



Agenda

Call to Order

National Anthem

1.0 Additions to the Agenda

2.0 Adoption of Agenda

3.0 Corrections or Amendments:

3.1. April 20, 2016, Regular Meeting of Council Minutes 3-8

3.2. May 4, 2016, Special Meeting of Council Minutes 9-10

4.0 Adoption of:

4.1. April 20, 2016, Regular Meeting of Council Minutes

4.2. May 4, 2016, Special Meeting of Council Minutes

5.0 Proclamation

5.1. Public Works Week 11

5.2. Hearing & Speech Month 12-13

6.0 Delegations

6.1. Jennifer Lundy & Krystin Orr – Update on Omniplex/Total Works/MacKenzie
Conference Centre 14

6.2. Lola Strand – FCSS Annual Report 15-71

7.0 Public Time

8.0 Decision Items Pages 72

8.1. Councillor Long	2016 Final Fee Schedule	72-82
8.2. Councillor Shular	Quality Management Plan for Building Inspections	83-103
8.3. Councillor Wheeler	Sustainability Committee Terms of Reference	104-105
8.4. Councillor Bossert	2016/02/F Second and Third Reading - Monthly Tax Payment Plan Bylaw	106-109
8.5. Councillor Fredrickson	Traffic Advisory Committee Appointment of Members at Large	110-116

Regular Meeting of Council

May 11, 2016

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9.0 Department Reports

9.1. Engineering & Development	
• Planning & Development	Shahid Mughal
• Engineer's Report	Ron Fraser
9.2. Community Services & FCSS	Annette Driessen
9.3. Economic Development	Eric Burton
9.4. Emergency Services	Tom Thomson
9.5. Administration	
• Communications and Marketing	Tyler Russell
• CAO Report	Dwight Dibben

10.0 Council Reports

10.1. Councillor Nadeau
10.2. Councillor Long
10.3. Councillor Shular
10.4. Councillor Wheeler
10.5. Councillor Bossert
10.6. Councillor Fredrickson
10.7. Mayor McLean

11.0 Information Items

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11.1. Economic Development Committee Meeting Notes April 2016	118
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11.3. Sustainability Committee Meeting Notes February and March 2016	120-123
11.4. Brazeau Seniors Foundation Minutes March 2016	124-128
11.5. Councillor Wheeler Conference Report - Smart City Alliance – April 2016	129-134
11.6. Councillor Nadeau Conference Report – Economic Developers of Alberta Conference – April 2016	135-187
11.7. Childcare Operational Board February 16, 2016	188-190

12.0 Adjournment



Meeting Minutes

THOSE PRESENT:

Mayor McLean
Deputy Mayor Wheeler
Councillor Nadeau
Councillor Long
Councillor Bossert
Councillor Shular
Dwight Dibben, Chief Administrative Officer
Annette Driessen, Director of Community Services
Ron Fraser, Director of Engineering & Planning
Kevin McMillan, Assistant Director of Corporate Services
Tom Thomson, Fire Chief

Shahid Mughal, Planning & Development Manager
Eric Burton, Economic Development Officer
Chandra Dyck, Legislative Services Coordinator
Rita Bijeau, Executive Assistant
Tyler Russell, Communications and Marketing Coordinator
Mamta Lulla, Drayton Valley Western Review
Laine Mitchell, CIBW Radio
Members of the Public

ABSENT:

Councillor Fredrickson

CALL TO ORDER

Mayor McLean called the meeting to order at 9:02 a.m.

1.0 Additions/Deletions to the Agenda

There were no additions or deletions to the April 20, 2016, Regular Meeting of Council Agenda.

2.0 Adoption of Agenda RESOLUTION #62/16

Councillor Shular moved to adopt the April 20, 2016, Regular Meeting of Council Agenda as presented.

CARRIED

3.0 Corrections or Amendments:

3.1. March 30, 2016, Regular Meeting of Council Minutes

There were no corrections or amendments to the March 30, 2016, Regular Meeting of Council Minutes.

3.2. April 4, 2016, Special Meeting of Council Minutes

There were no corrections or amendments to the April 4, 2016, Special Meeting of Council Minutes.

4.0 Adoption of:

4.1. March 9, 2016, Regular Meeting of Council Minutes

4.2. April 4, 2016, Special Meeting of Council Minutes

RESOLUTION #063/16

Councillor Long moved to adopt the March 9, 2016, Regular Meeting of Council Minutes and April 4, 2016, Special Meeting of Council Minutes as presented.

CARRIED

5.0 Proclamations

Mayor Glenn McLean proclaimed May 2-8, 2016, as Mental Health Awareness Week in the Town of Drayton Valley.

6.0 Delegations

6.1. 2015 Audited Financial Report - Phil Dirks, Hawkins Epp Dumont

Mr. Dirks presented Council the Audited Financial Statements for 2015.

6.2. Community Services Recreation Programs – Teresa Dunlop and Sheila Bailey

Ms. Dunlop and Ms. Bailey provided Council with an overview of the Recreation Programs offered by the Town through the Community Services Department from the winter, as well as upcoming activities.

6.3. March RCMP Stats – S/Sgt. Malcolm Callihoo

S/Sgt. Callihoo reviewed the RCMP stats from the month of March 2016. S.Sgt. Callihoo advised Council that the Detachment has started doing a prevention series for the public on a monthly basis and is adjusting patrols based on monitoring of activity.

6.4. Domestic Violence & Your Workplace Training Presentation – Catie Hickman, PCCS

Catie Hickman informed Council of an upcoming Domestic Violence & Your Workplace Training session offered in partnership with Alberta Council of Women's Shelters and the Pembina Crisis Connection Society.

Mayor McLean called a break at 10:26 a.m.

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

7.0 Public Time

No comments were received from the floor.

8.0 Decision Items

8.1. First Reading of Traffic, Heavy Vehicle, and Off-Highway Vehicle Bylaws

RESOLUTION #064/16

Councillor Bossert moved that Council give First Reading to Traffic Bylaw 2016/03/P.

AMENDING RESOLUTION #065/16

Councillor Shular moved to amend Traffic Bylaw 2016/03/P, Section 12.1 to include a reference regarding the direction of parking being in the direction of travel.

CARRIED

AMENDING RESOLUTION #066/16

Councillor Long moved to amend the Traffic Bylaw 2016/03/P, page 37, to include reference to Bylaw 2001-16 in the repealing section.

CARRIED

RESOLUTION #064/16

CARRIED AS AMENDED

RESOLUTION #067/16

Councillor Bossert moved that Council give First Reading to Heavy Vehicle Bylaw 2015/15/T.

CARRIED

RESOLUTION #068/16

Councillor Bossert moved that Council give First Reading to Off-Highway Vehicle Bylaw 2015/16/T.

CARRIED

8.2. Municipal Assets Naming Policy

RESOLUTION #069/16

Councillor Nadeau moved that Council approve Municipal Assets Naming Policy A-01-16 as presented.

CARRIED

8.3. Second Quarter Community Event Grant Applications

RESOLUTION #070/16

Councillor Long moved that Town Council:

- award the Rotary Club of Drayton Valley "5th Annual Black & White Ladies Diamond Gala" a total of \$500.00 from the Community Event Grant to support local initiatives;
- award the Cause for Critters "5th Annual Raise the Woof Comedy Gala" a total of \$1,000.00 from the Community Event Grant;
- award the Safari Club International, Drayton Valley Chapter "2016 National Archery in Schools Program Provincials" a total of \$1,500.00 from the Community Event Grant;
- award the Drayton Valley Pro Rodeo Society "2nd Annual Pro Rodeo" a total of \$1,000.00 from the Community Event Grant to help offset facility rental fees; and
- award the Northern Thunder Car Club "18th Annual Show & Shine and Outdoor Theatre" a total of \$1,000.00 from the Community Event Grant to support the Outdoor Theatre.

CARRIED

8.4. Automated Traffic Enforcement Fund Allocation Policy A-04-14 and Traffic Advisory Committee Terms of Reference

RESOLUTION #071/16

Councillor Shular moved that Council approve Automated Traffic Enforcement Fund Allocation Policy A-04-14 as presented.

CARRIED

RESOLUTION #072/16

Councillor Shular moved that Council approve the Traffic Advisory Committee Terms of Reference as presented.

CARRIED

8.5. Audited Financial Statements for 2015

RESOLUTION #073/16

Councillor Wheeler moved that Council receive the presented Audited Financial Statements for 2015 as information.

CARRIED

9.0 Department Reports

9.1. Engineering and Development

- Planning & Development

Mr. Mughal updated Council regarding activities within Planning and Development.

- Engineer's Report

Mr. Fraser informed Council of the following updates:

- projects are under review to ensure that the most critical needs are addressed and maximize funding received;
- electrical and landscaping work for the Open Spaces has begun; and
- Traffic Studies are being finalized; and
- Engineering is commencing a new study with regard to assessing existing traffic signage.

9.2. Community Services & FCSS

Ms. Driessen advised Council of the following:

- free spaghetti supper with Dr. Ungar tomorrow night
- Operation Clean Sweep is this Friday
- Little Raskals Garage Sale is this Saturday
- April 29-30 – Chili Cook Off, Pro Rodeo, Trade Show
- May 7th – Triathlon
- Urban Housing Program, people in need of housing should contact Brazeau Seniors Foundation to see if they qualify; and
- Lola Strand introduced Angela Przytula as the new FCSS Program Assistant.

9.3. Emergency Services

Fire Chief Thomson advised Council of the activities within Fire Services.

9.4. Administration

- Communications and Marketing

Mr. Russell updated Council on activities within the Communications and Marketing and stated that the Tour of Alberta will be coming to Drayton Valley on September 3rd, information will be shared during the Triathlon.

- Economic Development

Mr. Burton updated Council on the following:

- April 12th – Career Expo in partnership with Brazeau County through EARN;
- April 6-8th – Economic Developers of Alberta Conference; and
- an upcoming seminar with Chamber of Commerce for starting a business.

- CAO Report

Mr. Dibben informed Council about the following:

- Local Government Administration Association Conference;
- Tour of Alberta;
- internal review of the received proposals regarding Animal Control Services; and

- In accordance to Section 690 of the *Municipal Government Act*, the intermunicipal dispute regarding Brazeau County Bylaw 892-15 has been filed with the Municipal Governance Board and Brazeau County has expressed interest in mediation.

10.0 Council Reports

10.1. Councillor Fredrickson

- Councillor Fredrickson was absent.

10.2. Councillor Nadeau

- Communities in Bloom Meeting
- April 6th -8th – Economic Developers of Alberta Conference
- April 19th – Economic Development Committee

10.3. Councillor Long

- April 6-8th – Economic Developers of Alberta Conference
- Clean Energy Technology Centre Meetings
- Municipal Library Board Meeting

10.4. Councillor Shular

- Clean Energy Technology Centre Meetings
- Legacy Committee Meeting
- Housing Committee Meeting

10.5. Councillor Wheeler

- Headwater Meeting
- Eleanor Pickup Centre performance by Evergreen grade four students
- Smart City Symposium
- KIN Performing Festival started today

10.6. Councillor Bossert

- FCSS Board Meeting
- April 4th Meeting with Cossette
- April 4th – Homelessness and Poverty Reduction Committee Meeting
- April 4th – Aquatic Fund Development Committee Meeting
- April 11th -16th – National Congress on Housing and Homelessness
- Housing Committee Meeting

10.7. Mayor McLean

- April 14th – Clean Energy Technology Centre Committee Meeting
- April 15th – Tour of Alberta

11.0 Information Items

11.1. Drayton Valley & District Family & Community Support Services – December Board Minutes

11.2. RCMP Stats – March 2016

11.3. Drayton Valley Municipal Library Board Minutes – March 2015- January 2016

11.4. Yellowhead Regional Library Annual Report

11.5. Economic Development Committee Minutes - March

11.6. Pembina Physician Recruitment and Retention Committee Minutes – Jan-Feb
2016

11.7. March Fire Services Report

RESOLUTION #074/16

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

CARRIED

12.0 Adjournment

RESOLUTION #075/16

Councillor Shular moved that Council adjourn the April 20, 2016, Regular Meeting of Council at 12:13 p.m.

CARRIED

MAYOR

CHIEF ADMINISTRATIVE OFFICER



Meeting Minutes

THOSE PRESENT:

Mayor McLean
Councillor Nadeau
Councillor Long
Councillor Wheeler
Councillor Bossert
Councillor Fredrickson
Dwight Dibben, Chief Administrative Officer
Kevin McMillan, Assistant Director of Corporate Services
Shahid Mughal, Planning and Development Manager

Jenn Stone, Communications & Records Management
Chandra Dyck, Legislative Services Coordinator
Rita Bijeau, Executive Assistant
Pam Livingston
Cathy Weetman, Drayton Valley Western Review
Members of the Public

ABSENT:

Councillor Shular

1.0 CALL TO ORDER

Mayor McLean called the meeting to order at 2:00 p.m.

2.0 Adoption of Agenda

RESOLUTION #076/16

Councillor Wheeler moved to adopt the Agenda for the May 4, 2016, Special Meeting of Council as presented.

CARRIED

3.0 Decision Items

3.1 2016 Final Budget

RESOLUTION #077/16

Councillor Nadeau moved that Council approves the 2016 Final Operating & Capital Budget as presented for the Town of Drayton Valley with:

Operating revenues	15,508,055
Taxes (net of school & senior requisitions)	<u>11,186,267</u>
Total revenues	\$26,694,322
Operating expenditures	25,199,861
Debt repayment	1,039,473
Transfers to reserves	<u>454,988</u>
Total expenditures	\$26,694,322
Capital expenditures and financing	\$49,932,458

CARRIED

3.2 Proposed temporary reduction of penalties for non-payment of property taxes

RESOLUTION #078/16

Councillor Bossert moved that Council give First Reading to the attached 2016 Penalties for Non-Payment of Property Taxes Temporary Reduction Bylaw 2016/05/F.

CARRIED

Special Meeting of Council Minutes

May 4, 2016

Page 2 of 2

RESOLUTION #079/16

Councillor Bossert moved that Council give Second Reading to the attached 2016 Penalties for Non-Payment of Property Taxes Temporary Reduction Bylaw 2016/05/F.

CARRIED

RESOLUTION #080/16

Councillor Bossert moved that Council consider giving Third Reading to the attached 2016 Penalties for Non-Payment of Property Taxes Temporary Reduction Bylaw 2016/05/F.

CARRIED

RESOLUTION #081/16

Councillor Bossert moved that Council give Third and Final Reading to the attached 2016 Penalties for Non-Payment of Property Taxes Temporary Reduction Bylaw 2016/05/F.

CARRIED

3.3 Mill Rate Bylaw No. 2016/06/F

RESOLUTION #082/16

Councillor Fredrickson moved that Council give First Reading to Mill Rate Bylaw 2016/06/F.

CARRIED

RESOLUTION #083/16

Councillor Fredrickson moved that Council give Second Reading to Mill Rate Bylaw 2016/06/F.

CARRIED

RESOLUTION #084/16

Councillor Fredrickson moved that Council consider giving Third and Final Reading to Mill Rate Bylaw 2016/06/F.

CARRIED

RESOLUTION #085/16

Councillor Fredrickson moved that Council give Third and Final Reading to Mill Rate Bylaw 2016/06/F.

CARRIED

4.0 Adjournment

RESOLUTION #086/16

Councillor Long moved that Council adjourn the May 4, 2016, Special Meeting of Council at 2:18 p.m.

CARRIED

MAYOR

CHIEF ADMINISTRATIVE OFFICER

Town of Drayton Valley

Proclamation

NATIONAL PUBLIC WORKS WEEK

May 15-21, 2016

- WHEREAS public works infrastructure, facilities and services are of vital importance to sustainable communities and to the health and safety and well-being of the people of the Town of Drayton Valley;
- AND WHEREAS such facilities and services could not be provided without the dedicated efforts of public works professionals, engineers, managers and employees from provincial and local Government and the private sector, who are responsible for and who plan, design, build, operate, and maintain the transportation, water supply, water treatment, public buildings, structures and facilities and who deliver solid waste services which are essential to serve our community;
- AND WHEREAS it is in the public interest for the citizens, civic leaders and children in the community to gain knowledge of and to maintain an interest and understanding of the importance of public works programs in their respective communities;
- AND WHEREAS the efficiency of the qualified and dedicated personnel who staff public works departments is materially influenced by the people's attitude and understanding of the importance of the work they perform
- NOW THEREFORE I, Glenn McLean, Mayor of the Town of Drayton Valley, do hereby proclaim May 15-21, 2016 as National Public Works Week in the Town of Drayton Valley and I call upon all citizens and civic organizations to acquaint themselves with the issues involved in providing our public works and to recognize the contributions which public works officials and employees make every day to our health, safety, comfort, and quality of life.

Glenn McLean
MAYOR

DATED at Drayton Valley, AB
this 11th day of May, 2016.



Town of Drayton Valley

Proclamation

HEARING AND SPEECH MONTH May 2016

WHEREAS the Elks of Canada boast a long and proud history of advocating for early hearing detection and continue to pursue ways to assist in screening and intervention services for all children born in Canada;

AND WHEREAS newborn hearing screening and early access to intervention services are vitally important to effective treatment and development of language and speech;

AND WHEREAS assistance is needed to co-ordinate Early Hearing Detection and Intervention Programs in Canada through consultation and partnerships with qualified professionals in the area of hearing and speech impairment;

AND WHEREAS the Elks endorse May as Hearing and Speech Month in Canada and have designated the first Saturday in May as "Public Information Day";

NOW THEREFORE I, Glenn McLean, Mayor of the Town of Drayton Valley, do hereby proclaim May 2016, as Hearing and Speech Month and Wednesday, May 18, 2016, shall be known as Public Information Day in the Town of Drayton Valley.

Glenn McLean
MAYOR

DATED at Drayton Valley, AB
this 11th day of May, 2016.



Star. - The institute for Suttering ~~and~~ ^{treatment} ^{Page 13 of 196}
Rehabilitation. It is usually a two week
course and they have to return as it is not
a cure but, it helps.

Tag day. A day where the ladies of the Elks Royal
Purple Lodge go out into the Community
to 4 stores which are Canadian Tire
Indepenant food, Sebe's and Walmart,
to ask for your change.

Last year we collected just a little
over \$1,000.00 Which we are very
greatful to the public for. We were
able to supply one child with much
needed equipment for a school in
town. and it will remain with
that child ~~until they have school.~~
from grade to grade.

We also buy medical equipment for
children. supply payment for gas for
children who have to travel and sometimes
a room in the city for further treatment.

Bretton has a pancake breakfast on Mother's Day
and all the proceeds go to the Fund for children.



Town of Drayton Valley

Delegation Request Form

Name (s): Jennifer Lundy & Kyrstin Orr

Organization: Omniplex

Contact Number: 780-514-2568 Contact E-mail: manager.mcc@draytonvalley.ca

Mailing Address: 5737 - 45th Avenue, Drayton Valley, Alberta

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)

Department update and announcement of staff award

Additional Information Provided

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

Please indicate any preference you have for meeting:

May 11, 2016 please.

Please submit your request by:

Fax: 780.542.5753

E-mail: admin-support@draytonvalley.ca

In person: 5120-52 ST



Town of Drayton Valley

Delegation Request Form

Name (s): Lola Strand

Organization: Drayton Valley and District FCSS

Contact Number: 780-514-2204 Contact E-mail: fcss@draytonvalley.ca

Mailing Address: _____

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

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

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

Reason for Requesting Delegation:

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

Information Only

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



The mission of Drayton Valley and District FCSS is to enhance the wellbeing and resiliency of the community through:

- Partnering;
- Coordinating;
- Networking;
- Providing information, education and funding to groups and organizations who provide preventative social programs; and
- Encouraging and promoting volunteerism.

*Building a Resilient Community
Through Prevention*

13,752 people were served by 37 programs in 2015.

Drayton Valley and District FCSS collects information about the number of persons who have accessed services from FCSS in house or funded programs. When service is provided to a family unit, all family members who experienced direct measurable impact are counted as a person. It is important to note that a person may be counted multiple times if he/she has accessed several FCSS programs.

FCSS 2015 operating budget - \$377,500.00

The Town of Drayton Valley contributed just over \$36,500 in addition to the \$158,000.00 Provincial grant. This included a provincial increase of \$11,000 which was carried over into 2016 grant funding

Brazeau County contributed just over \$27,000.00 in addition to the \$116,000.00 Provincial grant. This included a provincial increase of \$8,000 which was carried over into 2016 grant funding

Parkland County contributed approximately \$7,000.00 in addition to the \$28,000.00 Provincial grant

Non-FCSS Funds

Alberta Rural Development Network
(Homelessness and Poverty Reduction Strategy)

Preventative social programs help people to gain new life skills, increase their knowledge and build relationships that will create a resilient community. In 2015, Drayton Valley and District FCSS delivered 29 in-house programs and services and provided funding for 10 programs offered by nine different non-profit organizations.

Preventative Social Programs for Seniors

Program/event	# of seniors
A.L.I.V.E. 55 Program	1000
Senior's Tea	230
Card Making Class	10
Seniors in the Park	12
Computer Classes at H.W. Pickup	6
Preparing for your Retirement	35
Making the Most of your Space	12
Snow Angels Snow Removal Program	8
Seniors Benefits Workshop	30
Total	1343

85% of seniors surveyed said that the A.L.I.V.E. 55 program has helped them to feel a sense of belonging to the community and that they have formed new relationships with people.

91% said the A.L.I.V.E. 55 program has helped them to feel good about themselves

94% said that they know more about how to access the community resources that they need.



“Seniors I have met have told me they thought about moving away to Leduc or Camrose, but after they look into what these cities offer as far as exercise and aquatic facilities, they decide to stay in Drayton Valley. The Seniors’ Wellness Program is better than anything they can find anywhere else.”

FCSS Board member

Preventative Social Programs for Adults

Program	# of participants
Making Financial Cents Program	37
Volunteer Income Tax Program	190
Parenting After Separation	85
Free Money Party	12
Total	324

98% of Making Financial Cents Program participants said that they are able to make better financial choices since taking the program. Over 1000 people have taken the program since 2007.



“Thank you for offering these workshops. We’ve learned so much and will utilize these services and pass it on to friends and family”. *Program participant*

Preventative Social Programs for Children, Youth and Families

Program/event	# of Participants
Jumpstart Program	75
Making Financial Cents School Program	35
Halloween Haunted House	1193
Canada Day	3000
Total	4303

96% of 116 people surveyed said they are more aware of the resources in the community because of attending the Halloween Haunted House



In 2015, Lola Strand was nominated as a leader for the Canadian Tire Jumpstart Program. “Lola has gone above and beyond to provide support and information to the community allowing all to participate. With Lola as a Community Partner, we will be able to take Jumpstart to new heights in Drayton Valley.” *Drayton Valley Canadian Tire Store Manager*

Volunteers make social programs and resilient communities possible by giving their time and expertise to others. FCSS provides opportunities for volunteer development where they can learn new skills to make their job as a volunteer easier. Volunteers are honored each year when they attend the annual FCSS Volunteer Appreciation banquet.

330 people volunteered for FCSS programs in 2015.

They volunteered **2563** hours

Using the 2013 Alberta Occupational average hourly rate, the value of those hours is **\$68,842.18**

Community and Volunteer Development

Program/event	# of participants
Aboriginal Awareness Training	26
Fundraising and Grant Writing Workshop	33
Board Development Workshop	31
Volunteer Appreciation Banquet	260
Support to Complete Grant Applications	10
Total	360



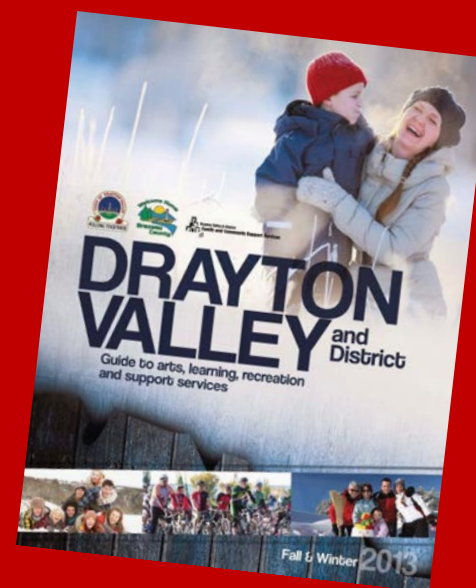
96% of 27 people surveyed said that they were more confident in their ability to serve the community since attending the Fundraising and Grant Writing workshop.

Information and Referral

In an effort to ensure that people know where to access the resources they need, we developed our FCSS Community Resource Directory . In 2015, **10,000** copies were distributed to both Town and County residents.

FCSS is a referral service and we are often the first point of contact for someone who doesn't know where to go for help. In 2015 we provided information to individuals on available services and resources on

5380 occasions.



The FCSS Board supported local preventative social programs by granting \$95,228 to eligible organizations which served **1598** individuals and **143** families.

	Children	Families	Adults
Boys and Girls Club of Drayton Valley - After School Program	149		
Community Parenting Coalition - Bits and Bites Single Parent Support Group 2015		12	
Drayton Valley and District Community Learning Association - Family Literacy Day 2015	53		30
Drayton Valley and District Community Learning Association - Moon Lake Rhyme Times		12	
Pembina Crisis Connection Society (PCCS)	450		380
Beehive Support Services - Fund Development and Volunteer Coordinator			9
Drayton Valley Ag Society - Farmers Market 40th Anniversary Project	132	119	
Brighter Futures - Summer Day Camp Program	126		
Drayton Valley Comprehensive Family Violence - Moving Beyond Anger and Anxiety Program			85
Drayton Valley Municipal Library Program - Summer Reading Program	184		
Total Participants	1094	143	504

Homelessness and Poverty Reduction

Total number of unique clients	84
Number of dependents attached to those clients	31
Instances of gift card assistance	76
Instances of shelter assistance (Hotel or Mat program)	44
Information or referrals	78



22 people volunteered to supervise the Community Mat Program.

Resilient Communities

work together to prevent social problems and provide opportunities for children, youth, families, adults and seniors to fully participate in the community.

Drayton Valley and District FCSS works with the community to raise awareness about community needs and finding appropriate solutions. Some of these groups include:

- Homelessness and Poverty Reduction Team
- Healthy Community Coalition
- Community Parenting Coalition
- Rotary House Tenants
- Canadian Tire Jumpstart Program Steering Committee
- Drayton Valley Comprehensive Family Violence Institute

We support local groups and organizations, businesses and local government to work collaboratively.



FCSS Program Coordinator Lola Strand was nominated by her community for an “Award of Merit” which was awarded to her by the Family and Community Support Services Association of Alberta. This award was in recognition of her dedication to strengthening the social fabric of her community.

Our focus for 2016 – 2020 is based on the strategic goals that were identified as being the priority areas during our FCSS strategic planning process and the strategies we will use to achieve them.

