Town of Drayton Valley
Regular Council Meeting

Wednesday, June 22, 2016
9 am Council Chambers

Agenda

Call to Order

National Anthem

1.0 Additions to the Agenda

2.0 Adoption of Agenda

3.0 Corrections or Amendments:

3.1. June 1, 2016, Regular Meeting of Council Minutes 3-7

4.0 Adoption of:

4.1. June 1, 2016, Regular Meeting of Council Minutes

5.0 Delegations

5.1. S/Sgt. Callihoo – May RCMP Stats 162-168

6.0 Decision Items Pages 8-136

6.1.	Councillor Wheeler	Deputy Mayor Appointment	8
6.2.	Councillor Bossert	Traffic Studies	9-106
6.3.	Councillor Fredrickson	Canada Day Insurance	107
6.4.	Councillor Nadeau	Town of Drayton Valley Brand and Logo	108
6.5.	Councillor Long	Business License #4151 5223 Industrial Road Lot 17, Block 10, Plan 982 5371	109-111
6.6.	Councillor Shular	Amendment to Purchasing and Tendering Policy TF-01-15 Addition of Standing Offer Policy TF-01-16	112-134
6.7.	Councillor Wheeler	Water Rate Classes – Establishment of a Commercial Water Class/Rate	135
6.8.	Councillor Bossert	Appointment of Weed Inspectors for 2016	136

7.0 Department Reports

7.1.	Engineering & Development • Planning & Development • Engineer's Report	 Shahid Mughal Ron Fraser
7.2.	Community Services & FCSS	Annette Driessen

7.3. Economic Development	Eric Burton
7.4. Emergency Services	Tom Thomson
7.5. Administration	
• Communications and Marketing	Tyler Russell
• CAO Report	Dwight Dibben

8.0 Council Reports

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

9.0 Information Items

	Pages 137-170
9.1. EPAC Minutes February, March, and April 2016	138-150
9.2. Brazeau Seniors Foundation Minutes April 2016	151-155
9.3. Yellowhead Regional Library Board Meeting Minutes March 2016	156-161
9.4. Drayton Valley/Brazeau County Fire Services May 2016 Stats	162-163
9.5. RCMP Stats – May 2016	164-170

10.0 Adjournment

Town of Drayton Valley
Regular Council Meeting

Wednesday, June 1, 2016
9 a.m. Council Chambers

Meeting Minutes

THOSE PRESENT:
Mayor McLean
Deputy Mayor Wheeler
Councillor Nadeau
Councillor Long
Councillor Bossert
Councillor Shular
Councillor Fredrickson
Annette Driessen, Director of Community Services
Tom Thomson, Director of Emergency Services
Ron Fraser, Director of Engineering & Planning
Kevin McMillan, Assistant Director of Corporate Services
S/Sgt. Malcolm Callihoo, RCMP
Shahid Mughal, Planning & Development Manager
Eric Burton, Economic Development Officer
Chandra Dyck, Legislative Services Coordinator
Sabine Larcher, Administrative Assistant
Tyler Russell, Communications and Marketing Coordinator
Teresa Dunlop, Program Manager
Sheila Bailey, Programming Coordinator
Pam Balke, Bylaw Officer
Pam Livingston
Mamta Lulla, Drayton Valley Western Review
Laine Mitchell, CIBW Radio
Members of the Public

ABSENT:
Dwight Dibben, Chief Administrative Officer

CALL TO ORDER

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

1.0 Additions to the Agenda

There were no additions or deletions.

2.0 Adoption of Agenda

RESOLUTION #101/16
Councillor Long moved to adopt the June 1, 2016, Regular Meeting of Council Agenda as presented.
CARRIED

3.0 Corrections or Amendments:

3.1. May 11, 2016, Regular Meeting of Council Minutes
There were no corrections or amendments to the May 11, 2016, Regular Meeting of Council Minutes.

3.2. May 13, 2016, Special Meeting of Council Minutes
There were no corrections or amendments to the May 13, 2016, Special Meeting of Council Minutes.

4.0 Adoption of:

4.1. May 11, 2016, Regular Meeting of Council Minutes
4.2. May 13, 2016, Special Meeting of Council Minutes

RESOLUTION #102/16
Councillor Bossert moved to adopt the May 11, 2016, Regular Meeting of Council Minutes and the May 13, 2016, Special Meeting of Council Minutes as presented.
CARRIED

5.0 Proclamations

5.1. National Recreation and Parks Month

Mayor McLean proclaimed the month of June 2016 as National Recreation and Parks Month in the Town of Drayton Valley.

5.2. Seniors' Week

Mayor McLean proclaimed the week of June 6-12, 2016, as Seniors' Week in the Town of Drayton Valley.

6.0 Delegations

6.1. S/Sgt. Callihoo – April RCMP Stats

S/Sgt. Callihoo presented Council with the statistics for April 2016. He corrected errors within the submitted report and highlighted some significant figures. He informed Council that the RCMP is focusing on visible patrols on the road and in areas known for crimes. A brochure advising the public what to do in case of break and enters will be published.

6.2. Drayton Valley Hospitality and Tourism Authority

Rose Lattman, Dan Sullivan, Twyla Baumann, Ray Labossiere, and Sandra Burke, representatives from the Drayton Valley Hospitality and Tourism Authority, presented the Town of Drayton Valley with a cheque in the amount of $75,000.00, representing a contribution towards the Tour of Alberta coming in September 2016.

7.0 Decision Items

7.1. Amendment to Policy C-01-00

RESOLUTION #103/16
Councillor Long moved that Council approve the attached Council Remuneration Policy C-01-00 as amended.
CARRIED

7.2. Second and Third Reading of Traffic Bylaw 2016/03/P, Heavy Vehicle Bylaw 2015/15/T, and Off-Highway Vehicle Bylaw 2015/16/T

RESOLUTION #104/16
Councillor Shular moved that Council give Second Reading to Traffic Bylaw 2016/03/P.
CARRIED

RESOLUTION #105/16
Councillor Shular moved that Council give Third and Final Reading to Traffic Bylaw 2016/03/P.
CARRIED

RESOLUTION #106/16
Councillor Shular moved that Council give Second Reading to Heavy Vehicle Bylaw 2015/15/T.
CARRIED

RESOLUTION #107/16
Councillor Shular moved that Council give Third and Final Reading to Heavy Vehicle Bylaw 2015/15/T.
CARRIED

RESOLUTION #108/16
Councillor Shular moved that Council give Second Reading to Off-Highway Vehicle Bylaw 2015/16/T.
CARRIED

RESOLUTION #109/16
Councillor Shular moved that Council give Third and Final Reading to Off-Highway Vehicle Bylaw 2015/16/T.
CARRIED

8.0 Department Reports

8.1. 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:
  - 43rd Avenue works delayed until June 15
  - Request for tender for CETC landscaping has been issued
  - CETC access will receive improved traffic signage
  - Riverview Cemetery discussions are underway
  - line painting underway
  - pavement patching will start tomorrow
  - Traffic Signage Study by McElhanney completed
  - workshops to review engineering standards have been taking place
  - inspections of trails completed
  - working on different grant applications
  - asset management work being done for Town roads
  - bike racks completed and to be installed in the coming weeks

8.2. Community Services & FCSS

Ms. Driessen invited the community to participate in the activities during the Parks and Recreation Month. Further, an update was given on:

- Open Space Development
- tender for tennis courts
- Pool Engineering Study
- FCSS activities
- Omniplex as Fort McMurray Evacuee Reception Centre
- Splash Park at Rotary Park

8.3. Economic Development

Mr. Burton informed Council that a study on biomass feedstock will be conducted in partnership with Alberta Economic Development and Trade, and Alberta Innovates. He further informed Council about a recent Canadian Community Economic Development Network Conference in Montréal.

8.4. Emergency Services

Fire Chief Thomson presented Council with the April 2016 statistics and provided detailed information on some incidents.

8.5. Administration

- Communications and Marketing
  Mr. Russell updated Council regarding the website and app. Mayor McLean asked for statistics regarding the "report a problem" on the app for a future meeting.

9.0 Council Reports

9.1. Councillor Long

- May 27 Joint Council Meeting
- May 28 OCT Fundraiser for Fort McMurray

9.2. Councillor Shular

- No report

9.3. Councillor Wheeler

- May 14 Green Energy Forum
- May 19 Public Works Week
- May 24 Sustainability Committee Meeting
- May 27 Joint Council Meeting
- June 6 Physician Retention and Recruitment Committee AGM

9.4. Councillor Bossert

- May 26 Healthy Communities Coalition Dinner and Dialogue
- June 3-5 FCM Annual Conference

9.5. Councillor Fredrickson

- May 19 Public Works Week
- Brazeau Seniors Foundation Meeting
- May 26 Healthy Communities Coalition Dinner and Dialogue

9.6. Councillor Nadeau

- May 3 Communities in Bloom Meeting
- Branding Sessions
- May 3 EPAC Meeting
- May 24 Sustainability Committee Meeting
- May 27 Joint Council Meeting
- May 31 Legacy Project Meeting
- Informed about a fundraiser event for Fort McMurray organized by the EPAC for June 20

9.7. Mayor McLean

- Complimented the community for their response and Administration to the organization and work for Fort McMurray evacuees
- May 18 Welcoming Newcomers Dinner - DV Multicultural Association
- May 19 Public Works Week
- May 26 Healthy Communities Coalition Dinner and Dialogue
- May 27 Joint Council Meeting
- Informed that Trina Joly was appointed as Chair for the Volunteer Committee of the Tour of Alberta

10.0 Information Items

10.1. Councillor Bossert Conference Report - Cultural Sustainability
10.2. Councillor Bossert Conference Report – CHRA Housing Conference
10.3. Sustainability Committee Meeting Notes – April 2016
10.4. STAR Catholic Board Highlights May 2016
10.5. RCMP Stats – April 2016
10.6. Drayton Valley Brazeau County Fire Services Stats April 2016

Councillor Bossert mentioned that CHRA and FCM are working together in sending letters to the Federal and Provincial Governments addressing the problem of homelessness and poverty.

RESOLUTION #110/16
Councillor Bossert moved that Council accept the above items as information.
CARRIED

11.0 Adjournment

RESOLUTION #111/16
Councillor Shular moved that Council adjourn the June 1, 2016, Regular Meeting of Council at 10:28 a.m.
CARRIED

_____
MAYOR

_____
ACTING CHIEF ADMINISTRATIVE OFFICER

AGENDA ITEM: 6.1	Appointment of Deputy Mayor
Department:	Administration
Presented by:	Councillor Wheeler
Support Staff:	Dwight Dibben, CAO

BACKGROUND:

The position of Deputy Mayor for the Town of Drayton Valley is done on a rotating basis for a term of eight months, with the upcoming term running from July 1, 2016, to February 28, 2017.

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

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

Council is being asked to appoint Councillor Debra Bossert as the next Deputy Mayor.

MOTION:

I move that Council approve the appointment of Councillor Debra Bossert as Deputy Mayor for the Town of Drayton Valley for the period July 1, 2016 to February 28, 2017.

AGENDA ITEM: 6.2	Traffic Studies
Department:	Engineering
Presented by: **Support Staff:**	Councillor Bossert Ron Fraser, Director of Engineering & Development

BACKGROUND:

Two significant traffic studies were undertaken in 2015 to examine specific traffic issues and alternatives. These included a Traffic Impact Assessment for the new Bus Transfer Station, and a Traffic Calming Study exploring signage and calming alternatives for perceived problem areas on 45th Avenue, 55th Avenue, and 54th Avenue.

Administration has reviewed these final reports and, in agreement with their findings, recommends that Council accept these traffic studies as information.

MOTION:

That Council approve the Drayton Valley Bus Transfer Station Transportation Impact Assessment dated November 2, 2015 for information.

That Council approve the Drayton Valley Traffic Calming Study Executive Summary dated February 26, 2016 for information.

Drayton Valley Bus Transfer Station Transportation Impact Assessment

FINAL DRAFT Report

Prepared for

Town of Drayton Valley

Date

November 2, 2015

Prepared by

Bunt & Associates

Project No.

3298.18

CORPORATE AUTHORIZATION

This document entitled "**Drayton Valley Bus Transfer Station, Traffic Impact Assessment, FINAL DRAFT Report**" was prepared by Bunt & Associates for the benefit of the Client to whom it is addressed. The information and data in the report reflects Bunt & Associates best professional judgment in light of the knowledge and information available to Bunt & Associates at the time of preparation. Except as required by law, this report and the information and data contained are to be treated as confidential and may be used and relied upon only by the client, its officers and employees. Any use which a third party makes of this report, or any reliance on or decisions made based on it, are the responsibilities of such third parties. Bunt & Associates accepts no responsibility for damages, if any, suffered by any third party as a result of decisions made or actions based on this report.

Corporate Permit	Engineer's Stamp

TABLE OF CONTENTS

EXHIBITS

TABLES

FIGURES

PHOTOS

1. INTRODUCTION

1.1 Background

Bunt & Associates was retained by the Town of Drayton Valley to review the transportation impacts associated with the development of a school bus transfer station proposed to be located across from Evergreen Elementary School in the Town of Drayton Valley. The bus transfer station is anticipated to serve all school bus routes in the area accommodating student transfers between school routes and home routes. The Town of Drayton Valley has identified the need to complete a Traffic Impact Assessment (TIA) to better understand, assess and mitigate any identified traffic and transportation issues associated with the operation of the bus transfer station.

In recognition of other potential future developments in the area, the Town of Drayton Valley requested that the study also consider the traffic impacts associated with the potential development of the vacant parcel that borders 46 Avenue to the north and 47 Street to the east. This report summarizes the study results and recommendations.

1.2 Study Need and Purpose

Understanding the demands placed on an area's transportation infrastructure represents an important dimension in assessing overall impacts of development. The purpose of the TIA is to identify roadway and intersection geometry requirements and improvements that may be needed to accommodate the additional traffic anticipated to be generated by the proposed developments. The study is anticipated to identify an appropriate and balanced traffic management plan for the area that appropriately addresses the needs of all users.

1.3 Study Scope

The assessment will ensure that the transportation network can continue to provide a balanced level of traffic accommodation of maximum benefit to the neighbourhood and Town of Drayton Valley, consistent with sound engineering, planning and economic practices. The TIA will detail the impacts of current and future traffic flows resulting from the operation of the bus transfer station in recognition of other area developments (such as the development of the vacant parcel). In this fashion, cumulative impacts can be evaluated. Recommendation strategies for mitigating identified impacts on the Town of Drayton Valley roadways and for monitoring the performance of these mitigation measures will be advanced.

The scope of the study included:

- Analyzing the existing and projected traffic operations associated with the 46 Avenue/50 Street and 50 Avenue/46 Street intersections;

- Reviewing the existing and future transportation operations associated with the Evergreen Elementary School; and,
- Reviewing the level of pedestrian accommodation provided at the 50 Avenue/46 Street intersection.

1.4 Study Methodology

The methodology for completing the study included a desktop review of existing data, field investigations and analysis of projected traffic data. The methodology used to prepare the TIA included:

- Gathering relevant information related to existing area characteristics including land use;
- Collecting and reviewing traffic related information, such as roadway and intersection turning movement volumes and existing roadway cross-section elements;
- Estimating cumulative traffic characteristics associated with the proposed developments;
- Identifying the appropriate intersection geometry at study area intersections; and,
- Developing a recommended plan that accounts for known constraints and provides acceptable levels of traffic accommodation.

To supplement the aforementioned information, Bunt & Associates completed a comprehensive site investigation, paying particular attention to those segments of the roadway network that could be most impacted by traffic generated by the proposed developments.

2. AREA CONDITIONS

2.1 Area Context

For the purposes of this study, the area of influence represents the area generally bounded by 50 Street to the west, 50 Avenue to the north, 43 Street to the east, and 43 Avenue to the south. **Exhibit 2-1** illustrates the location of the bus transfer station in the context of the neighbourhood.

2.2 Area Land Uses

The study area is primarily developed to accommodate residential land uses. In addition to residential land uses, the area does accommodate commercial land uses (along the 50 Street frontage) and institutional land uses (Evergreen Elementary School).

2.3 Area of Significant Traffic Influence

The majority of traffic associated with the area is assumed to enter and exit by way of 46 Avenue/46 Street. Therefore, for the purposes of this study, the area of significant traffic influence was determined to be the 46 Avenue/46 Street corridor and its connections with the adjacent arterial roadway network which includes the 46 Avenue/50 Street and 50 Avenue/46 Street intersections.

2.4 Transportation Characteristics

2.4.1 Existing Roadway Network

The existing roadway network in the vicinity of the study area includes the following:

46 Avenue/46 Street is a paved two-lane undivided roadway, as pictured in **Photo 2-1**, which extends east from 50 Street then bends to the north by way of two 45 degree turns before extending to 50 Avenue. The east-west portion of the corridor is named 46 Avenue while the north-south portion is named 46 Street. The speed limit on 46 Avenue/46 Street is not posted except in the vicinity of the school, where it is 30 km/h during school hours. Outside of school hours and for other segments of the road that are not in the school zone, the speed limit is assumed to be 50 km/h. Parking is generally permitted along the north/west side of the roadway. Illumination is provided along the roadway and sight lines are generally unobstructed in the vicinity of the school.

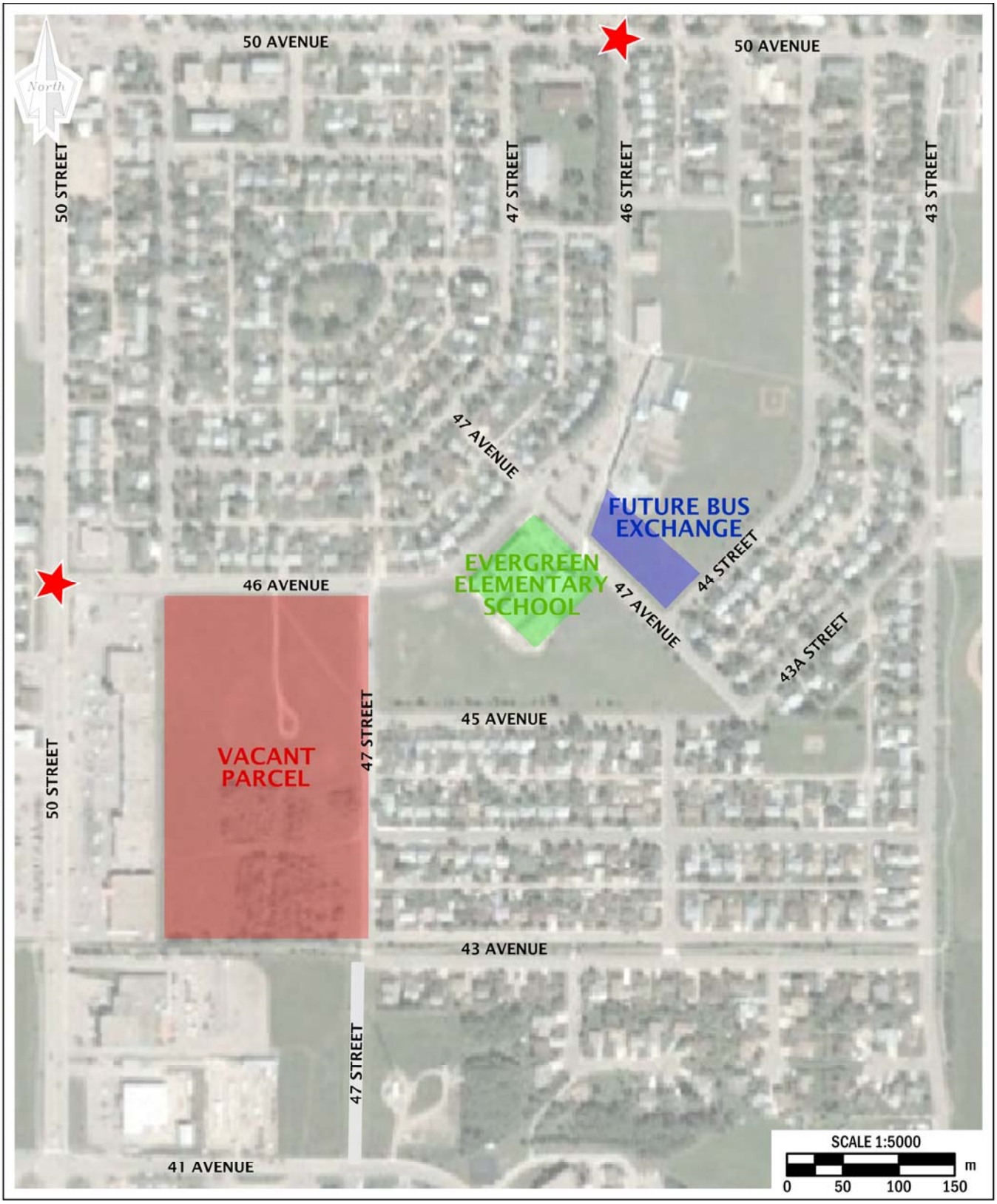


Exhibit 2-1

Area Context

Photo 2-1: 46 Avenue West of 47 Avenue, Looking West

50 *Street* is an undivided arterial roadway which generally runs north-south along the west edge of the study area. South of 46 Avenue, 50 Street operates as a four-lane road as illustrated in **Photo 2-2**. North of 46 Avenue, 50 Street transitions to operate as a two-lane road with on-street parking on the east side. The posted speed limit on 50 Street is 50 km/h. Illumination is provided along the roadway.

Photo 2-2: 50 Street North of 46 Avenue, Looking South

50 Avenue is a two-lane arterial road that serves as the main east-west road through the Town of Drayton Valley extending from Highway 22 to 35 Street (and beyond). In the vicinity of 46 Street, 50 Avenue also accommodates on-street parking on both sides of the road. The roadway is constructed to an urban cross-section standard and includes boulevard sidewalks on both sides of the road as pictured in **Photo 2-3**. The posted speed limit on 50 Avenue is 50 km/h, and the roadway is illuminated.

Photo 2-3: 50 Avenue East of 46 Street, Looking West

47 Avenue is a two lane collector roadway which runs northwest-southeast along the east boundary of the Evergreen Elementary School site. The roadway is constructed to an urban cross-section standard and accommodates two travel lanes as pictured in **Photo 2-4**. 47 Avenue currently accommodates a school bus loading zone located on the west curbside lane, south of the school. On-street parking is generally permitted on both sides of 47 Avenue except in the school bus loading/unloading zone. The speed limit on 47 Avenue is not posted except in the vicinity of the school, where it is 30 km/h during school hours. Outside of school hours and for other segments of the road that are not in the school zone, the speed limit is assumed to be 50 km/h. The roadway is illuminated.

Photo 2-4: 47 Avenue North of 46 Street, Looking South

The **46 Avenue/50 Street** intersection is a three-leg signalized intersection with the east leg as the minor leg. Crosswalks are located on the north and east legs of the intersection. The north and south

approaches on 50 Street are developed as two-lane approaches and include a southbound left-turn lane. The east approach is developed as a single-lane approach that accommodates left- and right-turns. The intersection is illuminated. Adjacent intersections include the 45 Avenue/50 Street intersection, which is located about 75 metres south of the 46 Avenue/50 Street intersection, and the 47 Avenue/50 Street intersection, which is located about 105 metres to the north. Both of these intersections are developed as a T-intersection with the west leg as the minor leg.

The **50 Avenue/46 Street intersection** is a four-legged intersection that is stop-controlled in the north-south direction. The intersection includes single-lane approaches on each leg; however, given that 50 Avenue is wide enough to accommodate four travel lanes, curb lanes are likely used to accommodate right-turning traffic and/or through traffic bypassing standing left-turning vehicles on the east and west intersection approaches. The intersection includes marked crosswalks (parallel lines) on the north, east and south legs of the intersection. The 50 Avenue crosswalk currently provides a crossing distance in the order of 21 metres while the 46 Street crosswalks provide crossing distances in the order of about 17 metres. It is of note that the Emmaus Lutheran Church access to 50 Avenue is located about 10 metres to the west of 46 Street (measured near edge of 46 Street to near edge of access).

Traffic Volumes

Bunt & Associates completed intersection turning movement surveys at the 46 Avenue/50 Street and 50 Avenue/46 Street intersections on Thursday, April 9, 2015. Traffic volumes at the intersection were measured during the AM (7:00-10:00 AM) and PM (3:00-6:00 PM) peak periods. The AM peak hour at the 46 Avenue/50 Street intersection occurred between 8:15 AM and 9:15 AM and the PM peak hour occurred between 3:15 PM and 4:15 PM. The AM peak hour at the 50 Avenue/46 Street intersection occurred between 7:45 AM and 8:45 AM and the PM peak hour occurred between 4:15 PM and 5:15 PM.

To be consistent, the assessment is based on the traffic volumes experienced during the peak hours associated with the 46 Avenue/50 Street intersection (8:15 – 9:15 AM and 3:15 – 4:15 PM). In addition to the identified peak hours coinciding with the peak hours of traffic generation associated with the school, these periods also represent the peak hours of cumulative traffic conditions associated with both intersections.

The peak hour intersection turning movement volumes are illustrated in **Exhibit 2-2**.

2.4.2 Future Roadway Network

The roadway network in the study area is generally built-out.

2.4.3 Background Traffic Volumes

Traffic volumes on the adjacent arterial roads (50 Street and 50 Avenue) are anticipated to increase at a rate of 2% per annum (linear growth) which represents growth associated with further development in the Town of Drayton Valley, particularly the development of the area structure plans located in the south and east portions of Drayton Valley.

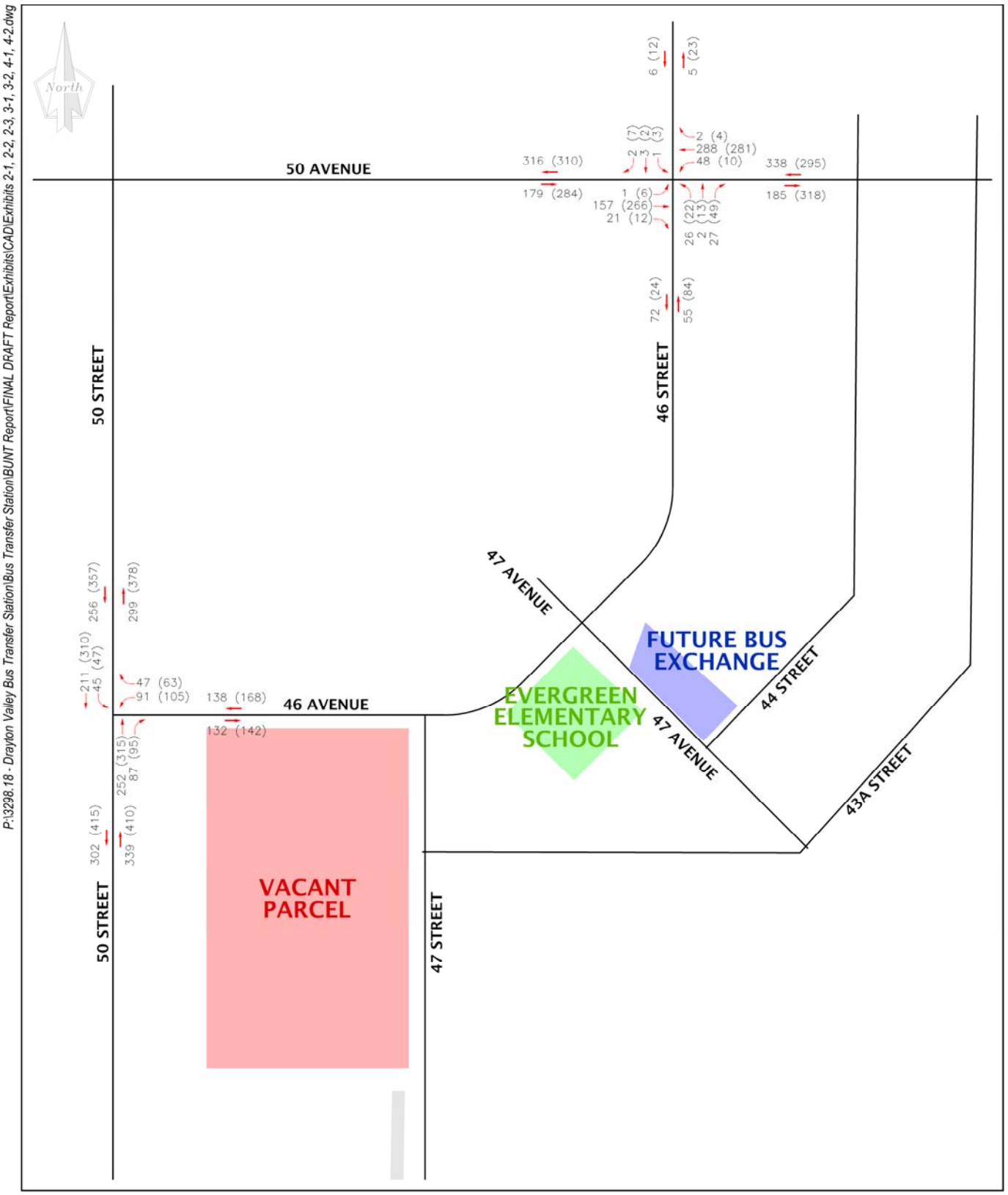


Exhibit 2-2

Existing (2015) Traffic Volumes AM and PM Peak Hours

For the purposes of this assessment, background traffic volumes for all movements at study area intersections were increased at a rate of 2% per annum (linear growth).

The bus transfer station is anticipated to be developed and operational by 2016 (discussed further in Section 3). For the purposes of this study, it is assumed the vacant parcel will be developed within a five-year horizon. Therefore, the study is based on a five-year development horizon. The 2020 background traffic volumes under the development horizon are illustrated in **Exhibit 2-3**.

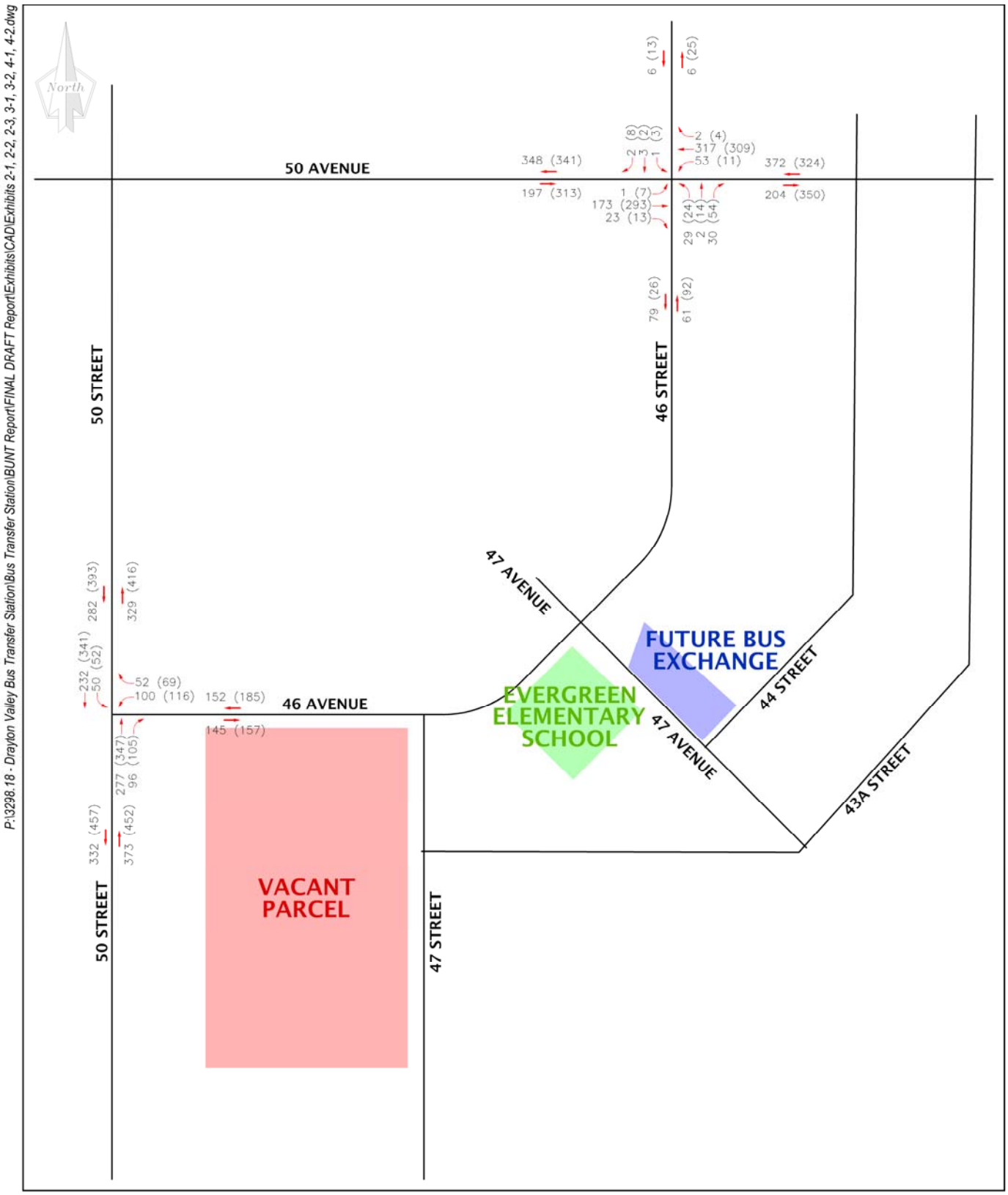


Exhibit 2-3

2020 Background Traffic Volumes AM ands PM Peak Hours

3. DEVELOPMENT CHARACTERISTICS

The study considers the transportation impacts associated with two developments: the bus transfer station and the development of the vacant parcel located south of 46 Avenue and west of 47 Street.

3.1 School Bus Transfer Station

3.1.1 Characteristics

The school bus transfer station is proposed to be located on the south portion of the block on the east side of 47 Avenue across from Evergreen Elementary School. The north portion of the block currently accommodates the staff parking area associated with the Evergreen Elementary School.

The primary purpose of the school bus transfer station is to accommodate student transfers between school routes and home routes in an effort to increase system capacity and decrease route travel times. With the exception of students associated with Evergreen Elementary School, all other students will be transferring buses at the station.

The bus exchange is planned to accommodate parking for 28 buses; however, it is of note that 24 buses are scheduled to use the transfer station. **Exhibit 3-1** illustrates the proposed site plan.

In the morning, all buses are anticipated to enter the site at about 8:15 AM with minimal dwell times. Buses are anticipated to depart shortly thereafter to complete their routes to the schools. During the afternoon pick-up period, buses are anticipated to enter the exchange at about 3:35 PM and exit within about 10 minutes.

3.1.2 Access

Access to the bus transfer station is planned to be accommodated by way of the existing access to the staff parking area from 46 Street). It is of note that the existing access to 47 Avenue is planned to operate as a one-way inbound access for vehicles associated with staff parking only and will not be available for bus traffic. In addition to the existing accesses, a new all-directional access is planned to be developed to 44 Street east of 47 Avenue.

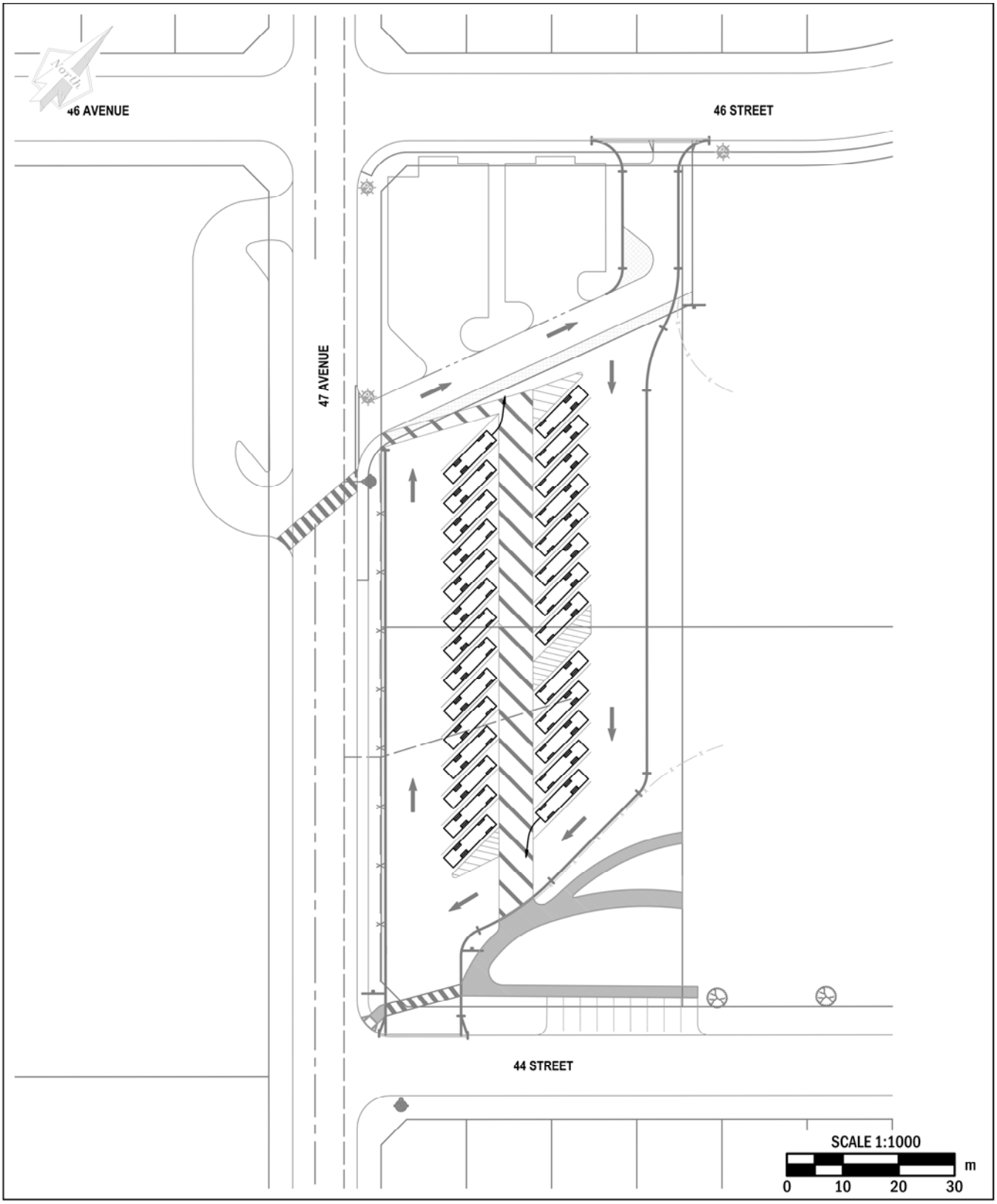
3.1.3 Horizon

The bus exchange is planned to be constructed and operational by 2016.

3.2 Vacant Parcel

3.2.1 Current Zoning

The vacant parcel is bounded by 46 Avenue to the north, 47 Street to the east, a future north-south alley to the west and a greenway with multi-use trail to the south. The lands are currently zoned R2—General Residential District, C1—Central Commercial District, UX—Urban Expansion District and R4—High-Density Residential District. The current zoning associated with the vacant parcel is illustrated in **Exhibit 3-2**.



Source: Select Engineering Consultants

Exhibit 3-1

Proposed Bus Transfer Facility Concept Plan

3.2.2 Land use schedule

It is important to note that there is no development concept currently available for the vacant parcel; therefore, this study considers the traffic impacts associated with the development of the site based on the land uses identified under the Zoning Bylaw and the densities generally allowed under the Land Use Bylaw. Given that a specific development is not yet planned for the parcel, the land use schedule is established based on the current zoning with the following assumptions:

- **R2—General Residential** – Assumed 25 dwelling units/hectare;
- **R4—High-Density Residential** – Assumed 90 dwelling units/hectare;
- **C1—Commercial** – Assumed a floor-area ratio (FAR) of 0.3; and,
- **UX—Urban Expansion Area** – Assumed the Urban Expansion Area may be developed to accommodate commercial land uses (FAR of 0.3).

The assumed land use schedule is summarized in **Table 3-1**.

Table 3-1: Assumed Land Use Schedule Associated with Vacant Parcel

Zoning	Area (hectares)	Development Assumption	Units or Floor Area
R2—General Residential	1.56	25 dwelling units/ hectare	39 dwelling units
R4—High-Density Residential	0.97	90 dwelling units/ hectare	87 dwelling units
C1—Commercial	1.67	0.3 FAR	5,005 m²
UX—Urban Expansion	1.10	0.3 FAR	3,300 m²

As summarized in Table 3-1, the vacant parcel is assumed to accommodate the development of 126 residential dwelling units (39 dwelling units plus 87 dwelling units) and 8,305 m^2 (5,005 m^2 + 3,300 m^2) of commercial space.

3.2.3 Access

A future north-south alley is anticipated to be developed along the west boundary of the parcel. The north-south alley is anticipated to align with 49 Street to the north, forming a four-legged intersection. Other access locations may be established with the development of the site; however, for the purposes of this assessment, it is assumed that all traffic will access the site by way of the north-south alley. This approach is anticipated to represent a worst-case scenario in terms of traffic impacts at the access intersection.

3.2.4 Horizon

For the purposes of this assessment, it has been assumed that the lands will be developed within a five-year horizon. Notwithstanding, there are currently no immediate plans to develop the lands.

Source: Select Engineering Consultants

Exhibit 3-2

Vacant Parcel Zoning Plan

4. SITE TRAFFIC CHARACTERISTICS

4.1 Trip Generation

4.1.1 Bus Exchange

As mentioned previously, the bus exchange facility is anticipated to accommodate 24 bus routes, all buses are anticipated to enter the facility between 8:00 AM and 8:15 AM during the morning and exit by 8:30 AM. During the afternoon pick-up period, the buses are anticipated to enter the facility at about 3:20 PM and exit by 3:45 PM.

The accommodation of 24 buses is anticipated to result in 24 inbound trips and 24 outbound trips during each the AM and PM peak hour. The majority of the buses are anticipated to enter and exit the facility from the west through the 46 Avenue/50 Street intersection.

