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# Agenda

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Call to Order

National Anthem

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1.0 Additions to the Agenda

2.0 Adoption of Agenda

3.0 Corrections or Amendments:

3.1. March 11, 2015, Regular Meeting of Council Minutes

3-11

3.2. March 19, 2015, Special Meeting of Council Minutes

12-13

4.0 Adoption of:

4.1. March 11, 2015, Regular Meeting of Council Minutes

4.2. March 19, 2015, Special Meeting of Council Minutes

5.0 Community Spotlight

5.1. Volunteer Appreciation Month presented by FCSS

6.0 Proclamation

6.1. Volunteer Appreciation Week

14-15

7.0 Public Time

8.0 Decision Items

Pages 15-53

8.1. Councillor Bossert	Traffic Advisory Committee Appointment	15-23
8.2. Councillor Fredrickson	Parks & Public Facilities Bylaw 2014/14/E	24-39
8.3. Councillor Nadeau	Outdoor Events Policy A-04-15	40-53

9.0 Information Items

Pages 54-88

9.1. Brazeau Senior Foundation Meeting Minutes February 4, 2015 – February 26, 2015

55-66

9.2. Drayton Valley Municipal Library Board Minutes February 12, 2015

67-71

9.3. Communities in Bloom Minutes January 12, 2015

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9.4. February, 2015 RCMP Report

75-81

9.5. Yellowhead Regional Library 2014 Annual Report

82-84

9.6. Waste Management Committee Meeting Minutes February 3, 2015

85-86

9.7. Economic Development Committee Minutes March 10, 2015

87-88

10.0 Department Reports

10.1. Planning & Development	Jenn Martin
10.2. Engineering & Transportation	Jarrad Elliott
10.3. Community Services, FCSS & Sustainability	Annette Driessen
10.4. Protective Services	Tom Thomson
10.5. Administration	
• Legislative Services	Chandra Dyck
• Economic Development	Sherry Poole
• Communications and Marketing	Jill Buehler
• Information Services	Nesen Naidoo
• CAO Report	Manny Deol

11.0 Council Reports

11.1. Councillor Bossert
11.2. Councillor Fredrickson
11.3. Councillor Nadeau
11.4. Councillor Long
11.5. Councillor Shular
11.6. Councillor Wheeler
11.7. Mayor McLean

12.0 Adjournment



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## Meeting Minutes

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### **THOSE PRESENT:**

Deputy Mayor Shular  
Councillor Long  
Councillor Bossert  
Councillor Wheeler  
Councillor Nadeau  
Councillor Fredrickson  
Manny Deol, Town Manager  
Nesen Naidoo, Assistant Town Manager  
Annette Driessen, Director of Community  
Services  
Tom Thomson, Director of Emergency Services  
Jill Buehler, Communications  
& Marketing Coordinator  
Jenn Martin, Planning & Development Officer

Sherry Poole, Economic Development Officer  
Chandra Dyck, Legislative Services Coordinator  
Sarah Henderson, Administrative Assistant  
Jason Thomson, Audio/Video  
Mamta Lulla, Drayton Valley Western Review  
Cassandra Jodoin, CIBW Radio  
Members of the Public

### **ABSENT:**

Mayor McLean

### **CALL TO ORDER**

Deputy Mayor Shular called the meeting to order at 6:00 p.m.

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

#### **RESOLUTION #064/15**

Councillor Long moved to add the following items to Agenda:

- Item 4.4 “Proclamation - International Day for the Elimination of Racial Discrimination”
- Item 7.10 “Community Event Grant – 2015 National Archery in the Schools Program.”
- And to move Decision Item 7.4 to the end of the “Decision Item” portion of the Agenda.

**CARRIED UNANIMOUSLY**

### **2.0 Adoption of Agenda**

#### **RESOLUTION #065/15**

Councillor Long moved to adopt the Agenda for the March 11, 2015, Regular Meeting of Council as amended.

**CARRIED UNANIMOUSLY**

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

#### **3.1. February 18, 2015, Regular Meeting of Council Minutes**

Councillor Bossert advised of the following corrections to the February 18, 2015, Regular Meetings of Council Minutes:

- Item 2.3 wording should be: provided Council with a report at which she attended.
- Chief Thomson’s name is spelled incorrectly in the attendees list

3.2. February 18, 2015, Public Hearing Minutes for Bylaw 2015/02/D  
 Councillor Bossert advised of the following changes to the February 18, 2015, Public Hearing Minutes for Bylaw 2015/02/D:

- Under Written Submission section: remove words “from the floor”

3.3. February 18, 2015, Public Hearing Minutes for Bylaw 2015/01/D  
 Councillor Bossert advised of the following changes to the February 18, 2015, Public Hearing Minutes for Bylaw 2015/01/D:

- Under Written Submission section: remove words “from the floor”

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

4.1. February 18, 2015, Regular Meeting of Council Minutes

##### **RESOLUTION #066/15**

Councillor Bossert moved to adopt the Minutes of the February 18, 2015, Regular Meeting of Council Minutes as amended.

**CARRIED UNANIMOUSLY**

4.2. February 18, 2015, Public Hearing Minutes for Bylaw 2015/02/D

##### **RESOLUTION #067/15**

Councillor Bossert moved to adopt the Minutes of the February 18, 2015, Public Hearing Minutes for Bylaw 2015/02/D as amended.

**CARRIED UNANIMOUSLY**

4.3. February 18, 2015, Public Hearing Minutes for Bylaw 2015/01/D

##### **RESOLUTION #068/15**

Councillor Long moved to adopt the Minutes of the February 18, 2015, Public Hearing Minutes for Bylaw 2015/01/D as amended.

**CARRIED UNANIMOUSLY**

4.4. 4.A Proclamation

Deputy Mayor Shular proclaimed March 21, 2015 as International Day for the Elimination of Racial Discrimination in the Town of Drayton Valley.

#### **5.0 Delegations**

5.1. S/Sgt. Calihoo – RCMP Report

S/Sgt. Calihoo presented to Council the January and February 2015 RCMP Statistics report. Highlights included statistics on violation tickets and false alarms. Council questioned S/Sgt. Calihoo if we are currently charging for false alarms. S/Sgt. Calihoo confirmed that currently we are not. Mr. Thomson advised Council that he is in contact with the Town’s lawyer to access the possibility of charging for false alarms. Mr. Thomson will hear back from the lawyer next week and report back to Council.

March 31, 2015 is the fiscal year-end for the RCMP. S/Sgt. Calihoo has requested that Council schedule a meeting to plan the priorities for the 2015 fiscal plan.

## **6.0     Public Time**

Deputy Mayor Shular opened the meeting to comments from the floor. Bob Deagle of the Northern Thunder Car Club requested from Council an update regarding the airport surface. Deputy Mayor Shular advised the item is not on the Agenda, it will be discussed on April 1, 2015, Council Meeting.

Scott Robertson, Manager of the Willey West Campground invited Council to attend the 25<sup>th</sup> Anniversary Celebration scheduled for May 30, 2015, from 2 to 6 p.m.

## **7.0     Decision Items**

### **7.1.     Funding Agreement Family Wellness Program**

Councillor Bossert explained the Town of Drayton Valley, Brazeau County and the Wild Rose School Division have partnered to deliver the Family Wellness Program in Drayton Valley schools. Attached for Council's consideration is the Agreement to fund the program for September 1, 2014 to August 31, 2015.

### **RESOLUTION #069/15**

Councillor Bossert moved that Council approve the attached Funding Agreement between the Town of Drayton Valley, Brazeau County, and Wild Rose School Division for the Family Wellness Program.

**CARRIED UNANIMOUSLY**

### **7.2.     Policies for Early Childhood Development Centre**

Councillor Fredrickson explained each year the Childcare Operational Board presents to Council for approval any new or revised Policies for the Early Childhood Development Centre and its Family Day Home Agency. The attached six (6) policies are either new to the Centre and Family Day Home Agency, or have seen significant revisions, and are being presented to Council for approval.

### **RESOLUTION #070/15**

Councillor Fredrickson moved that Town Council approve the new and revised Policies for the Early Childhood Development Centre and Family Day Home Agency as presented.

**CARRIED UNANIMOUSLY**

### **7.3.     2015-2017 Recreation and Culture Cost Sharing Agreement**

Councillor Nadeau explained that the Town of Drayton Valley and Brazeau County Administration have been working throughout 2014 on revising the Recreation and Culture Cost Sharing Agreement, which ended December 31, 2014. Both municipalities recognize that the joint support for regional recreation and cultural services will benefit residents from the entire region. The Agreement sets the cost sharing ratio to 50:50, for a term beginning January 1, 2015, and ending December 31, 2017, for all regional recreation and cultural facilities.

### **RESOLUTION #071/15**

Councillor Nadeau moved that Town Council approve the Recreation and Culture Cost Sharing Agreement as presented.

**CARRIED UNANIMOUSLY**

7.4. In Camera Discussion

This item was moved to the end of decision items as per Resolution #064/15

7.5. Request Letter of Support for Outdoor Rink Committee

Councillor Wheeler explained that the Outdoor Rink Committee was formed with the goal of constructing a regulation size outdoor rink on the property known as the old H.W. Pickup School grounds. The Outdoor Rink Committee is currently working on achieving its fundraising goals, which includes preparing grant applications for submission to various government and non-government sources. A requirement of several applications is a letter of support from the local municipality, and Town Council is being requested to provide a letter for this purpose. All proposed grant applications will be reviewed by Town Administration prior to submission.

**RESOLUTION #072/15**

Councillor Wheeler moved that Town Council provide a letter of support for the Outdoor Rink Committee for use in grant applications.

**CARRIED UNANIMOUSLY**

7.6. First Reading Bylaw 2015/03/D ASP Adoption

Councillor Bossert explained that Administration has been working with the representatives of the owners of the parcel legally described as Lot 4, Plan 852 1283 to develop an Area Structure Plan for the future development of residential lands.

The proposed Area Structure plan conforms to the Municipal Development Plan and the Town's vision for land use planning. Administration supports the variance request for the decrease in lot depth for the northern duplex lots ranging from 27.43 metres to 32.92 metres, as buildings will be required to meet the setback requirements set out in the zoning district.

**RESOLUTION #073/15**

Councillor Bossert moved that Council give First Reading to Bylaw 2015/03/D for the adoption of the Highland Park (Lot 4, Plan 852 1283) Area Structure Plan along with the variance request for decrease of lot size, after which the Developer is to host an Open House prior to the public consultation process which will begin simultaneously within the rezoning.

**CARRIED UNANIMOUSLY**

7.7. First Reading 2015/04/D Rezoning

Councillor Fredrickson advised that Administration has received application to rezone a portion of the lands legally described as Lot 4, Plan 852 1283 from the existing Brazeau County AG-B - Agriculture District to Town of Drayton Valley R1A – Low Density Residential, R2- General Residential, and IPU-Institutional & Public Use Districts. Such rezoning would allow the land to be subdivided and developed in accordance with the Highland Park Area Structure Plan which was presented to Council for First Reading earlier today.

### **RESOLUTION #074/15**

Councillor Fredrickson moved that Council give First Reading to Bylaw 2015/04/D for the rezoning for a portion of Lot 4, Plan 852 1283.

**CARRIED UNANIMOUSLY**

### 7.8. Subdivision Application DV/14/14 within Lot 10 Plan 012 1315

Councillor Nadeau explained that Administration has received a report from West Central Planning Agency regarding an application for a commercial subdivision for the lands located at 2451-50 Street. This item was originally taken to the February 18, 2015 Regular Meeting of Council where it was tabled as further information regarding the reserves was required. West Central Planning Agency was able to confirm that the required reserve lands had been dedicated through an earlier subdivision so no reserves are owing for this application.

### **RESOLUTION #075/15**

Councillor Nadeau moved that Council approve subdivision application DV/14/14 Subject to the conditions noted below:

1. Administration recommends to 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 December 16, 2014.
  - a. Please instruct your surveyor to use the Town's block numbering system.
  - b. All lots must be in compliance with the Land Use Bylaw's lot size specifications for the appropriate zoning designation.
2. Enter into a fully comply with a Development Agreement with the Town of Drayton Valley under section 655 of the Municipal Government Act. This agreement may include but is not limited to:
  - a. Extend and improve 26th Avenue to ensure it meets the Town of Drayton Valley standards and provides access to proposed lots 12 & 13. (note: any gated structure along 26<sup>th</sup> Avenue must be removed).
  - b. The responsibility by the Developer to construct, and pay for the construction of municipal improvements, provide professional monitoring during construction, to gain acceptance of the municipal improvements, by the municipality; and to provide a guarantee of the work;
  - c. The payment of off-site levies, local improvement levies, connection fees, agreement fees, inspection and monitoring fees and review fees, and all other relevant fees, to the Town of Drayton Valley.
3. The Developer is to contact ATCO Pipelines to determine whether any easements are required. Contact information (780) 420-3464.
4. Contact other utilities (Fortis, etc.) to determine whether any new utility services and/or easements are required, and provide written confirmation from the utilities that any necessary arrangement have been made.
5. Pay any outstanding taxes owing on the property to the Town of Drayton Valley
6. Pay an endorsement fee of \$300 to West Central Planning Agency when the plan is submitted for endorsement.
7. Reserves are not owing on this subdivision application, as they were dedicated to Lot R, Plan 762 2449

**CARRIED UNANIMOUSLY**

7.9. Subdivision DV/13/13

Councillor Long explained that on March 12, 2014 Council approved a subdivision of 35 residential lots within Phase 6 of Meraw Estates located within the SE 9-49-7-W5M. Said approval is set to expire on March 12, 2015, and consequently, the applicants are seeking an extension for an additional year as the applicant is still working to meet all condition including registration

**RESOLUTION #076/15**

Councillor Long moved to approve the extension of Subdivision Application DV/13/13 for a one year to March 12, 2016.

**CARRIED UNANIMOUSLY**

7.10. Community Event Grant – 2015 National Archery in the Schools Program

Councillor Wheeler explained that the attached application has been received from the Brazeau Bowbenders Archery Club under the Town's Community Event Grant. The Bowbenders are requesting funding from the Town to support the 2015 National Archery in the Schools Program Provincials, which the local club will be hosting from April 23rd through the 26th at the Omniplex. It is estimated that 1200 students, with approximately 400 of those students being from the Drayton Valley area, will be participating.

*Councillor Nadeau proposed a friendly amendment to change the grant amount to \$2500.00. Councillor Wheeler accepted the friendly amendment.*

**RESOLUTION #077/15**

Councillor Wheeler moved that Council approved the grant for the amount of \$4300.00 to be awarded to the Brazeau Bowbenders Archery Club.

**CARRIED**

**OPPOSED COUNCILLOR WHEELER AND COUNCILLOR FREDRICKSON**

*Deputy Mayor Shular called a break at 7:09p.m.*

*Deputy Mayor Shular reconvened the meeting at 7:29 p.m.*

7.4 In Camera Discussion

**RESOLUTION #078/15**

Councillor Long moved that Council move to "In-Camera" at 7:29 p.m.

**CARRIED UNANIMOUSLY**

**RESOLUTION #079/15**

Councillor Long moved that Council move out of "In-Camera" at 8:02 p.m.

**CARRIED UNANIMOUSLY**

**RESOLUTION #080/15**

Councillor Long moved that Council approve the Memorandum of Understanding as discussed in camera.

**CARRIED UNANIMOUSLY**



## **RESOLUTION #081/15**

Councillor Long moved to approve submitting a joint application to the Canada Small Community Fund for the Sanitary Trunk Line with Brazeau County.

## **CARRIED UNANIMOUSLY**

### **8.0 Information Items**

8.1.	Winter Cities Shake Up 2015 Councillor Reports – January 2015
8.2.	FCM – Sustainability Conference Councillor Report – February 2015
8.3.	Childcare Operational Board – October 2014 Minutes
8.4.	Pembina Physician Recruitment and Retention Committee – October and November 2014 and January 2015 Minutes
8.5.	RCMP Policing Report – December 2014
8.6.	Brazeau Seniors Foundation Board of Directors – December 2014 Minutes
8.7.	Letters to Brazeau County regarding School Bus Hub, Policing and ECDC
8.8.	Waste Management Committee – January 2015 Minutes
8.9.	Drayton Valley and District Chamber of Commerce – February 2015 Minutes

## **RESOLUTION #082/15**

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

## **CARRIED UNANIMOUSLY**

### **9.0 Department Reports**

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

Mrs. Martin provided Council an update on permits recently issued by the Planning and Development Department.

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

There was no report on Engineering and Transportation.

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

Ms. Driessen provided Council an update on the current hiring status for Program Manager and Sustainability Coordinator. Ms. Driessen has met with the following clubs: Drayton Valley Thunder and the Curling Club. Ms. Driessen has advised she is continuing to work with the community public space designs as well as the Aquatic Centre working collation with Drayton Valley Community Foundation.

#### **9.4. Protective Services**

Chief Thomson advised Council that he attended the Emergency Services Ball, which was a highly successful event, which the Member of Parliament and the MLA attended.

#### **9.5. Administration**

##### **• Legislative Services**

There was no report on Legislative Services.

