



## Agenda

Call to Order

National Anthem

1.0 Additions to the Agenda

2.0 Adoption of Agenda

3.0 Corrections or Amendments:

3.1. May 13, 2015, Regular Meeting of Council Minutes 3-17

3.2. May 13, 2015, Special Meeting of Council Minutes 18-19

4.0 Adoption of:

4.1. May 13, 2015, Regular Meeting of Council Minutes

4.2. May 13, 2015, Special Meeting of Council Minutes

5.0 Community Spotlight

5.1. River Valley Players

6.0 Proclamation

6.1. Seniors' Week 20

7.0 Delegation

7.1. Ahmed Khaled, Request for Bylaw Amendment 21-35

8.0 Public Time

9.0 Decision Items

Pages 36-107

9.1.	Councillor Wheeler	Parks and Public Facilities Bylaw 2014/14/E	36-54
9.2.	Councillor Bossert	Councillor Fredrickson Leave of Absence Request	55-56
9.3.	Councillor Fredrickson	Development Permit DV15-053 Detached Garage Variance	57-69
9.4.	Councillor Nadeau	Community Event Grant - Beehive Association	70-78
9.5.	Councillor Shular	Accessible Housing RFP	79-107

## Regular Meeting of Council

June 3, 2015

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10.0	Information Items	Pages 108-131
10.1.	March 2015 Brazeau Seniors Foundation Minutes	109-115
10.2.	March 2015 Communities in Bloom Committee Minutes	116-118
10.3.	March 2015 Waste Management Committee Minutes	119-122
10.4.	April 2015 RCMP Policing Report	123-129
10.5.	May 14, 2015, Economic Development for Elected Officials Report – Mayor McLean	130
10.6.	Certificate of Appreciation – Royal Canadian Legion	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 Long	
12.2.	Councillor Shular	
12.3.	Councillor Wheeler	
12.4.	Councillor Bossert	
12.5.	Councillor Fredrickson	
12.6.	Councillor Nadeau	
12.7.	Mayor McLean	

13.0	Adjournment	
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## Meeting Minutes

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### **THOSE PRESENT:**

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

Chandra Dyck, Legislative Services Coordinator  
Sarah Henderson, Administrative Assistant  
Ron Fraser, Director of Engineering  
JeanAnne Teliske, Programming Coordinator  
Jason Thomson, Audio/Video  
Mamta Lulla, Drayton Valley Western Review  
Cassandra Jodoin, CIBW Radio  
Members of the Public

### **ABSENT:**

### **CALL TO ORDER**

Mayor McLean called the meeting to order at 9:06 a.m.

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

There were no additions to the Agenda.

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

##### **RESOLUTION #122/15**

Councillor Long moved to adopt the Agenda for the May 13, 2015, Regular Meeting of Council, as presented.

**CARRIED UNANIMOUSLY**

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

##### **3.1. April 22, 2015, Regular Meeting of Council Minutes**

Councillor Shular advised of the following corrections to the April 22, 2015, Regular Meetings of Council Minutes:

- Item 5.0 wording should be: Deputy Mayor Shular to the chair.

Councillor Bossert advised of the following corrections to the April 22, 2015, Regular Meetings of Council Minutes:

- Item 6.0 the word "it" should be excluded
- Item 8.3 wording should be: "The unique features of the water plant."
- Item 10.1 wording should be: "Engineering was satisfied."
- Item 12.6 Coalition was spelled incorrectly

- 3.2. April 22, 2015, Public Hearing Minutes for Bylaw 2015/03/D Highland Park ASP  
 No corrections or amendments were made.

- 3.3. April 22, 2015, Public Hearing Minutes for Bylaw 2015/04/D Highland Park Rezoning  
 No corrections or amendments were made.

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

- 4.1. April 22, 2015, Regular Meeting of Council Minutes

##### **RESOLUTION #123/15**

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

**CARRIED UNANIMOUSLY**

- 4.2. April 22, 2015, Public Hearing Minutes for Bylaw 2015/03/D Highland Park ASP

##### **RESOLUTION #124/15**

Councillor Wheeler moved to adopt the April 22, 2015, Public Hearing Minutes for Bylaw 2015/03/D Highland Park ASP, as presented.

**CARRIED UNANIMOUSLY**

- 4.3. April 22, 2015, Public Hearing Minutes for Bylaw 2015/04/D Highland Park Rezoning

##### **RESOLUTION #125/15**

Councillor Wheeler moved to adopt the April 22, 2015, Public Hearing Minutes for Bylaw 2015/04/D Highland Park Rezoning as presented.

**CARRIED UNANIMOUSLY**

#### **5.0 Community Spotlight**

JeanAnne Teliske, advised Council about the upcoming National Health and Fitness Day on June 6, 2015. It is a national day to promote health and fitness for all Canadians. Communities across Canada, including the Town of Drayton Valley are participating. Mrs. Teliske presented to Council a poster demonstrating a week of events from June 6-13, 2015 with a variety of free activities for residents to participate in.

#### **6.0 Proclamation**

- 6.1. National Health and Fitness Day

Mayor McLean proclaimed June 6, 2015 as National Health and Fitness Day in the Town of Drayton Valley.

- 6.2. National Public Works Week

Mayor McLean proclaimed May 17 to 23, 2015 as National Public Works Week in the Town of Drayton Valley.

- 6.3. Hearing and Speech Month

Mayor McLean proclaimed the month of May, 2015 as Hearing and Speech Month and Saturday May 20, 2015 known as Public Information Day in the Town of Drayton Valley.

## 7.0 Delegation

### 7.1. Park Valley Pool, Lynette Nienaber

Mrs. Nienaber presented to Council information about the Fourth Annual Triathlon. This year they had the largest attendance with 176 athletes and over 60 volunteers. Volunteers were from the Primary Care Network, Rotary, FMHS Football Team, Pembina Pipe Line, and the general public. Mrs. Nienaber thanked all the corporate sponsors, Councillor Wheeler the swim coordinator, Sharon Oakey the bike coordinator, Corina Paliwoda the run coordinator, Vivien Feddema the transition coordinator, and Pam Balke the route coordinator. An extended thank-you went out to Mandy Anderson for her knowledge and talent in advertising, which resulted in the largest attendance ever for the competition, and to Desiree Janzen knowledge in organizing provincial competitions.

Omniplex and MacKenzie Conference Centre Manager, Jennifer Lundy presented to Council an update on the projected events to take place for 2015 at the Omniplex and MacKenzie Conference Centre (MCC). The numbers have increased, with events upcoming: Mayors Gala, Town of Drayton Valley Staff Christmas Awards and the Jingle Ball. The MCC has been re-wired with upgraded sound and light system, which is connected to iPads and are easily controlled by staff members. The Total Works Fitness Centre completed painting of the walls on all three levels, and has received 5 new pieces of equipment. HSG has presented a business plan for the fitness centre, with proposed changes and improvements to the facility and the services being offered.

### S/Sgt. Callihoo – March and April RCMP Report

S/Sgt. Callihoo presented to Council the March and April 2015 RCMP Statistics reports. Highlights included statistics on criminal harassment, mischief of property, spousal abuse and false alarms. The RCMP just completed a street level operation, where 8 individuals were arrested and charged with drug trafficking. The RCMP is starting with street level dealers and working their way to the suppliers. At the end of the month, a new supervisor and cadet will be starting. Councillor Nadeau questioned what qualifies as a false alarm. S/Sgt. Callihoo explained that it is a call from alarms that are installed in residences and businesses; usually when the crew arrives there is no one home, and it makes it difficult to determine if a break-in actually occurred. Councillor Shular ask for clarification on the Provincial statistics. S/Sgt. Callihoo will report back to Councillor Shular with a clear definition of the Provincial statistics. Mr. Thomson updated Council with the process of charging for multiple false alarms by the same user. The information has been sent to the Town solicitor and a Bylaw has been created and will be brought forward to a future Council meeting.

## 8.0 Public Time

Mayor McLean opened the meeting to comments from the floor. Moe Hamdon and Mitch Miller presented information to Council about the Drayton Valley-Brazeau County Outdoor Rink Committee. The Committee is committed to having the rink completed by winter 2015. Mr. Miller and Mr. Hamdon thanked Council for their budget allocation of \$100,000.00. The goal for the project is to raise \$400,000.00, to complete the building of the rink with a 200' x 85' concrete playing surface, players' boxes, adequate lighting fixtures, and a Zamboni/tractor shed. Mr. Hamdon inquired if the grading and electrical work for the Bus Hub is just committed to that project, as extending that work to the outdoor rink site could save significant amount of money.

Mr. Hamdon also asked Council if the Town is open to financing portions of business donations for staged contributions. Council is very pleased with the progress and passion for the project. Mayor McLean thanked Mr. Hamdon and Mr. Miller for pursuing the outdoor rink project. There will be ongoing discussions with the Committee to coordinate the outdoor rink project work.

*Councillor Bossert exited the meeting at 10:02 a.m.*  
*Councillor Bossert returned to the meeting at 10:04 a.m.*

*Mayor McLean called a break at 10:21 a.m.*  
*Mayor McLean reconvened the meeting at 10:38 a.m.*

## **9.0 Decision Items**

### **9.1. Remuneration Policy C-01-00 Amendments**

Councillor Shular explained that 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.

### **RESOLUTION #126/15**

Councillor Shular moved that Council approve the attached Council Remuneration Policy C-01-00, as amended.

**CARRIED UNANIMOUSLY**

### **9.2. Subdivision Application DV/15/03 Lot 32, Block 25, Plan 6690 KS**

Councillor Wheeler explained that Administration has received a report from West Central Planning Agency (WCPA) regarding an application for a residential subdivision of a duplex on the lands located at 4729-47 Street. Administration provided Council information regarding the history of the lands, site visit, comments received from utility companies and adjacent land owners, as well as reserves. WCPA and Administration recommend approval.

### **RESOLUTION #127/15**

Councillor Wheeler moved that Council approves subdivision application DV/15/03 subject to the conditions noted:

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.

Councillor Shular had concerns about larger developments and the size of the buildings as these are changing the concept of neighborhoods in Drayton Valley. We are shifting from family

neighborhoods, to minimal yard space lots. Councillor Bossert said we need to balance densifications and be mindful of what is built and the amount of green space that separates the development. Bossert asked Administration if the property is under construction? Mrs. Martin advised Councillor Bossert that it is as the development of the duplex is permitted under the Land Use Bylaw.

**CARRIED UNANIMOUSLY**

9.3. Community Event Grant – Beehive Support Services Association

Councillor Bossert explained that Administration has received and reviewed the Community Event Grant Application from the Beehive Support Services Association requesting support for the upcoming 40th Anniversary of the organization in Drayton Valley.

The Beehive Support Services Association currently serves 24 disabled adults in the area with a complement 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.

**RESOLUTION #128/15**

Councillor Bossert moved that Council grant \$500.00 to the Beehive Services Association from the Community Event Grant.

Councillor Nadeau made a friendly amendment to change the Grant amount from \$500.00 to \$600.00 to cover the costs for the use of the MacKenzie Centre. Councillor Bossert accepted the friendly amendment.

**MOTION TABLED AS PER RESOLUTION #129/15**

Councillors Shular and Wheeler both believe that events Council approve for support through the Community Event Grant should be open to the public as much as possible. Council directed Administration to provide information if the Beehive Support Service Association event is open to the public or a private event.

**RESOLUTION #129/15**

Councillor Bossert moved to table the motion to the June 3, 2015 Council Meeting.

**CARRIED UNANIMOUSLY**

9.4. Renaming Northview Park

Councillor Fredrickson explained that a request has been received on behalf of the Canadian Girls in Training (CGIT) for the renaming of Northview Park to “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 and does not prevent Council from approving this request.

**RESOLUTION #130/15**

Councillor Fredrickson moved that Council approve the proposed change of name for Northview Park to Peace Park.

Councillor Long received information from a resident about maintaining the existing name to ensure consistency with the surrounding area. Councillor Bossert advised that the CGIT girls have planted 7 evergreen trees in the area; this is a thank-you for the time they have invested. Ms. Dyck advised Council a letter was sent out to landowners in the adjacent area. Ms. Dyck received one phone call from a resident that was in favor of the renaming of the park.

**CARRIED**

**OPPOSED Councillor Long**

**IN FAVOUR: Councillors Bossert, Wheeler, Shular, Nadeau and Fredrickson**

**Mayor McLean declared a pecuniary interest for items 9.5, 9.6, 9.7 and 9.8. Mayor McLean called Deputy Mayor Shular to the chair and exited the meeting at 11:08 a.m.**

9.5. Subdivision File DV/15/02 4712-47 Street

Councillor Nadeau explained that 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. Administration provided Council information regarding the history of the lands, site visit, comments received from utility companies and adjacent land owners, as well as reserves.

**RESOLUTION #131/15**

Councillor Nadeau moved that Council approve 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:
  - c. 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:
  - d. 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.
  - e. 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.
  - f. Please contact Alberta One Call to have the gas lines located at least 48 hours prior to excavation
  - g. Maintain a 0.3m vertical clearance and 1.0m horizontal clearance between ATCO Gas' distribution gas lines and your facilities.
  - h. 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.

**CARRIED UNANIMOUSLY**

9.6. 2015-05-13 DV-15-04 Highland Park

Councillor Long advised that Administration has received a report from West Central Planning Agency regarding an application for a residential subdivision for the lands legally described as Lot 4, Plan 852 1283. Administration provided Council information regarding the history of the lands, site visit, comments received from utility companies and adjacent land owners, as well as reserves.

**RESOLUTION #132/15**

Councillor Long moved that Council approve 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.

**CARRIED UNANIMOUSLY**

9.7. 2015-05-13 Lydell Relocation of Sleeper Trailers Development Permit

Councillor Wheeler explained that 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. Administration has confirmed that the application is in compliance with the Municipal Development Plan, the Area Structure Plan, and Land Use Bylaw Regulations and will be required to comply with the Alberta Building Code.

**RESOLUTION #133/15**

Councillor Wheeler moved that Council approve 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 trailed 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

Councillor Bossert asked for the Development Permit is issued on an annual basis; Mrs. Martin confirmed that this is a temporary work camp for which the landowner has to apply for approval from Council each year. Councillor Fredrickson asked what the plans are for a permanent solution. Daniel Fraser, General Manager Lydell Group, advised Council that the land lease is for two years, with an offer to purchase after the lease term. The permanent solution is the building of an econolodge. Council thanked Mr. Fraser for presenting the future plan for a permanent solution.

**CARRIED UNANIMOUSLY**

- 9.8. Bylaw 2015/05/F to Amend Brougham Drive Local Improvement Levy Bylaw 2013/15/F  
 Councillor Bossert advised that it has been noted by Administration that existing Bylaw 2013/15/F contained a typographical error which caused a 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.

**RESOLUTION #134/15**

Councillor Bossert moved that Council give first reading to Bylaw 2015/05/F.

**CARRIED UNANIMOUSLY**

**RESOLUTION #135/15**

Councillor Bossert moved that Council give second reading to Bylaw 2015/05/F.

**CARRIED UNANIMOUSLY**

**RESOLUTION #136/15**

Councillor Bossert moved that Council consider giving third and final reading to Bylaw 2015/05/F.

**CARRIED UNANIMOUSLY**

**RESOLUTION #137/15**

Councillor Bossert moved that Council give third and final reading to Bylaw 2015/05/F.

**CARRIED UNANIMOUSLY**

**Mayor McLean returned to chair the meeting at 11:35 a.m.**

- 9.9. Appointments to the Mayor's Advisory Committee  
 Councillor Fredrickson explained that 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 had become vacant. Mrs. Fredrickson's term was to expire October 31, 2017; therefore Administration has advertised for Board members

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.

**RESOLUTION #138/15**

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

**CARRIED UNANIMOUSLY**

9.10. Repealing Bylaw 2015/10/A

Councillor Nadeau explained that 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:

1. Bylaw 2000-02 adopted on February 2, 2000 for the guarantee of the loan between Pembina Education Society and ATB Financial; and
2. 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.

**RESOLUTION #139/15**

Councillor Nadeau moved that Council give first reading to Bylaw 2015/10/A.

**CARRIED UNANIMOUSLY**

**RESOLUTION #140/15**

Councillor Nadeau moved that Council give second reading to Bylaw 2015/10/A.

**CARRIED UNANIMOUSLY**

**RESOLUTION #141/15**

Councillor Nadeau moved that Council consider giving third and final reading to Bylaw 2015/10/A.

**CARRIED UNANIMOUSLY**

**RESOLUTION #142/15**

Councillor Nadeau moved that Council give third and final reading to Bylaw 2015/10/A.

**CARRIED UNANIMOUSLY**

9.11. FCM Women in Municipal Government Fund

Councillor Long explained that 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 Prairie and Territories Caucus has challenged all Towns in Alberta, including our Town, to assist them 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 FCM Annual General Meeting on June 7, 2015.

**RESOLUTION #143/15**

Councillor Long moved that Council approve the donation of \$100.00 for the FCM Women in Municipal Government Fund.

**CARRIED UNANIMOUSLY**

9.12. Council Leave Policy C-01-15

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.

**RESOLUTION #144/15**

Councillor Shular moved that Council approve the Council Leave Policy C-01-15 as attached.

**RESOLUTION #145/15**

Councillor Shular moved to amend the above motion to include the removal of the words "disability insurance," from Policy C-01-15.

**CARRIED UNANIMOUSLY**

**RESOLUTION #146/15**

Councillor Fredrickson moved that Council approve the revised wording to add: "the Councillor may continue to receive such benefits as determined by Council on a case by case basis."

Councillor Shular believes Council may have complicated the Policy. Councillor Wheeler suggested that, if Council is concerned about the time a Council member can take, then a maximum such as 6 to 12 months can be placed. Councillor Long indicated the proposed amendment would result in Council pre-judging the reason for each leave of absence. Councillor Fredrickson asked why Council should receive benefits when on leave, when employees of the Town do not get that treatment; Mayor McLean stated under the law Councillors are not employees, and must be dealt with differently.

**DEFEATED**

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

**AMENDED RESOLUTION #144/15**

Councillor Shular moved that Council approve the Council Leave Policy C-01-15 as amended by Resolution #145/15.

**CARRIED UNANIMOUSLY**

9.13. In Camera

**RESOLUTION #147/15**

Councillor Wheeler moved that Council move into “In-Camera” at 12:03 p.m.

**CARRIED UNANIMOUSLY**

**RESOLUTION #148/15**

Councillor Wheeler moved that Council move out of “In-Camera” at 12:50 p.m.

**CARRIED UNANIMOUSLY**

**10.0 Information Items**

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

**RESOLUTION #149/15**

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

**CARRIED UNANIMOUSLY**

**RESOLUTION #150/15**

Councillor Long moved that Council defer Department Reports and Council Reports to the June 3, 2015 Council Meeting.

**CARRIED UNANIMOUSLY**

**11.0 Department Reports**

Tabled to June 3, 2015 Council Meeting.

**Council Reports**

Tabled to June 3, 2015 Council Meeting.

**Adjournment**

**RESOLUTION # 151/15**

Councillor Shular moved that Council adjourn the May 13, 2015, Regular Meeting of Council at 12:57 p.m.

**CARRIED UNANIMOUSLY**

---

MAYOR

---

CHIEF ADMINISTRATIVE OFFICER

DRAFT



## Meeting Minutes

### **THOSE PRESENT:**

Mayor McLean  
Councillor Long  
Councillor Nadeau  
Councillor Bossert  
Councillor Shular  
Councillor Fredrickson  
Manny Deol, Town Manager

Sarah Henderson, Administrative Assistant  
Nesen Naidoo, Assistant Town Manager  
Chandra Dyck, Legislative Services  
Coordinator  
Kristina Vallee, Bio-Mile Coordinator

### **ABSENT:**

Councillor Wheeler

### **1.0 CALL TO ORDER**

Mayor McLean called the meeting to order at 2:59 p.m.

### **2.0 Signing of Waiver**

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

### **3.0 Adoption of Agenda**

#### **RESOLUTION #152/15**

Councillor Nadeau moved to adopt the Agenda for the May 13, 2015 Special Meeting of Council as presented.

**CARRIED UNANIMOUSLY**

### **4.0 Decision Items**

#### **4.1 Joint Venture Agreement**

#### **RESOLUTION #153/15**

Councillor Bossert moved that Council move into "In-Camera" at 2:59 p.m.

**CARRIED UNANIMOUSLY**

#### **RESOLUTION #154/15**

Councillor Bossert moved that Council move out of "In-Camera" at 3:04 p.m.

**CARRIED UNANIMOUSLY**

Special Meeting of Council Minutes

May 13, 2015

Page 2 of 2

**RESOLUTION #155/15**

Councillor Bossert moved to accept the Joint Venture Agreement between the Town of Drayton Valley and NorQuest College Board of Governors as discussed In Camera.

**CARRIED UNANIMOUSLY**

**5.0 Adjournment**

**RESOLUTION #156/15**

Councillor Long moved that Council adjourn the May 13, 2015, Special Meeting of Council at 3:06 p.m.

