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# Agenda

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Call to Order

National Anthem

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1.0 Additions to the Agenda

2.0 Adoption of Agenda

3.0 Corrections or Amendments:

3.1. May 17, 2017, Regular Meeting of Council Minutes 3-7

4.0 Adoption of:

4.1. May 17, 2017, Regular Meeting of Council Minutes

5.0 Proclamations

5.1. Parks and Recreation Month 8

6.0 Decision Items / Administrative Items Pages 9-36

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6.1. Councillor Bossert	Suspension / Termination Policy CS-28-10 for the Early Childhood Development Centre	9-11
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6.2. Councillor Long	Appointments to Discussions Committee regarding Brazeau County and Town of Drayton Valley Intermunicipal Development Plan	12-13
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6.3. Councillor Doerksen	Amended Snow Removal Policy T-02-16	14-27
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6.4. Councillor Wheeler	Funding Request from Drayton Valley Brazeau Snow Club	28-30
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6.5. Councillor Bossert	Funding Request from Shark Park Committee	31-36
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7.0 Department Reports

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7.1. Engineering & Development	Ron Fraser
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7.2. Community Services & FCSS	Bernice Taylor
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7.3. Economic Development	Eric Burton
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7.4. Emergency Services	Tom Thomson
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7.5. Administration	
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- Communications and Marketing Tyler Russell
  - CAO Report Dwight Dibben
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8.0 Council Reports

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8.1. Councillor Doerksen
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8.2. Councillor Wheeler
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8.3. Councillor Bossert
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**Regular Meeting of Council**

**June 7, 2017**

**Page 2 of 2**

	8.4. Councillor Long	
	8.5. Deputy Mayor Fredrickson	
9.0	Information Items	Pages 37-56
9.1.	Economic Development Committee Meeting Notes – January, February, and April 2017	38-44
9.2.	Letter from New Brunswick Minister of Energy and Resource Development, The Honourable Rick Doucet	45-46
9.3.	STAR Catholic Board Meeting Highlights – May 2017	47
9.4.	Mayor McLean’s Conference Report – Lobby Government Effectively	48-54
9.5.	Drayton Valley Brazeau County Fire Services – April Stats	55-56
10.0	Adjournment	



## Meeting Minutes

### **THOSE PRESENT:**

Mayor McLean	Kevin McMillan, Senior Financial Officer
Deputy Mayor Fredrickson	Chandra Dyck, Legislative Services Coordinator
Councillor Doerksen	Rita Bijeau, Executive Assistant
Councillor Long	Tyler Russell, Communications and Marketing Coordinator
Councillor Wheeler	Eric Burton, Economic Development Officer
Councillor Bossert	Vishal Sharma, Network & Systems Administrator
Dwight Dibben, Chief Administrative Officer	Justine Kimoden, Drayton Valley Western Review
Pam Livingston, Director of Corporate Services	Laine Mitchell, CIBW Radio
Ron Fraser, Director of Engineering and Development	S/Sgt. Malcolm Callihoo, Drayton Valley RCMP
Annette Driessen, Director of Community Services	
Tom Thomson, Director of Emergency Services	

### **ABSENT:**

### **CALL TO ORDER**

Mayor McLean called the meeting to order at 9:00 a.m.

#### **1.0 Additions to the Agenda**

There were no additions or deletions to the Agenda.

#### **2.0 Adoption of Agenda**

##### **RESOLUTION #094/17**

Councillor Bossert moved to adopt the May 17, 2017, Regular Meeting of Council Agenda as presented.

**CARRIED**

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

##### **3.1. April 26, 2017, Regular Meeting of Council Minutes**

Councillor Bossert advised of an error in the date noted for Item 3.1 of the April 26, 2017, Regular Meeting of Council Minutes.

##### **3.2. April 26, 2017, Public Hearing Minutes – Bylaw 2017/03/D**

There were no corrections or amendments to the April 26, 2017, Public Hearing Minutes for Bylaw 2017/03/D.

#### **4.0 Adoption of:**

##### **4.1. April 26, 2017, Regular Meeting of Council Minutes**

##### **4.2. April 26, 2017, Public Hearing Minutes – Bylaw 2017/03/D**

##### **RESOLUTION #095/17**

Councillor Fredrickson moved to adopt the April 26, 2017, Regular Meeting of Council Minutes as corrected and the April 26, 2017, Public Hearing Minutes for Bylaw 2017/03/D as presented.

**CARRIED**

**Regular Meeting of Council  
Minutes of May 17, 2017  
Page 2 of 5**

**5.0 Proclamation**

5.1. Seniors' Week

Mayor McLean proclaimed the week of June 5-11, 2017, as Seniors' Week in the Town of Drayton Valley.

5.2. National Public Works Week

Mayor McLean proclaimed the week of May 22-26, 2017, as National Public Works Week in the Town of Drayton Valley.

**6.0 Delegations**

6.1. RCMP Stats – April 2017 – S/Sgt. Malcolm Callihoo

S/Sgt. Callihoo presented Council with the RCMP Stats for the month of April 2017.

**7.0 Decision Items**

7.1. Appointment of Weed Inspectors for 2017

**RESOLUTION #096/17**

Councillor Doerksen moved that Council appoint Sean Allen and Jessa Muth as the Weed Inspectors for the Town of Drayton Valley for 2017 as per the *Alberta Weed Control Act*.

**CARRIED**

7.2. Automated Traffic Enforcement Fund Allocations

**RESOLUTION #097/17**

Councillor Fredrickson moved that Council award \$10,000.00 as a lump sum from the Safe and Healthy Community Fund Allocation toward the coupon portion of the Baby Essentials Program, offered through Brighter Futures over the next three years, 2017-2019. This funding approval is contingent on Brighter Futures securing the necessary additional revenue to provide the Program. Should the Baby Essentials Program discontinue as a result of the inability to secure additional funding, grant funds are to be returned to the Town of Drayton Valley.

**CARRIED**

**RESOLUTION #098/17**

Councillor Fredrickson moved that Council award \$1,221.91 from the Safe and Healthy Community Fund Allocation for the Emergency Preparedness Dinner and Dialogue Event hosted by the Healthy Communities Coalition.

**CARRIED**

**RESOLUTION #099/17**

Councillor Fredrickson moved that Council award \$66,497.20 from the Life-Cycle Capital Replacement Fund toward the purchase and installation of an emergency generator at the Civic Centre.

**CARRIED**

7.3. Appointment to Assessment Review Board and Composite Assessment Review Board

**RESOLUTION #100/17**

Councillor Wheeler moved that Council appoint Mr. Graham Long and Mr. Michael Doerksen as members to the Assessment Review Board for a one year term expiring on April 30, 2018.

**CARRIED**

## RESOLUTION #101/17

Councillor Wheeler moved that Council appoint Mr. Graham Long and Mr. Michael Doerksen as members to the Composite Assessment Review Board for a one year term expiring April 30, 2018.

**CARRIED**

## 8.0 Department Reports

### 8.1 Engineering and Development

Mr. Fraser advised Council of the construction timeline for MacKenzie Avenue and that line painting will be done internally commencing in June.

### 8.2 Community Services & FCSS

Ms. Driessen provided Council with a report on the May 16, 2017, Community Consultation for the Homelessness and Poverty Reduction Committee, facilitated by Alberta Rural Development Network. Further, Ms. Driessen provided an update on completion of Discovery Park, and introduced Leah Bathgate as the new Recreation and Culture Program Manager.

### 8.3 Economic Development

Mr. Burton provided Council a report on the Hemp Cluster Project, the Chamber of Commerce Annual General Meeting, and of the upcoming Cultural Industries Roundtable on May 24, from 5:30-8:00 p.m.

### 8.4 Emergency Services

Fire Chief Tom Thomson advised of the registration at the Kid's Camps and that there is a fire advisory issued for the area.

### 8.5 Administration

- Communications and Marketing

Mr. Russell provided Council a report on the following:

- Chain of Office Medallion design contest;
- Mayor's Gala and Community Recognition Award Nominations;
- scheduled power outage and closure of the Omniplex tomorrow, May 18, 2017;
- 3R Roundup Promotion; and
- Litterbug Contest.

- CAO Report

Mr. Dibben advised of the status of the Section 690 appeal with the County, an All Staff Town Meeting held on May 5, and a notice from Brazeau County to withdraw from the current Intermunicipal Development Plan.

## 9 Council Reports

### 9.1 Councillor Doerksen

- May 9-12 – Assessment Review Board Training; and
- May 16 – Economic Development Committee Meeting.

9.2 Councillor Fredrickson

- Attended session with a Social Studies group from Frank Maddock High School;
- May 9 – Waste Management Committee Meeting;
- May 11 – 60<sup>th</sup> Anniversary Ad-Hoc Committee Meeting; and
- May 11 – Meeting with Minister Lori Sigurdson, Minister of Seniors and Housing, MLA Mark Smith, and Mayor McLean regarding a Specialized Transportation proposal.

9.3 Councillor Wheeler

- April 27 – Volunteer Appreciation Night;
- Community Foundation Garage Sale and Live Auction on June 3, 2017; and
- Sustainability Committee is hosting a Community Sustainability Plan Achievement Review on May 31, 2017.

9.4 Councillor Bossert

- Seminar on Service Based Estimation for evaluating homelessness provisions;
- April 27 – Volunteer Appreciation Night; and
- Sustainability Committee is hosting a Community Sustainability Plan Achievement Review on May 31, 2017.

9.5 Councillor Long

- Alberta Library Conference;
- May 9 – Drayton Valley Municipal Library Board Agreement;
- May 16 – Economic Development Committee Meeting; and
- May 16 – Drayton Valley Community Foundation Board Meeting.

9.6 Mayor McLean

- May 4 – Annual Battle of the Books;
- May 11 – Meeting with Minister Lori Sigurdson, Minister of Seniors and Housing, with MLA Mark Smith;
- May 13 – Frank Maddock High School Rugby Tournament;
- May 11 – Meeting with Minister Lori Sigurdson, Minister of Seniors and Housing, MLA Mark Smith, and Deputy Mayor Fredrickson regarding a Specialized Transportation proposal; and
- Session with Alberta Rural Development Network regarding homelessness in Drayton Valley.

**10 Information Items**

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10.1 Brazeau Seniors Foundation Board Minutes – March 2017

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10.2 Mayor McLean's Conference Report – RMRF Municipal Law Seminar

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10.3 Sustainability Committee Meeting Notes – February and March 2017

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10.4 Waste Management Committee Meeting Notes – March 2017

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10.5 Councillor Wheeler Conference Report - Winter Cities Shake Up

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10.6 Councillor Wheeler Conference Report – North Saskatchewan Watershed

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Alliance Forum

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10.7 RCMP Stats – April 2017

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10.8 Sustainability Committee Notes – April 2017

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**RESOLUTION #102/17**

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

**CARRIED**

**11 Adjournment**

**RESOLUTION #103/17**

Councillor Fredrickson moved that Council adjourn the May 17, 2017, Regular Meeting of Council at 10:35 a.m.

**CARRIED**

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MAYOR

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CHIEF ADMINISTRATIVE OFFICER

# Town of Drayton Valley

## *Proclamation*

### **PARKS AND RECREATION MONTH**

**JUNE 2017**

- WHEREAS** in Drayton Valley, we are fortunate to have a variety of recreation and parks systems providing countless recreational opportunities for residents and visitors from around the world;
- AND WHEREAS** recreation enhances quality of life, active living and lifelong learning, helps people live happier and longer, develops skills and positive self-image in children and youth, develops creativity and builds healthy bodies and positive lifestyles;
- AND WHEREAS** recreation participation builds family unity and social capital, strengthens volunteer and community development, enhances social interaction, creates community pride and vitality, and promotes sensitivity and understanding to cultural diversity;
- AND WHEREAS** recreation, therapeutic recreation and leisure education are essential to the rehabilitation of individuals who have become ill or disabled, or disadvantaged, or who have demonstrated antisocial behaviour;
- AND WHEREAS** the benefits provided by recreation and parks programs and services reduce healthcare and social service costs, serve to boost the economy, economic renewal and sustainability, enhance property values, attract new business, increase tourism and curb employee absenteeism;
- AND WHEREAS** our parks, open space and trails ensure ecological sustainability, provide space to enjoy nature, help maintain clean air and water, and preserve plant and animal wildlife;
- AND WHEREAS** all levels of government, the voluntary sector and private enterprise throughout the Province participate in the planning, development and operation of recreation and parks programs, services and facilities.
- NOW THEREFORE** I, Mayor Glenn McLean, do hereby proclaim, in recognition of the benefits and values that recreation, parks and leisure services provide, the month of June as Recreation & Parks Month.

