



Agenda

Call to Order

National Anthem

1.0 Additions to the Agenda

2.0 Adoption of Agenda

3.0 Corrections or Amendments:

3.1. June 3, 2015, Regular Meeting of Council Minutes 3-11

4.0 Adoption of:

4.1. June 3, 2015, Regular Meeting of Council Minutes

5.0 Community Spotlight

5.1. Alberta Genealogical Society, Connie Stuhl

6.0 Delegations

6.1. The Max Centre, Wayne Tourneur

6.2. Bylaw Officer Statistics, Pam Balke

6.3. Humans Helping Humans, Shake it Up Drayton Valley, Hack Hamdon

12

7.0 Public Time

8.0 Decision Items

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June 24, 2015

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10.0	Department Reports	
10.1.	Planning & Development	Jenn Martin
10.2.	Engineering & Transportation	Ron Fraser
10.3.	Community Services, FCSS & Sustainability	Annette Driessen
10.4.	Protective Services	Tom Thomson
10.5.	Administration	
	• Legislative Services	Chandra Dyck
	• Economic Development, Communications and Marketing and Information Services	Nesen Naidoo
	• CAO Report	Manny Deol

11.0	Council Reports	
11.1.	Councillor Shular	
11.2.	Councillor Wheeler	
11.3.	Councillor Bossert	
11.4.	Councillor Nadeau	
11.5.	Councillor Long	
11.6.	Mayor McLean	

12.0	Adjournment	
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Meeting Minutes

THOSE PRESENT:

Mayor McLean
Deputy Mayor Shular
Councillor Long
Councillor Bossert
Councillor Wheeler
Councillor Nadeau
Councillor Fredrickson
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
Christian Richmond, Audio/Video
Mamta Lulla, Drayton Valley Western Review
Cassandra Jodoin, CIBW Radio
Members of the Public

ABSENT:

Manny Deol, Town Manager

CALL TO ORDER

Mayor McLean called the meeting to order at 6:01 p.m.

1.0 Additions to the Agenda

RESOLUTION #152/15

Councillor Shular moved to add the following item to the Agenda:

- Item 10.7 "May 25, 2015, Brazeau County Draft Minutes"

CARRIED UNANIMOUSLY

2.0 Adoption of Agenda

RESOLUTION #153/15

Councillor Long moved to adopt the Agenda for the June 3, 2015, Regular Meeting of Council, as amended.

CARRIED UNANIMOUSLY

3.0 Corrections or Amendments:

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

No corrections or amendments were made.

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

No corrections or amendments were made.

4.0 Adoption of:

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

RESOLUTION #154/15

Councillor Bossert moved to adopt the Minutes of the May 13, 2015, Regular Meeting of Council Minutes, as presented.

CARRIED UNANIMOUSLY

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

RESOLUTION #155/15

Councillor Bossert moved to adopt the May 13, 2015, Special Meeting of Council Minutes, as presented.

CARRIED UNANIMOUSLY

5.0 Community Spotlight – River Valley Players

Allie Spicer-Riess and Darcy Mulroy, from River Valley Players (RVP) presented to Council an update for 2015. Updates included: RVP is insured for 2015, and the RVP now has a new logo.

Ms. Spicer-Riess spoke about Artstrek, hosted annually by Theatre Alberta at Red Deer College. The program brings top instructors in Alberta to share their knowledge at the theatre camp. With the success of productions such as this year's "Sound of Music", RVP will assist one local student to participate each year by providing a scholarship to cover the full cost of attendance.

One Musical, 20 Singers, 24 Hours 'Til Showtime is an improvised inspired project, which starts July 17 at Rotary House at 7 p.m. Cost is \$2.00 to attend. On July 20 – 24, 2015, RVP is hosting Summer Drama Camp for Teens', 5 different presenters coming in to instruct on various topics. The program is affordable at \$50.00 per participant for the week. Council commended RVP on the success of the "Sound of Music", and thanked all the volunteers who participated.

6.0 Proclamation

6.1. Seniors' Week

Mayor McLean proclaimed June 1 to 7, 2015 as Seniors' Week in the Town of Drayton Valley.

7.0 Delegation

7.1. Ahmed Khaled, Request for Bylaw Amendment

Ahmed Khaled presented to Council the reasons for his Bylaw amendment request. Miniature goats are currently classified as livestock, however they grow to two feet tall and 65 pounds at the most, they are not louder than dogs, and do not have any significant odor. Mayor McLean commended Ahmed Khaled for his drive to make a change in the community; however the petition that was submitted does not meet specific requirements as outlined in the *Municipal Government Act*. Mayor McLean further stated that the intent of the petition is not lost; this prompted a discussion request Administration to look at the current state of our Bylaw. Mr. Khaled stated his drive was due to his mother instructing him that if he was able to make a change to the Town's Bylaw then he could get a miniature goat. Mayor Glenn McLean explained there are a variety of ways to change the Bylaw in a municipal context which include: hosting a meeting, contacting a member of

Council or Administration, and providing Council with more research. Administration will provide a written reply to Mr. Khaled.

Claire Sather supports Mr. Khaled's application, and shared her positive experiences having owned miniature goats in the past.

8.0 **Public Time**

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

9.0 **Decision Items**

9.1. **Parks and Public Facilities Bylaw 2014/14/E**

Councillor Wheeler explained that, 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; and
- 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.

RESOLUTION #156/15

Councillor Wheeler moved that Council give second reading to Parks and Public Facilities Bylaw 2014/14/E, as amended.

CARRIED UNANIMOUSLY

RESOLUTION #157/15

Councillor Wheeler moved that Council give third and final reading to Parks and Public Facilities Bylaw 2014/14/E, as amended.

CARRIED UNANIMOUSLY

9.2. **Councillor Fredrickson Leave of Absence Request**

Councillor Bossert explained that 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

RESOLUTION #158/15

Councillor Bossert moved that Council approve a leave of absence for Councillor Fredrickson for a period of eight weeks, starting on June 24, 2015 and with a return on August 19, 2015.

CARRIED

ABSTAINED: Councillor Fredrickson

9.3. Development Permit DV15-053 Detached Garage Variance

Councillor Fredrickson explained that 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. Administration has confirmed that the application is in compliance with the Municipal Development Plan, the Area Structure Plan, Land Use Bylaw Regulations, and Alberta Building Code. Drayton Valley/Brazeau County Fire Department has no concerns with the proposed setback from the laneway with regards to the Fire Code.

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.

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.

Applicant, Lorri Winship, explained to Council the layout of their lot is that of a “pie-shape” which makes meeting the required setbacks difficult. Mrs. Winship advised Council that their sewer line was replaced in August, 2015, which allows them more flexibility to build the detached garage while maintaining yard space. Mrs. Winship thanked Council for their consideration.

RESOLUTION #159/15

Councillor Fredrickson moved that Council approve Development Permit DV15-053 for a detached garage variance request with no less than 2.63 metres from the laneway.

CARRIED UNANIMOUSLY

9.4. Community Event Grant – Beehive Association

Councillor Nadeau explained that 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 40th Anniversary Celebration. 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 and 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.

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. Based on this information Administration recommended that Council decline the application for funding.

RESOLUTION #160/15

Councillor Neadeau moved to take "from the Table" the motion to grant Beehive Services Association \$600.00 from the Community Event Grant.

CARRIED UNANIMOUSLY

RESOLUTION #129/15

Councillor Neadeau moved that Council grant \$600.00 to the Beehive Services Association from the Community Event Grant.

Councillor Shular asked Administration why they recommended that this application be declined. Mr. Thomson explained that the Beehive's 40th Year Anniversary celebration is comparable to a private party, as opposed to a Community Event. The application does not meet the qualifications of the grant.

DEFEATED

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

9.5. Accessible Housing RFP

Councillor Shular explained that 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 investigated various options for the creation of new housing units and shared those with 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.

RESOLUTION #161/15

Councillor Shular moved that Council approve the Request for Proposal for Accessible Housing for distribution.

CARRIED UNANIMOUSLY

Mayor McLean called a break at 7:08 p.m.

Mayor McLean reconvened the meeting at 7:26 p.m.

10.0 Information Items

- | |
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| 10.1. March 2015 Brazeau Seniors Foundation Minutes |
| 10.2. March 2015 Communities in Bloom Committee Minutes |
| 10.3. March 2015 Waste Management Committee Minutes |
| 10.4. April 2015 RCMP Policing Report |
| 10.5. May 14, 2015, Economic Development for Elected Officials Report – Mayor McLean |
| 10.6. Certificate of Appreciation – Royal Canadian Legion |
| 10.7. May 25, 2015 Brazeau County Draft Minutes |

RESOLUTION #162/15

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

CARRIED UNANIMOUSLY

Mayor McLean explained to the public the addition of item 10.7, May 25, 2015, Brazeau County Draft Minutes. Letters had been sent to our municipal neighbors in March 2015, regarding the County's participation in the bus hub, ECDC and a proposal that the RCMP be a shared municipal service. It was not until June 1, 2015, that a letter was received from Brazeau County denying all requests.

11.0 Department Reports

11.1. Planning & Development

Mrs. Martin provided Council with an update that the subdivision, index and zoning map are all updated and available for viewing in Mrs. Martin's office or on the website. In the last 6 weeks 25 development permits have been approved and 17 business licenses.

Wendy's has been approved, at 5809-50th Ave. The building on 5821 50th Ave has been approved for commercial interior renovations for Pizza Hut. Current business relocations include: Speedy Glass and Paper Chase.

11.2. Engineering & Transportation

Mr. Naidoo introduced Ron Fraser as the new Director of Engineering. Mr. Fraser provided Council with updates on the following topics: sewer repair at 45th Ave, paving on south entrance on 50th street, finish 34th Ave to Highway 22, Beckett Road starting on June 7, 2015, completion end of July, Brougham Drive extension paving to be completed by the end of June, and office floor repairs complete end of June. CETC project is on schedule, with a project soft opening in September, firm opening in 2016. The water treatment plant is projected for completion end of September.

11.3. Community Services, FCSS & Sustainability

Ms. Driessen updated Council about the Historical Society, currently on the second year of the contract agreement regarding the maintenance of the museum site as well as the buildings. For the proposed aquatic facility, Community Services is working on applying for two grants. National Fitness Week June 6-13, 2015. Current Capital projects being worked on are: ice resurfer, Recreational Master Cultural Plan, outdoor rink, summer programs and camps.

Ms. Driessen introduced Teresa Dunlop, Program Manager.

11.4. Protective Services

Chief Thomson advised Council of the change of the fire ban to partial from full and shared the reasons for determining how a ban is established along with ESRD. Busy with a lot of wild-land fires. The RCMP hosted their open house on June 3, 2015. Photo radar in Drayton Valley is fully operational. The new animal shelter is moving ahead with construction to begin in the near future. Mr. Thomson introduced Robert Reid, Fire Marshal.

Administration

- Legislative Services

Ms. Dyck advised Council about recent Bylaw preparation; though there is often not a great amount of participation from the public at the initial stages, recently the Town has been enjoying engagement from the public.

- Information Services, Economic Development and Communications and Marketing

Mr. Naidoo introduced Council to Christian Richmond, Videographer. Mr. Naidoo updated Council about the Town App, currently 721 downloads. During the Hockey Canada 100th Year Anniversary event the app received 12 new downloads; the goal is 1,000 downloads working with promotions to meet the target. Developing “report a problem” function and adding a business directory to the App. The 2014 Annual Report has been completed, sent for printing.

- CAO Report

There was no report from the CAO.

12.0 Council Reports

12.1. Councillor Long

- Public Libraries Conference in Jasper, Alberta
- May 4, Frank Maddock High School Social Classes
- Battle of the Books
- Signing of the Joint Venture Agreement with Nor Quest College
- Brazeau County Economic Development Breakfast
- June 1, Seniors' Tea

12.2. Councillor Shular

- Brazeau Seniors Foundation Meetings
- May 4, Frank Maddock High School Social Classes
- Signing of the Joint Venture Agreement with Nor Quest College
- Classroom Champions BBQ at Evergreen School
- 39/20 Alliance Meeting
- June 1, Seniors' Tea

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Minutes of June 3, 2015

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- June 3, RCMP Open House
- 12.3. Councillor Wheeler
 - Fire Department Pager Challenge
 - Public Works Week
 - Willey West 25th Anniversary
 - Physician Recruitment and Retention Committee Meetings
- 12.4. Councillor Bossert
 - Signing of the Joint Venture Agreement with Nor Quest College
 - Public Works Week
 - Creating Rural Connections Housing Conference
 - Willey West 25th Anniversary
- 12.5. Councillor Fredrickson
 - May 20, Emergency Management Training Course
 - May 21, Waste Management Meeting
 - May 14, Economic Development for Elected Officials
 - Public Works Week
- 12.6. Councillor Nadeau
 - Alberta School Ballet at Aurora Elementary School
 - Jimmy Rankin Concert - Volunteer
 - FCSS Spring Grant
 - EPAC Celebration
 - Education Week, Evergreen Elementary Reading
 - May 1, Chamber of Commerce Meeting
 - Hockey Century Tour
 - June 1, Seniors Tea
 - June 3, Camp Day at Tim Hortons
 - June 3, Economic Development Committee Meeting
- 12.7. Mayor McLean
 - May 4, Frank Maddock High School Social Classes
 - Battle of the Books
 - May 14, Economic Development for Elected Officials
 - Public Works Week
 - May 21, Joint Venture Agreement Signing with NorQuest College
 - May 25, 4-H Show and Sale
 - May 29, Municipal Government at Holy Trinity Academy
 - May 30, Willey West 25th Anniversary
 - June 1, Seniors Tea
 - June 3, Camp Day at Tim Hortons
 - RCMP Open House

Adjournment**RESOLUTION # 163/15**

Councillor Long moved that Council adjourn the June 3, 2015, Regular Meeting of Council at 8:30 p.m.

CARRIED UNANIMOUSLY

MAYOR

CHIEF ADMINISTRATIVE OFFICER

DRAFT



Town of Drayton Valley

Delegation Request Form

Name (s): _____

Organization: _____

Contact Number: _____ Contact E-mail: _____

Mailing Address: _____

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

Council Meeting

Governance & Priorities Committee Meeting

Special Meeting/Presentation

Administration Meeting

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

Reason for Requesting Delegation:

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

Additional Information Provided

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

Please indicate any preference you have for meeting:

Please submit your request by:

Fax: 780.542.5753

E-mail:

admin-support@draytonvalley.ca

In person:

5120-52 ST

		Section	
AGENDA ITEM:	False Alarm Bylaw		
Department:	Fire Department		
Presented by:	Councillor Bossert		
Support Staff:	Tom Thomson		

BACKGROUND:

With advances in technology, businesses and local residents have been able to protect their property better using many forms of security type systems. Unfortunately, with the increase in popularity with these systems, so has an increase occurred in false alarms for emergency services.

With the implementation of this bylaw, emergency services will be able to issue a ticket to individuals who are responsible for false alarms. It is hoped that with this new bylaw, businesses and residents will be more responsible for their false alarm incidents which will ultimately reduce the number of false alarms that are being responded to by emergency services personnel. This will reduce the number of call outs which will ultimately reduce the burden on our tax payers.

RECOMMENDATION:

It is recommended that Town Council pass the False Alarm Bylaw.

MOTION:

I move that Council give first reading to Bylaw 2015/09/P The False Alarm Bylaw.



BYLAW NO. 2015/09/P

Name of Bylaw: False Alarms Bylaw

BEING A BYLAW OF THE TOWN OF DRAYTON VALLEY, IN THE PROVINCE OF ALBERTA,
RESPECTING FALSE ALARMS WITHIN THE TOWN OF DRAYTON VALLEY.