**CARRIED UNANIMOUSLY**

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MAYOR

---

CHIEF ADMINISTRATIVE OFFICER

# Town of Drayton Valley

## Proclamation

### SENIORS' WEEK June 1 – 7, 2015

WHEREAS senior citizens have made, and continue to make, many contributions that strengthen our community, town and province. Seniors are a vital part of our families and, by giving generously of their wisdom and experience, they enrich our daily lives;

AND WHEREAS many seniors are independent and active and, by challenging the stereotypes of aging, they are leading the way for future seniors;

AND WHEREAS a more positive attitude toward aging is creating new opportunities for seniors;

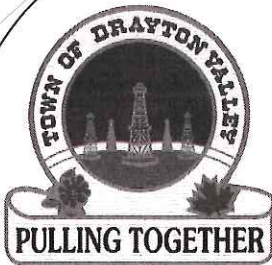
AND WHEREAS by highlighting awareness of senior citizens, their achievements, value and contributions will continue to be recognized and celebrated;

NOW THEREFORE I, Glenn McLean, Mayor of the Town of Drayton Valley, do hereby proclaim June 1<sup>st</sup> to 7<sup>th</sup>, 2015, as Seniors' Week in the Town of Drayton Valley.

Glenn McLean  
MAYOR

DATED at Drayton Valley, AB  
this 3<sup>rd</sup> day of June, 2015.





# Town of Drayton Valley

RECEIVED

MAY 20 2015

TOWN OF DRAYTON VALLEY

## Delegation Request Form

Name (s): Ahmed Khaled, Jarret HillOrganization: N/AContact Number: 780-898-1869 Contact E-mail: AhmedKhaled15@icloud.comMailing Address: P.O. Box 6126

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)

I would like to persuade the council to consider repealing the ordinance that classifies miniature goats as livestock. The reason I would like miniature goats exempt from being classified as livestock is so the citizens of Drayton Valley can keep them as pets within town limits.

Additional Information Provided

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

Information sheet

Petition

Please indicate any preference you have for meeting:

N/A

Please submit your request by:

Fax: 780.542.5753

E-mail:

admin-support@draytonvalley.ca

In person: 5120-52 ST

**Petition to Drayton Valley Town Council**

**Allow Miniature Goats as Pets in the  
Town**

5/12/2015

Ahmed Khaled

P.O. Box 6126

780-898-1869

We, the undersigned, petition the town to allow the lawful keeping of miniature pet goats within the town limits. Miniature goats, which include pygmy and dwarf goats, are no larger than big dogs. The average mini-goat weighs between 35 to 65 pounds. Miniature goats are excellent pets due to their good-natured personalities, friendliness, faithfulness, and hardy constitution. Female and neutered male goats do not generate significant odors, are not violent, do not wander the neighborhood like cats or generate the noise that dogs do, and are no more likely to spread disease than dogs or cats. I request that the Town Council repeal the Ordinance that categorizes miniature goats as livestock and allow miniature goats as pets within the town limits.




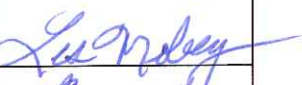

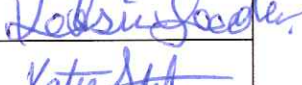

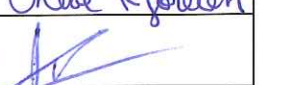
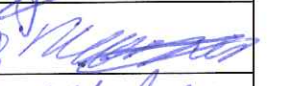


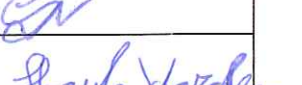
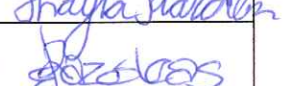



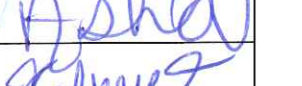
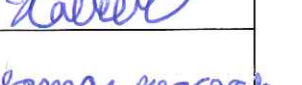
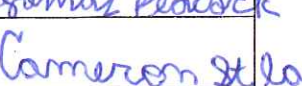
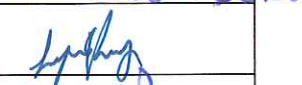
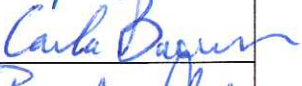
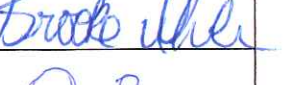



Name	Address	Signature
Klyre O'Byrne	Drayton Valley AB	Klyre O'Byrne
Rowan Campbell	Drayton Valley AB	Rowan Campbell
<del>XXXXXXXXXX</del>	<del>XXXXXXXXXX</del>	<del>XXXXXXXXXX</del>
<del>XXXXXXXXXX</del>	<del>XXXXXXXXXX</del>	<del>XXXXXXXXXX</del>
Kyle Woodford	Drayton Valley, AB	Kyle Woodford
Dalton Orlemans	Drayton Valley AB	Dalton Orlemans
Luke Groat	Drayton Valley AB	Luke Groat
Hannah Krame	Drayton Valley AB	Hannah Krame
Stephanie Eu	Drayton Valley AB	Stephanie Eu
Jeremy Ib	Drayton Valley AB	Jeremy Ib
Annie Whalen-Whelan	Drayton Valley AB.	Annie Wh.
Clayton Lee	Drayton Valley AB.	Clayton Lee
Mark Smith	Drayton Valley AB	Mark Smith
Pawn Cartwright	Drayton Valley, AB.	Pawn Cartwright
Carlis Thatcher	Drayton Valley, AB	Carlis Thatcher
Barton Maclean	Drayton Valley AB	Barton Maclean
Reese McKinley	Drayton Valley AB	Reese McKinley
Margaret Horn	D.V. AB	Margaret Horn
MACK UNLAMP	Drayton Valley AB	MACK UNLAMP
Nawla Hogen	Drayton Valley AB	Nawla Hogen
Kelly Snow	Drayton Valley AB	Kelly Snow
Reese Fedrus	Drayton Valley AB	Reese Fedrus
Lone Quick	Drayton Valley AB	Lone Quick
Number of signatures on page		21

Name	Address	Signature
<del>J. B.</del>	Drayton Valley AB	T.P.
Taylor Smith	Drayton Valley, AB	Taylor Smith
Joost Hill	Drayton Valley, AB	Joost Hill
Jordan German	Drayton Valley, AB	Jordan German
Diane Sell	D.V. AB	Diane Sell
Kate Schreier	D.V. AB	Kate Schreier
Connor Buchan	D.V. AB	Connor Buchan
Logan Spence	D.V. A.B	Logan Spence
Cole Eford	D.V. AB	Cole Eford
Levi Eshleman	D.V. A.B.	Levi Eshleman
Charlton McKinnon	Drayton Valley AB	Charlton McKinnon
Kendra Brown	D.V. A.B	Kendra Brown
Erin Scheelar	Drayton Valley AB	Erin Scheelar
Chelsea Burns	Drayton Valley AB	Chelsea Burns
Beth VanKammer	Drayton Valley AB	Beth VanKammer
Jessica Hutchinson	Drayton Valley AB	Jessica Hutchinson
Severa Barrera	Drayton Valley AB	Severa Barrera
Chloe Hanson	Drayton Valley AB	Chloe Hanson
Carson McLean	Drayton Valley AB	Carson McLean
Zach Graham	Drayton Valley AB	Zach Graham
Ryan Meers	Drayton Valley AB	Ryan Meers
Wyatt Janzen	Drayton Valley AB	Wyatt Janzen
Jessie Melin	Drayton Valley AB	Jessie Melin
Number of signatures on page		23

Name	Address	Signature
Colton Melin	Drayton Valley AB	Colton Melin
Bailey Cox	Drayton Valley AB	Bailey Cox
Alex Emslie	Drayton Valley AB	Alex Emslie
Nick Allen	Drayton Valley AB	Nick Allen
Krystal Ewanick	Drayton Valley AB	Krystal Ewanick
Roy Kocsis	Drayton Valley AB	Roy Kocsis
Autumn Pichler	Drayton Valley AB	Autumn Pichler
Tori Kadylo	Drayton Valley AB	Tori Kadylo
Rick Abbott	Drayton Valley AB	Rick Abbott
Shawn Seely	Drayton Valley AB	Shawn Seely
Erin Whalen Whalen	Drayton Valley AB	Erin Whalen
Abe Rempel	D.V. AB	Abe Rempel
Montana Tryhorn	Drayton Valley AB	Montana Tryhorn
Brandon Bobrownik	Drayton Valley AB	Brandon Bobrownik
Shayle Cox	Drayton Valley AB	Shayle Cox
Ivy Samu	Drayton Valley AB	Ivy Samu
Megan Kalenith	Drayton Valley AB	Megan Kalenith
Briar Pamel	Drayton Valley AB	Briar Pamel
Carson Tons	Drayton Valley AB	Carson Tons
Walter Ellingsen	Drayton Valley AB	Walter Ellingsen
Jordan Stephenson	Breton, AB	Jordan Stephenson
Nicodemus Derenowski	DV, AB	Nicodemus Derenowski
Tye Côté	Drayton Valley AB	Tye Côté



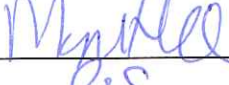
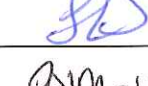
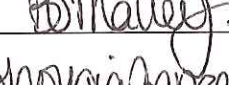

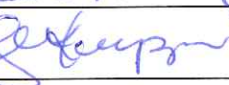

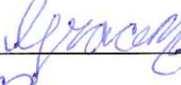








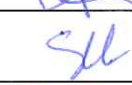

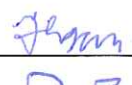



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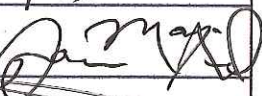


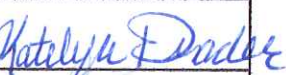

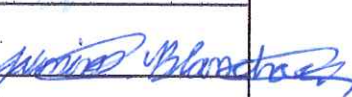





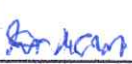
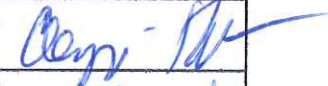

23

Name	Address	Signature
TAEKENDIRSCH	Greenwood #10	
Les Mobey	DRAYTON VALLEY AB	
Peggy Mason	Drayton Valley AB	
Kelcie Leeder	Drayton Valley AB	
Katie Stitzenberger	Drayton Valley AB	
Chloe Kjoerlien	Drayton Valley, AB	
Jordan Votatz	Drayton Valley, AB	
Braden Ewison	Drayton Valley AB	
Parker Hickerty	Drayton Valley AB	
Tate Rinas	Drayton Valley, AB	
Andrew Greve	Drayton Valley AB	
Shayla Harden	Drayton Valley AB	
Eden Kazoleas	Drayton Valley AB	
Lexi Boscher	Drayton Valley AB	
Jesse Lees	Drayton Valley AB	
Natalia Wojcicki	Drayton Valley AB	
Asha Wojcicki	Drayton Valley AB	
Jayden Calvert	Drayton Valley, AB	
Jonas S Peacock	Drayton Valley, AB	
Cameron St. Laurent	Drayton Valley, AB	
Lynne Penny	Drayton Valley, AB	
Carla Brown	Drayton Valley, AB	
Brooke Whelen	Drayton Valley AB	
Number of signatures on page		23

Name	Address	Signature
Taylor Cadwell	Drayton Valley	Taylor Cadwell
Kurt Schneider	Drayton Valley AB	Kurt
Trey Phillips	Drayton Valley AB	Trey
Caitlyn Hystad	Drayton Valley AB	Caitlyn Hystad
Chase McKort	Drayton Valley AB	Chase McKort
Taylor Sauder	Drayton Valley, AB	Taylor Sauder
Cassidy Petryshyn	Drayton Valley, AB	Cassidy Petryshyn
Reylon Schneider	Drayton Valley AB	Reylon Schneider
Cain Pariseau	Drayton Valley AB	Cain
Taliah Dripen	Drayton Valley AB	Taliah Dripen
Shaye Samuelsen	Drayton Valley AB	Shaye Samuelsen
Evan Dunn	Drayton valley AB	Evan
Ryan Kager	Drayton valley AB	Ryan
Rachel Kachowski	Drayton Valley AB	Rachel
Jenessa Mulgrew	Drayton valley AB	Jenessa
Renus McIntyre	Drayton Valley AB	Renus
Emily Bowdler	Drayton valley AB	Emily
Nicole Farnholz	Drayton Valley AB	Nicole
Madison Hicks	Drayton Valley AB	MH
Brie Stevenson	Drayton valley, AB	Brie Stevenson
Charnelle Perry	Drayton Valley, AB	Charnelle Perry
Vanessa Williams	Drayton Valley, AB	Vanessa Williams
Catrina Georgeson	Drayton Valley, AB	Catrina
Number of signatures on page		23

Name	Address	Signature
Whitney Bodny	Drayton Valley, AB	WBodny
Alex Gilchrist	Drayton Valley, AB	Alex Gilchrist
Jacob O'Neil	Drayton Valley, AB	Jacob O'Neil
Jayne Henniksen	Drayton Valley AB	Jayne Henniksen
Quinten Boushore	Drayton Valley, AB	Quinten Boushore
Richie Dupette	Drayton Valley, AB	Richie Dupette
Kaitlyn Taks	Drayton Valley, AB	Kaitlyn Taks
Jennaka Hartman	Drayton Valley, AB	Jennaka Hartman
Tyson Groninger	Drayton Valley AB	Tyson
Robin Palsky	Drayton Valley, AB	Robin Palsky
Skye Lewis	Drayton Valley, AB	Skye Lewis
Jordan Moad	Lindale, AB	Jordan
Jess Hein	Drayton Valley, AB	Jess
Erika Adams	Drayton Valley AB	Erika Adams
Brandon Brown	Drayton Valley AB	B. Brown
Cade Oram	Drayton Valley, AB	Cade Oram
Greg McNeil	Drayton Valley AB	Greg McNeil
Cheyenne Ross	Drayton Valley AB	Cheyenne Ross
Reid Penkerricz	Drayton Valley AB	Reid Penkerricz
Giffin Day	Drayton Valley AB	Giffin Day
Stephen Schadeck	Drayton Valley AB	Stephen Schadeck
Dylan Johannesson	Drayton Valley, AB	Dylan Johannesson
Bayton Ekstrom	Drayton valley AB	Bayton Ekstrom
Number of signatures on page		23

Name	Address	Signature
Austin Crawford	D.V AB	
Erik Prokopow	Drayton Valley AB	
Morgan Herle	D.V Alberta	
Shelby Schneider	Drayton Valley AB	
Breann O'Malley	Drayton Valley AB	
Georgia Janzen	Drayton Valley AB	
Laura Meadwell	Drayton Valley, AB	
Nighon Kampori	Drayton Valley, AB	
Bradley Curran	Drayton Valley AB	
Grace Miners	Drayton Valley AB	
Regan Belchamber	Drayton Valley, AB	
Jenah Eve	Drayton Valley, AB	
Emily Pater-Fraser	Drayton Valley AB	
Brandi Masson	Drayton Valley AB	
Griffin Lynch	<del>Drayton Valley AB</del>	
Kyle Kristianson	Drayton Valley AB	
Sebastian Lind	Drayton Valley AB	
Harlie Lawrence	Drayton Valley AB	
Savannah Curry	Drayton Valley AB	
Dakota Roberts	Drayton Valley, AB	
Shawna Mitchell	Drayton Valley	
Royden Rodawitz	Drayton Valley	
Teagan Malone	Drayton Valley AB	
Number of signatures on page		23

Name	Address	Signature
Yazda Khaled	Drayton Valley, AB	
Amany Khaled	Drayton Valley, AB	
Jamie MacNeil	Drayton Valley AB	
Nahia Khaled	Drayton Valley AB	
Ahmed Khaled	Drayton Valley, AB	
Katelyn Drader	Drayton Valley, AB	
Miranda Shannon	Drayton Valley, AB	
Jasmine B	Drayton Valley, AB	
Cheranne Chadak	Drayton Valley, AB	
Cyrene Cost	Drayton Valley, AB	
Rita Daley	Drayton Valley AB	
Kim Skorples	Drayton Valley, AB	
Eileen Beaulieu	Dr. Valley, AB	
Tristan Schapico	Drayton Valley, AB	
ALYCIA HALL	Drayton Valley, AB	
Jordan Morin	Drayton Valley, AB	
Number of signatures on page		16

Name	Address	Signature
Velsey Gray	Drayton Valley, AB	Velsey Gray
Ryan McRinnale	Drayton Valley, AB	Ryan McRinnale
Courtney Day	Drayton valley, AB	C Day
Alexa Laver	Drayton Valley, AB	Alexa Laver
Trevor Nuekle	DV, AB	Trevor Nuekle
Lucas Riehl	DV, AB	Lucas Riehl
Adam Knowls	DV, AB	Adam Knowls
Christian Poulke	Drayton Valley, AB	Christian Poulke
Caitlin Bidenour	Drayton Valley AB	Caitlin Bidenour
Bryn Pankewicz	DV, AB	Bryn Pankewicz
Landon Cameron	Drayton Valley, AB	Landon Cameron
Clay Stevenson	Drayton Valley AB	Clay Stevenson
Rachel McKinley	Drayton Valley AB	Rachel McKinley
Glad Pare	Drayton Valley AB	Glad Pare
Michael Martin	Drayton valley AB	Michael Martin
Kaleb Johnson	Drayton Valley AB	Kaleb Johnson
Emily Sallas	Drayton Valley, AB	Emily Sallas
Aliyah Greiner	Drayton Valley, AB	Aliyah Greiner
Cameron Gartner	Drayton Valley, AB	Cameron Gartner
UTKARSH. PATEL	Drayton Valley, AB	UTKARSH. PATEL
Dalce Dieckman	Drayton valley, AB	Dalce Dieckman
Clayton Dunn	Drayton Valley AB	Clayton Dunn
Tyson Bailey	Drayton Valley AB	Tyson Bailey
Number of signatures on page		23

**MUNICIPAL GOVERNMENT ACT R.S.A. 2000, c. M-26**

**Part 7 – Public Participation**

**Petitions**

**Rules for petitions**

219 Sections 220 to 226 apply to all petitions to a council and the Minister under this Act, any other enactment or bylaw except to the extent that they are modified by this Act or any other enactment.

**CAO duties**

220 When the Minister receives a petition, the Minister must designate a person to carry out the duties of a chief administrative officer with respect to the petition.

**Petition sufficiency requirements**

221 A petition is sufficient if it meets the requirements of sections 222 to 226.

**Who can petition**

222 Unless otherwise provided in this or any other enactment, only electors of a municipality are eligible to be petitioners.

**Number of petitioners**

- 223 (1) A petition must be signed by the required number of petitioners.
- (2) If requirements for the minimum number of petitioners are not set out under other provisions of this or any other enactment then, to be sufficient, the petition must be signed,
- (a) in the case of a municipality other than a summer village, by electors of the municipality equal in number to at least 10% of the population, and
  - (b) in the case of a summer village, by 10% of the electors of the summer village.

**Other requirements for a petition**

- 224 (1) A petition must consist of one or more pages, each of which must contain an identical statement of the purpose of the petition.
- (2) The petition must include, for each petitioner,
- (a) the printed surname and printed given names or initials of the petitioner,
  - (b) the petitioner's signature,
  - (c) the street address of the petitioner or the legal description of the land on which the petitioner lives, and
  - (d) the date on which the petitioner signs the petition.
- (3) Each signature must be witnessed by an adult person who must
- (a) sign opposite the signature of the petitioner, and
  - (b) take an affidavit that to the best of the person's knowledge the signatures witnessed are those of persons entitled to sign the petition.

- (4) The petition must have attached to it a signed statement of a person stating that
  - (a) the person is the representative of the petitioners, and
  - (b) the municipality may direct any inquiries about the petition to the representative.

### **Counting petitioners**

- 225
- (1) A petition must be filed with the chief administrative officer and the chief administrative officer is responsible for determining if the petition is sufficient.
  - (2) No name may be added to or removed from a petition after it has been filed with the chief administrative officer.
  - (3) In counting the number of petitioners on a petition there must be excluded the name of a person
    - (a) whose signature is not witnessed,
    - (b) whose signature appears on a page of the petition that does not have the same purpose statement that is contained on all the other pages of the petition,
    - (c) whose printed name is not included or is incorrect,
    - (d) whose street address or legal description of land is not included or is incorrect,
    - (e) if the date when the person signed the petition is not stated,
    - (f) when a petition is restricted to certain persons,
      - (i) who is not one of those persons, or
      - (ii) whose qualification as one of those persons is not, or is incorrectly, described or set out,
    - or
    - (g) who signed the petition more than 60 days before the date on which the petition was filed with the chief administrative officer.
  - (4) If 5000 or more petitioners are necessary to make a petition sufficient, a chief administrative officer may use a random statistical sampling method with a 95% confidence level to determine the sufficiency of the petition, instead of counting and checking each petitioner.

### **Report on sufficiency of petition**

- 226
- (1) Within 30 days after the date on which a petition is filed, the chief administrative officer must make a declaration to the council or the Minister on whether the petition is sufficient or insufficient.
  - (2) Repealed 1995 c24 s26.
  - (3) If a petition is not sufficient, the council or the Minister is not required to take any notice of it.

## **CURRENT TOWN BYLAWS RELATING TO ANIMALS PERMITTED WITHIN THE TOWN BOUNDARIES**

### ***Drayton Valley Animal Control Bylaw 2014/01/A***

Definition:

*“domestic animal”* means an animal that lives and breeds in a tame condition and without restricting the generality of the foregoing, shall include a dog, cat, rabbit or ferret.