DATED at the Town of Drayton Valley,  
in the Province of Alberta,  
this 7<sup>th</sup> day of June, 2017.

Deputy Mayor Brandy Fredrickson



**SECTION 6**

<b>AGENDA ITEM: 6.1.</b>	Suspension / Termination Policy CS-28-10 for the Early Childhood Development Centre
<b>Department:</b>	Community Services
<b>Presented by:</b>	Councillor Bossert
<b>Support Staff:</b>	Bernice Taylor, Acting Director of Community Services / Program Manager ECDC

**BACKGROUND:**

Each year the Childcare Operational Board presents to Council for approval any new or revised Policies for the Early Childhood Development Centre. The attached Policy was approved in January but required amendment; the amended Policy was been approved by the Child Care Operational Board on May 25, 2017.

The Policy amendment grants authority to the Child Care Operational Board to terminate childcare if, through facilitation, Child Care Administration Staff deem they cannot meet the needs of the child or that the child presents a threat to themselves, other children or staff.

**OPTIONS:**

- A. That Council approve the amended Suspension/Termination Policy CS-28-10, as presented.
- B. That Council approve the amended Suspension/Termination Policy CS-28-10, with amendments to \_\_\_\_\_.
- C. That Council direct Administration and the Child Care Operational Board to \_\_\_\_\_ and bring back the Suspension /Termination Policy CS-28-10.
- D. That Council not approve the amended Suspension/Termination Policy CS-28-10, in which case the Policy as adopted on March 11, 2015, remain in force and effect.

**MOTION:**

That Council \_\_\_\_\_.



<b>Subject:</b>	Suspension/Termination	<b>Policy No.:</b>	CS-28-10
<b>Department:</b>	Community Services – Early Childhood Development Centre		
<b>Approval Date:</b>	November 5, 2010	<b>Review Date:</b>	March 11, 2015 June __, 2017

## Suspension / Termination Policy

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### **Purpose**

The Suspension/Termination Policy is noted in our Parent Handbook and available to all in the Policy Binder.

*Children within our program will always be treated with respect.*

Staff encourages positive interactions between children, will promote a supportive environment in which children's development and self-expression may be stimulated, and will focus on the child's assets and strengths. This program is a fun, safe place for **all** children to come when their parents can't be with them. The well-being of **all** children present will be protected.

Children will be given every opportunity to help resolve conflicts themselves through the use of language and problem solving skills. Staff will foster and model these skills through social stories during group time. All children are expected to stay within the limits of consideration for people and things. Should a situation arise where child management action is required, the staff will employ the least intrusive means to effectively deal with the child. Acceptable approaches to child behavior management are listed in our Guidance Policy.

Staff will encourage children to be responsible for their behaviour by reasoning with the child and offering set limits. Should the child choose to continue negative behaviour or lose control and cannot reason, the child will be (removed) for a "cooling off" period away from the situation. In all instances, staff will discuss with the child the reason for cooling off and the importance of the limits that have been set out. In the case where a child's behaviour is extremely disruptive (i.e. total disregard of a caregiver's authority or intentionally hurting others physically, or bullying) the parent will be called to pick up their child.

The Town of Drayton Valley grants authority to the Operational Board to terminate childcare if, through facilitation, Child Care Administration Staff deem that they cannot meet the needs of the child or that the child presents a threat to themselves, other children or staff.

<b>Subject:</b>	Suspension/Termination	<b>Page:</b>	2 of 2
<b>Department:</b>	Community Services – Early Childhood Development Centre		
<b>Approval Date:</b>	November 5, 2010	<b>Review Date:</b>	March 11, 2015 June __, 2017

### Suspension Policy

1. On the first occasion that the behaviour is extremely disruptive, parents will be called to pick up their child. At this time staff will share documentation of incidents leading up to the call to pick up. Parents will meet with Program Manager, sign a behavior report and have a copy of the suspension policy shared with them.
2. On the second occasion that behaviour is extremely disruptive the parent will be requested to pick up the child immediately and to meet with Program Manager. Discussion around behavior and a behavior management plan will be created. This will occur to help with the understanding of the cause of the behavior looking at the following areas:
  - a) Environmental
  - b) Chemical
  - c) Emotional
  - d) Physical
  - e) Reactive

It will be discussed that if the child is showing signs of developmental delay through Ages and Stages screening that the parent take their child for assessment so an approach to the behavior can be decided based on feedback from doctors /specialists/ counselors and/ or any community resources they may be accessing.

3. On the third occasion where parents are contacted regarding their child's disruptive behavior, the child will be suspended from the program for one month. A meeting is scheduled with the family, at which time a behaviour management plan is reviewed and when possible any counselors meeting with the child will take part in. If families do not make themselves available within a few days of a suspension to meet with the Program Manager and or if there is complete disregard for the current behaviour management plan, childcare will be terminated immediately.

<b>AGENDA ITEM: 6.2.</b>	<b>Appointments to Discussions Committee regarding Brazeau County and Town of Drayton Valley Intermunicipal Development Plan</b>
<b>Department:</b>	<b>Administration</b>
<b>Presented by:</b>	<b>Councillor Long</b>
<b>Support Staff:</b>	<b>Dwight Dibben, CAO</b>

**BACKGROUND:**

At its May 16, 2017, Council Meeting, Brazeau County Council made the following two resolutions:

0579/17 Moved M. Gressler to direct Administration to provide the Town of Drayton Valley with 60 days written notice of Brazeau County's intention to withdraw from and repeal Intermunicipal Development Plan Bylaw 779-11 due to the Town of Drayton Valley's stated requirements prior to considering proposed Poplar Ridge Manufacture Home Park amendments which cannot be addressed in an acceptable timeframe and provides for a detriment to the governance of land use and development with the County.  
CARRIED UNANIMOUSLY

0580/17 Moved by K. Westerlund that Council appoints the Reeve, the affected Divisions Councilor, Chief Administrative Officer (or designate) and the Director of Planning and Development as the discussions committee, pursuant to clause 5.1.6b) of the Inter-municipal Development Plan, should such meetings occur within the next 60 days.  
CARRIED UNANIMOUSLY

In coming to an agreement on the Intermunicipal Development Plan (IDP) initially, both municipalities considered our joint long-term objectives of not only the Poplar Ridge Mobile Home Park but the broader industrial and commercial areas completely surrounding the Park. The municipalities agreed on current zoning for the Poplar Ridge Mobile Home Park as Light Industrial and a gradual phase out of residences in the area.

The land subject to this Resolution lies within the Poplar Ridge Area Structure Plan, the Water and Sewer Servicing Agreement of 2002 and the referral area defined within the Intermunicipal Development Plan. In the fifteen years since signing the Water and Sewer Servicing Agreement, Brazeau County has not commenced nor completed their necessary servicing components, most notably a water reservoir, identified as a critical need for the area by our joint Fire Services for fire suppression needs in the area. Additional service and safety needs, such as additional fire hydrants and a second access for entrance into and exit from the Mobile Home Park, have also not commenced in the nearly eleven months since Town Council considered matters related to the County's request to change the IDP and the Poplar Ridge Area Structure Plan. These safety concerns have been conveyed by the Town of Drayton Valley to Brazeau County.

As a result of the foregoing, legal counsel for the Town of Drayton Valley has recommended that Town Council appoint individuals to sit on its behalf on the discussions committee. Following appointment of these committee members, a meeting will be scheduled to begin discussions regarding the Intermunicipal Development Plan, pursuant to the terms and conditions contained therein.

**OPTIONS:**

- A. That Council appoint the Mayor, Glenn McLean, Deputy Mayor, Brandy Fredrickson, Chief Administrative Officer (or designate), and the Director of Engineering and Development (or designate) as the discussions committee, pursuant to clause 5.1.6 b) of the Intermunicipal Development Plan, should such meetings occur within the next sixty days.
- B. That Council elect not to formally appoint individuals to the discussions committee.

**MOTION:**

That Council \_\_\_\_\_.

<b>AGENDA ITEM: 6.3</b>	<b>Amended Snow Removal Policy T-02-16</b>
<b>Department:</b>	<b>Administration</b>
<b>Presented by:</b>	<b>Councillor Doerksen</b>
<b>Support Staff:</b>	<b>Ron Fraser, Director of Engineering and Development</b>

**BACKGROUND:**

On October 12, 2016, Council approved the Snow Removal Policy which updated the routes to reflect optimal practices, as well as establish identified seasonal snow routes to enhance efficiencies.

Following the approval of the Policy, and upon implementation of the practices, questions arose that resulted in Administration reviewing the Policy to recommend clarity, permissiveness, and consistency. The proposed amended Policy enhances efficiencies to snow removal operations, enhances safety for Town residents during and after snow events, and ensures the responsible deployment of Town resources to optimize time and cost.


Administration recommends adoption of the amended Snow Removal Policy T-02-16. Approval at this time will enable Administration to ensure that the public is made aware of the Policy in advance of the actual work taking place.

**OPTIONS:**

- A. That Council approve the amended Snow Removal Policy T-02-16, as presented.
- B. That Council approve the amended Snow Removal Policy T-02-16, with further amendments to \_\_\_\_\_.
- C. That Council not approve the amended Snow Removal Policy T-02-16, in which case the existing Snow Removal Policy T-02-16 will remain in effect.
- D. That Council direct Administration to \_\_\_\_\_ and bring the amended Snow Removal Policy T-02-16 back to Council at a future date.

**MOTION:**

That Council \_\_\_\_\_.

<b>Subject:</b>	Snow Removal Policy	<b>Policy No.:</b>	T-02-16	
<b>Department:</b>	Transportation/Engineering			
<b>Approval Date:</b>	October 12, 2016	<b>Review Date:</b>	_____, 2017	
<b>Associated Policies:</b>				

## Snow Removal Policy

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The Town of Drayton Valley (hereinafter referred to as the “Town”) shall endeavor to maintain the safety and mobility of the public through effective and appropriate maintenance of its transportation network during winter conditions. Priority will be given to ensure access to vital services and reasonable efforts will be made to provide to all areas of the community.

### Purpose

This Policy is established to set out the standards for the orderly and systematic provision of snow and ice control while providing an efficient, consistent, and cost effective method of delivering this service.

This Policy shall provide direction to the Public Works Department, and other affected Town Departments, as to the methods to be adopted to maintain public safety, mobility, and access for vital services.

### General Policy

#### 1. GENERAL

- 1.1 The extent of snow removal with the Town will be determined by the Public Works Manager in accordance with this Policy.
- 1.2 A number of variables are considered when applying the principles contained within this Policy such as:
  - a. time of year;
  - b. snow drifting;
  - c. temperature variations;
  - d. short and long term weather forecasts.
- 1.3 The priority sequence of snow plowing operations may be temporarily altered to avoid conflicts with front street waste or recycling, or other potential collection schedules.
- 1.4 Roadways where snow can be plowed to the side or snow placed in a windrow may be done outside of the priority sequence

<b>Subject:</b>	Snow Removal Policy	<b>Page:</b>	2 of 7
<b>Department:</b>	Transportation/Engineering		
<b>Approval Date:</b>	October 12, 2016	<b>Review Date:</b>	_____, 2017

1.5 Unless there are unusual circumstances, snow plowing shall be undertaken in order of priority. Should additional snow accumulations warrant, crews may be redirected to higher priority routes until those routes are cleared to an acceptable condition. Following clearing of higher priority routes, snow removal will resume where maintenance left off.

