



Agenda

Call to Order

National Anthem

1.0	Additions to the Agenda	
2.0	Adoption of Agenda	
3.0	Corrections or Amendments:	
3.1.	March 9, 2016, Regular Meeting of Council Minutes	3-6
4.0	Adoption of:	
4.1.	March 9, 2016, Regular Meeting of Council Minutes	
5.0	Delegations	
5.1.	Youth Advisory Council: Earth Day – Chaise Combs	7-9
5.2.	2016 Triathlon Organizing Committee	10-12
5.3.	RCMP Stats – Sgt. Delisle	62-68
6.0	Public Time	
7.0	Decision Items	Pages 13-21
7.1.	Councillor Fredrickson Request for Temporary Closure of 51st Street	13-
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8.0	Department Reports	
8.1.	Engineering & Development	
	• Planning & Development	Shahid Mughal
	• Sustainability	Danette Moulé
	• Engineers Report	Ron Fraser
8.2.	Community Services & FCSS	Annette Driessen
8.3.	Emergency Services	Tom Thomson

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8.4.	Administration	
	<ul style="list-style-type: none"> • Communications and Marketing • CAO Report 	Tyler Russell Dwight Dibben
9.0	Council Reports	
9.1.	Councillor Bossert	
9.2.	Councillor Fredrickson	
9.3.	Councillor Nadeau	
9.4.	Councillor Long	
9.5.	Mayor McLean	
10.0	Information Items	Pages 22-68
10.1.	Yellowhead Regional Library Board Meeting Minutes, November 2015	23-29
10.2.	Economic Development Committee Meeting Minutes January and February 2016	30-32
10.3.	Brazeau Seniors Foundation Meeting Minutes January 2016 and Financial Statements December 31, 2015	33-53
10.4.	STAR Catholic Board Highlights March 2016	54
10.5.	Waste Management Committee Meeting Minutes October 2015 and February 2016	55-61
10.6.	RCMP Stats – February 2016	62-68
11.0	Adjournment	



Meeting Minutes

THOSE PRESENT:

Deputy Mayor Wheeler
Councillor Nadeau
Councillor Long
Councillor Shular
Councillor Bossert
Councillor Fredrickson
Dwight Dibben, Chief Administrative Officer
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

Shahid Mughal, Planning & Development Manager
Chandra Dyck, Legislative Services Coordinator
Sabine Larcher, Administrative Assistant
Tyler Russell, Communications & Marketing Coordinator
Jennifer Fynn, FCSS Program Assistant
Mamta Lulla, Drayton Valley Western Review
Members of the Public

ABSENT:

Mayor McLean
Leonard Rogers, Information Services Manager
Eric Burton, Economic Development Officer

CALL TO ORDER

Deputy Mayor Wheeler called the meeting to order at 9:01 a.m. and explained that Mayor McLean was absent due to attending the AUMA Mayors' Caucus.

1.0 Additions/Deletions to the Agenda

There was no addition/deletion to the March 9, 2016, Regular Meeting of Council Agenda.

2.0 Adoption of Agenda

RESOLUTION #044/16

Councillor Long moved to adopt the March 9, 2016, Regular Meeting of Council Agenda as presented.

CARRIED UNANIMOUSLY

3.0 Corrections or Amendments:

3.1. February 17, 2016, Regular Meeting of Council Minutes

There were no corrections or amendments to the February 17, 2016, Regular Meeting of Council Minutes.

4.0 Adoption of:

4.1. February 17, 2016, Regular Meeting of Council Minutes

RESOLUTION #045/16

Councillor Fredrickson moved to adopt the February 17, 2016, Regular Meeting of Council Minutes as presented.

CARRIED UNANIMOUSLY

Delegations4.2. Canadian Parks and Wilderness Society – Alison Ronson

Ms. Ronson, Executive Director of Canadian Parks and Wilderness Society of Northern Alberta, presented Council with information on the Society and their project to create Bighorn Wildland Provincial Park in Bighorn Backcountry.

4.3. Drayton Valley & District Family and Community Support Services – Home Support Program – Jennifer Fynn

Ms. Fynn informed Council about the new FCSS program of affordable Home Support.

5.0 Public Time

Ms. Melissa Saint-Claire presented Council with the idea of developing continuous walking trails from the northern end of Town to the southern, particularly to the new CETC site.

Councillor Nadeau explained that Administration has provided planning for walking trail connections in town and those plans will be reviewed at the annual budget review.

6.0 Decision Items6.1. Waste Management Committee Terms of Reference**RESOLUTION #046/16**

Councillor Bossert moved that Council approve the attached Terms of Reference for the Waste Management Committee.

CARRIED UNANIMOUSLY**7.0 Department Reports**7.1. Planning & Development

Mr. Mughal informed Council about the long term planning with a new development along 50th Avenue.

7.2. Engineering, Transportation & Sustainability

Mr. Fraser informed Council of the following updates:

- Sustainability:
 - Bike rack supply contract and installations are in progress
 - Community Energy & Greenhouse Gas Reduction Plan is being prepared
 - An event for Earth Day on April 23 is being planned jointly with the Youth Advisory Council
 - Composting course on March 15
 - Documentary movie nights at Brian's House of Coffee have started
- Street sweeping has begun on March 9
- There have been issues with pumps at the WTP that are being addressed
- RFPs for the summer capital projects are being issued

7.3. Community Services & FCSS

Ms. Driessen advised of:

- Planning for the summer capital projects and summer programming is underway

Regular Meeting of Council

Minutes of March 9, 2016

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- Next Open Space Development: Workshops with local artists and art groups is on March 21
- Thanked Vermillion Energy for providing a significant donation to the ECDC
- Upcoming events: Crafters Fair/Lil Rascals Garage Sale April 23, Annual Drayton Valley Triathlon May 7

7.4. Emergency Services

Fire Chief Thomson presented Council with the February stats and advised that Fire Services responded to 24 calls in the month of February.

7.5. Administration

- Communications and Marketing
Mr. Russell informed Council that the app has 996 downloads. He is currently working on an improved design for the events calendar on the website.
- CAO Report
Mr. Dibben explained that Administration is doing analytical work for an implementation plan of the Provincial Climate Change Plan. He attended the Drayton Valley Thunder Fundraising event. Mr. Dibben informed that a RFP for the Animal Control Services was issued.

8.0 Council Reports8.1. Councillor Long

- Library Board meetings
- March 8: Economic Development Committee meeting

8.2. Councillor Shular

- Will be away for one month beginning early next week

8.3. Councillor Bossert

- February 20: Annual Guns and Hoses Emergency Services Ball
- February 29: Drayton Valley Community Foundation meeting
- Meeting for the DV 100 Bike Race
- March 3: Town of Drayton Valley 2015 Service Awards
- March 5: "I am Empowered" Mother-Daughter Conference
- March 7: Workplace Wellness Conference
- March 15: Cultural Sustainability workshop in Camrose

8.4. Councillor Fredrickson

- February 18: Aquatic Facility Fund Development Strategy Committee meeting
- February 20: Annual Guns and Hoses Emergency Services Ball
- February 22-24: Growing Rural Tourism Conference
- March 7: Workplace Wellness Conference

8.5. Councillor Nadeau

- March 5: "I am Empowered" Mother-Daughter Conference
- March 8: Economic Development Committee meeting

8.6. Deputy Mayor Wheeler

- February 20: Annual Guns and Hoses Emergency Services Ball

- March 3: Town of Drayton Valley 2015 Service Awards
- Judge at 4-H Regionals
- March 5: Black & White Diamond Gala
- March 7: Workplace Wellness Conference
- March 8: International Women's Day event at the Library
- Pembina Physicians Recruitment and Retention Committee meeting

9.0 Information Items

9.1. Childcare Operational Board Minutes November 2015
9.2. STAR Catholic Board Highlights February 2016
9.3. Town of Drayton Valley Residential Waste Sort Report – October 2015
9.4. Councillor Fredrickson Conference Report – Growing Rural Tourism
9.5. Councillor Wheeler Conference Report – FCM Sustainability Conference
9.6. Drayton Valley Brazeau County Fire Services – February Stats

RESOLUTION #047/16

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

CARRIED UNANIMOUSLY

10.0 Adjournment

RESOLUTION #048/16

Councillor Shular moved that Council adjourn the March 9, 2016, Regular Meeting of Council at 10:20 a.m.

CARRIED UNANIMOUSLY

DEPUTY MAYOR

CHIEF ADMINISTRATIVE OFFICER



Town of Drayton Valley Delegation Request Form

Name (s): _____

Organization: _____

Contact Number: _____ Contact E-mail: _____

Mailing Address: _____

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

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

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

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

Additional Information Provided

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

Please indicate any preference you have for meeting:

Please submit your request by:

Fax: 780.542.5753

E-mail: admin-support@draytonvalley.ca

In person: 5120-52 ST

SCHEDULE IV (A)

SPECIAL ROADWAY EVENT PERMIT

PERMIT NO. 16 -

THIS PERMIT AUTHORIZES:

Name(s): Youth Advisory Council

Address Chase Combs Jamie May

Phone: chase.lucas.866@gmail.com jamie.may5547@gmail.com

REPRESENTING: (Group or Organization)
Youth Advisory Council

TO HOLD A SPECIAL ROADWAY EVENT WITHIN THE TOWN OF DRAYTON VALLEY AT:
(Place and /or Route to be used)

51 St between 51 Ave + 52 Ave

ON: April 23 2016 BETWEEN: midnight AND 4pm
(Date) (Start Time) (Finish Time)

THE NATURE OR OBJECTIVE OF THE SPECIAL ROADWAY EVENT IS:
Earth Day

AND WILL INVOLVE APPROXIMATELY 100 PEDESTRIANS AND 0 VEHICLES

THE APPROXIMATE NUMBER OF SIGNS/PLACARDS AND/OR BANNERS WILL BE _____
AND THE WORDING OR INSCRIPTIONS WILL BE _____

THE UNDERSIGNED REPRESENTATIVE(S) OF THE GROUP OR ORGANIZATION INDEMNIFY THE TOWN FROM ANY LIABILITY WHATSOEVER ARISING FROM THE EVENT AND UNDERTAKE RESPONSIBILITY FOR THE GOOD CONDUCT AND ORDER OF THE SPECIAL ROADWAY EVENT, AND CERTIFY THE ORGANIZATION HAS A MINIMUM COMPREHENSIVE GENERAL LIABILITY INSURANCE POLICY OF \$2,000,000.

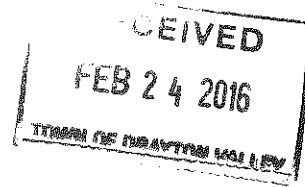
Chase Combs
(Applicant Signature)

Jamie May
(Co-Applicant Signature)

DATE _____

AUTHORIZED: _____ PER _____
(Engineer or Representative)

Chaise Combs
4624 46 Ave, T7A 1H6
Drayton Valley, AB
February 24, 2016



Pam Balke:
Bylaw Officer
Town of Drayton Valley
Box 6837, 5120-52 Street
Drayton Valley, AB T7A 1A1

Dear Ms. Pam Balke,

The Youth Advisory Council is putting together a non-profit Earth Day event. We would like to request permission to close down 51st street from 12am-4pm on Saturday, April 23, 2016 for this event. This would be beneficial for store owners on the street because they could bring their sale items out onto the sidewalk. Drayton Valley citizens would come with their family and friends to enjoy events that have been set up to promote environmental activities and bring our community together.

Our plan to engage the business community on 51st Street includes distributing flyers telling them about the event, the street closure, and encouraging them to set up tables outside their shops during the event. We will do this in person so that we can respond to any questions or concerns immediately.

Our Youth Advisory Council leader is Danette Moulé, Sustainability Coordinator with the Town of Drayton Valley. However, for any inquiries, please contact us at either chaiselucas866@gmail.com or jamiemay5547@gmail.com. Thank you for your consideration.

