Call to Order

National Anthem

1.0 Additions to the Agenda

2.0 Adoption of Agenda

3.0 Corrections or Amendments:
   3.1. August 9, 2017, Regular Meeting of Council Minutes 3-7
   3.2. August 21, 2017, Special Meeting of Council Minutes 8-10

4.0 Adoption of:
   4.1. August 9, 2017, Regular Meeting of Council Minutes
   4.2. August 21, 2017, Special Meeting of Council Minutes

5.0 Proclamation
   5.1. Drayton Valley Materials and Waste Management Month 11

6.0 Public Hearing
   6.1. 50th Street East Area Structure Plan Bylaw No. 2017/06/D 12-26

7.0 Community Spotlight
   7.1. Certificate of Recognition – Gacelas Ballet and Yolanda Ledinski

8.0 Delegations / Administrative Updates

9.0 Decision Items Pages 27-42
   9.2. Deputy Mayor Appointment 41-42

10.0 Department Reports
   10.1. Engineering & Development Sonya Wrigglesworth
   10.2. Community Services & FCSS Annette Driessen
   10.3. Economic Development Eric Burton
   10.4. Emergency Services Tom Thomson
   10.5. Acting CAO Report Pam Livingston
## 11.0 Council Reports

11.1. Councillor Doerksen

11.2. Councillor Fredrickson

11.3. Councillor Wheeler

11.4. Councillor Bossert

11.5. Councillor Long

11.6. Mayor McLean

## 12.0 Information Items

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<th>Pages 43-50</th>
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## 13.0 Adjournment
Meeting Minutes

THOSE PRESENT:
Mayor McLean
Deputy Mayor Fredrickson
Councillor Bossert
Councillor Doerksen
Councillor Long
Councillor Wheeler
Dwight Dibben, Chief Administrative Officer
Pam Livingston, Director of Corporate Services
Sonya Wrigglesworth, Acting Director of Engineering and Development
Tom Thomson, Director of Emergency Services
Annette Driessen, Director of Community Services

Kevin McMillan, Senior Financial Officer
Rita Bijea, Executive Assistant
Tyler Russell, Communications and Marketing Coordinator
Chandra Dyck, Legislative Services Coordinator
Jennifer Martin, Planning and Development Officer
Eric Burton, Economic Development Officer
Vishal Sharma, Network and Systems Administrator
Laine Mitchell, CIBW Radio
Peter Shokeir, Drayton Valley Western Review

ABSENT:

CALL TO ORDER

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

Mayor McLean, on behalf of Council and Town staff, extended condolences to the family and friends of the member of staff who passed away as a result of a workplace incident on Thursday, August 3, 2017.

1.0 Additions to the Agenda
There were no additions or deletions to the Agenda.

2.0 Adoption of Agenda
RESOLUTION #136/17
Councillor Fredrickson moved to adopt the August 9, 2017, Regular Meeting of Council Agenda as presented.
CARRIED

3.0 Corrections or Amendments:
3.1 July 19, 2017, Regular Meeting of Council Minutes
Councillor Bossert provided an amendment to Item 6.4. in the July 19, 2017, Regular Meeting of Council Minutes.

4.0 Adoption of:
4.1 July 19, 2017, Regular Meeting of Council Minutes
RESOLUTION #137/17
Councillor Bossert moved to adopt the July 19, 2017, Regular Meeting of Council Minutes as amended.
CARRIED
5.0 Proclamation
5.1. International Youth Day – August 12, 2017
Mayor McLean proclaimed August 12, 2017, as International Youth Day in the Town of Drayton Valley.

6.0 Delegations
6.1. Second Quarter Financial Update
Mr. McMillan, Senior Financial Officer for the Town of Drayton Valley, provided Council with the Second Quarter financial update for the Town of Drayton Valley.

7.0 Decision Items
7.1. 4-S Skate Park Jam Insurance
RESOLUTION #138/17
Councillor Bossert moved that Council endorse the 4-S Skate Park Jam as an insured activity under the Town of Drayton Valley’s insurance coverage.
CARRIED

7.2. 2017 Drayton Valley Zombie Run Insurance
RESOLUTION #139/17
Councillor Long moved that Council endorse the 2017 Drayton Valley Zombie Run as an insured activity of the Town of Drayton Valley.
CARRIED

7.3. October 2017 Regular Meeting of Council
RESOLUTION #140/17
Councillor Wheeler moved that Council amend Council Meeting, Agenda and Public Hearing Policy C-02-14 to delete the statement that “[t]here will be no regular meeting in the month of October prior to a General Municipal Election” from the Procedure Section, subheading Time, Date, and Location of Meetings of the Policy.
DEFEATED

RESOLUTION #141/17
CARRIED

7.4. Appointment of Returning Officer
RESOLUTION #142/17
Councillor Doerksen moved that Council appoint, in accordance to Section 13 of the Local Authorities Election Act, the Chief Administrative Officer for the Town of Drayton Valley, Mr. Dwight Dibben, as the Returning Officer for the 2017 General Municipal Election for the Town of Drayton Valley.
CARRIED

7.5. Advance Vote for the 2017 General Municipal Election
RESOLUTION #143/17
Councillor Fredrickson moved that Council authorizes, in accordance with Section 73 of the Local Authorities Election Act, an advance vote for the 2017 Town of Drayton Valley General Municipal Election.
CARRIED
7.6. Incapacitated Elector at Home Voting for the 2017 General Municipal Election

**RESOLUTION #144/17**

Councillor Bossert moved that Council approve the Incapacitated Elector at Home Voting for the 2017 General Municipal Election to occur during election day, October 16, 2017.

