



## Agenda

Call to Order

National Anthem

1.0 Additions to the Agenda

2.0 Adoption of Agenda

3.0 Corrections or Amendments:

- 3.1. April 22, 2015, Regular Meeting of Council Minutes 3-14
- 3.2. April 22, 2015, Public Hearing Minutes for Bylaw 2015/03/D Highland Park ASP 15-16
- 3.3. April 22, 2015, Public Hearing Minutes for Bylaw 2015/04/D Highland Park Rezoning 17-18

4.0 Adoption of:

- 4.1. April 22, 2015, Regular Meeting of Council Minutes
- 4.2. April 22, 2015, Public Hearing Minutes for Bylaw 2015/03/D Highland Park ASP
- 4.3. April 22, 2015, Public Hearing Minutes for Bylaw 2015/04/D Highland Park Rezoning

5.0 Community Spotlight

- 5.1. Jean Anne Teliske, Programming Coordinator, Health and Fitness Week

6.0 Proclamation

- 6.1. National Health and Fitness Day 19
- 6.2. Public Works Week 20
- 6.3. Hearing and Speech Month 21

7.0 Delegation

- 7.1. Park Valley Pool, Lynette Nienaber 22

8.0 Public Time

9.0 Decision Items

Pages 23-110

9.1.	Councillor Shular	Remuneration Policy C-01-00 Amendments	23-31
9.2.	Councillor Wheeler	Subdivision File DV/15/03 4729-49 Street	32-35
9.3.	Councillor Bossert	Community Event Grant – Beehive Support Services Association	36-44

## Regular Meeting of Council

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9.4.	Councillor Fredrickson	Northview Park Renaming	45-53
9.5.	Councillor Nadeau	Subdivision File DV/15/02 4712-47 Street	54-60
9.6.	Councillor Long	Subdivision File DV/15/04 Highland Park	61-65
9.7.	Councillor Wheeler	Development Permit DV15-051 Relocation of Sleeper Units	66-87
9.8.	Councillor Bossert	Bylaw 2015/05/F to Amend Brougham Drive Local Improvement Levy Bylaw 2013/15/F	88-91
9.9.	Councillor Fredrickson	Mayors Advisory Committee Appointment	92-101
9.10.	Councillor Nadeau	Repealing Bylaw 2015/10/A	102-104
9.11.	Councillor Long	FCM Women in Government Municipal Government Fund	105-106
9.12.	Councillor Shular	Council Leave Policy	107-109
9.13.	Councillor Wheeler	In Camera	110

10.0	Information Items	Pages 111-131
10.1.	March 2015 Drayton Valley RCMP Municipal Statistics	112-118
10.2.	December 2014 Childcare Operational Board Meeting Minutes	119-121
10.3.	February 2015 Childcare Operational Board Meeting Minutes	122-124
10.4.	November 2014 YRL Board Meeting Minutes	125-131

11.0	Department Reports	
11.1.	Planning & Development	Jenn Martin
11.2.	Engineering & Transportation	Ron Fraser
11.3.	Community Services, FCSS & Sustainability	Annette Driessen
11.4.	Protective Services	Tom Thomson
11.5.	Administration	
	• Legislative Services	Chandra Dyck
	• Economic Development, Communications and Marketing and Information Services	Nesen Naidoo
	• CAO Report	Manny Deol

12.0	Council Reports	
12.1.	Councillor Nadeau	
12.2.	Councillor Long	
12.3.	Councillor Shular	
12.4.	Councillor Wheeler	
12.5.	Councillor Bossert	
12.6.	Councillor Fredrickson	
12.7.	Mayor McLean	

13.0	Adjournment	
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## Meeting Minutes

### **THOSE PRESENT:**

Mayor McLean  
Deputy Mayor Shular  
Councillor Long  
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

Chandra Dyck, Legislative Services Coordinator  
Sarah Henderson, Administrative Assistant  
Emily Hickman, Homelessness & Poverty  
Research Coordinator  
Jason Thomson, Audio/Video  
Mamta Lulla, Drayton Valley Western Review  
Cassandra Jodoin, CIBW Radio  
Members of the Public

### **ABSENT:**

Councillor Bossert

### **CALL TO ORDER**

Mayor McLean called the meeting to order at 9:03 a.m.

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

- Item 8.3 – ISL Engineering Water Treatment Plant Sustainability Features
- Item 10.7 – Amended Mill Rate Bylaw (page 109 of Agenda)
- Item 10.8 – 2015 Final Fee Schedule
- Amend Item 10.8 – In Camera to Item 10.9

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

##### **RESOLUTION #099/15**

Councillor Shular moved to adopt the Agenda for the April 22, 2015, Regular Meeting of Council, as amended.

**CARRIED UNANIMOUSLY**

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

- 3.1. April 1, 2015, Regular Meeting of Council Minutes  
No corrections or amendments were made.

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

- 4.1. April 1, 2015, Regular Meeting of Council Minutes

##### **RESOLUTION #100/15**

Councillor Frederickson moved to adopt the Minutes of the April 1, 2015, Regular Meeting of Council Minutes as presented.

**CARRIED UNANIMOUSLY**

**Mayor McLean declared a pecuniary interest for the items 5.1. and 5.2. Mayor McLean called Deputy Mayor Long to the chair and exited the meeting at 9:07 a.m.**

**5.0 Public Hearings**

- 5.1. Bylaw 2015/03/D Highland Park Public Hearing ASP  
A separate set of Minutes was recorded for this Public Hearing.
- 5.2. Bylaw 2015/04/D Highland Park Public Hearing Rezoning  
A separate set of Minutes was recorded for this Public Hearing.

**Mayor McLean returned to chair the meeting at 9:32 a.m.**

**6.0 Community Spotlight**

Ms. Hickman presented to Council the current status of the Mat program, with the opening of the shelter on April 20, 2015. The Program it includes the Community Assistant Fund, which is annually funded by seven member of organizations at the local faith communities. The fund has been able to assist 31 individuals with hotel stay and financial assistance provided with gift cards. The Community Mat Program has partnered with faith community, RCMP, Food Bank and the Park Valley Pool. It is a strictly volunteer - run program, where volunteers work in pairs for overnight shifts to supervise the Program. There are currently 23 volunteers, allowing the Program to be open Monday and Tuesday nights. The Program however, is in need for more volunteers to be open for the remainder of the week. Ms. Hickman has noticed a shift in the clientele of the program where they are helping individuals with chronic issues, mental health or addiction issues. Ms. Hickman provided Council with a few success stories of the Program. Mayor and Council commended Ms. Hickman on the Program for being ground-breaking for rural homelessness.

**7.0 Proclamation**

- 7.1. National Day of Mourning  
Mayor McLean proclaimed April 28, 2015 as National Day of Mourning in the Town of Drayton Valley and ordered the flags at the Civic Center be lowered to half-mast on April 28, 2015.
- 7.2. Volunteer Firefighters Awareness Week  
Mayor McLean proclaimed May 3 to 9, 2015 as Volunteer Firefighters Awareness Week in the Town of Drayton Valley.
- 7.3. Mental Health Awareness Week  
Mayor McLean proclaimed May 4 to 10, 2015 as Mental Health Awareness Week in the Town of Drayton Valley.
- 7.4. National Victims of Crime Awareness Week  
Mayor McLean proclaimed April 19 to 25, 2015 as National Victims of Crime Awareness Week in the Town of Drayton Valley.



## 8.0 Delegation

### 8.1. Phil Dirks, Hawkings Epp Dumont – Consolidated Financial Statements 2014

Mr. Dirks presented Council a briefing on the Audited 2014 Financial Statements. The Mayor requested the Pembina Education Society Guarantee be properly terminated, and requested this be confirmed at the May 13, 2015 Council Meeting. Mr. Dirks confirmed with Council that the Town of Drayton Valley remains in a good financial position.

***Mayor McLean called a break at 10:40 a.m.***

***Mayor McLean reconvened the meeting at 10:54 a.m.***

## **RESOLUTION #101/15**

Councillor Shular moved to change the former Item 10.8 “In Camera” to Item 10.9.

## **CARRIED UNANIMOUSLY**

### 8.2. Ed Toupin, AltaLink Management

Mr. Toupin presented to Council information about AltaLink and the growth in Alberta. AltaLink was established in 2002 and supports over 85% of the population of Alberta for electrical transmissions. The distribution of electrical load is 60% for industry, 20% commercial, 15% residential and 5% for farms. Mr. Toupin is open for opportunity in Drayton Valley and willing to work with the Town.

### 8.3. ISL Engineering Water Treatment Plant Sustainability Features

Deon Wilner, ISL Engineering presented Council with a summary of the efficiencies and sustainable actions which have been implemented for the Water Treatment Plant (WTP). Once completed the WTP will be an 11,000 square foot plant producing over 18 million liters a day. The unique features the plant possesses are: solar wall on the south east side, panel windows, green roof, storm water pond and parks surrounding the WTP enabling the public to visit.

The contractor, Nasen Contracting has implemented environmentally sustainable procedures while building the WTP. Some of those initiatives included: the construction trailers used 100% recycled paper; use of reusable or eco cups on the job site; disposal of wood to Valley Power where then the ashes were provided to farmers to stabilize the PH in their soil; catch basin to avoid spilled fuel; recycling crushed concrete; organized waste disposal; reuse of rain water to control dust on roads; and using electrical cranes.

## 9.0 Public Time

Mayor McLean opened the meeting to comments from the floor, no comments were received.

**Mayor McLean declared a pecuniary interest for the items 10.1, 10.2 and 10.3. Mayor McLean called Deputy Mayor Shular to the chair and exited the meeting at 11:06 a.m.**

## 10.0 Decision Items

### 10.1. Bylaw 2015/03/D Highland Park 2 & 3 Readings

Councillor Long explained that on March 11, 2015 Council gave first reading to Bylaw 2015/03/D for the Highland Park Area Structure Plan, which has been prepared for the

lands legally described as Lot 4, Plan 852 1283 for the future development of residential lands.

The attached Highland Park Area Structure Plan dated January 2015, represents the Developer's plans for the development of 23 acres for residential land use. The Developer is requesting a variance on the northern lots (which are intended for adult villa duplexes), as the proposed lot depth is less than the required 35 metres as set out in the Land Use Bylaw. The proposed depths on these lots range from 27.43 metres to 32.92 metres. Any proposed buildings on these lots will be required to meet the setback requirements set out in the zoning district. Engineering were satisfied with lanes not being created within this specific subdivision area. Accordingly, a section has been included within the attached Area Structure Plan to permit the variance of both the lot depths and the requirement for a laneway.

The Developer's representative hosted an informal Open House on March 25, 2015 to seek feedback from affected landowners regarding the proposed Area Structure Plan (ASP). This Open House is not required by the (*Municipal Government Act*), but was undertaken at the request of Administration. Comments provided by attendees at that meeting were favorable to the proposed Area Structure Plan.

This ASP has been circulated to referral bodies having an interest in the Plan. The proposed Highland Park Area Structure Plan conforms to the Municipal Development Plan. 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 #102/15**

Councillor Long moved that Council give Second Reading to Bylaw 2015/03/D for the adoption of the Highland Park Area Structure Plan along with the variance request for decrease in lot size.

**CARRIED UNANIMOUSLY**

**RESOLUTION #103/15**

Councillor Long moved that Council give Third Reading and Final Reading to Bylaw 2015/03/D for the adoption of the Highland Park Area Structure Plan along with the variance request for decrease in lot size.

**CARRIED UNANIMOUSLY**

**10.2. Bylaw 2015/04/D Highland Park Rezoning 2 & 3 Readings**

Councillor Nadeau explained that the Town 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 District, 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 second and third readings earlier today. The proposed rezoning also conforms to the Municipal Development Plan.

First reading of Rezoning Bylaw 2015/04/D was given at the March 11, 2015 regular meeting of Council, after which the Developer hosted an Open House on March 25, 2015

to present the proposal to surrounding residents for their review. Comments provided by attendees at that meeting were in favour to the proposed rezoning.

A Public Hearing was held earlier this morning to allow residents and business representatives to provide their comments regarding the proposed rezoning. Notice of the Public Hearing was advertised in the local newspaper, pursuant to the *Municipal Government Act* requirements, and was provided via mail-outs to adjacent landowners. Any and all comments received were provided to Council during the Public Hearing this morning.

**RESOLUTION #104/15**

Councillor Nadeau moved that that Council give Second Reading to Bylaw 2015/04/D for the rezoning of a portion of lands legally described as Lot 4, Plan 852 1283.

**CARRIED UNANIMOUSLY**

**RESOLUTION #105/15**

Councillor Nadeau moved that that Council give Third and Final Reading to Bylaw 2015/04/D for the rezoning of a portion of lands legally described as Lot 4, Plan 852 1283.

**CARRIED UNANIMOUSLY**

**10.3. Sekura Subdivision DV/15/01**

Councillor Wheeler explained that Administration has received the following report from West Central Planning Agency regarding an application for a commercial subdivision for the lands located at 3351-50 Street.

**Background**

West Central Planning Agency received an application to subdivide out four lots plus a remainder lot for the lands within the NW4-49-7-W5. The lots will vary in size from 1.2 acres to 3.1 acres within the C2-General Commercial District. At this time there is no Area Structure Plan for this area. However, this subdivision plan is being incorporated into the Area Structure Plan that is currently being drafted.

**Site Visit**

West Central Planning Agency conducted a site visit on March 6, 2015. Currently, there is only one access to this parcel from 50th street. A service road will need to be constructed adjacent to 50th street in order to gain access to the four new proposed parcels. A 12.9 metre service road with an 11.1 metre easement has been dedicated along 50th Street as shown on the attached plan. The construction of this service road will be a condition of subdivision. It is to be noted that 34th Avenue is partially constructed, however it is unpaved and stops at the end of the parcel. This parcel currently has two commercial buildings with a large gravel parking lot with the remainder of the parcel used for storage. There is a high pressure pipeline, an oil pipeline right of way and a water pipeline located within the remainder of the parcel.

**Comments**

The subdivision proposal was circulated as part of the planning process. ATCO Gas has no objections, but has several conditions should this subdivision be approved. No other comments or concerns were received from other agencies, utility companies or adjacent landowners.

#### Reserves

Reserves are owed on this subdivision. West Central Planning Agency recommends deferring reserves into the remainder of the parcel.

The proposed subdivision complies with the Municipal Development Plan and West Central Planning Agency recommends approval subject to the list of conditions on the draft approval.

#### **RESOLUTION #106/15**

Councillor Wheeler moved that Council approve approving subdivision application DV/15/01 Subject to the conditions noted below:

1. The Developer is to engage an Alberta Land Surveyor to prepare a plan of subdivision for registration at Land Titles Office subject to the attached subdivision drawing dated January 21, 2015 and revised March 30, 2015.
  - a. Please instruct your surveyor to use the Town's block numbering system.
  - b. A service road is to be fully built adjacent to 50<sup>th</sup> street
2. Enter into and fully comply with a Development Agreement with the Town of Drayton Valley under section 655 of the Municipal Government Act. This agreement must include but is not limited to:
  - a) Construct all necessary roads, approaches, drainage ways, water and sewer lines, and other utilities to serve the proposed lots. The Development Agreement will specify the standards of these improvements.
3. The Developer is to pay any off-site levies required by the Town of Drayton Valley's bylaw.
4. The Developer is to contact the utilities (Fortis & ATCO Pipelines) to determine whether any new utility services and/or easements are required, and provide written confirmation from the utilities that any necessary arrangements have been made.
5. ATCO Gas has the following conditions:
  - a. ATCO Gas' existing right-of-way or other land rights shall be carried forward and registered on any newly created lots. Any work of any nature whatsoever (i.e. grading, paving, stockpiling, landscaping, berms, etc) affecting the surface of ATCO Gas' right-of-way must first receive prior written consent from ATCO Gas' Land Administration Department (780-420-4135)
  - b. There is an existing ATCO Gas facility in the area. If it should be necessary to lower, relocate or make any alterations to our existing pipelines and/or appurtenances due to this project, contact Johnathan Martin at 780-509-2261. When required, contact should be provided prior to your construction to enable an adequate and timely response by ATCO Gas.
  - c. When gas service is required, to avoid delays, the owner/developer should contact an ATCO Gas Service Applications administration at 780-420-7279 or 280-420-7514 or the local ATCO Gas District office, to discuss their service

requirements, timing details and any associated costs. Not each lot/unit is to have a separate service line.

- d. Contact Alberta One Call to have the gas lines located at least 48 hours prior to excavation
  - e. Maintain a 0.3m vertical clearance and 1.0m horizontal clearance between ATCO Gas' distribution gas lines and your facilities.
  - f. Maintain clearance requirements from ATCO Gas' pipelines and trees
6. The Developer is to pay any outstanding taxes owing on the property to the Town.
  7. The Developer is to pay an endorsement fee of \$200 per lot [5 lots (including the remainder) equal a total of \$1000] to West Central Planning Agency when the plan is submitted for endorsement.
  8. Reserves are owed and are to be deferred by caveat into the remainder of Certificate of Title 072 204 828. West Central Planning Agency will prepare the necessary documents prior to endorsing the plan for registration.

**CARRIED UNANIMOUSLY**

**Mayor McLean returned to chair the meeting at 11:25 a.m.**

**10.4. Canada Day Insurance**

Councillor Fredrickson explained that every year on July 1st a Committee comprised of the Community Services Department, community members and a variety of different organizations, hosts the Canada Day Event.

In hosting the event, services from a variety of different contractors and local organizations are acquired to provide free family entertainment and, for a minimal fee, food and refreshments for attendees. The following services are being planned for this year's event:

- Inflatables
- Balloon Artists
- Glitter Tattoos
- Face Painters
- Photo Booth
- Caricature Artist
- Multicultural Information Fair
- Carnival Games
- Traditional Old School Games
- Hi-Striker (Test your Strength)
- Drayton Valley Evergreen Farmers' Market
- Quad Safety Awareness Program - ATV Safety Training
- Stage Performances/Entertainment
- Drayton Valley Health Services Foundation BBQ
- Taste of Drayton, (Hosted by Hearts for Lushoto)
- Thunder Car Club Show and Shine
- Fireworks Display by Aerial Fireworks
- Popcorn, Cotton Candy, Slurpees and Sno Cones.

The Town's insurer has indicated that activities or events endorsed by a resolution of Council will be recognized as an insured event, thereby minimizing the need for Special Event Insurance. Administration is therefore recommending that the Canada Day event be endorsed by Town Council as an insured activity of the municipality.

**RESOLUTION #107/15**

Councillor Fredrickson moved that Town Council endorses the Canada Day Festivities to be covered under the Town of Drayton Valley's General Liability Insurance.

**CARRIED UNANIMOUSLY**

**10.5. Community Event Grant – Pro Rodeo Society**

Counillor Nadeau explained that Administration has received and reviewed the Community Event Grant Application from Drayton Valley Pro Rodeo Society. The Drayton Valley Pro Rodeo Society is a non-profit society dedicated to bringing the best rodeo to our community. The 1st annual Drayton Valley Pro Rodeo will be held May 1, 2 & 3 at the Omniplex. It is estimated that the Rodeo will be bringing over 400 contestants and their families to our community.

The grant request for this event is \$17,000.00 or any amount the Town feels appropriate to help pay for expenses of moving the dirt in and out of the building and cleanup costs associated with the event at the Omniplex.

Administration has reviewed the application and recommends the approval of \$1,000.00 for the applicant.

**RESOLUTION #108/15**

Councillor Nadeau moved move that Council approves the contribution of \$1,000.00 from the Town of Drayton Valley Community Event Grant for the Drayton Valley Pro Rodeo Society.

Councillor Nadeau asked if the in-kind contribution is included in the amount of \$1,000.00. Ms. Driessen explained the amount is based on funds allocated to the Community Event Grant and the amount still available through the grant for the remainder of the year. Administration also considers if the applicant is non-profit or profit, the benefit of the event for the community in terms of the exposure, community involvement, how many spectators and competitors, and the need for funding. There is no in-kind contribution included in the \$1000.00.

**RESOLUTION #109/15**

Councillor Long moved that the amount of the contribution of the Town of Drayton Valley Community Event Grant for the Drayton Valley Pro Rodeo Society be amended from \$1000.00 to \$2000.00

**CARRIED UNANIMOUSLY**

**AMENDED RESOLUTION #108/15**

Councillor Nadeau moved that Council approves the contribution of \$2,000.00 from the Town of Drayton Valley Community Event Grant for the Drayton Valley Pro Rodeo Society.

**CARRIED UNANIMOUSLY**

10.6. 2015 Final Budget

Councillor Long advised that the Council Management Committee has recommended approval of the 2015 Operating & Capital Budgets for the Town of Drayton Valley as presented on April 15th, 2015.

**RESOLUTION #110/15**

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

Operating revenues	\$15,880,285
Taxes (net of school & senior requisitions)	\$10,871,589
Total revenues	\$26,751,875
Operating expenditures	\$23,447,980
Debt repayment	\$928,129
Transfers to reserves	\$2,375,765
Total expenditures	\$26,751,875
Capital expenditures and financing	\$49,579,567

**CARRIED UNANIMOUSLY**

10.7. Tax Rate Bylaw No: 2015/06/F

Councillor Shular explained that the Mill Rate Bylaw 2015/06/F is being presented for first, second and third reading at today's Council meeting. The adoption of this Mill Rate Bylaw supports the tax levy requirements of the 2015 Operating and Capital Budgets presented and approved by Council today. Council is being asked to approve the Mill Rate Bylaw as presented. To facilitate the tax notices going out in a timely fashion, Council is being asked to give all three readings to the Mill Rate Bylaw today.

**RESOLUTION #111/15**

Councillor Shular moved that Council give First Reading to Mill Rate Bylaw 2015/06/F.

**CARRIED UNANIMOUSLY**

**RESOLUTION #112/15**

Councillor Shular moved that Council give Second Reading to Mill Rate Bylaw 2015/06/F.

**CARRIED UNANIMOUSLY**

**RESOLUTION #113/15**

Councillor Shular moved that Council consider giving Third and Final Reading to Mill Rate Bylaw 2015/06/F.

**CARRIED UNANIMOUSLY**

**RESOLUTION #114/15**

Councillor Shular moved that Council give Third and Final Reading to Mill Rate Bylaw 2015/06/F.

**CARRIED UNANIMOUSLY**

10.8. 2015 Final Fee Schedule

Councillor Wheeler explained the attached 2015 Final Fee Schedule changes for the Town of Drayton Valley have been reviewed by Administration and support the 2015 final budget. A printed copy of the correct 2015 Final Fee Schedule changes was provided to Council as the version to be considered.

**RESOLUTION #115/15**

Councillor Wheeler moved that Council approves the updated 2015 Final Fee Schedule changes for the Town of Drayton Valley as presented.

**CARRIED UNANIMOUSLY**

10.9. In Camera

**RESOLUTION #116/15**

Councillor Wheeler moved that Council move into “In-Camera” at 12:08 p.m.

**CARRIED UNANIMOUSLY**

**RESOLUTION #117/15**

Councillor Wheeler moved that Council move out of “In-Camera” at 12:52 p.m.

**CARRIED UNANIMOUSLY**

**RESOLUTION #118/15**

Councillor Wheeler moved that Council authorize the purchase of land for the expansion of municipal infrastructure.

**CARRIED UNANIMOUSLY**

**RESOLUTION #119/15**

Councillor Wheeler moved that Council approves the Confidentiality Agreement between the Town and Weyerhaeuser.

**CARRIED UNANIMOUSLY**

**11.0 Information Items**

11.1. Drayton Valley/Brazeau County Fire Services Stats February 2015

**RESOLUTION #120/15**

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

**CARRIED UNANIMOUSLY**

**12.0 Department Reports**

12.1. Planning & Development

Mrs. Martin provided Council with an update on Permits and Business Licenses recently issued by the Planning and Development Department. Mrs. Martin also advised Mr. Mike’s Restaurant will be completed fall 2015 in the south end of Drayton Valley.

12.2. Engineering & Transportation

Mr. Elliott provided Council with an update on his meetings with Wild Rose School Division Board about the Aurora School Project and the Bus Hub. The School Board had minor changes, which Mr. Elliott will submit those for a re-designed and then present the revised plan to Council. The traffic count and study has been completed, a draft report will be sent to Council end of next week.

12.3. Community Services, FCSS & Sustainability

Ms. Driessen advised Council of upcoming events: May 2 Lil Rascals, May 6 Operation Clean Sweep and May 9 Drayton Valley Triathlon.

12.4. Protective Services

Chief Thomson advised Council that Emergency Services have received the new trailer, which was approved in the 2014 Budget to house the ranger and wildlife equipment. Chief



Thomson announced there is a partial fire ban in our community, but this does not prohibit residents from using their approved fire pit. The ban applies to open and brush fires. May 3-9, 2015 is Volunteer Firefighter Appreciation week. Chief Thomson challenged Council to take a pager home for the week, so Council is aware of and can appreciate what our volunteer firefighters do for our community. Chief Thomson also reviewed the statistics from the CPO Report from January to March 2015, with over 372 hours worked.

12.5. Administration

- Legislative Services

Ms. Dyck recognized Earth Day and Administrative Professional Week. Ms. Dyck advised at the next Council Meeting it will be Public Works Week, and Council members are invited to participate in public works jobs during that week; Councillors can see Ms. Dyck for the sign-up sheet.