- Economic Development  
 Ms. Poole reported to Council she is aggressively seeking an analytics measurement matrix of hotel stays and statistics.
- Communications and Marketing  
 Mrs. Buehler updated Council with statistics on the Town App (phase 2) and the contest with Big West Country. On the Town of Drayton Valley's website a lost and found animals section has been added.
- Information Services  
 Mr. Naidoo updated Council with Clean Energy Technology Centre (CETC) planning information and network, and the updates on the water plant.
- CAO Report  
 Mr. Deol advised Council of meetings he has attended and projects he has underway which included interviewing the potential Director of Engineering and Development, preparing the Norquest Agreement, working with Weyerhaeuser, University of Alberta on a Fiber Characterization R&D project, and biomass utilization.

## 10.0 Council Reports

- 10.1. Councillor Wheeler
  - February 21, 2015 - Minister of Health Meeting
  - March 5, 2015 - Joint Council Meeting
  - March 6, 2015 - Aboriginal Training
- 10.2. Councillor Bossert
  - February 21, 2015 - Minister of Health Meeting
  - Housing Governance Model Workshop
  - Homelessness and Poverty Reduction Meeting
  - Planning and Development Workshop
  - March 5, 2015 - Joint Council Meeting
  - March 5, 2015 - Staff Service Awards
  - March 10, 2015 - Waste Management Committee Meeting
- 10.3. Councillor Fredrickson
  - March 5, 2015 - Staff Service Awards
  - March 10, 2015 - Waste Management Committee Meeting
  - March 11, 2015 – CETC Identity and Design
- 10.4. Councillor Nadeau
  - February 26, 2015 - Eleanor Pick Up Management Meeting
  - Communities in Bloom Meeting
- 10.5. Councillor Long
  - February 21, 2015 - Minister of Health Meeting
  - February 26, 2015 – CETC Meeting
  - March 5, 2015 - Joint Council Meeting
  - March 5, 2015 – Staff Service Awards
  - March 7, 2015 - Rotary Black and White Diamond Gala
  - March 10, 2015 - Economic Development Committee Meeting
  - Housing Governance Model Workshop

10.6. Councillor Shular

- February 21, 2015 - Minister of Health Meeting
- February 26, 2015 – CETC Meeting
- February 26, 2015 - Brazeau Senior Foundation
- February 27, 2015 – March 1, 2015 - Council Retreat
- March 5, 2015 - Joint Council Meeting
- March 5, 2015 – Staff Service Awards
- March 11, 2015 - CETC Identity and Design

**Adjournment**

**RESOLUTION # 083/15**

Councillor Long moved that Council adjourn the March 11, 2015, Regular Meeting of Council at 8:53 p.m.

**CARRIED UNANIMOUSLY**

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DEPUTY MAYOR

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CHIEF ADMINISTRATIVE OFFICER



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## Meeting Minutes

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### **THOSE PRESENT:**

Mayor McLean  
Councillor Long  
Councillor Nadeau  
Councillor Bossert  
Councillor Wheeler (via teleconference)  
Councillor Shular  
Councillor Fredrickson  
Manny Deol, Town Manager  
Sarah Henderson, Administrative Assistant  
Rita Bijeau, Executive Assistant

Chandra Dyck, Legislative Services  
Coordinator  
Jill Buehler, Communications and  
Marketing Coordinator

### **ABSENT:**

Nesen Naidoo, Assistant Town Manager  
Annette Driessen, Director of Community  
Services

### **1.0 CALL TO ORDER**

Mayor McLean called the meeting to order at 1:30 p.m.

### **2.0 Signing of Waiver**

Members of Council signed the waiver to hold the Special Meeting of Council.

### **3.0 Adoption of Agenda**

#### **RESOLUTION #084/15**

Councillor Long moved to adopt the Agenda for the March 19, 2015 Special Meeting of Council as presented.

**CARRIED UNANIMOUSLY**

### **4.0 Decision Items**

#### **4.1 EPAC Agreement**

#### **RESOLUTION #085/15**

Councillor Bossert moved that Council move to "In-Camera" at 1:31 p.m.

**CARRIED UNANIMOUSLY**

#### **RESOLUTION #086/15**

Councillor Bossert moved that Council move out of "In-Camera" at 2:31 p.m.

**CARRIED UNANIMOUSLY**

Special Meeting of Council Minutes  
March 19, 2015  
Page 2 of 2

**RESOLUTION #087/15**

Councillor Bossert moved to accept and approve the terms of the Joint Ownership Agreement between the Town of Drayton Valley and Brazeau County, as presented.

**CARRIED UNANIMOUSLY**

**RESOLUTION #088/15**

Councillor Bossert moved to accept and approve the terms of the Lease Agreement between the Town of Drayton Valley, Brazeau County, and the Eleanor Pickup Arts Centre with the appropriate amendments to the signing and execution page.

**CARRIED UNANIMOUSLY**

**5.0     Adjournment**

**RESOLUTION #089/15**

Councillor Shular moved that Council adjourn the March 19, 2015, Special Meeting of Council at 2:33 p.m.

**CARRIED UNANIMOUSLY**

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MAYOR

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CHIEF ADMINISTRATIVE OFFICER

# Town of Drayton Valley

## Proclamation

### NATIONAL VOLUNTEER WEEK April 12 to 18, 2015

- WHEREAS 13.3 million Canadian volunteers give their time to help others, contributing 2.1 billion volunteer hours per year;
- AND WHEREAS volunteers in Drayton Valley mentor our children, feed our hungry, comfort our lonely, beautify our green spaces, and fundraise for our charitable organizations;
- AND WHEREAS Drayton Valley's volunteers are young, old, families, workers, retirees, men and women of all ages and backgrounds;
- AND WHEREAS the collective result of the work done by our city's volunteers is that Drayton Valley is a more desirable place to live;
- AND WHEREAS organizations in Drayton Valley that rely on volunteers include such fundamental organizations as Citizens on Patrol, the Drayton Valley Health Care Auxiliary, Cause for Critters Animal Rescue Society, Humans Helping Humans Housing Foundation, and countless others;
- AND WHEREAS volunteers play a critical role in the success of our community and the quality of life of its residents;
- NOW THEREFORE I, Glenn McLean, Mayor of the Town of Drayton Valley, do hereby proclaim April 12 to 18 2015, as National Volunteer Week, and urge my fellow citizens to recognize the crucial role played by volunteers in our community.

\_\_\_\_\_  
Glenn McLean  
MAYOR

DATED at Drayton Valley, AB  
this 1<sup>st</sup> day of April, 2015



		<b>SECTION:</b>	<b>8</b>
<b>ITEM: 8.1</b>	<b>Traffic Advisory Committee Appointment of Members at Large</b>		
<b>Department:</b>	<b>Bylaw</b>		
<b>Presented by:</b>	<b>Councillor Bossert</b>		
<b>Support Staff:</b>	<b>Nesen Naidoo/Pam Balke</b>		

**BACKGROUND:**

The Traffic Advisory Committee established under the Traffic Advisory Committee Terms of Reference states that this Committee will be comprised of Administration members and two members of the community who will serve a two year term.

The Town has received three applications for the positions available.

We have an application from Cory Gilchrist, Cinthia Gilroy and Frank Newberry.

The Committee requires only two members of the community at large to be appointed to the Committee.

**Motion:**

I move that Council appoint Cory Gilchrist to the Traffic Advisory Committee for two years.

I move that Council appoint Cinthia Gilroy to the Traffic Advisory Committee for three years.

## **TRAFFIC ADVISORY COMMITTEE (OPERATIONAL)**

### **Purpose/Mandate**

The Traffic Advisory Committee is formed to advise Administration and Council on all matters pertinent to traffic and traffic safety concerns on Drayton Valley rights of way and recommend various courses of action to Council.

### **Background**

With the implementation of automated traffic enforcement, it is recommended that a Committee be established to bring forward and discuss items of concern regarding traffic and traffic safety within the Town.

### **Goals/Objectives**

The Committee is established to increase traffic safety, address areas of concern regarding traffic, and provide advice to Administration and Council regarding various courses of action, initiatives and troubleshooting. The Committee shall also be tasked with establishing a consistency of standards and criteria for application of procedures regarding traffic concerns.

### **Committee Membership/Composition and Term**

The Traffic Advisory Committee will be comprised of:

- Assistant Town Manager
- Fire Chief or designate
- Members at Large (2)
- RCMP Detachment Commander or delegate
- Bylaw Officer
- Town Engineer or designate
- Director of Corporate Services (as required for budgetary considerations)

Subject matter experts the Committee deems required for meetings will be invited and shall include, but are not limited to a representative of ITS, CPO, Members of Council, Department Directors.

The Assistant Town Manager is designated as the Chair of the Traffic Advisory Committee.

The Town Manager of the Town of Drayton Valley sits as an ex-officio member of the Committee.

Members at large are appointed by Council for a 2 year term on a rotating basis so as not to have both members at large departing the committee at the same time.



The term of office of members at large may be renewed by Council but in no event shall a member at large serve more than 3 consecutive terms.

Remuneration for Members at Large shall be in accordance with the Council Remuneration Policy C-01-00

Quorum shall be the majority of the Committee members.

## **Operations**

The Committee may:

- Review traffic and pedestrian concerns, and traffic and pedestrian safety programs, through education, awareness, and public relations;
- Explore, identify, and assess feasibility of strategies; and
- Endorse strategies to Administration and Council that will address traffic concerns and promote traffic safety within the Town of Drayton Valley;

The Chair shall:

- Schedule and chair Committee meetings.
- Approve Agendas.
- Liaise with Council.

Committee members shall make recommendations which shall be reviewed by Administration Team and proceed on to Council, unless an operational situation can be solved within Administration's mandate.

The Committee shall keep a record of its meetings and provide minutes of all meetings to Committee members prior to the next regularly scheduled meeting. Approved minutes shall be provided to Council.

The Committee will meet on a quarterly basis or at the call of the Chair.

The Committee shall review the Terms of Reference annually.



**TOWN OF DRAYTON VALLEY**  
**APPLICATION FOR BOARD/COMMITTEE MEMBERSHIP**

Name: Cinthia GilroyPhone: 780-241-0316Mailing Address: 4132 41A Ave Drayton Valley AB T7A 0B4Street Address: Same as above or Brazeau County (check)Occupation: Driving Instructor (if applicable)Board/Committee Membership Applied for: Traffic Advisory CommitteeRelated Experience/Qualifications: I teach driving in Drayton Valley and surrounding areas.
I have a good working knowledge of traffic laws. I am very familiar with the roads in  
Drayton Valley.

 Reasons for Applying for the Membership: I have a vested interest in making Drayton  
Valley roads safer.

 Other Pertinent Information: I have been a member of the Drayton Valley community for  
the past 8 years. I would like to see improvement in the area of traffic safety.

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


Yes

☐ No

Please provide a letter of reference or names and contact information of 2 references.

Signature: *Cinthia Gilroy*Date: Dec. 1, 2014

FOIRP: The personal information requested on this form is being collected for the purpose of assessing suitability for appointment to a Board formed by the Town of Drayton Valley. It is collected under the authority of Section 32 C) of the Freedom of Information and Protection of Privacy Act and is used exclusively and expressly for the purpose mentioned above. If you have any questions or disclosure of the use of information, please contact the FOIRP Co-ordinator at (780) 514-2200.



December 2, 2014

To whomsoever it may concern,


I am quite honoured to write a reference letter for my friend Cinthia Gilroy whom I have known since the past 5 years. I have known Cinthia since our children first attended Eldorado Elementary School together and later we have worked together on the School Council at Eldorado.

Cinthia is a true go-getter and it is her positive attitude that helps her accomplish whatever task she has taken on. Cinthia is a hard worker, who will go that extra mile to give her best to any project undertaken. Moreover, she is an excellent team leader too as she not only makes sure that the projects are completed in time, but also encourages others to put in their best efforts.

Cinthia is our local driving instructor in Drayton Valley. I believe this makes her eminently qualified to sit on the Traffic Advisory Committee. She drives our local roads more than anyone else in town and has an expertise in traffic laws and safety. She has a genuine concern for the traffic safety of this community. I believe the committee would be greatly benefited by her participation.

If you need to know any more about Cinthia Gilroy, please feel free to contact me at my residence 780-542-3965.

Sincerely,

A handwritten signature in cursive script that reads "Wendy Snow". The signature is written in dark ink and is positioned above the printed name.

Wendy Snow





# Eldorado Elementary School

Office of the Principal

Principal: Grace Marie Redford  
[Grace.redford@wrsd.ca](mailto:Grace.redford@wrsd.ca)  
4762-50 Street  
Drayton Valley, AB  
T7A 1P1

Vice-Principal: Judy Baraniuk  
[judy.baraniuk@wrsd.ca](mailto:judy.baraniuk@wrsd.ca)  
Telephone (780) 542-5544  
Fax (780) 542-1560

To Whom it May Concern,

December 4<sup>th</sup>, 2014

It is my privilege to write a letter of reference for Cinthia Gilroy whom I have known for the last eight years that her children have been part of Eldorado School. She is currently the chair of my parent council and is an active and engaged parent.

Cinthia is highly energetic, has a positive attitude and likes to get things done. Cinthia is dedicated, passionate and has solid leadership skills. She is collaborative, cooperative and is able to support other parents to be involved with tasks and see them through to accomplishment. With her infectious laugh and sense of humor, she is easy to work with and makes even the more difficult jobs seem like fun.

Cinthia is our local driving instructor for Drayton Valley, which makes her on the roads probably more than anyone and she has expertise in this area. I believe that the skill set she brings as a driving instructor and her personality would make her an asset for the Traffic Advisory Committee.

If you have any further questions, please don't hesitate to call me at the above number.

Yours Respectfully,

Grace Redford, Principal Eldorado





## TOWN OF DRAYTON VALLEY

## Application for Board/Committee Membership

NAME: Cory Gilchrist PHONE: 780-898-0683

MAILING ADDRESS: 4605-49st Drayton Valley

STREET ADDRESS: 4605-49st T7A 1J1

OCCUPATION: Truck Driver

BOARD/COMMITTEE MEMBERSHIP APPLIED FOR: Traffic Advisory Committee

## RELATED EXPERIENCE AND QUALIFICATIONS:

- No Related Experience
- Professional Driver
- Resident of Drayton Valley
- Reasonably good common sense

## BRIEFLY STATE YOUR REASONS FOR APPLYING FOR MEMBERSHIP:

- see some areas that could be improved
- concerned Tax Payer
- Believe rules are there for a reason

## OTHER PERTINENT INFORMATION:

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

YES

NO

PLEASE PROVIDE A LETTER OF REFERENCE OR THE NAMES AND CONTACT INFORMATION OF 2 REFERENCES.

SIGNATURE: Cory GilchristDATE: Jan 14-15

FOIPP: The personal information requested on this form is being collected for the purpose of assessing suitability for appointment to a Board constituted or formed by the Town of Drayton Valley. It is collected under the authority of Section 32(C) of the Freedom of Information and Protection of Privacy Act and is used exclusively and expressly for the purpose mentioned above. If you have any questions on disclosure or the use of information, please contact the FOIPP co-ordinator at (780) 514-2200.

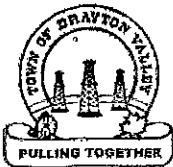
Reference >

AJ Bruinsma

780-542-0165

Rita Bijou

(not sure # But works in  
Town office)



**TOWN OF DRAYTON VALLEY**  
**APPLICATION FOR BOARD/COMMITTEE MEMBERSHIP**

Name: Frank Newberry Phone: 780-542-2940  
Mailing Address: 3732 49<sup>th</sup> Ave., Drayton Valley, AB  
Street Address: 3732 49<sup>th</sup> Ave., or      Brazeau County (check)  
Occupation: Retired (if applicable)  
Board/Committee Membership Applied for: Traffic Advisory Committee

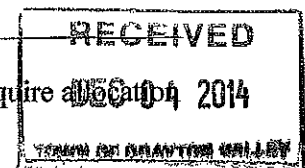
Related Experience/Qualifications: I'm retired for 20 years and  
I've been a resident of Alberta, Drayton  
Valley Area for 36 years and have resided  
at my present address for 23 years

Reasons for Applying for the Membership: To help Town Council  
get control of unnecessary industrial  
traffic through streets and avenues that  
are designated residential for the  
Other Pertinent Information: safety of residents  
especially school children

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

☒ Yes

☐ No



Please provide a letter of reference or names and contact information of 2 references.

Signature: Frank Newberry Date: 4/12/14

FOIPP: The personal information requested on this form is being collected for the purpose of assessing suitability for appointment to a Board formed by the Town of Drayton Valley. It is collected under the authority of Section 32 C) of the Freedom of Information and Protection of Privacy Act and is used exclusively and expressly for the purpose mentioned above. If you have any questions or disclosure of the use of information, please contact the FOIPP Co-ordinator at (780) 514-2200.

<b>AGENDA ITEM: 8.2</b>	<b>Parks and Public Facilities Bylaw 2014/14/E</b>
<b>Department:</b>	<b>Administration</b>
<b>Presented by:</b>	<b>Councillor Fredrickson</b>
<b>Support Staff:</b>	<b>Chandra Dyck</b>

**BACKGROUND:**

The purpose of the attached Bylaw is to regulate and control the use of parks and public facilities within the Town of Drayton Valley. By establishing these requirements in the form a Bylaw, Administration is better equipped to ensure that activities in parks and public facilities, including the Recreational Campground, are respectful of other users, as well as the spaces themselves.