### ***Drayton Valley Land Use Bylaw 2007/24/D***

Definition:

*Livestock* means horses, cattle, sheep, or any other animal normally kept on a farm or ranch, and excludes domestic pets.

#### **A25 LIVESTOCK**

- 25.1 No animals other than domestic pets shall be kept in any district except UX.
- 25.2 The foregoing does not apply to
  - 25.2.1 auction markets, veterinary clinics, or other businesses which normally work with animals,
  - 25.2.2 the use of grazing animals to control weeds on municipally owned land, or
  - 25.2.3 land annexed into the municipality where the previous zoning continues to apply, and that zoning allows livestock.

### ***Brazeau County Land Use Bylaw 474-04***

**(in effect for lands annexed in 2011)**

#### **3.6 Keeping of Animals**

- (1) This section shall apply to parcels within the following land use districts:
  - Agriculture District (AG)
  - Country Residential District (CR)

## Brazeau County Land Use Bylaw 474-07 continued...

(2) For the purpose of this section, one (1) bird/livestock unit shall mean:

- (i) 1 horse, donkey, mule or ass (over 1 year of age); or
- (ii) 2 colts (up to 1 year of age); or
- (iii) 2 llama, 3 alpaca, or guanaco; or
- (iv) 1 cow or steer (over 1 year of age); or
- (v) 2 calves (up to 1 year of age); or
- (vi) 15 chickens; or
- (vii) 10 ducks, turkeys, pheasants, geese, or other similar fowl; or
- (viii) 3 sheep or goats; or
- (ix) 20 rabbits or other similar rodents.

(3) Bird/livestock units must be allowed in accordance with the following:

<u>Minimum Residential Parcel Size</u>	<u>Allowable Number of Bird/Livestock Units</u>
4.0 acres	2.0
5.0 acres	2.5
6.0 acres	3.0
7.0 acres	3.5
8.0 acres	4.0
9.0 acres	4.5
10.0 – 15.0 acres	5.0

(4) All animals and livestock must be confined to the owner's parcel and maintained solely for the private use of the residents.

(5) The minimum distance separation ("MDS") established under the AOPA Regulation is reciprocal between a confined feeding operation and the adjacent or reasonable adjacent properties, unless a variance in the MDS is approved in writing by the County in accordance with the policy in section 3.8 (d) in the Municipal Development Plan.

<b>AGENDA ITEM: 9.1</b>	<b>Parks and Public Facilities Bylaw 2014/14/E</b>
<b>Department:</b>	<b>Administration</b>
<b>Presented by:</b>	<b>Councillor Wheeler</b>
<b>Support Staff:</b>	<b>Chandra Dyck</b>

**BACKGROUND:**

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

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

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

Following first reading on April 1, 2015, advertising through the local newspaper, the Town website and the social media, was conducted. Comments have been received from Town Administration, members of the public, as well as contract service providers, which have been addressed through changes to the Bylaw. Those changes are as noted in the revised version attached. Of significant note are:

- the inclusion of regulations for livestock which may be brought into park areas for various purposes; regulations include the requirement for owners of those animals to clean up after livestock, prevent and remedy damage, and limit livestock access to park spaces
- restrictions to trapping animals and fowl, and prohibition of hunting animals and fowl, in Town parks;
- amendments within the campground section to acknowledge extended-stay camping during the non-peak season, accessing utilities from another campsite and failure to pay campground fees.

**MOTION:**

That Council give second reading to Parks and Public Facilities Bylaw 2014/14/E, as amended.

That Council give third and final reading to Parks and Public Facilities Bylaw 2014/14/E, as amended.



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

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

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

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

### **1. TITLE**

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

### **2. PURPOSE**

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

### **3. DEFINITIONS**

In this Bylaw:

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

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

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

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

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

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

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

*fire pit* means a non-combustible container (typically constructed of bricks, cement blocks, heavy gauge metal or other suitable non-combustible material components) with no voids or gaps to allow for fire to escape, and which has a spark arrestor mesh screen having mesh size not larger than thirteen (13) millimetres (one-half (1/2") inch) located over the fire at all times and an outside diameter of the fire pit to be not more than one (1.0) metre (three (3') feet), where burning for cooking or warming is permitted;

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

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

*hunt* means, with reference to any animal or fowl, to:

- a) shoot at, harass or worry;
- b) chase, pursue, follow after or on the trail or, search for, flush, stalk, or lie in wait for;
- c) capture or wilfully injure or kill;
- d) attempt to capture, injure or kill; or
- e) assist another person to hunt in a matter specified in subclause a), b), c) or d) above, while that other person is so hunting;

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

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

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

*nuisance* means any or all of the following:

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

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

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

*park* includes:

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

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

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

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

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

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

*registered user* means that person who is at least eighteen (18) years of age and is named on the registry for the campsite; this individual and shall be deemed responsible for the activities in and around the campsite with respect to park rules, regulations, and penalties. In the case of no registry existing, this shall default to the person in possession/occupation of the campsite;

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

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

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

*trap* means:

- a) (used as a noun) a device, other than a weapon, designed and commonly used to capture, injure or kill animals or fowl of any kind, and
- b) (used as a verb) capture, injure or kill animals or fowl of any kind, or attempt to do so, by means of the use of a trap;

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

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

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

#### 4. **APPLICATION**

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

## **5. ACCESS AND HOURS**

- 5.1 No unregistered person shall enter or be in a park:
  - a) between the hours of 11:00 pm and 7:00 am. Between these hours the park shall be considered closed for the purposes of this Bylaw; or
  - b) at any other time when a park or an area of a park is closed as marked by posted sign(s).
- 5.2 The Town may alter the hours related to when a person shall not enter or be in the park, either temporarily or permanently, and where so ordered, a sign shall be posted to that effect and for the purposes of this Bylaw, the park shall be considered closed between those hours.
- 5.3 The Town may temporarily close a park or an area of park to the public and where so ordered, a sign shall be posted to that effect
- 5.4 Any person found in a park or an area of a park that is closed may be asked to leave by a Peace Officer and may be issued a Bylaw Violation Tag or a Violation Ticket.
- 5.5 No person shall be in violation of this section if they are:
  - a) attending a function or event approved by the Town, pursuant to the Special Outdoor Events Policy of the Town of Drayton Valley, as may be amended from time to time;
  - b) operating within the requirements and conditions of a Special Event Permit issued by the Town of Drayton Valley; or
  - c) using a highway, roadway, sidewalk or pass way as a thoroughfare to access a location outside of a park.

## **6. PROHIBITED ACTIVITIES**

- 6.1 While in a park, no person shall;
  - a) dispose of garbage, litter or refuse of any kind unless such material is placed in receptacles provided for the express purpose of collecting such material;
  - b) urinate or defecate, except in a facility provided for that purpose;

- c) use or possess illegal or prohibited items, including but not limited to alcohol and drugs;~~or~~
- d) deposit grass clippings, dirt, rubble or other such material;
- e) remove Town property, including but not limited to park furniture, fire pits, or firewood; or
- f) except for emergency situations, such changing a flat tire or vehicle break-down requiring immediate repair, no person may conduct any repair or maintenance work on motor vehicles, including the filling of vehicle fluids, oil, gasoline products and other hazardous materials, any mechanical repairs, auto body work, frame repair, collision repair, auto painting, or modifications to the body or rebuilding of a motor vehicle;
- g) unless authorized by the Town or a Provincial authority to do so, trap within the Town; or
- h) hunt within the Town.-

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

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

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

- a) allow livestock to be at large;
- b) have livestock untethered;
- c) allow livestock to become a nuisance by making excessive noise;
- d) fail to clean up feces, feed or bedding resulting from the presence of livestock;
- e) allow livestock to be tethered to any Town-owned structure, including but not limited to fences, park furniture, bleachers, or benches; or
- f) allow livestock to damage a park or Town property by actions such as, but not limited to, digging, scratching, jumping, running or chewing.

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## **7. VEGETATION**

7.1 While in a park, no person shall:

- a) dig, destroy, remove or otherwise interfere with or use for any improper purpose any vegetation in a park;
- b) plant any vegetation in a park unless a valid and subsisting permit issued pursuant to this Bylaw has been granted by the Town;
- c) walk, cross, ride or otherwise traverse across any vegetation where such conduct is prohibited by posted signs;
- d) stand, sit, walk, cross, ride or otherwise travers across any planters, garden, or flower or shrub bed whether or not actually containing any vegetation; or
- e) dig, destroy, remove or otherwise interfere with any mineral substance including but not limited to, soil, sand, gravel or rock.

## **8. STRUCTURES**

8.1 While in a park, no person shall:

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

## **9. DANGEROUS ACTIVITIES**

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

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

- d) be inconsistent with the purpose of a park.

9.2 While in a park, no person shall:

- a) swing a golf club;
- b) propel a golf ball or plastic golf ball in any manner;
- c) engage in any form of archery;
- d) cast, throw, or otherwise launch any stones, lawn darts, missiles, model rockets, or any object which a Peace Officer, in his or her sole discretion, determines is dangerous;
- e) discharge, ignite or fire any fireworks, fire crackers or explosives of any type; or
- f) discharge or fire any firearm, BB gun, ~~or~~ paintball gun, or Airsoft gun;

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

## 10. **FIRE PREVENTION**

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

**11. VEHICLES**

11.1 No person shall drive or operate:

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

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

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

**12. BODIES OF WATER**

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

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

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

**13. SALE OF GOODS AND SERVICES**

13.1 No person shall, while in any park,:

- a) make available, offer or give away free goods or services;
- b) make goods and services available for sale;

- c) carry on any business of any kind or nature whatsoever or solicit for any business, trade or occupation;
- (d) place a sign or device of any kind advertising or publicizing any commercial venture or facility; or
- (e) place or leave any goods or merchandise in order to display the same for sale;

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

#### 14. CAMPGROUND REGULATIONS

14.1 A person who enters a designated campground shall comply with:

- a) any lawful rule or regulation made or issued pursuant to this Bylaw; and
- b) the instructions, prohibitions and directions prescribed by all lawfully designated and erected signs and notices.

14.2 The maximum length of stay at the campground, unless otherwise directed by the Town of Drayton Valley, is fourteen (14) days. During non-peak camping season, as defined by the Town of Drayton Valley, the Town Manager may make provision for extended stay camping.

14.3 The maximum occupancy of any campsite, without specific permission of the Parks Caretaker or Supervisor, shall be one (1) motor vehicle, one (1) camping unit and six (6) people.

14.4 No person shall:

- a) fail to fully complete the registration form;
- b) fail to accurately provide the information required on the registration form; ~~or~~
- c) ~~e)~~ occupy any campsite where not registered; ~~or~~
- d) ~~access utilities from a campsite to which they are not the registered user; or~~
- e) ~~fail to pay any and all campground fees.~~

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14.5 Any domestic animals brought into the campground are the responsibility of the owner and, if that is undetermined, the registered user of the campsite. No person shall:

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

14.6 No livestock shall be allowed to enter a campground without prior written approval of the Town or a Special Events Permit issued by the Town which expressly permits the bringing in of livestock. No person who has received approval from the Town, or a Special Events Permit issued by the Town, shall:

- a) allow livestock to be at large;
- b) have livestock untethered;
- c) allow livestock to become a nuisance by making excessive noise;
- d) fail to clean up feces, feed or bedding resulting from the presence of livestock;
- e) allow livestock to be tethered to any Town-owned structure, including but not limited to fences, park furniture, bleachers, or benches; or
- f) allow livestock to damage a park or Town property by actions such as, but not limited to, digging, scratching, jumping, running or chewing.

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14.7 No person in any designated campground shall:

- a) cut, break, bend or in any way damage or deface any vegetation, rock or natural feature;
- b) walk, stand, or sit in or on any flower bed; ~~or~~
- c) damage, deface or remove any park property.

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

- a) fail to deposit litter in a litter receptacle;

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

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

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

14.109 No person shall, without permission of the Parks Caretaker or Supervisor, drive or park, allow to be brought in, or parked, any motor vehicle or camping unit, at any location not specifically designed or designated for that purpose. All vehicles permitted to be in the park shall be registered and insured by the owner.

#### 14.110 CAMPGROUND EVICTION

- a) The campground eviction process shall be as follows:
  - i. verbal warning of non-compliance of any section of this Bylaw, which may include a reasonable time for remedy;
  - ii. written warning of non-compliance of any section of this Bylaw, which may include written instruction along with specified timelines for remedy;
  - iii. service of an eviction notice; and
  - iv. camper units not removed as requested could be subject to being commercially removed to an impound yard at the owner's expense.

- b) For the purposes of this Bylaw, service of a campground eviction notice shall include:
  - i. personal service on any campsite occupant who appears to be eighteen (18) years of age or older; or
  - ii. personal service on the registered user of the campsite; or
  - iii. by prominently posting the eviction notice on the apparent main entry door of the camping unit.
- c) Once served, a campground eviction notice is final and without appeal.
- d) Dependent upon the severity of the violation, and in the interest and safety of the public, a campground eviction notice can be served forthwith foregoing both verbal and written notices.
- e) Any person served with a campground eviction notice and failing to respond and vacate the park is deemed to be trespassing and be subject to all the provisions of the *Alberta Petty Trespass Act*.

#### 14.11 CAMPGROUND REGISTERED USER

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

### 15. OFFENCES AND PENALTIES

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

### 16. VIOLATION TICKETS

- 16.1 The Peace Officer is hereby authorized and empowered to issue Violation Tags and Violation Tickets to any person who the Peace Officer has reasonable and probable grounds to believe has contravened any provision of this Bylaw.

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

## **17. EXEMPTIONS**

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

## **18. INTERPRETATION**

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

## **19. SEVERABILITY**

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

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

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

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

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

\_\_\_\_\_  
MAYOR

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

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

Section	Violation	Penalty		
		First Offence	Second Offence	Third Offence
<del>5.1</del> (a)	Be in a park between 11:00 pm and 7:00 am	\$50.00	\$100.00	\$200.00
<del>5.1</del> (b)	Be in a park when park is closed	\$50.00	\$100.00	\$200.00
5.1 thru 5.4 and 14.1	Contravene any lawful rule or regulation of the park/campground	\$100.00	\$200.00	\$300.00
5.5	Contravene any term or condition of a special event permit	\$150.00	\$300.00	\$600.00
<del>6.1</del> (a) and <del>14.7</del> (a)	Fail to deposit litter in receptacle	\$100.00	\$200.00	\$400.00
<del>6.1</del> (b)	Urinate/defecate except in facility provided	\$150.00	\$300.00	\$600.00
<del>6.1</del> (c)	<del>Use or possess illegal or prohibited items</del> <del>Deposit grass clippings, dirt, rubble or other such material in park/campground</del>	\$100.00	\$200.00	\$400.00
<del>6.1</del> d)	<del>Deposit grass clippings, dirt, rubble or other such material in park/campground</del>			
<del>6.1</del> e)	<del>Remove Town property</del>	<del>\$100.00*</del>	<del>\$200.00*</del>	<del>\$400.00*</del>
<del>6.1</del> f)	<del>Conduct repair or maintenance work on motor vehicles</del>	<del>\$100.00</del>	<del>\$200.00</del>	<del>\$400.00</del>
<del>6.1</del> g)	<del>Trap within the Town</del>	<del>\$100.00</del>	<del>\$200.00</del>	<del>\$400.00</del>
<del>6.1</del> h)	<del>Hunt within the Town</del>	<del>\$200.00</del>	<del>\$400.00</del>	<del>\$800.00</del>
<del>6.2</del> (a), <del>6.3</del> a), and <del>14.5</del> (a) and <del>14.6</del> a)	Allow animal/ <del>livestock</del> <del>dog</del> to be at large	\$100.00	\$200.00	\$400.00
<del>6.2</del> (b), <del>6.3</del> b), and <del>14.5</del> (b) and <del>14.6</del> b)	Not keep animal/ <del>livestock</del> <del>dog</del> on a leash/ <del>tether</del> in park/campground	\$50.00	\$100.00	\$200.00
<del>6.2</del> (c), <del>6.3</del> c), and <del>14.5</del> (c) and <del>14.6</del> c)	Allow animal/ <del>dog</del> <del>livestock</del> to become a nuisance by making excessive noise in a park/campground	\$100.00	\$200.00	\$400.00
<del>6.2</del> (d), <del>6.3</del> d), and <del>14.5</del> (d) and <del>14.6</del> d)	Not clean up feces, <del>feed or bedding</del> of animal/ <del>livestock</del> <del>dog</del> in park/campground	\$100.00	\$200.00	\$400.00
<del>6.3</del> e) and <del>14.6</del> e)	<del>Allow livestock to be tethered to any Town-owned structure</del>	<del>\$100.00*</del>	<del>\$200.00*</del>	<del>\$400.00*</del>
<del>6.3</del> f) and <del>14.6</del> f)	<del>Allow livestock to damage a park or Town property</del>	<del>\$150.00*</del>	<del>\$300.00*</del>	<del>\$600.00*</del>
7.1	Destroy or otherwise interfere with vegetation in park/campground	\$150.00*	\$300.00*	\$600.00*
<del>8.1</del> (a)	Setup/erect structure, temporary abode or camp unless permitted	\$100.00	\$200.00	\$400.00
<del>8.1</del> (b)	Dig/excavate or conduct any construction/building unless permitted	\$150.00*	\$300.00*	\$600.00*
<del>8.1</del> (c)	Mark, deface, climb, destroy, or	\$150.00*	\$300.00*	\$600.00*

	otherwise interfere with any park furniture or feature			
9.1 thru 9.2	Engage in an activity which is dangerous or injurious to the public in a park/campground	\$150.00	\$300.00	\$600.00
10.1	Ignite or allow a fire to burn outside a receptacle intended for such purpose	\$100.00	\$200.00	\$400.00
10.2	Fuel a fire with anything other than wood or briquettes	\$100.00	\$200.00	\$400.00
10.3	Use stove or cooking appliance in a location not designated for such purposes	\$100.00	\$200.00	\$400.00
<del>10.4</del> (a)	Allow fire/stove or cooking device to get out of control	\$150.00	\$300.00	\$600.00
<del>10.4</del> (b)	Leave fire/stove or cooking device unattended	\$150.00	\$300.00	\$600.00
<del>10.4</del> (c)	Burn garbage or debris in a fire pit, barbeque, portable appliance or receptacle	\$150.00	\$300.00	\$600.00
Section	Violation	Penalty		
10.5	Not completely extinguish a fire	\$200.00	\$400.00	\$800.00
11.1 and 14.6	Operate a motor vehicle/off highway vehicle in park/campground	\$100.00	\$200.00	\$400.00
12.1 and 12.3	Swim/wade or fish in Storm water management facility or body of water	\$100.00	\$200.00	\$400.00
12.2 and 12.3	Operate/launch any boat, canoe, kayak or similar craft in a Storm water management facility or body of water	\$100.00	\$200.00	\$400.00
13.1	No person shall offer for sale any goods or services, carry on a business, place signs or advertise without a permit	\$150.00	\$300.00	\$600.00
14.2	Exceed maximum time allowed to stay at campground	\$150.00*	\$300.00*	\$600.00*
14.3	Exceed number of people or vehicles allowed at a campsite	\$100.00	\$200.00	\$400.00
<del>14.4</del> (a) and (b)	Fail to complete/submit registration form	\$100.00	\$200.00	\$400.00
<del>14.4</del> (c)	Occupy campsite when not registered	\$50.00	\$100.00	\$200.00
<del>14.4</del> (d)	Access utilities from another campsite	<u>\$100.00</u>	<u>\$200.00</u>	<u>\$400.00</u>
<del>14.4</del> (e)	Fail to pay registration fee	<u>\$100.00</u>	<u>\$200.00</u>	<u>\$400.00</u>
14.6	Damage/deface/remove park/campground property	\$150.00*	\$300.00*	\$600.00*
<del>14.7</del> (c) and (d)	Leave campsite in a condition that requires clean-up or maintenance	\$100.00	\$200.00	\$400.00
<del>14.7</del> (e)	Leave any washroom, toilet or shower facility in a condition requiring special clean up or maintenance	\$100.00*	\$200.00*	\$400.00*
<del>14.7</del> (f)	Deposit liquid waste at any location within a park/campground except as designated or permitted	\$100.00	\$200.00	\$400.00
14.8	Cause disturbance or nuisance in park/campground	\$50.00	\$100.00	\$200.00
14.9	Drive or park any motor vehicle or camping unit, at any location not specifically designed or designated for	\$100.00	\$200.00	\$400.00

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

		<b>SECTION:</b>	
<b>AGENDA ITEM: 9.2</b>	<b>Approval of Leave of Absence for Councillor Fredrickson</b>		
<b>Department:</b>	<b>Council</b>		
<b>Presented by:</b>	<b>Councillor Bossert</b>		
<b>Support Staff:</b>	<b>Manny Deol</b>		

**BACKGROUND:**

Due to pregnancy, Councillor Fredrickson is requesting a leave of absence for an eight week period.

