



## Agenda

Call to Order

National Anthem

1.0 Additions to the Agenda

2.0 Adoption of Agenda

3.0 Corrections or Amendments:

3.1. January 6, 2016, Regular Meeting of Council Minutes 3-7

4.0 Adoption of:

4.1. January 6, 2016, Regular Meeting of Council Minutes

5.0 Community Spotlight

5.1. Aim for Success - "I am" Mother/Daughter Conference on March 5, 2016

6.0 Delegations

6.1. Sunrise Village – Glenna Martel 8

6.2. Healthy Communities Coalition – *Drayton Valley and District Workplace Wellness Conference on March 7, 2016* 9

6.3. S/Sgt. Callihoo – RCMP Stats December 2015 20-26

7.0 Public Time

8.0 Decision Items Pages 10-18

8.1. Councillor Bossert	Drayton Valley and District FCSS Strategic Plan 2016 - 2020	10-11
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8.2. Councillor Nadeau	Policies for Early Childhood Development Centre and Family Day Home Agency	12-17
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8.3. Councillor Long	Signing Authority	18
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9.0 Information Items Pages 19-37

9.1. RCMP Stats December 2015	20-26
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9.2. Drayton Valley Brazeau County Fire Services Stats – November, December and Year End 2015	27-32
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9.3. Brazeau Seniors Foundation Meeting Minutes December 2015	33-37
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## Regular Meeting of Council

January 27, 2016

Page 2 of 2

### 10.0 Department Reports

10.1. Planning & Development	Shahid Mughal
10.2. Engineering, Transportation & Sustainability	Ron Fraser
10.3. Community Services & FCSS	Annette Driessen
10.4. Emergency Services	Tom Thomson
10.5. Administration	
• Legislative Services	Chandra Dyck
• Economic Development	Eric Burton
• Communications and Marketing	Tyler Russell
• Information Services/ACAO Report	Nesen Naidoo

### 11.0 Council Reports

11.1. Councillor Fredrickson
11.2. Councillor Nadeau
11.3. Councillor Long
11.4. Councillor Bossert
11.5. Deputy Mayor Wheeler

### 12.0 Adjournment



## Meeting Minutes

### **THOSE PRESENT:**

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

Kevin McMillan, Assistant Director of Corporate Services  
Chandra Dyck, Legislative Services Coordinator  
Eric Burton, Economic Development Officer  
Rita Bijean, Executive Assistant  
Tyler Russell, Communications & Marketing Coordinator  
Danette Moulé, Sustainability Coordinator  
Cassandra Jodoin, CIBW Radio  
Mamta Lulla, Drayton Valley Western Review  
Members of the Public

### **ABSENT:**

Shahid Mughal, Planning & Development Manager

### **CALL TO ORDER**

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

### **1.0 Additions/Deletions to the Agenda**

#### **RESOLUTION #001/16**

Councillor Wheeler moved to delete Item 5.1 "Wade and Dana Wishloff" from the January 6, 2016, Regular Meeting of Council Agenda.

**CARRIED UNANIMOUSLY**

### **2.0 Adoption of Agenda**

#### **RESOLUTION #002/16**

Councillor Shular moved to adopt the January 6, 2016, Regular Meeting of Council Agenda as amended.

**CARRIED UNANIMOUSLY**

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

#### **3.1. December 9, 2015, Regular Meeting of Council Minutes**

There were no corrections or amendments to the December 9, 2015, Regular Meeting of Council Minutes.

### **4.0 Adoption of:**

#### **4.1. December 9, 2015, Regular Meeting of Council Minutes**

#### **RESOLUTION #003/16**

Councillor Bossert moved to adopt the December 9, 2015, Regular Meeting of Council Minutes as presented.

**CARRIED UNANIMOUSLY**

**5.0 Delegations**

5.1. Wade and Dana Wishloff

This item was deleted from the Agenda.

5.2. Community Sustainability Award

Ms. Moulé presented the selection of Mr. Keith Warren for a Community Sustainability Award for developing a technique to super-insulate older existing homes with straw bales. Mr. Warren provided a brief explanation of the process. Mayor McLean, on behalf of the Town of Drayton Valley Council, presented Keith Warren with the Community Sustainability Award.

**6.0 Public Time**

No comments were received.

**7.0 Decision Items**

7.1. Women in Leadership Terms of Reference

**RESOLUTION #004/16**

Councillor Nadeau moved that Council approve the Women in Leadership Terms of Reference as presented.

Councillor Bossert moved to amend the "Purpose and Mandate" section of the Terms of Reference by deleting the words "competitive advantage" and replacing them with "exposure to leadership opportunities".

**AMENDMENT CARRIED UNANIMOUSLY**

**RESOLUTION #004/16, AS AMENDED,  
CARRIED UNANIMOUSLY**

7.2. Lightstream Resources Ltd. Contribution Agreement Revision

**RESOLUTION #005/16**

Councillor Long moved that Council approve the revised payment terms for the contribution agreement with Lightstream Resources Ltd.

**CARRIED UNANIMOUSLY**

7.3. "Recreation and Culture Programming" Insurance

**RESOLUTION #006/16**

Councillor Fredrickson moved that Council endorses "Recreation and Culture Programming" to be covered under the Town of Drayton Valley's General Liability Insurance.

**CARRIED UNANIMOUSLY**

7.4. "Family Day 2016" Insurance

**RESOLUTION #007/16**

Councillor Shular moved that Council endorses the "Family Day 2016 Event" to be covered under the Town of Drayton Valley's General Liability Insurance.

**CARRIED UNANIMOUSLY**

7.5. "Youth Day 2016" Insurance

**RESOLUTION #008/16**

Councillor Wheeler moved that Council endorses the "Youth Day 2016 Event" to be covered under the Town of Drayton Valley's General Liability Insurance.

**CARRIED UNANIMOUSLY**

7.6. 4-S Skate Park Jam Event Insurance

**RESOLUTION #009/16**

Councillor Bossert moved that Council endorses the “4-S Skate Park Jam Event” to be covered under the Town of Drayton Valley’s General Liability Insurance.

**CARRIED UNANIMOUSLY**

7.7. 2016 Triathlon Insurance

**RESOLUTION #010/16**

Councillor Nadeau moved that Council endorses the “5<sup>th</sup> Annual Triathlon and Kids of Steel Event” to be covered under the Town of Drayton Valley’s General Liability Insurance.