Community members are resilient (able to overcome life's challenges)	People have a sense of belonging to, ownership of and pride in their community.	Organizations are partnering and collaborating to build community capacity.	Citizens are aware of the resources available to them and how to access them
Strategies			
<ul style="list-style-type: none"> ✓ Provide opportunities for seniors, youth and families to be actively engaged and supported to allow healthy, independent living ✓ Strengthen people by developing their skills, knowledge, confidence ✓ Increase the capacity of the community to provide citizens with what they need to be resilient 	<ul style="list-style-type: none"> ✓ Identify and involve diverse populations including families, youth, seniors, and people of different ethnicities ✓ Foster meaningful relationships with individuals who are on the margins or are isolated. ✓ Foster community pride through local initiatives ✓ Provide opportunities for volunteer development, training and celebration 	<ul style="list-style-type: none"> ✓ Work with the community to raise awareness about community needs and finding appropriate solutions ✓ Support local groups and organizations, businesses and government to work collaboratively 	<ul style="list-style-type: none"> ✓ Promote FCSS as a referral service ✓ Provide opportunities for local service providers to showcase their resources ✓ Maintain a current database of community resources and make it available to the community



Drayton Valley and District FCSS
Strategic Plan 2016-2020

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

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

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

Drayton Valley and District FCSS Internal Programs

✓ A.L.I.V.E. 55 Program ✓ Seniors	✓ Seniors Tea ✓ Intergenerational Program	✓ Homelessness and Poverty Reduction	✓ Information and Referral ✓ Community
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<div>Programs:</div> <div><div>✓</div> Card Making Class</div> <div><div>✓</div> Preparing for Retirement Workshop</div> <div><div>✓</div> Making the Most of your Space</div> <div><div>✓</div> Seniors Benefits Workshop</div> <div><div>✓</div> Snow Angels Snow Removal Program</div> <div><div>✓</div> Making Financial Cents Program</div> <div><div>✓</div> Volunteer Income Tax Program</div> <div><div>✓</div> Jumpstart Program</div>



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

Program/Project Title:	Home Support Program Logic Model	
Statement of Need: <i>What</i> community issue, need or situation are you responding to?	<p>Some community members are experiencing emotional, physical and/or health difficulties, which impact their ability to be self-sufficient.</p> <p>Some community members may be socially isolated.</p> <p>Some community members may not be connected to or have information about the resources available to them.</p> <p>Some community members are experiencing difficulty keeping their homes clean and safe; maintaining their homes and preparing meals. They don't have the financial resources or support systems to address these needs.</p> <p>Some community members are at risk of needing to move into a higher level of supported living.</p>	
Overall Goal: <i>What</i> change or impact do you want to achieve?	Community members have the supports they need to experience their optimal quality of life.	
Broad Strategy: <i>How</i> will it address the issue, need or situation?	Provide home support services to community members so that they may experience their optimal quality of life.	
Rationale: What evidence do you have that this strategy will work? Research? <i>if/then statement</i>	<p>If members of the community experiencing social, emotional, physical and/or mental health difficulties are supported in their homes, supported to make connections with others, given information about resources, and supported to access the resources they need; then they will be able to remain in their homes and be better able to maintain their optimal quality of life.</p> <p>Supporting research: See <u>Report on the State of Public Health in Canada 2010: Growing Older – Adding Life to Years</u> for additional information on “aging in place” and other topics.</p>	
FCSS Overarching Goal <i>How does it contribute?</i>	<p><i>FCSS enhances the social well-being of individuals, families and community through prevention.</i></p> <p>Contributes to clients' ability to remain in their homes.</p>	
Who is served? Target Group	Members of the community experiencing social, emotional, physical and/or mental health difficulties who need the particular services of this home support program.	
Inputs : resources invested to achieve your goal, e.g., staff, volunteers, money, materials, equipment, technology, partners, information	<p>For example:</p> <ul style="list-style-type: none"> • Coordinators • Home Support Workers • Money – Budget • Training • Office • Evaluations • Pamphlets • Internet • Telephone 	<ul style="list-style-type: none"> • Community Resources • Policies • Assessment forms • Accounting system • Home Support Client Manual • Contracts

<p>Outputs: - <i>Activities and processes used, e.g., advertising, workshops</i></p>	<p>For example:</p> <ul style="list-style-type: none"> • Provide in-home cleaning services & light meal preparation. • Trained home support staff visit with client • Staff members identify various client needs and provide information on how to access resources they might need including appropriate referrals • Client orientation • Administration: invoicing, accounts • Assessments • Evaluation • Organization of home • Staff orientation and training • Trained Home Support Worker who deliver service and model behavior
<p>Outputs: – <i>Who will you reach? e.g., community, partners, number served</i></p>	<p>Must report to the province so please collect: # of individuals supported annually by age group, i.e., adults, seniors</p> <p>If volunteers are used in the program, then collect: # of volunteers # of volunteer hours</p> <p>If partners are involved: # of partners</p> <p>Consider collecting the following: # of clients leaving service # of support hours provided # of referrals made to additional services # of people on wait list for service # of people inquiring about service who didn't qualify and were referred elsewhere</p>

List of Potential Outcome Statements:

Please review and start by choosing the outcomes that fit and are achievable by your program. Please modify or create additional outcome statements as needed. Indicators and measures for each outcome statement follow.

1	Clients are able to stay in their homes.
2	Clients are knowledgeable about how to access community resources and services available to them.
3	Clients access community resources available to them when they need them.
4	Clients have people they can rely on for support and help.
5	Clients feel connected to others.

Program/Project Logic Model (PLM): Home Support Program

Date: February 3rd, 2016

Potential Outcomes:	Indicators:	Measures: Remember: check the Measures Bank to get the information you need to use the scales.	Measures Bank Numbers:	Alignment with the FCSS Outcomes Model: Chart of Outcomes and Indicators:
1. Clients are able to stay in their homes.	1. Clients report they are able to remain in their home.	The Home Support Program has contributed to my ability to remain in my home. (post only; A Sc)	PM3	Individuals: Outcome 1: Individuals experience personal well-being. <i>Autonomy</i>
2. Clients are knowledgeable about how to access community resources and services available to them.	1. Clients report they are more aware of how to access community resources available to them	As a result of the Home Support Program, I know more about how to access the community resources I need. (post only; A Sc)	PM1	Community: Outcome 1: The community is connected and engaged. <i>Awareness of Community</i>
3. Clients access community resources available to them when they need them.	1. Clients report they access community resources available to them when needed more often.	As a result of the Home Support Program, I access the community resources I need more often. (post only; A Sc)	4	Community: Outcome 1: The community is connected and engaged. <i>Awareness of Community</i>
4. Clients have people they can rely on for support and help.	1. Clients report they have people they can rely on for support and help.	As a result of the services I receive, I know I can rely on Home Support for support and help. (post only; A Sc)	PM4	Individuals: Outcome 2: Individuals are connected with others. <i>Social Supports Available</i>
		As a result of the Home Support Program, I know more people I can rely on for help. (post only; A Sc)	PM2	

Program/Project Logic Model (PLM): Home Support Program

Date: February 3rd, 2016

Potential Outcomes:	Indicators:	Measures: Remember: check the Measures Bank to get the information you need to use the scales.	Measures Bank Numbers:	Alignment with the FCSS Outcomes Model: Chart of Outcomes and Indicators:
5. Clients feel connected to others.	1. Clients report that as a result of visits from the home support worker they feel more connected with others.	The home support worker has helped me to feel less lonely. <i>(post only; A Sc)</i>	23	Individuals: Outcome 2: Individuals are connected with others. <i>Quality of Social Relationships</i>
		As a result of the Home Support Program, I feel less isolated from others in my neighborhood/community. <i>(post only; A Sc)</i>	22	
		As a result of the Home Support Program, I visit with others more often. <i>(post only; A Sc)</i>	16	
Data Collection Tool(s) Used:		Date(s) when data collected:		
Potential Long-term Outcome:			Alignment with FCSS Outcomes Model: Chart of Outcomes and Indicators:	
1. Community members experience their optimal quality of life.			Individuals: Outcome 1: Individuals experience personal well-being. Individuals: Outcome 2: Individuals are connected with others. Community: Outcome 1: The community is connected and engaged.	

Prepared by: Completion date:	Outcome Measures Team: Jannette Riedel, Kimberly Kueber, Lorraine Deschambeau, Lynn Pack, Monika Wichman, Karen Titanich December 17, 2014
Revised by: (to note changes made to initial PLM) Date:	
Revised by: (to note changes made to PLM) Date:	
Revised by: (to note changes made to PLM) Date:	

Program/Project Title:	ALIVE 55 Program Logic Model	
Statement of Need: <i>What</i> community issue, need or situation are you responding to?	<p>There are seniors in the community who are, or are at risk of being isolated from others, the community and the resources they may need.</p> <p><i>Many seniors in our community do not have relatives and natural support systems close by. This increases the risk of seniors facing isolation and can lead to a lack of social support networks.</i></p>	
Overall Goal: <i>What</i> change or impact do you want to achieve?	<p>A connected and engaged community where seniors have the support they need to experience their optimal quality of life.</p>	
Broad Strategy: <i>How</i> will you address the issue, need or situation?	<p>To provide a variety of services and opportunities for seniors to connect with others, engage in community life and access the resources they need.</p> <p>The program will assist in removing barriers and enabling those 55 and up to have access to existing wellness programs in Drayton Valley and area as well as provide additional programming to encourage participation, education and reduce isolation.</p>	
Rationale: What evidence do you have that this strategy will work? Research? <i>if/then statement</i>	<p>If seniors are connected with others, provided with opportunities to engage in community life and are able to access the resources they need, they will be more likely to live their optimal quality of life.</p> <p>Supporting research: See <u>Report on the State of Public Health in Canada 2010: Growing Older – Adding Life to Years</u> for additional information.</p>	
FCSS Overarching Goal: <i>How does it contribute?</i>	<p><i>FCSS enhances the social well-being of individuals, families and community through prevention.</i></p>	
Who is served? Target Group	Seniors	
Inputs : resources invested to achieve your goal, e.g., staff, volunteers, money, materials, equipment, technology, partners, information	<ul style="list-style-type: none"> • Staff- FCSS Program Assistant • Volunteers- Snow Angels Program, Intergenerational Program • Money- Service Plus (Seniors Tea) • Materials- Community Guide, • Equipment • Technology • Partners- FMHS, HWP, 55+ Club • Information 	
Outputs: - Activities and processes used, e.g., advertising, workshops	Activities Walking Track Arthritic Aquapump Aqua Pump	

	<p>Strength Training Armchair Fitness Seniors Benefits Workshop Facebook Classes IPhone Classes Resource Directory Interest Classes (Scrapbooking, Card making, gardening, organizing, safe driving) Seniors Week activities Intergenerational Program Support completing application forms Information regarding Seniors Benefits</p> <p><u>Advertising</u> Facebook page Newsletters Town Page Radio Bulletin Boards 55 Plus Club</p>
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<p>Outputs: – <i>Who will you reach?</i> e.g., community, partners, number served</p>	<p>Must report to the province so please collect: 2014 #940 members</p> <p>If volunteers are used in the program, then collect: 2014 # of volunteers # of volunteer hours</p> <p>Consider collecting: # of new participants # of individuals served by age category # of support hours provided (i.e., time to complete forms) # of information booths # of workshops offered # of various types of information requested, i.e., food bank, transportation, housing, health, safety-internet/telephone/door to door solicitors # of information and referrals # of partners</p>
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List of Potential Outcome Statements:

Please review and start by choosing the outcomes that fit and are achievable by your program. Please modify or create additional outcome statements as needed. Indicators and measures for each outcome statement follow.

- | |
|---|
| 4. Seniors are more connected to others. |
| 6. Seniors feel a sense of belonging to their community. |
| 12. Seniors are involved in their community. |
| 17. Seniors feel good about themselves. |
| 1. Seniors know how to access the community resources they need |

Program/Project Logic Model (PLM): ALIVE 55 Program

Date: July 24, 2015

Potential Outcomes:	Indicators:	Measures: Remember: check the Measures Bank to get the information you need to use the scales.	Measures Bank Numbers:	Alignment with the FCSS Outcomes Model: Chart of Outcomes and Indicators:
1. Seniors know how to access the community resources they need.	1. Seniors report they know more about how to access the resources they need.	As a result of (insert name) I know more about how to access the community resources I need. (post only; A Sc)	PM 1	Community: Outcome 1: The community is connected and engaged. <i>Awareness of community</i>
2. Seniors are able to access the community resources they need.	1. Seniors report they are better able to access the community resources that they need.	As a result of (insert name) I am better able to access the community resources I need. (post only; A Sc)	3	Community: Outcome 1: The community is connected and engaged. <i>Awareness of community</i>
3. Seniors access the community resources they need.	1. Seniors report they access the community resources that they need more often.	As a result of (insert name) I access the community resources I need more often. (post only; A Sc)	4	Community: Outcome 1: The community is connected and engaged. <i>Awareness of community</i>

Potential Outcomes:	Indicators:	Measures: Remember: check the Measures Bank to get the information you need to use the scales.	Measures Bank Numbers:	Alignment with the FCSS Outcomes Model: Chart of Outcomes and Indicators:
4. Seniors are connected to others.	1. Seniors report [insert name] has helped them to be more connected to others from their neighborhood/ community.	As a result of [insert name] I have (met/reconnected with/formed new relationships with) people from my neighborhood/community. <i>(post only; A Sc)</i>	PM2	Individuals: Outcome 2: Individuals are connected with others. <i>Quality of social relationships.</i>
		As a result of [insert name] I am better able to maintain relationships with people from my neighborhood/ community. <i>(post only; A Sc)</i>	PM3	
		As a result of [insert name] I am more connected with others in my neighborhood/community. <i>(post only; A Sc)</i>	PM5	
		[Insert name] has helped me to feel less lonely. <i>(post only; A Sc)</i>	23	
		As a result of [insert name] I feel less isolated from others in my neighborhood/community. <i>(post only; A Sc)</i>	22	
		As a result of [insert name] I visit with others more often. <i>(post only; A Sc)</i>	16	

Potential Outcomes:	Indicators:	Measures: Remember: check the Measures Bank to get the information you need to use the scales.	Measures Bank Numbers:	Alignment with the FCSS Outcomes Model: Chart of Outcomes and Indicators:
5. Seniors feel connected to their community.	1. Seniors report [insert name] helped them to feel connected to their neighborhood/ community.	[Insert name] helps/helped me to feel connected to my neighborhood/ community. (post only; A Sc)	5	Community: Outcome 1: The community is connected and engaged. <i>Social engagement</i>
6. Seniors feel a sense of belonging to their community.	1. Seniors report [insert name] helped them to feel a sense of belonging to their neighborhood/community.	[Insert name] has helped to feel a sense of belonging to my neighborhood/community. (post only; A Sc) Note: Choose the measure and the related indicator for this measure based on the intentions of your program. Is the focus on social engagement or trust and belonging?	PM2 Or 9	Community: Outcome 1: The community is connected and engaged. <i>Social engagement</i> Or Individuals: Outcome 2: Individuals are connected with others. <i>Trust and belonging</i>
7. Seniors have increased knowledge about what is happening in their community.	1. Seniors report they are more aware of what is happening in their community.	As a result of [insert name] I am more aware of what is happening in my community. (post only; A Sc)	PM2	Community: Outcome 1: The community is connected and engaged. <i>Awareness of community.</i>
		[Insert name] helps me to know what is happening in my neighbourhood/community. (post only; A Sc)	PM1	Community: Outcome 1: The community is connected and engaged. <i>Social engagement</i>
		As a result of [insert name], I know more about where I can volunteer in my neighbourhood/community. (post only; A Sc)	26	

Potential Outcomes:	Indicators:	Measures: Remember: check the Measures Bank to get the information you need to use the scales.	Measures Bank Numbers:	Alignment with the FCSS Outcomes Model: Chart of Outcomes and Indicators:
8. Seniors feel important to their community.	1. Seniors report they feel important to their community.	[Insert name] has helped me to feel important to my community. (post only; A Sc)	PM5	Individuals: Outcome 1: Individuals experience personal well-being. <i>Self-esteem</i> <i>Meaning and purpose</i>
9. Seniors feel valued by their community.	1. Seniors report they feel valued by their community.	[Insert name] has helped me to feel valued by my community. (post only; A Sc)	10	
10. Community members value seniors.	1. Community members report they value contributions made by seniors.	[Insert name] helped me to realize that seniors are an important / valuable part of my neighborhood/community. (post only; A Sc)	11	Community: Outcome 1: The community is connected and engaged. <i>Positive attitude towards others</i>
		[Insert name] helped me to realize that seniors in my neighborhood/community have a lot to offer. (post only; A Sc)	17	
		As a result of [insert name] I am more aware of the contributions seniors make in my neighborhood/community. (post only; A Sc)	18	
11. Seniors have people they can rely on for support and help.	1. Seniors report they can rely on [insert name] for support and help.	As a result of (insert name), I know more people I can rely on for help. (post only; A Sc)	PM2	Individuals: Outcome 1: Individuals are connected with others. <i>Social supports available</i>
		As a result of (insert name), I feel more supported by (insert individual/ group/program). (post only; A Sc)	PM3	
		As a result of (insert name), I know I can rely on [insert name] for support and help. (post only; A Sc)	PM4	

Potential Outcomes:	Indicators:	Measures: Remember: check the Measures Bank to get the information you need to use the scales.	Measures Bank Numbers:	Alignment with the FCSS Outcomes Model: Chart of Outcomes and Indicators:
12. Seniors are involved in their community.	1. Seniors report they are involved in community events and activities.	[Insert name] helps me to get involved in neighbourhood/community events or activities. <i>(post only; A Sc)</i>	PM4	Community: Outcome 1: The community is connected and engaged. <i>Social engagement</i>
		[Insert name] helps me to be active in my neighbourhood/community. <i>(post only; A Sc)</i>	12	
		As a result of [insert name], I know more about how to get involved in community life. <i>(post only; A Sc)</i>	24	
		As a result of [insert name], I am more involved in my neighbourhood/community. <i>(post only; A Sc)</i>	35	
	2. Seniors report they are active volunteers in their community.	As a result of [insert name], I help out more in my neighbourhood/community by volunteering. <i>(post only; A Sc)</i>	PM5	
		[Insert name] helps me to make a contribution to my neighbourhood/community. <i>(post only; A Sc)</i>	19	
	3. Seniors report they are actively engaged in civic processes.	I have meaningful participation in municipal/civic processes, projects and/or decisions. <i>(post only; A Sc)</i>	40	
		I make informed decisions when I vote in the (municipal/provincial/federal) election. <i>(post only; A Sc)</i>	41	
		I believe I have a duty to vote in (municipal/provincial/federal) elections. <i>(post only; A Sc)</i>	42	

Potential Outcomes:	Indicators:	Measures: Remember: check the Measures Bank to get the information you need to use the scales.	Measures Bank Numbers:	Alignment with the FCSS Outcomes Model: Chart of Outcomes and Indicators:
13. Seniors have increased knowledge about how to address their needs.	1. Seniors report they know more about how to prepare for their future.	As a result of [insert name], I know more about how to prepare for my future. <i>(post only; A Sc)</i>	PM9	Individuals: Outcome 1: Individuals experience personal well-being. <i>Capacity to meet needs</i>
	2. Seniors report they know more about meet their financial needs.	As a result of [insert name], I know more about how to get by financially on my monthly income. <i>(post only; A Sc)</i>	PM11	
	3. Seniors report they know more about accessing reliable transportation.	As a result of [insert name], I know more about how to access reliable transportation that allows me to get where I need to be. <i>(post only; A Sc)</i>	81	
	4. Seniors report they know more about how to access the health professionals they need.	As a result of [insert name], I know more about how to access the health professionals I need. <i>(post only; A Sc)</i>	96	
14. Seniors are better able to address their needs.	1. Seniors report they are better able to prepare for their future.	As a result of [insert name], I am better able to prepare for my future. <i>(post only; A Sc)</i>	48	Individuals: Outcome 1: Individuals experience personal well-being. <i>Capacity to meet needs</i>
	2. Seniors report they are better able to meet their financial needs.	As a result of [insert name], I am better able to get by financially on my monthly income. <i>(post only; A Sc)</i>	58	
	3. Seniors report they are better able to use technology.	As a result of [insert name], I am better able to use (insert computer program/technology). <i>(post only; A Sc)</i>	71	
		As a result of [insert name], I am better able to keep myself safe when I use the internet/social media. <i>(post only; A Sc)</i>	73	
Potential Outcomes:	Indicators:	Measures: Remember: check the Measures Bank to get the information you need to use the scales.	Measures Bank	Alignment with the FCSS Outcomes Model: Chart of

			Numbers:	Outcomes and Indicators:
(14 ...continued) Seniors are better able to address their needs.	4. Seniors report they are better able to access reliable transportation.	As a result of [insert name], I am better able to access reliable transportation that allows me to get where I need to be. <i>(post only; A Sc)</i>	82	Individuals: Outcome 1: Individuals experience personal well-being. <i>Capacity to meet needs</i>
	5. Seniors report they are better able to access the health professionals they need.	As a result of [insert name], I am better able to access the health professionals I need. <i>(post only; A Sc)</i>	97	
15. Seniors take action to meet their needs.	1. Seniors report they take action towards improving their lives.	As a result of [insert name], I now take action towards improving my life. (post only; A Sc)	PM14	Individuals: Outcome 1: Individuals experience personal well-being. <i>Capacity to meet needs</i>
		As a result of [insert name], I now prepare for my future. <i>(post only; A Sc)</i>	49	
	2. Seniors report they meet their financial needs more often.	As a result of [insert name], I get by financially on my monthly income more often. <i>(post only; A Sc)</i>	59	
	3. Seniors report they use technology more easily.	As a result of [insert name], I use (insert computer program/technology) more easily. <i>(post only; A Sc)</i>	72	
	4. Seniors report they access reliable transportation.	As a result of [insert name], I now access reliable transportation that allows me to get where I need to be. (post only; A Sc)	83	
	5. Seniors report they access the health professionals they need.	As a result of [insert name], I now access the health professionals I need. <i>(post only; A Sc)</i>	98	

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Potential Outcomes:	Indicators:	Measures: Remember: check the Measures Bank to get the information you need to use the scales.	Measures Bank Numbers:	Alignment with the FCSS Outcomes Model: Chart of Outcomes and Indicators:
16. Seniors are able to cope as they age.	1. Seniors report they are better able to deal with their situation.	As a result of [insert name], I am better able to deal with my situation. <i>(post only; A Sc)</i>	18	Individuals: Outcome 1: Individuals experience personal well-being. <i>Resilience</i>
17. Seniors feel good about themselves.	1. Seniors report that they feel good about themselves.	[Insert name] has helped me to feel good about myself. <i>(post only; A Sc)</i>	PM3	Individuals: Outcome 1: Individuals experience personal well-being. <i>Self-esteem</i>
		Helping others through [insert name] has helped me to feel good about myself. <i>(post only; A Sc)</i>	PM4	
Data Collection Tool(s) Used:		Date(s) when data collected:		
Potential Long-term Outcome:				
Seniors experience their optimal quality of life.				
Prepared by:	Outcome Measures Team: Jannette Riedel, Kimberly Kueber, Lorraine Deschambeau, Lynn Pack, Monika Wichman, Karen Titanich			
Completion date:	December 17, 2014			
Revised by: (to note changes made to initial PLM)				
Date:				

Program/Project Title:	Volunteer Engagement PLM
Statement of Need: What community issue, need or situation are you responding to?	<p>Communities need volunteers as many services and programs would not be available without community volunteers.</p> <p>Volunteers need training in order to fulfill their volunteer role.</p> <p>Some community members need recognition to remain engaged in volunteer activities.</p>
Overall Goal: What change or impact do you want to achieve?	<p>Volunteers helping to create a strong, engaged, connected, and resilient community.</p>
Broad Strategy: How will you address the issue, need or situation?	<p>To provide a variety of opportunities and services supporting community members to make meaningful contributions to community and to feel recognized for those contributions.</p>
Rationale: What evidence do you have that this strategy will work? Research? if/then statement	<p>If the community is able to offer people meaningful opportunities to volunteer, and the community increasingly recognizes the value of volunteers and volunteering then more people volunteer leading to a strong, engaged, connected, and resilient community.</p> <p><i>Canadians state that the primary reason they volunteer is to contribute to their communities. The next two major reasons are to use skills and experience and because they have been personally affected by the cause. The breakdown is as follows:</i></p> <ul style="list-style-type: none"> • to make a contribution to community (93%); • to use skills and experience (78%); • personally affected by the organization's cause (59%); • to explore one's own strengths (48%); • because their friends volunteer (48%); • to network with others (46%); • to improve job opportunities (22%); and • to fulfill religious obligations or beliefs (21%). <p>For more information see Statistics Canada, Volunteering in Canada 2012: http://www.statcan.gc.ca/pub/11-008-x/2012001/article/11638-eng.pdf; and the Volunteer Centre Outcomes Guide 2013: http://volunteer.ca/content/vc-outcomes-guide</p> <p><i>Research shows that people don't always know how their skills, time and talents can contribute to healthy and resilient communities, or how they can get involved.</i></p> <p><i>There are many health benefits associated with volunteering including lower incidences of stress related illnesses, increased self-esteem, improved cognitive abilities, and an overall sense of wellbeing.</i></p>

Program/Project Logic Model: Volunteer Engagement

Date: August 5, 2015

	<i>...volunteering is a vehicle to assist with career development, newcomer integration, raising self-esteem or enhancing a sense of belonging.</i>
Who is served? Target Group	Volunteers or potential volunteers
Inputs: <i>Resources invested to achieve your goal, e.g., staff, volunteers, money, materials, equipment, technology, partners, information</i>	<ul style="list-style-type: none"> • Staff • Volunteers • Money • Materials • Equipment • Technology • Partners • Information
Outputs: - <i>Activities and processes used, e.g., advertising, workshops</i>	<ul style="list-style-type: none"> • Fundraising and Grant Writing Workshop • Board Development Workshop • Volunteer Appreciation Banquet • Data Collection
Outputs: – <i>Who will you reach? e.g., community, partners, number served</i>	<p>Must report to the province so please collect:</p> <p># of volunteers # of volunteer hours</p> <p>If partners are involved:</p> <p># of partners</p> <p>Consider collecting the following:</p> <p># of workshops/trainings for volunteers # of participants in workshops/trainings for volunteers # of volunteer events # of volunteers attending recognition events</p>

List of Potential Outcome Statements:

	Volunteer Outcomes
1	Volunteers have increased capacity to fill their volunteer roles effectively.
8	Volunteers feel recognized for their contribution.
5	Community members are connected to others because they volunteer.

