



Agenda

Call to Order

National Anthem

1.0 Additions to the Agenda

2.0 Adoption of Agenda

3.0 Corrections or Amendments:

3.1. November 18, 2015, Regular Meeting of Council Minutes 3-10

4.0 Adoption of:

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

5.0 Public Time

6.0 Decision Items

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8.0 Department Reports

8.1.	Planning & Development	Shahid Mughal
8.2.	Engineering, Transportation & Sustainability	Ron Fraser
8.3.	Community Services & FCSS	Annette Driessen
8.4.	Emergency Services	Tom Thomson

8.5. Administration

- Legislative Services
 - Economic Development
 - Communications and Marketing
 - CAO Report
-

Chandra Dyck
Eric Burton
Tyler Russell
Dwight Dibben

9.0 Council Reports

9.1. Councillor Wheeler

9.2. Councillor Bossert

9.3. Councillor Fredrickson

9.4. Councillor Nadeau

9.5. Councillor Long

9.6. Councillor Shular

9.7. Mayor McLean

10.0 Adjournment



Meeting Minutes

THOSE PRESENT:

Mayor McLean
Deputy Mayor Wheeler
Councillor Nadeau
Councillor Fredrickson
Councillor Long
Councillor Bossert
Dwight Dibben, Chief Administrative Officer
Nesen Naidoo, Assistant Town Manager
Ron Fraser, Director of Engineering & Planning
Tom Thomson, Director of Emergency Services
Shahid Mughal, Planning & Development Manager
Eric Burton, Economic Development Officer
Chandra Dyck, Legislative Services Coordinator

Sabine Larcher, Administrative Assistant
Tyler Russell, Communications & Marketing Coordinator
Teresa Dunlop, Program Manager
Sheila Bailey, Programming Coordinator
S/Sgt. Malcolm Callihoo
Christian Richman, Audio/Video
Mamta Lulla, Drayton Valley Western Review
Cassandra Jodoin, CIBW Radio
Members of the Public

ABSENT:

Councillor Shular
Manny Deol, COO CETC
Annette Driessen, Director of Community Services
Pam Balke, Bylaw Officer

CALL TO ORDER

Mayor McLean called the meeting to order at 9:00 a.m.

Mayor McLean introduced Mr. Dwight Dibben as the new Chief Administrative Officer.

1.0 Deletions to the Agenda

RESOLUTION # 287/15

Councillor Fredrickson moved to delete item 8.1. "AMWWP Grant Application / Raw Water Intake – Water Treatment Plant" from the Agenda for the November 18, 2015, Regular Meeting of Council.

CARRIED UNANIMOUSLY

2.0 Adoption of Agenda

RESOLUTION # 288/15

Councillor Nadeau moved to adopt the November 18, 2015, Regular Meeting of Council Agenda as amended.

CARRIED UNANIMOUSLY

3.0 Corrections or Amendments:

3.1. October 28, 2015, Regular Meeting of Council Minutes

There were no corrections or amendments to the October 28, 2015, Regular Meeting of Council Minutes.

- 3.2. October 28, 2015, Organizational Meeting of Council Minutes
 There were no corrections or amendments to the October 28, 2015, Organizational Meeting of Council Minutes.
- 3.3. November 13, 2015, Special Meeting of Council Minutes
 There were no corrections or amendments to the November 13, 2015, Special Meeting of Council Minutes.

4.0 Adoption of:

- 4.1. October 28, 2015, Regular Meeting of Council Minutes
- 4.2. October 28, 2015, Organizational Meeting of Council Minutes
- 4.3. November 13, 2015, Special Meeting of Council Minutes

RESOLUTION #289/15

Councillor Bossert moved to adopt the October 28, 2015, Regular Meeting of Council Minutes, the October 28, 2015, Organizational Meeting of Council Minutes; and the November 13, 2015, Special Meeting of Council Minutes as presented.

CARRIED UNANIMOUSLY

5.0 Proclamations

- 5.1. Bullying Awareness Week
 Mayor McLean proclaimed the week November 15-21, 2015, as Bullying Awareness Week in the Town of Drayton Valley.
- 5.2. Universal Child's Day
 Mayor McLean proclaimed November 20, 2015, as Universal Child's Day in the Town of Drayton Valley.
- 5.3. National Sports Day
 Mayor McLean proclaimed November 21, 2015, as National Sports Day in the Town of Drayton Valley.

6.0 Delegations

- 6.1. National Bullying Awareness Week
 - 6.1.1. Aim For Success – Chris Lees
 Mr. Lees informed Council about the successful programs and initiatives of Aim For Success at local schools such as restorative justice/conflict resolution, roots of empathy, Pay It Forward campaign, and Poetry Slam Club. During Bullying Awareness Week, Aim For Success will be providing education on the effects of bullying at schools and in peer groups. A local youth, Eroin, read a poem on bullying.

 Council and Administration commended Aim for Success on their programs and the youth on their participation and passion for the program.
 - 6.1.2. Pembina Crisis Connection Society (PCCS)/Healthy Communities Coalition – Catie Hickman
 Ms. Hickman informed Council about the work of PCCS and about workplace bullying and its effects.

6.2. Universal Child's Day – Early Childhood Development Centre – Teresa Dunlop and Sheila Bailey

Ms. Dunlop provided Council information on Universal Child's Day and National Sports Day. Ms. Bailey provided further information on the events planned for Saturday's National Sports Day.

6.3. Shark Park Playground Committee – Danna Thiel-Cropley and Daniel Hartley

Mr. Hartley and Ms. Thiel-Cropley presented Council with information regarding the proposed playground located at St. Anthony's School near the existing playground equipment. Their aim is to promote "accessibility for all abilities" at the playground and incorporate an outdoor gym. The Committee requested a contribution of \$100,000 from the Town for the establishment of the playground and outdoor gym. Councillor Fredrickson requested further financial information broken down based on the two components.

Mayor McLean advised that Administration will review the request for consideration as part of the budget process for 2016.

6.4. S/Sgt. Callihoo - September and October RCMP stats

S/Sgt. Callihoo informed Council about changes among staff at the Detachment and presented Council with the RCMP stats for September and October. He advised of a successful arrest over the weekend and of recent issues with the False Alarm Bylaw, recommending that the alarm providers be registered with the Town.

S/Sgt. Callihoo explained that the statistics show the lowest amount of assaults and thefts in the last 5 years. He highlighted the problem of domestic violence during last October. Finally, he encouraged people to report every minor incident.

- Councillor Bossert mentioned problems with the follow through of the RCMP when calling in. S/Sgt. Callihoo explained that he will mention this at a next staff meeting.
- Councillor Wheeler asked to receive a list of minor incidents that the community should be aware that they are encouraged to report.

Mayor McLean welcomed the new members to the local RCMP Detachment on behalf of Council and thanked staff that is moving on for their service.

7.0 Public Time

No comments were received.

Mayor McLean called a break at 10:30 a.m.

Mayor McLean reconvened the meeting at 10:53 a.m.

8.0 Decision Items

8.1. AMWWP Grant Application: Raw Water Intake – Water Treatment Plant

This item was removed from the Agenda.

8.2. Proposed Bylaw 2015/11/F – FortisAlberta Electrical Distribution System Franchise Agreement

Councillor Fredrickson explained that the existing 10-year Franchise Agreement (Bylaw 2006/35/F) to allow FortisAlberta exclusive right to deliver electricity within the Town of Drayton Valley is set to expire December 31, 2016. Administration has reviewed the proposed new Agreement, and recommends its approval to replace the existing Agreement for a 10-year term, with options to extend for up to two 5-year increments with a franchise fee of 10%, which is an increase of 2%.

RESOLUTION #290/15

Councillor Fredrickson moved that Council give Second Reading to Fortis Electrical Distribution System Franchise Agreement Bylaw 2015/11/F which authorizes the new Franchise Agreement with FortisAlberta, with a franchise fee rate of 10%.

CARRIED UNANIMOUSLY

RESOLUTION #291/15

Councillor Fredrickson moved that Council give Third reading and Final Reading to Fortis Electrical Distribution System Franchise Agreement Bylaw 2015/11/F which authorizes the new Franchise Agreement with FortisAlberta, with a franchise fee rate of 10%.

CARRIED UNANIMOUSLY

RESOLUTION #292/15

Councillor Fredrickson moved that Council approve the Termination and Acknowledgement Agreement between the Town of Drayton Valley and FortisAlberta Inc., as attached.

CARRIED UNANIMOUSLY

8.3. Request from Brazeau Gymnastics

Councillor Nadeau explained that Town Council received a letter from Brazeau Gymnastics. The Club has indicated that, in making the move to its new facility, it has encountered unexpected expenses and has requested \$880.00 to cover the projected annual amount of the Club's water and sewer charges. While the Town has a Community Events Grant to support non-profit organizations, there are no remaining funds available to allocate this year. Additionally, the request does not meet the eligibility guidelines.

Councillor Nadeau encouraged Ms. Dunlop to get in contact with the club to inform them about other options like the Canadian Tire Jumpstart Program or FCSS grants. Town Council would be able to help with a letter of support when the Club applies for other grants.

RESOLUTION #293/15

Councillor Nadeau moved that Town Council decline the request from Brazeau Gymnastics for financial assistance.

CARRIED UNANIMOUSLY

8.4. "Fired Up For the Holidays" Insurance

Councillor Long explained that on December 11, 2015, the Town of Drayton Valley and community volunteers will host "Fired Up For the Holidays." In hosting the event, 50-80 youths, ages 13-17, can participate in activities, free of charge. The Organizers are recruiting volunteers and chaperones for the event, if Council or members of the public are interested please contact Sheila Bailey.

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

RESOLUTION #294/15

Councillor Long moved that Council endorses "Fired Up For the Holidays" to be covered under the Town of Drayton Valley's General Liability Insurance.

CARRIED UNANIMOUSLY

8.5. Clean Energy Technology Centre – Solar Electricity System Proposal

Councillor Bossert explained that the Town of Drayton Valley has received a generous anonymous donation for the Clean Energy Technology Centre (CETC) to install a solar panel electricity system. NuEnergy has worked with the donor on several solar panel electricity systems and has prepared a proposal for the CETC building. The proposal outlines that the solar electricity system will cost \$77,228. The donor is able to provide 50% matching funding up to \$40,000 and the Town is being asked to contribute the remaining funds. The Town's contribution will be \$40,000 which includes \$38,614, towards the project including a contingency of \$1,386.

Councillor Fredrickson asked if the Town should have a consistent package from a solar panel provider for all Town facilities. Mrs. Vallee explained that the company was brought in by the donor. Mr. Fraser explained that this is a different proposal than the proposal for the Omniplex.

Councillor Wheeler asked if this proposal falls under the budget for 2015 or 2016. Mr. Fraser said that it is part of the budget for 2016.

Councillor Bossert asked about the project costs and expressed her concerns. Mrs. Vallee explained that the electrical work is minor and, therefore, the \$1,386 should be sufficient.

RESOLUTION #295/15

Councillor Bossert moved that Council approve the proposal from NuEnergy for the Clean Energy Technology Centre to have a solar electricity system installed and funding for the project will be up to \$40,000 from Town's Sustainability Initiative Fund.

CARRIED UNANIMOUSLY

9.0 Information items

9.1.	Brazeau Seniors Foundation Minutes September 2015
9.2.	STAR Catholic Board Highlights October 2015
9.3.	Waste Management Committee Meeting Minutes August 2015
9.4.	Yellowhead Regional Library Board Meeting Minutes June 2015
9.5.	Yellowhead Regional Library Board Meeting Highlights November 2015
9.6.	AUMA Conference Report – Councillor Long
9.7.	AUMA letter re: equitable funding from oil and gas revenues
9.8.	September and October RCMP stats
9.9.	September and October Fire Services stats

RESOLUTION #296/15

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

CARRIED UNANIMOUSLY

10.0 Department Reports

10.1. Planning & Development

Mr. Mughal advised Council that 5 Development Permits and 10 Business Licenses have been approved since the last Council meeting. He pointed out current trends in development and businesses.

10.2. Engineering, Transportation & Sustainability

Mr. Fraser informed Council of the following updates:

- After yesterday's snowfall, the sanding truck was out on the Town roads yesterday evening and this morning;
- 43rd Avenue work is ongoing and has been affected by the snowfall;
- A tender will be out shortly to finish the bus hub park landscaping and lighting next year; and
- Pavement and access to CETC are being worked on.

10.3. Community Services & FCSS

Ms. Driessen was not present to give a report.

10.4. Emergency Services

Fire Chief Thomson presented Council with the Fire Services stats for September and October and provided a report on Fire Prevention initiatives from October. He highlighted the success of the school programs, adult programs, and senior programs and thanked the sponsors, staff and volunteer staff.

10.5. Administration

- Legislative Services

Ms. Dyck had nothing to report.

- Economic Development

Mr. Burton informed Council about the following:

- Meeting of the Chamber of Commerce with Alberta Culture and Tourism;
- Public Open House for the Economic Development Action Plan; and
- Tour of the Bio-Mile area with Provincial representatives.

- Communications and Marketing

Mr. Russell informed Council that there are currently 901 downloads of the app and that a new front page for the website will be launched soon. Mr. Russell invited the community to participate at the Branding Session on November 25 and 26.

- Information Services

Mr. Naidoo informed Council about the recent live demonstration of the Dashboard by IBM and Telus and a visit to NAIT's Alternative Technology Department.

- CAO Report

Mr. Dibben introduced himself. He explained that Administration will investigate to determine if there might be reserves from the 2015 budget to add to the solar panel project.

He thanked Council for the opportunity to serve Drayton Valley and for the warm welcome at the Town Office.

11.0 Council Reports

11.1. Councillor Shular

- was not present to give a report

11.2. Councillor Wheeler

- Sustainability Committee meeting
- Headwaters Alliance meeting

11.3. Councillor Bossert

- November 2: Homelessness and Poverty Reduction Strategy Committee meeting
- November 4: Recreational and Cultural Master Plan workshop
- Dashboard workshop
- Coming up:
 - Christmas light up
 - CT4DV Foundation Festival & Gala Dinner
 - EPAC hosting "The Mousetrap"
 - FCSS Annual Conference
- National Conference of Teachers of English as a Second Language
- Congratulated Fire Chief Thomson on the successful engagement of the community for Fire Prevention Month

11.4. Councillor Fredrickson

- Eagle Points Blue Rapids Parks Council meeting
- Brazeau Seniors Foundation Committee meeting
- Capital Budget meeting
- Economics & Sustainability Course at Augustana University

11.5. Councillor Nadeau

- EPAC Society meeting
- Recreational and Cultural Master Plan workshop
- Encouraged community to participate at the Branding Session on November 25 and 26
- Legacy meeting: encouraged community to participate
- Creative Cities Summit in Kelowna

11.6. Councillor Long

- October 30: FCSS Advisory Board meeting
- November 2: YRL Budget meeting
- November 4: G&P meeting
- November 5: CIGan Symposium in Medicine Hat
- November 11: Remembrance Day Ceremony

- November 12: CETC Committee meeting
- November 16: Capital Budget meeting
- November 17: Weyerhaeuser meeting
- Welcomed Dwight Dibben, and commended our outgoing CAO for his passion in working for the Town and community and his commitment to the CETC project

11.7. Mayor McLean

- October 29/30: Municipal Governance Training – Alberta Elected Officials Education Program through AUMA
- October 30: Children's Wish Gala
- November 3: Global TV interview about rural homelessness
- November 5: CIGan Symposium in Medicine Hat
- November 11: Remembrance Day Ceremony
- November 13: National Philanthropy Day Awards Luncheon

12.0 Adjournment

RESOLUTION # 297/15

Councillor Long moved that Council adjourn the November 18, 2015, Regular Meeting of Council at 12:19 p.m.

CARRIED UNANIMOUSLY

MAYOR

CHIEF ADMINISTRATIVE OFFICER

		SECTION	6
AGENDA ITEM: 6.1.	Lease Agreement between NorQuest College and the Town of Drayton Valley for the Clean Energy Technology Centre		
Department:	Clean Energy Technology Centre		
Presented by:	Councillor Shular		
Support Staff:	Kristina Vallee, Bio-Mile Coordinator		

BACKGROUND:

The Town and NorQuest College have been working together under the terms of the Memorandum of Understanding to collaborate on the development of the Clean Energy Technology Centre, including the Joint Venture Agreement that was formalized in May 2015.

As part of the further progress of this working relationship, NorQuest College and the Town have created a Lease Agreement between both parties for NorQuest College's occupancy at the CETC. The Lease Agreement outlines what space will be utilized by NorQuest and the expectations of both Tenant and Landlord.

The Lease is a three year term agreement beginning May 1, 2016; at an annual rate for \$133,572.50 (plus GST). The lease space is outlined in Schedule A of the agreement, which includes the classrooms area, four offices and four exam rooms. Utilities are included in the rental rate of the agreement; however NorQuest is responsible for their own telephones, internet, satellite and cable services.

The Lease Agreement has received legal review and revisions, and documentation is enclosed for reference. NorQuest has also completed legal review and their correspondence agreeing to the terms of the lease is included.

The agreement is being presented here today for review and consideration by Council.

RECOMMENDATION:

I move that Council approve the Lease Agreement between NorQuest College and the Town of Drayton Valley.

Clean Energy Technology Centre (CETC)

Lease Agreement (the “Lease”)

BETWEEN:

**Town of Drayton Valley
(The “Landlord”)**

-And-

**The Board of Governors of NorQuest College
(The “Tenant”)**

WHEREAS:

- A. The Landlord is the owner of certain land and buildings known as the Clean Energy Technology Centre (CETC) more specifically described as temporary street address 5400-24 Avenue, which address is subject to change, located on the lands described as 5;7;49;5;SE and described in Certificate of Title No. 132 361 022+4, and;
- B. The Tenant desires to lease the Premises on the Terms and Conditions herein contained.

NOW THEREFORE THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. **Grant of Lease and Term** – The Landlord hereby leases to the Tenant, the Education and Training components of the CETC, being approximately ELEVEN THOUSAND SIX HUNDRED FIFTEEN (11,615) square feet of dedicated useable space more or less (the “Premises”) per Schedule A, for a term of three (3) years, commencing May 1, 2016 (the “Commencement Date”). The term of the Lease shall terminate three (3) years from the Commencement Date (the “Term”, which include any renewal term agreed upon by the Parties in accordance with Section 24 of this Lease). The Premises may be expanded to accommodate additional programming or education and training activity by written agreement of both parties. In the event of such expansion, the rent will be increased in accordance with the rate per square foot in Section 3 or as otherwise agreed to by the Landlord and the Tenant.
2. **Common Use Areas** – The Landlord hereby provides permission to the Tenant for non-exclusive use of and access to common area spaces including Server Room , Washrooms , Lobby and general corridors and entrances, as shown in Schedule A (the “Common Use Areas”). The Tenant may also use and access space within the common office area including Copier Room. Any modifications, changes, enhancements or repairs by the Tenant to the Common Use Areas mentioned including within the common office area above require written permission from the Landlord to the Tenant. The Tenant shall not have use of or access to the Event Space Kitchen, or Storage Area, as shown in Schedule A, unless permission is granted by the Landlord on a separate per use rental basis in accordance with the rates,

policies and booking procedures, applicable from time to time, which permission may be refused by the Landlord in its sole discretion. Parking areas for the facility are general use, unless otherwise indicated by signage such as, but not limited to, handicap accessible, loading zones, and emergency vehicles only, and this Lease does not grant or purport to grant to the Tenant any use or access of the parking areas other than those afforded to members of the public from time to time.

3. **Rental Rates** – The annual rent for the Premises during the Term of this Lease will be ELEVEN DOLLARS AND FIFTY CENTS (\$11.50) per square foot (totaling ONE HUNDRED THIRTY-THREE THOUSAND, FIVE HUNDRED SEVENTY TWO DOLLARS AND FIFTY CENTS (\$133,572.50), plus GST, (the “Annual Rent”) payable in monthly installments of ELEVEN THOUSAND ONE HUNDRED THIRTY ONE DOLLARS AND FOUR CENTS (\$11,131.04), plus GST, (the “Monthly Rent”) which said installments the Tenant covenants to pay in advance on the 1st day of each and every month during the Term. For any Monthly Rent amount outstanding beyond thirty days of payment due, which is not being disputed by Tenant in good faith, interest will be applied at a monthly rate of 2%, compounded annually.
4. **Annual Installments** – At the sole option of the Tenant, the Tenant may in any year of the Lease elect to pay the Annual Rent not in monthly installments but in one annual installment as described in paragraph 3 above, plus GST, which said installment the Tenant shall (if the Tenant so elects) pay on January 1st of the year immediately preceding the year in which the rent would otherwise become due.
5. **Gross Lease** – This is a gross lease with all expenses and costs related to the operation of the Premises to be borne and paid for by the Landlord including but not limited to those set forth in Section 17.
6. **Termination** – In the event of default by the Tenant of a material term of this Lease that is not remedied within thirty (30) days of notification so to do, then the Landlord shall be entitled to terminate this Lease without further notice or warning. The Landlord has the right upon termination of the Lease to immediately re-enter and repossess the Premises and to re-let the Premises, and the Tenant shall pay to the Landlord on demand:
 - (a) Annual Rent and all other amounts payable hereunder up to the time of re-entry or termination, whichever shall be the later;
 - (b) Such expenses as the Landlord may reasonably incur or has incurred in connection with the re-entering, terminating, re-letting, and collecting sums due or payable by the Tenant, including but not limited to legal fees and disbursements on a full indemnity solicitor and own client basis, and the expenses of keeping the Premises in good order, repairing the same and preparing them for re-letting, and;
 - (c) Subject to Landlord’s obligation to take all reasonable measures to re-let the Premises and otherwise mitigate its damages, liquidated damages for the loss of rent expected to be derived from the Lease during the period which would have constituted the unexpired portion of the Term had it not been terminated at the option of the Landlord, less all income realized from the Premises subsequent to the time of re-entry or termination, whichever shall be the later and continuing until the unexpired portion of the Term.

