



---

# Agenda

---

Call to Order

National Anthem

---

1.0 Additions to the Agenda

2.0 Adoption of Agenda

3.0 Corrections or Amendments:

- |   |       |
|---|-------|
| 3.1. November 19, 2014 Regular Meeting of Council Minutes         | 3-14  |
| 3.2. November 19, 2014 Public Hearing Minutes for Bylaw 2014/18/D | 15-16 |

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 |

5.0 Delegations

- |   |
|---|
| 5.1. Marti Pickett – Primary Care Network: Drayton Valley |
| 5.2. Sandy Faunt – Drayton Valley Municipal Library       |
| 5.3. Sgt. Malcolm Callihoo – RCMP Report for November     |
| 5.4. Fire Chief Tom Thomson – Report for November         |

6.0 Public Time

7.0 Decision Items

Pages 17-80

7.1.	Councillor Nadeau	Subdivision Application DV-14-10 3417-50 St	17-21
7.2.	Councillor Long	Business License #4042 5016-47 St	22-27
7.3.	Councillor Shular	Rezoning Bylaw 2014/18/D 4847-54 Ave	28-35
7.4.	Councillor Wheeler	Corrections and Consolidations Bylaw 2014/23/B	36-39
7.5.	Councillor Bossert	Planning and Development Policies PD-02-14 & PD-03-14	40-49
7.6.	Councillor Nadeau	2015 Interim Budget	50-53
7.7.	Councillor Long	2015 Interim Fee Schedule	54-66
7.8.	Councillor Shular	Offer to Purchase Lands	67
7.9.	Councillor Wheeler	Amending Bylaw 2014/21/C – ECDC Board	68-75
7.10.	Councillor Bossert	Library Board Member Appointment	76-78
7.11.	Councillor Nadeau	Appointment of Returning Officer	79
7.12.	Councillor Long	Approval of By-election Dates	80

Regular Meeting of Council

December 10, 2014

Page 2 of 2

8.0	Information Items	Pages 81-88
8.1.	APRA Conference Councillor Report – Councillor Wheeler	81-84
8.2.	ECDC Childcare Operational Board – September 15, 2014 Minutes	85-88

9.0	Department Reports	
9.1.	Planning & Development	Jenn Martin
9.2.	Engineering & Transportation	Sonya Wrigglesworth
9.3.	Community Services, FCSS & Sustainability	Annette Driessen
9.4.	Information & Protective Services	Nesen Naidoo
9.5.	Administration	Manny Deol

10.0	Council Reports	
10.1.	Councillor Wheeler	
10.2.	Councillor Bossert	
10.3.	Councillor Nadeau	
10.4.	Councillor Long	
10.5.	Councillor Shular	
10.6.	Mayor McLean	

11.0	Adjournment	
------	-------------	--



---

## Meeting Minutes

---

### **THOSE PRESENT:**

Deputy Mayor Long  
Councillor Nadeau  
Councillor Shular  
Councillor Bossert  
Councillor Wheeler  
Annette Driessen, Director of Community Services  
Jill Buehler, Communications & Marketing Coordinator  
Sonya Wigglesworth, Director of Engineering  
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:**

Mayor McLean  
Manny Deol, Town Manager  
Nesen Naidoo, Assistant Town Manager  
Jenn Martin, Planning & Development Officer  
Chandra Dyck, Legislative Services Coordinator  
Nancy McClure (Resigned as Councillor on November 17, 2014)

### **CALL TO ORDER**

Deputy Mayor Long called the meeting to order at 9:01 a.m.

#### **1.0 Announcement – Annette Driessen, Acting CAO**

Ms. Driessen advised that effective November 17, 2014, Nancy McClure resigned as Councillor for the Town of Drayton Valley and Administration and Council will be discussion by-election dates as a by-election must be held within 90 days of her resignation pursuant to Section 165 in the *Municipal Government Act*.

#### **2.0 Additions to the Agenda**

No items were added to the November 19, 2014 Regular Meeting of Council agenda.

#### **3.0 Adoption of Agenda**

##### **RESOLUTION #288/14**

Councillor Wheeler moved to adopt the agenda for the November 19, 2014 Regular Meeting of Council as presented.

**CARRIED UNANIMOUSLY**

**4.0 Corrections or Amendments:**

4.1. October 29, 2014 Regular Meeting of Council Minutes

There were no corrections or amendments to the October 29, 2014 Regular Meeting of Council Minutes.

4.2. November 13, 2014 Special Meeting of Council Minutes

There were no corrections or amendments to the November 13, 2014 Special Meeting of Council Minutes.

**5.0 Adoption of:**

5.1. October 29, 2014 Regular Meeting of Council Minutes

5.2. November 13, 2014 Special Meeting of Council Minutes

**RESOLUTION #289/14**

Councillor Bossert moved to adopt the Minutes of the October 29, 2014 Regular Meeting of Council and the November 13, 2014 Special Meeting of Council Minutes as presented.

**CARRIED UNANIMOUSLY**

**6.0 Public Hearings**

6.1. Rezoning Bylaw 2014/18/D 4847-54 Ave

A separate set of minutes were recorded for this item.

**7.0 Community Spotlight**

7.1. Lions Club & Santas Anonymous: Lorna Luchyk

Ms. Luchyk explained that the Lions Club of Drayton Valley was chartered on November 5, 2014, with the motto "We Serve." She provided information on the Lions Club's past and current projects. Such as the Lions Rodeo, first held in 1959, which was renamed Lions Evergreen Rodeo in 1968 and was put on by the Lions Club until around 1992 and Drayton Valley Santas Anonymous, which was originally started by Linda and Vaughn Thompson 42 years ago.

**8.0 Proclamations**

8.1. Universal Child's Day

Deputy Mayor Long declared November 20, 2014 as "Universal Child's Day" in the Town of Drayton Valley.

**9.0 Delegations**

9.1. Bernice Taylor – ECDC: Universal Child's Day

Ms. Jessica Duvenage, on behalf of Ms. Taylor, advised that the Early Child Development Centre is running a program named Pinky Promise to a Child in conjunction to November 20, 2014 Universal Child's Day.

9.2. S/Sgt. Malcolm Callihoo – RCMP Report for October

S/Sgt. Callihoo provided the RCMP Policing Report for October 2014 and explained that drug enforcement was at 500% increase due to traffic stops and there will be more check stops and intersection enforcement as the holiday season is soon approaching.

9.3. Fire Chief Tom Thomson – Report for October

Mr. Thomson explained that the Fire Department has hosted four open houses for Fire Prevention Month. Other programs they have held this month are a Smoke Detector for Grade 1 students, Kitchen Safety for Grade 5 students, Fire Extinguishers for Grade 5 students, Fire Chief for the Day, Pizza Delivery Program, and Thunder T-shirt Program with Sinopec Daylight Energy. He advised that for the month of November the Fire Department will be running recruitment and will be participating in Movember for men's cancer.

9.4. Arc Resources Ltd: Kevin Buytels – Rotary Park Well Site Update

Mr. Buytels explained that, in discussion with the Town of Drayton Valley, they are abandoning a well in Rotary Park and the land will be reclaimed and returned to the Town. The history of the well was reviewed and the survey plan and ground photos were presented. It was explained that the well was drilled in 1954. Full completion date is expected for the fall of 2016. Arc Resources Ltd. is looking for input from the Town on ways to reclaim this site.

**10.0 Public Time**

Deputy Mayor Long called for comments from the floor and no comments were received.

**11.0 Decision Items**

11.1. Development Permit DV14-164 4503-49 St, Discretionary Uses

Councillor Nadeau explained that Administration has received an application for the development of a liquor store, gas bar with convenience store, carwash and drive thru business to be located at 4503-49 Street, legally described as Lot 7, Block 66, Plan 084 0074. The lands were rezoned to C1-Central Commercial District at the October 29, 2014 Regular Meeting of Council. As the proposed developments are discretionary uses within the C1 district, Council approval is required.

Councillor Nadeau reviewed the options available to Council as presented in the report from Administration.

Councillor Shular expressed that he is not in favour of this development and expressed that he does not see how this can be voted in favour of because of the traffic concerns. He also advised that he believes that the area is not appropriate for a multi-bay carwash.

Councillor Bossert expressed that, because she believes the primary need for this community is accessible housing, she would have liked to see more of an effort

from the Developer to ensure the building of housing. She further stated that she believes that the proposed commercial development is not appropriate for this area.

Councillor Nadeau advised that she concurs with Councillor Bossert's comments regarding more of an effort for housing. She added that she feels very strongly about economic development and she has heard many times that the community wants better pricing so it is important for Council to look for options for resiliency and that she will not be voting in favour of the development. She explained that if the Developer would have removed the liquor store from the plans she would have been in favour.

Councillor Wheeler explained that she is in favour of the full development.

Deputy Mayor Long suggested that Administration look into the regulation of liquor stores and research what other municipalities do.

The Developer was advised that they have the option to appeal.

#### **RESOLUTION #290/14**

Councillor Nadeau moved that Council approve Development Permit DV14-164 with all of the above-noted (liquor store, gas bar with convenience store and carwash) discretionary non-pedestrian oriented uses within the C1 District with standard development conditions, as well as special conditions as listed below:

1. The Town recommends that the Developer works with Wild Rose School Division regarding fencing/screening along the west side of 4417-47 Avenue.
2. The Developer is to enter into a Development Agreement with the Town for the proposed development that is to be registered at Land Titles.
3. Outside storage (refuse areas) must be located, screened and maintained to the satisfaction of the Development Officer. Commercial and organic waste receptacles must not be located adjacent to residential roads. There shall be no outside storage of goods, products, materials or equipment permitted within the front yard setback prescribed. Outside storage of goods, products, materials or equipment shall be kept in a clean and orderly condition at all times and shall be screened by means of a solid wall or fence from public thoroughfares to the satisfaction of the Development Officer.
4. All those standard development conditions as outlined in the Town of Drayton Valley Development Permit that are applicable.
5. Subject to a fourteen (14) day advertising and appeal period from the Date of Issue. Any activity within this fourteen (14) day appeal period is at the discretion of the Developer.
6. Subject to any/all Federal, Provincial or Municipal Permits as required. These may be, but are not limited to, building and/or safety codes permits as required by the Alberta Building Code.

**RESOLUTION #291/14**

Councillor Shular moved that Council approve an amendment to condition #1 to read:  
“The Town requires the Developer work with Wild Rose School Division regarding acceptable fencing/screening along the west side of 4417-47 Avenue, which the Town will require the Developer to provide and pay for.”

**CARRIED UNANIMOUSLY**

**RESOLUTION #290/14 (as amended)**

**DEFEATED**

**OPPOSED: Councillors Shular, Nadeau, and Bossert  
IN FAVOUR: Deputy Mayor Long and Councillor Wheeler**

**11.2. Rezoning Bylaw 2014/18/D 4847-54 Ave, 2<sup>nd</sup> & 3<sup>rd</sup> Reading**

Councillor Shular explained that Administration has received an application to rezone a parcel of land, 4847-54 Avenue, from the current R2 – General Residential District to R3-Medium Density Residential District to allow the landowner to develop a fourplex on these lands.

Councillor Bossert expressed concern over traffic backing onto a main thoroughfare.

Deputy Mayor Long suggested that, as the Development Officer is not present, second reading be given today and then third reading be tabled.

**RESOLUTION #292/14**

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

**CARRIED UNANIMOUSLY**

**RESOLUTION #293/14**

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

**MOTION TABLED**

**RESOLUTION #294/14**

Councillor Bossert moved that Council table third reading of Bylaw 2014/18/D to the December 10, 2014 Regular Meeting of Council.

**CARRIED UNANIMOUSLY**

**11.3. Road Closure Bylaw 2014/11/D, 1<sup>st</sup> Reading**

Councillor Wheeler explained that Administration is proposing a Road Closure Bylaw for the lands within the NW8-49-7-W5. Due to the re-alignment of Highway 22 and 50th Avenue, the lands currently exist as portions of six different registered road parcels. The Road Closure Bylaw has been prepared with the assistance of an Alberta Land Surveyor so that the portions of land no longer required for a road right-of-way can be legally ‘closed’ as roads and can then be consolidated to create a single parcel of land. By creating this single parcel of land, the Town then has options regarding its future use. Options include the sale of the land or establishing it as reserve land for municipal use.



**RESOLUTION #295/14**

Councillor Wheeler moved that Council give first reading to Road Closure Bylaw 2014/11/D, after which public consultation process will begin.

**CARRIED UNANIMOUSLY**

**Deputy Mayor Long called a break at 10:36 a.m.**

**Deputy Mayor Long returned to the chair and reconvened the meeting at 10:58 a.m.**

11.4. Rezoning Bylaw 2014/22/D 2251-50 St, 1<sup>st</sup> Reading

Councillor Bossert explained that Administration has received an application to rezone a portion of land, 2251-50 Street, from the current AG-Agricultural District to C2-General Commercial District to allow road expansion and potential for development of commercial businesses similar to those already being developed along 50th Street south.

**RESOLUTION #296/14**

Councillor Bossert moved that Council give first reading to Bylaw 2014/22/D for amendment of the Land Use Bylaw for rezoning, after which public consultation process will begin.

**CARRIED UNANIMOUSLY**

11.5. Offer to Purchase Lands

**RESOLUTION #297/14**

Councillor Nadeau moved that Council move to "In-Camera" at 11:01 a.m.

**CARRIED UNANIMOUSLY**

**RESOLUTION #298/14**

Councillor Nadeau moved that Council move out of "In-Camera" at 11:06 a.m.

**CARRIED UNANIMOUSLY**

**RESOLUTION #299/14**

Councillor Nadeau moved that Council table the Offer to Purchase to the December 10, 2014 Regular Meeting of Council.

**CARRIED UNANIMOUSLY**

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

Councillor Shular explained that Bylaw 2008/01/C authorizes the Town of Drayton Valley to establish the Drayton Valley Early Childhood Development Centre Board and to outline the duties and responsibilities of that Board. At the October Organizational Meeting of Council, the number of Council representatives to the Childcare Board was changed from two (2) to one (1). An amending Bylaw is therefore required to permit the change to the composition of the Board. The Amending Bylaw also covers the change in meeting frequency from every month to every second month.

**RESOLUTION #300/14**

Councillor Shular moved that Council that approve Amending Bylaw No. 2014/21/C.

**CARRIED UNANIMOUSLY**



11.7. Snow Removal Policy T-01-99

Councillor Wheeler explained that the Town of Drayton Valley Snow Removal Policy T-01-99 was approved October 29, 2014. However, Schedule A, B, C, and D were not included. The attached Policy is complete with all Schedules.

**RESOLUTION #301/14**

Councillor Wheeler moved that Council approve the updated Snow Removal Policy T-01-99.

**CARRIED UNANIMOUSLY**

11.8. Privacy Policies A-13-14, A-13-14(1), and A-13-14(2)

Councillor Bossert explained that an important aspect of the work that the Town does is ensuring that the privacy of those accessing our services is protected. Administration has prepared three Policies for Council's approval. The first of these Policies is a general Privacy Policy which can apply in all situations and is based on a sample provided by Service Alberta. Two supplementary Policies are then proposed – one to deal specifically with online privacy when accessing Town online services, and the second for the privacy protections in place for employees and volunteers of the Town.

**RESOLUTION #302/14**

Councillor Bossert moved that Council approve Privacy Policy A-13-14.

**CARRIED UNANIMOUSLY**

**RESOLUTION #303/14**

Councillor Bossert moved that Council approve Online Privacy Policy A-13-14(1).

**CARRIED UNANIMOUSLY**

**RESOLUTION #304/14**

Councillor Bossert moved that Council approve Employee and Volunteer Privacy Policy A-13-14(2).

**CARRIED UNANIMOUSLY**

11.9. ECDC Community Board Member Appointment

Councillor Nadeau explained that the Childcare Operational Board Member, Trina Wakelin, has handed in her resignation for her two year term ending on November 1st, 2016. The Town has received one application from the community to fill this vacant position on the Board, that of Darlene Ferris.

**RESOLUTION #305/14**

Councillor Nadeau moved that Council approve the appointment of Darlene Ferris to the Childcare Operational Board for the remainder of the two year term ending November 1, 2016.

**CARRIED UNANIMOUSLY**

11.10. Pembina Crisis Connection Society Letter of Support

Councillor Shular explained that Pembina Crisis Connection Society (PCCS) is applying for a substantial grant from the Family and Community Safety Program. This funding will be used to help our community create a community action plan to address the root causes of social issues that affect the safety and well-being of our residents.

**RESOLUTION #306/14**

Councillor Shular moved that Council approve the letter of support for PCCS' Family and Community Safety Program grant application.

**CARRIED UNANIMOUSLY**

11.11. Borrowing Bylaw 2014/20/F, Rescinding Bylaw 2013/18/F

Councillor Wheeler explained that, following the passing of Borrowing Bylaw 2013/18/F at the January 8, 2014 Regular Meeting of Council, the Town was advised that our application made to the Green Municipal Fund (GMF) for a \$6,749,515 loan combined with a \$674,951 grant for our new Energy Efficient Water Treatment Plant had been approved. Accordingly, in order to have the Borrowing Bylaw approved, we will require the rescinding of the original Bylaw 2013/18/F and the passing of new Bylaw 2014/20/F to recognize the source of borrowing and the amount being borrowed.