- Economic Development

There was no report on Economic Development.

- Communications and Marketing

Mrs. Buehler advised Council that the Annual Report will be presented to Council this week.

- Information Services

Mr. Naidoo updated Council on the current progress with Telus.

- CAO Report

Mr. Deol advised Council that street cleaning is coming along. Mr. Deol also advised Council he will be on vacation for the next two weeks.

**Council Reports**

12.6. Councillor Fredrickson

- April 13 Homelessness and Poverty Reduction Meeting
- April 9 CETC Telus Committee Meetings
- April 17 CETC Telus Committee Meetings
- April 20 Healthy Committee Collation Meeting

12.7. Councillor Nadeau

- Sustainability Committee
- Legion Meeting
- Economic Committee

12.8. Councillor Long

- Conference a few weeks back

12.9. Councillor Shular

- Defer report to next Council

12.10. Councillor Wheeler

- Sustainability Committee Meeting

12.11. Mayor McLean

- April 10 – Holy Trinity Speech
- April 15 – Volunteer Appreciation Night
- April 16 – EARN Breakfast
- April 18 – St. Anthony School 50<sup>th</sup> Year Anniversary

**Adjournment**

**RESOLUTION # 121/15**

Councillor Long moved that Council adjourn the April 22, 2015, Regular Meeting of Council at 1:27 p.m.

**CARRIED UNANIMOUSLY**

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MAYOR

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CHIEF ADMINISTRATIVE OFFICER

# **MINUTES OF PUBLIC HEARING**

**April 22, 2015**  
**BYLAW 2015/03/D**

## **THOSE PRESENT:**

Deputy Mayor Shular  
Councillor Long  
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  
Chandra Dyck, Legislative Services Coordinator  
Sarah Henderson, Administrative Assistant  
Jason Thompson, Audio/Video  
Mamta Lulla, Drayton Valley Western Review  
Cassandra Jodoin, CIBW Radio  
Members of the Public

## **ABSENT:**

Mayor McLean (due to pecuniary interest)  
Councillor Bossert

## **ITEM**

Bylaw 2015/03/D – to allow the adoption of the Highland Park Area Structure Plan for the lands legally described as Lot 4, Plan 852 1283.

## **CALL TO ORDER**

Deputy Mayor Shular declared the Public Hearing open at 9:31 a.m.

## **PURPOSE OF THE PUBLIC HEARING**

To receive comments, concerns and questions from the public with regard to the proposed Area Structure Plan. Said Bylaw, if passed, will allow the lands to be developed for residential use.

## **BACKGROUND**

The above Bylaw has received first reading at the March 11 2015 Regular Meeting of Council, which may be followed by second and third reading today, depending upon the comments received at this Public Hearing. Notification of the bylaw, requesting comments from the public, and advising them of the Public Hearing, has been done through mail-outs and newspaper advertising. To facilitate the Public Hearing process, any comments received (written or verbal) will be presented as a package at the time of the Public Hearing.

**CALL FOR COMMENTS FROM THE FLOOR**

There were no comments from the floor.

**CALL FOR COMMENTS OR WRITTEN SUBMISSIONS**

There were no written submissions.

**ADJOURNMENT**

Deputy Mayor Shular declared the Public Hearing closed at 9:32 a.m.

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**DEPUTY MAYOR**

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**CHIEF ADMINISTRATIVE OFFICER**

# **MINUTES OF PUBLIC HEARING**

**April 22, 2015**  
**BYLAW 2015/04/D**

## **THOSE PRESENT:**

Deputy Mayor Shular  
Councillor Long  
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  
Chandra Dyck, Legislative Services Coordinator  
Sarah Henderson, Administrative Assistant  
Jason Thompson, Audio/Video  
Mamta Lulla, Drayton Valley Western Review  
Cassandra Jodoin, CIBW Radio  
Members of the Public

## **ABSENT:**

Mayor McLean (due to pecuniary interest)  
Councillor Bossert

## **ITEM**

Bylaw 2015/04/D – to allow the rezoning of a portion of the lands within Highland Park (legally described as Lot 4, Plan 852 1283).

## **CALL TO ORDER**

Deputy Mayor Shular declared the Public Hearing open at 9:08 a.m.

## **PURPOSE OF THE PUBLIC HEARING**

To receive comments, concerns and questions from the public with regard to the proposed rezoning of lands from Agriculture (AG) to Low Density Residential (R1A), General Residential (R2), and Institutional & Public Use District (IPU). Said Bylaw, if passed, will allow the lands to be developed for residential use.

## **BACKGROUND**

The above Bylaw has received first reading at the March 11 2015 Regular Meeting of Council, which may be followed by second and third reading today, depending upon the comments received at this Public Hearing. Notification of the bylaw, requesting comments from the public, and advising them of the Public Hearing, has been done through mail-outs and newspaper advertising. To facilitate the Public Hearing process, any comments received (written or verbal) will be presented as a package at the time of the Public Hearing.

**CALL FOR COMMENTS FROM THE FLOOR**

Ernest Stables, developer of River Ridge Estates, raised concerns regarding the drainage from the site through his development site (east of the proposed subdivision). Clarification is required as to where the water will be directed, whether through the River Ridge pond or to the creek. Mr. Stables expressed concern that the increased volume coming from the new development site will flood the pond as his subdivision, including the shallow ditches and small culverts, was designed to accommodate only his storm water runoff. Water should be directed north to the creek.

George Fitzner, Engineer for the Developer, indicated that the water drainage would remain the same as it currently is. There are catch basins located within the boundary of the development and pre and post development flows will remain the same, as required by Alberta Environment.

Jarrad Elliot, Engineer on behalf of the Town, advised that the storm ponds are designed to accommodate the 1 in a 100 year flood rate, which is the case for the existing pond. A subdivision of this size, with the discharge pipe size, will be dealt with adequately with the plans proposed.

Dean Grey, landowner of the subject parcel, advised that the current drainage pattern is to the south of Mr. Stables property and the engineers can design storm water to flow to the river accordingly.

Mr. Stables does not believe that the pipe diameter and the culvert sizes are adequate to alleviate flooding in his subdivision.

Greyson Weir, development partner, advised that he went door-to-door to advise people of the proposed subdivision. The comments received were positive and those he spoke to thought that the development was a good idea. Five people attended the Developer's open house and were happy with the proposed development and the future connection from the site to the hospital.

**CALL FOR COMMENTS OR WRITTEN SUBMISSIONS**

There were no written submissions.

**ADJOURNMENT**

Deputy Mayor Shular declared the Public Hearing closed at 9:30 a.m.

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**DEPUTY MAYOR**

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**CHIEF ADMINISTRATIVE OFFICER**

# Town of Drayton Valley

## *Proclamation*

### **NATIONAL HEALTH AND FITNESS DAY**

- WHEREAS:** the Parliament of Canada wishes to increase awareness among Canadians of the significant benefits of physical activity and to encourage Canadians to increase their level of physical activity and their participation in recreational sports and fitness activities;
- AND WHEREAS:** it is in Canada's interest to improve the health of all Canadians and to reduce the burden of illness on Canadian families and on the Canadian health care system;
- AND WHEREAS:** many local governments in Canada have public facilities to promote the health and fitness of their citizens;
- AND WHEREAS:** the Government of Canada wishes to encourage local governments to facilitate Canadian's participation in healthy physical activities;
- AND WHEREAS:** the Government of Canada wishes to encourage the country's local governments, non-government organizations, the private sector and all Canadians to recognize the first Saturday in June as National Health and Fitness Day and to mark the day with local events and initiatives celebrating and promoting the importance and use of local health, recreational, sports and fitness facilities;
- AND WHEREAS:** Canada's mountains, oceans, lakes, forest, parks and wilderness also offer recreational and fitness opportunities;
- AND WHEREAS:** Canadian Environment Week is observed throughout the country in early June, and walking and cycling are great ways to reduce vehicle pollution and improve physical fitness;
- AND WHEREAS:** declaring the first Saturday in June to be National Health and Fitness Day will further encourage Canadians to participate in physical activities and contribute to their own health and well-being;
- NOW THEREFORE, I, Glenn McLean, Mayor of the Town of Drayton Valley, do hereby proclaim Saturday, June 6, 2015 as National Health & Fitness Day in the Town of Drayton Valley.**

DATED at Drayton Valley, AB  
this 13<sup>th</sup> day of May, 2015.

\_\_\_\_\_  
Mayor



# Town of Drayton Valley

## *Proclamation*

### **NATIONAL PUBLIC WORKS WEEK**

**May 17 - 23, 2015**

- WHEREAS public works infrastructure, facilities and services are of vital importance to sustainable communities and to the health and safety and well-being of the people of the Town of Drayton Valley;
- AND WHEREAS such facilities and services could not be provided without the dedicated efforts of public works professionals, engineers, managers and employees from provincial and local Government and the private sector, who are responsible for and who plan, design, build, operate, and maintain the transportation, water supply, water treatment, public buildings, structures and facilities and who deliver solid waste services which are essential to serve our community;
- AND WHEREAS it is in the public interest for the citizens, civic leaders and children in the community to gain knowledge of and to maintain an interest and understanding of the importance of public works programs in their respective communities;
- AND WHEREAS the efficiency of the qualified and dedicated personnel who staff public works departments is materially influenced by the people's attitude and understanding of the importance of the work they perform
- NOW THEREFORE I, Glenn McLean, Mayor of the Town of Drayton Valley, do hereby proclaim May 17 - 23, 2015 as National Public Works Week in the Town of Drayton Valley and I call upon all citizens and civic organizations to acquaint themselves with the issues involved in providing our public works and to recognize the contributions which public works officials and employees make every day to our health, safety, comfort, and quality of life.

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

DATED at Drayton Valley, AB  
this 13<sup>th</sup> day of May, 2015.





# Town of Drayton Valley

## *Proclamation*

### **HEARING AND SPEECH MONTH May 2015**

WHEREAS the Elks of Canada boast a long and proud history of advocating for early hearing detection and continue to pursue ways to assist in screening and intervention services for all children born in Canada;

AND WHEREAS newborn hearing screening and early access to intervention services are vitally important to effective treatment and development of language and speech;

AND WHEREAS assistance is needed to co-ordinate Early Hearing Detection and Intervention Programs in Canada through consultation and partnerships with qualified professionals in the area of hearing and speech impairment;

AND WHEREAS the Elks endorse May as Hearing and Speech Month in Canada and have designated the first Saturday in May as "Public Information Day";

NOW THEREFORE I, Glenn McLean, Mayor of the Town of Drayton Valley, do hereby proclaim May 2015, as Hearing and Speech Month and Saturday May 20, 2015, shall be known as Public Information Day in the Town of Drayton Valley.

Glenn McLean  
MAYOR

DATED at Drayton Valley, AB  
this 13<sup>th</sup> day of May, 2015.





# Town of Drayton Valley

## Delegation Request Form

Name (s): \_\_\_\_\_

Organization: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Contact E-mail: \_\_\_\_\_

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

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

Council Meeting

Governance & Priorities Committee Meeting

Special Meeting/Presentation

Administration Meeting

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

Reason for Requesting Delegation:

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

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Additional Information Provided

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

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Please indicate any preference you have for meeting:

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Please submit your request by:

**Fax:** 780.542.5753

**E-mail:**

admin-support@draytonvalley.ca

**In person:**

5120-52 ST

<b>AGENDA ITEM: 9.1</b>	<b>Council Remuneration Policy C-01-00</b>
<b>Department:</b>	<b>Council</b>
<b>Presented by:</b>	<b>Councillor Shular</b>
<b>Support Staff:</b>	<b>Chandra Dyck</b>

**BACKGROUND:**

Council has directed that some changes be made to the existing Council Remuneration Policy as amended in June 2014. Attached for Council's review and consideration is the newly revised Policy with the following changes:

1. Clause 14 amended from 2 to 4 weeks for the submission of reports;
2. Clause 23 to clarify the honoraria to be paid to Committee or Board members; and
3. Schedule A – Councillor Report template has been amended to include additional sections for completion.

**MOTION:**

That Council approve the attached Council Remuneration Policy C-01-00, as amended.



## TOWN OF DRAYTON VALLEY

<b>POLICY NO.:</b>	<b>C-01-00</b>
<b>SUBJECT:</b>	Council Remuneration Policy
<b>DEPARTMENT:</b>	Treasury / Finance
<b>APPROVED BY COUNCIL:</b>	June 07, 2000
<b>REVISED:</b>	May 12, 2004, January 12, 2011, August 21, 2013, June 25, 2014, <a href="#">May 13, 2015</a>

### POLICY

**The purpose of this policy is to set parameters for Council and Mayor Compensation. The fees listed below will also be adjusted annually based on the cost of living or the annual increase as determined through the Union negotiations, whichever is the lower amount.**

*For the purposes of this policy the following definitions will apply, as defined by the Oxford Dictionary:*

- *Meeting (noun); a gathering at which there is a quorum of Council or of a Committee of Council, or attendance with a committee, organization or other entity whose operations are external to those of the Town of Drayton Valley to which a Councillor is appointed by Council as a representative or primary point of contact.*
- *Conference (noun); a structured gathering of people whose purpose is to examine, discuss and express opinion on matters of shared interest in relation to matters pertaining to municipal government.*
- *Councillor Development; training programs, courses, or seminars whose content is primarily intended for the edification of elected municipal officials, and which is determined by Council to be of particular relevance and benefit to a Councillor in their role as a municipal councillor.*

Members of Council will receive the following honorarium for meeting time served in accordance with the following schedule:

- Between 0 and 4 hours \$150
- Between 4-8 hours \$300
- More than 8 hours \$325
- Mileage #209/05 As per Town Mileage Resolution
- Mayor's Vehicle Allowance \$300
- Councillors' Vehicle Allowance \$100
- Mayor's monthly fixed honorarium \$1,500/month
- Councillor's monthly fixed honorarium \$850/month
- Monthly allowance for Internet Connection & printer paper \$100 / month  
plus expenses for miscellaneous expenses, as per receipts submitted (actual cost)
- Mobile Communication Device \$100 / month
- Expenses for meals & accommodation as per receipts submitted (actual cost and gratuity of 15%).
  - Breakfast \$10.00
  - Lunch \$15.00
  - Supper \$25.00
- Accommodation expenses will be paid at actual cost, or an allowance of \$35/day without receipt will be permitted
- Miscellaneous expenses
  - Taxi Fares – A non-receipted allowance of \$6.00 per required trip is allowed without receipt. Costs over the allowance require a receipt.
  - Parking Fees – A non-receipted allowance of \$6.00 per day is allowed if parking fees are required over and above other costs. Costs over the allowance require a receipt.
  - Out of Country – Allowances necessitated by out of country travel will be established as approved by Council for items such as exchange rate losses and travelers cheques.
  - Car Rental – At cost.

- Alcohol is not an eligible expense for reimbursement except for reasonable entertainment/ hosting costs, e.g. meals/beverages for guest(s)

Members of Town Council shall be entitled to claim honorarium and reimbursement for travel and reasonable expenses for attendance at:

- Meetings of Council
- Committee Meetings
- Functions approved by special resolution or consensus of Council
- Functions approved in advance by the consensus of Council, such as:
  - attendance resulting from appointment to external committees or organizations
  - attendance at municipal related functions where Town representation is expected
  - attendance at workshops, conferences and other Councillor Development events
- 

### **Travel & Subsistence /Conferences and Councillor Development**

1. There exists a continuing requirement for Councillors to attend conferences and conventions as part of their Council responsibilities.
2. A separate coding reference number, titled Council Development Expense, is established to provide the necessary funding for Councillors to attend events such as:
  - a) The Federation of Canadian Municipalities (FCM) Annual Convention, and
  - b) The Alberta Urban Municipalities Association (AUMA) Annual Convention, and
  - c) Other conferences, conventions and seminars deemed worthwhile.
3. Separate coding reference numbers shall be established at \$10,000.00 annually for each Councillor and \$25,000.00 for the Mayor. Meeting fees (as set out on Page 2, bullet point 3) and costs associated with any conference, convention or seminar (including but not limited to registration fees, airfare, hotel accommodations, meals and per diems) shall be paid from the separate coding reference number of each Councillor or the Mayor.
4. For the first three (3) full years of a Council term, the separate coding reference numbers indicated in clause 3 above shall be in effect for the calendar year (January 1<sup>st</sup> to December 31<sup>st</sup>). During an election year, separate coding reference numbers shall be divided at 75% for the period of January 1<sup>st</sup> to September 30<sup>th</sup>, with the balance of 25% for the period of October 1<sup>st</sup> to December 31<sup>st</sup> being transferred to the newly elected Councillors and Mayor.
5. All travel is subject to prior discussion with Council, or in the alternative, with the Mayor if timing does not permit discussion with Council.

6. Council shall review attendance at the FCM Convention and the AUMA Convention on an annual basis.
7. Councillors are not limited in the number of conferences or other activities they may attend within a calendar year, however the total costs of travel and attendance claimed may not exceed the total monies provided in the annual Council budget. In cases where a Deputy Mayor or other member of Council is designated by the Mayor to attend a conference or other activity in place of the Mayor, all costs associated with that attendance shall be borne by the Mayor's annual budget.
8. Costs incurred when traveling to conferences, conventions and other training sessions (including transportation, meals, hotels, communication and other costs), will be reimbursed at the actual rate of the expense or in accordance with the Town Policy. Reasonable entertainment and hosting costs (eg. meals/beverages for guests) will be acceptable. All hosting activities must be explained (including purpose and benefit to the Town) in the subsequent report, as required under clause 14 below.
9. Councillors using their personal automobile for out of town business shall be compensated in accordance with the Town Policy. Compensation for the use of personal automobiles (including mileage and parking) shall not be deducted from the Councillor's separate coding reference number.
10. Council's monthly honorarium will cover all travel within the municipality.
11. Members of Council will not be reimbursed for attending a political party function or fundraiser, nor will any cost for such an event be paid by the Town.
12. Members of Council will not be reimbursed for attending social events or galas where Council representation is not explicitly requested.
13. All Council will be provided with a Council remuneration and expense report for the Mayor and each individual member of Council on a monthly basis.
14. Councillors shall be required to submit a written report to the Mayor and Council, in the form of the Council Report document attached hereto as Schedule "A", within ~~four~~<sup>two</sup> (24) weeks of their return from any conference, convention or seminar.
15. In the event of unforeseen circumstances for which an unavoidable expense may be incurred by a Councillor for travel or accommodation, those expenses may be reimbursed by the Town in accordance with this Policy.
16. All air travel and hotel arrangements made pursuant to this Policy shall be arranged by Town staff.

17. In the event of a cancellation of attendance at a conference, convention or other training session by the Mayor or a Councillor, cost allocation shall be as follows:

- a. if a replacement attendee is arranged, the costs are coded to the replacement Councillor;
- b. if there is no replacement attendee, any cancellation fees shall be coded to the coding reference number of the Councillor who made the initial arrangements.

Council may amend these requirements for compassionate purposes, depending upon a review of the circumstances of the cancellation.

### **Spouses/Partners**

18. If a spouse/partner accompanies a member of Council to an out of town conference/convention, all expenses of the spouse/partner for travel and registration are considered a personal expense.

19. When a member of Council is invited to a social or fund-raising function in an official capacity within the Town of Drayton Valley or Brazeau County, and a spouse/partner is invited to accompany the member of Council, the ticket for the spouse/partner may be paid from the Council budget.

### **Expense Tracking**

In order that Council may track expenditures, Councillor expenses shall be subject to approval by the Mayor, and/or Deputy Mayor, in the Mayor's absence. Mayor's expenses shall be approved by the Deputy Mayor, or Council, in the Deputy Mayor's absence. Any changes to submitted expense claims shall be communicated by the Mayor, or the Deputy Mayor, to the affected Councillor.

### **Administration of Claims**

20. It is the responsibility of the Council and Committee Chairs to, within reason, coordinate and organize meetings that will maintain the honoraria claims at the lowest amount possible.

21. Claims will normally be processed on a monthly basis. All claims must provide sufficient detail to identify the nature of each item claimed.

22. All claims by Council members for honoraria and expense reimbursement must be signed by the Council Member.



23. Board and Committee Members who have been appointed by Council to serve on a Town Committee or Board are eligible to claim honoraria and expense reimbursement [for attendance only at regular or special meetings of the Town Committee or Board to which they have been appointed](#). All claims must be approved by the Mayor, or Deputy Mayor, in the Mayor's absence.

### **Policy Review**

Council shall review this policy on an annual basis.

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Mayor

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Town Manager

**SCHEDULE “A”**



Town of Drayton Valley  
COUNCILLOR REPORT  
Councillor:  
Conference/Workshop Attended:  
G&P Presentation Date:

Date:
Session Title:
Information Presented:
Correlation to Approved Town Plans/Policies:
Department(s):
Recommended Action:
Identify Partners/Resources:

<b>Date:</b>
<b>Event:</b>
<b>Session Title:</b>
<b>Comments &amp; Value:</b>
<b>Recommended Action:</b>
<b>How does this item contribute to the sustainability of the municipality?</b>

**SECTION: 9**

<b>COUNCIL AGENDA ITEM:</b> May 13, 2015	<b>Subdivision Application DV/15/03</b> <b>Lot 32, Block 25, Plan 6690 KS</b> <b>4729-49 Street</b>
<b>Department:</b>	<b>Development &amp; Planning</b>
<b>Presented by:</b>	<b>Councillor Wheeler</b>
<b>Support Staff:</b>	<b>Jennifer Martin</b>

**BACKGROUND:**

Administration has received the following report from West Central Planning Agency regarding an application for a residential subdivision for the lands located at 4729-47 Street.

**Background**

West Central Planning Agency received an application to subdivide an existing residential lot into four separate lots to accommodate a fourplex. The area in which the proposed subdivision is located in is classified as an R3-Medium Residential District, which allows for the construction of fourplex houses.

**Site Visit**

West Central Planning Agency conducted a site visit on April 15, 2015. The property is under construction. Access and parking to this property will be from both the laneway and 49<sup>th</sup> street.

**Comments**

The subdivision proposal was circulated as part of the planning process. There is an ATCO Gas pipeline on the property and they have no objections, but several conditions if this subdivision is approved. Drayton Valley's Land Use Bylaw stipulates that there must be two parking stalls per dwelling unit for new fourplexes. This fourplex complies with the necessary parking requirements. No other comments or concerns have been received from other agencies or utilities or adjacent landowners.

**Reserves**

Given the size of the subject area, reserves are not owed as the land is less than 0.8 hectares (2 acres) in size. Pursuant to Section 663 (c) of the MGA, any land that is 0.8 hectares or less in size is not subject to municipal reserves of any nature.

The proposed subdivision complies with the Municipal Development Plan and West Central Planning Agency recommends approval subject to the list of conditions on the draft approval.

**RECOMMENDATION**

Administration recommends approving subdivision application DV/15/03 Subject to the conditions noted below:

1. The Developer is to engage an Alberta Land Surveyor to prepare a plan of subdivision for registration at Land Titles Office subject to the attached subdivision drawing dated March 18, 2015.
  - a. Please instruct your surveyor to use the Town's block numbering system.
  - b. If the property is to be sold or mortgaged in the near future, it might be advisable to have the surveyor do a Real Property Report when they visit the site to deal with the subdivision. However, that is not a condition of subdivision approval.
2. Enter into and fully comply with a Development Agreement with the Town of Drayton Valley under section 655 of the Municipal Government Act. This agreement must include but is not limited to:
  - a) Construct all necessary approaches, drainage ways, water and sewer lines, and other utilities to serve the proposed lots. The Development Agreement will specify the

standards of these improvements.

3. The landowners shall register “Party Wall Agreements” concurrently with the subdivision.
4. The Developer is to pay any off-site levies required by the Town of Drayton Valley’s bylaw.
5. The Developer is to contact the utilities (Fortis & ATCO Pipelines) to determine whether any new utility services and/or easements are required, and provide written confirmation from the utilities that any necessary arrangements have been made.
6. ATCO Gas has the following conditions:
  - a. There is an existing ATCO Gas facility in the area. If it should be necessary to lower, relocate or make any alterations to our existing pipelines and/or appurtenances due to this project, contact Johnathan Martin at 780-509-2261. When required, contact should be provided prior to your construction to enable an adequate and timely response by ATCO Gas.
  - b. When gas service is required, to avoid delays, the owner/developer should contact an ATCO Gas Service Applications administration at 780-420-7279 or 280-420-7514 or the local ATCO Gas District office, to discuss their service requirements, timing details and any associated costs. Not each lot/unit is to have a separate service line.
  - c. Please contact Alberta One Call to have the gas lines located at least 48 hours prior to excavation
  - d. Maintain a 0.3m vertical clearance and 1.0m horizontal clearance between ATCO Gas’ distribution gas lines and your facilities.
  - e. Maintain clearance requirements from ATCO Gas’ pipelines and trees
7. The Developer is to pay any outstanding taxes owing on the property to the Town.
8. The Developer is to pay an endorsement fee of \$200 per lot [4 lots equal a total of \$800] to West Central Planning Agency when the plan is submitted for endorsement.
  - a. The applicant overpaid by \$200 for the application fee, the total fee at the time of endorsement will be \$600
9. No reserves are due pursuant to Section 663 (c) of the MGA. Land that is subject for subdivision and is 0.8 hectares (2 acres) or less does not require reserve dedication.