Program/Project Logic Model: Volunteer Engagement

Date: August 5, 2015

Potential Volunteer Outcomes:	Indicators:	Measures: Remember: check the Measures Bank to get the information you need to use the scales.	Measures Bank Numbers:	Alignment with the FCSS Outcomes Model: Chart of Outcomes and Indicators:
1. Volunteers have increased capacity to fill their volunteer roles effectively.	Volunteers report they have increased capacity to fill their volunteer roles effectively.	As a result of (insert name of volunteer training), I am better able to serve the people in my community. (post only; Scale: A Sc)	PM2	Outcome: Community: Outcome #2: Community social issues are identified and addressed. <i>Indicator: Agencies and/or community members work in partnership to address social issues in the community.</i>
		As a result of (insert name of volunteer training), I am more confident in my ability to (insert volunteer task). (post only; Scale: A Sc)	12	Outcome: Individuals: Outcome # 1: Individuals experience personal well-being. <i>Indicator: Self-esteem</i>

Program/Project Logic Model: Volunteer Engagement

Date: August 5, 2015

Potential Volunteer Outcomes:	Indicators:	Measures: Remember: check the Measures Bank to get the information you need to use the scales.	Measures Bank Numbers:	Alignment with the FCSS Outcomes Model: Chart of Outcomes and Indicators:
8. Volunteers feel recognized for their contribution.	Volunteers report they feel recognized for their contribution.	<p>I get the recognition I deserve for what I do. (pre-test/post-test; Scale: F Sc)</p> <p>OR</p> <p>[insert name] has helped me to feel recognized for what I do. (post only; Scale: A Sc)</p>	<p>PM1</p> <p>OR</p> <p>PM1</p>	<p>Outcome: Individuals: Outcome #1: Individuals experience personal well-being.</p> <p><i>Indicator: Meaning and purpose</i></p>

Potential Volunteer Outcomes:	Indicators:	Measures: Remember: check the Measures Bank to get the information you need to use the scales.	Measures Bank Numbers:	Alignment with the FCSS Outcomes Model: Chart of Outcomes and Indicators:
4. Community members are connected to others because they volunteer.	Community members report they are connected to others because they volunteer.	As a results of volunteering, I made connections with other volunteers. (post only; Scale: A Sc)	24	<p>Outcome: Individuals: Outcome #2: Individuals are connected with others.</p> <p><i>Indicator: Quality of social relationships</i></p>

Long-term Outcome:
A strong, engaged, connected, resilient community through the meaningful participation of community members who volunteer and make a difference. Volunteers find meaning in helping to create a strong, engaged, connected, resilient community.

Program/Project Logic Model:

Date: October, 2015

Program/Project Title:	Community Events Sample PLM
Statement of Need: <i>What</i> community issue, need or situation are you responding to?	<p>Some community members/families are not aware of existing community resources and how to access them.</p> <p>Some community members do not feel a sense of belonging to their community.</p> <p>.</p>
Overall Goal: <i>What</i> change or impact do you want to achieve?	<p>A connected and engaged community</p> <p>Improved Social Well-being of families</p>
Broad Strategy: <i>How</i> will you address the issue, need or situation?	<p>Provide a variety of opportunities for community members to come together to learn about programs and services available to them in the community.</p>
Rationale: What evidence do you have that this strategy will work? Research? <i>if/then statement</i>	<p>If community members are provided with organized opportunities to connect and socialize, then they are more likely to develop relationships with others living in the community, leading to enhanced support networks and a greater sense of belonging to their community.</p> <p>Research indicates that having a sense of community & belonging is an important social need for people and helps promote their social well-being. Often people's busy lives interfere with their ability to initiate social interactions with community members or to organize fun family activities.</p> <p>Supporting research: See <u>The Chief Public Health Officer's Report on the State of Public Health 2008: Addressing Health Inequalities</u> section on social support and connectedness pages 51-53</p> <p>See: <u>The Importance of Community</u> on the University of Washington website.</p>

Program/Project Logic Model:

Date: October, 2015

Who is served? Target Group	Community members as well as specific population groups, e.g.,: newcomers, families
Inputs: <i>Resources invested to achieve your goal, e.g., staff, volunteers, money, materials, equipment, technology, partners, information</i>	<ul style="list-style-type: none"> • Staff • Volunteers • Money • Materials • Equipment • Technology • Partners • Information • Facility • Food
Outputs: - <i>Activities and processes used, e.g., advertising, workshops</i>	Types of programs/activities/events: <ul style="list-style-type: none"> • Halloween Haunted House • Resource Fairs • Registration Nights
Outputs: – <i>Who will you reach? e.g., community, partners, number served</i>	Sponsors, partners, politicians, community agencies Must report to the province so please collect: # of total participants [# of participants by age category] If volunteers are used in the program, then collect: # of volunteers # of volunteer hours Could potentially collect: # of community events # of participants at each event [aggregated from all events] # of community events each participant attended # of partners # of newcomers

Program/Project Logic Model:

Date: October, 2015

List of Potential Outcomes:

Please review and start by choosing the outcomes that fit and are achievable by your program. Please modify or create additional outcome statements as needed. Indicators and measures for each outcome statement follow.

1	Community members know how to access the community resources they need
2	Community members are aware of the resources and supports available to them
3	Community members are able to access the community resources they need
4	Community members access the resources they need

Program/Project Logic Model:

Date: October, 2015

Potential Outcomes:	Indicators:	Measures: Remember: check the Measures Bank to get the information you need to use the scales.	Measures Bank Numbers:
1. Community members feel welcome in their community.	a. Community members report they feel welcome in their community.	[Insert name] helped me to feel welcome in my neighborhood/community.	7 (post-only; A Sc)
		As a result of [insert name] I would feel more comfortable attending events in my neighborhood/ community.	8 (post-only; A Sc)
Alignment with the FCSS Outcomes Model: Chart of Outcomes and Indicators: Outcome: Community #1: The community is connected and engaged. Indicator: Social engagement			
2. Community members feel connected to their community.	a. Community members report they feel connected to their community.	[Insert name] helps me to feel connected to my neighborhood/community.	5 (post-only; A Sc)
Alignment with the FCSS Outcomes Model: Chart of Outcomes and Indicators: Outcome: Community #1: The community is connected and engaged. Indicator: Social engagement			
3. Community members feel a sense of belonging.	a. Community members report they feel a sense of belonging.	[Insert name] has helped me feel a sense of belonging in my neighborhood/community.	PM2 (SE) (post-only; A Sc)
		As a result of (insert name), I feel a strong sense of community with the people on my block/in my neighborhood.	PM2 (PATO) (post-only; A Sc)
Alignment with the FCSS Outcomes Model: Chart of Outcomes and Indicators: Outcome: Community #1: The community is connected and engaged. Indicator: Social engagement (SE); Positive attitude toward others and the community (PATO)			

Potential Outcomes:	Indicators:	Measures: Remember: check the Measures Bank to get the information you need to use the scales.	Measures Bank Numbers:
4. Community members are connected to others in their neighborhood/ community.	a. Community members report they are connected to others in their neighborhood/ community	As a result of (insert name), I have (met /reconnected with/formed new relationships with) people from my neighborhood/community	PM2 (QSR) (post-only; A Sc)
		As a result of (insert name), I am more connected with others in my neighborhood/community.	PM5 (QSR & SE) (post-only; A Sc)
		As a result of (insert name), I am better able to maintain relationships with people my neighborhood/community.	PM3 (QSR) (post-only; A Sc)
Alignment with the FCSS Outcomes Model: Chart of Outcomes and Indicators: Outcome: Individual Outcome # 2: Individuals are connected and engaged. Community #1: The community is connected and engaged. Indicator: Quality of social relationships; Social engagement			
Data Collection Tool(s) Used:		Date(s) when data collected	
Long-term Outcome:			
A connected and engaged community			
Prepared by:			
Completion date:			
Revised by: (to note changes made to initial PLM)			
Date:			

Program/Project Logic Model: Collaborative Community Initiative Development Sample PLM

Date: August 10, 2015

Program/Project Title:	Collaborative Community Initiative Development Sample PLM
Statement of Need: <i>What community issue, need or situation are you responding to?</i>	<p>[Insert community issue] has emerged as an issue in the community. There is a need for a collaborative approach to address and resolve this issue.</p> <ul style="list-style-type: none"> • Homelessness and Poverty • Early Childhood Development • Community Resiliency
Overall Goal: <i>What change or impact do you want to achieve?</i>	<p>A collaborative plan, i.e., a PLM, exists and is being implemented to address this community social issue.</p>
Broad Strategy: <i>How will you address the issue, need or situation?</i>	<p>Agencies and/or community members work together in partnership to address social issues in the community.</p>
Rationale: <i>What evidence do you have that this strategy will work? Research?</i> if/then statement	<p>If agencies and/or community members come together to work in partnership to address an emerging community social issue then the partnership will facilitate the awareness and understanding of the issue, a deeper level of engagement and mobilization leading to the development and implementation of effective, collaborative approaches to address the issue.</p> <p>Supporting research:</p>
FCSS Overarching Goal: <i>How does it contribute?</i>	<p>FCSS enhances the social well-being of individuals, families and community through prevention.</p>
Who is served? <i>Target Group</i>	<p>Community</p>

Program/Project Logic Model: Collaborative Community Initiative Development Sample PLM

Date: August 10, 2015

Inputs : <i>Resources invested to achieve your goal</i>	<p>Which agencies and/or community members will contribute to this community social issue?</p> <p>Human resources: how much time has been allocated?</p> <p>How many and/or how much of each of the following is being contributed by the partners?:</p> <ul style="list-style-type: none"> • Staff • Volunteers • Money • Materials • Equipment • Technology • Information
Outputs: - <i>Activities and processes used, e.g., advertising, workshops</i>	<ul style="list-style-type: none"> • Environmental scan • Needs assessment • Community meetings: provide coffee/tea/water for brown bag lunches • Identify key stakeholders • Engage key stakeholders • Create a collaborative group (membership of the partnership) • Create terms of reference and a detailed work plan for the partnership including roles and responsibilities • Identify strategies and accountabilities, i.e., who will do what by when • Develop a PLM to address the identified community social issue
Outputs: – <i>Who will you reach? e.g., community, partners, number served</i>	<p>Community members, community agencies, staff, volunteers, politicians</p> <p>Collect the following:</p> <ul style="list-style-type: none"> # of community members involved in the collaboration # of community agencies # of community meetings # of people attending community meetings # of volunteers # of volunteer hours

Program/Project Logic Model: Collaborative Community Initiative Development Sample PLM

Date: August 10, 2015

List of Potential Outcome Statements:

Please review and start by choosing the outcomes that fit and are achievable by your program. Please modify or create additional outcome statements as needed. Indicators and measures for each outcome statement follow.

- | | |
|----|---|
| 1. | Agencies and/or community members are aware of [insert community social issue]. |
| 2. | Agencies and/or community members are knowledgeable about [insert community social issue]. |
| 3. | Agencies and/or community members are aware of the impact of [insert community social issue]. |
| 4. | Agencies and/or community members understand [insert community social issue]. |
| 5. | Agencies and/or community members have what they need to address [insert community social issue]. |
| 6. | Agencies and/or community members work effectively on [insert community social issue]. |
| 7. | The community social issue is being addressed. |

Program/Project Logic Model: Collaborative Community Initiative Development Sample PLM

Date: August 10, 2015

Potential Outcomes:	Indicators:	Measures: Remember: check the Measures Bank to get the information you need to use the scales.	Measures Bank Numbers:	Alignment with the FCSS Outcomes Model: Chart of Outcomes and Indicators:
1. Agencies and/or community members are aware of [insert community social issue].	People involved report they are aware of [insert community social issue].	I am aware of [insert community social issue]. (pre-test/post-test; Scale: A Sc)	1	Outcome: Community: Outcome #2: Community social issues are identified and addressed. <i>Indicator: Awareness of community social issues</i>
		I am aware that [insert community social issue] is an issue in my community. (pre-test/post-test; Scale: A Sc)	PM1	
2. Agencies and/or community members are knowledgeable about [insert community social issue].	People involved report they are knowledgeable about [insert community social issue].	I am knowledgeable about [insert community social issue]. (pre-test/post-test; Scale: A Sc)	2	
3. Agencies and/or community members are aware of the impact of [insert community social issue].	People involved report they are aware of the impact of [insert community social issue].	I am aware of the impact of [insert community social issue] in my neighborhood/community. (pre-test/post-test; Scale: A Sc)	PM2	

Program/Project Logic Model: Collaborative Community Initiative Development Sample PLM

Date: August 10, 2015

Potential Outcomes:	Indicators:	Measures: Remember: check the Measures Bank to get the information you need to use the scales.	Measures Bank Numbers:	Alignment with the FCSS Outcomes Model: Chart of Outcomes and Indicators:
4. Agencies and/or community members understand [insert community social issue].	1. People involved report they understand [insert community social issue].	I understand [insert community social issue]. (pre-test/post-test; Scale: A Sc)	PM1	Outcome: Community Outcome #2: Community social issues are identified and addressed. <i>Indicator: Understanding of community social issues</i>
	2. People involved report they understand why [insert community social issue] is important to their community.	I understand why [insert community social issue] is important to my community. (pre-test/post-test; Scale: A Sc)	PM2	
	3. People involved report they have formed an opinion about [insert community social issue].	I have enough information to form an opinion about [insert community social issue]. (pre-test/post-test; Scale: A Sc)	4	
	4. People involved report they understand [insert community social issue] well enough to figure out how they can contribute.	I understand [insert community social issue] well enough to figure out how I can contribute. (pre-test/post-test; Scale: A Sc)	6	

Program/Project Logic Model: Collaborative Community Initiative Development Sample PLM

Date: August 10, 2015

Potential Outcomes:	Indicators:	Measures: Remember: check the Measures Bank to get the information you need to use the scales.	Measures Bank Numbers:	Alignment with the FCSS Outcomes Model: Chart of Outcomes and Indicators:
5. Agencies and/or community members have what they need to address [insert community social issue].	1. People involved report they have/their organization has the necessary knowledge to help address this community social issue.	I have /my organization has the necessary knowledge to help address this community social issue. (pre-test/post-test; Scale: A Sc)	PM3	Outcome: Community: Outcome #2: Community social issues are identified and addressed. <i>Indicator: Agencies and/or Community Members work together in partnership to address social issues in the community.</i>
		This collaboration has the necessary knowledge to take action on this community social issue. (pre-test/post-test; Scale: A Sc)	6	
	2. People involved report they have /their organization/ this collaboration has the necessary skills to help address this community social issue.	I have /my organization has the necessary skills to help address this community social issue. (pre-test/post-test; Scale: A Sc)	PM4	
		This collaboration has the necessary skills to help address this community social issue. (pre-test/post-test; Scale: A Sc)	8	

Program/Project Logic Model: Collaborative Community Initiative Development Sample PLM

Date: August 10, 2015

Potential Outcomes:	Indicators:	Measures: Remember: check the Measures Bank to get the information you need to use the scales.	Measures Bank Numbers:	Alignment with the FCSS Outcomes Model: Chart of Outcomes and Indicators:
(5...continued :) Agencies and/or community members have what they need to address [insert community social issue].	3. People involved report they have /their organization/this collaboration has the necessary resources to help address this community social issue.	I have /my organization has the necessary resources to help address this community social issue. (pre-test/post-test; Scale: A Sc)	11	Outcome: Community Outcome #2: Community social issues are identified and addressed. <i>Indicator: Agencies and/or community members work together in partnership to address social issues in the community.</i>
		This collaboration has the necessary resources to help address this community social issue. (pre-test/post-test; Scale: A Sc)	10	

Program/Project Logic Model: Collaborative Community Initiative Development Sample PLM

Date: August 10, 2015

Potential Outcomes:	Indicators:	Measures: Remember: check the Measures Bank to get the information you need to use the scales.	Measures Bank Numbers:	Alignment with the FCSS Outcomes Model: Chart of Outcomes and Indicators:
6. Agencies and/or community members work effectively on [insert community social issue].	People involved report they work effectively on [insert community social issue].	This collaboration facilitates effective use of our collective resources. (pre-test/post-test; Scale: A Sc)	12	Outcome: Community Outcome #2: Community social issues are identified and addressed. <i>Indicator: Agencies and/or community members work together in partnership to address social issues in the community.</i>
		Everyone who is a member of this collaborative group wants this project to succeed. (pre-test/post-test; Scale: A Sc)	17	
		The level of commitment among the collaboration participants is high. (pre-test/post-test; Scale: A Sc)	18	
		People in this collaborative group have a clear sense of their roles and responsibilities. (pre-test/post-test; Scale: A Sc)	19	
		People in this collaboration communicate openly with one another. (pre-test/post-test; Scale: A Sc)	22	
		There is a clear process for making decisions among the partners in this collaboration. (pre-test/post-test; Scale: A Sc)	20	

Program/Project Logic Model: Collaborative Community Initiative Development Sample PLM

Date: August 10, 2015

Potential Outcomes:	Indicators:	Measures: Remember: check the Measures Bank to get the information you need to use the scales.	Measures Bank Numbers:	Alignment with the FCSS Outcomes Model: Chart of Outcomes and Indicators:
(6. continued...) Agencies and/or community members work effectively on [insert community social issue].	People involved report they work effectively on [insert community social issue].	The people in this collaboration are currently able to keep up with the work necessary to coordinate all the people, organizations and activities related to this collaborative project. (pre-test/post-test; Scale: A Sc)	21	Outcome: Community Outcome #2: Community social issues are identified and addressed. <i>Indicator: Agencies and/or community members work together in partnership to address social issues in the community.</i>

Program/Project Logic Model: Collaborative Community Initiative Development Sample PLM

Date: August 10, 2015

Potential Medium-term Outcome:	Indicators:	Measures: Remember: check the Measures Bank to get the information you need to use the scales.	Measures Bank Numbers:	Alignment with the FCSS Outcomes Model: Chart of Outcomes and Indicators:
7. The community social issue is being addressed.	1. People involved report the work of this collaboration has had an impact on (insert community social issue).	The work this collaboration has done has made an impact on the issue in our community. (pre-test/post-test; Scale: A Sc)	27	Outcome: Community: Outcome #2: Community social issues are identified and addressed. <i>Indicator: Agencies and/or community members work together in partnership to address social issues in the community.</i>
	2. People involved report community members/agencies are prepared/ready to take ownership of this community initiative.	Community members/agencies are prepared/ready to take ownership of this community initiative. (pre-test/post-test; Scale: A Sc)	28	
	3. People involved report community members/agencies have a strategy to address the identified community social issue.	Community members/agencies have a strategy to address the identified community social issue. (pre-test/post-test; Scale: A Sc)	33	

Program/Project Logic Model: Collaborative Community Initiative Development Sample PLM

Date: August 10, 2015

Data Collection Tool(s) Used:		Dates when data collected:	
Potential Long-term Outcome:			
A program/project is established to meet the needs of community members feeling the impact of this community social issue.			
Prepared by:	Outcome Measures Team: Jannette Riedel, Kimberly Kueber, Lynn Pack, Monika Wichman, Karen Titanich		
Date:	December 17, 2014		
Revised by: (to note changes made to initial PLM)			
Date:			
Revised by: (to note changes made to PLM)			
Date:			
Revised by: (to note changes made to PLM)			
Date:			

		SECTION	8
AGENDA ITEM: 8.1	TOWN OF DRAYTON VALLEY 2016 FINAL FEE SCHEDULE APPROVAL		
Department:	Treasury		
Presented by:	Councillor Long		
Support Staff:	Kevin McMillan & Clayton Seely		

BACKGROUND:

Administration has recommended approval of the 2016 Final Fee Schedule for the Town of Drayton Valley as presented on May 4th, 2016.

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

For Council's review and consideration.

RECOMMENDATION:

That Council approves the updated 2016 Final Fee Schedule for the Town of Drayton Valley as presented.

TOWN OF DRAYTON VALLEY

2016 FEE SCHEDULE



1.1	LICENSES / SERVICES - GST EXEMPT	Page 74 of 190	
	NSF Cheque Charges		50.00
1.2	PAPER SERVICES - GST INCLUDED		
	Photocopying	Black & White	Colour
	8.5 x 11 paper	0.25	0.80
	8.5 x 14 paper	0.25	0.80
	11 x 17 paper	0.90	1.50
	Facsimile	2.00 / page	
1.3	PROMOTIONAL ITEMS - ADD GST		
	Town Pins - less than 10		2.50 each
	Town Pins - 10 or more		2.00 each
	Town Pins - Non Profit Groups		1.00 each
	Pulling Together Picture - Small		30.00
	Pulling Together Picture - Large		40.00
	Video		10.00
1.4	PROFESSIONAL SERVICES - ADD GST		
	Administration Officer		70.00 / hour
	Professional Engineer		60.00 / hour
	Finance Officer		60.00 / hour
	Recreation Director		60.00 / hour
	Development Officer		50.00 / hour
	Project Engineer / Manager		50.00 / hour
	Technician/Technologist		50.00 / hour
	Administrative Support		35.00 / hour
	*FOIP fees and fee estimates are generated using the FOIP Regulation (Schedule 2)		
1.5	ROOM RENTALS - ADD GST		
	Conference Room # 1		35.00 / half day or 65.00 / day
	Conference Room # 2		35.00 / half day or 65.00 / day
	Projector- LCD (In-house only)		40.00 / hour or 200.00 / day
	Council Chambers		65.00 / half day or 110.00 / day
1.6	TAX RECOVERY - GST EXEMPT		
	Proceedings Fee		80.00
	Tax Certificate		25.00
	Tax Search		5.00
	Assessment Appeal Filing		
	Category of Complaint		
	Residential 3 or fewer dwellings & farmland		55.00
	Residential 4 or more dwellings		310.00
	Non-residential (assessed value under \$2 million)		310.00
	Non-residential (assessed value over \$2 million)		675.00
1.7	ANIMAL CONTROL - DOG - GST EXEMPT		
	Licence - Spayed Female and/or Neutered Male		25.00 / year
	Licence - Male or Female Animals		*75.00 / year
	Impound Fees	25.00 first day; 15.00/day thereafter	
	Destruction of Animal	Amount Expended	
	Veterinary Fees	Amount Expended	
	Adoption Fees		50.00
	Replacement Tag		5.00
	ANIMAL CONTROL - CAT		
	Licence - Spayed Female and/or Neutered Male		15.00 / year
	Licence - Male or Female Animals		*45.00 / year
	Impound Fees	25.00 first day; 15.00/day thereafter	
	Destruction of Animal	Amount Expended	
	Veterinary Fees	Amount Expended	
	Adoption Fees		50.00
	Replacement Tag		5.00
	*If, during the course of the year for which a breeding animal license has been issued, proof of spay or neuter of the licensed animal, in a form acceptable (ie. Veterinarian receipt), is provided to the Town, the Town shall reimburse the owner the monetary difference of an altered animal license versus a breeding animal license.		
1.8	BUSINESS LICENSES - GST EXEMPT		
	Transfer of ownership or change of name		25.00
	Transfer of business location		50.00
	Hawker / Peddler - Daily		150.00 / day
	Hawker / Peddler - Annual		1,500.00 / year
	Local Business		100.00 / year
	Local Business: half year		50.00
	Rural resident (within 5m radius of town boundary)		150.00 / year or 75.00 / half year
	Non-resident (outside of 5m radius of town boundary)		300.00 / year or 150.00 / half year
	Reinstate license		25.00
	Adult business		1,000.00 / year or 500.00 / half year

2.0 AIRPORT

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

3.0 BUILDING & DEVELOPMENT

3.1 PERMITS - GST EXEMPT

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

3.2 FEES - GST EXEMPT

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

3.3 MAPS - GST EXEMPT

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

4.0 CEMETERY

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

5.0 LIBRARY

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

6.0 OMNIPLEX

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

6.0 OMNIPLEX CONTD.

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

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

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

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

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

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

7.0 PARK VALLEY POOL

7.1 POOL FEES - GST INCLUDED

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

7.2 PROGRAM FEES - GST EXEMPT

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

7.3 FITNESS PROGRAMS - GST INCLUDED

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

7.4 RENTAL RATES - GST INCLUDED

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

8.0 PUBLIC GROUNDS

8.1 WEST VALLEY PARK - ADD GST

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

8.2 CAMPGROUNDS* - GST INCLUDED

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

* All fees listed include a 3% Destination Marketing Fee

8.3 BALL DIAMONDS AND SOCCER FIELDS

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

9.0 TOTAL WORKS FITNESS CENTRE

9.1 FITNESS CENTRE - GST INCLUDED

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

9.2 INDOOR TRACK - GST INCLUDED

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

9.3 RACQUET COURTS - GST INCLUDED

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

9.4 TANNING PACKAGES

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

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

11.0 EARLY CHILDHOOD DEVELOPMENT CENTRE

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

12.0 MACKENZIE CONFERENCE CENTRE

12.1 RENTAL RATES - GST INCLUDED

		Regular	Non-profit
Full Hall - weekday		550.00	440.00
Full Hall - weekend day (Fri, Sat & Sun)		800.00	640.00
Half Hall - weekday		450.00	360.00
Half Hall - weekend day (Fri, Sat & Sun)		600.00	480.00
Additional staff / bartenders (per person)	per hour	22.00	
Coffee/tea service (1 urn of each)	per set	50.00	
Corkage (unlimited fountain pop)	per person	2.00	
Flip-chart easel	per easel	10.00	
Flip-chart paper	per pad	40.00	
Juice	per litre	4.00	
Kitchen rental w/ external catering (included supervisor)	per hour	70.00	
Kitchen rental w/ in-house catering	per hour	40.00	
MCC provided Bar Service		Must make minimum of \$500	
Meetings (up to 50 people - Min 2 hr., Max 4 hr.)		125.00	
Portable stage	per section	20.00	
Projector screen - Included in hall rental			
Running your own bar (glassware, portable bar x2 & fridge x2 included)		400.00	250.00
Setup day before or take down (max 4 hr.)	per hour	40.00	
Telescopic easel		5.00	
Use of additional projectors (one projector included in rental)	per day	100.00	
Video conferencing	per day	125.00	
*Includes kitchen supervision			
**Damage fee is the same as the booking rate and must be paid separately.			
***Reference to internal caterer means that the user is using the Town's contracted caterer.			
***Weekday means (Monday - Thursday), Weekend means (Friday - Sunday).			
***All rates subject to final approval of MCC facility manager			

13.0 FIRE DEPARTMENT FEE SCHEDULE

13.1 OPERATIONS - GST INCLUDED

Gelco 100 per kg		46.00
Gelco 200 per kg		70.00
Foam - per pail		105.00
Fireworks permits		10.00

13.2 SPECIAL OPERATIONS - APPARATUS* - GST INCLUDED

381 Command Truck - per hour		80.00
382 Command Truck - per hour		80.00
351 Aerial Apparatus - per hour		415.00
342 Pumper - per hour		415.00
*Includes staffing		

13.3 FIRE INSPECTION REPORT - GST INCLUDED

Lawyer or Realtor Agency request		80.00
Occupancy Load Certification		80.00
Environmental scans		80.00

13.4 FIRE REPORTS - GST INCLUDED

Insurance company requests		80.00
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13.5 FALSE ALARMS - GST INCLUDED

First false alarm within a year		80.00
Second false alarm within a year		260.00
Third and all subsequent false alarms within a year		500.00

14.0 UTILITIES

14.1	WATER		Page 82 of 190
	Consumption charge per m3 - inside town boundary		1.60
	Consumption charge per m3 - outside town boundary		1.81
	Consumption charge unmetered - inside town boundary		35.75
	Consumption charge unmetered - outside town boundary		39.50
	Sustainability Initiative per m3		0.11
	Basic fixed charge		15.25
	Bulk water per m3		9.25
	Meter rental		111.00
	Service connection fee		41.50
	Penalty on outstanding balance owing		2.5%
	Reconnection fee		64.25
	Meter check deposit		38.50
	Damaged meter + all out of pocket costs		38.50 + costs
	Temporary water turn on		67.00 + 46.00/week
	Emergency Water Shutoff		64.25
14.2	SEWER		
	Consumption charge per m3 - inside town boundary		1.40
	Consumption charge per m3 - outside town boundary		1.56
	Consumption charge unmetered - inside town boundary		29.90
	Consumption charge unmetered - outside town boundary		34.00
	Basic fixed charge		15.25
	Sewer dumping charge		70.50
	Sewer effluent per m3		6.45
14.3	ASPEN WASTE MANAGEMENT AUTHORITY		
	Commercial	per tonne	75.75
	Construction / Demolition / Debris(mixed Loads)	per tonne	65.25
	Town Residential Collection or Public Works Department	per tonne	75.75
	Residential Homeowners / Rental Property	per tonne	5.00/load (75.00 minimum)
	Compostable(Commercial only)/Residential-No Charge	per tonne*	31.25
	Recycling(mixed loads)	per tonne	73.50
	Sump Waste	per tonne	62.25
	Clean Concrete	per tonne	16.75
	Asphalt	per tonne	16.75
	Revenue Generated Cover	per tonne	18.75
	Clean Fill (one time pre-approval fee of \$150 is charged)	per tonne	5.00
	Scrap Metals (excluding mixed loads)	per tonne	58.00
	White Goods and CFC Units	per tonne	58.00
	Asbestos	**	Negotiated
	Special or Event Waste	***	Negotiated
	Other (Event or Contracted)	***	Negotiated
	*Residential Blue Bags -No Charge		
	**Asbestos loads must be pre-approved with shipping document and access code. Placement fee of \$50.00. Rate negotiated prior to		
	***Waste streams that require additional handling or administration or are deemed beneficial. Rate negotiated prior to acceptance		

AGENDA ITEM:8.2	Quality Management Plan for Building Discipline
Department:	Administration
Presented by:	Councillor Shular
Support Staff:	Chandra Dyck, Legislative Services Coordinator

BACKGROUND:

As a municipality accredited by Municipal Affairs in the building discipline, the Town of Drayton Valley is required to have a Quality Management Plan (QMP) in place. The QMP establishes the scope and administration of building inspection services, as well as establishing a standard of service with respect to the enforcement of the building discipline.