The Tenant is required, at the expiry or termination of the Lease, to surrender the Premises to the

Landlord in good and substantial repair and condition, excepting normal wear and tear and structural repairs and other items in Section 17 which are the Landlord's obligation under this Lease. The Tenant shall vacate the Premises (and shall remove all of its property) by noon on the day this Lease terminates and in the event that the Tenant shall fail to do so, it shall pay to the Landlord (in addition to the Annual Rent and without prejudice to any other remedies available to the Landlord), compensation of THREE HUNDRED SEVENTY-ONE DOLLARS AND THREE CENTS (\$371.03), which is equal to one-thirtieth (1/30) of the Monthly Rent for each day or portion thereof that the Tenant over holds.

No reference to or exercise of any specific right or remedy by the Landlord shall prejudice or preclude the Landlord from any other remedy, whether allowed at law or in equity or expressly provided for herein. No such remedy shall be exclusive or dependent upon any other such remedy, but the Landlord may from time to time exercise any one or more of such remedies, independently or in combination. Without limiting the generality of the foregoing, the Landlord shall be entitled to commence and maintain an action against the Tenant to collect any rent not paid when due, without exercising the option to terminate the Lease.

7. **Early Termination** – The Landlord and Tenant shall each have the right to early termination of this Lease without incurring costs, damages, penalties or any other liability, at any time and for any reason during the Term of this Lease, upon providing one hundred and eighty (180) days written notice to the other party. The Landlord respects that the core business of the Tenant is public education as mandated by the Province of Alberta, and further agrees to not terminate the Lease until completion of the school term that is underway at the time of notification other than in the event of default by the Tenant as set out in paragraph 6 of this Lease.

8. **Holding Over** – If the Tenant continues to occupy the Premises after the expiration or other termination of the Term, then without any further written agreement, the Tenant shall be a tenant from month-to-month at the monthly rent equal to one hundred and ten percent (110%) of the Monthly Rent calculated as TWELVE THOUSAND TWO HUNDRED FORTY-FOUR DOLLARS AND FOURTEEN CENTS (\$12,244.14) prevailing immediately prior to expiration or termination, and subject always to all of the other provisions in this Lease insofar as the same are applicable to a month-to-month tenancy, and a tenancy from year-to-year shall not be created by implication of law.

9. **Use and Occupation of Premises** – The Tenant shall use the Premises and access the Common Use Areas solely for the purposes of operating and administering a college instructional and research facility. The Tenant warrants that its use and occupation of the Premises and access to the Common Use Areas and the activities conducted thereon will at all times be in compliance with all applicable laws, regulations, bylaws, and Schedule B. Furthermore, the Premises will not be used or permitted to be used in any manner which may be objectionable or which may injuriously affect the Premises or CETC generally, or which shall be an annoyance, nuisance, damage or disturbance to the Landlord or other occupiers of the CETC.

10. **Taxes and Utilities** – Notwithstanding the generality of Section 5, the Tenant specifically agrees to pay for and to indemnify the Landlord against all charges for self-provisioned internet, telephony, cable, and satellite services to the Premises. All property or other taxes and utilities relating to the Premises shall be borne by the Landlord.
11. **Condition of Premises** - The Premises shall be deemed free of all defects and damage as at the Commencement Date of this Lease unless the Tenant notifies the Landlord to the contrary within 10 days of such Commencement Date.
12. **Repair and Clean** – The Landlord shall provide custodial services for the Premises to a standard acceptable to both the Landlord and Tenant. If a standard cannot be established, the dispute will be submitted to arbitration in accordance with Section 27 for resolution in establishing an acceptable standard.
13. **Entry and Inspection** – The Landlord or its authorized agents acting reasonably may at any time during the Term, upon giving twenty-four (24) hours written notice to the Tenant, and without causing a disturbance to the conduct of business in the Premises by the Tenant, enter the Premises to examine the condition thereof or to perform repairs. In the event of an emergency situation where giving notice would cause an unreasonable delay that could cause damage to the Premises, Common Use Areas, the CETC or the Landlord's property generally, or jeopardize life-safety, the Landlord or its authorized agents may enter the Premises without notice.
14. **Assignment and Subletting** – The Tenant will not assign or, sublet the Premises or any part thereof without the written consent of the Landlord, which said consent the Landlord shall not unreasonably withhold, delay or condition. In the event that the Landlord shall consent to an assignment or other disposition of the Tenant's interest in the Lease such consent shall not discharge the Tenant from its obligations hereunder and the Tenant shall remain bound by the liabilities herein provided for. Notwithstanding the foregoing, it is acknowledged by both Parties that the CETC is a multi-use facility and that classrooms and other areas in the CETC may be rented from time to time to community or private interest groups and other organizations. The Tenant shall have the exclusive right to rent out any portion of its space within the Premises to individuals, organizations, groups or other providers of post-secondary or adult education, the revenue of which shall belong to the Tenant.
15. **Consent to Alterations** – No alteration or addition shall be made to, or sign affixed to the exterior of, the Premises by the Tenant without the Landlord's prior written consent which said consent the Landlord shall not unreasonably withhold, delay or condition. All furniture, fixtures, equipment, or other property, owned, leased or supplied by the Tenant shall remain the property of the Tenant and shall be removed by the Tenant at the expiry of the Term unless other arrangements are mutually agreed upon by Tenant and Landlord. All alterations and renovations made by the Tenant after occupancy of the Premises shall become the Landlord's property unless, at the Landlord's option the Landlord so directs the Tenant to remove all or part of such alterations or renovations in which case the Tenant shall comply and remove them at the Tenant's sole expense. The Tenant shall, at its cost, repair any damage to the Premises caused by such removal and fully restore the Premises to the state and

condition which they were in prior to the commencement of such improvements, reasonable wear and tear expected. The Tenant shall not commit or suffer to be committed any waste upon the Premises or any nuisance which may disturb the quiet enjoyment of any other occupant or tenant in the CETC.

16. **Abandonment** – The Tenant shall be deemed not to have vacated the Premises until all of its personal property has been removed. Notwithstanding the foregoing, all property left upon the Premises by the Tenant after termination of this Lease shall be deemed abandoned and the Landlord shall be entitled to sell, dispose of, or otherwise deal with such property in any manner deemed fit by the Landlord and no liability shall attach to the Landlord for doing so.

17. **Landlord's Obligations** – Landlord shall operate and maintain the Premises, CETC, and Common Areas to a level acceptable to a reasonable tenant and keep the Premises, CETC and Common Areas in reasonable condition and repair, provided however, that the Landlord shall not be obligated to paint, repair or replace wall coverings, or to repair or replace any improvements that are not ordinarily a part of the Premises. Except as otherwise provided, there shall be no abatement of rent or liability of Tenant on account of any personal injury or interference with Tenant's business with respect to any improvements, alterations or repairs made by Landlord to the Premises, the CETC or any part thereof. The Tenant shall not have the right to repair or maintain the Premises at the Landlord's expense, but may seek arbitration pursuant to Section 27 of this Lease in the event that the Tenant alleges a violation of this Lease.

The Landlord's obligation under this Lease includes but is not limited to the following operating costs:

- All Utilities including Electricity, Water and Gas
- Heating, Ventilation and Air Conditioning Systems
- Janitorial Services
- Snow Removal, Grounds Maintenance and Grass Cutting
- Waste Removal including Recycling and Paper Shredding
- Servicing, Maintenance and Repairs to the CETC and its Building Systems
- Building Envelope including Roofing and Associated Structural Repairs
- Parking Lot Repairs
- Landscaping
- Building Security
- Property Taxes (Tenant is exempt)

18. **Tenant's Obligations** – Except with respect to Landlord's obligations as set forth in this Lease, the Tenant shall during the Term of this Lease keep in good order, condition and repair the Premises and every part thereof unless deemed part of the base building systems which includes, but is not limited to, facility electro-mechanical systems, plumbing systems, lighting, building envelope systems, structural systems and utility services, which are the responsibility of the Landlord. The Tenant is required to keep the Premises in such good order and condition as they would be kept by a reasonably careful tenant and to promptly make all needed repairs and replacements as shall be reasonably

necessary including making whole all damaged glass, plate glass, doors and windows in the Premises unless such damage is caused by the Landlord. The Tenant shall not permit the registration of any builders' or other liens, for work, labour, services or materials ordered by the Tenant for the cost of which the Tenant may in any way be obligated, to attach to the Premises or any portion of them, or to any improvements erected upon the same, and that whenever and so often, if ever, as any such lien or liens shall be filed or attached, the Tenant will within thirty (30) days thereafter either pay the same or procure the discharge thereof by giving security or in such other manner as is or may be required or permitted by the law. The Tenant will indemnify and save harmless the Landlord from any and all claims in respect to any such work, labour, services or material including the Landlord's legal costs and disbursements on a full indemnity solicitor and own client basis.

- 19. Furnishings, Fixtures and Equipment** – The Tenant will provide its own furnishings, fixtures and equipment (FF&E) as may be required for the purposes of operating and administering a college instructional facility. Such FF&E shall be removed by the Tenant when the Tenant vacates the Premises at the end of the Term. FF&E supplied solely by the Landlord for use by the other occupants in the CETC, general public and/or the Tenant and its employees, students, visitors and guests shall remain the property of the Landlord.

20. Utilities and Janitorial

20.1 Services Provided by the Landlord

Landlord shall provide appropriate heating, ventilation, air conditioning, building environment, security and janitorial services that are acceptable to the Tenant to reasonably operate a post-secondary institution, including reasonable amounts of electricity for classrooms, lavatories, offices, lighting and office machines, laboratories and lavatory use, and replacement light bulbs and /or fluorescent tubes and ballasts for standard overhead fixtures. Such services and utilities shall be provided during generally accepted business days and hours or such days or hours as may hereafter be set forth.

20.2 Excess usage by Tenant

Tenant shall connect equipment necessary to run a post-secondary institution to the aforementioned utilities through existing outlets and will not use machinery and equipment in or about the Premises that use excess water or electricity.

20.3 Interruptions

There shall be no abatement of rent and Landlord shall not be liable in any respect whatsoever for the inadequacy, stoppage, interruption, or discontinuance of any utility or service due to riot, strike, labor dispute, breakdown, accident, repair or other cause beyond Landlord's reasonable control.

- 21. Quiet Enjoyment** – Provided the Tenant has complied with each and every of its material obligations hereunder and is not in default, the Tenant shall be entitled to quiet enjoyment of the Premises.
- 22. Landlord's Right to Cure** – In the event of default by the Tenant of any material obligation hereunder, the Landlord shall be entitled, but shall in no event be obliged, to cure such default on the Tenant's

behalf and in the Tenant's name (and the Landlord may enter upon the Premises at any time without prior notice for the purposes of doing so) and the entire costs of the same shall be deemed a debt due to the Landlord from the Tenant and payable upon demand.

23. **Notice** – Any notice required or permitted to be given to Tenant hereunder and all legal process shall be deemed sufficiently given and served on the Tenant if delivered to NorQuest College, Attention: Senior Manager Facilities, Suite 201, 10215-108 Street, Edmonton, Alberta, T5J 1L6 during normal college business hours. Any notice required or permitted to be given to Landlord hereunder and all legal process shall be deemed sufficiently given and served on the Landlord if delivered to the Town of Drayton Valley, Attention: Chief Administrative Officer, Box 6837, 5120 – 52nd Street, Drayton Valley, AB T7A 1A1 during normal business hours.
24. **Option to Renew** – Provided that the Tenant is not in default under the Lease, and provided that the Tenant has provided written notice to the Landlord of the Tenant's intention to renew the Lease at least one hundred and eighty (180) days prior to the expiration of the initial and any subsequent renewal terms of the Lease, then the Landlord shall grant the Tenant the ongoing right to renew this Lease for two (2) further terms of three (3) years each at a rent to be mutually agreed upon. Any such renewal shall contain, mutatis mutandis, all the covenants, provisos and agreements as are contained in the Lease. If the Parties fail to agree on rent for the renewal period within thirty (30) days of commencement of the renewal term, the provisions of Section 8 will apply.

25. **Insurance**

25.1 Liability

Tenant shall obtain and keep in force during the Term of this Lease a policy of comprehensive public liability insurance insuring the Landlord and Tenant against any liability arising out of the use, occupancy or maintenance of the Premises and all areas appurtenant thereto. Such insurance shall be in the amount of not less than five million dollars (\$5,000,000) per occurrence of bodily injury and property damage combined. Landlord shall be additionally insured on said insurance policy or policies and said policy or policies shall provide that same cannot be cancelled unless Landlord is given thirty (30) days written notice of such cancellation.

25.2 Other Coverage

Landlord shall maintain fire and extended coverage insurance on the CETC Building Complex and the Premises in such amounts as Landlord shall deem appropriate. Tenant shall be responsible, at its expense, for fire and extended coverage insurance on all its property, including removable trade fixtures, located in the Premises.

25.3 Waiver of Subrogation

Tenant and Landlord each waives any and all rights of recovery against the other, or against the officers, employees, agents and representatives of the other, for loss or damage to such waiving party or its property or the property of others under its control, where such loss or damage is insured against under any insurance policy in force at the time of such loss or damage. Tenant and Landlord shall, upon obtaining the certificates or insurance required hereunder, give notice to the insurance carriers that the

foregoing mutual waiver of subrogation is contained in this Lease.

25.4 Hold Harmless

Tenant shall indemnify, defend and hold harmless the Landlord from all and any claims arising from use of the Premises by Tenant or any sub-lessee, assignee or permitted user of the Premises, or from the conduct of business or from any activity, work or things which may be permitted or suffered by Tenant in or about the Premises, and shall further indemnify, defend and hold the Landlord harmless from and against any and all claims arising from any breach or default in the performance of any obligation on Tenant's part to be performed under the provisions of this Lease, including the obligation to obtain and maintain liability and fire insurance, or arising from any negligence or willful misconduct of Tenant, its agents, contractors, employees, sub-lessees, assignees, or invitees, and from any and all costs, including legal costs, fees and disbursements on a full indemnity solicitor and own client basis, expenses and liabilities incurred in the defense of any such claim or any action or proceeding brought thereon. Tenant hereby assumes all risk of damage to Premises or entry to persons in or about the Premises from any cause, and Tenant hereby waives all claims in respect thereof against Landlord excepting where such claims and resulting damages and costs, including legal costs, fees and disbursements on a full indemnity solicitor and own client basis arise out of the negligence or willful misconduct of the Landlord.

The Tenant agrees to be responsible for and to indemnify the Landlord from and against any and all damage, howsoever arising, to the Premises or any part thereof caused by the Tenant or by any of its employees, students, agents, contractors or invitees, whether trespassing or not.

Landlord shall indemnify, defend and hold harmless Tenant from all and any claims arising from the use of the CETC by Landlord or any lessee, assignee or permitted user of the CETC, or from the conduct of business or from any activity, work or things which may be permitted or suffered by Landlord in or about the CETC, and shall further indemnify, defend and hold Tenant harmless from and against any and all claims arising from any breach or default in the performance of any obligation on Landlord's part to be performed under the provisions of this Lease, including the obligation to obtain and maintain liability and fire insurance, or arising from the negligence or willful misconduct of Landlord, its agents, contractors, employees, lessees, assignees, or invitees, and from any and all costs, all legal costs including fees and disbursements on a full indemnity solicitor and own client basis, expenses and liabilities incurred in the defense of any such claim or action or proceeding brought therein. Landlord hereby assumes all risk of damage to Premises or entry to person in or about the Premises from any cause, and Landlord hereby waives all claims in respect thereof against Tenant excepting where such damages and costs, including legal costs, fees and disbursements on a full indemnity solicitor and own client basis, arise out of the negligence or willful misconduct of the Tenant.

The foregoing indemnities and waivers shall survive the termination of this Lease.

25.5 Exemption of Landlord for Liability

Tenant hereby agrees that Landlord shall not be liable for injury to Tenant's business or any loss of

income therefrom or from damage to the goods, wares, merchandise or other property of Tenant, Tenant's employees, invitees, customers, or any other person in or about the Premises from any and all causes except the negligence or willful misconduct of Landlord.

26. Interpretation – In the event that any clause hereof is for any reason void or otherwise unenforceable it shall be severed from this Lease and shall not affect the enforceability of the other clauses. The headings in this Lease are inserted for convenience of reference only and shall not affect the construction of this Lease. This Lease shall enure to the benefit of and shall be binding upon the parties hereto and their respective successors and (where permitted) assigns.

27. Arbitration – In the event of a dispute arising between the Landlord and the Tenant regarding the interpretation, application, operation or any alleged violation of this Lease, or in the event the Landlord and Tenant are unable to agree as to something required to be agreed upon including the rental renewal rate in this Lease, such dispute shall be determined by arbitration in accordance with the National Arbitration Rules of the ADR Institute of Canada, Inc. (the “ADR”), as currently in effect and will, except as varied by this Section 27, be conducted in accordance with the *Arbitration Act* (Alberta).

27.1 The party alleging a dispute shall notify the other party in writing of the details of the nature of the dispute.

27.2 The parties shall within fourteen (14) days of service of such notice, appoint a mutually agreed upon arbitrator to settle the dispute.

27.3 Should the parties fail to agree on an arbitrator then the parties shall apply to a Justice of the Queen's Bench of Alberta to have an arbitrator appointed on their behalf.

27.4 Within thirty (30) days of being appointed or such further period as may be agreed upon by the parties, the arbitrator shall resolve the matter and provide a written decision.

27.5 The decision of the arbitrator shall be final and binding upon the parties and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction.

27.6 The costs of the arbitrator and those related to the arbitration process shall be borne equally by the parties.

27.7 The arbitration shall be held in Edmonton, Alberta.

28. Non-Appropriation – The Landlord acknowledges that the Tenant is funded as a non-governmental entity, and the Tenant's ability to pay rent is based upon the availability of public funding under the authority of its statutory mandate.

28.1 In the event that public funds are unavailable and not appropriated for the performance of the Tenant's obligations under this Lease, then this Lease shall automatically expire and without costs, damages or penalties to the Tenant thirty (30) days after written notice to the Landlord of the unavailability and non-appropriation of public funds. It is expressly agreed that the Tenant shall not activate this non-appropriation provision for its convenience or to circumvent the requirements of this Lease, but only as an emergency fiscal measure during a substantial fiscal crisis, which affects its operation.

29. **Signage** – The Landlord acknowledges that the Tenant has the option to supply and install (at the Tenant's cost) illuminated sign(s) on the Premises. All costs including engineering, permits and design will be borne by the Tenant. The location and size is to be determined at a later date and approval by the Landlord will not be unreasonably withheld, conditioned or delayed.

IN WITNESS WHEREOF the **LANDLORD** has executed this Lease this _____ day of _____, 2015.

TOWN OF DRAYTON VALLEY
Box 6837, 5120 – 52nd Street
Drayton Valley, AB T7A 1A1

Per: _____
 Mayor

Per: _____
 Chief Administrative Officer

Witness: _____

AND IN WITNESS WHEREOF the **TENANT** has executed this Lease this _____ day of _____, 2015.