4.1.2 Vacant Land Parcel

Trip generation rates for each land use were established based on a review of *ITE (Institute of Transportation Engineers) Trip Generation Handbook*, *9th Edition* and *Trip & Parking Generation Rates for Land Uses in Small Towns in Alberta – Final Report (December 2005)* prepared by Bunt & Associates. It is of note that most of the trip generation rates are given in imperial units; therefore, the areas associated with the commercial land uses have been converted from m^2 to SF.

General Residential

ITE Land Use Code 210 – Single-Family Detached Housing from *ITE Trip Generation Manual, 9th Edition* is assumed to reflect the land use characteristics proposed for the area zoned R2—General Residential District. A trip generation rate of 0.75 trips/dwelling unit was assumed during the AM peak hour and a rate of 1.00 trips/dwelling unit was assumed during the PM peak hour.

High-Density Residential

ITE Land Use Code 220 – Apartment from *ITE Trip Generation Manual, 9th Edition* is assumed to reflect the land use characteristics proposed for the area zoned R4—High-Density Residential District. A trip generation rate of 0.51 trips/dwelling unit was assumed during the AM peak hour and a rate of 0.62 trips/dwelling unit was assumed during the PM peak hour.

Commercial (Includes Urban Expansion Area)

The commercial land uses planned for the site are assumed to be developed similar to a strip mall that accommodates multiple retailers whose services and products may vary greatly. These types of commercial developments often include one or two anchor tenants such as a grocery store or large format pharmacy store.

The trip generation characteristics associated with a specific commercial development are influenced by numerous factors including but not limited to:

- Type of development proposed (developments within each land use category, especially the commercial land use category, can vary significantly);
- Location within a region and city or town relative to other land uses;
- Whether development is urban or rural;
- Size of the area, in terms of area and/or population, served by the development; and,
- Site accessibility by private auto and other modes of transportation.

Given the influence these factors may have on trip generation characteristics, especially for those associated with commercial developments, the trip generation rates published in the *ITE Trip Generation Manual* should be used with discretion and local trip generation rates should be used whenever possible.

In terms of developments in rural municipalities, it is generally acknowledged that the trip generation rates published in *ITE Trip Generation Manual* may either over- or underestimate trip generating characteristics and may not be representative of local conditions. To further evaluate and identify discrepancies between trip generation rates published by ITE and conditions associated with smaller, rural municipalities, Bunt & Associates (Calgary) on behalf of Center for Transportation Engineering and Planning (C-TEP) completed a study summarizing the parking and trip generation rates associated with numerous land uses in several rural municipalities located in Alberta. The report entitled *Trip & Parking Generation Rates for Land Use in Rural Alberta – Final Report* was finalized in December 2005.

The study reviewed several commercial land uses in terms of parking and trip generating characteristics including those associated with a strip mall. The report acknowledges that a strip mall is not a specific land use category; however, for the purposes of the study, the strip mall would likely accommodate a variety of land uses, operating as a neighbourhood commercial centre.

The Bunt study identifies a trip generation rate of 2.83 trips/1,000 SF Gross Floor Area (GFA) and 4.03 trips/1,000 SF GFA during the AM and PM peak hours respectively.

4.1.3 Summary

Table 4-1 summarizes the AM and PM peak hour rates used in the assessment while **Table 4-2** summarizes the AM and PM peak hour trip generating characteristics by land use for both developments considered in the study.

Table 4-1: Trip Generation Rate Summary

Land Use	Source	AM Peak Hour	PM Peak Hour
Bus Exchange	First Principles	2.0 trips per bus (48 two-way trips)	2.0 trips per bus (48 two-way trips)
General Residential	ITE 210	0.75 trips/dwelling unit	1.00 trips/dwelling unit
High-Density Residential	ITE 220	0.51 trips/dwelling unit	0.62 trips/dwelling unit
Commercial	BUNT Study	2.83 trips/1,000 SF	4.03 trips/1,000 SF

Table 4-2: Trip Generation by Land Use – AM and PM Peak Hour

Land Use	Variable	AM Peak Hour				PM Peak Hour			
		Rate	In	Out	Total	Rate	In	Out	Total
Bus Exchange	24 buses	2.0	24	24	48	2.0	24	24	48
General Residential	39 dwelling units	0.75	7	22	29	1.00	25	14	39
High-Density Residential	87 dwelling units	0.51	9	35	44	0.62	35	19	54
Commercial	89,395 SF GFA	2.83	157	96	253	4.03	173	187	360
TOTAL	-	-	**197**	**177**	**374**	-	**257**	**244**	**501**

As summarized in Table 4-2, the operation of the proposed bus transfer station and the development of the vacant parcel is anticipated to generate 374 two-way trips during a typical AM peak hour and 501 two-way trips during a typical PM peak hour.

4.2 Trip Distribution and Assignment

Trip distribution assumed for the traffic associated with the bus transfer station is based on the route information provided by the Client Group. Trip distribution assumed for the residential traffic associated with the development of the vacant parcel is generally based on existing traffic patterns at area intersections. Trip distribution assumed for commercial traffic represents a combination of existing traffic patterns and the location of residential neighbourhoods which the commercial developments would likely draw from.

Table 4-3 summarizes the assumed trip distribution for the trips associated with the proposed bus transfer facility and the residential and commercial uses planned for the vacant parcel. Note that the distribution assumed for the AM and PM peak hours is the same.

Table 4-3: Assumed AM and PM Peak Hours Distribution

Intersection	Direction	School Bus	Residential	Commercial
46 Avenue/ 50 Street	North – 50 Street	33%	60%	25%
	South – 50 Street	32%	25%	25%
50 Avenue/ 46 Street	East 50 Avenue –	25%	10%	15%
	West 50 Avenue –	5%	-	-
	North 46 Street –	5%	-	5%
41 Avenue/ 47 Street	East 41 Avenue -	-	5%	-
	South 47 Street –	-	-	-
-	Within Neighbourhood	-	-	30%
	TOTAL	**100%**	**100%**	**100%**

It is of note that 30% of the trips associated with the commercial land uses associated with the vacant parcel are assumed to be generated from within the neighbourhood as summarized in Table 4-3.

4.3 Pass-by and Primary Trips

ITE Trip Generation Handbook (June 2004) describes pass-by trips as intermediate stops on the way from an origin to a primary trip destination without a route diversion. Several factors contribute to the magnitude of pass-by trips generated by a particular development. These factors may include the frequency and location of site accesses, traffic volumes along the adjacent roadways and the function of adjacent roadways. Pass-by trips are typically only associated with commercial land uses.

For commercial sites, the rate of pass-by traffic is typically calculated as an aggregate rate of published pass-by rates for each specific commercial development. However, given the high level of planning associated with the vacant parcel in that specific commercial developments are not yet identified, the pass-

by rates assumed are based on the magnitude of traffic on the adjacent street. For the purposes of this assessment, 20% of the commercial trips during the AM and PM peak hours are assumed to represent pass-by trips.

Table 4-4 summarizes the magnitude of pass-by trips and primary trips anticipated to be generated by the development of the vacant parcel. Note that each vehicle entering the site as a pass-by trip is assumed to also leave the site within the peak hour; therefore, the amount of in and out trips are equal. For calculation purposes, the magnitude of pass-by trips is determined by multiplying the pass-by rate with the in or out trips, whichever is the fewest. Primary trips represent new trips added to the roadway network as a result of the development (total trips minus pass-by trips).

Table 4-4: Pass-by Trips Associated with Commercial Development

Land Use	AM Peak Hour			PM Peak Hour		
	In	Out	Total	In	Out	Total
Total Trips						
Bus Exchange	24	24	48	24	24	48
General Residential	7	22	29	25	14	39
High-Density Residential	9	35	44	35	19	54
Commercial Trips	157	96	253	173	187	360
SUB-TOTAL	*197*	*177*	*374*	*257*	*244*	*501*
Passby Trips						
Commercial Pass-by Trips	19	19	38	35	35	70
SUB-TOTAL	*19*	*19*	*38*	*35*	*35*	*70*
TOTAL PRIMARY TRIPS	**178**	**158**	**336**	**222**	**209**	**431**

As summarized in Table 4-4, operation of the bus transfer station and development of the vacant parcel is anticipated to generate 336 two-way trips during the AM peak hour and 431 two-way trips during the PM peak hour that are new to the roadway network. Pass-by trips were distributed based on the existing distribution of traffic on the arterial road network.

4.3.1 Total Traffic

The increases in AM and PM peak hour traffic volumes at study intersections as a result of the operation of the bus transfer station and the development of the vacant parcel are illustrated in **Exhibit 4-1**. Site-generated traffic was superimposed on 2020 background traffic volumes to represent total traffic conditions. **Exhibit 4-2** illustrates total traffic conditions during the AM and PM peak hour under the 2020 horizon.

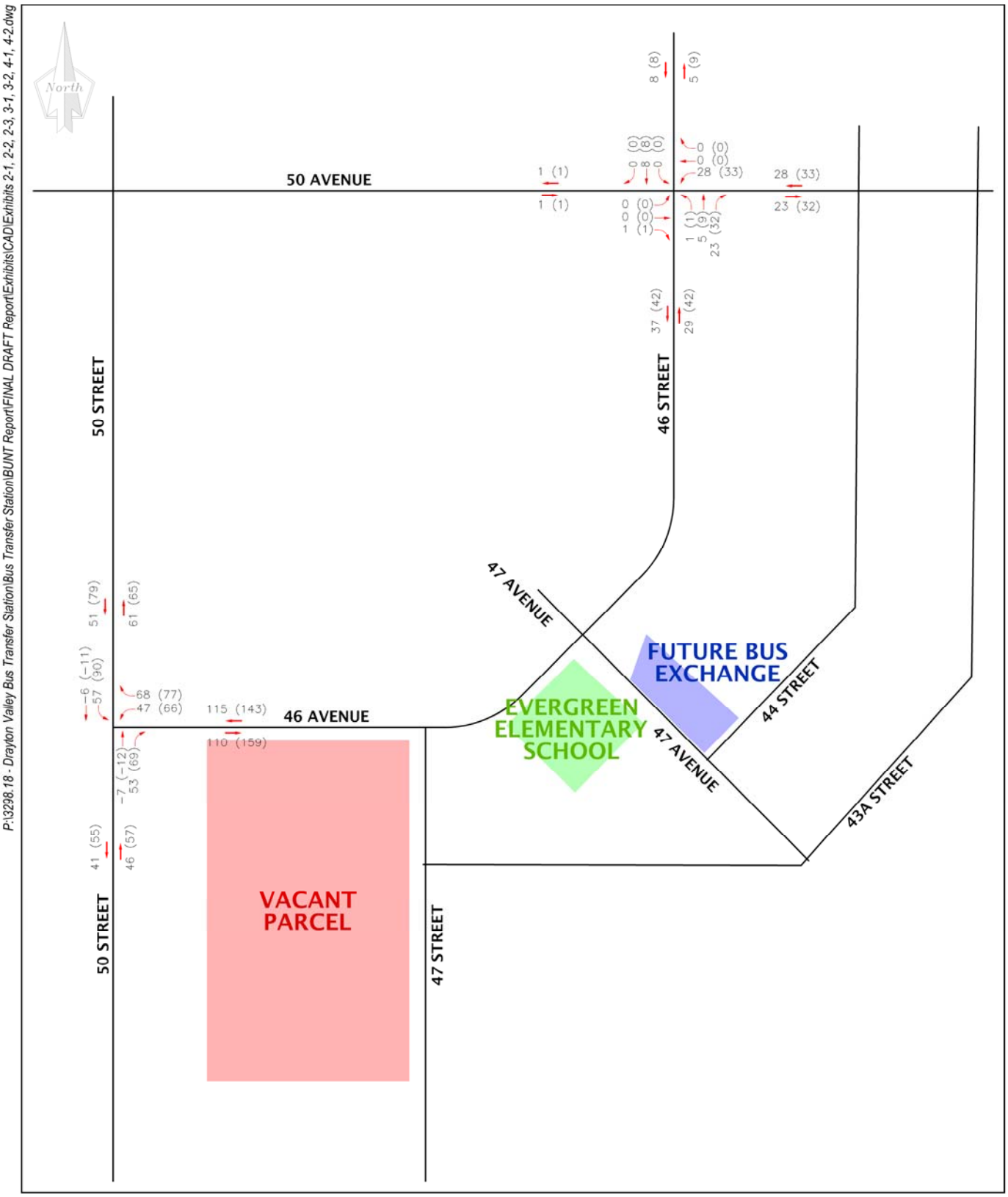


Exhibit 4-1

Site-Generated Traffic Volumes AM and PM Peak Hours

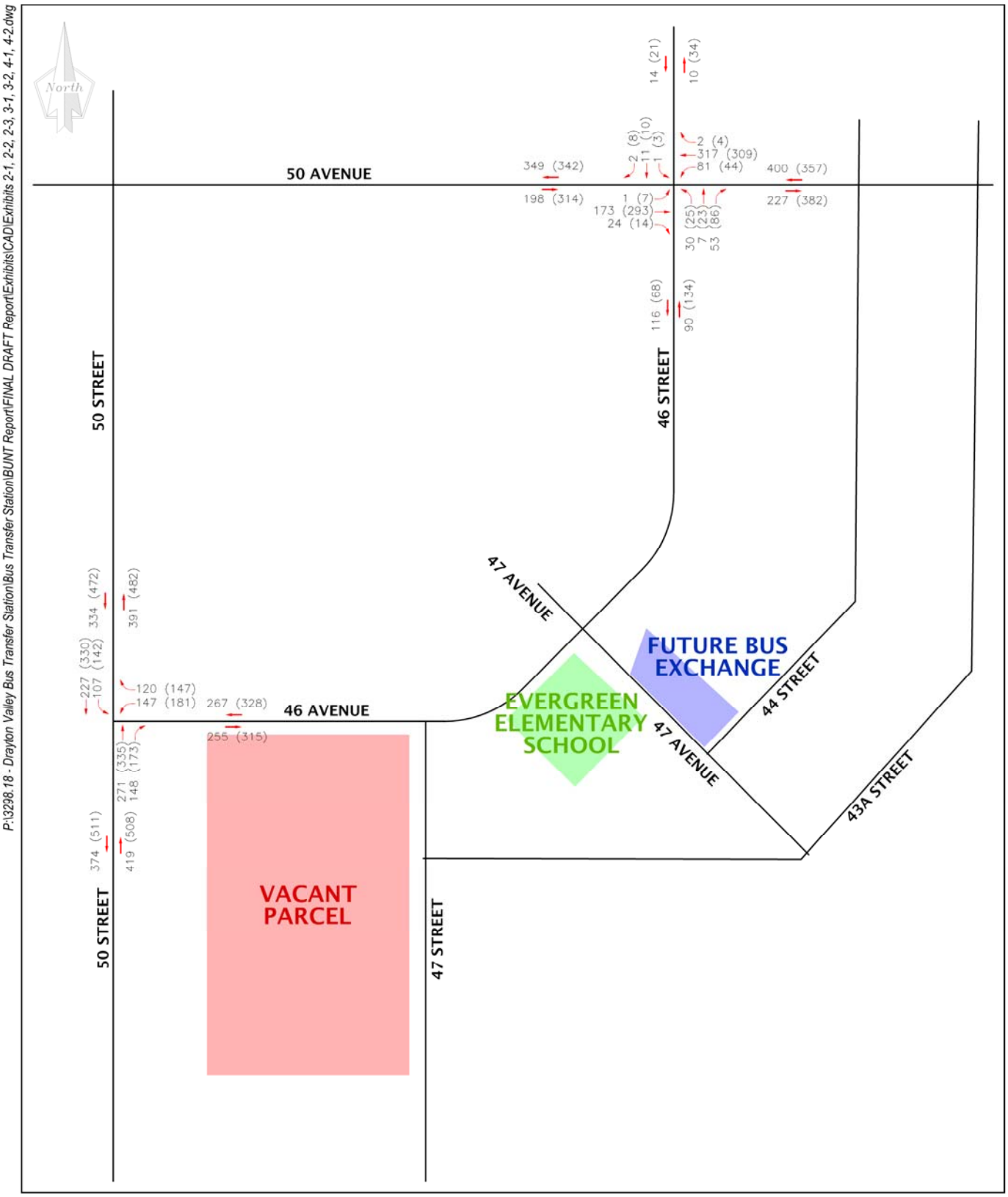


Exhibit 4-2

2020 Total Traffic Volumes AM and PM Peak Hours

5. TRAFFIC ANALYSIS

5.1 Evaluation Methodology

A Capacity Analysis was completed to evaluate the traffic operating conditions during the peak periods of traffic activity, capacity assessments were completed based on the methods outlined in the *Highway Capacity Manual 2000*, using Synchro 8.0 analysis software. The capacity analysis focused on the 46 Avenue/50 Street and 50 Avenue/46 Street intersections.

5.2 Intersection Capacity Analysis

The intersection operations are typically rated by two measures: volume-to-capacity (v/c) ratio and Level of Service (LOS). The v/c ratio describes the extent to which the traffic volumes can be accommodated by the physical capacity of the road configuration and traffic control. A value (measured during the peak hour) less than 0.90 indicates that generally there is sufficient capacity and the projected traffic volumes can be accommodated at the intersection. A value between 0.90 and 1.0 suggests unstable operations may occur and volumes are nearing capacity conditions. A calculated value over 1.0 indicates that traffic volumes are theoretically exceeding capacity.

The second measure of performance, LOS, is based on the estimated average delay per vehicle among all traffic passing through the intersection. A low average delay merits a LOS A rating. Average delays greater than 80 seconds per vehicle at a signalized intersection generally produce a LOS F rating, while at unsignalized intersections a LOS F is reached when vehicles experience an average delay greater than 50 seconds. **Table 5-1** summarizes the levels of service and their respective delay ranges.

Table 5-1: Level of Service Delay Ranges

LOS	Control Delay per Vehicle (seconds)	
	Signalized Intersection	Stop-Control Intersection
A	≤10	≤10
B	>10 and ≤20	>10 and ≤15
C	>20 and ≤35	>15 and ≤25
D	>35 and ≤55	>25 and ≤35
E	>55 and ≤80	>35 and ≤50
F	>80	>50

The anticipated 95th percentile queue length has also been included in the following assessment summaries.

Generally, inputs represent those have been established based on existing conditions. Other inputs, such as % heavy vehicles and peak hour factors,

Many of the assumptions included in this analysis (% heavy vehicle, peak hour factors, pedestrian crossings) are representative of existing conditions with the exception of the % heavy vehicle and peak hour factors for movements associated with bus traffic which have been adjusted to reflect increased heavy vehicle traffic and a 30-minute enter/exit period.

For the purposes of this study, only the existing and 2020 total traffic conditions were analyzed. **Appendix A** contains the Synchro reports for each intersection included in the analysis.

5.2.1 46 Avenue/50 Street

The 46 Avenue/50 Street intersection is a three-legged signalized intersection with 50 Street representing the major legs and 46 Avenue representing the minor leg. The intersection includes the following geometry:

- **East Approach** – one shared left/right lane;
- **South Approach** – one through lane, one right-turn lane; and,
- **North Approach** – one left-turn bay, one through lane.

Tables 5-2 and **5-3** summarize the existing and projected intersection operations associated with the 46 Avenue/50 Street intersection during the AM and PM peak hours respectively. Note that the existing conditions analysis assumes the existing intersection signal timing (as estimated based on site observations). The intersection signal timing for future conditions has been adjusted to optimize traffic operations.

As summarized in Tables 5-2 and 5-3, all movements at the 46 Avenue/50 Street intersection are anticipated to operate at LOS D or better during the AM and PM peak hours under 2020 total traffic conditions.

Table 5-2: 46 Avenue/50 Street – AM Peak Hour

	Westbound		Northbound		Southbound	
Movement	**L**	**R**	**T**	**R**	**L**	**T**
Geometry	**LR**		**T/R**		**L/T**	
2015 Existing Traffic Conditions Signalized (90-second cycle, SB Left-Turn Phase)						
Volume (vph)	91	47	252	87	45	211
v/c	0.40		0.32	0.12	0.07	0.10
LOS	C		C	A	A	A
95th Queue (m)	38		46	8	6	11
2020 Total Traffic Conditions Signalized (90-second cycle)						
Volume (vph)	147	120	271	148	107	227
v/c	0.78		0.46	0.27	0.42	0.20
LOS	D		D	A	B	B
95th Queue (m)	56		44	0	17	16

Table 5-3: 46 Avenue/50 Street – PM Peak Hour

	Westbound		Northbound		Southbound	
Movement	**L**	**R**	**T**	**R**	**L**	**T**
Geometry	**LR**		**T/R**		**L/T**	
2015 Existing Traffic Conditions Signalized (90-second cycle, SB Left-Turn Phase)						
Volume (vph)	105	63	315	95	47	310
v/c	0.47		0.37	0.13	0.07	0.15
LOS	C		C	A	A	A
95th Queue (m)	44		57	8	6	16
2020 Total Traffic Conditions Signalized (90-second cycle)						
Volume (vph)	181	147	335	173	142	330
v/c	0.81		0.36	0.22	0.32	0.19
LOS	D		C	A	B	A
95th Queue (m)	#95		46	7	24	20

5.2.2 50 Avenue/46 Street

The 50 Avenue/46 Street intersection is a four-legged intersection that is stop-controlled on the north and south approaches and includes the following geometry:

- **West Approach** – one shared left/through/right lane;
- **East Approach** – one shared left/through/right lane;
- **South Approach** – one shared left/through/right lane; and,
- **North Approach** – one shared left/through/right lane.

Tables 5-4 and **5-5** summarize the existing and projected intersection operations associated with the 46 Avenue/50 Street intersection during the AM and PM peak hours respectively.

Table 5-4: 50 Avenue/46 Street – AM Peak Hour

	Eastbound			Westbound			Northbound			Southbound		
Movement	**L**	**T**	**R**	**L**	**T**	**R**	**L**	**T**	**R**	**L**	**T**	**R**
Geometry	**LTR**			**LTR**			**LTR**			**LTR**		
2015 Existing Traffic Conditions Stop-Controlled (North-South)												
Volume (vph)	1	157	21	48	288	2	26	2	27	1	3	2
v/c	0.00			0.06			0.24			0.03		
LOS	A			A			C			C		
95th Queue (m)	0			2			7			1		
2020 Total Traffic Conditions Stop-Controlled (North-South)												
Volume (vph)	1	173	24	81	317	2	30	7	53	1	11	2
v/c	0.00			0.11			0.53			0.13		
LOS	A			A			D			D		
95th Queue (m)	0			3			23			4		

Table 5-5: 50 Avenue/46 Street – PM Peak Hour

	Eastbound			Westbound			Northbound			Southbound		
Movement	**L**	**T**	**R**	**L**	**T**	**R**	**L**	**T**	**R**	**L**	**T**	**R**
Geometry	**LTR**			**LTR**			**LTR**			**LTR**		
2015 Existing Traffic Conditions Stop-Controlled (North-South)												
Volume (vph)	6	266	12	10	281	4	22	13	49	3	2	7
v/c	0.01			0.01			0.23			0.04		
LOS	A			A			C			B		
95th Queue (m)	0			0			7			1		
2020 Total Traffic Conditions Stop-Controlled (North-South)												
Volume (vph)	7	293	14	44	309	4	25	23	86	3	10	8
v/c	0.01			0.05			0.52			0.12		
LOS	A			A			D			C		
95th Queue (m)	0			1			23			3		

As summarized in Tables 5-4 and 5-5, all movements at the 50 Avenue/46 Street intersection are anticipated to operate at LOS D or better during the AM and PM peak hours under 2020 total traffic conditions.

6. SCHOOL TRANSPORTATION OPERATIONS REVIEW

A comprehensive site investigation was completed to identify the existing transportation operations and characteristics associated with the Evergreen Elementary School. The purpose of the transportation operations review is to identify the potential impacts that traffic associated with the bus transfer facility may have on drop-off and pick-up operations and to identify potential mitigation measures.

6.1 School Characteristics

Evergreen Elementary School is located in the southwest quadrant of the 47 Avenue/46 Street intersection. Kindergarten through grade six is taught at the elementary school and student enrolment for the 2014/15 academic year was in the order of about 400 students. The school currently offers bus service through the Wild Rose School Division (WRSD).

6.2 Existing Transportation Operations

As part of the study, a site visit was completed to audit the existing transportation operations associated with the elementary school. The audit was completed from 7:00 AM to 9:00 AM and from 2:30 PM to 4:00 PM on April 9, 2015. Students and staff arrive and leave the school site via a range of transportation modes including walking, cycling, automobile (which includes drop-off/pick-up activity) and bus. The peak period of drop-off activity during the morning typically starts at about 7:45 AM and ends at about 8:45 AM (the warning bell rings at 8:30 AM and the final bell rings at 8:45 AM). The peak period of activity associated with pick-up activity typically occurs between 2:45 PM and 3:30 PM (the afternoon bell rings at 3:12 PM).

Exhibit 6-1 highlights the existing transportation operations associated with the elementary school. Note the following:

- **School Bus Loading Zone** – The existing school bus loading zone is located on-street on the west side of 47 Avenue south and east of the school site. It is estimated that the bus loading zone can accommodate six buses.
- **Drop-Off/Pick-Up Activity** – The majority of the drop-off/pick-up activity occurred on the north side of the 46 Avenue/46 Street corridor immediately west and east of 47 Avenue and on 47 Avenue between 46 Street and 47 Street. Some drop-off/pick-up activity also occurs in the main staff parking area and the on-site drop-off/pick-up loop.
- **On-Site Drop-Off/Pick-Up Loop** – An on-site drop-off/pick-up loop is provided along the school site's frontage along 47 Avenue. In addition to accommodating drop-off/pick-up operations, the loop also accommodates ten parking spaces (of which seven spaces are reserved for staff and three spaces are designated as visitor spaces). The traffic loop operates one-way southbound.
- **Staff Parking Area** – While the drop-off/pick-up loop accommodates some staff parking, the main staff parking area is located across from the school site on the north side of 47 Avenue. The staff parking area accommodates about 40 spaces and includes two accesses (one access is located on 47 Avenue while the other is located on 46 Street).

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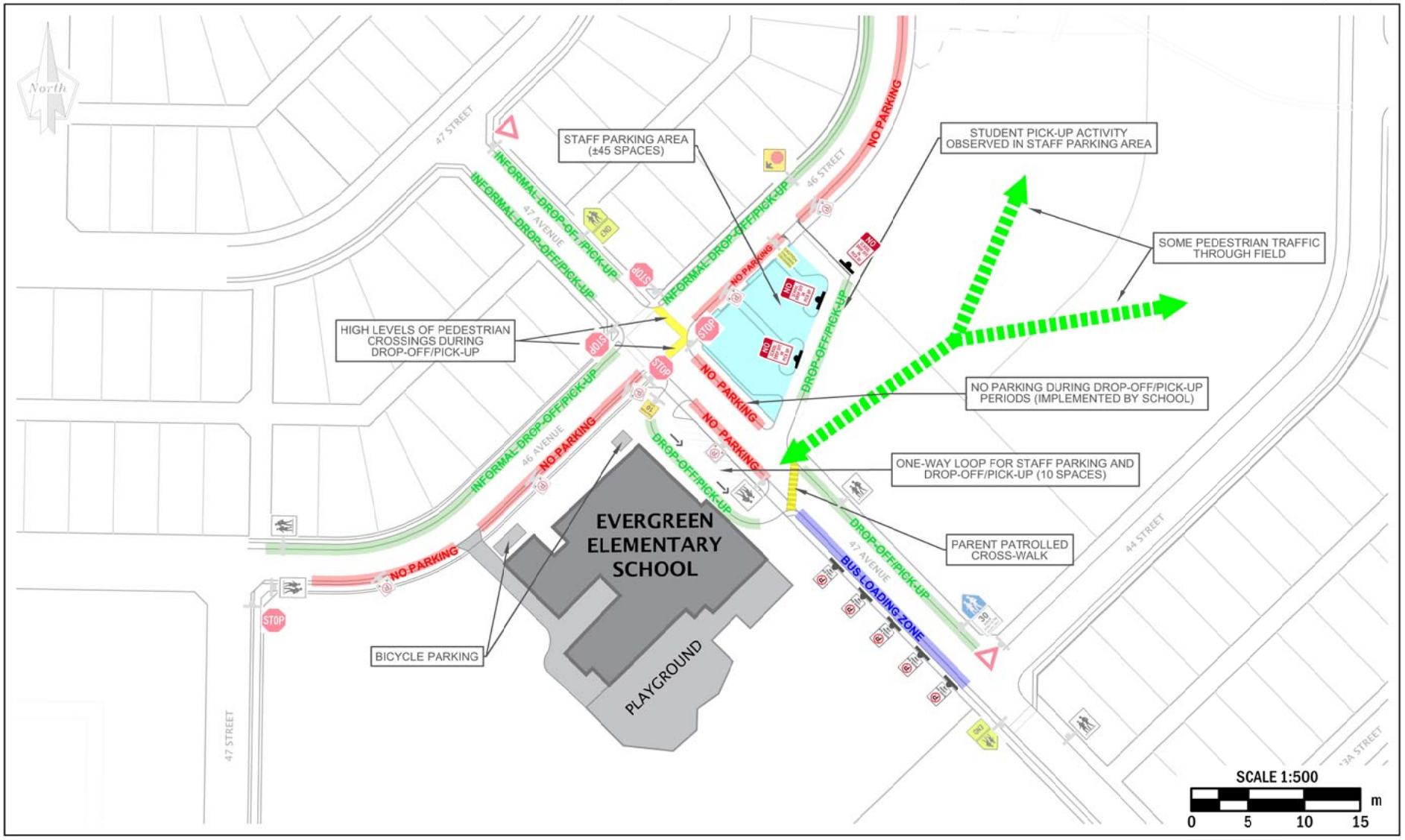

Exhibit 6-1

Evergreen Elementary School
Future Transportation Operations and Mitigation Measures

bunt & associates

- **Intersection Traffic Control** – It was observed that a significant share of the traffic associated with the school passes through the 47 Avenue/46 Street intersection. The intersection is all-way stop-controlled. Based on observations, the intersection provides a balanced level of accommodation to both vehicular and pedestrian traffic and currently operates with minimal delays and queues of less than three vehicles.
- **Crosswalks** – There are marked crosswalks on each leg of the 47 Avenue/46 Street intersection (the crosswalks on the northeast and southeast legs were observed to be the most used). There is also a marked crosswalk (zebra stripes) across 47 Avenue between the staff parking area and the drop-off/pick-up loop; during drop-off/pick-up activity, this crosswalk is parent-patrolled.

6.3 Bus Transfer Station Operations

As mentioned previously, the bus transfer station is anticipated to accommodate 24 buses during each the drop-off and pick-up periods. It is anticipated that each bus will be assigned a space and buses will exit the station sequentially. The majority of the buses are anticipated to enter/exit the school area through the 46 Avenue/50 Street intersection. Potential routing considerations are discussed further in Section 6.5.

As a result of the operation of the bus transfer station, transportation operations associated with the school are anticipated to change. The most significant changes include:

- Eliminating the existing on-street bus loading zone on 47 Avenue;
- Increased levels of pedestrian activity at the midblock crosswalk on 47 Avenue; and,
- Parent drop-off/pick-up activity in the main staff parking area is anticipated to be banned to better accommodate bus traffic.

6.4 Potential Mitigation Measures

Table 6-1 summarizes the potential changes in transportation operations associated with the Evergreen Elementary School that may result from the operation of the bus transfer station. **Exhibit 6-2** illustrates the potential mitigation measures.

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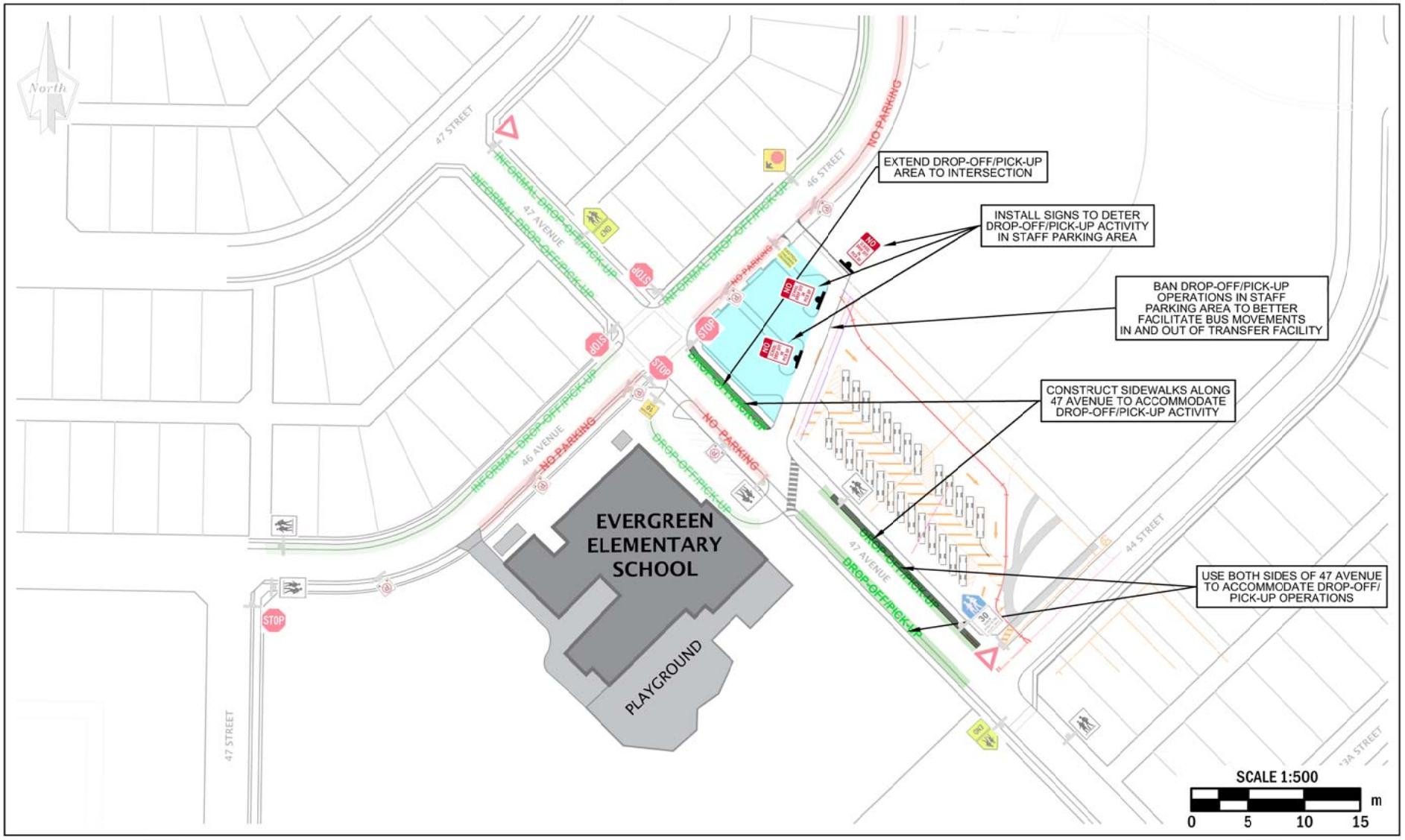


Exhibit 6-2

Evergreen Elementary School
Existing Transportation Operations

bunt &associates

Table 6-1: Future Transportation Operations Changes and Potential Mitigation Measures

Transportation Operation Change	Potential Mitigation Measure
Relocation of bus loading activity from 47 Avenue (on-street) to bus transfer station.	• Review potential access options for each route to ensure that bus traffic is evenly distributed between all available accesses to minimize congestion at key intersections.
Increased level of pedestrian activity at midblock crossing on 47 Avenue.	• Maintain parent crossing control. • Widen crosswalk to improve pedestrian accommodation and increase crosswalk visibility.
Parent drop-off/pick-up activity in main staff parking area.	• Install signs indicating that drop-off/pick-up activity in the parking area is prohibited. • Establish new drop-off/pick-up area along both sides of 47 Avenue. Sidewalks should be constructed on the north side of 47 Avenue to better accommodate drop-off/pick-up operations and consideration could be given to constructing bulbouts on both ends of the lane to better define drop-off/pick-up area and calm traffic on 47 Avenue.
Off-Site Pedestrian Accommodation.	• Establish a pedestrian crossing area across 47 Avenue from the main staff parking area and transfer station that is direct and logical to deter non-compliance. • Without an established pedestrian corridor, there may be a level of non-compliance which could pose significant safety issues. A patrol team should be established to assist with transfer station operations to ensure pedestrians are crossing and staging in the designated areas.

Table 6-1 (continued): Future Transportation Operations Changes and Potential Mitigation Measures

Transportation Operation Change	Potential Mitigation Measure
47 Avenue/46 Street Intersection – Traffic control and intersection operations.	• The existing intersection configuration, including lane configuration, traffic control, and crosswalks, is anticipated to continue to effectively accommodate vehicular and pedestrian traffic; however, consideration should be given to limiting any increases in traffic at the intersection on account of the bus transfer station to avoid complicating operations (this can be accomplished through route selection).
Posted 30 km/h school zone speed limit.	• Anecdotally, it was reported that there is a high level on non-compliance associated with the posted speed limit in school zones. • Consideration could be given to implementing traffic calming features along the 46 Avenue/46 Street corridor such as formalizing the on-street drop-off/pick-up areas along 46 Street and 46 Avenue by way of design features such as bulbouts to define parking areas or constructing the 47 Avenue/46 Street intersection as a raised intersection.

6.5 Potential Bus Route Options

Buses should be routed to mitigate any potential impact the bus transfer station may have on drop-off/pick-up operations associated with Evergreen Elementary School. Specifically, consideration should be given to identifying bus routes that do not pass through the 47 Avenue/46 Street intersection given that it is well utilized by pedestrian and vehicular traffic associated with the school.

In addition to the neighbourhood roadway network offering several connections to the adjacent arterial roads, it is also well-gridded in the vicinity of the school which could allow for numerous route possibilities without significantly compromising travel times or convenience. For example, the 50 Street corridor can be accessed by 46 Avenue, and 41 Avenue via 45 Avenue while the 50 Avenue corridor can be accessed by 46 Street (via the staff parking access), 44 Street, or 43 Street (via 47 Avenue). Note that the 46 Avenue/50 Street and 50 Avenue/43 Street intersections are signalized.

The identification of multiple route options in the vicinity of the school should allow for bus traffic to be more evenly distributed amongst key intersections rather than all bus traffic passing through a single intersection which could result in unnecessary delays and queueing.

Exhibit 6-3 illustrates potential routing options for buses entering and exiting the transfer station.

6.6 School Bus Transfer Station Design Considerations

Several features should be considered in the design of a safe and efficient school bus transfer station including:

- **Crosswalks** – Designated crossing areas across 47 Avenue and into the bus transfer station should be wide enough to adequately accommodate a high volume of crossings such that pedestrians are able to walk within the crosswalk boundaries without spilling outside of the crosswalk markings. Wider crosswalks are also anticipated to be more visible to drivers. Consideration could also be given to striping the crosswalks as "ladder" crosswalks (as the crosswalk on 47 Avenue currently is) to increase visibility.
- **Teacher Patrol** – Currently, the 47 Avenue crosswalk is teacher-patrolled during the drop-off/pick-up periods to assist with student crossings and improve visibility. A patrol team should be established to assist with operations of the bus transfer facility such as facilitating student transfers, directing students to designated crossing areas, ensuring students wait for buses within the staging area, and directing bus traffic.
- **Bus Maneuvers** – Consideration should be given to designing the bus spaces such that reverse maneuvers are not required.
- **Student Staging Area** – The student staging area should be wide enough to adequately accommodate the students without excessive crowding. Consideration should be given to constructing the student staging area as a raised pad to better define the staging area and to provide some protection. If constructing a raised pad to accommodate student staging is not feasible, wheel stops should be installed at the head of each bus space. Consideration could also be given to improving the pedestrian experience by installing a shelter and/or street furniture such as benches to better accommodate students.