CARRIED

7.7. Weed Inspector Appointment

**RESOLUTION #145/17**

Councillor Long moved that Council appoint Mr. Curt Rochon as a Weed Inspector for the Town of Drayton Valley for 2017, as per the *Alberta Weed Control Act*, in addition to those individuals appointed at the May 17, 2017, Regular Meeting of Council.

CARRIED

7.8. Culture Days – Chamber of Commerce Road Closure Request

**RESOLUTION #146/17**

Councillor Wheeler moved that Council approve the closure of 51 Street, between 51 Avenue and 52 Avenue, on Saturday, September 30, 2017, between 10:00 a.m. and 4:00 p.m. for the purpose of the Drayton Valley and District Chamber of Commerce hosting a Culture Days market with displays, demonstrations, and vendor booths.

CARRIED

7.9. Land Use Bylaw Amendment Bylaw 2017/09/D Presented for First Reading

**RESOLUTION #147/17**

Councillor Fredrickson moved that Council give First Reading to Bylaw 2017/09/D Amendment to Land Use Bylaw Amending Bylaw 2012/5/D (Retail Liquor Store), as presented.

CARRIED

7.10. Deby Lands (part of NE 8-49-7-W5M) Area Structure Plan Bylaw 2017/07/D Presented for First Reading

**RESOLUTION #148/17**

Councillor Bossert moved that Council give First Reading to Deby Land (part of NE 8-49-7-W5M) Area Structure Plan Bylaw No. 2017/07/D, as presented.

CARRIED

7.11. Accountability and Transparency Policy C-01-17 and Public Consultation and Communication Policy A-04-17

**RESOLUTION #149/17**

Councillor Bossert moved that Council direct Administration to undertake public consultation for the Accountability and Transparency Policy C-01-17 and Public Consultation and Communication Policy A-04-17 and bring forward comments to Council on August 30, 2017, at which time the Policies may be considered for approval.

CARRIED

*Mayor McLean called a break at 10:41 a.m.*

*Mayor McLean reconvened the meeting at 10:55 a.m.*

8.0 Department Reports

8.1. **Engineering and Development**

Ms. Wrigglesworth advised Council of activities within Planning and Development, and Engineering.
8.2. Community Services & FCSS

8.3. Economic Development
Mr. Burton advised Council of the status of the Hemp Cluster Market Assessment Project.

8.4. Emergency Services
Fire Chief Thomson invited Council to attend the barbeque and graduation of the Fire Camp attendees on August 18, 2017.

8.5. Administration
- Communications and Marketing
  Mr. Russell provided Council with an update on activities within Communications and Marketing.

- CAO Report
  Mr. Dibben extended the deepest condolences from Town Administration to the family and friends of the member of staff who passed away as a result of a workplace incident on Thursday, August 3, 2017. He advised that the memorial service is on August 10, 2017, at 1:00 p.m. at the MacKenzie Conference Centre. Mr. Dibben also extended his thanks to staff and emergency services for their work during and after the incident; and that the Town is fully cooperating with the Occupational Health and Safety investigation and all other investigations into this incident.

9.0 Council Reports
9.1 Councillor Long
- July 21 – FCSS Tour;
- August 1 – Economic Development Committee; and
- August 8 – Homelessness and Poverty Reduction Strategy Committee Meeting.

9.2 Councillor Doerksen
- Councillor Doerksen had no report at this time.

9.3 Councillor Fredrickson
- Councillor Fredrickson had no report at this time.

9.4 Councillor Wheeler
- July 31 – Sustainability Committee Meeting; and
- August 31 – Net Zero Study Discussion.

9.5 Councillor Bossert
- July 31 – Sustainability Committee Meeting.
9.6 Mayor McLean
   • Mayor McLean had no report at this time.

10.0 Information Items
  10.1 Drayton Valley and Area Legacy Society Minutes – July 2017
  10.2 Councillor Wheeler’s Conference Report – Renewable Cities 2017
  10.3 Brazeau Foundation Minutes – June 2017
  10.4 Sustainability Committee Meetings Notes – July 2017
  10.5 Economic Development Committee Meeting Notes – June 2017

RESOLUTION #150/17
Councillor Fredrickson moved that Council accept the above items as information.
CARRIED

11.0 Adjournment
RESOLUTION #151/17
Councillor Long moved that Council adjourn the August 9, 2017, Regular Meeting of Council at 11:24 a.m.
CARRIED

___________________________________
MAYOR

___________________________________
CHIEF ADMINISTRATIVE OFFICER
THOSE PRESENT:
Mayor McLean
Councillor Doerksen
Councillor Long
Councillor Bossert
Councillor Fredrickson
Dwight Dibben, CAO

Pam Livingston, Director of Corporate Services
Chandra Dyck, Legislative Services Coordinator
Rita Bijeau, Executive Assistant

ABSENT:
Councillor Wheeler

1.0 Call to Order
Mayor McLean called the meeting to order at 1:58 p.m.

2.0 Signing of Waiver
Members of Council signed the Waiver to hold the Special Meeting of Council.

3.0 Adoption of Agenda

RESOLUTION #152/17
Councillor Long moved to adopt the Agenda for the August 21, 2017, Special Meeting of Council as presented.
CARRIED

4.0 Decision Items
4.1 Clean Energy Technology Centre Designated Officer Bylaw 2017/01/A

RESOLUTION #153/17
Councillor Doerksen moved that Council give First Reading of Bylaw 2017/10/A with the amendment of removing “Designate” from the title.
CARRIED

RESOLUTION #154/17
Councillor Bossert moved that Council give Second Reading of Bylaw 2017/10/A, as amended.
CARRIED

RESOLUTION #155/17
Councillor Fredrickson moved that Council give consideration to Third and Final Reading of Bylaw 2017/10/A, as amended.
CARRIED