THE BOARD OF GOVERNORS OF NORQUEST COLLEGE
10215-108 Street
Edmonton, AB T5J 1L6

Per: _____
 President and CEO

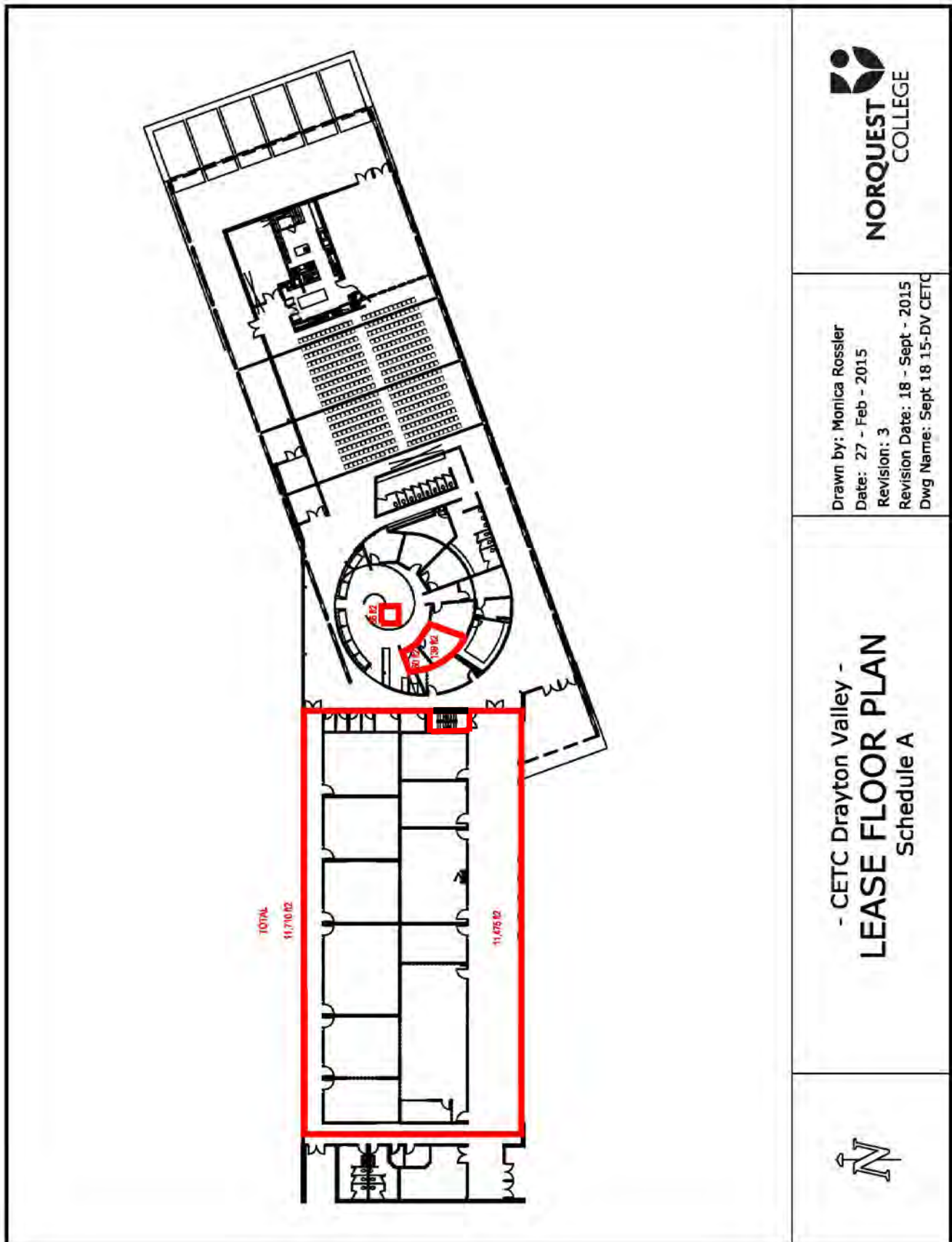
Witness: _____

Per: _____
 Vice President-College Services and CFO

Witness: _____

Per: _____
 Vice President-Teaching and Learning and CAO

Witness: _____



Drawn by: Monica Rossler
 Date: 27 - Feb - 2015
 Revision: 3
 Revision Date: 18 - Sept - 2015
 Dwg Name: Sept 18 15-DV CETC

- CETC Drayton Valley -
LEASE FLOOR PLAN
 Schedule A



SCHEDULE B
CETC BUILDING COMPLEX AND PARKING
RULES

1. Tenant shall not allow the obstruction of any Common Areas, including driveways, walkways and stairways.
2. Landlord reserves the right to refuse access to any persons, Landlord in good faith judges to be a threat to the safety, reputation, or property of the CETC Building Complex and its occupants.
3. Tenant shall not make or permit any noise or odors that annoy or interfere with other tenants or persons having business within the CETC Building Complex.
4. Tenant shall not keep animals or birds within the CETC Building Complex, and shall not bring bicycles, motorcycles or other vehicles into areas not designated.
5. Tenant shall not make or permit litter except in appropriate receptacles for that purpose.
6. Tenant shall not alter any lock or install new or additional locks or bolts, except that the Tenant may re-key existing locks or replace locks on doors within their leased space or on exterior doors that directly accesses their leased space.
7. Tenant shall be responsible for the inappropriate use of any bathrooms, plumbing or other utilities by its employees, students, agents and contractors. No foreign substances of any kind are to be inserted therein.
8. Tenant shall not deface the walls, partitions or other surfaces of the Premises or CETC.
9. Tenant shall not suffer or permit anything in or around the Premises or the CETC that causes excessive vibration or floor loading in any part of the CETC.
10. Furniture, significant freight and equipment shall be moved into or out of the CETC building only with the Landlord's knowledge and consent, and subject to such reasonable limitations, techniques and timing, as may be designated by Landlord. Tenant shall be responsible for any damage to the CETC arising from any such activity.
11. Tenant shall not employ any contractor for services or work to be performed in the CETC, except as approved by Landlord, such approval not to be unreasonably withheld, conditioned or delayed.
12. Landlord reserves the right to close and lock the CETC Building Complex on Saturdays, Sundays and legal holidays, and on other requested days. If the Tenant runs programming or otherwise uses the Premises during such periods, the Tenant shall be responsible for securely locking any doors it may have opened for entry.
13. Tenant shall return all keys at the termination of its tenancy and shall be responsible for the cost of replacing any keys that are lost.
14. No window coverings, shades or awnings shall be installed or used by the Tenant, without the prior permission of the Landlord.
15. No employee, student, agent, contractor or invitee of the Tenant shall go upon the roof of the CETC.
16. Tenant shall not permit smoking or carrying of lighted cigars or cigarettes in areas reasonably designated by Landlord as non-smoking areas.
17. Tenant shall not use any method of heating or air conditioning other than as provided by Landlord.
18. Tenant shall not install, maintain or operate any vending machines upon the Premises without Landlord's written consent, not to be unreasonably withheld, conditioned or delayed.
19. Tenant shall not use the Premises for lodging or manufacturing, cooking or food preparation.
20. Tenant shall comply with all safety, fire protection and evacuation regulations established by Landlord or any applicable governmental agency.
21. Landlord reserves the right to waive any one of these rules or regulations, and/or as to any particular tenant, and any such waiver shall not constitute a waiver of any other rule or regulation or any subsequent application thereof to such tenant.
22. Tenant assumes all risks from theft or vandalism and agrees to keep its Premises locked as may be required.
23. Landlord reserves the right to make such other reasonable rules and regulations as it may from time to time deem necessary for the appropriate operation and safety of the CETC and its occupants. Tenant agrees to abide by these and such rules and regulations.
24. Parking areas shall be used only for parking by vehicles no longer than full size, passenger automobiles, including SUVs and light duty pickup trucks herein called "Permitted Size Vehicles." Vehicles other than Permitted Size Vehicles are herein referred to as "Oversized Vehicles".
25. Tenant shall not permit or allow any vehicles that belong to or are controlled by Tenant or Tenant employees, agents, contractors, students, customers, or invitees to be loaded, unloaded, or parked in areas other than those designated for such activities.
26. Landlord reserves the right to relocate all or a part of parking spaces from floor to floor, within one floor, and/or to reasonably allocate them between compact and standard size spaces, as long as the same complies with applicable laws, ordinances and regulations.
27. Users of the parking area will obey all posted signs and park only in the areas designated for vehicle parking. All parking for NorQuest College staff and students is free.
28. Unless otherwise instructed, every person using the parking area is required to park and lock his/her own vehicle. Landlord will not be responsible for any damage to vehicles, injury to persons or loss of property, all of which risks are assumed by the party using the parking area.
29. The maintenance, washing, waxing or cleaning of vehicles in the parking structure or Common Area is prohibited.
30. Tenant shall be responsible for seeing that all of its employees, students, contractors, agents and invitees comply with the applicable parking rules, regulations and laws.
31. Upon reasonable notice provided to Tenant in writing, Landlord reserves the right to modify these rules and/or adopt such other reasonable non-discriminatory rules and regulations as it may deem necessary for the proper operation of the parking area.

NorQuest College
10215 – 108 Street NW
Edmonton, Alberta, Canada T5J 1L6



November 20, 2015

Town of Drayton Valley
5120 – 52 Street
Drayton Valley, AB
T7A 1A1
Attention: Kristina Vallee

Dear Ms. Vallee,

Re: CETC – NorQuest College Lease Agreement

Further to our telephone conversation and e-mail of November 19, 2015, this is to provide follow up with a formal letter and to request a formal written response.

In response to your correspondence of November 4, 2015 NorQuest College offers the following response:

Item 10. - NorQuest College agrees to add wording of "cable and satellite service".

10. Taxes and Utilities – Notwithstanding the generality of Section 5, the Tenant specifically agrees to pay for and indemnify the Landlord against all charges for self-provisioned internet, telephony, cable and satellite service to the Premises. All property or other taxes and utilities relating to the Premises shall be borne by the Landlord.

Item 14. - NorQuest College agrees to add wording of "other" providers.

14. Assignment and Subletting – The Tenant will not assign , sublet the Premises . . .The Tenant shall have the exclusive right to rent out any portion of its space within the Premises to individuals, organizations, groups or other providers of post-secondary or adult education, the revenue of which shall belong to the Tenant.

Item 17. - NorQuest College agrees to add requested wording indicating that we will not renovate or repair the premises at the Landlord's expense . . .

17. Landlord's Obligations – Landlord shall operate and maintain . . . or any part thereof. The Tenant shall not have the right to maintain or repair the Premises at the Landlord's expense, but may seek arbitration pursuant to Section 27 of this Lease in the event that the Tenant alleges a violation of this Lease.

Item 24. – NorQuest College agrees to add wording requested.

24. Option to Renew – Provided that the Tenant is not in default . . . the provisions of Section 8 will apply until the rental renewal rate is resolved by arbitration or mutual agreement.

Item 25.4 – The intent is certainly to be equitable. We can agree that the Lessor holds the Lessee harmless for the CETC, and the Lessee holds the Lessor harmless for the leased premises. As per our discussion we would agree to striking out "and Premises" in the clause.

Item 27 – NorQuest College agrees to add "fair market value" as you suggest.

Unfortunately, the construction schedule has required NorQuest College to re-schedule our move-in after the next school term to best serve the needs of our students which remains our top priority. Accordingly, we are requesting that the lease start date be amended (and simplified) as May 1, 2016. This change will also keep the lease term in alignment with the school term. We further request that we be able to move in any new and/or shared furniture as it becomes available to facilitate a quick move in and this should also best serve the needs of the centre. Our plan is to vacate our existing premises during the last 2 weeks of April 2016.

- 1. Grant of Lease and Term – The landlord hereby leases to the Tenant . . . commencing May 1, 2016 (the "Commencement Date"). The term of the Lease shall terminate three (3) years from the Commencement date . . .*

We trust the above is in alignment with our discussion and we look forward to finalizing the lease agreement in a timely manner. This is to request a formal written response at your earliest opportunity.

Thank you.

Sincerely,



Calvin Reivonen
Senior Manager
Facilities Management
T 780.644.6217 F 780.644.6243 C 780.405.8363
calvin.reivonen@norquest.ca



**DRAYTON
VALLEY**

November 4, 2015

Calvin Reivonen
Manager, Facilities Planning and Projects
NorQuest College
Via: Calvin.Reivonen@NorQuest.ca

Dear Calvin:

Re: Clean Energy Technology Centre Lease Agreement

We have reviewed the revised Lease which you sent to us. We do have some concerns that we hope we can resolve by discussing them with you, however I thought it might be convenient to put our concerns in writing, I am doing so in this letter. I am also going to set out some suggested changes which I hope you can either accept, or if not, we can hopefully discuss them further to try to get the final issues resolved.

The following are our outstanding concerns, numbered according to the relevant paragraphs of the revised Agreement.

10. Could we add a provision indicating that the Tenant is responsible for not only internet service and telephoning, but also cable/satellite. Alternatively, we could create a definition for the word "utilities". Our concern is that utilities are the Town's responsibility unless provided to the contrary, but there is no definition of what is included in utilities.
14. In the second last line could we insert the word "other" before the word "providers"? This will clarify that NorQuest can only rent out space to "providers of Post-Secondary or Adult Education".
17. To replace the struck out words at the end of this paragraph, can we add the words "the Tenant shall not have the right to repair or maintain the Premises at the Landlord's expense, but may seek arbitration pursuant to Section 27 of this Lease in the event that Tenant alleges a violation of this Lease"

The above would replace a portion of the paragraph which was previously struck out. Our concern is that the Lease should clarify that NorQuest cannot undertake renovations at the Town's expense.

24. Could we add the following words to the end of this paragraph – "until the rental renewal rate is resolved by arbitration or mutual agreement."



**DRAYTON
VALLEY**

As this paragraph is drafted, rent would be applicable at the rate of 110%, as per Section 8 of the Agreement. However, the arbitration provisions in section 27 specifically provide that the rental renewal rate can be arbitrated. The addition of the above words would clarify this inconsistency, and make it clear that the Section 8 rent would only be in place until the renewal rent is determined.

- 25.4 I found these hold harmless provisions confusing, and we did ask our lawyer for his views on the provisions. He did indicate that there seem to be some inequity in that the Tenant is only indemnifying for the Premises, while the Landlord is indemnifying for both the CETC building and the Premises. It also appears that we are indemnifying each other for the same things in that towards the end of each provision it indicates that both the Landlord and the Tenant "hereby assumes all risk of damage to the Premises or entry to person in or about the Premises from any cause..." We agree that that does not make sense. Could we agree on terms which are equitable in nature (i.e., the same types of obligations for each Party), and provides that the Tenant indemnifies in regard to the Premises, while the Landlord indemnifies in regard to the remainder of CETC. One further option might be to remove the indemnities all together.
27. Our lawyer did advise that if renewal rent was to be arbitrated, some standard should be indicated so that any arbitrator knows the basic principle upon which rent is to be determined. He suggested the following words be added "any rental renewal rate determined by arbitration shall be based upon fair market value". Please let me know if you think this is reasonable.

Once you receive this information please call me so that we can discuss these issues.

Yours truly,

Kristina Vallee
Bio-Mile Project Coordinator

cc: Yen Chuang, Project Manager

Kristina Vallee

From: William W. Barclay <WBarclay@rmrf.com>
Sent: Sunday, October 18, 2015 1:27 PM
To: Kristina Vallee
Cc: Manny Deol; Megan E. Harvey
Subject: RE: CETC Lease

Kristina, as requested, I have reviewed the attached revision to the CETC lease.

Unfortunately, we have not been able to discuss the lease and some of the issues pertaining to it, but I understand that you wanted my comments as soon as possible as the Town is anxious to finalize the lease.

From a general perspective, there are several issues which I think I should bring to your attention. For the most part however, I do not view these issues as critical.

I also understand that the lease has gone back and forth several times, but as I was not involved, I cannot be sure as to whether or not some of these issues have been raised before or dealt with in one way or another. Generally however, I have resisted trying to reinvent the wheel, and have assumed that for the most part, most of the terms and conditions are acceptable.

I am also aware of the joint venture between the parties and assume that the Town wants to work cooperatively with the tenant, but while still protecting the Town. Generally, my overall impression of the lease is that it is more friendly toward the Tenant than most commercial leases I see.

My specific comments are as follows.

1. S.5 – provides that this is a gross lease, meaning that the tenant pays the stated rent, but nothing else (unless specifically provided for). This is unusual, but I assume acceptable (in fact it is the opposite to what is usual). The biggest concern I have however is that, based upon the way this is drafted, if there are any unforeseen costs in the future, the Town would have to pay for such costs, even though they may not be contemplated right now. In other words, there could be surprises in the future, so good planning and for-thought will be important. In addition, this provisions says that those costs will be ... including, but not limited to, those set forth in S.17. Please see my comments about that section below.
2. Ss. 6 and 8 both deal with overholding, and do so in an inconsistent manner. S.6 allows for overholding at the same rent (%100), while s.8 allows for overholding at 110%. There is no explanation of the difference or when one rate will apply and not the other, although I suspect s.6 was intended, and it also seems to imply, that it will be applicable for short term situations (days as opposed to months) where the Tenant has moved out. However, that is not stated expressly and there could be arguments about the issue. However, in a commercial context, overholding rates are often much greater than this (two or three times the rent provided under the lease), so this relatively small amount may not create a significant issue. However, please also see my comments regarding s.27 (arbitration) in that regard.
3. S.14 – This provision provides that the tenant shall not assign or sublet without the Landlords consent, which the Landlord will not unreasonably withhold, delay or condition. The words “delay or condition” have been added here, and to a number of other similar type provisions (eg. s.15). While this puts additional duties on the Town, which in this context may be acceptable, provisions could be inserted to indicate when consent can be withheld, to ensure that nothing is done which is inconsistent with the purpose of the building.
4. S.17 – Part of this section has been struck. The struck provisions deals with both the ability to terminate, and the ability to repair at the Landlords expense. In my view, at the very least, there should be a statement to the effect that: “ The Tenant shall not have the right to repair or maintain the Premises at the Landlords expense, or at all, but may seek arbitration pursuant to Section 27 of this Lease in the event that the Tenant alleges a violation of this Lease”. In addition to the above, s.17 also provides that the Landlord’s obligations ,include but is not limited to, the list of items provided for. The list included “All Utilities including Electricity, Water and Gas”. This raises the concern about what exactly is a “utility”. It is not defined. Put another way, could this include , satellite/cable, or some other services which may be developed in the future ? I did not see a provision in the lease that expressly provided that these were to be the tenants responsibilities (both connections and

operations). However, S. 10 does say that the Tenant will be responsible for self-provisioned internet and telephony.

5. S.18 – adds the words “which are the responsibility of the Landlord”. I assume this was the original intent in any event, but if there is any issue, please advise.
6. SS. 20.1 and 20.2 do present some interpretation issues, and there is a note to that effect. Without some objective criterion, it could be very difficult to enforce 20.2. If amendments are discussed, one further option is to provide that the Landlord may limit some utilities provided that minimum guidelines are met, eg. minimum temperatures, or power consumption, or reduction of lighting outside business hours. In that regard, I also noted that there were no standard business hours noted in the lease. Such a provision could be useful in the above situation, or in regard to other services. Examples include when the building is too be open (assuming common entrances), allowing for off hour janitorial or other maintenance services etc. This s.20 also provides that the Town is generally to provide janitorial services. You should also be aware that this increases the risk to the Town for liability, especially for slip and fall type accidents which could be caused by wet floors or improper maintenance. Presumably the Town will have adequate insurance in any event, but if there is any doubt, you should check with your insurer. In addition, in the event that such services are contracted, you may wish to ensure that the contracts impose the liability on the contractor, and require them to carry adequate insurance.
7. S.24 give the right to renew for a further two terms. The rent for renewal terms is to be agreed upon, and if there is no agreement, s. 8 is to apply (110% of current rent). That may be wholly inadequate in the circumstance that could apply in the future. The revision to this also indicates that s. 8 is to apply if the parties cannot agree within 30 days. That makes an agreement even more difficult if the Tenant finds it advantageous to stall. This also creates some ambiguity as s.27 specifically provides that renewal rental rates can be arbitrated. This ambiguity could be addressed by inserting at the end of the provision, after the words “the provisions of Section 8 will apply” the words “until the rental renewal rate is resolved by arbitration or mutual agreement.” However, there is a further issue. In the event of an arbitration, there should be some guidance to the arbitrator as to how rent is to be determined. If it is to be based on market value, the lease should say so. See my comments re s. 27.
8. S.25.3 – You should advise your insurer of this provision.
9. 25.4 – This is a hold harmless (indemnification) clause which provides that each party will hold the other harmless in the stated circumstances. However, I think there is some ambiguity related to the indemnification being given by the Town. In that regard the Landlord indemnifies the Tenant from all claims arising from the use of either the CETC or the Premises by the Landlord..., or permitted users of the CETC or the Premises. This raises two issues. First, the permitted users, could be users of the Premises that the Tenant has expressly or implicitly invited and should be responsible for, eg., students. This is of course completely unfair and illogical. It is also in conflict with the Tenants indemnification of the Town in regard to the same class of people. This could therefore be resolved by clearer drafting, although factually, it may be difficult to define and determine who is responsible for which invitees. The second larger question however arises more squarely from the revision which effectively adds that the landlord is indemnifying the Tenant not only in regard to the Premises, but also in regard to the CETC. In my view this addition unnecessarily increases the potential liability of the Town. I also note that the Tenants liability has not been similarly increased, ie., their indemnification only pertains to the Premises. It has not been increased to include the CETC. I also note that most leases are much more protective of the landlord, whereas this one appears to lean in the opposite direction in regard to this provision.
10. S. 27 – If you want to provide that renewal rent determined by arbitration is to be based on market value, you could add a subsection saying “ Any rental renewal rate determined by arbitration shall be based upon fair market value.” Of course, other provisions could also be used. In addition, they have added s.27.7, which provides that any arbitration is to be held in Edmonton. I do not know if that is acceptable to you. Please call me if you wish to discuss this.
11. S.28 is an unusual provision which you should be aware of. That said, I understand that something of this nature is often used with educational institutions.
12. S.29 – some landlords would also want this type of provision to address content as well, so that the they have some control over that.
13. SCHEDULE ‘B’

14. #7 deals with inappropriate use of bathrooms, plumbing and other utilities. This is very subjective, and likely unenforceable without objective criteria. Unless the Tenant cooperates, it could mean that the Town will get stuck with unplugging clogged drains and toilets etc. The best alternative, from the landlords perspective, is to make the Tenant responsible for these type of things as they have more control over their staff and students.
15. I previously raised the issue of normal business hours. If you wanted to insert such provisions, they could be inserted in Schedule "B".

I hope these comments are useful. As I indicated, most of these issues are likely not critical, and I appreciate that most could be resolved by a good working relationship. However, I thought I should raise them now in case the Town wants to have any of them addressed before the lease is finalized.

Bill.



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From: Kristina Vallee [<mailto:Executive@draytonvalley.ca>]
Sent: Thursday, October 15, 2015 9:59 AM
To: William W. Barclay
Subject: FW: CETC Lease

Hi Bill,

I'm hoping that you can help with this while Sheila is away.

This lease agreement has been going back and forth between the Town and NorQuest for some time now. Daina Young at your office has reviewed this for us twice now and made recommendations which is now included in the lease.

NorQuest had their legal review completed, and that version is attached and their comments are below.

We would like this to be finalized and go to Council for approval next week. If we have further changes it will have to go back to NorQuest & their legal review. We agree on all the of the key areas, it is now down to wording of the sections. Is it possible for you to look this over and let us know if it is okay to proceed for approval?

Thanks,
 Kristina

From: Calvin Reivonen [<mailto:Calvin.Reivonen@NorQuest.ca>]
Sent: Wednesday, October 07, 2015 3:46 PM
To: Kristina Vallee; Yen Chuang
Cc: Niles Duggan; Karen Link; Diane Shaw; Calvin Reivonen
Subject: CETC Lease

Good afternoon,

Re: CETC Lease

NorQuest College has had our legal counsel (Tom Sides from Dentons Canada LLP) review the lease, and this is to provide our feedback from that review.