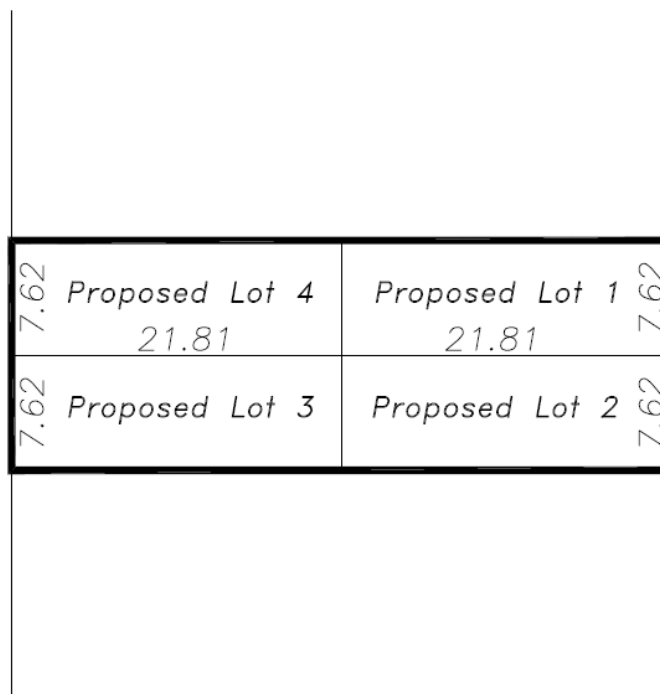
**MOTION**

I move that Council....

Proposed Subdivision in the  
**Town of Drayton Valley**

Lot 32 Block 25 Plan 6690KS

49 STREET



Lane



Lot 32 to be subdivided to accommodate four plex

Registered Owner(s): 1825366 Alberta Ltd.

**—** denotes titled area

File: DV/15/03

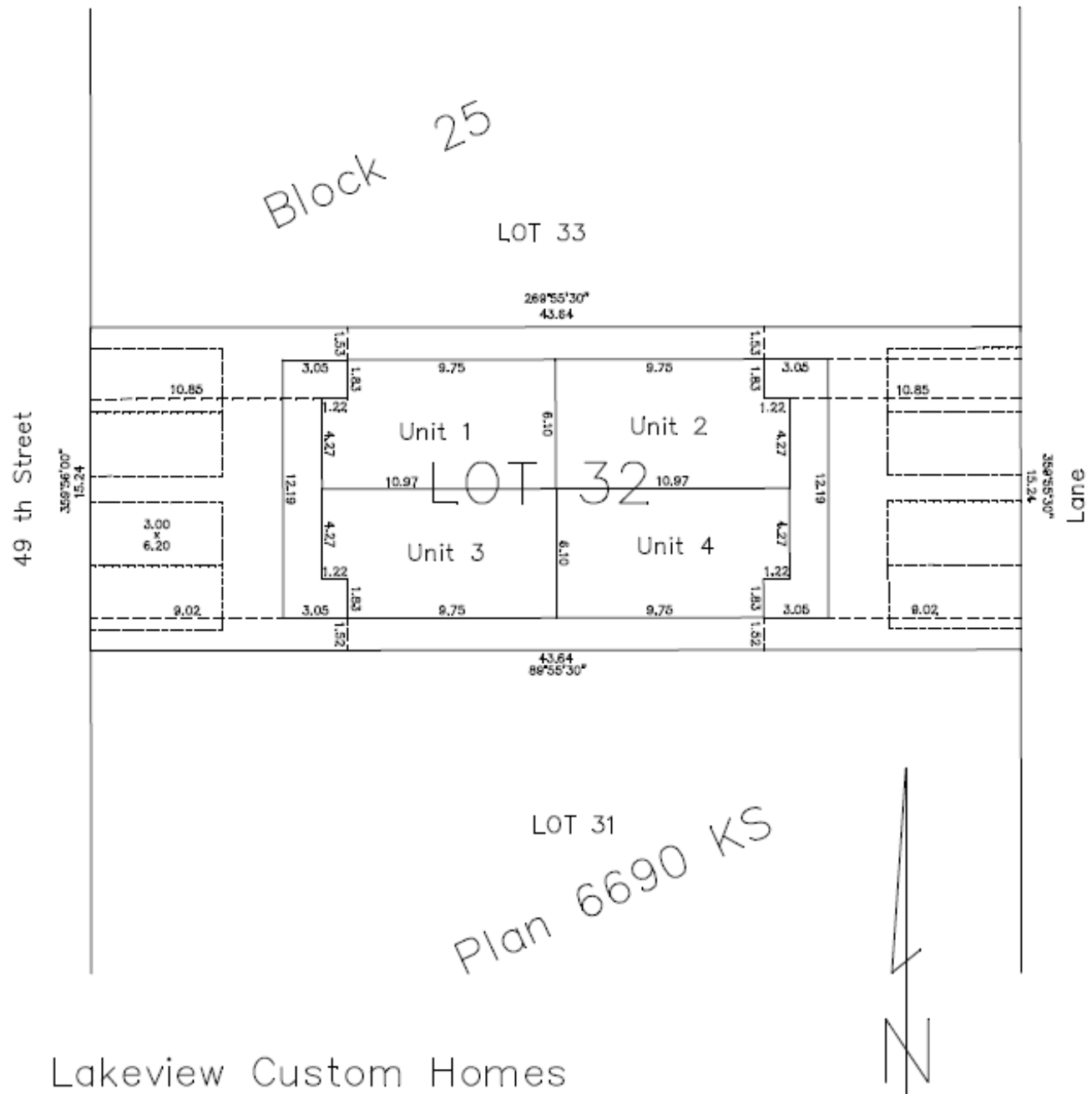
Drawn: March 18, 2015

Revised:

## WEST CENTRAL PLANNING AGENCY

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

# PROPOSED PLOT PLAN



Lakeview Custom Homes  
BGG File 2014-318

<b>AGENDA ITEM: 9.3</b>	<b>Community Event Grant Application</b>
<b>Department:</b>	<b>Administration</b>
<b>Presented by:</b>	<b>Councillor Bossert</b>
<b>Support Staff:</b>	<b>Tom Thomson</b>

**BACKGROUND:**

Administration has received and reviewed the Community Event Grant Application from the Beehive Support Services Association requesting support for their upcoming 40<sup>th</sup> Anniversary of the organization in Drayton Valley.

The Beehive Support Services Association currently serves 24 disabled adults in the area with a compliment of 50 staff members that provide services such as the support employment program, residential support homes, respite care, supported independent living program, and a community access program.

The grant requested for this event is \$4,000.00 to help pay for the cost of the Anniversary Celebration.

Administration has reviewed the application and recommends that Council decline the application. Although this non-profit organization benefits the community in a substantial way, Administration believes this event is a commemorative dinner to celebrate the organization itself, rather than a community event that gives back to the community as a whole.

**RECOMMENDATION**

I move that Council declines the grant application of \$4,000.00 for the Beehive Support Services 40<sup>th</sup> Anniversary Celebration.





**DRAYTON VALLEY**

*'Pulling Together'*

# Town of Drayton Valley

RECEIVED  
April 29/15  
ST

## Application for Community Event Grant

Organization Name: Beehive Support Services Association  
 Address: 5225 - 55A Street Drayton Valley, AB T7A 1R6  
 Contact Name: Jacqueline Crawford Title: Executive Director  
 Telephone #s: 780 542 3113  
 Date: April 24, 2015 Review Period: March 31/15 to April 1/16

### Organization Mandate

Description of the organization's mandate:

"To make a difference in the lives of persons with disabilities by respecting, honoring, and celebrating the equality of all people."

### Stated Service

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

40th Anniversary celebration on Octobr 3, 2015 to be held at the Max Center Activities to include a dinner, and entertainment.

Number of individuals and/or non-profit organizations that will benefit from the stated service:

250 Individuals

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

Attending a fun filled evening with good food and entertainment

### Sponsorship Request

Reason for request from the Town:

The beehive has been operating for the last 40 years providing support services to individuals with developmental disabilities within the town of Drayton Valley and surrounding areas.

Nature of the sponsorship and amount requested:

The sponsorship would be used to cover a portion of the cost to put on the Beehive's 40th Anniversary Celebration. We are requesting sponsorship in the amount of \$4000.00

Please attach:

- ☒ a budget or business plan (showing anticipated revenue sources and expenditures) for the specific service/function requiring sponsorship  
☒ a list of other organizations that have been or will be approached for sponsorship

How will sponsoring organizations be recognized:

Sponsoring Organizations will be recognized on our website and facebook page, and in the local newspaper.

**BY AFFIXING HIS/HER HAND AND SEAL BELOW, THE APPLICANT CONFIRMS THAT THE FOLLOWING STATEMENTS ARE TRUE, TO THE BEST OF HIS/HER KNOWLEDGE:**

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

Jacqueline Crawford  
 APPLICANT'S SIGNATURE

April 24/15  
 DATE



Box 6007 5225 55A Street  
Drayton Valley Alberta T7A 1R6  
780-542-3113 Fax: 780-542-3115  
Email: [bsupport@telus.net](mailto:bsupport@telus.net)

Town of Drayton Valley

RE: 2015 Town of Drayton Valley Community Event Grant

PROJECT: 40<sup>th</sup> Year Celebration

On behalf of the Beehive Support Services I would like to submit a request for funding assistance with regards to the upcoming 40<sup>th</sup> Anniversary of Beehive Support Services. The celebration of 40 years of service to developmentally disabled adults in our community.

This funding would be utilized to help the association celebrate 40 years of success within the community. The Beehive utilizes services within Drayton Valley as much as is possible to help sustain a local economic growth. We believe it is important to acknowledge the support the community gives to one another by using local businesses we hope to show all of the great talents and really harness the resiliency of the community. As we approach our 40<sup>th</sup> anniversary, we feel it is a necessity to bring everyone together and celebrate all of the hard work that has gone into building the association from founding members, parents, clients, staff and the community.

We receive a percentage of our operating budget from Disabilities Services Central Region, funding through the Ministry of Human Services. The remainder of our operating costs are generated through fundraising and events, grants and foundations. I believe that the Town of Drayton Valley understands the positive impact of our support to the individuals we service. Our work promotes the quality of life and equality of access for this everyone within their own community.

Our organization, Beehive Support Services Association, is a registered charity (CRA 118888148RR0001) incorporated September 26, 1975. One of our founding members lives in Drayton Valley and we will be honouring her for courage to lobby the Ministry for several years to fund an organization like beehive. We are governed by a board of directors who are parents and educators.

Our association provides support services to 24 developmentally disabled adults in Drayton Valley and Brazeau County. We currently have 50 staff members from Drayton Valley and the county. Our services include a Community Access program, Supported Employment Program, Residential support homes, Respite Care, and a Supported Independent Living program.



Creating Excellence Together  
ACDS Accredited



All of the programs support individuals in their goals including recreational/leisure supports, health and medical assistance by offering transportation services.

We thank you in advance for your consideration and look forward to further communication. Hopefully we can work together to bring this project to fruition and positively benefit the persons with developmental disabilities in our community. Should you have further questions, please do not hesitate to contact me at 780-542-3113 (ext. 222). We thank you in advance, for considering our current application.

We have approached the Community Foundation and will also be approaching Brazeau County for sponsorship of our 40<sup>th</sup> Anniversary Celebration.

Sincerely,

  
Jacqueline Crawford  
Executive Director

#### MISSION STATEMENT:

Our mission is to make a difference in the lives of persons with disabilities by respecting, honoring, and celebrating the equality of all people.

[www.beehivesupportservicesassociation.com](http://www.beehivesupportservicesassociation.com)



Creating Excellence Together  
ACDS Accredited





**BOARD OF DIRECTORS**

**March 17, 2015**

President: Rita Moir

Financial: Linda Floden

Wayne Cartwright

Wayne Stizenburger

John Vanderwell



Creating Excellence Together  
ACDS Accredited





### **Budget**

Venue: Mackenzie Center- Friday, Oct. 23,	\$600.00
Meal: 200 guests- Catering: 27/per person	\$5,400
Entertainment: Dueling Pianos- including rooms for a night	\$3,800
Decorations:	\$1,000
Door Prizes:	\$1,000
Electronic Signs-No Charge	
<b><u>Advertising:</u></b>	
Radio	\$250.00.
Western Review	\$800.00
Tickets & Program	\$1000.00
<b>Total Budget</b>	<b>\$13,850.00</b>



Creating Excellence Together  
ACDS Accredited



## Application for Community Event Grant

Organization	Contact	Event	Date of Event	Amount Requested	Approved	In Kind	Amount Approved
Rotary Club of Drayton Valley	Julie Mulligan 780-542-1248	Ladies Diamond Gala Committee	March 7th 2015	\$150.00	Yes	\$150.00	
Lions Club of Drayton Valley	John Luchyk 780-898-3228	Tractor Pull	May 29th & 30th 2015	\$500.00	Yes		\$500.00
Drayton Valley Figure Skating Club	Heather LeBlanc 780-621-3588	60th Annual Ice Show	February 28th 2015	\$1,559.00	Yes	\$524	
Drayton Valley Parenting Coalition	Sandie Labrie 780-241-0220	Building Families Workshop	April 25th 2015	Family Passes	Yes	\$81.00	
The Rotray Club of Drayton Valley	Donna Palmer 780-621-6959	The Rotary Club of Drayton Valley	March 7th 2015	AquaPump 10 Punch Pass x8	Yes	\$594	
Youth Empowerment Club	Shannon Gallant 780-234-5118	Fundraiser	13-Mar-15		Yes	\$185	
Cause for Critters	Christy Skelton 780-542-3770	Raise the Woof Comedy Show	April 11 2015	2 Paintings (silent auction)	Yes		\$485.00
Brazeau Bowbenders	Leonard Claffey 780-898-2489	NASP (National Archery in the Schools Program) Provincials	April 23-26 2015	\$5,300	Yes		\$2,500.00
Drayton Valley Pro Rodeo	Carmen Pietsch 780-682-2273	Drayton Valley Rodeo	April 30 May 1-3	\$17,000	Yes		\$2,000.00
<b>Beehive Support Services Association</b>	<b>Jacqueline Crawford 780-542-3113</b>	<b>40th Anniversary Celebration</b>	<b>3-Oct-15</b>	<b>\$4,000</b>	<b>No</b>		<b>\$0.00</b>
Drayton Valley Community Hockey Association	Erin Hepper 780-542-7845	Youth Ball Hockey Tournament	May 23 & 24	\$1,360	Yes		\$1,000.00
Drayton Valley Community Foundation	Sarah Henderson 780-514-2213	DV 100	10-Sep-15	\$1,000	Yes		\$1,000.00
<b>Total</b>				<b>\$24,509.00</b>		<b>\$1,534.00</b>	<b>\$7,485.00</b>

**Cell:** G4

**Comment:** Sarah Henderson:  
Pay for the wages for set up

**Cell:** H6

**Comment:** Sarah Henderson: Amount is to cover Setup and take down and draping. \$524.00

**Cell:** H7

**Comment:** Sarah Henderson: 4 Pre School 10x Punch Passes for Park Valley Pool

**Cell:** H8

**Comment:** Sarah Henderson:  
8x Aqua Pump Passes

**Cell:** H9

**Comment:** Rita Bijeau:  
3 month total works adult pass

**Cell:** H11

**Comment:** Rita Bijeau:  
Via Council Resolution; March 11th Meeting

**Cell:** H12

**Comment:** Sarah Henderson:  
Via Council Resolution on April 22, 2015

**Cell:** H14

**Comment:** Sarah Henderson:  
Once event is approved

**Cell:** H15

**Comment:** Sarah Henderson:  
Approved April 27 via Leadership meeting



<b>AGENDA ITEM: 9.4</b>	<b>Northview Park Renaming Request</b>
<b>Department:</b>	<b>Administration</b>
<b>Presented by:</b>	<b>Councillor Fredrickson</b>
<b>Support Staff:</b>	<b>Chandra Dyck</b>

**BACKGROUND:**

A request has been received on behalf of the Canadian Girls in Training (CGIT) for the renaming of Northview Park (shown on the attached map) be renamed “Peace Park” in recognition of the annual activities that the group has engaged in over the past ten years in celebration of International Peace Day.

In December 2014 Town Council approved the Addressing and Naming Policy. Within that Policy, the naming of Town lands is addressed by the following statement:

“Names of parks and recreation areas, Town-owned buildings and Town-owned facilities should also reflect the theme of the subdivision where possible.

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

The current name “Northview Park” does maintain the theme of the area and is consistent with Northview Pond, Northview Crescent and Northview Gardens, however it is possible that such similar naming could result in confusion.

The Town’s Community Sustainability Plan includes strategies which are compatible with the request which has been submitted by CGIT. One such strategy is to “engage the community (individuals, organizations, businesses) through a community development approach”. The contributions of CGIT have been ongoing and demonstrate their dedication to this particular space.

Letters were sent to adjacent landowners to advise of the requested name change and to provide Administration with any comments or concerns that they might have. At the time of preparing this report only one response has been received; the response was favourable and supported Council’s renaming of the space to “Peace Park”.

**MOTION:**

I move that Council approve the proposed change of name for Northview Park to Peace Park.



**Drayton Valley United Church**  
**5029 - 48 Street**  
**Drayton Valley, AB**  
**T7A 1E1**

Phone: (780) 542-5743 Fax: (780) 542-7043  
Email: dvuc57@telus.net

RECEIVED  
May 12/15  
SH

Town of Drayton Valley  
P.O. Box 6937  
5120-52 Street  
Drayton Valley, AB  
T7A 1A1

March 10, 2015



The Canadian Girls In Training (CGIT) respectfully request consideration of re-naming Northview Park to Peace Park in recognition of the annual activities we have engaged in over the past ten years on International Peace Day.

CGIT is celebrating its 100<sup>th</sup> Anniversary in 2015. If this request is approved, we would ask consideration of renaming the park on Sunday afternoon, September 27, 2015. We plan to host a celebration of this milestone with other activities on that weekend and would be delighted to conclude our gathering with this honor.

This date is close to International Peace Day so we would like to include our annual planting of a Tree of Peace, flying the Peace Dove and re-dedicating the Peace Pole as part of the re-naming of the park.

Respectfully,

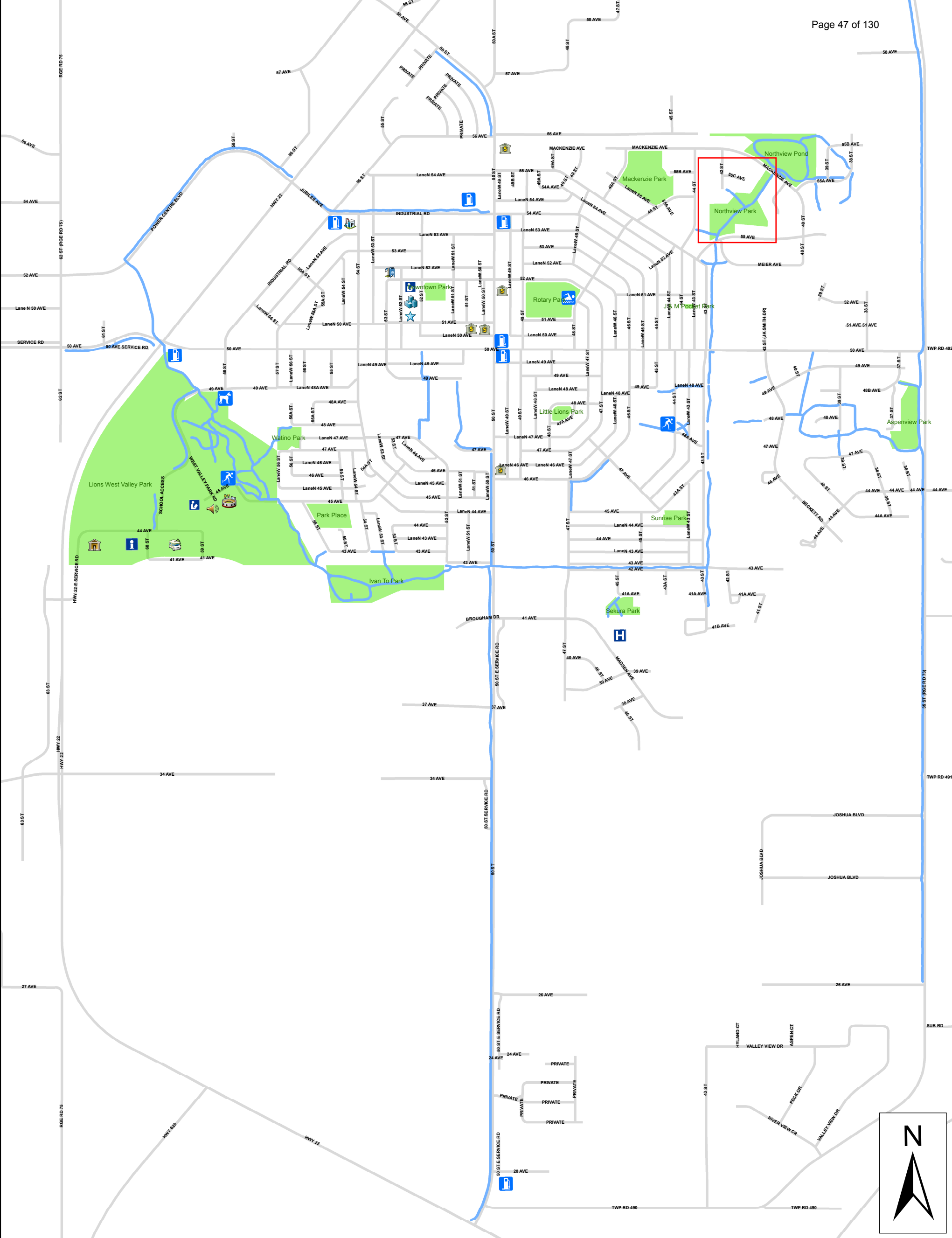
A handwritten signature in blue ink that reads "Dianne Nikiforuk".

Dianne Nikiforuk (CGIT Leader)












A handwritten signature in blue ink that reads "Marc Gressler".

Marc Gressler (Acting Chair- Drayton Valley United Church)

Cc: Communities In Bloom Committee



# The Town of Drayton Valley

- |   |   |  |
|---|---|--|
|  Dog Park         |  Police                      |  Museum             |
|  Skate Park       |  Gas Stations                |  Information Centre |
|  Library          |  Post Office                 |  Omniplex           |
|  Banks            |  Legion                      |  Hospital           |
|  Civic Centre     |  Mackenzie Conference Centre |  Walking Trails     |
|  Pool/Splash Park |  RV Park                     |  Parks              |



5120 52nd Street  
Box 6837 T7A 1A1  
780-514-2200  
www.draytonvalley.ca  
Created: 10/15/2013  
By Alex Dipasquale





## TOWN OF DRAYTON VALLEY

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

### Addressing and Naming Policy

#### Purpose

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

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

#### General Policy

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

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

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

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

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

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

### Definitions

Within this Policy the following definitions shall apply:

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

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

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

### Responsibilities

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

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

2. The Planning & Development Department:

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

3. The Public Works Department:

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

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

## Procedure

The addressing authority shall assign addresses as follows:

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

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

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

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

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

### **Naming**

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



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

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

#### Exceptions

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

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

  
\_\_\_\_\_  
Mayor

		<b>SECTION:</b>	
<b>COUNCIL AGENDA ITEM:</b> May 13, 2015	<b>Subdivision Application DV/15/02</b> <b>Lot 6, Block 24, Plan 6276 KS</b> <b>4712-47 Street</b>		
<b>Department:</b>	<b>Development &amp; Planning</b>		
<b>Presented by:</b>	<b>Councillor Nadeau</b>		
<b>Support Staff:</b>	<b>Jennifer Martin</b>		

**BACKGROUND:**

Administration has received the following report from West Central Planning Agency regarding an application for a residential subdivision for the lands located at 4712-47 Street.

**Background**

West Central Planning Agency received an application to subdivide an existing residential lot into two separate lots. The intent of the subdivision is to allow for the development of a duplex to be built on the two respected lots. The area in which the proposed subdivision is located in is classified as an R2-General Residential district, which allows for the construction of duplex and single-detached homes.

**Site Visit**

West Central Planning Agency conducted a site visit on April 15, 2015. There is an old house on the property which will be demolished to build the future duplex. Access and parking to this property will be from the laneway.

**Comments**

The subdivision proposal was circulated as part of the planning process. ATCO Gas has no objections, but several conditions if this subdivision is approved. West Central Planning Agency received one comment from an adjacent landowner which is attached. Her concerns include future parking issues because of the increase in density, traffic in the area and lower property values. The Town of Drayton Valley's Land Use Bylaw stipulates that there must be 3 parking stalls per dwelling unit for new duplexes and one parking stall per secondary suite. This duplex complies with the necessary parking requirements as each dwelling unit has 4 parking stalls (total of 8 parking stalls) on the site plan given from Baseline Geomatics Group. No other comments or concerns have been received from other agencies or utilities or adjacent landowners.

