



AGENDA

	<i>PAGE</i>
1. Call to Order	
2. Additions to Agenda	
3. Adoption of Agenda	
4. Approval of 2016 Meeting Schedule	2 - 3
5. Approval of Council Committee Appointments	4 - 6
6. Appointment of Deputy Mayor	7
7. Adjournment	

AGENDA ITEM: 4	Approval of 2016 Meeting Schedule (Calendar Attached)
Department:	Administration
Presented by: Support Staff:	Councillor Shular Manny Deol

BACKGROUND:

The following schedule is being proposed for the meetings listed below:

Regular Meeting of Council

- Every third week, normally at 9:00 am falling on a Wednesday

Governance and Priorities Committee

- Wednesdays normally starting at 9:00 am, with the exception of the week of the Regular Meeting of Council
- The afternoon of the Regular Council Meeting (normally a Wednesday)
- No Management Meetings following the week of a Regular Meeting of Council.

Other Committees and Boards having Council representation may set their own times to meet as they deem necessary, and those Councillors involved will be notified accordingly.

MOTION:

I move that Council approve the attached 2016 schedule for Council/Committee meetings as presented.

2016 Meeting Schedule

<div>January</div> <table><tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr><tr><td></td><td></td><td></td><td></td><td></td><td>1 STAT</td><td>2</td></tr><tr><td>3</td><td>4</td><td>5</td><td>6 C / G&P</td><td>7 S</td><td>8</td><td>9</td></tr><tr><td>10</td><td>11</td><td>12 L</td><td>13</td><td>14</td><td>15</td><td>16</td></tr><tr><td>17</td><td>18</td><td>19</td><td>20 G&P</td><td>21</td><td>22</td><td>23</td></tr><tr><td>24</td><td>25</td><td>26</td><td>27 C / G&P</td><td>28</td><td>29</td><td>30</td></tr><tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>							S	M	T	W	Th	F	S						1 STAT	2	3	4	5	6 C / G&P	7 S	8	9	10	11	12 L	13	14	15	16	17	18	19	20 G&P	21	22	23	24	25	26	27 C / G&P	28	29	30	31							<div>February</div> <table><tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr><tr><td></td><td>1</td><td>2</td><td>3</td><td>4 S</td><td>5</td><td>6</td></tr><tr><td>7</td><td>8</td><td>9 L</td><td>10 G&P</td><td>11 FCM</td><td>12</td><td>13</td></tr><tr><td>14</td><td>15 STAT</td><td>16</td><td>17 C / G&P</td><td>18</td><td>19</td><td>20</td></tr><tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr><tr><td>28</td><td>29</td><td></td><td></td><td></td><td></td><td></td></tr></table>							S	M	T	W	Th	F	S		1	2	3	4 S	5	6	7	8	9 L	10 G&P	11 FCM	12	13	14	15 STAT	16	17 C / G&P	18	19	20	21	22	23	24	25	26	27	28	29						<div>March</div> <table><tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr><tr><td></td><td></td><td>1</td><td>2 G&P</td><td>3 S</td><td>4</td><td>5</td></tr><tr><td>6</td><td>7</td><td>8 L</td><td>9 C / G&P</td><td>10</td><td>11</td><td>12</td></tr><tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr><tr><td>20</td><td>21</td><td>22</td><td>23 G&P</td><td>24</td><td>25 STAT</td><td>26</td></tr><tr><td>27</td><td>28 STAT</td><td>29 L</td><td>30 C / G&P</td><td>31</td><td></td><td></td></tr></table>							S	M	T	W	Th	F	S			1	2 G&P	3 S	4	5	6	7	8 L	9 C / G&P	10	11	12	13	14	15	16	17	18	19	20	21	22	23 G&P	24	25 STAT	26	27	28 STAT	29 L	30 C / G&P	31			<div>April</div> <table><tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr><tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr><tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7 S</td><td>8</td><td>9</td></tr><tr><td>10</td><td>11</td><td>12</td><td>13 G&P</td><td>14</td><td>15</td><td>16</td></tr><tr><td>17</td><td>18</td><td>19</td><td>20 C / G&P</td><td>21</td><td>22</td><td>23</td></tr><tr><td>24</td><td>25</td><td>26 L</td><td>27</td><td>28</td><td>29</td><td>30</td></tr></table>							S	M	T	W	Th	F	S						1	2	3	4	5	6	7 S	8	9	10	11	12	13 G&P	14	15	16	17	18	19	20 C / G&P	21	22	23	24	25	26 L	27	28	29	30
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C	9:00 am Council Mtgs	G&P	Governance & Priorities Mtgs. *Every Third Wed 9:00 am **Wed – Council Day (if needed) Following the Reg. Council Meeting	S	8:30 am Staff Mtg.	AUMA Annual Convention October 5-7, 2015, Edmonton	FCM Annual Conference June 2-3, 2016, Winnipeg
L	10:00 am Leadership Mtgs			O	9:00 am Annual Organizational Meeting of Council	FCM Sustainable Communities Conference February 9-11, 2016, Ottawa	Revised: September 17, 2015

AGENDA ITEM: 5	Council Committee Appointments
Department:	Administration
Presented by:	Councillor Fredrickson
Support Staff:	Manny Deol

BACKGROUND:

The distributed list of Standing Committees of Council is presented for review and appointment of Council representatives and alternates to each of these Committees.

It should be noted that a Resolution was passed at the May 17, 2000, Regular Meeting of Council stating that the Mayor may designate any member of Council to attend any Committee meeting and vote on behalf of the Town. This Resolution was passed to ensure that all Committee meetings have a member of the Drayton Valley Town Council present and capable of voting on behalf of the Town. Rare instances do arise where both the appointed representative and the alternate are unable to attend a meeting.

Once approved, the list of Committee appointments will be forwarded to the applicable organizations/groups, as well as advertised in the newspaper.

MOTION:

I move that Council approves the appointment of the distributed list of Council members and alternates to the Standing Committees of the Drayton Valley Town Council as presented, taking into consideration that the Mayor can designate any member of Council to attend any Committee meeting and vote on behalf of the Town.

Town of Drayton Valley Approved Committee Structure 2016

Mayor Glenn McLean
Deputy Mayor Eight Month Rotation for Each Councillor

External Committee	Council Member	Alternate	Meeting Frequency	Members
Agriplex Committee	Fayrell	Dean		1 Town Council Rep, 1 County Council Rep,
Aquatic Facility Fund Development Strategy Committee	Brandy Fayrell	Graham	Monthly as required	2 Town Council Reps, 2 County Council Reps, Town & County Admin.
Brazeau Senior's Foundation	Brandy	Deb	Monthly (daytime)	External & 1 Town Council Rep
Communities in Bloom Committee	Nicole	Brandy	TBA	External w/ 1 Town Council Rep
Community Adult Education Council (Norquest College)	Administration		TBA	External w/ 1 Town Council Rep
Community School Resource Officer (CSRO) Steering Committee	Nicole Deb	Fayrell	TBA	2 Town Council Reps, 2 County Council Reps, 2 Public School Reps, RCMP Staff Sergeant
Drayton Valley Community Foundation Board	Graham	Deb	Approx. 5 times per year (daytime)	External w/ 1 Town Council Rep
Drayton Valley Municipal Library (DVML) Board / Yellowhead Regional Library Board	Graham	Dean	3 rd Monday of every month (evening)	1 Town Council Rep & 1 County Council Rep, Members at Large, Town Admin.
Eagle Points Blue Rapids Parks Council	Fayrell	Brandy	Monthly (Evenings)	External w/ 1 Town Council Rep
Early Childhood Development Centre (Childcare Operational Board, ECDC)	Nicole	Fayrell	Every 3 rd Monday of the Month	1 Town Council Rep, Town Admin.
Eleanor Pickup Arts Centre Society	Nicole	Brandy	Monthly (with the exception of July & Aug), special meetings of sub-committees	External w/ 1 Town Council Rep
FCSS Advisory Board	Deb	Nicole	Quarterly and/or as Required (daytime)	1 Town Council Rep, FCSS Staff, Members at Large
Healthy Community Coalition	Brandy	Nicole		

Homelessness and Poverty Reduction Strategy Committee	Deb	Graham		1 Town Council Rep,
Housing Committee (Joint)	Deb Dean	Graham	As required	2 Town Council Reps, 2 County Council Reps, 2 Breton Council Reps
Housing Authority (joint with County) to be established 2014/15	Deb Dean	Graham		
Legacy Committee	Nicole Dean	Graham		Sunset in 2017
North Saskatchewan Watershed Alliance/Headwaters	Fayrell	--- Admin	approximately 9 times per year	1 Town Council Rep, 1 Town Admin
Pembina Physician Recruitment & Retention Committee	Fayrell	Deb	4th Monday of every month at 7pm	1 Town Council Rep, 1 County Council Rep
Tourism Authority (joint with County) to be established 2014/15	Brandy Graham	Nicole		
Pembina Area Synergy	Deputy Mayor			

Internal Committee	Council Member	Alternate	Meeting Frequency	Members
Clean Energy & Technology Centre (CETC) Committee	Graham Dean	Brandy		2 Town Council Reps, Town Admin
Economic Development Committee	Nicole Graham	Dean		2 Town Council Reps, Town Manager, Economic Development Staff
Housing Committee	Deb Dean	Graham		
Sustainability Committee	Fayrell Dean	Nicole		2 Town Council Reps, Town Admin
Waste Management Committee	Brandy Deb	Dean		2 Town Council Reps, Town Admin

Mayor's Committee's	Dates
Northern Alberta Mayors and Reeves Mayor's Advisory Committee West Central Mayors/Reeves Central Alberta Mayors/Reeves	Meet 4 – 5 times a year (Evenings)

**** The Mayor serves as an Ex-Officio member of all committees****

AGENDA ITEM: 6	Appointment of Deputy Mayor
Department:	Administration
Presented by:	Councillor Long
Support Staff:	Manny Deol

BACKGROUND:

The position of Deputy Mayor for the Town of Drayton Valley is done on a rotating basis for a term of eight months, with the upcoming term running from November 1, 2015, to June 30, 2016.

In the past, order of rotation was based on the number of votes each Councillor received in the election in descending order as follows:

- Councillor Nicole Nadeau November 1, 2013 – June 30, 2014
- Councillor Graham Long July 1, 2014 – February 28, 2015
- Councillor Dean Shular March 1, 2015 – October 31, 2015
- Councillor Fayrell Wheeler November 1, 2015 – June 30, 2016
- Councillor Debra Bossert July 1, 2016 – February 28, 2017
- Councillor Brandy Fredrickson March 1, 2017 – October 31, 2017

Council is being asked to appoint Councillor Fayrell Wheeler as the next Deputy Mayor.