**CARRIED UNANIMOUSLY**

**Mayor McLean declared a pecuniary interest in Item 7.8 and exited the meeting at 9:52 a.m. Deputy Mayor Wheeler assumed the Chair.**

7.8. Contract Agreement for Net Zero Study

**RESOLUTION #011/16**

Councillor Long moved that Town Council approve the Contract Agreement between the Town of Drayton Valley and Independent Electric Controls Ltd. regarding project management of the Aquatic Facility Net Zero Study.

**CARRIED UNANIMOUSLY**

**RESOLUTION #012/16**

Councillor Long moved that Town Council support the access to and use of the intellectual property from the Aquatic Facility Net Zero Study by both the Town of Drayton Valley and Brazeau County.

**CARRIED UNANIMOUSLY**

**Mayor McLean resumed chairing the meeting at 9:58 a.m.**

7.9. Public Open Space Development Award

**RESOLUTION #013/16**

Councillor Fredrickson moved that Council award the Construction Contract for the Open Space Development at the former HW Pickup School site, to Blue Grass Sod Farms for the sum of \$607,345.56 plus GST.

Councillor Shular made a friendly amendment to Resolution #013/16, changing the sum from “\$607,345.56 plus GST” to “\$607,343.56 plus GST”.

**AMENDMENT CARRIED UNANIMOUSLY**

**RESOLUTION #013/16, AS AMENDED**

**CARRIED UNANIMOUSLY**

***Mayor McLean called a break at 10:04 a.m.***

***Mayor McLean reconvened the meeting at 10:26 a.m.***

**8.0 Information Items**

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8.1. Mayor’s Report – AUMA

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8.2. RCMP Stats November

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8.3.	Drayton Valley and District FCSS Board Meeting Minutes March 2014, October 2014, December 2014, April 2015, July 2015, October 2015
8.4.	STAR Catholic Board Highlights December 2015
8.5.	Brazeau Seniors Foundation Meeting Minutes November 2015
8.6.	Mayor's Report – Netherlands Trip

## RESOLUTION #014/16

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

**CARRIED UNANIMOUSLY**

## 9.0 Department Reports

### 9.1. Engineering, Transportation & Sustainability

Mr. Fraser informed Council of the following updates:

- Meeting with Brazeau County to discuss Ring Road;
- Final components remaining with the Water Treatment Plant construction;
- Ms. Moulé is working on a Greenhouse Gas Inventory Plan as well as Women in Leadership Program and Youth initiatives; and
- Mr. Mughal is looking at revising the Municipal Development Plan and a study to revitalize the downtown area.

### 9.2. Community Services & FCSS

Ms. Driessen advised of:

- Recreation & Culture Master Plan workshop on January 18, 2016;
- The Urban Housing Program has vacancies, for more information please call Brazeau Seniors Foundation; and
- Encouraged everyone to complete the survey on the website for the Recreation and Culture Master Plan.

### 9.3. Emergency Services

Fire Chief Thomson informed Council that a full report will be presented at the next Council Meeting.

### 9.4. Administration

#### • Legislative Services

Ms. Dyck had nothing to report.

#### • Economic Development

Mr. Burton advised Council of an upcoming Annual General Meeting for the Chamber of Commerce and that a draft Community Profile has been completed.

#### • Communications and Marketing

Mr. Russell informed Council that the app has 954 downloads, confirming that events on the website are linked to the app, and advised of the branding process which will be coming forward to the January 20, 2016, Governance & Priorities Meeting.

#### • Information Services

Mr. Naidoo had nothing to report.

- CAO Report  
Mr. Dibben updated Council on the TELUS Smarter Towns Pilot, 2016 Budget, and Administrative changes to meetings.

## **10.0 Council Reports**

### **10.1. Councillor Bossert**

- January 5, Homelessness and Poverty Reduction Team Meeting
- Poverty Simulator on January 28, at the MacKenzie Conference Centre

### **10.2. Councillor Fredrickson**

- Healthy Community Coalition Meeting

### **10.3. Councillor Nadeau**

- Economic Development Committee Meetings
- Meetings with local developers
- January 5, Communities in Bloom
- January 29, Lawn Chair Movie Night at the Omniplex
- Branding sessions

### **10.4. Councillor Long**

- Meetings with local developers
- Branding sessions

### **10.5. Councillor Shular**

- Had nothing to report.

### **10.6. Councillor Wheeler**

- Sustainability Committee Meeting

### **10.7. Mayor McLean**

- December 11, AUMA Municipal Governance Committee
- December 12, Town Staff Christmas Party
- December 15, Council Christmas Open House
- December 30, Governance and Priorities Meeting
- Meetings with local developers

## **11.0 Adjournment**

### **RESOLUTION #015/16**

Councillor Long moved that Council adjourn the January 6, 2016, Regular Meeting of Council at 11:00 a.m.

**CARRIED UNANIMOUSLY**

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MAYOR

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CHIEF ADMINISTRATIVE OFFICER



# Town of Drayton Valley

## Delegation Request Form

Name (s): Glenna Martel  
Organization: Sunrise Village  
Contact Number: 780-542-5572 Contact E-mail: gmartel@extendicare.com  
Mailing Address: 3902-47th St. Drayton Valley, Ab

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

- ☒ Council Meeting  
☐ Governance & Priorities Committee Meeting  
☒ Special Meeting/Presentation  
☐ Administration Meeting

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

Reason for Requesting Delegation:

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

Hoping to inform council of our respite services offered at Sunrise Village

Additional Information Provided

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

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Please indicate any preference you have for meeting:

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Please submit your request by:

Fax: 780.542.5753

E-mail:

[admin-support@draytonvalley.ca](mailto:admin-support@draytonvalley.ca)

In person: 5120-52 ST





# Town of Drayton Valley

## Delegation Request Form

Name (s): Noah Boakye-Yiadom  
Organization: Healthy Communities Coalition  
Contact Number: 403-783-7919 Contact E-mail: noah.boakyeiyadom@ahs.ca  
Mailing Address: \_\_\_\_\_

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

- ☒ Council Meeting  
☐ Governance & Priorities Committee Meeting  
☐ Special Meeting/Presentation  
☐ Administration Meeting

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

Reason for Requesting Delegation:  
(information only, request for funding, concern, etc)

Presenting on the Drayton Valley and District Workplace Wellness Conference on March 7, 2016  
The coalition has been working within the social development strategy and this conference supports  
the goals of the strategy.