Sincerely,

A handwritten signature in cursive script, appearing to read "Chaise Combs".

Chaise Combs

A handwritten signature in cursive script, appearing to read "Jamie May".

Jamie May



Town of Drayton Valley

Delegation Request Form

Name (s): Sharon Oakey, Teresa Dunlop and Pam Balke

Organization: 2016 Triathlon Organizing Committee

Contact Number: (780) 514-2531 Contact E-mail: programmanager@draytonvalley.ca

Mailing Address: Box 6837, Drayton Valley, AB T7A 1A1

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

- Council Meeting
- Management 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)

The Committee would like to discuss incorporating additional full road closures to ensure the safety of participants and discuss details of the upcoming event.

Additional Information Provided

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

Triathlon Committee correspondence to the Town of Drayton Valley

Road Closure Map

Please indicate any preference you have for meeting:

March 30, 2016 Town of Drayton Valley Council Meeting

Please submit your request by:

Fax: 780.542.5753

E-mail: admin-support@draytonvalley.ca

In person: 5120-52 ST



TRIATHLON ORGANIZING COMMITTEE

Box 6837

Drayton Valley, AB T7A 1A1

Phone: (780) 514-2531

Email: programmanager@draytonvalley.ca

March 1st, 2016

Town of Drayton Valley
Mayor Glenn Mclean
Box 6837
Drayton Valley, AB
T7A 1A1

Dear Honorable Mayor,

This letter is to inform the Town of Drayton Valley Council that planning is underway for our 5th Annual triathlon. The event will be held on Saturday May 7th 2016, set up beginning the night of May 6th and final cleanup by 6:00pm May 7th. We will be using Rotary Park except for the well site area under reclamation.

In order to host the triathlon we need the support of council to have road closures along the attached route and around Rotary Park, on Saturday May 7th from 7:00am to approximately 3:00pm. We also require the Public Works department to supply and drop off road barriers along the route at intersections and back alley's to safely, temporarily close any required roadways.

With an expected increase of training on the roadways leading up to the Triathlon, the athletes would appreciate more frequency of sweeping along the triathlon route to ensure the safety of the Athlete prior to the race up until race day. The property owners may consider this a perk to being inconvenienced during the race.

Sincerely,

A handwritten signature in black ink that reads "Teresa Dunlop".

Teresa Dunlop
Program Manager
Town of Drayton Valley

Enclosure

Road Closures:

- 51 Ave between 49 St. and 48 St.**
- 52 Ave between 49 St. and 48 St.**
- 48 St. between 51 Ave and 55 Ave**
- 55 Ave between 48 St. and 43 St.**
- 55 Ave. to Meier Ave**
- 43 St. between 55 Ave and 50 Ave**
- 50 Ave between 43 St. and Rg Rd 73**
- Beckett Rd. between 50 Ave and 49 Ave**



Range Road 73

AGENDA ITEM:	Request for Temporary Closure of 51st Street
Department:	Bylaw Enforcement
Presented by:	Councillor Fredrickson
Support Staff:	Pam Balke, Bylaw Officer

BACKGROUND:

Based on the presentation received earlier this morning from representatives of the Youth Advisory Council, the Town has been asked to approve the closure of 51st Street to vehicle traffic on April 23, 2016. The purpose of the closure is to allow for Earth Day celebrations to occur, with an anticipated 100 pedestrians participating. The Youth Advisory Council has requested that the closure be approved from midnight until 4:00 pm.

MOTION:

That Council approve the closure of 51st Street, between 51st and 52nd Avenues, to vehicular traffic from 12 midnight until 4:00 pm on April 23, 2016.

	SECTION	7.0
AGENDA ITEM: 7.2	Request for Temporary Road Closures for 2016 Triathlon	
Department:	Community Services	
Presented by:	Councillor Nadeau	
Support Staff:	Teresa Dunlop, Program Manager, Community Services	

BACKGROUND:

The Organizing Committee for the 5th annual Drayton Valley Triathlon presented a request to Council earlier this morning to approve the closure of roads to vehicular traffic during the course of the triathlon event on May 7, 2016.

The request is for Council to allow the temporary closure and barricading of the streets immediately surrounding the Rotary Park, as well as the streets being used to access trails (as shown on the attached map). Specifically, Council is being asked to approve the temporary closure, from 7:00 am to 3:00 pm, of:

- 51 Avenue between 49 Street and 48 Street
- 52 Avenue between 49 Street and 48 Street
- 48 Street between 51 Avenue and 55 Avenue
- 55 Avenue between 48 Street and 43 Street
- 55 Avenue to Meier Avenue
- 43 Street between 55 Avenue and 50 Avenue
- 50 Avenue between 43 Street and Range Road 73
- Beckett Road between 50 Avenue and 49 Avenue

The intended road closures are being proposed to ensure the safety of the athletes participating in the triathlon.

Administration recommends that the closure of 50 Avenue be limited to the west-bound lane only, as the only point of egress from the residences along the north side of 50 Avenue (including the Glenbow subdivision and the Rivers Condominiums) is via 50 Avenue.

MOTION:

I move that Council approves the temporary street closure and barricading of:

- 51 Avenue between 49 Street and 48 Street
- 52 Avenue between 49 Street and 48 Street
- 48 Street between 51 Avenue and 55 Avenue
- 55 Avenue between 48 Street and 43 Street
- 55 Avenue to Meier Avenue
- 43 Street between 55 Avenue and 50 Avenue
- 50 Avenue between 43 Street and Range Road 73 (west-bound lane only)
- Beckett Road between 50 Avenue and 49 Avenue

on May 7, 2016 from 7:00 am until 3:00 pm.

		SECTION
AGENDA ITEM: 7.3	Implementation of a Tax Instalment Payment Plan for the Town of Drayton Valley	
Department:	Finance	
Presented by:	Councillor Long	
Support Staff:	Dwight Dibben, CAO	

BACKGROUND:

The proposed Tax Instalment Payment Plan program and associated documents have been prepared by Administration at the direction of Council. This program offers automatic withdrawal of payment through the taxpayer's financial institution towards their property tax account with the Town of Drayton Valley.

Following a review of the attached Bylaw and program material by legal counsel, Administration has determined that all necessary administrative procedures are in place to proceed with the program. Council is being asked to adopt the attached Bylaw to establish the Town of Drayton Valley Tax Instalment Payment Plan.

MOTION:

That Council give First Reading to the attached Tax Instalment Payment Plan Bylaw 2016/02/F.



BYLAW NO. 2016/02/F

Name of Bylaw: Tax Instalment Payment Plan

WHEREAS pursuant to Part 10, Section 340 of the *Municipal Government Act*, RSA 2000 and amendments thereto, a Council can establish the day or days on which taxes or instalments thereof may be paid;

AND WHEREAS the Council of the Town of Drayton Valley, in the Province of Alberta deems it desirable to implement a Tax Instalment Payment Plan;

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 “Tax Instalment Payment Plan” of the Town of Drayton Valley.

2. **PURPOSE**

The purpose of this Bylaw is to establish a practice by which residents of the Town of Drayton Valley can pay property taxes in instalments throughout the course of a year.

3. **DEFINITIONS**

3.1. *CAO* means the person appointed as Chief Administrative Officer of the Town by Council, or the person designated by the Chief Administrative Officer to act on his or her behalf.

3.2. *current taxes* means the taxes imposed in the current year.

3.3. *TIPP* means the Tax Instalment Payment Plan authorized by this bylaw.

3.4. *Taxpayer* means a person liable to pay taxes.

3.5. *Treasurer* means the person who holds that position for the Town.

4. DUTIES AND RESPONSIBILITIES

- 4.1. A Taxpayer of the Town of Drayton Valley may apply to prepay their property taxes and local improvement taxes in eleven (11) monthly instalments commencing on the last day of July of the year prior to the year in which the taxes will become due, and continuing on the last day of each and every month thereafter to and including the last day of May in the year in which the taxes are due. The amount of each monthly instalment herein provided shall be 1/11th of the said taxes levied in the year in which the first monthly instalment was made.
- 4.2. All payments made hereunder shall be made by way of pre-authorized payments and a person desiring to make prepayments pursuant to this Bylaw shall execute and deliver to the Town a pre-authorized payment application in the form authorized by the CAO. Applications received on or before July 20th will be enrolled in the monthly tax instalment payment plan in accordance with Section 4.1 of this Bylaw.
- 4.3. The Town may accept applications for the TIPP at any time after July 20th. The monthly instalment amount may be adjusted by the Town having regard to the amount of months remaining before the May 31st instalment.
- 4.4. Any balance of taxes, including local improvement taxes, remaining unpaid after computing all instalment payments of taxes shall be payable by the Town not later than the last business day of June of the year such taxes are due and payable.
- 4.5. Any balance of taxes including local improvement taxes remaining as a credit after computing all prepayments of taxes shall be carried forward and applied to reduce the monthly tax instalment payments commencing on the 31st day of July of the year prior to the year in which the taxes will become due unless the taxpayer cancels the TIPP.
- 4.6. The Plan shall commence on July 31st of each year, provided that all current taxes, including local improvement taxes, tax arrears and penalties are fully paid on or before June 30th of the current year.
- 4.7. The Treasurer may cancel the privilege of continuing in the TIPP Plan if two (2) consecutive instalment payments fail to be honoured. The unpaid balance of

taxes, if any, shall be subject to the penalty provisions of Town of Drayton Valley Bylaw No. 2002/01/F and any subsequent amendments thereto.

5. INTERPRETATION

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

6. SEVERABILITY

- 6.1. 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 _____, 2016, A. D.

Read a second time this ____ day of _____, 2016, A. D.

Read a third and final time this ____ day of _____, 2016, A. D.

MAYOR

CAO

AGENDA ITEM: 7.4	Park Valley Pool Policies
Department:	Community Services Department
Presented by:	Councillor Bossert
Support Staff:	Annette Driessen, Director of Community Services

BACKGROUND:

New swimming pool legislative standards adopted by Alberta Health Services require the adoption of a Lifeguard Ratio Policy and a Diving Policy for the Park Valley Pool. Pool Administration has created the attached two policies for formal adoption.

Park Valley Pool is working toward compliance in all policies and legislated structural improvements by the deadline date of November 30, 2017.

The attached Guard Ratio Policy and Diving Policy are hereby presented for Council's review and consideration.

RECOMMENDATION:

That Town Council approve the attached Lifeguard Ratio Policy.

That Town Council approve the attached Diving Policy.



TOWN OF DRAYTON VALLEY

Subject:	Lifeguard Ratio Policy	Policy No.:	RC-01-16
Department:	Recreation & Culture (Park Valley Pool)		
Approval Date:		Review Date:	
Associated Policies:	Alberta Health Standards for Pool Safety and Supervision		

Lifeguard Ratio Policy

Purpose

The purpose of this Policy is to establish the best practice for lifeguarding in the Town of Drayton Valley (hereinafter referred to as the "Town"), in keeping with provincial standards. The Alberta Health Pool Standards states that a Pool Safety and Supervision Plan shall be developed based on the current best practices developed by the Lifesaving Society of Canada, with a recommendation of a one to forty (1:40) lifeguard to patron ratio.

General Policy

The Town's standards shall be one (1) lifeguard watching a maximum of forty (40) patrons, two (2) lifeguards for forty-one (41) patrons, to a maximum of eighty (80) patrons, three (3) lifeguards for eighty-one (81) to a maximum of one hundred and forty (140) and four (4) lifeguards for one hundred and forty one (141) to a maximum of one hundred and seventy two (172).

Pool Supervisors must be allowed to request additional lifeguard support for crowd control outside of the above numbers. If at any time a supervisor believes the activity requires more support on deck then they must ask for assistance from existing staff, and the assistance must be provided. Failure to request or to provide assistance will result in discipline from management. If additional personnel not scheduled to work are called in, the pool manager will be notified of the added resource allocation at the earliest convenience.