MOTION:

I move that Council approve the appointment of Councillor Fayrell Wheeler as Deputy Mayor for the Town of Drayton Valley for the period November 1, 2015, to June 30, 2016.



Agenda

Call to Order

National Anthem

1.0 Additions to the Agenda

2.0 Adoption of Agenda

3.0 Corrections or Amendments:

3.1. October 7, 2015, Regular Meeting of Council Minutes 3-12

4.0 Adoption of:

4.1. October 7, 2015, Regular Meeting of Council Minutes

5.0 Public Time

6.0 Decision Items

Pages 13-47

6.1.	Councillor Bossert	Memorandum of Understanding with Parkland County	13-16
6.2.	Councillor Wheeler	CETC Designated Officer Bylaw 2015/13/A	17-28
6.3.	Councillor Shular	Road Closure Bylaw 2014/11/D 2 nd & 3 rd readings	29-33
6.4.	Councillor Fredrickson	Home Business License #4113	34-37
6.5.	Councillor Long	Brazeau Seniors Foundation Board Appointment	38
6.6.	Councillor Bossert	Housing Committee Terms of Reference	39-41
6.7.	Councillor Wheeler	Extension of Appointment to Mayor's Advisory Committee	42
6.8.	Councillor Shular	Memorandum of Understanding – Centre for Water Intelligence (CWI) between MetalBoss, ISL Engineering, and the Town of Drayton Valley	43-47

7.0 Department Reports

7.1.	Planning & Development	Shahid Mughal
7.2.	Engineering, Transportation & Sustainability	Ron Fraser
7.3.	Community Services & FCSS	Annette Driessen
7.4.	Emergency Services	Tom Thomson
7.5.	Administration	
	• Legislative Services	Chandra Dyck
	• Economic Development	Eric Burton

<ul style="list-style-type: none">• Communications and Marketing• Information Services• CAO Report	Tyler Russell Nesen Naidoo Manny Deol
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8.0 Council Reports

8.1. Councillor Long
8.2. Councillor Shular
8.3. Councillor Wheeler
8.4. Councillor Bossert
8.5. Councillor Fredrickson
8.6. Councillor Nadeau
8.7. Mayor McLean

9.0 Adjournment



Meeting Minutes

THOSE PRESENT:

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

Shahid Mughal, Planning & Development Manager
Eric Burton, Economic Development Officer
Chandra Dyck, Legislative Services Coordinator
Sabine Larcher, Administrative Assistant
Tyler Russell, Communications & Marketing Coordinator
Christian Richmond, Audio/Video
Justine Kimoden, Drayton Valley Western Review
Cassandra Jodoin, CIBW Radio
Members of the Public

ABSENT:

Pam Balke, Bylaw Officer

CALL TO ORDER

Mayor McLean called the meeting to order at 9:09 a.m.

1.0 Additions to the Agenda

RESOLUTION # 242/15

Councillor Shular moved to add following items to the October 7, 2015, Regular Meeting of Council Agenda:

- 8.4. Regional Tourism Authority
- 8.5. FCSS Board Appointments

CARRIED UNANIMOUSLY

2.0 Adoption of Agenda

RESOLUTION # 243/15

Councillor Wheeler moved to adopt the October 7, 2015, Regular Meeting of Council Agenda as amended.

CARRIED UNANIMOUSLY

3.0 Corrections or Amendments:

- 3.1. September 16, 2015, Public Hearing Minutes Bylaw 2015/09/P
There were no corrections or amendments to the September 16, 2015, Public Hearing for Bylaw 2015/09/P Minutes.
- 3.2. September 16, 2015, Regular Meeting of Council Minutes
There were no corrections or amendments to the September 16, 2015, Regular Meeting of Council Minutes.

3.3. September 17, 2015, Special Meeting of Council Minutes

There were no corrections or amendments to the September 17, 2015, Special Meeting of Council Minutes.

4.0 Adoption of:

RESOLUTION #244/15

Councillor Bossert moved to adopt the:

- 4.1. September 16, 2015, Public Hearing for Bylaw 2015/09/P Minutes;
- 4.2. September 16, 2015, Regular Meeting of Council Minutes; and
- 4.3. September 17, 2015, Special Meeting of Council Minutes

as presented.

CARRIED UNANIMOUSLY

5.0 Proclamations

5.1. World Cerebral Palsy Day

Mayor McLean proclaimed October 7th, 2015, as World Cerebral Palsy Day in the Town of Drayton Valley.

5.2. Fire Prevention Week

Mayor McLean proclaimed the week of October 4th-10th, 2015, as Fire Prevention Week in the Town of Drayton Valley.

6.0 Delegations

6.1. Rob MacIntosh

Mr. MacIntosh was not present.

6.2. Drayton Valley Health Services Foundation – Colleen Sekura

Ms. Sekura presented Council with information on the Drayton Valley Health Services Foundation and their services as well as the current fundraising campaign. She highlighted some of the equipment has been purchased through the help of the Foundation's fundraising. Ms. Sekura mentioned that the fundraising for the CT scanner started last year and that they aim to raise \$ 1.8 million. She explained that the oilfield downturn has had an effect on the campaign, though there are still many dedicated local fundraising partners. Ms. Sekura informed Council that the former MLA had announced contributions to the renovation of the CT scanner room, but since the change of the government nothing has happened.

Finally, she mentioned that she would be pleased with any kind of contribution the Council is willing to offer in order to make it a successful campaign; if not financially then by attending the Foundation's Gala on 21 November and by inviting other municipalities to attend the event. Ms. Sekura pointed out that the Council's presence would show their support.

7.0 Public Time

No comments were received.

8.0 Decision Items

8.1. Local Improvement Levy Policy T-01-15 and Debenture Policy TF-02-15

Councillor Fredrickson explained that, as per the direction of Council, Administration has prepared the attached Local Improvement Levy Policy and Debenture Policy which establish a standard of evaluation criteria for all applications for Local Improvement projects.

The attached Debenture Policy is intended to replace the current Policy which was established in 1997. The proposed new Policy is consistent with the proposed Local Improvement Levy Policy and creates consistency while establishing best practices and a basic process for Administration to follow.

RESOLUTION #245/15

Councillor Fredrickson moved that Council approve Local Improvement Levy Policy T-01-15 as attached.

CARRIED UNANIMOUSLY

RESOLUTION #246/15

Councillor Fredrickson moved that Council approve Debenture Policy TF-02-15 as attached.

CARRIED UNANIMOUSLY

8.2. CSRO Agreement

Councillor Nadeau explained that, in keeping with the spirit of the Intermunicipal Co-operation Agreement, the Town of Drayton Valley and Brazeau County wish to establish the position of a Community School Resource Officer (CSRO) to be shared between the municipalities and the Wild Rose School Division No. 66. The CSRO position would fall under RCMP enhanced police services with responsibilities as follows, but not limited to:

- delivery of the D.A.R.E program;
- educating and Liaising with students and school personnel;
- attending school events (dances and sporting events) to maintain order and act as a deterrent to alcohol, drugs and unwelcome attendees.
- assisting schools with the development of programs and community education opportunities; relating to education and programming to community priorities, which may include issues such as preventing drugs, suicide and bullying;
- providing a proactive and visible presence in the Town of Drayton Valley and Brazeau County communities and in all the participating schools;
- checking into and assisting staff in all the participating schools in the Town in the initial response of investigations to incidents relating to Criminal Code, Provincial Law and Bylaw offences as it relates to drugs/narcotics.

The County, Town and School all included funding for this position as part of their 2015 budget. Agreeing to this Cost Sharing Agreement will commit the Town for a minimum of 3 years.

County	\$ 56,200.00
Town	\$ 56,200.00
WRSD	\$ 41,200.00
Total annual contribution	\$153,600.00

Councillor Shular expressed his concerns that the contributions might increase as the Agreement is based on a dollar figure as well as percentage amounts. Mr. Naidoo

explained that this numbers are based on the split between Town, County, and WRSD to give an idea of what the actual costs might be. After the application is made to the RCMP, a final figure can be determined and by stating the percentage contributions can be changed accordingly. After the division by three, \$10,000 are to be taken off from WRSD and added instead to County and Town contributions in the sum of \$5,000.00 each.

Councillor Shular asked if this position will fall under the County or Town. Mr. Naidoo explained that currently the position is managed by County officers.

Councillor Bossert asked for an estimated timeline until the position is in place. Mr. Naidoo explained that it might be from a few months up to a year depending on availability of staff.

RESOLUTION #247/15

Councillor Nadeau moved that Council enter into a three (3) year cost sharing agreement with Brazeau County and Wild Rose School Division No. 66 to provide a Community School Resource Officer (CSRO).

CARRIED UNANIMOUSLY

RESOLUTION #248/15

Councillor Nadeau moved that 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.

RESOLUTION #249/15

Councillor Shular moved to add the words "contingent upon the position being administered by Brazeau County." to the end of the motion.

CARRIED UNANIMOUSLY

RESOLUTION #248/15, AS AMENDED

CARRIED UNANIMOUSLY

8.3. Humans Helping Humans Housing Foundation Funding Request

Councillor Long explained that the Town has received a request from Humans Helping Humans Housing Foundation for funding of \$2,500 for the purpose of a raffle item during its Shakin' in Drayton Fundraising Event in November.

Administration has reviewed the application and has outlined details on what the Town has contributed to Humans Helping Humans Housing Foundation since 2008 to date is totally \$ 181,016.55. A funding request of this nature would fall under the Town's Community Event Grant, however, the funds available through that Grant have been expended for the 2015 calendar year. Should Council decide to grant the funding request the amount would be coming from the Town's Reserve Fund.

Councillor Long expressed his concerns about taking out contributions from the Reserve Fund. Councillor Nadeau shared concerns as well, but explained that housing is a top priority for the Town. Councillor Bossert agreed and added that the organization is doing successful work in meeting some of the housing need. Councillor Fredrickson noted that it is difficult to set priorities when more organizations might come to ask for funding to be taken out from Reserve Funds. Councillor Shular

expressed his concerns regarding the use of Chamber Cash for a raffle and the chance that the Foundation may not see a return equal to that amount. Mayor McLean agreed with Councillor Shular, but pointed out that Chamber Cash ensures that the donation will stay in the community.

RESOLUTION #250/15

Councillor Long moved that Council approves funding to Humans Helping Humans Housing Foundation in the amount requested of \$2,500.00 in Chamber Cash, to be taken from Reserves.

CARRIED

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

8.4. Regional Tourism Authority

Councillor Shular explained that Administration has been working with representatives of the Drayton Valley Tourism and Hospitality Authority regarding the possible creation of a Regional Tourism Authority for Drayton Valley and area. In discussing the possible composition of such an Authority, Administration has prepared Terms of Reference.