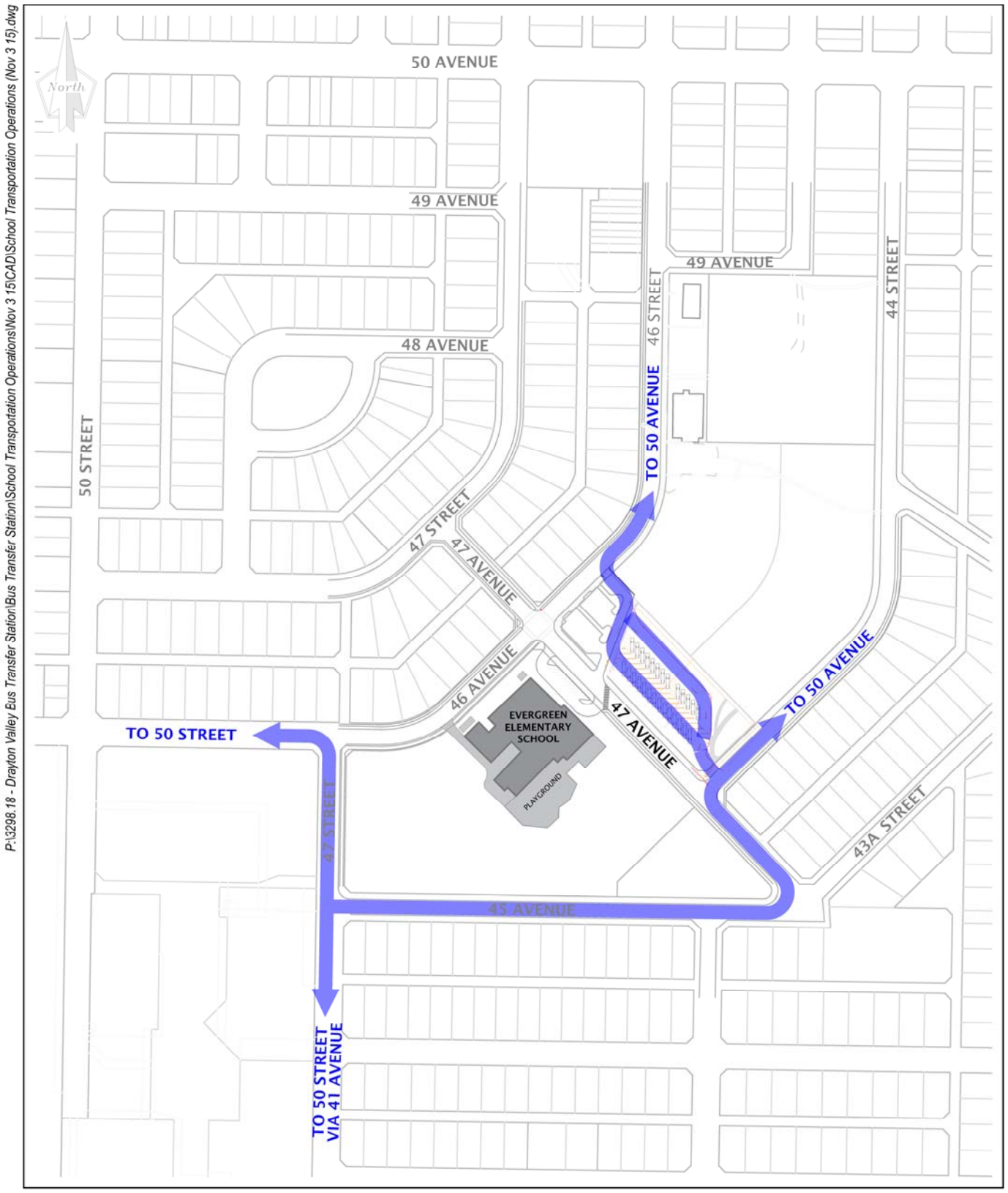


Exhibit 6-3

Potential Routing Options

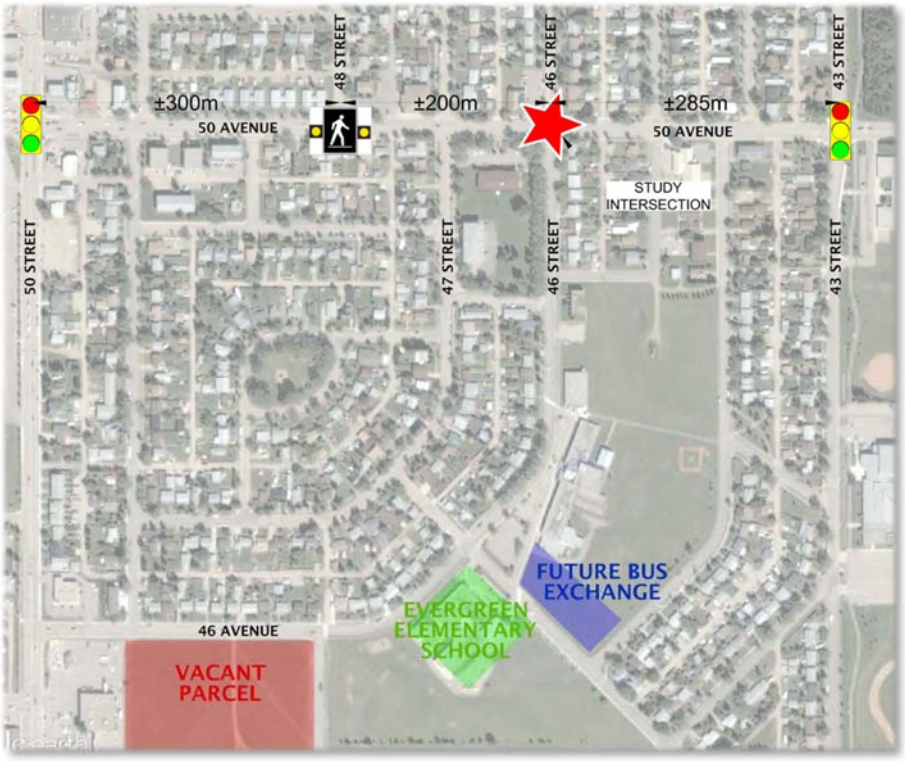
7. 50 AVENUE/46 STREET INTERSECTION REVIEW

The Town of Drayton Valley has also identified pedestrian safety concerns at the 50 Avenue/46 Street intersection. A technical memorandum summarizing a review of the existing and required traffic and pedestrian control required at the intersection was completed by Bunt & Associates in July 2015. The following section is a brief summary of the findings and recommendations shared in the technical memorandum titled *50 Avenue/46 Street Intersection Treatment (July 8, 2015)*. The technical memorandum is included as **Appendix B**.

7.1 Existing Intersection Characteristics

The 50 Avenue/46 Street intersection is located approximately 500 metres east of the 50 Avenue/50 Street intersection as illustrated in **Figure 7-1**.

Figure 1: 50 Avenue/46 Street Intersection Location



The **50 Avenue/46 Street intersection** is a four-legged intersection that is stop-controlled in the north-south direction. The intersection includes single-lane approaches on each leg; however, given that 50 Avenue is wide enough to accommodate four travel lanes, curb lanes are likely used to accommodate right-turning traffic and/or through traffic bypassing standing left-turning vehicles on the east and west intersection approaches, as illustrated in **Exhibit 1**. The intersection includes marked crosswalks (parallel

lines) on the north, east and south legs of the intersection. The 50 Avenue crosswalk currently provides a crossing distance in the order of 21 metres while the 46 Street crosswalks provide crossing distances in the order of about 17 metres. It is of note that the Emmaus Lutheran Church access to 50 Avenue is located about 10 metres to the west of 46 Street (measured near edge of 46 Street to near edge of access).

It is of note that some intersections on the 50 Avenue corridor in the vicinity of 46 Street currently pedestrian crossing controls (also illustrated in Figure 7-1). The 50 Avenue/48 Street intersection includes pedestrian flashers on the east leg of the intersection and the 50 Avenue/43 Street intersection is signalized.

7.2 Traffic Operations

Intersection operations at the 50 Avenue/46 Street intersection currently operate at LOS C or better with low v/c ratios during the AM and PM peak hour. Under the 2020 horizon, intersection operations are projected to operate at LOS D or better with low v/c ratios during the AM and PM peak hours assuming the intersection remains stop-controlled in the north-south directions.

7.3 Pedestrian Crossing Control Review

The Town of Drayton Valley has identified safety concerns associated with the level of pedestrian accommodation currently provided at the 50 Avenue/46 Street intersection. A review of the level of pedestrian crossing control at the 50 Avenue/46 Street intersection was completed based on the warrants outlined in the Transportation Association of Canada's (TAC) *Pedestrian Crossing Control Manual*. The basis of the warrant model is the principle that pedestrian delay is the most critical factor in determining the level of traffic control required at an intersection or crossing. The warrants are mainly based on the availability of crossing opportunities for pedestrians which is related to factors such as road cross-section, traffic volume and arrival pattern. Pedestrian attributes such as ability (based on age) are also factored into the warrants.

Based on the intersection survey completed by Bunt & Associates, 13 pedestrians were observed crossing 50 Avenue at the intersection during the peak hour of pedestrian activity. Based on observation of the pedestrian activity during the AM peak hour, about 67% of the pedestrians are estimated to be adults while 33% are estimated to be 12 years or younger. No seniors or physically challenged pedestrians were observed crossing 50 Avenue. Given that the operation of the bus transfer station and the development of the vacant parcel are not anticipated to generate additional pedestrian traffic at the intersection, the observed volume of pedestrians is assumed to continue to appropriately represent future conditions.

Table 7-1 summarizes the results of the pedestrian crossing control warrant analyses. It is of note that the analysis considered two scenarios: Scenario 1 is based on 50 Avenue being classified as a four-lane roadway (based on roadway width and given that the curb lanes are likely used to accommodate right-turning traffic and/or through traffic bypassing standing left-turning vehicles at the intersection); and Scenario 2 is based on 50 Avenue being classified as a two-lane roadway (given that the pattern of vehicle

arrival is anticipated to be more similar to a two-lane roadway as the curb lane generally accommodates on-street parking except in the immediate vicinity of an intersection).

Table 7-1: Pedestrian Crossing Control Warrant Summary

Horizon	Travel Lanes to Cross	Estimated Crossing Opportunities	Crossing Control Required
2015 Existing	4	80	Signed and Marked
	2	180	None
2020 Total	4	70	Signed and Marked
	2	170	None

As summarized in Table 7-1, the warrants identified a marked and signed crosswalk is required on 50 Avenue under existing and 2020 total traffic conditions assuming 50 Avenue is classified as a four-lane roadway. The level of pedestrian crossing control warranted is similar to the existing pedestrian crossing control (plus additional signing and improved road markings). Assuming 50 Avenue is classified as a two-lane roadway, no crossing control is required as more crossing opportunities are estimated to be available due to vehicle arrival being less random.

7.4 Intersection Concept Plan

7.4.1 Design Criteria

Based on discussions with Town of Drayton Valley representatives, the following concerns were identified for the 50 Avenue/46 Street intersection:

- Running speed of traffic on 50 Avenue has been anecdotally reported to be greater than the posted speed limit; and,
- Crossing 50 Avenue is uncomfortable and unsafe at times especially for children.

The existing geometry and operations associated with the 50 Avenue/46 Street intersection were reviewed further to identify operational and design characteristics that may be the cause of the concern or contribute to undesirable behaviors. Through this process, a set of design principles was established to guide the preparation of a recommended intersection concept plan. **Table 7-2** summarizes the concerns, possible reasons for concerns/undesirable behaviors and design principles.

Table 7-2: Development of Design Principles

Concern	Reason	Design Principle
Running speed of vehicular traffic on 50 Avenue is greater than the posted speed limit.	- A roadway width of 16 metres is quite wide, especially for the accommodation of two travel lanes and on-street parking on both sides. A wide roadway/travel lanes tend to encourage higher running speeds. - 50 Avenue serves as the primary east-west connection to development east of 50 Street which means that the road is, and will likely continue to be, well travelled.	1. Design a compact intersection to slow traffic by way of geometry that promotes self-enforcement of speed limit.
Crossing 50 Avenue is not comfortable for pedestrians and is believed to be unsafe.	- 50 Avenue provides a crossing distance greater than 20 metres, which can be intimidating for pedestrians, especially children. - Pedestrians waiting to cross 50 Avenue are not easily visible to drivers given the width of the road. - On-street parking may limit or restrict driver sight-lines to pedestrians waiting to cross. - Signing is minimal and inconsistent.	2. Design an intersection to reduce pedestrian exposure and increase pedestrian presence by providing a more balanced level of accommodation between pedestrians and vehicles.

7.4.2 Recommended Intersection Concept

Although the pedestrian crossing control warrants identified a signed and marked crosswalk for the intersection, consideration was given to further improving the intersection to better accommodate pedestrian activity. The recommended concept plan includes constructing curb extensions on each leg of the intersection to narrow the roadway and provide shorter crossing distances for pedestrians while promoting slower speeds given a narrower carriageway. The intersection concept is based on accommodating a school bus design vehicle. The recommended concept plan is illustrated in **Exhibit 7-1**.

Key design elements associated with the recommended concept include:

Curb Extensions – The purpose of the curb extensions is two-fold: to shorten crossing distances and narrow the roadway. Curb extensions increase pedestrian visibility from an approaching driver's perspective and offer pedestrians protection prior to crossing the road. It is of note that under the recommended concept, crossing distances on 50 Avenue are reduced from greater than 20 metres to about 12 metres and on 46 Street are reduced by greater than 15 metres to about 10 metres. By keeping the intersection as compact as possible, pedestrians are anticipated to be able to more easily communicate their intentions at the intersection.

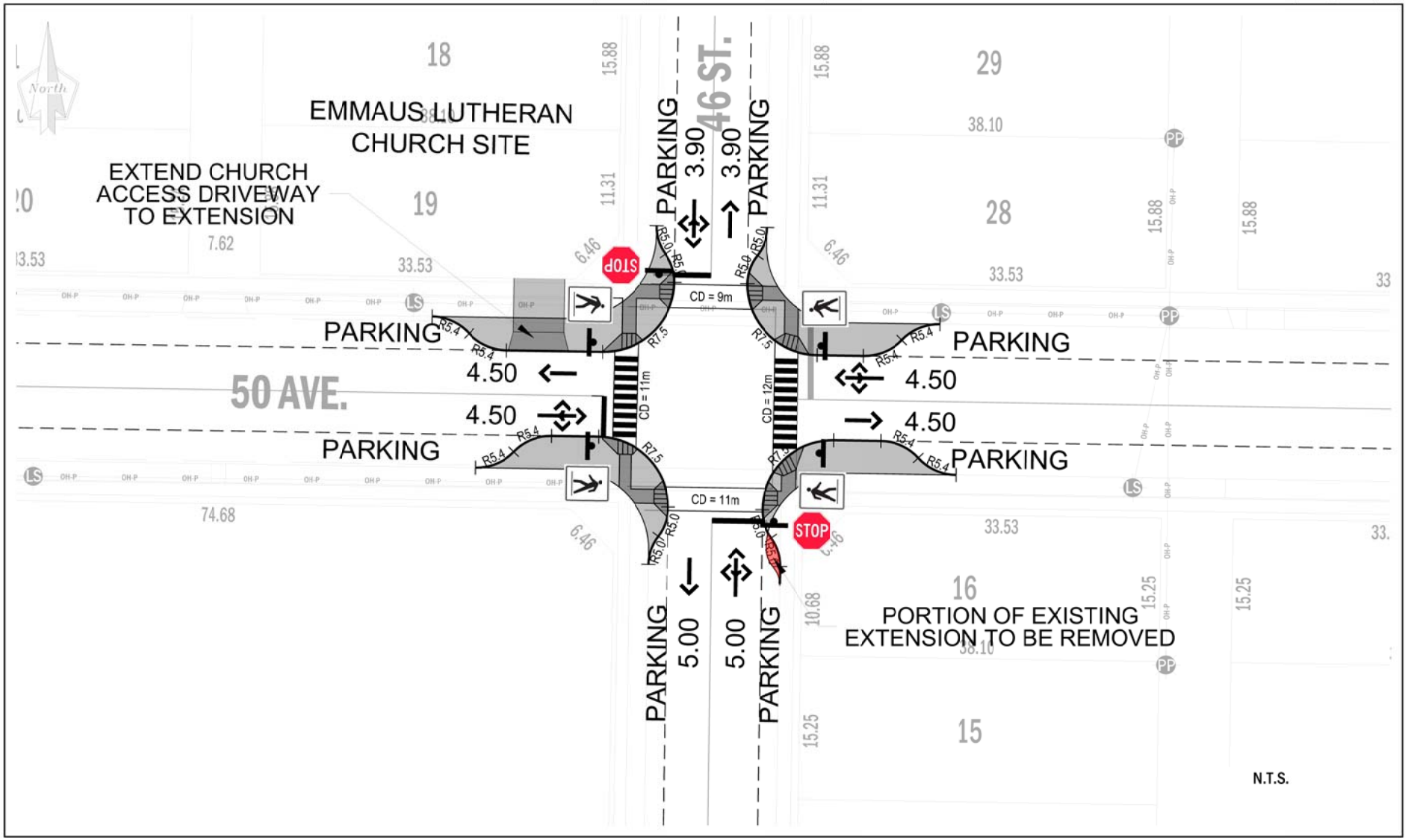


Exhibit 7-1

50 Avenue/46 Street Intersection Recommended Concept

bunt & associates

Crosswalk on West Leg of Intersection – It is recommended that the intersection include a crosswalk on all legs to reinforce pedestrian right-of-way, providing a more balanced level of accommodation between pedestrians and vehicles. The intersection currently operates as a three-leg intersection crossing (the west leg does not include a marked crosswalk) which pedestrians were observed to not comply with, potentially resulting in unnecessary pedestrian exposure.

Increase Pedestrian Crossing Signing and Marking – Currently, the intersection includes two pedestrian crossing signs (RA-4): one on the west approach (with a yellow background) and one on the east approach (with the standard white background). As a minimum, RA-4 signs should be placed on both sides of each the east and west legs facing approaching traffic (as illustrated in Exhibit 2). It is of note that pedestrian crossing signs with a yellow background should be avoided as drivers may associate the intersection with a school zone and not give the intersection the attention it requires outside of school hours. In terms of the crosswalk markings, ladder crosswalks should be painted on the crosswalks crossing 50 Avenue.

The installation of pedestrian flashers at the intersection was also considered. While pedestrian flashers would likely significantly improve the level of pedestrian accommodation at the intersection, the recommended intersection concept is anticipated to better facilitate eye contact between pedestrians and drivers, allowing pedestrians to better communicate their intentions to cross the road. There is also some level of non-compliance amongst drivers approaching pedestrian flashers (often unintentional) which may potentially leave pedestrians exposed and give a false sense of protection.

Emmaus Lutheran Church Access - Given the proximity of the Church access to the intersection and the site configuration (which does not lend itself well to removing or relocating the access), the access should be extended to the proposed curb line associated with the curb extension in the northwest quadrant of the intersection.

Intersection Traffic Control – The existing traffic control—two-way stop-control on the north and south approaches—is anticipated to continue to be appropriate. Consideration was given to increasing the level of traffic control to all-way stop-control; however, given that traffic volumes on 50 Avenue are considerably greater than those on 46 Street, the intersection is not a strong candidate for all-way stop-control.

Other Considerations - It is important to note that the recommended concept is based on the assumption that 50 Avenue will continue to operate as a two-lane road. The *Drayton Valley Municipal Development Plan (MDP)* states that arterial roads, which includes 50 Avenue, are or will ultimately be developed as four-lane roads. Should traffic operations on 50 Avenue be changed from the accommodation of two travel lanes to four travel lanes, the design of the intersection will have to be revisited.

8. CONCLUSIONS AND RECOMMENDATIONS

8.1 Study Synopsis

Bunt & Associates was retained by the Town of Drayton Valley to review the transportation impacts associated with the development of a school bus transfer station proposed to be located across from Evergreen Elementary School in the Town of Drayton Valley. The Town of Drayton Valley has identified the need to complete a Traffic Impact Assessment (TIA) to better understand, assess and mitigate any identified traffic and transportation issues associated with the operation of the bus transfer station.

In recognition of other potential future developments in the area, the Town of Drayton Valley requested that the study also consider the traffic impacts associated with the potential development of the vacant parcel that borders 46 Avenue to the north and 47 Street to the east. This report summarizes the study results and recommendations.

8.1.1 School Bus Transfer Station

The school bus transfer station is proposed to be located on the south portion of the block on the east side of 47 Avenue across from Evergreen Elementary School. The primary purpose of the school bus transfer station is to accommodate student transfers between school routes and home routes in an effort to increase system capacity and decrease route travel times. With the exception of students associated with Evergreen Elementary School, all other students will be transferring buses at the station. The bus exchange is planned to accommodate parking for 28 buses; however, it is of note that 24 buses are scheduled to use the transfer station. The bus transfer station is planned to be constructed and operational by 2016.

Access to the bus transfer station is planned to be accommodated by way of the existing access to the staff parking area on 46 Street. It is of note that the existing access to 47 Avenue is planned to operate as a one-way inbound access accommodating vehicles associated with staff parking; this access will not be accommodate bus traffic. In addition to the existing access, a new all-directional access is planned to be developed to 44 Street east of 47 Avenue.

8.1.2 Vacant Parcel

The vacant parcel is bounded by 46 Avenue to the north, 47 Street to the east, a future north-south alley to the west and a greenway with multi-use trail to the south. The lands are currently zoned R2—General Residential District, C1—Central Commercial District, UX—Urban Expansion District and R4—High-Density Residential District. There is no development concept currently available for the vacant parcel; therefore, this study considers the traffic impacts associated with the development of the site based on the land uses identified under the Zoning Bylaw and the densities generally allowed under the Land Use Bylaw. The vacant parcel is assumed to accommodate the development of 126 residential dwelling units (39 dwelling units plus 87 dwelling units) and 8,305 m^2 (5,005 m^2 + 3,300 m^2) of commercial space.

A future north-south alley is anticipated to be developed along the west boundary of the parcel. The north-south alley is anticipated to align with 49 Street to the north, forming a four-legged intersection. Other access locations may be established with the development of the site; however, for the purposes of this assessment, it is assumed that all traffic will access the site by way of the north-south alley. For the purposes of this assessment, it has been assumed that the lands will be developed within a five-year horizon.

8.1.3 Site Traffic Characteristics

The operation of the proposed bus transfer station and the development of the vacant parcel is anticipated to generate 374 two-way trips during a typical AM peak hour and 501 two-way trips during a typical PM peak hour.

8.1.4 Intersection Capacity Analysis

46 Avenue/50 Street

Under 2020 total traffic conditions, all movements at the 46 Avenue/50 Street intersection are anticipated to operate at LOS D or better during the AM and PM peak hours based on the intersection being signalized. Note that the intersection signal timing for future conditions was adjusted to optimize traffic operations.

50 Avenue/46 Street

All movements at the 50 Avenue/46 Street intersection are anticipated to operate at LOS D or better during the AM and PM peak hours under 2020 total traffic conditions based on the intersection being stop-controlled on the north-south approaches.

8.1.5 School Transportation Operations Review

A comprehensive site investigation was completed to identify the existing transportation operations and characteristics associated with the Evergreen Elementary School. The purpose of the transportation operations review is to identify the potential impacts that traffic associated with the bus transfer facility may have on drop-off and pick-up operations and to identify potential mitigation measures.

Potential changes in transportation operations associated with the Evergreen Elementary School that may result from the operation of the bus transfer station. The most significant changes include:

- Eliminating the existing on-street bus loading zone on 47 Avenue;
- Increased levels of pedestrian activity at the midblock crosswalk on 47 Avenue; and,
- Parent drop-off/pick-up activity in the main staff parking area is anticipated to be banned to better accommodate bus traffic.

Key mitigation measures that could be considered to better facilitate drop-off/pick-up operations include:

- Establish new drop-off/pick-up area along both sides of 47 Avenue. Sidewalks should be constructed on the north side of 47 Avenue to better accommodate drop-off/pick-up operations and consideration could be given to constructing bulbouts on both ends of the lane to better define drop-off/pick-up area and calm traffic on 47 Avenue.
- Review potential access options for each route to ensure that bus traffic is evenly distributed between all available accesses to minimize congestion at key intersections.
- Maintain parent crossing control at key crosswalks.
- Install signs indicating that drop-off/pick-up activity in the parking area is prohibited.
- A patrol team should be established to assist with transfer station operations to ensure pedestrians are crossing and staging in the designated areas.
- The existing 47 Avenue/46 Street intersection configuration, including lane configuration, traffic control, and crosswalks, is anticipated to continue to effectively accommodate vehicular and pedestrian traffic; however, consideration should be given to limiting any increases in traffic at the intersection on account of the bus transfer station to avoid complicating operations (this can be accomplished through route selection).
- Consideration could be given to implementing traffic calming features along the 46 Avenue/46 Street corridor such as formalizing the on-street drop-off/pick-up areas along 46 Street and 46 Avenue by way of design features such as bulbouts to define parking areas or constructing the 47 Avenue/46 Street intersection as a raised intersection.

8.1.6 50 Avenue/46 Street Intersection Review

The Town of Drayton Valley has also identified pedestrian safety concerns at the 50 Avenue/46 Street intersection. A technical memorandum summarizing a review of the existing and required traffic and pedestrian control required at the intersection was completed by Bunt & Associates in July 2015 based on the warrants outlined in the Transportation Association of Canada's (TAC) *Pedestrian Crossing Control Manual*.

The warrants identified a marked and signed crosswalk is required on 50 Avenue under existing and 2020 total traffic conditions assuming 50 Avenue is classified as a four-lane roadway. The level of pedestrian crossing control warranted is similar to the existing pedestrian crossing control (plus additional signing and improved road markings).

Although the pedestrian crossing control warrants identified a signed and marked crosswalk for the intersection, consideration was given to further improving the intersection to better accommodate pedestrian activity. The recommended concept plan includes constructing curb extensions on each leg of the intersection to narrow the roadway and provide shorter crossing distances for pedestrians while promoting slower speeds given a narrower carriageway. Assuming 50 Avenue is classified as a two-lane roadway, no crossing control is required as more crossing opportunities are estimated to be available due to vehicle arrival being less random.

8.2 Recommendations

The following recommendations are advanced:

- It is recommended that the Town of Drayton Valley maintain the existing level of traffic control and intersection geometry associated with the 46 Avenue/50 Street and 50 Avenue/46 Street intersections with the development of the bus transfer station and the vacant parcel. Consideration should be given to modifying the 46 Avenue/50 Street intersection signal timing plan to better accommodate bus traffic during the AM and PM peak periods.
- It is recommended that the Town of Drayton Valley work with Wild Rose School Division to identify bus access routes to the transfer station that do not pass through the 47 Avenue/46 Street intersection to minimize potential impacts on intersection operations and drop-off/pick-up operations.
- It is recommended that the Town of Drayton Valley work with Evergreen Elementary School to further develop 47 Avenue to provide more on-street drop-off/pick-up opportunities.

The following should be taken under consideration:

- It is advisable that the Town of Drayton Valley upgrade the 50 Avenue/46 Street intersection to the design illustrated in Exhibit 7-1 to better accommodate pedestrian activity at the intersection.
- It is advisable that the Town of Drayton Valley implement the mitigation strategies identified in Table 6-1 (and illustrated in Exhibit 6-2) to better facilitate drop-off/pick-up activity with the operation of the bus transfer station.

APPENDIX A

Synchro Reports

Movement	WBL	WBR	NBT	NBR	SBL	SBT
Lane Configurations						
Volume (vph)	91	47	252	87	45	211
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900
Total Lost time (s)	5.0		5.0	5.0	3.0	5.0
Lane Util. Factor	1.00		1.00	1.00	1.00	0.95
Frpb, ped/bikes	0.99		1.00	0.97	1.00	1.00
Flpb, ped/bikes	1.00		1.00	1.00	1.00	1.00
Frt	0.95		1.00	0.85	1.00	1.00
Flt Protected	0.97		1.00	1.00	0.95	1.00
Satd. Flow (prot)	1622		1776	1461	1682	3374
Flt Permitted	0.97		1.00	1.00	0.51	1.00
Satd. Flow (perm)	1622		1776	1461	904	3374
Peak-hour factor, PHF	0.90	0.90	0.90	0.90	0.90	0.90
Adj. Flow (vph)	101	52	280	97	50	234
RTOR Reduction (vph)	20	0	0	49	0	0
Lane Group Flow (vph)	133	0	280	49	50	234
Confl. Peds. (#/hr)		4		4	4	
Heavy Vehicles (%)	7%	7%	7%	7%	7%	7%
Turn Type	Prot		NA	Perm	pm+pt	NA
Protected Phases	8		2		1	6
Permitted Phases				2	6	
Actuated Green, G (s)	20.0		45.0	45.0	60.0	60.0
Effective Green, g (s)	20.0		45.0	45.0	60.0	60.0
Actuated g/C Ratio	0.22		0.50	0.50	0.67	0.67
Clearance Time (s)	5.0		5.0	5.0	3.0	5.0
Lane Grp Cap (vph)	360		888	730	706	2249
v/s Ratio Prot	c0.08		c0.16		0.01	c0.07
v/s Ratio Perm				0.03	0.04	
v/c Ratio	0.37		0.32	0.07	0.07	0.10
Uniform Delay, d1	29.7		13.4	11.6	5.4	5.4
Progression Factor	1.00		1.00	1.00	1.00	1.00
Incremental Delay, d2	2.9		0.9	0.2	0.2	0.1
Delay (s)	32.5		14.3	11.8	5.6	5.5
Level of Service	C		B	B	A	A
Approach Delay (s)	32.5		13.6			5.5
Approach LOS	C		B			A

Intersection Summary			
HCM 2000 Control Delay	14.4	HCM 2000 Level of Service	B
HCM 2000 Volume to Capacity ratio	0.30		
Actuated Cycle Length (s)	90.0	Sum of lost time (s)	13.0
Intersection Capacity Utilization	40.8%	ICU Level of Service	A
Analysis Period (min)	15		

c Critical Lane Group

Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↕			↕			↕			↕	
Volume (veh/h)	1	157	21	48	288	2	26	2	27	1	3	2
Sign Control		Free			Free			Stop			Stop	
Grade		0%			0%			0%			0%	
Peak Hour Factor	0.63	0.63	0.63	0.63	0.63	0.63	0.63	0.63	0.63	0.63	0.63	0.63
Hourly flow rate (vph)	2	249	33	76	457	3	41	3	43	2	5	3
Pedestrians		1			2			3			11	
Lane Width (m)		3.6			3.6			3.6			3.6	
Walking Speed (m/s)		1.2			1.2			1.2			1.2	
Percent Blockage		0			0			0			1	
Right turn flare (veh)												
Median type		None			None							
Median storage veh)												
Upstream signal (m)					281							
pX, platoon unblocked												
vC, conflicting volume	471			286			890	896	271	938	911	471
vC1, stage 1 conf vol												
vC2, stage 2 conf vol												
vCu, unblocked vol	471			286			890	896	271	938	911	471
tC, single (s)	4.1			4.1			7.1	6.5	6.2	7.1	6.5	6.2
tC, 2 stage (s)												
tF (s)	2.2			2.2			3.5	4.0	3.3	3.5	4.0	3.3
p0 queue free %	100			94			83	99	94	99	98	99
cM capacity (veh/h)	1065			1256			240	256	757	211	251	581

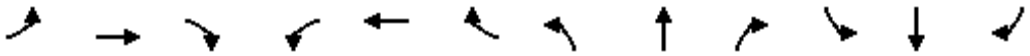
Direction, Lane #	EB 1	WB 1	NB 1	SB 1
Volume Total	284	537	87	10
Volume Left	2	76	41	2
Volume Right	33	3	43	3
cSH	1065	1256	363	298
Volume to Capacity	0.00	0.06	0.24	0.03
Queue Length 95th (m)	0.0	1.5	7.4	0.8
Control Delay (s)	0.1	1.7	18.0	17.5
Lane LOS	A	A	C	C
Approach Delay (s)	0.1	1.7	18.0	17.5
Approach LOS			C	C

Intersection Summary				
Average Delay	2.9			
Intersection Capacity Utilization	45.8%	ICU Level of Service	A	
Analysis Period (min)	15			

Movement	WBL	WBR	NBT	NBR	SBL	SBT
Lane Configurations						
Volume (vph)	105	63	315	95	47	310
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900
Total Lost time (s)	5.0		5.0	5.0	3.0	5.0
Lane Util. Factor	1.00		1.00	1.00	1.00	0.95
Frpb, ped/bikes	0.98		1.00	0.92	1.00	1.00
Flpb, ped/bikes	1.00		1.00	1.00	0.99	1.00
Frt	0.95		1.00	0.85	1.00	1.00
Flt Protected	0.97		1.00	1.00	0.95	1.00
Satd. Flow (prot)	1642		1827	1435	1717	3471
Flt Permitted	0.97		1.00	1.00	0.46	1.00
Satd. Flow (perm)	1642		1827	1435	825	3471
Peak-hour factor, PHF	0.92	0.92	0.92	0.92	0.92	0.92
Adj. Flow (vph)	114	68	342	103	51	337
RTOR Reduction (vph)	24	0	0	52	0	0
Lane Group Flow (vph)	158	0	342	52	51	337
Confl. Peds. (#/hr)	2	15		19	19	
Heavy Vehicles (%)	4%	4%	4%	4%	4%	4%
Turn Type	Prot		NA	Perm	pm+pt	NA
Protected Phases	8		2		1	6
Permitted Phases				2	6	
Actuated Green, G (s)	20.0		45.0	45.0	60.0	60.0
Effective Green, g (s)	20.0		45.0	45.0	60.0	60.0
Actuated g/C Ratio	0.22		0.50	0.50	0.67	0.67
Clearance Time (s)	5.0		5.0	5.0	3.0	5.0
Lane Grp Cap (vph)	364		913	717	668	2314
v/s Ratio Prot	c0.10		c0.19		0.01	c0.10
v/s Ratio Perm				0.04	0.04	
v/c Ratio	0.43		0.37	0.07	0.08	0.15
Uniform Delay, d1	30.1		13.8	11.7	5.6	5.5
Progression Factor	1.00		1.00	1.00	1.00	1.00
Incremental Delay, d2	3.7		1.2	0.2	0.2	0.1
Delay (s)	33.9		15.0	11.9	5.8	5.7
Level of Service	C		B	B	A	A
Approach Delay (s)	33.9		14.3			5.7
Approach LOS	C		B			A

Intersection Summary			
HCM 2000 Control Delay	14.5	HCM 2000 Level of Service	B
HCM 2000 Volume to Capacity ratio	0.35		
Actuated Cycle Length (s)	90.0	Sum of lost time (s)	13.0
Intersection Capacity Utilization	44.1%	ICU Level of Service	A
Analysis Period (min)	15		

c Critical Lane Group



Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↕			↕			↕			↕	
Volume (veh/h)	6	266	12	10	281	4	22	13	49	3	2	7
Sign Control		Free			Free			Stop			Stop	
Grade		0%			0%			0%			0%	
Peak Hour Factor	0.78	0.78	0.78	0.78	0.78	0.78	0.78	0.78	0.78	0.78	0.78	0.78
Hourly flow rate (vph)	8	341	15	13	360	5	28	17	63	4	3	9
Pedestrians												
Lane Width (m)												
Walking Speed (m/s)												
Percent Blockage												
Right turn flare (veh)												
Median type		None			None							
Median storage veh)												
Upstream signal (m)					281							
pX, platoon unblocked												
vC, conflicting volume	365			356			763	755	349	824	760	363
vC1, stage 1 conf vol												
vC2, stage 2 conf vol												
vCu, unblocked vol	365			356			763	755	349	824	760	363
tC, single (s)	4.1			4.1			7.1	6.5	6.2	7.1	6.5	6.2
tC, 2 stage (s)												
tF (s)	2.2			2.2			3.5	4.0	3.3	3.5	4.0	3.3
p0 queue free %	99			99			91	95	91	98	99	99
cM capacity (veh/h)	1193			1202			311	332	695	252	330	682

Direction, Lane #	EB 1	WB 1	NB 1	SB 1
Volume Total	364	378	108	15
Volume Left	8	13	28	4
Volume Right	15	5	63	9
cSH	1193	1202	465	425
Volume to Capacity	0.01	0.01	0.23	0.04
Queue Length 95th (m)	0.2	0.3	7.1	0.9
Control Delay (s)	0.2	0.4	15.0	13.8
Lane LOS	A	A	C	B
Approach Delay (s)	0.2	0.4	15.0	13.8
Approach LOS			C	B

Intersection Summary				
Average Delay	2.4			
Intersection Capacity Utilization	33.4%	ICU Level of Service	A	
Analysis Period (min)	15			

Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↕			↕			↕			↕	
Volume (veh/h)	1	173	24	81	317	2	30	7	53	1	11	2
Sign Control		Free			Free			Stop			Stop	
Grade		0%			0%			0%			0%	
Peak Hour Factor	0.60	0.60	0.60	0.60	0.60	0.60	0.60	0.60	0.60	0.60	0.60	0.60
Hourly flow rate (vph)	2	288	40	135	528	3	50	12	88	2	18	3
Pedestrians		1			2			3			11	
Lane Width (m)		3.6			3.6			3.6			3.6	
Walking Speed (m/s)		1.2			1.2			1.2			1.2	
Percent Blockage		0			0			0			1	
Right turn flare (veh)												
Median type		None			None							
Median storage veh)												
Upstream signal (m)					281							
pX, platoon unblocked												
vC, conflicting volume	543			331			1128	1127	313	1219	1146	542
vC1, stage 1 conf vol												
vC2, stage 2 conf vol												
vCu, unblocked vol	543			331			1128	1127	313	1219	1146	542
tC, single (s)	4.2			4.2			7.2	6.6	6.3	7.2	6.6	6.3
tC, 2 stage (s)												
tF (s)	2.3			2.3			3.6	4.1	3.4	3.6	4.1	3.4
p0 queue free %	100			89			66	93	88	99	89	99
cM capacity (veh/h)	992			1198			146	175	712	114	171	525

Direction, Lane #	EB 1	WB 1	NB 1	SB 1
Volume Total	330	667	150	23
Volume Left	2	135	50	2
Volume Right	40	3	88	3
cSH	992	1198	281	182
Volume to Capacity	0.00	0.11	0.53	0.13
Queue Length 95th (m)	0.0	3.0	23.3	3.5
Control Delay (s)	0.1	2.8	31.5	27.7
Lane LOS	A	A	D	D
Approach Delay (s)	0.1	2.8	31.5	27.7
Approach LOS			D	D

Intersection Summary				
Average Delay	6.2			
Intersection Capacity Utilization	54.4%	ICU Level of Service	A	
Analysis Period (min)	15			

Movement	WBL	WBR	NBT	NBR	SBL	SBT
Lane Configurations						
Volume (vph)	147	120	271	148	107	227
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900
Total Lost time (s)	5.0		5.0	5.0	5.0	5.0
Lane Util. Factor	1.00		1.00	1.00	1.00	0.95
Frpb, ped/bikes	0.99		1.00	0.97	1.00	1.00
Flpb, ped/bikes	1.00		1.00	1.00	1.00	1.00
Frt	0.94		1.00	0.85	1.00	1.00
Flt Protected	0.97		1.00	1.00	0.95	1.00
Satd. Flow (prot)	1556		1727	1422	1633	3282
Flt Permitted	0.97		1.00	1.00	0.43	1.00
Satd. Flow (perm)	1556		1727	1422	738	3282
Peak-hour factor, PHF	0.62	0.62	0.62	0.62	0.62	0.62
Adj. Flow (vph)	237	194	437	239	173	366
RTOR Reduction (vph)	33	0	0	106	0	0
Lane Group Flow (vph)	398	0	437	133	173	366
Confl. Peds. (#/hr)		4		4	4	
Heavy Vehicles (%)	10%	10%	10%	10%	10%	10%
Turn Type	Prot		NA	Perm	Perm	NA
Protected Phases	8		2			6
Permitted Phases				2	6	
Actuated Green, G (s)	30.0		50.0	50.0	50.0	50.0
Effective Green, g (s)	30.0		50.0	50.0	50.0	50.0
Actuated g/C Ratio	0.33		0.56	0.56	0.56	0.56
Clearance Time (s)	5.0		5.0	5.0	5.0	5.0
Lane Grp Cap (vph)	518		959	790	410	1823
v/s Ratio Prot	c0.26		c0.25			0.11
v/s Ratio Perm				0.09	0.23	
v/c Ratio	0.77		0.46	0.17	0.42	0.20
Uniform Delay, d1	26.9		11.9	9.8	11.6	10.0
Progression Factor	1.00		1.00	1.00	1.00	1.00
Incremental Delay, d2	10.5		1.6	0.5	3.2	0.2
Delay (s)	37.4		13.5	10.3	14.8	10.3
Level of Service	D		B	B	B	B
Approach Delay (s)	37.4		12.3			11.7
Approach LOS	D		B			B

Intersection Summary			
HCM 2000 Control Delay	18.7	HCM 2000 Level of Service	B
HCM 2000 Volume to Capacity ratio	0.57		
Actuated Cycle Length (s)	90.0	Sum of lost time (s)	10.0
Intersection Capacity Utilization	48.4%	ICU Level of Service	A
Analysis Period (min)	15		

c Critical Lane Group

Movement	WBL	WBR	NBT	NBR	SBL	SBT
Lane Configurations						
Volume (vph)	181	147	335	173	142	330
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900
Total Lost time (s)	5.0		5.0	5.0	5.0	5.0
Lane Util. Factor	1.00		1.00	1.00	1.00	0.95
Frpb, ped/bikes	0.97		1.00	0.92	1.00	1.00
Flpb, ped/bikes	1.00		1.00	1.00	0.97	1.00
Frt	0.94		1.00	0.85	1.00	1.00
Flt Protected	0.97		1.00	1.00	0.95	1.00
Satd. Flow (prot)	1592		1792	1408	1656	3406
Flt Permitted	0.97		1.00	1.00	0.48	1.00
Satd. Flow (perm)	1592		1792	1408	842	3406
Peak-hour factor, PHF	0.85	0.85	0.85	0.85	0.85	0.85
Adj. Flow (vph)	213	173	394	204	167	388
RTOR Reduction (vph)	33	0	0	79	0	0
Lane Group Flow (vph)	354	0	394	125	167	388
Confl. Peds. (#/hr)	2	15		19	19	
Heavy Vehicles (%)	6%	6%	6%	6%	6%	6%
Turn Type	Prot		NA	Perm	Perm	NA
Protected Phases	8		2			6
Permitted Phases				2	6	
Actuated Green, G (s)	25.0		55.0	55.0	55.0	55.0
Effective Green, g (s)	25.0		55.0	55.0	55.0	55.0
Actuated g/C Ratio	0.28		0.61	0.61	0.61	0.61
Clearance Time (s)	5.0		5.0	5.0	5.0	5.0
Lane Grp Cap (vph)	442		1095	860	514	2081
v/s Ratio Prot	c0.22		c0.22			0.11
v/s Ratio Perm				0.09	0.20	
v/c Ratio	0.80		0.36	0.14	0.32	0.19
Uniform Delay, d1	30.2		8.7	7.5	8.5	7.7
Progression Factor	1.00		1.00	1.00	1.00	1.00
Incremental Delay, d2	14.1		0.9	0.4	1.7	0.2
Delay (s)	44.2		9.6	7.8	10.2	7.9
Level of Service	D		A	A	B	A
Approach Delay (s)	44.2		9.0			8.6
Approach LOS	D		A			A

Intersection Summary				
HCM 2000 Control Delay	17.7	HCM 2000 Level of Service	B	
HCM 2000 Volume to Capacity ratio	0.50			
Actuated Cycle Length (s)	90.0	Sum of lost time (s)	10.0	
Intersection Capacity Utilization	57.7%	ICU Level of Service	B	
Analysis Period (min)	15			

c Critical Lane Group

Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↕			↕			↕			↕	
Volume (veh/h)	7	293	14	44	309	4	25	23	86	3	10	8
Sign Control		Free			Free			Stop			Stop	
Grade		0%			0%			0%			0%	
Peak Hour Factor	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75
Hourly flow rate (vph)	9	391	19	59	412	5	33	31	115	4	13	11
Pedestrians		1			12			32			28	
Lane Width (m)		3.6			3.6			3.6			3.6	
Walking Speed (m/s)		1.2			1.2			1.2			1.2	
Percent Blockage		0			1			3			2	
Right turn flare (veh)												
Median type		None			None							
Median storage veh)												
Upstream signal (m)					281							
pX, platoon unblocked												
vC, conflicting volume	445			441			1001	1013	444	1121	1020	444
vC1, stage 1 conf vol												
vC2, stage 2 conf vol												
vCu, unblocked vol	445			441			1001	1013	444	1121	1020	444
tC, single (s)	4.1			4.1			7.1	6.5	6.2	7.1	6.5	6.2
tC, 2 stage (s)												
tF (s)	2.2			2.2			3.5	4.0	3.3	3.5	4.0	3.3
p0 queue free %	99			95			82	86	81	97	94	98
cM capacity (veh/h)	1089			1089			185	213	592	117	211	599

Direction, Lane #	EB 1	WB 1	NB 1	SB 1
Volume Total	419	476	179	28
Volume Left	9	59	33	4
Volume Right	19	5	115	11
cSH	1089	1089	345	243
Volume to Capacity	0.01	0.05	0.52	0.12
Queue Length 95th (m)	0.2	1.4	22.7	3.1
Control Delay (s)	0.3	1.6	26.1	21.7
Lane LOS	A	A	D	C
Approach Delay (s)	0.3	1.6	26.1	21.7
Approach LOS			D	C

Intersection Summary			
Average Delay	5.6		
Intersection Capacity Utilization	58.4%	ICU Level of Service	B
Analysis Period (min)	15		

APPENDIX B

50 Avenue/46 Street Technical Memorandum

TECHNICAL MEMORANDUM

DATE: July 8, 2015
PROJECT NO: 3298.18
PROJECT: Drayton Valley Bus Transfer Station
SUBJECT: 50 Avenue/46 Street Intersection Treatment

TO: Manny Deol, Town of Drayton Valley

CC: Jarrad Elliott, Select Engineering Consultants

FROM: Dallas Karhut, P. Eng.