**RESOLUTION #307/14**

Councillor Wheeler moved that Council rescind Borrowing Bylaw 2013/18/F.

**CARRIED UNANIMOUSLY**

**RESOLUTION #308/14**

Councillor Wheeler moved that Council give first reading to Bylaw 2014/20/F.

**CARRIED UNANIMOUSLY**

**RESOLUTION #309/14**

Councillor Wheeler moved that Council give second reading to Bylaw 2014/20/F.

**CARRIED UNANIMOUSLY**

**RESOLUTION #310/14**

Councillor Wheeler moved that Council consider third reading to Bylaw 2014/20/F.

**CARRIED UNANIMOUSLY**

**RESOLUTION #311/14**

Councillor Wheeler moved that Council give third and final reading to Bylaw 2014/20/F.

**CARRIED UNANIMOUSLY**

11.12. Green Municipal Fund Loan Agreement

Councillor Bossert explained that on May 23, 2014 the Town was advised that our application to the Green Municipal Fund (GMF) for a \$6,749,515 loan combined with a \$674,951 grant for our new Energy Efficient Water Treatment Plant had been approved. The GMF is asking the attached Loan Agreement be signed and returned by November 25, 2014.

**RESOLUTION #312/14**

Councillor Bossert moved that Council approve the Green Municipal Fund (GMF) Loan Agreement.

**CARRIED UNANIMOUSLY**

**11.13. EPAC Construction Management Contract**

Councillor Nadeau explained that the Town of Drayton Valley is serving as the Project Manager for the renovations to the Eleanor Pickup Arts Centre. Renovations were initiated in late summer of 2013. Work on the renovations continued into the early months of 2014 until the General Contractor had to end the contract due to personal reasons. Town Administration took measures to secure another contractor to complete the Phase I work of the project. Negotiations with companies occurred over the past few months. Following several meetings/conversations between the Town, Temple Contracting Inc., and A & E Architectural and Engineering Group Inc., a Construction Management Contract has been negotiated. Time is of the essence in order to complete a significant portion of the work prior to the end of this year. The Management Contract is a standard agreement developed through the Canadian Construction Association. The Contract has been reviewed by the Town's legal counsel.

**RESOLUTION #313/14**

Councillor Nadeau moved that Council approve the Construction Management Contract for the EPAC Renovations with Temple Contracting Inc. at the 6% Construction Management Fee.

**CARRIED UNANIMOUSLY**

**11.14. Amendment to Funding Agreement 13GRP07**

Councillor Shular explained that the Town of Drayton Valley has received a recommendation that the Town amend the grant agreement with Alberta Environment and Sustainable Resource Development for the Clean Energy Technology Centre to meet the current project timelines of construction and occupancy. The original timeline had a completion date of March 31, 2015. The grant project work plan has been amended and approved by Alberta Environment and Sustainable Resource Development to be extended to January 31, 2016. This revised time frame will allow the Clean Energy and Technology Centre to complete construction and have approximately three months of operations take place by the end of this agreement. This revised timeline does not have implications on the project construction budget as all funds will be received from the grant by December 31, 2015.

**RESOLUTION #314/14**

Councillor Shular move that Council approve Amending Agreement: 13GRP07 with the Minister of Environment and Sustainable Resource Development for the Clean Energy and Technology Centre as presented.

**CARRIED UNANIMOUSLY**

**11.15. EPAC Offer to Purchase Agreement**

Councillor Wheeler explained that Brazeau County and the Town of Drayton Valley have collaborated on agreements for the joint ownership of the Eleanor Pickup Arts Centre. Both municipalities' legal counsel has reviewed the document presented.

**RESOLUTION #315/14**

Councillor Wheeler moved that Council accept the Offer to Purchase from Brazeau County dated November 6, 2014, subject to the addition of the attached words in paragraph 13(h), such addition to be initialed by the Town's representatives and the document returned to the County's legal counsel for the addition to be initialed by County representatives.

**CARRIED UNANIMOUSLY**

**12.0 Information Items**

12.1	RCMP Policing Report – October 2014
12.2	Fire Services Report – October 2014
12.3	Conference Councillor Report – Councillor McClure
12.4	Pembina Physician Recruitment & Retention Committee – 2014 Minutes for June, July, July Special Meeting, August, September, and AGM
12.5	Homelessness & Poverty Reduction Strategy – Letter to the Premier
12.6	Brazeau Seniors Foundation – July 11, 2014 Meeting Minutes

**RESOLUTION #316/14**

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

**CARRIED UNANIMOUSLY**

**13.0 Department Reports**

9.4. Planning & Development

Ms. Martin was not in attendance to provide a report.

9.5. Engineering & Transportation

Ms. Wigglesworth explained that the TELUS fibre optic is winding down for the season. The Transportation of Dangerous Goods Bylaw was approved by the Alberta Ministry of Transportation. The Water Treatment Plant has taken shape; the walls and windows are up and they are now working on mechanics. Garbage and recycle pick up will be changed due to the holiday season. The 2015 schedules will be mailed out.

9.6. Community Services, FCSS & Sustainability

Ms. Driessen explained that the Social Development Plan Workshop had over 30 people in attendance. REVOLVE Engineering did a presentation on energy options for the Town's proposed Housing Development. There will be Public Consultation Workshops for the revitalization of three parks on December 3 and 4.

9.7. Information & Protective Services

Mr. Naidoo was not in attendance to provide a report.

9.8. Administration

Mr. Deol was not in attendance to provide a report.

#### **14.0 Council Reports**

9.9. Councillor Shular

November 4 – CETC Committee Meeting  
November 5 – Social Development Plan Review  
November 6 – Planning Session for Brazeau Seniors Foundation  
November 6 – DV Community Foundation AGM  
November 13 – PPRR Committee Appreciation Dinner

9.10. Councillor Wheeler

Sustainability Committee Meeting  
North Saskatchewan Watershed Alliance/Headwaters

9.11. Councillor Bossert

October 30 – TELUS Innovation Centre Grande Opening  
November 3 – TELUS: Clinics and Patient Portals  
November 4 – Rotary House Tenants Open House  
November 5 – Social Development Plan Review  
November 6 – Remembrance Day Ceremony at Holy Trinity  
November 7 – Homelessness & Poverty Reduction Team Meeting  
November 10 – Waste Management Committee Meeting  
November 13 – Budget Meeting  
November 13 – PPRR Committee Appreciation Dinner  
November 14 – Joint Housing Committee Meeting

9.12. Councillor Nadeau

October 30 – TELUS Innovation Centre Grand Opening  
October 31 – Outdoor Rink Community Group Meeting  
November 6 – Sustainability Committee Meeting

9.13. Councillor Long

October 30 – TELUS Innovation Centre Grande Opening  
November 3 – Yellowhead Regional Library Board Meeting  
November 4 – RCMP Information Session  
November 5 – Social Development Plan Review  
November 6 – DV Community Foundation AGM  
November 10 – Waste Management Committee Meeting  
November 19 – DV Community Foundation Planning Session

9.14. Mayor McLean

Mayor McLean was not in attendance to provide a report.

#### **10.0 Adjournment**

**RESOLUTION #317/14**

Councillor Shular moved that Council adjourn the November 19, 2014 Regular Meeting of Council at 11:50 a.m.

**CARRIED UNANIMOUSLY**

---

MAYOR

---

CHIEF ADMINISTRATIVE OFFICER

UNAPPROVED

# MINUTES OF PUBLIC HEARING

November 19, 2014

BYLAW 2014/18/D

## **THOSE PRESENT:**

Deputy Mayor Long  
Councillor Nadeau  
Councillor Shular  
Councillor Bossert  
Councillor Wheeler  
Annette Driessen, Director of Community Services  
Krystle Kotyk, Administrative Assistant  
S/Sgt. Malcolm Callihoo, RCMP  
Tom Thomson, Fire Chief  
Jason Thompson, Audio Visual  
Courtney Whalen, Drayton Valley Western Review  
Reinisa McLeod, Big West Radio  
Members of the Public

## **ABSENT:**

Mayor Glenn McLean  
Manny Deol, Town Manager  
Nesen Naidoo, Assistant Town Manager  
Jenn Martin, Planning & Development Officer  
Chandra Dyck, Legislative Services Coordinator  
Nancy McClure (Resigned as Councillor on November 17, 2014)

## **ITEM**

Bylaw 2014/18/D – to allow the rezoning of the lands legally described as Lot 8, Block 16, Plan 170 KS.

## **CALL TO ORDER**

Deputy Mayor Long declared the Public Hearing open at 9:04 a.m.

## **PURPOSE OF THE PUBLIC HEARING**

To receive comments, concerns and questions from the public with regard to the proposed amended land use for the lands municipally described as 4847-54 Avenue. Said Bylaw, if passed, will allow the creation of a fourplex.

## **BACKGROUND**

The above Bylaw received first reading at the October 8, 2014 Regular Meeting of Council, which may be followed by second and third today, depending upon the



comments received at this Public Hearing. Notification of the Bylaw, requesting comments from the public, and advising them of the Public Hearing, has been done through mail-outs and newspaper advertising. To facilitate the Public Hearing process, any comments received (written or verbal) will be presented as a package at the time of the Public Hearing.

**CALL FOR COMMENTS FROM THE FLOOR**

No comments were received from the floor.

**CALL FOR COMMENTS OR WRITTEN SUBMISSIONS**

Ms. Wigglesworth explained that one written submission was received and it was included in the provided package.

**ADJOURNMENT**

Deputy Mayor Long declared the Public Hearing closed at 9:08 a.m.

---

**MAYOR**

---

**CHIEF ADMINISTRATIVE OFFICER**

<b>COUNCIL AGENDA ITEM: 7.1. December 10, 2014</b>	<b>Subdivision Application DV/14/10, 3417-50 St Lot 17, Block 70, Plan 072 2044</b>
<b>Department:</b>	<b>Development &amp; Planning</b>
<b>Presented by:</b>	<b>Councillor Nadeau</b>
<b>Support Staff:</b>	<b>Jennifer Martin</b>

**BACKGROUND:**

Administration has received the following report from West Central Planning Agency regarding an lot line adjustment for a commercial property municipally described as 3417-50 Street.

**Background**

On September 24, 2014, an application was submitted to adjust the South boundary of Lot 17 further North by 15.24m. This would result in Proposed Lot 23 being 2.9 acres and the Remainder Lot 17 being 1.21 acres. The land is currently zoned C2.

**Site Visit**

West Central Planning Agency conducted a site visit on November 12, 2014 and noted that the lots were under construction. The lots appear to be serviced with utility services.

**Comments**

The lot line adjustment proposal was circulated as part of the approval process. No comments or concerns were received from other agencies or utilities or adjacent landowners. West Central Planning Agency did not receive any further comments from external agencies, utility companies or adjacent landowners.

**Reserves**

No reserves are due as this is a lot line adjustment. The proposed subdivision complies with the Land Use Bylaw and West Central Planning Agency recommends approval.

**RECOMMENDATION:**

Administration recommends that Council approve subdivision application DV/14/10 with the conditions as attached below:

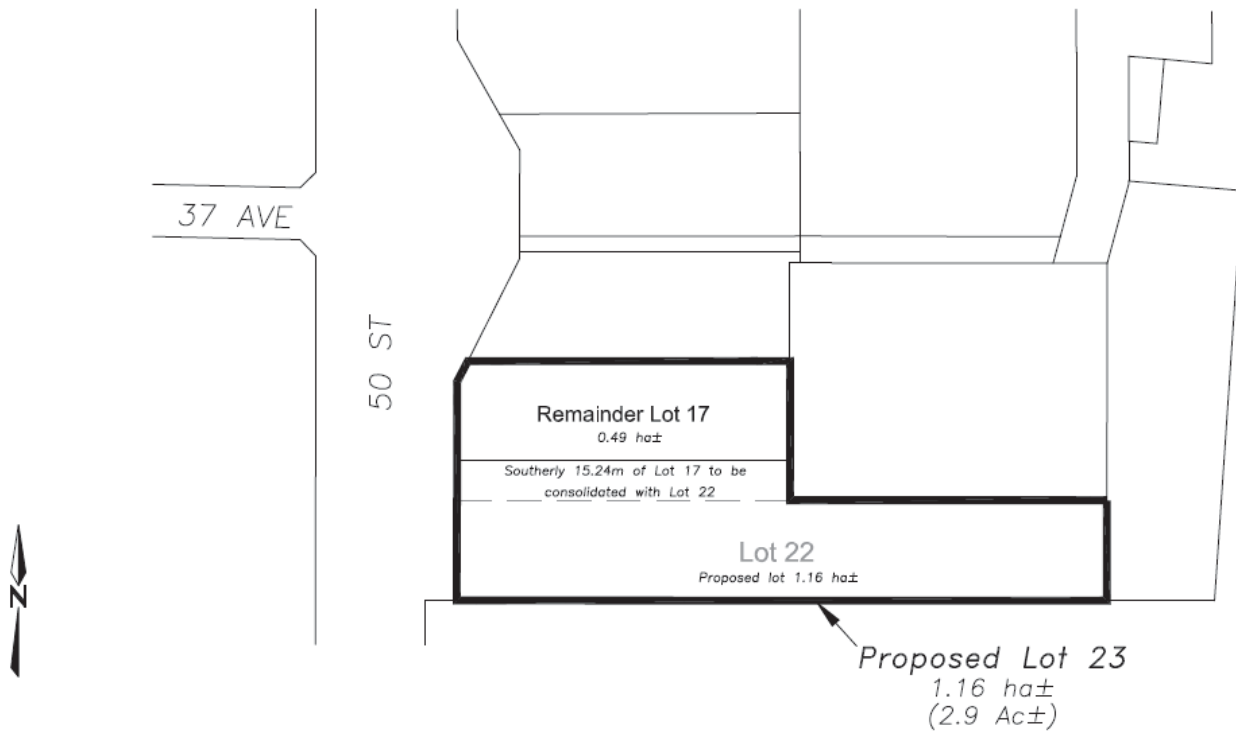
1. The Developer is to engage an Alberta Land Surveyor to prepare a plan of subdivision for registration at Land Titles Office subject to the attached subdivision drawing dated September 24, 2014 and revised November 17, 2014.
  - a. Please instruct your surveyor to use the Town's block numbering system.
  - 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.

Drawing showing proposed subdivision in the

## Town of Drayton Valley

Lot 17 Block 70 Plan 072 2044

Lot 22 Block 70 Plan 082 3878



### WEST CENTRAL PLANNING AGENCY

Suite 101, 5111 - 50th Avenue Wetaskiwin, AB T9A 0S5  
Phone 780-352-2215 Fax 780-352-2211  
Email [admin@westcentralplanning.ca](mailto:admin@westcentralplanning.ca) Web Site: [www.WestCentralPlanning.ca](http://www.WestCentralPlanning.ca)

Registered Owner(s): Dunn-Deal Developments Ltd.

— denotes titled area

File: DV/14/10

Drawn: September 24, 2014

Revised: November 17, 2014







<b>COUNCIL AGENDA ITEM: 7.2. December 10, 2014</b>	<b>Business License #4042 Lot 9, Block 17, Plan 170 KS</b>
<b>Department:</b>	<b>Development &amp; Planning</b>
<b>Presented by: Support Staff:</b>	<b>Councillor Long Jenn Martin</b>

**BACKGROUND:**

Administration has received an application for a dog grooming business to be operating at 5016-47 Street. The applicant has stated that there will be 3-5 dogs groomed per day, between the hours of 9:00am-5:00pm, Monday through Friday. Parking will be provided in the rear of the property in front of the detached garage. The landowner has authorized this business operation.

The Applicant will not be doing any development to the building; therefore a Development Permit is not required.

The lands are currently zoned R2 (General Residential District), which a dog grooming business is neither a permitted nor a discretionary use. Referral letters were sent to adjacent landowners within a 100m radius. One telephone call and one letter were received (see attached) with concerns regarding the proposed business. Both concerns were regarding the current resident's dogs escaping from the yard. Administration has addressed this concern as well as other concerns that were raised in conditions that are to be attached to the license, should the application be approved.

The application for the operations of the proposed dog grooming business is hereby presented to Council for decision.

