Agenda

Call to Order

National Anthem

1.0 Additions to the Agenda

2.0 Adoption of Agenda

3.0 Corrections or Amendments:
    3.1. June 7, 2017, Regular Meeting of Council Minutes   3-7

4.0 Adoption of:
    4.1. June 7, 2017, Regular Meeting of Council Minutes

5.0 Community Spotlight
    5.1. Drayton Valley & District Chamber of Commerce – Terri Shimenosky

6.0 Delegations
    6.1. Anytime Fitness – Moe Hamdon and Corey Peebles   8-10
    6.2. Community Services – Find the Litterbug Contest – Bernice Taylor   11
    6.3. RCMP Stats – May 2017 – Cpl. Mike Dawson   118-124

7.0 Decision Items / Administrative Items   Pages 12-29

7.1.	Councillor Fredrickson	2017 Alberta Urban Municipalities Association Awards	12-16
7.2.	Councillor Wheeler	Amendment of Appointment of Deputy Mayor Policy C-03-14	17-20
7.3.	Councillor Bossert	Push Notification Policy A-09-15	21-24
7.4.	Councillor Long	FCSS Advisory Board Membership Appointment	25-29

8.0 Department Reports

8.1.	Engineering & Development	Ron Fraser
8.2.	Community Services & FCSS	Bernice Taylor
8.3.	Economic Development	Eric Burton
8.4.	Emergency Services	Tom Thomson
8.5.	Administration	
	• Communications and Marketing	Jenn Stone
	• CAO Report	Dwight Dibben

Regular Meeting of Council
June 28, 2017
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11.0   Adjournment

Meeting Minutes

THOSE PRESENT:

Deputy Mayor Fredrickson
Councillor Doerksen
Councillor Long
Councillor Wheeler
Councillor Bossert
Dwight Dibben, Chief Administrative Officer
Pam Livingston, Director of Corporate
    Services
Ron Fraser, Director of Engineering and
    Development
Tom Thomson, Director of Emergency
    Services
Kevin McMillan, Senior Financial Officer
Bernice Taylor, Acting Director of
    Community Services
Sabine Larcher, Administrative Assistant

Tyler Russell, Communications and
    Marketing Coordinator
Pam Balke, Bylaw Officer
Eric Burton, Economic Development Officer
Vishal Sharma, Network & Systems
    Administrator
Justine Kimoden, Drayton Valley Western
    Review
Laine Mitchell, CIBW Radio

ABSENT:

Mayor McLean
Annette Driessen, Director of Community
    Services
Chandra Dyck, Legislative Services
    Coordinator

CALL TO ORDER

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

Deputy Mayor Fredrickson took a moment to acknowledge the passing of former Reeve Wes Tweedle and his dedication to the community.

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

2.0   **Adoption of Agenda**
RESOLUTION #104/17
Councillor Long moved to adopt the June 7, 2017, Regular Meeting of Council Agenda as presented.
CARRIED

3.0   **Corrections or Amendments:**
    3.1.   May 17, 2017, Regular Meeting of Council Minutes
        Councillor Bossert advised of an error in the May 17, 2017, Regular Meeting of
        Council Minutes.

4.0   **Adoption of:**
    4.1.   May 17, 2017, Regular Meeting of Council Minutes
  RESOLUTION #105/17
Councillor Bossert moved to adopt the May 17, 2017, Regular Meeting of Council Minutes as amended.
CARRIED

5.0 Proclamation

5.1. Parks and Recreation Month
Deputy Mayor Fredrickson proclaimed the month of June 2017 as Parks and Recreation Month in the Town of Drayton Valley.

6.0 Decision Items

6.1. Suspension/Termination Policy CS-28-10 for the Early Childhood Development Centre
RESOLUTION #106/17
Councillor Bossert moved that Council approve the amended Suspension/Termination Policy CS-28-10 as presented.
CARRIED

6.2. Appointment to Discussions Committee regarding Brazeau County and Town of Drayton Valley Intermunicipal Development Plan
RESOLUTION #107/17
Councillor Long moved that Council appoint Mayor Glenn McLean; Deputy Mayor Brandy Fredrickson; Chief Administrative Officer (or designate) and the Director of Engineering and Development (or designate) as the representatives of the Town to the discussions committee, pursuant to clause 5.1.6 b) of the Intermunicipal Development Plan, should such meetings occur within the next sixty days.
CARRIED

6.3. Amended Snow Removal Policy T-02-16
RESOLUTION #108/17
Councillor Doerksen moved that Council approve the amended Snow Removal Policy T-02-16 as presented.
CARRIED

6.4. Funding Request from Drayton Valley Brazeau Snow Club
RESOLUTION #109/17
Councillor Wheeler moved 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.
CARRIED

6.5. Funding Request from Shark Park Committee
RESOLUTION #110/17
Councillor Bossert moved 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.
CARRIED

Deputy Mayor Fredrickson called a break at 9:33 a.m.
Deputy Mayor Fredrickson reconvened the meeting at 9:44 a.m.

7.0 Department Reports

7.1. Engineering and Development

Mr. Fraser provided an update to Council on planning and development and engineering capital projects, highlighting the 50th Street Area Structure Plan Open House on June 22, 2017, street sweeping, and line painting.

7.2. Community Services & FCSS

Mrs. Taylor provided an update on the Community Services programming calendar for June and advised of the cooperation between ECDC, WRSD, and Alberta Health for a wellness check-up for children.

7.3. Economic Development

Mr. Burton provided a report to Council on the Cultural Industries Roundtable and the Local Money, Local Sense initiative.

7.4. Emergency Services

Fire Chief Tom Thomson presented Council with the statistics for the month of April. Long-standing member, Mr. Murray Frank, will receive a Service Medal on Sunday, June 12, 2017.

7.5. Administration

- **Communications and Marketing**

  Mr. Russell provided Council with a report on the following:
  - RCMP Open House, June 7, 11:00 a.m. – 2:00 p.m.
  - Mayor's Gala and Community Recognition Award Nomination packages are available
  - Updates and visitor statistics on the Town's website

- **CAO Report**

  Mr. Dibben provided a report to Council on the CETC Strategic Retreat, a meeting with FORTIS, and attendance at the CAMA and FCM Annual Conferences. Council was advised of ongoing efforts regarding last year's rain event in August. Additionally, Mr. Dibben commented on the complaints from residents about maintenance and upkeep of Town property and emphasized that Public Works is working to provide a high service level with a significantly lower number of staff.

8.0 Council Reports

8.1 Councillor Doerksen

- May 26 – Public Works Week
- June 1 – Chamber of Commerce AGM
- June 4 – Entrepreneur Bootcamp, Final Presentation

8.2 Councillor Wheeler

- May 26 – Public Works Week
- May 31 – Community Sustainability Plan Achievement Review
- June 3 – River Valley Players Performance
- Community Foundation Garage Sale and Fundraiser

- Aquatic Facility Fund Development Strategy Committee Meeting
- Reminded of upcoming events:
  - June 7 – RCMP Open House
  - June 7 – Art Show at Frank Maddock High School
  - June 9 – Rotary Park BBQ Night
  - June 16 – 60th Anniversary Celebration of Municipal Library

8.3 <u>Councillor Bossert</u>
- May 26 – Public Works Week
- June 1-5 – Federation of Canadian Municipalities Conference, Ottawa

8.4 <u>Councillor Long</u>
- May 18 – Legacy Project Meeting
- May 23 – CETC Strategic Retreat
- May 24 – Cultural Industries Roundtable
- May 25 – Pembina Area Synergy Meeting
- May 26 – Cheque Presentation from Drayton Valley Hospitality and Tourism Authority for promotion of events at the CETC
- May 26 – Public Works Week
- May 26 – Frank Maddock High School Graduation Ceremony
- May 27 – Awasa Canadian Academy Foundation Annual Fundraiser
- May 31 – Sustainability Plan Achievement Review
- June 1 – Chamber of Commerce AGM
- June 6 – Seniors' Tea
- Alberta Hemp Alliance Meeting
- Homelessness and Poverty Reduction Strategy Committee Meeting

8.5 <u>Deputy Mayor Fredrickson</u>
- June 6 – Seniors' Tea
- June 2 – Holy Trinity Academy Graduation Ceremony
- May 26 – 3R Roundup
- May 26 – Public Works Week
- May 26 – Prairie Mountain Oilfield Construction Inc. 20th Anniversary Celebrations
- Brazeau Senior's Foundation Meeting
- Alberta Seniors Communities & Housing Association Meeting

9.0 **Information Items**

9.1	Economic Development Committee Meeting Notes – January, February, and April 2017
9.2	Letter from New Brunswick Minister of Energy and Resource Development, The Honourable Rick Doucet
9.3	STAR Catholic Board Meeting Highlights – May 2017
9.4	Mayor McLean's Conference Report – Lobby Government Effectively
9.5	Drayton Valley Brazeau County Fire Services – April Stats

Regular Meeting of Council
Minutes of June 7, 2017
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RESOLUTION #111/17
Councillor Bossert moved that Council accept the above items as information.
CARRIED

10.0   Adjournment
RESOLUTION #112/17
Councillor Long moved that Council adjourn the June 7, 2017, Regular Meeting of Council at 10:46 a.m.
CARRIED

_____
DEPUTY MAYOR

_____
CHIEF ADMINISTRATIVE OFFICER

Town of Drayton Valley

Delegation Request Form

Name(s): Moe Hamdan + Corey Peebles.

Organization: Anytime Fitness

Contact Number: 780-542-0555   Contact E-mail: draytonvalleyabe

Mailing Address: PO Box 7500, Drayton Valley Ab, T7A 1S6

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

✓ Council Meeting

   Governance & Priorities Committee Meeting

   Special Meeting/Presentation

   Administration Meeting

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

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

We would like to host a Fundraiser for the boys + girls club. A 5k Fun Color run. Would like to close ~~street~~ 52nd Ave between our gym and Oil Country Taphouse.

Additional Information Provided
   Please list the information you attached or included with your delegation request:
   Boys and Girl Club representative will be with us.

Please indicate any preference you have for meeting:

June 28th

Please submit your request by:
   Fax: 780.542.5753   **E-mail:** admin-support@draytonvalley.ca   **In person:** 5120-52 ST

SCHEDLIILE I!V (A)

SPECIAL ROADWAY EVENT PERMIT

PERMIT NO. _____

THIS PERMIT AUTHORIZES:

Name(s): _Moe Hamdon, Corey Peebles, TJ Nash_____

Address _Box 7500_____

_____5007 52 Ave Drayton Valley Ab T7A 1S5___

Phone: _____

REPRESENTING: (Group or Organization)

_Anytime Fitness_____

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

_Route Attatched_____

_____

_____

ON: _Sept 2nd_____ BETWEEN: _12pm_ AND _4pm_____
           (Date)   (Start Time)   (Finish Time)

THE NATURE OR OBJECTIVE OF THE SPECIAL ROADWAY EVENT IS:

_Fundraiser. Color 5k Run_____

AND WILL INVOLVE APPROXIMATELY _200_ PEDESTRIANS AND _5_ VEHICLES

THE APPROXIMATE NUMBER OF SIGNS/PLACARDS AND/OR BANNERS WILL BE _10_
AND THE WORDING OR INSCRIPTIONS WILL BE _Water Station, Fun Run, Anytime Fitness._

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

FOIP Act; RSA 2000; Chapter F-25; section 17(1) & (4)

_____   _____
(Applicant Signature)   (Co-Applicant Signature)

DATE _June 8th 2016_____

AUTHORIZED: _____ PER _____
                                      (Engineer or Representative)

Petro-Canada

Industrial Rd
54 Ave
49 St

49 S
48a St
2 St

48 St

53 Ave

55 Ave

Meier Ave

Drayton Valley Hotel
52 Ave

46 St
48 St

45 St

51 Ave

Drayton
Valley

50 Ave

50 Ave
50 Ave
50 Ave

47 St
46 St

49 Ave

48 Ave

48 St
44 St

47 Ave

46 Ave

51 St

Sobeys - Drayton Valley

43 Ave

52 St

43 St
42 St

44 Ave

50 St

47 St
42 Ave
45 St
43 St
43 Av

oliday Inn Express &
uites Drayton Valley
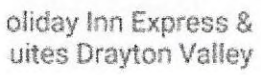
Town of Drayton Valley

Delegation Request Form

Name(s): Bernice Taylor

Organization: Community Services Department

Contact Number: 780-514-2248   Contact E-mail: ecdc@draytonvalley.ca

Mailing Address: 5024 48th St.

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

[✓] Council Meeting

[ ] Governance & Priorities Committee Meeting

[ ] Special Meeting/Presentation

[ ] Administration Meeting

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

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

Prize awarded to the winner of the "Find the Litter Bug" contest for Parks and Recreation month.

Additional Information Provided

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

Please indicate any preference you have for meeting:

Request for June 28th Council meeting.

Please submit your request by:

Fax: 780.542.5753   E-mail: admin-support@draytonvalley.ca   In person: 5120-52 ST

	SECTION	7

| AGENDA ITEM: 7.1	2017 Alberta Urban Municipalities Association Awards
Department:	Council
Presented by:	Councillor Fredrickson
Support Staff:	Dwight Dibben, Chief Administrative Officer

BACKGROUND:

Recently, Alberta Urban Municipalities Association (AUMA) put a call out to for municipalities to submit nominations for their annual awards. There are six (6) award categories available, all of which require a Council resolution prior to the nomination being submitted. The deadline for submissions is June 30, 2017. The categories are in the areas of sustainability (for which Drayton Valley has previously won), service of elected officials, and administrative service.

OPTIONS:
1. That Council nominate _____ for the 2017 Awards offered through Alberta Urban Municipalities Association in the category of Award of Excellence.

2. That Council decline to make a nomination for the 2017 AUMA Award.

MOTION:

I move that Council _____

AUMA ™   **AMSC** ™
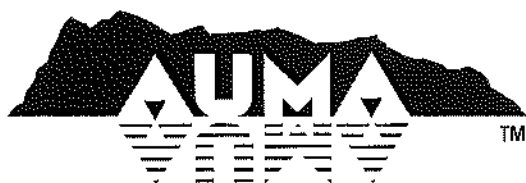
2017 Awards

Award of Excellence

The purpose of this award is to recognize outstanding civic leadership by past and present municipal elected officials.

Completed award nominations are to be submitted, with the subject line **Award of Excellence** on or before **June 30, 2017.**

E-mail: awards@auma.ca

You will receive a confirmation of reciept within 2 business days of making a submission. If you do not receive confirmation, please contact Kelsie Thistle - kthistle@auma.ca or 780-989-7417.

No late submissions accepted

WE ARE	WE ARE THE	WE ARE THE	WE ARE YOUR
economies OF SCALE	support YOU NEED	experts IN MUNICIPALITIES	advocate

Excellence
Awards

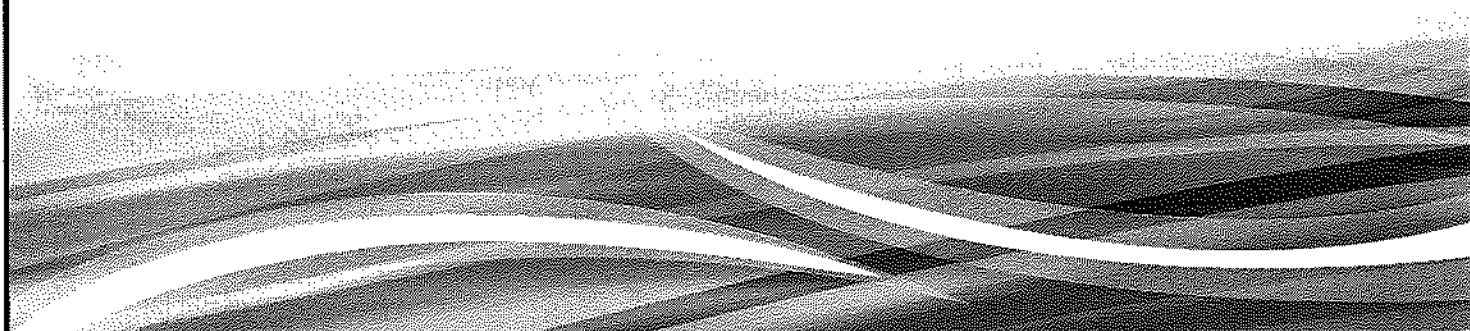**The purpose of this award is to recognize outstanding civic leadership by past and present municipal elected officials.**

Criteria	A past or present Municipal Elected Official who has held office for at least three years in Alberta.
	Outstanding contribution to the field of municipal politics through any combination of the following:
	(a) Leadership in his/her local area
	(b) Leadership in the provincial context, especially service to the AUMA
	(c) Leadership in the national context, i.e.: service to the FCM, holding federal government office
	(d) Recognized research in local government
	(e) Papers, presentations on local government to local, regional, provincial, national or international groups or organizations
Nominating process	A Council may nominate a peer for the Award of Excellence by completing the enclosed award nomination form.
	The Municipal Secretary or City Clerk is to confirm the start date of the period of service by completing the appropriate section of the award nomination form.
	The award nomination form shall be supported by biographical information on the nominee's contribution to the community.
Award committee	The Executive Committee is the application review awards committee.
Number of awards	The Committee may recommend bestowing the Award of Excellence on no more than three individuals during the course of any one year.
Type of award	The award will be a certificate, plaque or other form of suitable recognition.
Time of award	The Award of Excellence shall be presented during the Annual Convention.

Award of Excellence Nomination

Deadline: June 30, 2017 **Email:** awards@auma.ca

Nominee: _____

Municipality: _____

Address: _____

_____

Town/City: _____

Prov: _____ Postal Code: _____

E-mail: _____

Primary telephone: _____

Length of service as a municipal elected official:

1. Municipality _____

As Councillor _____ to _____
              MM/YYYY   MM/YYYY

As Mayor _____ to _____
              MM/YYYY   MM/YYYY

2. Municipality _____

As Councillor _____ to _____
              MM/YYYY   MM/YYYY

As Mayor _____ to _____
              MM/YYYY   MM/YYYY

Leadership In provincial context:

1. Office held _____

Length of office years _____
                        YYYY - YYYY

2. Office held _____

Length of office years _____
                        YYYY - YYYY

3. Office held _____

Length of office years _____
                        YYYY - YYYY

Details/comments:

Leadership In federal context:

1. Office held _____

Length of office years _____
                        YYYY - YYYY

2. Office held _____

Length of office years _____
                        YYYY - YYYY

3. Office held _____

Length of office years _____
                        YYYY - YYYY

Details/comments:

Research in local government:

Award of Excellence Nomination

Deadline: June 30, 2017 **Email:** awards@auma.ca

Presentations on local government:

Approved by resolution of Council:

Date of council: _____

Municipality: _____

Confirmation of service:

I, _____,
<div style="text-align:center">City Clerk/Municipal Secretary</div>

of the _____
<div style="text-align:center">Municipality</div>

have confirmed through checking the minutes of the Municipal Council or otherwise that the nominee has held office for at least three years in Alberta and is eligible for the AUMA Award of Excellence.

Additional comments:

Dated the _____, 2017
<div style="text-align:center">Month, Day</div>

Signed: _____

Name: _____
<div style="text-align:center">Printed</div>

Position held: _____

Checklist:

I have completed the nomination form and am including it in my emailed submission.
Completed award nominations are to be submitted with the subject line **Award of Excellence.**

I have included 4 - 6 photos (high resolution JPG) in my emailed submission.
By submitting these photos I give AUMA permission to use them for promotional purposes.

Email your completed submission to: awards@auma.ca
Deadline: June 30, 2017

No late admissions accepted

AGENDA ITEM: 7.2	Amendment of Appointment of Deputy Mayor Policy C-03-14
Department:	Administration
Presented by:	Councillor Wheeler
Support Staff:	Dwight Dibben, CAO

BACKGROUND:

In recognition of the duties to be performed in the role of the Deputy Mayor, the existing Appointment of Deputy Mayor Policy C-03-14 has been amended to include a list of Deputy Mayor responsibilities. Specifically, section 5 has been added and includes duties such as setting Council and Governance and Priorities agendas, chairing Governance and Priorities meetings and advising the Mayor on topical issues.

The amendments to the Policy are intended to offer elected officials a clearer understanding of the role and responsibilities of Deputy Mayor, which is a position that each elected official will fill during their term of office.

OPTIONS:

A.   That Council approve the Amended Appointment of Deputy Mayor Policy C-03-14, as presented.

B.   That Council approve the Amended Appointment of Deputy Mayor Policy C-03-14, with changes to _____.

C.   That Council table the Amended Appointment of Deputy Mayor Appointment Policy C-03-14 and instruct Administration to _____.

D.   That Council elect not to amend the Appointment of Deputy Mayor Policy C-03-14 and maintain the Policy as it exists.

MOTION:

That Council _____.

Subject:	Appointment of Deputy Mayor Policy	Policy No.:	C-03-14	
Department:	Council			
Approval Date:	January 28, 2015	Review Date:	June 28, 2017	
Associated Policies:				

Appointment of Deputy Mayor Policy

Purpose

Under the requirements of the *Municipal Government Act*, Council is required to appoint a Deputy Mayor to handle the Mayor's duties during his or her absence. It has been determined that the position of Deputy Mayor be rotated between Councillors, and that each Councillor shall be provided with the opportunity to experience the position of Deputy Mayor throughout the term.

General Policy

1. The position of Deputy Mayor shall be held by Councillors on a rotating eight (8) month term. The order of Councillors being appointed to the position of Deputy Mayor shall be on the basis of the number of recorded election votes received by each Councillor, with the Councillor receiving the highest number of votes being duly appointed to serve the first term.

2. Council may choose to change the order of appointments, with the consent of the affected Councillors, and for a specific reason.

3. Prior to the expiration of each appointment, a resolution will be presented to Council for ratification of the next Deputy Mayor appointment.