The Town currently has a Facilities Bylaw from 1986, which is limited in scope. The attached Bylaw is intended to expand on the principles of the 1986 version, which establishing requirements for individuals who use Town parks or facilities.

The Community Sustainability Plan contains numerous tenets which deal with community resiliency, responsibility, health, and wellness. This Bylaw is intended to establish behavioural expectations for all uses so that those tenets can be furthered.

Should First Reading be given today to the attached Bylaw, Administration will proceed with public consultation and provide a detailed report of community feedback at a future Council meeting, at which time Council may be asked to give Second and Third Reading for adoption of the Bylaw. Any amendments to the Bylaw after first reading will be noted in the report to be presented to Council.

**MOTION:**

That Council give First Reading to Parks and Public Facilities Bylaw 2014/14/E.





## **BYLAW NO. 2014/14/E**

**WHEREAS** the *Municipal Government* Act, R.S.A. 2000, and amendments thereto, gives a municipality certain powers with respect to people, activities and things in, on or near a public place or place that is open to the public within the municipality;

**AND WHEREAS** the Council of the Town of Drayton Valley finds it appropriate to create a Bylaw regulating public parks, recreational areas and public facilities within the Town of Drayton Valley;

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

### **1. TITLE**

This Bylaw may be cited as the “Parks and Public Facilities Bylaw” of the Town of Drayton Valley.

### **2. PURPOSE**

The purpose of this Bylaw is to regulate and control the use of parks and public facilities within the Town of Drayton Valley.

### **3. DEFINITIONS**

In this Bylaw:

*campground* means a park or portion of a park that has been designated by the Town where overnight camping/staying is permitted (hereinafter referred to as a “park”);

*camping* includes staying overnight in a vehicle, tent trailer, or any other temporary or portable shelter, or under the open sky;

*camping unit* means a tent, trailer, 5<sup>th</sup> wheel, truck camper, motor home, camperized van, or other unit commonly used as a shelter while persons camp or in conjunction with camping;

*campsite* means a numbered area within a designated park where overnight camping is allowed on a daily fee usage;

*Council* means the Council of the Town of Drayton Valley;

*domestic animal* means any animal, other than livestock, which is kept as a pet (hereinafter referred to as an “animal”);

*firearm* means a firearm as defined in the *Firearms Act* in the *Criminal Code*;

*highway* means any thoroughfare, street, road, trail, avenue, parkway, viaduct, lane, alley, square, bridge, causeway, trestle-way or other place, whether publicly or privately owned, any part of which the public is ordinarily entitled or permitted to use for the passage or parking of vehicles, and Includes:

- a) a sidewalk (including a boulevard portion thereof);
- b) where a ditch lies adjacent to and parallel with the roadway, the ditch; and
- c) where a highway right-of-way is contained between a property line and one side of the roadway, all land between the property line and the edge of the roadway, as the case may be, but does not include a place declared by the Lieutenant Governor in Council not to be a highway;

*litter* means any rubbish, refuse, waste material, garbage, cigarette butts, package material, plastics, glass, cans, manure, human or animal excrement or sewage, dead animals or animal parts, or any such item that is discarded and not intended for re-use;

*livestock* means horses, cattle, swine, oxen, sheep, goats, mules or ass, alpacas or llamas;

*motor vehicle* means a motor vehicle as defined in the *Traffic Safety Act*, R.S.A. 2000;

*nuisance* means any or all of the following:

- a) drunkenness;
- b) use of obscene, offensive or insulting language;
- c) fighting or disorderly conduct;
- d) excessively loud or disruptive noise or music at any time; or
- e) any conduct which in the opinion of the Park Caretaker, Park Supervisor or a Peace officer infringes upon the lawful right of other park users peace and quiet enjoyment of the park;

*off-highway vehicle* means an automobile as defined in the *Traffic Safety Act* as amended or repealed from time to time;

*owner* in the case of a vehicle, includes any person renting a vehicle or having the exclusive use of a vehicle for a period of more than thirty (30) days. In the case of land any person who is registered under the *Land Titles Act* as the owner of the land, or the occupier of the land;

*park* includes:

- a) any development specifically designed or reserved for the general public for active or passive recreational use and includes all natural and man-made landscaping, facilities, playing fields, buildings and other structures that are consistent with the general purposes of public park land, whether or not such recreational facilities are publicly operated or operated by other organizations pursuant to arrangements with the public authority owning the park;
- b) any land acquired by the Town as municipal reserve, school reserve, municipal and school reserve, public utility lots or environmental reserves as those terms are used in the *Planning Act* as amended or repealed and replaced from time to time (thereafter called the *Planning Act*) however insofar as the terms of any licence or lease for grazing or agricultural purposes is granted;
- c) any land designated by Council as a park or recreational area for the purpose of this Bylaw; or
- d) any land developed or designated by the Town as a pathway in its trail system;

*Park Caretaker or Park Supervisor* means that person or persons, employed or contracted by the Town of Drayton Valley, responsible for the daily activities of the park and campground including but not limited to, cleaning, maintenance, collection of fees and making sure rules and regulations are observed;

*Peace Officer* means a Bylaw Enforcement Officer or Community Peace Officer appointed by the Town pursuant to the *Municipal Government Act* to enforce the Town Bylaws, and includes a member of the Royal Canadian Mounted Police, and when authorized a Special Constable;

*person* includes an individual, corporation, firm, partnership, association or body corporate;

*portable appliance* means any appliance sold or constructed for the purpose of cooking food in the out of doors;

*registry or registered* means the term used to describe the permit registration system in place to manage the lawful occupancy of campsites and the collection of fees for the same;

*registered user* means that person as named on the registry for the campsite and shall be deemed responsible for the activities in and around the campsite with respect to park rules, regulations, and penalties. In the case of no registry existing, this shall default to the person in possession/occupation of the campsite;

*roadway* means that part of a highway intended for use by vehicular traffic;

*storm water pond* means an area designated to temporarily store excess flow in a drainage system;

*specified penalty* means the amount of which a person who receives a Violation Tag or Violation Ticket for contravention of a provision of this Bylaw may voluntarily pay to avoid prosecution;

*vegetation* includes all tree, shrubs, plants, flowers, grass and all ground cover whether it is in its wild natural state or has been planted;

*Violation Tag* means a written notice or similar documents issued by the Municipality pursuant to the *Municipal Government Act*;

*Violation Ticket* means a written notice issued pursuant to Part II of the *Provincial Offences Procedure Act* and the regulations thereunder.

#### **4. APPLICATION**

This Bylaw shall apply to all public parks, recreational areas, outdoor public facilities and campgrounds in the Town, subject to any exceptions provided in any Statute of the Province of Alberta or any agreement entered into by the Town affecting any park or part thereof.

#### **5. ACCESS AND HOURS**

5.1 No unregistered person shall enter or be in a park:

- a) between the hours of 11:00 pm and 7:00 am. Between these hours the park shall be considered closed for the purposes of this Bylaw; or
- b) at any other time when a park or an area of a park is closed as marked by posted sign(s).

5.2 The Town may alter the hours related to when a person shall not enter or be in the park, either temporarily or permanently, and where so ordered, a sign shall be posted to that effect and for the purposes of this Bylaw, the park shall be considered closed between those hours.

5.3 The Town may temporarily close a park or an area of park to the public and where so ordered, a sign shall be posted to that effect

5.4 Any person found in a park or an area of a park that is closed may be asked to leave by a Peace Officer and may be issued a Bylaw Violation Tag or a Violation Ticket.

5.5 No person shall be in violation of this section if they are:

- a) attending a function or event approved by the Town, pursuant to the Special Outdoor Events Policy of the Town of Drayton Valley, as may be amended from time to time;
- b) operating within the requirements and conditions of a Special Event Permit issued by the Town of Drayton Valley; or
- c) using a highway, roadway, sidewalk or pass way as a thoroughfare to access a location outside of a park.

## **6. PROHIBITED ACTIVITIES**

6.1 While in a park, no person shall;

- a) dispose of garbage, litter or refuse of any kind unless such material is placed in receptacles provided for the express purpose of collecting such material;
- b) urinate or defecate, except in a facility provided for that purpose;
- c) use or possess illegal or prohibited items, including but not limited to alcohol and drugs; or
- d) deposit grass clippings, dirt, rubble or other such material.

6.2 Any domestic animals brought into a park are the responsibility of the owner. No person shall:

- a) allow any animal to be at large;
- b) have any animal not on a leash;
- c) allow any animal to become a nuisance by making excessive noise; or
- d) fail to clean up animal feces either within a campsite or within the park.

6.3 No livestock shall be allowed to enter a park without prior written approval of the Town or a Special Events Permit issued by the Town which expressly permits the bringing in of livestock.

## **7. VEGETATION**

7.1 While in a park, no person shall:

- a) dig, destroy, remove or otherwise interfere with or use for any improper purpose any vegetation in a park;
- b) plant any vegetation in a park unless a valid and subsisting permit issued pursuant to this Bylaw has been granted by the Town;

- c) walk, cross, ride or otherwise traverse across any vegetation where such conduct is prohibited by posted signs;
- d) stand, sit, walk, cross, ride or otherwise travers across any planters, garden, or flower or shrub bed whether or not actually containing any vegetation; or
- e) dig, destroy, remove or otherwise interfere with any mineral substance including but not limited to, soil, sand, gravel or rock.

## **8. STRUCTURES**

8.1 While in a park, no person shall:

- a) unless allowed by a valid and subsisting permit issued pursuant to this Bylaw, set up or erect any form of temporary abode, structure or camp except in a designated campground;
- b) dig, excavate or conduct any construction or building operation unless a valid and subsisting permit has been issued by the Town pursuant to this and any other Bylaw of the Town; or
- c) mark, deface, climb, destroy, or otherwise interfere with any park furniture or feature, including but not limited to signs, fences, buildings, walls, benches, exhibit facilities, gazebos, tables, playground structures or street furniture or any other property that the Town has, or has caused to be, erected, placed or developed within a park.

## **9. DANGEROUS ACTIVITIES**

9.1 No person shall engage in any conduct or activity in a park which may:

- a) injure any other person in a park;
- b) in the opinion of a Peace Officer, unreasonably disturb the use or quiet enjoyment of any other person in a park;
- c) damage a park; or
- d) be inconsistent with the purpose of a park.

9.2 While in a park, no person shall:

- a) swing a golf club;
- b) propel a golf ball or plastic golf ball in any manner;
- c) engage in any form of archery;

- d) cast, throw, or otherwise launch any stones, lawn darts, missiles, model rockets, or any object which a Peace Officer, in his or her sole discretion, determines is dangerous;
- e) discharge, ignite or fire any fireworks, fire crackers or explosives of any type; or
- f) discharge or fire any firearm, BB gun, or paintball gun,

except in an area designated for that purpose by Council or unless a valid and subsisting permit is issued by the Town pursuant to this and any other Bylaw of the Town.

## **10. FIRE PREVENTION**

- 10.1 No person shall ignite or allow a fire to burn in a park except in a fire pit or other receptacle intended for such use and provided by the Town.
- 10.2 While in a park no person shall fuel a fire with anything but seasoned wood or briquettes.
- 10.3 No person shall use a portable appliance or other cooking device not fueled by propane or natural gas at any location within a park other than a designated fire area and only when not otherwise prohibited by Drayton Valley Brazeau County Fire Services.
- 10.4 While in a park no person shall:
  - a) allow a fire, portable appliance or cooking device to get out of control;
  - b) leave a fire, portable appliance or cooking device unattended; or
  - c) burn garbage or prohibited debris in a fire pit, barbeque, portable appliance, cooking device or other receptacle.
- 10.5 Every person who has a fire in a park shall ensure that the fire is completely extinguished, leaving only cold ashes or doused embers, prior to leaving the site of the fire.

## **11. VEHICLES**

11.1 No person shall drive or operate:

- a) a motor vehicle in a park or campground, except on a public roadway;  
or
- b) an off-highway vehicle in a park or campground,

except where the person is a holder of a valid and subsisting permit issued by the Town pursuant to this and any other Bylaw of the Town which authorizes such activity.

11.2 Persons employed or contracted to the Town to provide a service within a park are authorized to operate a motor vehicle within a park, in compliance with Town Policies and practices.

## **12. BODIES OF WATER**

12.1 No person shall enter, wade, swim or cast a fishing line into any storm water management pond or facility, or any area which is part of the Town's storm drainage collection system.

12.2 No person shall launch or operate a boat powered by a motor, nor operate or launch any boat, canoe, kayak or similar muscle-powered craft, upon any storm water management pond or facility or any area which is part of the Town's storm drainage collection system.

12.3 No person shall enter, wade, swim, cast a fishing line into, or operate or launch any boat, canoe, kayak or similar craft, whether motor or muscle powered, upon any body of water which flows through, is adjacent to or is located within a park, unless such activity is specifically permitted by way of posted notice from the Town or a permit has been issued pursuant to this Bylaw.

## **13. SALE OF GOODS AND SERVICES**

13.1 No person shall, while in any park,:

- a) make available, offer or give away free goods or services;
- b) make goods and services available for sale;
- c) carry on any business of any kind or nature whatsoever or solicit for any business, trade or occupation;
- (d) place a sign or device of any kind advertising or publicizing any commercial venture or facility; or



- (e) place or leave any goods or merchandise in order to display the same for sale;

anywhere in a park , unless a valid and subsisting Business License and License of Occupation have first been obtained from the Town in compliance with all Bylaws and Policies. Such approved operations shall be limited to an area specifically designated by the Town for such activity.

#### **14. CAMPGROUND REGULATIONS**

- 14.1 A person who enters a designated campground shall comply with:
  - a) any lawful rule or regulation made or issued pursuant to this Bylaw; and
  - b) the instructions, prohibitions and directions prescribed by all lawfully designated and erected signs and notices.
- 14.2 The maximum length of stay at the campground, unless otherwise directed by the Town of Drayton Valley, is fourteen (14) days.
- 14.3 The maximum occupancy of any campsite, without specific permission of the Parks Caretaker or Supervisor, shall be one (1) motor vehicle, one (1) camping unit and six (6) people.
- 14.4 No person shall:
  - a) fail to fully complete the registration form;
  - b) fail to accurately provide the information required on the registration form; or
  - c) occupy any campsite where not registered.
- 14.5 Any domestic animals brought into the campground are the responsibility of the owner and, if that is undetermined, the registered user of the campsite. No person shall:
  - a) allow any animal to be at large;
  - b) have any animal outside their registered campsite not on a leash;
  - c) allow any animal to become a nuisance by making excessive noise; or
  - d) fail to clean up animal feces either within a campsite or within the park.
- 14.6 No person in any designated campground shall:
  - a) cut, break, bend or in any way damage or deface any vegetation, rock or natural feature;

- b) walk, stand, or sit in or on any flower bed; or
- c) damage, deface or remove any park property.

14.7 Campground cleanliness is necessary to keep our facilities attractive, safe, and enjoyable for all users. No person shall:

- a) fail to deposit litter in a litter receptacle;
- b) litter in a campground;
- c) leave any campsite in such a condition as to require further clean-up or special maintenance;
- d) occupy any campsite which, in the opinion of the Park Caretaker, Supervisor, or a Peace Officer constitutes an unsightly premise or a safety hazard;
- e) leave any washroom, toilet or shower facility in a condition requiring special attention, maintenance or clean-up; or
- f) deposit liquid waste, known as gray water or sewer, at any location within a park except as designated and permitted.

14.8 No person shall, either in a registered campsite or park, engage in any form of activity that disturbs or interferes with the rest and quiet enjoyment of the park by any other user. Quiet hours and nuisance behaviour regulations are necessary to maintain the family-oriented parks this municipality desires. No person shall:

- a) make noise that disturbs the rest, peace or quiet enjoyment of any person within the park during the period of 11:00 pm to 7:00 am daily, (known as quiet hours); or
- b) be a nuisance or engage in any form of nuisance behaviour.

14.9 No person shall, without permission of the Parks Caretaker or Supervisor, drive or park, allow to be brought in, or parked, any motor vehicle or camping unit, at any location not specifically designed or designated for that purpose.

#### 14.10 CAMPGROUND EVICTION

- a) The campground eviction process shall be as follows:
  - i. verbal warning of non-compliance of any section of this Bylaw, which may include a reasonable time for remedy;
  - ii. written warning of non-compliance of any section of this Bylaw, which may include written instruction along with specified timelines for remedy;

- iii. service of an eviction notice; and
  - iv. camper units not removed as requested could be subject to being commercially removed to an impound yard at the owner's expense.
- b) For the purposes of this Bylaw, service of a campground eviction notice shall include:
- i. personal service on any campsite occupant who appears to be eighteen (18) years of age or older; or
  - ii. personal service on the registered user of the campsite; or
  - iii. by prominently posting the eviction notice on the apparent main entry door of the camping unit.
- c) Once served, a campground eviction notice is final and without appeal.
- d) Dependent upon the severity of the violation, and in the interest and safety of the public, a campground eviction notice can be served forthwith foregoing both verbal and written notices.
- e) Any person served with a campground eviction notice and failing to respond and vacate the park is deemed to be trespassing and be subject to all the provisions of the *Alberta Petty Trespass Act*.

#### 14.11 CAMPGROUND REGISTERED USER

For the purposes of this Bylaw, the registered user of a campsite is responsible for any and all violations of rules and regulations committed within the campsite or within the park by any person who, without evidence to the contrary, is from that campsite.