WHEREAS in accordance with the *Municipal Government Act* being Chapter M 26 of the Revised Statutes of Alberta, 2000, and amendments thereto, a Council may pass Bylaws for the safety, health and welfare of people and the protection of people and property, and for services provided by or on behalf of the municipality;

AND WHEREAS response to false alarms may compromise the effectiveness of emergency services;

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

TITLE

1. This Bylaw may be cited as the “False Alarms Bylaw” of the Town of Drayton Valley.

DEFINITIONS

2. In this Bylaw, including this section, unless the context otherwise requires:

false alarm means any notification to any emergency service, including but not limited to the fire service, the Royal Canadian Mounted Police, the ambulance service, community peace officers, bylaw enforcement, and emergency dispatch services, respecting the existence of a condition, circumstance or event containing an imminent serious danger to persons or property, where no such condition, circumstance or event exists.

owner means

- a. any person registered as the owner of property under the *Land Titles Act*;
- b. a person who is recorded as the owner of property on the assessment role of the Town.
- c. a person who has become the beneficial owner of the property, including by entering into a Purchase and Sale Agreement, whether they have purchased or otherwise acquired directed from the owner or from another purchaser, and who has not yet become the registered owner thereof;
- d. a person holding himself out as the person exercising the power of authority of ownership or, who for the time being exercises the powers and authority of ownership over the property.
- e. a person in control of property under construction; or
- f. a person, tenant or renter who is the occupant of the property under a lease, license or permit;

Peace Officer means a person appointed as a Peace Officer pursuant to section 7 of the *Peace Officer Act*, S.A. 2006, chapter P-35, and also includes but is not limited to a Police Officer, Royal Canadian Mounted Police Officer, Special Constable, Bylaw Enforcement Officer, Safety Codes Officer, or a person designated by Council to enforce the provisions of this Bylaw;

person means a corporation, partnership, or individual, and the heirs, executors, administrators or other legal representative of an individual, joint venture, proprietorship, association, or society;

property means any lands, buildings, structures, improvements, or premises, or any personal property located thereupon, within the municipal boundaries of the Town;

Violation Tag means a tag or similar document issued by the Town for the purpose of notifying a person that an offence has been committed for which a prosecution may follow;

Violation Ticket means a ticket issued pursuant to Part 2 of the *Provincial Offences Procedure Act*;

OFFENCES

3. No person or Owner shall cause or allow the issuing of a False Alarm due to or resulting from faulty, damaged, malfunctioning alarm equipment, or a private alarm company.
4. No person or Owner shall, by the use of alarm equipment or by any other means of notification, make or cause to be made any False Alarm.

FINES AND PENALTIES

5. Any person who contravenes any provision of this Bylaw is guilty of an offence and is liable to:
 - a. payment of the penalty as set out in Schedule “A” hereto; or
 - b. for any offence for which there is no penalty specified, to a penalty of not less than eighty dollars (\$80.00) and not more than two thousand dollars (\$2,000.00); and
 - c. in default of payment of any penalty, to imprisonment for up to six (6) months.
6. A Peace Officer who has reasonable and probable grounds to believe that any person has contravened any provision of this Bylaw, may issue and serve:
 - a. a Violation Tag allowing payment of the specified penalty to the Town, which payment will be accepted by the Town in lieu of prosecution for the offence; or
 - b. a Violation Ticket, allowing a voluntary payment of the specified penalty to the Provincial Court, or, requiring a person to appear in Court without the alternative of making a voluntary payment; and
 - c. the recording of the payment of a specified penalty made to the Town pursuant to a Municipal Tag or the Provincial Court of Alberta pursuant to a Violation Ticket shall constitute an acceptance of a guilty plea and conviction of the offence.
7. Service of a Violation Tag shall be sufficient if it is:
 - a. personally served;
 - b. left with the person on the premises who has the appearance of being at least eighteen (18) years of age; or
 - c. sent and served by regular mail to the person or corporation’s last known mailing address.
8. A Violation Tag shall be in a form approved by the Town Manager, and shall state:

- a. the name of the person to whom the violation tag is issued;
 - b. a description of the property upon which the offence has been committed, particularly a civic address or legal description, if applicable;
 - c. the appropriate penalty for the offence as specified in Schedule "A" of this Bylaw;
 - d. that the penalty shall be paid within thirty (30) days of the issuance of the Violation Tag in order to avoid prosecution; and
 - e. any other information as may be required by the Town Manager.
9. Where a Violation Tag has been issued pursuant to this section, the person to whom the Violation Tag has been issued may, in lieu of being prosecuted for the offence, pay to the Town Office, the penalty specified on the Violation Tag.
 10. In the event that a Violation Tag has been issued and the penalty specified on the Violation Tag has not been paid within the prescribed time, a Peace Officer is hereby authorized and empowered to issue a Violation Ticket pursuant to Part 2 of the *Provincial Offences Procedure Act* to the person to whom the Violation Tag was issued.
 11. Notwithstanding the foregoing, a Peace Officer is hereby authorized and empowered to immediately issue a Violation Ticket to any person to whom the Peace Officer has reasonable grounds to believe has contravened any provision of this Bylaw.
 12. A Violation Ticket issued with respect to a violation of this Bylaw may be served upon the person responsible for the contravention in accordance with the *Provincial Offences Procedure Act*.
 13. The person to whom the Violation Ticket has been issued may plead guilty by making a voluntary payment in respect for of the summons by delivering to the Provincial Court,

on or before the initial appearance date, the Violation Ticket together with an amount equal to the specified penalty for the offence as provided by this Bylaw.

14. Where a Clerk of the Court records in the Court records the receipt of a voluntary payment pursuant to this Bylaw and the *Provincial Offenses Procedure Act*, the act of recording constitutes acceptance of the guilty plea and also constitutes a conviction and imposition of a fine in the amount of the specified penalty.

INTERPRETATION

15. In this Bylaw any reference to a named Act is a reference to an Act of the Legislature of Alberta, as amended from time to time.
16. Words used in the singular include the plural and vice-versa.
17. When a word is used in the masculine or feminine it will refer to either gender.
18. Words used in the present tense include the other tenses and derivative forms.

SEVERABILITY

19. 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.

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

Read a first time this _____ day of _____, 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		
		<u>First Offence</u> <u>Within a 12</u> <u>month period</u>	<u>Second</u> <u>Offence</u> <u>Within a 12</u> <u>month</u> <u>period</u>	<u>Third or</u> <u>More</u> <u>Offence</u> <u>Within a 12</u> <u>month</u> <u>period</u>
3	cause or allow the issuing of a False Alarm due to or resulting from faulty, damaged, malfunctioning alarm equipment, or a private alarm company	\$80.00	\$260.00	\$500.00
4	By the use of alarm equipment or by any other means of notification, make or cause to be made any False Alarm.	\$80.00	\$260.00	\$500.00

1415086; June 18, 2015

AGENDA ITEM:	Community Standards Bylaw 2015/08/P
Department:	Administration
Presented by:	Councilor Nadeau
Support Staff:	Chandra Dyck

BACKGROUND:

The purpose of the attached Bylaw is to establish community standards and regulate, control and abate nuisances and dangerous and unsightly premises within the Town of Drayton Valley. By establishing these requirements in the form a Bylaw, Administration is better equipped to ensure that activities lands within the Town are maintained to a consistent standard, recognizing that each property has the potential to impact those parcels around it.

The Town currently has a Nuisance Bylaw from 1986, which is limited in scope and does not accurately reflect the type of community we wish to maintain. The attached Bylaw is intended to expand on the principles of the 1986 version.

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

MOTION:

That Council give first reading to Community Standards Bylaw 2015/08/P.



DRAYTON VALLEY
'Pulling Together'

DRAFT

BYLAW NO. 2015/08/P

BEING A BYLAW OF THE TOWN OF DRAYTON VALLEY, IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF ESTABLISHING COMMUNITY STANDARDS AND REGULATING, CONTROLLING AND ABATING NUISANCES AND DANGEROUS AND UNSIGHTLY PREMISES WITHIN THE TOWN OF DRAYTON VALLEY.

WHEREAS in accordance with the *Municipal Government Act* being Chapter M 26 of the Revised Statutes of Alberta, 2000, and amendments thereto, allows for a municipality may pass bylaws to regulate, manage and control unsightly property within the municipality;

AND WHEREAS and pursuant to Part 2, Division 1, section 7 of the *Municipal Government Act* 2000, being Chapter M.26.1 of the Revised Statutes of Alberta, the Council of a municipality is authorized to pass bylaws with respect to the health, safety and well-being of its community,

AND WHEREAS pursuant to section 66(2) of the *Safety Codes Act* a Council may make bylaws respecting the following matters:

- (a) Minimum maintenance standards for buildings and structures; and
- (b) Unsightly or derelict buildings or structures;

AND WHEREAS pursuant to the *Agricultural Pests Act* and the *Weed Control Act*, a Council may pass certain bylaws and appoint Inspectors;

AND WHEREAS, the Town of Drayton Valley is desirous to manage the maintenance of unsightly properties 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 "Community Standards Bylaw" of the Town of Drayton Valley.

2. **PURPOSE**

The purpose of this Bylaw is to regulate the conduct and activities of people on public property and upon privately owned property and immediately adjacent areas in order to promote the safe, enjoyable and reasonable use of such property for the benefit of all citizens of the Town.

3. **DEFINITIONS**

In this Bylaw, including this section, unless the context otherwise requires:

abandoned equipment means equipment, furniture or machinery, which has been rendered inoperative by reason of its disassembly, damage, age or the deterioration of its original condition, and includes, but is not limited to, any household appliances stored outside of a residence or other structure, regardless of whether the household appliance is in an inoperative condition;

abandoned vehicle means the entire or any portion of any motor vehicle, where that vehicle:

- a. is in rusted, wholly or partially wrecked, dismantled, or inoperative condition, and is not located within a structure or located on property such that it can be concealed from view; or
- b. has no current license plate attached to it and, in respect of which, no registration certificate has been issued for the current year; and
- c. is inoperative by reason of missing or disassembled parts or equipment, and is not located within a structure or located on property such that it can be concealed from view;

boulevard means that part of a highway that is not a roadway; and is that part of the sidewalk that is not especially adapted to the use of or ordinarily used by pedestrians;

building includes a structure and any part of a building or structure (including but not limited to decks, patios, porticos, balconies, porches, overhangs, eaves, steps, landings, and carports) placed in, on or over land whether or not it is so affixed to become transferred without special mention by a transfer or sale of the land;

Bylaw Enforcement Officer means an individual or individuals appointed by the Town pursuant to the *Municipal Government Act*, to enforce the Town's Bylaws, and includes a member of the Royal Canadian Mounted police and any Special Constable employed by the Town;

construction site means a parcel of land upon which a building, structure, or a portion thereof is being constructed or repaired;

Council means the Municipal Council for the Town of Drayton Valley;

Designated Officer means a Bylaw Enforcement Officer, or any other person who has been appointed by Council from time to time, for the purpose of inspections or enforcement pursuant to this Bylaw;

Development Authority means the person or persons appointed pursuant to the Development Authority Bylaw, as amended;

disturbance means the interruption of the peace and quiet of a neighbourhood;

graffiti means the unauthorized or offensive defacement or disfigurement of any property or object, through the performance of any of the following acts:

- a. the application of any substance, including paint, ink, stain or whitewash to any surface;
- b. the affixing of any substance, including paper, fabric, or plastic, by any form of adhesion that does not remove cleanly when pulled away from the applied surface; or
- c. the marking, scratching, etching or other alteration or disfigurement of any surface;

highway means the same as defined in the *Traffic Safety Act*;

motor vehicle means a motor vehicle, as defined in the *Traffic Safety Act*;

noxious weed has the same meaning as in the *Weed Control Act*;

nuisance means a condition, or the use of, or an emission from property which, in the opinion of a designated officer, or the chief administrative officer, constitutes an interference with the use and enjoyment of other private or public property, and includes, without limiting the foregoing, noise or/and unsightly premises;

obstruction means an encroachment, excavation, structure, object, thing, or any other obstacle that interferes with, or prevents the vision, passage, maintenance or use of any public property by vehicles or pedestrians;

occupant means any person other than the registered owner who is in possession of the property, including, but not restricted to, a lessee, licensee, tenant or agent of the owner;

occupy or *occupies* means residing on or to be in apparent possession or control of property;

Order means an Order issued by a designated officer as described in Section 545 or Section 546 of the *Municipal Government Act*, as applicable;

owner means

- a. any person registered as the owner of property under the *Land Titles Act*;
- b. a person who is recorded as the owner of property on the assessment role of the Town.
- c. a person who has become the beneficial owner of the property, including by entering into a Purchase and Sale Agreement, whether they have purchased or otherwise acquired directed from the owner or from another purchaser, and who has not yet become the registered owner thereof;
- d. a person holding himself out as the person exercising the power of authority of ownership or, who for the time being exercises the powers and authority of ownership over the property.
- e. a person in control of property under construction; or
- f. a person, tenant or renter who is the occupant of the property under a lease, license or permit;

Peace Officer means a person appointed as a Peace Officer pursuant to section 7 of the *Peace Officer Act*, S.A. 2006, chapter P-35, and also includes but is not limited to a Police Officer, Royal Canadian Mounted Police Officer, Special Constable, Bylaw Enforcement Officer, Safety Codes Officer, or a person designated by Council to enforce the provisions of this Bylaw;

person means a corporation, partnership, or individual, and the heirs, executors, administrators or other legal representative of an individual, joint venture, proprietorship, association, or society;

Permit means a written permit issued by the Town;

property means any lands, buildings, structures, improvements, or premises, or any personal property located thereupon, within the municipal boundaries of the Town;

public place means any highway, parkland, public bridge, road, lane, footway, square, court, alley or passage, whether a thoroughfare or not, and includes any open space to which the public may have or are permitted to have access whether on pavement or otherwise, that is owned by the Town of Drayton Valley;

refuse means all solid and liquid waste including, but not limited to, broken dishes, cans, glass, rags, cast-off clothing, waste paper, cardboard, containers, organic and inorganic yard and garden waste, garbage, fuels, chemicals, hazardous materials, abandoned vehicles, abandoned equipment, tires, paint, automotive liquids, manure, animal waste or any other form of waste or litter;

reasonable state of repair means the condition of being:

- a. structurally sound,
- b. free from significant damage;
- c. free from rot or other deterioration; and
- d. safe for its intended use;

sidewalk means that part of the highway especially adapted to the use of or ordinarily used by pedestrians and includes that part of a highway between the curb line or, where there is no curb line, the edge of the roadway, and the adjacent property line whether or not it is paved or unpaved;

special event means activities, including parades, occurring in the Town which are open to or intended to attract the general public and will take place in or on publicly owned lands or facilities;

structure means a building or other thing erected or placed in, on, over or under land, whether or not it is so affixed to the land, as to become transferred without special mention by a transfer or sale of the land;

sidewalk means that part of the highway especially adapted to the use of or ordinarily used by pedestrians and includes that part of a highway between the curb line or, where there is no curb line, the edge of the roadway, and the adjacent property line whether or not it is paved or unpaved;

Town means the Town of Drayton Valley, in the Province of Alberta;

Town Manager means the Chief Administrative Officer of the Town or his delegate;

unsightly premises means any property, whether land, buildings, improvements to lands and buildings, personal property or any other combination of the above, located within the Town that, in the opinion of a designated officer, or the Chief Administrative Officer, detrimentally affects the repose, amenities, use, value or enjoyment of the surrounding properties in reasonable proximity to the subject premises, or is otherwise detrimental to the surrounding area or in an unsightly condition as defined by the *Municipal Government Act*;

Violation Tag means a tag or similar document issued by the Town for the purpose of notifying a person that an offence has been committed for which a prosecution may follow;

Violation Ticket means a ticket issued pursuant to Part 2 of the *Provincial Offences Procedure Act*;

waste bin (also referred to as a dumpster) means a metal container of three-, four- or six- yard capacity used for the collection of waste for commercial, industrial, institutional and high density residential sites;

waste receptacle (also referred to as a *tote cart*) means a plastic container of specific volume, with hinged lid and wheels, which is supplied by the Town or by a corporation designated by the Town;

weeds means any plant that is designated in the *Weed Control Act* of Alberta as “prohibited” or “noxious”, and shall also include any fungus which may be destructive or injurious to gardens, lawns, trees or shrubs.

4. NUISANCE AND UNSIGHTLY PREMISES

- 4.1 An owner of property shall not cause or allow that property, or his/her use of that property, to constitute a nuisance.
- 4.2 An owner of property shall not cause, or allow that property to become, a danger to public safety, an unsightly premises, or allow a property to show signs of a serious disregard for general maintenance and upkeep, whether or not it is detrimental to the surrounding area.
- 4.3 No person shall cause, permit or allow refuse, abandoned equipment, abandoned vehicles, discarded, dilapidated furniture or household appliances, loose garbage, rubbish, packaging material, scrap metals, scrap lumber, tires, parts of disassembled machinery, equipment or appliances and motor vehicle parts, boxes, whether of any apparent value or not, to collect, accumulate or to be stored upon property owned or occupied by him/her or under his/her responsibility.