2. STREET SNOW REMOVAL PRIORITIES (as shown on Schedule "A" attached)

**Priority 1: Deployment of equipment in critical areas, such as emergency routes and downtown core. These areas are generally defined as:**

- a. 50 Street. from Hwy. 22 N to Hwy. 22 S
- b. 50 Avenue east RR 73. to 62 Street
- c. 58 Street from 49 Avenue to 45 Avenue
- d. Downtown Public Parking Lot
- e. Industrial Road and Jubilee Avenue from 50 Street to Hwy. 22
- f. 41 Avenue from 50 Street to Hospital
- g. 54 Street from Industrial Road to 50 Avenue
- h. Downtown Core (as shown on Schedule "B" attached)
- i. Fire Hall, back and front of Civic Center to Industrial Road.
- j. Power Center Boulevard
- k. 58 Street to (Associated Ambulance)
- l. 62 Street from 50 Avenue to Power Center Boulevard

**Priority 2 : Deployment of equipment in second most critical areas, such as major collector routes, access to schools and other facilities. These areas are generally defined as:**

- a. 46 Avenue from 50 Street to 47 Avenue
- b. 46 Street from 47 Avenue to 50 Avenue
- c. 47 Avenue from 46 Avenue to 45 Avenue
- d. 43 Street from 50 Avenue to 42 Avenue
- e. 43 A Street from 43 Street to 47 Avenue
- f. 43 Street/55 Avenue to 50 Street
- g. 55 Avenue to Aurora School
- h. 47 Avenue from 50 Street to Shangri La Lodge
- i. 44 Street from 50 Avenue to 47 Avenue
- j. 48 Street from 50 Avenue to 55 Avenue (including Park Valley Pool and ECDC front parking lot)
- k. 45 Avenue from 54 Street to Omniplex
- l. 54 Street from 50 Avenue to 45 Avenue
- m. 45 Avenue thru to 50 Street
- n. 55 Avenue from 50 Street to 43 Street
- o. Annexed Roads: RR 75; TWP Road 492; and TWP Road 485. (as shown on Schedule "C" attached)
- p. 58<sup>th</sup> Avenue from RR 73 to H. W. Pickup Junior High School
- q. Mitchell Drive

<b>Subject:</b>	Snow Removal Policy	<b>Page:</b>	3 of 7
<b>Department:</b>	Transportation/Engineering		
<b>Approval Date:</b>	October 12, 2016	<b>Review Date:</b>	_____, 2017

**Priority 3: Deployment of equipment in third most critical areas, including major residential and commercial routes. These areas are generally defined as:**

- a. Beckett Road from 50 Avenue to 43 Avenue
- b. 44 Avenue from Beckett Road to RR 73
- c. 45 Avenue from 47 Avenue to 47 Street
- d. 47 Street from 46 Avenue to 43 Avenue
- e. 42 Avenue from 47 Street to 43 Street
- f. 43 Avenue from 47 Street to RR 73
- g. Industrial Road from 50 Avenue to Jubilee Avenue
- h. Airport (unless emergency)
- i. 52 Avenue from 48 Street to 50 Street
- j. Mackenzie Avenue from 48 A Street to 55 Avenue
- k. 48 A Street from 55 Avenue to Mackenzie Avenue
- l. 55 Street from Industrial Road to 56 Avenue
- m. 56 Avenue from 55 Street to 50 Street
- n. 54 Avenue from 50 Street to 48 Street
- o. Apex Common
- p. Westview Industrial Park
- q. Brazeau Business Park
- r. Greenfield Industrial Park

**Residential: Remaining areas of Town will be cleared depending on available resources and severity of conditions, and; will be cleared on a rotating basis as determined by the Public Works Manager.**  
(Quadrants)

**Other:**

The Town shall also provide priority snow removal to all Town owned infrastructure, in conjunction with or after the areas included under Priority 1, or as determined by the Public Works Manager:

<b>Subject:</b>	Snow Removal Policy	<b>Page:</b>	4 of 7
<b>Department:</b>	Transportation/Engineering		
<b>Approval Date:</b>	October 12, 2016	<b>Review Date:</b>	_____, 2017

### 3. SIDEWALK SNOW REMOVAL (as shown on Schedule "D" attached)

3.1. The Town shall maintain the safety and mobility of the walkways with effective and appropriate maintenance during winter conditions. Reasonable efforts will be made to provide access to all areas of the community.

3.2. The guideline used to clear sidewalks by the Town will be as follows:

#### **Route A:**

Priorities are the blocks immediately surrounding the Civic Centre and Fire Hall, followed by the Park Valley Pool and ECDC.

Downtown area will then be cleared, then 50<sup>th</sup> Avenue to St. Anthony's School (clearing one side of 50 Avenue en route from downtown).

With the remainder of the walkways to be cleared next as resources allow

#### **Route B:**

Priorities are the Omniplex, and Holy Trinity Academy, 50 Avenue, Central Cemetery block, Eldorado Elementary and DV Christian Schools, Evergreen Elementary School, then back to 50 Street

With the remainder of the walkways to be cleared next as resources allow.

#### **Route C:**

Priorities are the remainders of 50 Street and 50 Avenue, 43 Avenue, Frank Maddock High School, RR 73 to HW Pickup School.

With the remainder of the walkways to be cleared next as resources allow.

#### **Other:**

All other remaining sidewalks in Town shall be the responsibility of the property owner abutting the sidewalk as set out in the Town's Community Standards Bylaw 2015-08-P.

<b>Subject:</b>	Snow Removal Policy	<b>Page:</b>	5 of 7
<b>Department:</b>	Transportation/Engineering		
<b>Approval Date:</b>	October 12, 2016	<b>Review Date:</b>	_____, 2017

#### 4. SCOPE OF SNOW REMOVAL

- 4.1. In case of a major snow event, the snow removal program may be implemented immediately without advance posted notice.

#### 5. SANDING OPERATIONS (as shown on Schedule "E" attached)

- 5.1 Priority roadways that serve to distribute traffic throughout the community may have sanding completed out of sequence if an operational need exists and it is more prudent to operational management and traffic flow.
- 5.2 School bus routes and high traffic areas as identified on Schedule "E" will be sanded, with multiple applications if necessary as determined by the Public Works Manager.
- 5.3 All other roadways will be sanded when time permits, or as deemed necessary by the Public Works Manager.

#### 6. SEASONAL SNOW ROUTES (as shown on Schedule "F" attached)

- 6.1 The following areas are designated as seasonal snow routes as these are important roadways that serve to distribute traffic throughout the community and are therefore subject to seasonal parking bans:
- a. 50 Avenue from 54 Street west to 43 Street
  - b. 50 Street from 50 Avenue south to 46 Avenue
  - c. 50 Street from 52 Avenue north to 54 Avenue (Industrial Road)
  - d. In order to address annual, non-recurrent needs and to ensure efficient snow removal the Town may establish additional roadways as part of the seasonal snow routes
- 6.2 These seasonal parking ban areas will be in effect during and/or after a major snow event.
- 6.3 Vehicles parked in the seasonal no parking zones while the ban is in effect will be ticketed and/or towed away as authorized by Town Bylaws.

#### 7. REGULAR SNOW ROUTES

- 7.1 "No Parking" signs may be placed twelve (12) hours prior to snow removal whenever necessary, and any parked vehicles in the "No Parking" zones may be ticketed and/or towed away.

<b>Subject:</b>	Snow Removal Policy	<b>Page:</b>	6 of 7
<b>Department:</b>	Transportation/Engineering		
<b>Approval Date:</b>	October 12, 2016	<b>Review Date:</b>	_____, 2017

- 7.2 Snow removal sign placement, location, date, and time will be recorded by Public Works. Sign removal date and time will also be recorded by Public Works.

## 8. CUSTOM WORK

- 8.1 Snow removal and sanding services by the Town may be supplied to other lots on a lowest priority basis and as per an Agreement executed between owners and the Town, prior to any snow removal service being supplied.
- 8.2 The Town will only supply this service if manpower and equipment is available. The service shall be provided as per the Town's Annual Fee Schedule, plus materials, on a first-come first served basis.

## 9. 2011 ANNEXATION RESIDENTS

- 9.1 Snow removal and grading to those residential properties which were annexed into the Town in 2011 may be provided by the Town. An Agreement between owner(s) and the Town must be executed prior to the service being provided and subject to the condition of the Brazeau County Policy PW-1 and PW-5 (Amalgamated) in effect at the time of annexation

<b>Subject:</b>	Snow Removal Policy	<b>Page:</b>	7 of 7
<b>Department:</b>	Transportation/Engineering		
<b>Approval Date:</b>	October 12, 2016	<b>Review Date:</b>	_____, 2017

### Definitions

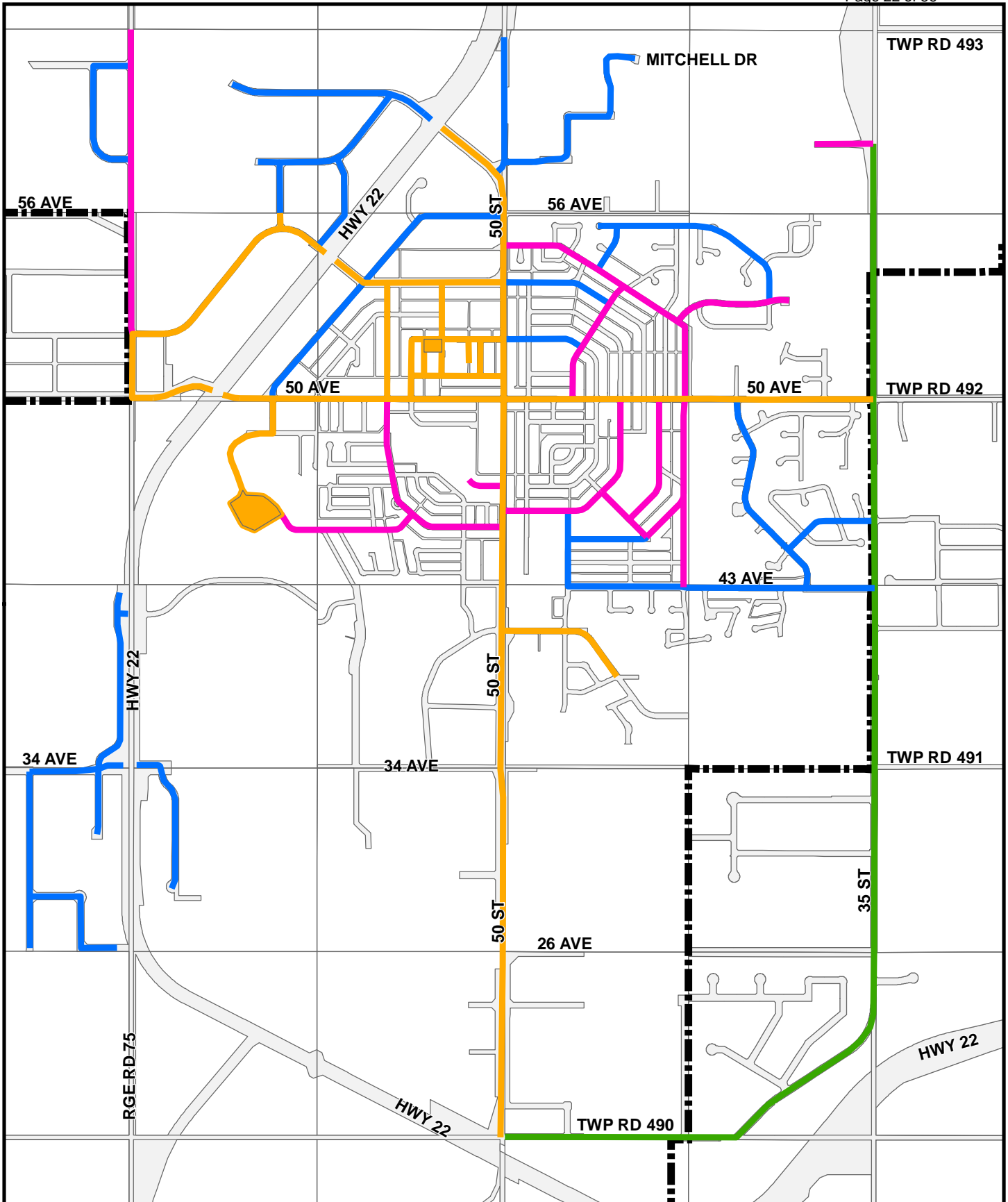
Within this Policy the following definitions shall apply:

*Public Works Manager* means an individual appointed by the Town to manage the Public Works Department or his/her designate.