RESOLUTION #156/17
Councillor Long moved that Council give Third and Final Reading of Bylaw 2017/10/A, as amended.
CARRIED
5.0 Adjournment
RESOLUTION #157/17
Councillor Bossert moved that Council adjourn the August 21, 2017, Special Meeting of Council at 2:19 p.m.
CARRIED
WAIVER OF NOTICE FOR SPECIAL MEETING OF
DRAYTON VALLEY TOWN COUNCIL

As per Section 194 of the M.G.A., Revised Statutes of Alberta 2000, Chapter M-26, the Drayton Valley Town Council hereby waives notice of a Special Meeting to be held on August 21, 2017, at 2:00 p.m. at the Civic Centre, 5120-52 Street, Boardrooms, for the following purpose:

Council to approve the:

a. Clean Energy Technology Centre Designated Officer Bylaw
   2017/10/A

The following consent to the “Waiver of Notice” for the above purpose, signed this 21st day of August, 2017.

Mayor Glenn McLean

Councillor Graham Long

Councillor Debra Bossert

Absent

Councillor Fayrell Wheeler

Councillor Brandy Fredrickson

Councillor Michael Doerksen
WHEREAS Drayton Valley, as a municipality, is committed to sustainability and we recognize that a sustainable community is one that is economically, environmentally and socially healthy and resilient, and meets challenges through integrated solutions;

AND WHEREAS a sustainable community manages human, natural and financial resources to meet current needs while being mindful of, and responsible for, the future;

AND WHEREAS Drayton Valley has been nationally recognized for its Community Sustainability Plan, and the strategies and goals we have set for ourselves as a community;

AND WHEREAS we recognize the growing concern of responsible consumption and the need to reduce waste, increase reuse and recycling;

AND WHEREAS Drayton Valley’s Community Sustainability Plan provides benchmarks specifically related to materials and waste management;

AND WHEREAS the Community Sustainability Plan promotes waste reduction and separation in our community and strives to develop education and awareness programs on the importance of reducing waste;

AND WHEREAS we recognize that National Waste Reduction Week will occur from October 16 to 22, 2017;

AND WHEREAS Drayton Valley has enhanced its Fall Cleanup Program to include the “Curb It!” Program to promote reuse of household items, which will occur on October 5, 6 and 7, 2017, in advance of Fall Cleanup;

AND WHEREAS Drayton Valley has a full-time Take it Or Leave It Centre and a hazardous household goods centre, as well as free residential yard waste drop off, and offers curbside recycling and the no charge 3R Roundup Program, all of which support diversion of waste from the landfill and will contribute to the long term efforts of waste reduction;

NOW THEREFORE I, Glenn McLean, Mayor of the Town of Drayton Valley, do hereby proclaim October 1 to 31, 2017, as Materials and Waste Management Month in the Town of Drayton Valley in recognition of our collaborative work with the residents of the Town to reduce waste as a significant component of community sustainability.

Glenn McLean
MAYOR

DATED at Drayton Valley, AB this 30th day of August, 2017.
PUBLIC HEARING

August 30, 2017
9:00 A.M.
Council Chambers – Civic Centre

1. DECLARE PUBLIC HEARING OPEN

Bylaw 2017/06/D – to allow the adoption of the 50th Street East Area Structure Plan for the lands legally described as NW4, SW4-49-7-W5M and the NW33-48-7-W5M.

2. PRESENT

3. PURPOSE OF THE PUBLIC HEARING

To receive comments, concerns and questions from the public with regard to the proposed Area Structure Plan. Said Bylaw, if passed, will allow the lands to be developed for commercial and residential use.

4. BACKGROUND

The above Bylaw received First Reading at the July 19, 2017, Regular Meeting of Council, and may receive Second and Third Reading at a future Council meeting, depending upon the comments received at this Public Hearing. Notification of the Bylaw, requesting comments from the public, and advising them of the Public Hearing, has been done through mail-outs, the website, social media, and newspaper advertising. To facilitate the Public Hearing process, any comments received (written or verbal) will be presented as a package at the time of the Public Hearing.

5. CALL FOR COMMENTS FROM THE FLOOR.

6. CALL FOR COMMENTS OR WRITTEN SUBMISSIONS.

7. DECLARE PUBLIC HEARING CLOSED.
February 5, 2015

Wayne and Cheryl Tedrick

Town of Drayton Valley

To Whom it May Concern:

RE: LEGAL DESCRIPTION PLAN 7622449 LOT 4

As the landowners of the parcel of land directly east of Stetson Motors, we wish to inform all parties concerned, that we DO NOT want 26th Ave to be built past our house.

We would be willing to discuss 24th Ave on our south fence line.

Yours truly,

Wayne Tedrick

Cheryl Tedrick

Cc: Brazeau County
To Whom It May Concern

We are writing this letter to express our concerns regarding the proposed closure of the approach off 50th street to the ring road, as put forth by the Town of Drayton Valley (County?).

We have many concerns about this new development, but our primary concerns are safety and accessibility.

We have significant safety and fire concerns in respect to fuel deliveries that are only done by B train trucks and trailer. These vehicles require exit and entrances in order to maneuver safely. The proposed closures would eliminate this, and cause dangerous complications for not only these truck drivers, but our other customers as well.

Accessibility is imperative for safety, and not having an entrance and exit will prevent any larger or trailering vehicles from accessing our business with an easy and safe exit. Essentially, this change would prohibit many of our clients from accessing our business, and would cause major disruptions for the delivery of fuel, and other inventory that arrives in large trucks.

Additionally, we are concerned about overflow parking from our neighbour, Tim Hortons. As Tim Hortons does not have any truck and trailer parking, we allow much of this parking in front of our property. Without this, it is reasonable to expect large truck congestion at the north end of our properties, not allowing access into our property. While there is truck parking across the street, this is rarely used by trucks for quick coffee stops.