Definitions

Within this Policy the following definitions shall apply:

Discipline see Employee Conduct Policy group two offence; failure to follow safety requirements.

Mayor

Approval Date



TOWN OF DRAYTON VALLEY

Subject:	Diving Policy	Policy No.:	RC-02-16
Department:	Recreation & Culture (Park Valley Pool)		
Approval Date:		Review Date:	
Associated Policies:	Red Cross Learn to Swim and Lifesaving Society pool standards		

Diving Policy

Purpose

This Policy is to ensure safety while diving at the Park Valley Pool and to meet the standards of our governing bodies of the Red Cross and the Lifesaving Society of Canada.

General Policy

The Lifesaving Society of Canada recommends that the minimum diving depth from the pool deck is to be two point five (2.5m) meters at the point of the dive for a distance of 6m out from the point of the dive. As Park Valley Pool's tank is only two point four (2.4 m) meters in depth at the deepest point, new standards are established to optimize pool functionality and user safety.

To ensure the viability of our swim clubs and to meet Red Cross standards for instruction, diving at Park Valley Pool is to be done under the direct supervision of a qualified coach or Red Cross swim instructor. No diving during public swim or lane swim shall be permitted. Dive blocks are to be used only during swim practices and competition, and only under the supervision of a qualified coach or instructor.

Definitions

Within this Policy the following definitions shall apply:

dive or diving means to enter the water from the pool deck, dive block, or other surface head first; and

Standards means those rules, principles and approved models as established through the Red Cross Learn to swim program and the Lifesaving Society Pool Standards.

Mayor

Approval Date

Information Items

10.0 Information Items

Pages 22-68

10.1. Yellowhead Regional Library Board Meeting Minutes, November 2015	23-29
10.2. Economic Development Committee Meeting Minutes January and February 2016	30-32
10.3. Brazeau Seniors Foundation Meeting Minutes January 2016 and Financial Statements December 31, 2015	33-53
10.4. STAR Catholic Board Highlights March 2016	54
10.5. Waste Management Committee Meeting Minutes October 2015 and February 2016	55-61
10.6. RCMP Stats – February 2016	62-68

MOTION:

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



Yellowhead Regional Library

Board Meeting

Harvey Treleaven Boardroom
433 King Street, Spruce Grove

Nov. 2, 2015

Present

Chair Derril Butler, Lac Ste. Anne County
Vice Chair Dan Pritchard, Woodlands County
Ann Morrison, Summer Village of Sunset Point
Barb Maddigan, Town of Whitecourt
Bill Elliot, City of Wetaskiwin
Bill Kesanko, City of Spruce Grove
Bonnie Flesher, Village of Spring Lake
Brenda Shewaga, Summer Village of Yellowstone
Carla Frybort, City of Leduc
Cathy Chaney, Village of Warburg
Corinne Feth, Town of Onoway
David Truckey, Town of Westlock
Gary Beeson, Town of Swan Hills
Gean Chouinard, Town of Edson
Graham Long, Town of Drayton Valley
Jackie McCuaig, Parkland County
Kristi Pasko, Village of Wabamun
Larry McKeever, County of Wetaskiwin No. 10
Len Spink, Town of Beaumont
Leslie Penny, Town of Barrhead
Marlene Walsh, Summer Village of Val Quentin (Alt.)
Maureen Mazerolle, Summer Village of Silver Sands
Patricia Ashley, Town of Calmar
Rick MacPhee, Summer Village of Seba Beach
Sandy Morton, Town of Mayerthorpe
Stacey May, Town of Devon
Tara Elwood, Village of Alberta Beach
Terry Slemko, Northern Gateway Public Schools
Tony Wadsworth, Town of Millet

YRL Staff

Kevin Dodds, Director
Wendy Sears Ilnicki, Assistant Director and
Bibliographic Services Manager
Stephanie Thero, Client Services Manager
David Gould, Accounting and Site Services
Laurie Haak, Administrative Associate and Recorder
Nick Conrad, Communications Coordinator

Guests

Ken Feser, Public Library Services Branch
Tammy Svenningsen, YRL Public Libraries' Council

Absent

Anne Power, Village of Breton
Annette Stad, Town of Grande Cache
Bud Massey, Westlock County
Cornelia Helland, Summer Village of Castle Island
Dave Gursky, Wetaskiwin Regional Public Schools
Debra McDaniel, Summer Village of Poplar Bay
Glen Usselman, Summer Village of Sunrise Beach
Hank Smit, Town of Hinton
John Slater, Summer Village of Ma-Me-O Beach
Judy Lefebvre, Pembina Hills Regional Div. No. 7
Kevin Pratt, Summer Village of Crystal Springs
Lloyd Jardine, Village of Thorsby
Maryann Thompson, Brazeau County
Nat Dvernichuk, Village of Clyde
Ron Kleinfeldt, County of Barrhead No. 11
Russ Graff, Town of Stony Plain
Sandi Benford, Summer Village of South View
Sandra Cherniawsky, Yellowhead County
Tanya Pollard, Alberta Library Trustees' Association
Tessa Hutchings, Leduc County
Vonna Arsenault, Municipality of Jasper

Representative Not Appointed

Summer Village of Birch Cove
Summer Village of Grandview
Summer Village of Kapasiwin
Summer Village of Lakeview
Summer Village of Nakamun Park
Summer Village of Norris Beach
Summer Village of Ross Haven
Summer Village of Silver Beach
Summer Village of West Cove

CALL TO ORDER

The meeting was called to order at 10:00 a.m. by K. Dodds and introductions were done.

1. YRL Board and Executive Committee Structure

K. Dodds reviewed the Board and Executive Committee composition and election process.

2. Election of YRL Board Chair

K. Dodds opened the floor to nominations for the YRL Board Chair position.

- G. Beeson nominated D. Butler; he accepted.

K. Dodds called for nominations three times.

DECLARED by K. Dodds that nominations cease.	DECLARED	3769
<i>D. Butler was acclaimed as the 2015/2016 YRL Board Chair.</i>		

3. Approval of Agenda

MOVED by G. Chouinard that the agenda be approved as presented.		
SECONDED by S. May.	CARRIED	3770

4. Approval of Minutes

MOVED by C. Feth that the minutes of the June 15, 2015 YRL Board meeting be approved as presented.		
SECONDED by B. Maddigan.	CARRIED	3771

DECISION ITEMS**5. Election of YRL Board Vice Chair**

D. Butler opened the floor to nominations for the YRL Board Vice Chair position.

- B. Maddigan nominated D. Pritchard; he accepted.

D. Butler called for nominations three times.

DECLARED by D. Butler that nominations cease.	DECLARED	3772
<i>D. Pritchard was acclaimed as the 2015/2016 YRL Board Vice Chair.</i>		

6. Election of YRL Board Executive Committee

K. Dodds noted that seven of the 10 YRL Board Executive Committee seats are occupied by:

- Municipal Districts: Chair D. Butler, Lac Ste. Anne County.
- Municipal Districts, Summer Villages, Villages: Vice Chair D. Pritchard, Woodlands County.
- Five seats for member municipalities that are above the 15,000 population threshold: City of Leduc, City of Spruce Grove, Parkland County, Town of Beaumont and Town of Stony Plain.

D. Butler opened the floor to nominations for the Executive Committee seat from the School Division representatives.

- C. Feth nominated T. Slemko; he accepted.

D. Butler called for nominations three times.

DECLARED by D. Butler that nominations cease.	DECLARED	3773
<i>T. Slemko was acclaimed to the 2015/2016 YRL Board Executive Committee for the School Division seat.</i>		

D. Butler opened the floor to nominations for the Executive Committee seat from the City of Wetaskiwin, Municipality of Jasper and Town representatives.

- B. Kesanko nominated B. Elliot; he accepted.

- B. Maddigan nominated S. May; she accepted.

D. Butler called for nominations three times.

DECLARED by D. Butler that nominations cease.	DECLARED	3774
<i>B. Elliot was elected to the 2015/2016 YRL Board Executive Committee for the City of Wetaskiwin, Municipality of Jasper and Towns seat.</i>		

D. Butler opened the floor to nominations for the Executive Committee open seat.

- G. Chouinard nominated S. May; she accepted.

D. Butler called for nominations three times.

DECLARED by D. Butler that nominations cease.	DECLARED	3775
<i>S. May was acclaimed to the 2015/2016 YRL Board Executive Committee for the open seat.</i>		

2015/2016 YRL Board Executive Committee

Derril Butler, Lac Ste. Anne County; Chair

Jackie McCuaig, Parkland County

Dan Pritchard, Woodlands County; Vice Chair

Len Spink, Town of Beaumont

Bill Elliot, City of Wetaskiwin

Russ Graff, Town of Stony Plain

Bill Kesanko, City of Spruce Grove

Stacey May, Town of Devon

Carla Frybort, City of Leduc

Terry Slemko, Northern Gateway Public Schools

7. Election of YRL Board Executive Committee Alternates

K. Dodds reviewed the policies regarding the election process of YRL Board Executive Committee Alternates. He stated that the five municipalities with population-based seats on the Executive Committee have municipally-appointed Alternates who also act as the Alternates on the YRL Board Executive Committee. He added that because two of three school division trustees were absent, the School Division Alternate position would remain vacant until the Mar. 2016 Board meeting.

<i>The Trustee Alternates appointed by the City of Leduc, City of Spruce Grove, Parkland County, Town of Beaumont and Town of Stony Plain are the Alternates for the guaranteed seats on the 2015/2016 YRL Board Executive Committee.</i>

D. Butler opened the floor to nominations for the Executive Committee Alternate seat from the Municipal District representatives.

- G. Chouinard nominated L. McKeever; he accepted.

D. Butler called for nominations three times.

DECLARED by D. Butler that nominations cease.	DECLARED	3776
<i>L. McKeever was acclaimed to the 2015/2016 YRL Board Executive Committee for the Municipal Districts Alternate seat.</i>		

D. Butler opened the floor to nominations for the Executive Committee Alternate seat from the Municipal District, Summer Village and Village representatives.

- C. Feth nominated T. Elwood; she accepted.

D. Butler called for nominations three times.

DECLARED by D. Butler that nominations cease.	DECLARED	3777
<i>T. Elwood was acclaimed to the 2015/2016 YRL Board Executive Committee for the Municipal Districts, Summer Villages and Villages Alternate seat.</i>		

D. Butler opened the floor to nominations for the Executive Committee Alternate seat from the City of Wetaskiwin, Municipality of Jasper and Town representatives.

- D. Pritchard nominated G. Beeson; he declined.
- C. Chaney nominated G. Chouinard; he accepted.
- T. Wadsworth nominated B. Maddigan; she declined.

D. Butler called for nominations three times.

DECLARED by D. Butler that nominations cease.	DECLARED	3778
<i>G. Chouinard was acclaimed to the 2015/2016 YRL Board Executive Committee for the City of Wetaskiwin, Municipality of Jasper and Towns Alternate seat.</i>		

2015/2016 YRL Board Executive Committee Alternates

Bob Young, City of Leduc

Louise Baxter, City of Spruce Grove

Gean Chouinard, Town of Edson

Pat Hansard, Town of Stony Plain

Gino Salvalaggio, Town of Beaumont

Tara Elwood, Village of Alberta Beach

Larry McKeever, County of Wetaskiwin No. 10

Tracey Melnyk, Parkland County

8. Motion to Destroy Ballots

MOVED by B. Kesanko that all ballots be destroyed.		
SECONDED by L. Spink.	CARRIED	3779

9. 2016 Meeting Dates

MOVED by T. Elwood that in 2016 the YRL Board meet at 10:00 a.m. on Mar. 7, June 13 and Nov. 7 at Yellowhead Regional Library in Spruce Grove.		
SECONDED by B. Kesanko.		
PROXY VOTE – One proxy vote in favour of the motion was received.	CARRIED	3780

MOVED by S. May that the meeting continue in camera at 10:35 a.m.		
SECONDED by D. Truckey.	CARRIED	3781

K. Feser, T. Svenningsen, W. Sears Ilnicki, S. Thero, D. Gould, L. Haak and N. Conrad left the meeting.

MOVED by G. Chouinard that the meeting come out of camera at 10:37 a.m.		
SECONDED by C. Frybort.	CARRIED	3782

K. Feser, T. Svenningsen, W. Sears Ilnicki, S. Thero, D. Gould, L. Haak and N. Conrad returned to the meeting.

10. YRL Staff Association Tentative Agreement

MOVED by S. May that effective Jan. 1, 2016 the YRL Salary Grid be increased by 2.5%.		
SECONDED by M. Walsh.		
PROXY VOTE – One proxy vote in favour of the motion was received.	CARRIED	3783

11. Draft 2016 Budget

K. Dodds reviewed the proposed 2016 budget noting that the municipal and school division appropriations will remain the same.

