by Council. Administration has drafted a Bylaw to allow minor amendments, as per the MGA, to be made to a Bylaw without needing to bring the document back to a Regular Council Meeting.

**RESOLUTION #325/14**

Councillor Wheeler moved that Council give First Reading to Corrections and Consolidations Bylaw 2014/23/B.

**CARRIED UNANIMOUSLY**

Councillor Shular expressed concern regarding the objective of the Bylaw being abused and subsequently the intent of the original may be lost.

Ms. Dyck added that the primary intent of the Bylaw is to allow for typographical errors to be corrected and to allow for consolidation.

**RESOLUTION #326/14**

Councillor Wheeler amended Bylaw 2014/23/B to include that any amendments made to a Bylaw pursuant to Bylaw 2014/23/B Council shall be notified by way of an Information Item to the next available Regular Council Meeting.

**CARRIED UNANIMOUSLY**

**RESOLUTION #327/14**

Councillor Wheeler moved that Council give Second Reading to Corrections and Consolidations Bylaw 2014/23/B as amended.

**CARRIED UNANIMOUSLY**

**RESOLUTION #328/14**

Councillor Wheeler moved that Council consider Third Reading to Corrections and Consolidations Bylaw 2014/23/B as amended.

**CARRIED UNANIMOUSLY**

**RESOLUTION #329/14**

Councillor Wheeler moved that Council give Third and Final Reading to Corrections and Consolidations Bylaw 2014/23/B as amended.

**CARRIED UNANIMOUSLY**

7.5. Planning and Development Policies PD-02-14 & PD-03-14

Councillor Bossert explained Administration has drafted two policies to update the addressing protocol of the Municipality. Those policies are:

- Addressing and Naming Policy PD-02-14
- Assigning Legal Description Policy PD-03-14

**RESOLUTION #330/14**

Councillor Shular moved to amend Policy PD-02-14, paragraph 1.B. to "...recreation areas, neighbourhoods, town owned buildings and facilities...".

**CARRIED UNANIMOUSLY**

**RESOLUTION #331/14**

Councillor Bossert moved that Council approve Addressing and Naming Policy PD-02-14 as amended.

**CARRIED UNANIMOUSLY**

**RESOLUTION #332/14**

Councillor Bossert moved that Council approve Assigning Legal Description Policy PD-03-14.

**CARRIED UNANIMOUSLY**

7.6. 2015 Interim Budget

Councillor Nadeau that the Council Management Committee has recommended approval of the 2015 Interim Operating & Capital Budgets for the Town of Drayton Valley. The proposed budget will include a potential increase of 9%, 6% for new construction. Mr. Seely explained that 2015 will be a year for substantial infrastructure and that it is prudent to allow room for anticipated costs due to studies pending finalization in the first quarter of the New Year. Once they are completed we will have a clearer understanding of what the financial impact would be. This will allow for the inclusion of a housing initiative and adding five positions to the organization.

**RESOLUTION #333/14**

Councillor Nadeau moved that Council approve the 2015 Interim Operating & Capital Budgets as presented for the Town of Drayton Valley with:

Operating revenues	15,724,573
Taxes (net of school & senior requisitions)	11,835,107
Total revenues	27,559,680
Operating expenditures	24,673,832
Debt repayment	1,096,890
Transfers to reserves	1,788,958
Total expenditures	27,599,680
Capital expenditures and financing	34,743,023

**CARRIED UNANIMOUSLY**

***Mayor McLean called a break at 10:26 a.m.***

***Mayor McLean reconvened the meeting at 10:50 a.m.***

7.7. 2015 Interim Fee Schedule

Councillor Long explained that Administration has updated the Fee Schedule for the Town of Drayton Valley and is presenting it to Council for ratification.

**RESOLUTION #334/14**

Councillor Long moved that Council approve the 2015 Interim Fee Schedule as presented.

**CARRIED UNANIMOUSLY**

7.8. Offer to Purchase Lands

**RESOLUTION #335/14**

Councillor Shular moved that Council move to "In-Camera" at 10:53 a.m.

**CARRIED UNANIMOUSLY**

**RESOLUTION #336/14**

Councillor Shular moved that Council move out of "In camera" at 11:16 a.m.

**CARRIED UNANIMOUSLY**

**RESOLUTION #337/14**

Councillor Shular moved that Council table the Offer to Purchase for the lands legally described as Lot 1, Plan 762 2449 until a future council meeting.

**CARRIED UNANIMOUSLY**

7.9. Amending Bylaw 2014/21/C – ECDC Board

Councillor Wheeler explained that Amending Bylaw 2014/21/C, for the Early Childhood Development Centre Board, is being brought back to Council to receive the necessary three readings.

**RESOLUTION #338/14**

Councillor Wheeler moved First Reading to Amending Bylaw No. 2014/21/C.

**CARRIED UNANIMOUSLY**

**RESOLUTION #339/14**

Councillor Wheeler moved Second Reading to Amending Bylaw No. 2014/21/C.

**CARRIED UNANIMOUSLY**

**RESOLUTION #340/14**

Councillor Wheeler moved that Council consider Third Reading of Amending Bylaw No. 2014/21/C.

**CARRIED UNANIMOUSLY**

**RESOLUTION #341/14**

Councillor Wheeler moved Third and Final Reading to Amending Bylaw No. 2014/21/C.

**CARRIED UNANIMOUSLY**

7.10. Library Board Member Appointment

Councillor Bossert explained that the Drayton Valley Municipal Library Board currently has a vacancy of two (2) members. An application has been received from Pat Adamson; should this individual be appointed to the Library Board one additional vacancy would remain.