		SECTION	6
AGENDA ITEM: 6.2.	Community School Resource Officer Agreement		
Department:	Administration		
Presented by:	Councillor Bossert		
Support Staff:	Tom Thomson, Director of Emergency Services		

BACKGROUND:

Following the October 7, 2015, Regular Meeting of Council, Administration began work to finalize the Community School Resource Officer Agreement. During the process Administration was advised that the position would be more likely to be awarded should it be applied for by the Town. This warranted a change in the Agreement as presented at the October 7, 2015, Meeting. As such the previous motion authorizing Administration to proceed with the Agreement to be managed by Brazeau County needs to be rescinded and a new motion made for the revised Agreement.

It also should be noted that a motion approving the cost-sharing agreement between the Town, Brazeau County, and Wild Rose School Division No. 66 was made and passed unanimously at the October 6, 2015, Regular Meeting of Brazeau County Council.

MOTION:

I move that Council rescind Resolution 248/15 and Amending Resolution 249/15 which reads *“Council Nadeau moved the Council supports the application with Brazeau County and Wild Rose School Division No. 66 for a three (3) year CSRO enhanced police service position contracted through the RCMP and contingent upon the position being administered by Brazeau County.”*

I move that Council authorize Administration to apply for a three (3) year CSRO enhanced police service position contracted through the RCMP in keeping with the terms of the agreement regarding the CSRO position.

AGENDA ITEM: 6.3.	Town Grant Policies: Roger Coles Memorial Youth Sports Grant A-01-13 Support Grants for Community Events A-01-01 Youth Arts, Heritage and Culture Grant A-16-15
Department:	Administration
Presented by: Support Staff:	Councillor Long Annette Driessen

BACKGROUND:

In preparation for the awarding of the 2016 Roger Coles Memorial Youth Sports Grant and the Support Grants for Community Events, Administration has revised the grant policies to include a quarterly application/adjudication schedule. This quarterly schedule ensures funds are available through a more equitable allocation process. In addition, Administration has prepared a new Youth Arts, Heritage and Culture Grant in keeping with the goal of the Community Sustainability Plan to ensure "Youth are involved in the community and provided with the resources and supports to succeed."

MOTION:

I move that Council approve the Roger Coles Memorial Youth Sports Grant A-01-13 as presented.

I move that Council approve the Support Grants for Community Events A-01-01 as presented.

I move that Council approve the Youth Arts, Heritage and Culture Events Grant A-16-15 as presented.



TOWN OF DRAYTON VALLEY

Subject:	Support Grants for Community Events	Policy No.:	A-01-01
Department:	Administration		
Approval Date:	June 27, 2001	Review Date:	November 18, 2015
Associated Policies:			

Support Grants for Community Events Policy

Purpose

The Town of Drayton Valley (hereinafter referred to as the “Town”) recognizes that there are non-profit organizations that host community events to raise funds or that require donations for worthwhile projects, programs, or services. In an effort to support these organizations and their efforts, the Town may provide support grants to assist with the hosting of community events and initiatives.

General Policy

1. The Town will identify in its yearly administration budget an amount of funds that may be allocated for the purposes of grants for community events. These grants may be within any or all of the following areas of contribution:
 - a. public education in areas of health/wellness/safety;
 - b. community events/services;
 - c. direct services provided in areas of health/wellness/safety;
 - d. visual/performing arts, heritage and culture; and
 - e. leisure/sports/recreation.
2. Support grants or assistance approved by the Town may take any of the following forms:
 - a. direct sponsorship through provision of funds;
 - b. indirect or in-kind sponsorship through:
 - i. discounts or subsidies;
 - ii. fee waivers;
 - iii. fee deferrals;
 - iv. purchase of advertising;
 - v. purchase of goods or services; or
 - vi. provision of services (ie. staff time or equipment).

Subject:	Support Grants for Community Events	Sign off:	
Department:	Administration		
Approval Date:	June 27, 2001	Review Date:	November 18, 2015

Definitions

Within this Policy the following definitions shall apply:

community event means a specific affair, program, function or purpose which fits within the mandate of the non-profit organization;

Responsibilities

The organization requesting a grant must:

- a. be based in the community;
- b. be supported by the community at large;
- c. not duplicate already existing services in the community, or show that duplication is necessary in order to meet community needs;
- d. provide opportunities for community access and involvement within their organization, without regard to race, sexual orientation, religion, creed, gender, or disability;
- e. carry adequate insurance to protect any sponsoring agency; and
- f. show continuing effort in remaining financially independent and viable.

Organizations or community events that will not be considered for grant funding include, but are not limited to:

- a. funding for activities or organizations that take place outside of the community or remove funds from the community;
- b. individual applicants;
- c. educational institutions;
- d. religious institutions or organizations;
- e. commercial (for-profit) events or organizations;
- f. corporations or businesses;
- g. advocacy groups;
- h. ongoing operational budgets for organizations;
- i. organizations that have restricted membership within the target market it serves; and
- j. Provincially or nationally-based organizations that do not have an organized presence in the community.

The Town recognizes that certain major community events may be organized and hosted for the Town and its surrounding communities by local organizations or committees. These events are deemed to be part of the general operations of the Town and are excluded from receiving support grants. The approval of these events is at the discretion of Town Council.

Subject:	Support Grants for Community Events	Sign off:	
Department:	Administration		
Approval Date:	June 27, 2001	Review Date:	November 18, 2015

Procedure

1. Non-profit organizations hosting a community event and desiring a grant from the Town must submit a written application to the Director of Community Services in the form prescribed by the Town. The application must provide, but may not be limited to, the following:
 - a. details of the community event, listing date(s), time(s), location(s), and activity(ies) to be undertaken;
 - b. the number of individuals or organizations will benefit from the community event;
 - c. the manner in which individuals or organizations will benefit from the community event;
 - d. the reason for requesting a grant from the Town;
 - e. the nature of the grant, including the amount of funds requested;
 - f. a budget or business plan for the community event requiring sponsorship, showing anticipated revenue sources and expenditures;
 - g. contact information, including name, address, telephone number and email address;
 - h. a list of other organizations that have been, or will be, approached for sponsorship; and
 - i. a description of how sponsoring organizations will be recognized.

2. A Selection Committee, selected by and which shall include the Director of Community Services will administer the Grant on behalf of Town Council based on the criteria set out in the guidelines. Decisions to support grant applications will be based on the organization's ability to address the following criteria, whereby the stated service must:
 - a. benefit the community as a whole, or a specific major group within the community;
 - b. not duplicate past or present local services, unless a need to do so can be demonstrated;
 - c. provide equal access to the service, without discrimination;
 - d. not already be receiving direct or indirect support from the Town for the stated service;
 - e. address an identified need in the community and contribute to the common good of the community; and
 - f. recognize the Town's contribution to the stated service.

Subject:	Support Grants for Community Events	Sign off:	
Department:	Administration		
Approval Date:	June 27, 2001	Review Date:	November 18, 2015

3. Grant funding support may be provided for the full amount of the request, or for any portion of the requested contribution.
4. The amount of grant funds awarded in a fiscal year may not exceed the total amount identified by the Town in its annual budget. Any remaining funds in this allocation will remain in general revenues and will not be accruable to the next fiscal period.
5. Grant funding applications will be reviewed on a quarterly basis, after each of the following deadline dates:
 - a. January 1st;
 - b. April 1st;
 - c. July 1st; and
 - d. October 1st.
6. The Selection Committee will make decisions on applications not exceeding one thousand (\$1,000.00) dollars. Town Council will review and approve or refuse all applications for grant requests which exceed one thousand (\$1,000.00) dollars. At its discretion, the Town retains the right to refuse any request or to make an exception should a request not meet all of the Policy criteria but still be deemed to be worthy of review.
7. Grant funding recipients must submit a final report, with a Financial Statement, to the Director of Community Services within thirty (30) days of the stated service end date. No subsequent grant application will be considered by the Town until such time as the report has been received by the Town.

Mayor

Approval Date



TOWN OF DRAYTON VALLEY

Subject:	Roger Coles Memorial Youth Sports Grant	Policy No.:	A-01-13
Department:	Administration		
Approval Date:	July 31, 2013	Review Date:	November 18, 2015
Associated Policies:			

Roger Coles Memorial Youth Sports Policy

Purpose

The Town of Drayton Valley (hereinafter referred to as the "Town") recognizes the importance of sport and recreation in our community and has established the Roger Coles Memorial Youth Sport Grant to recognize the sacrifice and dedication of our young individuals to sport.

General Policy

This grant is designed to provide financial assistance to local athletes with expenses associated with different levels of competition. The Town has established the Roger Coles Memorial Youth Sport Grant Policy to assist athletes based upon the guidelines attached hereto as Schedule "A" and forming part of this Policy.

Responsibilities

The individual requesting a grant must meet the criteria set out in Schedule "A".

Procedure

1. Youth individuals desiring a grant from the Town must submit a written application to the Director of Community Services, in the form prescribed by the Town.
2. Decisions to support grant applications will be based on the individual's ability to meet the grant criteria.
3. Grant funding support may be provided for the full amount of the request, or for any portion of the requested contribution.
4. A Selection Committee, selected by and which shall include the Director of Community Services, will administer the Grant on behalf of Town Council based on the criteria set out in the guidelines.

Subject:	Roger Coles Memorial Youth Sports Policy	Sign off:	
Department:	Administration		
Approval Date:	July 31, 2013	Review Date:	November 18, 2015

5. The amount of grant funds awarded in a fiscal year may not exceed the total amount identified by the Town in its annual budget. Any remaining funds in this allocation will remain in general revenues and will not be accruable to the next fiscal period.
6. Grant funding applications will be reviewed on a quarterly basis, after each of the following deadline dates:
 - a. January 1st;
 - b. April 1st;
 - c. July 1st; and
 - d. October 1st.
7. The Selection Committee will make decisions on applications not exceeding one thousand (\$1,000.00) dollars. Town Council will review and approve or refuse all applications for grant requests which exceed one thousand (\$1,000.00) dollars. At its discretion, the Town retains the right to refuse any request or to make an exception should a request not meet all of the Policy criteria but still be deemed to be worthy of review.
8. Grant funding recipients must submit a final report, with a Financial Statement, to the Director of Community Services within thirty (30) days of the stated service end date. No subsequent grant application will be considered by the Town until such time as the report has been received by the Town.

Mayor

Approval Date

Subject:	Roger Coles Memorial Youth Sports Policy	Sign off:	
Department:	Administration		
Approval Date:	July 31, 2013	Review Date:	November 18, 2015

SCHEDULE "A" Guidelines

PURPOSE:

To assist members of the community of Drayton Valley:

- With eligible costs associated to compete in a sport championship competition (hereinafter referred to as the "event") at the following levels in which a CHAMPION is declared:
 - Western Canadian
 - National, or
 - International

Grants or assistance approved by the Town may take any of the following forms:

- Direct sponsorship through provision of funds (cash)
- Indirect sponsorship through:
 - o discounts/subsidies
 - o fee waivers
 - o fee deferral
 - o purchase of advertising
 - o purchase of goods/services

ATHLETE ELIGIBILITY:

- Must be a member of the community of Drayton Valley
- Must be an individual with amateur status
- Must be sponsored by or affiliated with a registered nonprofit sport organization
- Must fall within the following definition of "Youth": an individual who is eighteen (18) years of age or younger at the time of the event.

A provision may be made on a case-by-case basis for those athletes selected by the provincial sport governing body to represent Alberta at the National Championship, provided there is no competition to recognize a provincial champion in a particular class or category.

Subject:	Roger Coles Memorial Youth Sports Policy	Sign off:	
Department:	Administration		
Approval Date:	July 31, 2013	Review Date:	November 18, 2015

ATHLETE INELIGIBILITY:

- Athletes receiving Federal Carding Assistance
- Athletes receiving 100% travel subsidy through the National or Provincial Sport Governing Body
- Athletes representing corporate entities
- Athletes already receiving a subsidy of some form from the Town

APPLICATION SUBMISSION:

Applicants must submit a completed Town of Drayton Valley Roger Coles Memorial Youth Sport Grant Application form:

- Upon qualifying to compete in a Western Canadian, National, or International championship event;
- or up to 30 days after the event

GUIDELINES:

The individual will not normally receive more than one grant from the Town of Drayton Valley in a calendar year

- Grant awards of under \$100 will not normally be considered
- The allocation of a grant is subject to the availability of funds
- Applicants must submit a fully completed Application form, including a budget for attendance at the event (including travel, lodging, meals and registration fees), as well as a list of sponsorship or funding requested and obtained from other sources
- Funding support may be provided for the full amount of the request, or for any portion of the requested contribution. Applicants are encouraged to fundraise and access support from other sources, which will be taken into consideration during review of the application. The Town will look at funding opportunities of approximately fifty (50%) percent of the budgeted cost of attending the event.

Subject:	Roger Coles Memorial Youth Sports Policy	Sign off:	
Department:	Administration		
Approval Date:	July 31, 2013	Review Date:	November 18, 2015

APPLICATION PROCESS:

Pre-Event:

Applicants MUST submit the following:

- An official letter from the appropriate sanctioning body, which verifies the date(s) and location of the event and acknowledges the Applicant as the recognized competitor/participant;
- Proof of travel cost as provided by a commercial airline or bus company or car rental agency or train company;
- Poster for the event (if available)
- NOTE: PRE-EVENT APPLICATIONS shall only receive grant funding upon meeting the grant program's eligibility criteria and meeting the final report requirements within 30 days after an event.

Post-Event:

Within 30 days of the event, applicants MUST verify travel to the event by providing (FINAL REPORTING REQUIREMENTS) as follows:

- Proof of participation in the event
- Outcome of the competition (e.g. media report, official's record, letter from sanctioning organization)

All applicants will be notified in writing as to the grant decision within a reasonable time after the application submission.

All applications will be reviewed by a selection committee.

All applicants will be required to recognize the Town's contribution to the event or service which was sponsored.

If you have any questions please e-mail info@draytonvalley.ca or call 780.514.2200.



TOWN OF DRAYTON VALLEY

Subject:	Youth Arts, Heritage and Culture Grant	Policy No.:	A-16-15
Department:	Administration		
Approval Date:		Review Date:	
Associated Policies:			

Youth Arts, Heritage and Culture Policy

Purpose

The Town of Drayton Valley recognizes the importance of culture, heritage and art including dance, film, video, new media, music, the literary, visual, theatrical and performing arts, and aboriginal culture in our community. The Youth Arts, Heritage and Culture Grant has been established to recognize the enthusiasm and dedication of our young individuals to pursue achievements in arts, heritage and culture.

General Policy

This grant is designed to provide financial assistance to local youth with expenses associated with different levels of study, competition, or participation in an event or program that is consistent with the purpose outlined above.

Responsibilities

The Town will identify in its yearly administration budget an amount of funds that may be allocated for the purposes of grants for youth arts, heritage and culture.

Procedure

The Town has established the Youth Arts, Heritage and Culture Grant Policy to assist youth.

The guidelines for this Grant are as follows:

1. A Selection Committee, selected by and which shall include the Director of Community Services, will administer the Grant on behalf of Town Council based on the criteria set out in the guidelines.
2. The Selection Committee will make decisions on applications not exceeding one thousand (\$1,000.00) dollars. Town Council will review and approve or refuse all applications for grant requests which exceed one thousand (\$1,000.00) dollars. At its discretion, the Town retains the right to refuse any request or to make an exception

Subject:	Youth Arts, Heritage and Culture Grant	Sign off:	
Department:	Administration		
Approval Date:		Review Date:	

should a request not meet all of the Policy criteria but still be deemed to be worthy of review.

3. The amount of grant funds awarded in a fiscal year may not exceed the total amount identified by the Town in its annual budget. Any remaining funds in this allocation will remain in general revenues and will not be accruable to the next fiscal period.
4. Grant funding applications will be reviewed on a quarterly basis, after each of the following deadline dates:
 - a. January 1st;
 - b. April 1st;
 - c. July 1st;
 - d. October 1st.
5. Grant funding recipients must submit a final report, with a Financial Statement, to the Director of Community Services within thirty (30) days of the stated service end date. No subsequent grant application will be considered by the Town until such time as the report has been received by the Town.

Mayor

Approval Date

Subject:	Youth Arts, Heritage and Culture Grant	Sign off:	
Department:	Administration		
Approval Date:		Review Date:	

Schedule A

Town of Drayton Valley Youth Arts, Heritage and Culture Grant Guidelines

Purpose:

To assist Members of the community of Drayton Valley:

- With eligible costs associated to either compete or participate in competitions, events, studies, or programs that support the advancement of the applicant in arts, heritage or culture.
- With the registration costs to participate in education or training programs that focus on arts, heritage or culture.

To grant or provide assistance approved by the Town in one of the following forms:

- Direct sponsorship through provision of funds
- Indirect sponsorship through provision of discounts/subsidies, fee waivers, fee deferral or the purchasing of goods and services.

Eligibility

Grants are awarded to youth who fall within the following definition:

- Are twenty-five (25) years of age or younger at the time of competition or participation, and
- live within the boundaries of Drayton Valley or Brazeau County or
- are pursuing education at a post-secondary institution or a recognized educational institution with Drayton Valley or Brazeau County as their permanent residence.

(Preference may be given to applicants who meet all of the above)

Ineligibility

- Youth already receiving a subsidy of some form from the Town
- Youth representing corporate entities
- Youth receiving full subsidy through other Arts, Heritage, Cultural or other organizations
- Activity that augments school-based curriculum.

Application Procedure

- It is strongly recommended that an application be submitted at least 8 weeks prior to the date of the event or program.

Subject:	Youth Arts, Heritage and Culture Grant	Sign off:	
Department:	Administration		
Approval Date:		Review Date:	

Application Guidelines

The individual will not normally receive more than one grant from the Town of Drayton Valley in a calendar year.

- Grant awards of under \$100 will not normally be considered
- The allocation of a grant is subject to the availability of funds
- Applicants must submit a completed application form, including a budget for registration fees, travel, lodging and meals as well as a list of sponsorship or funding obtained from other sources.
- Funding support may be provided for the full amount, or for any portion of the requested grant contribution. Applicants are encouraged to fundraise and access support from other sources.
- Should the application be approved, the Town's contribution must be acknowledged via promotional material, advertisements, etc.

Application Process

Pre-Competition/Event:

Applicants **MUST** include the following when submitting an application:

- a completed application form
- an official letter or registration acknowledging the applicant's acceptance in the competition, event, study, or program
- proof of travel cost as provided by a commercial airline, bus or train company, or a car rental agency
- poster or promotional material of the competition, event, study or program
- Note: Pre-Event applications shall only receive grant funding upon meeting the grant program's eligibility criteria and meeting the final report requirements within 30 days after an event.

Post Competition/Event:

Within 30 days of the event, applicants **MUST** verify attendance at the competition, event, study, or program by providing **FINAL REPORTING REQUIREMENTS** as follows:

- Proof of participation in the competition, event, study, or program
- Participant outcome statement or awards received

All applications will be reviewed by a selection committee.

All applicants will be notified in writing of the grant decisions within a reasonable time after receipt of the application.

Subject:	Youth Arts, Heritage and Culture Grant	Sign off:	
Department:	Administration		
Approval Date:		Review Date:	

All applicants will be required to recognize the Town's contribution to the event or service which was sponsored.

If you have any questions please e-mail info@draytonvalley.ca or call 780.514.2200.

SECTION:

AGENDA ITEM:	TOWN OF DRAYTON VALLEY 2016 INTERIM OPERATING & CAPITAL BUDGETS - APPROVAL
Department:	Treasury
Presented by:	Clayton Seely & Kevin McMillan
Support Staff:	

BACKGROUND:

Administration has recommended approval of the 2016 Interim Operating & Capital Budgets for the Town of Drayton Valley as presented on December 9, 2016.

Council is being asked to approve the 2016 Interim Operating & Capital Budgets for the Town of Drayton Valley.

For Council's review and consideration.