**Reserves**

Given the size of the subject area, reserves are not owed as the land is less than 0.8 hectares (2 acres) in size. Pursuant to Section 663 (c) of the MGA, any land that is 0.8 hectares or less in size is not subject to municipal reserves of any nature.

The proposed subdivision complies with the Municipal Development Plan and West Central Planning Agency recommends approval subject to the list of conditions on the draft approval.

**RECOMMENDATION**

Administration recommends approving subdivision application DV/15/02 Subject to the conditions noted below:

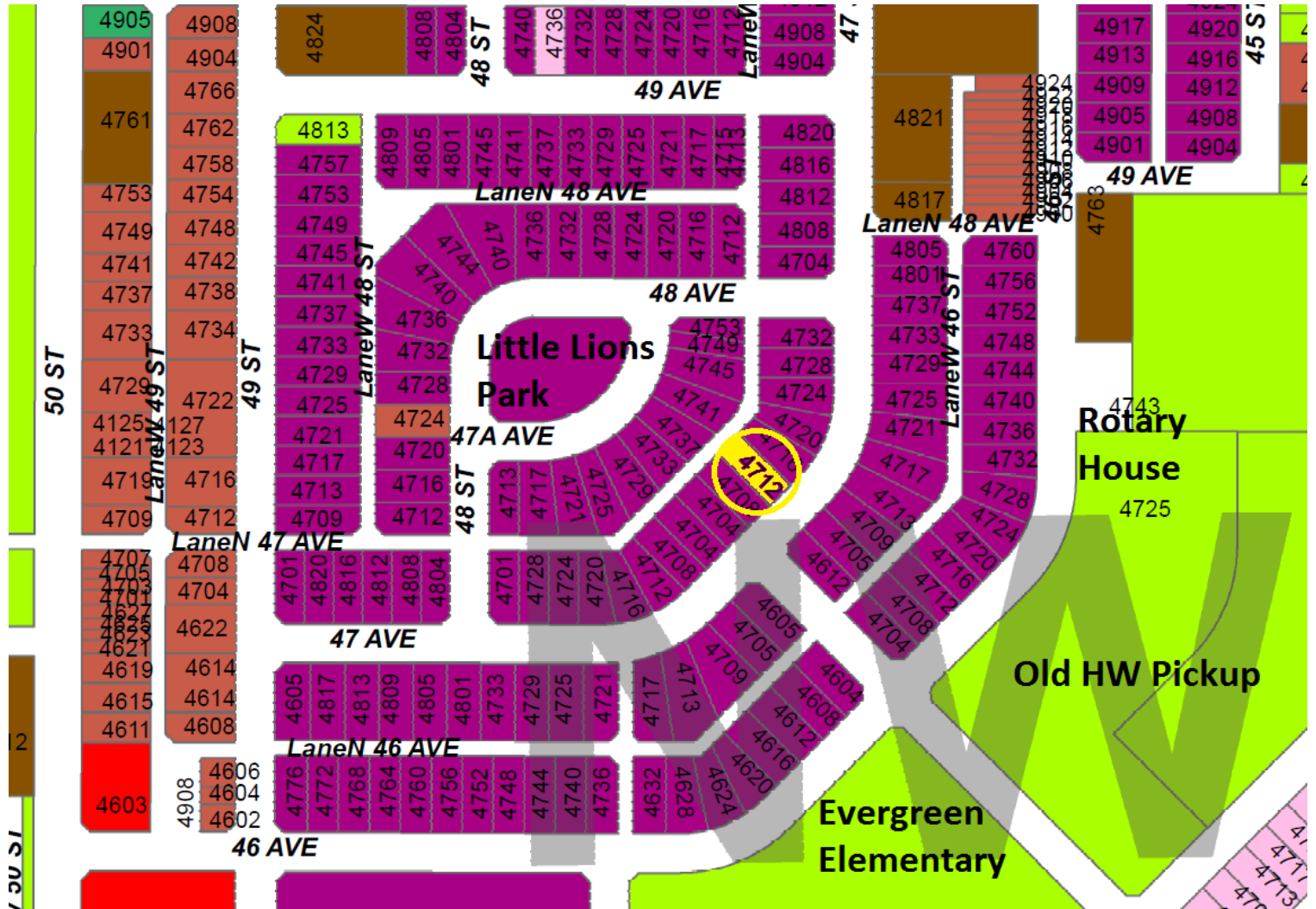
1. The Developer is to engage an Alberta Land Surveyor to prepare a plan of subdivision for registration at Land Titles Office subject to the attached subdivision drawing dated March 10, 2015.
  - a. Please instruct your surveyor to use the Town's block numbering system.
  - b. If the property is to be sold or mortgaged in the near future, it might be advisable to have the surveyor do a Real Property Report when they visit the site to deal with the subdivision. However, that is not a condition of subdivision approval.
2. Enter into and fully comply with a Development Agreement with the Town of Drayton Valley under section 655 of the Municipal Government Act. This agreement must include but is not limited to:
  - a) Construct all necessary approaches, drainage ways, water and sewer lines, and other utilities to serve the proposed lots. The Development Agreement will specify the standards of these improvements.
3. The landowners shall register "Party Wall Agreements" concurrently with the subdivision.
4. The Developer is to pay any off-site levies required by the Town of Drayton Valley's bylaw.
5. The Developer is to contact the utilities (Fortis & ATCO Pipelines) to determine whether any new utility services and/or easements are required, and provide written confirmation from the utilities that any necessary arrangements have been made.
6. ATCO Gas has the following conditions:
  - a. There is an existing ATCO Gas facility in the area. If it should be necessary to lower, relocate or make any alterations to our existing pipelines and/or appurtenances due to this project, contact Johnathan Martin at 780-509-2261. When required, contact should be provided prior to your construction to enable an adequate and timely response by ATCO Gas.
  - b. When gas service is required, to avoid delays, the owner/developer should contact an ATCO Gas Service Applications administration at 780-420-7279 or 280-420-7514 or the local ATCO Gas District office, to discuss their service requirements, timing details and any associated costs. Not each lot/unit is to have a separate service line.
  - c. Please contact Alberta One Call to have the gas lines located at least 48 hours prior to excavation
  - d. Maintain a 0.3m vertical clearance and 1.0m horizontal clearance between ATCO Gas' distribution gas lines and your facilities.
  - e. Maintain clearance requirements from ATCO Gas' pipelines and trees
7. The Developer is to pay any outstanding taxes owing on the property to the Town.
8. The Developer is to pay an endorsement fee of \$100 per lot [2 lots equal a total of \$200] to

West Central Planning Agency when the plan is submitted for endorsement.

9. No reserves are due pursuant to Section 663 (c) of the MGA. Land that is subject for subdivision and is 0.8 hectares (2 acres) or less does not require reserve dedication.

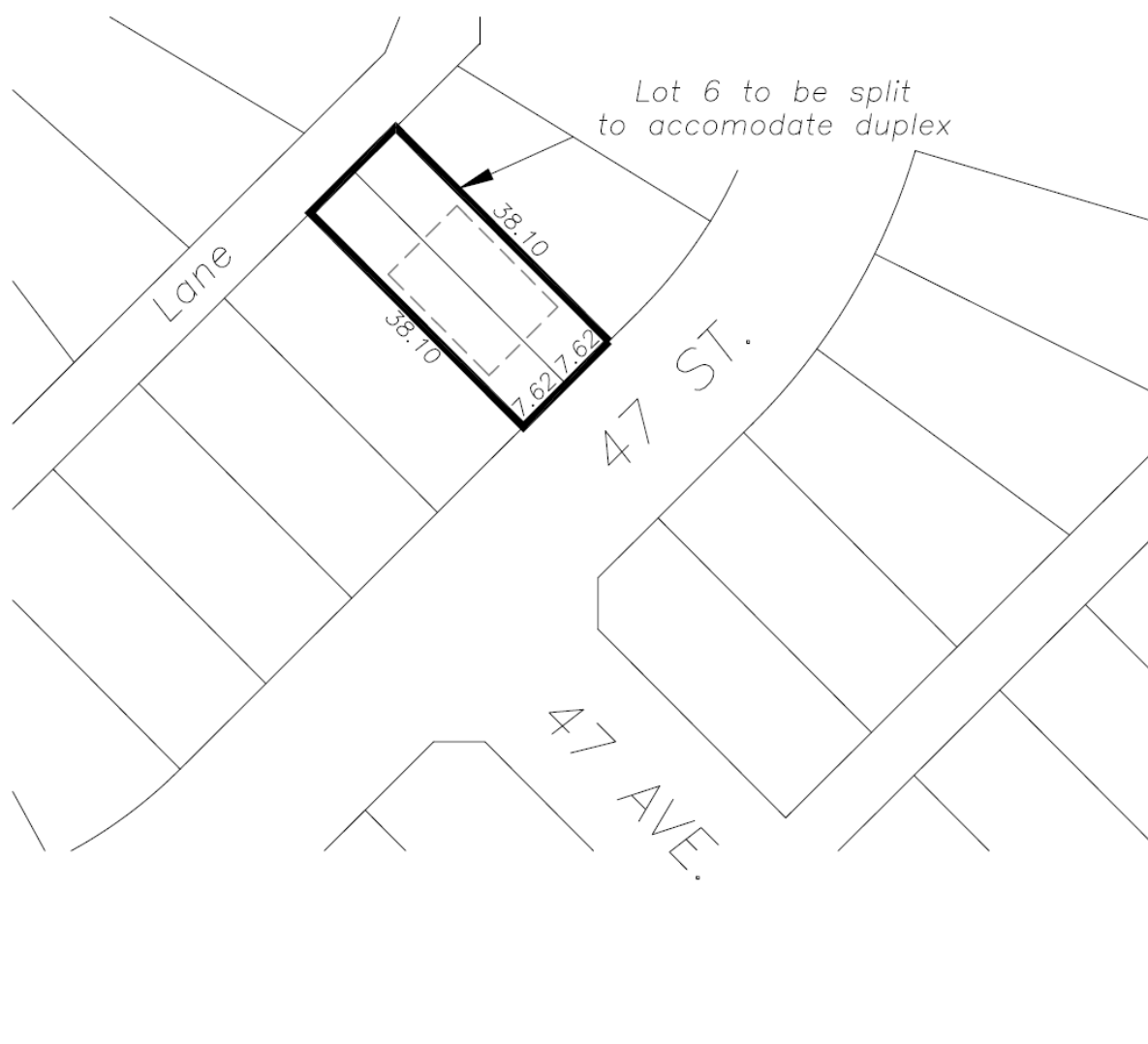
**MOTION**

I move that Council...



Proposed Subdivision in the  
**Town of Drayton Valley**

Lot 6 Block 24 Plan 6276KS



Dimensions are in metres and are approximate

Registered Owner(s): Karleb Homes Ltd.

— denotes titled area

File: DV/15/02

Drawn: March 10, 2015

Revised:

## WEST CENTRAL PLANNING AGENCY

Suite 101, 5111 — 50th Avenue Wetaskiwin, AB T9A 0S5  
 Phone 780-352-2215 Fax 780-352-2211 Email admin@westcentralplanning.ca Web Site: www.WestCentralPlanning.ca

# PLOT PLAN

LANE

224'55"45"

15.24

LOT 7  
BLOCK 24  
PLAN 6276 KS

134'54"35"

38.10

LOT 6  
BLOCK 24  
PLAN 6276 KS

44'55"45"

47th STREET

LOT 5  
BLOCK 24  
PLAN 6276 KS

314'54"35"

38.10

EXAMINED

March 30, 2015

TOWN OF DRAYTON VALLEY

RECEIVED

March 9/15

LOT 6	BLK. 24	PLAN 6276 KS	MUNICIPALITY TOWN OF DRAYTON VALLEY	BUILDER OR OWNER Karleb Homes Ltd.
MUNICIPAL ADDRESS			4712 - 47 STREET	

ORIGINAL	Feb 26/15
REVISION-1	March 06/15

BASELINE GEOMATICS GROUP LTD.

PHONE: (780) 542-5252 FAX: (780) 542-5044

EMAIL: admin@baselinegroup.ca

SCALE: 1:200 FILE NO.: 2015-042

March 23, 2015

RE: File Number DV/15/02

To Whom It May Concern,

In regards to the proposed subdivision, I as an adjacent home owner have a big problem with this. As it is there is not enough parking on our streets for homeowners and their guests to park. If a person has any company over there is absolutely no where for them to park. Also due to a number of other developments on this street it is totally overran with traffic and everyone seems to think it is a race track. Adding another duplex will just add to all the problems of no parking and traffic. In addition to all this all the homeowners will be affected regarding their property values as adding duplexes in this neighborhood will drive property values down.

I feel it is absolutely outrageous to allow this type of development in an already over developed area.

Sincerely,

A handwritten signature in black ink that reads "Yvonne Couturier". The signature is written in a cursive style with a large, stylized 'Y' and 'C'.

Yvonne Couturier

4713-47St. Drayton Valley

RECEIVED MAR 26 2015



		<b>SECTION:</b>	
<b>COUNCIL AGENDA ITEM:</b> May 13, 2015	Subdivision Application DV/15/04 Lot 4, Plan 852 1283 Within SE9-49-7-W5		
<b>Department:</b>	Development & Planning		
<b>Presented by:</b> <b>Support Staff:</b>	Councillor Long Jennifer Martin		

**BACKGROUND:**

Administration has received the following report from West Central Planning Agency regarding an application for a residential subdivision for the lands legally described as Lot 4, Plan 852 1283.

**Background**

West Central Planning Agency received an application to separate approximately 23.0 acres of land from a section of land currently 29.5 acres in size. The objective of the subdivision is to have the proposed lot further subdivided as part of the Highland Park Area Structure Plan. The subject area is located on the western boundary of the Ring Road.

**Site Visit**

West Central Planning Agency conducted a site visit on April 15<sup>th</sup>, 2015 to the subject area. The site analysis revealed that the area is cleared with patches of trees on what will become the remainder parcel.

**Comments**

The subdivision proposal was circulated as part of the planning process. Comments were received from Brazeau County. West Central Planning Agency responded to these concerns by directing County staff to the Highland Park Areas Structure, which would shed light on the Storm Water Management Plan. In addition it was also made clear to the County that the applicant does not intend on creating individual lots at this time due to recent market conditions therefore such concerns should not relate to the current proposal going before Council for deliberation.

**Reserves**

The land subject to subdivision has no reserves owing on it, however upon further subdividing, municipal reserves will be dedicated as per section 4.2.4 of the Highland Park Area Structure Plan.

The proposed subdivision complies with the Municipal Development Plan, and the Highland Park Area Plan. Therefore West Central Planning Agency recommends approval subject to the list of conditions on the draft approval.

**RECOMMENDATION**

Administration recommends approving subdivision application DV/15/04 Subject to the conditions noted below:

1. The Developer is to engage an Alberta Land Surveyor to prepare a plan of subdivision for registration at Land Titles Office subject to the attached subdivision drawing dated March 20<sup>th</sup>, 2015.
2. The Developer is to build all necessary roads, drainage ways, water and sewer lines, and other utilities to serve the proposed lot, and is to enter into a development agreement with the

municipality under section 655 of the Municipal Government Act which the Town of Drayton Valley will specify the standards of these improvements.

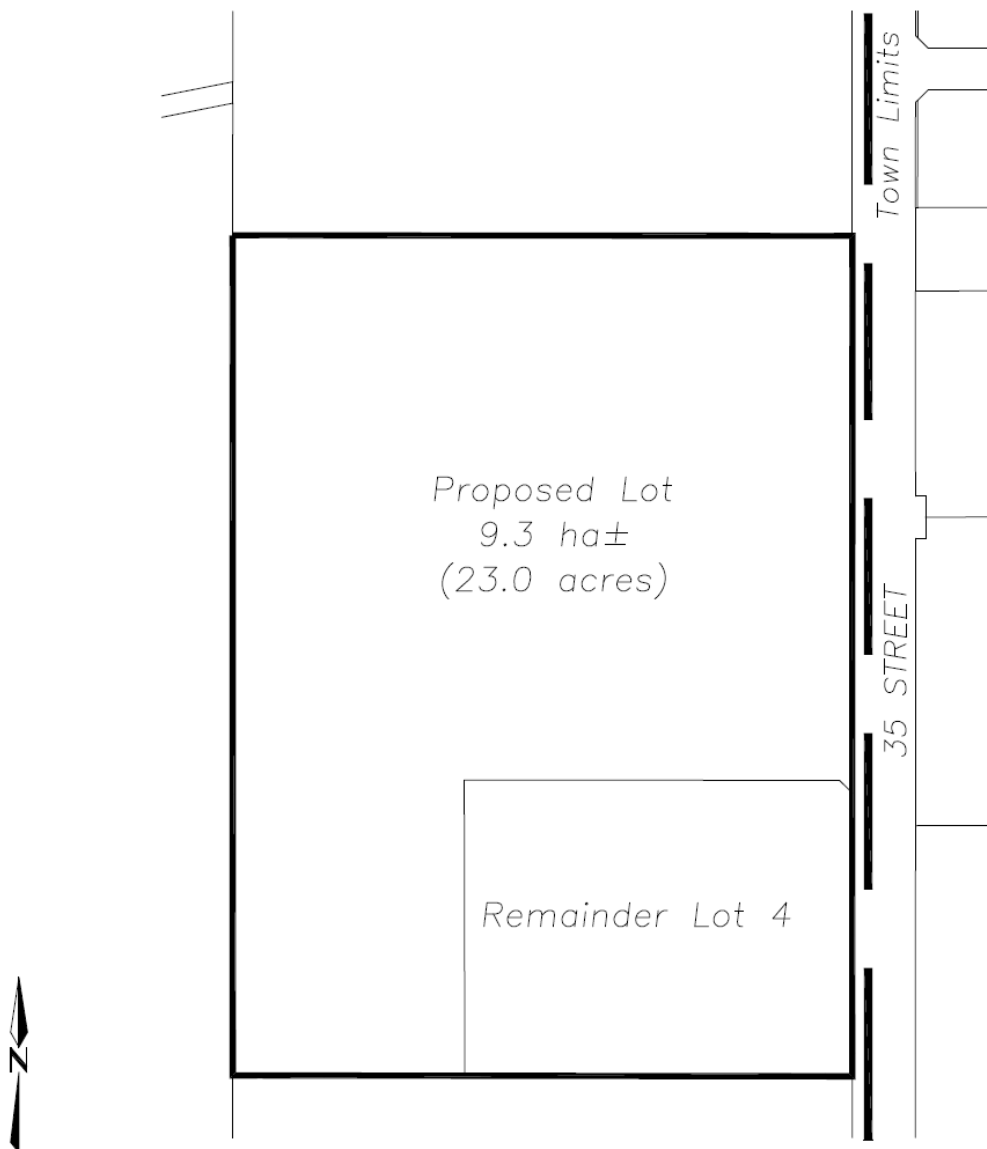
3. The Developer is to pay any off-site levies required by the Town of Drayton Valley's bylaw.
4. The Developer is to contact the utilities (Fortis, Evergreen Gas Co-Op, etc.) to determine whether any new utility services and/or easements are required, and provide written confirmation from the utilities that any necessary arrangements have been made.
5. The Developer is to pay any outstanding taxes owing on the property to the Town.
6. The Developer is to pay an endorsement fee of \$200 to West Central Planning Agency when the plan is submitted for endorsement.
7. As per section 4.2.4 of the Highland Park Areas Structure Plan Municipal Reserves will be dedicated in future subdivision plans.

**MOTION**

I move that Council....

Proposed Subdivision in the  
**Town of Drayton Valley**

Lot 4 Plan 852 1283



Registered Owner(s): Dean & Susan Gray

**—** denotes titled area

File: DV/15/04

Drawn: March 20, 2015

Revised:

## WEST CENTRAL PLANNING AGENCY

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

**Jenn Martin**

---

**From:** Kemi Apanisile [kapanisile@westcentralplanning.ca]  
**Sent:** April-23-15 3:15 PM  
**To:** JLamoureux@brazeau.ab.ca  
**Cc:** Jenn Martin  
**Subject:** RE: Response Required: File No. DV/15/04 (Dean & Susan Gray) Referral  
**Attachments:** 146-000 ASP Report March 05 2015.pdf

**Importance:** High

Hello Jayme,

The intent of subdivision file DV/14/05 is to separate the plan community from the remainder parcel. The applicant plans on further subdividing the area into R1A and R2 lots once market conditions warrants it. Section 5.3 of the Highland Park Area Structure Plan provides insight on the storm-water management plan.

Kemi D. Apanisile  
 Municipal Planner, BURPI, RPP, MCIP  
 West Central Planning Agency  
 780-352-2215

---

**From:** Executive Administrator [mailto:admin@westcentralplanning.ca]  
**Sent:** April-23-15 10:30 AM  
**To:** Kemi  
**Subject:** Fw: Response Required: File No. DV/15/04 (Dean & Susan Gray) Referral  
**Importance:** High

---

**From:** [Jayme Lamoureux](#)  
**Sent:** Thursday, April 02, 2015 5:21 PM  
**To:** [admin@westcentralplanning.ca](mailto:admin@westcentralplanning.ca)  
**Subject:** Response Required: File No. DV/15/04 (Dean & Susan Gray) Referral

Good Afternoon,

Please be advised that Brazeau County has several concerns and questions with the proposed subdivision and future development of the lot noted above. It has been determined that further information is required on the items listed below, please provide us with the following information prior to this file being heard for approval.

- It mentions in the referral that there will be 25 R1A lots & 28 R2 adult villa/duplex lots – is the current proposed lot going to be further subdivided into individually titled parcels, or are they going to all be under one titled parcel? Is there more information regarding what the proposed development will be on the parcel?
- Public Works & Infrastructure has concerns about the storm water running through Stables Lane and if the ditch network could handle it, particularly if the plan is to pipe the storm water pond directly into one of the County's catch basins on the ring road. There are concerns about its capacity to handle this direct flow. There is a suggestions to look at the proposed culvert sizes and ditch capacity all along the route to ensure that flooding does not occur in the area.
- As part of the subdivision process, has a storm water management plan been required? Our Public Works department would like to see the storm water management plan and engineered drawings at this time. It is difficult to provide detailed comments as they do not have any drawings to base their analysis on. We would

like to be able to comment on this prior to the subdivision being approved as the drainage will directly impact County Residents and current infrastructure in the area.

Looking forward to your quick response.

Sincerely,

**Jayne Lamoureux**  
*Development Officer*  
Planning & Development Department

*How would you spend County tax dollars? Have your say today- complete the Citizen Budget survey [here!](#)*

**Brazeau County**  
Box 77 – 7401 TWP RD 494  
Drayton Valley, Alberta  
T7A 1R1  
Tel: 780-542-2667  
Fax: 780-542-7770  
[www.brazeau.ab.ca](http://www.brazeau.ab.ca)

.....  
**Please consider the environment before printing this email.**

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		<b>SECTION:</b>	
<b>COUNCIL AGENDA ITEM:</b> May 13, 2015	<b>Development Permit No. DV15-051</b>		
<b>Department:</b>	<b>Development &amp; Planning</b>		
<b>Presented by:</b>	<b>Councillor</b>		
<b>Support Staff:</b>	<b>Jennifer Martin</b>		

**BACKGROUND:**

Administration has received an application for the relocation of a local logging business from its current location at 5025 & 5037 - 62 Street to 3702-62 Street. As a part of this application, the applicant is requesting that the sleeper trailers currently on the existing site be approved for relocation to the new site.

As the business is outgrowing its current location, the applicants are seeking to relocate to the proposed 20-acre parcel. The sleeper trailers, if allowed, will be placed along the west side of the property, where visibility from the highway would be limited. Currently there are 18 trailers (86 rooms). The applicant has stated that 15 trailers (79 rooms) would be relocated, with the remaining 3 trailers (7 rooms) being permanently removed. The purpose of the sleeper trailers is to house employees on site, to have the workers close to equipment at all times, as shifts are long and tend to fluctuate.

**Municipal Development Plan Considerations:**

The Municipal Development Plan shows that the subject lands are intended for Commercial and Industrial Uses. As sleeper trailers (under the basis of them being a work-site accommodation) would not be contradictory to the intended land use, upon consideration of existing surrounding land uses. The decision regarding the approval or refusal of this Development Permit should therefore be based on whether the sleeper trailers would be an appropriate use within the surroundings.

**Area Structure Plan Considerations:**

The Brazeau Business Park Area Structure Plan from 2001 was drafted around a mix of agricultural, residential, commercial and industrial land uses. There was a farmstead located to the north of the ATK building that contained 2 houses, a barn and several sheds. The lands adjacent to highway 22, 50<sup>th</sup> avenue and 34<sup>th</sup> avenue are proposed to accommodate a mix of highway commercial and industrial type uses. The Highway Commercial District supports commercial/business industrial type uses which are generally defined as low impact, quasi-commercial and industrial service uses that create a no nuisance factor. An amendment to the Highway commercial district is a feasible approach to accommodating the mix of uses proposed and for ensuring that proposed development meets a higher standard of architectural and landscaping provisions. In looking at Figure 1 Existing Conditions, the lands are shown to be suited for Rural Industrial. Figure 2 Development Concept, it shows the east side of the lot intended for Highway Commercial and the west side intended for Industrial.