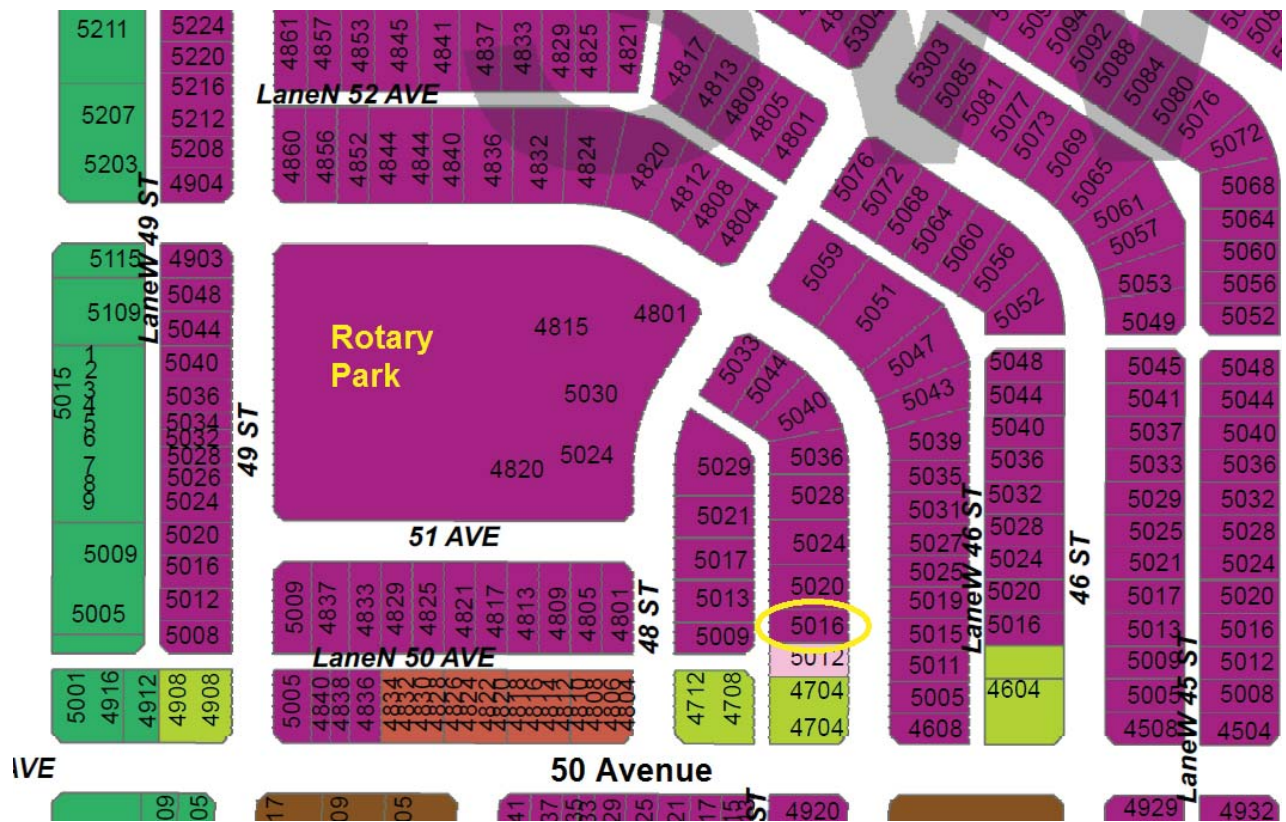
**RECOMMENDATION:**

Council approves Business License #4042, with the standard conditions, 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 her 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.



My name is Rebecca Curry, I reside at 5016 47st. I am applying for a Home Occupation License and I thought I would add an extra letter of my intentions.

### **Additional Home Occupation license Information**

#### **Regarding Posh Paws**

- My business name "Posh Paws Doggy Spa" has been approved by the Alberta Business Development Center.
- Business will reside in the detached garage located at the back of the house. Please refer to attached photos.

#### **Parking**

- 4 stalls are available in front of the garage. Please refer to attached photos.

#### **Hours of operation**

- 9am to 5pm Monday to Friday
- Closed Weekends and Holidays

#### **Services Provided**

- Full Dog Grooming Service (Nails, Bathing, Drying, Clipping)
- 3 to 5 dogs per dogs (No kenneling) One dog in the shop at a time.

#### **Signage**

- Signage will be restricted to a company van and signage on the garage not to exceed 3'x3'

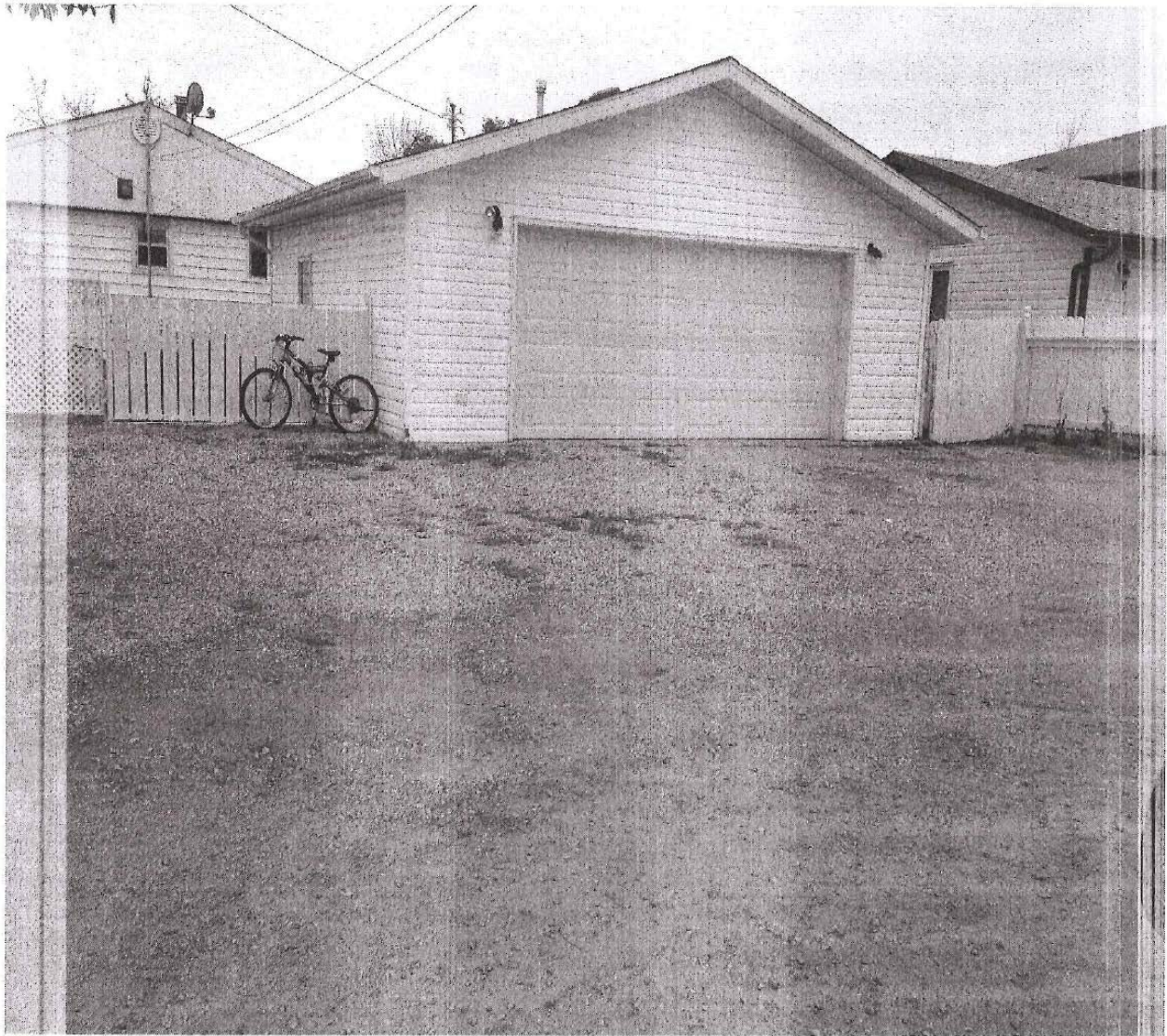
#### **Education**

- I am a Certified Professional Pet Stylist, Graduated with 90s from the licensed Alberta Of Dog Grooming School.
- I am a Certified Pet First Aid Responder.
- I have experience working In a Pet Parlor post my education.



## Property of Proposed Home Occupation Business License.

-Signage will be limited to no larger than 3x3' plaque above the garage door.



5012-47 St  
Drayton Valley, AB  
T7A 1C7

November 17, 2014

Attention: Jennifer Martin  
PO Box 6837  
Town of Drayton Valley, AB  
T7A 1A1



Dear Ms. Martin,

This is letter is in regards to the notice of an application for the operations of a dog grooming business at 5016-47st. We do have a couple of concerns that we hope will be addressed before the business license is approved. There are currently two dogs that reside at that residence that are out of the yard and roaming free at least twice a week since the applicant moved in. If there are going to be 3-6 more dogs each day at the residence what is stopping those dogs from getting out of the yard? We are a pet free residence and don't appreciate having to clean up our yard after other dogs. The other concern we have is the noise, adding 3-6 dogs will definitely cause more barking. As the business is to be in the garage what is going to keep the noise level down? We are also concerned about the fecal matter left behind by so many animals. How will it be disposed that will mitigate the smell coming onto our property?

Sincerely,  
Brian & Penny Smith

<b>COUNCIL AGENDA ITEM: 7.3. December 10, 2014</b>	<b>Rezoning Bylaw No. 2014/18/D 4847-54 Ave Presented for 3<sup>rd</sup> Reading Within SW16-49-7-W5M</b>
<b>Department:</b>	<b>Development &amp; Planning</b>
<b>Presented by:</b>	<b>Councillor Shular</b>
<b>Support Staff:</b>	<b>Jennifer Martin</b>

**BACKGROUND:**

Administration has received an application to rezone a parcel of land legally described as Lot 8, Block 16, Plan 170 KS and municipally described as 4847-54 Avenue. The proposed rezoning would change the land use from the current R2 – General Residential District to R3-Medium Density Residential District. Such rezoning would allow the landowner to develop a fourplex on these lands.

Referral letters were sent to adjacent landowners within a 300m radius. One letter with concerns regarding parking was submitted (see attached). A Public Hearing was held at the November 19, 2014 Regular Meeting of Council, where no concerns were raised.

Rezoning Bylaw 2014/18/D is hereby presented to Council for third reading.

**OPTIONS:**

The following are the options available to Council today with respect to this application for Land Use Bylaw amendment.

**OPTION A:**

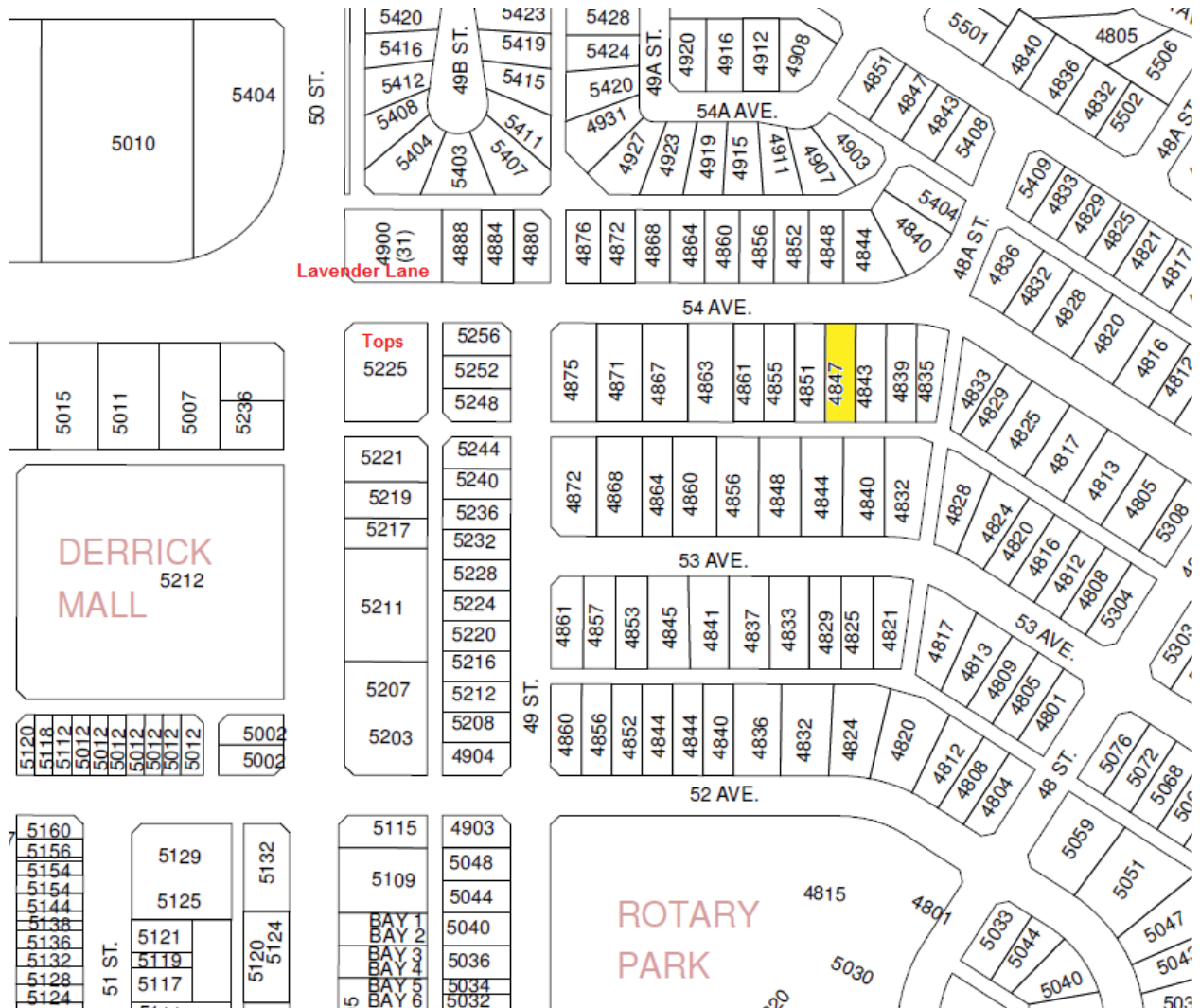
That Council give third reading to Bylaw 2014/18/D for amendment of the Land Use Bylaw and subsequent rezoning to allow development to proceed.

**OPTION B:**

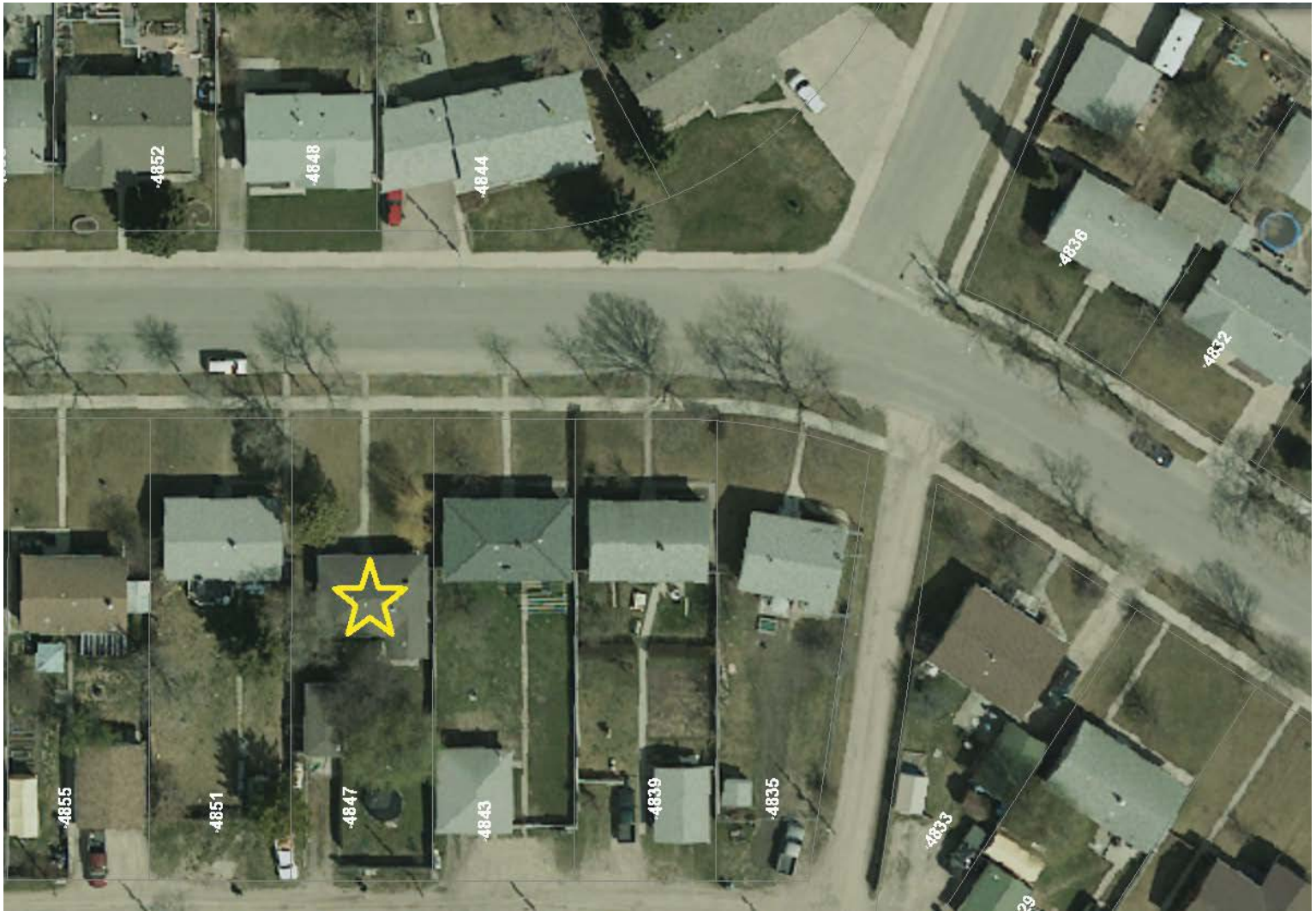
That Council tables the application to allow the landowner to revisit the plans for development and work with adjacent landowners.