RECOMMENDATION:

That council approves the 2016 Interim Operating & Capital Budget as presented for the Town of Drayton Valley with:

Operating revenues	16,008,098
Taxes (net of school & senior requisitions)	11,387,990
Total revenues	<u>\$27,396,087</u>
Operating expenditures	25,291,616
Debt repayment	1,039,473
Transfers to reserves	1,064,998
Total expenditures	<u>\$27,396,087</u>
Capital expenditures and financing	<u>\$29,452,000</u>

		2% New Dev	2%	2%
		2.75% Tax Inc	3%	3%
		5%	5%	5%
	2016 Proposed Budget		2017 Proposed Budget	2018 Proposed Budget
GENERAL OPERATING			For info only	For info only
Total Tax Revenues	(15,562,204)		(16,340,314)	(17,157,330)
Total Other Revenues	(1,487,329)		(1,557,195)	(1,630,555)
Total Expenditures	4,174,214		4,382,925	4,602,071
NET	(12,875,319)		(13,514,585)	(14,185,814)
GENERAL ADMINISTRATION				
Revenues				
Council and other Administrative	0		0	0
General Administration	(108,346)		(111,596)	(114,944)
Expenditures				
Council and other Administrative	620,498		635,026	649,974
General Administration	1,743,495		1,769,891	1,817,626
NET	2,255,648		2,293,321	2,352,656
PROTECTIVE SERVICES				
Revenues				
Police	(1,009,608)		(1,019,766)	(1,050,359)
Fire	(582,722)		(598,366)	(614,462)
Disaster and Emergency	0		0	0
Ambulance	0		0	0
Bylaws Enforcement	(2,926)		(3,014)	(3,105)
Expenditures	0		0	0
Police	2,346,017		2,403,138	2,469,147
Fire	1,148,552		1,179,334	1,211,002
Disaster and Emergency	69,136		70,986	72,890
Ambulance	0		0	0
Bylaws Enforcement	175,190		177,701	180,260
NET	2,143,638		2,210,013	2,265,375
TRANSPORTATION				
Revenues				
Common and Equipment Pool	(25,750)		(26,523)	(27,318)
Roads, Streets, Walks, Lighting	(46,718)		(47,355)	(48,010)
Airport	(89,154)		(91,578)	(94,073)
Storm Sewers and Drainage	0		0	0
Expenditures				
Common and Equipment Pool	830,238		845,100	862,418
Roads, Streets, Walks, Lighting	2,786,128		2,919,235	3,092,028
Airport	179,704		184,595	189,628
Storm Sewers and Drainage	234,617		220,156	226,160
NET	3,869,066		4,003,631	4,200,833
UTILITIES				
Revenues				
Water Supply & Distribution	(3,093,333)		(3,186,133)	(3,281,717)
Waste Water Treatment and Disposal	(2,288,840)		(2,357,505)	(2,428,230)
Waste Management	(1,699,500)		(1,750,485)	(1,803,000)
Expenditures	0		0	0
Water Supply & Distribution	2,428,731		2,336,788	2,518,926
Waste Water Treatment and Disposal	985,825		1,063,399	1,141,631
Waste Management	1,853,606		1,897,469	1,942,711
NET	(1,813,510)		(1,996,466)	(1,909,679)

	2016 Proposed Budget		2017 Proposed Budget	2018 Proposed Budget
PUBLIC HEALTH & WELFARE				
Revenues				
Family school liason	0		0	0
Family and Community Support	(460,898)		(437,600)	(439,042)
Community Services	(45,150)		(46,505)	(47,900)
ECDC	(1,319,585)		(1,271,375)	(1,295,989)
Affordable housing	(154,305)		(158,934)	(163,702)
Cemeteries and Crematoriums	(37,223)		(38,340)	(39,490)
Expenditures	0		0	0
Family school liason	14,560		14,997	15,447
Family and Community Support	501,345		472,769	474,211
Community Services	337,778		344,276	352,085
ECDC	1,492,762		1,529,305	1,571,570
Affordable housing	136,915		76,059	75,143
Cemeteries and Crematoriums	31,515		31,530	32,145
NET	497,713		516,182	534,480
PLANNING & DEVELOPMENT				
Revenues				
Land Use Planning, Zoning and Development	(200,850)		(206,876)	(213,082)
Tourism and Community Services	0		0	0
Muni 2000 Sponsorship Program	0		0	0
Subdivision Land and Development	0		0	0
Economic Development	0		0	0
Sustainability	(118,220)		(121,767)	(125,420)
CETC	(605,000)		(675,000)	(745,000)
Town promotion	0		0	0
Expenditures	0		0	0
Land Use Planning, Zoning and Development	655,226		668,974	683,077
Tourism and Community Services	100,000		100,000	103,000
Muni 2000 Sponsorship Program	0		0	0
Subdivision Land and Development	41,984		60,412	78,826
Economic Development	320,024		324,089	328,222
Sustainability	217,298		221,777	224,328
CETC	794,739		834,531	855,458
Town promotion	189,890		194,887	200,027
NET	1,395,091		1,401,029	1,389,436
PARKS and RECREATION				
Revenues				
Omniplex - Parks and Recreation	(1,354,172)		(1,385,156)	(1,416,972)
MacKenzie Conference Centre	(359,226)		(367,593)	(376,186)
Park Valley Pool-Parks and Recreation	(631,172)		(644,381)	(657,928)
Parks & RV - Parks and Recreation	(288,070)		(296,712)	(305,614)
Expenditures	0		0	0
Omniplex - Parks and Recreation	2,191,043		2,249,710	2,310,066
MacKenzie Conference Centre	466,198		472,605	479,114
Park Valley Pool-Parks and Recreation	1,071,732		1,054,492	1,083,660
Parks & RV - Parks and Recreation	689,005		717,912	737,881
NET	1,785,337		1,800,877	1,854,021
CULTURE				
Total Revenues	0		0	0
Total Expenditures	525,314		485,256	495,437
NET	525,314		485,256	495,437
OTHER				
Total Revenues	0		0	0
Total Expenditures	112,551		115,927	119,405
NET	112,551		115,927	119,405
	(2,104,471)		(2,684,813)	(2,883,850)
			(580,342)	(199,037)
			28%	7%
Total Revenues	(27,396,087)		(28,357,142)	(29,477,354)
Total Expenditures	25,291,616		25,672,329	26,593,504
	(2,104,471)		(2,684,813)	(2,883,850)
Debenture Repayment (current and new)	1,039,473		1,246,998	1,969,059
Net budget after debt	(1,064,998)		(1,437,816)	(914,791)

Town of Drayton Valley					Page 1 of 1										
Capital Projects - 2016															
Project		Project		Previously	Other Town	Operating	Town	Town		Developer	Brazeau	Grant			
Number		Name	Total Cost	Funded	Reserves	Fund	Debenture 10yr	Debenture 25yr	Donations	Funds	Funding	Funding	Year		
9	Common Services	Common services mobile equipment	300,000		-	-						300,000	2016		
321	Common Services	Civic center roof rehab (Barry)	80,000		-	80,000						-	2016		
332	Community Services	Cemetary	25,000		-	25,000						-	2016		
223	Fire	New fire truck, town pumper (2014)	700,000		-	350,000					350,000	-	2016		
294	General	Animal Shelter	200,000		-	200,000		-				-	2016		
295	General	Tourist Information Centre	1,200,000		-	-		1,200,000				-	2016		
325	General	Additional Debenture Borrowing - Capital Budget Management	-		-	-		-				-	2016		
328	General	Emergency services building feasibility study	50,000		-	50,000						-	2016		
329	General	Solar Panel Installation at CETC	80,000		-	40,000			40,000			-	2016		
331	General	Branding/signage	100,000		-	100,000						-	2016		
95	Recreation	Pool Fund	500,000		-	500,000						-	2016		
183	Recreation	Outdoor rink	400,000	94,000	-				206,000		100,000	-	2016		
208	Recreation	Tennis court refurbishing	100,000		-	100,000						-	2016		
285	Recreation	General parks	500,000	300,000	-	200,000						-	2016		
296	Recreation	Rugby park	50,000		-	-			50,000			-	2016		
298	Recreation	Circuit meters	42,000		-	21,000					21,000	-	2016		
299	Recreation	Greenspace connector trails	100,000		-	100,000						-	2016		
315	Recreation	Omni 3 Storage Room Shelving	21,000		-	10,500					10,500	-	2016		
316	Recreation	Omniplex Storage Shed	100,000		-	50,000					50,000	-	2016		
335	Recreation	Splash park	50,000		-	50,000						-	2016		
239	Roads	50th Street South Improvements	1,300,000	-	-	-				1,300,000		-	2016		
268	Roads	Coulee Road address erosion concerns	300,000		-	-						300,000	2016		
327	Roads	Service Road Auction Market (local improvement)	300,000	98,163	-	201,837						-	2016		
334	Roads	Ring road connection to 50th Street	300,000		-	300,000						-	2016		
302	Sewer	Ph 1a South Sanitary Trunk Twinning and Lining	6,000,000		-	-	1,600,000				400,000	4,000,000	2016		
307	Sewer	New Polishing Cell	2,916,000		-	-		-				2,916,000	2016	*Grant funding unconfirmed	
300	Water	High Lift Pump Station - Raw Water	13,038,000		-	-		-				13,038,000	2016	*Grant funding unconfirmed	
326	Water	PRV North & Southwest Section of Town	700,000		-	-	700,000					-	2016		
2016		Summary of Capital Projects	29,452,000	492,163	-	2,378,337	2,300,000	1,200,000	296,000	1,300,000	931,500	20,554,000			
Total by area															
	Common Services		380,000	-	-	80,000	-	-	-	-	-	300,000			
	Community Services		25,000	-	-	25,000	-	-	-	-	-	-			
	Fire		700,000	-	-	350,000	-	-	-	-	350,000	-			
	General		1,630,000	-	-	390,000	-	1,200,000	40,000	-	-	-			
	Recreation		1,863,000	394,000	-	1,031,500	-	-	256,000	-	181,500	-			
	Roads		2,200,000	98,163	-	501,837	-	-	-	1,300,000	-	300,000			
	Sewer		8,916,000	-	-	-	1,600,000	-	-	-	400,000	6,916,000			
	Water		13,738,000	-	-	-	700,000	-	-	-	-	13,038,000			
			29,452,000	492,163	-	2,378,337	2,300,000	1,200,000	296,000	1,300,000	931,500	20,554,000			

SECTION:

AGENDA ITEM:	TOWN OF DRAYTON VALLEY 2016 INTERIM FEE SCHEDULE - APPROVAL
Department:	Treasury
Presented by:	Clayton Seely & Kevin McMillan
Support Staff:	

BACKGROUND:

Administration has recommended approval of the 2016 Interim Fee Schedule for the Town of Drayton Valley as presented on December 9, 2016.

Council is being asked to approve the 2016 Interim Fee Schedule for the Town of Drayton Valley.

For Council's review and consideration.

1.1	LICENSES / SERVICES - GST EXEMPT	Page 52 of 96	
	NSF Cheque Charges		50.00
1.2	PAPER SERVICES - GST INCLUDED		
	Photocopying	Black & White	Colour
	8.5 x 11 paper	0.25	0.80
	8.5 x 14 paper	0.25	0.80
	11 x 17 paper	0.90	1.50
	Facsimile	2.00 / page	
1.3	PROMOTIONAL ITEMS - ADD GST		
	Town Pins - less than 10		2.50 each
	Town Pins - 10 or more		2.00 each
	Town Pins - Non Profit Groups		1.00 each
	Pulling Together Picture - Small		30.00
	Pulling Together Picture - Large		40.00
	Video		10.00
1.4	PROFESSIONAL SERVICES - ADD GST		
	Administration Officer		70.00 / hour
	Professional Engineer		60.00 / hour
	Finance Officer		60.00 / hour
	Recreation Director		60.00 / hour
	Development Officer		50.00 / hour
	Project Engineer / Manager		50.00 / hour
	Technician/Technologist		50.00 / hour
	Administrative Support		35.00 / hour
	*FOIP fees and fee estimates are generated using the FOIP Regulation (Schedule 2)		
1.5	ROOM RENTALS - ADD GST		
	Conference Room # 1		35.00 / half day or 65.00 / day
	Conference Room # 2		35.00 / half day or 65.00 / day
	Projector- LCD (In-house only)		40.00 / hour or 200.00 / day
	Council Chambers		65.00 / half day or 110.00 / day
1.6	TAX RECOVERY - GST EXEMPT		
	Proceedings Fee		80.00
	Tax Certificate		25.00
	Tax Search		5.00
	Assessment Appeal Filing		
	Category of Complaint		
	Residential 3 or fewer dwellings & farmland		55.00
	Residential 4 or more dwellings		310.00
	Non-residential (assessed value under \$2 million)		310.00
	Non-residential (assessed value over \$2 million)		675.00
1.7	ANIMAL CONTROL - DOG - GST EXEMPT		
	Licence - Spayed Female and/or Neutered Male		25.00 / year
	Licence - Male or Female Animals		*75.00 / year
	Impound Fees	25.00 first day; 15.00/day thereafter	
	Destruction of Animal	Amount Expended	
	Veterinary Fees	Amount Expended	
	Adoption Fees		50.00
	Replacement Tag		5.00
	ANIMAL CONTROL - CAT		
	Licence - Spayed Female and/or Neutered Male		15.00 / year
	Licence - Male or Female Animals		*45.00 / year
	Impound Fees	25.00 first day; 15.00/day thereafter	
	Destruction of Animal	Amount Expended	
	Veterinary Fees	Amount Expended	
	Adoption Fees		50.00
	Replacement Tag		5.00
	*If, during the course of the year for which a breeding animal license has been issued, proof of spay or neuter of the licensed animal, in a form acceptable (ie. Veterinarian receipt), is provided to the Town, the Town shall reimburse the owner the monetary difference of an altered animal license versus a breeding animal license.		
1.8	BUSINESS LICENSES - GST EXEMPT		
	Transfer of ownership or change of name		25.00
	Transfer of business location		50.00
	Hawker / Peddler - Daily		150.00 / day
	Hawker / Peddler - Annual		1,500.00 / year
	Local Business		100.00 / year
	Local Business: half year		50.00
	Rural resident (within 5m radius of town boundary)		150.00 / year or 75.00 / half year
	Non-resident (outside of 5m radius of town boundary)		300.00 / year or 150.00 / half year
	Reinstate license		25.00
	Adult business		1,000.00 / year or 500.00 / half year

2.0 AIRPORT

2.1	HANGAR LEASES - ADD GST		
	Private		0.70 / sq. m.
	Commercial		1.00 / sq. m.

3.0 BUILDING & DEVELOPMENT

3.1 PERMITS - GST EXEMPT

Residential Developments			
Single family homes, duplexes, triplexes, fourplexes, including modular homes and mobile homes (not located in mobile home parks), with or without attached garage		150.00	Total square footage of all floors x \$0.60
Deck / patio / balcony - over 2 feet from the ground		30.00	60.00
Portable carports/garages		50.00	60.00
Basement development		30.00	60.00
Commercial Developments			
Principle Building & Secondary Use Buildings, including residential developments greater in capacity than a fourplex.		300.00, plus \$500.00 per residential unit	\$9.00 per \$1,000 construction value
Accessory Buildings/Structures			
Detrached garage		100.00	100.00
Shed, greenhouse, storage building, etc.		25.00	(over 110 sq. ft.) 50.00
Permanent hot tub or pool		25.00	50.00 minimum
Radio / TV antenna / satellite dish (large)		25.00	50.00 if attached Free if free standing
Signs - permanent		45.00	55.00
Signs - temporary		25.00	50.00
Demolition / moving		50.00	75.00
Excavation, tree removal, top soil stripping, site preparation and/or service installation			250.00
Retaining wall 4' & over		25.00	50.00
As-built / penalty		Double the permit fees up to a maximum of \$5,000.00	
* 4% Safety Code fee is applied to all Building Permits, in addition to the permit fee. Safety Code fee is a minimum of \$4.50 and a maximum of \$560.00			
** Refund of Building Permit Fees - If the construction does not begin within 120 days from the date of the permit issued or the project is abandoned, the applicant can apply for a refund for the portion of the building permit. Non Refundable Fee: 15% of assessed permit fee or minimum of 25.00 (whichever is higher).			
*** A fee will be charged for an amendment to an application received during the Development Officer's consideration of the original Development/Building Permit Application submitted. This fee will be levied at the discretion of the Development Officer, but in no case will it exceed the original permit application fee.			
**** A fee similar to that charged for the original Permit will be levied for any amendments to a Development/Building Permit Application received <i>after</i> issuance by the Development Officer, as such amendment will be deemed a new application.			
***** For commercial developments, the Applicant shall provide the fair market "construction value" on its application. If, in the opinion of the Development Officer, the "construction value" entered on the application seems low, the Development Officer shall have the full right to amend the "construction value" of the development to its fair market value.			

3.2 FEES - GST EXEMPT

Discretionary Use notification fee		200.00
Time Extension Application for Development Permit		100.00
Compliance Certificate - 3 working days (expedited)		200.00
Compliance Certificate - 7 working days (standard)		
Re-zoning Application		500.00
ASP Adoption Application		800.00
ASP Amendment Application		600.00
Variance Application Fee	50.00 if variance is within 30% permitted by Development Authority; 200.00 if variance is greater than 30% permitted by Development Authority and requires Council approval	
Preparation of Development Agreement		1000.00
Preparation of Easements, Caveats, Rights-of-way and other agreements		200.00 per agreement
Encroachment Agreement Fee	200.00 (town prepares & registers agreement) 50.00 (applicant's lawyer prepares & registers agreement)	
Discharges (per discharge)		35.00
Home License		50.00
Road Closure Application		500.00
Non-statutory Public Hearing or Open House		250.00
Development Appeal		300.00
Bylaw Amendment		500.00
New Business License Application		100.00
Business License		As per Business License Bylaw
Copies of Land Use Bylaw, Minimum Design Standards		40.00
File search fee		50.00
Extensive file search fee		100.00
Rush file search fee		Double the standard fee noted above
* Miscellaneous services, such as file searches, shall be charged on a case-by-case basis, at the discretion of the Development Officer		
** All file search requests must be submitted in writing (fax, delivery and e-mail are acceptable). Turnaround time for the file search results is estimated as two-to-three business days, rush requests are one business day.		

3.3 MAPS - GST EXEMPT

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

4.0 CEMETERY

4.1	LEASE OF BURIAL RIGHTS-ADD GST		Resident	Non-Resident
	Adult		340.00	428.00
	Perpetual Care		168.00	210.00
	Child		205.00	256.00
	Perpetual Care		100.00	126.00
	Infant		137.00	171.00
	Perpetual Care		67.00	85.00
	Cremation		205.00	256.00
	Perpetual Care		100.00	126.00
	Veteran		136.00	171.00
	Perpetual Care		67.00	85.00
4.2	OPENING AND CLOSING-ADD GST		Summer	Winter
	Adult		550.00	750.00
	Adult - Weekends, holidays and after 4 pm		750.00	950.00
	Child		300.00	375.00
	Infant		200.00	275.00
	Cremated remains		250.00	450.00
	Cremated remains - Weekends, holidays and after 4 pm		350.00	550.00
	Scattering of ashes		200.00	200.00
4.4	MISCELLANEOUS - ADD GST			
	Concrete vault		Cost + 10%	
	Disinterment		367.00	
	Monument Permit Fee		37.00	
	Travelling time - Rocky Rapids		158.00	
	Travelling time - Easyford		240.00	

5.0 LIBRARY

5.1	MEMBERSHIP FEES - GST EXEMPT		Resident	Non Resident
	Family		Free	20.00
	Adult		Free	10.00
	Student (Grade 1 - 12) under 18		Free	5.00
	Senior Citizen		Free	5.00
5.2	PAPER SERVICES - GST INCLUDED		Black & White	Colour
	Photocopying with Paper (8.5 x 11)		0.25	0.80
	Photocopying with Paper (8.5 x 14)		0.25	0.80
	Laminating (8.5 x 11)		1.00	

6.0 OMNIPLEX

6.1	ARENA FEES - GST INCLUDED			
	Public Skating			
	All ages			Free
	Kid Skate (Ages 5 and under)			
	Drop in (per child)			Free
	Season Pass (per child)			Free
	Shinny Practice (Ages 12 and under)			
	Drop in (per child)			Free
	Season Pass (per child)			Free
	Shinny Game (Ages 13 - 18)			
	Drop in (per child)			4.25
	Season Pass (per child)			27.00
	Morning & Noon Hockey (Ages 19 and up)			
	Drop in (per adult)			5.50
	Season Pass (per adult)			90.00
	Goalies			Free
6.2	ICE RENTAL RATES - ADD GST/HR RATE			
	Youth -under 18 yrs.			
	Prime Rate (2pm-12am weekdays, and all day weekends)	per hour		88.75
	Non-prime Rate (weekdays only 6am-2pm)	per hour		63.00
	Adult Sports			
	Prime Rate (2pm-12am weekdays, and all day weekends)	per hour		161.75
	Non-prime Rate (weekdays only 6am-2pm)	per hour		113.50
	Group (adult & youth)			
	Prime Rate (2pm-12am weekdays, and all day weekends)	per hour		123.75
	Non-prime Rate (weekdays only 6am-2pm)	per hour		86.50
	Schools			
	Hourly Rate	per hour		55.75
	Thunder & Wildcat - Practice			
	Prime Rate (2pm-12am weekdays, and all day weekends)	per hour		103.00
	Non-prime Rate (weekdays only 6am-2pm)	per hour		72.25
	Thunder weekday only 3pm-4:30pm	per hour		77.25
	Thunder & Wildcat - Games & Camps			
	Games	per hour		150.50
	Camps	per hour		103.00

6.0 OMNIPLEX CONTD.

6.3 OMNI I & II - ADD GST			
Daily Rates	2016 FEE SCHEDULE		
Omni I PAD with lobby	Adult (19+)	Non-Profit	Youth
Omni II PAD with lobby	925.00	740.00	555.00
Omni I lobby	875.00	700.00	525.00
Omni II lobby	325.00	260.00	195.00
Omni I & II lobby	325.00	260.00	195.00
	545.00	435.00	325.00
Hourly Rates			
Omni I or II PAD with lobby (4 hour max)	87.50	70.00	52.00
Omni I lobby	65.00	50.00	40.00
Omni II lobby	65.00	50.00	40.00
Farmers Market			
Omni I & II lobby, daily with no setup	175.00		
Omni I & II lobby, daily with setup and takedown	225.00		

6.4 OMNI III - PAD/LOUNGE/KITCHEN/MEETING ROOM - ADD GST			
Daily Rates	Adult (19+)	Non-Profit	Youth
Lounge - Kitchen not included	325.00	260.00	195.00
Lounge - Kitchen included	465.00	370.00	280.00
Kitchen - Lounge not included	190.00		115.00
Meeting Room	82.00		50.00
Omni III PAD	545.00	435.00	325.00
PAD, Kitchen and Lounge	875.00	700.00	525.00
Hourly Rates			
Lounge - Min 2hr, Max 4hr - Kitchen not included	50.00		30.00
Meeting Room - 4 hours max	55.00		35.00
Omni III PAD - 4 hours max	65.00	52.00	40.00
Farmers Market			
Daily rate with no setup	225.00		
Daily rate with setup and takedown	275.00		

6.5 ADDITIONAL ITEMS - ADD GST			
		Non-Profit	Regular
Chairs (for offsite, red chairs only) - Daily rate	per chair	1.50	2.00
Coffee service - Pot	per pot		15.00
Coffee service - Urn Set	per set		50.00
Coffee urn (urn only)	per unit	10.00	12.00
Corkage			2.00
Cow wash bay	per animal		25.00
Delivery/pick-up of equipment (in-town only)	per trip		55.00
Draping - 4'	per drape		1.50
Draping - 8'	per drape		2.25
Extra cleaning	per hour		40.00
Freezer - Daily rate	daily		25.00
Fridge - Daily rate	daily		25.00
Horse riding	per horse		15.00
Lobby extra setup (For any additional setup over the standard 2 tables & 8 chairs for those renting the pad with lobby included. The lobby alone hourly rate has setup included)	per hour		40.00
Metal stage	per section		20.00
Overnight staff (per person/per hour)	per hour		40.00
Podium (on-site events)			Free
Portable sound system			Free
Power box - Daily rate	per unit		26.00
Projector and screen - Daily rate	per unit		50.00
Projector Screen 8' (on-site only)	per unit		15.00
Running your own bar (no glassware included)	daily	150.00	200.00
Sandwich boards	per unit		5.50
Table skirting	per skirt		3.50
Tables - Daily rate	per table	7.00	8.50
Ticket booths	per unit		25.00
Whiteboard easel - Daily rate	per unit		10.00
Any setup required for events will be charged at half the rental cost for each day of setup. Furthermore, a clean up charge of \$200.00 will be applied if the rented space is not returned back in the order in which it was received.			