**Land Use Bylaw Considerations:**

Under the Annexation Settlement Agreement of 2011, of which this area was a part of, the Town of Drayton Valley must administer the Brazeau County Land Use Bylaw that was in effect at the time of annexation. The business itself is a permitted use within the Brazeau County zoning district, however the sleeper trailers would be considered a discretionary use under the County's RI-Rural Industrial District and Council approval is required.

**Alberta Building Code Considerations:**

In speaking with the Inspections Group, a Building Permit would be required for the relocation of the sleeper trailers. Although a Building Permit is only required every five (5) years, the relocation would require a new Permit so that the Inspectors can ensure that the trailers are secured properly and meet the standards of the Alberta Building Code.

**Drayton Valley/Brazeau County Fire Department Considerations:**

The Deputy Fire Chief has indicated that there are no concerns with the relocation of the sleeper trailers.

**Additional Considerations:**

All servicing is available from the service road on the east side of the property. The applicant wishes to tie into the existing water and sewer services that are already installed within the property in order to provide water and sewer to the trailers. The Town's Engineer has no concerns with using the existing services.

The site is located near some non sour well sites (west 220 metres & north 300 metres). Pursuant to Section 11(1) of the Subdivision and Development Regulations, overnight accommodation must be a minimum of 100 metres from active well sites. As the proposed location of the sleeper is units are more than the required 100 meters, Administration has no concerns.

A letter was sent to the adjacent landowners and, at the time of preparing this report, no concerns were raised regarding the relocation of the sleeper trailers.

**Recommendation**

Administration recommends approving Development Permit DV15-051 with conditions as noted below, for the relocation of the 15 sleeper trailers (79 rooms) as it conforms to the Brazeau County's Land Use Bylaw.

1. Utility Servicing Plans shall be submitted to the Town for approval prior to the relocation of the sleeper trailers to the property. Water or sewer services may not be installed or connected until written approval of the Town Engineer or his designate is provided.
2. Adequate on-site parking for private vehicles shall be provided to the same standards as a hotel (this parking shall be in addition to that required for the principle use of the land).
3. The temporary trailers shall be removed from site when the Development Permit expires.
4. The temporary traileed shall be inspected by and have approval from the Drayton Valley/Brazeau County Fire Chief or his designate, prior to occupancy.
5. The temporary trailers must be secured by:
  - a. The installation of appropriate fencing around the site; or
  - b. On-site security staff.
6. Prior to December 31, 2015, the exterior of the temporary trailers shall be finished (ie painted or sided) with a neutral colour or a colour compatible with the principal building. The temporary trailers shall be located behind a 8' wooden fence or a tree buffer, which prevents visibility of the temporary trailers, to the satisfaction of the Development Authority.
7. Surface drainage shall be such that runoff does not run onto adjacent lots, except onto drainage easements. Sump pumps shall be pumped or piped only within the subject lot and shall not direct drainage outside of the lot boundaries.
8. Water and sewer services are to be installed for each unit at the sole cost of the owner/applicant or contractor, including any changes in service location, capacity and pressure. The water and sewer service tie-ins to the Town's water and sewer mains shall be inspected by the Town before backfill.
9. The Town shall be advised of any damage to municipal structures prior to the start of any construction. Failure to point out any damages will result in the contractor being responsible for repairs.
10. The owner/applicant or contractor shall not, during construction or after construction, impede, obstruct or change any existing drainage patterns outside of the subject property without prior

- approval of the Town Engineer.
11. Water and sewer services are to be installed for each unit at the sole cost of the owner/applicant or contractor, including any changes in service location, capacity and pressure.
  12. Where water pressure is below 100 kPa (15 psi) or where the volume of water is inadequate to satisfactorily supply the plumbing system with water during periods of peak demand, the owner shall provide and maintain such equipment as may be necessary to adequately supply the fixtures and water outlets.
  13. Where the water pressure is in excess of 700 kPa (100 psi) the owner shall provide and maintain approved pressure reducing equipment to maintain the pressure between 100 kPa (15 psi) and 700 kPa (100psi).
  14. Where the owner wishes to reduce the water pressure, the owner shall be responsible for installing and maintaining approved pressure reducing equipment.
  15. Obtaining the required plumbing, gas and electrical permits and inspections are the responsibility of the owner/applicant or contractor. The Town of Drayton Valley may require a copy of the plumbing inspection report prior to allowing water and sewer services to be activated. **The Town requires that the owner/applicant or contractor, at his sole cost, install a station wire from the water metre to the exterior of the building (at a height no greater than 3 feet above grade and in close proximity to the outdoor gas meter) to which the Town will install a remote reader, on each washcar and washroom facility.**
  16. The owner/applicant or contractor shall be financially responsible during construction for any damage, or as a result of the negligence causing damage by the owner/applicant or contractor's servants, suppliers, agents or contractors, to any public or private property.
  17. The approved DV15-051 trailers are to be used ONLY as temporary accommodations for employees. Permanent residency is strictly prohibited. **This Development Permit is valid for one (1) year, after which a new Development Permit approval is required.** As application was made April 1, 2015, renewal of this Permit must be applied for by April 1 of each year following, and will be subject to a fee of \$500 per bed, which will be charged on a yearly basis along with the Development Permit Application fees.
  18. Easements shall not be encroached upon by any structures unless otherwise approved in this Permit.
  19. This Permit is subject to any/all Federal, Provincial or Municipal Permit approvals including, but not limited to, Building and/or Safety Code Permits.
  20. The building shall have its civic address clearly displayed temporarily during construction and permanently after construction. The numbers shall be easily visible from the street and shall accord with the Town of Drayton Valley's Addressing Bylaw.
  21. The owner/applicant or contractor shall prevent excess soil or debris from being spilled on public streets, lanes and sidewalks, and shall not place soil or any other materials on adjacent properties without permission in writing from adjacent property owners. The owner/applicant or contractor shall be solely responsible for cleaning up the soil or debris
  22. The owner/applicant or contractor shall place a call to Alberta One-Call for location of all utilities prior to construction.
  23. It is the responsibility of the Owner/Developer to provide any water or sewer upgrades that are



different than the existing services in the area should they be required as a result of this development.

24. As each individual unit will be serviced with water and sanitary sewer, the Developer shall be responsible to pay the required off-site levies in the amount of \$34,752.00 to the Town.
25. Grading and drainage work shall be completed to the specifications provided to and approved by the Town Engineer. The Applicant/Developer shall not impede, obstruct or change or alter the grade or change any existing drainage patterns outside of the subject property without prior approval of the Town Engineer.
26. All loads are to be secured.
27. Any loose debris or mud that may be deposited onto other lands or roads from trucks or equipment shall be cleaned up at the expense of the Applicant/Developer.
28. A fire inspection must be done on the building prior to occupancy. Please contact the local Fire Department to make an appointment.

**MOTION**

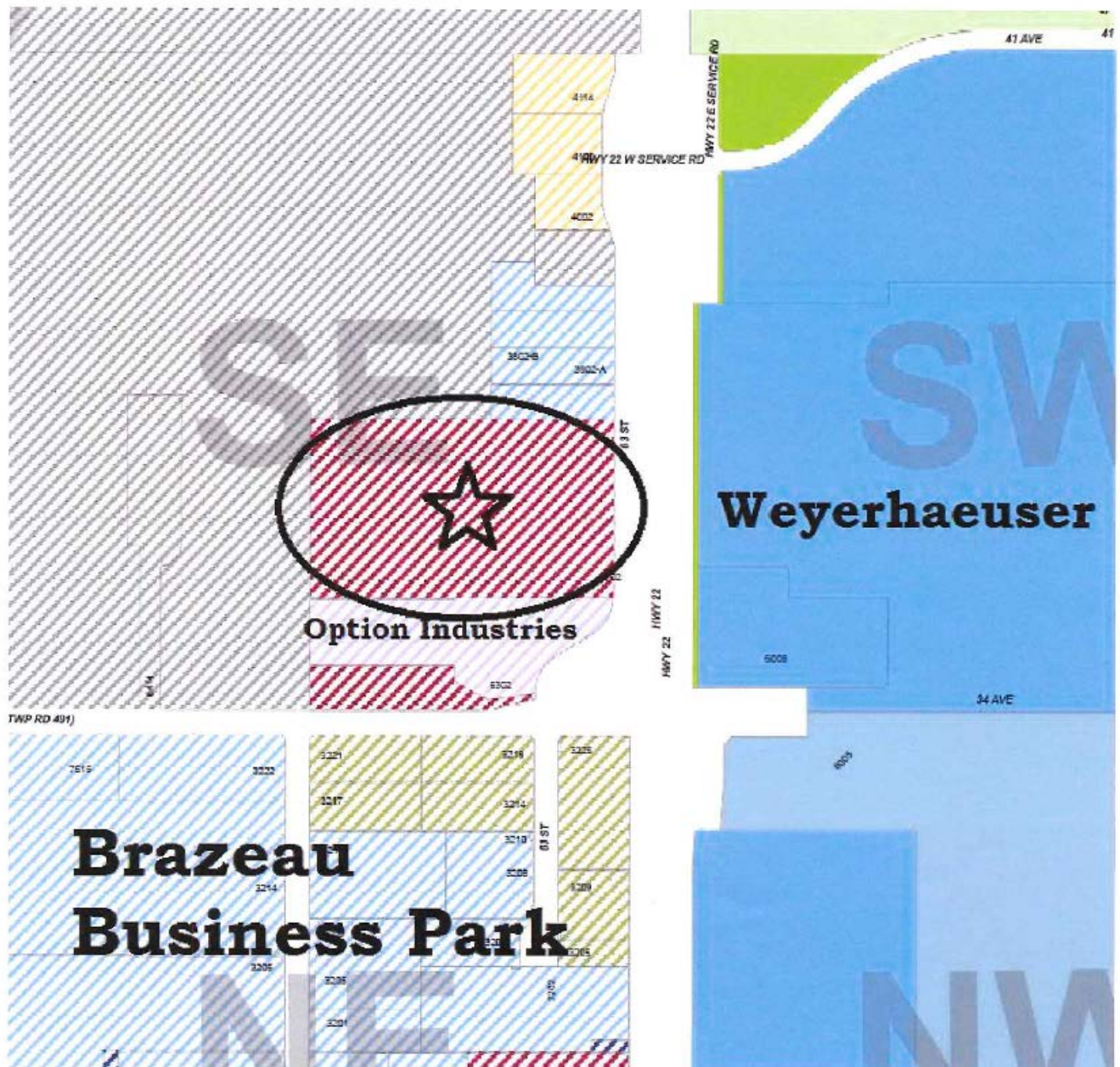
I move that Council...