When looking to other examples within the vicinity, it seems as though this development could be handled as the south approach in to the Husky Gas Station off 50th Ave, which is a right-turn only. That approach surely would have complied with Alberta Transport Standards, while being even closer to the highway.

Our suggestion would be leave the existing approach as a right in, or right in-right out with a median on 50th street, instead of building a different entrance approach 100 feet further up. This would also allow more use of the beautiful Derricks park, which is used more than you may expect.

We want to reiterate that the proposed changes, and the elimination of two-approach accessibility, along with already facing the consequences of new direct competitors would have drastic and disastrous impacts on our business.

We cannot reiterate how strongly we are opposed to the proposed approach elimination. As small business owners who will be directly negatively impacted by this change, we ask that you consider our concerns, and respect the safety repercussions as well as the economic business costs that would accompany the proposed changes.

Thank you,

Kel Day, Owner/Operator Scotty’s Esso
August 18, 2017

RE: BYLAW No. 2017/06/D

Comments from Gordon Smith (landowner of NW33-48-7-W5) with regard to the above.

We rezoned and subdivided our land prior to January 2013.

The town wanted a guarantee that the approaches would be built to town standards.

We gave the town $35,000.00 to ensure this demand.

As per the plans as they are being presented, we will not have access to the 5 acres that is zoned Highway commercial.

There will not be a road abutting this property.

How does the town plan to resolve this issue?

Figure 5 and Tentative Survey Plan show this concern.
TENTATIVE PLAN

TOWN OF DRAYTON VALLEY

GOVERNMENT ROAD ALLOWANCE

TWP RD 490

RING ROAD

15.24 ATCO GAS PIPELINE
R/W PLAN 5061KS

15.24 ATCO R/W PLAN 3877MC

N.W./4 Sec. 33-48-7-5

NW/4 Sec. 33-48-7-5

R/W PLAN 812 1231

TRUNK SEWER R/W PLAN 822 2025

LOT 1
PLAN 952 2365

ARC RESOURCES
14-33

SOURCES OF PIPELINE AND WELL SITE INFORMATION:
ENERGY RESOURCES CONSERVATION BOARD
THROUGH ABACUS DATAGRAPHS.

PIPELINE LOCATIONS, OTHER THAN REGISTERED PIPELINE
PLANS, HAVE BEEN PLOTTED FROM ENERGY RESOURCES
CONSERVATION BOARD BASE MAP INFORMATION.
UNDER NO CIRCUMSTANCES SHOULD THE BASE MAP
LOCATIONS BE USED FOR PHYSICALLY LOCATING
PIPELINES, AS THEY ONLY PROVIDE A GENERAL
REPRESENTATION OF THE PIPELINE ROUTE.

LOT DIMENSIONS MAY VARY DURING THE FIELD
SURVEY AND WILL BE AS SHOWN ON THE FINAL
PLAN OF SURVEY. LOT AREAS WILL BE MAINTAINED.

1. ALL DISTANCES ARE IN METRES AND
DECIMALS THEREOF.

2. EXISTING APPROACH SHOWN THUS

3. PROPOSED APPROACH SHOWN THUS
AND TO BE CONFIRMED BY PUBLIC WORKS.

4. MUTUAL APPROACH SHOWN THUS
AND TO BE CONFIRMED BY PUBLIC WORKS.

BASELINE GEOMATICS GROUP LTD.

PHONE: (780) 542-5252
FAX: (780) 542-5044
E-MAIL: admin@baselinegroup.ca

August 18, 2017

RE: Bylaw 2017/06/D

Comments from Gordon Smith [landowner of NW 33-48-7-W5] regarding to the above.

As per Figure 9 Staging plans; Atco pipeline right of ways are not shown south of 20th Avenue (TWP Road 490). However, Tentative Survey Plans shows pipelines across these parcels.

This could be a major concern for any developer that would assume this land is pipeline free.

This should be addressed prior to the second reading.
TENTATIVE PLAN

TOWN OF DRAYTON VALLEY

15.24 ATCO GAS PIPELINE
R/W PLAN 5081 KS

15.24 ATCO R/W PLAN 3877

GOVERNMENT ROAD ALLOWANCE

TWP RD 490
RING ROAD

5.18 ROAD
7.0 UWP PLAN 912 3247

RGE RD 74

10.06 PEMBINA R/W PLAN 96 KS

60.86 ROAD PLAN 5792 91

88.0
PROPOSED LOT 2
BLOCK 3
2.02ha (5.0 ac)

WELL

WELL

60.86 ROAD PLAN 5792 91

PLAN 952 2965

100.0 ARC RESOURCES 14-33

REMAINDER
N.W.1/4 SEC. 33-48-7-5

TRUNK SEWER R/W PLAN 822 2025

5.18 ROAD
7.0 UWP PLAN 912 3247

14-33

REMAINDER
N.W.1/4 SEC. 33-48-7-5

PLAN SHOWING
PROPOSED SUBDIVISION
AFFECTING PART OF
BLOCK 3, PLAN 4065TR
WITHIN
N.W.1/4 Sec.33-Twp.48-Rge.7-W5M.
BRAZEAU COUNTY ALBERTA
GERALD S. WHALEY, ALS, 2010

SOURCE OF PIPELINE AND WELL SITE INFORMATION:
ENERGY RESOURCES CONSERVATION BOARD
THROUGH ABACUS DATAGRAPHICS.