### Additional Information Provided

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

PowerPoint presentation

Please indicate any preference you have for meeting:

Please submit your request by:

Fax: 780.542.5753

E-mail:

admin-support@draytonvalley.ca

In person: 5120-52 ST

		<b>SECTION:</b>	<b>8</b>
<b>AGENDA ITEM: 8.1.</b>	Drayton Valley and District FCSS Strategic Plan 2016 - 2020		
<b>Department:</b>	Community Services		
<b>Presented by:</b>	Councillor Bossert		
<b>Support Staff:</b>	Lola Strand		

**BACKGROUND:**

The Drayton Valley and District Family and Community Support Services (FCSS) Strategic Plan, which was developed in 2010, expired in 2015. Therefore, the FCSS Board and staff worked together to draft a new 5 year plan for 2016 – 2020. The goal was to explore the current needs of the community to ensure that the priorities that were identified in the previous strategic plan were still relevant and to develop strategies that will lead to the achievement of those goals. It was also important to ensure that our goals are in alignment with current municipal and provincial goals.

After reviewing and revising the draft Strategic Plan over the course of several meetings, the FCSS Board developed the final draft of the Plan on December 7, 2015.

The Drayton Valley and District FCSS Strategic Plan 2016 – 2020 is included for Council's review and approval.

**Recommendation**

That Town Council approve the Drayton Valley and District FCSS Strategic Plan for 2016 – 2020 as presented.

# Drayton Valley and District FCSS Strategic Plan 2016-2020

**Provincial FCSS Over-arching Goal:**  
**FCSS enhances the social well-being of individuals, families, and community through prevention.**

Improved social well-being of individuals	Improved social well-being of families	Improved social well-being of community
1. Individuals experience personal well-being. 2. Individuals are connected with others. 3. Children and youth develop positively.	1. Healthy functioning within families. 2. Families have social supports.	1. The community is connected and engaged. 2. Community social issues are identified and addressed

## Drayton Valley and District FCSS Goals

Community members are resilient (able to overcome life’s challenges)	People have a sense of belonging to, ownership of and pride in their community.	Organizations are partnering and collaborating to build community capacity.	Citizens are aware of the resources available to them and how to access them
Strategies			
✓ Provide opportunities for seniors, youth and families to be actively engaged and supported to allow healthy, independent living ✓ Strengthen people by developing their skills, knowledge, confidence ✓ Increase the capacity of the community to provide citizens with what they need to be resilient	✓ Identify and involve diverse populations including families, youth, seniors, and people of different ethnicities ✓ Foster meaningful relationships with individuals who are on the margins or are isolated. ✓ Foster community pride through local initiatives ✓ Provide opportunities for volunteer development, training and celebration	✓ Work with the community to raise awareness about community needs and finding appropriate solutions ✓ Support local groups and organizations, businesses and government to work collaboratively	✓ Promote FCSS as a referral service ✓ Provide opportunities for local service providers to showcase their resources ✓ Maintain a current database of community resources and make it available to the community

Social Development Plan for the Town of Drayton Valley and Brazeau County		
A Responsible, Responsive and Resilient Community	A Caring and Inclusive Community	A Distinctive and Livable Community

<b>AGENDA ITEM: 8.2.</b>	Policies for Early Childhood Development Centre and Family Day Home Agency
<b>Department:</b>	Community Services
<b>Presented by:</b>	Councillor Nadeau
<b>Support Staff:</b>	Annette Driessen, Director of Community Services

**BACKGROUND:**

Each year the Childcare Operational Board presents to Council for approval any new or revised policies for the Early Childhood Development Centre and its Family Day Home Agency. All new or revised policies were approved by Council on June 24<sup>th</sup>, 2015.

The following policies are to be removed as they are referring to the Out of School Care Program which is no longer being offered at the Centre and hasn't been offered since 2014.

- Early Childhood Development Centre Distal Supervision
- Early Childhood Development Centre Enrolment for Before School Care
- Early Childhood Development Centre Guidance OSC

**RECOMMENDATION:**

That Town Council rescind the following Out of School Care Policies:

- Early Childhood Development Centre Distal Supervision
- Early Childhood Development Centre Enrolment for Before School Care
- Early Childhood Development Centre Guidance OSC

Policies and Procedures Index		Created	Reviewed
<b>A</b>	Absence Policy	15-Apr-15	
	Absenteeism/Late drop Off	15-Jul-10	11-Mar-15
	Administrative Records	21-Nov-07	11-Mar-15
	Aerosol Sprays/Pesticides	14-Feb-08	11-Mar-15
	Annual Vacation Leave Policy	25-Apr-15	
	Appeal Process	5-Oct-09	11-Mar-15
	Appliances	14-Feb-08	11-Mar-15
<b>B</b>	Bullying	5-Oct-09	11-Mar-15
<b>C</b>	Casual Call - In Procedure	12-Mar-12	11-Mar-15
	Child Referrals	18-Oct-10	11-Mar-15
	Childrens Records	21-Nov-07	11-Mar-15
	Code Of Ethics	16-Jan-09	11-Mar-15
	Communicable Diseases and Health	12-Jun-08	11-Mar-15
	Communications	22-Mar-10	11-Mar-15
	Community Partnerships	5-Jul-11	11-Mar-15
	Confidentiality	12-Jun-08	11-Mar-15
	Consent for Informal and Ongoing Sharing of Information	18-Oct-10	11-Mar-15
	Consent for the Release of Information	18-Oct-10	11-Mar-15
	Criminal and Child Welfare Checks	22-Mar-08	11-Mar-15
<b>D</b>	Diapering	3-Apr-08	11-Mar-15
	Disclosure	1-Mar-11	11-Mar-15
	Distal Supervision	10-Nov-09	11-Mar-15
	Drop-In Care	10-Nov-09	11-Mar-15
<b>E</b>	ECDC Evaluation Policy	10-Nov-09	11-Mar-15
	Emergency Evacuation	21-Nov-07	11-Mar-15
	Emergency or Serious Illness	21-Nov-07	11-Mar-15
	Employee Conduct	10-Oct-01	11-Mar-15
	Employee Wellness Program	15-May-12	11-Mar-15
	Enrolment	9-Sep-08	11-Mar-15
	Enrolment for Before School Care	19-Jan-09	11-Mar-15
	Equality and Diversity	10-Jul-11	11-Mar-15
	Evaluation	3-Feb-10	11-Mar-15
<b>F</b>	Family Communications	5-Nov-10	11-Mar-15
	Fees for Service	5-Jul-11	11-Mar-15
	Field Trip	3-Feb-10	11-Mar-15
	Fire Drill Procedure	21-Nov-07	11-Mar-15
	FOIP	10-Jan-11	11-Mar-15
	Food Handling	8-Feb-11	11-Mar-15
	Freedom of Information	14-Jun-10	11-Mar-15
<b>G</b>	Green	19-Jan-09	11-Mar-15
	Grievance	19-Jan-09	11-Mar-15
	Guidance	19-Jan-09	11-Mar-15
	Guidance OSC	3-Feb-10	11-Mar-15
<b>H</b>	Handwashing	3-Feb-10	11-Mar-15