**Current Location 5205 & 30937-62 Street**

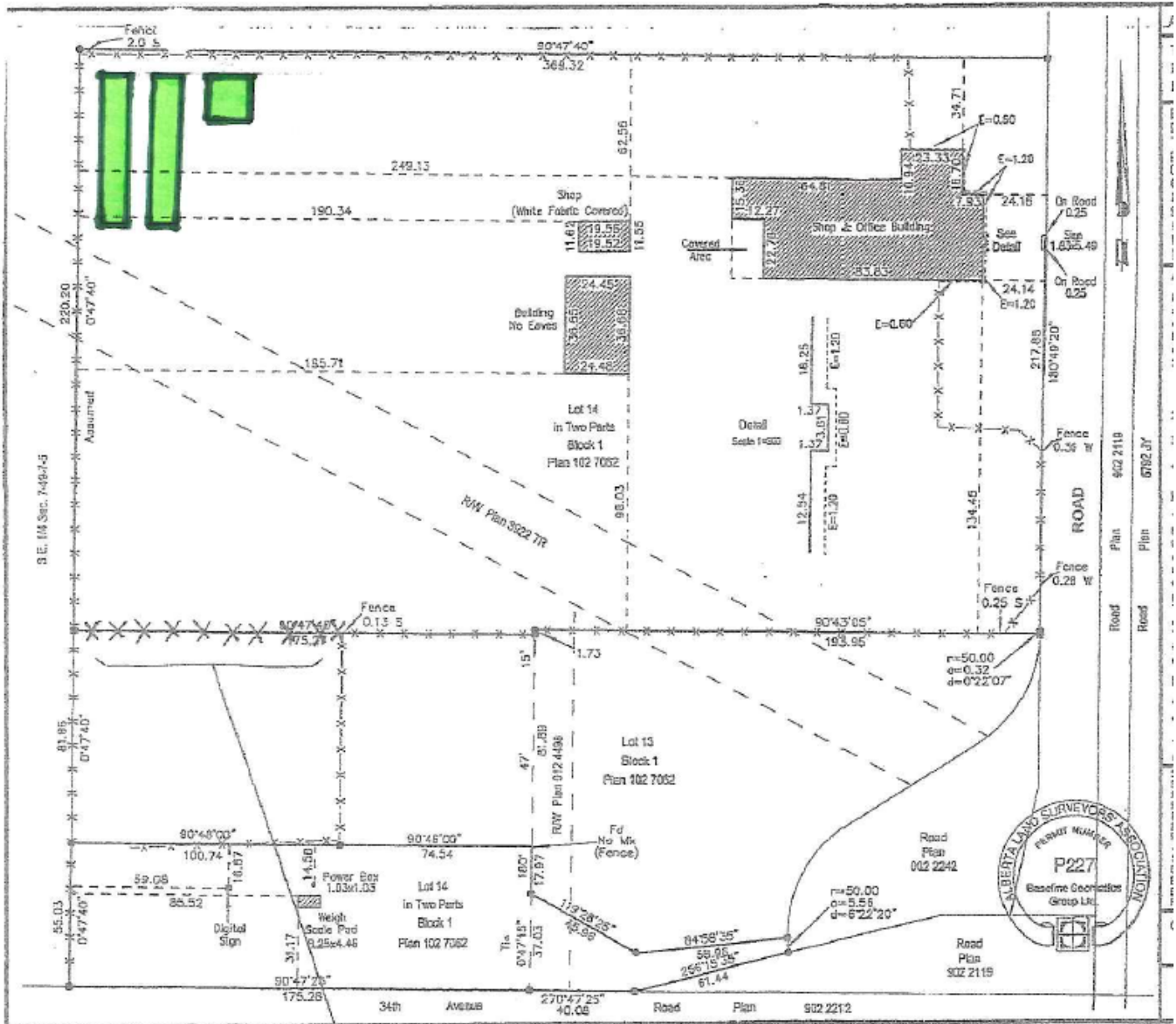


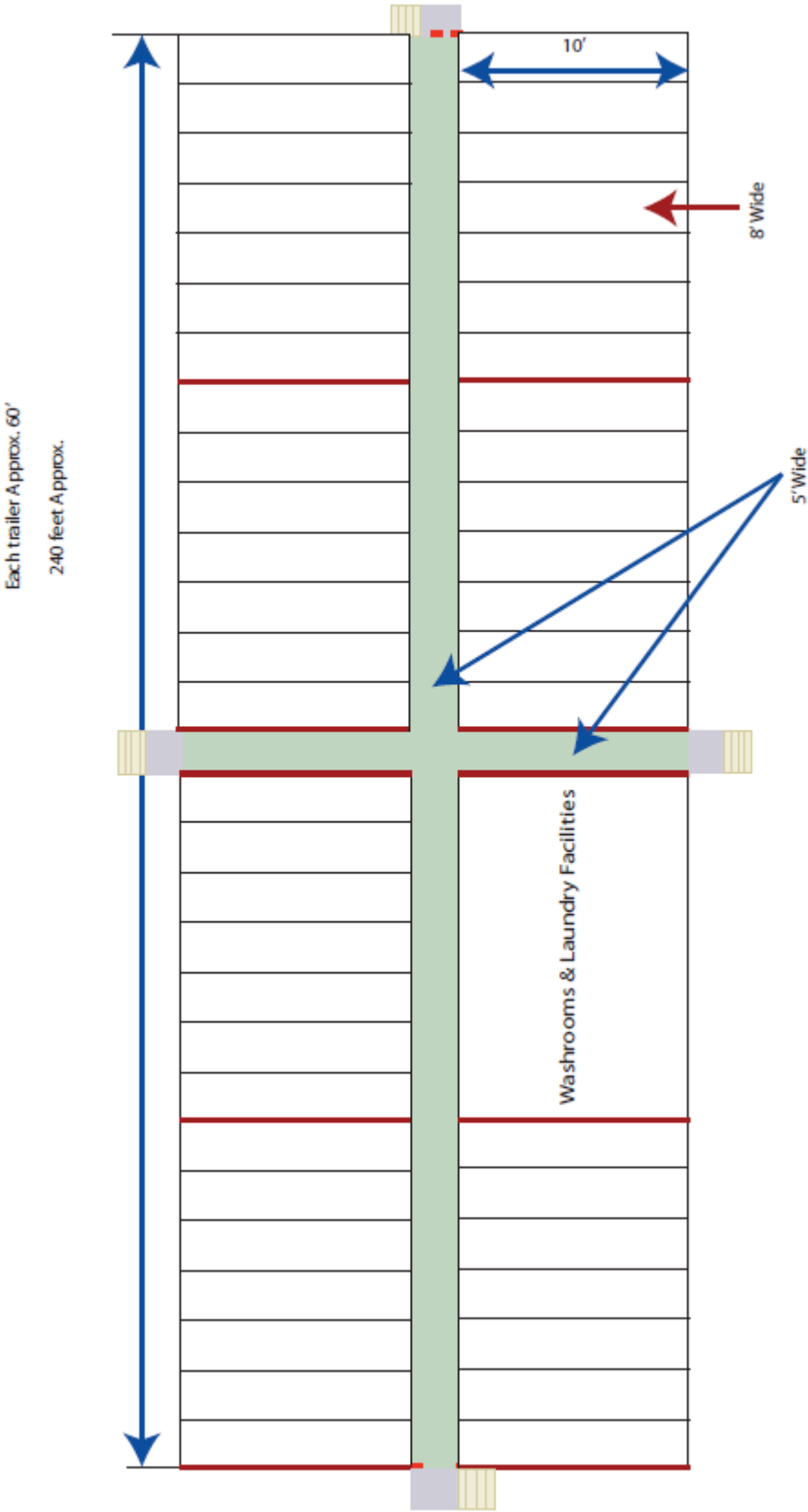


Overall Map



## Site Plan

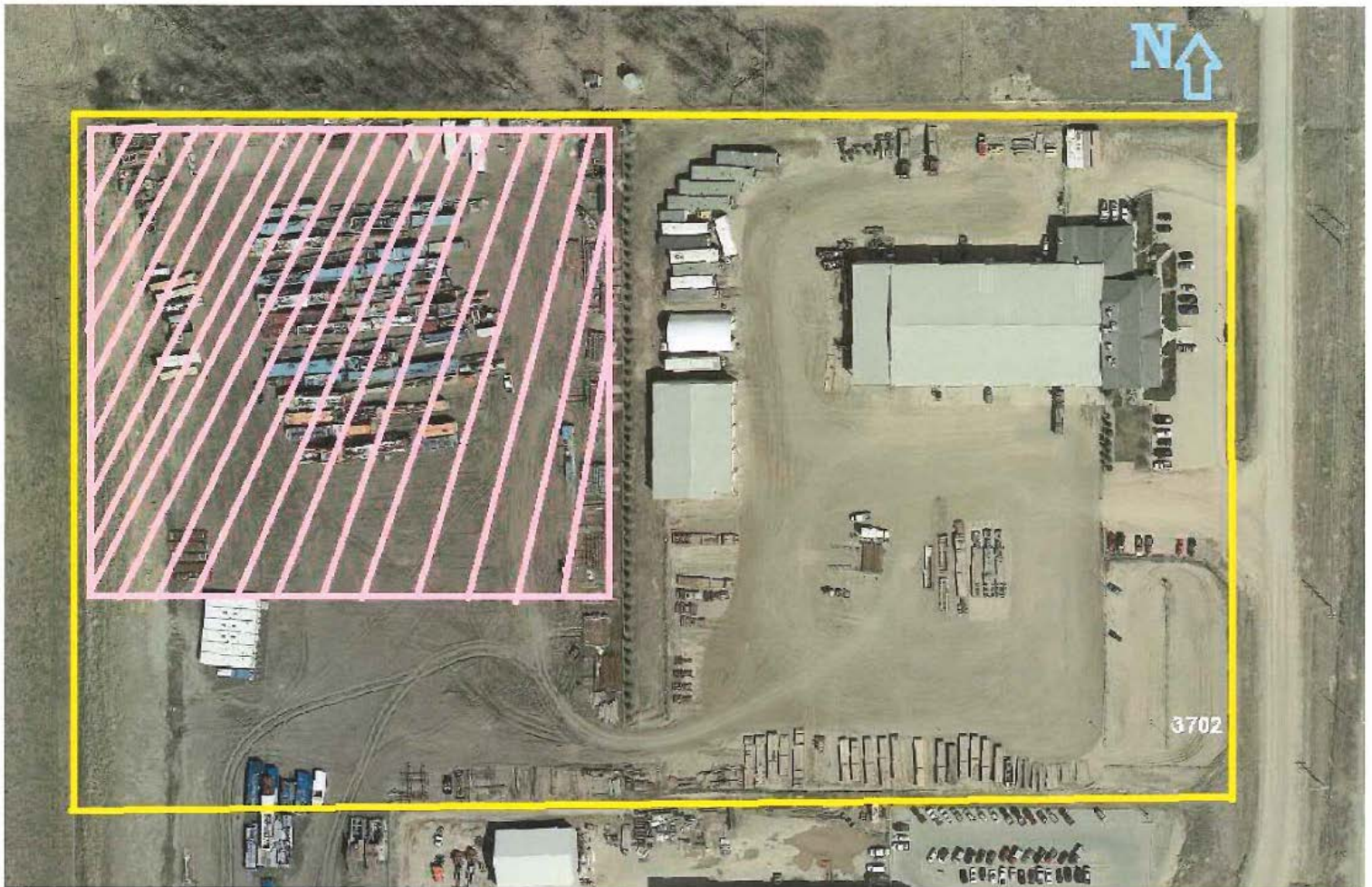








Aerial Site Plan





**View from Hwy #22**





**Northwest View from Hwy #22**



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Google earth

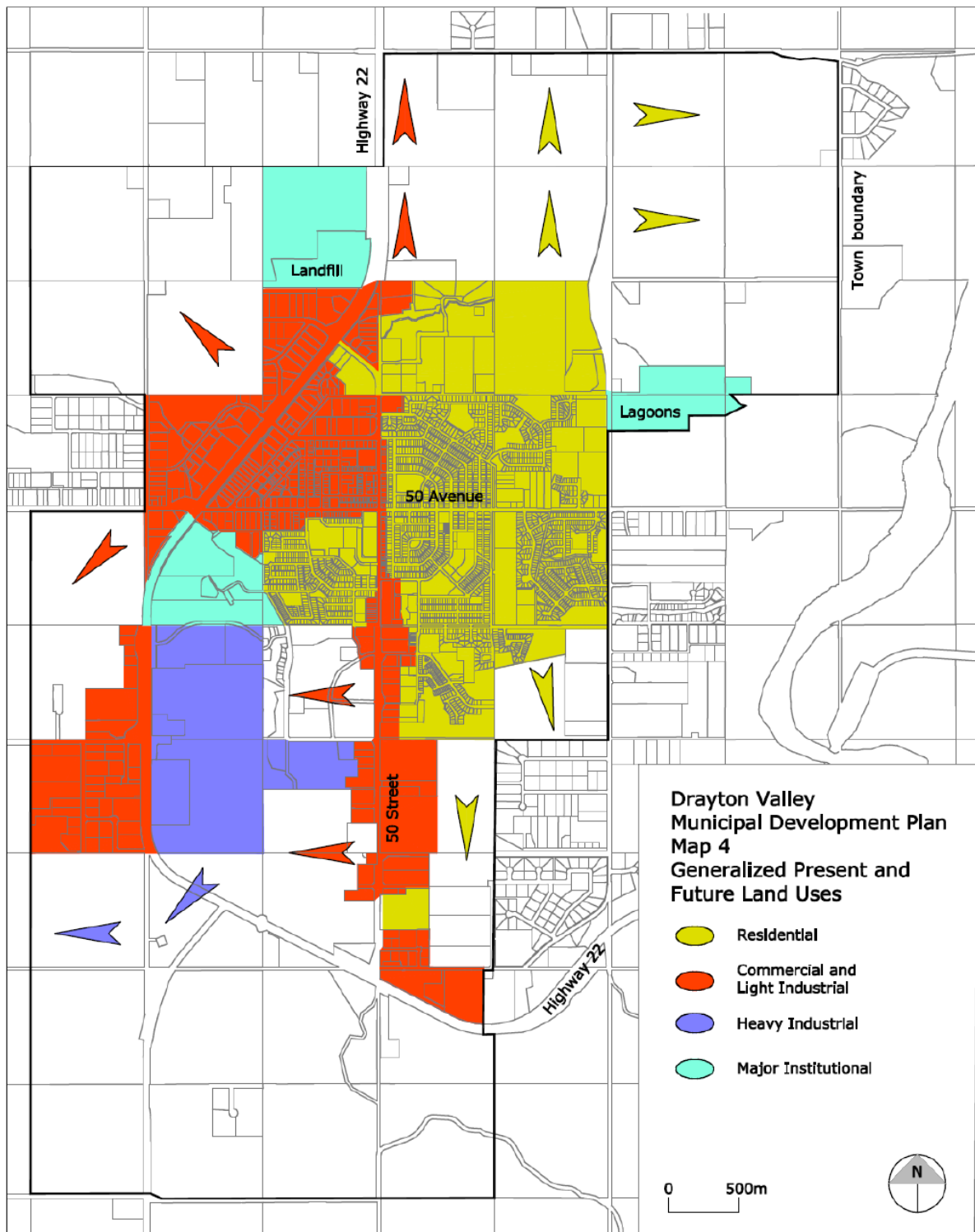
**Northwest View from Hwy #22**



© 2015 Google  
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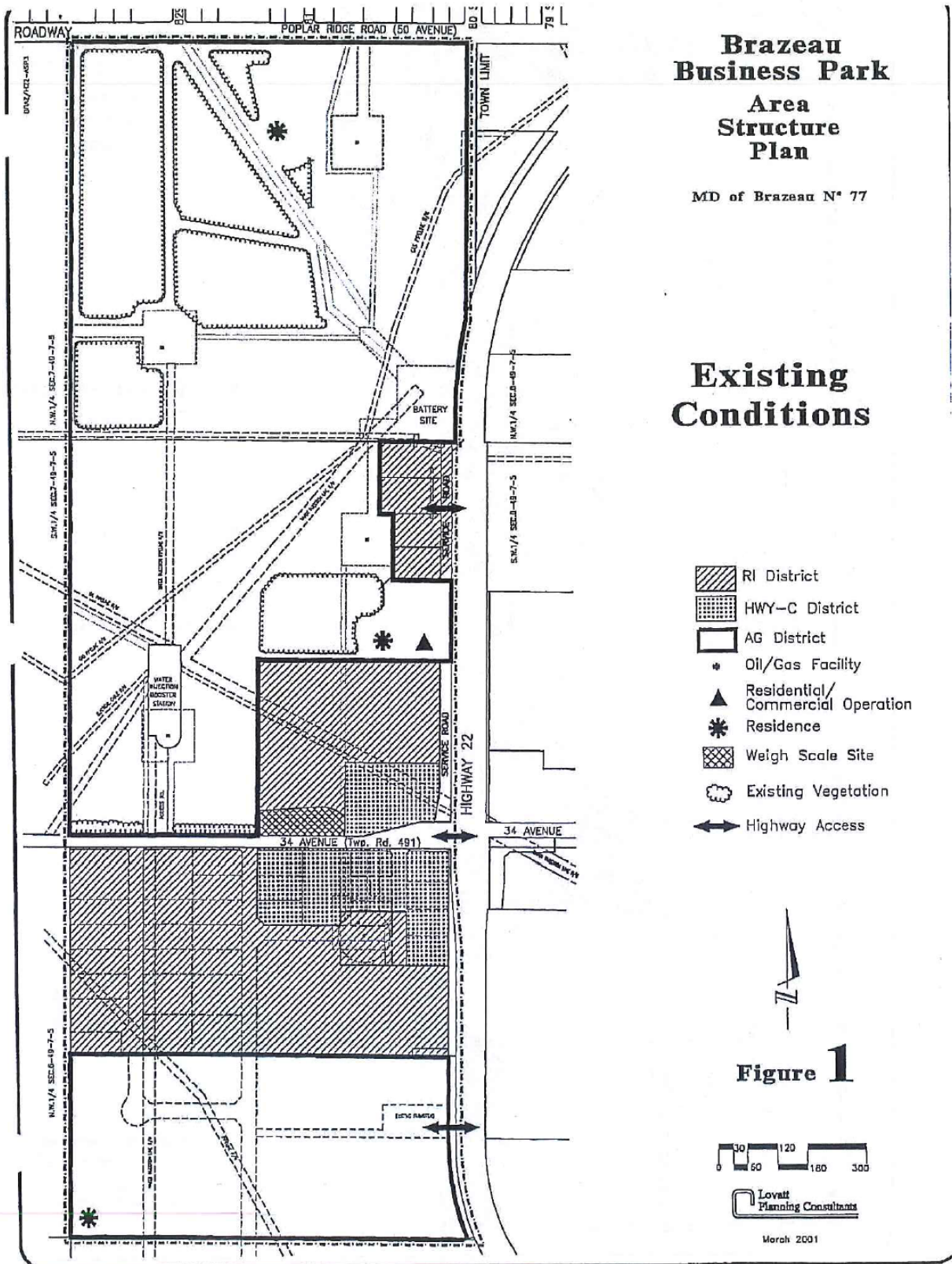
Google earth

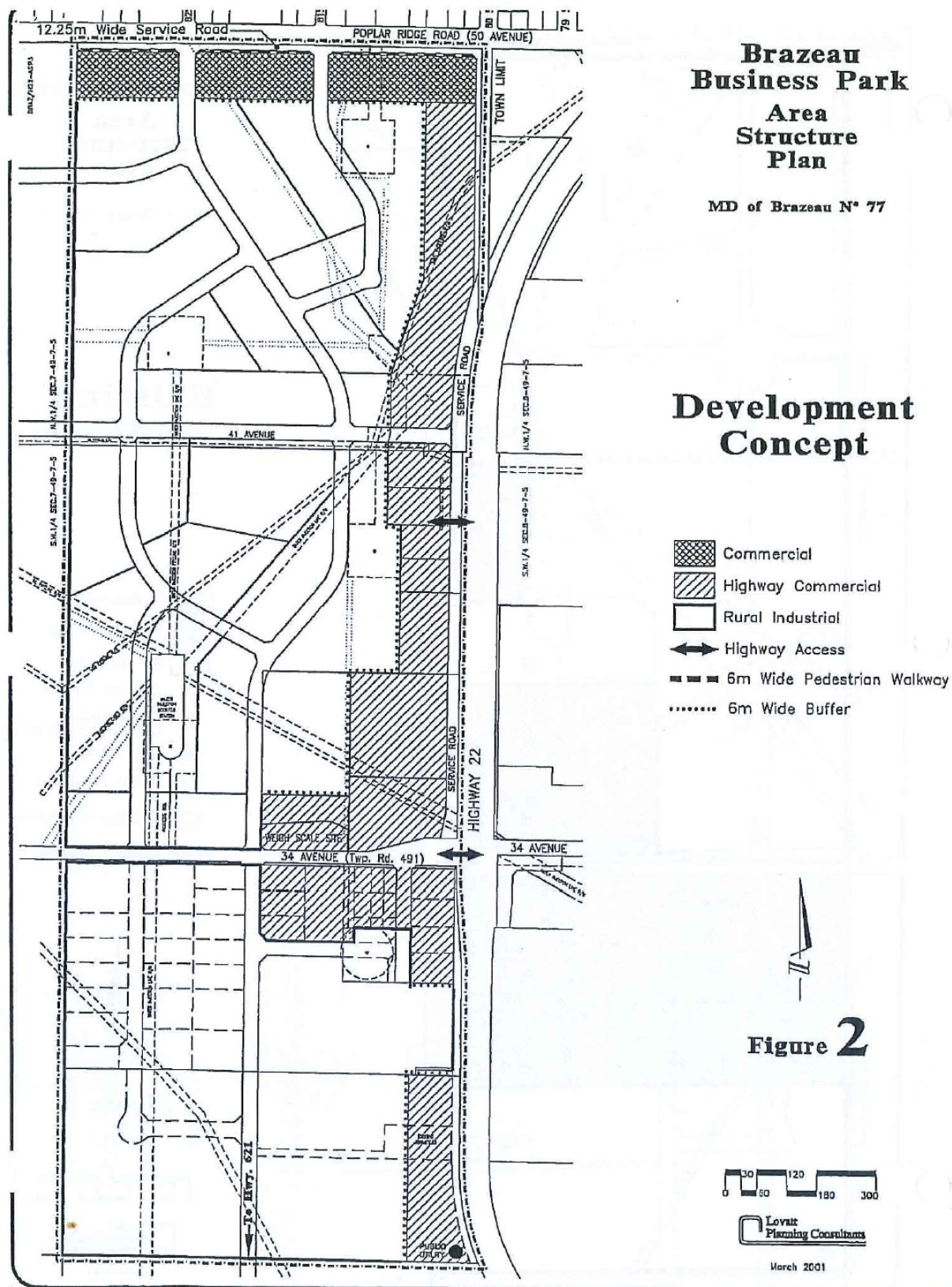
# Municipal Development Plan Considerations





# Area Structure Plan Considerations





## Land Use Bylaw Considerations

### 7.3 Rural Industrial District (RI)

(1) Purpose

To accommodate a range of industrial land uses appropriate for rural locations.

(2) Permitted Uses

Accessory Building(s)  
 Agricultural Service Facility  
 Animal Service Facility  
 Auction Facility  
 Automotive and Motorized Equipment Repair  
 Automotive and Recreational Vehicle Sales and Rental  
 Bulk Oil and Chemical Storage  
 General Contractor  
 Kennel  
 Natural Resource Processing  
 Outdoor Storage Facility  
 Personal Storage Facility  
 Public Utility Facility  
 Public and Quasi-Public Use  
 Recycling Depot  
 Service Station  
 Sign(s)  
 Surveillance Suite  
 Warehouse Sales and/or Storage

(3) Discretionary Uses

Accessory Use(s)  
 Communication Tower  
 Commercial Indoor Amusement and Recreation Facility  
 Eating and Drinking Establishment  
 Land Farm  
 Natural Resource Extraction  
 Work Camp

(4) Minimum Requirements

(a) Parcel Area:

- (i) 0.4 ha (1 ac.).

(b) Parcel Width:

- (i) 30.5 m (100 ft.);  
 (ii) 20 m (66 ft.) for a panhandle/flag lot.

- (c) Front Yard:
  - (i) 40.0 m (131 ft.) where abutting a County road where road widening has not been dedicated;
  - (ii) 25.0 m (82 ft.) where abutting a County road where road widening has been dedicated;
  - (iii) 15.0 m (50 ft.) where abutting an internal road;
  - (iv) 40.0 m (131 ft.) where abutting a highway.
- (d) Rear Yard:
  - (i) 8.0 m (26 ft.);
  - (ii) 40.0 m (131 ft.) where abutting a County road where road widening has not been dedicated;
  - (iii) 25.0 m (82 ft.) where abutting a County road where road widening has been dedicated;
  - (iv) 15.0 m (50 ft.) where abutting an internal road;
  - (v) 40.0 m (131 ft.) where abutting a highway.
- (e) Side Yard:
  - (i) 6.0 m (20 ft.);
  - (ii) 40.0 m (131 ft.) where abutting a County road where road widening has not been dedicated;
  - (iii) 25.0 m (82 ft.) where abutting a County road where road widening has been dedicated;
  - (iv) 15.0 m (50 ft.) where abutting an internal road;
  - (v) 40.0 m (131 ft.) where abutting a highway.

(5) Maximum Limits

- (a) Site Coverage:
  - (i) 30%.
- (b) Height:
  - (i) 7.5 m (25 ft.) or two (2) storeys - the lesser thereof – for a principal building;
  - (ii) 2.0 m (6 ft.) for fencing, unless otherwise approved by the Development Authority.

(6) Landscaping Requirements

- (a) At the discretion of the Development Authority, a 2.0-m (6-ft.) wide landscaped buffer shall be provided along rear and side parcel boundaries adjacent to non-business land uses.
- (b) Landscaping requirements within the front yard shall be at the discretion of the Development Authority.
- (c) Landscaping must not impede sight triangles of intersections of roads and approaches.

(7) Off-street Parking Requirements

- (a) Industrial Use - 1 parking space per employee in attendance;
- (b) Eating and Drinking Establishment - 1 parking space per 4 seats and 1 parking space per employee in attendance;
- (c) Place of Public Assembly - 1 parking space per 4 seats and 1 parking space per employee in attendance;
- (d) Retail Use - 1 parking space per 46.5 m<sup>2</sup> (500 ft.<sup>2</sup>).

(9) Sign Requirements

- (a) All freestanding signs must be setback at a minimum distance equal to 50% of the required yard;
- (b) No freestanding sign shall exceed the height of the principal building.



## **Alberta Building Code Considerations**

---

**From:** Mario Poser [<mailto:MPoser@inspectionsgroup.com>]

**Sent:** March-30-15 7:25 AM

**To:** Jenn Martin

**Subject:** RE: Sleeper Trailers

Jenn

Here is the code article that regulates the length of permits for part 10 industrial trailers.

10.1.1.5. Temporary Facilities

1) A building to which this Part applies shall not stay at one site for more than 5 years, except as permitted by the authority having jurisdiction.

New permits are required after this or if the trailers are moved because these trailers can be relocated or modified very easily. The spatial separation between the units is a big item as is the requirements for the fire alarm and exiting requirements.

Mario Poser sco

Building Inspector

The Inspections Group Inc.

780-221-6130

[mposer@inspectionsgroup.com](mailto:mposer@inspectionsgroup.com)

**Drayton Valley/Brazeau County Fire Department Considerations**

**From:** Murray Galavan  
**Sent:** March-26-15 11:36 AM  
**To:** Jenn Martin  
**Subject:** RE: Lydell Logging relocation

HI Jenn,

To answer your question, Yes we have concerns with this type of accommodations. The relocating will be a good thing because we can now make sure it is set up as per the code. Mario should definitely be involved in this as there is a section in the Building Codes on Relocatable Industrial Accommodations that deals with a wide variety of items such as spatial separations to health requirements. I assume they will require a permit to relocate. We should be included in the conditions on the permit for a fire safety inspection working with the Inspection Group.

Murray Galavan SCO (Fire)  
Deputy Fire Chief  
Operations Manager

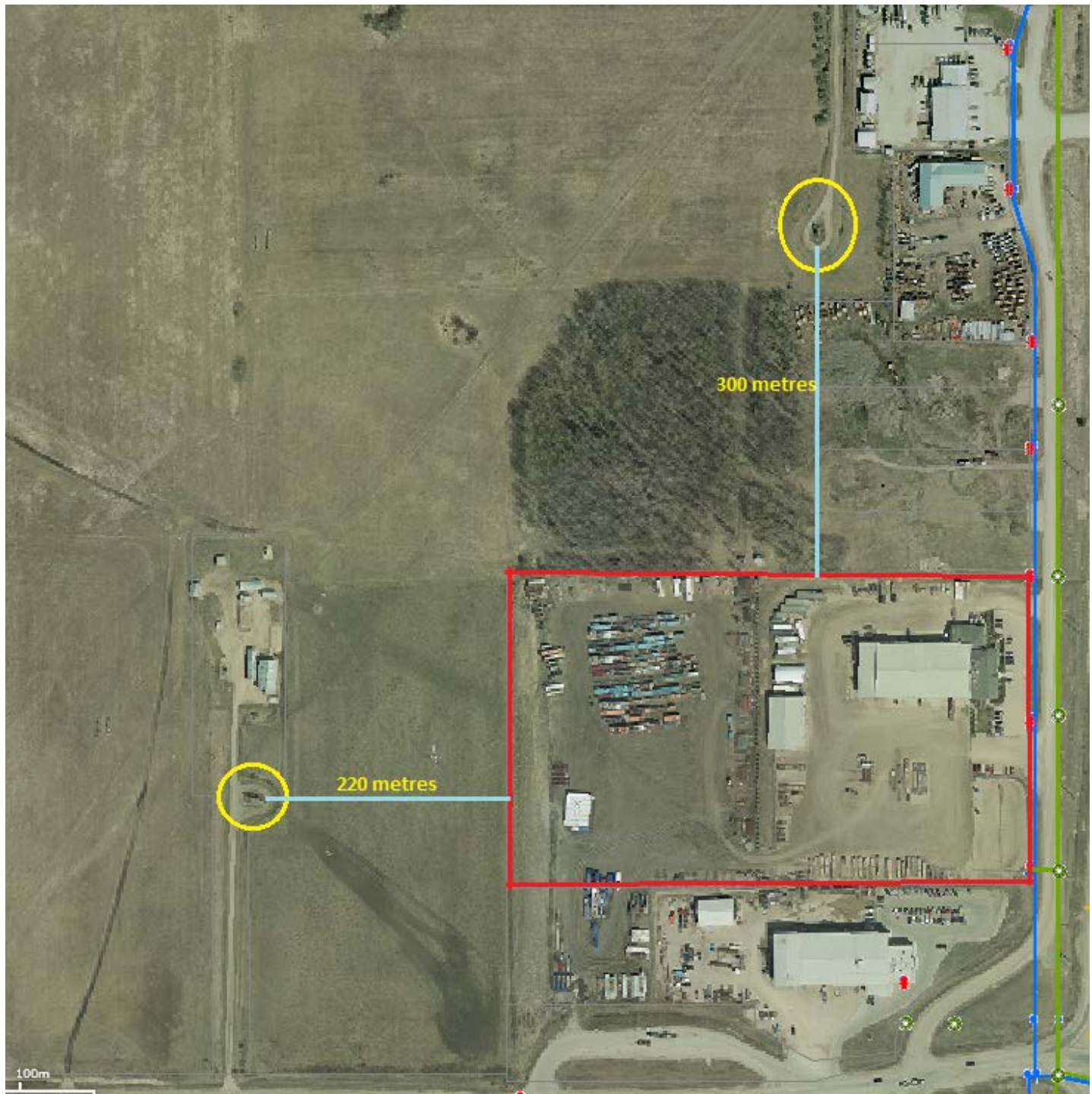
Drayton Valley Brazeau County Fire Services Headquarters P.O. Box 6685 Drayton Valley, AB T7A 1S1 Station 1 (Lodgepole) Station 2 (Breton) Station 3 (Drayton Valley)

Office: 1 (780) 514-2216 Ext. 2533  
Cell: 1 (780) 202-0303  
Fax: 1 (780) 514-2244

[dfc@draytonvalley.ca](mailto:dfc@draytonvalley.ca)

[www.dvffa.com](http://www.dvffa.com)  
[www.draytonvalley.ca](http://www.draytonvalley.ca)  
[www.brazeaucounty.ab.ca](http://www.brazeaucounty.ab.ca)

### Additional Considerations



<b>AGENDA ITEM:</b>	<b>Amending Bylaw 2015/05/F</b>
<b>Department:</b>	<b>Finance/Treasury</b>
<b>Presented by:</b>	<b>Councillor Bossert</b>
<b>Support Staff:</b>	<b>Clayton Seely</b>

**BACKGROUND:**

It has been noted by Administration that existing Bylaw 2013/15/F contained a typographical error which caused calculation error on Schedule "A".

Amending Bylaw 2015/05/F is hereby presented for Council to provide three readings today. Notice of the proposed Amending Bylaw has been provided via newspaper advertising as well as notice sent directly to affected landowners.

**MOTION:**

I move that Council give first reading to Bylaw 2015/05/F.

I move that Council give second reading to Bylaw 2015/05/F.

I move that Council consider giving third and final reading to Bylaw 2015/05/F.

I move that Council give third and final reading to Bylaw 2015/05/F.



**BYLAW NO. 2015/05/F**

**Amending Bylaw to Bylaw 2013/15/F**

BEING A BYLAW OF THE TOWN OF DRAYTON VALLEY IN THE PROVINCE OF ALBERTA TO AUTHORIZE THE REVISION OF BYLAW 2013/15/F AND RESCIND BYLAW 2014/19/F. A BYLAW THAT AUTHORIZES THE MUNICIPALITY TO ESTABLISH A LOCAL IMPROVEMENT LEVY FOR THE EXTENSION OF BROUGHAM DRIVE (SOUTHWEST OF 52<sup>ND</sup> STREET);

**WHEREAS**, the *Municipal Government Act* contains provisions that authorize a Council to revise municipal Bylaws in order to correct clerical, grammatical and typographical errors and to make changes without changing the substance to bring out more clearly the meaning of a Bylaw;

**AND WHEREAS**, the revised Bylaw 2013/15/F contained a typographical error which caused calculation error on Schedule “A”;

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

1. This Bylaw may be cited as the Amending Bylaw to Bylaw 2013/15/F of the Town of Drayton Valley.
2. That Bylaw 2013/15/F be revised by deleting the words “two hundred seventeen dollars and twenty eight cents” from the second paragraph and replace them with the words “two hundred seventy dollars and seventeen cents”, in keeping with the amount indicated in numerical form.

3. That Bylaw 2013/15/F payment Schedule "A" be deleted and replaced with payment Schedule "A" attached hereto and forming part of this Bylaw.

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

Read a first time this 13<sup>th</sup> day of May, 2015, A. D.

Read a second time this 13<sup>th</sup> day of May, 2015, A. D.

Read a third and final time this 13<sup>th</sup> day of May, 2015, A. D.

---

MAYOR

---

TOWN MANAGER

**SCHEDULE "A" TO BYLAW 2015/05/F**

**ANNUAL LEVY FOR BROUGHAM DRIVE (SOUTHWEST OF 52 STREET)**  
**LOCAL IMPROVEMENT PROJECT**

## 1. Properties to be assessed:

Legal Description of Parcel	Frontage in Metres	Annual Amount of Assessment Per Metre	Amount of Annual Assessment
Lot 4, Plan 982 2408	149.38	\$ 270.17	\$ 40,358.68
Lot 1, Block 132, Plan 072 0581	36.52	\$ 270.17	\$ 9,866.78
Lot 3, Block 132, Plan 072 0581	94.92	\$ 270.17	\$ 25,644.97
Lot 8, Block 130, Plan 072 3498	9.11	\$ 270.17	\$ 2,461.29

2. Total Frontage: 289.93 metres
3. Total number of parcels: Four (4)
4. Total annual assessment against four (4) parcels: \$ 78,231.72
5. Term of annual assessment: Ten (10) years

		<b>SECTION:</b>	<b>7</b>
<b>AGENDA ITEM:</b>	Appointments to the Mayors Advisory Committee		
<b>Department:</b>	Administration		
<b>Presented by:</b>	Councillor Fredrickson		
<b>Support Staff:</b>			

**BACKGROUND:**

With the election of Brandy Fredrickson to the position of Councillor in the February 2015 By-election, a Mayor's Advisory Committee Community Member-at-Large position has become vacant. Ms. Fredrickson's term was to expire October 31, 2017, therefore Administration has advertised for Board member applications and received applications from five individuals: Marie Smith, David Starling, Leah Sanderson, Winston Rossouw, and Phyllis Brown.

The current Bylaw for the Mayor's Advisory Committee states that it is to be made up of 11 members from the Town, County, the Ministerial Association, youth, seniors, the Mayor and the Deputy Mayor. This composition ensures that the opinions of the Committee are a balanced representation of our community.

Administration is recommending that one of the applicants to the Mayor's Advisory Committee be appointed to fill the current vacancy.

**RECOMMENDATION:**

I move that Council appoint David Starling to the Mayor's Advisory Committee, effective immediately, to serve for a term ending October 31, 2017.





MAC

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

Name: Leah SandersonPhone: 780 514 7931Mailing Address: 40 Greenwood 7, Drayton Valley, AB T7A 1M6

Street Address: \_\_\_\_\_ or \_\_\_\_\_ Brazeau County (check)

Occupation: Library Clerk / RPC (if applicable)Board/Committee Membership Applied for: Mayors Advisory

Related Experience/Qualifications: Service background, community involvement, attend & participate in opportunities such as Social + Economic development. Able to work with diverse groups of people and understand confidentiality.

Reasons for Applying for the Membership: Been interested since enumerating for the Town. Saw a need for Council to be aware of resident concerns, feedback & a need for questions to have answers. Invest in our lil' Big Town.

Other Pertinent Information: I am interested in Municipal politics & believe in the value of a connected community.

Differences can bind & unite & motivate change should change be needed. Applies to individual residents (or, Town + County)

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

☒ Yes

☐ No I am not aware of specific dates or times as of this application but would like to say, Yes.

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

Signature: Leah SandersonDate: April 20 / 15

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.

## REFERENCES – VOLUNTEER EXPERIENCE, DRAYTON VALLEY

Leah Sanderson

780-514-7931

Handsuponhumanity@gmail.com

BRIGHTER FUTURES	JANE BERGGREN	EXECUTIVE DIRECTOR	780-202-2477
	KATHY WARREN	BOARD CHAIR	780-234-9981
	BRENDA WEBB PETRIE	VICE CHAIR	780-621-9254
EPAC	HOLLY DAVIE	THEATRE MANAGEMENT COMMITTEE	780-621-0898
DRAYTON VALLEY HEALTH SERVICES FOUNDATION	COLLEEN SEKURA	FUND DEVELOPMENT OFFICER	780-621-4914 *SEE ATTACHED LETTER
HEARTS FOR LUSHOTO/TASTE OF DRAYTON VALLEY	CAROLYN SCHOEPP		780-621-8498
RIVER VALLEY PLAYERS	DARCY MULROY	BOARD CHAIR	780-621-6254
OTHER			
CAUSE FOR CRITTERS - PLAYED SANTA, 2014.			