PIPELINE LOCATIONS, OTHER THAN REGISTERED PIPELINE
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1. ALL DISTANCES ARE IN METRES AND
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2. EXISTING APPROACH SHOWN THUS .............. ×

3. PROPOSED APPROACH SHOWN THUS .......... =
   AND TO BE CONFIRMED BY PUBLIC WORKS.

4. MUTUAL APPROACH SHOWN THUS ..............
   AND TO BE CONFIRMED BY PUBLIC WORKS.

BASELINE GEOMATICS GROUP LTD.
PHONE: (780) 542-5252 FAX: (780) 542-5044
E-MAIL: admin@baselinegroup.ca

P227
Baseline Geomatics
Group Ltd.
August 18, 2017

RE: Bylaw 2017/06/D

Comments from Gordon Smith [landowner of NW 33-48-7-W5] with regards to the above.

As per your Storm Water Management Facility on figure 8.

How does the water [as indicated by arrows] leave the area?

There is a proposed SWMF [see figure 8 (highlighted)] on my property. During my time of living on this property, [for 45 years] there has never been a water buildup in this area. I would question if this is a logical location or if the SWMF located at the South-East corner of the area would be sufficient.
August 18, 2017

RE: Bylaw 2017/06/D

Comments from Gordon Smith [landowner of NW 33-48-7-W5] with regards to the above.

As per Figure 9B, I would suggest that the road be positioned in the Town Sewer Trunk R.O.W.

This would make better use of the land as the infrastructure would be together. A Survey plan of the area is also attached.
TENTATIVE PLAN

Town of Drayton Valley

15.24 ATCO Gas Pipeline
R/W Plan 5081KS

15.24 ATCO R/W Plan 3877MC

Government Road Allowance

TWP RD 490
RING ROAD

5.18 ROAD

7.96 URW Plan
042 3246

60.96 Road Plan 5792JY

188.0
PROPOSED LOT 2
BLOCK 3
2.02ha (6.00ac)

271.6

211.6

RAW PLAN 812 1291

154

TRUNK SEWER R/W PLAN 822 2025

LOT 1
PLAN 952 2965

100.0

ARG RESOURCES
12-33

N.W.1/4 Sec. 33-48-7-5

15.0 ARC Resources R/W Plan 912 0662

GOVERNMENT ROAD ALLOWANCE

ARG RESOURCES FLOWLINE CORRIDOR

LOT 1
PLAN 912 0662

ARG RESOURCES
12-33

ARG RESOURCES FLOWLINE CORRIDOR

15.24 ATCO Gas Pipeline
R/W Plan 5081KS

ARG RESOURCES FLOWLINE CORRIDOR

RAW PLAN 4065TR

ARG RESOURCES
12-33

15.0 ARC Resources R/W Plan 912 0662

1.5.0 ARC Resources
R/W Plan 912 0662

33

48-7-5

N.W.1/4 Sec. 33-48-7-5

PLAN SHOWING
PROPOSED SUBDIVISION
AFFECTING PART OF
BLOCK 3, PLAN 4065TR
WITHIN
N.W.1/4 Sec. 33-Twp.48-Rge.7-W5M.
BRAZEAU COUNTY, ALBERTA
GERALD S. WHALEY, PLS. 2013

SOURCE OF PIPELINE AND WELL SITE INFORMATION:
ENERGY RESOURCES CONSERVATION BOARD
THROUGH ABACUS DATAGRAPHCICS.

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LOT DIMENSIONS MAY VARY DURING THE FIELD
SURVEY AND WILL REF AS SHOWN ON THE FINAL
August 18, 2017

RE: Bylaw 2017/06/D

Comments from Gordon Smith [landowner of NW 33-48-7-W5]
with regard to the above.

The fiber optics lines are not shown on any of the plans.
I feel that this is a significant infrastructure project that should have been shown.
A developer would want to know this so he could see it as a benefit.
Will this be addressed prior to the second reading?
# COUNCIL REQUEST FOR DECISION

| SUBJECT: | Accountability and Transparency Policy C-01-17  
| Public Consultation and Communication Policy A-04-17 |
| MEETING DATE: | August 30th, 2017 |
| SUBMITTED BY: | Pam Livingston, Director of Corporate Services and Chandra Dyck, Legislative Services Coordinator |

## PROPOSAL AND BACKGROUND:

The Accountability and Transparency Policy C-01-17 outlines the Town’s commitment to ensure Council decision making is open and transparent, and that the Town is accountable for the provision and performance of its services. The Public Consultation and Communication Policy A-04-17 is a legislative requirement of the recent amendments to the *Municipal Government Act* (MGA), and espouses the objectives of fostering the opportunity for community members to participate actively in the development and management of municipal affairs. Both Policies are attached and were presented to Council for review on August 9, 2017, where the following Resolution was made:

> “Councillor Bossert moved that Council direct Administration to undertake public consultation for the Accountability and Transparency Policy C-01-17 and Public Consultation and Communication Policy A-04-17 and bring forward comments to Council on August 30, 2017, at which time the Policies may be considered for approval.”

Immediately following Council’s aforementioned decision on August 9, 2017, Administration began the public consultation process, which consisted of the following:

a. advertising in the Western Review on August 15 and 22, 2017;

b. posting on the Town’s website beginning August 9, 2017; and

c. posting on the Town’s social media sites throughout August 10 to 28, 2017.

At the time of preparing this report, Administration has received no feedback from the public regarding either of the Policies.
OPTIONS AND ALTERNATIVES, WITH ANALYSIS:

A. That Council consider approving the Policies which reflect their philosophy of public engagement in advance of the April 2018 deadline established through the MGA. This approach will enable the immediate implementation of the Policies.

B. That Council direct further public consultation prior to the Policies coming back to Council for approval. Council may wish to specify the date for the Policies to return for decision.