As required by the Municipal Government Act (Revised Statutes of Alberta 2000, Chapter M-26), Section 174 (2) *a councillor is not disqualified by being absent from the regular council meetings under subsection (1)(d) if the absence is authorized by a resolution of council passed*

- (a) at any time before the end of the last regular meeting of the council in the eight week period, or*
- (b) if there is no other regular meeting of the council during the eight-week period, at any time before the end of the next regular meeting of council.*

Therefore, Council is being requested to authorize Councillor Fredrickson a leave of absence with the start date based on the birth date:

Start, June 3 – Return, July 29

Start, June 24 – Return, August 19

For Council's review and consideration.

**RECOMMENDATION:**

That Council approve a leave of absence for Councillor Fredrickson for a period of eight weeks, starting on\_\_\_\_\_.

Brandy Fredrickson  
4867-54 Ave  
Drayton Valley, AB  
T7A 1C4

May 25, 2015

RE: Leave of Absence

Dear Drayton Valley Town Council,

As per the Town of Drayton Valley Leave of Absence Policy I am providing a written request for an 8-week leave of absence from Town Council; set to begin the first council meeting missed

This request will serve as a maternity leave. Currently my intended due date is June 8, 2015 however, these things never seems to play out as planned so therefore I request the eight weeks period to begin upon the first council meeting I miss as noted in the policy.

I understand during this leave of absence my honorarium, expenses and RRSP will be suspended. In addition to this I will not be requiring assistance from the Town benefits plan so therefore I am requesting a suspension on these benefits as well.

Based on the several start dates, according to the first council meeting missed, my intended return date would be:

Start, June 3 – Return, July 29  
Start, June 24 – Return, August 19

I thank you for your consideration on this matter and for providing our family with the opportunity to get to know our new addition.

Sincerely,

Brandy Fredrickson

		<b>SECTION:</b>	
<b>COUNCIL AGENDA ITEM:</b> <b>June 3, 2015</b>	<b>Development Permit No. DV15-053</b> <b>Detached Garage Variance</b> <b>5072-45 Street</b>		
<b>Department:</b>	<b>Development &amp; Planning</b>		
<b>Presented by:</b>	<b>Councillor Fredrickson</b>		
<b>Support Staff:</b>	<b>Jennifer Martin</b>		

**BACKGROUND:**

Administration has received an application for the development of a detached garage at 5072-45 Street. The proposed garage is to be setback 2.7 metres from the northwest rear property line and 1.0 metre from the south rear property line.

In 2013 the landowner had made an application for a detached garage with a variance on the rear yard setback. The proposal was taken to the Department Head meeting where the variance request was not supported due to the lack of visibility and safety. A recommendation was made to allow for a 30% variance for a 4.55 metre setback from the lane. When the suggestion was made to the applicant regarding the 4.55 metre setback, he expressed that having the garage located farther back would compromise yard space. The applicant at that point placed his application on hold which then expired.

**Municipal Development Plan Considerations:**

The Municipal Development Plan shows that the subject lands are intended for residential development. Detached garages fall within this category.

**Area Structure Plan Considerations:**

As this area of Town is older, no Area Structure Plan has been adopted.

**Land Use Bylaw Considerations:**

The development of a detached garage is a permitted use within the R2-General Residential District. However, the landowner has applied for a variance as the setback from the rear yard property line is less than the required 6.5 metres (21 feet). As the requested setback is outside of the 30% variance limit granted to the Development Officer through the Land Use Bylaw, Council must decide whether or not to grant such a variance.

**Alberta Building Code Considerations:**

No concerns were raised by the Building Inspector as the proposed garage variance location falls within the scope of the Alberta Building Code requirements.

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

The Deputy Fire Chief has indicated that there are no concerns with the proposed setback from the laneway with regards to the Fire Code.

**Additional Considerations:**

Administration reviewed the setbacks of adjacent detached garages surrounding the subject lot. It was found that these garages were approved with setbacks ranging from 2.63 metres to 4.88 metres. The garage directly south of this lot is shown to have a setback of 2.63 metres.

In speaking with the Town Engineer, the 1 metre setback was a concern. The Town Engineer is suggesting in keeping consistency with the existing garages, and that a setback no less than 2.63 metres from the laneway be given.

There is also a Fortis light pole to the south corner of the lot that does not appear to interfere with the

proposed detached garage.

A letter was sent to the adjacent landowners and, at the time of preparing this report, no concerns were raised regarding the location of the proposed detached garage.

### **Recommendation**

Administration recommends approving a minimum variance of 2.63 metres for Development Permit DV15-53 with conditions as noted below.

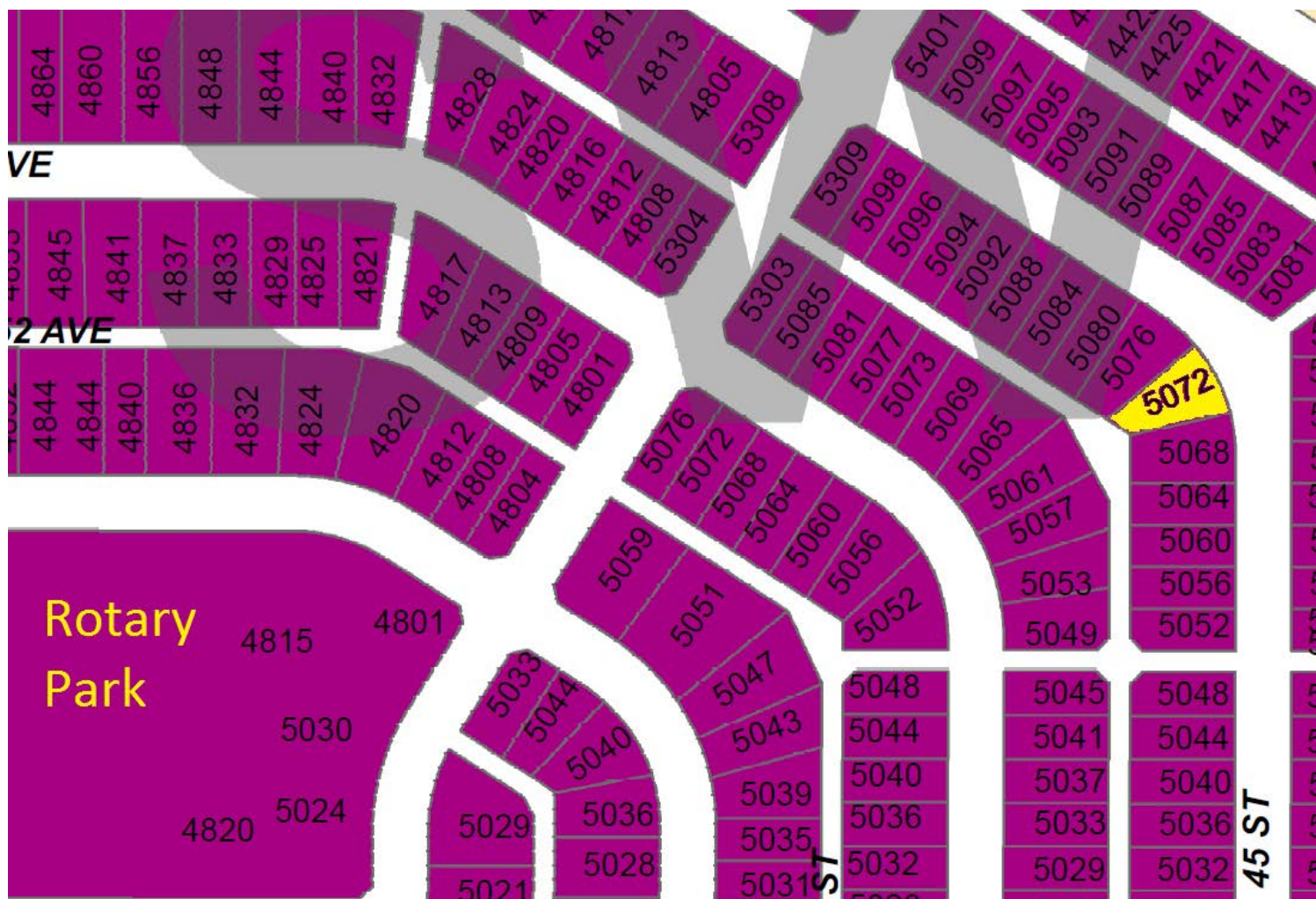
1. A variance of no less than 2.63 metres of the rear yard setback is granted.
2. Location & size of garage is approved as per the site plan (copy attached).
3. Exterior finish of the existing building and proposed accessory building shall be finished and shingled to look the same or to complement one another.
4. Subject to the requirements of the attached examined site plan that has been approved ensuring compliance with setback regulations from the property line. NOTE: All setbacks are from the property line, NOT from any roadway, curb, sidewalk or fence line. The owner/applicant or contractor must locate the property lines before setting the building, foundation or walls on the property and must meet the setbacks as per the approved site plan.
5. 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.
6. Driveways are to be constructed such that they are at least 4 to 8 inches above the curb at the property line, to ensure runoff does not run from the street onto the property.
7. Driveway location shall be free of any conflict with power poles, utility or municipal structures or any other existing structures or adjacent properties.
8. Easements shall not be encroached upon by any structures unless otherwise approved in this permit.
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. The water and sewer service tie-ins to the Town's water and sewer mains shall be inspected by the Town before backfill.
12. 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.
13. This permit is subject to any/all required Federal, Provincial or Municipal Permit approvals including, but not limited to, Building and/or Safety Code Permits.
14. 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.

companies (including easements) are met. These companies include, but are not limited to Telus, Fortis Alberta, Atco Gas and the Town of Drayton Valley.

16. 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.
17. 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
18. The owner/applicant or contractor shall place a call to Alberta One-Call for location of all utilities prior to construction.

### **MOTION**

I move that Council \_\_\_\_\_ Development Permit DV15-053 for a detached garage variance request with no less than 2.63 metres from the rear property line with the conditions recommended by administration.



April 27, 2015

Bob & Lorri Winship  
5072 – 45 St.  
Drayton Valley, AB  
T7A 1C2

Town of Drayton Valley Planning & Development Dept.  
5120 – 52St, Box 6837  
Drayton Valley, AB  
T7A 1A1

Folks:

Please find enclosed an Application for Development Permit for a residential detached garage development request. The purpose of this covering letter is to bring your attention to this application that it is requesting a concession on a Town standard. We recall we had made this same application in 2013 and that it was rejected at the committee review stage at that time. Nonetheless we would like to apply again with detailed rationale and updates to information in the application.

The specific concession that is being requested is the placement of the rear-entry garage closer to our property line than the prescribed 19.7 ft. / 6.5 M standard. The reason for the request is that if applied here, this standard would unreasonably compromise the backyard space for the lot with its present house location. This situation is created by the original design of the lot and subdivision which results in a disadvantaged reverse-pie shape design for backyard space. This is exacerbated by both front and back edges of the property compromised to accommodate expanded radial right-of-ways on curved sections of street and back lane roads (see Image 1 enclosed for visual representation).

However this request does not in any way compromise the intended safety objective of the standard for vehicles exiting a garage into an alley way. In fact the requested layout allows for a line-of-sight and avoidance space that exceeds this standard in otherwise normal locations. The documents attached to this application explain this point as follows (see Sketch 1 document enclosed):

- The rear back lane right-of-way is normally about 25 ft. in this neighborhood, however at this location is 54 ft. to 45 ft. wide at our property lines and;
- Thus the proposed location of the garage provides for a minimum distance of 23 ft. (7.0 M) from structure to the existing lane roadway – this compares favorably to the prescribed standard of 19.7 ft. (6.5 M).
- Additionally, having the garage front located on a curve provides for an improved angle of view (vs. a perpendicular approach) for any traffic using the lane.

Furthermore it can be seen from Image 2 enclosed that the neighboring property owners existing garages have received the same concessions based on their proximities to an otherwise normal alley way ROW width and location, regardless of proximity to their respective property lines. Again this recognizes the expanded and radial alley way ROW at this location. Our request simply matches the pattern of garage locations as our neighbors existing ones which were also approved by the Town.

We also wish to advise that the proposed location would place the garage over our existing sewer line, which we were previously advised by the Town that this would be permissible. As preparation, we have replaced and upgraded our sewer line connection to the Town's system.

We would appreciate your consideration of this application and the identified concessions, and would be willing to discuss in more detail at your convenience.

Yours truly,

A handwritten signature in blue ink, appearing to read "Rg Winship". The signature is written in a cursive, flowing style.

Bob & Lorri Winship

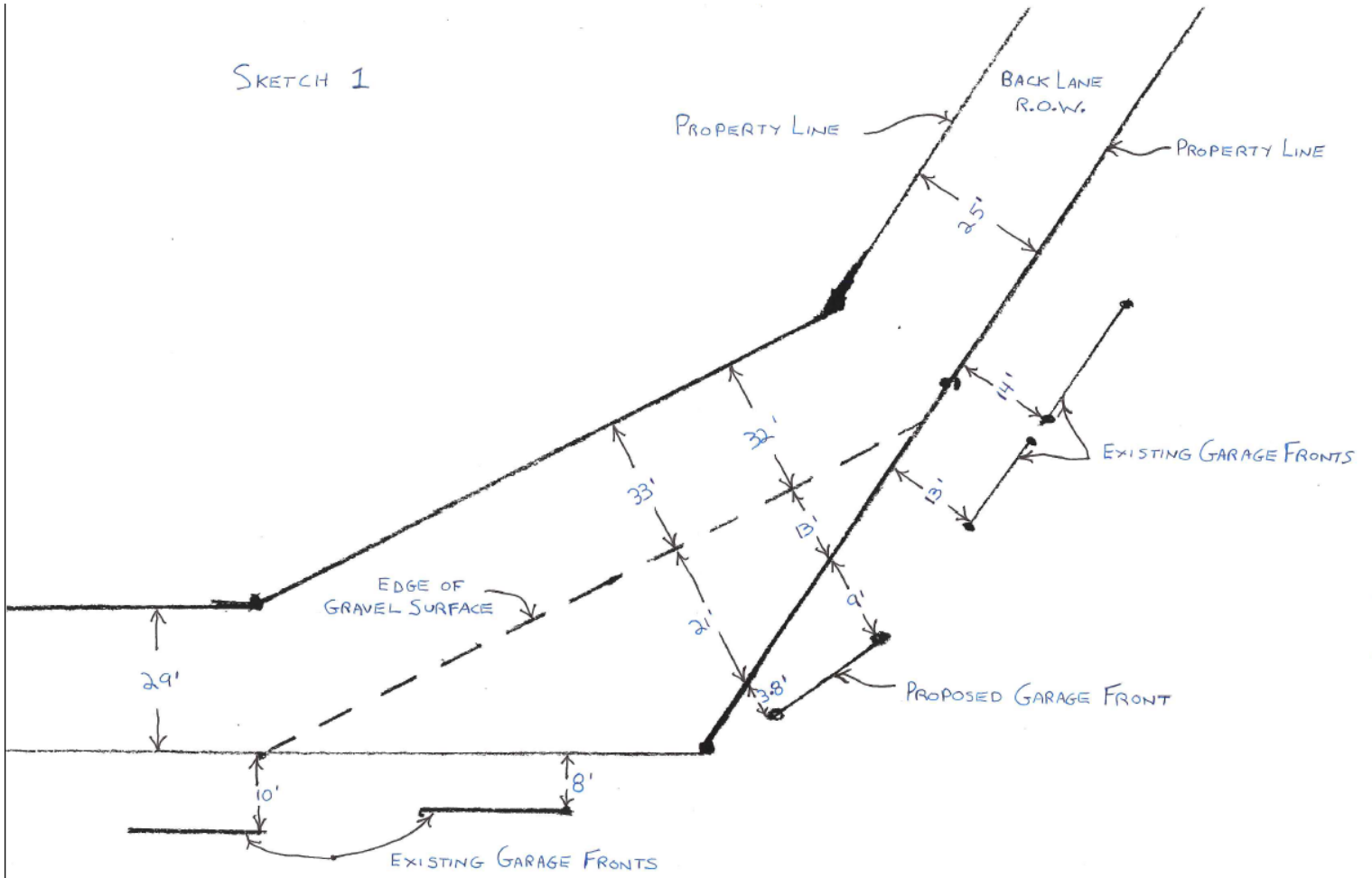
IMAGE 1



IMAGE 2



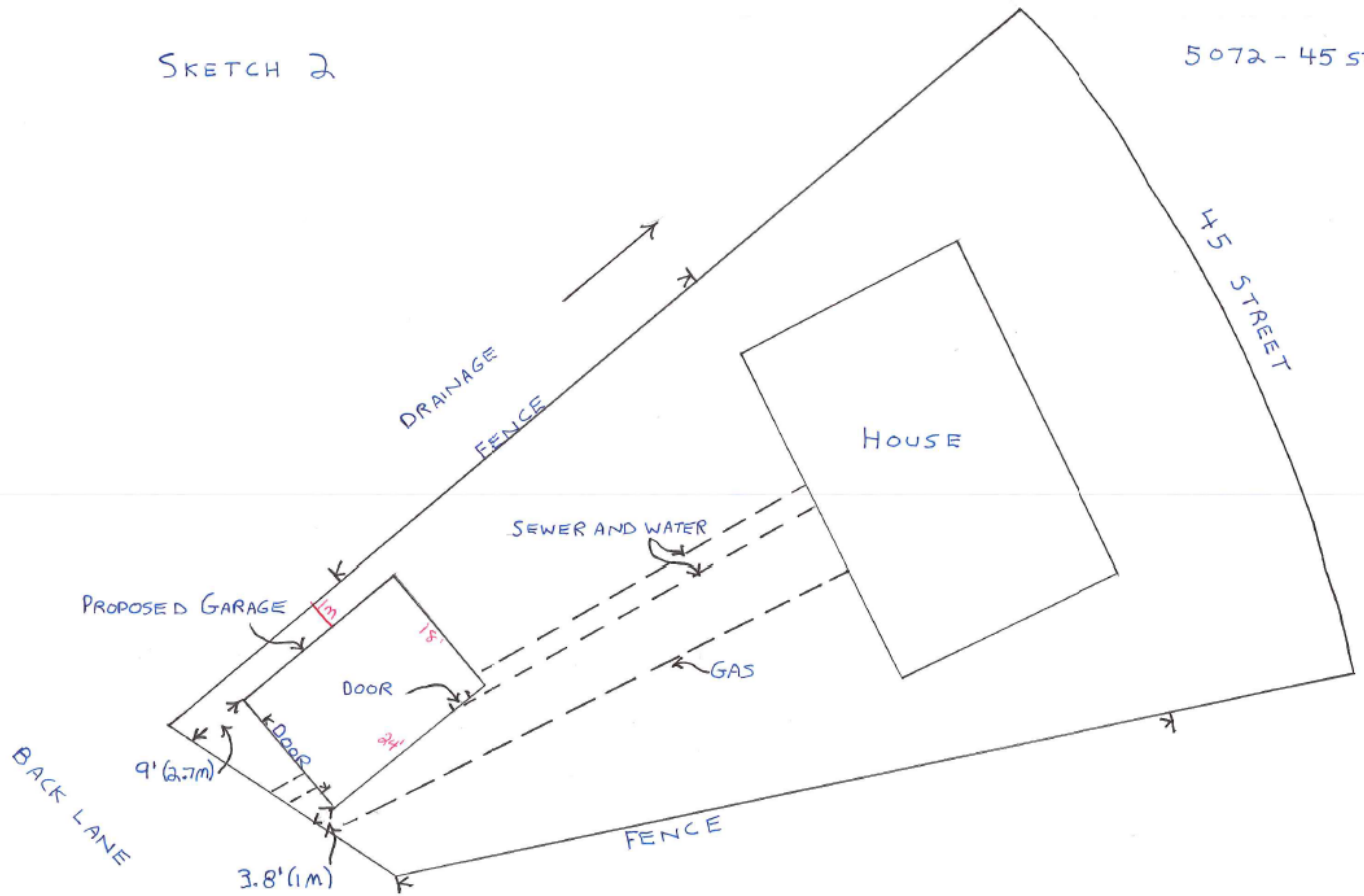
SKETCH 1



SKETCH 2

5072 - 45 STREET

45 STREET



## Jenn Martin

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**From:** Steven Henderson [SHenderson@inspectionsgroup.com]  
**Sent:** May-26-15 3:41 PM  
**To:** Jenn Martin  
**Subject:** Regarding limiting distances for detached garage

sorry for the delay in response I left you a garbled message. As long as the soffit does not project within .45 m of the property line, and any wall elevation within 0.6 m is fire rated, building code requirements will be met. I hope this answers your question.

Steven Henderson  
Building Safety Codes officer  
The inspections group Inc.  
Cell 780-222-1623  
Office 780-454-5048  
Fax 780-454-5222

**Jenn Martin**

---

**From:** Ron Fraser  
**Sent:** May-25-15 9:37 AM  
**To:** Jenn Martin  
**Cc:** Chuck Dejong  
**Subject:** 5072-45 Street - Proposed Garage

Hi Jenn: Chuck and I reviewed the proposed location for a new garage on the back alley for 5072-45 Street. The landowner wants a clearance of 1 m to the nearest point on the alley. The regulations are 6.5 meters, however there are other older garages in the vicinity with a clearance as close as 2.63 meters. I would be OK if the landowner used 2.63 meters to the closest point. This way, although not perfect, we won't be reducing standards further in the area.