### 15. OFFENCES AND PENALTIES

- 15.1 Any violation of a general park rule or regulation may result in immediate eviction from a Town park. Power to evict is granted to a Bylaw Officer or a Peace Officer.
- 15.2 Any person who contravenes any provision of this Bylaw is guilty of an offence and is liable, upon summary conviction, to the specified penalty for that offence set out in Schedule "A" of this Bylaw.

## **16. VIOLATION TICKETS**

- 16.1 The Peace Officer is hereby authorized and empowered to issue Violation Tags and Violation Tickets to any person who the Peace Officer has reasonable and probable grounds to believe has contravened any provision of this Bylaw.
- 16.2 A Violation Ticket or Violation Tag may be issued to such person either:
- a) personally; or
  - b) by mailing a copy to such person at his or her last known postal address.
- 16.3 The Violation Tag shall be in a form approved by the Town or the responsible Bylaw Officer and shall state:
- a) the name of the person;
  - b) the offence;
  - c) the appropriate penalty for the offence as specified in Schedule “A” of this Bylaw;
  - d) that the penalty shall be paid within fourteen (14) days of the issuance of the Violation Tag; and
  - (e) any other information as may be required by the Council.
- 16.4 Where the contravention of this Bylaw is of a continuing nature, further Violation Tags or Violation Tickets may be issued by a Peace Officer, provided that no more than one Violation Tag or Violation Ticket shall be issued for each day that the contravention continues.
- 16.5 Where a Violation Ticket or Violation Tag is issued pursuant to this Bylaw the person to whom the Violation Ticket or Violation Tag is issued may, in lieu of being prosecuted for the offence, pay to the Town of Drayton Valley the penalty specified in the Violation Ticket or Tag.

## **17. EXEMPTIONS**

The employees, servants and agents of the Town of Drayton Valley, while acting in the course of their employment or duty, are exempt from the provisions of this Bylaw

## **18. INTERPRETATION**

- 18.1 Words used in the singular include the plural and vice-versa.
- 18.2 When a word is used in the masculine or feminine it will refer to either gender.
- 18.3 Words used in the present tense include the other tenses and derivative forms.

**19. SEVERABILITY**

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

THAT this Bylaw shall rescind Bylaw No. 86-15 of the Town of Drayton Valley, and shall have force and come into effect from and after the date of third reading thereof.

READ A FIRST TIME THIS \_\_\_\_\_ DAY OF MARCH, 2015, A. D.

READ A SECOND TIME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2015, A. D.

READ A THIRD AND FINAL TIME THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2015, A. D.

\_\_\_\_\_  
MAYOR

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

**SCHEDULE “A”**  
**FINES AND PENALTIES**

Section	Violation	Penalty		
		First Offence	Second Offence	Third Offence
5.1(a)	Be in a park between 11:00 pm and 7:00 am	\$50.00	\$100.00	\$200.00
5.1(b)	Be in a park when park is closed	\$50.00	\$100.00	\$200.00
5.1 thru 5.4 and 14.1	Contravene any lawful rule or regulation of the park/campground	\$100.00	\$200.00	\$300.00
5.5	Contravene any term or condition of a special event permit	\$150.00	\$300.00	\$600.00
6.1(a) and 14.7(a)	Fail to deposit litter in receptacle	\$100.00	\$200.00	\$400.00
6.1(b)	Urinate/defecate except in facility provided	\$150.00	\$300.00	\$600.00
6.1(c)	Deposit grass clippings, dirt, rubble or other such material in park/campground	\$100.00	\$200.00	\$400.00
6.2(a) and 14.5(a)	Allow animal/dog to be at large	\$100.00	\$200.00	\$400.00
6.2(b) and 14.5(b)	Not keep animal/dog on a leash in park/campground	\$50.00	\$100.00	\$200.00
6.2(c) and 14.5(c)	Allow animal/dog to become a nuisance by making excessive noise in a park/campground	\$100.00	\$200.00	\$400.00
6.2(d) and 14.5(d)	Not clean up feces of animal/dog in park/campground	\$100.00	\$200.00	\$400.00
7.1	Destroy or otherwise interfere with vegetation in park/campground	\$150.00*	\$300.00*	\$600.00*
8.1(a)	Setup/erect structure, temporary abode or camp unless permitted	\$100.00	\$200.00	\$400.00
8.1(b)	Dig/excavate or conduct any construction/building unless permitted	\$150.00*	\$300.00*	\$600.00*
8.1(c)	Mark, deface, climb, destroy, or otherwise interfere with any park furniture or feature	\$150.00*	\$300.00*	\$600.00*
9.1 thru 9.2	Engage in an activity which is dangerous or injurious to the public in a park/campground	\$150.00	\$300.00	\$600.00
10.1	Ignite or allow a fire to burn outside a receptacle intended for such purpose	\$100.00	\$200.00	\$400.00
10.2	Fuel a fire with anything other than wood or briquettes	\$100.00	\$200.00	\$400.00
10.3	Use stove or cooking appliance in a location not designated for such purposes	\$100.00	\$200.00	\$400.00
10.4(a)	Allow fire/stove or cooking device to get out of control	\$150.00	\$300.00	\$600.00
10.4(b)	Leave fire/stove or cooking device unattended	\$150.00	\$300.00	\$600.00
10.4(c)	Burn garbage or debris in a fire pit, barbeque, portable appliance or receptacle	\$150.00	\$300.00	\$600.00

Section	Violation	Penalty		
10.5	Not completely extinguish a fire	\$200.00	\$400.00	\$800.00
11.1 and 14.6	Operate a motor vehicle/off highway vehicle in park/campground	\$100.00	\$200.00	\$400.00
12.1 and 12.3	Swim/wade or fish in Storm water management facility or body of water	\$100.00	\$200.00	\$400.00
12.2 and 12.3	Operate/launch any boat, canoe, kayak or similar craft in a Storm water management facility or body of water	\$100.00	\$200.00	\$400.00
13.1	No person shall offer for sale any goods or services, carry on a business, place signs or advertise without a permit	\$150.00	\$300.00	\$600.00
14.2	Exceed maximum time allowed to stay at campground	\$150.00*	\$300.00*	\$600.00*
14.3	Exceed number of people or vehicles allowed at a campsite	\$100.00	\$200.00	\$400.00
14.4(a) and (b)	Fail to complete/submit registration form	\$100.00	\$200.00	\$400.00
14.4(c)	Occupy campsite when not registered	\$50.00	\$100.00	\$200.00
14.6	Damage/deface/remove park/campground property	\$150.00*	\$300.00*	\$600.00*
14.7(c) and (d)	Leave campsite in a condition that requires clean-up or maintenance	\$100.00	\$200.00	\$400.00
14.7(e)	Leave any washroom, toilet or shower facility in a condition requiring special clean up or maintenance	\$100.00*	\$200.00*	\$400.00*
14.7(f)	Deposit liquid waste at any location within a park/campground except as designated or permitted	\$100.00	\$200.00	\$400.00
14.8	Cause disturbance or nuisance in park/campground	\$50.00	\$100.00	\$200.00
14.9	Drive or park any motor vehicle or camping unit, at any location not specifically designed or designated for that purpose	\$100.00	\$200.00	\$400.00

\*ACTUAL COST FOR REPAIR OR REPLACEMENT OF PROPERTY MAY BE CHARGED IN ADDITION TO FINE AMOUNT.

<b>AGENDA ITEM: 8.3</b>	<b>Outdoor Events Policy A-04-15</b>
<b>Department:</b>	<b>Administration</b>
<b>Presented by:</b>	<b>Councillor Nadeau</b>
<b>Support Staff:</b>	<b>Chandra Dyck</b>

**BACKGROUND:**

The Town of Drayton Valley currently has an Annual Parades Policy, but does not have a Policy or guidelines in place for individuals or groups wishing to host events on Town-owned lands. As these events become more and more popular, it is important that all organizers are aware of the steps that must be taken to ensure the safety of participants and the obligations for the use of municipally-owned lands. Administration has prepared the attached Policy which is intended to establish guidelines and structure.

At present, requests for the use of Town lands are dealt with on a case-by-case basis, but this Policy will allow all potential users of the parks to know, in advance, what requirements are in place.

**MOTION:**

That Council approve the attached Outdoor Events Policy A-04-15





## TOWN OF DRAYTON VALLEY

<b>Subject:</b>	Outdoor Events Policy	<b>Policy:</b>	A-04-15
<b>Department:</b>	Administration		
<b>Approval Date:</b>		<b>Review Date:</b>	
<b>Associated Policies:</b>	Storm Water Ponds Policy Neighbourhood Outdoor Skating Surfaces Policy Annual Parades Policy		

### Events Policy

#### Purpose

The Town of Drayton Valley (hereinafter referred to as the “Town”) has determined that it is in the public’s interest to allow community and public events (hereinafter referred to as “events”) to occur on Town-owned lands, including parks, open spaces and Town-controlled streets. The following guidelines have been established for referral and compliance of Event Organizers, the public and Administration when organizing and approving such events.

#### General Policy

These guidelines are established under this Policy in order to:

- ensure the success of the event;
- identify potential hazards and reduce risk to participants and the Town; and
- ensure users of the facility can enjoy the event.

This Policy applies to events that require the use of municipal outdoor venues and/or road closures.

This Policy does not apply to neighborhood block parties which take place under the Drayton Valley and District Family and Community Support Services Neighborhood Block Party Program.

These procedures, especially those related to public health and safety and venue damage issues, may also be used as guidelines for the approval and operation of other activities in Town venues.

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## Definitions

Within this Policy the following definitions shall apply:

*Applicant or Event Organizer* refers to the person hosting the event, or the person appointed by the Organization hosting the event, to carry out the responsibilities identified in this Policy;

*EMS* means the emergency medical services operating within the Town of Drayton Valley, its staff, contractors and medical personnel;

*event(s)* means

- a. any public function occurring on/in any Town venue to which members of the general public may be invited or admitted for a charge or free of cost; or
- b. any private function occurring on/in any Town venue to which the public may not be invited to, which is likely to attract fifty (50) people or more

Events may include but are not limited to functions such as concerts, musical festivals, races, theatrical performances, films, demonstrations, rodeos, fairs, dances and performances.

*fire service* means the Drayton Valley Brazeau County Fire Services, its employees and volunteers.

*Health Inspector* means the duly appointed local representative of regional health authority for the purposes of carrying out the *Public Health Act* and regulations.

*Permit* means the official document issued by the Town which allows the event to take place. Such Permit will likely be subject to conditions which must be met by the Event Organizer.

*RCMP* means the Drayton Valley detachment of the Royal Canadian Mounted Police, its members and staff.

*venue* refers to any Town outdoor property and includes, but it is not limited to, Lions West Valley Park grounds, Rotary Park, Drayton Valley Municipal Airport, neighbourhood parks, the downtown parking lot, Town-owned playgrounds, sports fields, municipal reserve lands and public utility lots.

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### Applications for Event Permit

1. As the length of time for issuance of a Permit may vary depending upon the number of Permits required and the nature of the event, Applications should be submitted a minimum of **eight (8) weeks in advance** of the event and no less than one (1) week in advance. **A Town Permit is mandatory for the use of a public area for any public or private event as defined on the previous page.** Be aware that a Permit does not grant exclusive use of the permitted area; the sites are open to everyone and not specifically to the party with a Permit to use the venue. Free public access is to be allowed in all areas of venues whenever possible and reasonable. Areas closed off for safety or security reasons, damage control, event production, or event admission management must be temporarily fenced only with the permission of the Town.
2. Town Administration will review the Event Application Checklist and site plan with the Event Organizer in order to determine whether any supplemental information is required to support an Event Application.
3. Applicants are encouraged to choose an alternative location and/or date should the first choice not be available.
4. All proposed activities and events are subject to the approval of the Town. Effort will be made to ensure that traditional booking dates for annual events are respected from year to year; however, notice of intention to renew shall be received by September 30th in the year prior to the event.

### Use of Venue

5. All Event Organizers are required to follow specific licensing, insurance, indemnification and other legal requirements and may be required to supply detailed information of their plans. Such details may include, but is not limited to, program activities, set-up schedule, site plan and public safety services.
6. Any advertising, signage, barricading or Town staff costs incurred in the closing of roads or other public areas are the responsibility of the applicant.
7. Promotional signs are not permitted on Town property. The Town's Signage Bylaw must be adhered to when signs are posted in relation to the event.
8. The Town does not provide amenities such as portable washrooms, sound systems, tables, chairs, tents, canopies or other equipment.
9. Event Organizers will make satisfactory arrangements for access to parking, or for the removal of unauthorized vehicles which are parked on private property without landowner

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consent, or which are parked on Town property in contravention of any Bylaw or approved Permit. Any costs related to vehicle removal are the sole responsibility of Event Organizers.

10. Conditions may be added to any Event Permit to ensure the safety of the public, protection of property, mitigation of associated risks and the orderly conduct of the event.
11. Events are restricted to the public hours of the parks: 7:00 a.m. to 11:00 p.m., but may be subject to extended hours within the conditions of the approved Event Permit.
12. Regular venue booking fees will be charged for events.
13. The Town reserves the right to require the Event Organizer to take action to correct a health and safety hazard associated with an event at any time. The Town may, on its own initiative, take action to correct an immediate hazard. Appropriate action could include summoning emergency services, limiting access to a portion of venue, or terminating all or part of an event program. Drayton Valley Brazeau County Fire Services, EMS, Drayton Valley RCMP will override any road closure to attend to an emergency. The Town shall ensure that a copy of approved Permits will be forwarded to Drayton Valley Brazeau County Fire Services, EMS and Drayton Valley RCMP to ensure appropriate services are made aware of the event.
14. If necessary, the Town may, at its discretion, take action to correct an immediate maintenance concern or repair (examples of such incidents may include, but are not limited to, immediate repairs to damaged sprinkler lines, replacement of broken locks, emergency electrical servicing and snow removal). If this action is requested or made necessary by the event, costs shall be charged back to the Event Organizer. The Event Organizer will be informed as soon as possible of the action and the cost.

### **Responsibilities**

15. MacKenzie Conference Centre and Omniplex staff will be responsible for the booking of venues located within those facilities and for events requiring use of the sports fields located within Lions West Valley Park.
16. The Bylaw Enforcement Officer will be responsible for accepting the Applications for road closures and for Event Permits on all Town-owned lands other than Lions West Valley Park.
17. For the duration of the event the Event Organizer shall be responsible for conducting daily site inspections and maintenance. The Event Organizer must notify the Town if assistance is required so appropriate assistance may be rendered. If the need for action is related to the event, the Event Organizer will be responsible for costs.

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18. Event Organizer Responsibilities include, but are not limited to:

**a. Public Health and Safety**

Public health and safety is a priority for the Town and is regarded as a responsibility of the Event Organizer.

Health and safety issues are strongly considered during the approval process. Event Organizers must meet the necessary parameters with respect to fire safety and emergency services. Site plans and support services for an event may be subject to review during the set-up, operation and disassembly of an event. Should an emergency occur, the Event Organizers and staff or volunteers will come under the direction of Town's Emergency Services Department.

The Event Organizer will provide a Safety Plan that meets with the satisfaction of Fire, EMS and RCMP within thirty (30) working days prior to the event.

The Event Organizer is asked to incorporate health and safety consciousness into event planning (through such things as hazard assessments, volunteer orientation and training, and a site inspection before opening). An Event Organizer must also follow Alberta health guidelines and abide by safety rules and guidelines of the following: [www.albertahealthservices.ca](http://www.albertahealthservices.ca). A food handling certificate must be provided for events involving food preparation and distribution.

No ground disturbance, such as hammering any spikes into the ground, digging holes, etc. is permitted on any street without the express written permission of the Town. The Event Organizer must call ALBERTA ONE-CALL at 1-800-242-3447 and SHAW CABLE at 1-866-344-7429 for ground disturbance occurring on any private or public property that is not a street. The Event Organizer will be asked about physical location/address of site, type of activity and if the site is private or public property. Any cost, damage or injury resulting from ground disturbance associated with the event is the sole responsibility of the Event Organizer.

**b. Water and Sanitation Facilities**

Event Organizers shall be responsible for providing the following services, the number and capacity of which is to be determined by the Health Inspector:

Potable Water

An ample supply of potable water for drinking purposes shall be provided and shall meet Canadian Drinking Water standards.

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#### Portable Toilets

Toilet requirements for food service operated in conjunction with events are considerably higher than those generally required. They must be re-supplied (cleaned and pumped) as required, at least once daily. The Event Organizer must supply bathroom facilities and supplies, and is responsible for the set-up and removal of the waste management systems.

#### Sanitation Control

The Event Organizer is responsible for ensuring that waste (litter, gray water, etc.) is cleaned up and removed daily and at the conclusion of the event. If this is not done, incremental charges may apply.

#### Solid Waste

Every Event Organizer shall be required to furnish the area with trash cans, garbage receptacles and recycling receptacles as may be required by the Town and the Health Inspector. An adequate supply of plastic bag liners are to be inserted, and when full, shall be tied and removed and a new plastic bag liner is to be inserted. The pick-up and removal of trash, refuse, garbage and recycling shall be at least once a day or more often if required by the Town. The removal of all trash and recycling shall be at the Event Organizer's expense.