This Policy, upon approval by Town Council, shall repeal and replace Policy T-01-99.

\_\_\_\_\_  
Deputy Mayor

\_\_\_\_\_  
Approval Date



Legend

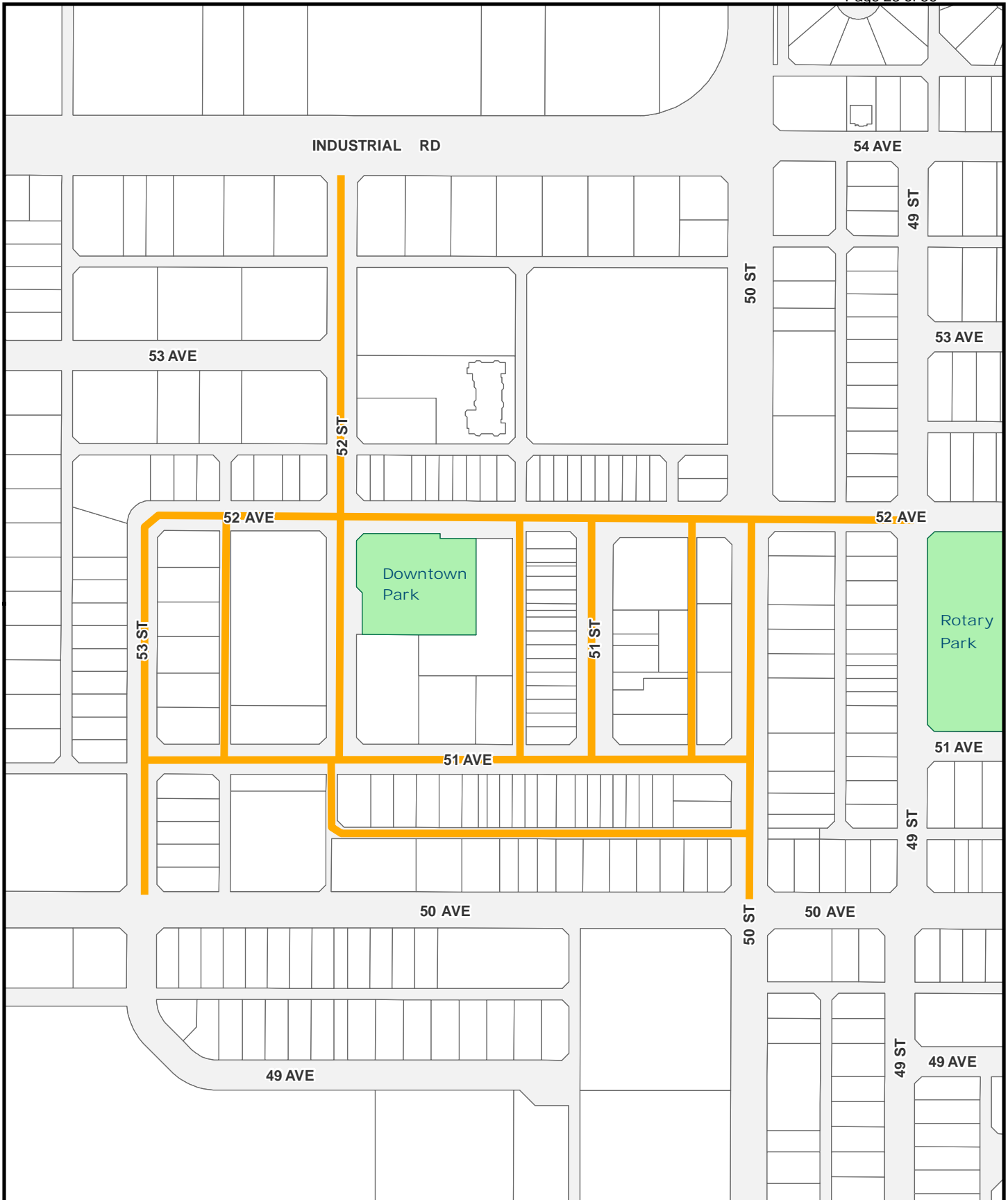
- Priority 1
- Priority 2
- Priority 3
- Brazeau County



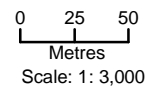
Schedule "A"  
 Town of Drayton Valley  
 Street Snow Removal Priorities

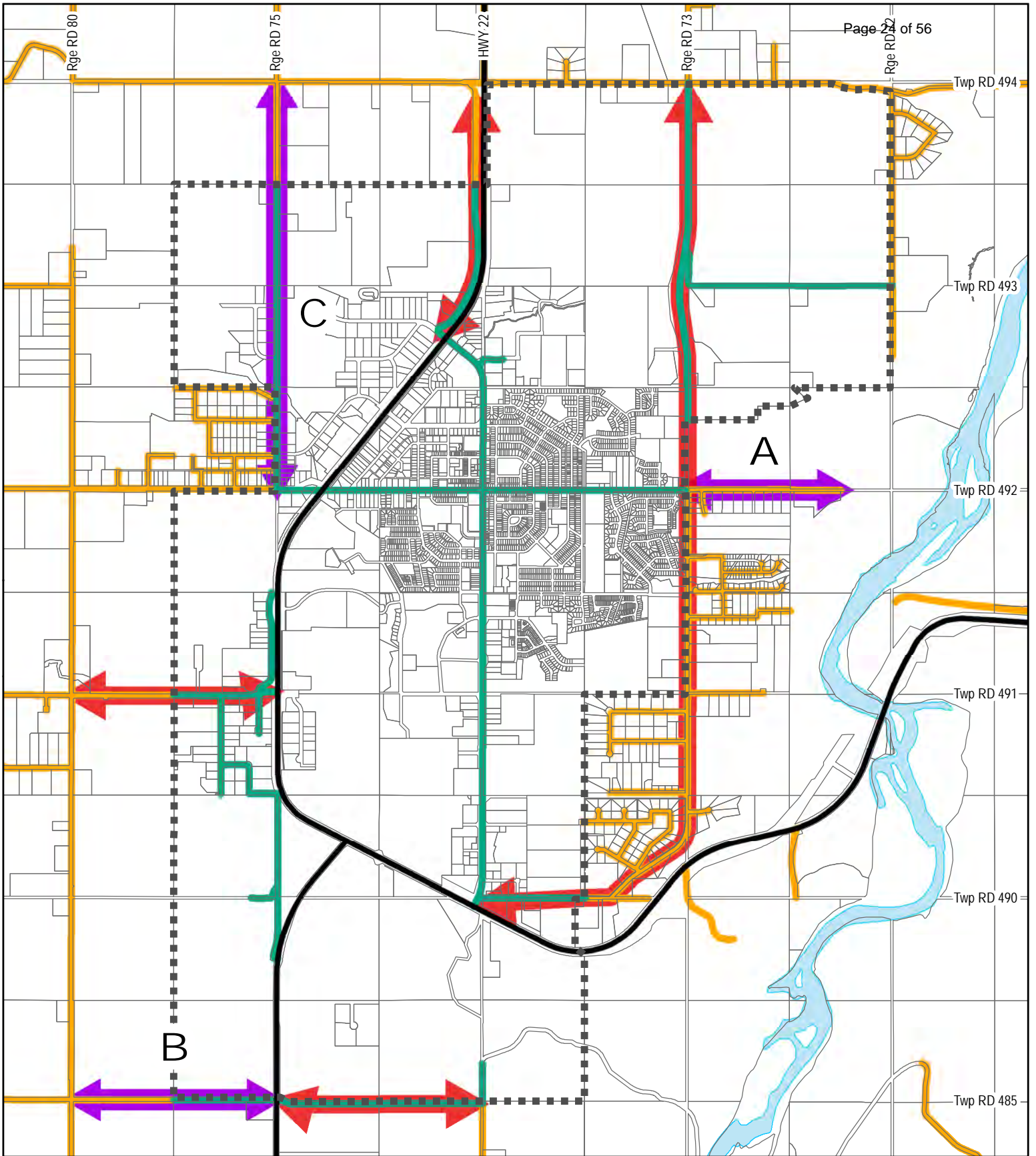
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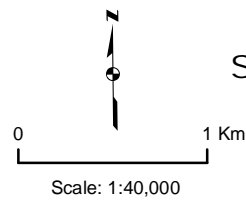


Schedule "B"  
Town of Drayton Valley  
Snow Removal - Downtown Core



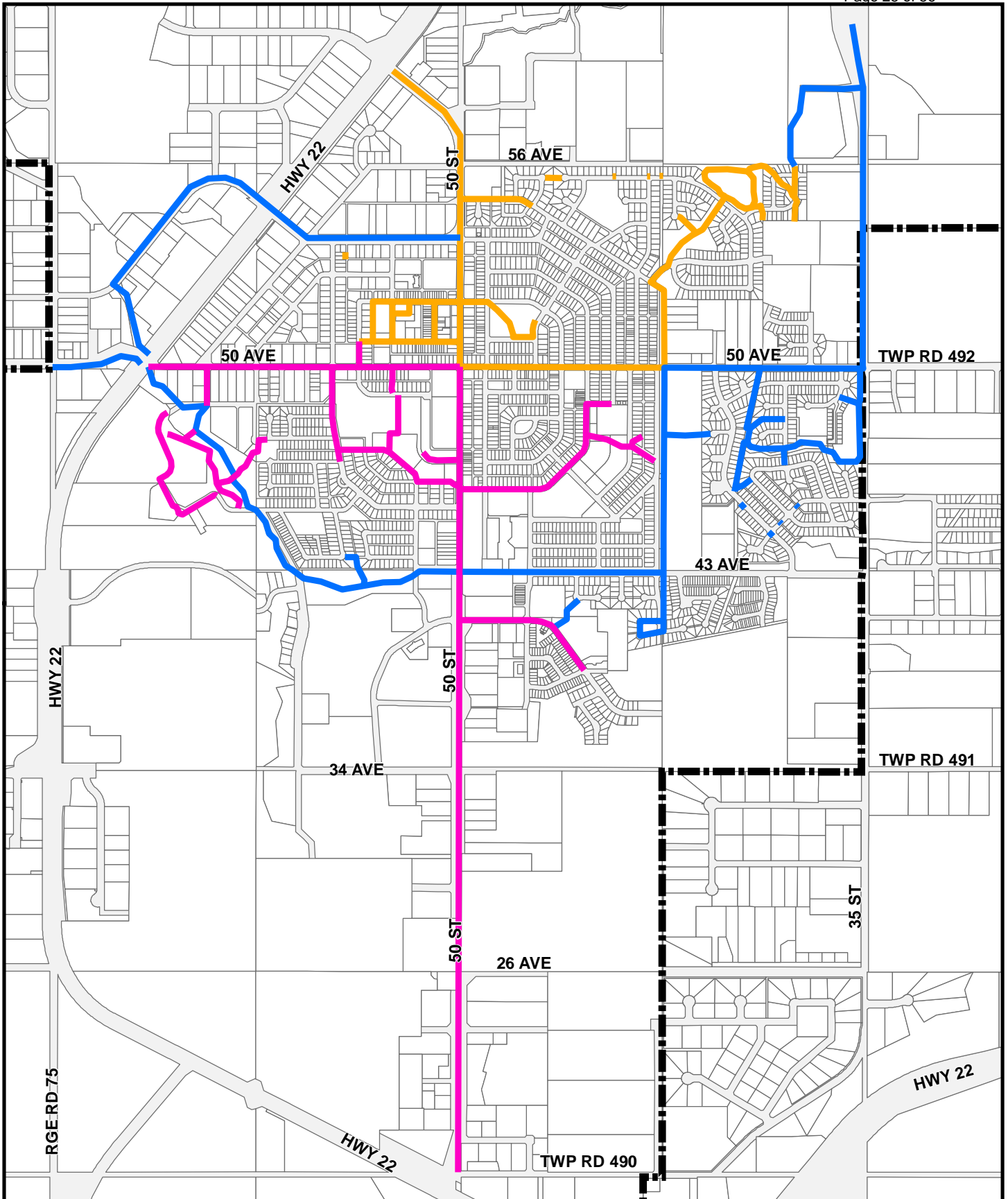


Schedule "C"  
 Town of Drayton Valley  
 Snow Removal Agreement - Annexed Roads



- Drayton Valley Owned Roads
- Drayton Valley Snow Removal
- Brazeau County Owned Roads
- Provincial Highway
- Brazeau County Snow Removal
- Town Boundary