Thanks,

**Ron Fraser, P. Eng.**

Director of Planning, Development, and Infrastructure  
Town of Drayton Valley  
Box 6837, 5120-52 Street  
Drayton Valley, AB T7A 1A1  
Ph: (780) 514-2224  
Cell: (780) 514-0784  
Fax: (780) 542-5753  
Email: [rfraser@draytonvalley.ca](mailto:rfraser@draytonvalley.ca)

## Jenn Martin

---

**From:** Murray Galavan  
**Sent:** May-28-15 4:40 PM  
**To:** Jenn Martin  
**Subject:** RE: Detached Garage Variance

Hi Jenn,

Regarding the proposed referral for the detached garage variance at 5072-45 Street we don't feel there would be a problem with the setbacks from the lane being that it is on a corner lot there appears to be extra room on the corner. They of course they would not be able to park a vehicle in front of the garage in the lane. This may cause a problem if they were to park a vehicle in the neighbors and possibly garbage pickup. More of a concern for the fire department would be the set back on the north side between the properties (5076) if there was ever a change to the building development on that side if ever a larger or different building was build. The 5076 garage looks far to close the their neighbors garage right now as an example. Thank you.

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<b>AGENDA ITEM: 9.4</b>	<b>Community Event Grant Application – Beehive Support Services Association</b>
<b>Department:</b>	<b>Administration</b>
<b>Presented by:</b>	<b>Councillor Nadeau</b>
<b>Support Staff:</b>	<b>Tom Thomson</b>

**BACKGROUND:**

At the May 13, 2015 Council Meeting, Council was presented with a Community Event Grant Application. The application requested \$4000.00 to help fund the Beehive's 40<sup>th</sup> Anniversary. The grant would be used to cover a portion of the costs to put on the event. Council tabled the motion to provide funding of \$600.00 to cover the cost for the use of the MacKenzie Centre. This event is taking place at the Max Center not at the MacKenize Centre.

Council requested that Administration provide additional information i.e. if the event is private or open to the public. After contacting the Beehive Support Services Association, it was determined that the event is open to the public, however the cost is \$75.00 per person. The cost of the ticket includes dinner and entertainment. The application does not state that this event is a fundraiser.

Historically Town Council and Administration have approved events which were fundraisers, free to the public or at low cost, activities/opportunities for youth and/or sporting events that benefitted the whole community. Such as:

**2014**

Drayton Valley Lions Club – Tractor Pull  
 Drayton Valley RCMP Musical Ride  
 Steelers Slo-Pitch Tournament  
 EPAC - AB Culture Days

**2015**

Rotary Club of Drayton Valley – Ladies Diamond Gala Committee (Fundraiser)  
 Drayton Valley Lions Club – Tractor Pull  
 Drayton Valley Figure Skating Club – 60<sup>th</sup> Annual Ice Show  
 Drayton Valley Parenting Coalition – Building Families Workshop  
 Youth Empowerment Club – Fundraiser  
 Cause for Critters – Raise the Woof Comedy Show (Fundraiser)  
 Brazeau Bowbenders – National Archery in the Schools Program Provincials  
 Drayton Valley Pro Rodeo – Drayton Valley Rodeo  
 Drayton Valley Community Foundation – DV100 Bike Race (Fundraiser)

Based on this information Administration recommends to decline the application for funding.

**MOTION:**

I move to take “from the Table” the motion to grant Beehive Services Association \$600.00 from the Community Event Grant.

I move that Council grant \$600.00 to the Beehive Services Association from the Community Event Grant.



**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.



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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)



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**BOARD OF DIRECTORS**

**March 17, 2015**

President: Rita Moir

Financial: Linda Floden

Wayne Cartwright

Wayne Stizenburger

John Vanderwell



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### **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>



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## 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		\$0.00
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>\$6,485.00</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

May 26: The event was no approved.

**Cell:** H15

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

		<b>SECTION</b>	
<b>AGENDA ITEM: 9.5</b>	Accessible Housing RFP		
<b>Department:</b>	Community Services		
<b>Presented by:</b>	Councillor Shular		
<b>Support Staff:</b>	Annette Driessen, Director of Community Services Chandra Dyck, Legislative Services Coordinator		

**BACKGROUND:**

Housing remains a high priority for the Town of Drayton Valley, as it impacts the overall ability of the community to grow. The Town deems it necessary to find ways to deliver accessible and affordable housing units in light of the absence of this type of development. Accessible and affordable housing is needed as part of the Town's long-term planning to ensure that residents are in accommodation that is safe and suitable to their needs.

The Town of Drayton Valley has been discussing various measures to address the lack of accessible/affordable housing within the community. Following the completion of the Housing Condition Index Study in 2013, Town Administration presented various options for the creation of new housing units to Council in previous Governance and Priorities Committee meetings. Council indicated a preference to have developers responsible for the physical construction and ownership of the units.

With this directive in place, Town Administration reviewed the various options that met these parameters. The attached Request for Proposal is the option that has been pursued and is being presented to Council for approval.

**RECOMMENDATION:**

That Town Council approve the Request for Proposal for Accessible Housing for distribution.

TOWN OF DRAYTON VALLEY

REQUEST FOR PROPOSAL

ACCESSIBLE HOUSING PHASE IV

TERMS OF REFERENCE

MAY \_\_\_, 2015

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## Section 1.0 - REQUEST FOR SERVICES

The Town of Drayton Valley has land available for rental housing development, with the possible inclusion of entry-level homes for ownership, with the successful Proponent gaining ownership of said lands. The Town's provision for such transfer of lands is based on the Proponent's ability to guarantee a period of time for the housing units to remain as rental properties at a rate consistent with the Town's rental rate criteria defined in this RFP, as well as guaranteed pricing on entry-level home ownership. The Proponent's proposal must be consistent and/or complimentary with the conceptual site plan established by the Town of Drayton Valley. The Town is requesting a detailed and comprehensive proposal from qualified developers for the establishment of accessible, affordable rental housing and entry-level home development to accommodate low- to moderate-income individuals and families. The Town of Drayton Valley currently operates twenty-six (26) housing units and seeks to address the ongoing housing needs through the addition of up to two hundred (200) units on land acquired by the Town. The Proponent's proposal is to address the following:

- preparing an overall concept for the proposed accessible rental housing development and entry-level home development;
- presenting a detailed business plan outlining rental/ownership prices for the proposed units;
- optimizing the lands to accommodate the Proponent's proposed number of units;
- establishing a management plan for the operation of the rental units for the period of time at which the guaranteed rates set by the Proponent will be in place;
- establishing a work plan and schedule should the development be proposed in phases;
- identifying and implementing actions to achieve an optimal balance of sustainability components of the overall development; and
- designing and developing the overall space.

General information is available from the Director of Community Services, Annette Driessen, Town of Drayton Valley, 5102-52<sup>nd</sup> Street, Drayton Valley, AB. Phone 780 514 2200.

**Submissions will be accepted at the Town of Drayton Valley until 3:00 p.m. local time, Friday, July 24<sup>th</sup>, 2015.**

Responses can be mailed to the Town of Drayton Valley, Box 6837, Drayton Valley, AB, T7A 1A1 or hand delivered to the Town of Drayton Valley Civic Centre, 5102-52<sup>nd</sup> Street, Drayton Valley, AB. The submission must be in a sealed envelope and clearly marked as:

**Request for Proposal  
Accessible Housing  
Town of Drayton Valley Housing Committee**

Submission inquiries are to be directed to:

Annette Driessen  
Director of Community Services  
Town of Drayton Valley  
Phone: 780 514 2200  
Email Address: [community@draytonvalley.ca](mailto:community@draytonvalley.ca)

## **Section 2.0 - REQUIREMENTS**

### **PURPOSE:**

As part of the Town's response to the on-going need for additional accessible housing, the Town-owned site located at 5151 – 54 Street is available for the development of a mix of medium to high density, multi-family accessible housing. This site is commonly referred to as the "Deby lands", as the Deby family previously owned it. The Town has authorized this site to be utilized for the development of accessible housing due to its location in the heart of the community. The Town is desirous of a development plan that generates rental units and entry-level housing for home ownership which presents itself as an attractive community neighborhood of mixed housing densities. Proponents may present alternative recommendations that generate similar outcomes.

### **LOCATION:**

The lands subject to development are located at 5151 – 54 Street, Drayton Valley, Alberta (legally described as NE 8-49-7-W5M).

### **AVAILABLE INFORMATION:**

The Town of Drayton Valley can supply the following information and materials:

- Land Use Bylaw 2007/24/D;
- Housing Market Study;
- Housing Condition Index Study (prepared by Housing Strategies Inc.);
- Minimum Design Standards for Development within the Municipal District of Brazeau No. 77 Fringe Area and Hamlets and the Town of Drayton Valley, November 2001;
- Drayton Valley Sustainable Housing Development – Sustainable House Plan (prepared by Revolve Engineering Inc. October 2014);
- Town of Drayton Valley Community Sustainability Plan 2015 – 2019;
- Social Development Plan for the Town of Drayton Valley and Brazeau County 2015 – 2019; and
- Deby Lands Site Plan (prepared by Select Engineering);
- Project Servicing and Development Preliminary Estimate (prepared by Select Engineering).

### **PROPONENTS:**

Proposals can be received from private-sector, non-profit or partnership ventures. This project provides an opportunity for builders and developers, including private sector companies, service clubs, non-profit groups and co-operative housing providers, and charitable organizations to participate. Partnerships that involve diverse business arrangements such as public/private ventures and private sector/not-for-profit partnerships in various forms are encouraged. All Proponents must have proof of legal incorporation either in Alberta or Canada.

Proponents must have a proven track record in developing and managing affordable accessible rental housing developments, financial capability and capacity and can demonstrate experience in the operation of a supportive environment for tenants. Information regarding the capacity and financial capability of all partners and affiliates involved in the proposed development must also be identified in the submission.

Proponents and Proponents' team members must be in good standing with the Town on all previous commitments. In addition, the Proponent must affirm that there are no defaults or negative collection actions relating to any financial obligation, either to the Town or to any other public agency or private lender. Any Proponent, Developer or general contractor who is on the federal, provincial, county or town debarment list will not be allowed to participate. No Proponent, Developer or contractor with management or compliance issues outstanding with the Town or other public agency will be allowed to participate.

Proponents must provide a complete listing, with addresses, of multi-family properties developed or rehabilitated, owned or managed by Proponent or Proponent's team during the past five (5) years.

Proponents with excessive or unpaid nuisance citations will be ineligible to participate in this project. Additionally, there must be no outstanding tax liens on any properties owned or managed by the Proponent. Furthermore, the Town will perform background checks and seek references from other lenders, partners, or public agencies with whom the Proponent has recently done business.

Audited Financial Statements, current as of the past two years, of all Proponents and guarantors are required.

### **Section 3.0 - SCOPE OF WORK**

The following services will be required in the performance of this contract. Modifications to this scope of work will be considered.

#### **DEVELOPMENT CONCEPT**

A detailed overview of the proposed development which includes:

- a description of the overall project concept and development approach;
- identification of the specific target population(s) to be served and projected rental rates for the time period proposed by the Proponent for the units to remain as rental properties;
- proposed price point on entry-level housing units identified for home ownership;
- proposed number, type and size of units;
- size, design and construction specifications for the entire development, including sustainable and energy-efficiency elements;
- special design and amenity considerations, including open space design for the purposes of passive recreation and leisure use;
- comprehensive site development design consistent and/or complimentary with the Select Engineering report and conceptual design; and
- a detailed description of any proposed non-residential portions of the development, including projected capital costs.

Priority will be given to proposals that maximize the level of affordability for both the number of units and the degree of affordability of those units. The affordable rental units will be kept affordable and rentable for the longest term that is financially feasible.

#### **MANAGEMENT PLAN**

The Proponent is to submit a detailed explanation of post-construction property management plans for the guaranteed term of the development remaining as accessible housing rental units. This should include details on how property management will be carried out and by whom. If self-management is planned, the Proponent must demonstrate how they have the experience and capacity to self-manage the development. This is to include a Risk Mitigation Plan in the event of non-performance in the management plans.

#### **DEVELOPMENT PLAN AND TIMETABLE**

An outline of the Proponent's anticipated project development work plan/approach that includes information on specific activities, tasks, key milestones, and allocated human and financial resources. This should also include a timetable that outlines proposed dates and durations for functions such as, but not limited to, the following:

- transfer of ownership of the development site to the Proponent;
- securing necessary zoning/variances (if required);
- preparation of final working drawings and specifications;
- construction start date; and
- start of development occupancy.

### PHYSICAL DESIGN

Housing units must provide modest, self-contained accommodation of suitable space and size to meet household needs. Proponents shall ensure modest design including unit sizes, features, and amenities.

In addition, wherever possible and practical, developments should utilize sustainable green technologies that promote the conservation of non-renewable resources, minimize environmental impact, and/or include building components that contribute to the economic efficiency of the facility over the long term. Developments that incorporate a geothermal heating/cooling system and other green building or renovation practices which meet or go beyond the levels set out within the Revolve Engineering Inc. Report, yet balance overall development feasibility and construction cost-efficiency, shall be favoured. The Proponent will be responsible for providing accurate cost estimates for these special design features, as well as for the total development budget.

In addition to all the other requirements of this RFP, the Proponent recognizes and understands that it is an essential element of this RFP that the Proponent ensure that any work it does under this RFP (including but not limited to any plans, specifications, drawings, designs, management and advice) complies with the Town's Minimum Design Standards for Development.

The Town is receptive to mixed-use development of the site, with the inclusion of a light commercial component within the northwest portion of the site. The site plan and building design shall be sensitive to the existing pattern and appearance of the neighborhood adjacent to and nearby the site. The Town is seeking a development that is attractive and exhibits creative and innovative site and building design.

### UNIT MIX

Proponents are strongly encouraged to develop proposals with a unit mix that best addresses community needs. Approval under this RFP shall, however, be preferential to the development of two- and three-bedroom units.

### UTILITIES

Town water and sewer are available on 54<sup>th</sup> Street and 49<sup>th</sup> Avenue adjacent to the site. Fortis provides electric service, a natural gas line is provided by ATCO Gas, and communication lines are supplied by Telus, and run along 54<sup>th</sup> Street and 49<sup>th</sup> Avenue.

### RESERVE DEDICATION

The Proponent is required to develop a green space and walking trail in an east-west direction through the middle of the development area, but the exact location is not yet known. The exact location of the green space will be established through mutual collaboration between the Proponent and the Town.

Within the southeast portion of the development area, approximately one (1) acre of land will be dedicated for the establishment of a park space for the use of residents of the adjacent Shangri-La Lodge. This land will be subdivided at the time of first subdivision of the developed lands.

### INCOME LIMITS AND TENANT SELECTION

To ensure that units produced as a result of this RFP are made available to low and moderate-income households, tenants and home purchasers must have a total household income no higher than twenty percent (20%) beyond the upper limit of the Core Needs Income Threshold (CNIT) of Alberta. Total income includes wages and salaries, net income from self-employment, investment income, retirement pensions, and miscellaneous income such as alimony or government transfer payments.

2-bedroom would equate to \$51,600.00 annual income (CNIT is \$43,000.00)

3-bedroom would equate to \$57,000.00 annual income (CNIT is \$47,500.00)

Proponents will be required to have procedures in place to ensure a fair and open process for tenant selection. For example, Proponents may not rent accessible housing units or sell purchasable units to themselves, family members who have not undergone a review process and approval matching the CNIT terms noted above, or their shareholders or directors. Accepted Proponents must verify the income of a prospective rental unit tenant as a condition of signing a lease with the tenant to ensure compliance with this requirement.

During the guaranteed rental period, the Proponent must provide adequate and appropriate reports on the development showing financial stability, as well as compliance with the Town's minimum standards. This will include, but may not be limited to:

- regular review of financial statements;
- annual inspections of property to assure that minimum standards are established and maintained;
- verifying lease-related documentation/actions to demonstrate compliance with tenant selection criteria; and
- rental rates and utility allowances.

#### DEVELOPMENT COMPLIANCE REQUIREMENTS

The Proponent shall determine if the development shall require any permits from regulatory agencies, including, but not limited to, Development and Building Permits, Plumbing, Gas and Electrical Permits and permits that concern storm water management.

To the extent that the services rendered by the Proponent involve design of the development and to the extent that any permits are required for the development, the Proponent shall complete the permit application and prepare the necessary information required by the permitting agency, including, but not limited to, the preparation of a stormwater management plan.

To the extent that the services rendered by the Proponent involve construction management, the Town shall require such Proponent to review plans and specifications and inspect the construction site to ensure that the aforementioned standards are being met.

## Section 4.0 - REPORTING

Interim reports may be required based on approval deadlines. The Proponent will meet with the Town of Drayton Valley's Administration team responsible for this development, as required. Consideration will be given to video-conferencing or teleconferencing where satisfactory.

The Town's Administration team consists of:

Annette Driessen, Director of Community Services  
 Ron Fraser, Director of Planning, Development and Infrastructure  
 Chandra Dyck, Legislative Services Coordinator  
 Ex-officio - Manny Deol, Town Manager

The Proponent will be expected to achieve the following:

- Review the land base;
- Submit development plans, including but not limited to:
  - site plans;
  - detailed construction plans;
  - building elevation drawings;
  - servicing plans;
  - site drainage plans;
  - landscaping plans;
- Formulate deliverables and timelines for construction completion; and
- Report to Town Council.

A preliminary report on all deliverables and timelines will be presented to the Administration team five (5) weeks prior to the commencement of development. The Administration team, in collaboration with the Proponent, will review the report and make necessary revisions or redirect the Proponent to achieve the desired outcomes.

Comprehensive interim reports regarding progress of the development will be submitted on a bi-monthly basis. The Administration team will keep Town Council apprised of the development status, though interim in-person reports from the Proponent to Town Council may be required.

## **Section 5.0 - GENERAL INFORMATION**

### **PURPOSE**

The Town of Drayton Valley is requesting a detailed and comprehensive proposal from qualified developers for the provision of an accessible, affordable rental housing development that would meet the market demands of low- to moderate-income individuals and families. The Town of Drayton Valley currently operates twenty-six (26) housing units and seeks to address the ongoing need through the addition of up to two hundred (200) units on land acquired by the Town.

### **BUDGET**

All costs associated with the development of the accessible housing units (including but not limited to Permit fees, subdivision fee, offsite levies, local improvement levies, servicing, and infrastructure installation) shall be borne entirely by the selected Proponent.

### **CONTRACT REQUIREMENTS**

1. The successful Proponent is required to have a valid Town of Drayton Valley Business License prior to contract execution.
2. The successful Proponent will be required to enter into a Construction and Maintenance Agreement with the Town of Drayton Valley within fifteen (15) days after notice of RFP approval to the successful Proponent by the Town of Drayton Valley.
3. If the successful Proponent fails to execute and return the Agreement to the Town of Drayton Valley within fifteen (15) days, the Town of Drayton Valley may cease all discussions and have no obligation to the Proponent, and may, if it chooses to do so, award the contract to another Proponent, all without affecting any claim which the Town of Drayton Valley may have against the Proponent as a result thereof.

### **SUBMISSION OF PROPOSAL**

1. The Proponent shall submit four (4) copies of its proposal with all accompanying schedules, appendices or addenda in a sealed envelope or package marked with the Proponent's name and the RFP title up to the closing time set out on the date and at the location shown on the title page of this RFP.
2. Proposals received after the closing time or in locations other than the address indicated, will not be accepted and will be returned. The Town of Drayton Valley may elect to extend the closing time.
3. Amendments to a proposal may be submitted if delivered in writing prior to the closing time in a sealed envelope or package, marked with the Proponent's name and the RFP title.
4. Proposals may be withdrawn by written notice only, provided such notice is received at the administration office of the Town of Drayton Valley prior to closing time.
5. All costs associated with the preparation and submission of the proposal, including any costs incurred by the Proponent after the closing time, will be borne solely by the Proponent.

### CONFLICT OF INTEREST

By submitting a proposal, the Proponent warrants that neither it nor any of its officers or directors, or any employee with authority to bind the Proponent, has any financial or personal relationship or affiliation with any elected official or employee of the Town of Drayton Valley or their immediate families which might in any way be seen by the municipality to create a conflict.

### EVALUATION OF PROPOSALS

1. Proposals will be evaluated on the basis of the overall best value to the Town of Drayton Valley based on quality, service, price, and any other criteria set out herein including, but not limited to:
  - a) the Proponent's ability to meet the requirements, qualifications, and competencies set out herein;
  - b) the Proponent's ability to deliver the services when and where required;
  - c) the financial offer;
  - d) the Proponent's business and technical reputation and capabilities; experience and where applicable, the experience of its personnel; financial stability; track record; and references of current and former customers;
  - e) quality of proposal; and
  - f) any other criteria set out in the RFP or otherwise reasonably considered relevant.
2. The Town of Drayton Valley may elect to short list some of the Proponents and may require short listed Proponents to provide additional information or details, including making a presentation, supplying samples, demonstrations, and/or additional technical literature.
3. The Town of Drayton Valley may elect to enter into negotiations with the Proponent or with any other Proponents concurrently. In no event will the Town of Drayton Valley be required to offer any modified terms to any Proponent prior to entering into an Agreement, and the Town of Drayton Valley will not be liable to any Proponent as a result of such negotiations.
4. All sub-contractors of the Proponent will be subject to the same evaluation process. It is the responsibility of the Proponent to guarantee that all its sub-contractors will comply with all the requirements and terms and conditions set out herein.