This document has been prepared in cooperation with Alberta Safety Codes Council (the body responsible for overseeing administration of the QMP) and has received their consent to proceed to Council for approval. Upon approval of the attached QMP, the existing QMP document – originally adopted in February 2009 – will be replaced.

MOTION:

That Council approve the Quality Management Plan for Building Discipline as presented.

Town of Drayton Valley

Quality Management Plan

Version: May 2016

Town of Drayton Valley

Quality Management Plan

This Quality Management Plan that includes Schedule A – Scope and Administration, and Schedule B –Service Delivery Standards, has been accepted by the Administrator of Accreditation.

Administrator of Accreditation

Date



QUALITY MANAGEMENT PLAN

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SCHEDULE A

Scope and Administration

SCOPE OF ACCREDITATION

The Municipality will administer the Safety Codes Act (SCA) including all pursuant regulations applicable to the following indicated discipline(s), within the municipal jurisdiction:

Building

- ☐ All parts of the Alberta Building Code

ADMINISTRATION OF THE TOWN OF DRAYTON VALLEY

QUALITY MANAGEMENT PLAN

Adherence to the Quality Management Plan

The Town of Drayton Valley herein referred to as “The Municipality” is responsible for the administration, effectiveness, and compliance with this Quality Management Plan (QMP) that includes Schedule A – Scope and Administration and Schedule B - Service Delivery Standards.

The Municipality will provide services under Schedule B –Service Delivery Standards through their own staff or one or more accredited agencies. When providing services through an agency(s), the Municipality will contract with the agency(s) to provide services in accordance with Schedule B –Service Delivery Standards. The Municipality is responsible for monitoring the contracted agency’s compliance with Schedule B –Service Delivery Standards.

The Municipality recognizes that the Safety Codes Council (SCC) or its representative may review/audit for compliance to this QMP and will give full cooperation to the SCC or its representative in business related to the administration of the SCA including the conduct of reviews/audits. The Municipality will implement the recommendations of the reviewer/auditor.

The Municipality will encourage and maintain an atmosphere that supports objective and unbiased decisions. All Safety Codes Officers (SCOs) working in the Municipality have the ability and opportunity to make decisions relative to compliance monitoring independently, without undue influence of management, appointed or elected officials.

The Municipality, in the event that it ceases to administer the SCA for any new thing, process, or activity under the SCA, retains responsibility for services provided under the SCA while accredited, including the administration and completion of services for permits issued.

The Municipality recognizes that failure to follow this QMP may result in suspension or cancellation of the Municipality's accreditation.

Policy for Personnel Training

The Municipality will ensure that SCOs of the Municipality attend updating seminars required by the SCC to maintain current SCO certification.

Freedom of Information

The Canadian Charter of Rights and Freedoms applies to all activities undertaken in the administration of this Quality Management Plan. The Freedom of Information and Protection of Privacy Act applies to all information and records relating to, created, or collected under this QMP.

Records Retention & Retrieval

The Municipality will retain the files of all projects including those where an accredited agency(s) was involved, for at least three (3) years or in accordance with the Municipality's record retention policy, whichever is greater. Such files will be available at the Municipality's office. Files where an accredited agency was involved are the property of the Municipality and will be returned to the Municipality within a reasonable time after completion of the services, or upon request.

Declaration Of Status

The SCOs, staff, officers, and accredited agency(s), whether employed, retained or otherwise engaged by the Municipality will not participate in any safety codes administration, inspection, or investigation of properties or fires where they may have pecuniary interest.

Annual Review

Internal reviews will be carried out annually by the QMP Manager or the Manager's delegate to evaluate whether or not compliance of the Quality Management Plan is being achieved. At the conclusion of the internal review, the QMP Manager will provide, to the Safety Codes Council, a letter of QMP compliance that has been signed off by the municipality's executive authority. The letter must be comprised of all findings of the review including any successes, areas for improvement and the methodology used to achieve improvement or correction as it relates to the approved Quality Management Plan.

This is a mandatory requirement and failure to comply may result in cancellation or suspension of a municipalities' accreditation designation. All findings for the annual internal reviews are due to the Safety Codes Council **no later than the last day of March of the following year that is being reviewed.**

Revisions

Revisions to this QMP may only be made to the Scope and will only be made by the Chief Administrative Officer responsible for this QMP. A Resolution from the Municipal Council will be included with a revision. The SCC must approve any change in the QMP.

Revision Control System

The Municipality will ensure its SCOs have ongoing access to a copy of this QMP and contracted accredited Agencies are provided with a copy of this UQMP and any amendments.

The Municipality will maintain a registry of the SCOs and Agency(s) that have been provided with a copy of this QMP and amendments. The Municipality will immediately distribute copies of approved amendments to all registered holders of this QMP.

Notices

Any correspondence in regards to this QMP will be forwarded to:

Chandra Dyck, Legislative Services Coordinator

legislation@draytonvalley.ca

E-mail address

Town of Drayton Valley

Box 6837, 5120 – 52 Avenue
Drayton Valley, Alberta T7A 1A1

Name of Municipality

Address of Municipality

(780)-514-2200

(780) 542-5753

Phone number of Municipality

Fax number of Municipality

Municipality Agreement

In accordance with Council Resolution # _____ of _____, 2016, the Town of Drayton Valley hereby provides agreement and signature to this QMP.

Signature of Chief Administrative Officer

Signature of Chief Elected Official

Dwight Dibben, CAO

Glenn McLean, Mayor

Name & title of Chief Administrative Officer

Name & title of Chief Elected Official

SCHEDULE B

Service Delivery Standards

Section 1: Scope of Services

The Service Delivery Standards establishes responsibilities and minimum performance criteria for providing compliance monitoring services under the SCA including:

- code advice;
- permit issuance;
- plans examinations;
- site inspections;
- site investigations;
- alternative solutions/variances;
- orders;
- verification of compliance;
- identification and follow-up of deficiencies and unsafe conditions;
- collection and remittance of SCC fees;
- issuance of Permit Services Reports; and
- maintaining files and records.

Section 2: Performance

The Municipality will:

- perform the services in an effective and timely manner;
- endeavour to work co-operatively with the owner and/or the owner's representative(s) to achieve compliance with the SCA and applicable Regulation(s);
- perform the services with impartiality and integrity; and
- provide services in a professional and ethical manner.

Section 3: Personnel

The Municipality will:

- employ persons knowledgeable about the applicable codes, standards and regulations, relative to the services it provides;
- employ SCOs who are certified and designated at an appropriate level to provide compliance monitoring and investigations relative to service levels the Municipality provides; and
- maintain a registry of all SCOs they employ, their level(s) of Certification, and Designation of Powers.

Section 4: Quality Management Plan Training

The Municipality will:

- train its SCOs and other involved staff in the requirements of this QMP; and
- maintain the training records on the employee's file.

Section 5: Records

The Municipality will maintain a file system for all the records associated with performing the services including:

- permit applications and permits;
- plans, specifications, and other related documents;
- plans review reports;
- inspection reports;
- investigation reports;
- verifications of compliance;
- Alternative Solutions / Variances;
- Orders;
- Permit Services Reports; and
- related correspondence and/or other relevant information.

Section 6: SCC Operating Fees

The Municipality will collect the SCC operating fee for each permit issued under authority of the SCA, and remit those fees to the SCC in the manner and form prescribed by the SCC.

Section 7: Orders

Will be issued and served in accordance with the SCA, the Administrative Items Regulation, and SCC policy. Orders will be in the format provided on the SCC web site: www.safetycodes.ab.ca. Upon compliance with an Order, a notice of compliance will be provided to the person(s) to whom the Order was served and to the SCC.

Section 8: Alternative Solutions / Variances

Will be issued in accordance with the SCA and SCC policy. An Alternative Solution / Variance will be in the format directed by the SCC (available on the SCC web site: www.safetycodes.ab.ca).

An SCO may issue an Alternative Solution / Variance from a code or referenced standard if the SCO is of the opinion that the Alternative Solution / Variance provides approximately equivalent or greater safety performance than that prescribed by the code or standard.

A request for Alternative Solution / Variance must be made in writing and include support documentation. An SCO will only make a decision respecting an Alternative Solution / Variance after having thoroughly researched the subject matter.

A copy of an Alternative Solution / Variance issued will be provided to the:

- owner,
- contractor if applicable,
- SCC, and
- the Municipality's file.

Section 9: Compliance Monitoring

General

The Municipality will monitor compliance through a program of permit issuance, plans examination (when applicable), site inspection, and follow-up inspections or verification of compliance; using appropriately certified and designated SCOs to provide compliance monitoring in accordance with the SCA and associated codes and standards.

Permits / Permissions

The Municipality will collect all information required by the SCC to be collected as part of each permit application.

Permit Applications

Permit Applications will include the following information:

- name of the issuing Municipality;
- permit discipline type;
- date of application;
- applicant's name, address, and phone number, and email;
- contractor's name, address, and phone number, and email (if known);
- owner's name, address, and phone number, and email;
- project location by legal description, civic address, and municipality;
- description of the work;
- state the use or proposed use of the premises;
- a Freedom of Information and Protection of Privacy Act (FOIPP) statement that meets the requirements of FOIPP as per the following example:

“The personal information provided as part of this application is collected under the *Safety Codes Act* and the *Municipal Government Act* and in accordance with the *Freedom of Information and Protection of Privacy Act*. The information is required and will be used for issuing permits, safety codes compliance verification and monitoring and property assessment purposes. The name of the permit holder and the nature of the permit is available to the public upon request. If you have any questions about the collection or use of the personal information provided, please contact the municipality.”; and

- any other information the SCO or permit issuer considers necessary.

Permits

Permits will include the following information:

- a permit number or other unique identifier that has been assigned by the permit issuer to the undertaking;
- the date on which the permit is issued;
- the name of the owner and the person to whom the permit has been issued;
- where the undertaking is to take place;
- a description of the undertaking or portion of the undertaking governed by the permit;
- contain any other information that the permit issuer considers necessary; and
- issuer's name, signature, and designation number.

Permit Conditions

A permit may contain terms and conditions that include but not limited to:

- permission be obtained from the SCO before occupancy or use of the construction, process or activity under the permit;
- the date on which the permit expires;
- a condition that causes the permit to expire,
- the period of time that the undertaking may be occupied, used or operated,
- setting the scope of the undertaking being permitted,
- setting the qualifications required of the person responsible for the undertaking and/or doing the work,
- an identification number or label to be affixed to the undertaking,
- requirement to obtain the approval of a safety codes officer before any part of the building or system is covered or concealed.

Site Inspections

An SCO will inspect:

- to determine if the use, occupancy, sites or work complies with the SCA and relevant codes and standards, permits, and conditions,
- within the time frames noted in the discipline specific sections of this QMP,
- in a timely fashion (endeavour to inspect within 2 working days and will not exceed 5 working days, when contacted for a required inspection unless otherwise noted in this QMP),
- at the stage(s) indicated in the discipline specific sections of this QMP, and
- all work or occupancy(s) in place at the time of the inspection.

The Municipality may, at their discretion, extend the time frame for a required site inspection(s) by documenting in the file:

- the reason for the extension, and
- the new time frame or date for conducting the inspection(s).

Inspection Reports

An SCO will, for each inspection required by this QMP, complete an inspection report noting:

- permit number and file number (if applicable);
- discipline;
- municipality name and date;
- owner name, address, phone number, and email;
- contractor name, address, phone number, and email;
- legal description, address (if applicable), and municipality;
- stage(s) of work being inspected;
- a description of the work in place at the time of inspection;
- all observed deficiencies (any condition where the work is incomplete, or does not comply with the SCA or an associated code or regulation and in the opinion of the SCO is not an unsafe condition);
- all observed unsafe conditions (any condition that, in the opinion of an SCO, could result in property loss, injury, or death, and is not a situation of imminent serious danger);
- all observed situations of imminent serious danger and the action taken by the SCO to remove or reduce the danger; and
- name, signature, and designation number of the SCO conducting the inspection.

The Municipality will, for each required inspection:

- provide copies of Inspection Reports to the permit applicant, contractor, and Municipality's file; and if requested to the owner, project consultant, architect, or consulting engineers; and
- follow-up on noted deficiencies or unsafe conditions through re-inspection(s) (or at the discretion of the SCO, a verification of compliance may be accepted in lieu of an on-site re-inspection).

Verification of Compliance

An SCO may, at their discretion, accept a verification of compliance (reasonable assurance provided from a third party that work complies):

- as follow-up to deficiencies or unsafe conditions noted on a site inspection; or
- in lieu of a site inspection when permitted in this QMP (eg. labelled mobile home siting, minor residential improvements).

An SCO, when accepting a verification of compliance, will document the information to the permit file including:

- identification of the document as a verification of compliance;
- permit number and discipline;
- name and title of the person who provided the verification of compliance and how it was provided (i.e. written assurance, verbal assurance, site visit by designate, etc.);
- date accepted by the SCO; and
- signature and designation number of the SCO.

No-Entry Policy

When an SCO is unable to gain entry to a site for a required inspection, the SCO will leave a notification on-site in a visible location, or forward notification to the Owner or permit applicant (as appropriate), advising of the inspection attempt and requesting that the Municipality be contacted to arrange for the site inspection.

If the Municipality does not receive a response within 30 days of notification, the Municipality will mail the Owner or permit applicant (as appropriate), a second notification requesting that the Municipality be contacted within 30 days to arrange for a site inspection.

If the Municipality is not contacted within 30 days of the second notification, the inspection stage may be considered a "no-entry" and counted as the required interim or final inspection.

Permit Services Report

The Municipality will issue a Permit Services Report:

- within 30 days of completing the compliance monitoring services as required in this QMP (completion of compliance monitoring services means; after the final or only required inspection, after acceptance of a verification of compliance in lieu of an inspection when permitted, or after compliance with the no-entry policy with respect to the final or only required inspection); and
- to the Owner (the Owner, for the purposes of this QMP means, in order of preference; the Owner of the project at the time the permit was purchased, at the time the compliance monitoring services were provided, or at the time the Permit Services Report was issued).

The Municipality will not issue a Permit Services Report or close a file if there is an unsafe condition, until such time as the unsafe condition is corrected.

The Municipality will, for administrative purposes, consider the file closed when the Permit Services Report is issued, however:

- will reactivate the file if any further activity related to the permit is initiated within 30 days; and
- may reactivate the file at any time.

APPENDIX A: BUILDING DISCIPLINE

Building Permits

The Municipality will, **prior** to permit issuance:

- obtain two complete sets of construction documents as outlined in the Alberta Building Code (ABC);
- obtain any letters or schedules required to be provided by the ABC;
- conduct a preliminary review of the construction documents to determine if professional involvement is required or if there are any potentially significant code compliance issues; and
- obtain documents with the seal and signature of a registered architect and/or professional engineer(s), when required by the ABC.

Construction Document Review

The Municipality will, not more than fifteen (15) days after permit issuance:

- complete a review of the construction documents in accordance with the requirements of the ABC;
- prepare a Plans Review Report;
- provide the Plans Review Report to the permit applicant, contractor, and Municipality's file, and if requested, to the owner, project consultant, architect, or consulting engineers; and
- provide one set of construction documents to the permit applicant for retention and review at the project site, and retain one set on the Municipality's file.

Compliance Monitoring on Projects requiring Professional Involvement

The Municipality will collect and maintain on file, required schedules and/or a letter(s) of compliance from the professional architect or engineer when a part or parts of the building require a professional architect or engineer.

The Municipality will collect and maintain on file all schedules and letters of compliance required in accordance with the ABC when overall professional architect and/or engineer involvement is required for the work covered under a permit.

Building Site-Inspections

An SCO will conduct site inspections at the stages indicated in the following tables:

Site Inspection Stages for Part 9 Buildings Not Requiring Overall Professional Involvement

Type Of Project	Type of Building & Major Occupancy	Minimum # of Inspections	Inspection Stage (NOTE: inspect all work in place at time of inspection)
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy, (with a value of work of more than \$20,000)	Single & Two Family Dwellings (Group C)	3	<ul style="list-style-type: none"> complete foundation (prior to backfill) AND <ul style="list-style-type: none"> solid or liquid fuelled appliance(s) & framing (prior to covering up with insulation and vapour barrier) OR <ul style="list-style-type: none"> insulation and vapour barrier (prior to drywall) AND <ul style="list-style-type: none"> final, including HVAC completion within 365 days of permit issuance
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy, (with a value of work of more than \$20,000)	Multi-family Residential, Townhouses, Small Apartments (Group C)	3	<ul style="list-style-type: none"> complete foundation (prior to backfill) AND <ul style="list-style-type: none"> solid or liquid fuelled appliance(s) & framing (prior to covering up with insulation and vapour barrier) OR <ul style="list-style-type: none"> insulation and vapour barrier (prior to drywall) AND <ul style="list-style-type: none"> final, including fire alarm and HVAC completion (within 180 days of permit issuance)
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy, (with a value of work of more than \$20,000)	Business & Personal Services, Mercantile, Med. & Low Hazard Industrial (Group D, E, F2, F3)	3	<ul style="list-style-type: none"> complete foundation (prior to backfill) AND <ul style="list-style-type: none"> HVAC rough-in OR <ul style="list-style-type: none"> framing, structure (prior to insulation and vapour barrier) AND <ul style="list-style-type: none"> final, including HVAC completion (within 180 days of permit issuance)
Alteration, addition, renovation, reconstruction, change of occupancy, (with a value of work of \$20,000 or less) OR Other types of permits not covered in this table.	All types of Part 9 Buildings (Group C, D, E, F2, F3)	2	<ul style="list-style-type: none"> *framing, structure OR <ul style="list-style-type: none"> *interior partitioning AND <ul style="list-style-type: none"> final (within 180 days of permit issuance)

Site Inspection Stages for Part 3 Buildings Not Requiring Overall Professional Involvement

Type Of Project	Major Occupancy	Minimum # of Inspections	Inspection Stages (NOTE: inspect all work in place at time of inspection)
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy (with a value of work more than \$20,000)	A, B, C, D, E, F	3	<ul style="list-style-type: none"> ○ *foundation OR ○ *framing, structure OR ○ *HVAC rough-in OR ○ *fire suppression systems OR ○ *fire alarm system OR ○ *HVAC completion OR ○ *interior partitioning AND ○ *final (within 365 days of permit issuance) <p>* NOTE: Any of these site inspections may be combined when it's reasonable to do so, and if site conditions permit.</p>
Alteration, addition, renovation, reconstruction, change of occupancy (with a value of work \$20,000 or less) OR Other types of permits not covered in this table	A, B, C, D, E, F	2	<ul style="list-style-type: none"> ○ *framing, structure OR ○ *interior partitioning AND ○ final (within 365 days of permit issuance)

Site Inspection Stages, Part 9 or Part 3 Buildings Requiring Overall Professional Involvement

Type Of Project	Major Occupancy	Minimum # of Inspections	Inspection Stages (NOTE: inspect all work in place at time of inspection)
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy (value of work more than \$20,000)	A, B, C, D, E, F	2	<ul style="list-style-type: none"> ○ interim inspection at approximately the mid-term of the work AND ○ final (within 365 days of permit issuance)
Alteration, addition, renovation, reconstruction, change of occupancy (value of work \$20,000 or less) OR Other types of permit not covered in this table.	A, B, C, D, E, F	1	<ul style="list-style-type: none"> ○ final (within 180 days of permit issuance)

Site Inspection of labelled mobile home siting, and minor residential improvements including detached garages, decks, or basement renovations will consist of at least two site inspections within 120 days of permit issuance, or at the discretion of the SCO, consist of a completed Verification of Compliance.

Site Inspection of Part 10 buildings will consist of at least one on-site inspection at the final set-up stage within 120 days of permit issuance.

Site Inspection of Solid or Liquid Fuelled Heating Appliances (under separate permit) will consist of at least one on-site inspection, prior to covering, within 120 days of permit issuance.

Site Inspection of Mechanical, Heating, or Ventilation Systems (under separate permit) will consist of at least one on-site inspection at the completion stage, prior to covering, within 120 days of permit issuance.

Site Inspection for Demolition permits (under separate permit) will be at the discretion of the SCO responsible for permit issuance for single family dwellings and their accessory buildings, and will consist of at least one on-site inspection prior to demolition for all other buildings.

Site Inspection of Non-flammable Medical Gas Piping Systems will be at the discretion of the SCO responsible for permit issuance. The SCO will follow up all ABC deficiencies identified by the testing Agency, to ensure compliance.

		SECTION:	8
COUNCIL AGENDA ITEM: 8.3.	Adoption of Sustainability Committee Terms of Reference		
Department:	Engineering		
Presented by:	Councillor Wheeler		
Support Staff:	Dwight Dibben, CAO		

BACKGROUND:

The Terms of Reference for the Sustainability Committee have been reviewed by the Committee during the meetings on March 21, 2016, and April 25, 2016. Attached is the revised Terms of Reference for Council's review and consideration, which the Committee is recommending be adopted by Council to replace the existing Terms of Reference.

RECOMMENDATION:

I move that Council approve the attached Terms of Reference for the Sustainability Committee as presented.

Town of Drayton Valley Sustainability Committee Terms of Reference

Committee Mandate:

The mandate of the Town of Drayton Valley's Sustainability Committee is to work with municipal and community representatives to review the objectives of the Community Sustainability Plan and to discuss associated projects.

Background:

The Town of Drayton Valley developed and adopted the Community Sustainability Plan in 2015. The Plan sets out a path for the community to become a sustainable community, whereby the actions of our residents will not negatively impact the ability of future generations to have a high quality of life. The plan is a living document and, as such, is to be reviewed regularly and revisions implemented where required.

Objectives:

The Sustainability Committee will be addressing the following key objectives:

1. To review of the Community Sustainability Plan
2. To review the achievements of the Community Sustainability Plan and to promote and advance these achievements
3. The coordination of efforts with community organizations and individuals to advance the promotion and implementation of sustainability measures and principles
4. To prepare for Town Council an outline of working model options that will accommodate the Town's goal of advancing sustainability initiatives within the municipality and the community

Committee Membership and Term:

The Sustainability Committee is comprised of two (2) Town Councillors. The Committee shall be supported by an administrative team as appointed by the CAO. The Mayor of the Town of Drayton Valley sits as ex-officio member of the Committee. The Committee's composition and the Terms of Reference will be reviewed on a yearly basis after the Organizational Meeting of the Town Council that is held annually in October.

Meetings of the Committee

The Committee shall meet on the basis of once a month. The work of the Committee may necessitate additional meetings. Any recommendations from the Committee affecting the operations of the Town shall be forwarded to the CAO for review and action as deemed appropriate. Any policy matters or direction arising out of Committee deliberations will be forwarded to Town Council for review and/or approval. The Committee shall ensure that records of its meetings are kept and appropriately distributed. Committee members may send an alternate member to the meetings.

Authority of the Committee

The Committee does not have the authority to expend any funds unless directed by Town Council. The Committee shall operate in a manner that is consistent with the Municipal Government Act. A Chair shall be appointed and shall become the spokesperson of the Committee.

		SECTION	
AGENDA ITEM: 8.3	Implementation of a Tax Instalment Payment Plan for the Town of Drayton Valley		
Department:	Finance		
Presented by:	Councillor Wheeler		
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.

First Reading of Bylaw 2016/02/F occurred during the March 30, 2016, Regular Meeting of Council. Following the First Reading, Administration made a correction to the document to change the withdrawal date from the last business day of each month to the first business day of each month. This was required as the May tax payment must be reflected on the property tax notice that will be mailed after the withdrawal has been made. Should Council give Second and Third Reading Administration will ensure proper notice and advertising of the program is distributed to the public for the 2016 tax year.

MOTION:

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

That Council give Third and Final Reading to the attached Tax Instalment Payment Plan Bylaw 2016/02/F as amended.



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 **first business day** of July of the year prior to the year in which the taxes will become due, and continuing on the **first business day** of each and every month thereafter to and including the **first business 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 **June 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 **June 20th**. The monthly instalment amount may be adjusted by the Town having regard to the amount of months remaining **up to and including the May 1st 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 first business 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 1st 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., as amended.

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

MAYOR

CAO

		SECTION	8
AGENDA ITEM: 8.5	Traffic Advisory Committee Appointment of Members at Large		
Department:	Emergency Services		
Presented by:	Councillor Wheeler		
Support Staff:	Tom Thomson, Director of Emergency Services Pam Balke, Bylaw Officer		

BACKGROUND:

The Traffic Advisory Committee established under the Traffic Advisory Committee Terms of Reference states that this Committee will be comprised of Administration members and three members of the community who will serve a two year term.

The Town currently has one member at large, Cinthia Gilroy.

The Town has received six applications for the positions available.

The Committee requires only two members of the community at large to be appointed to the Committee.

MOTION:

That Council appoints Sheldon Fuson to the Traffic Advisory Committee for a two year term, to expire October 31, 2018.

That Council appoints Erin Felker to the Traffic Advisory Committee for a two year term, to expire October 31, 2018.