4550 Madsen Avenue Drayton Valley AB T7A 1N8  
Phone: (780) 621-4914 Fax: (780) 514-7156  
Email: [colleen.sekura@albertahealthservices.ca](mailto:colleen.sekura@albertahealthservices.ca)

April 16, 2015

Town of Drayton Valley  
5120 52 St, Box 6837  
Drayton Valley AB T7A 1A1

To Whom It May Concern,

**Re: Mayor's Advisory Committee**

Leah Sanderson has volunteered for the Drayton Valley Health Services Foundation on numerous occasions. As the Fund Development Officer of the Foundation, I can assure you that Leah demonstrates great determination and enthusiasm to tasks set before her.

Leah is very committed to this community and is involved with many local organizations. This is why I believe she would be a great asset to the Mayor's Advisory Committee.

Please do not hesitate to contact me if I can be of further assistance. I can be reached at 780-621-4914 or [colleen.sekura@albertahealthservices.ca](mailto:colleen.sekura@albertahealthservices.ca).

Sincerely,

A handwritten signature in cursive script that reads "Colleen S. Sekura".

Colleen S. Sekura  
Fund Development Officer

/kk



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

Name: Winston Frank Rossouw Phone: (780) 989-4416  
Mailing Address: 4409-B, 55th Ave Drayton Valley  
Street Address: As above or ☒ Brazeau County (check)  
Occupation: Civil Engineer - Director of Public Works + Infra @ Brazeau County (if applicable)  
Board/Committee Membership Applied for: Mayor's Advisory Committee

Related Experience/Qualifications: Experience in Municipal Engineering  
(Design, Client Advisor & Project Management) Municipal experience  
in various countries. Solid understanding of providing guidance  
to Council & fellow Sr Managers. Qualifications: Bachelors & Masters in Civ. Engineering.

Reasons for Applying for the Membership: As a resident of the Town & due  
to my experience (globally) I believe I can be a key  
contributor to the Town on current & future initiatives  
which will ensure Our Town remain one of the most progressive  
Municipalities in AB.

Other Pertinent Information: \_\_\_\_\_

My experience as a Consulting engineer both in Private &  
Public Sector coupled with my academic background  
affords me the opportunity to add Value from an Engineering

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: Winston Rossouw

Date: May 04, 2015

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

Name: PHYLLIS BROWN Phone: 780 621 5380

Mailing Address: 5017-51 AVE - P.O. Box 6900

Street Address: 5017-51 AVE D.V. or Brazeau County (check)

Occupation: BRANCH MANAGER: ATB FINANCIAL (if applicable)

Board/Committee Membership Applied for: MAYOR'S ADVISOR

Related Experience/Qualifications: LEADERSHIP ROLES: V.P C of C.

TREASURER D.V. Learning Community:

VOLUNTEER throughout the community:

Teach English to FOREIGN WORKERS.

Reasons for Applying for the Membership: GET INVOLVED IN  
decisions which directly affect our community.  
A BETTER UNDERSTANDING OF THE DECISION  
MAKING PROCESS

Other Pertinent Information: \_\_\_\_\_

REF: CURTIS WEINRAUCH. (MARKET MANAGER) 1-403-314-2677  
LORI TOMS (CUSTOMER SERVICE MGR) 1-780-621-5342

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

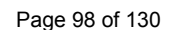
☒ Yes

☐ No

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

Signature: Phyllis Brown Date: May 5. 2015

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## Contact References

Darrell Neigum

Parkway Enterprises Ltd.

780 542 2333

[Parkway2@telus.net](mailto:Parkway2@telus.net)

Brian Schulz

BOS Energy Management Ltd

780 621 8209

[bschulz@bosenergy.ca](mailto:bschulz@bosenergy.ca)





## **References**

**Pastor Mark Eshleman**  
Ignited Church & Ministries  
780-621-6728  
780-542-5843

**Scott Kupsch**  
Principal, Evergreen Elementary School  
780-542-5535

<b>AGENDA ITEM:</b>	<b>Repealing Bylaw 2015/10/A</b>
<b>Department:</b>	<b>Administration</b>
<b>Presented by:</b>	<b>Councillor Nadeau</b>
<b>Support Staff:</b>	<b>Nesen Naidoo</b>

**BACKGROUND:**

Administration has reviewed the current Bylaws in place, and in consideration of the report from Hawkings Epp Dumont regarding the recent audit, the following Bylaws are being recommended for repeal:

- Bylaw 2000-02 adopted on February 2, 2000 for the guarantee of the loan between Pembina Education Society and ATB Financial; and
- Bylaw 98-03 adopted April 29, 1998 for the loan from the Town to the Frank Maddock High School Student Services Society for the construction of the MAX Centre.

Administration recommends that the attached Bylaw 2015/10/A be given three readings today to provide for the repeal of the foregoing.

**MOTION:**

I move that Council give first reading to Bylaw 2015/10/A.

I move that Council give second reading to Bylaw 2015/10/A.

I move that Council consider giving third and final reading to Bylaw 2015/10/A.

I move that Council give third and final reading to Bylaw 2015/10/A.



**BYLAW NO. 2015/10/A**

BEING A BYLAW IN THE TOWN OF DRAYTON VALLEY IN THE PROVINCE OF ALBERTA TO REPEAL CERTAIN BYLAWS OF THE TOWN OF DRAYTON VALLEY.

**WHEREAS**, under the authority of the *Municipal Government Act*, being Chapter M-26 of the Revised Statutes of Alberta 2000, the Council of a municipality may repeal any Bylaw;

**AND WHEREAS**, the Council of the Town of Drayton Valley deems it advisable to repeal certain Bylaws of the Town of Drayton Valley as described herein;

**AND WHEREAS**, the guarantee of the loan between the Pembina Education Society and ATB Financial is no longer required as all obligations have been met;

**AND WHEREAS**, the loan from the Town of Drayton Valley to the Frank Maddock High School Student Services Society for the construction of the “Max” Centre is no longer required, as repayment in full has been made and all obligations have been met:

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

1. That Bylaw 2000-02, adopted by Drayton Valley Town Council on February 2, 2000, is hereby repealed.

2. That Bylaw 98-03, adopted by Drayton Valley Town Council on April 29, 1998, is hereby repealed.

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

Read a first time this 13<sup>th</sup> day of May, 2015, A. D.

Read a second time this 13<sup>th</sup> day of May, 2015, A. D.

Read a third and final time this 13<sup>th</sup> day of May, 2015, A. D.

---

MAYOR

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TOWN MANAGER

<b>AGENDA ITEM:</b>	<b>FCM Women in Municipal Government Fund</b>
<b>Department:</b>	<b>Administration</b>
<b>Presented by:</b> <b>Support Staff:</b>	<b>Councillor Long</b>

**BACKGROUND:**

The Federation of Canadian Municipalities (FCM) supports increased participation of women in local government. This is accomplished through education and programs that support and encourage women to get involved in local politics and leadership. FCM offers three scholarship programs.

The annual FCM Conference is a great opportunity to raise both awareness and funds to support these initiatives. This year the conference is being held in Edmonton, Alberta and the Prairie and Territories Caucus has been challenged to meet or beat the funds raised by last year's Ontario Caucus.

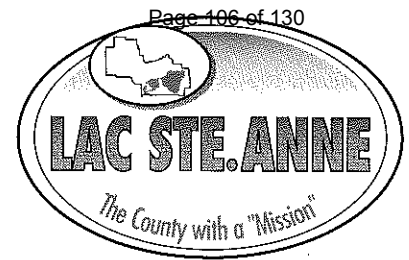
The Prairie and Territories Caucus has challenged all Towns in Alberta, including our Town, to assist them with the challenge by donating \$100.00 towards the worthwhile program. All funds donated by Alberta municipalities will be added to the fundraising campaign completed during the conference and the grand total will be announced at the conference Annual General Meeting on June 7, 2015.

**MOTION:**

I move that Council approve to donate \$100.00 for the FCM Women in Municipal Government Fund

# Lac Ste. Anne County

4928 Langston Street  
Box 219, Sangudo, AB T0E 2A0  
www.lsa.ca



April 13<sup>th</sup>, 2015

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

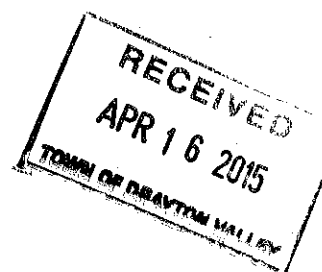
## **Re: FCM Women in Municipal Government Fund – Request for Support**

The Federation of Canadian Municipalities (FCM) supports increased participation of women in local government. This is accomplished through education and programs that support and encourage women to get involved in local politics and leadership. FCM offers three scholarship programs that encourage this philosophy as follows:

- 1) Canadian Women in Municipal Government Scholarship: open to women students enrolled in any year of study in secondary school and who are contributing to their school's leadership team or student council,
- 2) Mayor Andree Boucher Memorial Scholarship: Rewarding student research on women in politics,
- 3) Ann McLean Award: recognizes retired women municipal politicians who have shown exemplary service to their community and constituents and to mentoring women who want to run for elected office.

The annual FCM Conference is a great opportunity to raise awareness and funds to support these initiatives and each FCM Regional Caucus takes it upon themselves to fundraise for this program when the annual conferences takes place in their region. This year the conference is being held in Alberta (Edmonton) and the Prairie and Territories Caucus has been challenged to meet or beat the funds raised by the Ontario Caucus.

**Our Caucus would like to challenge all municipalities across Alberta to assist us with this challenge by donating \$100.00 towards this worthwhile program.** All funds donated by Alberta municipalities will be added to the fundraising campaign completed during the conference and the grand total will be announced at the conference Annual General Meeting on June 7<sup>th</sup>, 2015.



<b>AGENDA ITEM:</b>	<b>Council Leave Policy C-01-15</b>
<b>Department:</b>	<b>Administration</b>
<b>Presented by:</b>	<b>Councillor Shular</b>
<b>Support Staff:</b>	<b>Nesen Naidoo</b>

**BACKGROUND:**

Administration has been asked to prepare a Policy for Council regarding leave for various reasons. Administration, in consultation with legal counsel, has prepared the attached Policy for Council's review and consideration.

This Policy reiterates the requirements of the Municipal Government Act regarding absence from meetings and the requirements to request approval from Council for extended absences. The Policy further deals with the benefits available to Councillors during a period of leave.

**MOTION:**

I move that Council approve Council Leave Policy C-01-15 as attached.



## TOWN OF DRAYTON VALLEY

Subject:	Council Leave Policy	Policy:	C-01-15
Department:	Council		
Approval Date:		Review Date:	
Associated Policies:			

### Council Leave Policy

#### Purpose

The Town of Drayton Valley Council has adopted this policy to ensure that its Councillors are provided with authorized time off to coincide with various commitments or events which may occur during the course of their term. These commitments or events may include, but are not limited to, the birth or adoption of a child, prolonged illness of the Councillor or a family member or non-Council related employment obligations. This Council Leave Policy has been designed to allow our Councillors to attend to the commitments or events, without fear of a negative impact on their service as a Councillor.

#### General Policy

The *Municipal Government Act* (MGA) allows Councillors to be absent from regular meetings of Council, as long as the Councillor is not absent from all regular Council meetings held in any period of eight (8) consecutive weeks, starting with the date the first meeting is missed.

The MGA allows Council to approve a longer absence from regular Council meetings, if the absence is approved before the end of the last meeting in the eight (8) week period referred to above. The MGA does not provide for extensions to be granted beyond that initially approved by Council.

In order to ensure that proper authorization is given to the Councillor seeking leave, the Councillor should submit a written request for leave at least 2 weeks prior to a regular meeting of Council, as soon as it is understood that the Councillor is likely to be absent from Council meetings for greater than an eight (8) week period. The written request should contain an estimated date of return to regular Council duties, so that the resolution of Council may be made in such a manner as to grant the leave with appropriate information available to the Drayton Valley electorate and for an adequate time period.



<b>Subject:</b>	Council Leave Policy	<b>Sign off:</b>	
<b>Department:</b>	Council		
<b>Approval Date:</b>		<b>Review Date:</b>	

Should the Councillor choose to continue with her/his health and disability insurance, or any other Sunlife benefits made available by the Town, the Councillor may continue to receive such benefits by continuing to pay any monthly premiums. If the Councillor chooses to make contributions for the period of leave to the pension or RRSP plan, the Town will pay the employer's contributions for the same period.

---

Mayor

		<b>SECTION</b>	
<b>AGENDA ITEM: 10.8</b>	<b>IN-CAMERA</b>		
<b>Department:</b>	<b>Administration</b>		
<b>Presented by:</b>	<b>Councillor Wheeler</b>		
<b>Support Staff:</b>	<b>Kristina Vallee</b>		

**BACKGROUND:**

**MOTION:**

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

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

## 10.0- Information Items

Page No. 111-131

10.1	March 2015 Drayton Valley RCMP Municipal Statistics	112-118
10.2	December 2014 Childcare Operational Board Meeting Minutes	119-121
10.3	February 2015 Childcare Operational Board Meeting Minutes	122-124
10.4	November 2014 YRL Board Meeting Minutes	125-131

### **MOTION:**

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

# Drayton Valley Municipal Detachment

## Statistical Comparison

### January to March: 2011 - 2015

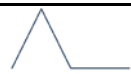
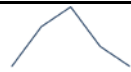
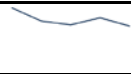

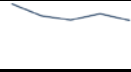
Tuesday, April 07, 2015

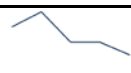
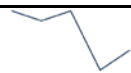
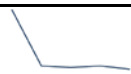
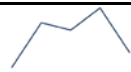
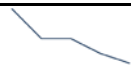
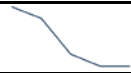
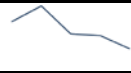
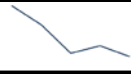
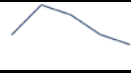
CATEGORY	Trend	2011	2012	2013	2014	2015
Offences Related to Death		0	0	0	0	0
Robbery		1	0	2	5	2
Sexual Assaults		1	6	1	2	2
Other Sexual Offences		0	0	0	2	1
Assault		30	52	51	47	33
Kidnapping/Hostage/Abduction		0	6	1	1	0
Extortion		1	0	0	1	0
Criminal Harassment		8	10	4	1	4
Uttering Threats		25	15	11	12	10
Other Persons		0	0	0	0	0
<b>TOTAL PERSONS</b>		<b>66</b>	<b>89</b>	<b>70</b>	<b>71</b>	<b>52</b>
Break & Enter		21	27	24	22	9
Theft of Motor Vehicle		23	32	18	27	13
Theft Over		2	4	0	5	2
Theft Under		36	56	64	81	49
Possn Stn Goods		4	16	7	13	1
Fraud		4	11	10	11	8
Arson		0	1	0	0	1
Mischief To Property		48	61	58	63	71
<b>TOTAL PROPERTY</b>		<b>138</b>	<b>208</b>	<b>181</b>	<b>222</b>	<b>154</b>
Offensive Weapons		1	3	7	9	2
Disturbing the peace		19	42	24	23	24
<b>OTHER CRIMINAL CODE</b>		<b>53</b>	<b>95</b>	<b>81</b>	<b>76</b>	<b>83</b>
<b>TOTAL OTHER CRIMINAL CODE</b>		<b>54</b>	<b>98</b>	<b>89</b>	<b>85</b>	<b>85</b>
<b>TOTAL CRIMINAL CODE</b>		<b>258</b>	<b>395</b>	<b>340</b>	<b>378</b>	<b>291</b>

**Drayton Valley Municipal Detachment**  
**Statistical Comparison**  
**January to March: 2011 - 2015**

CATEGORY	Trend	2011	2012	2013	2014	2015
Drug Enforcement - Production		0	0	0	0	0
Drug Enforcement - Possession		9	17	13	12	10
Drug Enforcement - Trafficking		5	4	3	4	5
Drug Enforcement - Other		0	0	0	0	0
<b>Total Drugs</b>		<b>14</b>	<b>21</b>	<b>16</b>	<b>16</b>	<b>15</b>
Federal - General		4	6	2	1	0
<b>TOTAL FEDERAL</b>		<b>18</b>	<b>27</b>	<b>18</b>	<b>17</b>	<b>15</b>
Liquor Act		15	9	10	3	2
Other Provincial Stats		17	22	28	29	46
<b>Total Provincial Stats</b>		<b>32</b>	<b>31</b>	<b>38</b>	<b>32</b>	<b>48</b>
Municipal By-laws Traffic		2	2	4	2	2
Municipal By-laws		13	22	14	12	18
<b>Total Municipal</b>		<b>15</b>	<b>24</b>	<b>18</b>	<b>14</b>	<b>20</b>
Fatals		0	1	0	0	0
Injury MVC		0	2	3	1	0
Property Damage MVC (Reportable)		121	94	86	100	84
Property Damage MVC (Non Reportable)		11	8	7	9	11
<b>TOTAL MVC</b>		<b>132</b>	<b>105</b>	<b>96</b>	<b>110</b>	<b>95</b>
<b>Provincial Traffic</b>		<b>251</b>	<b>229</b>	<b>118</b>	<b>150</b>	<b>85</b>
<b>Other Traffic</b>		<b>6</b>	<b>5</b>	<b>6</b>	<b>0</b>	<b>2</b>
<b>Criminal Code Traffic</b>		<b>27</b>	<b>37</b>	<b>26</b>	<b>25</b>	<b>17</b>
<b>Common Police Activities</b>						
False Alarms		81	66	65	43	66
False/Abandoned 911 Call		34	18	23	11	1
Suspicious Person/Vehicle/Property		33	44	39	8	23
Persons Reported Missing		0	1	4	1	4
Spousal Abuse - Survey Code		n/a	42	37	33	47

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

January to March	Trend	2011	2012	2013	2014	2015
Fatals		0	1	0	0	0
Injury MVAS		0	2	3	1	0
Property Damage MVAS (Reportable)		121	94	86	100	84
Property Damage MVAS (Non Reportable)		11	8	7	9	11
Total MVC		132	105	96	110	95

January to March	Trend	2011	2012	2013	2014	2015
Impaired Operation*		14	19	9	9	5
Roadside Suspensions - alcohol related - No charge**		6	5	6	0	2
Occupant Restraint/Seatbelt Violations**		39	2	1	2	0
Speeding Violations**		0	6	5	8	2
Intersection Related Violations**		12	6	6	3	1
Driving without Due Care or Attention*		5	4	1	0	0
Other Moving Traffic*		66	90	47	45	25
Other Non-Moving Violation**		90	61	18	29	13
Other CC Traffic***		3	6	5	3	2

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

# Drayton Valley Municipal Detachment

## Statistical Comparison

### March: 2011 - 2015

Tuesday, April 07, 2015

CATEGORY	Trend	2011	2012	2013	2014	2015
Offences Related to Death		0	0	0	0	0
Robbery		0	0	1	0	1
Sexual Assaults		0	3	0	2	1
Other Sexual Offences		0	0	0	2	0
Assault		13	9	22	8	11
Kidnapping/Hostage/Abduction		0	2	1	0	0
Extortion		0	0	0	0	0
Criminal Harassment		0	4	0	0	0
Uttering Threats		1	2	5	3	3
Other Persons		0	0	0	0	0
<b>TOTAL PERSONS</b>		<b>14</b>	<b>20</b>	<b>29</b>	<b>15</b>	<b>16</b>
Break & Enter		10	19	9	9	0
Theft of Motor Vehicle		7	10	5	12	3
Theft Over		2	2	0	1	1
Theft Under		19	25	19	26	14
Possn Stn Goods		2	5	3	4	0
Fraud		0	1	2	2	2
Arson		0	0	0	0	1
Mischief To Property		18	31	22	21	13
<b>TOTAL PROPERTY</b>		<b>58</b>	<b>93</b>	<b>60</b>	<b>75</b>	<b>34</b>
Offensive Weapons		0	2	4	1	0
Disturbing the peace		5	21	9	8	4
<b>OTHER CRIMINAL CODE</b>		<b>19</b>	<b>38</b>	<b>32</b>	<b>21</b>	<b>19</b>
<b>TOTAL OTHER CRIMINAL CODE</b>		<b>19</b>	<b>40</b>	<b>36</b>	<b>22</b>	<b>19</b>
<b>TOTAL CRIMINAL CODE</b>		<b>91</b>	<b>153</b>	<b>125</b>	<b>112</b>	<b>69</b>

# Drayton Valley Municipal Detachment

## Statistical Comparison

### March: 2011 - 2015

CATEGORY	Trend	2011	2012	2013	2014	2015
Drug Enforcement - Production		0	0	0	0	0
Drug Enforcement - Possession		0	5	6	6	2
Drug Enforcement - Trafficking		1	4	0	3	2
Drug Enforcement - Other		0	0	0	0	0
<b>Total Drugs</b>		<b>1</b>	<b>9</b>	<b>6</b>	<b>9</b>	<b>4</b>
Federal - General		2	2	1	0	0
<b>TOTAL FEDERAL</b>		<b>3</b>	<b>11</b>	<b>7</b>	<b>9</b>	<b>4</b>
Liquor Act		6	4	4	1	0
Other Provincial Stats		6	9	10	12	13
<b>Total Provincial Stats</b>		<b>12</b>	<b>13</b>	<b>14</b>	<b>13</b>	<b>13</b>
Municipal By-laws Traffic		1	2	1	1	0
Municipal By-laws		6	9	8	3	9
<b>Total Municipal</b>		<b>7</b>	<b>11</b>	<b>9</b>	<b>4</b>	<b>9</b>
Fatals		0	0	0	0	0
Injury MCS		0	0	0	0	0
Property Damage MVC (Reportable)		39	30	24	38	26
Property Damage MVC (Non Reportable)		4	4	2	4	2
<b>TOTAL MVC</b>		<b>43</b>	<b>34</b>	<b>26</b>	<b>42</b>	<b>28</b>
<b>Provincial Traffic</b>		<b>58</b>	<b>97</b>	<b>31</b>	<b>54</b>	<b>32</b>
<b>Other Traffic</b>		<b>2</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Criminal Code Traffic</b>		<b>5</b>	<b>17</b>	<b>9</b>	<b>10</b>	<b>7</b>
<b>Common Police Activities</b>						
False Alarms		22	19	29	14	22
False/Abandoned 911 Call		14	2	7	4	0
Suspicious Person/Vehicle/Property		14	17	16	2	8
Persons Reported Missing		0	0	1	1	1
Spousal Abuse - Survey Code		n/a	14	17	17	16



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



















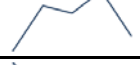




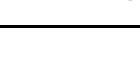
March	Trend	2011	2012	2013	2014	2015
Fatals		0	0	0	0	0
Injury MVAS		0	0	0	0	0
Property Damage MVAS (Reportable)		39	30	24	38	26
Property Damage MVAS (Non Reportable)		4	4	2	4	2
Total MVC		43	34	26	42	28

March	Trend	2011	2012	2013	2014	2015
Impaired Operation*		4	8	4	4	2
Roadside Suspensions - alcohol related - No charge**		2	4	0	0	0
Occupant Restraint/Seatbelt Violations**		1	0	0	1	0
Speeding Violations**		0	4	1	4	1
Intersection Related Violations**		9	0	0	2	1
Driving without Due Care or Attention*		2	1	1	0	0
Other Moving Traffic*		20	46	9	15	8
Other Non-Moving Violation**		19	21	5	13	4
Other CC Traffic***		0	3	1	2	1

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

Drayton Valley Municipal Detachment

January to March: 2011 - 2015

Category	Trend	2011	2012	2013	2014	2015		Mean	Std Deviation	Mean + 1 Std Dev	FLAG	Slope
Theft Motor Vehicle (Total)		23	32	18	27	13		22.6	6.7	29.3	Within Norm	-2.5
Auto		2	2	2	2	1		1.8	0.4	2.2	Within Norm	-0.2
Truck/SUV/Van		6	20	7	21	10		12.8	6.4	19.2	Within Norm	0.9
Motorcycle		0	0	0	0	0		0.0	0.0	0.0	Within Norm	0
Other		12	6	5	2	1		5.2	3.9	9.1	Within Norm	-2.6
Take Auto without Consent		3	4	4	2	1		2.8	1.2	4.0	Within Norm	-0.6
Break and Enter (Total)		21	27	24	22	9		20.6	6.2	26.8	Within Norm	-2.9
Business		13	2	12	14	3		8.8	5.2	14.0	Within Norm	-0.8
Residence		6	19	7	4	5		8.2	5.5	13.7	Within Norm	-1.7
Cottage or Seasonal Residence		0	0	0	0	0		0.0	0.0	0.0	Within Norm	0
Other		1	3	0	2	1		1.4	1.0	2.4	Within Norm	-0.1
Spousal Abuse		n/a	42	37	33	47		39.8	5.3	45.0	Issue	1.1
Robbery		1	0	2	5	2		2.0	1.7	3.7	Within Norm	0.7
Assault		30	52	51	47	33		42.6	9.3	51.9	Within Norm	0.1
Sexual Assaults		1	6	1	2	2		2.4	1.9	4.3	Within Norm	-0.2
Traffic	Trend	2011	2012	2013	2014	2015		Mean	Std Deviation	Mean + 1 Std Dev	FLAG	Slope
Impaired Operation*		14	19	9	9	5		11.2	4.8	16.0	Within Norm	-2.8
Roadside Suspensions - alcohol related - No grounds to charge**		6	5	6	0	2		3.8	2.4	6.2	Within Norm	-1.3
Occupant Restraint/Seatbelt Violations**		39	2	1	2	0		8.8	15.1	23.9	Within Norm	-7.8
Speeding Violations**		0	6	5	8	2		4.2	2.9	7.1	Within Norm	0.6
Intersection Related Violations**		12	6	6	3	1		5.6	3.7	9.3	Within Norm	-2.5
Driving without Due Care or Attention*		5	4	1	0	0		2.0	2.1	4.1	Within Norm	-1.4
Other Moving Traffic*		66	90	47	45	25		54.6	22.0	76.6	Within Norm	-12.7
Other Non-Moving Violation**		90	61	18	29	13		42.2	29.2	71.4	Within Norm	-18.6
Other CC Traffic***		3	6	5	3	2		3.8	1.5	5.3	Within Norm	-0.5

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



## Minutes

### THOSE PRESENT:

Trina Wakelin, Committee Chair  
Marilyn Buchan, Committee Member  
Karen Linquist, Committee Member  
Councilor Deb Bossert  
Annette Driessen, Director of Community Services  
Bernice Taylor, ECDC Program Manager  
Jessica Duvenage, FDH Coordinator  
Cora Appleby, Administrative Assistant

#### 1. Call to Order

The meeting was called to order at 9:36 a.m. by Chair Trina Wakelin.