MOVED by P. Ashley that the Yellowhead Regional Library 2016 budget be approved.		
SECONDED by G. Beeson.		
PROXY VOTE – One proxy vote in favour of the motion was received.	CARRIED	3784

BREAK: 11:05 TO 11:15

T. Slemko left the meeting.

INFORMATION ITEMS

12. Public Library Services Branch (PLSB) Update – Ken Feser

K. Feser spoke about the following items:

- The Honourable Danielle Larivee is the new Minister of Municipal Affairs and Service Alberta.
- [Board Basics Workshops](#) are a one-day training session for library trustees held several times throughout the year in various locations.
- Mar. 16, 2016 is the [Minister's Awards for Excellence in Public Library Service](#) application deadline; the awards are presented during the Alberta Library Conference in Jasper and the winners attend at no charge.
- After visiting all of the school-housed public libraries in Alberta, the PLSB is preparing a report that will be finished soon.
- The PLSB is starting to look at different ways to fund library systems rather than the current per capita model.
- The Inter-library loan government delivery service is being reviewed.
- VDX, the inter-library loan software currently being used, is almost at the end of its life; other options are currently being reviewed.
- The PLSB will be hosting a free, two-day symposium about early childhood literacy on Feb. 25 and 26.
- Although the PLSB has applied several times to Alberta Treasury for renovations/upgrades to regional library system buildings, and provided a building study several years ago, it appears that another study may have to be completed and re-submitted. K. Dodds added that the regional library system directors are submitting a request to meet with the Minister of Infrastructure, the Honourable Brian Mason, to discuss the state of the system buildings.

MOVED by T. Elwood that the Public Library Services Branch update be accepted as presented for information.		
SECONDED by A. Morrison.	CARRIED	3785

13. Needs Assessment/Plan of Service Update

K. Dodds explained that an online survey was completed in the summer; the results were presented to the Board Focus Group on Oct. 19 and priorities were developed. He stated that the goals and objectives of the 2016-2018 Plan of Service will be formulated and presented to the Executive Committee in December for approval.

14. Human Resources/Health and Safety Manual Revisions

K. Dodds provided an overview of the updates to the Definitions, Sick Leave, Vacation and Appendices sections of the Human Resources/Health and Safety Manual.

15. Trustee Orientation – Jan. 25, 2016

K. Dodds explained that new and returning YRL trustees and alternates are invited to attend this informative one-day session.

16. Alberta Library Conference – Apr. 28 to May 1, 2016

K. Dodds noted that the budget allows for 12 trustees to attend the annual Alberta Library Conference being held April 28 to May 1, 2016 in Jasper. He explained that as per policy, the Executive Committee members have first refusal rights with any remaining spots being allocated by a lottery draw.

MOVED by S. Morton that the Needs Assessment/ Plan of Service, Human Resources/Health and Safety Manual, Trustee Orientation and Alberta Library Conference updates be accepted as presented for information.	
SECONDED by B. Shewaga.	CARRIED 3786

17. Minutes and Reports**a. YRL Board Executive Committee Minutes – Sept. 14 and Sept. 21, 2015**

D. Butler noted that the minutes were included in the meeting package.

b. Chair's Report – Derril Butler

D. Butler stated that he attended the provincial Public Library Network Nodes Directors and Chairs meeting in October. He added that the PLSB is quite involved with libraries across the province including providing many different and very valuable services for local libraries.

c. Director's Report – Kevin Dodds

K. Dodds noted that his report was included in the package and that as part of his report, the Public Library Network email updates from the Public Library Services Branch are attached.

d. Assistant Director's Report – Wendy Sears Ilnicki

W. Sears Ilnicki noted that her Bibliographic Services report was included in the package.

e. Client Services Manager's Report – Stephanie Thero

S. Thero noted that her report was included in the package.

f. YRL Public Libraries' Council (PLC) Chair's Report – Tammy Svenningsen

T. Svenningsen noted that the PLC and PLC Executive Committee highlights from June 12 and Sept. 11 respectively were included in the package.

g. Alberta Library Trustees' Association Report – Tanya Pollard

D. Butler noted that T. Pollard's report was included in the package.

18. Correspondence and Media

D. Butler noted that the correspondence and media were included in the meeting package.

MOVED by B. Elliot that the YRL Board Executive Committee minutes along with the Chair, Director, Assistant Director, Client Services Manager, YRL Public Libraries' Council and Alberta Library Trustees' Association reports, and the correspondence and media be accepted as presented for information.	
SECONDED by B. Kesanko.	CARRIED 3787

ADJOURNMENT

MOVED by G. Chouinard that the meeting be adjourned at 11:50 a.m.	CARRIED	3788
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NEXT MEETING

The next YRL Board meeting is at 10:00 a.m. on Monday, Mar. 7, 2016.

Derril Butler, Chair

Kevin Dodds, Director

Date

Date



Economic Development Committee Meeting
Tuesday, January 19, 2016
Town of Drayton Valley Conference Room #2

Meeting Notes

Present: Councillor Nicole Nadeau, Councillor Graham Long, Eric Burton, Sabine Larcher

Call to Order

The meeting was started at 12:08 p.m.

1.0 Roundtable Updates

The Committee discussed following items:

- local shopping and its prices
- DVCF's interest in finding investment options in Drayton Valley
- developer meetings

2.0 Tourism

Mr. Burton explained that he would be able to organize a Tourism Roundtable to connect people of this industry. It was pointed out that an arrangement with hotels is necessary to use the funds allocated by the Town. This item will be discussed again after Mr. Dibben has attended the next Tourism meeting.

3.0 Branding

The Committee discussed the outcomes of the branding sessions.

4.0 Community Profile

Mr. Burton is likely to work with Ms. Stone and Mr. Russell on the Community Profile. Mr. Burton explained that he would be able to update the profile during February and bring a draft to Council in March.

5.0 2016 Draft Workplan

The Committee looked in detail at the timeline for the projects in 2016. Mr. Burton suggested

- launching the brand on Canada Day
- presenting the Municipality as employer at the EARN Career Expo (to discuss with Mrs. Nickel)
- analyzing events with an Event Enhancement Plan to find out their economic potential

*Economic Development Committee Meeting**February 8, 2016*

Mr. Burton would like to select individuals or representatives from organizations to further develop the Economic Development Committee. Mr. Burton suggested having a separate group or committee and will bring a recommendation to Council after evaluation.

Mr. Burton informed the Committee that he is working on a Start-up kit for local businesses.

6.0 New Business

No comments were received under this item.

Next Meeting Date

Monday, February 8, 2016, 12:30 – 3:00 p.m.

Adjournment

The meeting was adjourned at 3:03 p.m.



Economic Development Committee Meeting
Monday, February 8, 2016, 12:30 p.m.
Town of Drayton Valley Bio-Mile Room

Meeting Notes

Present: Mayor Glenn McLean, Councillor Graham Long, Councillor Nicole Nadeau, Dwight Dibben, Eric Burton, Shahid Mughal, Sabine Larcher

1.0 Call to Order

Councillor Nadeau called the meeting to order at 12:31 p.m.

2.0 Discussion Items

2.1 Developer Incentives Follow-up

Mr. Dibben provided a summary of recent meetings with developers explaining that a plan will be presented to Council. The goal is to reach a decision by Mid-March.

Mr. Mughal entered the meeting at 12:51 p.m.

The committee discussed the following:

- the upcoming public meeting of the County at the end of March
- plans for mixed or recreational use for the town
- developer incentives to encourage development
- Bio-Mile land

Mayor McLean, Mr. Dibben, and Mr. Mughal left the meeting at 1:45 p.m.

2.2 Opportunity Assessment

Mr. Burton showed a PowerPoint presentation and did an analysis with the Committee to explore opportunities in Drayton Valley. These opportunities include fibre-processing plant, ATV hub development, entrepreneurship and business incubation, investment attraction with the Bio-Mile, and conference attraction.

3.0 Next Meeting Date

Tuesday, March 8, 2016, 10:00 a.m. – 3:00 p.m.

4.0 Adjournment

The meeting was adjourned 3:16 p.m.



Brazeau
Seniors Foundation

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

MEETING OF THE BOARD OF DIRECTORS
Shangri-La Lodge, Drayton Valley
January 14, 2016
1:00 pm

ATTENDANCE:

Directors Present:

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

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

Directors Absent:

Jeannette Vatter, Chairperson

Member at Large – Drayton Valley

Administration Present:

Stella Keller
Cindy Trudgian

Chief Administrative Officer
Executive Assistant

1.0 CALL TO ORDER

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

2.0 AGENDA

2.1 ADDITIONS TO THE AGENDA

New Business – 7.1 Past Administrator Appointment

2.2 APPROVAL OF AGENDA

Resolution #16-01-01: Moved by D. Gawalko to approve the agenda with additions.

Motion ...Carried Unanimously

3.0 APPROVAL OF MINUTES

3.1 MINUTES FROM THE DECEMBER 10, 2015 REGULAR BOARD MEETING

Resolution #16-01-02: Moved by B. Fredrickson to approve the minutes of the December 10, 2015 Regular Board Meeting.

Motion ...Carried Unanimously

3.2 BUSINESS ARISING OUT OF THE MINUTES

None at this time

4.0 FINANCIAL

4.1 FINANCIAL REPORTS - Foundation

4.1.1 Foundation Payable Disbursements for December 2015.

Resolution #16-01-03: Moved by D. Gawalko to accept the Payable Disbursements as information.

Motion ...Carried Unanimously

4.1.1.1 Visa Payable for November and December 2015

Resolution #16-01-04: Moved by S. Mahan to accept the Visa Payable as information.

Motion ...Carried Unanimously

4.1.2 Foundation Balance Sheet as of November 30, 2015

Resolution #16-01-05: Moved by B. Fredrickson to accept the Balance Sheet as information.

Motion ...Carried Unanimously

4.1.3 Foundation Financial Statements to November 30, 2015

4.1.3.1 Central Services/Lodge

Resolution #16-01-06: Moved by S. Mahan to accept the Central Services Financial Statements as information.

Motion ...Carried Unanimously

4.1.3.2 Provincial Housing Units



Resolution #16-01-07: Moved by D. Gawalko 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 November 30, 2015

4.2.3 Urban Housing Financial Statements to November 30, 2015

Resolution #16-01-08: Moved by B. Fredrickson 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 December 2015

Resolution #16-01-09: Moved by S. Mahan to approve the Board Member Expenses for December 2015, in the 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

Resolution #16-01-10: Moved by D. Gawalko to accept the Vacancy Report as information.

Motion ...Carried Unanimously

6.1.3 In-Private Session

Resolution #16-01-11: Moved by S. Mahan to go in-private to discuss personnel matters at 2:04pm.



Motion ...Carried Unanimously

Resolution #16-01-12: Moved by B. Fredrickson to come out of private at 2:40pm.