### EVALUATION CRITERIA

1. Proposals will be evaluated for their adherence to, interpretation of and response to the issues as set out in this document. The following established criteria will be used:

- a) team organization and strength;
- b) expertise and experience related to development and management of accessible housing developments;
- c) presentation of proposed methodologies and processes to achieve goals;
- d) clear identification of services included;
- e) identification of major issues, challenges and risks associated with the deliverables;
- f) demonstrated budget breakdowns for each deliverable;
- g) consultant's innovation in its approach to the development including any recommended alternatives, sustainable measures, efficiencies and originality;
- h) proposal conveys the Proponent's intent in a clear and concise manner;
- i) includes development schedule, milestones, delivery dates, progress meetings and critical dates for decisions;
- j) cost allocations and controls within the stated budget;
- k) co-ordination of work with the Town of Drayton Valley; and
- l) Proponent's approach to risk assessment.

### ACCEPTANCE AND REJECTION OF PROPOSALS

1. Notwithstanding any other provision in the proposal documents, the Town of Drayton Valley has, in its sole discretion, the unfettered right to:
  - a) accept any proposal;
  - b) reject any proposal;
  - c) reject all proposals;
  - d) accept a proposal which is not the lowest priced proposal;
  - e) accept a proposal that deviates from the requirements, specifications or the conditions specified in this RFP;
  - f) reject a proposal even if it is the only proposal received by the Town of Drayton Valley;
  - g) accept all or any part of a proposal; and
  - h) split the services between one or more Proponents.
2. All proposals shall be irrevocable and remain open for acceptance for at least one hundred and twenty (120) days after the closing time, whether or not another proposal has been accepted.
3. The Town of Drayton Valley is not under any obligation to award a contract and may elect to terminate this RFP at any time.

### PROPOSAL TIMELINE

The Timeline for the RFP process is as follows:

- a) RFP issued to vendors – June 4, 2015
- b) RFP closes – July 24, 2015
- c) Presentations (if applicable) – From July 27 to August 10, 2015
- d) Completion of evaluation process and award – August 31, 2015

**Section 6.0 - PROPOSAL FORM**

Proponent's Name: \_\_\_\_\_

Address \_\_\_\_\_

Mailing Address (if different from above) \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Key Contact Person: \_\_\_\_\_

Telephone (if different from above) \_\_\_\_\_

Email: \_\_\_\_\_

The undersigned Proponent, having carefully read and examined the RFP including all sections and having full knowledge of the requirements described herein, does offer to provide the goods and/or services in accordance with the requirements, terms and conditions set out in the RFP and in accordance with the pricing as described within.

\_\_\_\_\_  
Signature of Authorized Signatory\_\_\_\_\_  
Date\_\_\_\_\_  
Print Name and Title**1.0 Required Proposal Documents**

By initialing each item, the Proponent confirms it has completed and enclosed the following documentation in its proposal and has identified any deviations or items of non-compliance providing an explanation of where it does not comply.

Initial

- |       |                                                                                                                                                                                                                                                                                             |
|-------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| _____ | 1) The Proponent's Alberta WCB registration number is _____. The Proponent warrants that it is in good standing as to all WCB assessments and requirements.                                                                                                                                 |
| _____ | 2) The Proponent confirms that it will comply with all occupational health and safety requirements, policies and procedures of the Town of Drayton Valley and all statutory occupational health and safety requirements under, or in connection with the <i>Worker's Compensation Act</i> . |
| _____ | 3) Brief description of Proponent's company, purpose, and history of successes.                                                                                                                                                                                                             |
|       | 4) Information on size of firm, number of partners, and staff employed.                                                                                                                                                                                                                     |

- \_\_\_\_\_ 5) Information on relevant experience performed during the last five (5) years.
- \_\_\_\_\_ 6) Indication of the number and size of other municipalities where like services have or are currently being provided.
- \_\_\_\_\_ 7) Identification of key personnel to be assigned to this contract, setting out their names, responsibilities, qualifications, and relevant experience.
- \_\_\_\_\_ 8) Provision of a minimum of two (2) service contract engagements that the Proponent has been affiliated with within the last five (5) years. Indicate the name, phone number and e-mail address of the primary client contact.
- \_\_\_\_\_ 9) Submission of the work plan outlining planning, communications, and methodology to perform the services required.
- \_\_\_\_\_ 10) Submission of a detailed budget breaking down the costs for all the phases of the development.
- \_\_\_\_\_ 11) Submission of a detailed list of any deviations and/or variations from the terms and conditions set out in this RFP and, if applicable, detail proposed amendments.

TOWN OF DRAYTON VALLEY

REQUEST FOR PROPOSAL

ACCESSIBLE HOUSING PHASE IV

TERMS OF REFERENCE

MAY \_\_\_, 2015

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## **Section 1.0 - REQUEST FOR SERVICES**

The Town of Drayton Valley has land available for rental housing development, with the possible inclusion of entry-level homes for ownership, with the successful Proponent gaining ownership of said lands. The Town's provision for such transfer of lands is based on the Proponent's ability to guarantee a period of time for the housing units to remain as rental properties at a rate consistent with the Town's rental rate criteria defined in this RFP, as well as guaranteed pricing on entry-level home ownership. The Proponent's proposal must be consistent and/or complimentary with the conceptual site plan established by the Town of Drayton Valley. The Town is requesting a detailed and comprehensive proposal from qualified developers for the establishment of accessible, affordable rental housing and entry-level home development to accommodate low- to moderate-income individuals and families. The Town of Drayton Valley currently operates twenty-six (26) housing units and seeks to address the ongoing housing needs through the addition of up to two hundred (200) units on land acquired by the Town. The Proponent's proposal is to address the following:

- preparing an overall concept for the proposed accessible rental housing development and entry-level home development;
- presenting a detailed business plan outlining rental/ownership prices for the proposed units;
- optimizing the lands to accommodate the Proponent's proposed number of units;
- establishing a management plan for the operation of the rental units for the period of time at which the guaranteed rates set by the Proponent will be in place;
- establishing a work plan and schedule should the development be proposed in phases;
- identifying and implementing actions to achieve an optimal balance of sustainability components of the overall development; and
- designing and developing the overall space.

General information is available from the Director of Community Services, Annette Driessen, Town of Drayton Valley, 5102-52<sup>nd</sup> Street, Drayton Valley, AB. Phone 780 514 2200.

**Submissions will be accepted at the Town of Drayton Valley until 3:00 p.m. local time, Friday, July 24<sup>th</sup>, 2015.**

Responses can be mailed to the Town of Drayton Valley, Box 6837, Drayton Valley, AB, T7A 1A1 or hand delivered to the Town of Drayton Valley Civic Centre, 5102-52<sup>nd</sup> Street, Drayton Valley, AB. The submission must be in a sealed envelope and clearly marked as:

**Request for Proposal  
Accessible Housing  
Town of Drayton Valley Housing Committee**

Submission inquiries are to be directed to:

Annette Driessen  
Director of Community Services  
Town of Drayton Valley  
Phone: 780 514 2200  
Email Address: [community@draytonvalley.ca](mailto:community@draytonvalley.ca)

## **Section 2.0 - REQUIREMENTS**

### **PURPOSE:**

As part of the Town's response to the on-going need for additional accessible housing, the Town-owned site located at 5151 – 54 Street is available for the development of a mix of medium to high density, multi-family accessible housing. This site is commonly referred to as the "Deby lands", as the Deby family previously owned it. The Town has authorized this site to be utilized for the development of accessible housing due to its location in the heart of the community. The Town is desirous of a development plan that generates rental units and entry-level housing for home ownership which presents itself as an attractive community neighborhood of mixed housing densities. Proponents may present alternative recommendations that generate similar outcomes.

### **LOCATION:**

The lands subject to development are located at 5151 – 54 Street, Drayton Valley, Alberta (legally described as NE 8-49-7-W5M).

### **AVAILABLE INFORMATION:**

The Town of Drayton Valley can supply the following information and materials:

- Land Use Bylaw 2007/24/D;
- Housing Market Study;
- Housing Condition Index Study (prepared by Housing Strategies Inc.);
- Minimum Design Standards for Development within the Municipal District of Brazeau No. 77 Fringe Area and Hamlets and the Town of Drayton Valley, November 2001;
- Drayton Valley Sustainable Housing Development – Sustainable House Plan (prepared by Revolve Engineering Inc. October 2014);
- Town of Drayton Valley Community Sustainability Plan 2015 – 2019;
- Social Development Plan for the Town of Drayton Valley and Brazeau County 2015 – 2019; and
- Deby Lands Site Plan (prepared by Select Engineering);
- Project Servicing and Development Preliminary Estimate (prepared by Select Engineering).

### **PROPONENTS:**

Proposals can be received from private-sector, non-profit or partnership ventures. This project provides an opportunity for builders and developers, including private sector companies, service clubs, non-profit groups and co-operative housing providers, and charitable organizations to participate. Partnerships that involve diverse business arrangements such as public/private ventures and private sector/not-for-profit partnerships in various forms are encouraged. All Proponents must have proof of legal incorporation either in Alberta or Canada.

Proponents must have a proven track record in developing and managing affordable accessible rental housing developments, financial capability and capacity and can demonstrate experience in the operation of a supportive environment for tenants. Information regarding the capacity and financial capability of all partners and affiliates involved in the proposed development must also be identified in the submission.

Proponents and Proponents' team members must be in good standing with the Town on all previous commitments. In addition, the Proponent must affirm that there are no defaults or negative collection actions relating to any financial obligation, either to the Town or to any other public agency or private lender. Any Proponent, Developer or general contractor who is on the federal, provincial, county or town debarment list will not be allowed to participate. No Proponent, Developer or contractor with management or compliance issues outstanding with the Town or other public agency will be allowed to participate.

Proponents must provide a complete listing, with addresses, of multi-family properties developed or rehabilitated, owned or managed by Proponent or Proponent's team during the past five (5) years.

Proponents with excessive or unpaid nuisance citations will be ineligible to participate in this project. Additionally, there must be no outstanding tax liens on any properties owned or managed by the Proponent. Furthermore, the Town will perform background checks and seek references from other lenders, partners, or public agencies with whom the Proponent has recently done business.

Audited Financial Statements, current as of the past two years, of all Proponents and guarantors are required.

### **Section 3.0 - SCOPE OF WORK**

The following services will be required in the performance of this contract. Modifications to this scope of work will be considered.

#### **DEVELOPMENT CONCEPT**

A detailed overview of the proposed development which includes:

- a description of the overall project concept and development approach;
- identification of the specific target population(s) to be served and projected rental rates for the time period proposed by the Proponent for the units to remain as rental properties;
- proposed price point on entry-level housing units identified for home ownership;
- proposed number, type and size of units;
- size, design and construction specifications for the entire development, including sustainable and energy-efficiency elements;
- special design and amenity considerations, including open space design for the purposes of passive recreation and leisure use;
- comprehensive site development design consistent and/or complimentary with the Select Engineering report and conceptual design; and
- a detailed description of any proposed non-residential portions of the development, including projected capital costs.

Priority will be given to proposals that maximize the level of affordability for both the number of units and the degree of affordability of those units. The affordable rental units will be kept affordable and rentable for the longest term that is financially feasible.

#### **MANAGEMENT PLAN**

The Proponent is to submit a detailed explanation of post-construction property management plans for the guaranteed term of the development remaining as accessible housing rental units. This should include details on how property management will be carried out and by whom. If self-management is planned, the Proponent must demonstrate how they have the experience and capacity to self-manage the development. This is to include a Risk Mitigation Plan in the event of non-performance in the management plans.

#### **DEVELOPMENT PLAN AND TIMETABLE**

An outline of the Proponent's anticipated project development work plan/approach that includes information on specific activities, tasks, key milestones, and allocated human and financial resources. This should also include a timetable that outlines proposed dates and durations for functions such as, but not limited to, the following:

- transfer of ownership of the development site to the Proponent;
- securing necessary zoning/variances (if required);
- preparation of final working drawings and specifications;
- construction start date; and
- start of development occupancy.

## PHYSICAL DESIGN

Housing units must provide modest, self-contained accommodation of suitable space and size to meet household needs. Proponents shall ensure modest design including unit sizes, features, and amenities.

In addition, wherever possible and practical, developments should utilize sustainable green technologies that promote the conservation of non-renewable resources, minimize environmental impact, and/or include building components that contribute to the economic efficiency of the facility over the long term. Developments that incorporate a geothermal heating/cooling system and other green building or renovation practices which meet or go beyond the levels set out within the Revolve Engineering Inc. Report, yet balance overall development feasibility and construction cost-efficiency, shall be favoured. The Proponent will be responsible for providing accurate cost estimates for these special design features, as well as for the total development budget.

In addition to all the other requirements of this RFP, the Proponent recognizes and understands that it is an essential element of this RFP that the Proponent ensure that any work it does under this RFP (including but not limited to any plans, specifications, drawings, designs, management and advice) complies with the Town's Minimum Design Standards for Development.

The Town is receptive to mixed-use development of the site, with the inclusion of a light commercial component within the northwest portion of the site. The site plan and building design shall be sensitive to the existing pattern and appearance of the neighborhood adjacent to and nearby the site. The Town is seeking a development that is attractive and exhibits creative and innovative site and building design.

## UNIT MIX

Proponents are strongly encouraged to develop proposals with a unit mix that best addresses community needs. Approval under this RFP shall, however, be preferential to the development of two- and three-bedroom units.

## UTILITIES

Town water and sewer are available on 54<sup>th</sup> Street and 49<sup>th</sup> Avenue adjacent to the site. Fortis provides electric service, a natural gas line is provided by ATCO Gas, and communication lines are supplied by Telus, and run along 54<sup>th</sup> Street and 49<sup>th</sup> Avenue.

## RESERVE DEDICATION

The Proponent is required to develop a green space and walking trail in an east-west direction through the middle of the development area, but the exact location is not yet known. The exact location of the green space will be established through mutual collaboration between the Proponent and the Town.

Within the southeast portion of the development area, approximately one (1) acre of land will be dedicated for the establishment of a park space for the use of residents of the adjacent Shangri-La Lodge. This land will be subdivided at the time of first subdivision of the developed lands.

## INCOME LIMITS AND TENANT SELECTION

To ensure that units produced as a result of this RFP are made available to low and moderate-income households, tenants and home purchasers must have a total household income no higher than twenty percent (20%) beyond the upper limit of the Core Needs Income Threshold (CNIT) of Alberta. Total income includes wages and salaries, net income from self-employment, investment income, retirement pensions, and miscellaneous income such as alimony or government transfer payments.

2-bedroom would equate to \$51,600.00 annual income (CNIT is \$43,000.00)

3-bedroom would equate to \$57,000.00 annual income (CNIT is \$47,500.00)

Proponents will be required to have procedures in place to ensure a fair and open process for tenant selection. For example, Proponents may not rent accessible housing units or sell purchasable units to themselves, family members who have not undergone a review process and approval matching the CNIT terms noted above, or their shareholders or directors. Accepted Proponents must verify the income of a prospective rental unit tenant as a condition of signing a lease with the tenant to ensure compliance with this requirement.

During the guaranteed rental period, the Proponent must provide adequate and appropriate reports on the development showing financial stability, as well as compliance with the Town's minimum standards. This will include, but may not be limited to:

- regular review of financial statements;
- annual inspections of property to assure that minimum standards are established and maintained;
- verifying lease-related documentation/actions to demonstrate compliance with tenant selection criteria; and
- rental rates and utility allowances.

#### DEVELOPMENT COMPLIANCE REQUIREMENTS

The Proponent shall determine if the development shall require any permits from regulatory agencies, including, but not limited to, Development and Building Permits, Plumbing, Gas and Electrical Permits and permits that concern storm water management.

To the extent that the services rendered by the Proponent involve design of the development and to the extent that any permits are required for the development, the Proponent shall complete the permit application and prepare the necessary information required by the permitting agency, including, but not limited to, the preparation of a stormwater management plan.

To the extent that the services rendered by the Proponent involve construction management, the Town shall require such Proponent to review plans and specifications and inspect the construction site to ensure that the aforementioned standards are being met.

## Section 4.0 - REPORTING

Interim reports may be required based on approval deadlines. The Proponent will meet with the Town of Drayton Valley's Administration team responsible for this development, as required. Consideration will be given to video-conferencing or teleconferencing where satisfactory.

The Town's Administration team consists of:

Annette Driessen, Director of Community Services  
 Ron Fraser, Director of Planning, Development and Infrastructure  
 Chandra Dyck, Legislative Services Coordinator  
 Ex-officio - Manny Deol, Town Manager

The Proponent will be expected to achieve the following:

- Review the land base;
- Submit development plans, including but not limited to:
  - site plans;
  - detailed construction plans;
  - building elevation drawings;
  - servicing plans;
  - site drainage plans;
  - landscaping plans;
- Formulate deliverables and timelines for construction completion; and
- Report to Town Council.

A preliminary report on all deliverables and timelines will be presented to the Administration team five (5) weeks prior to the commencement of development. The Administration team, in collaboration with the Proponent, will review the report and make necessary revisions or redirect the Proponent to achieve the desired outcomes.

Comprehensive interim reports regarding progress of the development will be submitted on a bi-monthly basis. The Administration team will keep Town Council apprised of the development status, though interim in-person reports from the Proponent to Town Council may be required.

## **Section 5.0 - GENERAL INFORMATION**

### **PURPOSE**

The Town of Drayton Valley is requesting a detailed and comprehensive proposal from qualified developers for the provision of an accessible, affordable rental housing development that would meet the market demands of low- to moderate-income individuals and families. The Town of Drayton Valley currently operates twenty-six (26) housing units and seeks to address the ongoing need through the addition of up to two hundred (200) units on land acquired by the Town.

### **BUDGET**

All costs associated with the development of the accessible housing units (including but not limited to Permit fees, subdivision fee, offsite levies, local improvement levies, servicing, and infrastructure installation) shall be borne entirely by the selected Proponent.

### **CONTRACT REQUIREMENTS**

1. The successful Proponent is required to have a valid Town of Drayton Valley Business License prior to contract execution.
2. The successful Proponent will be required to enter into a Construction and Maintenance Agreement with the Town of Drayton Valley within fifteen (15) days after notice of RFP approval to the successful Proponent by the Town of Drayton Valley.
3. If the successful Proponent fails to execute and return the Agreement to the Town of Drayton Valley within fifteen (15) days, the Town of Drayton Valley may cease all discussions and have no obligation to the Proponent, and may, if it chooses to do so, award the contract to another Proponent, all without affecting any claim which the Town of Drayton Valley may have against the Proponent as a result thereof.

### **SUBMISSION OF PROPOSAL**

1. The Proponent shall submit four (4) copies of its proposal with all accompanying schedules, appendices or addenda in a sealed envelope or package marked with the Proponent's name and the RFP title up to the closing time set out on the date and at the location shown on the title page of this RFP.
2. Proposals received after the closing time or in locations other than the address indicated, will not be accepted and will be returned. The Town of Drayton Valley may elect to extend the closing time.
3. Amendments to a proposal may be submitted if delivered in writing prior to the closing time in a sealed envelope or package, marked with the Proponent's name and the RFP title.
4. Proposals may be withdrawn by written notice only, provided such notice is received at the administration office of the Town of Drayton Valley prior to closing time.
5. All costs associated with the preparation and submission of the proposal, including any costs incurred by the Proponent after the closing time, will be borne solely by the Proponent.

### CONFLICT OF INTEREST

By submitting a proposal, the Proponent warrants that neither it nor any of its officers or directors, or any employee with authority to bind the Proponent, has any financial or personal relationship or affiliation with any elected official or employee of the Town of Drayton Valley or their immediate families which might in any way be seen by the municipality to create a conflict.

### EVALUATION OF PROPOSALS

1. Proposals will be evaluated on the basis of the overall best value to the Town of Drayton Valley based on quality, service, price, and any other criteria set out herein including, but not limited to:
  - a) the Proponent's ability to meet the requirements, qualifications, and competencies set out herein;
  - b) the Proponent's ability to deliver the services when and where required;
  - c) the financial offer;
  - d) the Proponent's business and technical reputation and capabilities; experience and where applicable, the experience of its personnel; financial stability; track record; and references of current and former customers;
  - e) quality of proposal; and
  - f) any other criteria set out in the RFP or otherwise reasonably considered relevant.
2. The Town of Drayton Valley may elect to short list some of the Proponents and may require short listed Proponents to provide additional information or details, including making a presentation, supplying samples, demonstrations, and/or additional technical literature.
3. The Town of Drayton Valley may elect to enter into negotiations with the Proponent or with any other Proponents concurrently. In no event will the Town of Drayton Valley be required to offer any modified terms to any Proponent prior to entering into an Agreement, and the Town of Drayton Valley will not be liable to any Proponent as a result of such negotiations.
4. All sub-contractors of the Proponent will be subject to the same evaluation process. It is the responsibility of the Proponent to guarantee that all its sub-contractors will comply with all the requirements and terms and conditions set out herein.