Mayor McLean pointed out that this matter was discussed at the recent Joint Council meeting and Councillor Nadeau explained that the County made the motion to table the decision. Council welcomed the opportunity to move with a Regional Tourism Authority and invite Brazeau County to join in this initiative.

RESOLUTION #251/15

Councillor Shular moved that Council direct Administration to prepare and negotiate the agreements for the establishment of the Regional Tourism Authority, to be presented to and approved by Council.

CARRIED UNANIMOUSLY

8.5. FCSS Board Appointments

Councillor Wheeler explained that Bylaw 98-14 of the Town of Drayton Valley prescribes that the Drayton Valley and District Family and Community Support Services Board shall consist of seven (7) members, who shall be appointed by resolution of Town Council for a two or three year term.

The membership for Bob Barker, Senior Rep on the FCSS Board will expire as of October 2015. Bob Barker is willing to let his name stand for another two year term. The position was advertised and applications were received from Ethel Mankow and Dollard O'Connor.

Community At Large Town Rep Terry Kilborn passed away leaving this position vacant. The position was advertised and applications were received from Corey Peebles and Eric Butz.

An application was received from Susan Schwindt who applied for either the Senior Rep or the Community At Large Town Rep.

The position of Youth Rep is vacant. The position was advertised and we received applications from Chaise Combs and Nicholas Bidell.

Councillor Nadeau appreciated receiving so many applications and invited the community members to look for vacancies on other Town Boards.

RESOLUTION #252/15

Councillor Wheeler moved that Town Council approve Bob Parker as the Senior Rep on the FCSS Board for a term of 2 years ending October 2017.

CARRIED UNANIMOUSLY

RESOLUTION #253/15

Councillor Wheeler moved that Town Council approve Eric Butz as the community At Large Town Rep on the FCSS Board for a term of 2 years ending October of 2017

CARRIED UNANIMOUSLY

RESOLUTION #254/15

Councillor Wheeler moved that Town Council approve Chaise Combs as the Youth Rep on the FCSS Board for a term of 2 years ending October of 2017

CARRIED UNANIMOUSLY

Mayor McLean called a break at 10:23 a.m.

Mayor McLean reconvened the meeting at 10:48 a.m.

9.0 Information Items

- | |
|--------------------------------------------------------------------------------------------------------------------------------------------|
| 9.1. Pembina Physician Recruitment and Retention Committee Meeting Minutes April, May, June 2015 & Annual General Meeting Minutes May 2015 |
| 9.2. STAR Catholic Board Highlights September 2015 |
| 9.3. Childcare Operational Board Minutes April 20, 2015 and June 16, 2015 |
| 9.4. Drayton Valley Brazeau County Fire Stats – August 2015 |
| 9.5. AUMA Conference Report – Councillor Nadeau |

RESOLUTION #255/15

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

CARRIED UNANIMOUSLY

10.0 Department Reports

10.1. Planning & Development

Mr. Fraser introduced Mr. Shahid Mughal as new Development & Planning Manager.

Mr. Mughal thanked everyone for the opportunity to be part of the Town Office and spoke about his professional experience. He mentioned his first impressions of the Town and community and how he feels he can best apply his skills.

10.2. Engineering, Transportation & Sustainability

Mr. Fraser informed Council of the following updates:

- The first pavement layer of the bus hub was completed; the second layer should be done on October 7. The site should be ready for use by mid-October. Most of the dirt work in the adjacent park is done. The next step is to

plant grass seed; next spring the park will be finished with walkways and clean up.

- Extension 43rd Street: The waterline is put in and the road will be closed next week for a day for storm line works. The site will stay in dirt stage and completed next spring.
- CETC: The access road received a stabilizing base and should be finished by the end of October.
- Airport: Repairs from the damage resulting from the Thunder in the Valley event are mostly completed. Mr. Fraser pointed out that the Thunder in the Valley organizers did a lot of the repairs themselves.
- Water Treatment Plant was officially taken over by the Town on September 24 and is performing well. Landscaping is ongoing and quotes for the gates have been requested.
- 50th Street: The paving is completed.
- Ring Road: Repairs are mostly done for this year, though there will be detours for a few days in the near future to complete the work.

Mayor McLean asked Administration to consider appropriate barricades at the site on 43rd Street as off-roaders tend to tear up roads when they are at the dirt stage.

10.3. Community Services & FCSS

Ms. Driessen explained that the Operating Budgets are being planned with consideration of the current economy. The EPAC renovations are ongoing. She pointed out the Alberta Culture Days were very successful. It was announced that FCSS will receive more funding in 2016.

Mayor McLean asked for when the outdoor rink construction might start. Ms. Driessen said that concrete works need to wait until spring.

10.4. Emergency Services

Fire Chief Thomson provided a detailed report and the stats of the month of August. He thanked the Mayor for the proclamation and pointed out that the Fire Prevention Week campaign was extended to the whole month. The theme this year is "Hear the Beep Where You Sleep." The campaign started last Saturday at Canadian Tire which is national sponsor. Fire Services plan several programs at schools (kitchen safety, fire extinguisher training, smoke alarm awareness). There are also several new programs such as: Fire Chief for the Evening and Distracted Texting. Fire Chief Thomson advised that the Boston Pizza delivery program will take place the evening of October 7, the Fire Department will be present at the Thunder hockey game on October 23 and they will pay a visit to the local seniors' facility to promote safety for seniors on October 21.

Councillor Bossert complimented on the great program and asked about changes in the Alberta Safety Codes. Fire Chief Thomson explained the new regulations that require inter-connected, wired smoke alarms in residential developments.

10.5. Administration

- Legislative Services

Ms. Dyck introduced Ms. Larcher as returning Administrative Assistant. She pointed out the Mayor's Prayer Breakfast on 15 October.

- Economic Development
Mr. Burton informed Council about the ongoing work regarding an Economic Development Plan and a branding initiative. He mentioned the investment readiness project which is, along with the Province, investigating bio-industrial business cases. Mr. Burton explained that he was at a meeting with the Chamber of Commerce and that a strategic plan for the Chamber is in process.
- Communications and Marketing
Mr. Russell informed Council that there are currently 874 downloads of the app and that budget consultation is underway. He reflected on the impressions and workshops at AUMA.
- Information Services
Mr. Naidoo informed Council of “Internet of Things” call and future cooperation and move to transparency of services. He attended the branding meeting Cosette yesterday and showed them the town and its facilities.
- CAO Report
Mr. Deol advised Council that the traffic in town is improving. He mentioned recent successes such as the solar signs on 46th street, the near-completion of the bus hub, the ongoing renewal of the H.W. Pickup site, and the bridge opening. Mr. Deol highlighted the opening of the Water Treatment Plant together with the Centre for Water Intelligence. On January 1, it will be possible to move into the new CETC building. The budget will be presented to Council next week.

11.0 Council Reports

11.1. Councillor Nadeau

- September 18: Webinar on youth engagement
- September 22-24 AUMA
- September 26: Culture Days at the EPAC
- Communities in Bloom meetings
- October 6: Economic development workshop
- October 14: Webinar on tourism economic development

11.2. Councillor Long

- September 17: Mayor's Gala
- September 19: Multicultural Association's CT4DV Dinner
- September 22-24: AUMA
- October 5: Joint Council meeting
- October 6: Economic development workshop and branding session

11.3. Councillor Shular

- September 18: CETC tour with Parkland County
- September 21: CETC tour with Brazeau County and Village of Breton Councils
- September 24: CETC tour with Telus senior executives
- October 6: Economic development workshop

11.4. Councillor Wheeler

- Telus Future Home
- TD Tree Days
- Skills Day
- Joint Council meeting
- October 15: Mayor's Multi-Faith Prayer Breakfast
- October 19: Federal Election
- October 24-25: med students coming to Town to shadow doctors

11.5. Councillor Bossert

- September 17: Mayor's Gala
- September 19: Multicultural Association's CT4DV Dinner
- September 22-25: Alberta Forest Products AGM and Conference
- September 30: Water Treatment Plant tour
- October 5: Meeting with WRSD about the Making Financial Cents program
- October 5: Joint Council meeting
- October 6: Economic development workshop
- Fall cleanup – thanked Public Works
- Special lights for school zones, crosswalks better highlighted
- Meeting with Brazeau County and Village of Breton representatives regarding a regional housing initiative
- October - Breast Cancer Awareness month and complimented participants at CIBC Run for the Cure in Edmonton

11.6. Councillor Fredrickson

- Budget survey – thanked Communications Department
- Christmas in September Farmers' Market
- Water Treatment Plant tour

11.7. Mayor McLean

- Complimented participants at CIBC Run for the Cure in Edmonton
- September 17: Mayor's Gala
- September 18: Water Treatment Plant official opening
- CETC Committee meeting
- September 19: Multicultural Association's CT4DV Dinner
- September 20: Terry Fox Run
- September 22-25: AUMA
- September 27: 100th Anniversary of Canadian Girls in Training - Northview Park renaming to Peace Park
- September 28: Meeting to finalize Agenda for the Joint Council meeting
- September 29: H.W. Pickup High School awards ceremony
- September 30: G&P
- October 6: Economic development workshop
- October 15: Mayor's Multi-Faith Prayer Breakfast
- October 19: Federal Election

12.0 Adjournment

RESOLUTION # 256/15

Councillor Long moved that Council adjourn the October 7, 2015, Regular Meeting of Council at 11:55 a.m.

CARRIED UNANIMOUSLY

MAYOR

CHIEF ADMINISTRATIVE OFFICER

DRAFT

AGENDA ITEM: 6.1.	Memorandum of Understanding (MOU) between Parkland County and the Town of Drayton Valley for the Clean Energy Technology Centre
Department:	Bio-Mile
Presented by:	Councillor Bossert
Support Staff:	Manny Deol

BACKGROUND:

The Town of Drayton Valley has been exploring opportunities between the Clean Energy Technology Centre (CETC) and Parkland County.

Parkland County has recently toured the CETC facility, currently under construction, and worked closely with administration to discover opportunities for collaboration in the Parkland County region and at the CETC.

In order for the relationship between both parties to successfully develop into collaborative projects, it was agreed that a Memorandum of Understanding (MOU) would be created.

Today the attached Memorandum of Understanding is being presented to Town Council for adoption. Furthermore, Parkland County Mayor, Council and CAO will be present today in Council Chambers to finalize and sign the MOU.

For Council's review and consideration.

RECOMMENDATION:

I move that Council approve the Memorandum of Understanding between Parkland County and the Town of Drayton Valley for the Clean Energy Technology Centre.