Motion ...Carried Unanimously

Resolution #16-01-13: Moved by B. Fredrickson to accept the Operations Report as information.

Motion ...Carried Unanimously

7.0 NEW BUSINESS

7.1 Past Administrator Appointment

Resolution #16-01-14: Moved by S. Mahan to approve leaving the past administrators with the Royal Bank on until the new Board Members are instated.

Motion ...Carried Unanimously

8.0 CORRESPONDENCE

8.1 To: Honorable Mayor & Council, Town of Drayton Valley – Re: Transportation for Seniors– (December 18, 2015)

8.2 To: Honorable Reeve & Council, Brazeau County – Re: Transportation for Seniors– (December 18, 2015)

Resolution #16-01-15: Moved by S. Mahan to accept the correspondence as information.

Motion ...Carried Unanimously

9.0 FUTURE MEETING DATES

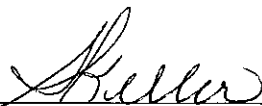
9.1 NEXT BSF REGULAR BOARD MEETINGS – Thursday, March 10, 2016 at the Shangri-La Lodge @ 10:00am.

10.0 ADJOURNMENT

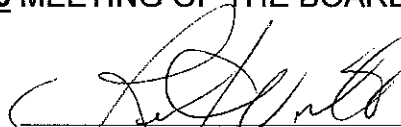
Resolution #16-01-16: Moved by D. Gawalko to adjourn the meeting at 3:15pm.

Motion ...Carried Unanimously

APPROVED AT THE **March 10, 2016** MEETING OF THE BOARD



Chief Administrative Officer



Board Chair

**Brazeau Seniors' Foundation
Financial Statements
December 31, 2015**

**Brazeau Seniors' Foundation
Financial Statements
December 31, 2015**

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INDEPENDENT AUDITOR'S REPORT

To the Members of Brazeau Seniors Foundation

We have audited the accompanying financial statements of Brazeau Seniors Foundation, which comprise the statement of financial position as at December 31, 2015 and the statements of revenues and expenditures, changes in net assets and cash flow for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for public sector entities, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of Brazeau Seniors Foundation as at December 31, 2015 and the results of its operations and its cash flow for the year then ended in accordance with Canadian accounting standards for public sector entities.

Carlson Roberts Seely LLP.

Drayton Valley, Alberta
March 4, 2016

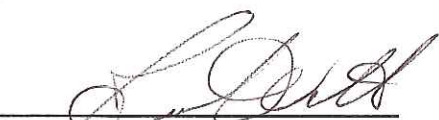
CHARTERED PROFESSIONAL ACCOUNTANTS

Brazeau Seniors' Foundation
Statement of Financial Position
December 31, 2015


	Lodge	Housing	2015	2014
FINANCIAL ASSETS				
Cash (Note 3)	\$ 241,559	\$ 82,689	\$ 324,248	\$ 1,142,704
Accounts receivable (Note 4)	40,955	2,917	43,872	182,857
Funds held in trust (Note 5)	10,178	-	10,178	12,666
Short term investments	800,000	-	800,000	-
	<u>1,092,692</u>	<u>85,606</u>	<u>1,178,298</u>	<u>1,338,227</u>
LIABILITIES				
Accounts payable and accrued liabilities (Note 6)	212,552	52,951	265,503	264,020
Deferred revenue (Note 7)	-	-	-	1,468
Security deposits held	555	16,455	17,010	16,051
Trust liability (Note 5)	10,178	-	10,178	12,666
Bank loan (Note 8)	-	-	-	493,949
	<u>223,285</u>	<u>69,406</u>	<u>292,691</u>	<u>788,154</u>
NET FINANCIAL ASSETS	<u>869,407</u>	<u>16,200</u>	<u>885,607</u>	<u>550,073</u>
NON-FINANCIAL ASSETS				
Capital assets (Note 9)	5,980	-	5,980	10,811
	<u>5,980</u>	<u>-</u>	<u>5,980</u>	<u>10,811</u>
ACCUMULATED SURPLUS	<u>\$ 875,387</u>	<u>\$ 16,200</u>	<u>\$ 891,587</u>	<u>\$ 560,884</u>

See accompanying notes.

Approved on behalf of the Board:



 Director



 Director

Brazeau Seniors' Foundation
Statement of Combined Operations
For the Year Ended December 31, 2015

	(Unaudited) Budget	2015 Actual	2014 Actual
REVENUES			
Rental income	\$ 1,618,600	\$ 1,581,930	\$ 1,575,675
Municipal requisitions <i>(Note 10)</i>	1,577,088	1,269,788	1,289,997
Lodge assistance grants	220,000	311,896	271,111
Utilities recovered	73,950	101,969	74,418
Management fees - Urban Housing	39,659	44,517	43,684
Meals on Wheels	10,000	12,880	17,338
Interest	10,000	11,339	15,061
Sundry	4,000	8,991	5,188
	<u>3,553,297</u>	<u>3,343,310</u>	<u>3,292,472</u>
EXPENSES			
Salaries and benefits	1,137,750	1,126,927	1,110,931
Central services <i>(Schedule 5)</i>	913,229	913,229	699,749
Repairs and maintenance	468,394	323,671	230,382
Utilities	270,260	249,673	244,499
Food	232,000	216,378	193,742
Operating	11,750	92,293	64,760
Janitorial supplies	16,000	47,302	55,777
Activity supplies	10,000	12,835	15,012
Interest paid on long term debt	10,000	7,623	29,736
Vehicle	2,600	4,426	5,185
Amortization	-	4,131	3,614
Equipment purchases	8,050	2,353	1,289
Loss on disposal of capital assets	-	700	-
Property taxes	-	-	49,945
	<u>3,080,033</u>	<u>3,001,541</u>	<u>2,704,621</u>
ANNUAL SURPLUS	<u>473,264</u>	<u>341,769</u>	<u>587,851</u>
ACCUMULATED SURPLUS, BEGINNING OF YEAR	560,884	560,884	27,905
Funds directly reported through reserves	<u>-</u>	<u>(11,065)</u>	<u>(54,872)</u>
ACCUMULATED SURPLUS, END OF YEAR	<u>\$ 1,034,147</u>	<u>\$ 891,587</u>	<u>\$ 560,884</u>

See accompanying notes.

Brazeau Seniors' Foundation
Statement of Changes in Net Financial Debt
For the Year Ended December 31, 2015

	2015	2014
ANNUAL SURPLUS	\$ 341,769	\$ 587,851
Amortization of capital assets	<u>4,131</u>	<u>3,614</u>
CHANGE IN NET FINANCIAL ASSETS	<u>345,900</u>	<u>591,465</u>
NET FINANCIAL ASSET, BEGINNING OF YEAR	550,073	23,085
Funds directly reported through reserves	<u>(10,366)</u>	<u>(64,477)</u>
NET FINANCIAL ASSET, END OF YEAR	<u><u>\$ 885,607</u></u>	<u><u>\$ 550,073</u></u>

See accompanying notes.

Brazeau Seniors' Foundation
Combined Statement of Cash Flows
For the Year Ended December 31, 2015

	2015	2014
OPERATING ACTIVITY:		
Annual surplus	\$ 341,769	\$ 587,851
Items not affecting cash:		
Amortization	4,131	3,614
Gain on disposal of capital assets	700	-
	<u>346,600</u>	<u>591,465</u>
CHANGES IN NON-CASH WORKING CAPITAL:		
Decrease in accounts receivable	138,985	15,602
Increase (decrease) in accounts payable	1,483	(52,166)
Increase (decrease) in deferred revenue	(1,468)	1,468
Increase (decrease) in security deposits	959	(400)
	<u>139,959</u>	<u>(35,496)</u>
INCREASE IN OPERATING ACTIVITIES:	<u>486,559</u>	<u>555,969</u>
FINANCING ACTIVITY:		
Repayment to AHSC	(6,810)	(92,773)
Repayment of long term debt	(493,949)	(519,918)
DECREASE IN FINANCING ACTIVITIES:	<u>(500,759)</u>	<u>(612,691)</u>
INVESTING ACTIVITY:		
Purchase of capital assets	-	(9,605)
Purchase of GIC	(800,000)	-
INCREASE IN INVESTING ACTIVITIES	<u>(800,000)</u>	<u>(9,605)</u>
DECREASE IN CASH FLOW	<u>(814,200)</u>	<u>(66,327)</u>
CASH, BEGINNING OF YEAR	1,142,704	1,171,130
Funds directly reported through reserves	(4,255)	37,901
CASH, END OF YEAR	<u>\$ 324,248</u>	<u>\$ 1,142,704</u>

See accompanying notes.

Brazeau Seniors' Foundation
Statement of Changes in Accumulated Surplus
For the Year Ended December 31, 2015
Schedule 1

	2015						
	Unrestricted Net Assets	Net Assets Invested In Capital Assets	Lodge Operating Reserve	Lodge Donation Reserve	Lodge Capital Reserve	Housing Operating & Renovation Reserve	Total
Balance, beginning of year	\$ 300,470	\$ 10,811	\$ 100,000	\$ 32,897	\$ 100,506	\$ 16,200	\$ 560,884
Annual surplus (deficit)	(159,953)	(700)	-	-	495,611	6,810	341,768
Excess of donations over disbursements (Note 12)	-	-	-	(4,255)	-	-	(4,255)
Amortization of equipment	4,131	(4,131)	-	-	-	-	-
Transfer between funds	(100,000)	-	100,000	-	-	-	-
Payable due to ASHC	-	-	-	-	-	(6,810)	(6,810)
Balance, end of year	\$ 44,648	\$ 5,980	\$ 200,000	\$ 28,642	\$ 596,117	\$ 16,200	\$ 891,587

	2014						
	Unrestricted Net Assets	Net Assets Invested In Capital Assets	Lodge Operating Reserve	Lodge Donation Reserve	Lodge Capital Reserve	Housing Operating & Renovation Reserve	Total
Balance, beginning of year	\$ 259,189	\$ 4,820	\$ 100,000	\$ 26,870	\$ (418,736)	\$ 55,762	\$ 27,905
Annual surplus	46,602	-	-	-	519,242	22,007	587,851
Excess of donations over disbursements	-	-	-	6,697	-	-	6,697
Equity payment from Alberta Social Housing	-	-	-	-	-	31,204	31,204
Purchase of equipment	(9,605)	9,605	-	-	-	-	-
Amortization of equipment	3,614	(3,614)	-	-	-	-	-
Transfer between funds	670	-	-	(670)	-	-	-
Payable due to ASHC	-	-	-	-	-	(92,773)	(92,773)
Balance, end of year	\$ 300,470	\$ 10,811	\$ 100,000	\$ 32,897	\$ 100,506	\$ 16,200	\$ 560,884

See accompanying notes.