6.6 GYMNASIUM - ADD GST			
	Adult (19+)	Non-Profit	Youth
Boxing - Daily	150.00	125.00	100.00
Boxing - Hourly	40.00	35.00	25.00
Boxing Club	25.00		
FCSS Senior Fitness	25.00		

6.7 ICE ADVERTISING - ADD GST			
Display case Omni I - Lobby	per month		200.00
Display case Omni I - Track area	per month		50.00
Display case Omni II - Lobby	per month		75.00
Omni II advertisement 3' x 4' - Prime			525.00
Omni II advertisement 3' x 4' - Non Prime			265.00
Omni II advertisement 3' x 8' - Prime			950.00
Omni II advertisement 3' x 8' - Non Prime			525.00

6.8 OMNIPLEX - OTHER SERVICES			
Tunnel (add GST)	per month		25.00
Pro Shop - Commercial (add GST)			Negotiated
Pro Shop - Ice User Groups (add GST)	per day		20.00
Office			
Photocopying - Black & White (GST included)	per page		0.25
Photocopying - Colour (GST included)	per page		0.80
Facsimile (GST included)	per page		2.00
Whiteboard Paper Pad (GST included)	per pad		40.00

7.1 POOL FEES - GST INCLUDED

Pool	Adult (19+)	Student	Preschool	Family
Yearly	370.00	234.00	113.50	467.00
6 Month	260.00	164.00	79.50	327.00
3 Month	166.50	105.50	51.25	210.25
Monthly	61.75	40.00	19.00	78.00
PAP Yearly (monthly pre-authorized payment, one year contract)	37.00	24.00	24.75	47.00
PAP Monthly (monthly pre-authorized payment, no contract)	52.50	34.00	2.75	66.50
10 Visit Punch Pass	54.00	36.00		
Drop-in	6.00	4.00		
Combined Pass (Pool and Fitness Centre)				
Yearly	520.00	347.00		1,110.00
6 Month	364.00	243.00		775.50
3 Month	234.00	156.00		498.50
Monthly	87.00	58.50		185.00
PAP Yearly (monthly pre-authorized payment, one year contract)	52.00	35.00		110.25
PAP Monthly (monthly pre-authorized payment, no contract)	74.00	49.75		157.50

7.2 PROGRAM FEES - GST EXEMPT

Program Fees - 10 Lessons		
Starfish - Up to 12 Months		47.00
Ducks - Up to 24 Months		47.00
Seaturtle - Up to 36 Months		47.00
Seaotters - 3 to 5 years		61.00
Salamander, Sunfish, Crocodile, Shale - 3 to 5 years		47.00
Levels 1 to 6 - 5 and up		47.00
Levels 7 to 10 - 5 and up		61.00
Adult Lessons		61.00
Boat Book		20.75
Boat Exam (if failed)		1.00
Boat Exam (if passed)		41.25
Private lessons (per half hour)	per 1/2 hr	35.00
School lessons (during school hours)	per child	28.50
Lifeguard Club		JuniorSenior
1 day a week (September to December)		250.50250.50
2 days a week (September to December)		397.75397.75
1 day a week (September to March)		334.75334.75
2 days a week (September to March)		669.50669.50
Dolphins - 1 day a week (September to December)		82.50
Dolphins - 2 days a week (September to December)		165.00

7.3 FITNESS PROGRAMS - GST INCLUDED

Aquapump		
Yearly		397.00
6 Month		278.00
3 Month		178.75
Monthly		66.25
PAP Yearly (monthly pre-authorized payment, one year contract)		44.50
PAP Monthly (monthly pre-authorized payment, no contract)		56.00
10 Visit Punch Pass		76.50
Drop-in		8.50
Arthritic - Senior (65+) / Disabled		
Yearly		370.00
6 Month		260.00
3 Month		165.50
Monthly		61.75
PAP Yearly (monthly pre-authorized payment, one year contract)		37.00
PAP Monthly (monthly pre-authorized payment, no contract)		52.50
10 Visit Punch Pass		54.00
Drop-in		6.00

7.4 RENTAL RATES - GST INCLUDED

Preschool Area (includes hot tub and sitting area)	per hour	37.00
Birthday Bash (during public swim, up to 11 swimmers, includes sitting area)		59.50
Whole Pool Rental	per hour	152.50
Extra Lifeguards	per hour	35.00
Swim Clubs		
Whole Pool Rental	per hour	76.00
5 Lanes	per hour	52.50
4 Lanes	per hour	49.75
3 Lanes	per hour	46.75
2 Lanes	per hour	44.00
1 Lane	per hour	41.00

8.0 PUBLIC GROUNDS

8.1 WEST VALLEY PARK - ADD GST

Rodeo Grounds (day rate) - GST Exempt		235.00
Parking lot area		235.00
DV Annual Lions Rodeo		
Midway Area (day rate)		115.00
Damage Deposit		340.00

8.2 CAMPGROUNDS* - GST INCLUDED

		Per day
Full service		39.00
Power only		25.00
Unserviced		20.00
Group site up to 10 trailers (power only)		195.00

* All fees listed include a 3% Destination Marketing Fee

8.3 BALL DIAMONDS AND SOCCER FIELDS

User Group - Practice/Game/Tournament		
Youth (person / per season)		4.00
Adult (person / per season)		7.00
Occasional Bookings		
Weekday use (per diamond/field)		25.00
Weekend use - Friday/Saturday/Sunday (per diamond/field)		50.00
Washrooms at West Valley Park		60.00
Bleacher rental (per bleacher/per day) - West Valley Park only		35.00
Extra cuts/maintenance (per diamond/field)		25.00
Extra cleaning cost (per person/per hour)		40.00
*User groups minor ball, girls slow pitch, slow pitch & soccer		
**Cleanup deposit equal to the rental fee		

9.0 TOTAL WORKS FITNESS CENTRE

9.1 FITNESS CENTRE - GST INCLUDED

Fitness Centre Pass	Adult (19+)	Student	Family
Yearly	430.00	300.00	1,010.00
6 Month	300.00	210.00	707.00
3 Month	193.50	135.00	454.50
Monthly	72.00	50.00	168.50
PAP Yearly (monthly pre-authorized payment, one year contract)	43.00	30.00	100.00
PAP Monthly (monthly pre-authorized payment, no contract)	61.00	42.50	143.25
10 Visit Punch Pass	56.00	38.50	
Drop-in	8.00	5.50	
Combined Pass (Pool and Fitness Centre)			
Yearly	520.00	347.00	1,110.00
6 Month	364.00	243.00	775.50
3 Month	234.00	156.00	498.50
Monthly	87.00	58.50	185.00
PAP Yearly (monthly pre-authorized payment, one year contract)	52.00	35.00	110.25
PAP Monthly (monthly pre-authorized payment, no contract)	74.00	49.75	157.50
Schools - Per hour	33.00		
Locker - Monthly	6.00		
Locker - Annually	60.00		

9.2 INDOOR TRACK - GST INCLUDED

Passes		Adult (19+)	Student
Yearly		160.00	113.50
6 Month		112.00	79.50
Monthly		26.75	19.00
10 Visit Punch Pass		29.75	22.75
Drop In		4.25	3.25
Preschool (5 and under)			Free
55 Alive (55+)			Free with FCSS
Schools - hourly rate	per hour		16.50

9.3 RACQUET COURTS - GST INCLUDED

Passes		Adult (19+)	Student
Yearly		247.25	176.25
Monthly		41.25	29.50
10 Visit Punch Pass		36.75	22.75
Drop - In		5.25	3.25

9.4 TANNING PACKAGES

100 minute package		33.00
200 minute package		58.75
300 minute package		82.50
Unlimited tanning (monthly)		38.25
Per minute		0.75

10.1	EQUIPMENT RENTAL - ADD GST		
	WITH OPERATOR		
	Dump Truck	per hour	100.00
	Rubber Tire Loader 938K Catepillar	per hour	166.00
	John Deere 310SJ Backhoe	per hour	123.00
	140M Cat Grader	per hour	212.00
	CAT 272D Skidsteer	per hour	116.00
	John Deere 7200 Tractor	per hour	132.00
	Pronovost Snow Blower	per hour	163.00
	Sewer Flusher International - One Man	per hour	120.00
	Mobile Sweeper	per hour	163.00
	John Deer Snow Sweeper	per hour	84.00
	Sand Truck and Sander	per hour	137.00
	Flail Mower / J.D. Tractor 2155	per hour	95.00
	JD Tractor 7200R	per hour	132.00
	JD 1600 mower triple deck	per hour	115.00
	WITHOUT OPERATOR		
	1/2 Ton Truck	per hour	26.00
	1 Ton Truck	per hour	32.00
	Stanley Hydraulic Unit	per hour	28.00
	Sand and Salt	cubic yard	63.00
	J.D. Tractor 2155	per hour	63.00
	John Deer Mower	per hour	63.00
	Push Mower	per hour	32.00
	Weed Eater	per hour	10.90
	Power Generator	per hour	39.00
	Toro Grass Sweeper	per hour	73.00
	Air Compressor	per hour	39.00
	Gator	per hour	42.00
	Snow Blower	per hour	105.00
	Mower	per hour	105.00
	Mad Vac	per hour	52.00
	Rural Residential Snow Clearing		Hourly rate (minimum \$21.00)
10.2	LABOUR MAINTENANCE SERVICE - ADD GST		
	Foreman / Project Manager (Playground Inspections)	per hour	52.50
	Mechanic	per hour	50.00
	Heavy Equipment Operator / Facility Man	per hour	40.00
	Lead Hand	per hour	35.00
	General Labour / Light Equipment Operator	per hour	32.00
	Subcontractor Invoices / Materials / Supplies		Cost + 10%
	Snow Hauling Permit		56.00 / season / per truck
10.3	VEHICLE IMPOUNDMENT - ADD GST		
	First 24 hours or part thereof		35.00
	Charge for next 24 hrs. or part thereof		30.00
	Vehicle Removal Charge		Towing + 10%

11.0 EARLY CHILDHOOD DEVELOPMENT CENTRE

11.1	CHILDCARE SERVICES - GST INCLUDED		
		Jan-Sept	Sept-Dec
	Registration fees	65.00	65.00
	Waiting List fee	50.00	50.00
	12 - 18 months (per month)	864.00	900.00
	19 - 36 months (per month)	840.00	875.00
	3 - 4.5 years (per month)	822.00	855.00
	4.5 years and up (per month)	780.00	812.00
	Drop-in Care (per day)	55.00	55.00
11.3	DAY HOME		
	Charged to providers	Jan-Sept	Sept-Dec
	Registration Fee(paid to Agency) per child	65.00	65.00
	Provider Administration Fee	35.00/child/month	35.00/child/month
	Provider Administration Fee(child attends 6 days or less)	15.00/child/month	15.00/child/month
	Provider Administration Fee Hourly OSC		15.00/child/month
	Provider Back Up Care Rate		45.00/child/day
	Parent Monitoring Fee	20.00/child/month	20.00/child/month
	Wellness Drop-in Care Fee	10.00/child/hour	10.00/child/hour
	NOTE: Children registered as full time, as defined in the Parent Handbook, will be charged for all days booked including Statutory Holidays		

12.0 MACKENZIE CONFERENCE CENTRE

12.1	RENTAL RATES - GST INCLUDED			
			Regular	Non-profit
	Full Hall - weekday		550.00	440.00
	Full Hall - weekend day (Fri, Sat & Sun)		800.00	640.00
	Half Hall - weekday		450.00	360.00
	Full Hall - weekend day (Fri, Sat & Sun)		600.00	480.00
	Additional staff / bartenders (per person)	per hour	22.00	
	Coffee/tea service (1 urn of each)	per set	50.00	
	Corkage (unlimited fountain pop)	per person	2.00	
	Flip-chart easel	per easel	10.00	
	Flip-chart paper	per pad	40.00	
	Juice	per litre	4.00	
	Kitchen rental w/ external catering (included supervisor)	per hour	70.00	
	Kitchen rental w/ in-house catering	per hour	40.00	
	MCC provided Bar Service		* Must make minimum of \$500	
	Meetings (up to 50 people - Min 2 hr., Max 4 hr.)		125.00	
	Portable stage	per section	20.00	
	Projector screen - Included in hall rental			
	Running your own bar (glassware, portable bar x2 & fridge x2 included)		400.00	250.00
	Setup day before or take down (max 4 hr.)	per hour	40.00	
	Telescopic easel		5.00	
	Use of additional projectors (one projector included in rental)	per day	100.00	
	Video conferencing	per day	125.00	
	*Includes kitchen supervision			
	**Damage fee is the same as the booking rate and must be paid separately.			
	***Reference to external caterer means that the Town's contracted caterer is on-site to supervise the kitchen facility. Rental fees do no			
	***Reference to internal caterer means that the user is using the Town's contracted caterer and no additional charge is assessed for			
	***Weekday means (Monday - Thursday), Weekend means (Friday - Sunday).			
	***All rates subject to final approval of MCC facility manager			

13.0 FIRE DEPARTMENT FEE SCHEDULE

13.1	OPERATIONS - GST INCLUDED			
	Gelco 100 per kg			46.00
	Gelco 200 per kg			70.00
	Foam - per pail			105.00
	Fireworks permits			10.00
13.2	SPECIAL OPERATIONS - APPARATUS* - GST INCLUDED			
	381 Command Truck - per hour			80.00
	382 Command Truck - per hour			80.00
	351 Aerial Apparatus - per hour			415.00
	342 Pumper - per hour			415.00
	*Includes staffing			
13.3	FIRE INSPECTION REPORT - GST INCLUDED			
	Lawyer or Realtor Agency request			80.00
	Occupancy Load Certification			80.00
	Environmental scans			80.00
13.4	FIRE REPORTS - GST INCLUDED			
	Insurance company requests			80.00
13.5	FALSE ALARMS - GST INCLUDED			
	First false alarm within a year			80.00
	Second false alarm within a year			260.00
	Third and all subsequent false alarms within a year			500.00

14.0 UTILITIES

14.1	WATER	Page 60 of 96	
	Consumption charge per m3 - inside town boundary		1.60
	Consumption charge per m3 - outside town boundary		1.81
	Consumption charge unmetered - inside town boundary		35.75
	Consumption charge unmetered - outside town boundary		39.50
	Sustainability Initiative per m3		0.11
	Basic fixed charge		15.25
	Bulk water per m3		9.25
	Meter rental		111.00
	Service connection fee		41.50
	Penalty on outstanding balance owing		2.5%
	Reconnection fee		64.25
	Meter check deposit		38.50
	Damaged meter + all out of pocket costs		38.50 + costs
	Temporary water turn on		67.00 + 46.00/week
	Emergency Water Shutoff		64.25
14.2	SEWER		
	Consumption charge per m3 - inside town boundary		1.40
	Consumption charge per m3 - outside town boundary		1.56
	Consumption charge unmetered - inside town boundary		29.90
	Consumption charge unmetered - outside town boundary		34.00
	Basic fixed charge		15.30
	Sewer dumping charge		70.50
	Sewer effluent per m3		6.45
14.3	ASPEN WASTE MANAGEMENT AUTHORITY		
	Commercial	per tonne	75.75
	Construction / Demolition / Debris(mixed Loads)	per tonne	65.25
	Town Residential Collection or Public Works Department	per tonne	75.75
	Residential Homeowners / Rental Property	per tonne	5.00/load (75.00 minimum)
	Compostable(Commercial only)/Residential-No Charge	per tonne*	31.25
	Recycling(mixed loads)	per tonne	73.50
	Sump Waste	per tonne	62.25
	Clean Concrete	per tonne	16.75
	Asphalt	per tonne	16.75
	Revenue Generated Cover	per tonne	18.75
	Clean Fill (one time pre-approval fee of \$50 is charged)	per load	5.00
	Scrap Metals (excluding mixed loads)	per tonne	58.00
	White Goods and CFC Units	per tonne	58.00
	Asbestos	**	Negotiated
	Special or Event Waste	***	Negotiated
	Other (Event or Contracted)	***	Negotiated
	*Residential Blue Bags -No Charge		
	**Asbestos loads must be pre-approved with shipping document and access code. Placement fee of \$50.00. Rate negotiated prior to		
	***Waste streams that require additional handling or administration or are deemed beneficial. Rate negotiated prior to acceptance		

7.0 Information Items

Pages 61-96

7.1. Councillor Fredrickson's Conference Report – Economic Sustainability	62-66
7.2. Councillor Nadeau's Conference Report – Creative City Summit	67-85
7.3. Brazeau Seniors Foundation Meeting Minutes October 2015	86-90
7.4. Childcare Operational Board Meeting Minutes September 2015	91-94
7.5. STAR Catholic Board Highlights November 2015	95
7.6. Letter from Minister David Eggen re: former H.W. Pickup Site	96

MOTION:

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



Town of Drayton Valley

COUNCILLOR REPORT

Councillor: Brandy Fredrickson

Conference/Workshop Attended: Economic Sustainability

G&P Presentation Date: Next available

Date: October 29, 2015

Session Title: Economic Sustainability

Information Presented:

Refer to attached document.

Correlation to Approved Town Plans/Policies:

Economic diversity and sustainability is an area of interest for this current council and community residents as noted in budget consultations and our approved sustainability plans.

Department(s): Management

Recommended Action:

A tool identified noted in this class was the incorporation of sustainable reports on measures taken across departments with regards to projects. See that they meet the 3P criteria as well as link with expertise across departments.

Identify Partners/Resources:

None identified at this time.

Economics and Sustainability Augustana University: October 29, 2015

Session Goals

1. What is economic sustainability? How is this achieved? Why is this important?
2. How is sustainability measured? What is triple bottom line accounting? Are there other frameworks to consider?
3. How do managers identify and address key stakeholders when making economically sustainable decisions.
4. What are some future issues managers should be aware of? How might these impact organizations?

Module 1 Goal #1

With regards to goal number one this session turned my preconceived notions of sustainability on its head by citing philosophy and research that has become industry standard.

“Sustainability is not leaving the world as it is for future generations the aim of sustainability is the ability, “To meet the needs of the present without compromising the ability of future generations to meet their needs” (Bruntland Report, 1987). Robert Solow notes that sustainability is an obligation to conduct ourselves so that we leave the future the option or the capacity to be as well off as we are.”

I am a fan of beginning with the end in mind and that philosophy is at the heart of this argument. It is not our intention to transport 2015 into the future exactly how it is now rather, our end aim is to develop policies today that will seek to maintain or improve our quality of life now and in the future.

How this looks from a municipal government standpoint is. Building infrastructure that can be used for generations, engage in sustainable economic practices that do not overtly tax burden future generations, seek to improve and build on economic diversification to reduce dependence on one industry sector.

Tool to Determine Sustainable Value

How can organizers create sustainable value? The answer is a tool used by corporations to determine shareholder value. It is a 2*2 framework identifying:

1. Internal vs External
2. Today vs Tomorrow

Module 2 Goal #2:

Measuring future impact is hard to do and highly speculative. Decisions are made in the present. There are many variables that could impact future outcomes this is why corporations and municipalities use different methods to evaluate the impact of policy.

Triple Bottom Line (3BL or TBL) Accounting

This is the most popular approach to measuring sustainability. Evaluating programs against the background of People, Planet and Profits. Historically profits was the major indicator of a successful program or product however with information being more accessible and the populous becoming more informed decisions need to also be weighted against how they benefit the people and the planet.

From a board municipal perspective this would translate to the balance between making economically sound decisions and social return on investment. An example of policy I can think of is the Land Use By-law. The by-law is basically the road map used to manage the Town's growth and development. Areas have been identified as industrial in nature while others are commercial or residential. Policy points within this by-law determine appropriate usage of land including quality of life components. The by-law ensures a sustainable quality of life for future growth and development.

Indicator Approach to Measurement: Indicators are tools used to measure how actions are/are not changing things. Not all indicators are appropriate for specific outcomes so they need to be carefully developed, managed and implemented.

Real life example: Two key indicator used in the development of our municipal cost sharing agreements is total population of municipalities as well as tracking usage classified by user residence locale.

Module 3 Goals #3: Identify Key Stakeholders

Stakeholder theory is developed as a method for managers to manage the groups and relationships that affect their organization. Stakeholder theory provides a framework for managers to decide whose stake to consider when evaluating claims to the firm.