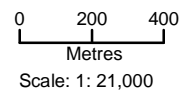


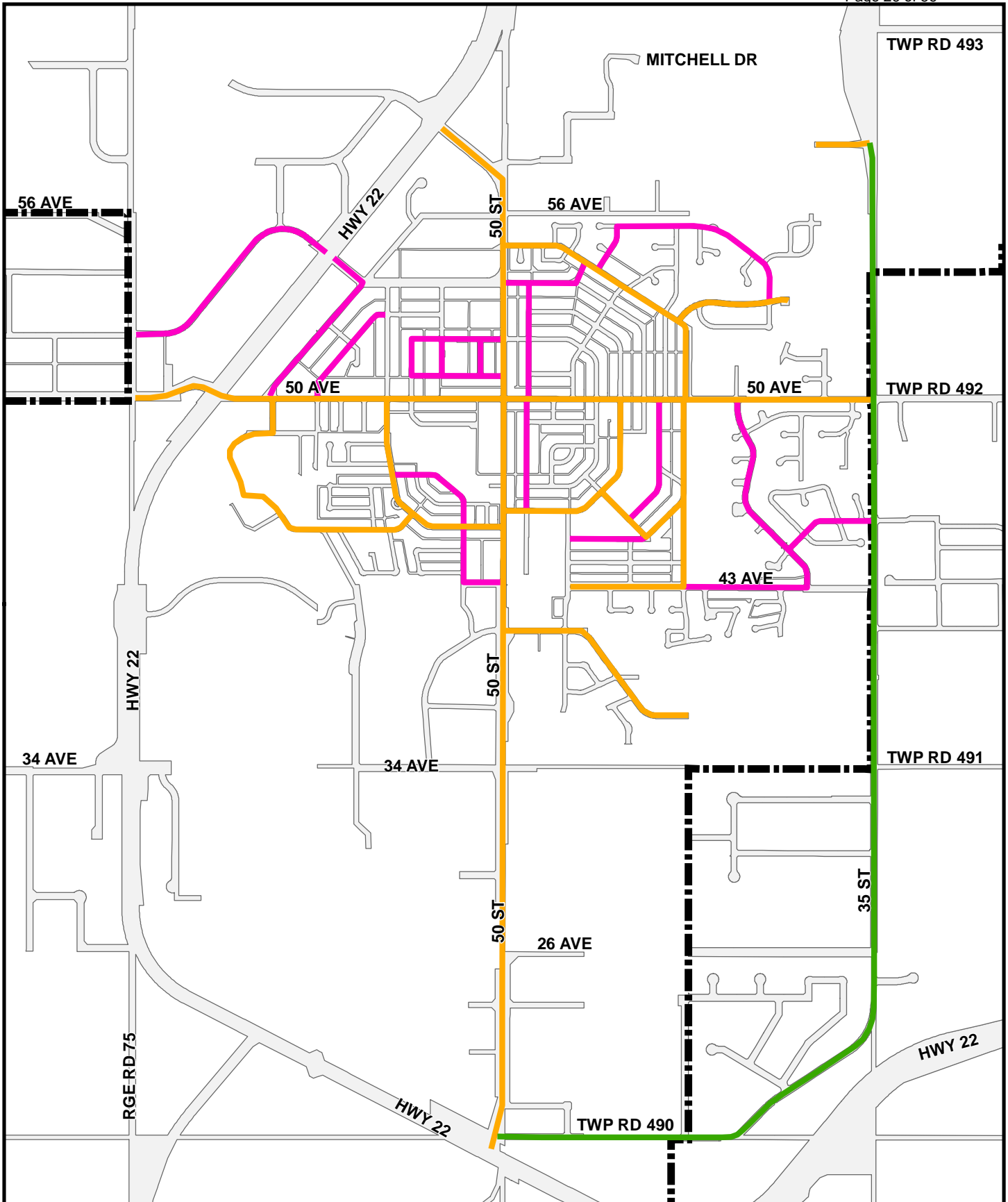
Legend

- Route A
- Route B
- Route C



Schedule "D"  
 Town of Drayton Valley  
 Walkway/Sidewalk Snow Removal



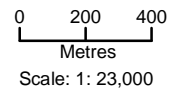


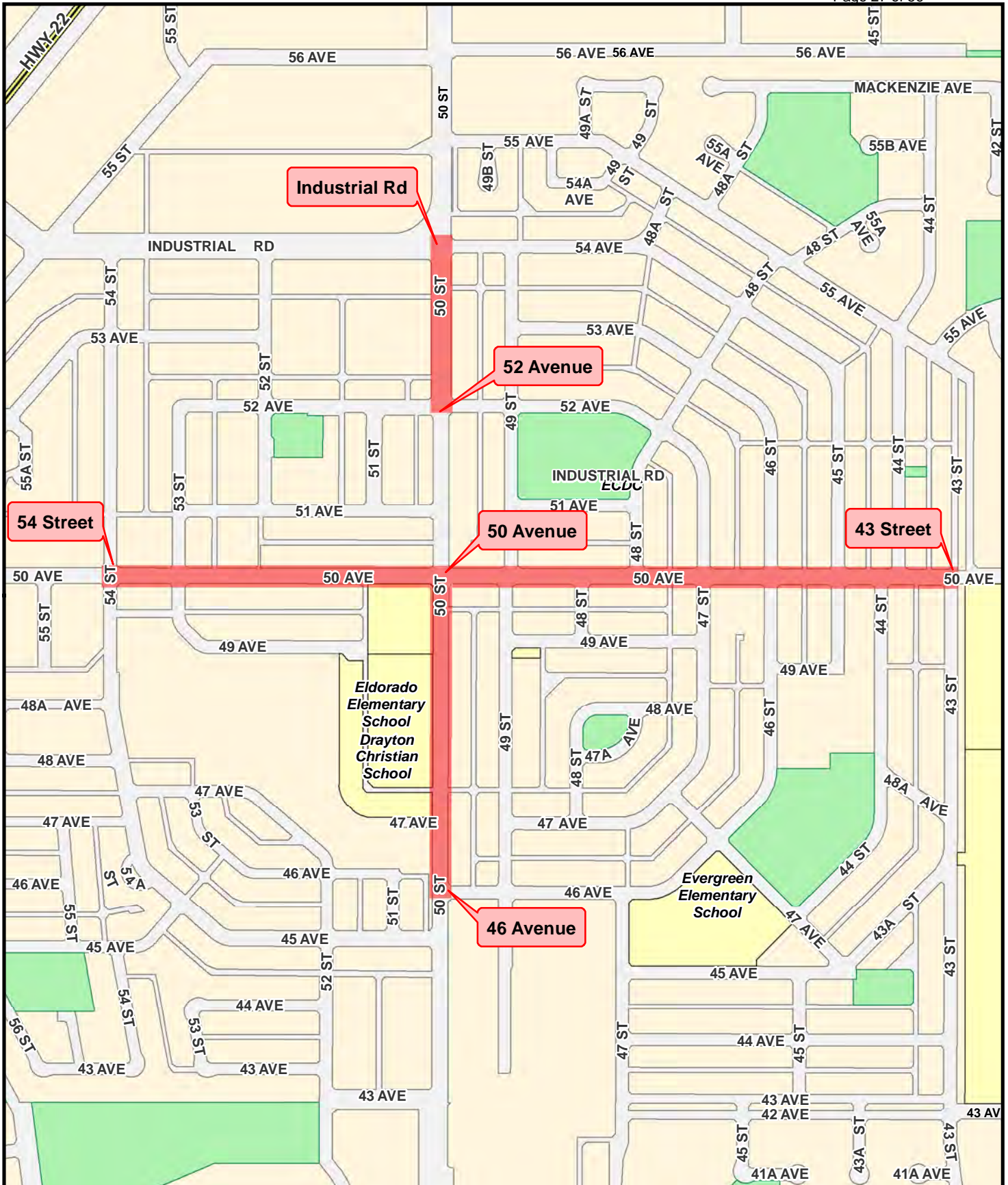
Legend

- █ Priority 1 - Brazeau County
- █ Priority 1 - Town of Drayton Valley
- █ Priority 2 - Town of Drayton Valley



Schedule "E"  
 Town of Drayton Valley  
 Sanding Operations





**Legend**  
 Parking Ban - Affected Road



Schedule "F"  
 Town of Drayton Valley  
 Seasonal Parking Ban

0 50 100 150  
 Metres  
 Scale: 1 : 8,000



<b>AGENDA ITEM: 6.4.</b>	<b>Funding Request from Drayton Valley Brazeau Snow Club</b>
<b>Department:</b>	<b>Administration</b>
<b>Presented by:</b> <b>Support Staff:</b>	<b>Councillor Wheeler</b> <b>Bernice Taylor, Acting Director of Community Services / Program Manager ECDC</b>

**BACKGROUND:**

The Drayton Valley Brazeau Snow Club, which operates the Ski Hill, has presented a request to the Councils of both the Town of Drayton Valley and Brazeau County for financial assistance. Brazeau County Council has granted the Snow Club funding assistance during its April 18, 2017, Council Meeting, the motion is as follows:

0456/17(amended) Moved by S. Mahan to grant the Drayton Valley Snow Club \$5,000.00 from the unrestricted surplus, contingent on the Town also donating \$5,000.00.  
Carried Unanimously

The attached letter outlines the nature of the Snow Club's request. The Ski Hill has not been operational for the last two seasons and, as such, has not been able to generate the necessary revenue to cover the cost of annual expenditures, including insurance, utilities and equipment inspections. As these expenditures occur each year, either in whole or in part, whether the Ski Hill is open or not, the Snow Club has been depleting its available funds without the opportunity to generate revenue.

The local Ski Hill has been in existence since the 1960s. It has served residents of the Town and County since its establishment and continues to make renovations and improvements, when possible, to keep up with current trends in the industry. The Snow Club is a non-profit local organization run by volunteers.

The Snow Club is requesting funds to cover the expenditures for core operating expenses. It has applied for operating assistance from the Province of Alberta's CIP / CFEP grants.

**OPTIONS:**

- A. That Council award the requested \$5,000 to the Drayton Valley Brazeau Snow Club, with the funding to be allocated within the approved 2017 operating budget.
- B. That Council award the amount of \$\_\_\_\_\_ to the Drayton Valley Brazeau Snow Club, with the funding to be allocated within the approved 2017 operating budget.
- C. That Council decline the request for provision of operating funds.
- D. That Council decline the request for 2017 and defer to the 2018 Budget deliberations.

**MOTION:**

That Council \_\_\_\_\_.