Subject:	Appointment of Deputy Mayor Policy	Page:	2 of 3
Department:	Council		
Approval Date:	January 28, 2015	Review Date:	_____, 2017

Responsibilities

4. In addition to fulfilling the duties of a Councillor as defined within the *Municipal Government Act*, the Deputy Mayor shall act in the place of the Mayor in the event that the Mayor is unable to do so. Duties of the Deputy Mayor include but are not limited to:

    a. acting as the main spokesperson for the municipality;

    b. chairing meetings of Council;

    c. seeking consensus amongst members of council;

    d. liaising with senior staff;

    e. acting as advisor to Council;

    f. acting as ex officio member on various boards and committees;

    g. acting as key representative with regard to ceremonial responsibilities;

    h. liaison with other levels of government; and

    i. providing advice with regard to Policy development.

5. The Deputy Mayor may be tasked with additional responsibilities; this is viewed as capacity building within the elected framework, and includes such activities as:

    a. reviewing and authorizing expense claims for Council;

    b. reviewing and approving or recommending changes to proposed Council and Governance and Priorities meeting agendas;

    c. chairing Governance and Priorities meetings;

    d. meeting delegations and acting, jointly with the Mayor, as representative of the Town;

    e. attending, with the Mayor, ministerial and intergovernmental meetings;

Subject:	Appointment of Deputy Mayor Policy	Page:	3 of 3
Department:	Council		
Approval Date:	January 28, 2015	Review Date:	_____, 2017

f.   reporting back to Council on content of meetings and discussions attended with the Mayor;

g.   advising the Mayor on topical issues; and

h.   acting as lead on projects or initiatives on matters for Council consideration or decision.

_____

Mayor

_____

Approval Date

AGENDA ITEM: 7.3	Push Notification Policy A-09-15
Department:	Administration
Presented by:	Councillor Bossert
Support Staff:	Tyler Russell, Communications and Marketing Coordinator

BACKGROUND:

The Town of Drayton Valley first launched a mobile application (app) in the fall of 2014 as a method of communication with the residents of Drayton Valley. As a mobile application, there is the ability to utilize a push notification system for app subscribers.

Subsequently, push notifications have been incorporated into part of the Town's communication procedure and are valuable tools to reach App subscribers on an immediate basis. As such, Administration has reviewed Push Notification Policy A-09-15 to ensure that it appropriately meets the needs of the municipality. Within the amended Policy, push notifications will be utilized for information which affects a majority of residents in the three key categories: emergency, health risk, and elections.

OPTIONS:

A.   That Council approve the amended Push Notification Policy, A-09-15. as presented .

B.   That Council approve the amended Push Notification Policy A-09-15, with changes to _____.

C.   That Council table the amended Push Notification Policy A-09-15, and direct Administration to _____.

D.   That Council elect not to approve the amended Push Notification Policy A-09-15 and maintain the Policy as it exists.

MOTION:

That Council _____.

Subject:	Push Notification Policy	Policy No.:	A-09-15	
Department:	Administration			
Approval Date:		Review Date:	May 9, 2017	
Associated Policies:				

Push Notification Policy

Purpose

The Town of Drayton Valley (hereinafter referred to as the "Town") smartphone application (hereinafter referred to as the "app") is available as a download to users via the Apple Store and Google Play. As a feature of the app, the Town is able to send push notifications informing users of pertinent information affecting residents.

General Policy

1. Push notifications are a valuable tool which may be used to inform app subscribers of important happenings.

2. In order to maintain the effectiveness of notifications, they will only be issued for information regarding weather emergencies, interruptions of essential services, health risk, or on election day for polling locations and voting times.

Definitions

3. Within this Policy the following definitions shall apply:

   a. *essential services* mean the set of services or individual services, typically a utility, consumed by the public and required on a daily basis. These include, but are not limited to, water or sewer services, roads, telecommunications, power and natural gas.

   b. *health risk* means an occasion where the health of the population of the Town may be threatened. This may include, but is not limited to, water contamination, harmful air quality, or any other significant health risk which has received confirmation from Alberta Health Services or equivalent government agency.

Subject:	Push Notification Policy	Page:	2 of 3
Department:	Administration		
Approval Date:		Review Date:	

    c.   *push notification -* (also called Server Push notification) is the delivery of information from a software application to a computing device without a specific request from the client. This allows a smartphone to receive and display social media or text message alerts even when the device's screen is locked and the social media application that is pushing the notification is closed. The push notification is limited to seventy-five (75) characters. This message may include a link to a website that would have more detailed information.

    d.   *weather emergency (ies)* mean hazards or times of caution caused as a result of weather. These may include, but are not limited to, tornados, earthquakes, floods and other severe weather which requires immediate action.

    e.   *voting* means the democratic process whereby residents of the Town are entitled to cast a ballot, including times of plebiscites, and municipal, provincial and federal elections.

Responsibilities

4.   Department Head or his/her designate shall submit a request by email for issuance of a push notification to the Communications and Marketing Coordinator or his/her designate.

5.   The Communications and Marketing Coordinator shall ensure compliance with this Policy and subsequently prepare the message for approval by the Chief Administrative Officer or his/her designate.

6.   The authorization of the release of the push notification shall be provided by the Chief Administrative Officer or his/her designate prior to issuance.

7.   A new message may be sent via push notification if a change of status or if/when the situation has been resolved, if required, and subject to the approval of the Communications and Marketing Coordinator or his/her designate.

Procedure

8.   A push notification request should include the reason for the notification, emergent nature of the notice, population affected, timeline, and, if applicable, a website link for more information.

Subject:	Push Notification Policy	Page:	3 of 3
Department:	Administration		
Approval Date:		Review Date:	

9.   An acceptable push notification should meet the following criteria prior to being delivered:

a.   the message to the users of the app must be considered to impact a majority, or a significant sector, of Drayton Valley residents, and may call for immediate action; or

b.   the message should advise, inform, engage or provide instructions regarding the proper actions to be taken by the user of the app.

_____
Mayor

_____
Approval Date

	SECTION:	7
AGENDA ITEM: 7.4	**FCSS Advisory Board Membership Appointment**	
Department:	Administration	
Presented by:	**Councillor Long**	
Support Staff:	**Bernice Taylor, Acting Director of Community Services**	

BACKGROUND:

Bylaw 98-14 of the Town of Drayton Valley prescribes that the Drayton Valley and District Family and Community Support Services (FCSS) Advisory Board shall consist of seven (7) members, who shall be appointed by resolution of Town Council for a two or three year term.

The appointment of Ms. Rebecca Lees as youth representative on the FCSS Advisory Board would have expired on October 31, 2017; however, Ms. Lees has left the community. This resulted in the position being vacant; as such the position was advertised and one application was received. The interested applicant is Ms. Lacey Sincinsky.

OPTIONS:

A. That Council appoint Ms. Lacey Sincinsky as the youth representative on the FCSS Advisory Board for the remainder of the vacant term which expires on October 31, 2017.

B. That Council appoint Ms. Lacey Sincinsky as the youth representative on the FCSS Advisory Board for a term expiring _____.

C. That Council table the appointment of the vacant youth representative on the FCSS Advisory Board and direct Administration to re-advertise the vacancy.

MOTION:

I move that Council _____.

RECEIVED
APR 1 0 2017

TOWN OF DRAYTON VALLEY

Application for Board/Committee Membership

NAME: Lacey Sicinsky   **PHONE:** _____

FOIP Act; RSA 2000; Chapter F-25; section 17(1) & (4)

MAILING ADDRESS: FOIP Act; RSA 2000; Chapter F-25; section 17(1) & (4)   _____

STREET ADDRESS: _____

E-MAIL ADDRESS: _____

OCCUPATION: Student _____

SOME BOARDS/COMMITTEES HAVE SPECIFIC POSITIONS FOR CERTAIN DEMOGRAPHICS, PLEASE ANSWER THE FOLLOWING:

AGE: ◯ Under 21   ● 21-35   ◯ 35-55   ◯ Over 55

MUNICIPALITY OF RESIDENCE:

☑ Town of Drayton Valley   ☐ Brazeau County   ☐ Other(Please State): _____

BOARD/COMMITTEE MEMBERSHIP APPLIED FOR: (Please Choose)

Family and Community Support Services (FCSS) Board   ▾

☑ *I hereby give permission to have my name stand for other vacant positions on Town of Drayton Valley Boards or Committees, should I not be selected to serve on this Board or Committee.*

RELATED EXPERIENCE AND QUALIFICATIONS:

As a youth was an active participant in the Drayton Valley Kinsmen and Boys & Girls Club, the Performing Arts Festivals, fundraisers, and sports organizations.
Attended youth groups held at the Drayton Valley Word of Life Church.
Supplied and created donations to Drayton Valley associations.
Persistant with social media that raises awareness in Drayton Valley.

The personal information requested on this form is being collected for the purpose of assessing suitability for appointment to a Board or Committee constituted or formed by the Town of Drayton Valley. It is collected under the authority of Section 33 of the *Freedom of Information and Protection of Privacy Act*, RSA 2000, Chapter F-25, and is used exclusively and expressly for the purpose mentioned above. If you have any questions on disclosure or the use of information, please contact the FOIPP Coordinator at (780) 514-2200.

DRAYTON VALLEY

BRIEFLY STATE YOUR REASONS FOR APPLYING FOR MEMBERSHIP:

To share, solve, and reflect my own tribulations that correlate in what a Youth Representative would meet to help triumph with those affilated with the Family and Community Support Services (FCSS) Board and the town of Drayton Valley.

OTHER PERTINENT INFORMATION:

Academic Upgrading student at the Drayton Valley Community Outreach School. Enrolled at Mount Royal University to continue Bachelors of Criminal Justice. Completed the New Futures Workshop held at the Drayton Valley Clean Energy Technology Centre provided by the Drayton Valley & District Community Learning Association.
Available for any existing and future projects in the town of Drayton Valley.

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

(●) YES   ( ) NO

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

FOIP Act; RSA 2000; Chapter F-25; section 17(1) & (4)

SIGNATURE: **DATE:** April 10, 2017

Please return the completed form marked

ATTENTION: Administration Department
In Person   5120-52 Street, Drayton Valley
Mail   Box 6837, Drayton Valley, AB, T7A 1A1
E-mail   admin-support@draytonvalley.ca

Lacey Sicinsky

Drayton Valley and District FCSS Advisory Board

Town of Drayton Valley Civic Centre Office

5120 - 52 Street, PO Box 6837

Drayton Valley, Alberta

T7A 1A1

Phone: 780-514-2200

Fax: 780-542-5753

April 10, 2017

RE: Youth Representative

Having grown up and living in Drayton Valley, I have been extensively involved in my community, which has allowed me to develop strong interpersonal skills. My involvement in various events, including the Drayton Valley Kinsmen Club, Drayton Valley Performing Arts Festival, fundraisers and many sports associations, has allowed me to work closely with my peers while supporting my community as a whole. As a highly motivated and dedicated student wanting to pursue my Bachelors of Criminal Justice, I would like to apply for the position for Youth Representative.

These experiences have allowed me to develop time management and organizational skills, which I see as being very important when seeking for employment while continuing to study.

Personal attributes that I believe make me suitable for this position include:

- **Motivation:** Volunteer participation and school results demonstrate high motivation.
- **Customer Service:** Establishing healthy relationships with having open opinons with other staff and those individuals thriving through adversity.
- **Communication:** Acting in drama performances and public speaking for school events has allowed the development of communication skills.

My teachers and educators have commended me for my willingness to participate and my dedication to helping out where possible. I enjoy working with others and believe that my networking skills will ensure that I can meet the expectations of this role.

Being exposed and having creditable knowledge of adolescent development issues, peer pressure, substance abuse and delinquency, I can perform the duties of being a Youth Representative in the most efficient manner. I have enclosed a

1

copy of my resume and references for your consideration. I can be contacted at all times on the details provided above.

Thank-you

Lacey Sicinsky

Information Items

MOTION:

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

dvml@draytonvalley.ca   Box 6240 Drayton Valley, AB   T7A 1R7

www.draytonvalleylibrary.ca   Phone: 780-514-2228 Fax: 780-514-2532

ANNUAL REPORT 2016

DRAYTON VALLEY MUNICIPAL LIBRARY

ROTARY CHILDREN'S LIBRARY

DRAYTON VALLEY
municipal library
Rotary Children's Library

Without libraries what have we? We have no past and no future. -Ray Bradbury-

More than just books....

It is our pleasure to present the Annual Report for 2016.

This document is a snapshot of relevant information and programs captured over the year. We would like to extend our sincere thanks and appreciation to the Board and Staff for their help, dedication and service to the library and to all our customers for whom the library exists.

A huge thank you to our sponsors. Without their generosity it would not be possible to have some of our programs.

Renovations have made the library a more welcoming place. We are continuing into the workroom to make that area more efficient.

Director: Sandy Faunt   Library Manager: Marge Eliuk

Library Board presenting Nesen Naidoo with hanging book for 22 years as Director. 1990-2012

STAFF

ILL BORROWED	ILL LENT	COLLECTION
2016 22,154	2016 16,335	2016 29,665
2015 18,196	2015 14,623	2015 27,258

MAGAZINES	INTERNET STATIONS	INTERNET SESSIONS
1,218 Issues	15	2016 7,150
		2015 6,891

VISITS IN PERSON	WEBSITE VISITS	REFERENCE QUESTIONS
2016 66,500	2016 12,207	2016 4375
2015 41,275	2015 7,397	2015 2,350

HOOPLA, ZINIO OVERDRIVE	VOLUNTEER HOURS
2016 6398	2016 340
2015 4650	2015 543

STATS

CARDHOLDERS

2016 3,423

2015 3,449

CIRCULATION

2016 61,525

2015 55,161

PROGRAM

SESSIONS

2016 424

2015 415

PROGRAM

PARTICIPANTS

2016 4174

2015 4,150

ME LIBRARY

OVER 10 MILLION
ITEMS AVAILABLE

EXAMS

PROCTORED

2016 56

2015 34

HOURS OPEN

4,060

Programs
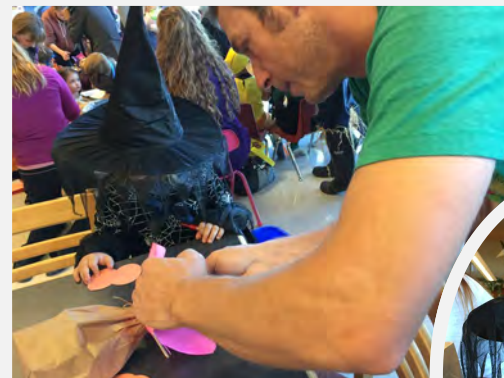
Halloween Party at
Rotary Children's
Library

Programs at Municipal Library:
Gardening, Jewelry and Flag
making.

SUMMER READING PROGRAM WILD

SRC Participants

Jersey Day

Movember

Sandy presenting Leah her 5 year service award.

The Summer Reading Program was again a success with 132 registrations. Total number of sessions were 42 with participants numbering 733.

With a great theme like "WILD" the kids enjoyed it. This year Hayley Ferguson was the Coordinator.

Our Summer Reading Program was funded in part by the Drayton Valley and District FCSS and community donations as well. Thanks to everyone!!!!

More Programs!

Cowboy Poetry, Slam Poetry and more!

Books by Bev

Knitting

The Write Stuff

The Write Stuff is a collection of published and yet to be published authors aged 13 to 80+ who gather twice a month to write. The first annual writers retreat was held this year. They are continuing their work on their first anthology. Watch for some of their poems etched in stone at the new Discovery Park and by Eleanor Pickup Arts Centre. Please join them if you have a love of writing.

Outreach at Lodge

Drayton Valley Municipal Library continues to serve its home-bound and visually challenged population in Drayton Valley with the WOW (Words on Wheels) van. Along with residents of Le-zure-Lea, Wishing Well and Shangri-La Lodge , we have now add-ed Sunrise Village in delivering DVD's, Large Print and CNIB/CELA materials.

Storytime & Rhymetime

Fun filled times at the library including a story, games, crafts, songs and rhymes. Come join us and laugh, be silly, and even learn something new.

Makerspace

Lots of crafting material, playdough, etc. Let your imagination guide you to make something you love.

Creative Arts & Crafts

Let out your creative side. Join us as we draw, color, and paint our own masterpieces.

Music Monsters

Musicians provide music for the children to sing along and dance and play instruments.

Ginny set up for Literacy Day!

Preschool visit

Special Events, Performances, Authors

Watch for events throughout the year on our website, Facebook or twitter. These may include authors, storytellers, Musicians, etc.

International Women's Day- Hosted by Pat

Battle of the Books

Our 21st annual game show contest winner for Grade 3/4 was Evergreen Marshmallows. The 5/6 winner was Evergreen Elephants. The games were very close. Children in grades 3-6 read books and are quizzed on them. This program is an effective way to encourage the love of reading among children through friendly competition. Participating schools were Aurora, Eldorado, Evergreen, St. Anthony, Drayton Christian, Wild Rose Home Educators and Tomahawk. Community donations help fund this program.

DRAYTON VALLEY MUNICIPAL LIBRARY

Financial Statements

For The Year Ended December 31, 2016

HAWKINGS EPP DUMONT LLP

CHARTERED ACCOUNTANTS

INDEPENDENT AUDITORS' REPORT

To the Members of the Drayton Valley Municipal Library

We have audited the accompanying financial statements of the Drayton Valley Municipal Library, which comprise the statement of financial position as at December 31, 2016, and the statements of operations and accumulated surplus, changes in net financial assets, and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

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

Auditors' Responsibility

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

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

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

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of the Drayton Valley Municipal Library as at December 31, 2016 and the results of its operations, changes in its net financial assets, and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Hawkings Epp Dumont LLP

Edmonton, Alberta
May 9, 2017

Hawkings Epp Dumont LLP
Chartered Accountants

DRAYTON VALLEY MUNICIPAL LIBRARY
STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2016

	2016	2015
FINANCIAL ASSETS		
Cash	$ 500	$ 500
Due from Town of Drayton Valley	64,689	111,418
	65,189	111,918
LIABILITIES		
Accounts payable and accrued liabilities	14,045	9,412
NET FINANCIAL ASSETS	51,144	102,506
NON-FINANCIAL ASSETS		
Tangible capital assets *(Note 2)*	39,872	60,743
Prepaid expenses	-	4,733
	39,872	65,476
ACCUMULATED SURPLUS *(Note 3)*	$ 91,016	$ 167,982

ON BEHALF OF THE BOARD:

_____ Director

_____ Director

The accompanying notes are an integral part of these financial statements.

DRAYTON VALLEY MUNICIPAL LIBRARY
STATEMENT OF OPERATIONS AND ACCUMULATED SURPLUS
FOR THE YEAR ENDED DECEMBER 31, 2016

	2016 (Budget)	2016 (Actual)	2015 (Actual)
REVENUE			
Member requisitions *(Note 4)*	$ 568,088	$ 568,090	$ 599,640
Grants *(Note 5)*	59,697	57,236	59,622
Sales of goods and services	10,500	7,203	8,037
Fees and fines	7,000	6,492	6,557
Donations	2,500	1,790	2,460
Interest	550	702	1,108
	648,335	641,513	677,424
EXPENSES			
Wages and wage costs	502,224	522,011	468,026
Purchase of materials	43,132	55,225	50,203
Repairs and maintenance	25,000	40,694	20,924
Amortization	-	20,871	23,338
Supplies	20,200	18,636	83,322
Equipment rentals	14,000	14,373	10,190
Utilities	18,000	12,442	13,550
Program expenses	13,000	11,481	13,988
Professional general services	7,200	7,600	6,200
Board expenses	4,500	5,517	3,733
Travel	6,000	4,364	3,769
Insurance	3,000	3,463	2,911
Memberships	1,100	1,172	715
Bank charges	800	605	621
Postage	350	25	-
	658,506	718,479	701,490
ANNUAL SURPLUS (DEFICIT) BEFORE OTHER REVENUE	(10,171)	(76,966)	(24,066)
OTHER REVENUE			
Government transfers for capital *(Schedule 1)*	-	-	6,930
	-	-	6,930
ANNUAL SURPLUS (DEFICIT)	(10,171)	(76,966)	(17,136)
ACCUMULATED SURPLUS, BEGINNING OF YEAR	167,982	167,982	185,118
ACCUMULATED SURPLUS, END OF YEAR *(Note 3)*	$ 157,811	$ 91,016	$ 167,982

The accompanying notes are an integral part of these financial statements.

DRAYTON VALLEY MUNICIPAL LIBRARY
STATEMENT OF CHANGES IN NET FINANCIAL ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2016

	2016 (Budget)	2016 (Actual)	2015 (Actual)
ANNUAL SURPLUS (DEFICIT)	$ (10,171) $	**(76,966)** $	(17,136)
Acquisition of tangible capital assets	-	-	(8,730)
Amortization of tangible capital assets	-	**20,871**	23,338
Acquisition (use) of prepaid expenses	-	**4,733**	(1,425)
INCREASE (DECREASE) IN NET FINANCIAL ASSETS	(10,171)	**(51,362)**	(3,953)
NET FINANCIAL ASSETS, BEGINNING OF YEAR	102,506	**102,506**	106,459
NET FINANCIAL ASSETS, END OF YEAR	$ 92,335 $	**51,144** $	102,506

The accompanying notes are an integral part of these financial statements.