This module identified that the issue with using a simple stakeholder map is that visually all stakeholders are considered equal. This method also does not consider the components of the stakeholders claim to the firm.

Stakeholder Saliency

Saliency of a stakeholder answers the question of, "who matters and what really counts". Saliency considered three attributes to each stake: Power, Legitimacy and Urgency.

Power is defined as “the ability of “A” to get “B” to do “a”

Legitimacy is defined as the perceptions that actions are proper with a set of rules, values and norms (do they look like a legitimate organization)

Urgency is defined as; whether stakeholders claims require immediate attention

Through determining and qualifying the stakeholder claim to the organization a municipality can focus managerial attention appropriately.

Model Usage: Municipalities have a number of stakeholders on various projects, and policies and as times it comes that the most persistent or the loudest (squeaky wheel) is identified as having the most salient claim.

However, when looked at from an objective point of view it can be determined each stakeholder attributes and saliency. Moving forward this tool can also be used to identify which stakeholder may not be at the table that needs to be invited.

Module 4 Goal #4: Future Approaches to Sustainability

Asset based economic development:

1. Bottom up approach to economic development
2. Builds on existing local resources and regional economies
3. Focus on unique assets can be leveraged to produce sustained growth and productivity
4. Municipal officials role to identify and evaluate the potential benefits of these assets to the community.

Asset based economic development rests on several identifiers that indicate the leveragability of the said asset.

(VIRN Framework, Barney 1991)

1. Are your assets valuable?
2. Are your assets inimitable?
3. Are you assets rare?
4. Are you assets non-substitutable?

The more points that the asset can click off the more perceived value it has.

Examples would be:

Natural Amenities ie; Pembina River, North Saskatchewan River

Cultural and Historical Resources ie; first nations, oil and gas, agricultural history, Cowboy Trail

Human Capital ie; trades industry

Current and Future Industries ie; Bio Mile

Presence of an Institution ie: Clean Energy and Technology Centre

When developing a sustainable future we don't just want to reinvent the wheel we want to use the wheel and augment it to make our product better than what it was previously. A real life example would be identify what really make the Drayton Valley area unique and from there develop on those assets that make us stand out from the crowd. This can be especially useful when developing tourism on a grand scale as well as assisting current tourist attractions on a micro scale.

Summary

Overall this course was truly professional development as it has assisted me in developing a keener eye when discussing Economics and Sustainability. This course has taken many tools used in the corporate arena and augmented them to suit the municipal world. This, in my opinion, is an intelligent way present this information.



Town of Drayton Valley

COUNCILLOR REPORT

Councillor: Nicole Nadeau

Conference/Workshop Attended: Creative City Summit

G&P Presentation Date:

Date: Oct 27 (half day)
Session Title: Public Art Roundtable
<p>Information Presented: Nurture, Grow, Celebrate: Stories from Public Art Practitioners</p> <p>A panel discussion from three perspectives: The artist, the curator and the municipal planner.</p>
Correlation to Approved Town Plans/Policies: Sustainability Plan, Future LUB and MDP
Department(s): Community Services, Program Manager, Rec&Culture Manager Planning Dept.
Recommended Action no action required
Identify Partners/Resources:

Date: Oct.28
Session Title: Pop-Up Places-Temporary Cultural Hubs
<p>Information Presented: Peer to Peer presentation explored different cultural hubs and examines two unique examples-each from a different community and created for different purposes.</p> <p>ContainR- a legacy project from the City of Calgary 2012 Cultural Capital Plan and how it established itself as the first temporary “Art Park” in Calgary. The intention the installation was to transform an unsightly community space, slated for future development into an “ecosystem of activity and activated people-a place to engage with creative and community spirit.” Vernon Public Art Gallery’s pop-up gallery space was an innovative solution to a challenging space problem. The gallery needed an answer to lack of exhibit space. The pop-up galley provided the necessary space in addition to an excellent trial run for future, permanent location in the city’s centre. Later growing to an economic development opportunity for new businesses.</p>

We learned about other community needs that cultural hubs can help meet, best practices, land uses and bylaw enhancements to allow for these types of temporary events etc...

Examples of ContainR in Calgary



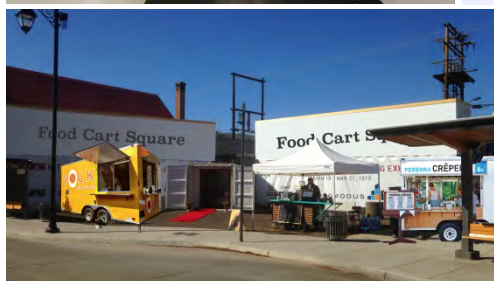
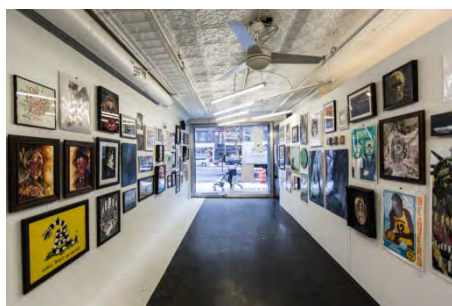
Examples of Gathering space for events, music festival, aviary and community garden and Artist studios. Above.

Small Business opportunities:
Small mobile “storefronts”.





Vernon Pop-Up Gallery



Correlation to Approved Town Plans/Policies: Sustainability Plan,
Future and existing LUB and MDP
Social Development Plan
Economic Development Plan

Department(s): Community Services, Rec & Culture Manager, Program Manager,
Planning & Dev. Manager, Economic Development Officer, Sustainability Co-Ordinator

Recommended Action: Review of LUB and MDP to see if our policies and bylaws
would assist or detract from these temporary uses.
Look at inventory of unused spaces in community and how to “activate” these spaces
on temporary basis either through programming, economic development, events, etc

Identify Partners/Resources:

Date: Oct 25 2015
Session Title: Small: Adaptive Reuse of Canada's Rural Communities
<p>Information Presented: Rural communities on Canada are in a period of transition and many are built on a culture of hard and resources. Traditionally resource-based communities-such as Drayton Valley-are struggling with strategies for "repopulation" and challenges of resettlement. There are also concerns about the valuing local heritage: the buildings, foods and industry, which shapes these resource-driven communities.</p> <p>The company SMALL purposes strategies for sustainable cultural practices and renewed economic interest. Small uses tools to map built and cultural heritage and define community based possibilities alongside new economic drivers and "population retention strategies".</p> <p>http://cultureofsmall.com/</p> <p>Contact Info: Philippe@era.on.ca Philip Evans</p>
Correlation to Approved Town Plans/Policies: Future Economic Development Strategy and Tourism
Department(s): Economic Development Officer
Recommended Action: Review website and make possible recommendations where applicable
Identify Partners/Resources: Tourism Authority

Date: Oct.28 2015
Session Title: Local (walking) Study Tour
<p>Information Presented: Our Downtown-It's Happening!</p> <p>In 2014 the revitalization of Kelowna's main ST, Bernard Avenue, was completed. The</p>

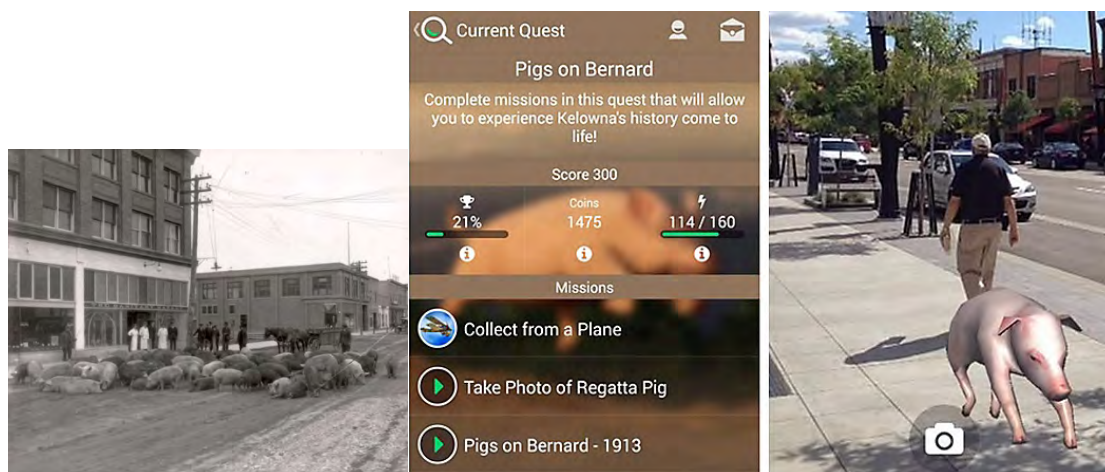
project used an innovative approach to enhancing the pedestrian environment and the overall downtown experience. They accomplished this through widened sidewalks, additional outdoor patio space (going from a grandfather bylaw allowing 1 per block to 24 patios spaces utilized by restaurants, cafes and coffee shops), shared bike lanes, and unique streetscaping, lighting and public art elements. Tour was led by Kelowna's Urban Design Specialist and local Artist Crystal Przybille who won the RFP to integrate art within infrastructure.

Delegates also learned of "pigs on Bernard" app that explores Bernard through a historical lens using historical society photos of area amongst current scene.

<http://www.castanet.net/news/Kelowna/133084/Pigs-history-collide-in-app>

<http://questupon.com/tag/pigs-on-bernard/>

https://www.kelownanow.com/watercooler/news/news/Kelowna/15/02/16/New_App_Let_s_You_Go_on_Quest_Through_Kelowna_s_Streets/



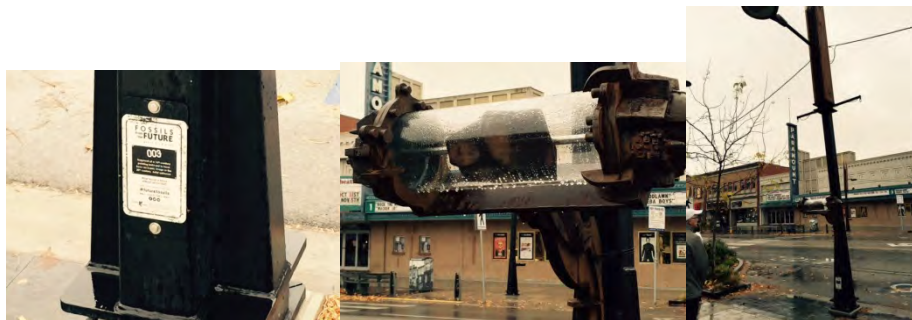
Examples of QuestUpon App for Heritage



wrapped garbage and recycling bins with historical photos of street



How Art integrated within streetscaping and existing infrastructure. Tree covers designed through local RFP promoting small business Art entrepreneurs. Zones on side walk for gathering spaces.



Public Art walk integration.
Have attached brochure.



Consulting with mobility experts when designing or redesigning transportation for inclusiveness for ALL members of community. The yellow strip identifies the road stops (with bumps) and the post identifies direction and street names in braille.



Zones for patio or public space are med. Squares, larger squares are for pedestrians and smaller squares zone is for infrastructure and streetscaping.



Local RFP for art installation on street lights and as well integration of heritage components and multiculturalism promotion of aboriginal relationships in region (through banners designed with aboriginal community –multigenerational-and iron cut-outs above are words of language)

**Correlation to Approved Town Plans/Policies: Future MDP and ASP with planning and development
Sustainability Plan, Social Development Plan, Economic Development Strategy**

Recommended Action: Review links as applicable to department

Review strategies and determine some future planning in how we develop areas and where we can update opportunities and areas for public art integrated within infrastructure.

Review our procurement policy on delivery to include buying and support through local artisans (who are actual business and entrepreneurs in their own right) either in a consultative role and/or RFP. Do we need a policy on this developed?

Identify when adding new infrastructure are being added are consultations happening with mobility experts to allow for inclusive infrastructure.

App for possibility to enhance our heritage walking tour and keeping it relevant and accessible AND engaging. Easy to build on.

Photo wraps and support local heritage in key areas of Town. Other communities across Canada do this. Is this an option?

Identify Partners/Resources: Heritage Society, Genealogy Society, CiB Committee

Date: Oct29

Session Title: Making a Case for Culture: The Power of Data

Information Presented: how to articulate the value of cultural experiences for people and communities can be a challenge for policy makers and organizations. With no-growth budgets and increased pressure to justify investments in culture, communities and organizations are looking for cost-effective, accurate ways to demonstrate both the economic footprint and “socio-cultural” impact of their activities.

Discussed the 360 Impact Assessment Model, aimed at capturing the full benefits of cultural engagement, helps policy makes and organizations in telling the whole story. By using the model this approach makes it easier to asses and report impact and better understand and demonstrate how communities benefit from a vibrant culture sector. The economic impacts and spillover for cultural tourism, induced and indirect increase employment in hospitality and tourism etc...

Job creations

Cultural resource mapping (a guide for municipalities) MCPI

Creative Economy workforce/dynamic mapping NESTA/DCMS

Non-Economic impacts (core)

Cultural: preserving and presenting cultural and heritage

Experiential: sense of place

Community: health & wellness, volunteerism, youth engagement

Education: talent development, academic research

Social: mental health

<http://www.nordicity.com/>

Correlation to Approved Town Plans/Policies: Sustainability and Social Development Plan

**Department(s): Community Services
Rec and Culture Manager and program manager**

Recommended Action: Review link attached.

Identify Partners/Resources:

Date: Oct 29

Session Title: Unleashing Yukon's Potential: Making the case for strengthening cultural tourism

Information Presented: Cultural tourism has been identified as one of Canada's greatest opportunities to grow bottom line results for the tourism industry and generate economic benefits in communities both large and small. Authentic experiences make up 29% of visitors and 31% of spending also seek a range of cultural experiences including visiting museums and heritage sites.

Culture and tourism should be collaborative.

Most promising growth segments in tourism are:

Aboriginal tourism

Cultural tourism

Adventure tourism

Foster common understanding in that Arts and Culture broaden destination appeal.

Culture, Arts, First Nations, Nature and Adventure=Canadian Tourism Identity

AUTHENTIC EXPERIENCES

Experiences first. A tourism product is what you BUY

A tourism experience is what you REMEMBER.

Shift in thinking.

Integrate across tourism pillars

Festivals, arts & culture and First Nations

Celebrate unique culture to community

Engage community to be integral and be ambassadors

First Nations can lead design of tourism experiences that connect visitors

Authentically.

What is the capacity in performing arts organization, arts and culture organizations to develop and produce summer and winter programming

Create tourism friendly anchor events

Collaborations with diverse communities and First Nations.

Correlation to Approved Town Plans/Policies: Tourism Plan (future), Sustainability and Social Development Plan, Economic Development Plan

Department(s):

Recommended Action:

Identify Partners/Resources:

Date: October 29

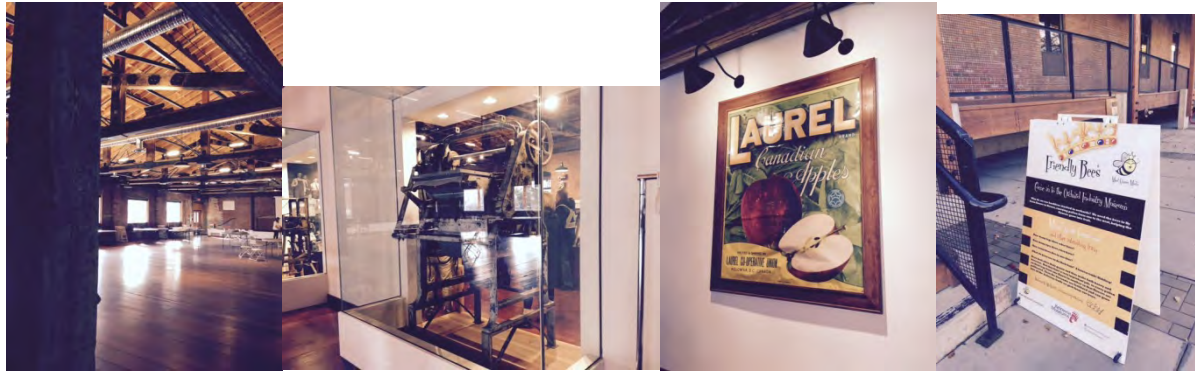
Session Title: Restoring Our Past Study walk tour

Information Presented: B.C.'s oldest and largest standing packinghouse was built in Kelowna 1917 and restored in 2010. Today it serves as a popular venue for community events and houses the BC Orchard Industry Museum and a VQA Wine Museum and store. Tour focused on the restoration project and community buy-in. The City of Kelowna owns the building and a not-for-profit runs and manages it (much in the same way ToDV owns EPAC).

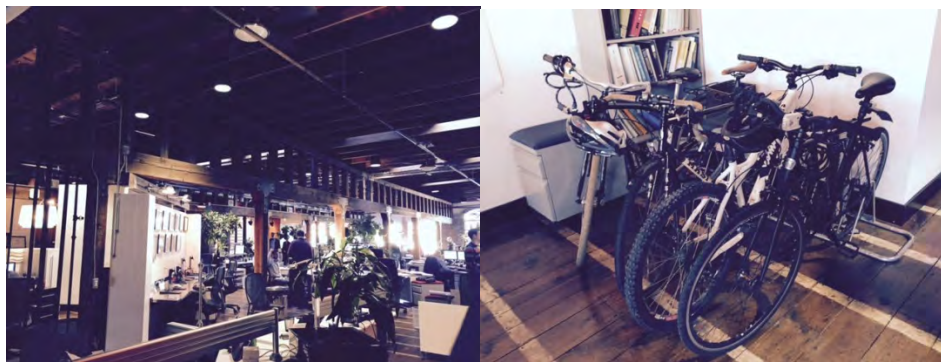
Half a block away stands “the Core” a former fruit cold storage warehouse, now transformed into innovation and contemporary workplaces and retail honouring the heritage component of the building. We learned how these examples, both with a past, were adapted for renewed service to the area therefore revitalising the neighbourhood in the process.

The Laurel Packinghouse





The Core



Some takeaways and inspiration derived from this study tours are how we envision facilities and how multi-uses can be incorporated into one facility. Why not have a heritage component/Oil Museum in the new pool design? Could be a pivot point for oil industry as major sponsors or for potential heritage grants. Looking beyond the first and primary need for a space and see how other opportunities and innovation can be leveraged.

Correlation to Approved Town Plans/Policies:
Future MDP, LUB
Sustainability Plan, Social Development Plan
Economic Development Strategy

Department(s): Planning and Development, Rec & Culture Mgr., Community Services, Sustainability Co-Ordinator

Recommended Action: Review under Place making opportunities. Inventory spaces/areas that could see this multi-use potential in future facility planning. Thinking beyond sports facilities!!!!

Identify Partners/Resources:

Date: October 28/29

Keynote Speakers: Charles Montgomery

Information Presented : Happy City: Your City, Your Life

For year self-help experts have told us we need to do inner work in order to improve our lives. What if our cities themselves had the **POWER** to make or break our happiness? Charles Montgomery explained how cities can influence how we feel, behave, and treat others in way we never realize. Everything from the length of our commute to architectural aesthetics can have an unseen effect on your mind, emotions, and social life.

<http://www.charlesmontgomery.ca/>

From Website:

Exploring the design-happiness connection

The way we design buildings, neighborhoods and cities has a profound effect on health and happiness. We draw on a decade of research to make sense of that relationship. We offer evidence and examples to inspire designers, decision-makers and city-dwellers to embrace happy design. And we empower them to take action. Our toolbox includes workshops, presentations, happiness design audits and consultation. We also create urban experiments that transform participants' understanding of their cities

Workshops

Policymakers around the world are embracing wellbeing as a legitimate and necessary goal. Jurisdictions from Bhutan to France to the United Nations have adopted happiness indices to help guide development and economic policy. Cities need to catch up.

How can you bring happiness into your own urban work? In Happy City workshops, we help participants master a new framework for incorporating wellbeing principles into design, policy and systems planning.

Correlation to Approved Town Plans/Policies: Social Development Plan, Sustainability Plan, MDP and LUB

Department(s): Planning and Development, Sustainability Co-ordinator, Program Manager

Recommended Action: Councillor Nadeau has purchased Charles Montgomery's book as a resource for staff and Council.

Review Website for possibility of workshops and toolkits through design infrastructure/neighbourhoods as happy city lens.

Date: Oct 28/29

Keynote Speaker: Cath Brunner

Information Presented: Beyond the Object: Art of Civic Sake

Art in public places. The art of making spaces public. Place-making.

The approach that artists and municipalities are cultivating move beyond art for art's sake to influence public realm design and provided artists with opportunity and resources to address important issues of civic life. A new awareness that the unique perspectives and creative engagement process those artists brings to the work of the public sector. Helping individuals re-imagine their place within a larger social and ecological network. This is helping in confronting social justice inequities and leading profound changes within public agencies, embedded artist-in-residences are reinvigorating infrastructure design, building the morale of civic workers etc... Imagination is a powerful civic toll. It is asking us to consider ways to cultivate, nurture and grow cultural resources that support creative civic life. Being advocates for inclusive and expansive public art programming and by doing this work in ways that inspire, engage, confront, and empower.

Envision public spaces differently. Inventory existing vacant lands and look at reclamation opportunities through out of the box urban planning, Developers thinking in creative and innovative ways in neighborhoods.

<http://www.4culture.org/>

<http://www.4culture.org/2015/12/introducing-the-2016-creative-justice-mentor-artist-cohort/>



Creative Justice is an arts-based alternative to incarceration for young people in King

County, Washington. Through collaboration with mentor artists, participants consider the root causes of incarceration (as they intersect with racism, classism and other oppressions) and focus on the positive role youth voice can have in building a more just and equitable society.

“Creativity is allowing yourself to make mistakes. Art is knowing which ones to keep.”