PARKLAND COUNTY – TOWN OF DRAYTON VALLEY COLLABORATION FOR THE CLEAN ENERGY TECHNOLOGY CENTRE MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) is effective this 28th Day of October 2015.

BETWEEN:

Parkland County ("Parkland")

AND

Town of Drayton Valley ("Drayton Valley")/
The Clean Energy Technology Centre ("CETC"),
operating as a division of the Town of Drayton Valley

Draft

WHEREAS, Drayton Valley Clean Energy Technology Centre (CETC) is a home to a centre of excellence, which offers job ready skills training, education, research and development, applied research, innovation, technology and entrepreneurship development.

WHEREAS, Parkland County is a neighbouring municipality to Drayton Valley and Parkland residents are able to access the services and amenities offered within the Town of Drayton Valley. Furthermore, Parkland County is a regional municipality that balances the service needs of both urban and rural residents. Parkland County is a leader in collaboration with regional partners.

WHEREAS, both organizations recognize the benefits of collaborating together on similar interests that focus on innovation, entrepreneurship and agree to develop strategic business and innovation hub(s) in Parkland County complimentary to CETC.

THEREFORE, this MOU sets out an Expression of Interest between CETC and Parkland with the objective to formalize a relationship to enhance economic growth in the region.

OBJECTIVES FOR INNOVATION

Both parties will collaborate on innovative ideas and processes in the following five areas:

1. Municipal Governance and Operations
2. Infrastructure
3. Information Technology
4. Business Development
5. Venture Capital

TERMS OF MOU

1. This MOU becomes effective on the date it is signed by the last signatory to this agreement and will remain in effect for 5 years or until extended, rescinded or terminated by mutual agreement by the parties concerned.
2. This MOU is not a legally binding document and any dispute on interpretation of this MOU will be resolved through discussion between the participants. No legal partnership is created by this document or the relationship between the parties to this agreement. No party shall have the legal ability to bind or create legal obligations for the others.
3. The parties agree to meet once per year to review the MOU and make any necessary amendments.
4. Any party may terminate this MOU by notifying the other parties in writing of its intention to do so and the termination will take effect 30 calendar days from the date of notification was received by the other parties.
5. This MOU may be amended at any time through mutual agreement of the parties concerned and can also be amended to include additional parties. By allowing more parties to enter into this MOU demonstrates the collaborative effort of Parkland and Town of Drayton Valley

**Memorandum of Understanding
Parkland County – Town of Drayton Valley**

(CETC operating as a division) to elevate greater synergies in the region and the likelihood of success. The signatures below are subject to ratification by all relevant governing bodies.

Signatures

For the Town of Drayton Valley

Glenn McLean, Mayor

Date: _____

Manny Deol, Chief Administrative Officer

For Parkland County

Rod Shaigec, Mayor

Date: _____

Beth James, Chief Administrative Officer

AGENDA ITEM: 6.2.	CETC DESIGNATED OFFICER BYLAW 2015/13/A
Department:	Administration
Presented by:	Councillor Wheeler
Support Staff:	Manny Deol

BACKGROUND:

The Town of Drayton Valley has created a new Clean Energy Technology Centre (CETC). This Centre will be ready in January of 2016, to serve the community and industry needs in education and skills training, business incubation, innovation, entrepreneurship, technology development, applied research, research and commercialization. Council has therefore decided to ensure the asset and development is appropriately managed. Therefore the position of Chief Operating Officer (C.O.O.) is designed to serve the needs of this facility.

Attached for Council's approval is a copy of the Position Description, as well as a Bylaw establishing the COO as a designated officer of the municipality.

MOTION:

That Council approve the Position Description as attached.

That Council give First Reading to Clean Energy Technology Centre Designated Officer Bylaw 2015/13/A.

That Council give Second Reading to Clean Energy Technology Centre Designated Officer Bylaw 2015/13/A.

That Council consider giving Third and Final Reading to Clean Energy Technology Centre Designated Officer Bylaw 2015/13/A.

That Council give Third and Final Reading to Clean Energy Technology Centre Designated Officer Bylaw 2015/13/A.



BYLAW NO. 2015/13/A

Name of Bylaw: **Clean Energy Technology Centre Designated Officer Bylaw**

WHEREAS pursuant to the provisions of the *Municipal Government Act*, being Chapter M-26 of the Revised Statutes of Alberta, 2000 and amendments thereto, the Council of the Town of Drayton Valley may by Bylaw, establish one or more positions of Designated Officer and outline the powers, duties and functions of those positions;

AND WHEREAS the Council of the Town of Drayton Valley is desirous of creating a Designated Officer position for the Chief Operating Officer of the Clean Energy Technology Centre;

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

1. **TITLE**

This Bylaw may be cited as the “Clean Energy Technology Centre Designated Officer Bylaw” of the Town of Drayton Valley.

2. **PURPOSE**

The purpose of this Bylaw is to establish the powers, duties and functions of the Chief Operating Officer of the Clean Energy Technology Centre of the Town of Drayton Valley.

3. **DEFINITIONS**

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

Act means the *Municipal Government Act*, Revised Statutes of Alberta, 2000, Chapter M-26 and any other amendments thereto;

CAO or Town Manager means the Chief Administrative Officer of the Town or his/her designate;

Clean Energy Technology Centre (CETC) means the facility owned and operated by the Town of Drayton Valley, which offers skills and development training, post-secondary education, business incubation and resources for the pursuit of alternative energy practices;

Committee means a committee, board, commission, authority, task force or any other public body established by Council, whether on a standing or ad hoc basis, for the operation of the CETC;

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

COO means a Designated Officer, or any other person who has been appointed by Council from time to time, for the purpose of operating the Clean Energy Technology Centre pursuant to this Bylaw;

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

4. ESTABLISHMENT OF POSITION

- 4.1 The position of Chief Operating Officer of the CETC (hereinafter referred to as the "COO") is established pursuant to section 210 of the Act.
- 4.2 Council shall by resolution appoint an individual to the position of COO.
- 4.3 Council shall establish the terms and conditions of employment of the COO.
- 4.4 The COO is subject to the supervision of and accountable to Council.
- 4.5 The Town will indemnify the COO, provided that the COO acts in the course and scope of his or her employment and acts in good faith to comply with any applicable resolution, Bylaw, statute, regulation or enactment

5. DUTIES OF THE CHIEF OPERATING OFFICER OF THE CLEAN ENERGY TECHNOLOGY CENTRE

- 5.1 Without limiting the generality of section 4, the COO shall:
 - a. facilitate, encourage and assist in the establishment of knowledge based industry, including the bio-industry and all activities related to the development, training, ownership of knowledge based opportunities for conventional & bio-industry incubation and entrepreneurship, including education, applied research, workforce training and development, encouragement of commercialization of bio-based products and businesses, business incubation centre and training resources;

- b. initiate and promote activities related to organization, training, support, development and education for the purposes of economic development and attracting of bio industries and other industries to locate in the community;
- c. develop, construct, acquire, operate, administer, manage and maintain such land, utilities, or additional buildings and improvements to effectively serve the purposes of the Clean Energy Technology Centre and the clients of the Centre, including the management of the Town of Drayton Valley Bio-Mile;
- d. solicit, on behalf of the Town of Drayton Valley donations, bequests, gifts or funds or gifts in kind of any nature whatsoever for such purposes that will effectively assist, encourage, promote and advance the vision of a sustainable community;
- e. research and provide recommendations to Council on available opportunities and revenue generation for the municipality;
- f. coordinate the economic, social, and sustainable functions of the municipality;
- g. encourage the development and enhancement of hospitality industry in the municipality;
- h. explore and research opportunities and develop a Business Case for the creation of a for-profit utility company;
- i. together with the Chief Administrative Officer for the Town of Drayton Valley, coordinate the development and establishment of fire training centre, as well as programs, for the region;
- j. coordinate Human Resource Training for RCMP and other agencies;
- k. facilitate one stop source for education, training, business information, seminars, current research and all important network resources;
- l. create marketing strategies, campaigns and products to ensure business associations incubation receive complimentary programs and services;
- m. focus on areas of youth entrepreneurship, startups, micro businesses, mentorship, and networking;
- n. manage liaison of consultants, project developers, and venture capitalists to fund projects;

- o. work towards the realization of paradigm shift in education and training development, both public and private; and
 - p. develop impact strategies to engage stakeholders internal and external (government agencies; Provincial, Federal and International).
- 5.2 The COO reports to the Mayor and Council, and directs the overall planning, coordination and control of all Clean Energy Technology Centre and Bio-Mile operations;
- 5.3 As the Chief Operating Officer of the CETC, the individual appointed to the position by resolution of Council shall have the authority to:
- a. establish administrative policies, procedures, programs, rules and guidelines as deemed necessary for the safe, efficient, economic and effective operation of the Clean Energy Technology Centre;
 - b. within the scope of the approved budget, hire, appoint, suspend, remove, layoff or terminate any employee under his mandate with or without just cause;
 - c. set the terms of employment for employees at the CETC.
 - d. direct, supervise, oversee, manage and review the performance of the employees and personnel at the CETC;
 - e. within the scope of the approved budget, establish the structure and organization of the management, personnel and administration of the CETC necessary for the safe, efficient, economic and effective operation;
- 5.4 The COO shall coordinate with the CAO the development of policies and procedures related to budget expenditures and financial controls. The COO in coordination with the CAO directs the preparation of capital and operating budgets and submits them to Council for approval with supporting documentation.
- 5.5 The COO authorizes the payment of accounts within established guidelines and budget of the Town.
- 5.6 The COO coordinates the prompt and proper handling of all requests, inquiries and complaints by the public.
- 5.7 The COO attends meetings of Council as required and other meetings as requested.
- 5.8 The COO advises Council on relevant matters.

- 5.9 The COO, in coordination with the CAO, may take whatever actions or measures which are necessary to respond to an emergency or disaster at the CETC.
- 5.10 The COO shall perform all other duties and functions for the safe, efficient, economic and effective operation of the CETC as may be required from time to time including, but not limited to, retaining and instructing legal counsel, settling claims, actions and demands, paying any amounts the Town is legally required to pay pursuant to an order, directive or judgement of a court, tribunal or board of competent jurisdiction, enter into contracts, agreements and transactions, provided that no such action requires an expenditure of money which has not been approved by Council or which has not been included in an operating budget, interim operating budget or capital budget except in the case of immediate action required to respond to an emergency or disaster.
- 5.11 The COO performs other duties as required by Council.
- 5.12 The COO works independently, within the scope of the powers delegated to him, on administrative and planning activities and shows considerable original and independent thinking in developing organizational objectives and broad policies.
- 5.13 The position is charged with working effectively with Council and the CAO and with other municipalities, as well as other levels of government/industry including Post-Secondary Institutions or Private Educational Institutes and Associations.