1. INTRODUCTION

Bunt & Associates was retained by the Town of Drayton Valley to review the transportation impacts associated with the development of a school bus transfer station proposed to be located across from Evergreen Elementary School in the Town of Drayton Valley. The bus transfer station is anticipated to serve all school bus routes in the area accommodating student transfers between school routes and home routes. While the study primarily focuses on the transportation impacts associated with the bus transfer station, the development of the vacant parcel that borders 46 Avenue to the north and 47 Street to the east was also considered from a traffic accommodation perspective.

The Town of Drayton Valley has also identified pedestrian safety concerns at the 50 Avenue/46 Street intersection. Select Engineering, the Town of Drayton Valley's civil engineering consultant, has requested a summary of the recommendations for the 50 Avenue/46 Street intersection to allow for the preparation of detailed design plans for the recommended intersection treatment while the report summarizing the TIA study is being prepared,. This Technical Memorandum summarizes the study findings associated with the 50 Avenue/46 Street intersection.

2. AREA CONDITIONS

2.1 Existing Conditions

The 50 Avenue/46 Street intersection is located approximately 500 metres east of the 50 Avenue/50 Street intersection as illustrated in **Figure 1**.

Figure 1: 50 Avenue/46 Street Intersection Location

2.1.1 Land Uses

Lands north and south of 50 Avenue and east of 50 Street are primarily developed as residential neighbourhoods. Development in the immediate vicinity of the 50 Avenue/46 Street intersection includes the Emmaus Lutheran Church in the northwest quadrant of the intersection and a multi-unit apartment building in the southwest quadrant. The northeast and southeast quadrants are developed to accommodate single-family residential land uses.

2.1.2 Roadway Network

The roadway network in the vicinity of the intersection includes the following:

50 Avenue is a two-lane arterial road that serves as the main east-west road through the Town of Drayton Valley extending from Highway 22 to 35 Street (and beyond). In the vicinity of 46 Street, 50 Avenue also accommodates on-street parking on both sides of the road. The roadway is constructed to an urban cross-section standard, as illustrated in **Photo 1**, and includes a roadway width of 16.0 metres (face-of-curb to face-of-curb). The roadway includes 1.5-metre boulevard sidewalks on both sides of the road. The posted speed limit on 50 Avenue is 50 km/h, and the roadway is illuminated.

Photo 1: 50 Avenue East of 46 Street, Looking West

46 Street is a two-lane collector road that runs north-south (the south end of 46 Street bends to the west, continuing as 46 Avenue, and intersects 50 Street while the north end bends to the west, continuing as 53 Avenue, and intersects 49 Street). 46 Street is constructed to an urban cross-section standard as pictured in **Photo 2**. 46 Street south of 50 Avenue is constructed to a roadway width of 14.0 metres while 46 Street north of 50 Avenue is constructed to a roadway width of 11.75 metres. On-street parking is permitted on both sides of the road (a curb extension is constructed on the east side of 46 Street south of 50 Avenue to better define on-street parking area). The speed limit is not posted on 46 Street; however, it is assumed to be 50 km/h except in the vicinity of Evergreen Elementary School, where the speed limit is reduced to 30 km/h. The roadway is illuminated.

Photo 2: 46 Street South of 50 Avenue, Looking North

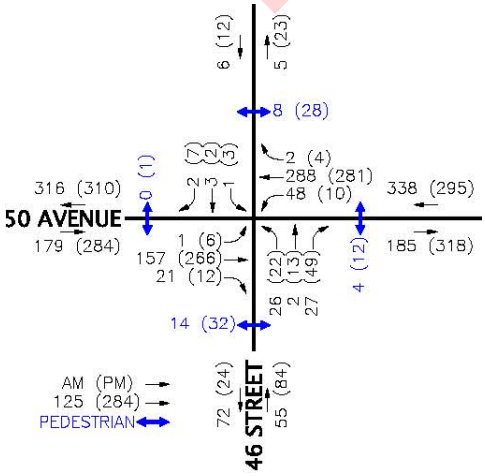
The **50 Avenue/46 Street intersection** is a four-legged intersection that is stop-controlled in the north-south direction. The intersection includes single-lane approaches on each leg; however, given that 50 Avenue is wide enough to accommodate four travel lanes, curb lanes are likely used to accommodate right-turning traffic and/or through traffic bypassing standing left-turning vehicles on the east and west intersection approaches, as illustrated in **Exhibit 1**. The intersection includes marked crosswalks (parallel lines) on the north, east and south legs of the intersection. The 50 Avenue crosswalk currently provides a crossing distance in the order of 21 metres while the 46 Street crosswalks provide crossing distances in the order of about 17 metres. It is of note that the Emmaus Lutheran Church access to 50 Avenue is located about 10 metres to the west of 46 Street (measured near edge of 46 Street to near edge of access).

It is of note that some intersections on the 50 Avenue corridor in the vicinity of 46 Street currently pedestrian crossing controls. The 50 Avenue/48 Street intersection includes pedestrian flashers on the east leg of the intersection and the 50 Avenue/43 Street intersection is signalized. Figure 1 illustrates pedestrian crossing controls associated with other intersections on 50 Avenue in the vicinity of 46 Street.

2.1.3 Traffic Activity

As part of the TIA study, Bunt & Associates completed intersection turning movement surveys at the 46 Avenue/50 Street and 50 Avenue/46 Street intersections on Thursday, April 9, 2015. Traffic volumes at the intersection were measured during the AM (7:00-10:00 AM) and PM (3:00-6:00 PM) peak periods. The peak hour of the roadway network in the vicinity of the study area was selected based on the peaking characteristics associated with the 46 Avenue/50 Street intersection, which dictated based on volume. The AM peak hour occurred from 8:15 AM to 9:15 AM and the PM peak hour occurred from 3:15 PM to 4:15 PM. The peak hour intersection turning movement volumes are illustrated in **Figure 2**.

Figure 2: Existing Turning Movement and Pedestrian Volumes – 50 Avenue/46 Street



P:\3298.18 - Drayton Valley Bus Exchange\50 Ave & 46 St Intersection Concept\Jul 7 15\CAD\50 Ave & 46 St Intersection Concept Options (Jul 7 15).dwg

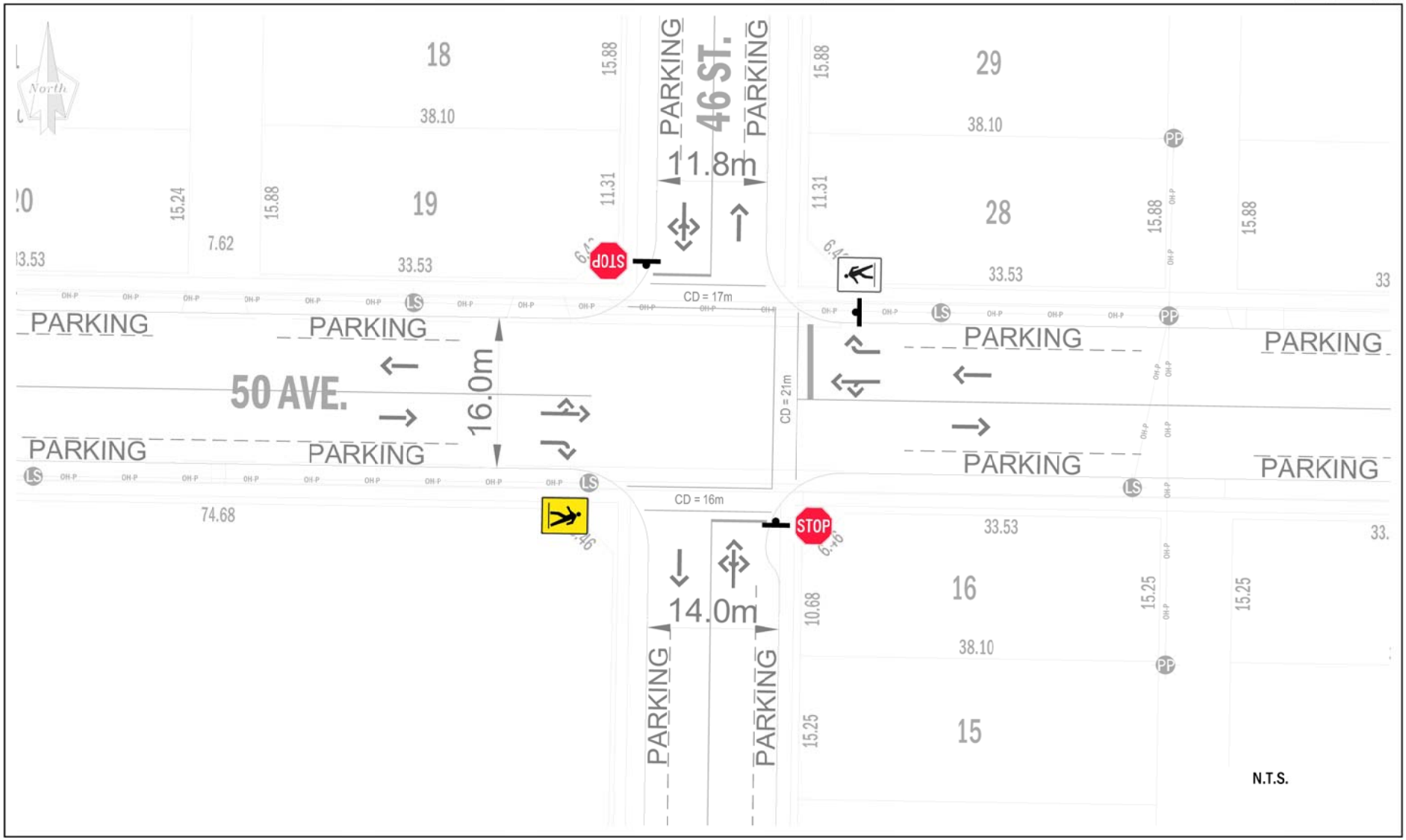


Exhibit 1

50 Avenue/46 Street Intersection
Existing Design

bunt & associates

2.1.4 Pedestrian Activity

In addition to measuring the vehicle turning movement volumes at the intersection, pedestrian activity was also measured. During the AM peak hour of pedestrian activity, a total of 26 pedestrians crossed at the intersection (four pedestrians crossed 50 Avenue and 22 pedestrians crossed 46 Street). During the PM peak hour of pedestrian activity, a total of 73 pedestrians crossed the intersection (13 pedestrians crossed 50 Avenue and 60 pedestrians crossed 46 Street). It is of note that pedestrians were observed crossing the west leg of the intersection even though a crosswalk is not marked. Pedestrian volumes are illustrated in Figure 2.

2.2 Future Conditions

2.2.1 Land Uses

As previously mentioned, the purpose of the Drayton Valley Bus Transfer Station TIA is to assess the transportation impacts associated with the operation of a bus transfer station and the development of the vacant parcel located south of 46 Avenue and west of 47 Street. The bus transfer station is anticipated to accommodate 24 buses during each the drop-off and pick-up periods on a typical weekday. It was assumed that the bus transfer station facility would be constructed and operational for the 2016-2017 school year.

Based on a review of the current zoning associated with the vacant parcel, the land is anticipated to be developed to accommodate low- and medium-density residential and commercial land uses. The vacant parcel is assumed to be developed within a five-year period; therefore, 2020 was selected as the study horizon.

2.2.2 Roadway Network

No changes to the roadway network in the vicinity of the 50 Avenue/46 Street intersection are currently planned within the five-year horizon.

2.2.3 Traffic Activity

In terms of background traffic, the existing through traffic volumes on 50 Avenue were increased by 2% per annum to account for traffic volume growth due to new development in the Town.

In terms of site-generated traffic, the vacant parcel is projected to generate 326 two-way trips and 453 two-way trips during the AM and PM peak hours respectively (to be explained in greater detail in the TIA report). The bus transfer station is anticipated to accommodate 24 buses, which translates into 48 two-way trips, during each the drop-off and pick-up periods which are anticipated to coincide with the peak hours of traffic activity. While the majority of the traffic projected to be generated by the proposed bus transfer station and future development of the vacant parcel is anticipated to access the area via the 46 Avenue/50 Street intersection, it was assumed that about 15% of the trips associated with the development of the vacant parcel and about 35% of the trips

associated with the bus transfer station would access the area via the 50 Avenue/46 Street intersection.

Total traffic volumes under the 2020 horizon were established by superimposing site-generated traffic on background traffic. **Figure 3** illustrates the site-generated traffic volumes at the 50 Avenue/46 Street intersection during the AM and PM peak hour on a typical weekday under the 2020 horizon while **Figure 4** illustrates the 2020 total traffic volumes.

Figure 3: Site-Generated Traffic Volumes – 50 Avenue/46 Street

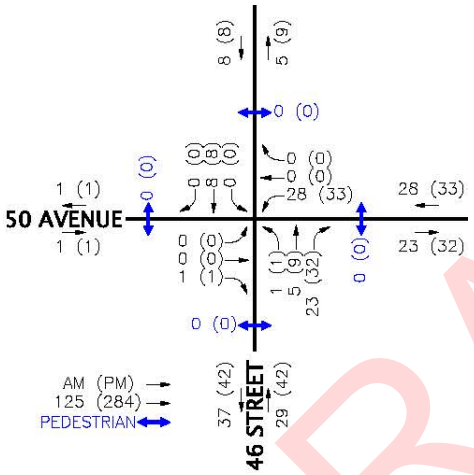
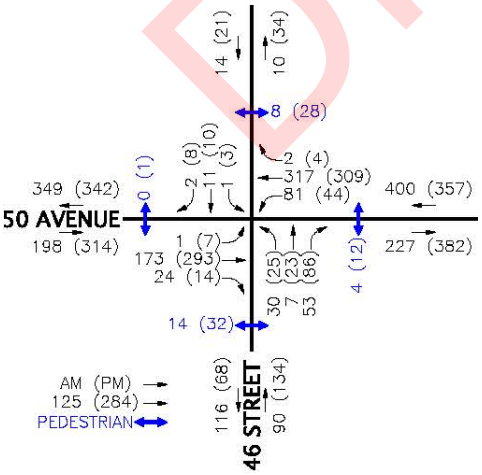


Figure 4: 2020 Total Traffic Volumes – 50 Avenue/46 Street



2.2.4 Pedestrian Activity

Neither of the proposed developments are anticipated to generate pedestrian activity at the 50 Avenue/46 Street intersection; therefore, the volume of pedestrians measured in the 2015 intersection survey are assumed to represent future pedestrian volumes at the intersection.

3. INTERSECTION OPERATIONS

3.1 Capacity Analysis

Intersection operations are typically rated by two measures: volume-to-capacity (v/c) ratio and Level of Service (LOS). The v/c ratio describes the extent to which the traffic volumes can be accommodated by the physical capacity of the road configuration and traffic control. A value (measured during the peak hour) less than 0.90 indicates that generally there is sufficient capacity and the projected traffic volumes can be accommodated at the intersection. A value between 0.90 and 1.0 suggests unstable operations may occur and volumes are nearing capacity conditions. A calculated value over 1.0 indicates that traffic volumes are theoretically exceeding capacity.

The second measure of performance, LOS, is based on the estimated average delay per vehicle among all traffic passing through the intersection. A low average delay merits a LOS A rating. Average delays greater than 80 seconds per vehicle at a signalized intersection generally produce a LOS F rating, while at unsignalized intersections, a LOS F is reached when vehicles experience an average delay greater than 50 seconds. **Table 1** summarizes the levels of service and their respective delay ranges.

Table 1: Level of Service Delay Ranges

LOS	Control Delay per Vehicle (seconds)	
	Signalized Intersection	Stop-Control Intersection
A	≤10	≤10
B	>10 and ≤20	>10 and ≤15
C	>20 and ≤35	>15 and ≤25
D	>35 and ≤55	>25 and ≤35
E	>55 and ≤80	>35 and ≤50
F	>80	>50

The anticipated 95th percentile queue length has also been included in the following assessment summaries. Capacity assessments were completed the study intersection for the horizon considered.

3.1.1 50 Avenue/46 Street Intersection

The 50 Avenue/46 Street intersection is stop-controlled along the north and south approaches and includes the following geometry:

- **West Approach** – one shared left/through/right lane;
- **East Approach** – one shared left/through/right lane;
- **South Approach** – one shared left/through/right lane; and,
- **North Approach** – one shared left/through/right lane.

As previously mentioned, the curb lanes on the east and west approaches of the intersection likely operate as two-lane approaches to accommodate right-turning traffic and/or through traffic bypassing standing left-turning vehicles; however, completing the analysis based on single-lane approaches in all directions is anticipated to represent a conservative approach. **Tables 2** and **3** summarize the existing and projected intersection operations at the 50 Avenue/46 Street intersection during the AM and PM peak hours, respectively.

Table 2: 50 Avenue/46 Street Intersection – AM Peak Hour

	Eastbound			Westbound			Northbound			Southbound		
Movement	**L**	**T**	**R**	**L**	**T**	**R**	**L**	**T**	**R**	**L**	**T**	**R**
Geometry	**LTR**			**LTR**			**LTR**			**LTR**		
2015 Existing Traffic Conditions (north-south stop-controlled)												
Volume (vph)	1	157	21	48	288	2	26	2	27	1	3	2
v/c	0.00			0.06			0.24			0.03		
LOS	A			A			C			C		
95th Queue (m)	0			2			7			1		
2020 Total Traffic Conditions (north-south stop-controlled)												
Volume (vph)	1	173	24	81	317	2	30	7	53	1	11	2
v/c	0.00			0.11			0.53			0.13		
LOS	A			A			D			D		
95th Queue (m)	0			3			24			4		

Table 3: 50 Avenue/46 Street Intersection – PM Peak Hour

	Eastbound			Westbound			Northbound			Southbound		
Movement	**L**	**T**	**R**	**L**	**T**	**R**	**L**	**T**	**R**	**L**	**T**	**R**
Geometry	**LTR**			**LTR**			**LTR**			**LTR**		
2015 Existing Traffic Conditions (north-south stop-controlled)												
Volume (vph)	6	266	12	10	281	4	22	13	49	3	2	7
v/c	0.01			0.01			0.23			0.04		
LOS	A			A			C			B		
95th Queue (m)	0			0			7			1		
2020 Total Traffic Conditions (north-south stop-controlled)												
Volume (vph)	7	293	14	44	309	4	25	23	86	3	10	8
v/c	0.01			0.05			0.52			0.12		
LOS	A			A			D			C		
95th Queue (m)	0			1			23			3		

As summarized in Tables 2 and 3, intersection operations at the 50 Avenue/46 Street intersection currently operate at LOS C or better with low v/c ratios during the AM and PM peak hour. Under the 2020 horizon, intersection operations are projected to operate at LOS D or better with low v/c ratios during the AM and PM peak hours.

3.2 Pedestrian Crossing Control Review

The Town of Drayton Valley has identified safety concerns associated with the level of pedestrian accommodation currently provided at the 50 Avenue/46 Street intersection. A review of the level of pedestrian crossing control at the 50 Avenue/46 Street intersection was completed based on the warrants outlined in the Transportation Association of Canada's (TAC) *Pedestrian Crossing Control Manual*. The basis of the warrant model is the principle that pedestrian delay is the most critical factor in determining the level of traffic control required at an intersection or crossing. The warrants are mainly based on the availability of crossing opportunities for pedestrians which is related to factors such as road cross-section, traffic volume and arrival pattern. Pedestrian attributes such as ability (based on age) are also factored into the warrants.

Based on the intersection survey completed by Bunt & Associates, 13 pedestrians were observed crossing 50 Avenue at the intersection during the peak hour of pedestrian activity. Based on observation of the pedestrian activity during the AM peak hour, about 67% of the pedestrians are estimated to be adults while 33% are estimated to be 12 years or younger. No seniors or physically challenged pedestrians were observed crossing 50 Avenue. Given that the operation of the bus

transfer station and the development of the vacant parcel are not anticipated to generate additional pedestrian traffic at the intersection, the observed volume of pedestrians is assumed to continue to appropriately represent future conditions.

Table 4 summarizes the results of the pedestrian crossing control warrant analyses. It is of note that the analysis considered two scenarios: Scenario 1 is based on 50 Avenue being classified as a four-lane roadway (based on roadway width and given that the curb lanes are likely used to accommodate right-turning traffic and/or through traffic bypassing standing left-turning vehicles at the intersection); and Scenario 2 is based on 50 Avenue being classified as a two-lane roadway (given that the pattern of vehicle arrival is anticipated to be more similar to a two-lane roadway as the curb lane generally accommodates on-street parking except in the immediate vicinity of an intersection).

Table 4: Pedestrian Crossing Control Warrant Summary

Horizon	Travel Lanes to Cross	Estimated Crossing Opportunities	Crossing Control Required
2015 Existing	4	80	Signed and Marked
	2	180	None
2020 Total	4	70	Signed and Marked
	2	170	None

As summarized in Table 4, the warrants identified a marked and signed crosswalk is required on 50 Avenue under existing and 2020 total traffic conditions assuming 50 Avenue is classified as a four-lane roadway. The level of pedestrian crossing control warranted is similar to the existing pedestrian crossing control (plus additional signing and improved road markings). Assuming 50 Avenue is classified as a two-lane roadway, no crossing control is required as more crossing opportunities are estimated to be available due to vehicle arrival being less random.

4. INTERSECTION CONCEPT PLAN

4.1 Design Criteria

Based on discussions with Town of Drayton Valley representatives, the following concerns were identified for the 50 Avenue/46 Street intersection:

- Running speed of traffic on 50 Avenue has been anecdotally reported to be greater than the posted speed limit; and,
- Crossing 50 Avenue is uncomfortable and unsafe at times especially for children.

The existing geometry and operations associated with the 50 Avenue/46 Street intersection were reviewed further to identify operational and design characteristics that may be the cause of the concern or contribute to undesirable behaviors. Through this process, a set of design principles was established to guide the preparation of a recommended intersection concept plan. **Table 5** summarizes the concerns, possible reasons for concerns/undesirable behaviors and design principles.

Table 5: Development of Design Principles

Concern	Reason	Design Principle
Running speed of vehicular traffic on 50 Avenue is greater than the posted speed limit.	- A roadway width of 16 metres is quite wide, especially for the accommodation of two travel lanes and on-street parking on both sides. A wide roadway/travel lanes tend to encourage higher running speeds. - 50 Avenue serves as the primary east-west connection to development east of 50 Street which means that the road is, and will likely continue to be, well travelled.	1. Design a compact intersection to slow traffic by way of geometry that promotes self-enforcement of speed limit.
Crossing 50 Avenue is not comfortable for pedestrians and is believed to be unsafe.	- 50 Avenue provides a crossing distance greater than 20 metres, which can be intimidating for pedestrians, especially children. - Pedestrians waiting to cross 50 Avenue are not easily visible to drivers given the width of the road. - On-street parking may limit or restrict driver sight-lines to pedestrians waiting to cross. - Signing is minimal and inconsistent.	2. Design an intersection to reduce pedestrian exposure and increase pedestrian presence by providing a more balanced level of accommodation between pedestrians and vehicles.

4.2 Recommended Intersection Concept

Although the pedestrian crossing control warrants identified a signed and marked crosswalk for the intersection, consideration was given to further improving the intersection to better accommodate pedestrian activity. The recommended concept plan includes constructing curb extensions on each leg of the intersection to narrow the roadway and provide shorter crossing distances for pedestrians while promoting slower speeds given a narrower carriageway. The intersection concept is based on accommodating a school bus design vehicle. The recommended concept plan is illustrated in **Exhibit 2**.

P:\3298.18 - Drayton Valley Bus Exchange\50 Ave & 46 St Intersection Concept\Jul 7 15\CAD\50 Ave & 46 St Intersection Concept Options (Jul 7 15).dwg

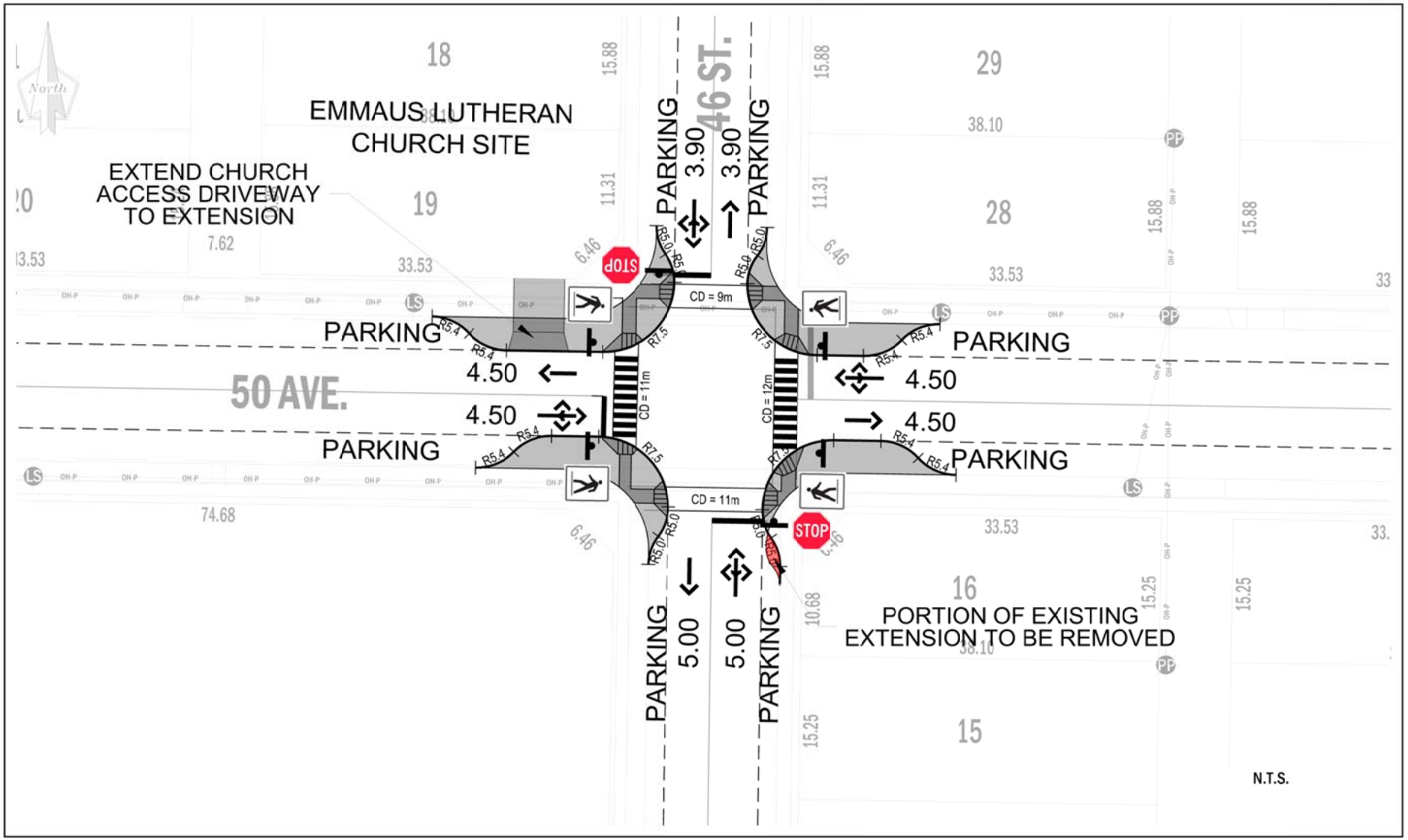


Exhibit 2

50 Avenue/46 Street Intersection Recommended Concept

bunt & associates

Key design elements associated with the recommended concept include:

Curb Extensions – The purpose of the curb extensions is two-fold: to shorten crossing distances and narrow the roadway. Curb extensions increase pedestrian visibility from an approaching driver's perspective and offer pedestrians protection prior to crossing the road. It is of note that under the recommended concept, crossing distances on 50 Avenue are reduced from greater than 20 metres to about 12 metres and on 46 Street are reduced by greater than 15 metres to about 10 metres. By keeping the intersection as compact as possible, pedestrians are anticipated to be able to more easily communicate their intentions at the intersection.

Crosswalk on West Leg of Intersection – It is recommended that the intersection include a crosswalk on all legs to reinforce pedestrian right-of-way, providing a more balanced level of accommodation between pedestrians and vehicles. The intersection currently operates as a three-leg intersection crossing (the west leg does not include a marked crosswalk) which pedestrians were observed to not comply with, potentially resulting in unnecessary pedestrian exposure.

Increase Pedestrian Crossing Signing and Marking – Currently, the intersection includes two pedestrian crossing signs (RA-4): one on the west approach (with a yellow background) and one on the east approach (with the standard white background). As a minimum, RA-4 signs should be placed on both sides of each the east and west legs facing approaching traffic (as illustrated in Exhibit 2). It is of note that pedestrian crossing signs with a yellow background should be avoided as drivers may associate the intersection with a school zone and not give the intersection the attention it requires outside of school hours. In terms of the crosswalk markings, ladder crosswalks should be painted on the crosswalks crossing 50 Avenue.

The installation of pedestrian flashers at the intersection was also considered. While pedestrian flashers would likely significantly improve the level of pedestrian accommodation at the intersection, the recommended intersection concept is anticipated to better facilitate eye contact between pedestrians and drivers, allowing pedestrians to better communicate their intentions to cross the road. There is also some level of non-compliance amongst drivers approaching pedestrian flashers (often unintentional) which may potentially leave pedestrians exposed and give a false sense of protection.

Emmaus Lutheran Church Access - Given the proximity of the Church access to the intersection and the site configuration (which does not lend itself well to removing or relocating the access), the access should be extended to the proposed curb line associated with the curb extension in the northwest quadrant of the intersection.

Intersection Traffic Control – The existing traffic control—two-way stop-control on the north and south approaches—is anticipated to continue to be appropriate. Consideration was given to increasing the level of traffic control to all-way stop-control; however, given that traffic volumes

on 50 Avenue are considerably greater than those on 46 Street, the intersection is not a strong candidate for all-way stop-control.

Other Considerations - It is important to note that the recommended concept is based on the assumption that 50 Avenue will continue to operate as a two-lane road. The *Drayton Valley Municipal Development Plan (MDP)* states that arterial roads, which includes 50 Avenue, are or will ultimately be developed as four-lane roads. Should traffic operations on 50 Avenue be changed from the accommodation of two travel lanes to four travel lanes, the design of the intersection will have to be revisited.

5. SUMMARY

The recommended intersection concept plan provides a higher level of pedestrian accommodation by way of shorter crossing distances and increasing pedestrian presence at the intersection. These improvements are anticipated to reinforce walkability in the area and encourage use of the intersection as safe and viable crossing.

February 26, 2016
3298.17

Ron Fraser, P.Eng.
Director of Engineering and Development
Town of Drayton Valley
Box 6837, 5120-52 Street
Drayton Valley, Alberta T7A 1A1

Dear Mr. Fraser,

Re: Drayton Valley Traffic Calming Study
Executive Summary

Bunt & Associates was retained by Select Engineering Consultants on behalf of the Town of Drayton Valley to provide transportation engineering consulting services to prepare a traffic calming study summarizing potential traffic calming measures that could be considered for four residential streets in Drayton Valley, Alberta. Study streets identified by the Town of Drayton Valley as candidates for traffic calming include:

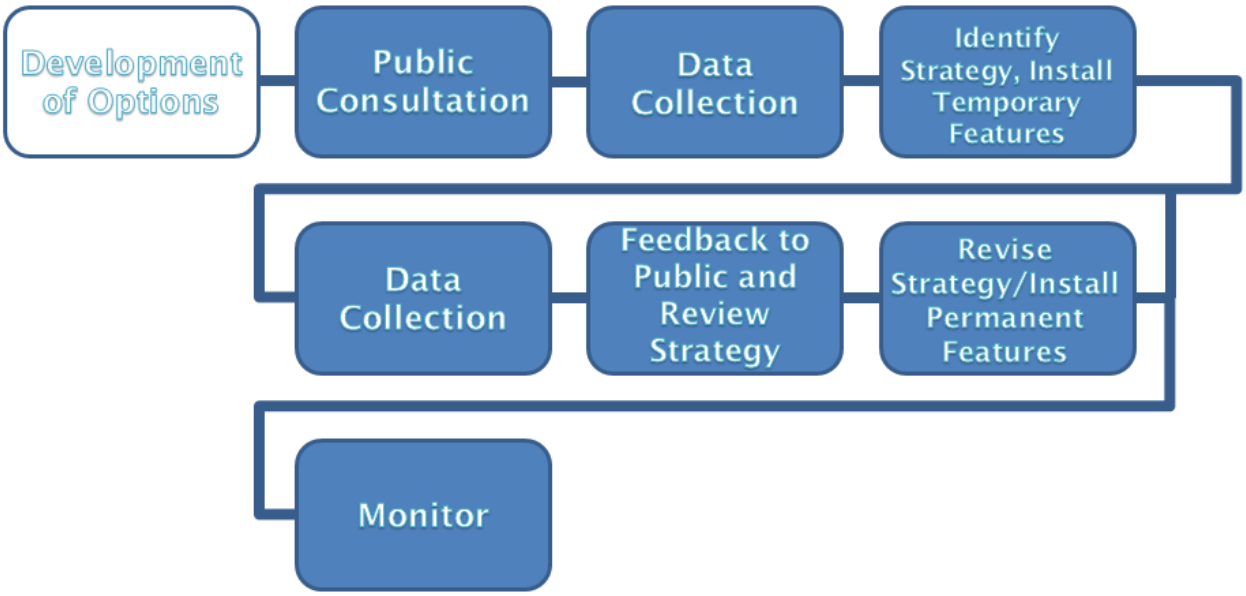
- 45 Avenue between 50 Street and the Omniplex;
- Beckett Road south of 50 Avenue;
- 54 Avenue and 45 Street between 50 Avenue and 50 Street; and,
- 55 Avenue and 43 Street between 50 Avenue and 50 Street.

TRAFFIC CALMING STRATEGY IMPLEMENTATION PROCESS

The key to successfully implementing a traffic calming strategy is gaining support from the public. This can be accomplished through consultation and having the public actively participate in selecting an appropriate traffic calming strategy and providing feedback demonstrating the effectiveness of the selected strategy. Another way to gain public support is to implement the selected strategies in a cost effective manner which could include installing temporary features as part of a trial or pilot project before constructing permanent features.

Figure 1 illustrates a typical traffic calming strategy implementation process.

Figure 1: Traffic Calming Strategy Implementation Process



Each step associated with the traffic calming implementation process is summarized below:

Development of Options
Develop a series of options that could potentially address perceived traffic-related issues. These options represent the first step of the process (and the step that we are currently on) and will provide Town administration and decision makers the opportunity to provide initial comments and feedback.

Public Consultation
Provides the public the opportunity to comment on initial traffic calming measure options which are anticipated to assist in i) generating further discussion about the perceived issues; and ii) gauging the public's willingness for change.

Data Collection
A data collection program is developed to quantify existing traffic conditions and confirm perceived issues. Specific studies may include:

- Intersection turning movement surveys to determine the magnitude of traffic associated with each movement at an intersection;
- Two-way link surveys to measure the magnitude of two-way traffic on a corridor either during peak periods or a 24-hour period;
- Spot speed studies to measure typical travel speeds along a corridor; and/or,
- License plate studies to quantify the magnitude of short-cutting traffic.

Identify Strategy and Install Temporary Features
Based on the results of the public consultation and data collection program, identify the issues/concerns that need to be addressed and select an appropriate traffic calming strategy. Rather

than constructing permanent features straightaway, consideration could be given to installing temporary features as a trial or pilot project.

Data Collection
Collect data and compare to that collected in the initial data collection phase under existing conditions to determine the effectiveness of the traffic calming measures.

Feedback to Public and Strategy Review
Communicate the effectiveness of the traffic calming strategy to the public and evaluate whether the project goals were met.

Revise Strategy or Construct Permanent Features
If the trial or pilot project is successful, consideration could be given to constructing permanent features. If the trial or pilot project is not successful, consideration could be given to revising the strategy or removing the temporary features. If the strategy is revised, further data collection and consultation with the public may be required to measure and evaluate the effectiveness of the revised strategy.

Monitoring
Monitoring could include improving existing measures, additional data collection, and/or maintaining the features.

STUDY GOALS

The Town of Drayton Valley, through feedback from neighbourhood residents, identified perceived traffic-related issues on each of the study streets. The perceived issues identified ranged from speeding to restricted sight lines to short-cutting. The goal of the study was to develop a series of traffic calming options illustrating a range of measures that could potentially mitigate issues identified and generally improve the neighbourhood environment. The traffic calming options identified for each street are generally compatible with, and can mostly be integrated within, the existing roadway framework. It is important to note that a traffic calming strategy for a corridor may consist of a single measure applied to the corridor or multiple measures applied in combination (ie. mix and match approach).

The primary purpose of the study is to assist in generating further discussion about the perceived issues along each corridor and to gauge the public's and decision makers' willingness for change.

PREPARATION OF BASE PLAN

A base plan of the study roads was prepared in CAD and served as the base for the design. Intersection and roadway geometry and operational characteristics were confirmed during a site visit. Note that the existing roadway geometry illustrated is based on tape measurements and should be confirmed through the completion of a detailed survey at the next level of design.

SUMMARY OF TRAFFIC CALMING STRATEGIES

Several traffic calming measures were identified for each of the study streets. Traffic calming measures identified include the installation of a combination of physical features that are designed to change driver behavior through self-enforcement. The review of multiple traffic calming strategies for each street is anticipated to provide an opportunity to compare strategies based on factors such as anticipated effectiveness. Other factors, such as cost and ease of implementation, also should be considered in determining an appropriate traffic calming program for each study street. A table summarizing the anticipated effectiveness of each measure on reducing speed, reducing short-cutting, mitigating sharp curves and accommodating pedestrian is included in the summary for each of the study streets.

45 Avenue between 50 Street and Omniplex

Perceived Issues:

- Travel speeds exceed speed limit;
- Limited sight lines through curves and curves are too sharp; and,
- Significant volume of traffic on 45 Avenue is assumed to be associated with the Omniplex (which was identified as being undesirable).

Potential Traffic Calming Strategies:

Speed Bumps (Existing, Seasonal) – A series of speed bumps are currently installed along the west section of 45 Avenue between 54 Street and 56 Street. Speed bumps slow traffic through vertical deflection.

Calming through Curves – A median is constructed along the centre of the curve and curbs are extended into the roadway along the edges of the curve to better define the vehicle travel path. In addition, the curve is typically designed in such a way that it is only passable at low speeds. Note that to mitigate impacts on adjacent driveways, the curb extensions are illustrated as painted medians and the centre median could be constructed as a mountable median.

Curb Extensions – Curbs are extended into the road at intersections and other key points along the street to narrow travel lanes (which creates more friction to slow vehicles), reduce crossing distance for pedestrians, make pedestrians more visible at crosswalks, and define on-street parking areas. Curb extensions typically provide opportunities for additional landscaping further improving the neighbourhood environment.

Chicanes – A traffic calming feature that includes the development of curb extensions along the street that deflects the flow of through traffic from one side of the road to the other resulting in a series of S-turns. Note that the development of chicanes often results in a reduction in on-street parking capacity.

Table 1 summarizes the anticipated general effectiveness of each traffic calming measure considered for the 45 Avenue corridor. A rating of "4" indicates the measure is very effective in addressing the identified issue while a rating of "0" indicates the measure is ineffective.

Table 1: Summary of Traffic Calming Measure Effectiveness on 45 Avenue

Traffic Calming Measure	Option (Drawing #)	Issue/Concern			
		Speeding	Short-Cutting	Sharp Curves	Pedestrian
Speed Bumps (Seasonal)	Existing	3	1	0	1
Improved Signing	Option 1 (45 – 2.0)	0	0	2	0
Calming Through Curves	Option 2 (45 – 3.0)	2	1	4	2
Curb Extensions	Option 3 (45 – 4.0)	2	1	1	4
Chicanes	Option 4 (45 – 5.0)	4	3	1	3

0 = ineffective » 4 = very effective

Beckett Road

Perceived Issues:

- Travel speeds are uncomfortable for pedestrians;
- Difficult for drivers to back-out of driveways due to fast travel speeds and restricted sight lines; and,
- Sight lines are restricted through curves which reduces pedestrian visibility at crosswalks.