- 4.4 No person shall cause, permit or allow refuse, abandoned equipment, abandoned vehicles, discarded, dilapidated furniture or household appliances, loose garbage, rubbish, packaging material, scrap metals, scrap lumber, tires, parts of disassembled machinery, equipment or appliances and motor vehicle parts, boxes, recyclable material or paper products, whether of any apparent value or not, to accumulate in any building or structure within the Town, except in appropriate containers provided for the temporary storage of refuse or other waste materials for pick-up and disposal at a sanitary landfill, recycling centre or other waste management facility, or except as otherwise permitted pursuant to a statute, or this or another Bylaw.
- 4.5 Conditions constituting a nuisance on property include, but are not limited to:
- a. the accumulation of refuse or other waste products;
 - b. grass in excess of fifteen (15) centimeters in length, or the presence of weeds, which in the opinion of a designated officer, are excessive or which demonstrate neglect by the owner;
 - c. the accumulation of animal waste material, yard material, ashes or scrap building material;
 - d. the accumulation of abandoned vehicles, abandoned equipment or household appliances;
 - e. the accumulation of damaged, dismantled or derelict vehicles or motor vehicles, whether insured or registered or not;
 - f. the presence or accumulation of animal carcasses, hazardous materials, noxious fumes, manure or sewage;
 - g. the accumulation of stagnant water which may support the breeding of mosquitoes or other pests;
 - h. the presence of shrubs, trees, weeds or other vegetation which, as a result of its location on the property has caused or is causing damage to adjacent properties, or which is obstructing a sidewalk, highway or public place, including the obstruction of sight lines necessary for the safe operation of motor vehicles on a highway within the Town;
 - i. any construction project or activity not completed within two (2) years of the date the Building Permit for the project or activity was issued by the Town or, if no Permit was issued or required, within two (2) years of the start construction

- j. the failure to dispose of refuse or other waste products accumulating in temporary storage containers upon the property;
 - k. the failure to keep property in a reasonable state of repair, including a lack of repair or maintenance of buildings, structures or property, which includes but is not limited to:
 - i. the significant deterioration of buildings, structures or improvements, or portions of buildings, structures or improvements;
 - ii. broken or missing windows, siding, shingles, shutters, eaves or other building material; and
 - iii. fences, whether decorative or functional in nature, such that they become deteriorated, unsightly or present a safety hazard.
- 4.6 Any nuisance occurring within a boulevard or sidewalk under the care of an adjacent property owner is considered a contravention of this Bylaw by that owner.
- 4.7 **Salvage or Storage Yard Storage**
 All outdoor storage yards or salvage yards, auto wreckers or other businesses which, by their nature, appear to be untidy shall be obscured by approved screening from visibility by adjacent properties.

5. **BUILDING MAINTENANCE STANDARDS**

- 5.1 All buildings, structures and improvements to property shall be maintained so that:
- a. the foundations,
 - b. exterior walls,
 - c. roof,
 - d. windows, including frames, shutters and awnings,
 - e. exterior signage
 - f. doors, including frames and awnings,

- g. steps and sidewalks, and
- h. fences.

are kept in a reasonable state of repair. Buildings shall be secured so as to prevent any inappropriate infiltration of air, moisture or water into the building due to peeling, unpainted or untreated surfaces, missing shingles or other roofing materials, broken or missing windows or doors, or any other hole or opening in the building.

5.2 All fixtures, improvements, renovations, or additions to any building, structure or improvement on property, including but not limited to:

- a. exterior stairs,
- b. porches,
- c. decks,
- d. patios,
- e. landings,
- f. balconies,
- g. overhangs and eaves, and
- h. other similar structures

shall be maintained in a reasonable state of repair.

5.3 Any person who owns or occupies land shall keep every tree (including all shrubs, bushes and plants) pruned so that the tree is free of wood or organic material that is dead or dying, or encroachment beyond the owner's property. Trees which overhang streets or sidewalks shall be maintained so that no branches or other organic material encroach within two (2) metres above the street or sidewalk.

5.4 Unoccupied Buildings

- a. If a building normally intended for human habitation is unoccupied for a period exceeding thirty (30) days, such that the building appears abandoned, then any door or window opening in the building may be covered with a solid piece of wood but only if the wood is:

- i. installed from the exterior and fitted within the frame of the opening in a watertight manner;
- ii. of a thickness sufficient to prevent unauthorized entry into the building;
- iii. secured in a manner sufficient to prevent unauthorized entry into the building; and
- iv. coated with an opaque protective finish in a manner that is not detrimental to the surrounding area;

unless such measures are implemented in the case of an emergency, including but not limited to a fire or a natural disaster.

- b. If a building normally intended for human habitation is unoccupied then the person who owns the property shall be responsible to ensure that:
 - i. every walk and driveway on the property shall be maintained clear of all snow and ice;
 - ii. grass shall not be permitted to grow higher than ten (10) centimetres;
 - iii. noxious weeds shall be destroyed; and
 - iv. any graffiti, vandalism or damage to the property is removed or repaired within a period of not less than seventy-two (72) hours from when such graffiti, vandalism or damage occurred.

6. **MAINTENANCE OF SIDEWALKS**

- 6.1 The occupant of any property within the Town shall be responsible for the adjacent municipal sidewalk. Responsibilities shall include, but may not be limited to:
 - a. remove and clear away all snow, ice, dirt, weeds and all other obstructions within forty-eight (48) hours of the time that such snow, ice, or other obstruction was deposited thereon;
 - b. remove the accumulation of fallen leaves, refuse or other debris from the sidewalk; and

- c. prevent any obstacles or obstructions, such as but not limited to electrical extension cords, from extending across sidewalks, unless mitigation steps satisfactory to the Bylaw Officer are taken to limit the hazard or danger to the public.
- 6.2 The Town may, after the expiration of the forty-eight (48) hours aforesaid, remove and clean away all snow, ice, dirt and all other obstructions, as defined in this Bylaw, required to be removed by this section and charge the expenses thereof to the owner or occupant.
- 6.3 For the purpose of this section, snow, dirt and other obstructions will be considered reasonably removed and cleared when the sidewalk is cleaned for the entire width of the sidewalk to the sidewalk surface as completely as reasonable possible.
- 6.4 All persons owning or occupying premises in the Town shall, for a building located on the property and within three (3.0) metres of a highway, remove snow or ice accumulations on the roof or eaves, or from downspouts of the building, and while removing the snow or ice hazard, shall take due care and attention for the safety of vehicles and pedestrians passing.

7. MAINTENANCE OF BOULEVARDS

- 7.1 The owner of any property within the Town shall be responsible for the adjacent boulevard. Responsibilities shall include, but may not be limited to:
 - a. keeping any grass on the boulevard cut to a reasonable length;
 - b. removing the accumulation of fallen leaves, refuse or other debris from the boulevard; and
 - c. cutting or trimming grass around trees, shrubs, sign posts, hydrants, and other municipal structures located within the boulevard.
- 7.2 Notwithstanding any other provisions of this Bylaw, no person shall:
 - a. remove, damage or alter any tree or municipal structure located on a boulevard; or
 - b. prune, cut, repair or perform any other work on any tree or municipal structure on a boulevard;

unless ordered or permitted to do so by the Town Manager.

7. GRAFFITI

- 7.3 No person shall place graffiti or cause it to be placed on any property.
- 7.4 Every property owner or occupant shall ensure that graffiti placed on their property is removed, painted over, or otherwise permanently blocked from public view within seventy-two (72) hours of the graffiti being placed.

8. WASTE MANAGEMENT

8.1 Waste Receptacles

No person shall place, cause or permit to be placed any waste receptacle or tote cart on property they own or occupy unless the waste receptacle or tote cart is:

- a. equipped with a lid or cover capable of completely covering the contents; and
- b. kept closed or covered at all times except for actual loading or unloading of waste.

8.2 Waste Bins

No person shall place, cause or permit to be placed any waste bin or dumpster on land they own or occupy unless the waste bin or dumpster is:

- a. placed and screened in compliance with the Town's Land Use Bylaw;
- b. kept closed or covered at all times except for actual loading or unloading of waste; and
- c. contains only material that will not emit odour and will not be blown out of the bin.

8.3 Construction Waste

- a. Each construction site shall have a waste container to ensure that construction materials are placed in the container to prevent the material from being blown away from or throughout the construction site.
- b. No loose construction material is to be stored or accumulated on a construction site unless it is made incapable of being blown away from or throughout the construction area.

- c. No person in charge of a construction site shall fail to have a waste container on a construction site.
- d. No person in charge of a construction site shall fail to ensure that construction materials are placed in a waste container to prevent materials from being blown away from or throughout the construction site.
- e. No person in charge of a construction site shall allow loose construction material to be stored or accumulated on a construction site unless it is made incapable of being blown away from and throughout the construction site.

9. **LITTERING**

9.1 No person shall place, deposit or throw or cause to be placed, deposited or thrown upon any Town property, including any street, alley, lane, sidewalk, parking lot, park, or other public place or water course:

- a. a cardboard or wooden box, carton, container, or receptacle of any kind;
- b. a wrapper, envelope, or covering of any kind, whether paper or not, from food or confectionary;
- c. paper of any kind, whether or not containing written or printed matter thereon;
- d. any human, animal, or vegetable matter or waste;
- e. any glass, crockery, nails, tacks, barbed-wire or other breakable or sharp objects;
- f. scrap metal, scrap lumber, tires, dismantled, wrecked or dilapidated motor vehicles or parts thereof;
- g. any motor vehicle or any part of any motor vehicle which may, in whole or in part, obstruct any highway, street, alley, lane, bi-way or other public place;
- h. any vehicle fuels, fluids or oils, of any kind;
- i. dirt, sand, gravel, filth, or rubbish of any kind, including but not limited to cigarette butts or gum, whether similar or dissimilar to the foregoing.

- 9.2 A person who has placed, deposited or thrown or caused to be placed, deposited or thrown anything or any matter mentioned in section 10.1 upon any street, lane, alley, sidewalk, parking place, park or other public place or water course shall forthwith remove it.

10. REPAIR OF MOTOR VEHICLES

- 10.1 Except for emergency situations, such changing a flat tire or vehicle break-down requiring immediate repair, no person may conduct any repair work on motor vehicles, including mechanical repairs, auto body work, frame repair, collision repair, auto painting, or modifications to the body or rebuilding of a motor vehicle, on any site in a residential district unless they have obtained a valid Business License issued by the Town of Drayton Valley to do so.
- 10.2 This prohibition shall not apply to routine maintenance work done on any vehicle owned, operated and registered in the name of the owner or resident of the property, provided that:
- a. the activity does not create a nuisance or result in neighbourhood noise complaints;
 - b. there is no escape of offensive, annoying or noxious odours, fumes or smoke from the site;
 - c. vehicle fluids, oil, gasoline products and other hazardous materials are properly stored and disposed of and not swept or washed into the lanes, alleys, streets, or down storm sewers;
 - d. all discarded vehicle parts and materials are properly stored and disposed of from the site;
 - e. no power washing of motor or power train is performed on the site;
 - f. all Building and Fire Code regulations are met.

11. URINATING

No person shall urinate or deposit any human waste in any public place, other than a public washroom.

12. **FLYERS ON VEHICLES**

No person shall place, deposit or throw, or cause to be placed, deposited or thrown upon or into any motor vehicle, which is parked on any street, lane, alley, parking lot or other public place, any leaflet, pamphlet, poster, handbill, flyer or any paper containing printed or written matter, whether advertising or not, with the exception of any Violation Ticket, Violation Tag, or other enforcement document placed by a Peace Officer, pursuant to lawful authority.

13. **POSTERS ON WALLS AND SIGN POSTS**

13.1 No person shall post or exhibit, or cause, permit or allow to be posted or exhibited, on a highway, public place, street furniture or utility device, any placard, playbill, poster, printed or other notice, sign, writing or picture, without the prior written permission of the Development Authority.

13.2 The Bylaw Enforcement Officer is hereby authorized to remove and destroy any such placard, playbill, poster, printed or other notice, sign, writing or picture placed upon or installed without the permission required by section 14.1 above.

14. **FIGHTING, LOITERING AND THROWING PROJECTILES**

14.1 No person shall participate in a fight or other similar physical confrontation in any public place or any place to which the public is allowed access.

14.2 No person shall loiter and thereby obstruct any other person in any public place.

14.3 No person shall cast, project or throw any stones, balls of snow or ice, or other projectiles in any manner which is dangerous to the public, or use any bow or arrow, catapult or other such device on any public place.

15. **PANHANDLING**

15.1 No person shall engage in panhandling:

- a. Between the hours of 6:00 pm and 8:00 am;
- b. From any person who at the time is an occupant or engaged in operating a motor vehicle;
- c. From a person who has refused or declined the solicitation;
- d. So as to obstruct the passage of, walk next to, or follow the person being solicited;

- e. Within ten (10) metres of the entrance to a bank, credit union, trust company, or other financial institution where cash can be withdrawn; or
- f. Within ten (10) metres of an automated teller machine or other device from which cash can be electronically accessed.

16. LIGHT POLLUTION

- 16.1 No owner of a property shall cause or allow an outdoor light to be oriented or unshielded such that it shines directly into an adjacent dwelling unit.
- 16.2 Where an outdoor light is permitted or required pursuant to a Land Use Bylaw, a Development Permit or a similar approval, the Land Use Bylaw, Development Permit or similar approval shall take precedence over this Bylaw, and the light shall not constitute a violation of section 16.1.

17. CHARITY COLLECTION SITES

- 17.1 No person shall dump or deposit household garbage or other litter at a charity collection site.
- 17.2 No person shall scavenge from or disturb any material, bag or box in or at a charity collection site, whether or not that material, bag or box is contained in a receptacle or resting upon the ground.

18. NUISANCE TO ADJACENT PROPERTY

18.1 Water, Eavestroughs and Downspouts

- a. No owner of a property shall allow a flow of water from a hose or similar device on the property to be directed towards an adjacent property if it is likely that the water from the hose or similar device will enter the adjacent property.
- b. An owner of a property shall direct any rainwater downspout, eavestrough, hose or similar device on the property towards the front or rear of the property or a side yard which does not abut another property unless it is pre-existing, otherwise authorized or would be considered unreasonable or impractical to change.
- c. No owner of a property shall allow a flow of water from a hose or similar device, rain water, downspout or eavestrough to be directed over a public sidewalk so as to be a hazard to any person.

18.2 Compost Sites

- a. No owner of a property shall place or allow to be placed cat feces, dog feces, animal parts or animal meat on a composting pile or in a composting container on the property.
- b. No owner of a property shall allow an open composting pile on the premises within three (3) metres of an adjacent dwelling house, measured from the nearest part of the open composting pile to the nearest part of the adjacent dwelling house.
- c. Every owner who allows a composting container or composting pile to remain on a property must ensure that it is maintained in such a manner that it does not become a nuisance by creating offensive odours or attracting pests.

19. NO USE OF TOWN PROPERTY

- 19.1 No person shall place, pile, or store any material or equipment on Town property unless under exceptional circumstances and with the approval without first applying for and obtaining a permit for such purpose from the Town Engineer; such permit will be issued solely at the discretion of the Town Engineer. The Town Engineer is hereby authorized to make provisions and regulations for the granting of such permits and to set the charges and terms in respect thereof.
- 19.2 Any person placing, or causing to be placed, any material or equipment or any other obstruction on Town property without a permit shall remove, or cause to be removed, the obstruction within twenty-four (24) hours of receiving notice from the Town. If the person fails to remove or cause to be removed, the material or equipment within twenty-four (24) hours of receiving notice from the Town, the Town Manager may authorize the removal of the material or equipment. All costs associated with the removal and disposal of the material or equipment, as well as the cost to repair any damage to the Town property as a result of the unpermitted storage, shall be borne solely by the person responsible for the placement of the material or equipment.

20. AUTHORITY TO REMOVE

The Town Manager, or designate, may authorize any Town employee, or other person, to remove and put in storage or destroy anything placed upon Town property in contravention of this Bylaw.