#### Spillage and Liquid Wastes

The Event Organizer is responsible for ensuring that no liquid or frozen material, including but not limited to beverages, gray water, paint, grease, or soap, is spilled on the site or into any bodies of water. The Event Organizer may be required to supply liquid waste receptacles.

#### Hazardous Materials

The Event Organizer is responsible for ensuring that all dangerous or hazardous materials (including, but not limited to fuels, paints, pressurized gases, solvents, etc.) that are brought into a venue or used on site are stored and used in accordance with all applicable Federal, Provincial, and Municipal laws, regulations and guidelines. Prior approval over hazardous material is required by the authority having jurisdiction (FIRE/EMS).

#### **c. Crowd Management/Access Control**

A dedicated crowd management system (including identifiable security personnel, communications, emergency routes in, evacuation routes out and possibly signage and/or fencing) is required for events where there are areas restricted to the general public, crowding is expected or there is unusual risk. This will be at required at the Event Organizer's expense. This applies to events with an admission charge, nighttime events, events where more than one (1) person per square meter is projected in a given

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area and some athletic events. The Town, RCMP, Fire and EMS may be available to provide consultation.

**d. Procedure for Lost Children**

A procedure for lost children (including volunteer training, holding area and signage) is recommended at events where there is a high possibility of children being lost. The organizer shall provide communication devices for Event Organizers and volunteers for communication purposes. This applies to specialty children's events, nighttime events, and events with projected one-time attendance of over one thousand (1,000) people, or at the discretion of the Town.

**e. First Aid**

Events with a projected one-time attendance of over three-hundred-and-fifty (350) people, or at the discretion of Town, are required to notify Fire Services and EMS. Based on the discretion of the Fire Chief and EMS Station Officer, the Event Organizer may be asked to set up a dedicated first aid station. These costs will be borne solely by the Event Organizer.

**f. Information Booth and Schedule**

An information booth and posted schedule is suggested for all large or complex events.

**g. Vehicle Use**

**The Event Organizer is responsible for actions of all vehicles on the site and must abide by the Town's Parks and Public Facilities Bylaw.**

All vehicle access to parks requires prior approval and a Permit (Appendix 'F') to access Town lands. Conditions include designated routes, weight limits, parking and speed restrictions, limits on the number of vehicles allowed and restrictions on travel on the grass/park (use of vehicles may be completely prohibited due to the weather conditions or if the grass/park is wet).

For major events where access is required for more than ten (10) vehicles, the Event Organizer will be required to provide active vehicle supervision. This will include dedicated volunteer supervision of vehicles on site to ensure operating restrictions are met.

**h. Equipment Removal**

The Event Organizer is responsible for the immediate removal of all event equipment, signage, and program supplies after the event. Security for any equipment, goods and event paraphernalia left on site overnight is the sole responsibility of the Event Organizer. This applies to all equipment, goods and event paraphernalia supplied by the Event Organizer or a third party rental company. Safety of the public with the

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equipment left on-site unsupervised, security of the equipment, and potential damage to the site are concerns which must be addressed by the Event Organizers.

**i. Parking Areas**

Every Event Organizer shall provide adequate parking spaces for persons attending the event by motor vehicle. The Event Organizer may be called upon to provide a separate parking space for every three (3) persons expected to attend the event by motor vehicle. Such parking areas shall be clearly marked. The Town shall approve the parking plan before a Permit shall be issued. Use of street parking in residential areas is strongly discouraged, as off-street parking should be provided to adequately accommodate event attendees' motor vehicles. No parking is allowed on rights-of-way or public utility lands or other Town lands.

**j. Access and Parking Control**

The Event Organizer shall provide adequate ingress and egress to the event premises and parking areas, therefore necessary roads, driveways and entrance ways shall exist to ensure the orderly flow of traffic into the premises from a highway or road, which is part of the road system or which is a road maintained by the Town. An identified all-weather access/exit route for fire equipment, ambulances and other emergency equipment and personnel shall be required. The Town shall approve the plan for ingress and egress before a Permit is issued. Additionally, an Event Organizer may be required to have traffic attendants under his or her employ and to ensure orderly on-site parking, traffic movement and relieve traffic congestion in the vicinity of the event area.

**k. Hours of Operation**

All events which are submit to a Permit pursuant to Town Bylaws or Policies shall close and cease operations continuously between the hours of 11:00 pm and 7:00 am of each and every day, unless special exception has been granted through an approved Permit

**l. Communications**

The Event Organizer shall be required to establish a communication system for public use where ordinary communication is not available. The Town may require a provision of a mobile phone station at the site of the event.

**m. Fire Protection**

Every Event Organizer shall be required to provide for adequate fire protection services and provide a letter of confirmation from the Drayton Valley Brazeau County Fire Services indicating their satisfaction with all required Fire Permits and protection.

**n. Food Concessions**

The Event Organizer shall provide such food facilities as may be required by the Health Inspector to adequately provide good services to those persons attending the event. All temporary concessions or booths that dispense or handle foods must be inspected and



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approved by the Health Inspector, in addition to complying with the Town's Business License Bylaw, prior to commencement of business.

**o. Liquor Sales**

Every Event Organizer that intends to sell liquor during the event must obtain Permit from Alberta Gaming and Liquor Commission ("AGLC"). The Town, the RCMP or AGLC may require that additional security be established by the Event Organizer should liquor be served at the event.

**p. Overnight Accommodation**

Where there are camping provisions, the Event Organizer shall provide a map detailing the camping areas, the number of camping stalls in each area and identify the roadways throughout the camping areas. The plan shall contain provisions for the orderly processing and parking of camping units. Each camping area must allow for vehicle access, including sufficient space for emergency access and passage. Camping is not permitted within the Town's parks, general parking areas or roads without prior written consent from the Town Manager or his or her designate.

**q. Restricted Signs and Banners on Site**

Banners, signs, ropes or wires may not be attached to trees and other vegetation or to park furniture (such includes but is not limited to lampposts, gazebos and benches) without prior approval. The Town's primary interests are to preserve the non-commercial nature of public parks and to maintain overall site appearance.

Exceptions will be considered only if no appropriate alternate attachment points exist and the attachment is supervised by Town staff.

The guidelines for the use of signage in Town venues are as follows:

- i. banners must be clean, in good repair and hung in an attractive way, e.g. level, stretched tightly (using tie wraps or other tensioning) and suspended without touching other objects;
- ii. numbers of banners and event signage may be restricted if deemed excessive;
- iii. in addition, small freestanding event schedules and information signs (i.e. sandwich boards, easels) are permitted within the event site area, at an information booth, and adjacent to programmed stage, to a maximum of one (1) at each location. These signs may incorporate sponsor recognition as a minor element. All signs must be removed immediately following the event.

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- iv. temporary and free standing directional signage and all other signage must abide by the Town's Signage Bylaw. The Event Organizer may apply for a temporary sign permit and, in accordance with the Bylaw, the Town has the right to set the content and physical location of said signage.
- v. all sponsor recognition banners and signs, including but not limited to media, corporate, and public sponsors are subject to prior approval regarding location, number, size and means of attachment. These requests should be made directly to the Town's Planning and Development Department at least three (3) weeks prior to the commencement of the event.
- r. **Fencing of Damaged or Sensitive Areas**  
Sensitive or damaged areas of the park may be closed to the public by the Town at any time. The Event Organizer will be informed of the possibility of closure at the earliest opportunity.
- s. **Monitoring Noise Levels**  
The Town reserves the right to require that the Event Organizer and sound contractor reduce public address system levels if these are found to be excessive (such as causing undue public complaint, unreasonably interfering with adjacent users, or in excess of the limits of the Town's Noise Bylaw). The Event Organizer is expected to cooperate fully with any Town staff that may be on the site to monitor sound levels during events. If an Event Organizer does not comply with a request to reduce levels, any future Permits and Use Agreements may be refused by the Town. Complaints of the park from neighbours will be taken into consideration when reviewing requests for booking park sites for future events. No sound checks or amplified music will be allowed before 7:00 am or after 11:00 pm. Requests to have this Bylaw relaxed for an particular event must be submitted in writing to the Chief Administrative Officer for approval at least four (4) weeks prior to the event commencement date.

### Restricted Activities

All activities proposed for an event are subject to prior approval. Activities normally **not** permitted include those which:

- a. may cause damage to the park or the environment;
- b. are specifically prohibited by the Town's Parks and Public Facilities Bylaw;
- c. are distinctly incompatible with natural open space; or
- d. involve undue risk.

Items that are difficult to clean up, such as confetti and rice, are prohibited.

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**Fireworks are prohibited within the Town;** exceptions must receive written approval from Fire Services, and may be subject to conditions and restrictions.

### Procedure

The following process applies when an event is proposed to take place within the Town of Drayton Valley on Town-owned lands:

1. Event Organizer to meet with Town representation (this may include the Town Manager or his or her designate, the Bylaw Enforcement Officer and the venue Manager, if applicable).
2. Event Organizer to submit the fully completed Application for Event Permit to the Bylaw Enforcement Officer at least ninety (90) days prior to the event date.
3. Bylaw Enforcement Officer reviews proposal with appropriate stakeholders, including but not limited to the RCMP, Fire Services, EMT, venue Manager, Town Council, Department Heads and Public Works.
4. Town employees will review the Event Application Checklist and site plan with the Event Organizer in order to determine whether any supplemental information is required to support an Event Application.
5. Bylaw Enforcement Officer issues decision regarding Event Permit. Applications are not considered “approved” until the Use Agreement (Appendix ‘A’) has been duly executed by the Event Organizer and the Town. The Event Application Checklist (Appendix ‘B’) will be processed by Town staff in conjunction with the Use Agreement.
6. If Permit has been approved:
  - a. all Event Organizers are required to follow specific licensing, insurance, indemnification and other legal requirements and may be required to supply detailed information of their plans (including, but not limited to, program activities, set-up schedule, site plan, public safety arrangements); and
  - b. overall approval of the terms and conditions of any event is guided by the procedures listed in this document, but may also be influenced by the history of the particular event, the current condition of a venue and public safety issues;
  - c. Event Organizer must immediately provide a security deposit or Performance Bond, if required by the Town for a significantly large event in a Town venue. The deposit may be used to:

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- i. rectify damage\* to the venue;
- ii. pay for excessive maintenance, fire response or utility charges, related to the event; or
- iii. compensate the Town for unpaid accounts accrued by the Event Organizer.

\*Damage assessment is based upon review of the site before, and as soon as possible after the event by Town staff. The Event Organizer is invited to participate in the inspection (Note: winter damage to sprinkler systems, etc. may not be assessable until spring). A refund will be given after the site receives a favorable inspection rating by the Town.

**Any damage resulting from the event, whether caused directly by the Event Organizer, an associated party, or the general public in attendance, is the responsibility of the Event Organizer.**

- d. The Event Organizer shall enter into an Agreement regarding the use of the venue with the Town. The terms of a Use Agreement issued to the Event Organizer will outline the requirements under which the event shall be conducted and will outline the mutual responsibilities of the Town, and the Event Organizer.

Within that Use Agreement, the Event Organizer will be required to acknowledge that, if water and electrical use or litter control services are deemed to be excessive (meaning costs are significantly higher than those related to normal park use), the Town shall charge the Event Organizer for the clean-up or repair service at cost. Clean-up immediately after an event is mandatory.

- e. Obtain a minimum \$2,000,000.00 (per occurrence) comprehensive general liability insurance binder as required at the discretion of the Town. Where horses or horse-drawn vehicles are part of the event, the Event Organizers are required to provide a second Certificate of Insurance for \$1,000,000.00 public liability. The Town of Drayton Valley must be named as an additional insured.

A minimum \$2,000,000.00 (per occurrence) third party automobile "PLPD" insurance is required where vehicles are to be used on Town property. Contact the Bylaw Enforcement Officer for more details.

All certificates of insurance must be produced three (3) weeks in advance of the scheduled event date. Certificates of insurance submitted after the three (3) week window may be considered on a case-by-case basis. The certificate(s) of insurance must include the Town of Drayton Valley as an additional insured on the policy.

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- d. The Event Organizer may request provision of incremental civic services such as labour, security or a supply of miscellaneous equipment, etc. at cost; approval will be subject to staff availability and the review of the supervisor. Town equipment, including but not limited to bins, barricades, pylons, and parking signs, may be booked through the Town Public Works with the approval of the Bylaw Enforcement Officer and are subject to availability.

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Mayor

## 9.0 - Information Items

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9.2	Drayton Valley Municipal Library Board Minutes February 12, 2015	67-71
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9.6	Waste Management Committee Meeting Minutes February 3, 2015	85-86
9.7	Economic Development Committee Minutes March 10, 2015	87-88

### **MOTION:**

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



**Brazeau**  
**Seniors Foundation**

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

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**MEETING OF THE BOARD OF DIRECTORS**  
**Shangri-La Lodge, Drayton Valley**  
**February 4, 2015**  
**9:00 am**

**ATTENDANCE:**

**Directors Present:**

Jeannette Vatter, Chairperson  
Dean Shular, Vice-Chairperson  
Janet Young  
Francine Fairfield  
Marc Gressler

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

**Directors Absent:**

**Administration Present:**

Stella Keller  
Cindy Trudgian

Chief Administrative Officer  
Administrative Assistant

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**1.0 CALL TO ORDER**

J. Vatter called the meeting to order at 9:11am

**2.0 AGENDA**

**2.1 ADDITIONS TO THE AGENDA**

*None at this time*

**2.2 APPROVAL OF AGENDA**

**Resolution #15-02-01: Moved by J. Young to approve the agenda.**

**Motion ...Carried Unanimously**

**3.0 APPROVAL OF MINUTES**

**3.1 MINUTES FROM THE DECEMBER 11, 2014 REGULAR BOARD MEETING**

**Resolution #15-02-02:** Moved by M. Gressler to approve the minutes of the December 11, 2014 Regular Board Meeting with changes to 5.1 Honorariums, change 12 hours to 8 hours.

**Motion ...Carried Unanimously**

**3.2 BUSINESS ARISING OUT OF THE MINUTES**

*None at this time*

**4.0 FINANCIAL**

**4.1 FINANCIAL REPORTS - Foundation**

**4.1.1 Foundation Payable Disbursements for November and December 2014.**

**Resolution #15-02-03:** Moved by F. Fairfield to accept the Payable Disbursements as information.

**Motion ...Carried Unanimously**

**4.1.1.1 Visa Payable for November and December 2014**

**Resolution #15-02-04:** Moved by J. Young to accept the Visa Payable as information.

**Motion ...Carried Unanimously**

**4.1.2 Foundation Balance Sheet as of November 30, 2014**

**Resolution #15-02-05:** Moved by M. Gressler to accept the Balance Sheet as information.

**Motion ...Carried Unanimously**

**4.1.3 Foundation Financial Statements to November 30, 2014**

**4.1.3.1 Central Services/Lodge**

**Resolution #15-02-06:** Moved by J. Young to accept the Central Services/Lodge Statements as information.

**Motion ...Carried Unanimously**

**4.1.3.2 Provincial Housing Units**

**Resolution #15-02-07:** Moved by M. Gressler to accept the Provincial Housing Units Statements as information.

**Motion ...Carried Unanimously**





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

### **4.2.1 Urban Housing Payable Disbursements for November and December 2014.**

### **4.2.2 Urban Housing Balance Sheet as of November 30, 2014**

### **4.2.3 Urban Housing Financial Statements to November 30, 2014**

**Resolution #15-02-08:** Moved by J. Young to accept the Urban Housing Payable Disbursements, Balance Sheets and Financial Statements for Urban Housing as information.

**Motion ...Carried Unanimously**

## **4.3 BOARD MEMBER EXPENSE**

### **4.3.1 Board Member Expenses for December 2014 and January 2015.**

**Resolution #15-02-09:** Moved by F. Fairfield to approve the Board Member Expenses for December and January in the amount of \$1214.46.

**Motion ...Carried Unanimously**

*D. Shular attended meeting at 9:35am*

## **5.0 OLD BUSINESS**

*None at this Time*

## **6.0 REPORTS**

### **6.1 OPERATIONS REPORT**

#### **6.1.1 Operations Report**

Operations Report was verbally reviewed by S. Keller.

#### **CENTRAL SERVICES**

- ♦ The Lodge Operations Manager, Ashraful Alam has been working very hard to learn his new position.
- ♦ Francis Julien started with the Foundation December 8, 2014. Kathy Neufeld has done some training and he is now on his own.
- ♦ The Business Plan was completed and sent to Alberta Seniors.

**Shangri-La Lodge Operation**



- ♦ The Lodge Standards Review has been scheduled for March 18, 2015 @ 9:30 am

### **Housing Projects**

- ♦ We have been replacing cupboards in one unit in wishing well.
- ♦ We are also working on a Rocky Rapids unit that had been occupied a long time. New Carpet, lino and countertop. Maintenance are working hard.

### **Regenerate and & Retrofit – Shangri-La Lodge**

- ♦ Contractors will be working on the Ventilation. We will be vacating two offices and Home Care has already moved to a room on the 2<sup>nd</sup> floor.
- ♦ A solution to the exterior stairs continues to be investigated.

### **Urban Housing Program**

- ♦ All Urban Housing Units have been rented.
- ♦ Francis and I met with Lola and Annette on January 27, 2015 regarding the Making Financial Cents program coming in February. We have tenants who must take the course.