# **SCHEDULE "A"** (REZONING AREA)

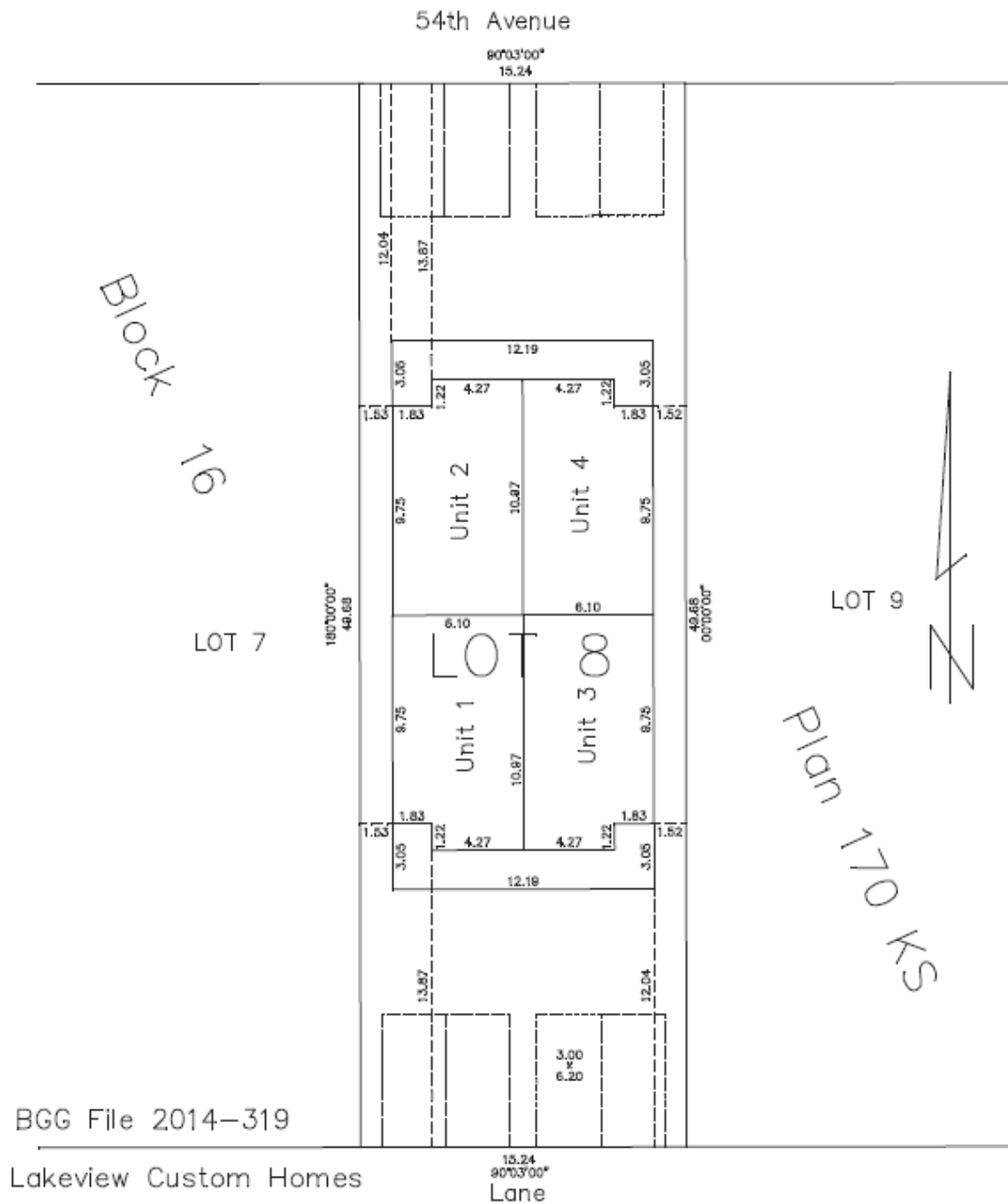








# PROPOSED PLOT PLAN



## Jenn Martin

---

**From:** Mary MacKenzie [mary66@telus.net]  
**Sent:** October-30-14 4:12 PM  
**To:** Jenn Martin  
**Subject:** Lot 8 blk 16 plan 170KS

I wish that you would not allow this change in zoning as there are many cars already parked on 54 ave on that curve. Please do  
Not give us more traffic Mary MacKenzie

Sent from my iPhone



**DRAYTON VALLEY**

*'Pulling Together'*

**BYLAW NO. 2014/18/D**

**Amendment to Land Use Bylaw #2007/24/D (REZONING)**

**WHEREAS** Council has received an application for amendment to the Land Use Bylaw 2007/24/D;

**AND WHEREAS** the Council of the Town of Drayton Valley wishes to allow an amendment of the use of a portion of the parcel of land legally described Lot 8, Block 16, Plan 170 KS;

**NOW THEREFORE**, pursuant to Part 17 of the *Municipal Government Act*, the Council of the Town of Drayton Valley, duly assembled, hereby amends Land Use Bylaw 2007/24/D, and in particular the map of land use districts, so that the following land are reclassified as follows:

PLAN 170 KS

BLOCK 16

LOT 8

EXCEPTING THEREOUT ALL MINES AND MINERALS

**FROM: R2 –General Residential District**

**TO: R3 – Medium Density Residential District**

**as shown on the attached Schedule “A”**

**THAT** Bylaw 2014/18/D may be referred to as the “Rezoning 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 \_\_\_\_\_, 2014, A. D.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
TOWN MANAGER

PUBLIC HEARING HELD THIS \_\_\_\_\_ **DAY OF** \_\_\_\_\_, **2014**, A. D.

READ A SECOND TIME THIS \_\_\_\_\_ **DAY OF** \_\_\_\_\_, **2014**, A. D.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
TOWN MANAGER

READ A THIRD AND FINAL TIME THIS \_\_\_\_\_ **DAY OF** \_\_\_\_\_,  
**2014**, A. D.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
TOWN MANAGER

<b>COUNCIL AGENDA ITEM: 7.4. December 10, 2014</b>	<b>Corrections and Consolidations Bylaw 2014/23/B</b>
<b>Department:</b>	<b>Administration</b>
<b>Presented by:</b>	<b>Councillor Wheeler</b>
<b>Support Staff:</b>	<b>Chandra Dyck</b>

**BACKGROUND:**

From time to time typos, grammatical errors or clerical errors are discovered within Bylaws which have been adopted by Council. Rather than bringing these Bylaws back to Council for minor amendments, Administration recommends that a Bylaw as permitted under the Municipal Government Act be passed to allow such changes to be made by the Town Manager or the Legislative Services Coordinator.

The attached Bylaw reflects the authority established under the MGA and includes the authority to:

- a. consolidate a Bylaw by incorporating all amendments to it into one Bylaw;
- b. omit and provide for the repeal of a Bylaw or a provision of a Bylaw that is inoperative, obsolete, expired, spent, or otherwise ineffective;
- c. omit, without providing for its repeal, a Bylaw or provision of a Bylaw that is of a transitional nature or that refers only to a particular place, person, or thing or that has no general application through the municipality;
- d. combine two or more Bylaws into one, divide a Bylaw into 2 or more Bylaws, move provisions from one Bylaw to another and create a Bylaw from provisions of another or two or more others;
- e. alter the citation and title of a Bylaw and the number and arrangement of its provisions;
- f. add, change or omit a note, heading, title, marginal note, diagram or example to a Bylaw;
- g. omit the preamble and long title of a Bylaw;
- h. omit forms and other material contained in a Bylaw that can more conveniently be contained in a resolution, and add authority for the forms or other material to be prescribed by resolution;
- i. correct clerical, grammatical and typographical errors;
- j. make changes, without changing the substance of the Bylaw, to bring out more clearly what is considered to be the meaning of a Bylaw or to improve the expression of the law.

**RECOMMENDATION:**

I move that Council give first reading to Corrections and Consolidations Bylaw 2014/23/B.

I move that Council give second reading to Corrections and Consolidations Bylaw 2014/23/B.

I move that Council consider third reading to Corrections and Consolidations Bylaw 2014/23/B.

I move that Council give third and final reading to Corrections and Consolidations Bylaw 2014/23/B.





**BYLAW NO. 2014/23/B**

**Name of Bylaw: Corrections and Consolidations Bylaw**

**WHEREAS** the *Municipal Government Act*, R.S.A. 2000, and amendments thereto, gives a municipality certain powers with respect to correction and consolidation of municipal Bylaws;

**AND WHEREAS** from time to time revisions of a clerical nature are required after Council adopts a Bylaw;

**AND WHEREAS** the consolidation of a Bylaw with the amendments created by the adoption of Amending Bylaws allows for a clearer understanding of the intent of a Bylaw;

**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 “Corrections and Consolidations Bylaw” of the Town of Drayton Valley.

**PURPOSE**

2. The purpose of this Bylaw is to establish the authority of Administration to make minor corrections to Bylaws adopted by Council and to consolidate Bylaws to provide clarity.

**AUTHORIZATIONS**

3. The Town Manager or the Legislative Services Coordinator are authorized to:
  - a. consolidate a Bylaw by incorporating all amendments to it into one Bylaw;

- b. omit and provide for the repeal of a Bylaw or a provision of a Bylaw that is inoperative, obsolete, expired, spent, or otherwise ineffective;
- c. omit, without providing for its repeal, a Bylaw or provision of a Bylaw that is of a transitional nature or that refers only to a particular place, person, or thing or that has no general application through the municipality;
- d. combine two or more Bylaws into one, divide a Bylaw into 2 or more Bylaws, move provisions from one Bylaw to another and create a Bylaw from provisions of another or two or more others;
- e. alter the citation and title of a Bylaw and the number and arrangement of its provisions;
- f. add, change or omit a note, heading, title, marginal note, diagram or example to a Bylaw;
- g. omit the preamble and long title of a Bylaw;
- h. omit forms and other material contained in a Bylaw that can more conveniently be contained in a resolution, and add authority for the forms or other material to be prescribed by resolution;
- i. correct clerical, grammatical and typographical errors;
- j. make changes, without changing the substance of the Bylaw, to bring out more clearly what is considered to be the meaning of a Bylaw or to improve the expression of the law.

**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 \_\_\_\_\_, 2014, A. D.

Read a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2014, A. D.

Read a third and final time this \_\_\_\_\_ day of \_\_\_\_\_, 2014, A. D.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
TOWN MANAGER

<b>COUNCIL AGENDA ITEM: 7.5. December 10, 2014</b>	<b>Planning and Development Policies</b>
<b>Department:</b>	<b>Administration</b>
<b>Presented by:</b>	<b>Councillor Bossert</b>
<b>Support Staff:</b>	<b>Chandra Dyck</b>

**BACKGROUND:**

One of the duties of the Planning and Development Department includes the assigning of civic addresses to properties located within the Town. This includes newly subdivided lots as well as redeveloped lots when an increase in density occurs. A Policy currently exists regarding the addressing of properties, however it is due for updating to ensure that it reflects the current needs of the department.

With regard to creating new lots for subdivision, legal descriptions are assigned by an Alberta Land Surveyor in keeping with municipal practices. The Town does not currently have a Policy in place which sets out how legal descriptions are assigned, though such a Policy would ensure consistency when those are assigned. Further, the proposed Policy for assigning legal descriptions can better assist Administration in determining the phases of development.

**RECOMMENDATION:**

I move that Council approve:

Addressing and Naming Policy PD-02-14

Assigning Legal Description Policy PD-03-14



## TOWN OF DRAYTON VALLEY

Subject:	Addressing and Naming Policy	Policy:	PD-02-14
Department:	Planning & Development		
Approval Date:		Review Date:	
Associated Policies:	Assigning Legal Description Policy		

### Addressing and Naming Policy

#### Purpose

Under the *Municipal Government Act*, section 58, a municipality may name roads or areas within its boundaries and may assign a number of other means of identification to buildings on lots or parcels of land. Further, a municipality may require an owner or occupant of a building or parcel of land to display the identification in a certain manner.

The Town of Drayton Valley (hereinafter referred to as the “Town”) has deemed it necessary to assign numbers to buildings on lots and parcels of land within the Town.

#### General Policy

A municipal address is a unique and unambiguous code that is used by Town residents, businesses, emergency service personnel and visitors as the primary way in which to accurately identify and locate properties or buildings. A municipal address consists of a property or house number and a street number or name. For the purposes of orderly number of buildings on lots and parcels of land, every property within the Town shall be assigned a municipal address by the addressing authority as determined by the Town Manager.

Subdivisions shall be named with a theme in mind; themes may include, but not be limited to, names of historical significance, geological features, flora, fauna, cities, provinces/territories, community importance or persons of honour. Names of parks and recreation areas, Town-owned buildings and Town-owned facilities should also reflect the theme of the subdivision where possible.

Duplication of names both within the Town and within the 911 area shall be avoided. The intent is to eliminate mistakes or delays in dispatch of emergency services.



<b>Subject:</b>	Addressing Policy	<b>Sign off:</b>	
<b>Department:</b>	Planning & Development		
<b>Approval Date:</b>		<b>Review Date:</b>	

Names shall not be phonetically similar to others within the Town and if possible within the 911 area.

Names of streets shall not duplicate the name of a subdivision in another area of the Town.

## Definitions

Within this Policy the following definitions shall apply:

*address* means a four (4) digit number as assigned by the Town and consisting of a property number and a street number or name.

*Town-owned building* means a structure that is possessed and maintained by the Town.

*Town-owned facility* means an amenity that is possessed and maintained by the Town and may include pump houses, bridges, or lift stations.

## Responsibilities

1. Town Council:
  - a. shall have final approval of street names before they are registered at the Land Titles Office or in any manner posted;
  - b. shall have final approval of names assigned to subdivisions, parks and recreation areas, Town-owned buildings and facilities;
  - c. shall establish the effective date for a new name or a name change;
  - d. may establish administrative fees that must accompany an application for an address change unless it can be demonstrated that the change is in the interest of the municipality;
  - e. may allow names to be assigned to streets, avenues, cul-de-sacs and crescents in addition to numbers. Both names and numbers (to be issued in sequential order) shall be posted.

<b>Subject:</b>	Addressing Policy	<b>Sign off:</b>	
<b>Department:</b>	Planning & Development		
<b>Approval Date:</b>		<b>Review Date:</b>	

2. The Planning & Development Department:

- a. shall be responsible for administering and implementing this Policy in support of the municipal addressing and naming to be used for streets, subdivisions, parks, recreation areas, and Town-owned buildings and facilities;
- b. shall administer the issuance of municipal addresses, subdivision and street names;
- c. shall create, maintain and distribute an official list of street names and names of subdivisions, parks and recreation areas, and Town-owned buildings and facilities.

3. The Public Works Department:

- a. shall be responsible for notifying Planning & Development Department of the need to assign a name to a park and recreation area;
- b. shall forward proposed name suggestions received by the Public Works Department to the Planning & Development Department;
- c. shall coordinate the manufacture and installation of name signs for parks and recreation areas, unless otherwise coordinated by a special interest group, by the effective date established by Council.

4. The owner of a building, whether residential, commercial, industrial or institutional, within the Town shall ensure that the building shall have its address numbers or name clearly displayed. The numbers shall be at least four (4") inches in height and shall be easily visible from the roadway, day or night.

## Procedure

The addressing authority shall assign addresses as follows:

1. On a property fronting an Avenue:

- a. the first two (2) digits of a four (4) digit address shall be those of the last Street to the east which intersects with the Avenue;

<b>Subject:</b>	Addressing Policy	<b>Sign off:</b>	
<b>Department:</b>	Planning & Development		
<b>Approval Date:</b>		<b>Review Date:</b>	

- b. The address shall be an even number on the north side of an Avenue and an odd number on the south side of the Avenue;
  - c. The address numbers on an Avenue shall be progressively larger from east to west, and in order to remain consistent with addressing in place, should progress by adding four (4) to the previous number to the east.
- 2. On a property fronting a Street:
  - a. the first two (2) digits of a four (4) digit address shall be those of the last Avenue to the south which intersects with the Street;
  - b. the address shall be an even number on the west side of the Street and an odd number on the east side of the Street;
  - c. the address numbers on a street shall be progressively larger from south to north and, in order to remain consistent with addressing in place, should progress by adding four (4) to the previous number to the south.
- 3. On properties abutting the intersection of two (2) roadways (corner lot):
  - a. the property shall be addressed on the Street or Avenue which the front of the development is facing;
  - b. if the property has not yet been developed, two (2) addresses shall be assigned to that property – one (1) for a future anticipated development facing either roadway. The addressing authority shall abandon one (1) of the addresses in accordance with this Policy once development on the lot has been approved by the Town.
- 4. Wherever possible, only one (1) municipal address shall be given to:
  - a. all developments on a lot; and
  - b. all developments on a group of lots which are considered to be one (1) homogeneous development.