Brazeau Seniors' Foundation
Statement of Changes in Accumulated Surplus
For the Year Ended December 31, 2015
Schedule 1

	2015						
	Net Assets		Lodge	Lodge	Lodge	Housing	
	Unrestricted	Invested In	Operating	Donation	Capital	Operating &	
	Net	Capital	Reserve	Reserve	Reserve	Renovation	
	Assets	Assets	Reserve	Reserve	Reserve	Reserve	
	Total					Total	
Balance, beginning of year	\$ 300,470	\$ 10,811	\$ 100,000	\$ 32,897	\$ 100,506	\$ 16,200	\$ 560,884
Annual surplus (deficit)	(159,953)	(700)	-	-	495,611	6,810	341,768
Excess of donations over disbursements (Note 12)	-	-	-	(4,255)	-	-	(4,255)
Amortization of equipment	4,131	(4,131)	-	-	-	-	-
Transfer between funds	(100,000)	-	100,000	-	-	-	-
Payable due to ASHC	-	-	-	-	-	(6,810)	(6,810)
Balance, end of year	\$ 44,648	\$ 5,980	\$ 200,000	\$ 28,642	\$ 596,117	\$ 16,200	\$ 891,587

	2014						
	Net Assets		Lodge	Lodge	Lodge	Housing	
	Unrestricted	Invested In	Operating	Donation	Capital	Operating &	
	Net	Capital	Reserve	Reserve	Reserve	Renovation	
	Assets	Assets	Reserve	Reserve	Reserve	Reserve	
	Total					Total	
Balance, beginning of year	\$ 259,189	\$ 4,820	\$ 100,000	\$ 26,870	\$ (418,736)	\$ 55,762	\$ 27,905
Annual surplus	46,602	-	-	-	519,242	22,007	587,851
Excess of donations over disbursements	-	-	-	6,697	-	-	6,697
Equity payment from Alberta Social Housing	-	-	-	-	-	31,204	31,204
Purchase of equipment	(9,605)	9,605	-	-	-	-	-
Amortization of equipment	3,614	(3,614)	-	-	-	-	-
Transfer between funds	670	-	-	(670)	-	-	-
Payable due to ASHC	-	-	-	-	-	(92,773)	(92,773)
Balance, end of year	\$ 300,470	\$ 10,811	\$ 100,000	\$ 32,897	\$ 100,506	\$ 16,200	\$ 560,884

See accompanying notes.

Brazeau Seniors' Foundation
Statement of Operations - Lodge
For the Year Ended December 31, 2015
Schedule 2

	(Unaudited) Budget	2015 Actual	2014 Actual
REVENUES			
Rental income	\$ 1,110,000	\$ 1,100,121	\$ 1,085,083
Municipal requisitions <i>(Note 10)</i>	1,073,854	766,554	741,019
Lodge assistance grant	220,000	311,896	271,111
Management fees - Urban Housing	39,659	44,517	43,684
Utilities recovered	14,000	42,485	15,185
Meals on Wheels	10,000	12,880	17,338
Interest	10,000	11,339	15,061
Sundry	4,000	8,709	4,803
	<u>2,481,513</u>	<u>2,298,501</u>	<u>2,193,284</u>
EXPENSES			
Salaries and benefits	1,077,300	1,032,677	1,013,989
Central services	913,229	821,229	610,057
Food	232,000	216,378	193,742
Repairs and maintenance	182,200	135,753	94,877
Utilities	139,800	133,822	125,288
Operating	6,000 ✓	53,966	33,898
Janitorial supplies	16,000 ✓	46,071	54,189
Activity supplies	10,000	12,517	14,624
Amortization	-	4,131	3,614
Equipment purchases	5,500	1,302	1,289
Vehicle	2,600	608	1,115
	<u>2,584,629</u>	<u>2,458,454</u>	<u>2,146,682</u>
ANNUAL SURPLUS (DEFICIT)	<u>\$ (103,116)</u>	<u>\$ (159,953)</u>	<u>\$ 46,602</u>

See accompanying notes.

Brazeau Seniors' Foundation
Statement of Operations - Housing
For the Year Ended December 31, 2015
Schedule 3

	(Unaudited) Budget	2015 Actual	2014 Actual
REVENUES			
Rental income	\$ 508,600	481,808	490,592
Utilities recovered	59,950	59,484	59,233
Sundry	150	282	385
	<u>568,700</u>	<u>541,574</u>	<u>550,210</u>
EXPENSES			
Repairs and maintenance	286,194	187,918	135,505
Utilities	130,460	115,851	119,211
Salaries and benefits	60,450	94,250	96,942
Central services	92,000	92,000	89,692
Operating	5,750	38,327	30,862
Vehicle	-	3,818	4,070
Janitorial supplies	-	1,231	1,588
Equipment purchases	2,550	1,051	-
Activity supplies	-	318	388
Property taxes	-	-	49,945
	<u>577,404</u>	<u>534,764</u>	<u>528,203</u>
ANNUAL SURPLUS (DEFICIT)	<u>\$ (8,704)</u>	<u>\$ 6,810</u>	<u>\$ 22,007</u>

See accompanying notes.

Brazeau Seniors' Foundation
Statement of Operations - Renovation
For the Year Ended December 31, 2015
Schedule 4

	(Unaudited) Budget	2015 Actual	2014 Actual
REVENUES			
Municipal requisitions <i>(Note 10)</i>	\$ 503,234	\$ 503,234	\$ 548,978
	<u>503,234</u>	<u>503,234</u>	<u>548,978</u>
EXPENSES			
Interest paid on long term debt	10,000	7,623	29,736
	<u>10,000</u>	<u>7,623</u>	<u>29,736</u>
ANNUAL SURPLUS	<u>\$ 493,234</u>	<u>\$ 495,611</u>	<u>\$ 519,242</u>

See accompanying notes.

Brazeau Seniors' Foundation
Schedule of Central Service Expenses
For the Year Ended December 31, 2015
Schedule 5

	2015		2014
	Actual		Actual
Wages and benefits	\$ 812,633	\$	571,321
Office expenses	28,783		27,583
Telephone and postage	21,563		22,476
Board honorariums	16,199		17,056
Professional fees	7,920		31,865
Training and conferences	7,336		11,958
Insurance	7,324		7,961
Furniture and equipment	6,524		1,531
Travel	3,574		1,618
Sundry	1,373		6,380
	<u>\$ 913,229</u>	<u>\$</u>	<u>699,749</u>

See accompanying notes.

Brazeau Seniors' Foundation
Notes to the Financial Statements
December 31, 2015

1. NATURE OF OPERATIONS:

Brazeau Seniors' Foundation was established January 1, 1995 under Ministerial Order to consolidate the former Brazeau Foundation, The Purple Pansy Senior Citizens Association and the Village of Breton Senior Citizens Committee. The Foundation provides lodge and apartment accommodation to seniors sixty-five years of age and older and for low-income families in the communities within Brazeau County and the Town of Drayton Valley.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:

Public Sector Accounting Standards: These financial statements have been prepared in accordance with Public Sector Accounting Standards.

Revenue recognition: The Foundation follows the deferral method of accounting for contributions. Restricted contributions and restricted investment income are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions and unrestricted investment income are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonable assured.

Fund accounting: The Foundation uses the following funds and reserves:

Unrestricted Net Assets: These funds are unrestricted and available for the Foundation's use.

Net Assets Invested in Capital Assets: These funds are restricted in the capital assets the Foundation owns.

Lodge Operating Reserve: These funds have been restricted by the Board of Directors for lodge operations.

Lodge Donation Reserve: The Foundation receives donations for its resident's comfort fund. Contributions and expenditures are recorded directly through this fund.

Lodge Capital Reserve: This fund represents the Foundation's capital projects associated with the Lodge.

Housing Operating & Renovation Reserve: This fund represents the equity allowed to be retained by the Alberta Social Housing Corporation.

Contributed services: The society would not be able to carry out its activities without the services of the many volunteers who donate a considerable number of hours. Because of the difficulty of compiling these hours, contributed services are not recognized in the financial statements.

Cash and cash equivalents: The Foundation's cash includes petty cash as well as balances held in bank accounts.

Capital assets: Effective February 1, 2002, the Foundation's capital assets policy is to record at cost capital assets costing greater than \$5,000 and lasting more than one year. No provision has been made for retroactive application as the necessary information is not readily available. Capital assets are amortized on a declining balance basis over their estimated useful life. Buildings and land owned by the Alberta Government are not shown in the accounts.

Brazeau Seniors' Foundation
Notes to the Financial Statements
December 31, 2015

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONT):

Income taxes: The Foundation is a municipal organization, therefore no income taxes have been recorded.

Budget figures: Budget figures are provided by management for information purposes only. We have not audited, reviewed or otherwise attempted to verify the accuracy or completeness of such information.

Measurement Uncertainty: The preparation of financial statements in conformity with Canadian accounting standards for public sector entities requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates.

The amount recorded for amortization of equipment is based on an estimate of the remaining useful life and period of future benefit of the related assets. By their nature, these estimates are subject to measurement uncertainty and the effect on the financial statements from changes in such estimates on future periods could be significant.

3. CASH:

Included in cash is \$17,011 (2014 - \$16,051) restricted to use as security deposits.

4. ACCOUNTS RECEIVABLE:

Accounts receivable consists of the following:

	<u>2015</u>	<u>2014</u>
G.S.T. receivable	\$ 38,320	\$ 40,949
Miscellaneous / tenants	5,552	5,152
Municipal requisitions	-	135,965
Direct Rent supplement	-	791
	<u>\$ 43,872</u>	<u>\$ 136,756</u>

5. FUNDS HELD IN TRUST:

During the year the Foundation received funds from the Shangri-la Lodge Social Club Bingo Fund. The Foundation will continue to hold these funds in trust.

	<u>2015</u>	<u>2014</u>
Opening balance	\$ 12,666	\$ 10,714
Contributions	2,280	2,841
Expenditures	<u>(4,768)</u>	<u>(889)</u>
Closing balance	<u>\$ 10,178</u>	<u>\$ 12,666</u>

Brazeau Seniors' Foundation
Notes to the Financial Statements
December 31, 2015

6. ACCOUNTS PAYABLE:

Accounts payable consists of the following:

	<u>2015</u>	<u>2014</u>
Payroll payables	\$ 175,642	\$ 149,978
Trade payables	83,051	60,831
AHSC payable	6,810	53,211
	<u>\$ 265,503</u>	<u>\$ 264,020</u>

7. DEFERRED REVENUE:

Deferred revenue occurs when tenants pay rent in advance. Typically this prepaid rent is for the next month.

8. BANK LOAN:

	<u>2015</u>	<u>2014</u>
Bank loan bearing interest at 3.74% per annum, repayable in monthly blended payments of \$45,749. The loan matures in November 2015 and is secured with a guarantee of the municipalities.	\$ -	\$ 493,949

9. CAPITAL ASSETS:

	Cost	Accumulated Amortization	Net Book Value 2015	Net Book Value 2014
Equipment	<u>\$ 66,882</u>	<u>\$ (60,902)</u>	<u>\$ 5,980</u>	<u>\$ 10,811</u>

10. MUNICIPAL REQUISITIONS:

The Foundation normally requisitions the municipalities to fund current operations, prior year deficits, and aid in repayment of bank loan for Lodge renovation. They consist of the following:

	<u>2015</u>	<u>2014</u>
Requisitions for operations:		
Brazeau County	\$ 567,675	\$ 546,648
Town of Drayton Valley	192,111	187,465
Village of Breton	6,768	6,906
	<u>766,554</u>	<u>741,019</u>
Requisitions to repay debt:		
Brazeau County	372,672	404,979
Town of Drayton Valley	126,119	138,882
Village of Breton	4,443	5,117
	<u>503,234</u>	<u>548,978</u>
Total amount requisitioned	<u>\$ 1,269,788</u>	<u>\$ 1,289,997</u>

Brazeau Seniors' Foundation
Notes to the Financial Statements
December 31, 2015

11. LOCAL AUTHORITIES PENSION PLAN:

Employees of the Foundation participate in the Local Authorities Pension Plan (LAPP), which is one of the plans covered by the Alberta Public Sector Pension Plans Act. The LAPP is financed by employer and employee contributions and by investment earnings of the LAPP Fund.

Contributions for current service are recorded as expenditures in the year in which they become due.

The Foundation is required to make current service contributions to the LAPP of 11.39% of pensionable earnings. Employees of the Foundation are required to make current service contributions of 10.39% of pensionable salary.

Total current service contributions by the Foundation to the LAPP in 2015 were \$77,692 (2014 - \$77,722). Total current service contributions by the employees of the Foundation to the Local Authorities Pension Plan in 2015 were \$71,266 (2014 - \$71,261).

At December 31, 2014, the LAPP disclosed an actuarial deficiency of \$2.454 billion (2013 - \$4.862 billion).