#### 2. Agenda

##### 2.1 Additions or Deletions

The following additions were added:

- 4.3 Honorary Board
- 4.4 Vermilion Energy Update
- 4.5 Shine Gymnastics

##### 2.2 Approval of Agenda

**Motion by Marilyn Buchan to approve the agenda as amended.**

**CARRIED**

#### 3. Minutes of the October 27<sup>th</sup>, 2014 Meeting

##### 3.1 Approval of Minutes

**Motion by Marilyn Buchan to approve the Minutes of the October 27<sup>th</sup>, 2014 meeting as presented.**

**CARRIED**

#### 4. Business Arising

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

Bernice Taylor reported that the Centre is at capacity because of ratio, which is based on the age of the child through licensing. The Centre's licensed full capacity is 83 spaces, but since the full-time kindergarten has started the age of children enrolled includes younger aged children which lower the full capacity to 76 children. The Centre is currently at full capacity except one part-time spot in the Super Snails Room.

Bernice Taylor reported that 43% of enrollment at the Centre is currently County residents, and 41% of families at the Centre are currently being subsidized.

Jessica Duvenage reported that there are currently 8 providers, with 13 town and 11 county children currently enrolled. 53% of families enrolled in Family Day Homes are currently being subsidized.

Jessica Duvenage reported that there is an ad currently running at the Cardium Theatre for the Promotion of Family Day Homes. The Board discussed the \$45,000 that is contributed from the County for Day Home promotions and the Early Childhood Coach position.

**~ ACTION ITEM ~ Deb Bossert will get Jessica Duvenage the contact information for the Young Moms group at the Life Church.**

#### 4.2 Revising Meeting Schedule

The Board discussed changing the meeting date and time, it was decided to change the meetings to bi-monthly on the 3<sup>rd</sup> Thursday of the month at 9:30am.

#### 4.3 Honorary Board

Annette Driessen explained the background behind the Honorary Board. The Childcare Operational Board discussed the disbandment of the Honorary Board.

**MOTION by Marilyn Buchan that the Childcare Operational Board make the recommendation to Council to have the Honorary Board disbanded.**

**CARRIED**

#### 4.4 Vermilion Energy Update

Bernice Taylor reported that Vermilion Energy donated \$3,500 to the Centre and Scott's Builder donated \$2,000 towards the Nutrition Program.

#### 4.5 Shine Gymnastics

Bernice Taylor reported that Shine Gymnastics is offering programming throughout the day for children up to the age of 5 yrs.

Bernice Taylor is sending in a grant application to Nestle for outdoor play and programming.

### 5. Other Business

#### 5.1 Policies

None at this time.

5.2 Financial Statement ~ Year to Date

The Board discussed the year to date financials that were presented by Annette Driessen. The 5 - day kindergarten program has impacted the Centre's revenues due to decreased capacity.

5.3 General Correspondence

- The Board discussed the ECMAP Project and the potential for more funding to the Community Parenting Coalition.

6. Next Meeting Date

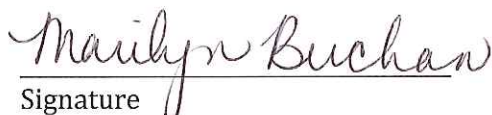
The next meeting date will be Thursday, December 15<sup>th</sup>, 2014 at 9:30 am.


The Childcare Operational Board would like to wish Trina Wakelin good luck in her future endeavors and thank her for all of her hard work and dedication to the Childcare Operational Board.

7. Adjournment

**Chair Wakelin adjourned the meeting.**

Time 10:55 a.m.

  
\_\_\_\_\_  
Signature  
Committee Chair

  
\_\_\_\_\_  
Signature  
Town of Drayton Valley





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## Minutes

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### **THOSE PRESENT:**

Karen Linquist, Committee Member  
Darlene Ferris, Committee Member  
Councilor Deb Bossert  
Councilor Brandy Fredrickson  
Annette Driessen, Director of Community Services  
Bernice Taylor, ECDC Program Manager  
Jessica Duvenage, FDH Coordinator  
Cora Appleby, Administrative Assistant

#### **1. Call to Order**

The meeting was called to order at 9:37 a.m. by Acting Chair Karen Linquist.

#### **2. Agenda**

##### **2.1 Additions or Deletions**

The following additions were added:

- 4.4 Muttart Foundation - Professional Development Document
- 4.5 Curriculum for Early Childhood Development

##### **2.2 Approval of Agenda**

**Motion by Councilor Deb Bossert to approve the agenda as amended.**

**CARRIED**

#### **3. Minutes of the October 27<sup>th</sup>, 2014 Meeting**

##### **3.1 Approval of Minutes**

**Motion by Councilor Deb Bossert to approve the Minutes of the December 15<sup>th</sup>, 2014 meeting as presented.**

**CARRIED**

#### **4. Business Arising**

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

Bernice Taylor reported that the Centre is at full enrollment, but at a lower capacity due to licensing ratio. There are currently 7 children enrolled 12 to 18 months, 23 children enrolled for 19 to 36 months, 32 children enrolled for 3 to 4 ½ years and 8 children

enrolled for 4 ½ years and older. The waitlist for both the Centre and Family Day Homes is lower; it is currently at 39 combined, compared to in the past at 90 combined.

Jessica Duvenage reported that there are currently 8 providers, and 3 new potential providers. There are currently 10 town and 13 county children enrolled in Family Day Homes.

#### 4.2 Accreditation Overview

Bernice Taylor reported that re-accreditation will take place during the month of May of this year. Bernice Taylor explained the re-accreditation process and presented each board member with a consent form stating that they could be interviewed by the Accreditation body at that time. The Board discussed the importance of mentorship and how it would be more beneficial than having to go through the accreditation process every 3 years.

#### 4.3 Lil' Raskals Garage Sale

Bernice reported that the Lil' Raskals Garage will take place on May 1<sup>st</sup> and 2<sup>nd</sup> at the MacKenzie Conference Centre. Volunteers are needed for set-up on the Friday night from 5:00pm to 8:00pm and on Saturday from 8:00am to 2:00pm.

The Board discussed possible partnerships to help create a larger event.

**~ ACTION ITEM ~ Administration will arrange a meeting with Jill Buehler and discuss possible Council involvement at the event.**

#### 4.4 Muttart Foundation ~ Professional Development Document

Bernice Taylor presented the Muttart Foundation, "Advancing the Educational Preparation and Professional Development of Alberta's Early Learning and Care Workforce" publication. The Board discussed how the future expectation is to only have Level 3 Early Learning professional working in facilities. While beneficial to the establishment of a professional designation, this educational requirement would present challenges to rural centres to attract and retain adequate staffing levels.

Bernice Taylor and Annette Driessen will be attending a meeting on April 8<sup>th</sup> with other stake holders to discuss the publication. The registration deadline is on March 20<sup>th</sup>.

**~ ACTION ITEM ~ Bernice Taylor will speak to the Muttart Foundation and see if the discussion session is open for registration or if it is invite only.**

#### 4.5 Curriculum for Early Childhood Development

Bernice Taylor presented the "Curriculum for Early Childhood Development" publication. Bernice Taylor speculates that the curriculum is based on the results from the ECMap Project, which is standardized kindergarten testing. The curriculum is not mandatory at this point, but it may be in the near future.

**~ ACTION ITEM ~ Administration will send all Board Members the link to the ECMap (Early Childhood Mapping Project) results for our region.**

~ ACTION ITEM ~ Administration will send all Board Members the link to the "Curriculum for Early Childhood Development" publication.

5. Other Business

5.1 Policies

~ ACTION ITEM ~ Bernice Taylor will present all of the new 2014 policies to Town Council.

5.2 Financial Statement ~ Year to Date

Annette Driessen presented the Year To Date ~ Financial Statement for the Early Childhood Development Centre. The Board discussed the 2014 staff wage increase and positive impact it made for the staff.

Annette Driessen reported that administration will be sending Brazeau County a letter asking for a 50/50 partnership, because 47.25% of current enrollment resides in Brazeau County. Brazeau County currently contributes \$45,000.00 that is allocated to the promotion of Family Day Homes and the Early Childhood Coach position.

Bernice Taylor reported that the Partnership with Vermilion Energy is ending this year with a final contribution of \$30,000.00. The Centre is currently working on creating another partnership with Vermilion Energy for the future.

5.3 General Correspondence

~ ACTION ITEM ~ Cora Appleby will add Early Childhood Development Centre Open House onto the next agenda.

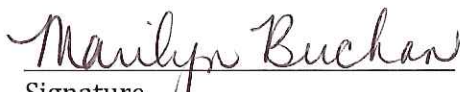
6. Next Meeting Date


The next meeting date will be Thursday, April 16<sup>th</sup>, 2014 at 9:30 am.

7. Adjournment

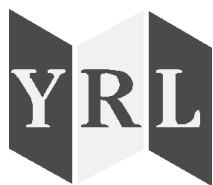
Motion by Deb Bossert to adjourn the meeting.

Time 11:12 a.m.

  
Signature  
Committee Chair

  
Signature  
Town of Drayton Valley





# Yellowhead Regional Library

## Board meeting

Harvey Treleaven Boardroom

433 King Street, Spruce Grove

Nov. 3, 2014

### Present

Derril Butler, Lac Ste. Anne County, Chair  
 Dan Pritchard, Woodlands County, Vice chair  
 Ann Morrison, Summer Village of Sunset Point  
 Annette Power, Village of Breton  
 Barb Maddigan, Town of Whitecourt  
 Bernie Poulin, Summer Village of Silver Sands (Alt.)  
 Bill Elliot, City of Wetaskiwin  
 Bonnie Flesher, Village of Spring Lake  
 Brenda Shewaga, Summer Village of Yellowstone  
 Carla Frybort, City of Leduc  
 Cathy Chaney, Village of Warburg  
 Charlene Smylie, Village of Wabamun (Alt.)  
 Corrine Feth, Town of Onoway  
 Doug Peel, Town of Millet (Alt.)  
 Gael Lehman, Summer Village of Val Quentin  
 Gary Beeson, Town of Swan Hills  
 Gean Chouinard, Town of Edson  
 Glen Wilcox, Town of Mayerthorpe  
 Graham Long, Town of Drayton Valley  
 Jackie McCuaig, Parkland County  
 Judy Lefebvre, Pembina Hills Regional Div. No. 7  
 Len Spink, Town of Beaumont  
 Leslie Penny, Town of Barrhead  
 Lloyd Jardine, Village of Thorsby  
 Louise Baxter, City of Spruce Grove (Alt.)  
 Maryann Thompson, Brazeau County  
 Pat Hansard, Town of Stony Plain (Alt.)  
 Patricia Ashley, Town of Calmar  
 Sandi Benford, Summer Village of South View  
 Sandra Cherniawsky, Yellowhead County  
 Sheila Foley, Town of Westlock (Alt.)  
 Stacy May, Town of Devon  
 Tara Elwood, Village of Alberta Beach  
 Terri McHugh, Town of Hinton  
 Tessa Hutchings, Leduc County  
 Vonna Arsenault, Municipality of Jasper

### Guest

Tammy Svenningsen, YRL Public Libraries' Council

### YRL staff

Kevin Dodds, Director  
 Wendy Sears Ilnicki, Assistant Director and  
 Bibliographic Services Manager  
 Stephanie Thero, Client Services Manager  
 David Gould, Accounting Technician  
 Shannon Edge, Communications Coordinator  
 Marilyn Johnson - Recorder

### Absent

Annette Stad, Town of Grande Cache  
 Audie Bigelow, Summer Village of Sandy Beach  
 Bud Massey, Westlock County  
 Cornelia Helland, Summer Village of Castle Island  
 Darrell Troock, County of Barrhead No. 11  
 Dave Gursky, Wetaskiwin Regional Public Schools  
 Debra McDaniel, Summer Village of Poplar Bay  
 Glen Usselman, Summer Village of Sunrise Beach  
 John Slater, Summer Village of Ma-Me-O Beach  
 Kevin Pratt, Summer Village of Crystal Springs  
 Larry McKeever, County of Wetaskiwin No. 10  
 Nat Dvernichuk, Village of Clyde  
 Rick MacPhee, Summer Village of Seba Beach  
 Tanya Pollard, Alberta Library Trustees' Association  
 Terry Slemko, Northern Gateway Public Schools

### Representative not appointed

Summer Village of Birch Cove  
 Summer Village of Grandview  
 Summer Village of Kapasiwin  
 Summer Village of Lakeview  
 Summer Village of Nakamun Park  
 Summer Village of Norris Beach  
 Summer Village of Ross Haven  
 Summer Village of Silver Beach  
 Summer Village of West Cove

## **CALL TO ORDER**

The meeting was called to order at 10:00 a.m. by K. Dodds and introductions were done.

### **1. YRL Board and Executive Committee Structure**

K. Dodds reviewed the Board and Executive Committee composition as well as the organizational policies on elections.

### **2. Election of YRL Board Chair**

K. Dodds opened the floor to nominations for the YRL Board Chair position.

- G. Chouinard nominated D. Butler; he accepted.

K. Dodds called for nominations three times.

DECLARED by K. Dodds that nominations cease.	DECLARED	3737
<b>Derril Butler was acclaimed as YRL Board Chair.</b>		

### **3. Approval of Agenda**

MOVED by G. Chouinard that the agenda be approved as presented.		
SECONDED by T. Elwood.	CARRIED	3738

### **4. Approval of June 9, 2014 Minutes**

MOVED by A. Morrison that the minutes of the June 9, 2014 YRL Board meeting be approved as presented.		
SECONDED by C. Feth.	CARRIED	3739

## **DECISION ITEMS**

### **5. Election of YRL Board Vice Chair**

D. Butler opened the floor to nominations for the YRL Board Vice Chair position.

- A. Morrison nominated D. Pritchard; he accepted.

D. Butler called for nominations three times.

MOVED by S. Benford that nominations cease.	CARRIED	3740
<b>Dan Pritchard was acclaimed as YRL Board Vice Chair.</b>		

### **6. Election of YRL Board Executive Committee**

K. Dodds reviewed the election process of the YRL Board Executive noting that seven of the 10 YRL Board Executive seats are filled:

- Municipal Districts: Chair D. Butler, Lac Ste. Anne County;
- Municipal Districts, Summer Villages and Villages: Vice chair D. Pritchard, Woodlands County; and
- Five seats for member municipalities that are above the 15,000 population threshold: City of Leduc, City of Spruce Grove, Parkland County, Town of Beaumont and Town of Stony Plain.

**Carla Frybort, Bill Kesanko, Jackie McCuaig, Len Spink and Pat Hansard have guaranteed seats on the YRL Board Executive Committee.**

D. Butler opened the floor to nominations for the Executive Committee School Division seat.

- B. Maddigan nominated T. Slemko; he was absent but had advised YRL that he'd accept.

D. Butler called for nominations three times.

MOVED by A. Power that nominations cease.

CARRIED

3741

**Terry Slemko was acclaimed to the YRL Board Executive Committee for the school division seat.**

D. Butler opened the floor to nominations for the Executive Committee City of Wetaskiwin, Municipality of Jasper and Towns seat.

- L. Spink nominated B. Maddigan; she accepted.
- C. Frybort nominated B. Elliot; he accepted.

D. Butler called for nominations three times.

MOVED by G. Chouinard that nominations cease.

CARRIED

3742

**Barb Maddigan was elected to the YRL Board Executive Committee for the City of Wetaskiwin, Municipality of Jasper and Towns seat.**

D. Butler opened the floor to nominations for the Executive Committee open seat.

- T. Elwood nominated A. Morrison; she accepted.

D. Butler called for nominations three times.

**Ann Morrison was acclaimed to the YRL Board Executive Committee for the open seat.**

### **2014-2015 YRL Board Executive Committee**

**Derril Butler**, Lac Ste. Anne County; Chair

**Dan Pritchard**, Woodlands County; Vice chair

**Ann Morrison**, Summer Village of Sunset Point

**Barb Maddigan**, Town of Whitecourt

**Bill Kesanko**, City of Spruce Grove

**Carla Frybort**, City of Leduc

**Len Spink**, Town of Beaumont

**Russ Graff**, Town of Stony Plain

**Terry Slemko**, Northern Gateway Public Schools

**Jackie McCuaig**, Parkland County

## **7. Election of YRL Board Executive Committee Alternates**

K. Dodds reviewed the policies with regards to the election process of YRL Board Executive Committee Alternates. He stated that the five municipalities with population-based seats on the Executive Committee have municipally appointed alternates who act as the alternate on the YRL Board Executive Committee.

**The trustee alternates appointed by City of Leduc, City of Spruce Grove, Parkland County, Town of Beaumont and Town of Stony Plain are the alternates for the guaranteed seats on the YRL Board Executive Committee.**

D. Butler opened the floor to nominations for the Executive Committee Alternate Municipal Districts seat.

- G. Beeson nominated M. Thompson; she accepted.

D. Butler called for nominations three times.

**Maryann Thompson was acclaimed as the YRL Board Executive Committee Alternate for the Municipal Districts seat.**

D. Butler opened the floor to nominations for the Executive Committee Alternate Municipal Districts, Summer Villages and Villages seat.

- S. Benford nominated T. Elwood; she accepted.

D. Butler called for nominations three times.

**Tara Elwood was acclaimed as the YRL Board Executive Committee Alternate for the Municipal Districts, Summer Villages and Villages seat.**

D. Butler opened the floor to nominations for the Executive Committee Alternate City of Wetaskiwin, Municipality of Jasper and Towns seat.

- B. Maddigan nominated B. Elliot

D. Butler called for nominations three times.

**Bill Elliot was acclaimed as the Executive Committee Alternate for City of Wetaskiwin, Municipality of Jasper and Towns seat.**

D. Butler opened the floor to nominations for the Executive Committee Alternate for the School Division seat.

J. Lefebvre was asked to sit as the alternate and was acclaimed.

**Judy Lefebvre was acclaimed as the Executive Committee Alternate for School Division seat.**

#### **2014-2015 YRL Board Executive Committee Alternates**

**Louise Baxter**, City of Spruce Grove

**Tracey Melnyk**, Parkland County

**Pat Hansard**, Town of Stony Plain

**Gino Salvalaggio**, Town of Beaumont

**Maryann Thompson**, Brazeau County

**Tara Elwood**, Village of Alberta Beach

**Bill Elliot**, City of Wetaskiwin

**Judy Lefebvre**, Pembina Hills Regional Div. No. 7

MOVED BY J. Lefebvre that all ballots be destroyed.

CARRIED

3743

#### **8. 2015 Meeting Dates**

K. Dodds reviewed the proposed 2015 YRL Board meeting dates and after general discussion, the following dates were agreed upon by the Board:

March 9, 2015

June 15, 2015

November 2, 2015

MOVED by L. Spink that the YRL Board meetings in 2015 be on March 9, June 15, and November 2 at the Yellowhead Regional Library in Spruce Grove beginning at 10:00 a.m.  
SECONDED by A. Power.

CARRIED

3744

MOVED by B. Maddigan that the meeting go in camera at 11:02 a.m.

SECONDED by A. Morrison.

CARRIED

3745

*S. Thero, D. Gould, S. Edge and M. Johnson left the meeting.*

MOVED by L. Spink that the meeting come out of camera at 11:15 a.m.  
SECONDED by C. Frybort.

CARRIED

3746

*S. Thero, D. Gould, S. Edge and M. Johnson returned to the meeting.*

**9. YRL Staff Association Tentative Agreement (In Camera)**

MOVED by S. Benford that effective January 1, 2015 the YRL salary grid be increased by 3.1% and that administration investigate flexible benefit plan options and report back to the Executive Committee and YRL Staff Association.	
SECONDED by G. Chouinard.	CARRIED 3747

*BREAK – 10:49 a.m. to 11:01 a.m.*

MOVED by J. McCuaig that an additional Three Thousand Five Hundred (\$3,500.00) be awarded to K. Dodds to be paid via RRSP or salary.	
SECONDED by L. Penny.	CARRIED 3748

K. Dodds thanked the Board.

*D. Pritchard left the meeting at 11:21 a.m.*

**10. Draft 2015 Budget**

MOVED by P. Hansard that the Yellowhead Regional library 2015 budget be approved.	
SECONDED by G. Wilcox.	CARRIED 3749

**INFORMATION ITEMS****11. Summer Villages of Sunrise Beach and Sandy Beach – YRL Membership Agreement Withdrawals**

K. Dodds provided an overview of the two letters received and responses sent to the Summer Villages of Sunrise Beach and Sandy Beach. Discussion took place surrounding the YRL budget and what impact the withdrawals would have as well as noting effects on residents of these summer villages and their access to library services.

K. Dodds to provide municipalities with statement of impact on behalf of the Board noting the effects of the withdrawal of their municipalities. The impact statement will be provided to the YRL Board Executive Committee for their approval.

**12. Policy Manual Revisions**

K. Dodds reviewed the honoraria information gathered by YRL staff from YRL municipalities and regional library systems. He noted municipalities provided honoraria in a variety of methods.

It was agreed upon by the YRL Board Executive at the Sept. 22 meeting that the YRL honoraria rates be adjusted based on the average of the rates paid by YRL member jurisdictions.

A brief discussion regarding mileage and meal expenses were raised with K. Dodds noting mileage rate remains unchanged and the current rate for meal expenses is for un-receipted claims.

**13. Trustee Orientation Sessions – Nov. 24, 2014 and Jan. 19, 2015**

It was stated by K. Dodds that the YRL administration will be sending out an invitation to new trustees and ongoing trustees regarding the upcoming Trustee Orientation Sessions.

**14. Alberta Library Conference – April 30 to May 3, 2015 in Jasper**

K. Dodds noted that the budget allows for 12 trustees to attend the annual Alberta Library Conference at the Jasper Park Lodge (April 30 to May 3, 2015). He explained that per policy, the Executive Committee members have first refusal rights with any remaining spots being allocated by a lottery draw.

**15. Minutes and Reports****a. YRL Board Executive Committee Minutes – September 15 and 22, 2014**

K. Dodds noted that the minutes were included in the meeting package.

**b. 2013-14 Chair's Report – Derril Butler**

D. Butler had nothing to report at this time.

**c. Director's Report – Kevin Dodds**

K. Dodds noted that his report was included in the package.

**d. Assistant Director/Bibliographic Services Manager's Report – Wendy Sears Ilnicki**

W. Sears noted that her report was included in the package.

**e. Client Services Manager's Report – Stephanie Thero**

S. Thero noted that her report was included in the package and added that as of October 31, there were 176 patrons of the ME library with most of the activity at Beaumont, Leduc, Spruce Grove and Stony Plain areas.

**f. Communication Coordinator's Report – Shannon Edge**

S. Edge noted that her report was included in the package.

**g. Public Libraries' Council (PLC) Chair's Report**

The Oct. 24, 2014 PLC highlights were distributed at the meeting.

**h. Alberta Library Trustees' Association (ALTA) report – Tanya Pollard**

The Alberta Library Trustees' Association report was distributed at the meeting.

MOVED by C. Feth that the YRL Board Executive Committee minutes along with the Chair, Director, Assistant Director, Client Services Manager, Communications Coordinator, YRL Public Libraries' Council and Alberta Library Trustees' Association reports be accepted as presented for information.

SECONDED by A. Morrison.

CARRIED

3750

**16. Correspondence and Media**

K. Dodds noted the eight items were included in the meeting package.

S. Foley advised that they have not yet received a response from the federal government regarding their concerns of librarians assisting patrons with government websites and other procedures associated with Service Canada.

MOVED by S. Benford that the correspondence and media be accepted as presented for information.

SECONDED T. Elwood.

CARRIED

3751

### **ADJOURNMENT**

MOVED by A. Morrison that the meeting be adjourned at 12:14 p.m.

SECONDED by T. Elwood.

CARRIED

3752

### **NEXT MEETING**

The next YRL Board meeting is at 10:00am on Monday, Mar. 9, 2015.

\_\_\_\_\_  
Derril Butler, Chair

\_\_\_\_\_  
Kevin Dodds, Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date