<b>Subject:</b>	Addressing Policy	<b>Sign off:</b>	
<b>Department:</b>	Planning & Development		
<b>Approval Date:</b>		<b>Review Date:</b>	

5. Municipally owned environmental reserve, municipal reserve, municipal school reserve and Public utility lots do not necessarily require an address. However, an address should be given to such properties where buildings are erected.
6. Undeveloped land which is likely to be subdivided prior to any development does not necessarily require an address.
7. In a commercial development where separate businesses face two (2) or more Streets, the address of each business shall be chosen based on the facing street. However, all businesses facing the same Street shall have the same address.
8. Bare land condominium developments of any nature may have individual addresses assigned where practical.
9. Apartment buildings and apartment-style condominiums shall be assigned one (1) address for the building. The owner of the building shall be responsible for assigning individual unit numbers.
10. In the case of mobile home parks, each stall shall be considered as a unit. One (1) municipal address will be assigned for the titled parcel.

## **Naming**

11. Any person wishing to propose a name for a subdivision, a roadway, a park and recreation area, a Town-owned facility may do so in writing to the Town's Planning & Development Department.
12. A proposed change to an existing subdivision, roadway, park or recreation area number or name will be subject to Council approval.
13. The Developer may provide proposed subdivision and street names for a new subdivision. If no new names are proposed, the shall determine a name.
14. Historical accuracy, significance and appropriateness of proposed names shall be taken into account.
15. Council must approve, by resolution, street names that are not approved at the same time as a plan of subdivision.

<b>Subject:</b>	Addressing Policy	<b>Sign off:</b>	
<b>Department:</b>	Planning & Development		
<b>Approval Date:</b>		<b>Review Date:</b>	

16. The department responsible, or a special interest group, shall co-ordinate the manufacture and installation of signs by the established effective date. The developer shall pay for the provision of signs in new developments.
17. Once new street names are approved, a new municipal address shall be issued to each affected property according to the naming and addressing guidelines. Affected property owners shall receive notification of their complete new address and the effective date of change.
18. Costs associated with a change of address, other than the application fee, will be the responsibility of the registered property owner, tenants, residents or businesses.

#### **Exceptions**

19. The addressing authority may initiate exceptions where it is not practical to conform to the requirements of this Policy.
20. The addressing authority may assign separate addresses for buildings situated on the same lot or parcel of land where it is impractical to conform to this Policy.

This Policy, upon approval by Town Council, shall repeal and replace Policy PD-02-97.

---

Mayor



## TOWN OF DRAYTON VALLEY

Subject:	Assigning Legal Description Policy	Policy:	PD-03-14
Department:	Planning & Development		
Approval Date:		Review Date:	
Associated Policies:	Addressing and Naming Policy		

### Assigning Legal Description Policy

#### Purpose

The lot and block survey system is the system used in Canada to identify land, particularly for lots in densely populated metropolitan and suburban areas when those areas are subdivided from their original quarter sections.

#### General Policy

When subdividing lands, an Alberta Land Surveyor shall be responsible for the creation of a Subdivision Plan for registration with Land Titles Office. In assigning legal descriptions for each parcel being created, the following process shall apply:

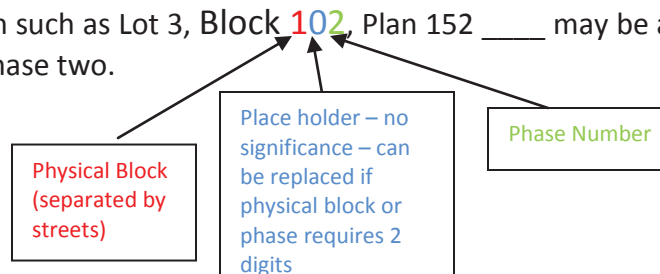
#### Lot Numbers

Shall be assigned in a consecutive manner, beginning with Lot 1 and continuing on, such as is shown on the attached subdivision plan (page 3).

#### Block Numbers

A block is the smallest area that is surrounded by streets. Each of these areas, which can be distinguished by their separations by streets and avenues should be assigned a Block number. Ideally, this number should also reflect the phase of subdivision if the lands are part of a larger subdivision area.

For example, if a quarter section is being developed into residential lots, this will typically be done in phases. Accordingly, if “XYZ Estates” is being developed in 10 phases, a legal description such as Lot 3, Block 102, Plan 152 \_\_\_\_ may be assigned to the third lot in the first block of phase two.





Subject:	Assigning Legal Description Policy	Sign off:	
Department:	Planning & Development		
Approval Date:		Review Date:	

### Plan Numbers

This number represents an identifier assigned by Alberta Land Titles Office, though we are able to pre-determine the first three digits. The first two digits in a Plan number represent the year in which the plan is registered, while the third digit indicates the Land Titles Office location (1 for Calgary, 2 for Edmonton). The remaining four digits are then assigned by Land Titles Office.

As an example, the plan which is attached (page 3) was submitted by the Surveyor to Land Titles Office with a Plan number of 142 \_\_\_\_ (being registered in 2014 in Edmonton). The blank was then filled in by the Examiner at Land Titles Office upon registration, which resulted in the final Plan number being 142 1048.

A complete legal description for one of the lots shown below would then be:

Lot 4

Block 2 (this is one digit only, as the subdivision was done all as one phase)

Plan 142 1048

---

Town Manager



## SECTION:

AGENDA ITEM: 7.6.	TOWN OF DRAYTON VALLEY 2015 INTERIM OPERATING & CAPITAL BUDGETS - APPROVAL
Department:	Treasury
Presented by:	Councillor Nadeau
Support Staff:	Tracy Johnson

BACKGROUND:

The Council Management Committee has recommended approval of the 2015 Interim Operating & Capital Budgets for the Town of Drayton Valley as presented on December 2, 2014.

Council is being asked to approve the 2015 Interim Operating & Capital Budgets for the Town of Drayton Valley.

For Council's review and consideration.

RECOMMENDATION:

I move 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)	<u>11,835,107</u>
Total revenues	27,559,680
Operating expenditures	24,673,832
Debt repayment	1,096,890
Transfers to reserves	<u>1,788,958</u>
Total expenditures	<u>27,599,680</u>
Capital expenditures and financing	<u><u>34,743,023</u></u>

Town of Drayton Valley  
OPERATIONS SUMMARY

6% 5% 2%  
9% 6% 6%  
15% 11% 8%

	2015 Proposed Budget		2016 Proposed Budget	2017 Proposed Budget
	For info only		For info only	For info only
<b>GENERAL OPERATING</b>				
Total Tax Revenues	(15,724,573)		(17,517,174)	(18,988,617)
Total Other Revenues	(1,634,080)		(1,698,825)	(1,767,454)
Total Expenditures	3,977,561		4,216,214	4,469,187
<b>NET</b>	<b>(13,381,092)</b>		<b>(14,999,785)</b>	<b>(16,286,884)</b>
<b>GENERAL ADMINISTRATION</b>				
Revenues				
Council and other Administrative	0		0	0
General Administration	(105,190)		(108,346)	(111,596)
Expenditures				
Council and other Administrative	510,817		445,531	453,458
General Administration	1,624,451		1,654,177	1,684,470
<b>NET</b>	<b>2,030,078</b>		<b>1,991,362</b>	<b>2,026,332</b>
<b>PROTECTIVE SERVICES</b>				
Revenues				
Police	(1,495,448)		(1,255,181)	(1,015,206)
Fire	(600,042)		(611,338)	(622,856)
Disaster and Emergency	0		0	0
Ambulance	0		0	0
Bylaws Enforcement	(2,841)		(2,926)	(3,014)
Expenditures	0		0	0
Police	2,224,620		2,093,504	1,999,057
Fire	1,184,327		1,206,148	1,236,058
Disaster and Emergency	102,394		104,291	106,226
Ambulance	0		0	0
Bylaws Enforcement	250,774		253,744	256,754
<b>NET</b>	<b>1,663,784</b>		<b>1,788,243</b>	<b>1,957,018</b>
<b>TRANSPORTATION</b>				
Revenues				
Common and Equipment Pool	(25,000)		(25,750)	(26,523)
Roads, Streets, Walks, Lighting	(536,183)		(536,801)	(537,438)
Airport	(56,385)		(57,489)	(58,615)
Storm Sewers and Drainage	0		0	0
Expenditures				
Common and Equipment Pool	829,300		841,763	854,430
Roads, Streets, Walks, Lighting	3,401,984		3,545,550	3,552,429
Airport	113,830		116,017	118,246
Storm Sewers and Drainage	201,573		205,575	209,656
<b>NET</b>	<b>3,929,120</b>		<b>4,088,865</b>	<b>4,112,186</b>
<b>UTILITIES</b>				
Revenues				
Water Supply & Distribution	(3,088,822)		(3,181,487)	(3,276,931)
Waste Water Treatment and Disposal	(2,066,726)		(2,128,728)	(2,192,590)
Waste Management	(1,365,450)		(1,406,414)	(1,448,606)
Expenditures	0		0	0
Water Supply & Distribution	1,884,272		1,906,218	1,959,102
Waste Water Treatment and Disposal	969,114		979,762	990,505
Waste Management	1,889,538		1,931,478	1,974,470
<b>NET</b>	<b>(1,778,075)</b>		<b>(1,899,170)</b>	<b>(1,994,050)</b>

	2015 Proposed Budget	2016 Proposed Budget	2017 Proposed Budget
<b>PUBLIC HEALTH &amp; WELFARE</b>			
Revenues			
Family school liason	0	0	0
Family and Community Support	(428,976)	(432,600)	(437,600)
Community Services	0	0	0
ECDC	(1,253,774)	(1,206,965)	(1,231,104)
Affordable housing	(149,811)	(154,305)	(158,934)
Cemeteries and Crematoriums	(36,139)	(37,223)	(38,340)
Expenditures	0	0	0
Family school liason	14,136	14,419	14,707
Family and Community Support	465,746	467,765	472,765
Community Services	378,956	484,501	421,187
ECDC	1,355,912	1,379,908	1,404,315
Affordable housing	139,650	139,258	138,806
Cemeteries and Crematoriums	42,212	42,921	43,644
<b>NET</b>	527,913	697,679	629,446
<b>PLANNING &amp; DEVELOPMENT</b>			
Revenues			
Land Use Planning, Zoning and Development	(195,000)	(200,850)	(206,876)
Tourism and Community Services	0	0	0
Muni 2000 Sponsorship Program	0	0	0
Subdivision Land and Development	0	0	0
Economic Development	0	0	0
Sustainability	(114,777)	(117,072)	(119,414)
Town promotion	0	0	0
Expenditures	0	0	0
Land Use Planning, Zoning and Development	443,761	450,810	457,983
Tourism and Community Services	100,000	100,000	100,000
Muni 2000 Sponsorship Program	0	0	0
Subdivision Land and Development	44,982	41,984	38,895
Economic Development	461,808	470,085	478,517
Sustainability	102,048	103,989	105,968
Town promotion	239,950	242,999	246,099
<b>NET</b>	1,082,772	1,091,945	1,101,173
<b>PARKS and RECREATION</b>			
Revenues			
Omniplex - Parks and Recreation	(1,380,124)	(1,410,343)	(1,441,356)
MacKenzie Conference Centre	(371,563)	(379,913)	(388,487)
Park Valley Pool-Parks and Recreation	(630,054)	(643,151)	(656,582)
Parks & RV - Parks and Recreation	(276,284)	(284,572)	(293,110)
Expenditures	0	0	0
Omniplex - Parks and Recreation	1,963,513	1,999,332	2,035,833
MacKenzie Conference Centre	468,398	472,149	475,878
Park Valley Pool-Parks and Recreation	982,369	969,867	1,041,406
Parks & RV - Parks and Recreation	702,824	715,866	729,158
<b>NET</b>	1,459,079	1,439,235	1,502,741
<b>CULTURE</b>			
Total Revenues	0	0	0
Total Expenditures	436,302	441,524	446,774
<b>NET</b>	436,302	441,524	446,774
<b>OTHER</b>			
Total Revenues	0	0	0
Total Expenditures	1,144,273	1,021,458	898,687
<b>NET</b>	1,144,273	1,021,458	898,687
	(2,885,848)	(4,338,644)	(5,606,577)
		(1,452,796)	(1,267,934)
		50%	29%
Total Revenues	(27,559,680)	(29,181,237)	(30,552,060)
Total Expenditures	24,673,832	24,842,594	24,945,483
	(2,885,848)	(4,338,644)	(5,606,577)
Debenture Repayment (current and new)	1,096,890	1,222,997	1,229,687
Net budget after debt	(1,788,957)	(3,115,647)	(4,376,890)

Town of Drayton Valley											Page 1 of 1	
Capital Projects												
**note year 2100 denotes the last years passed budget												



**SECTION:**

AGENDA ITEM: 7.7.	TOWN OF DRAYTON VALLEY 2015 INTERIM FEE SCHEDULE - APPROVAL
Department:	Treasury
Presented by:	Councillor Long
Support Staff:	Tracy Johnson

**BACKGROUND:**

The Council Management Committee has recommended approval of the 2015 Interim Fee Schedule for the Town of Drayton Valley as presented on December 3, 2014.

Council is being asked to approve the 2015 Interim Fee Schedule for the Town of Drayton Valley.

For Council's review and consideration.

**RECOMMENDATION:**

I move that Council approve the 2015 Interim Fee Schedule as presented.

## 1.0 ADMINISTRATION

2015

1.1 LICENSES / SERVICES		A/R CODE	GST EXEMPT
NSF Cheque Charges			50.00
1.2 PAPER SERVICES			GST INCLUDED
Photocopying		Black & White	Colour
with paper 8.5 x 11		0.40	0.80
with paper 8.4 x 14		0.40	0.80
with paper 11 x 17		0.90	1.50
Facsimile			2.00 / page
1.3 PROMOTIONAL ITEMS			ADD GST
Town Pins - under 10			2.50 each
Town Pins - over 10			2.00 each
Town Pins - Non Profit Groups			1.00 each
Pulling Together Picture - Small			30.00
Pulling Together Picture - Large			40.00
Video			7.00
1.4 PROFESSIONAL SERVICES			ADD GST
Administration Officer			60.00 / Hour
Professional Engineer			55.00 / Hour
Finance Officer			45.00 / Hour
Recreation Director			45.00 / Hour
Development Officer			45.00 / Hour
Project Engineer / Manager			45.00 / Hour
Technician/Technologist			45.00 / Hour
Administrative Support			30.00 / Hour
1.5 ROOM RENTALS			ADD GST
Conference Room # 1			30.00/Half Day or 60.00/Day
Conference Room # 2			30.00/Half Day or 60.00/Day
Projector- LCD - in house			35.00/ Hr or 175.00/ Day
Council chambers			60.00/half day or 100.00/day
1.6 TAX RECOVERY			GST EXEMPT
Proceedings Fee			75.00
Tax Certificate			20.00
Tax Search			5.00
Assessment Appeal Filing			
Category of Complaint			
Residential 3 or fewer dwellings & Farmland			50.00
Residential 4 or more dwellings			300.00
Non-residential(Assessed Value under \$2 million)			300.00
Non-residential(Assessed Value over \$2 million)			650.00
1.7 ANIMAL CONTROL - DOG		A/R CODE	GST EXEMPT
Licence - Spayed Female and/or Neutered Male			25.00 / Year
Licence - Male or Female Animals			*75.00 / Year
Impound Fees			25.00 for first day; 15.00/day thereafter
Destruction of Animal			Amount Expended
Veterinary Fees			Amount Expended
Adoption Fees			50.00
Replacement Tag			5.00
ANIMAL CONTROL - CAT			
Licence - Spayed Female and/or Neutered Male			15.00 / Year
Licence - Male or Female Animals			*45.00/ Year
Impound Fees			25.00 for first day; 15.00/day thereafter
Destruction of Animal			Amount Expended
Veterinary Fees			Amount Expended
Adoption Fees			50.00
Replacement Tag			5.00
*If, during the course of the year for which a breeding animal license has been issued, proof of spay or neuter of the licensed animal, in a form acceptable (ie. Veterinarian receipt), is provided to the Town, the Town shall reimburse the owner the monetary difference of an altered animal license versus a breeding animal license.			