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DRAYTON VALLEY MUNICIPAL LIBRARY
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2016

	2016	2015
OPERATING ACTIVITIES		
Annual (deficit)	$ (76,966)	$ (17,136)
Non-cash item not included in annual surplus (deficit):		
Amortization of tangible capital assets	20,871	23,338
	(56,095)	6,202
Changes in non-cash working capital		
balances related to operations:		
Due from Town of Drayton Valley	46,728	15,807
Accounts payable and accrued liabilities	4,634	(11,854)
Prepaid expenses	4,733	(1,425)
	56,095	2,528
Cash flow from operating activities	-	8,730
CAPITAL ACTIVITIES		
Purchase of tangible capital assets	-	(8,730)
CHANGE IN CASH DURING THE YEAR	-	-
CASH, BEGINNING OF YEAR	500	500
CASH, END OF YEAR	$ 500	$ 500

The accompanying notes are an integral part of these financial statements.

DRAYTON VALLEY MUNICIPAL LIBRARY
SCHEDULE OF GOVERNMENT TRANSFERS
FOR THE YEAR ENDED DECEMBER 31, 2016

(Schedule 1)

	2016 (Budget)	2016 (Actual)	2015 (Actual)
TRANSFERS FOR CAPITAL			
Town of Drayton Valley	$ -	$ -	$ 3,465
Brazeau County	-	-	3,465
	$ -	$ -	$ 6,930

The accompanying notes are an integral part of these financial statements.

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DRAYTON VALLEY MUNICIPAL LIBRARY
Notes to Financial Statements
December 31, 2016

NATURE OF OPERATIONS

The Drayton Valley Municipal Library (the "Library") is set up to operate a public library and provide public internet access for the residents of Drayton Valley and surrounding areas.

The organization is a not-for-profit organization, accordingly, no provision is made for income taxes pursuant to Section 149 (1) of the *Income Tax Act.*

1. ACCOUNTING POLICIES

The financial statements of the Drayton Valley Municipal Library are the representations of management, prepared in accordance with Canadian public sector accounting standards excluding the not-for-profit provisions contained in PS 4200 - PS 4700. Significant aspects of the accounting policies adopted by the Library are as follows:

(a) Revenue and Expense Recognition

Revenues are accounted for in the period in which the transactions or events occurred that gave rise to the revenues.

Government transfers are recognized in the financial statements as revenues in the period that the events giving rise to the transfer occurred, providing the transfers are authorized, the Library has met any eligibility criteria, and reasonable estimates of the amounts can be made.

Expenses are recognized in the period the goods and services are acquired and a liability is incurred or transfers are due.

(b) Use of Estimates

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenses during the period. Where measurement uncertainty exists, the financial statements have been prepared within reasonable limits of materiality. Actual results could differ from these estimates.

(c) Financial Instruments

The Library's financial instruments consist of cash, accounts receivable and accounts payable and accrued liabilities. Unless otherwise noted, the fair values of these financial instruments approximate their carrying values. It is management's opinion that the Library is not exposed to significant interest, currency or credit risks arising from these financial instruments.

(continues)

DRAYTON VALLEY MUNICIPAL LIBRARY
Notes to Financial Statements
December 31, 2016

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1. ACCOUNTING POLICIES *(continued)*

(d) Tangible capital assets

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets is amortized on a straight-line basis over their estimated useful lives as follows:

Furniture and fixtures	5 years	straight-line method
Computers	5 years	straight-line method
Vehicles	6 years	straight-line method
Leasehold improvements	10 years	straight-line method

The Library regularly reviews its tangible capital assets to eliminate obsolete items.

Only assets with an original cost of $5,000 or more are capitalized. Tangible capital assets acquired during the year but not placed into use are not amortized until they are placed into use.

Tangible capital assets received as contributions are recorded at fair value at the date of receipt and also are recorded as revenue.

Works of art for display are not recorded as tangible capital assets but are disclosed.

DRAYTON VALLEY MUNICIPAL LIBRARY
Notes to Financial Statements
December 31, 2016

2. TANGIBLE CAPITAL ASSETS

	2016	2015
Furniture and equipment	$ 28,925	$ 43,264
Leasehold improvements	10,947	13,102
Vehicles	-	3,487
Computer hardware	-	890
	$ 39,872	$ 60,743

	Cost Beginning of Year	Additions	Disposals	Write-downs	Cost End of Year
Furniture and equipment	$ 421,010	$ -	$ -	$ -	$ 421,010
Vehicles	20,931	-	-	-	20,931
Leasehold improvements	26,233	-	-	-	26,233
Computers	7,326	-	-	-	7,326
	$ 475,500	$ -	$ -	$ -	$ 475,500

	Accumulated Amortization Beginning of Year	Current Amortization	Disposals	Write-downs	Accumulated Amortization End of Year
Furniture and equipment	$ 377,744	$ 14,338	$ -	$ -	$ 392,082
Vehicles	17,445	3,488	-	-	20,933
Leasehold improvements	13,132	2,155	-	-	15,287
Computers	6,436	890	-	-	7,326
	$ 414,757	$ 20,871	$ -	$ -	$ 435,628

3. ACCUMULATED SURPLUS

	2016	2015
Unrestricted	$ 51,144	$ 107,239
Equity in tangible capital assets	39,872	60,743
	$ 91,016	$ 167,982

4. MEMBER REQUISITIONS

	2016	2015
Town of Drayton Valley	$ 323,261	$ 338,380
Brazeau County Municipal Library Board	244,829	261,260
	$ 568,090	$ 599,640

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DRAYTON VALLEY MUNICIPAL LIBRARY
Notes to Financial Statements
December 31, 2016

5. GRANTS

	2016		2015
Alberta Government - operating	$ 39,122	$	39,121
St. Thomas Aquinas Roman Catholic Schools Alberta	13,414		13,101
Parkland County	2,900		5,600
Family and Community Support Services	1,800		1,800
	$ 57,236	$	59,622

6. APPROVAL OF FINANCIAL STATEMENTS

These financial statements were approved by the Board of Directors and management.

Drayton Valley Library Board, Town of - Drayton Valley   2016

Approval

The report and survey must be approved by the library board before it is submitted to Alberta Municipal Affairs. This is a required field.

Date approved
2017-02-14

Alberta Public Library Survey

For the Alberta Public Library Survey (up to but not including the Personnel section), please report current year details.

The Annual Report (reporting on the previous calendar year) begins at the Personnel section and carries through to the end of the report.

Directory

This information is used in the Alberta Public Library Directory, which is produced by the Public Library Services Branch and is available at www.albertalibraries.ca.

Name of library board	Name of library (or libraries)
The Town of Drayton Valley Library Board	Drayton Valley Municipal & Rotary Children's

Phone, Fax, Email, Website

Library phone	Library fax	Library email	Library website
780-514-2228	(780) 514-2532	dvml@draytonvalley.ca	www.draytonvalleylibrary.ca

Address

	Address - Street and No.	P.O. Box	City/town, etc.	Province	Postal code
	5120-52 street and 5749-45 Avenue	6240	Drayton Valley	Alberta	T7A 1R7

Contacts

	Name	Email	Phone	Alternate phone
Library Manager	Sandy Faunt	sfaunt@draytonvalley.ca	780-514-2229	780-898-5340
Respondent (if different than above)	Marge Eliuk	libmanager@draytonvalley.ca	780-514-2567	780-514-2228

Drayton Valley Library Board, Town of - Drayton Valley 2016

Library Management - Board Members

Please provide full names, addresses, phone numbers and email addresses (if applicable) for CURRENT board members (i.e. members at the time of filling in this report). Indicate the chairperson (it is not necessary to positions other than chairperson). As well, indicate any board member who is also on the local municipal council. Give the term expiry date (month and year) for each board member. Note: While names of board members are public information, addresses, phone numbers and email addresses are for the use of the Public Library Services Branch only and are not made available to the public.

The Libraries Act requires ALL library board members to be APPOINTED BY MUNICIPAL COUNCIL (Part 1, Section 4). When the municipal council appoints members to the library board there should be written documentation regarding the term of appointment. If there is uncertainty about board member term expiration dates, contact the municipal administrator. If there is no record of library board appointments, please contact Public Library Services Branch.

	Name	Address	Phone	Email	Term expiry (month/year)	Councillor
Chairperson	Lyndara Cowper-Smith	4545-42 Avenue Drayton Valley, AB T7A 1G6	780-898-5830	lyndarac@lydellgroup.ca	2019-10-31	No
Board Member 1	Rosemarie Mayan	3901-46 Street Drayton Valley, AB T7A 1T5	780-542-5754	rosemariemayan@gmail.com	2018-10-31	No
Board Member 2	Colleen Andersen	Site 427, Box 1, Comp 5, RR1 Drayton Valley, AB T7A 2A1	780-542-2787	c_or_c@telusplanet.net	2017-10-31	No
Board Member 3	Pat Adamson	5504 Northern Crescent Drayton Valley, AB T7A 1A9	780-542-5691	dpadams@telus.net	2017-10-31	No
Board Member 4	Brenda Cartwright	Site 425, Box 1 Comp 6, RR3 Drayton Valley, AB T7A 2A3	780-542-5806	nanna1@shaw.ca	2017-10-31	No
Board Member 5	Graham Long	4725-49 Avenue Drayton Valley, AB T7A 1H8	780-898-5494	glong@draytonvalley.ca	2017-10-31	Yes
Board Member 6	Marc Gressler	Site 452, Box 2, Comp 1, RR2 Drayton Valley, AB T7A 2A2	780-898-2006	mgressler@brazeau.ab.ca	2017-10-31	Yes
Board Member 7						
Board Member 8						
Board Member 9						

Drayton Valley Library Board, Town of - Drayton Valley 2016

Library Management - General

	Board meeting dates (e.g. Jan 28, Feb 13)	Board volunteer hours	Building ownership
	Jan 12, Feb 18, Mar 8, Apr 11, May 18, Jun 29, Sep 13, Oct 11, Nov 15, Dec 13	77	Municipality

Library Hours

Hours of Service
Provide the actual open hours for the library for each day of the week at the time of completing this report using the following format: 10:00-5:00; 1:30-8:30; etc. Only enter summer hours if they differ from regular hours.

Also, enter the total number of hours open per week based on the indicated library open hours.

This information will be used for the provincial directory.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total hours per week
Regular Hours	10:00-8:00 &10:00-4:00	10:00-8:00 &10:00-4:00	10:00-8:00 & 10:00-5:00	10:00-8:00 & 10:00-4:00	10:00-5:00 & 10:00-4:00	12:00-4:00		82.00
Summer Hours	10:00-8:00 &10:00-4:00	10:00-8:00 &10:00-4:00	10:00-8:00 & 10:00-4:00	10:00-8:00 &10:00-4:00	10:00-5:00 & 10:00-4:00			77.00

Hours Open Per Year
Total number of library hours open per year. There are two possible calculations:
1. If your library hours are the same all year: 50 x total hours per week
2. If summer hours differ from regular hours: [(50 – # summer weeks) x total regular hours per week] + (# summer weeks x total summer hours per week)

Hours Open per Year
4,060.00

Personnel
Paid and unpaid staff that worked in the library during the reporting period.

Drayton Valley Library Board, Town of - Drayton Valley 2016

Staff

Report qualifications and the number of all paid staff (full and part time) who work for the library whether they are paid directly by the board or paid through the municipality. Report total number of employees (i.e., "live bodies") and the total hours worked in the reporting year (you may need to get this figure from the individual or agency that does your staff payroll).

NOTE: do not include individuals who provide service through a contract, such as the library audit, custodial staff or bookkeeping.

	# Employees	Total Hours/Yr
MLIS or equivalent	0	0.00
Other university degree	2	2,533.75
Library technician	2	3,900.00
Library operations certificate	1	1,950.00
Other tech/college diploma	1	232.00
Other	9	7,803.00
Total staff	15	16,418.75

Volunteers

Report the number of volunteers assisting with library activities, and the total number of volunteer hours per year.

If a board member is volunteer at the library to provide programming, fundraising, outreach or operations (e.g. shelving books), record those hours here. Do not include volunteer hours contributed by board members on library business (e.g. board meetings, committee meetings, etc.). Record those hours in the Alberta Public Library Survey section: Library Management - General > Board volunteer hours.

Friends of the Library groups are separate fundraising socities and are therefore counted separately from volunteers.

	# Volunteers	Volunteer Hours/Yr
Library Operations	10	163.00
Library Programming	10	177.00
Fundraising (aside from a Friends group)	0	0.00
Outreach	0	0.00
Total Volunteers	20	340.00
Friends of the Library	0	0.00

Collections/Resources

Drayton Valley Library Board, Town of - Drayton Valley 2016

Collection Management

	Acquired	Withdrawn
Print items	2,480	969
Non-print items	635	184
Total	3,115	1,153

Print Items

In this section, include all materials/books (in all categories) in print format. Include both catalogued and uncatalogued print materials/books. Do not include audiobooks, Ebooks or MP3 books. They will be recorded in subsequent categories.

Print Volumes	Periodicals (number of issues)	Total Print
23,565	1,218	24,783

Non-Print Items

Provide a count of each physical unit for a non-print item by category. DEFINITION: A physical unit of library material distinguished from other single units by a separate binding, encasement or other clear distinction.

Audiobooks	Music	Video	Software/videoga mes	Kits	Objects	Other	Total non-print
1,593	1,262	1,851	30	97	14	35	4,882

Virtual Items (Licensed by your board)

If your library board licenses any virtual resources such as eBooks, MP3 audiobooks, online magazine subscriptions, movies or games, include those items in this section. Count only items licensed by your board. If you are a node library, include licenses brokered by The Alberta Library (TAL).

Do not count databases licensed by your library system or the Public Library Services Branch (PLSB) in this section.

eBooks	Periodicals	Audiobooks	Music	Video	Games	Databases	Other	Total licensed virtual items
0	0	0	0	0	0	0	0	0

Library Board Contributions

If your library board has contributed money to your library system for licensing virtual materials (e.g. eBooks, virtual magazine subscriptions, etc.), please indicate the dollar amount contributed. The items that have been licensed on behalf of your board will be counted in the annual report completed by your library system.

Contribution
$0.00

Drayton Valley Library Board, Town of - Drayton Valley 2016

Totals

	Total physical collection	Total licensed virtual collection	Total collections
	29,665	0	29,665

Circulation

Direct Circulations

Report number of items circulated directly to library users. Include all items that are charged out for use, whether the use is inside or outside the library. Do not include interlibrary loans loaned to other libraries.

Adult print	Young adult print	Juvenile print	Adult non-print	Young adult non-print	Juvenile non-print
19,386	1,051	15,690	13,829	42	2,153

Direct Circulations, continued...

Non-catalogued	Periodicals	Virtual	Total direct circulation	Bulk loans (not reported above)	Total circulation
0	2,976	6,398	61,525	0	61,525

Interlibrary Loan

Interlibrary loan is the loan of a library item (or items) from the collection of one library to another library in order to fill a request for a patron. Providing a substitute for the requested item (e.g. a photocopy) is also considered to be an interlibrary loan.

	Borrowed	Lent
Within Alberta (including within library system)	22,154	16,335
Outside of Alberta, but within Canada	0	0
Outside of Canada	0	0
Total	22,154	16,335

Reference and Use

Drayton Valley Library Board, Town of - Drayton Valley 2016

Reference Transactions

A reference transaction is an encounter between a library user and a member of the library staff which involves an attempt to supply factual or bibliographic information requiring knowledge, use, recommendation or interpretation of an information source or bibliographic tool. It includes informal technology training sessions, such as how to use email, demonstrating a URL or how to print a document. It does NOT include a directional or administrative question.

Report the number of reference transactions for the reporting year (either from an actual count or 1 week's worth x 50 to provide an estimate).

Total reference transactions	Count method
4,375	Estimate (1 week x 50)

Library Use
Library visits and in-house use of materials.

In person visits	Count method (in person visits)	Virtual visits	In library material use	Count method (in library material use)
66,500	Estimate (1 week x 50)	12,207	1,558	Estimate (1 week x 50)

Programs

A library program is a pre-planned, coordinated event that: meets a service response as indicated in the board's Plan of Service; is hosted/presented by the public library; is set for a designated time and place; has a defined purpose; has library resources (staff time, money, etc.) dedicated to it -- i.e. is budgeted for; and may involve a registration process and/or some promotion of the event.

Note: to public libraries housed in schools - please DO NOT count weekly class visits to the library, unless each class would have come to the public library every week even if it was housed in another building elsewhere in town. Weekly class visits are a program of the school library.

	Sessions	Participants
Children's	313	3,162
Young adult	7	22
Adult	103	951
Family/multigenerational	1	39
Other	0	0
Total	424	4,174

Library Awareness

This is a count of activities held by the library which promote awareness of the library. These activities are not considered programs as they do not meet a service response (i.e. an identified need from the community). Examples include trade shows, an open house, participation in community nights, etc.

	Sessions	Participants
Library awareness	53	1,127

Drayton Valley Library Board, Town of - Drayton Valley 2016

Social Media

Please provide the names of the social media platforms used to promote the library, the URL or username for the account, etc., and any relevant metrics. If you use more than 5 different social media platforms, please use the "Add Notes" feature to record the additional data.

Name of Platform	Username/URL	Metrics
Facebook	Drayton Valley Municipal Library	442 likes
Twitter	@dvlibrary	541 followers to date

Cardholders, Fees, Facilities

Total cardholders

Report the number of active cardholders as of December 31 (active cardholders are those whose cards have not expired). This includes both resident and non-resident library cards of all types (including family cards) issued by your library.

NOTE: If your library offers family cards and provides only one card/one patron account per family (which is shared among all family members), multiply the number of family cards by 3.1. If all members of a family receive their own card and have their own patron record, do not multiply by 3.1.

Total cardholders (resident and non-resident)
3,423

Drayton Valley Library Board, Town of - Drayton Valley   2016

Card fees

Indicate YES or NO if card fees are charged for the following specific patron types: adult, juvenile, senior and family. If card fees are charged for a patron type that is not listed, indicate so in "Other".

Please use the "Add Note" feature if an explanation is necessary. DO NOT leave these fields blank - answer either YES or NO for each.

If you indicated YES for any of the listed patron types, please report the annual card fee charged as set out in the library board's bylaw. If you do not charge card fees, or do not charge a card fee in a certain category, please leave the amount as $0.00.

	Do you charge card fees?	If yes, how much?
Adult	No	$0.00
Juvenile	No	$0.00
Senior	No	$0.00
Family	No	$0.00
Other	Yes	$0.00

Facility size

A service point is a location where users can directly access library service. This includes bookmobiles. Report the area in square metres of all library service points operated by your board. Include all areas used for library purposes, e.g. shelves, workroom, study area, computer labs. Do not include areas used solely for janitorial, custodial, and mechanical storage or service. Do not include auditoria, art gallery space, coffee shops, and commercial space. In order to convert a measurement of square feet to one of square metres, multiply square footage by 0.09.

Library area (Sq. metres)	Library area (Sq. feet)
616.4	6,634.9

Facility status

	Yes or No	Please provide a brief explanation (if applicable)
Did the library move locations (temporarily or permanently) in the reporting year?	No	
Has a new service point opened or an existing one closed in the reporting year?	No	
Did the library close for renovations at any point in the reporting year?	No	

Electronic Performance Measures

Drayton Valley Library Board, Town of - Drayton Valley 2016

Workstations

	Workstations with internet access	Workstations without internet access	Mobile workstations	Total workstations
	15	0		15

Workstation sessions

	Number of workstation sessions	Count method (sessions)	Workstation hours	Count method (hours)	Length of workstation sessions (minutes)	Percentage of time workstations in use
	7,150	Estimate (1 week x 50)	8,645.00	Estimate (1 week x 50)	75	14.20%

Public Wi-Fi sessions

	Number of public wi-fi sessions	Count method
	n.a.	Data not available

Drayton Valley Library Board, Town of - Drayton Valley 2016

Accomplishments & Comments

Provide your comments below. Please do not paste in text from a Word document as LibPAS is not compatible with Word formatting.

Accomplishments	Comments
We continued with our renovations, making the library a more welcoming place. We are continuing into the workroom making that area more efficient. Our outreach program for seniors now has one more lodge it stops at making the total four. Our Writers Group is working on publishing a book and 8 of their poems will be etched in the new Discovery Park and by Eleanor Pickup Arts Centre. Our WOW van still partners with Brighter Futures at Rocky Rapids and Violet Grove taking books for check out. As well we go to Early Childhood Development Centre and do a monthly storytime. We invigilate exams free. The total for 2016 was 56. Drayton Valley & District Community Learning Association ran 3 programs in the library in 2016, ELL, ELL Moms and ELL Conversation Club Drop in. They had 29 participants.	