Drayton Valley Brazeau Snow Club

April 11, 2017

To the councils of: Town of Drayton Valley & County of Brazeau;

The Drayton Valley Brazeau Snow Club (commonly known as "The Ski Hill") is a community facility that has been a volunteer based non profit organization and has been providing recreation services to the residents of the area since the 1960's. In the early years the hill was built with oil company machinery and dollars and in the good years a lot of support from the oil companies helped the hill purchase buildings, lifts, and other needed items. Oil companies now are like everyone else, they have had to tighten their budgets. The present executive comity has been in power since Feb 2016. When we took over the DVBSCL last year, the club was in debt over \$16000.00, and the hill was in a poor state of repair. Over the years, a lot of stuff was accumulated, not used, or used and broke or wore out and it was all still laying around in the bush. Our first job as a new committee was to clean up the ski hill property. In doing so, we made many trips to Timberland auction and 2 loads of scrap to Edmonton. That generated about \$8900. With the assistance of 2 grants, 1 from the Alberta Lottery Foundation, 1 from the Drayton Valley Community Foundation, donations of monies, equipment, services, materials and hundreds of volunteer hours, we have updated the old ski hill. We brought the electrical system up to meet code requirements, the tows up to safety requirements', the snow cat up to useable condition, the snow cat shed was wired, the water well pump was replaced, the kitchen and bathrooms were upgraded, the tube tow was upgraded, to make it usable for people of all ages and a terrain park was installed for the snow boarders and freestyle skiers. Also brush was removed to facilitate more usage of the hill and safety of the facility.

Mother Nature has not been kind for the last 2 years. The hill didn't open for the 2015/2016 season and unfortunately this year either. We're in desperate need of assistance. We are not looking for a hand out but rather a hand up. It would not be a long term venture as the hill does generate money when operating. It costs nearly \$15,000 a year to start the hill up, and we've had no generated income for 2 years. Insurance \$5300, lift inspections \$1900, power and heating 1000 a month, are the main expenses we incur. The new carbon tax has added significantly. We made the decision, the end of January, to shut off the heat and winterize the facility, as we are currently in the red. We are at present working on a fundraiser and are looking for other grants to apply for to help us out until we are able to open and generate money.

We will be applying to the government for an operating grant, which is a matching grant, as well as praying to Mother Nature, to give us a good snow year for 2017/2018, but we need

some financial assistance. The local businesses, within the area, have been great with donating materials and services, this past year, but actual money is hard to come by.

We are asking the Town of Drayton and The County of Brazeau to assist us with maintaining this valuable recreation resource to our community. It benefits people of Drayton and county residents. If a \$ number is required, \$5,000 from the town and \$5,000 from the County would not be an unreasonable. There was a lot of excitement generated within the social media world, about our newly formed terrain park and the tubing tow, but unfortunately Mother Nature decided this wasn't to be our year.

Please help?

Randy Beckett, President DVBSC.

**SECTION 6**

<b>AGENDA ITEM: 6.5.</b>	<b>Funding Request from Shark Park Committee</b>
<b>Department:</b>	<b>Community Services</b>
<b>Presented by:</b>	<b>Councillor Bossert</b>
<b>Support Staff:</b>	<b>Bernice Taylor, Acting Director of Community Services / Program Manager ECDC</b>

**BACKGROUND:**

The Shark Park Committee has spent the last few years developing a redesigned concept of the playground and park space located at 4921-43 Street. Part of this design includes barrier-free playground equipment which the community does not yet have. The Committee has raised \$250,000 of cash and in-kind contributions thus far.

In November 2015, the Shark Park Committee requested a contribution of funds towards the redesigned and improved Shark Park Playground. Council expressed support to accommodate the request within the 2016 General Parks Capital Budget should the project go ahead.

During the 2017 budget deliberations, the Shark Park proposal was again considered and \$50,000.00 was allocated in the General Parks Capital Budget for the installation of the barrier-free equipment and its rubberized base.

The request is presented for Council's review and approval of the contribution.

**OPTIONS:**

- A. That Council approve the funding request from the Shark Park Committee for the Shark Park Playground project in the amount of \$50,000 as allocated in the General Parks Capital Budget. The funds are to be directed towards the barrier-free equipment and its rubberized base.
- B. That Council approve the funding contribution towards the Shark Park Playground project in the amount of \$\_\_\_\_\_. The funds are to be directed towards the barrier-free equipment and its rubberized base.
- C. That Council decline the request for funding contribution for the first phase of the Shark Park Playground project.

**MOTION:**

I move that Council \_\_\_\_\_.

Shark Park Playground Committee  
5147 50 Avenue  
Drayton Valley, Alberta  
T7A 1J7



May 19<sup>th</sup>, 2017

Dear Annette,

The Shark Park Playground Committee is a not-for-profit organization established solely for the purpose of raising the funds needed to construct a new inclusive playground for the residents of the Town of Drayton Valley and Brazeau County. This concept in playgrounds is one which this community does not yet have. An inclusive playground will accommodate children and adults of all ages and abilities - toddlers, strollers, parents, grandparents, wheelchairs - and serve these families by giving them a safe, exciting play experience where children and adults can play together in harmony. There are a number of children in this community who have never experienced using a slide, spinner or playing on the swings. We can't imagine being a child and missing out on these important play experiences, ones which are commonplace for most children. Often parents of young children in strollers cannot interact with their toddlers on the play equipment in playgrounds. Grandparents in walkers or parents in wheelchairs cannot play with their children or grandchildren on traditional playground structures. This inclusive playground would allow for all of these interactions in a positive, safe manner.

To follow up on our meeting on April 18, 2017, the Shark Park Playground Committee wishes to formally request funding, from the Town of Drayton Valley, in the amount of \$50,000.

Attached is the project images as well as the project scope/budget.

We look forward to hearing from you,

Daniel Hartley  
Chairperson  
Shark Park Playground Committee

*We are dedicated to creating and building an inclusive playground that will allow all children of all abilities to play together, have fun together, and be active together.*



Toll free 1.855.980.8118  
 info@playquest.ca www.playquest.ca  
 8440 45 St. NW Edmonton, Alberta T6B 2N6

## Park Summary Quotation

Date	Quotation No.
5/18/2017	5162

Name/Address
Attn: St Anthony Playground Committee St. Anthony School 4921 43 St Drayton Valley, AB T7A 1P5 Tel: (780) 542-4396

Ship To
Attn: St Anthony Playground Committee St. Anthony School 4921 43 St Drayton Valley, AB T7A 1P5 Tel: (780) 542-4396

Rep		Terms	Project	
MW		50% Deposit, Balance on Receipt	COMPLETE PLAYGROUND SUMMARY	
Qty	Unit	Description	Rate	Total
1	LS	Complete Playground Design (2Phases including 3 Areas)	253,914.75	253,914.75
2	LS	Customer Service - Freight	7,500.00	15,000.00
1	LS	Phase 1 - Professional Installation	29,448.90	29,448.90
1	LS	Phase 2 - Professional Installation	34,029.79	34,029.79
500	Ft2	Concrete Side Walk (Between Phase 1 & Phase 2 Playgrounds)	15.00	7,500.00
8400	Ft2	Excavate Surface 6" Depth	2.50	21,000.00
2	LS	Extend Daylight Pipe Under Surface	1,000.00	2,000.00
520	Ln. Ft.	Treated 4x6 Timber Borders	20.00	10,400.00
8400	Ft2	Supply and Installation of Black PIP w/Custom Colour Work	22.00	184,800.00
ACCEPTANCE OF PROPOSAL			Subtotal	\$ 558,093.44
The prices, specifications and conditions are satisfactory and are accepted.			GST	\$ 27,904.67
I authorize PlayQuest to perform the work as specified.			Total	\$ 585,998.11
Payment will be made as outlined above. Quote pricing valid for 45 days.				
Signature: _____				
Print Name: _____				
Date: _____				

GST: 806381877

**Burke**  
PLAY THAT MOVES YOU.

BCIBURKE.COM | 800.266.1250



PROPOSAL: 104-100288-2

ST. ANTHONY

playquest

**Burke**  
PLAY THAT MOVES YOU.

BCIBURKE.COM | 800.266.1250



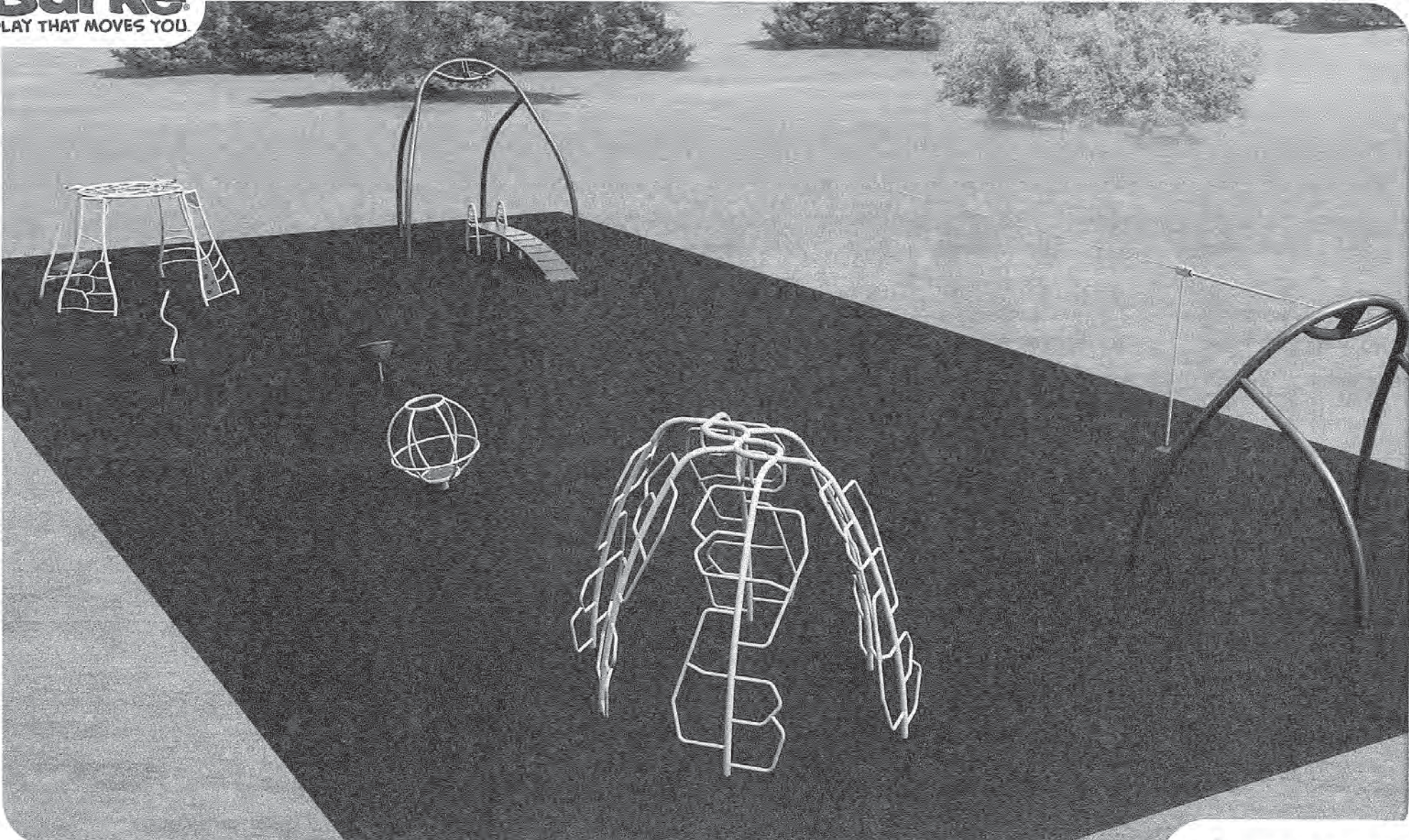
PROPOSAL: 104-100288-2

ST. ANTHONY

playquest

**Burke**  
PLAY THAT MOVES YOU.

BCIBURKE.COM | 800.266.1250



PROPOSAL: 104-100288-2

ST. ANTHONY

playquest

## Information Items

9.0	Information Items	Pages 37-56
9.1	Economic Development Committee Meeting Notes – January, February, and April 2017	38-44
9.2	Letter from New Brunswick Minister of Energy and Resource Development, The Honourable Rick Doucet	45-46
9.3	STAR Catholic Board Meeting Highlights – May 2017	47
9.4	Mayor McLean’s Conference Report – Lobby Government Effectively	48-54
9.5	Drayton Valley Brazeau County Fire Services – April Stats	55-56

**MOTION:**

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



*Economic Development Committee Meeting  
Tuesday, January 24, 2017, 12:00 p.m. – 3:00 p.m.  
Town of Drayton Valley Conference Room #2*

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## Meeting Notes

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**Present:** Councillor Graham Long, Councillor Nicole Nadeau, Mayor Glenn McLean (Ex Officio), Dwight Dibben, Pam Livingston, Eric Burton, Sabine Larcher

### 1.0 Call to Order

Councillor Long called the meeting to order at 12:02 p.m.