## 1.0 ADMINISTRATION CONTD.

2015

1.8 BUSINESS LICENSES			GST EXEMPT
Transfer of ownership or change of name			25.00
Transfer of business location			50.00
Hawker / Peddler			150.00 / Day
1year Hawker / Peddler			1500.00
Local Business			100.00 / Year
Local Business: half year			50.00
Rural resident (within 5m radius of town boundary)			150.00/year or 75.00/half year
Non - resident (outside of 5m radius of town boundary)			300.00/year or 150.00/half year
Reinstate license			25.00
Adult business			1000/year or 500/half year

## 2.0 AIRPORT

2.1 HANGAR LEASES			ADD GST
Private			.35 / sq. m.
Commercial			.55 / sq. m.

**3.0 BUILDING & DEVELOPMENT**

<b>3.1 PERMITS</b>		<b>GST EXEMPT</b>	
		<b>Development</b>	<b>Building</b>
<b>Residential Developments</b>			
Single Family Houses, Duplexes, Triplexes, Fourplexes, including modular homes and mobile homes (not located in Mobile Home Parks) (with or without attached garage)		150.00	Total square footage of all floors x \$0.50
Deck / Patio / Balcony - over 2 Feet from the ground		30.00	60.00
Portable Carports/Garages		50.00	60.00
Basement Development		30.00	60.00
<b>Commercial Developments</b>			
Principle Building & Secondary Use Buildings, including residential developments greater in capacity than a fourplex.		300.00, plus \$50.00 per residential unit	\$8.00 per \$1,000.00 construction value
<b>Accessory Buildings/Structures</b>			
Detached Garage		100.00	100.00
Shed, greenhouse, storage building, etc.		25.00	(over 110 sq ft) 50.00
Permanent Hot Tub or Pool		25.00	50.00 minimum
Radio / TV Antenna / Satellite Dish - Large		25.00	
			50.00 attached to Building and No Fee if freestanding
Signs - Permanent		40.00	55.00
Signs - Temporary		25.00	50.00
Demolition / Moving		50.00	75.00
Excavation, tree removal, top soil stripping, site preparation and/or installation of services			250.00
Retaining Wall 4' & over		25.00	50.00
As-Built / Penalty			double pre-built fee, EXCEPT for those individuals or companies which have obtained 1 or more permits from the Town over the previous one year period, in which case the penalty fee shall be double the pre-built fee AND/OR a penalty of up to \$10,000.00, as determined by the Development Authority
* 4% Safety Code fee is applied to all Building Permits, in addition to the permit fee. Safety Code fee is a minimum of \$4.50 and a maximum of \$560.00			
** Refund of Building Permit Fees - If the construction does not begin within 120 days from the date of the permit issued or the project is abandoned, the applicant can apply for a refund for the portion of the building permit. Non Refundable Fee: 15% of of assessed permit fee or minimum of 25.00 (whichever is higher).			
*** A fee will be charged for an amendment to an application received during the Development Officer's consideration of the original Development/Building Permit Application submitted. This fee will be levied at the discretion of the Development Officer, but in no case will it exceed the original permit application fee.			
**** A fee similar to that charged for the original Permit will be levied for any Amendments to a Development/Building Permit Application received <i>after</i> issuance by the Development Officer, as such amendment will be deemed a new application.			
***** For commercial developments, the Applicant shall provide the fair market "construction value" on its application. If, in the opinion of the Development Officer, the "construction value" entered on the application seems low, the Development Officer shall have the full right to amend the "construction value" of the development to its fair market value.			

<b>3.2 FEES</b>		<b>GST EXEMPT</b>	
Discretionary Use Notification Fee			100.00
Time Extension Application for Development Permit			100.00
Compliance Certificate - 3 Working Days (expedited)			200.00
Compliance Certificate - 7 Working Days (standard)			100.00
Re-zoning Application			500.00
ASP Adoption Application			800.00
ASP Amendment Application			600.00
Variance Application Fee			50.00 if variance is within 30% permitted by Development Authority; 200.00 if variance is greater than 30% permitted by Development Authority and requires Council approval
Preparation of Development Agreement			1000.00
Preparation of Easements, Caveats, Rights-of-way and other agreements			200.00 per agreement
Encroachment Agreement Fee			200.00 (town prepares & registers agreement) 50.00 (applicant's lawyer prepares & registers agreement)
Discharges (per Discharge)			30.00
Road Closure Application			500.00
Non-statutory Public Hearing or Open House			250.00
Development Appeal			300.00
Bylaw Amendment			500.00
New Business License Application			100.00
Business License			As per Business License Bylaw
Copies of Land Use Bylaw, Minimum Design Standards			30.00
File Search Fee			30.00
Extensive File Search Fee			75.00
Rush File Search Fee			Double the standard fee noted above
* Miscellaneous services, such as file searches, shall be charged on a case-by-case basis, at the discretion of the Development Officer			
** All file search requests must be submitted in writing (fax, delivery and e-mail are acceptable). Turnaround time for the file search results is estimated as two-to-three business days, rush requests are one business day.			

**3.0 BUILDING & DEVELOPMENT continued**

<b>3.3 MAPS</b>		<b>GST EXEMPT</b>	
<b>Printed Map Products</b>			
Map Booklets:			
Address			15.00
Legal			15.00
Zoning			20.00
Legal/Zoning			25.00
Wall Maps			
Address			20.00
Legal			20.00
Zoning			30.00
Legal/Zoning			35.00
* Minimum 48 hours notice for printed requests, minimum 24 hours notice for digital requests			

**4.0 CEMETERY****2015**

<b>4.1 LEASE OF BURIAL RIGHTS</b>		<b>A/R CODE</b>	<b>ADD GST</b>
Adult			310.00
Child			170.00
Infant			170.00
Cremation			155.00
Veteran			155.00
<b>4.2 OPENING AND CLOSING</b>			<b>ADD GST</b>
Adult		Summer \$465, Winter \$620	
Child		210.00	
Infant		155.00	
Out of Town - Adult + Travelling Time (see misc)		Summer \$465, Winter \$620	
Out of Town - Child + Travelling Time (see misc)		265.00	
<b>4.3 CREMATION</b>			<b>ADD GST</b>
Cremation Fee		Summer \$150, Winter \$300	
<b>4.4 MISCELLANEOUS</b>			<b>ADD GST</b>
Perpetual Care		50.00	
Sat, Sun and Holiday Opening and Closing - Extra(Cremation)		105.00	
Sat, Sun and Holiday Opening and Closing - Extra(Standard)		206.00	
Weekday Late Fee - Extra		82.50	
Concrete Vault		cost + 10%	
Disinterment		360.00	
Monument Permit Fee		36.00	
Travelling Time - Rocky Rapids		155.00	
Travelling Time - Easyford		235.00	

**5.0 LIBRARY**

<b>5.1 MEMBERSHIP FEES</b>		<b>A/R CODE</b>	<b>GST EXEMPT</b>	
			<b>Resident</b>	<b>Non Resident</b>
Family			0.00	20.00
Adult			0.00	10.00
Student (Grade 1 - 12) under 18			0.00	5.00
Senior Citizen			0.00	5.00
Institutions			0.00	50.00
<b>5.2 PAPER SERVICES</b>			<b>GST INCLUDED</b>	
		<b>Black &amp; White</b>	<b>Colour</b>	
Photocopying with Paper (8.5 x 11)		0.25	0.50	
Photocopying with Paper (8.5 x 14)		0.25	0.50	
Laminating (8.5 x 11)		1.00		

**6.0 OMNIPLEX**

6.1 ARENA FEES	A/R CODE	GST INCLUDED
<b>Public Skating</b>		
All Ages		Free
<b>Kid Skate (Ages 5 and under)</b>		
Drop in (per child)		Free
Season Pass (per child)		Free
<b>Shinny Practice (Ages 12 and under)</b>		
Drop in (per child)		Free
Season Pass (per child)		Free
<b>Shinny Game (Ages 13 - 18)</b>		
Drop in (per child)		4.25
Season Pass (per child)		27.00
<b>Morning &amp; Noon Hockey (Ages 19 and up)</b>		
Drop in (per adult)		5.50
Season Pass (per adult)		75.00
<b>6.2 ICE RENTAL RATES</b>		<b>ADD GST / HR RATE</b>
Youth - under 18 yrs.		
Prime Rate (2pm-12am)		86.00
Non-Prime Rate (weekdays only 6am-2pm)		61.00
Adult Sports (per hour)		
Prime Rate (2pm-12am)		157.00
Non-Prime Rate (weekdays only 6am-2pm)		110.00
Group (adult & youth)		
Prime Rate (2pm-12am)		84.00
Non-Prime Rate (weekdays only 6am-2pm)		120.00
Schools		
Per Hour Rate		54.00
Thunder & Wildcat - Practice		
Regular Ice Season (Sept 1 - Mar 31) - 2pm - 12 am		100.00
Regular Ice Season (Sept 1 - Mar 31) - 6am - 2pm		70.00
Thunder (weekday only 3pm-4:30pm)		75.00
Thunder & Wildcat - Games		
Regular Ice Season (Sept 1 - Mar 31) - 2pm - 12 am		146.00
Regular Ice Season-any day or time		100.00
<b>6.3 OMNI #1 PADS</b>		<b>ADD GST / HR RATE</b>
Youth orgs. - Hourly rate (Includes lobby- Max. 4 hours)		52.00
Non-Profit - Hourly rate (Includes lobby- Max. 4 hours)		70.00
Regular - Hourly rate (Includes lobby- Max. 4 hours)		85.00
Youth orgs. - Daily rate (Includes lobby)		550.00
Non-Profit - Daily rate (Includes lobby)		725.00
Regular - Daily rate (Includes lobby)		900.00
<b>OMNI #2 PADS</b>		
Youth orgs. - Hourly rate (Includes lobby- Max. 4 hours)		52.00
Non-Profit - Hourly rate (Includes lobby- Max. 4 hours)		70.00
Regular - Hourly rate (Includes lobby- Max. 4 hours)		85.00
Youth orgs. - Daily rate (Includes lobby)		500.00
Non-Profit - Daily rate (Includes lobby)		680.00
Regular - Daily rate (Includes lobby)		850.00
<b>OMNI #3 PADS</b>		
Youth orgs. - Daily rate (pad/lounge/kitchen)		510.00
Non-Profit - Daily rate (pad/lounge/kitchen)		680.00
Regular - Daily rate (pad/lounge/kitchen)		850.00
Youth orgs. - Daily rate (pad only)		325.00
Youth orgs. - Hourly rate (4hr. Min)		40.00
Non-Profit - Daily rate (pad only)		425.00
Regular - Daily rate (pad only)		530.00
Regular - Hourly rate (4hr. Min)		65.00
Youth orgs. - Daily rate (lounge/kitchen)		275.00
Non-Profit - Daily rate (lounge/kitchen)		365.00
Non-Profit - Hourly rate (4hr. Min)		50.00
Regular - Daily rate (lounge/kitchen)		450.00
Youth orgs. - Daily rate (lounge only)		195.00
Non-Profit - Daily rate (lounge only)		255.00
Regular - Daily rate (lounge only)		325.00
Youth orgs. - Daily rate (kitchen only)		115.00
Non-Profit - Daily rate (kitchen only)		N/A
Regular - Daily rate (kitchen only)		185.00
Youth orgs. - Daily rate (meeting room)		50.00
Non-Profit - Daily rate (meeting room)		N/A
Regular - Daily rate (meeting room)		80.00
Youth orgs. - Hourly rate (lounge only) max 4 hrs		25.00
Non-Profit - Hourly rate (lounge only) max 4 hrs		N/A
Regular - Hourly rate (lounge only) max 4 hrs		45.00
Youth orgs. - Hourly rate (meeting room) - 3 hr max		35.00
Non-Profit - Hourly rate (meeting room) max 3 hrs		N/A
Regular - Hourly rate (meeting room) - 3 hr max		55.00

## 6.0 OMNIPLEX CONTD.

2015

6.4 OMNI #1 & #2 - LOBBY	ADD GST		
Lobby per hour (Non-profit)			50.00
Lobby per hour (Profit)			65.00
Lobby per day per lobby(Omni #1 or #2) - for profit			325.00
Lobby per day(Omni #1 and #2) - For profit			530.00
Lobby per day per lobby(Omni #1 or #2) - Not for profit			260.00
Lobby per day(Omni #1 and #2) - Not for profit			425.00
Lobby-per hour (Youth 18 & under) 4 hr max			40.00
Lobby-per hour (Youth 18 & under)			195.00
Lobby-per hour (Youth 18 & under) 1 & 2			320.00

6.5 OMNI #3 - LOUNGE	ADD GST		
Meeting Room - Youth			31.00 / meeting - max 3 hrs
Meeting Room - Adult			51.50 / meeting - max 3 hrs
Meeting Room - Day Rate	per day		80.00
Damage Deposit for lounge and/or kitchen rental			Same as rental amt

6.6 ADDITIONAL ITEMS	ADD GST		
Extra Cleaning	per hr		35.00
Lobby Extra Set-up (for any additional set-up over the standard 2 tables + 8 chairs for those who rent the pad with lobby included. The Lobby alone hourly rate has set-up included, do not need to charge this)	per hr		35.00
Corkage			2.00 per person
Table Skirting			3.50 table skirt
Metal Stage			20.00 section
Tables per unit (off-site)	per day		8.50
Non-profit Tables per unit - (offsite)	per day		7.00
Chairs per unit (off-site - red chairs only)	per day		2.00
Non-profit Chairs per unit (off-site - red chairs only)	per day		1.50
2 Portable Bars with 2 Fridges (daily rate)	per day		100.00
Draping 4'	per drape		1.50
Draping 8'	per drape		2.25
Ticket Booths	per day		25.00
Whiteboard easel per unit	per day		10.00
LCD Projector & Screen	per day		26.00
Podium On-Site			N/C
8' Screen (No Off Site)	per day		15.00
ATCO BBQ Unit (no propane) \$50 deposit required			50.00 day (deposit)
Power Box per unit	per day		25.75
Coffee/Tea Service (1 set of urns)			50.00 per set of urns
Coffee Service per pot			15.00
Fridge	per day		25.00
Freezer	per day		25.00
Portable Sound System			N/C
Beer Tubs			N/C
Delivery/Pickup of equipment-per trip (in town only)			55.00 plus labor
Cow Wash Bay			25.00 animal
Horse Riding (per horse)			15.00 hour
Photocopying - Black & White			0.25 copy
Photocopying - Colour			1.00 copy
Faxing Incoming			0.25 page
Faxing Outgoing			0.50 page
Faxing Outgoing Long Distance			1.00 page
3M Command Whiteboard Paper pad			40.00
Overnight staff (2am-8am)			35.00 hour
Sandwich boards			5.50 each
Coffee urn (urn only)			12.00 day
Non-profit Coffee urn (urn only)			10.00 day

Any setup required for events will be charged at half the rental cost for each day of setup. Furthermore, a clean up charge of \$200.00 will be applied if the rented space is not returned back in the order in which it was received.

6.7 GYMNASIUM	ADD GST		
Boxing Gym Youth (per hour)			25.00
Boxing Gym Youth-daily rate			100.00
Boxing Gym Non-profit (per hour)			35.00
Boxing Gym Non-profit-daily rate			125.00
Boxing Gym Adult (per hour)			40.00
Boxing Gym Adult-daily rate			150.00

6.8 TUNNEL	ADD GST		
Monthly Tunnel Rental (cage)			25.00

6.9 ICE ADVERTISING	ADD GST		
Display case Omni I Lobby	per month		150.00
Display case Omni I Track area	per month		50.00
Display case Omni II Lobby	per month		75.00
Curling Rink Advertisements (3' x 4')			525/yr
Curling Rink Advertisements (3' x 8')			950/yr
3'x4'			265/yr
3'x8'			525/yr



## 7.0 PARK VALLEY POOL

7.1 POOL FEES		A/R CODE		GST INCLUDED	
				Daily	10-Swim
<b>Admission</b>					
Preschool - Under 6				2.75	21.00
Youth - Under 18				3.75	32.50
Adult				5.75	51.00
Senior				3.75	32.50
Family Rate				14.50	128.75
Disabled				3.75	32.50
Tooney Swim				2.00	N/A
				<b>4 Months</b>	<b>Season</b>
Preschool - Under 6				57.25	113.50
Youth - Under 18				90.00	226.75
Adult				140.25	357.00
Adult <b>COMBINED PASS</b> with Total Works					1 Year 648.08
Student / Senior				75.25	226.75
Student / Senior <b>COMBINED PASS</b> with Total Works					1 Year 422.40
Family Rate				236.90	453.20
Family Rate <b>COMBINED PASS</b> with Total Works					1 Year 1189.80
Exceptional				57.25	226.75
Summer Student July 1 - Sept 3					35.00

7.2 PROGRAM FEES

10 Lessons

Aquatots 1, 2, 3				45.50
Aquaquest 1 - 6				45.50
Aquaquest 7 - 12				60.75
Aquaadults 1,2,3				60.75
Jr. Lifeguard Club (JR)				295.00
Jr. Lifeguard Club (SR)				295.00
Boat Book and Exam				45.50
Challenge Exam and Pass				1.75 + 21.75 if passed
Private Lessons				34.00
School Lessons per child				28.50
Dolphins JLC				82.50

7.3 FITNESS PROGRAMS

				Daily	GST INCLUDED 10 punch
Drop-In Rate & Aquapump				8.25	71.00
Drop-In Rate- Arthritic Aquacizes				5.75	51.00
4 Month Pass - Aquapump					185.50
4 Month Pass - Arthritic Acuacizes					128.75
Year Pass - Acquacizes					385.25
Year Pass - Arthritic Acquacizes					340.00

7.4 RENTAL RATES

					GST INCLUDED
Local Youth Organizations- Whole Pool (per Hr.)					73.65
Local Youth Organizations- 5 Lanes (per Hr.)					51.00
Local Youth Organizations- 4 Lanes (per Hr.)					48.20
Local Youth Organizations- 3 Lanes (per Hr.)					45.32
Local Youth Organizations- 2 Lanes (per Hr.)					42.54
Local Youth Organizations- 1 Lane (per Hr.)					39.66
Youth / Adult Private (per Hr.)					147.29
Non-local organizations (per Hr.)					169.95
Extra Lifeguards (per Hr.)					33.99
Birthday Bash (Ice Cream Cake- 2 Hrs. during Leisure Swim)					57.75/82.50/98.50

7.5 PREAUTHORIZED WITHDRAWALS

Family w/no cancellation					47.59
Family w/cancellation					62.32
Family Rate <b>COMBINED PASS</b> with Total Works					125.97
Adult w/no cancellation					43.05
Adult w/cancellation					52.12
Adult <b>COMBINED PASS</b> with Total Works					71.17
Student / Senior <b>COMBINED PASS</b> with Total Works					48.31
Aquapump w/no cancellation					43.05
Aquapump w/cancellation					54.38