**RESOLUTION #342/14**

Councillor Bossert moved that Council appoint Pat Adamson to the Drayton Valley Municipal Library Board for a three year term to be reviewed October 2017.

**CARRIED UNANIMOUSLY**

7.11. Appointment of Returning Officer

Councillor Nadeau explained the Town of Drayton Valley is required to hold a by-election to fill the recently vacated seat of Councillor. As part of the process Council must appoint a Returning Officer.

**RESOLUTION #343/14**

Councillor Nadeau moved that Council appoint CAO, Manny Deol or his designate as Returning Officer for the 2015 By-Election for the Town of Drayton Valley.

**CARRIED UNANIMOUSLY**

7.12. Approval of Election Dates

Councillor Long explained that The Town of Drayton Valley must hold a By-Election for the vacancy of Councillor. As per Bylaw 2008/05/A, Nomination Day will be from 8:30 a.m. to 12:00 Noon on Nomination Day.

**RESOLUTION #344/14**

Councillor Long moved that Council approve Tuesday, January 6, 2015, as Nomination Day for the position of Councillor for the Town of Drayton Valley.

**CARRIED UNANIMOUSLY**

**Mayor McLean amended the agenda to allow Administration more time to research the necessary information for the timing of the Advanced Poll. Ms. Dyck advised that she has been informed that an advanced poll can be held within the four week window between the Nomination Day and the Election Day.**

**RESOLUTION #346/14**

Councillor Long moved that Council approve Tuesday, February 3, 2015, as By-Election for the position of Councillor for the Town of Drayton Valley.

**AMENDING RESOLUTION #347/14**

Councillor Bossert amended the above motion to include an Advanced Poll on Thursday, January 29, 2015.

**CARRIED UNANIMOUSLY**

**RESOLUTION #346/14 AS AMENDED**

**CARRIED UNANIMOUSLY**

**8.0 Information Items**

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8.1 ARPA Conference Councillor Report – Councillor Wheeler

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8.2 ECDC Childcare Operational Board – September 15, 2014 Minutes

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8.3 RCMP Policing Report – November 2014

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8.4 Fire Services Report – November 2014

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**RESOLUTION #345/14**

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

**CARRIED UNANIMOUSLY**



## **9.0 Department Reports**

### **9.1. Planning & Development**

Ms. Martin advised Council that a 20 unit condo has recently been approved and the 2014 stats will be presented later in January.

### **9.2. Engineering & Transportation**

Ms. Wrigglesworth advised that water treatment plant construction will be suspended with skeleton crew left on site for the holidays; snow removal is completed on main roads and Public Works is working on clearing laneways; and that signs are being put up for Transportation of Dangerous Goods after which an education information session will take place.

### **9.3. Community Services, FCSS & Sustainability**

Ms. Driessen explained that construction was recommenced on the Eleanor Pickup Arts Centre and that legal counsel is drafting agreements. Community Services has hosted four public consultations with regard to park redesign.

### **9.4. Information & Protective Services**

Mr. Naidoo was not in attendance to provide a report due to participating in the Union Negotiations.

### **9.5. Administration**

Mr. Deol advised Council on the following:

- An MOU with the Energy Academy Europe has been signed and provided an update on the Bio-Mile.
- The Clean Energy Technology Centre is on target and budget.
- If a home cannot be found for the solid waste, WastAway, the grant dollars will be returned to CCEMC.

## **10.0 Council Reports**

### **10.1. Councillor Wheeler**

- Pembina Physician Recruitment and Retention Committee Meeting
- November 26 – PTAC Workshop
- November 26 – School Visit
- Sustainability Review
- Lightup Parade
- Snowman Lane Light-Up
- Eagle Point Blue Rapids Meeting

### **10.2. Councillor Bossert**

- Drayton Valley Genealogy Association 20<sup>th</sup> Anniversary Dinner
- Housing First Webinar
- Sustainability and Social Development Plan Review
- December 1 – Joint Council Meeting

### **10.3. Councillor Nadeau**

- November 21 – Lightup Parade
- November 26 – Visited the Drayton Christian School
- Heritage Committee
- Eleanor Pickup Arts Society Meeting
- December 2 – Sustainability Plan Review
- December 2 - Budget Meeting
- December 3 - Park Designs
- December 8 – FCSS Advisory Board Meeting

10.4. Councillor Long

- November 21 – Light-Up Parade
- November 25 – Library Board Cheque Presentation
- November 28 – CETC Site Tour and Mr. Chatters' Farewell
- November 26 – Drayton Christian School Visit
- December 1 – Joint Council Meeting
- December 2 – Sustainability Plan Review
- December 3 – Park Design Open House
- December 4 – Park Design Open House
- December 5 – CETC Marketing Session with Cossette
- December 9 – Library Board Meeting

10.5. Councillor Shular

- November 21 – Light-Up Parade
- November 26 – Drayton Christian School Visit
- November 27 – Pembina Area Synergy Meeting

10.6. Mayor McLean

- November 15 to 20 – Conference in Netherlands Sponsored by Energy Academy Europe
- November 21 – Light-Up Parade
- November 26 – Petroleum Alliance Conference
- November 26 – Drayton Christian School Visit

11.0 Adjournment

**RESOLUTION #348/14**

Councillor Long moved that Council adjourn the December 10, 2014 Regular Meeting of Council at 12:15 p.m.

**CARRIED UNANIMOUSLY**

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MAYOR

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CHIEF ADMINISTRATIVE OFFICER