21. **ENFORCEMENT**

- 21.1 Enforcement pursuant to Section 20 of this Bylaw shall be carried out by a Designated Officer of the Town, as defined within the foregoing section 3.
- 21.2 A Designated Officer may, for the purpose of ensuring that the provisions of this Bylaw are being complied with, enter upon any property or into any structure, in accordance with Section 542 of the *Municipal Government Act*, in order to carry out an inspection, enforcement or other action required or authorized by this Bylaw, the *Municipal Government Act*, or any other statute.
- 21.3 Before conducting an inspection pursuant to section 20.2, a Designated Officer shall provide the owner of the property with reasonable notice as required by the *Municipal Government Act*.
- 21.4 Any expenses or costs of any action or measure taken by the Town pursuant to this Bylaw are an amount owing to the Town by the owner or any other person responsible for the contravention, or any or all of them.
- 21.5 The expenses and costs incurred by the Town in the enforcement of this Bylaw may be collected as a civil debt or added to the tax roll for the property pursuant to the *Municipal Government Act*.
- 21.6 Where contravention of this Bylaw has occurred or is occurring, a Designated Officer may issue an Order to the owner, occupant, or person responsible for the contravention, or any or all of them, pursuant to section 545 of the *Municipal Government Act*.
- 21.7 An Order issued by a designated officer under section 20.6 may:
- a. direct the person to whom the Order is issued to stop doing something, or change the way in which the person is doing that thing;
 - b. direct the person to take any action or measure necessary to remedy the contravention of this Bylaw, including but not limited to:
 - i. the removal of matter or thing from the property, which constitutes the nuisance;
 - ii. the construction or installation of a garbage bin or enclosure or the repair of an existing garbage enclosure;

- iii. entering into a cleanliness agreement in a form to the satisfaction of the Designated Officer; and
 - iv. offering the owner of the property an opportunity to enter into any other voluntary agreement with the Town to keep the property clean, tidy and free of nuisances and include measures to prevent the reoccurrence of the contravention;
- c. require the owner of any dangerous structure to eliminate the danger to public safety in a manner specified, or to remove or demolish the structure and level the site;
- d. require the owner of the unsightly premises to:
 - i. improve the appearance of the property in the manner specified; or
 - ii. in the case of a structure or improvement to lands, to improve the appearance of the structure or improvement, or to remove or to demolish the structure or improvement and level the site;
- e. in the case of an excavation or hole, require the owner of the property upon which the excavation or hole is located to eliminate the danger to public safety in any manner specified, including filling in the excavation or hole and leveling the site, or securely fencing and monitoring the site to the satisfaction of the Designated Officer.
- f. state a time frame within which the owner must comply with the directions provided in the Order;
- g. state that if the owner does not comply with the Order within the time frame specified, the Town may take any action or measure reasonably necessary to remedy the condition of the lands, structure or improvement, at the expense of the owner with such expenses being recoverable in accordance with the provisions of this Bylaw and the *Municipal Government Act.*; and
- h. shall notify the owner of the right to apply, by written notice, for a review of the Order by Council, and the required fee for such an application as set out at Schedule "A".

- 21.8 An Order issued pursuant to this Bylaw is deemed to have been served on the person to whom it is addressed:
- a. upon Canada Post confirmation of receipt of the Order by way of registered mail to the person to whom it is addressed, or their designate; or
 - b. in the case of a partnership or corporation, by registered mail or personal delivery to either the registered office or business address of the partnership or corporation.
- 21.9 In the event that the Town is unsuccessful in its attempts to serve the Order pursuant to section 20.8 above, a Designated Officer may post a copy of the Order in a conspicuous place on the property referred to in the Order, when the Designated Officer has reason to believe that the person to whom the Order is addressed is evading service, and that there is no other reasonable means of service available.
- 21.10 A person to whom an Order is issued pursuant to sections 20.7 may request a review of the Order, by written notice to Council. Such request must be filed with the Executive Assistant for the Town, or her designate, within fourteen (14) days of the date on which the Order is received by that person.
- 21.11 Upon review of the Order, Council may:
- a. confirm the Order;
 - b. vary a portion or all of the Order;
 - c. substitute a portion or all of the Order; or
 - d. cancel the Order.
- 21.12 The Town may register a Caveat pursuant to the *Land Titles Act* and the *Municipal Government Act* in respect to any Order issued under this Bylaw, against the Certificate of Title for the property that is the subject of the Order.
- 21.13 If a Caveat is registered pursuant to section 20.12 of this Bylaw, the Town must discharge the Caveat when the Order has been complied with, or when the Town has performed the actions or measures necessary to remedy the contravention as stated in the Order.

- 21.14 All expenses and costs associated with the Order, its enforcement and collection shall be added to the tax roll for the property pursuant to the *Municipal Government Act*.

22. **RIGHT TO REMEDY**

- 22.1 The Town may take whatever action or measures necessary to deal with an unsightly, nuisance or unsafe property if:

- a. the Town has issued a written Order under section 20 of this Bylaw;
- b. the Order contains the statements referred to in sections 20.7(g) of this Bylaw;
- c. the person to whom the Order is directed has not complied with the Order within the time specified in the Order; and
- d. the review periods respecting the Order have passed or, if a review has been made, the review has been decided and it allows the Town to take the action or measures.

- 22.2 The expenses and costs of an action or measure taken by the Town under section 20 are an amount owing to the Town by the person who was required to do something pursuant to the Order.

- 22.3 The amount owing to the Town under section 20 may be added to the tax roll of the parcel of land affected by the Order.

- 22.4 If the Town sells all or a part of a structure or improvement that has been removed pursuant to this Bylaw, the proceeds of the sale must be used to pay the expenses and costs incurred by the Town in the enforcement of the Order issued, and any excess proceeds must be paid to the owner, occupant or person responsible for the contravention, if entitled to them.

23. **OFFENCES AND PENALTIES:**

- 23.1 Regardless of whether an Order has been issued pursuant to this Bylaw, any person who contravenes any provision of this Bylaw is guilty of an offence and is liable to:

- a. payment of the penalty as set out in Schedule "A" hereto; or

- b. for any offence for which there is no penalty specified, to a penalty of not less than two hundred (\$200.00) dollars and not more than ten thousand (\$10,000.00) dollars;

and in default of payment of any penalty, to imprisonment for up to six (6) months.

23.2 A Designated Officer or a Peace Officer who has reasonable and probable grounds to believe that any person has contravened any provision of this Bylaw, may issue and serve:

- a. a Violation Tag allowing payment of the specified penalty to the Town, which payment will be accepted by the Town in lieu of prosecution for the offence; or
- b. a Violation Ticket, allowing a voluntary payment of the specified penalty to the Provincial Court, or, requiring a person to appear in Court without the alternative of making a voluntary payment;

and the recording of the payment of a specified penalty made to the Town pursuant to a Municipal Tag or the Provincial Court of Alberta pursuant to a Violation Ticket shall constitute an acceptance of a guilty plea and conviction of the offence.

23.3 Service of a Violation Tag shall be sufficient if it is:

- a. personally served;
- b. left with the person on the premises who has the appearance of being at least eighteen (18) years of age; or
- c. sent and served by regular mail to the person or corporation's last known mailing address.

23.4 A Violation Tag shall be in a form approved by the Town Manager, and shall state:

- a. the name of the person to whom the violation tag is issued;
- b. a description of the property upon which the offence has been committed, particularly a civic address or legal description, if applicable;
- c. the appropriate penalty for the offence as specified in Schedule "A" of this Bylaw;

- d. that the penalty shall be paid within thirty (30) days of the issuance of the Violation Tag in order to avoid prosecution; and
 - e. any other information as may be required by the Town Manager.
- 23.5 Where a Violation Tag has been issued pursuant to this section, the person to whom the Violation Tag has been issued may, in lieu of being prosecuted for the offence, pay to the Town Office, the penalty specified on the Violation Tag.
- 23.6 In the event that a Violation Tag has been issued and the penalty specified on the Violation Tag has not been paid within the prescribed time, a Designated Officer or Peace Officer is hereby authorized and empowered to issue a Violation Ticket pursuant to Part 2 of the *Provincial Offences Procedure Act* to the person to whom the Violation Tag was issued.
- 23.7 Notwithstanding section 22.6, a Designated Officer or Peace Officer is hereby authorized and empowered to immediately issue a Violation Ticket to any person to whom the Designated Officer or Peace Officer has reasonable grounds to believe has contravened any provision of this Bylaw.
- 23.8 A Violation Ticket issued with respect to a violation of this Bylaw may be served upon the person responsible for the contravention in accordance with the *Provincial Offences Procedure Act*.
- 23.9 The person to whom the Violation Ticket has been issued may plead guilty by making a voluntary payment in respect for of the summons by delivering to the Provincial Court, on or before the initial appearance date, the Violation Ticket together with an amount equal to the specified penalty for the offence as provided by this Bylaw.
- 23.10 Where a Clerk of the Court records in the Court records the receipt of a voluntary payment pursuant to this Bylaw and the *Provincial Offences Procedure Act*, the act of recording constitutes acceptance of the guilty plea and also constitutes a conviction and imposition of a fine in the amount of the specified penalty.
- 23.11 In prosecuting for an offence under sections 8.1 or 8.2, the consent of the property owner or occupant of any premises to place graffiti shall not be a defence under this Bylaw.

24. **INTERPRETATION**

- 24.1 Words used in the singular include the plural and vice-versa.
- 24.2 When a word is used in the masculine or feminine it will refer to either gender.
- 24.3 Words used in the present tense include the other tenses and derivative forms.
- 24.4 A second or third offence means one or more subsequent offences committed by a person within one year after that person has been convicted of the same offence or has voluntarily paid a fine for the same offence.

25. **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.

AND THAT this Bylaw shall rescind Bylaw No. 86-13 and Bylaw No. 2003/22/P 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 _____, 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
4.1	Cause or allow property to constitute a nuisance	\$150.00	\$300.00	\$600.00
4.2	Cause or allow property to constitute a danger, become unsightly or disregard maintenance	\$150.00	\$300.00	\$600.00
4.3	Cause or allow the accumulation or collection of refuse, appliances, etc.	\$200.00	\$400.00	\$800.00
4.4	Cause or allow the accumulation or collection of refuse, appliances, etc. in a building or structure	\$200.00	\$400.00	\$800.00
4.7	Fail to screen a salvage or storage yard, auto wrecker, etc.	\$200.00	\$400.00	\$800.00
5.1 & 5.2	Fail to maintain a building, structure or improvement	\$100.00	\$200.00	\$400.00
5.3	Fail to maintain trees or shrubs	\$100.00	\$200.00	\$400.00
5.4	Fail to maintain unoccupied building or property	\$150.00	\$300.00	\$600.00
6.1	Fail to maintain sidewalks	\$100.00	\$200.00	\$400.00
7.1	Fail to maintain boulevard	\$100.00	\$200.00	\$400.00
7.2	Remove or damage a tree or municipal structure on boulevard	\$100.00	\$200.00	\$400.00
8.1	Place graffiti on property	\$150.00	\$300.00	\$600.00
8.2	Fail to remove graffiti within 72 hours	\$100.00	\$200.00	\$400.00
9.1	Use of unacceptable tote cart	\$50.00	\$100.00	\$200.00
9.2	Improper use of waste bin	\$100.00	\$200.00	\$400.00
9.3	Fail to install or use waste container at construction site	\$150.00	\$300.00	\$600.00
10.1	Litter on public lands	\$100.00	\$200.00	\$300.00
10.2	Fail to remove litter	\$150.00	\$300.00	\$600.00
11.1	Conduct automobile repair work in residential district without Business License approval	\$200.00	\$400.00	\$800.00
12.1	Urine or deposit human waste in a public place	\$150.00	\$300.00	\$600.00

13	Place a flyer, pamphlet, etc. on a vehicle parked in a public place	\$50.00	\$100.00	\$200.00
14.1	Post or exhibit on a highway, public place, street furniture or utility device, any placard, playbill, poster, printed or other notice, sign, writing or picture, without prior written permission	\$100.00	\$200.00	\$400.00
15.1, 15.2	Fight or loiter in public	\$100.00	\$200.00	\$300.00
16.1, 16.2 & 16.3	Panhandle contrary to Bylaw	\$100.00	\$200.00	\$400.00
17.1	Cause or allow an outdoor light to shine directly into an adjacent dwelling	\$50.00	\$100.00	\$200.00
18.1	Dump or deposit garbage or litter at a charity collection site	\$75.00	\$150.00	\$300.00
18.2	Scavenge from or disturb a charity collection site	\$50.00	\$100.00	\$200.00
19.1	Allow water from a hose or similar device to be directed towards an adjacent property or a sidewalk	\$50.00	\$100.00	\$200.00
19.2a	Place feces, animal parts or meat on a composting pile	\$50.00	\$100.00	\$200.00
19.2 b	Allow an open composting pile within three (3) metres of an adjacent dwelling house	\$75.00	\$150.00	\$300.00
19.2 c	Fail to maintain a composting pile so that it does not cause odour or attract pests	\$75.00	\$150.00	\$300.00
20.1	Place, pile, or store any material or equipment on Town property without a permit	\$100.00	\$200.00	\$400.00
20.2	Fail to remove material or equipment removed from Town property within 24 hours	\$150.00	\$300.00	\$600.00

Application fee for review of the Order by Council:
1415827; June 18, 2015

\$300.00

AGENDA ITEM:	Repealing Bylaw 2015/12/A
Department:	Administration
Presented by:	Councillor Long
Support Staff:	Chandra Dyck

BACKGROUND:

Administration has reviewed the current Bylaws in place and reviewed the requirements for each to remain in effect. The following Bylaws are being recommended for repeal:

- Bylaw 95-01 to authorize the execution of a Master Agreement for Intermunicipal Services Agency, adopted March 1, 1995
- Bylaw 96-19 to repeal the Bylaw establishing the Municipal Planning Commission, adopted September 13, 1996
- Bylaw 97-07 regarding the numbering of buildings within the Town of Drayton Valley, adopted May 21, 1997
- Bylaw 2001/15/D establishing the Intermunicipal Planning Commission, adopted January 30, 2002
- Bylaw 2006/13/D establishing the Joint Subdivision and Development Appeal Board, adopted May 3, 2006
- Bylaw 2007/06/D amending Bylaw 2001/15/D (IDP), adopted August 8, 2007
- Bylaw 2007/07/D amending Bylaw 2001/15/D (IDP), adopted December 12, 2007
- Bylaw 2007/27/D amending Bylaw 2001/15/D (IDP), adopted December 12, 2007

Administration recommends that the attached Bylaw 2015/12/A be given three readings today to provide for the repeal of the foregoing.

MOTION:

I move that Council give first reading to Bylaw 2015/12/A.

I move that Council give second reading to Bylaw 2015/12/A.

I move that Council consider giving third and final reading to Bylaw 2015/12/A.

I move that Council give third and final reading to Bylaw 2015/12/A.



BYLAW NO. 2015/12/A

REPEALING BYLAW

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

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

AND WHEREAS, the Council of the Town of Drayton Valley deems it advisable to repeal certain Bylaws of the Town of Drayton Valley as described in the list of Bylaws to be repealed attached hereto as Schedule "A" and forming a part of this Bylaw.

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

1. That the list of Bylaws referred to as Schedule "A" are hereby repealed.

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

Read a first time this ____ day of _____, 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"

<u>BYLAW NUMBER</u>	<u>BYLAW NAME</u>	<u>DATE ADOPTED</u>
95-01	Authorize the Execution of a Master Agreement for Intermunicipal Services Agency	March 1, 1995
96-19	Repeal of Municipal Planning Commission	September 13, 1996
97-07	Numbering of Buildings within the Town of Drayton Valley	May 21, 1997
2001/15/D	Intermunicipal Planning Commission Bylaw	January 30, 2002
2006/13/D	Joint Subdivision and Development Appeal Board Bylaw	May 3, 2006
2007/06/D	Amendment to Bylaw 2001/15/D (IDP)	August 8, 2007
2007/07/D	Amendment to Bylaw 2001/15/D (IDP)	December 12, 2007
2007/27/D	Amendment to Bylaw 2001/15/D (IDP)	December 12, 2007

AGENDA ITEM:	Push Notification Policy A-09-15
Department:	Administration
Presented by:	Councillor Wheeler
Support Staff:	Nesen Naidoo & Chandra Dyck

BACKGROUND:

Administration has been asked to prepare a Policy regarding the use of push notifications via the Town APP. The Town recognizes the value of being able to reach APP users on an urgent basis to provide important messages.

The attached Policy establishes that the Town will only issue push notifications in the case of an event of an emergent nature and which affects a large portion of the population.

MOTION:

I move that Council approve Push Notification Policy A-09-15 as attached.