## 8.0 PUBLIC GROUNDS

8.1 WEST VALLEY PARK	A/R CODE	ADD GST
Rodeo Grounds (day rate)-GST Exempt		227.00
<b>DV Annual Lions Rodeo</b>		
Midway Area (day rate)		113.00
Damage Deposit		330.00
Parking Area		Free

8.2 CAMPGROUNDS*	GST INCLUDED
	<b>Per Day</b>
Full Service	35.00
Power Only	23.00
Unserviced	18.00
Group site up to 10 trailers (power only)	175.00
<i>* All fees listed include a 3% Destination Marketing Fee</i>	

8.3 BASEBALL / FASTBALL DIAMONDS	ADD GST
<b>Senior Practice and Regular Games</b>	
Youth (person / per season)	4.00
Adult (person / per season)	7.00
<b>Occasional Bookings (per diamond)</b>	
Youth (person / per diamond)	5.00
Adult (person / per diamond)	9.00
Tournaments (Deposit per diamond for cleanup)	57.00
Tournaments by diamond	27.5/day or 223.00/weekend
Extra Cuts / Maintenance (per diamond)	24.00
Portable washrooms	extra 118.00 per day

8.4 SOCCER / FOOTBALL FIELDS	ADD GST
<b>Senior Practice and Regular Games</b>	
Adult per season	7.00
Youth per season	4.00
<b>Minor Practice and Regular Games</b>	
Youth per season	4.00
Tournaments	59.00
Bleacher Rental (per day)	59.00
Portable washrooms	extra 118.00 per day

## 9.0 PUBLIC WORKS

9.1 EQUIPMENT RENTAL	ADD GST
<b>WITH OPERATOR</b>	
Dump Truck	per hr 95.00
Rubber Tire Loader 938K Caterpillar	per hr 163.00
John Deere 310SJ Backhoe	per hr 121.00
140M Cat Grader	per hr 208.00
CAT 272D Skidsteer	per hr 114.00
John Deere 7200 Tractor	per hr 129.00
Pronovost Snow Blower	per hr 160.00
Sewer Flusher International - One Man	per hr 118.00
Mobile Sweeper	per hr 160.00
John Deer Snow Sweeper	per hr 82.50
Sand Truck and Sander	per hr 134.00
Flail Mower / J.D. Tractor 2155	per hr 93.00
JD Tractor 7200R	per hr 129.00
JD 1600 mower triple deck	per hr 113.00
<b>WITHOUT OPERATOR</b>	
1/2 Ton Truck	per hr 25.00
1 Ton Truck	per hr 31.00
Stanley Hydraulic Unit	per hr 27.00
Sand and Salt	cubic yd 62.00
J.D. Tractor 2155	per hr 62.00
John Deer Mower	per hr 62.00
Push Mower	per hr 31.00
Weed Eater	per hr 10.00
Power Generator	per hr 38.00
Toro Grass Sweeper	per hr 72.00
Air Compressor	per hr 38.00
Gator	per hr 41.00
Snow Blower	per hr 103.00
Mower	per hr 103.00
Mad Vac	per hr 51.00
Rural Residential Snow Clearing	min.\$21.hr or hourly rate

9.2 LABOUR MAINTENANCE SERVICE	ADD GST
Foreman / Project Manager (Playground Inspections)	per hr 51.50
Mechanic	per hr 39.00
Heavy Equipment Operator / Facility Man	per hr 39.00
Lead Hand	per hr 33.00
General Labour / Light Equipment Operator	per hr 31.00
Subcontractor Invoices / Materials / Supplies	Cost + 10% Overhead
Snow Hauling Permit	55.00 / season / per truck

9.3 VEHICLE IMPOUNDMENT	ADD GST
First 24 hours or part thereof	33.00
Charge for next 24 hrs or part thereof	27.00
Vehicle Removal Charge	Towing + 10%

## 10.0 TOTAL WORKS FITNESS CENTRE

2015

10.1 FITNESS CENTRE	A/R CODE	GST INCLUDED
<b>Adult (ages 19-54)</b>		
Yearly (Paid in Full)		415.00
6 Month (Paid in Full)		290.00
3 Months (Paid in Full)		180.00
Monthly (Paid in Full)		67.00
Yearly (PAP) (Monthly Charge)		42.00
Monthly No-Contract (PAP)		55.00
10 Visit Punch Pass		52.00
Drop In		7.50
Yearly COMBINED PASS w/ PV Pool		618.00
PAP Yearly COMBINED PASS w/ PV Pool (Monthly Charge)		63.00
<b>Students / Seniors (ages 14-18 &amp; 55+)</b>		
Yearly (Paid in Full)		290.00
6 Month (Paid in Full)		205.00
3 Months (Paid in Full)		125.00
Monthly (Paid in Full)		47.00
Yearly (PAP) (Monthly Charge)		30.00
Monthly No-Contract (PAP)		40.00
10 Visit Punch Pass		35.00
Drop In		5.00
Yearly COMBINED PASS w/ PV Pool		410.00
PAP Yearly COMBINED PASS w/ PV Pool (Monthly Charge)		42.00
<b>Family</b>		
Yearly (Paid in Full)		980.00
PAP Yearly - (Monthly Charge)		100.00
Yearly COMBINED PASS w/ PV Pool		1,147.00
PAP Yearly COMBINED PASS w/ PV Pool (Monthly Charge)		117.00
<b>Schools</b>		
Per Hour		32.00

10.2 INDOOR TRACK	GST INCLUDED
<b>Regular</b>	
Yearly	155.00
Semi-annual	95.00
Monthly	20.00
10 Visit Punch Pass	25.00
Drop In Visits	4.00
<b>Student (ages 14-18)</b>	
Yearly	110.00
Semi-annual	65.00
Monthly	15.00
10 Visit Punch Pass	20.00
Drop In Visits	3.00
<b>Seniors (ages 55+)</b>	
Free with FCSS	Free
<b>Schools</b>	
Per Hour	15.45

10.3 RACQUET COURTS	GST INCLUDED
<b>Adult</b>	
Yearly	240.00
Monthly	32.00
10 Visit Punch Pass (6 month expiry)	37.00
Drop In	5.00
<b>Student / Senior (ages 14-18 and 55+)</b>	
Yearly	170.00
Monthly	22.00
10 Visit Punch Pass (6 month expiry)	27.00
Drop In	3.00

## 10.0 TOTAL WORKS FITNESS CENTRE CONTD.

2015

10.6 TANNING PACKAGES	GST INCLUDED
100 Minute Package	32.00
200 Minute Package	57.00
300 Minute Package	80.00
Unlimited Tanning per month w/ yearly fitness membership	37.00
Each minute	0.75

## 11.0 EARLY CHILDHOOD DEVELOPMENT CENTRE

2015

11.1	CHILDCARE SERVICES	A/R CODE	Jan-Sept	GST INCLUDED Sept-Dec
	Registration fees		65.00	65.00
	Waiting List Fee		50.00	50.00
	12 - 18 months (per month)		789.70	830.00
	19 - 36 months (per month)		768.50	807.00
	3 - 4.5 years (per month)		752.60	790.00
	4.5 years and up (per month)		715.50	750.00
	Drop-in Care (per day)		55.00	55.00
	<b>Breakfast program</b>			
	Mornings only Monthly Flat fee		318.00	320.00
11.3	<b>DAY HOME</b>			
	<b>Charged to providers</b>		Jan-Sept	Sept-Dec
	Full Time (3+ days/week)		42.00/child/month	42.00/child/month
	Part Time (1-2 days/week)		22.00/child/month	22.00/child/month
	Drop In (6 or less days per month)		12.00/child/month	12.00/child/month
	Registration Fee(paid to Agency) per child		45.00	65.00
	Provider Administration Fee		35.00/child/month	35.00/child/month
	Provider Administration Fee(child attends 6 days or less)		15.00/child/month	15.00/child/month
	Parent Monitoring Fee		18.00/child/month	20.00/child/month

**NOTE: Children registered as full time, as defined in the Parent Handbook, will be charged for all days booked including Statutory Holidays**

## 12.0 MACKENZIE CONFERENCE CENTRE

2015

12.1	RENTAL RATES	A/R CODE	Local	GST INCLUDED Non-profit
	Full Hall - weekday		550.00	440.00
	Full Hall - weekend day (Fri, Sat & Sun)		750.00	600.00
	Half Hall - weekday		450.00	360.00
	Full Hall - weekend day (Fri, Sat & Sun)		550.00	440.00
	Meetings (up to 50 people) - (Min 2 hr, Max 4 hr)		125.00	
	Kitchen Rental w/ In-house Catering		40 / hr	
	Kitchen Rental w/ External Catering (included supervisor)		70 / hr	
	Setup Day Before or Take Down (Max 4 hr)		35 / hr	
	Running your own bar service		200.00	
	MCC Provide Bar Service		* Must make minimum of \$400	
	Corkage (unlimited fountain pop)		2 / person	
	Portable Stage		20 / section	
	Coffee/Tea Service (1 urn of each)		50 / set	
	1 Litre of juice		\$4 /litre	
	Video Conferencing		125 / day	
	Rental of hall includes use of 1 projector screen			
	Use of Additional projectors		100 / day	
	Additional Staff		22 / person/hr	
	Flip chart easel rental		10.00	
	Telescopic Easel		5.00	
	Flipchart Paper		40 / pad	
	Decoration Mounting Supplies		Prices Vary	
	*Includes kitchen supervision			
	**Damage fee is the same as the booking rate and must be paid separately.			
	***Reference to external caterer means that the Town's contracted caterer is on-site to supervise the kitchen facility. Rental fees do no			
	***Reference to internal caterer means that the user is using the Town's contracted caterer and no additional charge is assessed for			
	***Weekday means (Monday - Thursday), Weekend means (Friday - Sunday).			
	***All rates subject to final approval of MCC facility manager			

## 13.0 FIRE DEPARTMENT FEE SCHEDULE

<b>13.1 Operations</b>	<b>A/R CODE</b>	<b>GST INCLUDED</b>
Gelco 100 per kg		46.00
Gelco 200 per kg		70.00
Foam - per pail		105.00
Fireworks permits		10.00
<b>13.2 Special Operations - Apparatus *</b>	<b>A/R CODE</b>	<b>GST INCLUDED</b>
381 Command Truck - per hour		80.00
382 Command Truck - per hour		80.00
351 Aerial Apparatus - per hour		415.00
342 Pumper - per hour		415.00
*Includes staffing		
<b>13.3 Fire Inspections Report</b>	<b>A/R CODE</b>	<b>GST INCLUDED</b>
Lawyer or Realtor Agency Request		80.00
Occupancy Load Certification		80.00
Environmental scans		80.00
<b>13.4 Fire Reports</b>	<b>A/R CODE</b>	<b>GST INCLUDED</b>
Insurance Company Requests		80.00
<b>13.0 FIRE DEPARTMENT FEE SCHEDULE CONTD.</b>		<b>2015</b>
<b>13.5 False Alarms</b>	<b>A/R CODE</b>	<b>GST INCLUDED</b>
First false alarm within a year		N/C
Second false alarm within a year		80.00
Third and all subsequent false alarms within a year		260.00
<b>14.0 UTILITIES</b>		
<b>14.1 Water</b>		

--	--	--	--



	Consumption charge per m3 - outside town boundary			1.75
	Consumption charge unmetered - inside town boundary			34.50
	Consumption charge unmetered - outside town boundary			38.00
	Sustainability Initiative per m3			0.10
	Basic Fixed Charge			14.30
	Bulk Water per m3			8.75
	Meter rental			107.00
	Service connection fee			40.00
	Penalty on outstanding balance owing			2.5%
	Reconnection fee			62.00
	Meter check deposit			37.00
	Damaged meter + all out of pocket costs			37.00
	Temporary water turn on			\$64.00 + \$44.00/week
	Emergency Water Shutoff			62.00
<b>14.2</b>	<b>Sewer</b>			
	Consumption charge per m3 - inside town boundary			1.35
	Consumption charge per m3 - outside town boundary			1.50
	Consumption charge unmetered - inside town boundary			28.85
	Consumption charge unmetered - outside town boundary			32.85
	Basic Fixed Charge			14.75
	Sewer dumping charge			68.00
	Sewer Effluent(m3)			6.20
<b>14.3</b>	<b>Aspen Waste Management Authority</b>			
	Commercial	per tonne		73.00
	Construction / Demolition / Debris(mixed Loads)	per tonne		63.00
	Town Residential Collection or Public Works Department	per tonne		73.00
	Residential Homeowners / Rental Property	per tonne		73.00 or a min. \$5/load
	Compostables(Commercial only)/Residential-No Charge	per tonne	*	30.00
	Recycling(mixed loads)	per tonne		71.00
	Sump Waste	per tonne		60.00
	Clean Concrete	per tonne		16.00
	Asphalt	per tonne		16.00
	Revenue Generated Cover	per tonne		18.00
	Clean Fill (one time pre-approval fee of \$50 is charged)	per load		5.00
	Scrap Metals (excluding mixed loads)	per tonne		56.00
	White Goods and CFC Units	per tonne		56.00
	Asbestos		**	Negotiated
	Special or Event Waste		***	Negotiated
	Other (Event or Contracted)		***	Negotiated
	*Residential Blue Bags -No Charge			
**Asbestos loads must be pre-approved with shipping document and access code. Placement fee of \$50.00. Rate negotiated prior to acceptance				
***Waste streams that require additional handling or administration or are deemed beneficial. Rate negotiated prior to acceptance				

		<b>SECTION</b>	<b>7</b>
<b>AGENDA ITEM: 7.8.</b>	<b>IN-CAMERA Offer to Purchase Lands within the Town of Drayton Valley</b>		
<b>Department:</b>	<b>Administration</b>		
<b>Presented by:</b>	<b>Councillor Shular</b>		
<b>Support Staff:</b>	<b>Manny Deol</b>		

**BACKGROUND:**

**MOTION:**

I move that Council move to “In-Camera” at [insert time].

I move that Council move out of “In-Camera” at [insert time]

I move that Council approve the Offer to Purchase for the lands legally described as Lot 1, Plan 762 2449.

<b>AGENDA ITEM: 7.9.</b>	Amending Bylaw 2014/21/C to Bylaw 2008/01/C
<b>Department:</b>	Community Services
<b>Presented by:</b>	Councillor Wheeler
<b>Support Staff:</b>	Annette Driessen, Director of Community Services

**BACKGROUND:**

Amending Bylaw 2014/21/C is being brought back to Council to receive the necessary three readings.

Bylaw 2008/01/C authorizes the Town of Drayton Valley to establish the Drayton Valley Early Childhood Development Centre Board and to outline the duties and responsibilities of that Board. At the October Organizational Meeting of Council, the number of Council representatives to the Childcare Board was changed from two (2) to one (1). An amending Bylaw is therefore required to permit the change to the composition of the Board. The Amending Bylaw also covers the change in meeting frequency from every month to every second month.

**RECOMMENDATION:**

I move that Council give first reading to Amending Bylaw No. 2014/21/C.

I move that Council give second reading to Amending Bylaw No. 2014/21/C.

I move that Council consider third reading of Amending Bylaw No. 2014/21/C.

I move that Council give third and final reading to Amending Bylaw No. 2014/21/C.

**BYLAW NO. 2014/21/C**

**Amending Bylaw to Bylaw 2008/01/C**

BEING A BYLAW OF THE TOWN OF DRAYTON VALLEY IN THE PROVINCE OF ALBERTA TO AUTHORIZE THE REVISION OF BYLAW 2008/01/C; A BYLAW THAT AUTHORIZES THE MUNICIPALITY TO ESTABLISH THE DRAYTON VALLEY EARLY CHILDHOOD DEVELOPMENT CENTRE BOARD AND SET FORTH THE DUTIES AND RESPONSIBILITIES OF THAT BOARD;

**WHEREAS** the *Municipal Government Act* contains provisions that authorize a Council to revise municipal bylaws;

**AND WHEREAS** Bylaw 2008/01/C requires amendment to allow changes to the composition of the Early Childhood Development Centre Board, meeting frequency and quorum;

**NOW THEREFORE**, pursuant to the authority conferred upon it by the *Municipal Government Act*, the Council of the Town of Drayton Valley, duly assembled, hereby enacts as follows:

1. This Bylaw may be cited as the “Amending Bylaw to Bylaw 2008/01/C of the Town of Drayton Valley”.
2. That Bylaw 2008/01/C be revised by deleting sections 4. a), b) and c) and replacing those sections as follows:
  - 4. Composition of the Board**
    - a) The Board shall consist of four (4) members, who shall be appointed by resolution of Town Council for a two (2) or three (3) year term.
    - b) Board Members shall be appointed for their terms commencing in October of each year. The Board shall be composed as follows:

- i. One (1) member from Town Council;
    - ii. Three (3) members of the Community-at-Large.
  - c) Town Council will appoint one (1) Councillor from the Town; this appointment occurring at the Town organizational meeting, as required. In the event the Councillor appointed by Town Council ceases to be a Councillor, his/her appointment shall be deemed terminated and Town Council shall appoint a replacement Councillor for the balance of the term.
3. That Bylaw 2008/01/C be revised by deleting sections 5. c. and replacing that section as follows:
5. c. Meetings will be held every second month.
4. That Bylaw 2008/01/C section 5. e. be revised by deleting the words “with a minimum of one Town Councillor present.”