Yellowhead Regional Library
Board Meeting
Harvey Treleaven Boardroom
433 King Street, Spruce Grove
March 6, 2017

Present

Vice-chair Dan Pritchard, Woodlands County
Ann Morrison, Summer Village of Sunset Point
Bill Elliot, City of Wetaskiwin
Bill Kesanko, City of Spruce Grove
Bud Massey, Westlock County
Carla Frybort, City of Leduc
Corinne Feth, Town of Onoway
Darlene Chartrand, Town of Whitecourt
David Truckey, Town of Westlock
Doug Peel, Town of Millet
Dwayne Mayr, Village of Warburg
Gean Chouinard, Town of Edson
Graham Long, Town of Drayton Valley
Hank Smit, Town of Hinton
Helen Kelleher-Empey, Municipality of Jasper
Jeff Goebel, Town of Swan Hills
Jocelyn Wiggins, Village of Wabamun
Larry McKeever, County of Wetaskiwin No. 10
Len Spink, Town of Beaumont
Leslie Penny, Town of Barrhead
Lloyd Jardine, Town of Thorsby
Maureen Mazerolle, Summer Village of Silver Sands
Nat Dvernichuk, Village of Clyde
Rick MacPhee, Summer Village of Seba Beach
Ron Kleinfeldt, County of Barrhead No. 11
Russ Graff, Town of Stony Plain
Sandy Morton, Town of Mayerthorpe
Stacey May, Town of Devon
Tara Elwood, Village of Alberta Beach
Tessa Hutchings, Leduc County
Tracey Melnyk, Parkland County

Guests

Doug Whistance-Smith, YRL Public Libraries' Council
Meghan DeRoo-McConnan, Grant Thornton LLP

YRL Staff

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

Absent

Chair Derril Butler, Lac Ste. Anne County
Anne Power, Village of Breton
Annette Stad, Town of Grande Cache
Bonnie Flesher, Village of Spring Lake
Brenda Shewaga, Summer Village of Yellowstone
Cornelia Helland, Summer Village of Castle Island
Debra McDaniel, Summer Village of Poplar Bay
Dave Gursky, Wetaskiwin Regional Public Schools
Gael Lehman, Summer Village of Val Quentin
Glen Usselman, Summer Village of Sunrise Beach
John Slater, Summer Village of Ma-Me-O Beach
Judy Lefebvre, Pembina Hills Public Schools
Kevin Pratt, Summer Village of Crystal Springs
Maryann Thompson, Brazeau County
Patricia Ashley, Town of Calmar
Sandi Benford, Summer Village of South View
Sandra Cherniawsky, Yellowhead County
Terry Slemko, Northern Gateway Public Schools

Representative Not Appointed

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

CALL TO ORDER

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

1. Approval of Agenda

MOVED by G. Chouinard that the agenda be approved as presented.		
SECONDED by H. Kelleher-Empey.	CARRIED	3831

2. Approval of Minutes

MOVED by R. Graff that the minutes of the November 7, 2016 YRL Board meeting be approved as presented.		
SECONDED by S. May.	CARRIED	3832

D. Chartrand entered the meeting.

DECISION ITEMS

3. Draft 2016 Audited Financial Statements – Grant Thornton LLP

M. DeRoo-McConnan reviewed the draft audited financial statements.

B. Massey, J. Wiggins and L. Spink entered the meeting.

MOVED by T. Melnyk that the Yellowhead Regional Library 2016 Audited Financial Statements be approved as presented.		
SECONDED by T. Elwood.	CARRIED	3833

M. DeRoo-McConnan and D. Gould left the meeting.

4. Inter-fund Transfers

K. Dodds reviewed the fund transfers proposal. D. Chartrand congratulated YRL on being proactive and the excellent management of funds.

B. Kesanko entered the meeting; D. Gould returned to the meeting.

MOVED by D. Chartrand that of the $206,400 General Fund surplus, $100,000 be transferred to the Operational Contingency Fund and the remainder be transferred to the Capital Reserves Fund.		
SECONDED by R. Graff.	CARRIED	3834

5. 2016 Annual Public Library System Report to the Province

K. Dodds noted that the form is now submitted online which is the same format public libraries use.

MOVED by A. Morrison that the Yellowhead Regional Library 2016 Annual Report of Public Library Systems in Alberta be approved for submission to the Public Library Services Branch of Alberta Municipal Affairs.		
SECONDED by S. Morton.	CARRIED	3835

6. 2016 Annual Report for Stakeholders

MOVED by S. May that the Yellowhead Regional Library 2016 Annual Report be approved for distribution to all stakeholders. SECONDED by T. Elwood.	
CARRIED	3836

D. Truckey left the meeting.

INFORMATION ITEMS

7. 2016-2018 Plan of Service Progress Report

K. Dodds provided an overview of the progress achieved during 2016 toward the strategic plan goals. He added that the first of 39 library websites will be going live today and that the municipal information kit is now complete.

D. Truckey returned to the meeting.

8. Human Resources/Health and Safety Manual Revisions

K. Dodds reviewed the revised Employee Benefits and Compassionate Care Leave sections.

9. Trustee Orientation Evaluation Summary

K. Dodds noted that the summary of the January 23 evaluations was in the meeting package and that the six trustees and four alternates were very satisfied with the session. He added that the next orientation session for YRL trustees and alternates is scheduled for May 24, 2017.

10. Alberta Library Conference Update

K. Dodds explained that nine Executive Committee members are attending the conference; three spots were open to the remaining board trustees and were chosen by lottery draw, as per policy. The conference will be held at The Fairmont Jasper Park Lodge April 27-30.

MOVED by S. May that the 2016-2018 Plan of Service progress report, Human Resources/Health and Safety Manual revisions, Trustee Orientation evaluation summary and Alberta Library Conference update be accepted as presented for information. SECONDED by D. Truckey.	
CARRIED	3837

BREAK – 11:00 to 11:15

11. Minutes and Reports

a. YRL Board Executive Committee Minutes – December 5, 2016 and February 13, 2017

D. Pritchard noted that the minutes were in the package.

b. Director's Report – Kevin Dodds

K. Dodds noted that his report was in the package along with two Public Library Network updates. He added that the Public Library Services for Indigenous Communities Symposium was held at the end of February and was well attended by YRL member libraries along with three staff from YRL.

c. Assistant Director's Report – Wendy Sears Ilnicki

W. Sears Ilnicki noted that her Client Services report was in the package. She reported that Stephanie Thero had a baby boy on January 25 and they are both doing well. She explained that the two term

Client Services Librarians are both leaving: one at the end June due to maternity; the other accepted a permanent full-time position, her last day was March 3. Jennifer Schell will be starting on March 13 until the end of January 2018. She added that she will be attending the annual Innovative Users' Group conference in National Harbour, Maryland in early April.

d. Bibliographic Services Manager's Report – Jocie Wilson

J. Wilson noted that her report was in the package. She stated that many YRL staff took part in a one-week count in early January of all items coming off van runs and government courier and that more than 9,000 items were counted. She added that cross-training between the Bibliographic Services teams is currently taking place. She noted that all 39 member library websites hosted by YRL will be going live on a new platform over the next few months.

e. Communications Coordinator's Report – Nick Conrad

N. Conrad noted that his report was in the package. He added that the annual YRL conference will be held September 8, 2017 at the Edmonton Marriott at River Cree Resort; registration will open in May.

R. Kleinfeldt left the meeting.

f. YRL Public Libraries' Council (PLC) Chair's Report – Doug Whistance-Smith

D. Whistance-Smith noted that the PLC Executive Committee highlights from November 25, 2016 were in the package. He added that a letter was sent on behalf of the PLC to the Public Library Services Branch requesting that the *Standards and Best Practices for Public Libraries in Alberta* document be updated. He stated that Tara Million is leaving Hinton Municipal Library and as such, will no longer be the PLC Vice Chair. He noted that the Alexis Nakota Sioux Nation school library project has been going extremely well and the library will be open soon.

g. Alberta Library Trustees' Association (ALTA) Report – Kevin Dodds

K. Dodds reported that Tanya Pollard is retiring as the Area 2 representative. He added that if anyone is interested in the position or would like more information, they can contact ALTA Executive Director, Heather Coulson.

MOVED by T. Melnyk that the YRL Board Executive Committee minutes and the Director, Assistant Director, Bibliographic Services Manager, Communications Coordinator, YRL Public Libraries' Council and Alberta Library Trustees' Association reports be accepted as presented for information.	
SECONDED by C. Feth. CARRIED	3838

12. Correspondence and Media

K. Dodds reviewed the four correspondence items and one media release that were in the package.

MOVED by G. Long that the correspondence and media be accepted as presented for information.	
SECONDED by D. Mayr. CARRIED	3839

ADJOURNMENT

MOVED by G. Chouinard that the meeting be adjourned at 11:40 a.m. CARRIED	3840

NEXT MEETING

The next YRL Board meeting is at 10:00 a.m. on Monday, June 12, 2017.

_____   _____

Dan Pritchard, Vice-chair   Kevin Dodds, Director

_____   _____

Date   Date

NORTH SASKATCHEWAN
HEADWATERS ALLIANCE
STEERING COMMITTEE & TECHNICAL ADVISORY COMMITTEE
MEETING MINUTES

March 3, 2016   10:00 am – 2:45 pm
Clearwater County Office, 4340 - 47 Avenue
Rocky Mountain House, AB
T4T 1A4

Attendance:	Reeve Pat Alexander, Clearwater County, NSWA Chair
	Councillor Jim Duncan, Clearwater County
	Councillor Marc Gressler, Brazeau County
	Councillor John McNab, Parkland County
	Councillor Fayrell Wheeler, Town of Drayton Valley
	Mayor Fred Nash, Town of Rocky Mountain House
	Ben Misener, Brazeau County staff
	Rick Evans, Brazeau County Staff
	Gabriel Clarke, Parkland County Staff
	Steve Majek, Wetaskiwin County Staff
	Bill Adams, Town of Drayton Valley Staff
	Paresh Dhariya, Town of Devon Staff
	David Trew, NSWA Executive Director
	Mary Ellen Shain, NSWA Watershed Planning Coordinator
Guests:	Ben Kerr, Foundry Spatial (ben@foundryspatial.com)
	Steph Neufeld, EPCOR (sneufeld@epcor.com)
	Alison Ronson, CPAWS (aronson@cpaws.org)
	Lorne Hindbo, Alberta Outfitters
	Christine Hegger, Clearwater County
Regrets:	Councillor Lyle Seely, Wetaskiwin County
	Councillor Tanni Doblanko, Leduc County
	Mayor Barry Rasch, Village of Thorsby
	Don Erechuk, Village of Thorsby Staff
	Matt Martinson, Clearwater County Staff

1.0 **Opening and Welcome**
1.1 Meeting called to order at 10:15 am
1.2 Roundtable introduction of municipal membership and guests

2.0 **Administrative Items for Adoption**
2.1 Agenda adopted without amendment
November meeting minutes adopted without amendment

3.0 **Project Plan Update**
3.1 Overview of Plan: In 2015, the Technical Advisory Committee (TAC) was presented with a list of technical projects to consider for developing a project plan. These projects were based on the data gaps identified in the NSWA`s State of the Watershed report (2005) and EPCOR`s Source Water Protection Plan (2014). The TAC prioritized the activities according to how relevant the information would be to their own work at the municipalities. The list was formalized and adopted by the Steering Committee in November, 2015. The NSWA has begun work on two of four projects. Additionally, EPCOR has begun work on an item as well.
3.2 The NSWA has applied for funding from the Watershed Resiliency and Restoration Program (WRRP), proposing a project that will determine the relative health rating of riparian areas on all the major tributaries in the Modesté sub watershed. The Modesté sub watershed was chosen because each of the five counties have some jurisdiction in this area and, as well, there are active restoration projects occurring in this area. We are expected to hear back by early-April.
3.3 The NSWA is an important signatory on a project submission to Alberta Innovates. This project will help determine a management classification system across Alberta, helping municipalities to determine the relative sensitives of lakes to development.
3.4 EPCOR is working to develop a comprehensive monitoring program in the basin to better understand the water quality. This information can be used to help areas in need of restoration efforts. EPCOR is expected to present to City of Edmonton Council in the spring.

4.0 **Headwaters Project Fund**
4.1 The NSWA proposes to establish a project fund for the NSWA to use to leverage provincial and national grants, which nearly always require contributing funding. Each municipality will be asked to contribute to the fund in an equitable manner. The Steering Committee was presented with several funding options and asked to fill in a survey with their preference.
4.2 The funding model options include:
   o Per capita proportion
   o Land base proportion
   o Measured impact on the watershed (not recommended)

- o Equal proportion, regardless of demographic or area
- o Shared contribution between Counties and their townships

5.0   Information Session 1: Ben Kerr, Foundry Spatial

5.1   Ben presented on a computer model that was developed in 2014, which was a shared project between the Government of British Columbia and the Government of Alberta as well as industry partners from the Oil and Gas Sector. This hydrology model simulates water availability anywhere in the headwaters. The information is based on factors such as: slope, vegetation type and density, climate, and information from nearby water gauges. The information is then compared to the nearby water allocation licences and compares the ratio of supply to demand. The reports generated are clear and comprehensive. The information could be useful to any municipality looking to understand water risks to their municipal water supply. The Alberta model will become available in April.

6.0   Information Session 2: Steph Neufeld, EPCOR

6.1   Steph began her presentation with a summary on the state of knowledge in the headwaters region. EPCOR completed a Source Water Protection Plan in December of 2014 and identified several data gaps. One of the most significant gaps is water quality monitoring in the headwaters region. The existing data is spotty and ad-hoc. EPCOR is proposing to develop a comprehensive data collection system using monies funded through a water levy. The data will be shared publicly and can be used by the municipalities in the headwaters target environmental restoration efforts, and to justify grant proposals. Steph has requested that a letter of support be sent to the City of Edmonton Council, noting the reciprocal benefits of this program. EPCOR`s proposal covers the main-stem and inflows of the major tributaries, but it may be of interest to know information upstream of these tributaries. If municipalities have interest in this, they may be permitted to "piggy back" onto this program by providing some financial support.

6.2   Steph also presented on EPCOR's Emergency Response Protocol, which will disperse information about spills and accidents on the river, which could affect downstream water users. There is a software developed that can model the rate of dispersion and cleanup, allowing the downstream users to understand the risk to the security of their drinking-water. EPCOR is in early discussions and will invite NSWA to the table to participate and relate information back to the municipalities of the Headwaters Alliance. Letters of support for this program are also appreciated. Steph will send a draft letter to NSWA.

7.0   Lunch- Thanks to Clearwater County for providing lunch to the Committee

8.0   Headwaters Tour Update

8.1   The Headwaters Alliance is arranging a tour of the headwaters region in order to engage with new politicians and high-level staff within the GOA. The tour will highlight the significance of the region on water quality, and highlight the issues faced by the municipalities when managing it. The Headwaters committee members are: Councillor Wheeler, Councillor Duncan, Gabriel Clarke, Ben Misener and Ted Bently.

8.2   The Headwaters Committee decided that a one-day or two-day tour would be appropriate. We need to figure out how to pay for the event. The Steering Committee has indicated that the subcommittee move ahead with plans.

8.3   The Tour Subcommittee recommends that the paddle take place in August. The date to be set immediately.

8.4   The NSWA will draft letters of invitation to the MLAs. The draft will be reviewed by members of the subcommittee.

9.0   Future Meetings

9.1   Suggested education topics for future meetings:
Fisheries Management in the Headwaters (e.g. cutthroat and bull trout)
Invasive Species Management (presentation by Kate Wilson)
CPAWS Conservation Blueprint
Recreation Management in the White Area
Land Use Framework- results of the RAC meetings (presentation by Chad Wilms)

9.2   Next meetings of the Steering Committee: May 25, August 4, October 27

10.0   Closing
Adjournment at 3:00 pm

Action Items:
- Steph Neufeld to draft a letter of support for the monitoring program and emergency program
- Headwaters Alliance municipalities to send letters of support for the programs to City of Edmonton Council
- Steph Neufeld to invite the NSWA to discussions on emergency plan
- NSWA to draft letters of invitation to MLAs for the tour of the headwaters
- Headwaters Tour subcommittee to finalize details on the tour

North Saskatchewan Watershed Alliance

**NORTH SASKATCHEWAN
HEADWATERS ALLIANCE
STEERING COMMITTEE & TECHNICAL ADVISORY COMMITTEE**
MEETING MINUTES

**May 6, 2016   9:00 am – 2:30 pm (lunch provided)
Brazeau County Office, 7401 Twp Rd 494, Drayton Valley, Alberta T7A 1R1**

Attendance:	Reeve Pat Alexander, Clearwater County, NSWA Chair
	Councillor Jim Duncan, Clearwater County
	Councillor John McNab, Parkland County
	Councillor Fayrell Wheeler, Town of Drayton Valley
	Councillor Lyle Seely, Wetaskiwin County
	Mayor Barry Rasch, Village of Thorsby
	Gabriel Clarke, Parkland County Staff
	Benjamin Misener, Brazeau County staff
	Bill Adams, Town of Drayton Valley Staff
	Mary Ellen Shain, NSWA Watershed Planning Coordinator
Guests:	David Campbell, Forcorp
	Bob Christian, Forcorp
	Chad Willms, Central Planning Lead, Alberta Environment & Parks
	Karen Sundquist, Land Management Planner, AEP
	Laura Polasek, Regional Planner, AEP
	Ted Bentley, Headwaters Tour Subcommittee
Regrets:	Councillor Tanni Doblanko, Leduc County
	Councillor Marc Gressler, Brazeau County
	Matt Martinson, Clearwater County Staff
	Steve Majek, Wetaskiwin County Staff
	Mayor Fred Nash, Town of Rocky Mountain House
	Rick Evans, Brazeau County Staff
	Paresh Dhariya, Town of Devon Staff
	Don Erechuk, Village of Thorsby Staff
	David Trew, NSWA Executive Director

1.0 Opening and Welcome
Meeting called to order at 9:00 am
Roundtable introduction of municipal membership and guests

2.0 Administrative Items for Adoption
Agenda adopted without amendment
March 3 meeting minutes adopted without amendment

3.0 Information Session 1: Forcorp (Darren and Bob)
ATV purchases in Alberta have sky rocketed in the past few years, and people want to use their machinery. The public have been creating their own trail systems, and management is needed to ensure that public safety and integrity of ecosystems is protected. The Trail Model, was designed in a Master's research project with Alberta Environment, to incorporate scientific data in a model that assists in the development of trails. The data used includes slope, tree heights & density, stream channels and other wet area mapping, soil classification. By altering the "weight" placed on the value of competing factors (e.g. fun vs. safety), stakeholder can be presented with a range of different trail scenarios that aid them in choosing where to build trails. Examples of values include: vista potential (related to slope), cost of trail development (related to tree density); erosion potential (related to slope and soil type) and others. The tool can incorporate new data sets (such as critical habitat) to help it avoid high risk areas, and as well, it can work with existing trail systems to improve their functionality.

The tool can be used in the White Zone or Green Zone. Though it is designed for recreational trails, it's methods are applicable for road creation due to its flexibility with trail width.

The tool can help stakeholders to understand 1) the complexity of factors when choosing recreational trails and 2) the risks involved with tradeoffs of placing greater weight on some values compared to others.

Forcorp can be contacted for project development.

4.0 Information Session 2: Alberta Environment and Parks (Laura, Karen, Chad)
Land has a finite carrying capacity, and there are tradeoffs between economic, environmental and social interests. The Land Use Frameworks establishes a vision for the future and a plan for how to achieve that future. Its authority comes from the Land Stewardship Act. Planning has been happening at a watershed scale, beginning with the Lower Athabasca Watershed, and then the South Saskatchewan Basin. The North Saskatchewan Plan is expected to be completed by 2017. To date, the region has been profiled (data has been gathered), and a regional advisory committee (RAC) of individuals from around the watershed has convened, and the release of that summary report is on

hold. A separate First Nations RAC has been established for the North Saskatchewan Regional Plan. The purpose of these RAC groups is to decide where the balance is among the tradeoffs mentioned earlier. Once the plan is created, municipalities will be expected to align their MDPs within 5 years.

Under the NSRP includes a biodiversity framework, a linear footprint framework and a recreational management plan

Discussion began between the attendees regarding recreation management in the headwaters region:
-an issue between municipalities are the rules around driving ATVs on public roads, and whether the use of helmets is mandatory. The rules are not consistent between municipalities and therefore cause confusion for the public who are travelling between jurisdictions.
-another issue is that local bylaw officers are unable to enforce the Public Lands Act when they are in the field and witness the laws being broken. A pilot program was initiated, where an MOU was signed between the Solicitor General and Clearwater County, enabling bylaw officers to enforce the Land Public Lands Act during long weekends. This pilot program would possibly be explored further.
- enforcement is only one tool, which needs to work in tandem with engineered solutions and education programs. Other headwaters municipalities are adopting Clearwater County's Sasquatch program to inform the public of their responsibilities.

5.0   Lunch- Thanks to Brazeau County for providing lunch to the Committee

6.0   Headwaters Tour Update
The invitation list for the two-day tour was presented. It was suggested to invite more MLAS from the City, the Minister of Agriculture, Minister of Municipal Affairs and their deputy's or Chiefs of Staff

The NSWA will draft letters of invitation to the MLAs. The draft will be reviewed by members of the subcommittee.

Committee members spent time making decisions regarding tour locations, presenters, and topics.

7.0   Future Meetings
Suggested education topics for future meetings:
Fisheries Management in the Headwaters (e.g. cutthroat and bull trout)
Invasive Species Management (presentation by Kate Wilson)
CPAWS Conservation Blueprint
Recreation Management in the White Area

Next meetings of the Steering Committee: August 4 (Conference Call)

8.0   **Closing**
Adjournment at 3:00 pm

Action Items:
NSWA to draft letters of invitation to the headwaters tour for politicians. The draft will be reviewed by members of the subcommittee.

North Saskatchewan Watershed Alliance

**NORTH SASKATCHEWAN
HEADWATERS ALLIANCE
STEERING COMMITTEE & TECHNICAL ADVISORY COMMITTEE**
MEETING MINUTES

August 4, 2016   1:00 pm- 2:30 pm
Conference Call

Attendance: Reeve Pat Alexander, Clearwater County, NSWA Chair
Councillor Jim Duncan, Clearwater County
Councillor Fayrell Wheeler, Town of Drayton Valley
Councillor Lyle Seely, Wetaskiwin County
Councillor Marc Gressler, Brazeau County
Matt Martinson, Clearwater County Staff
Rick Evans, Brazeau County Staff
David Trew, NSWA Executive Director
Mary Ellen Shain, NSWA Watershed Planning Coordinator

Regrets: Mayor Fred Nash, Town of Rocky Mountain House
Councillor John McNab, Parkland County
Councillor Tanni Doblanko, Leduc County
Mayor Barry Rasch, Village of Thorsby
Don Erechuk, Village of Thorsby Staff
Paresh Dhariya, Town of Devon Staff
Benjamin Misener, Brazeau County staff
Steve Majek, Wetaskiwin County Staff
Bill Adams, Town of Drayton Valley Staff

1.0 Opening and Welcome
Meeting called to order at 1:15 pm
Roundtable introduction of municipal members

2.0 Administrative Items for Adoption
Agenda adopted without amendment
May meeting minutes adopted without amendment

3.0 Headwaters Tour Update
Specific details of headwaters tour were discussed in preparation for the event taking place on August 9 & 10, based in Rocky Mountain House.
Details included a description of the agenda, stop locations, speakers and registered guests. Discussion was had regarding further invitation of guests including ministers and the premier. Speakers that have not been confirmed will be done so promptly.
Also included were some details regarding strategic communication goals of the group. These goals included the Land Use Framework, the Wetland Policy and support for inter-municipal cooperation.