BUDGET / RESOURCE IMPLICATIONS:

Additional public consultation will result in minimal budgetary impact as advertising will be through the Town page in the Drayton Valley Western Review; further notifications, which will be done with no budgetary impact are the posting of the proposed Policies on the Town’s website and notification to the public via social media posts.

LINKAGE TO MUNICIPAL POLICIES, PLANS, OR ESTABLISHED PRIORITIES:

The Community Sustainability Plan identifies that Governments, organizations, and agencies all have a direct impact on the community through policy choices, resource allocation and decision making and that area residents are happy with, and take ownership of, communication with the municipality and are aware of what is happening in the Town.

FOLLOW-UP ACTION (PUBLIC ENGAGEMENT, COMMUNICATIONS STRATEGY, AND IMPLEMENTATION):

Should Council direct that public consultation be extended, notice of the Policies would be advertised in the local newspaper and the Town’s website. If the Policies are approved by Council today, copies of the approved Policies will be posted on the Town’s website.

POTENTIAL MOTIONS:

A. That Council approve the Accountability and Transparency Policy C-01-17 and Public Consultation and Communication Policy A-04-17, as presented.

B. That Council approve the Accountability and Transparency Policy C-01-17 and Public Consultation and Communication Policy A-04-17, with amendments to ______________________________.

C. That Council direct Administration to undertake additional public consultation for the Accountability and Transparency Policy C-01-17 and Public Consultation and Communication Policy A-04-17 and bring forward comments to Council on _________________, 2017, at which time the Policies may be considered for approval.
**MOTION REQUESTED:**

That Council approve the Accountability and Transparency Policy C-01-17 and Public Consultation and Communication Policy A-04-17, as presented.

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<td>Chandra Dyck</td>
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<tr>
<td>Legislative Services Coordinator</td>
<td>Director of Corporate Services</td>
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Report Routed to Council By:
Purpose

The Town of Drayton Valley (hereinafter referred to as the “Town”) is committed to the fundamental principles of, and in creating, a culture where Council, staff and citizens are aware of and understand the principles of accountability and transparency, and their roles in upholding these essential standards of good government that enhance public trust.

General Policy

1. In support of open government principles of accountability and transparency, this Policy outlines the Town’s commitments which will ensure:

   1.1 Council decision-making is open and transparent; and

   1.2 the Town is accountable for the provision and performance of its services.

Responsibilities

2. The roles and responsibilities of the Town must be clearly defined. In the context of other levels of government, it should be clearly explained which level of government is responsible for each service.

3. Within the Town, the roles of Council and staff, and the responsibility for services provided, need to be easily understood.

4. Actions will be consistent with clearly understood expectations. Services offered by the Town should be:

   4.1 clearly explained;

   4.2 outlined to include what is expected from the customer; and
4.3 outline what the customer can expect from the Town.

5. There must be a reasonable balance between expectations and capacities. Customer and citizen expectations may change from time to time and all expectations must be balanced against the Town’s authority, available skills and the resources required to achieve the expected outcome.

6. There must be clear and timely reporting on actions.

6.1 Reporting must be credible;

6.2 The information useful, accurate, timely, and accessible; and

6.3 Reporting on actions taken or not taken shall be clear and easy to understand.

7. Transparency Components:

7.1 Town information must be fully accessible within legal limitations.

7.2 Providing information that citizens or others require in order to comment on the Town’s services and activities, allows for dialogue and sharing of ideas on Town activities, decisions and the potential to initiate change. This results in trust, enabling the Town to manage its services and activities more effectively and efficiently.

7.3 The Town must balance transparency with other legal and regulatory obligations. The Town will continue to comply with legislation that protects certain information; and whenever meaningful information is withheld, an explanation will be given as to why.

7.4 Town information that is provided publicly should be provided in clear, plain language.

7.5 Information deemed to be in the public interest is to be updated regularly, consistently, and as much as possible, proactively. The Town is committed to ensuring meaningful information is provided to the public.
8. Commitments:

8.1 The Town has, and will continue to, put in place a number of activities and actions supportive of transparency and accountability. The following is a summary of the key methods through which the principles are practiced and adhered to.

Bylaws

a. Pursuant to its role as established under the *Municipal Government Act* (hereinafter referred to as the “MGA”) Town Council has implemented Bylaws which establish expectations and standards for transparency and accountability. These include Bylaws which establish community Boards and Committees, including the Mayor’s Advisory Council Bylaw, as well as the Bylaws such as the Council Code of Conduct Bylaw, and subsequent amendments, which govern Council’s performance.

Policies

b. Town Council, as authorized by the MGA, has implemented Policies in support of its transparency and accountability principles. Those include, but are not limited to:

i. Council Remuneration Policy;

ii. Community Organization Financial Accountability Policy;

iii. Council Meeting, Agenda & Public Hearing Policy;

iv. Governance and Priorities Committee Policy; and


c. The Chief Administrative Officer, as head of the Administrative body of the Town, ensures compliance with the Policies which govern the overall transparency and accountability of the Town in its day-to-day operations. These Policies address areas such as notices to the public, employee conduct, purchasing and tendering standards, and disposition of assets.
Council Meetings
d. The Town provides the public with information on the roles and responsibilities of the Mayor and Councillors. The time and dates of meetings, agendas and reports under consideration are made available to the public in advance of meetings. All meetings of Council are open to the public, with exceptions as permitted by the MGA, and members of the public are invited to be delegations to Council to make presentations.

Budget
e. The Town publishes information on the annual Interim Budget written in plain language in both print and digital formats, which is replaced by the annual approved Budget once it has been ratified by Council.

f. Budget discussions/deliberations will include public sessions.

g. Audited financial statements are published annually.

Public Services and Communication

h. The Town proactively provides information to the public on the services that are provided. The processes for providing this information are outlined in the Town’s Public Consultation and Communication Policy.