TOWN OF DRAYTON VALLEY

Subject:	Push Notifications Policy	Policy:	A-09-15
Department:	Administration		
Approval Date:		Review Date:	
Associated Policies:			

Push Notifications Policy

Purpose

The Town smartphone application (hereinafter referred to as the “Town app”) is provided free to users via the Apple Store and Google Play, and provides the opportunity to utilize push notifications to users who have downloaded the Town app.

General Policy

The Town wishes to use push notification service to communicate with its citizens. In recognizing the value of push notifications, the Town also respects the privacy and the desire of the Town app users not to be unnecessarily and frequently inundated by push notifications.

Therefore, the Town has instituted this Policy to guide the use, frequency, quality, and to set guidelines for what constitutes a good and relevant push notification.

Definitions

Within this Policy the following definitions shall apply:

event means a present or imminent emergency that requires prompt coordination of action, the protection of the health, safety and welfare of people or property; and

push notification (also called Server Push notification) is the delivery of information from a software application to a computing device without a specific request from the client. This allows a smartphone to receive and display social media or text message alerts even when the device's screen is locked and the social media application that is pushing the notification is closed.

Subject:	Push Notification Policy	Sign off:	
Department:	Administration		
Approval Date:		Review Date:	

Responsibilities

As there are no physical controls to the number and frequency of push notifications, except that exercised by the owner of the app, overuse of the push notification feature runs the risk of alienating our users and having them delete the app. As each user is different, the Town should err on the side of caution, build goodwill and stay relevant by making certain that push notifications meet the criteria set out in this Policy.

Procedure

An acceptable push notification should meet the following criteria prior to being delivered:

- the event must be considered an emergency or an alert (ie. an Amber alert) that impacts a majority or a significant sector of Drayton Valley residents, and may call for immediate action; and
- the event must be highly relevant to the user/s and focused on meeting their need/s; and
- the message should advise, inform, engage or instruct the user on the event.

Mayor

Approval Date

		SECTION:	
ITEM:	Appointment of Weed Inspectors for 2015		
Department:	Public Works		
Presented by:	Councillor Shular		
Support Staff:	Ron Fraser		

BACKGROUND:

As per the Agreement made on December 10, 2014, between the two municipalities, the Town of Drayton Valley has requested Brazeau County to provide weed control inspection services within the Town. It is the desire of the parties of this Agreement that the level of weed control within the Town of Drayton Valley and Brazeau County is consistent, accurate, and equitable, while protecting the environmental conditions of all parcels.

In accordance with Section 7 (1) and 9 of the *Alberta Weed Control Act*:

Municipal inspectors

7(1) A local authority shall appoint inspectors to enforce and monitor compliance with this *Act* within the municipality.

Municipal inspectors – joint authority

9 An inspector appointed by a municipality may, with the consent of the local authority of another municipality, enforce and monitor compliance with this *Act* within the other municipality.

Weed Control...19/2010.

The following Weed Inspector appointments were made at the May 19, 2015, Brazeau County Council Meeting: Lisa Rabel, Tara McGinn and Natalie LaForest.

In order to provide weed inspection services, Town Council is being asked to appoint the above individuals for the 2015 season.

MOTION:

I move that Council appoint Lisa Rabel, Tara McGinn and Natalie LaForest as the Weed Inspectors for the Town of Drayton Valley for 2015 as per the *Alberta Weed Control Act*.

		SECTION	
AGENDA ITEM:	Policy for the Early Childhood Development Centre		
Department:	Community Services		
Presented by:	Councillor Bossert		
Support Staff:	Annette Driessen, Director of Community Services		

BACKGROUND:

Each year the Childcare Operational Board presents to Council for approval any new or revised policies for the Early Childhood Development Centre and its Family Day Home Agency. The following policy is new to the child care centre, and is being presented to Council for approval.

- Early Childhood Development Centre Priority Placement of Children.

Attached is a new policy for the Early Childhood Development Centre.

RECOMMENDATION:

That Town Council approve the new Priority Placement of Children Policy for the Early Childhood Development Centre as presented.



TOWN OF DRAYTON VALLEY

Subject:	Priority Placement of Children	Policy:	CS-02-15
Department:	Community Services – Early Childhood Development Centre		
Approval Date:		Review Date:	

Priority Placement of Children

At such time when there is no longer a waiting list for either the Family Day Home Agency and the Early Childhood Development Centre the following protocols will be put in place:

1. Approval of new dayhomes will be suspended until the number of children needing care warrant the approval of more homes
2. Dayhome Providers and ECDC staff will be encouraged to support administration in promotion of both programs to encourage new registrations of children
3. Parents calling to register will be given the opportunity to learn about both programs and left to choose which program they wish to place their child.

When there are vacancies in the Early Childhood Development Centre causing ratios to drop low enough that staff will be released from their position placement of children to the child care centre will become the priority.

Mayor

Approval Date

		SECTION	
AGENDA ITEM:	Policies for Drayton Valley Family Day Home Agency		
Department:	Community Services		
Presented by:	Councillor Nadeau		
Support Staff:	Annette Driessen, Director of Community Services		

BACKGROUND:

Each year the Childcare Operational Board presents to Council for approval any new or revised policies for the Family Day Home Agency. The following policies are either new to the Family Day Home Agency or have seen significant revisions, and are being presented to Council for approval.

- Administrative Records Policy for Children
- Backup Care
- Caseloads and Monitoring
- Communicable Disease and Health
- Enrolment Policy
- Fees for Service
- Home and Safety Checklists
- Hours of Care
- Incident and Investigation Procedures
- Medication Policy
- Parent Involvement Policy
- Performance Appraisal
- Provider Training
- Provider Termination

Attached is the full listing of all policies for the Early Childhood Development Centre and Family Day Home Agency.

RECOMMENDATION:

That Town Council approve the new and revised Policies for the Family Day Home Agency as presented.



TOWN OF DRAYTON VALLEY

Subject:	Administrative Records for Children	Policy:	CS-02-15
Department:	Community Services - Drayton Valley Day Home Agency		
Approval Date:	February 3, 2010	Review Date:	March 11, 2015

ADMINISTRATIVE RECORDS FOR CHILDREN POLICY

Documents that will be categorized as Administrative Records for children are as follows:

- Child's name, date of birth, home address
- Completed enrolment/registration form and parent/provider/agency contract
- Parent/guardian's name, home address, work address, home telephone number, work telephone number
- Emergency contact name and telephone number
- Child's Alberta Health Care Number
- Evidence that child's parents have been advised of any outings including transportation and supervision arrangements
- Daily attendance, including arrival and departure time with parent initial(as a security measure for the transfer of responsibility between the parent and provider)
- Information about any health care provided to a child, including written consent of the child's parent to provide health care
- Any other relevant health information about the child provided by the child's parents including immunization status, medical conditions and allergies

Providers are expected to keep up-to-date with their administrative records. We must be able to reach families at all times. The day home Coordinator must be told immediately of any changes in address, phone number, class schedule or place of work and if there is any change in the people who are authorized to pick up a child. Providers must have parents fill out a change of information sheet if there is any change in the above aforementioned records and submit that to the Day Home Coordinator.

Access to the files will be available through the Day Home Coordinator upon verbal request and will be kept in a locked office for two (2) years. All records are available to parents at reasonable times and are available to CFSA at all times. For storage reasons, after one year of data has been collected it will then be removed from the Early Childhood Development Centre to be stored at the Town Office.

Mayor

Approval Date



TOWN OF DRAYTON VALLEY

Subject:	Back Up Care	Policy:	CS-03-15
Department:	Community Services – Drayton Valley Day Home Agency		
Approval Date:	February 3, 2010	Review Date:	March 11, 2015

BACK UP CARE POLICY

When a provider is not going to be available during their scheduled day home hours of operation, they must give two (2) weeks written notice to the parents/guardians and to the Family Day Home Agency, unless a sudden illness occurs. For any days in which the provider is unable to operate the day home due to an illness the provider must submit a doctor's note to the coordinator.

The Agency will try to provide backup care (based on available space) within another day home, the Early Childhood Development Centre, or with an approved backup caregiver.. In the event that the Agency cannot supply backup care, the parent/guardian is responsible to provide care for their child. They will be credited for those days of care, in the following month's fees. If the parent chooses not to use the Agency's backup care they will not be credited.

Parents have the option of using the backup service provided by the Agency or finding alternate care for their child. Whenever possible the parent/guardian will have the opportunity to inspect the backup caregiver/facility. All substitute providers are recruited in accordance with ministry standards before providing care. Backup care providers must be approved by the Agency, and have the same qualifications as a Day Home Provider which includes the following:

1. Criminal Record Check
2. CWIS Check
3. First Aid
4. Doctor's Medical Certificate
5. Have the same liability and vehicle insurance as the Providers
6. Be aware of allergies, health problems, and the emergency contacts for each child
7. Be aware of routines and child guidance strategies
8. Be knowledgeable of the government regulations for Family Day Homes
9. Be knowledgeable of Agency policies and procedures

If a backup Provider is using their home, it must have prior approval by the Agency. Backup care Providers will be compensated from the provider fees, which are paid by the Agency.

Parents must give written prior approval to all backup care arrangements using the CFSA approved Back Up Care Permission form.

Sudden Home Closure

In the event that there is a sudden closure of a home (i.e. investigation, communicable disease, natural disaster, etc.) the Agency will contact the parents immediately to pick up their child/ren. Proper authorities will be contacted by the Agency, as deemed necessary (i.e. the local police, CFSA, the Health Unit, etc.). The Agency will attempt to provide back-up care (based on available space) with another day home, the Early Childhood Development Centre, or with an approved back-up care provider. In the event that Agency cannot supply back-up care, the parent/guardian is responsible to provide care for their child. They will be credited for those days of care, if back-up care is not found, in the following month's fees.

Mayor

Approval Date



TOWN OF DRAYTON VALLEY

Subject:	Caseloads and Monitoring	Policy:	CS-04-15
Department:	Community Services – Drayton Valley Day Home Agency		
Approval Date:	February 3, 2010	Review Date:	March 11, 2015

CASELOADS AND MONITORING POLICY

The Drayton Valley Family Day Home Agency will complete at least 2 home study visits of a day home before granting the day home approval. The Agency will also complete at least 1 home visit pertaining to sharing of the provider binder with all necessary information for starting up a day home. The Agency must be satisfied that the provider understands all administrative and safety expectations before granting final approval for the day home start up.

The Agency will endeavor to monitor all active providers with full time children up to twice a month. Visit may be scheduled or unscheduled adding up to at least six visits per calendar year in which the FDHA home visitor/consultant checklist will be completed. In addition to these six checks there will be home safety inspections as well as complaint follow up visits, or any other visits deemed necessary by agency or CFSA staff.

During these visits the Coordinator will document compliance to Ministry standards (using a CFSA-approved form), and offer program support, advice, and training on the provision of child care. The Coordinator will also review the following using the Family Day Home Agency Home Visitor/Consultant Checklist:

- Physical facility, including indoor and outdoor space, toys, furnishings and equipment
- Provider performance, including supervision of children, activities, daily routine, and child guidance practices
- Safety, health and emergency provisions, including health and safety checklists
- Home environment, including the influence of other children or adults who may be in the home while children are in care
- Development and behavior of children in care, including interactions between children and between child and provider

The Agency will document all non-compliances by a provider and ensure that they are adequately addressed to ensure compliance with Ministry standards. The frequency, content and duration of home visits must be reasonable given the provider's experience and need for training, support and monitoring; the age, number, and needs of children in

care; as well as the agency's history with the provider.

The Agency will increase the frequency of home visits in the event a provider returns after a leave or experiences a significant change in their personal circumstances such as a birth of a child etc.

All complaints regarding a provider will be documented on the Approved Family Day Home Provider Complaint Record form which will be submitted to CFSA monthly and made available to parents in provider records.

Mayor

Approval Date



TOWN OF DRAYTON VALLEY

Subject:	Communicable Diseases/Health	Policy:	CS-05-15
Department:	Community Services – Drayton Valley Day Home Agency		
Approval Date:	February 3, 2010	Review Date:	March 11, 2015

COMMUNICABLE DISEASES/HEALTH POLICY

We know that health is a complex issue in a child care environment. In establishing our health policy, we considered the following factors:

- The inability of a child who is too ill to cope with the day's program.
- The need to protect our children from communicable disease.
- Parents' need for a guideline to assist them in deciding whether to bring a child that is "not quite well" to child care.
- The responsibility and commitment of parents who work full time.

If a provider notices that a child exhibits any of the signs or symptoms listed below, the provider must ensure that:

- The child's parent(s) arranges for the immediate removal of the child from the program premises
- The child does not return to the program premises until the provider is satisfied that the child no longer poses a health risk to others in the program (e.g., the parents provide a physician's note, the parents declare that the child has been symptom-free for at least 24 hours.
- Signs or symptoms of illness exhibited by a child include
 - A child vomiting, having a fever, diarrhea or a new unexplained rash or cough
 - A child requiring greater care and attention than can be provided without compromising the care of the other children in the program
 - A child having or displaying any other illness or symptom the staff knows or believes may indicate that the child poses a health risk to persons on the program premises.

When A Child is Sick

If a child appears to be ill, the child may be separated from the other children, and the provider will notify the parents immediately. If the parent is not available emergency contact numbers will be phoned for your child to be picked up.

Obvious symptoms that indicate a child is ill are:

- A fever over 38 degrees Celsius and low energy. Even if a fever is being controlled by Tylenol it is an indication that your child is fighting infection and should be seeing a doctor as soon as possible. ** in the event that a child's fever reaches a temperature greater than 37.8 degrees Celsius, parents will be contacted advising them that their child needs to be picked up. In the event that a child's fever reaches over 40 degrees Celsius an ambulance will be called to transport the child to the Drayton Valley Hospital & Care Centre. The parent will be contacted as soon as possible and updated on location and condition of their child. Parents will assume care of their child at the hospital and any costs incurred for ambulance or care provided by the hospital.*
- Unexplained pain.
- Vomiting two or more times in a 24 hour period. Excessive vomiting can lead to dehydration.
- Diarrhea (two or more water stools in a 24 hour period).
- Cold with fever, runny nose and eyes, coughing and sore throat.
- Sore throat, difficulty swallowing.
- Rash or red eyes. (thick mucous or pus draining from eye)
- Headache, stiff neck.
- Stomach ache, diarrhea or vomiting.
- Severe, itchy body or scalp.
- Known or suspected contagious illness, e.g., chicken pox, mumps, and measles.

Parents/guardians are strongly encouraged to keep ill children at home to prevent the spread of illness at the program. Children must have been free from symptoms for 24 hours before returning to the program. Please ensure you have back-up plans to accommodate any such spontaneous child care needs.

There are other times when a child is not showing signs of a definite illness but yet not able to handle the stress of the day. In these instances, it will be the decision of the provider as to whether the child should be sent home.

All contact with Communicable Diseases must be reported to the Family Day Home Agency and Regional Health Authority within 24 hours.

Mayor

Approval Date



TOWN OF DRAYTON VALLEY

Subject:	Enrolment	Policy:	CS-06-15
Department:	Community Services – Drayton Valley Day Home Agency		
Approval Date:	January 19, 2009	Review Date:	March 11, 2015

ENROLMENT POLICY

Enrolment in our program is open to children within the age limits (0 months to 12 years) provided the program can meet the needs of the child. Enrolment is granted without discrimination against: gender, race, creed, religion, or political belief.

Our providers offer full, part time and casual/drop-in care. By definition casual/drop-in care is sporadic care within a one month period; part time is two (2) or less full days per week; full time is three (3) to five (5) days per week.

1. First month's fees are due when parents confirm acceptance of a space in the program. First and last month's fees are due to confirm a space in the program for parents who intend to apply for subsidy. Partial month's fees for the first month of care will be prorated to include only those days in which the child has been enrolled. Parents who are applying for subsidy will not receive this money back until they have finished their last month of care to balance out any fees not covered.
2. Registration fee – All new accounts will be charged a one-time registration fee. This is a non-refundable fee which will apply to all accounts (full time, part time, casual/drop-in). In the event a family terminates care and returns again within the same twelve month period, the fee will NOT be charged again.
3. Parents will be billed a monthly parent monitoring fee for each child in care.
4. Parents will need to meet with the Agency Coordinator at the Family Day Home office to discuss policies, procedures, review orientation checklist and discuss proper placement of their child into a home (such as drop-off times, pick-up, payment, parent interview, etc.).
5. Parents must return a completed registration package and emergency contact information card to the Day Home Coordinator. These documents must be filled in including Alberta Health Care number and *all* contact names that will have authorization to pick up the child from the premises. All children receiving care during providers business hours must be registered with the Family Day Home Agency.
6. Advertising of available child care spaces is done through, the local radio, newspaper, Town of Drayton Valley website, Community Registration night and social media.
7. When the program has reached full capacity we will have a waiting list. This list will be

established as parents call in and will be prioritized for Town residents. Parents on the list will be given notice that there is a space. They will have 48 hours to respond and pay their fees before it will be offered to the next name on the list.