6. DELEGATION OF AUTHORITY

The COO is hereby authorized to further delegate, and to authorize for the delegation of any responsibility of the COO by Council under this Bylaw, to employees of the Town under the direct supervision of the COO.

7. INTERPRETATION

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

8. SEVERABILITY

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

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

Read a first time this ____ day of _____, 2015, A. D.

Read a second time this ____ day of _____, 2015, A. D.

Read a third and final time this ____ day of _____, 2015, A. D.

MAYOR

TOWN MANAGER

POSITION DESCRIPTION

Position Title	CHIEF OPERATING OFFICER		
Department	CLEAN ENERGY TECHNOLOGY CENTRE	Reporting To	MAYOR AND COUNCIL
		Coordination	CAO

Background and Summary

Vision

A sustainable community free of economic ups and downs

Mission:

Make the vision a reality in 10 years – 2025. (We will never think of recession in this community again.)

Steps to achieve the Vision:

- *Develop the Clean Energy Technology Centre as a centre of knowledge and innovation, focusing on clean technology, industry based skills development, applied research and collaborative initiatives*
- The mandate for the Centre is to attract clients and tenants to promote and to establish a knowledge base industry including, without limitation to:
 - a) Bio-economy in oil & gas, forestry and agriculture.
 - b) Diversify existing economic base to knowledge base economy.
 - c) Develop a culture of innovation and entrepreneurship in each and everyone in the community to embrace knowledge base industry.
 - d) Provide skills training and education for the needs of today and future knowledge based industry.
 - e) Provide a place for students and industry to research and development and applied research to accomplish innovation and commercialization (Through creating new jobs all the time).
 - f) To ensure the engagement of the community's energy in creating, developing, and realizing results which will reduce the need for drugs and crime and provide for social stability and quality of life.
 - g) The established BIO-ARCC nonprofit company may become the corporation providing administration of this development.

Position Summary

The Chief Operating Officer is a designated officer position, reporting to Town Council and coordinating with the Town CAO on issues which do or may have a financial impact on the Town. The key goal of this position is to attract, retain and stimulate business and employment opportunities in the Town by facilitating, promoting and attracting clean energy technology, industry based skills development, applied research, and collaborative initiatives to enhance economic growth in the community.

The Chief Operating Officer is responsible for initiating and facilitating economic development initiatives; identifying and fostering development opportunities; securing funding for activities and projects; assisting organizations, businesses and individuals to establish projects; promoting the Bio-Mile and Clean Energy Technology Centre in order to expand growth opportunities, including but not limited to, land development, research and development in utilities and knowledge base industry.

Primary Responsibilities

- Facilitate, encourage and assist in the establishment of knowledge based industry, including the bio-industry and all activities related to the development, training, ownership of knowledge based opportunities for conventional & bio-industry incubation and entrepreneurship, including education, applied research, workforce training and development, encouragement of commercialization of bio-based products and businesses, business incubation centre and training resources;
- Initiate and promote activities related to organization, training, support, development and education for the purposes of economic development and attracting of bio industries and other industries to locate in the community;
- Develop, construct, acquire, operate, administer, manage and maintain such land, utilities, or additional buildings and improvements to effectively serve the purposes of the Clean Energy Technology Centre and the clients of the Centre, including the management of the Town of Drayton Valley Bio-Mile;
- To solicit, on behalf of the Town of Drayton Valley donations, bequests, gifts or funds or gifts in kind of any nature whatsoever for such purposes that will effectively assist, encourage, promote and advance the vision of a sustainable community;

- Research and provide recommendations to Council on available opportunities and revenue generation for the municipality;
- Coordination of economic, social, and sustainable functions of the municipality;
- Encourage the development and enhancement of hospitality industry in the municipality;
- Explore and research opportunities and develop a Business Case for the creation of a for-profit utility company;
- Together with the Chief Administrative Officer for the Town of Drayton Valley, coordinate the development and establishment of fire training centre, as well as programs, for the region;
- Coordinate Human Resource Training for RCMP and other agencies;
- Facilitate one stop source for education, training, business information, seminars, current research and all important network resources;
- Create marketing strategies, campaigns and products to ensure business associations incubation receive complimentary programs and services;
- Focus on areas of youth entrepreneurship, startups, micro businesses, mentorship, and networking;
- Manage liaison of consultants, project developers, and venture capitalists to fund projects;
- Work towards the realization of paradigm shift in education and training development, both public and private; and
- Develop impact strategies to engage stakeholders internal and external (government agencies; Provincial, Federal and International).

Administrative Duties

- The Chief Operating Officer reports to the Mayor and Council, and directs the overall planning, coordination and control of all Clean Energy Technology Centre and Bio-Mile operations;
- The Chief Operating Officer shall have the authority to establish administrative policies, procedures, programs, rules and guidelines as deemed necessary for the safe, efficient, economic and effective operation of the Clean Energy Technology Centre;
- The Chief Operating Officer has, within the scope of the approved budget, the authority to hire, appoint, suspend, remove, layoff or terminate any employee under his mandate with or without just cause;
- The Chief Operating Officer has the authority to set the terms of employment for employees at the CETC.

- The Chief Operating Officer has the authority to direct, supervise, oversee, manage and review the performance of the employees and personnel at the CETC;
- The Chief Operating Officer has the authority, within the scope of the approved budget, to establish the structure and organization of the management, personnel and administration of the CETC necessary for the safe, efficient, economic and effective operation;
- The Chief Operating Officer shall coordinate with the CAO the development of policies and procedures related to budget expenditures and financial controls. The Chief Operating Officer in coordination with the CAO directs the preparation of capital and operating budgets and submits them to Council for approval with supporting documentation;
- The Chief Operating Officer authorizes the payment of accounts within established guidelines and budget of the Town;
- The Chief Operating Officer coordinates the prompt and proper handling of all requests, inquiries and complaints by the public;
- The Chief Operating Officer attends meetings of Council as required and other meetings as requested;
- The Chief Operating Officer advises Council on relevant matters;
- The Chief Operating Officer, in coordination with the CAO may take whatever actions or measures which are necessary to respond to an emergency or disaster at the CETC;
- The Chief Operating Officer shall perform all other duties and functions for the safe, efficient, economic and effective operation of the CETC as may be required from time to time including, but not limited to, retaining and instructing legal counsel, settling claims, actions and demands, paying any amounts the Town is legally required to pay pursuant to an order, directive or judgement of a court, tribunal or board of competent jurisdiction, enter into contracts, agreements and transactions, provided that no such action requires an expenditure of money which has not been approved by Council or which has not been included in an operating budget, interim operating budget or capital budget except in the case of immediate action required to respond to an emergency or disaster; and
- The Chief Operating Officer performs other duties as required by Council.

Decision Making Role

The Chief Operating Officer works independently, within the scope of the powers delegated to him, on administrative and planning activities and shows considerable original and independent thinking in developing organizational objectives and broad policies.

Accountabilities

The position is charged with working effectively with Council and the CAO and with other municipalities as well as other levels of government/industry including Post-Secondary Institutions or Private Educational Institutes and Associations.

COUNCIL AGENDA ITEM: 6.3.	Road Closure Bylaw 2014/11/D 2nd & 3rd Readings Presented for Decision
Department:	Planning & Development
Presented by: Support Staff:	Councillor Shular Manny Deol & Shahid Mughal

BACKGROUND:

Administration is proposing a Road Closure Bylaw for the lands within the NW8-49-7-W5. Due to the re-alignment of Highway 22 and 50th Avenue, the lands currently exist as portions of six different registered road parcels.

The attached Road Closure Bylaw has been prepared with the assistance of an Alberta Land Surveyor so that the portions of land no longer required for a road right-of-way can be legally 'closed' as roads and can then be consolidated to create a single parcel of land.

By creating this single parcel of land, the Town then has options regarding its future use. Options include the sale of the land or establishing it as reserve land for municipal use.

First reading of the Road Closure Bylaw 2014/11/D was given by Council on November 19th, 2014. Following a Public Hearing held on January 28th, 2015 wherein no objections were noted, the Bylaw as presented to the Minister of Infrastructure and Transportation. The Bylaw has received ministerial approval as of October 5th, 2015 and is presented to Council today for second and third readings.

Recommendation

As no concerns were raised during the public hearing held earlier this year or from the Minister of Transportation, administration recommends giving second and third reading to Road Closure Bylaw 2014/11/D.

OPTIONS:

The following are the options available to Council today with respect to the Road Closure Bylaw.

OPTION A:

That Council gives second and third reading to Road Closure Bylaw 2014/11/D.