Many thanks to the subcommittee who is helping to organize the event!

4.0 Announcements
The NSWA was awarded $100, 000 to conduct a Riparian Health Assessment of the major creeks in the Modesté Sub watershed. The project will be similar to the Wabamun Lake Riparian Project, in terms of proposed methodology. Completion date is March 2018, thought we expect to be finished before then.

5.0 Next Meeting

Next meeting of the Headwaters Steering Committee is October 27

6.0 Adjournment

Meeting adjourned at 2:30 pm

NORTH SASKATCHEWAN
HEADWATERS ALLIANCE
STEERING COMMITTEE & TECHNICAL ADVISORY COMMITTEE
MEETING MINUTES

November 25   9:30 am – 1:00 pm (lunch provided)
Town of Drayton Valley Office
5120 – 52 Street, Box 6837
Drayton Valley, Alberta

Attendance:

Councillor Marc Gressler, Brazeau County
Councillor Jim Duncan, Clearwater County
Councillor AnnLisa Jensen, Parkland County
Councillor Fayrell Wheeler, Town of Drayton Valley
Councillor Lyle Seely, Wetaskiwin County
Krista Quesnel, Parkland County Staff
Sonya Wrigglesworth Drayton Valley Staff
Benjamin Misener, Brazeau County staff
Bill Adams, Town of Drayton Valley Staff
David Trew, NSWA Executive Director
Mary Ellen Shain, NSWA Watershed Planning Coordinator

Guests:

Faye Wyatt, PhD, Fiera Consulting

Regrets:

Reeve Pat Alexander, Clearwater County, NSWA Chair
Steve Majek, Wetaskiwin County Staff
Mayor Fred Nash, Town of Rocky Mountain House
Councillor Tanni Doblanko, Leduc County
Matt Martinson, Clearwater County Staff
Don Erechuk, Village of Thorsby Staff
Mayor Barry Rasch, Village of Thorsby
Paresh Dhariya, Town of Devon Staff

1.0   Opening and Welcome

Meeting called to order at 9:30 am
Roundtable introduction of municipal membership and guests

2.0   Administrative Items for Adoption

J. Duncan proposed motion to amend agenda, adding items of New Business. Motion carried.
B. Misener proposed motioned to add items of New Business. Motion carried.

August 4 meeting minutes adopted without amendment

Open floor for nominations of Steering Committee onto the TAC
Noted that the TAC commitment includes meeting 7-8 times per year. SC member provide insight on perspectives of elected councilors.
J. Duncan, A. Jensen, and M. Gressler put their names forward.
B. Misener motioned to approve appointment. Motion carried.

3.0   Headwaters Alliance Update

Headwaters Tour occurred on August 9 & 10, 2016. The August 9 date was a tour designed to engage elected officials at the municipal and provincial level. It included 4 Members of the Legislative Assembly and 4 Municipal Councillors. The tour began in Horburg and ended at the Rocky Mountain Historic Site, upstream of Rocky Mountain House. Presentations were made by M. Shain and D. Trew as well as others on the topics of NSRP, Water for Life, Ecological Goods and Services, concepts of watershed management, and local environmental initiatives (Clearwater LandCare). The August 10 tour date was open to the public. Participants were bussed from Rocky Mountain House to Nordegg, and presentations covered topics of recreation management, sewage releases, gravel operation/restoration and stream crossings. Feedback from this event was excellent, and participants provided an overall score of 4.5/5. Many participants complemented NSWA for providing the opportunity to experience the headwaters for the first time. Praise was given for the suggestion to change seats on the bus after each stop, which enhanced the exchange of information. On the other hand, it was suggested that the day was filled with too many speakers, which caused time management to become an issue.
The SC suggested that we perhaps consider running another tour in 2017. J. Duncan suggested that we consider other projects and provide a list of facts for discussion. F. Wheeler suggested that we aim to invite a different set of Councillors, for variety.

In 2015, the TAC created a prioritized project list of inter-municipal interest. Many of these projects are based on data gaps that were identified in the NSWA's State of the Watershed report (2005) and EPCOR's Source Water Protection Plan. The Headwaters Project Plan is divided between short, medium and long term projects (projects outline provided to SC in agenda package). Riparian Health was identified as a top priority project. In Spring of 2016,

the NSWA applied for a grant with WRRP and was successful. Work has begun on that project which will be described by Fiera Biological Ltd. representative, Faye Wyatt, in Agenda Item 5. The goal of this project will be to use the data directly for municipal purpose (targeting outreach, and identifying conservation and restoration opportunities). As well, the data will be used to support long term projects, including modelling work on ecological valuation. Ecological valuation data is intended to enhance investment in Natural Capital, located in the headwaters region. The NSWA is looking toward the Green Municipal Fund to sponsor this next phase. Parkland County agreed to assist with the application.

Riparian Health data can also be used to support municipal alignment. In the Sturgeon sub-watershed, a ParioPlan was conducted to assist with understanding where alignment could occur in the Sturgeon sub-basin. Headwaters Alliance members will be asked to contribute by-law information to assist with the development of this comparison.

A. Jensen noted that the MGA review is ongoing and will likely include environmental sustainability as goal of municipal planning. The MGA amendments will either suggest or mandate the creation of inter-municipal development plans. Watershed Alliances have provided an excellent template for intermunicipal cooperation.

4.0 NSWA Update
The NSWA is attempting to work with municipalities throughout the basin (including Sturgeon, Vermillion and Capital Region) in parallel processes to the Headwaters Alliance. The NSWA runs quarterly education forums to promote education of the resource. The NSWA advocates for basin-scale water quality and quantity management. The NSWA's operational funding is provided on an annual basis through GOA and municipal donations. The GOA has been supportive of our work and recently announced that the WPACS will move to three-year funding. Municipal donations are asked at 50 cents per capita throughout the basin.

5.0 Information Session: Riparian Health Assessment -Presentation by Dr. Wyatt
What is a riparian area? Riparian habitats are found along the edges of water bodies. These areas are under the influence of both terrestrial and aquatic processes, and are considered "transitional" habitats. Hydrology is the driving force behind the physical, chemical, and biological processes in these areas. The key defining characteristics are: presence of water; low oxygen levels in the soil, presence of plants and animals that are adapted to that transitional zone.
A "healthy" riparian zone supports key ecological functions that in turn, support important ecosystem services. Ecosystem services provided by riparian habitats:

- Recharge aquifers
- Store flood water and reduce flood water energy
- Filter water and increase water quality
- Reduce and dissipate stream energy

- Trap and retain sediment
- Build and maintain streambanks
- Maintain biodiversity
- Create primary productivity

How is riparian health evaluated? Traditional methods include field-based assessments and aerial videography. These have limitations such as high-costs, time consuming and restrictions due to private land access. In the Modesté Riparian Health project, we will develop a new tool for assessing riparian health: it will be GIS based, making it rapid, repeatable and large-scale appropriate. This new method will use metrics that are comparable to existing aerial videography methods (which is performed manually, by a technician). It will be validated using videography footage. The benefits of this new tool are that they are objective, rigorous, rapid, low cost, reliable and standardized.
In addition, we can look at new metrics, such as soil type, slope, and intensity of land use. We can then map and quantify riparian condition across the Modesté watershed using the newly developed GIS tool. The results of this data will provide a general assessment of condition that will allow for the targeting of areas for restoration and/or further assessment.

6.0   New Business
Update from J. Duncan: Canada 150 celebrations will include a 23—day canoe tour from Rocky Mountain House to Manitoba. This event will showcase the heritage of the river. There is an opportunity for anyone to take part via a 4-day (overnight) trip from June 24-28. In addition, support for the event can be provided along the river's edge at the time of passing. The canoes will pass through Drayton Valley on July 2, 2017. Jim to keep the HA updated.

Update from B. Misener: Beginning, January 17, the University of Alberta will be hosting a free 12-part course, called Mountains 101, covering hydrology ecosystems, biodiversity etc. The course can be formalized, providing an additional certificate for $64. B. Misener to share the link.

7.0   Future Meetings
Next meeting of the Technical Advisory Committee is December 8, 2016.

The next meeting of the Steering Committee is undetermined, and members are encouraged to fill out the schedule-builder provided in agenda package.

8.0   Closing
Meeting adjourned at 12:15pm
Lunch provided by the Town of Drayton Valley
Members watched new NSWA film created for the Vermillion Watershed Alliance

NORTH SASKATCHEWAN
HEADWATERS ALLIANCE
STEERING COMMITTEE & TECHNICAL ADVISORY COMMITTEE
STRATEGIC PLAN MEETING MINUTES

April 20, 2017   9:30 am – 3:00 pm
4340 47 Ave, Rocky Mountain House

Attendance:	Reeve Pat Alexander, Clearwater County, NSWA Chair
	Councillor Jim Duncan, Clearwater County
	Councillor AnnLisa Jensen, Parkland County
	Councillor Fayrell Wheeler, Town of Drayton Valley
	Councillor Marc Gressler, Brazeau County
	Councillor Lyle Seely, Wetaskiwin County
	Mayor Fred Nash, Town of Rocky Mountain House
	Councillor Tanni Doblanko, Leduc County
	Councilor Michael Laveck, Town of Devon
	Anne-Marie Bertagnolli, Clearwater County Staff
	Matt Martinson, Clearwater County Staff
	Steve Majek, Wetaskiwin County Staff
	Krista Quesnel, Parkland County Staff
	Sonya Wrigglesworth Drayton Valley Staff
	Benjamin Misener, Brazeau County staff
	Andy Tchir, Town of Devon Staff
	Mary Ellen Shain, NSWA Watershed Planning Coordinator
Facilitators:	Mike Nemeth, WaterSMART
	Megan Van Ham, WaterSMART
Guest:	Andre Asselin, Alberta Water Council
Regrets:	David Trew, NSWA Executive Director
	Bill Adams, Town of Drayton Valley Staff
	Don Erechuk, Village of Thorsby Staff
	Mayor Barry Rasch, Village of Thorsby

1.0   Opening and Business Items
- Meeting called to order at 9:30 am
- Roundtable introduction of municipal members, facilitators and guests
- Members were asked to name their favorite water body

- T. Doblanko motioned to accept April 20 agenda, as presented. Motion carried
- J. Duncan motioned to adopt November 25 Steering Committee meeting minutes, as presented. Motion carried
- B. Misener motioned to adopt January 12 TAC meeting minutes, as presented. Motion carried

2.0   Briefing and Overview of the Day
- For the benefit of the new members, a history of the Water for Life Strategy, NSWA Headwaters Alliance were provided by M. Shain. Highlights include:
    - NSWA is one of 11 in WPACS Alberta, mandated to build collaboration for the main river basins, between stakeholder representatives who use water or affect it in some way.
    - As staff, our job is to provide data and opportunities for stakeholders to talk about water (to share knowledge and facilitate partnerships). The responsibility to protect the watershed is in the hands of the stakeholders who make decisions affecting land and water.
    - The Headwaters Alliance, is one of several stakeholder partnerships in the watershed discussion. In this Alliance, we have representatives from 5 counties and 4 townships, who meet regularly to talk about water issues and solutions that can be tackled at the municipal level. We have parallel groups for the Sturgeon and Vermillion sub-basins, accounting for ~30 municipalities in the basin.
- M.E. then gave an overview of the Headwaters Alliance Project Plan and an update on the Modesté Pilot Project
    - In 2015, the TAC created a prioritized project list of inter-municipal interest. Many of these projects are based on data gaps that were identified in the NSWA's State of the Watershed Report (2005) and EPCOR's Source Water Protection Plan. The Headwaters Project Plan is divided between short, medium and long term projects (projects outline provided to SC in agenda package). Riparian Health was identified as a top priority project of municipal significance.
    - In Spring of 2016, the NSWA applied for a grant from WRRP and was successful. Work on this project began in November of 2016. The goal of this project will be to use the data directly for municipal purpose (targeting outreach, and identifying conservation and restoration opportunities).
    - The goal of this project is to assess riparian health of all tributaries in the Modesté (over 1000 km). In this project, we are developing new methods of assessment, which will modernize the older methods, and make the information more useful to

municipalities. An additional change will be the inclusion of a risk assessment from upland impacts, as well as geotechnical considerations. These criteria will be developed and tested within the next few months. Input from the TAC of the Headwaters Alliance and Sturgeon Alliance will be sought.

- M.E. Shain provided an overview of the 3 phases of the Modesté Pilot project
Phase 1– Collect riparian health data (update methods to collect the data)
Phase 2– Intermunicipal collaboration on the adoption and use of the health data
Phase 3– Use the riparian health data as one aspect of a broad watershed assessment: Assessment and Valuation of Ecosystem Goods and Service

- Mike Nemeth provided an overview of the day. The day will be composed of a series of break-out, group, and one-on-one sessions to help us understand the following goals:
  1. Understand the scientific function of the tool being developed
  2. Hear from you on the opportunities to make this tool useful to you
  3. Hear from you on the potential barriers to this tool being used

3.0-   Summary of Key Themes That Arose in the Discussion

7.0   (Details can be found in the document provided by WaterSMART)

1. The Riparian Health Assessment and Risk Matrix will be a useful tool to support collaboration among municipalities that have adopted a restoration programs, such as LandCare or ALUS (Alternative Land Use Services). As well, the data will provide guidance to other NGO conservation partners, who could invest conservation or restoration efforts in the area.

2. There could be a local and regional educational component to this tool that helps build an understanding of the broad and long term water and land picture. This education piece could be used to enhance the opportunities to secure landowner projects. Specifically, training should be provided to administration and elected councils, especially those who are the primary development authority, on how to utilize the tool.

3. A tool that identifies the high risk riparian areas across a watershed, based on scientific information and an agreed to approach, would be beneficial for informing local planning and development application decisions.

4. It will be valuable if this tool can create consistency and transparency across municipalities in terms of the riparian information used to inform planning decisions. Eventually, this consistency should be carried throughout to the province and federally.

5. Municipalities are set-up to compete for economic development. By aiming for consistency in environmental bylaws, we can level the playing field for the benefit of the regional community. This tool could help achieve that consistency if municipalities are using the same approach, tools and supporting information. Businesses will benefit from the predictability and consistency of their municipal governments.

6. Future discussions should revolve around how the partners of the Headwaters Alliance will adopt and use this tool. Adoption of the tool into policy requires discussion and collaboration at the intermunicipal level. This avenue would require some level of provincial backing (or strength to stand up to a municipal appeal board), and flexibility in the tool itself to suit each municipality's goals and timelines

7. Development of this tool has required substantial funding, resources and time. Additional resources will be required for implementation and maintenance. There is a need for a champion to promote its wide-spread implementation and a willingness from all participating municipalities to use it, and a need for supporting partners in rolling this out.

8.0   Adjournment
- Additional Business
  - K. Quesnel provided an update on the progress of the Phase 3 project. On March 28, Parkland County Council passed a resolution to pursue a grant in partnership with the Headwaters Alliance of the NSWA, and ALUS Canada.
  - **F. Wheeler proposed a motion that M. Shain represent the Headwaters Alliance on the Steering Committee of the Phase 3 project. Motion Passed**
  - HA members indicated that they would provide Letters of Support to enhance the application. M.E. Shain to draft letters of support. If financial contributions are needed to support the project, further letters will be sent to the partnering municipalities.
  - TAC asked to fill out a doodle poll for the May meeting on the new criteria
  - Steering Committee members asked to fill-out the Schedule-builder for the 2017 meeting year
  - Clearwater County will be hosting a Headwaters Tour to discuss recreational management Issues with the rural provincial caucus. This will be an ATV tour, and NSWA will be invited to make a presentation
  - NSWA to host a Headwaters Alliance Tour in 2019

- Closing remarks
  - P. Alexander thanked everyone for coming and participating in good spirits

- Adjournment at 3:15pm

Workshop Summary
North Saskatchewan Headwaters Alliance
1st Strategic Planning Session

Date   Thursday 20 April 2017

Time   9:30am to 3.00pm

Location   Rocky Mountain House

Attendees

Reeve Pat Alexander, Clearwater County, NSWA Chair
Councillor Jim Duncan, Clearwater County
Councillor AnnLisa Jensen, Parkland County
Councillor Fayrell Wheeler, Town of Drayton Valley
Councillor Marc Gressler, Brazeau County
Councillor Lyle Seely, Wetaskiwin County
Mayor Fred Nash, Town of Rocky Mountain House
Councillor Tanni Doblanko, Leduc County
Councillor Michael Laveck, Town of Devon

Anne-Marie Bertagnolli, Clearwater County Staff
Matt Martinson, Clearwater County Staff
Steve Majek, Wetaskiwin County Staff
Krista Quesnel, Parkland County Staff
Sonya Wrigglesworth Drayton Valley Staff
Benjamin Misener, Brazeau County staff
Andy Tchir, Town of Devon Staff
Mary Ellen Shain, NSWA Watershed Planning Coordinator

Andre Asselin, Alberta Water Council
Megan Van Ham, WaterSMART
Mike Nemeth, WaterSMART

Meeting objectives
1. Provide an overview of the Riparian Risk Assessment tool being developed in the Modesté Project
2. Hear from you on the opportunities to make this tool useful to you
3. Hear from you on the potential barriers to this tool being used

Workshop Summary
North Saskatchewan Headwaters Alliance
1st Strategic Planning Session

Summary of key themes that arose in the discussion

1. The Riparian Health Assessment and Risk Matrix will be a useful tool to support collaboration among municipalities that have adopted a restoration programs, such as LandCare or ALUS (Alternative Land Use Services). As well, the data will provide guidance to other NGO conservation partners, who could invest conservation or restoration efforts in the area.

2. There could be a local and regional educational component to this tool that helps build an understanding of the broad and long term water and land picture. Specifically, training should be provided to administration and elected councils, especially those who are the primary development authority, on how to utilize the tool.

3. A tool that identifies the high risk riparian areas across a watershed, based on scientific information and an agreed to approach, would be beneficial for informing local planning and development application decisions.

4. It will be valuable if this tool can create consistency and transparency across municipalities in terms of the riparian information used to inform planning decisions. Eventually, this consistency should be carried throughout to the province and federally.

5. Municipalities are set-up to compete for economic development. By aiming for consistency in environmental bylaws, we can level the playing field for the benefit of the regional community. This tool could help achieve that consistency if municipalities are using the same approach, tools and supporting information. Businesses will benefit from the predictability and consistency of their municipal governments.

6. Future discussions should revolve around how the partners of the Headwaters Alliance will adopt and use this tool. Adoption of the tool into policy requires discussion and collaboration at the intermunicipal level. This avenue would require some level of provincial backing (or strength to stand up to a municipal appeal board), and flexibility in the tool itself to suit each municipality's goals and timelines

7. Development of this tool has required substantial funding, resources and time. Additional resources will be required for implementation and maintenance. There is a need for a champion to promote its wide-spread implementation and a willingness from all participating municipalities to use it, and a need for supporting partners in rolling this out.

Workshop Summary

North Saskatchewan Headwaters Alliance
1st Strategic Planning Session

Opening & Overview of the day

Reeve Pat Alexander and Chair of the North Saskatchewan Watershed Alliance (NSWA) opened the day and thanked all participants for coming. Housekeeping, safety and washroom information was provided. Everyone introduced themselves and shared their favourite waterbody. No additional items were added to the agenda. It was moved and carried as is. The minutes from the last Steering Committee (SC) meeting were provided in the package. They were moved and carried as is. The minutes from the last Technical Advisory Committee (TAC) meeting were provided in the package. They were moved and carried as is.

A feedback form was provided in the back of the package. Participants were asked to complete them by the end of the meeting. An Alberta Water Council (AWC) definitions sheet was provided in the package to assist today's discussion.

Dave Trew sent his regrets due to a death in the family. Mary Ellen Shain provided an introductory presentation. Below is a summary of the presentation discussion; the presentation slide will be circulated. Mary Ellen is the Project Coordinator for NSWA. NSWA is one of 11 groups in Alberta mandated to build collaboration among those that use water. This comes from Alberta's Water for Life strategy and was triggered in part by the Walkerton tragedies. Each province has some approach to watershed management; almost all are in the non-for-profit sphere using a voluntary process. NSWA's mission is to protect and improve water quality, water quantity (instream flow) and the health of our watershed by: seeking, developing and sharing knowledge; facilitating partnerships and collaborative planning; and working in an adaptive management process. Its task is to provide data and information and to provide a platform for stakeholders to talk; it is then in the stakeholders' hands to make decisions and take actions on water protection. Many are involved in this multi-stakeholder collaboration: government, industry, educational institutions, recreation, and tourism groups. In Alberta there are three levels of multi-stakeholder collaboration: the AWC at the provincial scale, the 11 Watershed Planning and Advisory Councils (WPACs), and many Watershed Stewardship Groups (WSGs). This creates a nested system to move information.

The Headwaters Alliance (HA) is a collaborative planning group for the headwaters area. It involves five counties and several townships looking at water issues and solutions that can be tackled at a municipal level. Similar groups are active in the Vermillion and Sturgeon basins. The HA has a Technical Advisory Committee (TAC, formed mostly of administration representatives) and a Steering Committee (SC, formed mostly of elected representatives). In 2015 the TAC created a list of prioritised short, medium and long-term projects; many based on data gaps identified in the NSWA Integrated Water Management Plan (IWMP) and EPCOR's source water protection plan. An overview of that list was included in the meeting package.