(Note: children will not be accepted into the program and will not be able to attend until these documents are completed in their entirety.)

Only after receiving all of these items will your child's space be reserved and held for you until your start date.

Family Day Home Administration Fees

	Jan. 2015- Aug 2015	Sept.2015 – Dec. 2015
Registration Fee	\$65.00/ child	\$65.00/ child
Full Time Admin Fee	N/A	N/A
Part Time Admin Fee	N/A	N/A
Drop in Admin Fee	N/A	N/A
Provider Administrative Fee	\$35.00 / mos / child	\$35.00 / mos / child
Provider Administrative Fee (child attends 6 days or less)	\$15.00/mos/child	\$15.00/mos/child
Parent Monitoring Fee	\$20.00/ mos/ child	\$20.00/ mos/ child

Family Day Home parents please refer to your contract regarding temporary absences.

Mayor

Approval Date



TOWN OF DRAYTON VALLEY

Subject:	Fees for Service		CS-07-15
Department:	Community Services – Drayton Valley Day Home Agency		
Approval Date:	October 17, 2011	Review Date:	March 11, 2015

FEES FOR SERVICE POLICY

See Enrolment Policy for Administration, Registration and Deposit for Subsidized Parents

Billing and Payment

Fees for service will be due on the first of each month. Parents will receive an invoice for these fees by e-mail as well as a copy will be sent home with your child from the provider. Payments not received by the fifth day of the month will result in suspended care until fees are paid in full. Accounts which remain outstanding by the last day of the month will result in termination of care.

Payments by cash, debit or cheque will be accepted; receipts for cash payments will be issued immediately. All parents are given a tax receipt for full year at the end of December.

There will be a 2.5% interest charge on all overdue fees after 30 days.

Withdrawal and Termination of Service

Families are required to provide at least one month's written notice when they withdraw their child. More notice is preferable if the family can give it. This is crucial as most families on the waitlist require one month's notice for their current care-provider before they can accept a space. In lieu of notice we require one month's payment.

Rates Review

Program Rates will be reviewed annually in June by Providers and notice of new rates will be given to parents July with new rates coming into effect September first. Parents will be notified with a letter included with their July billing.

Provincial Child Care Subsidies:

Subsidy must be arranged in advance to entering our program. Due to the manner in which child care subsidies are paid out by the province, **parents are required to pay their fees for the first and last month of care in full**, until receipt of your subsidy approval. Upon receipt of subsidy payments your account will be credited and the next month's invoice will reflect the applied subsidy amount. If you think you may be eligible please come speak to the Program Manager for forms. We can assist in filling out these forms as well. Parents are responsible for fees not covered by subsidy. i.e. Registration fees. Monthly Child Care fees will be covered as assessed by subsidy.

Obtain subsidy information and forms (if applicable). If you are unfamiliar with the Alberta Child Care Subsidy program and would like information please ask or go on line to www.child.gov.ab.ca. Online applications are also available.

See Enrolment Policy for agency fees breakdown.

Mayor

Approval Date



TOWN OF DRAYTON VALLEY

Subject:	HOME AND SAFETY CHECKLISTS	Policy:	CS-08-15
Department:	Community Services – Drayton Valley Day Home Agency		
Approval Date:	February 3, 2010	Review Date:	March 11, 2015

HOME AND SAFETY CHECKLISTS POLICY

Providers are required to do a daily indoor and outdoor safety checklist before the first child of the day arrives. The checklists are approved by CFSA and any changes will be resubmitted to CFSA for approval.

Providers are required to keep a record of daily checklists. These checklists must be submitted at the end of every month to be monitored by the Agency Coordinator.

Please see attached checklists.

Mayor

Approval Date

DRAYTON VALLEY FAMILY DAY HOME AGENCY
 5024-48 ST. DRAYTON VALLEY, AB PH: 780-514-2525 FAX-780-621-0413



Daily Safety Checklist

- Check for any openings that could entrap a child's head or limbs
- Check for anything that could become a choking/ strangulation hazard (small articles or strings attached to costumes etc)
- Check that screens are firmly attached on windows and window guards are in place.
- Tables, chairs, shelves are all in good repair
- Furnishings have been cleaned
- There is sufficient spacing between equipment
- There are no tripping hazards and space is free of mats or rugs that slide
- Remove any components that can pinch, sheer, or crush body tissue
- Furnishings do not have sharp points or corners, splinters, there are no protruding nails, bolts or other components that could entangle clothing or snag skin and no loose rusty parts.
- Toys do not have hazardous small parts that may become detached during normal use or reasonably foreseeable abuse of the equipment and that present choking, aspiration, or ingestion hazard to a child
- Heavy toys are stored where children cannot pull them down onto themselves
- Running water, soap, and paper towels are readily available at all sinks.
- All electrical outlets are covered with protective caps.
- All potentially dangerous products including personal care products and cleaning supplies are inaccessible.
- All medication and vitamins are kept under lock and key.
- The kitchen area is secure (cabinets/drawers have devices on to prevent children from opening them) and areas accessible to children are free of hazardous products
- Disinfectant for tables and change tables are out of reach of children.
- Children have individual bedding and face cloths
- Toys and play equipment are age appropriate
- Furnace room door is locked and rooms not used are inaccessible
- The diaper changing area is sanitized after each use, and dirty diapers are stored in tied, plastic bags
- If electrical cords lay across floors they are to be covered with a mat.
- Gate are in place
- Stairs free from clutter
- Tools/power tools are inaccessible to children
- Pet food and supplies are out of the reach of children

Date: _____

Provider signature _____

DRAYTON VALLEY FAMILY DAY HOME AGENCY
 5024-48 ST. DRAYTON VALLEY, AB PH: 780-514-2525 FAX-780-621-0413



Playground Daily Check List

Check list performed by:		
	Date Completed	Initial
Play Area		
<ul style="list-style-type: none"> • Keep it free from broken glass, weeds, garbage 		
<ul style="list-style-type: none"> • Rake loose material, especially in heavily used areas where the materials become compressed 		
Play Equipment		
<ul style="list-style-type: none"> • Check for protrusions. Is there a possibility of injury from pipes or other connecting materials? 		
<ul style="list-style-type: none"> • Remove sand/snow and other foreign objects from play equipment surfaces. (climber, play house) 		
<ul style="list-style-type: none"> • Open the playhouses, etc. and inspect equipment inside. 		
<ul style="list-style-type: none"> • Check climber for chips, cracks, missing parts, splinters and sturdiness. 		
Surroundings		
<ul style="list-style-type: none"> • Are garbage receptacles emptied frequently? 		
<ul style="list-style-type: none"> • Are glass and foreign objects around play area removed? 		
<ul style="list-style-type: none"> • Is the fence in good repair? (no holes or protrusions)? 		

Drayton Valley Day Home - Daily Safety Checklist

Date	Sep/	Oct/	Nov/	Dec/	Jan/	Feb/	Mar/	Apr/	May/	Jun/	Jul/	Aug/
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Areas to check each day will include:

- Electrical outlets are covered/off limit rooms are locked
- Knives, scissors and other sharp items are placed out of reach of children
- Cigarettes, matches and lighters are out of sight and reach
- All cleaning products and medications are locked or inaccessible to children
- Stairways are free of clutter – safety gates are in place
- Any broken or damaged toys are removed
- Small appliances are placed at back of counter or removed
- Fireplace is clean and properly screened/ water temperature does not exceed 120
- A safety inspection of the yard is complete before children use it

Other _____

Provider Signature: _____

Date: _____(d/m/y)



TOWN OF DRAYTON VALLEY

Subject:	Hours of Care	Policy:	CS-09-15
Department:	Community Services – Family Day Home Agency		
Approval Date:	September 20, 2010	Review Date:	March 11, 2015

HOURS OF CARE POLICY

Family Day Home providers explicitly communicate their regular hours of service to both the Agency and parents by way of written and signed agency/provider and agency/parent/provider contracts.

Care provided to children outside regular hours of service is a private arrangement between the Family Day Home Provider and the parent. Currently the Agency does not offer extended hours of care, should this change minimum requirements for extended care hours are as follows:

- No provider shall offer child care for a child for a period longer than 18 hours in any 24 hours without prior written notification to the agency.
- A provider offering care to a child for a period longer than 18 hours in any 24 hours must provide that child with time for sleeping.
- In such cases, the provider must give each child his or her own bedding and sleeping accommodations that meet the child's developmental needs. Male and female school-aged children must sleep in separate rooms.
- A provider offering extended care is required to provide the child with facilities for bathing or showering. Children must be bathed individually and supervised according to developmental needs.

See Provider Approval Process Policy for definitions of full-time/part-time, holidays, hours and days of operation.

Mayor

Approval Date



TOWN OF DRAYTON VALLEY

Subject:	Incident and Investigation Procedures	Policy:	CS-10-15
Department:	Community Services – Drayton Valley Day Home Agency		
Approval Date:	March 22, 2010	Review Date:	March 11, 2015

INCIDENT AND INVESTIGATION PROCEDURES POLICY

When an incident occurs, during hours of care, where the health and safety of a child in a day home has been compromised, it is the Agency's expectation that the Provider will communicate all incidents to the parent of the child involved and to the Coordinator immediately. All incidents will be documented in writing using an Incident Report Form, or other applicable documentation, and a copy given to the parent and to the Family Day Home Coordinator within 24 hours.

The following occurrences will always be reported to the Day Home Coordinator immediately. All reporting will be done by way of the Incident Report Form, submitted to the Coordinator within 24 hours. The Coordinator will in turn submit the Incident Report immediately to the Director of Community Services and the Operations Board. Incidents are also reported to CFSA immediately through phone, fax, or email by the Family Day Home Coordinator.

- Emergency Evacuation – providers will have emergency portable record with them at any time the children leave the building.
- Lock Down
- Unexpected Program closure
- An intruder on the day home premises or a child removed from the day home by a person without parent/guardian consent.
- A lost child, a child left on the day home premises after operating hours, or a child left unattended in the provider's home outside of the provider's operating hours
- An unexpected absence of a child from the program
- Serious Illness or Injury that requires first aid or emergency procedures. Minor injuries will be reported to the Day Home Coordinator by way of an Incident Form within 24 hours. Both the provider and the parent must sign off on the incident before the form can be filed in the child's file.
- An error in the administration of medication by a provider or other resident
- Death of a child
- An allegation of physical, sexual, emotional abuse and/or neglect of a child by a provider or another resident of the home
- The commission by a child of an offence under an Act of Canada or Alberta
- When the day home is closed due to two children or more diagnosed with a communicable disease as outlined in the Communicable Disease and Health Policy.

Should an incident be reported to the Coordinator through a third party or by a parent the following action will be taken:

1. The Coordinator will record the incident or complaint with details as to what has occurred
2. The Coordinator will inform the parent of the child involved in the incident, and explain what has occurred
3. The Provider will submit a written explanation of the incident to the Coordinator within twenty-four (24) hours
4. The Coordinator will review the report with the involved Provider
5. The Coordinator will prepare a Final Report which will be placed in the provider's and the child's files after discussion, if required, with the parent(s) and/or Provider. A copy of this report will be submitted to the Licensing Staff at the Regional Office as well.

All complaints are followed-up by the Family Day Home Coordinator through a home visit or interview with the provider and at the conclusion of the investigation communicate the outcome to the complainant, if requested, and the parent of the child involved if they are not the complainant.

If more than two (2) serious incidents in which the safety of a child has been compromised but does not require emergency services occur within the same day home it will result in the day home provider's contract being terminated.

If an incident involves a serious injury of a child, death of a child or allegations of abuse or neglect of a child (including the provider's own children) by a provider or another resident of the home, the agency will **immediately** contact the local police/emergency services and/or Child Intervention Services. The provider's home will then be closed for child care immediately until the completion of an investigation.

If an incident is investigated the final investigation report must be completed and submitted to the CFSA within twelve working days of the initiation of the investigation.

The Agency will provide CFSA with an annual summary and analysis of incidents that occurred in its program using a standardized form.

After Hours crisis number: 1-800-638-0715

Mayor

Approval Date



TOWN OF DRAYTON VALLEY

Subject:	Medication	Policy:	CS-11-15
Department:	Community Services – Drayton Valley Day Home Agency		
Approval Date:	February 3, 2010	Review Date:	March 11, 2015

MEDICATION POLICY

Medication

A family day home provider may administer prescription or non-prescription medication, or herbal remedies, only with written permission from the parent/guardian on a daily basis.

When it is necessary for the provider to administer medication, the following shall be required:

- Prescription Medication must be labeled with the following:
 - Name of the medication
 - Physician's name
 - Patient's name
 - Date of Issue
 - Instructions for administering
 - Dosage and time period.

Other Considerations:

- All medication/herbal remedies must remain in their original containers with the original labels. Providers may only administer medication according to the original labeled directions
- Prescription medication cannot be administered to any family members unless their name is also on the prescription label.
- The agency will provide medication forms for parents to complete and sign. Providers will ensure all required information is completed. The signature of the provider is required on the forms to indicate if/when the medication was administered.
- All medications/herbal remedies will be stored in a locked box within the home with the exception of emergency medications. Providers are required to have two locked medication boxes: one for refrigerated medications and one for non-refrigerated. Emergency medications such as epi-pens or inhalers will be kept immediately accessible to providers in the home above 5 feet to eliminate the children from accessing the medication.
- The child will be monitored carefully following the administration of any medication for any unusual effect, or allergic reaction on the child. Any adverse reaction shall be reported to the parent immediately and reported to the Agency. This information will be recorded on an incident report form.
- Parents will notify the provider in writing of any medication/herbal remedies given to their child prior to arriving at the day home.

- Providers will return medications/herbal remedies to families when the authorized period has ended.
- Provider will note the expiration dates of emergency medications (ie. Epi-pens, inhalers) and notify parents within one month of the expiration date, so parents can replace the medication.
- Providers will wash their hands before and after administering medication.

Additional Health Care:

- If a child registered through the Agency requires health care in addition to medication administration, the Agency will ensure that the Provider is trained in the proper methods of administering that health care, and that training is documented in the both the provider's and the child's files.
- If a child registered through the Agency requires additional health care, the Agency will work with Supported Child Care through the Child and Family Services Authority to attain a lower Provider to child ratio in the Provider's day home.

Mayor

Approval Date



TOWN OF DRAYTON VALLEY

Subject:	Parent Involvement	Policy:	CS-12-15
Department:	Community Services – Family Day Home Agency		
Approval Date:	February 3, 2010	Review Date:	March 11, 2015

PARENT INVOLVEMENT POLICY

Because families are of primary importance in a child's development, we will strive to bring about collaboration between the home and our day home in ways that enhance each child's individual development. The provider has a commitment to develop relationships of mutual trust with the families they serve, to respect the dignity of each family, each families' child rearing values and their right to make decisions for their children, to interpret each child's progress and to help families understand and appreciate the value of developmentally appropriate early childhood programs.

Parents are encouraged to participate in our daily activities as it may fit into their busy schedule. To better establish relations with our families we will provide the following :

1. *Parent Orientation* : Each parent new to the program will be given a tour of the day home and have an opportunity to meet with the day home provider. Upon registering, parents will receive a parent handbook which outlines all of the program's policies, procedures, and philosophy.
2. *Staggered Entry* : Each family registering will be offered orientation and then a second visit to spend time with their child within the program setting. This is to build confidence in both parent and child. It also will give the provider an opportunity to understand the individual needs of the child and to ask questions pertaining to care. i.e. allergies, fears, exceptional needs or gifts.
3. *Communication*: It is of utmost importance that parents are at ease while their child is in care. Parents are welcome to phone or drop in at any time to inquire about or visit with their child. The providers are here to support families and will help in any way with resources or information you might be seeking regarding concerns you have about your child.
4. *Daily Programming*: Any parent who feels they could lend their talents or gifts to a theme or occasion is greatly encouraged to do so. There is always opportunity to enrich a theme or special event with guests or visitors. Please let the provider know if you would be interested in donating your time this way.
5. *Current Events Board*: A board posting the month's events, menu plans etc will be available for parents to review. Any suggestions will also be welcome and can be made to the provider of coordinator.
6. *Accreditation and Licensing and Best Practices*: Parents will be kept informed with our standing with regard to accreditation. All site visits, and goals set by the program for licensing or accreditation will be posted on a parent bulletin board. A binder with all minutes of Operational Board meetings will also be kept there.