### 2.0 Additions or Deletions to Agenda

Following item was added to the agenda:

6.4. Retail Roundtable

### 3.0 Adoption of Agenda

Councillor Nadeau moved to approve the Agenda as amended.

Carried

### 4.0 Approval of Committee Meeting Notes

#### 4.1 December 15, 2016, Committee Meeting Notes

The Notes of the December 15, 2016, Committee Meeting Notes were approved as amended.

### 5.0 Discussion Items

#### 5.1 CED approach to post-secondary programming and advocacy

Mr. Burton advised that this topic was brought forward following a request from the CETC Committee to view the matter from an economic perspective. He provided an overview of three different options for the Economic Development Committee's consideration. These options are:

- 1 – Status Quo (industry-led)
- 2 – Data Analysis with EMSI Analyst tool
- 3 – CED approach (community-based)

*Mayor McLean entered the meeting at 12:17 p.m.*

The Committee discussed a data analysis that would assess the local market demand for programming and its difference to the planned Labour Market Study.

*Economic Development Committee Meeting**January 24, 2017*

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Councillor Nadeau recommended adding this item to the next CETC Committee agenda together with the revised supporting documentation. The next steps include considerations on the scope and funding of a potential data analysis as well as an agreement with NorQuest College including an action schedule.

**5.2 2017 Targets**

The outputs presented are drawn from the Economic Development Strategy. Mr. Dibben requested consideration be given to valuable outcomes for the Economic Development Committee outside the Strategy.

*Councillor Nadeau left the meeting at 1:11 p.m.*

*Councillor Nadeau returned to the meeting at 1:14 p.m.*

The Committee reviewed the targets for 2017 in detail.

*Mr. Dibben left the meeting at 1:19 p.m.*

The Committee discussed the Online Entrepreneur Toolkit and requested the inclusion of information on the small business industry in Drayton Valley and signage requirements. The Toolkit will be presented to Administration for input. Furthermore, a stacking of fees for business licenses was discussed.

According to the targets 2017, it is intended to start a Business Retention and Expansion (BRE) group in April to mobilize the Chamber of Commerce and business leaders in developing the local economy. The Committee expressed their concerns on relying too much on volunteerism for achieving targets. Ms. Livingston suggested using the Hemp Cluster Project as a pilot concept to connect and mobilize local businesses.

*Mayor McLean left the meeting at 1:58 p.m.*

*Mayor McLean returned to the meeting at 2:01 p.m.*

The Community Profile will be revised in November with the Census Data and re-published for January 2018.

The Youth component will include representation and information on entrepreneurship at the Career Expo in 2018. The Committee further discussed youth summer camps focused on business and its benefits.

*Councillor Nadeau left the meeting at 2:21 p.m.*

*Councillor Nadeau returned to the meeting at 2:23 p.m.*

Mr. Burton advised that a Cultural Industries Roundtable is in planning for end of February. Moreover, he would be able to assist the Tourism Industry in creating a tourism package and summer promotional plans for this summer.

*Councillor Long called a break at 2:41 p.m.*

*Councillor Long reconvened the meeting at 2:53 p.m.*

January 24, 2017

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**6.0 Other Business****6.1 Hemp Cluster Project Update**

*Councillor Nadeau entered the meeting at 2:58 p.m.*

Councillor Long advised that the Regional Hemp Cooperative Committee is having a meeting on January 26, 2017.

**6.2 CETC Procurement and Export Development Workshop**

Mr. Burton explained that he is in contact with the Chamber of Commerce to discuss options of sharing the Procurement Policy to the business community, outside of the Workshop.

**6.3 Tourism Update**

Mr. Burton explained that a second Tourism Roundtable is planned for March as well as an industry-training program. The intention of the industry-training program is to position local tourism and related businesses for the upcoming camping season by taking opportunity around the 150<sup>th</sup> Anniversary of Canada.

**6.4 Retail Roundtable**

The Retail Roundtable is scheduled for February 16 and it was agreed that Council is invited to attend, pending on the guest list which will be finalized closer to the event.

**7.0 Items for Next Meeting**

- EDA Conference
- ECONOUS Conference
- Hemp Cluster Project

*Councillor Nadeau left the meeting at 3:19 p.m.*

**8.0 Next Meeting Date**

February 21, 2017, 12:00pm-3:00pm, Boardroom 2

**9.0 Adjournment**

Mayor McLean made a motion to adjourn the meeting at 3:20 p.m.  
Carried



*Economic Development Committee Meeting  
Tuesday, February 21, 2017, 12:00 p.m. – 3:00 p.m.  
Town of Drayton Valley Conference Room #2*

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## Meeting Notes

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**Present:** Councillor Graham Long, Councillor Brandy Fredrickson, Pam Livingston, Eric Burton, Sabine Larcher

**Absent:** Mayor Glenn McLean (Ex Officio), Dwight Dibben

**1.0 Call to Order**

Councillor Long called the meeting to order at 12:04 p.m.

**2.0 Additions or Deletions to Agenda**

Following item was added to the agenda:

5.0.1. Roundtable

**3.0 Adoption of Agenda**

Councillor Fredrickson moved to approve the Agenda as amended.  
Carried

**4.0 Approval of Committee Meeting Notes**

**4.1 January 24, 2017, Committee Meeting Notes**

The approval of the January 24, 2017, Committee Meeting Notes was deferred to the next meeting.

**5.0 Discussion Items**

**5.0.1. Roundtable Debrief**

Mr. Burton advised that a follow-up tourism roundtable is scheduled for March 28 and that tourism industry training will be held on April 25. The roundtable will assist in identifying the agenda for the training session.

The Committee provided feedback on possible timing for a Cultural Industries Roundtable and potential invitees. The Committee agreed that Council participation at these roundtables is of benefit.

**5.1 Hemp Manufacturing Cluster Project**

Councillor Long provided the Committee with an update on the recent Regional Hemp Cooperative Steering Committee meeting.

*Economic Development Committee Meeting**February 21, 2017*

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**6.0 Other Business****6.1 EDA Conference (Banff) – March 22-24, 2017**

Councillor Long and Mr. Burton are attending the EDA Conference in Banff.

**6.2 CCEDNET Conference (Calgary) – September 13-15, 2017****6.3 EDAC Conference (Niagara Falls) – September 9-12, 2017****6.4 IEDC Conference (Toronto) – September 17-20, 2017**

Mr. Burton provided an overview of the CCEDNET, EDAC, and IEDC conferences, explained the benefit to CCEDNET due to a different target group than the other conferences that are government-centered.

**7.0 Items for Next Meeting**

- Hemp Manufacturing Cluster Project
- Tourism
- Retail Roundtable Debrief

The Committee briefly discussed the Town's website presentation and the upcoming annual report.

**8.0 Next Meeting Date**

March 20, 2017, 10:00am-12:00pm, Boardroom 2

**9.0 Adjournment**

Councillor Fredrickson made a motion to adjourn the meeting at 1:29 p.m.  
Carried



*Celebrating 60 Years 1957-2017*

**Economic Development Committee Meeting**

*Thursday, April 6, 2017, 9:00 a.m. – 12:00 p.m.*

*Town of Drayton Valley Conference Room #1*

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## Meeting Notes

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**Present:** Councillor Graham Long, Councillor Michael Doerksen, Pam Livingston, Eric Burton, Rita Bijeau

**Absent:** Dwight Dibben, Mayor Glenn McLean (Ex Officio)

**1.0 Call to Order**

Councillor Long called the meeting to order at 09:00 a.m.

**2.0 Additions or Deletions to Agenda**

There were no additions or deletions to the agenda.

**3.0 Adoption of Agenda**

Councillor Doerksen moved to approve the agenda as presented.

Carried

**4.0 Approval of Committee Meeting Notes**

**4.1 January 24, 2017, Committee Meeting Notes**

**4.2 February 21, 2017, Committee Meeting Notes**

The approval of the January 24, 2017, and February 21, 2017, Committee Meeting Notes was deferred.

**5.0 Discussion Items**

**5.1 Powered by Entrepreneurs – Strategy Overview**

Mr. Burton provided an overview of the “Powered by Entrepreneurs” Economic Development Strategy.

**5.2 Hemp Manufacturing Cluster Project – Overview and Update**

Mr. Burton provided an overview on the hemp manufacturing cluster project, production variations for hemp, and an update on the hemp assessment project.

Councillor Long advised that Mayor McLean will be going to the Netherlands in June as part of the Regional Hemp Cooperative Committee.

April 6, 2017

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## **6.0 Other Business**

### **6.1 Retail Roundtable Debrief**

Mr. Burton reviewed the discussions from the retail roundtable and suggested the potential of revisiting Town Bylaws to make them more business-friendly. At this time, Bylaw revisions will not be a recommendation from this Committee.

Mr. Burton advised of the Chamber of Commerce's AGM will be held on June 1, 2017. He will continue to work with the organization as it builds capacity as well as try to coordinate a symposium for around the time of the AGM.

### **6.2 Tourism Strategy Session Debrief**

The Committee reviewed the Tourism Strategy Session. Travel Alberta will be facilitating follow-up sessions with the stakeholders on April 25, and May 2, 2017. The topic will be centered on understanding the customer base.

### **6.3 EDA Conference (Banff) – March 22-24, 2017**

This Conference was attended by Mr. Burton and Councillor Long who provided a review on the topics discussed.

## **7.0 Information Items**

There were no information items.

Mr. Burton advised that the magazine "Business View" is interested in doing a promotion of Drayton Valley. We would provide them with a list of businesses to approach for advertising as well. A response is required by April 19, 2017.

## **8.0 Items for Next Meeting**

- Hemp Manufacturing Cluster Project – Overview and Update
- Tourism Sessions Debrief/Update
- Symposium

## **9.0 Next Meeting Date**

May 16, 2017, from 1:00-4:00 p.m., Boardroom 1

## **10.0 Adjournment**

Councillor Doerksen made a motion to adjourn the meeting at 11:15 a.m.  
Carried



May 10, 2017

RECEIVED  
*M. H. H. H. H. H.*

His Worship Glenn McLean  
 Mayor Drayton Valley  
 5120-52 Street,  
 P.O. Box 6837  
 Drayton Valley AB T7A 1A1

Dear Mr. Mayor: *Glenn.*

Thank you for your letter in which you share your Town's support for the Energy East Pipeline. In New Brunswick, we believe Energy East is vital for New Brunswick as well as Canada's future economic growth. Despite Western Canada's ability to produce more than enough oil to meet all of Canada's needs, we spent \$17 billion last year importing oil from places such as the United States, Saudi Arabia, Algeria, Angola, and Nigeria. Many of these countries have less stringent environmental standards than Canada's, and that is not ideal from a global environmental perspective. Energy East would allow Canada to reduce its dependence on foreign oil while keeping the money spent on imports in the country. A report by the Conference Board of Canada projects that the Energy East project will create over 1,200 jobs and \$350M in tax revenue during the development phase of the project. This will significantly impact towns such as Drayton Valley which are critical to the labour supply of Alberta's oil and gas production.