DRAYTON VALLEY

'Pulling Together'

TOWN OF DRAYTON VALLEY

Application for Board/Committee Membership

NAME: SHERDON FUSON PHONE: 780-542-5866MAILING ADDRESS: 5213-45 AVE D.V.STREET ADDRESS: A/AOCCUPATION: RETIRED

BOARD/COMMITTEE MEMBERSHIP APPLIED FOR: _____

TRAFFIC ADVISORY COMMITTEE

RELATED EXPERIENCE AND QUALIFICATIONS:

35 YRS MUNICIPAL GOVT.

BRIEFLY STATE YOUR REASONS FOR APPLYING FOR MEMBERSHIP:

Community participation

OTHER PERTINENT INFORMATION:

Will you be able to attend all regular meetings and attend to matters which may require allocation of personal time?

YES NO

PLEASE PROVIDE A LETTER OF REFERENCE OR THE NAMES AND CONTACT INFORMATION OF 2 REFERENCES.

SIGNATURE: _____

DATE: Jan 4/16

FOIPP: The personal information requested on this form is being collected for the purpose of assessing suitability for appointment to a Board constituted or formed by the Town of Drayton Valley. It is collected under the authority of Section 32(C) of the Freedom of Information and Protection of Privacy Act and is used exclusively and expressly for the purpose mentioned above. If you have any questions on disclosure or the use of information, please contact the FOIPP Co-ordinator at (780) 514-2200.



DRAYTON VALLEY

'Pulling Together'

TOWN OF DRAYTON VALLEY

Application for Board/Committee Membership

NAME: Erin Felker PHONE: 780 515 1318MAILING ADDRESS: 5511 Northview Cr. T7A 1A9STREET ADDRESS: 5511 Northview Cres.OCCUPATION: Transit Coordinator

BOARD/COMMITTEE MEMBERSHIP APPLIED FOR: _____

Traffic Advisory Committee

RELATED EXPERIENCE AND QUALIFICATIONS:

Over 10 years of transportation planning work experience for
municipal governments. Member of Institute of Transportation
Engineers. Member of Kamloops Bicycle Advisory Committee for
six years.

BRIEFLY STATE YOUR REASONS FOR APPLYING FOR MEMBERSHIP:

Pursuing an opportunity to help make my community safer
for my three elementary school age children. I want to
get involved in local government as a volunteer.

OTHER PERTINENT INFORMATION:

An avid runner and cyclist, years of work and volunteering
to promote alternative forms of transportation, and a desire
to volunteer for the greater good.

Will you be able to attend all regular meetings and attend to
 matters which may require allocation of personal time?

☒ YES☐ NO

PLEASE PROVIDE A LETTER OF REFERENCE OR THE NAMES AND CONTACT
 INFORMATION OF 2 REFERENCES.

SIGNATURE: Erin FelkerDATE: January 7, 2016

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DRAYTON VALLEY

'Pulling Together'

TOWN OF DRAYTON VALLEY

Application for Board/Committee Membership

NAME: Laura Delesalle PHONE: 780-621-3932MAILING ADDRESS: 4329-44 Ave DV

STREET ADDRESS: _____

OCCUPATION: stay at home mom, accountant

BOARD/COMMITTEE MEMBERSHIP APPLIED FOR: _____

Traffic Advisory Committee

RELATED EXPERIENCE AND QUALIFICATIONS:

- CPA, CGA Graduate
- Over 10 year experience in team oriented public and private enterprise sectors.
- Staff mentorship + development.

BRIEFLY STATE YOUR REASONS FOR APPLYING FOR MEMBERSHIP:

I've been making it a priority to become more involved activities over the past few years and look at this as a way to engage and become involved and see how decisions made and put into practice.

OTHER PERTINENT INFORMATION:

- Resident of Drayton Valley for over 10 years
- Community Volunteer in the Income Tax Program
- Held board seats with DV ringette & CSTS

Will you be able to attend all regular meetings and attend to matters which may require allocation of personal time?

YES

NO

PLEASE PROVIDE A LETTER OF REFERENCE OR THE NAMES AND CONTACT INFORMATION OF 2 REFERENCES.

11 0 2 11

14



DRAYTON VALLEY

'Pulling Together'

RECEIVED

JAN 18 2016

TOWN OF DRAYTON VALLEY

TOWN OF DRAYTON VALLEY

Application for Board/Committee Membership

NAME: GORDON SMITH PHONE: 780 542 0114
 MAILING ADDRESS: Box 5292 DRAYTON VALLEY
 STREET ADDRESS: 7327 TOWNSHIP ROAD 490
 OCCUPATION: RETIRED

BOARD/COMMITTEE MEMBERSHIP APPLIED FOR: _____

TRAFFIC CONTROL BOARD

RELATED EXPERIENCE AND QUALIFICATIONS:

COUNTY MEMBER AT LARGE

BRIEFLY STATE YOUR REASONS FOR APPLYING FOR MEMBERSHIP:

TO HELP WITH DRAYTON VALLEY
TRAFFIC CONCERNS

OTHER PERTINENT INFORMATION:

CLEAN DRIVING RECORD

Will you be able to attend all regular meetings and attend to matters which may require allocation of personal time?

☒ YES

NO

PLEASE PROVIDE A LETTER OF REFERENCE OR THE NAMES AND CONTACT INFORMATION OF 2 REFERENCES.

SHELDON FUSON
780 542 5866

MANNY DOEL
780 542 1125

SIGNATURE: [Signature]DATE: JAN 18 2016

FOIPP: The personal information requested on this form is being collected for the purpose of assessing suitability for appointment to a Board constituted or formed by the Town of Drayton Valley. It is collected under the authority of Section 32(C) of the Freedom of Information and Protection of Privacy Act and is used exclusively and expressly for the purpose mentioned above. If you have any questions on disclosure or the use of information, please contact the FOIPP co-ordinator at (780) 514-2200.

DRAYTON VALLEY**TOWN OF DRAYTON VALLEY****Application for Board/Committee Membership**NAME: Mike Hust PHONE: 780-898-9323MAILING ADDRESS: Drayton Valley, Alberta T7A 1C8STREET ADDRESS: 4824-52 aveOCCUPATION: RetiredBOARD/COMMITTEE MEMBERSHIP APPLIED FOR: Traffic Advisory
Committee Member At Large

RELATED EXPERIENCE AND QUALIFICATIONS:

My experience is that of a frequent Drayton Valley road user since 1994 and my personal observations locally and elsewhere.

My qualifications are no less than any other citizen of Drayton Valley that has driving experience keeping the interests of the community in mind.

BRIEFLY STATE YOUR REASONS FOR APPLYING FOR MEMBERSHIP:

School zones & park areas require special attention.
A best practices outside of our community should be a standard along with the ever changing dynamics of infrastructure and public usage. Also the interests of the road users and the safe movement of vehicles and pedestrians are a primary concern.

OTHER PERTINENT INFORMATION:

To the question related below it has not been ascertained when the said meetings will occur.

will you be able to attend all regular meetings and attend to matters which may require allocation of personal time?

YES

NO

PLEASE PROVIDE A LETTER OF REFERENCE OR THE NAMES AND CONTACT INFORMATION OF 2 REFERENCES.

SIGNATURE: *Mike Hust*DATE: January 18, 2016

FOIPP: The personal information requested on this form is being collected for the purpose of assessing suitability for appointment to a Board constituted or formed by the Town of Drayton valley. It is collected under the authority of section 32(c) of the Freedom of Information and Protection of Privacy Act and is used exclusively and expressly for the purpose mentioned above. If you have any questions on disclosure or the use of information, please contact the FOIPP co-ordinator at (780) 514-2200.

December 9th, 2015

Pam Balke

Dear Ms. Pam,

I would like to express my interest in becoming a Committee Member with Traffic Advisory Committee where I can use my skills to help reach its objectives.

I have held the Management position with a well-known company in the area, where I worked for over several years. During this time, I took part in meetings and helped the company look for ways to improve business.

I have administrative experience and excellent leadership skills that I would like to put to use for the committee. I can help create and implement new projects that will enhance the performance.

I am computer literate with extensive knowledge of Microsoft Office Programs and I have the ability to learn any programs or software that I am not already familiar with. I am resourceful and I have the ability to multi-task to ensure everything is done on time, while still maintaining a high level of efficiency.

I get along well with others when working in a group setting and I have the ability to help others find common ground when they disagree on what actions to take. Sometimes, it just takes a little negotiating to help reach a reasonable agreement that benefits the committee. I am confident that I have the skills and experience to hold this position and to be a great benefit to Traffic Advisory Committee.

Sincerely,

Ashraful Alam

Enclosure: Resume

Information Items

11.0 Information Items

Pages 117-190

11.1. Economic Development Committee Meeting Notes April 2016	118
11.2. STAR Catholic Board Highlights April 2016	119
11.3. Sustainability Committee Meeting Notes February and March 2016	120-123
11.4. Brazeau Seniors Foundation Minutes March 2016	124-128
11.5. Councillor Wheeler Conference Report - Smart City Alliance – April 2016	129-134
11.6. Councillor Nadeau Conference Report – Economic Developers of Alberta Conference – April 2016	135-187
11.7. Childcare Operational Board February 16, 2016	188-190

MOTION:

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



Economic Development Committee Meeting

Monday, April 11, 2016, 1:00 p.m.

Town of Drayton Valley Conference Room #1

Meeting Notes

Present: Councillor Nicole Nadeau, Councillor Graham Long, Eric Burton, Rita Bijeau

Absent: Mayor McLean, Dwight Dibben,

1.0 Call to Order

Councillor Nadeau called the meeting to order at 1:11 p.m.

2.0 Additions or Deletions to Agenda

There were no additions to the agenda.

3.0 Adoption of Agenda

Councillor Long moved to adopt the Agenda as presented.

Carried

4.0 Approval of March 8, 2016, Committee Meeting Notes

Item 4.0 the reference to "Council" be amended to "Economic Development Committee".

Councillor Long moved to approve the March 8, 2016, Meeting Notes as amended.

Carried

5.0 Discussion Items

5.1 Community Profile

The Committee reviewed the Community Profile and made recommendations for changes.

5.2 Revised Economic Development Strategy

This item was deferred to the next meeting.

6.0 Other Business

6.1 Bio-Mass Study

Mr. Burton provided an update on the bio-mass study proposal and potential impact to the budget.

7.0 Items for Next Meeting

- Debrief from EDA Conference – April 6-8, 2016

8.0 Next Meeting Date

Tuesday, April 19, 2016, 12:00 p.m. – 3:00 p.m., Room 1

9.0 Adjournment

Councillor Long moved to adjourn the meeting at 3:01 p.m.

Carried

Board Meeting Highlights



April
2016



DATES TO REMEMBER

Next Board Meeting
Wednesday, May 18
10:30 a.m.

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

Board of Trustees

John Tomkinson, Chair
Wetaskiwin
Thalia Hibbs, Vice Chair
Lacombe
Dan Chalifoux
Beaumont
Sandra Bannard
Drayton Valley
Susan Kathol
Drayton Valley
Karen Richert
Leduc
Michelle Lamer
Leduc
Dan Svitich
Ponoka
Henry Effen
Wetaskiwin

Mission and Vision Statements

The Board approved 2nd reading of changes to Policy 1 - Division Foundational Statements, accepting new Divisional Mission and Vision Statements formed through comprehensive consultation with stakeholders.

CTK Humanitarian Field Trip

The Board gave final approval to Christ the King Jr/Sr High Schools' Rotary Interact Humanitarian trip to Costa Rica during the 2016 summer break in which students will volunteer at an orphanage.

Supporting Clergy

The Board approved the purchase of two tickets to the 47th Friars Ball on Friday, May 6, 2016 at the Westin Hotel. The Friars Ball supports the education of new priests in Alberta.

Changes to Fees

The Board approved a reduction of approximately 50 per cent to its Mandatory School Fees for the 2016/2017 school year. The reduction was made in conjunction with the first adjustment in five years to Transportation Fees, which will see an increase to \$470 per year, while still maintaining a family maximum.

Toonies for Tuition

The Board will continue to support the Canadian Catholic Schools Trustees' Association Endowment Fund which supports students in provinces where Catholic Education is not fully funded. Trustees will ask STAR Grade 12 graduates to consider donating a Toonie, or more, to the fund.

Father Leduc School Update

The Board received an update on enrollment for Father Leduc School as well as information about the school's new website. The website is fics.starcatholic.ab.ca

Beaumont Reconfiguration

The Board was updated on the Beaumont Reconfiguration Spring Consultation in advance of the Phase II session, April 26 at Académie Saint-André Academy. Phase I saw input from stakeholders, which was used to develop alternatives for further feedback at the Phase II session. This phase will involve stakeholders rank-ordering their preferences amongst a variety of alternatives.

STAR Track Challenge

The Board was informed that the second annual STAR Track Challenge will be held June 21 in Leduc. The Challenge is a track meet that brings students together in faith and sport. This year Grade 5s will join Grade 6s at the event, which will also include competitions rooted in First Nations culture.

Municipal Taxes

The Board will distribute letters to local parishes encouraging Catholic electors to declare their education property tax in support of the separate school system.



*Sustainability Committee Meeting
Thursday, February 18, 2016, 3:00 p.m.
Town of Drayton Valley Board Room #2*

Meeting Notes

Present: Councillor Fayrell Wheeler, Councillor Dean Shular, Ron Fraser, Sonya Wrigglesworth, Danette Moulé, Sabine Larcher

Call to Order

Councillor Wheeler called the meeting to order at 3:08 p.m.

Additions or Deletions to Agenda

Councillor Shular moved to add following items to the agenda:

6.0 Review Sustainability Plan

7.0 Terms of Reference

Carried

Adoption of Agenda

Councillor Shular moved to adopt the agenda as amended.

Carried

Approval of December 10, 2015, Committee Meeting Notes

Mr. Fraser provided an update on the estimated costs for the solar panels. Solar panel lighting options and locations will be presented to Council at a Governance & Priorities Meeting.

Councillor Shular moved to approve the December 10, 2015, Meeting Notes as presented.

Carried

1.0 Comments on Items from Last Meeting

1.1 Youth Representation on Boards & Committees

Ms. Moulé explained that the Youth Advisory Council is currently defined as the representative component of a municipal council. Ms. Moulé will continue working on the positioning of youth representation in the municipality.

1.2 Tower Gardens

Ms. Moulé informed the Committee that the Tower Gardens are less attractive than expected. Alternate options will be looked into for the 2017 budget.

*Sustainability Committee Meeting**February 18, 2016*

2.0 Bike Rack Tender

Ms. Moulé informed that a proposal was received and asked the Committee for their feedback. Ms. Moulé explained that locations were chosen and she will contact the retailers for possible cost-sharing.

3.0 Bi-Monthly Documentary Movie Nights at Brian's

Ms. Moulé was in contact with Brian's House of Coffee and an arrangement has been made to host movie nights, starting on March 8, 2016.

4.0 Community Greenhouse

Ms. Moulé will have a meeting next week regarding the garden at the Evergreen Elementary School. She plans to reorganize the garden into a greenhouse; further information will be included in the next meeting.

5.0 Youth Advisory Council

Ms. Moulé held the first Youth Advisory Council on February 17. Council is welcome to bring topics to the group for input from a youth perspective. An event for Earth Day on April 23, 2016, in the downtown area is being planned.

6.0 Sustainability Plan Review

Councillor Shular asked to circulate the Sustainability Plan to the Committee for review until the next meeting.

7.0 Terms of Reference

Councillor Shular asked to circulate the Terms of Reference to the Committee for review until the next meeting.

Next Meeting Date

Monday, March 21, 2016, at 3:00 p.m., Boardroom 1

Adjournment

Councillor Wheeler adjourned the meeting at 4:08 p.m.



Sustainability Committee Meeting

Monday, March 21, 2016, 2:00 p.m.

Town of Drayton Valley Conference Room #1

Meeting Notes

Present: Councillor Fayrell Wheeler, Councillor Nicole Nadeau, Ron Fraser, Danette Moulé, Sabine Larcher

Absent: Mayor Glenn McLean (Ex Officio), Councillor Dean Shular, Sonya Wrigglesworth

1.0 Call to Order

Councillor Wheeler called the meeting to order at 2:07 p.m.

2.0 Additions or Deletions to Agenda

Following item was added to the agenda:

5.8. Innovation Hangar

3.0 Adoption of Agenda

4.0 Approval of February 18, 2016, Committee Meeting Notes

Ms. Moulé advised of a change under item 4.0 Community Greenhouse, from “a more detailed proposal” to “further information.”

5.0 Discussion Items

5.1 Terms of Reference Review

The Committee discussed the Terms of Reference for the Sustainability Committee and recommended changes.

Mayor McLean entered the meeting at 2:15 p.m.

5.2 Sustainability Plan Review

This item was deferred until Councillor Shular returns.

5.3 Community Greenhouse

Ms. Moulé provided the Committee with an update and further mentioned that a local business owner has a similar idea and is planning to build greenhouses and sell the products at the local farmers market. The Committee will require more detailed finances to discuss further.

*Sustainability Committee Meeting**March 21, 2016*

5.4 GHG Plan update

Ms. Moulé informed the Committee that the first mile stone will be presented to Council for information in the near future, following which efforts towards the second milestone will continue.

5.5 Community Rideshare Website

Ms. Moulé informed the Committee about a community rideshare website and its services. The Committee is concerned about an involvement at municipality level, but suggested bringing this idea to a Governance & Priorities meeting for Council's feedback.

5.6 First vermi-compost course

The first vermi-compost course was held on March 15 and was successful. The Committee recommended distributing a feedback questionnaire at the next course.

5.7 Solar Open House at CETC

Ms. Moulé informed the Committee that the CETC is planning to host a Solar Open House. Further information to be provided as the details are being finalized.

5.8 Innovation Hangar

Councillor Nadeau informed the Committee about the Innovation Hangar and mentioned the idea of renting or sharing toys as an example. The Committee discussed other items that can be shared or reused.

6.0 Other Business**7.0 Information items****8.0 Items for Next Meeting**

- Sustainability Plan Review

9.0 Next Meeting Date

Monday, April 25, 2016, 2:00 p.m. – 3:00 p.m., Room 1

10.0 Adjournment

The meeting was adjourned at 3:19 p.m.



Brazeau
Seniors Foundation

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

MEETING OF THE BOARD OF DIRECTORS
Shangri-La Lodge, Drayton Valley
March 10, 2016
10:00 am

ATTENDANCE:

Directors Present:

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

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

Directors Absent:

Administration Present:

Stella Keller
Cindy Trudgian

Chief Administrative Officer
Executive Assistant

Guest:

Barry Carlson
Laura Delesalle

Auditor
Finance Manager – B.S.F.

1.0 CALL TO ORDER

J. Vatter called the meeting to order at 10:00am

4.1 ANNUAL AUDIT PRESENTAION – Carlson Roberts Chartered Accountants

J. Vatter welcomed Barry Carlson to the meeting.

4.1.1 Audit Presentation for the Brazeau Seniors Foundation



Barry Carlson from Carlson Roberts & Seely - Chartered Accountants presented the Audited Financial Statements for the Brazeau Seniors Foundation for year ending December 31, 2015.

- Review of the engagement letter

Brazeau Seniors Foundation was given a clean report. There were no outstanding issues.

- Review of the management letter

Resolution #16-03-01: Moved by J. Young to accept the Brazeau Seniors Foundation Audited Financial Statements for the year ending December 31, 2015 as presented.

Motion...Carried Unanimously

4.1.2 Audit Presentation for the Urban Housing Program

Resolution #16-03-02: Moved by B. Fredrickson to accept the Urban Housing Program Audited Financial Statements for the year ending December 31, 2015 as presented.

Motion...Carried Unanimously

B. Carlson left the meeting at 10:45am

2.0 AGENDA

2.1 ADDITIONS TO THE AGENDA

6.1.6 - Man Cave

2.2 APPROVAL OF AGENDA

Resolution #16-03-03: Moved by J. Young to approve the agenda with additions.

Motion ...Carried Unanimously

3.0 APPROVAL OF MINUTES

3.1 MINUTES FROM THE JANUARY 14, 2016 REGULAR BOARD MEETING

J. Vatter thanked J. Young for chairing the January meeting in her absence.

Resolution #16-03-04: Moved by S. Mahan to approve the minutes of the January 14, 2016 Regular Board Meeting.

Motion ...Carried Unanimously

3.2 BUSIINESS RISING OUT OF THE MINUTES



There was discussion concerning the number of administrators required for banking purposes. It was decided to add two board members to the administrator list. B. Fredrickson and S. Mahan will be added.

4.0 FINANCIAL

4.1 ANNUAL AUDIT PRESENTAION – Carlson Roberts Chartered Accountants

Moved under 1.0

4.2 FINANCIAL REPORTS - Foundation

4.2.1 Foundation Payable Disbursements for January and February 2016.

Resolution #16-03-05: Moved by S. Mahan to accept the Payable Disbursements as information.

Motion ...Carried Unanimously

4.2.1.1 Visa Payable for January 2016

Resolution #16-03-06: Moved by B. Fredrickson to accept the Visa Payable as information.

Motion ...Carried Unanimously

4.3 BOARD MEMBER EXPENSE

4.3.1 Board Member Expenses for January and February 2016

Resolution #16-03-07: Moved by J. Young to approve the Board Member Expenses for January and February 2016 in the amount of \$1103.98.

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.



Resolution #16-03-08: Moved by J. Young to approve the changes to Policy 9.8.1 (Wait List and Vacancy Management) as presented.

Motion ...Carried Unanimously

6.1.2 Vacancy Report

Reviewed under Operation's Report

6.1.3 In-Private Session

None need at this time

6.1.4 ASCHA 2016 Convention Registration April 25-27, 2016

Resolution #16-03-09: Moved by B. Fredrickson to approve sending J. Vatter, S. Mahan, J. Young, D. Gawalko and S. Keller as delegates to the ASCHA 2016 Convention.

Motion ...Carried Unanimously

6.1.5 Central Zone ASCHA Regional Meeting

J. Vatter and S. Keller will attend the Central Zone ASCHA Regional meeting March 18, 2016.

6.1.6 Man Cave

The idea of a man cave was brought up. This would be a location for the men of the Lodge to involve themselves in hobbies or certain activities.

Resolution #16-03-10: Moved by J. Young to accept the Operations Report as information.

Motion ...Carried Unanimously

7.0 NEW BUSINESS

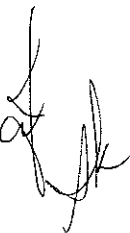
7.1 Exterior Cameras – Digital Sentry Video Management Software

Resolution #16-03-11: Moved by S. Mahan to approve upgrading the DVR (CCTV) software and purchasing 4 exterior cameras.

Motion ...Carried Unanimously

8.0 CORRESPONDENCE

8.1 From: Brazeau County – Re: Subdivision Application, conditionally approved (Breton) – (January 12, 2016)



8.2 From: ASCHA – ASCHA membership and certificates – (February 10, 2016)

8.3 From: Alberta Seniors and Housing – 2015 Financial Information Package (February 26, 2015)

Resolution #16-03-12: Moved by J. Young to accept the correspondence as information.

Motion ...Carried Unanimously

9.0 FUTURE MEETING DATES

9.1 NEXT BSF REGULAR BOARD MEETINGS – Friday, April 22, 2016 at the Shangri-La Lodge @ 10:00am.

10.0 ADJOURNMENT


Resolution #16-03-13: Moved by J. Young to adjourn the meeting at 12:40pm.

Motion ...Carried Unanimously

APPROVED AT THE April 22, 2016 MEETING OF THE BOARD



Chief Administrative Officer



Board Chair



Town of Drayton Valley
COUNCILLOR REPORT

Councillor: Fayrell Wheeler

Conference/Workshop Attended: Smart City Alliance 2016

G&P Presentation Date:

Date: April 12th, 2016

Session Title: Innovation at Work

Information Presented: A smart city is one that is best at recognizing and leveraging innovation. Innovation is not invention, it's a novel creation that produces value. Novel means new to you, but not necessarily new to the world. In order to create smart cities, you need to create healthy and engaged communities.

Growth of smart cities will help create diversification: Look into leveraging what the province is now focusing on in terms of resource management and environmental monitoring. There might be programs they are implementing that we can partner with. As municipalities we are to humble, we have a lot of success stories and we need to share them to show the value. We need to talk about our partnerships and the amazing things we are doing.

CETC:

- Focus on attracting and creating an entrepreneur data base so we can form connections from innovators to entrepreneurs.
- We need to define our role in the innovation process. We need it in written what we physically do, not just the 4 quadrants the CETC is looking to host.
- Can we offer a business accelerator? We should be showcasing a high profile success that is already in the Bio-mile to help encourage business set up.
- Connect with the business -Siemens, they do a lot of work in the innovation industry. They will front the install costs for new energy efficiencies put into older buildings and make their money back on the monthly savings.
- Look at a training session in analytics using the open data that the town could produce in the future.
- <http://www.tsl8.com/> look at the website for connections to spur municipal innovation

Correlation to Approved Town Plans/Policies: CSP/Governance &partnerships/Regional partnerships/Businesses and organizations are strong

Department(s): Economic Development/CETC

Recommended Action: The Town host a Cluster Strategy- pull business owners together to find what common themes come out, related to what they are missing, or struggling with. What could

they all use to enhance their company and how can we/they work together to make it happen. Everyone is busy with their own companies but to find those similar issues and together make some solution that will benefit all of them.

Identify Partners/Resources:

Date: April 12th, 2016

Session Title: Nektar (Edmonton based Asset Management Company)

Information Presented: They do asset management for stationary and vertical assets, including real time data and life cycle costing. They use QR codes on everything, from signs to trees. They can then create work orders directly from the workers seeing problems. The QR code is not just a data point on the GIS. For signs it lists when the sign was installed, maintained, changed. If a citizen brings a fallen sign in you can scan and know where it's from instantly, reducing the hazards of a missing sign. For trees they have to scan the QR every time they water it, so we know if one was missed and how often they are getting done, or if it rains then you can input to skip it that week on the work order. They asked the public works every time they changed the garbage cans around town to enter if its 1/4, 1/2, 3/4, or full. Then after a year they looked at which ones could be done every other week and where more should be placed in busy areas. As public works goes around on their routes for different activities you can monitor their progress in real time.

Correlation to Approved Town Plans/Policies: CSP/Governance & Partnerships/Municipal Finance

Department(s): Engineering, Finance

Recommended Action: Look into the relevancy and cost of Nektar services for the town.

Identify Partners/Resources: www.nektardata.com

Date: April 13th, 2016

Session Title: Purple Forage- App ideas

Information Presented: The drivers of transformation in the app world vary, but a trend on citizen engagement is rapidly emerging. Oakville has an actual engagement forum on their app where they ask citizens for feedback on specific council issues. The next municipal election could be done with a one day voter turnout count linked to the app. It is shown to help highlight the election. There are many different analytic tools available. Look into what analytics capabilities we have

on our app. Are we tracking the most looked at page and using that info to program or enhance the users experience?

Correlation to Approved Town Plans/Policies: CSP/Governance& Partnerships/Communication

Department(s): A) Legislation B) IT/Communications

Recommended Action: A) Look into a voter app for 2017. Also look into electronic counting with either paper ballots or electronic ballots.