Parent Correspondence:

The Coordinator will supply providers with letters, and newsletters. All correspondence will be given to parents by the provider or as deemed necessary, mailed to parents. We do encourage providers and parents to read through all information sent home as it will keep you up to date with upcoming events or notices of changes.

Complaint Policy

Situations may arise that you as an involved person within our program may need addressed. Please address any concerns in the following manner:

- Verbal or written concern.
- If the issue is not resolved, please discuss it with the Program Coordinator. Please inform him/her that you have discussed it with the provider.
- If the above steps are not successful, you may lodge a complaint with the Town of Drayton Valley Community Services Dept. @ 514-2232
- Contact the Early Childhood Development Centre – Operational Board if the situation is not handled to your satisfaction.
- Inquiries with regard to Licensing Standards and Best Practices or further information can be obtained through Central Alberta CFSA (403) 341- 8642.

All complaints are followed up by the Family Day Home Coordinator by a home visit or interview with the provider and the outcome will be communicated in writing to the complainant.

Monthly complaint records are submitted to CFSA.

All contact between agency staff, parents and providers is documented on CFSA approved contact record.

Mayor

Approval Date



TOWN OF DRAYTON VALLEY

Subject:	Performance Appraisal	Policy:	CS-13-15
Department:	Community Services – Family Day Home Agency		
Approval Date:	February 3, 2010	Review Date:	March 11, 2015

PERFORMANCE APPRAISAL POLICY

All providers will undergo performance appraisal after the six month trial period and again upon their one year anniversary of their contract with the program. Thereafter a performance appraisal will be done yearly.

The following criteria will be used:

- ✓ Performance Questionnaire
- ✓ Provider's history of Compliance to CFSA Standards
- ✓ Incident/Complaint History
- ✓ Feedback from CFSA and Accreditation
- ✓ Quality of Program Planning
- ✓ Utilization of Professional Development
- ✓ Upgrading towards Level III E.C.E
- ✓ Adherence to all Day Home policies as written by the Town of Drayton Valley.
- ✓ Professionalism with families and community
- ✓ Attendance / Lateness
- ✓ Self-evaluation completed by provider

The Agency will review provider's records and profile as well as send out an evaluation to one parent from each Day Home. After Performance appraisal is complete, provider will meet with Coordinator at the Agency and discuss results.

The Agency will use the results of the performance assessment to determine if the provider should maintain their approval status.

Mayor

Approval Date



TOWN OF DRAYTON VALLEY

Subject:	Provider Training	Policy:	CS-14-15
Department:	Community Services – Family Day Home Agency		
Approval Date:	February 3, 2011	Review Date:	March 11, 2015

PROVIDER TRAINING POLICY

The Agency will provide opportunities for Day Home providers to receive training in accordance with but not limited to Standard 5A of the Family Day Home Standards Manual. The Agency in partnership with each Family day Home Provider will develop and implement a written training plan for each provider. Monthly meetings will be held on the second Tuesday of the month. These meetings will provide training, consultation, information sharing and problem solving opportunities for day home providers. Attendance at these monthly meetings is strongly recommended.

Providers will also be informed of and encouraged to attend workshops, seminars and conferences that will support their role as day home providers.

In the event that a child is placed into a provider's home where specific training is required based on a medical condition, the agency will support the provider in accessing training. The agency will work with CFSA in accessing Inclusive Child Care supports.

The Agency will also provide day home providers with a calendar of monthly early childhood activities that are available within the community.

All contacts with a provider will be documented by the agency including contacts for the purposes of providing support to the provider. The form used for documenting contacts with providers must be approved by the CFSA. Any changes to the form must be pre-approved by the CFSA contract manager or designate.

An agency must, in partnership with each family day home provider, develop and implement a written training plan for each provider that includes but is not limited to:

- First aid certification (required by all providers within three months of commencement of service)
- Cleaning and sanitizing
- Hand washing
- Diapering
- Poison control
- Sleeping and Sudden Infant Death Syndrome (SIDS)
- Child development
- Child abuse and neglect
- Child guidance;

- The dynamics of all forms of family violence and its impact on children;
- Behavior management;
- Managing serious incidents
- Cultural training and sensitivity for respectful work with Aboriginal children and families and with children and families from other cultures
- Training and sensitivity for respectful work with children with disabilities
- Community resources
- working with parent(s)
- Ethics and professionalism

Mayor

Approval Date



TOWN OF DRAYTON VALLEY

Subject:	Provider Termination	Policy:	CS-15-15
Department:	Community Services – Family Day Home Agency		
Approval Date:	October 18, 2010	Review Date:	March 11, 2015

PROVIDER TERMINATION POLICY

All Day Home Providers are expected to follow the Provincial Family Day Home Standards Manual and all the Policies/Procedures of the Drayton Valley Family Day Home Agency. The Agency monitors each day home through home visits that occur up to twice per month. One of these visits is announced and the other is unannounced.

The home visitor sights and records any non-compliances of the Provincial Family Day Home Standards Manual. The severity of a non compliance is based on the safety, health and well being of the children in care. In cases where the non-compliance affects the immediate health and safety of the children or the children are in imminent danger the provider contract will be terminated immediately and the day home closed. Parents will be called and asked to pick up their children. An Agency representative will remain on site until all children have been picked up. In the case of a day home closure the Agency will attempt to provide backup care until alternate care can be arranged by the Agency and/or parent.

Other non compliances are recorded on a non compliance form which details the non compliance and gives the provider a set amount of time to correct the issue. Providers will collaborate with the home visitor to implement a plan for successfully correcting the non compliance. If this non-compliance is not corrected within the time limit given than the provider will have their contract terminated.

If a provider has had 2 non-compliances they are given a letter by the Agency informing them that if there is any more non-compliance the provider's contract will be suspended.

If the Agency has grounds for termination the following process takes place:

1. ECDC Program Manager, Community Services Director and the Board members are informed
2. Provider is informed verbally and in writing
3. Parents are informed and back up care is provided as available
4. Provider is notified in writing that all children's information, provider binder, toys and equipment that belong to the Agency is to be returned in good condition within 3 days.

If a provider resigns they must give 4 weeks written notice to the parents and the agency as per the provider/agency contract. All children's information, provider binder, toys and equipment that belongs to the Agency must be returned in good condition within 3 days. All files and pertinent information will be kept by the Agency for 2 years as per government Standards.

Mayor

Approval Date

		SECTION:	
COUNCIL AGENDA ITEM: June 24, 2015	Extension of Subdivision of DV/13/05 Westview Industrial Park Within NE 18-49-7-W5M		
Department:	Development & Planning		
Presented by: Support Staff:	Councillor Long Jennifer Martin		

BACKGROUND:

On June 11, 2013 Council approved a subdivision of 4 industrial lots from the remaining parcel as phase 2B of the Westview Industrial Park within the lands legally described as NE 18-49-7-W5M.

The applicant has met all Town conditions and has not yet required registration for the 4 lots, shown as Phase 2B. Council approved the first extension at the July 16, 2014 Regular Meeting of Council. As the applicant requires additional time to register the lots, he is therefore requesting a one year extension until June 11, 2016.

Administration is recommending that the applicant be given an additional one year for completion of the subdivision with no further extension, in keeping with previous resolutions of Council wherein extensions were limited to 2 per application.

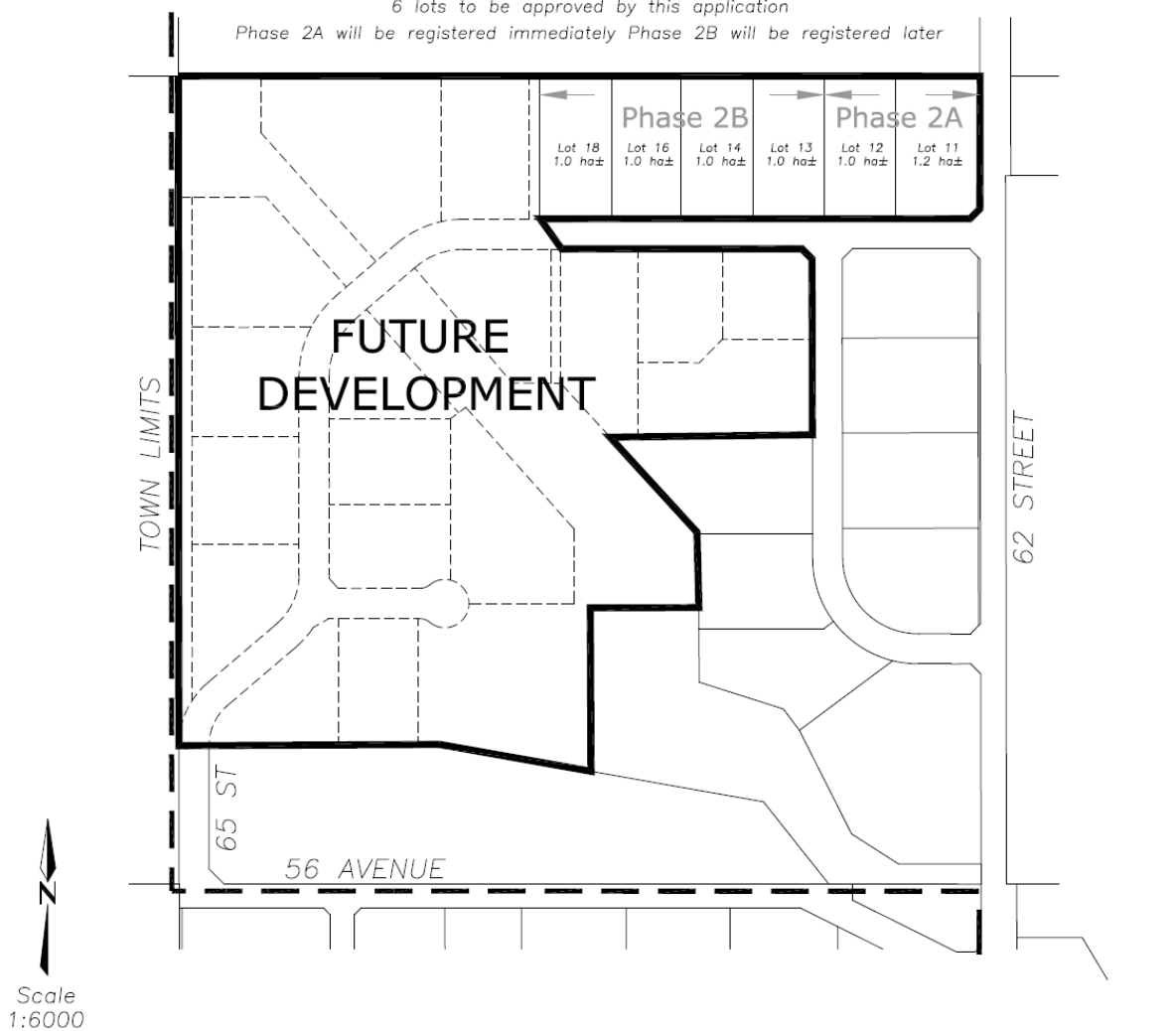
MOTION

I move that Council _____ the one year extension for Subdivision Application DV/13/05 to June 11, 2016 with no further extensions.

Proposed Subdivision in the Town of Drayton Valley

NE18-49-7 W5

6 lots to be approved by this application
Phase 2A will be registered immediately Phase 2B will be registered later



Registered Owner(s): Sawyer Developments Ltd.

— denotes titled area

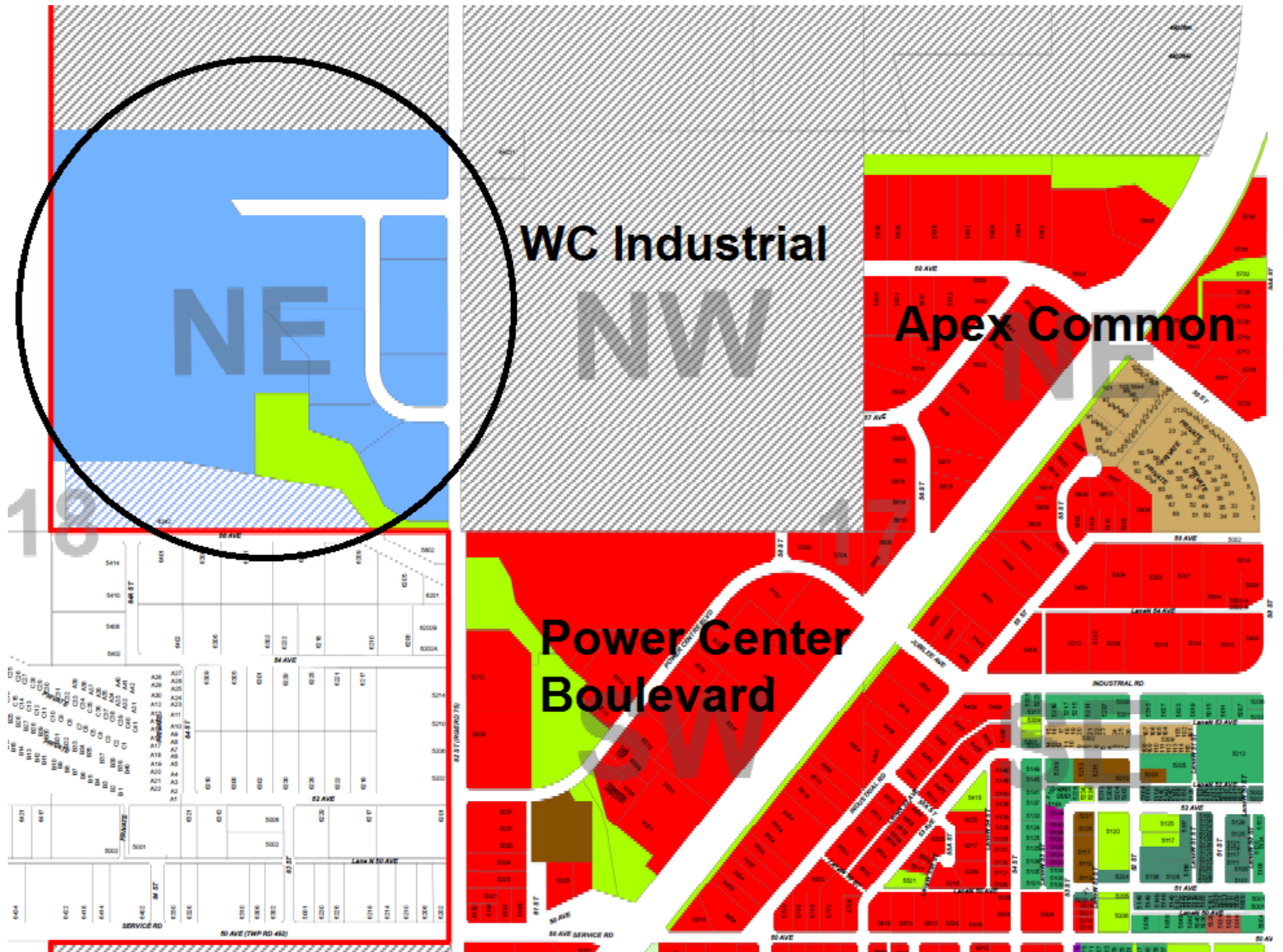
File: DV/13/05

Drawn: April 29, 2013

Revised:

WEST CENTRAL PLANNING AGENCY

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



10.0- Information Items

Page No. 89-104

9.1 May 2015 Economic Development Report, Councillor Fredrickson	90-91
9.2 April 2015 Brazeau Seniors Foundation Board Minutes	92-96
9.3 March 2015 Pembina Physician Recruitment and Retention Committee Board Minutes	97-100
9.4 Drayton Valley/Brazeau County Fire Services April 2015 Statistics	101-102
9.5 Drayton Valley/Brazeau County Fire Services May 2015 Statistics	103-104

MOTION:

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



Town of Drayton Valley
COUNCILLOR REPORT
COUNCIL MEETING:
Councillor Brandy Fredrickson

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.