	Hiring	3-Feb-10	11-Mar-15
	Holiday	3-Feb-10	11-Mar-15
	Home and Safe Site Visitation	26-Aug-13	11-Mar-15
I	Immunization Records	22-Mar-08	11-Mar-15
	Incident Reporting	22-Mar-08	11-Mar-15
	Inclement Weather/Closure	Sep-09	11-Mar-15
J			
K			
L	Late Pick-up	10-Jan-11	11-Mar-15
	Lock Down	3-Feb-10	11-Mar-15
M	Manner of Feeding	21-Nov-07	11-Mar-15
	Medication	12-Jun-08	11-Mar-15
N	Naptime	12-Jun-08	11-Mar-15
	Nine Hour Maximum Care	3-Feb-10	11-Mar-15
	No Smoking	21-Nov-07	11-Mar-15
	Nutrition and Health	3-Feb-10	11-Mar-15
O	Opening and Closing	1-Apr-08	11-Mar-15
	Orientation-Staff/Parent/Child	3-Feb-10	11-Mar-15
	Outdoor Play Equipment	14-Feb-08	11-Mar-15
	Outdoor Play	3-Feb-10	11-Mar-15
P	Parent Complaint/Concern Form	5-Nov-10	11-Mar-15
	Parental Concerns	5-Nov-10	11-Mar-15
	Parent Involvement	22-Mar-10	11-Mar-15
	Partnership Between Program and School	3-Feb-10	11-Mar-15
	Performance Appraisal	19-Jan-09	11-Mar-15
	Personal Property	9-Oct-08	11-Mar-15
	Pet Policy	6-Jun-12	11-Mar-15
	Planning	10-Sep-09	11-Mar-15
	Portable Records	21-Nov-07	11-Mar-15
	Priority Placement of Children	16-Jun-15	
	Professional Development	10-Jun-11	11-Mar-15
	Program Rates	26-Aug-08	11-Mar-15
	Property Damage	14-Dec-09	11-Mar-15
Q			
R	Refusal to Release Children Procedure	Sep-10	11-Mar-15
	Release of Children ( Refusal to release page for parents)	5-Nov-10	11-Mar-15
	Repair Maintenance Request	3-Feb-10	11-Mar-15
S	Safety	21-Nov-09	11-Mar-15
	Safe Supervision	1-Sep-11	11-Mar-15
	Short-Term Disability Benefits	13-Apr-15	
	Sensitive Interactions	3-Feb-10	11-Mar-15
	Sick Leave Policy	9-Mar-12	11-Mar-15
	Social Media Policy	14-Oct-15	11-Mar-15
	Special Services	5-Nov-10	11-Mar-15
	Sprinkler System Discharge Action Plan	11-Aug-14	11-Mar-15
	Staff Concerns	5-Nov-10	11-Mar-15
	Suspected Abuse	3-Feb-10	11-Mar-15

	Suspension	5-Nov-10	11-Mar-15
T	Technology Use	3-Feb-10	11-Mar-15
	Toileting	3-Apr-08	11-Mar-15
	Toxic Plants	22-Mar-08	11-Mar-15
	Transportation Policy	12-Dec-11	11-Mar-15
	TV/Video	3-Feb-10	11-Mar-15
U	Universal Precautions for Blood Borne Disease	21-Mar-11	11-Mar-15
V	Volunteer Policy	10-Oct-11	11-Mar-15
W	Waking	21-Nov-07	11-Mar-15
	Waitlist Policy	4-Jan-12	11-Mar-15
	Work Place Violence	3-Feb-10	11-Mar-15
X			
Y	Years of Service Awards	12-Mar-12	11-Mar-15
Z			



FDHA Policies and Procedures Index		Created	Reviewed
A	Administrative Records for Children	3-Feb-10	7-Jan-15
	Administrative Records for Providers	3-Feb-10	7-Jan-15
	Administrative Records for Staff, Providers and Parents	20-Jun-11	7-Jan-15
	Aerosol Sprays/Pesticides	3-Feb-10	7-Jan-15
	Alcohol and Drugs	3-Feb-10	7-Jan-15
	Appliances	3-Feb-10	7-Jan-15
	Application and Placement of Children Policy	17-Oct-11	7-Jan-15
	Authorization for Pick-up of Children	3-Feb-10	7-Jan-15
B	Back-up Care	3-Feb-10	7-Jan-15
C	Caseloads and Monitoring	3-Feb-10	7-Jan-15
	Child Abuse	3-Feb-10	7-Jan-15
	Child Development	25-Feb-10	7-Jan-15
	Child Referrals	18-Oct-10	7-Jan-15
	Code of Ethics	3-Feb-10	7-Jan-15
	Communicable Diseases	3-Feb-10	7-Jan-15
	Communication	22-Mar-10	7-Jan-15
	Community Partnerships	1-Jul-10	7-Jan-15
	Confidentiality	10-Feb-10	7-Jan-15
	Criminal Records Check	20-Dec-10	7-Jan-15
D	Diapering and Hand washing	3-Feb-10	7-Jan-15
	Disclosure	11-Jan-12	7-Jan-15
	Drop-in Care Procedures	3-Feb-10	7-Jan-15
E	Effective Communication	20-Jun-11	7-Jan-15
	Emergency Evacuation-Lock down	3-Feb-10	7-Jan-15
	Emergency or Serious Illness	3-Feb-10	7-Jan-15
	Emergency Fire Drill	3-Feb-10	7-Jan-15
	Enrollment	19-Jan-09	7-Jan-15
	Equality and Diversity	1-Jul-11	7-Jan-15
F	Fees for Service	17-Oct-11	7-Jan-15
	Food Handling	14-Feb-11	7-Jan-15
G	Grievance	3-Feb-10	7-Jan-15
	Guidance	3-Feb-10	7-Jan-15
H	Home and Safety Checklists	3-Feb-10	7-Jan-15
	Hours of Care	20-Sep-10	7-Jan-15
	Hygiene	3-Feb-10	7-Jan-15
I	Incident and Investigation Procedures	22-Mar-10	7-Jan-15
	Infant Care	20-Sep-10	7-Jan-15