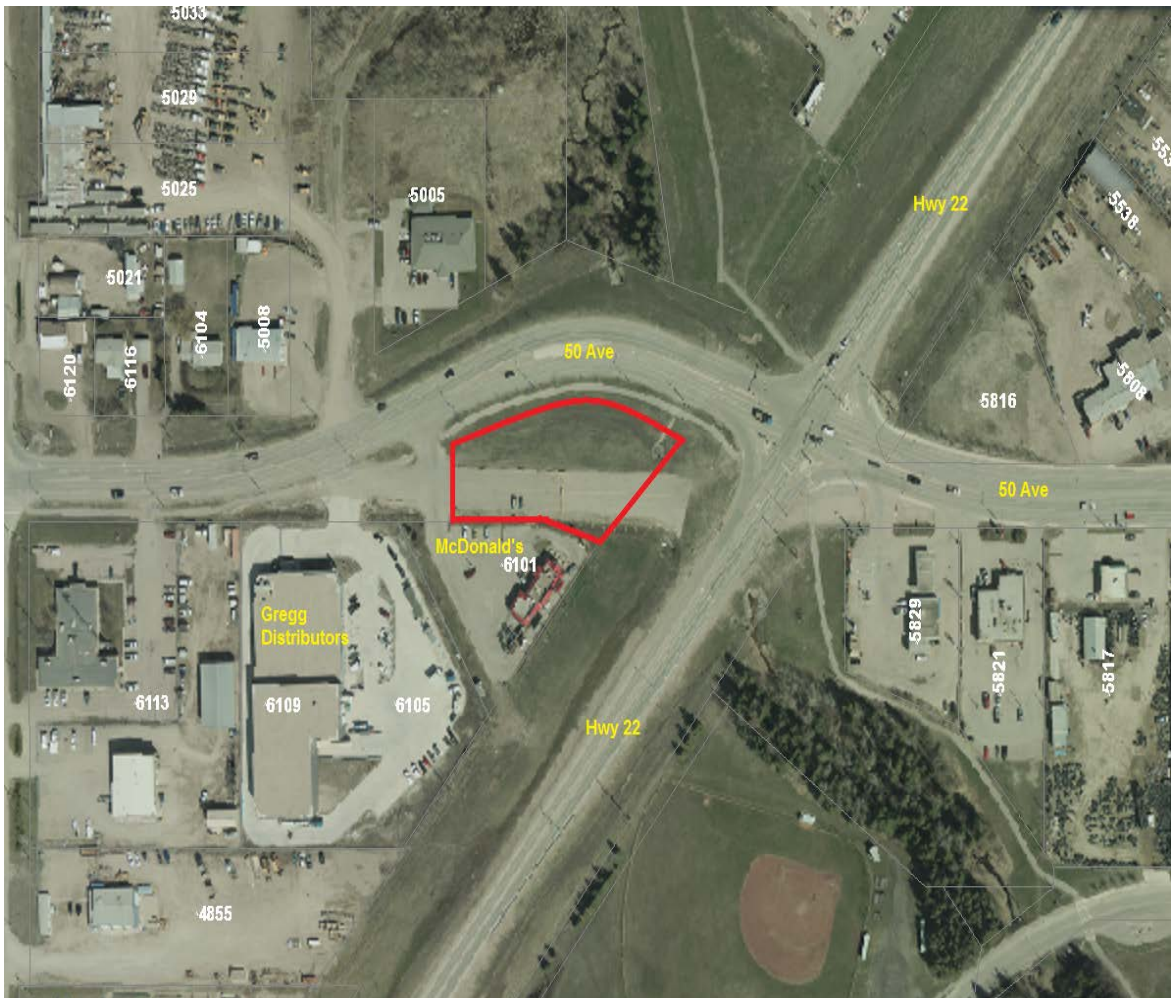
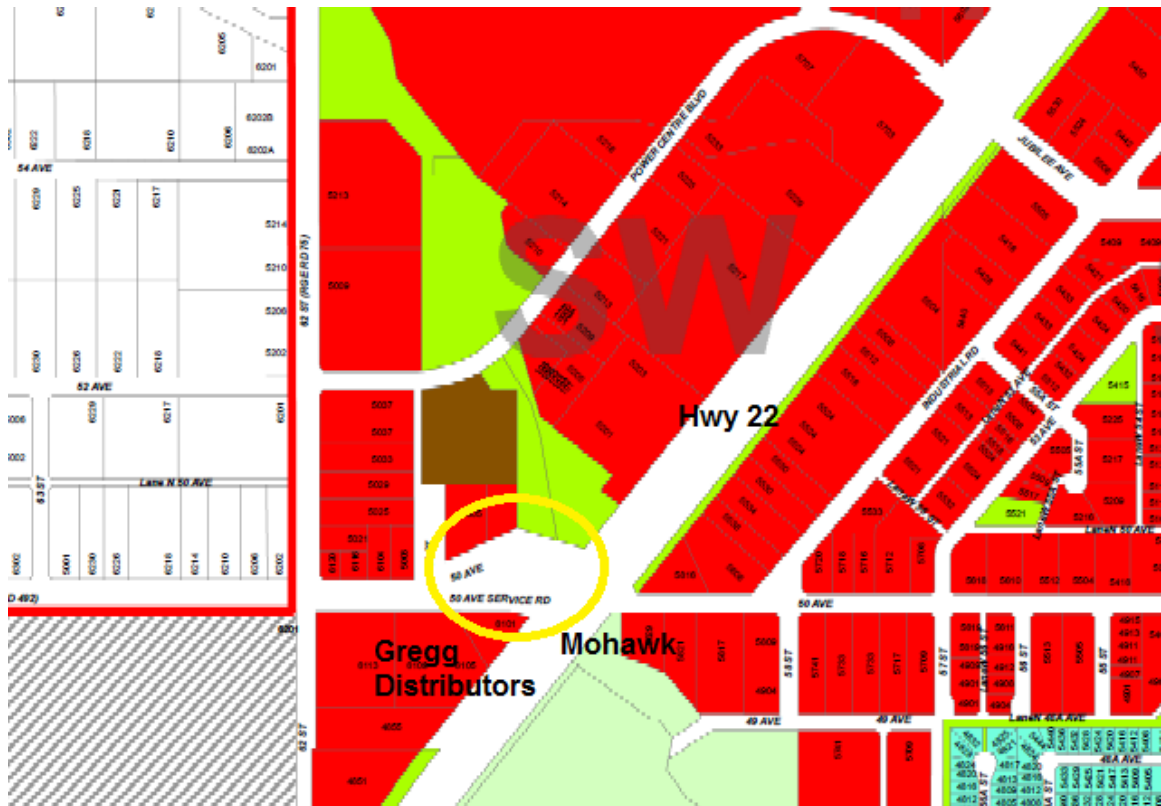
OPTION B:

That Council tables Bylaw 2014/11/D to a future Council date.

MOTION

I move that Council _____ second reading to Road Closure Bylaw 2014/11/D.

I move that Council _____ third reading to Road Closure Bylaw 2014/11/D.





DRAYTON VALLEY

'Pulling Together'

BYLAW NO. 2014/11 /D

BEING A BYLAW OF THE TOWN OF DRAYTON VALLEY, IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF CLOSING A PORTION OF ROADWAY FOR THE PURPOSE OF CREATING TITLE TO DISPOSE OF PORTIONS OF A PUBLIC HIGHWAY IN ACCORDANCE WITH SECTION 22 OF THE *MUNICIPAL GOVERNMENT ACT*, CHAPTER M26.1, REVISED STATUTES OF ALBERTA, 2000, AS AMENDED.

WHEREAS the lands hereafter described are no longer required for public travel;

AND WHEREAS the Council of the Town of Drayton Valley deems it expedient to provide for a bylaw for the purpose of closing to public travel certain undeveloped roads, or portions thereof, situated in the said municipality, and thereafter dispensing with same;

AND WHEREAS notice of intention of the Council to pass a bylaw has been given in accordance with Section 606 of the *Municipal Government Act*, and advertised in the local newspaper;

AND WHEREAS Council was not petitioned for an opportunity to be heard by any person claiming to be prejudicially affected by the bylaw;

NOW THEREFORE be it resolved that the Council of the Town of Drayton Valley, in the Province of Alberta, does hereby close to public travel for the purpose of creating title to and disposing of the following described highway, subject to any rights of access granted by any other legislation:

FIRSTLY:

Portion of lands shown as Area "A" on the attached Schedule "A"

Legally described as: Plan 002 2543

All that portion of Road (known as 50 Avenue) lying within Lot 1, Block 165, Plan 142 ____

Containing 0.018 Hectares (0.045 acres) more or less

Excepting thereout mines and minerals

SECONDLY:

Portion of lands shown as Area "B" on the attached Schedule "A"

Legally described as: Plan 052 0039

All that portion of Road (known as 50 Avenue) lying within Lot 1, Block 165, Plan 142 ____

Containing 0.034 Hectares (0.084 acres) more or less

Excepting thereout mines and minerals

THIRDLY:

Portion of lands shown as Area "C" on the attached Schedule "A"

Legally described as: Plan 4057MC

All that portion of Road (known as 50 Avenue) lying within Lot 1, Block 165, Plan 142 ____

Containing 0.107 Hectares (0.264 acres) more or less

Excepting thereout mines and minerals

FOURTHLY:

Portion of lands shown as Area "D" on the attached Schedule "A"

Legally described as: Plan 4938LZ

All that portion of Road (known as 50 Avenue) lying within Lot 1, Block 165, Plan 142 ____

Containing 0.082 Hectares (0.203 acres) more or less

Excepting thereout mines and minerals

FIFTHLY:

Portion of lands shown as Area "E" on the attached Schedule "A"

Legally described as: Meridian 5 Range 7 Township 49

All that portion of the Original Government Road Allowance (known as 50 Avenue) adjoining the South Boundary of the South West Quarter Section 17 lying within Lot 1, Block 165, Plan 142 ____

Containing 0.162 Hectares (0.401 acres) more or less

Excepting thereout mines and minerals

SIXTHLY:

Portion of lands shown as Area "F" on the attached Schedule "A"

Legally described as: Plan 862 1462

All that portion of Road (known as Highway 22) lying within Lot 1, Block 165, Plan 142 ____

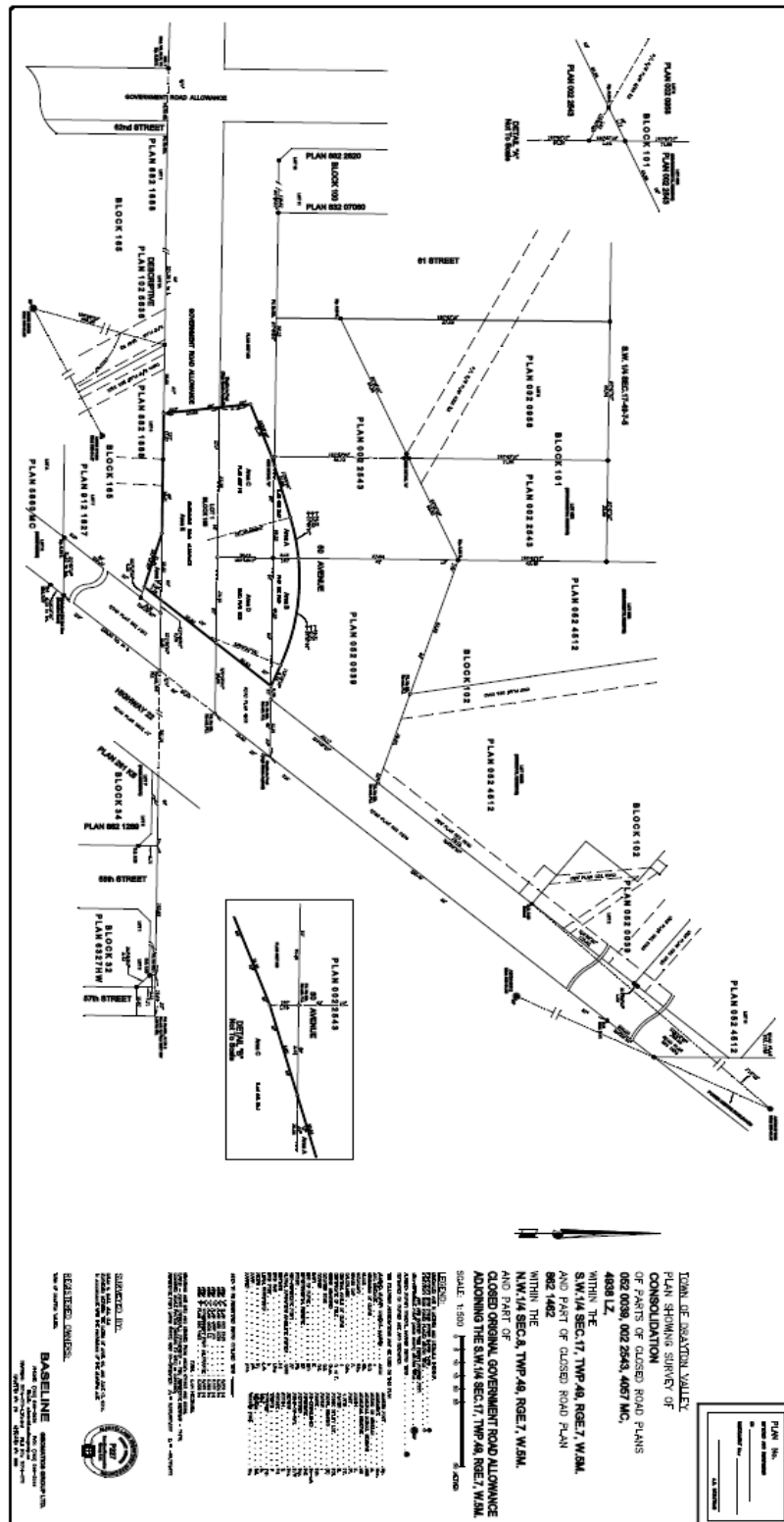
Containing 0.008 Hectares (0.019 acres) more or less

Excepting thereout mines and minerals

AND such Road Closure is further delineated on Schedule "A" attached.