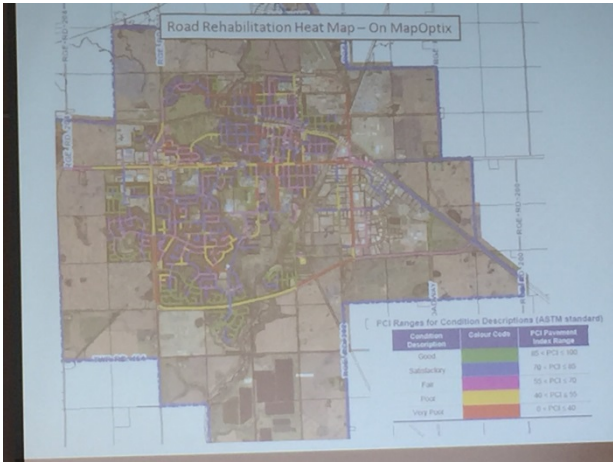
B) Look into what analytics capabilities we have on our app. Are we tracking the most looked at page and using that info to program or enhance the users experience?

Identify Partners/Resources: A) Purple Forage has developed this app for others. Look at Geaux Vote mobile app layout. City of Calgary has a vote app only on the day of the election. Look at insight Edmonton as a feedback idea.

Date: April 13th, 2016

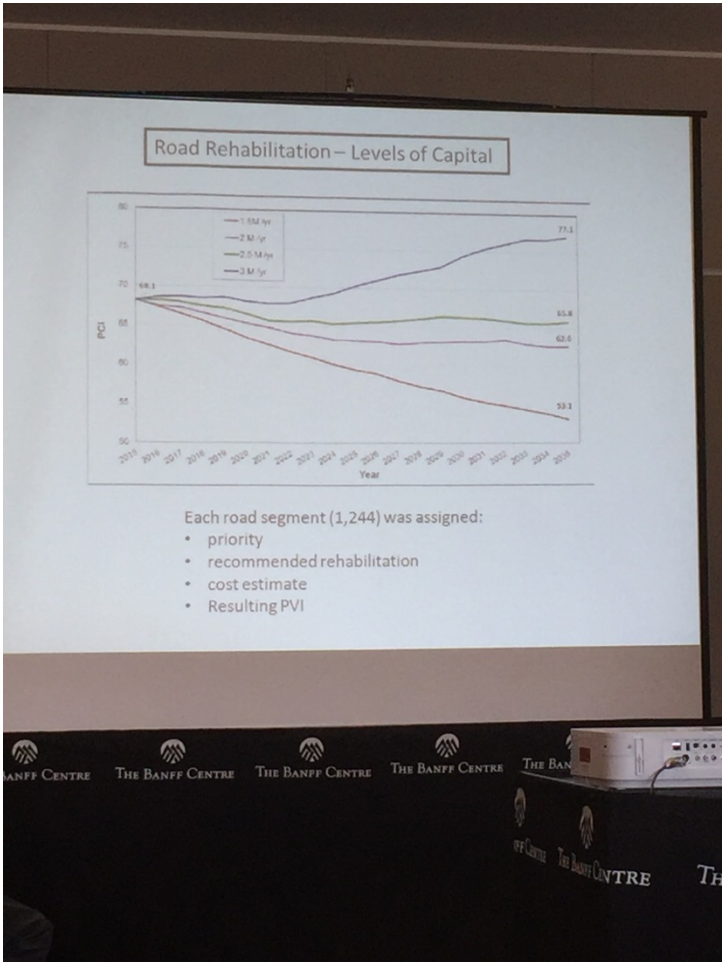
Session Title: Roads and Airports Asset Management

Information Presented: There are many different kinds of road problems, from cracks, to pot holes to heaving and more. The city of Camrose used a data collection truck to map the whole city, to provide info for a rehabilitation map. They changed from a pavement condition index to a pavement value index. It was very difficult to initially set the value with the Engineers on the general costs to fix the roads. Once they settled on prices for the asset management they just added it to the formulas. It took 2.5 days to run the truck all around the town, then months of analyzing the data. A key feature they had never looked at was the geological data under the town. They had a lot of spongy clay that expands a huge amount between seasons so they started to look at what type of pavement mix they are using that work better for their area.



Treatments and Unit Costs Used in the Model

Treatment	Unit Cost
Crack Sealing	\$4.54/m
Surface Treatment (over 1ft)	\$100/m ²
Shallow Patch	\$14/m ²
Deep Patch Repair	Local Road \$100/m ² Collector \$150/m ² Arterial \$200/m ²
Overlay 100 mm (CL50)	\$22.5/m ² + Crack Area Patching Cost
Mill and Fill 50 mm (MT50)	\$380/m ² + Crack Area Patching Cost
Full Depth Mill (FDM)	Local Road (80-100 mm wide) \$100/m ² Collector (80-100 mm wide) \$150/m ² Arterial (80-100 mm wide) \$200/m ²
Rebase (PCLM)	Local Road (75mm Asphalt, 150 mm Granular) \$200/m ² Collector (175mm Asphalt, 200 mm Granular) \$250/m ² Arterial (200 mm Asphalt, 300 mm Granular) \$300/m ²
Reconstruction (RCOR)	Local Road (75mm Asphalt, 150 mm Granular) \$200/m ² Collector (175mm Asphalt, 200 mm Granular) \$250/m ² Arterial (200 mm Asphalt, 300 mm Granular) \$300/m ²
Adjust Catch Basin (AJCB)	\$1,000 per Catch Basin



Correlation to Approved Town Plans/Policies: CSP/Governance & Partnerships/Municipal Finance

Department(s): Engineering

Recommended Action: Get a copy of the RFP from Camrose for the data collection to compare what data points they asked for.

Identify Partners/Resources:

Date: April 13th, 2016

Session Title: Open Data and the Dashboard

Information Presented: There are multiple reasons to have an open data policy besides the most common one- transparency. It attracts new ideas, stimulates markets, enables prototypes and pilots. It raises awareness, mobilizes action and inspires transformation and enables the public to find value.

What they have found is that people have begun to try and forecast the problems their businesses might have from the current data.

We need to ensure that the data is machine readable for others to use but is still able to have note space for the municipality that we might want to add as the data moves through different departments. It helps when the data sources are the same, so we can add more layers in the future. Starting out we might just have a car count with- date, time, street and car count. Next time the data collected might also include the direction of travel and the intersection vs just the street.

Data will raise questions, more questions will require more data. Enhancing the efficiency and showing the gaps in our knowledge. As government we need to be maximizing the value by engaging the community.

The fear is always that there will be scrutiny and people will try to degrade the Town. Every municipality so far has found that the only thing people are doing is coming and providing solutions.

Edmonton has-

ACE - Analytics Centre of Excellence

The Analytics Centre of Excellence (ACE) provides leadership, evangelization, best practices, research, support and training for analytics across the City. ACE encourages the use of data by providing a central, consolidated resource for City staff and Citizens to collaborate, share methodologies and gain knowledge through the effective use and development of actionable analytics.

ACE focuses on:

- **Developing an Internal Consultation Service**

Providing a high-value corporate level consultation service to City staff that supports business stakeholders in the conception, planning and implementation of data-driven solutions to City service delivery issues.

- **Building an Analytics Culture**

Supporting the creation of an analytical special interest group, collaboration portal and training program which will serve as a focal point for sharing analytical expertise and knowledge across the City.

Correlation to Approved Town Plans/Policies: CSP/Governance& Partnerships/Communication

Department(s): IT and legislation

Recommended Action: Create an Open Data Policy.

Identify Partners/Resources: City of Edmonton Open data policy.



Town of Drayton Valley
COUNCILLOR REPORT

Councillor: Nicole Nadeau

Conference/Workshop Attended: Economic Development Conference 2016

G&P Presentation Date:

Date: Apr6
Session Title: Resilience –Helping Businesses Expand and Grow
Information Presented: Competency Based Workforce Development for a Resilient Rural Economy * see attached power point presentation
Correlation to Approved Town Plans/Policies: upcoming Strategic Economic Development Plan, Sustainability plan
Department(s): CETC, Economic Development Dept.
Recommended Action To engage in opportunities for partnership with Bow Valley College & Norquest on delivery model for much needed programming in our community.
Identify Partners/Resources: Norquest, Drayton Valley & District Community Learning Association, Bow Valley College (Corinne Finnie-Director, Regional Stewardship Department)

Date: April 6
Session Title: Being Resourceful with Our Resources
Information Presented: Canadian Association of Petroleum Producers “I love Canada’s Energy” *see attached Power point presentation
Correlation to Approved Town Plans/Policies: upcoming Strategic Economic Development Plan, Sustainability plan
Department(s): Economic Development Dept., Town Council
Recommended Action: Need for advocacy
Identify Partners/Resources: Provincial Government

Date: April 7
Session Title: Diversify, Diversify, Diversify
Information Presented: Build in Canada Innovation Program and Business Development Bank of Canada *See two attached power point presentations
Correlation to Approved Town Plans/Policies: : upcoming Strategic Economic Development Plan, Sustainability plan
Department(s): CETC, Economic Development Dept.
Recommended Action: Spoke w/ Laura Didyk, VP-Financing & Consulting-Alberta South. I made the invitation to come to Drayton Valley to connect with local business community to make connections and educate about funding available to diversify businesses at this crucial time in Alberta.
Identify Partners/Resources: Chamber of Commerce, local Entrepreneurs, Economic Development Dept., CETC

Date: Apr7
Session Title: Mentoring Young Professionals, Innovation through Entrepreneurship-The Junior Achievement Model
Information Presented: http://jacanada.org/program-overview http://www.cbc.ca/dragonsden/pitches/hope-blooms
Correlation to Approved Town Plans/Policies:
Department(s): Economic Development, Sustainability
Recommended Action: There is an existing JA program in Drayton Valley. Look at ways where the municipality and/or Economic Development can partner for young entrepreneurs.
Identify Partners/Resources: Brazeau County, Chamber of Commerce

Links to Session information

<http://jacanada.org/program-overview>

<http://www.cbc.ca/dragonsden/pitches/hope-blooms>

Please view the Keynote Speakers. They were very informative on how we can grow Alberta and make for a stronger, resilient, innovative and diverse future in our community.

<https://youtu.be/o5hEXoXAxNc> Jeff Gaulin CAPP

<https://youtu.be/RvbQWqywn4U> Royce Chwin Travel Alberta

<https://youtu.be/B9DtcwECbk> Todd Hirsch ATB Economist

<https://youtu.be/AZqr6E9HRD0> [Hon.Deron](#) Bilous, Minister Economic Development and Trade



Competency Based Workforce Development for a Resilient Rural Economy

Corinne Finnie

Director, Regional Stewardship Department

Bow Valley College

cfinnie@bowvalleycollege.ca

403-410-3424



Vision

To be an innovative world-class college, rooted in communities, enabling people to

Learn a better living and *Live a better life.*

14,000 learners

Certificate, diplomas, foundational learning,
upgrading programs

Credit and non-credit instruction: full time, part-time,
traditional, synchronous, and online

Mandate

Bow Valley College is a public, board governed college operating as a comprehensive community institution under the Post-secondary Learning Act of Alberta.

Alberta Post-secondary Institution Collaborative Model

Structure

26 Post-secondary Institutions in Alberta

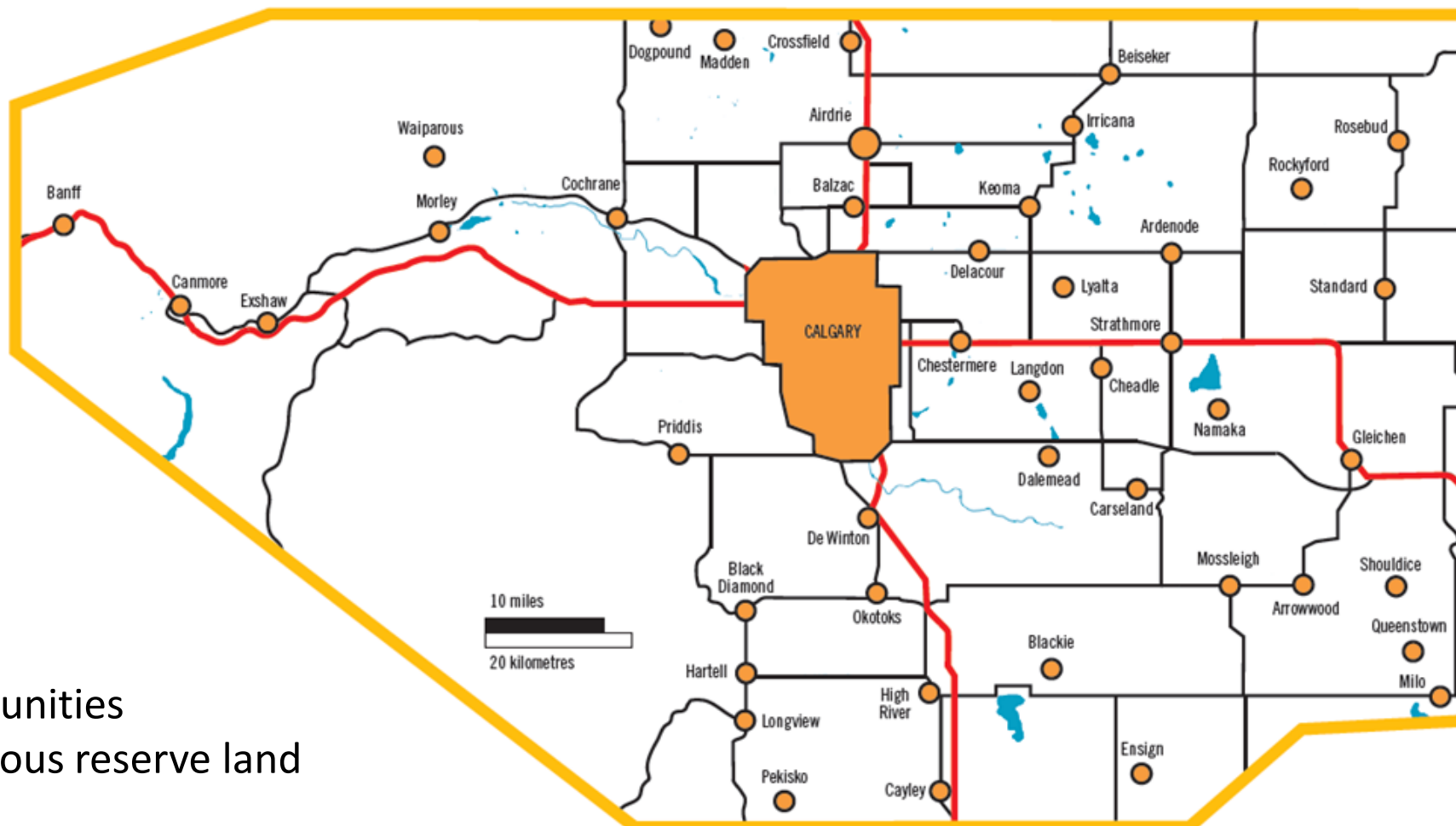
5 Universities

2 Polytechnics

8 Niche and/or Faith-based institutions

11 Comprehensive Community Colleges (CCI) in Alberta with **Regional Stewardship funding to fulfill government mandate**

Bow Valley College Region



44 communities

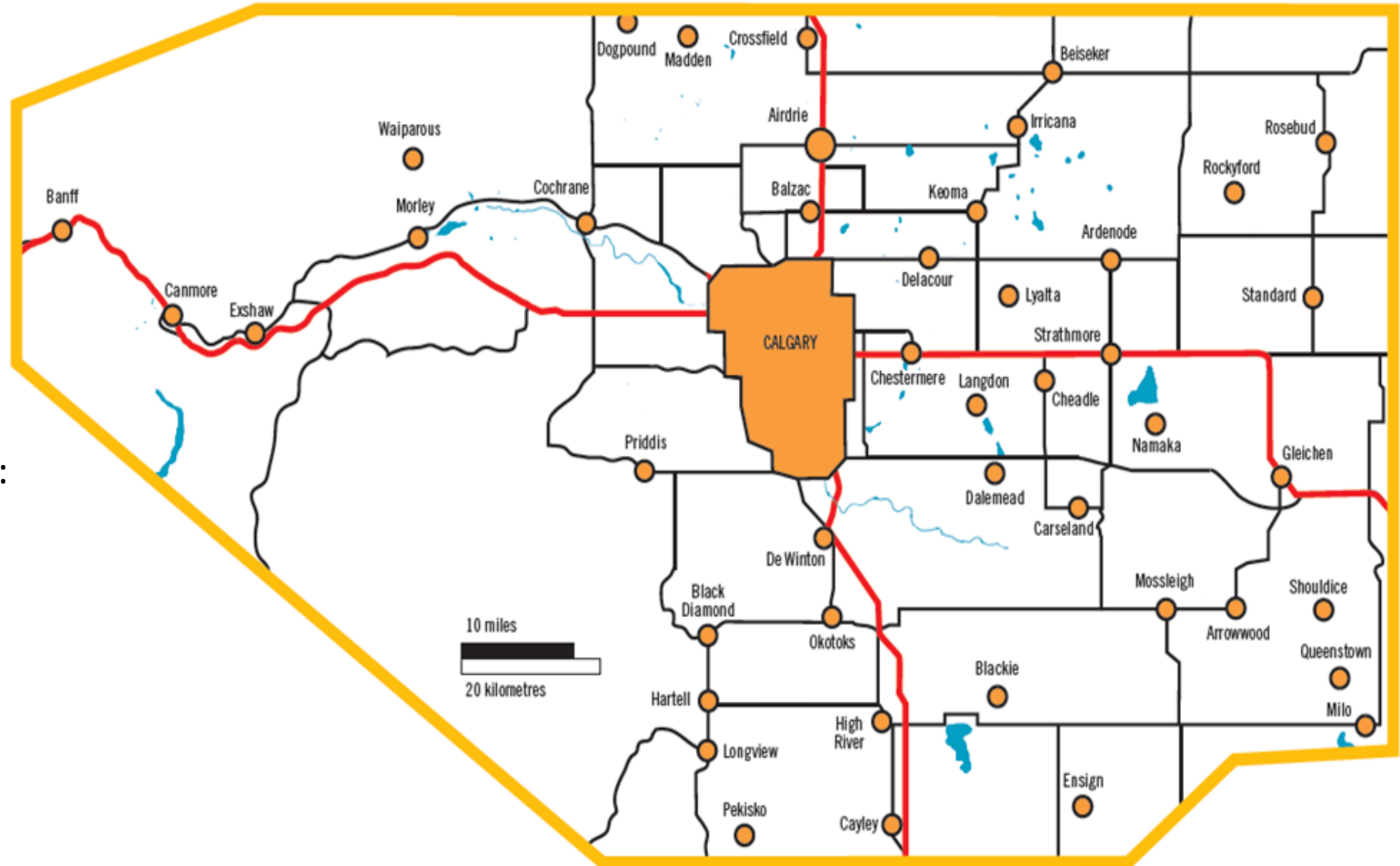
3 Indigenous reserve land

Population = 250,000

44 Communities
Treaty 7 Nations
250,000 population

Infrastructure Investments:

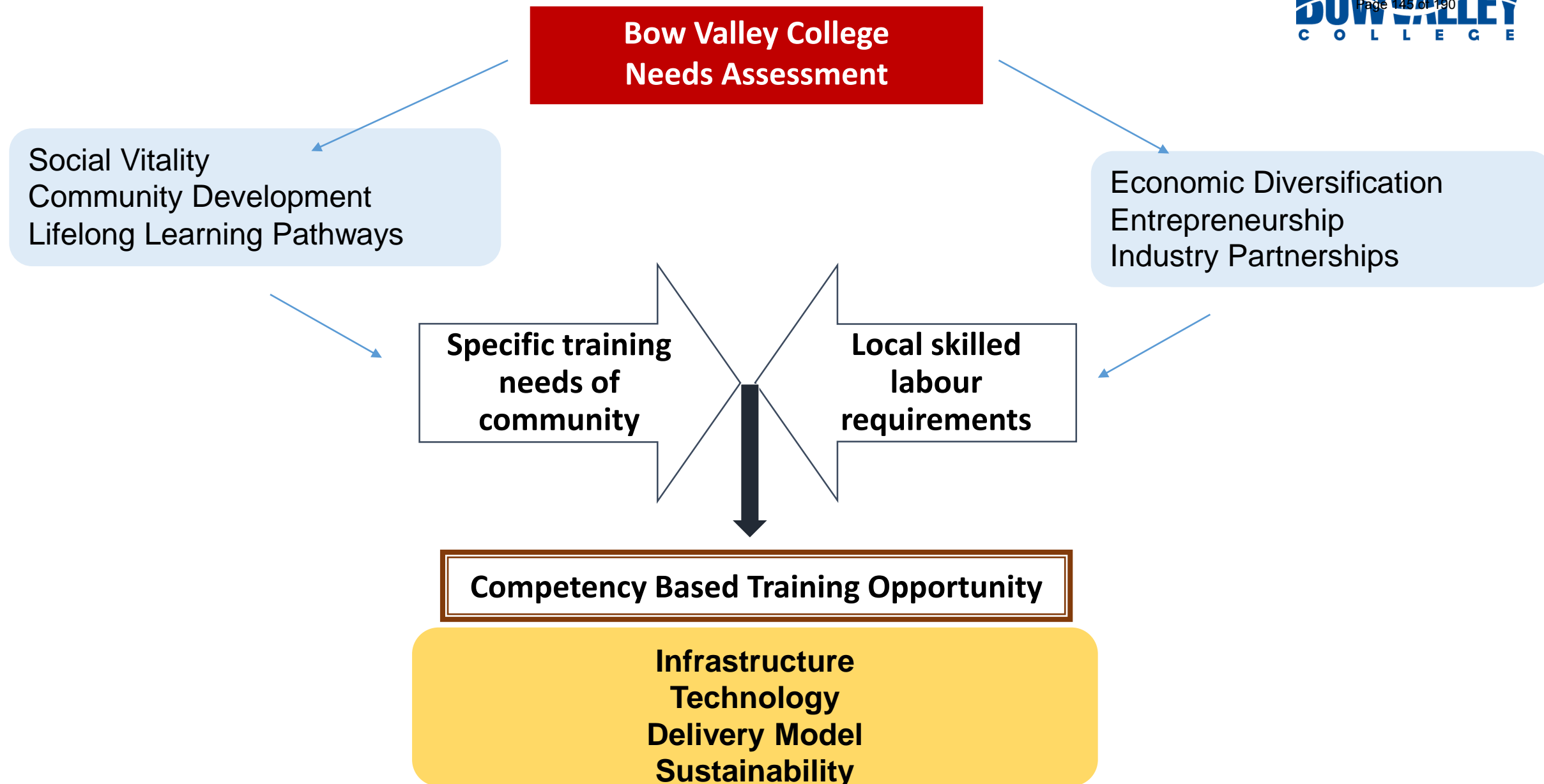
- Airdrie
- Cochrane
- Banff
- Canmore
- Strathmore
- Okotoks
- High River



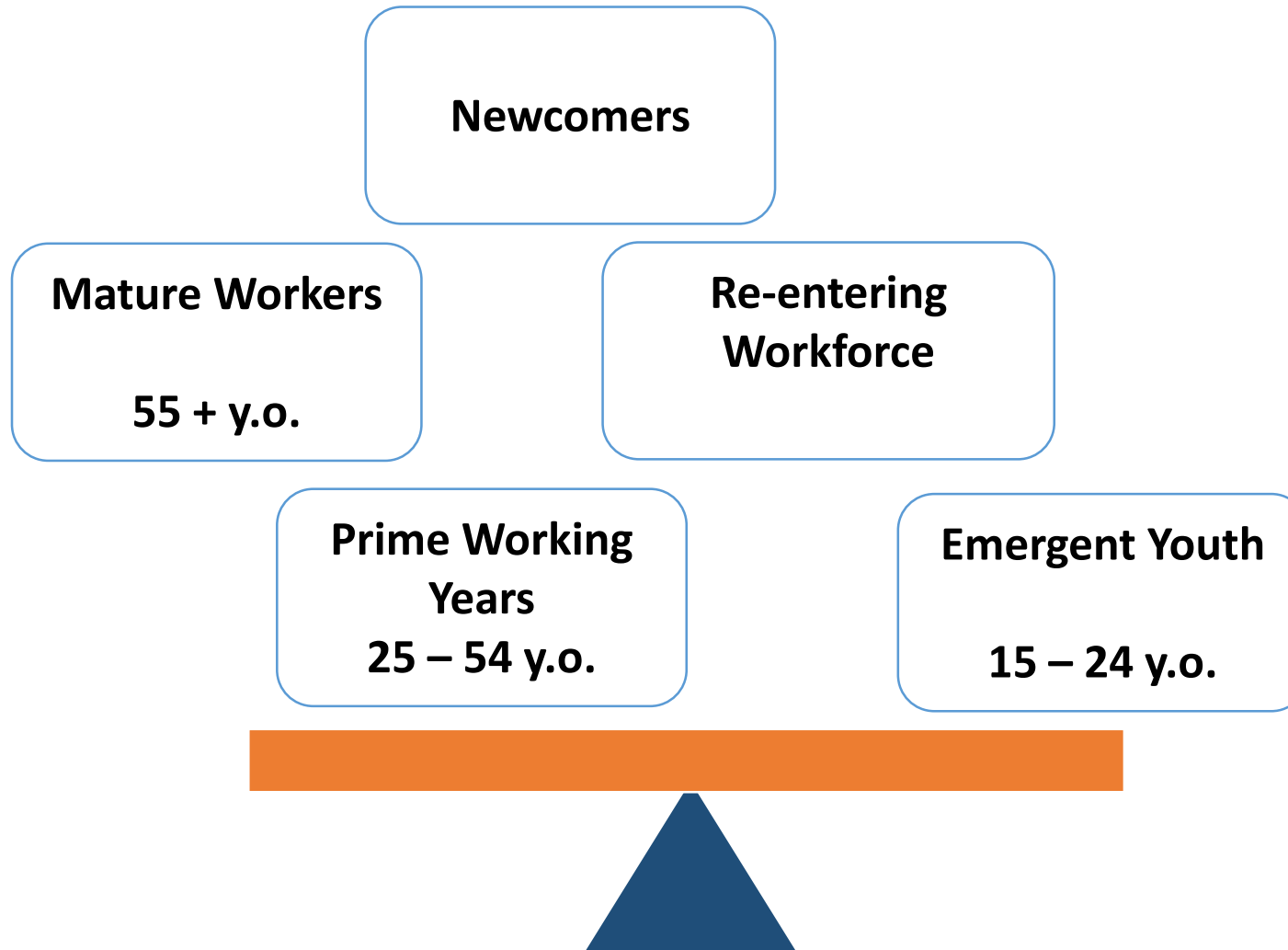
Bow Valley College

Increasing Access to Higher Education Opportunities in Rural Communities in the Calgary Region