Traffic Calming Strategies Considered:

Community Speed Limit – The speed limit on a specific residential road is reduced to 40 km/h. This measure is typically done at the request of or with the support of the community.

Raised Crosswalk (Speed Table) – Raised crosswalks are crosswalks that are typically constructed about 10 cm (the height of the sidewalk) higher than the road and have a profile somewhat similar to a speed hump. Raised crosswalks are effective because i) they act similar to a speed hump creating a vertical deflection that forces drivers to slow down when passing through and ii) they bring vehicles to the pedestrian level which increases driver awareness of pedestrians.

Calming through Curves – A median is constructed along the centre of the curve and curbs are extended into the roadway along the edges of the curve to better define the vehicle travel path. In addition, the curve is typically designed in such a way that it is only passable at low speeds. Note that to mitigate impacts on adjacent driveways, the curb extensions are illustrated as painted medians and the centre median could be constructed as a mountable median.

Table 2 summarizes the anticipated general effectiveness of each traffic calming measure considered for Beckett Road.

Table 2: Summary of Traffic Calming Measure Effectiveness on Beckett Road

Traffic Calming Measure	Option (Drawing #)	Issue/Concern			
		Speeding	Short-Cutting	Sharp Curves	Pedestrian
Community Speed Limit	Option 1 (BR – 2.0)	2	1	2	2
Raised Crosswalks	Option 1 (BR – 2.0)	4	1	3	2
Calming Through Curves	Option 2 (BR – 3.0)	2	1	4	2

0 = ineffective » 4 = very effective

54 Avenue and 45 Street

Perceived Issues:

- Travel speeds exceeding posted speed limit;
- Travel speeds are uncomfortable for pedestrians; and,
- Short-cutting between 50 Avenue and 50 Street.

Traffic Calming Strategies Considered:

Community Speed Limit – The speed limit on a specific residential road is reduced to 40 km/h. This measure is typically done at the request of or with the support of the community.

Speed Humps – A traffic calming measure that uses vertical deflection to slow vehicular traffic to improve the neighbourhood environment. Speed humps are comparable to speed bumps except they are typically wider to allow both vehicle axles on the hump at the same time.

Diagonal Diverter – A barrier is placed diagonally across an intersection, blocking through movements at the intersection and funneling traffic to an alternative route. This traffic calming measure is most appropriate for neighborhood streets where short-cutting is an identified issue and a road of higher classification parallels the subject street providing an appropriate alternative route.

Curb Extensions – Curbs are extended into the road at intersections and other key points along the street to narrow travel lanes (which creates more friction to slow vehicles), reduce crossing distance for pedestrians, make pedestrians more visible at crosswalks, and define on-street parking areas. Curb extensions typically provide opportunities for additional landscaping further improving the neighbourhood environment.

Increase Intersection Traffic Control – While traffic control devices are not ideal traffic calming measures, it is important to acknowledge that increasing the level of traffic control at an intersection can affect driver behavior along the corridor and result in an improved neighbourhood environment. Candidate intersections typically include intersections that have one or two uncontrolled approaches and traffic volumes along all approaches that are somewhat comparable. Under these conditions, the

level of traffic control can typically be upgraded to an all-way stop without significant impacts on traffic operations.

Table 3 summarizes the anticipated general effectiveness of each traffic calming measure considered for the 54 Avenue and 45 Street corridor.

Table 3: Summary of Traffic Calming Measure Effectiveness on 54 Avenue and 45 Street

Traffic Calming Measure	Option (Drawing #)	Issue/Concern			
		Speeding	Short-Cutting	Sharp Curves	Pedestrian
Community Speed Limit	Option 1 (54 – 2.0)	2	1	2	2
Speed Humps	Option 1 (54 – 2.0)	4	1	3	2
Diagonal Diverter	Option 1 (54 – 2.0)	2	4	0	2
Curb Extensions	Option 2 (54 – 3.0)	2	1	1	4
Increase Traffic Control	Option 2 (54 – 3.0)	1	1	0	2

0 = ineffective » 4 = very effective

55 Avenue and 43 Street

Perceived Issues:

- Travel speeds exceeding posted speed limit;
- Limited sight lines through curves and curves are too sharp; and,
- Short-cutting between 50 Avenue and 50 Street (intersections at the arterial roads are signalized).

Potential Traffic Calming Strategies:

Curb Extensions – Curbs are extended into the road at intersections and other key points along the street to narrow travel lanes (which creates more friction to slow vehicles), reduce crossing distance for pedestrians, make pedestrians more visible at crosswalks, and define on-street parking areas. Curb extensions typically provide opportunities for additional landscaping further improving the neighbourhood environment.

55 Avenue Realignment – Consideration could be given to realigning the 55 Avenue/43 Street intersection which currently includes a sharp curve and an intersection located less than 50 metres from the curve. Realigning 55 Avenue and 43 Street such that 55 Avenue tees into 43 Street and 43 Street continues north before tying into 55 Avenue to the north could diminish 55 Avenue as a short-cut between 50 Avenue and 50 Street.

One-Way Conversion – Consideration could be given to converting 55 Avenue between 48 Street and 48A Street from a two-way road to a one-way (westbound) road. Given the existing road network in the area, the impact to local traffic is anticipate to be manageable as the area roadway network is generally well connected and numerous alternative routes exist. Note that this measure would likely have to be implemented along with a diagonal diverter at the 54 Avenue/48 Street intersection to ensure that short-cutting traffic would simply not be displaced to 54 Avenue.

Table 4 summarizes the anticipated general effectiveness of each traffic calming measure considered for the 55 Avenue and 43 Street corridor.

Table 4: Summary of Traffic Calming Measure Effectiveness on 55 Avenue and 43 Street

Traffic Calming Measure	Option (Drawing #)	Issue/Concern			
		Speeding	Short-Cutting	Sharp Curves	Pedestrian
Curb Extensions	Option 1 (55 – 2.0)	2	1	1	4
55 Avenue Realignment	Option 1 (55 – 2.0)	1	2	4	1
One-Way Conversion	Option 2 (55 – 3.0)	0	2	0	2

0 = ineffective » 4 = very effective

NEXT STEP

The key to successfully implementing a traffic calming strategy is to gain support from the public by having them actively participate in the process. The next step in this particular project is to engage the public in a consultation to facilitate further discussion about the perceived issues along each corridor and to gauge the public's willingness to adopt a traffic calming strategy.

Successful implementation of a traffic calming strategy ultimately rests on the people who use the street the most: local residents. It is important to acknowledge that most traffic calming measures impose a level of inconvenience to drivers; however, if existing issues are confirmed and documented (with data rather than anecdotal evidence) and potential benefits are well communicated, residents are generally willing to trade convenience for an improved neighbourhood environment.

North

50 AVENUE

INTERSECTION ALL-WAY STOP-CONTROLLED

PERCEIVED ISSUES
- LIMITED SIGHT LINES THROUGH CURVE
- CURVE TOO SHARP

PERCEIVED ISSUE
- TRAVEL SPEEDS EXCEED SPEED LIMIT

PERCEIVED ISSUES
- LIMITED SIGHT LINES THROUGH CURVE
- CURVE TOO SHARP

OMNIPLEX

45 AVENUE

GUARDRAILS

SPEED BUMPS

INTERSECTION SIGNALIZED

50 STREET

SCALE 1:2500

0 25 50 75 m

PROJECT	3298.17 - Drayton Valley Traffic Calming Concepts
SHEET NO.	45 - 1.0
DATE	Updated February 25, 2016

Traffic Calming - 45 Avenue

Existing Conditions and Perceived Issues

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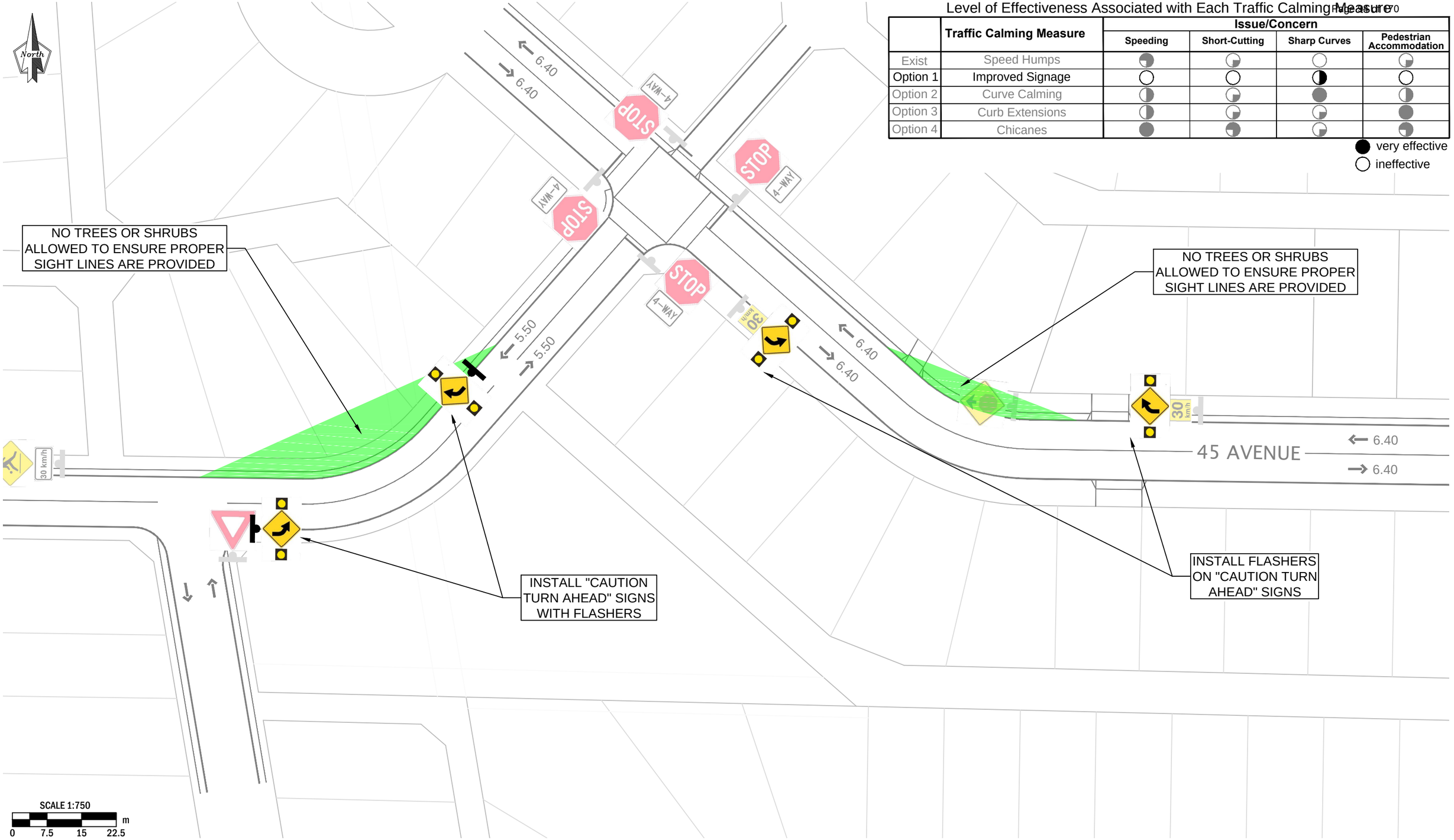
Level of Effectiveness Associated with Each Traffic Calming Measure

	Traffic Calming Measure	Issue/Concern			
		Speeding	Short-Cutting	Sharp Curves	Pedestrian Accommodation
Exist	Speed Humps	◕	◔	○	◔
Option 1	Improved Signage	○	○	◑	○
Option 2	Curve Calming	◑	◔	●	◑
Option 3	Curb Extensions	◑	◔	◔	●
Option 4	Chicanes	●	◕	◔	◕

● very effective
○ ineffective



PROJECT 3298.17 - Drayton Valley Traffic Calming Concepts

SHEET NO. 45 - 2.0

DATE Updated February 25, 2016

Traffic Calming - 45 Avenue (East Section)

Option 1 - Improved Signing

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Level of Effectiveness Associated with Each Traffic Calming Measure

	Traffic Calming Measure	Issue/Concern			
		Speeding	Short-Cutting	Sharp Curves	Pedestrian Accommodation
Exist	Speed Humps	◕	◔	○	◔
Option 1	Improved Signage	○	○	◑	○
Option 2	Curve Calming	◑	◔	●	◑
Option 3	Curb Extensions	◑	◔	◔	●
Option 4	Chicanes	●	◕	◔	◕

● very effective
○ ineffective

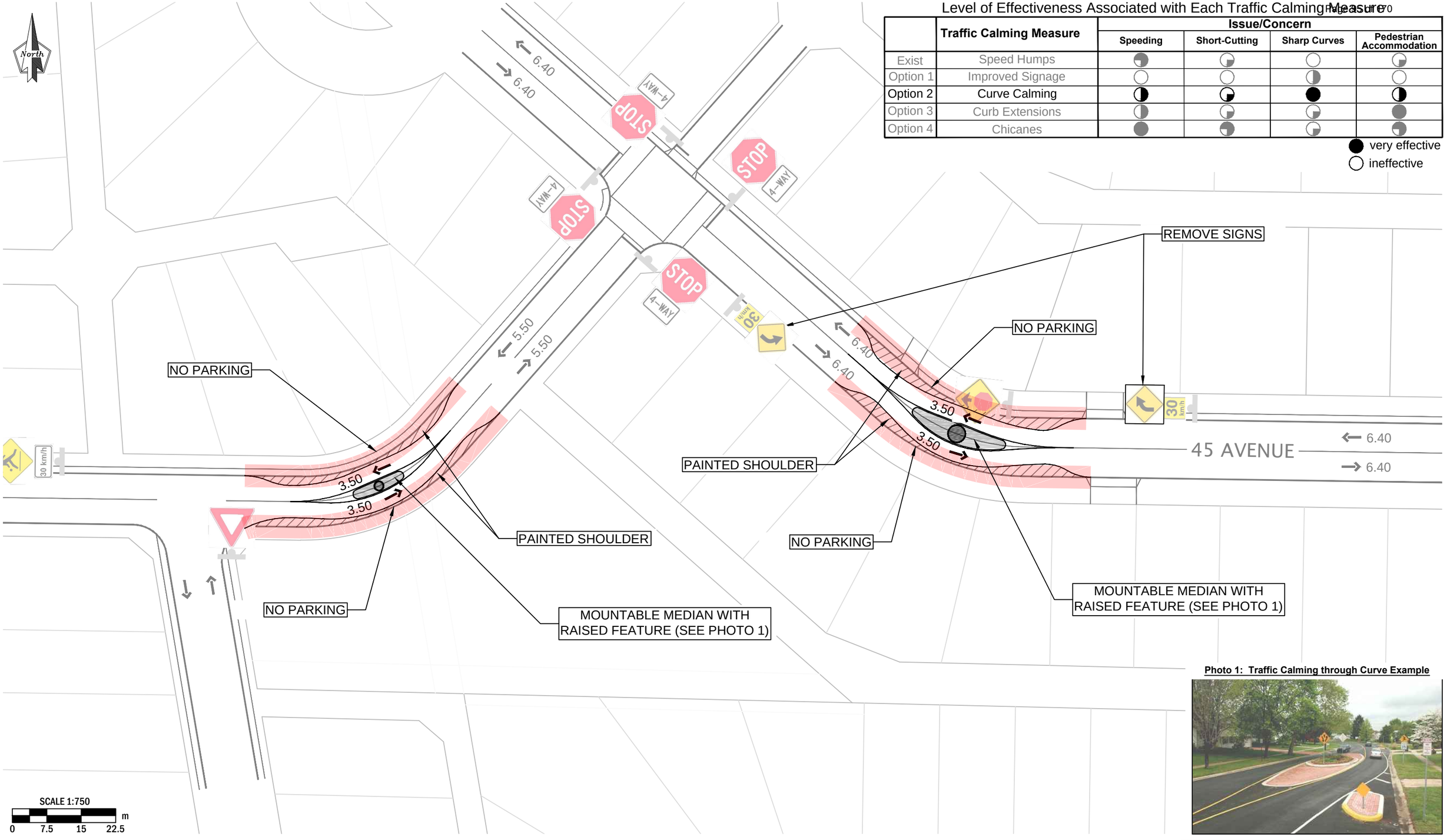

Photo 1: Traffic Calming through Curve Example

PROJECT	3298.17 - Drayton Valley Traffic Calming Concepts
SHEET NO.	45 - 3.0
DATE	Updated February 25, 2016

Traffic Calming - 45 Avenue (East Section)

Option 2 - Calming Through Curves

bunt & associates

Level of Effectiveness Associated with Each Traffic Calming Measure

	Traffic Calming Measure	Issue/Concern			
		Speeding	Short-Cutting	Sharp Curves	Pedestrian Accommodation
Exist	Speed Humps	◕	◔	○	◔
Option 1	Improved Signage	○	○	◑	○
Option 2	Curve Calming	◑	◔	●	◑
Option 3	Curb Extensions	◑	◔	◔	●
Option 4	Chicanes	●	◕	◔	◕

● very effective
○ ineffective

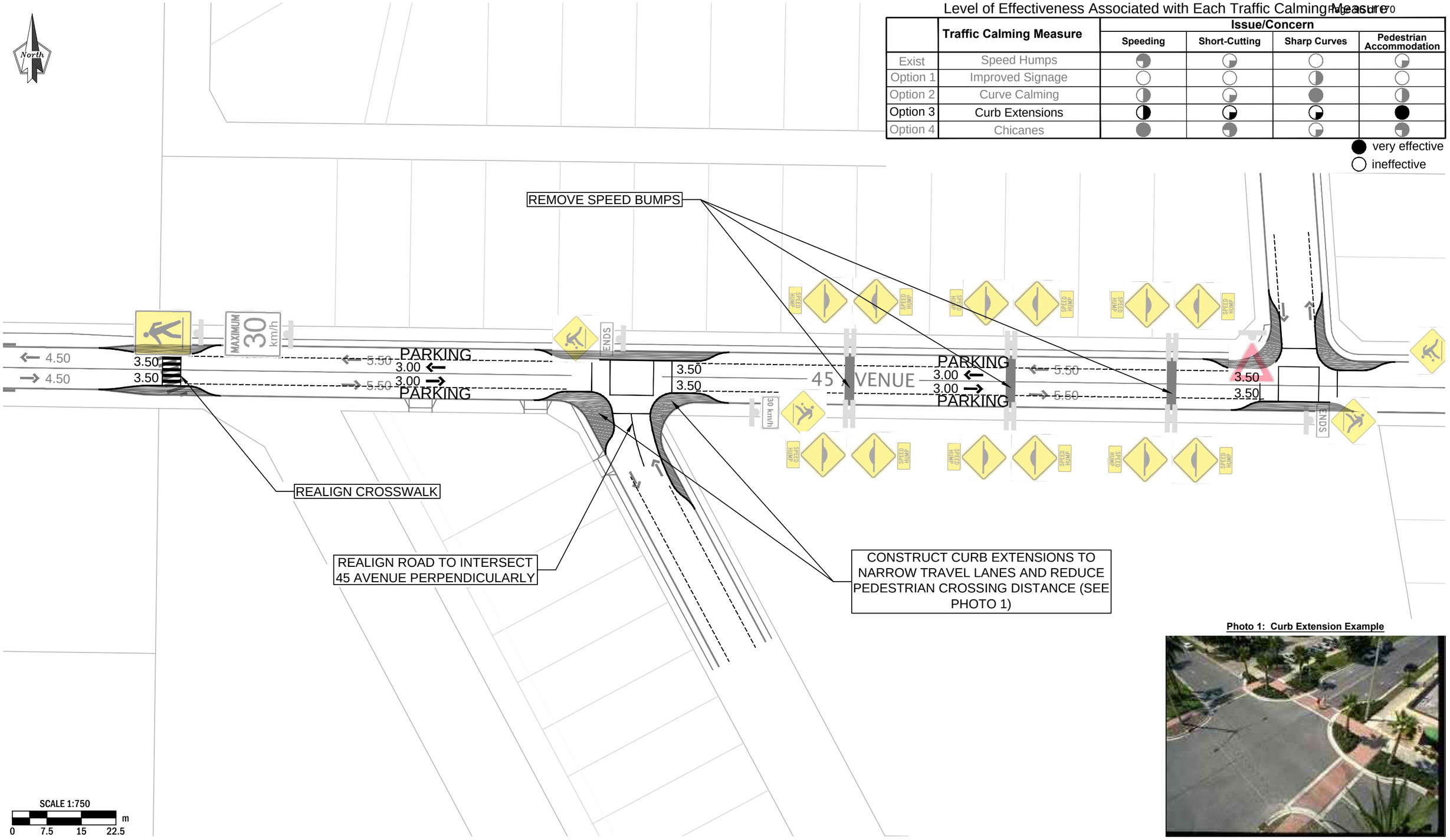

Photo 1: Curb Extension Example

PROJECT 3298.17 - Drayton Valley Traffic Calming Concepts

SHEET NO. 45 - 4.0

DATE Updated February 25, 2016

Traffic Calming - 45 Avenue (West Section)

Option 3 - Curb Extensions

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Level of Effectiveness Associated with Each Traffic Calming Measure

	Traffic Calming Measure	Issue/Concern			
		Speeding	Short-Cutting	Sharp Curves	Pedestrian Accommodation
Exist	Speed Humps	◕	◔	○	◔
Option 1	Improved Signage	○	○	◑	○
Option 2	Curve Calming	◑	◔	●	◑
Option 3	Curb Extensions	◑	◔	◔	●
Option 4	Chicanes	●	◕	◕	◕

● very effective
○ ineffective

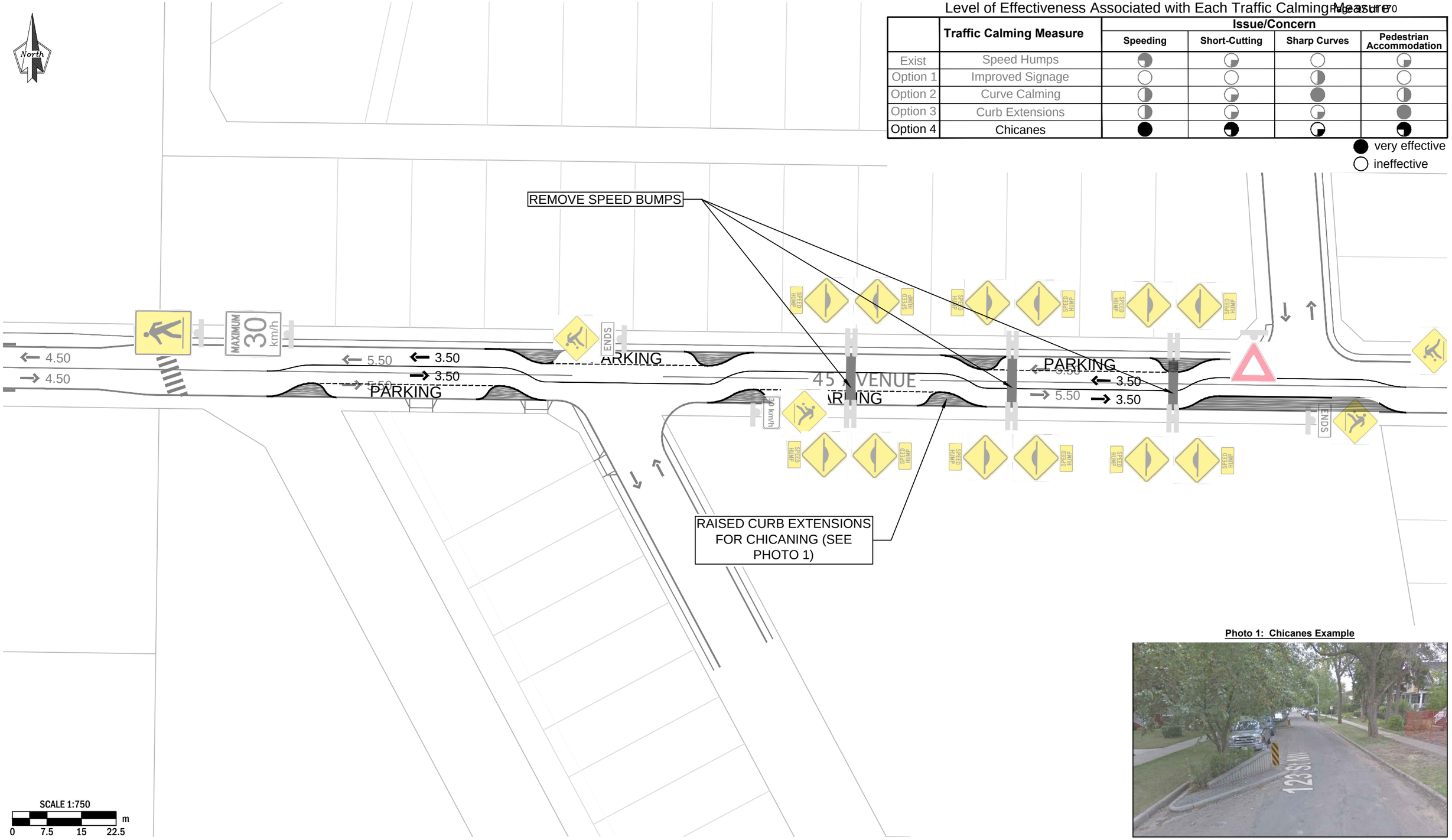

Photo 1: Chicanes Example

PROJECT	3298.17 - Drayton Valley Traffic Calming Concepts
SHEET NO.	45 - 5.0
DATE	Updated February 25, 2016

Traffic Calming - 45 Avenue (West Section)

Option 4 - Chicanes

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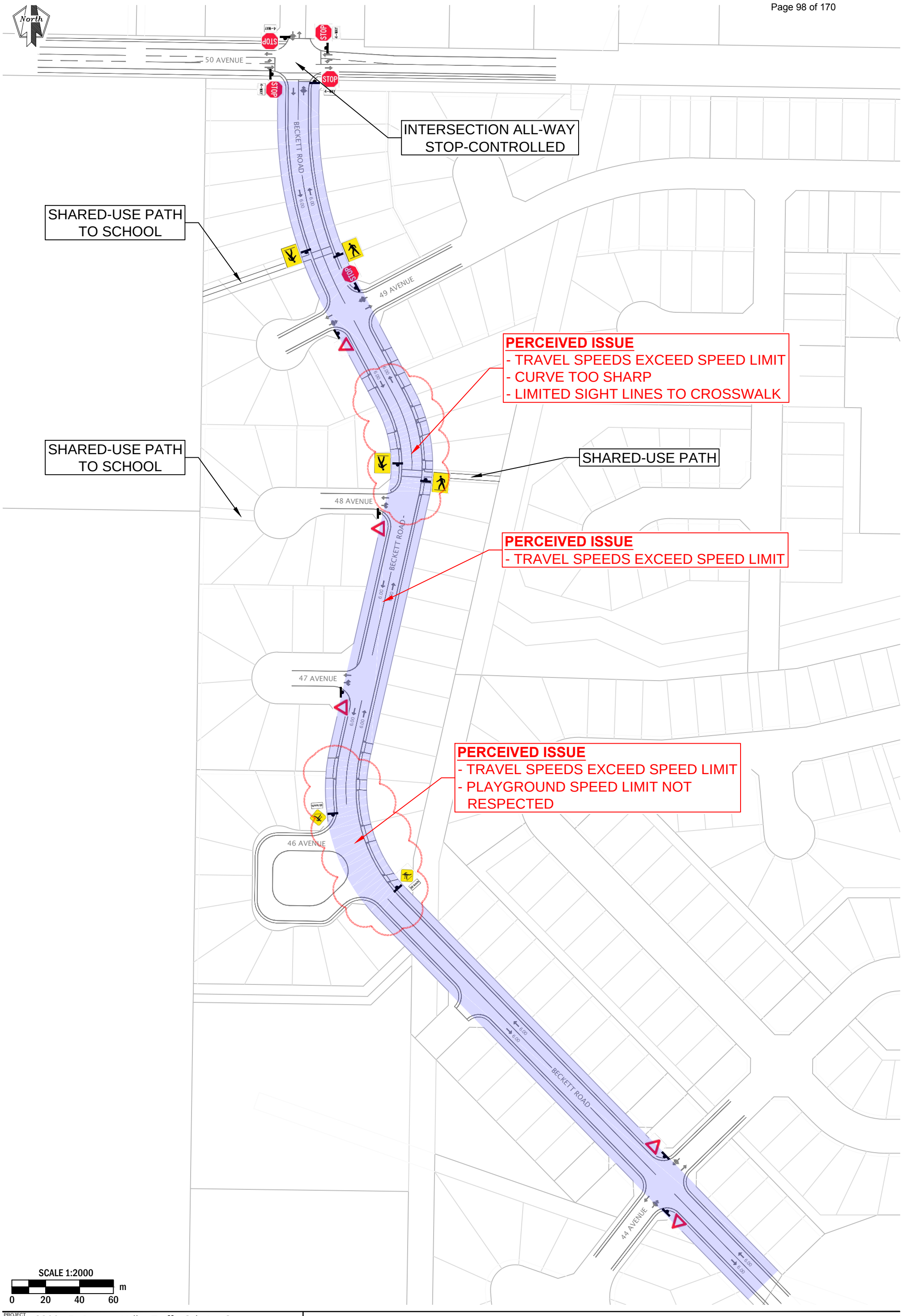

PROJECT	3298.17 - Drayton Valley Traffic Calming Concepts
SHEET NO.	BR - 1.0
DATE	Updated February 25, 2016

Traffic Calming - Beckett Road

Existing Conditions and Perceived Issues

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COMMUNITY SPEED LIMIT SIGNS (SEE ILLUSTRATION 1)

RAISED CROSSWALK WITH ADDITIONAL SIGNS AND STRIPING TO INCREASE PRESENCE (SEE PHOTO 1)

COMMUNITY SPEED LIMIT SIGNS (SEE ILLUSTRATION 1)

RAISED CROSSWALK WITH ADDITIONAL SIGNS AND STRIPING TO INCREASE PRESENCE (SEE PHOTO 1)

COMMUNITY SPEED LIMIT SIGNS (SEE ILLUSTRATION 1)

Illustration 1: Sign Detail

50 AVENUE
BECKETT ROAD
49 AVENUE
48 AVENUE
47 AVENUE
46 AVENUE
STOP
4-WAY
6.00

Level of Effectiveness Associated with Each Traffic Calming Measure

	Traffic Calming Measure	Issue/Concern			
		Speeding	Short-Cutting	Sharp Curves	Pedestrian Accommodation
Option 1	Community Speed Limit	◑	◔	◑	◑
Option 1	Raised Crosswalks	●	◔	◕	◑
Option 2	Curve Calming	◑	◔	●	◑

● very effective
○ ineffective

SCALE 1:2000
0 20 40 60 m

PROJECT	3298.17 - Drayton Valley Traffic Calming Concepts
SHEET NO.	BR - 2.0
DATE	Updated February 25, 2016

Traffic Calming - Beckett Road

Option 1 - Community Speed Limit and Raised Crosswalks

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North

50 AVENUE

BECKETT ROAD

49 AVENUE

48 AVENUE

47 AVENUE

46 AVENUE

INTRODUCE MEDIAN THROUGH CURVE (SEE INSET A AND PHOTO 1)

INSET A

INTRODUCE MEDIAN THROUGH CURVE (SEE INSET B AND PHOTO 1)

INSET B

DRIVEWAYS POTENTIALLY IMPACTED BY TREATMENT

CONSTRUCT NEW CROSSWALK

SCALE 1:2000

0 20 40 60 m

MOUNTABLE MEDIAN (SEE PHOTO 1)

PAINT SHOULDERS

PAINTED SHOULDERS

3.50

3.50

SCALE 1:750

0 7.5 15 22.5 m

NO PARKING

Photo 1: Mountable Median

INSET B: Calming at 46 Avenue

MOUNTABLE MEDIAN (SEE PHOTO 1)

PAINT SHOULDERS

PAINT SHOULDERS

3.50

3.50

SCALE 1:750

0 7.5 15 22.5 m

NO PARKING

PROJECT	3298.17 - Drayton Valley Traffic Calming Concepts
SHEET NO.	BR - 3.0
DATE	Updated February 25, 2016

Traffic Calming - Beckett Road

Option 2 - Calming through Curves

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North

SIGNALIZED INTERSECTION

ON-STREET PARKING PERMITTED ON BOTH SIDES OF 54 AVENUE ALONG CORRIDOR

PERCEIVED ISSUES
- TRAVEL SPEEDS EXCEED SPEED LIMIT
- SHORTCUTTING BETWEEN 50 AVENUE AND 50 STREET

ON-STREET PARKING PERMITTED ON BOTH SIDES OF 54 AVENUE ALONG CORRIDOR

SCALE 1:2500

0 25 50 75 m

PROJECT	3298.17 - Drayton Valley Traffic Calming Concepts
SHEET NO.	54 - 1.0
DATE	Updated February 25, 2016

Traffic Calming - 54 Avenue/45 Street

Existing Conditions and Perceived Issues

bunt & associates

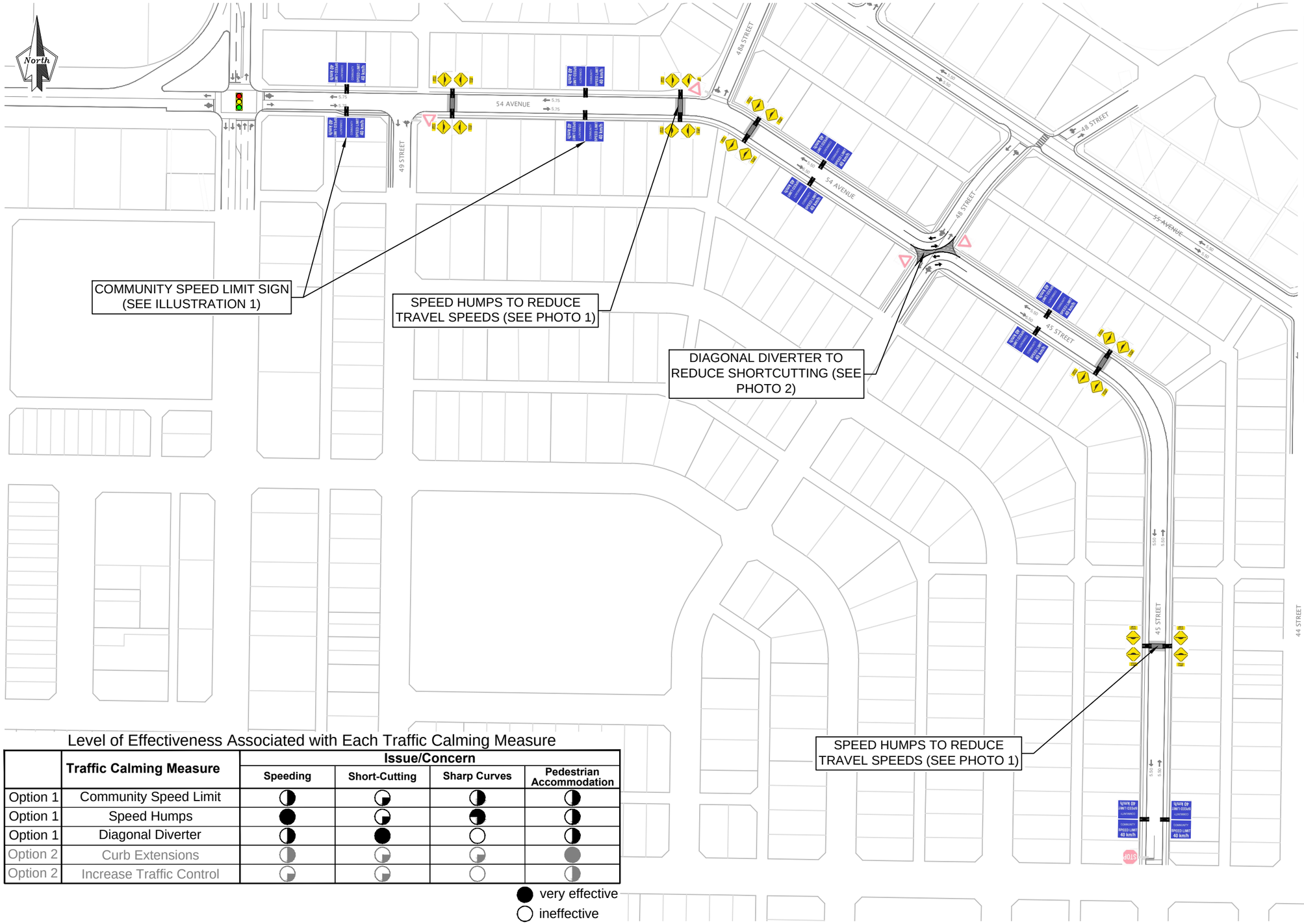

Photo 1: Speed Hump Example

Photo 2: Diagonal Diverter Example

Illustration 1: Sign Detail

Level of Effectiveness Associated with Each Traffic Calming Measure

	Traffic Calming Measure	Issue/Concern			
		Speeding	Short-Cutting	Sharp Curves	Pedestrian Accommodation
Option 1	Community Speed Limit	◑	◔	◑	◑
Option 1	Speed Humps	●	◔	◕	◑
Option 1	Diagonal Diverter	◑	●	○	◑
Option 2	Curb Extensions	◑	◔	◔	●
Option 2	Increase Traffic Control	◔	◔	○	◑

● very effective
○ ineffective

PROJECT 3298.17 - Drayton Valley Traffic Calming Concepts

SHEET NO. 54 - 2.0

DATE Updated February 25, 2016

Traffic Calming - 54 Avenue

Option 1 - Community Speed Limit, Speed Humps and Diagonal Diverter

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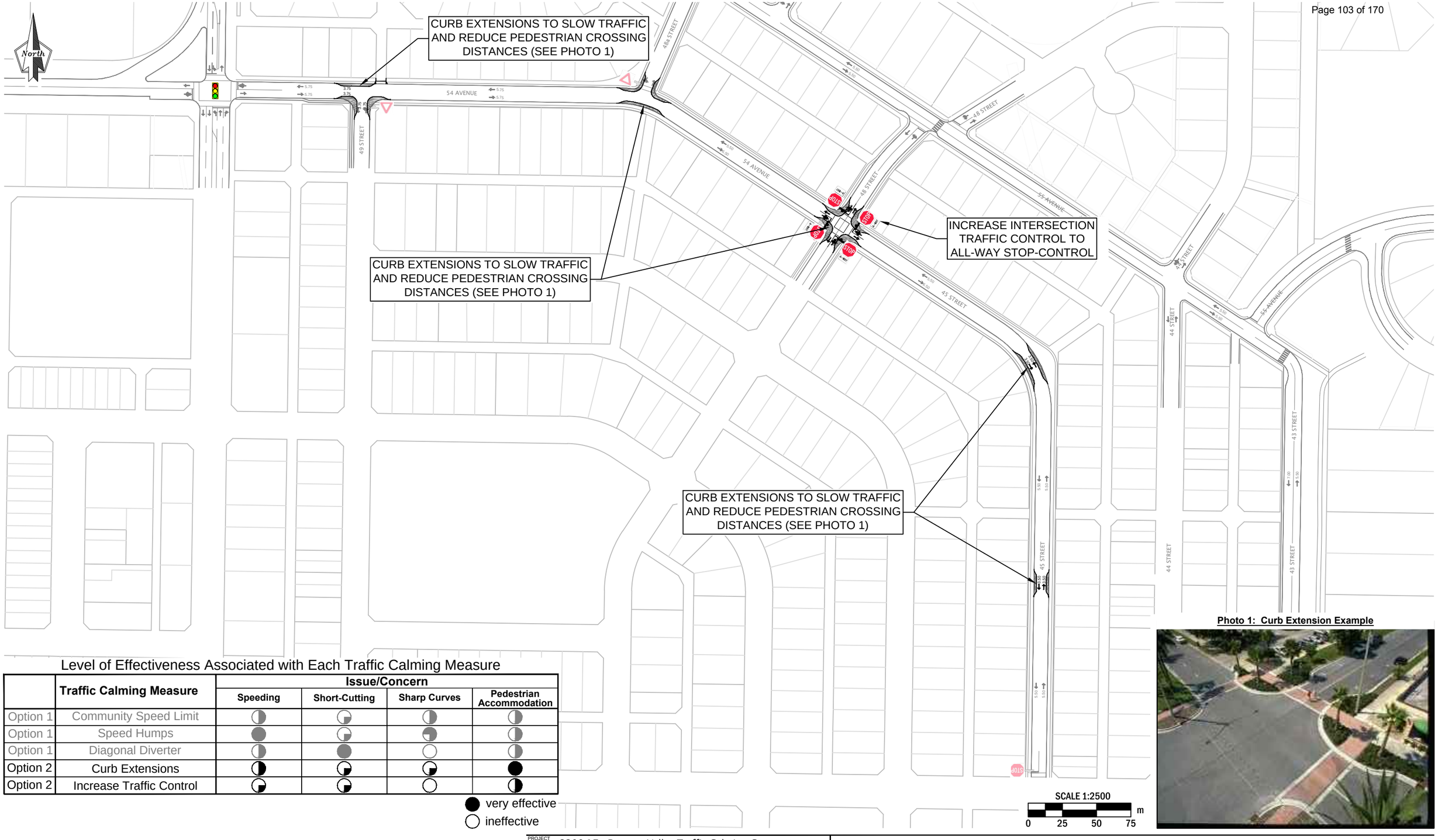

Level of Effectiveness Associated with Each Traffic Calming Measure

	Traffic Calming Measure	Issue/Concern			
		Speeding	Short-Cutting	Sharp Curves	Pedestrian Accommodation
Option 1	Community Speed Limit	◑	◔	◑	◑
Option 1	Speed Humps	●	◔	◕	◑
Option 1	Diagonal Diverter	◑	●	○	◑
Option 2	Curb Extensions	◑	◔	◔	●
Option 2	Increase Traffic Control	◔	◔	○	◑

● very effective
○ ineffective

Photo 1: Curb Extension Example

PROJECT 3298.17 - Drayton Valley Traffic Calming Concepts

SHEET NO. 54 - 3.0

DATE Updated February 25, 2016

Traffic Calming - 54 Avenue

Option 2 - Curb Extensions

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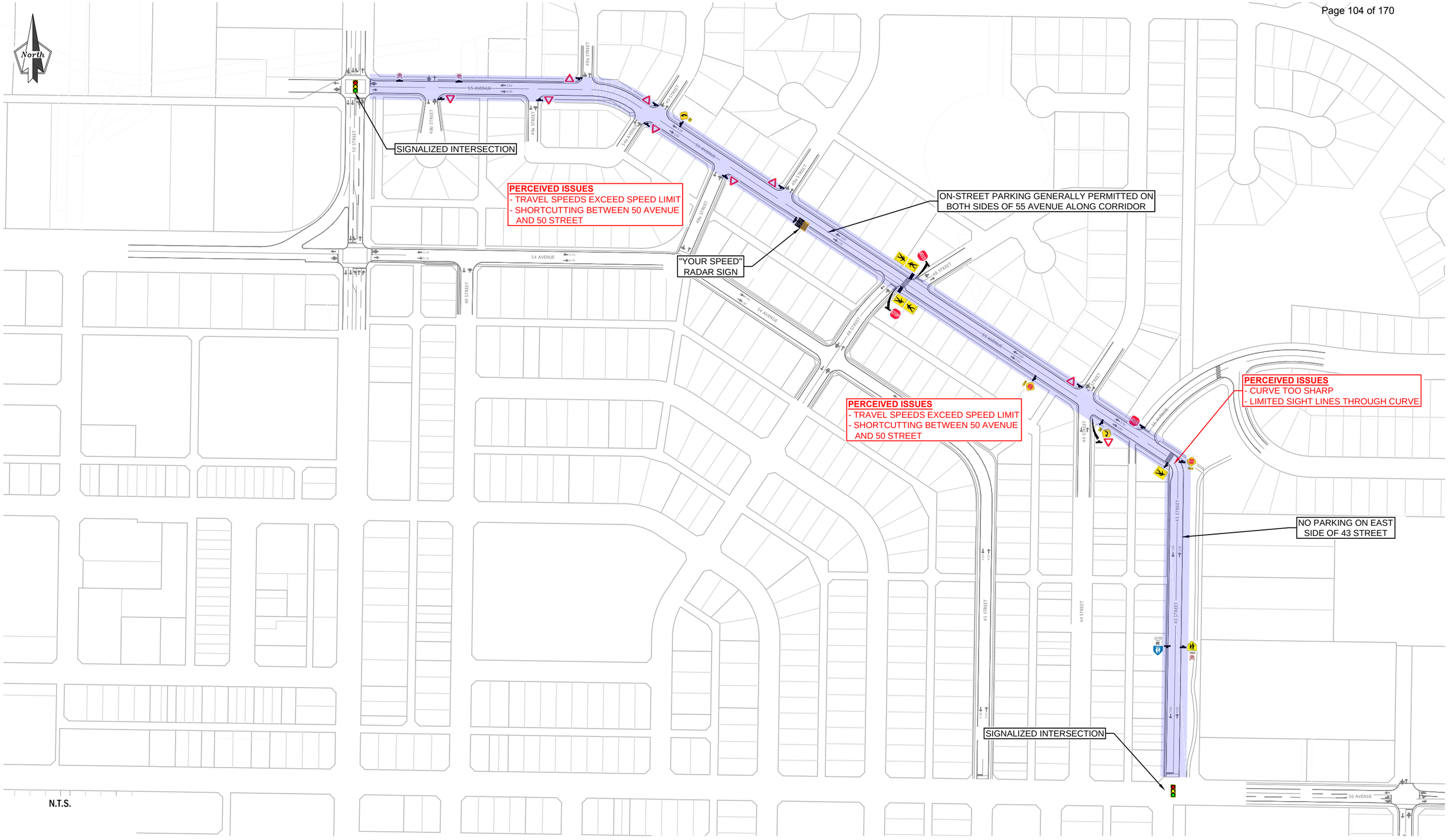

N.T.S.