THE REGISTRAR for North Alberta Land Titles Office shall make all cancellations, issue all certificates of title and do such things as necessary, in its opinion to give effect to this bylaw, including but not restricted to, consolidation of the above-noted six closed portions of the

SCHEDULE 'A'



COUNCIL AGENDA ITEM: 6.4.	Home Business License #4113 Lot 1, Block 113, Plan 782 2168
Department:	Development & Planning
Presented by: Support Staff:	Councillor Fredrickson Shahid Mughal

BACKGROUND:

Administration has received an application for a barbering home occupation to be operating at 5203-44th Avenue. The applicant has stated that there will be 5-8 clients per day, between the hours of 9:00am-5:00pm (by appointment only), Monday through Friday. Parking will be provided to the east of the property in front of the detached garage as attached. The landowner has authorized this business operation.

The Applicant will not be doing any development to the building; therefore a Development Permit is not required.

The lands are currently zoned R1A (Low Density Residential District), which a barbering home occupation is neither a permitted nor a discretionary use, therefore Council approval is required.

Referral letters were sent to adjacent landowners within a 100m radius. No comments or concerns were raised.

The application for the operations of the proposed barbering occupation is hereby presented to Council for decision.

Recommendation

Administration recommends approving Business License #4113, with the standard conditions, as well as the special condition noted below

- 1) Hours of operation of the home occupation shall be between 9:00 a.m. and 5:00 p.m. Monday to Friday.
- 2) This Business License is subject to the approval and inspection, as may be required, by the Health Authority. Refusal by the Health Authority to approve the barbering home occupation, shall render this Business License invalid
- 3) The home occupation is subject to review by the Licensing Officer. The Licensing Officer, or its designate, may contact adjacent property owners to determine whether or not the home occupation is causing concern for those residents.
- 4) Customer parking is to be limited within the driveway of the principle dwelling. On street parking is strictly prohibited.
- 5) The applicant must comply with any or all bylaws that pertain to this type of business. Failure to comply may result in revocation of this license.

OPTIONS:

The following are the options available to Council today with respect to this application to allow for above noted barbering home business.

OPTION A:

That Council approves Business License #4113 for proposed barbering home business located at 5203-44th Avenue, with conditions recommended by administration.

OPTION B:

That Council refuses Business License #4113 for proposed barbering home business located at 5203-44th Avenue.

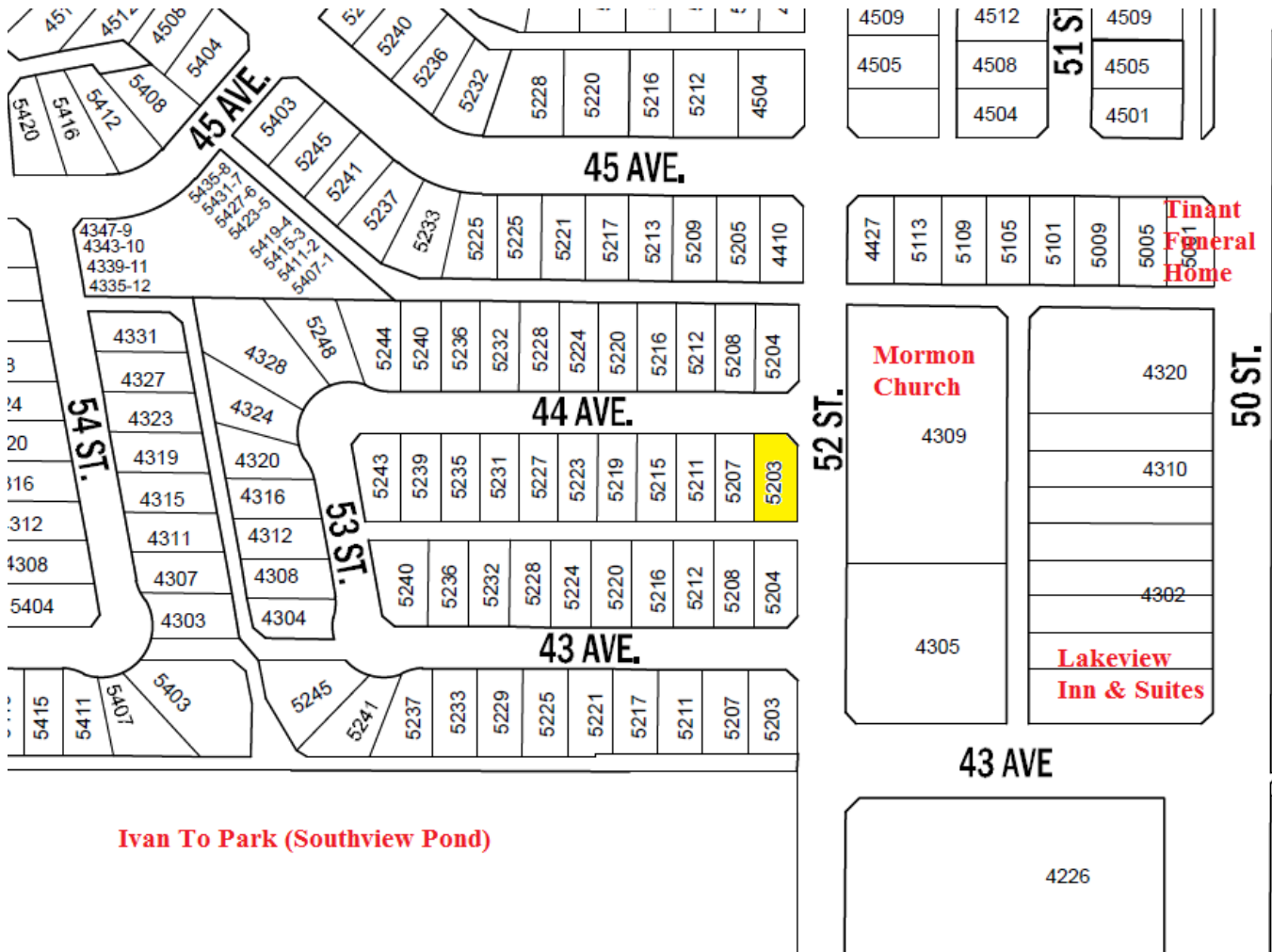
OPTION C:

That Council tables Business License #4113 until a future Council Meeting date

MOTION

I move that Council _____ Business License #4113 for the proposed barbering home business located at 5203-44th Avenue, _____.





AGENDA ITEM: 6.5.	Brazeau Seniors Foundation Board Appointment
Department:	Administration
Presented by:	Councillor Long
Support Staff:	Chandra Dyck

BACKGROUND:

It has been the practice for Town Council to appoint the Town member-at-large to serve on the Brazeau Seniors Foundation Board along with a member of Council. Jeanette Vatter has shown her dedication to serving this Board for many years, including several as its chair.

Administration has received Mrs. Vatter's application to renew her appointment to the Brazeau Seniors Foundation Board and recommends that Council approve this appointment for a period of 2 years, to October 31, 2017.

MOTION:

That Council approve the appointment of Jeanette Vatter as the Town of Drayton Valley member-at-large for the Brazeau Seniors Foundation for a term of 2 years, ending October 31, 2017.

AGENDA ITEM: 6.6.	Housing Committee Terms of Reference
Department:	Community Services Department
Presented by:	Councillor Bossert
Support Staff:	Annette Driessen, Director of Community Services

BACKGROUND:

The Town of Drayton Valley is desirous of addressing housing needs through the exploration of various programs and initiatives. Recent work with the Village of Breton and Brazeau County through the Joint Housing Committee has determined that, for the present time, each Municipality will be pursuing independent initiatives. In order to pursue these various initiatives, the Town of Drayton Valley requires the formation of a Housing Committee. The Housing Committee will be charged to work with the appropriate Town Administration to research, develop, and/or facilitate viable housing initiatives that will achieve the Town of Drayton Valley's goal to create a mix of entry level homes and rental units for low to moderate income earners.

Town Council is being requested to approve the attached Terms of Reference.

MOTION:

That Town Council approve the Housing Committee Terms of Reference as presented.

HOUSING COMMITTEE

Terms of Reference

Committee Mandate

The mandate of the Standing Housing Committee is to work with the appointed Town Administration to research, develop, and/or facilitate viable housing initiatives that will achieve the Town of Drayton Valley's goal to create a mix of entry-level homes and rental units for low to moderate income earners.

Background

The Town of Drayton Valley has been desirous of addressing the housing issues within the community for several years. In 2013, the Town of Drayton Valley completed a Housing Condition Index which provides information on the community's housing needs as well as various avenues to address these needs. Numerous options to address the housing issues have been explored, including joint initiatives with Brazeau County and the Village of Breton, and an open Request for Proposal from developers, individuals, and/or organizations to submit their proposal to deal with the housing requirements.

The municipalities are addressing their housing priorities and will, individually, determine the manner in which their municipality will proceed. As there are several housing initiatives that are available to explore, the Town of Drayton Valley is establishing an internal Housing Committee to review these initiatives and recommend viable options to Council.

Objectives

The Housing Committee is tasked with the responsibility to complete the following:

- identify the specific housing goals of the municipality;
- research alternative housing programs and models that result, directly or indirectly, in housing development that is attainable to individuals earning low to moderate incomes;
- explore and/or receive proposals from external agencies, companies, or individuals with respect to housing alternatives; and
- develop recommendations for consideration by Council.