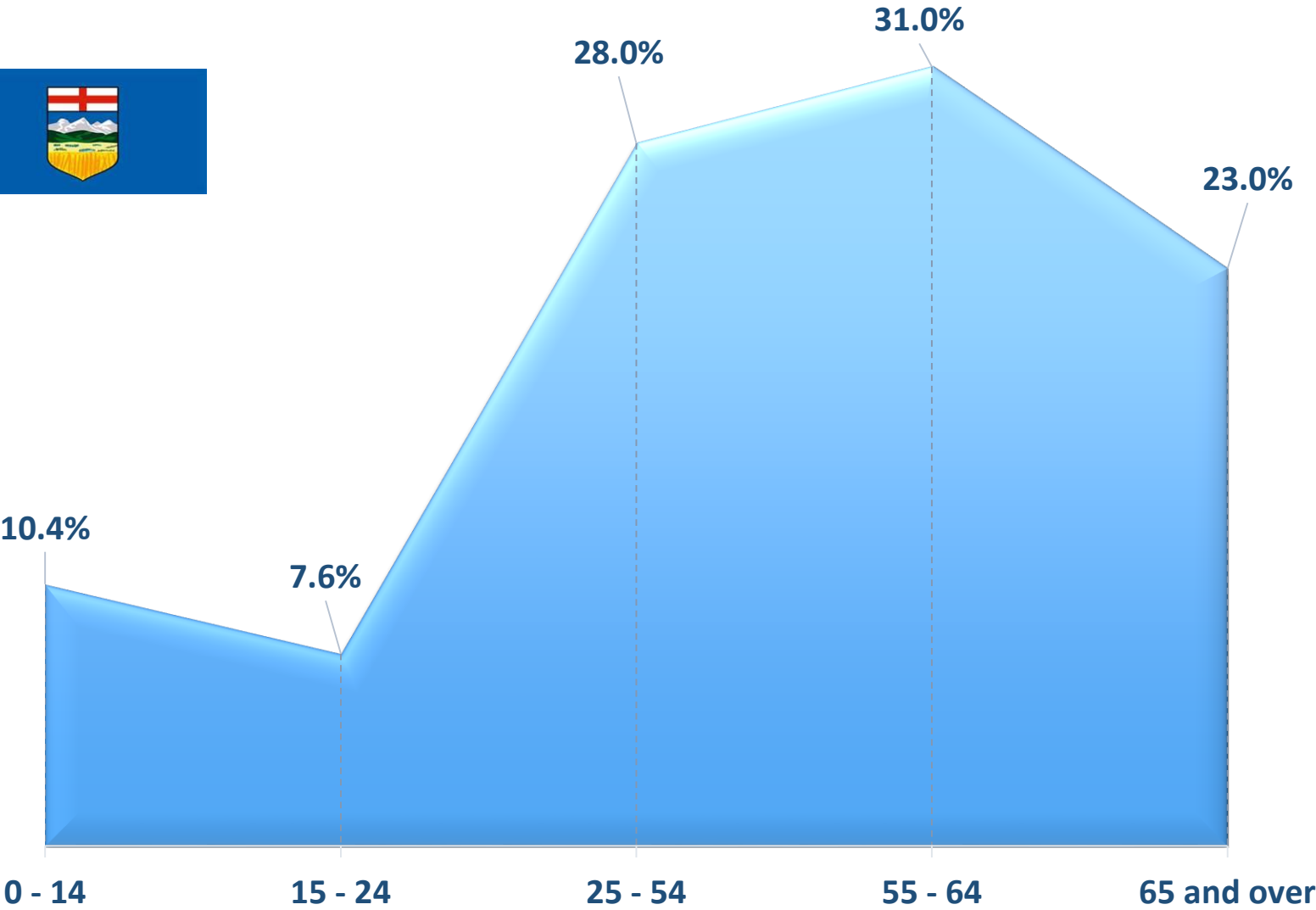




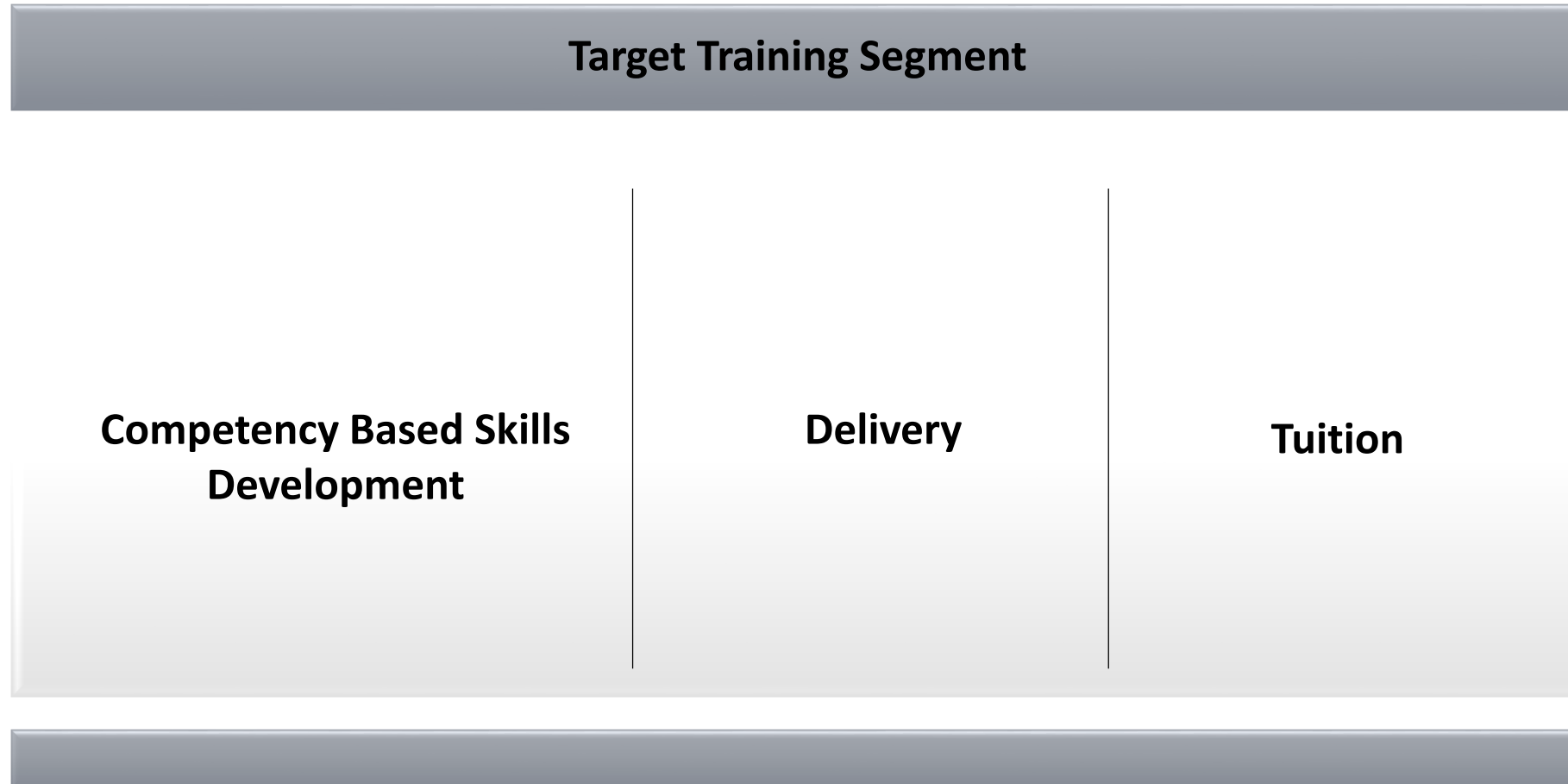
Labour Force Segments – Alberta, Canada



Labour Force Overview - Alberta



Programming Opportunity Scan



Example: Prime Working Years

Competency Based Skills Development

“Reorients the education process toward demonstrated mastery and application of knowledge and skills in the real world”



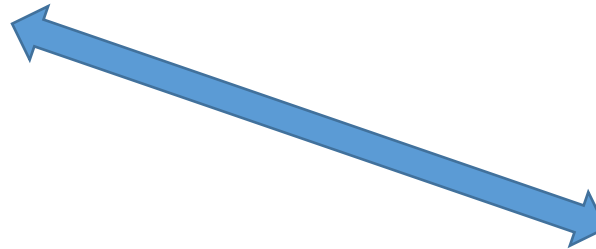
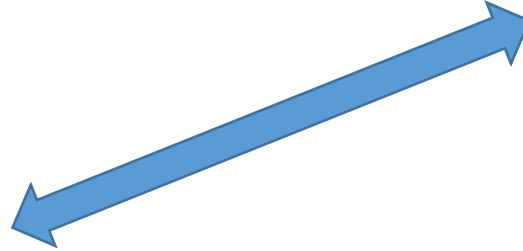
Pivoting Transferable Skills

Emerging or High Demand Industries

Environment
Health Care
Information Technology

High Technology ie. Agriculture
Logistics/Transportation

Transferable Skills Pivoting to Emerging Industries



High Tech



Green Tech



Inland Port

Competency Based Transferable Skills Development

Oil and Gas Industry Pivot into Growing and Emerging Industries

Soft Skills

Conflict resolution and management
Problem solving
Professionalism
Employability skills
Confidence
Assertiveness
[Entrepreneurial Mindset](#)

Computer Skills

Software
Technology

Other Technical Skills

Business Writing
Intercultural Communication
Public Speaking
Change Management
Communication
Coaching, Influencing, Feedback

Entrepreneurial Mindset

What barrier/issue are we trying to solve?

Solutions Focused Mindset

Who needs to be at the table to fully discuss opportunities?

Collaborative Mindset

What are the long term outcomes, activities, resources, etc to get there?

Action Mindset

How will we measure success?

Accountability Mindset

Workforce Development

Top Training Needs, By Business Size

Micro (3 – 9 employees)

Communicating Effectively
Improving Employee Performance/Soft Skills
Social Media Marketing

Small and Medium (10 – 99 employees)

Improving Employee Performance/Soft Skills
Communicating Effectively
Management and Leadership

Large (100 + employees)

Improving Employee Performance/Soft Skills
Coaching
Communicating Effectively

“Professional development allows employees to see the bigger picture of the business and corporate vision. Though an understanding of how the business works, trained employees can **expand their potential** in the company itself.”

Large business manager

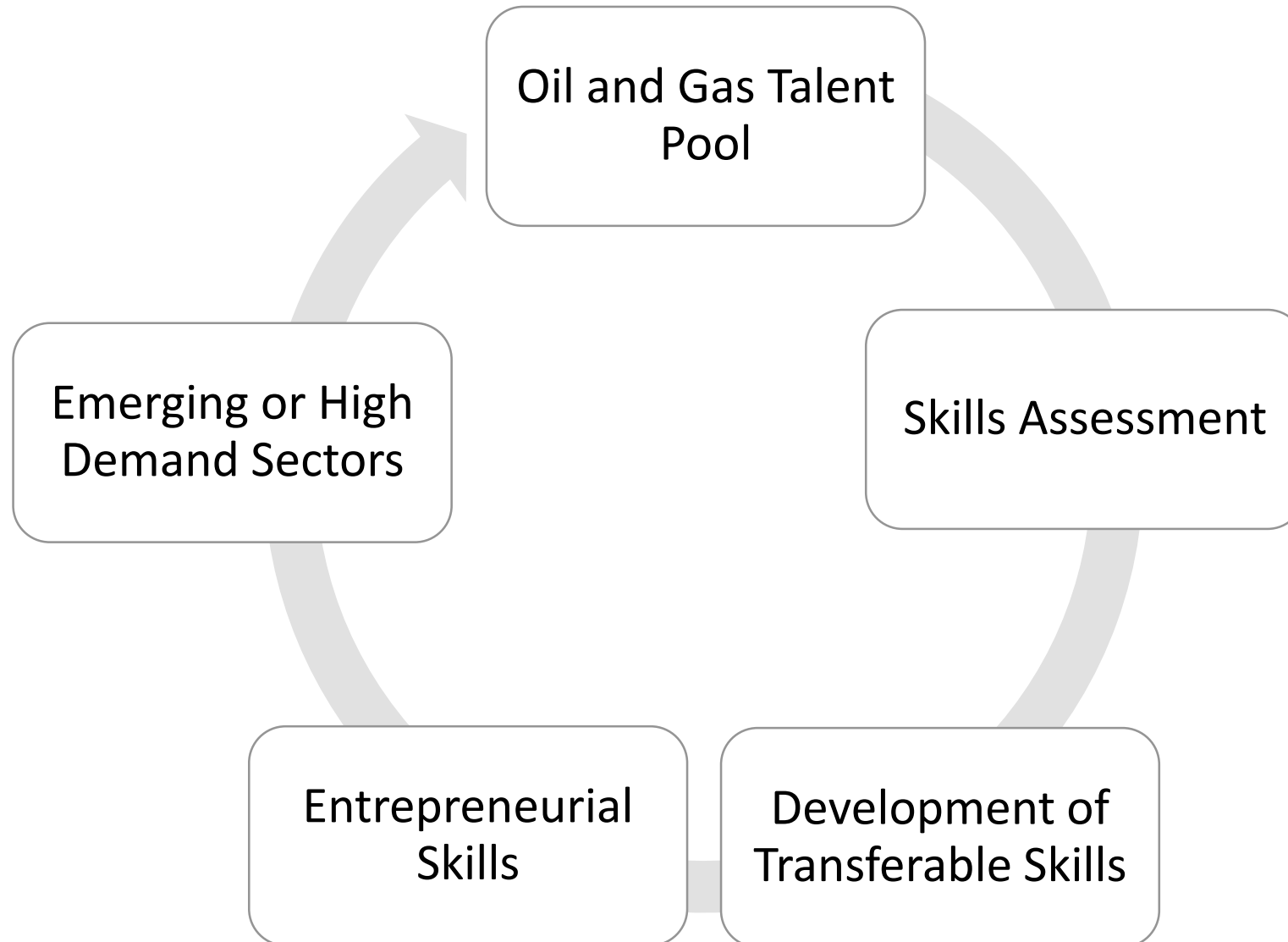
Funding Opportunities for Tuition



Can't find workers with the skills you need? Consider training new or current employees through the Canada-Alberta Job Grant and get 2/3 of the direct training cost reimbursed up to \$10,000 per person.

This employer driven program allows employers to decide on the type of training, who gets trained, and which eligible third-party trainer delivers the training. Find application forms and terms and conditions at www.AlbertaCanada.com/jobgrant.

Economic Diversification through Workforce Development Initiative



Questions and Discussion

Corinne Finnie

Director, Regional Stewardship Department

Bow Valley College

cfinnie@bowvalleycollege.ca

403-410-3424

A photograph of a worker in a blue uniform and white hard hat walking through tall grass next to large white pipes. The worker is carrying a brown bag. The image is partially obscured by a white curved graphic element.

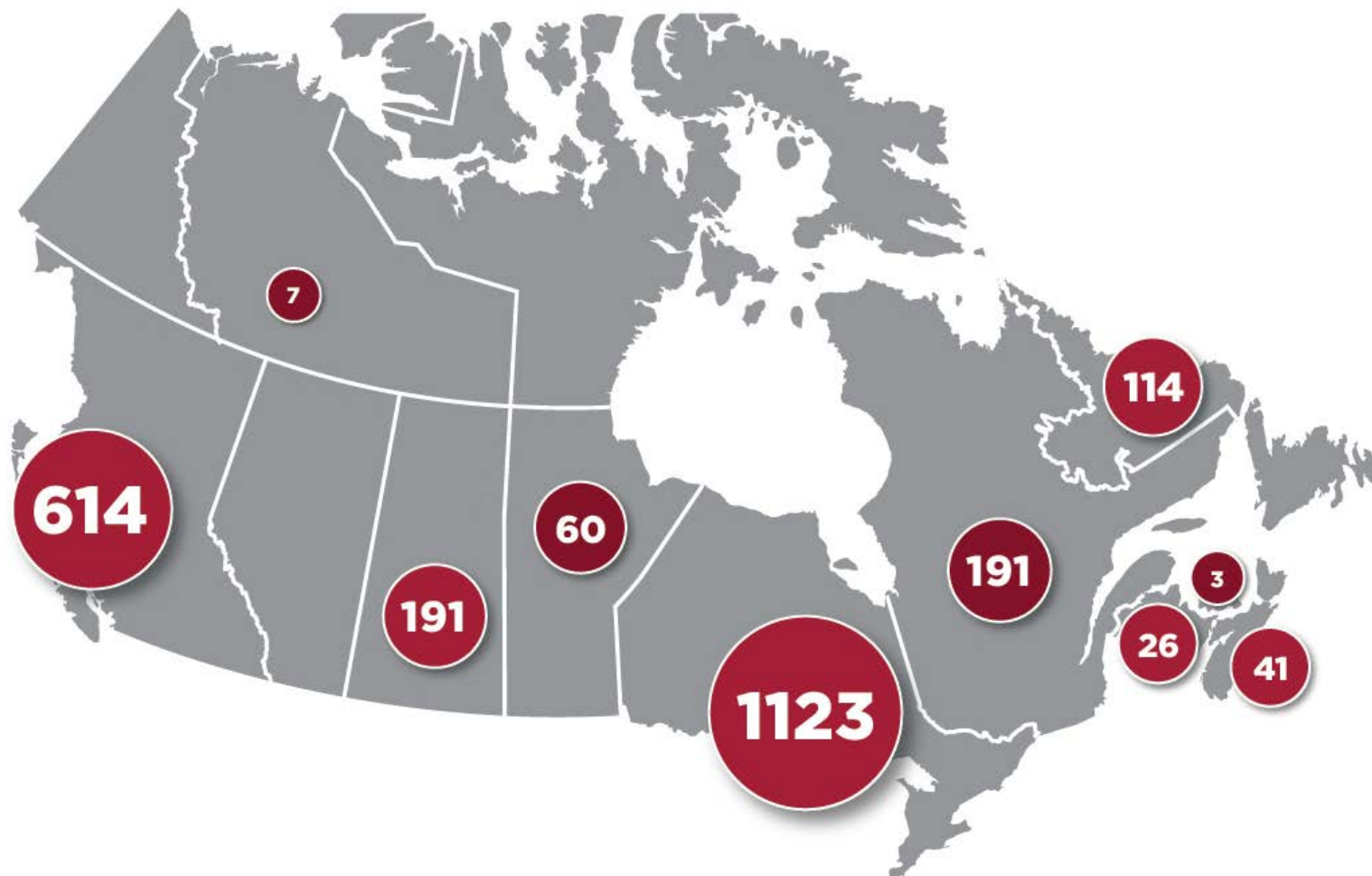
Being Resourceful With Our Resources

Oil and Natural Gas are part of our every day life



Oil & gas creates jobs across Canada

More than 2,000 companies across Canada have direct business with the oil sands



Change & Disruption Around the World



Price Influencers:



USA



SAUDI ARABIA



IRAN



RUSSIA

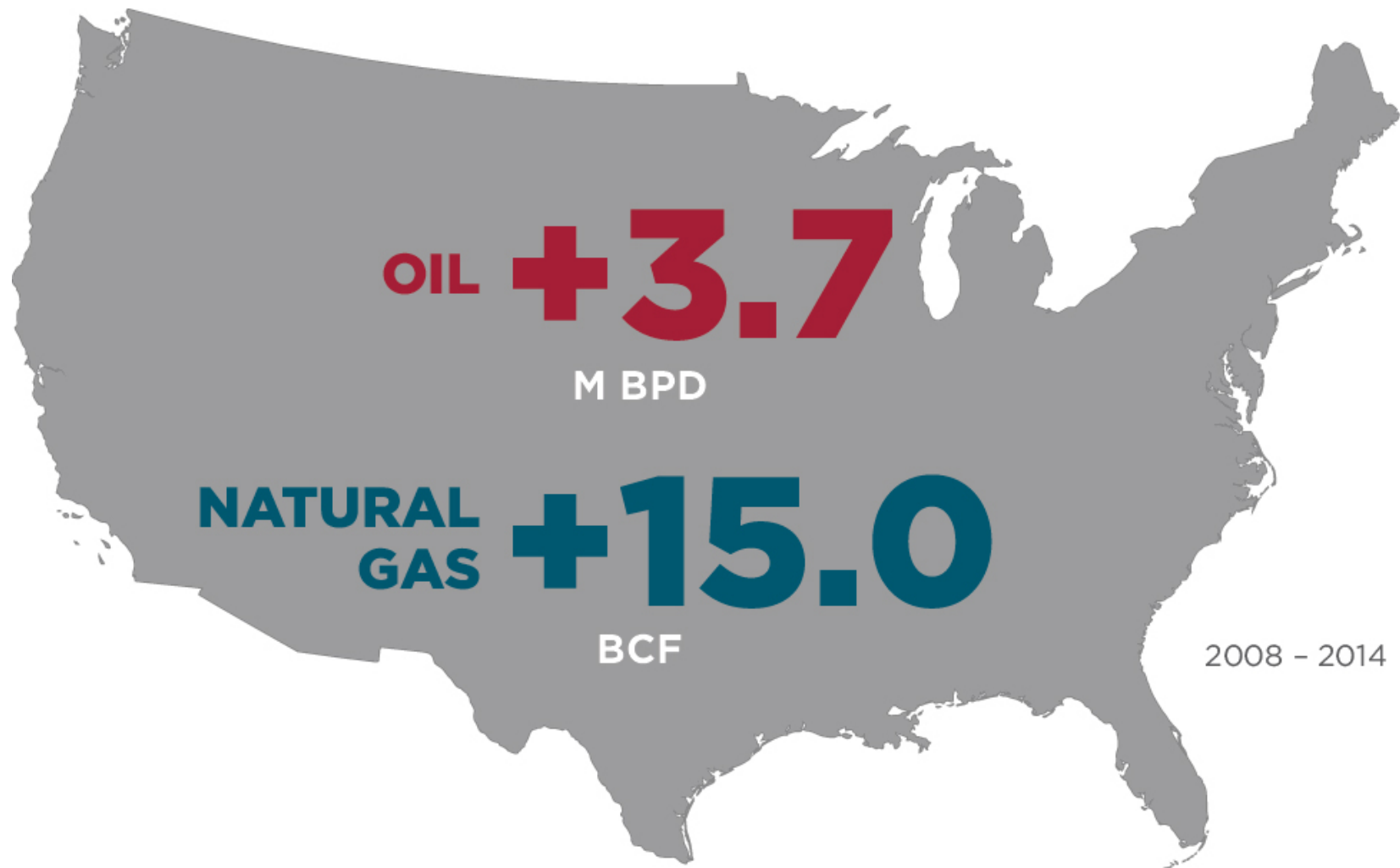


MEXICO



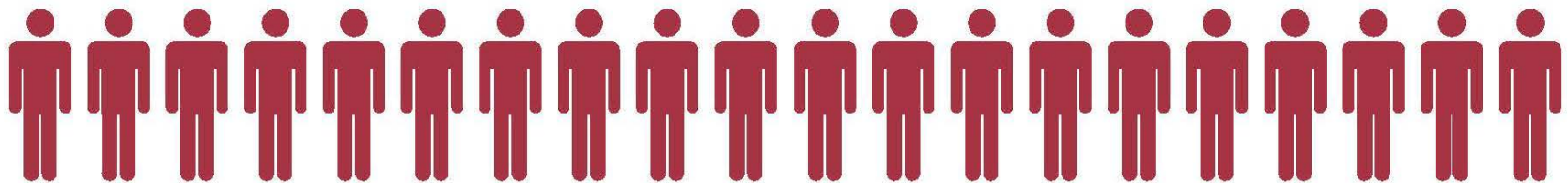
CHINA

Our biggest customer is our biggest competitor



Impact of falling oil prices on Canada's energy sector

100,000 jobs lost to date



\$33 Billion dollar decline in capital Investment

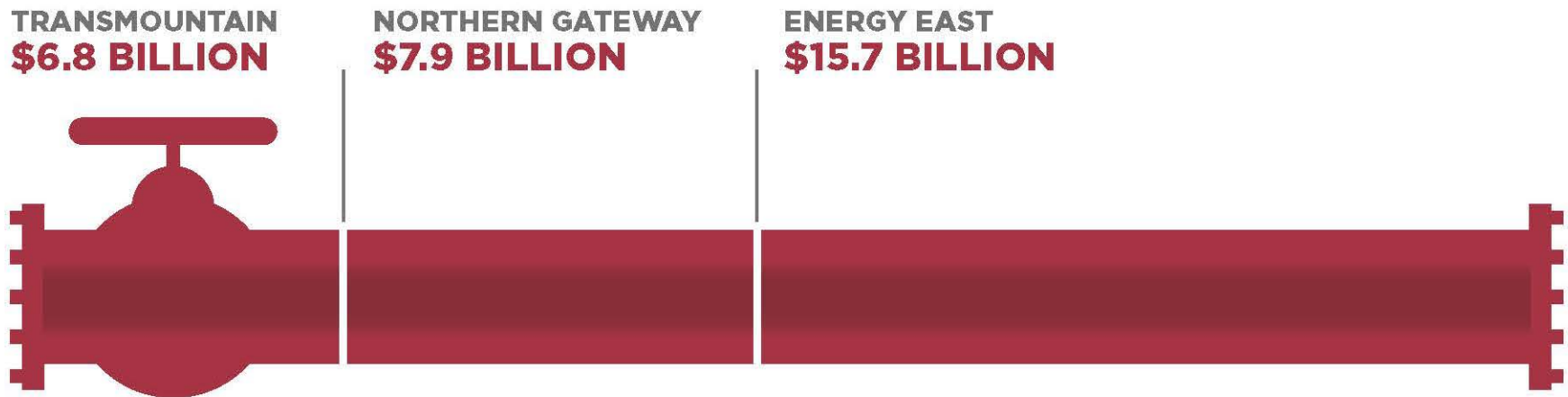


\$60 Billion dollar decline in earnings



Pipelines = economic infrastructure

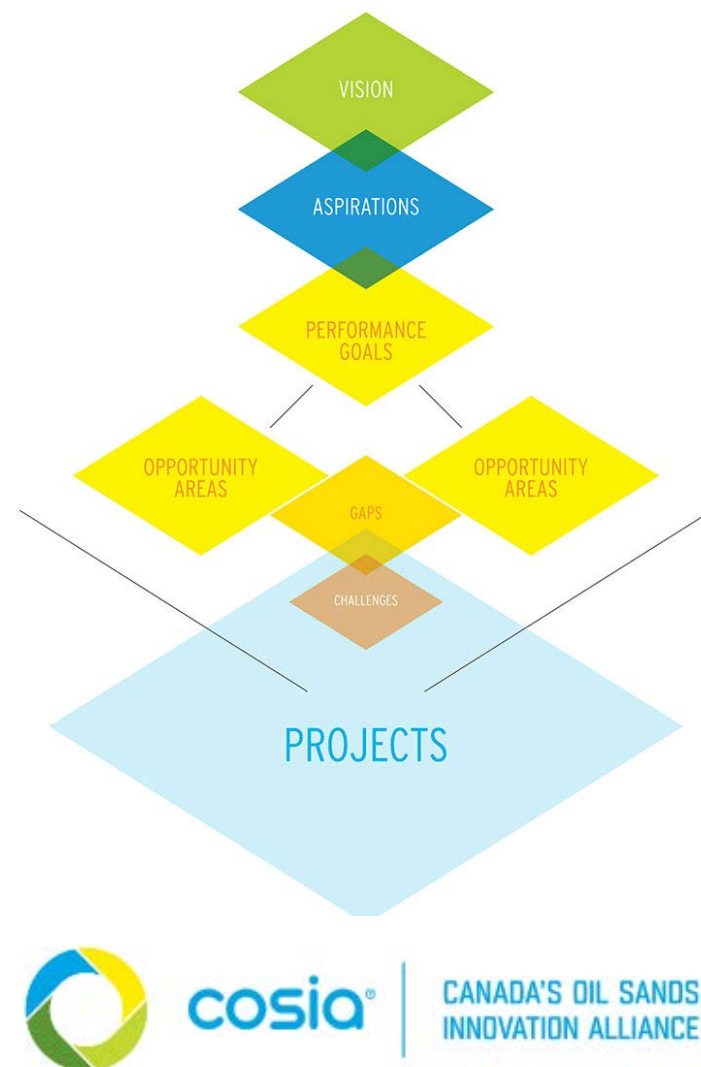
\$30 billion in private capital investment to grow Canada's economic capacity

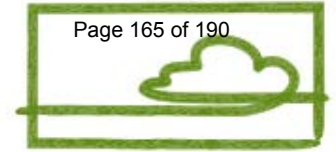


Canada's Oil Sands Innovation Alliance (COSIA)

An alliance of 13 oil sands producers, representing 90 per cent of production from the Canadian oil sands

- Four environmental priority areas;
 - Water
 - Tailings
 - Land
 - Greenhouse Gas Emissions
- Shared 814 distinct technologies and innovations that cost almost \$1.3 billion to develop
- 185 projects currently underway with a cost of more than \$500 million



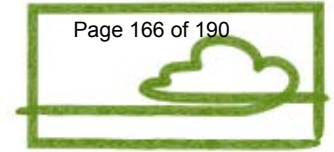


COSIA in Space – GHG measurements

- **COSIA in Space** will investigate the use of satellite technology to more accurately measure greenhouse gas emissions from tailings ponds and mine faces.
- COSIA will literally be going out of this world to achieve its vision of accelerating the pace of environmental performance improvement in Canada's oil sands.