**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 \_\_\_\_\_, 20\_\_\_\_, A. D.

Read a second time this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, A. D.

Read a third and final time this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, A. D.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
TOWN MANAGER



# DRAYTON VALLEY

*'Pulling Together'*

## **BY-LAW NO. 2008/01/C**

### **ESTABLISHMENT OF THE DRAYTON VALLEY EARLY CHILDHOOD DEVELOPMENT CENTRE BOARD**

Being a By-Law of the Town of Drayton Valley in the Province of Alberta to provide for the establishment of the Drayton Valley Early Childhood Development Centre Board 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;

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

- There is hereby established, an Early Childhood Development Centre facility and program for the Town of Drayton Valley; and
- There is hereby established an Early Childhood Development Centre Board which shall be known as the Drayton Valley Childcare Board; and
- The By-Law shall be cited as the Drayton Valley Early Childhood Development Centre Board By-Law.

**AND WHEREAS**, the Council of the Town of Drayton Valley deems it advisable to repeal Bylaw 2007/21/C.

**NOW THEREFORE**, the Council of the Town of Drayton Valley in the Province of Alberta hereby enacts as follows:

1. That Bylaw 2007/21/C is hereby repealed.

#### **1. Definitions**

- a) Town – means the Town of Drayton Valley
- b) Board – means the Drayton Valley Childcare Board
- c) Town Council – means the Town of Drayton Valley Council

- d) Members of Community At Large – means citizens of the Town of Drayton Valley or others at the discretion of Council.

## **2. Purpose of the Board**

The Board shall direct the operations of the Early Childhood Development Centre based on the annual budget and policies established by the Town of Drayton Valley.

Specifically, the Board is delegated responsibility for and shall provide support and direction to the Early Childhood Development Centre Program Manager in the following areas.

In accordance with the policies set by Town Council the Board shall:

- a) Formulate the plans, priorities and procedures regarding Childcare Services with a view to the establishment of a comprehensive program.
- b) Formulate the Centre's programs to achieve the desired vision and goals of the Centre.
- c) Make recommendations to Council for the development and approval of the annual operating budget.
- d) Direct and support the coordination and administration of Childcare services within approved budgets and policies.
- e) Provide direction on and recommends to Council the policies and procedures that guide the operation of the Centre.
- f) Consult with professional groups, social agencies (public or private) or other groups as it may determine advisable.
- g) Cooperate for joint planning, with related community groups and agencies.
- h) Make recommendations to Council on policy governing grants and implementation of Town Council policy for grants and specific grant applications for the Centre and its operations.
- i) Make recommendations to Council for the level of staffing, and approval of the staff level recruitments within the approved budget.
- j) Oversee implementation of Centre procedures including registration, assessments, collaborative programs, and marketing.

## **3. Duties/Terms of Reference**

The Board is a Council Committee and its function shall be governed by the Municipal Government Act being Chapter M-26 of the Revised Statutes of Alberta, 2000 and amendments thereto.



#### **4. Composition of the Board**

- a) The Board shall consist of five (5) members, who shall be appointed by resolution of Town Council for a two (2) or three (3) year term.
- b) Board Members shall be appointed for their terms commencing in October of each year. The Board shall be composed of as follows:
  - i. Two (2) members from Town Council
  - ii. Three (3) members of the Community-at-Large.
- c) Town Council will appoint two (2) Councillors from the Town; these appointments occurring at the Town organizational meeting, as required. In the event the Councillors appointed by Town Council cease to be Councillors, their appointment shall be deemed terminated and Town Council shall appoint a replacement Councillor for the balance of the term.
- d) Board members shall be selected on the basis of an active interest in Childcare services and community development as a whole. Board members shall have a long-term view of the full development needs of children.
- e) All Board appointments are to be made by Town Council and may be terminated by Town Council.
- f) Absenteeism – should a member miss three (3) consecutive meetings their membership will be reviewed by the Childcare Board and a recommendation may be made to Town Council to terminate a particular appointment.

#### **5. Board Procedures**

- a. Members of the Board will include an elected Chair. Board members will elect the Chair and vice-Chair.
- b. The Chair will be selected at the first meeting of the Board following the Annual Organizational Meeting of Town Council in each year.
- c. Meetings will be held monthly.
- d. The Chair can schedule additional meetings as necessitated.
- e. A quorum for regular and special meetings of the Board shall consist of a majority of voting Board members, with a minimum of one Town Councillor present.
- f. Board members will be reimbursed for expenses incurred on Board related business (e.g. travel, meals, etc.). Reimbursements will follow Town of Drayton Valley guidelines.
- g. The Program Manager for the Early Childhood Development Centre shall be appointed by the Town of Drayton Valley and will provide for all administrative functions of the Early Childhood Development Centre.
- h. The Program Manager shall be directly supervised by the Director of Community Services.
- i. The Recording Secretary, as designated by the Childcare Program Manager, shall prepare an agenda for all upcoming meetings of the Board, containing items submitted

by the Chair or other Board members or referred by Town Council, and shall be circulated three (3) days in advance of the meeting.

- j. A minute book shall be kept and minutes of all regular and special meetings shall be recorded therein by the Recording Secretary.
- k. The Chair and all appointed Board members shall vote on any question, except where authorization to abstain from voting due to conflict of interest has been obtained. In the event of a tie, the motion shall be lost.
- l. Meeting procedure shall be conducted in accordance with good meeting practices and disputes resolved in accordance with Robert's Rules of Order.

## 6. Committee Procedures

- a) Ad-hoc or advisory groups to the Board may be formed subject to Council approval, 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.
- b) Advisory groups will provide advice and support related to their area of assignment at the regular meetings of the Board.

## 7. Limitations

- a) Neither the Board, nor any of its members, shall have the power to pledge the credit of the Town in connection with any matters whatsoever, nor shall the Board or any member thereof have any power to authorize any expenditure to be charged against the Town by any of the Parties without prior approval by the Town.

## 8. Enactment

- a. This By-Law shall come into force and have effect from and after the date of third reading thereof.

**READ** a first time this 30<sup>th</sup> day of January, A.D. 2008

  
\_\_\_\_\_  
**MAYOR**

  
\_\_\_\_\_  
**TOWN MANAGER**

READ a second time this 30<sup>th</sup> day of January, A.D. 2008

  
\_\_\_\_\_  
MAYOR

  
\_\_\_\_\_  
TOWN MANAGER

READ a third and final time this 30<sup>th</sup> day of January, A.D. 2008

  
\_\_\_\_\_  
MAYOR

  
\_\_\_\_\_  
TOWN MANAGER

<b>ITEM: 7.10</b>	<b>Library Board Member Appointment</b>
<b>Department:</b>	<b>Library</b>
<b>Presented by:</b>	<b>Councillor Bossert</b>
<b>Support Staff:</b>	<b>Sandy Faunt</b>

**BACKGROUND:**

Drayton Valley Municipal Library Board established under by-law 99-15 (amended 2009/02/B) states that five, or a minimum of three members of the community-at-large may serve a three year term.

We have an application from Pat Adamson, who worked at Frank Maddock High school for 29 years and she resides in the Town of Drayton Valley.

We need one more member who resides in the Town of Drayton Valley to fill our last position on the Drayton Valley Library Board.

**MOTION:**

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



## References

Rose Mayan

3901-46<sup>th</sup> st

Drayton Valley, AB T7A 1T5

780-542-5754

Donna Gawalko

Site 453, Box 1, Comp 1, R.R.2

Drayton Valley, AB T7A 2A2

780-542-4214

<b>ITEM: 7.11</b>	<b>Appointment of Returning Officer</b>
<b>Department:</b>	<b>Administration</b>
<b>Presented by:</b>	<b>Councillor Nadeau</b>
<b>Support Staff:</b>	<b>Manny Deol, Town Manager</b>

**BACKGROUND:**

With the resignation of Councillor Nancy McClure on November 17, 2014, the position of Councillor is now vacant and the Town of Drayton Valley will have to hold a by-election for the position of Councillor. For the By-Election process to properly follow the *Local Authorities Election Act*, Council must appoint a Returning Officer.

Administration is recommending that an outside company/individual be contracted for the services of a Returning Officer.

**MOTION:**

I move that Council appoint \_\_\_\_\_ as Returning Officer for the 2015 By-Election for the Town of Drayton Valley.



<b>ITEM: 7.12</b>	<b>By-Election – Selection of Nomination Day &amp; Election Day</b>
<b>Department:</b>	<b>Administration</b>
<b>Presented by:</b>	<b>Councillor Long</b>
<b>Support Staff:</b>	<b>Manny Deol, Town Manager</b>

**BACKGROUND:**

The Town of Drayton Valley must hold a By-Election for the vacancy of Councillor. The *Local Authorities Election Act* outlines that there is a required period of advertising for Nomination Day. As per Bylaw 2008/05/A Nomination Day will be from 8:30 a.m. to 12:00 Noon on Nomination Day.

Administration and Council have reviewed the timeline as addressed in the *MGA, Section 165*. The date of January 6, 2015, is being proposed as the Nomination Day. Administration is also recommending February 3, 2015, as the Election Day for the By-Election.

**MOTION:**

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

**MOTION:**

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



Town of Drayton Valley  
COUNCILLOR REPORT  
COUNCIL MEETING - ( )  
Councillor: Fayrell Wheeler

<b>Date: October 23, 2014</b>
<b>Event: Alberta parks and Recreation Annual Conference</b>
<b>Session Title: The Art of Hosting</b>
<b>Comments &amp; Value:</b> Invite people to talk to you by asking questions Make first contact to start the conversation Encourage ideas to grow the concept, talk/guide people through it Encourage people to ALL take turns by going around the room for input Create respect= If everyone answers/puts in= some questions are not easy questions to answer and sometimes we make fun of those who do, until we all have to answer.
<b>Recommended Action: None</b>

<b>Date: October 24, 2014</b>
<b>Event: Alberta parks and Recreation Annual Conference</b>
<b>Session Title: Sponsorship specialists</b>
<b>Comments &amp; Value:</b> The Town's goal should be to help build capacity within its organizations so we can sell your own advertising.  Move to selling integrated sponsorship packages. (Fayrell is getting a book on this)  Stats from across Canada are in... 83% of all sponsorship investments are cash, 17% is in kind. If you're not at that level of cash you can do more. What level are the organizations in town functioning at? Can we help increase that?

Canadian Youth Sports Report 2013-The #1 sport participated in was swimming! The rec-director should be using this kind of information for future planning.

We have to recognize the brands that our audience wants to see for advertising.

The more data you have the easier it is to get sponsors. They are looking for interactive programming. Not signs, they really don't care about the sign, they want to support a good program.

An advertising pkg should be like dating it's not about a one-time meet; it's about evolving in the relationship through out the year. The average sponsorship pkg takes 18-24months for procurement. Look at it as an investment in the community future, not as a "cost" in order to provide value to the constituents.

**Recommended Action:**

The Town can host a workshop to help build capacity within organizations it is involved in and open it up to other organizations.

Does the Town have a policy on the advertising allowed? Adult business is it allowed? It's easier to create a policy before it's an issue.

There is a group in Canada that do a study every year, we can join and in return get a copy of the results. Its called Canadian Sponsorship Landscape Study. It does a break down of what all the average advertising cost are in recreation and other facilities. Then we can compare what we sell our advertising for. (Thunder?) <http://www.sponsorshiandscape.ca/>

**Date: October 24, 2014**

**Event: Alberta parks and Recreation Annual Conference**

**Session Title: Open Space Hosting****Comments & Value:**

This type of hosting encourages participation, it's not scheduled. There is no agenda. It's beneficial on contentious issues because it helps equalize the playing field. There is not a side to be on, you sit in a circle. No one is behind or in front, you're all equal.

It allows participants to decide what they want to talk about, they create the agenda.

Identify key issues, is thought provoking, channels attention, resonates with participants, and generates more questions.

The Question (should be broad): What engagement challenges are you facing?

Ask people what would they like to talk about?

By letting people choose their questions and topics that they want to talk about you remove the contention of what are they going to ask and it's a complaining session. Make them come up with solutions.

You need a clear process, if they are a part of the process and respect the process, then even if they don't like the outcome they will accept it.

As a municipality we value input but it's only one part of the process and we need to remember that and include people in the rest of the process.

**Recommended Action: None****Date: October 25, 2014****Event: Alberta parks and Recreation Annual Conference****Session Title: BECOMING A COMMUNITY BUILDER**

**Comments & Value:** The BECOMING A COMMUNITY BUILDER initiative has been launched to grow Community Leadership Capacity in Rural Alberta.

What is Community Leadership Capacity? Leadership excellence of both formal and informal leaders spanning all sectors, within all silos, of all stakeholder groups, at all levels of a Community.

- See more at: <http://www.becomingacommunitybuilder.com/>
- 

**Recommended Action:** Look into Drayton Valley signing up for next fall. What is the cost? I think this would be a great program for the youth.

***People always ask, "How can we get more people involved?" The answer is with in you... Why did you get involved? :) At some point you made the connection, your drive got you here. Can you help others reach the same conclusion about where they need to be?***



---

## Minutes

---

### **THOSE PRESENT:**

Trina Wakelin, Committee Chair  
Marilyn Buchan, Committee Member  
Councilor Fayrell Wheeler  
Councilor Nancy McClure  
Annette Driessen, Director of Community Services  
Bernice Taylor, ECDC Program Manager  
Jessica Duvenage, Family Day Home Coordinator  
Cora Appleby, Administrative Assistant

#### 1. Call to Order

The meeting was called to order at 9:55 a.m. by Co-Chair Marilyn Buchan.

#### 2. Agenda

##### 2.1 Additions or Deletions

##### 2.2 Approval of Agenda

Motion by Nancy McClure to approve the agenda as presented.

**CARRIED**

#### 3. Minutes of the June 10<sup>th</sup>, 2014 Meeting

##### 3.1 Approval of Minutes

Motion by Marilyn Buchan to approve the Minutes of the June 10<sup>th</sup>, 2014 meeting as presented.

**CARRIED**

#### 4. Business Arising

##### 4.1 Update Registration Status – ECDC and Day Home

Bernice Taylor introduced Jessica Duvenage as the new Day Home Coordinator while Jenn Paterson is on maternity leave.

Bernice Taylor reported that there are two part-time spaces available in the Super Snails room (ages 4 ½ and up), and one full-time space available in the Baby room. The Board discussed the effect that five day kindergarten may be having on the Centre. It was recommended that Bernice Taylor approach the Health Unit and ask for stats on number of births per year to help calculate the number of potential children that may require childcare.



Jessica Duvenage reported that the total number of providers is nine. One new potential provider is being interviewed. There are currently 20 children enrolled in the Family Dayhomes Agency.

4.2 Family Day Homes Funding from Brazeau

- Promotion of Day Homes

Jessica Duvenage reported that she will be doing promotions at rural communities in partnership with Brighter Futures.

4.3 Re-Accreditation ~ Board Participation

Tabled to the October Meeting date.

4.4 2015 Budget Preparation

Annette Driessen reported the possible changes to the ECDC budget. Brazeau County is contributing \$45,000 for the promotion of Day Homes and the Childcare Coach Position. Staffing salaries have increased from last year, but the budget will remain similar to last year.

Bernice Taylor reported that she will be meeting with Vermilion Energy to present a proposal to extend its sponsorship. Vermilion Energy is currently sponsoring \$40,000 this year and \$30,000 next year, which will be the end of the current funding contract. Bernice Taylor is presenting a proposal asking for \$50,000 for four years to promote outdoor engagement (nature, healthy eating & better lifestyle choices) and the Childcare Coach position.

**~ ACTION ITEM ~ Bernice Taylor will contact Darlene Ferris, the Director of Wellness with the Wildrose School Division to acquire promotional information to help promote outdoor engagement.**

4.5 July 2014 Childcare Subsidy Correspondence ~ Attached

The Board discussed the letter that was sent to Diana McQueen regarding Childcare Subsidy from Mayor Glenn McLean.

**~ ACTION ITEM ~ Administration will contact Diana McQueen and follow-up on the progress of the correspondence.**

4.6 Board Membership

Annette Driessen explained the difference between a governance committee and operating board. Council held discussions on each Town Committee and any recommended changes to those committees. Council recommended that the Childcare Operational Board only appoint one Council member. The Board suggested that if the by-law is to change, that the Board could manage adequately with only two community members.

In the meanwhile, the Board is operating under its current structure and therefore reviewed Board membership. Trina Wakelin and Marilyn Buchan are completing their two year appointments and will let their names stand for an additional term. One application was received for the vacant 3 year position, that of Karen Linquist.



~ ACTION ITEM ~ Administration will forward the board membership application and information on to Council.

5. Other Business

5.1 Policies

None at this time.

5.2 General Correspondence

None at this time.

6. Next Meeting Date

The next meeting date will be Monday, October 27<sup>th</sup>, 2014 at 9:30 am.

7. Adjournment

Chair Wakelin adjourned the meeting.

Time 11:04 a.m.



Signature  
Committee Chair



Signature  
Town of Drayton Valley