Workshop Summary
North Saskatchewan Headwaters Alliance
1st Strategic Planning Session

Riparian health came up as a top concern and riparian data seemed to be a major gap that could be filled and used immediately. Data is needed to inform restoration projects and development decisions. There is a gap in knowledge at the provincial scale on health and no integrated strategy for restoration and protection. This was identified in the 2013 AWC report; it suggested that provincial strategy was needed but this should not delay local efforts and strategies that improve riparian management. Riparian habitat runs along the edges of waterbodies; it involves both aquatic and terrestrial processes. The key feature of riparian areas is being a transition zone aquatic and terrestrial ecosystems, creating unique and valuable ecological benefits. The ecological goods and services (EG&S) offered in the riparian areas are the "fringe benefits" from nature, for example, wetlands buffering flows, recharging aquifers, providing water during drought, and providing purification.

The Modesté Watershed Pilot Project began in Spring 2016 when the NSWA and HA applied for a Watershed Restoration and Resilience Program (WRRP) grant from AEP. It was awarded $100K and work began in November 2016. Its goal is to provide scientific data that is useful for municipal purposes including outreach and municipal development. The pilot area includes all tributaries in the Modesté Creek subwatershed; this includes ~1,000km of creek therefore 2,000km of riparian area.

At the last meeting, Fiera Biological presented methods to assess and evaluate riparian health. Most of them are appropriate at the small scale, such as properties or single water bodies. Assessments at this scale require too much time, money, and access to private land, to perform at the watershed scale. There is currently no tool available at the watershed scale. Therefore, this project will develop a tool to evaluate riparian health at the watershed scale. By using provincial data on a GIS platform providing a quick, unbiased assessment. It will not use or reveal specific property data or information and is not intended to replace site assessments. The NSWA has used the helicopter and drone method to assess lakes e.g. Wabamun Lake. They looked at a 30m buffer around the lake and asked 11 questions to make an assessment (e.g. what % of parcel is covered by vegetation?). The results were then used to classify the areas as red / green / yellow. The new tool will look at the health of the riparian area, as well as the associated risk introduced by associated upland areas.

Conceptually, the new tool will offer a Modesté Riparian Prioritization matrix. This matrix will reflect the correlation between the condition of the riparian area and the risks contributed from the immediate upland zone. This will take a two stage review:

1. GIS review of riparian health (~50m width)
2. New component assessing the risks from the upland zone immediately above the riparian area (the width of this buffer is still being determined, and will be based on scientific literature)).

The results will be provided using a matrix correlating upland risk to water quality and riparian condition. A red / yellow / green classification will allow for identification of high/ medium/ low priority areas for restoration. The criteria, used to determine the risk posed from upland condition, are currently being developed. The TAC will have a chance to assess these criteria in an upcoming meeting.

Workshop Summary
North Saskatchewan Headwaters Alliance
1st Strategic Planning Session

Discussion: Just because things look good, it doesn't mean the water is good. Wetaskiwin has been doing assessments and water sampling, and some areas where there are healthy riparian areas does not mean healthy water. There are many determinants to water quality. Riparian health is one. But water quality has many other influences. You need to recognize the upstream and downstream impacts on any specific site. The goal here might be as simple as assessing healthy riparian areas and assuming it will enhance water quality. We can't say that if we will have healthy riparian areas, then we will have good water.

Discussion: Will the upland conditions take into account land use and more geotechnical attributes? Yes, the tool should include information on the natural geological conditions e.g. soil type, permeability, loss of forest cover, loss of wetlands. Practices on the land can change the risk e.g., agriculture practices and management techniques can impact bank erosion. This tool will not look at or replace site specific evaluations (e.g., done through ALUS, LandCare, and Cows and Fish). This should help identify target areas to apply those site evaluations and could help to direct conservation programs by identifying where the issues are located. As an intermunicipal team, we can then focus our efforts on specific areas.

The tool will offer some Best Management Practices (BMPs) to change the riparian risk from high to low. For example, this tool is meant to suggest that development setbacks should be considered, though it will not prescribe what those setbacks shall be. If you were considering a development proposal in a high risk area, for example, the tool will indicate that actions may possibly increasing the risk to that area, and suggest what could be looked at to mitigate impacts and possibly improve the area.

The goal of today is to talk about how to use this tool. For example: Should it be voluntary? Should it be by-law related? How can it be used to drive conservation and restoration programs?

Discussion: What group is going to look at the size of the buffer areas around waterbodies used in the tool? That is key to our Land Use Bylaws (LUBs). How or when do you envision looking at the size of the buffer areas? Buffers can vary depending on many issues. Recommendations will come from a consultant completing a literature review on buffer guidelines to back the decision in science. The buffer is intended to suggest where the influence of upland activity is most impactful in terms of influencing riparian area. Can that buffer size be more complex to reflect things like the size of water body? The buffer is not intended to prescribe a specific development setback. It identifies high risk areas to inform development decisions and mitigate activities. Whatever we put out will be challenged; we will need to clearly justify why an area is classified in a certain way for development, especially if the buffer goes beyond what the current environmental setbacks are. Having regional consistency from a regional context and backed by science is beneficial for appeals.

Discussion: From a municipal councillor perspective, it is important to have tools to help make better decisions on land use and development. Right now we think we know. This tool will provide information to council. It is a good first step to help protect water bodies; which we try to do now but information

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and science can fluctuate. In the past, permit denials have been reversed through the municipal government board appeal process. That may be changing through the regional plan.

We need to be aware of what we put out since anything that comes out will likely be challenged. For today, please assume the buffers will be based in science and will be a good vector for understanding the risk to water quality. The question today is how this tool can be used by the municipalities – or why not? We need to make the tool useful.

Discussion: Will it be a regulatory tool or a tool that can be used to develop recommendations for management practices? The tool may be useful to help put conditions on development rather than restrict it. The tool could help provide the 'why' for that additional consideration on the development approval. It would be beneficial if the approach is consistent across counties. If the rules are the same across all the municipalities, developers will be treated the same way in other municipalities therefore this should reduce the risk of losing a rate payer. This tool should assist individual municipalities to interpret the scientific information from the tool and make better informed decisions that set appropriate conditions for case by case sites. Business needs open, transparent governance with predictability and certainty long term.

Discussion: Unless something is legislated provincially, MDPs can change every time council changes. It's an open document. What do the systems need to be to make this a rigorous tool to stand up to MDP processes? MDPs can change, but may be less likely to change if the tool is based on science, data and is consistent. If the rules are the same between municipalities, then there isn't a fear of losing a rate payer because development will be treated the same across the board. Would be good to discuss how this tool could stand up to appeals. If you bring something forward based on science, that might help keep guidelines firm with changing councils and plans. There is some kickback on trusting "professional opinions". For example, geotechnical surveys in low risk areas are a hard sell; this tool could be used to focus on surveys in high risk areas to make more informed decisions. The tool could suggest some high-level conditions on development, and provide a tool for having a basis to make decisions and backing them up. What can we do to work with the provincial government to help make tools like this work with new councils?

The project goals will be achieved over the course of three phases that can run concurrently:
Phase 1: Gather the riparian data
- Health assessment of riparian areas in watershed (Modesté Pilot Project).
- This data is important for measuring changes to watershed health over time in the form of report-card
Phase 2: How do we use the data now?
- Find opportunities for municipal use of data and intermunicipal collaboration.
- The data can be used to actively improve or maintain the health condition to the riparian areas
Phase 3: How do we use the data later?
- Full watershed scale data (Modesté Pilot Area)

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- The data will be used in an economic valuation of Ecosystem Goods and Services (EG&S) – we can use existing data to evaluate EGS locally and downstream e.g. increase water treatment costs. The NSWA is partnering with ALUS Canada and Parkland County to apply for funds to have this valuation completed. The hope is that the tool will improve investment in this area to improve conservation and restoration to build EG&S e.g. through ALUS, LandCare, DU, land trusts and other mechanisms. The tool can help make the case for green infrastructure investment opportunities and funding.

Parkland County passed a council resolution to work with NSWA to apply for funds with the Federation of Canadian Municipalities to move forward with this EG&S project. Modesté was chosen as the pilot because it includes five counties. The intent is to move this work and tool development to the other sub-watersheds after the Modesté pilot project is complete.

Mike Nemeth walked through the objectives and format for the workshop.

Discussion: How do you decide what is high risk in the matrix shown earlier on the slides? That will be discussed further at meeting next month with the TACs of the Headwaters Alliance and Sturgeon Alliance. The criteria used will be based on scientific literature, though it also needs to make sense to the people who will use it (the municipalities). The distance being evaluated is to be determined for the upland buffer. The riparian health assessment criteria and buffer was chosen as is, because they had the best predictive correlation with other tools. The upland risk assessment criteria are the new portion of the tool, which will be discussed next month. Reminder: These criteria will not provide the precision of ground data; it is a high- level assessment to indicate issue areas.

Break-out session 1 & Regroup

In the first breakout discussion, each table was asked to identify the opportunities and barriers to the Riparian Health Assessment tool being used. Notes were captured on flip charts and briefly reviewed with the full group in a plenary session. The following summarizes the flip chart notes and the brief review for each Table.

Summary of Table A discussion (elected officials)

Opportunities:

*Note: Intermunicipal opportunities are flagged with an *IM**

Tool could be a guiding document providing consistent, riparian science based information and expertise. *IM*

Tool could enable more informed development decisions by providing a knowledge basis for those decisions.

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Tool could inform:

- Bylaw development
- Conditions on development applications in high risk areas

Example: subdivision authority could review tool information when making decisions on subdivision requests. Science risk information from the tool would supplement the "common sense" perspective:

- Provide information on the riparian risk level
- Suggest high-level mitigative actions
- Provide supplementary information e.g. location, flood plain

Example: Tool could provide information to provide the scientific defence for need of setbacks specified in Area Structure Plans (ASP).

This tool would provide a quick, consistent assessment of riparian areas that would identify high risk areas that could then be addressed through specific site assessments and/or changes in MDP/LUBs. This tool would avoid doing expensive, detailed assessments throughout the whole watershed; however it was noted that the NSWA would not advocate this, as the tool is not meant to replace the need for site assessment. *IM*

The matrix developed and used in this tool could be written into each municipality's MDP to create a consistent approach to using the tool. Then each municipality would determine how to take the approach down to the level for specific LUBs. *IM*
This would create:

- A consistent approach to riparian health assessment
- A consistent general view on high / medium / low risk areas
- A consistent "upstream view" that can be shared with downstream interests.

This tool could provide consistency in decisions across municipalities and across decisions with a municipality. That feeling that "others are doing it too", it's being consistently used and "everyone's on board" with using it can be a powerful way to build buy-in. *IM*

The tool could be useful to align thinking with federal and provincial views on green structure analysis and investment. Example: the Green Acreages program is heavily subscribed; the thinking in Phase 3 of this HA project is for the tool to be useful in informing which applications that program should approve. There may be a difference in how these programs are known of and applied in rural vs. rural municipalities.

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People forget about their municipal assets, for example: rivers and roads. This tool might be useful for general watershed education.

Tool might be useful in educating the general public on the long term value of the watershed versus the value of development. This is part of a larger cultural change.

An opportunity to promote buy-in would be to develop an action plan to educate the federal government on this tool and approach. This could happen politically through the MDC and AUMA provincially and the FCM federally. *IM*

Barriers:
Tool may provide useful information, but it won't be defensible or useful unless it is somehow written into specific plans or legislation.

Tool must be aligned to policy to be useful and accepted.

A way to think about barriers is to pose the question: How does using this tool become the norm?
- One option is to make the use of the tool a requirement.
- The tool must be accessible to those that want to use it.

The cost of the tool will be a barrier. This cost (time and money) includes the implementation, maintenance, and tying it through to plans and bylaws. Sharing the costs intermunicipally will be an advantage however it will still require resources to develop and use it. *IM*

Education will be a significant barrier that will need to be overcome for the tool to be successful and used. We don't want the tool to be developed and not used. *IM*
This includes multiple layers of education:
- Providing administrative staff with the technical information to understand and use the tool
- Providing council with information on what the tool can provide them with and how it will be used
- Educating the broader public (that are interested) on what the tool is and how it is being used.
Education should include:
- What the tool is intended to do and what it is not intended to do
- How does this directly affect me? This will be vital to secure buy-in.

A barrier is the gap in managing water that continues to exist between federal, provincial and municipal levels of government. This has resulted in significant data gaps. An example of this gap is the separation of water licensing decisions from the relevant science. The tool should be shared with the province to close some of those gaps and garner appropriate resource support. The WPACs are one of the few forums that involve all three levels of government. *IM*

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A barrier may come from the challenge that this tool will highlight the connectedness of stream and the connections between creeks on neighbouring lands. Creeks and setbacks do not observe municipal or private boundaries.

Summary of Table B discussion (administrative staff)
Opportunities:
Use the tool at the high-level for management planning from a regional perspective (e.g., land use or development plans).

Tool could provide expertise, which some municipalities might not have, to allow for a quick assessment of the watershed to move things along. It would provide consistency in these assessments.

Tool could be used to start the conversation around land use in the region to create an understanding and awareness of multiple land uses.

Tool could be used to provide science-based guidelines. These parameters could be a mix of regulated and voluntary in a two-prong approach. If use of the tool is regulated, it is easier to have it adopted and used by municipalities. If it is not regulated and only a few municipalities voluntarily use it becomes less effective.

Tool could help maintain regulatory authority by providing a back stop or support for appeals.

Could use the tool as part of a tool box for everyone in the region for land management and planning. If it is regulated everyone is playing by the same rules and cannot make a decision that puts someone at a development disadvantage because of a difference in rules. The tool needs to provide consistency, and could provide a chance to look at intermunicipal collaboration. It could maybe provide some balance between local autonomy and regional development. The tool could provide a lens for looking at cumulative effects of regional development while maintaining a local lens.

Use the tool to collaboratively look at managing the region as a whole; not in the sense of placing blame, but providing information and education on the value of making changes in the riparian lands if individuals wish to voluntarily make changes to improve or minimize impacts. Would it be used as an educational tool or in decision making? Could be both, if there are clear guidelines it could also be used in decision making.

Tool needs to be transparent; it needs to have explanations as to why / how decisions are being made.

The tool could maybe be used to identify priority areas for restoration and conservation or areas where more management requirements may be needed.

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Barriers:
Politics is an issue with pressure from rate payers/voters. There are costs to new development to do mitigation or any new requirements placed on development and possible risk of losing developments.

A champion is needed to take and lead this to create buy-in. We all need to buy-in, but someone needs to champion it. Intermunicipal plans are needed, so this could be a 'quick win' to have this accepted regionally. Who is the champion? Parkland often champions because high pressure for multi-lot subdivisions.

Group discussion following the brief reviews to the plenary
We cannot ignore the cost associated with having additional guidelines and parameters (e.g. mitigation conditions) in the areas identified by the tool as high risk. Comparatively, development might be cheaper in low risk areas. There could be significant cost implications. How do you level that playing field?

What does administrative staff need from elected officials? Specific information is needed to be able to explain and have justification for decisions.
- The tool needs to provide guidelines and decision support based on local and regional thinking.
- There should be flexibility (e.g., provides information about how the land is classified and why) to help offer informed and clear direction.
- The tool should correlate direction with BMPs to highlight what actions should be a priority in order to get the most value from any decision made on new or existing development.
- Informed decisions need to be supported by policy that is backed by LUBs or a MDP or an IDP.

What does "flexibility" mean? We've talked about "consistent"; what does "flexible" mean? When using the tool to make decisions, it should be possible to use it in a flexible way e.g., to inform more flexibility in land management. We need it in our MDP and bylaws so council can make decisions based on the tool, e.g., even in a high risk area, we can develop but there are conditions. The tool needs to be flexible to the end use being proposed e.g., for gravel setbacks can be put in the MDP then the tool can identify gravel development in area high-risk area to look at potential conditions.

We want to maintain a quality of life currently and for the future. This is a huge issue. There is little federal and provincial leadership when it comes to managing land along the rivers, even though there is federal and provincial legislation for watercourses and their protection. It all seems to get pushed to the municipal level. Therefore, we need an action plan that can be pushed through political channels (e.g, AUMA etc.).

Are we suggesting that this tool be in the MDP or in the development process? When buying land, developers should know whether it is a "red" or high risk area. The MDP could then address what

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features of the area have caused it to be a high risk for land owners and future development. A GIS-based tool could be on a website so buyers know that the property is in the high-med-low risk areas; this may influence purchase decisions. The tool would need to be updated over time as when mitigation is implemented it may change the classification of an area.

Categorizing current land being used as red/yellow/green could be a barrier. There is a risk that land may be perceived to have been devalued by identifying it as a red area. Key question: What does the tool actually say? Is it saying what the risk is currently? This is key in the education piece: What the tool does and does not do.

Colour coding can be a problem. Using red, yellow, and green will create perceptions. However, colour is effective in indicating stress and degradation. Red may help engage the landowner by saying this is where we are at and this is where we need to look at mitigation. Maybe it's ok to create a jolted reaction if it leads to positive change. The colour system can be problematic but it could create an opportunity to bring in programs to help with the riparian change.

Break-out session 2 & Regroup

In the afternoon discussion each participant shared the 2 opportunities and 2 barriers identified for their municipality during the working lunch. Each group then identified 2-3 clarifying questions to raise to the full group. The opportunities, barriers, and clarifying questions from each group are outlined below, followed by a summary of the discussion during the regroup.

Summary of Table A discussion (opportunities, barriers, and clarifying questions)

Opportunities that were identified during the working lunch included:
- Education
- Creating consistency across multiple municipalities and watersheds
- Preserving through ALUS and LandCare programs; identifying areas to focus ALUS and the LandCare programs
- Using the tools information to implement agricultural BMPs
- Strengthening the conditions on development permits and reducing appeals
- Supporting green initiative plans – backing up how and why to protect water
- Supporting the reasons for building setbacks and green spaces into development plans
- Providing additional information for updating LUBs
- Implementing knowledge for elected Councils and administration
- Supporting the development of Area Structure Plans (ASPs)
- Locating specific watershed aspects and sites
- Helping create consistent zoning within municipalities

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Barriers that were identified during the working lunch included:

- Getting councils to accept the tool; changing political will, concern that this tool will be reducing council autonomy, and the data conflicting with "what we know"
- Getting landowner buy-in
- Securing the funding, staffing and time to develop, implement and maintain the tool; making sure it doesn't get shelved
- Overcoming the lack of education on riparian science and long term water view
- The effort needed to educate elected Council and administration on how to use the tool and how it will be used
- Clarifying exactly how the tools will be used with developers
- Translating large amount s of data into usable information
- Limited funding for municipal restoration programs (LandCare and ALUS)
- Providing proper orientation for council, staff and members at large (MPC – Municipal Planning Commission, SDA – Subdivision and Development Authority) and proving that they understand it (periodic course requirement); tool could provide continuity through election cycles.

Questions posed to the full group by Table A:

1. Is this tool intended to be educational and/or informative and/or prescriptive?
2. What role will the municipalities have in creating and vetting the tool?
3. How might a standard orientation package for this tool be developed and maintained?
4. How do we maximize buy-in (e.g. marketing package, resolution to AUMA)?

Additional question: How can this tool fit with the cycles for updating MDPs, LUBs, ICFs, and IDPs?

Summary of Table B discussion (opportunities, barriers, and clarifying questions)

Opportunities that were identified during the working lunch included:

- Providing a good addition to area structure plans (e.g., around creeks)
- Using for asset management now and into the future with potential shifts and changes in climate.
- Identifying up and down stream impacts
- Creating consistent zoning near riparian areas (ER/ESA/MR)
- Using it as an input to better inform planning decisions
- Implementing and prioritizing BMPs
- Looking at cumulative effects
- Educating the public in relation to land use and riparian health
- Creating intermunicipal consistency in planning and decision making for riparian areas
- Targeting areas for conservation programs
- Supporting and strengthening the planning process by providing science-based information
- Showing the value riparian health and making changes to planning and management

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Barriers that were identified during the working lunch included:

- Risk to having a lack of education on what to tool is and its value (e.g., council may write it off before they learn about it)
- Education takes time, effort, and desire, and has a cost to it.
- Administrative structure and their priorities are strong influences on update of work like this.
- Buy-in from land owners and politicians is needed, and links to education about what this is and its value
- Continuity is needed between changes in councils, so this needs to land somewhere in order to stick (e.g., a MDP).
- Potential limitations from existing LUBs
- Resources (time and money) - everyone is a self-proclaimed environmental steward until it costs them something (NIMBY mentality)
- How it would fit in with existing regulations and other processes from the province

Questions posed to the full group by Table B:

1. What does council need to buy into this tool? Understanding of the process or public support?
2. How do they want this framed - impact to the landowners or developers, the end results, the values?
3. Should this be regulated or voluntary? Do we want this part of plans and LUBs or is it more of an education piece?

Full group discussion

Question: Is this tool intended to be educational and/or informative and/or prescriptive? Should this be regulated or voluntary? Do we want the tool to be a part of plans and LUBs or is it more of an education piece?
However we build the tool it should meet the purpose of why we want it. We (the SC) need to provide that direction. Who is the focus group we are trying to educate? Building something informative is different than building something prescriptive. A common question from each group is what is the intent of the tool? Is it regulatory or voluntary? There was discussion on how this would be helpful for informing bylaws, programs, identifying priority areas. So where would this tool be most useful? If we make a policy we can go outside of that, but a bylaw is more regulated so a new council would need to hold to it rather than it getting lost over time.