The benefits the Energy East project will have on New Brunswick is also very significant. The Conference Board of Canada's report forecasts that the 9-year development and construction phase of the project would generate an average estimated 4,551 full-time equivalent direct and indirect jobs annually. During the first 20 years of operations, Energy East would be expected to sustain 321 full-time direct and indirect jobs every year. In addition, this work will generate a total of \$482 M in tax revenues for NB, of which \$368 M is direct provincial revenue, and the rest is the per-capita share of federal revenues. The safety aspect of delivering oil to our refinery by pipeline rather than by rail is also a great benefit of having the Energy East Pipeline approved.



His Worship Glenn McLean  
May 10, 2017  
Page 2

On behalf of the Province of New Brunswick, I would like to express my sincere appreciation for reaching out to us to share your support for the Energy East Pipeline project; it truly is a nation-building project. I would also like to congratulate the people of Drayton Valley in celebrating its 60<sup>th</sup> anniversary this year. I look forward to our continued collaboration.

Sincerely,

A handwritten signature in black ink, appearing to read 'Rick Doucet', with a long horizontal flourish extending to the right.

Rick Doucet  
Minister

May  
2017

# Board Meeting Highlights



## Locally Developed Courses

The Board authorized the following Locally Developed Courses and the resources required to teach them: Film and Media Art 15, Film and Media Art 25 and 35 for a maximum of four years from September 1, 2017 to August 31, 2021.

## St. Augustine School International Travel Request

The Board approved in principle St. Augustine School's travel request to Europe - Germany, Netherlands, Belgium, France, and England from March 22, 2018 to April 2, 2018.

## École Mother d'Youville School Update

The Board received an update on the construction of École Mother d'Youville School in Beaumont. A tour for trustees is planned for June 21.

## Board Reconfiguration

The Board received notice from Alberta Education approving a motion that would reduce the number of Board trustees from nine to seven. That will be in effect for the October 16, 2017 municipal elections.

## STAR Light Parent Night

The Board discussed STAR Light Parent Night, a parent event that coincides with STAR Catholic's STAR Light Day for students. Paul J. Kim, MA (Marriage and Family Therapist & Catholic National Speaker) is the guest speaker at STAR Catholic's 2017 STAR Light Day October 5, 2017 and STAR Light Parent Night on October 4, 2017.

## STAR Recognition Celebration

The Board received a report regarding preparations for the annual STAR Staff Recognition Celebration, May 26, 2017. The event celebrates and honours the awards and achievements of staff over the past school year.

## Formation Request

The Board received a request from petitioners to form Grenthal School District #479 as a Catholic formation. Consulting arrangements will be sought.

## Blanket Exercise

The Board was led by Sacred Heart School students and staff from Wetaskiwin in a Blanket Exercise. The Blanket Exercise is an interactive learning experience, as participants take on the roles of Indigenous peoples in Canada, as they walk through pre-contact, treaty-making, colonization and resistance.

## DATES TO REMEMBER

### Next Board Meeting

Wednesday, June 21

10:30 a.m.

STAR Central Office

4906 50 Ave., Leduc, AB

*The public is welcome at all Board meetings.*

### Board of Trustees

**Thalia Hibbs**, Chair

Lacombe

**John Tomkinson**, Vice Chair

Wetaskiwin

**Dan Chalifoux**

Beaumont

**Sandra Bannard**

Drayton Valley

**Susan Kathol**

Drayton Valley

**Karen Richert**

Leduc

**Michelle Lamer**

Leduc

**Dan Svitich**

Ponoka

**Henry Effon**

Wetaskiwin

# Conference Report

*Mayor Glenn McLean*

Conference/Workshop Attended: University of McEwan, Lobby Government Effectively

Date of Conference: March 15, 2017



## Information Presented (all relevant sessions):

*Presented by Maurice Fritze*

Mr. Fritze is an experienced lobbyist, consulting with over 25 diverse organizations to pursue legislative and/or regulatory change. The discussion was designed to be deliberately interactive whereby Mr. Fritze called upon participants to speak from their experience. The participants were comprised of other elected officials and municipal administrative professionals. Municipalities represented included Drayton Valley, Parkland County, Strathcona County, Okotoks, and the Town of Nanton.

The presentation began by discussing the four pillars of government relations which are:

- Information
- Relationship
- Pressure
- Campaign

There was a fair bit of discussion on the information pillar; within that he identified two key statements to utilize when speaking to government officials; the problem statement and the case statement. A problem statement is to be one page in length and contain a description of the nature and scope of the issue you want dealt with. While the case statement is a list of the best arguments in favour of your position. This document is to be concise and clearly explain what your organization is setting out to accomplish and can be used as the foundation for communications, both written and verbal.

Participants were asked to determine an effective lobbying program for an issue utilizing a membership list of current cabinet committees. Mr. Fritze indicated it would be useful to examine the government caucus at the outset of a term and try to determine whom the likely candidates will be in the future; understanding that election years have degrees of unknowns.

When engaging in discussions or delivering messages the following keys were reviewed:

- consistency, frequency, and clarity;
- the acronym FAB (Features, Advantages, and Benefits); and
- an influence/importance grid (see table to the right)

<b>4</b>	<b>1</b>
High Influence Low Importance	High Influence High Importance
<b>3</b>	<b>2</b>
Low Influence Low Importance	High Influence Low Importance

### Correlation to Approved Town Plans/Policies and Council Vision

*Ex. Social Development Plan (SDP), Community Sustainability Plan (CSP), Economic Development Strategy (EDS), Municipal Development Plan (MDP), Housing Index Study (HIS), Recreation & Culture Master Plan (RCP), etc.*

Annual strategic plans of Council

### Recommendation(s) for Council consideration:

- 1) Review the checklist, Strategy and Organization 12 point Work Plan, and Lobby Meeting Debrief prior to and during any concerted Council lobbying activities.
- 2) Council and Administration to approach lobbying efforts in a more consistent fashion.

### Identify Partners and/or External Resources:

- 1) Lobbying Checklist from Lobby Government Effectively Booklet (attached)
- 2) Strategy and Organization 12 Point Work Plan (attached)
- 3) Lobby Meeting Debrief (attached)

### For Administrative Use Only:

Date  
Received:

May 17, 2017

Date  
Reviewed:

Item(s) for Administration policy or procedural consideration:

- 1)
- 2)

## LOBBYING CHECKLIST

Select each box as it is discussed. Note your comments or questions on the reverse or on additional paper.

### Objectives

- Have you defined and agreed on lobbying objectives?
- Have you agreed on exactly what will be asked for, the optimum outcome, and the minimum acceptable outcome?
- Have you defined success and failure?

### Resources

- Have you determined the budget for the campaign?
- Have you determined the human resources needed, including staff, volunteers, and professional lobbyists?
- Have you determined the probable duration of campaign?
- Have you identified who will lead the campaign?
- Have you identified who will be the spokesperson(s)?
- Have you created a timeline for the campaign?
- Have you identified key officials and politicians, including
  - officials with responsibility in the area in which you are campaigning;
  - officials with decision-making powers;
  - hierarchy of officials in the department.
  - government ministers and junior ministers;
  - opposition education spokespersons for each party;
  - members of a government education committee and their party affiliations;
  - politicians who have spoken on education or school boards in the past
  - key politicians at national and regional/provincial level
  - members who reside in key constituencies, such as the premier's, prime minister's and cabinet minister's (can be used for access to politicians at a local level)?

Have you compiled a media list of:

- local newspaper, television, and radio contacts;
- blogs, facebook pages, twitter accounts;
- education and political correspondents from major national newspapers, radio and television stations;
- contacts in regional newspapers, radio, and television outlets;
- relevant internet sites.

**The submission** [your case statement or position statement]

Have you gathered necessary data, including:

- internal data, reports, and statistics;
- comparative data from other organizations or other jurisdictions;
- financial data;
- quotations and other sources, such as journals, experts;
- impact statements – what happens if we act, if we don't act;
- arguments why any politician should give you what you ask for?

Have you developed alliances with other groups who care about your issue, including:

- other advocacy groups;
- local government and community leaders?

Have you prepared a clearly written, well argued submission for government?

Has your organization approved the submission?

Have you defined counter-arguments which may be used to refuse your requests, and prepared data and arguments to refute them?

Have you prepared a one-page summary for other politicians, journalists, and your members and supporters?

In the Lobbyist's world, these are important

- Information and credibility
- Substance, not technique
- Effective lobbying means the long run
- Communicate effectively

What kind of Bills are there?

- ▶ Government Bills
- ▶ Public Bills
- ▶ Private Bills
- ▶ Private Member Bills

My lobby is about:

When is a good time to lobby?

## 1 Be creative and memorable from start to finish

Briefing materials, events and other activities that draw attention to your messages help lead to success.

## 2 Recognize Alberta's diversity

Keep in mind the local, national and trans border dimensions of a policy issue and leverage the differences in attitudes between policy-makers in neighboring provinces.

## 3 Ensure that your message gets through online

While digital sources are less influential than meetings and briefings, policy-makers do frequently look at the websites of companies, industry associations and NGOs – check that you are giving the right first impression.

## 4 Mobilize people to act

Search for allies and work within coalitions whenever possible. Different policy-makers value the input of different groups of lobbyists, so working together in partnerships and even temporary coalitions can bear fruit.

## 5 Know the wide range of people that you need to talk to

But target the right decision-makers at the right time: Policy-makers are more likely to meet you if the topic is in their field of expertise or is of interest to them.

## 6 Identify your ultimate audience

And clearly set realistic objectives at the beginning of your campaign. Be prepared to adapt your strategy in response to both external and internal changes.

## 7 Be transparent

Policy-makers see a lack of transparency as a poor lobbying practice and for one in two decision-makers transparency was a factor in deciding whether to speak to a lobbyist.

## 8 Be aware

that your audience is not only 'in the room': Policy-makers are increasingly reporting to their colleagues and the public on who they meet and on what issue – so act transparently.

## 9 Get your timing right

Get in early – but not too early – and follow the issue through all stages of policy development. Entering the debate too late is considered by many policy-makers to be poor practice.

## 10 Understand the legislative process

Avoid a common criticism of both 'corporate' and NGO lobbyists by knowing what a decision-maker is able to do, when, and according to what procedure.

## 11 Think politically

Identify the focus of political argument, the values and interests involved and the potential basis for consensus. You will not always get 100% of what you want, but the compromise-builders are often successful.

## 12 Back up political arguments with evidence

Independent reports and science help to convince policy-makers – elected officials criticized lobbying based on emotion rather than facts.

## Lobby Meeting Debrief and Reporting Program

Your name, company, cause:

---

Meeting took place when, where, how long?

---

Who was in attendance at the meeting [names, titles]?

Representing your company or cause

Representing the Legislature

---

Your perception of the meeting [great, good, fair, poor, miserable]:

---

Rate your presentation of lobby points [great, good, fair, poor, miserable]:

---

Which points were not covered?

---

Comment on the awareness by the MLA of your concerns:

---

What did you ask of the MLA?

---

What did the MLA commit to?

---

Did the MLA agree to be in touch regarding the your company/cause? How?

---

What did the MLA ask of you? What questions were you asked about your lobby points?

---

Did you send a letter thanking the MLA for the meeting?

---

Other comments:

---

Provide this report to \_\_\_\_\_



## 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

### April 2017 Stats

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

Fire Calls- 3

Rubbish and Grass Fires- 3

Motor Vehicle Collisions-2

Rescue Calls- 1

Alarm Calls- 9

Assist another Agency- 7

Misc Calls- 2

**Total- 27**

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

Fire Calls- 0

Rubbish and Grass Fires- 0

Motor Vehicle Collisions- 1

Rescue Calls- 1

Alarm Calls- 5

Assist another Agency-4

Misc Calls- 0

**Total- 11**



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

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

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

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

#### **Brazeau County**

Fire Calls- 3

Rubbish and Grass Fire-3

Motor Vehicle Collisions- 1

Rescue Calls- 0

Alarm Calls- 4

Assist another Agency- 3

Misc Calls- 2

**Total- 16**