**Resolution #15-02-10: Moved by D. Shular to accept the Operations Report as information.**

**Motion ...Carried Unanimously**

### **6.1.2 Vacancy Report**

As of February 1, 2015 the Shangri-La Lodge has 74 rooms' occupied and 8 vacancies (6 of these are under renovations). The Wishing Well has 2 vacancies and Lezure Lea is full. The Urban Housing program, Spruce View Court, and Rocky Rapids all have one vacancy.

**Resolution #15-02-11: Moved by D. Shular to accept the Vacancy Report as information presented.**

**Motion ...Carried Unanimously**

### **6.1.3 Housing Monthly Profile for November 2014**

*Not discussed at this time*

### **6.1.4 In-Private Session (Personnel & Planning)**



**Resolution #15-02-12: Moved by J. Young to go in-private to discuss personnel matters at 10:22am.**

**Motion ...Carried Unanimously**

**Resolution #15-02-13: Moved by M. Gressler to come out of private at 11:22 am.**

**Motion ...Carried Unanimously**

## **7.0 NEW BUSINESS**

### **7.1 Bad Debt**

**Resolution #15-02-14: Moved by J. Young to write off or remove the bad debts from the books as of February 4, 2015.**

**Motion ...Carried Unanimously**

### **7.2 Terms of Reference – Municipal Housing Initiative**

**Resolution #15-02-15: Moved by M. Gressler to add a conclusion to the presented Terms of Reference, make other revisions and approval from the Board for distribution to Municipalities and the Housing Committee.**

**Motion ...Carried Unanimously**

## **8.0 CORRESPONDENCE**

- 8.1 From: Town of Drayton Valley – Proposed School bus Hub at 4725-46 Street (November 21, 2014)**
- 8.2 From: Alberta Jobs, Skills, Training and Labour – Selection to participation in the Health Care Program part of the new OHS Proactive Strategic Initiatives for 2014/2015 by Alberta OHS. (December 10, 2014)**
- 8.3 Sturgeon Foundation, Dennis Magnusson, - Defer collecting membership dues and fees until after the AGM. (January 26, 2015)**

**Resolution #15-02-16: Moved by D. Shular to accept the correspondence as information presented.**

**Motion ...Carried Unanimously**

## **9.0 FUTURE MEETING DATES**

- 9.1 NEXT BSF REGULAR BOARD MEETINGS – Thursday, February 26, 2015 at the Shangri-La Lodge @ 1:00pm and March 12, 2015 at 1pm**

## **10.0 ADJOURNMENT**



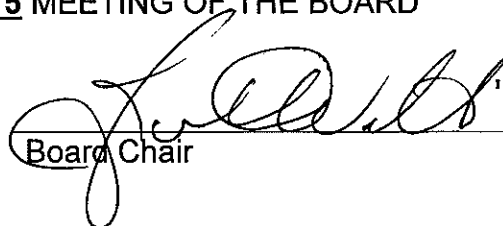
**Resolution #15-02-17: Moved by F. Fairfield to adjourn the meeting at 12:13pm.**

**Motion ...Carried Unanimously**

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APPROVED AT THE February 26, 2015 MEETING OF THE BOARD

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

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



**Brazeau**  
Seniors Foundation

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

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MEETING OF THE BOARD OF DIRECTORS  
Shangri-La Lodge, Drayton Valley  
February 26, 2015  
1:00 pm

**ATTENDANCE:**

**Directors Present:**

Jeannette Vatter, Chairperson  
Dean Shular, Vice-Chairperson  
Janet Young  
Francine Fairfield  
Marc Gressler

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

**Directors Absent:**

**Administration Present:**

Stella Keller  
Cindy Trudgian

Chief Administrative Officer  
Administrative Assistant

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**1.0 CALL TO ORDER**

J. Vatter called the meeting to order at 1:05pm

**2.0 AGENDA**

**2.1 ADDITIONS TO THE AGENDA**

*None at this time*

**2.2 APPROVAL OF AGENDA**

**Resolution #15-02-18: Moved by J. Young to approve the agenda.**

**Motion ...Carried Unanimously**

**3.0 APPROVAL OF MINUTES**

A handwritten signature in the bottom right corner of the page, appearing to be 'J. Young'.

**3.1 MINUTES FROM THE FEBRUARY 4, 2015 REGULAR BOARD MEETING**

**Resolution #15-02-19:** Moved by D. Shular to approve the minutes of the February 4, 2015 Regular Board Meeting.

**Motion ...Carried Unanimously**

**3.2 BUSINESS ARISING OUT OF THE MINUTES**

*None at this time*

**4.0 FINANCIAL**

**4.1 FINANCIAL REPORTS - Foundation**

**4.1.1 Foundation Payable Disbursements for January 2015.**

**Resolution #15-02-20:** Moved by M. Gressler to accept the Payable Disbursements as information.

**Motion ...Carried Unanimously**

**4.1.1.1 Visa Payable for January 2015**

**Resolution #15-02-21:** Moved by D. Shular to accept the Visa Payable as information.

**Motion ...Carried Unanimously**

**4.1.2 Foundation Balance Sheet as of December 31, 2014**

**Resolution #15-02-22:** Moved by F. Fairfield to accept the Balance Sheet as information.

**Motion ...Carried Unanimously**

**4.1.3 Foundation Financial Statements to December 31, 2014**

**4.1.3.1 Central Services/Lodge**

**Resolution #15-02-23:** Moved by J. Young to accept the Central Services/Lodge Statements as information.

**Motion ...Carried Unanimously**

**4.1.3.2 Provincial Housing Units**

**Resolution #15-02-24:** Moved by D. Shular to accept the Provincial Housing Units Statements as information.

**Motion ...Carried Unanimously**

**4.2 FINANCIAL REPORTS – Urban Housing**



**4.2.1 Urban Housing Payable Disbursements for January 2015.**

**4.2.2 Urban Housing Balance Sheet as of December 31, 2014**

**4.2.3 Urban Housing Financial Statements to December 31, 2014**

**Resolution #15-02-25: Moved by** D. Shular to accept the Urban Housing Payable Disbursements, Balance Sheets and Financial Statements for Urban Housing as information.

**Motion ...Carried Unanimously**

**4.3 BOARD MEMBER EXPENSE**

**4.3.1 Board Member Expenses for February 2015**

**Resolution #15-02-26: Moved by** F. Fairfield to approve the Board Member Expenses for February 2015 in the amount of \$1927.12.

**5.0 OLD BUSINESS**

**5.1 Municipal Housing Initiative – Meeting February 10, 2015**

The Municipal Housing Initiative meeting was discussed, no action taken; another meeting is scheduled for March 2, 2015.

**6.0 REPORTS**

**6.1 OPERATIONS REPORT**

**6.1.1 Operations Report**

Operations Report was verbally reviewed by S. Keller.

**CENTRAL SERVICES**

- ◆ Home Care and the two Managers offices are getting some renovations. They are receiving ventilation and new roofing.
- ◆ I have been working on some policy changes and we are reviewing Computer Programs that will handle the complicated payroll and our unique accounting needs.
- ◆ The Auditors were in February 17-19. The Auditors seemed pleased with the changes we have made in the Finance Department

**Shangri-La Lodge Operation**

- ◆ The Lodge Annual Fire Alarm Verification and inspection of our Sprinkler System was carried out this month.
- ◆ The OHS Committee is meeting regularly



Minutes of Regular Board Meeting  
February 26, 2015  
Page 4 of 6

- ◆ Staff and Residents participated in an evacuation fire drill this past week.

### **Housing Projects**

- ◆ We have created a new system for the Direct Rent Supplement Program, which will work well.
- ◆ Direct Rent Supplement Program Policy will be ready for review – changes proposed will ensure those in the greatest of need are accommodated first.
- ◆ The Province has requested we halt any unnecessary spending until their budget has been approved.
- ◆ Seniors Self-Contained units have traditionally allowed for a \$200.00 Security Deposit. This amount needs to be reviewed.

### **Regenerate and & Retrofit – Shangri-La Lodge**

- ◆ I attended a Contractor meeting on February 10, 2015 No major issues. The Roofing Company is coming back and some areas of concern are going to be dealt with, the biggest issue is the new roof to the old roof... we keep getting water in the corner office. They are addressing it this week. Drywall is starting to go up, some taping and mudding has started.
- ◆ The Contractors will be getting us an estimate on covering the existing exterior stairs and installing Plexiglas on the sides to create a small barrier from snow.

### **Urban Housing Program**

- ◆ The Making Financial Cents program is running on Thursday nights. This is a required part of the lease. I believe we have had good attendance so far.

**Resolution #15-02-27: Moved by M. Gressler to accept the Operations Report as information.**

**Motion ...Carried Unanimously**

#### **6.1.1.1 Policy Review**

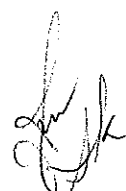
##### **6.1.1.1.1 Resident Disposable Income**

**Resolution #15-02-28: Moved by J. Young to approve the changes to Policy 9.1.9 (Resident Disposable Income) as presented.**

**Motion ...Carried Unanimously**

##### **6.1.1.1.2 AISH/Under-Age Clients approved to live at the Lodge**

**Resolution #15-02-29: Moved by D. Shular to rescind Resolution #14-12-22.**





**Motion ...Carried Unanimously**

**Resolution #15-02-30: Moved by D. Shular** to approve Policy 9.1.2 (AISH Clients/Under-age Clients Policy) as presented.

**Motion ...Carried Unanimously**

**6.1.1.1.3 Security Deposit Rate**

*Defer to next meeting*

**6.1.2 Vacancy Report**

February's Vacancy Report was reviewed at the February 4, 2015 meeting.

**6.1.3 Housing Monthly Profile for January 2015**

*Defer to next meeting*

**6.1.4 In-Private Session (Personnel & Planning)**

**Resolution #15-02-31: Moved by D. Shular** to go in-private to discuss personnel matters at 2:45pm.

**Motion ...Carried Unanimously**

**Resolution #15-02-32: Moved by D. Shular** to come out of private at 3:12pm.

**Motion ...Carried Unanimously**

**7.0 NEW BUSINESS**

*None at this time*

**8.0 CORRESPONDENCE**

- 8.1 From: Carlson Roberts Seely LLP – 2014 Audit planning letter (December 17, 2014)**
- 8.2 From: Carlson Roberts Seely LLP – Engagement letter (January 12, 2014)**
- 8.3 From: Alberta Seniors – Review of 2013 Audited financial statements (January 26, 2015)**

**Resolution #15-02-33: Moved by F. Fairfield** to accept the correspondence as information presented.

**Motion ...Carried Unanimously**

**9.0 FUTURE MEETING DATES**



**9.1 NEXT BSF REGULAR BOARD MEETINGS – Thursday, March 12, 2015  
at the Shangri-La Lodge @ 1:00pm.**

**10.0 ADJOURNMENT**

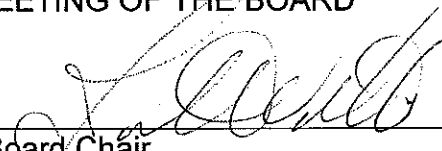
**Resolution #15-02-34: Moved by D. Shular to adjourn the meeting at 3:15pm.**

**Motion ...Carried Unanimously**

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APPROVED AT THE March 12, 2015 MEETING OF THE BOARD

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

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

## **DRAYTON VALLEY MUNICIPAL LIBRARY BOARD MINUTES**

The minutes of the Drayton Valley Municipal Library Board regular meeting held February 12, 2015 at 4:15 p.m. in conference room #1.

### **PLAN OF SERVICE MEETING – DRAYTON VALLEY LIBRARY BOARD AND BRAZEAU COUNTY LIBRARY BOARD – Ken Feser Facilitating**

In attendance: Colleen Schoeninger, Rita Moir, Lyndara Cowper-Smith, Graham Long, Pat Adamson, Brenda Cartwright, Colleen Andersen, Rose Mayan, Sandy Faunt, Marge Eliuk, Anthony Heinrich(4:43)

4:30 Ken Feser presented information on the What, How and Why of developing a Plan of Service. He discussed that the Plan of Service is the needs of a community and how the library can respond to those needs. Surveys are helpful for finding the needs of a community and holding a meeting with selected community members to ascertain these needs. The County Library Board will email us a list of guests they would like to add to our list for this meeting by the end of March. The date for this meeting will be mid to the end of May with preference to have it done before the May long weekend. This meeting is the Community Consultation for a Library Needs Assessment. Sandy will call Ken Feser for a Facilitator. This meeting will be held from 6pm to 9pm and will include supper.

**PRESENT** Lyndara Cowper-Smith Anthony Heinrich Graham Long Pat Adamson  
Brenda Cartwright Rose Mayan Colleen Andersen Sandy Faunt Marge  
Eliuk

**CALL TO ORDER** Lyndara Cowper-Smith called the meeting to order 6:12 p.m.

**AGENDA** Councillor Anthony Heinrich moved to accept the agenda as presented.  
**MOTION CARRIED.**

**ADOPTION OF MINUTES**  
Rose Mayan moved to adopt the minutes of January 15, 2015 meeting as presented.  
**MOTION CARRIED.**

### **BUSINESS ARISING**

**Renovations – update** The 2014 Capital Project was almost finished. There was one item left to order. Sandy has asked both the Town and County for an extension in the amount of 3500.00 to the end of March. See attached for project list.

**ALC** Dana and Leah are attending the Library Conference in Jasper. Colleen Andersen will be attending from the Board. Rose will let Sandy know within the next week if she is attending. Pat will attend if the budget permits. Sandy will check into the cost of the rooms and the sessions.

### **FINANCIAL**

**Monthly Financial Report**  
No report this month. Sandy will ask Treasury to send when available and she will forward to the board.

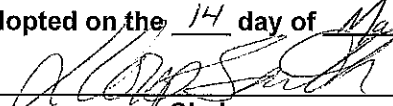
Drayton Valley Municipal Library Board  
February 12, 2015

**ADJOURNMENT**

Pat Adamson moved to adjourn the meeting at 6:45 pm.  
**MOTION CARRIED.**

  
\_\_\_\_\_  
Recording Secretary

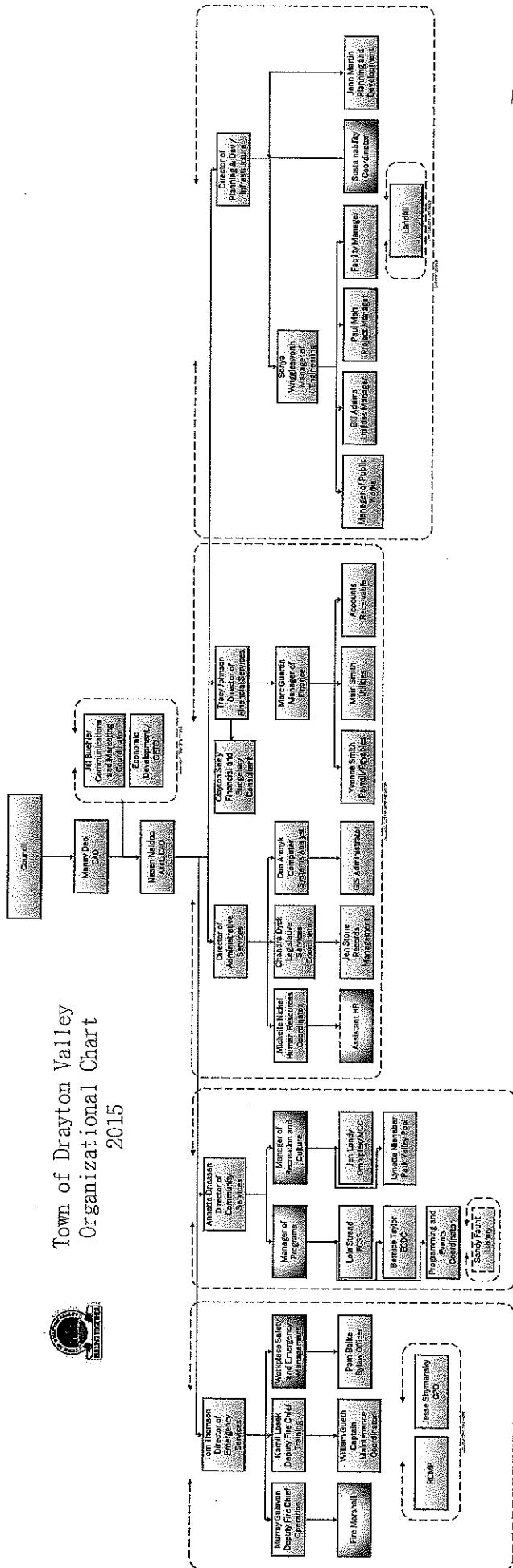
Adopted on the 14 day of March, 2015.