PROJECT	3298.17 - Drayton Valley Traffic Calming Concepts
SHEET NO.	55 - 1.0
DATE	Updated February 25, 2016

Traffic Calming - 55 Avenue

Existing Conditions and Perceived Issues

bunt & associates

Level of Effectiveness Associated with Each Traffic Calming Measure

	Traffic Calming Measure	Issue/Concern			
		Speeding	Short-Cutting	Sharp Curves	Pedestrian Accommodation
Option 1	Curb Extensions	◑	◔	◔	●
Option 1	55 Avenue Realignment	◔	◑	●	◔
Option 2	One-Way	○	◑	○	◑

● very effective
○ ineffective

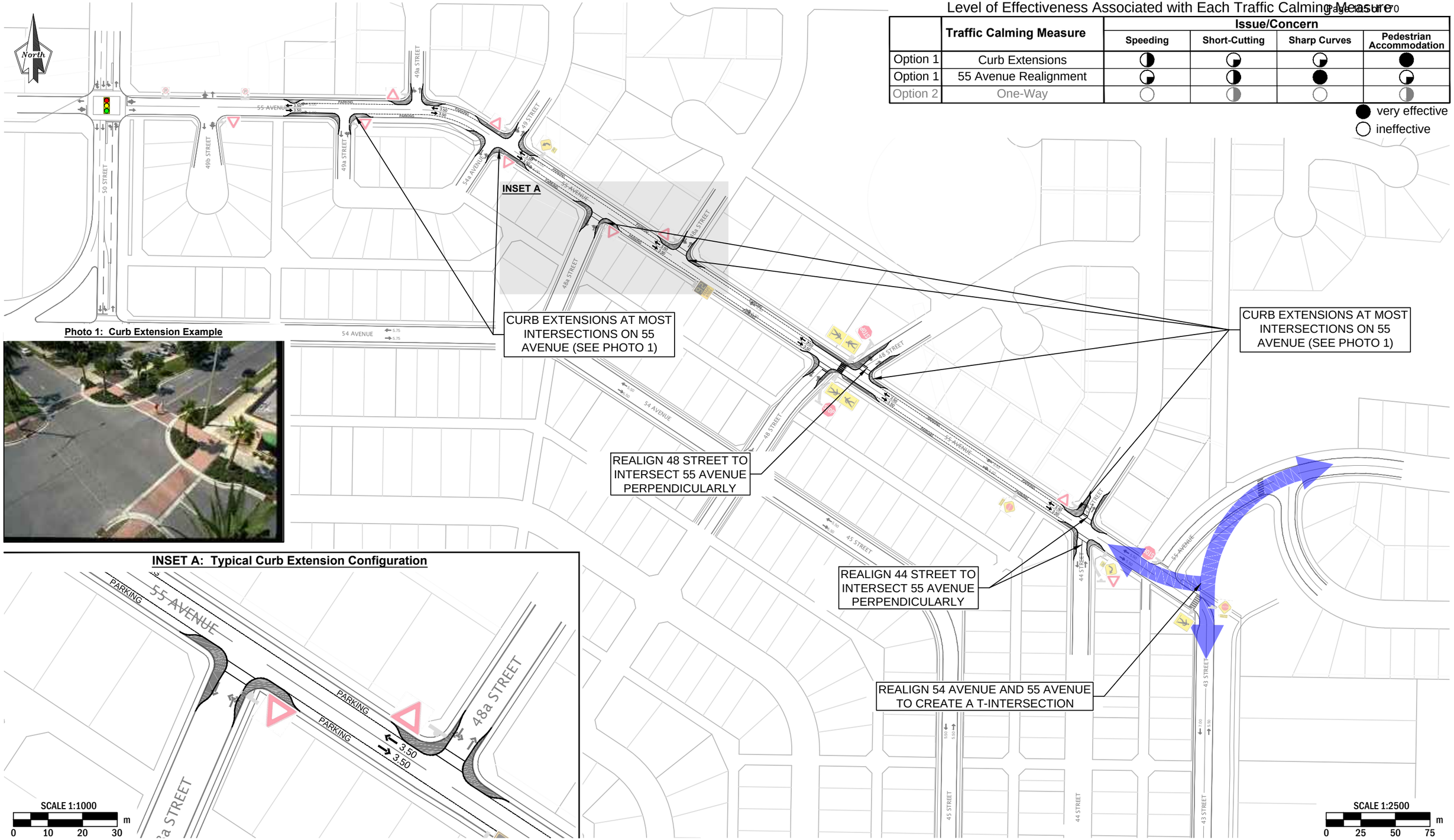

Photo 1: Curb Extension Example

INSET A: Typical Curb Extension Configuration

PROJECT	3298.17 - Drayton Valley Traffic Calming Concepts
SHEET NO.	55 - 2.0
DATE	Updated February 25, 2016

Traffic Calming - 55 Avenue

Option 1 - Curb Extensions and 55 Avenue Realignment

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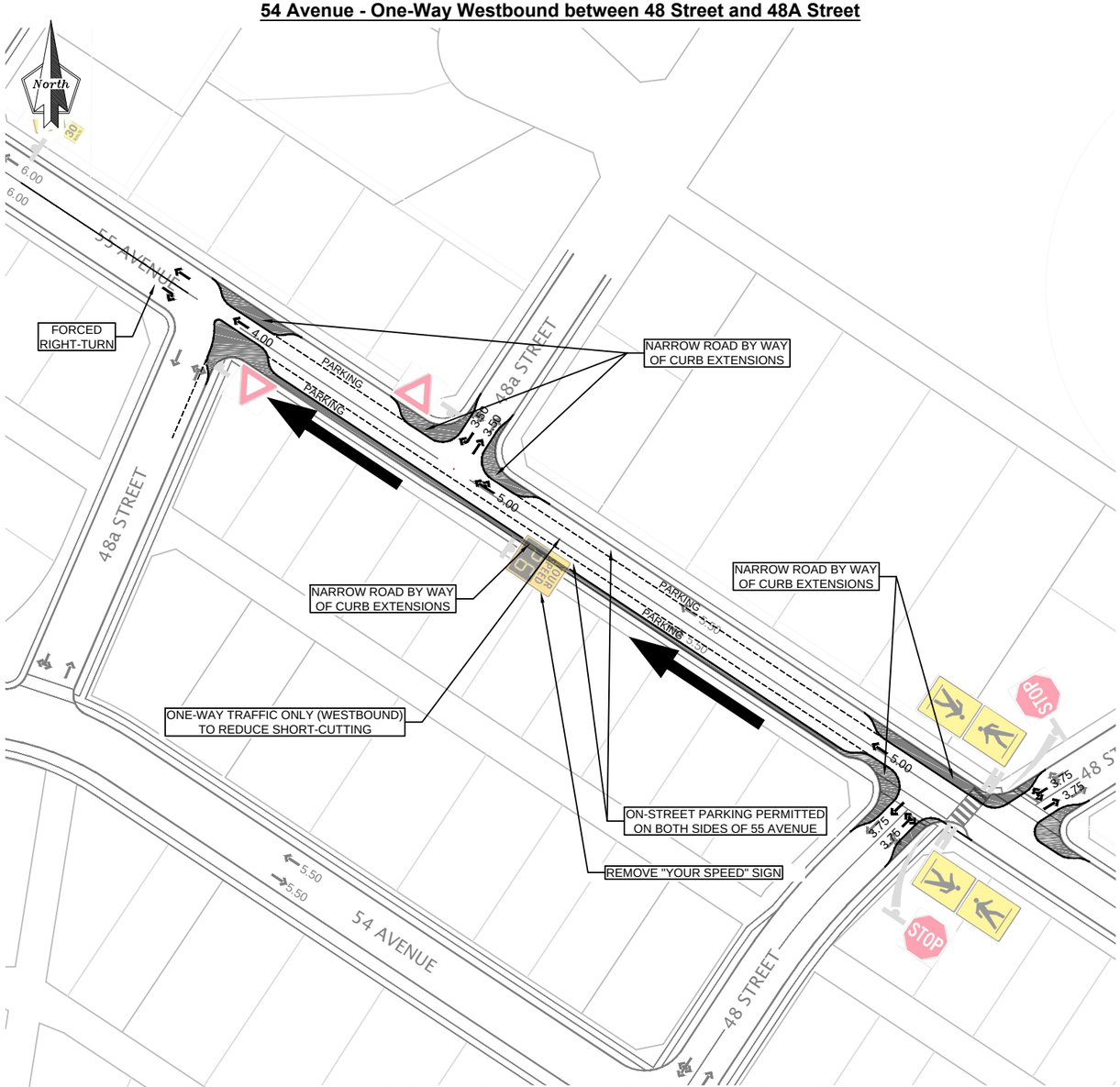
54 Avenue - One-Way Westbound between 48 Street and 48A Street

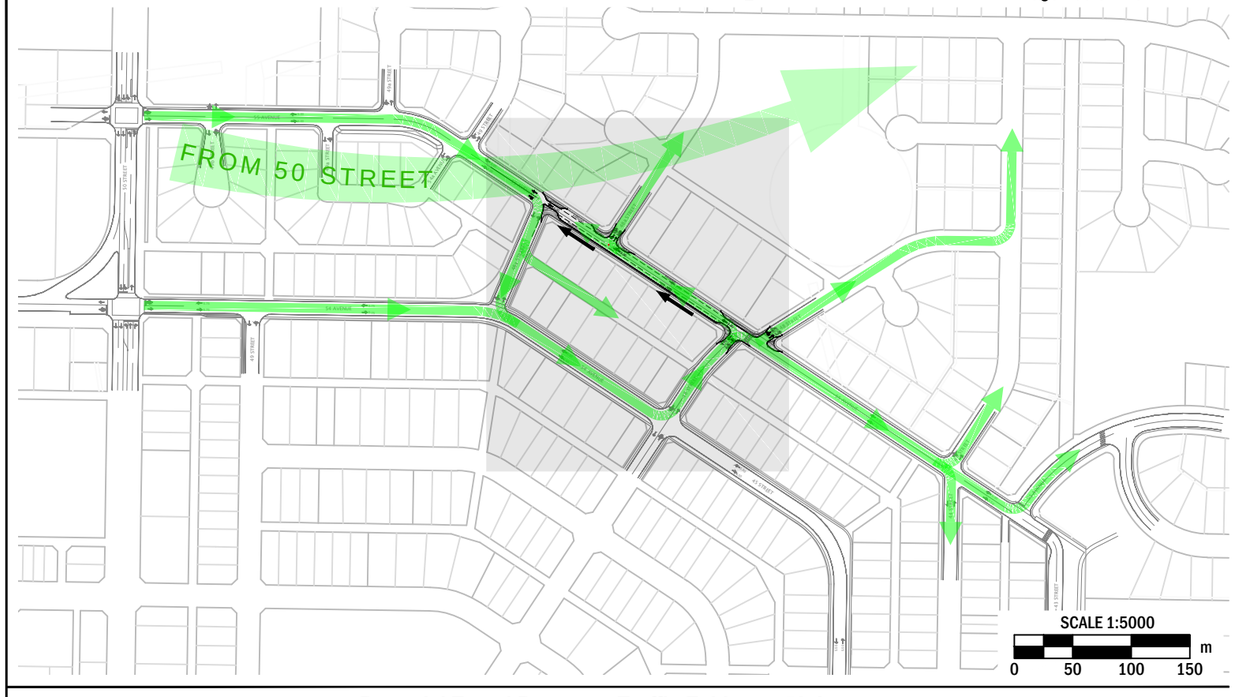


Level of Effectiveness Associated with Each Traffic Calming Measure

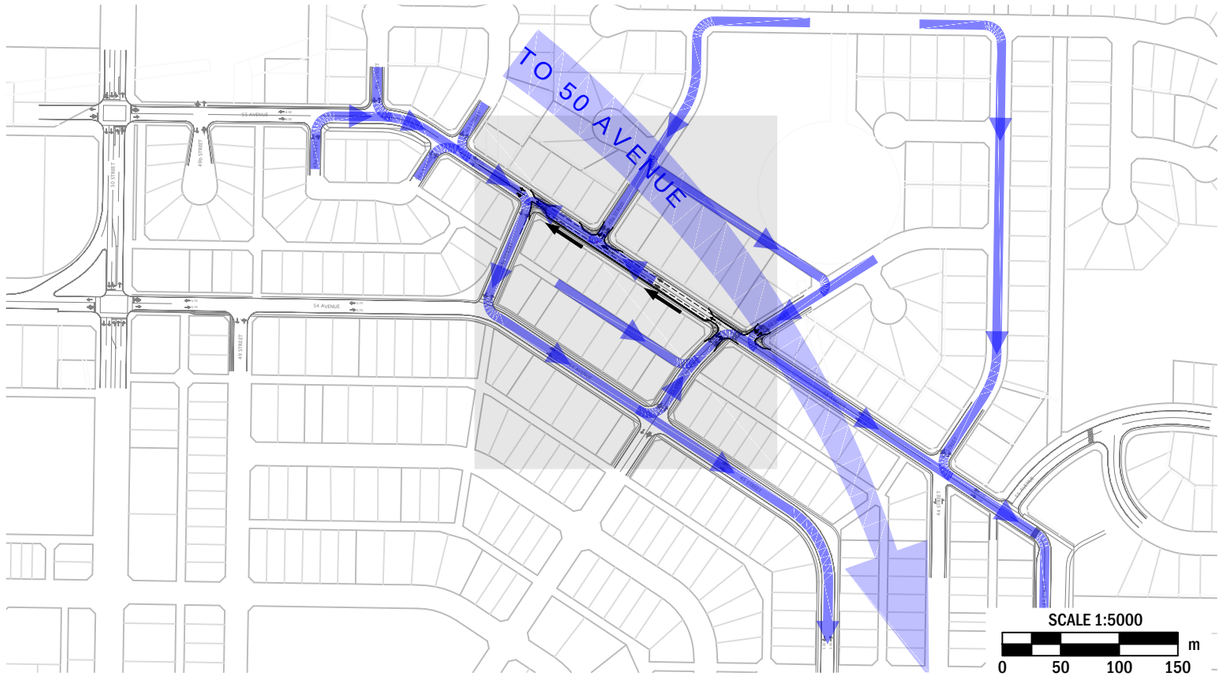
	Traffic Calming Measure	Issue/Concern			
		Speeding	Short-Cutting	Sharp Curves	Pedestrian Accommodation
Option 1	Curb Extensions	◑	◔	◔	●
Option 1	55 Avenue Realignment	◔	◑	●	◔
Option 2	One-Way	○	◑	○	◑

● very effective
○ ineffective

Potential Travel Patterns - Traffic Entering from 50 Street



Potential Travel Patterns - Traffic Exiting to 50 Avenue



3298.17 - Drayton Valley Traffic Calming Concepts

SHEET NO.
55 - 3.0

DATE
Updated February 25, 2016

Traffic Calming - 55 Avenue

Option 2 - One-Way Between 48 Street and 48A Street

bunt & associates

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SECTION	6

AGENDA ITEM: 6.3	Canada Day Insurance
Department:	Community Services
Presented by:	Councillor Fredrickson
Support Staff:	Annette Driessen, Director of Community Services

BACKGROUND:

Every year on July 1st a Committee comprised of the Community Services Department, community members and a variety of different organizations, hosts the Canada Day Event.

In hosting the event, services from a variety of different contractors and local organizations are acquired to provide free family entertainment and, for a minimal fee, food and refreshments for attendees. The following services are being planned for this year's event:

- Inflatables
- Balloon Artists
- Face Painters
- Photo Booth
- Caricature Artist
- Multicultural Information Fair
- Carnival Games
- Traditional Old School Games
- Hi-Striker (Test your Strength)
- Drayton Valley Evergreen Farmers' Market
- Stage Performances/Entertainment
- BBQ
- Art in the Park
- Thunder Car Club Show and Shine
- Fireworks Display by Aerial Fireworks
- Popcorn, Cotton Candy, Slurpees and Sno Cones.

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

RECOMMENDATION:

That Town Council endorses the Canada Day Festivities to be covered under the Town of Drayton Valley's General Liability Insurance.

SECTION:	6

ITEM: 6.4	**Town of Drayton Valley Brand and Logo**
Department:	**Communications**
Presented by:	**Councillor Nadeau**
Support Staff:	**Tyler Russell, Communications & Marketing Coordinator**

BACKGROUND:

In 2015 Administration was asked to begin the process of rebranding for the Town of Drayton Valley. The purpose of a rebrand is to create a strong identity for the Town, one that will reflect our changing community and resilient population. The new brand will serve to differentiate Drayton Valley on a Provincial, Federal and global scale as the Town strives for a diversified and sustainable future.

Following the tendering and selection process, Administration began working with a marketing and communications agency and established a Brand Working Group to help guide the development of the new brand.

In the fall of 2015, three discovery sessions were held to provide perspective to inform the brand strategy and creative development processes. Two of these sessions were open to the general public and one was held with local grade six students. Public consultation provided valuable input to inform the strategy and substantiate the brand. Five key brand attributes were identified following these discovery sessions; they are:

- Catalytic
- Supportive
- Sustainable
- Enterprising
- Rewarding

These attributes were used in the creative development of the brand and have been reflected in the logo.

Going forward, this logo, along with the brand standards and guidelines, will be used in all future communication and promotional advertising for the Town of Drayton Valley to allow for cohesive and succinct messaging.

The Town of Drayton Valley's crest, which was approved on April 2, 1987 as per Bylaw 87-05 and received Ministerial Approval from the Province of Alberta on May 3, 1987, will still be used by the Town for official documents including, but not limited to, Agreements, Bylaws, Policies, and letters and official documents from the office of the Mayor.

Administration is requesting approval of the new brand and logo which will be officially unveiled to the public on July 1, 2016.

MOTION:

I move that Council move in camera at (time)

MOTION:

I move that Council move out of camera at (time)

MOTION:

I move that Council approve the new Town of Drayton Valley Brand and Logo as discussed in camera to be unveiled publicly on July 1, 2016

SECTION:	6

AGENDA ITEM: 6.5	Business License #4151 5223 Industrial Road Lot 17, Block 10, Plan 982 5371
Department:	Development & Planning
Presented by: **Support Staff:**	Councillor Long Shahid Mughal

BACKGROUND:

Administration has received an application for an Autobody Repair Shop to be operating at 5223 Industrial Road. The lands are currently zoned C1 (Central Commercial District), where an Autobody Repair Shop is neither a permitted nor a discretionary use, therefore Council approval is required.

The lands along the south end of Industrial Road are zoned C1 (Central Commercial District) and the lands to the north of Industrial Road are zoned C2 (General Commercial District). It is to be noted that the subject building was previously an Autobody Repair Shop.

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

The application for the operations of the proposed Autobody Repair Shop is hereby presented to Council for decision.

Recommendation

Administration recommends approving Business License #4151, with the standard conditions, as well as the special condition noted below

1. Vehicles waiting to be repaired are to be screened from Industrial Road.

2. Vehicles are to be placed in an orderly fashion within the compound only.

OPTIONS:

The following are the options available to Council today with respect to this application to allow for above noted Autobody Repair Shop business.

OPTION A:

That Council approves Business License #4151 for proposed Autobody Repair Shop located at 5223 Industrial Road, with conditions recommended by administration.

OPTION B:

That Council refuses Business License #4151 for proposed Autobody Repair Shop located at 5223 Industrial Road as it is neither a permitted nor a discretionary use.

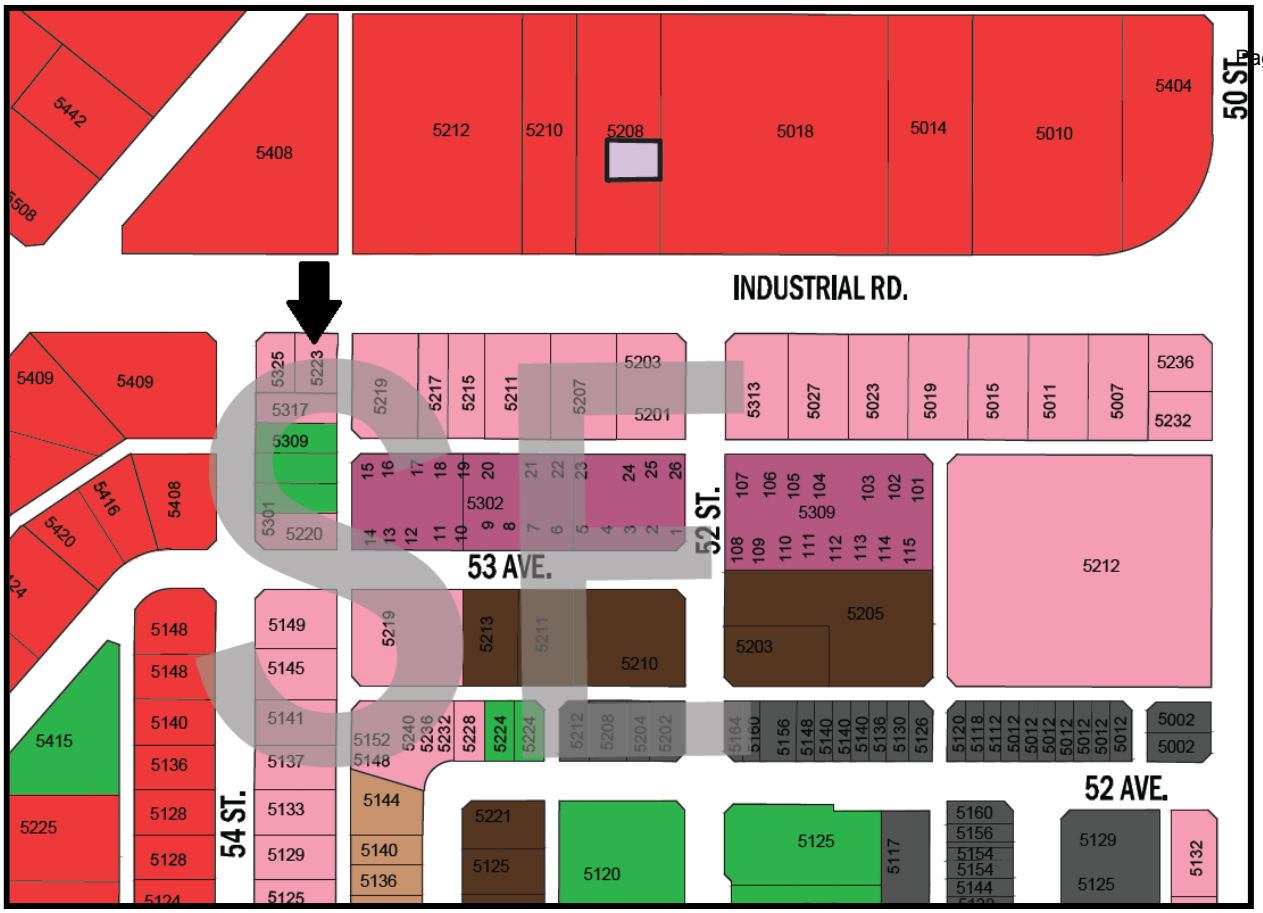
OPTION C:

That Council tables Business License #4151 until a future Council Meeting date

MOTION

I move that Council _____ Business License #4151 for the proposed Autobody Repair Shop located at 5223 Industrial Road, _____.


Industrial Road
5223


INDUSTRIAL RD.
50 ST.
52 ST.
53 AVE.
54 ST.
52 AVE.
5408
5212
5210
5208
5018
5014
5010
5404
5442
5508
5409
5325
5223
5317
5309
5301
5220
5219
5217
5215
5211
5207
5203
5201
5313
5027
5023
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5015
5011
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5236
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5148
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5415
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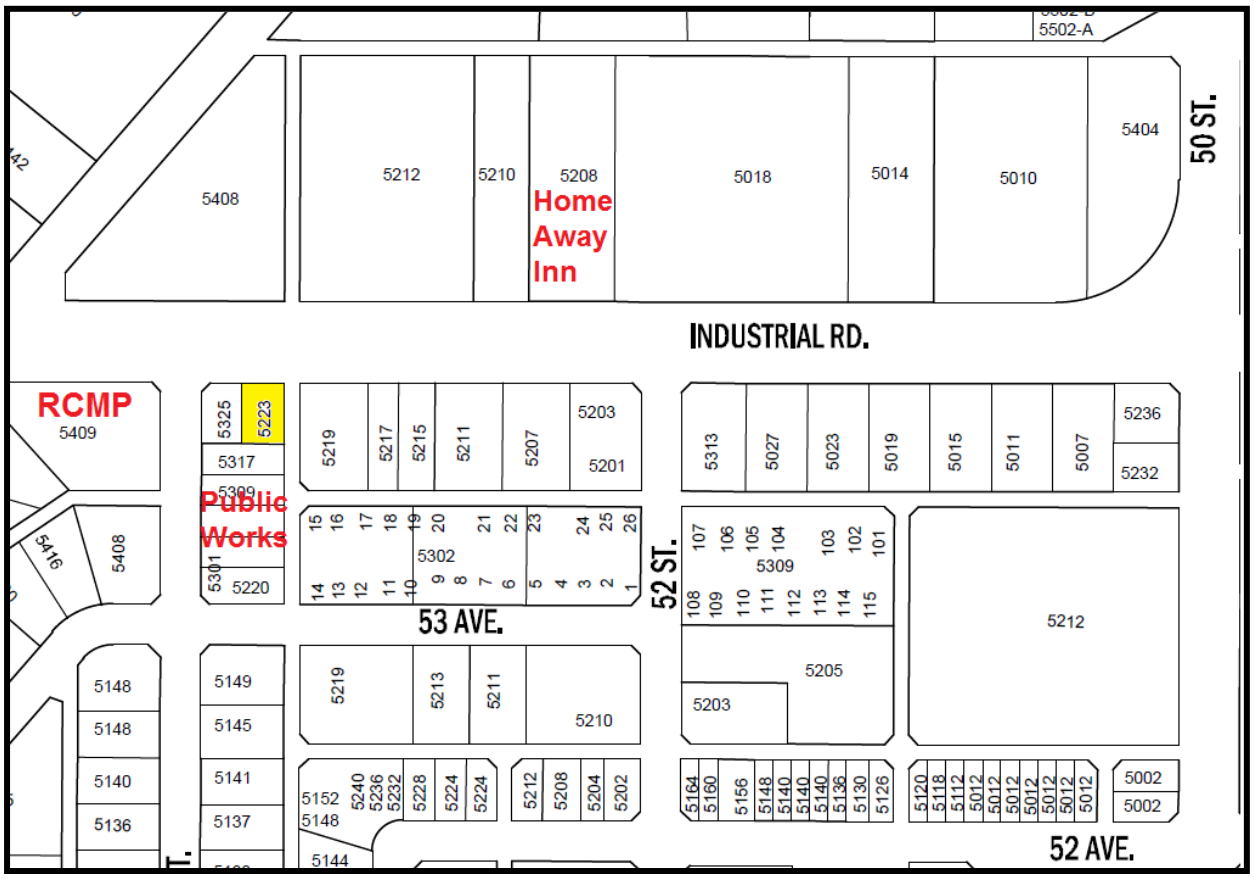
5012
5002


5502-A
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52 ST.
53 AVE.
52 AVE.
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SECTION:	6

AGENDA ITEM: 6.6	Amendment to Purchasing and Tendering Policy TF-01-15 Addition of Standing Offer Policy TF-01-16
Department:	Administration/Engineering
Presented by:	Councillor Shular
Support Staff:	Ron Fraser, Director of Engineering & Planning

BACKGROUND:

Administration proposes to amend the existing Purchasing and Tendering Policy TF-01-15 and to add new Standing Offer Policy TF-01-16 to facilitate the Town's procurement of goods, services, and construction. The Policy amendment is consistent with the national Agreement on Internal Trade, and the New West Partnership Agreement, as well as recommendations by the Consulting Engineers of Alberta with respect to quotes/RFP limits for services. It also addresses some gaps in the previous Policy, such as speaking to unsolicited bids, as well as updating expenditure limits based on the current organizational structure.

The companion Standing Offer Policy identifies principles regarding pricing agreements from suppliers to enable the Town to procure goods and services from previously qualified companies at previously agreed upon prices.

RECOMMENDATION:

That Council approve the amended Purchasing and Tendering Policy TF-01-15, as presented.

That Council approve the Standing Offer Policy TF-01-16, as presented.

TOWN OF DRAYTON VALLEY

Subject:	Purchasing and Tendering Policy	Policy:	TF-01-15
Department:	Treasury/Finance		
Approval Date:	August 26, 2015	Review Date:	June 22, 2016
Associated Policies:	Standing Offer Policy		

Purchasing and Tendering Policy

PURPOSE

The objective of this Policy is to detail the processes to be followed in order to obtain the best value when purchasing goods or contracting services for the Town of Drayton Valley (hereinafter referred to as the "Town"). Further, this Policy is intended to encourage competitive bidding in order to obtain the best value in goods and services for public fund expenditures and to conduct such bidding in a fair and open process.

Additionally, this Policy shall strive to strengthen public relations through the proper communications with suppliers and maintain effective purchasing and expenditure controls.

This Policy shall serve as a general internal guideline for the process to follow and the content to include in any procurement requests issued by the Town. However, staff members remain responsible for following the requirements and instructions specifically set out in any particular tender, request for proposal, request for quotation or other procurement process, notwithstanding any conflict with this Policy. Nothing in this Policy shall limit any rights or privileges available to the Town in any such procurement documents or at law.

GENERAL POLICY

1.0 This Policy applies to the Town, its departments and any other board which receives seventy-five (75%) percent or more of its annual funding from the Town (unless the entities' approved purchasing practices are more restrictive than this Policy).

2.0 This Policy authorizes and requires each Department Head to:

2.1 procure by purchase, rental or lease, the necessary quantity and quality of goods and services in an efficient and cost-effective manner;

2.2 administer the procurement process;

2.3 encourage open competitive bidding on all acquisitions and disposal of goods and services, where practical;

2.4 maintain good vendor relations and be responsible for the conduct of all negotiations with vendors, subject to the other provisions of this Policy; and

2.5 conform to good materials management practices by simplifying and standardizing, wherever possible, like requirements with previous purchases and with different departments

3.0 Dollar amounts specified in this Policy, setting parameters for the purchasing process, except as otherwise stated, will be the costs, in Canadian dollars, excluding all taxes and freight.

4.0 Except as otherwise stipulated, the purchase of goods and services shall be made on a competitive basis in keeping with accepted public purchasing practices and in accordance with applicable Federal, Provincial and Municipal Laws.

5.0 Any failure to comply with the provisions of the Policy and related procedures shall be reported to the Treasurer.

6.0 Documentation of each purchase process will be retained on file for future reference for a minimum period of the completion of the project plus one (1) year.

7.0 Tenders, proposals, quotations, expressions of interest or pre-qualifications received later than the predetermined time will not be accepted by the Town and are to be returned unopened.

8.0 Without prior approval by Council, no tender, proposal or quotation will be accepted from any company inclusive of its sub-contractor, which has a claim or instituted a legal proceeding against the Town or against whom the Town has a claim or instituted a legal proceeding.

9.0 No purchases shall be made by the Town for the personal use of an individual employee, elected official or any appointed member of a board or commission. Council may authorize Town programs which allow for certain purchases to be made for all employees or elected officials.

10.0 No employee, member of Council or a member of their immediate family, nor any entity effectively controlled by any such party, may submit quotations, proposals or tenders to the Town for the purchase of goods and services.

11.0 Suppliers or potential suppliers shall not ordinarily be requested to expend time, money or effort to design or develop specifications or otherwise help define a requirement beyond the normal level of service expected from suppliers. If such extraordinary services are required, the Treasurer will be advised, in writing. If there is no alternative but to request such services, then the company providing same may be compensated at a fee pre-determined by the Department

Head and/or Treasurer, subject to the purchasing parameters. The resulting specifications shall become the property of the Town for use in obtaining competitive bids.

12.0 RESPONSIBILITIES AND AUTHORITY

12.1 The CAO and Department Heads will submit a listing in January of each year to the Finance Manager specifying the authority for approval of invoices for payment delegated to their designates. The listing will specify the employee's position, type of expenditure and dollar limits, as well as provide a sample of the employee's signature. The approval authority is attached as Schedule "A".

12.2 Budget approval by Council of capital and operating expenditures shall constitute authorization for any purchase of materials and services necessary to carry out work within the approved cost of an approved project, provided such purchases are made in accordance with this Policy. The Treasurer will ensure that goods and services are properly approved and that funds are available.

12.3 Where expenditure estimates approved in the budget have been subject to quotations, tenders or request for proposals which are subsequently quoted at an amount greater than the estimated expenditure for that item, a staff report regarding such amendment to the budget shall be submitted to Council for approval.

12.4 Normal operating expenditures incurred prior to the adoption of the annual budget shall not require notice and approval and shall be deemed ratified upon the adoption of the annual budget.

12.5 If a matter arises which, in the opinion of the CAO,:

a) is considered to be of an urgent or time-sensitive nature,

b) which could affect the health or well-being of the residents of the Town of Drayton Valley,

c) if a state of emergency is declared, or

d) if so advised by a Provincial Ministry,

the notice requirements of this Policy may be waived and the CAO shall make best efforts to provide as much notice as is reasonable under the circumstances.

12.6 It shall be the responsibility of the user department to enforce any terms, conditions and specifications from the award of any contract resulting from the purchasing process.

12.7 All employees and elected officials are expressly prohibited from accepting, directly or indirectly, from any person, company or entity to which any purchase or contract is or

might be awarded, any rebate, gift, money or anything of value whatsoever, except where given for the use and benefit of the Town.

12.8 Department Heads or their designate shall provide, or assist the Treasurer in the preparation of, estimates of requirements for time or specific works to consolidate and plan the purchase of such requirements.

12.9 The signatures of the Mayor and CAO, or their designates, when legally required, are necessary on all agreements to purchase, lease or contract for goods and services.

12.10 Where any purchase of goods and services has been authorized under this Policy, the CAO may authorize disbursement of additional funds, provided that such additional funds shall not exceed five (5%) percent of the original budget for this purchase.

13.0 PURCHASING PARAMETERS

13.1 For purchases in the dollar ranges of:

a) Goods costing $25,000.00 or less;

b) Services costing $75,000.00 or less; and

c) Construction costing $100,000.00 or less

the selection of a supplier shall be at the discretion of the Department Head. Staff shall solicit a minimum of three (3) competitive bids whenever practicable.13.2 For purchases in the dollar ranges of:

a) Goods costing $25,000.01 or more;

b) Services costing $75,000.01 or more;

c) Construction costing $100,000.01 or more,

a formal sealed tender or request for proposal, posted through an electronic tendering mechanism, which may include but is not limited to the Alberta Purchasing Connection, will be awarded by the Department Head issuing the request for tender or proposal.

In the case of a tender, proposal, or quote where the lowest compliant bid is not being recommended, for values of less than $500,000.00 for goods or services, or less than $1,000,000.00 for construction, a report shall be made by the Department Head to the CAO for approval. The CAO will have discretion to approve an alternate bid, which is within five (5%) percent of the low compliant bid.

If the variance for the preferred bid is outside the five (5%) percent variance granted to the CAO, or for values of $500,000.00 or greater for goods or services, or $1,000,000.00 or greater for construction, a recommendation shall be made to Council for approval.

14.0 EXCEPTIONS

14.1 Departments may make a request in writing to the CAO that certain goods and services be excluded from the provisions of this Policy. Circumstances which may warrant a purchase being excluded from the provisions of this Policy, upon written approval of the CAO, are as follows:

a) emergency purchases of goods and services essential to prevent serious delays in the work of any department, which might involve danger to life or damage to property. The Department Head or designate shall make every effort to procure services by the open market procedure at the lowest obtainable price. The purchase shall be reported to the CAO;

b) where there is merit in purchasing at a public auction;

c) where there is a limited number of acceptable sources of supply;

d) where matching existing equipment forming part of a functioning system is appropriate for reasons of consistent operation or efficiency; or

e) where extenuating or unusual conditions exist regarding certain goods and services.

14.2 At all times the methods of acquisition shall be those accepted as standard negotiating procedures that employ fair and ethical practices. The information pertinent to and the results of all such negotiations shall be reported to the CAO.

15.0 TENDERS / REQUEST FOR QUOTATIONS / REQUEST FOR PROPOSALS

15.1 Each Department Head shall be responsible for the issuing of all tenders and request for proposal calls and receiving tenders and proposals, which in most cases should contain the following requirements and procedures.

15.2 Tenders and proposals must be submitted in an envelope addressed to the Department Head and which only makes reference to the bid identification detail as requested in the tender or proposal document.

15.3 The closing time for all tenders and proposals shall be 2:00:00 p.m. Tenders and proposals received at 2:00:01 shall be rejected as late. The Town's phone system clock shall be the official time.

15.4 Request for proposals may be issued rather than a tender when the requirements for goods and services needed cannot be definitively specified or where innovative solutions to a problem are sought. The selection of the successful proponent will be based on the effectiveness of the proposed solution rather than on price alone. Each request for proposal document shall include a list of evaluation criteria and shall be evaluated by a committee. Evaluation criteria may include but is not limited to, price, experience and qualifications, methodology, references, schedules and project approach. Departments may use the request for proposal procedure to obtain a qualified list of suitable goods and service providers, in various areas of expertise, as established under the Town's Standing Offer Policy.

15.5 A request for information or expression of interest may be issued in advance of a tender or request for proposal to assist in the development of a more definitive set of documents.

15.6 The issuing department shall be responsible for the preparation of formal specifications when required and shall be definitive, where possible and practical, as to quantity, quality and function. Specifications shall not be designed or written to allow only one manufacturer, supplier, distributor or bidder to submit a bid. Such specifications shall not limit the bidding to only one make/model of equipment or one source of service.