J			
K			
L	Late Pick Up	1-Jan-11	7-Jan-15
M	Matching Criteria	3-Feb-10	7-Jan-15
	Materials and Supplies	3-Feb-10	7-Jan-15
	Meals and Snacks	3-Feb-10	7-Jan-15
	Medication	3-Feb-10	7-Jan-15
N	Nine Hour Maximum Care	3-Feb-10	7-Jan-15
	Nutrition and Health	3-Feb-10	7-Jan-15
O	Outdoor Equipment	3-Feb-10	7-Jan-15
	Outdoor Play	3-Feb-10	7-Jan-15
P	Parent Involvement	3-Feb-10	7-Jan-15
	Performance Appraisal	3-Feb-10	7-Jan-15
	Persons Present in the Day Home	14-Jun-10	7-Jan-15
	Pets	20-Sep-10	7-Jan-15
	Planning	3-Feb-10	7-Jan-15
	Portable Records	3-Feb-10	7-Jan-15
	Priority Placement of Children	16-Jun-15	13-Jun-15
	Program Assessment	3-Feb-10	7-Jan-15
	Program Planning	3-Feb-10	7-Jan-15
	Provider Approval Process	3-Feb-10	7-Jan-15
	Provider Termination	18-Oct-10	7-Jan-15
	Provider Training	3-Feb-10	7-Jan-15
Q			
R	Release of Children	22-May-10	7-Jan-15
S	Safe Supervision	3-Feb-10	7-Jan-15
	Sensitive Interactions	3-Feb-10	7-Jan-15
	Services for Parents	3-Feb-10	7-Jan-15
	Smoking	3-Feb-10	7-Jan-15
	Suggested Day Home Fees	3-Feb-10	7-Jan-15
T	Toxic Plants	3-Feb-10	7-Jan-15
	Trampolines	14-Jun-10	7-Jan-15
	Transportation and Outings	3-Feb-10	7-Jan-15
	TV/Video	3-Feb-10	7-Jan-15
	Universal Precautions for Blood-Borne Diseases	14-Feb-10	7-Jan-15
U			
V	Visual Identity	20-Jun-11	7-Jan-15
W	Waitlist	4-Jan-12	
	Walkways	3-Feb-10	7-Jan-15
	Workshop Cancellation	3-Feb-10	7-Jan-15
X			
Y			
Z			

		<b>SECTION</b>	<b>8.0</b>
<b>AGENDA ITEM: 8.3.</b>	<b>Signing Authorities</b>		
<b>Department:</b>	<b>Administration</b>		
<b>Presented by:</b>	<b>Councillor Long</b>		
<b>Support Staff:</b>			

**BACKGROUND:**

As a result of the change of Administration for the Town, a resolution of Council is required to set out the signing authorities for the Municipal Corporation of the Town of Drayton Valley.

**MOTION:**

I move that:

- a. the signing authorities for the Town of Drayton Valley be as follows, effective January 29, 2016:

The Municipal Corporation of the Town of Drayton Valley resolves that any one of the following – Glenn McLean, Mayor, Councillor Nicole Nadeau, Councillor Graham Long, Councillor Dean Shular, Councillor Fayrell Wheeler, Councillor Debra Bossert, Councillor Brandy Fredrickson; along with any one of the following from Administration – Dwight Dibben, Chief Administrative Officer; Annette Driessen, Director of Community Services; Thomas Thomson, Director of Emergency Services; Ron Fraser, Director of Engineering and Development; Kevin McMillan, Assistant Director of Corporate Services; or any person designated by the Chief Administrative Officer, in writing - are hereby authorized for and in the name of the Corporation to draw, endorse, accept, sign and make all or any bills of exchange, cheques, promissory notes and order for the payment of money, and other instruments whether negotiable or not for deposit or collection for the credit of the Corporation only with the bankers of the Corporation, and that the Chief Administrative Officer or any person designated by the Chief Administrative Officer, in writing, may arrange, settle and certify all books and accounts between the Corporation and its bankers and sign receipts for vouchers; and,

- b. with regard to documents relating to Administration, the Chief Administrative Officer or his designate be authorized, in writing, to sign such instruments.

## 9.0 Information Items

Pages 19-37

9.1. RCMP Stats December 2015	20-26
9.2. Drayton Valley Brazeau County Fire Services Stats – November, December and Year End 2015	27-32
9.3. Brazeau Seniors Foundation Meeting Minutes December 2015	33-37

### **MOTION:**















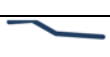











I move that Town Council accept the above items as information.

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

Tuesday, January 05, 2016






CATEGORY	Trend	2011	2012	2013	2014	2015
Offences Related to Death		0	0	0	0	0
Robbery		6	2	1	8	3
Sexual Assaults		9	12	4	10	10
Other Sexual Offences		1	2	2	7	3
Assault		157	183	145	150	110
Kidnapping/Hostage/Abduction		1	9	2	2	2
Extortion		1	0	0	1	0
Criminal Harassment		25	30	17	23	14
Uttering Threats		71	58	46	45	52
Other Persons		0	0	0	0	0
<b>TOTAL PERSONS</b>		<b>271</b>	<b>296</b>	<b>217</b>	<b>246</b>	<b>194</b>
Break & Enter		103	109	69	77	77
Theft of Motor Vehicle		88	106	82	93	70
Theft Over \$5,000		11	19	10	12	12
Theft Under \$5,000		335	280	374	329	271
Possn Stn Goods		37	50	31	51	25
Fraud		34	41	47	53	52
Arson		0	2	1	1	2
Mischief To Property		280	299	300	344	272
<b>TOTAL PROPERTY</b>		<b>888</b>	<b>906</b>	<b>914</b>	<b>960</b>	<b>781</b>
Offensive Weapons		7	17	15	27	17
Disturbing the peace		122	160	146	94	73
<b>OTHER CRIMINAL CODE</b>		<b>180</b>	<b>200</b>	<b>160</b>	<b>249</b>	<b>220</b>
<b>TOTAL OTHER CRIMINAL CODE</b>		<b>309</b>	<b>377</b>	<b>321</b>	<b>370</b>	<b>310</b>
<b>TOTAL CRIMINAL CODE</b>		<b>1,468</b>	<b>1,579</b>	<b>1,452</b>	<b>1,576</b>	<b>1,285</b>

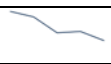
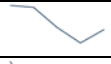

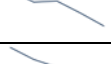

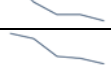
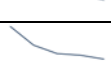
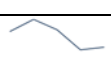