### EVALUATION CRITERIA

1. Proposals will be evaluated for their adherence to, interpretation of and response to the issues as set out in this document. The following established criteria will be used:

- a) team organization and strength;
- b) expertise and experience related to development and management of accessible housing developments;
- c) presentation of proposed methodologies and processes to achieve goals;
- d) clear identification of services included;
- e) identification of major issues, challenges and risks associated with the deliverables;
- f) demonstrated budget breakdowns for each deliverable;
- g) consultant's innovation in its approach to the development including any recommended alternatives, sustainable measures, efficiencies and originality;
- h) proposal conveys the Proponent's intent in a clear and concise manner;
- i) includes development schedule, milestones, delivery dates, progress meetings and critical dates for decisions;
- j) cost allocations and controls within the stated budget;
- k) co-ordination of work with the Town of Drayton Valley; and
- l) Proponent's approach to risk assessment.

### ACCEPTANCE AND REJECTION OF PROPOSALS

1. Notwithstanding any other provision in the proposal documents, the Town of Drayton Valley has, in its sole discretion, the unfettered right to:
  - a) accept any proposal;
  - b) reject any proposal;
  - c) reject all proposals;
  - d) accept a proposal which is not the lowest priced proposal;
  - e) accept a proposal that deviates from the requirements, specifications or the conditions specified in this RFP;
  - f) reject a proposal even if it is the only proposal received by the Town of Drayton Valley;
  - g) accept all or any part of a proposal; and
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2. All proposals shall be irrevocable and remain open for acceptance for at least one hundred and twenty (120) days after the closing time, whether or not another proposal has been accepted.
3. The Town of Drayton Valley is not under any obligation to award a contract and may elect to terminate this RFP at any time.

### PROPOSAL TIMELINE

The Timeline for the RFP process is as follows:

- a) RFP issued to vendors – June 4, 2015
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**Section 6.0 - PROPOSAL FORM**

Proponent's Name: \_\_\_\_\_

Address \_\_\_\_\_

Mailing Address (if different from above) \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Key Contact Person: \_\_\_\_\_

Telephone (if different from above) \_\_\_\_\_

Email: \_\_\_\_\_

The undersigned Proponent, having carefully read and examined the RFP including all sections and having full knowledge of the requirements described herein, does offer to provide the goods and/or services in accordance with the requirements, terms and conditions set out in the RFP and in accordance with the pricing as described within.

\_\_\_\_\_  
Signature of Authorized Signatory\_\_\_\_\_  
Date\_\_\_\_\_  
Print Name and Title**1.0 Required Proposal Documents**

By initialing each item, the Proponent confirms it has completed and enclosed the following documentation in its proposal and has identified any deviations or items of non-compliance providing an explanation of where it does not comply.

Initial

- |       |                                                                                                                                                                                                                                                                                             |
|-------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| _____ | 1) The Proponent's Alberta WCB registration number is _____. The Proponent warrants that it is in good standing as to all WCB assessments and requirements.                                                                                                                                 |
| _____ | 2) The Proponent confirms that it will comply with all occupational health and safety requirements, policies and procedures of the Town of Drayton Valley and all statutory occupational health and safety requirements under, or in connection with the <i>Worker's Compensation Act</i> . |
| _____ | 3) Brief description of Proponent's company, purpose, and history of successes.                                                                                                                                                                                                             |
|       | 4) Information on size of firm, number of partners, and staff employed.                                                                                                                                                                                                                     |

- \_\_\_\_\_ 5) Information on relevant experience performed during the last five (5) years.
- \_\_\_\_\_ 6) Indication of the number and size of other municipalities where like services have or are currently being provided.
- \_\_\_\_\_ 7) Identification of key personnel to be assigned to this contract, setting out their names, responsibilities, qualifications, and relevant experience.
- \_\_\_\_\_ 8) Provision of a minimum of two (2) service contract engagements that the Proponent has been affiliated with within the last five (5) years. Indicate the name, phone number and e-mail address of the primary client contact.
- \_\_\_\_\_ 9) Submission of the work plan outlining planning, communications, and methodology to perform the services required.
- \_\_\_\_\_ 10) Submission of a detailed budget breaking down the costs for all the phases of the development.
- \_\_\_\_\_ 11) Submission of a detailed list of any deviations and/or variations from the terms and conditions set out in this RFP and, if applicable, detail proposed amendments.

## 10.0- Information Items

Page No. 108-131

10.1	March 2015 Brazeau Seniors Foundation Minutes	109-115
10.2	March 2015 Communities in Bloom Minutes	116-118
10.3	March 2015 Waste Management Committee Minutes	119-122
10.4	April 2015 RCMP Statistics	123-129
10.5	May 14, 2015, Economic Development for Elected Officials Report – Mayor McLean	130
10.6	Certificate of Appreciation – Royal Canadian Legion	131

### **MOTION:**

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



**Brazeau**  
Seniors Foundation

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

RECEIVED  
7/14/15

MEETING OF THE BOARD OF DIRECTORS  
Shangri-La Lodge, Drayton Valley  
March 12, 2015  
1:00 pm

**ATTENDANCE:**

**Directors Present:**

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

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

**Directors Absent:**

**Administration Present:**

Stella Keller  
Ruth Boden

Chief Administrative Officer  
Financial Manager

**Guest:**

Barry Carlson

Auditor

**1.0 CALL TO ORDER**

J. Vatter called the meeting to order at 1:00pm

**2.0 AGENDA**

**2.1 ADDITIONS TO THE AGENDA**

4.3 Requisition Review

4.4 Board Member Expenses

**2.2 APPROVAL OF AGENDA**

**Resolution #15-03-01: Moved by M. Gressler to approve the agenda with additions.**

**Motion ...Carried Unanimously**

### **3.0 APPROVAL OF MINUTES**

#### **3.1 MINUTES FROM THE FEBRUARY 26, 2015 REGULAR BOARD MEETING**

**Resolution #15-03-02: Moved by J. Young to approve the minutes of the February 26, 2015 Regular Board Meeting.**

**Motion ...Carried Unanimously**

#### **3.2 BUSINESS ARISING OUT OF THE MINUTES**

*None discussed*

### **4.0 FINANCIAL**

#### **4.1 FINANCIAL REPORTS - Foundation**

##### **4.1.1 Foundation Payable Disbursements for February 2015.**

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

**Motion ...Carried Unanimously**

##### **4.1.1.1 Visa Payable for February 2015**

**Resolution #15-03-04: Moved by D. Shular to accept the Visa Payable as information.**

**Motion ...Carried Unanimously**

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

##### **4.2.1 Urban Housing Payable Disbursements for February 2015.**

**Resolution #15-03-05: Moved by M. Gressler to accept the Urban Housing Payable Disbursements as information.**

**Motion ...Carried Unanimously**

#### **4.3 REQUISITION REVIEW**

*Deferred till after audit presentation*

#### **4.4 BOARD MEMBER EXPENSE**

##### **4.4.1 Board Member Expenses**



**Resolution #15-03-06: Moved by D. Shular** to approve the board and travel expenses for J. Vatter to attended Minister Meeting with Jeff Johnson March 3, 2015.

## **5.0 OLD BUSINESS**

### **5.1 Municipal Housing Initiative – Meeting March 2 and 10, 2015**

An update was provided by J. Vatter and S. Keller. The Committee appears to be struggling with the direction the Committee is taking. One meeting discussed 'attainable Housing' and another meeting discussed 'Low-Income Housing'. These are two very different clients. The costs involved in managing low-income clients can be signification and preparation needs to be made to cover costs if that is their goal.

There had been significant discussion in the past to possibly merge Low-Income Housing with 'Market Housing'. This scenario was discussed because of the possibility of sustainability and access to Provincial Grant Funding. However, the Grant Funding no longer exists since the decrease in oil. Caution needs to be taken to ensure that the municipalities do not incur undo expenses.

Due to different members of the committee expressing different visions S. Keller recommended that the committee may want to consider a Strategic Planning session to determine their goals and set their vision etc. and then offered to arrange that session. The Committee appeared receptive. It was recommended that a discussion around governance should also be arranged.

The Foundation will proceed with contacting Municipal Affairs – Fred Tyrell to facilitate the Strategic Plan, for presentation to the Housing Committee. Committee Member contact information for the Chair, A. Driessen & W. Comptom will be forwarded to Mr. Tyrell as well.

## **6.0 REPORTS**

*Deferred till after Annual Audit Presentation*

## **7.0 ANNUAL AUDIT PRESENTATION**

(B. Carlson joined the meeting)

J. Vatter welcomed Barry Carlson to the meeting.

Barry Carlson from Carlson Roberts & Seely - Chartered Accountants presented the Audited Financial Statements for the Brazeau Seniors Foundation year ending December 31, 2014.

- Review of the engagement letter



Brazeau Seniors Foundation was given a clean report. There were no outstanding issues.

- Review of the management letter

**Resolution #15-03-07: Moved by** M. Gressler to approve moving \$100,000 from Unrestricted Net Assets to Lodge Operating Reserve.

**Motion...Carried Unanimously**

**Resolution #15-03-08: Moved by** F. Fairfield to approve the cost of getting a proposal for design of parking lot.

**Motion...Carried Unanimously**

**Resolution #15-03-09: Moved by** M. Gressler to accept the Brazeau Seniors Foundation Audited Financial Statements for the year ending December 31, 2014 as presented.

**Motion...Carried Unanimously**

**Resolution #15-03-10: Moved by** J. Young to accept the Urban Housing Program Notice to Reader Report for the year ending December 31, 2014 as presented.

**Motion...Carried Unanimously**

#### **4.3 REQUISITION REVIEW**

**Resolution #15-03-11: Moved by** D. Shular to accept the Brazeau Seniors Foundation's Municipal Requisitions as presented.

**Motion ...Carried Unanimously**

#### **6.1 OPERATIONS REPORT**

##### **6.1.1 Operations Report**

Operations Report was verbally reviewed by S. Keller.

##### **CENTRAL SERVICES**

- We met with a representative from AUMA to review our benefit package. He is going to provide some reports on usage and we may propose some changes.
- The Chair and I attended a meeting in Athabasca on March 3, 2015. The meeting was fairly positive for Seniors. However, funding for other Housing Programs will be limited; no new funding for affordable housing etc.

##### **SHANGRI-LA LODGE OPERATION**



- The Lodge Standards Review has been rescheduled for March 16, 2015 @ 10 am.
- The Fire Department was involved in our most recent Fire Evacuation. This helped the employees and residents focus on the important things during an evacuation.

### **Housing Projects**

- Our recent advertisement for the Seniors Self-Contained Apartments has brought in a few applicants.
- I expect that the provincial budget will confirm or scale down the budget for the Direct Rent Supplement Program. Therefore I am delaying the Policy until that is announced – changes proposed will ensure those in the greatest of need are accommodated first and we are recommending a supplement increase depending on funding.

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

- I attended a Contractor's meeting on March 4, 2015. There have been a few issues with the roof leaking at the join of the new roof to the old roof. Those appear to have been rectified. Contractors are ahead or on schedule with most of the project. There has been a delay in the ventilation in the offices and home care room which has resulted in people being out of those areas longer than expected.
- The quote for the cover over the sidewalk came in at over thirty thousand. I do not recommend moving forward with this. We may need to proceed with a solution when we are in a position to replace the retaining wall and parking area.
- We had extra roofing work completed around the fireplace area and scuppers around the sky lights. Costs were approximately \$6,000.00 and will be included in our regular budget.
- We are getting a quote on costs to replace the concrete pad on the patio... it is in poor shape. The covered area will also need work but I have not included that in this project.

### **Urban Housing Program**

- Francis has worked hard to get these units filled. We continue to have some turnover, but it has slowed down considerably compared to last year.
- A meeting with Annette and Lola left us with the mandate to contemplate higher rental rates. Rents are changing in Drayton Valley fairly steady as laid off workers move out... Therefore we are recommending minimal increases.

**Resolution #15-03-12: Moved by D. Shular to approve no increase to the Urban Housing rental rates due to the current economic situation. Rental Rates may be Reviewed again when things start to pick up.**



**Motion ...Carried Unanimously**

**Resolution #15-03-13: Moved by D. Shular to accept the Operations Report as information.**

**Motion ...Carried Unanimously**

**6.1.1.1 Policy Review**

**6.1.1.1.1 Security Deposit Rate**

*Defer to next meeting*

**6.1.2 Vacancy Report March 2015**

**Resolution #15-03-14: Moved by D. Shular to accept the Vacancy Report as information.**

**Motion ...Carried Unanimously**

**6.1.3 Housing Monthly Profile for January 2015**

**Resolution #15-03-15: Moved by F. Fairfield to accept the Housing Monthly Profile as information.**

**Motion ...Carried Unanimously**

**6.1.4 2015 ASCHA Conference**

**6.1.4.1 Proposed ASCHA Governance Structure**

**6.1.4.2 Signing of Voting Delegate Authorization Form**

The Voting Delegate Authorization Form was signed by those attending the General Meeting.

**6.1.4.3 Northern Zone – ASCHA - Spring Meeting March 24, 2015**

**Resolution #15-03-16: Moved by D. Shular to approve sending F. Fairfield and S. Keller to the Northern Zone ASCHA Spring meeting.**

**Motion ...Carried Unanimously**

**6.1.5 In-Private Session (Planning/Personnel Matter)**

**Resolution #15-03-17: Moved by J. Young to go in-private to discuss personnel at 4:12pm.**

**Motion ...Carried Unanimously**



**Resolution #15-03-18: Moved by J. Young to come out of private at 4:25pm.**

**Motion ...Carried Unanimously**

**8.0 NEW BUSINESS**

**8.1 Core Need Income Threshold**

*Deferred to next meeting*

**9.0 CORRESPONDENCE**

**9.1 From: Alberta Senior Citizens' Housing Association – Thank you for joining ASCHA's membership, also enclosed 50<sup>th</sup> Anniversary Membership Certificate. (February 25, 2015)**

**Resolution #15-03-19: Moved by D. Shular to accept the correspondence as information presented.**

**Motion ...Carried Unanimously**

**10.0 FUTURE MEETING DATES**

**10.1 NEXT BSF REGULAR BOARD MEETINGS – Tuesday, April 28, 2015 at the Shangri-La Lodge @ 9:00am.**

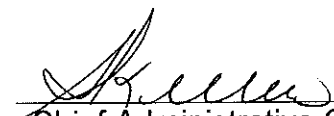
**11.0 ADJOURNMENT**

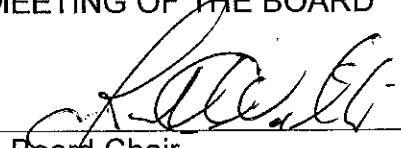
**Resolution #15-03-20: Moved by D. Shular to adjourn the meeting at 4:45pm.**

**Motion ...Carried Unanimously**

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APPROVED AT THE April 28, 2015 MEETING OF THE BOARD

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

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



# COMMUNITIES IN BLOOM MEETING

HELD TUESDAY, MARCH 3<sup>RD</sup>, 2015

AT 9:00 A.M.

IN BOARDROOM TWO

TOWN CIVIC CENTRE

## MINUTES

**Present:** Wendy Snow, Nicole Nadeau, Evelynna Jambrosic, Colleen Andersen, Pam Schaub, Susan Schwindt and Cora Appleby

### 1.0 Welcome and Introductions

The meeting was called to order at 9:07 am by Chair Wendy Snow.

### 2.0 Agenda

#### 2.1 Additions or Deletions

The following addition was added:

5.2 Correspondence

#### 2.2 Approval of Agenda

**Motion by Evelynna Jambrosic to accept the agenda as amended.**

**CARRIED**

### 3.0 Minutes of the January 12<sup>th</sup>, 2015 Meeting

#### 3.1 Approval of Minutes

**Motion by Susan Schwindt to accept the January 12<sup>th</sup>, 2015 Meeting Minutes as presented.**

**CARRIED**

### 4.0 Business Items

#### 4.1 National Judging Day 2015 Registration

Cora Appleby presented the 2015 registration form and informed the Committee that they have been registered in the Friends (Non-evaluated) category. It was confirmed with CIB Nationals that if we wanted to wait and compete in Nationals next year, we could be in the friend's category provincially in order to prepare for Nationals.

#### 4.2 Dave's Café

The Committee discussed the historical background that Mae Chow had sent in regards to Dave's Café.

**~ ACTION ITEM ~ Cora Appleby will ask Mae Chow for Pictures of Dave's Café.**

**~ ACTION ITEM ~ Colleen Andersen will look in the Historical Society's records and see if they have pictures of Dave's Café.**

#### 4.3 Legion Mural & Cenotaph Request Letter

Cora Appleby presented the Legion Mural & Cenotaph Restoration Committee's correspondence requesting assistance in supplying the envelopes and printing of the sponsorship packages.

**Motion by Nicole Nadeau to grant the in-kind request for the Legion Mural & Cenotaph Restoration Committee.**

**CARRIED**

**~ ACTION ITEM ~ Cora Appleby will print extra packages to have available at the Legion for members to distribute as per Pam Schaub's request.**

**~ ACTION ITEM ~ Cora Appleby will fill out the Sponsorship Form to acknowledge the CIB's previous donation of \$1,000.**

#### 4.4 50's Party

The Committee discussed the theme for the 50's Party for this year's Communities in Bloom Family Event. The Committee decided to change the theme to the 80's and watch the movie "Footloose" and would like to approach the different dance studio's and groups to participate in the evening and coordinate a flash mob for the event. The Committee chose to host the event in the evening on August 27, 2015.

**~ ACTION ITEM ~ Nicole Nadeau will talk to Gacelas Dance Studio and Joanne's Dance Studio and ask them to volunteer to teach some fun routines to the crowd during the evening and to participate in a flash mob to kick off the movie.**

**~ ACTION ITEM ~ Colleen Andersen will ask the Line Dancing Group to volunteer to teach some fun routines to the crowd during the evening and to participate in flash mob to kick off the movie.**

**~ ACTION ITEM ~ Cora Appleby will contact Conoco Philips and ask if they would like to sponsor the CIB Family Fun Event, like in previous years.**

**~ ACTION ITEM ~ Cora Appleby will contact LR Light and Sound to book the movie screen, sound system and DJ services for August 27<sup>th</sup>.**

**~ ACTION ITEM ~ Cora Appleby will contact Criterion Pictures to retain the movie viewing rights for "Footloose".**

### 5.0 Other Business

#### 5.1 Historical Murals on Electrical Boxes ~ Colleen Andersen

Colleen Andersen presented the Committee pictures that were taken on her trip to Great Falls, Montana of electrical boxes that were painted with different designs throughout the community (attached). Colleen Andersen proposed that the Communities in Bloom Committee take on this initiative as a beautification project.

The Committee discussed possible partnerships with the Fine Arts Society and High School Students to paint the electrical boxes. The Committee agreed that the artists need to provide the CIB Committee with a conceptual design of the artwork, once

approved by the Committee; the design will be presented to Town Council for final consent.

**~ ACTION ITEM ~ Colleen Andersen will contact FORTIS and ask for written consent to paint the electrical boxes and an inventory of where all of the electrical boxes are located.**

5.2 Correspondence

Chair Wendy Snow presented the request from Eagle Point Blue Rapids Parks Council to write a support letter regarding the work that was done with the Interpretative Signage Project, to be attached with the Emerald Award application.

MOTION by Chair Wendy Snow to have the Communities in Bloom Committee write a letter of support for the Emerald Award Application submitted by EPBR, outlining the Interpretative Signage Project.

Chair Wendy Snow presented correspondence from the Town of Drayton Valley stating that Nicole Nadeau is the Council representative on the CIB Committee and Brandy Fredrickson is the Alternate Council representative.

6.0 **Financial/Statement**

6.1 Review of Financial Statement

Cora Appleby reported that the \$400 registration fee is only expenditure to date.

7.0 **Next Meeting Date**

The next meeting will be held on May 5<sup>th</sup>, 2015 at 9:00 am at the Town Office.

8.0 **Adjournment**

The meeting was adjourned at 10:02 am by Chair Wendy Snow.

# minutes

## Waste Management Committee Meeting

March 10, 2015

1300-1530 hours

Boardroom 2

**Present:** Councillor Brandy Fredrickson (Acting Committee Chair), Councillor Deb Bossert, Mr. Paul Mah, Ms. Martine Cook

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

**Guests:** Mr. Charles Cosby & Ms. Tamara Brown, **Ever Green Ecological Services**  
Mr. Gavin Scott & Mr. Lee Harris, **MCL Waste Systems and Environmental**  
Ms. Jen Garrick, **Public Works**  
Ms. Kristina Vallee, **Bio-Mile Coordinator**

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### 1.0 Councillor Fredrickson called meeting to order at 1300 hours

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### 2.0 Additions or Deletions to Agenda

#### 4.7 Family Day – Councillor Bossert

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### 3.0 Approval of Minutes from Previous Meeting, Waste Management Committee Meeting

Councillor Bossert moved to adopt the previous meeting minutes. Councillor Fredrickson seconded. The February 3, 2015, Waste Management Committee minutes have been approved.

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### 4.0 Discussion Items

#### 4.0 Correction to January 8, 2015 Minutes:

Councillor Bossert moved; Item 4.4 Garbage Collection Contractor – Evergreen Service of the January 8, 2015, minutes should state that Ever Green's contract ends in 2016 not 2018 as earlier adopted.