Conflict of Interest

i. Sections 169 through 173 of the MGA deal extensively with pecuniary interest of Council. This portion of the MGA is thoroughly reviewed with elected officials by legal counsel following election and is a consideration at the outset of each Council meeting.

j. The Council Code of Conduct Bylaw 2013/17/B increases understanding of duties and responsibilities and clearly defines several areas of responsibility, to eliminate conflict of interest, including:

i, appropriate use of Town assets and services;
i. acceptance of gifts and benefits;

ii. actions during civic election periods; and

iii. Council, staff and public relations.

8.2 Members of Council and Administration are subject to the responsibilities and obligations as established under the Freedom of Information and Protection of Privacy Act legislated by the Province.

8.3 The Town maintains sound records management practices, ensuring that accurate and reliable records are created and remain accessible, useable and authentic for as long as they are required under legislation.

8.4 The Town strives to meet these commitments within its resources – human, financial, technical allocated annually by Council.

Statement of Commitment

Progress toward ensuring active practice of accountability and transparency will be ongoing and occur through best practices of the Town.

________________________________
Mayor

________________________________
Approval Date
Public Consultation and Communication Policy

Purpose

The Modernized Municipal Government Act, RSA 2016, mandates that each municipality adopt a “Public Participation Policy”. The Town of Drayton Valley (hereinafter referred to as the “Town”), having reviewed good practices and reflecting on past experiences, is of the belief that public participation cannot be regulated, but that the Town, through its Administration and Council can help to establish an environment that facilitates “Public Consultation and Communication” practices to be implemented.

In creating this Policy, the Town recognizes the fundamental rights of the public to influence the decisions that affect them and to participate in the development of their community. Except for issues dictated by law or regulation, it is appropriate for the Town to assess opportunities for public consultation and communication. In addition, this Policy allows for the usage of a public consultation process which best meets the needs of the parties involved.

General Policy

1. This Policy targets Town Council and its various Committees and Boards and also includes all municipal departments, facilities, and authorities.

2. The general objective of this Policy is to foster the opportunity for community members to participate actively in the development and management of municipal affairs, being mindful of the best interests of the community as a whole.
3. The objective is to be attained through the implementation of specific practices relative to the three pillars of participatory democracy, namely:

   a. information;
   
   b. consultation; and
   
   c. partnership.

Definitions

4. Within this Policy the following definitions shall apply:

   a. *consultation* means a two-way communication process between community members and Town representatives;

   b. *information* means a one-way communication process in which the Town produces material and delivers it to the public at large;

   c. *partnership* means collaboration between the public and the Town. This form of cooperation is based upon the active engagement of community members in the development of policies, programs and projects; and

   d. *public information products* include Frequently Asked Questions Sheets, Public Notices, Legal Notices, or other such notifications which are prepared by the Town in order to provide information or to seek input from the community at large.

Responsibilities

5. **Communication Through Sharing of Information (Stage 1)**

   5.1 Distribution of information is the minimum requirement for public engagement. For their participation to be useful, community members must understand what the issues are, as well as the responsibilities and activities of Council and Administration.

   5.2 **Guiding Principle**
   
   Distribution of information in itself allows the public to consume and, perhaps, comment on specific details of the policy, project or program.
Any process employed may be used as a feedback opportunity rather than to directly influence substance and general direction.

5.3 **Good Practices**
Produce and distribute information which is complete, objective, pertinent, easily understood and accessible on the policy, project or program in question. Information should also aim to make the actions and mandates of the Town better understandable for the community at large.

6. **Communication Through Consultation (Stage 2)**

6.1 Consultation (comprised of Stages 1 and 2) provides information to community members and allows those community members to ask questions and express expectations, concerns, comments or opinions, with a view to assisting the Town to reach the best decision. This approach centres on a predefined topic and seeks to test or prioritize options that have already been contemplated, at least in preliminary form.

6.2 Most often, consultation takes place in the beginning or mid-stages of the deliberation process to test assumptions and directions, and is carried out according to a predetermined schedule and operates within a clear and recognized set of rules that:

   a. it is an open-ended process in which the specific outcomes are unknown at the beginning; and

   b. it is facilitated by an individual appointed by the Town, whose role it is to encourage serious, substantive, deliberative, in-depth participation by community members and decision-makers that is respectful and equitable, and to ensure discussion is focused, and sufficient time is given to the most important issues.

6.3 **Guiding Principles**

   a. Consultation, under set rules and ethical requirements, makes use of the procedures that are best suited to the policy, project or program and the issues under consideration, while enabling diversity in the opinions expressed.

   b. May inform the community with a summary of the results of a public consultation, along with the resulting decisions and their reasoning.
6.4 **Good Practices**

The following Good Practices represent methods that may include but are not limited to application for communication and/or consultation efforts:

a. Consultations on important subjects (for which a statute or regulation has not already established the notification practice) require that a clearly worded public notice be publicized in advance, so that the public may be informed and granted a reasonable period of time in which to peruse the relevant documentation.

b. Make the relevant documentation available either in print or electronic form or both, no later than the day the notice appears.

c. Hold public consultations which present the policy, project or program, then welcome questions and encourage the expression of opinions.

d. A sufficient interval between the presentation of the policy, project or program is recommended in order to enable community members to prepare responses, particularly when these must be in the form of written submissions.

e. Produce and publicize documentation that summarizes the opinions and concerns expressed, and provides analysis along with any applicable conclusions, advice or recommendations and any subsequent decisions, and the reasons for them.

7. **Communication Through Partnership (Stage 3)**

7.1 Partnership (comprised of Stages 1, 2 and 3) is when an issue or initiative is shared with the public as an assembled group in order to gather ideas and actively negotiate solutions, and then rendering a recommendation that reflects the group’s influence.
7.2 **Guiding Principle**
Build concrete and lasting partnerships with the members of civil society, the purposes of which are to exchange information, identify the community needs, design the projects, programs or policies, and evaluate the results.