COSIA-NRG XPRize for carbon use



- **Aspiration: We will strive to produce our oil with lower Greenhouse Gas emissions than other sources of oil.**
- The **NRG COSIA Carbon XPRIZE** is a global incentive competition offering US\$20 million to innovators best able to convert CO2 emissions into a usable product.
- The competition is structured as a two-track prize, with one track focused on testing technologies at a natural gas facility, and the other focused on testing technologies at a coal power plant. A prize of \$10 million is available to the winners of each track. There will be a total of three rounds.



DIVERSIFY, DIVERSIFY, DIVERSIFY...

A Key Growth Strategy for Small and Mid-Sized Firms

Laura Didyk

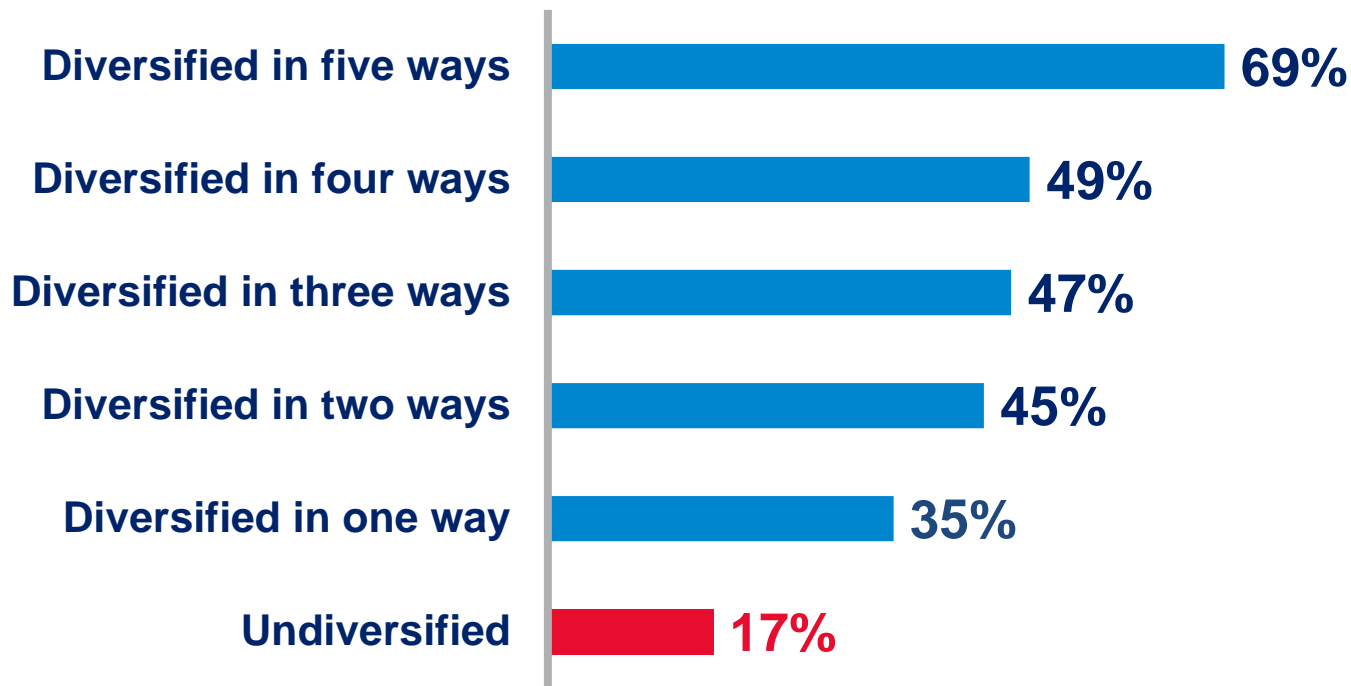
Vice President, Financing & Consulting – Alberta South
BUSINESS DEVELOPMENT BANK OF CANADA (BDC)



WHY DIVERSIFY?

DIVERSIFIED FIRMS OUTPERFORM UNDIVERSIFIED FIRMS

Portion of firms with strong revenue growth



2 WHAT IS DIVERSIFICATION?

1 Don't rely heavily on a single client

2 Have multiple product or service lines

3 Operate in more than one sector

4 Have clients or a physical presence in more than one city

5 Sell internationally



WHY DON'T MORE BUSINESSES DIVERSIFY?

1

Problems accessing capital

35% of small businesses anticipate difficulties accessing capital

2

Lack of awareness

60% of businesses indicated they are unsure how to respond to the downturn

Fully harness existing assets

Pursue small contracts

Work with partners

REMEMBER

The purpose of diversification is not only to grow, but also to manage risk.

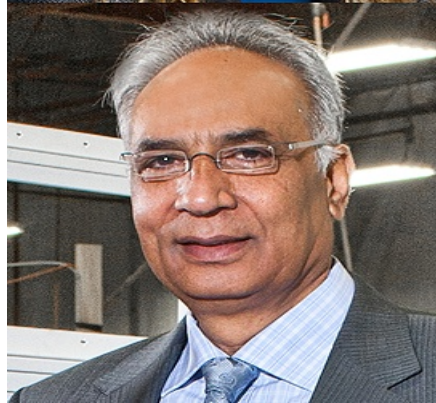
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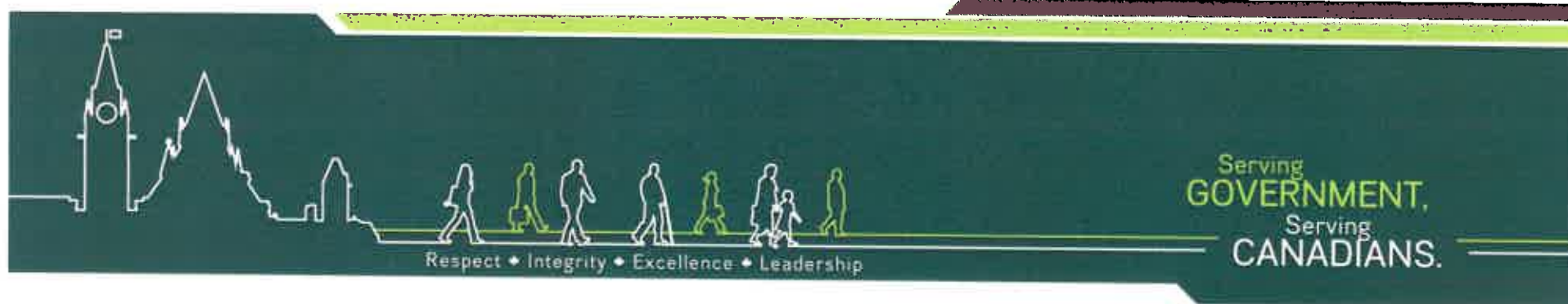
HOW CAN ECONOMIC DEVELOPERS SUPPORT DIVERSIFICATION?

Increase awareness

Highlight success stories

Connect entrepreneurs with resources





Office of Small and Medium Enterprises (OSME) | Bureau des petites et moyennes entreprises (BPME)



Public Works and
Government Services
Canada

Travaux publics et
Services gouvernementaux
Canada

Canada

Program Profile

BACKGROUND

- The Build in Canada Innovation Program was made permanent in 2012
- As of 2016, annual funding will be \$40 million

WHAT THE PROGRAM DOES

- Through a competitive procurement process, the government buys innovative pre-commercial goods and services, and tests them in government departments and other partners

The Result

- A **win-win** for both Canadian businesses and testing partners
 - Businesses are better able to take the next step and sell their innovation on the marketplace
 - Partners test, assess and keep innovations that are not yet available in the market



Benefits of Participating in BCIP

Canadian Businesses

Receive Feedback on innovations tested in an operational setting

Make a first “reference sale” and connect with potential clients in the federal government

Learn how to sell to the Government of Canada

Testing Partners

Find innovations not yet available in the market to address departmental challenges

Test, use and assess the latest Canadian innovations, increasing government efficiency

Benefit from a specialized innovation procurement method



Eligibility

- All Proposals must meet the following **Mandatory Criteria** and pass the Screening Criteria of “Readiness” and “Commercialization Capacity”

**S
T
A
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D
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D**

Be included in one of the 4 Standard Priority Areas

Be valued at \$500K or less

Be included in one of the 6 Military Priority Areas

Be valued at \$1 million or less

Not have been sold commercially

Be provided by Canadian bidders

Include 80% Canadian content

Show IP ownership or rights

Obtain minimum pass marks for “Advance on State of the Art”

**M
I
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R
Y**



Priority Areas

STANDARD



ENVIRONMENT



HEALTH



ENABLING
TECHNOLOGIES



SAFETY &
SECURITY

Funding limit: \$ 500,000 per innovation

- Bidders can only choose one priority area



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Priority Areas

MILITARY

A circular icon with a blue background showing a person's face on a screen and various data charts.

CYBER-SECURITY

A circular icon with a green background showing a person working at a desk with multiple computer monitors.

IN-SERVICE
SUPPORT

A circular icon with a red background showing a person in a training environment with various equipment.

TRAINING
SYSTEMS

A circular icon with a yellow background showing a person in a command center with multiple screens.

COMMAND &
SUPPORT

A circular icon with an orange background showing a soldier in full combat gear in a field.

PROTECTING THE
SOLDIER

A circular icon with a blue background showing a large icebreaker ship sailing on the water.

ARCTIC & MARITIME
SECURITY

Funding limit: \$ 1,000,000 per innovation

- Bidders can only choose one priority area



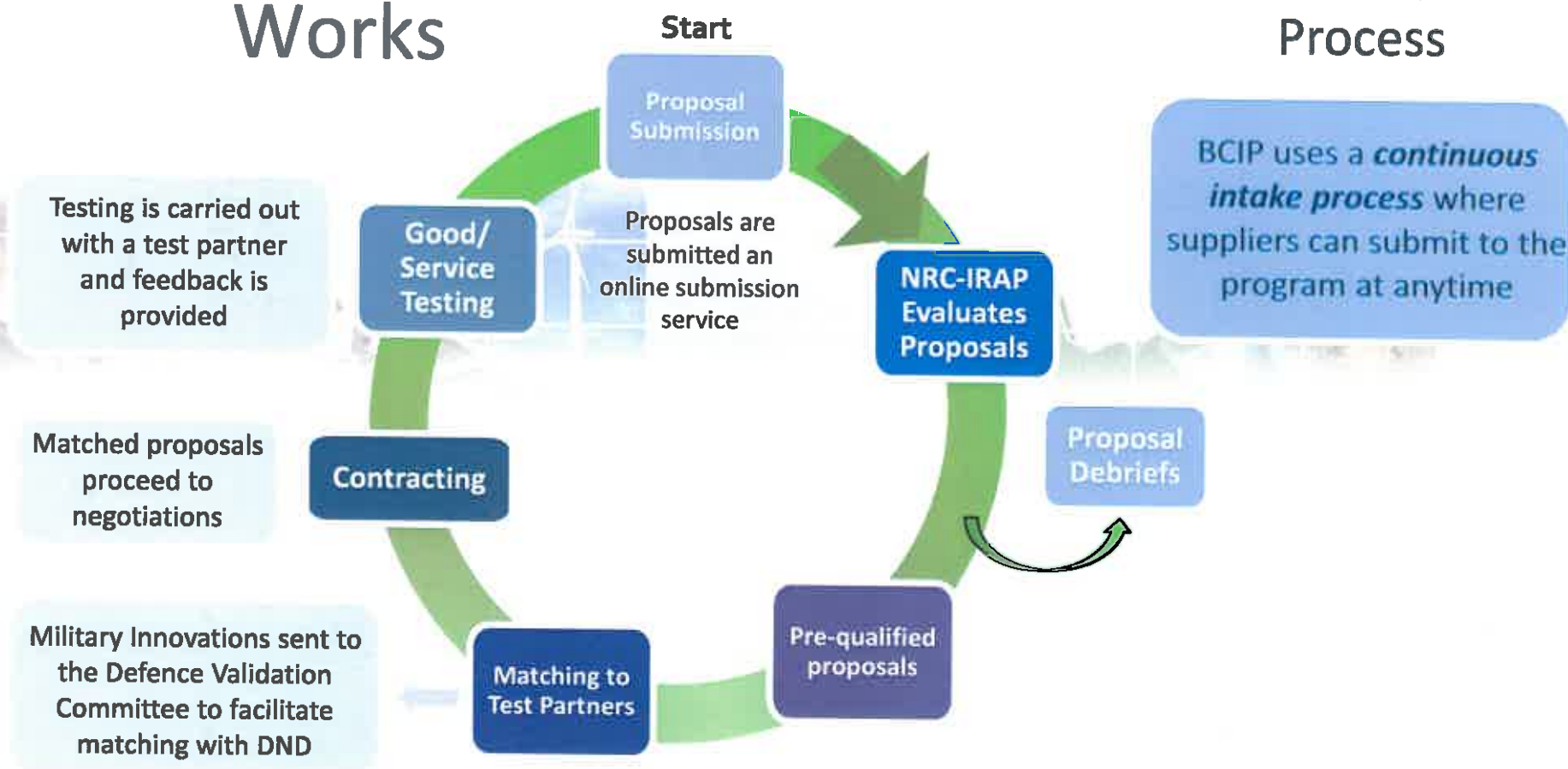
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Services gouvernementaux
Canada

Canada

How the Program Works

Call for Proposals Process



Technology Readiness Levels

ELIGIBLE

**Build in Canada
Innovation Program**

Technology produced in scale
and is openly available on
commercial markets

COMMERCIALIZATION

LEVEL 10

NOT ELIGIBLE

Actual technology proven
through successful operations

LEVEL 9

Actual technology completed
and qualified through test and
demonstration

LEVEL 8

Prototype ready for
demonstration in an appropriate
operational environment

LEVEL 7

System/subsystem model or
prototype demonstration in a
simulated environment

LEVEL 6

NOT ELIGIBLE



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Canada

Advance on the State of the Art

Invention, new technology or process that is not currently available in the marketplace.

Significant modifications to existing technologies applied in a previously impossible setting or condition

Improvement to an existing technology representing significant/patentable progress in cost, functionality or performance

Commercially Available Products or Services



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Services gouvernementaux
Canada

Canada

Evaluations

How will a proposal be evaluated?

INNOVATION

Must demonstrate that the innovation is an advance on the state of the art.

TEST PLAN

Must demonstrate that the test plan is well thought out with clear objectives, risk mitigation strategy and realistic timelines (ready for test).



COMMERCIALIZATION

Must demonstrate that there is sufficient market potential for the innovation to sustain profitability.

BENEFITS

Must demonstrate that the innovation provides financial and non-financial benefits to Canadian society or the testing department.



Pre-Qualification and Contracting

The BCIP Innovation Management (IM) team guides innovators through the following steps:

The program covers the following costs :

- Innovation (product/service)
- Shipping
- Installation
- Training
- Support Services
- Other Direct Costs
- Procurement Costs



Additional Sales

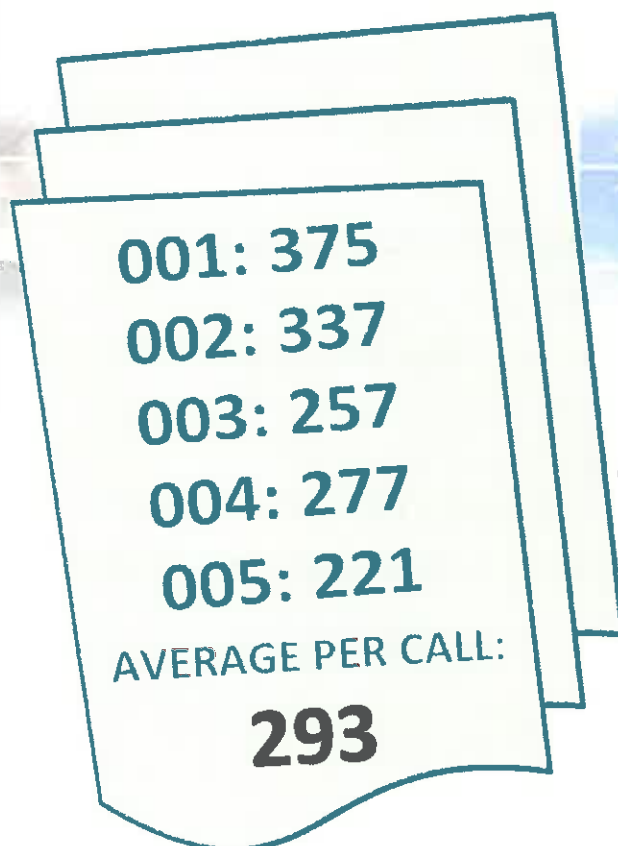
- For testing limited quantities of the innovation with the same or new testing department
- Additional Sales contracts will follow the terms, conditions and pricing structure of the initial BCIP contract
- Innovation tested must be the same innovation that was tested under original BCIP contract
- Testing department responsible for funding, PWGSC responsible for contracting
- Supplier must agree to the Additional Sales Clauses



BCIP By the Numbers

Since program launch in 2010

Number of bids received per call



230 Pre-qualified Innovations

204 Unique Companies

140 Contracts valued at over **\$47 million**

awarded to **97.7%** SMEs and **2.3%** large businesses

27 Federal government organizations have tested innovations



Public Works and
Government Services
Canada

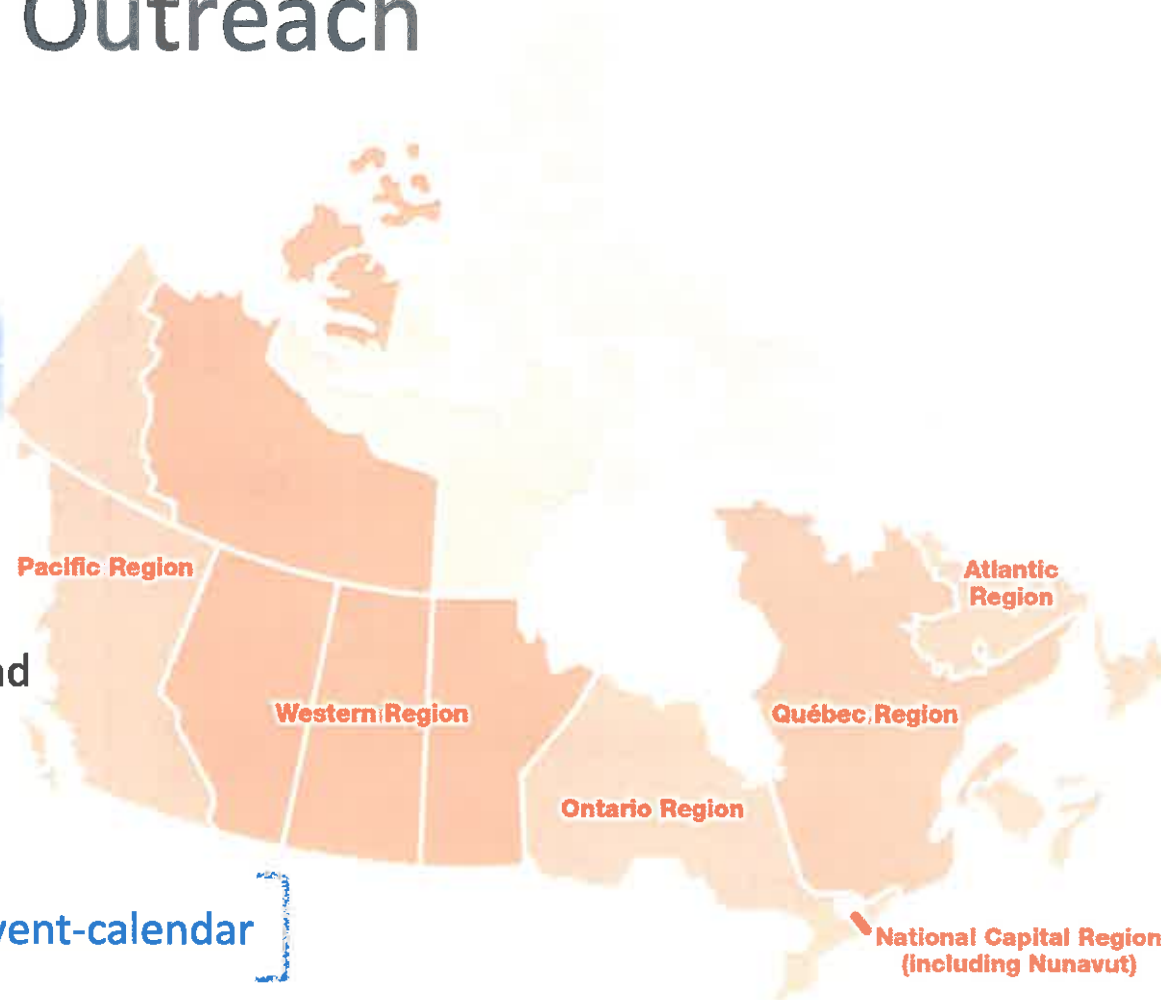
Travaux publics et
Services gouvernementaux
Canada

Canada

Outreach

- OSME regional offices hold BCIP events across the country.
- OSME facilitates discussions on how industry can meet the needs of government departments.
- Businesses can discover events and seminars on the Buy and Sell events calendar.

<https://buyandsell.gc.ca/event-calendar>



Public Works and
Government Services
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Canada

Canada

BCIP Contact Information



Program Site

For more information visit:

www.buyandsell.gc.ca/innovation



Tenders Site

The proposal form, amendments, and the online submission process are found here:

www.buyandsell.gc.ca/tenders



Update List

Subscribe to the BCIP update [mailing list](#)

(on home page of program website)



Program E-mail

Send inquiries to:

Innovation@pwgsc.gc.ca



Town of Drayton Valley
Childcare Operational Board



Tuesday, February 16th, 2016
10:00 a.m. – Boardroom 2 – Civic Centre

Minutes

THOSE PRESENT:

Marilyn Buchan, Committee Chair
Karen Linquist, Committee Member
Darlene Ferris, Committee Member
Councilor Nicole Nadeau
Bernice Taylor, ECDC Program Manager
Jennifer Paterson, FDH Coordinator
Cora Appleby, Administrative Assistant

1. Call to Order

The meeting was called to order at 10:07am by Chair Marilyn Buchan.

2. Agenda

2.1. Additions or Deletions

There were no additions or deletions made to the agenda.

2.2. Approval of Agenda

MOTION by Darlene Ferris to approve the agenda as presented.

CARRIED

3. Minutes from the November 17th, 2015 Meeting

3.1. Approval

MOTION by Nicole Nadeau to approve the minutes of the November 17th, 2015 meeting as presented.

CARRIED

4. Business Arising

4.1. Update Registration Status – ECDC and Day Home

Bernice Taylor reported that there are currently 59 children enrolled in the Centre, 9 out of the 59 are currently part time/drop in. The total number of full time enrollment is down significantly from the 76 enrolled last September.

Jennifer Paterson reported that there are 9 providers with 21 children enrolled with the Family Day Home Agency. One day home only taking back up care children at present. One day home with one child coming less than 9 days per month, 9 part time children 11 full time children.

Melanie Marcoux will be closing her dayhome in early summer (she is moving to Leduc)
Bonnie Edwards will be closing hers in August (she's expecting a baby)

The Board discussed the letter sent to Minister regarding the financial burden that the Centre is under during these bad economic times. Councilor Nicole Nadeau informed the committee that the Mayor and Council have not yet received a response from the government at this time.

4.2. FCM Promotion of Municipal Child Care Model

The Board discussed the importance of pushing the municipal rural model on quality childcare, and asking the government for funding to help sustain the programs at this time.

~ ACTION ITEM ~ Bernice Taylor will prepare a council brief showcasing the municipal owned rural quality childcare centres and present it to Town Council in hopes that we can move forward and send joint correspondence to AUMA to discuss in September.

Bernice Taylor reported that there is a job board at the Centre advertising upcoming work in and around Drayton Valley. On June 17th, Patrick Dillon will be coming to speak on "the Greatness of Dad", and Vermilion Energy will be hosting a Father's Day Pancake Breakfast in the morning. Zumba and Yoga in the park will be taking place this summer and the Centre would like to offer the program free to the public.

~ ACTION ITEM ~ Bernice Taylor will contact Nicole Nadeau regarding Valley Fleet Auto sponsoring the Zumba in the park this year.

4.3. Practicum Students

Bernice reported that currently nine staff is taking the courses to advance to being a Level II by August. There are two members of the community enrolled in the Level II advancement course and one community member taking their Level I online. The staff is showing more confidence since being enrolled and has been excelling with the new ideas and programming continually.

4.4. Lil Raskals Garage Sale and Crafters Fair

Bernice Taylor reported that Lil' Raskals Garage Sale will be combined with a Craft Fair this year and will be taking place on April 23rd. Registration for both events will start March 14th.

The Early Childhood Development Centre will be attending Spring Registration Night as well as having a booth at the Career Fair to promote available childcare spaces as well as the career opportunities available in the field.

5. Other Business

5.1. Policies

- FDH Accred Funding for Providers (attached)

Jennifer Paterson reported that this new policy outlines the guidelines that the government follows in order for providers to qualify for program planning funding.

MOTION by Karen Linquist to approve the Family Day Home Accred Funding for Providers policy as presented.

CARRIED

5.2. General Correspondence

There is no general correspondence at this time.

6. Next Meeting Date

The next regular meeting date will be Tuesday, April 26th at 10:00am.

7. Adjournment


MOTION by Councilor Nicole Nadeau to adjourn the meeting.

Time 11:42 a.m.



Signature

Committee Chair



Signature

Town of Drayton Valley