This course highlighted the mean in which a councillor can work to promote economic development in their community. Considerations include; connecting with provincial and federal elected officials, community volunteer appreciation, as well as business visitation to gain an understanding of the pulse of the community.

Key Learnings:

1. Recognition of community volunteer efforts is critical to continuing to build a strong community that draws tourists and potential investors to the community.
2. Inclusion the Home Based Business and Web Based Business Market in the overall community economic development plan is important to reflect the growing trends of our community.
3. Establishing Economic development benchmarks and an overall community profile is key to evaluating the success of our community growth and capitalizing on community growth potential. Asking key questions such as: Is this information/program relevant? Does this information already exist? How can we use this information to leverage our community's economic development potential?
4. The resource section of the manual lists accessible web based data that Drayton Valley can use to collect ideas, and gauge our success in economic development of the community.

Recommended Action:

1. I would like Administration to review the Town for signage that refers to key shopping areas, as well as tourist attractions (ie rec facilities parks etc.). If administration finds said signage lacking perhaps consider incorporating signage into community development plans.
2. Within the long-term development of a community business directory, perhaps it would be beneficial to also include links to established business resources and web pages that include how to guides.

<http://www.canadabusiness.ab.ca/index.php/links>

<http://www.canadabusiness.ab.ca/index.php/business-tools>

<http://bizpal.alberta.ca>

<http://www.productivityalberta.ca/tools/assessment>

<http://www.canadabusiness.ab.ca/index.php/component/content/article/11-operations/52-expansion-of-your-home-based-business>



Brazeau
Seniors Foundation

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

MEETING OF THE BOARD OF DIRECTORS
Shangri-La Lodge, Drayton Valley
April 28, 2015
9:00 am

RECEIVED
Apr 10/15

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 Absent:

Stella Keller

Chief Administrative Officer

Administration Present:

Cindy Trudgian

Administrative Assistant

Guest:

1.0 CALL TO ORDER

J. Vatter called the meeting to order at 9:15am

2.0 AGENDA

2.1 ADDITIONS TO THE AGENDA

7.1 Vehicle Tracking

2.2 APPROVAL OF AGENDA

Resolution #15-04-01: Moved by D. Shular to approve the agenda with additions.

Motion ...Carried Unanimously

3.0 APPROVAL OF MINUTES

3.1 MINUTES FROM THE MARCH 12, 2015 REGULAR BOARD MEETING

Resolution #15-04-02: Moved by D. Shular to approve the minutes of the March 12, 2015 Regular Board Meeting.

Motion ...Carried Unanimously

3.2 BUSINESS ARISING OUT OF THE MINUTES

3.2.1 ASCHA

An update was given on the ASCHA convention attended by D. Shular, M. Gressler and S. Keller.

4.0 FINANCIAL

4.1 FINANCIAL REPORTS - Foundation

4.1.1 Foundation Payable Disbursements for March 2015

4.1.1.1 Visa – March 2015

4.1.2 Foundation Balance Sheet as of March 31, 2015

4.1.3 Financial Statements to March 31, 2015

4.1.3.1 Central Services/Lodge

4.1.3.2 Provincial Housing Units

4.2 FINANCIAL REPORTS – Urban Housing

4.2.1 Urban Housing Payable Disbursements for March 2015

4.2.2 Urban Housing Balance Sheet as of March 31, 2015

4.2.3 Urban Housing Financial Statements to March 31, 2015

4.3 BOARD MEMBER EXPENSE

4.3.1 Board Expense for March 2015

Resolution #15-04-03: Moved by M. Gressler to accept all of the Financial Reports as information and approve the Board Expenses for March 2015 in the amount of \$1402.56.

5.0 OLD BUSINESS

Resolution #15-04-04: Moved by J Young to go in-private to discuss personnel matters at 9:30am.

Motion ...Carried Unanimously

Resolution #15-04-05: Moved by J. Young to come out of private at 9:45am.

Motion ...Carried Unanimously

6.0 REPORTS

6.1 OPERATIONS REPORT

6.1.1 Operations Report

No report at this time

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 #15-04-06: Moved by F. Fairfield to accept the Vacancy Report as information.

Motion ...Carried Unanimously

6.1.3 Housing Monthly Profile for February 2015

Defer to next meeting

6.1.5 In-Private Session (Planning/Personnel Matter)

Moved to 5.0

7.0 NEW BUSINESS

7.1 Vehicle Tracking

Discussion took place concerning the purchase of a vehicle tracking system for the company's vehicles. It was decided to move forward with researching the cost of the tracking system.

8.0 CORRESPONDENCE

- 8.1 To: Honourable Jeff Johnson – Expanding the Management Body Mandate (March 16, 2015)**
- 8.2 To: Manny Deo, CAO Town of Drayton Valley – Brazeau Senior's Foundation 2014 Financial Statements (March 17, 2015)**
- 8.3 To: Marco Schoening, CAO Brazeau County – Brazeau Senior's Foundation 2014 Financial Statements (March 17, 2015)**
- 8.4 To: Terry Molencamp, CAO Village of Breton – Brazeau Senior's Foundation 2014 Financial Statements (March 17, 2015)**
- 8.5 To: Annette Driessen, Director of Community Service Town of Drayton Valley – Urban Housing 2014 Financial Statements (March 17, 2015)**
- 8.6 From: Alberta Health, Standards Compliance and Licensing – License for Shangri-La Lodge (March 25, 2015)**
- 8.7 To: Manny Deo, CAO Town of Drayton Valley – 2015 Requisition (March 25, 2015)**
- 8.8 To: Terry Molencamp CAO Village of Breton – 2015 Requisition (March 25, 2015)**
- 8.9 To: Marco Schoeninger, CAO Brazeau County – 2015 Requisition (March 25, 2015)**
- 8.10 From: Alberta Seniors – Updated approved capital improvement listings (April 13, 2015)**
- 8.11 From: Alberta Pensions Services Corporation – Employer Compliance Feedback Report - Annual**

Resolution #15-04-07: Moved by D. Shular to accept the correspondence as information presented.

Motion ...Carried Unanimously

9.0 FUTURE MEETING DATES

- 9.1 NEXT BSF REGULAR BOARD MEETINGS – Thursday, May 21, 2015 at the Shangri-La Lodge @ 1:00pm.**

10.0 ADJOURNMENT


Resolution #15-04-08: Moved by D. Shular to adjourn the meeting at 9:55am.

Motion ...Carried Unanimously

APPROVED AT THE **May 29, 2015** MEETING OF THE BOARD



Chief Administrative Officer



Board Chair



Pembina Physician Recruitment and Retention Committee
Pembina Room Drayton Valley Hospital
March 23, 2015, 7:00 p.m.
Board Minutes

		Attended	Regrets
Warren, Keith	President	X	
Jeffery, Patricia	Vice President	X	
Vatter, Jeannette	Secretary	X	
Lara, Raquel	Treasurer	X 7:45	
Belcher, Dr. David	Director		X
Bossert, Deb	Director		X
Gressler, Marc	Director/County Rep	X	
Harrison, Vern	Director	X	
Khaled, Nahia	Director		X
Peyton, Dr. Michael	Director/ Dr. Rep		X
Pickett, Marti	Director/PCN	X	
Schell, Bernie	Director	X	
Wheeler, Fayrell	Director/Town Rep.	X	
Hanel, Jamie	AHS		X
Harries, Lara	AHS	X	Phone 7:03
Barrett, Heather	Malone Clinic		X
Junetta Jamerson	RPAP		X

1. Call the meeting to order.

Keith called the meeting to order at 7:03 P.M.

2. **Additions and approval of agenda**

Vern Harrison moved and Marc Gressler seconded that we accept the agenda of March 23, 2015, as presented. Motion carried.

3. **Approval of Minutes**

Bernie Schell moved and Fayrell Wheeler seconded the minutes of the February 23, 2015, be approved as presented. Motion carried.

4. **OLD BUSINESS**

4.1 AGM

Year-end Financials will be ready for the AGM and an ad will be placed in the Western Review.
 Slate of Officers – Nomination person – Marti Pickett offered prepare list for the AGM

It was noted that our next regular scheduled meeting would be on the same date as the visiting physicians.

Resolution – Reschedule Meeting Date

Marc Gressler moved and Marti Pickett seconded that we that the April meeting be moved to April 20. Motion carried.

4.2 RPAP Skills Day in Drayton Valley

- No official date set, although will be expected to be either last week in September or first week in October.
- Keith received a Toolkit for Hosting a Rural Community Skills Weekend and Jeannette will scan and forward to all Members.
- Costs of hotel rooms and meals are covered and our committee is responsible for the entertainment and coordinating the personnel required for the weekend.
- A suggestion was to have high school students attend if they are interest in this field as they will be able to observe.
- Stars is planning on attending and has two vans, supplied with mannequin's
- Nursing, social work, physiotherapy, EMT's will be part of the weekend.
- Was noted that this would be a great opportunity to profile our committee
- Committee Members who will plan the weekend are – Marti Pickett, Marc Gressler, Keith Warren, Dr. Mike Peyton and Jeannette Vatter.

4.3 May 15 Red Deer – Pat Jeffery

- Presentation by our committee to approximately 25 med students in Red Deer on May 15
- Presentation will be in the Red Deer Regional Hospital Board Room
- Our time will be from Noon to one and will need to provide lunch
- Strongly suggest that we have two physicians
- Raquel will be in charge of getting the lunch for the presentation – approximately 35 people
- Suggestion that we divide our presentation into three segments and provide information on - Medical, community and physicians – put on a flash drive for the students.

4.4 Website – Fayrell Wheeler

- Fayrell official launched our Website - Pembina physicians.ca
- Cost is \$65 a month - launched March 23, 2015
- Follow-up – Keith asked that everyone review the website and provide changes at our next meeting so we are prepared for the 15th of May

5. New Business

5.1 Ryan White and his wife and Lealet van Staden

- These two doctors want to relocate to the same town
- They are interested in equestrian and outdoor pursuits –
- Will try and visit horse trails – and usual community highlights
- Marc – will try and get Rankin tickets and also another event is the Archery Nationals at the Omniplex.
- Keith Warren and Fayrell Wheeler will head this visit
- Marc will set up appointment with the Bank.

5.2 RPAP Conference – Fayrell Wheeler - Red Deer

RPAP CONFERENCE REPORT 2015

- RPAP have a website for students, for both high school and university to get them involved and present them with medical career options. Check out the link:
- www.beadoctor.ca
- Trending for this year in health is that we have specialists that can't find jobs. The province is having funding cuts and removing "extras" like speciality positions or the total time scheduled for a specific treatment is being reduced. Family Medicine is taught in 17 medical schools across the country and they are all located in big cities. After physicians spend 9 years in school, they grow attachments to friends, neighbourhoods, spouses, kids and that makes it a challenge to leave and go to rural. In the future we need to work on better planning for the whole system to decide what health care system workers we need and how to distribute them. Focusing in on a primary care delivery is the provinces goal. It's not the supply of doctors that's the biggest issue; it's what they're doing and where they are going.
- READ the 2 following papers:
- Landscape of healthcare in Alberta-RPAP
- Choosing the Rural Route- RPAP
- 30% Alberta and 25% of Canada is made up of overseas trained physicians. The province knows and relies on that. In return about 2000 Canadians are out of the country finishing their medical degree, but then they are having a hard time getting back into the system. RPAP is trying to create a way to help to get them back quicker through the system.
- We as the committee should look at our positing on the RPAP and AHS websites and try to focus in on specialties. Like an anesthetist/family GP. Put anesthetist first. That's what we need and people are drawn to a specific area, we need to show off that we are looking for that.
- SITE VISIT IDEAS:
- When touring the community, the biggest connection that a medical practitioner can make is with a physician. A welcoming medical community and interesting medicine are things to focus on during the tour.
- The cost of living is lower than in a major city, so a physician could work less to spend more time with their family and have the same quality of life.
- The reality of graduating from university for a physician is a huge debt (the average is \$250,000) anything that the committee can do to help them get started fast and making money is appreciated.
- Running a business is not part of the medical program, offering support or explains how the business situation is handled in your town (who manages the business side) and how the committee can help.
- Show off your community to the locums, they already have a bit of a connection-build on it.
- Look at scheduling admin hours (charts/results/referrals) to learn how to manage that part of a physician's life and again not one that they are taught in school, it's a learned practice. Any advice from fellow physicians or a gage of how much time they spend doing paper work would be very relevant to a new physician.

- Create a “**community navigator**” If you’re not from the North, what do you need to live there? Do a link on the website that has fun pictures/stories of what you need and why. A winter survival kit in general, if you’re moving from a warm climate. What about hiring services, like yard care? Building a fence? Bank? House? Pet Food? Animal by-laws? Help with moving-movers? These are all things we can list as services the navigator can help them find.
- A community events link- where does everyone look if you don’t have word of mouth connection to find out what’s going on?

6 **Reports**

6.1 Treasurer’s Report – Raquel Lara

- Account balance is \$8,517.31
- Expenses – \$617.39 for Fayrell Wheeler and \$693.20 for Keith Warren
- Suggested that we have a Formal Requisition to submit for funds from the Town and County.

Resolution – Reimburse Expenses

Raquel Lara moved and Pat Jeffery seconded that we reimburse Fayrell and Keith for their expenses. Motion carried.

6.2 AHS, Lara Harris, - Lara phoned in at 7:03 p.m.

- Lara identified both visiting candidates as obstetrics
- Two candidates coming - Ryan White and Lealet van Staden
- Will be arriving in Drayton Valley on Saturday, April 25 and depart on 28 at 10:00 a.m.
- Lara suggested the two visiting physicians connect with Dr Giddey
- Dr David Ryan – has not made a decision yet – need to check with Dr Peyton –
- Dr. Andrew Steven – no feedback to date
- Lara will do some research and get back to us – we may not be able to handle obstetrics in DV

8. **Adjournment**

Fayrell Wheeler moved and Marti Pickett seconded that the meeting be adjourned at 8:52 p.m.
Next meeting is April 20, 2015.

Keith Warren, President

Jeannette Vatter, Secretary



DRAYTON VALLEY/BRAZEAU COUNTY FIRE SERVICES

Office of the Fire Chief

P.O. Box 6837
5120-52 Street
Drayton Valley, Alberta
T7A-1A1

Main: (780) 514-2216
Fax: (780) 514-2244

April 2015 Stats

Town of Drayton Valley/ Brazeau County

Fire Calls- 9

Rubbish and Grass Fires- 5

Motor Vehicle Collisions- 4

Rescue Calls- 0

Alarm Calls- 8

Misc Calls- 8

Total- 34

Town of Drayton Valley

Fire Calls- 2

Rubbish and Grass Fires- 1

Motor Vehicle Collisions- 0

Rescue Calls- 0

Alarm Calls- 3

Misc Calls- 5

Total- 11

Tom Thomson
Fire Chief
firechief@draytonvalley.ca

Murray Galavan
Deputy Fire Chief of Operations
dfc@draytonvalley.ca

Kamil Lasek
Deputy Fire Chief of Training
firefighter@draytonvalley.ca

Carla Appleby
Administrative Assistant
fireadmin@draytonvalley.ca



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Brazeau County

Fire Calls- 7

Rubbish and Grass Fire- 4

Motor Vehicle Collisions- 4

Rescue Calls- 0

Alarm Calls- 3

Misc Calls- 5

Total- 23

Tom Thomson
Fire Chief
firechief@draytonvalley.ca

Murray Galavan
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Kamil Lasek
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May 2015 Stats

Town of Drayton Valley/ Brazeau County

Fire Calls- 9

Rubbish and Grass Fires- 12

Motor Vehicle Collisions- 5

Rescue Calls- 0

Alarm Calls- 12

Misc Calls- 4

Total- 42

Town of Drayton Valley

Fire Calls- 2

Rubbish and Grass Fires- 2

Motor Vehicle Collisions- 0

Rescue Calls- 0

Alarm Calls- 9

Misc Calls- 2

Total- 15



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Main: (780) 514-2216
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Brazeau County

Fire Calls- 7

Rubbish and Grass Fire- 10

Motor Vehicle Collisions- 5

Rescue Calls- 0

Alarm Calls- 3

Misc Calls-2

Total- 27

Tom Thomson
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