  
\_\_\_\_\_  
Chair

4.1

Drayton Valley Library - Capital Project 2014 - Feb 2, 2015					
	Company	Equipment	Amount	Braz Cty 1/2	Town 1/2
RFID Security/Self Check Project	Tri Electric Ltd	Material/Labour	700.00		
	3M Canada	Self Checkout Kiosk	11,200.00		
	3M Canada	Workstation & Tags	4200.00		
	3M Canada	2nd Workstation	1800.00		
	3M Canada	Security Detection System	10500.00		
	3M Canada	3rd workstn for Rotary Library	1800.00		
	3M Canada	RFID tags	2664.00		
	Sub Total		32864.00		
Front Library renovation Project	Nansen Group	Deposit for Desk	7078.05		
	Bro-Dart	Outside Bookdrop	8975.84		
	Big West Machine & Welding	Plate-Mount bookdrop	280.10		
	Home Building Centre	Achor Bookdrop/Close existing	21.48		
	Flooring Canada	Tearout/Subfloor/Flooring/Base	7757.86		
	Nansen Group	Balance for Desk	7078.04		
	Tri Electric Ltd.	Electrical after flooring etc.	1141.90		
	Town DV	Removing/Repairing/Painting	0.00		
Sub Total	Home Building Centre	Drywall, screws etc.	36.22		
	Home Hardware	Brushes, liners, rollers	38.50		
			32407.99		
	Tri Electric Ltd	Material/Labour	761.15		
	Dave Zorn Construction	Frame Window - office upstairs	1170.00		
	Crystal Glass	Window glass	955.13		
	Home Hardware	Wood for Window frame	655.66		
Sub Total	Home Hardware	Supplies for window frame	37.43		
			3579.37		
			68851.36	34,425.68	34,425.68
	Yet to order (estimate amount)	Hand Held Wand - shelf manage	8125.00		
	TOTAL		76976.36		
	TOTAL PROJECT ESTIMATE		79288.00		

**Council**



DRAYTON VALLEY MUNICIPAL LIBRARY BOARD MINUTES

The minutes of the Drayton Valley Municipal Library Board regular meeting held January 15, 2015 at 4:15 p.m. in conference room #1.

**PRESENT**

Lyndara Cowper-Smith Anthony Heinrich Graham Long Pat Adamson Brenda Cartwright  
Colleen Andersen Sandy Faunt Marge Eliuk

**CALL TO ORDER**

Lyndara Cowper-Smith called the meeting to order at 4:20 p.m.

**AGENDA**

Brenda Cartwright moved to accept the agenda as presented. **MOTION CARRIED.**

**ADOPTION OF MINUTES**

Councillor Anthony Heinrich moved to adopt the minutes of December 09, 2014 meeting as presented.

**MOTION CARRIED.**

**BUSINESS ARISING**

Renovations – update Sandy reviewed the renovations with almost all items having been ordered or waiting for an invoice. The only item still not ordered is the Hand Held Wand. Sandy is waiting until all the invoices are in to ensure there are enough funds to pay for all the renos, before she orders the hand held wand.

**FINANCIAL**

## Monthly Financial Report

The Budget Variance for December was read – this is a preliminary one. The figure showing under Budget Remaining for Brazeau County is due to 2013 surplus. Sandy to confirm Town's amount is due to 2013 surplus as well.

Councillor Graham Long moved to accept the December 2014 – Preliminary Financial Report as information. **MOTION CARRIED.**

4:23

**Board member Rose Mayan joined the meeting**

**REPORTS**

## Councillors

Councillor Anthony Heinrich reported that there were not any new issues regarding the library within the county.

Councillor Graham reported no library issues.

## Director

Sandy had just returned that day from holidays and had nothing to report.

Marge reported that January 13, and 14 there had been attempted and successful thefts of cell phones in the Library. Signs have been put up that the library is not responsible for theft or loss of personal property.

## Member

Colleen Andersen reported that she had attended the Library Board Basics Workshop classes in Stony Plain.

Sandy to send Pat Adamson information on upcoming workshops.

Rose Mayan moved to accept the reports as information.

**MOTION CARRIED.**



# COMMUNITIES IN BLOOM MEETING

HELD MONDAY, JANUARY 12<sup>TH</sup>, 2015

AT 9:00 A.M.

IN BOARDROOM TWO

TOWN CIVIC CENTRE

## MINUTES

**Present:** Annette Driessen, Wendy Snow, JeanAnne Teliske, Nicole Nadeau, Evelyn Jambrosic and Susan Schwindt

### 1.0 Welcome and Introductions

The meeting was called to order at 9:00 am by Chair Wendy Snow.

### 2.0 Agenda

#### 2.1 Additions or Deletions

There were no additions or deletions

#### 2.2 Approval of Agenda

**Motion by JeanAnne Teliske to accept the agenda as presented.**

**CARRIED**

### 3.0 Minutes of the October 20<sup>th</sup>, 2014, Meeting

#### 3.1 Approval of Minutes

**Motion by Wendy Snow to accept the October 20<sup>th</sup>, 2014 Meeting Minutes as presented.**

**CARRIED**

### 4.0 Business Items

#### 4.1 National Judging Day 2015 Registration

The Committee discussed the categories of competition and the benefits of the various options. As a community that participated nationally in 2014, we are entitled to register nationally for two additional years. Nicole Nadeau will confirm this eligibility.

The options were reviewed in light of the 2015 initiatives and impacts, including:

- the Town's Legacy Project
- the Public Spaces Design work
- the County's heritage/historical site project
- the new positions within the Town - Sustainability Manager, Program Manager and Recreation and Culture Manager.

**Motion by Susan Schwindt that the CIB Committee register nationally as a non-evaluated community.**

**CARRIED**



The Committee confirmed, however, that it will still host a community event.

4.2 Judy Schwandt Retirement Recognition Gift ~ Flower Bed Designer

Annette Driessen reported that the contribution from the CIB Committee toward the recognition award has been issued.

4.3 Aurora School Garden - Donation

Nicole Nadeau thanked the Committee for its gesture in recognizing her role on the CIB Committee, and recommended that funds be allocated to the Aurora School Garden rather than the purchase and dedication of a tree.

**Motion by Wendy Snow to rescind the previous motion for the Aurora School Eco-Garden and to donate \$300 from the 2015 CIB fund to the Aurora Elementary School Eco-Garden project.**

**CARRIED**

Administration will organize the cheque presentation.

4.4 CIB Awards Sign Located at TD Green Streets

Annette Driessen reported that the new signs have been installed within the TD Green Streets Park.

4.5 50<sup>th</sup> Banners

Annette Driessen reported that two signs for the 50<sup>th</sup> and 51<sup>st</sup> circle have been ordered.

4.6 Dave's Cafe

Susan Schwindt provided some history on this building, previously located in what is now the Saffron Restaurant. Nicole Nadeau suggested that the Town Legacy Project Committee request that those working on this initiative look for any material on Dave's Café as they go through previous newspaper editions.

## 5.0 Other Business

### 5.1 Focus for 2015

Annette Driessen referred to the minutes of the last meeting, which highlighted the initiatives to be focused on for 2015. Further suggestions included:

- include Dianne Nikiforuk's and Heather Rennison's gardens into the Profile Book
- mobilize the G.E.T. Group to establish areas to plant fruit trees
- organize a tree planting day on Arbour Day with local students, possibly on the Trail System in EPBR
- Nicole Nadeau will approach the Chamber of Commerce regarding a CIB Corporate Challenge.

At this time the Committee discussed the Legion Mural. Town administration had researched the restoration and have confirmed that artist Trevor Furoy is available to re-do the mural at the cost of approximately \$23, 826.66.

The Committee recommended that this project proposal be presented to and discussed with the Legion. There may be some creative options to build community interaction into the mural, such as QR codes.

**6.0 Financial/Statement**

**6.1 Review of Financial Statement**

Annette Driessen presented the financial statement for 2014, outlining all revenues and expenditures.

**7.0 Next Meeting Date**

The next meeting will be focused on organizing the Communities in Bloom Community Event for 2015.

The next meeting will be held on March 3<sup>rd</sup>, 2015 at 9:00 am at the Town Office.

**8.0 Adjournment**

The meeting was adjourned at 9:55 am by Chair Wendy Snow.

# Drayton Valley Municipal Detachment

## Statistical Comparison

### January to February: 2011 - 2015

Thursday, March 05, 2015

CATEGORY	Trend	2011	2012	2013	2014	2015
Offences Related to Death		0	0	0	0	0
Robbery		1	0	1	5	0
Sexual Assaults		1	3	1	0	1
Other Sexual Offences		0	0	0	0	1
Assault		17	43	29	39	19
Kidnapping/Hostage/Abduction		0	4	0	1	0
Extortion		1	0	0	1	0
Criminal Harassment		8	6	4	1	5
Uttering Threats		24	12	6	9	7
Other Persons		0	0	0	0	0
<b>TOTAL PERSONS</b>		<b>52</b>	<b>68</b>	<b>41</b>	<b>56</b>	<b>33</b>
Break & Enter		11	8	15	13	8
Theft of Motor Vehicle		16	22	13	15	8
Theft Over		0	2	0	4	1
Theft Under		17	31	45	55	32
Possn Stn Goods		2	11	4	9	1
Fraud		4	10	8	9	4
Arson		0	1	0	0	0
Mischief To Property		30	29	36	42	60
<b>TOTAL PROPERTY</b>		<b>80</b>	<b>114</b>	<b>121</b>	<b>147</b>	<b>114</b>
Offensive Weapons		1	1	3	8	1
Disturbing the peace		14	21	15	15	20
<b>OTHER CRIMINAL CODE</b>		<b>34</b>	<b>56</b>	<b>49</b>	<b>55</b>	<b>64</b>
<b>TOTAL OTHER CRIMINAL CODE</b>		<b>35</b>	<b>57</b>	<b>53</b>	<b>63</b>	<b>65</b>
<b>TOTAL CRIMINAL CODE</b>		<b>167</b>	<b>239</b>	<b>215</b>	<b>266</b>	<b>212</b>






# Drayton Valley Municipal Detachment










## Statistical Comparison

### January to February: 2011 - 2015

CATEGORY	Trend	2011	2012	2013	2014	2015
Drug Enforcement - Production		0	0	0	0	0
Drug Enforcement - Possession		9	12	7	6	7
Drug Enforcement - Trafficking		4	0	3	1	3
Drug Enforcement - Other		0	0	0	0	0
<b>Total Drugs</b>		<b>13</b>	<b>12</b>	<b>10</b>	<b>7</b>	<b>10</b>
Federal - General		2	4	1	1	0
<b>TOTAL FEDERAL</b>		<b>15</b>	<b>16</b>	<b>11</b>	<b>8</b>	<b>10</b>
Liquor Act		9	5	6	2	2
Other Provincial Stats		11	12	18	17	33
<b>Total Provincial Stats</b>		<b>20</b>	<b>17</b>	<b>24</b>	<b>19</b>	<b>35</b>
Municipal By-laws Traffic		1	0	3	1	2
Municipal By-laws		7	13	6	9	9
<b>Total Municipal</b>		<b>8</b>	<b>13</b>	<b>9</b>	<b>10</b>	<b>11</b>
Fatals		0	1	1	0	0
Injury MVC		0	2	3	1	0
Property Damage MVC (Reportable)		0	64	62	62	56
Property Damage MVC (Non Reportable)		7	4	5	5	7
<b>TOTAL MVC</b>		<b>7</b>	<b>71</b>	<b>71</b>	<b>68</b>	<b>63</b>
<b>Provincial Traffic</b>		<b>193</b>	<b>125</b>	<b>86</b>	<b>96</b>	<b>54</b>
<b>Other Traffic</b>		<b>4</b>	<b>1</b>	<b>6</b>	<b>0</b>	<b>2</b>
<b>Criminal Code Traffic</b>		<b>22</b>	<b>20</b>	<b>17</b>	<b>15</b>	<b>10</b>
<b>Common Police Activities</b>						
False Alarms		59	47	36	29	45
False/Abandoned 911 Call		20	15	16	7	1
Suspicious Person/Vehicle/Property		19	27	23	6	13
Persons Reported Missing		0	1	3	0	3
Spousal Abuse - Survey Code		N/A	28	20	16	30

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

January to February	Trend	2011	2012	2013	2014	2015
Fatals		0	1	1	0	0
Injury MVAS		0	2	3	1	0
Property Damage MVAS (Reportable)		0	64	62	62	56
Property Damage MVAS (Non Reportable)		7	4	5	5	7
Total MVC		7	71	71	68	63

January to February	Trend	2011	2012	2013	2014	2015
Impaired Operation*		10	11	5	5	3
Roadside Suspensions - alcohol related - No charge**		4	1	6	0	2
Occupant Restraint/Seatbelt Violations**		38	2	1	1	0
Speeding Violations**		0	2	4	4	1
Intersection Related Violations**		3	6	6	1	0
Driving without Due Care or Attention*		3	3	0	0	0
Other Moving Traffic*		46	44	37	30	18
Other Non-Moving Violation**		71	33	13	16	8
Other CC Traffic***		3	3	4	1	1

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

# Drayton Valley Municipal Detachment

## Statistical Comparison

### February: 2011 - 2015

Thursday, March 05, 2015

CATEGORY	Trend	2011	2012	2013	2014	2015
Offences Related to Death		0	0	0	0	0
Robbery		0	0	0	4	0
Sexual Assaults		1	0	1	0	1
Other Sexual Offences		0	0	0	0	1
Assault		10	19	12	16	3
Kidnapping/Hostage/Abduction		0	2	0	0	0
Extortion		1	0	0	1	0
Criminal Harassment		2	4	4	0	4
Uttering Threats		9	8	4	3	5
Other Persons		0	0	0	0	0
<b>TOTAL PERSONS</b>		<b>23</b>	<b>33</b>	<b>21</b>	<b>24</b>	<b>14</b>
Break & Enter		4	2	8	5	2
Theft of Motor Vehicle		6	8	9	7	4
Theft Over		0	0	0	2	0
Theft Under		8	16	24	26	8
Possn Stn Goods		1	6	3	2	0
Fraud		2	7	4	2	2
Arson		0	0	0	0	0
Mischief To Property		16	12	21	22	36
<b>TOTAL PROPERTY</b>		<b>37</b>	<b>51</b>	<b>69</b>	<b>66</b>	<b>52</b>
Offensive Weapons		0	0	1	5	0
Disturbing the peace		5	9	9	6	9
<b>OTHER CRIMINAL CODE</b>		<b>14</b>	<b>26</b>	<b>30</b>	<b>27</b>	<b>26</b>
<b>TOTAL OTHER CRIMINAL CODE</b>		<b>14</b>	<b>26</b>	<b>31</b>	<b>32</b>	<b>26</b>
<b>TOTAL CRIMINAL CODE</b>		<b>74</b>	<b>110</b>	<b>121</b>	<b>122</b>	<b>92</b>

# Drayton Valley Municipal Detachment

## Statistical Comparison

### February: 2011 - 2015

CATEGORY	Trend	2011	2012	2013	2014	2015
Drug Enforcement - Production		0	0	0	0	0
Drug Enforcement - Possession		7	2	5	3	2
Drug Enforcement - Trafficking		2	0	1	0	1
Drug Enforcement - Other		0	0	0	0	0
<b>Total Drugs</b>		<b>9</b>	<b>2</b>	<b>6</b>	<b>3</b>	<b>3</b>
Federal - General		1	0	0	0	0
<b>TOTAL FEDERAL</b>		<b>10</b>	<b>2</b>	<b>6</b>	<b>3</b>	<b>3</b>
Liquor Act		5	3	3	1	2
Other Provincial Stats		2	3	7	12	17
<b>Total Provincial Stats</b>		<b>7</b>	<b>6</b>	<b>10</b>	<b>13</b>	<b>19</b>
Municipal By-laws Traffic		1	0	3	0	1
Municipal By-laws		3	6	6	5	7
<b>Total Municipal</b>		<b>4</b>	<b>6</b>	<b>9</b>	<b>5</b>	<b>8</b>
Fatals		0	0	0	0	0
Injury MCS		0	1	1	1	0
Property Damage MVC (Reportable)		0	32	29	26	23
Property Damage MVC (Non Reportable)		5	2	3	2	1
<b>TOTAL MVC</b>		<b>5</b>	<b>35</b>	<b>33</b>	<b>29</b>	<b>24</b>
<b>Provincial Traffic</b>		<b>134</b>	<b>49</b>	<b>33</b>	<b>51</b>	<b>26</b>
<b>Other Traffic</b>		<b>3</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>1</b>
<b>Criminal Code Traffic</b>		<b>17</b>	<b>14</b>	<b>10</b>	<b>4</b>	<b>4</b>
<b>Common Police Activities</b>						
False Alarms		36	23	15	15	21
False/Abandoned 911 Call		8	8	6	3	0
Suspicious Person/Vehicle/Property		6	24	10	2	4
Persons Reported Missing		0	0	1	0	2
Spousal Abuse - Survey Code		N/A	15	13	8	13

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

February	Trend	2011	2012	2013	2014	2015
Fatals		0	0	0	0	0
Injury MVAS		0	1	1	1	0
Property Damage MVAS (Reportable)		0	32	29	26	23
Property Damage MVAS (Non Reportable)		5	2	3	2	1
Total MVC		5	35	33	29	24

February	Trend	2011	2012	2013	2014	2015
Impaired Operation*		7	6	4	2	1
Roadside Suspensions - alcohol related - No charge**		3	0	3	0	1
Occupant Restraint/Seatbelt Violations**		38	1	1	0	0
Speeding Violations**		0	0	3	3	1
Intersection Related Violations**		3	3	2	0	0
Driving without Due Care or Attention*		2	1	0	0	0
Other Moving Traffic*		27	17	18	19	8
Other Non-Moving Violation**		50	12	3	11	5
Other CC Traffic***		3	1	3	1	0