From an education perspective, does the public actually want this information? We are trying to focus on the watershed. People are generally not interested in things like this until it impacts them or their way of life. You can inform more broadly; there are different stages of education that are still good to get the information out there and allow people to be proactive rather than reactive. Education and informative are consistent with the NSWA and what it does; if the tool is prescriptive, it goes against the

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NSWA and what it does. NSWA operates in that they don't have an opinion, they will provide the scientific advice and information, but they won't advocate. So the tool should be educational and informative, but it is up to the municipalities for how they use it. Tool needs to be transparent and educational, provide support to inform decisions based on science- all consistent with the NSWA.

The term "prescriptive" perhaps isn't reflective of what the tool is trying to do; it is allowing for more informed decisions, rather than being prescriptive. This tool can come ready-made as a tool, so it allows day to day defensible decisions in a ready-made package. It allows for in-house decisions that are informed, and it shows the immense value. This tool would be valuable to someone who issues approvals. However, unless it is statutory or a plan/LUB, it won't hold any weight. It makes it difficult for council to support the tool if it is not in the plan or a bylaw.

Being prescriptive can start to encroach on municipal autonomy, yet if the tool and its use are not enshrined in bylaw it won't be effective. How each municipality chooses to use the tool should be up to them. If the education and informative pieces are done well enough, it will lead itself to become prescriptive. If we push it, it will be a losing battle. If people believe in it then it needs to be promoted, and over time it can become enshrined. Once people get used to using and relying on a tool, most people would enshrine it if it works. If council is using the information and it is a good tool, then it will get enshrined. There might be some early adopters, but each council will do it in their own time. The adoption of the ALUS program demonstrates this; it slowly grew and now it is widely used. That is likely how this will go. Each municipality will have a different driver for this, but it will come through. The end goal is to be the same and have the rules across the board. The goal at the end is to ideally have it as prescriptive.

Ultimately it is a science-based tool and the outcomes will show how riparian areas are impacted and will provide a risk level. It doesn't tell you specifics on how mitigation should be accomplished, but provides high-level mechanisms that can be used. They are more recommendations than must dos. Each municipality has different processes and requirements for development.

Question: How do they (elected council representatives) want this tool and information to be framed? (impact to the landowners or developers, the end results, the values?)
Is it going to look at cumulative effects?, at regional, community or individual use?, at how to turn the red zones to orange? How should the tool be framed to make it useful to council? The goal is getting to better decisions. If everyone is doing it at the same time, then the region works better. Councillors do not always know the area well where a decision needs to be made, especially in terms of having information on the relevant science. Council would rely on administrative staff to come with a tool and provide some scientific backing to suggest what can be done to mitigate high risk areas. The tool provides information to the picture that council gets to make a decision.

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It is important that the tool identifies risk, and mitigates that risk so council can put conditions on a permit. One example of a condition is offsets to potential impacts from development. There may be overlap with existing policies, in this case, the wetland policy. The wetland policy at the moment is a very contentious policy with some rural municipalities.

From a framing perspective, this is a watershed assessment, it is not a detailed site assessment, and it should be framed as such.

Question: How do we maximize buy-in (e.g. marketing package, resolution to AUMA)? What does council need to buy into this tool? How might a standard orientation package for this tool be developed and maintained?
Is there a role for the NSWA for the maintaining and developing of an orientation package for using this tool?

A resolution to take to AUMA, AAMDC might be valuable as those two groups could act as advocates to the province to make this work. It can also help with funding and regulations that might need changing or updates to.

Section 60 of the MGA states how municipalities have control over everything around the aspects of the river except the water itself; this is a right invested in municipalities.

Are there any quick political wins that would get buy-in from council? Long term effects or benefits are good to message as that has a greater weight. Regional supports are good to know; to know that their neighbours are using it. AAMDC is a good venue to bring this up to show regional thinking and collaboration. This could be shared at the WPAC Summit; while this is for the North Saskatchewan watershed, maybe it is transferable to other parts of the province. The NSWA can really help other WPACs in terms of their ability to feed into other municipalities and then it does become more of an AAMDC discussion. NSWA could come and present to AAMDC or to any HA councils to help share this work and education.

Question: What role will the municipalities have in creating and vetting the tool?
For vetting, we have a good TAC that should be used as the vetting mechanism. Then it could go to the SC to see if it will work in a political light. Then it can some out as a tool that can be easier to sell, with a solid science backing and political screen.

There was less SC involvement envisioned with the vetting. We hope that the TAC can tackle most questions in the May meeting, and maybe circle back to the SC if needed. Once the report is done, then the SC needs to act as a champion and do their work to move this through.

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ALBERTA
waterSMART
Water Management Solutions

This tool will be used more in a development capacity by development departments. From an agriculture perspective, they are already doing this.

A large portion of the headwaters is in crown land, so how do you act on the information from this tool and integrate planning if it applies to only the municipal part of the watershed?

Closing business and adjournment

Parkland is moving forward with NSWA on a grant application for ~80% of the Phase 3 funding.

- Parkland will be the financial body for the funds as the grant cannot be awarded to a non-profit). This grant will require a Steering Committee. It will be largely administrative. HA members suggested that Mary Ellen represent the HA municipal members on the SC. This was moved and carried.
- ALUS Canada helping to find the other ~20% funds for Phase 3.
- Letters of support from HA members would strengthen the application. Mary Ellen will draft and circulate a letter of support to administrations to be taken to HA councils.
- What is the contingency plan if can't find the additional ~20% (estimated at $60K) in grant money? Suggestion: If short of funds, send separate letter requesting a specified amount of funding. Send it to administration but coordinate it between admin members so a unified front is being presented across councils.

NSWA is coordinating a planning session for Fiera to talk through criteria with the TAC. Currently looking at May 18th but this date may not be viable. Mary Ellen will circulate a Doodle Poll.

Mary Ellen reminded members, in particular new ones, that NSWA maintains an SC schedule builder to help set dates for future SC meetings. May Ellen requested that SC members please fill it out (via paper or email) and return it to Mary Ellen.

Potential 2017 NSWA Headwaters tour: Last year's NSWA two day tour went well. NSWA is considering whether to do one again in 2017.

- Clearwater County Councillor Duncan and Reeve Alexander went to rural caucus and presented sasquatch work, trails initiative, and council perspective on land use in the west country. Feedback was that they really enjoyed last year's NSWA tour and wanted to come back. Therefore, Clearwater is hosting an ATV tour for rural caucus (up to 20 seats) to promote the work it is doing to manage the west country. Clearwater is willing to partner with NSWA; maybe include a talk from NSWA as part of the ATV tour. Yellowstone to Yukon appears interested in 17% protected land discussion.
- We don't want to have competing tours. Suggestion was to wait a year for the next NSWA tour and piggyback on the Clearwater tour as possible. Do the NSWA tour every other year.

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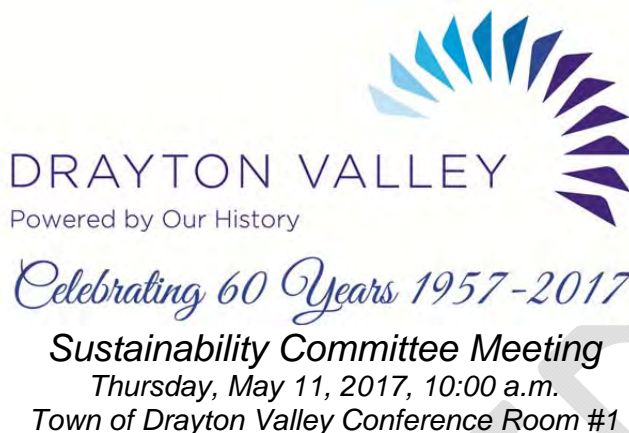## North Saskatchewan Headwaters Alliance
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- There is a need to educate public and politicians therefore it is important that at least one tour goes this year. Clearwater's ATV tour is happening. Mary Ellen will follow up on how NSWA can participate in the Clearwater tour.

This concluded the meeting. Participants were reminded to please fill out the feedback forms.

DRAYTON VALLEY
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Celebrating 60 Years 1957-2017

Sustainability Committee Meeting
Thursday, May 11, 2017, 10:00 a.m.
Town of Drayton Valley Conference Room #1

Meeting Notes

Present: Councillor Fayrell Wheeler, Councillor Deb Bossert, Pam Livingston, Sonya Wrigglesworth, Sabine Larcher

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

1.0 Call to Order
The meeting started at 10:05 a.m.

2.0 Additions or Deletions to Agenda
There were no additions or deletions to the agenda.

3.0 Adoption of Agenda
The agenda was adopted as presented.
Carried

4.0 Approval of Committee Meeting Notes
4.1 April 24, 2017, Committee Meeting Notes
The April 24, 2017, Committee Meeting Notes were approved as amended.

5.0 Discussion Items
5.1 Community Sustainability Plan – Stakeholder Meeting
The Committee discussed the approach for the Stakeholder Meeting on May 31, 2017, and developed a meeting agenda as well as determined other details for the facilitation.

Councillor Wheeler will invite Council to participate as facilitators in the workshop. Administration is to prepare documents and distribute them for the Committee's review. Moreover, Councillor Wheeler asked to extend the invitation to the Women in Leadership participants.

5.2 Youth Engagement (time permitting)
Councillor Wheeler suggested organizing a youth engagement session for early October. The Committee will think of ideas and present them to Council at a Governance & Priorities meeting for approval.

Ms. Wrigglesworth left the meeting at 10:48 a.m.

Invitations could, along with others, be sent to the Women in Leadership mentees, school principal, and youth teams.

6.0   Other Business
There was no other business to discuss.

7.0   Information items
There were no information items to discuss.
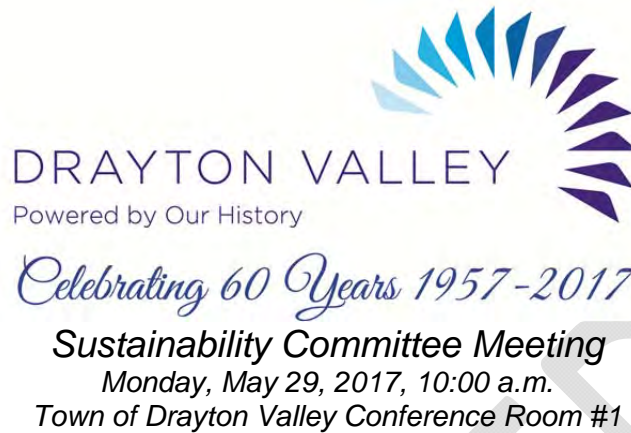
8.0   Items for Next Meeting
-    Community Sustainability Plan – Stakeholder Meeting
-    Youth Engagement (time permitting)

9.0   Next Meeting Date
May 29, 2017, at 10:00 a.m., Boardroom 1

10.0   Adjournment
The meeting was adjourned at 10:52 a.m.

Sustainability Committee Meeting
Monday, May 29, 2017, 10:00 a.m.
Town of Drayton Valley Conference Room #1

Meeting Notes

Present: Councillor Fayrell Wheeler, Councillor Deb Bossert, Pam Livingston, Sonya Wrigglesworth, Sabine Larcher

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

1.0 Call to Order

The meeting started at 10:03 a.m.

2.0 Additions or Deletions to Agenda

There were no additions or deletions to the agenda.

3.0 Adoption of Agenda

The agenda was adopted as presented.

Carried

4.0 Approval of Committee Meeting Notes

4.1 May 11, 2017, Committee Meeting Notes

There were no comments made under this item.

5.0 Discussion Items

5.1 Community Sustainability Plan – Stakeholder Meeting

The Committee discussed the details for the Stakeholder Meeting on May 31, 2017. The Facilitators' notes resulting from the workshop will be reviewed through the Committee.

5.2 Youth Engagement (time permitting)

The planning will be continued during the summer in order to organize an event for fall.

5.3 www.sustainablewaterlooregion.ca

Councillor Wheeler advised that at the recent Renewable Cities Conference, she was introduced to this organization and their website. She will forward the contact information to the CETC.

Ms. Livingston left the meeting at 10:18 a.m.

6.0   Other Business
The Committee briefly discussed the Public Works Week and Council participation last week. A debrief is scheduled for the Governance & Priorities Meeting.

7.0   Information items
There were no information items to discuss.

8.0   Items for Next Meeting
-    Community Sustainability Plan – Stakeholder Meeting – Debrief
-    Items from Councillor Wheeler's Conference Report
        o   River for Life information on Rain Gardens/Rainwater
        o   Parkland County information on Green Acres Program

9.0   Next Meeting Date
June 12, 2017, at 1:00 p.m., Boardroom 1

10.0   Adjournment
The meeting was adjourned at 10:39 a.m.

Québec ✦✦✦

Gouvernement du Québec
Cabinet du premier ministre

Québec, le 1er juin 2017

RECEIVED
12 jun 2017 sc

Monsieur Glenn McLean
Maire
Ville de Drayton Valley
5120, 52 Street
Box 6837
Drayton Valley (Alberta) T7A 1A1

Monsieur le Maire,

J'accuse réception ici, au nom du premier ministre du Québec, monsieur Philippe Couillard, de la lettre que vous lui faisiez parvenir dernièrement à propos du projet d'oléoduc Énergie Est.

Soyez assuré que nous avons bien pris connaissance de votre appui et de celui de votre conseil municipal pour ce projet. Vos commentaires ont été portés à l'attention du premier ministre.

Comme ce dossier relève du ministre de l'Énergie et des Ressources naturelles, monsieur Pierre Arcand, une copie de votre correspondance lui a aussi été transmise pour information.

Je vous prie d'agréer, Monsieur le Maire, l'expression de mes sentiments les meilleurs.

Le chef de cabinet,

Jean-Louis Dufresne

c. c. M. Pierre Arcand, ministre

COURTESY TRANSLATION

Dear Mr. McLean,

On behalf of Mr. Philippe Couillard, Premier of Québec, I acknowledge receipt of your letter sent recently about the proposed Energy East pipeline.

Rest assured that we have taken note of your support and that of your municipal council for this project. Your comments have been brought to the attention of the Premier.

Since this matter falls under the mandate of the Mr. Pierre Arcand, Minister of Energy and Natural Resources, a copy of your correspondence has also been forwarded to him for information.

Regards,

ORIGINAL SIGNED BY:

Jean-Louis Dufresne
Chief of Staff

cc: Mr. Pierre Arcand, Minister

Brazeau Foundation

Managing Housing Solutions

5208, 47 Avenue,
Drayton Valley, Alberta, T7A 1N7
Phone: (780) 542 2712 Fax: (780) 542 2765
E-mail: bzf@brazeaufoundation.ca

MEETING OF THE BOARD OF DIRECTORS
Shangri-La Lodge, Drayton Valley
April 24, 2017
10:00 am

ATTENDANCE:

Directors Present:

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

Directors Absent:

Administration Present:

Stella Keller	Chief Administrative Officer
Cindy Trudgian	Executive Assistant

1.0   CALL TO ORDER

J. Vatter called the meeting to order at 10:03am

2.0   AGENDA

2.1   ADDITIONS TO THE AGENDA

6.1.7 – ASCHA Central Regional Meeting

2.2   APPROVAL OF AGENDA

Resolution #17-04-01: Moved by J. Young to approve the agenda with additions.

Motion ...Carried Unanimously

3.0   APPROVAL OF MINUTES

3.1   Minutes

3.1.1 MINUTES FROM THE MARCH 10, 2017 REGULAR BOARD MEETING

Resolution #17-04-02: Moved by S. Mahan to approve the minutes of the March 10, 2017 Regular Board Meeting as presented.

Motion ...Carried Unanimously

3.1.2 MINUTES FROM THE MARCH 23, 2017 SPECIAL BOARD MEETING

Resolution #17-04-03: Moved by S. Strathern to approve the minutes of the March 23, 2017 Special Board Meeting as presented.

Motion ...Carried Unanimously

3.2 BUSIINESS RISING OUT OF THE MINUTES

None at this time

4.0 FINANCIAL

4.1 FINANCIAL REPORTS - Foundation

4.1.1 Foundation Payable Disbursements for March 2017

Resolution #17-04-04: Moved by S. Strathern to accept the Payable Disbursements as information.

Motion ...Carried Unanimously

4.1.1.1 Visa Payable for February 2017

Resolution #17-04-05: Moved by S. Mahan to accept the Visa Payable as information.

Motion ...Carried Unanimously

4.1.2 Foundation Balance Sheet as of March 31, 2017

Resolution #17-04-06: Moved by B. Fredrickson to accept the Balance Sheet as information.

Motion ...Carried Unanimously

4.1.3 Financial Statements to March 31, 2017

4.1.3.1 Central Services/Lodge

Resolution #17-04-07: Moved by B. Fredrickson to accept the Central Services/Lodge Financial Statements as information.

Motion ...Carried Unanimously

Resolution #17-04-08: Moved by S. Mahan to direct administration to research other institutions that will provide a better return on our investment funds. Institutions selected for consideration will be approved by the Board of Directors.

Motion ...Carried Unanimously

"We practice respect"

4.1.3.2 Provincial Housing Units

Resolution #17-04-09: Moved by B. Fredrickson to accept the Provincial Housing Units Financial Statements as information.

Motion ...Carried Unanimously

4.2 FINANCIAL REPORTS – Urban Housing

4.2.1 Urban Housing Payable Disbursements for March 2017.

4.2.2 Urban Housing Balance Sheet as of March 31, 2017

4.2.3 Urban Housing Financial Statements to March 31, 2017

Resolution #17-04-10: Moved by J. Young to accept the Urban Housing Payable Disbursements, Balance Sheet and Financial Statements as information.

Motion ...Carried Unanimously

4.3 BOARD MEMBER EXPENSE

4.3.1 Board Member Expenses for March 2017

Resolution #17-04-11: Moved by S. Mahan to approve the Board Member Expenses for the month of March 2017, in the amount of $6746.92.

Motion ...Carried Unanimously

5.0 OLD BUSINESS

None at this time

6.0 REPORTS

6.1 OPERATIONS REPORT

6.1.1 Operation's Report

Operations Report was verbally given by S. Keller.

6.1.2 Vacancy Report

Resolution #17-04-12: Moved by S. Strathern to accept the Vacancy Report as information.

Motion ...Carried Unanimously

6.1.3 Shangri-La Lodge Applicant

Traditionally lodge residents who are suffering from mild Alzheimer's or dementia who can learn new habits etc. are accepted at the Lodge and cope fairly well. Alzheimer's clients in later stages are often showing signs of not coping and the Lodge works with family and Home Care to have them placed into a dementia care center. However, this process can take a long time due to capacity limitations and/or admittance rules.

(Currently Serenity Housing has vacancies and their admittance requires that the clients be people at risk of wandering away.) When residents age at the Lodge and have set habits, often those residents succeed in the lodge for a longer period of time; that is, moderate level lodge residents who have resided at the lodge for a few years prior, have set patterns and cope well until their disease causes them too much difficulty. Coming into the Lodge at later stages where they are not always learning new things and look to others to assist indicates a need for cueing and additional care/supervision.

Resolution #17-04-13: Moved by S. Strathern to decline the application to the Shangri-La Lodge indicating moderate levels of Alzheimer's disease due to the inability for the Lodge to handle their care needs and/or take that responsibility/liability.

Motion ...Carried Unanimously

6.1.4 Lodge Fee Schedule 2017 - 2018

Resolution #17-04-14: Moved by S. Mahan to approve the Lodge Fee Schedule for June 2017 as presented.

Motion ...Carried Unanimously

Break for Lunch at 12:00pm

Resume Meeting at 1:00pm

6.1.5 Urban Housing - Resilience Research Center

S. Keller reported that the Foundation and FCSS are working on filling one of the vacancies in the Urban Housing Program; that is, the Resilience Research Center Program is wishing to rent a 2 bedroom unit from Urban Housing to accommodate the team coming to Drayton Valley to do research. The research program is a five year program but it is not expected that they will need the facility for that period of time.

S. Keller contacted the Province regarding the situation and they have indicated that the students utilizing the units would fall below CNIT (Core Need Income Threshold) and would therefore likely qualify for housing in their view.

6.1.6 In-Private Session (Personnel)

Resolution #17-04-15: Moved by S. Mahan to go in-private to discuss personnel matters at 2:07pm.

Motion ...Carried Unanimously

Resolution #17-04-16: Moved by J. Young to come out of private at 3:22pm.

Motion ...Carried Unanimously

6.1.7 ASCHA Central Regional Meeting – Red Deer

The Board of Directors and the CAO recently attended the ASCHA Central Regional Meeting. The proposal on the table was to gauge the members on whether they (ASCHA) should explore joining ACCA – Alberta Continuing Care Association. The split between housing and health has been an ongoing issue for a number of years. Both
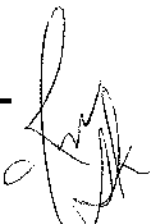
groups meet and often present a 'vision' to the Provincial Government. The facilitator tended to 'sell' the members in attendance on the idea.

- Concerns were raised about a 'watered-down' voice at the table.
- Who would represent the new Association; that is, how would the Board be chosen. (Some projected skill set and education plus regional representation.)
- Some felt that working together would provide a better working relationship
- Others felt that the health side of the organization would rule when it came to resolving issues and decision making.
- Some felt it was best for the client; however, that would depend on the client you are looking to accommodate.
- The pitch seemed to paint a picture of joining two teams and needing to give and take on each side; recognizing that not everyone would get what they want, but this would ensure they were heard.
- Housing Management Bodies are supported by requisitions from their municipalities and there is always the fear of further downloading of costs to Municipalities. (Health Care). Housing is traditionally not highly funded by the Provincial Government when you compare it to funding received by Health.
- Concerns around loosing members and discussion bringing the Self-Contained and Community Housing groups back to ASCHA were discussed, but dropped.
- ASCHA employees spoke to this issue, which appeared unusual, seeing they were not members. Normally the Executive Director would clarify points for the membership not voice opinion.
- Government representatives were in attendance but remained quiet on the subject.
- ACCA traditionally represents Home Care and Long Term Care in Alberta. They apparently have a smaller membership currently than ASCHA; however, some organizations hold memberships in both organizations. It is evident they would support the amalgamation for obvious purposes.
- Some indicated that this amalgamation would solve our 'health' issues – Some felt that our issues would no longer be at the table.
- ASCHA has a very diverse membership and appears to be trying to be inclusive of all members and this may be a problem.