**Drayton Valley Municipal Detachment**  
**Statistical Comparison**  
**January to December: 2011 - 2015**

CATEGORY	Trend	2011	2012	2013	2014	2015
Drug Enforcement - Production		0	1	0	0	0
Drug Enforcement - Possession		43	58	49	75	42
Drug Enforcement - Trafficking		16	11	26	20	21
Drug Enforcement - Other		0	1	0	1	0
<b>Total Drugs</b>		<b>59</b>	<b>71</b>	<b>75</b>	<b>96</b>	<b>63</b>
Federal - General		14	14	10	6	7
<b>TOTAL FEDERAL</b>		<b>73</b>	<b>85</b>	<b>85</b>	<b>102</b>	<b>70</b>
Liquor Act		88	58	29	17	13
Other Provincial Stats		73	84	97	95	111
<b>Total Provincial Stats</b>		<b>161</b>	<b>142</b>	<b>126</b>	<b>112</b>	<b>124</b>
Municipal By-laws Traffic		9	6	8	10	8
Municipal By-laws		116	157	116	82	98
<b>Total Municipal</b>		<b>125</b>	<b>163</b>	<b>124</b>	<b>92</b>	<b>106</b>
Fatals		0	2	1	0	1
Injury MVC		11	7	8	7	9
Property Damage MVC (Reportable)		367	391	309	373	271
Property Damage MVC (Non Reportable)		54	56	40	38	36
<b>TOTAL MVC</b>		<b>432</b>	<b>456</b>	<b>358</b>	<b>418</b>	<b>317</b>
<b>Provincial Traffic</b>		<b>908</b>	<b>738</b>	<b>541</b>	<b>534</b>	<b>406</b>
<b>Other Traffic</b>		<b>21</b>	<b>20</b>	<b>11</b>	<b>4</b>	<b>10</b>
<b>Criminal Code Traffic</b>		<b>152</b>	<b>172</b>	<b>129</b>	<b>106</b>	<b>78</b>
<b>Common Police Activities</b>						
False Alarms		295	310	253	315	320
False/Abandoned 911 Call and 911 Act		143	82	100	107	128
Suspicious Person/Vehicle/Property		203	250	129	45	95
Persons Reported Missing		7	5	12	16	9
Spousal Abuse - Survey Code		N/A	166	145	151	172

## Drayton Valley Municipal Detachment

### 5 Year Traffic Summary - January to December

January to December	Trend	2011	2012	2013	2014	2015
Fatals		0	2	1	0	1
Injury MVAS		11	7	8	7	9
Property Damage MVAS (Reportable)		367	391	309	373	271
Property Damage MVAS (Non Reportable)		54	56	40	38	36
Total MVC		432	456	358	418	317

January to December	Trend	2011	2012	2013	2014	2015
Impaired Operation*		65	57	35	37	24
Roadside Suspensions - alcohol related - No charge**		21	20	11	4	10
Occupant Restraint/Seatbelt Violations**		44	7	6	4	4
Speeding Violations**		39	29	30	20	9
Intersection Related Violations**		35	26	20	11	13
Driving without Due Care or Attention*		15	7	3	3	1
Other Moving Traffic*		297	264	150	138	103
Other Non-Moving Violation**		257	153	107	97	76
Other CC Traffic***		26	35	27	12	14

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

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

Tuesday, January 05, 2016

CATEGORY	Trend	2011	2012	2013	2014	2015
Offences Related to Death		0	0	0	0	0
Robbery		2	0	0	0	0
Sexual Assaults		1	0	1	2	2
Other Sexual Offences		0	0	0	2	0
Assault		13	17	12	11	9
Kidnapping/Hostage/Abduction		0	0	1	0	1
Extortion		0	0	0	0	0
Criminal Harassment		2	0	0	2	1
Uttering Threats		4	5	2	5	6
Other Persons		0	0	0	0	0
<b>TOTAL PERSONS</b>		<b>22</b>	<b>22</b>	<b>16</b>	<b>22</b>	<b>19</b>
Break & Enter		3	10	7	7	6
Theft of Motor Vehicle		14	8	7	3	6
Theft Over \$5,000		0	1	2	1	1
Theft Under \$5,000		23	19	35	14	22
Possn Stn Goods		2	2	2	1	0
Fraud		5	3	4	4	6
Arson		0	0	0	0	0
Mischief To Property		20	19	25	21	17
<b>TOTAL PROPERTY</b>		<b>67</b>	<b>62</b>	<b>82</b>	<b>51</b>	<b>58</b>
Offensive Weapons		0	3	3	2	0
Disturbing the peace		11	13	4	6	2
<b>OTHER CRIMINAL CODE</b>		<b>9</b>	<b>12</b>	<b>5</b>	<b>21</b>	<b>14</b>
<b>TOTAL OTHER CRIMINAL CODE</b>		<b>20</b>	<b>28</b>	<b>12</b>	<b>29</b>	<b>16</b>
<b>TOTAL CRIMINAL CODE</b>		<b>109</b>	<b>112</b>	<b>110</b>	<b>102</b>	<b>93</b>

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

December	Trend	2011	2012	2013	2014	2015
Fatals		0	0	0	0	0
Injury MVAS		1	1	0	1	0
Property Damage MVAS (Reportable)		33	41	41	41	28
Property Damage MVAS (Non Reportable)		4	9	5	3	2
Total MVC		38	51	46	45	30

December	Trend	2011	2012	2013	2014	2015
Impaired Operation*		5	6	4	4	2
Roadside Suspensions - alcohol related - No charge**		3	2	0	1	0
Occupant Restraint/Seatbelt Violations**		0	2	0	0	0
Speeding Violations**		4	1	1	1	0
Intersection Related Violations**		4	2	3	2	0
Driving without Due Care or Attention*		2	0	0	0	0
Other Moving Traffic*		33	13	15	16	14
Other Non-Moving Violation**		12	9	12	8	7
Other CC Traffic***		5	9	2	1	1

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



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

CATEGORY	Trend	2011	2012	2013	2014	2015
Drug Enforcement - Production		0	0	0	0	0
Drug Enforcement - Possession		3	6	7	6	0
Drug Enforcement - Trafficking		0	1	4	1	1
Drug Enforcement - Other		0	0	0	0	0
<b>Total Drugs</b>		<b>3</b>	<b>7</b>	<b>11</b>	<b>7</b>	<b>1</b>
Federal - General		1	0	0	0	0
<b>TOTAL FEDERAL</b>		<b>4</b>	<b>7</b>	<b>11</b>	<b>7</b>	<b>1</b>
Liquor Act		8	3	1	3	0
Other Provincial Stats		4	4	6	9	11
<b>Total Provincial Stats</b>		<b>12</b>	<b>7</b>	<b>7</b>	<b>12</b>	<b>11</b>
Municipal By-laws Traffic		1	1	1	1	0
Municipal By-laws		9	4	6	7	5
<b>Total Municipal</b>		<b>10</b>	<b>5</b>	<b>7</b>	<b>8</b>	<b>5</b>
Fatals		0	0	0	0	0
Injury MCS		1	1	0	1	0
Property Damage MVC (Reportable)		33	41	41	41	28
Property Damage MVC (Non Reportable)		4	9	5	3	2
<b>TOTAL MVC</b>		<b>38</b>	<b>51</b>	<b>46</b>	<b>45</b>	<b>30</b>
<b>Provincial Traffic</b>		<b>59</b>	<b>46</b>	<b>51</b>	<b>48</b>	<b>31</b>
<b>Other Traffic</b>		<b>3</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>0</b>
<b>Criminal Code Traffic</b>		<b>16</b>	<b>19</b>	<b>7</b>	<b>17</b>	<b>6</b>
<b>Common Police Activities</b>						
False Alarms		23	17	17	27	15
False/Abandoned 911 Call and 911 Act		10	10	5	11	14
Suspicious Person/Vehicle/Property		21	17	2	6	6
Persons Reported Missing		1	3	0	3	1
Spousal Abuse - Survey Code		N/A	5	15	18	12