15.7 Unless explicitly specified in a request for proposal or tender, a consultant retained to assist with the preparation of the specifications which are included in a request for proposal or a tender cannot bid on the same project or be affiliated with any contractors bidding on the same project.

15.8 Tenders prepared for the Town by outside consultants will be subject to review and approval by the Department Head prior to issue.

15.9 In those instances where bidders are responding to a requirement based on generalized specifications, the award of a contract will be based on criteria established prior to opening of the tender or quotation from prospective bidders. In general, these criteria would include one or more of the following:

a) price;

b) warranty;

c) service (personnel, availability and qualifications);

d) experience; or

e) consistency with existing systems.

15.10 Only bidders meeting the terms, conditions and specifications of the tender, who have the ability to provide the goods or services, will be recommended to receive any Town contract.

15.11 All departments in conjunction shall review their contracts and specifications to ensure that wherever possible and economical, specifications provide for expanded use of products and services that contain a post-consumer recyclable waste or recyclable content to the maximum level allowable, without significantly affecting the intended use or performance of the product or service.

15.12 If the successful bidder or proponent fails to sign the contract and provide a performance bond or other required documentation satisfactory to the Town within the specified time, additional time may be granted at the Town's discretion to fulfil the necessary requirements. Alternatively the contract shall be cancelled and awarded to the next qualified bidder or proponent.

15.13 If the successful bidder or proponent notifies the Town in writing that the successful bidder or proponent will not execute the contract, the contract shall be cancelled and awarded to the next qualified bidder or proponent.

15.14 The Town may claim damages as appropriate where there was no bid deposit and the successful bidder or proponent fails to provide the required security, fails to enter a contract or fails to perform under a contract.

15.15 Performance security will be required to ensure the successful completion of a contract by a supplier/contractor. The acceptable forms of required security are fully detailed in section 18.6 and 18.7.

15.16 If a tender or proposal has received no response, the Department Head will review all aspects of the tender/proposal (including but not limited to the due date, quantity, type of commodity or service being requested). A report, detailing their findings, will be forwarded to the CAO for final determination on the acquisition.

15.17 All tenders, quotations and proposals submitted by suppliers will be reviewed by the Department Head and evaluated for adherence to requested specifications and all requirements of the bid document.

15.18 Advertising for tenders, request for quotations, request for proposals and expressions of interest will be placed in at least one regional and one local newspaper and placed on the Town's website.

15.19 Site meetings may be called, at the option of the user department, to afford potential suppliers an opportunity to obtain or clarify information relative to the project.

15.20 Tenders, proposals, and quotes shall expressly reserve the Town's right to not to accept the lowest or other tender/proposal/quote, and to consider other factors such as set out in section 15.10 or 16.6 of this Policy. Tenders, proposals, and quotes shall also provide the Town with the discretion to accept or reject any or all tenders/proposals/quotes, and to waive any defect, irregularity, mistake or non-compliance.

16.0 REQUEST FOR PROPOSAL – PROCEDURES

16.1 Request for proposals may be issued rather than a tender when the requirements for goods and services needed cannot be definitively specified or where innovative solutions to a problem are sought.

16.2 The Department Head may advertise or contact directly those qualified suppliers to obtain "expressions of interest" (EOI) where required.

a) EOI will be reviewed and may be ranked according to criteria included in the EOI document. The Department Head and others may be involved in the evaluation. Suppliers may be personally interviewed as part of the selection process.

b) Once the expression of interest stage is completed, all or only those suppliers selected will be invited to submit a proposal to the Town. The following request for proposal process shall then be followed.

16.3 The Department Head will determine a minimum of three proponents to submit detailed proposals. The proposals should include, but not be limited to:

a) outline of work to be done;

b) names, qualifications and experience of staff assigned;

c) time schedule, including reports;

d) proposed per diem and/or other rate structure; and

e) estimated total cost including upset cost.

16.4 Request for Proposals will clearly outline the evaluation criteria and applicable ratings assigned that will form the basis of the contract award.

16.5 The selection of the successful proponent will be based on the effectiveness of the proposed solution rather than on price alone. Each proposal document shall be evaluated by a committee.

16.6 Request for Proposal Evaluation/Selection Criteria

The following criteria, among others detailed in the Request for Proposal document, may be considered in the selection process:

a) qualifications / expertise;

b) past performance;

c) evaluation of the proposed project manager;

d) cost estimate / price / fees;

e) completeness of the proposal;

f) variety of disciplines in-house/in consortium;

g) proximity of service office or branch;

h) estimated time required for the project / schedules;

i) proponents knowledge of the Town; and

j) methodology / project approach.

The relative weighting of selection criteria will vary according to the nature and scope of the project.

16.7 Criteria Description and Method of Use

a) Qualifications or Expertise

Consideration should be given to the number of similar projects completed, the manner in which they were undertaken, their success, and the financial health of the proponent.

b) Past Performance

Evaluation of past performance will be important in determining the probable successful and acceptable completion of the projects within the estimated time and budget limits. Client references and reputation of the proponent within the industry/profession are very important facets of this criterion. Would the proponent's past customers utilize their services again.

c) Evaluation of Proposed Project Manager

The project manager is integral to the success of the project and should be evaluated on the following basis:

i) status within the firm (eg. senior partner will have more freedom in staff allocation);

ii) past experience in directing or being involved in similar projects;

iii) specialized field, expertise or experience;

iv) compatibility with Town staff; and

v) understanding of the proposed project.

d) Cost Estimate / Price / Fees

Cost estimates will be evaluated with the fewest points being given for the highest estimate to the most points being given for the lowest estimate. Consideration will also be given to the completeness of all cost estimates.

e) Completeness of Proposal

A logical, well-documented proposal is indicative of a firm that should be able to proceed with a minimum of delay. The proposal should indicate the firm's complete understanding of the project objectives, as well as viable alternative or innovative approaches.

f) Variety and Application of Disciplines In-House or In-Consortium

The weighting of this criteria will vary with the type of project. Various projects require different strengths and mixes of disciplines. Consideration should be given to creativity, support capabilities and availability of personnel.

g) Proximity of Service Office or Branch

Advantages of a local facility include:

i) better accessibility to and by the proponent;

ii) minimized per diem mileage and long distance expenses; and

iii) expeditious on-site supervision when required

h) Estimated Time Required for Project / Schedules

Time varies in importance between projects. The weighting factor should therefore be in accordance with the urgency of the project relative to the availability of the proponent. Consideration should also be given to the amount of Town staff time, facilities and data that will be necessary for the project under each Proposal.

i) Proponent's Knowledge of the Municipality

The criteria may be of greater importance to certain studies as opposed to construction projects. Also important may be the firm's familiarity with local standards and approval processes.

k) Methodology / Project Approach

The weighting of this criteria will vary with the type of project. The proponent's methodology and approach to the project will be evaluated to ensure that the proponent's proposed process is consistent with the Town's requirements.

16.8 Request for Proposal Performance Evaluation – Completion of Project

Upon completion of each assignment, the department involved in the project should prepare a written evaluation of the proponent's performance and forward the evaluation to the Treasurer.

17.0 BID OPENING

17.1 Tenders shall be opened following the process specified in the bid documents, which shall generally include:

a) the Department Head or their designate or agent will be present at the opening;

b) a list of bidders prepared by the user department shall be available at the opening;

c) the Department Head or their designate or agent shall announce the name/number of the bid, the name of the bidder, the total amount of the bid and keep a written record of this information in a prescribed format;

d) where two or more bids for the same project are submitted in the same envelope, the one bearing the lowest price shall be considered as the bid;

e) where more than one bid is opened at the same opening, a low bidder on a contract may withdraw their bid on the remaining contract or contracts; and

f) as soon as practical following the opening of bids, each bid shall be checked to ensure compliance with all the requirements/specifications. The review is to be documented in a prescribed format. Should an issue arise the Department Head shall follow section 18 of this Policy.

17.2 Proposals will not be opened in public. At the option of the Town and at a convenient time to the Town a debriefing meeting may be held to inform those unsuccessful proponents the circumstances of the award.

18.0 BID PROCEDURES

18.1 Bid Irregularities

When a bid irregularity arises, the Department Head shall follow the process as specified in the bid documents, which shall generally be in accordance with Schedule "B" forming part of this Policy. In the event that a tender, quotation or proposal contains an informality or irregularity not described in Schedule “B”, the Department Head shall report the nature of the informality or irregularity to the Town Manager for final determination**.**

18.2 Bids with Equal Total Prices

If two bids in response to a tender or request for quotation are found to be equal in price, quality and service, the successful bidder shall be chosen by “flip of a coin”. This action shall be taken in the presence of both bidders. If more than two bidders are equal in all three areas – price, quality, service – the determination of the successful bidder shall be established in the presence of the bidders by lot (drawing a name from a container).

18.3 Lowest of Any Bids

Bids will be analyzed and evaluated on a consistent basis to determine which bid is in the best interest of the Town. The lowest or any bid will not necessarily be accepted.

18.4 Withdrawal of Bids – Prior to Opening

a) At any time, prior to closing, bids maybe withdrawn at the bidder’s / proponent’s request and shall be returned.

b) Withdrawal requests shall be made in writing to the Department Head. Verbal requested for withdrawal shall not be considered.

c) Withdrawal requests on behalf of a bidding Municipality must be made by an authorized signing officer of that Municipality.

a) The withdrawal of the bid does not disqualify a bidder / proponent from submitting another bid on the same bid call.

e) Withdrawal requests received after the closing time shall not be considered.

f) Every withdrawal under this section is final.

18.5 Bid Deposits

a) Bid deposits may be required and shall be 10% of the amount of the estimated total contract price, excluding applicable taxes. The deposit shall be in the form of one of the following:

i) certified cheque or cash;

ii) irrevocable letter of credit;

iv) bank draft; or

v) bid bond.

b) All bid deposits must be issued by Canadian Chartered Banks or other financial or insurance institutions acceptable to the Town. All bid deposits other than those associated with the lowest and second lowest bids, shall be returned to the applicable bidders after identification of the two lowest submissions. The bid deposit of the second lowest bidder will be held until either a contract is executed or to a maximum of 60 days, whichever comes first. The bid deposit of the lowest bidder may be returned after the sixty (60) day period but before a contract is executed with the approval of the Treasurer. No interest shall be paid for bid deposits.

c) The bid deposit of a successful bidder who fails to enter into a contract shall be forfeited to the Town.

18.6 Performance Security, Insurance and Workplace Safety, Insurance Board Certificates and Business License

a) Performance security to guarantee the completion of the contract is required for the supply and installation of equipment and materials and all services/construction involving Town property. Where performance security is deemed necessary, it shall take the form of one, or a combination of one or more, of the following:

i) performance bond;

ii) labour and material payment bond;

iii) irrevocable letter of credit;

iv) certified cheque or cash; or

v) other appropriate security that is sufficient and satisfactory to the Town in the circumstances.

b) The above noted security will be required with respect to the following:

i) renovation contracts;

ii) construction contracts;

iii) new buildings;

iv) demolition of buildings;

vi) service contracts where the work involves contractors working on/with Town owned property;

vii) supply and installation of equipment and materials and all service / construction involving Town owned property; and

viii) when otherwise deemed appropriate and necessary by the Town Manager.

c) In order to further protect the Town, the following certificates will be required from all successful Bidders / Proponents:

i) a current and valid insurance certificate for amounts specified in the bid document;

ii) a current and valid Workplace Safety and Insurance Board (WSIB) certificate; and

iii) evidence of a current and valid Business License issued by the Town of Drayton Valley.

18.7 Unsolicited Proposals, Tenders, Quotes and Bids

Unsolicited proposals, tenders, quotes and bids are not required to be accepted, but can be received by the Town for consideration, subject to the terms of this Policy.

19.0 EXECUTION OF CONTRACT

19.1 When the tender or proposal has been accepted the formal contract agreement shall be submitted to the successful bidder / proponent for execution. The successful bidder/proponent shall be allowed ten (10) working days from the date of mailing of the agreement to return the executed contract to the Town.

19.2 If the bidder / proponent is a Municipality or registered corporation, the seal of the Municipality or corporation must accompany the signature. If the bidder / proponent is a private individual, their signature must be witnessed and be accompanied by a properly sworn Affidavit of Execution.

20.0 CONTRACT ADMINISTRATION

20.1 The successful bidder / proponent will be expected to complete the work described within the total amount of the bid. Any change in amounts or upset limit must be approved in writing by the Town.

20.2 It is the successful bidder or proponent's responsibility to keep the Town informed of the progress of the project. The successful bidder / proponent shall include, with the pertinent invoices, a statement, including supporting documents, indicating work completed and work remaining, in percentages and dollar amounts. Payment of any invoice or fees, which in sum with previous payments, exceeds the total amount bid or upset limit, will be withheld until the prescribed work is satisfactorily completed and the additional funding is duly authorized.

20.3 It shall be the responsibility of all user departments to enforce contract terms, specifications and conditions. Where terms, conditions or specifications are not being adhered to, the user department may request that the CAO or Treasurer contact the successful bidder / proponent and attempt to negotiate to have the said deficiencies corrected.

21.0 EXCLUSIONS

21.1 Subject to any requirements under the New West Partnership Trade Agreement if applicable, competitive bids shall not be required for the following goods and services:

a) advertising services (radio, television, newspaper, magazine);

b) government agencies;

c) travel expenses including meals, conferences, seminars, conventions, trade shows and accommodations;

d) courses;

e) staff development / workshops;

f) memberships;

g) magazines, books and periodicals;

h) licenses, certificates (including hardware and software licenses);

i) ongoing maintenance for existing computer hardware and software;

j) professional and skilled services provided to individuals as part of an approved program(s) within the Town including but not limited to medical services and counseling services;

k) postage; or

l) utilities (water, sewage, hydro, gas, telephone, cable or satellite TV).

DEFINITIONS

22. Within this Policy the following definitions shall apply (in keeping with Articles 502, 504, 518 of Agreement on Internal Trade) :

22.1 *construction* means the erection, reconstruction, demolition, repair, or renovation of a building, structure, or other civil engineering or architectural work, and includes:

a. site preparation;

b. excavation;

c. drilling;

d. seismic investigation;

e. the supply of products and materials;

f. the supply of equipment and machinery, if they are included in and incidental to the construction; and

g. the installation and repair of fixtures of a building, structure, or other civil engineering or architectural work; but

does not include professional consulting services related to the construction contract, unless they are included in the procurement;

22.2 *Contract for the Procurement of Construction* means where the larged portion of the procurement involves construction

22.3 *Contract for the Procurement of Goods* means where the largest portion of the procurement is for goods;

22.4 *Contract for the Procurement of Services* means where the largest portion of the procurement is for services

22.5 *goods* means moveable property (including the costs of installing, operating, maintaining, or manufacturing such moveable property) and includes but may not be limited to raw materials, products, equipment, and other physical objects of every kind and description, whether in solid, liquid, gaseous, or electronic form, unless they are procured as part of a general construction contract;

22.6 *services* means all professional and general acts or deeds performed on behalf of the Town, including but not limited to consultancy, expert or specialized business support, assistance obtained through licensed professionals, training and professional development.

This Policy, upon approval by Town Council, shall repeal and replace Policy A-06-97.

_____

Mayor

_____

Date of Approval

SCHEDULE "A"

DEPARTMENT	SUB - DEPARTMENT	POSITION	TYPE OF EXPENDITURES	MAXIMUM EXPENDITURE
Administration	Administration (including Economic Development)	CAO	All Corporate	Unlimited
	Legislative Services/Records Management	Legislative Services Coordinator	All Departmental	$25,000.00
	Human Resources	Human Resources Coordinator	All Departmental	$25,000.00
	Communications and Marketing	Communications and Marketing Coordinator	All Departmental	$25,000.00
	Information Services / GIS	Information Services Manager	All Corporate	$50,000.00
Community Services	Administration	Director of Community Services	All Departmental	Unlimited
	FCSS	Program Manager	All Departmental	$50,000.00
	ECDC	Program Manager	All Departmental	$50,000.00
	Recreation	Recreation and Culture Manager	All Departmental	$50,000.00
	Omniplex	Facility Manager	Facility Expenses	$25,000.00
	PV Pool	Facility Manager	Facility Expenses	$25,000.00
	MCC	Assistant Manager	Facility Expenses	$25,000.00
	Library	Director	All Departmental	Unlimited
Emergency Services	Fire Department	Director of Emergency Services Deputy Fire Chief	All Departmental	Unlimited
	Bylaw Enforcement	Director of Emergency Services Deputy Fire Chief	All Departmental	Unlimited
	Safety and Health	Workplace Safety and Emergency Manager	All Departmental	$50,000.00
	Emergency Operations	DEM Designee of DEM	All Corporate	Unlimited

DEPARTMENT	SUB - DEPARTMENT	POSITION	TYPE OF EXPENDITURES	MAXIMUM EXPENDITURE
Engineering, Planning and Development	Infrastructure	Director of Engineering and Development	All Departmental	Unlimited
	Infrastructure	Infrastructure Manager	All Departmental	$50,000.00
	RV Park & Campground	Manager of Public Works	Facility Expenses	$50,000.00
	Airport	Facilities Manager	Facility Expenses	$50,000.00
	Public Works	Manager of Public Works	All Departmental	$50,000.00
	Parks	Manager of Public Works	Park Related Expenses	$50,000.00
	Water and Wastewater Plants	Utilities Manager	Facility Expenses	$50,000.00
	Landfill	Infrastructure Manager	Facility Expenses	$50,000.00
	Planning and Development	Manager of Planning and Development	All Departmental	$50,000.00
	Sustainability	Sustainability Coordinator	Sustainability Initiatives	$25,000.00
Finance /Treasury	Corporate Services	Treasurer	All Corporate	Unlimited
	Accounts Receivable	Payroll/Payables Clerks	All Departmental	$50,000.00
	Utilities	Revenue Manager	All Departmental	$50,000.00

Note: If any of the above-noted positions is vacant, the signing authority reverts to the position shown above in the Town's Organizational Chart.

SCHEDULE "B"

BID IRREGULARITIES	
BID IRREGULARITY	**RESPONSE**
Late bids / expressions of interest / pre-qualifications	Automatic rejection; bid remains sealed and is returned to the bidder if the envelope contains a return address
Unsealed envelopes	Automatic rejection
Insufficient financial bid security (bid deposit / bid bond)	Automatic rejection
Failure to include a performance guarantee (agreement to bond / irrevocable letter of credit)	Automatic rejection
Responses which are incomplete, conditional or obscure or which contain additions not called for, erasures or alterations or irregularities of any kind	May be rejected as ambiguous, unless in the opinion of the Department Head or delegate the particular irregularities are trivial or not significant.
Failure to acknowledge addenda on the form of tender / quotation / proposal	Automatic rejection
Bids received on documents other than those provided by the Town	Automatic rejection
Failure to attend mandatory site meeting	Automatic rejection
Failure to include an authorized signature on the form of tender / quotation / proposal	Automatic rejection
Mathematical errors	If the amount bid for an item does not agree with the extension of the quantity and the unit price, the unit price shall govern and the total price bid shall be corrected accordingly. All corrections by the Department Head or delegate will be in red ink and initialed.
Conditions placed by the bidder on the total Price	Automatic rejection
Unit prices in the bid document which have been changed but not initialed by the bidder	48 hours to initial

TOWN OF DRAYTON VALLEY

Subject:	Standing Offer Policy	Policy No.:	TF-01-16
Department:	Treasury/Finance		
Approval Date:	June 22, 2016	Review Date:	
Associated Policies:	Purchasing and Tendering Policy		

Standing Offer Policy

Purpose

The purpose of this Policy is to establish the principles for Standing Offer Agreements to provide the Town of Drayton Valley (hereinafter referred to as the "Town") departments with goods and/or services at predetermined prices, terms and conditions. These items are purchased on an "as and when required" basis for a specified period.

Definitions

Within this Policy the following definitions shall apply:

standing offer is not a contractual arrangement, but is a pricing agreement obligating a supplier to provide to the Town, on demand, specified goods or services under specified conditions during a set period at a predetermined price or discount structure. There is no legal obligation incurred and a standing offer does not imply a commitment on the part of the Town to acquire any minimum level of goods or services from suppliers. A new individual contract is made each time a new purchase is ordered or released under a Standing Offer Agreement (SOA).

Responsibilities

1. To create the standing offers list the Town goes through the public tendering process to establish a list of qualified suppliers for predetermined goods and services with set pricing for a period of time.

2. Like other tenders, a supplier must respond during the specified timeframe to be eligible and placed on a standing offer list to provide goods and/or services at an agreed-upon price for the time period of the SOA.

Subject:	Standing Offer Policy	Sign off:	
Department:	Treasury/Finance		
Approval Date:		Review Date:	

Procedure

3. A list of suppliers providing goods and services under an SOA are communicated to Town departments. When a department needs a particular good or service, they will review the standing offers that exists for that type of good or service and then select a supplier based on their departmental requirements.

4. A SOA will normally be valid for three (3) years and will expire when either the set pricing or the expiry date is reached, whichever happens first. Extensions of an SOA may occur on a year-to-year basis, under the same terms and conditions, for up to an additional three (3) years, for a maximum total of six (6) years.

5. The department will then issue a 'Purchase Order' that is sent directly to the supplier. Upon receipt, the supplier is then authorized to provide the goods or services reflected in the Purchase Order, and after delivery is complete, the supplier can then invoice the department for payment.

_____
Mayor

_____
Approval Date

SECTION:	6

ITEM: 6.7	Water Rate Classes – Establishment of a Commercial Water Class/Rate
Department:	Administration
Presented by:	Councilor Wheeler
Support Staff:	Dwight Dibben, CAO

BACKGROUND:

Currently the Town of Drayton Valley has two water rate classes – the Residential Rate and the Bulk Rate. The Town does not have a separate Commercial Rate meaning that with very few exceptions, most commercial enterprises/activities located in Town pay the Residential Rate regardless of volume consumed and purpose of water usage.

Administration is recommending to Council that, on a go-forward basis, a Commercial Water Rate should be established. Establishing such a rate would be consistent with longer-term policy goals of the Town and the larger region as contained in the Community Sustainability Plan and the Community Development Plan. Longer term growth objectives of the Town as well as current and future economic development activities and objectives must also be considered when assessing and making a determination of, if established, what the Commercial Water Rate will be set at.

In initially establishing a Commercial Water Rate, Administration is recommending that the Commercial Water Rate be set as the same as the Residential Water Rate for the remainder of the 2016 fiscal/calendar year. It is expected that Budget 2017 deliberations and decisions will formalize the criteria around rates going forward.

MOTION:

Be it resolved that Council approve the establishment of a Commercial Water Rate, equal to the Residential Water Rate for the remainder of the 2016 fiscal year and that the 2016 Fee Schedule be amended in accordance with these changes.

SECTION:	6

ITEM: 6.8	Appointment of Weed Inspectors for 2016
Department:	Public Works
Presented by:	Councillor Bossert
Support Staff:	Ron Fraser, Director of Engineering & Planning

BACKGROUND:

As per the Agreement made on April 25,2016, between the two municipalities, the Town of Drayton Valley has requested Brazeau County to provide weed control inspection services within the Town. It is the desire of the parties of this Agreement that the level of weed control within the Town of Drayton Valley and Brazeau County is consistent, accurate, and equitable, while protecting the environmental conditions of all parcels.

In accordance with Section 7 (1) and 9 of the *Alberta Weed Control Act*:
Municipal inspectors

> 7(1) A local authority shall appoint inspectors to enforce and monitor compliance with this *Act* within the municipality.
> Municipal inspectors – joint authority
> 9 An inspector appointed by a municipality may, with the consent of the local authority of another municipality, enforce and monitor compliance with this *Act* within the other municipality.
> Weed Control…19/2010.

The following Weed Inspector appointments were made at the May 17, 2016, Brazeau County Council Meeting: Lisa Rabel, Tara McGinn and Natalie LaForest.

In order to provide weed inspection services, Town Council is being asked to appoint the above individuals for the 2016 season.

MOTION:

I move that Council appoint Lisa Rabel, Tara McGinn and Natalie LaForest as the Weed Inspectors for the Town of Drayton Valley for 2016 as per the *Alberta Weed Control Act*.

Information Items

9.0 Information Items Pages 137-170

MOTION:

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

EPAC Renovation Project
Capital Budget
Updated on December 14, 2015

PROJECT REVENUES:

		Budget	Year to Date	Remaining	
EPAC Society Funds					
	Transfer from Community Foundation	$ 206,000.00	$ 206,000.00	$ -	
	Transfer from EPAC (GICs)	$ 315,703.35	$ 315,703.35	$ -	
	Proposed new revenues (GICs)	$ 224,000.00	$ 183,781.77	$ 40,218.23	*
	Proposed new revenues 2015	$ 20,000.00		$ 20,000.00	
Brazeau County					
	Purchase of 1/2 interest to Town	$ 674,724.18	$ 674,724.18	$ -	
	2013 Funding	$ 50,000.00	$ 50,000.00	$ -	
	Unpaid Contributions	$ 85,478.59		$ 85,478.59	
Town of Drayton					
	2014 Capital	$ 200,000.00	$ 200,000.00	$ -	
	REVENUES TOTAL:	$ 1,775,906.12	$ 1,630,209.30	$ 145,696.82	

PROJECT EXPENDITURES:

Town of Drayton Valley Year to Date Actual (Dec. 8, 2015)	$ 1,473,008.83

Eleanor Pickup Arts Centre
Trial Balance As at Feb 29, 2016

Account Number	Account Description	Debits	Credits	2015	2014	2013	2012
1001	Ticket Sales Door Float	175.00	0.00				
1003	Concession Sales Float	435.00	0.00				
1005	Business Chequing Operations Acct	43,031.34	0.00				
1007	Business Chequing Casino Acct	1,628.23	0.00				
1009	Capital Savings Account	62,227.57	0.00				
1106	Funds Held with Town of DV	183,781.77	0.00				
1200	Accounts Receivable	7,387.50	0.00				
1605	Equipment	72,100.95	0.00	Overstated by approx $5000 (stolen items)			
1606	Accum. Amort. Equipment	0.00	17,915.11	To be adjusted at year end			
1626	Accum. Amort. Leasehold Additions	0.00	0.15				
1820	Office Furniture & Equipment	476.19	0.00	Net Operating			
2005	Accounts Payable	0.00	23,696.82	28,960.25			
2108	Deferred Donation Revenue DVCF	0.00	192,225.21				
2110	GST Paid on Purchases	833.93	0.00				
2115	GST Charged on Sales	0.00	216.13				
2120	GST Clearing	1,256.56	0.00				
2480	Security Deposit	0.00	800.00				
2805	Deferred Contributions - Capital	0.00	51,301.17				
2810	Accum. Amort. Deferred Contrib. Cap	12,872.15	0.00				
3005	Net Assets	0.00	37,007.07				
3010	Equity in Capital Assets	0.00	2,458.14				
3560	Retained Earnings - Previous Year	0.00	18,098.37				
4010	Capital Donations - Corporate	0.00	11,018.80	21,403.83	102,843.10	41,350.00	5,220.00
4011	Capital Donations - Personal	0.00	4,075.50	3,144.75	11,057.00	8,388.00	-
4013	Capital Donations - Auditorium Seat			4,000.00	-	4,000.00	-
4018	Non-Capital Donation	0.00	7,450.00	3,298.05	-		-
4020	Interest Income	0.00	1,179.10	2,006.68	2,152.47	5,006.45	7,852.50
4105	Grants	0.00	13,589.00	5,000.00	12,833.15	16,334.00	3,600.45
4205	Suite Rental	0.00	5,600.00	2,350.00	1,700.00	7,250.00	7,150.00
4209	Custodian Fee	0.00	175.00	198.81	-		-
4210	Theatre Rental	0.00	3,333.10	4,906.68	3,095.30	3,566.71	5,700.00
4211	Theatre Cleaning Fee	0.00	6,337.17	1,550.00	1,285.67	1,457.09	
4215	Concert Ticket Sales	0.00	49,638.16	50,137.43	23,633.61	25,200.15	1,633.71
4216	Concert Series Sponsorships	0.00	6,000.03	6,666.70		11,133.36	
4218	Individual Concert Sponsorship	0.00	2,994.00	2,415.00			
4220	Concession Sales	0.00	6,033.20	6,794.45	3,615.57	2,967.39	2,166.10
4420	Insurance Claim Settlement	0.00	4,260.14				
5003	Donation Paid Out	5,000.00	0.00				
5005	Rental Suite Repairs & Maintenance	1,433.19	0.00	609.69	90.00	3,188.41	-

Eleanor Pickup Arts Centre
Trial Balance As at Feb 29, 2016

Account Number	Account Description	Debits	Credits	2015	2014	2013 (painted apt)	2012
5007	Courier & Postage	125.94	0.00				
5008	Accounting & Legal	54.85	0.00				
5010	Advertising & Promotions	5,001.15	0.00	5,805.04	5,237.41	4,831.71	1,364.60
5015	Travel & Accomodation	537.60	0.00	588.56	272.98	150.00	-
5020	Theatre Repairs & Maintenance	12,701.68	0.00	5,425.95	3,474.76	1,178.15	2,160.75
5021	Tools & Supplies	801.32	0.00	525.31	974.09	1,289.10	654.19
5025	Office Supplies	304.40	0.00	488.05	273.60	263.50	1,512.15
5030	Telephone	857.98	0.00	1,090.93	571.59	615.93	485.81
5035	Business Fees & Licenses	2,073.65	0.00	1,720.25	637.95	1,161.92	-
5036	Concert Expenses	31,794.81	0.00	53,016.24	38,690.94	28,269.74	21,811.20
5037	Concession Purchases	3,193.71	0.00	3,944.97	1,489.85	1,616.33	1,690.07
5038	Concession Returns/Recycling	0.00	89.05	122.35	10.60	79.21	
5040	Insurance	4,104.00	0.00	3,511.64	1,766.49	2,019.05	2,170.33
5045	Bank Charges	30.25	0.00	273.62	357.01	8.03	149.04
5050	Janitorial	3,002.50	0.00	2,910.50	893.00	2,502.20	2,103.76
5051	Custodian Fee	300.00	0.00	100.00			
5053	Natural Gas	1,882.71	0.00	3,343.40	6,025.36	6,693.05	
5054	Electricity	4,167.35	0.00	1,991.32	3,696.45	4,977.94	8,737.39
5055	Water & Sewer	434.00	0.00	500.32	511.38	861.33	
5065	Memberships & Conferences	1,040.00	0.00	1,110.00	609.00	734.23	992.55
5075	Waste Management	0.00		439.41	833.28	965.05	648.93
5300	Freight Expense	283.14	0.00	-	97.75		
5740	Miscellaneous Expenses	160.00	0.00				
		465,490.42	465,490.42				

Generated On: Feb 18, 2016

Eleanor Pickup Arts Centre
Meeting Minutes
March 23, 2016

Attendance: David Flett, Dawn Cartwright, Dave Davie, Holly Davie, Jason Colby, Kerri Colwell, Emily Hickman, Melody Sommers, Brandy Fredrickson, Nicole Nadeau, Lisa Olver, & Kara Westerlund, Absent: Brad Turnbull & Annette Driessen		
1.0	**Call To Order @ 7:00 p.m. (Additions to Agenda):** •	**Action Items**
2.0	**Approval of Previous Minutes**: Jason Colby motioned to approve the meeting minutes of February 18, 2016; seconded by Lisa Olver. All in favour. **CARRIED**	
3.0	**Renovation Update (Annette Driessen):** **David Flett passed on text message update from Annette:** • Temple Construction has been given list of deficiencies; Temple has been given 10 days to complete deficiencies (March 26 – April 4). • Renovation costs are pretty close to budget. • Sprinkler commissioning March 23rd. In order to get Occupancy Permit from the Town, require commission paperwork. • Renovations costs to date – No update. Last financial report EPAC received was June 2014. • Trellis – will it be installed over the main entrance? • Temple Construction responsible for cleaning of grounds around theatre, if it is construction debris, otherwise it is the responsibility of the Tenant.	
4.0	**Standing Reports**	
a.	**Financial (Dave Davie):** • Net Operating Funds - $21,470.23 • Capital Funds Available - $17,899.08 (Treasurer's Financial Report attached). • Paying $30.00/month for sharing dumpster with neighbour. • Dave Davie moved the acceptance of the Treasurer's Report. All in favour. **CARRIED**	

Eleanor Pickup Arts Centre
Meeting Minutes
March 23, 2016

b.	**Theatre Management (Holly Davie):** • Evergreen Grade 4 Elementary Theatre Production Students extend an invite to the EPAC Board of Directors to attend their performance on the History of Alberta, April 8th at 11:00 a.m. • Saturday, April 23, 2016 – River Valley Players would like the EPAC Board of Directors to supply Bar Service from 7:00 – 10:00 p.m. Volunteers required. • The apartment bedroom and theatre storage closet require cleaning. Keep in mind a date within the next month. • Purchase of blinds for foyer to provide privacy and sun protection. Quote from Julie's Bed & Bath to cover 1 small and 9 large windows. Installation will be labour free. Motion: Jason Colby made motion to purchase blinds for the theatre foyer with costs not exceeding $4000.00 from Julie's Bed & Bath; seconded by Kara Westerlund. All in favour. **CARRIED.** • Purchase of comfortable furniture (chairs & coffee tables) for Foyer. Email Motion: Brad Turnbull motioned to purchase from Source Office Furnishings: 1. 5 Club Chairs with Arms #9991 - $318.00 = $1590.00 2. 2 Single Seat No Arms #9990 - $278.00 = $556.00 3. 1 Right Arm Single Seat #9994R - $298.00 = $298.00 4. 1 Left Arm Single Seat #9994L - $298.00 = $298.00 5. 2 Ottoman #9996 - $258.00 = $516.00 Used for benches along west wall. 6. 3 End Table PL220MWN - $168.00 = $504.00 7. 1 End Table Cube PL9997 MWN - $168.00 8. 1 Compose End Table Base Silver - $60.00 - $60.00 9. Total budget before GST and Shipping = $3990.00. The only items possible to omit would be the 2 ottomans. Assembly is required with chairs. Seconded by Dawn Cartwright. All in favour. **CARRIED.** • Coat hooks for concession, apartment and mezzanine: Motion: Melody Sommers made motion for Dave Davie to purchase supplies for 3 coat hooks and to install; seconded by Lisa Olver. All in favour. **CARRIED**. • To date, Holly has received 3 Yes Sponsorship responses for 2016/2017 Concert Series. •	
c.	**Communications (Dawn Cartwright): (TABLED)**	
5.0	**Old Business**	
a.	**EPAC Signage:** • Annette Driessen has received Heritage Signs. Re-installation will be completed in the near future. • Jason Colby and Dave Davie arranged for EPAC address displayed on Theatre window, as well as washroom signs and 'EPAC Not Responsible for Lost of Stolen Items' as well as window etchings. Great choices and well done! • Discussion over the Cardium Sign. Jason and Dave will get quotes as to having EPAC reflected rather than CARDIUM. •	

Eleanor Pickup Arts Centre
Meeting Minutes
March 23, 2016

b.	**Stage Naming Rights:** • To date, no response from Pembina Pipeline on naming rights and the expectations in regards to Pembina Pipeline exposure. •	
c.	**Re-key Theatre Locks after Renovations Complete: (TABLED)** • Protocol, guidelines and procedures should be developed in the near future.	
d.	**Lobby TV Monitor:** • Jason Colby, Brad Turnbull and David Flett will hang TV monitor on west wall in foyer once Temple Construction has completed items on deficiency list.	
e.	**Suite Washer and Dryer:** • Once dryer arrives, Jason Colby will install. Delivery postponed until Mach 29th, 2016. •	.
f.	**Stage Floor Repair:** • Ayotte Construction will repair stage floor when 2015/2016 Season is over. •	
g.	**Lock for Roof Hatch (Dave Davie):** • Dave Davie purchased lock to lock roof hatch. Complete.	
h.	**Fibre for Good Program Cheques:** • Received a cheque in the amount of $200.00 from Telus (Fibre for Good Program). Holly Davie received cheque on behalf of EPAC.	
6.0	**New Business**	
a.	**Theatre's 60th Anniversary this Year (2016):** • During Cultural Days October 1, 2016 cake will be serviced recognizing the theatre's 60th Anniversary.	
b.	**EPAC Monthly Meeting Attendance; Minimum meetings required:** • Lisa Olver made motion to change the bylaws to reflect Board Members are required to attend 6 of the 10 scheduled monthly meetings in order to retain their Board Member status; seconded by Jason Colby. All in favour. **CARRIED.** • Dave Davie will update bylaws.	Dave Davie will update Bylaws.
c.	**Town Rental Request for May 4th – Free of Charge:** • Lisa Olver motioned to let the Town of Drayton Valley rent the theatre for the 'Not for Profit' rate $100.00; seconded by Emily Hickman. Majority in favour. **CARRIED.**	
d.	**Alarm Monitor:** • Town Employee, Barry Yakimchuck will attend to Fire extinguisher and Theatre Security Alarm. • Fire Extinquisher Inspection completed March 21, 2016.	
e.	**Brandy Fredrickson: Absent**	
f.	**Update Board of Governance Binder (Dave Davie):** • Amend Index and add AGLC section. • Arrange for Fire Department key lock on the outside of the Theatre. •	Dave Davie

Eleanor Pickup Arts Centre
Meeting Minutes
March 23, 2016

g.	**EPAC Volunteer Tags:** • David Flett will have EPAC Volunteer tags made for those volunteering to wear during EPAC concerts at no cost. It was also discussed that 1 person is required to volunteer for every 50 people which is approximately 4 volunteers/show.	David Flett to have EPAC Volunteer tags made.
h.	**Glass Bottles/Cans:** • Jason Colby motioned that beverages from glass bottles and cans be poured into glasses prior to entering theatre; seconded by Kara Westerlund. Majority in favour. CARRIED.	
7.0	**Late Business**	
a.	**Volunteer Appreciation Night – April 13, 2016 (5:30 – 8:30 p.m.):** • Kara Westerlund motioned that EPAC send all Board Members to the Drayton Valley Appreciation Night, April 13, 2016 at the cost of $10.00 each; seconded by Jason Colby. All in favour. **CARRIED.** • Holly Davie will send email out reminding people to let Emily know if they plan to attend in order to book table.	Holly will send email/text to remind those to let Emily know if they are will attend.
b.		
c.		
8.0	**Next Meeting:** • Next meeting scheduled for April 28, 2016 (7:00 p.m.) at EPAC.	
9.0	**Adjournment:** • Meeting adjourned at 8:35 p.m.	

Eleanor Pickup Arts Centre
Meeting Minutes
April 27, 2016

Attendance: Jason Colby, Kerri Colwell, Dave Davie, Holly Davie, Annette Driessen, Emily Hickman, Nicole Nadeau, Melody Sommers, & Brad Turnbull Absent: Dawn Cartwright, David Flett, Lisa Olver, Brandy Fredrickson & Kara Westerlund.		
1.0	**Jason Colby called meeting to order @ 7:00 p.m. (Additions to Agenda):** • 6c. – AFA Grant • 6d. – Art in Lobby	**Action Items**
2.0	**Approval of March 23, 2016 Meeting Minutes**: Holly Davie motioned to approve the meeting minutes of March 23, 2016; seconded by Kerri Colwell. All in favour. **CARRIED**	
3.0	**Renovation Update (Annette Driessen):** • Annette and Heesham (architect), toured theatre to go over the deficiencies that were identified to be completed by Temple. Deficiencies still require attention. • Annette will check if paper towel and soap dispensers for the handicap cubicles in both the ladies and men's washrooms were part of the contract. • Annette is waiting to hear back from contractor in regards to cupboard millwork. The contractor is unable to supply millwork at his bid price of $5,000. The EPAC Board asked that a deadline be made in the next month so EPAC can make alternate arrangements to ensure the required millwork is in place for the next season. • Annette will be working with A&E with the intent of setting a conclusion date with Temple Construction. • Trellis has been installed over the main entrance. • Occupancy Permit – Town is waiting on Temple's subcontractors' sign off on 'Schedule C' commissioning paperwork. • Original contractor on the roof repairs defaulted on his contract. Town has signed a contract with a new contractor. Repairs should be complete by the end of May. • Town will check for swales on grounds around theatre prior to having grass seeded and benches installed. • Town will have gravel spread at back door to allow for vehicles unloading equipment. Dave Davie will advise Annette on area requiring gravel.	
4.0	**Standing Reports**	
a.	**Financial (Dave Davie):** • Net Operating Funds - $44,274.82. • Capital Funds Available - $50,764.31 (Treasurer's Financial Report attached). • Dave Davie moved the acceptance of the Treasurer's Report. All in favour. **CARRIED**	

Eleanor Pickup Arts Centre
Meeting Minutes
April 27, 2016

b.	**Theatre Management (Holly Davie):** • Holly cleaned the apartment bedroom, closet and theatre storage closet. • Suite bedroom ceiling and walls require painting. Jason Colby will check ceiling and walls for water damage. Kerri Colwell volunteered to paint. • To date, Holly has received 10 Yes Sponsorship responses for 2016/2017 Concert Series. Concert Series Brochure is complete and will be available at the April 29, 2016 Concert. • To date 80 requests have been received for the 2016/2017 Concert Series. • Holly uses 150 seat sales as a budget for each presentation.	
c.	**Communications (Kerri Colwell):** • Difficulty with accessing EPAC website. Dave Davie forwarded Michael Ashby's email to Kerri who renews the domain on our website. • Kerri has started a new website, theepac.com. She was unable to edit the existing website and make it operational. The new site is expected to be operational within the very near future. • Suggestion to see EPAC more progressive on Facebook with recent posts serving as a living history in a blog format. • Kerri encouraged everyone to text any new photos so she can post them immediately. • Suggestion that EPAC use Facebook Boost to post certain items at a cost of $8.00 - $12.00 per item. Kerri will verify costs. •	
5.0	**Old Business**	
a.	**EPAC Signage:** • Heritage sign has been re-installed on the left side of the main entrance to the theatre. It looks great! • Discussion over the Cardium sign. Signarama were asked for a quote on replacing 'Cardium' with 'EPAC'. Signarama has not replied. •	
b.	**Stage Naming Rights: (TABLED)** • To date, no response from Pembina Pipeline on naming rights and the expectations in regards to Pembina Pipeline exposure.	
c.	**Re-key Theatre Locks after Renovations: (TABLED)** • Waiting on contractors to complete prior to getting the locks changed. • Protocol, guidelines and procedures should be developed in the near future for opening and closing venue.	
d.	**Suite Washer and Dryer:** • Dave Davie connected washer and dryer and installed vents in closet door for required ventilation.	
e.	**EPAC Volunteer Tags:** • David Flett arranged for EPAC Volunteer tags to wear during EPAC concerts. Thanks David!	