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#### 4.1 Call for Chair:

Councillor Long relinquished his position as member and Chair of the Waste Management Committee as Councillor Fredrickson was appointed as member by Council.

Councillor Bossert moved for Councillor Fredrickson to become Chair of the Committee, Councillor Fredrickson voted in favor. Councillor Fredrickson is the new Chair of the Waste Management Committee.

#### **4.2 Ever Green – Q & A:**

Ever Green's new Operations Manager, Mr. Charles Cosby and part owner, Ms. Tamara Brown along with Ms. Jennifer Garreck from Public Works were introduced to the Committee.

Mr. Mah began the discussion of collection problems by asking:

**QUESTION:** How can communication between Ever Green and Public Works improve?

**ANSWER:** Mr. Cosby indicated he has been in his position for only one month and service has improved as he follows up with every email by the end of each day and he is now reporting to Ms. Garreck and identifying why pickup was missed.

**RECOMMENDATION:** *Mr. Mah has noticed the current labels do not stick to the bins properly in cold weather and suggested tagging with zip ties to indicate the reason for missed collection along with a picture of the problem and location address to be forwarded to Ms. Garreck before she receives calls from the home owner.*

**QUESTION:** Why are collection times inconsistent and how should the public get notified?

**ANSWER:** Mr. Cosby will inform Ms. Garreck of highway conditions or breakdowns that may affect pickup as soon as possible to allow time to notify areas scheduled for service. He instructs drivers to use the same route and monitors their circuit with GPS tracking to maintain consistency. He suggested the public be notified on the Town website.

**ACTION:** *Ms. Garreck should contact Ms. Jill Buehler, Communication and Marketing Coordinator for the Town to post public announcements on the Town website and apps.*

**QUESTION:** Ms. Garreck mainly receives missed service, bin repairs and theft calls, she wants to be aware of any problems before calls come in. And can the dates of completion for bin repair and replacement be forwarded to Ms. Garreck for her Wednesday Report?

**ANSWER:** Mr. Cosby has scheduled repairs on recycling day (bimonthly) to utilize the available truck to carry bins and tools. Mr. Cosby and Ms. Garreck agree that communication has improved and he will continue to supply information as problems arise and forward completion dates.

**QUESTION:** Councillor Bossert asked for information regarding Organic Collection. What is the extra charge per bin and would it be a weekly or biweekly service?

**ACTION:** *Mr. Cosby will prepare a quote for seasonal Organic pickup with an extra bin charge for 6 months (May-October) and provide to the Committee for weekly and biweekly service.*

**QUESTION:** Councillor Bossert had damages to her car from the lift truck in the past, what is the reporting process for damages?

**ANSWER:** Reports should be made to Public Works which are then forwarded to Mr. Cosby for insurance claims, repair and follow-up.

**ACTION:** *Ms. Buehler can post the process information on the website.*

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**QUESTION:** Mr. Mah mentioned that the tire compound used by Ever Green is too hard to get traction which has become an issue in some communities in winter months. Has Ever Green looked into a different tire for collection trucks?

**ANSWER:** Ms. Brown has indicated that Ever Green has had a variety of tires for the load weight and season and replaces the tires regularly. She stated that some communities have had to switch from back lanes to front curb pickup for a seasonal flip due to lane access.

**ACTION:** *A follow-up meeting in fall should be scheduled.*

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#### 4.3 MCL – Q & A:

Introductions of Mr. Gavin Scott and Mr. Lee Harris were made to the Committee.

Councillor Fredrickson began the discussion by asking:

**QUESTION:** Is the Clean Shoe Area still being promoted for public use? Are the bins being dumped consistently or is it higher usage that forces residents to drop off into the pit?

**ANSWER:** Mr. Scott is unaware of the problem but will check peak times to determine if the bins need to be dumped more frequently.

**ACTION:** *Mr. Harris will address the issue and report to Mr. Mah.*

**QUESTION:** What is the policy if residents want to go to pit to drop off heavy loads?

**ANSWER:** The public is permitted at this time, at their own risk. A warning sign is posted. A magnet sweep is done regularly but tires still can be punctured by debris. Not recommended to the general public.

**ACTION:** *A report to Mr. Mah by next week regarding policy and liability.*

And

**RECOMMENDATION:** *The Committee recommends that only extremely heavy offloading should go to the pit and the Clean Shoe Area should be promoted. The safety policy should be reviewed and the public should be following the direction of the staff. Public education should be posted on the Town website.*

**QUESTION:** Councillor Bossert has been charged for recycling in the past, she asked, can recycling be located at the front of the gate, so there is no charge?

**ANSWER:** Mr. Scott said it may be too tight and unsafe at the gate but MCL will look for a better location for the recycle bins. Presently residents with mixed loads should be weighing in on the scale and returning with recycle to scale out to determine the weight and cost of landfill waste and then drop off recycle at no charge.

**ACTION:** *The Committee would like to explore a better blue bag system and asked for 2 or 3 ideas with pros/cons for discussion.*

Overall, communication with MCL has been excellent.

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#### **4.4 TDA – Tire-Derived Aggregate:**

Mr. Mah informed the Committee that a new cell is scheduled to be prepared at the landfill. He presented maps of the site and drawings of the proposed drainage system. An incentive program by Alberta Environment could be implemented by using tire shred (TDA- tire derived aggregate) which Alberta Recycling Management Authority provide with application while supplies last, to meet environmental objectives and cost savings.

**QUESTION:** Mr. Mah asked, what is the procedure, as MMM Group has the design ready and application deadlines are quickly approaching?

**ANSWER:** TDA has been used in an existing cell and was found to be effective. Application for TDA should be made by Mr. Scott as soon as possible. MCL will be bringing the site to rough grade when the frost is gone and then it can go to tender. Liberty is Mr. Scott's first choice. Completion date of the cell is predicted for the end of August.

**ACTION:** *Close communication will be necessary between Mr. Mah, MCL, MMM Group and ARMA throughout this project.*

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#### **4.5 WastAway & Alberta Biofuel, Genalta Update:**

Ms. Vallee shared that Genalta Power and Alberta Biofuel are in preliminary discussions and have interests in the Drayton Valley proposed project. Council has a meeting tomorrow night to discuss.

There will be an introductory meeting shortly to hear the proposal from GES (Genalta Energy Study). After the proposal, a decision can be made.

Councillor Bossert expressed concerns regarding the air quality when burning the pellets. She asked Ms. Vallee to be prepared to provide any studies of its safety to Council.

The required waste tonnage is 55 tons and we can only guarantee 25 tons locally. If the Town brings in more waste from other municipalities, the concern will be public perspective. We need to educate the public with statistics and information in layman's terms.

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#### **4.6 Metro Vancouver Model:**

The Sustainability Officer will need to consolidate information along with the Sonnevra report to the Committee when the position is filled.

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#### **4.7 Family Day:**

Councillor Bossert announced that the Family Day events of February 16, 2015, were lovely and extended a "well done" to staff. Family Day went very well with Ms. Annette Driessen, Director of Community Services running the event.

The booth for public education was missed this year but will be set up next year by MCL.

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### **5.0 Adjournment**

Councillor Fredrickson adjourned the meeting at 1500 hours

Next meeting scheduled for May 14, 2015, 1000 hours

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

Tuesday, May 05, 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		2	6	1	2	4
Other Sexual Offences		0	0	0	3	1
Assault		51	71	61	50	41
Kidnapping/Hostage/Abduction		0	6	1	1	0
Extortion		1	0	0	1	0
Criminal Harassment		9	12	7	1	7
Uttering Threats		32	20	15	15	13
Other Persons		0	0	0	0	0
<b>TOTAL PERSONS</b>		<b>96</b>	<b>115</b>	<b>87</b>	<b>78</b>	<b>68</b>
Break & Enter		34	34	29	29	14
Theft of Motor Vehicle		27	39	24	38	16
Theft Over		2	4	1	5	3
Theft Under		54	79	113	110	67
Possn Stn Goods		8	18	10	16	2
Fraud		9	17	17	14	12
Arson		0	2	0	1	1
Mischief To Property		69	87	73	85	92
<b>TOTAL PROPERTY</b>		<b>203</b>	<b>280</b>	<b>267</b>	<b>298</b>	<b>207</b>
Offensive Weapons		2	5	7	11	4
Disturbing the peace		29	57	33	28	31
<b>OTHER CRIMINAL CODE</b>		<b>81</b>	<b>124</b>	<b>109</b>	<b>98</b>	<b>105</b>
<b>TOTAL OTHER CRIMINAL CODE</b>		<b>84</b>	<b>129</b>	<b>117</b>	<b>109</b>	<b>109</b>
<b>TOTAL CRIMINAL CODE</b>		<b>383</b>	<b>524</b>	<b>471</b>	<b>485</b>	<b>384</b>

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

CATEGORY	Trend	2011	2012	2013	2014	2015
Drug Enforcement - Production		0	0	0	0	0
Drug Enforcement - Possession		11	20	16	15	13
Drug Enforcement - Trafficking		7	5	5	6	8
Drug Enforcement - Other		0	0	0	0	0
<b>Total Drugs</b>		<b>18</b>	<b>25</b>	<b>21</b>	<b>21</b>	<b>21</b>
Federal - General		4	8	4	2	1
<b>TOTAL FEDERAL</b>		<b>22</b>	<b>33</b>	<b>25</b>	<b>23</b>	<b>22</b>
Liquor Act		18	14	10	5	5
Other Provincial Stats		23	27	36	35	67
<b>Total Provincial Stats</b>		<b>41</b>	<b>41</b>	<b>46</b>	<b>40</b>	<b>72</b>
Municipal By-laws Traffic		3	2	5	3	3
Municipal By-laws		16	30	23	18	22
<b>Total Municipal</b>		<b>19</b>	<b>32</b>	<b>28</b>	<b>21</b>	<b>25</b>
Fatals		0	1	0	0	0
Injury MVC		0	2	4	1	1
Property Damage MVC (Reportable)		142	117	109	131	99
Property Damage MVC (Non Reportable)		11	13	10	13	13
<b>TOTAL MVC</b>		<b>153</b>	<b>133</b>	<b>123</b>	<b>145</b>	<b>113</b>
<b>Provincial Traffic</b>		<b>306</b>	<b>306</b>	<b>163</b>	<b>196</b>	<b>114</b>
<b>Other Traffic</b>		<b>7</b>	<b>9</b>	<b>8</b>	<b>2</b>	<b>2</b>
<b>Criminal Code Traffic</b>		<b>42</b>	<b>48</b>	<b>33</b>	<b>38</b>	<b>28</b>
<b>Common Police Activities</b>						
False Alarms		104	98	83	65	87
False/Abandoned 911 Call		47	22	28	17	1
Suspicious Person/Vehicle/Property		59	74	62	12	34
Persons Reported Missing		0	1	5	2	4
Spousal Abuse - Survey Code		0	58	54	40	64

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

January to April	Trend	2011	2012	2013	2014	2015
Fatals		0	1	0	0	0
Injury MVAS		0	2	4	1	1
Property Damage MVAS (Reportable)		142	117	109	131	99
Property Damage MVAS (Non Reportable)		11	13	10	13	13
Total MVC		153	133	123	145	113

January to April	Trend	2011	2012	2013	2014	2015
Impaired Operation*		22	22	9	10	9
Roadside Suspensions - alcohol related - No charge**		7	9	8	2	2
Occupant Restraint/Seatbelt Violations**		40	2	1	3	0
Speeding Violations**		2	9	12	10	4
Intersection Related Violations**		14	16	6	4	3
Driving without Due Care or Attention*		5	5	1	0	1
Other Moving Traffic*		88	120	59	61	35
Other Non-Moving Violation**		103	82	28	34	16
Other CC Traffic***		4	7	7	5	3

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

**Drayton Valley Municipal Detachment**  
**Statistical Comparison**  
**April: 2011 - 2015**

CATEGORY	Trend	2011	2012	2013	2014	2015
Drug Enforcement - Production		0	0	0	0	0
Drug Enforcement - Possession		2	3	3	3	3
Drug Enforcement - Trafficking		2	1	2	0	3
Drug Enforcement - Other		0	0	0	0	0
<b>Total Drugs</b>		4	4	5	3	6
Federal - General		0	2	2	1	1
<b>TOTAL FEDERAL</b>		4	6	7	4	7
Liquor Act		3	5	0	2	3
Other Provincial Stats		6	5	8	6	21
<b>Total Provincial Stats</b>		9	10	8	8	24
Municipal By-laws Traffic		1	0	1	1	1
Municipal By-laws		3	8	9	6	4
<b>Total Municipal</b>		4	8	10	7	5
Fatals		0	0	0	0	0
Injury MCS		0	0	1	0	0
Property Damage MVC (Reportable)		0	23	23	31	15
Property Damage MVC (Non Reportable)		0	5	3	4	2
<b>TOTAL MVC</b>		0	28	27	35	17
<b>Provincial Traffic</b>		55	77	45	46	28
<b>Other Traffic</b>		1	4	2	2	0
<b>Criminal Code Traffic</b>		15	11	7	13	12
<b>Common Police Activities</b>						
False Alarms		23	32	18	22	21
False/Abandoned 911 Call		13	4	5	6	0
Suspicious Person/Vehicle/Property		24	30	23	4	11
Persons Reported Missing		0	0	1	1	0
Spousal Abuse - Survey Code		0	16	17	7	16

# **Drayton Valley Municipal Detachment** **Statistical Comparison** **April: 2011 - 2015**

Tuesday, May 05, 2015

CATEGORY	Trend	2011	2012	2013	2014	2015
Offences Related to Death		0	0	0	0	0
Robbery		0	0	0	0	0
Sexual Assaults		1	0	0	0	2
Other Sexual Offences		0	0	0	1	0
Assault		21	19	10	3	6
Kidnapping/Hostage/Abduction		0	0	0	0	0
Extortion		0	0	0	0	0
Criminal Harassment		1	2	3	0	2
Uttering Threats		7	5	4	3	3
Other Persons		0	0	0	0	0
<b>TOTAL PERSONS</b>		<b>30</b>	<b>26</b>	<b>17</b>	<b>7</b>	<b>13</b>
Break & Enter		13	7	5	7	4
Theft of Motor Vehicle		4	7	6	11	1
Theft Over		0	0	1	0	1
Theft Under		18	23	49	29	17
Possn Stn Goods		4	2	3	2	1
Fraud		5	6	7	3	5
Arson		0	1	0	1	0
Mischief To Property		21	26	15	22	21
<b>TOTAL PROPERTY</b>		<b>65</b>	<b>72</b>	<b>86</b>	<b>75</b>	<b>50</b>
Offensive Weapons		1	2	0	0	1
Disturbing the peace		10	15	9	5	6
<b>OTHER CRIMINAL CODE</b>		<b>28</b>	<b>29</b>	<b>28</b>	<b>21</b>	<b>17</b>
<b>TOTAL OTHER CRIMINAL CODE</b>		<b>30</b>	<b>31</b>	<b>28</b>	<b>21</b>	<b>18</b>
<b>TOTAL CRIMINAL CODE</b>		<b>125</b>	<b>129</b>	<b>131</b>	<b>103</b>	<b>81</b>

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

April	Trend	2011	2012	2013	2014	2015
Fatals		0	0	0	0	0
Injury MVAS		0	0	1	0	0
Property Damage MVAS (Reportable)		0	23	23	31	15
Property Damage MVAS (Non Reportable)		0	5	3	4	2
Total MVC		0	28	27	35	17

April	Trend	2011	2012	2013	2014	2015
Impaired Operation*		8	3	0	1	4
Roadside Suspensions - alcohol related - No charge**		1	4	2	2	0
Occupant Restraint/Seatbelt Violations**		1	0	0	1	0
Speeding Violations**		2	3	7	2	2
Intersection Related Violations**		2	10	0	1	2
Driving without Due Care or Attention*		0	1	0	0	1
Other Moving Traffic*		22	30	12	16	10
Other Non-Moving Violation**		13	21	10	5	3
Other CC Traffic***		1	1	2	2	2

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

## Drayton Valley Municipal Detachment

January to April: 2011 - 2015

Category	Trend	2011	2012	2013	2014	2015	Mean	Std Deviation	Mean + 1 Std Dev	FLAG	Slope
<b>Theft Motor Vehicle (Total)</b>		27	39	24	38	16	28.8	8.7	37.5	Within Norm	-2.3
Auto		3	2	2	2	1	2.0	0.6	2.6	Within Norm	-0.4
Truck/SUV/Van		7	24	8	26	13	15.6	8.0	23.6	Within Norm	1.4
Motorcycle		0	0	0	0	0	0.0	0.0	0.0	Within Norm	0
Other		14	9	10	4	1	7.6	4.6	12.2	Within Norm	-3.1
Take Auto without Consent		3	4	4	6	1	3.6	1.6	5.2	Within Norm	-0.2
<b>Break and Enter (Total)</b>		34	34	29	29	14	28.0	7.3	35.3	Within Norm	-4.5
Business		18	3	13	16	4	10.8	6.2	17.0	Within Norm	-1.5
Residence		7	22	9	7	9	10.8	5.7	16.5	Within Norm	-1.1
Cottage or Seasonal Residence		0	0	0	0	0	0.0	0.0	0.0	Within Norm	0
Other		3	6	2	4	1	3.2	1.7	4.9	Within Norm	-0.6
<b>Spousal Abuse</b>		0	58	54	40	64	43.2	23.0	66.2	Within Norm	11
<b>Robbery</b>		1	0	2	5	2	2.0	1.7	3.7	Within Norm	0.7
<b>Assault</b>		51	71	61	50	41	54.8	10.3	65.1	Within Norm	-4.1
<b>Sexual Assaults</b>		2	6	1	2	4	3.0	1.8	4.8	Within Norm	0
<b>Traffic</b>											
Impaired Operation*		22	22	9	10	9	14.4	6.2	20.6	Within Norm	-3.8
Roadside Suspensions - alcohol related - No grounds to charge**		7	9	8	2	2	5.6	3.0	8.6	Within Norm	-1.7
Occupant Restraint/Seatbelt Violations**		40	2	1	3	0	9.2	15.4	24.6	Within Norm	-7.9
Speeding Violations**		2	9	12	10	4	7.4	3.8	11.2	Within Norm	0.5
Intersection Related Violations**		14	16	6	4	3	8.6	5.4	14.0	Within Norm	-3.4
Driving without Due Care or Attention*		5	5	1	0	1	2.4	2.2	4.6	Within Norm	-1.3
Other Moving Traffic*		88	120	59	61	35	72.6	29.0	101.6	Within Norm	-16.5
Other Non-Moving Violation**		103	82	28	34	16	52.6	33.7	86.3	Within Norm	-22.2
Other CC Traffic***		4	7	7	5	3	5.2	1.6	6.8	Within Norm	-0.4



**Town of Drayton Valley**  
**COUNCILLOR REPORT**  
**COUNCIL MEETING: May 27, 2015, Governance and**  
**Priorities Meeting**  
**Mayor Glenn McLean**

**Date: May 14, 2015**

**Event: Economic Development for Elected Officials**  
**Organized by EDA (Economic Developers of Alberta)**

**Session Title: Community Economic Development**

**Description**

The course emphasized the elected official's role in economic development and discussed roles and responsibilities vis á vis elected officials and administration, including CAOs and Economic Development Officers.

**Key Learnings:**

1. When attending conferences of any kind think from an economic development perspective and "go where the money is". Put simply this means make and nurture contacts with government officials at all levels with a view to exploring funding opportunities for projects relevant to our community.
2. Always bear in mind the importance of **quality of life** to economic development prospects for our community. **Quality of life is the most important consideration in determining whether or not someone will move into your community.** Things such as green space redevelopment, recreation and cultural facilities, and childcare are critical to attracting new workers and families to our community.
3. View your community from an outsider's perspective. In order to determine and address any shortcomings elected officials should ask themselves, "Why wouldn't I move to this community?" "What is it missing?"
4. Find someone to serve as the community's **volunteer coordinator**. In order to build capacity within our community and its organizations and to expand the types of activities available to residents and travellers alike, the volunteer sector needs to be harnessed and focused on these initiatives.
5. Find a way to form strategic alliances and partnerships with other municipalities, private enterprise, and other levels of government.

**Recommended Action:**

1. Ensure our job description for the EDO is complete and hire an EDO
2. Find a volunteer coordinator for our community. Consider more immediate ways to thank volunteers at community events.
3. Explore strategic alliances with other municipalities/agencies
4. Conduct an asset inventory for Drayton Valley and a SWOT analysis (Strengths, Weaknesses, Opportunities and Threats)
5. Obtain a copy of the "Business Readiness" binder from the Town of Whitecourt for Administration to review.

# Certificate of Appreciation



Presented to

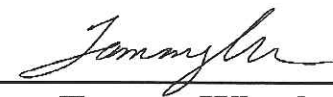


*Town Of Drayton Valley*

For supporting the **Branch Histories Book** of **The Royal Canadian Legion Alberta-Northwest Territories Command**. Your recognition and support for Veterans in Alberta and the Northwest Territories is sincerely appreciated. Thank you for your participation.



**Wayne Donner**  
President



**Tammy Wheeler**  
Executive Director

**THE ROYAL CANADIAN LEGION ALBERTA-NORTHWEST TERRITORIES COMMAND**

**"LEST WE FORGET"**