12. LODGE DONATION RESERVE:

Lodge donation reserve for the Shangri-La Lodge consists of:

	<u>2015</u>	<u>2014</u>
Comfort Fund:		
Opening balance	\$ 32,897	\$ 26,200
Contributions	7,653	6,697
Expenditures	(11,908)	-
	<hr/>	<hr/>
Closing balance	28,642	32,897
	<hr/>	<hr/>
	<u>\$ 28,642</u>	<u>\$ 32,897</u>

13. FINANCIAL INSTRUMENTS:

Fair Value: Financial instruments of the Foundation consist of cash, accounts receivable, accounts payable and accrued liabilities. Renovation requisitions are receivable over the next five years and are recorded at their fair market value. The carrying values of other items approximate their fair value due to their short maturities.

Interest risk: Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. In seeking to minimize the risks from interest rate fluctuations, the foundation manages exposure through its normal operating and financing activities. The foundation is exposed to interest rate risk primarily through its floating interest rate bank indebtedness and credit facilities.

March
2016

Board Meeting Highlights



New Mission and Vision Statements

The Board accepted the wording of the Division's proposed new Mission and Vision Statements as informed by community stakeholders through comprehensive community consultation and presented by the Mission & Vision Ad Hoc Committee. The next step is to move adoption of the statements through the Board's policy approval process.

Capital Plan approved

The Board approved its 2016-2017 Capital Plan for the April 1st submission to Alberta Education. The Number 1 priority on the Capital Plan is the modernization of Father Lacombe School.

Edwin Parr nominee

The Board approved the ASBA 2016 Edwin Parr First Year Teacher Award Nomination of Kevin Onyschuk. Kevin is a first year teacher at Notre Dame School in Leduc.

Mass intentions for graduates

The Board approved special mass intentions and individual recognition of the Division high school graduates with a donation to the local parish per graduating class for the 2015-2016 school year.

Three Year Education Plan approved

The Board received confirmation that its Three Year Education Plan and AERR submission was fully compliant with Alberta Education's requirements.

Beaumont Reconfiguration

The Board hosted Phase I of the Beaumont Reconfiguration Spring Consultation following its meeting March 16th. The initial phase is designed to gather stakeholder feedback on a number of key reconfiguration factors in order to develop alternatives to present to stakeholders April 13th.

FNMI collaboration

The Board was informed that it was the recipient of a three-year \$98,000 grant to build collaboration and capacity in working with our First Nations partners in Maskwacis.

DATES TO REMEMBER

Next Board Meeting
Wednesday, April 20
10:30 a.m.

STAR Central Office
4906 50 Ave., Leduc, AB
*The public is welcome at all
Board meetings.*

Board of Trustees

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*Waste Management Committee Meeting
October 19, 2015, 1:30pm
Town of Drayton Valley Conference Room #1*

Meeting Notes

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

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

1.0 Call to Order

Councillor Bossert requested Councillor Fredrickson to chair the meeting on her behalf
Councillor Fredrickson called the meeting to order at 1:32pm

2.0 Additions or Deletions to Agenda

5.6 Aspen Waste Facility Leachate Removal

3.0 Adoption of Agenda

Agenda was adopted

4.0 Approval of July 10, 2015, Committee Meeting Notes

Approved

5.0 Discussion Items

5.1 Terms of Reference

The Terms of Reference were read and reviewed by the Committee.

The mandate is incorrectly worded as Administration is assisting Council with an information exchange.

Council needs information to create policy and it was suggested to highlight future agenda items as "information based" or "policy based" topics.

Information based items are for discussion within the Committee meetings and some issues can be resolved by Administration, others may require involvement by Council.

Policy items are those which will need approval from Council.

Councillor Fredrickson would like to have discussion items linked to a strategic plan to act upon after the meeting.

Waste Management Committee Meeting

October 19, 2015, 1:30pm

A set limit of 3-4 agenda items per meeting will help the Committee focus on priority issues. Councillor Bossert and Ms. Cook will discuss the wording of the Terms of Reference and make adjustments to bring back to the Committee before going to Council.

5.2 Mile Stones

- Prioritizing, Economic Development and Sustainability Plan, Do-able Now

The Mile Stones were discussed by the Committee at length, and as it stands, the Waste Management program for the Town of Drayton Valley must be put on hold until it receives Council direction.

5.3 Fall Cleanup Follow Up (Mr. Paul Mah)

The Fall Cleanup went well and had lower volume with the exception of Greenwood Trailer Park.

Totals Per Area:

SW	9.2 tonnes
SE	15 tonnes
NE	14.2 tonnes
Pleasant View and Industrial Road	1.5 tonnes

39.9 total tonnage and disposal fees were only \$3030.50 (not including staff and equipment). Councillor Bossert witnessed a large number of staff and equipment and inquired if this amount of manpower was necessary.

Mr. Mah anticipated a higher demand as the Spring Cleanup required the additional manpower. Advertising for the pickup was 9am-5pm but items were picked up beginning at 8am, missing some pickups.

A report came to Mr. Mah's attention after the Fall Cleanup, where an elderly woman asked the cleanup workers to remove freezers from her premises, taking 5 of them off their cleanup routes for 2 hours.

The Committee questioned the liability issues, and if the woman was taking advantage of the program and free labour.

The Committee discussed the programs pros and cons, whether we could or should help the elderly and disabled.

Discussion took place:

- If this falls under the mandate of FCSS as volunteer coordinators for the community.
- A signup sheet at the front desk one week prior to scheduled cleanup for those in need of help was suggested.
- Perhaps the cleanup should be by request only to everyone.
- Restrictions should remain in place.

Mr. Fraser wondered regarding electronics, such as computers, whether they can be taken from Re-Use-It.

*Waste Management Committee Meeting**October 19, 2015, 1:30pm*

MCL staff must allow people to utilize the Re-Use-It shed, which is the whole purpose of the shed.

Ms. Moulé said that due to poor or no signage, most people are not aware the shed exists. Education and signage are needed, as well as, advertising the items in shed.

A “reusable” truck could be sent along during cleanup week to bring to the shed.

Ms. Moulé inquired about statistics of the pickup items, but, unfortunately, Mr. Mah said there is no one to take stats.

The cleanup program will need some improvement between now and spring, guided by either the Sustainability Plan or another initiative, being mindful of the public’s perception of the Town’s changing directives.

This item is tabled as an information based topic for the next meeting.

5.4 Cell Development (Mr. Paul Mah)

Mr. Mah updated the Committee that Cell 4C is going very well and almost filled with TDA, with the road 98% complete.

The cell will be finished by November 1, 2015.

The Committee wants the public to know that this has been a cost savings of \$480,000 for the Town, a true success story.

Mr. Mah will tour the site and take pictures after the completion of the cell.

Councillor Bossert would also like Mr. Mah to arrange a tour for Council.

Ms. Moulé will ask Mr. Tyler Russell to send out a press release with photographs.

The grant awarded needs to be posted and signage made for landfill.

5.5 Plastic Bag Ban (Ms. Danette Moulé)

The Northwest Territories has a Bylaw to charge (\$0.25) for all plastic bags for single use.

A ban is difficult and Ms. Moulé expressed that businesses may have a strained relationship with the Town if the bags were completely banned.

For a smoother transition, the Town would need to work with businesses, offering them to join the Town instead of dictating bylaws.

Perhaps charging \$0.50 per bag and giving a cost share option with stores.

The Town could track the funds by a tax or levy which would in turn go towards the Waste Management Program.

The Chamber of Commerce may not be able to make the decision for local businesses but may have some influence in participating in the program.

Ms. Moulé checked into the fibre bags production at the fibre mat company and they can produce the fabric but the bags would have to be made elsewhere.

Councillor Fredrickson asked Ms. Moulé to provide an Economic Business Plan for this proposed program to include costs associated in making fibre bags, funds collected, and if stakeholders wish to contribute.

The program can be presented to businesses at a public meeting.

Ms. Moulé will provide the Committee with NWT Bylaw as an information item at the next meeting.

*Waste Management Committee Meeting**October 19, 2015, 1:30pm*

5.6 Aspen Waste Facility Leachate Removal (Mr. Paul Mah)

Leachate is the liquid from cell waste that is collected and brought to the Water Treatment Plant for treatment.

Mr. Lee Harris (MCL) has shared with Mr. Mah that there has been a problem with the suction to remove the leachate lately and this has to be rectified within the next 2 weeks as the gas levels have increased.

Mr. Fraser, Mr. Mah, along with Mr. Dave Fraser (MCL) will meet to discuss the problem and will take appropriate steps in its repair.

If the situation results in budget implications, the Committee asks this item be brought back to the next meeting.

6.0 Other Business

Mr. Mah has been informed that Mr. Charles Cosby from GFL has left the company and Mr. Adam Lekochinsky is the new contact.

7.0 Information Items for Next Meeting

1. Review of MCL and GFL Contracts
 - Relationships with GFL
2. Spring/Fall Clean Up Program
 - Re-Use-It Component
 - By Request Only
3. Plastic Bags
 - Business Plan
 - NWT Bylaw
4. Waste Sort Report

8.0 Next Meeting Date

Within 6-8 weeks, To Be Announced

9.0 Adjournment

Councillor Fredrickson adjourned the meeting at 3:32pm



*Waste Management Committee Meeting
Tuesday, February 16, 2016, 10:00 a.m.
Conference Room #2*

Meeting Notes

Present: Councillor Deb Bossert, Councillor Brandy Fredrickson, Mr. Dwight Dibben, Mr. Paul Mah, Ms. Sonya Wrigglesworth, Ms. Danette Moulé, Ms. Sabine Larcher

1.0 Call to Order

Councillor Fredrickson called the meeting to order at 10:10 a.m.

2.0 Additions or Deletions to Agenda

Councillor Bossert moved to add following items to the agenda:

5.9 Recent Incident

5.10 Special Event Waste Opportunity

Carried

3.0 Adoption of Agenda

Councillor Bossert moved to adopt the agenda as amended.

Carried

4.0 Approval of October 19, 2015, Committee Meeting Notes

Councillor Bossert advised of some typographical errors.

Councillor Bossert moved to approve the October 19, 2015, Meeting Notes as amended.

Carried

5.0 Discussion Items

5.1 Terms of Reference Review

The Terms of Reference were reviewed by the Committee and changes were recommended. The Terms of Reference will be brought forward to the next Governance & Priorities and Regular Meeting of Council agenda respectively.

Mr. Dibben entered the meeting at 10:23 a.m.

5.2 GFL Contract Review

The committee reviewed the GFL contract and discussed options. Mrs. Wrigglesworth was asked to conduct a full analysis of the in-house option including a backup plan.

February 16, 2016

5.2.1 Customer Service Update

It was suggested that the bi-annual brochure send out by GFL includes the garbage pickup calendar.

Digital copies will be sent to Council. It was recommended to publish relevant information on Facebook and on the Town website.

5.3 Waste Management Bylaw Review

The Waste Management Bylaw will be reviewed at the next Committee meeting.

5.4 Spring Cleanup

The Spring Cleanup is scheduled for May 16-20 and the Re-Use It Fair for May 14. Information will be distributed to Council and the public and any changes to the program will be in line with the Fall Cleanup.

5.5 Cell Update

Mr. Mah informed the Committee that the 4C cell is completed and operational. It was suggested to publish some information on the completion and the cost savings it will bring.

5.6 WastAway

An update was given at the Governance & Priorities Meeting on December 30, 2015. Mrs. Vallee will provide information on the grant for the next meeting.

Mr. Dibben left the meeting at 11:01 a.m.

5.7 Recycling Council of Alberta

Ms. Moulé was asked to collect information on the financial contribution through RCA.

Councillor Fredrickson left the meeting at 11:34 a.m. Councillor Bossert continued to chair the meeting.