Eleanor Pickup Arts Centre
Meeting Minutes
April 27, 2016

f.	**Update Board of Governance Binder (Dave Davie):** • Update bylaws to reflect Board Members are required to attend 6 of the 10 scheduled monthly meetings in order to retain their Board Member status. •	**Dave Davie**
6.0	**New Business**	
a.	**Alberta Cultural Days Meeting:** • Meeting scheduled May 3 @ 7:00 p.m. at EPAC with Holly, Emily, Dawn, Kerri and Brenda Prentice to attend. • After EPAC's proposed agenda and budget are determined, EPAC will meet with Town and other organizations to finalize combined agenda and budget. • Application for funding must be submitted by May 28th. •	
b.	**Proposal for Screens and Projectors – Federal Government Grant for Equipment: (Dave Davie)** • Proposal for screens and projectors would be to increase usage, primarily to attract corporate meeting use as well as provide the community as an attractive funeral venue option. Both of course are designed to increase rental income. Email Motion: Kerri Colwell motioned that EPAC commit to purchasing 2 screens and 2 projectors at a cost of no greater than $40,000.00 contingent on EPAC being successful in obtaining the matching Federal Government matching Grant for Equipment; seconded by Melody Sommers. All in favour. **CARRIED**	
c.	**AFA Grant (Holly Davie)** • EPAC has been awarded the AFA grant of $8777.40. Thanks to Holly for applying for grant!	
d.	**Art in the Theatre Lobby (Kerri Colwell):** • Art work in the lobby from local artists. • Artist would have the privilege of displaying their art for one season. • Artists would submit art piece for an EPAC committee to choose for the theatre. • Kerri and Nicole Nadeau will draw up criteria for artists in applying.	**Kerri Colwell and Nicole Nadeau**
7.0	**Late Business**	
a.	**Backorder of two Ottoman (Holly Davie):** • Two ottoman are on backorder to match furniture in main lobby. Board agreed to cancel backorder and re-order in the future if necessary. •	**Holly Davie**
8.0	**Next Meeting:** • Next meeting scheduled for May 25, 2016 (7:00 p.m.) at EPAC.	
9.0	**Adjournment:** • Meeting adjourned at 8:56 p.m.	

Eleanor Pickup Arts Centre
Comparative Trial Balance

Ac...	Account Description	As at Apr 30, 2016 Debits	As at Apr 30, 2016 Credits	As at Mar 31, 2015 Debits	As at Mar 31, 2015 Credits	Difference
1001	Ticket Sales Door Float	175.00	-	175.00	-	0.00
1003	Concession Sales Float	435.00	-	360.00	-	75.00
1005	Business Chequing Operations Acct	43,148.09	-	30,144.58	-	13,003.51
1007	Business Chequing Casino Acct	1,624.33	-	1,647.73	-	-23.40
1009	Capital Savings Account	58,117.31	-	79,738.29	-	-21,620.98
1010	TD Canada Trust - GIC's	0.00	-	161,789.20	-	-161,789....
1106	Funds Held with Town of DV	183,781.77	-	0.00	-	183,781.77
1200	Accounts Receivable	12,963.75	-	3,985.50	-	8,978.25
1605	Equipment	72,235.95	-	58,802.27	-	13,433.68
1606	Accum. Amort. Equipment	-	17,915.11	-	17,915.11	0.00
1625	Leasehold Additions	8,597.67	-	0.00	-	8,597.67
1626	Accum. Amort. Leasehold Additions	-	0.15	-	0.15	0.00
1820	Furniture	3,950.19	-	0.00	-	3,950.19
2005	Accounts Payable	-	32,119.95	-	30,596.39	-1,523.56
2108	Deferred Donation Revenue DVCF	-	192,225.21	-	192,225.21	0.00
2110	GST Paid on Purchases	554.52	-	-	0.00	554.52
2115	GST Charged on Sales	-	591.16	-	0.00	-591.16
2120	GST Clearing	1,360.63	-	886.89	-	473.74
2480	Security Deposit	-	800.00	-	800.00	0.00
2805	Deferred Contributions - Capital	-	51,301.17	-	51,301.17	0.00
2810	Accum. Amort. Deferred Contrib. Cap	12,872.15	-	12,872.15	-	0.00
3005	Net Assets	-	37,007.07	-	37,007.07	0.00
3010	Equity in Capital Assets	-	2,458.14	-	2,458.14	0.00
3560	Retained Earnings - Previous Year	-	52,076.54	-	0.00	-52,076.54
4018	Non-Capital Donation	-	0.00	-	3,298.05	3,298.05
4020	Interest Income	-	0.00	-	2,006.68	2,006.68
4090	Amortization of Deferred Contributi	-	0.00	-	8,571.02	8,571.02
4105	Grants	-	8,777.40	-	5,000.00	-3,777.40
4205	Suite Rental	-	0.00	-	2,350.00	2,350.00
4209	Custodian Fee	-	350.00	-	198.81	-151.19
4210	Theatre Rental	-	1,225.00	-	4,906.68	3,681.68
4211	Theatre Cleaning Fee	-	540.00	-	1,550.00	1,010.00
4212	Theatre Light & Sound Fee	-	50.00	-	711.91	661.91
4215	Concert Ticket Sales	-	4,585.74	-	50,137.43	45,551.69
4216	Concert Series Sponsorships	-	4,666.68	-	6,666.70	2,000.02
4218	Individual Concert Sponsorship	-	0.00	-	2,415.00	2,415.00
4220	Concession Sales	-	411.67	-	6,794.45	6,382.78
4225	SOCAN Fee	-	0.00	-	35.00	35.00
4230	Fundraising	-	0.00	-	20,315.27	20,315.27
5005	Rental Suite Repairs & Maintenance	0.00	-	609.69	-	-609.69
5007	Courier & Postage	0.00	-	230.29	-	-230.29
5008	Accounting & Legal	0.00	-	70.64	-	-70.64
5010	Advertising & Promotions	211.00	-	5,805.04	-	-5,594.04
5015	Travel & Accomodation	0.00	-	588.56	-	-588.56
5018	Security System Monitoring	240.00	-	0.00	-	240.00
5020	Theatre Repairs & Maintenance	36.00	-	5,425.95	-	-5,389.95
5021	Tools & Supplies	0.00	-	525.31	-	-525.31
5025	Office Supplies	84.08	-	488.05	-	-403.97
5030	Telephone	0.00	-	1,090.93	-	-1,090.93
5035	Business Fees & Licenses	0.00	-	1,720.25	-	-1,720.25
5036	Concert Expenses	5,358.56	-	53,016.24	-	-47,657.68
5037	Concession Purchases	141.14	-	3,944.97	-	-3,803.83
5038	Concession Returns/Recycling	0.00	-	-	122.35	122.35
5040	Insurance	0.00	-	3,511.64	-	-3,511.64
5045	Bank Charges	0.00	-	273.62	-	-273.62
5050	Janitorial	0.00	-	2,910.50	-	-2,910.50
5051	Custodian Fee	0.00	-	100.00	-	-100.00
5053	Natural Gas	203.67	-	3,343.40	-	-3,139.73
5054	Electricity	665.18	-	1,991.32	-	-1,326.14
5055	Water & Sewer	0.00	-	500.32	-	-500.32
5065	Memberships & Conferences	50.00	-	1,110.00	-	-1,060.00
5070	Professional Fees	0.00	-	99.30	-	-99.30
5075	Waste Management	0.00	-	439.41	-	-439.41
5090	Amortization of Capital Assets	0.00	-	9,185.55	-	-9,185.55
5300	Freight Expense	295.00	-	0.00	-	295.00

Printed On: Apr 27, 2016

Eleanor Pickup Arts Centre
Comparative Trial Balance

Ac...	Account Description	As at Apr 30, 2016 Debits	Credits	As at Mar 31, 2015 Debits	Credits	Difference
		407,100.99	407,100.99	447,382.59	447,382.59	

Eleanor Pickup Arts Centre
Trial Balance As at Apr 30, 2016

Ac...	Account Description	Debits	Credits
1001	Ticket Sales Door Float	175.00	-
1003	Concession Sales Float	435.00	-
1005	Business Chequing Operations Acct	36,921.82	-
1007	Business Chequing Casino Acct	1,624.33	-
1009	Capital Savings Account	58,117.31	-
1106	Funds Held with Town of DV	183,781.77	-
1200	Accounts Receivable	12,991.55	-
1605	Equipment	72,235.95	-
1606	Accum. Amort. Equipment	-	17,915.11
1625	Leasehold Additions	8,597.67	-
1626	Accum. Amort. Leasehold Additions	-	0.15
1820	Furniture	3,950.19	-
2005	Accounts Payable	-	26,332.33
2108	Deferred Donation Revenue DVCF	-	192,225.21
2110	GST Paid on Purchases	575.42	-
2115	GST Charged on Sales	-	591.16
2120	GST Clearing	1,360.63	-
2480	Security Deposit	-	800.00
2805	Deferred Contributions - Capital	-	51,301.17
2810	Accum. Amort. Deferred Contrib. Cap	12,872.15	-
3005	Net Assets	-	37,007.07
3010	Equity in Capital Assets	-	2,458.14
3560	Retained Earnings - Previous Year	-	52,076.54
4105	Grants	-	8,777.40
4209	Custodian Fee	-	350.00
4210	Theatre Rental	-	1,225.00
4211	Theatre Cleaning Fee	-	540.00
4212	Theatre Light & Sound Fee	-	50.00
4215	Concert Ticket Sales	-	4,585.74
4216	Concert Series Sponsorships	-	4,666.68
4220	Concession Sales	-	439.47
5010	Advertising & Promotions	538.44	-
5018	Security System Monitoring	240.00	-
5020	Theatre Repairs & Maintenance	101.32	-
5021	Tools & Supplies	24.99	-
5025	Office Supplies	84.08	-
5036	Concert Expenses	5,358.56	-
5037	Concession Purchases	141.14	-
5053	Natural Gas	203.67	-
5054	Electricity	665.18	-
5065	Memberships & Conferences	50.00	-
5300	Freight Expense	295.00	-
		401,341.17	401,341.17

Brazeau
Seniors Foundation

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MEETING OF THE BOARD OF DIRECTORS
Shangri-La Lodge, Drayton Valley
April 22, 2016
10:00 am

ATTENDANCE:

Directors Present:

Jeannette Vatter, Chairperson	Member at Large – Drayton Valley
Janet Young, Vice-Chairperson	Village of Breton
Brandy Fredrickson,	Town of Drayton Valley
Shirley Mahan	Brazeau County
Donna Gawalko	Member at Large – Brazeau County

Directors Absent:

Administration Present:

Stella Keller	Chief Administrative Officer
Cindy Trudgian	Executive Assistant

1.0 CALL TO ORDER

J. Young called the meeting to order at 9:58am

2.0 AGENDA

2.1 ADDITIONS TO THE AGENDA

New Business – 7.2 MLA Mark Smith Meeting with Board

6.1.5 ASCHA Regional Meeting

2.2 APPROVAL OF AGENDA

Resolution #16-04-01: Moved by J. Young to approve the agenda with additions.

Motion ...Carried Unanimously

3.0 APPROVAL OF MINUTES

3.1 MINUTES FROM THE MARCH 10, 2016 REGULAR BOARD MEETING

Resolution #16-04-02: Moved by S. Mahan to approve the minutes of the March 10, 2016 Regular Board Meeting.

Motion ...Carried Unanimously

3.2 BUSIINESS RISING OUT OF THE MINUTES

None at this time

4.0 FINANCIAL

4.1 FINANCIAL REPORTS - Foundation

4.1.1 Foundation Payable Disbursements for March 2016

Resolution #16-04-03: Moved by D. Gawalko to accept the Payable Disbursements as information.

Motion ...Carried Unanimously

4.1.1.1 Visa Payable for February 2016

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

Motion ...Carried Unanimously

4.1.2 Foundation Balance Sheet as of March 31, 2016

Resolution #16-04-05: Moved by J. Young to accept the Balance Sheet as information.

Motion ...Carried Unanimously

4.1.3 Foundation Financial Statements to March 31, 2016

4.1.3.1 Central Services/Lodge

Resolution #16-04-06: Moved by B. Fredrickson to accept the Central Services Financial Statements as information.

Motion ...Carried Unanimously

4.1.3.2 Provincial Housing Units

Resolution #16-04-07: Moved by S. Mahan to accept the Provincial Housing Units Financial Statements as information.

Motion ...Carried Unanimously

4.2 Revised 2016 central Services / Lodge Budget

Moved after Board Member Expenses

4.2.1 Municipal Requisitions

Moved after Board Member Expenses

4.3 FINANCIAL REPORTS – Urban Housing

4.3.1 Urban Housing Payable Disbursements for the months of January to March 2016.

4.3.2 Urban Housing Balance Sheet as of March 31, 2016

4.3.3 Urban Housing Financial Statements to March 31, 2016

Resolution #16-04-08: Moved by D. Gawalko to accept the Urban Housing Payable Disbursements, Balance Sheets and Financial Statements as information.

Motion ...Carried Unanimously

4.4 BOARD MEMBER EXPENSE

4.4.1 Board Member Expenses for March 2016

Resolution #16-04-09: Moved by J. Young to approve the Board Member Expenses for March 2016, in the amount of $1582.82.

Motion ...Carried Unanimously

4.2 Revised 2016 central Services / Lodge Budget

4.2.1 Municipal Requisitions

C. Trudgian left the meeting at 10:35am

Resolution #16-04-10: Moved by S. Mahan to go in-private to discuss personnel matters at 10:35am.

Motion ...Carried Unanimously

S. Keller left the meeting at 11:05am

Resolution #16-04-11: Moved by J. Young to come out of private at 11:29am.

Motion ...Carried Unanimously

S. Keller returned to the meeting at 11:20am

C. Trudgian returned to the meeting at 11:29am

Resolution #16-04-12: Moved by S. Mahan to accept the Revised Central Services / Lodge Budget and the Municipal Requisitions as presented.

Motion ...Carried Unanimously

Resolution #16-04-13: Moved by D. Gawalko to approve the Chief Administrative Officer's remuneration as discussed.

Motion ...Carried Unanimously

5.0 OLD BUSINESS

None at this time

6.0 REPORTS

6.1 OPERATIONS REPORT

6.1.1 Operation's Report

Operations Report was verbally reviewed by S. Keller.

6.1.2 Vacancy Report

Reviewed

6.1.3 In-Private Session

Moved under 4.2

6.1.4 ASCHA 2016 Convention

Delegate information package was handed out and Voting Delegate Authorization Form signed.

6.1.5 ASCHA Central Zone

S. Keller and J. Vatter attended the Central Zone ASCHA meeting March 18th.

Resolution #16-04-14: Moved by S. Mahan to have the Chair respond by letter to the three tenants requesting to keep their pets, enforcing the Foundation no pet policy.

Motion ...Carried Unanimously

Resolution #16-04-15: Moved by B. Fredrickson to accept the Operations Report as information.

Motion ...Carried Unanimously

7.0 NEW BUSINESS

7.1 Provincial Comments from 2016 Budget from Alberta Seniors and Housing

Housing Management Bodies Social Housing Budgets for 2016 will see a two per cent increase in overall expenses. The Lodge Assistant Program will also increase by two per cent.

7.2 MLA Mark Smith Meeting with Board

MLA Mark Smith would like to meet with the Board to familiarize himself with the Brazeau Seniors Foundation. S. Keller will organize a time for him to attend a Board Meeting.

8.0 CORRESPONDENCE

8.1 From: Alberta Health – Protection of Person's in Care decision summaries to be posted on Alberta Health's public website **(March 31, 2016)**

8.2 From: Alberta Seniors and Housing – Planning to Age in Place resources **(March 7, 2016)**

8.3 From: Barb Panich, Alberta Seniors and Housing - Seniors' Income Amounts **(Email April 19, 2016)**

Resolution #16-04-16: 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 – Thursday, May 19, 2016 at the Shangri-La Lodge @ 10:00am.

10.0 ADJOURNMENT

Resolution #16-04-17: Moved by S Mahan to adjourn the meeting at 12:00pm.

Motion ...Carried Unanimously

APPROVED AT THE **May 19, 2016** MEETING OF THE BOARD

Chief Administrative Officer

Board Chair

Yellowhead Regional Library Board Meeting

Harvey Treleaven Boardroom
433 King Street, Spruce Grove
March 7, 2016

Present
Chair Derril Butler, Lac Ste. Anne County
Vice Chair Dan Pritchard, Woodlands County
Ann Morrison, Summer Village of Sunset Point
Bill Elliot, City of Wetaskiwin
Bill Kesanko, City of Spruce Grove
Brenda Shewaga, Summer Village of Yellowstone
Bud Massey, Westlock County
Carla Frybort, City of Leduc
Carol Webster, Town of Swan Hills
Cathy Chaney, Village of Warburg
Corinne Feth, Town of Onoway
Doug Peel, Town of Millet
Gean Chouinard, Town of Edson
Hank Smit, Town of Hinton
Jackie McCuaig, Parkland County
Judy Lefebvre, Pembina Hills Regional Div. No. 7
Kristi Pasko, Village of Wabamun
Len Spink, Town of Beaumont
Leslie Penny, Town of Barrhead
Lloyd Jardine, Village of Thorsby
Marlene Walsh, Summer Village of Val Quentin (Alt.)
Maureen Mazerolle, Summer Village of Silver Sands
Rick MacPhee, Summer Village of Seba Beach
Ron Kleinfeldt, County of Barrhead No. 11
Russ Graff, Town of Stony Plain
Sandi Benford, Summer Village of South View
Sandy Morton, Town of Mayerthorpe
Stacey May, Town of Devon
Tara Elwood, Village of Alberta Beach
Tessa Hutchings, Leduc County
Vonna Arsenault, Municipality of Jasper

Guests
Hazel Robertson, Town of Calmar
Meghan DeRoo-McConnan, Grant Thornton LLP
Tammy Svenningsen, YRL Public Libraries' Council

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

Absent
Anne Power, Village of Breton
Annette Stad, Town of Grande Cache
Bonnie Flesher, Village of Spring Lake
Cornelia Helland, Summer Village of Castle Island
Darlene Chartrand, Town of Whitecourt
David Truckey, Town of Westlock
Dave Gursky, Wetaskiwin Regional Public Schools
Debra McDaniel, Summer Village of Poplar Bay
Gael Lehman, Summer Village of Val Quentin
Glen Usselman, Summer Village of Sunrise Beach
Graham Long, Town of Drayton Valley
John Slater, Summer Village of Ma-Me-O Beach
Kevin Pratt, Summer Village of Crystal Springs
Larry McKeever, County of Wetaskiwin No. 10
Nat Dvernichuk, Village of Clyde
Sandra Cherniawsky, Yellowhead County
Shirley Mahan, Brazeau County
Tanya Pollard, Alberta Library Trustees' Association
Terry Slemko, Northern Gateway Public Schools

Representative Not Appointed
Summer Village of Birch Cove
Summer Village of Grandview
Summer Village of Kapasiwin
Summer Village of Lakeview
Summer Village of Nakamun Park
Summer Village of Norris Beach
Summer Village of Ross Haven
Summer Village of Silver Beach
Summer Village of West Cove

CALL TO ORDER

The meeting was called to order at 10:00 a.m. by D. Butler.

1. Approval of Agenda

L. Penny added Christmas Cards as Item 9.

MOVED by G. Chouinard that the agenda be approved as amended. SECONDED by L. Penny.	CARRIED	3789

2. Approval of Minutes

MOVED by S. Benford that the minutes of the November 2, 2015 YRL Board meeting be approved as presented. SECONDED by A. Morrison.	CARRIED	3790

H. Robertson entered the meeting.

DECISION ITEMS

3. 2015 Audited Financial Statements

M. DeRoo-McConnan provided an overview of the audited financial statements.

B. Massey entered the meeting.

MOVED by B. Kesanko that the Yellowhead Regional Library 2015 Audited Financial Statements be approved as presented. SECONDED by R. Graff.	CARRIED	3791

M. DeRoo-McConnan left the meeting.

4. Inter-fund Transfers

K. Dodds reviewed the fund transfers proposal.

MOVED by S. Benford that of the $393,505 General Fund surplus, $143,505 be transferred to the Capital Reserves Fund, $100,000 be transferred to the Operational Contingency Fund and $150,000 be transferred to the Special Projects Fund. SECONDED by D. Peel.	CARRIED	3792

5. Auditor Appointment

MOVED by B. Elliot that Grant Thornton LLP be appointed as the Yellowhead Regional Library auditor for 2016 to 2018 inclusive. SECONDED by S. Morton.	CARRIED	3793

6. 2016 Annual Survey and 2015 Annual Report of Public Library Systems in Alberta

K. Dodds noted that the province is removing the survey portion of the report beginning next year.

MOVED by B. Shewaga that Yellowhead Regional Library's *2016 Annual Survey and 2015 Annual Report of Public Library Systems in Alberta* be approved for submission to the Public Library Services Branch of Alberta Municipal Affairs. SECONDED by H. Smit.	CARRIED	3794

7. 2015 Annual Report

K. Dodds stated that this report is distributed to all stakeholders for their information.

MOVED by B. Shewaga that the Yellowhead Regional Library 2015 Annual Report be approved as presented. SECONDED by M. Mazerolle.	CARRIED	3795

8. Election of YRL Board Executive Committee School Division Alternate

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

- L. Penny nominated J. Lefebvre; she accepted.

D. Butler called for nominations three times.

DECLARED by D. Butler that nominations cease.	DECLARED	3796
Judy Lefebvre was acclaimed to the 2015/2016 YRL Board Executive Committee for the School Division Alternate seat.		

9. Christmas Cards

L. Penny noted that Christmas cards are an expense that could be spent other ways; she suggested that perhaps a draw could be held for member libraries and the funds provided to them to purchase material. Other suggestions included holding a draw but leaving the decision what to do with the funds up to the winning library (i.e. giving it to the local food bank), sending an electronic card and continuing to send cards.

MOVED by L. Penny that the YRL Board Executive Committee discuss Christmas card options. SECONDED by J. Lefebvre.	CARRIED	3797

BREAK: 10:40 to 10:50

INFORMATION ITEMS

10. Public Library Services Branch (PLSB) Update

A representative from the PLSB was unable to attend the meeting.

K. Dodds noted that The Honourable Danielle Larivee, Minister of Municipal Affairs, attended the Provincial Public Library Network Nodes meeting in January.

Further to that meeting, the PLSB has formed the six-member Regional Library System Sustainability work group. Possible issues to be discussed include:

- Provincial grants and how to serve areas with declining populations;
- Infrastructure and capital funding requests;
- Service to First Nations' populations;
- Interlibrary loan delivery costs;
- Structure of municipal and/or system boards;
- Autonomy, municipal dissolution and what it means for regional library systems and the provincial network; and
- Finding possible efficiencies and considering creating "Centres of Excellence" to reduce duplication of work.

11. 2013-2015 Plan of Service Progress Report

K. Dodds provided an overview of the progress during 2015 to complete the goals of the strategic plan.

12. 2015 Needs Assessment Report

K. Dodds provided an overview of the needs assessment process noting that the results from the stakeholder survey and Board Focus Group were approved by the Executive Committee in December.

13. 2016-2018 Plan of Service

K. Dodds provide an overview of the new strategic plan adding that it was approved by the Executive Committee in December. He noted that the 2016-2018 Plan of Service will be distributed to all stakeholders by the end of the month.

14. Disc Repair Machine

K. Dodds explained that a popular service YRL provides to member libraries is the repairing of discs which prolongs the life; more than 8,000 discs were repaired in 2015, a 53% increase from 2014. YRL has two machines and the older one was at end of life.

K. Pasko left the meeting.

15. Virtual Machine (VM) Server

K. Dodds explained that a new virtual machine server is required to run YRL's file server; the current server is at end of life and needs to be replaced as well as provide room for growth for migration of older servers and new services.

K. Pasko returned to the meeting.

16. Office Chair Replacement

K. Dodds explained that the office chair replacement project was completed at less than half of the anticipated cost due to a sale and the discounts YRL was eligible for. He added that the old chairs were picked up by the Find organization from Edmonton.

17. Professional Memberships

K. Dodds noted that the Executive Committee approved a motion at their December meeting to pay for membership fees for the Director for any professional organizations that are deemed to be of benefit to the role. He added that membership fees for the other seven professional staff would be included in the 2017 budget process for consideration by the Executive Committee at that time.

18. Mission Statement

K. Dodds stated that during the needs assessment process in 2015, it was brought up that the mission statement be reviewed. He noted that the Executive Committee members addressed the mission statement at their February meeting; they decided that the statement should remain as is.

19. Trustee Orientation Evaluation Summary

D. Butler noted that the evaluation summary from the Trustee Orientation of January 25 was in the meeting package and that the 17 trustees and five alternates were very satisfied with the session.

K. Dodds added that the next session is scheduled for Wednesday, May 11.

20. Canadian Library Association Statement on Intellectual Freedom and Libraries

K. Dodds stated that the CLA amended its statement in September 2015. He added that at the end of January the CLA voted to disband and a Federation of Canadian Library Associations will be created.

21. Alberta Library Conference

K. Dodds explained that nine Executive Committee members will be attending the conference leaving three spots open for the remaining board trustees; as per policy, they were chosen by lottery. The conference will be held at The Fairmont Jasper Park Lodge from April 28 to May 1.

MOVED by T. Elwood that the Public Library Services Branch update, 2013-2015 Plan of Service progress report, 2015 Needs Assessment report, 2016-2018 Plan of Service, disc repair machine, virtual machine server, office chair replacement, professional memberships, mission statement, Trustee Orientation evaluation summary, Canadian Library Association Statement on Intellectual Freedom and Libraries, and Alberta Library Conference updates be accepted as presented for information. SECONDED by S. Benford.	CARRIED	3798

M. Mazerolle left the meeting.

22. Minutes and Reports

a. YRL Board Executive Committee Minutes – December 7, 2015 and February 8, 2016

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

b. Chair's Report – Derril Butler

D. Butler stated that the Director's evaluation submissions from the Executive Committee members were all very positive and congratulated K. Dodds on doing an excellent job.

D. Butler noted that as the chair of his local library board, he frequently hears that they wouldn't be able to provide their patrons with such a myriad of services without Yellowhead Regional Library.

T. Hutchings left the meeting; M. Mazerolle returned to the meeting.

c. Director's Report – Kevin Dodds

K. Dodds noted that his report and two Public Library Network updates were included in the package.

d. Assistant Director's Report – Wendy Sears Ilnicki

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

e. Client Services Manager's Report – Stephanie Thero

S. Thero noted that her report was included in the package and pointed out that the pay-per-circulation eResource *hoopla* had a usage increase of 110% from 2014 to 2015.

f. Communications Coordinator's Report – Nick Conrad

N. Conrad noted that his report was included in the package. He thanked the Stony Plain Public Library Board for having him and K. Dodds at a recent Board meeting; he found it very informative.

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

T. Svenningsen noted that the PLC Executive Committee highlights from November 13, 2015 and January 29, 2016 were included in the package.

h. Alberta Library Trustees' Association (ALTA) Report – Tanya Pollard

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

MOVED by R. Graff that the YRL Board Executive Committee minutes along with the Chair, Director, Assistant Director, Client Services Manager, Communications Coordinator, YRL Public Libraries' Council and Alberta Library Trustees' Association reports be accepted as presented for information. SECONDED by L. Spink.	CARRIED	3799

T. Hutchings returned to the meeting.

23. Correspondence

D. Butler noted that there was two items of correspondence in the meeting package.

MOVED by S. Benford that the correspondence be accepted as presented for information. SECONDED by A. Morrison.	CARRIED	3800

ADJOURNMENT

MOVED by G. Chouinard that the meeting be adjourned at 11:40 a.m. SECONDED by M. Mazerolle.	CARRIED	3801

NEXT MEETING

The next YRL Board meeting is at 10:00 a.m. on Monday, June 13, 2016.

Derril Butler, Chair

Kevin Dodds, Director

Date

Date

DRAYTON VALLEY/BRAZEAU COUNTY
FIRE SERVICES

Office of the Fire Chief

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

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

May 2016 Stats

Town of Drayton Valley/ Brazeau County

Fire Calls- 2

Rubbish and Grass Fires- 7

Motor Vehicle Collisions- 0

Rescue Calls- 1

Alarm Calls- 10

Assist another Agency- 3

Misc Calls- 2

Total- 25

Town of Drayton Valley

Fire Calls- 0

Rubbish and Grass Fires- 1

Motor Vehicle Collisions- 0

Rescue Calls- 0

Alarm Calls- 5

Assist another Agency- 1

Misc Calls- 1

Total- 8

Tom Thomson, Fire Chief, firechief@draytonvalley.ca
Murray Galavan, Deputy Fire Chief, dfc@draytonvalley.ca
Kamil Lasek, Deputy Fire Chief, fire.tso@draytonvalley.ca
Carla Appleby, Administrative Assistant, fireadmin@draytonvalley.ca
William Gueth, Maintenance Coordinator, firefighter@draytonvalley.ca
Robert Reid, Fire Marshall, firemarshal@draytonvalley.ca

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Main: (780) 514-2216
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Brazeau County

Fire Calls- 2

Rubbish and Grass Fire- 6

Motor Vehicle Collisions- 0

Rescue Calls- 1

Alarm Calls- 5

Assist another Agency- 2

Misc Calls- 1
Total- 17

Tom Thomson, Fire Chief, firechief@draytonvalley.ca
Murray Galavan, Deputy Fire Chief, dfc@draytonvalley.ca
Kamil Lasek, Deputy Fire Chief, fire.tso@draytonvalley.ca
Carla Appleby, Administrative Assistant, fireadmin@draytonvalley.ca
William Gueth, Maintenance Coordinator, firefighter@draytonvalley.ca
Robert Reid, Fire Marshall, firemarshal@draytonvalley.ca

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

Monday, June 06, 2016

CATEGORY	Trend	2012	2013	2014	2015	2016
Homicides & Offences Related to Death		0	0	0	0	0
Robbery		0	2	5	2	0
Sexual Assaults		8	1	4	5	7
Other Sexual Offences		1	2	3	3	0
Assault		74	74	64	50	37
Kidnapping/Hostage/Abduction		7	1	1	1	1
Extortion		0	0	1	0	0
Criminal Harassment		13	8	3	8	10
Uttering Threats		27	18	19	16	18
Other Persons		0	0	0	0	0
TOTAL PERSONS		**130**	**106**	**100**	**85**	**73**
Break & Enter		49	32	34	27	50
Theft of Motor Vehicle		43	30	46	22	31
Theft Over $5,000		5	2	5	4	3
Theft Under $5,000		97	139	137	87	112
Possn Stn Goods		20	12	20	6	10
Fraud		18	21	18	21	18
Arson		2	1	1	1	0
Mischief To Property		110	96	123	122	91
TOTAL PROPERTY		**344**	**333**	**384**	**290**	**315**
Offensive Weapons		5	8	11	6	3
Public Order		0	1	0	0	0
Disturbing the peace		63	49	40	36	21
OTHER CRIMINAL CODE		87	90	91	104	76
TOTAL OTHER CRIMINAL CODE		**155**	**148**	**142**	**146**	**100**
TOTAL CRIMINAL CODE		629	587	626	521	488

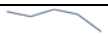
This Report is generated from the PROS database and current scoring of files. All homicide files are not included in this report.

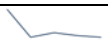
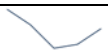
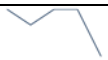
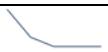
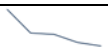
Drayton Valley Municipal Detachment
Statistical Comparison
January to May: 2012 - 2016

CATEGORY	Trend	2012	2013	2014	2015	2016
Drug Enforcement - Production		0	0	0	0	0
Drug Enforcement - Possession		24	20	19	16	10
Drug Enforcement - Trafficking		5	6	9	10	1
Drug Enforcement - Other		0	0	0	0	1
Total Drugs		**29**	**26**	**28**	**26**	**12**
Federal - General		9	5	2	2	3
TOTAL FEDERAL		**38**	**31**	**30**	**28**	**15**
Liquor Act		17	12	6	7	5
Other Provincial Stats		27	40	37	41	43
Total Provincial Stats		**44**	**52**	**43**	**48**	**48**
Municipal By-laws Traffic		2	5	4	4	0
Municipal By-laws		50	39	32	33	38
Total Municipal		**52**	**44**	**36**	**37**	**38**
Fatals		2	1	0	0	0
Injury MVC		5	4	3	2	7
Property Damage MVC (Reportable)		145	128	165	116	97
Property Damage MVC (Non Reportable)		18	16	19	17	10
TOTAL MVC		**170**	**149**	**187**	**135**	**114**
Provincial Traffic		**376**	**217**	**241**	**168**	**162**
Other Traffic		**12**	**8**	**2**	**3**	**7**
Criminal Code Traffic		**69**	**42**	**46**	**36**	**27**
Common Police Activities						
False Alarms		**122**	**104**	**90**	**114**	**126**
False/Abandoned 911 Call and 911 Act		**29**	**38**	**31**	**41**	**42**
Suspicious Person/Vehicle/Property		**89**	**85**	**16**	**49**	**40**
Persons Reported Missing		**1**	**7**	**3**	**4**	**19**
Spousal Abuse - Survey Code		**67**	**64**	**55**	**72**	**76**

This Report is generated from the PROS database and current scoring of files. All homicide files are not included in this report.

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

January to May	Trend	2012	2013	2014	2015	2016
Fatals		2	1	0	0	0
Injury MVAS		5	4	3	2	7
Property Damage MVAS (Reportable)		145	128	165	116	97
Property Damage MVAS (Non Reportable)		18	16	19	17	10
Total MVC		170	149	187	135	114

January to May	Trend	2012	2013	2014	2015	2016
Impaired Operation*		30	12	15	13	12
Roadside Suspensions - alcohol related - No charge**		12	8	2	3	7
Occupant Restraint/Seatbelt Violations**		3	2	3	3	0
Speeding Violations**		15	15	11	7	12
Intersection Related Violations**		18	6	5	4	6
Driving without Due Care or Attention*		5	2	1	1	1
Other Moving Traffic*		149	73	69	43	32
Other Non-Moving Violation**		97	35	42	35	39
Other CC Traffic***		11	8	5	3	4

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

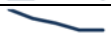
Drayton Valley Municipal Detachment
Statistical Comparison
May: 2012 - 2016

Monday, June 06, 2016

CATEGORY	Trend	2012	2013	2014	2015	2016
Homicides & Offences Related to Death		0	0	0	0	0
Robbery		0	0	0	0	0
Sexual Assaults		2	0	2	2	2
Other Sexual Offences		1	2	0	2	0
Assault		3	13	14	6	2
Kidnapping/Hostage/Abduction		1	0	0	0	0
Extortion		0	0	0	0	0
Criminal Harassment		1	1	2	1	2
Uttering Threats		7	3	4	4	6
Other Persons		0	0	0	0	0
TOTAL PERSONS		**15**	**19**	**22**	**15**	**12**
Break & Enter		15	3	5	13	14
Theft of Motor Vehicle		4	6	8	6	11
Theft Over $5,000		1	1	0	2	2
Theft Under $5,000		18	26	27	15	24
Possn Stn Goods		2	2	4	1	4
Fraud		1	4	4	9	5
Arson		0	1	0	0	0
Mischief To Property		23	23	38	28	19
TOTAL PROPERTY		**64**	**66**	**86**	**74**	**79**
Offensive Weapons		0	1	0	2	0
Public Order		0	0	0	0	0
Disturbing the peace		6	16	12	5	8
OTHER CRIMINAL CODE		20	14	20	25	14
TOTAL OTHER CRIMINAL CODE		**26**	**31**	**32**	**32**	**22**
TOTAL CRIMINAL CODE		105	116	140	121	113

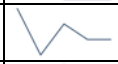
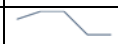
This Report is generated from the PROS database and current scoring of files. All homicide files are not included in this report.

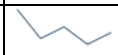
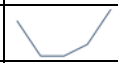
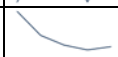
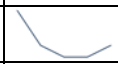
Drayton Valley Municipal Detachment
Statistical Comparison
May: 2012 - 2016

CATEGORY	Trend	2012	2013	2014	2015	2016
Drug Enforcement - Production		0	0	0	0	0
Drug Enforcement - Possession		4	4	4	4	2
Drug Enforcement - Trafficking		0	1	3	0	0
Drug Enforcement - Other		0	0	0	0	0
Total Drugs		**4**	**5**	**7**	**4**	**2**
Federal - General		1	1	0	0	1
TOTAL FEDERAL		**5**	**6**	**7**	**4**	**3**
Liquor Act		3	2	1	2	1
Other Provincial Stats		4	5	5	7	5
Total Provincial Stats		**7**	**7**	**6**	**9**	**6**
Municipal By-laws Traffic		0	0	1	1	0
Municipal By-laws		20	16	14	11	11
Total Municipal		**20**	**16**	**15**	**12**	**11**
Fatals		1	1	0	0	0
Injury MCS		3	0	2	1	1
Property Damage MVC (Reportable)		28	19	33	16	14
Property Damage MVC (Non Reportable)		5	6	6	3	3
TOTAL MVC		**37**	**26**	**41**	**20**	**18**
Provincial Traffic		**70**	**54**	**45**	**37**	**21**
Other Traffic		**3**	**0**	**0**	**1**	**4**
Criminal Code Traffic		**21**	**9**	**8**	**6**	**7**
Common Police Activities						
False Alarms		**24**	**21**	**24**	**27**	**27**
False/Abandoned 911 Call and 911 Act		**3**	**9**	**12**	**6**	**9**
Suspicious Person/Vehicle/Property		**15**	**23**	**3**	**13**	**2**
Persons Reported Missing		**0**	**2**	**1**	**1**	**4**
Spousal Abuse - Survey Code		**9**	**10**	**15**	**17**	**19**

This Report is generated from the PROS database and current scoring of files. All homicide files are not included in this report.

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

May	Trend	2012	2013	2014	2015	2016
Fatals		1	1	0	0	0
Injury MVAS		3	0	2	1	1
Property Damage MVAS (Reportable)		28	19	33	16	14
Property Damage MVAS (Non Reportable)		5	6	6	3	3
Total MVC		37	26	41	20	18

May	Trend	2012	2013	2014	2015	2016
Impaired Operation*		8	3	5	2	4
Roadside Suspensions - alcohol related - No charge**		3	0	0	1	4
Occupant Restraint/Seatbelt Violations**		1	1	0	0	0
Speeding Violations**		6	3	1	3	1
Intersection Related Violations**		2	0	1	1	1
Driving without Due Care or Attention*		0	1	1	0	1
Other Moving Traffic*		29	14	8	5	7
Other Non-Moving Violation**		15	7	8	7	7
Other CC Traffic***		4	1	0	0	1

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

Drayton Valley Municipal Detachment

January to May: 2012 - 2016

Category	Trend	2012	2013	2014	2015	2016		Mean	Std Deviation	Mean + 1 Std Dev	FLAG	Slope
Theft Motor Vehicle (Total)		43	30	46	22	31		34.4	8.9	43.3	Within Norm	-3.2
Auto		2	4	2	1	1		2.0	1.1	3.1	Within Norm	-0.5
Truck/SUV/Van		26	11	31	17	20		21.0	7.0	28.0	Within Norm	-0.6
Motorcycle		0	0	0	0	0		0.0	0.0	0.0	Within Norm	0
Other		10	11	5	3	9		7.6	3.1	10.7	Within Norm	-1
Take Auto without Consent		5	4	8	1	1		3.8	2.6	6.4	Within Norm	-1.1
Break and Enter (Total)		49	32	34	27	50		38.4	9.4	47.8	Issue	-0.3
Business		9	15	18	12	38		18.4	10.2	28.6	Issue	5.5
Residence		25	10	9	12	6		12.4	6.6	19.0	Within Norm	-3.6
Cottage or Seasonal Residence		0	0	0	0	0		0.0	0.0	0.0	Within Norm	0
Other		12	2	5	3	6		5.6	3.5	9.1	Within Norm	-1.1
Spousal Abuse		67	64	55	72	76		66.8	7.2	74.0	Issue	2.6
Robbery		0	2	5	2	0		1.8	1.8	3.6	Within Norm	4.44089E-17
Assault		74	74	64	50	37		59.8	14.4	74.2	Within Norm	-9.8
Sexual Assaults		8	1	4	5	7		5.0	2.4	7.4	Within Norm	0.2

Traffic	Trend	2012	2013	2014	2015	2016		Mean	Std Deviation	Mean + 1 Std Dev	FLAG	Slope
Impaired Operation*		30	12	15	13	12		16.4	6.9	23.3	Within Norm	-3.5
Roadside Suspensions - alcohol related - No grounds to charge**		12	8	2	3	7		6.4	3.6	10.0	Within Norm	-1.5
Occupant Restraint/Seatbelt Violations**		3	2	3	3	0		2.2	1.2	3.4	Within Norm	-0.5
Speeding Violations**		15	15	11	7	12		12.0	3.0	15.0	Within Norm	-1.4
Intersection Related Violations**		18	6	5	4	6		7.8	5.2	13.0	Within Norm	-2.6
Driving without Due Care or Attention*		5	2	1	1	1		2.0	1.5	3.5	Within Norm	-0.9
Other Moving Traffic*		149	73	69	43	32		73.2	40.9	114.1	Within Norm	-26.4
Other Non-Moving Violation**		97	35	42	35	39		49.6	23.8	73.4	Within Norm	-11.6
Other CC Traffic***		11	8	5	3	4		6.2	2.9	9.1	Within Norm	-1.9