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



## Drayton Valley Municipal Detachment

January to February: 2011 - 2015

Category	Trend	2011	2012	2013	2014	2015		Mean	Std Deviation	Mean + 1 Std Dev	FLAG	Slope
<b>Theft Motor Vehicle (Total)</b>		16	22	13	15	8		14.8	4.5	19.3	Within Norm	-2.3
Auto		1	1	2	1	1		1.2	0.4	1.6	Within Norm	0
Truck/SUV/Van		5	16	5	11	6		8.6	4.3	12.9	Within Norm	-0.3
Motorcycle		0	0	0	0	0		0.0	0.0	0.0	Within Norm	0
Other		9	4	4	2	1		4.0	2.8	6.8	Within Norm	-1.8
Take Auto without Consent		1	1	2	1	0		1.0	0.6	1.6	Within Norm	-0.2
<b>Break and Enter (Total)</b>		11	8	15	13	8		11.0	2.8	13.8	Within Norm	-0.1
Business		5	2	9	7	3		5.2	2.6	7.8	Within Norm	0.1
Residence		4	2	3	4	4		3.4	0.8	4.2	Within Norm	0.2
Cottage or Seasonal Residence		0	0	0	0	0		0.0	0.0	0.0	Within Norm	0
Other		1	1	0	1	1		0.8	0.4	1.2	Within Norm	0
<b>Spousal Abuse</b>		0	28	20	16	30		18.8	10.7	29.5	Issue	4.8
<b>Robbery</b>		1	0	1	5	0		1.4	1.9	3.3	Within Norm	0.3
<b>Assault</b>		17	43	29	39	19		29.4	10.4	39.8	Within Norm	0
<b>Sexual Assaults</b>		1	3	1	0	1		1.2	1.0	2.2	Within Norm	-0.3
<b>Traffic</b>	Trend	2011	2012	2013	2014	2015		Mean	Std Deviation	Mean + 1 Std Dev	FLAG	Slope
Impaired Operation*		10	11	5	5	3		6.8	3.1	9.9	Within Norm	-2
Roadside Suspensions - alcohol related - No grounds to charge**		4	1	6	0	2		2.6	2.2	4.8	Within Norm	-0.5
Occupant Restraint/Seatbelt Violations**		38	2	1	1	0		8.4	14.8	23.2	Within Norm	-7.7
Speeding Violations**		0	2	4	4	1		2.2	1.6	3.8	Within Norm	0.4
Intersection Related Violations**		3	6	6	1	0		3.2	2.5	5.7	Within Norm	-1.1
Driving without Due Care or Attention*		3	3	0	0	0		1.2	1.5	2.7	Within Norm	-0.9
Other Moving Traffic*		46	44	37	30	18		35.0	10.2	45.2	Within Norm	-7
Other Non-Moving Violation**		71	33	13	16	8		28.2	23.0	51.2	Within Norm	-14.3
Other CC Traffic***		3	3	4	1	1		2.4	1.2	3.6	Within Norm	-0.6



Yellowhead Regional Library

March 16, 2015

Manny Deol  
Town of Drayton Valley  
Box 6837  
Drayton Valley AB T7A 1A1



Dear Manny:

On behalf of everyone at Yellowhead Regional Library (YRL), I am pleased to present our 2014 Annual Report.

This report showcases our commitment to adapting to the needs of our member libraries and seeking creative ways to provide quality service to our region.

Please take a moment to take a look at the highlights from 2014 that demonstrate how YRL is working toward being a leader in library service. For additional copies of the report, please contact Laurie Brock at [lbrock@yrl.ab.ca](mailto:lbrock@yrl.ab.ca).

If you would like more information, please visit our website ([www.yrl.ab.ca](http://www.yrl.ab.ca)) or contact me by email ([kdodds@yrl.ab.ca](mailto:kdodds@yrl.ab.ca)) or phone (780-962-2003 or 1-877-962-2003, extension 226).

We appreciate your ongoing support and dedication to the libraries of Alberta.

Sincerely,

A handwritten signature in black ink that reads 'Kevin Dodds'.

Kevin Dodds  
Director  
Yellowhead Regional Library

Enclosure: 2014 YRL Annual Report

# 2014 YRL ANNUAL REPORT

## MESSAGE FROM THE DIRECTOR

What a year it's been at YRL – one full of new services, exciting technology advancements and success! We kicked off our year by giving back to our member libraries through the Special Projects Service Enhancement program which allowed public libraries to get reimbursed for technology-related purchases and increased the allotment to school libraries by 50 per cent. Also earlier in the year, we created a visual catalogue for our Storytime, Xbox, Aboriginal and World Languages kits; after which, we saw a huge increase in their circulation.

YRL, as part of TRAC, acquired 3M Cloud Library, which made us among the first libraries in Canada to get this eBook service. Additionally, YRL worked with provincial partners to become part of ME Libraries, an initiative that allows patrons to access public libraries across Alberta.

As we go into 2015, the last year of our Plan of Service, we look forward to bringing more moments of pride to our member libraries, Alberta libraries, and the library community at large.

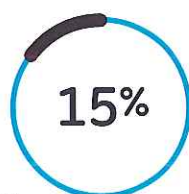
- Kevin Dodds

## OVERDRIVE

DOWNLOADS BY YRL  
IN 2014

**110,737**

INCREASE FROM 2013



YRL LIBRARIES CONTRIBUTED NEARLY

**\$22,000** NEW PURCHASES

## LIBRARY VISITS

CONSULTING VISITS TO MEMBER LIBRARIES



**76** PUBLIC LIBRARIES

(30 libraries visited at least once)



**34** SCHOOL LIBRARIES

WEBINARS + IN-PERSON WORKSHOPS:



**17** WEBINARS



**10** IN-PERSON WORKSHOPS

TECHNICAL VISITS:



**99** PUBLIC LIBRARIES

(All 45 public libraries were visited at least once)

DAYS DOING INVENTORY:



**20** SCHOOLS, LIBRARIES

(2 schools, 9 public libraries)

## ZINIO

**15,140** ↓

ADDED 45 NEW MAGAZINES  
TO OUR SUBSCRIPTION

## HOOPLA

**7,385** ↓

WENT LIVE MAY 2014

## 3M CLOUD

WENT LIVE MAY 2014

TRAC was part of the 3M Cloud Library Canadian Advisory Council, the first libraries to get 3M Cloud Library in the country.

## PRESS DISPLAY

Offering current issues of  
publications from around the world

↑ **110%**

USAGE INCREASED FROM 2013  
(33,811 VS 16,091)

## TRAC CARDS

In October, YRL unveiled new plastic cards to its member libraries. It was the first region in TRAC to replace the paper TRAC/TAL card.

## SPECIAL PROJECTS SERVICE ENHANCEMENT

**\$200,000**

WAS GIVEN BACK TO THE  
MEMBER LIBRARIES



## SOCIAL MEDIA



UP FROM  
45 TO 73



UP FROM  
297 TO 392



UP FROM  
62 TO 107

## YRL IN-SERVICE

**35** ATTENDEES |  **6** SESSIONS WERE OFFERED

This one-day mini-conference aimed at connecting with member library board trustees was a resounding success.

### SURVEY RESULTS:

**15** responses collected

**100%** were very or extremely satisfied with the sessions

**100%** rated the in-service as good or excellent

**100%** would attend another in-service in the future

**100%** would recommend fellow board members attend the in-service

## BIBLIOGRAPHIC SERVICES

**MATERIALS ORDERED: 31,413**

**26,700** ORDERS PLACED THROUGH THE CCD TOOL  
TIME SAVED FOR STAFF: PRICELESS

### KITS:

**147** KITS LOANED; CIRCULATION WENT UP **58%** IN 2014  
YRL RELEASED A KITS BROCHURE THAT SHOWCASED THE ENTIRE YRL KIT COLLECTION, IT'S ALSO AVAILABLE ONLINE:  
<http://www.yrl.ab.ca/content/special-collections>

### PROCESS-ONLY ITEMS:

**15,622** INCREASE OF **10%**  
FROM 2013

ITEMS ADDED TO TRACPAC  
BY YRL STAFF: **54,367**

DISCS REPAIRED: **5,266**  
INCREASE OF **7%** FROM  
2013

CURRICULUM SUPPORT +  
ILL TO SCHOOLS INCREASED  
BY: **288%**

DELIVERIES TO  
SCHOOLS: **159**



TRAVELLED BY  
VAN DRIVERS:  
**165,000 KMS**



## PUSHING LIMITS: THE POWER OF LIBRARIES

 **154**  
REGISTRANTS

 **18%** FROM  
2013

### SURVEY RESULTS (77 RESPONSES)

**45%** WERE FIRST TIME  
ATTENDEES

**68%** WERE YRL MEMBER PUBLIC/  
SCHOOL LIBRARY MANAGERS  
OR STAFF

**96%** RATED THE CONFERENCE  
AS GOOD OR EXCELLENT

## FINANCIALS

### REVENUES:



PROVINCE OF  
ALBERTA



MUNICIPAL  
LEVIES



SCHOOL  
LEVIES

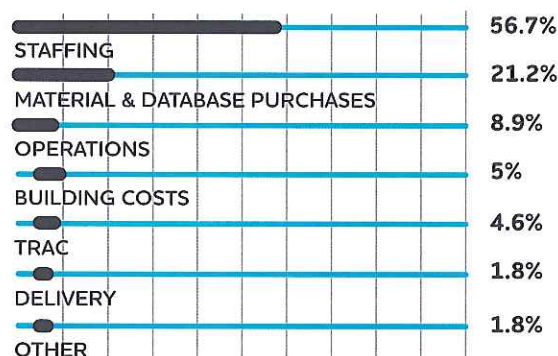


CONTRACT  
SERVICES



OTHER

### EXPENSES:



# minutes

## Waste Management Committee Meeting

February 3, 2015

10:00-1200 hours

Meeting Room 1

**Present:** Councillor Graham Long (Committee Chair), Councillor Deb Bossert, Mr. Paul Mah, Ms. Martine Cook

**Late:** Mr. Manny Deol

**Absent:** Mayor Glenn McLean (Ex Officio), Councillor Dean Shular (Council Alternate), Ms. Sonya Wrigglesworth

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**1.0 Councillor Long called meeting to order at 10:10 hours**

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**2.0 Additions or Deletions to Agenda**  
4.3 Garbage Collection Update (Mr. Paul Mah)

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**3.0 Approval of Minutes from Previous Meeting, Waste Management Committee Meeting**  
Minor corrections  
Approved by Councillor Long

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**4.0 Discussion Items**

**4.1 Sonneverra Recommendations:**

In the Sonneverra Report's Executive Summary, the graph on page 1 indicates that over 1600 kilograms of waste is produced per capita in Drayton Valley, more than double that of other Canadians. This number needs to be confirmed. If this is correct, why do we produce so much waste? Numbers for recycling in 2011 seemed to drop without explanation.

The Sonneverra Report is based on a one day survey which puts the entire summary into question. The survey's scope may be too narrow. The new Sustainability Officer, hired shortly, will have to review the report to verify its accurateness.

Mr. Manny Deol explained to the Committee that per capita, Drayton Valley **does** produce more garbage. Normally, communities with higher incomes tend to have higher water consumption and lower garbage levels. Unfortunately, we have a "shadow population" producing more waste. This is also evident by the number of fast food restaurants in town catering to our 'take out' temporary residents which add to the landfill without restitution.

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Discussion regarding reducing Drayton Valley waste production brought forth the consideration of offering three bins for residential use, such as; garbage, recycling, and compost, whereas the Town could issue the bins by their size and contents to reduce the volume of landfill waste. Users would pay for garbage removal based on their household output. A Town driven incentive program to reduce household waste could be advertised to encourage residents to switch bins and save money on garbage removal. Apartments and condos could be problematic to implement.

A successful model of waste reduction is Metro Vancouver, which will be on the agenda for the next meeting.

The Committee thought a potential increase of landfill drop off rates may also be effective.

Shipping our garbage to Genesee or Spruce Grove landfills is another option.

Mr. Deol informed the Committee he would be attending an administration meeting regarding the WastAway grant relocation and Alberta biofuels. He will update the Committee at our next meeting.

After more discussion and research, the Waste Management Committee recommendations will be taken forward to Council for discussion of a Town waste reduction strategy.

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#### **4.2 Family Day Update:**

Mr. Mah has contacted Ms. Jennifer Lundy, Omniplex Manager, regarding the Family Day event scheduled for February 16, 2015. The event has been arranged and advertised showcasing the Aspen Waste Facility with FCSS encouraging 'Family Day Unplugged', which Drayton Valley won in 2014.

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#### **4.3 Garbage Collection:**

Mr. Mah updated the Committee regarding complaints of poor garbage collection by Ever Green dating back to October 2014. Mr. Mah has followed up to ensure that replacement and repair of bins have been made. He suggested Ever Green use a zip tie tag on bins which cannot be collected, such as; overflow, or weight violations to notify the homeowner.

Tires on Ever Green collection trucks were also found inadequate to access some communities in winter months and neighbourhoods have been left without service periodically. Mr. Mah has gone to great lengths to assist Ever Green in rectifying their issues.

Mr. Mah suggests an improved reporting system between Ever Green and Public Works. Information on alternate pickup dates should be posted to the public other than on Social Media.

The Committee requested Ever Green and MCL representatives to attend the next meeting to address collection issues in separate discussion.

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## **5.0**

### **Adjournment**

Councillor Long adjourned the meeting at 11:10 hours



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## MINUTES

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Meeting Administrator: Sherry Poole, Economic Development Officer

Committee Representatives in Attendance:

Nicole Nadeau, Councilor – Chair

Graham Long, Councilor

Also present: Mayor Glenn McLean as ex-officio member; and Jill Beuhler, Communications & Marketing Coordinator

- 
- 1.0 Agenda accepted.
  - 2.0 Councilor Nicole Nadeau has accepted the Chair appointment on behalf of the Committee.
  - 3.0 Discussion items:
    - 3.1 Terms of Reference – Both Councilor Nadeau and Long put forward recommendation to the administrator to source CETC Committee Terms of Reference as a sample of approved Terms of Reference by which to create a draft to present to the committee for review.
    - 3.2 The potential for combining economic segment opportunities such as culture and tourism to create greater economic impact. (ref: Culture as an Economic Engine, Making the Case for Culture, published by the Creative City Network of Canada – as presented by Councilor Nadeau)
    - 3.3 Event capacity building opportunities for the Town specifically were discussed as there are missed opportunities in the area of bridging on the programming of events occurring in the out-layer regions such as Thunder Valley Car Races which is an annual event held at the Drayton Valley Airport as there is significant opportunity to draw tourism into the Town by planning events locally that enhance the visitation already occurring at these type events to increase economic retention.
    - 3.4 Review of current marketing efforts such as advertisement of Bio-Mile project in the Economic Developers of Alberta, Invest in Alberta 2015 publication. Overall there was a consensus that we can determine that there needs to be a standard determined in advertising that ensure we are receiving the best placement and value of advertising to generate the impact we require.)



- 3.5 The Economic Officer brought the New Brazeau Website, specifically statements within the Economic Development and Sustainability sections referencing potential misleading statements around the Bio-Mile initiative.
- 3.6 A further review of Economic Development and Invest Here websites permitted an opportunity for the committee to determine a focus is required in the recommendation of prospecting opportunity for an Invest Here – Website that services to attract investment and lists our resource assets in an organized and progressive manner that serves as an engaging, interactive marketing & attraction tool that places the Town of Drayton Valley in a foremost leadership role in attracting the attention of local, regional, provincial and foreign investors. The Business Ap extension was also discussed with the contribution of Jill Buehler, Communications & Marketing Coordinator.
- 3.7 The development of an investment leader – Economic Development Profile was also discussed along with the Alberta Venture publication in partnership with 2015 Best Communities for Business opportunity which is available to the Town to bring positive attention to their business growth and viability. The Mayor also echoed his recognition of the marketing exposure that the program brings as all successful applicants are acknowledged throughout the Province of Alberta through marketing streams such as Alberta Venture.
- 3.8 EDA Conference, 2015 was discussed and Councilor Long presented questions to administration to determine if there was value in Council appointed Economic Development Committee members to attend solely or in collectively. Sherry did bring attention to the point that delivering the Elected Officials training for Economic Development is costly and to deliver that locally for our Council would exceed the cost of their attending the EDA Conference therefore there was increased value in attending that the syllabus this year is directly on pulse with areas of economic development and tourism capacity and knowledge sharing that will be beneficial, thereby increasing further value in attendance where otherwise in previous years it may have not.
- 3.9 A brief discussion around the evolution of tourism and shifts in the service consumer generation are putting more pressure and attention on the demand for excellent customer service as there is a rapid increase in seniors contributing to the tourism and a generational expectation of quality of service that enhances the overall experience proving that governments that get behind establishing service standards of excellence increase the likelihood of being recognized as a provider of great visitation experiences in the hospitality and food sectors creating repeat customers which strengthens the competitiveness of small business overall.
- 3.10 Digital advertising and a super-sign to generate towards a marketing and tourism coffer fund for the Town of Drayton was discussed briefly. (samples and feedback from the discussion with Pattison Outdoor will be brought back to the next meeting, along with the same from MacDonald's Outdoors)
- 4.0 Meeting Adjourned @ 3:30 pm.