5.8 Sustainability Initiatives

5.8.1 Plastic Bag Ban

Ms. Moulé advised the Committee about her research results on actions taken by other municipalities including financial details. She will present a step-by-step plan with supporting documentation at the next Committee meeting.

5.8.2 Waste Sorting

Ms. Moulé informed the Committee about the results of an auditor report on waste sorting. The report will be added as information to the next Committee meeting and to the next Regular Meeting of Council agenda.

5.9 Recent Incident

Mr. Mah informed the Committee about a recent incident at the Aspen Waste Management Facility.

Waste Management Committee Meeting

February 16, 2016

5.10 Special Event Waste Opportunity

Mr. Mah advised of a recent special event waste opportunity for the landfill.

6.0 Other Business

No comment was made under this item.

7.0 Items for Next Meeting

1. Waste Management Bylaw Review
2. GFL contract with tender policy and brochure
3. Spring Cleanup with previous information
4. Plastic Bags Ban with detailed plan
5. WastAway Update as standing item
6. Waste Sorting Report as information item

8.0 Next Meeting Date

Friday, March 18, 2016, at 2:00 p.m., Boardroom 1

9.0 Adjournment

Councillor Bossert adjourned the meeting at 12:30 p.m.

**Drayton Valley Municipal Detachment
Statistical Comparison
January to February: 2012 - 2016**

Friday, March 04, 2016

CATEGORY	Trend	2012	2013	2014	2015	2016
Homicides & Offences Related to Death		0	0	0	0	0
Robbery		0	1	5	1	0
Sexual Assaults		3	1	0	1	6
Other Sexual Offences		0	0	0	1	0
Assault		43	29	39	22	10
Kidnapping/Hostage/Abduction		4	0	1	1	0
Extortion		0	0	1	0	0
Criminal Harassment		6	4	1	5	6
Uttering Threats		12	6	9	7	5
Other Persons		0	0	0	0	0
TOTAL PERSONS		68	41	56	38	27
Break & Enter		8	15	13	9	13
Theft of Motor Vehicle		22	13	15	10	8
Theft Over \$5,000		2	0	4	1	1
Theft Under \$5,000		31	45	55	35	53
Possn Stn Goods		11	4	9	2	1
Fraud		10	8	9	5	4
Arson		1	0	0	0	0
Mischief To Property		29	36	42	57	38
TOTAL PROPERTY		114	121	147	119	118
Offensive Weapons		1	3	8	2	2
Public Order		0	1	0	0	0
Disturbing the peace		21	15	15	20	7
OTHER CRIMINAL CODE		35	34	40	45	28
TOTAL OTHER CRIMINAL CODE		57	53	63	67	37
TOTAL CRIMINAL CODE		239	215	266	224	182

**Drayton Valley Municipal Detachment
Statistical Comparison
January to February: 2012 - 2016**

CATEGORY	Trend	2012	2013	2014	2015	2016
Drug Enforcement - Production		0	0	0	0	0
Drug Enforcement - Possession		12	7	6	7	3
Drug Enforcement - Trafficking		0	3	1	3	0
Drug Enforcement - Other		0	0	0	0	0
Total Drugs		12	10	7	10	3
Federal - General		4	1	1	0	0
TOTAL FEDERAL		16	11	8	10	3
Liquor Act		5	6	2	2	0
Other Provincial Stats		11	17	15	16	28
Total Provincial Stats		16	23	17	18	28
Municipal By-laws Traffic		0	3	1	2	0
Municipal By-laws		13	6	9	9	15
Total Municipal		13	9	10	11	15
Fatals		1	1	0	0	1
Injury MVC		2	3	1	0	1
Property Damage MVC (Reportable)		64	62	62	57	43
Property Damage MVC (Non Reportable)		4	5	5	7	5
TOTAL MVC		71	71	68	64	50
Provincial Traffic		125	86	96	56	58
Other Traffic		1	6	0	2	1
Criminal Code Traffic		20	17	15	12	8
Common Police Activities						
False Alarms		47	36	29	46	48
False/Abandoned 911 Call and 911 Act		16	17	9	18	14
Suspicious Person/Vehicle/Property		27	23	6	15	34
Persons Reported Missing		1	3	0	3	6
Spousal Abuse - Survey Code		28	20	16	27	27

Drayton Valley Municipal Detachment 5 Year Traffic Summary - January to February

January to February	Trend	2012	2013	2014	2015	2016
Fatals		1	1	0	0	1
Injury MVAS		2	3	1	0	1
Property Damage MVAS (Reportable)		64	62	62	57	43
Property Damage MVAS (Non Reportable)		4	5	5	7	5
Total MVC		71	71	68	64	50

January to February	Trend	2012	2013	2014	2015	2016
Impaired Operation*		11	5	5	5	3
Roadside Suspensions - alcohol related - No charge**		1	6	0	2	1
Occupant Restraint/Seatbelt Violations**		2	1	1	1	0
Speeding Violations**		2	4	4	0	2
Intersection Related Violations**		6	6	1	0	2
Driving without Due Care or Attention*		3	0	0	0	0
Other Moving Traffic*		44	37	30	19	9
Other Non-Moving Violation**		33	13	16	10	16
Other CC Traffic***		3	4	1	1	2

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

Drayton Valley Municipal Detachment
Statistical Comparison
February: 2012 - 2016





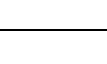
Friday, March 04, 2016

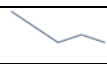








CATEGORY	Trend	2012	2013	2014	2015	2016
Homicides & Offences Related to Death		0	0	0	0	0
Robbery		0	0	4	0	0
Sexual Assaults		0	1	0	1	6
Other Sexual Offences		0	0	0	1	0
Assault		19	12	16	6	2
Kidnapping/Hostage/Abduction		2	0	0	0	0
Extortion		0	0	1	0	0
Criminal Harassment		4	4	0	3	3
Uttering Threats		8	4	3	5	2
Other Persons		0	0	0	0	0
TOTAL PERSONS		33	21	24	16	13
Break & Enter		2	8	5	4	8
Theft of Motor Vehicle		8	9	7	6	5
Theft Over \$5,000		0	0	2	0	1
Theft Under \$5,000		16	24	26	9	35
Possn Stn Goods		6	3	2	0	1
Fraud		7	4	2	4	3
Arson		0	0	0	0	0
Mischief To Property		12	21	22	35	25
TOTAL PROPERTY		51	69	66	58	78
Offensive Weapons		0	1	5	0	0
Public Order		0	0	0	0	0
Disturbing the peace		9	9	6	9	5
OTHER CRIMINAL CODE		17	21	21	19	11
TOTAL OTHER CRIMINAL CODE		26	31	32	28	16
TOTAL CRIMINAL CODE		110	121	122	102	107

Drayton Valley Municipal Detachment
Statistical Comparison
February: 2012 - 2016

CATEGORY	Trend	2012	2013	2014	2015	2016
Drug Enforcement - Production		0	0	0	0	0
Drug Enforcement - Possession		2	5	3	3	1
Drug Enforcement - Trafficking		0	1	0	1	0
Drug Enforcement - Other		0	0	0	0	0
Total Drugs		2	6	3	4	1
Federal - General		0	0	0	0	0
TOTAL FEDERAL		2	6	3	4	1
Liquor Act		3	3	1	2	0
Other Provincial Stats		3	6	11	9	15
Total Provincial Stats		6	9	12	11	15
Municipal By-laws Traffic		0	3	0	1	0
Municipal By-laws		6	6	5	7	9
Total Municipal		6	9	5	8	9
Fatals		0	0	0	0	1
Injury MCS		1	1	1	0	1
Property Damage MVC (Reportable)		32	29	26	24	15
Property Damage MVC (Non Reportable)		2	3	2	0	2
TOTAL MVC		35	33	29	24	19
Provincial Traffic		49	33	51	30	25
Other Traffic		0	3	0	1	0
Criminal Code Traffic		14	10	4	6	3
Common Police Activities						
False Alarms		23	15	15	22	22
False/Abandoned 911 Call and 911 Act		8	7	4	8	7
Suspicious Person/Vehicle/Property		24	10	2	6	18
Persons Reported Missing		0	1	0	2	5
Spousal Abuse - Survey Code		15	13	8	11	8

Drayton Valley Municipal Detachment 5 Year Traffic Summary - Month of February

February	Trend	2012	2013	2014	2015	2016
Fatals		0	0	0	0	1
Injury MVAS		1	1	1	0	1
Property Damage MVAS (Reportable)		32	29	26	24	15
Property Damage MVAS (Non Reportable)		2	3	2	0	2
Total MVC		35	33	29	24	19

February	Trend	2012	2013	2014	2015	2016
Impaired Operation*		6	4	2	3	2
Roadside Suspensions - alcohol related - No charge**		0	3	0	1	0
Occupant Restraint/Seatbelt Violations**		1	1	0	1	0
Speeding Violations**		0	3	3	0	1
Intersection Related Violations**		3	2	0	0	0
Driving without Due Care or Attention*		1	0	0	0	0
Other Moving Traffic*		17	18	19	11	3
Other Non-Moving Violation**		12	3	11	6	8
Other CC Traffic***		1	3	1	0	0

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

Drayton Valley Municipal Detachment

January to February: 2012 - 2016

Category	Trend	2012	2013	2014	2015	2016	Mean	Std Deviation	Mean + 1 Std Dev	FLAG	Slope
Theft Motor Vehicle (Total)		22	13	15	10	8	13.6	4.8	18.4	Within Norm	-3.1
Auto		1	2	1	1	1	1.2	0.4	1.6	Within Norm	-0.1
Truck/SUV/Van		16	5	11	8	6	9.2	4.0	13.2	Within Norm	-1.7
Motorcycle		0	0	0	0	0	0.0	0.0	0.0	Within Norm	0
Other		4	4	2	1	1	2.4	1.4	3.8	Within Norm	-0.9
Take Auto without Consent		1	2	1	0	0	0.8	0.7	1.5	Within Norm	-0.4
Break and Enter (Total)		8	15	13	9	13	11.6	2.7	14.3	Within Norm	0.4
Business		2	9	7	3	11	6.4	3.4	9.8	Issue	1.2
Residence		2	3	4	6	1	3.2	1.7	4.9	Within Norm	0.1
Cottage or Seasonal Residence		0	0	0	0	0	0.0	0.0	0.0	Within Norm	0
Other		1	0	1	0	1	0.6	0.5	1.1	Within Norm	0
Spousal Abuse		28	20	16	27	27	23.6	4.8	28.4	Within Norm	0.5
Robbery		0	1	5	1	0	1.4	1.9	3.3	Within Norm	0
Assault		43	29	39	22	10	28.6	11.9	40.5	Within Norm	-7.3
Sexual Assaults		3	1	0	1	6	2.2	2.1	4.3	Issue	0.6

Traffic	Trend	2012	2013	2014	2015	2016	Mean	Std Deviation	Mean + 1 Std Dev	FLAG	Slope
Impaired Operation*		11	5	5	5	3	5.8	2.7	8.5	Within Norm	-1.6
Roadside Suspensions - alcohol related - No grounds to charge**		1	6	0	2	1	2.0	2.1	4.1	Within Norm	-0.4
Occupant Restraint/Seatbelt Violations**		2	1	1	1	0	1.0	0.6	1.6	Within Norm	-0.4
Speeding Violations**		2	4	4	0	2	2.4	1.5	3.9	Within Norm	-0.4
Intersection Related Violations**		6	6	1	0	2	3.0	2.5	5.5	Within Norm	-1.4
Driving without Due Care or Attention*		3	0	0	0	0	0.6	1.2	1.8	Within Norm	-0.6
Other Moving Traffic*		44	37	30	19	9	27.8	12.5	40.3	Within Norm	-8.8
Other Non-Moving Violation**		33	13	16	10	16	17.6	8.0	25.6	Within Norm	-3.7
Other CC Traffic***		3	4	1	1	2	2.2	1.2	3.4	Within Norm	-0.5