The Housing Committee is to provide guidance to Administration as well as to any expertise retained to complete the work.

Committee Membership and Term

The Standing Housing Committee is comprised of two (2) Town Councilors. The term and Committee appointees of the Committee shall be reviewed at the 2016 Organizational Meeting of Town Council, and each Organizational Meeting of Town Council thereafter, or until such time that Council decommissions that Committee.

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

Roles and Responsibilities

Advisory Committee:

The Committee is advisory in nature and shall be responsible for ensuring that the work is completed in a timely manner and that information regarding the progress of the work is shared with Council.

Meetings of the Committee:

Town Administration shall establish the regular meetings of the Committee. The Committee shall use consensus as its decision-making process. All decisions at the Committee level affecting the operations of the Municipal Council shall be forwarded to Council for recommendation and/or approval. The Committee shall ensure that records of its meetings are kept and appropriately distributed. Committee members may send an alternate member to the meetings.

Authority of the Committee

The Committee does not have the authority to expend any additional funds beyond the approved budget or to go beyond the scope of work agreed to by Council. The Committee shall operate in a manner that is consistent with the *Municipal Government Act*. A Chair shall be appointed by the Housing Committee and shall become the official spokesperson of the Committee. Certain matters, however, may need to be referred to the Mayor of the Town.

AGENDA ITEM: 6.7.	Extension of Appointment to Mayor's Advisory Committee
Department:	Administration
Presented by:	Councillor Wheeler
Support Staff:	Chandra Dyck

BACKGROUND:

It has come to the attention of Administration that the appointment of Kathy Howe to the Mayor's Advisory Committee was approved for a period ending October 31, 2015. In keeping with the initial appointments for Mayor's Advisory Committee members, including the individual Ms. Howe was assigned to replace, the actual term should end October 31, 2016.

Ms. Howe has agreed to extend her term to October 31, 2016 and Administration is recommending that Council approve the extension.

MOTION:

That Council approve the extension of the term of Kathy Howe's appointment to the Mayor's Advisory Committee to October 31, 2016.

AGENDA ITEM: 6.8.	Memorandum of Understanding – Centre for Water Intelligence (CWI) between MetalBoss, ISL Engineering, and the Town of Drayton Valley
Department:	CETC & Engineering
Presented by:	Councillor Shular
Support Staff:	Manny Deol

BACKGROUND:

Town Administration has been working to attract industry and innovative projects for development at the Clean Energy Technology Centre (CETC). Through the ongoing relationship with ISL Engineering and Land Services Ltd. and the construction of the new Water Treatment Facility, Administration was introduced to MetalBoss Technologies Inc.

ISL Engineering and Land Services Ltd. have experienced a need to enhance operators training for such a project. MetalBoss Technologies Inc.'s vision is to understand the impact of developments and the effects it has on the water system, as well as the effects of containments including contaminants of emerging concern such as pharmaceuticals, nanoparticles, etc. The completion of the new Water Treatment Plant and the location of Drayton Valley allow for an opportunity to enhance training of skilled workers as well as look at ways to advance water and wastewater treatment by creating a Centre for Water Intelligence (CWI).

The purpose of CWI will be to commercialize applied research and new innovative technology in the fields of water and wastewater treatment. The CWI will serve as a creative center in Alberta where industry and academic partnerships are made with the common goal of advancing the practical application (i.e. commercialization) of innovative technologies that have the ability to enhance the "intelligence" (via education, training and technology) of water and wastewater treatment operators, regulators, engineers, technologists, industry partners, government, and the general public for the betterment of public health, environmental quality, and long-term water resource sustainability for generations to come.

Therefore three partners have agreed to work together through a Memorandum of Understanding. The MOU has received legal review and corrections have been made in the attached document. ISL Engineering and Land Services Ltd. and MetalBoss Technologies Inc. have reviewed the changes and no further revisions have been made by either party.

For Council's review and consideration.

MOTION:

I move to approve the Memorandum of Understanding between the Town of Drayton Valley, ISL Engineering and Land Services Ltd., and MetalBoss Technologies.

MEMORANDUM OF UNDERSTANDING

BETWEEN

the Town of Drayton Valley ('Drayton Valley')
Clean Energy Technology Centre ('CETC')

AND

ISL Engineering and Land Services Ltd. ('ISL')

AND

MetalBoss Technologies Inc. ('MT')

This Memorandum of Understanding (MOU) is made and entered into, by and between Drayton Valley, ISL, and MT (collectively, the "Parties").

- To carry on activities related to the commercialization of products and processes related to advancing water and wastewater treatment (including applied research and development) that will result in economic development and job stimulation around the Town of Drayton Valley and in Alberta.
- To facilitate, encourage, and assist in the establishment of knowledge-based industry, including activities related to the development, training, and ownership of knowledge-based resources for incubation and encouragement of commercialization of products and businesses in water and wastewater.

Whereas, Drayton Valley has just constructed a new membrane filtration water treatment plant with advanced equipment and technology.

Whereas, Drayton Valley, like all small rural municipalities, is challenged in its ability to attract "skilled" and qualified water and wastewater operators.

Whereas, there is a huge risk to communities due to the dependency on, and retention of, skilled and knowledgeable operators to manage water and wastewater facilities in an environment where the regulatory framework is constantly becoming more stringent, and the effects of unintended manual error or diagnoses may affect the health of the public.

Whereas, towns such as Drayton Valley, located in an area of Alberta with active industrial activities such as oil and gas, forestry, and agriculture are facing increasing challenges such as understanding the effects and fate of contaminants including Contaminants of Emerging Concern (CECs; e.g., global organic contaminants, pharmaceuticals and personal care products, endocrine-modulating compounds, nanoparticles, industrial chemicals, and biological metabolites and toxins) within the municipal water cycle and its catchment area.

Therefore the Parties have undertaken to collaborate and create a Centre for Water Intelligence (CWI) in Drayton Valley with the purpose of commercializing applied research and new innovative technology in the fields of water and wastewater treatment. The CWI will serve as a creative center in Alberta where industry and academic partnerships are made with the common goal of advancing

the practical application (i.e. commercialization) of innovative technologies that have the ability to enhance water and wastewater treatment for the betterment of public health, environmental quality, and long-term water resource sustainability for generations to come.

Parties may refer to each other as strategic knowledge participants. Parties may determine a program for specific joint activities. Parties, where appropriate, may engage other parties and institutions in the execution of this MOU, notwithstanding provisions related to Confidential Information as outlined in this document.

Recognizing that the implementation of any forms of educational and research collaboration depends on the availability of financial support, the institutions shall make their best endeavors to identify and gain access to suitable sources of funding to support the activities proposed in this MOU.

Party Roles and Responsibilities:

The Parties agree to the roles and responsibilities as follows:

The Town of Drayton Valley will:

1. Be responsible for providing access to, and space within, the new WTP such that it will serve as the primary location where the applied research will be conducted.
2. Be responsible for providing access to its operational staff to participate in the applied research project as required as well as the laboratory facilities within the WTP, within reasonable limits, and subject to the requirements of any applicable governing labour agreements.
3. Explore opportunities for funding sources by connecting government and industries and other agencies for support and regulations.
4. Commit to the investment of time (in-kind) at this stage of the project.

ISL Engineering and Land Services Ltd. will:

1. Be responsible for coordination of the applied research.
2. Be responsible for liaison and coordination with academia and securing software applications for commercialization.
3. Be responsible for the management of any required funding applications.
4. Be responsible for providing water and wastewater treatment expertise as required.
5. Be responsible for providing earth science expertise as required.
6. Commit to the investment of time (in-kind) at this stage of the project.

MetalBoss Technologies Inc. will:

1. Be responsible for the liaison and coordination with the sensor and materials science fields.
2. Be responsible for providing materials science and sensor expertise as required.
3. Be responsible for concept development, design, cost estimating, and manufacturing of testing apparatuses as required (excluding the cost of manufactured goods).
4. Be responsible for the management of Intellectual Property and protection of Intellectual Property Rights (i.e., liaison and preparation of patent applications).
5. Be responsible for commercialization and manufacturing of hardware products developed through this project.
6. Commit to the investment of time (in-kind) at this stage of the project.

The terms of cooperation for each specific activity contemplated under this MOU shall be mutually discussed and agreed upon in writing by the Parties prior to initiation of that activity.

All activities developed hereunder shall be in accordance with the laws of the Province of Alberta and the applicable laws of Canada, without regard to conflicts of law principles. In the case of any dispute arising between Parties as to their respective rights and obligations under this MOU, any Party shall be entitled to give notice of such dispute and to request arbitration in accordance with the laws applicable in the Province of Alberta.

In order to carry out the intent of the MOU, the Parties may exchange information or opinions that the disclosing party may consider to be Confidential Information. The Parties to this MOU agree to treat such information or opinions as Confidential Information and (a) shall keep all Confidential Information strictly confidential, (b) shall not disclose any Confidential Information to any third party without consent of all Parties, (c) shall not use, copy, or store any Confidential Information for any purpose other than the work outlined in this MOU, and (d) shall employ protective measures fully commensurate with those used to protect their own most important confidential information, but in any case no less than reasonable care. The Parties understand and agree that failure to keep another Party's Confidential Information strictly confidential may constitute irreparable harm for which the harmed Party may seek any remedies available at law.

During the period of the MOU, it is expected that Intellectual Property (IP) may be developed either jointly by some of the Parties or by a third party (e.g., university or researcher) under direction of the Parties as related to the activities of this MOU. Capturing and protecting this IP as IP Rights (e.g., patents) is of the utmost importance to the commercial success of the knowledge and products developed. All IP Rights shall be owned by MT and/or ISL, depending on the affiliation of the primary inventor, subject however to the beneficial rights of the other Parties recognizing that all Parties shall retain beneficial interests which interests may be specifically defined by subsequent agreement between the Parties. The Parties shall share in the costs (including patent preparation and filing fees) and the benefits (including licensing royalties) associated with the said IP.

The MOU shall be valid for a period of ten (10) years and shall become effective from the date when Parties have affixed their signatures to it. The MOU may be extended by way of agreement in writing of all Parties not later than two months before the expiry date of the initial validity period.

The MOU may be revised or modified within its period of validity by written consent of all Parties. It may be terminated within that period by any Party, giving not less than three months' prior written notice of the intention to terminate to the remaining Parties. The signatures below are subject to ratification by all relevant governing bodies.

Signatures**For the Town of Drayton Valley/CETC:**

Date

For ISL Engineering and Land Services Ltd.:

Date

For MetalBoss Technologies Inc.:

Date