Drayton Valley Municipal Detachment

January to December: 2011 - 2015

Category	Trend	2011	2012	2013	2014	2015		Mean	Std Deviation	Mean + 1 Std Dev	FLAG	Slope
<b>Theft Motor Vehicle (Total)</b>		88	106	82	93	70		87.8	11.9	99.7	Within Norm	-4.9
Auto		8	6	10	4	3		6.2	2.6	8.8	Within Norm	-1.2
Truck/SUV/Van		33	61	44	59	53		50.0	10.4	60.4	Within Norm	3.8
Motorcycle		0	0	0	0	0		0.0	0.0	0.0	Within Norm	0
Other		37	26	20	15	12		22.0	8.9	30.9	Within Norm	-6.1
Take Auto without Consent		10	13	8	15	2		9.6	4.5	14.1	Within Norm	-1.4
<b>Break and Enter (Total)</b>		103	109	69	77	77		87.0	15.9	102.9	Within Norm	-8.4
Business		39	24	33	32	39		33.4	5.5	38.9	Issue	0.8
Residence		36	49	23	30	27		33.0	9.1	42.1	Within Norm	-3.7
Cottage or Seasonal Residence		0	0	0	0	0		0.0	0.0	0.0	Within Norm	0
Other		16	25	4	11	9		13.0	7.1	20.1	Within Norm	-2.8
<b>Spousal Abuse</b>		N/A	166	145	151	172		158.5	10.9	169.4	Issue	2.4
<b>Robbery</b>		6	2	1	8	3		4.0	2.6	6.6	Within Norm	0
<b>Assault</b>		157	183	145	150	110		149.0	23.5	172.5	Within Norm	-12.7
<b>Sexual Assaults</b>		9	12	4	10	10		9.0	2.7	11.7	Within Norm	0
<b>Traffic</b>	Trend	2011	2012	2013	2014	2015		Mean	Std Deviation	Mean + 1 Std Dev	FLAG	Slope
Impaired Operation*		65	57	35	37	24		43.6	15.1	58.7	Within Norm	-10.2
Roadside Suspensions - alcohol related - No grounds to charge**		21	20	11	4	10		13.2	6.4	19.6	Within Norm	-3.8
Occupant Restraint/Seatbelt Violations**		44	7	6	4	4		13.0	15.5	28.5	Within Norm	-8.3
Speeding Violations**		39	29	30	20	9		25.4	10.2	35.6	Within Norm	-6.9
Intersection Related Violations**		35	26	20	11	13		21.0	8.8	29.8	Within Norm	-5.9
Driving without Due Care or Attention*		15	7	3	3	1		5.8	5.0	10.8	Within Norm	-3.2
Other Moving Traffic*		297	264	150	138	103		190.4	75.9	266.3	Within Norm	-51.4
Other Non-Moving Violation**		257	153	107	97	76		138.0	64.6	202.6	Within Norm	-41.8
Other CC Traffic***		26	35	27	12	14		22.8	8.6	31.4	Within Norm	-4.7

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



## **DRAYTON VALLEY/BRAZEAU COUNTY FIRE SERVICES**

### **Office of the Fire Chief**

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

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

### **November 2015 Stats**

#### **Town of Drayton Valley/ Brazeau County**

Fire Calls- 3

Rubbish and Grass Fires- 2

Motor Vehicle Collisions- 8

Rescue Calls- 1

Alarm Calls-6

Misc Calls- 4

**Total- 24**

#### **Town of Drayton Valley**

Fire Calls- 2

Rubbish and Grass Fires- 0

Motor Vehicle Collisions- 4

Rescue Calls- 0

Alarm Calls- 5

Misc Calls- 2

**Total- 13**

Tom Thomson  
Fire Chief

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

Murray Galavan  
Deputy Fire Chief of Operations  
[dfc@draytonvalley.ca](mailto:dfc@draytonvalley.ca)

Kamil Lasek  
Deputy Fire Chief of Training  
[firefighter@draytonvalley.ca](mailto:firefighter@draytonvalley.ca)

Carla Appleby  
Administrative Assistant  
[fireadmin@draytonvalley.ca](mailto:fireadmin@draytonvalley.ca)