The vote taken at the beginning of the Ascha meeting was against and the vote taken at the end of the meeting indicated the members present were in favor of the amalgamation.

The Annual General Meeting held earlier this year also gave members the feeling that the executive/administration were leading the membership to a preferred outcome rather than actually consulting the membership.

Having a member of the ASCHA Board on our Board assured us that was not the case and that the Board of ASCHA was receiving very similar information provided to the members. In the end our Board felt they would not be able to support this amalgamation.

Resolution #17-04-17: Moved by S. Mahan to write a letter to ASCHA stating our position.

Motion ...Carried Unanimously

6.2 POLICY

None at this Time

7.0 NEW BUSINESS

None at this time

8.0 CORRESPONDENCE

8.1 **From: Alberta Seniors and Housing** – Re: 2017 Housing Management Body Budget **(March 22, 2017)**

8.2 **From: Town of Drayton Valley** – RE: New rate structure for water and sewer utilities charges **(March 24, 2017)**

8.3 **From: Warren Sinclair LLP Lawyers** – RE: Wishing Well Apartments. **(March 31, 2017)**

8.4 **From: Alberta Health, Compliance and Monitoring** – License for Shangri-La Lodge

Resolution #17-04-18: Moved by J. Young to accept the correspondence as information.

Motion ...Carried Unanimously

9.0 FUTURE MEETING DATES

9.1 **NEXT BSF REGULAR BOARD MEETING** – **Monday, May 29, 2017** at the Shangri-La Lodge @ 10:00am.

10.0 ADJOURNMENT

Resolution #17-04-19: Moved by B. Fredrickson to adjourn the meeting at 3:26pm.

Motion ...Carried Unanimously

APPROVED AT THE **May 29, 2017** MEETING OF THE BOARD

Chief Administrative Officer

Board Chair

Conference Report

Council Member: Graham Long

Conference/Workshop Attended: EDA 2017

Date of Conference: April 2017

Information Presented (all relevant sessions):

The Economic Developers of Alberta conference is a very busy gathering of Economic Development professionals and elected officials (the mix appears to be about 70/30) from across Alberta and further afield. In addition to the formal sessions, which can be something of a mixed bag, this conference offers a chance to promote some of the things we are doing in Drayton Valley face-to-face with the kind of audience we often find ourselves trying to reach.

From that perspective I found it useful to be prepared with a few lines I could recite in response to the inevitable "what's new in Drayton Valley?" Given the nature of the audience I chose to focus on developments at the Clean Energy Technology Centre, in which there seemed to be a fair amount of interest. At the very least I think I was successful in raising our profile with elected officials from a number of municipalities. One thing I would do differently is take more brochures. I had about a couple of dozen with me, but I could easily have handed out twice that many.

The sessions themselves cover a wide range of topics related to Economic Development. As often seems to be the case, it's important to discriminate between presenters who are there to share knowledge and those who are there with a product or service to sell and to treat them accordingly. Having said that, I found the conference worthwhile and would certainly consider re attending.

Session 1: Alberta's Economic Outlook. Todd Hirsch.

This presentation is one of the highlights of the conference as one of Alberta's top economists attempts to tell us what's going to happen over the next 12 months and beyond. I suspect Hirsch would be the first to admit that economic forecasting is not an exact science. At the same conference in 2015 he predicted that oil would now be somewhere above $70 a barrel. However, his command of the information available is impressive and he is likely to be right more often than most.

A few points of interest:

The last couple of years set a new Gold Standard for recessions. This is the one that future recession will be judged against. Job losses have been particularly severe. Employment in the oil and gas sector is

down by 23 per cent from 2014. These are high paying jobs, so there has been a significant knock on effect in almost every aspect of the provincial economy.

The next 12 months will see the provincial economy start to rebuild after a very tough couple of years. The predicted GDP growth is 2.2 per cent, which, while positive, is still well below what we saw from 2010 to 2014. A robust recovery in the job market may not be seen for some time, as employment tends to lag behind the business cycle.

Oil will spend most of the year in the $50-$60 per barrel range. That's enough to bring some stability to the oil patch, and perhaps a little growth. A fair amount of Alberta's shale oil becomes viable at $50-55 a barrel, but producers will likely need to be confident that that price will hold before rushing to invest.

Construction will start to pick up, particularly in Calgary and Edmonton, which were hit particularly hard by the recession.

Perhaps the brightest news was that the low Canadian dollar, along with the Canada 150 celebrations and free entrance to the national parks should mean tourism continues to do well. 2015 and 2016 were both record years for tourism in this province and it's possible we will again break the record in 2017.

Overall the tone of the presentation was one of (very) cautious optimism. There are more details online at toddhirsch.com.

Session 2: Aiming for Retail in Alberta's smaller markets

This session looked at what municipalities can and should be doing to attract investment in the retail sector. A thriving retail sector is important to the overall health of the local economy since it not only creates employment, it allows local dollars to be spent locally, which has a significant knock on effect for the local economy.

Public sector role in smaller markets

Identify merchandise voids and prospects (what products are people buying out of town?)
Mobilize support for retail recruitment and co-ordinate citizen involvement (which stores can fill that gap?)

Be proactive in crafting the image of the consumer base and capacity to support targeted retailers. This means providing them with the accurate and up to date demographic information they need. Most retailers have a minimum threshold for trading area or income.
Establish direct contact with prospective merchants (this takes time)

Things not to do

Don't oversell your community
Don't mislead prospects
Don't inflate demographics
Don't call a prospect without knowing what they are looking for.
Don't be secretive.

Things to watch for

Monitor your overall retail development
Know your market thresholds
Retail retention is as important as retail attraction
Always work with the business community
Have a clear strategy for your community
Don't forget the importance of downtown/main street.

The planning and economic development departments should work together to ensure we present the right information to potential new businesses. As of 2014 70 per cent of site selectors used the internet as there sole or primary research tool. That means it's imperative to have good data online and to have a clearly identified contact person. Often a community is not aware they are under consideration until they have been shortlisted.

As a final note, the focus was very much on major retailers from outside the community. This does not align well with our current economic development strategy, where the focus is on encouraging local entrepreneurs to invest in our community.

Session 3: Continuing challenges for the oil and gas industry

This session, as the title suggest, was somewhat less than upbeat. It was presented by Chris Montgomery of the Canadian Association of Petroleum Producers. CAPP members explore for and develop natural gas, oil and gas liquids throughout Canada. Collectively CAPP member produce about 85 per cent of Canada's natural gas and crude oil.

The good news is that CAPP is expecting to drill about 5,400 wells in Western Canada this year. That's an increase of 44 per cent from 2016. The bad news is that 2016 was the worst year for drilling activity this century, and the 2017 total is little more than half of the activity seen in 2014.

Challenges faced by Canada's producers are in large part due to oversupply caused by the shale revolution in the United States. This has led our biggest customer to become our largest competitor. A

decade ago it was widely believed that North America was running out of natural gas. That is no longer the case and prices have suffered accordingly. Other issues are the uncertainty over how reliable Opec's promised cuts to oil production are and continuing high inventory levels.

Improved economic conditions are expected to lead to increased activity, but price uncertainty remains. Not all areas of the province are likely to come back at the same rate, as producers focus on the highest value resource. The outlook for the oil sands in particular remains troubled. Those areas specifically identified as high value were Montney, Duvernay, Viking and the Cardium field between Rocky Mountain House and Drayton Valley.

The main takeaway here was the need for the development of new markets for Alberta oil and gas and for better ways to get those products to those markets. Yup, that means pipelines.

Session 4: Building a Tourism Economy

This was a very long and wide ranging session, looking at ways to boost tourism on a local and provincial level.

Tourism helps diversify local and regional economies by impacting a number of subsectors of the economy. Those include the obvious (accommodation, hospitality etc.) and the less obvious such as retail, professional services, entertainment and recreation and culture.

A positive experience as a visitor can draw someone back as a student, a worker or an investor.

The number 1 reason people travel to a community is to visit with family or friends who live there. The second leading reason is that they stop for gas, food or accommodation on their way somewhere else. The idea we have of the archetypal tourist who visits a destination simply for the destination's sake is a relatively distant third.

 Visitors will pass on details of their experiences, good or bad, to their friends and acquaintances, so it's important to make a positive impression. On a not entirely unrelated note, shown on the next page is the view from my room at the Banff Centre.

Travellers have no shortage of destinations to choose from, so it's important to know who it is you're trying to attract. There are nine distinct Explorer Quotient (EQ) types, each with his/her different set of needs and wants when choosing a destination. By identifying which group is best suited to your community or business you can get a better idea of how to market what you have to offer. Those EQ types are listed below.

Authentic Experiencers

Cultural Explorers
Cultural History Buffs
Free Sprits
Gentle Explorers
No Hassle Travellers
Personal History Explorers
Rejuvenators
Virtual travellers.

Full information on each of these types, and how to determine which fits you best, can be found on the travel Alberta website. Once you've determined your target group or groups, develop resources that appeal specifically to that demographic. Simply saying "there's something for everyone in Drayton Valley," will probably bring us no one at all.

This may not be the image Banff is trying to project.

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.

Session 1: Economic Development Plan
Session 2: Ditto
Session 3: See above
Session 4: Yup

Recommendation(s) for Council consideration:

1) I appreciate the opportunity to make recommendations based on some of the things I learned over the two days. However, I think it's important to recognize that attendance at a conference does not make me an expert at any of this. With that in mind, I will be sharing my thoughts with our Economic Development committee to determine whether or not they have any merit and how they align with our current Economic Development Plan before making any formal recommendations. We have already facilitated an

explorer quotient workshop (see session 4) which was put on at the Clean Energy Technology Centre by Travel Alberta.

2)
3)

Identify Partners and/or External Resources:

1)
2)

For Administrative Use Only:

Date Received:		Date Reviewed:	

Item(s) for Administration policy or procedural consideration:

1)
2)

Drayton Valley Municipal Detachment
Statistical Comparison
January to May: 2013 - 2017

All categories contain "Attempted" and/or "Completed"   June-06-17

CATEGORY	Trend	2013	2014	2015	2016	2017
Homicides & Offences Related to Death		0	0	0	0	0
Robbery		2	5	2	0	1
Sexual Assaults		1	4	5	5	12
Other Sexual Offences		2	3	3	8	5
Assault		74	65	50	39	39
Kidnapping/Hostage/Abduction		1	1	1	1	3
Extortion		0	1	0	0	0
Criminal Harassment		8	3	8	6	6
Uttering Threats		18	18	16	17	13
Other Persons		0	0	0	0	1
TOTAL PERSONS		**106**	**100**	**85**	**76**	**80**
Break & Enter		32	34	27	45	42
Theft of Motor Vehicle		30	46	22	30	32
Theft Over $5,000		2	5	4	3	3
Theft Under $5,000		139	137	86	106	147
Possn Stn Goods		12	20	6	9	13
Fraud		21	18	21	18	37
Arson		1	1	1	0	0
Mischief To Property		96	123	122	87	72
TOTAL PROPERTY		**333**	**384**	**289**	**298**	**346**
Offensive Weapons		8	11	6	3	5
Public Order		1	0	0	0	0
Disturbing the peace		49	40	36	21	31
OTHER CRIMINAL CODE		89	93	103	75	57
TOTAL OTHER CRIMINAL CODE		**147**	**144**	**145**	**99**	**93**
TOTAL CRIMINAL CODE		586	628	519	473	519
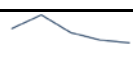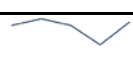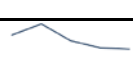
This Report is generated from the PROS database and current scoring of files. All homicide files are not included in this report.

Drayton Valley Municipal Detachment
Statistical Comparison
January to May: 2013 - 2017

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

CATEGORY	Trend	2013	2014	2015	2016	2017
Drug Enforcement - Production		0	0	0	0	0
Drug Enforcement - Possession		20	19	16	12	12
Drug Enforcement - Trafficking		6	9	14	4	7
Drug Enforcement - Other		0	0	0	1	0
Total Drugs		**26**	**28**	**30**	**17**	**19**
Federal - General		5	2	2	3	2
TOTAL FEDERAL		**31**	**30**	**32**	**20**	**21**
Liquor Act		12	6	7	5	9
Other Provincial Stats		40	38	41	39	34
Total Provincial Stats		**52**	**44**	**48**	**44**	**43**
Municipal By-laws Traffic		5	4	4	0	4
Municipal By-laws		39	32	33	36	32
Total Municipal		**44**	**36**	**37**	**36**	**36**
Fatals		3	0	0	0	0
Injury MVC		4	3	2	6	3
Property Damage MVC (Reportable)		127	165	115	95	87
Property Damage MVC (Non Reportable)		16	18	16	10	17
TOTAL MVC		**150**	**186**	**133**	**111**	**107**
Provincial Traffic		**216**	**242**	**166**	**173**	**139**
Other Traffic		**8**	**2**	**3**	**7**	**6**
Criminal Code Traffic		**42**	**46**	**36**	**27**	**33**
Common Police Activities						
False Alarms		**104**	**90**	**110**	**123**	**91**
False/Abandoned 911 Call and 911 Act		**38**	**31**	**41**	**43**	**35**
Suspicious Person/Vehicle/Property		**85**	**18**	**49**	**38**	**41**
Persons Reported Missing		**7**	**4**	**4**	**17**	**10**
Spousal Abuse - Survey Code		**64**	**56**	**70**	**67**	**46**

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

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

January to May	Trend	2013	2014	2015	2016	2017
Fatals		3	0	0	0	0
Injury MVC		4	3	2	6	3
Property Damage MVC (Reportable)		127	165	115	95	87
Property Damage MVC (Non Reportable)		16	18	16	10	17
Total MVC		150	186	133	111	107

January to May	Trend	2013	2014	2015	2016	2017
Impaired Operation*		Currently Not Available				
Roadside Suspensions - alcohol related - No charge**		8	2	3	7	6
Occupant Restraint/Seatbelt Violations**		3	3	3	0	1
Speeding Violations**		15	11	7	26	12
Intersection Related Violations**		5	5	5	5	5
Driving without Due Care or Attention*		Currently Not Available				
Other Moving Traffic*		Currently Not Available				
Other Non-Moving Violation**		35	42	34	36	23
Other CC Traffic***		8	5	3	7	7

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

Drayton Valley Municipal Detachment
Statistical Comparison
May: 2013 - 2017

All categories contain "Attempted" and/or "Completed"   June-06-17

CATEGORY	Trend	2013	2014	2015	2016	2017
Homicides & Offences Related to Death		0	0	0	0	0
Robbery		0	0	0	0	0
Sexual Assaults		0	2	2	1	1
Other Sexual Offences		2	0	2	0	3
Assault		13	14	6	2	7
Kidnapping/Hostage/Abduction		0	0	0	0	0
Extortion		0	0	0	0	0
Criminal Harassment		1	2	1	0	0
Uttering Threats		3	4	4	5	3
Other Persons		0	0	0	0	0
TOTAL PERSONS		**19**	**22**	**15**	**8**	**14**
Break & Enter		3	5	13	11	9
Theft of Motor Vehicle		6	8	6	10	6
Theft Over $5,000		1	0	2	2	1
Theft Under $5,000		26	27	15	22	37
Possn Stn Goods		2	4	1	4	2
Fraud		4	4	9	5	9
Arson		1	0	0	0	0
Mischief To Property		23	38	28	18	14
TOTAL PROPERTY		**66**	**86**	**74**	**72**	**78**
Offensive Weapons		1	0	2	0	2
Public Order		0	0	0	0	0
Disturbing the peace		0	12	5	8	11
OTHER CRIMINAL CODE		30	20	25	16	9
TOTAL OTHER CRIMINAL CODE		**31**	**32**	**32**	**24**	**22**
TOTAL CRIMINAL CODE		116	140	121	104	114

Drayton Valley Municipal Detachment
Statistical Comparison
May: 2013 - 2017
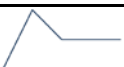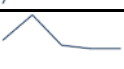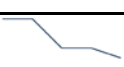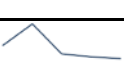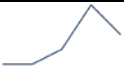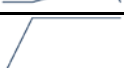
All categories contain "Attempted" and/or "Completed"

CATEGORY	Trend	2013	2014	2015	2016	2017
Drug Enforcement - Production		0	0	0	0	0
Drug Enforcement - Possession		4	4	4	1	5
Drug Enforcement - Trafficking		1	3	0	0	0
Drug Enforcement - Other		0	0	0	0	0
Total Drugs		**5**	**7**	**4**	**1**	**5**
Federal - General		1	0	0	1	1
TOTAL FEDERAL		**6**	**7**	**4**	**2**	**6**
Liquor Act		2	1	2	1	2
Other Provincial Stats		5	6	7	3	10
Total Provincial Stats		**7**	**7**	**9**	**4**	**12**
Municipal By-laws Traffic		0	1	1	0	0
Municipal By-laws		16	14	11	11	16
Total Municipal		**16**	**15**	**12**	**11**	**16**
Fatals		1	0	0	0	0
Injury MVC		0	2	1	1	1
Property Damage MVC (Reportable)		19	33	16	14	14
Property Damage MVC (Non Reportable)		6	6	3	3	2
TOTAL MVC		**26**	**41**	**20**	**18**	**17**
Provincial Traffic		**54**	**46**	**37**	**46**	**27**
Other Traffic		**0**	**0**	**1**	**4**	**2**
Criminal Code Traffic		**9**	**8**	**6**	**6**	**5**
Common Police Activities						
False Alarms		**21**	**24**	**27**	**28**	**24**
False/Abandoned 911 Call and 911 Act		**9**	**12**	**6**	**9**	**13**
Suspicious Person/Vehicle/Property		**0**	**5**	**13**	**2**	**11**
Persons Reported Missing		**2**	**2**	**1**	**4**	**1**
Spousal Abuse - Survey Code		**10**	**16**	**17**	**15**	**8**

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

May	Trend	2013	2014	2015	2016	2017
Fatals		1	0	0	0	0
Injury MVC		0	2	1	1	1
Property Damage MVC (Reportable)		19	33	16	14	14
Property Damage MVC (Non Reportable)		6	6	3	3	2
Total MVC		26	41	20	18	17

May	Trend	2013	2014	2015	2016	2017
Impaired Operation*		Currently Not Available				
Roadside Suspensions - alcohol related - No charge**		0	0	1	4	2
Occupant Restraint/Seatbelt Violations**		0	0	0	0	1
Speeding Violations**		1	1	3	15	1
Intersection Related Violations**		0	1	1	1	1
Driving without Due Care or Attention*		Currently Not Available				
Other Moving Traffic*		Currently Not Available				
Other Non-Moving Violation**		1	8	7	9	2
Other CC Traffic***		1	0	0	2	3

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

Drayton Valley Municipal Detachment

January to May: 2013 - 2017　　　　　　　　　　　　　　　　　　All categories contain "Attempted" and/or "Completed"

Category	Trend	2013	2014	2015	2016	2017		Mean	Std Deviation	Mean + 1 Std Dev	FLAG	Slope
Theft Motor Vehicle (Total)		30	46	22	30	32		32.0	7.8	39.8	Within Norm	-1.2
Auto		4	2	1	1	2		2.0	1.1	3.1	Within Norm	-0.5
Truck/SUV/Van		11	31	17	22	26		21.4	6.9	28.3	Within Norm	2.1
Motorcycle		1	3	1	0	0		1.0	1.1	2.1	Within Norm	-0.5
Other		11	5	3	6	3		5.6	2.9	8.5	Within Norm	-1.5
Take Auto without Consent		3	5	0	1	1		2.0	1.8	3.8	Within Norm	-0.8
Break and Enter (Total)		32	34	27	45	42		36.0	6.6	42.6	Within Norm	3.1
Business		15	18	12	36	18		19.8	8.4	28.2	Within Norm	2.4
Residence		10	9	12	6	12		9.8	2.2	12.0	Within Norm	0.1
Cottage or Seasonal Residence		0	0	0	0	0		0.0	0.0	0.0	Within Norm	0
Other		2	5	3	3	8		4.2	2.1	6.3	Issue	1
Spousal Abuse		64	56	70	67	46		60.6	8.7	69.3	Within Norm	-2.5
Robbery		2	5	2	0	1		2.0	1.7	3.7	Within Norm	-0.7
Assault		74	65	50	39	39		53.4	14.0	67.4	Within Norm	-9.6
Sexual Assaults		1	4	5	5	12		5.4	3.6	9.0	Issue	2.3

Traffic	Trend	2013	2014	2015	2016	2017		Mean	Std Deviation	Mean + 1 Std Dev	FLAG	Slope
Impaired Operation*		Currently Not Available						Currently Not Available				
Roadside Suspensions - alcohol related - No grounds to charge**		8	2	3	7	6		5.2	2.3	7.5	Within Norm	0.1
Occupant Restraint/Seatbelt Violations**		3	3	3	0	1		2.0	1.3	3.3	Within Norm	-0.7
Speeding Violations**		15	11	7	26	12		14.2	6.4	20.6	Within Norm	0.9
Intersection Related Violations**		5	5	5	5	5		5.0	0.0	5.0	Within Norm	0
Driving without Due Care or Attention*		Currently Not Available						Currently Not Available				
Other Moving Traffic*		Currently Not Available						Currently Not Available				
Other Non-Moving Violation**		35	42	34	36	23		34.0	6.2	40.2	Within Norm	-3
Other CC Traffic***		8	5	3	7	7		6.0	1.8	7.8	Within Norm	0

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