Scott Adams

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“Youth, given the tools and the opportunity, will surprise us all with their clear observations and creative solutions to what is wrong in the world. We only have to know that their perspective is as valuable and insightful as any other.”

– *Shontina Vernon*

“I’m not saying that I’m gonna change the world, but I guarantee that I will spark the brain that will change the world.”

– *Tupac Amaru Shakur*

Arts Master Plan, King County Regional Trails System

The King County Regional Trails System extends over 175 miles from Bothell to Auburn and Seattle to the Cascades, providing opportunities for recreation, non-motorized mobility, and commuting.

Brian Borrello’s Arts Master Plan outlines a comprehensive vision for the creation of public art and integrated design features that will make the network more distinctive, attractive, and unique. It is intended to serve as a framework for planners, artists, and community members as we creatively shape the trails over the next decade.

The plan defines a unified trails aesthetic and an ethos, or set of guiding principles, for enhancing user experience and articulating the identity of this regional amenity.

System wide and alignment-specific approaches to programming are recommended and sites for both permanent and temporary initiatives are featured on an accompanying [interactive map](#) with geo-tagged images. The appendices offer more specific information about each trail, with RTS trail design profiles and parameters.



Talked about having trail ambassadors. A pedestrian adventure (in photography) along trail system. Look into Pilot project in Seattle called the Pollinator Pathways and “The long walk”.

<http://www.thelongwalkseattle.com/>

The Long Walk

... a pedestrian adventure

THE LONG WALK, led by Susan Robb, is a work of land art featuring elements of performance and social engagement. Now in its third iteration, Robb will again take a group of fifty self-selecting trail trampers on a 4-day, 45-mile journey through the cities, suburbs, farmlands, and forests of King County using the Regional Trails System (RTS) . As they travel on foot from Puget Sound to Snoqualmie Falls, participants will experience a shift in their sense of time, a new understanding of the local geography, and the creation of an interstitial culture.



Nestled in the heart of Seattle, Washington, the original Pollinator Pathway is a mile long, 12 foot wide corridor of native plant focused, pollinator friendly gardens that inhabit the planting strips in front of homes. There are 60 sites in the project– and the project is approximately one third completed



<http://vetsrestore.org/>

Vets Restore connects military veterans from Seattle/King County with the valuable work of revitalizing America's historic places.

The 12-week program provides training in preservation carpentry, paid internships, job search support in construction, and comprehensive human services.

Correlation to Approved Town Plans/Policies: Social Development Plan, Sustainability Plan, MDP LUB

Department(s): Planning and Development, Program Manager, Sustainability Co-ordinator, Rec & Culture Manager.

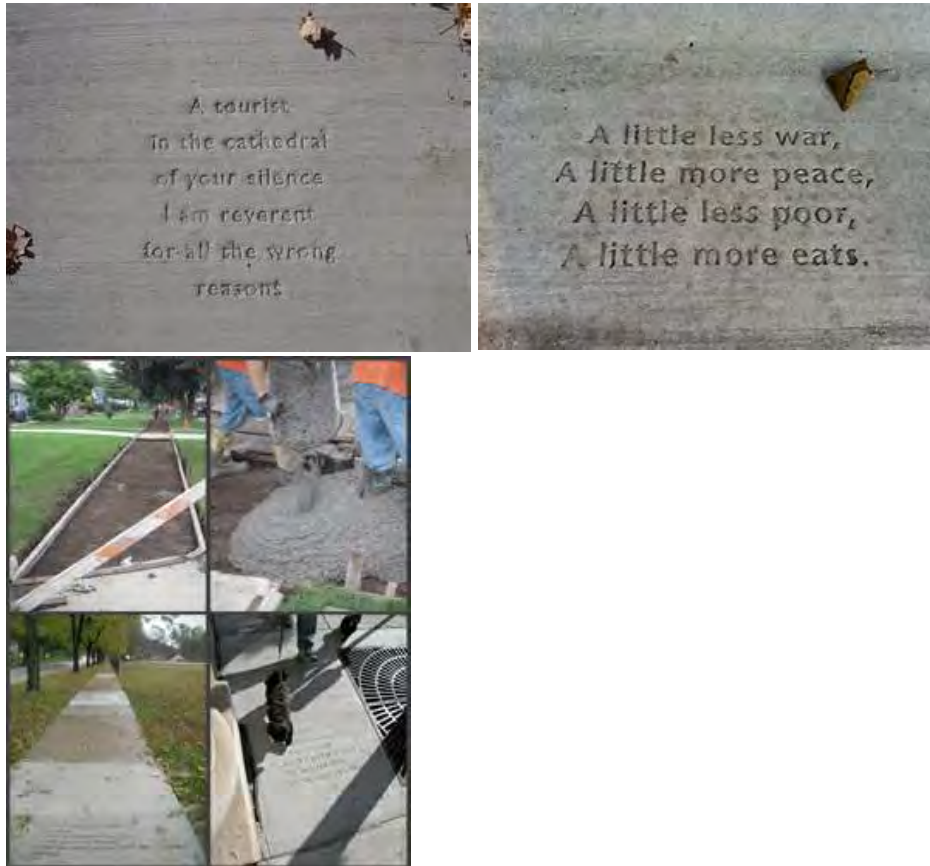
**Recommended Action: Social justice art- Community Coalition (partners)
Review and investigate opportunities for advancement, enhancement and engagement for DV Trail Systems.**

Pollination pathways in urban design and engagement through community. Partners with GET group, Health services, sustainability, WRSD etc.

Additional Comments or overviews not from a specific session would be projects such as

City of Maple Ridge-Sidewalk Poetry showcasing local authors through infrastructure. In celebration of Maple Ridge's 140th Anniversary, the City through the Public Art Steering Committee, Holy Wow Poets and Golden Ears Writers developed a call for current and past residents of Maple Ridge to submit short, original "tweetable" poems, elegant rhymes, and playful limericks, bar napkin free verse or classroom haikus. The theme: what makes this City special to you? Each poem could be up to 140 characters including spaces, the maximum length in a tweet.

<http://mrpmparksandleisure.ca/377/Sidewalk-Poetry>



The Art of Storytelling and Inclusion in Public Spaces- City of Saskatoon Honoring indigenous community and heritage.

Public art in Saskatoon can be traced back to 1921 with the unveiling of the 6 foot high monument to Sergeant Hugh Cairns V.C., the only known war memorial dedicated to soccer players who lost their lives in World War I. Since that time public art has made a significant contribution to Saskatoon's neighbourhoods, including its downtown. Through sculptures, plaques, monuments and murals, neighbourhood spaces have been transformed into focal points for community gatherings or into spaces for quiet contemplation.

Today, the permanent collection numbers 40 outdoor works of art, most of which were acquired by donation. Several major pieces were commissioned and purchased with funding from the Government of Canada as a result of Saskatoon being named a Cultural Capital of Canada in 2006.





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
October 15, 2015
5:00 pm

ATTENDANCE:

Directors Present:

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

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

Administration Present:

Stella Keller
Cindy Trudgian

Chief Administrative Officer
Administrative Assistant

Guest:

Ruth Boden

Finance Manager

1.0 CALL TO ORDER

J. Vatter called the meeting to order at 5:00pm

2.0 AGENDA

2.1 ADDITIONS TO THE AGENDA

6.2 Regional Meetings

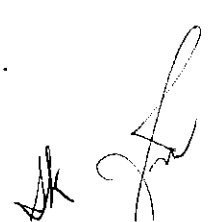
6.2.1 Stettler Regional Meeting

6.2.2 Joint Housing Meeting

Budget to be discussed after 3.2

2.2 APPROVAL OF AGENDA

Resolution #15-10-01: Moved by J. Young to approve the agenda with additions.



Motion ...Carried Unanimously

3.0 APPROVAL OF MINUTES

3.1 MINUTES FROM THE SEPTEMBER 11, 2015 REGULAR BOARD MEETING

Resolution #15-10-02: Moved by F. Fairfield to approve the minutes of the September 11, 2015 regular Board Meeting as presented.

Motion ...Carried Unanimously

3.2 BUSINESS ARISING OUT OF THE MINUTES

None discussed at this time

4.3 BUDGETS 2016

4.3.1 Central Services / Shangri-La Lodge

4.3.2 Provincial Housing

4.3.3 Urban Housing

Resolution #15-10-03: Moved by M. Gressler to maintain the requisitions and approve the 2016 Budgets as presented.

Motion ...Carried Unanimously

R. Boden left the meeting

5:30pm Board Members break to have supper

5:50pm Board Members continue the meeting

4.0 FINANCIAL

4.1 FINANCIAL REPORTS - Foundation

4.1.1 Foundation Payable Disbursements for September 2015.

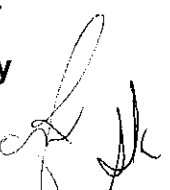
Resolution #15-10-04: Moved by D. Shular to accept the Payable Disbursements as information.

Motion ...Carried Unanimously

4.1.1.1 Visa Payable for August and September 2015

Resolution #15-10-05: Moved by J. Young to accept the Visa Payable as information.

Motion ...Carried Unanimously



4.1.2 Foundation Balance Sheet as of August 31, 2015

Resolution #15-10-06: Moved by F. Fairfield to accept the Balance Sheet as information.

Motion ...Carried Unanimously

4.1.3 Foundation Financial Statements to August 31, 2015

4.1.3.1 Central Services/Lodge

4.1.3.2 Provincial Housing Units

Resolution #15-10-07: Moved by M. Gressler to accept the Central Services and the Provincial Housing Units Financial Statements as information.

Motion ...Carried Unanimously

4.2 FINANCIAL REPORTS – Urban Housing

4.2.1 Urban Housing Payable Disbursements for August and September 2015.

4.2.2 Urban Housing Balance Sheet as of August 31, 2015

4.2.3 Urban Housing Financial Statements to August 31, 2015

Resolution #15-10-08: Moved by J. Young to accept the Urban Housing Payable Disbursements, Balance Sheets and Financial Statements as information.

Motion ...Carried Unanimously

4.3 BUDGETS 2015

4.3.1 Central Services / Shangri-La Lodge

4.3.2 Provincial Housing

4.3.3 Urban Housing

Budgets moved after 3.2

4.4 BOARD MEMBER EXPENSE

4.4.1 Board Member Expenses for September 2015

Resolution #15-10-09: Moved by D. Shular to approve the Board Member Expenses for September 2015 in the amount of \$1013.56.

Motion ...Carried Unanimously

5.0 OLD BUSINESS

None at this time

6.0 REPORTS

6.1 OPERATIONS REPORT

6.1.1 Operation's Report

Operations Report was verbally reviewed by S. Keller.

6.1.1.1 Business Plan Review

Resolution #15-10-10: Moved by D. Shular to approve the Business Plan as amended.

Motion ...Carried Unanimously

Resolution #15-10-11: Moved by M. Gressler to approve having a formal Board Orientation for the newly appointed Board Members, conducted by the outgoing Chair and CAO.

Motion ...Carried Unanimously

6.1.2 Vacancy Report

Resolution #15-10-12: Moved by M. Gressler to accept the Vacancy Report as information.

Motion ...Carried Unanimously

6.1.3 Housing Monthly Profile

None at this time

6.1.4 In-Private Session

Resolution #15-10-13: Moved by F. Fairfield to go in-private to discuss personnel matters at 6:32pm.

Motion ...Carried Unanimously

Resolution #15-10-14: Moved by J. Young to come out of private at 7:00pm.

Motion ...Carried Unanimously

6.2 Regional Meetings

6.2.1 Stettler Regional Meeting

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

M. Gressler and S. Keller gave a verbal report on the meeting they attended in Stettler for the central region of ASCHA.

6.2.2 Joint Housing Meeting

J. Vatter and S. Keller gave a verbal report on the meeting they attended in Drayton Valley with the Municipalities Joint Housing Committee.

7.0 NEW BUSINESS

None at this Time

8.0 CORRESPONDENCE

- 8.1 To: Manny Deol, CAO, Town of Drayton Valley – Expansion of Parking for the Shangri-La Lodge (September 22, 2015)**
- 8.2 From: Alberta Seniors, Financial Planning & Program Funding Housing Division – Re: 2014 Audit and the ASHC adjusted balance for the 2014 year end.(October 5, 2015)**
- 8.3 To: Municipal Assessment Services Group Inc. – Brazeau Seniors Foundation Property Tax Assessments – information on properties managed by B.S.F. (October 13, 2015)**

Resolution #15-10-15: Moved by F. Fairfield to accept the correspondence as information.

Motion ...Carried Unanimously

9.0 FUTURE MEETING DATES

- 9.1 NEXT BSF REGULAR BOARD MEETINGS – Friday, November 6, 2015 at the Shangri-La Lodge @ 1:00pm.**

10.0 ADJOURNMENT


Resolution #15-10-16: Moved by D. Shular to adjourn the meeting at 8:05pm.

Motion ...Carried Unanimously

APPROVED AT THE **November 14, 2015** MEETING OF THE BOARD



Chief Administrative Officer



Board Chair

Town of Drayton Valley
Childcare Operational Board



Thursday, September 24th, 2015
9:30 a.m. – Boardroom 2 – Civic Centre

Minutes

THOSE PRESENT:

Marilyn Buchan, Committee Chair
Karen Linquist, Committee Member
Darlene Ferris, Committee Member
Councilor Brandy Fredrickson
Teresa Dunlop, Program Manager
Bernice Taylor, ECDC Program Manager
Cora Appleby, Administrative Assistant

1. Call to Order

The meeting was called to order at 9:31a.m. by Chair Marilyn Buchan.

2. Agenda

2.1. Additions or Deletions

The following additions were added:

- 4.7 ECDC Health Outbreak Status
- 4.8 Reportable Incident

2.2. Approval of Agenda

MOTION by Brandy Fredrickson to approve the agenda as amended.

CARRIED

3. Minutes from the June 16th, 2015 Meeting

3.1. Approval

MOTION by Darlene Ferris to approve the minutes of the June 16th, 2015 meeting as presented.

CARRIED

4. Business Arising

4.1. Update Registration Status - ECDC and Day Home

Bernice Taylor reported that the Centre currently has a few openings available. The Centre is licensed for a maximum capacity of 83 spaces, but with the lower ages enrolled the ratio is

only allowing for 72 spaces at this time. The 8 providers within the Family Day Home Agency are at capacity. Discussion regarding the impact of 5 day kindergarten was shared.

Bernice Taylor reported that she is currently working with CFSA (Child and Family Services Agency) with placement of foster children in care. As well, this September the center was notified that they will receive PUF (program unit funded) supports for a child in care. The aid for this child will be placed at the centre by Wild Rose School Division.

~ ACTION ITEM ~ Darlene Ferris will let Bernice Taylor know the number of Kindergarten classes (full and part time) that are available at each of the schools located in Drayton Valley.

~ ACTION ITEM ~ Bernice Taylor will research the ½ day kindergarten concept.

~ ACTION ITEM ~ Bernice Taylor will send Darlene Ferris the contact information for Lee Watt, Child and Family Services Authority, to inquire about licensing of Playschools.

4.2. The Early Childhood Development Funders Working Group Doc.

The Board reviewed the documentation that the Muttart Foundation sent in regards to the Early Childhood Development Funders Working Group. It was discussed presenting the documentation to Town Council.

MOTION by Karen Linquist to have Town Council advocate on behalf of the Childcare Operational Board and the Muttart Foundation to the Provincial Human Services Minister Irfan Sabir and discuss the documentation provided by the Muttart Foundation regarding the Early Childhood Development Funders Working Group.

CARRIED

~ ACTION ITEM ~ Bernice Taylor will send the documentation to the Community Parenting Coalition.

4.3. Family Day Home Coordinator - Returning from Maternity Leave

Bernice Taylor reported that Jennifer Paterson will be returning on October 1st, 2015 from maternity leave.

4.4. National Child Day

Bernice Taylor reported that National Child Day will be on November 20th which will coincide with National Jersey Day, all staff and children will be encouraged to wear Jersey's to the Centre on this day. The focus at the Centre for the whole week prior to National Child Day will be on "bringing children outdoors".

Bernice Taylor reported that the Early Childhood Development Centre will be posting positive quotes and themes for the upcoming weeks, to encourage a more positive outlook; the theme for this week is "Kindness".

4.5. Subsidy Update

Bernice Taylor explained the history of applying for subsidy and some of the struggles that they are still currently facing. Bernice Taylor reported that the Centre is going to be taking part in an Online Trial allowing centres to log in and view parent approval status. This will enable administration to be consistent with updates for invoicing families and alleviate disruption of subsidized billing rates.

4.6. Fees for Service

Bernice Taylor presented draft changes to the "Fees for Service Policy". The Board discussed the recommended changes and the possible outcomes.

~ ACTION ITEM ~ Bernice Taylor will forward the research compiled of the Fees for Services from different Centres and Agencies across the province to the Childcare Operational Board.

The Board discussed having an upfront fee, rather than a final payment of 25%. The Board recommended having an upfront fee of 25% of a full time spot. Upon leaving if all fees are up to date and 30 days' notice has been given, this amount will be deducted from the parent's final amount owing, which would alleviate the need to issue cheques. If 30 days' notice is not given, this deposit would be withheld until the final payment is received.

~ ACTION ITEM ~ Bernice Taylor will present the changed draft of the Fees for Service Policy at the next Childcare Operational Board Meeting.

4.7. Alberta Health, Health Break Status

Bernice Taylor reported that the Early Childhood Development Centre has been in Outbreak Status since September 10th. Bernice Taylor explained the Alberta Health Services Guidelines and the Return Policy that is enforced by Alberta Health Services through daily reporting. Anyone within the Centre that has symptoms is required to leave the premises and is not permitted to return for 48hrs.

4.8. Reportable Incident

Bernice Taylor reported that the Centre recently had a reportable incident. A child was playing with a toy truck in the back area, when he was pushing the truck from behind, he lost his footing and banged his head on a rock in the back area. The parent was called and the child was taken to the hospital for medical attention. Any incident or injury that requires a child to seek medical attention is classified as a reportable incident, no matter the severity.

5. Other Business

5.1. Policies

Nothing to report at this time.

5.2. Financial Statement

Teresa Dunlop presented the Financial Statement.

5.3. General Correspondence

Nothing to report at this time.

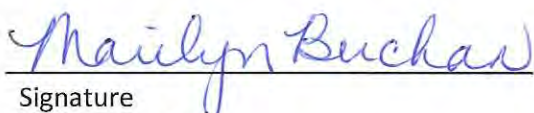
6. Next Meeting Date

The next regular meeting will be Tuesday, November 17th, 2015 at 10:00am.

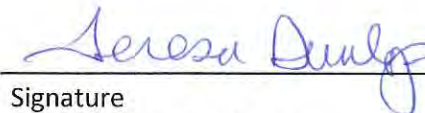
7. Adjournment

MOTION by Chair Marilyn Buchan to adjourn the meeting.

TIME 11:30 a.m.



Signature
Committee Chair



Signature
Town of Drayton Valley

Board Meeting Highlights



Page 95 of 96
November 2015



Board Chair elected ACSTA Vice President

The Board extended its congratulations to Board Chair John Tomkinson on his successful election as Alberta Catholic School Trustees' Association Vice President at the ACSTA AGM November 15.

Mission and Vision Consultation

The Board received an update on the Mission and Vision consultation process. The Mission and Vision Review Committee met and reviewed the results of a recent stakeholders consultation day, before moving forward on examining changes to the Mission and Vision statements.

Father Leduc School Update

Despite the construction delay to the school, the Board approved opening Father Leduc School as a 'school within a school' in September 2016. Notre Dame School will be configured to accommodate students and staff intended for Father Leduc School. When the new Father Leduc facility becomes available those classes intended for Father Leduc School will move to the new school.

École Mother d'Youville School update

The Board received an update on the design of École Mother d'Youville School, STAR Catholic's new school planned for Beaumont. The final site development plan was set to go before the Town of Beaumont in November.

Three-year education plan

The Board reviewed this year's draft three-year education plan and annual education results report. Several highlights were noted, most especially FNMI achievement results that are well above provincial average on almost every indicator.

French Immersion information night planned

The Board received an update on community engagement in regards to French Immersion programming being introduced at Notre Dame School in September 2016. This includes a Parent Information Night on Wednesday December 16, 2015 at 7 p.m. at Notre Dame School.

DATES TO REMEMBER

Next Regular Board Meeting

**Wednesday, December 16
10:30 a.m.**

STAR Central Office

4906 50 Ave., Leduc, AB

*The public is welcome at all
Board meetings.*

Board of Trustees

[John Tomkinson](#), Chair
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ALBERTA
EDUCATION

Office of the Minister

AR91047

NOV - 2 2015

Ms. Mae Tryon
Board Chair
Wild Rose School Division
4912 - 43 Street
Rocky Mountain House AB T4T 1P4

Dear Ms. Tryon:

Thank you for your September 15, 2015 letter requesting approval to transfer the former H.W. Pickup school site to the Town of Drayton Valley in exchange for the construction and long-term lease of a school bus hub.

I commend your board for working collaboratively with the Town of Drayton Valley to identify a facility solution that will benefit the community.

Based on the information you provided, in accordance with Section 200(2) of the *School Act*, I approve disposition of the property legally described as Plan 6570KS Block 39 Lot B, Lot D and Lot E by sale to the Town of Drayton Valley for the sum of \$1.

In disposing of this property, your school board must comply with the *Disposition of Property Regulation*. Your board is responsible for ensuring that the final agreements indemnify both the province and the school board from any future liability that may arise from this transfer.

Should you have any questions, please contact Avi Habinski, Director, South Capital Planning, at avi.habinski@gov.ab.ca or 780-427-2272 (dial 310-0000 first for toll-free access).

Best wishes for the successful conclusion of this transaction.

Sincerely,

David Eggen
Minister