## **DRAYTON VALLEY/BRAZEAU COUNTY FIRE SERVICES**

### **Office of the Fire Chief**

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

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

### **Brazeau County**

Fire Calls- 1

Rubbish and Grass Fire- 2

Motor Vehicle Collisions- 4

Rescue Calls- 1

Alarm Calls- 1

Misc Calls- 2

**Total- 11**



## **DRAYTON VALLEY/BRAZEAU COUNTY FIRE SERVICES**

### **Office of the Fire Chief**

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

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

### **December 2015 Stats**

#### **Town of Drayton Valley/ Brazeau County**

Fire Calls- 1

Rubbish and Grass Fires- 3

Motor Vehicle Collisions-2

Rescue Calls-0

Alarm Calls- 10

Misc Calls- 4

**Total- 20**

#### **Town of Drayton Valley**

Fire Calls- 0

Rubbish and Grass Fires- 0

Motor Vehicle Collisions- 1

Rescue Calls- 0

Alarm Calls- 5

Misc Calls- 1

**Total- 7**



## **DRAYTON VALLEY/BRAZEAU COUNTY FIRE SERVICES**

### **Office of the Fire Chief**

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

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

### **Brazeau County**

Fire Calls- 1

Rubbish and Grass Fire- 3

Motor Vehicle Collisions- 1

Rescue Calls- 0

Alarm Calls- 5

Misc Calls- 3

**Total- 13**





## **DRAYTON VALLEY/BRAZEAU COUNTY FIRE SERVICES**

### **Office of the Fire Chief**

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

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

### **2015 Year End Stats**

#### **Town of Drayton Valley/ Brazeau County**

Fire Calls- 42

Rubbish and Grass Fires- 40

Motor Vehicle Collisions- 55

Rescue Calls- 5

Alarm Calls- 114

Misc Calls- 66

**Total- 322**

#### **Town of Drayton Valley**

Fire Calls- 11

Rubbish and Grass Fires- 8

Motor Vehicle Collisions- 14

Rescue Calls- 1

Alarm Calls- 76

Misc Calls- 32

**Total- 142**



## DRAYTON VALLEY/BRAZEAU COUNTY FIRE SERVICES

### Office of the Fire Chief

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

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

### Brazeau County

Fire Calls- 31

Rubbish and Grass Fire- 32

Motor Vehicle Collisions- 41

Rescue Calls- 4

Alarm Calls- 36

Misc Calls- 36

**Total- 180**





*Brazeau*  
Seniors Foundation

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

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MEETING OF THE BOARD OF DIRECTORS  
Shangri-La Lodge, Drayton Valley  
December 10, 2015  
1:00 pm

**ATTENDANCE:**

**Directors Present:**

Jeannette Vatter, Chairperson  
Janet Young, Vice-Chairperson  
Brandy Fredrickson,  
Shirley Mahan  
Donna Gawalko

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

**Administration Present:**

Stella Keller  
Cindy Trudgian

Chief Administrative Officer  
Administrative Assistant

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**1.0 CALL TO ORDER**

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

**2.0 AGENDA**

**2.1 ADDITIONS TO THE AGENDA**

8.6 Correspondence – Brazeau County – Subdivision approval  
notification

**2.2 APPROVAL OF AGENDA**

**Resolution #15-12-01: Moved by J. Young to approve the agenda with additions.**

**Motion ...Carried Unanimously**

### **3.0 APPROVAL OF MINUTES**

#### **3.1 MINUTES FROM THE NOVEMBER 14, 2015 ORGANIZATIONAL BOARD MEETING**

**Resolution #15-12-02: Moved by D. Gawalko** to approve the minutes of the November 14, 2015 Organizational Board Meeting with amendments.

**Motion ...Carried Unanimously**

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

##### **3.2.1 Confirmation of Board Honorariums**

The following Board Honorariums were presented - \$25.00 per hour with a minimum of 2 hours, \$170.00 for half day meetings ( less than 4 hours), \$271.00 for a full day meetings over 4 hours and 430.00 for over 8 hours. The honorarium is \$349.00 per day for conferences, seminars, workshops, etc.

**Resolution #15-12-03: Moved by S. Mahan** to approve raising the Board honorariums as presented.

**Motion ...Carried Unanimously**

### **4.0 FINANCIAL**

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

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

**Resolution #15-12-04: Moved by D. Gawalko** to accept the Payable Disbursements as information.

**Motion ...Carried Unanimously**

##### **4.1.1.1 Visa Payable for November 2015**

*Defer to next meeting*

##### **4.1.2 Foundation Balance Sheet as of October 31, 2015**

**Resolution #15-12-05: Moved by S. Mahan** to accept the Balance Sheet as information.

**Motion ...Carried Unanimously**

##### **4.1.3 Foundation Financial Statements to October 31, 2015**

##### **4.1.3.1 Central Services/Lodge**

**Resolution #15-12-06: Moved by J. Young to accept the Central Services Financial Statements as information.**

**Motion ...Carried Unanimously**

#### **4.1.3.2 Provincial Housing Units**

**Resolution #15-12-07: Moved by S. Mahan to accept 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 November 2015.**

**4.2.2 Urban Housing Balance Sheet as of October 31, 2015**

**4.2.3 Urban Housing Financial Statements to October 31, 2015**

**Resolution #15-12-08: Moved by D. Gawalko to accept the Urban Housing Payable Disbursements, Balance Sheets and Financial Statements as information.**

**Motion ...Carried Unanimously**

### **4.3 BOARD MEMBER EXPENSE**

**4.3.1 Board Member Expenses for November 2015**

**Resolution #15-12-09: Moved by S. Mahan to approve the Board Member Expenses for November 2015, with the addition of mileage for J. Young for a total amount of \$1073.98.**

**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.



### **6.1.2 Vacancy Report**

It was suggested that the Board Members go for a tour of the facilities that Brazeau Foundation manages. The opportunity to view suites exists and members would like to see the properties.

**Resolution #15-12-10: Moved by J. Young to accept the Vacancy Report as information.**

**Motion ...Carried Unanimously**

### **6.1.3 Housing Monthly Profile**

**Resolution #15-12-11: Moved by S. Mahan to accept the Housing Monthly Profile as information.**

**Motion ...Carried Unanimously**

### **6.1.4 In-Private Session**

**Resolution #15-12-12: Moved by J. Young to go in-private to discuss personnel matters at 2:30pm.**

**Motion ...Carried Unanimously**

**Resolution #15-12-13: Moved by S. Mahan to come out of private at 2:53pm.**

**Motion ...Carried Unanimously**

## **7.0 NEW BUSINESS**

*None at this time*

## **8.0 CORRESPONDENCE**

- 8.1 From: Carlson Roberts Seely LLP – 2015 Engagement letter and Audit planning letter – (November 6, 2015)**
- 8.2 From: Brazeau County - Appointment of Councillor Shirley Mahan to the Brazeau Seniors Foundation Board, Councillor Kara Westerlund as alternate and Donna Gáwalko as the member at large (November 9, 2015)**
- 8.3 To: Jennifer Stone, Town of Drayton Valley – Updates for Drayton Valley “App” and town directories including Rental Properties. (November 26, 2015)**
- 8.4 From: Carlson Roberts Seely LLP – Acceptance of the Audit engagement.**
- 8.5 To: Margret Severin, Manager, Royal Bank – GIC Promotion (December 4, 2015)**



**8.6 From: Brazeau County – Application for subdivision approval in Breton  
(December 1, 2015)**

**Resolution #15-12-14: Moved by S. Mahan to accept the correspondence as  
information.**

**Motion ...Carried Unanimously**

**9.0 FUTURE MEETING DATES**

**9.1 NEXT BSF REGULAR BOARD MEETINGS – Thursday, January 14,  
2015 at the Shangri-La Lodge @ 11:55pm.**

**10.0 ADJOURNMENT**

**Resolution #15-12-15: Moved by D. Gawalko to adjourn the meeting at 3:05pm.**

**Motion ...Carried Unanimously**

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APPROVED AT THE January 14, 2015 MEETING OF THE BOARD

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

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