7.3 **Good Practices**

The following Good Practices represent methods that may include but are not limited to application for communication and/or consultation efforts:

a. To the greatest extent possible and in a manner acceptable to all involved, seek out public consultation in finding and implementing solutions.

b. As needed, establish a follow-up committee that includes members of the public.

c. Involve community members, groups, organizations and institutions in the process of developing projects, programs or policies.

8. The Legislative Services Coordinator shall be consulted when designing public information documents, surveys and questionnaires to ensure FOIP compliance, records management structures and any contract considerations.

9. The Communications and Marketing Coordinator shall review the public information documents, surveys and questionnaires for clear language and consistent corporate messaging, as well as help to identify any inconsistencies or overlap with existing initiatives.

**Procedure**

10. In recognition that electronic communication is commonly the preferred method for transmitting and receiving information, all public information products that are produced or overseen by the Town may be required to be placed on the Town’s website.

11. This Policy shall be reviewed every three (3) years, subject to a public evaluation process.
12. This Policy recognizes that the Town’s Planning and Development Department, with the approval of Council, has set parameters for the provision of public notice, which shall prevail in the event of any conflicting portions of this Policy.

Mayor

Approval Date
**COUNCIL REQUEST FOR DECISION**

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<th>SUBJECT:</th>
<th>Appointment of Deputy Mayor</th>
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<tr>
<td>MEETING DATE:</td>
<td>August 30th, 2017</td>
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<tr>
<td>SUBMITTED BY:</td>
<td>Pam Livingston, Director of Corporate Services</td>
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**PROPOSAL AND BACKGROUND:**

The *Municipal Government Act (MGA) Section 152(1)* states that “[a] Council must appoint one or more councillors as deputy chief elected official so that (a) only one councillor will hold that office at any one time, and (b) the office will be filled at all times.”

As per Policy C-03-14, the position of Deputy Mayor for the Town of Drayton Valley is held on a rotating basis for a term of eight months. The order of rotation is 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 Debra Bossert: July 1, 2016 – February 28, 2017
- Councillor Brandy Fredrickson: March 1, 2017 – October 31, 2017

At the Regular Meeting of Council on January 11, 2017, Council approved an amendment to the rotation and appointed Councillor Brandy Fredrickson as Deputy Mayor from January 11, 2017, to September 11, 2017, with the anticipation that Councillor Bossert would resume the role on September 12, 2017.

As the end of the appointment of Councillor Fredrickson nears, Council must make a Resolution to appoint another Councillor as the next Deputy Mayor for the term of September 12, 2017 – October 22, 2017.

**OPTIONS AND ALTERNATIVES, WITH ANALYSIS:**

A. Council may choose to appoint Councillor Debra Bossert as Deputy Mayor for the term September 12, 2017 – October 22, 2017. This would allow for Councillor Bossert to complete her eight month term which was amended earlier this year.
BUDGET / RESOURCE IMPLICATIONS:

There are no anticipated budgetary implications connected with this decision.

RECOMMENDATION:

LINKAGE TO MUNICIPAL POLICIES, PLANS, OR ESTABLISHED PRIORITIES:

- Appointment of Deputy Mayor Policy C-03-14

FOLLOW-UP ACTION (PUBLIC ENGAGEMENT, COMMUNICATIONS STRATEGY, AND IMPLEMENTATION):

Administration will notify the appropriate staff to ensure the mailing lists are updated based on Council’s decision.

POTENTIAL MOTIONS:

A. That Council approve the appointment of Councillor Debra Bossert as Deputy Mayor for the Town of Drayton Valley for the term of September 12, 2017, to October 22, 2017.

MOTION REQUESTED:

That Council approve the appointment of Councillor Bossert as Deputy Mayor for the Town of Drayton Valley for the term of September 12, 2017, to October 22, 2017.

Report Prepared By: Sabine Larcher
Title: Administrative Assistant

Report Reviewed By: Pam Livingston
Title: Director of Corporate Services

Report Routed to Council By:
Information Items

12 Information Items  Pages 43-50

12.1 RCMP Statistics – July 2017  44-50

MOTION:

I move that Town Council accept the above items as information.
### Drayton Valley Municipal Detachment
#### Statistical Comparison
#### January to July: 2013 - 2017

All categories contain "Attempted" and/or "Completed"

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August-03-17
### Drayton Valley Municipal Detachment
#### Statistical Comparison
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Drayton Valley Municipal Detachment

Statistical Comparison

January to July: 2013 - 2017

All categories contain "Attempted" and/or "Completed"

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Common Police Activities

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### Drayton Valley Municipal Detachment

#### Statistical Comparison

**July: 2013 - 2017**

All categories contain "Attempted" and/or "Completed"

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### Drayton Valley Municipal Detachment
#### 5 Year Traffic Summary - January to July

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#### Other CC Traffic***

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*include "Cleared by Charge" and "Cleared Other"; **"Actual"; ***"Reported"
## Drayton Valley Municipal Detachment
### 5 Year Traffic Summary - Month of July

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#### Property Damage MVC (Non Reportable)

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#### Total MVC

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#### Roadside Suspensions - alcohol related - No charge**

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#### Occupant Restraint/Seatbelt Violations**

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#### Intersection Related Violations**

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#### Driving without Due Care or Attention*

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#### Other Moving Traffic*

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#### Other CC Traffic***

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*include "Cleared by Charge" and "Cleared Other"  **"Actual"  ***"Reported"
### Drayton Valley Municipal Detachment

#### January to July: 2013 - 2017

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